CITY OF VINCENT

AGENDA

Ordinary Council Meeting

17 March 2020

Time: 6pm

Location: Administration and Civic Centre
244 Vincent Street, Leederville

David MacLennan
Chief Executive Officer

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

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

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- All recordings are retained as part of the City's records in accordance with the General Disposal Authority for Local Government Records produced by the Public Records Office;
- A copy of the recorded proceedings and/or a transcript of a particular section or all of a Council meeting is available in accordance with Policy No. 4.2.4 – Council Meetings – Recording and Web Streaming.
- Ordinary Meetings of Council and Council Briefings are streamed live on the internet in accordance with the City's Policy – 4.2.4 - Council Meetings Recording and Web Streaming. It is another way the City is striving for transparency and accountability in what we do.
- The live stream can be accessed from http://webcast.vincent.wa.gov.au/video.php
- Images of the public gallery are not included in the webcast, however the voices of people in attendance may be captured and streamed.
- If you have any issues or concerns with the live streaming of meetings, please contact the City's Governance Team on 9273 6000.

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1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Nil

3 (A) PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Response to questions from Dudley Maier at the Ordinary Council Meeting on 11 February 2020

1. In respect to Item 12.4, stated that the lease of 246 Vincent Street is significantly different from the previous approval in that there is no longer a requirement for the $1.6 million portion of the incentive to be spent in accordance with an approved schedule of works. On this basis queried whether the City had complied with regulation 10 of the *Local Government (Administration) Regulations 1996*?

   Regulation 10(3) provides that this regulation does not apply to a change of decision unless "the effect of the change would be that the decision would be revoked or would become substantially different." The effect of the 11 February 2020 amendment to Council's decision made at the 10 December 2019 Meeting is that a further $25,000 of the incentive is paid to the Minister for Works, and there is no requirements for how this portion of the incentive is to be spent by the Minister for Works. The rent and the total incentive payment (40 per cent of the rent) did not change. Therefore it is Administration's view that Council's decision was not substantially different. It is noted that this item was carried unanimously at the 11 February 2020 Meeting, which would satisfy the absolute majority requirements if regulation 10 was applicable.

2. Did the City formally approach the Minister with a view of amending the vesting order for Leederville Oval (also known as Reserve 3839), as had previously been done in 1994, prior to the building of the child care centre on a portion of the land. If so, when?

   Administration has discussed the management order for Leederville Oval with State Government officials as part of the Leederville Oval Masterplan process – not the Minister. The City does intend to meet with the Minister for Sport to discuss the Leederville Oval Masterplan shortly.

3. Can the City confirm that a change of use is just one of a number of circumstances that triggers the need to obtain Development Approval, noting that parking requirements and building works are examples of other triggers?

   Not all changes of use require development approval but, yes, it is one of the circumstances that may trigger the need for Development Approval. Building works would normally require development approval but, again, not in all cases.

4. Can the City confirm that since the gazettal of the *Planning and Development (Local Planning Scheme) Regulations 2015*, development approval is not required for a change of use of a non-heritage listed property, if the use is permitted under the scheme, and if there is no works component, or development approval is not required for any of the works component?

   Yes, that is correct.

5. Has the City been adhering to these Regulations since 2015?

Yes, it has.

6. Between 2015 and 24 July 2019 would development approval be required for a proposal in the Mount Lawley- Highgate town centre that involved a change of use to one permitted under the scheme but which required discretion in terms of parking provisions?

   Yes, Development Approval would be required in this instance.

7. Would such a proposal be required to seek such a development approval if contemplated after 24 July 2019?

   No, development approval is not required for changes of use in the Mount Lawley/Highgate Town Centre for 12 months since the commencement of operation.

8. Is development approval required if a business in the Mount Lawley- Highgate town centre requested a change of use which would see a significant increase in parking requirements from the current permitted use but which does not require any building works?

   No, not for the first 12 months of operation. After 12 months, a development approval is required to continue operating.

9. Is development approval required if a business in the Mount Lawley- Highgate town centre wants to significantly increase its patronage numbers therefore requiring more parking but does not require any building works and does not propose a change of use.

   No, not for the first 12 months of operation. After 12 months, a development approval is required to continue operating.

10. On 23 July 2019 Council approved advertising changes to policy 7.51 - Minor Nature Development. Why hasn't these policy changes been advertised yet?

    The change of use exemption/amnesty is being run as a trial first to inform advertising and consultation material for Policy 7.5.1. Once the results of the trial have been collated, advertising of the policy amendment will have significantly more value than if no results had been collected. Since the Council approved advertising, the State Government has also proposed its own measures to achieve a similar outcome through 'Planning Reform'. The full extent of these proposals must be understood prior to advertising the proposed amendment.

11. On the 18 September 2018 Council noted amendments to the Design Guidelines for William Street and Design Guidelines for Perth and noted that they would be advertised for 28 days. When were the changes to the two design guidelines advertised and why haven't the amendments to these guidelines come back to Council?

    The guidelines were advertised between 23 October and 11 December 2018. The changes proposed to the guidelines are contingent on a simultaneous amendment to the Built Form Policy. The proposed modifications to the guidelines will be reported back to Council at the same time as Amendment 2 to the Built Form Policy.

12. What items were presented to the Council Workshop held on 28 January 2020 and which Council Members attended?

    All Elected Members attended this Workshop. The items discussed related to the 2020/21 budget and the Long Term Financial Plan.

13. Why do the reports on the Agenda no longer show the author and the authorising officer of the reports?

    This is internal administrative detail not relevant to Council's decision making process. The CEO is the authoriser of all reports to Council.

14. Why hasn't the community funding register for 2019/2020 been placed on the City's website?

    The Community Funding Grants Register for the 2019/20 Financial Year is on the City's website under "Accountability and Governance - Publicly Available Council Registers" – link here - https://www.vincent.wa.gov.au/council/publications/public-documents.aspx
    The register is updated as funding is awarded.

4 APPLICATIONS FOR LEAVE OF ABSENCE

5 THE RECEIVING OF PETITIONS, DEPUTATIONS AND PRESENTATIONS

6 CONFIRMATION OF MINUTES

Ordinary Meeting - 11 February 2020

7 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

8 DECLARATIONS OF INTEREST

9 STRATEGY & DEVELOPMENT

9.1 NO. 15 (LOT: 5 D/P: 3192) LEAKE STREET, NORTH PERTH - PROPOSED THREE AGED OR DEPENDENT PERSONS' DWELLINGS

Ward: South

Attachments:

1. Consultation and Location Map
2. Development Plans
3. Applicant's Written Justification
4. Superseded Advertised Plans
5. Summary of Submissions - Administration's Response
6. Summary of Submissions - Applicant's Response
7. Detailed Streetscape Analysis
8. Determination Advice Notes

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for three Aged or Dependent Persons' Dwellings at No. 15 (Lot: 5; D/P: 3192) Leake Street, North Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 8:

1. **Land Use**

   This approval is for three Aged or Dependent Persons' Dwellings as shown on the approved plans dated 19 February 2020, 27 February 2020 and 28 February 2020. No other development forms part of this approval;

2. **Stormwater**

   Stormwater from all roofed and paved areas shall be collected and contained on site. Stormwater must not affect or be allowed to flow onto or into any other property or road reserve;

3. **Boundary Walls**

   The surface finish of boundary walls facing an adjoining property shall be of a good and clean condition, prior to the practical completion of the development, and thereafter maintained, to the satisfaction of the City. The finish of boundary walls are to be fully rendered or face brick, or material as otherwise approved, to the satisfaction of the City;

4. **Visual Privacy**

   Prior to occupancy or use of the development, all privacy screening shall be visually impermeable and is to comply in all respects with the requirements of Clause 5.4.1 of the Residential Design Codes (Visual Privacy) deemed to comply provisions, to the satisfaction of the City;

5. **Schedule of Colours and Materials**

   Prior to the lodgement of a building permit, a schedule detailing the colour and texture of the building materials (including the retractable screens to the outdoor living areas of Units 2 and 3), demonstrating that the proposed development complements the surrounding area, must be submitted to and approved by the City, prior to lodging an application for a building permit. The development must be finished, and thereafter maintained, in accordance with the schedule provided to and approved by the City, prior to occupation of the development;

6. Landscaping

6.1 A detailed landscape and reticulation plan for the development site and adjoining road verge, to the satisfaction of the City, shall be lodged with and approved by the City prior to lodgement of a Building Permit. The plan shall be drawn to a scale of 1:100 and show the following:

- **The location and type of existing and proposed trees and plants;**
- **Areas to be irrigated or reticulated;**
- **The provision of a minimum of 12.2 percent deep soil area, as defined by the City's Policy No. 7.1.1 – Built Form;**
- **The inclusion of informal seating in the communal open space area;**
- **The inclusion of a shade tolerant lawn variety in the communal open space area; and**
- **The provision a minimum of 17.5 percent canopy coverage at maturity, as defined by the City's Policy No. 7.1.1 – Built Form. The tree species are to be in accordance with the City's recommended tree species list and should be selected to maximise canopy coverage on site; and**

6.2 All works shown in the plans as identified in Condition 6.1 above shall be undertaken in accordance with the approved plans to the City's satisfaction, prior to occupancy or use of the development and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;

7. Sight Lines

No walls, letterboxes or fences above 0.75 metres in height to be constructed within the 1.5 metre of where:

- **walls, letterboxes or fences adjoin vehicular access points to the site; or**
- **a driveway meets a public street; or**
- **two streets intersect;**

unless otherwise approved by the City;

8. Parking & Access

8.1 All driveways, car parking and manoeuvring area(s) which form part of this approval shall be sealed, drained, paved and line marked in accordance with the approved plans prior to the first occupation of the development and maintained thereafter by the owner/occupier to the satisfaction of the City;

8.2 The layout and dimensions of all driveway(s) and parking area(s) shall be in accordance with AS2890.1;

8.3 Prior to the first occupation of the development, redundant or "blind" crossovers shall be removed and the verge and kerb made good to the satisfaction of the City, at the applicant/owner's full expense; and

8.4 All new crossovers to lots are subject to a separate application to be approved by the City. All new crossovers shall be constructed in accordance with the City's Standard Crossover Specifications, which specify that the portion of the existing footpath traversing the proposed crossover (subject to the Footpath being in good condition as determined by the Infrastructure and Environment Services Directorate), must be retained The proposed crossover levels shall match into the existing footpath levels. Should the footpath not to be in satisfactory condition, it must be replaced with in-situ concrete panels in accordance with the City's specification for reinstatement of concrete paths;

9. Front Fence

The gate and/or fencing infill panels above the approved solid portions of wall shall be visually permeable in accordance with the Residential Design Codes of WA, to the satisfaction of the City;

10. Right of Way Widening

A 0.5 metre wide right-of-way widening is to be provided, constructed and drained to the specifications of the City of Vincent at the landowner/applicant cost along the North eastern boundary of the subject land (see advice note 8). The right-of-way is to be accurately illustrated on any future Deposited Plan or Survey-strata plan and vested in the Crown under Section 152 of the *Planning and Development Act 2005*, such land to be ceded free of cost and without any payment of compensation by the Crown;

11. Aged or Dependent Persons' Dwellings

11.1 Prior to issue of a Building Permit, the owner must execute and provide to the City a notification pursuant to Section 70A of the Transfer of Land Act 1893 (as amended) to be registered on the Certificate of Title advising prospective purchasers that the use of the land is subject to the aged persons or dependent persons restriction set out in Condition 11.2 to the satisfaction of the City;

11.2 Any Aged or Dependent Persons' Dwelling must be designed and used only for the permanent accommodation of persons who:

11.2.1 are aged 55 years or more; or

11.2.2 have a recognised form of disability requiring special or supported accommodation, and may also accommodate the spouse or carer of those persons;

11.3 The internal design of each dwelling shall be in accordance with Clause 5.5.2 C2.2 - 2.4 of the Residential Design Codes which requires specific design features; and

11.4 The external paths and car parking areas shall be developed in accordance with the requirements of AS4299/1995 – Adaptable Housing; and

12. Alteration to Blade Wall Between Units 2 and 3

Prior to issue of a Building Permit and subject to compliance with the Building Code of Australia, amended plans shall be submitted to the City that reduces the extent that the upper floor blade wall projects out from the building façade between Units 2 and 3 and that faces the right-of-way. The blade wall is to be in line with the vertical portion of the feature awning.

PURPOSE OF REPORT:

To consider an application for development approval for three Aged or Dependent Persons' Dwellings at No. 15 Leake Street, North Perth (the subject site). A location plan is included as **Attachment 1**.

PROPOSAL:

The application proposes three two-storey Aged or Dependent Persons' Dwellings. Unit 1 would have direct frontage to Leake Street whilst Units 2 and 3 would have direct frontage to the right of way (ROW) and have pedestrian access to Leake Street via a 1.5 metre wide pedestrian access way.

The development plans subject of this report are included as **Attachment 2**. The applicant's written justification is included as **Attachment 3**.

BACKGROUND:

Landowner:	Christopher and Helen Manus
Applicant:	Carol Manus
Date of Application:	26 June 2019
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R40
Built Form Area:	Residential
Existing Land Use:	Single House
Proposed Use Class:	Aged or Dependent Persons' Dwellings
Lot Area:	527.7 square metres
Right of Way (ROW):	Yes – City owned, 5.0 metres wide, sealed and drained.
Heritage List:	No

The subject site currently contains a single storey single house. The subject site is bounded by Leake Street to the east, a ROW to the west and single storey single houses to the north and south. The broader area is generally characterised by single and two storey dwellings of varying architectural design.

The subject site and all adjoining properties are zoned Residential R40 under the City's Local Planning Scheme No. 2 (LPS2). The subject site and all adjoining properties are within the Residential built form area and have a building height limit of two storeys under the City's Policy No. 7.1.1 – Built Form (Built Form Policy). Under LPS2, Aged or Dependent Persons' Dwellings are a permitted 'P' use, meaning Council's discretion is not required to consider the appropriateness of the land use.

The subject site is located 170 metres from Fitzgerald Street which is a high frequency bus route and 235 metres to the North Perth town centre area.

DETAILS:

Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of LPS2, the Built Form Policy, the City's Policy No. 7.4.2 – Aged or Dependent Persons' Dwellings (Aged or Dependent Persons' Dwellings Policy) and the State Government's Residential Design Codes (R Codes). In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Land Use	✓	
Density	✓	
Street Setback	✓	
Front Fence	✓	
Sight Lines	✓	
Building Setbacks/Boundary Wall	✓	
Building Height	✓	
Open Space	✓	
Outdoor Living Areas		✓
Landscaping (R Codes)	✓	
Privacy	✓	
Parking	✓	
Vehicle Access	✓	
Solar Access	✓	
Site Works/Retaining Walls	✓	
External Fixtures, Utilities and Facilities		✓
Surveillance	✓	
Aged or Dependent Persons' Dwellings		✓

Detailed Assessment

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

Aged or Dependent Persons' Dwellings	
Deemed-to-Comply Standard	**Proposal**
R Codes Clause 5.5.2 Aged or Dependent Persons' Dwellings *Plot Ratio Area* Aged or Dependent Persons' Dwellings shall have a maximum plot ratio area of 100 square metres. *Visitor Parking* Aged or Dependent Persons' Dwellings shall have visitor parking spaces at the rate of one per four dwellings, with a minimum of one space.	 Unit 1 – 122.0 square metres. Unit 2 – 120.3 square metres Unit 3 – 120.3 square metres. No visitor parking space is provided for the use of Units 2 and 3.
Outdoor Living Areas	
Deemed-to-Comply Standard	**Proposal**
R Codes Clause 5.3.1 Outdoor Living Areas An outdoor living area to be provided behind the street setback area.	 The Unit 1 outdoor living area is proposed to be within the primary street setback area.
External Fixtures, Utilities and Facilities	
Deemed-to-Comply Standard	**Proposal**
R Codes Clause 5.4.4 External Fixtures, Utilities and Facilities An enclosed, lockable storage area with a minimum dimension of 1 metre (when provided within a garage) and an internal area of at least 4 square metres shall be provided for each grouped dwelling.	 Unit 1 – 3.7 square metres.

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

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days commencing on 14 November 2019 and concluding on 27 November 2019. Community consultation was undertaken by way of written notification being sent to surrounding landowners, as shown in **Attachment 1** and a notice on the City's website in accordance with the City's Policy No. 4.1.5 – Community Consultation.

The City received 11 submissions, all of which objected to the proposal. The concerns raised in the submissions are summarised as follows:

- The additional plot ratio and reduced open space results in excessive building bulk and an overdevelopment of the site;
- The omission of a dedicated visitor parking space would result in off-site traffic issues and potential blocking of the ROW;
- Concerns that a disabled parking space has not been provided given that the development is intended to be used by aged or dependent persons';
- Concerns with the provision and quality of landscaping provided;
- The communal courtyard being predominantly paved would result in a poor amenity outcome for future occupants of the dwellings;
- The internal design of the dwellings with bedrooms on the upper floors would not be easily accessible for aged or dependent persons;

- The internal design of the dwellings would not comply with the Australian Standard for Adaptable Housing (AS4299);
- The proposed development would not be in keeping with the aesthetic and built form of the existing streetscape; and
- Concerns that the intent of the development was to achieve three conventional grouped dwellings when only two would be permitted based on the R40 density code.

A copy of the plans advertised during the first round of community consultation are included as **Attachment 4**.

The applicant provided amended plans in response to the submissions received during the first round of community consultation. The amended plans were readvertised to the previous submitters for a period of seven days commencing on 4 February 2020 and concluding on 10 February 2020. The City received nine submissions in objection to the revised proposal. The objections that were received generally reiterated previous concerns, with emphasis on the following:

- The increased plot ratio for all three units resulting in a development of a scale more consistent with conventional grouped dwellings rather than aged or dependent persons' dwellings;
- The lack of a visitor car parking space and potential for congestion of on-street parking spaces;
- The appearance of the dwellings not being in keeping with the existing streetscape;
- The overall design of the development resulting in a poor amenity outcome for aged or dependent persons; and
- Management and occupancy of the dwellings.

A summary of the submissions received along with Administration's comments on each are provided in **Attachment 5**. The applicant's written response to the submissions received is provided in **Attachment 6.**

Design Review Panel (DRP):

Referred to DRP: Yes

During the consultation period concerns were raised in relation to the internal floor plan design of the aged or dependent persons' dwellings and the compatibility of the development with the existing streetscape.

Following the conclusion of the advertising period, Administration facilitated a meeting with the applicant and a DRP member with expertise in Architecture to inform the submission of amended plans. The purpose of this was to improve the design outcome in relation to internal building layout and streetscape presence. The DRP member provided the following key comments and suggestions with respect to the proposal:

- The 'heavy' red face brick elements should be located on the ground floor level with 'lighter' looking materials at the upper floor level;
- The staircase design should be simplified by removing the 'dog legs' and providing a straight run. This would allow for a stair lift mechanism to be fitted in the future if required by any of the occupants;
- Wet areas should be grouped where possible;
- The upper floor of Unit 1 could be reworked to provide another bedroom fronting the street to increase street surveillance;
- The roof form appears too complex and should be simplified;
- The internal floor plans should be given further consideration to reduce 'dead areas';
- The configuration of the Unit 1 windows fronting Leake Street should be rationalised and be more consistent with one another;
- Consider incorporating an additional façade treatment/material such as weatherboard. The material should complement the proposed red face brick and render;
- The brick element could be more of a feature for the Unit 1 façade fronting Leake Street;
- Explore opportunities to increase deep soil zone areas and canopy coverage. Consider consolidating the two landscaped areas in the front setback area;
- The bathroom design appears quite constricted and should be given further consideration; and
- The development should aim to achieve silver level performance under the Liveable Housing Australia Design Guidelines (LHA Design Guidelines).

Following this meeting the applicant submitted amended plans for consideration that incorporated the following key changes:

- Reducing the size of the internal floor plans for all three units;
- Providing private outdoor living areas for all three units;
- Providing visitable toilets at the ground floor level for all units;
- Providing increased landscaping and deep soil zone area, particularly in the area of communal open space between buildings to the front and rear of the site;
- The window design and configuration was simplified, and all street facing windows were given vertical emphasis;
- Redesigning the form and materials of the primary street and right of way facades, using red face brick at the ground level, lighter materials at the upper level, simplifying the design and configuration of windows and simplifying the roof form; and
- Redesigning and simplifying the internal layout of Units 2 and 3 to ensure that the staircases have a straight run.

The amended plans were referred back to the DRP member for review and comments were provided advising that a number of the inefficiencies of the original design had been addressed but further amended plans should be provided to address the following:

- The vertical brickwork expression on the street and right of way facing facades should be removed as it is disjointed and is not a clear and unified form;
- The upper floor bathrooms still appear to be tight; and
- Consideration should be given to introducing a weatherboard or timber cladding material to the recessed walls of the Unit 1 balconies facing the street and Units 2 and 3 facades facing the right of way.

The applicant provided further amended plans in response to the DRP member's comments, removing the vertical brickwork expressions and adding feature panelling to the street and ROW facing facades of all units. Whilst the size of the upper floor ensuites were not increased, the applicant added a note on the upper floor plan stating that all ensuites are to be 1.5 metres minimum internal dimension, showers are to be hobless, screens are to be removable and floors are to have non-slip tiling.

These final set of amended plans that the applicant is seeking approval for are included as **Attachment 2**. The DRP member has advised that based on these plans the development should be capable of achieving silver level accreditation under the LHA Design Guidelines.

LEGAL/POLICY:

- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- City of Vincent Local Planning Scheme No. 2;
- State Planning Policy 7.3 – Residential Design Codes Volume 1;
- Policy No. 4.1.5 – Community Consultation;
- Policy No. 7.1.1 – Built Form Policy; and
- Policy No. 7.4.2 – Aged or Dependent Persons' Dwellings.

Planning and Development Act 2005

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

City of Vincent Policy No. 7.1.1 – Built Form

At the 23 July 2019 Ordinary Council Meeting, the proposed Amendment 2 to the Built Form Policy was approved for the purposes of advertising. The development has not been assessed against the proposed amendments to the Built Form Policy as the amendments are in draft form and are not considered to be 'seriously entertained'. This is because they have not received approval from Council following community consultation, which concluded on 22 November 2019. The amendments are not certain or imminent in coming into effect in their current advertised form.

The submissions from community consultation for the amended Built Form Policy are expected to be presented to Council at its April 2020 meeting to consider its acceptability following community consultation.

Delegation to Determine Applications:

This matter is being referred to Council for determination as the proposal has received more than five objections during the City's community consultation period.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

Aged or Dependent Persons' Dwellings

Plot Ratio Area

The R Codes deemed-to-comply standard requires that aged or dependent persons dwellings are to have a maximum plot ratio area of 100 square metres. The application proposes that Unit 1 would have a plot ratio area of 122.0 square metres and Units 2 and 3 would each have a plot ratio area of 120.3 square metres.

The City received submissions during the community consultation period raising concerns that the additional plot ratio resulted in excessive building bulk and scale. The applicant submitted amended plans in response to these submissions which decreased the internal floor areas of each unit, reducing the plot ratio of Unit 1 from 159.2 to 122.0 square metres and Units 2 and 3 from 130.4 to 121.1 square metres.

The proposed plot ratio area of each dwelling meets the design principles of the R Codes and are supported for the following reasons:

- The development provides open space, street setbacks and lot boundary setbacks that meet the deemed-to-comply standards of the R Codes. This indicates that the development does not constitute an overdevelopment of the site and would not result in excessive building bulk and scale as viewed from the street or adjoining properties;
- The proposed development provides landscaping contribution including two new trees and 21.4 square metres of deep soil areas within the primary street setback area. This would positively contribute to the existing streetscape and assist in reducing the appearance of building bulk;
- The proposed development would positively contribute to the diversification of housing stock available within the North Perth area. The City's Local Planning Strategy identifies that the number of people aged over 65 within the City is expected to increase by more than 20 percent over the next 20 years and that the provision of aged care housing is of direct relevance to suburbs in the City of Vincent. An objective of this Strategy is *"to cater for the diversity of demands, interests and lifestyles by facilitating and encouraging the provision of a wide range and variety and choice in housing to support the changing social needs of the community; including the ageing population and affordability".* The provision of aged or dependent persons' dwellings is consistent with this objective.
- The location of the subject site is well suited to an aged or dependent persons' dwellings development due to its close proximity to public transport options, services and public open spaces. The site is located 170 metres from Fitzgerald Street which is a high frequency bus route, 235 metres from North

Perth town centre and 370 metres from Hyde Park. There are also four smaller areas of public open space for passive use along the eastern side of Leake Street within 50 metres from the subject site; and
- The topography of the site and surrounding area is well suited to an aged or dependent persons' dwellings development as it is relatively flat which enables ease of access and mobility.

Visitor Parking

The R Codes deemed-to-comply standard requires the development to have a minimum of one visitor parking space with a minimum width of 3.8 square metres to allow for wheelchair accessibility. The proposed development does not provide a dedicated visitor parking space for Units 2 and 3.

The City received submissions during the community consultation period raising concerns that visitors to the site would park along Leake Street or in the ROW. The applicant provided amended plans in response to these submissions which consolidated the deep soil areas within the front setback area of Unit 1 into one deep soil zone and widened the paved area in front of the garage of Unit 1 to 5.5 metres which is sufficient to accommodate a wheelchair accessible parking space. The applicant also provided written justification in support of the proposal stating that the development is intended to be occupied by dependent persons with mild intellectual disabilities who do not drive motor vehicles. The single garages proposed as part of each of the dwellings are intended to be available to live in carers and visitors if required.

The proposal for no dedicated visitor parking space being available for Units 2 and 3 meets the design principles of the R Codes Volume 1 and is supported for the following reasons:

- The Unit 1 driveway is of sufficient dimension to accommodate a wheelchair accessible vehicle, however because this driveway is for the exclusive use of Unit 1 it cannot be considered to be a visitor parking space available for use by Units 2 and 3;
- The R Codes design principles for Aged or Dependent Persons' Dwellings state that these types of developments should reduce car dependence by being located in close proximity to public transport and services. The proposed location is considered to be appropriate on the basis that:
    - The site is highly accessible by public transportation as it is located 170 metres from Fitzgerald Street which is a high frequency bus route and this will provide people visiting the occupants of the dwellings with a transportation option other than by car; and
    - The site is located within a 235 metres of the North Perth town centre area which provides a wide range of services including medical practices;
- There are accessible on-street parking options available along Leake Street which are able to be utilised by visitors. The City's parking survey data identified that there are a total of 51 parking spaces along Leake Street between Alma Road and Vincent Street which are restricted to a two hour time limit between 8:00am and 6:00pm Monday to Friday and unrestricted outside of these times. This parking survey data identifies that usage of these parking spaces did not exceed 51 percent of capacity during the study times (being 9:00am to 8:00pm Wednesday, Friday and Saturday). This data indicates that there are on-street parking spaces which could be readily used by visitors to Units 2 and 3, and that this would not detrimentally impact the availability of on-street parking in close proximity to the subject site; and
- The R Codes deemed-to-comply provision relating to Aged or Dependant Persons' Dwellings require that visitor parking spaces are to be provided at a rate of one per four dwellings, with a minimum of one space. However, this provision assumes compliance with another deemed-to-comply standard of the R Codes requiring these types of developments to consist of a minimum of five dwellings. The City's Aged or Dependent Persons' Dwellings Policy replaces this provision of the R Codes and permits these types of developments to consist of a minimum two dwellings. This means that there should be a lesser visitor parking demand for the lesser number of dwellings being proposed on site compared to the deemed-to-comply standard in the R Codes.

Liveable Housing Design

The DRP member suggested that the applicant should aim to achieve silver level performance under the LHA Design Guidelines. These guidelines have been developed as a set of voluntary inclusions that can be incorporated into a new or existing dwelling but it is not a statutory document that the development is required to comply with. These guidelines have been written to assist the residential building, property industry and government to better understand how to incorporate easy living features into new housing design and construction. These guidelines describe 15 liveable design elements and each element provides guidance on what performance is expected to achieve either silver, gold or platinum level accreditation. Elements 1 to 7 outlined below cover the core elements of the basic silver level accreditation which focus on

the key structural and spatial elements that are critical to ensure future flexibility and adaptability of the home.

1. A safe continuous and step free path of travel from the street entrance and/or parking area to a dwelling entrance that is level;
2. At least one, level (step-free) entrance into the dwelling;
3. Internal doors and corridors that facilitate comfortable and unimpeded movement between spaces;
4. A toilet on the ground (or entry) level that provides easy access;
5. A bathroom that contains a hobless shower recess;
6. Reinforced walls around the toilet, shower and bath to support the safe installation of grab rails at a later date; and
7. Stairways are designed to reduce the likelihood of injury and also enable future adaptation.

The DRP member has reviewed the development plans shown in **Attachment 2** and has advised that these plans should be capable of achieving silver level accreditation under the LHA Design Guidelines.

The R Codes Clause 5.5.2 (Aged or Dependent Persons' Dwellings) provides deemed-to-comply standards in relation to pedestrian pathways, level entries, doorway widths, corridor widths and toilets. The application has been assessed against and satisfies these deemed-to-comply standards.

Outdoor Living Areas

The R Codes deemed-to-comply standard in relation to outdoor living areas require these areas to be located behind the street setback area. The proposed Unit 1 outdoor living area would be located within the primary street setback area.

The initial proposal submitted by the applicant did not provide private outdoor living areas for each unit but rather an area of communal open space between the buildings to the front and rear of the site. The City received submissions during the community consultation period raising concerns that there were no private outdoor living areas for each unit and the amenity provided by the communal open space would be poor. The applicant responded to these concerns by submitting amended plans with private outdoor areas for each unit and additional landscaping and deep soil zones within the communal open space.

The proposed Unit 1 outdoor living area within the primary street setback area meets the design principles of the R Codes and is supported for the following reasons:

- The outdoor living area is open to the northern aspect and associated winter sunlight, and is accessible from the ground floor lounge room of Unit 1 which is a habitable room;
- The proposed development provides upper floor balconies with a total area of 8.5 square metres and an area of communal open space with an area of 61.7 square metres located between the buildings which can be used by the occupants of Unit 1 in addition to their primary outdoor living area with an area of 36.8 square metres. A condition of development approval has been recommended for informal seating to be incorporated into the communal open space area as part of the detailed landscaping design, which would improve its usability and resident amenity;
- The outdoor living area is separated from the street by a 0.9 metre high solid wall with horizontal, visually permeable slats atop to a height of 1.8 metres. This defines the private domain from the public realm, whilst providing privacy for future occupants of the dwellings as well as maintaining street surveillance and a sense of openness from the dwellings to the street; and
- The outdoor living area is provided with 22 square metres of deep soil area and two new trees which would increase amenity for occupants of the dwelling and the streetscape.

Landscaping

In addition to the deemed-to-comply standards of the R Codes, the application has also been assessed against the landscaping provisions of the Built Form Policy that sets out deemed-to-comply standards. The deemed-to-comply landscaping standards set out in the Built Form Policy have not yet been approved by the Western Australian Planning Commission and as such, these provisions are given due regard in the assessment of the application.

The Built Form Policy requires 15 percent of the site provided as deep soil zones and 30 percent of the site provided as canopy coverage at maturity. The application proposes 12.2 percent deep soil zones and 17.5 percent canopy coverage at maturity.

The City received submissions during the community consultation period raising concerns that the reduction in landscaping would result a poor amenity outcome for future occupants of the dwellings and that hardscaping is the dominant landscaping feature within the primary street setback area which is not consistent with the immediate area. The applicant's written justification outlines that the intended occupants of the dwellings would have mild intellectual disabilities and would benefit from a low maintenance garden and tree species.

The proposed landscaping meets the local housing objectives of the Built Form Policy and design principles of the R Codes and is supported for the following reasons:

- 0.3 metre landscaping strips planted out with box hedges are provided in addition to 12.2 percent deep soil area;
- Two Magnolia Grandiflora trees are proposed within the communal open space which would effectively contribute to a sense of open space between the buildings to the front and rear of the site;
- Two new trees being a Magnolia Grandiflora and a Lemon Citrus as well as various smaller plants and groundcovers within the front setback area are proposed which would soften the appearance of the development as viewed from the street; and
- The landscaping plan has been referred to the City's Parks team and it has been confirmed that the proposed tree species are supported. However, it was recommended that the two Crepe Myrtle trees initially proposed within the communal courtyard area be changed to two Magnolia Grandifloras. It was recommended because this species has a greater canopy coverage at maturity whilst also being relatively low maintenance. The applicant provided amended plans to incorporate this change;
- The application does not require the removal of the existing street tree located within the verge adjacent to the subject site; and
- The proposed landscaping would provide increased amenity for the future occupants of the site and the surrounding area.

External Fixtures, Utilities and Facilities

The R Codes deemed-to-comply standard applicable requires an enclosed, lockable storage area with a minimum area of 4 square metres be provided for each dwelling. The application proposes the Unit 1 store to have an area of 3.7 square metres.

The proposed storeroom meets the design principles of the R Codes and is supported for the following reasons:

- The storeroom is proposed to be located within the garage and integrated into the design of the building. The storeroom is not visible and would not have an adverse impact on the streetscape or adjoining properties;
- The size of the storeroom is appropriately sized to ensure that it can adequately be used and is functional for the purposes of storing goods by the occupants;
- Being located in the garage allows for the storeroom to be easily secured and managed by occupants of the dwellings; and
- The storeroom is located on the ground floor level and would be convenient and easily accessible for occupants of the dwellings.

Streetscape

The City received submissions during the community consultation period raising concerns that the proposed built form outcome would not be consistent with the existing and desired streetscape surrounding the subject site. The submissions received indicate that the majority of the existing houses along Leake Street are single storey dwellings of similar aesthetics.

The applicant has provided written justification in response to the submissions advising that the proposed development would not be inconsistent with the surrounding streetscape. This is because Leake Street contains both single and two storey developments and a range of architectural styles including modern contemporary.

Administration has undertaken a streetscape analysis of Leake Street and determined that the area consists of single and two storey dwellings of varying architectural design. This analysis showing images of existing dwellings that form the character of the streetscape has been included as **Attachment 7**.

The DRP member provided comments on the plans which were advertised during the first community consultation period. These plans are included in **Attachment 4**. The following comments and suggestions were provided by the DRP member in relation to the appearance of the development from the primary street:

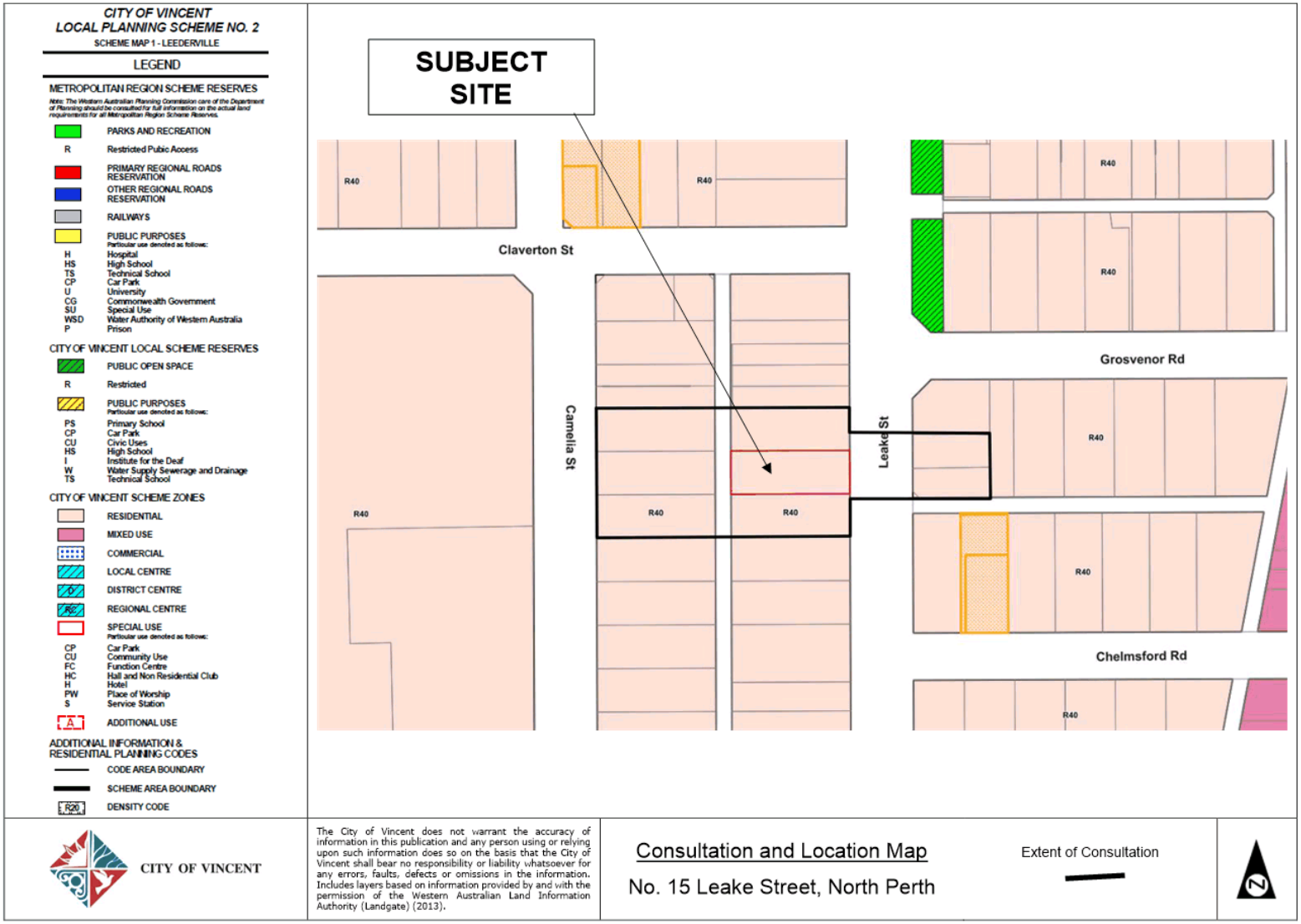
- The 'heavy' red face brick elements should be located on the ground floor level with 'lighter' looking materials at the upper floor level;
- The roof form appears too complex and should be simplified;
- The configuration of the Unit 1 windows fronting Leake Street should be rationalised and be more consistent with one another;
- Consider incorporating an additional façade treatment/material such as weatherboard. The material should complement the proposed red face brick and render; and
- The brick element could be more of a feature for the Unit 1 façade fronting Leake Street.

The applicant provided amended plans making the following design changes in response to the DRP member comments and suggestions:

- All red face brick elements were removed from the upper floor level;
- The pitched roof form was changed to a concealed roof form. The amended plans were referred back to the DRP member in relation to this change and it was advised that the roof form was improved and simplified via flat roof-expression and that this also reduced the perceived impact of bulk and scale;
- The window design and configuration was simplified, and all street facing windows were given vertical emphasis;
- Lighter colours and materials in the form of white render and feature panelling were incorporated at the upper floor level to complement the red face brick at the ground floor level; and
- The red brick element has been applied to the entirety of the Unit 1 façade which faces Leake Street to serve as a feature.

The amended plans provided by the applicant effectively address the comments and suggestions provided by the DRP member in relation to the aesthetics of the development. The proposed development would be compatible with its setting and would not have an adverse impact on the character of the locality.

A condition of approval and accompanying advice note has been recommended to reduce the extent that the blade wall to the upper floor of Units 2 and 3 projects out from the building façade that fronts onto the ROW so that it is in line with the feature awning. This will ensure that unnecessary building bulk associated with the extent of the blade wall proposed is removed and is subject to compliance with the Building Code of Australia.


CITY OF VINCENT
LOCAL PLANNING SCHEME NO. 2
SCHEME MAP 1 - LEEDERVILLE
LEGEND
METROPOLITAN REGION SCHEME RESERVES
PARKS AND RECREATION
R Restricted Pubic Access
PRIMARY REGIONAL ROADS RESERVATION
OTHER REGIONAL ROADS RESERVATION
RAILWAYS
PUBLIC PURPOSES
H Hospital
HS High School
TS Technical School
CP Car Park
U University
CG Commonwealth Government
SU Special Use
WSD Water Authority of Western Australia
P Prison
CITY OF VINCENT LOCAL SCHEME RESERVES
PUBLIC OPEN SPACE
R Restricted
PUBLIC PURPOSES
PS Primary School
CP Car Park
CU Civic Uses
HS High School
I Institute for the Deaf
W Water Supply Sewerage and Drainage
TS Technical School
CITY OF VINCENT SCHEME ZONES
RESIDENTIAL
MIXED USE
COMMERCIAL
LOCAL CENTRE
DISTRICT CENTRE
REGIONAL CENTRE
SPECIAL USE
CP Car Park
CU Community Use
FC Function Centre
HC Hall and Non Residential Club
H Hotel
PW Place of Worship
S Service Station
A ADDITIONAL USE
ADDITIONAL INFORMATION & RESIDENTIAL PLANNING CODES
CODE AREA BOUNDARY
SCHEME AREA BOUNDARY
R20 DENSITY CODE
SUBJECT SITE
Claverton St
Camelia St
Leake St
Grosvenor Rd
Chelmsford Rd
R40
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Consultation and Location Map
No. 15 Leake Street, North Perth
Extent of Consultation
N


Claverton St
SUBJECT SITE
Camelia St
Leake St
Grosvenor Rd
Chelmsford Rd
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No. 15 Leake Street, North Perth
N

PROPOSED DEVELOPMENT 15 LEAKE ST, NORTH PERTH



Drawing Index

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Drawing A	Site Plan
Drawing B	Site Survey
Drawing C	Site and Survey overlay
Drawing D	Site Calculations
Drawing E	Ground Floor Plan
Drawing F	First Floor Plan
Drawing G	Unit 1 Elevations
Drawing H	Unit 2 and 3 Elevations
Drawing I	Side Elevations, Landscaping and Fencing Views
Drawing J	Street Views and Bulk Calculations
Drawing K	Perspective Views
Drawing L	Landscaping Layout
Drawing M	Landscaping Notes and Front Fence Dimensions

REAR ELEVATIONS 15 LEAKE STREET, NORTH PERTH

showing revised ROW fencing and garden alterations.

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2 ROW Elevation
Scale: 1:150



5 Right ISO ROW view
Scale: 1:200



6 Left ISO ROW view
Scale: 1:200

BUILDING DESIGN CONSULTANT P.O. Box 320 North Perth,6006		
Chris Manus Bch. Eng. (Civil & Construct.) Bch. Appl. Sc. (Construct. Mangt & Econs) Dpl. Building M- 0412441243	Eng 28/02/2020 Date	Scale 1:100 Draw No V12
Location 15 (lot 5) LEAKE ST NORTH PERTH	Client MANUS	

SC DRAFTING	
ABN: 48 365 708 393	
FEATURE SURVEY	
DRAWN: S.C	**SURVEYOR:** L.W.
EMAIL:	shaun.currey@gmail.com
JOB DETAILS	
JOB #	
CLIENT	**CHRIS MANUS**
LOT	**5**
STREET	**LEAKE STREET**
SUBURB	**NORTH PERTH**
LOCAL AUTH.	**CITY OF VINCENT**
PLAN	**3192**
VOL./FOLIO	155/165A
ZONING	R40
LOCATION	**SWAN**
MAP REF	**268 J5**
DATE	**7/03/2019**
MISCLOSE	**0.000m**
AREA	**526m²**
COASTAL	**NO**
SERVICES	
ELEC.	**O/HEAD**
WATER	**YES**
SEWER	**YES**
GAS	**YES** (CHECK ALINTA)
PHONE	**YES**
F'PATH	**CONCRETE**
ROAD	**BITUMEN**
KERB	**NON-MT. & NIL**
DRAINAGE	**GOOD**
SOIL	**SAND**

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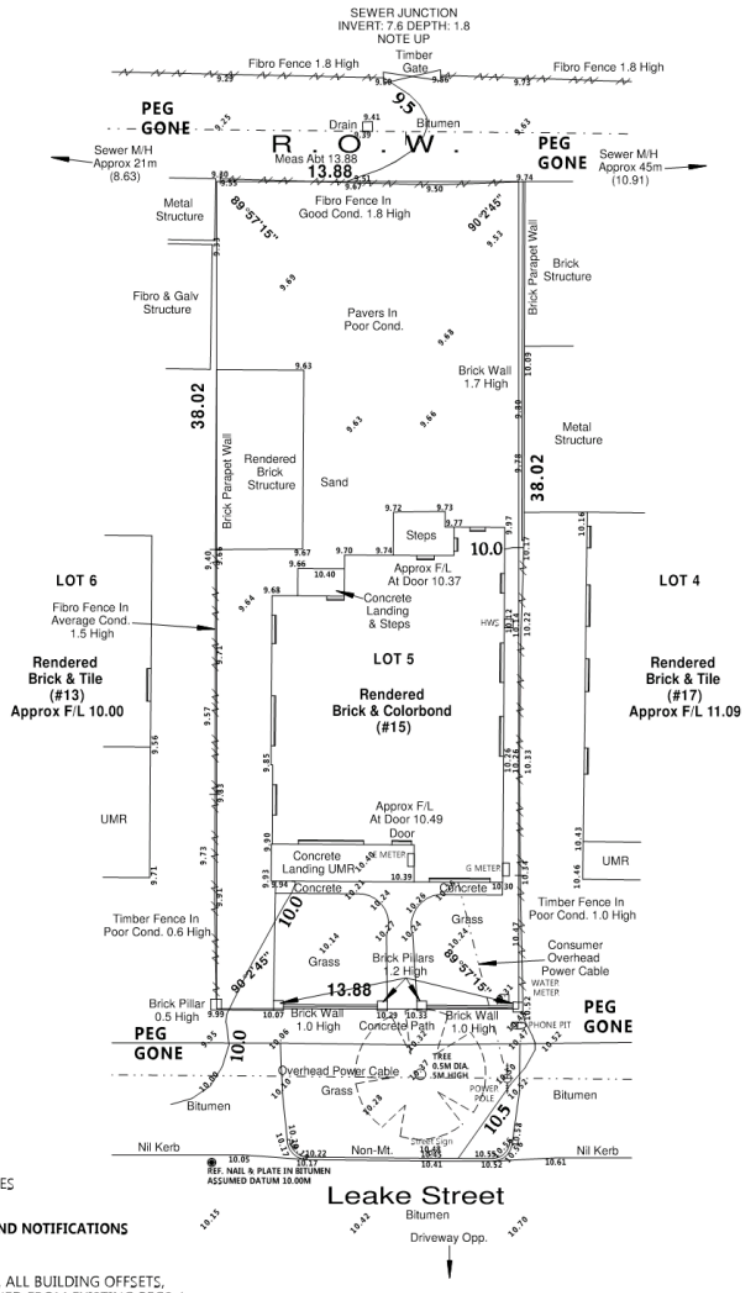
19 Feb 2020



NOTE:
ADVISE TRADES: OVERHEAD POWER LINES

NOTE:
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NOTE:
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NOTE:
ALL SEWER DETAILS PLOTTED FROM WATER CORP. INFORMATION

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MANUS	Client	15 (lot 5) LEAKE ST NORTH PERTH	Location
B Draw No V12	Date 17/02/2020	Chris Manus Bch. Eng. (Civil & Construct.) Bch. Appl. Sc. (Construct. Mangt & Econs) Dipl. Building.	
Scale 1:100	Eng	M- 0412441243	
BUILDING DESIGN CONSULTANT P.O. Box 320 North Perth,6006			

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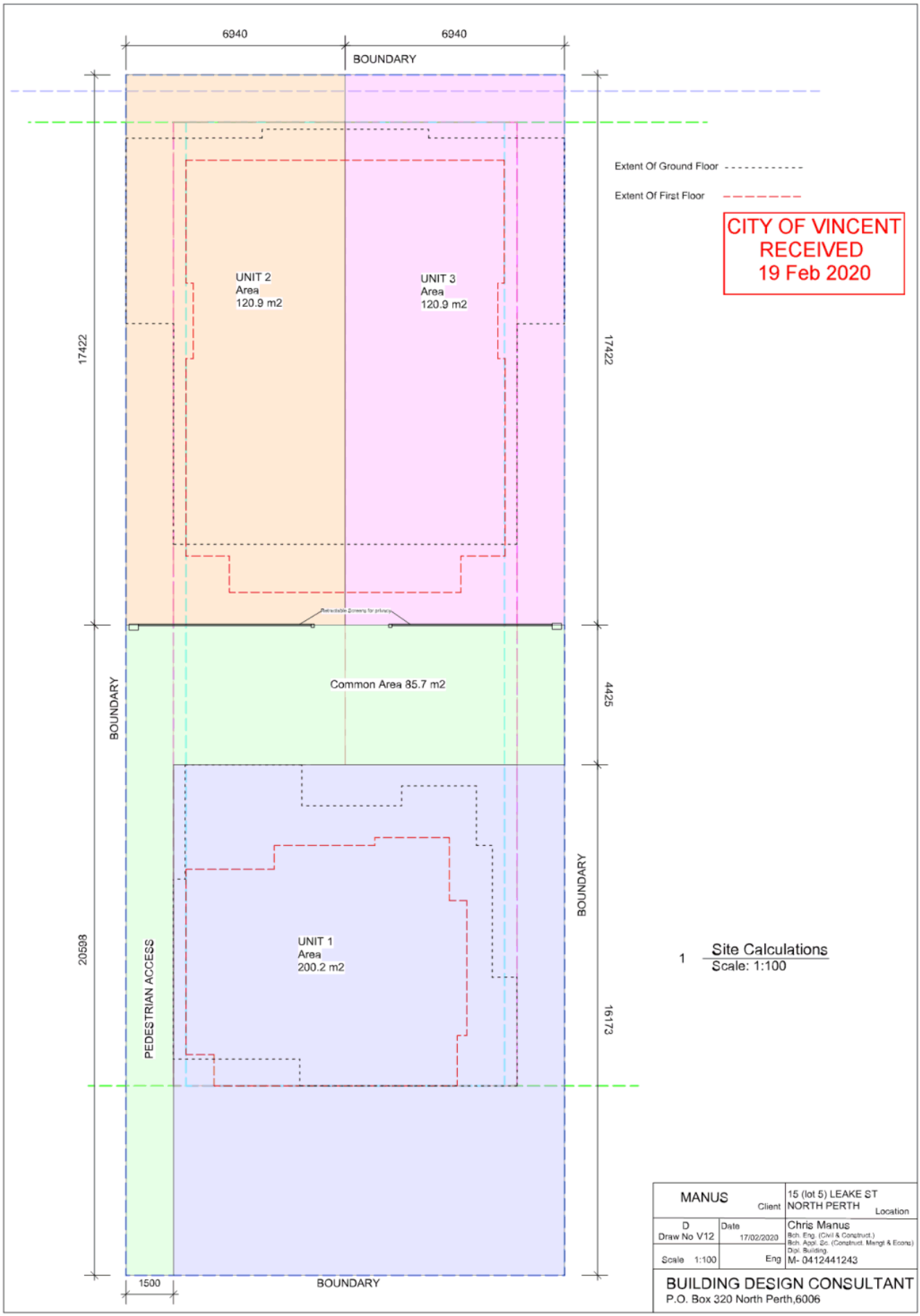
6940
6940
BOUNDARY
Extent Of Ground Floor
Extent Of First Floor
CITY OF VINCENT
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19 Feb 2020
UNIT 2
Area
120.9 m2
UNIT 3
Area
120.9 m2
17422
17422
Common Area 85.7 m2
4425
BOUNDARY
BOUNDARY
UNIT 1
Area
200.2 m2
20598
PEDESTRIAN ACCESS
16173
1500
BOUNDARY
1 Site Calculations
Scale: 1:100
MANUS
Client
15 (lot 5) LEAKE ST
NORTH PERTH
Location
D
Draw No V12
Date
17/02/2020
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Bch. Eng. (Civil & Construct.)
Bch. Appl. Sc. (Construct. Mangt & Econs)
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SC DRAFTING
ABN: 48 365 708 393

FEATURE SURVEY

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EMAIL:	shaun.currey@gmail.com
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SEWER	**YES**
GAS	**YES** (CHECK ALINTA)
PHONE	**YES**
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ROAD	**BITUMEN**
KERB	**NON-MT. & NIL**
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SOIL	**SAND**

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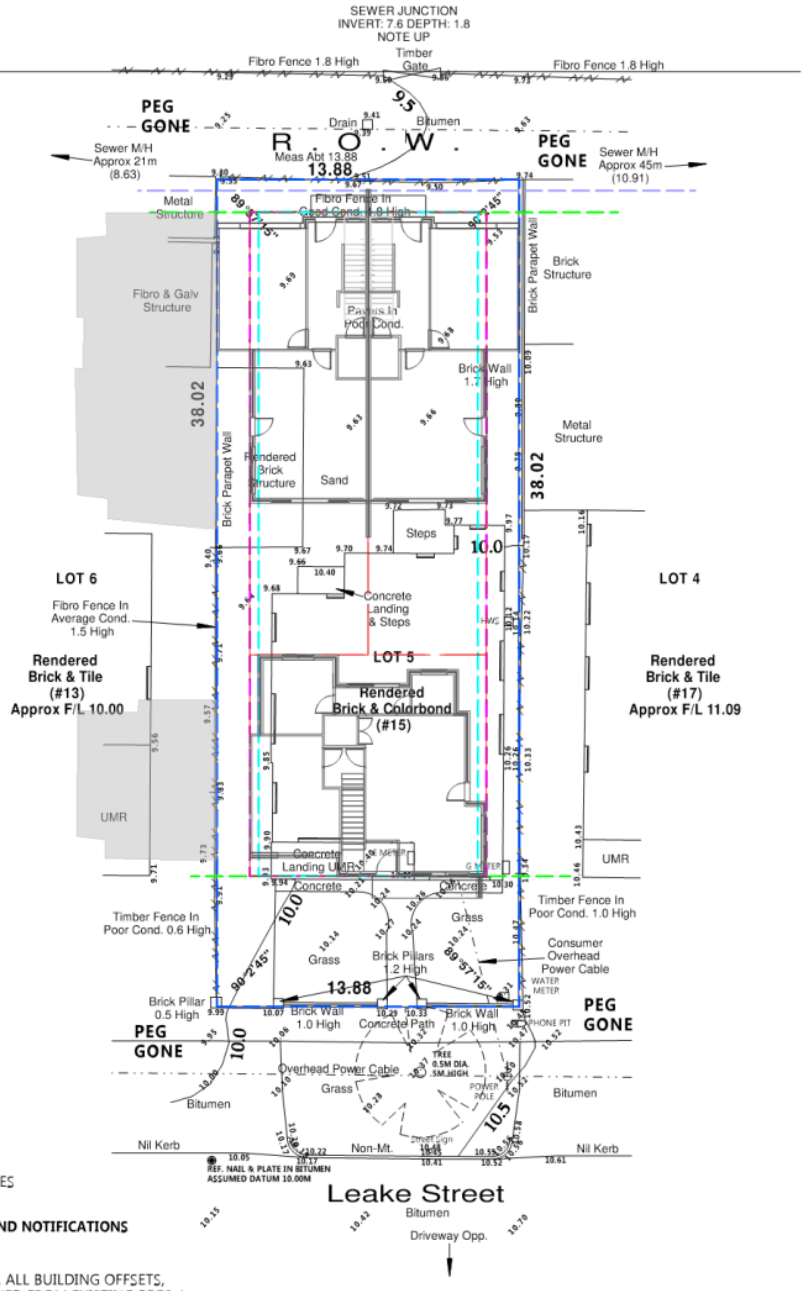
19 Feb 2020



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MANUS (Client)		15 (lot 5) LEAKE ST NORTH PERTH (Location)
C	Date	Chris Manus
Draw No V12	17/02/2020	Bch. Eng. (Civil & Construct.) Bch. Appl. Sc. (Construct. Mangt & Econs) Dipl. Building
Scale 1:200	Eng	M- 0412441243

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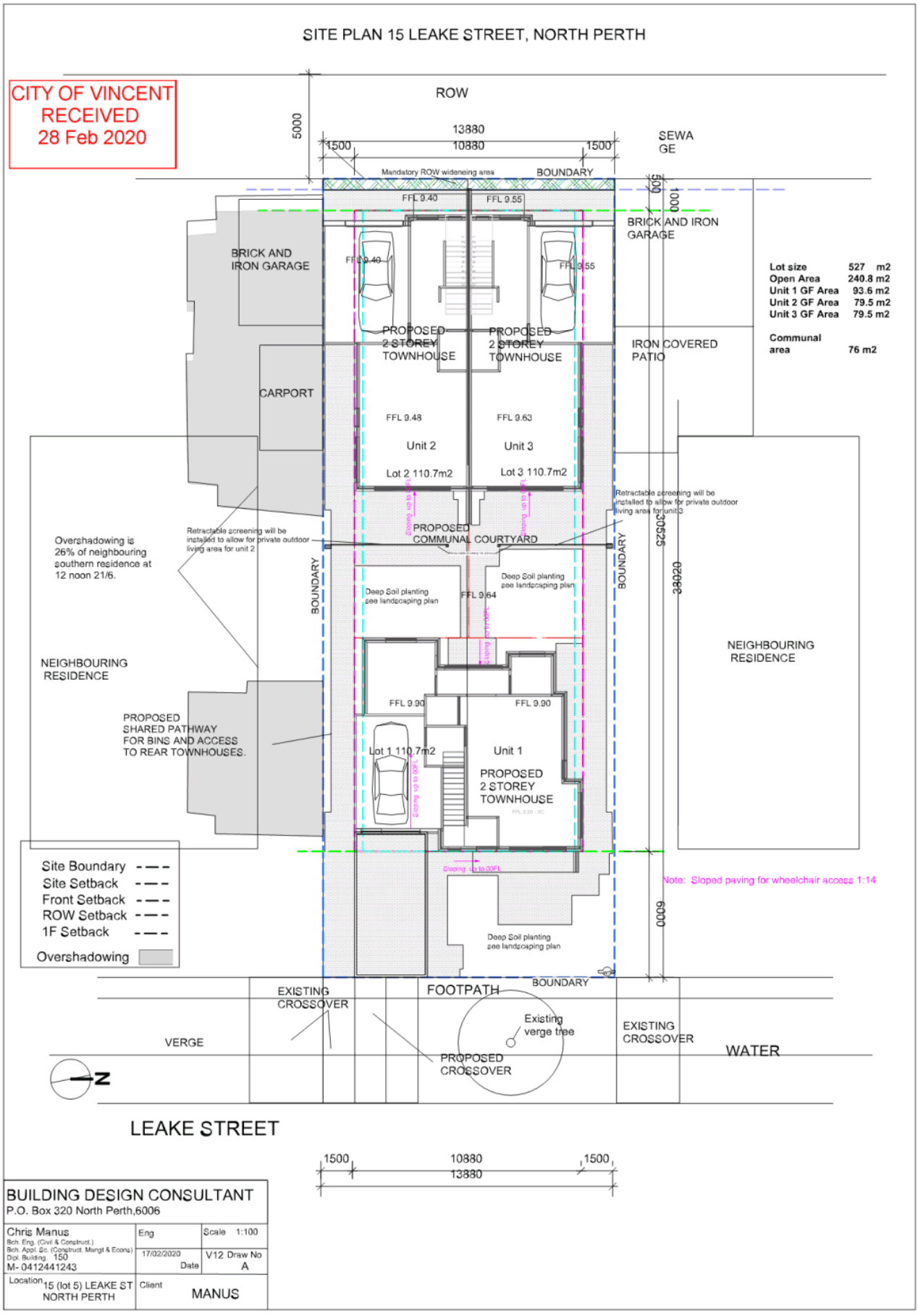
SITE PLAN 15 LEAKE STREET, NORTH PERTH
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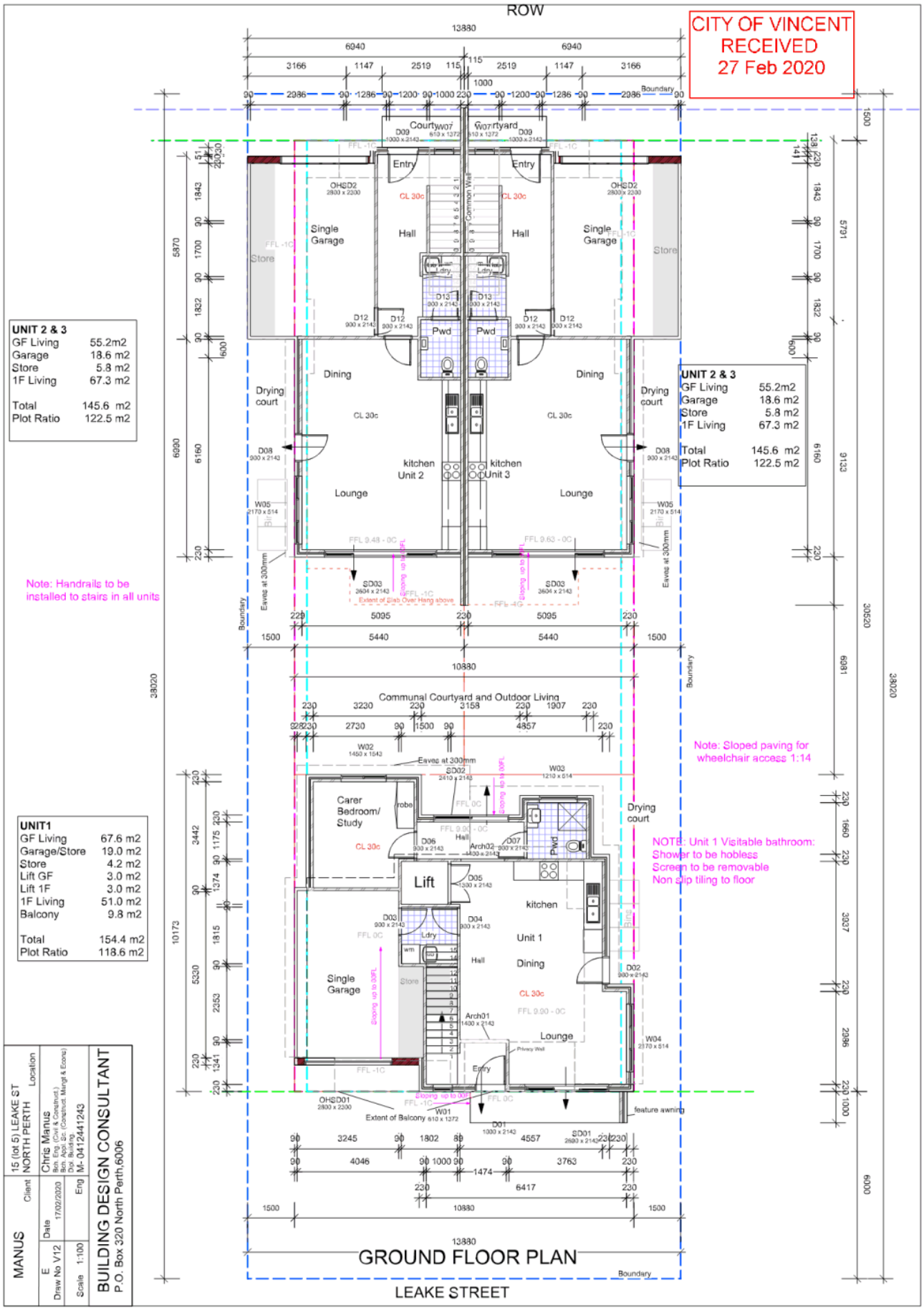
28 Feb 2020
ROW
5000
13880
10880
1500
1500
SEWA
GE
Mandatory ROW widening area
BOUNDARY
500
1000
FFL 9.40
FFL 9.55
BRICK AND IRON GARAGE
BRICK AND IRON GARAGE
FFL 9.40
FFL 9.55
Lot size 527 m2
Open Area 240.8 m2
Unit 1 GF Area 93.6 m2
Unit 2 GF Area 79.5 m2
Unit 3 GF Area 79.5 m2
Communal area 76 m2
PROPOSED 2 STOREY TOWNHOUSE
PROPOSED 2 STOREY TOWNHOUSE
IRON COVERED PATIO
CARPORT
FFL 9.48
FFL 9.63
Unit 2
Unit 3
Lot 2 110.7m2
Lot 3 110.7m2
Retractable screening will be installed to allow for private outdoor living area for unit 3
Retractable screening will be installed to allow for private outdoor living area for unit 2
Overshadowing is 26% of neighbouring southern residence at 12 noon 21/6.
PROPOSED COMMUNAL COURTYARD
BOUNDARY
BOUNDARY
3525
3920
Deep Soil planting see landscaping plan
FFL 9.64
Deep Soil planting see landscaping plan
NEIGHBOURING RESIDENCE
NEIGHBOURING RESIDENCE
FFL 9.90
FFL 9.90
PROPOSED SHARED PATHWAY FOR BINS AND ACCESS TO REAR TOWNHOUSES.
Lot 1 110.7m2
Unit 1
PROPOSED 2 STOREY TOWNHOUSE
Site Boundary
Site Setback
Front Setback
ROW Setback
1F Setback
Overshadowing
Note: Sloped paving for wheelchair access 1:14
6000
Deep Soil planting see landscaping plan
EXISTING CROSSOVER
FOOTPATH
BOUNDARY
Existing verge tree
EXISTING CROSSOVER
VERGE
WATER
PROPOSED CROSSOVER
N
LEAKE STREET
1500
10880
1500
13880
BUILDING DESIGN CONSULTANT
P.O. Box 320 North Perth,6006
Chris Manus
Bch. Eng. (Civil & Construct.)
Bch. Appl. Sc. (Construct. Mangt & Econs)
Dipl. Building 150
M- 0412441243
Eng
Scale 1:100
17/02/2020
Date
V12 Draw No A
Location 15 (lot 5) LEAKE ST NORTH PERTH
Client MANUS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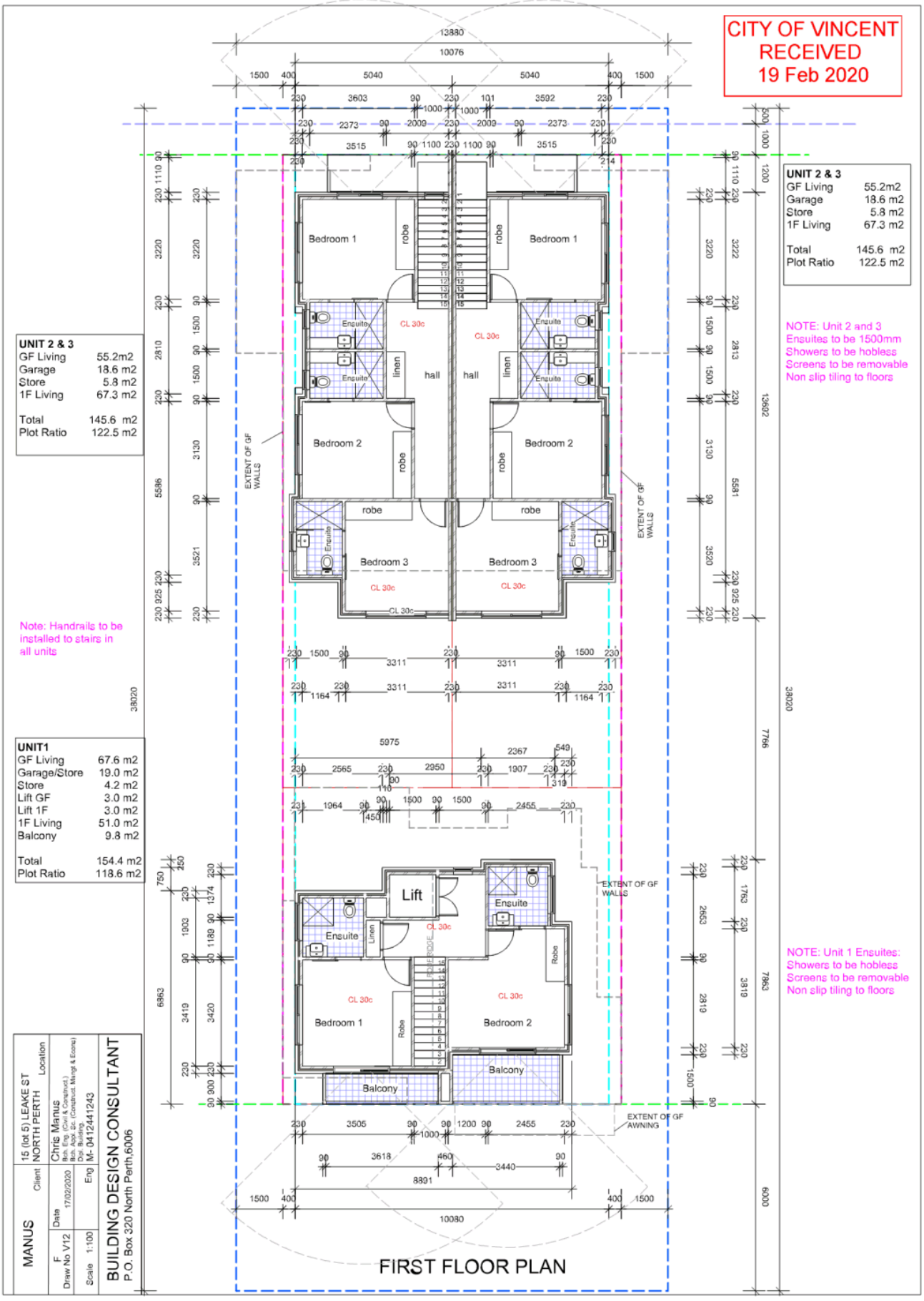
27 Feb 2020
ROW
UNIT 2 & 3
GF Living 55.2m2
Garage 18.6 m2
Store 5.8 m2
1F Living 67.3 m2
Total 145.6 m2
Plot Ratio 122.5 m2
UNIT 2 & 3
GF Living 55.2m2
Garage 18.6 m2
Store 5.8 m2
1F Living 67.3 m2
Total 145.6 m2
Plot Ratio 122.5 m2
Note: Handrails to be installed to stairs in all units
Note: Sloped paving for wheelchair access 1:14
NOTE: Unit 1 Visitable bathroom:
Shower to be hobless
Screen to be removable
Non slip tiling to floor
UNIT1
GF Living 67.6 m2
Garage/Store 19.0 m2
Store 4.2 m2
Lift GF 3.0 m2
Lift 1F 3.0 m2
1F Living 51.0 m2
Balcony 9.8 m2
Total 154.4 m2
Plot Ratio 118.6 m2
Communal Courtyard and Outdoor Living
Single Garage
Hall
Entry
Store
Dining
Drying court
Lounge
kitchen Unit 2
kitchen Unit 3
Carer Bedroom/ Study
Lift
kitchen
Unit 1
Dining
Lounge
Entry
Extent of Balcony
feature awning
GROUND FLOOR PLAN
LEAKE STREET
MANUS
15 (lot 5) LEAKE ST NORTH PERTH
Chris Manus
BUILDING DESIGN CONSULTANT
P.O. Box 320 North Perth,6006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UNIT 2 & 3
GF Living 55.2m2
Garage 18.6 m2
Store 5.8 m2
1F Living 67.3 m2
Total 145.6 m2
Plot Ratio 122.5 m2
NOTE: Unit 2 and 3
Ensuites to be 1500mm
Showers to be hobless
Screens to be removable
Non slip tiling to floors
UNIT 2 & 3
GF Living 55.2m2
Garage 18.6 m2
Store 5.8 m2
1F Living 67.3 m2
Total 145.6 m2
Plot Ratio 122.5 m2
Note: Handrails to be installed to stairs in all units
UNIT1
GF Living 67.6 m2
Garage/Store 19.0 m2
Store 4.2 m2
Lift GF 3.0 m2
Lift 1F 3.0 m2
1F Living 51.0 m2
Balcony 9.8 m2
Total 154.4 m2
Plot Ratio 118.6 m2
NOTE: Unit 1 Ensuites:
Showers to be hobless
Screens to be removable
Non slip tiling to floors
Bedroom 1
Bedroom 2
Bedroom 3
robe
Ensuite
linen
hall
Lift
Balcony
EXTENT OF GF WALLS
EXTENT OF GF AWNING
CL 30c
FIRST FLOOR PLAN
MANUS
Location 15 (lot 5) LEAKE ST NORTH PERTH
Client Chris Manus
Date 17/02/2020
Eng M- 0412441243
Draw No. V12 F
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ELEVATIONS UNIT 1

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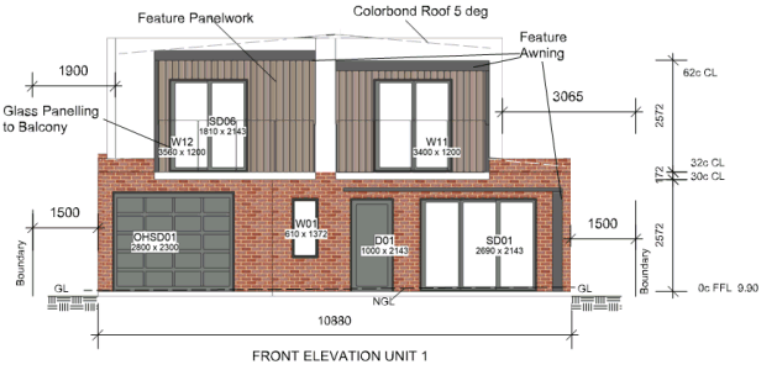
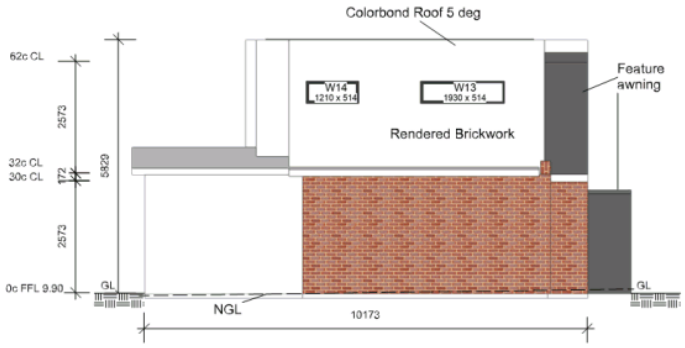
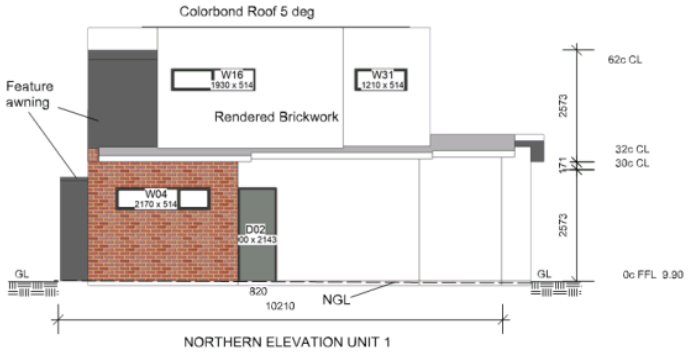


FRONT ELEVATION UNIT 1

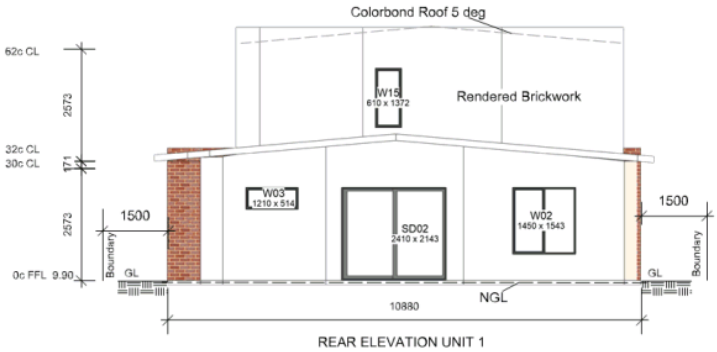
Window Head Height
GF 25c
1F 57c
UNO



SOUTHERN ELEVATION UNIT 1



NORTHERN ELEVATION UNIT 1



REAR ELEVATION UNIT 1

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G Draw No V12	Date 17/02/2020	Chris Manus Bch. Eng. (Civil & Construct.) Bch. Appl. Sc. (Construct. Mangt & Econs) Dipl. Building
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ELEVATIONS UNITS 2 AND 3

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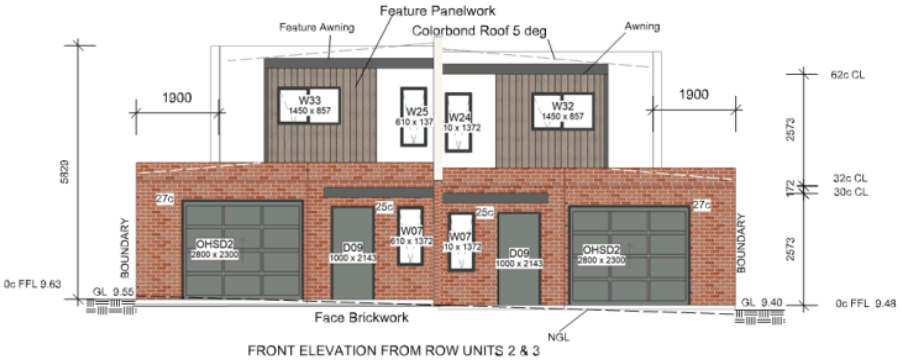
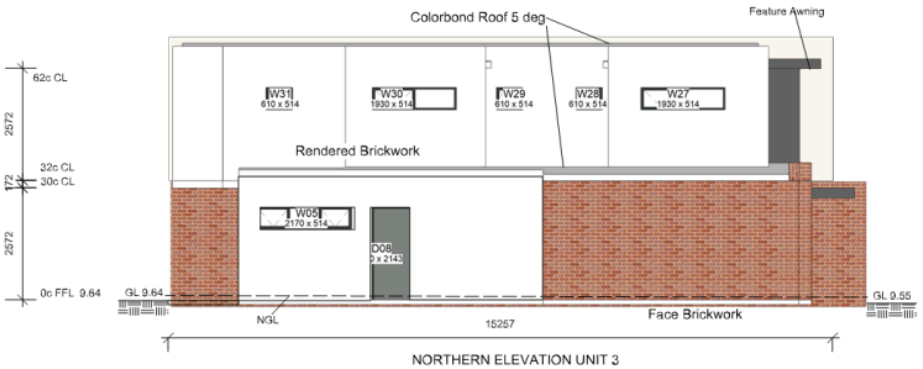
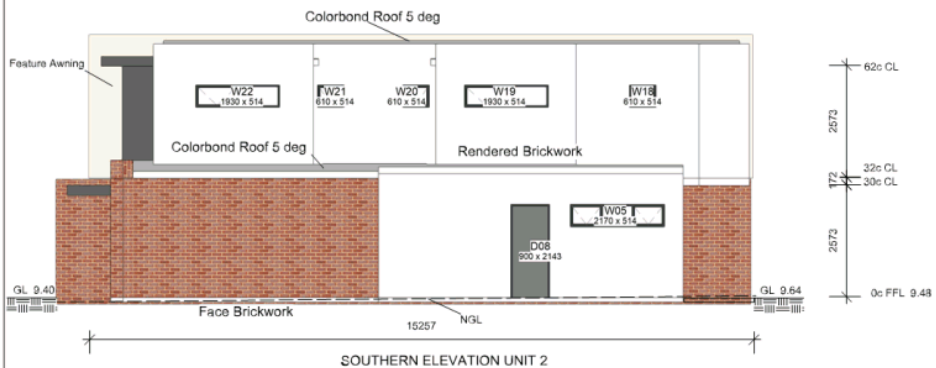


FRONT ELEVATION FROM ROW UNITS 2 & 3

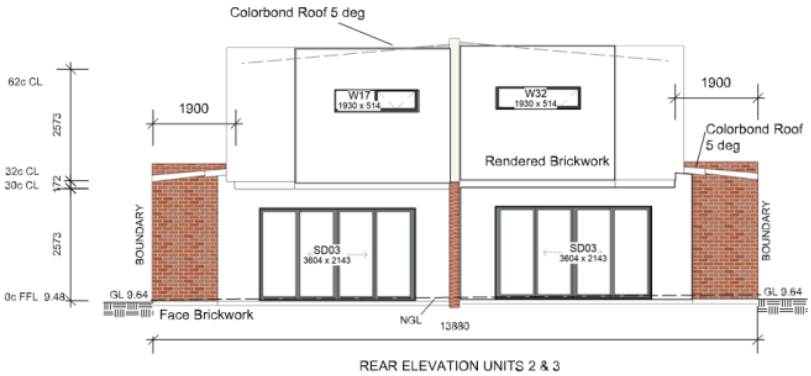
Window Head Height
GF 25c
1F 57c
UNO



NORTHERN ELEVATION UNIT 3



SOUTHERN ELEVATION UNIT 2



REAR ELEVATION UNITS 2 & 3

MANUS Client		15 (lot 5) LEAKE ST NORTH PERTH Location
H Draw No V12	Date 17/02/2020	Chris Manus Bch. Eng. (Civil & Construct.) Bch. Appl. Sc. (Construct. Mangt & Econs) Dipl. Building.
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SIDE ELEVATIONS UNITS 1, 2 AND 3

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NORTHERN ELEVATIONS UNITS 1, 2 AND 3



SOUTHERN ELEVATIONS UNITS 1, 2 AND 3

MANUS (Client)		15 (lot 5) LEAKE ST NORTH PERTH (Location)
I Draw No V12	Date 17/02/2020	Chris Manus Bch. Eng. (Civil & Construct.) Bch. Appl. Sc. (Construct. Mangt & Econs) Dpl. Building.
Scale 1:100	Eng	M- 0412441243
BUILDING DESIGN CONSULTANT P.O. Box 320 North Perth,6006		

TREE SPECIES TO BE USED IN LANDSCAPING.
(See Landscaping Layout Plan)



Eureka lemon – Citrus limon 'Eureka'

The most commonly planted lemon. A large variety with a true 'lolllar' taste, high in juice and acid. Fruits most of the year, has medium-skinned fruit with few seeds. Fruit is medium to large in size and grows well in most parts of Australia. Has fewer thorns than other varieties. The flavour of 'Eureka' and 'Lisbon' is very similar. Dwarf varieties available also.

Height 4-6m **Width** 4-6m **Season** spring and summer.
Form: Medium Shrub **Foliage:** Glossy, green foliage. **Flowers:** White, sweetly perfumed.

Hibiscus - red cottonwood

Australian native hibiscus tree with large rich maroon-green foliage and bright yellow (occasionally coral) flowers. Tolerates high wind, salt-soil and poor drainage. These trees have a low broad crown, ideal for providing shade. Give them space to shine and show off.



DETAILS

***Hibiscus illiaceus Rubra* - red cottonwood, native hibiscus**

DESCRIPTION: Hardy tropical tree with a broad low crown, large heart-shaped leaves and bright sunny yellow flowers. Rubra's leaves are deeply-coloured maroon and plum, especially when young.
USE IN: Ideal for hedges, screening and feature planting.
LOCATION: Plant in a full sun - partly shaded position in the garden. Tolerates most soil types including clay and salt. Withstands exposed windy sites but requires moderate watering.
CARE: Mulch and water well, prune after flowering and fertilise in spring. To maintain a neat hedge, prune regularly or leave to grow naturally as a feature tree. Protect from heavy frost.
HEIGHT & WIDTH: Up to 5m H x 3.5m W. May be clipped to desired height if used as a hedge.
YOUR PLANTS: These plants are tube-stock plants, healthy young plants with new roots that will establish quickly in your garden. The pot size is 80mm high and 45 mm wide.

Lagerstroemia indica x fauriei 'Natchez'



CREPE MYRTLE (WHITE)

This small, deciduous tree creates great interest throughout the year. In summer, clusters of spectacular white, crepe-paper like flowers are produced. Following this, the dark green leaves add further interest as they transition into autumn, turning a rich bronze-red colour before falling. Bark also provides colour as the tree matures, with its flakiness revealing the rich, brown underbark. A beautiful growth habit and resistant to mildew, this variety will tolerate periods of dryness once established.

A fantastic feature tree both in autumn and spring. It can be used in streetscape, parks and gardens of any size.

Prefers a well drained humus rich soil in a full sun position. Can tolerate most conditions but moisture is preferred in dry periods when young.

Foliage Deciduous
Form V-Shaped
Mature Size 6 x 4m
Family Lythraceae

Deciduous, V-Shaped, Small, Avenue, Feature Bark, Feature Flower, Feature Foliage, Group Planting, Shade Tree, Specimen



***Bauhinia variegata* - orchid tree**
DESCRIPTION: Large orchid-like flowers have layering petals in shades of hot pink. The grey-green leaves are symmetrical in two parts like a butterfly wing. The tree has a short trunk, spreading branches and is marginally frost hardy. In tropical climates it is semi-evergreen, in cooler climates it is deciduous, flowering on leafless branches.
USE IN: Ideal 'open' as a shade tree in medium to large gardens, street tree, feature tree.
LOCATION: Plant in a full sun/part shade position in the garden in well drained soil.
CARE: Easily maintained with average water needs. Protect from strong wind, not suited to coastal planting. Prune after flowering if you need to reduce the size.
HEIGHT AND WIDTH: 6-10m H x 6m W.

Magnolia grandiflora 'Exmouth'



BULL BAY MAGNOLIA

A beautiful summer flowering tree, best known for its large, brilliant white flowers. Leaves are large and glossy green with furry brown undersides. It is upright in its growth habit and develops a conical shape as it matures. Relatively fast growing and hardy, this is a versatile tree, tolerant of a range of conditions.

A great feature tree. Can also be used in parks and gardens. Is tolerant of high pollution.

Performs best in part shade, tolerates polluted city atmospheres. Magnolias require organic, well drained soils with summer irrigation for success.

Foliage Evergreen
Form Oval
Mature Size 12-15 x 5-8m
Family Magnoliaceae

Evergreen, Oval, Large, Coastal, Feature Flower, Informal Screening, Shade Tree, Specimen

A combination of the above tree species can be used after consultation with City's Parks Department re suitability

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2 Leake St. Front Fence dimensions
Scale: 1:50

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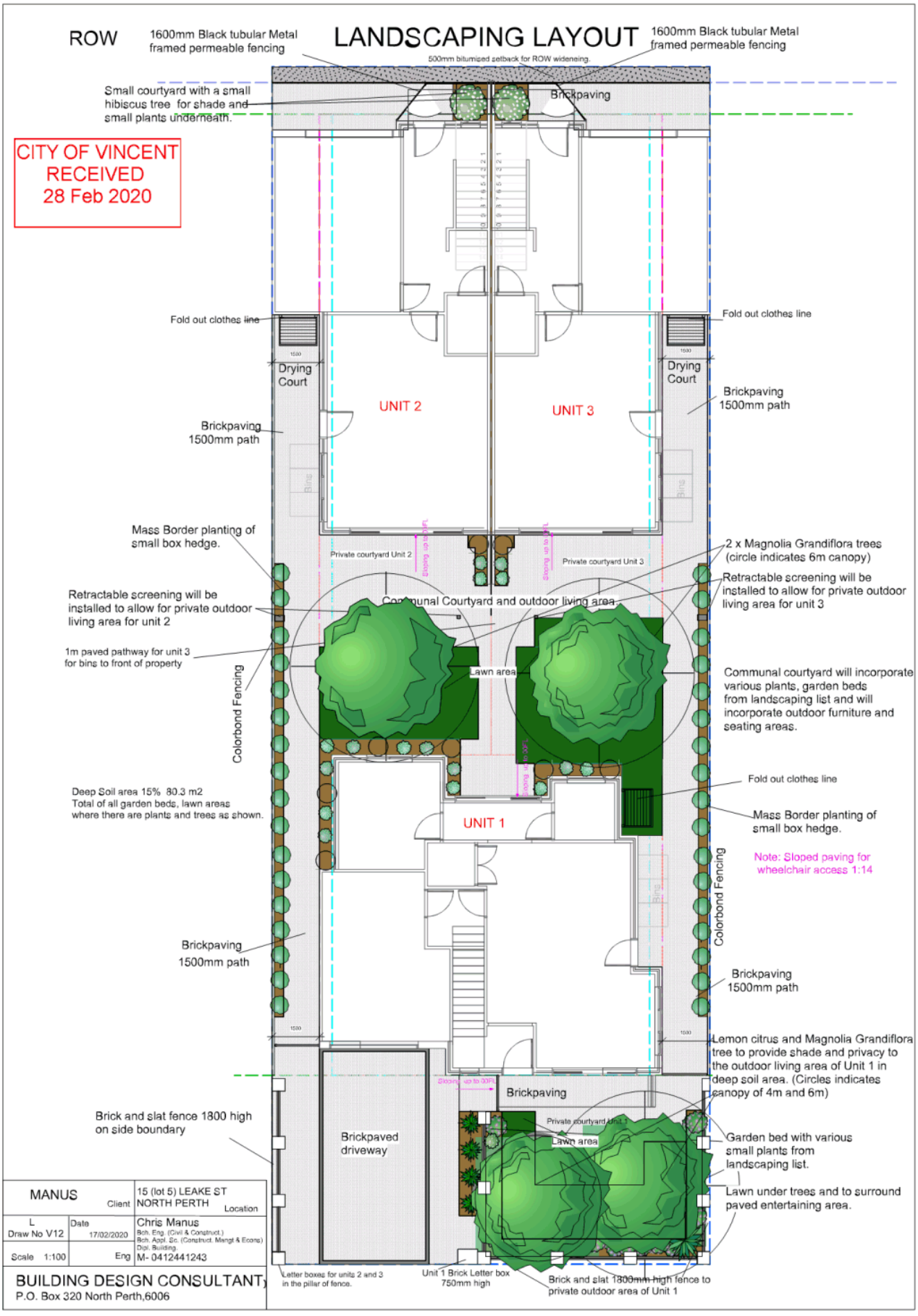
Scale 1:100	Eng	
BUILDING DESIGN CONSULTANT P.O. Box 320 North Perth,6006		


LANDSCAPING LAYOUT
ROW
1600mm Black tubular Metal framed permeable fencing
1600mm Black tubular Metal framed permeable fencing
500mm bitumised setback for ROW widening.
Small courtyard with a small hibiscus tree for shade and small plants underneath.
Brickpaving
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Fold out clothes line
Fold out clothes line
Drying Court
Drying Court
UNIT 2
UNIT 3
Brickpaving 1500mm path
Brickpaving 1500mm path
Mass Border planting of small box hedge.
Private courtyard Unit 2
Private courtyard Unit 3
2 x Magnolia Grandiflora trees (circle indicates 6m canopy)
Retractable screening will be installed to allow for private outdoor living area for unit 3
Communal Courtyard and outdoor living area
Retractable screening will be installed to allow for private outdoor living area for unit 2
1m paved pathway for unit 3 for bins to front of property
Lawn area
Colorbond Fencing
Communal courtyard will incorporate various plants, garden beds from landscaping list and will incorporate outdoor furniture and seating areas.
Deep Soil area 15% 80.3 m2
Total of all garden beds, lawn areas where there are plants and trees as shown.
Fold out clothes line
UNIT 1
Mass Border planting of small box hedge.
Note: Sloped paving for wheelchair access 1:14
Colorbond Fencing
Brickpaving 1500mm path
Brickpaving 1500mm path
Lemon citrus and Magnolia Grandiflora tree to provide shade and privacy to the outdoor living area of Unit 1 in deep soil area. (Circles indicates canopy of 4m and 6m)
Brickpaving
Brick and slat fence 1800 high on side boundary
Brickpaved driveway
Private courtyard Unit 1
Lawn area
Garden bed with various small plants from landscaping list.
Lawn under trees and to surround paved entertaining area.
MANUS
Client
15 (lot 5) LEAKE ST NORTH PERTH
Location
L
Draw No V12
Date
17/02/2020
Chris Manus
Bch. Eng. (Civil & Construct.)
Bch. Appl. Sc. (Construct. Mangt & Econs)
Dipl. Building.
Scale 1:100
Eng
M- 0412441243
BUILDING DESIGN CONSULTANT
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Letter boxes for units 2 and 3 in the pillar of fence.
Unit 1 Brick Letter box 750mm high
Brick and slat 1800mm high fence to private outdoor area of Unit 1

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28 Jan 2020

160 Alma Rd
NORTH PERTH WA 6006
28th January, 2020

Dear Dan,

This letter outlines our needs in relation to the plans that have been submitted to the City of Vincent Planning Dept.

We have a daughter with a mild intellectual disability, Down Syndrome, who is very independent and capable of living in a purpose-built home that allows for the same type of abode that any other person her age is entitled to live in. Her needs are quite simple however her abilities are limited in that she does not need lots of garden to tend to or a large house to maintain. She does not nor will ever drive and has limited material possessions that need storage. She requires a home where she can be sociable with her housemates and friends who live nearby. She needs a bedroom that is large enough to accommodate a bed and a small sitting area and private ensuite.

She requires access to transport, shopping and other services, that are readily available in the North Perth area. She has lived in North Perth for 31 years and for the past 5 years has been living independently with one of her friends in the area.

Our daughter has several friends who are ready to embrace living independently from their families, as most 30+ year old's want to do. We have the opportunity to build some accommodation for them……. approximately 8 young adults with different mild intellectual disabilities, within the City of Vincent. We have consulted with the planning department on what we can achieve and have spent the last 18months working towards a favourable outcome for all.

We ultimately looked at the needs of those that we knew would be living in these homes and realised that they required a purpose built home that would allow privacy and personal space, interaction with each other between the homes, independence and safe easy accessibility within the community allowing for increased confidence and capacity building in a safe comfortable modern environment. We have taken in to consideration their abilities, likes and dislikes in regards to personal space requirements, ability for maintenance and up keep of garden and landscaping, safe entry and accessibility to the property.

In designing we have also taken in to account wheelchair accessibility and designed one of the houses (Unit 1) with this in mind, bearing in mind that none of the occupants at this point in time are in wheelchairs and hopefully will never require a wheelchair but the option is there if needed. As these young adults age there may be issues with climbing stairs and a stair lift is a great option in the second and third unit.

When considering the floor plans for the three units we have taken in to account things that we knew were specific to the occupants needs such as a bedroom big enough for a bed, a small sitting area and private ensuite. This would also lead on to a living area that flowed and was small enough to maintain and yet large enough to not be sitting on top of each other. The living area needed to be accessible to anyone in a wheelchair who was visiting and we included a visitable toilet on the ground floor of each unit.

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As these occupants have mild intellectual disabilities it is a necessity for all concerned and their parents to have a live in carer on site for overnight assistance should it be required. We have allowed for the addition of a third bedroom in the units to accommodate this person. We feel we have been able to achieve all of this in this design however it does mean that the plot ratios are larger than deemed to comply for the specific category that this must be assessed under.... Aged and Dependent living.

In this process we have tried to address the R Codes, Aged Care and Dependent persons requirements, City of Vincent Codes, Liveable Housing Design Guidelines and the Built form codes to comply with everything and keep in mind the needs of the people we are designing for. We have tried to design the homes to the Silver Level LHA as advised by the design review panel.

A brief outline - originally in August of 2018 we were told by one of the senior planners at City of Vincent that we could build 4 units on our block. We were overjoyed with this and we were able to achieve the space required for occupants as we could get enough bedrooms for the amount of people and one support person. However, in Oct 2019 after plans were changed several times and were sent for advertising, we were passed on to yet another planner who told us it is not possible to have 4 units or the same amount of bedrooms and incorporate an acceptable size of room with an ensuite without adding bulk to the overall design. We had to lessen the design to 3 units and lessen the bulk accordingly. Redesign was done and submitted in November and put out for consultation. Lots of grievances were received...

We are now, Jan 2020, on our third set of redrawing this design with 3 units and after a very productive meeting towards the end of 2019 have reduced the size and bulk of the development. We have addressed all points mentioned in correspondence from the planning department and are hoping that they are acceptable.

In regards to the comments from neighbours from the initial advertising period we were somewhat astounded at the level of complaint. I have photos of some of the houses in the street and to say that ours will be out of place, bulky and not in keeping with the streetscape was in our opinion ridiculous. We have since re-designed, rescaled and reduced the bulk based on these comments and made it more modern but more in keeping with the types of colours and materials of surrounding houses. However, if you look at the two properties property across the street and the Italianate two storey house on the corner, not to mention the three very modern two storey bulky grey homes that are further up Leake street towards the town hall I do not see why this complaint of “not fitting in with the street scape” is at all viable. There is also a very square boxy modern two storey property being built between Raglan and Grosvenor streets that does not comply with any of the restrictions being put to us and as the build has progressed I see that they have a main feature of Blue bricks and there is hardly any room for open space or landscaping on the property. I would venture to say it is also outside of the buildings envelope as we have provided in our calculations of bulk. (Please see photos in accompanying PDF).

Re parking issues that seem to be a concern by residents.... Please note that the occupants in these three units do not and will not ever drive so there will not be a problem with lots of cars being parked there. The only cars that will be there will be one for a live-in support person and one for visiting overnight support person should the need arise and they will park in the garages provided. There will be visiting support workers and family members during the day to come and collect occupants to go to outings for life skills and normal everyday

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activities like work, recreation, shopping etc. They may stay for a couple of hours to assist with cooking but are not permanent parking so a need for extra parking space is not required. I was also advised In October 2018 by our initial planning officer at City of Vincent that because it is less than 5 dwellings the need for a visitors car park or even a disabled parking bay was not necessary and that there is room on the street for casual parking and collection of residents. In light of all of this and with the redesign of the front of Unit 1 the width of the paved driveway is now 6m which allows for any emergency vehicle or wheelchair accessible vehicle to easily park if ever required. Concerns of blocking the rear laneway are not an issue as there is a clear 1500mm accessible pathway to the South boundary of Unit 1 to both rear units. Every residence in Leake Street is entitled to have family and others visit.
(Please see photos of current daily parking situation on all properties opposite and adjacent to 15 Leake St. in separate PDF.)

While our facade is modern contemporary it is not distracting to the overall streetscape as you can see by the mock up of the streetscape in the picture provided. This also shows our calculations to the reduction in overall bulk and how the designs fit within the site envelope and a comparison to one of the new houses built further up Leake Street. However, as this is on paper and not built yet we are happy to discuss any ways for it to be altered to be more compliant with any type of façade that is required to make it match with the surrounding houses.

Plot ratio has been an ongoing issue with this design and we are still in a position where it is probably not in the deemed to comply 100m2 area. However, we have reduced the bulk and plot ratios overall but because of the needs of the occupants it is difficult to achieve and we are hoping you will look favourably upon our design and changes we have made.

In a nutshell:_

We require living for 9 people : 7 very capable and independent young adults with mild intellectual disabilities and 1 full time and 1 casual live in support person.

Requirements are for each person to have a larger bedroom that would accommodate a bed and sitting area and a private ensuite. We feel that the latest design has achieved this.

We have worked through all points made, concerns raised and taken on board all comments from our review panel meeting and applied these to the new design. We realise we are still not within the deemed to comply area in some instances but would like you to consider the new design favourably.

We want the area between the units to be used as a communal meeting area that is welcoming and yet have some private areas to units 2 and 3, to be achieved with retractable screening. We are looking at engaging a landscape company to discuss this and provide seating and lawn area, accessibility for wheelchairs, gardens, trees and vege/herb patches. (See landscaping sheet)

Having reduced the overall size of the units, with this most recent design, we have been able to achieve more area with deep soil and this will allow more shade and canopy cover and assist with greater area of private outdoor living for all units

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All three units need to be easy for the occupants to maintain while having private space and shared space that allows for independence and growth and interaction with housemates and each other from the other units.

Landscaping needs to be self-sustaining and not overwhelming or a chore for the occupants due to their limited abilities and limited monetary resources for employing gardeners and the like.

We want to provide a more natural and conventional living environment for our daughter and her friends that is similar in many ways to their peers but with the safety and security of live in and visiting supports, coupled with a modern accessible home that encourages the occupants to interact and enjoy each other's company and also have personal space away from the others when required.

Kind Regards
Carol, Chris and Helen Manus

PHOTOS OF HOUSES IN AND AROUND LEAKE STREET, NORTH PERTH

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Rear of 168 Chelmsford St. North Perth (directly opposite 15 Leake St.) shows a 6m garage with an out of character zincalume structure atop that is 3800mm wide with a balcony across it. Not in keeping with materials and streetscape.



Two storey house 18 Leake St. Modern contemporary look and not in keeping with materials of surrounding homes but blends well into the surrounding streetscape

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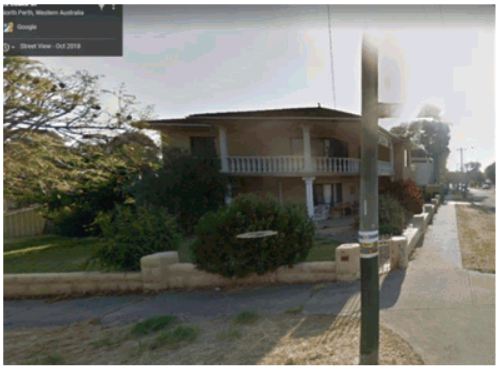
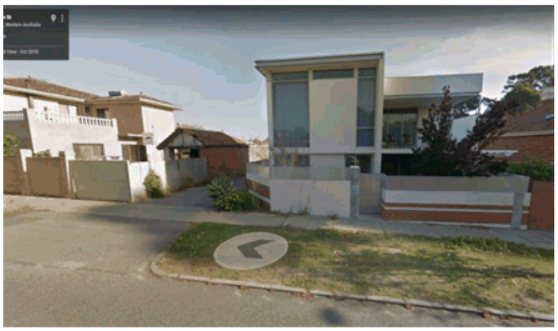


23 Leake Street. 2 storey Italianate design that is not in keeping with the streetscape and materials of surrounding houses.



This property on Claverton St. at the entrance to the laneway behind 15 Leake St. is clearly overbuilt and too bulky for the neighbourhood. Also very modern and out of character.



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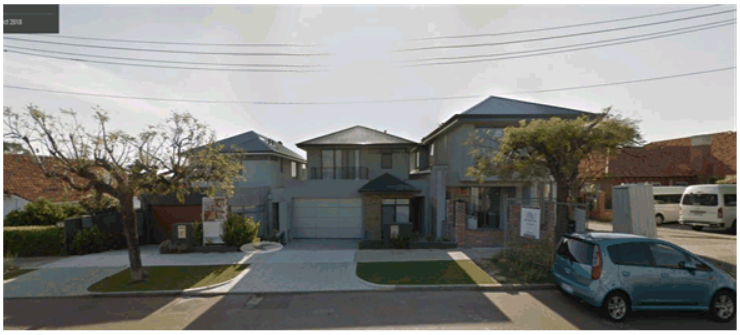

Three residences at 37 - 41 Leake Street. Modern and over built. No land for open space or landscaping and bulky. Modern contemporary and not in materials similar to the surrounding houses. Also all three tower over properties behind and there are some overlooking issues.



41 Leake St. does not show any materials in keeping with streetscape other than houses directly adjacent which were all part of the same development. Bulky and minimal landscaping.

Two storey federation style house at 5 Leake Street. Although of similar style the colour of the paintwork is not inkeeping with those of houses either side or any others in the street.



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Laneway view South towards Perth from rear of 15 Leake St. Large bulky two storey box with no character. Not set back from lane boundary.



Laneway view North from 11 Leake St.. Two large bulky 2 storey buildings at either side of entrance to laneway.



Laneway view North from 15 Leake St.

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Rear of 157 Raglan Rd. North Perth affronting Leake St. Very modern and bulky with feature blue ceramic brickwork, no open space or landscaping to be seen. Possible balcony/outdoor area to rear of second storey where feature brick is. Currently standing at 74 courses high. Not in keeping with streetscape or materials of surrounding houses.

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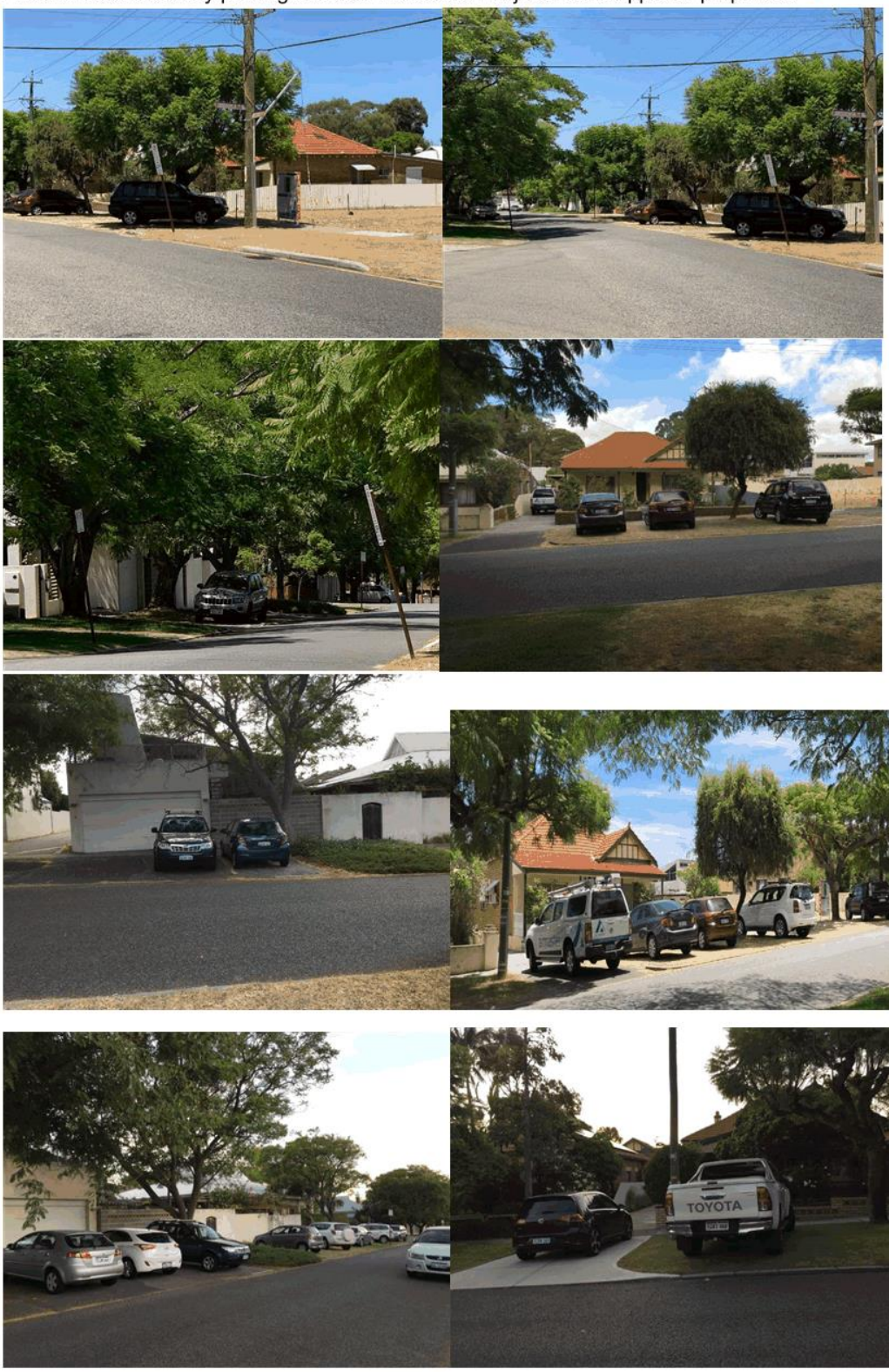
PARKING AROUND 15 LEAKE STREET, NORTH PERTH.

Pictures show the daily parking habits of residents in adjacent and opposite properties.



STREET VIEW INCORPORATING HOUSES EITHER SIDE

(incorporating possible development at 19 Leake Street, North Perth)

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19 Feb 2020

MANUS — Client		15 (lot 5) LEAKE ST NORTH PERTH — Location
J — Draw No V12	Date 17/02/2020	Chris Manus — Bch. Eng. (Civil & Construct.) Bch. Appl. Sc. (Construct. Mangt & Econs) Dipl. Building. M- 0412441243
Scale 1:100	Eng	

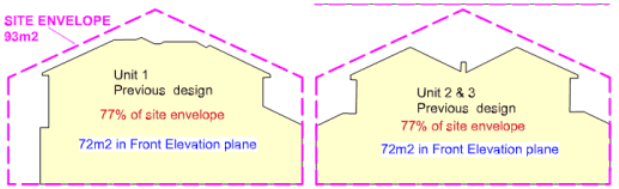
BUILDING DESIGN CONSULTANT
P.O. Box 320 North Perth,6006



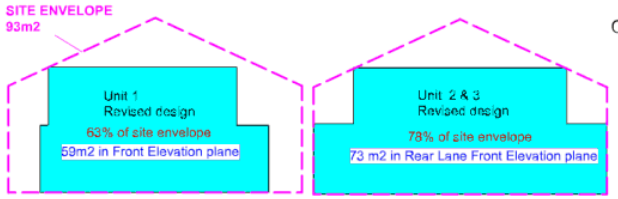
LEAKE STREET



ROW

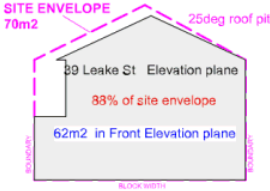


Previous design October 2019 shows Bulk calculations
Site Envelope taken from elevations in plan view 93m2
Elevation plane area 72m2 (taken from image above)
Design envelope is 77% of site envelope calculated
(72/93=77%)

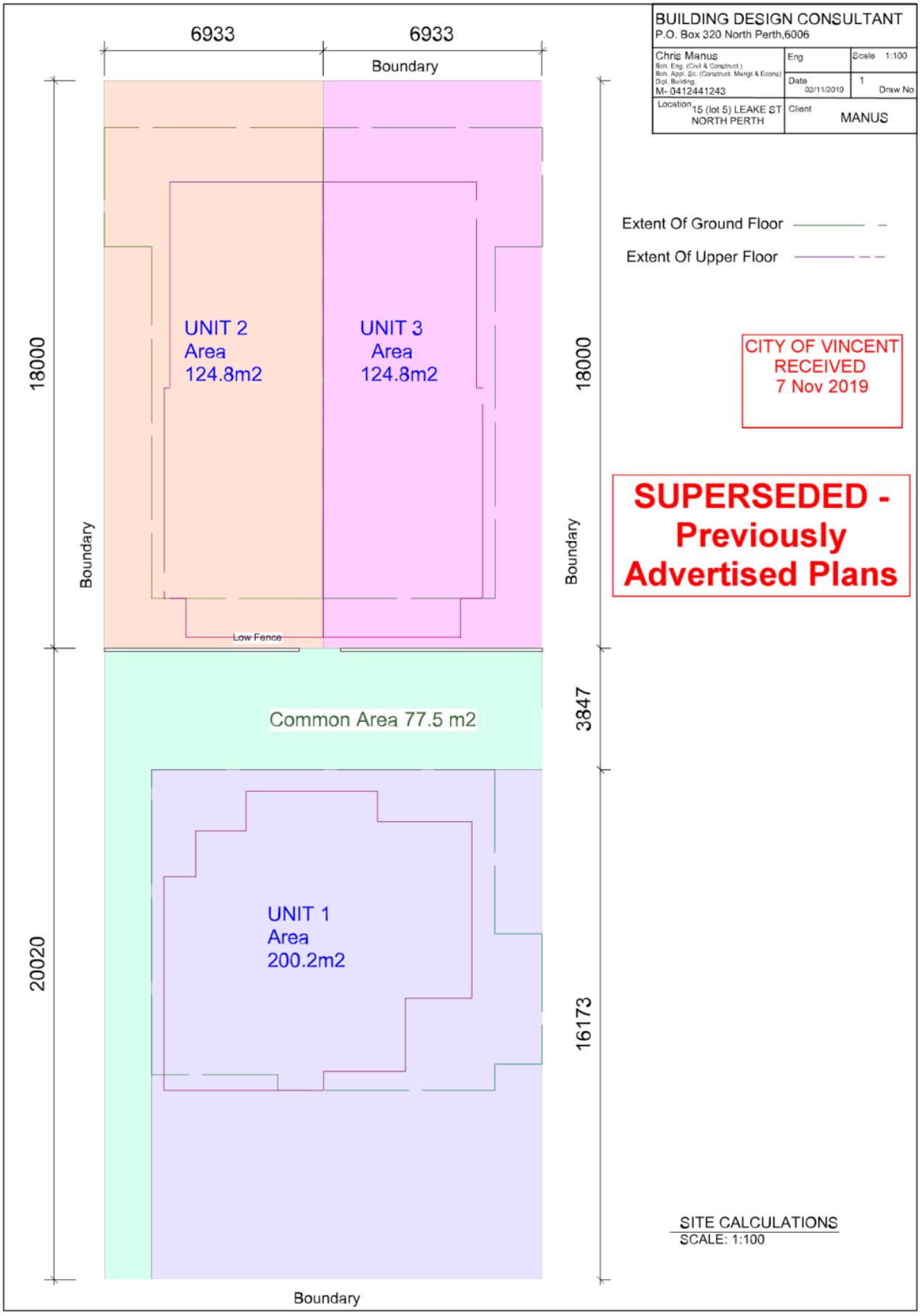


Current design January 2020 shows Bulk calculations
Site Envelope taken from elevations in plan view 93m2
Front elevation plane area 59m2 (taken from image above)
Design envelope is 63% of site envelope calculated
(59/93=63%)
Rear Lane Elevation plane area 73m2 (taken from image above)
Design envelope is 78% of site envelope calculated
(73/93=78%)

COMPARISON TO NEW HOME BUILT IN LEAKE ST.



39 Leake St. new house already built Bulk calculations
Site Envelope taken from elevations in plan view 70m2
Elevation plane area 62m2 (taken from image above)
Design envelope is 88% of site envelope calculated
(62/70=88%)


BUILDING DESIGN CONSULTANT
P.O. Box 320 North Perth,6006
Chris Manus
Bch. Eng. (Civil & Construct.)
Bch. Appl. Sc. (Construct. Mangt & Econs)
Dipl. Building.
M- 0412441243
Eng
Scale 1:100
Date 03/11/2019
1
Draw No
Location 15 (lot 5) LEAKE ST NORTH PERTH
Client MANUS
6933
6933
Boundary
Extent Of Ground Floor
Extent Of Upper Floor
UNIT 2
Area
124.8m2
UNIT 3
Area
124.8m2
18000
18000
Boundary
Boundary
Low Fence
CITY OF VINCENT
RECEIVED
7 Nov 2019
SUPERSEDED -
Previously
Advertised Plans
Common Area 77.5 m2
3847
UNIT 1
Area
200.2m2
20020
16173
Boundary
SITE CALCULATIONS
SCALE: 1:100

SC DRAFTING

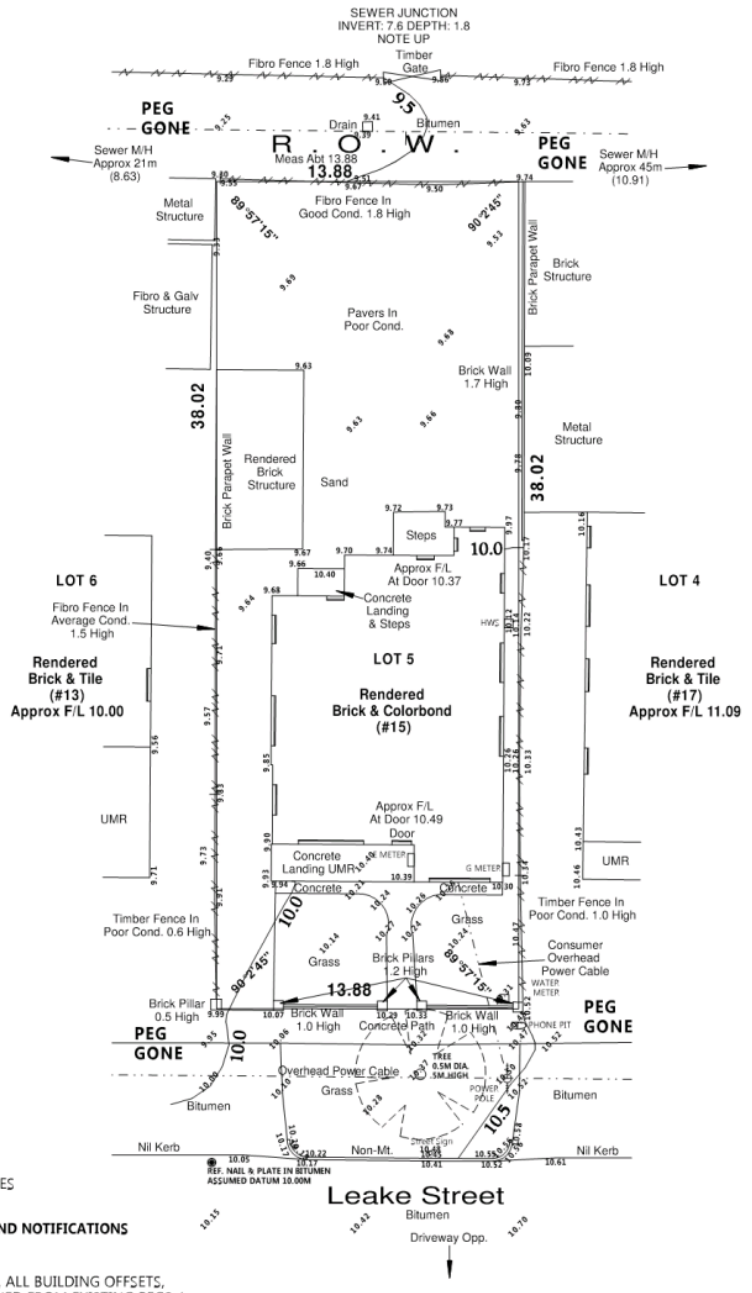
ABN: 48 365 708 393

FEATURE SURVEY

DRAWN: S.C	**SURVEYOR:** L.W.
EMAIL:	shaun.currey@gmail.com
JOB DETAILS	
JOB #	
CLIENT	**CHRIS MANUS**
LOT	**5**
STREET	**LEAKE STREET**
SUBURB	**NORTH PERTH**
LOCAL AUTH.	**CITY OF VINCENT**
PLAN	**3192**
VOL./FOLIO	155/165A
ZONING	R40
LOCATION	**SWAN**
MAP REF	**268 J5**
DATE	**7/03/2019**
MISCLOSE	**0.000m**
AREA	**526m²**
COASTAL	**NO**
SERVICES	
ELEC.	**O/HEAD**
WATER	**YES**
SEWER	**YES**
GAS	**YES** (CHECK ALINTA)
PHONE	**YES**
F'PATH	**CONCRETE**
ROAD	**BITUMEN**
KERB	**NON-MT. & NIL**
DRAINAGE	**GOOD**
SOIL	**SAND**

WHITEHURST SURVEYS
A.B.N 95 726 454 206
P.O. BOX 3036 LESMURDIE W.A. 6076
E-MAIL info@whitehurstsurveys.com.au
MOBILE 0409 492 963

CITY OF VINCENT
RECEIVED
06 Nov 2019



NOTE:
ADVISE TRADES: OVERHEAD POWER LINES

NOTE:
PLEASE CHECK TITLE FOR EASEMENTS AND NOTIFICATIONS

NOTE:
DUE TO LACK OF SURVEY MARKS / PEGS, ALL BUILDING OFFSETS, DIMENSIONS & FEATURES ARE POSITIONED FROM EXISTING PEGS / FENCES / WALLS WHICH MAY NOT BE ON THE CORRECT ALIGNMENT AND ARE TO BE VERIFIED WITH A REPEG CERTIFICATE.

NOTE:
ALL SEWER DETAILS PLOTTED FROM WATER CORP. INFORMATION

NOTE:
SC DRAFTING ACCEPTS NO RESPONSIBILITY FOR ANY ON SITE PHYSICAL CHANGES TO THE PARCEL OR PORTION OF THE PARCEL OF LAND SHOWN ON THIS SURVEY INCLUDING ADJOINING NEIGHBOURS LEVELS AND FEATURES THAT HAVE OCCURRED AFTER THE DATE ON THIS SURVEY.

SUPERSEDED - Previously Advertised Plans

SCALE 1:200@A3
0 2 4 6 8 10

SC DRAFTING
ABN: 48 365 708 393

FEATURE SURVEY

DRAWN: S.C	**SURVEYOR:** L.W.
EMAIL:	shaun.currey@gmail.com
JOB DETAILS	
JOB #	
CLIENT	**CHRIS MANUS**
LOT	**5**
STREET	**LEAKE STREET**
SUBURB	**NORTH PERTH**
LOCAL AUTH.	**CITY OF VINCENT**
PLAN	**3192**
VOL./FOLIO	155/165A
ZONING	R40
LOCATION	**SWAN**
MAP REF	**268 J5**
DATE	**7/03/2019**
MISCLOSE	**0.000m**
AREA	**526m²**
COASTAL	**NO**
SERVICES	
ELEC.	**O/HEAD**
WATER	**YES**
SEWER	**YES**
GAS	**YES** (CHECK ALINTA)
PHONE	**YES**
F'PATH	**CONCRETE**
ROAD	**BITUMEN**
KERB	**NON-MT. & NIL**
DRAINAGE	**GOOD**
SOIL	**SAND**

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E-MAIL info@whitehurstsurveys.com.au
MOBILE 0409 492 963

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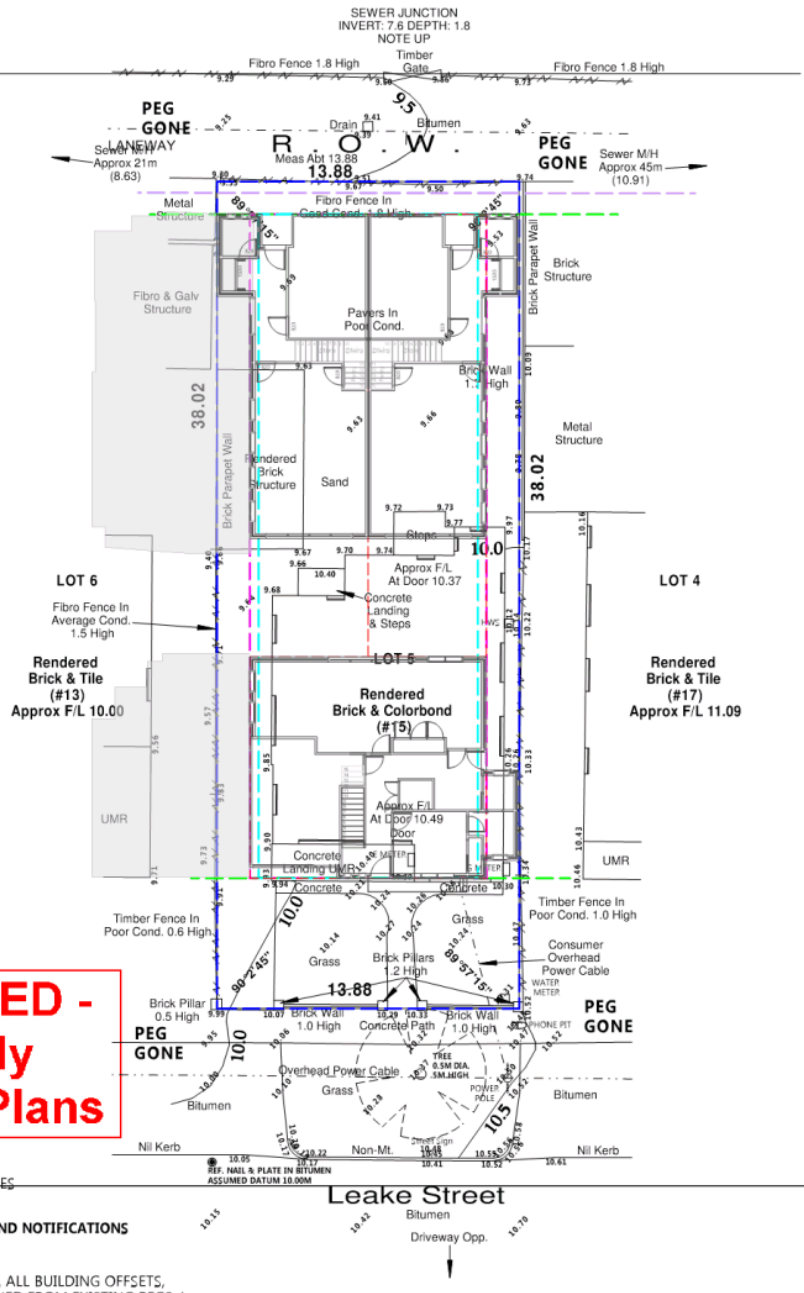
06 Nov 2019



SUPERSEDED - Previously Advertised Plans

NOTE:
ADVISE TRADES: OVERHEAD POWER LINES

NOTE:
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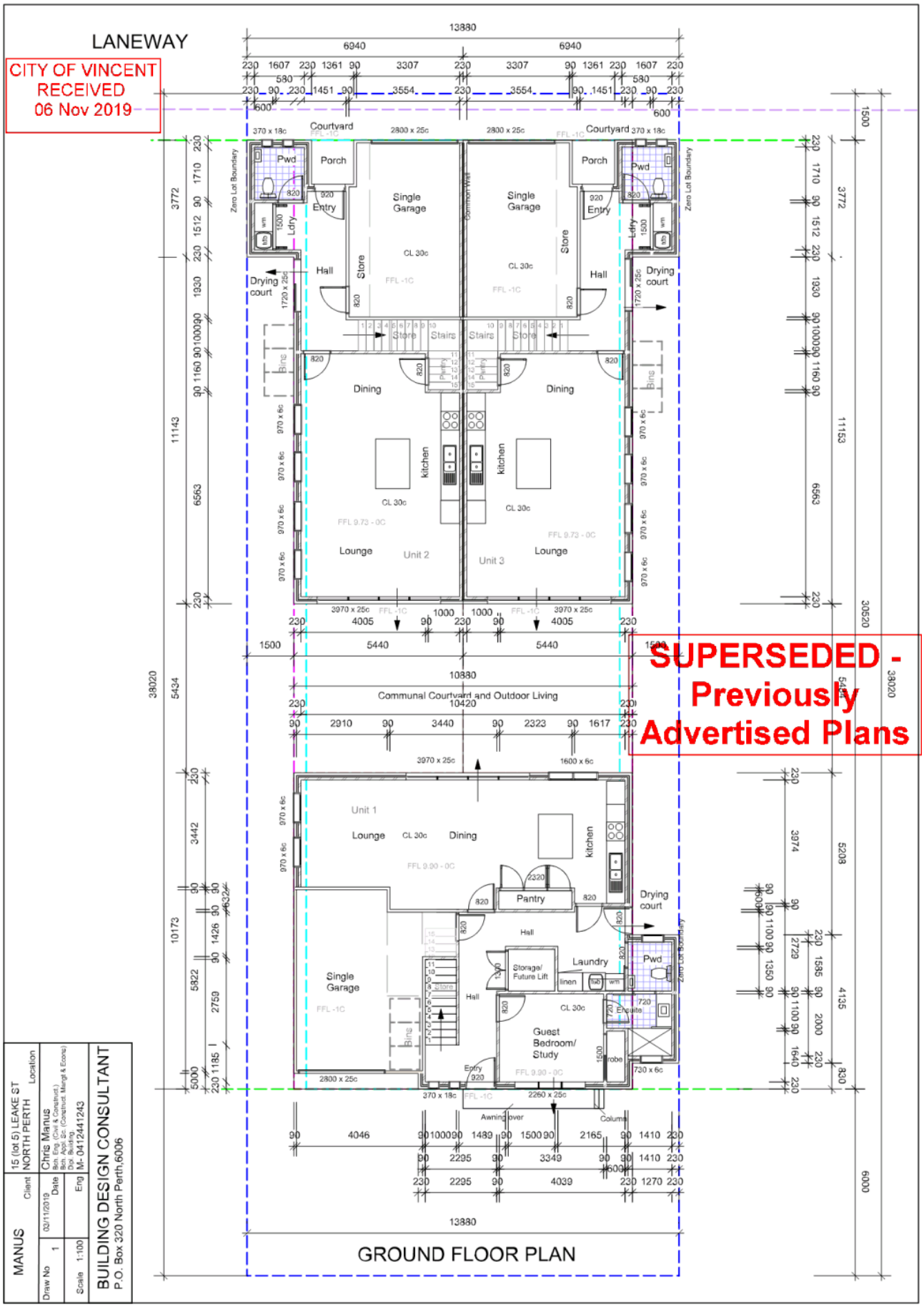
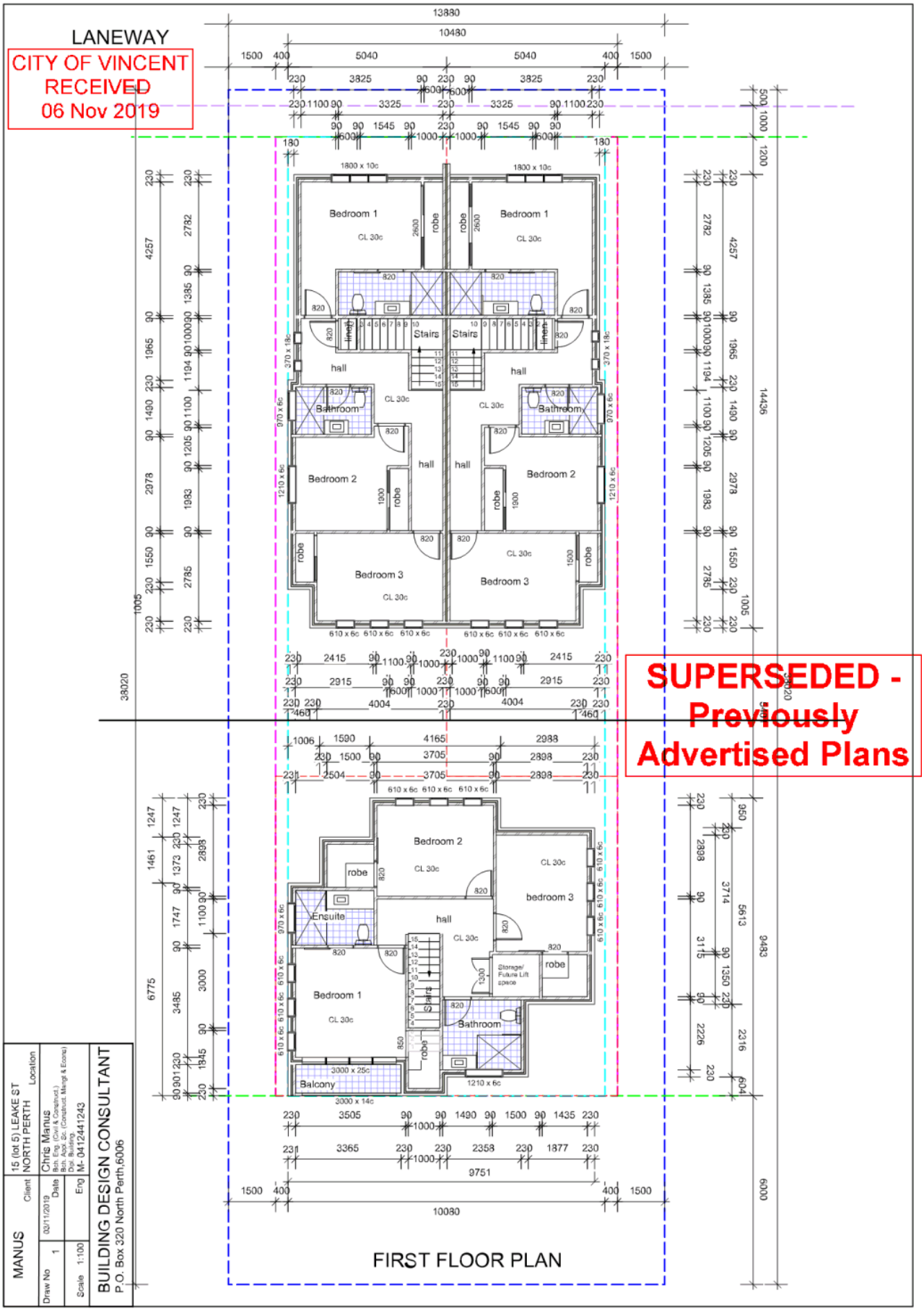
MANUS (Client)		15 (lot 5) LEAKE ST NORTH PERTH (Location)
Draw No 1	03/11/2019 (Date)	Chris Manus Bch. Eng. (Civil & Construct.) Bch. Appl. Sc. (Construct. Mangt & Econs) Dipl. Building
Scale 1:200	Eng	M- 0412441243

BUILDING DESIGN CONSULTANT
P.O. Box 320 North Perth,6006

SCALE 1:200@A3
0 2 4 6 8 10


LANEWAY
CITY OF VINCENT
RECEIVED
06 Nov 2019
SUPERSEDED -
Previously
Advertised Plans
Courtyard
Porch
Pwd
Entry
Single Garage
Common Wall
Store
Hall
Drying court
Stairs
Dining
kitchen
Lounge
Unit 2
Unit 3
Communal Courtyard and Outdoor Living
Unit 1
Pantry
Laundry
Storage/ Future Lift
Guest Bedroom/ Study
Ensuite
Awning over
Column
GROUND FLOOR PLAN
MANUS
Client
15 (lot 5) LEAKE ST NORTH PERTH
Location
Chris Manus
Date
02/11/2019
Draw No 1
Scale 1:100
Eng M- 0412441243
BUILDING DESIGN CONSULTANT
P.O. Box 320 North Perth,6006


LANEWAY
CITY OF VINCENT
RECEIVED
06 Nov 2019
SUPERSEDED - Previously Advertised Plans
FIRST FLOOR PLAN
Bedroom 1
Bedroom 2
Bedroom 3
bedroom 3
Stairs
hall
Bathroom
Ensuite
robe
Balcony
Storage/ Future Lift space
MANUS
Client
15 (lot 5) LEAKE ST NORTH PERTH
Location
Chris Manus
Date
02/11/2019
Draw No 1
Scale 1:100
Eng M- 0412441243
BUILDING DESIGN CONSULTANT
P.O. Box 320 North Perth,6006

ELEVATIONS UNIT 1

CITY OF VINCENT
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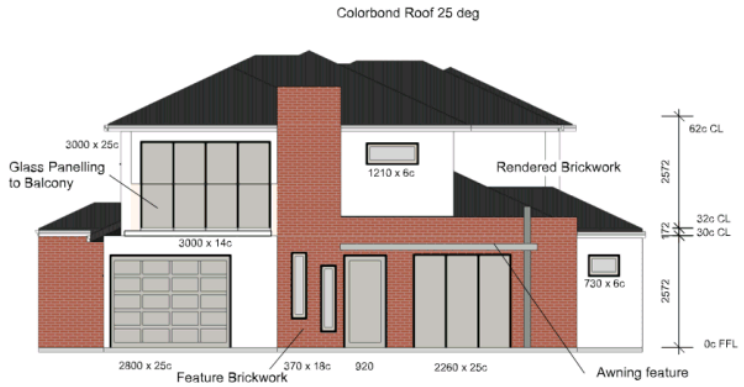
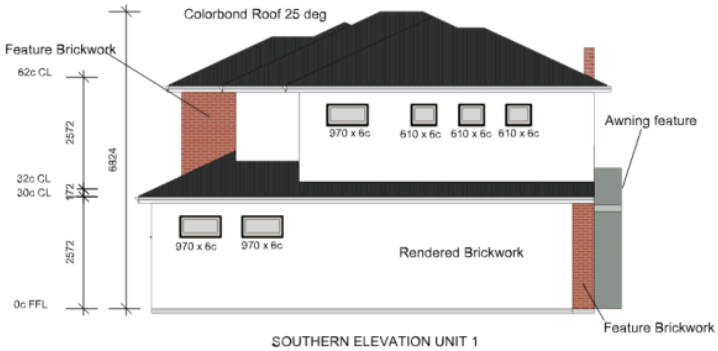
Window Head Height
GF 25c
1F 57c
UNO

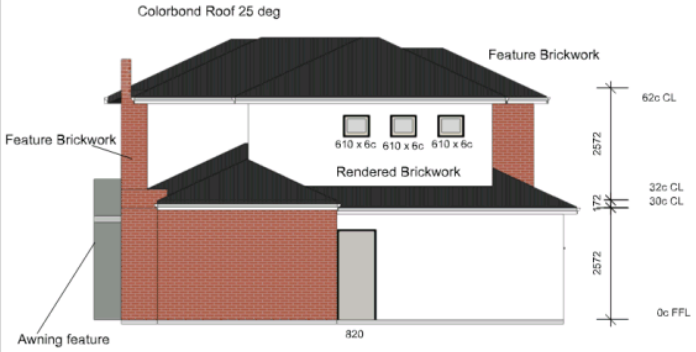
SUPERSEDED - Previously Advertised Plans



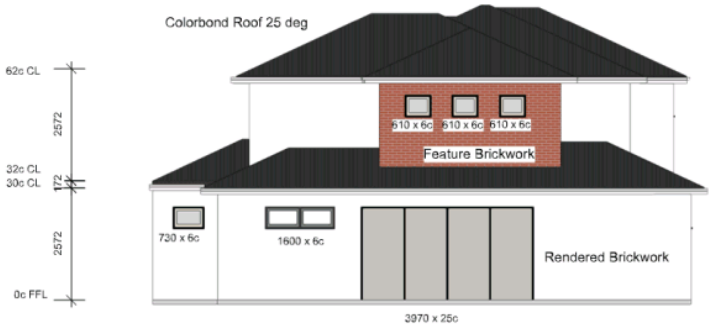
FRONT ELEVATION UNIT 1



SOUTHERN ELEVATION UNIT 1



NORTHERN ELEVATION UNIT 1



REAR ELEVATION UNIT 1

MANUS Client		15 (lot 5) LEAKE ST NORTH PERTH Location
Draw No 1	03/11/2019 Date	Chris Manus Bch. Eng. (Civil & Construct.) Bch. Appl. Sc. (Construct. Mangt & Econs) Dpl. Building
Scale 1:100	Eng	M- 0412441243
BUILDING DESIGN CONSULTANT P.O. Box 320 North Perth,6006		

ELEVATIONS UNITS 2 AND 3

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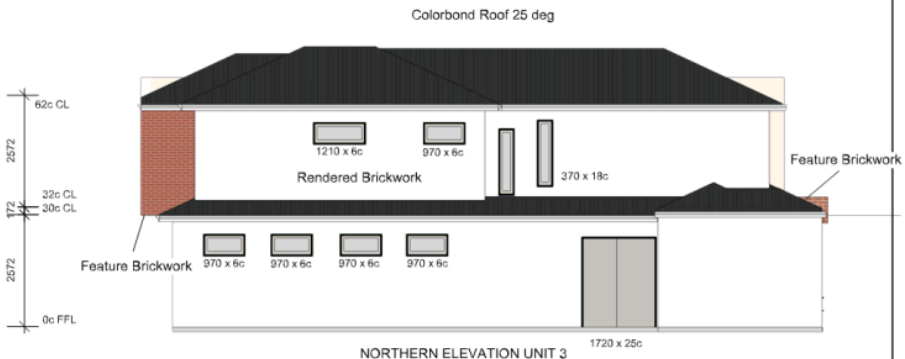
SUPERSEDED - Previously Advertised Plans

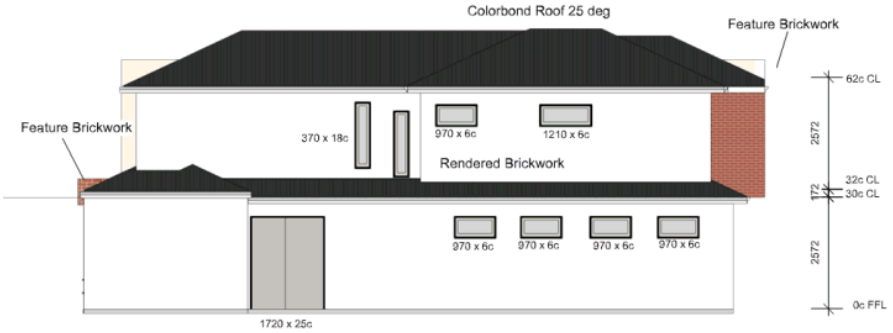


FRONT ELEVATION FROM ROW UNITS 2 & 3

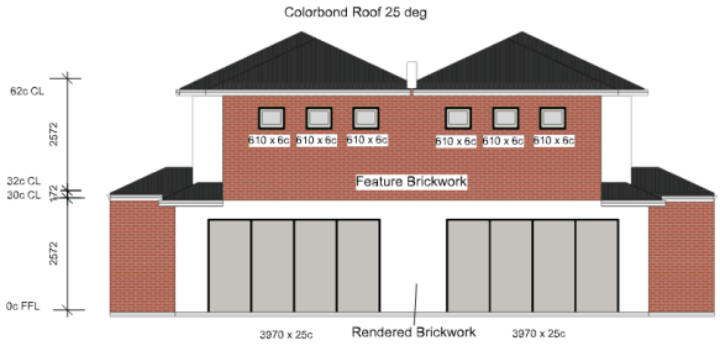
Window Head Height
GF 25c
1F 57c
UNO



NORTHERN ELEVATION UNIT 3



SOUTHERN ELEVATION UNIT 2



REAR ELEVATION UNITS 2 & 3

MANUS Client		15 (lot 5) LEAKE ST NORTH PERTH Location
Draw No 1	03/11/2019 Date	Chris Manus Bch. Eng. (Civil & Construct.) Bch. Appl. Sc. (Construct. Mangt & Econs) Dipl. Building
Scale 1:100	Eng	M- 0412441243
BUILDING DESIGN CONSULTANT P.O. Box 320 North Perth,6006		

ISO ELEVATIONS UNITS 1, 2 AND 3

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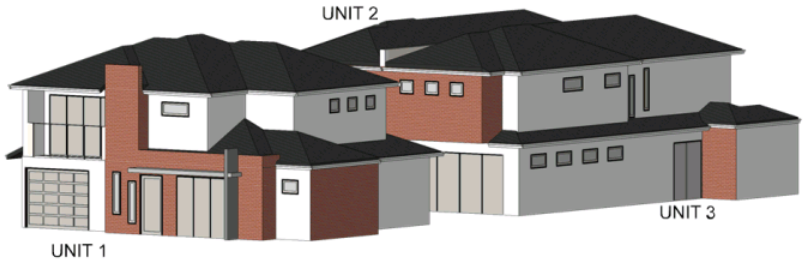
SUPERSEDED - Previously Advertised Plans



FRONT RIGHT ISO ELEVATIONS FROM LEAKE ST.



FRONT LEFT ISO ELEVATIONS FROM LEAKE ST.



REAR LEFT ISO ELEVATIONS UNITS 2 AND 3 ON ROW



REAR RIGHT ISO ELEVATIONS UNITS 2 AND 3 ON ROW

MANUS (Client)		15 (lot 5) LEAKE ST NORTH PERTH (Location)
Draw No 1	03/11/2019 (Date)	Chris Manus Bch. Eng. (Civil & Construct.) Bch. Appl. Sc. (Construct. Mangt & Econg) Dipl. Building.
Scale	Eng	M- 0412441243
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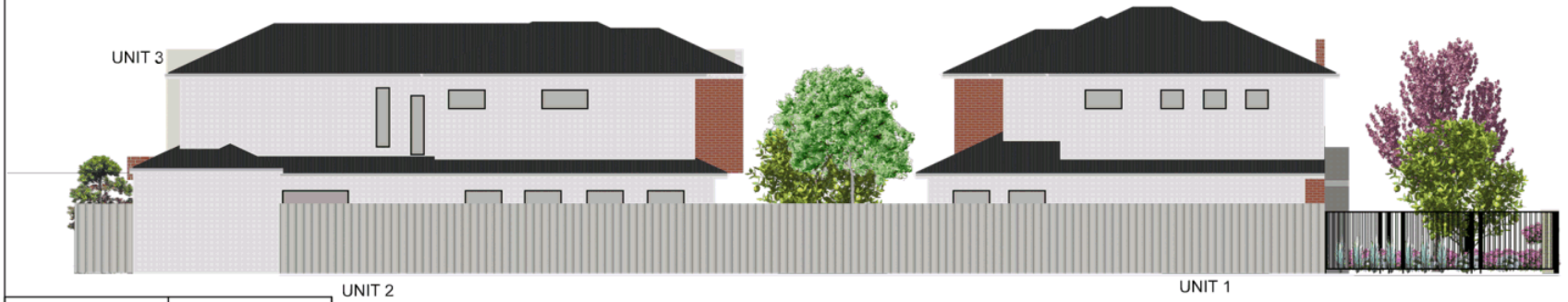
SIDE ELEVATIONS UNITS 1, 2 AND 3

SUPERSEDED - Previously Advertised Plans



NORTHERN ELEVATIONS UNITS 1, 2 AND 3



SOUTHERN ELEVATIONS UNITS 1, 2 AND 3

MANUS (Client)		15 (lot 5) LEAKE ST NORTH PERTH (Location)
Draw No 1	03/11/2019 (Date)	Chris Manus Bch. Eng. (Civil & Construct.) Bch. Appl. Sc. (Construct. Mangt & Econs) Dipl. Building.
Scale 1:100	Eng	M- 0412441243

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P.O. Box 320 North Perth,6006

ISO ELEVATIONS WITH LANDSCAPING UNITS 1, 2 AND 3

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FRONT ISO ELEVATIONS WITH LANDSCAPING UNIT 1 ON LEAKE ST.



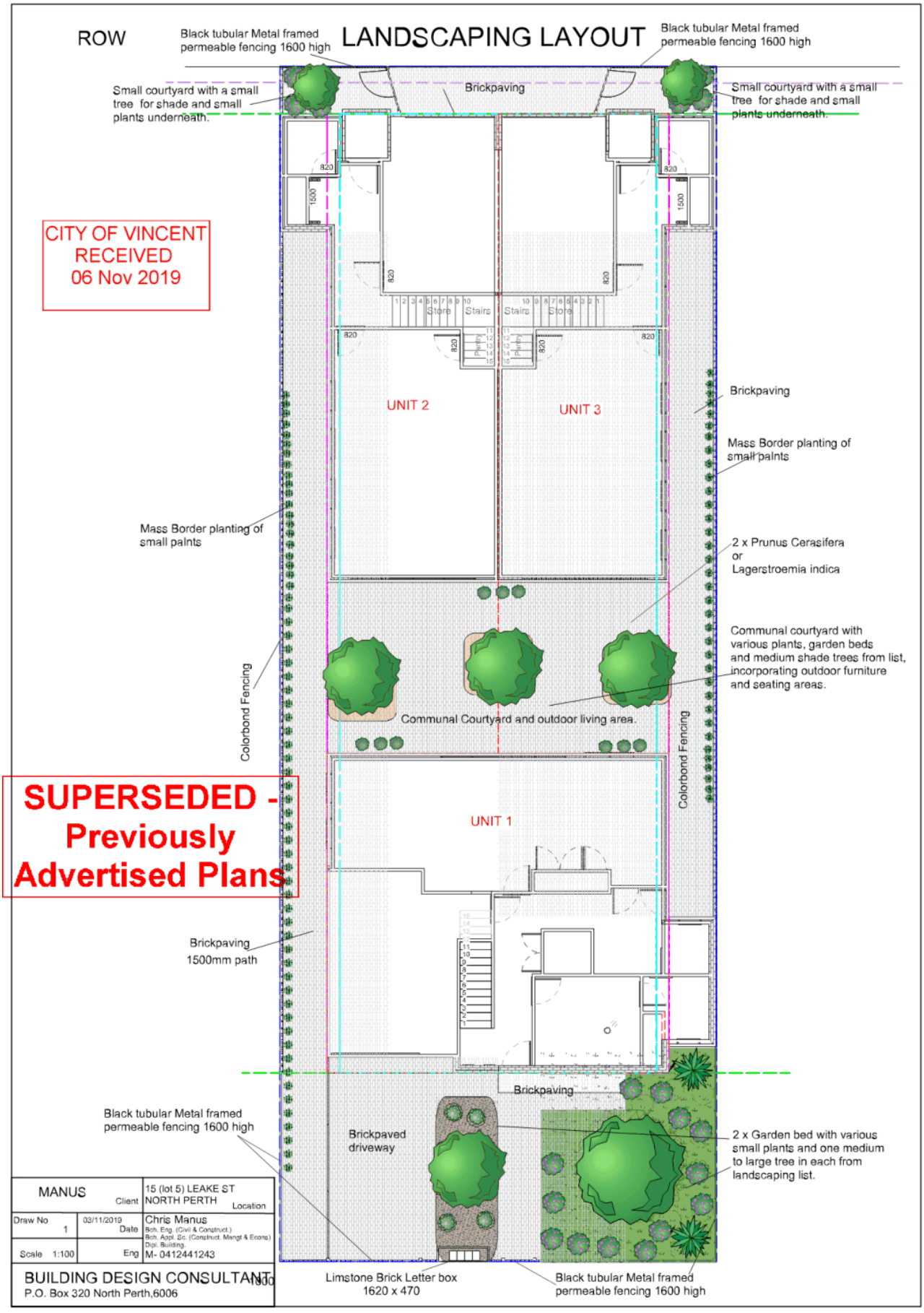
SUPERSEDED - Previously Advertised Plans



REAR ISO ELEVATIONS WITH LANDSCAPING UNITS 2 AND 3 ON ROW



MANUS (Client)		15 (lot 5) LEAKE ST NORTH PERTH (Location)
Draw No 1	03/11/2019 (Date)	Chris Manus Bch. Eng. (Civil & Construct.) Bch. Appl. Sc. (Construct. Mangt & Econs) Dipl. Building.
Scale 1:100	Eng	M- 0412441243
BUILDING DESIGN CONSULTANT P.O. Box 320 North Perth,6006		


ROW
Black tubular Metal framed permeable fencing 1600 high
LANDSCAPING LAYOUT
Black tubular Metal framed permeable fencing 1600 high
Small courtyard with a small tree for shade and small plants underneath.
Brickpaving
Small courtyard with a small tree for shade and small plants underneath.
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06 Nov 2019
UNIT 2
UNIT 3
Brickpaving
Mass Border planting of small palnts
Mass Border planting of small palnts
2 x Prunus Cerasifera or Lagerstroemia indica
Communal courtyard with various plants, garden beds and medium shade trees from list, incorporating outdoor furniture and seating areas.
Colorbond Fencing
Communal Courtyard and outdoor living area.
Colorbond Fencing
SUPERSEDED - Previously Advertised Plans
UNIT 1
Brickpaving
1500mm path
Brickpaving
Black tubular Metal framed permeable fencing 1600 high
Brickpaved driveway
2 x Garden bed with various small plants and one medium to large tree in each from landscaping list.
MANUS
Client
15 (lot 5) LEAKE ST
NORTH PERTH
Location
Draw No 1
03/11/2019
Date
Chris Manus
Bch. Eng. (Civil & Construct.)
Bch. Appl. Sc. (Construct. Mangt & Econs)
Dipl. Building.
Scale 1:100
Eng
M- 0412441243
BUILDING DESIGN CONSULTANT
P.O. Box 320 North Perth,6006
Limstone Brick Letter box
1620 x 470
Black tubular Metal framed permeable fencing 1600 high

LANDSCAPING NOTES

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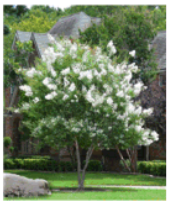
Medium size trees



Lemon Tree



Crepe Myrtle



Cottonwood
Hibiscus



Pirus Capital



Pirus Capital

A combination of these trees, selected from the recommendations given from Planning, will be used around the property in similar fashion to the landscaping plan attached.
We will be consulting with Landscaping companies .

SUPERSEDED -
Previously
Advertised Plans

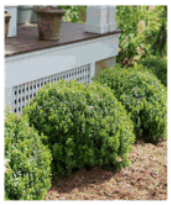
Shrubs and Ground Cover



Rosemary



Purple
Sage



Boxwood (Buxus)



Roses



Lavender







Various varieties of Cordiline

A combination of these shrubs will be used around the property in similar fashion to the landscaping plan attached.
We will be consulting with Landscaping companies .

MANUS Client		15 (lot 5) LEAKE ST NORTH PERTH Location
Draw No 1	03/11/2019 Date	Chris Manus Bch. Eng. (Civil & Construct.) Bch. Appl. Sc. (Construct. Mangt & Econ.) Dpl. Building.
Scale	Eng	M- 0412441243

BUILDING DESIGN CONSULTANT
P.O. Box 320 North Perth,6006

Summary of Submissions:

The table below summarises the comments received during the first and second advertising periods of the proposal, together with the City's response to each comment.

Comments Received in Objection:	Officer Technical Comment:
Plot Ratio Area and Building Bulk • The proposed dwellings significantly exceed the permitted plot ratio of 100 square metres per dwelling. The additional plot ratio contributes to overdevelopment of the site and excessive building bulk. • The reduction of open space in conjunction with the increased plot ratio contributes to the overall bulk and scale of the development. • The development is proposing far too much building bulk for the block size. • The proposed building bulk would diminish to character of the surrounding area. • The site planning is extremely tight and would result in a poor quality development outcome. • The increased plot ratio is against the intent of the Residential Design Codes which looks to provide small-scale specialised housing for aged or dependent persons. The size of the dwellings appears more in line with conventional dwellings rather than aged or dependent persons' dwellings. • Whilst the revised proposal shows a decrease in plot ratio, it is still seeking in excess of a 20 percent increase on the permitted standard for all three units. This has allowed the applicant to accommodate additional bedrooms within each of the units and in turn, an increase in the number of potential occupants.	• Whilst the development exceeds the deemed-to-comply plot ratio, it provides open space, street setbacks and lot boundary setbacks compliant with the deemed-to-comply standards of the R Codes. This indicates that it would not constitute an overdevelopment of the site or would result in excessive building bulk and scale as viewed from the street or adjoining properties. • The applicant provided amended plans following the conclusion of the first advertising period which satisfy the R Codes deemed-to-comply standard relating to open space. • The proposed lot configuration with one dwelling fronting Leake Street and two dwellings fronting the right-of-way allows for the retention of the existing primary street frontage width which maintains consistency with the existing streetscape character. • The intent of the R Codes is to allow aged or dependant persons' dwelling developments in locations that are in close proximity to public transport and services to reduce car dependence. The subject site is well suited to this type of development as it is 170 metres from Fitzgerald Street which is a high frequency bus route and 235 metres from North Perth town centre. • The R Codes deemed-to-comply standards do not restrict the number of bedrooms per dwelling. The application proposes an increase to the 100 square metre per dwelling deemed-to-comply plot ratio area. The proposal would meet the relevant design principles given that the site is well located to reduce car dependency, has a relatively flat topography, complies with R Codes' deemed-to-comply standards relating to street setback, lot boundary setbacks and open space, and would contribute to a diversification of housing stock available in the North Perth area.
Car Parking • The development requires one visitor parking space which has not been provided. • Parking for visiting family or health practitioners would be absorbed by on-street parking on Leake Street and would result in congestion. • The development proposes a total of nine bedrooms serviced by only three car parking spaces.	• There are accessible on-street parking options along Leake Street which are able to be utilised by visitors. The City's parking survey data identified that there are a total of 51 parking spaces along Leake Street between Alma Road and Vincent Street which are restricted to a two hour time limit between 8:00am and 6:00pm Monday to Friday and unrestricted outside of these times. This parking survey data identifies that usage of these parking spaces did not exceed 51% of capacity during the study

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
• Should the occupants of Units 2 and 3 require assisted transport, this would result in vehicles blocking the right-of-way for extended periods of time as visitor parking is not provided on site. • The application does not provide a disable bay and/or a disabled visitor bay. • The Unit 1 driveway is for the exclusive use of Unit 1 and cannot be utilised by the occupants of Units 2 and 3. The intention of visitor parking is that the space can be utilised by all dwellings. • The space to manoeuvre a vehicle into a single space garage at 90 degrees to the laneway appears minimal. • Due to the nearby intersections, there are limited verge parking options for the proposed three residences and there is only one potential guest parking spot at the front of the first townhouse.	times (being 9:00am to 8:00pm Wednesday, Friday and Saturday). This data indicates that there are 26 on-street parking spaces that could be utilised by visitors to Units 2 and 3 without prejudicially impacting availability of on-street parking. • The development requires and provides three on-site residential car parking spaces to satisfy the R Codes Clause 5.3.3 (Parking) deemed-to-comply standard in relation to the provision of on-site resident car parking. • The occupants and visitors of Units 2 and 3 would have direct access to these dwellings from Leake Street via the 1.5 metre wide pedestrian access leg. This would allow visitors to utilise on-street parking options and reduce any impacts on the right-of-way. • The Unit 1 driveway and adjoining pedestrian access leg provides 5.5 metres which exceeds the 3.8 metres required to accommodate a wheelchair accessible car parking space for the occupants and visitors to this unit. • The application has been reviewed by the City's Technical Services and it has been confirmed that the proposal provides sufficient vehicle manoeuvring for all vehicle access points.
Landscaping • The proposed deep soil zones being non-compliant is as a result of the increased plot ratio and associated building bulk. The reduction of landscaping would result in decreased amenity for the future occupants of the dwellings and the surrounding properties. • The application proposes hardscaping as the dominant landscaping feature which is out of context with the immediate area and would not allow for increased tree canopy. • The proposed communal courtyard would not provide a high quality amenity for the occupants due to the lack of soft landscaping and vegetation.	• The applicant provided amended plans following the conclusion of the first advertising period which satisfy the R Codes deemed-to-comply standard relating to open space. The proposed building envelopes allow for landscaping and deep soil zones to be provided within the area of communal open space and within the primary street setback area. • The co-location of deep soil zones, canopy provision and communal open space is supported and would provide increased amenity for users of the communal open space. The provision of a communal open space area for this type of development is not a requirement of the R Codes. The proposed communal open space area provides an additional area for residents to socialise beyond private living areas. • The application proposes 12 percent of the site as deep soil zones as well as smaller landscaping strips. 30 percent of the primary street setback area is provided as landscaping which would be complementary to the surrounding streetscape.
Design and Amenity • The dwellings provide the bedrooms on the upper floor, living areas on the ground floor and do not provide an internal lift. The dwellings do not appear to be designed to accommodate aged or dependent persons,	• Unit 1 provides a lift. Following the conclusion of the first advertising period the applicant provided amended plans where the Unit 2 and 3

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
who typically require a smaller and easy to maintain dwelling that is contained on one level for ease of access. • In an effort to maximise the floor area and size of the dwellings, the amenity for future occupants (whether or not they are aged or dependent persons) would be compromised due to the lack of major openings to the second and third bedrooms in each dwelling. • The development should be redesigned to ensure bedrooms are provided with acceptable levels of access to daylight and ventilation. • Concerns raised in relation to noise and light spill from pedestrian and vehicle access along the right of way. • Concerns raised that the proposed dwellings do not comply with the Australian Standard 1428.1 Design for Access and Mobility. • Concerns raised that the proposed dwellings do not comply with the Australian Standard 4299:1995, including: ○ Level entries are not provided to the front doors or garages. ○ The Unit 1 ground floor ensuite doorway does not achieve an 820mm opening. ○ Not all internal doors provide 820mm clear openings. ○ 1.2m wide corridors are not provided for the upper floors of units 2 and 3. ○ None of the units provide a visitable toilet. ○ Toilets do not provide 250mm nib walls to allow installation of grab rails. • The proposed two storey design does not provide easy access, especially for wheelchairs, frames and other mobility devices to mitigate falls and risk of injury. • The streetscape appearance of the proposed development does not appear to be in keeping with the aesthetic and built form quality of the existing streetscape. • The overall design of each unit is lacking in any balance of accommodation with an overprovision of bedrooms for the living / dining space provided. • The street elevations lack any context to the existing fabric. • The proposed Unit 1 elevation is not in keeping with the existing streetscape which is characterised by modest single storey pitched roof dwellings. • The overall planning and interaction of the units more conducive to hostel type accommodation rather than three individual units. • The ratio of living space per bedroom for Units 2 and 3 is inadequate and would result in a poor amenity outcome for occupants. The design of Unit 1 is more generous and in better suited to this type of	staircases are reconfigured to provide a straight run which would allow for a stair lift to be installed in the future if required. • All of the proposed bedrooms are provided with windows which is a requirement under the Building Code of Australia. The windows orienting towards the side boundaries are highlight windows to ensure compliance with visual privacy standards. • The proposed aged or dependent persons' dwelling development is a permitted land use within the Residential zone and the level of acoustic privacy and light spill would be consistent with what is expected in an R40 coded area. • The proposed development has been designed to be in accordance with the deemed-to-comply standards of the R Codes Clause 5.5.2 (Aged or Dependent Persons' Dwellings) relating to internal dwelling design and the sections of AS4299 which are referenced under this clause of the R Codes, as follows: ○ The applicant has submitted amended plans which provide level entries for all front entries and garages; ○ All external and internal doorways achieve an 820mm opening; ○ All internal corridors provide a width of 1.0 metre, or 1.2 metres where there is an opening on the side wall; and ○ All of the proposed dwellings provide a visible toilet on the ground floor level. • The R Codes deemed-to-comply standards for aged or dependent persons' dwellings do not prevent these developments from being two storeys in height. The applicant has included design features to allow ease of access and mobility in and around the dwellings including level entries, a lift for Unit 1 and straight stairs for Units 2 and 3 to accommodate a stair lift if required. • Administration has undertaken a detailed streetscape analysis of Leake Street and determined that the area consists of single and two storey dwellings of varying architectural design. This has been included as **Attachment 7**. Design changes incorporated as part of the DRP member involvement results in a development that would be compatible with its setting and would not have an adverse impact on the character of the locality. • The development proposes an open plan dining, kitchen and lounge area for shared use by future occupants of each dwelling. This is appropriate for the dwellings proposed. • The primary street elevation of the development contains materials which are sympathetic to the surrounding streetscape including red face brick on the ground floor, and light coloured render and timber look panelling

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
development. This would suggest that only two dwellings should be accommodated on the site. • The design appears more commonly aligned with the leasing of individual rooms in a shared house arrangement rather than the design of appropriate accommodations for an aged or dependent persons' dwelling.	on the upper floor. This is not incompatible with the mix of architectural styles, colours and materials in the existing streetscape.
Density and Dwelling Size • The intent of the application is to achieve approval for three conventional dwellings contrary to the maximum number of dwellings (2) permitted by the R40 density code. • Concerns remain that the revised proposal still appears to utilise the provisions of Clause 5.5.2 of the R Codes to maximise the development with minimal concern for residential amenity and that the development appears to be three townhouses with large floor areas where the R Codes would only otherwise allow two. • The application proposes three dwellings on an R40 site with an area of 527 square metres.	• The proposed development is for aged or dependent persons' dwellings which are afforded a one third site area concession in accordance with the deemed-to-comply standards of the R Codes Clause 5.1.1 (Site Area). The proposed development for three aged or dependant persons' dwellings satisfies the 120 square metre minimum and 146.7 square metre average lot sizes required under the R Codes.
Communal Open Space • There is no visual surveillance from the dwellings to the communal open space. • The communal open space is being provided in lieu of private open space for each unit. • The communal open space provides no visual privacy between units.	• There are windows oriented towards the communal open space area from the ground and upper floors of each unit which would allow for passive surveillance. • Following the conclusion of the first advertising period the applicant submitted amended plans providing a private outdoor living area for each dwelling in addition to the communal open space.
Visual Privacy • The proposed Units 2 and 3 upper floor windows would result in overlooking on the adjoining property across the laneway to the west.	• These windows do not result in any variation to the deemed-to-comply standards of the R Codes Clause 5.4.1 (Visual Privacy). The deemed-to-comply standard requires a minimum 4.5m cone of vision setback be provided for major openings to adjoining properties. The windows are setback 7.7m to the adjoining properties located across the right-of-way to the west.
Pedestrian Access to the Right-of-Way • The pedestrian access for Units 2 and 3 would be from the right of way which does not have a pedestrian footpath and is not designed to be a primary street.	• Units 2 and 3 are required to be oriented towards the laneway in accordance with the deemed-to-comply standards of the City's Built Form Policy Clause 5.31 (Developments on Rights of Way). Furthermore, vehicle access for these units is required to be provided from the laneway

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
	in accordance with the deemed-to-comply standards of R Codes Clause 5.3.5 (Vehicle Access).
Garage Width • The proposed garage width of Units 2 and 3 would dominate the streetscape and reduces the land available for greenery and open space.	• Units 2 and 3 are provided with vehicle access from the right-of-way as required under the deemed-to-comply standard of the R Codes Clause 5.3.5 (Vehicle Access). Right-of-ways are intended to provide vehicular access to a development site and reduces the dominance of vehicle access points and garage doors as viewed from the primary street being Leake Street. The proposed garages are single width and would not have an adverse impact on the right-of-way streetscape or adjoining properties.
Management of the Dwellings • Concerns in relation to how the dwellings will be managed and who will manage them, given the intended demographic of occupants. • Concerns that the dwellings will not be used for the purpose of aged or dependent living in perpetuity and will become a compliance issue for the surrounding residents.	• The applicant's written submission states that a live in carer would be available to the occupants of the dwellings if required. • Administration recommends that a condition of approval be imposed requiring a Section 70A notification to be registered on the Certificate of Title advising prospective purchasers that the use of the land is subject to the aged or dependent persons' restriction. This is requirement under deemed-to-comply standard Clause 5.5.2 of the R Codes. • Development and use of land is required to be undertaken in accordance with the terms of development approvals and the City's Local Planning Scheme No. 2. Any alleged breaches of the terms of the approval would be investigated by the City and enforcement action is available if the non-compliance is substantiated.
Pedestrian Access • The main entry to Units 2 and 3 is from the right of way which is a poor quality space with no lighting in the evening and is not appropriate for aged or dependent residents.	• Vehicle access and pedestrian access for Units 2 and 3 is provided from the right of way into the garages of these dwellings in accordance with the deemed-to-comply standards of the R Codes Clause 5.3.5 (Vehicle Access) and Built Form Policy Clause 5.31 (Development on Rights of Way). The occupants of these units would also have direct pedestrian access to Leake Street via the 1.5 metre wide pedestrian access leg.

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

Summary of Submissions:

The table below summarises the comments received during the first advertising period of the proposal, together with the Applicant's response to each comment.

Comments Received in Objection:	Applicant's Response:
Plot Ratio and Building Bulk • The proposed dwellings significantly exceed the permitted plot ratio of 100m2 per dwelling. The additional plot ratio contributes to overdevelopment of the site and excessive building bulk. • The reduction of open space in conjunction with the increased plot ratio contributes to the overall bulk and scale of the development. • The development is proposing far too much building bulk for the block size. • The proposed building bulk would diminish to character of the surrounding area. • The site planning is extremely tight and would result in a poor quality development outcome. • The increased plot ratio is against the intent of the Residential Design Codes which looks to provide small-scale specialised housing for aged or dependent persons. The size of the dwellings appears more in line with conventional dwellings rather than aged or dependent persons dwellings.	• Plot ratios have been reduced significantly with the new design which has contributed to an overall decrease in the bulk of the development. • Open space has increased in new design allowing for more planting of trees and gardens. • The development is being assessed under Aged and Dependent Persons which means that we have been allowed the opportunity to provide three separate homes on this block. • The bulk does not diminish the character of the surrounding area and one should note the surrounding homes that are of 2 storey and not in keeping with the streetscape or surrounding homes. • While we are designing under the Aged and Dependent guidelines we have found they do not cater for everyone and their individual needs and things need to be looked at on a case by case scenario and the homes have been designed with specific occupants in mind.
Car Parking • The development requires one visitor parking space which has not been provided. • Concern raised that parking for visiting family or health practitioners would be absorbed by on street parking on Leake Street and would result in congestion. • Concern raised that the development proposes a total of nine bedrooms serviced by only three car parking spaces. • Concerns raised that should the occupants of units 2 and 3 require assisted transport this would result in vehicles blocking the right of way for extended periods of time as visitor parking is not provided on site. • The application does not provide a disable bay and/or a disabled visitor bay.	• Advised by Urban Planner in August of 2018 – " visitor parking is only required for more than 4 dwellings as such I don't believe you would require" • Please note that none of the occupants drive or will ever drive. • One or two residents with a car who will park in the garage provided. • Visiting supports are usually just pick-ups and drop offs. • Occupants will use public transport also. • Everyone entitled to have family visit. • Access to units 2 and 3 will be from Leake St. via 1.5m pathway. • Disabled bay not mandatory however there is a driveway at front of Unit 1 that is now wide enough for ambulance/disabled transport if ever required. • Note photos of current parking situation in Leake St directly opposite and adjacent to No.15
Landscaping • The proposed deep soil zones being non-compliant is as a result of the increased plot ratio and associated building bulk. The reduction of landscaping would result in decreased amenity for the future occupants	• This has been addressed with new design and landscaping outlay. • Hardscaping is not the main feature in new design. • Landscaping will be addressed with landscaper.

Summary of Submissions:

Comments Received in Objection:	Applicant's Response:
of the dwellings and the surrounding properties. • The application proposes hardscaping as the dominant landscaping feature which is out of context with the immediate area and would not allow for increased tree canopy. • The proposed communal courtyard would not provide a high quality amenity for the occupants due to the lack of soft landscaping and vegetation.	• Landscaping will also be addressed under City's Parks department re species and deep soil areas in new design.
Design and Amenity • The dwellings provide the bedrooms on the upper floor, living areas on the ground floor and do not provide an internal lift. The dwellings do not appear to be designed to accommodate aged or dependent persons, who typically require a smaller and easy to maintain dwelling that is contained on one level for ease of access. • In an effort to maximise the floor area and size of the dwellings, the amenity for future occupants (whether or not they are aged or dependent persons) would be compromised due to the lack of major openings to the second and third bedrooms in each dwelling. • The development should be re-designed to ensure bedrooms are provided with acceptable levels of access to daylight and ventilation. • Concerns raised in relation to noise and light spill from pedestrian and vehicle access along the right of way. • Concerns raised that the proposed dwellings do not comply with the Australian Standard 1428.1 Design for Access and Mobility. • Concerns raised that the proposed dwellings do not comply with the Australian Standard 4299:1995, including: ○ Level entries are not provided to the front doors or garages. ○ The Unit 1 ground floor ensuite doorway does not achieve an 820mm opening. ○ Not all internal doors provide 820mm clear openings. ○ 1.2m wide corridors are not provided for the upper floors of units 2 and 3. ○ None of the units provide a visitable toilet. ○ Toilets do not provide 250mm nib walls to allow installation of grab rails. • The proposed two storey design does not provide easy access, especially for wheelchairs, frames and other mobility devices to mitigate falls and risk of injury. • The streetscape appearance of the proposed development does not appear to be in keeping with the aesthetic and built form quality of the existing streetscape.	• Area provided for a future internal lift in Unit 1. As no one requires it now it can be addressed in the future. Stair lifts can be easily fitted in units 2 and 3. • Due to overlooking issues to adjacent properties highlight windows are in bedrooms that do not look out to ROW or street. • No noise or light spill to ROW that would cause any concerns to adjacent residents. • Access and mobility have been the utmost consideration in these designs and especially in unit 1. • Level entries are not mandatory and can be addresses with ramps when wheelchair access is required. • Corridors in units 2 and 3 do not need to be 1200mm wide. 1000mm is acceptable. • All units have a visitable toilet. • All toilets are on 230 external walls and grab rails can be easily fitted if required. • Wheelchair access and mobility has been addressed with the new design, especially in Unit 1, Ground Floor areas of all units and the communal area. • Streetscape has been considered and shown in recent PDF form showing views from all angles and ROW. To say it is not in keeping with aesthetics of the existing streetscape is puzzling considering the building across the road and a few further up and down Leake St. The façade has been altered in the new design and although modern is still in keeping with the aesthetics and materials used in surrounding homes. • Re overprovision of bedrooms for living and dining it is expected that there is 1 person per bedroom and that the living and dining area is adequate to accommodate 3 people.

Summary of Submissions:

Comments Received in Objection:	Applicant's Response:
• The overall design of each unit is lacking in any balance of accommodation with an over provision of bedrooms for the living / dining space provided. • The street elevations lack any context to the existing fabric.	
Density and Dwelling Size • Concern raised that the intent of the application is to achieve approval for three conventional dwellings contrary to the maximum number of dwellings (2) permitted by the R40 density code.	• The proposed development is for aged or dependent persons' dwellings which are afforded a one third site area concession in accordance with the deemed-to-comply standards of the Residential Design Codes clause 5.1.1 (Site Area). The proposed development for three aged or dependant persons' dwellings complies with the aforementioned deemed-to-comply standards in relation to site area.
Communal Open Space • Concerns raised that there is no visual surveillance from the dwellings to the communal open space. • Concerns raised that the communal open space is being provided in lieu of private open space for each unit. • The communal open space provides no visual privacy between units.	• All properties view the open space area from the Ground floor level however due to overlooking issues to adjacent properties there cannot be windows that look out on to the communal area from the 1st Floor. • Private open space has been addressed in new design. • Visual privacy between the units is provided in the use of retractable screens between them.
Visual Privacy • Concerns raised that the proposed unit 2 and 3 upper floor windows would result in overlooking on the adjoining property across the laneway to the west.	• These windows provide compliant cone of vision setbacks to adjoining properties and do not result in any variation to the deemed-to-comply standards of the Residential Design Codes clause 5.4.1 (Visual Privacy).
Pedestrian Access to the Right of Way • Concerns that pedestrian access for unit 2 and 3 would be from the right of way which does not have a pedestrian footpath and is not designed to be a primary street.	• Units 2 and 3 are required to be oriented towards the laneway in accordance with the deemed-to-comply standards of the City's Built Form Policy clause 5.31 (Developments on Rights of Way). Furthermore, vehicle access for these units is required to be provided from the laneway in accordance with the deemed-to-comply standards of the Residential Design Codes clause 5.3.5 (Vehicle Access).
Number of Dwellings • Concern that the application proposes three dwellings on an R40 site with an area of 527 square metres.	• The proposed development is for aged or dependent persons' dwellings which are afforded a one third site area concession in accordance with the deemed-to-comply standards of the Residential Design Codes clause 5.1.1 (Site Area). The proposed development for three aged or dependant persons' dwellings complies with the aforementioned deemed-to-comply standards in relation to site area.
Garage Width	

Summary of Submissions:

Comments Received in Objection:	Applicant's Response:
• The proposed garage width of units 2 and 3 would dominate the streetscape and reduces the land available for greenery and open space.	• Addressed in new design.

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

The table below summarise the comments received during the second advertising period of the proposal, together with the Applicant's response to each comment received:

Comments Received in Objection:	Applicant's Response:
Plot Ratio and Building Bulk • Whilst the revised proposal shows a decrease in plot ratio, it is still seeking in excess of a 20 percent increase on the permitted standard for all three Units. This has allowed the applicant to accommodate additional bedrooms within each of the Units and in turn, an increase in the number of potential occupants. • The site planning still appears to be too tight for three Units. • The proposed dwellings still appear to be more consistent with the scale of conventional grouped dwellings rather than aged or dependent persons' dwellings.	• According to the R Codes 5.5.2 the plot ratio can exceed 100m2 as long as it complies with the respective class of dwelling. • Site planning and coverage is compliant according to planning department. • Unique circumstances for the intended occupants. They have Mild intellectual disabilities, no physical disabilities and need the same consideration to be able to live independently of their family as any other person their age. There has been a Royal Commission into lack of supported accommodation for PWD's and we are trying to address this issue.
Car Parking • The lack of visitor parking will add an unnecessary burden on the existing street parking. • The Unit 1 driveway is for the exclusive use of Unit 1 and cannot be utilised by the occupants of Units 2 and 3. The intention of visitor parking is that the space can be utilised by all dwellings. • The space to manoeuvre a vehicle into a single space garage at 90 degrees to the laneway appears minimal. • Given that Units 2 and 3 are not provided with a visitor parking space, it is foreseeable that the ROW could be blocked by vehicles which need to stop for several minutes while transferring the resident into the vehicle. • Due to the nearby intersections, there are limited verge parking options for the proposed three residences and there is only one potential guest parking spot at the front the first town house.	• R Codes 5.3.3 states that - Visitor car parking –Not required, because there is not in excess of four dwellings being served by a communal driveway. Only required for dwellings of 5 or more. • After meeting with planning department and in conjunction with urban planner and City's design review panel member this idea that was suggested by them. • Garages on ROW have been redesigned. • ROW will not be blocked. All residents will be collected from Leake St. If any support people are to be at the house for any length of time they will park in the assigned garages as the residents do not have cars, cannot drive and will never drive…..a point I keep making…..Verge parking…..two cars under tree on verge, two cars in front of garage Unit 1 and one car on cross over. Others can park on the street where signs allow.
Streetscape • The proposed Unit 1 elevation is not in keeping with the existing streetscape which is characterised by modest single storey pitched roof dwellings.	• Addressed after consultation with City's design review panel member…..However it's time to come in to the modern world. Things change. There is no heritage listing to Leake Street and therefore modern homes can become part of the streetscape. We have endeavoured to make it of similar materials to surrounding homes. Please look at homes

Summary of Submissions:

Comments Received in Objection:	Applicant's Response:
	in Leake Street and photos provided to Planning re modern Grey triplex and Blue and white bulky homes on Leake St. House opposite 15 Leake St.
Density and Dwelling Size • Concerns remain that the proposal looks to utilise the provisions of 5.5.2 to maximise the development with minimal concern for residential amenity and that the development appears to be three townhouses with large floor areas where the R Codes would only otherwise allow two.	• Due to development falling under Aged and Dependent, on this size block we have been granted 3 town houses by the R Codes.
Management of the Dwellings • Concerns in relation to how the dwellings will be managed and who will manage them, given the intended demographic of occupants. • Concerns that the dwellings will not be used for the purpose of aged or dependent living in perpetuity and will become a compliance issue for the surrounding residents.	• Management of the dwellings ….? I am not sure that this is of any concern to neighbours. We are not running a business. • Propose meet and greet with intended occupants. • We are obtaining some legal advice here.
Design and Amenity • The overall planning and interaction of the units more conducive to hostel type accommodation rather than three individual units. • The ratio of living space per bedroom for Units 2 and 3 is inadequate and would result in a poor amenity outcome for occupants. The design of Unit 1 is more generous and in our view better suited to this type of development. This would suggest that only two dwellings should be accommodated on the site. • The two storey dwellings do not appear to be designed to accommodate aged or dependent persons, who typically require a smaller and easy to maintain dwelling that is contained on one level for ease of access. • The design appears more commonly aligned with the leasing of individual rooms in a shared house arrangement rather than the design of appropriate accommodations for an aged/dependent dwelling. • Concern that the development plan for Units 2 and 3 is not designed to meet the expectations and needs of aged or dependent persons', as required by the R Codes, due to the lack of a visitor car bay or internal lift, the excessive size of the dwellings, their design with 3 bedrooms with ensuites, and their two-storey configuration without any facilities to enhance safety and comfort for the occupants.	• Not hostel situation at all. • Unit 2 and 3 are more suited to occupants who do not require wheelchairs. Unit 1 has been designed with wheelchair use as priority if ever required by occupants. Again…. The R Codes has allowed 3 units under Clause 5.5.2 • Intended occupants are dependent and have minimal requirements re shared living areas. The units will be compact with modern facilities for the intended occupants. Bedrooms are designed for personal space and the living areas for communal interaction of housemates and the specific needs of the intended occupants. • No comment – see above and previous comments. • We are obtaining some legal advice here.
Pedestrian Access • The main entry to Units 2 and 3 is from the right of way which is a poor	• The ruling from the CoV Planning Department in their Built Form Policy was that the front entrances for units 2 and 3 were required to be off the ROW. CoV looking towards the future planning of the neighbourhood by

Summary of Submissions:

Comments Received in Objection:	Applicant's Response:
quality space with no lighting in the evening and is not appropriate for aged or dependent residents.	making the ROW's secondary streets. There is access to Units 2 and 3 from Leake Street via 1500mm pathway on the Southern Boundary as required under R Codes.

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

Detailed Streetscape Analysis

Proposed Three Aged or Dependent Persons' Dwellings

No. 15 Leake Street, NORTH PERTH


View St
Persimmon St
Alma Rd
Gleb St
Sekem St
Claverton St
Camelia St
Leake St
Fitzgerald St
Raglan Rd
Grosvenor
Chelmsford
Vincent St
SUBJECT SITE
A
B
C
D
E
F
G
H
I
R30
R40
R60
R80
D
CP

A



No. 168 Chelmsford Street, North Perth

B



No. 17 Leake Street, NORTH PERTH

C



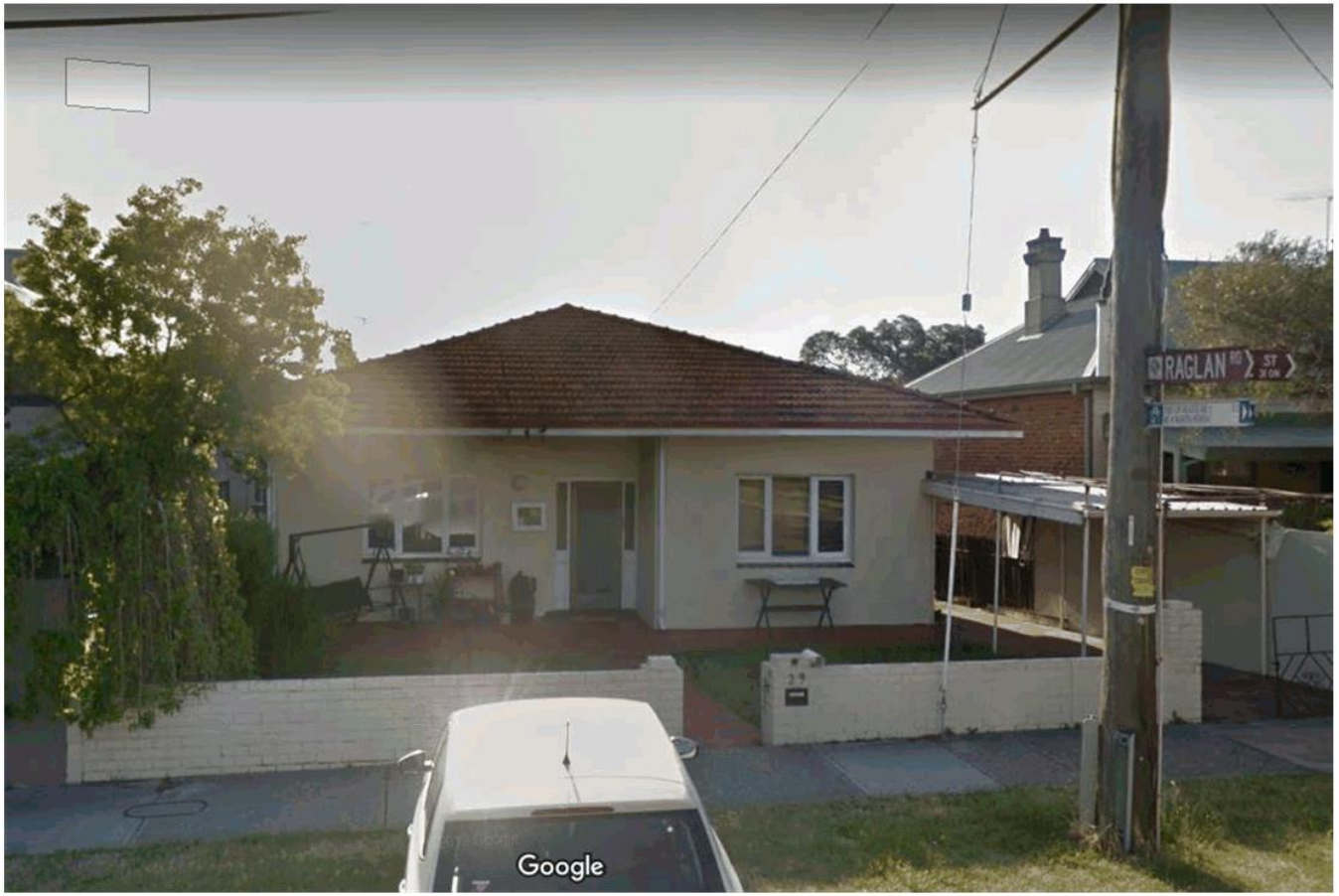
No. 23 Leake Street, NORTH PERTH

D



No. 25 Leake Street, NORTH PERTH

E



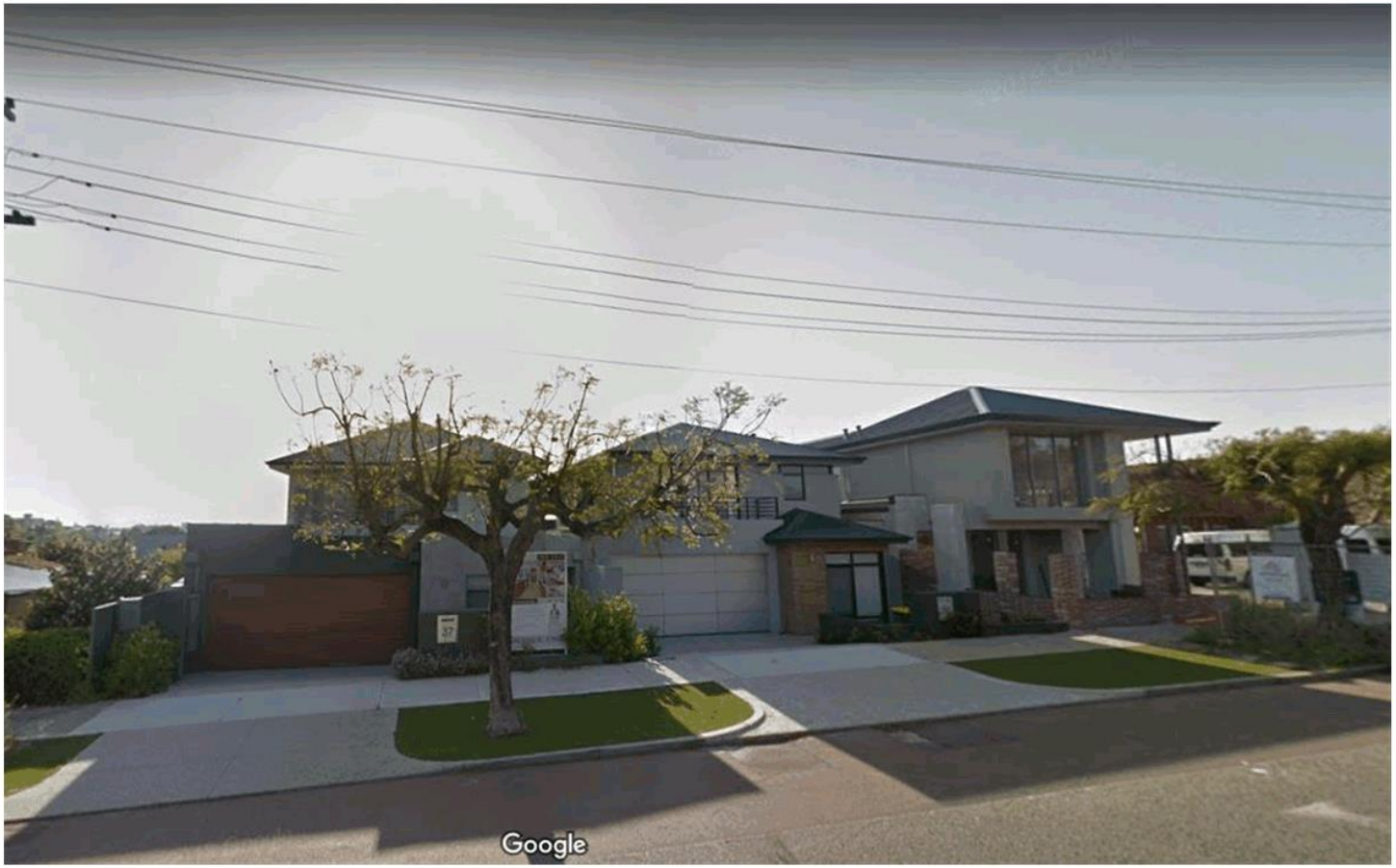
No. 29 Leake Street, NORTH PERTH

F



No. 33 Leake Street, NORTH PERTH

G



No. 37, 39 and 41 Leake Street, NORTH PERTH

H



No. 40 Leake Street, NORTH PERTH



No. 157A Raglan Road, NORTH PERTH

Determination Advice Notes:

1. **With reference to Condition 2, no further consideration shall be given to the disposal of stormwater 'offsite' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of stormwater 'offsite' be subsequently provided, detailed design drainage plans and associated calculations for the proposed stormwater disposal shall be lodged together with the building permit application working drawings.**

2. **With reference to Condition 3, the owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls.**

3. **With reference to Condition 4, Clause 5.4.1 C1.2 Visual Privacy requirements of the R codes states that screening devices such as obscure glazing, timber screens, external blinds, window hoods and shutters are to be at least 1.6m in height, at least 75 percent obscure, permanently fixed, made of durable material and restrict view in the direction of the overlooking into any adjoining property.**

4. **With reference to Condition 6, the City encourages landscaping methods and species selection which do not rely on reticulation.**

5. **With reference to Condition 8.4, the portion of the existing footpath traversing the proposed crossover must be retained. The proposed crossover levels shall match into the existing footpath levels. Should the footpath not be deemed to be in satisfactory condition, it must be replaced with in-situ concrete panels in accordance with the City's specification for reinstatement of concrete paths.**

6. **With reference to Condition 8.4, all new crossovers to the development site are subject to a separate application to be approved by the City.**

7. **In reference to Condition 9, visually permeable is defined as "in reference to a wall, gate, door or fence that the vertical surface has continuous vertical or horizontal gaps of 50mm or greater width occupying not less than one third of the total surface area; continuous vertical or horizontal gaps less than 50mm in width, occupying at least one half of the total surface area in aggregate; or a surface offering equal or lesser obstruction to view; as viewed directly from the street".**

8. **In reference to Condition 10, ceding of the Right of Way widening will be required at the time of any future subdivision, survey strata subdivision or built strata subdivision.**

9. **In reference to Condition 12 and in the event that the extent of the blade wall as proposed is required under the Building Code of Australia, the blade wall is not required to be modified.**

10. **A Road and Verge security bond for the sum of $2,000 shall be lodged with the City by the applicant, prior to the issue of a building permit, and will be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure, including verge trees, has been repaired/reinstated to the satisfaction of the City. An application for the refund of the security bond shall be made in writing. The bond is non-transferable.**

11. **The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5 metres) shall be maintained for all users at all times during construction works. If the safety of the path is compromised resulting from either construction damage or as a result of a temporary obstruction appropriate warning signs (in accordance with AS1742.3) shall be erected. Should a continuous path not be able to be maintained, an 'approved' temporary pedestrian facility suitable for all path users shall be put in place. If there is a request to erect scaffolding, site fencing etc. or if building materials are required to be stored within the road reserve, once a formal request has been received, the matter will be assessed by the City and if considered appropriate a permit shall be issued by the City. No permit will be issued if the proposed encroachment into the road reserve is deemed to be inappropriate.**

Determination Advice Notes:

12. **Any additional property numbering to the abovementioned address which results from this application will be allocated by the City of Vincent. The applicant is requested to liaise with the City in this regard during the building permit process.**

13. **A Demolition Permit shall be obtained from the City prior to commencement of any demolition works on the site.**

14. **The applicant is advised that any future strata title of the property must be consistent with this approval and the lot sizes demonstrated in the application.**

15. **The applicant and landowner are advised that sufficient parking can be provided on the subject site and as such the City of Vincent will not issue residential car parking permits to any owner or occupier of the aged or dependent persons' dwellings. This information should be provided to all prospective purchasers and it is recommended that a notice be placed on Sales Contracts to advise purchasers of this restriction.**

9.2 NO. 12 (LOT: 829; D/P: 40498) NEWCASTLE STREET, PERTH - PROPOSED THIRD PARTY DIGITAL BILLBOARD SIGN

Ward: South

Attachments:
1. Location and Consultation Plan
2. Development Plans
3. Applicant's Written Justification
4. Safety Assessment Review Report
5. Summary of Submissions - Administration's Response
6. Summary of Submissions - Applicant's Response
7. Main Roads WA Comments
8. Design Review Panel Minutes

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, REFUSES the application for the proposed Third Party Digital Billboard Sign at No. 12 (Lot: 829; D/P: 40498) Newcastle Street, Perth, in accordance with the plans in Attachment 2, for the following reasons:

1. **The proposed Third Party Digital Billboard Sign does not comply with the requirements of the City's Policy No. 7.5.2 – Signs and Advertising as it constitutes a Billboard advertising third party content;**

2. **The proposed size, scale and visual prominence of the Third Party Digital Billboard Sign:**

   2.1 **Would not be compatible with its setting and is inconsistent with Clause 67(m) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;**

   2.2 **Would have an adverse impact on the amenity of the surrounding area and is not consistent with the objective of the City's Policy No. 7.5.2 – Signs and Advertising and Clause 67(n) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and**

   2.3 **Would have the potential to impact on the safety of motorists and is inconsistent with Clause 67(r) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and**

3. **The proposal does not meet the requirements of the Policy and Application Guidelines for Advertising Signs Within and Beyond State Road Reserves, taking into account the submission received from Main Roads WA as per Clause 67(za) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

PURPOSE OF REPORT:

To consider an application for development approval for a digital billboard sign for the purposes of displaying third party advertising. The sign is proposed to be installed on the roof of an existing four storey office building at No. 12 Newcastle Street, Perth (the subject site).

PROPOSAL:

The application proposes the installation of a digital billboard sign to display third party advertising on the roof of the existing four storey office building at the subject site. Details of the proposal are as follows:

- The structure that the proposed signage is to be affixed to has four sides and is proposed to be 8.0 metres in height, 27.1 metres in width and 20.0 metres in depth;

- The digital screen of the sign itself is proposed to be 6.3 metres in height and 19.2 metres in width, with a total area of 121 square metres;
- The digital screen faces Lord Street and would be visible from the Graham Farmer Freeway. There is no signage proposed on the remaining three elevations of the structure. These elevations are proposed to be detailed in a contemporary manner to appear pixelated with 'hit and miss' openings;
- The structure is proposed to be constructed primarily using two different shades of grey cladding material;
- The billboard sign structure is proposed to be constructed with a 2.0 metre setback on the south eastern side of the rooftop fronting Lord Street, a 3.6 metre setback on the south western side of the rooftop fronting Newcastle Street and a setbacks in excess of 15.0 metres to the north western and north eastern lot boundaries;
- Images displayed on the proposed screen of the billboard would be fixed, remain for at least 30 seconds and have a non-animated transition; and
- The screen would operate between 5:00am and midnight every day and the screen would be fitted with a light sensor that adjusts the brightness to suit ambient light conditions.

The following aspects of the design were not part of the initial proposal and have been incorporated by the applicant as a result of the Design Review Panel process:

- The proposal includes a rooftop terrace which would be integrated with the design of the billboard sign structure. The terrace would be accessed via a new staircase from the upper floor lobby of the existing building and would be used by tenants of the existing building;
- The proposal includes 72 new solar panels on the roof of the existing building; and
- The applicant has expressed that they would be open to discussing the possibility of including advertising material promoting City of Vincent community events into the screen rotation, should this be considered appropriate. Administration has not pursued this possibility through the assessment of the development application as it is not a relevant planning consideration;

The proposed development plans are included as **Attachment 2**. The applicant's written justification is included as **Attachment 3**. A copy of the Safety Assessment Review Report submitted with the application is included as **Attachment 4**.

BACKGROUND:

Landowner:	Superline Enterprises Pty Ltd
Applicant:	Adbrands Media
Date of Application:	23 May 2019
Zoning:	MRS: Urban LPS2: Zone: Mixed Use R Code: R100
Built Form Area:	Activity Corridor
Existing Land Use:	Office
Proposed Use Class:	Addition to Office (Third Party Digital Billboard Sign)
Lot Area:	1,749m²
Right of Way (ROW):	No
Heritage List:	No

The subject site is located at No. 12 Newcastle Street, Perth, and is above the Graham Farmer Freeway tunnel, as shown on the location plan included as **Attachment 1**. The subject site is bound by Newcastle Street to the south, Lord Street to the east and three storey office buildings to the north and west.

The subject site and all directly adjoining properties are zoned Mixed Use R100 under the City of Vincent's Local Planning Scheme No. 2 (LPS2). The subject site is located within the Activity Corridor area under the City's Policy No. 7.1.1 – Built Form (Built Form Policy) and has a six storey building height limit. The subject site is located on the boundary between the City of Vincent and the City of Perth. The adjacent land to the south within the City of Perth is zoned City Centre under the City of Perth's City Planning Scheme No. 2 and there is a development currently under construction at this site which will be nine storeys and 54 metres high when completed.

The subject site currently contains a four storey office building which was previously approved in 2008 by the City. The surrounding area is characterised by mutli-storey commercial developments. These buildings include signage affixed to the facades, but do not include signage protruding above the roofline. There are no existing approved examples of large format digital signage in the immediate locality.

The initial proposal was for the third party digital billboard sign only. As a result of two meetings with the City's Design Review Panel, the applicant submitted amended plans on 11 November 2019 which have incorporated a rooftop terrace into the design of the structure which would be used by the tenants of the existing building. **Attachment 3** includes the evolution of the proposed sign through the development assessment and design review process.

DETAILS:

Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of LPS2 and Policy No. 7.5.2 – Signs and Advertising (Signage Policy). In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

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

Detailed Assessment

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

Signage	
Deemed-to-Comply Standard	**Proposal**
Policy No. 7.5.2 – Signs and Advertising *Part 2(i) – Standards Common to all Signs* All advertisement signs are to:	
a) Not pose a threat to public safety or health.	The proposed signage would require motorists to look up away from the road to view the sign when travelling westbound along Graham Farmer Freeway and southbound along Lord Street. The size, scale, digital nature and visual prominence of the sign could be distracting to motorists and cause threat to public safety or health.
c) If they advertise services or products other than those available on the lot, require the submission of a sign strategy acceptable to the City of Vincent for the whole site.	No signage strategy was provided with the application.
d) not comprise flashing, intermittent or running lights, or images that change more than once in any five minute period.	The applicant's written justification states that the screen would display each advertisement for no less than 30 seconds.
f) No signage is permitted on fences, walls or the like structures which do not form an integral part of the building.	Signage is proposed as part of a new structure to be placed on top of the existing building.

<table>
<tr><td>Policy No. 7.5.2 – Signs and Advertising
Part 3(i) – Sign Specific Standards: Above Roof Sign

The construction of a new Above Roof Sign is as follows:

a) No Above Roof Sign is permitted to be erected on buildings except where such signs are designed as an integral part of design of the building and are for the purpose of the identification of the building, its ownership or the major activities carried on within it.</td><td>Signage is proposed as part of a new structure to be placed on top of the existing building and is not for the purposes of identifying the building or the activities carried on within it.</td></tr>
<tr><td>b) An Above Roof Sign other than those identified in a) above, are only permitted where it can be demonstrated that they do not adversely affect the character or amenities of the area in which they are to be situated, or those of other areas.</td><td>The signage would be of a size, bulk and scale that is not consistent with the existing building or surrounding streetscape.</td></tr>
<tr><td>c) No Above Roof Sign is to protrude above the highest ridge of the roofline.</td><td>Signage protrudes 8 metres above the existing roofline.</td></tr>
<tr><td>A maximum of one Above Roof Sign may be placed on a building and is to:

b) Comply with the following table:

<table><tr><th>Height of Roof</th><th>Maximum Projection above Roof</th><th>Maximum Area</th></tr><tr><td>> 8 metres</td><td>4 metres</td><td>18 square metres</td></tr></table></td><td><table><tr><th>Height of Roof</th><th>Maximum Projection above Roof</th><th>Maximum Area</th></tr><tr><td>14.2 metres</td><td>8 metres</td><td>121 square metres</td></tr></table></td></tr>
<tr><td>Policy No. 7.5.2 – Signs and Advertising
Part 3(iiii) – Bill Posting and Billboards

Bill Posting, Billboards and the structures of a similar or identical type are not permitted within the City of Vincent</td><td>The application proposes the installation of a billboard sign on the subject site for the purposes of third party advertising.</td></tr>
<tr><th colspan="2">Building Height</th></tr>
<tr><th>Deemed-to-Comply Standard</th><th>Proposal</th></tr>
<tr><td>Policy No. 7.1.1 – Built Form Clause 2.1

20.5 metre concealed roof height</td><td>Proposed concealed roof height of 22.2 metres.</td></tr>
</table>

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

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days from 26 July 2019 to 9 August 2019. Community consultation was undertaken by way of mailing 286 letters (176 for City of Vincent and 110 for City of Perth) to all owners and occupiers of the surrounding properties within 150 metres of the subject site, as shown in **Attachment 1**, and a notice on the City's website, in accordance with the City's Policy No. 4.1.5 – Community Consultation.

The City received a total of five submissions, four in objection and one in support of the proposal during the community consultation period.

The submissions received in objection raised the following concerns:

- The size and scale of the signage detrimentally impacting on the amenity of the locality;
- The purpose of the signage being for third party advertising; and
- The inconsistency of the signage with the objectives of the City's Signage Policy.

A summary of the submissions received and Administration's response to these is provided in **Attachment 5**. The applicant's response to the summary of submissions is included in **Attachment 6**.

City of Perth

The application was referred to the City of Perth for comments given that the subject site abuts the municipal boundary between the City of Vincent and the City of Perth. In its correspondence dated 12 August 2019, the City of Perth advised that it does not support the proposal for the following reasons:

- The sign is not designed as an integral part of the building and will be excessive in scale;
- The third party advertising content will potentially impact on the visual quality, amenity and safety within the area;
- The sign is likely to cause a distraction to road users as it is intended to be viewed by passing motorists entering various intersections and freeway interchanges, creating potential traffic safety hazards;
- The sign is not facing or within a public space where the viewing area is designed and intended for pedestrians to linger for an extended period of time. The sign is designed to be viewed exclusively be motorists travelling along the Graham Farmer Freeway; and
- Its adverse impact on traffic safety noting it is unlikely to satisfy the 'location' and 'physical characteristics' (size and shape) criteria of Main Roads Western Australia's Policy and Application Guidelines for Advertising Signs Within and Beyond State Road Reserves.

Main Roads WA

The proposal was referred to Main Roads WA (MRWA) for comments as the subject site is located above the Graham Farmer Freeway tunnel, in accordance with the Development Design Guidelines for Structures Above or Adjacent to the Graham Farmer Freeway Tunnel Northbridge.

In its correspondence dated 7 August 2019, MRWA advised that it did not support the application in accordance with the MRWA's Policy and Application Guidelines for Advertising Signs Within and Beyond State Road Reserves (MRWA Policy) for the following reasons:

- The signage fails to comply with the Turbulence Zone and Extension Zone of the MRWA Policy;
- The signage fails to comply with the maximum dimensions listed in the MRWA Policy; and
- The Safety Assessment Review Report crash analysis concluded that the signage is above the critical crash threshold, and failed this criteria.

A copy of MRWA's correspondence is included in **Attachment 7**.

Design Review Panel (DRP):

Referred to DRP: Yes

The application was referred to the DRP on 14 August 2019. The DRP's comments are summarised as follows:

- Elements of the proposed sign structure including the overall height, the thick white framing and the box design result in bulk and scale that is inappropriate given the context of the site;
- In order to be better integrated with the existing building, the design of the structure should be less visible and invasive, more futuristic and minimalistic;
- The applicant should consider a highly refined design that delivers a simple façade, the screen should be a seamless insertion into the existing building fabric and skyline perspectives;
- Consider options for on structure planting to mitigate impact on the surrounding sites;
- The design needs its 360° visual impact to adjacent properties and beyond to be considered further; and
- The applicant should look at engaging a designer for a proposal that mitigates the bulk and scale.

The applicant submitted amended plans for the City's consideration on 23 September 2019 in response to the initial DRP meeting minutes. The amended proposal was referred to the DRP on 2 October 2019. The DRP's advice is summarised as follows:

- The minutes from the 14 August 2019 DRP meeting appear to have been misinterpreted based on the amended plans that have been produced. Whilst the white border of the sign and elements referencing the existing building have been removed, the amended proposal does not integrate the sign with the existing building at all;
- The sign should be read as part of the building rather than a billboard. Consider approaching the building differently in terms of its detail by hiding the structure and creating a seamless façade. The signage should be secondary to the design of the structure and a sculptural, sophisticated design is required;
- The intent of the previous DRP comments was to consider options for physical landscaping to be provided on structure to mitigate the impacts of the sign rather than for digital images of landscaping to be programmed on the sign itself; and
- The applicant should consider engaging an architect to interpret the comments from both DRP meetings and produce an amended design accordingly.

In response to the second DRP meeting minutes the applicant engaged Mackay Urban Design and submitted amended plans for the City's consideration on 11 November 2019. The amended proposal incorporated a rooftop terrace was referred to the DRP on 27 November 2019. The DRP's advice is summarised as follows:

- The sign still appears to be disproportionate in size to the existing building. The design still appears heavy and overpowering and it should be more sculptural and sophisticated rather than rectangular and box-like. Recessing the base of the structure could make the sign appear less heavy and give the appearance that the sign is floating above the building;
- The proposed sign is in a prominent, highly visible location and needs to be 'something special' in terms of design;
- The introduction of the roof terrace is considered to be positive, however, further consideration should be given to the functionality and amenity provided for users; and
- Consideration should be given to incorporating sustainability initiatives such as solar panels and green power.

The applicant submitted amended plans for the City's consideration on 2 January 2020 in response to the third DRP meeting minutes. The amended proposal was referred to the DRP on 15 January 2020. The DRP's advice is summarised as follows:

- The sign does appear as though it is floating somewhat more than in previous iterations;
- The addition of the solar panel array on the roof of the existing building is considered to be a positive; and
- The proposal does appear to be more integrated with the existing building with the inclusion of the white screen border, however, this design element increases the appearance of building bulk and fights with the pixelated design elements that were introduced in the previous iteration of the plans. These are two distinctive design approaches which clash, the proposal should be refined to reflect one of these design approaches only.

The applicant submitted amended plans for the City's consideration on 8 February 2020 in response to the fourth DRP meeting minutes. These plans were referred to the Chairperson of the DRP for review and comment. The DRP Chairperson's comments are summarised as follows:

- From an aesthetic standpoint the design has further refined the screen and the structure enclosing the roof terrace. This design refinement has improved the junction between the existing building and proposed screen and roof terrace; and
- Whilst the design of the proposed structure has improved throughout the DRP process, the commentary throughout this process has consistently outlined concerns that the size of the proposed screen is disproportionate to the existing building to which it relates.

The minutes from the most recent DRP meeting are included as **Attachment 8**. **Attachment 3** includes the evolution of the proposed sign through the design review process.

The below table demonstrates how the proposal has progressed through the DRP process in accordance with the Ten Principles of Good Design.

Design Review Progress					
	Supported				
	Pending further attention				
	Not supported				
	No comment provided				
	DRP 1 14/08/2019	*DRP 2 23/09/2019*	*DRP 3 27/11/2019*	*DRP 4 15/01/2020*	*DRP Chair Comments 11/02/2020*
Principle 1 – Context & Character					
Principle 2 – Landscape Quality					
Principle 3 – Built Form and Scale					
Principle 4 – Functionality & Built Quality					
Principle 5 – Sustainability					
Principle 6 – Amenity					
Principle 7 – Legibility					
Principle 8 – Safety					
Principle 9 – Community					
Principle 10 – Aesthetics					

LEGAL/POLICY:

- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- City of Vincent Local Planning Scheme No. 2;
- Policy No. 4.1.5 – Community Consultation;
- Policy No. 7.1.1 – Built Form;
- Policy No. 7.5.2 – Signs and Advertising;
- Development Design Guidelines for Structures Above or Adjacent to the Graham Farmer Freeway Tunnel Northbridge; and
- Main Roads WA Policy and Application Guidelines for Advertising Signs within and Beyond State Road Reserves.

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

Should Council resolve to approve the application, the approval would only be issued under the City's Local Planning Scheme No. 2. Council would not have the delegation to approve the application under the Metropolitan Region Scheme (MRS) and it would need to be referred to the Western Australian Planning Commission (WAPC) for determination in accordance with Clause 4(b) of the WAPC instrument of Delegation (DEL 2017/02). This is because Main Roads WA has provided a recommendation that it is not supportive of the application.

Delegation to Determine Applications:

Administration has delegation to refuse applications for billboard signs. This matter is being referred to Council at the written request of the applicant.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

Signage

The proposed billboard signage would be illuminated and display third party advertising material that does not relate to the subject site. The City's Signage Policy does not permit such billboard advertising proposals.

The objective of the Signage Policy is:

"T*o ensure that the display of advertisements on properties does not adversely impact upon the amenity of the surrounding areas while providing appropriate exposure of activities or services."*

In addition to this objective, the Signage Policy provides that where a particular standard or provision is unreasonable or undesirable in the particular circumstances of the application, the City may use its discretion to waive or vary a standard having regard to the following relevant principles:

"Appropriateness of Setting:
(a) The scale and design of the proposed signage is appropriate to the building and the architectural detailing to which it relates;
(b) The scale and design of the proposed signage is compatible with existing surrounding development and is appropriate to the general nature of land use in the area;
(c) The proposed signage does not dominate the streetscape;
(d) The proposed signage does not block important views, obscure architectural detailing or is not detrimental to the amenity of nearby properties; and
(e) The proposed signage does not result in the destruction of important elements of the building fabric".

Applicant's Justification

The applicant has provided written justification in support of the proposal which is included as **Attachment 3** and a Safety Assessment Review Report which provides further justification and is included as **Attachment 4.** The written justification provided by the applicant is summarised as follows:

- Digital signage is a component of the world's most popular and dynamic places;
- The proposed signage would not be distracting as the images are fixed, remain for at least 30 seconds and have a non-animated transition;
- The brightness of the sign can be managed through screen quality and light sensors;
- Raised digital signage clears signage away from the pedestrian zone, is integrated into the building and results in the requirement for less advertising signs overall as a number of images can be shown on the same screen on rotation;
- The proposed rooftop signage structure has limited visual impact on the surrounding streetscapes as the sign itself is 170 metres from the nearest residential property with a view of the screen;

- The amended proposal is for an articulated structure where the screen itself is secondary to the overall design of the structure with a rooftop terrace;
- A number of other large format advertising signs exceeding the typical industry standard dimensions for billboards have been approved previously by MRWA and/or local governments;
- Lateral placement of the sign would not be an issue as it would be located outside of the road reserve on the roof of the building, would not impinge on clear zones or present a potential hazard to errant vehicles; and
- Whilst the proposed sign would be within a Device Restriction Area (DRA) as outlined in the MRWA Policy and Application Guidelines for Advertising Signs within and Beyond State Road Reserves, this is not necessarily unacceptable as a number of other electronic billboard signs have been previously approved by MRWA and Local Governments within DRA's in the metropolitan area including at Bull Creek train station above the Kwinana Freeway and in Yagan Square.

Administration's Comment

The proposal is not consistent with the objective or principles of the Signage Policy and Administration does not support the proposal for the following reasons:

- The locality is characterised by medium to high density commercial development and is envisaged as being an Activity Corridor under the Built Form Policy. The advertising for commercial tenancies in the immediate area promote only the businesses and services offered at the respective sites. These instances of advertising signs are affixed to the façade of the building, do not protrude above the roofline, are not digital and are proportionate and relevant to the premises where they are located. The proposed billboard sign would protrude above the roofline, be digital, display third party advertising that do not relate to the site and be disproportionate in size in comparison to the existing building to which it relates. The Signage Policy does not permit such billboard advertising proposals and the proposed digital billboard sign displaying third party advertisements would be inconsistent with the nature of existing signs and the character of the immediate area;
- The digital screen of the proposed billboard sign would have an area of 121 square metres. This far exceeds the permitted standard of 18 square metres for an above roof sign under the City's Signage Policy. The sign would also be characterised as a 'spectaculars' advertising device under the MRWA Policy which limits the dimensions and area of such an advertising device to 18.99 metres x 4.45 metres and an area of 84.5 square metres. The comments provided by MRWA state that the proposed sign exceeds the permitted sign size under the MRWA Policy by 108 square meters. These comments were based on the superseded plans and the amended plans have reduced the size of the sign to 121 square meters. The amended plans would exceed the permitted size under the MRWA Policy by 34.8 square meters. The screen size is excessive in its context and inconsistent with existing signage within the surrounding area which would result in an adverse impact on the streetscape character;
- The Signage Policy sets out that an illuminated sign should not change more than once in a five minute period. The billboard is proposed to display advertising images for a period of no less than 30 second which would be inconsistent with the policy requirements. The constant changing of advertising material would be inconsistent with existing signage in the immediate area and would constitute a proliferation of signage that would be detrimental to the character of the area; and
- The proposed sign has been designed to be orientated towards Graham Farmer Freeway, and to be highly visible and prominent to motorists and passing trade on the approach westbound. The purpose of this being to maximise exposure and to attract the attention of these passing motorists, contributing to driver distraction. The proposed signage would be located outside of motorist's view when driving along the Graham Farmer Freeway and would require them to look up away from the road to view the sign. The Safety Assessment Review Report submitted with the application and included as **Attachment 4** identifies that the proposed location of the digital billboard sign is within a Device Restriction Area (DRA). The DRA has been established to control development and to protect against driver distraction at the merge point on the Graham Farmer Freeway and to avoid conflicts with the digital speed limit signs above the tunnel entrance. The proposed signage would be distracting to motorists on the approach to the Graham Farmer Freeway tunnel entrance. The applicant's Safety Assessment Review Report also identifies that the proposal would exceed the MRWA casualty crash rate (CCR) calculation. The comments provided by MRWA (included as **Attachment 7**) confirms this and raises concerns in relation to motorist safety. The City's Technical Services have also reviewed the applicant's Safety Assessment Report and agree with the CCR calculation and that the proposal should not be supported.

Building Height

The proposed sign would result in the building having a maximum concealed roof height of 22.2 metres in lieu of 20.5 metres permitted under the Built Form Policy. The proposal is consistent with the relevant design principles of the Built Form Policy Clause 2.1 for the following reasons:

- The proposed structure to which the billboard sign would be affixed to has been subject to extensive consideration and feedback from the City's Design Review Panel. This has resulted in the design of the structure being refined to effectively reduce the impact of the additional building height proposed. The proposed structure has been hollowed out to allow the integration of a rooftop terrace. This is the key design change which has been implemented to effectively reduce the appearance of building bulk and scale; and
- There is an adjacent development located to the south-west of the subject site across Newcastle Street that is currently under construction located which will be nine stories and 54 metres in height once completed. This development is located within the City of Perth and forms part of the surrounding development context which is characterised by medium to high density commercial land uses. The overall height of the proposed structure to which the billboard sign would be affixed would not be inconsistent or out of character in the context of the surrounding area.

Previous Billboard Signage Proposals

The applicant's justification for the proposal refers to previous approvals issued for billboard signage. The examples referred to are outside of the City of Vincent municipality. In 2018, Council determined two billboard signage proposals. These are detailed below.

On 6 March 2018, Council resolved to conditionally approve an application for an extension of time for two billboard signs that have been in-situ since 2004 at Nos. 596-598 Newcastle Street, Perth. The report to Council on that matter acknowledged the following:

- The signs are billboards and present third party advertising;
- The billboards have been on the site with approval from the City for the past 14 years and formed part of the established streetscape;
- The billboards are not visible from the nearby residential properties;
- The site and vehicular access to the site is constrained given its location on the corner of Loftus and Newcastle Streets; and
- The site is identified as being within the Activity Corridor Area under Policy No. 7.1.1 – Built Form with six storeys permitted for the site.

In approving the application at Nos. 596-598 Newcastle Street, a time limitation for the billboard signs was imposed to allow the site to be used for the interim until the development context of the area changes in line with the desired development outcome envisaged in the Built Form Policy. These circumstances do not extend to the proposed billboard signage at the subject site.

More recently, on 24 July 2018, Council resolved to refuse an application for third party billboard signage at No. 2 Edward Street, Perth. The details of this proposal as outlined in the report to Council were as follows:

- The billboard sign was proposed to be 1.8 metre high by 9 metre long and was proposed to display digital third party advertising;
- The billboard sign was proposed to be located on top of the roof of the building;
- The billboard sign was proposed to be setback 3.7 metres from the southern edge of the building and facing towards the Graham Farmer Freeway;
- The overall height of the development, measured from the natural ground level to the top of the proposed billboard signage on top of the building, was proposed to be approximately 17.7 metres; and
- The sign was proposed to advertise for a maximum of ten organisations at a time, with one advertisement being displayed at any given time. Each advertisement was proposed to have a dwell time of 40 seconds, and the illumination proposed was to be steady rather than flashing, intermittent or running.

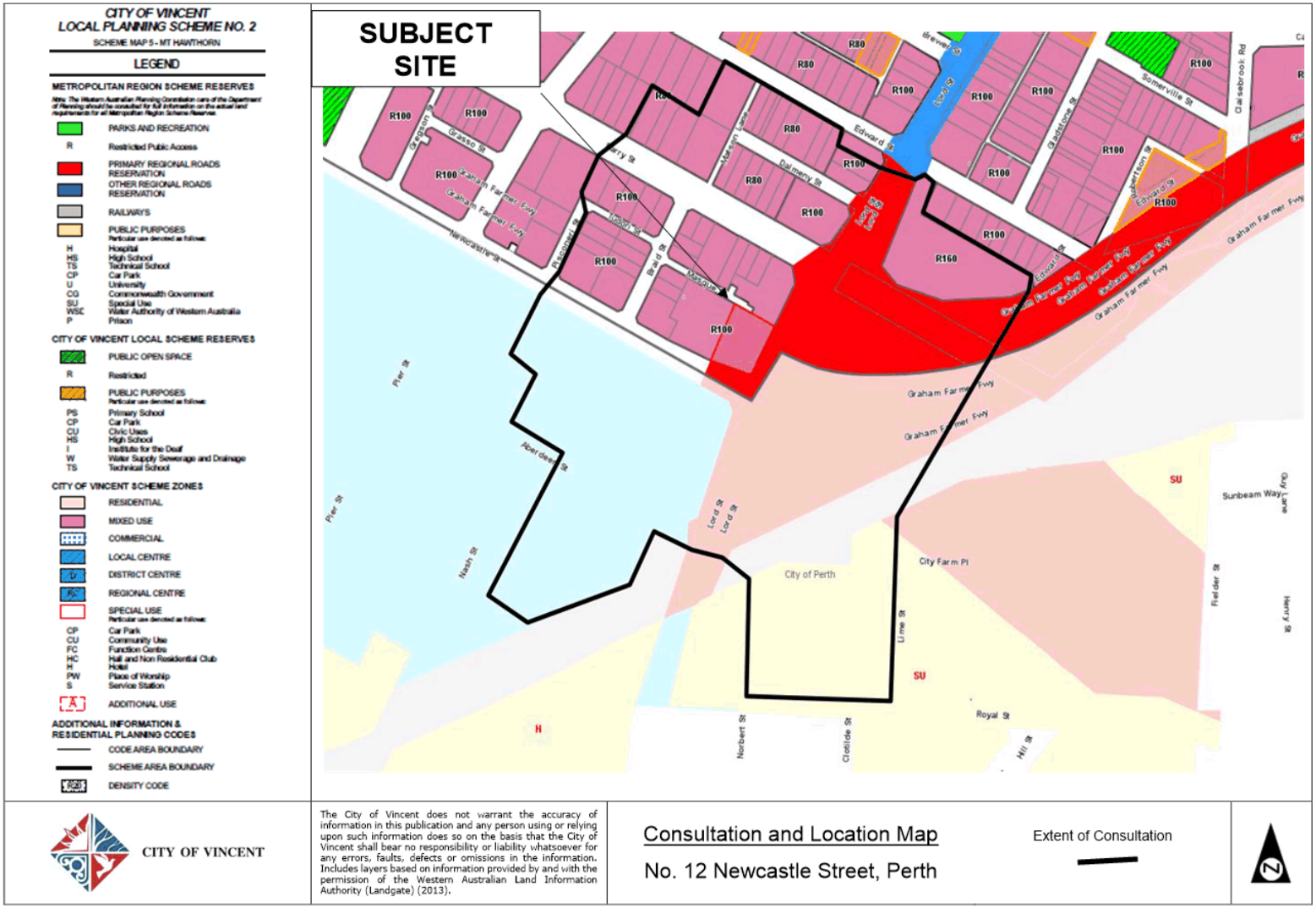
The application was refused by Council for the following reasons:

"1. The proposal is contrary to the orderly and proper planning of the area for the following reasons:

1.1 the scale of the proposed signage will have a negative visual impact and detract from the amenity of the surrounding area; and

1.2 the LED signage has the potential to endanger the safety of the public using Graham Farmer Freeway; and

2. The sign does not comply with the requirements of the City's Policy No. 7.5.2 – Signs and Advertising, as it constitutes a Billboard advertising third party signage."


CITY OF VINCENT
LOCAL PLANNING SCHEME NO. 2
SCHEME MAP 5 - MT HAWTHORN
LEGEND
METROPOLITAN REGION SCHEME RESERVES
PARKS AND RECREATION
Restricted Public Access
PRIMARY REGIONAL ROADS RESERVATION
OTHER REGIONAL ROADS RESERVATION
RAILWAYS
PUBLIC PURPOSES
H Hospital
HS High School
TS Technical School
CP Car Park
U University
CO Commonwealth Government
SU Special Use
WSC Water Authority of Western Australia
P Prison
CITY OF VINCENT LOCAL SCHEME RESERVES
PUBLIC OPEN SPACE
Restricted
PUBLIC PURPOSES
PS Primary School
CP Car Park
CU Civic Uses
HS High School
I Institute for the Deaf
W Water Supply Sewerage and Drainage
TS Technical School
CITY OF VINCENT SCHEME ZONES
RESIDENTIAL
MIXED USE
COMMERCIAL
LOCAL CENTRE
DISTRICT CENTRE
REGIONAL CENTRE
SPECIAL USE
CP Car Park
CU Community Use
FC Function Centre
HC Hall and Non Residential Club
H Hotel
PW Place of Worship
S Service Station
A ADDITIONAL USE
ADDITIONAL INFORMATION & RESIDENTIAL PLANNING CODES
CODE AREA BOUNDARY
SCHEME AREA BOUNDARY
R80 DENSITY CODE
SUBJECT SITE
R80
R100
R160
Graham Farmer Fwy
Newcastle St
Brisbane St
Loftus St
Brady St
Raglan Rd
Gregson St
Granso St
Mary St
Mersey Lane
Dalmeny St
Edward St
Lord St
Gladstone St
Somerville St
Claisebrook Rd
Pier St
Aberdeen St
Nash St
Lord St
City of Perth
City Farm Pl
Lime St
Sunbeam Way
Oxley Lane
Fielder St
Henry St
Norbert St
Clotilde St
Royal St
Hill St
SU
H
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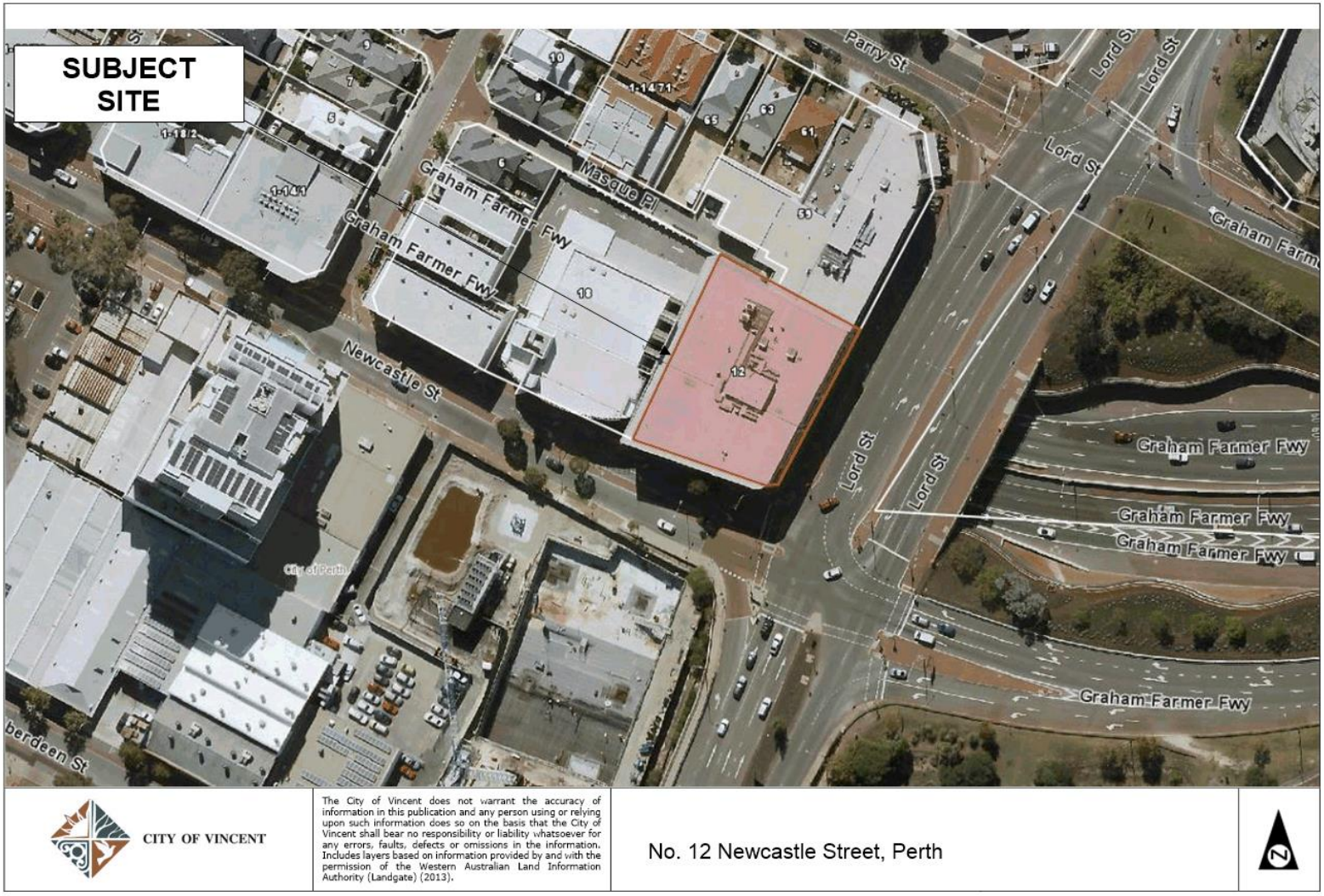
Consultation and Location Map
No. 12 Newcastle Street, Perth
Extent of Consultation
N


SUBJECT SITE
Parry St
Lord St
Graham Farmer Fwy
Masque Pl
Newcastle St
Graham Farmer Fwy
Graham Farmer Fwy
Graham Farmer Fwy
Graham Farmer Fwy
Graham Farmer Fwy
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No. 12 Newcastle Street, Perth
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12 Newcastle Street, Perth
Rooftop structure with digital screen



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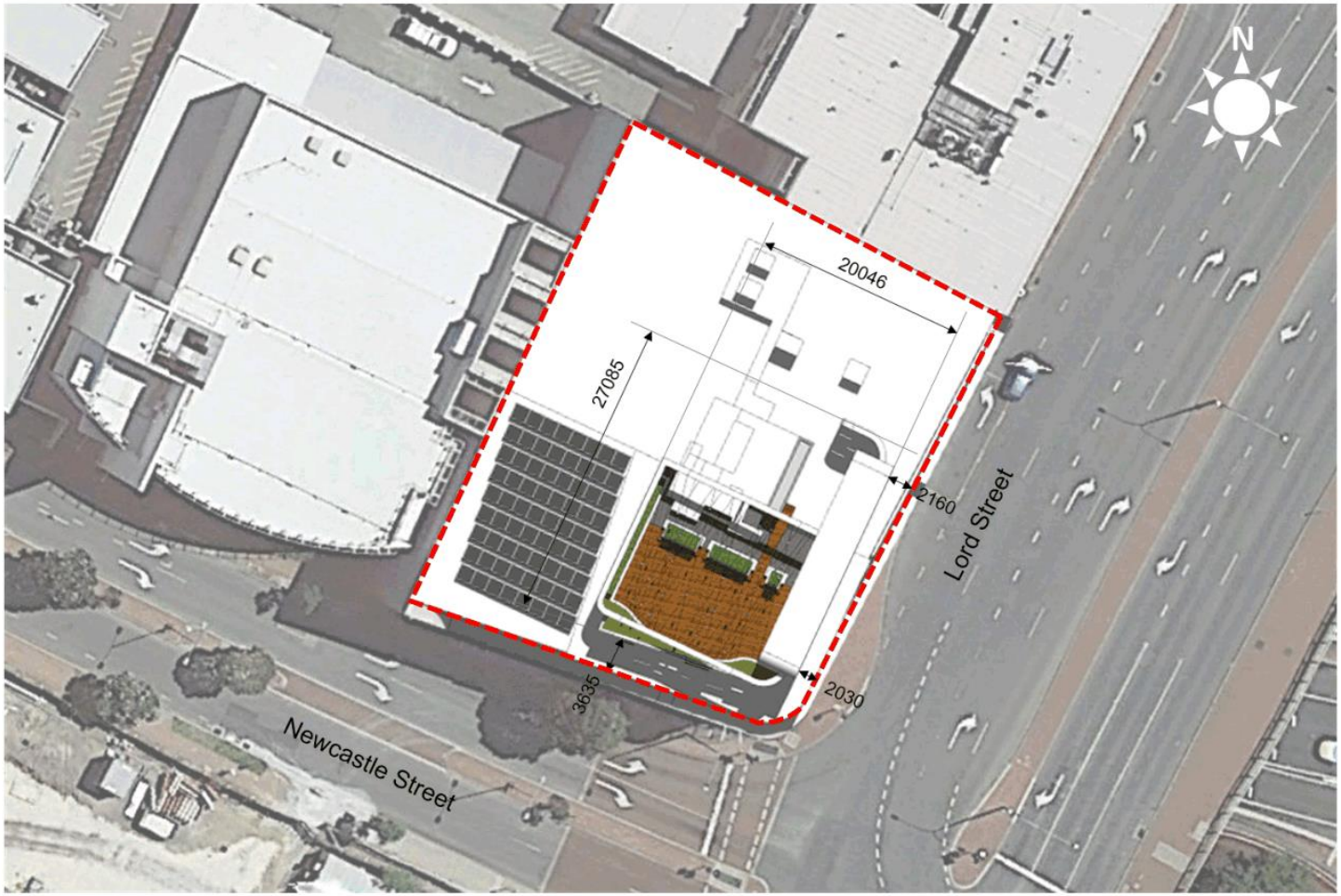

Site Plan
1:400 @A3

0 5 10 20 30
m

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Rooftop addition with digital screen - 12 Newcastle Street

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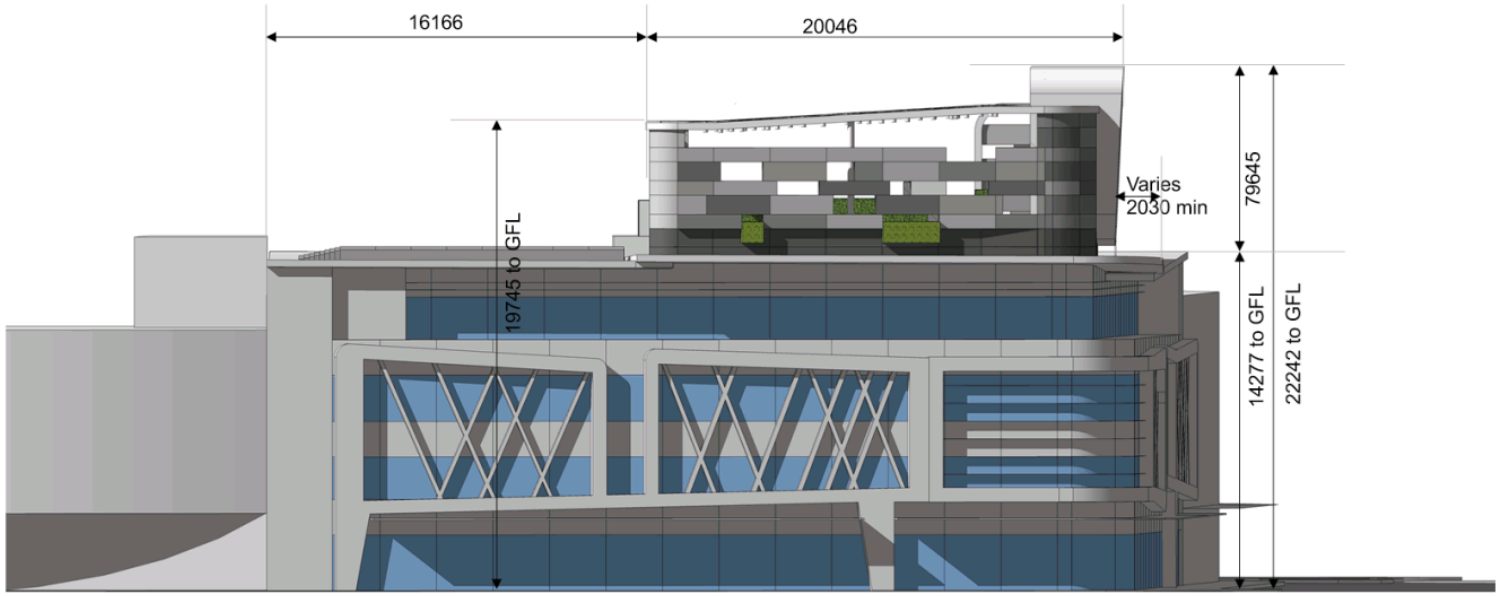

Newcastle Street elevation
1:200 A3



Rooftop addition with digital screen - 12 Newcastle Street

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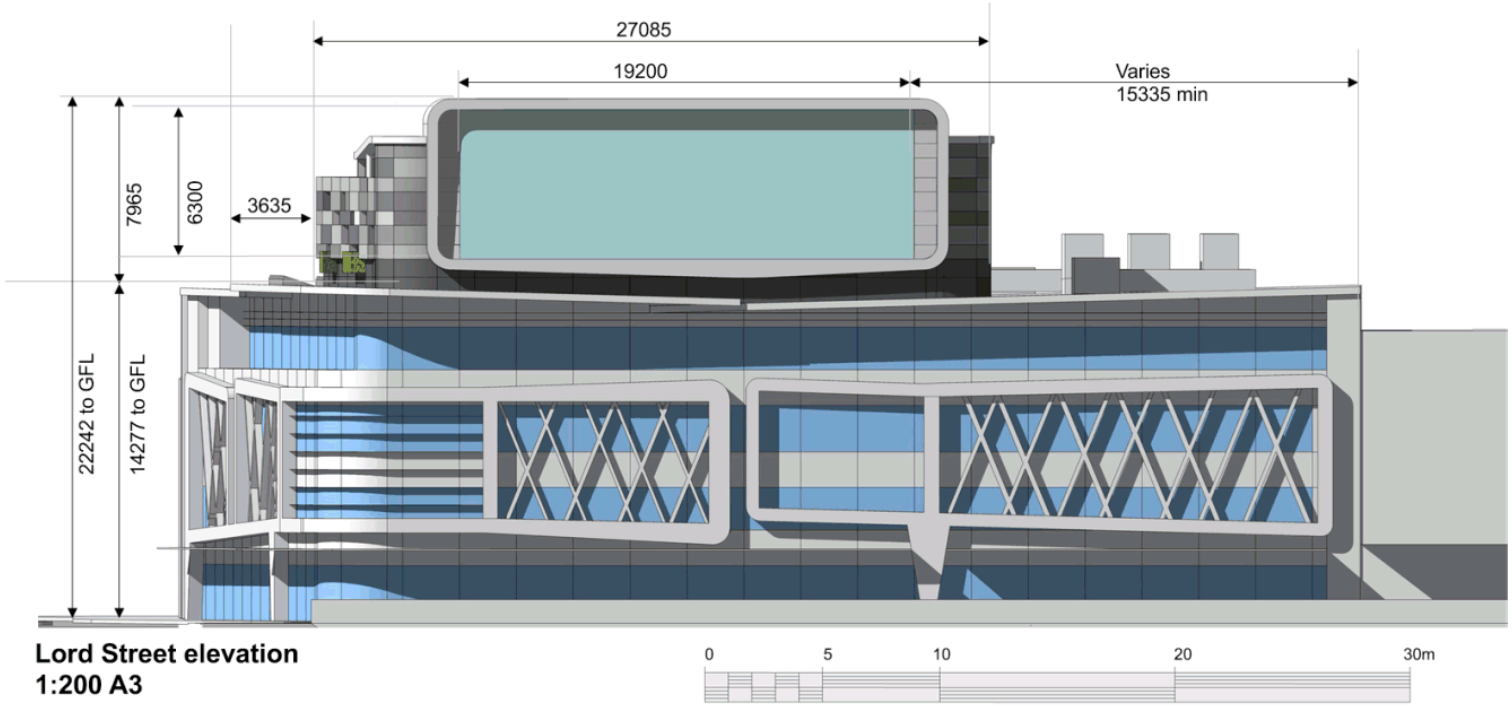

Lord Street elevation
1:200 A3

Rooftop addition with digital screen - 12 Newcastle Street

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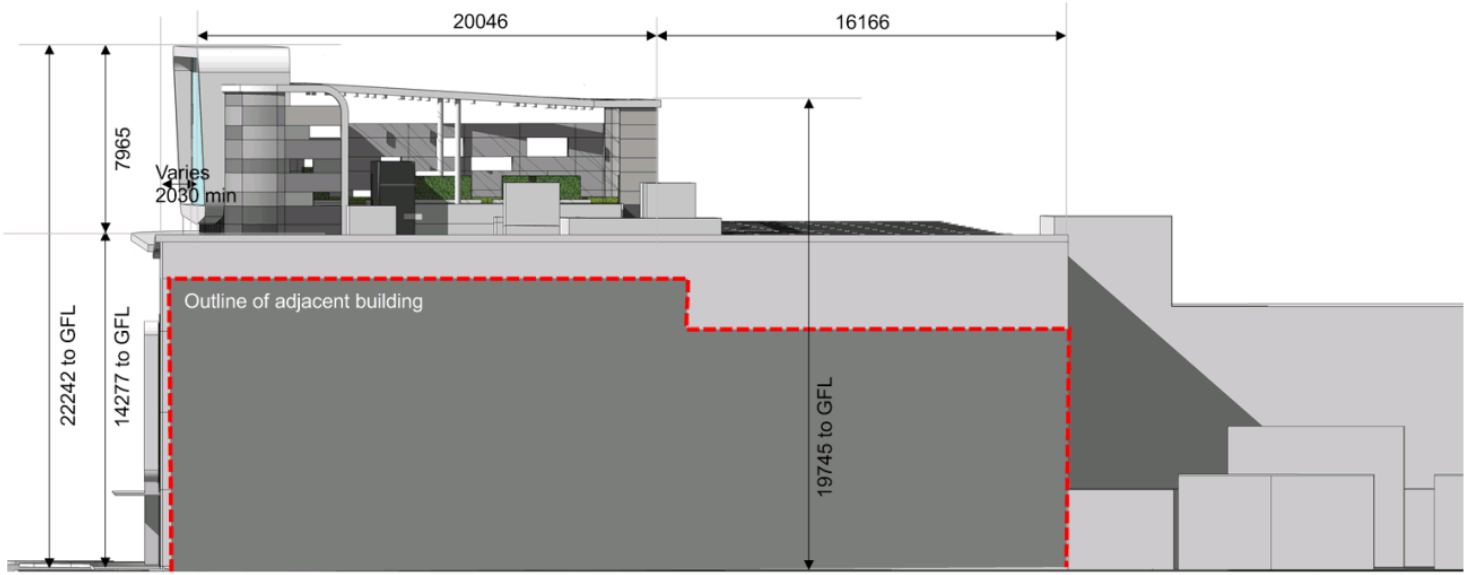

North elevation to adjacent property
1:200 A3



Rooftop addition with digital screen - 12 Newcastle Street

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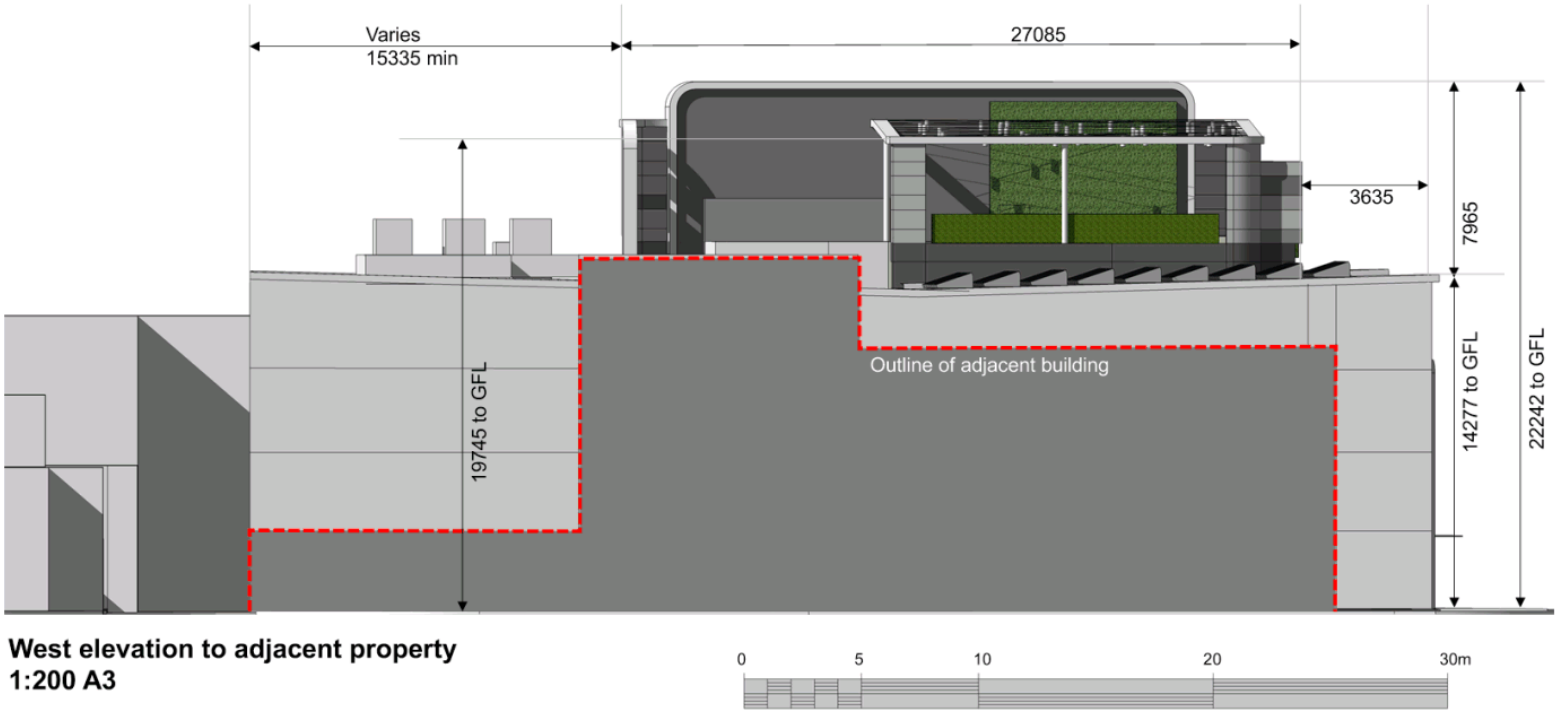

West elevation to adjacent property
1:200 A3

Rooftop addition with digital screen - 12 Newcastle Street

V5 08.02.20
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Issue 6: Design quality

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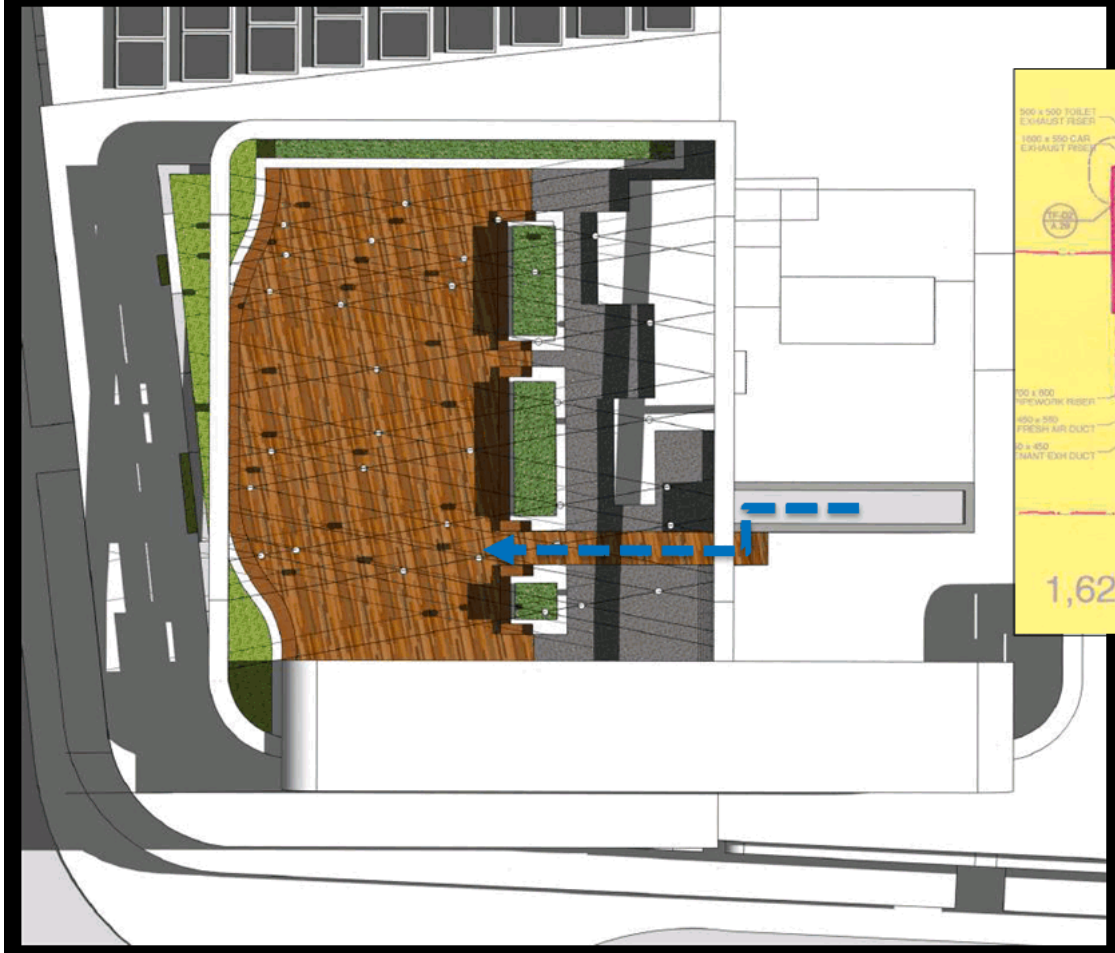

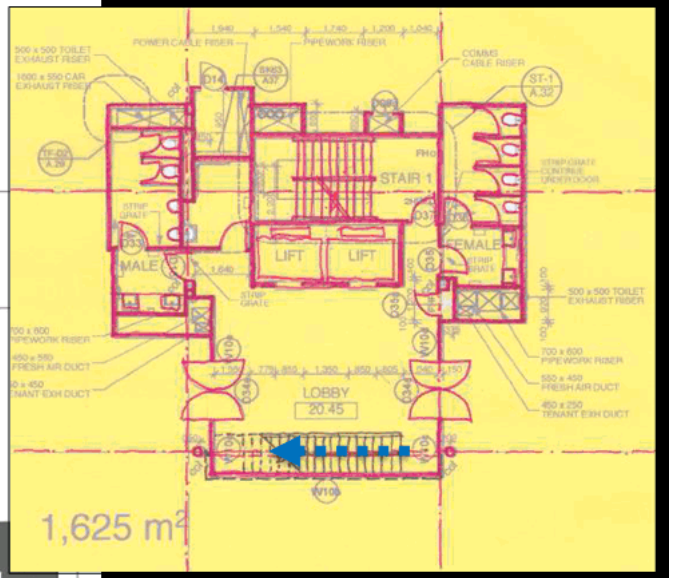

New staircase formed in upper floor lobby to provide access for rooftop garden and screen maintenance. Rooftop plant housing extended to accommodate new stair.

Rooftop access

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12 NEWCASTLE STREET - ROOFTOP ADDITION WITH DIGITAL SCREEN

Justification against the objectives and provisions of City of Vincent local planning policy No: 7.5.2 Signs and Advertising

1. In the decision-making process for the proposed rooftop addition with digital screen, the decision-makers are required to have due regard to the City of Vincent local planning policy No: 7.5.2 (Signs and Advertising) (LPP 7.5.2), as one of the many considerations in the decision-making process, because the digital screen is an integral part of the development.

2. Consideration of the proposed digital screen against LPP 7.5.2 is not straightforward as it might seem. In the interest of convenience, it might be tempting to seize on Clause 3.iii), which states:

3. *"Bill Posting, Billboards and the structures of a similar or identical type are not permitted within the City of Vincent."*

4. However, a recommendation for refusal based on the above clause would require an assumption to be made that the proposed rooftop addition with a digital screen is, in fact, a Billboard.

Is the proposal a Billboard?

5. Turning to the definitions within LPP 7.5.2, a Billboard is described as:

6. *"a sign erected for the purpose of advertising products or services which are not being offered on a site on which the sign is erected."*

7. Clause 3.iii) also refers to Bill Posting, which LPP 7.5.2 describes as:

8. *"the sticking of any bill or painting, stencilling or affixing any advertisement on any building, structure, fence, wall, hoarding, signpost, pole, blind or awning, so as to be visible to any person in a street, public place, public reserve or other land."*

9. The fact that LPP 7.5.2 refers to both Bill Posting and Billboards is particularly relevant when viewed in the context of LPP 7.5.2 being drafted in 2001.

10. In 2001, and in 2011 when LPP 7.5.2 was last amended, there were no digital advertising screens in the Perth metropolitan area, let alone in the City of Vincent.

11. Given the recent advent of the technology, it is reasonable to assume that digital advertising screens were not anticipated at the time of the policy being drafted or amended.

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12. Digital screens have been proposed in the following locations around the Perth metropolitan area, and all have been planned, approved or installed since LPP 7.5.2 was drafted and subsequently amended:

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a. Kwinana Freeway, Murdoch (installed)
b. St George's Terrace/Mitchell Freeway, Perth (installed)
c. Barrack Street/Murrray Street (installed)
d. Milligan Street/Wellington Street (installed)
e. Railway Parade/Oxford Close (installed)
f. Murray Street/Thomas Street, West Perth (installed)
g. William Street/Murray Street, Perth (installed)
h. William Street/Wellington Street, Perth (installed)
i. Mitchell Freeway, Greenwood (installed)
j. Elder Street, Perth (under construction)
k. Bay View Terrace/Stirling Highway (under construction)
l. Fitzgerald Street, Perth (approved)
m. Canning Highway, Como (approved)
n. Newcastle Street/Lord Street (in planning)
o. Cambridge Street/Loftus Street (in planning)

13. Additionally, I understand that Main Roads have approved an additional 10 digital screens to be installed on the Freeway and Highway network under their control.

14. What was anticipated by LPP 7.5.2 was the deployment of conventional Billboard structures to which paper Bills were applied. In this respect, the dual reference to Bill Posting and Billboards in the policy is logical because a Billboard is a vehicle for Bill Posting.

15. The proposed digital screen, and the proposed structure into which it has been designed, is clearly not a conventional Billboard, for the posting of Bills, as anticipated by LPP 7.5.2.

16. In considering whether the proposed rooftop addition with digital screen might be another form of 'billboard' that LPP 7.5.2 did not anticipate, the definition of Billboard makes reference to:

17. "*advertising products or services which are not being offered on a site on which the sign is erected".*

18. In this respect, it is noted that AdBrands Media, the company that will provide and manage the digital screen is a tenant of the building on which the screen is proposed. Given that AdBrands Media is in the business of developing digital screen installations and providing advertising exposure on the screens for its customers, the proposed digital screen:

a) serves as a product display for AdBrands Media, and provides the opportunity for AdBrands Media to show customers firsthand, on site, the display technology; and

b) showcases the services and products of AdBrands Media advertising clients.

19. For this reason alone, the proposed rooftop addition and digital screen is very different from a conventional Billboard which typically has no owner representation on site and is commonly a remote display for an advertising company located elsewhere.

20. Notwithstanding the commentary above, I understand that the City of Vincent approved, in 2018, an additional ten-year extension for the two existing Billboards on the corner of Newcastle Street and Loftus Street, contrary to the City's policy position of not supporting conventional Billboards.

Is the proposal a form of sign other than 'Billboard'?

21. The categorisation of the proposed rooftop addition and digital screen is further complicated when the definition of other sign types identified in LPP 7.5.2 are considered.

22. LPP 7.5.2 refers to an 'Above Roof Sign', which is described as:

23. *"an advertisement sign which protrudes above the normal roof line with little or no relation to the architectural design of the building".*

24. Notwithstanding the proposed attempt to establish a rooftop addition that does acknowledge the architecture of the building below, the proposal does largely align with the definition of an 'Above Roof Sign' in that it is an advertising sign which protrudes above the normal roof line.

25. LPP 7.5.2 refers to a 'Created roof sign', which is described as:

26. *"an advertisement sign which is affixed to the fascia, the roof itself or forms part of a projection above the eaves or ceiling of the building and complements the architectural style of the building"*

27. There can be little doubt that the definition of a 'Created roof sign' is an accurate description of the proposal.

28. LPP 7.5.2 refers to a 'Hoarding sign', which is described as:

29. *"an advertisement sign with its largest dimension being horizontal and a portion of the sign being greater than 1.2 metres above the finished ground level."*

30. This is also an accurate description of the proposal.

31. LPP 7.5.2 refers to a "Illuminated sign", which is described as:

32. *"an advertisement sign which is so arranged as to be capable of being lighted either from within or from without the sign by artificial light"*

33. Again, the digital screen, by virtue of its nature, clearly meets the description of an 'Illuminated sign'.

34. The fact that the proposed digital screen meets entirely, or in part, the definitions of five different sign types identified within LPP 7.5.2 give rise to the question of which provisions of the policy should be considered. It also gives weight to the argument that the policy does not adequately anticipate the form of signage proposed, by virtue of the policy being drafted prior to the advent of digital advertising technology.

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Policy Principles and Objective

35. LPP 7.5.2 clearly does not provide specific guidance in relation to a rooftop-mounted digital advertising screen, and it would be unreasonably onerous to apply the standards of five different types of signs in the absence of an adequate definition in the policy for a rooftop-mounted digital advertising screen.

36. Given the lack of an appropriate definition in the policy, and regardless of whichever existing definition(s) might be selected, variations from the policy standards would be required.

37. Fortunately, LPP 7.5.2 makes provision for variation from the policy standards in Clause 5. Variation of Standards:

38. *"If it is established to the satisfaction of the City of Vincent that a particular standard or provision of this Policy is unreasonable or undesirable in the particular circumstances of the case, the City of Vincent may at its discretion vary the standard or provision subject to such conditions as it thinks fit"; and*

39. *"Appropriateness of Setting:*

    a. *The scale and design of the proposed signage is appropriate to the building and the architectural detailing to which it relates;*

    b. *The scale and design of the proposed signage is compatible with existing surrounding development and is appropriate to the general nature of land use in the area;*

    c. *The proposed signage does not dominate the streetscape;*

    d. *The proposed signage does not block important views, obscure architectural detailing or is not detrimental to the amenity of nearby properties; and*

    e. *The proposed signage does not result in the destruction of important elements of the building fabric.*

40. Consolidation of Signs:

    a. *Rationalisation of signs is necessary where signs have been installed in an ad-hoc manner over an extended period of time; or*

    b. *Where several businesses are located in close proximity to one another and form part of a shopping centre or similar commercial aggregation."*

41. The above Principles effectively echo the Objective of the policy which is:

42. *"To ensure that the display of advertisements on properties does not adversely impact upon the amenity of the surrounding areas while providing appropriate exposure of activities or services."*

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Consideration against the Principles of Clause 5

43. The following table demonstrates that the proposed rooftop addition and digital sign is clearly consistent with the Principles stated in Clause 5.

Principle	Response
i) Appropriateness of Setting:	
a) The scale and design of the proposed signage is appropriate to the building and the architectural detailing to which it relates:	The design of the proposed signage and supporting structure complements the architecture of the existing building and is of a scale that does not dominate the existing building. It is noted that whilst the City of Vincent Design Review Panel expressed reservations about the scale of the proposed rooftop addition when viewed in elevation (a purely theoretical viewpoint), the DRP acknowledged that the scale of the addition is appropriate when viewed in the context of a street-level viewpoint and the setback from the face of the existing building. (refer to Attachment A: View from street level)
b) The scale and design of the proposed signage is compatible with existing surrounding development and is appropriate to the general nature of land use in the area;	The scale and design of the proposed signage and supporting structure is consistent with the scale of development envisaged by the local planning framework and significantly smaller than development allowable on other sites in the locality. The adjacent uses are commercial, for which signage is a commonly accepted attribute. (Refer to Attachment B: Permissible development heights)
c) The proposed signage does not dominate the streetscape;	The proposed signage is only visible from a small portion of the adjacent streetscape, noting also that there is development across Lord Street and, thus, minimal pedestrian movement. Furthermore, the signage is set back and not visible from the adjacent footpath. (Refer to Attachment C: Visual analysis)
d) The proposed signage does not block important views, obscure architectural detailing or is not detrimental to the amenity of nearby properties; and	The proposed signage does not obstruct any recognised view corridor and is located above the existing building fabric so does not obscure any architectural detailing. The only properties from where the proposed signage will be visible to any noticeable extent are the concrete batching plant and St Bartholomew House, both of which are distant and offer limited visibility of the signage. (Attachment D: Relationship to St Bartholomew House)
e) The proposed signage does not result in the destruction of important elements of the building fabric.	The proposed signage is an addition to the existing building fabric and does not require any demolition or removal of existing architectural elements.
ii) Consolidation of Signs	
a) Rationalisation of signs is necessary where signs have been installed in an ad-hoc manner over an extended period of time; or	Whilst this Principle may not apply to the site itself; it can be applied to the broader context. The nature of digital signage is that it carries advertisements that would otherwise require between 6 to 10 conventional Billboards. In this respect, the disruptive nature of this new digital technology may help to rid the City of Vincent of the existing ad-hoc conventional bill-posted Billboards that the policy does not support.

b) Where several businesses are located in close proximity to one another and form part of a shopping centre or similar commercial aggregation.	Not applicable.

Consideration against the policy Objective

44. The above policy Principles effectively flesh out the policy Objective, and it is reasonable to assume that if the proposed rooftop addition and digital screen is consistent with the policy Principles, it is also consistent with the policy Objective.

45. However, it is worth noting the reference in the Objective to "*providing appropriate exposure of activities or services*". This is significant because it acknowledges that there are in fact two limbs to the policy Objective – the protection of amenity, to which the Principles speak, in the surrounding area and enabling the economic necessity of advertising.

46. It is clearly evident from the analysis undertaken that the proposed rooftop addition and digital screen satisfies the first limb in that it does not have a quantifiable impact on the amenity of the surrounding area. And, in enabling the appropriate exposure of activities, goods, and services to support the economy that sustains the life of the city, its businesses and residents, the digital screen satisfies the second limb of the policy Objective.

47. As such, the proposed rooftop addition and digital sign is consistent with the stated Objective of the City of Vincent's local planning policy No: 7.5.2 (Signs and Advertising).

48. Whilst the policy offers widespread discretion to decision-makers, it is clear from all of the above that a decision to refuse the proposed development based on LPP 7.5.2 alone would be an unsafe decision, that would have little in the way of justification and, as such, would be highly exposed to challenge through the SAT process.



Malcolm Mackay
Mackay Urbandesign

Attachments:
Attachment A: View from street level
Attachment B: Permissible development heights
Attachment C: Visual analysis
Attachment D: Relationship to St Bartholomew House

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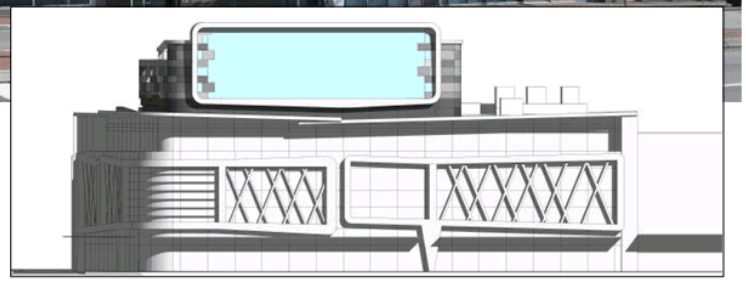
Screen size recedes in perspective from street view and because of the setback



Screen size is emphasised in elevation view (which is never seen in reality)

Attachment A: View from street level

12 Newcastle Street – rooftop addition with digital screen

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Attachment B: Permissible development heights



The height and scale of the proposed development is consistent with the permissible height for the site and surrounding areas.

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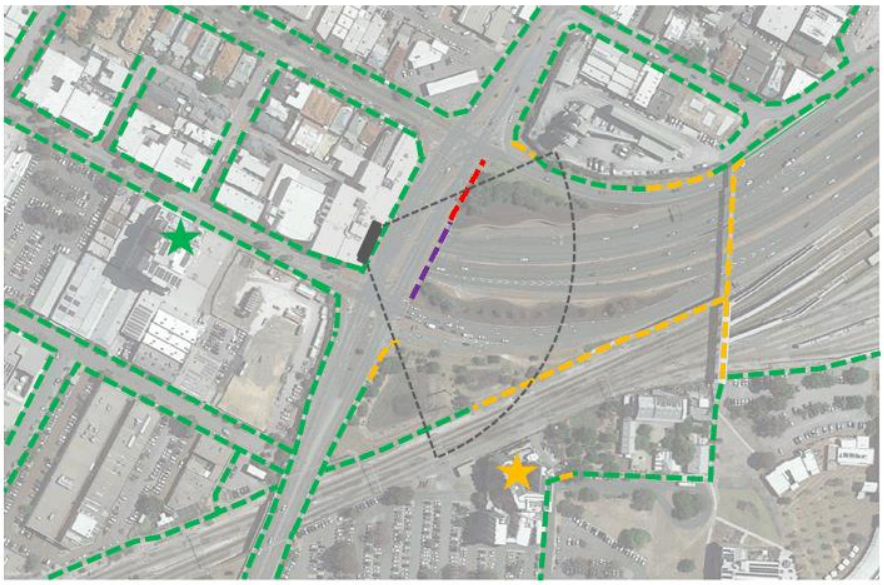
Attachment C: Visual analysis



The proposed rooftop signage structure has limited visual impact on the surrounding streetscapes.

High visibility
High to medium visibility
Medium to low visibility
No visibility



The proposed sign itself has even less visual impact on the surrounding streetscapes.

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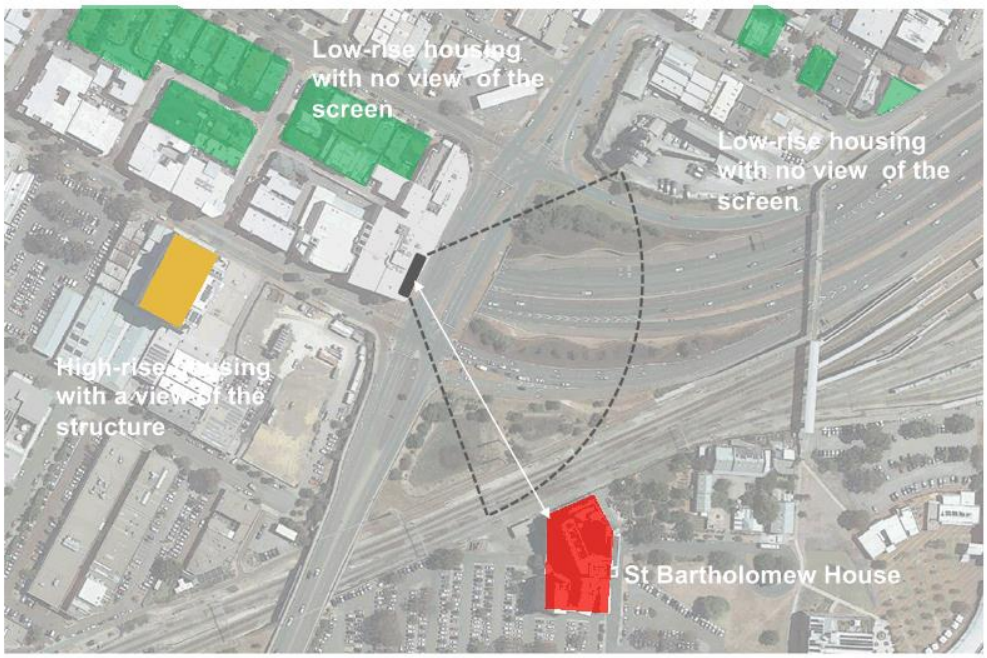
The proposed structure has limited visual impact on the surrounding streetscapes

Attachment D: Relationship to St Bartholomew House



The sign is 170m from the nearest residence with a view of the screen.



The majority of St Bartholomew House facing the digital screen consists of blank end walls and access corridors.

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12 Newcastle Street, Perth
Rooftop structure with digital screen



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What are the issues?

- It's a sign?
- It's a digital sign?
- A nuisance for neighbours?
- Poor streetscape?
- Height bulk and scale?
- Design quality?

Design quality is an important issue, but needs to be considered in the context of the others to avoid erroneous assumptions.

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Issue 1: It's a sign

Signs of all forms are an essential element of commercial life



The Planning context

Scheme: An advertising sign is a 'use not listed' in the City of Vincent planning scheme, so from a land use perspective can be entertained subject to advertising and discretion.

Policy: LPP 7.5.2 Signs and Advertising provides scope for the exercise of discretion, and the digital sign meets a number of definitions other than 'billboard', providing additional scope for discretion.

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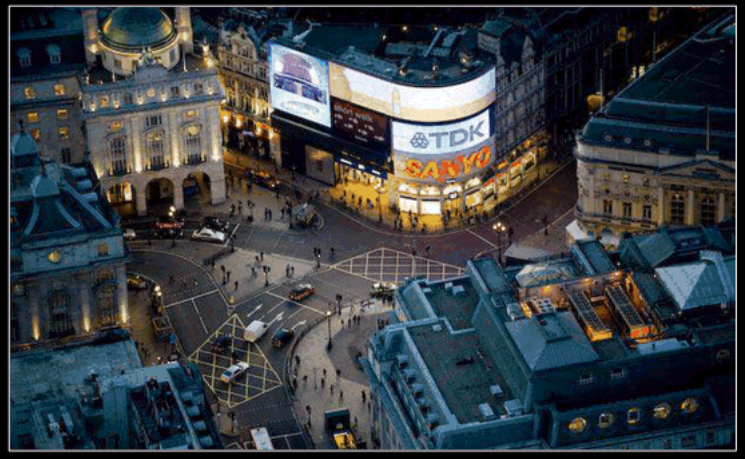
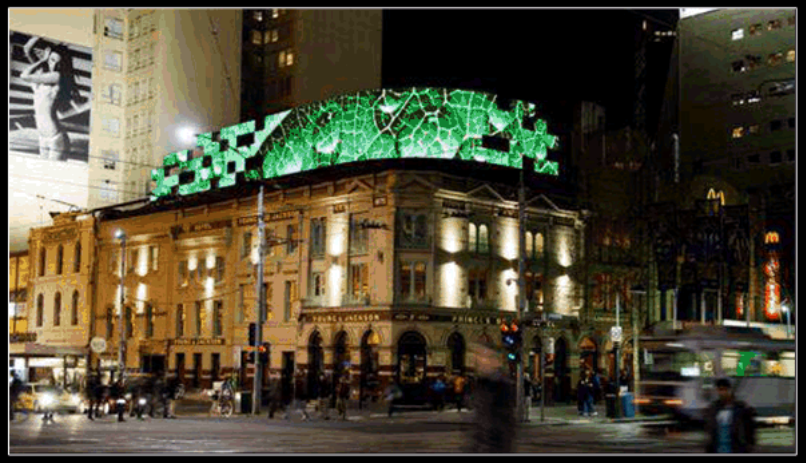
Issue 2: It's a digital sign









A sign of the times - Digital signage is a component of the world's most popular and dynamic places.

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Issue 2: It's a digital sign











Digitial signage architecture is actually a thing …

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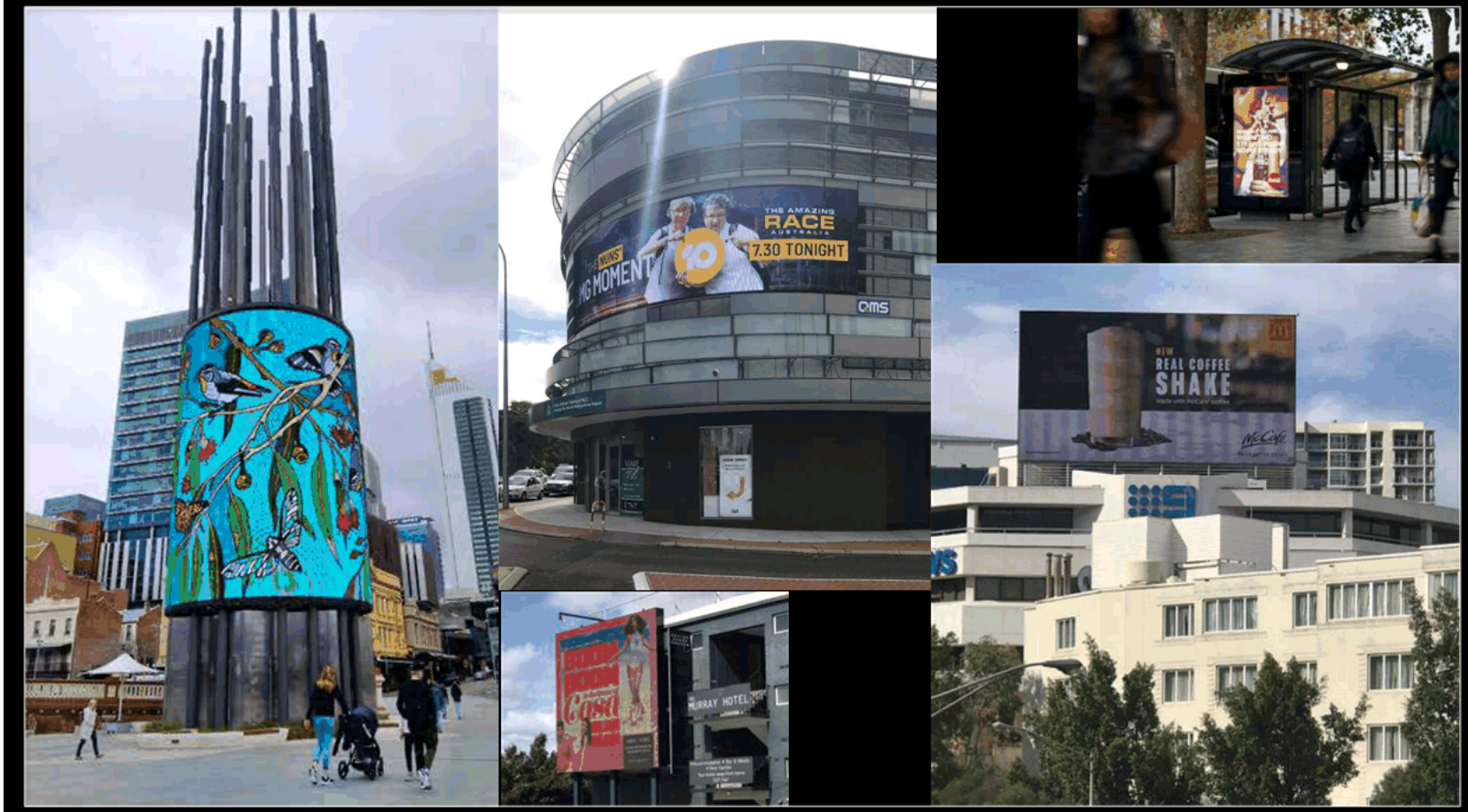
Issue 2: It's a digital sign

Digital signage is now a thing in Perth



Digital signage has come to Perth (in the 18 years since the City's policy was written).

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Issue 2: It's a digital sign

Digital signage wasn't a component of Perth in 1950's …





… but maybe it would have been if it was available? Would we have been Luddites back then too?

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Issue 2: It's a digital sign

1x digital sign can be equivalent to 6x old-fashioned billboards



1x smart sign



6x dumb signs

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Issue 2: It's a digital sign

Preconceptions about digital signs …

The perception: "*They're distracting!"* – many people believe that digital signs are giant TVs with moving and flickering images.
The reality: Images are fixed, remain for at least 30 seconds and have a non-animated transition.

The perception: "*They're too bright!"*
The reality: Brightness can be easily managed through screen quality and light sensors.

The perception: "*They ruin the streetscape!"…*

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Issue 3: Poor streetscape

Does the current method of advertising deliver good streetscape? (Hint: No)







Raised digital signage clears signage away from the pedestrian zone, can be integrated onto building, and less of it is required to meet advertisers needs.





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Issue 3: Poor streetscape

The proposed rooftop signage structure has limited visual impact on the surrounding streetscapes.



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Issue 3: Poor streetscape

The proposed sign itself has even less visual impact on the surrounding streetscapes.



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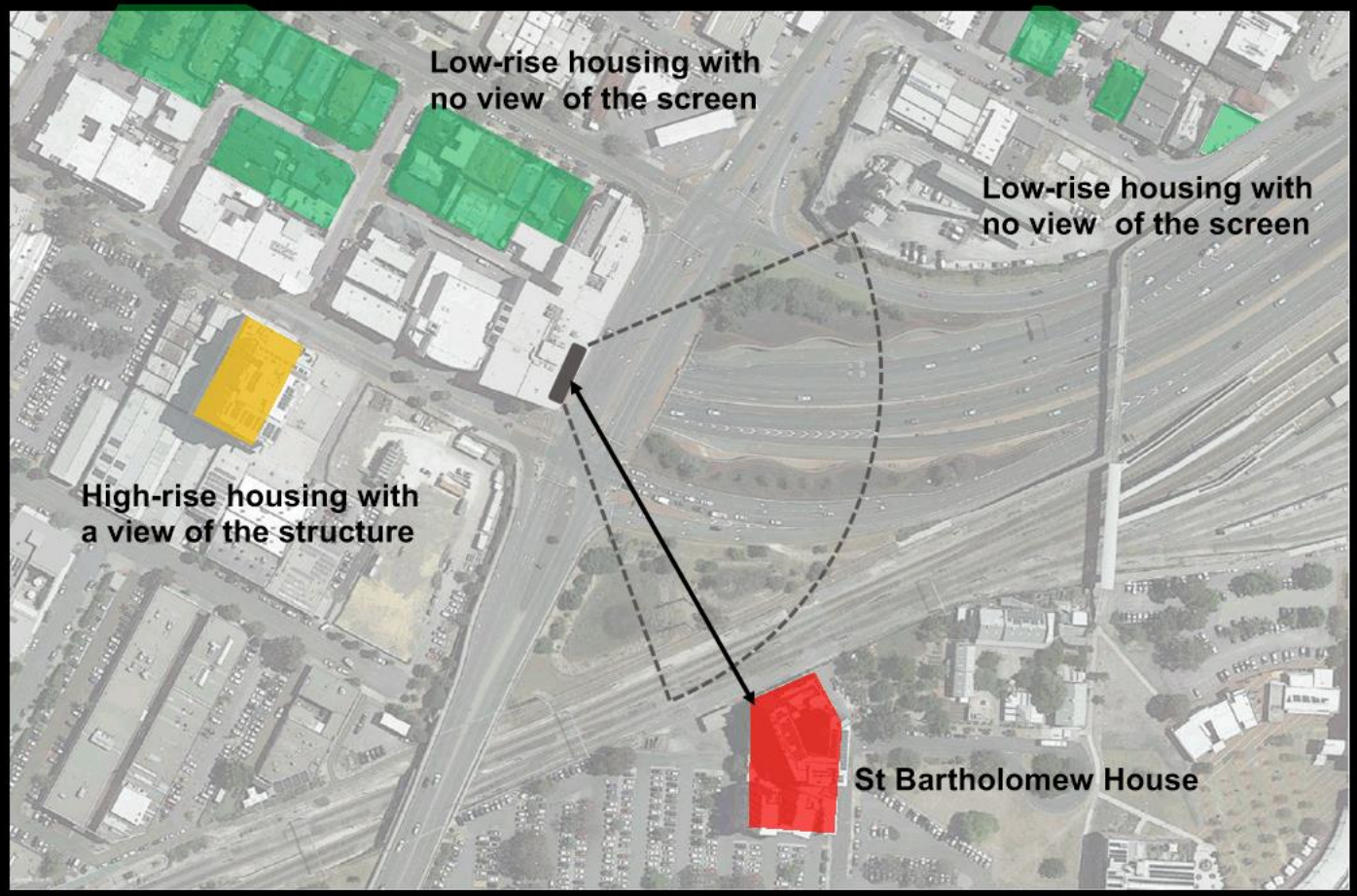
Issue 3: Poor streetscape

The proposed structure has limited visual impact on the surrounding streetscapes



Issue 4: A nuisance for neighbours

What neighbours?



The sign is 170m from the nearest residence with a view of the screen.

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Issue 4: A nuisance for neighbours

What neighbours?



The majority of St Bartholomew House facing the digital screen consists of blank end walls and access corridors.

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Issue 5: Height bulk and scale

In the context of the visual analysis – the additional height bulk and scale is not really an issue.





In the context of the adjacent scale of development, it is not really an issue either.

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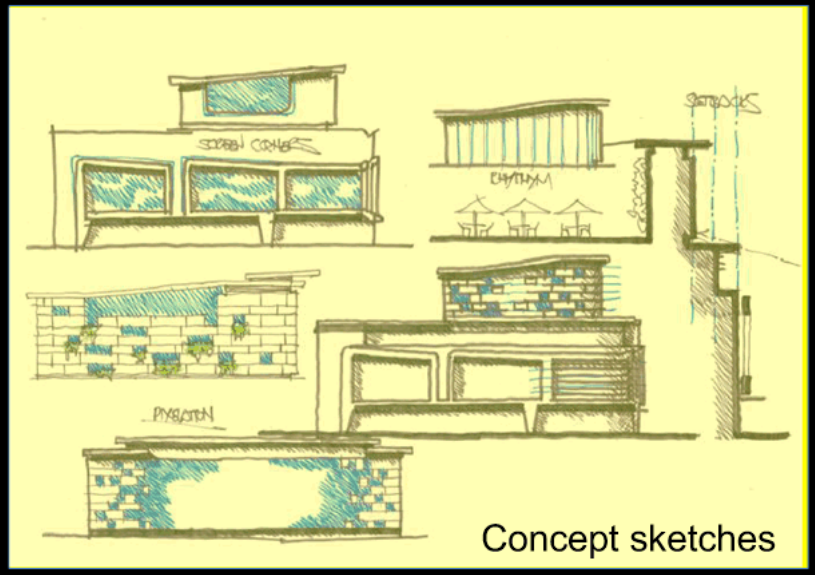
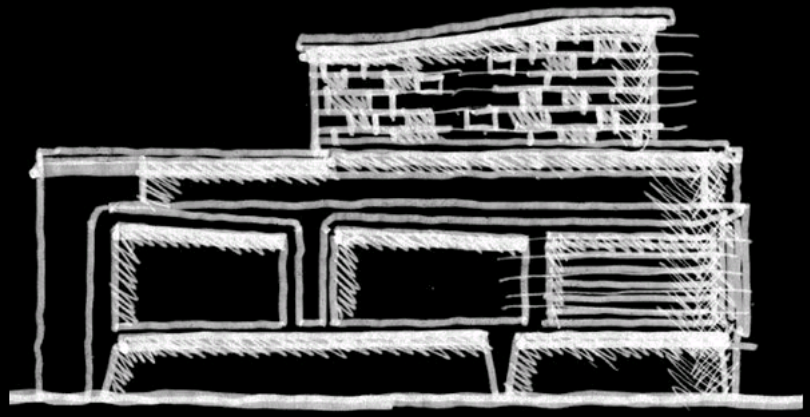
Issue 6: Design quality

Design principles

- Consider previous DRP feedback.
- Integrate the new with the existing building.
- Compliment the architecture rather than copying it.
- Create a new complementary narrative around the notion of ‘digital’ (pixilation, binary, etc).
- Minimise the impact on the streetscape.
- Keep the whole screen visible from key customer viewpoints.
- Add benefit by creating useful space (without plot ratio).
- Keep it light , quick, and cost effective.



Concept sketches



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Issue 6: Design quality

DRP comments on previous design (November 2019) and responses

• More sculptural and sophisticated rather than a rectangular box (think Peter Cook and Archigram)	The design has been changed to a more sculptural form that 'floats' above the existing building.
• Remove double parapet, and reduce/simply references to the existing structure.	The double parapet has been removed and a frame element utilised to strengthen the identify of the addition.
• Recess the base of the sign and make it 'float' to reduce the perception of heaviness.	The sign has been placed in a frame that 'floats' over the base below it.
• Consider the use of landscape screening to the roof terrace, and more landscape information is required.	A 'green screen' is proposed for the rear of the terrace instead of the previous wall.
• Consider reducing the scale of the sign.	The sign is an industry standard. However, the scale of the structure has been reduced and the screen frame has been widened to emphasise the width of the screen rather than the height.
• Relate the alignment of the Newcastle St elevation to the alignment of the building below.	The western edge of the structure has been realigned parallel with Newcastle Street.
• Identify where access to the roof terrace is from.	Plan indicating access is included.
• Consider solar panels or the use of 'green' energy.	PV cells included on the roof. The applicant is happy to consider subscribing to the use of 'green' energy.
• Consider opening up the rear of the structure to improve city views from the rooftop terrace.	The rear wall has been removed to improve rooftop views across the city, whilst a vegetative screen blocks views of the roof infrastructure from the terrace.
• Ensure rooftop services don't diminish the quality of the rooftop terrace experience.	The rooftop terrace has been reduced in size, which moves it away from the main rooftop services.
• Consider allowing the City to use the sign to promote community events.	The applicant is happy to discuss this with the City.
• Consider a 'lighter' form for the rooftop structure that doesn't duplicate the existing architecture.	The revised design has a new form that floats above the existing building, and subtly references the existing building without duplicating elements.

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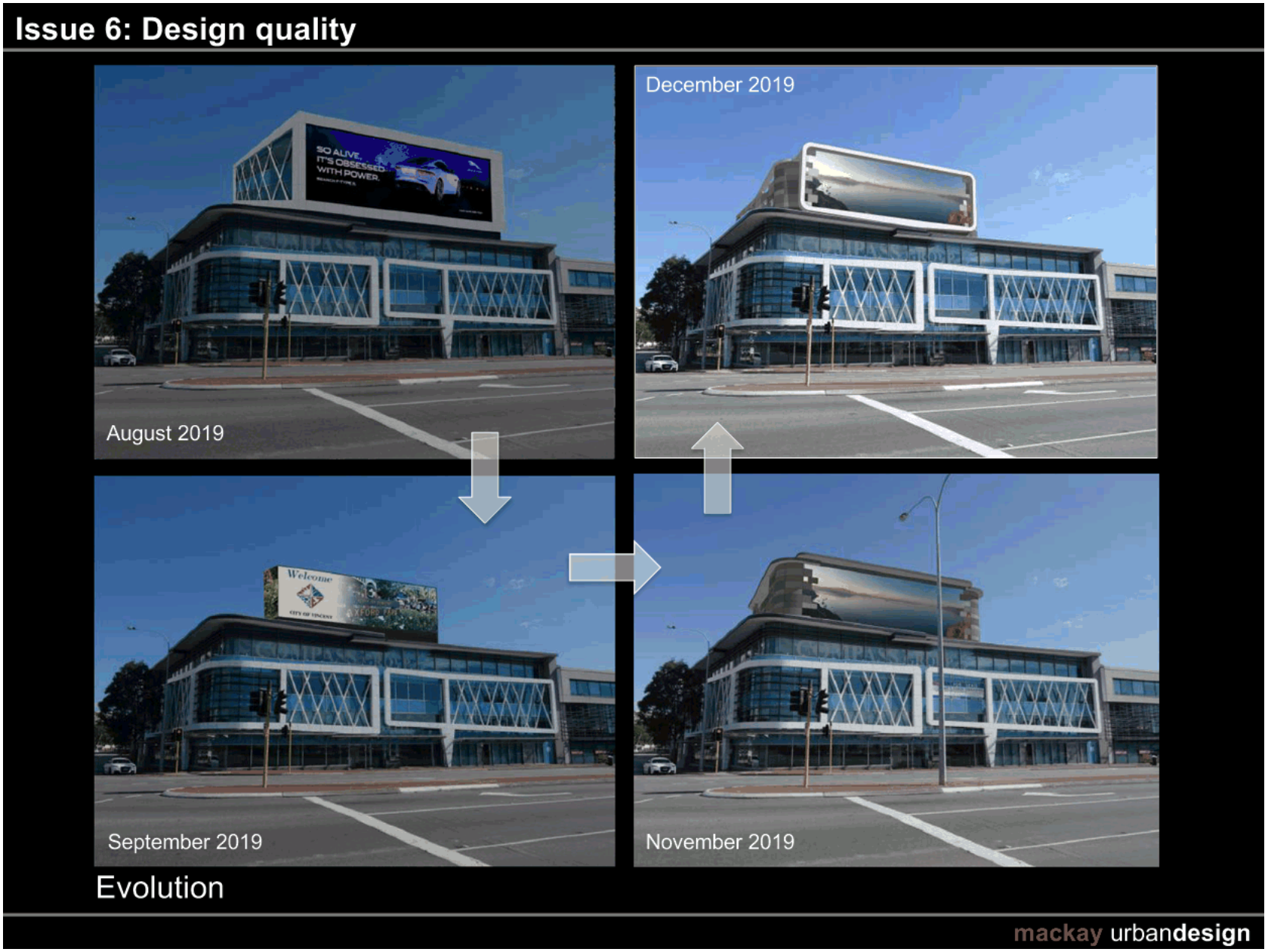
Issue 6: Design quality
August 2019
December 2019
September 2019
November 2019
Evolution
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Issue 6: Design quality



Amended design (February 2020)

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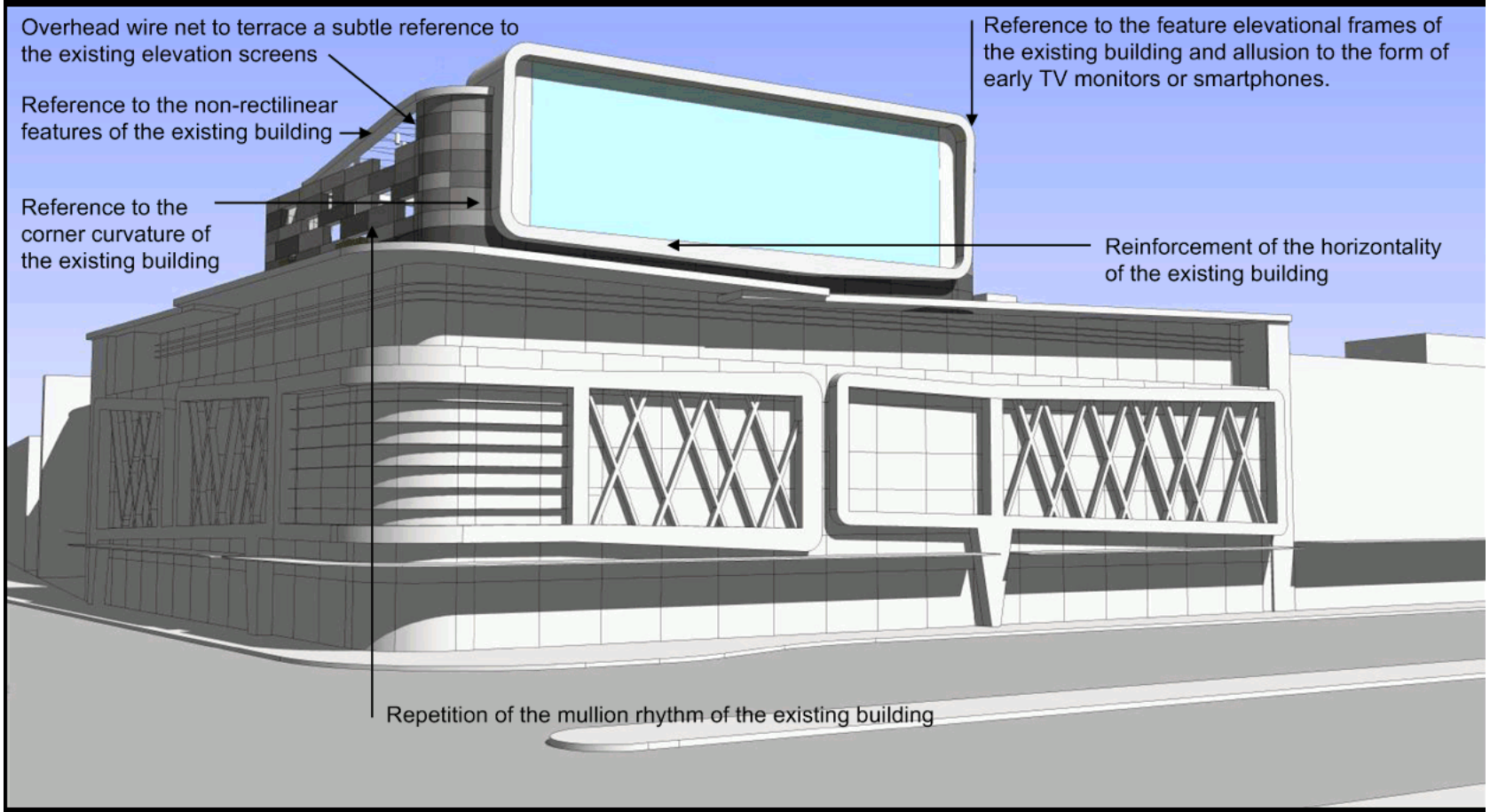
Issue 6: Design quality



Responding to the existing architecture …subtly and differently

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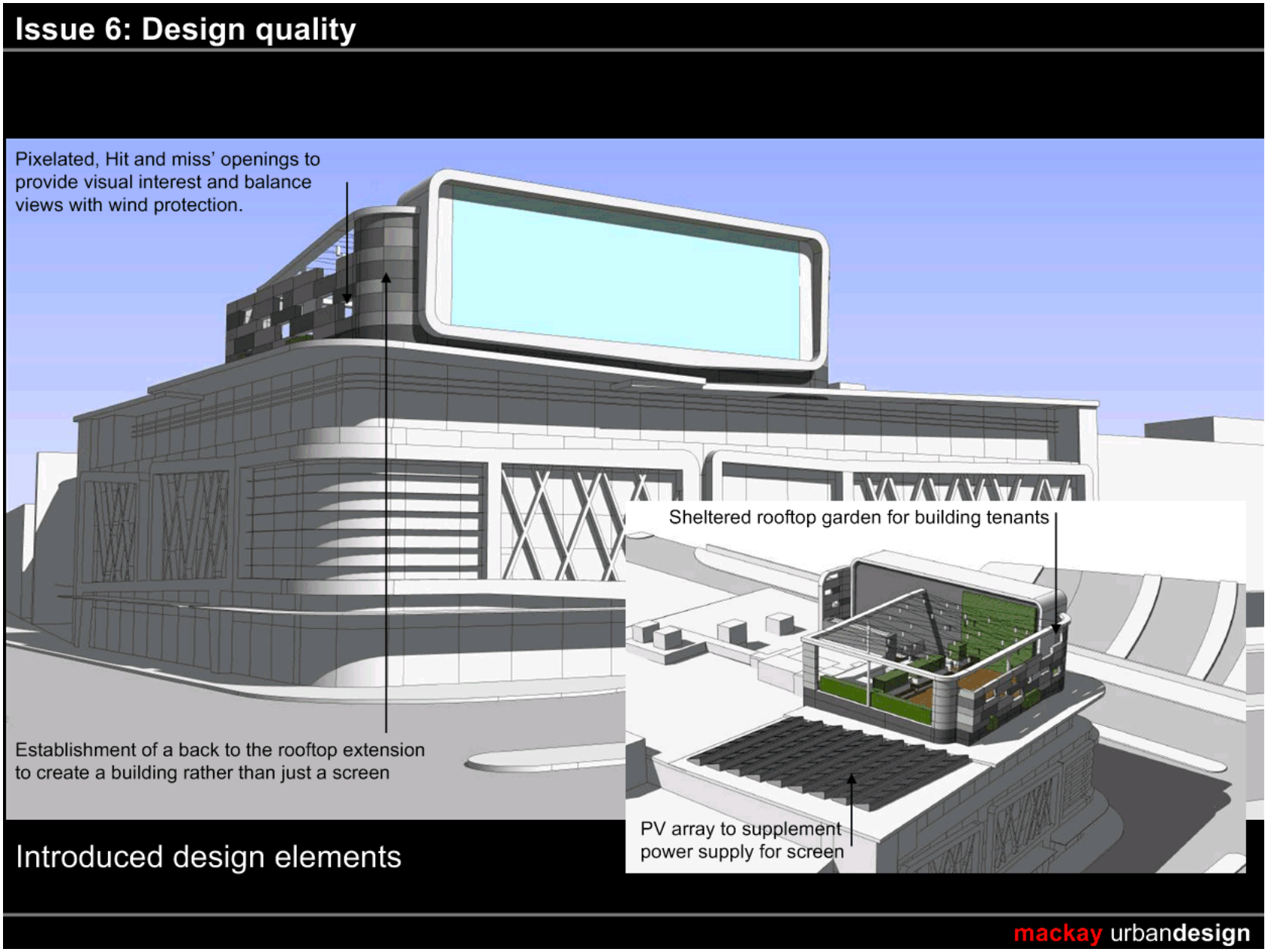
Issue 6: Design quality
Pixelated, Hit and miss' openings to provide visual interest and balance views with wind protection.
Sheltered rooftop garden for building tenants
Establishment of a back to the rooftop extension to create a building rather than just a screen
PV array to supplement power supply for screen
Introduced design elements
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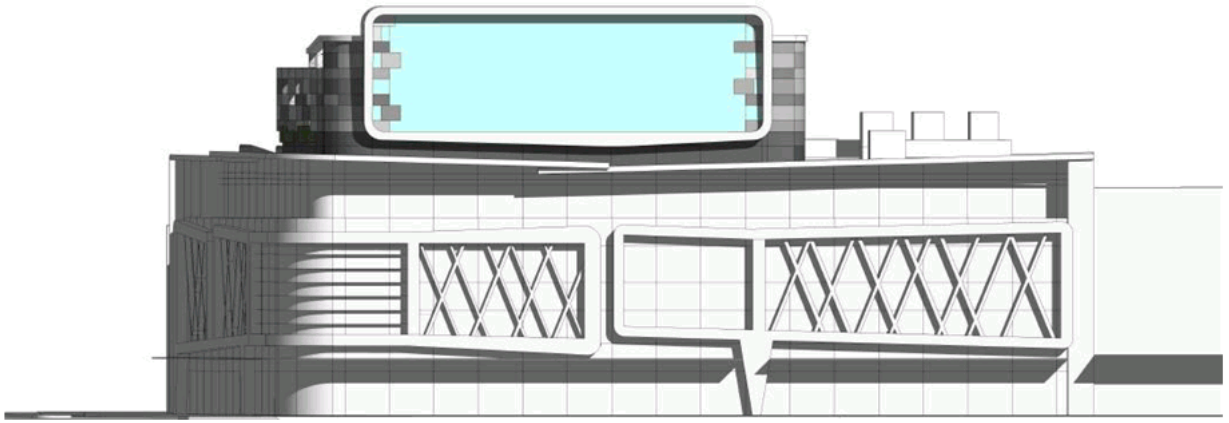
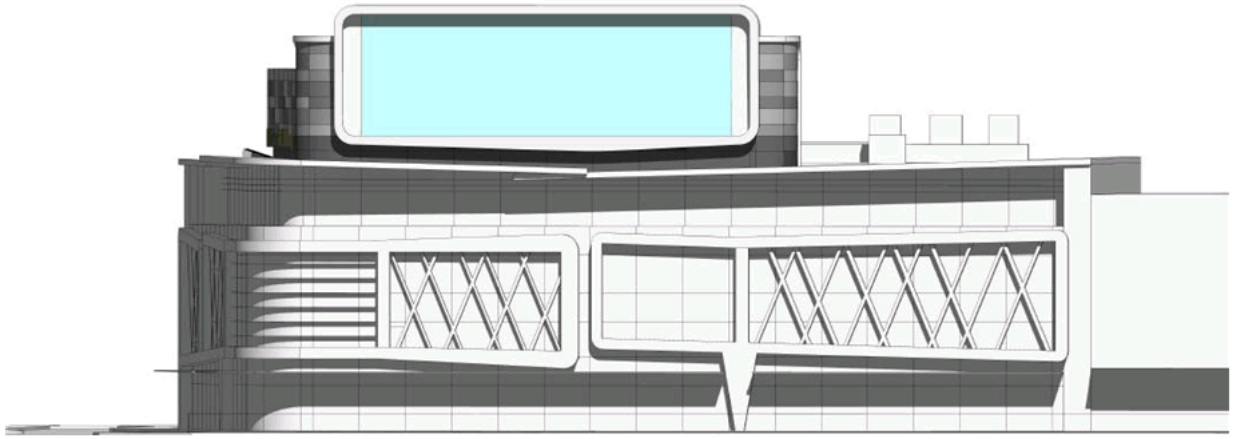
Issue 6: Design quality



Elevation to Lord Street: Previous design (Dec 2019)



Elevation to Lord Street: Amended design (Feb 2020)

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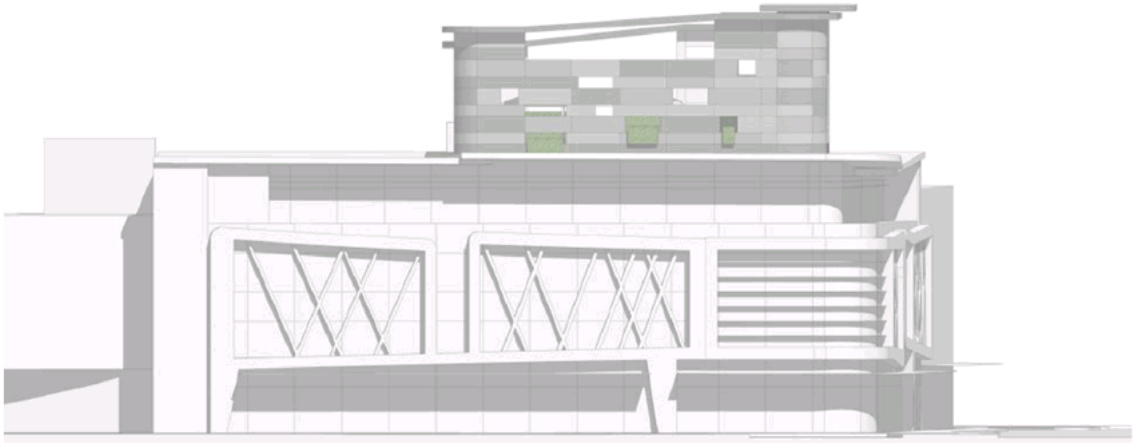
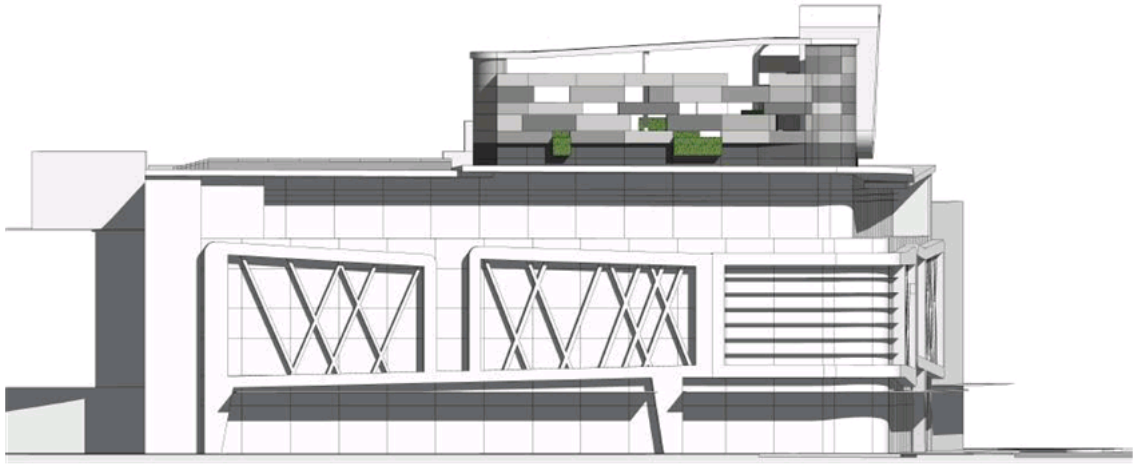
Issue 6: Design quality



Elevation to Newcastle Street: Previous design (Nov 2019)



Elevation to Newcastle Street: Amended design (Feb 2020)

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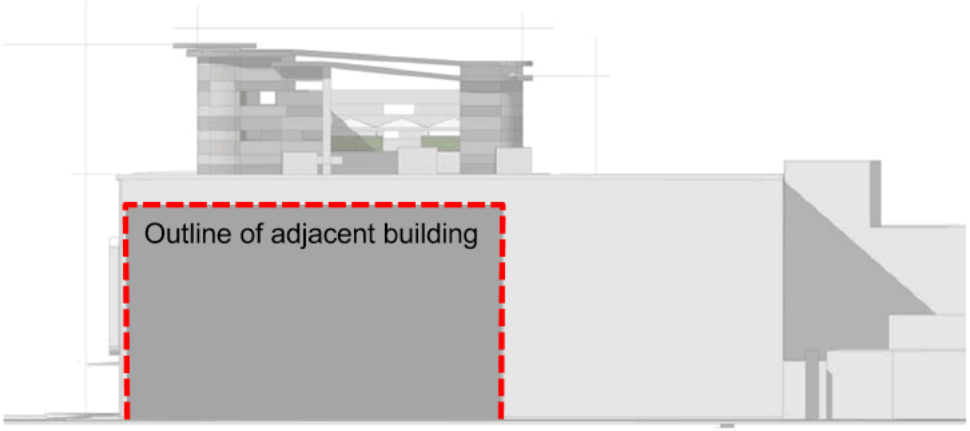
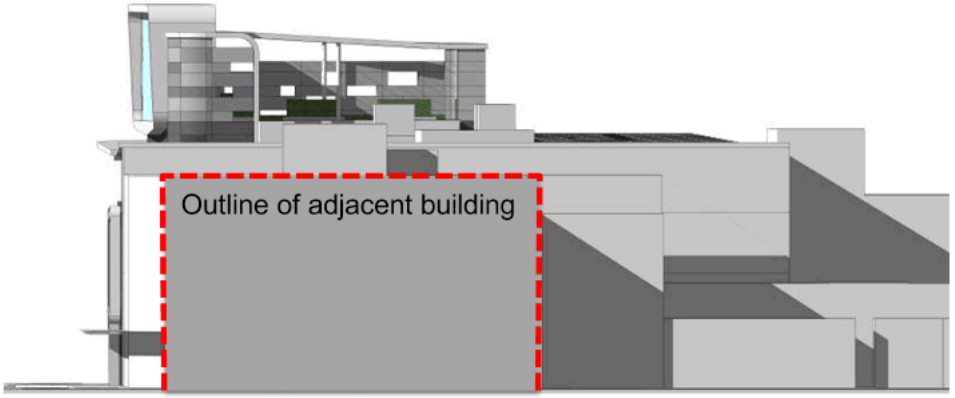
Issue 6: Design quality



North elevation to adjacent property: Previous design (Nov 2019)



North elevation to adjacent property: Amended design (Dec 2019)

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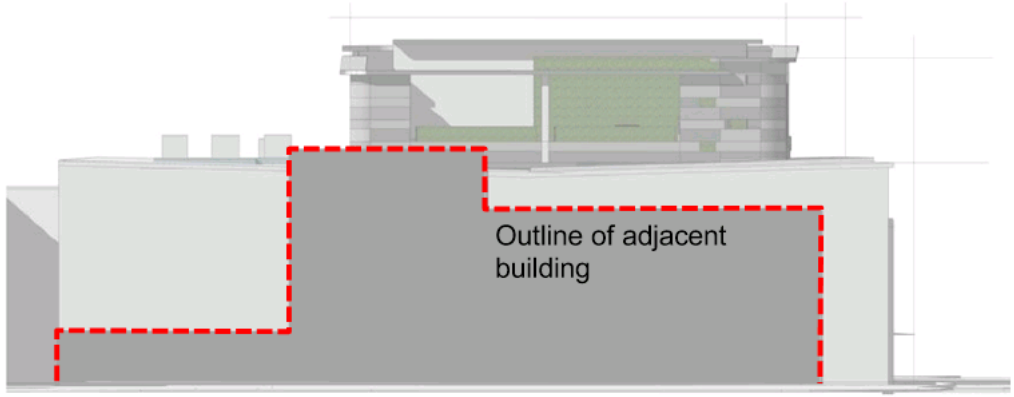
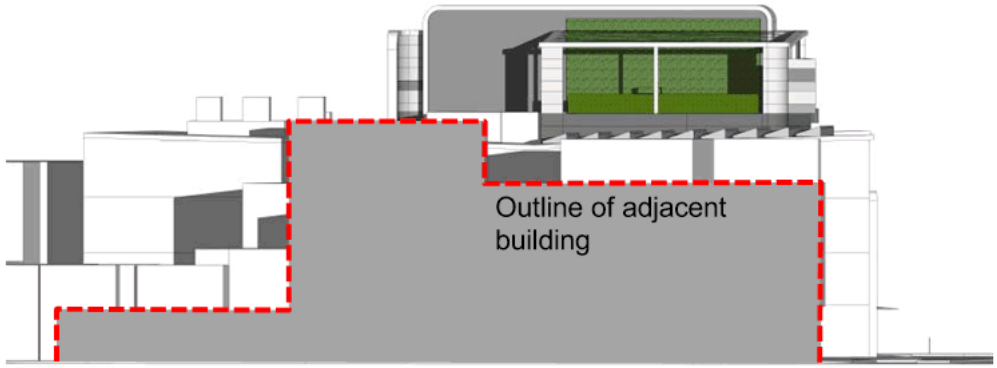


West elevation to adjacent property: Previous design (Nov 2019)



West elevation to adjacent property: Amended design (Dec 2020)

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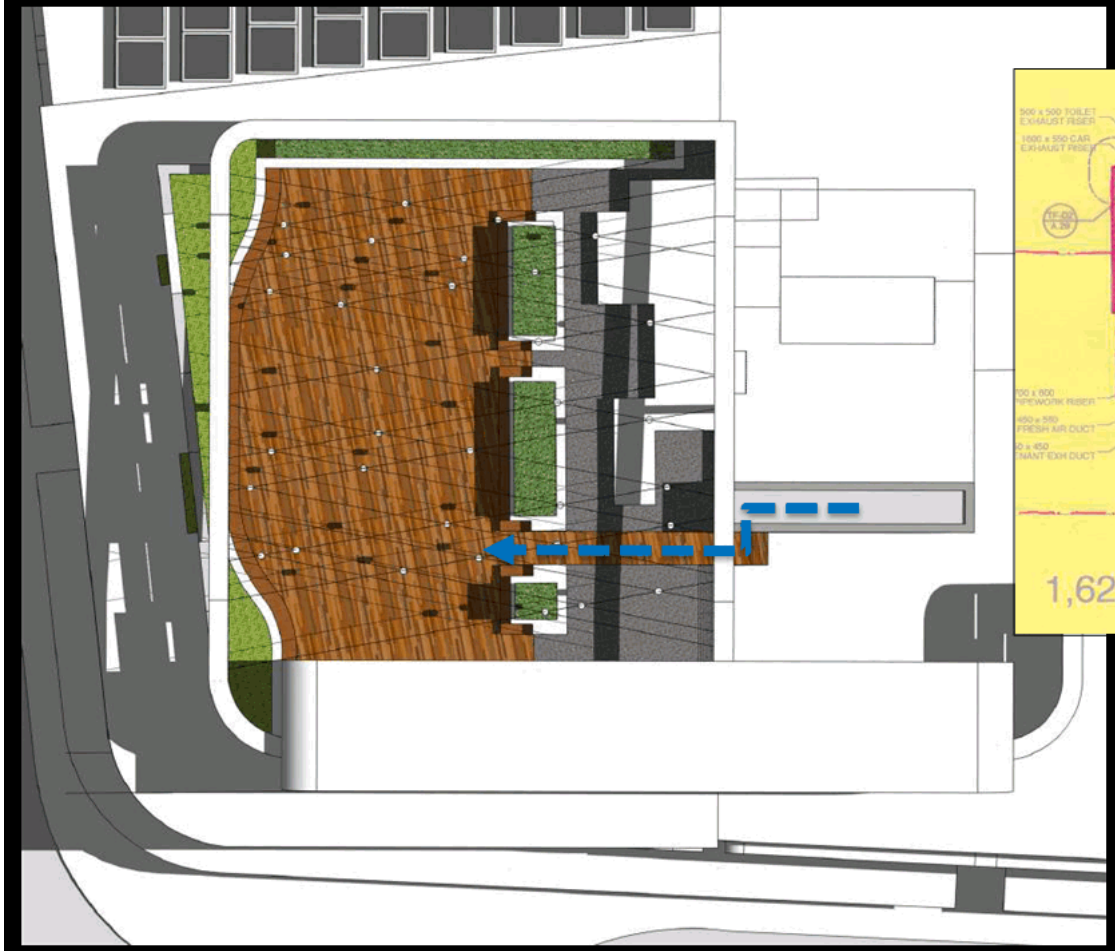

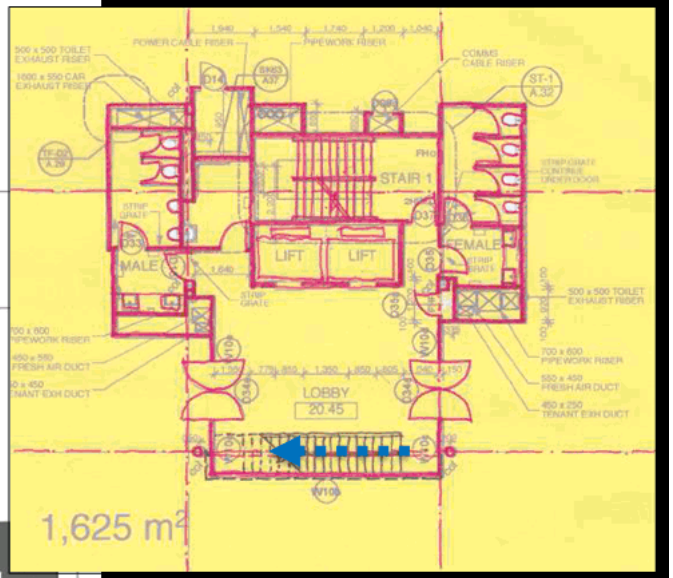

Rooftop access

New staircase formed in upper floor lobby to provide access for rooftop garden and screen maintenance. Rooftop plant housing extended to accommodate new stair.

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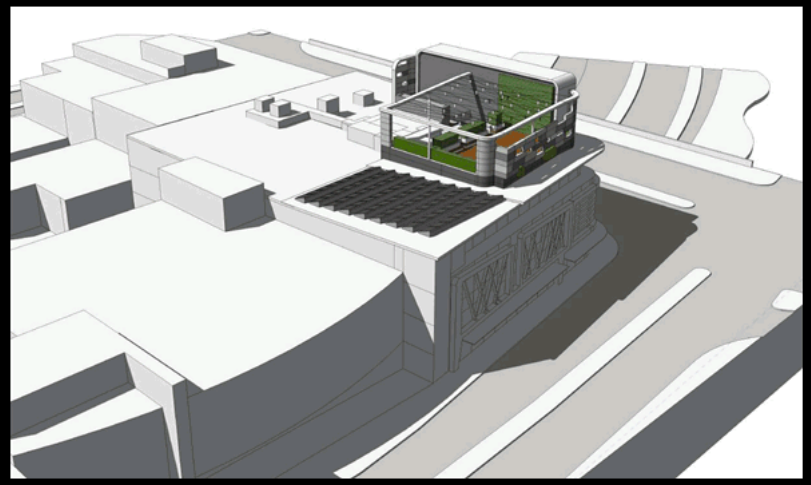
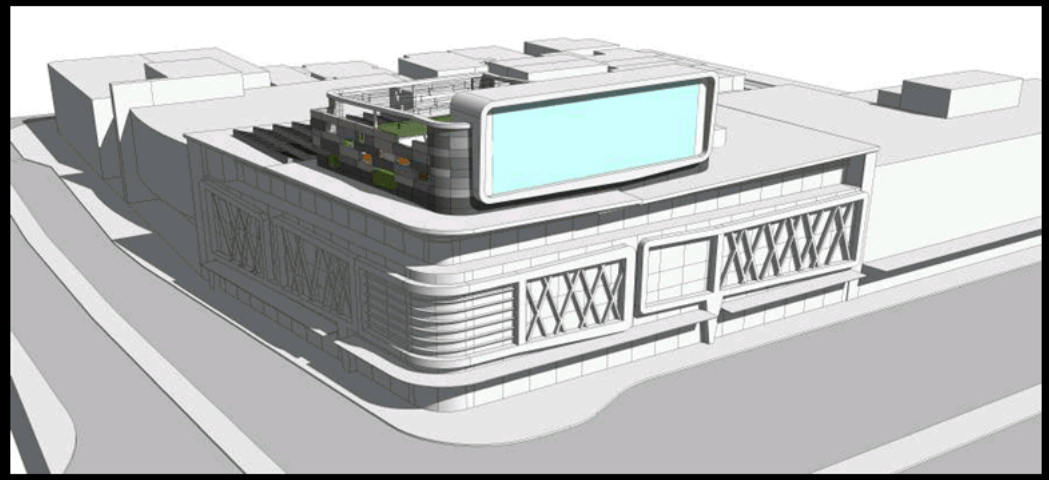
Issue 6: Design quality



View from 29 Newcastle Street apartments



View from future data centre offices



Elevated view from Newcastle/Lord intersection

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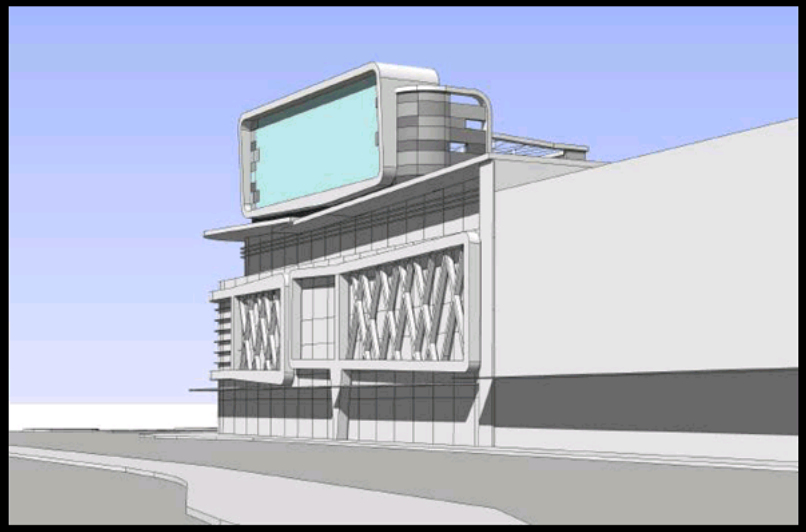
Issue 6: Design quality



Previous design: Street level view from Lord Street looking southwest



Amended design: Street level view from Lord Street looking southwest

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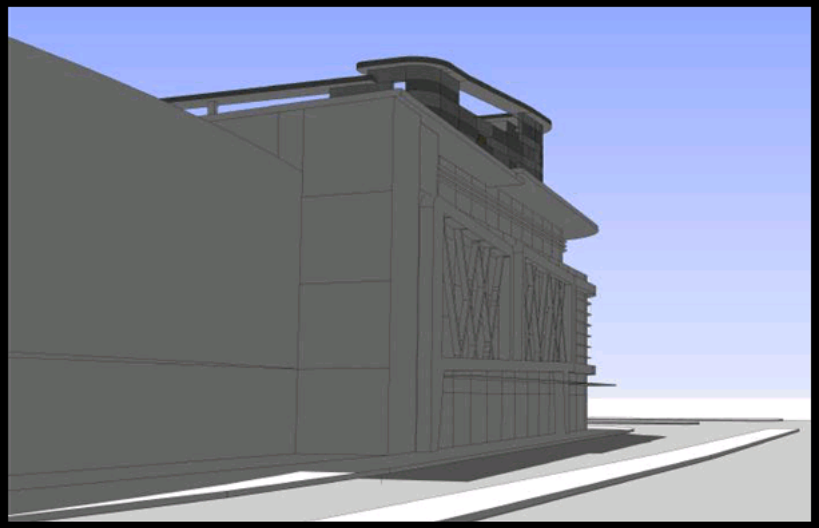
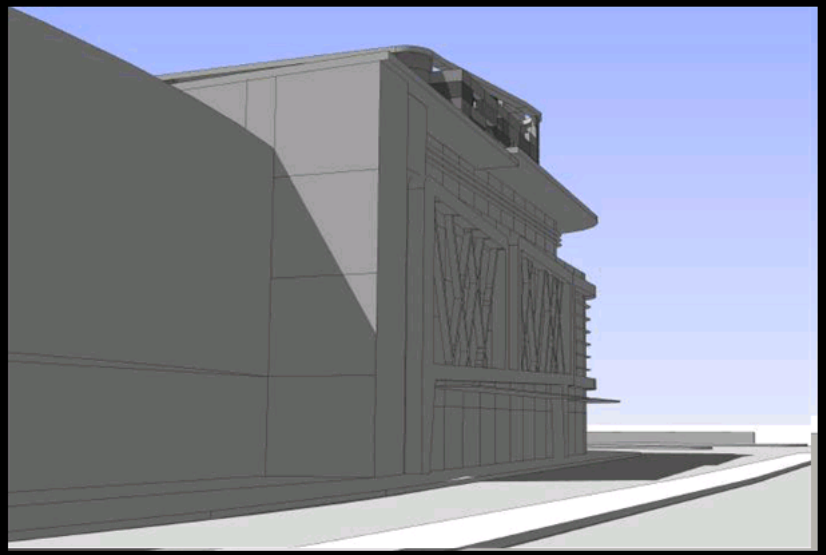
Issue 6: Design quality



Previous design: Street level view from Newcastle Street looking east



Amended design: Street level view from Newcastle Street looking east

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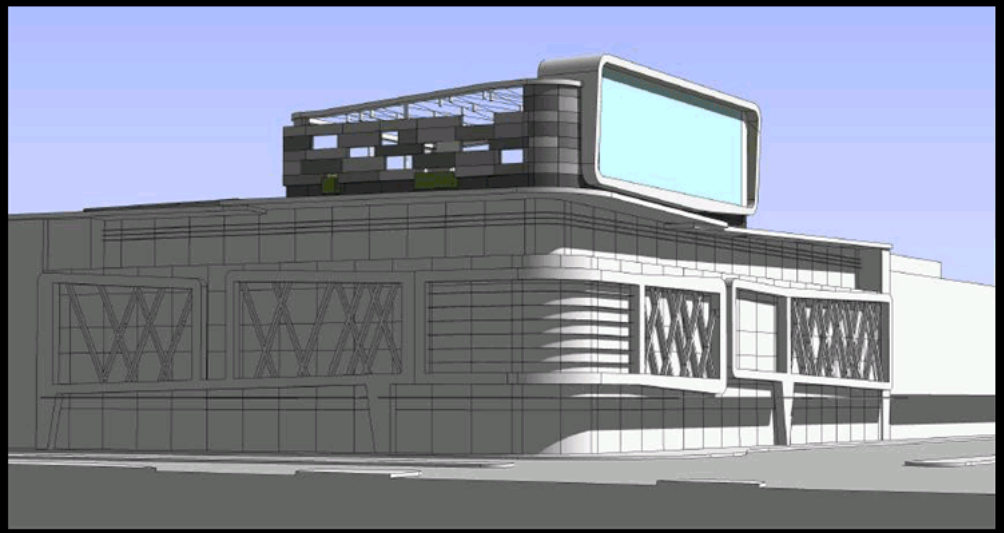
Issue 6: Design quality



Previous design: Street level view from Newcastle/ Lord intersection looking north



Amended design: Street level view from Newcastle/ Lord intersection looking north

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Issue 6: Design quality

Context and Character	The development consolidates an infrastructure-rich place with another form of infrastructure. The scale of the screen is commensurate of the scale of elements perceived from a moving vehicle.
Landscape quality	The development contributes to the 'grittiness' of the urban environment, and provides for a landscaped urban oasis for building users.
Built form scale	The massing and height is appropriate to its setting and consistent with relevant height controls.
Functionality and build quality	The development is fit for purpose and will be built to a quality that lasts the intended lifetime of that purpose.
Sustainability	The development helps to sustain economic activity and build social cohesion through advertising. The rooftop structure will help to mitigate solar heat gain through the existing roof.
Amenity	The development provides a landscaped respite space for building occupants.
Legibility	The digital screen will become a 'landmark' and, thus, a spatial marker to aid navigation through the city.
Safety	Digital signage avoids OHS issues associated with conventional billboards. The digital screen meets MRWA safety criteria.
Community	The development contributes to broader community awareness of, and discourse on, available product and services – more so than targeted advertising.
Aesthetics	The development has visual appeal that resonates with the existing building.

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November 2018

Final Rev 5

12 Newcastle Street, Perth
Large Format Digital Sign Proposal

Prepared For:

AdBrands Media



Safety Assessment Review Report



REDACTED FOR PRIVACY PURPOSES

Client: AdBrands Media
Project: Sign Review – 12 Newcastle St, Perth

Document Issue Authorisation

Issue	Rev	Date	Description	Prepared By	Checked By	Approved By
0	0	9/07/2018	Draft Report	SGY	DNV	DNV
1	0	2/08/2018	Final Report	SGY	DNV	DNV
1	1	16/08/2018	Final Report Rev 1	SGY	DNV	DNV
1	2	31/08/2018	Final Report Rev 2	SGY/DNV	DNV	DNV
1	3	01/10/2018	Final Report Rev 3	SGY/DNV	SGY	DNV
1	4	29/10/2018	Final Report Rev 4	SGY/DNV	SGY	DNV
1	5	14/11/2018	Final Report Rev 5	SGY/DNV	SGY	DNV

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Donald Veal Consultants Pty Ltd

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1. INTRODUCTION

1.1 BACKGROUND

Donald Veal Consultants (DVC) has been engaged by AdBrands Media to review and comment upon the proposed placement of a High Definition advertising sign (Electronic Billboard or Large Format Digital Sign) to be installed on the roof of 12 Newcastle Street, at the intersection of Newcastle Street and Lord Street, in Perth. The purpose of this review is to investigate if there are any specific safety concerns associated with the placement of this sign.

The design drawings showing the sign are included in **Appendix A**, whilst the casualty crash and traffic volumes data is shown in **Appendix B**. Device Restriction Areas are shown in **Appendix C.**

1.2 SCOPE OF ASSESSMENT

This report considers the traffic safety and operational efficiency aspects of the proposal in terms of potential impact on drivers travelling on the road network, in particular, westbound drivers on Graham Farmer Freeway, the East Parade to Lord Street link and the associated ramps.

MRWA's current Roadside Advertising Guidelines identify a number of criteria against which a proposed sign must be assessed. These criteria vary depending upon the sign's location. In this instance, the applicable sections of the guidelines are those relating to:

- General conditions for advertising devices; and
- Conditions for advertising signs beyond state road reserves.

1.3 PROPOSED LOCATION AND SIZE OF SIGN

The proposed sign is an Electronic Billboard, and will be located on the roof of 12 Newcastle Street, which is on private property, outside the road reserve for any State or Local Government controlled road.

The proposed site location is shown in **Figure 1.1**.

As shown in the drawings attached in **Appendix A**, it appears that the proposed sign would measure 24.09m by 8.03m, giving a total area of just over 192m^2.

However, the typical industry standard size for the largest category of advertising device, known as 'Spectaculars', is 18.99m x 4.45m. This equates closely to the maximum size for a billboard sign under MRWA's current guidelines of 85m^2. We note that the proposed sign is more than double the size of a typical Spectacular.



Figure 1.1: Proposed Sign Location
Source: Nearmap

1.4 SITE VISIT

As part of the assessment process a site visit was conducted by Steve Yapp, a Senior Road Safety Auditor (SRSA 161). The auditor drove through the site, identifying any potential issues to be considered and assessed.

2. ROAD NETWORK, TRAFFIC VOLUMES AND CRASH HISTORY

2.1 ROAD NETWORK

The Road network immediately adjacent the proposed sign consists of a mix of State and Local Government roads. The State roads are shown in **Figure 2.1**.

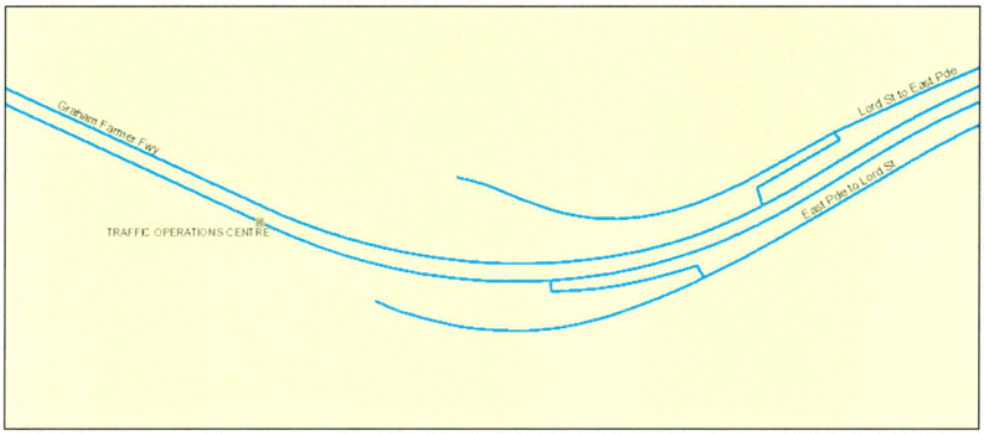

Figure 2.1: State Road network in the vicinity of the proposed sign
Source: MRWA

The proposed sign would be located at the intersection of two Local Authority Roads (Lord Street and Newcastle Street), and a State Road (the East Parade to Lord Street link). However, it will be visible from the Graham Farmer Freeway westbound carriageway, just prior to entering the tunnel, as well as various Freeway Standard link roads and ramps.

2.2 TRAFFIC VOLUMES

The latest daily traffic volumes for the adjacent roads were sourced from Main Roads Western Australia (MRWA) TrafficMap, the weekday average and the Monday to Sunday daily average for the various locations are shown in **Table 2.1.**

The Monday to Sunday daily average traffic volumes are shown diagrammatically in **Figure 2.2**.

Table 2.1: Daily Flows on Graham Farmer Freeway and ramps

Location	Date	Mon-Fri Daily Average	Mon-Sun Daily Average
Graham Farmer Freeway westbound, east of tunnel entrance, At East Pde Bridge (SLK 3.10) Site 50950	2013/14	37,405	34,326
East Parade to Lord Street, westbound, west of East Parade (SLK 0.09) Site 7659	2013/14	26,487	24,936
East Parade to Lord Street, westbound, east of Lord Street (SLK 0.58) Site 7661	2013/14	7,920	7,501
East Parade onto Graham Farmer Freeway westbound, east of tunnel entrance (SLK 0.07) Site 7808	2013/14	17,281	15,862



Figure 2.2: Traffic Volumes on Graham Farmer Fwy

2.3 CASUALTY CRASH HISTORY

The most recent crash data for the roads around the site was downloaded from MRWA's CARS database for the latest five-year period from January 2013 to December 2017.

Forty one crashes were recorded along the length of the East Parade to Lord Street Link of which five were casualty crashes. These included two requiring a hospital visit and three needing medical attention. However, 38 of these crashes occurred at the East Parade / Lord Street / Newcastle Street intersection. The three crashes on the actual link road included only one (medical) casualty crash.

Two crashes were recorded on the off ramp from Graham Farmer Freeway westbound onto Lord Street. Both occurred in 2016 and were property damage only.

No crashes were recorded on the on ramp from East Parade onto Graham Farmer Freeway westbound.

The above crashes, together with the westbound casualty crashes on Graham Farmer Freeway, relevant to the assessment of the proposed sign, are shown in **Figure 2.3** and detailed in **Appendix B.**

Client: AdBrands Media

Project: Sign Review – 12 Newcastle St, Perth

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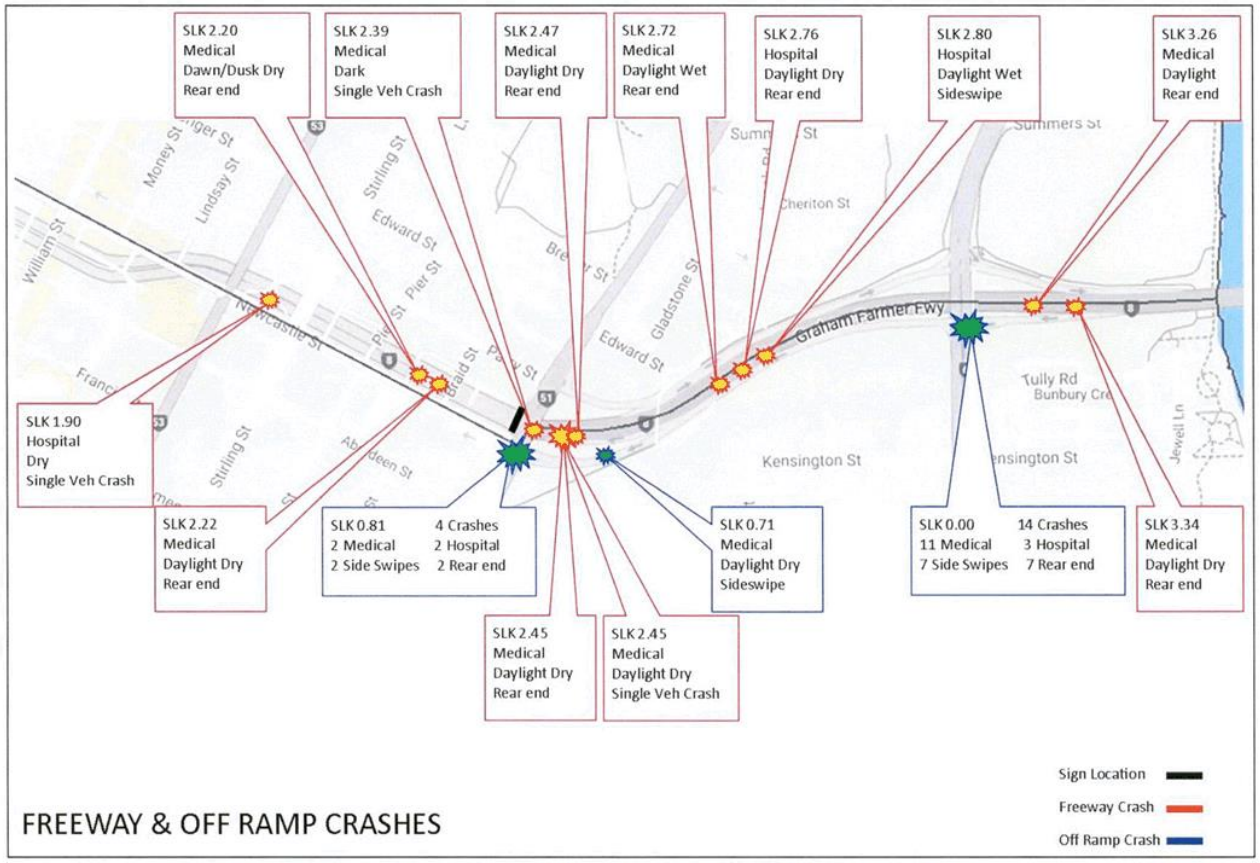

Figure 2.3: Casualty Crash Locations on Graham Farmer Freeway in the vicinity of the proposed sign

3. ASSESSMENT AGAINST MRWA ROADSIDE ADVERTISING POLICY

3.1 APPROVING AUTHORITY

The proposed sign will be located on the roof of 12 Newcastle Street, which is on private property, outside the road reserve for any State or Local Government controlled road.

Fundamentally, approval of the sign therefore rests with the Local Government Authority – in this case the City of Vincent. However, the site will be visible from a State Controlled road – namely Graham Farmer Freeway, and its various ramps. Therefore, MRWA must be consulted.

The sections of State Road from which the sign would be visible are listed below:-

1. A short section (approx. 230m) of Graham Farmer Freeway prior to it entering the tunnel under Lord Street;
2. A section (approx. 290m) of the East Parade to Lord Street link road; and
3. The freeway on ramp, between the above link road and where it enters the tunnel, alongside the GFF (approx. 230m).

The sign is not expected to be visible from Newcastle Street, but may be visible from Lord Street, particularly by southbound traffic.

3.2 GENERAL SAFETY AND EFFICIENCY CRITERIA

The MRWA Policy and Application Guidelines for Advertising Signs within and beyond State Road Reserves provides guidelines for determining whether or not particular types and sizes of advertising signs are acceptable in a variety of situations on the road network. The assessments are made for different types of road environment. The assessments are typically made for MRWA administered roads.

General criteria for permitting advertising signs visible from state-controlled roads are intended to ensure that a high level of safety for road users is maintained and traffic efficiency is not adversely impacted.

The guidelines identify three main areas to be controlled in order to maintain safety and efficiency for road users, namely, lateral and longitudinal placement, physical characteristics and crash history.

3.3 SITE SELECTION

3.3.1 Lateral Placement

In this case, lateral placement is not an issue, as the sign will be located outside the road reserve, on the roof of a building on private property and will not impinge upon the clear zones or present a potential hazard to errant vehicles.

3.3.2 *Longitudinal Placement*

Restrictions upon the longitudinal placement of advertising signs are intended to:

- minimise the level of driver distraction in areas where greater concentration is required;
- preserve sight distances; and
- retain a high level of traffic efficiency.

Whilst the sign will be located at an intersection, the road network layout in this area is complex, and in terms of the Graham Farmer Freeway, the sign will effectively be located mid-block. As such there are a number of criteria specific to a sign to be located beyond State Road reserves, but visible from such a road, that need to be assessed to ensure that the longitudinal placement is acceptable. These include:

- Advertising devices shall not be located within Device Restriction Areas as depicted in Figure 1 of Appendix A for state roads other than Freeways and Freeway standard roads or Figure 2 of Appendix A for Freeways or Freeway standard roads;
- Within two (2) kilometres of an information bay located on the same route, which provides for the display of business advertising; and
- Advertising devices shall not be positioned within driver sightline areas.

3.3.3 *Device Restriction Areas (DRAs)*

The MRWA Policy and Application Guidelines for Advertising Signs within and beyond State Road Reserves provide details of locations where advertising signs are not to be located. In Appendix A of the MRWA document, various diagrams are shown depicting areas where advertising signs are prohibited. The areas relevant to this application, for advertising devices visible from a Freeway or Freeway standard road, are shown below.

Whilst this policy is primarily intended for application to MRWA roads, the principle can be applied to any road.

In the case of Graham Farmer Freeway in this vicinity, the speed limit 'V' is 80km/h.

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Project: Sign Review – 12 Newcastle St, Perth

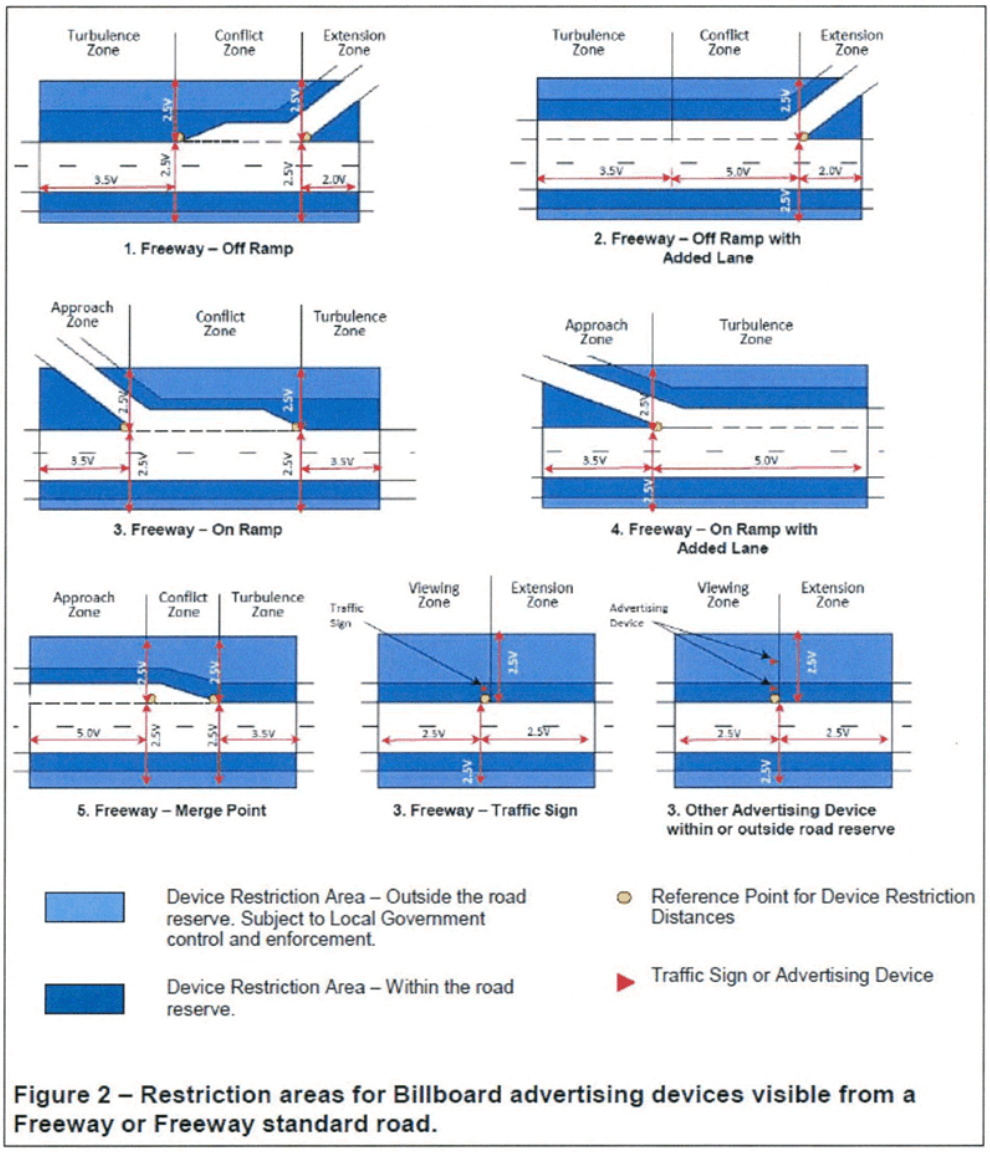

Figure 2 – Restriction areas for Billboard advertising devices visible from a Freeway or Freeway standard road.

Immediately prior to the proposed sign location, there can be seen:-

- A Freeway off-ramp (refer diagram 1);
- A Freeway on-ramp with added lane (refer diagram 4);
- A Freeway merge point (refer diagram 5); and
- Freeway traffic signs (refer diagram 6).

The device restriction areas for each of these features can be seen in the drawings in **Appendix C**. These show that whilst the proposed sign location is clear of the DRA for the Off ramp, and it may be argued that the relevant DRA for the on-ramp should only apply within the tunnel, the sign would clearly be within the restricted areas for both the freeway merge point and the traffic signs.

Although there is scope to relocate the merge point some 30m further from the sign in order to remove the DRA issue with this feature, the restriction for the traffic signs, which are the Digital Variable Speed Limit signs above the tunnel entrance, cannot be avoided. See **Figures 3.1, 3.2** and **3.3**.



Figure 3.1: Billboard visible above tunnel entrance



Figure 3.2: Billboard location with respect to Variable Speed Limit signs



Figure 3.3: View from the Graham Farmer Freeway westbound on ramp showing vertical separation of the advertising device from the Variable Speed signs. The device does not form a backdrop to these signs

It is noted that whilst the location of a sign in regard to DRAs is one of the assessment criteria within the current guidelines, this is not always considered to be sufficient reason to reject a sign application. There are a number of examples of Electronic Billboard signs having been approved either by MRWA or Local Governments that are clearly located within DRAs in the Metropolitan area.

Each sign location is assessed on an individual basis, and the potential for safety issues to arise should be considered based on the specific circumstances. This report has identified where the proposed sign does not comply with the standard DRAs and makes suggestions where this non-compliance can be easily addressed.

3.3.4 Drivers Sight Lines

Whilst the sign would be visible to drivers on several road sections, to varying degrees, its location on the roof top would mean that it would not conflict with any driver's sight lines.

3.4 PHYSICAL CHARACTERISTICS

The physical characteristics of a Billboard sign to be located beyond State Road reserves, but visible from such a road, must meet the conditions identified in Sections 4.1 and 5.3 of the Guidelines.

The majority of these conditions refer to the content and brightness of such signs. No issues have been identified with the design or content of the proposed sign in this regard, other than the dimensions of the sign exceeding the typical industry standard size for such signs.

We note that sign sizes have varied in recent times with some larger format signs appearing in Western Australia. For example, a cylindrical screen has been installed on a 45m high tower in Yagan Square which measures approximately 14m high, with a 30m circumference. This shows moving images as well as static ones. According to the Metropolitan Redevelopment Authority website, the screen is used for abstract graphics, visual artworks, live-streamed events and community pieces.

Another example of a large format sign that exceeds the previous typical dimensions of a spectacular is located at 267 St Georges Terrace. This sign, which can be seen from the Mitchell Freeway northbound, measures approximately 16m long by 9m high, and covers an area of some 144 m^2.

3.5 CASUALTY CRASH RATE

MRWA Policy and Application Guidelines for Advertising Signs within and beyond State Road Reserves (referred to as the Guidelines) provides details in 3.1.3 of further restrictions that may apply due to the crash rate or crash history where:

- sections of the road on a carriageway basis have a crash rate higher than the critical crash rates tabulated in the guidelines.

Appendix C of the MRWA Roadside Advertising Policy provides details of how to calculate the crash rate for evaluating a specific advertising sign.

The crash rate 'R' is calculated as follows:

$$R = \frac{\sum_{t=1}^{20} C_t \times A_t \times 10^4}{n \times L \times V \times 365}$$

Where
- R = Casualty Crash Rate (expressed in terms of 10^4 ERU per 10^8 VKT)
- t = RUM Group (1 – 20: See Table 2)
- C_t = Crash Risk Score for a crash in RUM Group "t" (See Table 2)
- A_t = Number of crashes in RUM Group "t"
- n = Number of years of crash data (usually 5)
- L = Length (km) of road section (usually 1km)
- V = Annual Average Daily Traffic (AADT) for the section
- 365 = Number of days in one year

As per the guidelines only midblock casualty crashes which occurred on the westbound carriageway, i.e. the traffic which would be facing the sign, have been used in the casualty crash rate calculations. A total of 12 midblock casualty crashes have been recorded for the 5 year period on the 1.5km stretch of road.

The calculation is normally conducted for a 1km section of road in 100m steps from 1km prior to the sign until 500m beyond the sign. However, as indicated below, this has been reduced in this case due to limited visibility of the sign. The high crash risk scores for roads posted with a speed of 80km/h and above have been used.

Table 3 in Appendix C of the MRWA Roadside Advertising Policy provides the critical crash rate for roads in a metropolitan environment. For highways with a speed of 80km/h the crash rate is 390.4.

3.5.1 Graham Farmer Freeway

As far as the Graham Farmer Freeway itself is concerned, the sign location can be considered 'mid-block'. As such, the Guidelines indicate that the relevant section of the GFF should be analysed to determine its 'crash rate'. However, the methodology for this assessment as outlined in the Guidelines is not considered appropriate, particularly in this instance, as the sign will only be visible for the latter 230m of the 1km length of Freeway prior to the proposed sign location. Thus, the 'safety rating' of the initial 770m should have no bearing on the suitability of the site in terms of the introduction of a sign.

The basic premise behind the 1km rolling assessment is to ensure that a sign is not located on a stretch of road that already has a poor safety record, on the basis that the potential impact of the sign may exacerbate any existing issues. The full 1.5km rolling crash rate is shown in **Table 3.1**, and indicates a crash rate of 604, well in excess of the critical crash rate of 390.4 for an 80km/h freeway.

However, as the sign will not be visible for the initial 770m of the 1km stretch of road approaching it, there can be no additional impact on that length, regardless of any existing safety issues.

Taking this into account, DVC carried out a revised 'rolling 1km' analysis, starting from the point at which the sign becomes visible and ending 500m beyond the sign location. However, this resulted in

an even higher crash rate of 698. This is due to the value assigned to L, (the length of the road section), being reduced from 1.000km to 0.730km in the equation in Section 3.5 above, thus reducing the denominator. Since the main influencing casualty crashes are all still located within this shorter distance, the numerator remains the same, thus increasing the value of R. See **Table 3.2** for the revised analysis.

The main cause of this high crash rating is the inclusion of 3 single vehicle crashes – two near the tunnel entrance and one almost at the '500m beyond the sign' limit. These single vehicle type crashes have higher crash scores than incidents such as 'rear enders'.

With respect to the latter incident, there is clearly an argument that the likelihood of a vehicle hitting the wall 500m into the tunnel is not going to be increased by the proposed sign. In addition, as the crash was reported as 'leaving the carriageway on a left hand bend', there may be some doubt as to the actual SLK of the crash, (as the next left hand bend on Graham Farmer Freeway is located some way beyond the 500m limit), and a case could be made for excluding this crash from the calculation. Unfortunately, even without this crash, the crash rate is still over 500 and hence the site does not currently comply with this MRWA criterion.

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Table 3.1: Casualty Crash Rate for 1 km in rolling 100m sections - Graham Farmer Freeway (2013 - 17)

L = 1 Days/year = 365 n = 5

Weighted Traffic Volumes taken from MRWA			34326	35912	37498	39085	40671	42257
Weighted Denominator			0.63	0.66	0.68	0.71	0.74	0.77
RUM Group	Included RUM Codes	Crash Score High Speed (>=80)	No. of Casualty Crashes Per 1km in 100m rolling sections (Before-After)					
			1000m - 0m	900m - 100m	800m - 200m	700m - 300m	600m - 400m	500m - 500m
1	10 - 19	96	0	0	0	0	0	0
2	21, 51	319	0	0	0	0	0	0
3	22 - 26	64	0	0	0	0	0	0
4	31 - 33	21	6	4	6	6	6	6
5	35, 36, 37, 54	31	1	1	1	1	1	1
6	38, 39	67	0	0	0	0	0	0
7	27, 34	183	0	0	0	0	0	0
8	42, 46, 47, 48	23	0	0	0	0	0	0
9	53, 55, 56	88	0	0	0	0	0	0
10	43, 44, 61 - 64	101	0	0	0	0	0	0
11	93	73	0	0	0	0	0	0
12	1 - 9, 98	235	0	0	0	0	0	0
13	65	0	0	0	0	0	0	0
14	69, 95	33	0	0	0	0	0	0
15	52, 71, 73, 76, 77	79	0	0	0	0	0	0
16	72, 74, 94	95	1	1	1	1	1	1
17	75	70	0	0	0	0	0	0
18	81, 83	101	0	0	0	0	0	0
19	82, 84	107	1	1	1	1	1	2
20	85	62	0	0	0	0	0	0
21	20, 30, 40, 45, 49, 50, 60, 66, 67, 70, 80, 90, 91, 92, 94, 96, 97	Not Included	0	0	0	0	0	0
Total Crashes			9	7	9	9	9	10
Total Crash Score			359	317	359	359	359	466
R =			**573**	**484**	**525**	**503**	**484**	**604**
Crash ranking			**FAIL**	**FAIL**	**FAIL**	**FAIL**	**FAIL**	**FAIL**

Table 3.2: Casualty Crash Rate for 730m (230m-500m) on Graham Farmer Freeway (2013 - 17)

V = 42,257 L = 0.73 Days/year = 365 n = 5 Denominator = 0.56

RUM Group	Included RUM Codes	Crash Score High Speed (>=80)	No. of Casualty Crashes (Before-After) 230m - 500m
1	10 - 19	96	0
2	21, 51	319	0
3	22 - 26	64	0
4	31 - 33	21	4
5	35, 36, 37, 54	31	0
6	38, 39	67	0
7	27, 34	183	0
8	42, 46, 47, 48	23	0
9	53, 55, 56	88	0
10	43, 44, 61 - 64	101	0
11	93	73	0
12	1 - 9, 98	235	0
13	65	0	0
14	69, 95	33	0
15	52, 71, 73, 76, 77	79	0
16	72, 74, 94	95	1
17	75	70	0
18	81, 83	101	0
19	82, 84	107	2
20	85	62	0
21	20, 30, 40, 45, 49, 50, 60, 66, 67, 70, 80, 90, 91, 92, 94, 96, 97	Not Included	0
		Total Crashes	7
		Total Crash Score	393
		R =	**698**
		Crash ranking	**FAIL**

Nonetheless, there is some debate regarding the applicability and relevance of the current crash history-based methodology, and its somewhat transitory nature. It should be noted that the two main influencing casualty crashes occurred on 5th April 2014 and 11th Sept 2014, and will both drop out of the 5 year crash history for the 2015-2019 period. It remains to be seen whether any similar crashes occur to replace them, or whether the site will then meet this criterion.

3.5.2 Graham Farmer Freeway off ramp

As with the Graham Farmer Freeway itself, the sign location can be considered 'mid-block' for the freeway off ramp.

In this case, there has only been one crash in the relevant 5 year period, and the actual crash rate of 214, falls well below the critical rate (390.4).

3.5.3 Graham Farmer Freeway on ramp

No casualty crashes were recorded for the on ramp for the five year period of 2013 to 2017.

3.6 KSI CRITERION

Intersection of East Parade to Lord Street link road/ Newcastle Street and Lord Street

As far as the East Parade to Lord Street link road is concerned, the sign location would be considered to be 'at an intersection'.

The intersection should therefore be analysed on the basis of KSI crashes. With only 2 hospital crashes recorded, this is below the threshold of 3 KSI crashes and is acceptable.

4. SUMMARY

A LED advertising sign is proposed on the roof of 12 Newcastle Street, which is on private property, outside the road reserve for any State or Local Government controlled road. The building is at the intersection of two Local Authority Roads (Lord Street and Newcastle Street), and a State Road (the East Parade to Lord Street link).

No issues have been identified with the design or content of the proposed sign, other than the dimensions of the sign exceeding the typical industry standard size for Billboards. We note that a number of other large format advertising signs exceeding these dimensions have been approved previously either by Main Roads WA or Local Governments.

The sign face would be visible to drivers approaching on the Graham Farmer Freeway in the westbound lanes as they approach the tunnel entrance, as well as various Freeway Standard link roads and ramps.

Lateral placement of the sign is not an issue, as it will be located outside the road reserve, on the roof of a building on private property and will not impinge upon the clear zones or present a potential hazard to errant vehicles.

In terms of longitudinal placement, the sign location has been assessed regarding the device restriction areas for a Freeway off-ramp, a Freeway on-ramp with added lane, a Freeway merge point and Freeway traffic signs.

Whilst the proposed sign location is clear of the Device Restriction Area (DRA) for the off-ramp, and it may be argued that the relevant DRA for the on-ramp should only apply within the tunnel, the sign does lie within the currently specified DRAs for both the freeway merge point and the traffic signs.

Although there is scope to relocate the merge point some 30m further from the sign in order to remove the DRA issue with this feature, the sign will remain within the DRA for the traffic signs, which are the Digital Variable Speed Limit signs above the tunnel entrance.

Again, the proposed siting of an Advertising device within a DRA is not necessarily unacceptable. There are a number of examples of Electronic Billboard signs having been approved either by MRWA or Local Governments that are clearly located within DRAs in the Metropolitan area.

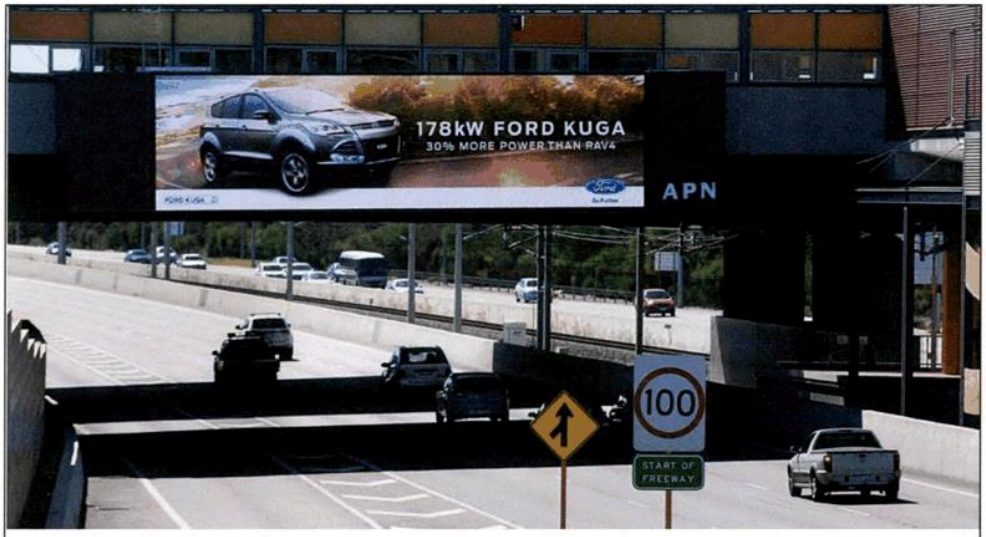
Each sign location is assessed on an individual basis, and the potential for safety issues to arise should be considered based on the specific circumstances.

The safety analysis at the intersection where the sign will be located has indicated that only 2 hospital crashes have been recorded, which is below the threshold of 3 KSI crashes and is therefore acceptable.

Whilst there is some debate regarding the applicability and relevance of the current crash history-based methodology, particularly in this case, the site does not currently comply with this MRWA criterion.

It should be noted that the two main influencing casualty crashes occurred on 5th April 2014 and 11th Sept 2014, and will both drop out of the 5 year crash history for the 2015-2019 period.

Other electronic billboards have been approved by MRWA directly over the freeway, namely over the northbound lanes at Bull Creek (see **Figure 4.1** copyright The West Australian). This sign is also within the DRA of traffic signs. In the case of 12 Newcastle Street, the proposed electronic billboard would be much higher above the traffic and therefore likely to be less intrusive to passing motorists.



A new digital billboards on Kwinana Freeway. Picture: Mogens Johansen/The West Australian.

Figure 4.1: Approved Billboard over Kwinana Freeway, Bull Creek

Furthermore, whilst not visible from a MRWA administered road, the large digital screen in Yagan Square in Perth's CBD has been accepted whilst within the Device Restriction Area and close proximity to traffic signals. See **Figure 4.2**.

In conclusion, these examples clearly show that LED signs have been accepted and approved within Device Restriction Areas, either by Main Roads WA or Local Government Councils, and this should be taken into consideration when assessing the merits of this particular application. Based on the approvals granted to other signs located directly over the freeway it is likely that the approving authority will be supportive in this case.



Figure 4.2: Digital Screen in Yagan Square
Source: Adbrands Media

APPENDIX A: SIGNAGE DESIGN DRAWINGS



Client: AdBrands Media

Project: Sign Review – 12 Newcastle St, Perth

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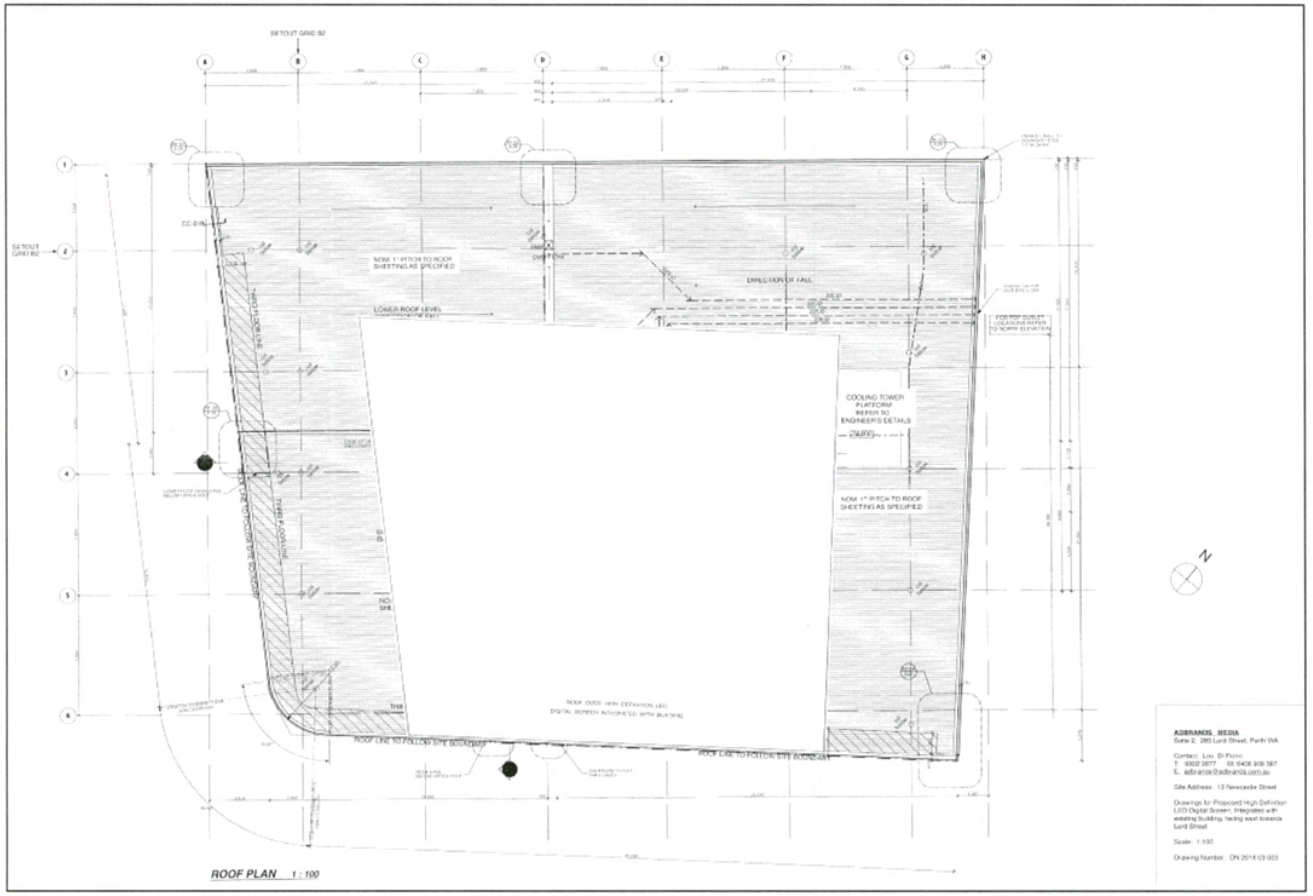

DVC Z622 12 Newcastle St LED Sign Final - Rev 5 22 November 2018

Client: AdBrands Media

Project: Sign Review – 12 Newcastle St, Perth

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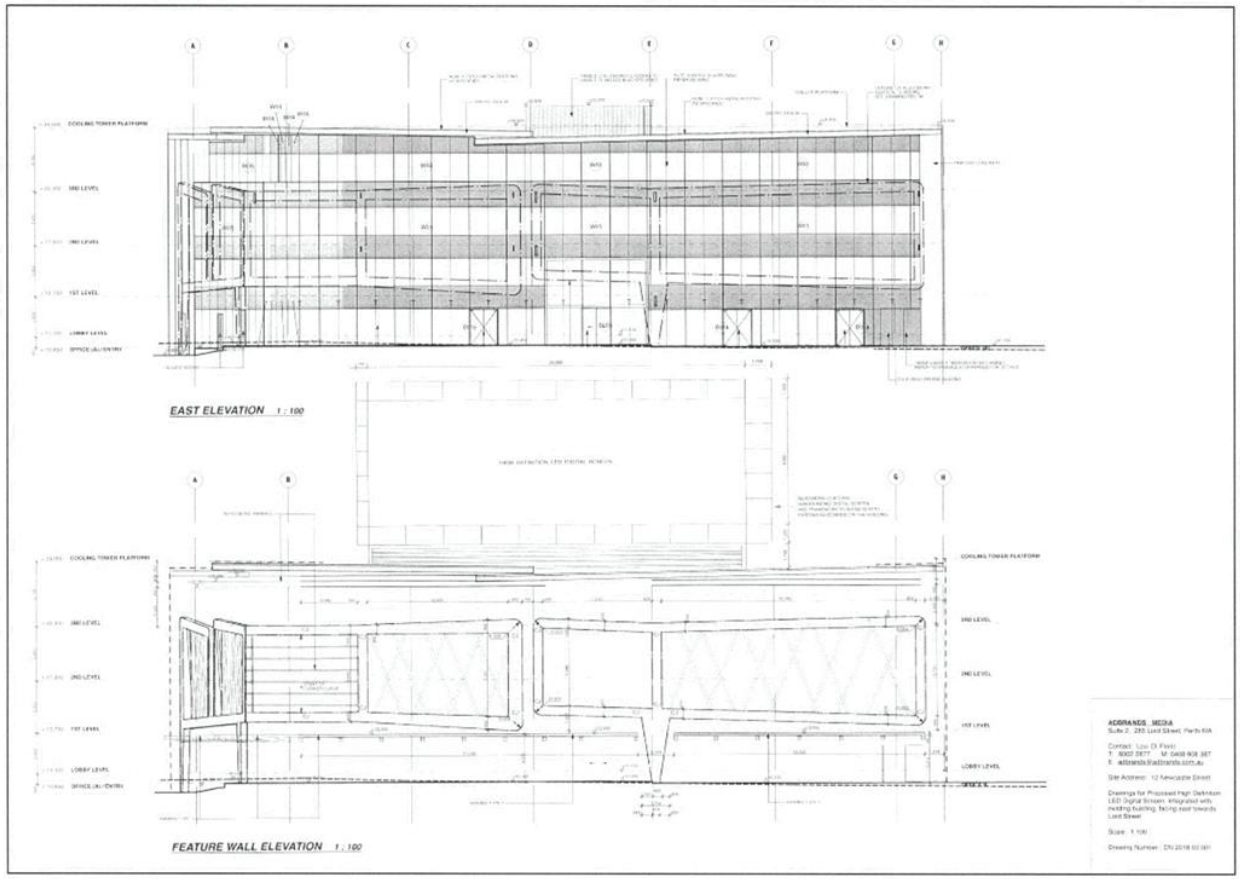

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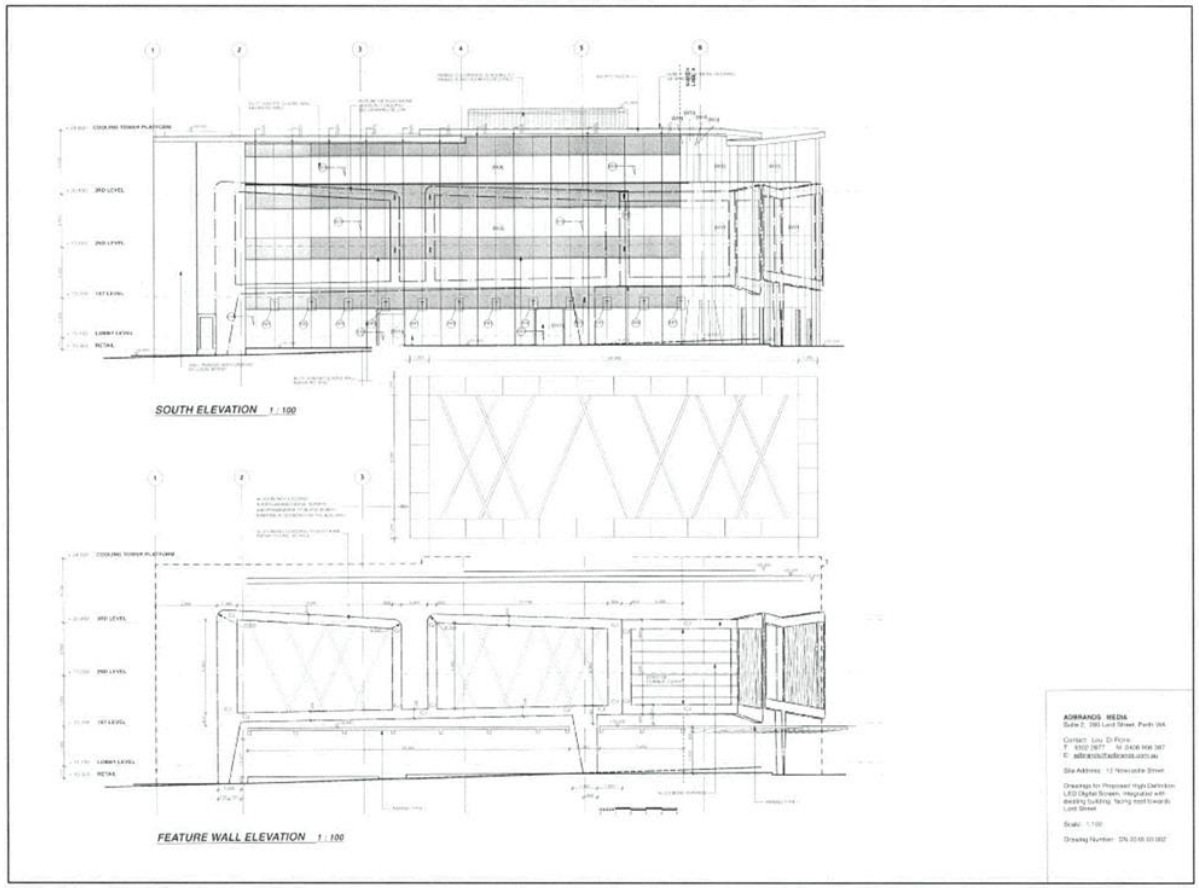

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APPENDIX B: MRWA CASUALTY CRASH AND TRAFFIC DATA

Client: AdBrands Media
Project: Sign Review – 12 Newcastle St, Perth

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Graham Farmer Freeway Westbound Midblock Crashes

Distance to Sign	SLK	Date	Day	Time	Severity	Crash No.	Type	Light Cond	Road Cond	Traffic Control	Road Feature	Road Alignment	MR Nature	Location	RUM	RUM GROUP	Unit	Unit Type	From Dir	To Dir	Veh/Ped Move	First Object Hit	Second Object Hit	Target Impact Point
980	3.34	30/01/2014	Thursday	1550	Medical	20146 30145	Midblock	Daylight	Dry	No Sign Or Control		Straight	Rear End	On Cway	31:Same Dirn: Same Lane Rear End	4	Target	Car	E	W	Stopped: To Avoid Veh			Rear
																	Colliding	Station Wagon	E	W	Straight Ahead: Not Out Of Control			
900	3.26	06/12/2014	Saturday	1139	Medical	20156 02990	Midblock	Daylight		No Sign Or Control			Rear End	On Cway	31:Same Dirn: Same Lane Rear End	4	Colliding	Station Wagon	E	W	Straight Ahead: Not Out Of Control			
																	Target	Car	E	W	Stopped: To Avoid Veh			Rear
440	2.80	26/10/2017	Thursday	0920	Hospital	20173 31996	Midblock	Daylight	Wet	No Sign Or Control		Straight	Sideswipe Same Dirn	On Cway	35:Same Dirn: Parallel Lanes - S/swipe	5	Target		E	W	Straight Ahead: Not Out Of Control			Side
																	Colliding	Utility	E	W	Out Of Control: Other			
400	2.76	25/05/2015	Monday	1115	Hospital	20151 59223	Midblock	Daylight	Dry	No Sign Or Control	Bridge	Curve	Rear End	On Cway	31:Same Dirn: Same Lane Rear End	4	Target	Car	E	W	Straight Ahead: Not Out Of Control			Rear
																	Colliding	Truck	E	W	Straight Ahead: Not Out Of Control			
360	2.72	27/05/2014	Tuesday	0800	Medical	20148 13000	Midblock	Daylight	Wet	No Sign Or Control		Curve	Rear End	On Cway	31:Same Dirn: Same Lane Rear End	4	Target		E	W	Straight Ahead: Not Out Of Control			Rear
																	Colliding		E	W	Straight Ahead: Not Out Of Control			
110	2.47	20/02/2013	Wednesday	0815	Medical	20130 43275	Midblock	Daylight	Dry	No Sign Or Control		Curve	Rear End	On Cway	31:Same Dirn: Same Lane Rear End	4	Target	4WD (Not Car Design)	E	W	Stopped: By Congestion			Rear
																	Colliding	Car	E	W	Straight Ahead: Not Out Of Control			
90	2.45	05/04/2014	Saturday	1730	Medical	20146 72576	Midblock	Daylight	Dry	No Sign Or Control		Straight	Hit Object	On Cway	82:Off Path On Curve: Off Right Bend In Obj	19	Colliding	Car	E	W	Swerving: To Avoid Veh	Concrete Barrier Culvert		
90	2.45	06/03/2013	Wednesday	1630	Medical	20136 49976	Midblock	Daylight	Dry	No Sign Or Control		Straight	Rear End	On Cway	31:Same Dirn: Same Lane Rear End	4	Target	Car	E	W	Straight Ahead: Not Out Of Control			Rear
																	Colliding	Car	E	W	Straight Ahead: Not Out Of Control			
30	2.39	11/09/2014	Thursday	0215	Medical	2E+09	Midblock	Dark - Street Lights On		No Sign Or Control			Hit Object	On Left Verge After Leaving Cway	72:Off Path On Straight: Off Left Cway Obj	16	Colliding	Car	E	W	Out Of Control: Other	Bridge Railing Subway	Bridge Railing Subway	
-140	2.22	14/12/2015	Monday	0830	Medical	20153 57150	Midblock	Daylight	Dry	No Sign Or Control		Straight	Rear End	On Cway	31:Same Dirn: Same Lane Rear End	4	Target	Car	E	W	Stopped: To Avoid Veh			Rear
																	Colliding	4WD (Not Car Design)	E	W	Straight Ahead: Not Out Of Control			
-160	2.20	01/09/2016	Thursday	1740	Medical	20162 72031	Midblock	Dawn Or Dusk	Dry	No Sign Or Control	Subway	Straight	Rear End	On Cway	31:Same Dirn: Same Lane Rear End	4	Target	Car	E	W	Straight Ahead: Not Out Of Control			Rear
																	Colliding		E	W	Straight Ahead: Not Out Of Control			
-460	1.90	13/12/2015	Sunday	0000	Hospital	20153 84833	Midblock		Dry	No Sign Or Control		Curve	Hit Object	On Left Verge After Leaving Cway	84:Off Path On Curve: Off Left Bend In Obj	19	Colliding	Panel Van	E	W	Out Of Control: Other	Bridge Railing Subway	Bridge Railing Subway	

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Graham Farmer Freeway Off Ramp to Lord Street Midblock Crashes

Road	SLK	Date	Day	Time	Severity	Crash No.	Type	Light Cond	Road Cond	Traffic Control	Road Feature	Road Alignment	MR Nature	Location	RUM	RUM GROUP	Unit	Unit Type	From Dir	To Dir	Veh/Ped Move	First Object Hit	Second Object Hit	Target Impact Point
H666	0.07	18/04/2012	Wednesday	1820	Medical	2012808467	Midblock	Dawn Or Dusk	Wet	No Sign Or Control		Curve	Rear End	On Cway	31:Same Dirn: Same Lane Rear End	4	Target	Car	E	W	Stopped: To Avoid Veh			Rear
																	Colliding	Car	E	W	Straight Ahead: Not Out Of Control			
	0.21	06/03/2012	Tuesday	0810	Medical	2012805348	Midblock	Daylight	Dry	No Sign Or Control		Straight	Sideswipe Same Dirn	On Cway	36:Same Dirn: Change Lanes - Right	5	Target	Car	E	W	Straight Ahead: Not Out Of Control			Rear
																	Colliding	Car	E	W	Overtaking: Cut In From Left			
	0.71	29/12/2016	Thursday	1140	Medical	2016382911	Midblock	Daylight	Dry	No Sign Or Control		Straight	Sideswipe Same Dirn	On Cway	37:Same Dirn: Change Lanes - Left	5	Target	Car	E	W	Straight Ahead: Not Out Of Control			Side
																	Colliding	Panel Van	E	W	Overtaking: Cut In From Right			

Client: AdBrands Media

Project: Sign Review – 12 Newcastle St, Perth

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mainroads WESTERN AUSTRALIA

SITE 50950

Hourly Volume

Graham Farmer Fwy (H020)

At East Pde Bridge (SLK 3.10)

2013/14

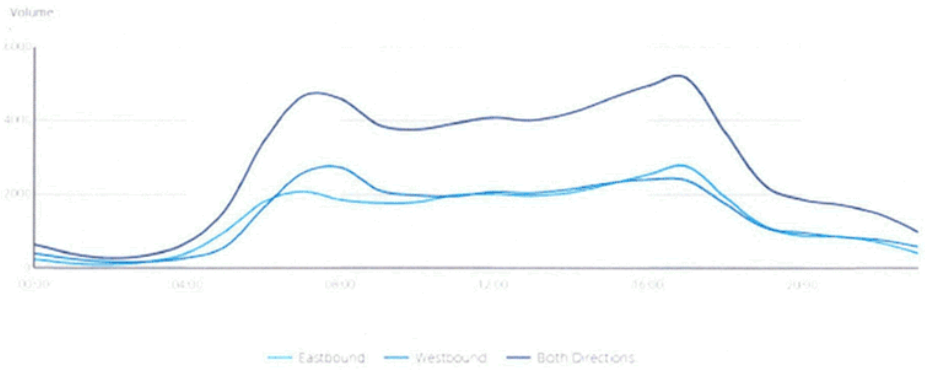
Monday to Sunday

	All Vehicles		
	EB	WB	Both
00:00	243	400	643
01:00	135	259	394
02:00	100	174	274
03:00	183	181	364
04:00	414	285	699
05:00	1016	596	1612
06:00	1802	1653	3455
07:00	2086	2573	4659
08:00	1855	2738	4593
09:00	1768	2124	3892
10:00	1789	1978	3767
11:00	1982	1952	3934
12:00	2012	2075	4087
13:00	1962	2047	4009
14:00	2061	2154	4215
15:00	2283	2310	4593
16:00	2542	2407	4949
17:00	2767	2381	5148
18:00	1922	1745	3667
19:00	1156	1115	2271
20:00	884	975	1859
21:00	863	850	1713
22:00	691	774	1465
23:00	403	580	983
TOTAL	32919	34326	67245

Peak Statistics

AM	TIME	07:15	07:30	07:30
	VOL	2088	2842	4861
PM	TIME	16:45	16:30	16:45
	VOL	2791	2508	5268

☐ Information Not Available



DVC Z622 12 Newcastle St LED Sign Final - Rev 5 29 November 2018

Client: AdBrands Media

Project: Sign Review – 12 Newcastle St, Perth

DONALD VEAL CONSULTANTS

mainroads WESTERN AUSTRALIA

SITE 50950

Hourly Volume

2013/14
Weekend

Graham Farmer Fwy (H020)

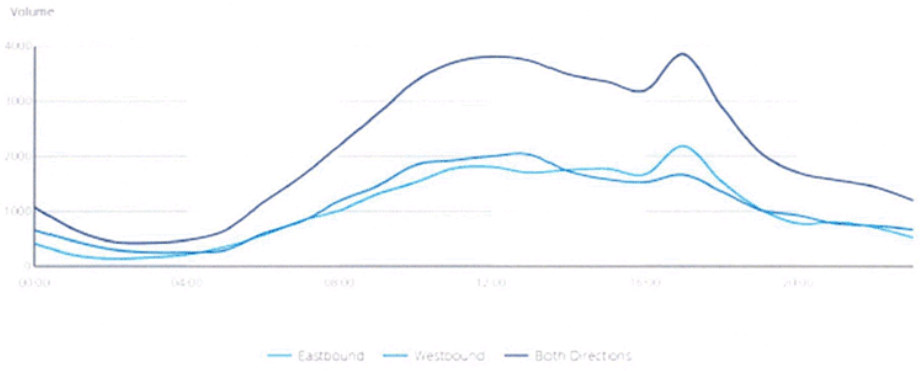
At East Pde Bridge (SLK 3.10)

	All Vehicles		
	EB	WB	Both
00:00	418	665	1083
01:00	215	467	682
02:00	143	312	455
03:00	167	259	426
04:00	219	259	478
05:00	360	298	658
06:00	566	603	1169
07:00	826	810	1636
08:00	1016	1190	2206
09:00	1314	1461	2775
10:00	1523	1842	3365
11:00	1778	1924	3702
12:00	1810	2001	3811
13:00	1703	2037	3740
14:00	1752	1727	3479
15:00	1774	1577	3351
16:00	1670	1525	3195
17:00	2188	1662	3850
18:00	1537	1357	2894
19:00	1042	1031	2073
20:00	775	925	1700
21:00	797	765	1562
22:00	710	739	1449
23:00	526	674	1200
TOTAL	24829	26110	50939

Peak Statistics

AM	TIME	11:45	11:45	11:45
	VOL	1843	2052	3895
PM	TIME	17:00	13:00	17:00
	VOL	2188	2037	3850

☐ Information Not Available



Client: AdBrands Media

Project: Sign Review – 12 Newcastle St, Perth

DONALD VEAL CONSULTANTS

mainroads WESTERN AUSTRALIA

SITE 7659

Hourly Volume

2013/14

Monday to Friday

East Pde to Lord St (H666)

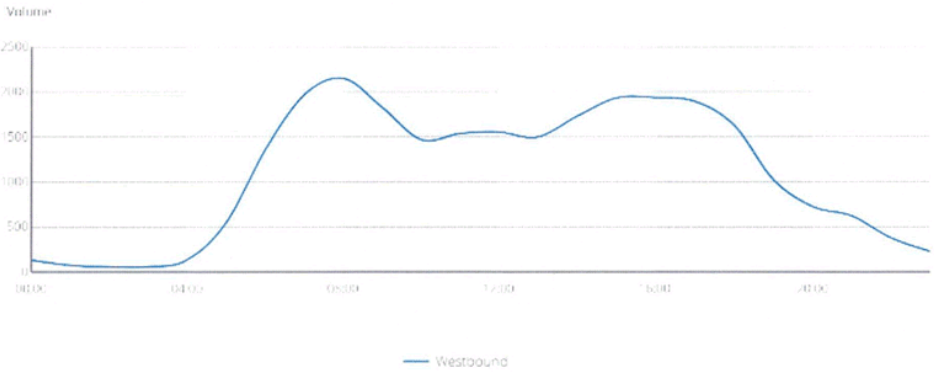
Westbound West of East Pde (SLK 0.09)

	All Vehicles			Heavy Vehicles		
	WB			WB		%
00:00	132			6		4.5
01:00	76			5		6.6
02:00	58			6		10.3
03:00	58			7		12.1
04:00	134			15		11.2
05:00	554			48		8.7
06:00	1363			109		8.0
07:00	1973			112		5.7
08:00	2151			112		5.2
09:00	1827			143		7.8
10:00	1471			135		9.2
11:00	1539			143		9.3
12:00	1554			128		8.2
13:00	1499			126		8.4
14:00	1727			137		7.9
15:00	1933			107		5.5
16:00	1938			72		3.7
17:00	1895			51		2.7
18:00	1629			39		2.4
19:00	1024			29		2.8
20:00	727			25		3.4
21:00	621			18		2.9
22:00	377			10		2.7
23:00	227			11		4.8
TOTAL	26487			1594		

Peak Statistics

AM	TIME	08:00	09:15
	VOL	2151	154
PM	TIME	15:15	14:00
	VOL	1946	137

Information Not Available



Client: AdBrands Media

Project: Sign Review – 12 Newcastle St, Perth

DONALD VEAL CONSULTANTS

mainroads WESTERN AUSTRALIA

SITE 7659

Hourly Volume

2013/14

Monday to Sunday

East Pde to Lord St (H666)

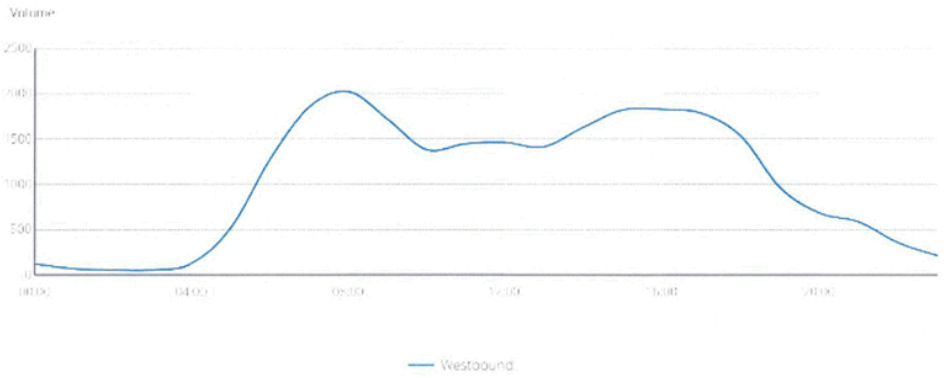
Westbound West of East Pde (SLK 0.09)

	All Vehicles			Heavy Vehicles			
	WB			WB			%
00:00	123			5			4.1
01:00	70			4			5.7
02:00	55			6			10.9
03:00	55			7			12.7
04:00	126			14			11.1
05:00	523			46			8.8
06:00	1282			101			7.9
07:00	1857			105			5.7
08:00	2023			104			5.1
09:00	1720			135			7.8
10:00	1384			126			9.1
11:00	1448			134			9.3
12:00	1463			120			8.2
13:00	1413			120			8.5
14:00	1627			130			8.0
15:00	1820			101			5.5
16:00	1827			69			3.8
17:00	1784			48			2.7
18:00	1534			37			2.4
19:00	966			29			3.0
20:00	685			24			3.5
21:00	585			18			3.1
22:00	354			8			2.3
23:00	212			10			4.7
TOTAL	24936			1501			

Peak Statistics

AM	TIME	08:00	09:15
	VOL	2023	145
PM	TIME	15:15	14:00
	VOL	1833	130

Information Not Available



Client: AdBrands Media

Project: Sign Review – 12 Newcastle St, Perth

DONALD VEAL CONSULTANTS

mainroads WESTERN AUSTRALIA

SITE 7661

Hourly Volume

East Pde to Lord St (H666)

Westbound East of Lord St (SLK 0.58)

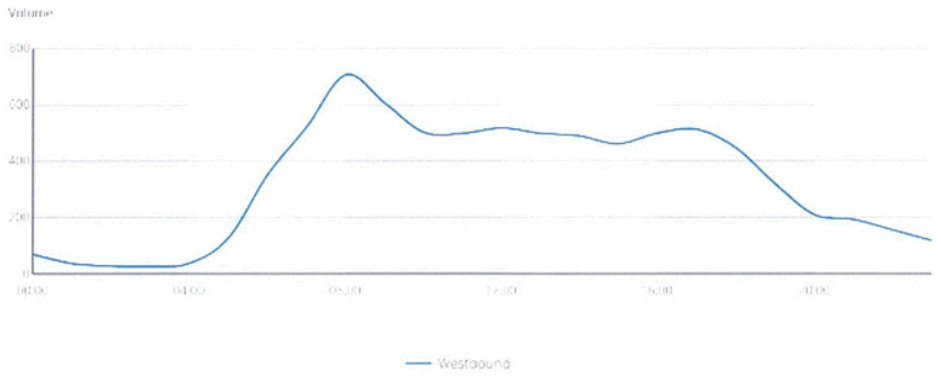
2013/14
Monday to Friday

	All Vehicles			Heavy Vehicles			
	WB			WB			%
00:00	69			2			2.9
01:00	37			2			5.4
02:00	28			3			10.7
03:00	26			4			15.4
04:00	37			5			13.5
05:00	127			12			9.4
06:00	351			30			8.5
07:00	521			40			7.7
08:00	706			46			6.5
09:00	606			56			9.2
10:00	502			62			12.4
11:00	498			50			10.0
12:00	517			55			10.6
13:00	498			54			10.8
14:00	489			42			8.6
15:00	461			35			7.6
16:00	498			20			4.0
17:00	512			17			3.3
18:00	446			12			2.7
19:00	318			10			3.1
20:00	209			7			3.3
21:00	192			8			4.2
22:00	155			3			1.9
23:00	117			2			1.7
TOTAL	7920			577			

Peak Statistics

AM	TIME	08:15	10:00
	VOL	711	62
PM	TIME	16:45	12:30
	VOL	530	60

Information Not Available



Client: AdBrands Media

Project: Sign Review – 12 Newcastle St, Perth

DONALD VEAL CONSULTANTS

mainroads WESTERN AUSTRALIA

SITE 7661

Hourly Volume

2013/14

Monday to Sunday

East Pde to Lord St (H666)

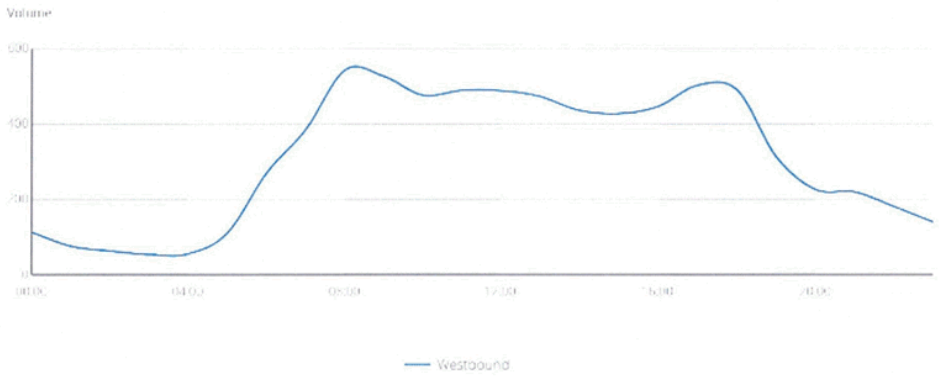
Westbound East of Lord St (SLK 0.58)

	All Vehicles			Heavy Vehicles			
	WB			WB			%
00:00	113			3			2.7
01:00	76			1			1.3
02:00	63			2			3.2
03:00	54			3			5.6
04:00	55			3			5.5
05:00	111			9			8.1
06:00	270			21			7.8
07:00	386			32			8.3
08:00	543			35			6.4
09:00	526			42			8.0
10:00	476			44			9.2
11:00	489			37			7.6
12:00	488			39			8.0
13:00	473			36			7.6
14:00	436			31			7.1
15:00	427			23			5.4
16:00	446			15			3.4
17:00	502			16			3.2
18:00	490			14			2.9
19:00	313			9			2.9
20:00	226			6			2.7
21:00	219			7			3.2
22:00	180			3			1.7
23:00	139			2			1.4
TOTAL	7501			433			

Peak Statistics

AM	TIME	08:30		09:30		
	VOL	568		45		
PM	TIME	17:15		12:30		
	VOL	514		41		

Information Not Available



Client: AdBrands Media

Project: Sign Review – 12 Newcastle St, Perth

DONALD VEAL CONSULTANTS

mainroads WESTERN AUSTRALIA

SITE 7661

Hourly Volume

2013/14
Weekend

East Pde to Lord St (H666)

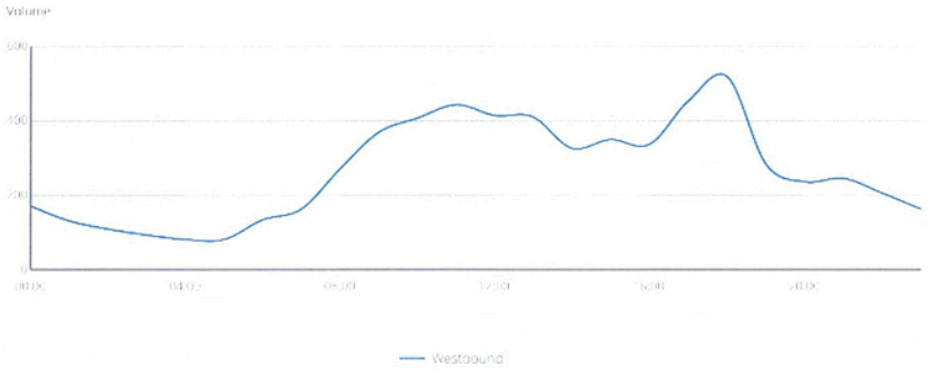
Westbound East of Lord St (SLK 0.58)

	All Vehicles			Heavy Vehicles			
	WB			WB			%
00:00	171			5			2.9
01:00	131			1			0.8
02:00	109			0			0.0
03:00	93			2			2.2
04:00	81			3			3.7
05:00	81			4			4.9
06:00	134			9			6.7
07:00	163			20			12.3
08:00	271			21			7.7
09:00	369			19			5.1
10:00	407			17			4.2
11:00	443			18			4.1
12:00	414			17			4.1
13:00	410			14			3.4
14:00	326			13			4.0
15:00	349			6			1.7
16:00	336			6			1.8
17:00	453			13			2.9
18:00	518			14			2.7
19:00	283			7			2.5
20:00	236			6			2.5
21:00	245			7			2.9
22:00	205			3			1.5
23:00	162			2			1.2
TOTAL	6390			227			

Peak Statistics

AM	TIME	11:00	07:15
	VOL	443	22
PM	TIME	17:45	12:15
	VOL	538	18

Information Not Available



Client: AdBrands Media

Project: Sign Review – 12 Newcastle St, Perth

DONALD VEAL CONSULTANTS

mainroads WESTERN AUSTRALIA

SITE 7808

Hourly Volume

2013/14

Monday to Friday

East Pde on to Graham Farmer Fwy (Westbound) (H668)

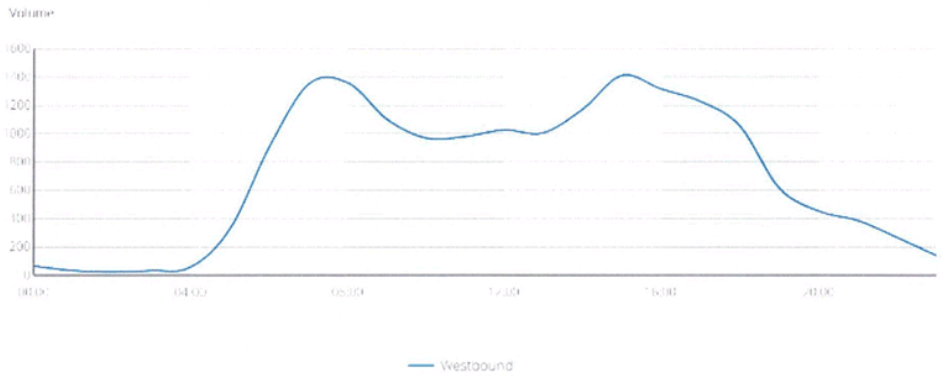
Westbound East of Northbridge Tunnel (SLK 0.07)

	All Vehicles			Heavy Vehicles			
	WB			WB			%
00:00	67			2			3.0
01:00	34			0			0.0
02:00	26			1			3.8
03:00	33			1			3.0
04:00	58			2			3.4
05:00	330			10			3.0
06:00	909			36			4.0
07:00	1351			33			2.4
08:00	1358			38			2.8
09:00	1101			44			4.0
10:00	969			51			5.3
11:00	980			46			4.7
12:00	1026			45			4.4
13:00	1005			44			4.4
14:00	1171			39			3.3
15:00	1410			28			2.0
16:00	1315			15			1.1
17:00	1227			13			1.1
18:00	1054			10			0.9
19:00	616			4			0.6
20:00	453			4			0.9
21:00	385			5			1.3
22:00	265			4			1.5
23:00	138			3			2.2
TOTAL	17281			478			

Peak Statistics

AM	TIME	07:30	10:00
	VOL	1414	51
PM	TIME	15:15	12:15
	VOL	1416	46

Information Not Available



Client: AdBrands Media

Project: Sign Review – 12 Newcastle St, Perth

DONALD VEAL CONSULTANTS

mainroads WESTERN AUSTRALIA

SITE 7808

Hourly Volume

2013/14

Monday to Sunday

East Pde on to Graham Farmer Fwy (Westbound) (H668)

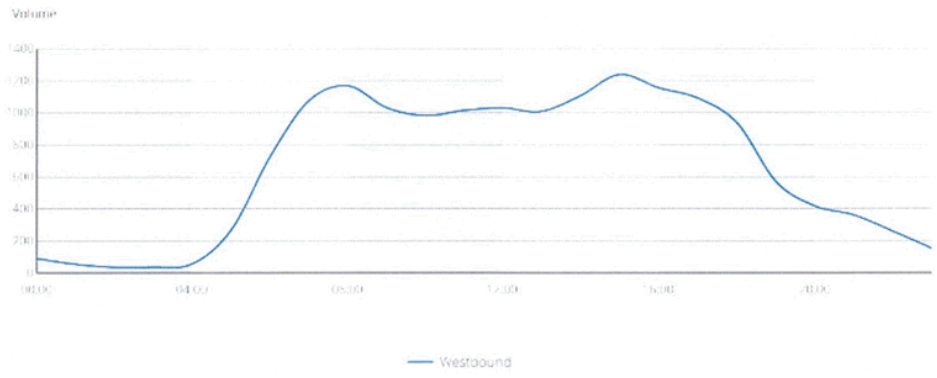
Westbound East of Northbridge Tunnel (SLK 0.07)

	All Vehicles			Heavy Vehicles			
	WB			WB			%
00:00	91			1			1.1
01:00	55			0			0.0
02:00	36			1			2.8
03:00	37			1			2.7
04:00	56			2			3.6
05:00	268			8			3.0
06:00	727			29			4.0
07:00	1076			27			2.5
08:00	1168			31			2.7
09:00	1032			35			3.4
10:00	982			39			4.0
11:00	1015			37			3.6
12:00	1030			32			3.1
13:00	1008			35			3.5
14:00	1105			28			2.5
15:00	1238			20			1.6
16:00	1155			13			1.1
17:00	1090			11			1.0
18:00	935			9			1.0
19:00	569			4			0.7
20:00	418			3			0.7
21:00	361			4			1.1
22:00	259			3			1.2
23:00	151			3			2.0
TOTAL	15862			376			

Peak Statistics

AM	TIME	07:45		09:30
	VOL	1170		40
PM	TIME	15:00		13:00
	VOL	1238		35

Information Not Available



Client: AdBrands Media

Project: Sign Review – 12 Newcastle St, Perth

DONALD VEAL CONSULTANTS

mainroads WESTERN AUSTRALIA

SITE 7808

Hourly Volume

2013/14
Weekend

East Pde on to Graham Farmer Fwy (Westbound) (H668)

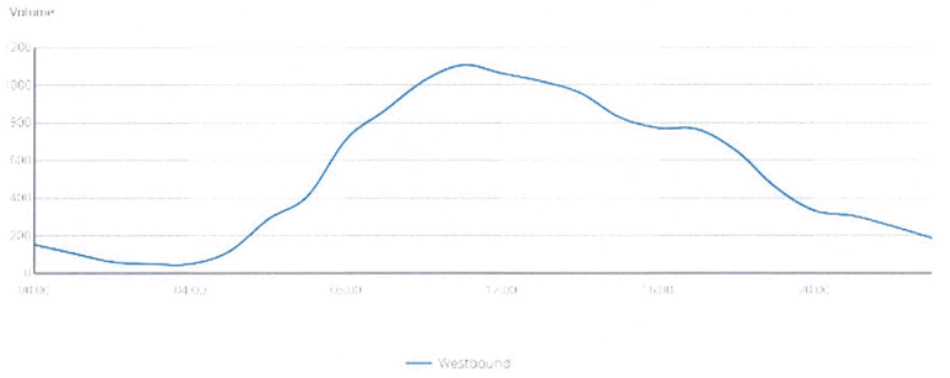
Westbound East of Northbridge Tunnel (SLK 0.07)

	All Vehicles			Heavy Vehicles			
	WB			WB			%
00:00	153			2			1.3
01:00	107			1			0.9
02:00	61			0			0.0
03:00	50			2			4.0
04:00	50			0			0.0
05:00	118			3			2.5
06:00	289			15			5.2
07:00	410			13			3.2
08:00	713			16			2.2
09:00	867			11			1.3
10:00	1024			12			1.2
11:00	1107			15			1.4
12:00	1062			13			1.2
13:00	1021			12			1.2
14:00	959			6			0.6
15:00	830			4			0.5
16:00	772			10			1.3
17:00	765			7			0.9
18:00	651			6			0.9
19:00	458			2			0.4
20:00	333			3			0.9
21:00	304			3			1.0
22:00	249			3			1.2
23:00	186			3			1.6
TOTAL	12539			162			

Peak Statistics

AM	TIME	10:45	06:30
	VOL	1111	16
PM	TIME	12:15	12:45
	VOL	1065	15

Information Not Available



APPENDIX C: DEVICE RESTRICTION ZONES

Client: AdBrands Media
Project: Sign Review – 12 Newcastle St, Perth

DONALD VEAL CONSULTANTS

OFF RAMP RESTRICTIONS



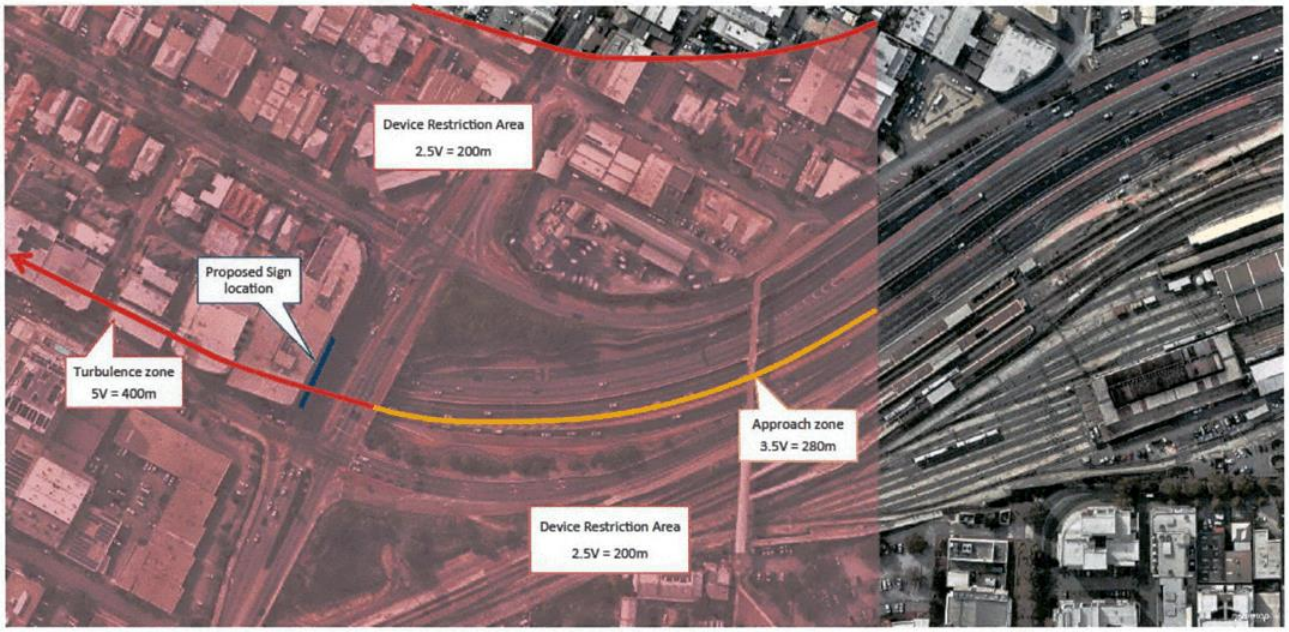
V = speed limit in Km/h

Speed limit = 80km/h

Client: AdBrands Media
Project: Sign Review – 12 Newcastle St, Perth

DVC DONALD VEAL CONSULTANTS

ON RAMP WITH ADDED LANE RESTRICTIONS



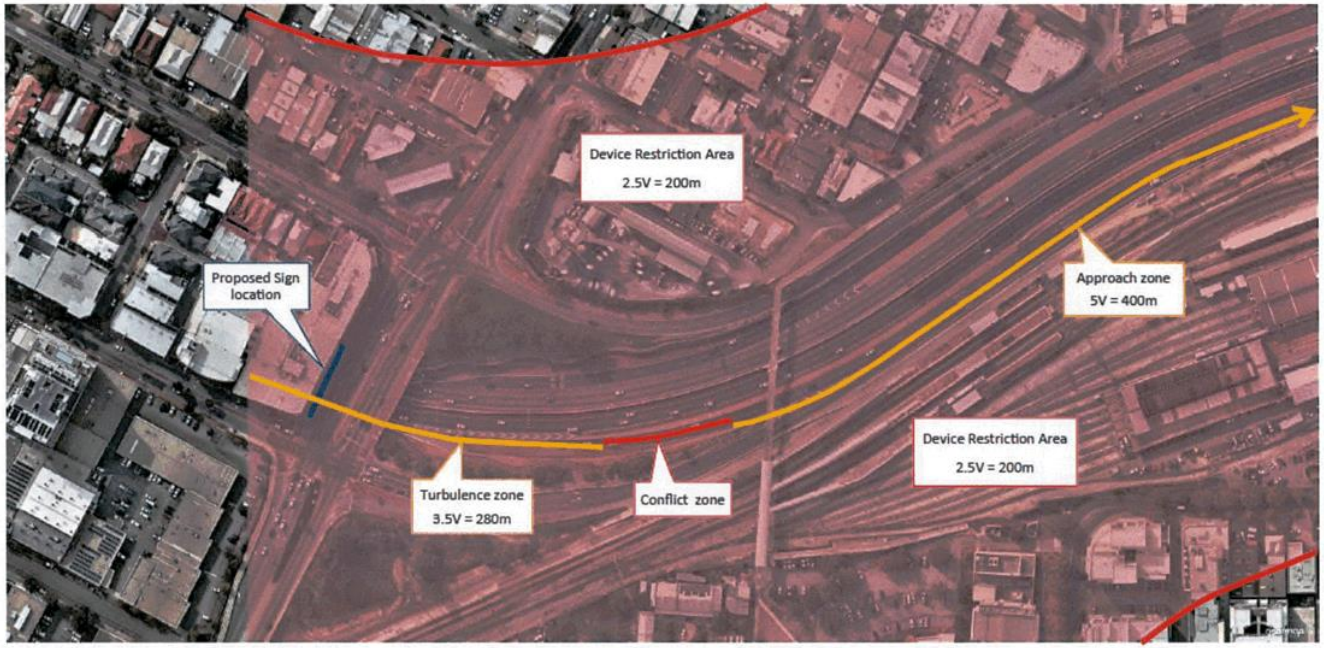
V = speed limit in Km/h

Speed limit = 80km/h

Client: AdBrands Media
Project: Sign Review – 12 Newcastle St, Perth

DVC DONALD VEAL CONSULTANTS

MERGE POINT RESTRICTIONS



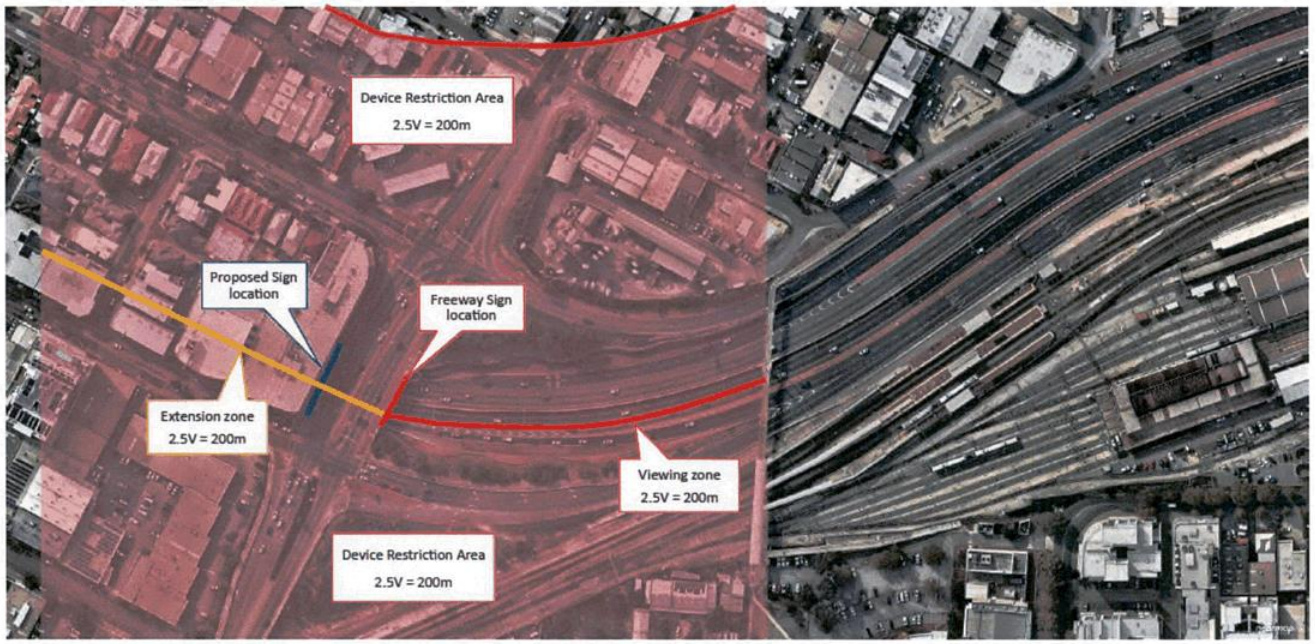
V = speed limit in Km/h

Speed limit = 80km/h

Client: AdBrands Media
Project: Sign Review – 12 Newcastle St, Perth

DVC DONALD VEAL CONSULTANTS

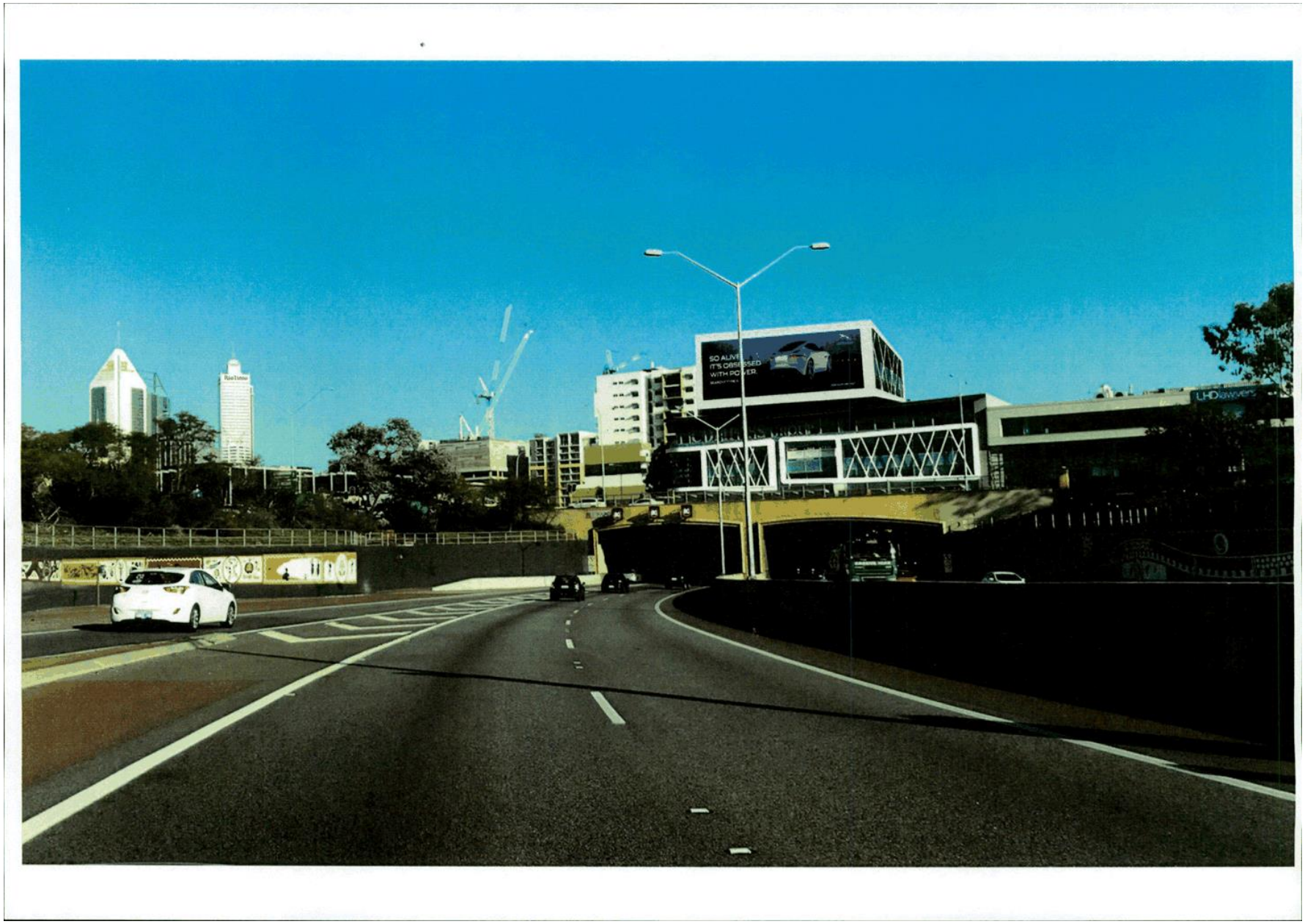
FREEWAY TRAFFIC SIGN RESTRICTIONS



V = speed limit in Km/h

Speed limit = 80km/h


SO ALIVE,
IT'S OBSESSED
WITH POWER.
SEARCH F-TYPE R.
JAGUAR
COMPASS



Summary of Submissions:

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

Comments Received in Objection:	Officer Technical Comment:
Building Bulk and Scale	
• The proposed signage is too large and will impact on the character of the locality and impact on views.	• The structure that the proposed signage is to be affixed to is 8 metres in height, 27.1 metres in width and 20 metres in depth. The digital screen of the sign itself is proposed to be 6.3 metres in height and 19.2 metres in width, with a total area of 121 square metres. The size, scale and prominence of the signage that is proposed to protrude above the roof of the existing building is excessive in its context and inconsistent with existing signage within the surrounding area which would result in an adverse impact on the character of the area. In respect to views, the rear of the proposed signage structure and rooftop terrace would be visible from the balconies of the existing apartment building at No. 29 Newcastle Street. Whilst these balconies do have a view corridor towards the east to the Swan River and the overall building height proposed is 1.7 metres above the deemed-to-comply standard, the proposed height would be generally consistent with the Mixed Use R100 zoning and 6 storey building height limit and the structure would not have an undue impact of existing views of significance.
• The rear elevation of the sign is visible from the public realm and is unattractive.	• Following the conclusion of the consultation period the applicant submitted amended plans which revised that rear and side façades of the signage structure to incorporate design elements of the existing building, 'hit and miss' openings and a rooftop terrace to reduce the appearance of building bulk and scale as viewed from the adjoining properties.
• The proposed signage is inconsistent with the design principles of the City's Policy No. 7.5.2 – Signs and Advertising as: - The scale is inappropriate and out of proportion with other nearby signage; - It will dominate the view on approach roads; and - It will detrimentally impact the amenity of the area.	• Refer to Administration's response to first dot point above.
Third Party Advertising Content	
• The material to be displayed is for third party signage and purely for commercial gain. It does not provide exposure for the activities or services of the businesses located on the site.	• The application proposes the installation of a billboard sign on the subject site for the purposes of third party advertising. Billboard signage is not permitted within the City under the City's Signage Policy.

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
Vehicle Safety & Traffic	
• The proposed signage will be distracting for motorists.	• The proposed sign has been designed to be orientated towards Graham Farmer Freeway, and to be highly visible and prominent to motorists. The Safety Assessment Review Report identifies that the proposed location of the digital billboard sign is within a Device Restriction Area and that the proposal would exceed the Wain Roads WA casualty crash rate. Main Roads WA and the City's technical staff have concerns with the proposal on motorist safety and do not support the proposal.
• During construction of the proposed signage there will be additional traffic congestion.	• Traffic and access management, as well as parking arrangements for contractors are important considerations for developments of this scale. Should the application be approved, it is recommended that a condition be imposed for a construction management plan to be prepared and approved by the City that considers such matters for the construction process. Notwithstanding this, Administration does not support the proposal and recommends the application be refused.
• Query if Main Roads WA (MRWA) were made aware of the application.	• The application was referred to Main Roads WA for comment as the subject site is located above the Graham Farmer Freeway tunnel. Main Roads WA advised that it did not support the proposal and raised concerns due to safety. Main Roads WA comments are included in Attachment 7 of this report.

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

Summary of Submissions:

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

Comments Received in Objection:	Applicant's Comment:
Building Bulk and Scale	
• The proposed signage is too large and will impact on the character of the locality and impact on views	The proposed signage is an industry standard size (approx. 19m long by 6.3m high), consistent with other installations around Australia. The locality of the area from where the signage will be visible largely consists of road reserve, freeway infrastructure, rail reserve and station infrastructure, car parking, a drainage area and an isolated apartment building - none of which have a character that could be described as sensitive. The potential viewpoints in the locality of the proposed signage have been analysed on site and mapped by the applicant. The mapping indicates that visual impact of the signage is largely restricted to Lord Street in the immediate vicinity of the development, the freeway and the pedestrian bridge to Claisebrook station, and does not impact on any views of significance.
• The rear elevation of the sign is visible from the public realm and is unattractive.	The places in the locality from where the signage and the supporting structure will be visible from the public realm have been mapped by the applicant. This mapping indicates that visibility from the public realm of the rear of the sign is almost non-existent given the placement of the proposed sign and the form and scale of the adjacent buildings. The rear of the sign will be visible from apartments within the high-rise building at 29 Newcastle Street, and the future occupants of the offices in the data centre currently under construction to the south of the site. Notwithstanding that the rear of the sign is barely visible from the public realm, but noting that it will be visible by some local apartment residents and future office workers, the proposed design integrates the signage into an architecturally appealing roof-top structure to minimise the visual impact of the supporting structure of the sign. Furthermore, the proposed roof top structure that incorporates the signage has been designed to complement the existing building and has been designed to create a landscaped roof garden.
• The proposed signage is inconsistent with the design principles of the City's Policy No. 7.5.2 – Signs and Advertising (Signs Policy) as: - The scale is inappropriate and out of proportion with other nearby signage;	The City of Vincent Policy 7.5.2 Signs and Advertising is a local planning policy and is to be given due regard in decision making. The provisions of the policy provide guidance rather than form a hard set of rules. Where proposed signage is of a size beyond those in the guiding provisions, the City (or JDAP) has the

Summary of Submissions:

Comments Received in Objection:	Applicant's Comment:
- It will dominate the view on approach roads; and - It will detrimentally impact the amenity of the area.	discretion to support the variation from the policy provisions: *"the City of Vincent may at its discretion vary the standard or provision subject to such conditions as it thinks fit."* (Clause 5). Where discretion is sought, reference should be made to the policy objective: *"To ensure that the display of advertisements on properties does not adversely impact upon the amenity of the surrounding areas while providing appropriate exposure of activities or services,"* and to the provisions of Clause 5: "*Where the Standards are not met, the proposed signs will be assessed in accordance with the principles set out below:* *i) Appropriateness of Setting:* *a) The scale and design of the proposed signage is appropriate to the building and the architectural detailing to which it relates;* *b) The scale and design of the proposed signage is compatible with existing surrounding development and is appropriate to the general nature of land use in the area;* *c) The proposed signage does not dominate the streetscape;* *d) The proposed signage does not block important views, obscure architectural detailing or is not detrimental to the amenity of nearby properties; and* *e) The proposed signage does not result in the destruction of important elements of the building fabric."* In regard to the policy objective, the comments in the above sections and the further comments below, clearly indicate that there is no adverse amenity impact on the surrounding area of any significance. In regard to the Clause 5 provisions, the proposed signage: a) The design of the proposed signage and supporting structure complements the architecture of the existing building and is of a scale that does not dominate the existing building. b) The scale and design of the proposed signage and supporting structure is consistent with the scale of development envisaged by the local planning framework and significantly smaller than development allowable on other sites in the locality. The adjacent uses are commercial, for which signage is a commonly accepted attribute.

Summary of Submissions:

Comments Received in Objection:	Applicant's Comment:
	c) The proposed signage is only visible from a small portion of the adjacent streetscape, noting also that there is development across Lord Street and, thus, minimal pedestrian movement. Furthermore, the signage is set back and not visible from the adjacent footpath. d) The proposed signage does not obstruct any recognised view corridor and is located above the existing building fabric so does not obscure any architectural detailing. The only properties from where the proposed signage will be visible to any noticeable extent are the concrete batching plant and St Bartholomew House, both of which are distant and offer limited visibility of the signage. e) The proposed signage is an addition to the existing building fabric and does not require any demolition or removal of existing architectural elements.
Third Party Advertising Content • The material to be displayed is for third party signage and purely for commercial gain. It does not provide exposure for the activities or services of the businesses located on the site.	Commercial gain is not a relevant planning consideration. It is commonly accepted that commercial gain is essential for the sustainability of every business. It should also be noted that the operator of the proposed signage will be a tenant in the existing building on which the signage is proposed. As such, the proposed signage will have a nexus with the building's occupation and will effectively function as a visual display of the services and technology offered by the operator.
Vehicle Safety & Traffic • The proposed signage will be distracting for motorists.	The proposed signage is placed significantly higher and further away from the freeway carriageway than a similar approved and operating digital sign at South Street on the Kwinana Freeway. As such, the potential for distraction in regard to the proposed signage is significantly less than is, therefore, deemed to be an acceptable standard. The proposed signage is at a height and angle where it does not form a backdrop to traffic signals for drivers approaching the adjacent signalised intersection of Lord Street and Newcastle Street, consistent with the requirements of Main Roads WA. The brightness of the digital screen will be linked to a sensor to ensure that the luminosity can be adjusted to suit the prevailing ambient light conditions and, thus, avoid unnecessary brightness of the screen increasing the potential for distraction.

Summary of Submissions:

Comments Received in Objection:	Applicant's Comment:
• During construction of the proposed signage there will be additional traffic congestion.	The proposed structure into which the proposed signage would be incorporated will be constructed as a lightweight steel frame with lightweight cladding panels, which will result in a much faster construction time and require less space for logistics than traditional forms of construction. It is anticipated that there will be short periods when cranage from a mobile crane is required and this will result in temporary lane closures. However, it is also anticipated that the City of Vincent will require a construction management plan as a condition of approval, and the construction management plan would ensure that any temporary lane closures would need to occur outside of peak times to minimise traffic disruption.
• Query if Main Roads WA (MRWA) were made aware of the application.	Main Roads WA is aware of the application. Being a referral authority, the application was sent to MRWA by the City of Vincent.

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

mainroads WESTERN AUSTRALIA

REDACTED FOR PRIVACY PURPOSES
Our Ref: 19/2834 (D19#642395)
Your Ref: 5.2019.191.1

7 August 2019

Chief Executive Officer
City of Vincent
PO BOX 82,
Leederville, WA 6092
Via email mail@vincent.wa.gov.au

Dear David

REQUEST FOR COMMENTS - LFDS SIGNAGE – LOT 829 (12) NEWCASTLE STREET - PERTH – CITY OF VINCENT

I refer to your correspondence dated 24 July 2019 requesting comment for the above development application.

Main Roads refuses the application in accordance to the Main Roads *Policy and Application Guidelines for Advertising Signs within and beyond state road reserves (The Policy).*

Reason for no support in respect of the Policy:

Site selection
The LFDS fails to comply with the *Turbulence Zone and Extension Zone* of the Policy.

Physical characteristics
The LFDS fails to comply with the maximum dimensions listed in Table 4.1 of the Policy by 108.44m^2.

Crash history
The Road Safety Assessment crash analysis concluded the LFDS is above the critical crash threshold thus failed this criteria.

Main Roads requests a copy of the City's final determination on this proposal to be sent at planninginfo@mainroads.wa.gov.au quoting the file reference above.

For further information, contact the officer above or at planninginfo@mainroads.wa.gov.au

Yours sincerely
REDACTED FOR PRIVACY PURPOSES

Main Roads Western Australia
Don Aitken Centre, Waterloo Crescent, East Perth WA 6004
PO Box 6202, East Perth WA 6892

mainroads.wa.gov.au
enquiries@mainroads.wa.gov.au
138 138

Design review comments from 15 January 2020		
Design quality evaluation		
		Supported
		Pending further attention
		Not supported
Design Principles		
Principle 1 - **Context and character**		***Principle*** ***Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.***
		• It is considered that the previous concerns in relation to context and character have been satisfied however the concerns in relation to built form, massing and scale remain.
Principle 2 - **Landscape quality**		***Principle*** ***Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.***
		• The inclusion of soft landscaping is supported and a landscape architect should be engaged to ensure that the delivery of the proposed landscaping is high quality, capable of being maintained through species selection and maintenance strategies.
Principle 3 - **Built form and scale**		***Principle*** ***Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.***
		• Removing the double parapet and south roof overhang is considered to be positive. • The sign does appear as though it is floating somewhat more than in previous iterations. • The proposal does appear to be more integrated with the existing building's architectural language with the inclusion of the white screen border however this design element increases the appearance of building bulk and fights with the pixelated design elements that were introduced in the previous iteration of the plans. These two distinctive design approaches / objectives clash. The proposal should be refined to reflect one of these design approaches only.
Principle 4 - **Functionality and build quality**		***Principle*** ***Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.***
		• Although a positive in terms of the design, the retrofitted roof top deck which has been introduced in the later part of the DRP process could be an issue in terms of compliance with the BCA. Preliminary work should be done to ensure that it is feasible to deliver in terms of the structure, fire codes etc.
Principle 5 - **Sustainability**		***Principle*** ***Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.***
		• The solar panels are a positive addition.
Principle 6 - **Amenity**		***Principle*** ***Good design optimises internal and external amenity for occupants, visitors***

		and neighbours, providing environments that are comfortable, productive and healthy.
		• The changes to the plans appear to address the previous DRP comments. Refer to 'Functionality and Build Quality' comments in relation to the compliance with BCA
Principle 7 - **Legibility**		***Principle*** ***Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.***
		• Nil
Principle 8 - **Safety**		***Principle*** *Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.*
		• Nil
Principle 9 - **Community**		***Principle*** ***Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.***
		• Nil
Principle 10 - **Aesthetics**		***Principle*** ***Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.***
		• The proposal does appear to be more integrated with the existing building's architectural language with the inclusion of the white screen border however this design element increases the appearance of building bulk and fights with the pixelated design elements that were introduced in the previous iteration of the plans. These are two distinctive design approaches / objectives which clash. The proposal should be refined to reflect one of these design approaches only. • If the applicant chooses to proceed with the white frame, careful consideration needs to be given to ensuring that it does effectively refer to the existing building in terms of colour, materials and finer details.
Other comments provided by the DRP • Nil		
Other general comments provided by the City • ***Nil***		

Conclusion:
The applicant needs to finalise its proposal. The proposal needs to consider the existing building, but the greatest emphases should be placed on the aesthetics of the billboard. The design should float over the building and therefore colours, materials and detailing should achieve that outcome.

Design review comments from 27 November 2019		
Design quality evaluation		
		Supported
		Pending further attention
		Not supported

Design Principles		
Principle 1 - **Context and character**		***Principle*** ***Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.***
		• The proposal is for a commercial use associated with a commercial building. • Whilst the design is an improvement on the previous schemes, the proposed sign still appears to be disproportionate in size to the existing building. The design should be more sculptural and sophisticated rather than rectangular and box like. • The amended proposal could be improved if the reference to design elements of the building below are toned down and simplified – such as removal of double overhang to the sign parapet. • The sign still appears as a heavy large overpowering element on the roof of the building. Recessing the base of the sign and its overall structure, providing less solid surface and facade to the sign 'box' structure would mitigate against its large and heavy bulk appearance over the building.
Principle 2 - **Landscape quality**		***Principle*** ***Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.***
		• Whilst the introduction of the roof terrace is considered to be positive, further consideration should be given to the on-structure landscaping. Consider using landscaping for screening purposes. • More information needed on the proposed tree species
Principle 3 - **Built form and scale**		***Principle*** ***Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.***
		• Whilst the proposed height of the structure itself in relation to the surrounding context is not considered to be excessive, the scale of the proposed sign in relation to the existing building remains disproportionate. Consider a reduction in the scale of the sign. • The proposed sign still gives the appearance of being stuck on the top of the building rather than effectively integrated. • Some of it is related to the façade along Newcastle Street. Visual correspondence would be improved with that sign façade being parallel to the building south façade The proposed sign is in a prominent, highly visible location and needs to be 'something special' in terms of design. Refer to 'Context and Character' comments in relation to sculptural, sophisticated design
Principle 4 - **Functionality and build quality**		***Principle*** ***Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.***
		• More information is required in relation to the functionality of the roof terrace. Identify where the access point would be from. Also refer to Landscape Quality comments
Principle 5 - **Sustainability**		***Principle*** ***Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.***
		• Large format digital signage inherently performs poorly from a sustainability standpoint. • Consider integrating solar panels into the design to improve the sustainability.

		• Consider running the sign on 'green' power. • Consider other sustainability initiatives
Principle 6 - **Amenity**		***Principle*** ***Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.***
		• Consider light cast issues for residents in the St. Bartholomeus building. • Whilst the inclusion of the roof terrace is considered to be positive, the amenity that would be provided for the users of the terrace needs further consideration. Consider the outlook from the roof terrace for users and the possibility of making the space less enclosed and generally other means that could be incorporated to enhance the amenity of the communal space. Perhaps the roof terrace pixilation screen is facing west and there is more open aspect present to the city skyline. • Ensure that roof top services do not impact on the amenity of users. • Also refer to Landscape Quality comments
Principle 7 - **Legibility**		***Principle*** ***Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.***
		• Nil
Principle 8 - **Safety**		***Principle*** *Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.*
		• Nil
Principle 9 - **Community**		***Principle*** ***Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.***
		• Consider allowing the City to utilise the sign to promote City of Vincent events etc. as this could provide a community benefit. • Note – The examples provided during the applicant's presentation of other existing large format digital signs around the world identified that these signs should be associated with pedestrian oriented areas however, the intent of this sign is to advertise to motorists
Principle 10 - **Aesthetics**		***Principle*** ***Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.***
		• The curved element to reflect the corner of the existing building is supported. • Consider whether the overhanging roof line of the screen is necessary as it feels like it is competing with and duplicating the existing building. Consider an alternate roof form which compliments the existing building but is lighter in appearance/feel. • The communal space should not have a rectangular box like form. Consider a more sculptural and sophisticated design. • A recess between the existing building and the signage would help to make it look like the sign is floating above the building rather than stuck on.
Other comments provided by the DRP •		
Other general comments provided by the City		

-

Conclusion:
To be returned to DRP

Design review comments from 2 October 2019		
Design quality evaluation		
		Supported
		Pending further attention
		Not supported
Design Principles		
Principle 1 - **Context and character**		***Principle*** ***Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.***
		• The sign should be read as part of the building and not as a billboard sitting on top of the building. The DRP's concern with the previous proposal was not in relation to the depth of the sign but rather, with the detailing which created disproportionate scale and bulk. A sculptural, sophisticated design is required • These comments should not be interpreted as meaning that the use of the same façade treatment as the existing building is appropriate, as mentioned in the minutes from the previous DRP meeting, the use of these elements was too heavy and inappropriate • Approach the building differently in terms of its detail, hide the structure and create a seamless façade • The minutes from the previous DRP meeting appear to have been misinterpreted by the applicant based on the amended plans that have been produced. Whilst the white border of the sign and elements referencing the existing building have been removed, the amended proposal does not integrate the sign with the existing building at all
Principle 2 - **Landscape quality**		***Principle*** ***Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.***
		• Consider providing some landscaping on structure • The intent of the previous DRP comments was to consider options for physical landscaping to be provided on structure to mitigate the impacts of the sign rather than for digital images of landscaping to be programmed on the sign itself
Principle 3 - **Built form and scale**		***Principle*** ***Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.***
		• Consider engaging an architect who is able to interpret the comments from the previous DRP meeting and produce an amended design accordingly • Create the building in the first instance, the signage should be secondary to the design of the actual structure • Consider increasing the depth of the structure as a method of increasing integration with the building

Principle 4 - **Functionality and build quality**		***Principle*** ***Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.***
		• It is unclear how the revised design addresses the panel's previous concerns about the rear and side views of the proposed sign - imagery of vegetation is unlikely to compensate for the impact the proposed signage will have on nearby residents. If actual landscaping is proposed, please provide detailed design drawings, species selection and maintenance regime for the proposed landscaping
Principle 5 - **Sustainability**		***Principle*** ***Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.***
		• Nil
Principle 6 - **Amenity**		***Principle*** ***Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.***
		• Proposed signage and illumination is likely to have an adverse impact on amenity for nearby apartment residents, both existing and currently under construction
Principle 7 - **Legibility**		***Principle*** ***Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.***
		• Nil
Principle 8 - **Safety**		***Principle*** *Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.*
		• Nil
Principle 9 - **Community**		***Principle*** ***Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.***
		• Nil
Principle 10 - **Aesthetics**		***Principle*** ***Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.***
		• Consider engaging an architect who is able to interpret the comments from the previous DRP meeting and produce an amended design accordingly
Other comments provided by the DRP		

- Nil

Other general comments provided by the City

- The proposed signage still appears to be contrary to the City's Built Form Policy Objectives and Design Principles for Signs and Advertising
- Noted that even in the instance that design excellence was achieved and the support of the DRP was obtained, this would not mitigate the City's concerns from a planning perspective

Conclusion:
The applicant has misinterpreted the previous DRP Minutes of Meeting.

The applicant has delivered a billboard design that in its current form is not supported by the DRP.

Note: the applicant should consider appointing an Architect/Urban Designer to assist with interpreting the Minutes of Meeting and to deliver design outcomes in line with DRP Minutes of Meeting.

To be returned to DRP

Design review comments from 14 August 2019	
Principle 1 – Context and Character	• Box design contributes to bulk and makes the building appear significantly larger than it is. Consider ways to make the supporting structure less visible and invasive. • The digital signage is a 21st century concept with the current proposal being more dated. Consider a more futuristic minimal element that integrates with the building. The elements referencing the existing building add to the scale which is adding to its bulk. • White frame adds bulk to the design. If the white frame around the screen is not required from a functional / technological perspective consider removing it with a more minimal design to reduce the bulk of the proposal. • Signage appears out of context and outside of the City's Planning requirements • Signage without a setback appears quite domineering on the Lord Street elevation for pedestrians • Considering providing a daytime and night time image and different perspectives including the rear of the sign
Principle 2 – Landscape quality	• Consider options for planting to mitigate the impact on the surrounding sites. Proposal needs to consider how signage interrupts skyline and redesign to mitigate this impact.
Principle 3 – Built form and scale	• Height needs to consider setback and how it affects the surrounding apartments • Note City's concerns in relation to size and scale of sign • Bulk is inappropriate considering the context of the site and scale of the signage and will negatively impact on the skyline • Look at engaging a designer for a proposal that mitigates the bulk and scale
Principle 4 –	N/A

Functionality and build quality	
Principle 5 – Sustainability	N/A
Principle 6 – Amenity	• Rear of billboard needs to be designed to be visually appealing and take into account the visual impact on nearby apartments
Principle 7 – Legibility	N/A
Principle 8 – Safety	N/A
Principle 9 – Community	N/A
Principle 10 – Aesthetics	N/A
Comments	N/A

Conclusion:
The current design including its bulk, mass and scale is not supported by the DRP.

The applicant should consider a highly refined design that delivers a simple façade, the screen needs to be a seamless insertion into the existing building fabric, and skyline perspectives.

The design needs its 360° visual impact to adjacent properties and beyond to be considered further.

To be returned to DRP

9.3 NO. 17 (LOTS: 1-8; D/P: 4465) FLORENCE STREET, WEST PERTH - PROPOSED FOUR MULTIPLE DWELLINGS AND ALTERATIONS AND ADDITIONS TO EIGHT EXISTING MULTIPLE DWELLINGS

Ward: South

Attachments:
1. Consultation and Location Map
2. Development Plans
3. Supporting Information
4. Summary of Submissions - Administration's Response
5. Summary of Submissions - Applicant's Response
6. Design Review Panel Minutes

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, REFUSES the application for proposed Four New Multiple Dwellings and Alterations and Additions to Eight Existing Multiple Dwellings at No. 17 (Lots: 1-8; D/P: 4465) Florence Street, West Perth, in accordance with the plans provided in Attachment 2, for the following reasons:

1. **The proposed four new Multiple Dwellings are not permitted under Clause 32(1) of the Local Planning Scheme No. 2;**

2. **The proposed development is contrary to the Local Planning Scheme No. 2 Residential zone objectives as the alterations and additions to the existing Multiple Dwellings would not facilitate high quality design, built form and streetscape within the locality. The design and siting of the car parking results in a visual dominance to the streetscape that negatively impacts the prevailing amenity and character of the neighbourhood; and**

3. **As a consequence of the scale and intensity of the proposal, the development does not meet the Element Objectives of State Planning Policy 7.3: Residential Design Codes Volume 2 – Apartments as:**

   3.1 **The design and location of car parking does not minimise negative visual impacts on the amenity and the adjoining public domain and is inconsistent with the existing neighbourhood streetscape character and dominates the interface of the development (Element 3.6, Element 3.9 and Element 4.6);**

   3.2 **The provision of screening devices to the private open spaces of Unit 6 and Unit 7 reduce the external outlook from the balcony and adjoining living spaces, resulting in decreased residential amenity for occupants (Element 3.5 and Element 4.4); and**

   3.3 **Units 5 – 8 are not provided with well-designed, functional and conveniently located storage areas, resulting in a decreased amenity on-site (Element 4.6).**

PURPOSE OF REPORT:

To consider an application for development approval for four Multiple Dwellings and alterations and additions to eight Multiple Dwellings at No. 17 Florence Street, West Perth (subject site).

PROPOSAL:

The application proposes two new double storey buildings located to the rear of the development site. The applicant submitted these buildings as two Grouped Dwellings. Following an assessment, Administration determined that each new building provides kitchen and living spaces on both the ground floor and upper floor levels, as well as bedrooms, bathrooms and outdoor living areas. The layout of these buildings allow for each level to be accessed and lived in independently to the other. Based on the layout of each building, the units are defined as ‘Multiple Dwellings’ under State Planning Policy 7.3 – Residential Design Codes

Volume 2 – Apartments (R Codes Volume 2). Multiple Dwellings are defined under the R Codes Volume 2 as follows:

"A dwelling in a group of more than one dwelling on a lot where any part of the plot ratio area of a dwelling is vertically above any part of the plot ratio area of any other but:

- *does not include a grouped dwelling; and*
- *includes any dwellings above the ground floor in a mixed use development".*

The application also proposes to retain the existing two-storey building on the subject site that contains eight single bedroom Multiple Dwellings. Alterations and additions to upgrade the existing two-storey building on the subject site are proposed to re-locate existing parking and service facilities in order to accommodate the proposed new buildings to the rear of the development site.

The eight single bedroom Multiple Dwellings within the existing building on site has four of these units located on the ground floor and four units located on the upper floor. The application proposes the following upgrades to these eight units:

- Internal renovation of each unit. The renovation does not involve any increase in floor area of these units;
- Provision of private open space areas to each existing unit;
- Provision of outdoor storerooms for the use of Units 1 – 4;
- Provision of a new bin store;
- Provision of eight car bays for the use of the existing units;
- Provision of four bicycle bays for the use of the existing units;
- New front fence;
- Amended pedestrian access to the upper floor units;
- External upgrade to the building, including new paintwork to the existing face brickwork walls and tiled roof; and
- Additional landscaping.

The subject site currently consists of one lot containing eight existing multiple dwellings. The application indicates that the site would subsequently subdivided with the existing multiple dwellings being on Strata Lot 1, and the proposed new multiple dwellings being on Strata Lots 2 and 3. A portion of common property is proposed between the three strata lots to facilitate compliant vehicle manoeuvring. A right of carriageway easement is also proposed over Strata Lot 1 to provide vehicle access to Strata Lots 2 and 3. The configuration of the intended future strata lot layout is illustrated on the development plans which are included in **Attachment 2**.

The development plans subject of this report are included as **Attachment 2**. The applicant's supporting information is included as **Attachment 3**.

BACKGROUND:

Landowner:	R M Piller
Applicant:	Ecologic Homes
Date of Application:	8 April 2019
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R50
Built Form Area:	Residential
Existing Land Use:	Multiple Dwellings
Proposed Use Class:	Multiple Dwellings
Lot Area:	1013.22m²
Right of Way (ROW):	No
Heritage List:	No

The subject site is located at No. 17 Florence Street, West Perth, as shown on the location plan included as **Attachment 1**. There are eight existing Multiple Dwellings on the subject site.

The site immediately adjoins a mix of Single Houses and Grouped Dwelling developments. The broader area is generally characterised by single storey and two storey Single Dwelling and Grouped Dwelling developments with some Multiple Dwelling developments also within the area.

The subject site and all adjoining properties are zoned Residential with a density coding of R50 under the City's Local Planning Scheme No. 2 (LPS2). The subject site and adjoining properties along Florence Street are within the Residential built form area under the City's Policy No. 7.1.1 – Built Form (Built Form Policy).

A sewer line runs through the rear of the site and is a constraint on development due to its location and being unable to be built over. The proposed development at the rear of the site is in the form of two buildings to avoid development over the sewer line.

Permissibility of Multiple Dwellings

The eight existing Multiple Dwellings on the site are afforded non-conforming use rights under Clause 22(1)(a) of LPS2 that states:

"Unless specifically provided, this Scheme does not prevent –

a) the continued use of any land, or any structure or building on land, for the purpose for which it was being lawfully used immediately before the commencement of this Scheme"

The City is able to consider a development application for alterations to these eight existing Multiple Dwellings under Clause 23(1)(b) of LPS2 which states that:

"A person must not, without development approval –

b) erect, alter or extend a building used for, or in conjunction with, a nonconforming use of land".

The site is also subject to Clause 32(1) of LPS2 which states that:

"Notwithstanding any other provisions in this scheme, multiple dwellings are not permitted".

Multiple Dwellings have been restricted on the subject site and the surrounding area. The introduction of the new buildings proposed to be located to the rear of the development site defined as 'Multiple Dwellings' under R Codes Volume 2 are not permitted in accordance with Clause 32(1) of LPS2.

The strategic context of Clause 32(1) of LPS2 is that the City's Town Planning Scheme No. 1 (TPS1), gazetted in 1998, included a provision prohibiting multiple dwellings in the former Cleaver precinct. The intent of the prohibition was to ensure low scale development that includes single houses and grouped dwellings remain the predominant dwelling type in the precinct with new development designed in a manner that complements the low height, scale and character of existing housing.

In the preparation of the City's Local Planning Strategy and LPS2, the intent to retain character housing and the scale of the precinct was acknowledged and reviewed. It was recommended that the Scheme provisions be put in place that continue to prohibit multiple dwelling development in this area. This would ensure that the low scale residential character of the area is protected, whilst also maintaining the R50 density coding to still enable other housing choice, in the form of grouped dwellings. This was ultimately carried into the provisions of LPS2 that was recommended for approval by the WAPC and approved by the Minister on 16 May 2018.

DETAILS:

Summary Assessment

The proposal was assessed in accordance with the requirements of LPS2, the Built Form Policy and the R Codes Volume 2 – Apartments, which relates to multiple dwelling developments. The R Codes Volume 2 - Apartments provides guidance for the development and focuses on improved design outcomes for apartments that are responsive and appropriate to the context and character of the site and locality. This is a performance-based assessment and applicants are required to demonstrate that the design achieves the objectives of each design element as well as the overall objectives of the R Codes Volume 2 - Apartments.

As the proposed four Multiple Dwellings to the rear of the site are not permitted in this location, a detailed assessment has not been completed against the proposed built form. The existing eight Multiple Dwellings on the subject site have non-conforming use rights since LPS2 was gazetted. This means that the detailed assessment of this report is based only on the proposed alterations and additions to the existing eight Multiple Dwellings.

Consideration of Element Objectives and Acceptable Outcomes

The R Codes Volume 2 – Apartments includes Element Objectives and Acceptable Outcomes for each design element. Proposals are required to demonstrate that the design achieves the Element Objectives for each design element. While addressing the Acceptable Outcomes is likely to achieve the relevant Element Objectives, they are not a deemed-to-comply pathway and the proposal is still to be assessed against the relevant Element Objectives. Where Acceptable Outcomes are not met, proposals may still satisfy the Element Objective via alternative means or solutions.

As the application proposes alterations and additions to the existing multiple dwellings only, not all Element Objectives of the R Codes Volume 2 - Apartments are applicable. The detailed assessment has been completed against applicable Element Objectives only.

The Element Objectives and/or Acceptable Outcomes that are not achieved in the proposal are as follows:

Side and Rear Setbacks	
Acceptable Outcome	**Proposal**
R Codes Volume 2 – Clause 2.4 **A2.4.1** Development complies with the side and rear setbacks set out in Table 2.1, except where: (b) a greater setback is required to address 3.5 Visual Privacy	Greater setbacks are required to address 3.5 Visual Privacy for the Unit 5 Balcony to the north and Unit 8 Balcony to the south. Refer to Visual Privacy section of this table for the setbacks proposed.
Building Separation	
Acceptable Outcome	**Proposal**
R Codes Volume 2 – Clause 2.7 **A2.7.1** Development complies with the separation requirements set out in Table 2.7 <u>To adjoining property boundaries</u> Ground floor to fourth storey as per 'Side and Rear Setbacks' and 'Visual Privacy'.	Building setbacks proposed to the northern and southern lot boundaries as set out in the 'Side and Rear Setbacks' and 'Visual Privacy' Design Elements contained within this table.
Tree Canopy and Deep Soil Areas	
Acceptable Outcome	**Proposal**
R Codes Volume 2 – Clause 3.3 **A3.3.5** One medium tree and small trees to suit area.	Nine small sized trees provided.
Visual Privacy	
Acceptable Outcome	**Proposal**
R Codes Volume 2 – Clause 3.5 **A3.5.1** Cone of vision from unenclosed outdoor living areas setback 7.5m.	<u>Northern boundary</u> • Unit 5 Balcony setback 6.0m. <u>Southern boundary</u> • Unit 8 Balcony setback 6.5m.
A3.5.2 Balconies are unscreened for at least 25% of their perimeter.	Unit 6: Balcony is screened for 100% of its perimeter Unit 7: Balcony is screened for 100% of its perimeter
A3.5.3 Living rooms have an external outlook from at least one opening that is not obscured by a screen.	Unit 6: Privacy screen restricts the external outlook from the living room. Unit 7: Privacy screen restricts the external outlook from the living room.

Public Domain Interface	
Acceptable Outcome	**Proposal**
R Codes Volume 2 – Clause 3.6 **A3.6.2** Car parking is not located within the primary street setback area.	 Three car parking spaces located within the primary street setback area.
Vehicle Access	
Acceptable Outcome	**Proposal**
R Codes Volume 2 – Clause 3.8 **A3.8.7** Walls truncated or reduced to no higher than 0.75m within 1.5m of where a driveway meets a public street.	 Front fence higher than 0.75m within 1.5m of where the driveway meets the street.
Car and Bicycle Parking	
Acceptable Outcome	**Proposal**
R Codes Volume 2 – Clause 3.9 **A3.9.4** Car parking areas are not located within the street setback and are not visually prominent from the street. **A3.9.6** Car parking is designed, landscaped or screened to mitigate visual impacts when viewed from dwellings.	 Three car parking bays located within the street setback area. Parking behind the street setback area is visually prominent from the street. Car bay 2 is directly adjacent to the living room major opening of Unit 1.
Private Open Space and Balconies	
Acceptable Outcome	**Proposal**
R Codes Volume 2 – Clause 4.4 **A4.4.2** Where private open space requires screening to achieve visual privacy requirements, the entire open space is not screened. Privacy screening is designed such that it does not obscure the outlook from adjacent living rooms.	 Balconies provided to Units 4 and Unit 5 are screened in full and obscures the outlook from adjacent living rooms.
Circulation and Common Spaces	
Acceptable Outcome	**Proposal**
R Codes Volume 2 – Clause 4.5 **A4.5.1** Circulation corridors are a minimum 1.5 metres in width. **A4.5.5** Bedroom windows and major openings to living rooms do not open directly onto circulation or common spaces and are designed to ensure visual privacy and manage noise intrusion.	 The proposed external walkway/corridor servicing the upper floor units has a minimum width of 1.1m. The Unit 5 living room door opens directly onto the proposed upper floor walkway/corridor.
Storage	
Acceptable Outcome	**Proposal**
R Codes Volume 2 – Clause 4.6 **A4.6.1** Each dwelling has exclusive use of a separate, ventilated weatherproof, bulky goods storage area. Minimum area is $3m^2$ with a 1.5m minimum dimension.	 <u>Units 1-4 storerooms:</u> Minimum dimension: 0.7m Storage area: $1.5m^2$ <u>Units 5 – 8 storerooms:</u> Storerooms are provided within the bedroom of each unit. Minimum dimension: 1.2m Storage area: $3.0m^2$

An assessment of how the proposal meets the Element Objectives of the R Codes Volume 2 – Apartments is discussed in the Comments section below.

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days commencing on 9 October 2019 and concluding on 22 October 2019. Community consultation was undertaken by way of written notification being sent to surrounding landowners and occupiers (shown in **Attachment 1**) and a notice on the City's website in accordance with the City's Policy No. 4.1.5 – Community Consultation.

The City received five submissions by the conclusion of the consultation period, all of which objected to the proposal. The concerns raised in the submissions are summarised as follows:

- Concerns that the new buildings would be used as Multiple Dwellings which are not permitted in this location;
- Overdevelopment of the site is proposed;
- Development results in building bulk to the street and adjoining properties;
- Adverse amenity impacts to adjoining properties;
- Overlooking to adjoining properties;
- Overshadowing to adjoining properties;
- Development is not consistent with the established streetscape and surrounding locality;
- The number of car bays is insufficient for the scale of the development;
- Insufficient amenities and services such as storerooms, bin stores and laundry services have been provided; and
- Lack of canopy cover and the impact this would have on local amenity.

A summary of the submissions received along with Administration's comments on each are provided in **Attachment 4**. The applicant also provided a written response to the submissions received, as provided in **Attachment 5**.

Design Review Panel (DRP):

Referred to DRP: Yes

The development has been referred to the DRP on two occasions on 5 June 2019 and 2 October 2019 following lodgement of the application. Refer to **Attachment 6** for an extract of the minutes from each meeting.

Following the 2 October 2019 DRP meeting, further changes were made to the plans by the applicant. In relation to the alterations and additions proposed to the existing building and its surrounds, the applicant sought to address the DRP comments by undertaking the following:

- Providing additional storerooms for the use of each unit;
- Amending the location of the bin store area;
- Providing private open space areas to each unit;
- Providing additional landscaping; and
- Reviewing the pedestrian access between the front building and the rear buildings.

In relation to the new buildings to the rear of the development, the applicant sought to address the DRP comments by undertaking the following:

- Providing amendments to the internal layouts of the new buildings involving the removal of laundry facilities on the upper floors;
- Providing additional landscaping;
- Increasing surveillance to the common property; and
- Changes to balcony and major opening locations to enable greater access to northern light.

These amended plans received on 2 December 2019 were referred to the City's DRP Chairperson and DRP member with Urban Design expertise for comment.

The DRP Chair and member advised that previous concerns and comments had not been suitably addressed in the amended plans, and that the Ten Principles of Good Design have not been achieved. The following concerns were raised:

- The proposed communal storeroom and bin store location is inconvenient and occupants of the development would be required to walk through car bay 2 or out onto the footpath within the road reserve to access this area. The pedestrian path to this area should be clearly identified;
- It is unclear how individual security of the communal storeroom will be managed;
- The location of storerooms within the upper floor bedrooms of existing Units 5, 6, 7 and 8 would not be appropriate for the nature of items stored;
- Car bay 2 is directly in front of a major opening into the living area of Unit 1. There are privacy, amenity and security concerns with the proximity of this car bay to this habitable room;
- There is no clear and legible walking path to the four proposed additional dwellings to the rear of the site from the street. This raises concerns regarding safety; and
- Aesthetically the design does not come together. There is disconnect between the upgraded existing building and the proposed new buildings. Whilst the design of the buildings could contrast one another, there needs to be synergy between the existing and new buildings which is not currently achieved.

Amended plans received by the City on 4 February 2020 removed a communal storeroom provided for the use of Units 5 – 8.

The below table demonstrates how the proposal has progressed through the DRP process in accordance with the Ten Principles of Good Design.

Design Review Progress			
Supported			
Pending further attention			
Not supported			
No comment provided			
	DRP 1 14/08/2019	*DRP 2 02/10/2019*	*Referral to DRP Chairperson 14/01/2020*
Principle 1 – Context & Character			
Principle 2 – Landscape Quality			
Principle 3 – Built Form and Scale			
Principle 4 – Functionality & Built Quality			
Principle 5 – Sustainability			
Principle 6 – Amenity			
Principle 7 – Legibility			
Principle 8 – Safety			
Principle 9 – Community			
Principle 10 – Aesthetics			

LEGAL/POLICY:

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

Planning and Development Act 2005

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

City of Vincent Local Planning Scheme No. 2

Administration received legal advice confirming that the layout of the proposed dwellings to the rear of the site appear to be more conducive to separate accommodation between the upper and ground floors, and that there is enough evidence to suggest that the development should be classified as Multiple Dwellings rather than Grouped Dwellings.

Administration also sought legal advice in relation to whether there is an ability to contemplate the proposed new Multiple Dwellings and the alterations proposed to the existing Multiple Dwellings under LPS2. The legal advice concluded that Clause 32(1) of LPS2 would not act to prevent the continuation of non-conforming use rights afforded to the eight existing Multiple Dwellings under Clause 22(1)(a) of LPS2, nor would it act to prevent the ability for the City to grant development approval for alterations to these existing Multiple Dwellings under Clause 23(1)(b) of LPS2. The legal advice also concluded that Clause 32(1) of LPS2 would act to prevent the City from approving the addition of four new Multiple Dwellings proposed to the rear of the site. This is because a prospective approval is being sought for the Multiple Dwellings use. The City would be acting beyond its powers by granting approval for a use that is prohibited under LPS2.

Administration's assessment of the proposal has been undertaken on the basis of this legal advice.

City of Vincent Policy No. 7.1.1 – Built Form

At the 23 July 2019 Ordinary Council Meeting, the proposed Amendment 2 to the Built Form Policy was approved for the purposes of advertising. The development has not been assessed against the proposed amendments to the Built Form Policy as the amendments are in draft form and are not considered to be 'seriously entertained'. This is because they have not received approval from Council following community consultation, which concluded on 22 November 2019. The amendments are not certain or imminent in coming into effect in their current advertised form.

The submissions from community consultation for the amended Built Form Policy are expected to be presented to the April 2020 Ordinary Meeting of Council to consider its acceptability following community consultation.

Delegation to Determine Applications:

This matter is being referred to Council for determination at the request of the applicant.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

Land Use

The two-storey building to the rear of the development site falls under the definition of 'Multiple Dwellings' land use under the R Codes - Volume 2.

Both of the proposed buildings are designed in a way that enables the upper and lower floors to operate independently to the other. The only shared area is the downstairs entry and although the ground floor plans do not show a door in the internal opening between the entry and the activity room, a door could easily be added. The upper floor plans do not show a laundry or washing machine, however a separate laundry is not a mandatory element of an independent 'self-contained' dwelling. By providing bedrooms, kitchen facilities, bathrooms, and both indoor and outdoor living areas on both levels, the layout is conducive to separate accommodation between the upper and ground floors rather than shared accommodation. Based on the layout of the development, there is enough evidence to suggest that the development could reasonably be classified as four Multiple Dwellings, in lieu of two Grouped Dwellings as proposed by the applicant.

Multiple Dwellings have been restricted on the subject site and this locality. The introduction of the new buildings located to the rear of the development site defined as a 'Multiple Dwellings' use class under R Codes Volume 2 is not permitted in accordance with Clause 32(1) of LPS2.

The approval of the proposed Multiple Dwellings on the subject lot would conflict with the intent of the Local Planning Strategy and Clause 32(1) of LPS2 that acts to prevent the City from approving the addition of four new Multiple Dwellings to the rear of the site. The City would be acting beyond its powers by granting approval for a use that is prohibited under LPS2.

Side and Rear Setbacks & Building Separation

The proposal is consistent with the objectives of Element 2.4 and Element 2.7 of the R Codes Volume 2 – Apartments for the following reasons:

- The proposed upper floor balconies are separated from the adjoining southern properties by the vehicle access leg and the setback of these balconies to the adjoining properties would be sufficient to reduce amenity impacts of bulk and scale;
- The proposed development provides additional deep soil areas and canopy coverage to what currently exists within the side setback areas; and
- The proposed building separation between the upper floor balconies and the adjoining properties to the south is appropriate in the context of the two storey building height.

Private Open Space and Balconies & Visual Privacy

The proposal is not consistent with the objectives of Element 3.5 and Element 4.4 of the R Codes Volume 2 – Apartments.

The proposal results in the removal of all existing communal open space that was previously afforded to the existing eight multiple dwellings. Private open space areas have been proposed for the exclusive use of each unit. The private open space areas for all units have been provided in accordance with the minimum dimension and area requirements specified within Table 4.4 of the R Codes Volume 2 – Apartments.

Private Open Space Design

- Private open space areas have been provided to Units 1 – 4 that are appropriately sized, accessed and oriented to enhance the liveability of residents;
- The balconies provided to Units 5 and 8 provide less than 25 percent of their respective perimeters as privacy screening. These balconies have been designed to retain good external outlook from the internal living spaces and from the private open space. The balconies have also been designed to enhance residential amenity and are integrated into the overall architectural form; and
- The Units 6 and 7 balconies are screened for their entire perimeter. While screening protects the privacy of the applicable units and adjoining properties, the residential amenity of both Units 6 and 7 is diminished as the privacy screens restrict daylight access and outlook for both the balcony and adjoining habitable rooms. These are the only outdoor open space areas that can be used by occupants for passive recreation as the development does not provide separate communal open space areas to

compensate for the decreased amenity provided to these balconies. The Units 6 and 7 balconies have not been sited and designed to enhance residential amenity or liveability for residents.

Visual Privacy: Northern Boundary

- The front balcony of Unit 5 is not setback in accordance with the distances specified within Table 3.5 of the R Codes Volume 2 – Apartments. The Unit 1 balcony overlooks the adjoining northern property's front setback area and front porch. The balcony does not result in any direct overlooking to the adjoining northern property's major openings or primary outdoor living area, which is located to the rear of the site. The areas to which the Unit 1 balcony overlooks can also be clearly viewed from the public domain.
- The setbacks provided ensure adequate separation between properties and provide no direct overlooking to habitable rooms with major openings and outdoor living areas. The design also reduces all direct overlooking to major openings to habitable rooms and primary outdoor living areas which are considered to be sensitive areas within the subject site; and
- All other major openings to habitable rooms facing the northern adjoining properties are as existing.

Visual Privacy: Southern Boundary

- The balcony of Unit 8 is not setback in accordance with the distances specified within Table 3.5 of the R Codes Volume 2 – Apartments. The Unit 8 balcony overlooks the rear of the southern adjoining property's backyard area. This area is extensive garden area and is not the primary outdoor living area of the southern adjoining property. There are a number of mature trees located on the southern adjoining property that reduce vision from the Unit 8 balcony to the primary outdoor living area of the this southern property. The balcony does not result in any direct overlooking to the adjoining southern property's major openings or primary outdoor living area; and
- All other balconies and major openings facing south are setback in accordance with the distances specified within Table 3.5 of the R Codes Volume 2 – Apartments or have been provided with privacy screens to restrict all overlooking to the southern adjoining properties. The setbacks provided ensure adequate separation between properties and reduce the extent of direct overlooking to habitable rooms with major openings and outdoor living areas. The design also does not result in direct overlooking to major openings to habitable rooms and primary outdoor living areas which are considered to be sensitive areas within the subject site.

Tree Canopy and Deep Soil Areas

The proposed tree canopy and deep soil areas are consistent with the objectives of Elements 3.3 and 4.12 of the R Codes Volume 2 – Apartments for the following reasons:

- The application proposes 15.9 percent (99.8 square metres) deep soil area, which exceeds the prescribed requirement of 10 percent as detailed within Table 3.3 of the R Codes Volume 2. Deep soil zones have been provided within the front setback area and adjacent to the side lot boundaries which would positively contribute to the landscape amenity and visual appeal of the site;
- The application proposes one small sized tree to be provided within each private open space area of Units 1 – 4 as well as within the front setback area, providing shade to open car bays. The adjoining southern property also contains mature planting along the shared boundary that shades some of the driveway. The trees are provided in a range of species and in locations that would facilitate substantial landscaping visible from adjoining properties and the public domain, while contributing to the amenity of the development site;
- The landscape quality is substantially improved when compared to the current condition of the development site and improves the outlook for residents on the subject site and adjoining properties; and
- If approved, Administration would recommend a condition of development approval requiring the provision of one medium sized tree to be provided in accordance with Table 3.3 of the R Codes Volume 2. The application currently proposes a surplus of small trees. The condition would require at least one of these small trees to be replaced by a medium tree. The medium tree would provide additional canopy coverage, a higher landscape quality outcome and an improved amenity for residents.

Car and Bicycle Parking & Public Domain Interface

The proposal is not consistent with the objectives of Element 3.6 and Element 3.9 of the R Codes Volume 2 – Apartments for the following reasons:

- The development proposes six residential car parking bays and two visitor car parking bays, which is consistent with the Acceptable Outcomes prescribed by Table 3.9 of the R Codes Volume 2 – Apartments. Three of the proposed car parking bays provided are located within the front setback area of the development site. In addition to the bays located within the front setback area, Car bays 3 and 4 are also visually prominent from the street;
- The cumulative impact of the car bays and privacy screen between Car bay 2 and Visitor Car bay reduces street surveillance from the ground floor and detracts from visual appeal of the site when viewed from the street;
- While the application proposes deep soil areas and four mature trees within the front setback area that would assist in offsetting impacts of the car bays, more than 50 percent of the front setback area remains as hardstand areas. The grass pavers provided to the car bays does not offset the adverse impact of parked cars being visually prominent and detracting from the street. Administration does not support grass pavers for parking areas as they generally deteriorate as a result of vehicle movements, are difficult to maintain and result in a poor amenity outcome;
- The provision of Car bay 2 directly adjacent to the Unit 1 major opening would provide adverse amenity and visual impacts to the occupants of this unit. The location of this car bay may diminish the sense of security and privacy of Unit 1; and
- The City's DRP has also raised concerns in relation to the siting of the car bays and their impact on the street and the amenity of the units.

Circulation and Common Spaces

The proposal is consistent with the objectives of Element 4.5 of the R Codes Volume 2 – Apartments for the following reasons:

- The corridor layout is simple and legible and does not contain excessive or unnecessary changes of direction. The proposed upper floor corridor would be of an adequate size to service the four upper floor Units of the existing multiple dwelling building on this basis;
- The upper floor corridor would allow for occupants of the units to interact socially and result in increased amenity in this respect; and
- Whilst the Unit 5 living space does open out onto the communal corridor, this portion of the corridor services Unit 5 only and there would be negligible amenity impact on the occupants of that unit.

Vehicle Access

The proposal is consistent with the objectives of Element 3.8 of the R Codes Volume 2 – Apartments for the following reasons:

- The development proposes one pier with a 350 millimetre width and visually permeable fencing within the sightline area to the south of the driveway. The reduced width of the piers proposed and visually permeable infill ensures that the driveway would maintain sufficient sightlines where it intersects with the adjacent footpath to ensure visibility and safety. The City's technical officers have reviewed the proposal and confirmed that fencing has been provided in a manner that enables a safe view of the pedestrian and vehicular traffic for vehicles leaving the property boundary; and
- The proposal involves the provision of one single crossover, being 5.4 metres in width. The crossover is similar in width with that existing on-site and ensures the vehicle access point is not visually and physically intrusive to the streetscape. The vehicle access points has been designed to ensure safe vehicle access and appropriate sightlines.

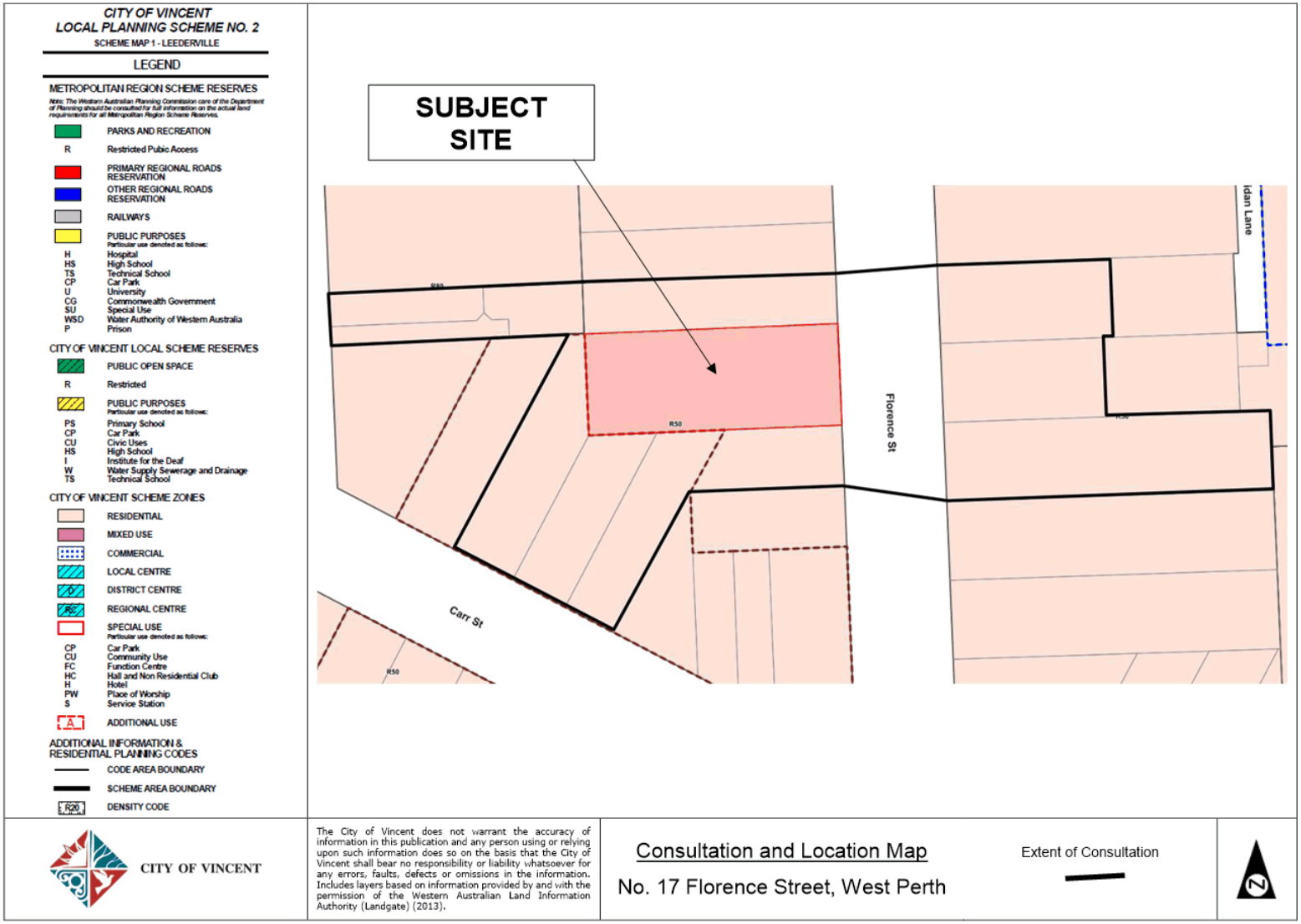
Storage

The proposal is not consistent with the objectives of Element 4.6 of the R Codes Volume 2 – Apartments for the following reasons:

- The existing building in its current from does not provide any meaningful storage areas for the eight units. As the application proposes to upgrade the amenities on site, storerooms are required to be provided in accordance with current planning requirements, specifically Element 4.6 of the R Codes Volume 2 – Apartments;
- Units 1 – 4 have been provided with storerooms within the respective private open space areas. These storerooms do not meet the required areas and dimensions as specified in Table 4.6 of the R Codes Volume 2 – Apartments. While they do not meet the minimum area and dimension requirements, the storerooms have been accommodated in lieu of no storage space previously provided for the one

bedroom units. The storerooms for Units 1 – 4 are conveniently located and have been provided at dimensions that allow them to accommodate larger and less frequently accessed items. These storerooms are also not visible from the street and are secure;

- Units 5 – 8 are not provided with any external storerooms for bulky-good storage. The application instead provides storage areas within the bedroom of each unit. These areas within the bedrooms do not fall under the definition of 'storage' under the R Codes Volume 2 – Apartments. The definition of '*storage (inside apartments)*' specifically excludes storage located within bedrooms. The definition of *'storage (external to apartments)*' requires storage areas to be in addition to any internal storage in bedrooms. The storage area proposed within the bedrooms are also not provided in addition to a separate wardrobe within the bedroom. Whilst Element 4.6 of the R Codes Volume 2 – Apartments allows for storage areas to be located internally to the dwelling, the location of the storage area within the bedroom is not well-designed, functional nor convenient and results in a decreased amenity to the units; and
- The City's DRP confirmed that the location of storerooms within the upper floor bedrooms of existing Units 5, 6, 7 and 8 would not be appropriate for the nature of items stored.


CITY OF VINCENT
LOCAL PLANNING SCHEME NO. 2
SCHEME MAP 1 - LEEDERVILLE
LEGEND
METROPOLITAN REGION SCHEME RESERVES
Note: The Western Australian Planning Commission care of the Department of Planning should be consulted for full information on the actual land requirements for all Metropolitan Region Scheme Reserves.
PARKS AND RECREATION
R Restricted Pubic Access
PRIMARY REGIONAL ROADS RESERVATION
OTHER REGIONAL ROADS RESERVATION
RAILWAYS
PUBLIC PURPOSES
Particular use denoted as follows:
H Hospital
HS High School
TS Technical School
CP Car Park
U University
CG Commonwealth Government
SU Special Use
WSD Water Authority of Western Australia
P Prison
CITY OF VINCENT LOCAL SCHEME RESERVES
PUBLIC OPEN SPACE
R Restricted
PUBLIC PURPOSES
Particular use denoted as follows:
PS Primary School
CP Car Park
CU Civic Uses
HS High School
I Institute for the Deaf
W Water Supply Sewerage and Drainage
TS Technical School
CITY OF VINCENT SCHEME ZONES
RESIDENTIAL
MIXED USE
COMMERCIAL
LOCAL CENTRE
DISTRICT CENTRE
REGIONAL CENTRE
SPECIAL USE
Particular use denoted as follows:
CP Car Park
CU Community Use
FC Function Centre
HC Hall and Non Residential Club
H Hotel
PW Place of Worship
S Service Station
A ADDITIONAL USE
ADDITIONAL INFORMATION & RESIDENTIAL PLANNING CODES
CODE AREA BOUNDARY
SCHEME AREA BOUNDARY
R20 DENSITY CODE
SUBJECT SITE
R50
Florence St
Carr St
Idan Lane
CITY OF VINCENT
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Consultation and Location Map
No. 17 Florence Street, West Perth
Extent of Consultation
N


SUBJECT SITE
Cleaver St
Florence St
Cleaver St
Carr St
CITY OF VINCENT
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No. 17 Florence Street, West Perth
N


9 Florence Street


11 Florence Street


11 Florence Street


23 Florence Street


31 Florence Street

CITY OF VINCENT
RECEIVED
4 Feb 2020

Existing Streetscape:

- Dominated by aged single storey single residential
- Although some good quality no specific highlite buildings
- Some new 2 story "modern" residences

- Variety of face brick and render to front elevations
- Low fencing or visually transparent higher fencing
- Noticable dominance of of car parking within the front setback area


17 Florence Street


18 Florence Street

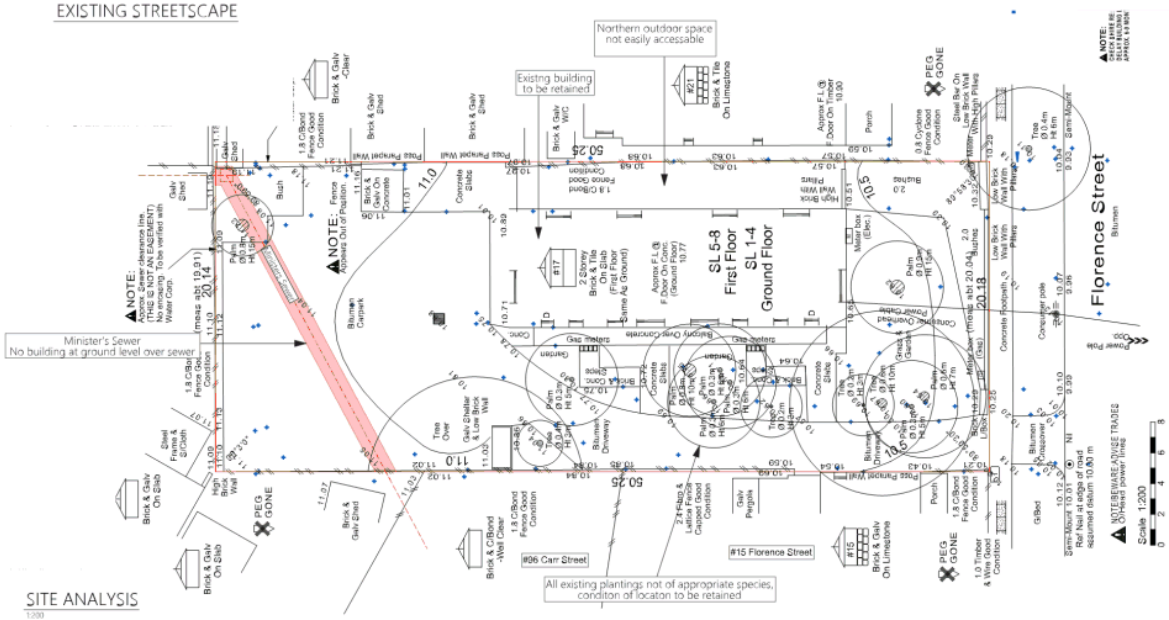

14 - 16 Florence Street


10 Florence Street

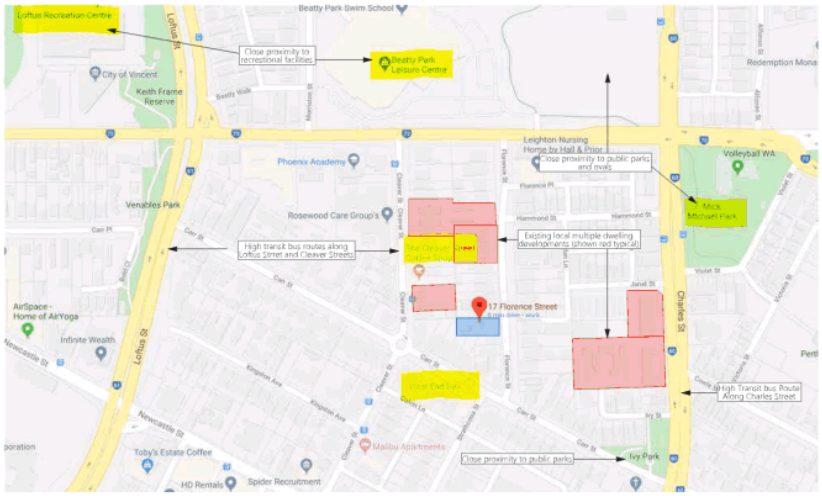

8 Florence Street


4a - 4b Florence Street

EXISTING STREETSCAPE



SITE ANALYSIS



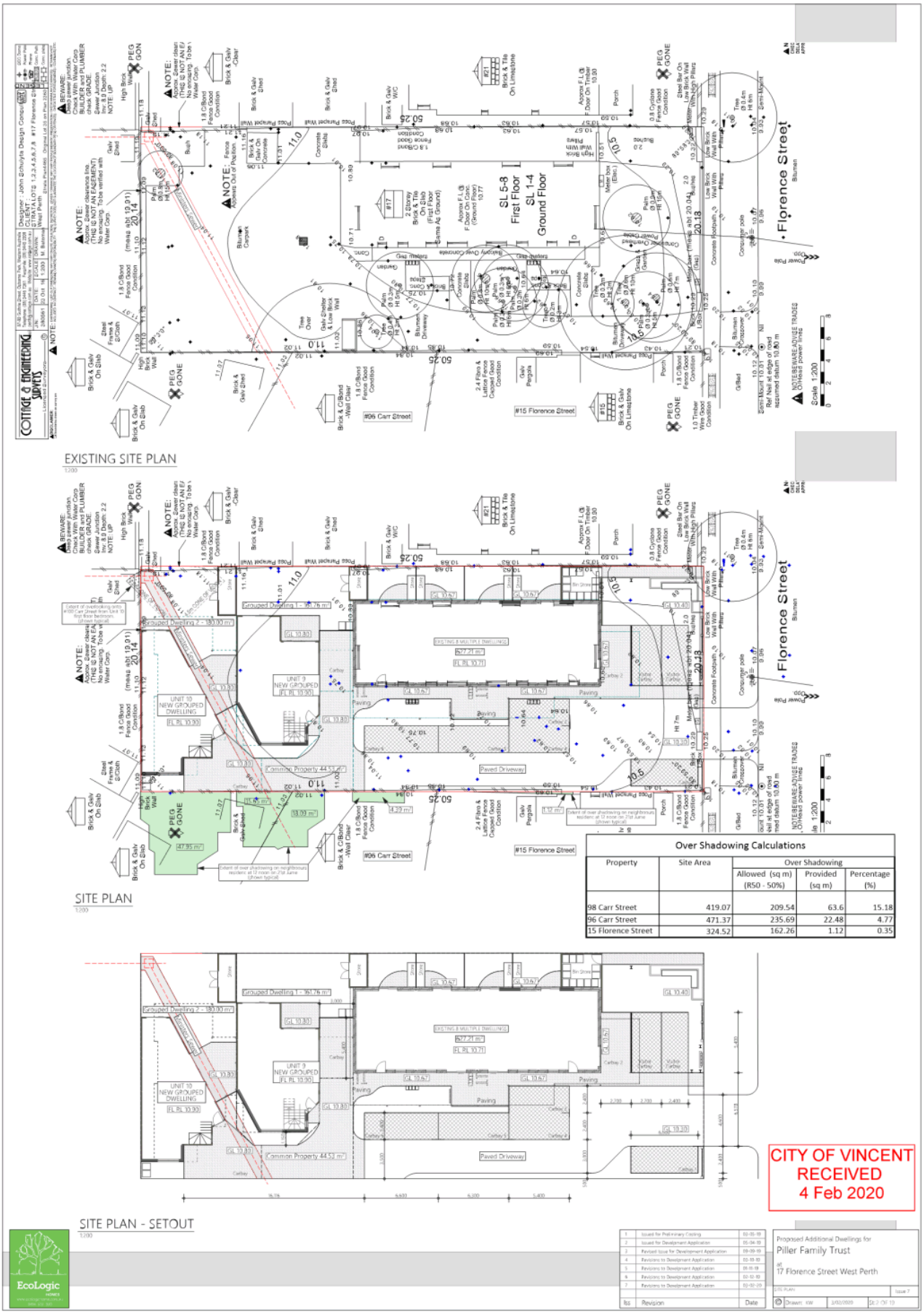
LOCALITY PLAN

EcoLogic Homes

No	Revision	Date
1	Issued for Preliminary Costing	02-05-19
2	Issued for Development Application	05-04-19
3	Revised Issue for Development Application	09-09-19
4	Revisions to Development Application	02-10-19
5	Revisions to Development Application	04-11-19
6	Revisions to Development Application	02-12-19
7	Revisions to Development Application	03-02-20

Proposed Additional Dwellings for
Piller Family Trust
at
17 Florence Street West Perth

SITE ANALYSIS — Issue 7
Drawn: KW — 3/02/2020 — SK 1 OF 10


EXISTING SITE PLAN
SITE PLAN
SITE PLAN - SETOUT
Florence Street
#15 Florence Street
#96 Carr Street
SL 5-8 First Floor
SL 1-4 Ground Floor
Over Shadowing Calculations
Property
Site Area
Over Shadowing
Allowed (sq m) (R50 - 50%)
Provided (sq m)
Percentage (%)
98 Carr Street 419.07 209.54 63.6 15.18
96 Carr Street 471.37 235.69 22.48 4.77
15 Florence Street 324.52 162.26 1.12 0.35
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Proposed Additional Dwellings for
Piller Family Trust
17 Florence Street West Perth
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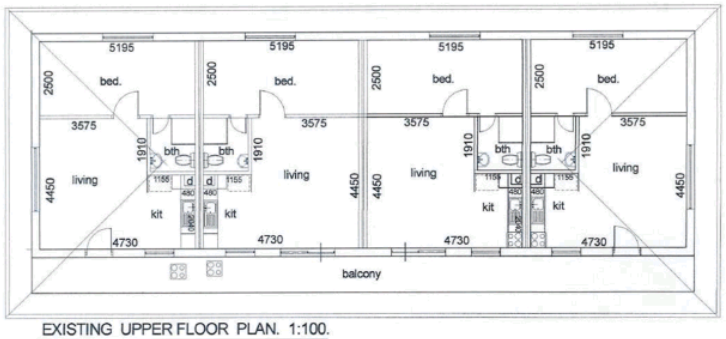
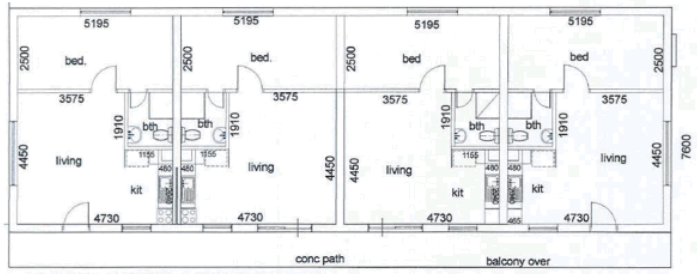


EXISTING UPPER FLOOR PLAN. 1:100.



EXISTING GROUND FLOOR PLAN. 1:100.

EXISTNG FLOOR PLANS

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1	Issued for Preliminary Costing	02-05-19
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Proposed Additional Dwellings for
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at
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EXISTING FLOOR PLANS — Issue 7

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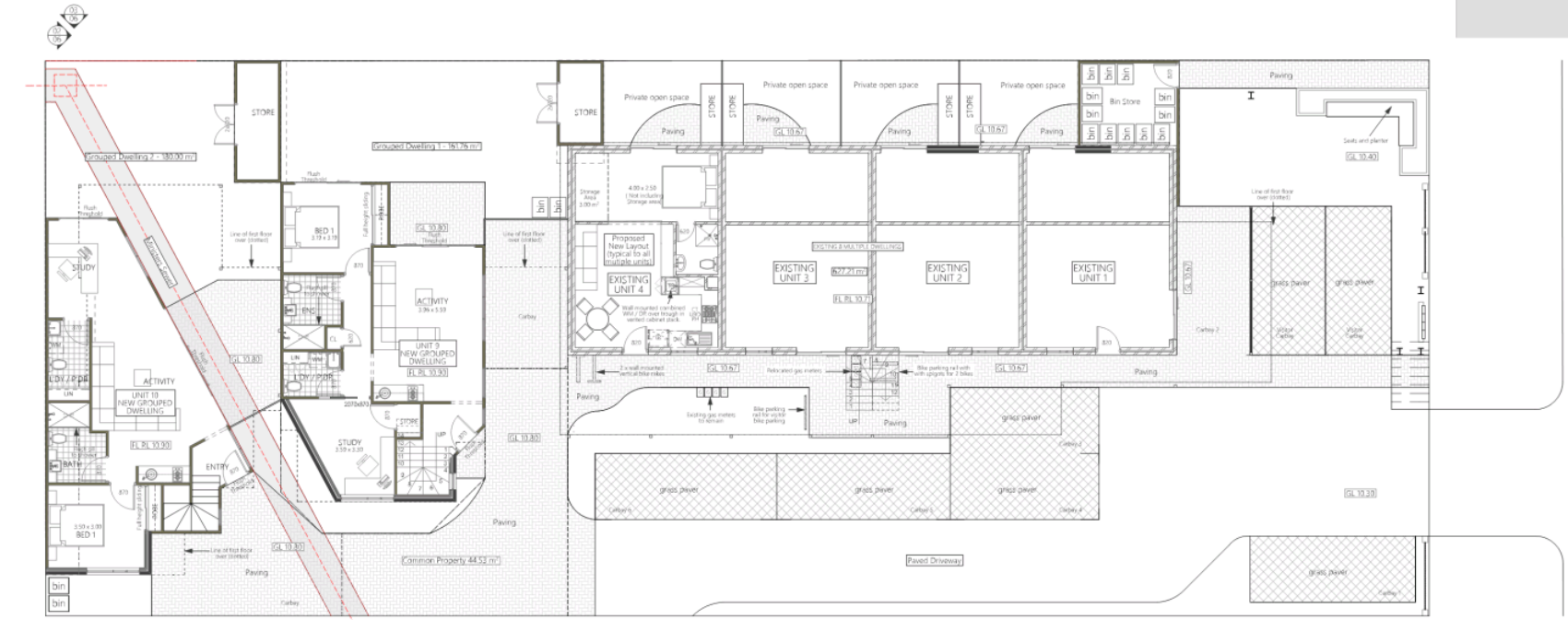

GROUND FLOOR PLAN
1:100

U10 Areas	
U10 FF Balcony	14.57
U10 FF Living	60.68
U10 GF Living	67.24
U10 Store	7.41
	158.90 m²

U9 Areas	
U9 FF Balcony	11.02
U9 FF Living	73.84
U9 GF Living	72.26
U9 Store	5.18
	162.39 m²

UNITS 1 - 8	
Store Unit 1	1.75
Store Unit 2	1.75
Store Unit 3	1.75
Store Unit 4	1.75
Unit 1 PRA	39.00
Unit 2 PRA	39.00
Unit 3 PRA	39.00
Unit 4 PRA	39.00
Unit 5 PRA	39.00
Unit 6 PRA	39.00
Unit 7 PRA	39.00
Unit 8 PRA	39.00
	319.00 m²

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Proposed Additional Dwellings for
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at
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GROUND FLOOR PLAN — Issue 7
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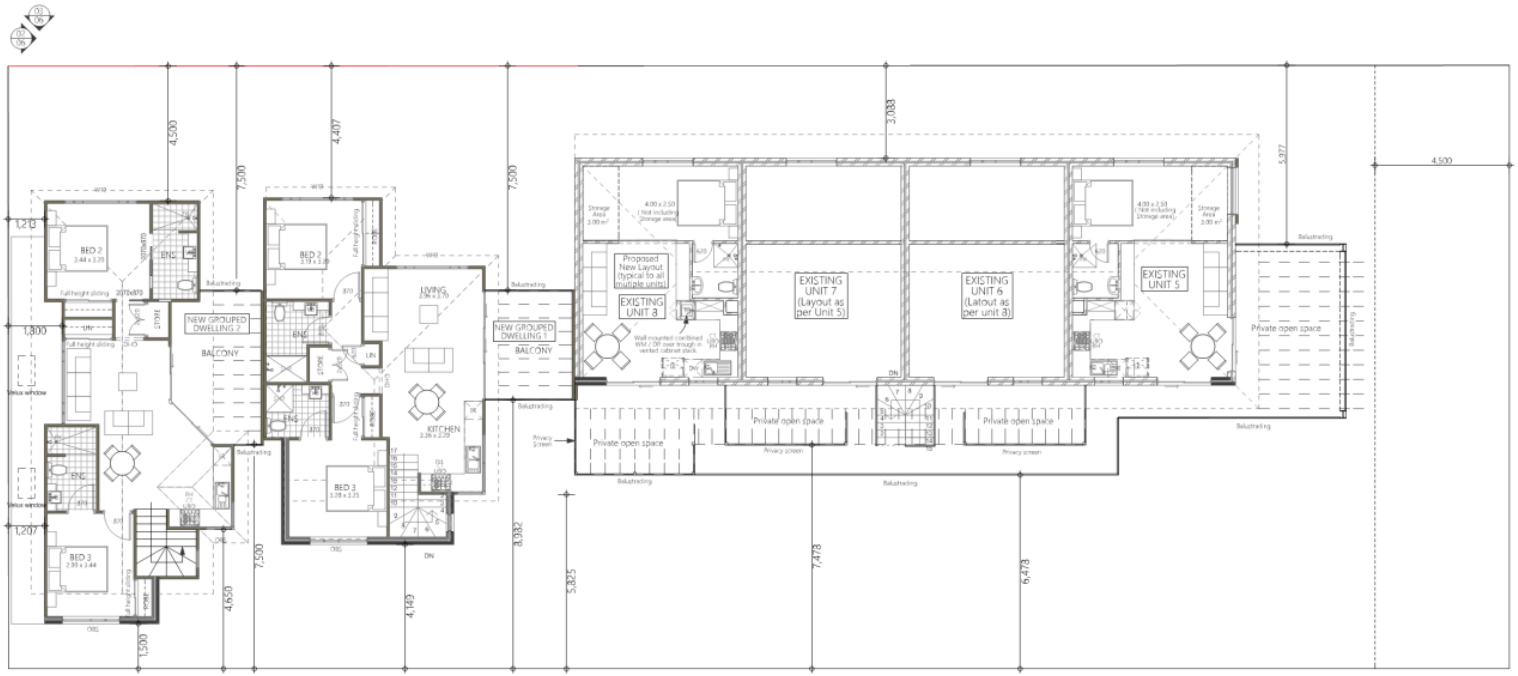

FIRST FLOOR PLAN
1:100

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Proposed Additional Dwellings for
Piller Family Trust
at
17 Florence Street West Perth

FIRST FLOOR PLAN — Issue 7
Drawn: KW — 3/02/2020 — SHEET 10


Select colorbond custom orb roof sheeting on 25 degree pitch
Recycled red face brickwork
Obscure glazing
Re-paint existing tiled roof
Paint existing face brickwork
Existing ground level along boundary (dotted)
ELEVATION 1
Select colour metal sheet walling
Paint existing face brickwork
Existing ground level along boundary
ELEVATION 3
Acrylic render to framed wall
ELEVATION 2
ELEVATION 4 (Street Elevation)
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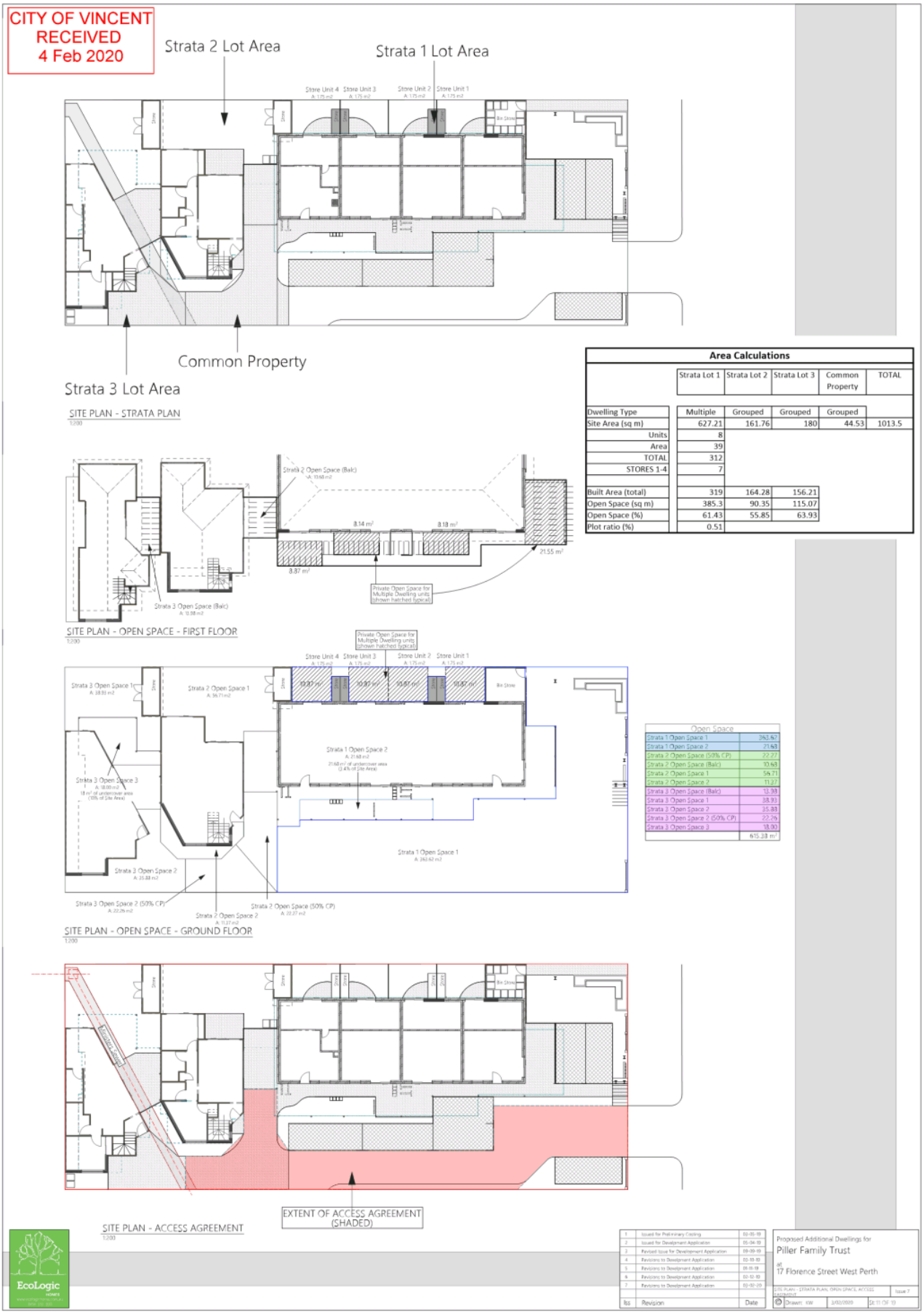
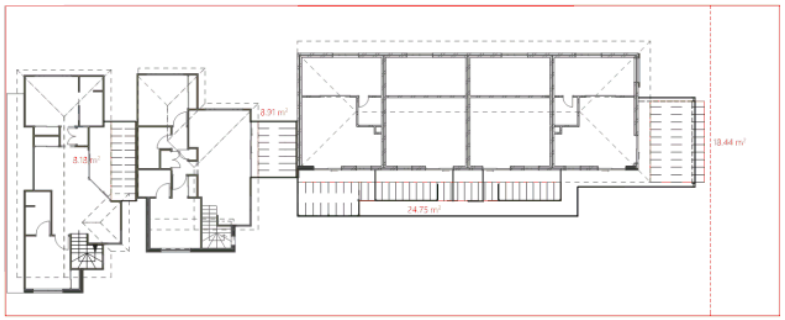
Revision
Date



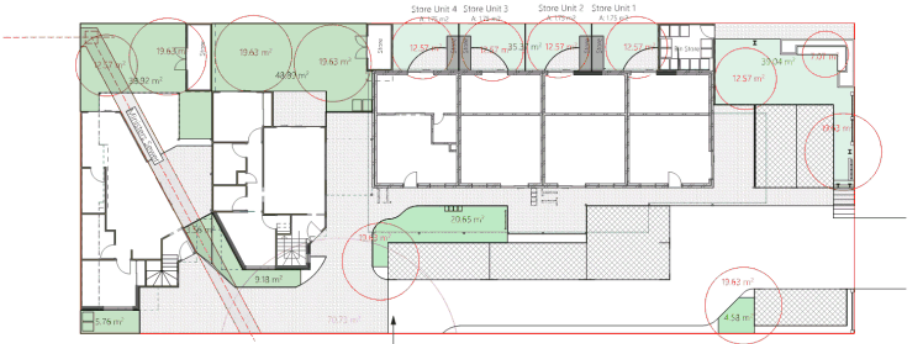
Area Calculations

	Strata Lot 1	Strata Lot 2	Strata Lot 3	Common Property	TOTAL
Dwelling Type	Multiple	Grouped	Grouped	Grouped	
Site Area (sq m)	627.21	161.76	180	44.53	1013.5
Units	8				
Area	39				
TOTAL	312				
STORES 1-4	7				
Built Area (total)	319	164.28	156.21		
Open Space (sq m)	385.3	90.35	115.07		
Open Space (%)	61.43	55.85	63.93		
Plot ratio (%)	0.51				

Open Space	
Strata 1 Open Space 1	363.62
Strata 1 Open Space 2	21.68
Strata 2 Open Space (50% CP)	22.27
Strata 2 Open Space (Balc)	10.68
Strata 2 Open Space 1	56.71
Strata 2 Open Space 2	11.37
Strata 3 Open Space (Balc)	13.98
Strata 3 Open Space 1	38.93
Strata 3 Open Space 2	35.88
Strata 3 Open Space 2 (50% CP)	22.26
Strata 3 Open Space 3	18.00
	615.38 m²



SITE PLAN - FIRST FLOOR CANOPY COVER
1:200



SITE PLAN - DEEP TREE ZONE & TREE CANOPY
1:200

Canopy from the existing tree on the neighbouring property. Intention is to retain

DEEP SOIL ZONES			
	Strata Lot 1	Strata Lot 2	Strata Lot 3
Dwelling Type	Multiple	Grouped	Grouped
Site Area (sq m)	627.21	161.76	180
Deep Soil Zone - Required (sq m)	10% 62.71	15% 24.264	15% 27
Deep Soil Zone - Provided (sq m)	99.64	58.07	48.24

TREE CANOPY			
	Strata Lot 1	Strata Lot 2	Strata Lot 3
Dwelling Type	Multiple	Grouped	Grouped
Site Area (sq m)	627.21	161.76	180
Required Tree Canopy (Multiple dwelling site - 1 med tree @ 9 sqm + say 4 small trees @ 6 sqm)	1 medium tree + small trees to suit.	30%	30%
Required (sq m)	33	48.528	54
Provided (sq m)	**128.8**	**32.2**	**39.26**
Provided (%)	**390.30**	**19.91**	**21.81**
Tree canopy over whole site			
Required (sq m)	135.53		
Provided (sq m)	200.26		

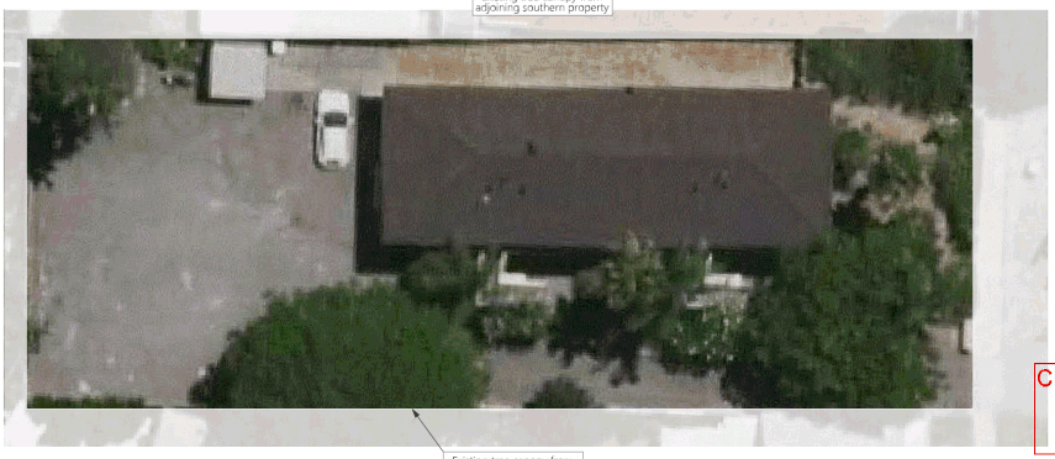
CANOPY (Addition of covered balcony areas)			
Tree Canopy Provided (sq m)	128.8	32.2	39.26
Covered Balcony Area	43.19	8.91	8.19
Total Provided (sq m)	**171.99**	**41.11**	**47.45**
Provided (%)	**521.18**	**25.41**	**26.36**

NOTE - These calculations do not include the 70.73 sqm of canopy from the existing southern neighbouring tree.



AERIAL - PROPSED

Existing tree canopy from adjoining southern property



EXISTING AERIAL
1:162.29

Existing tree canopy from adjoining southern property

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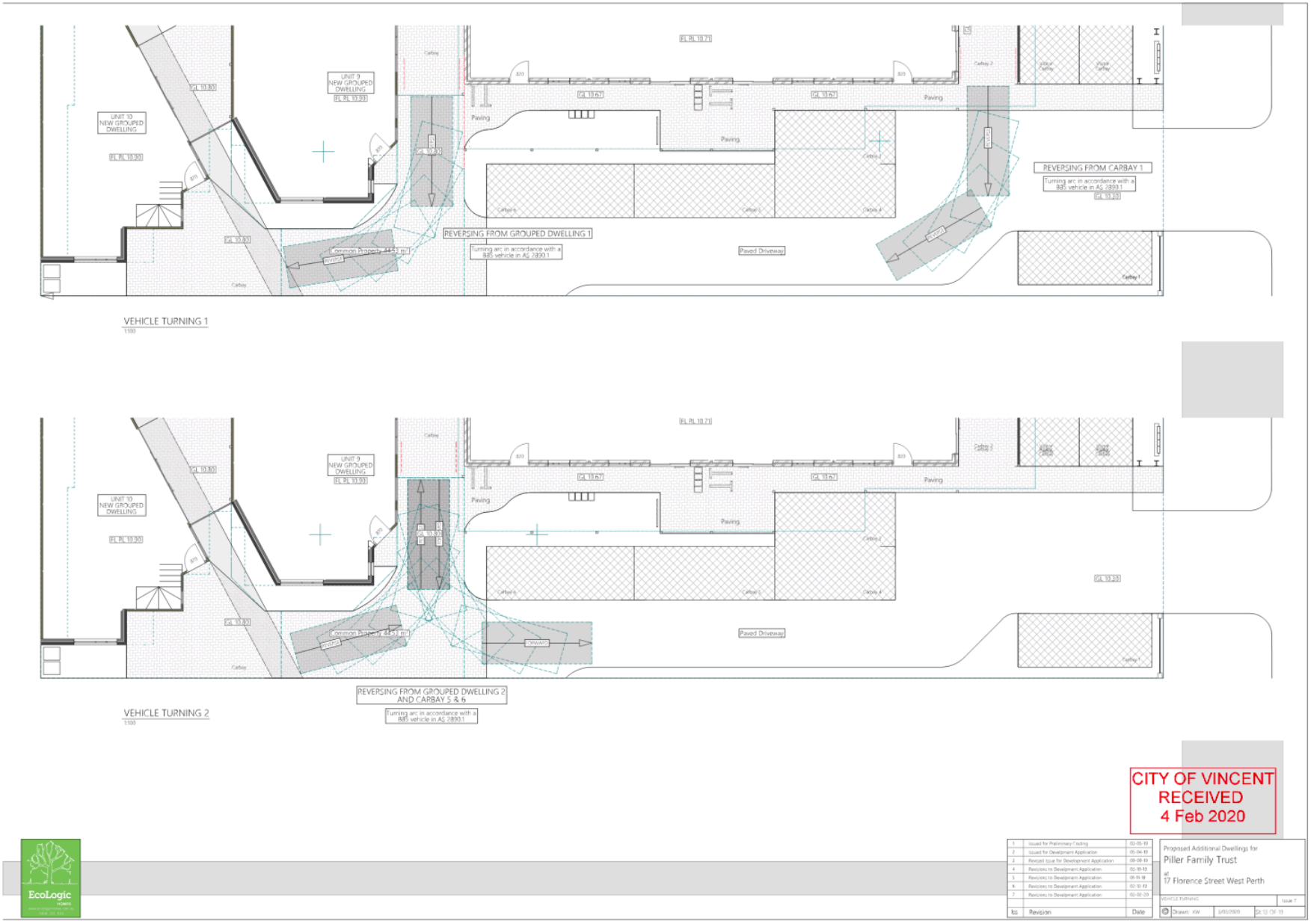
Proposed Additional Dwellings for
Piller Family Trust
at
17 Florence Street West Perth

LANDSCAPE AREAS — Issue 7

Drawn: KW — 3/02/2020


UNIT 10 NEW GROUPED DWELLING
UNIT 9 NEW GROUPED DWELLING
REVERSING FROM GROUPED DWELLING 1
Turning arc in accordance with a 8.8S vehicle in AS 2890.1
REVERSING FROM CARBAY 1
Turning arc in accordance with a 8.8S vehicle in AS 2890.1
Paved Driveway
Paving
Carbay
VEHICLE TURNING 1
1:100
REVERSING FROM GROUPED DWELLING 2 AND CARBAY 5 & 6
Turning arc in accordance with a 8.8S vehicle in AS 2890.1
VEHICLE TURNING 2
1:100
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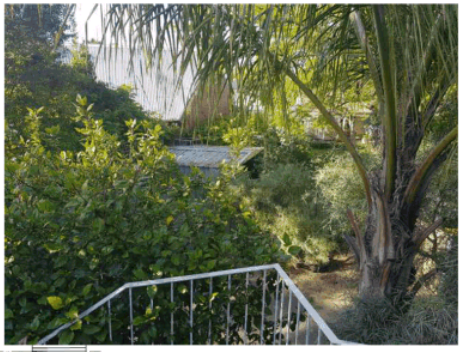
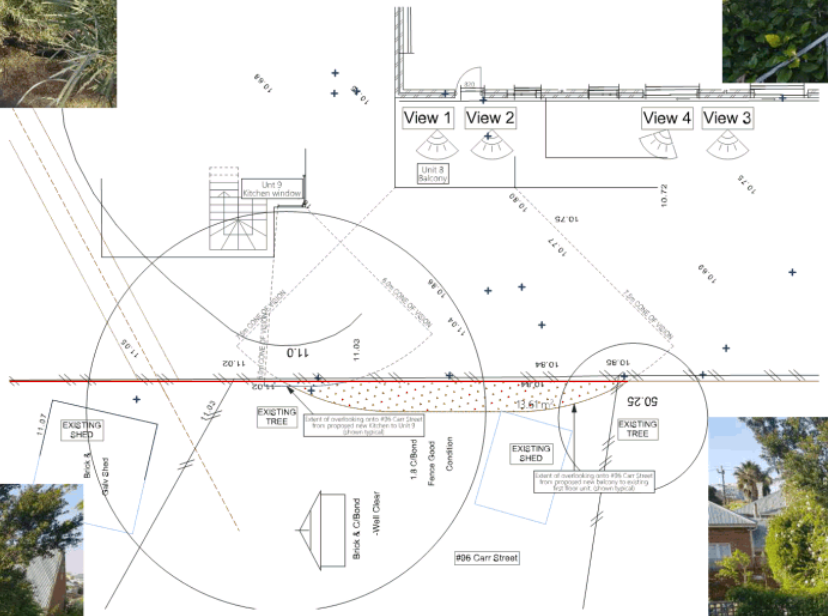
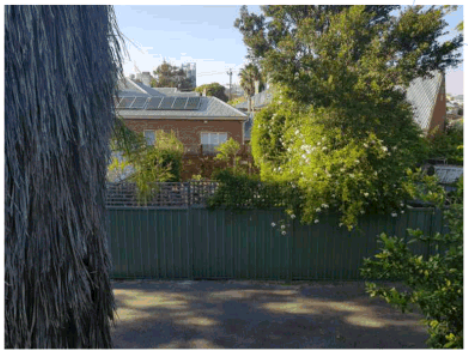
View 1



View 2



SITE PLAN - FIRT FLOOR OVERLOOKING



View 2



View 4

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Proposed Additional Dwellings for
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at
17 Florence Street West Perth

FIRST FLOOR OVERLOOKING — Issue 7

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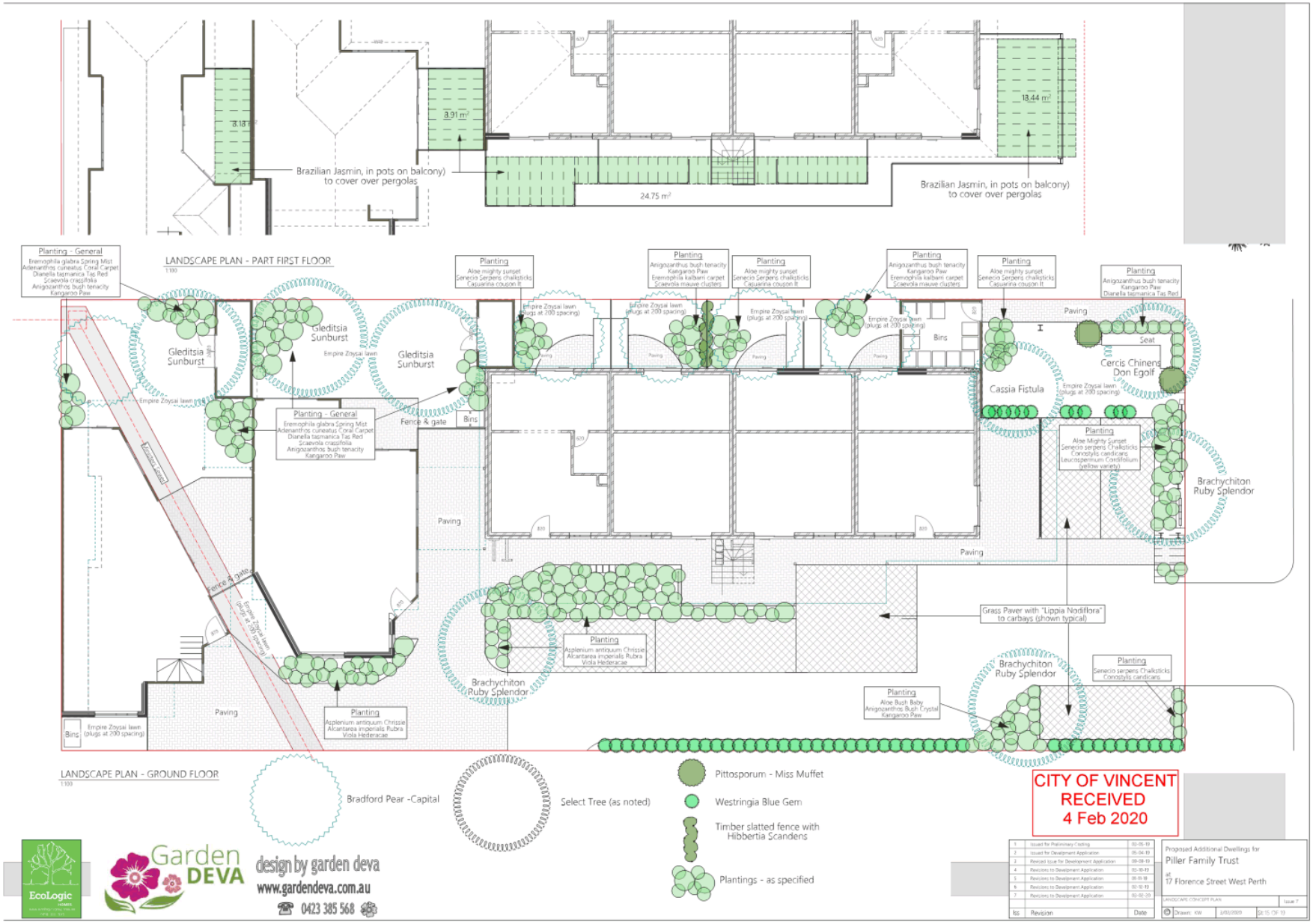
Brazilian Jasmin, in pots on balcony) to cover over pergolas
Brazilian Jasmin, in pots on balcony) to cover over pergolas
LANDSCAPE PLAN - PART FIRST FLOOR
LANDSCAPE PLAN - GROUND FLOOR
Planting - General
Gleditsia Sunburst
Empire Zoysai lawn
Fence & gate
Bins
Paving
Seat
Cercis Chinens Don Egolf
Cassia Fistula
Brachychiton Ruby Splendor
Grass Paver with "Lippia Nodiflora" to carbays (shown typical)
Planting
Asplenium antiquum Chrissie Alcantarea imperialis Rubra Viola Hederacae
Aloe Bush Baby Anigozanthos Bush Crystal Kangaroo Paw
Bradford Pear -Capital
Select Tree (as noted)
Pittosporum - Miss Muffet
Westringia Blue Gem
Timber slatted fence with Hibbertia Scandens
Plantings - as specified
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Garden DEVA
design by garden deva
www.gardendeva.com.au
0423 385 568
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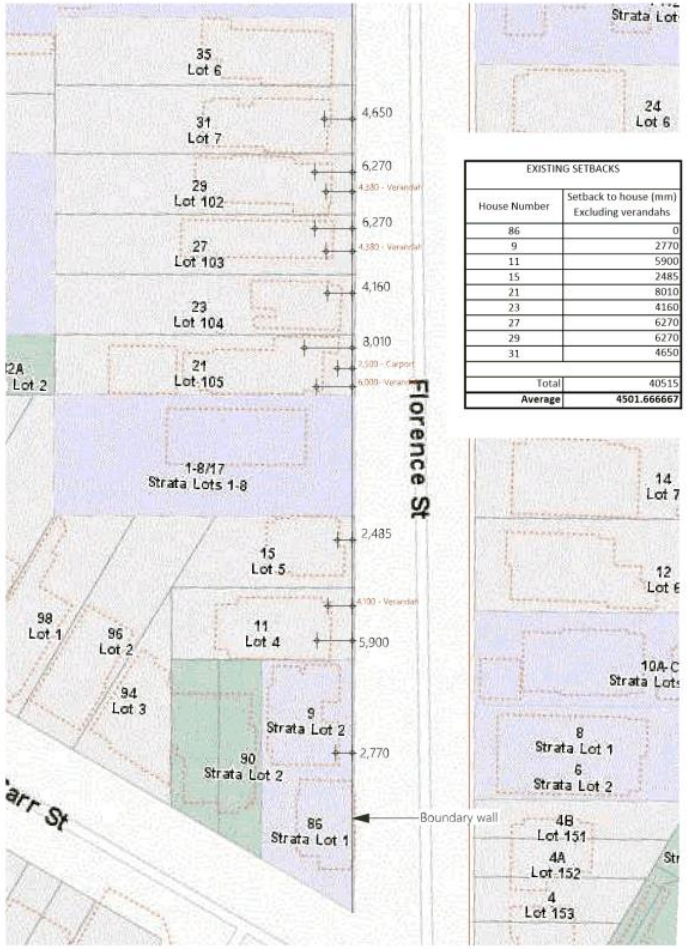
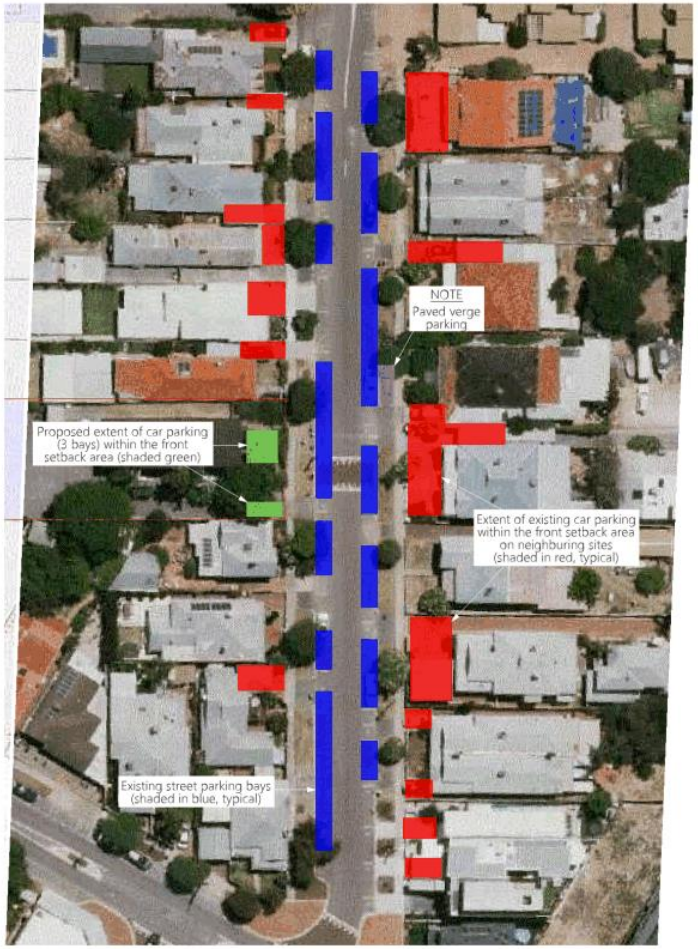


EXISTING SETBACKS	
House Number	Setback to house (mm) Excluding verandahs
86	0
9	2770
11	5900
15	2485
21	8010
23	4160
27	6270
29	6270
31	4650
Total	40515
Average	4501.666667

STREET SETBACK PATTERN



STREET PARKING

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FRONT PERSPECTIVE



SIDE PERSPECTIVE



PERSPECTIVE - REAR UNITS

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Proposed Additional Dwellings for
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17 Florence Street West Perth

PERSPECTIVES | Issue 7

Drawn: KW | 3/02/2020 | Sht 17 OF 19



Perspective 3



Perspective 6



Perspective 7



Perspective 8

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FRONT LANDSCAPE PERSPECTIVES | Issue 7

Drawn: KW | 3/02/2020 | Sk 18 OF 19

REQUEST FOR ADDITIONAL INFORMATION - NO. 17 FLORENCE STREET WEST PERTH (LOT: 1 - 8 STR: 4465) – GROUPED DWELLINGS (2) AND ALTERATIONS AND ADDITIONS TO MULTIPLE DWELLINGS

Please find below our response to your previous correspondence.

We preface this correspondence with 2 important considerations

The Residential Design Codes – Volume 2 Apartments is a new document, gazetted only 7 months ago in May 2019. It would be anticipated that implementation of the code would involve some "teething problems" both in its interpretation and with its implementation.

While being comprehensive the document provides no guidance for the refurbishment of existing multiple dwellings. We would consider that in these situations 100% compliance with the code may not be either structurally or financially achievable. We trust Council could apply a common-sense approach and recognise that even though all elements cannot be achieved the final result of any re-development will be increased amenity to both the occupants of the development and to the streetscape.

We do note that the adaptive re-use section (4.13 Adaptive Re-use) does recognise that the re-use of structures can provide sustainability benefits and that this will involve adaption and sometimes compromise relative to some of the elements to this policy. Although this is not considered to be an adaptive reuse it does recognise that sometimes compromise is necessary.

DG4.13.1 Where dwellings in adaptive reuse proposals cannot satisfy the acceptable outcomes or design guidance recommendations of this policy due to the limitations of the existing building, applicants should demonstrate that the overall amenity and performance of dwellings still meets the objectives. Typical residential standards that require greater flexibility in adaptive reuse proposals include:

- habitable room depths and ceiling heights
- alternative approaches to natural ventilation and daylighting
- alternatives landscape approaches where deep soil areas cannot be achieved
- open space and circulation areas
- visual and acoustic privacy
- car-parking provision.

Policy No. 7.7.1 – Built Form

Clause 5.3 Lot boundary setbacks

The Unit 10 upper floor setback has been adjusted to 1800 mm.

Clause 5.9 Street Surveillance

The first-floor kitchen window to Unit 9 has been amended to incorporate a corner window, providing increase surveillance of the vehicular approach
The ground floor front door to unit 9 has also been amended to better address the frontage of the site.
We also highlight that the large front facing window in the stair well provides for a perceived surveillance of the street as consistent with Design Principle 5.2.3 Street Surveillance of the R Codes.

5.2.3 Street surveillance

P3 **Buildings** designed to provide for surveillance (actual or perceived) between individual **dwellings** and the **street** and between common areas and the street, which minimise opportunities for concealment and entrapment.

We consider that this achieves the intention of the R Codes and Council's Built Form Policy NO 7.1.1

Clause 5.15 Landscaping

The Landscaping plan has been revised to incorporate additional tree canopy area and vines over the pergolas to the first floor balconies

The tree canopy areas now are

- Unit 9 proposes 19.19% canopy cover in lieu of 30%
- Unit 10 proposes 21.81% canopy cover in lieu of 30%

Councils Policy No. 7.1.1 Clause C5.14.3 refers to providing 30% of the site area to be provided as canopy cover but does not specifically refer to tree canopy.
With the inclusion of the vine covered first floor balcony areas the coverage areas are

- Unit 9 proposes 25.41% canopy cover in lieu of 30%
- Unit 10 proposes 26.36% canopy cover in lieu of 30%

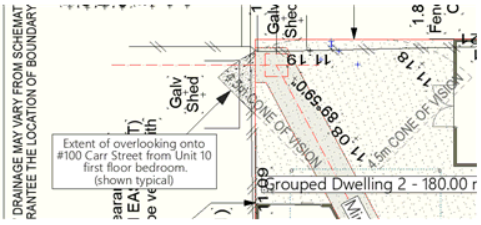
We also highlight the following:

- The tree canopy coverage over the whole site is 200.26 sqm plus 60.29 sqm of coverage over the balconies, providing 260.55 sqm of Total Canopy Cover, which is well above the required area of 135.53 sqm
- It is also well above the EXISTING Canopy Cover of 226.01 sqm
- Currently the existing Carpark and Driveway are 428.74 sqm unattractive Black Bitumen, of which 360.26 sqm are uncovered and heat reflecting
- The new Car Parking and Driveway will be in light paving with only 250.2 sqm uncovered with a further 88.08 sqm of "Grass Paver" with Lipia Nodiflora which will be uncovered.
- The canopy coverage does not include the 70.73 sqm of canopy on the site from the existing southern neighbouring tree. This shade would make it impossible to plant another tree below, therefore it would be reasonable to expect some allowance should be made.
- It is not feasible to retain the existing trees - the one large existing tree is a Cape Lilac that has a Caterpillar Infestation and the other large trees on site are palm trees that offer very little canopy cover and are not an appropriate species of tree in this area.

Clause 5.22 Visual Privacy

Unit 10 Bed 4

The cone of vision from this window has been incorporated on the revised drawings. On inspection of the site this cone of vision falls over an existing storage shed at the rear of the adjoining property.





Design Principle 5.4.1 Visual Privacy Clause P1.1 provides for "Minimal direct overlooking of active habitable spaces and outdoor living areas of adjacent dwellings".

The extent of overlooking on the neighbouring property does not occur on any active habitable space or outdoor living areas of the adjacent dwelling and therefore will not cause any adverse impact on the privacy of the adjoining dwelling. We consider the proposal can be considered as compliant with this design principle.

Clause 5.23 Solar access

The plans have been amended to incorporate a shading diagram as requested

Clause 5.27 Ancillary Dwellings

It is not our intention for the new grouped dwellings to be considered as having Ancillary Accommodation within each dwelling. It is however our intention to offer Dwelling Diversity as per *2.8 Development Incentives for Community Benefit & 4.8 Dwelling Mix* (Residential Design Codes Volume 2 – Apartments). We understand that the these R-Codes are not applicable to the Grouped Dwellings, but we consider that it a valuable aspect that would be of benefit to the overall development.

PG 2.8.1 The following are examples of community benefit that may be considered in exchange for additional development potential or flexibility incorporated into a local planning scheme, local development plan or local planning policy.

— Dwelling diversity: where providing a dwelling type identified as a priority by the local government, such as aged and dependent dwellings, universal access dwellings, one-bedroom apartments, key-worker dwellings or other innovative housing models to meet demand.

O4.8.1 A range of dwelling types, sizes and configurations is provided that caters for diverse household types and changing community demographics.

- **DG 4.8.2** A diverse dwelling mix may include dwellings designed to suit singles, couples, unrelated adult sharers, families, multi-generation households, seniors ageing in place and people with disabilities. Consider flexible configurations of space that can respond to changes in household composition and work/life arrangements. Examples include:
  — dual master bedroom apartments with separate bathrooms

- **DG 4.8.3** Ground floor dwellings are particularly suited to assist with providing greater housing diversity. Good accessibility means they are also well suited to aged or disabled occupants who require adaptable or universally designed dwellings.

We are providing homes for multi generational households, particularly couples with older children or ageing parents. The Ground Floor of each Grouped Dwelling are designed to a minimum **SILVER PERFORMANCE LEVEL** (Livable Housing Design Guidelines LHA) to provide for Ageing In Place and People with Disabilities, therefore it should be acceptable to have a kitchenette on the ground floor. We have removed the washing machines.

Residential Design Codes – Volume 2 Apartments

Clause 3.1 Site Analysis and Design Response

A site analysis has been added to the amended Planning Drawings.

According to the City of Vincent website Florence Street and the West Perth Locality does not have a "Local Character"

Although only new, within its boundaries Vincent holds a rich and varied history. It is a place of cultural diversity with residents whose origins lie in places like Europe and Asia, and 45% of whom were born overseas. Reflections of this variety are found in the number of religions or spiritual groups that have representation within Vincent, among them 18 Christian denominations, and Hinduism, Islam and Judaism.
There are busy and popular commercial areas such as Beaufort, Fitzgerald, Oxford Streets and Scarborough Beach Road, and peaceful suburbs where old and new lie side by side. There is more than a hundred years of built history and heritage within the boundaries of the municipality - and all of it, whether a century, a decade, or just a few years old, is important to the City of Vincent. All of it contributes to the colour and personality of Vincent, enriching the lives of the people who live here and of those just passing through.

3.1 *Site Analysis and Design Response* (Residential Design Codes Volume 2 – Apartments)
Where local character is not defined, the site analysis process should inform a reasoned assessment of future character and the appropriate design response.

We consider the design is informed by and responds to the surrounding context of Florence Street and the West Perth locality. Most importantly, we are revitalising an old, tired, unattractive apartment building and bringing the whole site into the 21st Century.

Clause 3.3 Tree canopy and deep soil areas

We note the requirement for 80% canopy to the open-air carpark is detailed in council's Policy No 7.1.1 Built Form Policy as opposed to the Residential Design Codes Volume 2 – Apartments.

As such it is our understanding under clauses 1.2.1 and 1.2.3 of the Residential Design Codes Volume 2 – Apartments that the provisions of the codes prevail over the local planning policy and as such the 80% coverage is not a requirement of the Codes.

Clause 3.8 Vehicle Access

The plans have been amended to ensure no structure higher than 750 mm is within 1.5 m of the driveway location.

Clause 3.9 Car and bicycle parking

- The application proposes car parking within the front setback area which is visually prominent from the street.

The provision of car parking within the front setback for the multiple dwellings is a critical aspect of this proposal. Due to the location of the existing multiple dwellings the only location for some of the required car parking is within the front setback area. It should be noted in the Design Guidance

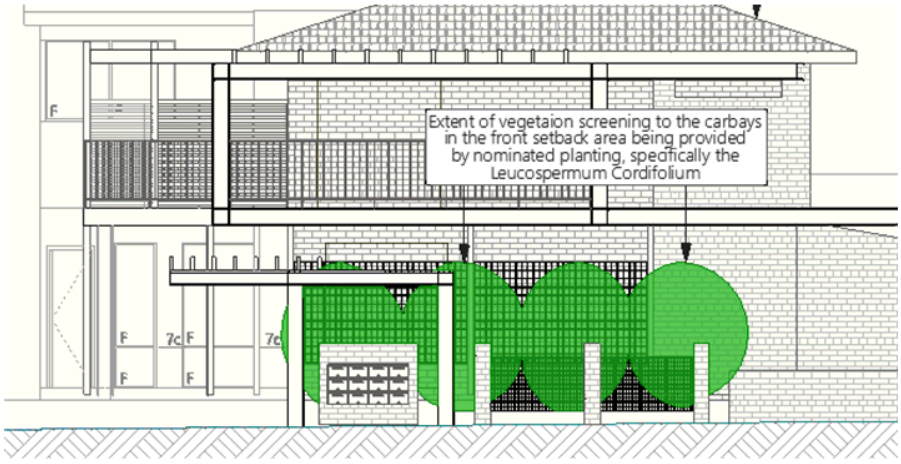
DG 3.9.2 Parking requirements should be determined considering the proximity of the development to a centre(s) and the availability of public parking or high-frequency public transport services. Reducing car parking requirements may reduce car dependency and encourage walking, cycling and the use of public transport.

DG 3.9.3 Visitor parking may be reduced where there is adequate on-street parking or public parking in the near vicinity of the development.

DG 3.9.5 Consideration may be given to the reduction of resident parking (including to zero bays) subject to an assessment of the location, the likely current and future demand for parking spaces, the likely impact on neighbouring land uses and whether it is suitable to allow the supply of fewer spaces.

We highlight the following for council's consideration

- As stated previously the relatively short period of implementation of the new codes and recognition that with re-use of existing building stock this will involve adaption and sometimes compromise relative to some of the elements to this policy
- The Intent of The Residential Design Codes – Volume 2 Apartments regarding the location of car parking is to "ensure that car parking provided does not detract from the intended character of the streetscape"
  The existing streetscape is dominated by single residential developments with significant hard paved car parking areas located within the front setback area. Including verge parking and on-street parking. We do consider that the 3 car bays proposed with the front setback area are consistent with the existing streetscape and will have no further detriment impact on the either the existing of future streetscape. We refer to the Street Parking diagram provided in the revised set of plans. We have also noted on the updated Plans that these bays will be paved with "Grass Pavers" with a very sturdy recommended ground cover (Lipia Nodiflora) to soften the impact.
- The landscaping plan has been designed with substantial layered planting between the visitor's car parking and the front boundary. This planting contains a screening plant, Leucospermum Cordifolium, which can grow to 3000 mm high and 2000 mm wide. The intention is to provide a dense landscape screen to the two car bays in the front setback area.



- Uncovered parking is not provided with trees at a rate of one tree per four bays.

  Two additional trees have been added to the proposal adjacent to the car parking area. Due to the specific car parking layout resultant form the location of the existing multiple dwelling it is not possible to incorporate any further trees into the car parking / access drive. We can suggest that the additional tree would only be possible if council providing a concession to remove one car bay to allow for the installation a tree.

- Nil bicycle bays provided for visitor use. Please provide detail as two whether the proposed bicycle parking is provided within stores or secure.

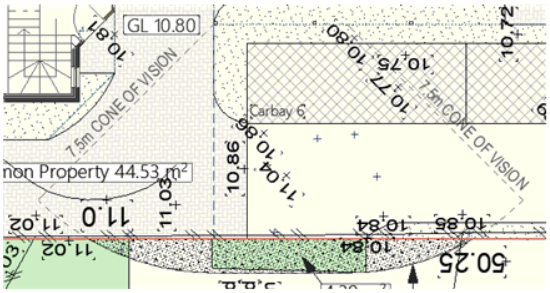
The addition of a visitor bicycle parking area has been provided in the revised plans.

Clause 4.4 Private open space and balconies

Placement of the private open space balcony to the first floor of the multiple dwelling units can only occur on the south side of the existing building. Placement on the north side would result in non-compliant Set Back provisions and a requirement to provide full screening to restrict overlooking of the neighbouring northern property

The southern privacy screen to the private open space/balcony to the first floor Unit 8 has been removed and replaced with 1 m high balustrading. Overlooking from this private open space falls on the adjoining southern property however on assessment the overlooking does not occur on any active habitable space or outdoor living areas of the adjacent dwelling and is well screened by existing vegetation on the adjoining property, refer to the below photos. This will not cause any adverse impact on the privacy of the adjoining dwelling and could be considered as compliant with this design clause.





Units 6 & 7 are the only first floor private units that still retain the privacy screen to their private open space. As these are greater than 7500 mm setback from the southern boundary the screening is not required too restrict overlooking of the southern property but to provide privacy from other occupants of the Units 5 & 8 when they come up the stairs to enter their units. We would be prepared to remove the screening should council consider that the openness of the private open space is of greater value than the relative infrequent passing of the occupants of Units 5 & 8

Clause 4.6 Storage

The existing multiple dwelling units are not provided with any storage facilities.
We note however that the size of the existing bedroom at 5195 mm x 2500 mm is substantially larger than required and at present many of the occupants use this area for storage purposes, we have Illustrated on the revised plans. The required 3 square metres of this space can be easily used for storage without compromising the area required for the bedroom and it is our preference to retain the plans as is which allows a degree of flexibility that should the occupants not have a huge storage requirement they can then use this space inside the unit for living purposes. Again, it should be considered that these requirements were put in place for a NEW build, not an existing apartment that

is being renovated. We are also increasing the apartments overall storage with additional kitchen cabinets, living area cabinets and a 2500 mm Built in Robe (1.5 m2) in the bedroom. We would consider this could be compliant with the residential design codes.

Clause 4.10 Façade Design

The existing streetscape, dominated by single storey residential, is traditional brick walls and pitched roof construction.

The proposed facade involves only the inclusion of a new first floor balcony with pergola over. The overall development incorporates the use of a red face brick to the rear unit's front facade and elements of the front fence. The revised plans now incorporate the red brick into the bin enclosure and part of the front elevation of the existing building. This reflects the use of a red face brick in numerous neighbouring residence in the street.

The scale and proportion of the new balcony is consistent with the existing streetscape and the additional of the exposed steelwork to create a more "industrial aesthetic" for the development introduces a new design element that will enhance the visual interest and amenity of the public realm

Clause 4.13 Adaptive Reuse

It is our understanding that the adaptive reuse section of the residential design codes refers to instances where the use of the building is changing. As we are retaining the existing use and fundamental layout of a building and consider that this section does not apply to this proposal

Clause 4.17 Waste Management

The bin store at the entry of unit 4 has been relocated to the other bin store on the north eastern corner of the development. We have provided a fully enclosed room to accommodate the bins thus minimising any adverse impact on Unit 1 and any visual detrimental impact on the overall development or the streetscape.

Clause 4.18 Utilities

All of the multiple dwelling units will be provided with a built-in clothes dryer to accommodate their laundry drying needs. Ground floor units have access to the private open space should they wish to have external drying

Health Act (Laundries and Bathrooms) Regulations

Laundry facilities for the 8 multiple dwellings have been provided in accordance with the specifications provided in your correspondence and included on the revised drawings

Summary of Submissions:

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

Comments Received in Objection:	Officer Technical Comment:
Landscaping • Reduction of canopy cover will reduce amenity for tenants of the site and neighbouring properties. Decreased amenity will be in the form of additional heat, additional noise, reduced wildlife and adverse visual impacts. • Reduced canopy is not consistent with the City's Greening Plan 2018 – 2023; • The canopy cover relies on canopy provided by a large tree located on an adjoining properties; and • Consider that some of the mature trees should be retained on site.	The proposed tree canopy and deep soil areas are consistent with the objectives of Element 3.3 and 4.12 of the R Codes Volume 2 for the following reasons: • The application proposes 14.4 percent (90.5 square metres) deep soil area, which exceeds the prescribed requirement of 10 percent as detailed within Table 3.3 of the R Codes – Volume 2. Deep soil zones have been provided within the front setback area and adjacent to the side lot boundaries which would positively contribute to the landscape amenity and visual appeal of the site; • That application proposes one small sized tree to be provided within each private open space area of Units 1 – 4 as well as within the front setback area, providing shade to open car bays. The adjoining southern property also contains mature planting along the shared boundary that shades the driveway. The trees are provided in a range of species and locations that facilitate substantial landscaping visible from adjoining properties and the public domain, while contributing to the amenity of the development site; • The landscape quality is substantially improved when compared to the current condition of the development site and improves the outlook for residents on the subject site and adjoining properties; and • If approved, Administration recommends a condition of development approval requiring the provision of one medium sized tree to be provided in accordance with Table 3.3a of the R Codes – Volume 2. This would further increase the amount of canopy cover provided on-site and would further enhance the amenity of the site. As additional deep soil zones have been provided, sufficient space is available on site to accommodate this additional tree.

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
Provision and Functionality of Utilities and Facilities on Site • Concerns that there is no clothes drying areas provided for the existing units, and the existing clothes drying area is being removed. Concerns balconies would be used for clothes drying which would provide adverse visual impacts to adjoining properties; • Bin storage areas have been inadequately designed and will affect the amenity and streetscape. Bins are located directly outside some front doors, and will provide smell, noise and health issues; • Inadequate stores provided for the existing units. The provision of no store rooms for the existing units will exacerbate provides of makeshift storage solutions on site and would result in illegal dumping; and • The bin storage areas do not account for the 3 bin system that will be introduced.	• Each of the existing multiple dwellings would be provided with a wall mounted washer/dryer as illustrated in the proposed floor plans. Administration considers that this is sufficient to satisfy Element 4.18 of the R Codes Volume 2; • The applicant provided amended plans with additional bin storage to satisfy Element 4.17 of the R Codes Volume 2; and • Whilst the applicant has submitted amended plans proposing store room facilities for each of the existing units, the design, location and functionality of the communal storeroom provided for Units 5 – 8 results in detrimental visual impacts to the public domain and is not convenient, safe and secure for residents, resulting in a decreased amenity on-site. Administration is not satisfied that the proposal satisfies Element 4.6 of the R Codes Volume 2 and this has been included as a reason for refusal of the application.
Lot Boundary Setbacks • The reduced setback from Unit 10 to the adjoining western boundary would reduce amenity to adjoining properties through overshadowing, reflected heat and noise. The reduced setback would affect the amenity of the main living areas of adjoining properties; and • The reduced setback is not consistent with the City's Draft Sustainable Environment Strategy 2019 – 2024 and would undermine sustainable solutions.	As per the legal advice obtained by Administration, the City is unable to contemplate the approval of the two new buildings to the rear of the development site as they are consistent with the definition of Multiple Dwellings to which are not permitted on this site under Clause 32(1) of LPS2. An assessment of the built form of these dwellings has not been undertaken and the application has been recommended for refusal based on the land use.
Overshadowing Concerns relating to overshadowing to adjoining residential properties.	The proposed development satisfies Element 3.2 (Orientation) of the R Codes Volume 2 which states that 50% overshadowing of an adjoining property is an Acceptable Outcome for sites coded R50.
Visual Privacy The Unit 10 upper floor window will intrude on the visual privacy of adjoining properties sensitive areas and will subsequently adversely impact the amenity of adjoining properties. This overlooking would affect 3 properties.	The proposed development does not satisfy the cone of vision setbacks outlined under the Acceptable Outcomes of the R Codes Volume 2, Clause 3.5 (Visual Privacy). Whilst these setbacks are not achieved, the proposal would satisfy the Element Objectives of the relevant Clause and would be acceptable for the following reasons:

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
	Northern boundary • The front balcony of Unit 1 is not setback in accordance with the distances specified within Table 3.5 of the R Codes Volume 2 – Apartments. The Unit 1 balcony overlooks the adjoining northern properties front setback area and front porch. The balcony does not result in any direct overlooking to the adjoining northern properties major openings or primary outdoor living area, which is located to the rear of the site. The areas to which the Unit 1 balcony overlooks can also be clearly viewed from the public domain; • The setbacks provided ensure adequate separation between properties and provide no direct overlooking to habitable rooms with major openings and outdoor living areas. The design also reduces all direct overlooking to sensitive areas within the subject site; and • All other major openings to habitable rooms facing the northern adjoining properties are as existing. *Southern boundary* • The balcony of Unit 8 is not setback in accordance with the distances specified within Table 3.5 of the R Codes Volume 2 – Apartments. The Unit 8 balcony overlooks the rear of the southern adjoining properties back yard area. This area is extensive garden area and is not the primary outdoor living area of the southern adjoining property. There are a number of mature trees located on the southern adjoining property that reduce vision from the balcony to the primary outdoor living area of the southern property. The balcony does not result in any direct overlooking to the adjoining southern properties major openings or primary outdoor living area; and • All other balconies and major openings facing south are setback in accordance with the distances specified within Table 3.5 of the R Codes Volume 2 – Apartments or have been provided with privacy screens to restrict all overlooking to the southern adjoining properties. The setbacks provided ensure adequate separation between properties and reduce the extent of direct overlooking to habitable rooms with major openings and outdoor living areas. The design also does not result in direct overlooking to sensitive areas within the subject site.

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
Land Use (Multiple Dwellings) • Unit 9 and Unit 10 are shown as self-contained 2 bedroom apartment with separate entrances, kitchens and laundry facilities. Ancillary dwellings are not permitted in grouped dwelling, or lots less than 450m^2. The additional units would exceed that required and provide an adverse precedence; and • Concerns the site would be used as multiple dwellings, which are not permitted in this area.	As per the legal advice obtained by Administration, the City is unable to contemplate the approval of the two new buildings to the rear of the site as they have been determined to be consistent with the definition of Multiple Dwellings which are not permitted on this site under Clause 32(1) of LPS2. The application has been recommended for refusal based on the land use.
Car Parking • Car parking within the front setback area will detract from the visual amenity of Florence Street and will add to the radiant heat of the neighbourhood. The parking within the street setback area is not in keeping with the streetscape; and • The number of car bays is insufficient for the additional development proposed, particularly given the two grouped dwelling are effectively 4 units.	The proposal is not consistent with the objectives of Element 3.6 (Public Domain Interface) and Element 3.9 (Car and Bicycle Parking) of the R Codes Volume 2 for the following reasons: • The development proposes six residential car parking bays and two visitor car parking bays, which is consistent with the Acceptable Outcomes prescribed by Table 3.9 of the R Codes Volume 2 – Apartments. Three of the proposed car parking bays provided are located within the front setback area of the development site. In addition to the bays located within the front setback area, Car bay 3 and 4 are also visually prominent from the street; • The application also proposes a communal storeroom for Units 5 – 8 that sits forward of the existing building line and is visible from the streetscape. The cumulative impact of the car bays, solid communal storeroom and privacy screen between Car bay 2 and Visitor Car bay reduces street surveillance from the ground floor and detracts from visual appeal of the site when viewed from the street; • While the application proposes deep soil areas and four mature trees within the front setback area that would assist in offsetting impacts of the car bays, more than 50 percent of the front setback area remains as hardstand areas. The grass pavers provided to the car bays does not offset the adverse impact of parked cars being visually prominent and detracting from the street; and • The provision of Car bay 2 directly adjacent to the Unit 1 major opening would provide adverse amenity and visual impacts to the occupants of the Unit. The location of this car bay also may diminish the sense of security and privacy of Unit 1; and • The City's DRP have also raised concerns in relation to the siting of the car bays and their impact on the street and the amenity of the Units. The design and location of car parking is recommended as a reason for refusal of the application accordingly.

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
Building Bulk and Overdevelopment Concerns that the proposal results in an overdevelopment of the site with minimal open space areas, reduced adequate parking, limited storage and adverse visual impacts;	As per the legal advice obtained by Administration, the City is unable to contemplate the approval of the two new buildings to the rear of the site as they have been determined to be consistent with the definition of Multiple Dwellings which are not permitted on this site under Clause 32(1) of LPS2. An assessment of the built form of these dwellings has not been undertaken to determine whether the proposal would result in an overdevelopment of the site.
Sewer Line Concerns in relation to the existing sewerage line and impacts on this as a result of additional units.	As per the legal advice obtained by Administration, the City is unable to contemplate the approval of the two new buildings to the rear of the site as they have been determined to be consistent with the definition of Multiple Dwellings which are not permitted on this site under Clause 32(1) of LPS2. Notwithstanding this, the applicant appears to have designed the development with the sewer line in mind and if the proposal were to be approved by the City, this would not constitute approval on behalf of any other authorities, including the Water Corporation. The onus would be on the applicant to seek all relevant approvals prior to commencement of works.

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

Summary of Submissions:

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

Comments Received in Objection:	Applicant's Response:
Landscaping • Reduction of canopy cover will reduce amenity for tenants of the site and neighbouring properties. Decreased amenity will be in the form of additional heat, additional noise, reduced wildlife and adverse visual impacts. • Reduced canopy is not consistent with the City's Greening Plan 2018 – 2023; • The canopy cover relies on canopy provided by a large tree located on an adjoining properties; and • Consider that some of the mature trees should be retained on site.	The Landscaping plan has been revised to incorporate additional tree canopy area and vines over the pergolas to the first floor balconies The tree canopy areas now are: • Unit 9 proposes 19.19% canopy cover in lieu of 30% • Unit 10 proposes 21.81% canopy cover in lieu of 30% Councils Policy No. 7.1.1 Clause C5.14.3 refers to providing 30% of the site area to be provided as canopy cover but does not specifically refer to tree canopy. With the inclusion of the vine covered first floor balcony areas the coverage areas are • Unit 9 proposes 25.41% canopy cover in lieu of 30% • Unit 10 proposes 26.36% canopy cover in lieu of 30% We also highlight the following: • The tree canopy coverage over the whole site is 200.26 sqm plus 60.29 sqm of coverage over the balconies, providing 260.55 sqm of Total Canopy Cover, which is well above the required area of 135.53 sqm • It is also well above the EXISTING Canopy Cover of 226.01 sqm • Currently the existing Carpark and Driveway are 428.74 sqm unattractive Black Bitumen, of which 360.26 sqm are uncovered and heat reflecting • The new Car Parking and Driveway will be in light paving with only 250.2 sqm uncovered with a further 88.08 sqm of "Grass Paver" with Lipia Nodiflora which will be uncovered. • The canopy coverage does not include the 70.73 sqm of canopy on the site from the existing southern neighbouring tree. This shade would make it impossible to plant another tree below, therefore it would be reasonable to expect some allowance should be made. • It is not feasible to retain the existing trees - the one large existing tree is a Cape Lilac that has a Caterpillar Infestation and the other large trees on site are palm trees that offer very little canopy cover and are not an appropriate species of tree in this area. It is not feasible to retain any existing trees on site. The one large existing tree is a Cape Lilac that has a Caterpillar Infestation and the other large trees on site are palm trees that offer very little canopy cover.

Summary of Submissions:

Comments Received in Objection:	Applicant's Response:
Provision and Functionality of Utilities and Facilities on Site • Concerns that there is no clothes drying areas provided for the existing units, and the existing clothes drying area is being removed. Concerns balconies would be used for clothes drying which would provide adverse visual impacts to adjoining properties; • Bin storage areas have been inadequately designed and will affect the amenity and streetscape. Bins are located directly outside some front doors, and will provide smell, noise and health issues; • Inadequate stores provided for the existing units. The provision of no store rooms for the existing units will exacerbate provides of makeshift storage solutions on site and would result in illegal dumping; and • The bin storage areas do not account for the 3 bin system that will be introduced.	• We are unaware of any requirements for drying areas. All of the multiple dwelling units will be provided with a built-in clothes dryer to accommodate their laundry drying needs. Ground floor units have access to the private open space should they wish to have external drying. • The bin store at the entry of unit 4 has been relocated to the other bin store on the north eastern corner of the development. We have provided a fully enclosed room to accommodate the bins thus minimising any adverse impact on Unit 1 and any visual detrimental impact on the overall development or the streetscape. Bin Storage calculated on information supplied by email from the C of V Waste and Recycling Team on 02/08/2019. • The existing multiple dwelling units are not provided with any storage facilities. We note however that the size of the existing bedroom at 5195 mm x 2500 mm is substantially larger than required and at present many of the occupants use this area for storage purposes, we have Illustrated on the revised plans. The required 3 square metres of this space can be easily used for storage without compromising the area required for the bedroom and it is our preference to retain the plans as is which allows a degree of flexibility that should the occupants not have a huge storage requirement they can then use this space inside the unit for living purposes. Again, it should be considered that these requirements were put in place for a NEW build, not an existing apartment that is being renovated. We are also increasing the apartments overall storage with additional kitchen cabinets, living area cabinets and a 2500 mm Built in Robe (1.5 m2) in the bedroom. We would consider this could be compliant with the residential design codes.
Lot Boundary Setbacks • The reduced setback from Unit 10 to the adjoining western boundary would reduce amenity to adjoining properties through overshadowing, reflected heat and noise. The reduced setback would affect the amenity of the main living areas of adjoining properties; and • The reduced setback is not consistent with the City's Draft Sustainable Environment Strategy 2019 – 2024 and would undermine sustainable solutions.	• Setback Increased As Per Revised Plans.
Overshadowing • Concerns relating to overshadowing to adjoining residential properties.	• The plans have been amended to incorporate a shading diagram as requested. No Overshadowing Issues as shown on the Revised Plans.

Summary of Submissions:

Comments Received in Objection:	Applicant's Response:
Visual Privacy • The Unit 10 upper floor window will intrude on the visual privacy of adjoining properties sensitive areas and will subsequently adversely impact the amenity of adjoining properties. This overlooking would affect 3 properties.	• The cone of vision from this window has been incorporated on the revised drawings. On inspection of the site this cone of vision falls over an existing storage shed at the rear of the adjoining property. • Design Principle 5.4.1 Visual Privacy Clause P1.1 provides for "Minimal direct overlooking of active habitable spaces and outdoor living areas of adjacent dwellings". • The extent of overlooking on the neighbouring property does not occur on any active habitable space or outdoor living areas of the adjacent dwelling and therefore will not cause any adverse impact on the privacy of the adjoining dwelling. We consider the proposal can be considered as compliant with this design principle.
Land Use (Multiple Dwellings) • Unit 9 and Unit 10 are shown as self-contained 2 bedroom apartment with separate entrances, kitchens and laundry facilities. Ancillary dwellings are not permitted in grouped dwelling, or lots less than 450m2. The additional units would exceed that required and provide an adverse precedence; and • Concerns the site would be used as multiple dwellings, which are not permitted in this area.	Site will be a combination of Existing Multiple Dwellings and New Grouped Dwellings. It is not our intention for the new grouped dwellings to be considered as having Ancillary Accommodation within each dwelling. It is however our intention to offer Dwelling Diversity as per *2.8 Development Incentives for Community Benefit & 4.8 Dwelling Mix* (Residential Design Codes Volume 2 – Apartments). We understand that these R-Codes are not applicable to the Grouped Dwellings, but we consider that it a valuable aspect that would be of benefit to the overall development. **PG 2.8.1** The following are examples of community benefit that may be considered in exchange for additional development potential or flexibility incorporated into a local planning scheme, local development plan or local planning policy. — Dwelling diversity: where providing a dwelling type identified as a priority by the local government, such as aged and dependent dwellings, universal access dwellings, one-bedroom apartments, key-worker dwellings or other innovative housing models to meet demand. **O4.8.1** A range of dwelling types, sizes and configurations is provided that caters for diverse household types and changing community demographics. • **DG 4.8.2** A diverse dwelling mix may include dwellings designed to suit singles, couples, unrelated adult sharers, families, multi-generation households, seniors ageing in place and people with disabilities. Consider flexible configurations of space that can respond to changes in household

Summary of Submissions:

Comments Received in Objection:	Applicant's Response:
	composition and work/life arrangements. Examples include: — dual master bedroom apartments with separate bathrooms • **DG 4.8.3** Ground floor dwellings are particularly suited to assist with providing greater housing diversity. Good accessibility means they are also well suited to aged or disabled occupants who require adaptable or universally designed dwellings. We are providing homes for multi-generational households, particularly couples with older children or ageing parents. The Ground Floor of each Grouped Dwelling are designed to a minimum **SILVER PERFORMANCE LEVEL** (Livable Housing Design Guidelines LHA) to provide for Ageing In Place and People with Disabilities, therefore it should be acceptable to have a kitchenette on the ground floor. We have removed the washing machines.
Car Parking • Car parking within the front setback area will detract from the visual amenity of Florence Street and will add to the radiant heat of the neighbourhood. The parking within the street setback area is not in keeping with the streetscape; and • The number of car bays is insufficient for the additional development proposed, particularly given the two grouped dwelling are effectively 4 units.	The provision of car parking within the front setback for the multiple dwellings is a critical aspect of this proposal. Due to the location of the existing multiple dwellings the only location for some of the required car parking is within the front setback area. It should be noted in the Design Guidance **DG 3.9.2** Parking requirements should be determined considering the proximity of the development to a centre(s) and the availability of public parking or high-frequency public transport services. Reducing car parking requirements may reduce car dependency and encourage walking, cycling and the use of public transport. **DG 3.9.3** Visitor parking may be reduced where there is adequate on-street parking or public parking in the near vicinity of the development. **DG 3.9.5** Consideration may be given to the reduction of resident parking (including to zero bays) subject to an assessment of the location, the likely current and future demand for parking spaces, the likely impact on neighbouring land uses and whether it is suitable to allow the supply of fewer spaces. We highlight the following for council's consideration • As stated previously the relatively short period of implementation of the new codes and recognition that with re-use of existing building stock this will involve adaption and sometimes compromise relative to some of the elements to this policy. • The Intent of The Residential Design Codes – Volume 2 Apartments regarding the location of car parking is to "ensure that car parking provided does not detract from the intended character of the streetscape" The existing streetscape is dominated by single residential developments with

Summary of Submissions:

Comments Received in Objection:	Applicant's Response:
	significant hard paved car parking areas located within the front setback area. Including verge parking and on-street parking. We do consider that the 3 car bays proposed with the front setback area are consistent with the existing streetscape and will have no further detriment impact on the either the existing of future streetscape. We refer to the Street Parking diagram provided in the revised set of plans. We have also noted on the updated Plans that these bays will be paved with "Grass Pavers" with a very sturdy recommended ground cover (Lipia Nodiflora) to soften the impact. • The landscaping plan has been designed with substantial layered planting between the visitor's car parking and the front boundary. This planting contains a screening plant, Leucospermum Cordifolium, which can grow to 3000 mm high and 2000 mm wide. The intention is to provide a dense landscape screen to the two car bays in the front setback area. Two additional trees have been added to the proposal adjacent to the car parking area. Due to the specific car parking layout resultant form the location of the existing multiple dwelling it is not possible to incorporate any further trees into the car parking / access drive. We can suggest that the additional tree would only be possible if council providing a concession to remove one car bay to allow for the installation a tree.
Building Bulk and Overdevelopment • Concerns that the proposal results in an overdevelopment of the site with minimal open space areas, reduced adequate parking, limited storage and adverse visual impacts.	
Sewer Line • Concerns in relation to the existing sewerage line and impacts on this as a result of additional units.	Design will be compliant with Watercorp's Regulations.

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

MINUTES

CITY OF VINCENT

DESIGN REVIEW PANEL

Wednesday 2 October 2019 at 3.30pm

Venue: Function Room
City of Vincent
Administration and Civic Centre
244 Vincent Street Leederville

Attendees:

Design Review Panel Members
James Christou (Chairperson)
Stephen Carrick
Sid Thoo
Anthony Duckworth-Smith

City of Vincent Officers
Jay Naidoo (Manager Development & Design)
Kate Miller (Senior Urban Planner)
Karsen Reynolds (Senior Urban Planner)
Dan McCluggage (Urban Planner)

Applicant – Item 3.3

Ken Wibberley	Ecologic Homes
R J Lindsay	Ecologic Homes

1. **Welcome/Declaration of Opening**

   The Chairperson, James Christou declared the meeting open at 4.00pm

2. **Apologies**

3. **Business**

5.00pm–5.30pm – Applicant Presentation – DA Lodged 5.2019.139.1

3.3 **Address**: 17 Florence Street, West Perth

Proposal: Two Grouped Dwellings (Additional to Existing Multiple Dwelling Development)

Applicant: Ecologic Homes / Piller Family Trust

Reason for Referral: For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 5 June 2019

Recommendations & Comments by DRP on 5 June 2019:

Principle 1 – Context and Character	• Industrial and dark aesthetic does not appear to be consistent with the streetscape. Streetscape context and analysis should be undertaken to consider the suitability of this appearance given the existing character of Florence Street • Junctions between new and old units need to be further refined
Principle 2 – Landscape quality	• Canopy coverage calculation does not include areas which extend over the lot boundary. Refer to City's Built Form Policy for definition of deep soil area and canopy coverage • Opportunity to create further building to street activation. Current tree species in this location has a dense dark canopy, consider alternative species and planting locations to create niche recreation space. Consider making the visitor bay dual use open space to increase potential in this front area. Consider opening the courtyard to create street activation and aid in passive surveillance. • Grass cell may struggle to survive given its southern orientation and probable location for car park. Ongoing maintenance of this is difficult particularly with respect to the strata. Alternative options for hard surfaces with porous attributes should be explored. • Consider opportunities for canopy trees to be provided on balconies to increase green space and canopy coverage • Opportunities for edible planting would provide amenity for residents. • Concern over the term 'recreation areas' where there is not landscape amenity other than grass and tree cover – look into the placement of feature rocks for seating or using shrub planting to define nook areas to sit on grass. (See principle 9 below). • Further tree planting could be considered to the south of the site • Plant selection is waterwise and is supported. • Concern over the wide use of grass as understory. Look at increasing the planting of shrubs and increase the diversity of species to increase amenity and fauna habitat (as stated in project outcomes)
Principle 3 – Built form and scale	• Desire to increase density should be accompanied and supported by the design
Principle 4 – Functionality and build quality	• More information required as to whether car bays will be allocated to units, otherwise access to-some storerooms is obstructed. • Large windows with fixed glazing on the front elevation disallow ease of cleaning/maintenance. Large scale of windows do not suit the fine grain details of the streetscape. Openable windows should be considered also for natural ventilation. • Reconsider the location of the stairs to achieve a more efficient floor plan and with living areas having a northern aspect while maintaining City views. This could also improve transparency for walkway and assist with manoeuvring space for vehicles • Carbays 4 to 7 do not appear to have sufficient depth to allow for a successful parallel park manoeuvre. Consider re-designing parking layout to ensure all vehicles have sufficient turning and manoeuvring space - this may involve a reduction in the number of car bays provided on-site
Principle 5 – Sustainability	• Only Unit 11 of the proposed new multiple dwellings has optimum living area with a north-facing orientation. There are also substantial proportions of the northern elevations of the proposed dwellings that are taken up by stairs and ensuites, spaces that do not typically benefit from a northerly aspect. Consider re-designing the floor plans and layouts of the proposed dwellings so as to maximise the solar passive design for the main living areas. • Balconies are predominantly south-facing, and unlikely to be pleasant spaces in winter due to lack of optimum solar orientation. Consider re-

	designing so that outdoor living areas are oriented north, with covered solar pergolas to allow solar access to adjacent living areas. If city views are a priority, consider the inclusion of smaller/juliet-style south-facing balconies to provide views. • External elevations of proposed dwellings appear to be dark coloured metal cladding, with minimal shading from eaves overhangs (shading devices to external openings only). Dark coloured walls have a high solar absorbance and will increase summer cooling loads. Consider re-designing to use external wall colours with lower solar absorbance and/or provision of shading to full extent of external walls. • Consider opportunities for integration of on-site renewable energy generation and/or storage, and possibly rainwater catchment and use. Other amenities may also include provision of EV charging facilities. See Design WA A4.15.1 for further information. • Obtain preliminary energy ratings for existing and proposed dwellings to ascertain likely star ratings and construction/glazing specifications required. A life cycle design assessment may also help to quantify the merit of increased development of the site (Sid Thoo declares a potential/perceived conflict of interest as a non-executive director of eTool)
Principle 6 – Amenity	• Look at creating greater access to winter sun to living areas and balconies; the northern aspect is currently dominated by stores and entry ways • Enclosed balconies include 1.8m high screening around the edge. The material choice is unclear and would appear to limit access to City views. The pergola over the balcony gives a perception of an enclosed prison and would not provide adequate amenity • Unit 9's kitchen size and layout does not appear to have sufficient amenity for a 3-bedroom dwelling. Consider re-designing to provide sufficient space for double sink, cooktop, pantry and clear workspace. • Proposed balconies to existing units 6 and 7 are unlikely to provide intended amenity, as residents in Units 5 and 8 must pass through adjacent balconies to access the end units. Outdoor living areas should ideally be private spaces. No outdoor living areas provided for existing ground floor units. Re-designing the outdoor living areas may also provide opportunities to increase deep soil zones and mature canopy coverage • There appears to be no external storerooms for the existing multiple dwellings. This is a significant lack of amenity, especially given the increased density and number of dwellings proposed for the site. Consider re-designing to also provide storerooms for existing dwellings. Useful external storage can also be provided for all dwellings through the inclusion of shared, lockable bike stores.
Principle 7 – Legibility	• Entry ways are illegible from the streetscape. Particularly from unit 10 and 11 and Unit 9. Look at relocating so these are more legible. Entry for unit 9 should be more central to remove the long corridor and unusable short-length of galley kitchen
Principle 8 – Safety	N/A
Principle 9 – Community	• Communal open space is lacking and is not necessarily useable for residents for recreation. Consider areas which are informal and less linear. Space can include the use of shrubs and rocks as well as informal seating opportunities. Space should be dedicated for communal use and not shared with vehicles or other access arrangements • Look at possibly creating informal interaction to occur in the internal walkway on the ground floor. Possibly increasing the width would allow for activation
Principle 10 – Aesthetics	N/A
Comments	• Introduction of a frontage to Florence Street is a positive feature

	• The applicant is required to provide further information to confirm the intended use of the dwellings. The proposal as submitted appears to function as Multiple Dwellings. In accordance with Clause 32(1) of the City's Local Planning Scheme No. 2, However, Multiple Dwellings are not permitted within the area of the subject site. The discussion around the intended use was unclear as to how the proposal would function as a Grouped Dwelling, with respect to site area and parking allocation, as well as tenant arrangements. The further information should clearly outline the intended use and function of the dwellings and how this is consistent with the definition of Grouped Dwellings in accordance with the Residential Design Codes for consideration by the City as part of its assessment of the proposal • There is a high level of merit in retaining and adapting the use of the existing apartment building, and maximising the development potential of the site. However, this must not be to the detriment of the amenity and functionality across the entire site. The proposed development of the site could benefit from a greater focus on improving both the function and amenity of the existing dwellings, and exploring what is possible in terms of additional grouped dwellings.

Recommendations & Comments by DRP (using the Built Form Policy Design Principles):

Design quality evaluation		
		Supported
		Pending further attention
		Not supported
Design Principles		
Principle 1 - **Context and character**		*Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.*
		Architectural style of proposed new dwellings is more sympathetic, but could be more in keeping with existing building eg. hip roof, selection of brickwork and/or finish of external walls, window proportions, opening styles and fenestration of glazing
		Look at integrating the materials and colours between the old building and the new building. The new development does not quite tie in with the existing building. Look at ensuring it does not look like two new buildings have been tacked onto the rear
Principle 2 - **Landscape quality**		*Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.*
		Look to increase tree canopy to the open air car park Recommend confirming calculations and areas for mature tree canopy and deep soil zones with the City, to ensure landscaping requirements under the Built Form Policy have been satisfied
Principle 3 - **Built form and scale**		*Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.*
		Front visitor bays are not supported within the front setback. Look at the materiality and landscape of these bays to reduce their impact to the street. Need to demonstrate that the bays are integrated with the development
Principle 4 - **Functionality and build quality**		*Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.*
		Grouped dwelling car bays require a potentially difficult reverse turn manoeuvre for access and egress; car bays 3, 5 and 6 do not appear to have sufficient manoeuvring space to facilitate parallel parking. Liaise with City of Vincent Technical Services to ensure that parking requirements have been satisfied The Ground Floor walkway requires further refinement. Suggest that it uses a similar language to the portico through to the verandah and pergola systems

		Look at the location and treatment of the bin store. The bin store next to the Unit 4 door way is not ideal. Consider a new location for the bin store to improve the entry experience for Unit 4 Floor plans of proposed grouped dwellings have a number of awkward angles, room spaces and sizes that are likely to result in reduced amenity and functional internal space. While it is understood the design is in response to the minister sewer running through the rear of the site, consider redesign of floor plans to create more orthogonal rooms and spaces and reduce number of angled walls
Principle 5 - **Sustainability**		*Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.*
		Commendable to see that the development has been redesigned in response to feedback received from previous Design Review Panel; proposed grouped dwellings now appear to have improved solar passive design and access to main living areas and outdoor spaces While south facing balconies are now screened from pedestrian access/egress, this is likely to result in outdoor living spaces with reduced amenity and usability; consider alternative location or configuration of upper floor outdoor living areas with suitable screening for visual privacy Screening to Unit 5 balcony, while visually permeable, is visually imposing on the street elevation. Consider re-designing to increase visual permeability while still providing shade and privacy (noting that images shown during the presentation indicate screening has already been amended)
Principle 6 - **Amenity**		*Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.*
		Look at the pergolas and try to soften these with a little bit more articulation to make the spaces more intimate
		While changes have been made to the proposed development in response to the panel's previous feedback, the revised design still has a number of issues that require further refinement, particularly with regards to provision of amenity of existing multiple dwellings, building footprint and spatial planning of proposed group dwellings and parking
		Stores for the existing multiple dwellings have not been provided. Look at addressing the amenity of the existing units, and then see how much space you have to provide the grouped dwellings rather than vice versa. Trying to get a lot out of the site however do not have the space to provide essential amenities
Principle 7 - **Legibility**		*Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.*
		Look at incorporating a clear, legible and lit pathway from the street to the rear grouped dwellings for pedestrian. This has been provided for the front units, however has not been provided to the rear. Pedestrian access to the rear units is currently convoluted. Look at reviewing the plan of the stairs and the entry door, so that this is more visible from when you arrive. The portico leads you down a path that then takes you to a dead end. Consider a better treatment of the driveway with one surface
Principle 8 - **Safety**		*Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.*
		Nil
Principle 9 - **Community**		*Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.*
		Nil
Principle 10 - **Aesthetics**		*Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.*
		The aesthetic between the proposed and existing requires further consideration. The applicant needs to demonstrate how the entrances of the existing building can

		co-exist with the new. Materials: • Facades • Shade structures • Walkways • Paving • Landscaping Detail: • Walls • Walkways • Shade structure
Other DRP Comments		*Other comments provided by the DRP*
Other Comments		*Other general comments provided by the City*

Conclusion:

To be returned to DRP

The revised design requires further refinement to overcome the concerns of the DRP. Currently the design lacks a narrative that converges the existing with the new to deliver a positive amenity.

- Way finding – circulation.
- Materials and details.
- Planning location of entries.

4. Close/Next Meeting

The Chairperson closed the meeting at 5.30pm

The next meeting is scheduled to be held on Wednesday 16 October 2019

9.4 CITY OF VINCENT SUBMISSION ON COMMERCIAL BUILDING APPROVAL REFORMS - CONSULTATION REGULATORY IMPACT STATEMENT

Attachments:
1. **Consultation Regulatory Impact Statement**
2. **City of Vincent Submission - Commercial Building CRIS**

RECOMMENDATION:

That Council:

1. **ENDORSES Attachment 2 as the City of Vincent's submission in support of all proposals within 'Reforms to the approval process for commercial buildings in Western Australia – Consultation Regulatory Impact Statement'; and**

2. **NOTES the City will forward the submission included as Attachment 2 to the Department of Mines, Industry Regulation and Safety.**

PURPOSE OF REPORT:

To consider endorsing the City's submission on the 'Reforms to the approval process for commercial buildings in Western Australia – Consultation Regulatory Impact Statement (CRIS)'.

BACKGROUND:

The Building and Energy Division of the Department of Mines, Industry Regulation and Safety (DMIRS) released the CRIS on potential reforms to the building approval process for commercial buildings in Western Australia for public comment on 11 December 2019. A copy of the CRIS is included as **Attachment 1**.

The City is currently responsible for issuing building and occupancy permits for new apartment and commercial buildings located in its jurisdiction. Apartment and commercial building applications are pre-certified by the private certification industry. This scheme is referred to as full privatisation for all apartment and commercial buildings. Once certification has occurred, the builder applies to the Local Government for a permit, which the Local Government issues if all of the required certifications are submitted. Only then can construction begin. The City has only 10 business days to assess apartment and commercial applications. Failure to issue a building permit within the legislated timeframe risks the fees collected for that application being refunded back to the applicant. Large projects can attract high assessment fees, depending on the size of the development, often above $10,000.

The purpose of the CRIS is to seek stakeholder comments on options for reforms to the building approval process. This CRIS considers the recommendations of *Building Confidence: Improving the effectiveness of compliance and enforcement systems for the building and construction industry across Australia*. This report was prepared by the Building Ministers' Forum in February 2018 with a goal to enhance public trust in the effectiveness of compliance and enforcement systems for the building and construction industry across Australia.

The CRIS highlights the impacts of problems with the enforcement framework, recognising a lack of enforcement could lead to structural defects, which then results in costs imposed on the building industry and community to remedy the defects. There are many high profile examples to support this observation, including:

- Grenfell Tower, London (2017) – an electrical fire spread quickly through the 24-storey apartment building due to combustible cladding panels being fitted on the building. Similar products have been fitted on buildings in Australia including the Lacrosse Apartments in Melbourne, where a fire occurred in 2014, with the spread of the fire being prevented by fire hydrant and sprinkler systems. These cases have led to an audit of buildings which could contain combustible cladding in WA;
- Opal Tower, Sydney (2018) – this 36-storey apartment building was evacuated after cracks appeared in the concrete, due to over-stressed beams. This was caused by design, construction and material deficiencies that did not meet the National Construction Code and Australian Standards; and
- Lidcombe Apartment Building, Sydney (2016) – during a storm, the roof blew off this 53-unit building. The insurer denied the claim for cost of repairs, and found the damage was due to non-compliant work.

In its capacity as a building permit authority, the City has experienced challenges which impacts the building approvals process, including:

1. Poor quality applications being submitted, requiring City building surveyors to spend more time than is budgeted to review applications;
2. Very large applications (circa ~1000 pages) having to be reviewed within the statutory 10 day timeframe by multiple units in the City;
3. Performance issues relating to the private sector having to be referred to DMIRS, and then managed within a regulatory framework that could better mandate code of conduct requirements. This can impose an enforcement burden on the City, which is also highlighted in the Building Confidence Report; and
4. Limitations associated with full private certification, which could lead to a private building surveyor not being independent of anyone whose work they certify.

DETAILS:

The CRIS contains 28 proposals to improve building compliance for apartment and commercial buildings (class 2-9 of the Building Code of Australia). These proposals are derived from the recommendations of the Building Confidence Report. Collectively the proposals are designed to:

1. Empower regulators to take strong compliance and enforcement action;
2. Ensure fire authorities are engaged during the design process;
3. Establish statutory controls to mitigate conflicts of interest;
4. Introduce a code of conduct for building surveyors;
5. Enhance supervisory powers for private building surveyors;
6. Improve the standard of documentation that is submitted as part of a building approval application, and for performance solutions;
7. Improve processes for approving retrospective building work, and variations during construction;
8. Incorporate third party review for high-risk design work;
9. Require on-site inspections during the build; and
10. Have a building manual prepared and made available to successive owners of the building.

Administration supports the recommendations of the Building Confidence Report and the 28 proposals of the CRIS. This position is consistent with the outcomes of a workshop delivered by the Western Australian Local Government Association (WALGA) on 13 February 2020.

While most of the reforms would have minimal or no long-term cost implications, it is estimated that third-party reviews of high risk designs, and inspections during construction would increase construction costs by 0.8 percent, or $33.5 million per year in WA. It is estimated that this cost is equivalent to the cost of rectification works for 44 buildings per year, should the proposals not be implemented.

Proposal 26 of the CRIS provides two options for mandatory inspections. One of these options is for the permit authority (local governments) to manage these inspections (Option A) and to also become responsible for certifying that buildings have been constructed in compliance with the building standards. Administration's preferred approach is Option B which involves the inspections being completed by private building surveyors and design engineers, given they are already responsible for certifying the compliance of the design and so are familiar with the details of the building. The inspection details would then be provided with the occupancy permit application to the City at the completion of the build. Under Option B, the cost impacts for the City would be negligible. The cost implications to the City for the remaining 27 proposals would also be negligible, and could in fact reduce the amount of time required to assess an application with improved quality and accountability provisions in place.

Key proposals that would benefit the City as a Permit Authority are highlighted below:

Proposal 3 enables the Building Commissioner to prescribe requirements on technical matters. This means improvements to the regulatory system can be made in a more efficient and timely manner than the current process of having to update the *Building Regulations 2012* (Building Regulations). Technical matters can include guidance on risk analysis and codes to govern registered practitioners (e.g. Building Surveyors, Builders and supporting Trades).

Changing technical aspects of the Building Regulations would require political involvement. This process could not swiftly react to industry requirements. Under this proposal, state level implementation of technical

and procedural enhancements could be introduced readily and delivered more effectively in response to emerging concerns.

Proposal 10 would require building surveyors, both those who work privately and for government, to be independent of anyone whose work they certify. This would address one of the City's concerns, that there is a possibility private building surveyors could put the wishes of a client first due to potential conflicts of interest.

Proposal 11 is to mandate a Code of Conduct of Building Surveyors. The City supports this proposal as it may help clarify the requirements for the private sector to abide by. The City's Building Surveyors would also fall under the Code of Conduct, however already operates under these general principles of governance. A Code of Conduct would be in line with the Australian Institute of Building Surveyors (AIBS) Code of Conduct for its members.

Proposal 12 would solidify the engagement of a private building surveyor from start to end of the building process, allowing the contracted building surveyor to confidently administer the Building Codes and Australian Standards without fear of the client terminating their contract. The current system permits the applicant to terminate private building surveyor contracts as a means of resolving differences of opinion in the interpretation and application of building requirements. This could lead to applicants 'shopping around' for alternative building surveyors to seek someone with the interpretation of requirements that suits their purpose. This change may lead to better quality applications once they arrive at the City for building permit issue.

Proposals 14 – 17 are designed to improve quality of building applications by requiring information to be supplied which increases assurance of compliance with building requirements. For example, a private certifier currently could reference an applicable Australian Standard on a technical drawing without illustrating how compliance with that standard is to be achieved. To ensure accountability, a specified practitioner or contractor would be allocated for each submitted document to be a reference point for investigating compliance.

These proposals also improve document control, as plans can be amended multiple times before and after a building permit is issued. If there is no clear record of which revision of the plans and specifications were approved, inspecting the construction and completing certificate of construction compliance can be problematic. A minimum standard for building documentation is also proposed in order to create consistency across all building application types. This can reduce assessment time by the City of complex commercial applications with the 10-day time constraint.

Proposal 18 and 28 prescribes maintenance conditions that would apply over the life of the building and would require a digital building manual be provided to owners and regulators setting out these conditions. This approach would help the owners and end users understand their obligation to ensure the necessary and ongoing functions and safety of the building. These conditions should be in place as apartment and commercial building systems are quite complex and require periodic maintenance and checks through its lifetime (e.g. fire safety systems).

This proposal is designed to alleviate the misunderstanding by building owners and the ongoing maintenance requirements of more complex apartment and commercial buildings. This extends to obligations in relation to fire and early occupant warning systems and mechanical ventilation systems. The Australian Standards often specify ongoing tests and checks to be carried out periodically throughout the life of the building. For example, AS1851 requires scheduled maintenance of building fire systems and test records to be kept onsite. This proposal is a measure to improve awareness of building owners and managers to the building's ongoing requirements.

Proposals 20 – 27 looks to improve and clarify technical aspects of the private building surveyor role, mainly targeting retrospective approvals and the purpose of building performance solutions. It is also proposed that mandated construction inspections be introduced, which could be done either by a local government (Option A) or private building surveyor or engineer (Option B). Option A would also shift responsibility for certifying the final compliance of buildings with the building standards. This would create inefficiencies and risks in the process, given the private certifier would still be responsible for assessing and approving the original design but would not be involved in then confirming that this design had been constructed. Having the local government confirm that the privately approved design had been constructed in accordance with the standards would require the local government to undertake a full reassessment of the design, given the local government would be taking on most of the risk if there was to be any issue with building once

completed. There would also be additional resourcing required by local governments to undertake this responsibility, though it is proposed that this would be covered by additional building application fees.

In relation to retrospective applications, the proposals would require a thorough assessment of those works and mandatory reporting of certain non-compliant work that present risks. For example, combustible building materials, which increase the risk to the safety of a building's occupants, and non-compliant water proofing in wet areas which presents a risk to occupant health through mould growth. Such non-compliances are likely to result in significant rectification costs. These proposals would ensure that regulators are made aware of the level and types of non-compliant work, enabling better targeting of enforcement and education resources.

Variations to building approvals which occur during the construction process can often be carried out without the appropriate level of oversight. Often these are changes attributed to cost reduction by the builder, usually by product substitution and can lead to a building code non-compliance. In extreme cases the approval deviations can risk life safety and health of the buildings eventual users and occupiers. These proposals suggest improved processes for managing building permit variations.

In summary, most if not all proposals above are designed to improve industry accountability, which creates positive flow on outcomes for local governments as permit authorities, end users and owners of commercial buildings. Giving additional powers to state regulators will help early detection of possible systemic issues.

CONSULTATION/ADVERTISING:

Public consultation on the CRIS closes on 3 April 2020.

LEGAL/POLICY:

Building Act 2011

A CRIS is required as part of a Regulatory Impact Assessment process when policy proposals may result in new or amended legislation. If any of the 28 proposals are to be progressed, the Building Act and Building Regulations would require amendment. The City is a 'permit authority' designated by the Building Act.

RISK MANAGEMENT IMPLICATIONS:

It is low risk for the City to make a submission on a Consultation Regulatory Impact Statement.

STRATEGIC IMPLICATIONS:

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

Sensitive Design

Our built form character and heritage is protected and enhanced.

Innovative and Accountable

Our community is satisfied with the service we provide.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

It is recommended Council support and endorse the detailed comments on the CRIS proposals. These proposals are designed to improve compliance with building standards.

Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**



Consultation Regulatory Impact Statement

Reforms to the approval process for commercial buildings in Western Australia

December 2019



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Glossary

The following is a summary of key terms frequently used in this document. The definitions listed apply, unless otherwise indicated.

ABCB	Australian Building Codes Board
BMF	Building Ministers' Forum
BSR Act	*Building Services (Registration) Act 2011* (WA)
builder	A person (natural or body corporate) registered under the BSR Act to contract for the carrying out of builder work.
Building Act	*Building Act 2011* (WA)
Building Regulations	*Building Regulations 2012* (WA)
Building and Energy	Department of Mines, Industry Regulation and Safety – Building and Energy Division (merger of the former Building Commission and Office of Energy Safety)
building approval	The process of applying and granting a building or demolition permit in WA
Building Commissioner	Statutory office created under section 85 of the *Building Services (Complaint Resolution and Administration) Act 2011* (WA)
Building Confidence report	Professor Peter Shergold AC and Bronwyn Weir, *Building Confidence*: improving the effectiveness of compliance and enforcement systems for the building and construction industry across Australia (February 2018)
building permit	A permit granted under section 20 of the Building Act that authorises the carrying out of building work
building surveyor	A person (natural or body corporate) registered under the BSR Act to contract to carry out building surveyor work
CCC	Certificate of Construction Compliance
CDC	Certificate of Design Compliance
commercial buildings	Class 2-9 buildings, as defined by the NCC, including apartment, hotel, office, retail, warehouse, factory and public buildings. (See Appendix A)
CRIS	Consultation Regulation Impact Statement (this document)
DFES	Department of Fire and Emergency Services
DMIRS	Department of Mines, Industry Regulation and Safety
FES Commissioner	Fire and Emergency Services Commissioner, as defined by the *Fire and Emergency Services Act 1998* (WA)
FRL	Fire resistance level
Government	The Government of Western Australia
IFEG	International Fire Engineering Guidelines 2005
NCC	National Construction Code, being volumes 1 and 2 (Building Code of Australia) and volume 3 (Plumbing Code of Australia)

non-compliant building product	Products and materials that are used in situations where they do not comply with the requirements of the National Construction Code.
non-conforming building product	Products and materials that: • claim to be something they are not; • do not meet required standards for their intended use; or • are marketed or supplied with the intent to deceive those who use them.
permit authority	A permit authority for a building or incidental structure in WA as defined in section 6 of the Building Act, including all local government authorities and designated state government authorities.
WA	Western Australia

1 Executive Summary

This Consultation Regulatory Impact Statement (CRIS), prepared by the Department of Mines, Industry Regulation and Safety – Building and Energy division (Building and Energy), is a first step to fulfill the McGowan Government's commitment to improve processes to enhance the quality and standard of commercial and apartment buildings in Western Australia (WA) by implementing the recommendations in the *Building Confidence* report. It is the second consultation document released by Building and Energy.

This CRIS proposes 27 reforms to improve building compliance for class 2-9 buildings in WA. The reform proposals are wide-ranging and seek to address issues identified in the *Building Confidence* report, such as documentation requirements; performance solutions; fire authority consultation; engagement of building surveyors; third-party review of high-risk designs; variations to the design during construction; inspections of building work; material compliance; and the Building Commissioner's powers.

Many of the reforms are expected to have minimal or no long-term cost implications.

The two reforms that will result in the highest cost increases are third-party reviews of high risk designs, and inspections during construction. It is estimated that together, these two reforms will increase the cost of construction for all class 2-9 buildings in WA by an average of **0.8 percent, or $33.5 million per year**. (See Appendix D – tables 13 and 14). This proposed cost increase must be weighed against the cost of non-compliant building work to individuals, businesses and the community, including:

- risk of fire safety to occupants and users;
- risk of life safety from structural failure;
- risk of fire spread to adjacent buildings;
- rectifying defects, and any additional damage for example from water ingress;
- lost rent, difficulty retaining tenants, and reduced property value;
- lost revenue due to disruption to commercial tenants;
- owner-occupiers have to continue making mortgage repayments while also paying rent for emergency accommodation;
- lengthy and expensive legal proceedings to recover costs; and
- increased insurance premiums, excesses and exclusion clauses.

Cost-benefit analysis indicates that avoiding rectification work to just **44 buildings per year** would offset the 0.8 percent increase to construction costs in WA. That is, avoiding low (4-5 percent) rectification costs to 22 buildings, and avoiding high (10-15 percent) rectification costs to 22 buildings (see Appendix D – tables 15 and 16).

The proposed reforms will improve the compliance of new buildings, raising confidence that buildings are safe and fit for purpose. While not every building owner will necessarily benefit directly from the reforms, the additional cost to implement the reforms can be justified for the community in the expected improvement in the standard of buildings and the reduction in life safety dangers and other costs that arise from non-compliant buildings.

This CRIS poses questions on the proposed reforms. Building and Energy is keen to hear comments from as many stakeholders as possible from all sides of the industry.

2 About this paper

2.1 Purpose of this CRIS

The purpose of this CRIS is to seek feedback on proposals to reform the approvals process for class 2-9 buildings in WA. Building and Energy will analyse all the information gathered through this consultation process and will publish a Decision Regulatory Impact Statement recommending a final policy position. The Government will then decide which reforms to adopt, based on feedback from the industry and community. The proposals presented in this CRIS **do not** represent the Government's final policy. The objectives of the reform are to:

- improve compliance with building standards; and
- partially fulfill the Government's commitment to implement the recommendations in the *Building Confidence* report.

The CRIS discusses various possible reform proposals, and presents questions that Building and Energy would like respondents to comment on to help better design the new requirements. Stakeholders are asked to consider and provide feedback on the reform proposals and are also welcome to suggest other options they consider appropriate. Importantly, feedback is sought on the potential costs and benefits of the proposals presented and any that may be suggested by stakeholders.

2.2 National framework

On 18 July 2019 the Building Ministers' Forum (BMF) established an Implementation Team within the Australian Building Codes Board (ABCB) to develop a national framework for the consistent implementation of the recommendations of the *Building Confidence* report.[1]

Building and Energy is working with the Implementation Team to provide input to the national framework. The reform proposals presented in this CRIS are generally modelled on requirements in other Australian jurisdictions, so are consistent with the Government's commitment to promote harmonised building regulation in all States and Territories. The Implementation Team's national framework will support and influence the work to implement the *Building Confidence* report recommendations for WA.

2.3 Limitations

This CRIS deals only with implementing the *Building Confidence* report recommendations that relate to the design, approval and construction of class 2-9 buildings.

The remainder of the *Building Confidence* report recommendations are the subject of concurrent reviews and consultation. Building and Energy is also reviewing the approvals process for residential buildings and the registration framework. The CRIS for the residential buildings approval process has a comment period open from 12 September 2019 to 9 December 2019. CRISs for the other projects will be available in the last quarter of 2019.

[1] Australian Building Codes Board, Building Confidence report *implementation team* (not dated)

2.4 How to have your say

Making a submission

When reading and commenting on this CRIS, please feel free to focus only on the areas that are relevant to you. A number of questions are included throughout the CRIS, which aim to make it easier for stakeholders to make comments. It is not expected that all respondents will respond to all questions and proposals.

A submission template form is available for download on the Building and Energy website: https://www.commerce.wa.gov.au/building-and-energy/public-consultations-0. Using this form will help to focus comments from stakeholders and will help us analyse comments. However, you are welcome to make submissions in other formats, including responding specifically to questions included in the CRIS; or writing a letter outlining your views.

You are also welcome to suggest alternative options to address matters of concern to you. Please include the reasons for your suggestions as this will help the Government to understand your viewpoint and will assist to identify the most suitable options for reform.

Submissions can be emailed to commercial.building@dmirs.wa.gov.au or posted to:

Att: Commercial Building Approval Review
Policy and Legislation Branch
Building and Energy
Department of Mines, Industry Regulation and Safety
Locked Bag 100
EAST PERTH WA 6892

Who are you?

When making your submission please let us know which part of the building industry you are from. For example, whether you are a builder, building owner, design professional, building surveyor or industry organisation.

Closing date

This CRIS is open for comment for 16 weeks, from 11 Dec 2019 – 3 Apr 2020.

How your input will be used?

Building and Energy will analyse all the information gathered through this consultation process and will publish a Decision Regulatory Impact Statement recommending a final policy position. The Government will then decide which reforms to adopt.

Information provided may become public

Please note that any feedback submitted is part of a public consultation process. Responses received may be made publicly available on Building and Energy's website and quoted in future publications. If you prefer your name to remain confidential, please indicate this in your submission.

As submissions will be subject to freedom of information rules, please do not include any personal or confidential information that you do not wish to become available to the public.

3 Introduction

The Building Act 2011 (the Act) and its subsidiary regulations have been in force since April 2012. The Act is the primary piece of legislation governing the building approvals process in WA. The legislation assigns different responsibilities to different parties, including registration, approval, compliance and enforcement roles.

Under the Act, private building surveyors play a significant role by assessing building plans and specifications for compliance with applicable building standards, including the National Construction Code, and issuing certificates of compliance. Permit authorities are responsible for granting permits and enforcing building standards. All Local Governments are permit authorities, there are also four State permit authorities which issue permits for government building projects.

While the Act has been in operation for eight years and a review was timely, the *Building Confidence: Improving the effectiveness of compliance and enforcement systems for the building and construction industry across Australia* report by Professor Peter Shergold AC and Bronwyn Weir (Building Confidence report), has acted as catalyst for an in-depth review of the legislative framework in Western Australia. The Australian Building Ministers' Forum (BMF), which consists of representatives from all Australian States and Territories, is committed to improving the effectiveness of compliance and enforcement systems for the building and construction industry by implementing the recommendations in the *Building Confidence* report.

The *Building Confidence* report concluded that there are a number of significant systematic deficiencies with Australia's building industry culture and Australia's governance arrangements and made 24 principle-based recommendations for reform, ranging from reviewing the registration requirements for building practitioners, powers of regulators and strategies for the proactive regulation of building design and construction.

The Western Australian Government supports the recommendations in the *Building Confidence* report. It is committed to address the shortcomings identified in the regulation of the building and construction sector. As a result, Western Australia has initiated three projects to consider options for reform:

1. Review of the residential building approval process (BCA Class 1a and 10).
2. Review of the commercial building approval process (BCA Class 2 to 9).
3. Review of registration requirements for the building industry.

Since most of the *Building Confidence* report recommendations will require amendments to Western Australian statutes and regulations, regulatory impact assessments on all proposals for change are necessary. As a first step, public consultation is being undertaken.

A CRIS on improving the building approvals process for single residential dwellings (BCA Class 1a and 10) was released in mid-September 2019 for a three month period of public comment. A third paper focusing on proposed changes to registration requirements for a range of occupations will be released early in 2020.

About 140,000 Western Australians earn a living in the building and construction industries across Western Australia. Every day, their work affects not only houses or apartments, schools, hospitals or office blocks, but also the communities in which we live. Consumer confidence in the building industry is vital for the building industry, as well as the State's economy.

4 Background

4.1 Role of regulation in the building industry

It is widely accepted market forces can drive industries to produce their products quickly, for the lowest cost, both to offer competitive prices to consumers and to maximise profits. In the building industry, this can result in buildings that are unsafe due to poor design or construction. It is considered that Government intervention is required to set and enforce minimum standards of safety and amenity and to create a basis for all building industry participants to compete fairly.

There is information asymmetry between consumers and practitioners in the building industry. People who engage the services of a builder are generally unfamiliar with the construction process and the industry, and do not have the technical knowledge to assess a building's standard of construction. In contrast, builders tend to have more detailed knowledge of both buildings and the industry.

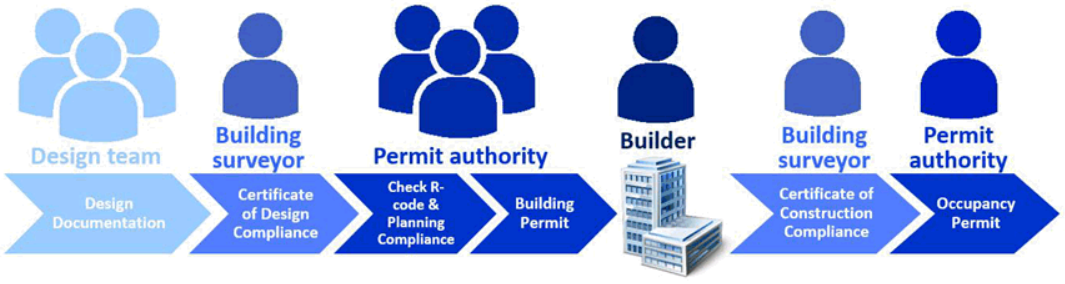
The information asymmetry means that, "as developers are belatedly realising, the market is a shaky edifice built entirely on public trust."[2] People buy property 'off the plan', trusting that buildings will meet minimum standards. The industry relies on such pre-sales to finance new building developments. Building defects affect public confidence, which reduces off-the-plan sales and makes project cash-flows untenable.

Government regulation seeks to address the information imbalance, and to protect the community and individual property owners. The current building regulatory framework in WA does this in two ways:

- **Registering certain building professionals:** The *Building Services (Registration) Act 2011* (BSR Act) requires that builders and building surveyors must be registered. A person must meet minimum levels of competence, insurance and financial capacity to be registered to carry out a building service.
- **Building approvals process:** The *Building Act 2011* (Building Act) requires that builders of commercial buildings obtain a building permit before starting construction, and an occupancy permit before the building can be occupied. Permits are issued by a permit authority, usually the local government. The approval process is meant to ensure that buildings meet minimum prescribed standards, including the National Construction Code (NCC).

Figure 1 provides an overview of the approvals process for commercial buildings.

Figure 1: Overview of the approvals process for class 2-9 buildings in WA



[2] Elizabeth Farrelly, *Sydney's stupidest building boom was born in a bonfire of regulation* (Sydney Morning Herald, 27 Jul 2019)

4.2 What is the problem?

In 2017 the Building Ministers' Forum commissioned a report by Professor Peter Shergold and Ms Bronwyn Weir, *Building confidence: improving the effectiveness of compliance and enforcement systems for the building and construction industry across Australia,* (*Building Confidence* report). The *Building Confidence* report observed weaknesses with the compliance and enforcement frameworks across Australia.

Non-compliance with the NCC can result in building defects, whereby a building fails to perform its intended design function. Examples of building defects include structural failure, or failure to withstand water or fire to the degree necessary. Such defects may, in turn, result in increased costs for the building industry and the community to remedy the defective work and increased risk to people living and working in sub-standard buildings. Recent, high-profile examples of building failures include:

- Lacrosse (Melbourne, 25 Nov 2014);
- Lidcombe apartment building (Sydney, 30 Jan 2016);
- Grenfell Tower (London, 14 Jun 2017);
- Opal Tower (Sydney, 24 Dec 2018);
- Neo200 (Melbourne, 4 Feb 2019);
- Mascot Towers (Sydney, 14 June 2019); and
- Westralia Square (Perth, 10 June 2019).

With the exception of Westralia Square, these buildings are all multi-storey apartment towers. Further details on Opal and Grenfell towers are provided below.

The *Building Confidence* report found evidence of "serious compliance failures in recently constructed buildings" in Australia, including: non-compliant cladding; water ingress leading to mould and structural compromise; structurally unsound roof construction; and poorly constructed fire resisting elements.[3]

4.3 Causes of the problem

The *Building Confidence* report found factors such as poor design documentation can lead to building defects. On occasion, the lack of guidance may result in builders improvising and making decisions which could affect the safety, amenity and sustainability of the building. The Report also found inadequate oversight and general poor compliance with the existing regimes across the jurisdictions as possible contributing factors which are required to be addressed.

Western Australia's Building Act requires builders of class 2-9 buildings to obtain a certificate of construction compliance from a building surveyor, which is submitted to the permit authority to obtain an occupancy permit.[4] In practice this means a building surveyor may inspect the building once, at completion. However, to ensure compliance, a building should be inspected at multiple points during construction when critical elements are exposed.

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[3] Peter Shergold and Bronwyn Weir, *Building confidence: improving the effectiveness of compliance and enforcement systems for the building and construction industry across Australia* (Australian Government, February 2018) p 3

[4] *Building Act 2011* s41, 46, 56; *Building Regulations 2012* r43.

Opal Tower, Sydney

The 36-storey Opal Tower building was completed in 2018. Occupation of the 392 apartments commenced in the second half of 2018.[5] On Christmas Eve 2018, the building was evacuated after cracks appeared in the concrete on level 10, sparking fears that the building may collapse.[6]

The NSW Minister for Planning and Housing commissioned a report into the cause of the structural damage. This report found that structural damage was sustained on levels 4, 10, 16 and 26 due to over-stressed beams.[7] The building failures were due to a combination of design, construction and material deficiencies that were not in accordance with requirements in the NCC and Australian Standard for concrete structures. For example, some beams appear to have been constructed with lower-strength concrete than the design allowed.[8]

Stabilisation works were undertaken on three walls in the building across 12 levels.[9] Significant rectification works are necessary to ensure that the building and all its structural components satisfy the NCC.[10]

The report recommends that all rectification work be completed before residents are allowed to move back in.[11]

Grenfell Tower, London

At approximately 1:00am on 14 June 2017, an electrical fire started in a refrigerator in a level 4 apartment of Grenfell Tower. Within 25 minutes, flames had spread to the top of the 24-storey, 129-apartment building.[12]

The main reason the flames spread so quickly was because the building was clad in aluminium composite panels filled with polyethylene insulation. The fire caused the aluminium to buckle, exposing the highly-flammable insulation.[13] Similar fires have occurred in other buildings clad in aluminium composite panels, including Lacrosse in Melbourne, 2014.[14]

Grenfell Tower was built in 1974. The aluminium cladding was added in 2016, when the building was refurbished. It is possible that the cladding type was changed during construction, from zinc to aluminium, to save money.[15] This may have affected the building's fire resistance.

The Grenfell Tower fire resulted in the greatest loss of life from a residential fire in Britain since World War II; 72 people died.[16] The inquiry into this fire is ongoing.[17]

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[5] Mark Hoffman, John Carter and Stephen Foster, *Opal Tower investigation – final report* (NSW Government, 19 Feb 2019) p 3
[6] Ted Tabet, *Sydney's Opal Tower: what we know so far* (The Urban Developer, 21 Jan 2019)
[7] Hoffman, Carter and Foster, op cit p 1
[8] Hoffman, Carter and Foster, op cit p 10-11; Sas, Nick, *Opal Tower builders used lower-strength concrete, beams burst under pressure* (ABC News, 22 Feb 2019)
[9] Australian Associated Press, *Some Opal Tower residents refuse to return home as builder stops paying allowance* (The Guardian, 27 Jan 2019)
[10] Hoffman, Carter and Foster, op cit, p 1
[11] Hoffman, Carter and Foster, op cit, p 2
[12] Robert Booth, *Grenfell Tower inquiry: what we've learnt so far* (The Guardian, 14 Dec 2018)
[13] Konstantinos Daniel Tsavdaridis, *Grenfell: a year on, here's what we know went wrong* (The Conversation, 14 Jun 2018)
[14] Giuseppe Genco, *Lacrosse building fire* (City of Melbourne, Apr 2015)
[15] Tom Symonds, and Daniel De Simone, *Grenfell Tower: cladding was 'changed to cheaper version'* (BBC News, 30 Jun 2017)
[16] Tsavdaridis, op cit
[17] Grenfell Tower Inquiry, *Update from the inquiry* (5 Mar 2019)

Beyond the evidence identified in the *Building Confidence* report, Building and Energy has conducted audits of roofing construction,[18] bushfire safety, and cladding. These audits identified a number of areas were WA building construction could make improvements. The *Building Confidence* report identified that reform is required to ensure that new buildings comply with the NCC.

4.4 Cost of the problem

It is difficult to quantify the cost of non-compliance, particularly for commercial buildings. While the full cost and extent of non-compliance in buildings is unknown, various studies have found both to be high. A 2012 study by the University of NSW, involving 1,020 apartment owners, found that 72% of respondents reported one or more defects:

> One of the most striking findings of the surveys was the extent of concerns around building defects. In the survey of owners, 72% of all respondents, and 85% of respondents in buildings built since 2000, indicated that one or more defect(s) had been present in their scheme at some stage. For owners in schemes built since 2000 that had defects, 75% said that there were still some defects in their schemes that had not been fixed. The most common defects identified were internal water leaks, cracking to internal or external structures and water penetration from the exterior of the building.[19]

Part of the difficulty in quantifying the cost of non-compliant building work is that building defects and subsequent remediation result in significant costs and disruption for all parties. The cost of rectification and disruption includes:

- rectifying defects, which is usually more expensive than building it right initially;
- subsequent damage caused before the defect is noticed, for example through water ingress;
- some defects are not possible to rectify to the standard the building was designed to meet;
- building owners suffer financially through lost rent, difficulty retaining tenants, and reduced property value;
- occupants face the stress and expense of finding emergency accommodation;
- commercial occupants lose revenue due to the disruption of rectification works;
- owner-occupiers are likely to have to continue making mortgage repayments while also paying rent for emergency accommodation;
- legal proceedings to recover costs are lengthy and expensive;
- reputational damage for people involved in the design, approval and/or construction of defective work; and
- increased insurance premiums, excesses and exclusion clauses for both building owners and building industry participants.

These costs can outweigh the cost of rectifying the original defect. Legal proceedings, in particular, can take years to resolve, and are left to the building owner to pay for and pursue (see case studies below, on Lidcombe and Lacrosse apartment buildings). Another consideration is that some defects are not able to be rectified to meet the

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[18] Building and Energy, *Roof construction: a general inspection report into the construction of sheet metal clad timber framed roofing in Perth metropolitan and South West regions* (Government of Western Australia, Apr 2016)
[19] Hazel Easthope, Bill Randolph and Sarah Judd *Governing the compact city: the role and effectiveness of strata management* (University of NSW, 2012) p 3

standard of a newly constructed, compliant building, which can affect the property's value for the life of the building.

Insurance premiums are rising for building owners and building industry professionals, with some insurers refusing to provide cover at all.[20] This is largely because "insurers now recognise the risk being carried by [building surveyors and fire engineers] and are beginning to price that risk accordingly."[21] As well as increased premiums, large excesses and exclusion clauses are becoming more prevalent. For example, excesses for buildings that contain combustible cladding panels have jumped from less than $500 up to $25,000-$50,000 in many cases.[22] Building surveyors also report that professional indemnity (PI) insurers are beginning to introduce exclusion clauses, either specifically excluding claims arising out of non-compliant cladding, or more broadly excluding all non-conforming building products and assemblies.[23]

PI exclusions operate to exclude all claims arising under the exclusion. This means that building surveyors may no longer be covered for claims arising out of historical projects:

> Professional Indemnity insurance operates on a "claims made" basis which means that it is the current policy that supports claims arising out of past and current work. Therefore if an exclusion is applied from renewal, that exclusion will apply to any claims made after that renewal no matter when the work was done[24]

However, insurers encouraged building industry professionals to declare past work relating to combustible cladding panels as part of policy renewal processes. Past projects that have been declared therefore do have a level of protection. A report for Queensland's Department of Housing and Public Works found that:

> Building certifiers have reported that some are being insured for past cladding work, provided that they have notified their insurer of potential exposure, but not for any future work.[25]

In March this year, Bovill Risk and Insurance Consultants stated that while exclusion free PI insurance is still available, "large premium increases are sometimes encountered and securing exclusion-free cover is 'not an easy task'."[26]

At end of June this year, *Insurance News* announced that:

> The only insurer in Australia providing [building surveyors with] PI cover free from exclusions is pulling out next week. Like all the other insurers who have already abandoned the market, the insurer decided the risks associated with the crisis-plagued building industry are simply not worth the gamble.[27]

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[20] James Fernyhough, *Combustible cladding crisis pushes up insurance premiums* (The Australian Financial Review, 13 Jan 2019); Su-Lin Tan, *Opal Tower owners face $2m building insurance premium* (Australian Financial Review, 28 Jun 2019)
[21] Chris Bovill, *Professional indemnity insurance update* (Australian Institute of Building Surveyors, 23 Jan 2019)
[22] Insurance News, *Cladding fallout: insurers burn building industry* (23 Jul 2018)
[23] Property Observer, *Certifiers, building owners at risk from insurer cladding exclusion rules* (10 Aug 17)
[24] Bovill Risk and Insurance Consultants, *Cladding crisis in the professional indemnity insurance market* (Australian Institute of Building Surveyors, 28 Jun 2018)
[25] PWC, *Strengthening the professional indemnity insurance environment for building industry professionals in Queensland* (24 June 2019) p 41
[26] Insurance News, *Lacrosse ruling could worsen PI 'crisis'* (7 Mar 2019)
[27] Insurance News, *PI pullout chips away at building industry's foundations* (24 June 2019)

Australian jurisdictions whose legislation required building surveyors to hold exclusion-free PI insurance have amended their legislation to remove this requirement.[28] Queensland and New South Wales announced that they "will allow building certifiers to practice while they hold insurance with cladding related exclusions in an effort to head off a looming crisis in the development industry."[29]

The Victorian Government considered stepping in, "as the insurer of last resort",[30] but ultimately followed Queensland and New South Wales, "to allow building certifiers practice even if they hold insurance with cladding-related exclusions".[31]

Lidcombe apartment building, Sydney

A 53-unit apartment building in Lidcombe, Sydney, sustained $2.6 million damage when half of its roof blew off in a storm on 30 Jan 2016. The owner's corporation attempted to recover the cost of repairs, as well as loss of rent and emergency accommodation costs through their insurance company. The insurer's investigation found that the damage was due solely to non-compliant work. The insurer therefore denied the claim, because a compliant roof structure would have withstood the wind uplift generated by the storm.[32]

The apartment owners are investigating other legal avenues to recover costs, but in the meantime must bear all costs themselves, including $200,000 for legal advice and a $2.4 million strata loan to start repairing the building.[33] One tenant stated:

> "I'm losing $550 every week in lost rent while paying the Commonwealth Bank $2,044 every month in interest-only mortgage repayments. Plus I'm also paying the council and water rates and strata levies." …
>
> The hole in the roof has not been covered and the building is deteriorating.

"We are facing financial hardship from all angles and may end up not being able to afford to chase anyone whilst our building continues to suffer further damage with each rainfall." [34]

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[28] Queensland Government, *There are changes to professional indemnity (PI) insurance for Certifiers* (Queensland Building and Construction Commission, 9 Aug 2019);
[29] Nick Lenaghan and Michael Bleby, *Queensland acts on cladding crisis* (Australian Financial Review, 3 July 2019)
[30] Nick Lenaghan and Michael Bleby, op cit
[31] Gillzeau, Natasha, *Victoria follows Queensland's lead on cladding crisis* (Australian Financial Review, 11 July 2019); Victorian Government Gazette, *Building practitioners'' insurance ministerial order* No. S 293 Thursday 11 July 2019, s 4.3.
[32] Ford, Mazoe, *Lidcombe unit owners face $2.6m storm damage bill after AIG insurance rejects claims* (ABC News, 8 Apr 2016)
[33] Esther Han, *Insurer rejects storm-damaged Lidcombe apartment building claim because of numerous defects* (Sydney Morning Herald, 9 Apr 2016)
[34] Esther Han, op cit

Lacrosse Apartments, Melbourne

Lacrosse Apartments is a 23-storey mixed-use building in Melbourne's Docklands, with apartments on levels 6-21. Early on 25 November 2014, a cigarette butt on a level 8 balcony started a fire. A smoke detector alerted the Metropolitan Fire Brigade at 2:23am, and at 2:29am when fire fighters arrived on site the fire had spread up the façade to level 14. By 2:35am the fire reached the roof of the building.[35]

Like Grenfell Tower, the rapid spread of fire was due to combustible aluminium composite panels on the building's façade.[36] Fortunately, the building's fire hydrant and sprinkler system "operated significantly beyond its designed capability", preventing the spread of fire internally through the building. If not for this, the fire "may have resulted in serious injury and/or death."[37]

The Victorian Building Authority (VBA) subsequently directed the builder to replace the combustible cladding on Lacrosse, as well as five other apartment buildings it had constructed. This direction was issued under section 37B of the *Building Act 1993* (Vic).[38] The builder appealed this direction and in December 2017 the Victorian Supreme Court ruled that the VBA had no power to order the builder to replace the cladding, because occupancy permits had already been granted.[39]

This ruling indicates that the regulator's power to hold the builder responsible for rectifying non-compliance is limited. The onus is therefore on the building owner to pursue defect rectification costs from liable parties.[40]

After the VBA's direction was overruled, the Lacrosse owners' corporation sued eight parties, including the builder, for $24 million in damages.[41] More than four years after the fire, on 28 February 2019, the Victorian Civil and Administrative Tribunal found that the fire engineer, the building surveyor, the architect and the builder were jointly liable, and ordered them to pay costs of $5.7 million to the building owners.[42] However, this does not conclude the matter – the remaining sum sought by apartment owners is yet to be resolved,[43] and the ruling is currently under appeal.[44]

Questions

1. Do you think that non-compliant building work is a problem? Why, or why not?
2. Have you experienced any increased costs caused by non-compliant building work? Please specify as far as you are able.

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[35] Owners Corporation No.1 of PS613436T v LU Simon Builders Pty Ltd (Building and Property) [2019] VCAT 286 (28 February 2019)
[36] Joseph Dunstan, *Lacrosse apartment owners awarded $5.7 million in damages after flammable cladding blaze* (ABC News, 1 Mar 2019)
[37] Metropolitan Fire Brigade, *Post-incident analysis report: Lacrosse Docklands* p 31.
[38] Justin Cotton, *Directions to builders to rectify work: the supreme court enforces a time limit on the Victorian Building Authority* (Lovegrove and Cotton construction and planning lawyers, 26 Feb 2018)
[39] L U Simon Builders Pty Ltd v Victorian Building Authority [2017] VSC 805 (22 Dec 2017)
[40] Ben Davidson and Emily Steiner, *Victorian supreme court decision on 'directions to fix' allows builders to avoid the heat* (Corrs Chambers Westgarth lawyers, 1 Mar 2018)
[41] Clay Lucas, *Docklands owners sue for $24m over fire, as date to fix cladding looms* (The Age, 10 Sep 2018)
[42] Simone Fox Koob, *Apartment tower residents awarded millions in damages after cladding fire* (The Age, 28 Feb 2019)
[43] Joseph Dunstan, op cit
[44] Bronwyn Weir, personal communication (6 Sep 2019)

4.5 National initiatives to address the problem

On 18 July 2019 the Building Ministers' Forum (BMF) established an Implementation Team within the Australian Building Codes Board (ABCB). The Implementation Team is tasked with developing a national framework for the consistent implementation of the recommendations of the *Building Confidence* report, as well as the design, construction and certification of complex buildings.[45]

On 23 September 2019 the ABCB released for comment proposed changes to the NCC in an out-of-cycle amendment. The proposed NCC 2019 Amendment 1 contains several provisions that address *Building Confidence* report recommendations, including:

- a definition of 'building complexity', to create a head of power to identify buildings which require increased supervision of design and construction;
- provisions that require the creation of a Performance Based Design Brief, wherever a performance solution is developed, to improve the quality and clarity of performance solutions' documentation for both approval and auditing purposes; and
- reference to a new Technical Specification for the permanent labelling of Aluminium Composite Panels.[46]

The ABCB will make any changes at a national level, via the NCC. Unless there is significant inconsistency with WA legislation, Building and Energy will adopt these changes in WA and will work to ensure that any amendments to WA legislation are compatible with national reforms. More information on the proposed NCC amendment can be found here: https://consultation.abcb.gov.au/engagement/ncc-2019-amendment-1/

[45] Australian Building Codes Board, Building Confidence report *implementation team* (not dated)
[46] Australian Building Codes Board, *NCC 2019 will be amended out of cycle* (23 Sept 2019)

5 Objective

This review proposes reforms that aim to enhance and improve levels of compliance in new commercial building work, to provide safe, long-lasting buildings that better meet public needs and expectations. To achieve this objective, the WA Government proposes to reform the approvals process for commercial buildings and in doing so implement the recommendations of the *Building Confidence* report.

The *Building Confidence* report makes 24 recommendations for a national best practice model to better implement and enforce the NCC (see Appendix B). This paper considers proposals to implement recommendations 6, 8-11, 13-18 and 20, as they relate to commercial buildings. Other recommendations of the *Building Confidence* report are being implemented through separate reviews to reform the residential building approval process and the registration framework. Reforms to the commercial building approvals process are being considered and developed in concert with these reviews. For example, the details of reforms to registration requirements (Rec 1) will affect the reforms that may be considered in WA for building documentation (Rec 13). It is not practicable to require that only registered people may prepare building documentation until all building design professionals are required to be registered in WA.

The recommendations in the *Building Confidence* report are necessarily broad. They apply equally to all Australian jurisdictions, which each have different processes governing building documentation, approval and construction, as well as different registration requirements for the people designing and constructing buildings. It is therefore up to the regulators in each jurisdiction to determine how each recommendation should be implemented in their own jurisdiction. Building and Energy is aware that any reforms to implement the *Building Confidence* report recommendations in WA need to be tailored to operate within WA's existing legislative framework.

Finally, the effect of any reforms on the building industry needs to be considered as a whole. It is expected that implementation of reforms will be phased to allow the industry time to adjust to any changes. Building and Energy will consider the operation of these reforms in total, as well as individually, to achieve the best outcome for the building industry and the community.

Note that maintaining the status quo is not currently being considered as an option to address any of the problems that have been identified. The WA Government has committed to implement the recommendations in the *Building Confidence* report. This commitment requires reform of the framework for building approvals in WA.

6 Overview of reforms

This CRIS presents several proposals and options to reform the commercial buildings approval process in WA. Table 1 provides an overview of all the reforms considered. Figures 1 and 2 compare features of the current and proposed approvals processes. Note that this CRIS has been released to seek feedback on possible reforms to the approvals process. It does not represent the WA Government's final policy position.

Table 1: Overview of all reforms being considered for the commercial building approval process.

Overview of commercial building approvals reform proposals			
BC Rec		**Proposals for reform**	**Location**
6	Regulators' powers	1. Require that building materials must comply. 2. *Code of Practice: Safe design of buildings and structures* to be an applicable standard for class 2-9 building work. 3. Empower Building Commissioner to prescribe standards. 4. Amend Building Commissioner's right of entry and inspection. 5. Regulator's power to remedy dangerous situations	Section 7.1
8	Fire Authority consultation	6. Fire engineering performance solutions to be in accordance with IFEG. 7. FES Commissioner's advice may be given early. 8. FES Commissioner's advice must be responded to whenever it is provided. 9. Prescribed information to be included in response to FES Commissioner's advice.	Section 7.2
9	Conflicts of interest	10. Building surveyors must be independent of anyone whose work they certify.	Section 7.3
10	Code of Conduct	11. Code of Conduct for building surveyors	Section 7.4
11	Supervisory power for building surveyors	12. Building surveyor's contract must extend until CCC is issued, and may not be terminated early. 13. Building surveyors must be paid for work done.	Section 7.5
13	Building documentation	14. Supporting documents must demonstrate how design meets NCC requirements. 15. Supporting documents must state author's name and registration number. 16. Supporting documents must include prescribed information. 17. Supporting documents revision number noted on CDC. 18. CDC, CCC and occupancy permit to state any occupancy and maintenance conditions. 19. Builders Notice of Completion not required for class 2-9.	Section 7.6
14	Performance solutions - documentation	20. Mandatory documentation requirements including: ○ What performance requirements apply; ○ Copy of fire engineering report, if applicable; ○ How design meets performance requirements; ○ How design differs from deemed-to-satisfy provisions; ○ Evidence relied on, e.g. inspection or test results; ○ Building surveyor's reasons for accepting design; and ○ Owner's consent.	Section 7.7

Overview of commercial building approvals reform proposals			
BC Rec		Proposals for reform	Location
15	Performance solutions - retrospective approval	21. Mandatory documentation requirements to assess and approve performance solutions in completed buildings. 22. Certain types of unauthorised work to be reported to regulator. 23. CCC to state that building work complies with applicable standards.	Section 7.8
16	Variations during construction	24. Require amended documentation to be approved throughout construction.	Section 7.9
17	Third party review of design	25. Mandatory, independent peer review of high risk engineering design work.	Section 7.10
18	Inspections	26. Mandatory inspections for all construction work, either by: o permit authorities; or o private sector inspectors. 27. Inspection points to be notifiable stages for building compliance.	Section 7.11
20	Building manual	28. Introduction of a digital building manual to be provided to owners at completion of building work.	Section 7.12

Figure 1: Overview of the existing regulatory process for class 2-9 buildings

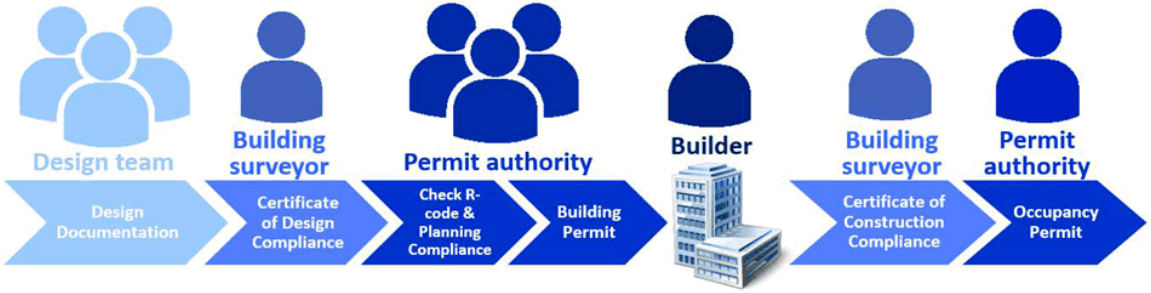
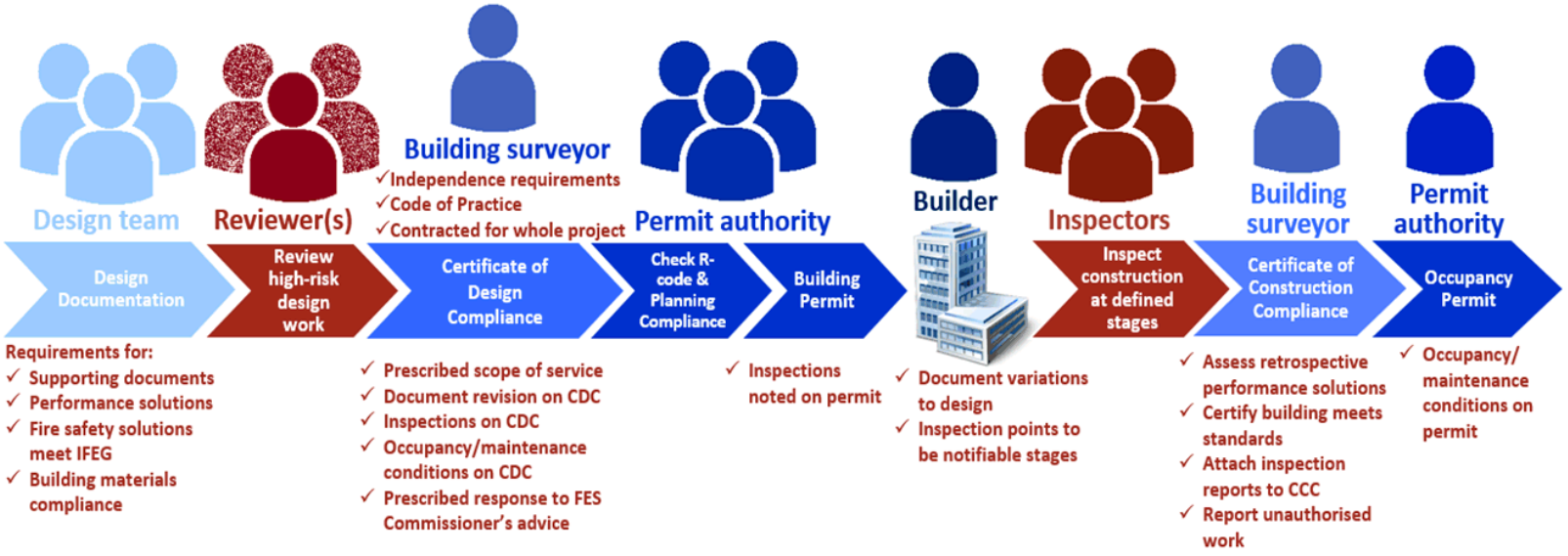


Figure 2: Overview of proposed changes to the regulatory process for class 2-9 buildings



Building and Energy – December 2019 21

7 Reforms

7.1 Regulators' monitoring and enforcement powers

Recommendation 6 of the *Building Confidence* report states:

> 6. That each jurisdiction give regulators a broad suite of powers to monitor buildings and building work so that, as necessary, they can take strong compliance and enforcement action.

Proposals for reform

Proposal 1 – Building materials to comply with Australian Standards and NCC

Proposal 1: Amend the *Code of Practice: Safe design of buildings and structures* to address non-conforming and non-compliant building products.

Building materials must meet Australian Standards and be installed to comply with NCC requirements. However, building materials are increasingly sourced internationally and manufactured in countries not bound by Australian Standards. This can lead to confusion regarding their suitability for use in Australian buildings. It can also pose health and safety risks for people who construct, occupy, maintain or demolish buildings, if non-conforming and non-complying materials are used.

Powers to monitor and enforce building compliance in WA could be enhanced to reduce instances of non-compliant and non-conforming building products. Any such reform would need to assign responsibility for compliance across the whole of the construction industry supply chain.

The *Code of practice: safe design of buildings and structures* (Code of Practice) is one means by which the supply chain could be better regulated. This Code is administered by WorkSafe, a division of DMIRS. The Code of Practice addresses the occupational safety and health issues associated with each stage in the life of a building, from design to demolition.[47] It applies to manufacturers, importers and suppliers, as well as to people who design, construct and manage workplaces.[48] It is therefore considered to be an appropriate instrument to regulate building materials at all points along the construction industry supply chain.

Non-conforming or non-complying?

Non-conforming building products are products that:

- claim to be something they are not;
- do not meet required standards for their intended use; or
- are marketed with the intent to deceive those who use them.

For example a building product that is labelled as being non-combustible but which is combustible is non-conforming.

Non-compliant building products are products that are used in situations where they do not comply with the requirements of the NCC. For example if a building product that is combustible, and is described as such, is installed in a situation where a non-combustible product is required under the NCC, it is non-compliant.

A building product can be both non-conforming and non-compliant.

[47] Commission for Occupational Safety and Health, *Code of practice: safe design of buildings and structures* (Department of Mines, Industry Regulation and Safety, 2008), p 2
[48] Commission for Occupational Safety and Health, op cit, Definitions

Under this proposal, the Code of Practice would be amended to:

- require that a building material must comply, in that it must:
  - be safe;
  - comply with the applicable building standards; and
  - perform to the standard it is represented to perform; and
- assign a duty of care to suppliers and importers of building materials to assume some responsibility for product compliance.

This is based on Queensland's definition of a non-conforming building product.[49]

Advantages

This proposal would:

- enhance regulators' powers to manage non-complying and non-conforming building products in WA; and
- provide an incentive for manufacturers, importers and suppliers to supervise product compliance more closely.

Questions

3. Do you support Proposal 1? Why, or why not?
4. Can you provide any examples where non-complying or non-conforming building products have caused problems for a building project in WA?
5. Do you foresee any other costs or benefits to implementing this proposal?

Proposal 2 – Mandate that buildings comply with the Code of Practice

Proposal 2: Amend the Building Regulations to mandate the *Code of Practice: Safe Design of Buildings and Structures* as an applicable standard for all classes of building.

This proposal would empower regulators to enforce compliance with the Code of Practice. The Building Regulations, part 4 division 1, sets out the applicable building standards for all types of construction. Compliance with the *Code of practice: safe design of buildings and structures* could be mandated for class 2-9 buildings.

Advantages

This proposal would:

- enhance regulators' powers to manage non-compliant and non-conforming building products in WA; and
- provide an incentive for manufacturers, importers and suppliers to supervise product compliance more closely.

Questions

6. Do you support Proposal 2? Why, or why not?
7. Do you foresee any other costs or benefits to implementing this proposal?

[49] *Queensland Building and Construction Commission Act 1991* (Qld) s 74AB(2)

Proposal 3 – Building Commissioner to prescribe certain requirements

Proposal 3: Amend the *Building Services (Complaint Resolution and Administration) Act 2011* to empower the Building Commissioner to prescribe requirements on technical matters.

Under this proposal, the BSCRA Act would be amended to include provisions that the Building Commissioner may prescribe requirements on matters relating to building industry policy, building services and other matters that relate to the functions of the Building Commissioner. This is consistent with one of the Building Commissioner's existing functions, being:

> to promote and conduct research and training into building industry policy, building services and other matters that relate to the functions of the Building Commissioner[50]

For example, technical matters that the Building Commissioner may prescribe requirements for include:

- information to be contained in the documents supporting a permit application (Proposal 16);
- guidance on using risk analysis to identify third-party review requirements (Proposal 25) or inspections (Proposal 26);
- details regarding a building surveyor's contractual scope of service (Proposal 12); and
- Codes to govern various categories of registered practitioners (Proposal 11).

Empowering the Building Commissioner to prescribe certain requirements would make building policy reforms easier to update and much more responsive to industry feedback. It would be easier to keep technical requirements up-to-date and respond to industry feedback if they could be maintained directly by the Building Commissioner, rather than being included, and subsequently updated, in the Building Regulations.

This proposal aligns with powers granted to similar officers, under other legislation, for example:

- *Health (Miscellaneous Provisions) Act 1911* (WA)
  s344A(2) empowers the Chief Health Officer to publish codes of practice on matters relating to public health
- *Building Act 1975* (Qld)
  s258 empowers the chief executive to make guidelines to help with compliance with the Act.
- *Building Act 2016* (Tas)
  s20 empowers the Director of Building Control to make determinations under the Act.

Advantages

This proposal would:

- make it easier to update certain building requirements;
- make regulations more responsive to industry feedback; and
- reduce the administrative burden of updating regulations.

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[50] *Building Services (Complaint Resolution and Administration) Act 2011* (WA) s 86(e)

Questions

8. Do you support Proposal 3? Why, or why not?
9. Do you foresee any other costs or benefits to implementing this proposal?

Proposal 4 – Regulator's right of entry and inspection

Proposal 4: Amend the Building Act and the BSCRA Act to empower the Building Commissioner's inspectors to enter and inspect any building site.

Currently, under the BSCRA Act, the Building Commissioner may authorise inspectors to inspect building sites for compliance purposes, however the inspector may only enter with the occupier's consent.[51] If the occupant refuses their consent, then an entry warrant must be obtained from a justice of the peace, in person, in writing and on oath, in accordance with the *Criminal Investigation Act 2006*.[52] It is administratively onerous to hold building compliance inspections to the same standard of probity as a criminal investigation.

Under this reform proposal, the BSCRA Act would be amended to reinstate the entry powers that were provided by the *Builders' Registration Act 1939*, which empowered the Building Services Board to enter any building site to inspect building work, and made it an offence to impede or obstruct an inspector.[53]

This aligns with Queensland's legislation, which empowers investigators to inspect any building site where building work is being carried out.[54]

Advantages

This proposal would:

- reduce administrative red tape to monitor building compliance; and
- increase regulatory oversight of construction work.

Questions

10. Do you support Proposal 4? Why, or why not?
11. Do you foresee any other costs or benefits to implementing Proposal 4?

Proposal 5 – Regulator's power to remedy dangerous situations

Proposal 5: Amend to definition of *dangerous situation* in the BSCRA Act to empower the Building Commissioner to remedy any situation where there is a high risk to people, property or the environment from the carrying out of a building service.

Currently, the BSCRA Act empowers the Building Commissioner only to remedy dangerous situations where there is "an imminent and high risk".[55] Deleting "imminent"

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[51] *Building Services (Complaint Resolution and Administration) Act 2011* (WA) s 66(2)
[52] *Building Services (Complaint Resolution and Administration) Act 2011* (WA) s 72, *Criminal Investigation Act 2006* (WA) s 13. Note that permit authority inspectors are not similarly fettered, unless they need to inspect a place that's in use as private residence. (*Building Act 2011* (WA) s 100)
[53] *Builders' Registration Act 1939* (WA) s 20A
[54] *Queensland Building and Construction Commission Act 1991* (Qld) s 105(1)(e)
[55] *Building Services (Complaint Resolution and Administration) Act 2011* (WA) s 76

from this definition would broaden the Building Commissioner's enforcement powers to be able to act in circumstances that were not just in an emergency situation.

Advantages

This proposal would increase the regulatory oversight to monitor building compliance.

Questions

12. Do you support Proposal 5? Why, or why not?
13. Do you foresee any other costs or benefits to implementing Proposal 5?

7.2 Fire authority consultation

Background

Recommendation 8 of the *Building Confidence* report states:

> 8. That, consistent with the International Fire Engineering Guidelines, each jurisdiction requires developers, architects, builders, engineers and building surveyors to engage with fire authorities as part of the design process.

The Department of Fire and Emergency Services (DFES) has an advisory role in building approval in WA. Building surveyors must submit plans and specifications to DFES for comment at least 15 business days before signing the certificate of design compliance (CDC).[56] There is room to improve this process, however it should be noted that none of the proposed reforms are intended to change the nature of DFES's advisory role.

Proposals for reform

Proposal 6 – Fire safety performance solutions be in accordance with IFEG

Proposal 6: Amend the Building Regulations to require that documentation of fire safety performance solutions must include a fire engineering brief and fire engineering report, in accordance with the International Fire Engineering Guidelines' process.

Fire engineering performance solutions are not always documented clearly, making it difficult to assess compliance. This could be addressed by requiring that performance solutions be documented in accordance with the International Fire Engineering Guidelines (IFEG). The IFEG process requires detailed assessment and documentation of performance solutions. The *Building Confidence* report notes that IFEG:

> contains best practice for the development of fire engineering designs and includes an obligation to engage with fire authorities as part of the design process. It has been reported to us that if the IFEG was closely followed, the quality of fire engineering designs would improve and fire authorities would be consulted early on all designs involving performance solutions as part of the fire engineering design process.[57]

[56] *Building Regulations 2012* (WA) r18B
[57] Shergold and Weir, op cit p 23

The IFEG process involves five main steps:

1. Prepare a fire engineering brief;
2. Carry out analysis;
3. Collate and evaluate the results;
4. Draw conclusions; and
5. Prepare the fire engineering report.[58]

The process requires consulting with relevant stakeholders, including the fire service, being DFES in WA. Engaging with DFES earlier in the design stage will give greater surety that the design meets the FES Commissioners' operational requirements, which can expedite the process to issue a certificate of design compliance. DFES could provide guidance on how to demonstrate compliance with the IFEG.

This proposal would be supported by provisions enabling Building and Energy and DFES to monitor and assess compliance with the requirement. Non-compliance with this requirement could be made a disciplinary matter, once fire engineers are required to be registered.

Advantages

This proposal would:

- require that DFES is consulted on fire engineering performance solutions earlier in the design process;
- improve the clarity of documentation for fire engineering performance solutions, making the design easier to assess, approve and construct;
- expedite the process to issue a Certificate of Design Compliance (CDC), because DFES can advise earlier on how the design can meet the FES Commissioner's operational requirements;
- improve the rigour used to develop and assess fire safety performance solutions;
- improve compliance of fire safety systems in new buildings; and
- improve the safety of building occupants in the event of a fire.

Disadvantages

This proposal may:

- result in some confusion regarding the level of consultation and documentation required to comply with the IFEG process; and
- increase project documentation costs, which would be passed on to consumers.

Questions

14. Do you support Proposal 6? Why, or why not.
15. Do you think this proposal is likely to increase documentation costs? If so, by how much?
16. Do you foresee any other costs or benefits to implementing this proposal?

[58] Australian Building Codes Board and others, *International Fire Engineering Guidelines* (Australian Government, 2005) figure 1.1.2

Proposal 7 – FES Commissioner's advice may be provided early

Proposal 7: Amend the Building Regulations to provide that the FES Commissioner may issue a certificate at any time confirming that a building design meets operational requirements.

Where DFES's advice is considered during the design stage as part of the IFEG process, and DFES is confident that a design meets the FES Commissioner's operational requirements, it may be possible for DFES to issue a certificate stating:

1. That the design meets the FES Commissioner's operational requirements;
2. The conditions upon which the certificate is given, being the fire safety features that are incorporated in the design at the time of the certificate being issued; and
3. That the design is exempted from any further assessment requirement by DFES.

The FES Commissioner's certificate would then be attached to the CDC, and a permit application would be required to be submitted within a certain time limit from the date of the certificate, for example three months.

This reform proposal is modelled on a similar provision in South Australia.[59]

Advantages

This proposal would:

- encourage people to consult DFES earlier in the design phase, when changes to the design can more easily be accommodated; and
- reduce time for DFES consultation at the end of design.

Questions

17. Do you support Proposal 7, in whole or in part? Please specify.
18. What do you think should be the maximum allowable timeframe to elapse between the date of the FES Commissioner's certificate, and submitting the building permit application?

Proposal 8 – FES Commissioner's advice may be provided at any time

Proposal 8: Amend the Building Regulations to clarify that the FES Commissioner's written advice must be considered and responded to no matter when it is provided.

This proposal would clarify that building surveyors must consider, and respond to, the FES Commissioner's advice no matter when the advice is provided. It aligns with the allowance given to permit authorities to grant or refuse permit applications after the expiry of the legislated timeframe.[60]

Advantages

This proposal would:

- clarify that the FES Commissioner's advice must always be responded to, no matter when it is provided;

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[59] *Development Act 1993* (SA) s37AA
[60] *Building Act 2011* (WA) s23(6) and 59(5)

- clarify that the timing of the advice is not, alone, sufficient reason not to incorporate the advice in the building design; and
- does not alter the nature of the FES Commissioner's advisory role.

Disadvantages

A disadvantage of this proposal is that it may be onerous to amend a building design if the FES Commissioner's advice arrives after a permit application is submitted.

Questions

19. Do you support Proposal 8? Why, or why not?
20. Do you foresee any other costs or benefits to implementing this proposal?

Proposal 9 – Clarify content of response to DFES advice

Proposal 9: Amend the Building Regulations to clarify the information that must be included when responding to the FES Commissioner's advice.

Under this proposal, where the FES Commissioner's advice is not incorporated into a building design, the building surveyor must notify the FES Commissioner in writing of how DFES's stated operational requirement is either:

- not applicable to the building; or
- being addressed through other measures, including details of how this is to be achieved.

The minimum requirements of the NCC are designed to facilitate fire brigade intervention in the event of a fire. Any variation to these requirements may present a risk for building occupants, and it is reasonable for building surveyors to be required to justify how this risk is being managed.

Advantages

This proposal would:

- clarify what is required of building surveyors; and
- increase the consideration given to fire brigade operational requirements.

Disadvantages

A disadvantage of this proposal is that it may result in increased work for building surveyors in responding to the FES Commissioner's advice.

Questions

21. Do you support Proposal 9? Why, or why not?
22. Do you foresee any other costs or benefits to implementing this proposal?

7.3 Building surveyors' conflicts of interest

Background

Recommendation 9 of the *Building Confidence* report states:

> 9. That each jurisdiction establishes minimum statutory controls to mitigate conflicts of interest and increase transparency of the engagement and responsibilities of private building surveyors.

The Building Act requires a certificate of compliance to be signed by an independent building surveyor. Independence is defined as being:

- neither the owner of the land, nor an employee of the owner of the land, and
- neither the builder, nor an employee of the builder.[61]

However, a building surveyor may be employed by the same entity as any member of the design team. Indeed, there is nothing to prevent a person with dual qualifications from designing a building and then certifying their own design.

Proposal for reform

Proposal 10 – Building surveyors' independence

Proposal 10: Amend the definition of 'independent building surveyor' in the Building Act to require that a building surveyor must be independent of anyone whose work they certify.

Under this proposal, a building surveyor's independence would be more strictly defined to prevent building surveyors from certifying their own work, or work produced by colleagues employed by the same entity.

Other jurisdictions have similar provisions to manage private building surveyors' conflicts of interest.[62] For example, in Victoria, it is an offence to carry out any function of a private building surveyor where the private building surveyor or a related person:

- prepared the design of the building or building work;
- is an employee, contractor or financial beneficiary of the person or body that prepared the design of the building or building work; or
- is a financial beneficiary of a person or body carrying out the building work.[63]

Advantages

This proposal would:

- mitigate some of the conflicts of interest inherent in private certification.
- increase the rigour with which the compliance of building designs is assessed;
- prevent building surveyors from certifying their own work, or work produced by their employer; and
- align WA requirements more closely with those in other jurisdictions.

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[61] Building Act 2011 s4
[62] *Building Act 1975* (Qld) s128 and 137; *Building Act 1993* (Vic) s79; *Building Act 2016* (Tas) s28(2).
[63] Victorian Building Authority, *When a private building surveyor may or may not act* (16 June 2016)

Disadvantages

This proposal would:

- prevent large firms from offering a full design and certification service from within their own staff; and
- potentially increase design and/or certification costs because building surveyors can no longer undertake any other roles in the design of a building project.

Questions

23. Do you support Proposal 10? Why, or why not?
24. Do you foresee any other costs or benefits to implementing this proposal?
25. Can you think of any other measures to address building surveyors' conflict of interest?

7.4 Building surveyors' code of conduct

Recommendation 10 of the *Building Confidence* report states:

10. That each jurisdiction put in place a code of conduct for building surveyors which addresses the key matters which, if contravened, would be a ground for a disciplinary inquiry.

Proposal for reform

Proposal 11 – Code of Conduct for building surveyors

Proposal 11: Introduce a mandatory Code of Conduct for registered building surveyors in WA.

The Building Commissioner is currently empowered to develop and enforce codes governing the conduct of registered building service providers, including building surveyors.[64] A Code of Conduct for registered building surveyors in WA could be modelled on Tasmania's Code of Practice, which states that a building surveyor in undertaking their role within the scope of their licence must:

1. Perform building surveying functions in the public interest.
2. Abide by ethical standards expected by the community for legislative conformity and reputable conduct.
3. Not perform building surveying functions where there is the potential for a conflict of interest.
4. Maintain satisfactory levels of competence.
5. Ensure that their engagement to undertake their functions is valid and in accordance with the Building Act.
6. Comply with legislative requirements.
7. Not perform building surveying functions beyond their level of competence or outside their area of expertise.
8. Maintain confidentiality.
9. Take all reasonable steps to obtain all relevant facts when performing building surveying functions.

[64] *Building Services (Complaint Resolution and Administration) Act 2011* s 96(1)(b)

10. Ensure that all aspects of design are adequately documented and in accordance with the Building Act prior to issuing a certificate of compliance.
11. Ensure that performance solutions pursuant to the National Construction Code are developed in accordance with the Code.
12. Ensure building owners are adequately informed of performance solutions prior to issuing a certificate of compliance.
13. Clearly document reasons for building surveying decisions.
14. Ensure that sufficient and adequate inspections are carried out to be reasonably satisfied that building work complies with the Building Act and any relevant approvals.
15. Be accountable for the supervision, competence and conduct of staff and contractors whom they employ or contract with to assist them in fulfilling their functions as a building surveyor.[65]

It is acknowledged that the national implementation team are working on a code of conduct for building surveyors. Building and Energy will consider any national model that is proposed, before adopting a code of conduct for WA building surveyors.

Also note that private building surveyors may be engaged to undertake different types of work, including both advisory and certification roles. The rigour with which building surveyors would be expected to apply a code of conduct may vary depending on the nature of the work they are undertaking.

Advantages

This proposal would codify a building surveyor's responsibilities to their clients, community and profession.

Questions

26. Do you support Proposal 11? Why, or why not?
27. Do you agree with the 15 responsibilities listed above? Is there anything that you would add or delete?
28. Do you foresee any other costs or benefits to implementing this proposal?

7.5 Supervisory powers for building surveyors

Background

Recommendation 11 of the *Building Confidence* report states:

11. That each jurisdiction provides private building surveyors with enhanced supervisory powers and mandatory reporting obligations.

In WA supervisory functions are undertaken jointly by private building surveyors and permit authorities. The *Building Confidence* report supports this, stating that:

> The allocation of roles between government and private building surveyors is for each jurisdiction to determine. The recommendations can be implemented

[65] Consumer, Building and Occupational Services, *Occupational licensing (Building Surveyors) Code of Practice 2018* (Government of Tasmania, Mar 2018)

> regardless of the public versus private certification model in place in any given jurisdiction.[66]

Private building surveyors undertake a regulatory function in a commercial environment. Their statutory role and duty to the public should take precedence over their commercial interest, however their duty to enforce compliance can sometimes conflict with the desire to maintain commercial relationships. Evidence from Queensland, which has full private certification for all classes of building, indicates that private certifiers are not willing or able to take enforcement action where non-compliance is identified in construction work. Andrew Wallace's 2014 review of building certification in Queensland found that:

> Concerns have been raised, particularly by local governments, that private certifiers are reticent to commence enforcement action against builders and/or building owners. This may be for several reasons including:
>
> - Private certifiers may be reluctant to 'bite the hands that feed them';
> - Private certifiers generally practice in small or micro businesses. Most, if not all are unlikely to possess the financial capacity or skills necessary to mount enforcement action which may end up in the Courts; and
> - Other than a fulfilment of a private certifier's statutory duty, there is no incentive for a private certifier to commence enforcement action against a builder and/or building owner.[67]

There is currently no intention to introduce privately-issued permits for class 2-9 buildings in WA.[68] Therefore any reforms to implement recommendation 11 will need to operate within WA's hybrid system of private certification and publicly-issued permits.

Note that any proposal to implement this recommendation applies only for building surveyors engaged to certify a building project. Building surveyors may be engaged to undertake other work, for example to provide advice on an aspect of a building design, in which case these proposals would not apply.

Proposals for reform

Proposal 12 – Only one building surveying contractor to be engaged for work

Proposal 12: Amend the Building Act to require that a building surveying contractor's contract for certification must extend for the duration of a construction project, must incorporate a prescribed scope of services, and may not be terminated early except in certain prescribed circumstances.

An aspect of WA's private certification system that appears to require reform is the ability for multiple building surveying contractors to be engaged throughout a building project. People who engage a private building surveyor can terminate the contract at any time and engage a new building surveyor. Anecdotal evidence indicates that building surveyors' contracts have been terminated to resolve differences of opinion

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[66] Shergold and Weir, op cit p 12
[67] Andrew Wallace, *Review of the Building Act 1975 and building certification in Queensland* (Queensland Building and Construction Commission, October 2014) p 321
[68] Reforms to the approvals process for class 1a buildings are being progressed through a separate discussion paper.

regarding the application of NCC requirements. A discussion paper released by the Queensland Government in 2011 supports this supposition:

> Applicants for building approval often disengage because they think the building certifier is too restrictively applying the building legislation. They may then engage another building certifier who will give them what they want, which could result in a building that does not comply with relevant codes and standards. People who occupy these buildings may be exposed to an unsafe environment that negatively affects their health, safety and wellbeing. …
>
> Strengthening the rules for disengagement would prevent builders disengaging from contracts because they do not like the building surveyor's interpretation of the required standard. It would also help prevent building owners being exposed to costly and inconvenient rectification work later.[69]

To address this issue in WA, it is proposed to amend the Building Act to require that a building surveying contractor's contract to certify a building project must extend for the duration of that project. That is, until a certificate of construction compliance is issued under s56(2) of the Building Act or until the project is discontinued. The building surveyor's scope of services under this contract will include:

- assess the building design for compliance;
- ensure documentation clearly demonstrates how the design complies with each applicable standard;
- identify required inspections;
- submit documentation to the FES Commissioner, if required, and respond as required to any advice received;
- produce an NCC assessment report detailing the assessment and decision-making process, particularly for any performance solution;
- issue a certificate of design compliance;
- ensure required inspections are undertaken, and documented, by appropriately qualified people;
- assess and certify any variations to the design during the construction process;
- undertake a final inspection;
- collect all inspection documentation; and
- issue a certificate of construction compliance.

The building surveyor's contract may not be terminated early unless:

1. Both parties to the contract mutually agree; or
2. A court orders that a new building surveyor be appointed; or
3. The building surveyor is unable to fulfil their contractual obligations due to:
    a. No longer holding the required registration,
    b. Declaring bankruptcy or insolvency, or
    c. Death.

This reform is intended to give building surveyors the contractual security to enforce a higher level of compliance.

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[69] Queensland Government, *Improving building certification in Queensland – discussion paper* (Department of Local Government and Planning, Aug 2011) p 20-21

This reform would align WA legislation more closely with legislative provisions in other Australian States and Territories.[70]

Advantages

This proposal would:

- increase oversight of construction by ensuring that a building surveyor is engaged for the duration of a building project;
- ensure, as far as practicable, that the building surveyor who certifies design compliance also certifies construction compliance;
- give building surveyors contractual security to enforce NCC requirements;
- align WA legislation more closely with requirements in other jurisdictions;
- increase the accountability and transparency of private certification;
- retain market freedom for people to seek quotes and engage the building surveyor of their choice;
- retain building surveyors' freedom to compete in an open market; and
- have no additional cost for industry or the community, as this is an administrative change to an existing requirement to engage a building surveyor.

Disadvantages

This proposal may affect contractual arrangements between building surveyors and building owners or builders, because the contract may not be terminated as easily. The standard form contracts for engaging building surveyors may need to be revised to accommodate this requirement.

Questions

29. Do you support Proposal 12? Why, or why not?
30. Do you think the proposed scope of services is appropriate? Are there any items that should be added to, or deleted from, the list?
31. Do you think the proposed conditions to terminate a building surveyor's contract are appropriate? Are there any conditions you would add or delete?
32. Do you foresee any other costs or benefits to implementing this proposal?

Proposal 13 – Building surveyor must be paid

Proposal 13: Amend the Building Act to require that a building surveyor must be paid for work undertaken, even if they are unable to issue a certificate of compliance because the building design or construction does not comply with the applicable standards.

This proposal would ensure that building surveyors are paid for the work they undertake, when they have a valid reason for refusing to issue a certificate of compliance for the design or building. With surveyors' contracts to extend for the duration of a project (see proposal 12) and potentially incorporate inspection work (see section 7.11), this proposal will give building surveyors a greater degree of independence when certifying compliance.

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[70] *Building Act 2016* (Tas) s35-38; *Building Act 1993* (Vic) s78(2) and 80C-80D; *Building Act 2004* (ACT) s19D; *Building Act 1993* (NT) s39 and 45; *Environmental Planning and Assessment Act 1979* (NSW) s109EA; *Planning, Development and Infrastructure Act 2016* (SA) s90.

This proposal is modelled on a similar requirement in Queensland.[71] It is also consistent with the allowance for permit authorities to retain the permit application fee if they refuse to grant a permit because a building design is non-compliant (although they must refund the building services levy).[72]

Advantages

This proposal would give private building surveyors more independence to certify building compliance.

Questions

33. Do you support Proposal 13? Why, or why not?
34. Should private building surveyors have any additional supervisory powers or reporting obligations?
35. Are there any other reforms necessary to support private building surveyors to certify building compliance?
36. Do you foresee any other costs or benefits to implementing this proposal?
37. Do you think the proposed conditions to terminate a building surveyor's contract are appropriate? Please specify.

7.6 Building documentation requirements

Background

Recommendation 13 of the *Building Confidence* report states:

> 13. That each jurisdiction requires building approval documentation to be prepared by appropriate categories of registered practitioners, demonstrating that the proposed building complies with the National Construction Code

Poor documentation can lead to increased costs during construction. In 2005 a taskforce of 18 industry organisations led by the Queensland division of Engineers Australia released a report called "*Getting it right the first time*". This report found that:

- 60-90% of variations were due to poor design documentation;
- poor documentation added 10-15% to project costs in Australia; and
- the cost to the annual Queensland construction budget was $2 billion, equating to $12 billion nationally (in 2005 dollars).[73]

The *Building Confidence* report found that unclear documentation remained a problem in 2018, noting that:

> The adequacy of documentation prepared and approved as part of the building approvals process is often poor … in part because of owners and developers endeavouring to minimise costs on documentation. …
>
> Poor quality documentation leads to builders improvising or making decisions which may not be compliant with the NCC. Performance solutions can, in some instances, be post facto rationalisations intended to address design

[71] *Building Act 1975* (Qld) s146
[72] *Building Act 2011* (WA) s24 and 60; Building Services (Complaint Resolution and Administration) Regulations 2012 (WA) r16
[73] Engineers Australia, *Getting it right the first time* (Oct 2005) p 6

that is not in accordance with NCC requirements. Inadequate documentation can also result in hidden costs or allow builders to cut costs without owners being aware of it.

The integrity of documentation for future use is also compromised when the approval documents do not reflect the as-built building[74]

Where building documentation is unclear or insufficient, builders may either follow potentially non-compliant documentation, or make decisions on building details that are not compliant with the NCC. This can adversely affect the compliance of buildings and occupant safety in completed buildings.

Insufficiently detailed documents also do not provide an accurate record for the as-built building, which can affect operation over the life of the building. The building may not operate as designed, and it can affect the operation and maintenance of critical systems.

The *Building Confidence* report recommends that legislation should require that documentation for building approval must:

- adequately demonstrate compliance with the NCC;
- include any relevant certificates of conformity, accreditations and other prescribed material; and
- require a declaration by each registered practitioner responsible that they believe the documentation demonstrates compliance with the NCC.[75]

The Building Act does not currently include these requirements. The Building Act prescribes the documents that must accompany a building permit application, including the CDC and any supporting documents it references.[76] The Building Regulations specify information that must be included in a CDC,[77] but do not have any requirements for supporting plans and specifications.

Six reforms are proposed to improve documentation standards, as discussed below. In addition, reforms to the registration framework in WA to implement recommendation 1 of the *Building Confidence* report are currently being examined. Currently in WA, most design professionals are not required to be registered.

When this CRIS refers to documentation, it includes electronic documentation and documentation produced via software systems, such as, but not limited to, BIM or NatHERS. Legislation would be drafted to ensure that all suitable methods of documentation format and provision are accommodated.

Proposals for reform

Proposal 14 – Documentation to demonstrate compliance with NCC requirements

Proposal 14: Amend the Building Regulations to require that supporting documents specified in a certificate of compliance must demonstrate how the building work will comply with each applicable building standard.

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[74] Shergold and Weir, op cit p 28
[75] Shergold and Weir, op cit p 29
[76] *Building Act 2011* (WA) s 16
[77] Building Regulations 2012 (WA) r.18A and 18B

This proposal will require all supporting documents – including plans, specifications and technical certificates – to clearly demonstrate how a building design complies with NCC requirements. Permit applications will be required to include all applicable evidence to prove compliance. For example, technical certification will need to include evidence of compliance such as calculations, test details or modelling. Plans and specifications must also include compliance details such as passive fire safety features, including required fire resistance levels; construction details for fire and smoke compartments; and sealing requirements for penetrations in fire-resistant elements.

This reform proposal will give building surveyors and design professionals greater powers to ensure documentation is clear. The certifying building surveyor will remain responsible for ensuring that supporting documents demonstrate compliance with the requirements of the NCC. It is, and will continue to be, up to the building surveyor's discretion as to how much detail they require to be satisfied that building documentation demonstrates compliance with the applicable building standards.

This proposal is modelled on Queensland's legislation, which specifies several requirements for supporting documents, including that:

> Each supporting document must on its face demonstrate that the carrying out of the building work will comply with the building assessment provisions.[78]

Advantages

Advantages of this proposal include:

- better documentation will result in more compliant buildings and better building stock in WA;
- building surveyors will have a better understanding of how the building will comply and so can have more confidence in certifying the CDC;
- builders can have more confidence that when building to the plans and specifications the building will be compliant;
- clearer, more detailed documentation will reduce variations during construction; and
- an increase in compliant buildings can save significant amounts for builders and owners in rectification costs, insurance claims for defects and disputes.

Disadvantages

This proposal would, at least initially, increase documentation costs. However, the costs associated with producing clearer, more detailed documentation are likely to be offset by an easier and quicker build, reduced variations and fewer disputes.

Questions

38. Do you support Proposal 14, in whole or in part? Please specify.
39. Do you think this proposal is likely to increase documentation costs in the long term? If so, by how much?
40. Do you foresee any other costs or benefits to implementing this proposal?

[78] *Building Act 1975* (Qld) s 25(1)

Proposal 15 – Supporting documents must state author's name

Proposal 15: Amend the Building Regulations to require that all supporting documents referenced in a certificate of compliance must state the author's name, and registration number if applicable.

This proposal involves amending the Building Regulations to require that any supporting document referenced in a certificate of compliance must include the author's name and, if applicable, their practitioner and contractor registration numbers. This reform proposal is modelled on a similar clause in Queensland's Building Act.[79]

Most building design professionals put a signature block on every drawing they produce. However, in the course of undertaking the audit of bushfire safety compliance, it was found that some supporting documents do not identify the author.

Requiring the inclusion of the author's name, and registration number if applicable, would make it possible for both permit authorities and the Regulator to question the reasoning behind design decisions, or hold people to account for their work.

Advantages

This proposal would:

- clarify the authorship of supporting documents, enabling greater accountability and easier auditing;
- have no cost to implement; and
- align WA's legislation more closely with that in other jurisdictions.

Questions

41. Do you support Proposal 15? Why, or why not?
42. Do you foresee any other costs or benefits to implementing this proposal?

Proposal 16 – Prescribe information in supporting documentation

Proposal 16: Amend the Building Regulations to prescribe the information that must be included in documents supporting a permit application.

It is proposed to prescribe the minimum level of information that must be included in documents supporting a permit application, as per Appendix C. The information proposed to be required for inclusion in supporting documents is based on requirements in Singapore.[80]

Legislation in most other Australian jurisdictions prescribes minimum building documentation requirements.[81]

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[79] *Building Act 1975* (Qld) s 24
[80] Building Control Regulations 2003 (Singapore) s6-10B; Fire Safety (Building and Pipeline Fire Safety) Regulations 2008 (Singapore) s7-9.
[81] Building Regulations 1993 (NT) r 6; Environmental Planning and Assessment Regulations 2000 (NSW) sch 1; Building (General) Regulation 2008 (ACT) r 12; Development Regulations 2008 (SA) sch 5; Building Regulations 2018 (Vic) r 25; Building Regulations 1989 (WA) r 11.

Advantages

This proposal would clarify the information required to be included on documents supporting permit applications.

Disadvantages

This proposal would, at least initially, increase documentation costs. However, the costs associated with producing clearer, more detailed documentation are likely to be offset by an easier and quicker build, reduced variations and fewer disputes.

Questions

43. Do you support Proposal 16? Why, or why not?
44. Do you think this proposal is likely to increase documentation costs in the long term? If so, by how much?
45. Do you foresee any other costs or benefits to implementing this proposal?

Proposal 17 – Building surveyors to include revision number or date on CDC

Proposal 17: Amend the Building Regulations to prescribe that when completing the certificate of design compliance (CDC), building surveyors must include the revision number or date of each supporting document.

Building documentation is often amended multiple times before and after a building permit is issued. If there is no clear record of which revision of the plans and specifications were approved, inspecting the construction and completing certificate of construction compliance can be problematic.

Noting the revision number, or date, of each supporting document specified on a CDC will reduce confusion on site regarding which documents to reference for construction, inspections and certification.

This would be a requirement when completing the CDC and an extra field would be included in the CDC template for this purpose. The building surveyor is responsible for completing the CDC, and so is best placed to do this work.

Advantages

This proposal would:

- reduce confusion on site regarding which documents to reference for construction, inspections and certification;
- create a more accurate record of the documents that are approved for construction; and
- be a relatively simple requirement that would have minimal cost to implement.

Disadvantages

This proposal would:

- potentially take time to ensure that the approved plans and specifications are being marked up with a date and revision number; and
- add a layer of administration to the work of a building surveyor (although potentially reducing administration when undertaking inspections or issuing a CCC after construction).

Questions

46. Do you support Proposal 17? Why, or why not?
47. Do you foresee any other costs or benefits to implementing this proposal?

Proposal 18 – Building surveyors to note any occupancy or maintenance conditions

Proposal 18: Amend the Building Regulations to prescribe that any occupancy or maintenance conditions that must be met, to ensure compliance over the life of a building, are stated on the certificates of design and construction compliance, and the occupancy permit.

A compliant building can become non-compliant during use, for example if too many people are accommodated, if exit passage ways are blocked, or if fire safety features are not maintained to meet the required standard. Under this proposal, certificates of compliance and occupancy permits would be required to state:

- the maximum number of occupants permitted;
- any other occupancy conditions that must be met;
- any maintenance conditions for required safety features, such as active fire safety systems; and
- any other maintenance conditions that must be met to ensure compliance over the life of the building, including those set out in the prescribed information required for any performance solutions (see Proposal 20).

Additional information may be attached, for example copies of the building plan may be marked up to illustrate which areas need to be kept clear of furniture to maintain emergency exit pathways.

Advantages

This proposal would create a record for the owner, occupants and permit authority of ongoing conditions that must be met to maintain compliance over the life of a building.

Questions

48. Do you support Proposal 18? Why, or why not?
49. Do you agree with the proposed list of conditions to be stated on certificates of compliance and occupancy permits? Are there any items you think should be added or deleted from this list?
50. Do you foresee any other costs or benefits to implementing this proposal?

Proposal 19 – Builders notice of completion not required for class 2-9 buildings

Proposal 19: Amend the Building Act to require that a builder's notice of completion is not required for building work that requires an occupancy permit.

At the completion of any work for which a permit was granted, a builder is required to issue a notice of completion to the relevant permit authority. This serves to notify the permit authority that the work is complete and the permit is consequently expired.

For buildings that require an occupancy permit, the certificate of construction compliance and the subsequent occupancy permit application fulfil this purpose, making a notice of completion obsolete.

Advantages

This proposal would:

- improve the likelihood of the permit authority receiving all documentation required at the end of a building project;
- reduce administrative red tape for the builder at the end of the project.

Questions

51. Do you support Proposal 19? Why, or why not?
52. Do you foresee any other costs or benefits to implementing this proposal?

7.7 Performance solutions

Background

Recommendation 14 of the *Building Confidence* report states:

> 14. That each jurisdiction sets out the information which must be included in performance solutions, specifying in occupancy certificates the circumstances in which performance solutions have been used and for what purpose.

In the NCC, legal compliance is achieved by meeting the performance requirements. The NCC provides two pathways to demonstrate compliance with the performance requirement. A building design can demonstrate compliance by using either the deemed-to-satisfy provisions or a performance solution.

Performance solutions are a common way of complying with performance requirements in commercial construction. A performance solution is developed by a building practitioner to meet the performance requirement, and is often supported by expert analysis or judgement. In WA a building surveyor must be satisfied that a performance solution meets the performance requirement before they can sign a CDC.

The *Building Confidence* report found that:

> the standard of documentation supporting performance solutions is poor. There is a lack of basic information on matters such as the relevant performance requirements and the assessment methods applied. It is common for the person preparing the performance solution to rely on their own 'expert judgement' that the performance solution complies and on that basis they proceed to self-certify the design.[82]

Instead of a best-guess, self-certification approach, each performance solution "requires empirical analysis, modelling and/or testing."[83] Legislation should therefore specify what information is required to document performance solutions to demonstrate compliance with the NCC.

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[82] Shergold and Weir, op cit p 30
[83] Shergold and Weir, op cit p 30

Proposal for reform

Proposal 20 – Prescribed process to document performance solutions

Proposal 20: Amend building legislation to prescribe documentation requirements for performance solutions.

To implement recommendation 14 it is proposed to amend building legislation to prescribe documentation requirements for performance solutions. Thus, if a building design contains performance solutions, the CDC must state:

- what NCC performance requirements apply;
- how the design meets the performance requirements;
- how the performance solution differs from the deemed-to-satisfy provisions in the NCC;
- a copy of the fire engineering report for fire engineering performance solutions;
- the analysis, test results, or other information relied on to verify compliance;
- any ongoing maintenance or conditions that must be met to ensure the performance solution complies over the life of the building;
- the building surveyor's reason(s) for accepting the performance solution; and
- the owner's consent.

The CDC may reference specific supporting documents if any of this information is contained within supporting documents specified in the CDC.

Details of any performance solution(s) must be noted on the occupancy permit to improve lifelong building compliance. In relation to existing buildings, there is a need to alert building practitioners of existing performance solution(s) if they plan to initiate alterations or additions to existing buildings. In addition, where compliance of a performance solution relies on occupancy or maintenance conditions over the life of the building, the conditions must be detailed on the occupancy permit.

This reform is modelled on requirements in Queensland and Victoria.[84]

In addition, performance solutions could be subjected to independent, third party review, to further increase accountability and compliance.

Advantages

This proposal would:

- provide a more rigorous framework to document, assess and approve performance solutions;
- improve compliance by increasing scrutiny of performance solutions;
- improve life-time compliance of buildings, by noting any occupancy or maintenance conditions on the occupancy permit;
- reduce incidences of non-compliant work;
- improve the standard of building documentation, thus reducing the cost of variations during construction;
- give building owners greater confidence in the compliance of their building; and
- align WA legislation more closely with that in other jurisdictions.

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[84] *Building Act 1975* (Qld) s26 and 68A; *Building Regulations 2018* (Vic) r38 and 124.

Disadvantages

Complying with this requirement will likely increase documentation costs. This cost will be offset by reduced variations and rectification work, and is likely to reduce over time as this becomes a normal part of providing documentation.

Questions

53. Do you support Proposal 20, in whole or in part? Please specify.
54. Do you think the proposed documentation to support a CDC is appropriate? If not, what changes do you suggest?
55. Do you think this proposal is likely to increase documentation costs in the long term? If so, by how much?
56. Do you foresee any other costs or benefits to implementing this proposal?
57. Do you think any performance solutions should be subject to third-party review? Please specify.
58. Do you think the new requirements governing performance solutions, proposed in NCC 2019 Amendment 1, will remove the need to implement Proposal 20?

7.8 Retrospective building approval

Background

Recommendation 15 of the *Building Confidence* report states:

15. That each jurisdiction provides a transparent and robust process for the approval of performance solutions for constructed building work.

The *Building Confidence* report noted that, where a completed building is found not to comply with the NCC's deemed-to-satisfy provisions, often a performance solution is reverse-engineered to fit the building as it was constructed, rather than rectifying the building work. "For example, performance solutions are currently being offered to justify combustible cladding remaining on buildings."[85] This can be done without the owner's knowledge, as the builder deals directly with the building surveyor to resolve the issue.

WA legislation already provides for retrospective approval of existing buildings, through certificates of building compliance[86] and applications under section 51 of the Building Act.[87] The certificate of building compliance "must state that the building or incidental structure substantially complies with each applicable building standard".[88] However, the existing provisions in WA do not specifically address performance solutions.

[85] Shergold and Weir, op cit p 30
[86] *Building Act 2011* (WA) s57
[87] *Building Act 2011* (WA) Part 4 Division 2
[88] *Building Act 2011* (WA) s57(3)

Proposals for reform

Proposal 21 – Prescribed process to approve retrospective performance solutions

Proposal 21: Amend the Building Act to prescribe a process for retrospective approval of performance solutions.

This proposal involves amending the Building Act to provide a power to prescribe a process for retrospectively approving performance solutions for completed buildings. The process would require certificates of construction or building compliance to state whether the building contains any performance solutions that were not approved under a building permit. If so, the certificate would be required to be supported by documentation demonstrating:

- what NCC performance requirements apply;
- how the building meets the performance requirements;
- how the performance solution differs from:
  - the deemed-to-satisfy provisions in the NCC, and/or
  - the design that was approved under the building permit;
- for fire engineering performance solutions:
  - documentation was submitted to the FES Commissioner for advice, and
  - the FES Commissioner's advice and response to the FES Commissioner, if applicable;
- any inspection or test results or other information relied on to verify compliance;
- the building surveyor's reason(s) for accepting the performance solution; and
- the owner's consent.

In addition, retrospective performance solutions could be subjected to independent, third party review, to further increase accountability and compliance. Third-party reviews are proposed for high-risk design and building work in section 7.10 of this CRIS, under recommendation 17 of the *Building Confidence* report.

Details of the performance solution would then be noted on the occupancy certificate.

Building owners would have the right of appeal if they do not consent to a proposed performance solution. This proposal is intended to protect building owners and occupants, if unauthorised building work is completed.

Implementing this proposal would align WA's legislation more closely with requirements in Queensland and Victoria.[89]

Advantages

This proposal would:

- provide a more rigorous framework to assess and approve performance solutions for non-compliant work;
- improve building compliance by increasing scrutiny of retrospective approvals;
- reduce the incidences of non-compliant work causing unsafe buildings; and
- align WA legislation more closely with other Australian jurisdictions.

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[89] *Building Act 1975* (Qld) s26 and 68A; Building Regulations 2018 (Vic) r38 and 124

Disadvantages

Complying with this requirement will likely increase documentation costs, however, people should have always been documenting performance solutions.

Questions

59. Do you support Proposal 21? Why, or why not?
60. Do you think the proposed documentation to support a certificate of compliance is appropriate? If not, what changes do you suggest?
61. Do you think this proposal is likely to increase documentation costs in the long term? If so, by how much?
62. Do you think that retrospective performance solutions should be subject to independent third-party review?
63. Do you foresee any other costs or benefits to implementing this proposal?

Proposal 22 – Certain types of unauthorised work to be reported

Proposal 22: Require certain types of unauthorised or non-compliant work to be reported to permit authorities and Building and Energy.

Some types of unauthorised and/or non-compliant work present greater risks than others. For example: combustible building materials increase the risk to the safety of a building's occupants; and non-compliant water proofing in wet areas presents a risk to occupant health through mould growth, and is likely to result in significant rectification costs.

This proposal would prescribe certain types of high-risk, non-compliant building work which building surveyors would be required to report to permit authorities. Permit authorities would then pass the information on to Building and Energy. This data would enable both permit authorities and Building and Energy to target their education and enforcement resources to greatest effect.

Advantages

This proposal would ensure that regulators are made aware of the level and types of non-compliant work, enabling better targeting of enforcement and education resources.

Questions

64. Do you support Proposal 22? Why, or why not?
65. Do you foresee any other costs or benefits to implementing this proposal?
66. What types of non-compliant work do you think should be required to be reported?

Proposal 23 – CCC to certify compliance with standards

Proposal 23: Amend the Building Act to require a certificate of construction compliance to certify that the building meets applicable standards.

Currently, a CCC requires a building surveyor to state that "the building has been completed in accordance with the plans and specifications that are specified in the

applicable certificate of design compliance".[90] The CDC states that a building completed in accordance with the plans and specifications will comply with the NCC.[91] However, if a permit is mistakenly issued for a non-compliant building design, the wording of s56(2)(a) of the Building Act allows a CCC to be issued so long as the completed building complies with the (mistakenly) approved plans and specifications.

Where a non-compliant building is constructed in accordance with non-compliant plans, this clause enables a building surveyor to issue a CCC without requiring any rectification of the non-compliant work. While not common, this practice contravenes the intent of the Act. It is proposed to amend the Building Act to clarify that a CCC must state that the building complies with the applicable standards.

Advantages

This proposal would:

- clarify the intention of the Building Act;
- give permit authorities and building surveyors more scope to enforce compliance with NCC requirements; and
- have no cost to implement.

Questions

67. Do you support Proposal 23? Why, or why not?
68. Do you foresee any other costs or benefits to implementing this proposal?

7.9 Variations during construction

Background

Recommendation 16 of the *Building Confidence* report states:

> 16. That each jurisdiction provides for a building compliance process which incorporates clear obligations for the approval of amended documentation by the appointed building surveyor throughout a project.

Under WA legislation, the requirement to seek approval for variations that change the way a building complies with the NCC is implied by the requirement to have a building permit to do building work.[92] The intent of the legislation is clarified in Industry Bulletin 003, published by Building and Energy in May 2012. IB003 clarifies what types of work is exempt from requiring a building permit, and concludes that:

> Where the variation requires a building permit then an application should be made as soon as practicable and prior to the builder submitting a notice of completion under section 33 of the Building Act.[93]

However, variations to the design are common during construction, and should therefore be explicitly governed by legislation. This would better align WA legislation with other Australian jurisdictions.[94]

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[90] *Building Act 2011* (WA) s56(2)(a)
[91] *Building Act 2011* (WA) s19(3)
[92] *Building Act 2011* (WA) s9
[93] Building and Energy, *IB003: Variations and amendments to building work* (Govt of WA, May 2012)
[94] *Building Act 2016* (Tas) s148; *Planning Act 2016* (Qld) s78-79; *Building Act 2004* (ACT) s31-32.

Proposal for reform

Proposal 24 – Variations to be approved during construction

Proposal 24: Amend the Building Act to provide a process to manage variations to the approved design during construction.

This proposal involves amending the Building Act to provide a process to manage variations to the approved design during construction. Under this proposal, before performing any building work that varies from the building permit, builders will be required to notify the building surveyor, who will determine if the change affects the way the building complies with the NCC. If it does not, then the work may be undertaken without further documentation or approval. If it does, then the builder must:

1. Document the variation, including how it meets NCC performance requirements;
2. Submit the variation to the FES Commissioner for comment, if it affects fire safety compliance;
3. Respond to any comments the FES Commissioner makes;
4. Obtain an amended CDC from the building surveyor; and
5. Obtain an amended building permit from the relevant permit authority.

After meeting these conditions, the building work may be commenced.

It may not always be practicable to document a variation before work commences, for example, if a departure from the approved plans and specifications is only noticed after construction has commenced. In this case, the Building Act may provide that variations be documented either before the work is carried out, or the earlier of:

a. Within 21 days of the work being carried out, or
b. Prior to the issue of a certificate of construction compliance.

If the variation request is not made until after the work is commenced, and the building surveyor or permit authority do not approve the variation, the builder would be required to rectify the work at their own expense. This would encourage builders to seek approval before carrying out the variation, and put the onus on them to correct it at their expense if they get it wrong.

Advantages

This proposal would:

- provide a more rigorous process to manage variations during construction, thereby reducing instances of non-compliance in completed buildings; and
- reduce the time to certify compliance and obtain an occupancy permit for the completed building, because variations were approved during construction.

Disadvantages

Disadvantages of this proposal include:

- documenting, certifying and approving variations during construction may affect construction timelines and potentially hold up work on site; and
- increased documentation requirements may increase costs for consumers. However, this would be offset by reduced costs to obtain an occupancy permit, and reduced risk of non-compliance and associated rectification costs.

Questions

69. Do you support Proposal 24? Why, or why not?
70. Do you think the three steps proposed above, to document, certify and approve variations, are reasonable? If not, what changes do you suggest?
71. Do you think the proposed process to manage variations that are begun without approval is likely to result in compliant building work? Why, or why not?
72. Do you think Proposal 24 will address the issues presented by design-and-construct projects? Is there anything you would change to cater for these projects?
73. Do you foresee any other costs or benefits to implementing this proposal?

7.10 Third party review of design work

Background

Recommendation 17 of the *Building Confidence* report states:

> 17. That each jurisdiction requires genuine independent third party review for specified components of designs and/or certain types of buildings.

The work of building design professionals is nominally reviewed by the building surveyor, who assesses the design and certifies that it meets NCC requirements. However, building surveyors are not qualified to assess all aspects of design work. Designs by engineers or other technical experts are accepted, without in-depth review, as being compliant. This means engineers may self-certify their work.

There is therefore an argument for legislation to require independent third-party review of high-risk engineering designs. Life-safety risks in buildings are posed by structural failure and fire. It is therefore proposed that, for high-risk buildings (see Table 2), the structural design and required fire safety features be subjected to third-party review.

Third-party review is recognised as a means of improving built outcomes. For example, the Department of Finance – Building Management and Works division employs a building research and technical services team to undertake design and documentation reviews for all state government projects that it manages valued over $1 million.[95] The Department of Health also recommends that the design of high-risk wastewater collection and treatment plants be subjected to third-party review.[96]

It is acknowledged that the Australian Building Codes Board is also developing a 'proof engineer' or 'proof expert' model of third party review for high-risk buildings. The outcomes of that national work will inform the final shape of this proposal.

[95] Department of Finance, *Working with BMW* (Government of Western Australia, not dated)
[96] Department of Health, *Guidance note for independent third party engineering verification* (Government of Western Australia, 2016)

Proposal for reform

Proposal 25 – Third-party review of high-risk design work

Proposal 25: Amend the Building Act to require independent, third-party reviews for high-risk design elements.

Identifying review requirements

The legislation would provide two means to identify the review requirements for a building project:

1. A prescribed approach, whereby one-size-fits-all review requirements are prescribed according to risk triggers (see Table 2); or
2. A risk-based approach, whereby project-specific review requirements are identified by a full, project-specific risk analysis.

The flexibility of the risk-based approach to identify review requirements is intended to balance the rigour of prescribed review requirements. Providing the risk-based approach allows the prescribed review requirements to capture more risks, because the risk-based approach will ensure that individual projects are not unduly burdened by the one-size-fits-all prescribed approach.

Further details of the prescribed and risk-based approaches proposed to identify third-party review requirements are discussed below.

Prescribed approach

The prescribed approach is the simplest way to identify third-party review requirements for a project. Third-party reviews would be undertaken in accordance with the review requirements identified in Table 2. Buildings that meet more than one risk trigger – for example, a class 2 building that is required to be type A construction, and is located in a designated bushfire prone area – must obtain all the reviews required for each risk. Buildings that meet several risk triggers requiring the same review need only get that element reviewed once; for example a building that is required to be Type A construction and is located in wind region C will require its structural engineering to be reviewed once.

See Appendix D – Table 13 for estimated costs to obtain third party reviews for all class 2-9 building projects in accordance with the risk triggers identified in Table 2.

The ABCB is working to define "building complexity", to create a head of power in the NCC under which to introduce increased supervision and other governance requirements to manage high-risk, complex buildings.[97] Building and Energy will consider any national model to govern complex buildings when defining prescribed risk triggers for third-party review in WA.

[97] Australian Building Codes Board, *NCC Governing requirements and common schedules 2019 amendment 1* (2019)

Table 2: Type of review(s) proposed for different risk triggers

Risk trigger	Review requirements
Building designs that are required to be NCC type A fire resisting construction (as defined in table 3).	• Structural engineering • Fire hydrant systems, pumps, tanks and boosters • Fire suppression systems
Buildings located in wind regions C or D.	• Structural engineering
Buildings with earthquake design category of EDCII or EDCIII as per AS 1170.4.	• Structural engineering
Buildings that have importance levels 3 or 4 (as defined in table 4).	• Structural engineering • Means of escape (fire isolated exits, pathways and stairways) • Fire detection system • Emergency communication systems (warning (BOWS) and control (EWIS)) • Fire hydrants, pumps, tanks and boosters • Fire suppression systems
Class 2, 3 and associated class 10 buildings located in designated bushfire prone areas.	• BAL assessment • Bushfire safety certification (if applicable)
Structures that incorporate: • Steelwork that is construction category CC3 or CC4, under AS/NZS 5131; • Concrete required to have compressive strength greater than 60MPa; • Fatigue-sensitive components; • One or more members or connections that support more than 5 tonnes of mass which would collapse if removed; and/or • Overhangs weighing more than 1 tonne above public walkways.	• Structural engineering
Buildings that present a special fire hazard, as defined in NCC Vol 1, E1.10.	• Means of escape (fire isolated exits, pathways and stairways) • Fire Brigade mobilising • Fire detection system • First aid firefighting equipment • Fire hydrant systems, pumps, tanks and boosters • Fire suppression systems
Building work that affects other land, and requires a Form BA 20.	• Any engineering or technical certification relating to the work affecting other land
Buildings containing atriums.	• Fire separation of atrium (NCC part G3)
Large isolated buildings.	• Sprinkler system and vehicle access (NCC clauses C2.3, C2.4, E1.5 and table E2.2a)
Buildings containing basements.	• Fire safety provisions (NCC clause D1.2(c) and tables E2.2a and E2.2b)
Buildings of complexity levels 3 or 4, as defined in NCC 2019 Amendment 1.	• Structural engineering • Fire hydrant systems, pumps, tanks and boosters • Fire suppression systems
Risk-based inspection regimes.	• Project risk analysis
Completed buildings that are subject to retrospective performance solutions.	• Any certification relating to the performance solution

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Table 3: Type of fire resisting construction required[98]

Rise in storeys	Class of building 2, 3, 9	Class of building 5, 6, 7, 8
4 or more	A	A
3	A	B
2	B	C
1	C	C

Table 4: Importance levels of buildings and structures[99]

Importance level	Building type
1	Buildings or structures presenting a low degree of hazard to life and other property in the case of failure
2	Buildings or structures not included in Importance Levels 1, 3 and 4.
3	Buildings or structures that are designed to contain a large number of people.
4	Buildings or structures that are essential to post-disaster recovery or associated with hazardous facilities.

Risk-based approach

The risk-based approach would require design and certification professionals engaged on the project team to identify project-specific risks relating to their area of expertise, and nominate which elements of the design and certification require review. This approach would be supported by guidelines to assist in risk analysis. Design and certification professionals would have to consider risk factors such as:

- site characteristics, including wind and seismic loads, geotechnical features especially where structures or services may be undermined, and corrosion rates;
- dynamic loads, including people, animals, vehicles and machinery;
- robustness and redundancy levels incorporated into all aspects of the design;
- design complexity, including buildability and the degree of innovation incorporated into the design;
- prefabrication complexity and value, and likely experience of the factory in manufacturing to Australian standards;
- fabrication complexity and the degree of precision required, including potential construction difficulties relating to access or non-ideal weather conditions; and
- material characteristics, including the reliability of the supply chain, and the degree of proven performance.

Each member of the project design team would be required to produce, or contribute to, a project-specific risk matrix. The risk matrix would list all the risks identified for the project, and assign a risk rating for each risk based on the likely probability and consequence of each risk eventuating. (See Table 5) The risk matrix would then need to detail what controls are being used to manage each risk, including any third-party reviews, and inspections. The risk matrix could additionally be used to complement a risk-based inspection regime for construction work, as outlined in Section 7.11.

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[98] Australian Building Codes Board, *Building Code of Australia Vol 1* (Commonwealth of Australia, 2019) table C1.1

[99] Australian Building Codes Board, op cit, table B1.2a

The risk matrix would form part of the building permit application, and the permit authority would be responsible for checking that third-party reviews and inspections are identified and undertaken.

Table 5: Risk assessment matrix

Consequence / Likelihood	**Low** Failure not likely to endanger human life *or* cause permanent financial impairment, *or* cause environmental damage	**Ordinary** Failure may cause up to 1 death, *or* financial ruin for a family or small business, *or* reversible environmental damage (cost $10,000-100,000)	**Severe** Failure may cause 1-5 deaths, *or* financial ruin for several small businesses, or one major business, *or* severe, reversible environmental damage (>$100,000)	**Exceptional** Failure may cause >5 deaths, *or* have severe impact on State or community finances, *or* cause irreparable environmental damage.
Likely F=10E-6, ~20yrs Several times in the life of the building	Moderate	High	Extreme	Extreme
Normal F=10E-7, ~50yrs Once or twice in the life of the building	Minor	Moderate	High	Extreme
Unlikely F=10E-8, 100yrs No more than once in the life of the building	Minor	Moderate	High	Extreme
Rare F=10E-9, ~500yrs Unusual in the life of the building	Minor	Minor	Moderate	High

Engaging a reviewer

It is proposed to use recognised, industry-based, accreditation schemes – such as Engineers Australia's National Engineering Register (NER), or Professionals Australia's Registered Professional Engineer (RPEng) – to identify suitably-qualified reviewers. Anyone registered, under a recognised accreditation scheme, as a professional engineer in the relevant area of practice would be able to undertake review work.

Building and Energy also are considering options to register engineers in WA, to fulfil recommendation 1 of the Building Confidence Report. It is likely that any such registration scheme will also use industry-based accreditation schemes to assess the qualifications and experience of people to be registered.

Anyone requiring the services of a reviewer would be free to seek quotes and engage an appropriately-registered, independent person to undertake review work. The only further restriction on engaging a reviewer is that the reviewer must be independent to the project. Independence would be defined in similar terms to that of an independent building surveyor, as per proposal 10.

An appropriately qualified person would most likely be an equivalently registered engineer. Note that reviewing required fire safety features may cross multiple disciplines. Identifying appropriately qualified reviewers to undertake this work will need to consider what expertise are required – to review fire safety features, reviewers may require expertise in:

- hydraulic engineering (hydrants, fire hose reels, sprinkler systems);
- electrical engineering (emergency power, warning and intercom systems);
- fire engineering (fire safety performance solutions); and
- building surveying (material fire exit pathways and stairways).

Once engaged, the reviewer's contract would not be able to be terminated early unless:

1. Both parties to the contract mutually agree;
2. A court orders that a new reviewing engineer be appointed; or
3. The reviewer is unable to fulfil their contractual obligations due to:
    a. No longer holding the required registration,
    b. Declaring bankruptcy or insolvency, or
    c. Death.

Reviewer's deliverables

The reviewer would be required to:

- assess the documentation, including any calculations or modelling, to verify compliance.
- produce a written report documenting the review process, including details of any:
    - verification calculations, and
    - amendments that were made to the design as a result of the review.
- certify that the design, as documented, appears to comply with the applicable standards.
- put their name and registration number on each document that they review.

Estimated cost of review

Undertaking third-party reviews in accordance with the prescribed risk-triggers identified in Table 2 is estimated to increase the cost of construction for class 2-9 buildings valued over $1 million by an average of 0.507 percent. This figure varies depending on the project value. Projects valued $1-5 million face the highest percentage cost increase – 0.679 percent – while projects valued over $20 million face an increase of 0.354 percent. (See Appendix D – Table 13)

This cost increase would be passed on to consumers by businesses.

Projects valued below $1 million are excluded from this cost estimate, as they are unlikely to require review.

Advantages

Advantages of this proposal include:

- increased compliance by increasing the oversight of engineering design work;
- potentially improved documentation standards by increasing oversight of engineering design work;
- projects that adopt the risk-based approach could use the risk-assessment matrix to complement a risk-based inspection regime (see section 7.11);
- more accurate design and documentation, resulting in reduced variations and rectification work during construction;
- the dual approach of either prescribed or risk-based reviews addresses the maximum number of compliance risks;
- prescribed review requirements will be easy to implement and audit; and
- increased public confidence in building compliance levels.

Disadvantages

Disadvantages of this proposal include:

- the review work would increase project construction costs by approximately 0.5 percent (this cost would be offset by reduced variations, delays, rework and the associated potential for contractual disputes and legal action);
- providing a risk-based approach could be difficult to implement and audit;
- the risk-based approach is not likely to be applied consistently by different people for different projects. Identifying risks and, particularly, assigning risk ratings is highly subjective; research has found that:
  - different risk assessors may assign vastly different ratings to the same hazard;
  - even following lengthy reflection and learning, variance remains high; and
  - the disparate ratings are due to factors such as fundamentally different worldviews, beliefs, and a panoply of psychosocial factors that are seldom explicitly acknowledged;[100] and
- it will likely require increased auditing resources for regulators to assess the rationality of risk analyses and proposed review schedules.

Questions

74. Do you support Proposal 25, in whole or in part? Please specify.
75. Do you think the proposed triggers and review requirements identified in Table 2 are appropriate? Is there anything that you would add or delete?
76. Do you support reviewers being engaged privately? Why, or why not?
77. Do you think the proposed conditions to engage and terminate a reviewer are sufficient?
78. Do you foresee any other costs or benefits to implementing this proposal?
79. Proposal 25 is for independent peer review of medium-high risk design elements. Do you think there is a need for expert review, undertaken by a proof engineer appointed by the regulator, for any types of design work? Please specify.

7.11 Mandatory inspections

Background

Recommendation 18 of the *Building Confidence* report states:

18. That each jurisdiction requires on-site inspections of building work at identified notification stages.

Most Australian jurisdictions require that construction work be inspected. The extent and number of inspections varies significantly between jurisdictions. Unlike residential buildings, the number and timing of inspections for commercial buildings are often not prescribed but left to the certifying building surveyor to determine. This is because the diversity of commercial buildings makes it difficult to prescribe inspection points.

The *Building Confidence* report identifies the problems for inspections as being:

- lack of sufficient inspections, possibly worsened by different interpretation of the requirements where inspections are left to building surveyors to specify;

[100] David Ball and John Watt, "Further thought on the utility of risk matrices" *Risk Analysis* vol 33 no 11 (2013) p 2068

- inspections undertaken by a range of persons, including registered and unregistered people; and
- accountability of inspections may be undermined due to possible conflicts of interest, for example if the private building surveyor who certified the documents also inspects the construction work he or she may be unwilling to act on instances of non-compliance.[101]

WA has one of the most minimal inspection regimes in Australia for all buildings. In WA currently the only required inspections are for:

- safety barriers for private swimming pools;[102] and
- required fire safety systems in class 2-9 buildings (see Table 6).[103]

Table 6: Inspections required for class 2-9 buildings constructed in WA[104]

System to be tested	When test is to be conducted
Fire hose reel system required under EP1.1 and EP1.5	On completion of the installation of the system
Fire hydrant system required under EP1.3 and EP1.5	On completion of the installation of the system
Automatic fire suppression system required under EP1.4	On completion of the installation of the system
Fire detection, warning, control and intercom systems required under EP2.1 and EP2.2	On completion of the installation of the system
Air handling systems that incorporate smoke control provisions required under EP2.2	On completion of the building work
Smoke/heat venting systems required under EP2.2	On completion of the installation of the system
Sound systems and intercom systems for emergency purposes required under EP4.3	On completion of the installation of the system

Table 6 lists the required inspections for commercial buildings. The required inspections are not exhaustive to determine compliance with all fire safety requirements for a building and do not cover any other aspect of construction. In addition, the Building Act and Regulations do not prescribe who should undertake the inspections. It is currently up to the builder to be satisfied that inspections were done by a suitably qualified and experienced person.

Question

80. Do you think the tests required for active fire safety systems are adequate?
81. Is there any inspection or test that you'd add for active fire safety systems?

No other inspections are prescribed for commercial buildings. However, builders of commercial buildings are required to obtain a CCC from a building surveyor. The CCC is then submitted to the permit authority to obtain an occupancy permit before the building may be occupied.[105] The CCC certifies that the building has been completed in accordance with the plans and specifications specified in the certificate of design compliance, and that the building can be safely occupied. This implies that a building

[101] Shergold and Weir, op cit p 33
[102] Building Regulations 2012 (WA) r 28
[103] Building Regulations 2012 (WA) r 27, sch 3.
[104] Building Regulations 2012 (WA) sch 3 – inspections or tests of systems
[105] Building Act 2011 (WA) s 41(2)

surveyor signing a CCC is required to inspect the building to confirm that this is so. Indeed, the CCC form already contains a field for the certifying building surveyor to note the date of the site inspection.[106]

Nevertheless, a single inspection by a building surveyor at the end of construction is not sufficient to determine if a building complies with the required standards. Appropriately qualified people should inspect the building at various points throughout the construction process, when the footings, structure and other critical elements are still exposed. A CCC goes some way to address this need by allowing technical documents to be attached.[107] Technical documents tend to be certificates from engineers, who inspect the construction of the elements they designed, for example, structural or mechanical.

There is currently no explicit legislative requirement for a building to be inspected at any prescribed points during construction. The policy intent of the existing legislation was to allow the building surveyor who is being engaged to provide the CCC to list the inspections that they need in order to be able to sign the CCC.

Investigations into the levels of compliance in WA buildings, although not extensive, have identified significant non-compliance in the areas inspected. For example, Building and Energy inspected metal roof construction for 123 houses in Perth and the southwest against 12 inspection points.[108] This investigation found that:

> The results for satisfactory construction varied across the 12 general inspection points from very low (11%) in relation to corrosion protection to moderate (63%) for battens properly tied down within 1200 mm of the edge of the roof. Overall, when the results from the 12 inspection points were averaged, this achieved an overall satisfactory rate of 33% …
>
> Only two construction sites were found to be satisfactory across all the relevant inspection points and 14 sites were identified with zero satisfactory relevant inspection points.
>
> Throughout the general inspection a steady improvement was observed.[109]

It was the view detailed in the *Building Confidence* report that inspections during construction are required to increase compliance in buildings. Inspections are intended to identify instances of non-compliance early, when it is easy to rectify and so save money and potentially lives.

Estimated inspection workload

The estimated inspection workload in WA is approximately 73,248 inspections per year, and rising. This estimate is based on the following data from 2018:

- 17,477 building construction projects, including:
  - 14,137 residential building projects;
  - 3,340 commercial building projects; (see Appendix D - table 12)
- four inspections per residential building; and
- five inspections per commercial building.

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[106] Building and Energy, *Form BA17 - Certificate of Construction Compliance* (Government of Western Australia, 30 June 2016) p 2
[107] Building and Energy, Form BA17 - Certificate of Construction Compliance p 1
[108] Building and Energy, *Roof construction* op cit p 14
[109] Building and Energy, *Roof construction* op cit p 29

(Housing figures are included here because the *Building Confidence* report recommends inspections for all classes of building. WA has a limited pool of inspectors qualified to undertake all of these inspections.)

Large commercial buildings are likely to require more than five inspections. For example, for multi-storey buildings, each storey may need to be inspected as the building is constructed. However, as can be seen from Table 12 (at Appendix D), the bulk of commercial building projects are valued under $1 million, so are not likely to be large, multi-storey buildings. Therefore, the increased number of inspections for larger projects should not significantly increase the total workload.

Estimated cost of inspections

Inspecting construction work in accordance with the prescribed risk-triggers identified in Table 9 is estimated to increase the cost of construction for all class 2-9 buildings by an average of 0.292 percent. This figure varies depending on the project value. Projects valued under $1 million face the highest percentage cost increase – 0.499 percent – while projects valued over $20 million face an increase of 0.149 percent (see Appendix D – Table 14). This cost increase would be passed on to consumers by businesses.

Inspectors qualifications

Legislation would need to specify the minimum qualifications for inspectors. While private building surveyors and permit authorities are responsible for ensuring compliance, building surveyors are not qualified to assess engineering construction. Engineers may be better qualified to undertake some inspections. Other professionals, such as architects and building designers, may also be qualified to inspect.

Allowing other building professionals to undertake inspections would spread the workload across more practitioners. There are only 388 registered building surveyor practitioners in WA, including 264 level 1 practitioners and 164 level 2 practitioners.[110] Engineers Australia, on the other hand, has over 13,860 WA-based members. Not all of these would be appropriately qualified to inspect buildings, but the quantum is significantly larger than the 388 building surveying practitioners.

Questions

82. What building professions do you think are qualified to do inspections?
83. Do you think WA has enough appropriately qualified people to inspect all building work?

Prefabrication

Building inspections traditionally focus on on-site construction work. However, commercial buildings increasingly involve off-site fabrication of high-value, high-risk components. Precast concrete and structural steel components are often prefabricated, and even whole buildings. For example, whole apartments may be constructed in factories, transported to site and assembled into multi-storey apartment buildings.

It is common for engineers and builders to inspect factories where building elements are fabricated. For example, John Holland staff made more than 20 visits to the Chinese factory that manufactured the vitreous enamel panels for the façade of the

[110] Information from DMIRS building surveyor register, March 2019

Perth Children's Hospital.[111] Further panels were sourced from Germany, and the façade engineer inspected the factory's manufacturing process and quality assurance procedures.[112] However, factory inspections of prefabricated building work are not mandated in legislation.

It is considered appropriate that any inspection regime adopted in WA should provide scope for permit authorities and building surveyors to require the inspection of prefabricated building elements for two reasons. Firstly, because technological advancements will likely lead to more prefabrication in future. Secondly, building elements and materials are increasingly being sourced internationally, and prefabricated in countries not bound by Australian Standards.

However, prefabrication in a factory does not require the same level of inspection as site work. Factory conditions are more highly controlled, and the work can be machined to a more precise level than can be achieved on site.

Proposal for reform

Proposal 26 – Introduce mandatory inspections for all class 2-9 buildings

Proposal 26: Amend the Building Act and Regulations to mandate inspections for all class 2-9 buildings, via either Option A or Option B.

Two different options are proposed to implement inspections for commercial building construction in WA. These options incorporate various combinations of the inspection options presented in Table 7. Table 8 compares the two inspection options.

Note that "inspection" means a physical inspection of the work being carried out on location, and must be done in person. It may not be done remotely.

[111] Building and Energy, *Perth Children's Hospital audit – final report* (Government of Western Australia, Apr 2017) p 64
[112] Ibid, p 65

Table 7: Elements of an inspection regime, and associated implementation options and considerations.

	Options	Considerations
Number and timing of inspections	Inspections occur at prescribed notification stages.	Commercial buildings are too diverse for prescribed notification stages to manage risks as effectively as a project-specific approach.
	Project-specific, risk-based inspection stages identified for each project.	Requires an appropriately qualified person to identify project-specific risks for each project. Will require independent third-party review to ensure the project risk analysis is appropriate.
	Combination of prescribed and project-specific inspections.	Some prescribed inspection points, with scope for certifier and/or permit authority to specify project-specific inspections too. This risks the minimum allowed becoming the maximum undertaken.
What to inspect	Site work only.	Does not address pre-fabrication.
	Site work and off-site prefabrication work.	Commercial building projects increasingly involve off-site fabrication of high-value, high-risk components.
Who should identify inspections	Legislation, through prescribed notification stages.	Commercial buildings are too diverse for prescribed notification stages to be as effective as a project-specific approach.
	Certifying building surveyor	The certifying building surveyor, as a private practitioner, would be subjected to market pressures to minimise the number of inspections.
	Permit authority	Permit authorities may not employ a level 1 building surveyor, so may not have anyone qualified to prescribe inspections for class 2-9 buildings.
	A combination of the above options.	Some prescribed inspection points, with scope for certifier and/or permit authority to specify project-specific inspections too.
Who should inspect	Certifying building surveyor	May be a conflict of interest for the certifier to inspect the construction of designs they certified.
	Independent private building surveyor(s)	Would need to familiarise him or herself with the building before inspecting. Likely to be subject to market pressures.
	Private engineer(s)	Likely to be best qualified to inspect construction of engineering design elements.
	Permit authority	Independent and not subject to market pressures. However, would likely have to contract some or all inspection work out to private contractors.
	A combination of the above options.	Legislation would need to define how to identify appropriately qualified people to undertake inspections, and to what extent inspection duties may be contracted out.
What happens if non-compliance is identified	Permit authority issues and enforces a building order.	Regulatory functions are best undertaken by an impartial regulator with incentive and resources to enforce compliance.
	Private inspector issues and enforces a building order.	Private individuals, subject to market forces, don't have a regulator's incentive to enforce compliance, and may not have the resources to prosecute non-compliance.
	A combination of the above options.	Private inspector issues a rectification notice, permit authority enforces compliance if required.
How should the cost be set	Market forces	Allows consumers to seek quotes to obtain the best value, and enables inspectors to compete in a free market.
	Legislation to prescribe cost	Greater certainty for consumers, but would represent an average cost, with no consideration of specific project or market factors.

Table 8: Comparison of inspection elements included in Options A and B

	Option A Inspections by permit authorities	Option B Inspections by private sector
Number and timing of inspections	Either prescribed or risk-based inspections.	Either prescribed or risk-based inspections.
What to inspect	Prescribed stages for site work only. Guidelines to identify project-specific inspections may address inspections of off-site prefabrication.	Prescribed stages for site work only. Guidelines to identify project-specific inspections may address inspections of off-site prefabrication.
Who should identify inspections	Inspections either prescribed in legislation or identified by risk analysis by the certifying building surveyor.	Inspections either prescribed in legislation or identified by risk analysis by the certifying building surveyor.
Who will do inspection work	Permit authority, likely via private contractors.	Project design engineers and building surveyor.
What happens if non-compliance is identified?	Inspector notifies permit authority, which issues and enforces a rectification order if required.	Building surveyor issues a notice of rectification, and states on the CCC if notice(s) have been complied with or notifies permit authority if notice(s) is not complied with.
How should the cost be set	Legislation to prescribe cost.	Market forces.

Prescribed notification stages

Prescribed notification stages for inspection and the features to be inspected, for both Options A and B, are listed in Table 9.

Table 9: Prescribed inspection points and features to be inspected

Feature to be inspected	Timing of inspection
Footings and reinforcing	Before covering the foundations of the work.
Reinforcing	Before pouring structural concrete.
Structural framework	Before installing internal or external covering over structural elements.
Required passive fire safety features	Before cladding or building over junctions and penetrations to any building element required to resist fire or smoke spread.
Completed building	At the completion of the building work, before occupation

These prescribed notification stages are based on legislative requirements in Tasmania, where they apply to all classes of building.[113]

The prescribed inspection stages are limited to the inspection of passive fire safety features. Inspections for active fire safety systems – such as sprinklers, hydrants, detection and alarm systems – are already addressed through mandatory test requirements in the Building Regulations (see Table 6).

[113] Building Regulations 2016 (Tas) r18(1)

Prescribed notifications stages do not always translate to a single point in the construction of a commercial building. For example, class 2-9 buildings may have multiple structural concrete pours, and there is unlikely to be a single point when all passive fire safety features are exposed to inspect. The prescribed notification stages will therefore be accompanied by:

1. sampling requirements for large, multi-storey buildings; and
2. a risk-based option, similar to the dual, prescribed and risk-based options for identifying third-party review requirements (see Proposal 25).

Sampling

It is generally impracticable to inspect every element of a building in accordance with the prescribed notification stages in Table 9. Inspections undertaken in accordance with these notification stages would therefore need to include a representative sample of the building work, to be reasonably certain that the whole building is likely to comply.

For example, regulations could define a certain percentage of penetrations to fire-resistant walls that must be inspected. In New South Wales class 2-9 buildings must be inspected as follows:

1. All class 2-9 buildings:
   a. after the commencement of the excavation for, and before the placement of, the first footing;
   b. prior to covering any stormwater drainage connections; and
   c. after the building work has been completed and prior to any occupation certificate being issued in relation to the building.
2. Class 2, 3 or 4 building:
   a. prior to covering of fire protection at service penetrations to building elements that are required to resist internal fire or smoke spread, inspection of a minimum of one of each type of protection method for each type of service, on each storey of the building comprising the building work, and
   b. prior to covering the junction of any internal fire-resisting construction bounding a sole-occupancy unit, and any other building element required to resist internal fire spread, inspection of a minimum of 30% of sole-occupancy units on each storey of the building containing sole-occupancy units, and
   c. prior to covering of waterproofing in any wet areas, for a minimum of 10% of rooms with wet areas within a building, and
   d. prior to covering any stormwater drainage connections.
3. Class 5, 6, 7, 8 or 9 building:
   a. in relation to a critical stage inspection of a class 9a and 9c building, as defined in the *Building Code of Australia*—prior to covering of fire protection at service penetrations to building elements that are required to resist internal fire or smoke spread, inspection of a minimum of one of each type of protection method for each type of service, on each storey of the building comprising the building work.[114]

If any inspection sample uncovers instances of non-compliance, it is expected that the inspection regime would be expanded appropriately to reflect this, and that rectification work would be applied to the whole building, not only the area inspected.

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[114] Environmental Planning and Assessment Regulation 200 (NSW) r.162A(5)-(7A)

Risk-based inspections

Where a construction project does not lend itself to being inspected at the prescribed notification stages, the building surveyor, aided by design team, will undertake a risk analysis to identify project-specific inspection stages to manage that project's construction risks. Queensland's *Guidelines for inspection of class 2 to 9 buildings* outlines how to identify risk-based inspection requirements.[115]

The certifying building surveyor would be responsible for specifying all required inspection points on the certificate of design compliance, and the manner in which these requirements were identified.

A risk-based inspection regime may be required to be subject to independent, third-party review, to ensure the risk analysis is appropriate to the project. The permit authority is empowered to refuse to grant a permit if the inspections specified are insufficient for the project.

Rectifying non-compliance

Upon identifying an instance of building work that does not comply with either the Building Act or the building permit, the building surveyor will give the builder a notice of rectification to rectify the building work, at the builder's cost, within a set period of time. A copy of this rectification notice will be sent to the building owner.

When the work is rectified, the building surveyor will record that the notice of rectification was complied with, and attach the record to the certificate of construction compliance. Alternatively, if the builder fails to comply with the notice of rectification, the building surveyor must give written notice of this failure to the permit authority and the building owner, and must not issue a certificate of construction compliance until the non-compliance is resolved.

This process is illustrated in Figure 3, and is based on Victoria's 'directions to fix building work' process.[116]

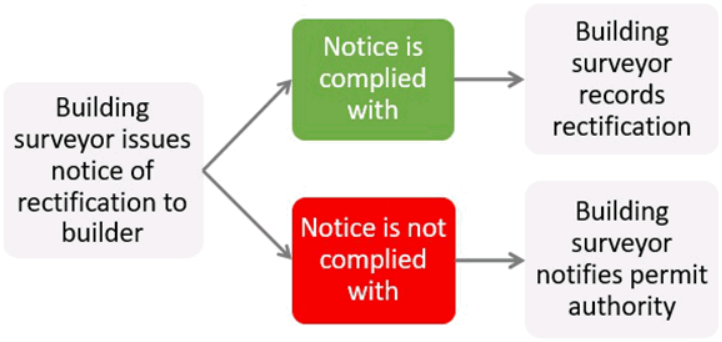

Figure 3: Process to rectify non-compliant building work

New South Wales' legislation contains a similar process, requiring the building surveyor to issue a notice directing remedial action, and then notify the consent authority if the direction is not complied with.[117]

The above requirements – for prescribed notification stages, sampling, risk-based inspections and rectifying non-compliance – apply equally to Options A and B.

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[115] Queensland Government, *Guidelines for inspection of class 2 to 9 buildings* (Department of Housing and Public Works, 29 Jun 2012)
[116] *Building Act 1993* (Vic) s37-37K
[117] *Environmental Planning and Assessment Act 1979* (NSW) s6.31

Questions

84. Do you think the proposed inspection notification points in Table 9 are appropriate? If not, what changes do you suggest?
85. Should active fire safety systems form part of the prescribed inspections stages? If so, specify which active systems.
86. How does inspection sampling currently occur in practice?
87. How do you think inspection samples should be defined for each of the prescribed notification points in Table 9?
88. Do you think an inspection regime should require inspections of any types of off-site manufacture or prefabrication work? Please specify.
89. Do you think risk-based inspection regimes should be subject to review?
90. Do you support the proposed process for rectifying non-compliance? If not, what changes do you suggest?

Option A – Inspections by permit authorities

Option A:	**The certifying building surveyor identifies inspection requirements in accordance with legislation. Inspection requirements are noted on the CDC and building permit. The builder notifies the permit authority at stages identified on the building permit. The permit authority manages all inspections and issues the CCC.**

Under Option A, inspections would be undertaken by the permit authority, which may either use their own inspectors or engage appropriately qualified private contractors, such as building surveyors or engineers.

Inspections would be funded by an additional fee, paid to the permit authority as part of a building permit application. A reasonable fee for inspections would need to determined and set in legislation, then reviewed annually for currency as is done for other permit authority fees.

Note that the party responsible for overseeing inspections during construction should also be required to issue the certificate of construction compliance. It becomes unreasonable to require a private building surveyor to issue the CCC when they have had no involvement in inspecting the construction work. If Option A is adopted, then permit authorities would likely also have to take on responsibility for issuing the CCC for completed buildings. This change affects several other reform proposals, such as the duration of a building surveyor's contract (proposal 12). Such implications would be considered by Building and Energy when implementing any reforms.

Advantages

Advantages common to Options A and B include:

- flexibility to identify what inspections are required for each building project. this is important as class 2 to 9 buildings encompass a range of different building types and construction methods, including on-site and off-site construction work;
- increase the level of compliance of commercial buildings, many of which are considered to be high risk;
- reduce rectification costs to the owner and builder by identifying non-compliant work earlier in the construction process;

- reduce potentially catastrophic instances of building failure;
- give building surveyors confidence when determining construction compliance;
- increase public confidence in building stock, which has been affected by several recent, high-profile building failures; and
- more closely align WA requirements with other Australian jurisdictions.

Advantages specific to Option A are:

- makes permit authorities responsible for inspecting construction work, providing greater independence, and reducing conflict of interest issues.

Disadvantages

Disadvantages common to Options A and B include:

- implementing a new inspection regime may affect construction timeframes, at least initially;
- building owners will have to pay for the inspections. however, this cost will be offset by reduced rectification costs for completed buildings; and
- it may increase the workload of engineers and building surveyors, requiring a staged implementation approach.

Disadvantages specific to Option A include:

- increased administrative burden for permit authorities to manage all inspections;
- if permit authorities contract private building surveyors and engineers to carry out inspections, their independence may be undermined. The inspectors' need to maintain commercial relationships to generate further business may not be compatible with undertaking a regulatory enforcement role. This conflict could be addressed by a number of means, for example:
  - Building and Energy creating and maintaining a panel of pre-qualified people who could be engaged to undertake inspection work; or
  - Registering inspectors, who could be governed by a code of conduct; and
- legislating the cost of inspections necessitates setting an average cost with no consideration of specific project or market factors.

Questions

91. Do you support Option A, either in whole or in part? Please specify.
92. Do you foresee any other costs or benefits to implementing this option?
93. Do you support permit authorities being responsible for all mandatory inspections? Why, or why not?

Option B – Inspections by project design engineers and building surveyor

Option B:	**The certifying building surveyor identifies inspection requirements in accordance with legislation. Inspection requirements are noted on the CDC and building permit. The builder notifies the building surveyor at the stages identified on the building permit. Inspections are done by the design engineers and building surveyor for the project. Details of all inspections must be attached to the CCC, and accompany the occupancy permit application.**

Option B is similar to Option A, in that inspection requirements will be identified either in accordance with prescribed stages, or by a project-specific risk analysis. However,

under Option B, inspections will be undertaken by private practitioners, being engineers and building surveyors.

The engineers and building surveyor responsible for inspecting a building during construction would be those that designed it and certified the design. Legislation would require that a structural or fire engineer's contract must extend until a CCC is issued under s56(2) of the Building Act. Similar to a building surveyor's contract (see Proposal 12) an engineer's contract may not be terminated before this, unless:

1. Both parties to the contract mutually agree; or
2. A court orders that a new engineer be appointed; or
3. The engineer is unable to fulfil their contractual obligations due to:
    a. No longer holding the required registration,
    b. Declaring bankruptcy or insolvency, or
    c. Death.

This will create a level field for engineers to quote for undertaking design and inspection work for a project. It will also prevent unscrupulous people from constructing a building and then shopping around for an inspector willing to certify it as constructed.

While mandatory, Option B proposes an inspection regime managed primarily by the private sector, rather than by permit authorities. This increases the potential for conflict of interest in comparison to Option A. Measures to counter this conflict, and make inspections by private individuals more rigorous and accountable, include:

- introducing a registration scheme for structural and fire engineers (Building and Energy is currently considering options to register engineers);
- requiring independent third-party review of high-risk engineering design work (see Proposal 25);
- requiring that all inspections required to be undertaken be stated on the CDC and the building permit;
- introducing penalties for registered contractors who do not undertake required inspections, or do not undertake them with the required degree of rigour;
- requiring that each inspection report be given to the building surveyor, and attached to the CCC; and
- permit authorities would retain an oversight role, checking certification to ensure that required inspections are identified and undertaken.

Advantages

Advantages specific to Option B include:

- construction work would be inspected by the design engineers and the certifying building surveyor (i.e. the people who are most familiar with it);
- third party review of high-risk designs reduces the conflict of interest for people inspecting the construction of their own designs;
- the cost of inspections would be subject to market forces, allowing consumers to seek quotes to obtain the best value for money for their project;
- mandatory inspections by engineers and building surveyors aligns most closely with current practice, so regulatory compliance costs, and disruption to the industry and construction timeframes, should be minimal; and
- mandating inspections by the private sector reduces the administrative burden for both permit authorities and the industry, compared to Option A.

Disadvantages

Disadvantages specific to Option B include:

- inspections by private individuals are not as independent as inspections managed by permit authorities, and may be more subject to conflicts of interest; and
- it may increase liability for engineers, although when buildings fail engineers are already in the crosshairs, for example the judgement on the Lacrosse building fire ordered the fire engineer to pay 39 percent of damages.[118]

Questions

94. Do you support Option B, either in whole or in part? Please specify.
95. Do you think the controls proposed are enough to make private-sector inspections accountable?
96. Do you foresee any other costs or benefits to implementing this option?

Proposal 27 – Inspection stages to be 'notifiable work'

Proposal 27: Amend the Building Regulations to state that required inspections, as identified on the building permit, are 'notifiable stages' at which the builder may face disciplinary action if unreasonable and/or significant areas of non-compliance are found.

Under this proposal, the builder would be made responsible for ensuring that building work is compliant at each inspection point during construction. If non-compliant work is identified during an inspection, that would be reasonably expected to be compliant at that stage of the work, then the inspector would be required to record the non-compliance, issue a notice of rectification, and report the non-compliance to the regulator who would consider taking further action to discipline the builder if required.

Advantages

This proposal would:

- make builders more accountable to ensure that building work is compliant;
- empower the regulator to take action against registered building contractors who produce non-compliant building work; and
- minimise the risk of building inspections being substituted for the supervisory role of the builder.

Questions

97. Do you support Proposal 27? Why, or why not?
98. Do you foresee any other costs or benefits to implementing this proposal?

[118] Geoff Hanmer, *Lacrosse fire ruling sends shudders through building industry consultants and governments* (The Conversation, 5 Mar 2019)

7.12 Building manual for building documentation and operational information

Background

Recommendation 20 of the *Building Confidence* report states:

> 20. That each jurisdiction requires that there be a comprehensive building manual for commercial buildings that should be lodged with the building owners and made available to successive purchasers of the building.

The *Building Confidence* report continues, to state that:

> The building manual should be in a digital format and be required to have prescribed information such as:
>
> - as-built construction documentation;
> - fire safety system details and maintenance requirements;
> - assumptions made in any performance solution (for example, occupant characteristics);
> - building product information, including certificates and details of maintenance or safety requirements; and
> - conditions of use – such as occupant numbers, loads, replacement of products after certain periods (for example, glass after 25 years).
>
> There should be a requirement for the manual to be provided to successive purchasers of the building.[119]

The idea of a single point for all of a building's approval, construction, occupation and operational documents has been investigated previously via the National Energy Productivity Plan (NEPP). Under Measure 32 of the NEPP, the National Energy Efficiency Building Project (NEEBP) was tasked to help increase compliance of energy efficiency requirements.[120] One of the NEEBPs initiatives is the 'Building Passport' which aims to create a single point of access for all of a building's information, but initially only for energy efficiency documentation.[121] This work is ongoing.

In addition to this work, the BMF has established an implementation team to develop a national framework to implement the *Building Confidence* report recommendations.[122] This work will address building and building product information. The WA Government supports the work being done by the national implementation team.

The New South Wales *Environmental Planning and Assessment Act 1979* requires that a building surveyor (certifier) must provide the owner of the building with a building manual before issuing an occupancy permit for the building.[123] The content and form of the building manual is to be prescribed via regulations.

The further development of these work areas will help determine the form and extent of any building manual introduced in WA. This will also help WA align any requirements with other states and territories.

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[119] Shergold and Weir, op cit p 35
[120] Department for Energy and Mining, *National Energy Efficiency Building Project* (Government of South Australia, 2019)
[121] pitt&sherry and Queensland University of Technology, *Pilot Electronic Building Passport – Final Report* (Government of South Australia, 2015)
[122] Building Ministers Forum, *Communique – 18 July 2019*
[123] *Environmental Planning and Assessment Act 1979* (NSW) s.6.27

While national work to implement a building manual is underway, a timeframe for implementation has not been set. This CRIS provides a good opportunity to canvass opinion on the idea of a building manual, which may be used to direct future work in this area.

Proposal for reform

Proposal 28 – Introduction of a digital building manual

Proposal 28: Amend the Building Act to provide for digital building manuals for all buildings.

Several of the other reform proposals in this document will contribute towards implementing a requirement for digital building manuals. The first step in creating a useful building manual is to ensure that correct building documentation is available. Proposals 14, 16, 20 and 24 will help to ensure compliant building documentation. Also, proposal 18 will provide a record of occupancy and maintenance conditions.

Requirements for fire safety system documentation and maintenance will be considered in a separate CRIS, to be released by Building and Energy later this year.

Industry organisations and technology providers are likely to be able to support the implementation of this proposal. Building and Energy will work with the ABCB's national implementation team to coordinate government and industry efforts to progress the implementation of building manuals.

New South Wales's legislation contains the provision for a building manual to be required as prescribed, although regulations have not yet been developed to implement this requirement.[124]

Advantages

A digital building manual would:

- provide a single point to access all the documentation and information for a building through its lifetime;
- provide building managers and owners with access to operational instructions for building systems, such as HVAC and fire safety systems;
- provide a reference point to resolve any post-construction issues;
- subsequent owners will have a documented history of the building's design and construction, including maintenance regimes.

Some questions on implementing digital building manuals include:

A. What is the best platform for the digital documents to be stored on, in terms of security, compatibility, access, and adaptability to technological advances?
B. What is the best way to collate and store all the documentation?
C. Who should be responsible for collecting the documentation?
D. Who should be responsible for storing the manuals?
E. How should access to the manuals be provided?

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[124] *Environmental Planning and Assessment Act 1979* (NSW) s6.27

F. Who should be allowed to access the manuals – building owners, tenants, owners of neighbouring sites, permit authorities, fire authorities, builders, building maintenance workers, other government agencies?
G. Who should be responsible for maintaining and updating the manuals over the life of a building?
H. How should the manuals be updated?
I. How should the system be paid for?

Questions

99. Remembering that this proposal is still in the early stages, do you support Proposal 28? Why, or why not?
100. Please provide your opinion on, or answers to, the list of implementation questions, A-I, above.
101. Do you foresee any other costs or benefits to implementing this proposal?

8 Implementation

The proposals identified for implementation through this consultation would be implemented by amending the building legislation, as required. It is likely that any proposals adopted through this CRIS process that require amendment to the Building Act will be implemented through a single Bill of Parliament. Changes that require amendment to the Regulations are generally able to be implemented more quickly than changes to the Acts.

It is recognised that the proposed reform package represents significant change for the building industry. Commencement dates for the various reforms will be phased in, both to allow time for the industry to adjust its practices and also to accommodate the implementation of any other, prerequisite reforms.

Transition periods to implement any reforms will be determined based on the impact of the reform. Some administrative reforms may not require any transition period at all. Other changes, such as mandatory inspections of construction work, would require a longer transition period and/or would only apply to contracts signed after the implementation date.

Implementing inspections for all buildings – residential and commercial – represents a significant change for the WA building industry. Staged implementation will allow people time to adjust to the new requirements. It is proposed that inspections be implemented gradually in various stages. These stages could be identified and triggered by the classification of the buildings, size and locations of buildings, etc. over a period of time.

It is intended to keep industry informed of changes through face-to-face seminars, newsletters and industry bulletins in advance of any change coming into effect.

9 Evaluation

The reforms proposed represent significant change for the building and construction industry, and will require time to implement and adjust to. It is therefore proposed to evaluate the effectiveness of all changes implemented within two to five years of operation. Evaluation will be undertaken through industry surveys, and feedback reported from permit authorities.

Question

102. Do you think online surveys are an appropriate way to obtain industry feedback on the operation of these reforms? If not, how do you think the reforms' effectiveness should be evaluated?

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Appendix A – NCC building classifications

1a	A single dwelling including the following: a) A detached house. b) One of a group of two or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit.
1b	a) A boarding house, guest house, hostel or the like that— i. would ordinarily accommodate not more than 12 people; and ii. have a total area of all floors not more than 300 m^2 (measured over the enclosing walls of the building or buildings); or b) four or more single dwellings located on one allotment and used for short-term holiday accommodation.
2	A building containing two or more separate sole-occupancy units.
3	A residential building providing long-term or transient accommodation for a number of unrelated persons, including: a) A boarding house, guest house, hostel, lodging house or backpacker accommodation. b) A residential part of a hotel or motel. c) A residential part of a school. d) Accommodation for the aged, children, or people with disability. e) A residential part of a health-care building which accommodates members of staff. f) A residential part of a detention centre. g) A residential care building.
4	A single dwelling in a Class 5, 6, 7, 8 or 9 building.
5	An office building used for professional or commercial purposes
6	A shop or other building used for the sale of goods by retail or the supply of services direct to the public, including— a) an eating room, café, restaurant, milk or soft-drink bar; or b) a dining room, bar area that is not an assembly building, shop or kiosk part of a hotel or motel; or c) a hairdresser's or barber's shop, public laundry, or undertaker's establishment; or d) a market or sale room, showroom, or service station.
7a	A carpark.
7b	A building that is used for storage, or display of goods or produce for sale by wholesale.
8	A process-type building that includes the following: a) A laboratory. b) A building in which the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce for sale takes place.
9a	A health-care building including any parts of the building set aside as laboratories, and includes a healthcare building used as a residential care building.
9b	A public assembly building, including a library, theatre, public hall or place of worship, school, nightclub, bar, cinema, stadium, or public transport station.
9c	A residential care building.
10a	A non-habitable building including a private garage, carport, shed or the like.
10b	A structure that is a fence, mast, antenna, retaining wall or free-standing wall or swimming pool or the like.
10c	A private bushfire shelter.

Appendix B – *Building Confidence* report recommendations

1. That each jurisdiction requires the registration of the following categories of building practitioners involved in the design, construction and maintenance of buildings:
    a. Builder
    b. Site or Project Manager
    c. Building Surveyor
    d. Building Inspector
    e. Architect
    f. Engineer
    g. Designer/Draftsperson
    h. Plumber
    i. Fire Safety Practitioner

2. That each jurisdiction prescribes consistent requirements for the registration of building practitioners including:
    a. certificated training which includes compulsory training on the operation and use of the NCC as it applies to each category of registration;
    b. additional competency and experience requirements;
    c. where it is available, compulsory insurance in the form of professional indemnity and/or warranty insurance together with financial viability requirements where appropriate; and
    d. evidence of practitioner integrity, based on an assessment of fit-and-proper person requirements.

3. That each jurisdiction requires all practitioners to undertake compulsory Continuing Professional Development on the National Construction Code.

4. That each jurisdiction establishes a supervised training scheme which provides a defined pathway for becoming a registered building surveyor.

5. That each state establishes formal mechanisms for a more collaborative and effective partnership between those with responsibility for regulatory oversight, including relevant state government bodies, local governments and private building surveyors (if they have an enforcement role).

6. That each jurisdiction give regulators a broad suite of powers to monitor buildings and building work so that, as necessary, they can take strong compliance and enforcement action.

7. That each jurisdiction makes public its audit strategy for regulatory oversight of the construction of Commercial buildings, with annual reporting on audit findings and outcomes.

8. That, consistent with the International Fire Engineering Guidelines, each jurisdiction requires developers, architects, builders, engineers and building surveyors to engage with fire authorities as part of the design process.

9. That each jurisdiction establishes minimum statutory controls to mitigate conflicts of interest and increase transparency of the engagement and responsibilities of private building surveyors.

10. That each jurisdiction put in place a code of conduct for building surveyors which addresses the key matters which, if contravened, would be a ground for a disciplinary inquiry.

11. That each jurisdiction provides private building surveyors with enhanced supervisory powers and mandatory reporting obligations.

12. That each jurisdiction establishes a building information database that provides a centralised source of building design and construction documentation.

13. That each jurisdiction requires building approval documentation to be prepared by appropriate categories of registered practitioners, demonstrating that the proposed building complies with the National Construction Code.

14. That each jurisdiction sets out the information which must be included in performance solutions, specifying in occupancy certificates the circumstances in which performance solutions have been used and for what purpose.

15. That each jurisdiction provides a transparent and robust process for the approval of performance solutions for constructed building work.

16. That each jurisdiction provides for a building compliance process which incorporates clear obligations for the ongoing approval of amended documentation by the appointed building surveyor throughout a project.

17. That each jurisdiction requires genuine independent third party review for specified components of designs and/or certain types of buildings.

18. That each jurisdiction requires on-site inspections of building work at identified notification stages.

19. That each jurisdiction requires registered fire safety practitioners to design, install and certify the fire safety systems necessary in Commercial buildings.

20. That each jurisdiction requires that there be a comprehensive building manual for Commercial buildings that should be lodged with the building owners and made available to successive purchasers of the building.

21. That the Building Ministers' Forum agree its position on the establishment of a compulsory product certification system for high-risk building products.

22. That the Building Ministers' Forum develop a national dictionary of terminology to assist jurisdictions, industry and consumers to understand the range of terminology used to describe the same or similar terms and processes in different jurisdictions.

23. That the Building Ministers' Forum acknowledges that the above recommendations are designed to form a coherent package and that they be implemented by all jurisdictions progressively over the next three years.

24. That the Building Ministers' Forum prioritise the preparation of a plan for the implementation of the recommendations against which each jurisdiction will report annually.

Appendix C – Documentation requirements for permit application

Preparation of plans for approval

All plans of building works accompanying any permit application shall —

(a) be in accordance with the provisions of the Act and these Regulations and any other requirement of the Building Commissioner;
(b) be clear and intelligible;
(c) bear a title block on the right side of the plan showing, at a minimum:
    a. the project title;
    b. the site address;
    c. the document number;
    d. the document revision number;
    e. the document date;
    f. the document scale;
    g. the author's name;
    h. the author's registration number, if applicable;
(d) be fully annotated with suitable notations and symbols to show or distinguish the different types of materials to be used in the building works;
(e) contain a full description or generic name in any specification of materials or components given or shown on the plans;
(f) demarcate clearly the new building works from any existing building;
(g) delineate clearly any building works to be demolished or removed;
(h) be numbered serially, where the first plan is numbered as 1 of n and the last plan as n of n (n being the total number of pages of the relevant plans);
(i) be amended and re-submitted for approval to reflect any variations during construction; and
(j) comply with such other requirements as the Building Commissioner may specify.

Where a computer program is used in any of the design calculations —

(a) the details of the program including assumptions, limitations and the like shall be explained; and
(b) the inputs and outputs from the program shall be endorsed and submitted by the registered person and shall form part of the design calculations submitted.

In addition to the plans and specifications required by regulations, the building surveyor, permit authority or Building Commissioner may require the applicant to produce computations, test reports and such other information as may be necessary to determine compliance with the applicable standards.

Scale of plans

All plans of building works shall be scaled such that the information presented is clearly legible.

Information to be shown on building plans

All building plans shall, where applicable, include the following:

(a) A site plan showing —
    i. the location and layout of the site with boundary lines verged in red;

ii. the outline of the building to be erected or building in which building works are to be carried out marked;
iii. the north point;
iv. the number of the lot and adjoining lots;
v. the distances between the building work to be carried out and other proposed or existing buildings, and the lot boundary;
vi. the existing and proposed platform levels and slopes of the site and adjoining lots;
vii. the proposed finished floor level(s) of the ground floor, relative to existing and proposed site levels;
viii. the ingress and egress to the site, including all existing and proposed gradients and path(s) of travel to meet access requirements;
ix. the various roads constituting the access layout to and within the lot;
x. the means of access to the site and to the perimeter of each building for fire fighting vehicles and equipment;
xi. the location of existing and proposed internal fire hydrants on the site; and
xii. any other feature on or in the vicinity of the site which is likely to be a fire hazard or cause obstruction to fire fighting vehicles and equipment and rescue operations.

(b) The floor plan of each storey including the roof plan of the building showing —
i. clear statements indicating the purpose of every room or space in the building;
ii. the types of materials to be used for the main elements of the building;
iii. the dimensions between columns, corridors, staircase landings and the thickness of walls and columns;
iv. the dimensions and details necessary to demonstrate compliance with accessibility standards, including signage, walkways, ramps, landings, stairways, handrails, doors, glazing strips, switches, sanitary facilities, luminance contrast, etc.
v. the type of plant, equipment or water tank proposed to be installed and the location of the equipment and every plant room or water tank room;
vi. clear statements indicating every part of the building that is to be air-conditioned or mechanically ventilated;
vii. in respect of the ground floor, the existing and proposed levels of the site and finished floor level(s); and
viii. in respect of the ground floor, the distance between the building and the lot boundary and any existing buildings.

(c) Cross-sectional views to fully describe all details and configurations of the proposed building, including:
i. the full height of each storey and the depth of ceiling space;
ii. the dimensions of treads and rises of staircases; and
iii. the types of materials used in and the thickness of all walls, floors, roofs, ceilings, beams and other related parts of the building.

(d) Elevational details including, where applicable —
i. an elevation of each face of the building;
ii. the height of each storey and total building height;
iii. the types of materials to be used for the main elements of the building;
iv. the dimensions of openings in external walls;
v. door and window schedules detailing dimensions, location and specifications for each door and window; and

vi. room elevations to demonstrate compliance with access requirements in sanitary facilities.

(e) Such other details as the Building Commissioner may require.

Information to be shown on detailed structural plans and design calculations

All detailed structural plans shall, where applicable —

(a) be signed by the registered person who prepared the detailed structural plans and design calculations, and by an accredited reviewer if applicable;
(b) bear a certificate from the registered person who prepared and signed the structural plans on the first and last sheets of the plans stating that they have taken into consideration the loads imposed by all the building works as shown in the building plans or any amendment thereto;
(c) bear a certificate by an accredited reviewer, if applicable, on the first and last sheets of the plans;
(d) clearly indicate on the respective area of every floor plan, the imposed load for which the floor system or part thereof has been designed;
(e) show the type or types of foundation to be used;
(f) contain the specifications of the materials to be used; and
(g) indicate the fixing and framing details of any external cladding, and safety barriers against falling from a height if applicable.
(h) detail the roof frame, including design parameters and location of all required roof frame members, sizes, grades, etc.

The design calculations shall —

(a) contain a contents page;
(b) be signed and endorsed by the registered person who prepared the detailed structural plans and design calculations;
(c) bear a certificate by the registered person who prepared the detailed structural plans and design calculations on the first and last sheets of the calculations stating that, to the best of their knowledge and belief, the design calculations have been prepared in accordance with these Regulations and that they are the person who prepared the design calculations;
(d) state on the first page the number of pages, and number every page;
(e) contain a Design Information Sheet giving a summary of the design information including, where applicable:
  i. all dynamic and static design loads;
  ii. codes of practice;
  iii. assumptions;
  iv. soil investigation report;
  v. foundation system;
  vi. wind loads; and
  vii. other information relevant to the design in question;
(f) contain a Structural Summary Sheet showing:
  i. the structural system;
  ii. the form of the structure;
  iii. the key structural elements;
  iv. the provision for overall stability; and
  v. structural analysis;
(g) contain a Grouping of Structural Elements Sheet containing a list of designed structural elements that are similar; and

(h) contain an Analysis and Design of Structural Elements Sheet showing the detailed design and calculations of —
  i. the foundation;
  ii. the shearwall, corewall and all structural elements resisting horizontal forces;
  iii. the column and all vertical loadbearing structural elements;
  iv. the transfer beams or plates, cantilevers, pre-stressed beams and flat slabs;
  v. the space truss and portal frame;
  vi. any shaft, tunnel or connections, or cavern structure;
  vii. the retaining walls and supporting structures; and
  viii. the overall structural system under wind loads, if applicable.

(i) Where the design incorporates a truss system, the documentation should include:
  i. all design parameters;
  ii. the truss layout highlighting individual truss types and tie down details; and
  iii. be countersigned by the design engineer to confirm suitability and connectivity with main design and location of point loadings within the building.

Fire safety information to be shown on plans and calculations

All required fire safety features shall be clearly documented including, where applicable:

(a) the floor plan of each storey including the roof plan of the building showing –
  i. details of all openings and voids penetrating floors including their usage, dimensions and the nature and arrangement of enclosing walls and barricades;
  ii. the required fire resistance levels (FRL) of all elements of structure, fire doors, shutters, dampers and such other fire safety measures;
  iii. clear statements indicating the design occupant load for that storey or roof, for which means of escape in case of fire have been provided;
  iv. the calculation method used to determine the design occupant load;
  v. details of all means of escape to the exterior at ground level from every part of the floor such as exit doors, corridors, passageways, aisles, gangways, balconies, lobbies, ramps, exit passageways, escape and fire-isolated staircases and areas of refuge;
  vi. locations of all existing and proposed fire lifts, fire lift lobbies, the fire control centre, fire pumps, water tank rooms and generator rooms;
  vii. locations of all areas designated for the storage of flammable liquids or gases, boiler rooms, transformer rooms and any other area of special risk;
  viii. the types and extent of provision of fire detection and alarm systems and voice communications systems;
  ix. clear statements indicating the type and ratings of all proposed or existing portable fire extinguishers and their locations;
  x. the type and extent of provision of hydraulic hose reels, sprinklers systems, wet and dry rising mains and other fire extinguishing systems; and
  xi. the type and extent of provision of smoke control and ventilation systems and their related air or smoke shafts.

(b) Cross-sectional views to fully describe all details and configurations of the proposed building and associated fire safety works, including:
  vii. details of all openings and voids penetrating floors including their dimensions, usage and height of enclosing walls and barricades;
  viii. sealing requirements for penetrations in fire-resistant elements;

ix. details of the junction between the roof and any compartment walls;
x. construction details for fire and smoke compartment boundaries;
xi. the clear height of all structures or projections directly above the access for fire fighting vehicles and equipment;
xii. the clear distance of the external wall from the fire fighting vehicles and equipment access, lot boundary, adjacent buildings and other structures;
xiii. enlarged details of curtain walling at the junction with the typical floor slab to show the provision of fire stopping or fire cavity barriers.

(c) Elevational details including —
i. the provisions of fire fighter access panels on the external walls and claddings; and
ii. the clear distance of the external wall from the fire fighting vehicles and equipment access, lot boundary, adjacent buildings and other structures.

(d) Such other details, particulars or information relating to the building or fire safety works as the Building Commissioner may require.

Information to be shown on detailed fire engineering plans and design calculations

All detailed fire engineering plans and calculations shall, where applicable —

(a) be signed by the registered person who prepared the detailed plans and design calculations, and by an accredited reviewer if applicable;
(b) bear a certificate from the registered person who prepared and signed the plans on the first and last sheets of the plans stating that they have taken into consideration the fire safety risks presented by all the building works as shown in the building plans or any amendment thereto;
(c) bear a certificate by an accredited reviewer, if applicable, on the first and last sheets of the plans;
(d) include a report identifying and describing each fire safety system installed in the building and its design, features and operational arrangements;
(e) include all design calculations, computations, test reports and such other information as may be necessary to determine compliance with each applicable standard; and
(f) for fire safety performance solutions, include a copy of the fire engineering report, in accordance with the IFEG.

Information to be shown on plans for air-conditioning and mechanical ventilation systems that incorporate fire safety features

Plans for air-conditioning and mechanical ventilation systems that incorporate fire safety features shall include the following:

(a) key features of the building in which the system is to be installed;
(b) a schematic diagram of the overall system showing clearly the key features and their functions, relative locations in the building, lots, sizes, capacities and other essential information including the air distribution design arrangement in the case of air-conditioning and mechanical ventilation systems;
(c) the layout of the system on every floor plan showing clearly the various parts and their functions, locations, arrangements, sizes, capacities and other essential information;
(d) necessary cross-sectional views as superimposed on the building or part thereof to fully describe the details and configurations of the system;

(e) a colour scheme to clearly distinguish the various distinct parts of the system and the different systems from one another;

(f) for air-conditioning and mechanical ventilation systems, indicate—

i. the volumetric rate of flow of air at each point of inlet and outlet of each system including those serving protected staircases, exit passageways, lobbies, areas of refuge, the Fire Command Centre, fire pump rooms, generator rooms, rooms used for the storage of flammable liquids or gas or other areas of special risk;
ii. the location of fire compartment walls, floors and air shafts;
iii. the location of fire dampers;
iv. the location of smoke detectors; and
v. the location and function of other fire precautionary features.

Where required by the Building Commissioner, plans shall be accompanied by —

(a) a report identifying and describing each system installed in the building and its design, features and operational arrangements; and
(b) design calculations.

Information to be shown on site work plans and pile layout plans

All site work plans and calculations shall, where applicable —

(a) show the contour lines at intervals of 500 mm in height or spot levels of the existing site and adjoining lands drawn with reference to the ordnance datum;
(b) show the location of the site formation works;
(c) show the finished levels, including platform level for the building or buildings and the finished road levels;
(d) show the slope of any excavation or filling exceeding 1500 mm in depth; and
(e) show the means of protecting the site formation works against erosion, earthslip, slope failure or instability.

The pile layout plans shall, where applicable, show —

(a) the types of piles and the specification of materials to be used;
(b) the location of piles and site investigation boreholes;
(c) the estimated pile penetration depth for each design zone;
(d) the minimum embedded pile length into competent stratum, where applicable;
(e) the unit skin friction and unit end bearing resistance for pile designs;
(f) the allowable pile bearing capacity before and after deduction of negative skin friction (if applicable) and details of pile joints;
(g) the allowable total and differential foundation settlement;
(h) the allowable vibration limit during pile installation; and
(i) the sectional details of piles and number and type of pile load tests and the location of ultimate pile load tests.

Information to be shown in geotechnical building works plans

The geotechnical building works plans shall, where applicable, include the following:

(a) plans of any tunnelling support system;
(b) plans of any excavation and earth retaining structures;
(c) plans for constructing or stabilising any slope;
(d) plans of the foundation;
(e) instrumentation and monitoring plans.

All geotechnical building works plans shall, where applicable —

(a) be in accordance with the provisions of the Act and these Regulations and any other requirement of the Building Commissioner;
(b) be signed and endorsed by the person who prepared the plans and calculations;
(c) bear a certificate by the person who prepared the plans on the first and last sheets of the calculations stating that, to the best of their knowledge and belief, the design calculations have been prepared in accordance with these Regulations and that they are the person who prepared the design calculations;
(d) state on the first page the number of pages and number every page in the book;
(e) be accompanied by an Information Sheet giving a summary of the key design and construction information including, where applicable:
  i. load conditions;
  ii. codes of practice;
  iii. assumptions;
  iv. earth-retaining system;
  v. tunnel support system;
  vi. foundation system; and
  vii. other information relevant to the design and construction;
(f) be accompanied by an impact assessment report on neighbouring structures and a site investigation report;
(g) be accompanied by a geotechnical report which shall contain —
  i. a summary highlighting the key elements of the design and the issues addressed;
  ii. evaluation and interpretation of existing information and investigation and monitoring results;
  iii. assessment of geotechnical parameters and groundwater conditions;
  iv. geotechnical assumptions, analysis, design and calculations;
  v. geotechnical requirements relating to the design and construction of the geotechnical building works including testing, validating, controlling, inspecting and monitoring;
  vi. geotechnical reviews; and
  vii. any other details as the Building Commissioner may require; and
(h) be accompanied by such other reports as the Building Commissioner may require.

The plans of any excavation and earth retaining structures, or plans for constructing or stabilising any slope, in relation to any geotechnical building works shall include, where applicable —

(a) layout, sections and details of all excavation and earth retaining works showing:
  i. subsurface information including plan showing layout of investigation boreholes and surface profile along and across the excavation boundary;
  ii. maximum depth and extent of excavation at each stage; and
  iii. profile and nature of the site and its surrounds including ground topography, neighbouring structures, subsurface geological and geotechnical data, and groundwater conditions;
(b) layout, sections, details and material specifications of earth retaining elements and structures, wall elevation showing the wall founding depth or penetration depth or minimum wall embedment requirement, and overall retaining system;
(c) layout, sections and details of struts, anchors, soil nails, walers, king posts, bracings, corbels and other structural elements showing types, sizes and material specifications of members to be used, connection details, and where appropriate, inspections and tests to be carried out;

(d) layout and sections of earth berms or slope showing type of soils, size and location of berms, internal and external drainage provisions and protection measures including against surface weathering;
(e) layout, sections and details of earth or ground strengthening, improvement or protection works including layout, sections and sizes of all elements, material specifications, details of inspections and tests to be carried out;
(f) layout, sections and details of permanent support system to the earth retaining system showing details of lateral bracing element, and connection details;
(g) method and sequence of construction including duration and spatial limits of critical activities;
(h) details of inspections and tests to be carried out;
(i) details of any special precautions, groundwater control measures, control and protective measures required during excavation, and installation and removal of any earth retaining element;
(j) other specifications and relevant particulars; and
(k) such other details as the Building Commissioner may require.

The foundation plans for the design and construction of foundation for buildings of 30 or more storeys shall contain, where applicable —

(a) the layout, sections and details of all foundation works showing —
  i. types of piles or foundation and specification of material to be used;
  ii. location of piles or foundation and site investigation boreholes;
  iii. pile or foundation founding depth or pile minimum embedment into competent stratum for each pile or foundation;
  iv. unit shaft friction, pile base resistance or foundation bearing pressure;
  v. allowable foundation capacity before and after accounting for negative skin friction where applicable, allowable tension, and lateral load;
  vi. details of pile reinforcements, pile joints, connection with pilecap, pile shops;
  vii. allowable total and differential foundation movement; and
  viii. allowable vibration limit; and
(b) the number, type of pile or foundation tests, structural integrity tests and location of preliminary test pile or ultimate load tests and site investigation for the tests.

The instrumentation and monitoring plans shall contain, where applicable —

(a) numbers, types, locations, details and other particulars of instruments for monitoring forces and movement of structural elements, building and ground movements, and variations in the groundwater or piezometric levels;
(b) frequency and duration of monitoring;
(c) allowable ground or building movement limits;
(d) allowable vibration limits;
(e) where applicable, long-term instrumentation, monitoring and maintenance requirements;
(f) other specifications and relevant particulars; and
(g) such other details as the Building Commissioner may require.

Information to be shown in demolition works plans

All demolition works plans shall —

(a) be accompanied by —
  i. an impact assessment report on neighbouring structures, including design calculations showing the stability and adequacy of every structural element the structural continuity of which is to be truncated by the demolition works;

ii. design calculations showing that the floor is capable of resisting —
(A) the load from the debris; or
(B) where a demolition machine is intended to be placed on the floor of the building in accordance with the demolition works plans, the load from the demolition machine and the debris; and
iii. such reports as the Building Commissioner may require.

Each demolition plan shall include, where applicable:

(a) the location and site plan of the building to be demolished, including distances between the building to be demolished and adjacent buildings which are not to be demolished;
(b) structural floor plans showing —
i. in respect of each area of each floor plan, the imposed load for which the floor system or part thereof has been designed;
ii. the demolition sequence and demolition zone for each floor;
iii. the method statement on the handling and disposal of debris;
iv. the type and weight of the demolition machine; and
v. the location of the temporary ramp;
(c) a layout plan showing the demolition sequence of all —
i. beams;
ii. columns;
iii. walls;
iv. slabs; and
v. edge parapets;
(d) the following information on safety and environmental protection measures:
i. layout plan, details, material specifications and elevation view of shoring and temporary supports;
ii. layout plan, details and material specifications of protective hoardings, covered walkways, catch platform, catch fans, scaffolding, protective screens and safety nets;
iii. where a demolition machine is used, the route of safe movement of the demolition machine;
iv. where a continuous beam extends from the building to be demolished to an adjacent building and the beam is to be cut off at the boundary of the buildings, the anchorage detail of the existing reinforcement bars of the beam where it is to be cut off.

Each instrumentation and monitoring plan shall include, where applicable:

(a) the layout and location of other buildings (that are not to be demolished) in relation to the building to be demolished;
(b) the number, types, location, details and other particulars of instruments for monitoring building and ground movements;
(c) the frequency and duration of monitoring;
(d) allowable vibration limits;
(e) the location of closed-circuit television cameras to monitor the progress of the demolition work, especially for demolition of high-rise buildings.

Appendix D – Cost benefit analysis

Reforms to the approval process for commercial buildings in Western Australia

Estimated costs of compliance model

WA is considering introducing a series of reforms that would alter the approval process for commercial buildings in Western Australia.
The draft Consultation RIS includes a number of reforms, but only two are considered here:
•Third party review of design work
•Mandatory independent inspections during construction.
In addition, indicative rectification costs (absent the reform) are estimated here.

Ahead of the Consultation RIS, the model has been created for DMIRS to estimate industry costs of compliance.
The model then estimates the "tipping point" in terms of the reduced rectification costs that would result from the changes to deliver a net benefit.

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Table 10: Numbers of commercial building projects in WA by project value, 2010-29[125]

Year ended June	Total commercial projects					
	<$1M	$1-5M	$5-10M	$10-20M	>$20M	Total
2010	2376	836	84	21	21	**3338**
2011	2700	545	75	34	26	**3380**
2012	2502	410	87	39	33	**3071**
2013	2463	438	89	43	35	**3068**
2014	2569	466	96	39	40	**3210**
2015	2912	438	75	34	30	**3489**
2016	2665	440	75	32	29	**3241**
2017	2613	442	67	33	36	**3191**
2018	2848	380	54	24	34	**3340**
2019	2952	439	67	35	37	**3530**
2020	2978	439	70	33	38	**3558**
2021	2962	444	70	36	39	**3551**
2022	3036	454	72	34	40	**3636**
2023	2919	439	71	35	40	**3504**
2024	2959	436	69	35	40	**3539**
2025	2999	433	67	35	40	**3574**
2026	3040	430	65	35	40	**3610**
2027	3081	428	63	35	40	**3647**
2028	3123	426	61	35	40	**3685**
2029	3166	424	59	35	40	**3724**

[125] Data for 2010-2023: John Fiocco, op cit p 341; data for 2024-29 extrapolated based on 10-year average growth rates for 2014-23.

Notes

- This cost analysis was undertaken by Marsden Jacob Associates, an independent consultant.
- Cost have been estimated by two industry members. This was not industry consultation - but instead provides values for use in industry consultation.
- The cost of third-party reviews has not been calculated for projects valued under $1 million as it is assumed that low-value projects are comparatively unlikely to require review.
- The task of estimating hours for the high level items provided is difficult given the possible variations in practice within the items described. One $5-10m building can be very different to another $5-10m building, for example. As such, the hours should be seen as an experienced "best guess" rather than being anything else. Potentially significant variations to the hours presented are possible in practice. We have applied the test of "reasonableness" in all cases, which means we expect these numbers to be within the bell curve and not extreme examples.
- The hours provided for third-party reviews contemplate both the time likely to be required and also commercial considerations. Consultants may and should ensure that fees charged for reviews reflect the liability being assumed. These hours may be assumed to be a blend of the two.
- The engineering hourly rate of $250/hr is anticipated as reflecting a reasonable industry average for the level of person who would likely be undertaking these reviews (i.e. senior staff). The lower rate of $220/hr for the inspections reflects the fact that less experienced staff would be ordinarily capable of undertaking informed inspections.
- The ">$20m" column has been taken to mean around $30m.
- The engineers stated: "We have not provided our views in relation to the philosophy behind the proposed regulation changes as this isn't part of our agreed scope. We foresee potential risks and issues that would need to be managed if the proposed changes are implemented e.g. risk for project timeline extensions due to reviews, potential conflicts of interest, differing opinions between incumbent and reviewer etc. Our view is that these would be manageable with a common sense approach and that they should be secondary to the need for safe building outcomes."
- Some concerns raised by the building surveyors around third-party review were:
    - No registered building surveyor can "re-certify" another's previously certified project. No-one can take on the responsibility of another party's decisions without massive insurance problems.
    - A simple peer review system may work however, as long as it has a code of practice, rules and standards, limitations as well as strict dispute resolution criteria.
    - There is a risk of significant time delays if the reviewer does not respond promptly or disagrees with the original design. The cost analysis set out here does not include costs of delays.
    - The proposed process does not recognise the "design and construct" industry that occurs on all major projects. That is, design and design amendments continue during construction, as they must do. A peer reviewer must therefore be on board for the whole construction program.

Third party review of design work

Table 11: Estimated cost of third-party review of high-risk design elements (Marsden Jacobs)

Building value range	$1-5M	$5-10M	$10-20M	>$20M	Total (>$1M)
Number of projects	435	67	35	40	577
Assumed average project value	$3,000,000	$7,500,000	$15,000,000	$30,000,000	$3,532,500,000

Risk trigger	Item	Review requirements	Reviewer (Type of technical expert)	Cost of reviewer ($/hr, incl GST)	Estimated hours per review (assumes class 2-apartments or 5-office)				Notes	Cost per item per building				Assumed % of buildings requiring this review	Estimated average annual cost				
					$1-5M	$5-10M	$10-20M	>$20M		$1-5M	$5-10M	$10-20M	>$20M		$1-5M	$5-10M	$10-20M	>$20M	Total
Building designs that are required to be NCC type A fire resisting construction (as defined in table 3).	1.0	Structural engineering	Structural Engineer	$250	15	30	70	110	Broad estimate assuming regular complexity. Detailed review scope assumed incl interrogation of software and analysis models, specifications, calculation packages and compilation of review report.	$3,750	$7,500	$17,500	$27,500	33%	$543,750	$167,500	$204,167	$366,667	**$1,282,083**
	1.1	Fire hydrant systems, pumps, tanks and boosters	Hydraulic/Fire Engineer	$250	15	25	25	40		$3,750	$6,250	$6,250	$10,000	33%	$543,750	$139,583	$72,917	$133,333	**$889,583**
	1.2	Fire suppression systems	Fire Engineer	$250	5	10	25	40	Fire Suppression systems likely to be NA for buildings less than $10m but nominal hours included for appraisal to confirm.	$1,250	$2,500	$6,250	$10,000	33%	$181,250	$55,833	$72,917	$133,333	**$443,333**
Buildings located in wind regions C or D.	2.0	Structural engineering	Structural Engineer	$250	20	25	60	100	Buildings in Regions C&D generally low level with earthquake rarely governing which reduces input.	$5,000	$6,250	$15,000	$25,000	10%	$217,500	$41,875	$52,500	$100,000	**$411,875**
Buildings with earthquake design category of EDCII or EDCIII as per AS 1170.4.	3.0	Structural engineering	Structural Engineer	$250	25	40	80	120	Likely to be more intense in terms of reviewing earthquake design/models etc.	$6,250	$10,000	$20,000	$30,000	67%	$1,812,500	$446,667	$466,667	$800,000	**$3,525,833**
Buildings that have importance levels 3 or 4 (as defined in table 4).	4.0	Structural engineering	Structural Engineer	$250	25	40	80	120		$6,250	$10,000	$20,000	$30,000	50%	$1,359,375	$335,000	$350,000	$600,000	**$2,644,375**
	4.1	Means of escape (fire isolated exits, pathways and stairways)	Building Surveyor	$250	8	16	32	40	See notes	$2,000	$4,000	$8,000	$10,000	50%	$435,000	$134,000	$140,000	$200,000	**$909,000**
	4.2	Fire detection system	Electrical Engineer	$250	5	10	25	40	Dry fire (items 4.2 & 4.3), wet fire (items 4.4 & 4.5).	$1,250	$2,500	$6,250	$10,000	50%	$271,875	$83,750	$109,375	$200,000	**$665,000**
	4.3	Emergency communication systems (warning (BOWS) and control (EWIS))	Electrical Engineer	$250	5	10	25	40		$1,250	$2,500	$6,250	$10,000	50%	$271,875	$83,750	$109,375	$200,000	**$665,000**
	4.4	Fire hydrants, pumps, tanks and boosters	Hydraulic/Fire Engineer	$250	15	25	25	40		$3,750	$6,250	$6,250	$10,000	50%	$815,625	$209,375	$109,375	$200,000	**$1,334,375**
	4.5	Fire suppression systems	Fire Engineer	$250	5	10	25	50	Fire Suppression systems likely to be NA for buildings less than $10m but nominal hours included for appraisal to confirm.	$1,250	$2,500	$6,250	$12,500	50%	$271,875	$83,750	$109,375	$250,000	**$715,000**
Class 2, 3 and associated class 10 buildings located in designated bushfire prone areas.	5.0	BAL assessment	BAL assessor	$230	4	8	12	15		$920	$1,840	$2,760	$3,450	20%	$80,040	$24,656	$19,320	$27,600	**$151,616**
	5.1	Bushfire safety certification (if applicable)	BAL assessor	$230	2	4	6	8		$460	$920	$1,380	$1,840	20%	$40,020	$12,328	$9,660	$14,720	**$76,728**
Structures that incorporate: Steelwork that is construction category CC3 or CC4, under AS/NZS 5131; Concrete required to have compressive strength greater than 60MPa; Fatigue-sensitive components; One or more members or connections that support more than 5 tonnes of mass which would collapse if removed; or Overhangs weighing more than 1 tonne above public walkways.	6.0	Structural engineering	Structural Engineer	$250	25	40	80	120	Assumed to occur in only 10% of buildings, because the remainder would be captured under one of the other risk triggers, e.g. Type A construction or importance level 3 or 4.	$6,250	$10,000	$20,000	$30,000	10%	$271,875	$67,000	$70,000	$120,000	**$528,875**
Buildings that present a special fire hazard, as defined in NCC Vol 1, E1.10.	7.0	Means of escape (fire isolated exits, pathways and stairways)	Building Surveyor	$250	8	16	32	40	See notes	$2,000	$4,000	$8,000	$10,000	5%	$43,500	$13,400	$14,000	$20,000	**$90,900**
	7.1	Fire Brigade mobilising	DFES						DFES provide comments to documents but don't certify designs.						$0	$0	$0	$0	**$0**
	7.2	Fire detection system	Electrical Engineer	$250	5	10	25	40		$1,250	$2,500	$6,250	$10,000	5%	$27,188	$8,375	$10,938	$20,000	**$66,500**
	7.3	First aid firefighting equipment	Hydraulic/Fire Engineer	$250	Incl	Incl	Incl	Incl	Item 7.3 is included in items 7.4 & 7.5.						$0	$0	$0	$0	**$0**
	7.4	Fire hydrant systems, pumps, tanks and boosters	Hydraulic/Fire Engineer	$250	15	25	25	40		$3,750	$6,250	$6,250	$10,000	5%	$81,563	$20,938	$10,938	$20,000	**$133,438**
	7.5	Fire suppression systems	Fire Engineer	$250	5	10	25	50	Fire Suppression systems likely to be NA for buildings less than $10m but nominal hours included for appraisal to confirm.	$1,250	$2,500	$6,250	$12,500	5%	$27,188	$8,375	$10,938	$25,000	**$71,500**
Building work that affects other land, and requires a Form BA 20.	8.0	Any engineering or technical certification relating to the work affecting other land	Structural Engineer	$250	5	10	20	35	Hours limited to elements affecting other land only.	$1,250	$2,500	$5,000	$8,750	67%	$362,500	$111,667	$116,667	$233,333	**$824,167**
Buildings containing atriums.	9.0	Fire separation of atrium (NCC part G3)	Building Surveyor	$250	8	16	32	40	See notes	$2,000	$4,000	$8,000	$10,000	5%	$43,500	$13,400	$14,000	$20,000	**$90,900**
Large isolated buildings.	10.0	Sprinkler system and vehicle access (NCC clauses C2.3, C2.4, E1.5 and table E2.2a)	Hydraulic/Fire Engineer	$250	10	25	50	85		$2,500	$6,250	$12,500	$21,250	20%	$217,500	$83,750	$87,500	$170,000	**$558,750**
Buildings containing basements.	11.0	Fire safety provisions (NCC clause D1.2(c) and tables E2.2a and E2.2b)	Building Surveyor	$250	4	8	16	32	See notes	$1,000	$2,000	$4,000	$8,000	50%	$217,500	$67,000	$70,000	$160,000	**$514,500**
Risk-based inspection regimes.	12.0	Project risk analysis	Each Discipline or Risk Specialist?	$250	5	8	12	15	Hours presented are for Structural Engineering. I assume reviews may be required for the 5 main Eng disciplines (mech, Elec, Hyd, Struc, Civil) in which case these hours can be multiplied by a nominal 5. Possibly a risk specialist reviews all disciplines as one process.	$1,250	$2,000	$3,000	$3,750	67%	$362,500	$89,333	$70,000	$100,000	**$621,833**
Completed buildings that are subject to retrospective performance solutions.	13.0	Any certification relating to the performance solution	Building Surveyor or Fire Engineer	$250	10	20	30	40	This is very difficult to estimate as the extent of the retrospective work is anyone's guess. These numbers should be considered to be a broad guess.	$2,500	$5,000	$7,500	$10,000	33%	$362,500	$111,667	$87,500	$133,333	**$695,000**
															Total estimated average annual cost	$8,861,748	$2,412,972	$2,388,126	$4,247,320	**$17,910,165**
															Total annual value of buildings	$1,305,000,000	$502,500,000	$525,000,000	$1,200,000,000	$3,532,500,000
															Percentage increase in compliance costs	**0.679%**	**0.480%**	**0.455%**	**0.354%**	**0.507%**

Table 12: Estimated cost of inspections at prescribed notification stages for all class 2-9 buildings (Marsden Jacobs)

Mandatory independent inspections during construction

Building value range	<$1M	$1-5M	$5-10M	$10-20M	>$20M	Total
Number of projects	3,026	435	67	35	40	3,603
Assumed average project value	$600,000	$3,000,000	$7,500,000	$15,000,000	$30,000,000	$5,348,100,000

Feature to be inspected	Timing of inspection	Inspector (Type of technical expert)	Cost of inspector ($/hr, incl GST)	Estimated Hours for this category of inspection (assumes class 2-apartments or 5-office)					Cost per item per building					Assumed % of buildings requiring this inspection	Estimated average annual cost					
				<$1M	$1-5M	$5-10M	$10-20M	>$20M	<$1M	$1-5M	$5-10M	$10-20M	>$20M		<$1M	$1-5M	$5-10M	$10-20M	>$20M	Total
Footings and reinforcing	Before covering the foundations of the work	Structural Engineer	$220	4	8	20	35	50	$880	$1,760	$4,400	$7,700	$11,000	100%	$2,662,880	$765,600	$294,800	$269,500	$440,000	**$4,432,780**
Reinforcing	Before pouring structural concrete	Structural Engineer	$220	4	8	30	50	80	$880	$1,760	$6,600	$11,000	$17,600	67%	$1,775,253	$510,400	$294,800	$256,667	$469,333	**$3,306,453**
Structural framework	Before installing internal or external covering over the structural framework	Structural Engineer	$220	4	8	30	50	80	$880	$1,760	$6,600	$11,000	$17,600	90%	$2,396,592	$689,040	$397,980	$346,500	$633,600	**$4,463,712**
Required fire safety features	Before cladding or building over required fire safety features	Fire Engineer	$220	2	4	10	20	30	$440	$880	$2,200	$4,400	$6,600	67%	$887,627	$255,200	$98,267	$102,667	$176,000	**$1,519,760**
Completed building	At the completion of the building work, before occupation	Structural Engineer	$220	2	4	4	6	8	$440	$880	$880	$1,320	$1,760	100%	$1,331,440	$382,800	$58,960	$46,200	$70,400	**$1,889,800**
														Total Estimated average annual cost	**$9,053,792**	**$2,603,040**	**$1,144,807**	**$1,021,533**	**$1,789,333**	**$15,612,505**
														Total value of buildings	$1,815,600,000	$1,305,000,000	$502,500,000	$525,000,000	$1,200,000,000	$5,348,100,000
														Percentage increase in compliance costs	**0.499%**	**0.199%**	**0.228%**	**0.195%**	**0.149%**	**0.292%**

Table 13: Rectification work that must be assumed to be avoided, to offset the estimated cost of third-party reviews and inspections (Marsden Jacobs)

Rectification costs

An indicative estimate of the cost range for rectification work for non-compliant class 2-9 buildings in WA on a per building basis – as a percentage cost impost per building.

Building value range	<$1M	$1-5M	$5-10M	$10- 20M	>$20M	Total
Number of projects	3,026	435	67	35	40	3,603
Assumed average value per building	$600,000	$3,000,000	$7,500,000	$15,000,000	$30,000,000	

Type of rectification work	Level of rectification work required	Assumed % cost of rectification work required					Rectification cost per building					Assumed current % occurrence per building	Estimated average annual benefit (avoided cost)						Min no of buildings per year which would need to avoid rectification for benefits to outweigh costs
		<$1M	$1-5M	$5-10M	$10- 20M	>$20M	<$1M	$1-5M	$5-10M	$10- 20M	>$20M		<$1M	$1-5M	$5-10M	$10- 20M	>$20M	Total	
Building Services Engineering	None	0	0	0	0	0	$0	$0	$0	$0	$0	96.3%	$0	$0	$0	$0	$0	**$0**	0
	Low	4%	4%	4%	4%	4%	$24,000	$120,000	$300,000	$600,000	$1,200,000	1.8%	$1,338,876	$962,345	$370,558	$387,150	$884,915	**$3,943,844**	11
	High	10%	10%	10%	10%	10%	$60,000	$300,000	$750,000	$1,500,000	$3,000,000	1.8%	$3,347,190	$2,405,862	$926,395	$967,875	$2,212,287	**$9,859,609**	11
Structural Engineering	None	0	0	0	0	0	$0	$0	$0	$0	$0	96.3%	$0	$0	$0	$0	$0	**$0**	0
	Low	5%	5%	5%	5%	5%	$30,000	$150,000	$375,000	$750,000	$1,500,000	1.8%	$1,673,595	$1,202,931	$463,198	$483,938	$1,106,143	**$4,929,804**	11
	High	15%	15%	15%	15%	15%	$90,000	$450,000	$1,125,000	$2,250,000	$4,500,000	1.8%	$5,020,785	$3,608,793	$1,389,593	$1,451,813	$3,318,430	**$14,789,413**	11
												Total avoided cost	**$11,380,445**	**$8,179,930**	**$3,149,743**	**$3,290,777**	**$7,521,775**	**$33,522,670**	**Total: 44 buildings**

Note: "High" rectification work is estimated at 10-15% as being within a reasonable bell curve estimate of a reasonably foreseeable worst-case. It is possible, in extreme circumstances, that a complete demolition and rebuild would cost in excess of 100%.

Table 14: Estimated costs and assumed benefits, by value of building (Marsden Jacobs)

Net benefits

		Commercial building value					
		<$1M	$1-5M	$5-10M	$10- 20M	$30M	Total
Costs	Third party review of design work	$0	$8,861,748	$2,412,972	$2,388,126	$4,247,320	**$17,910,165**
	Inspections during construction	$9,053,792	$2,603,040	$1,144,807	$1,021,533	$1,789,333	**$15,612,505**
	Total cost of compliance	**$9,053,792**	**$11,464,788**	**$3,557,778**	**$3,409,659**	**$6,036,653**	**$33,522,670**
Benefits	Avoided rectification costs	$11,380,445	$8,179,930	$3,149,743	$3,290,777	$7,521,775	**$33,522,670**
						Net Benefits	**$0**

Acknowledgements

Thank you in advance to everyone who submits comments on this CRIS. Building and Energy values your feedback, and will analyse every submission before recommending any reform proposals to the Government for its decision.

Thank you also to all the people who have already provided input on the proposals presented here. Before being released publicly this CRIS was reviewed by both internal and external parties. This CRIS would not have been possible without the expert input from many highly experienced building industry professionals. You know who you are; thank you very much for your advice and assistance!

In addition, Building and Energy sought input from one of the authors of the *Building Confidence* report, Ms Bronwyn Weir. Her review of the CRIS considered whether the proposed reforms met with the intent of the recommendations in the *Building Confidence* report. Ms Weir concluded that this CRIS "contains well-considered proposals, and seeks to inform stakeholders on what will be important reforms in a fair and balanced way." Ms Weir did suggest several places where additional information would be helpful; Building and Energy has addressed these suggestions.

ENQUIRIES TO: Adam Freeman (9273 6054)
Coordinator Building Services

OUR REF: SC1882 (D20/27082)

CITY OF VINCENT

18 March 2020

Commercial Building Approval Review
Policy and Legislation Branch
Building and Energy
Department of Mines, Industry Regulation and Safety
Locked Bag 100
EAST PERTH WA 6892

Dear Sir/Madam

CITY OF VINCENT SUBMISSION – REFORMS TO THE BULDING APPROVAL PROCESS FOR SINGLE RESIDENTIAL BUILDINGS IN WA: CONSULTATION REGULATORY IMPACT STATEMENT (CRIS)

Thank you for providing the City with the opportunity to make a submission on the Building Reforms CRIS which applies to commercial buildings. This matter was considered at the City's Ordinary Meeting of Council on 17 March 2020.

The City supports the 28 recommendations and recognises these proposals could achieve the objective of the CRIS to improve compliance with building standards.

In relation to Proposal 26 for mandated inspections to occur, the City's preference is Option B, for these inspections to be done by design engineers and private building surveyors. These professionals would already be responsible for certifying compliance of the design and Option B would present negligible cost impacts for the City.

Should you have any queries please contact Coordinator Building Services Adam Freeman on 9273 6054 or via email: mail@vincent.wa.gov.au.

Yours sincerely,

John Corbellini
EXECUTIVE DIRECTOR STRATEGY AND DEVELOPMENT

Administration & Civic Centre
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9.5 AMENDMENT NO. 5 TO LOCAL PLANNING SCHEME NO. 2 - OUTCOMES OF ADVERTISING

Attachments:
1. **Map of Character Streets - LPS2 Clause 26(6) Outlined**
2. **Advertised Amendment No. 5 to Local Planning Scheme No. 2**
3. **Summary of Submissions - Scheme Amendment No. 5**

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;**

2. **DOES NOT SUPPORT Amendment No. 5 to Local Planning Scheme No. 2 pursuant to Part 5, Division 3, Regulation 50(3)(c) of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and**

3. **FORWARDS Amendment No. 5 to Local Planning Scheme No. 2 and any required documentation to the Western Australian Planning Commission within 21 days, pursuant to Regulation 53(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015.***

PURPOSE OF REPORT:

To consider:

- The outcomes of community consultation on Amendment No. 5 to Local Planning Scheme No. 2 (LPS2); and
- Not supporting Amendment No. 5 to LPS2 pursuant to Part 5, Division 3, Regulation 50(3)(c) 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 limited development in the Norfolk Precinct to a maximum of two dwellings per lot. 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."

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 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 issues have been addressed 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 be 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 demolition of character dwellings is expected to continue 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 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 subject to Clause 26(6) has revealed that there is an existing character building constructed prior to 1940 on approximately 49% of the 1035 properties within the area. A detailed investigation revealed that there were six intact character streetscapes in the area subject to Clause 26(6). A map showing the intact character streetscapes and those at risk of development is included as **Attachment 1**.

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 No. 5 was to encourage the retention of character dwellings, while still managing the scale of development in the area consistent with existing development patterns.

The amendment proposed 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, was retained. The development potential for all other lots would remain as a maximum of two dwellings per lot. The advertised amendment is included as **Attachment 2,** and as follows:

"Within 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."*

Following approval from the Environmental Protection Authority, Amendment No. 5 was advertised for a period of 42 days between 20 July and 31 August 2019. Fifteen submissions were received and the proposed wording of Clause 26(6) was amended to respond to the concerns. The amended wording was subsequently presented to Council at the Council Briefing held on 3 December 2019 but withdrawn from the 10 December 2019 Ordinary Meeting of Council by Administration to further review the wording of the provision following community feedback and questions from Council Members during the Council Briefing.

DETAILS:

The City received fifteen 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 in **Attachment 3**.

1. Role and Purpose

   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.

   In response to these concerns, Administration suggests that further detailed analysis of the streets in the subject area should be undertaken to determine which dwellings or streetscapes have significance or contribute to the unique character of the area. This will also allow the City to identify the specific character elements that contribute to the streetscape that are worthy of protection and provide clarity to land owners, applicants and decision makers.

2. Managing Density

   A key technical issue was raised by submitters and Elected Members at the Council Briefing on 3 December 2019. Submitters 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. Submitters were concerned that this could result in a situation where a number of character buildings could be demolished, with only one being retained and the potential development outcome would not be in line with the intent of the provision. Administration presented a modified version of the amendment that attempted to address this issue at the 3 December 2019 briefing. On further investigation, Administration determined that the proposed modifications were not sufficient to address the concerns and subsequently withdrew the item from the 10 December 2019 Ordinary Meeting of Council.

Administration now considers that this issue cannot be addressed through amending the Clause. Acknowledging the submissions, further investigation, and discussions with the Department of Planning, Lands and Heritage officers, Administration considers the advertised amendment raises the following issues:

1. Pre-1940s dwellings

   While pre-1940s dwellings are generally considered to have a certain aesthetic quality, the requirement included in the proposed provision is not specific enough about the actual character elements that are worthy of protection. Further work should be undertaken to provide detailed guidance as to what character elements are worthy of protection in the area, or which individual buildings/streetscapes are worthy of protection and which elements are required to be retained and why. Experience in recent development assessments shows that it is imperative the character elements of a streetscape are identified up front if they are intended to be protected through the planning and development process.

2. Other established planning mechanisms exist

   The proposed amendment seeks to establish a new mechanism within LPS2 to control matters relating to character and heritage protection. Following further investigations, Administration does not consider the creation of a new mechanism to be an appropriate approach when there are other existing statutory mechanisms which could better protect the character of the area than the advertised amendment.

3. There is no guaranteed protection for dwellings where a property is amalgamated

   This potential outcome directly opposes and undermines the intent of the amendment. Administration considers that the identified issue cannot be addressed through the wording of this Scheme Amendment alone, but that alternate planning mechanisms may be more appropriate and nuanced to achieve the intended outcome of character protection.

Through consideration of the above, Administration recommends that Council resolve to not support the advertised amendment.

CONSULTATION/ADVERTISING:

Following the formal decision from the Minister, the City will notify submitters of the outcome by publishing a notice in a local newspaper and on the City's website advising of the final decision 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 LPS2;
- Local Planning Policy 7.1.1 – Built Form; and
- Policy No. 4.1.5 – Community Consultation.

RISK MANAGEMENT IMPLICATIONS:

There are minimal risks to Council and the City's business function when Council exercises it power to make a recommendation to the Minister on a Scheme Amendment.

STRATEGIC IMPLICATIONS:

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

Sensitive Design

Our built form character and heritage is protected and enhanced.

SUSTAINABILITY IMPLICATIONS:

Nil.

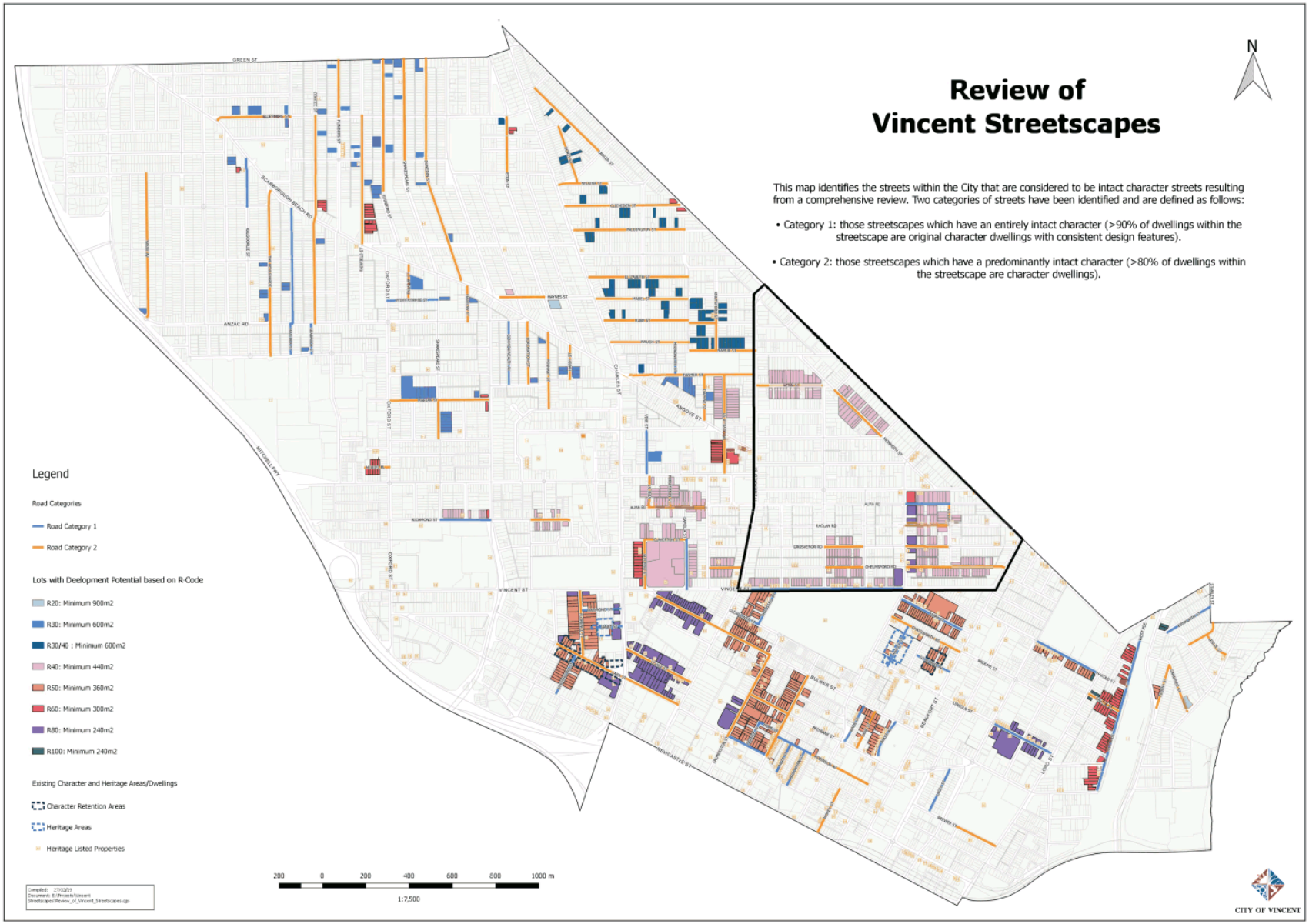
FINANCIAL/BUDGET IMPLICATIONS:

Costs can be met by the City's existing operational budget.

COMMENTS:

Council's decision on this amendment along with the amendment documents will be forwarded to the WAPC. 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*.

If the advertised amendment is not supported by Council, Administration will work to protect the character of this area by considering it as part of the City's ongoing character retention and heritage areas program.


Review of
Vincent Streetscapes
N
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 (>80% of dwellings within the streetscape are character dwellings).
Legend
Road Categories
Road Category 1
Road Category 2
Lots with Development Potential based on R-Code
R20: Minimum 900m2
R30: Minimum 600m2
R30/40 : Minimum 600m2
R40: Minimum 440m2
R50: Minimum 360m2
R60: Minimum 300m2
R80: Minimum 240m2
R100: Minimum 240m2
Existing Character and Heritage Areas/Dwellings
Character Retention Areas
Heritage Areas
Heritage Listed Properties
200 0 200 400 600 800 1000 m
1:7,500
CITY OF VINCENT

CITY OF VINCENT

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.

CITY OF VINCENT

FORM 2A

Planning and Development Act 2005

RESOLUTION TO PREPARE AMENDMENT TO LOCAL PLANNING SCHEME

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

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

	Issue/Comment	Submitter	Administration Response	Recommended Modification
1	**Support**			
1.1	Vincent should be rewarding and incentivising proponents for retaining character buildings, which the scheme amendment will do.	3, 4, 5, 6, 8 and 12	Noted.	No modification.
2	**Role and Purpose**			
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, 13, 14	The City acknowledges that the proposed amendment, like the existing clause, does not outright require the retention of character buildings. Administration initially considered that the provision of additional density could have been an effective tool as an incentive to retain character as long as there was a perceived value to prospective developers. Administration now considers that this incentive is not sufficient in protecting character dwellings. While pre-1940s dwellings are generally considered to have a certain aesthetic quality, administration acknowledges that the requirement included in the proposed provision is not specific enough about the actual character elements that are worthy of protection. Further work should be undertaken to provide detailed guidance as to what character elements are worthy of protection in the area and why they are worthy of protection.	Administration recommends not to support the proposed scheme amendment. It is instead recommended that further investigation be undertaken to protect the character of the area through appropriate planning mechanisms.
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.	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 would not have altered the land uses permissible but the intent of the amendment would have provided more options to a prospective developer as long as they had retained a character building.	Administration recommends not to support the proposed scheme amendment. It is instead recommended that further investigation be undertaken to protect the character of the area through appropriate planning mechanisms.

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

	Issue/Comment	Submitter	Administration Response	Recommended Modification
			Notwithstanding the above, following further investigations on the matter, administration does not consider that the proposed scheme amendment is an appropriate mechanism to protect the character of the area given there are existing mechanisms currently available to achieve the desired intent. As such, administration recommends that Council does not support the scheme amendment.	
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 660sqm+ sized lots which would result in the further erosion of the character of the area. Administration initially considered that proposed amendment could act as an incentive for 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 specifically relating to the Serviced Apartment use. This application is not the sole basis for the proposed amendment, and the proposed amendment is not specifically attempting to achieve a desirable outcome for that development. The application at 6 Burt Street raised a number of issues that the City considered appropriate to address through a scheme amendment.	No modification.
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 "no multiple dwellings" provision for land R40 and below.	10	The initial intent of the clause was to retain the low-density 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 still resulted in the demolition of the existing buildings.	No modification. Consider appropriateness of multiple dwellings in any further work.

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

	Issue/Comment	Submitter	Administration Response	Recommended Modification
			The intent of the proposed clause was to incentivise the retention of character dwellings by allowing development within the area in accordance with the R40 code. While this would have resulted in additional development potential on certain lots, it was intended that the low density, low scale residential nature of the area would have been 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 would not have necessarily resulted in any greater impact than a single house or grouped dwelling in terms of size/scale. However, further investigations have revealed that there is no guaranteed protection for all dwellings where amalgamation occurs. The potential outcomes from certain amalgamation scenarios directly opposes and undermines the entire intent of the amendment.	
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.	10	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 26(6) was discretionary in its application and the City, the WAPC and the JDAP 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. It was intended that any negative consequences of density would have been mitigated through development/subdivision assessment against other planning instruments like the Built Form Policy and DesignWA.	No modification.

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

	Issue/Comment	Submitter	Administration Response	Recommended Modification
3	**Managing Density**			
3.1	Increase of dwellings in the area will result in issues related to: - Infrastructure - Key services like schools and hospitals - Overcrowding - Noise - General amenity	2, 9 and 15	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. The existing policy framework, would have ensured that development would be sensitively designed and sited behind the retained character dwellings.	No modification.
3.2	The clause discourages greater density even if it could be dealt with in a sensitive way.	1	The clause currently discourages density but the proposed amendment was intended to better identify and protect character buildings worthy of retention while allowing density in line with the density coding.	No modification.
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 1940, then amalgamating and developing as a 'super-lot'.	10	Administration acknowledge that the advertised wording would not adequately protect all dwellings if a number of lots were acquired by an individual or group with the intention of developing the land. Administration investigated modifications to ensure that greater protection is afforded to all character dwellings on a development site, in order for that site to achieve the benefit of development potential in accordance with the R40 coding.	Administration recommends not to support the proposed scheme amendment. It is instead recommended that further investigation be undertaken to protect the character of the area through appropriate planning mechanisms.

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

	Issue/Comment	Submitter	Administration Response	Recommended Modification
			Administration considered that the existing policy framework, including controls surrounding building height, setbacks and landscaping requirements would have further managed the size and scale of development. The built form and appearance of any potential development under the proposed clause would have generally remained consistent with what is possible under the current clause. Despite this, it has been identified that there is no guaranteed protection for all character dwellings where amalgamation occurs. The potential outcomes from certain amalgamation scenarios directly opposes and undermines the intent of the amendment.	
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 last 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.	10	The intent of the proposed amendment was 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, approximately 91 properties would be eligible to be considered for more than two dwellings. If developers wish to take up this option, other planning instruments would have ensured that any negative impacts of increased density would be managed appropriately.	No modification.
4	**Sufficient Existing Guidance**			
4.1	Lot sizes, ROW accessibility and lot orientation generally have lent themselves to more thoughtful developments, with the front houses and street setbacks maintained and either quality renovations or intelligent infill development with rear dwellings fronting rights of way.	10	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.	No modification.
4.2	There are countless examples of outstanding architectural and social outcomes in this area that the existing provisions protect and encourage.	10	Yes, there are good examples, but there is no evidence that these are due to the existence of the current clause.	No modification.

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

	Issue/Comment	Submitter	Administration Response	Recommended Modification
5	**Consultation Process**			
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.	10	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.	No modification.
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.	10	The comments received clearly demonstrate that the community does understand the implications of the amendment. The City agrees that a lack of response is not the same as support.	No modification.
6	**Detailed Comments**			
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 to the proposed amendment or actually recognising those elements that are worthy of retention).	10	The term 'lot' is adequately defined within the *Planning and Development Act 2005*. Any modification to this definition may result in inconsistencies and issues relating to the interpretation the definitions.	No modification.
6.2	Accompany the proposal with a dual R30/R40 zoning so that original houses need to be retained to maintain the R40 coding.	10	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.	No modification.
6.3	The City should proactively initiate measures to retain pre 1940 shop house uses within established residential areas.	14	Clause 26(6) does not affect the pre 1940s shop houses. As such, the suggested change is not relevant to the consideration of amendment 5.	No modification.
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.	5 and 7	This proposal would have encouraged 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.	No modification.

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

	Issue/Comment	Submitter	Administration Response	Recommended Modification
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.	5	The City is proactively improving urban greening through a number of initiatives of the Greening Plan.	No modification.
6.6	Improve the appearance of new-build dwellings and improving the relationship they have with adjoining properties.	5	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.	No modification.
6.7	Reducing the amount of off-street parking required for smaller properties.	7	The car parking requirements for development are generally guided by the Residential Design Codes and are not proposed to be modified through this amendment.	No modification.
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.	7	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.	No modification.
6.9	Access legs should contribute to the total area of a proposed rear lot.	7	Subdivision requirements in the Residential Design Codes do currently consider this. These are not proposed to be modified through this proposed amendment.	No modification.

7

9.6 COMMUNITY SPORTING AND RECREATION FACILITIES FUND SMALL GRANTS APPLICATION - LEEDERVILLE TENNIS CLUB

Attachments: **1. 2020 CSRFF Small Grants Application Form**

RECOMMENDATION:

That Council:

1. **NOTES the Community Sporting and Recreation Facilities Fund Small Grant submission received from Leederville Tennis Club and ENDORSES Administrations assessment of the submission, included as Attachment 1;**

2. **SUPPORTS IN PRINCIPLE the Leederville Tennis Club's Community Sporting and Recreation Facilities Fund Small Grants application included as Attachment 1 subject to:**

   2.1 The application being successful in obtaining funding from the Department of Local Government, Sport and Cultural Industries; and

   2.2 Including $21,548 in the City's budget for the 2020/21 financial year to fund one third of the project; and

3. **NOTES that Administration will forward the submission to the Department of Local Government, Sport and Cultural Industries for consideration.**

PURPOSE OF REPORT:

To consider supporting in principle the Leederville Tennis Club's funding submission to the Department of Local Government, Sport and Cultural Industries (DLGSCI) Community Sporting and Recreation Facilities Fund (CSRFF) Small Grants Round.

BACKGROUND:

Local governments and not-for-profit sport/recreation organisations are eligible to apply for CSRFF grants aimed towards increasing participation through the development of sustainable, good quality, well-designed and well-utilised facilities. The DLGSCI offers small grant funding twice annually in March and August.

The CSRFF Small Grants allow eligible clubs, groups and local governments to apply for grant funding to assist with smaller projects that have a total cost of $300,000 or less. Any applications for the current CSRFF Small Grants need to be submitted to the relevant local government for assessment, Council endorsement and submission to the DLGSCI by 4pm 31 March 2020.

The applications are then assessed by DLGSCI and rated as either:

A. Well planned and needed by municipality;
B. Well planned and needed by applicant;
C. Needed by municipality, more planning required;
D. Needed by applicant, more planning required;
E. Idea has merit, more planning work needed; or
F. Not recommended.

Successful/unsuccessful applicants are notified by DLGSCI in June 2020.

The City generally coordinates these applications between our community groups, sporting clubs and our own submission to ensure that there is no duplication in applications and to rank the applications in order of priority. The City has received one application for this round of funding from the Leederville Tennis Club. The City is not submitting its own application this round.

DETAILS:

Leederville Tennis Club is one of four tennis clubs delivering tennis participation opportunities within the City. The Club was established in 1924 and currently has 133 members.

The Club has 16 courts including 10 grass courts, four synthetic grass courts and two hard courts. The four synthetic grass courts and two hard courts currently have floodlights for night tennis, with two lights per court for coverage. The 10 grass courts do not require floodlights.

The Club has identified that their current lights have become problematic and are faulting on a regular basis. In the 2018/2019 financial year the Club's floodlight maintenance costs increased by $6,696. The City and the Club assessed the existing floodlight infrastructure and it was identified that the internal light boxes have reached end of life.

The Club has submitted a CSRFF application to the City seeking support for the floodlighting upgrade on the six courts in accordance with the relevant Australian Standards.

The Club has done its due diligence and identified the need to upgrade the lighting to LED. It is not a preferred option for the Club to replace like for like due to the higher use of electricity and higher maintenance costs. The LED lights have the following benefits:

- Instant on/off function with immediate full brightness;
- Lower maintenance requirements;
- Energy savings of approximately 50 percent;
- Lamp life of approximately 50,000 hours;
- Improved control of light spillage when using shields; and
- Lower running temperature.

Ten of the current light towers will support the new LED lights, however, when the City undertook the inspection of the floodlighting it was identified that two of the towers were structurally unsound and these have been removed. Two new towers will need to be installed to be able to support the new LED lights. These are included in the grant application. The total project cost is $64,644 (excluding GST) and it is intended that it be funded in equal parts by the City, the Club and the CSRFF Grant.

The proposed floodlighting upgrade is not currently included in the City's renewal program, however the City has completed an assessment of the infrastructure and recognises that it has reached end of life and requires replacement so supports resolving this matter through a collaborative approach. The City will consider including $21,548 in the 2020/21 budget for this project as a one third contribution.

The Club has demonstrated over an extended period that it is well governed and managed, and has consistently submitted its annual health check to the City. The Club has proven that it is capable to provide and maintain the proposed infrastructure. The Club's current lease status is in 'holding over' awaiting the City's new property management framework. In the Clubs current lease, which commenced in 2004, it is unclear who is responsible for the renewal and upgrade of the floodlights. Given this, it is appropriate for the City to work collaboratively with the Club to share responsibility for the renewal of the floodlights. The ongoing maintenance and further renewal of the floodlights will be addressed in the new lease agreement.

This project is rated 'B – Well planned and needed by applicant' and ranked priority one, in accordance with DLGSCI's assessment criteria.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS:

It is considered low risk for Council to endorse a grant application for the Leederville Tennis Club Lighting Upgrade and consider including funding for this purpose in the upcoming budget.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

We have improved resource efficiency and waste management.

Connected Community

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

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 will list $21,548 for consideration in the 2020/21 budget for consideration. The total project cost is $64,644 (excluding GST). The application is seeking a one third contribution of from the City, one third from DLGSCI and the remaining one third will be the Club's contribution.

COMMENTS:

This project supports the outcomes from the recent Tennis West Strategic Facilities Plan. The Metropolitan facility priorities are specific to the metropolitan area and are considered essential to address the current and future infrastructure challenges. The project meets the following priorities:

1. Increasing venue access and use;
2. Enhancing venue capacity;
3. Develop stakeholder partnerships; and
4. Prioritising infrastructure investment.

This project will have a positive impact on both the City of Vincent and the local community. A sustainable upgrade to the lighting will support participation of tennis across extended hours and increase the availability of recreation to the wider demographic. The lighting upgrade will also increase the safety at the facility for users. The project will provide a long-term cost saving for both the Club and the City.

Department of
Local Government, Sport
and Cultural Industries
GOVERNMENT OF WESTERN AUSTRALIA

Office Use Only
TRIM: _____
Grant No: _____
Project Coordinator._____

CSRFF Small Grants Application Form

For projects up to $300,000 to be acquitted by 15 June 2021

You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.

DLGSC Contact: Kent Burton	Date:	Office:

Applicant's Details:

Organisation Name:	Leederville Tennis Club				
Postal Address:	PO Box 229				
Suburb:	Leederville	State:	WA	Postcode:	6903
Street Address:	139 Bourke Street				
Suburb:	Leederville	State:	WA	Postcode:	6007

Preferred Contact Person:
All application correspondence will be directed to this person

Name:	Information withheld for privacy reasons	Title:	Dr ☐Mr ☒Mrs☐ Ms☐
Position Held:	Vice President		
Business Phone:	Information withheld for privacy reasons	Facsimile:	N/A
Mobile Phone:	Information withheld for privacy reasons	Email:	Information withheld for privacy reasons

Organisation Business Details:

Does your organisation have an ABN?	Yes ☒ No ☐	ABN: 33 661 881 651	
Is your organisation registered for GST?	Yes ☐ No ☒	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt	
Is your organisation not-for-profit?	Yes ☒ No ☐		
Is your organisation incorporated?	Yes ☒ No ☐	Incorporation #: A.129/73☒ *	
Bank details:	Bank: Information withheld for privacy	BSB: Information withheld for	A/c: Information withheld for privacy

Local Government Authority Details:

LGA:	City of Vincent		
Contact:	Katherine Birch	Title:	Dr ☐Mr ☐Mrs☐ Ms☒
Position Held:	Leisure Planner		
Business Phone:	9273 6565	Facsimile:	
Mobile Phone:		Email:	Katherine.Birch@vincent.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Lighting replacement project.

Project Description:

Replace existing 12 light boxes- updating from 2000w HID Metal Halide to LED lights.

Replace 2 towers that are corroding for court 16.

How did you establish a need for your project?

Over the last 18 months our existing lights have become problematic with globes blowing on a regular basis. When our electrician investigated the issues, it appears the light boxes internal parts are at end of life. In our Financial Year 17/18 we spent $1,512 on our lights, this jumped significantly in 18/19 with a total of $8,208 including electrician costs to maintain several light boxes. With our current lighting this will continue to be a significant drain on our club.

What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?

Original thoughts were to look at servicing each light box or replacing like for like. This was not seen as a practical solution as the lights are high users of electricity and the globes have become more difficult to obtain and are much more expensive. A move to LED is really our only option other than removing lights altogether.

Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created?

Yes. The lifecycle costs have been considered. Replacing the HID Metal Halide lights with LED lights will reduce our lighting expenses both in electricity use and wear costs of the LED globes. The LED lighting has a 50,000 hour life expectancy We already have a lighting replacement fund and we will be maintaining this going forward.

Project location:	139 Bourke Street, Leederville WA		
Land ownership:	Who owns the land on which your facility will be located? City of Vincent Lease Expiry (if applicable): holding over status.		
Planning approvals	Not applicable – Met with COV 22/1/2020	If no, provide the date it will be applied for:	
Where applicable, has planning permission been granted? (LGA)		Yes ☐ No ☐	___/___/___
Aboriginal Heritage Act?		Yes ☐ No ☐	___/___/___
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)		Yes ☐ No ☐	___/___/___
Native Vegetation Clearing Permit?		Yes ☐ No ☐	___/___/___
Please list any other approvals that are required?		Yes ☐ No ☐	___/___/___

How will your project increase physical activity?

Better lighting that is more reliable and easier to use once Book a Court is installed, will draw more people to the club. Our current lights take time to warm up and if turned off, requires 15 minutes before they will start up again.

Do you share your facility with other groups? Yes ☒ No ☐ If so, who:

Tennis Coach- Tennis Lessons Perth

Tennis West Pennant Competitions - Summer and Winter.

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Tennis court hire (Night)	35%	58
Tennis coaching (Night)	15%	25
Tennis Community programs, Social and Pennant Tennis (Night)	15%	25

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2017/18	118	**2018/19**	153	**2019/20**	133

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning you project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are is available on the department's website: http://www.dsr.wa.gov.au/contact-us/find-a-sport-or-recreation-association

What is the name of the State Sporting Association for your activity/sport?	
Tennis West	
Have you discussed your project with your State Sporting Association? Yes ☒ No ☐	
Contact Name: Charlotte King	Date of contact: 6/11/2019

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	March 2020
Preparation of tender/quotes for the major works contract	May 2019
Issuing of tender for major works	N/A
Signing of major works contract	July 2020
Site works commence	July 2020
Construction of project starts	August 2020
Project 50% complete	August 2020
Project Completed	September 2020
Project hand over and acquittal	September 2020

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.

There are two parts to the project with 2 light poles to be installed. To minimize court hire impact we are proposing to install two new pole bases next to the existing towers, then when cured and ready to be installed we can install new towers ready for light changeover component of the project. We expect there is an 8-10 week delivery for the light fittings. This may be quicker if stock is held by Phillips. Weather is our biggest concern as the actual work for the light installation will take no more than 7 days to complete. We also have to work in sections at a time to manage court hire and tennis competition play. The courts will be closed two at a time in most cases.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name:	Matthew Young
Position Held:	**Leederville Tennis Club** **Vice President**
Signature:	Information withheld for privacy reasons
Date:	**30 January 2020**

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlgsc.wa.gov.au by the cut-off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

☒	**Application form.**
☒	**Incorporation Certificate.**
☒	**Two written quotes.**
☒	If your project involves the upgrade of an existing facility, include **photograph/s** of this facility.
☐	**Locality map, site map and building plans** (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
☒	**Income and expenditure statements** for the current and next financial years. (LGAs exempted).
☒	**Written confirmation of financial commitments** from other sources including copies of **council minutes**. (If a club is contributing financially then evidence of their cash at hand must be provided).
☐	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
☒	**Itemised project cost for components** and identified on the relevant quote for each (including cost escalation).
☒	For floodlighting projects, a **lighting plan** must be supplied showing lux, configuration and sufficient power supply

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in November and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	☐ Regional/remote location ☐ Growth local government	
Co-location	☐ New ☐ Existing	
Sustainability initiative	☐ Water saving ☐ Energy reduction ☐ Other	Not Applicable
Increased participation	☐ New participants ☐ Existing participants – higher level ☐ Special interest ☐ Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project to be supplied	**$ Cost ex GST**	**$ Cost inc GST**	**Quote Used (list company name and quote no)**
Lighting upgrade 12 lighting boxes and 2 light towers	64,643.00	71,170.00	Stiles Electrical
Contingency	3,232.00	3,559.00	Contingency of 5%
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)			
Sub Total	67,875.00	74,729.00	
Cost escalation			***Please explain amount used***
a) Total project expenditure	67,875.00	74,729.00	

- At least **two written quotes** are required for each component.
- If your project is a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	$Amount ex GST	$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	21,548.00	23,723.00	LGA cash and in-kind		
Applicant cash	23,682.00	26,097.00	Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max $50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc	N	
CSRFF request (No Development Bonus)	22,645.00	24,909.00	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	67,875.00	74,729.00	*This should equal project expenditure as listed on the previous page*		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

Our club committee would have to consider our options however, our position at this time is that the light upgrade will have to go ahead with the club covering additional costs. We cannot reduce the project scope and have only looked at the lighting project as funding required from our LGA and the CSRFF request.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

Name of Local Government Authority: City of Vincent
Name of Applicant: Leederville Tennis Club

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CSRFF principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	☒	☐	☐
Planned approach	☒	☐	☐
Community input	☐	☐	☒
Management planning	☒	☐	☐
Access and opportunity	☒	☐	☐
Design	☒	☐	☐
Financial viability	☒	☐	☐
Co-ordination	☒	☐	☐
Potential to increase Physical activity	☒	☐	☐
Sustainability	☒	☐	☐

Section B

Priority ranking of no of applications received	1 of 1 applications received
Is this project consistent with the	☐ Local Plan ☐ Regional Plan
Have all planning and building approvals been given for this project?	☒ Yes ☐ No
If no, what approvals are still outstanding?	

Project Rating (Please tick the most appropriate box to describe the project)

A	Well planned and needed by municipality	☐
B	Well planned and needed by applicant	☒
C	Needed by municipality, more planning required	☐
D	Needed by applicant, more planning required	☐
E	Idea has merit, more planning work needed	☐
F	Not recommended	☐

Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

1. **Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?**

The City is supportive of the project and will contribute one third of the project cost (excluding contingency) upon obtaining funding from the Department of Local Government, Sport and Cultural Industries.

2. **A) *If a community group application:* Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?**

Yes, the Club is financially viable and able to fund part of the project. The club is also able to fund the ongoing maintenance and able to budget for future replacement. The Council will not commit to underwriting any shortfalls due the clubs lease requirements.

3. **Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.**

This project will have a positive impact on both the City of Vincent and the local community. A sustainable upgrade to the lighting will support participation of tennis across extended hours and increase the availability of recreation to the wider demographic. The lighting upgrade will also increase the safety at the facility for users. The project will provide a long-term cost saving for both the Club and the City.

Signed **Position** **Date**

Applications for CSRFF funding must be submitted to your Department of Local Government, Sport and Cultural Industries office by **4pm on 31 March 2020.** Late applications cannot be accepted in any circumstances.

DLGSC OFFICES

PERTH OFFICE
246 Vincent Street
Leederville WA 6007
GPO Box 8349
Perth WA 6849
Tel: (08) 9492 9700

PEEL
Suite 94
16 Dolphin Drive
PO Box 1445
Mandurah WA 6210
Tel: (08) 9550 3100

PILBARA
Karratha Leisureplex
Dampier Hwy, Karratha
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100

SOUTH WEST
80A Blair Street
PO Box 2662
Bunbury WA 6230
Tel: (08) 9792 6900

GREAT SOUTHERN
22 Collie Street
Albany WA 6330
Tel: (08) 9892 0100

GASCOYNE
15 Stuart Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900

GOLDFIELDS
Suite 1, 349-353 Hannan Street
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800

KIMBERLEY – Broome
Unit 2, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5750

WHEATBELT - NORTHAM
298 Fitzgerald Street
PO Box 55
Northam WA 6401
Tel: (08) 9690 2400

WHEATBELT – NARROGIN
Narrogin Leisure Centre
50 Clayton Rd
Narrogin WA 6312
Telephone 0429 881 369

MID-WEST
Level 1, 268-270
Foreshore Drive
PO Box 135
Geraldton WA 6531
Tel: (08) 9956 2100

10 INFRASTUCTURE & ENVIRONMENT

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

Attachments: **Nil**

RECOMMENDATION:

That Council:

1. **NOTES the results of the consultation;**

2. **DOES NOT APPROVE the relocation of parking as requested in the petition presented to Council at its Ordinary Meeting of 12 November 2019; and**
   1.
3. **NOTES that Administration will inform the residents, owners and lead petitioner of Council's decision**.

PURPOSE OF REPORT:

To consider the outcome of the consultation regarding the proposal to relocate parking bays in Turner Street, Highgate

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.

Jack Marks reserve is designated a local open space where the catchment is 400m from residence not necessarily for people to drive to the reserve. Local open space is usually small parklands that service the recreation needs of the immediate residential population.

Administration considered that there are a number of advantages and disadvantages to the changes proposed in the petition:

Advantages

- Improved access to users of the reserve who choose to drive
- Improved line of site for residents whilst reversing out of driveways
- Increased number of parking bays overall as the park side does not have crossovers

Disadvantages

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

Administration sought approval at the City's Ordinary Meeting of Council on 3 December 2019 to consult with the residents and owners of properties on Turner Street, Highgate as only 22 signatures of the 109 who signed the petition were from residents surrounding Jack Mark's Reserve.

CONSULTATION/ADVERTISING:

In January 2020 residents and owners of Turner Street and 381 Lord Street were consulted regarding a proposal to relocate the parking in Turner Street, Highgate.

A total of 21 consultation packs were distributed and respondents were asked to support one of the following options;

- Existing parking restrictions (no change)
- Parking changed to the southern side of Turner Street
- Parking changed predominately to the southern side of Turner Street with two spaces on the northern side near Lord Street

At the close of consultation on 7 February 2020, 16 valid responses were received. (A further 15 responses were disregarded as they were not from residents or owners of Turner Street or 381 Lord Street).

Of these responses, ten were in favour of the existing parking restrictions (no change) and six were in favour of moving the parking. Of the six in favour of moving the parking, four were residents of one dwelling.

In the report to Council at its Ordinary meeting of 3 December 2019 the Administration noted that three additional bays would be created if the parking were 'switched' to the southern or park side. This figure was subsequently questioned by resident in favour of the change, with specific reference to bays shown adjacent No. 18 Turner Street. Prior to the recent development at this location 3 vehicles could be accommodated but as a result of the completion of the development and installation of a crossover the existing on-road parking has been reduced by two bays. This would mean in practical terms that there would be five additional parking bays created if the parking were changed to the southern side of Turner Street.

It should be noted that the consultation did not specifically mention the bays that could be provided by changing the parking arrangements and so this is not considered a material issue such that the consultation needs to be repeated.

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 low risk in not changing the current parking restrictions in Turner Street.

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:

Nil.

COMMENTS:

The consultation has demonstrated that there is no clear support for change from affected residents and owners. Administration therefore recommends that the parking in Turner Street, Highgate is not relocated and remains as existing.

10.2 FLORENCE AND CARR STREETS BIKE NETWORK IMPROVEMENTS

Attachments:

1. **Carr St Occupancy Studies Summary**
2. **Florence & Carr Streets Bike Network Improvement Letter to Residents Launch Consultation**
3. **Florence & Carr Streets Bike Network Improvement Consultation Feedback Grouped**
4. **Florence & Carr Streets Bike Network Improvement Map of Consultation Responses**
5. **Florence & Carr Streets Bike Network Improvement Cycle Lane Map 1**
6. **Florence & Carr Streets Bike Network Improvement Cycle Lane Concept 1**
7. **Florence & Carr Streets Bike Network Improvement Cycle Lane Concept 2**
8. **DoT Letter Outlining Position re Carr St Cycle Lane**

RECOMMENDATION:

That Council:

1. **NOTES the outcome of the Public Consultation for the proposed Florence Street bike friendly improvements and Carr Street protected bike lanes;**

2. **APPROVES the construction this financial year of the Florence and Carr Streets bike network improvements, in line with the $150,000 grant funding approval provided by the Department of Transport;**

3. **REQUESTS Administration to advise the Department of Transport and the respondents of its decision; and**

4. **NOTES that further parking surveys will be undertaken between three and six months after construction is complete to establish if further changes or restrictions to parking arrangements are required.**

PURPOSE OF REPORT:

The purpose of this report is to inform Council of the results of the Florence and Carr Streets bike network improvements public consultation and to recommend that the City proceed with construction in March/April 2020.

BACKGROUND:

The City's 2013 Bike Network Plan identified Florence and Carr Streets, West Perth, within the Cleaver Precinct, as an important east-west link but concluded that it was not an attractive cycle route due to high traffic volumes, speeds, and on-road parking. In addition, it was identified as a 'spending priority' by the community as part of the Strategic Community Plan engagement in 2018 to 'connect discontinuous bicycle facilities and link paths to destinations'. The percentage of 'heavy' traffic on Carr Street has declined since 2018 with the opening of the Charles Street bus bridge and re-directing of services away from Carr Street. However, this is seen as an enhancement of the route, by both the Administration and Department of Transport (DoT), as it will make it more attractive and safer for cyclists.

In 2018 the City applied for, and received, grant funding from the DoT for design and construction of an on-road cycle route on Florence and Carr Streets, West Perth.

DETAILS:

The DoTs funding approval was in recognition of Florence and Carr Streets not only being identified as a key route within the City's Bike Network Plan but also their own (DoT's) Long Term Cycle Network Plan.

This route will improve the east-west linkages identified in the Bike Network Plan by providing protected cycle lanes in Carr Street between Florence and Fitzgerald Streets, and traffic calming on Florence Street, similar in concept to that of a Safe Active Street. The project will also improve access to Beatty Park and Robertson Park and further enhance the connectivity of the City's wider cycle network, linking into the new signalised crossing on Vincent Street and connecting to the shared paths on Vincent Street, Smiths Lake, Charles Veryard Reserve and recently constructed Loftus Street improvements.

The proposed works will also act as a traffic calming measure and reinforce the reduced 40kph speed limit within the precinct through narrowed lane widths and the use of nibs, line-marking and signage to create the protected bike lanes.

Carr Street, Florence Street to Fitzgerald Street

The Carr Street protected bike lanes are funded through the DoTs Perth Bike Network grants which stipulates the provision of separated cycle lanes as a minimum standard where traffic volumes and speeds are not low enough for cyclists to mix with traffic (this requires a target speed of 30km/h as per Shakespeare Street). Cyclists are classified as vulnerable road users as they are at increased risk of serious injury when involved in a collision and need to be provided protection to prevent such collisions and increase the attractiveness of cycling as a means of transport. Research shows that protected/separated cycle lanes encourage more people to use them than unseparated, on road lanes.

The protected cycle lanes chosen for Carr Street are designed to protect cyclists and remove the risk represented by frequent parking manoeuvres, which was highlighted as part of the consultation for the Bike Network Plan, whilst losing as little parking as possible. The design also represents better value for money due to the limited amount of physical, or hard, infrastructure required.

The new on-road protected lanes nominally involve the loss of up to 19 parking bays. Occupancy surveys conducted in May 2018, October 2018 and August 2019 showed that the on-street parking is rarely fully occupied (see **Attachment 1**).

Several residents suggested that the City merely refresh the current cycle lanes or improve them with further signage and paint rather than install protected bike lanes. This no longer meets the DoTs minimum standard and would not be eligible for grant funding. Further, it does not offer cyclists any protection from traffic. The current 'best practice' design principle is to create cycling infrastructure that is safe, accessible and usable by a wide range of cyclists from the confident road cyclists and commuters to families. The existing unprotected on road cycle lanes do not offer this improved amenity and security and are unlikely to encourage a 'mode shift'.

To refresh the cycle lanes in their current format would cost in the order of $5,000, inclusive of bike symbols and signage. To paint the lanes 'green' using an Australian Standards/Main Roads Approved application (skid resistance, reflectivity etc.) would cost approximately $90,000 at the City's cost. In addition the City would be responsible for 'renewing' the treatment at end of life, typically 10years.

Florence Street, Vincent Street to Carr Street

In respect of Florence Street, which will be funded through a Safe Active Street grant, the traffic speed and volumes are significantly lower than that of Carr Street and as a result only requires a lower level of intervention, which the existing traffic calming measures already achieve. Therefore the only changes will be the installation of on-road tree wells to accommodate additional street trees.

CONSULTATION/ADVERTISING:

Public consultation regarding the construction of bike network improvements along Florence and Carr Streets began on 15 November 2019 and ran until 9 December 2019. Letters (see **Attachment 2**) were delivered to 615 residents and businesses within the area bounded by Loftus, Newcastle, Fitzgerald and Vincent Streets informing them of the consultation and directing them to the *Imagine Vincent* website. The City also wrote to all non-resident owners in February 2020. Many comments were received outside of these consultation periods and these comments have also been included. All comments have been summarised in **Attachment 3**.

Residents were invited to comment on the planned upgrades -*"Please use the space below to submit any thoughts or comments you would like to share about the planned upgrades to Florence & Carr Street in West Perth."*

The City received 34 responses from the 1454 letters sent to residents, businesses and land owners with the following results. Of the 34 responses received one specifically related to Florence Street and this concern has been addressed. Therefore it is assumed that there were no further objections to this part of the project.

Specific to Carr Street;

- 11 of the 34 responses (32%) supported the proposed upgrade.
- 19 of the 34 responses (56%) opposed the proposed upgrade.
- 4 of the 34 responses (12%) did not support or oppose the proposed upgrade.

The main concern from residents that were against the project focused on the impact of loss of parking and a perceived lack of road space for the new cycle lanes in Carr Street. There was particular focus on the loss of parking between Charles and Fitzgerald Streets, which will be between three and five bays. As a result of these comments, and feedback that previous occupancy studies were not current, the City has undertaken a final occupancy study in February 2020, which again shows that parking is rarely fully occupied (see **Attachment 1**).

It is unclear what the demand for parking would be following the proposed upgrades. For the purpose of forecasting occupancy, it is not appropriate to simply subtract these bays from the capacity and calculate a new percentage occupancy. This is because, in residential areas, demand for street parking would normally increase and decrease proportionally with the number of bays available. It is expected that there will be some lag period of about 3-6 months where the demand for parking in the area remains the same after the number of bays has been reduced.

During the consultation for the Sustainable Environment Strategy the community requested the following actions:

- Install more bike lanes.
- Improve the pedestrian environment to make it safer and easier to get around.

1.

This was reiterated in the community consultation conducted for the Draft Integrated Transport Strategy. When looking at the network as a whole the following issues were typically highlighted:

- Dissatisfaction with connectivity throughout the City, particularly for east-west and circular public transport, and for connectivity of cycling routes.
- Concern for pedestrian and cycling safety in all areas of the City, including across major streets, at roundabouts, and when using existing cycle lanes.

LEGAL/POLICY:

Not applicable.

RISK MANAGEMENT IMPLICATIONS:

The grant funding received from the Department of Transport has specifically been allocated to the 2019/20 financial year and the Department has repeatedly advised that the project has to be completed this financial year and that it will not carryover over any funds for outstanding works. There is a real risk that if the project is not approved the City will lose the funding. Doing so may also negatively impact on future funding opportunities.

STRATEGIC IMPLICATIONS:

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

Accessible City

Our pedestrian and cyclist networks are well designed, connected, accessible and encourage increased use. We have better integrated all modes of transport and increased services through the City.

SUSTAINABILITY IMPLICATIONS:

The proposed cycle lanes align with the following outcome of the Sustainable Environment Strategy 2019-2024:

- Public and active transport are the modes of choice for staff and community.
- Car dependency is reduced.

FINANCIAL/BUDGET IMPLICATIONS:

The budget for the project comprises $150,000 DoT grant funding and $150,000 of municipal funding from cash in lieu for parking.

There are sufficient funds on budget to proceed.

COMMENTS:

Administration recommends that Council proceeds with the construction in 2020 due to its strategic importance and because the project is consistent with the City's Strategic Community Plan and the Sustainable Environment Strategy. The route was identified in the City's Bike Network Plan and forms part of the Department of Transport's Long Term Cycle Network. The proposed project is a key part a route designed to facilitate east-west movements and connect Robertson Park and Northbridge to the rest of the City and currently no other viable alternative east-west route exists.

Occupancy Studies – Carr Street

May 2018

		Location	Bays	9am – 11am	12pm – 2pm	3pm – 5pm	6pm – 9pm
Tues 1st May 2018	Carr St	Florence St & Charles St	42	17	-	10	22
	% Capacity			**40%**		**24%**	**52%**
Thurs 3rd May 2018	Carr St	Florence St & Charles St	42	18	-	19	21
	% Capacity			**43%**		**45%**	**50%**
Fri 4th May 2018	Carr St	Florence St & Charles St	42	23	-	18	23
	% Capacity			**55%**		**43%**	**55%**

		Location	Bays	9am – 11am	12pm – 2pm	3pm – 5pm	6pm – 9pm
Tues 1st May 2018	Carr St	Charles St & Fitzgerald St	40	33	-	33	35
	% Capacity			**83%**		**83%**	**88%**
Thurs 3rd May 2018	Carr St	Charles St & Fitzgerald St	40	24	-	27	31
	% Capacity			**60%**		**68%**	**78%**
Fri 4th May 2018	Carr St	Charles St & Fitzgerald St	40	31	-	27	34
	% Capacity			**78%**		**68%**	**85%**

November 2018

		Location	Bays	9am – 11am	12pm – 2pm	3pm – 5pm	6pm – 9pm
Wed 28th Nov 2018	Carr St	Loftus St & Charles St	73	42	48	50	41
	% Capacity			**58%**	**66%**	**68%**	**56%**
Fri 30th Nov 2018	Carr St	Loftus St & Charles St	73	50	45	54	44
	% Capacity			**85%**	**74%**	**81%**	**66%**
Sat 1st Dec 2018	Carr St	Loftus St & Charles St	73	52	44	43	58
	% Capacity			**71%**	**60%**	**59%**	**79%**

		Location	Bays	9am – 11am	12pm – 2pm	3pm – 5pm	6pm – 9pm
Wed 28th Nov 2018	Carr St	Fitzgerald St & Charles St	39	34	32	32	30
	% Capacity			**87%**	**82%**	**82%**	**77%**
Fri 30th Nov 2018	Carr St	Fitzgerald St & Charles St	39	31	28	31	35
	% Capacity			**79%**	**72%**	**79%**	**90%**
Sat 1st Dec 2018	Carr St	Fitzgerald St & Charles St	39	34	32	31	37
	% Capacity			**87%**	**82%**	**79%**	**95%**

August 2019

		Location	Bays	8am	12pm	2pm	6pm
Mon 12th August 2019	Carr St	Florence St & Charles St	33	16	27	25	15
	% Capacity			**48.%**	**82%**	**76%**	**45%**
Tues 13th August 2019	Carr St	Florence St & Charles St	33	20	20	15	14
	% Capacity			**61%**	**61%**	**45%**	**42%**
Wed 14th August 2019	Carr St	Florence St & Charles St	33	14	12	12	14
	% Capacity			**42%**	**36%**	**36%**	**42%**
Thurs 15th August 2019	Carr St	Florence St & Charles St	33	17	19	17	11
	% Capacity			**52%**	**58%**	**52%**	**33%**
Fri 16th August 2019	Carr St	Florence St & Charles St	33	24	15	14	19
	% Capacity			**73%**	**45%**	**42%**	**58%**
Sat 17th August 2019	Carr St	Florence St & Charles St	33	25	16	19	12
	% Capacity			**76%**	**48%**	**58%**	**36%**
Sun 18th August 2019	Carr St	Florence St & Charles St	33	31	21	16	
	% Capacity			**94%**	**64%**	**48%**	**0.00%**

		Location	Bays	8am	12pm	2pm	6pm
Mon 12th August 2019	Carr St	Charles St & Fitzgerald St	40	28	20	19	39
	% Capacity			**70%**	**50%**	**48%**	**98%**
Tues 13th August 2019	Carr St	Charles St & Fitzgerald St	40	36	31	39	26
	% Capacity			**90%**	**78%**	**98%**	**65%**
Wed 14th August 2019	Carr St	Charles St & Fitzgerald St	40	29	27	28	26
	% Capacity			**73%**	**68%**	**70%**	**65%**
Thurs 15th August 2019	Carr St	Charles St & Fitzgerald St	40	26	23	23	28
	% Capacity			**65%**	**58%**	**58%**	**70%**
Fri 16th August 2019	Carr St	Charles St & Fitzgerald St	40	25	14	11	10
	% Capacity			**63%**	**35%**	**28%**	**25%**
Sat 17th August 2019	Carr St	Charles St & Fitzgerald St	40	36	22	14	28
	% Capacity			**90%**	**55%**	**35%**	**70%**
Sun 18th August 2019	Carr St	Charles St & Fitzgerald St	40	32	23	18	
	% Capacity			**80%**	**58%**	**45%**	**0.00%**

February 2020

		Location	Bays	8am	12pm	2pm	7pm
Thurs 7th February 2020	Carr St	Florence St & Charles St	33	17	13	14	19
	% Capacity			**52%**	**39%**	**42%**	**58%**
Fri 8th February 2020	Carr St	Florence St & Charles St	33	16	10	9	12
	% Capacity			**48%**	**30%**	**27%**	**36%**
Sat 9th February 2020	Carr St	Florence St & Charles St	33	19	21	22	29
	% Capacity			**58%**	**64%**	**67%**	**88%**
Sun 10th February 2020	Carr St	Florence St & Charles St	33	24	30	18	21
	% Capacity			**73%**	**91%**	**55%**	**64%**
Mon 11th February 2020	Carr St	Florence St & Charles St	33	19	17	17	20
	% Capacity			**58%**	**52%**	**52%**	**61%**
Tues 12th February 2020	Carr St	Florence St & Charles St	33	16	12	13	14
	% Capacity			**48%**	**36%**	**39%**	**42%**
Wed 13th February 2020	Carr St	Florence St & Charles St	33	14	15	12	17
	% Capacity			**42%**	**45%**	**36%**	**52%**

		Location	Bays	8am	12pm	2pm	7pm
Thurs 7th February 2020	Carr St	Charles St & Fitzgerald St	40	27	33	31	31
	% Capacity			**68%**	**83%**	**78%**	**78%**
Fri 8th February 2020	Carr St	Charles St & Fitzgerald St	40	28	27	27	35
	% Capacity			**70%**	**68%**	**68%**	**88%**
Sat 9th February 2020	Carr St	Charles St & Fitzgerald St	40	31	25	24	36
	% Capacity			**78%**	**63%**	**60%**	**90%**
Sun 10th February 2020	Carr St	Charles St & Fitzgerald St	40	29	26	38	35
	% Capacity			**73%**	**65%**	**95%**	**88%**
Mon 11th February 2020	Carr St	Charles St & Fitzgerald St	40	29	36	37	35
	% Capacity			**73%**	**90%**	**93%**	**88%**
Tues 12th February 2020	Carr St	Charles St & Fitzgerald St	40	29	33	36	26
	% Capacity			**73%**	**83%**	**90%**	**65%**
Wed 13th February 2020	Carr St	Charles St & Fitzgerald St	40	27	32	32	37
	% Capacity			**68%**	**80%**	**80%**	**93%**

ENQUIRIES TO: Samuel Jamieson 9273 6000
Infrastructure & Environment

CITY OF VINCENT

15 November 2019

Dear Sir/Madam,

In 2020, the City will be looking to upgrade Florence Street and a section of Carr Street to improve safety for cyclists and provide better east-west cycling connection between Leederville, West Perth and Northbridge.

The upgrades include the addition of traffic calming elements on Florence Street and protected on-road bike lanes on Carr Street, east of Florence.

Carr Street

In the City's Bike Network Plan, Carr Street is classified as a strategic connector and a popular east-west cycling route.

While recent changes have improved traffic flow on Carr Street (speed reduction to 40km/h east of Charles Street and buses re-routed via Charles) it is acknowledged that Carr Street still has a high volume of traffic and is not particularly bike friendly.

An Accessible City

The addition of traffic calming elements to Florence Street and protected on-road bike lanes to Carr Street directly contribute to the second priority of the City's Strategic Community Plan, Accessible City.

Combined with the recently completed signalised pedestrian crossing at the corner of Florence and Vincent Street, these upgrades to Florence and Carr will provide a cycling connection from Vincent Street to Charles and Fitzgerald Streets, and complete the link between Beatty Park Leisure Centre in North Perth and Robertson Park in Northbridge.

This project will also improve on the wider bike network, linking to the recently completed bike lanes on Loftus Street, the bike boulevard on Shakespeare Street and the bike lanes further north on Scarborough Beach Road.

Share your thoughts

To find out more and share your thoughts, visit Imagine Vincent before Monday 9 December.

- www.imagine.vincent.wa.gov.au/florence-carr-upgrades

On this page you will find concept designs for the upgrades and a feedback form if you have any comments, thoughts or questions.

Feedback can also be submitted to the City directly via mail@vincent.wa.gov.au

If you have any questions please do not hesitate to contact me on 9273 6000 or samuel.jamieson@vincent.wa.gov.au

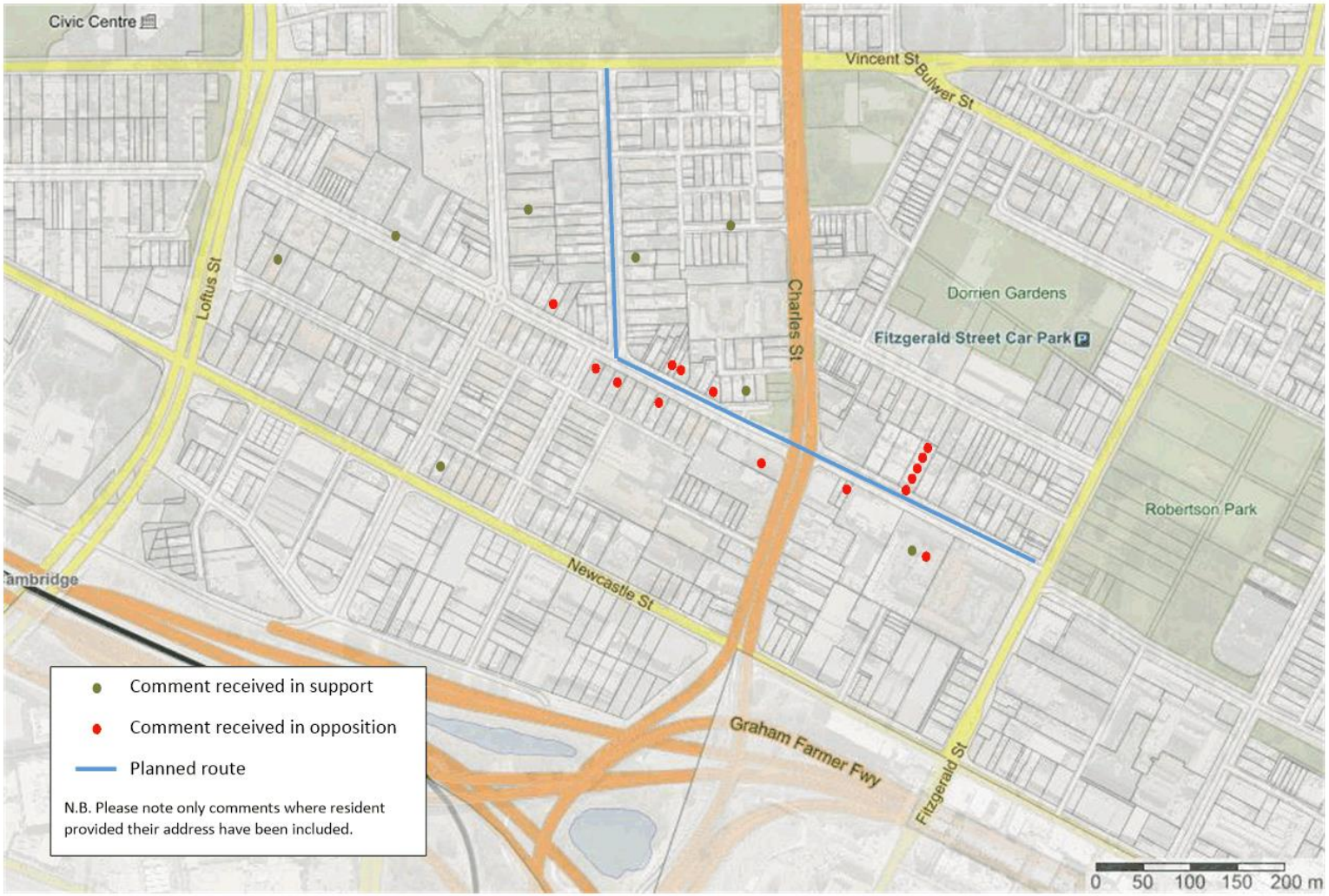
Yours sincerely,

Samuel Jamieson
Active Transport Officer
City of Vincent

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

Comment	Number of respondents that mentioned	Officer Response
Not enough parking/can't afford to lose more parking bays	17	Occupancy studies show that on-street parking on Carr St is rarely at full capacity. The section from Charles to Fitzgerald is busier due to the number of units/complexes but is still rarely fully occupied in the August 2019 or Feb 2020 study. Due to West Perth's proximity to the City and frequent bus services on Charles and Fitzgerald developments are approved with a minimum of one off street parking bay and residents are aware of this when they choose to live there. Planning conditions for these developments prevent residents from obtaining parking permits. Note that one objection to loss of parking came from the Orthodox Church which has 50 off-street parking bays.
Lack of visibility when exiting property	6	The current on-street cycle lane is located between parked cars and the carriageway. Vehicles exiting their properties have restricted views because of the parked cars and may have difficulty seeing cyclists, a vulnerable road user group. By moving the cycle lane between the footpath and parked cars cyclists will be more visible to vehicles exiting residences. Visibility issues caused by the parked cars will remain the same or improve in areas where on street parking is removed.
Current bike lanes are sufficient and could be improved with signage and paint	7	Current lanes do not reach DoT standard for Local or Secondary Routes which are now required to have protected lanes or a Safe Active Street treatment. This means that DoT funding would not be available for current lanes. On top of this MRWA do not support on road bike logo markings or signage making this sort of upgrade difficult. There has also been little evidence to suggest signage makes drivers more respectful. Green paint treatment costs approximately $100 per metre, costing a total or $86,000 for Carr St, close to the Citys contribution for proposed project but falling far short of the level of service. The route still has relatively high vehicle levels (~2000/day) meaning other treatments such as a safe active street are less appropriate (~800-1000/day on Shakespeare).
Never see riders using street	5	As population continues to grow and urban in fill continues providing more space efficient transport options is important (Perth and Peel @ 3.5 million), construction of cycle network therefore needs to be proactive as well as reactive. The Bike Network Plan (BNP) commits the City to improving conditions for cyclists through the creation of protected lanes and continuous routes and criticised current network for being disjointed. More recently the Integrated Transport Strategy sets targets for mode shift away from vehicles to active transport as well reallocating road space, including on-street parking, throughout City according to user hierarchy. In particular the BNP community workshops identified Carr St route as an important route that was not safe. Repeated research has shown that construction of safe, connected cycle routes leads to increase in cycling levels e.g. Seville in southern Spain, where the recent construction of 50 miles of bike lanes led to an 11-fold increase in rider numbers.
Speeds too high and 40km/h not adhered to	4	The proposed upgrade includes many traffic calming measures that should help reduce speeds. The road width will be narrowed and speed cushions installed, both of which should reduce speed. This reduction in speed should reduce the level of rat running as the route becomes less attractive as a short cut. If speeds are high then protecting vulnerable road users is more important.
Bins won't be collected	3	Waste services have seen the plan and are happy. Projects on Scarborough Beach Road and Bulwer Street prove that high quality cycle lanes can be installed without a negative impact on waste collection.
Loss of parking not clear enough	3	EHQ page clearly states the number of bays that will be lost.
The road is too narrow	4	There is sufficient road space for lanes, particularly as the road is no longer a bus route. The design has been peer reviewed by consultants and our engineering team and meets current Australian Standards. Narrowing the road has the added benefit of reducing vehicles speeds, a common complaint from residents in the Cleaver precinct.
Cyclists and drivers do not obey rules/drivers already park illegally	2	Unfortunately discourteous road users exist from all groups. We cannot design infrastructure based on the actions of a minority. If residents have concerns about individuals disobeying laws they can contact WA Police via their website.

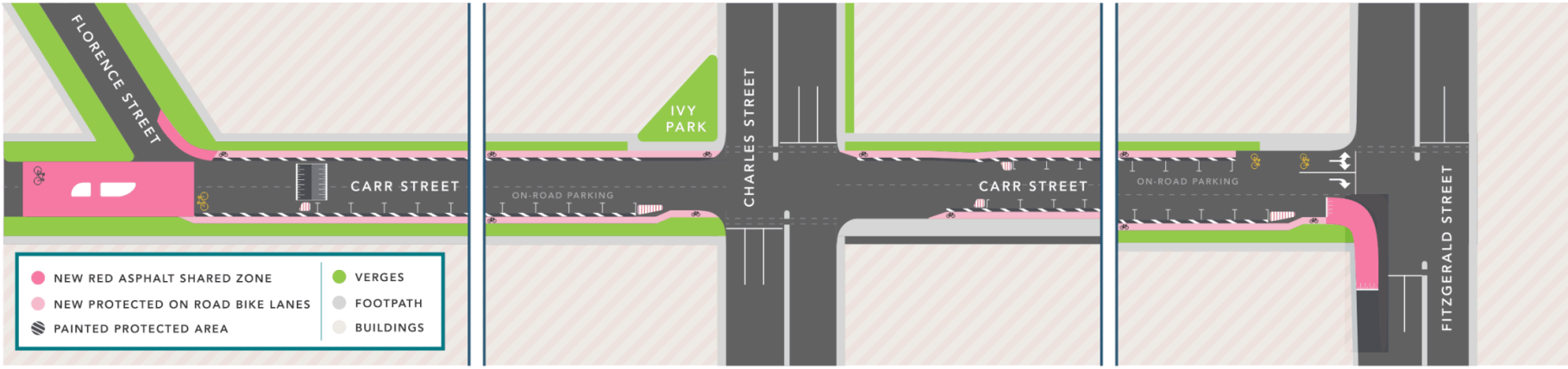
Cyclists need training, not protected lanes, to make them safe	2	City uses a combination of soft and hard measures to improve cyclist safety. We currently fund cycle training for pupils and students in the City as well as for interested adults. These measures however work best in conjunction with each other.
I ride and feel safe already	2	Current design principal is to design cycle lanes that are accessible for 8 year olds to 80 year olds. If one resident feels safe enough to ride does not mean this is shared by others. The proposed cycle lanes also connect two parks and Beatty Park Leisure Centre. It is therefore not unreasonable to assume they may be used be a wider range of cyclists e.g. children and families.
Map included in consultation poor	2	Maps included were simple concept designs to illustrate project. Full plans were available to view at the Admin building on request. City does not regularly share detailed designs during consultation due to their technical nature.
Negative effect on value of property	2	Studies have shown that creation of cycling infrastructure and increases in density of cycling infrastructure have a positive or no impact on the value of adjacent properties
Time frame of consultation inadequate/at busy time of year	2	Consultation lasted three weeks from 15th November to 9th December, beyond the 14 days required by the City's consultation policy.
Waste of City funds	2	Project is match funded by DoT so provides good value for money with City contribution coming from cash in lieu of parking contributions, not rates. Cost is low as it predominantly uses line marking. Estimated to come in significantly under budget. Not proceeding with construction will not only lose funding from DoT but renders other parts of the network as less cost effective as they will remain disjointed. Bike Network Plans biggest criticism of Vincent network was its disconnected nature.
Do not want extra concrete/concrete is dangerous for cars	1	Proposed project is largely created using line marking with parked cars offering protection to cycle lanes. Concrete nibs will only be used to delineate between end of parking bays and road and are a safety feature required by MRWA and will be built to Australian Standards.
Dooring	1	Buffer zone in place to prevent dooring and City plans to implement temporary signage when first installed to raise awareness. This design has been used successfully in eastern states and forms part of City of Melbourne design guidelines. Cyclists currently at risk of dooring with lanes as they are. Education will take place as part of activation of new lane to help prevent this.
Motorist have to pay road fees, not cyclists	1	Whilst registration fees in WA are calculated on the weight of you vehicle (and therefore the wear and tear this causes on the road) the reality is that very little of this fee goes towards road maintenance with the majority going towards administration and third party insurance. Road maintenance is therefore paid for out of general taxation and on a local level through rates payments, which most cyclists will be paying (although they may live outside of Vincent). The majority of households in Perth own a car so it also safe to assume that cyclists will be paying vehicle registration, even if they do not choose to drive their car every day.
Didn't receive notice of consultation	1	Posted to all addresses in consultation area
Paper mail not appropriate	1	Standard practice to mail notices to residents
Bad for West End Deli	1	Parking will still be available on Strathcona and Carr St outside of the Deli. Occupancy Studies show these bays are underutilised during the day when the Deli is largely open. Note Deli did not respond to the consultation.
Overhanging trees mean road is unsafe for cyclists due to shadows	1	Verge trees will be assessed to ensure the safety of the route.


Civic Centre
Vincent St
Bulwer St
Loftus St
Charles St
Dorrien Gardens
Fitzgerald Street Car Park
Robertson Park
Newcastle St
Graham Farmer Fwy
Fitzgerald St
Comment received in support
Comment received in opposition
Planned route
N.B. Please note only comments where resident provided their address have been included.
0 50 100 150 200 m

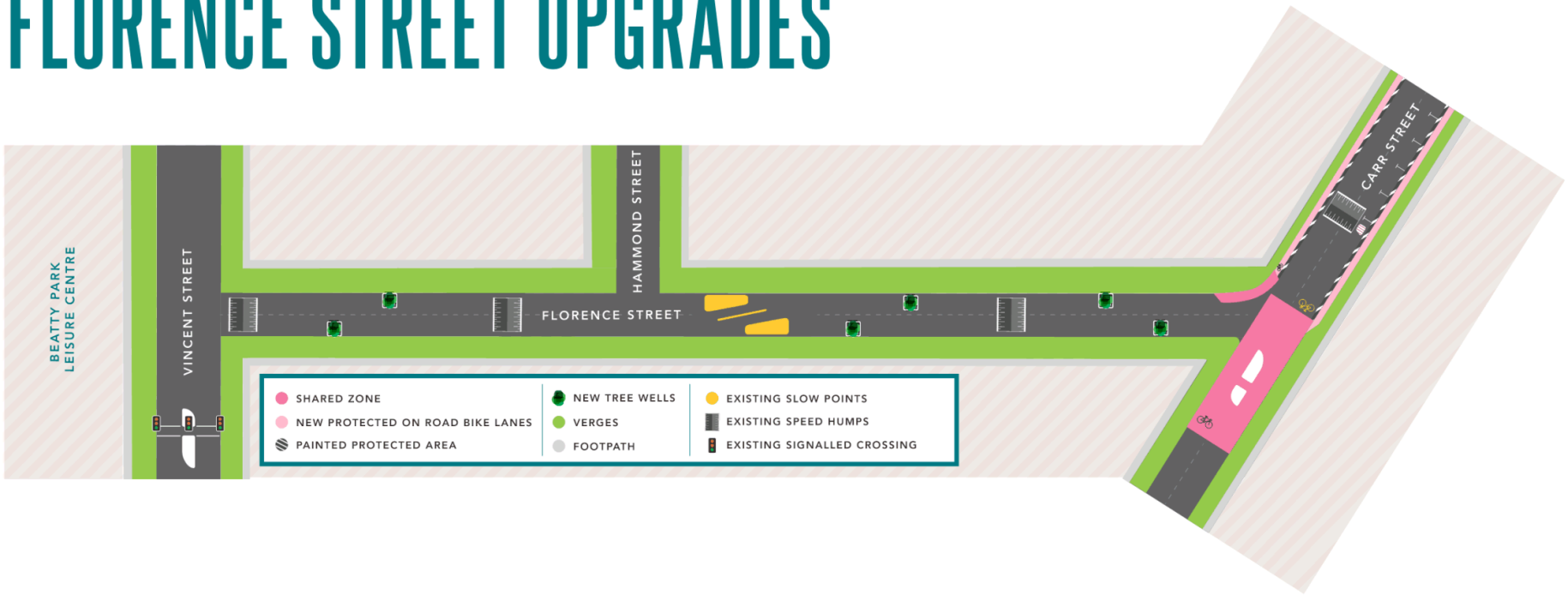

NEW TRAFFIC CALMING ELEMENTS
NEW PROTECTED ON ROAD BIKE LANES
PEDESTRIAN CROSSING
EXISTING LOFTUS STREET BIKE LANE
FARR AVENUE
MORRISTON STREET
BEATTY PARK
BEATTY RESERVE
CHARLES STREET
LEAKE STREET
VINCENT STREET
VINCENT STREET
LOFTUS STREET
CLEAVER STREET
FLORENCE STREET
HAMMOND STREET
VIOLET STREET
EDEN STREET
BULWER STREET
CARR STREET
VICTORIA STREET
LAWLEY STREET
COWLE STREET
RANDELL STREET
FITZGERALD STREET
NEWCASTLE STREET
CLEAVER STREET
STRATHCONA STREET
COLVIN LANE
CARR STREET
ROBERTSON PARK TENNIS CLUB
PALMERSTON STREET
ROBERTSON PARK
NEWCASTLE STREET
STUART STREET
MITCHELL FREEWAY

CARR STREET UPGRADES

Florence – Fitzgerald



FLORENCE STREET UPGRADES



Government of **Western Australia**
Department of **Transport**

Urban Mobility

Your ref:
Our ref: A13106258
Enquiries: 6551 6810

Chief Executive Officer
City of Vincent
PO Box 82,
Leederville WA 6902

Dear Mr Maclennon

Support for the delivery of the Carr Street protected bike lanes

The Department of Transport (DoT) strongly supports the City of Vincent's Carr Street protected bike lanes project between Florence Street in West Perth and Fitzgerald Street in Perth.

This project is currently co-funded by the Department of Transport through a WA Bicycle Network (WABN) Grant to be constructed by June 2020. Funding is limited to the current financial year and is not able to be carried over, with future funding unable to be guaranteed.

The route has previously been supported by DoT and the City through the development of the City of Vincent's bike plan, and has also been identified as a local route within the DoT's Draft Long-Term Cycle Network.

This project will provide the following benefits:

- Increasing safety for people on bikes and reducing traffic congestion;
- Improving the cycle connections to Vincent Street, and;
- Improving the cycle connections to strategic destinations such as; Beatty Park Reserve; North Perth Primary School, Robertson Park Tennis Club (parks and sporting clubs/venues) as well as shops on Carr Street.

We look forward to seeing this priority project being delivered in the 2019-20 financial year.

Yours sincerely

Danielle Stone
A/Coordinator Perth Bike Network and Programs

25/02/2020

140 William Street Perth Western Australia 6000
Telephone (08) 6551 6810 bronwyn.neville@transport.wa.gov.au
www.transport.wa.gov.au ABN 27 285 643 255

10.3 WASTE STRATEGY PROJECT - 8 COMMERCIAL WASTE COLLECTIONS OPTIONS APPRAISAL

Attachments: **1. Business Case - Waste Strategy Project 8: Commercial Waste Collections Options Appraisal**

RECOMMENDATION:

That COUNCIL:

1. NOTES:

1.1 the commercial waste collection options appraisal which was a key action from the City's Waste Strategy;

1.2 that the City's current commercial waste service is no longer viable as it does not meet the objectives of the City's Waste Strategy and as a result of the adoption of a FOGO third bin in October 2020;

1.3 that administration will provide a communications plan to Council which supports implementation of any of these options apart from retaining status quo; and

1.4 that rebate considerations from operational savings will be determined and approved as part of the development of the long term financial plan (LTFP); and

2. APPROVES the business case to discontinue commercial waste collection from 30 June 2021.

PURPOSE OF REPORT:

To present the outcome of Waste Strategy Project 8, the options appraisal for City commercial waste collections.

BACKGROUND:

The City currently provides a commercial waste collection service for both rubbish and recycling inclusive of the businesses rateable charge. Each rate-paying business may receive a capacity allowance which is calculated using historical methods based on premise type and size (floor space m^2) and commercial premises can also request additional capacity for a fee.

The service provided is not based on the best environmental outcome in terms of materials recovery, and the City does not currently have the ability to provide such a service. The current service is one that is suitable for domestic homes and has been extended to commercial premises, which may have been appropriate when waste was collected in a single bin destined for landfill. This single service approach has introduced inefficiency, does not incentivise landfill diversion and does not support the City's vision of zero waste to landfill.

The City has an obligation to collect domestic waste; there is no obligation to provide a commercial waste service and businesses are not compelled to use the City's waste service. The City has 2488 commercial premises paying business rates. Approximately 15% (377) of businesses do not use the City's service and others purchase additional services from private providers on top of what the City provides. Private waste companies provide a wide ranging service that is tailored to the needs of a business and costed in a way that incentivises material recovery.

Project 8 of the City's Waste Strategy 2018 – 2023 "Commercial Waste Collections Options Appraisal" was established to investigate the value of providing the existing commercial service in this capacity and review alternative options.

With FOGO being rolled out to all residential properties from October 2020 there is a further reason to review how the City provides commercial waste collection in the future as the standard domestic 3-bin system will

not be suitable for commercial premises. On that basis there is a need for the City to have clear direction on the future of its waste services, so that transition arrangements implementeddo not adversely impact on the introduction of the domestic three bin FOGO service.

DETAILS:

The City does not have a separate commercial waste collection service and commercial tonnages are currently collected comingled with domestic waste in the same vehicle.

The City's waste team has undertaken a review of the current services as well as a commercial rubbish truck trial and presents the following key findings:

1. Bin Capacity Allowance

Each rate-paying business has a bin capacity allowance which was calculated using historical methods based on premises type and size (floor space). Due to inadequately designed bin stores capacity and limited verge presentation space, many locations are also being serviced multiple times per week (without additional charges applied). It is worth noting that whilst the City's commercial customers only account for 12% of the City's total rateable properties, in terms of bin lifts they account for around 21%, demonstrating a disparity in service provision between commercial and residential customers. Additionally, commercial customers are also receiving inconsistent and varied services which are not based on the value of the property or rates paid.

Work undertaken by the City has identified a variance between commercial and domestic bin weights, i.e. commercial bins are on average 6kg heavier than the equivalent domestic bin, thereby resulting in higher disposal costs.

Collection costs are also generally higher for commercial properties as they are often situated in high density areas and cannot be collected by a side lift truck. The rear-lift rounds are more expensive to operate, as extra personnel are required for bin servicing and servicing times per premise are generally longer. In total approximately 36% of the total commercial lifts are undertaken by the rear lift vehicles.

2. Historical Data and records

The site audit highlighted that it is difficult to monitor the Commercial Asset Register due to the fact that commercial and domestic bin infrastructure is currently the same. Additionally, bins are constantly going missing or relocated. This is increasingly problematic at mixed use premises, where bin stores and/or presentation points may be shared and people simply use/take the nearest bin.

Waste Census data provision is currently optional, however the new DWER Approved Methods for Mandatory Reporting under the WARR Regulations 2008, which is effective from July 2020, will require more robust/accurate reporting on commercial waste tonnages and collection costs, which the City would currently struggle to provide with the existing collection methodology. If the service was to continue, it would ideally need to be resourced appropriately with a dedicated truck, appropriate bin infrastructure, personnel and business system to capture and maintain asset information.

3. The current commercial service does not align with the City's Waste Strategy.

The City currently only provides a limited commercial service. To provide a competitive, cost effective and contemporary service, would require a complete overhaul of existing services and collection methodologies.

A contemporary commercial service should be tailored to the client's requirements, offering collection of variable waste and recycling streams, variable (including larger than 360 litre) infrastructure and collection frequencies that meet their waste generation needs (which may include shifts, 7 days per week). This would subsequently be charged at appropriate commercial rates for the variable waste streams collected.

To provide such a professional commercial service for the City of Vincent would require dedicated vehicles, larger bin infrastructure, a dedicated Commercial Waste Officer with some administrative support to manage the waste contracts/payments, client relationships and waste education to ensure correct bin usage.

Contamination is currently an on-going issue at our commercial properties, as the standard "bin allowance" system does not incentivise correct waste behaviour/bin usage. A commercial service that is tailored to the needs of the business, would have bin configuration and charges that would maximise recovery.

The implementation of a standard domestic FOGO system from October 2020 is not suitable for commercial businesses. For example, restaurants would have large volumes of food waste, which would not align with FOGO system collection frequencies and permissible bin weights. Each property would need an individual, tailored approach (as outlined above) to ensure cost efficiency and resource recovery to align with the City's Waste Strategy targets.

OPTIONS APPRAISAL:

Outlined below are the options considered, the associated advantages and disadvantages of each option and any potential cost implications:-

Option	Advantages	Disadvantages	Cost / Savings $
1. No change to current service	• No change for commercial customers	• Service continues to be limited and not fit for purpose. It does not incentivise correct waste behaviours, so will not achieve waste diversion/recovery rates and the City's target of zero waste to landfill by 2028. • Service continues to be subsidised and inequitable. Due to methodologies in the calculation of bin allowances, majority of the existing properties are receiving a far more superior service than residential ratepayers • Unable to separate commercial and residential waste collection data for Census information • Impact negatively on upcoming contracts as domestic 3 bin system with associated collection frequencies is not compatible with commercial collections; does not align with a domestic service • High contamination rates of commercial bins will continue	Collection cost likely to increase due to increased inefficiency and cost rises in disposal and recycling processing
2. City provides a fit for purpose commercial service	• Tailored service with the result of better resource recovery	• Significant increase in costs to set up service and operate • Cost of new service would be borne by commercial service users • This would typically involve collection of six waste streams (general waste, comingled recycling, green waste, food (only), paper/cardboard and glass recycling) as well as variable bin sizes, operating seven days a week and has sufficient staff to support commercial customers. • Unlikely to be competitive with private sector and so fees will be higher than private operators; high risk of losing customers so not viable for a small local government with a small commercial customer base. • Currently no business system or staff in place to support a commercial service	Significant service cost increase by the City.
3. Provide limited charged service as per residential customers (new three bin domestic FOGO service)	• May suit smaller, non-food premises/businesses such as very small offices.	• Standard domestic FOGO 3- bin service is not designed for commercial customers i.e. general waste bin (140lt) collected fortnightly will be problematic and likely to result in higher contamination levels of all three waste streams • Not aligned with the City's target of zero waste to landfill by 2028. • Audit required to review suitability when service requested • May be seen as inequitable as not provided to all businesses	$0

4. Discontinue existing commercial service	• Businesses would be able to received tailored waste service which increases landfill diversion • Data collection for Census: able to provide accurate residential waste data only • Operational savings • Capital expenditure reduction	• Commercial customers would need to arrange and pay separately for a private service	$921,000 p.a. reduction in operational cost
5. Discontinue existing commercial service with rate rebate	• Advantages as per Option 4, but with rate rebate provided from operational saving • Rebate compensates for discontinuation of service	• Commercial Customers would need to arrange and pay separately for a private service	$0 savings to the City

Discussion of Options

The service currently offered (option 1) is limited and not fit for purpose. It does not incentivise recycling and material recovery and is not consistent with the City's Waste Strategy and its vision of zero waste to landfill. The service is subsidised and inequitable as the service is not consistent and is not provided to 15% of businesses. Operationally it is not compatible with domestic services as collection frequencies and waste streams are very different and this gap and inefficiency will worsen when the City introduces the domestic three bin system later this year. For these reasons option 1 is not seen as viable.

Option 2 would involve the setting up of a fit for purpose City collection service to provide a contemporary commercial service that increases resource recovery. The service would not be based on a capacity allowance but on the needs of individual businesses and fees charged would incentivise and increase resource recovery. This service would involve the collection of up to 6 different waste streams (general waste, comingled recycling, paper/cardboard, food, glass and green waste) via a range of bin sizes. It would involve significant up-front investment in plant and infrastructure and would require additional staff and a business system. The City would have a small customer base that would not be compelled to use the City for this service and so the number of participating businesses would be difficult to predict. As this is not core business for the City and it does not have the economies of scale of private providers it is highly unlikely that the City would be competitive in a highly competitive market. This option is not seen as viable for a small Local Government and therefore is not the recommended option.

Option 3 would involve providing a limited charged service for very small businesses that could accommodate the new three bin system e.g. a general waste -140l bin collected fortnightly. This would be considered on a case by case basis and would require individual audit to review suitability so will be resource intensive and difficult to quantify. It is not aligned with the City's vision of zero waste to landfill as is not as good an option as a commercial service tailored to the needs of an individual business and therefore is not the recommended option.

Options 4 and 5 are similar in that they involve the discontinuation of the City's activity in the commercial waste market. The result would be that businesses would receive a tailored waste service which would incentivise and deliver increased waste diversion which is consistent with the City's Waste Strategy. It would deliver substantial operational and capital savings and allow the City to accurately collect domestic waste data required for the waste census and enable the City to accurately calculate its waste diversion. The downside for businesses is that they would need to source and agree a service from the open market and the service would no longer be included as part of rates. This can be abated to some extent by providing early notice of any change in service to businesses with additional support and also by selecting option 5 over option 4 where rates could be rebated to compensate for the service reduction. Option 4 or 5 is recommended as they are the options that best meet the City's Waste Strategy vision of zero waste to landfill.

It is impossible to calculate the financial impact on individual businesses as a commercial service is tailored to the businesses, the market is very competitive and rates charged are commercially sensitive and not published. It is likely that many businesses will see an overall cost increase if the City discontinues the service (options 4 and 5) or if the City were to provide a fit for purpose service (option 2) because the service will no longer be subsidised and provided by the City as part of rates.

CONSULTATION/ADVERTISING:

It will be essential that the City develops a comprehensive communications plan to inform, educate and support commercial businesses during any service change. A Communications Plan will be prepared for the selected option apart from retaining status quo.

LEGAL/POLICY:

Waste Policy 2.2.11 will need to be reviewed as the operational elements of the policy will significantly change when the 3-bin FOGO system is introduced. Additionally much of the content is replicated in the Health Local Law and so are superfluous.

RISK MANAGEMENT IMPLICATIONS:

Medium There will be negative feedback from some commercial businesses should the recommended option be agreed and the City discontinues the waste service to commercial customers.

High There is a high risk that the City will not be able to deliver a fit for purpose commercial waste service or a service that meets the City's strategic aims to increase diversion to landfill and achieve its target of zero waste to landfill by 2028.

Low There is a very low risk that a commercial business will not be able to find a private service provider.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

We have improved resource efficiency and waste management.

By discontinuing the commercial waste service, commercial customers will be provided with a tailored, contemporary waste service that incentivises and delivers diversion from landfill, which the City would be unable to deliver without significant investment and high risk.

The City's Waste Strategy 2018-2023 has a vision of zero waste to landfill through maximising recovery and avoidance and cost effective, sustainable and contemporary waste services.

The City's Sustainable Environment Strategy 2019-2024 has identical aims and sets the target of zero waste to landfill by 2028.

SUSTAINABILITY IMPLICATIONS:

By ceasing the internal services, our commercial customers will have access to tailored waste packages, inclusive of variable recoverable/recyclable waste streams, which in turn will provide a cost effective collection services which incentivise correct waste behaviours; thus facilitating increased diversion from landfill and assisting in the delivery of our Sustainable Environment Strategy 2019-2024 Target of zero waste to landfill by 2028.

FINANCIAL/BUDGET IMPLICATIONS:

There is the opportunity to reduce base operating costs by circa $921,000 per annum by discontinuing the current in-house commercial service.

In additional, capital savings of circa $470,000 for truck replacement costs could be retained in the waste reserve and be used to offset FOGO implementation costs.

The opportunity for cost savings to be offered as a rebate can be considered by Council as part of the budget setting process.

COMMENTS:

A review of the City's commercial waste collection service has been undertaken and an options appraisal carried out as required by the City's Waste Strategy. The need for change has been identified and the option to discontinue the City's commercial waste collection service is recommended.

CITY OF VINCENT

PROJECT MANAGEMENT FRAMEWORK
CONFIRMATION: BUSINESS CASE

Has Finance confirmed that funding is available for this project?	NOT APPLICABLE

	05/03/2020
Project Name:	Waste Strategy Project 8: Commercial Waste Collections Options Appraisal
Project Manager:	Manager Waste and Recycling
Directorate:	Infrastructure & Environment
Project Code:	(only enter if funding is required)
Accountable Director:	Executive Director Infrastructure and Environment
Sponsor:	Executive Director Infrastructure and Environment

Priority Rating:		*Click on icon to calculate the **Priority Rating** and **Score***	
Priority Score:	38		

Estimated Timeframe:	14 MONTHS	Completion date	AUGUST 2021

Total Expenditure:	$10,000 – for bin retrieval	*Click on icon to calculate the internal **Resource Cost***	
Total Salary Cost:	$		
Total Project Cost:	$	*Click on icon for **Resource Cost** example*	
Number of FTE	Internal Waste Team		

OBJECTIVES

Description

Project 8 of the City's new Waste Strategy 2018 – 2023 "Commercial Waste Collections Options Appraisal" was established to investigate the value of providing the existing commercial service in its current capacity and review alternative options.

The objectives of this project are:

- Review Current Commercial Services
- Investigate alternative options to ensure provision of "cost effective, sustainable and contemporary waste services" in line with our Waste Strategy 2018-23 objective.
- Propose recommendations and implementation plan for the same

BENEFITS, DELIVERABLES, MEASURABLES

Problem Definition and Urgency

The City currently provides a limited commercial waste collection service for both rubbish and recycling inclusive of the businesses rateable charge. This service is effectively a domestic service which has been extended to commercial users, which may have been appropriate when waste was collected in a single bin destined for landfill. This approach has introduced inefficiency, does not incentivise landfill diversion and does not support the City's vision of zero waste to landfill.

The City has an obligation to collect domestic waste; there is no requirement to provide a commercial waste service and businesses are not compelled to use the City's waste service. The City has 2488 commercial dwellings paying business rates. Approximately 15% (377) of businesses do not use the City's service and others purchase additional services from private providers on top of what the City provides. Private waste companies provide a wide ranging service that is tailored to the needs of a business and costed in a way that incentivises material recovery.

The Commercial Options Appraisal identified 5 options for consideration (the advantages and disadvantages of each option are outlined below):

1. No change to service
2. City provides a fit for purpose service
3. City provides a limited charged service as per residential customers (three bin FOGO service)
4. Discontinue existing commercial service
5. Discontinue existing commercial service with rate rebate

With FOGO being rolled out to all residential properties from October 2020 there is an urgent need to review how the City provides commercial waste collection in the future (or indeed if the City is best placed to provide this service), as the standard domestic 3-bin system will not be suitable for commercial premises. Any approved changes would be best implemented prior to the FOGO implementation/roll out in October, however, the City could extend this notice period to June 2021, to allow our commercial businesses a longer period to transition.

The benefits of the project are:

- If the recommended option to discontinue the service is approved, Commercial Customers will receive sustainable and contemporary waste collection services, which the City is not in a position to provide without significant capital and operational investment.
- Increased diversion from landfill, which aligns with our waste strategy Vision to achieve "zero Waste to Landfill by 2028"
- Equitable service charge for residential rate payers

How does the project align to the Strategic Community Plan?

This is in keeping with the City's Strategic Community Plan 2018-2028: Enhanced Environment
We have improved resource efficiency and waste management. By ceasing the commercial waste service, commercial customers will be provided by cost effective, sustainable and contemporary waste services, which the City would be unable to deliver without significant investment.

The project deliverables are:

- Anticipated Operational Cost Savings in the region of $921,000 per annum
- Releases one vehicle for auction (plus savings in fleet renewal program budget of $470,000)
- Potential Rates Adjustment (Options to be considered/approved as part of the budget setting process).
- Stakeholder Engagement (Internal: Rates, Marketing, IT, Planning, Engineering, Finance).
- Communications Strategy (to communicate and support transition arrangements).
- Review Waste Policy 2.2.11
- On-going Waste Education/support for businesses
- Improved visual amenity

How will the success of this project be measured?
What will success look like? How and when will the benefits of the project be realised?

The success of the project will be measured by the following:

- Increased diversion from landfill (Waste Census Data)
- Better visual amenity – less bins presented for collection at kerbside (contractor offer larger infrastructure and property drive on collection options).
- Increased Customer Satisfaction - Commercial contractors are able to offer a full suite of waste collections, variable bin size options and at a desired collection frequency (including weekends). Some providers also offer environmental reporting, which is of benefit for those Customers pursuing ISO Environmental Accreditation.

If applicable, outline how the project will impact or be impacted by other departmental or government initiatives
Changes would ideally be made ahead of FOGO rollout in October however, the City could extend this notice period to June 2021, to allow our commercial businesses a longer period to transition.

APPROACH

Recommended option and reason:

In summary, the current service is not fit for purpose, is expensive and inequitable and does not deliver the desired environmental outcomes. Administration therefore recommend that we cease providing the service from 30 June 2021, with appropriate ongoing communication of transition arrangements and support to our existing commercial customers. This is aligned with our Waste Strategy Vision/Objectives and budget priorities.

The advantages and disadvantages for each option are summarised below:

Option 1: No Change to current service	
Advantages: • No change for commercial customers	**Disadvantages:** • Service continues to be limited and not fit for purpose. It does not incentivise correct waste behaviours, so will not achieve waste diversion/recovery rates and the City's target of zero waste to landfill by 2028. • Service continues to be subsidised and inequitable. Due to methodologies in the calculation of bin allowances, majority of the existing properties are receiving a far more superior service than residential ratepayers • Unable to separate commercial and residential waste collection data for Census information • Impact negatively on upcoming contracts as domestic 3 bin system with associated collection frequencies is not compatible with commercial collections; does not align with a domestic service.
Option 2: City provides a fit for purpose commercial service	
Advantages: • Tailored service with the result of better resource recovery	**Disadvantages:** • Significant increase in costs to set up service and operate • Cost of new service would be borne by commercial service users • This would typically involve collection of six waste streams (general waste, comingled recycling, green waste, food (only), paper/cardboard and glass recycling) as well as variable bin sizes, operating seven days a week and has sufficient staff to support commercial customers. • Unlikely to be competitive with private sector and so fees will be higher than private operators; high risk of losing customers so not viable for a small local government with a small commercial customer base. • Currently no business system or staff in place to support a commercial service.
Option 3: Provide a limited charged service as per residential customers (three bin FOGO service)	
Advantages: • May suit smaller, non-food premises/businesses such as very small offices. All businesses would be a charged service	Disadvantages: • Standard domestic FOGO 3- bin service is not designed for commercial customers i.e. general waste bin (140lt) collected fortnightly will be problematic and likely to result in higher contamination levels of all three waste streams • Not aligned with the City's target of zero waste to landfill by 2028. • Audit required to review suitability when service requested May be seen as inequitable as not provided to all

	businesses
Option 4: Discontinue existing commercial service	
Advantages: • Businesses would be able to received tailored waste service which increases landfill diversion • Data collection for Census: able to provide accurate residential waste data only • Operational savings • Capital expenditure reduction	Disadvantages: • Commercial Customers would need to arrange and pay separately for a private service
Option 5: Discontinue existing commercial service with rate rebate	
Advantages: • Advantages as per Option 4, but with rate rebate provided from operational saving • Rebate compensates for discontinuation of service	**Disadvantages:** • Commercial Customers would need to arrange and pay separately for a private service

SCOPE

What will be included as part of this project?

- Stakeholder Engagement (Internal: Rates, Marketing, IT, Planning, Engineering, Finance. External: Commercial Ratepayers, Commercial Waste Collection companies).
- Communications Strategy (to communicate and support transition arrangements).
- Bin Audit: Complete mixed-use site assessments, to ensure adequate resources/servicing
- Establishment review - Rescheduling of existing domestic truck rounds to remove commercial properties
- Potential Rates Adjustment (Options to be considered/approved as part of the budget setting process.
- Update Records (CRM/Waste Register)
- Review Waste Policy
- On-going Waste Education/support for businesses (Programme to be developed)
- Removal and reuse/recycling of old bin stock
- Auction released vehicle (following rescheduling -1 truck)

What will not be included as part of this project?

- Cannot recommend specific commercial waste contractors, but will provide support with the transition (including education program regarding potential recoverable waste streams).

Project Timeline - Cease Commercial Collection Services

Key Tasks	Description	When
Pre-launch		
Develop Stakeholder Engagement Plan	Develop Stakeholder Engagement Plan	Mid March 2020 – End May 2020
Communications Strategy	Develop and deliver communication and education material	Mid March 2020 – June 2021
Mixed-use site assessments	Site assessments to confirm bin "ownership" and review capacity allowances	Mid March 2020 to Mid May 2020
Reschedule Rounds	Ahead of FOGO roll-out, need to separate domestic from commercial collections and create dedicated in-house commercial round for the transition period (April 2020 –June 2021)	Mid March 2020 to - May 2020

Rates/Finance	Update Rates database and approve rebates	Mid May – End June 2021
Records	Update CRM and Waste register database	Mid May 2021 to End July 2021
Policy	Review waste policy 2.2.11	June 2020
Bin retrieval	Commence with bin retrieval by collection area 1-5 and arrange collection and recycling of old bin stock	Mon 1/07/2021 (est. 4-5 weeks)
Establishment Review	Identify resources to be auctioned. Redeploy displaced staff into appropriate vacant positions	Mid March 2021 to Mid May 2021
Post launch		
Compliance Audit	Waste to monitor collections and where a business hasn't arranged direct collection services the waste team will need to liaise on case by case basis to assist. Ongoing education material via website/business e-news/rates	August 2021 Ongoing

11 COMMUNITY & BUSINESS SERVICES

11.1 INVESTMENT REPORT AS AT 31 JANUARY 2020

Attachments: **1. Investment report 31 January 2020**

RECOMMENDATION:

That Council NOTES the Investment Report for the month ended 31 January 2020 as detailed in Attachment 1.

PURPOSE OF REPORT:

To advise Council of the nature and value of the City's investments as at 31 January 2020 and the interest earned year to date.

BACKGROUND:

The City's surplus funds are invested in bank term deposits for various terms to facilitate maximum investment returns in accordance to the City's Investment Policy (No. 1.2.4).

Details of the investments are included in **Attachment 1** and outline the following information:

- Investment performance and policy compliance charts;
- Investment portfolio data;
- Investment interest earnings; and
- Current investment holdings.

DETAILS:

The City's investment portfolio is diversified across several accredited financial institutions.

As at 31 January 2020, the total funds held in the City's operating account (including on call) is $37,915,806 compared to $42,109,674 for the period ending 31 January 2019.

The total term deposit investments for the period ending 31 January 2020 is $33,773,707 compared to $35,225,189 for the period ending 31 January 2019. The total term deposit amount has reduced compared to last year for cash flow management purposes to cover for operating and capital expenditure during the month.

The following table shows funds under management for the previous and current year:

Month Ended	2018/19		2019/20	
	Total funds held	Total term deposits	Total funds held	Total term deposits
July	$26,826,861	$23,990,516	$32,209,493	$26,105,854
August	$44,327,708	$37,499,275	$49,641,327	$44,977,692
September	$44,209,274	$40,651,147	$44,876,698	$41,017,535
October	$44,463,021	$41,180,325	$46,846,286	$37,782,515
November	$44,188,761	$42,678,504	$46,118,236	$36,123,083
December	$40,977,846	$38,667,039	$38,557,295	$34,633,796
January	$42,109,674	$35,225,189	$37,915,806	$33,773,707
February	$44,227,308	$36,178,794		
March	$39,157,958	$32,739,750		
April	$36,427,902	$31,019,902		
May	$33,384,520	$29,469,158		
June	$30,503,765	$25,613,648		

Total accrued interest earned on investments as at 31 January 2020 is:

	Annual Budget	YTD Budget	YTD Actual	% of YTD Budget
Municipal	$420,000	$245,000	$203,415	83.03%
Reserve	$278,688	$162,568	$163,605	100.64%
Sub-total	**$698,688**	**$407,568**	**$367,020**	**90.05%**
Leederville Gardens Inc. Surplus Trust*	$0	$0	$64,178	N/A

**Interest estimates for Leederville Gardens Inc. Surplus Trust were not included in the 2019/20 Budget as actual interest earned is restricted.*

The City has obtained a weighted average interest rate of 1.80% for current investments including the operating account and 1.78% excluding the operating account. The Reserve Bank 90 days accepted bill rate for January 2020 is 0.89%.

Sustainable Investments

The City's Investment Policy states that preference "*is to be given to investments with institutions that have been assessed to have no current record of funding fossil fuels, providing that doing so will secure a rate of return that is at least equal to alternatives offered by other institutions*". Administration currently uses *Marketforces.org.au* to assist in assessing whether a bank promotes non-investments in fossil fuel related entities.

As at 31 January 2020, $10,458,290 (27.58%) of the City's investments are held in financial institutions considered to be investing in non-fossil fuel related activities. The portfolio exposure to non-fossil financial institutions has increased by 4.98% compared to last month.

Administration has established guidelines for the management of the City's investments, including maximum investment ratios as shown in the table below.

Short Term Rating (Standard & Poor's) or Equivalent	Direct Investments Maximum % with any one institution		Managed Funds Maximum % with any one institution		Maximum % of Total Portfolio	
	Policy	Current position	Policy	Current position	Policy	Current position
A1+	30%	21.8%	30%	Nil	90%	50.2%
A1	25%	2.1%	30%	Nil	80%	2.1%
A2	20%	22.2%*	n/a	Nil	60%	47.7%

** The maximum allowable position with A-2 accredited institution (Bank of Queensland) has exceeded the threshold. This is because the total investment closing balance at the end of January has decreased compared to when the investments were undertaken resulting in an increase in the portfolio percentage i.e. inversely proportional relationship.*

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

The power to invest is governed by the *Local Government Act 1995*.

"6.14. Power to invest

(1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds under the Trustees Act 1962 Part III.

(2A) A local government is to comply with the regulations when investing money referred to in subsection (1).

(2) Regulations in relation to investments by local governments may —

(a) make provision in respect of the investment of money referred to in subsection (1); and

[(b) deleted]

(c) prescribe circumstances in which a local government is required to invest money held by it; and

(d) provide for the application of investment earnings; and

(e) generally provide for the management of those investments.

Further controls are established through the following provisions in the *Local Government (Financial Management) Regulations 1996*:

19. Investments, control procedures for

(1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.

(2) The control procedures are to enable the identification of —

(a) the nature and location of all investments; and

(b) the transactions related to each investment.

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

(1) In this regulation —

***authorised institution** means —*

(a) an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or

(b) the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;

***foreign currency** means a currency except the currency of Australia.*

(2) When investing money under section 6.14(1), a local government may not do any of the following —

(a) deposit with an institution except an authorised institution;

(b) deposit for a fixed term of more than 3 years;

(c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;

(d) invest in bonds with a term to maturity of more than 3 years;

(e) invest in a foreign currency."

Council has delegated the authority to invest surplus funds to the Chief Executive Officer or his delegate to facilitate prudent and responsible investment.

RISK MANAGEMENT IMPLICATIONS:

Low: Administration has developed effective controls to ensure funds are invested in accordance with the City's Investment Policy. This report enhances transparency and accountability for the City's investments.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

Our community is aware of what we are doing and how we are meeting our goals.

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

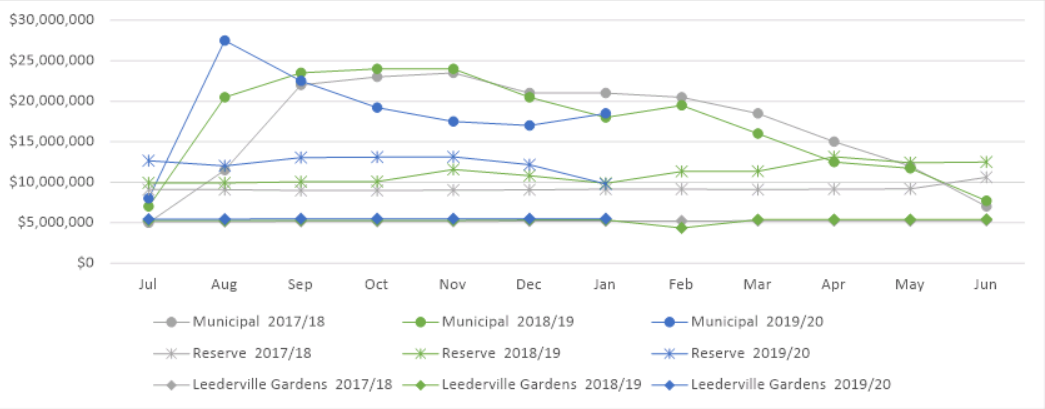
Nil.

FINANCIAL/BUDGET IMPLICATIONS:

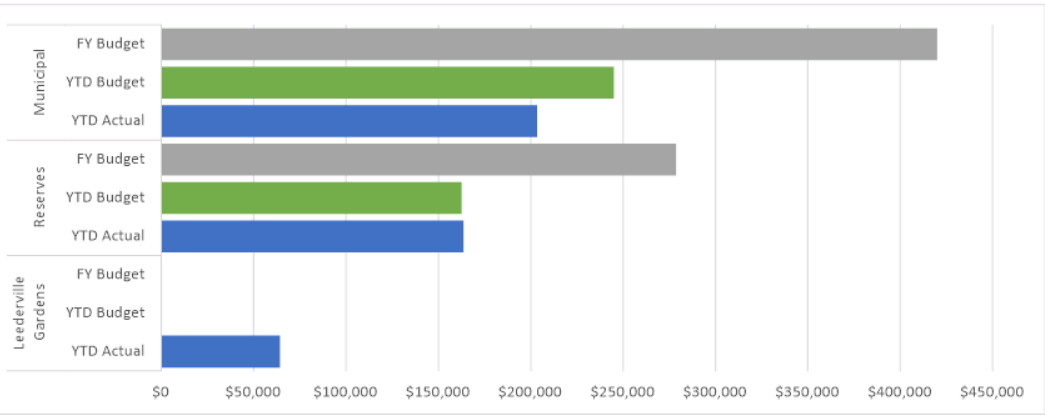
The financial implications of this report are as noted in the details section of the report. Administration is satisfied that appropriate and responsible measures are in place to protect the City's financial assets.

CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 31 JANUARY 2020

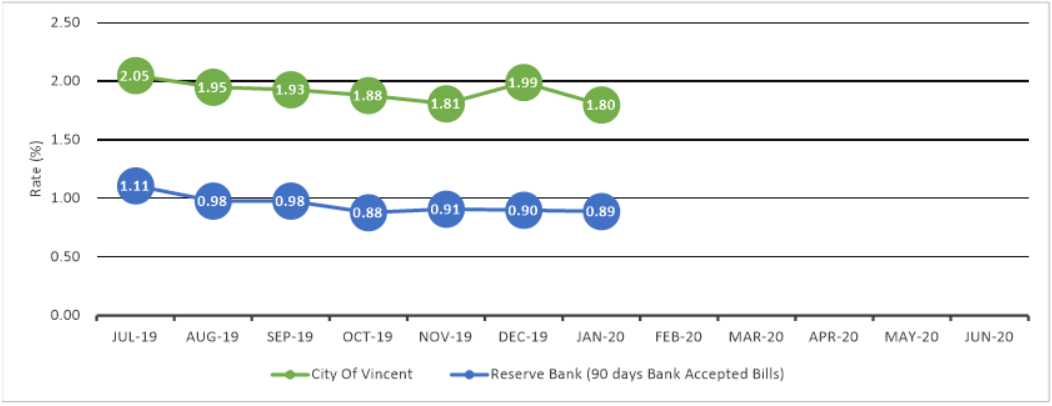
FUNDS INVESTED OVER 3 YEARS



INTEREST EARNINGS

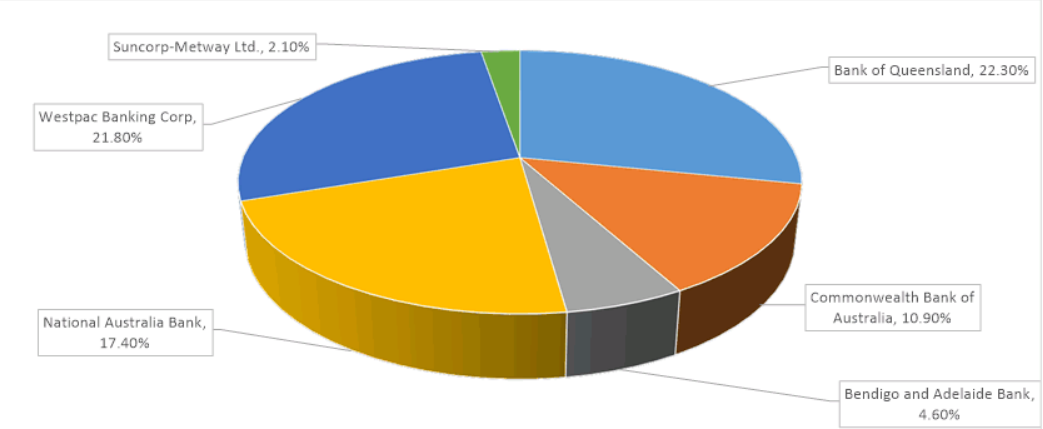


INTEREST RATE COMPARISON

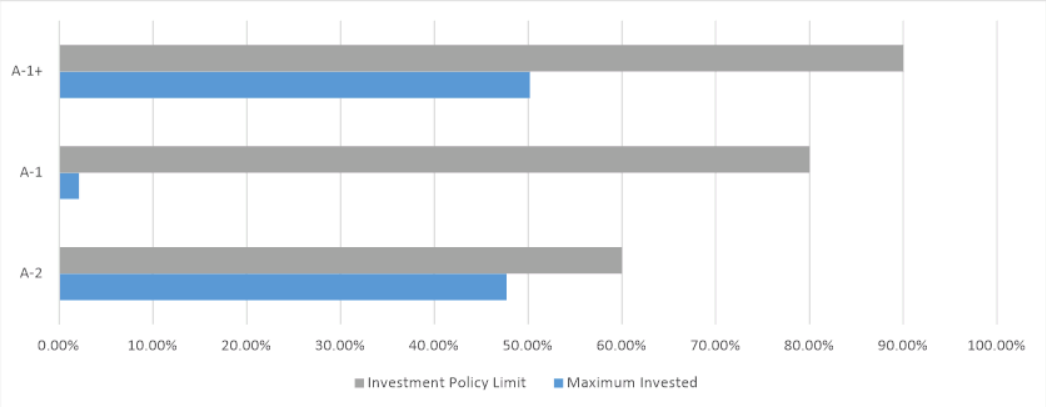


CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 31 JANUARY 2020

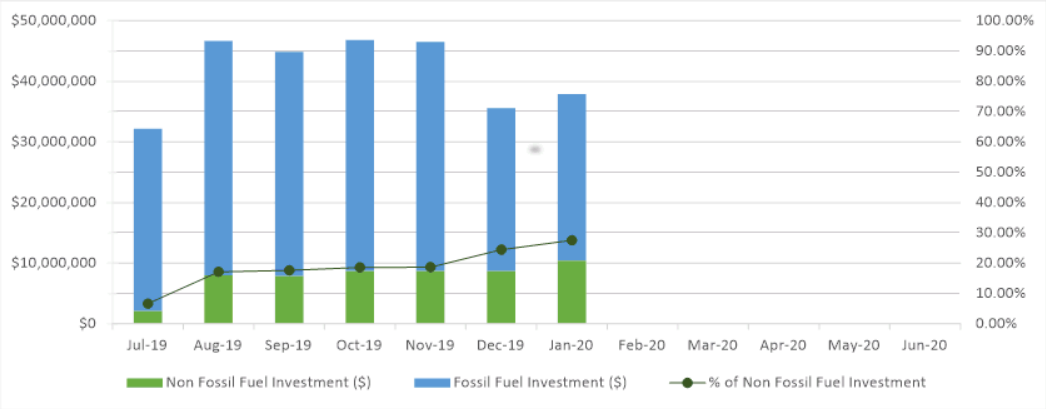
TOTAL PORTFOLIO EXPOSURE



TOTAL CREDIT EXPOSURE



FOSSIL FUEL INVESTMENT



** Selection of non fossil fuel investments is based on information provided by www.marketforces.org.au.*

CITY OF VINCENT
INVESTMENT PORTFOLIO
AS AT 31 JANUARY 2020

	Municipal	Reserve	Leederville Gardens Inc Surplus Trust	Total	Total
	$	$	$	$	%
BY INVESTMENT HOLDINGS					
Operating Accounts	4,142,099	0	0	4,142,099	10.9%
Term Deposits	18,500,000	9,785,086	5,477,621	33,762,707	89.1%
Equity Shares	11,000	0	0	11,000	0.0%
	22,653,099	**9,785,086**	**5,477,621**	**37,915,806**	**100.0%**
BY INSTITUTION					
Bank of Queensland	3,750,000	4,678,097	0	8,428,097	22.3%
Bendigo and Adelaide Bank	1,750,000	0	0	1,750,000	4.6%
Commonwealth Bank of Australia	4,142,099	0	0	4,142,099	10.9%
Members Equity Bank Ltd.	5,000,000	994,448	1,910,419	7,904,867	20.9%
National Australia Bank	4,500,000	0	2,107,457	6,607,457	17.4%
North Perth Community Bank	11,000	0	0	11,000	0.0%
Suncorp-Metway Ltd.	0	792,423	0	792,423	2.1%
Westpac Banking Corp	3,500,000	3,320,118	1,459,745	8,279,863	21.8%
	22,653,099	**9,785,086**	**5,477,621**	**37,915,806**	**100.0%**
BY CREDIT RATINGS (SHORT-TERM ISSUE)					
A-1+	12,142,099	3,320,118	3,567,202	19,029,419	50.2%
A-1	0	792,423	0	792,423	2.1%
A-2	10,511,000	5,672,545	1,910,419	18,093,964	47.7%
	22,653,099	**9,785,086**	**5,477,621**	**37,915,806**	**100.0%**
BY TERMS					
0-30 days	4,142,099	0	0	4,142,099	10.9%
31-90 days	0	0	0	0	0.0%
91-180 days	6,000,000	0	0	6,000,000	15.8%
181-270 days	12,500,000	9,785,086	0	22,285,086	58.8%
270-365 days	0	0	5,477,621	5,477,621	14.5%
> 1 year	11,000	0	0	11,000	
	22,653,099	**9,785,086**	**5,477,621**	**37,915,806**	**100.0%**
BY MATURITY					
0-30 days	8,392,099	2,520,070	0	10,912,169	28.8%
31-90 days	7,750,000	3,301,606	0	11,051,606	29.1%
91-180 days	6,500,000	3,963,410	3,567,202	14,030,612	37.0%
181-270 days	0	0	1,910,419	1,910,419	5.1%
270-365 days	0	0	0	0	0.0%
> 1 year	11,000	0	0	11,000	0.0%
	22,653,099	**9,785,086**	**5,477,621**	**37,915,806**	**100.0%**
BY FOSSIL FUEL EXPOSURE *(as determined by www.marketforces.org.au)*					
Fossil Fuel Lending	15,892,099	7,998,215	3,567,202	27,457,516	72.4%
Non Fossil Fuel Lending	6,761,000	1,786,871	1,910,419	10,458,290	27.6%
	22,653,099	**9,785,086**	**5,477,621**	**37,915,806**	**100.0%**

CITY OF VINCENT
INVESTMENT INTEREST EARNINGS
AS AT 31 JANUARY 2020

	YTD 31/01/2020 $	YTD 31/01/2019 $	FY 2019/20 $	FY 2018/19 $
MUNICIPAL FUNDS				
Budget	245,000	309,600	420,000	420,000
Interest Earnings	203,415	343,493	203,415	526,801
% Income to Budget	83.03%	110.95%	48.43%	125.43%
RESERVE FUNDS				
Budget	162,568	147,000	278,688	226,060
Interest Earnings	163,605	164,105	163,605	295,189
% Income to Budget	100.64%	111.64%	58.71%	130.58%
LEEDERVILLE GARDENS INC SURPLUS TRUST				
Budget	0	0	0	0
Interest Earnings	64,178	81,391	64,178	141,214
% Income to Budget	0.00%	0.00%	0.00%	0.00%
TOTAL				
Budget	407,568	456,600	698,688	646,060
Interest Earnings	431,198	588,989	431,198	963,204
% Income to Budget	105.80%	128.99%	61.72%	149.09%
Variance	23,630	132,389	(267,490)	317,144
% Variance to Budget	5.80%	28.99%	-38.28%	49.09%
TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)				
Budget	407,568	456,600	698,688	646,060
Interest Earnings	367,020	507,598	367,020	821,990
% Income to Budget	90.05%	111.17%	52.53%	127.23%
Variance	(40,548)	50,998	(331,668)	175,930
% Variance to Budget	-9.95%	11.17%	-47.47%	27.23%

CITY OF VINCENT
CURRENT INVESTMENT HOLDING
AS AT 31 JANUARY 2020

Funds	Institution	Investment Date	Maturity Date	Term	Interest Rate	Principal $
OPERATING ACCOUNTS						
Municipal	Commonwealth Bank of Australia					4,142,099
Total Operating Funds						**4,142,099**
EQUITY SHARES						
Municipal	North Perth Community Bank	23/11/2001				11,000
Total Shares						**11,000**
TERM DEPOSITS						
Leederville Gardens Inc	Westpac Banking Corp	14/06/2019	12/06/2020	364	2.25%	1,459,745
Reserve	Bank of Queensland	14/06/2019	03/02/2020	234	2.15%	2,520,070
Reserve	Westpac Banking Corp	23/07/2019	09/03/2020	230	2.20%	1,800,000
Reserve	Bank of Queensland	22/07/2019	09/03/2020	231	1.90%	757,662
Leederville Gardens Inc	National Australia Bank	22/07/2019	21/07/2020	365	1.90%	2,107,457
Reserve	Bank of Queensland	31/07/2019	06/04/2020	250	1.85%	743,943
Municipal	Members Equity Bank Ltd.	15/08/2019	03/02/2020	172	1.75%	2,500,000
Municipal	Bank of Queensland	22/08/2019	03/03/2020	194	1.75%	1,750,000
Municipal	Westpac Banking Corp	22/08/2019	24/02/2020	186	1.86%	500,000
Municipal	National Australia Bank	22/08/2019	24/02/2020	186	1.69%	1,250,000
Municipal	National Australia Bank	29/08/2019	23/03/2020	207	1.63%	1,500,000
Municipal	Members Equity Bank Ltd.	29/08/2019	13/04/2020	228	1.65%	2,500,000
Municipal	Bank of Queensland	29/08/2019	23/03/2020	207	1.75%	2,000,000
Municipal	Westpac Banking Corp	29/08/2019	11/05/2020	256	1.76%	3,000,000
Leederville Gardens Inc	Members Equity Bank Ltd.	04/09/2019	24/08/2020	355	1.60%	1,910,419
Reserve	Bank of Queensland	04/09/2019	05/05/2020	244	1.63%	656,421
Reserve	Members Equity Bank Ltd.	24/09/2019	01/06/2020	251	1.65%	994,448
Reserve	Suncorp-Metway Ltd.	18/10/2019	22/06/2020	248	1.58%	792,423
Reserve	Westpac Banking Corp	26/11/2019	20/07/2020	237	1.63%	1,520,118
Municipal	National Australia Bank	22/01/2020	02/06/2020	132	1.55%	1,750,000
Municipal	Bendigo and Adelaide Bank	22/01/2020	22/06/2020	152	1.55%	1,750,000
Total Term Deposits						**33,762,707**
Total Investment Including At Call						**37,915,806**

11.2 MID YEAR BUDGET REVIEW 2019/2020

Attachments:

1. **Statement of Comprehensive Income - Nature & Type**
2. **Statement of Comprehensive Income by Program**
3. **Rate setting statement**
4. **Capital budget amendments**
5. **Cash backed reserves**

RECOMMENDATION:

That Council ADOPTS BY AN ABSOLUTE MAJORITY the mid-year budget review for the 2019/20 financial year as detailed in this report and Attachments 1 – 5, in accordance with Regulation 33A of the *Local Government (Financial Management) Regulations 1996*.

PURPOSE OF REPORT:

To consider and adopt the proposed mid-year budget amendments for 2019/20 financial year.

BACKGROUND:

The *Local Government Act 1995* and Regulation 33A of the *Local Government (Financial Management) Regulations 1996* require that a local government undertakes a review of its annual budget for that year between 1 January and 31 March.

The budget review must then be submitted to the Department of Local Government, Sport and Cultural Industries (the Department) within 30 days after Council has made its determination. The Department does not prescribe a format for the budget review, however the Regulations prescribe that the review must –

(a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and

(b) consider the local government's financial position as at the date of the review; and

(c) review the outcomes for the end of that financial year that are forecast in the budget.

DETAILS:

A detailed review has been undertaken based on the actual year to date income and expenditure to 31 January 2020, with projections made to forecast the likely end of financial year result compared to the current budget.

Based on the input provided by the respective budget managers, various adjustments have been proposed. The proposed budget amounts are inclusive of previously endorsed amendments by Council and the amendments proposed during this review cycle as detailed in the following attachments:

- Statement of Comprehensive Income by Nature & Type (**Attachment 1**);
- Statement of Comprehensive Income by Program **(Attachment 2)**; and
- Rate Setting Statement (**Attachment 3**).

For comparison purposes, the above statements include the following data:

- Previous year actuals 2018/19 – actual income and expenditure for the previous financial year;
- Current year budget 2019/20 – budget amounts including amendments previously approved by Council during the financial year;
- Proposed revised budget 2019/20 – proposed budget amendments as part of the mid-year review cycle;
- Budget increase or decrease: the net difference between the current year budget 2019/20 and the proposed revised budget 2019/20; and
- Year to date (YTD) actuals 2019/20 – actual income and expenditure amounts recorded for the period 1 July 2019 to 31 January 2020.

Operating Budget

The net result from operations, as detailed in **Attachment 1** and **Atta.chment 2,** is a deficit of $2,930,967 equating to an increase of $570,828 compared to the current budgeted deficit of $2,360,139. The table below outlines some of the major movements in this review cycle:

	Current Budget 2019/20	Proposed Revised Budget 2019/20	Budget Increase/ (Decrease)	Comments
REVENUE	$	$	$	
Rates	35,526,498	35,706,498	180,000	Budget is increased due to a forecast growth in the interim rates collection.
Fees and charges	19,766,310	19,562,776	(203,534)	Anticipated decrease in revenue of: • $172,746 for parking infringements & parking fees and • $197,793 for development application fees respectively. This is offset by an increase of $103,000 in fees relating to Beatty Park membership fees & compliance related fees. The remaining amount of $65,004 is as a result of a cumulative increase within multiple service areas that are individually immaterial.
Interest earnings	1,033,288	981,788	(51,500)	Anticipated decrease in interest earnings due to lower interest rates offered by financial institutions.
Other revenue	1,226,243	1,350,258	124,015	$124,113 relating to trust monies classified as 'unclaimed monies' older than 10 years. The remaining items are individually immaterial.
Profit on Assets Held for Sale (TPRC Joint Venture)	0	250,000	250,000	The projected proceeds for land sales from Tamala Park updated based on revised sales forecast for the year.
EXPENSES	$	$	$	
Materials and contracts	(19,714,805)	(19,035,804)	(679,001)	Decreased expenditure in the following areas: • Reduction of $185,000 for operating initiative projects within multiple areas due to revised scopes. Some of these projects include; o $93,000 for Beatty Park options project; and o $60,000 for the ICT strategy. • $76,000 from the Oxford Street trial road closure as this event is not going ahead; • $102,500 for reduction in tipping costs due to lower waste tonnage expected for the remainder of the year; and • $82,912 reduction in leasing costs for Beatty Park as the equipment has been purchased after the end of the lease term.

	Current Budget 2019/20	Proposed Revised Budget 2019/20	Budget Increase/ (Decrease)	Comments
Employee Costs	(25,525,892)	(25,899,065)	373,173	Increase in workers compensation claim costs relating to 2017/18 & 2018/19, resulting in an increased premium amount of $266,319. The remaining amount of $106,854 is as a result of a cumulative increase within multiple service areas that are individually immaterial.
Depreciation on non-current assets	(11,191,787)	(11,717,502)	525,715	The original budget was understated as it did not reflect the capitalisation exercise undertaken at the end of last year.
Other expenditure	(3,399,117)	(3,742,073)	329,596	Increased budget proposals for the following areas: • IT Software annual maintenance costs $167,987 as the original budget was under stated; and • A cumulative increase of $158,500 for furniture and equipment expenditure within multiple areas due to the change in accounting treatment of assets less than the capitalisation threshold of $5,000. The remaining amount of $3,109 is individually immaterial.

Rate Setting Statement Position

As shown in the Rate Setting Statement (**Attachment 2**), the overall impact of all proposed budget amendments is a projected budget surplus of $11,762.

Capital Budget Amendments (**Attachment 4**)

The revised capital budget (including non-operating grants and subsidies) is projected to be $11,643,863 which represents a reduction of $888,941. The following items materially contributed to this reduction:-

1. **Non-operating Grants & Subsidies** reduced by $316,000 materially contributed by carry forward projects completed last financial year and the associated funding received last year; and

2. **Capital Expenditure** is being proposed to be reduced by $1,204,941. Below is a summary of the major movements that materially contributed to this position: -
   2.
   a. $373,000 saving proposed due a revision in scope for the implementation of the Public Open Space Strategy (POS) and Banks reserve Master Plan; and

   b. The purchase of a waste compacter ($470,000) has been deferred, the funds are proposed to be transferred to the Strategic Waste Management reserve; and

   c. $160,000 from the ICT strategy implementation project due to revision in the scope of this strategy.

In addition to the above, there are two new Roads to Recovery (R2R) projects being proposed equating to $102,521.

Full details of capital budget amendments are listed on **Attachment 4.**

Cash Backed Reserve Transfers

The total reserves for 2019/20 including the budget amendments are included in **Attachment 5**. The revised 'Transfers from reserves' is proposed to decrease by $142,291. The breakdown is as follows

1. **DSR Office Building Reserve** – associated carpet replacement project completed, hence no further transfers required resulting in a decrease of budget by $72,291.
.
2. **Asset Sustainability Reserve** – Beatty Park risk renewals project budget reduced by $50,000.

3. **Cash in Lieu Parking Reserve** – project for bike rack installation reclassified as an operating item, will now be funded from Municipal funds. This has resulted in a decrease of $20,000.

The 'Transfers to Reserves' is proposed to increase by $1,018,411. The breakdown is as follows:

1. **Asset Sustainability Reserve** – transfer of $250,000 identified as surplus as a result of the mid-year budget amendments.

2. **Cash in Lieu Parking Reserve** – reduction of $20,000 to align with current actuals to date.

3. **State gymnastics reserve** – transfer of $8,411 to align with the sinking fund contribution for ongoing maintenance works.

4. **Strategic Waste Management Reserve** - $470,000 increase due to the deferral of the purchase of the waste compacter.

5. **Tamala Park Land Sales Reserve** – increase by $250,000 from proceeds of land sales at Tamala Park. This amount is based on revised land sales forecasts provided by Tamala Park.

6. **Percent for Art Reserve** – increase by $60,000 to account for contributions during this financial year.

CONSULTATION/ADVERTISING:

All key stakeholders in the budget process have been consulted throughout this review process.

LEGAL/POLICY:

The *Local Government Act 1995* requires that a budget review be undertaken each financial year, in the period between January and March of a financial year.

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must –

(a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and

(b) consider the local government's financial position as at the date of the review; and

(c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

RISK MANAGEMENT IMPLICATIONS:

Low: Undertaking a Budget review in the period between January and March in any financial year is in compliance with the *Local Government Act (1995)*.

STRATEGIC IMPLICATIONS:

The mid-year budget review is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

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

Our community is aware of what we are doing and how we are meeting our goals

We are open and accountable to an engaged community

SUSTAINABILITY IMPLICATIONS:

Not applicable.

FINANCIAL/BUDGET IMPLICATIONS:

The overall impact of the proposed budget amendments results in a surplus of $11,762.

CITY OF VINCENT
MID YEAR BUDGET REVIEW

Attachment - 1

STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE

	Note	Previous Year Actuals	Adopted Budget	Current Budget	Proposed Revised Budget	Budget Increase/ (Decrease)	YTD Actual
		2018/19	2019/20	2019/20	2019/20	2019/20	31-Jan-20
		$	$	$	$	$	$
Revenue							
Rates		34,102,294	35,526,498	35,526,498	35,706,498	180,000	35,640,490
Operating grants, subsidies and contributions		1,648,628	947,389	980,197	950,953	(29,244)	598,441
Fees and charges		19,415,392	19,680,225	19,766,310	19,562,776	(203,534)	11,760,698
Interest earnings		1,158,675	1,033,288	1,033,288	981,788	(51,500)	636,393
Other revenue		1,422,639	1,226,243	1,226,243	1,350,258	124,015	666,356
		57,747,628	58,413,643	58,532,536	58,552,273	19,737	49,302,378
Expenses							
Employee costs		(25,864,961)	(25,440,892)	(25,525,892)	(25,899,065)	(373,173)	(14,171,926)
Materials and contracts		(17,204,540)	(19,559,718)	(19,714,805)	(19,035,804)	679,001	(9,610,989)
Utility charges		(1,904,877)	(1,718,630)	(1,727,188)	(1,711,580)	15,608	(913,673)
Depreciation on non-current assets		(11,361,321)	(11,191,787)	(11,191,787)	(11,717,502)	(525,715)	(6,839,737)
Interest expenses		(938,465)	(723,058)	(723,058)	(713,748)	9,310	(419,883)
Insurance expenses		(698,811)	(534,879)	(534,879)	(534,879)	0	(285,696)
Other expenditure		(2,993,650)	(3,359,584)	(3,399,117)	(3,728,713)	(329,596)	(1,637,904)
		(60,966,625)	(62,528,548)	(62,816,726)	(63,341,291)	(524,565)	(33,879,808)
Gross result		(3,218,997)	(4,114,905)	(4,284,190)	(4,789,018)	(504,828)	15,422,570
Non-operating grants, subsidies and contributions		1,709,727	1,843,230	1,889,978	1,573,978	(316,000)	796,547
Profit on asset disposals		257,168	241,185	241,185	241,185	0	163,589
(Loss) on asset disposals		(18,669)	(207,112)	(207,112)	(207,112)	0	(4,695)
Fixed assets expensed		(270,329)	0	0	0	0	0
Net share of interest in Joint Ventures		139,905	0	0	0	0	0
Profit on Assets Held for Sale (TPRC Joint Venture)		414,744	0	0	250,000	250,000	0
Change in Equity WALGA Local Govt House Trust		4,101		0	0	0	0
Net result		**(982,350)**	**(2,237,602)**	**(2,360,139)**	**(2,930,967)**	**(570,828)**	**16,378,011**
Other comprehensive income							
Items that will not be reclassified subsequently to profit or loss							
Changes on revaluation of non-current assets		99,736	0	0	0	0	0
Total other comprehensive income		**99,736**	**0**	**0**	**0**	**0**	**0**
Total comprehensive income		**(882,614)**	**(2,237,602)**	**(2,360,139)**	**(2,930,967)**	**(570,828)**	**16,378,011**

CITY OF VINCENT
MID YEAR BUDGET REVIEW

Attachment - 2

STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM

	Previous Year Actuals	Adopted Budget	Current Budget	Proposed Revised Budget	Budget Increase/ (Decrease)	YTD Actual
	2018/19	2019/20	2019/20	2019/20	2019/20	31-Jan-20
	$	$	$	$	$	$
Revenue						
Governance	54,496	41,000	41,000	41,000	0	19,755
General purpose funding	36,798,097	37,547,786	37,580,594	37,834,707	254,113	36,936,866
Law, order, public safety	143,630	128,950	128,950	152,607	23,657	139,929
Health	379,321	379,280	371,365	364,365	(7,000)	328,447
Education and welfare	136,380	135,903	144,903	144,903	0	82,543
Community amenities	1,671,503	1,402,345	1,412,345	1,222,610	(189,735)	960,249
Recreation and culture	9,765,370	10,045,133	10,120,133	10,209,000	88,867	6,036,681
Transport	8,147,801	8,127,427	8,127,427	7,972,986	(154,441)	4,481,959
Economic services	313,578	358,300	358,300	358,300	0	194,493
Other property and services	337,452	247,519	247,519	251,795	4,276	121,455
	57,747,628	58,413,643	58,532,536	58,552,273	19,737	49,302,377
Expenses						
Governance	(2,812,931)	(3,861,338)	(3,769,554)	(3,630,175)	139,379	(2,085,578)
General purpose funding	(897,155)	(839,040)	(842,267)	(844,761)	(2,494)	(386,248)
Law, order, public safety	(1,392,621)	(1,435,802)	(1,115,166)	(1,158,755)	(43,589)	(662,102)
Health	(1,243,162)	(1,689,208)	(1,686,354)	(1,687,853)	(1,499)	(850,926)
Education and welfare	(1,091,576)	(1,356,463)	(1,211,956)	(1,216,028)	(4,072)	(650,769)
Community amenities	(11,894,978)	(13,246,867)	(13,253,727)	(13,037,141)	216,586	(6,228,143)
Recreation and culture	(23,796,841)	(22,105,297)	(22,409,424)	(22,859,583)	(450,159)	(12,423,312)
Transport	(14,333,239)	(13,987,463)	(14,496,843)	(14,646,291)	(149,448)	(8,459,926)
Economic services	(761,862)	(639,026)	(637,934)	(641,025)	(3,091)	(336,796)
Other property and services	(1,803,794)	(2,644,986)	(2,670,443)	(2,905,931)	(235,488)	(1,376,123)
	(60,028,159)	(61,805,490)	(62,093,668)	(62,627,543)	(533,875)	(33,459,923)
Finance Costs						
Recreation and culture	(938,465)	(723,058)	(723,058)	(713,748)	9,310	(419,884)
	(938,465)	(723,058)	(723,058)	(713,748)	9,310	(419,884)
	(3,218,996)	(4,114,905)	(4,284,190)	(4,789,018)	(504,828)	15,422,570
Non-operating grants, subsidies and contributions	1,709,727	1,843,230	1,889,978	1,573,978	(316,000)	796,547
Profit on disposal of assets	257,167	241,185	241,185	241,185	0	163,589
(Loss) on disposal of assets	(18,669)	(207,112)	(207,112)	(207,112)	0	(4,695)
Fixed assets written off	(270,329)	0	0	0	0	0
Change in Equity - WALGA LG House Trust	4,101	0	0	0	0	0
Net share of interest in joint ventures	139,905	0	0	0	0	0
Profit on Assets Held for Sale (TPRC Joint Venture)	414,744	0	0	250,000	250,000	0
	2,236,646	1,877,303	1,924,051	1,858,051	(66,000)	955,441
Net result	**(982,350)**	**(2,237,602)**	**(2,360,139)**	**(2,930,967)**	**(570,828)**	**16,378,011**
Other comprehensive income						
Items that will not be reclassified subsequently to profit or loss						
Changes on revaluation of non-current assets	99,736	0	0	0	0	0
Total other comprehensive income	**99,736**	**0**	**0**	**0**	**0**	**0**
Total comprehensive income	**(882,614)**	**(2,237,602)**	**(2,360,139)**	**(2,930,967)**	**(570,828)**	**16,378,011**

CITY OF VINCENT
MID YEAR BUDGET REVIEW
RATE SETTING STATEMENT

Attachment - 3

	Note	Previous Year Actuals	Adopted Budget	Current Budget	Proposed Revised Budget	Budget Increase/ (Decrease)	YTD Actual
		2018/19	2019/20	2019/20	2019/20	2019/20	31-Jan-20
		$	$	$	$	$	$
OPERATING ACTIVITIES							
Net current assets at start of financial year - surplus/(deficit)		5,524,402	5,929,991	5,811,178	5,811,178	0	5,811,178
		5,524,402	5,929,991	5,811,178	5,811,178	0	5,811,178
Revenue from operating activities (excluding rates)							
Governance		58,596	41,000	41,000	41,000	0	19,755
General purpose funding		2,695,803	2,021,288	2,054,096	2,128,209	74,113	1,296,376
Law, order, public safety		168,589	168,751	128,950	152,607	23,657	170,853
Health		379,320	386,779	378,864	371,864	(7,000)	340,479
Education and welfare		187,489	135,903	144,903	144,903	0	82,543
Community amenities		1,675,074	1,408,540	1,412,345	1,222,610	(189,735)	975,570
Recreation and culture		9,788,806	10,045,133	10,120,133	10,209,000	88,867	6,036,681
Transport		8,147,802	8,127,427	8,173,423	8,018,982	(154,441)	4,481,959
Economic services		313,578	366,171	366,171	366,171	0	194,493
Other property and services		1,046,194	427,338	427,338	681,614	254,276	226,767
		24,461,251	23,128,330	23,247,223	23,336,960	89,737	13,825,476
Expenditure from operating activities							
Governance		(2,820,918)	(3,861,338)	(3,769,554)	(3,630,175)	139,379	(2,085,578)
General purpose funding		(897,155)	(839,040)	(842,267)	(844,761)	(2,494)	(386,248)
Law, order, public safety		(1,392,622)	(1,435,802)	(1,115,166)	(1,158,755)	(43,589)	(662,102)
Health		(1,243,162)	(1,689,208)	(1,686,354)	(1,687,853)	(1,499)	(851,052)
Education and welfare		(1,095,753)	(1,356,463)	(1,211,956)	(1,216,028)	(4,072)	(650,769)
Community amenities		(11,960,717)	(13,246,867)	(13,253,727)	(13,037,141)	216,586	(6,228,143)
Recreation and culture		(24,788,573)	(22,828,355)	(23,139,277)	(23,580,126)	(440,849)	(12,843,195)
Transport		(14,334,258)	(13,988,232)	(14,503,886)	(14,653,334)	(149,448)	(8,459,926)
Economic services		(908,666)	(639,026)	(637,934)	(641,025)	(3,091)	(336,796)
Other property and services		(1,813,798)	(2,851,329)	(2,863,717)	(3,099,205)	(235,488)	(1,380,692)
		(61,255,622)	(62,735,660)	(63,023,838)	(63,548,403)	(524,565)	(33,884,501)
Net Operating excluding Rates		(36,794,371)	(39,607,330)	(39,776,615)	(40,211,443)	(434,828)	(20,059,025)
Operating activities excluded							
(Profit) on disposal of assets		(257,168)	(241,185)	(241,185)	(241,185)	0	(163,589)
Loss on disposal of assets		18,669	207,112	207,112	207,112	0	4,695
Assets expensed during the year		298,908	0	0	0	0	0
Less: Fair value adjustments to financial assets at amortised cost		(4,101)		0	0	0	0
Less: Change in accounting policy		(137,472)		0	0	0	0
Movement in deferred pensioner rates (non-current)		(2,740)	0	0	0	0	16,027
Movement in employee benefit provisions (non-current)		45,974	0	0	0	0	0
Depreciation and amortisation on assets		11,361,321	11,191,787	11,191,787	11,717,502	525,715	6,839,737
Movement in Joint Venture Operations		(139,905)	0	0	0	0	0
Profit/loss on Assets Held for Sale - TPRC Joint Venture		(414,744)	0	0	(250,000)	(250,000)	0
Movement in Infringement Debtors provisions (non-current)		196,072		0	0	0	0
		10,964,814	11,157,714	11,157,714	11,433,429	275,715	6,696,870
Amount attributable to operating activities		(25,829,557)	(28,449,616)	(28,618,901)	(28,778,014)	(159,113)	(13,362,155)
INVESTING ACTIVITIES							
Non-operating grants, subsidies and contributions		1,709,727	1,843,230	1,889,978	1,573,978	(316,000)	796,547
Proceeds from disposal of assets		330,530	555,000	555,000	555,000	0	287,989
Proceeds from Joint Ventures		333,333	0	0	250,000	250,000	0
Purchase of property, plant and equipment		(3,094,902)	(7,477,716)	(7,334,515)	(6,628,463)	706,052	(2,615,221)
Purchase and construction of infrastructure		(5,165,507)	(7,297,661)	(7,088,267)	(6,589,378)	498,889	(2,930,654)
Amount attributable to investing activities		(5,886,819)	(12,377,147)	(11,977,804)	(10,838,863)	1,138,941	(4,461,339)

CITY OF VINCENT
MID YEAR BUDGET REVIEW
RATE SETTING STATEMENT

Attachment - 3

	Note	Previous Year Actuals	Adopted Budget	Current Budget	Proposed Revised Budget	Budget Increase/ (Decrease)	YTD Actual
		2018/19	2019/20	2019/20	2019/20	2019/20	31-Jan-20
		$	$	$	$	$	$
FINANCING ACTIVITIES							
Repayment of long term borrowings		(948,227)	(6,132,377)	(6,132,377)	(6,143,961)	(11,584)	(5,778,698)
Proceeds from new borrowings		0	1,000,000	1,000,000	1,000,000	0	1,000,000
Transfers to reserves (restricted assets)		(2,096,212)	(1,088,515)	(1,146,631)	(2,165,042)	(1,018,411)	(980,171)
Transfers from reserves (restricted assets)		945,297	5,597,436	5,562,257	5,419,966	(142,291)	4,619,715
Amount attributable to financing activities		(2,099,142)	(623,456)	(716,751)	(1,889,037)	(1,172,286)	(1,139,154)
Surplus(deficiency) before general rates		(28,291,116)	(35,520,228)	(35,502,278)	(35,694,736)	(192,458)	(13,151,470)
Total amount raised from general rates		34,102,294	35,526,498	35,526,498	35,706,498	180,000	35,640,490
Net current assets at June 30 c/fwd - surplus/(deficit)		**5,811,178**	**6,270**	**24,220**	**11,762**	**(12,458)**	**22,489,020**

CITY OF VINCENT
MID YEAR BUDGET REVIEW - ATTACHMENT 4
CAPITAL BUDGET AMENDMENTS

Account Name	Original Budget	Current Budget	YTD Actuals	Commitments	Total	Mid Year Budget Review	Budget variance (Increase)/Decrease)	Revised Budget Comments
INCOME								
State Grants & Subsidies								
40498 - Intersection Lincoln & Wright Strs RAB	(60,000)	(60,000)	-	-	-	-	60,000	Project was completed and grant fully acquitted last financial year.
40509 - Bike N/work Plan (Loftus - Vincent/Richm	(168,000)	(168,000)	-	-	-	-	168,000	Project was completed and grant fully acquitted last financial year.
50095 - Laneway Lighting Program	(60,620)	(60,620)	-	-	-	(60,620)	-	
50098 - Beaufort St CCTV Network Upgrade	-	-	(43,638)	-	(43,638)	-	-	
02033 - Loftus Rec Centre - Change Room Upgrade	(184,000)	(184,000)	(147,200)	-	(147,200)	(184,000)	-	
02038 - Charles Veryard - Change Room Upgrade	(50,000)	(50,000)	-	-	-	-	50,000	$50,000 was received in April 2019, however it was carried forward into this financial year. Budget to be adjusted accordingly.
02066 - Vincent - Fitzgerald St to Chelmsford Rd	(50,000)	(50,000)	(30,000)	-	(30,000)	(50,000)	-	
02067 - Vincent - Beaufort St to Grosvenor Rd	(8,000)	(8,000)	-	-	-	-	8,000	No funding to be received.
02070 - Norfolk St - North Perth/Mt Lawley - Burt to Monmo	(88,951)	(88,951)	(88,951)	-	(88,951)	(88,951)	-	
02078 - Bulwer St - Beaufort St to William St	(129,600)	(129,600)	(51,840)	-	(51,840)	(129,600)	-	
02079 - Newcastle St EB - Fitzgerald St to Money	(128,067)	(128,067)	(51,227)	-	(51,227)	(128,067)	-	
02080 - Vincent St - Loftus St to Morrison St	(51,133)	(51,133)	(20,553)	-	(20,553)	(51,133)	-	
02081 - Loftus St - Bourke St to Scarborough Bee	(412,867)	(412,867)	(165,147)	-	(165,147)	(412,867)	-	
02082 - R2R - Ellesmere St - Mt Hawthorn - Scar Bch to Mat	(186,992)	(233,740)	(100,000)	-	(100,000)	(233,740)	-	
02084 - Florence/Carr Bike Network Plan Construc	(150,000)	(150,000)	(60,000)	89	(59,911)	(150,000)	-	
20104 - Leederville Oval - Various assets Renewal	(50,000)	(50,000)	-	-	-	(20,000)	30,000	$30,000 Federal Govt contribution not going ahead.
20117 - Bus Shelter - Scar Bch Rd & Oxford St	(10,000)	(10,000)	-	-	-	(10,000)	-	
20127 - Laneway Lighting - Fairfield St & Oxford St Leeder	(13,750)	(13,750)	-	-	-	(13,750)	-	
20128 - Laneway Lighting - Pennant St & Coronation St Nort	(13,750)	(13,750)	-	-	-	(13,750)	-	
20129 - Laneway 3	(13,750)	(13,750)	-	-	-	(13,750)	-	
20130 - Laneway 4	(13,750)	(13,750)	-	-	-	(13,750)	-	
1008 - State Grants & Subsidies Total	**(1,843,230)**	**(1,889,978)**	**(758,556)**	**89**	**(758,467)**	**(1,573,978)**	**316,000**	
EXPENDITURE								
Road Rehabilitation								
40033 - Beaufort/Brisbane St Intersection Improvements	360,000	360,000	185,630	341,654	527,285	547,336	187,336	Overspend on the project. Budget to be adjusted from savings in other road projects.
40038 - Intersection of Loftus/Vincent Streets	-	-	(0)		(0)	-	-	
40460 - Angove St - Daphne to Fitzgerald St	-	-	-	4,817	4,817	-	-	
40505 - Newcastle, Loftus - Charles St Rd Rehabilitation	50,000	7,495	-	11,171	11,171	7,495	-	
02070 - Norfolk St - North Perth/Mt Lawley - Burt to Monmo	119,000	119,000	106,739	1,150	107,889	110,000	(9,000)	Transfer $3,664 to Wylie Pl - Leederville project (2075). Transfer $5,336 to Beaufort Street Intersection project.
02071 - Blake St - North Perth - Knutsford St to Norham St	47,000	47,000	51,065	-	51,065	51,065	4,065	Transfer $4,065 from Lorne Street project (2074).
02072 - East St - Mt Hawthorn - Berryman St to Ashby St	98,000	98,000	71,841	-	71,841	72,000	(26,000)	Transfer $26,000 to Beaufort Street Intersection project.
02073 - East St - Mt Hawthorn - Ashby St to Anzac Rd	119,000	119,000	75,163	-	75,163	76,000	(43,000)	Transfer $43,000 to Beaufort Street Intersection project.
02074 - Lorne St - Mt Hawthorn - The Boulevarde to Matlock	41,000	41,000	26,195	-	26,195	27,935	(13,065)	Transfer $4,065 to Blake Street (2071). Transfer $9,000 to Beaufort Street Intersection project.
02075 - Wylie Pl - Leederville - Oxford to Cul-de-Sac	38,000	38,000	41,664	-	41,664	41,664	3,664	Transfer $3,664 from Norfolk Street project (2070).
02076 - Egina St - Mt Hawthorn - Anzac Rd to Britannia Rd	61,000	61,000	30,299	1,380	31,679	33,000	(28,000)	Transfer $28,000 to Beaufort Street Intersection project.
02077 - Buxton - Mt Hawthorn - Anzac Rd to Britannia Rd	57,000	57,000	28,450	-	28,450	29,000	(28,000)	Transfer $28,000 to Beaufort Street Intersection project.
02078 - Bulwer St - Beaufort St to William St	194,400	194,400	9,368	121,530	130,897	194,400	-	
02079 - Newcastle St EB - Fitzgerald St to Money	192,100	192,100	126,618	2,589	129,207	192,100	-	
02080 - Vincent St - Loftus St to Morrison St	76,700	76,700	69,859	8,378	78,237	76,700	-	
02081 - Loftus St - Bourke St to Scarborough Bee	619,300	619,300	11,410	560,363	571,773	619,300	-	
6001 - Road Rehabilitation Total	**2,072,500**	**2,029,995**	**834,300**	**1,053,032**	**1,887,332**	**2,077,995**	**48,000**	
6002 - Roads to Recovery Programme								
02082 - R2R - Ellesmere St - Mt Hawthorn - Scar Bch to Mat	186,992	186,992	129,573	-	129,573	132,992	(54,000)	Utilise underspend of $54,000 plus remainder R2R funding of $46,748 to fund two new R2R projects.
6002 - Roads to Recovery Programme Total	**186,992**	**186,992**	**129,573**	**-**	**129,573**	**132,992**	**(54,000)**	
6005 - Traffic Management Improvement								
40409 - Improved Pedestrian crossings	180,000	180,000	3,300	928	4,228	140,000	(40,000)	Transfer $40,000 to Beaufort Street Intersection project.
40413 - Proposed Anzac Rd traffic calming	-	-	-	(176)	(176)	-	-	
40492 - 40kph Area Wide Speed Zone Trial	35,000	35,000	14,687	124,239	138,925	35,000	-	
40493 - Intersect 's SBR, Green, Main & Brady sts	30,000	30,000	-	-	-	-	(30,000)	Main Roads WA has assumed responsibility for the project. Budget to be adjusted accordingly.
40496 - Miscellaneous Traffic Management Request	-	-	-	2,844	2,844	-	-	
40497 - Signalised Pedestrian Crossings Program	-	-	-	10,924	10,924	-	-	
02061 - Minor Traffic Management Improvement Program	85,000	85,000	26,906	7,965	34,871	85,000	-	
02062 - Alma/Cleverton Local Area Traffic Management	50,000	50,000	452	385	837	50,000	-	
02063 - Britannia Rd Traffic Calming - Seabrook St to Fede	62,000	62,000	220	-	220	62,000	-	
02064 - Cleveden and Hunter St Intersection	30,000	30,000	5,436	-	5,436	30,000	-	
02065 - Harold and Lord St Intersection	25,000	25,000	-	-	-	25,000	-	
6005 - Traffic Management Improvement Total	**497,000**	**497,000**	**51,000**	**147,109**	**198,109**	**427,000**	**(70,000)**	
6006 - Black Spot Improvement								
40446 - Black Spot - Ruby and Fitzgerald St	-	-	-	3,727	3,727	-	-	
40498 - Intersection Lincoln & Wright Strs RAB	132,000	14,343	4,556	9,787	14,343	5,000	(9,343)	Project was completed and grant fully acquitted last financial year.
02066 - Vincent - Fitzgerald St to Chelmsford Rd	75,000	75,000	2,200	-	2,200	75,000	-	Public consultation to be completed in Feb 2020, subsequently works will commence in March/April 2020 if approved.
02067 - Vincent - Beaufort St to Grosvenor Rd	12,000	12,000	-	-	-	-	(12,000)	Not being funded by MRWA, hence transfer to bus shelters program (20117).
6006 - Black Spot Improvement Total	**219,000**	**101,343**	**6,756**	**13,514**	**20,270**	**80,000**	**(21,343)**	
6008 - Streetscape Improvement								
40416 - North Perth Public Open Space	-	-	-	17,905	17,905	-	-	
40500 - Planned Fitzgerald St Upgrades	9,000	-	-			-	-	
40501 - St scape Improvements/Place Making Mis	6,500	3,285	-	16,097	16,097	3,285	-	
02068 - Minor Streetscape Improvement	30,000	30,000	3,723	7,872	11,595	30,000	-	
02069 - Barlee St Shared Space - Staged over 2 yrs	20,000	20,000	-	-	-	20,000	-	
6008 - Streetscape Improvement Total	**65,500**	**53,285**	**3,723**	**41,874**	**45,597**	**53,285**	**-**	
6010 - Rights of Way Upgrade							-	
02083 - Rights of Way Rehab Program	75,000	75,000	-	-	-	75,000	-	
6010 - Rights of Way Upgrade Total	**75,000**	**75,000**	**-**	**-**	**-**	**75,000**	**-**	
6012 - Footpath Upgrade and Construction								
40420 - Footpath Prog - Kalgoorlie St	-	-	-	(2,068)	(2,068)	-	-	
40559 - Golding St - Newcastle St to Old Aberdeen Place	13,000	106	-	-	-	-	(106)	
02084 - Florence/Carr Bike Network Plan Construc	450,000	450,000	-	-	-	450,000	-	Out to public consultation, for construction in Mar/April 2020 if approved.
02085 - Footpath Upgrade and Construction	16,500	16,500	-	-	-	16,500	-	
02086 - Footpath - Ellesmere St Shared Path Stag	55,000	55,000	-	-	-	55,000	-	
02087 - Tactile Indicators Installation Program	20,000	20,000	-	11,782	11,782	12,000	(8,000)	Transfer $8,000 to Beaufort Street Intersection project.
20131 - Charles Street - Footpath Upgrade & Cons	55,000	55,000	1,995	-	1,995	55,000	-	
20132 - Oxford St - Footpath Upgrade and Const	7,500	7,500	4,421	-	4,421	6,567	(933)	Transfer $933 to Mount Hawthorn footpath project (20136).
20133 - Cleveden St - Footpath Upgrade and Cons	10,000	10,000	-	-	-	10,000	-	
20134 - Stirling St - Footpath Upgrade and Const	4,500	4,500	-	-	-	4,500	-	
20135 - Vincent St - Footpath Upgrade and Const	56,000	56,000	-	-	-	56,000	-	
20136 - Mount Hawthorn Main Hall - Footpath Upgr	5,500	5,500	6,433	-	6,433	6,433	933	Transfer $933 from Oxford Street footpath project (20132).
20137 - Angove St - Footpath Upgrade and Const	25,000	25,000	-	-	-	25,000	-	
6012 - Footpath Upgrade and Construction Total	**718,000**	**705,106**	**12,849**	**9,714**	**22,563**	**697,000**	**(8,106)**	
6013 - Bicycle Network Improvement								
40376 - Bicycle Network Oxford - Anzac to Scarb Bch Rd	-	-	-	1,657	1,657	-	-	
40509 - Bike N/work Plan (Loftus - Vincent/Richm	368,000	170,955	37,152	26,922	64,073	67,000	(103,955)	Project completed. $30,000 invoice outstanding for Western Power. Remainder of the budget can be retained.
40538 - Bike Parking	-	3,006	3,006	764	3,770	-	(3,006)	Expenditure less then $5,000, costs to be transferred to operating bike parking maintenance account.
6013 - Bicycle Network Improvement Total	**368,000**	**173,961**	**40,157**	**29,343**	**69,500**	**67,000**	**(106,961)**	
6014 - Drainage Improvement								
40124 - Gully soakwell program	-	-	-	(27)	(27)	-	-	
40432 - Drainage - Beatty Park Reserve	30,000	30,000	-	9,458	9,458	-	(30,000)	Transfer $20,000 to other drainage improvement programs.
40516 - Drainage - Britannia Rd Drain Inspection	-	-	-	9,458	9,458	10,000	10,000	Transfer $10,000 from Beatty Park reserve (40432)
02092 - Minor Drainage Improvement Program	50,000	50,000	-	-	-	70,000	20,000	Transfer $20,000 from Beatty Park reserve (40432)
02093 - Gully Soak Well Program	80,000	80,000	49,565	(55)	49,510	80,000	-	
6014 - Drainage Improvement Total	**160,000**	**160,000**	**49,565**	**18,834**	**68,399**	**160,000**	**-**	
6015 - Lighting/Electrical Upgrade								
40274 - Upgrade & Instal additional street lighting	-	-	-	650	650	-	-	
40426 - Car Park Dev - Brisbane St Car Park	-	-	-	11,055	11,055	-	-	
40430 - Car Park Dev - Pansy St Car Park	-	-	-	1,300	1,300	-	-	
02041 - Leederville Oval Stadium - Electrical Renewal 3 Bo	130,000	130,000	8,500	8,500	17,000	130,000	-	
20115 - Hyde Park - Replace Sodium with LED Light Stage 2	50,000	50,000	49,784	-	49,784	50,000	-	
20118 - Upgrade Lighting at Oxford St/Anzac Rd Roundabout	12,000	12,000	-	6,400	6,400	12,000	-	
20119 - Street Lighting - Kadina Albert & Tay Pl North Per	50,000	50,000	21,304	21,868	43,172	50,000	-	
6015 - Lighting/Electrical Upgrade Total	**242,000**	**242,000**	**79,587**	**49,773**	**129,360**	**242,000**	**-**	

CITY OF VINCENT
MID YEAR BUDGET REVIEW - ATTACHMENT 4
CAPITAL BUDGET AMENDMENTS

Account Name	Original Budget	Current Budget	YTD Actuals	Commitments	Total	Mid Year Budget Review	Budget variance (Increase/(Decrease))	Revised Budget Comments
6016 - Parking Improvement								
40533 - Resurface Verge Parking Church adj 49 Ju	-	-	-	100	100	-	-	
6016 - Parking Improvement Total	-	-	-	**100**	**100**	-	-	
							-	
6017 - Car Park Construction							-	
02089 - The Avenue CP - Upgrade Lights to Led	30,000	30,000	-	-	-	30,000	-	
02090 - Frame Ct CP - Upgrade Lights to Led	30,000	30,000	-	-	-	30,000	-	
02091 - Brisbane St CP - WSUD Project	180,000	180,000	51,236	107,488	158,723	180,000	-	
6017 - Car Park Construction Total	**240,000**	**240,000**	**51,236**	**107,488**	**158,723**	**240,000**	-	
6018 - Bus Shelter Installation								
20117 - Bus Shelter - Scar Bch Rd & Oxford St	40,000	40,000	12,400	16,029	28,429	52,000	12,000	Transfer $12,000 from Vincent - Beaufort traffic management project (2067).
6018 - Bus Shelter Installation Total	**40,000**	**40,000**	**12,400**	**16,029**	**28,429**	**52,000**	**12,000**	
6019 - Park Furniture/Fencing Installation								
40530 - Install Recycling Bins in Public Areas	-	-	-	110	110	-	-	
20107 - Gladstone St Reserve - Electric BBQ	15,000	15,000	10,710	1,040	11,750	15,000	-	
20108 - Fencing - BP Reserve Replace Bollard Fencing	25,000	25,000	23,359	18,124	41,483	42,000	17,000	Works completed. $17,000 transferred from other fencing projects as project had an overspend due to variations.
20109 - Fencing - Keith Frame Res - Replace Bollard Fencin	15,000	15,000	-	-	-	-	(15,000)	Project cancelled following installation of PSP and decision not to install fencing around reserve. Transfer total budget of $15,000 to Beatty Park fencing project.
20110 - Fencing - Leake/Alma Res - Replace Pine Log Fencin	15,000	15,000	20,294	-	20,294	21,000	6,000	Works completed. $6,000 transferred from Birdwood Square fencing project.
20111 - Fencing - Birdwood Square - Replace Wire Fencing	70,000	70,000	42,059	400	42,469	45,000	(25,000)	Works completed. Project savings to be transferred to other fencing projects.
6019 - Park Furniture/Fencing Installation Total	**140,000**	**140,000**	**96,432**	**19,674**	**116,106**	**123,000**	**(17,000)**	
6020 - Reticulation and Bore Installation								
40541 - 2018/19 Central Control Irrigation Syste	60,000	60,000	45,076	-	45,076	52,000	(8,000)	Project completed. Savings can be retained.
20112 - Reticulation - Aukland/Hobard St Upgrade Irrigatio	50,000	50,000	1,400	-	1,400	50,000	-	
20113 - Reticulation - Robertson Park Res - Replace Irriga	15,000	15,000	-	12,200	12,200	15,000	-	
20114 - Reticulation - Brisbane/Wade St Res - Irrigation C	15,000	15,000	-	6,100	6,100	7,000	(8,000)	Project complete. Transfer $8,000 to Les Lillyman park upgrade project (20102).
6020 - Reticulation and Bore Installation Total	**140,000**	**140,000**	**46,476**	**18,300**	**64,776**	**124,000**	**(16,000)**	
6021 - Playground/Exercise Equipment Install.								
40543 - Netball Installation - Public Open Space	12,000	12,000	3,952	1,620	5,572	6,000	(6,000)	Transfer $6,000 to Forrest Park project (20116).
20116 - Playground Equipment - Forrest Park Exercise Equip	60,000	60,000	-	-	-	66,000	6,000	Transferred $6,000 from POS netball project (40543).
6021 - Playground/Exercise Equipment Install. Total	**72,000**	**72,000**	**3,952**	**1,620**	**5,572**	**72,000**	-	
							-	
							-	
6022 - Park Upgrade and Construction							-	
40089 - Greening plan	-	-	72	-	72	-	-	
40520 - Public Open Space Strategy Implementation	540,000	526,460	70,160	21,808	91,967	226,460	(300,000)	Revised scope includes $100,000 for Birdwood Sq Active play; $50,000 for POS amenities; $7,500 for Bike Trail at Brit Res; $7,500 for BBQ at Brit Res South; $12,000 for Netball ring Charles Veryard; $15,000 for Lighting at Leake/Alma St Res and $34,460 forPop Up Play.
40521 - Banks Res Master Plan Implement Stage 1	687,000	759,610	43,738	22,524	66,261	686,610	(73,000)	$572,610 needed for construction of Banks Active Zone. $114,000 needed for Summers St carpark. Reduced by $73,000 (being $40,000 detailed design of boardwalk & plaza, $23,000 for section 18, $10,000 wheelchair charging point)
02099 - Synthetic Cricket Wickets - Various Locations	25,000	25,000	-	-	-	25,000	-	
20100 - Brentham St Res - Installation of Pathway Greenway	80,000	80,000	-	-	-	80,000	-	
20101 - Blackford St Reserve - Replace Rubber Softfall	25,000	25,000	-	25,728	25,728	25,000	-	
20102 - Les Lilleyman Reserve	25,000	25,000	-	34,216	34,216	50,000	25,000	Revised budget of $50,000. Transfer $17,000 from Birdwood fencing project (20111) and $8,000 from Reticulation at Brisbane/Wade St reserve (20114).
20103 - Lynton St Park Upgrade	25,000	25,000	-	7,820	7,820	25,000	-	
20104 - Leederville Oval - Various assets Renewal	245,000	245,000	34,682	7,000	41,682	245,000	-	
20105 - Eco Zoning - Brentham St Reserve	30,000	30,000	-	4,703	4,703	30,000	-	
6022 - Park Upgrade and Construction Total	**1,682,000**	**1,741,070**	**148,651**	**123,798**	**272,450**	**1,393,070**	**(348,000)**	
6023 - Landscaping								
40089 - Greening plan	189,669	160,525	159,890	21,705	181,595	205,525	45,000	Transferred a total of $45,000 from the other Greening plan projects as seen below.
02094 - Greening Plan - Brisbane St Carpark Stage 2	200,000	200,000	204,608	1,880	206,488	200,000	-	
02095 - Greening Plan - Redfern St	25,000	25,000	-	-	-	20,000	(5,000)	Transfer $5,000 to Greening Plan (40089).
02096 - Greening Plan - Clieveden St	25,000	25,000	1,271	-	1,271	15,000	(10,000)	Transfer $10,000 to Greening Plan (40089).
02097 - Greening Plan - Sydney St	25,000	25,000	6,140	-	6,140	10,000	(15,000)	Transfer $10,000 to Greening Plan (40089).
02098 - Greening Plan - Berryman St	25,000	25,000	1,861	-	1,861	10,000	(15,000)	Transfer $10,000 to Greening Plan (40089).
6023 - Landscaping Total	**489,669**	**460,525**	**373,771**	**23,585**	**397,356**	**460,525**	-	
6024 - Bike Racks								
20106 - Bike Parking - Bike Racks	20,000	20,000	-	-	-	-	(20,000)	Not required as expenditure less than $5k. $10,000 transferred to operating bike maintenance account & $9,250 to Workforce accommodation (41009)
6024 - Bike Racks Total	**20,000**	**20,000**	**-**	**-**	**-**	**-**	**(20,000)**	
6051 - Building Construction								
41058 - Library - Solar Panel System	-	-	-	4,743	4,743	-	-	
41059 - Beatty Park - Solar Panel System	138,932	69,743	66,617	5,071	71,688	73,000	3,257	Works complete.
41060 - Admin & Civic Ctr - Solar Panel System	179,201	179,201	56,513	48,650	105,163	179,201	-	
41062 - Library - Recept`n Desk Fit-out	-	-	-	1,818	1,818	-	-	
02030 - Mt Hawthorn Main Hall Upgrade	175,000	175,000	168	151,892	152,060	200,000	25,000	Transfer $25,000 from BPLC risk renewals project (41043) due to scope variations.
02031 - Co-Location of Reception to Library	225,000	225,000	134,667	62,293	196,961	200,000	(25,000)	Transfer surplus of $25,000 to Workforce accommodation upgrade (41009).
02032 - Mt Hawthorn - Additional Flooring	20,000	20,000	-	20,000	20,000	20,000	-	
02033 - Loftus Rec Centre - Change Room Upgrade	184,000	184,000	3,000	-	3,000	184,000	-	
02034 - Beatty park - Ceiling Renewal Passive Pool Slides	60,000	60,000	-	-	-	60,000	-	
02035 - Beatty Park - Landscape renewal Passive Pools	30,000	30,000	-	-	-	30,000	-	
02036 - Beatty Park - Footsheet & Screw Renewal	100,000	100,000	15,860	20,667	36,527	40,000	(60,000)	Transfer $50,000 to Misc. Assets renewal program (20126) to finish urgent works for depot boundary fence and $10,000 to BPLC Carpet Renewal (2039).
02037 - Beatty Park - Ground Floor Switchboard & Cabling	250,000	250,000	-	12,510	12,510	250,000	-	
02038 - Charles Veryard - Change Room Upgrade	50,000	50,000	50,249	-	50,249	50,000	-	
02039 - Beatty Park - Replace Gym Carpet	70,000	70,000	-	-	-	80,000	10,000	Transfer $10,000 from Beatty Park roof sheet renewal project (2036).
02040 - Beatty Park - Replace Studio 2 Carpet	30,000	30,000	-	28,320	28,320	30,000	-	
02042 - Loftus Community Centre - Ceiling Fabric & Lightin	120,000	120,000	-	-	-	-	(120,000)	Rescoping of this proejct required, hence project has been deferred to next financial year.
02043 - Air Conditioning & HVAC Renewal Depot	75,000	75,000	-	70,740	70,740	75,000	-	
02044 - Air Conditioning & HVAC Renewal - Belgravia Leisur	96,000	96,000	-	-	-	96,000	-	
02045 - Air Conditioning & HVAC Renewal - Menzies Pavilio	10,000	10,000	-	-	-	10,000	-	
02046 - Air Conditioning & HVAC Renewal - MHMH	49,000	49,000	3,978	49,000	52,978	49,000	-	
02047 - NP Bowling Club - Removal of ACM & Reinstate Soft	60,000	60,000	-	42,662	42,662	45,000	(15,000)	Transfer surplus $15,000 to Energy initiative projects (50093).
02049 - Hyde Park East Public Toilet Renewal	65,000	65,000	-	-	-	95,000	30,000	Transfer $30,000 from BPLC Risk Renewals (41043) as quotes for works higher than anticipated.
02050 - Menzies Pavilion - Roof Renewal	51,000	51,000	-	-	-	51,000	-	
02051 - Depot - Roof Renewal	51,000	51,000	1,804	-	1,804	-	(51,000)	Transfer surplus of $49,106 to Misc. assets renewal program (20126) to fund urgent works.
6051 - Building Construction Total	**2,089,133**	**2,019,944**	**332,856**	**518,366**	**851,222**	**1,817,201**	**(202,743)**	
6052 - Building Refurbishment								
41043 - Beatty Park Leisure Ctr - Risk Renewals	370,000	354,349	2,936	4,233	7,169	304,349	(50,000)	Transfer $30,000 to Hyde Park East Toilet renewal (2049) and $25,000 Mount Hawthorn Main Hall Upgrade (2030).
6052 - Building Refurbishment Total	**370,000**	**354,349**	**2,936**	**4,233**	**7,169**	**304,349**	**(50,000)**	
6055 - Equipment, Furniture and Fitting Install								
00005 - Department of Sports and Recreation Building	-	25,000	-	-	-	25,000	-	
41009 - Admin Centre - Workforce Accommodation U	225,000	225,000	159,478	22,260	181,738	409,500	184,500	Scope of works has increased, hence budget needs to be increased. Has been funded from various projects.
41013 - DSR - Carpet Replacement	120,000	100,471	28,180	-	28,180	28,180	(72,291)	Work complete return surplus to reserve.
41062 - Library - Recept`n Desk Fit-out	35,000	30,750	163	-	163	500	(30,250)	Transfer $30,250 to Workforce accom upgrade (41009) as project not going ahead.
02048 - Belgravia Leisure - Nox Fixed Asset Renewal	50,000	50,000	-	-	-	-	(50,000)	Project not going ahead. Transfer to Misc. Asset renewal program (20126).
6055 - Equipment, Furniture and Fitting Install Total	**430,000**	**431,221**	**187,822**	**22,260**	**210,082**	**463,180**	**31,959**	

CITY OF VINCENT
MID YEAR BUDGET REVIEW - ATTACHMENT 4
CAPITAL BUDGET AMENDMENTS

Account Name	Original Budget	Current Budget	YTD Actuals	Commitments	Total	Mid Year Budget Review	Budget variance	Revised Budget Comments
6056 - Plant and Equipment Purchases								
50003 - P&E - Single Axle Truck	215,000	215,000	168	214,560	214,728	215,000	-	
50020 - P&E - Parking - Parking sensors pilot	-	51,410	-	46,620	46,620	51,410	-	
50062 - Light Fleet Replacement 1GAK121	36,000	-	-	-	-	-	-	
50067 - Light Fleet Replacement 1EIQ713	-	-	-	200	200	-	-	
50070 - Light Fleet Replacement 1EQT560	36,000	31,374	36,689	-	36,689	37,000	5,626	
50082 - Single Axle Truck Replacement 1DMN648	129,000	129,000	128,602	-	128,602	129,000	-	
50083 - Rear Loader Rubbish Truck Replace 1EAC272	392,368	392,368	168	392,200	392,368	392,368	-	
50087 - Side Loader Rubbish Truck Replac 1EPK134	420,668	420,668	-	420,500	420,500	420,668	-	
50093 - Water & Energy Efficiency Initiatives	100,000	100,000	56,393	53,869	110,261	115,000	15,000	Transfer $15,000 from NP Bowling Club - Removal of ACM project (2047).
50095 - Laneway Lighting Program	84,990	84,990	98,488	1,512	100,000	84,990	-	
50096 - Oxford St CCTV - Relocate UMS Supply	-	20,000	-	23,073	23,073	20,000	-	
50097 - Minor Plant & Equipment Replacement	-	-	-	(2,173)	(2,173)	-	-	
50098 - Beaufort St CCTV Network Upgrade	305,510	305,510	168	240,684	240,862	305,510	-	
6056 - Plant and Equipment Purchases Total	**1,719,536**	**1,750,320**	**320,675**	**1,391,055**	**1,711,730**	**1,770,946**	**20,626**	
6056 - P1235-Toyota Corolla Hybrid Sx Sport								
02001 - P1235-Toyota Corolla Hybrid Sx Sport	23,000	23,000	42,918	-	42,918	23,000	-	
6056 - P1235-Toyota Corolla Hybrid Sx Sport Total	**23,000**	**23,000**	**42,918**	**-**	**42,918**	**23,000**	**-**	
6056 - P2183-Nissan Navara Dual Cab								
02002 - P2183-Nissan Navara Dual Cab	27,000	27,000	26,077	700	26,777	27,000	-	
6056 - P2183-Nissan Navara Dual Cab Total	**27,000**	**27,000**	**26,077**	**700**	**26,777**	**27,000**	**-**	
6056 - P2176-Nissan Navara King Cab Ttop								
02003 - P2176-Nissan Navara King Cab Ttop	27,000	27,000	25,915	-	25,915	27,000	-	
6056 - P2176-Nissan Navara King Cab Ttop Total	**27,000**	**27,000**	**25,915**	**-**	**25,915**	**27,000**	**-**	
6056 - P1238-Toyota Corolla Hybrid Sx Sport								
02004 - P1238-Toyota Corolla Hybrid Sx Sport	23,000	23,000	22,589	-	22,589	23,000	-	
6056 - P1238-Toyota Corolla Hybrid Sx Sport Total	**23,000**	**23,000**	**22,589**	**-**	**22,589**	**23,000**	**-**	
6056 - P2179-Hyundai iLoad 35 liftback 2.4 man								
02005 - P2179-Hyundai iLoad 35 liftback 2.4 man	37,000	37,000	-	-	-	37,000	-	
6056 - P2179-Hyundai iLoad 35 liftback 2.4 man Total	**37,000**	**37,000**	**-**	**-**	**-**	**37,000**	**-**	
6056 - P1241-Toyota Corolla Hybrid Sx Sport								
02006 - P1241-Toyota Corolla Hybrid Sx Sport	23,000	23,000	22,520	-	22,520	23,000	-	
6056 - P1241-Toyota Corolla Hybrid Sx Sport Total	**23,000**	**23,000**	**22,520**	**-**	**22,520**	**23,000**	**-**	
6056 - Toyota Corolla Hybrid Sx Sport								
02007 - P1233-Toyota Corolla Hybrid Sx Sport	23,000	23,000	22,654	-	22,654	23,000	-	
6056 - Toyota Corolla Hybrid Sx Sport Total	**23,000**	**23,000**	**22,654**	**-**	**22,654**	**23,000**	**-**	
6056 - P1239-Toyota Corolla Hybrid Sx Sport								
02008 - P1239-Toyota Corolla Hybrid Sx Sport	23,000	23,000	22,117	-	22,117	23,000	-	
6056 - P1239-Toyota Corolla Hybrid Sx Sport Total	**23,000**	**23,000**	**22,117**	**-**	**22,117**	**23,000**	**-**	
6056 - P1240-Toyota Corolla Hybrid Sx Sport								
02009 - P1240-Toyota Corolla Hybrid Sx Sport	23,000	23,000	22,117	-	22,117	23,000	-	
6056 - P1240-Toyota Corolla Hybrid Sx Sport Total	**23,000**	**23,000**	**22,117**	**-**	**22,117**	**23,000**	**-**	
6056 - P2174-Nissan Navara King Cab Ttop								
02010 - P2174-Nissan Navara King Cab Ttop	27,000	27,000	26,013	-	26,013	27,000	-	
6056 - P2174-Nissan Navara King Cab Ttop Total	**27,000**	**27,000**	**26,013**	**-**	**26,013**	**27,000**	**-**	
6056 - P2175-Nissan Navara King Cab Ttop								
02011 - P2175-Nissan Navara King Cab Ttop	27,000	27,000	26,148	-	26,148	27,000	-	
6056 - P2175-Nissan Navara King Cab Ttop Total	**27,000**	**27,000**	**26,148**	**-**	**26,148**	**27,000**	**-**	
6056 - P2181-Nissan Navara King Cab Ttop								
02012 - P2181-Nissan Navara King Cab Ttop	27,000	27,000	25,211	545	25,756	27,000	-	
6056 - P2181-Nissan Navara King Cab Ttop Total	**27,000**	**27,000**	**25,211**	**545**	**25,756**	**27,000**	**-**	
6056 - P2180-Nissan Navara King Cab Ttop								
02013 - P2180-Nissan Navara King Cab Ttop	27,000	27,000	25,461	545	26,006	27,000	-	
6056 - P2180-Nissan Navara King Cab Ttop Total	**27,000**	**27,000**	**25,461**	**545**	**26,006**	**27,000**	**-**	
6056 - P1236-Toyota Camry Sport Hybrid								
02014 - P1236-Toyota Camry Sport Hybrid	28,750	28,750	-	-	-	28,750	-	
6056 - P1236-Toyota Camry Sport Hybrid Total	**28,750**	**28,750**	**-**	**-**	**-**	**28,750**	**-**	
6056 - P2182-Nissan Navara King Cab Ttop								
02015 - P2182-Nissan Navara King Cab Ttop	27,000	27,000	26,053	-	26,053	27,000	-	
6056 - P2182-Nissan Navara King Cab Ttop Total	**27,000**	**27,000**	**26,053**	**-**	**26,053**	**27,000**	**-**	
6056 - P2184-Nissan Navara King Cab Ttop								
02016 - P2184-Nissan Navara King Cab Ttop	40,000	40,000	51	-	51	40,000	-	
6056 - P2184-Nissan Navara King Cab Ttop Total	**40,000**	**40,000**	**51**	**-**	**51**	**40,000**	**-**	
6056 - P1225-Toyota Corolla Hybrid Sx Sport								
02017 - P1225-Toyota Corolla Hybrid Sx Sport	23,000	23,000	22,201	-	22,201	23,000	-	
6056 - P1225-Toyota Corolla Hybrid Sx Sport Total	**23,000**	**23,000**	**22,201**	**-**	**22,201**	**23,000**	**-**	
6056 - P1231-Toyota Corolla Hybrid Sx Sport								
02018 - P1231-Toyota Corolla Hybrid Sx Sport	23,000	23,000	22,946	-	22,946	23,000	-	
6056 - P1231-Toyota Corolla Hybrid Sx Sport Total	**23,000**	**23,000**	**22,946**	**-**	**22,946**	**23,000**	**-**	
6056 - P1232-Toyota Corolla Hybrid Sx Sport								
02019 - P1232-Toyota Corolla Hybrid Sx Sport	23,000	23,000	22,895	-	22,895	23,000	-	
6056 - P1232-Toyota Corolla Hybrid Sx Sport Total	**23,000**	**23,000**	**22,895**	**-**	**22,895**	**23,000**	**-**	
6056 - P2154-Electric - Runagers								
02020 - P2154-Electric - Runagers	41,000	41,000	42,918	685	43,603	41,000	-	
6056 - P2154-Electric - Runagers Total	**41,000**	**41,000**	**42,918**	**685**	**43,603**	**41,000**	**-**	
6056 - P2170-VW Caddy - Rangers								
02021 - P2170-VW Caddy - Rangers	37,000	37,000	-	-	-	37,000	-	
6056 - P2170-VW Caddy - Rangers Total	**37,000**	**37,000**	**-**	**-**	**-**	**37,000**	**-**	
6056 - P2177-VW Caddy-Rangers								
02022 - P2177-VW Caddy-Rangers	35,000	35,000	-	33,636	33,636	35,000	-	
6056 - P2177-VW Caddy-Rangers Total	**35,000**	**35,000**	**-**	**33,636**	**33,636**	**35,000**	**-**	
6056 - Toyota Camry Sport Hybrid								
02023 - Toyota Camry Sport Hybrid	28,750	28,750	-	-	-	28,750	-	
6056 - Toyota Camry Sport Hybrid Total	**28,750**	**28,750**	**-**	**-**	**-**	**28,750**	**-**	
6056 - P5040-Ride on Mower								
02024 - P5040-Ride on Mower	35,000	35,000	33,227	-	33,227	35,000	-	
6056 - P5040-Ride on Mower Total	**35,000**	**35,000**	**33,227**	**-**	**33,227**	**35,000**	**-**	
6056 - P3258-Single Axle Tipper Truck								
02025 - P3258-Single Axle Tipper Truck	170,000	170,000	-	-	-	170,000	-	
6056 - P3258-Single Axle Tipper Truck Total	**170,000**	**170,000**	**-**	**-**	**-**	**170,000**	**-**	
6056 - P5022-Gang Mower								
02026 - P5022-Gang Mower	55,000	55,000	12,000	-	12,000	55,000	-	
6056 - P5022-Gang Mower Total	**55,000**	**55,000**	**12,000**	**-**	**12,000**	**55,000**	**-**	
6056 - P3762-Road Sweeper								
02027 - P3762-Road Sweeper	380,000	380,000	-	-	-	380,000	-	
6056 - P3762-Road Sweeper Total	**380,000**	**380,000**	**-**	**-**	**-**	**380,000**	**-**	
6056 - P3517-Rubbish Compactor 10T Lge Rear Kia								
02028 - P3517-Rubbish Compactor 10T Lge Rear Kia	470,000	470,000	-	-	-	-	(470,000)	Truck purchase has been deferred. Consequently monies to be transferred to the Strategic Waste Management reserve.
6056 - P3517-Rubbish Compactor 10T Lge Rear Kia Total	**470,000**	**470,000**	**-**	**-**	**-**	**-**	**(470,000)**	
6056 - P3263-Single Axle Truck								
02029 - P3263-Single Axle Truck	80,000	80,000	-	85,332	85,332	80,000	-	
6056 - P3263-Single Axle Truck Total	**80,000**	**80,000**	**-**	**85,332**	**85,332**	**80,000**	**-**	

CITY OF VINCENT
MID YEAR BUDGET REVIEW - ATTACHMENT 4
CAPITAL BUDGET AMENDMENTS

Account Name	Original Budget	Current Budget	YTD Actuals	Commitments	Total	Mid Year Budget Review	Budget variance (Increase/(Decrease))	Revised Budget Comments
6056 - Plant and Equipment Purchases								
20127 - Laneway Lighting - Fairfield St & Oxford St Leeder	13,750	13,750	1,807	-	1,807	13,750	-	
20128 - Laneway Lighting - Pennant St & Coronation St Nort	13,750	13,750	-	-	-	13,750	-	
20129 - Laneway 3	13,750	13,750	-	-	-	13,750	-	
20130 - Laneway 4	13,750	13,750	-	7,841	7,841	13,750	-	
6056 - Plant and Equipment Purchases Total	**55,000**	**55,000**	**1,807**	**7,841**	**9,648**	**55,000**	-	
6057 - Furniture and Equipment Purchases								
50037 - F&E - IT - Upgrade of IT firewall	39,000	41,029	4,110	-	4,110	41,029	-	
50042 - F&E - IT - Upgrade IT Network	20,000	20,000	-	-	-	48,119	28,119	Transfer $28,019 from Wi-Fi installation project (50105) & $100 from Disc storage project (50102).
50044 - F&E - IT - Online Lodgement Applications	27,547	30,000	-	-	-	5,000	(25,000)	Transferred $25,000 to OPEX consultants
50045 - F&E - IT - Replacement of CARs system	-	28,148	9,698	11,314	21,011	28,148	-	
50050 - F&E - Hall - Non Fixed Assets Renewal	-	-	-	720	720	-	-	
50100 - Backup Server	35,000	35,000	-	-	-	35,000	-	
50102 - Disc for Storage System	-	10,000	9,900	-	9,900	9,900	(100)	Project complete. Transfer $100 to IT Network upgrade project (50042).
50104 - Renew Switches	35,000	35,000	-	-	-	35,000	-	
50105 - Wi-Fi Installation	35,000	41,994	-	-	-	13,975	(28,019)	Transfer $28,019 to IT Network upgrade project (50042).
50106 - Strength Equipment	-	-	-	635	635	-	-	
50108 - Mt Lawley/Highgate town Ctr Streetscape	75,000	75,000	15,125	29,876	45,000	75,000	-	
50109 - Public Art Project	200,000	200,000	-	-	-	200,000	-	
6057 - Furniture and Equipment Purchases Total	**466,547**	**516,171**	**38,832**	**42,545**	**81,377**	**491,171**	**(25,000)**	
6057 - Graffiti Reporting Equipment								
50114 - Graffiti Reporting Equipment	-	-	-	3,389	3,389	-	-	
6057 - Graffiti Reporting Equipment Total	-	-	-	**3,389**	**3,389**	-	-	
							-	
6057 - Portable Water Fountain/Refill Station							-	
20120 - Portable Water Fountain/Refill Station	7,000	7,000	-	-	-	7,000	-	
6057 - Portable Water Fountain/Refill Station Total	**7,000**	**7,000**	-	-	-	**7,000**	-	
							-	
6057 - Furniture and Equipment Purchases							-	
20121 - LED up-lights Albert Square Ficus Tree	12,000	12,000	-	-	-	12,000	-	
20122 - Christmas Tree Lights - Carr Pl & Newcastle Gum	10,000	10,000	4,307	4,307	8,614	10,000	-	
20124 - ICT Strategy Implementation	300,000	300,000	-	-	-	140,000	(160,000)	Revised scope, hence transfer $50,000 to OPEX ICT consultants & $110,000 to OPEX ICT software licenses.
20125 - Installation of Public Recycling Station	5,000	5,000	-	-	-	5,000	-	
20126 - Miscellaneous Assets Renewal	50,000	50,000	24,437	78,061	102,498	199,106	149,106	Scope of works increased resulting in a overspend. Transfer $149,106 from savings from multiple projects (2036,2048 & 2051 respectively)
6057 - Furniture and Equipment Purchases Total	**377,000**	**377,000**	**28,744**	**82,368**	**111,112**	**366,106**	**(10,894)**	
6002 - New Roads to Recovery Programme proposed								
020138 - R2R - Summers St - Joel Terrace to Swan River	-	-	-	-	-	42,000	42,000	
020139 - R2R - Vincent St - Mitchell FW overpass to Leederville	-	-	-	-	-	60,521	60,521	
6002 - Roads to Recovery Programme Total	-	-	-	-	-	**102,521**	**102,521**	
Capital Expenditure	**14,775,377**	**14,422,782**	**3,346,133**	**3,863,795**	**7,209,927**	**13,217,841**	**(1,204,941)**	
Total (including State grants and subsidies)	**12,932,147**	**12,532,804**	**2,587,577**	**3,867,372**	**6,454,949**	**11,643,863**	**(888,941)**	

CITY OF VINCENT
MID YEAR BUDGET REVIEW
ATTACHMENT 5

Reserve Particulars	Budget Opening Balance 01/07/2019	Current Budget Transfers to Reserve 30/06/2020	Proposed Budget Transfers to Reserve 30/06/2020	Current Budget Interest Earned 30/06/2020	Proposed Budget Interest Earned 30/06/2020	Current Budget Transfers from Reserve 30/06/2020	Proposed Budget Transfers from Reserve 30/06/2020	Current Budget Closing Balance 30/06/2020	Proposed Budget Closing Balance 30/06/2020
	$	$	$	$	$	$	$	$	$
Asset Sustainability Reserve	4,198,844	(0)	250,000	106,956	106,956	(424,349)	(374,349)	3,881,451	4,181,452
Beatty Park Leisure Centre Reserve	99,278	0	0	2,681	2,681	0	0	101,959	101,959
Cash in Lieu Parking Reserve	1,846,678	50,000	30,000	45,878	45,878	(320,000)	(300,000)	1,622,556	1,622,555
Hyde Park Lake Reserve	156,142	0	0	4,216	4,216	0	0	160,358	160,358
Land and Building Acquisition Reserve	291,632	(0)	(0)	7,874	7,874	0	0	299,506	299,506
Leederville Oval Reserve	163,981	(0)	(0)	2,672	2,672	(130,000)	(130,000)	36,653	36,653
Loftus Community Centre Reserve	31,475	0	0	850	850	0	0	32,325	32,325
Loftus Recreation Centre Reserve	117,941	58,116	58,116	3,184	3,184	0	0	179,241	179,241
Office Building Reserve - 246 Vincent Street	445,105	0	0	9,318	9,318	(100,472)	(28,181)	353,951	426,242
Parking Facility Reserve	103,535	(0)	(0)	2,795	2,795	0	0	106,330	106,330
Percentage For Public Art Reserve	200,000	260,200	320,200	5,400	5,400	(200,000)	(200,000)	265,600	325,600
Plant and Equipment Reserve	188,701	0	0	3,565	3,565	(170,000)	(170,000)	22,266	22,266
State Gymnastics Centre Reserve	102,652	0	8,411	2,772	2,772	0	0	105,424	113,835
Strategic Waste Management Reserve	21,962	500,000	970,000	10,718	10,718	0	0	532,680	1,002,680
Tamala Park Land Sales Reserve	4,258,875	(0)	250,000	58,054	58,054	(4,217,436)	(4,217,436)	99,493	349,493
Underground Power Reserve	205,930	(0)	(0)	5,560	5,560	0	0	211,490	211,490
Waste Management Plant and Equipment Reserve	215,632	(0)	(0)	5,822	5,822	0	0	221,454	221,454
	12,648,362	**868,316**	**1,886,727**	**278,315**	**278,315**	**(5,562,257)**	**(5,419,966)**	**8,232,736**	**9,393,438**

11.3 FINANCIAL STATEMENTS AS AT 31 JANUARY 2020

Attachments: **1. Financial statements as at 31 January 2020**

RECOMMENDATION:

That Council RECEIVES the financial statements for the month ended 31 January 2020 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 31January 2020.

BACKGROUND:

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity including the sources and applications of funds, as compared to the budget.

DETAILS:

The following documents, included as **Attachment 1**, comprise the statement of financial activity for the period ending 31 January 2020:

Note	Description	Page
1.	Statement of Financial Activity by Program Report and Graph	1-3
2.	Statement of Comprehensive Income by Nature or Type Report	4
3.	Net Current Funding Position	5
4.	Summary of Income and Expenditure by Service Areas	6-55
5.	Capital Expenditure and Funding and Capital Works Schedule	56-62
6.	Cash Backed Reserves	63
7.	Rating Information and Graph	64-65
8.	Debtors Report	66
9.	Beatty Park Leisure Centre Financial Position	67

Comments on the Statement of Financial Activity (as at Attachment 1)

Operating revenue is reported separately by '*Program'* and '*Nature or Type'* respectively. The significant difference between the two reports is that operating revenue by *'Program'* includes 'Profit on sale of assets' and the report for '*Nature or Type'* includes 'Rates revenue'.

Revenue by Program is tracking slightly favourable compared to the YTD budget by an amount by $95,823 (0.7%). The following items materially contributed to this position: -

- A favourable variance of $ 206,834 due to the correct recognition of monies received previously for 'Percentage of Art' projects **(Community Amenities)**;
- A favourable variance of $170,132 due to the processing of receipts from December 2019 for income relating to Beatty Park Leisure Centre **(Recreation and Culture).**
- An unfavourable variance of $268,878 as a result of a reduction in revenue generated from parking infringements and parking fees **(Transport).**

Revenue by Nature or Type is tracking slightly under by $39,991 (0.1%) compared to the budgeted revenue.

Expenditure by Program reflects an under-spend of $2,863,970 (7.8%) compared to the year to date budget. The following items materially contributed to this position: -

- An under-spend of $1,154,654 mainly contributed by the timing of works relating to waste collection and the delivery of operating projects within Policy and Place **(Community Amenities)**;

- Under-spend of $206,558 mainly contributed by a timing variance relating to Council election costs, management & operating initiatives costs in the CEO's section and vacant positions in the Customer Service area **(Governance)**;
- Under-spend of $664,678 mainly contributed by a timing variance of delivery of events earmarked for the year and operating projects and maintenance works relating to Beatty Park Leisure Centre (**Recreation and culture)**; and
- Under-spend of $434,032 mainly contributed by a timing variance of works relating to infrastructure maintenance and costs relating to street lighting **(Transport)**.

Expenditure by Nature or Type reflects an under-spend of $2,841,734 (7.7%) compared to the year to date budget. The following items materially contributed to this position: -

- **Materials and contracts** reflects an under-spend of $2,450,862. This variance is mainly contributed by a timing variance of works within the following areas:
    - Waste collection Service - $360,000;
    - Building maintenance - $116,000 ;
    - Infrastructure maintenance (Parks, sporting grounds) - $126,000 ;
    - Events - $110,000; and
    - Operating initiative projects within multiple areas - $ 650,000.

- **Other expenditure** reflects an under-spend of $444,398 largely contributed by a timing variance in the delivery of works within multiple service areas.

Surplus Position – 2019/20

The surplus position brought forward to 2019/20 is $5,811,178 as per the City's 2018/19 audited financials. The current closing position is $22,489,020, this is a favourable position ($6,854,077) compared to the budget.

Content of Statement of Financial Activity

An explanation of each report in the Statement of Financial Activity (**Attachment 1**), along with some commentary, is below:

1. Statement of Financial Activity by Program Report (Note 1 Page 1)

   This statement of financial activity shows operating revenue and expenditure classified by Program.

2. Statement of Comprehensive Income by Nature or Type Report (Note 2 Page 4)

   This statement of Comprehensive Income shows operating revenue and expenditure classified by Nature or Type.

3. Net Current Funding Position (Note 3 Page 5)

   'Net current assets' is the difference between the current assets and current liabilities; less committed assets and restricted assets.

4. Summary of Income and Expenditure by Service Areas (Note 4 Page 6 – 55)

   This statement shows a summary of operating revenue and expenditure by service unit including variance commentary.

5. Capital Expenditure and Funding Summary (Note 5 Page 56 - 62)

   The full capital works program is listed in detail in Note 5 of **Attachment 1**.

6. Cash Backed Reserves (Note 6 Page 63)

   The cash backed reserves schedule provides a detailed summary of the movements in the reserves portfolio, including transfers to and from the reserve. The balance as at 31 January 2020 is $8,943,341.

7. Rating Information (Note 7 Page 64 - 65)

The notices for rates and charges levied for 2019/20 were issued on 19 July 2019. *The Local Government Act 1995* provides for ratepayers to pay rates by four instalments. The due dates for each instalment are:

	Due Date
First Instalment	26 August 2019
Second Instalment	29 October 2019
Third Instalment	7 January 2020
Fourth Instalment	10 March 2020

The outstanding rates debtors balance as at 31 January 2020 is $5,750,294 including deferred rates ($105,250) and excluding ESL debtors and pensioner rebates.

8. Receivables (Note 8 Page 66)

Total trade and other receivables outstanding as at 31 January 2020 are $2,680,808, of which $2,108,819 relates to outstanding debtors. 89% of the outstanding debtors balance is over 90 days.

Administration has been regularly following up all outstanding items by issuing reminders when they are overdue and subsequently initiating a formal debt collection process when payments remain outstanding for long periods of time.

Below is a summary of the significant items that have been outstanding for over 90 days:

- $1,819,952 (97%) relates to unpaid infringements (plus costs) over 90 days. Infringements that remain unpaid for more than two months are sent to the Fines Enforcement Registry (FER), which then collects the outstanding balance on behalf of the City for a fee.

  $971,183 of this amount has been transferred to long-term infringement debtors (non-current portion). Furthermore, due to the aged nature of some of the unpaid infringements, a provisional amount of $186,666 has been calculated as doubtful debts for the current portion (within 12 months) and a provisional amount of $196,072 has been calculated as doubtful debts for the non-current portion (greater than 12 months). This treatment is in accordance to the new requirements of the changes in the Accounting standards (AASB 9).

- $165,723 (8.5%) relates to cash-in-lieu of car parking debtors. In accordance with the *City's Policy 7.7.1 Non-residential parking*, Administration has entered into special payment arrangements with long outstanding cash in lieu parking debtors to enable them to pay over a fixed term of five years.

9. Beatty Park Leisure Centre – Financial Position report (Note 9 Page 67)

As at 31 January 2020, the operating surplus for the centre is $403,789 (excluding depreciation) compared to the year to date budgeted deficit amount of $228,579.

10. Explanation of Material Variances (Note 4 Page 6 - 55)

The materiality thresholds used for reporting variances are 10% and $20,000 respectively. This means that variances will be analysed and separately reported when they are more than 10% (+/-) of the year to date budget and where that variance exceeds $20,000 (+/-). This threshold was adopted by Council as part of the budget adoption for 2019/20 and is used in the preparation of the statements of financial activity when highlighting material variance in accordance with *Financial Management Regulation 34(1) (d)*.

In accordance to the above, all material variances as at 31 January 2020 have been detailed in the variance comments report in **Attachment 1**.

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Section 6.4 of the Local Government Act 1995 requires a local government to prepare an annual financial report for the preceding year and other financial reports as prescribed.

Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996 requires the local government to prepare a statement of financial activity each month, reporting on the source and application of funds as set out in the adopted annual budget.

A statement of financial activity and any accompanying documents are to be presented at an Ordinary Meeting of the Council within two months after the end of the month to which the statement relates.

Section 6.8 of the Local Government Act 1995, specifies that a local government is not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority decision of Council.

RISK MANAGEMENT IMPLICATIONS:

Low: Provision of monthly financial reports to Council fulfils relevant statutory requirements and is consistent with good financial governance.

STRATEGIC IMPLICATIONS:

Reporting on the City's financial position is aligned with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

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

Our community is aware of what we are doing and how we are meeting our goals.

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Not applicable.

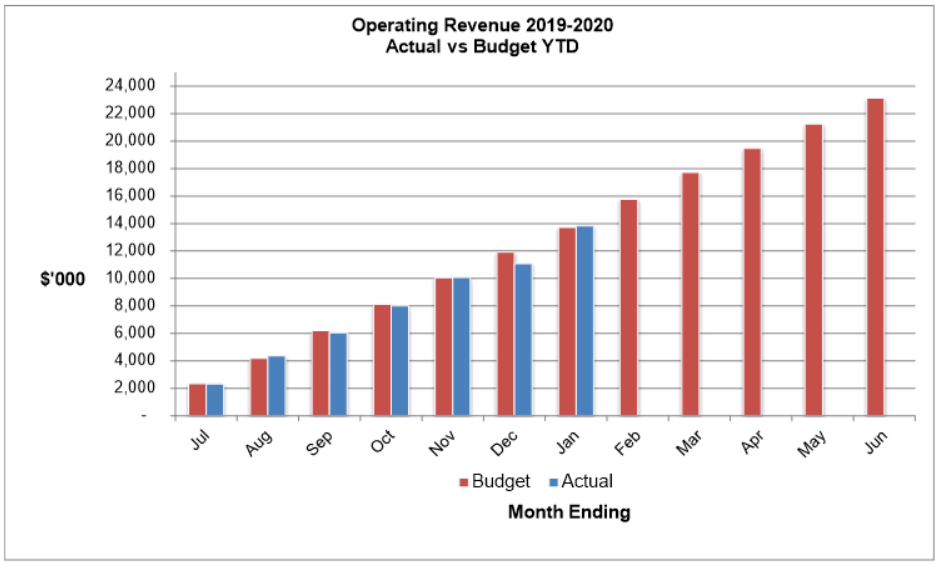
FINANCIAL/BUDGET IMPLICATIONS:

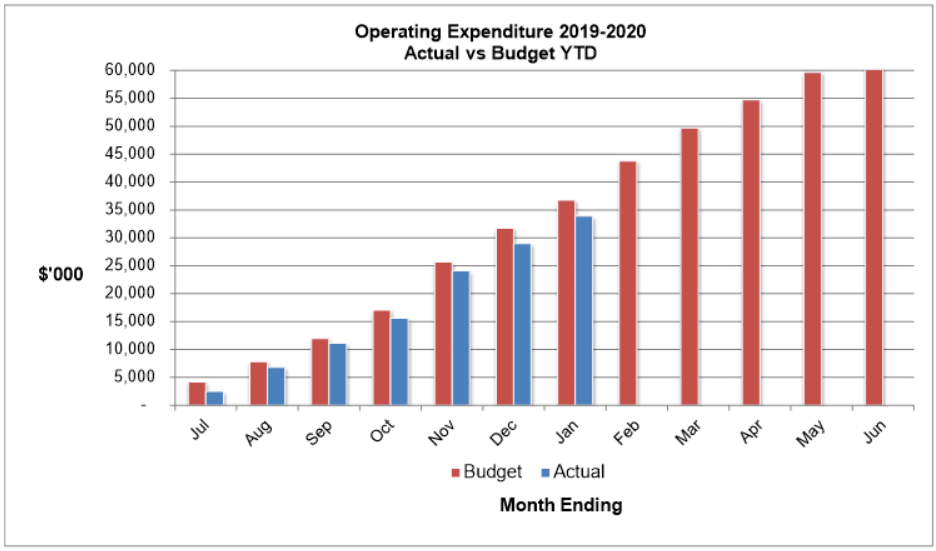
Not applicable.

CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM
FOR THE PERIOD ENDED 31 JANUARY 2020

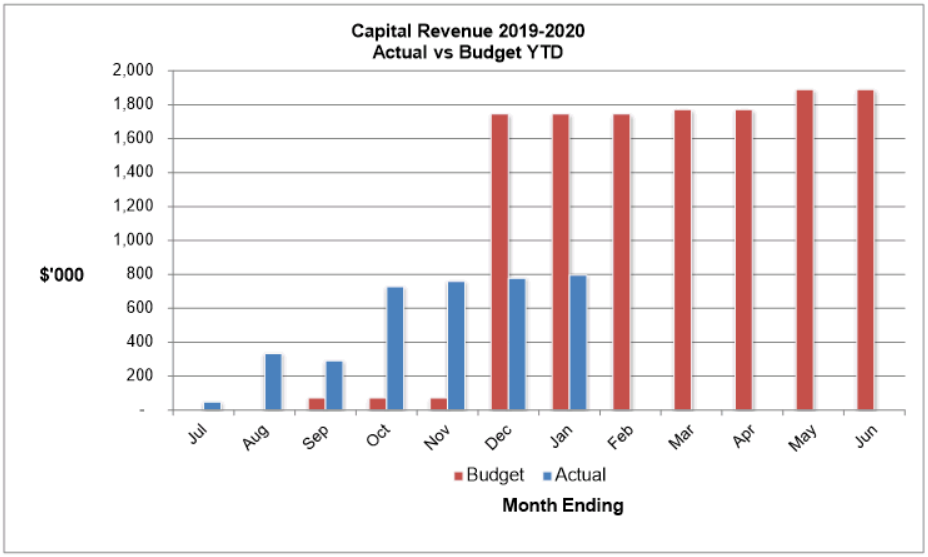
	Current Budget 2019/20	YTD Budget 31/01/2020	YTD Actual 31/01/2020	YTD Variance	YTD Variance
	$	$	$	$	%
Opening Funding Surplus/(Deficit)	**5,811,178**	**5,811,178**	**5,811,178**	**0**	**0.0%**
Revenue from operating activities					
Governance	41,000	23,912	19,755	(4,157)	-17.4%
General Purpose Funding	2,054,096	1,346,332	1,296,376	(49,956)	-3.7%
Law, Order and Public Safety	128,950	110,585	170,853	60,268	54.5%
Health	378,864	320,937	340,479	19,542	6.1%
Education and Welfare	144,903	77,671	82,543	4,872	6.3%
Community Amenities	1,412,345	768,189	975,023	206,834	26.9%
Recreation and Culture	10,120,133	5,866,549	6,036,681	170,132	2.9%
Transport	8,173,423	4,750,837	4,481,959	(268,878)	-5.7%
Economic Services	366,171	218,965	194,493	(24,472)	-11.2%
Other Property and Services	427,338	245,129	226,767	(18,362)	-7.5%
	23,247,223	13,729,106	13,824,929	95,823	0.7%
Expenditure from operating activities					
Governance	(3,769,554)	(2,292,136)	(2,085,578)	206,558	-9.0%
General Purpose Funding	(842,267)	(439,074)	(386,248)	52,826	-12.0%
Law, Order and Public Safety	(1,665,031)	(1,017,827)	(946,017)	71,810	-7.1%
Health	(1,686,354)	(954,830)	(851,052)	103,778	-10.9%
Education and Welfare	(1,211,956)	(632,337)	(650,769)	(18,432)	2.9%
Community Amenities	(13,253,727)	(7,388,684)	(6,234,030)	1,154,654	-15.6%
Recreation and Culture	(23,139,277)	(13,501,439)	(12,836,761)	664,678	-4.9%
Transport	(13,954,021)	(8,610,043)	(8,176,011)	434,032	-5.0%
Economic Services	(637,934)	(378,672)	(336,796)	41,876	-11.1%
Other Property and Services	(2,863,717)	(1,532,882)	(1,380,692)	152,190	-9.9%
	(63,023,838)	(36,747,924)	(33,883,954)	2,863,970	-7.8%
Add Deferred Rates Adjustment	0	0	16,027	16,027	0.0%
Add Back Depreciation	11,191,787	6,528,558	6,839,737	311,179	4.8%
Adjust (Profit)/Loss on Asset Disposal	(34,073)	(147,655)	(158,894)	(11,239)	7.6%
	11,157,714	6,380,903	6,696,870	315,967	5.0%
Amount attributable to operating activities	**(28,618,901)**	**(16,637,915)**	**(13,362,155)**	**3,275,760**	**-19.7%**
Investing Activities					
Non-operating Grants, Subsidies and Contributions	1,889,978	1,745,668	796,547	(949,121)	-54.4%
Purchase Land and Buildings	(2,935,514)	(1,858,514)	(933,501)	925,013	-49.8%
Purchase Infrastructure Assets	(7,088,267)	(4,900,000)	(2,930,654)	1,969,346	-40.2%
Purchase Plant and Equipment	(3,498,830)	(3,390,080)	(1,498,103)	1,891,977	-55.8%
Purchase Furniture and Equipment	(900,171)	(795,171)	(183,617)	611,554	-76.9%
Proceeds from Joint Venture Operations	0	0	0	0	0.0%
Proceeds from Disposal of Assets	555,000	410,000	287,989	(122,011)	-29.8%
Amount attributable to investing activities	**(11,977,804)**	**(8,788,097)**	**(4,461,339)**	**4,326,758**	**-49.2%**
Financing Activities					
Repayment of Debentures	(6,132,377)	(5,789,171)	(5,778,698)	10,473	-0.2%
Proceeds from New Debentures	1,000,000	1,000,000	1,000,000	0	0.0%
Transfer to Reserves	(1,146,631)	(985,609)	(980,171)	5,438	-0.6%
Transfer from Reserves	5,562,257	5,237,257	4,619,715	(617,542)	-11.8%
Amount attributable to financing activities	**(716,751)**	**(537,523)**	**(1,139,154)**	**(601,631)**	**111.9%**
Surplus/(Deficit) before general rates	(35,502,278)	(20,152,357)	(13,151,470)	7,000,887	-34.7%
Total amount raised from general rates	35,526,498	35,787,300	35,640,490	(146,810)	-0.4%
Closing Funding Surplus/(Deficit)	**24,220**	**15,634,943**	**22,489,020**	**6,854,077**	**43.8%**

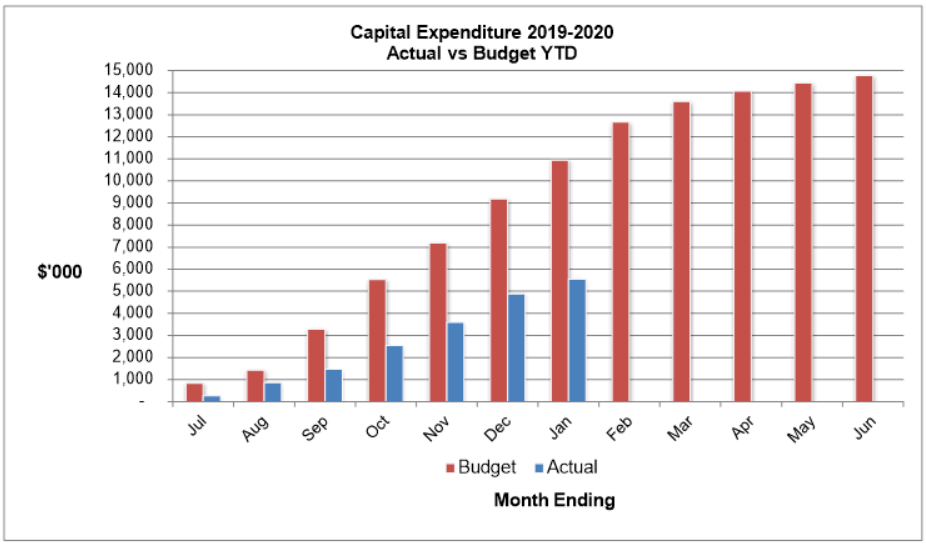
CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM - GRAPH
AS AT 31 JANUARY 2020





CITY OF VINCENT
NOTE 1 - CAPITAL REVENUE / EXPENDITURE PROGRAM
AS AT 31 JANUARY 2020





CITY OF VINCENT
NOTE 2 - STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE PERIOD ENDED 31 JANUARY 2020

	Current Budget 2019/20	YTD Budget 31/01/2020	YTD Actual 31/01/2020	YTD Variance	YTD Variance
	$	$	$	$	%
Revenue					
Rates	35,526,498	35,787,300	35,640,490	(146,810)	0%
Operating Grants, Subsidies and Contributions	980,197	360,066	598,441	238,375	66.2%
Fees and Charges	19,766,310	11,865,096	11,760,698	(104,398)	-0.9%
Interest Earnings	1,033,288	671,465	636,393	(35,072)	-5.2%
Other Revenue	1,226,243	658,442	666,356	7,914	1.2%
	58,532,536	49,342,369	49,302,378	(39,991)	-0.1%
Expenses					
Employee Costs	(25,525,892)	(14,355,856)	(14,171,926)	183,930	-1.3%
Materials and Contracts	(19,714,805)	(12,061,851)	(9,610,989)	2,450,862	-20.3%
Utility Charges	(1,727,188)	(1,003,848)	(913,673)	90,175	-9.0%
Depreciation on Non-Current Assets	(11,191,787)	(6,528,558)	(6,839,737)	(311,179)	4.8%
Interest Expenses	(723,058)	(377,109)	(419,883)	(42,774)	11.3%
Insurance Expenses	(534,879)	(312,018)	(285,696)	26,322	-8.4%
Other Expenditure	(3,399,117)	(2,082,302)	(1,637,904)	444,398	-21.3%
	(62,816,726)	(36,721,542)	(33,879,808)	2,841,734	-7.7%
	(4,284,190)	12,620,827	15,422,570	2,801,743	22.2%
Non-operating Grants, Subsidies and Contributions	1,889,978	1,745,668	796,547	(949,121)	-54.4%
Profit on Disposal of Assets	241,185	174,037	163,589	(10,448)	-6.0%
Loss on Disposal of Assets	(207,112)	(26,382)	(4,695)	21,687	-82.2%
	1,924,051	1,893,323	955,441	(937,882)	-49.5%
Net result	**(2,360,139)**	**14,514,150**	**16,378,011**	**1,863,861**	**12.8%**
Other comprehensive income					
Items that will not be reclassified subsequently to profit or loss					
Total other comprehensive income	0	0	0	0	0.0%
Total comprehensive income	**(2,360,139)**	**14,514,150**	**16,378,011**	**1,863,861**	**12.8%**

CITY OF VINCENT
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
NOTE 3 - NET CURRENT FUNDING POSITION
FOR THE PERIOD ENDED 31 JANUARY 2020

	Note	YTD Actual	FY Actual
		31/01/2020	30/06/2019
		$	$
Current Assets			
Cash Unrestricted		22,225,308	12,381,985
Cash Restricted		8,943,340	12,582,885
Investments		11,000	11,000
Receivables - Rates	7	6,170,602	648,084
Receivables - Other	8	2,680,808	3,057,940
Inventories		226,164	175,208
		40,257,222	28,857,102
Less: Current Liabilities			
Payables		(6,044,714)	(13,012,065)
Provisions - employee		(3,963,596)	(3,908,452)
		(10,008,310)	(16,920,517)
Unadjusted Net Current Assets		**30,248,912**	**11,936,585**
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	6	(8,943,340)	(12,582,885)
Less: Restricted- Sundry Debtors(Non-Operating Grant)		(600,000)	(600,000)
Less: Shares transferred from non current asset		(11,000)	(11,000)
Add: Current portion of long term borrowings		823,265	6,097,295
Add: Infringement Debtors transferred to non current asset		971,183	971,183
		(7,759,892)	(6,125,407)
Adjusted Net Current Assets		**22,489,020**	**5,811,178**

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Chief Executive Officer						
Chief Executive Officer Expenditure						
Employee Costs	615,147	343,307	368,917	25,610	7%	
Other Employee Costs	18,317	10,682	11,614	932	9%	
Other Expenses	273,100	152,785	83,063	(69,722)	-46%	Timing variance on the delivery of management programmes and legal costs not required as yet.
Operating Projects	193,103	96,552	63,306	(33,246)	-34%	Timing variance on the delivery of the Beatty Park options project.
Chief Executive Officer Expenditure Total	**1,099,667**	**603,326**	**526,900**	**(76,426)**	**-13%**	
Chief Executive Officer Indirect Costs						
Allocations	(1,099,659)	(603,323)	(526,900)	76,423	-13%	
Chief Executive Officer Indirect Costs Total	**(1,099,659)**	**(603,323)**	**(526,900)**	**76,423**	**-13%**	
Chief Executive Officer Total	**8**	**3**	**(0)**	**(3)**	**-100%**	
Members of Council						
Members Of Council Expenditure						
Employee Costs	87,876	49,042	49,878	836	2%	
Other Employee Costs	10,000	5,831	3,910	(1,921)	-33%	
Other Expenses	494,482	357,199	277,534	(79,665)	-22%	$43,750 saving for election costs (to be adjusted as part of mid year budget review(MYBR)) and timing variance of $33,000 for meals and refreshments.
Members Of Council Expenditure Total	**592,358**	**412,072**	**331,322**	**(80,750)**	**-20%**	
Members Of Council Indirect Costs						
Allocations	51,858	30,587	28,391	(2,196)	-7%	
Members Of Council Indirect Costs Total	**51,858**	**30,587**	**28,391**	**(2,196)**	**-7%**	
Members of Council Total	**644,216**	**442,659**	**359,714**	**(82,945)**	**-19%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Corporate Strategy and Governance Expenditure						
Corporate Strategy and Governance Expenditure						
Employee Costs	559,998	327,677	325,944	(1,733)	-1%	
Other Employee Costs	12,600	6,300	18,831	12,531	199%	
Other Expenses	205,400	119,805	60,859	(58,946)	-49%	Timing variance on consultants, internal audit program and legal fees.
Operating Projects	120,000	95,000	0	(95,000)	-100%	Budget to be reallocated to the Records section due to the organisation restructure.
Corporate Strategy and Governance Expenditure Total	**897,998**	**548,782**	**405,634**	**(143,148)**	**-26%**	
Corporate Strategy and Governance Expenditure Total	**897,998**	**548,782**	**405,634**	**(143,148)**	**-26%**	
Corporate Strategy and Governance Indirect Costs						
Corporate Strategy and Governance Indirect Costs						
Allocations	391,867	230,834	209,306	(21,528)	-9%	
Corporate Strategy and Governance Indirect Costs Total	**391,867**	**230,834**	**209,306**	**(21,528)**	**-9%**	
Corporate Strategy and Governance Indirect Costs Total	**391,867**	**230,834**	**209,306**	**(21,528)**	**-9%**	
Human Resources						
Human Resources Revenue						
Revenue	(40,000)	(23,331)	(19,234)	4,097	-18%	
Human Resources Revenue Total	**(40,000)**	**(23,331)**	**(19,234)**	**4,097**	**-18%**	
Human Resources Expenditure						
Employee Costs	978,449	654,448	391,476	(262,972)	-40%	Favourable variance due to budget phasing. To be adjusted in MYBR.
Other Employee Costs	118,600	69,174	54,966	(14,208)	-21%	
Other Expenses	124,730	76,406	77,674	1,268	2%	
Human Resources Expenditure Total	**1,221,779**	**800,028**	**524,116**	**(275,912)**	**-34%**	
Human Resources Indirect Costs						
Allocations	(1,181,779)	(776,697)	(504,882)	271,815	-35%	
Human Resources Indirect Costs Total	**(1,181,779)**	**(776,697)**	**(504,882)**	**271,815**	**-35%**	
Human Resources Total	**0**	**0**	**0**	**0**	**100%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Information Technology						
Information Technology Expenditure						
Employee Costs	549,432	306,637	276,465	(30,172)	-10%	
Other Employee Costs	14,500	10,875	12,285	1,410	13%	
Other Expenses	1,060,856	785,844	871,600	85,756	11%	Timing variance for consultant fees, furniture and equipment and software upgrade and maintenance. Additional costs expected for the remainder of the year, hence the budget will be adjusted as part of MYBR.
Operating Projects	305,000	177,919	96,538	(81,381)	-46%	Underspent on IT strategy project as project scope has been revised. The budget to be adjusted in MYBR.
Information Technology Expenditure Total	**1,929,788**	**1,281,275**	**1,256,888**	**(24,387)**	**-2%**	
Information Technology Indirect Costs						
Allocations	(1,929,788)	(1,281,275)	(1,256,888)	24,387	-2%	
Information Technology Indirect Costs Total	**(1,929,788)**	**(1,281,275)**	**(1,256,888)**	**24,387**	**-2%**	
Information Technology Total	**0**	**0**	**(0)**	**0**	**100%**	
Records Management						
Records Management Revenue						
Revenue	(1,000)	(581)	(521)	60	-10%	
Records Management Revenue Total	**(1,000)**	**(581)**	**(521)**	**60**	**-10%**	
Records Management Expenditure						
Employee Costs	289,699	161,691	169,379	7,688	5%	
Other Employee Costs	7,200	4,200	118	(4,082)	-97%	
Other Expenses	36,100	21,056	13,717	(7,339)	-35%	
Operating Projects	0	0	37,164	37,164	100%	Budget to be reallocated from Governance due to the organisation restructure.
Records Management Expenditure Total	**332,999**	**186,947**	**220,379**	**33,432**	**18%**	
Records Management Indirect Costs						
Allocations	(331,999)	(186,366)	(219,857)	(33,491)	18%	
Records Management Indirect Costs Total	**(331,999)**	**(186,366)**	**(219,857)**	**(33,491)**	**18%**	
Records Management Total	**0**	**0**	**0**	**0**	**100%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Sustainability and Environment						
Sustainability and Environment						
Employee Costs	130,896	73,029	65,962	(7,067)	-10%	
Other Employee Costs	0	0	15	15	100%	
Other Expenses	53,900	53,900	23,948	(29,952)	-56%	Timing variance on sustainable environment strategy implementation project.
Operating Projects	33,000	33,000	32,242	(758)	-2%	
Sustainability and Environment Total	**217,796**	**159,929**	**122,166**	**(37,763)**	**-24%**	
Sustainability and Environment Total	**217,796**	**159,929**	**122,166**	**(37,763)**	**-24%**	
Sustainability and Environment Indirect Cost						
Sustainability and Environment Indirect Cost						
Allocations	71,244	42,023	38,090	(3,933)	-9%	
Sustainability and Environment Indirect Cost Total	**71,244**	**42,023**	**38,090**	**(3,933)**	**-9%**	
Sustainability and Environment Indirect Cost Total	**71,244**	**42,023**	**38,090**	**(3,933)**	**-9%**	
Director Community and Business Services						
Director Community and Business Services						
Employee Costs	290,309	162,010	142,786	(19,224)	-12%	
Other Employee Costs	7,874	4,592	3,606	(986)	-21%	
Director Community and Business Services Total	**303,483**	**169,689**	**147,257**	**(22,432)**	**-13%**	
Director Community and Business Services Total	**303,483**	**169,689**	**147,257**	**(22,432)**	**-13%**	
Director Community and Business Ser Indirect Costs						
Director Community and Business Ser Indirect Costs						
Allocations	(303,483)	(169,689)	(147,257)	22,432	-13%	
Director Community and Business Ser Indirect Costs Total	**(303,483)**	**(169,689)**	**(147,257)**	**22,432**	**-13%**	
Director Community and Business Ser Indirect Costs Total	**(303,483)**	**(169,689)**	**(147,257)**	**22,432**	**-13%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Finance Services						
Finance Services Revenue						
Revenue	(250)	0	1,319	1,319	100%	
Finance Services Revenue Total	**(250)**	**0**	**1,319**	**1,319**	**100%**	
Finance Services Expenditure						
Employee Costs	773,059	416,331	436,486	20,155	5%	
Other Employee Costs	16,600	7,500	4,502	(2,998)	-40%	
Other Expenses	173,060	34,547	60,850	26,303	76%	Budget phasing variance relating to external audit fees, to be adjusted in MYBR.
Finance Services Expenditure Total	**962,719**	**458,378**	**501,838**	**43,460**	**9%**	
Finance Services Indirect Costs						
Allocations	(962,469)	(458,378)	(503,157)	(44,779)	10%	
Finance Services Indirect Costs Total	**(962,469)**	**(458,378)**	**(503,157)**	**(44,779)**	**10%**	
Finance Services Total	**0**	**0**	**0**	**0**		
Insurance Premium						
Insurance Premium Expenditure						
Other Expenses	534,879	312,018	285,696	(26,322)	-8%	
Insurance Premium Expenditure Total	**534,879**	**312,018**	**285,696**	**(26,322)**	**-8%**	
Insurance Premium Recovery						
Allocations	(534,879)	(312,011)	(285,696)	26,315	-8%	
Insurance Premium Recovery Total	**(534,879)**	**(312,011)**	**(285,696)**	**26,315**	**-8%**	
Insurance Premium Total	**0**	**7**	**0**	**(7)**	**-100%**	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Insurance Claim						
Insurance Claim Recoup						
Revenue	(65,000)	(27,085)	(15,303)	11,782	-43%	
Insurance Claim Recoup Total	**(65,000)**	**(27,085)**	**(15,303)**	**11,782**	**-43%**	
Insurance Claim Expenditure						
Other Expenses	5,000	2,919	2,256	(663)	-23%	
Insurance Claim Expenditure Total	**5,000**	**2,919**	**2,256**	**(663)**	**-23%**	
Insurance Claim Total	**(60,000)**	**(24,166)**	**(13,047)**	**11,119**	**-46%**	
Mindarie Regional Council						
Mindarie Regional Council Revenue						
Revenue	(118,569)	(69,160)	(66,533)	2,627	-4%	
Mindarie Regional Council Revenue Total	**(118,569)**	**(69,160)**	**(66,533)**	**2,627**	**-4%**	
Mindarie Regional Council Expenditure						
Other Expenses	51,000	31,000	28,678	(2,322)	-7%	
Mindarie Regional Council Expenditure Total	**51,000**	**31,000**	**28,678**	**(2,322)**	**-7%**	
Mindarie Regional Council Total	**(67,569)**	**(38,160)**	**(37,855)**	**305**	**-1%**	
General Purpose Revenue						
General Purpose Revenue						
Revenue	(1,300,496)	(736,504)	(689,173)	47,331	-6%	
General Purpose Revenue Total	**(1,300,496)**	**(736,504)**	**(689,173)**	**47,331**	**-6%**	
General Purpose Revenue Total	**(1,300,496)**	**(736,504)**	**(689,173)**	**47,331**	**-6%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Rates Services						
Rates Services Revenue						
Revenue	(36,280,098)	(36,397,128)	(36,247,693)	149,435	0%	
Rates Services Revenue Total	**(36,280,098)**	**(36,397,128)**	**(36,247,693)**	**149,435**	**0%**	
Rates Services Expenditure						
Employee Costs	257,143	143,514	151,923	8,409	6%	
Other Expenses	425,550	202,561	149,201	(53,360)	-26%	$26,686 for debt recovery cost not required as yet. Other positive variances are individually immaterial.
Rates Services Expenditure Total	**682,693**	**346,075**	**301,124**	**(44,951)**	**-13%**	
Rates Services Indirect Costs						
Allocations	159,574	92,999	85,124	(7,875)	-8%	
Rates Services Indirect Costs Total	**159,574**	**92,999**	**85,124**	**(7,875)**	**-8%**	
Rates Services Total	**(35,437,831)**	**(35,958,054)**	**(35,861,445)**	**96,609**	**0%**	
Marketing and Communications						
Marketing and Communications Expenditure						
Employee Costs	822,753	459,324	499,265	39,941	9%	
Other Employee Costs	8,450	5,253	3,383	(1,870)	-36%	
Other Expenses	466,845	284,908	314,423	29,515	10%	Unfavourable variance due to town centre activation project. Budget will be adjusted in MYBR.
Operating Projects	9,050	9,050	6,130	(2,920)	-32%	
Marketing and Communications Expenditure Total	**1,307,098**	**758,535**	**823,201**	**64,666**	**9%**	
Marketing and Communications Indirect Costs						
Allocations	417,123	245,969	230,398	(15,571)	-6%	
Marketing and Communications Indirect Costs Total	**417,123**	**245,969**	**230,398**	**(15,571)**	**-6%**	
Marketing and Communications Total	**1,724,221**	**1,004,504**	**1,053,599**	**49,095**	**5%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Recreation, Arts and Culture						
Recreation, Arts and Culture Revenue						
Revenue	(3,000)	(500)	(1,591)	(1,091)	218%	
Recreation, Arts and Culture Revenue Total	**(3,000)**	**(500)**	**(1,591)**	**(1,091)**	**218%**	
Recreation, Arts and Culture Expenditure						
Employee Costs	117,289	65,467	50,425	(15,042)	-23%	
Other Employee Costs	4,530	2,639	2,592	(47)	-2%	
Other Expenses	120,050	51,332	42,903	(8,429)	-16%	
Operating Projects	13,000	13,000	0	(13,000)	-100%	
Recreation, Arts and Culture Expenditure Total	**254,869**	**132,438**	**95,920**	**(36,518)**	**-28%**	
Recreation, Arts and Culture Indirect Costs						
Allocations	72,959	42,207	42,782	575	1%	
Community Partnerships Mgmt Admin Alloca	51,541	51,541	47,149	(4,392)	-9%	
Library Occupancy Costs Allocations	577	577	0	(577)	-100%	
Recreation, Arts and Culture Indirect Costs Total	**125,077**	**94,325**	**89,932**	**(4,393)**	**-5%**	
Recreation, Arts and Culture Total	**376,946**	**226,263**	**184,260**	**(42,003)**	**-19%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Senior, Disability and Youth Services						
Senior, Disability and Youth Services Revenue						
Revenue	(12,000)	(6,496)	(8,690)	(2,194)	34%	
Senior, Disability and Youth Services Revenue Total	**(12,000)**	**(6,496)**	**(8,690)**	**(2,194)**	**34%**	
Senior, Disability and Youth Services Expenditure						
Employee Costs	300,269	156,344	202,159	45,815	29%	Unfavourable variance due to hiring of new employee for youth action plan project. Budget to be adjusted in MYBR.
Other Employee Costs	1,050	1,025	659	(366)	-36%	
Other Expenses	174,600	47,680	50,737	3,057	6%	
Operating Projects	80,000	30,000	7,140	(22,860)	-76%	Timing variance in the delivery of the youth action plan project.
Senior, Disability and Youth Services Expenditure Total	**555,919**	**235,049**	**260,695**	**25,646**	**11%**	
Senior, Disability and Youth Serv Indirect Costs						
Allocations	163,305	89,765	91,448	1,683	2%	
Community Partnerships Mgmt Admin Alloca	119,359	119,359	109,862	(9,497)	-8%	
Library Occupancy Costs Allocations	1,074	1,074	0	(1,074)	-100%	
Senior, Disability and Youth Serv Indirect Costs Total	**283,738**	**210,198**	**201,310**	**(8,888)**	**-4%**	
Senior, Disability and Youth Services Total	**827,657**	**438,751**	**453,315**	**14,564**	**3%**	
Art and Culture						
Art and Culture						
Other Expenses	464,815	264,517	152,973	(111,544)	-42%	Timing variance in the delivery of events.
Operating Projects	60,000	0	0	0		
Art and Culture Total	**524,815**	**264,517**	**152,973**	**(111,544)**	**-42%**	
Art and Culture Total	**524,815**	**264,517**	**150,993**	**(113,524)**	**-43%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Beatty Park Leisure Centre Administration						
Beatty Park Leisure Centre Admin Revenue						
Revenue	(2,662,200)	(1,539,805)	(1,606,947)	(67,142)	4%	
Beatty Park Leisure Centre Admin Revenue Total	**(2,662,200)**	**(1,539,805)**	**(1,606,947)**	**(67,142)**	**4%**	
Beatty Park Leisure Centre Admin Indirect Revenue						
Allocations	2,662,200	1,539,805	1,609,242	69,437	5%	
Beatty Park Leisure Centre Admin Indirect Revenue Total	**2,662,200**	**1,539,805**	**1,609,242**	**69,437**	**5%**	
Beatty Park Leisure Centre Admin Expenditure						
Employee Costs	962,863	542,576	502,984	(39,592)	-7%	
Other Employee Costs	20,486	11,185	4,309	(6,876)	-61%	
Other Expenses	276,850	177,890	162,547	(15,343)	-9%	
Operating Projects	180,000	90,000	0	(90,000)	-100%	Painting project scheduled to commence in May 2020.
Beatty Park Leisure Centre Admin Expenditure Total	**1,440,199**	**821,651**	**669,840**	**(151,811)**	**-18%**	
Beatty Park Leisure Centre Admin Indirect Costs						
Allocations	(1,440,199)	(807,651)	(672,134)	135,517	-17%	
Beatty Park Leisure Centre Admin Indirect Costs Total	**(1,440,199)**	**(807,651)**	**(672,134)**	**135,517**	**-17%**	
Beatty Park Leisure Centre Administration Total	**0**	**14,000**	**(0)**	**(14,000)**	**-100%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Beatty Park Leisure Centre Building						
Beatty Park Leisure Centre Building Revenue						
Revenue	(162,907)	(94,367)	(102,091)	(7,724)	8%	
Beatty Park Leisure Centre Building Revenue Total	**(162,907)**	**(94,367)**	**(102,091)**	**(7,724)**	**8%**	
Beatty Park Leisure Centre Occupancy Costs						
Building Maintenance	559,250	314,383	244,675	(69,708)	-22%	Major maintenance not required as yet.
Ground Maintenance	58,900	33,856	22,152	(11,704)	-35%	
Other Expenses	2,028,920	1,160,998	1,280,235	119,237	10%	Depreciation variance. Budget to be adjusted at MYBR.
Beatty Park Leisure Centre Occupancy Costs Total	**2,647,070**	**1,509,237**	**1,547,062**	**37,825**	**3%**	
Beatty Park Leisure Centre Indirect Costs						
Allocations	(2,484,163)	(1,433,087)	(1,444,971)	(11,884)	1%	
Beatty Park Leisure Centre Indirect Costs Total	**(2,484,163)**	**(1,433,087)**	**(1,444,971)**	**(11,884)**	**1%**	
Beatty Park Leisure Centre Building Total	**0**	**(18,217)**	**0**	**18,217**	**-100%**	

CITY OF VINCENT
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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Swimming Pool Areas						
Swimming Pool Areas Revenue						
Revenue	(1,784,100)	(1,059,564)	(1,130,313)	(70,749)	7%	
Swimming Pool Areas Revenue Total	**(1,784,100)**	**(1,059,564)**	**(1,130,313)**	**(70,749)**	**7%**	
Swimming Pool Areas Indirect Revenue						
Allocations	(427,287)	(247,140)	(258,283)	(11,143)	5%	
Swimming Pool Areas Indirect Revenue Total	**(427,287)**	**(247,140)**	**(258,283)**	**(11,143)**	**5%**	
Swimming Pool Areas Expenditure						
Employee Costs	1,039,679	591,255	609,523	18,268	3%	
Other Employee Costs	20,800	12,754	13,082	328	3%	
Other Expenses	256,270	150,993	121,165	(29,828)	-20%	$24,009 plant maintenance not required as yet.
Swimming Pool Areas Expenditure Total	**1,316,749**	**755,002**	**743,771**	**(11,231)**	**-1%**	
Swimming Pool Areas Indirect Costs						
Allocations	2,987,124	1,737,394	1,624,047	(113,347)	-7%	
Swimming Pool Areas Indirect Costs Total	**2,987,124**	**1,737,394**	**1,624,047**	**(113,347)**	**-7%**	
Swimming Pool Areas Total	**2,092,486**	**1,185,692**	**979,222**	**(206,470)**	**-17%**	

CITY OF VINCENT
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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Swim School						
Swim School Revenue						
Revenue	(1,575,000)	(894,412)	(956,740)	(62,328)	7%	
Swim School Revenue Total	**(1,575,000)**	**(894,412)**	**(956,740)**	**(62,328)**	**7%**	
Swim School Indirect Revenue						
Allocations	(4,524)	(2,617)	(2,736)	(119)	5%	
Swim School Indirect Revenue Total	**(4,524)**	**(2,617)**	**(2,736)**	**(119)**	**5%**	
Swim School Expenditure						
Employee Costs	882,234	501,601	488,660	(12,941)	-3%	
Other Employee Costs	7,600	4,500	9,851	5,351	119%	
Other Expenses	39,750	33,645	16,972	(16,673)	-50%	
Swim School Expenditure Total	**929,584**	**539,746**	**515,484**	**(24,262)**	**-4%**	
Swim School Indirect Costs						
Allocations	228,685	131,394	128,988	(2,406)	-2%	
Swim School Indirect Costs Total	**228,685**	**131,394**	**128,988**	**(2,406)**	**-2%**	
Swim School Total	**(421,255)**	**(225,889)**	**(315,004)**	**(89,115)**	**39%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Café						
Cafe Revenue						
Revenue	(724,000)	(454,130)	(442,699)	11,431	-3%	
Cafe Revenue Total	**(724,000)**	**(454,130)**	**(442,699)**	**11,431**	**-3%**	
Cafe Indirect Revenue						
Allocations	(4,524)	(2,617)	(2,736)	(119)	5%	
Cafe Indirect Revenue Total	**(4,524)**	**(2,617)**	**(2,736)**	**(119)**	**5%**	
Cafe Expenditure						
Employee Costs	425,072	243,519	215,383	(28,136)	-12%	Budget phasing variance. To be adjusted in MYBR.
Other Employee Costs	1,400	1,050	0	(1,050)	-100%	
Other Expenses	325,698	196,471	184,355	(12,116)	-6%	
Cafe Expenditure Total	**752,170**	**441,040**	**399,738**	**(41,302)**	**-9%**	
Cafe Indirect Costs						
Allocations	116,913	67,690	64,781	(2,909)	-4%	
Cafe Indirect Costs Total	**116,913**	**67,690**	**64,781**	**(2,909)**	**-4%**	
Café Total	**140,559**	**51,983**	**19,085**	**(32,898)**	**-63%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Retail						
Retail Revenue						
Revenue	(535,000)	(330,000)	(323,594)	6,406	-2%	
Retail Revenue Total	**(535,000)**	**(330,000)**	**(323,594)**	**6,406**	**-2%**	
Retail Indirect Revenue						
Allocations	(797)	(461)	(483)	(22)	5%	
Retail Indirect Revenue Total	**(797)**	**(461)**	**(483)**	**(22)**	**5%**	
Retail Expenditure						
Employee Costs	75,292	42,026	32,860	(9,166)	-22%	
Other Employee Costs	950	475	0	(475)	-100%	
Other Expenses	290,700	201,737	143,534	(58,203)	-29%	Timing variance on stock purchase.
Retail Expenditure Total	**366,942**	**244,238**	**176,394**	**(67,844)**	**-28%**	
Retail Indirect Costs						
Allocations	96,810	55,882	50,941	(4,941)	-9%	
Retail Indirect Costs Total	**96,810**	**55,882**	**50,941**	**(4,941)**	**-9%**	
Retail Total	**(72,045)**	**(30,341)**	**(96,741)**	**(66,400)**	**219%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Health and Fitness						
Health and Fitness Revenue						
Revenue	(170,500)	(106,544)	(105,538)	1,006	-1%	
Health and Fitness Revenue Total	**(170,500)**	**(106,544)**	**(105,538)**	**1,006**	**-1%**	
Health and Fitness Indirect Revenue						
Allocations	(1,472,463)	(851,666)	(890,072)	(38,406)	5%	
Health and Fitness Indirect Revenue Total	**(1,472,463)**	**(851,666)**	**(890,072)**	**(38,406)**	**5%**	
Health and Fitness Expenditure						
Employee Costs	541,883	305,328	311,533	6,205	2%	
Other Employee Costs	9,700	4,850	1,276	(3,574)	-74%	
Other Expenses	148,100	100,731	102,186	1,455	1%	
Health and Fitness Expenditure Total	**699,683**	**410,909**	**414,995**	**4,086**	**1%**	
Health and Fitness Indirect Costs						
Allocations	660,544	383,099	349,854	(33,245)	-9%	
Health and Fitness Indirect Costs Total	**660,544**	**383,099**	**349,854**	**(33,245)**	**-9%**	
Health and Fitness Total	**(282,736)**	**(164,202)**	**(230,761)**	**(66,559)**	**41%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Group Fitness						
Group Fitness Revenue						
Revenue	(162,000)	(94,331)	(80,225)	14,106	-15%	
Group Fitness Revenue Total	**(162,000)**	**(94,331)**	**(80,225)**	**14,106**	**-15%**	
Group Fitness Indirect Revenue						
Allocations	(499,959)	(289,174)	(302,216)	(13,042)	5%	
Group Fitness Indirect Revenue Total	**(499,959)**	**(289,174)**	**(302,216)**	**(13,042)**	**5%**	
Group Fitness Expenditure						
Employee Costs	190,927	106,552	127,376	20,824	20%	Costs relating to instructor training is under budgeted. To be adjusted in MYBR.
Other Employee Costs	4,100	2,050	785	(1,265)	-62%	
Other Expenses	138,250	84,001	86,387	2,386	3%	
Group Fitness Expenditure Total	**333,277**	**192,603**	**214,549**	**21,946**	**11%**	
Group Fitness Indirect Costs						
Allocations	215,531	124,877	120,531	(4,346)	-3%	
Group Fitness Indirect Costs Total	**215,531**	**124,877**	**120,531**	**(4,346)**	**-3%**	
Group Fitness Total	**(113,151)**	**(66,025)**	**(47,361)**	**18,664**	**-28%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Aqua Fitness						
Aqua Fitness Revenue						
Revenue	(33,000)	(19,250)	(18,873)	377	-2%	
Aqua Fitness Revenue Total	**(33,000)**	**(19,250)**	**(18,873)**	**377**	**-2%**	
Aqua Fitness Indirect Revenue						
Allocations	(211,647)	(122,416)	(127,935)	(5,519)	5%	
Aqua Fitness Indirect Revenue Total	**(211,647)**	**(122,416)**	**(127,935)**	**(5,519)**	**5%**	
Aqua Fitness Expenditure						
Employee Costs	36,623	20,750	12,963	(7,787)	-38%	
Other Employee Costs	450	225	0	(225)	-100%	
Other Expenses	32,350	18,600	6,201	(12,399)	-67%	
Aqua Fitness Expenditure Total	**69,423**	**39,575**	**19,164**	**(20,411)**	**-52%**	
Aqua Fitness Indirect Costs						
Allocations	131,085	75,114	70,520	(4,594)	-6%	
Aqua Fitness Indirect Costs Total	**131,085**	**75,114**	**70,520**	**(4,594)**	**-6%**	
Aqua Fitness Total	**(44,139)**	**(26,977)**	**(57,124)**	**(30,147)**	**112%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Crèche						
Crèche Revenue						
Revenue	(24,500)	(14,294)	(16,646)	(2,352)	16%	
Crèche Revenue Total	**(24,500)**	**(14,294)**	**(16,646)**	**(2,352)**	**16%**	
Crèche Indirect Revenue						
Allocations	(40,999)	(23,714)	(24,782)	(1,068)	5%	
Crèche Indirect Revenue Total	**(40,999)**	**(23,714)**	**(24,782)**	**(1,068)**	**5%**	
Crèche Expenditure						
Employee Costs	235,718	134,039	119,074	(14,965)	-11%	
Other Employee Costs	1,425	713	183	(530)	-74%	
Other Expenses	8,375	6,222	594	(5,628)	-90%	
Crèche Expenditure Total	**245,518**	**140,974**	**119,851**	**(21,123)**	**-15%**	
Crèche Indirect Costs						
Allocations	113,380	65,555	63,538	(2,017)	-3%	
Crèche Indirect Costs Total	**113,380**	**65,555**	**63,538**	**(2,017)**	**-3%**	
Crèche Total	**293,399**	**168,521**	**141,961**	**(26,560)**	**-16%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Community Partnership Mgmt Administration						
Community Partnerships Management Administration						
Employee Costs	172,084	172,084	173,360	1,276	1%	
Other Employee Costs	0	0	0	0		
Other Expenses	153,000	76,055	8,091	(67,964)	-89%	Budget to be reallocated at MYBR due to organisational restructure.
Community Partnerships Management Administration Total	**325,084**	**248,139**	**181,452**	**(66,687)**	**-27%**	
Community Partnerships Mgmt Admin Indirect Costs						
Allocations	68,590	68,590	31,251	(37,339)	-54%	
Library Occupancy Costs Allocations	2,065	2,065	0	(2,065)	-100%	
Community Partnerships Mgmt Admin Recove	(272,627)	(272,627)	(251,081)	21,546	-8%	
Community Partnerships Mgmt Admin Indirect Costs Total	**(201,972)**	**(201,972)**	**(219,831)**	**(17,859)**	**9%**	
Community Partnership Mgmt Administration Total	**123,112**	**46,167**	**(38,379)**	**(84,546)**	**-183%**	
Customer Service Centre						
Customer Services Centre Expenditure						
Employee Costs	597,134	335,973	255,475	(80,498)	-24%	Favourable variance due to vacant positions.
Other Employee Costs	7,700	4,575	585	(3,990)	-87%	
Other Expenses	41,000	23,919	11,000	(12,919)	-54%	
Customer Services Centre Expenditure Total	**645,834**	**364,467**	**267,060**	**(97,407)**	**-27%**	
Customer Services Centre Indirect Costs						
Allocations	(645,834)	(364,467)	(267,060)	97,407	-27%	
Customer Services Centre Indirect Costs Total	**(645,834)**	**(364,467)**	**(267,060)**	**97,407**	**-27%**	
Customer Service Centre Total	**0**	**0**	**0**	**0**		

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Library Services						
Library Services Revenue						
Revenue	(19,700)	(11,487)	(8,601)	2,886	-25%	
Library Services Revenue Total	**(19,700)**	**(11,487)**	**(8,601)**	**2,886**	**-25%**	
Library Services Expenditure						
Employee Costs	997,633	539,730	536,984	(2,746)	-1%	
Other Employee Costs	13,290	7,600	6,240	(1,360)	-18%	
Other Expenses	123,450	70,370	53,899	(16,471)	-23%	
Library Services Expenditure Total	**1,134,373**	**617,700**	**597,123**	**(20,577)**	**-3%**	
Library Services Indirect Costs						
Allocations	483,184	278,948	257,034	(21,914)	-8%	
Community Partnerships Mgmt Admin Alloca	33,910	33,910	31,357	(2,553)	-8%	
Library Occupancy Costs Allocations	20,185	13,817	0	(13,817)	-100%	
Library Services Indirect Costs Total	**537,279**	**326,675**	**288,391**	**(38,284)**	**-12%**	
Library Services Total	**1,651,952**	**932,888**	**876,913**	**(55,975)**	**-6%**	
Library Building						
Library Occupancy Costs						
Building Maintenance	135,500	99,618	48,907	(50,711)	-51%	Major maintenance not required as yet.
Ground Maintenance	0	0	2,925	2,925	100%	
Other Expenses	157,937	92,128	89,215	(2,913)	-3%	
Library Occupancy Costs Total	**293,437**	**191,746**	**141,047**	**(50,699)**	**-26%**	
Library Indirect Costs						
Allocations	5,422	3,164	2,996	(168)	-5%	
Library Occupancy Costs Recovery	(59,769)	(38,981)	0	38,981	-100%	
Library Indirect Costs Total	**(54,347)**	**(35,817)**	**2,996**	**38,813**	**-108%**	
Library Building Total	**239,090**	**155,929**	**144,043**	**(11,886)**	**-8%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Loftus Community Centre Revenue						
Loftus Community Centre Revenue						
Revenue	(75,000)	(12,500)	0	12,500	-100%	
Loftus Community Centre Revenue Total	**(75,000)**	**(12,500)**	**0**	**12,500**	**-100%**	
Loftus Community Centre Revenue Total	**(75,000)**	**(12,500)**	**0**	**12,500**	**-100%**	
Loftus Community Centre Expenditure						
Loftus Community Centre Expenditure						
Employee Costs	85,000	13,078	0	(13,078)	-100%	
Building Maintenance	16,272	2,712	0	(2,712)	-100%	
Loftus Community Centre Expenditure Total	**118,050**	**18,586**	**2,289**	**(16,297)**	**-88%**	
Loftus Community Centre Indirect Costs						
Loftus Community Centre Indirect Costs						
Allocations	6,950	1,158	0	(1,158)	-100%	
Loftus Community Centre Indirect Costs Total	**6,950**	**1,158**	**0**	**(1,158)**	**-100%**	
Loftus Community Centre Indirect Costs Total	**6,950**	**1,158**	**0**	**(1,158)**	**-100%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Director Strategy and Development Services						
Director Strategy and Development Services						
Employee Costs	319,647	178,414	168,811	(9,603)	-5%	
Other Employee Costs	6,354	3,703	2,277	(1,426)	-38%	
Other Expenses	3,630	2,107	543	(1,564)	-74%	
Director Strategy and Development Services Total	**329,631**	**184,224**	**171,631**	**(12,593)**	**-7%**	
Director Strategy and Development Services Total	**329,631**	**184,224**	**171,631**	**(12,593)**	**-7%**	
Director Strategy and Development Ser Indirect Co						
Director Strategy and Development Ser Indirect Co						
Allocations	(329,631)	(184,224)	(171,631)	12,593	-7%	
Director Strategy and Development Ser Indirect Co Total	**(329,631)**	**(184,224)**	**(171,631)**	**12,593**	**-7%**	
Director Strategy and Development Ser Indirect Co Total	**(329,631)**	**(184,224)**	**(171,631)**	**12,593**	**-7%**	
Health Administration and Inspection						
Health Administration and Inspection Revenue						
Revenue	(351,605)	(299,949)	(313,699)	(13,750)	5%	
Health Administration and Inspection Revenue Total	**(351,605)**	**(299,949)**	**(313,699)**	**(13,750)**	**5%**	
Health Administration and Inspection Expenditure						
Employee Costs	921,683	514,425	467,259	(47,166)	-9%	
Other Employee Costs	24,783	13,749	14,150	401	3%	
Other Expenses	108,300	54,525	10,454	(44,071)	-81%	$18,500 legal fees not required as yet,budget to be adjusted in MYBR. Other positive variances are individually immaterial.
Health Administration and Inspection Expenditure Total	**1,054,766**	**582,699**	**491,863**	**(90,836)**	**-16%**	
Health Administration and Inspection Indirect Cost						
Allocations	538,808	317,734	301,500	(16,234)	-5%	
Health Administration and Inspection Indirect Cost Total	**538,808**	**317,734**	**301,500**	**(16,234)**	**-5%**	
Health Administration and Inspection Total	**1,241,969**	**600,484**	**479,664**	**(120,820)**	**-20%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Food Control						
Food Control Revenue						
Revenue	(500)	(250)	0	250	-100%	
Food Control Revenue Total	(500)	(250)	0	250	-100%	
Food Control Expenditure						
Other Expenses	15,500	9,583	8,813	(770)	-8%	
Food Control Expenditure Total	15,500	9,583	8,813	(770)	-8%	
Food Control Total	15,000	9,333	8,813	(520)	-6%	
Health Clinics						
Health Clinics Revenue						
Revenue	(19,260)	(13,239)	(14,747)	(1,508)	11%	
Health Clinics Expenditure						
Building Maintenance	17,650	9,695	7,347	(2,348)	-24%	
Ground Maintenance	0	0	2,210	2,210	100%	
Other Expenses	57,879	34,097	38,235	4,138	12%	
Health Clinics Expenditure Total	75,529	43,792	47,791	3,999	9%	
Health Clinics Indirect Costs						
Allocations	1,751	1,022	959	(63)	-6%	
Health Clinics Indirect Costs Total	1,751	1,022	959	(63)	-6%	
Health Clinics Total	58,020	31,575	34,003	2,428	8%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Statutory Planning Services						
Statutory Planning Services Revenue						
Revenue	(929,551)	(392,032)	(517,775)	(125,743)	32%	A favourable variance of $260,240 from recognition of revenue from Percent of Art is offset by an unfavourable revenue variance of $117,113 relating to development applications (lower than anticipated). Budget will be adjusted at MYBR accordingly.
Statutory Planning Services Revenue Total	**(929,551)**	**(392,032)**	**(517,775)**	**(125,743)**	**32%**	
Statutory Planning Services Expenditure						
Employee Costs	1,071,753	598,197	630,750	32,553	5%	
Other Employee Costs	13,992	8,162	5,798	(2,364)	-29%	
Other Expenses	330,584	218,343	125,218	(93,125)	-43%	$33,984 Development Application panel expenses not required as yet and a timing variance of $39,317 for legal fees. Budget will be adjusted at MYBR.
Statutory Planning Services Expenditure Total	**1,416,329**	**824,702**	**761,766**	**(62,936)**	**-8%**	
Statutory Planning Services Indirect Costs						
Allocations	581,950	343,113	319,357	(23,756)	-7%	
Statutory Planning Services Indirect Costs Total	**581,950**	**343,113**	**319,357**	**(23,756)**	**-7%**	
Statutory Planning Services Total	**1,068,728**	**775,783**	**563,348**	**(212,435)**	**-27%**	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Compliance Services						
Compliance Services Revenue						
Revenue	(19,800)	(11,550)	(43,465)	(31,915)	276%	Court fees revenue higher than anticipated. Budget to be adjusted in MYBR.
Compliance Services Revenue Total	**(19,800)**	**(11,550)**	**(43,465)**	**(31,915)**	**276%**	
Compliance Services Expenditure						
Employee Costs	447,368	249,689	242,276	(7,413)	-3%	
Other Employee Costs	11,391	6,768	8,021	1,253	19%	
Other Expenses	98,400	57,393	22,870	(34,523)	-60%	$31,348 legal fees not required as yet.
Compliance Services Expenditure Total	**557,159**	**313,850**	**273,167**	**(40,683)**	**-13%**	
Compliance Services Indirect Costs						
Allocations	265,498	156,527	148,816	(7,711)	-5%	
Compliance Services Indirect Costs Total	**265,498**	**156,527**	**148,816**	**(7,711)**	**-5%**	
Compliance Services Total	**802,857**	**458,827**	**378,518**	**(80,309)**	**-18%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Policy and Place Services						
Policy and Place Services Revenue						
Revenue	(1,800)	(1,050)	(847)	203	-19%	
Policy and Place Services Revenue Total	**(1,800)**	**(1,050)**	**(847)**	**203**	**-19%**	
Policy and Place Serv Expenditure						
Employee Costs	1,215,677	643,816	562,023	(81,793)	-13%	Favourable variance due to vacant positions.
Other Employee Costs	24,854	12,627	13,984	1,357	11%	
Other Expenses	560,577	266,033	111,569	(154,464)	-58%	Favourable variance due to budget phasing on strategic planning, heritage and performance measurement programmes. Phasing to be adjusted in MYBR.
Operating Projects	241,000	199,334	16,502	(182,832)	-92%	Budget to be adjusted in MYBR.
Policy and Place Serv Expenditure Total	**2,042,108**	**1,121,810**	**704,078**	**(417,732)**	**-37%**	
Policy and Place Services Indirect Cost Allocations	657,434	369,587	362,726	(6,861)	-2%	
Policy and Place Services Indirect Cost Total	**657,434**	**369,587**	**362,726**	**(6,861)**	**-2%**	
Policy and Place Services Total	**2,697,742**	**1,490,347**	**1,065,957**	**(424,390)**	**-28%**	
Building Control						
Building Control Revenue						
Revenue	(356,300)	(209,094)	(194,022)	15,072	-7%	
Building Control Revenue Total	**(356,300)**	**(209,094)**	**(194,022)**	**15,072**	**-7%**	
Building Control Expenditure						
Employee Costs	316,347	176,567	189,202	12,635	7%	
Other Employee Costs	24,053	14,028	4,987	(9,041)	-64%	
Other Expenses	55,600	32,424	4,157	(28,267)	-87%	Timing variance of $12,498 for consultant fees and other positive variances are individually immaterial.
Building Control Expenditure Total	**396,000**	**223,019**	**198,346**	**(24,674)**	**-11%**	
Building Control Indirect Costs Allocations	197,934	116,653	112,243	(4,410)	-4%	
Building Control Indirect Costs Total	**197,934**	**116,653**	**112,243**	**(4,410)**	**-4%**	
Building Control Total	**237,634**	**130,578**	**116,567**	**(14,011)**	**-11%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Director Infrastructure and Environment Expe						
Director Infrastructure and Environment Expe						
Employee Costs	391,459	218,514	207,281	(11,233)	-5%	
Other Employee Costs	20,574	10,848	4,790	(6,058)	-56%	
Other Expenses	74,200	43,281	12,298	(30,983)	-72%	$21,000 relating to consultant fees not required as yet.
Director Infrastructure and Environment Expe Total	**486,233**	**272,643**	**224,368**	**(48,275)**	**-18%**	
Director Infrastructure and Environment Expe Total	**486,233**	**272,643**	**224,368**	**(48,275)**	**-18%**	
Director Infrastructure and Environment Indirect						
Director Infrastructure and Environment Indirect						
Allocations	(486,233)	(272,643)	(224,368)	48,275	-18%	
Director Infrastructure and Environment Indirect Total	**(486,233)**	**(272,643)**	**(224,368)**	**48,275**	**-18%**	
Director Infrastructure and Environment Indirect Total	**(486,233)**	**(272,643)**	**(224,368)**	**48,275**	**-18%**	
Ranger Services Administration						
Ranger Services Administration Revenue						
Revenue	(3,000)	(1,750)	(1,840)	(90)	5%	
Ranger Services Administration Revenue Total	**(3,000)**	**(1,750)**	**(1,840)**	**(90)**	**5%**	
Ranger Services Administration Expenditure						
Employee Costs	2,208,961	1,234,046	1,282,714	48,668	4%	
Other Employee Costs	52,047	30,459	47,201	16,742	55%	
Other Expenses	229,000	127,338	67,155	(60,183)	-47%	$17,500 for consultant fees, $30,000 for CCTV maintenance and $10,000 for legal costs not required as yet. Budget to be adjusted accordingly as part of MYBR.
Ranger Services Administration Expenditure Total	**2,490,008**	**1,391,843**	**1,397,071**	**5,228**	**0%**	
Ranger Services Administration Indirect Costs						
Allocations	(2,487,008)	(1,390,093)	(1,395,231)	(5,138)	0%	
Ranger Services Administration Indirect Costs Total	**(2,487,008)**	**(1,390,093)**	**(1,395,231)**	**(5,138)**	**0%**	
Ranger Services Administration Total	**0**	**0**	**(0)**	**0**	**100%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Fire Prevention						
Fire Prevention Revenue						
Revenue	(3,000)	(3,000)	(3,000)	0	0%	
Fire Prevention Revenue Total	(3,000)	(3,000)	(3,000)	0	0%	
Fire Prevention Indirect Costs						
Allocations	35,611	20,318	19,295	(1,023)	-5%	
Fire Prevention Indirect Costs Total	35,611	20,318	19,295	(1,023)	-5%	
Fire Prevention Total	32,611	17,318	16,295	(1,023)	-6%	
Animal Control						
Animal Control Revenue						
Revenue	(74,100)	(61,756)	(66,923)	(5,167)	8%	
Animal Control Revenue Total	(74,100)	(61,756)	(66,923)	(5,167)	8%	
Animal Control Expenditure						
Other Expenses	12,300	7,168	10,171	3,003	42%	
Animal Control Expenditure Total	12,300	7,168	10,171	3,003	42%	
Animal Control Indirect Costs						
Allocations	284,997	162,601	172,684	10,083	6%	
Animal Control Indirect Costs Total	284,997	162,601	172,684	10,083	6%	
Animal Control Total	223,197	108,013	115,932	7,919	7%	

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BY SERVICE AREAS
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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Local Laws (Law and Order)						
Local Laws (Law and Order) Revenue						
Revenue	(48,850)	(44,079)	(68,165)	(24,086)	55%	Revenue relating to work zone permits higher than expected. Budget to be adjusted accordingly at MYBR.
Local Laws (Law and Order) Revenue Total	**(48,850)**	**(44,079)**	**(68,165)**	**(24,086)**	**55%**	
Local Laws (Law and Order) Indirect Costs						
Allocations	455,997	260,162	261,151	989	0%	
Local Laws (Law and Order) Indirect Costs Total	**455,997**	**260,162**	**261,151**	**989**	**0%**	
Local Laws (Law and Order) Total	**407,147**	**216,083**	**192,986**	**(23,097)**	**-11%**	
Abandoned Vehicles						
Abandoned Vehicles Revenue						
Revenue	(13,500)	(7,875)	(3,615)	4,260	-54%	
Abandoned Vehicles Revenue Total	**(13,500)**	**(7,875)**	**(3,615)**	**4,260**	**-54%**	
Abandoned Vehicles Expenditure						
Other Expenses	9,000	5,250	2,470	(2,780)	-53%	
Abandoned Vehicles Expenditure Total	**9,000**	**5,250**	**2,470**	**(2,780)**	**-53%**	
Abandoned Vehicles Indirect Costs						
Allocations	398,997	227,642	223,408	(4,234)	-2%	
Abandoned Vehicles Indirect Costs Total	**398,997**	**227,642**	**223,408**	**(4,234)**	**-2%**	
Abandoned Vehicles Total	**394,497**	**225,017**	**222,263**	**(2,754)**	**-1%**	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Inspectorial Control						
Inspectorial Control Revenue						
Revenue	(2,627,750)	(1,540,148)	(1,256,214)	283,934	-18%	Revenue lower than anticipated. Budget to be adjusted accordingly at MYBR.
Inspectorial Control Revenue Total	**(2,627,750)**	**(1,540,148)**	**(1,256,214)**	**283,934**	**-18%**	
Inspectorial Control Expenditure						
Other Expenses	1,067,195	795,441	740,567	(54,874)	-7%	
Inspectorial Control Expenditure Total	**1,067,195**	**795,441**	**740,567**	**(54,874)**	**-7%**	
Inspectorial Control Indirect Costs						
Allocations	2,536,474	1,447,144	1,369,237	(77,907)	-5%	
Inspectorial Control Indirect Costs Total	**2,536,474**	**1,447,144**	**1,369,237**	**(77,907)**	**-5%**	
Inspectorial Control Total	**975,919**	**702,437**	**853,591**	**151,154**	**22%**	
Car Park Control						
Car Park Control Revenue						
Revenue	(2,891,579)	(1,686,755)	(1,691,645)	(4,890)	0%	
Car Park Control Revenue Total	**(2,891,579)**	**(1,686,755)**	**(1,691,645)**	**(4,890)**	**0%**	
Car Park Control Expenditure						
Ground Maintenance	108,650	63,385	88,417	25,032	39%	Timing variance of works. Budget to be adjusted as part of the MYBR.
Other Expenses	713,948	461,970	421,082	(40,888)	-9%	
Car Park Control Expenditure Total	**822,598**	**525,355**	**509,499**	**(15,856)**	**-3%**	
Car Park Control Total	**(2,068,981)**	**(1,161,400)**	**(1,182,145)**	**(20,745)**	**2%**	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Kerbside Parking Control						
Kerbside Parking Control Revenue						
Revenue	(2,525,598)	(1,473,269)	(1,495,163)	(21,894)	1%	
Kerbside Parking Control Revenue Total	**(2,525,598)**	**(1,473,269)**	**(1,495,163)**	**(21,894)**	**1%**	
Kerbside Parking Control Expenditure						
Other Expenses	550,761	343,016	351,625	8,609	3%	
Kerbside Parking Control Expenditure Total	**550,761**	**343,016**	**351,625**	**8,609**	**3%**	
Kerbside Parking Control Total	**(1,974,837)**	**(1,130,253)**	**(1,143,538)**	**(13,285)**	**1%**	
Dog Pound Expenditure						
Dog Pound Expenditure						
Building Maintenance	1,300	756	4,086	3,330	441%	
Dog Pound Expenditure Total	**1,300**	**756**	**4,086**	**3,330**	**441%**	
Dog Pound Expenditure Total	**1,300**	**756**	**4,086**	**3,330**	**441%**	
Community Connections						
Community Connections Expenditure						
Employee Costs	51,572	28,785	33,441	4,656	16%	
Other Expenses	98,720	67,679	35,710	(31,969)	-47%	Timing variance in the delivery of works relating to Noongar Outreach and 'Safer Vincent' initiatives.
Community Connections Expenditure Total	**150,292**	**96,464**	**69,150**	**(27,314)**	**-28%**	
Community Connections Indirect Costs						
Allocations	25,052	14,795	17,809	3,014	20%	
Community Partnerships Mgmt Admin Alloca	67,817	67,817	62,738	(5,079)	-7%	
Library Occupancy Costs Allocations	1,050	726	0	(726)	-100%	
Community Connections Indirect Costs Total	**93,919**	**83,338**	**80,547**	**(2,791)**	**-3%**	
Community Connections Total	**244,211**	**179,802**	**149,697**	**(30,105)**	**-17%**	

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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Engineering Design Services						
Engineering Design Services Revenue						
Revenue	(7,500)	(3,432)	(2,784)	648	-19%	
Engineering Design Services Expenditure						
Employee Costs	607,858	339,254	338,712	(542)	0%	
Other Employee Costs	32,514	18,588	58,109	39,521	213%	Variance due to agency labour costs relating to leave cover. To be adjusted at MYBR.
Other Expenses	264,550	132,903	41,400	(91,503)	-69%	Timing variance of $43,690 for asset management - data collection & building condition survey costs and $21,180 for consultant fees.
Operating Projects	280,000	280,000	250,000	(30,000)	-11%	Timing variance on the payment of invoice relating to signalised pedestrian crossing project. To be adjusted at MYBR.
Engineering Design Services Expenditure Total	**1,184,922**	**770,745**	**688,221**	**(82,524)**	**-11%**	
Engineering Design Services Indirect Costs						
Allocations	327,471	193,629	178,326	(15,303)	-8%	
Engineering Design Services Indirect Costs Total	**327,471**	**193,629**	**178,326**	**(15,303)**	**-8%**	
Engineering Design Services Total	**1,504,893**	**960,942**	**863,763**	**(97,179)**	**-10%**	
Bike Station Expenditure						
Bike Station Expenditure						
Other Expenses	5,000	2,500	4,539	2,039	82%	
Bike Station Expenditure Total	**5,000**	**2,500**	**4,539**	**2,039**	**82%**	
Bike Station Expenditure Total	**5,000**	**2,500**	**4,539**	**2,039**	**82%**	

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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Street Lighting						
Street Lighting Revenue						
Revenue	(24,500)	0	0	0		
Street Lighting Revenue Total	**(24,500)**	**0**	**0**	**0**		
Street Lighting Expenditure						
Other Expenses	765,000	444,162	355,568	(88,594)	-20%	Timing variance on electricity costs.
Street Lighting Expenditure Total	**765,000**	**444,162**	**355,568**	**(88,594)**	**-20%**	
Street Lighting Total	**740,500**	**444,162**	**355,568**	**(88,594)**	**-20%**	
Bus Shelter						
Bus Shelter Revenue						
Revenue	(109,000)	(25,000)	(44,775)	(19,775)	79%	
Bus Shelter Revenue Total	**(109,000)**	**(25,000)**	**(44,775)**	**(19,775)**	**79%**	
Bus Shelter Expenditure						
Other Expenses	118,864	69,337	55,692	(13,645)	-20%	
Bus Shelter Expenditure Total	**118,864**	**69,337**	**55,692**	**(13,645)**	**-20%**	
Bus Shelter Total	**9,864**	**44,337**	**10,917**	**(33,420)**	**-75%**	
Parking and Street Name Signs Expenditure						
Parking and Street Name Signs Expenditure						
Other Expenses	86,000	50,169	42,252	(7,917)	-16%	
Parking and Street Name Signs Expenditure Total	**86,000**	**50,169**	**42,252**	**(7,917)**	**-16%**	
Parking and Street Name Signs Expenditure Total	**86,000**	**50,169**	**42,252**	**(7,917)**	**-16%**	

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BY SERVICE AREAS
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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Crossovers						
Crossovers Revenue						
Revenue	0	0	(250)	(250)	100%	
Crossovers Revenue Total	**0**	**0**	**(250)**	**(250)**	**100%**	
Crossovers Expenditure						
Other Expenses	15,000	8,750	9,109	359	4%	
Crossovers Expenditure Total	**15,000**	**8,750**	**9,109**	**359**	**4%**	
Crossovers Total	**15,000**	**8,750**	**8,859**	**109**	**1%**	
Roads Linemarking Expenditure						
Roads Linemarking Expenditure						
Other Expenses	65,000	37,919	35,363	(2,556)	-7%	
Roads Linemarking Expenditure Total	**65,000**	**37,919**	**35,363**	**(2,556)**	**-7%**	
Roads Linemarking Expenditure Total	**65,000**	**37,919**	**35,363**	**(2,556)**	**-7%**	
Tree Lighting Leederville Expenditure						
Tree Lighting Leederville Expenditure						
Other Expenses	70,000	70,000	66,573	(3,427)	-5%	
Tree Lighting Leederville Expenditure Total	**70,000**	**70,000**	**66,573**	**(3,427)**	**-5%**	
Tree Lighting Leederville Expenditure Total	**70,000**	**70,000**	**66,573**	**(3,427)**	**-5%**	
Parklets Expenditure						
Parklets Expenditure						
Other Expenses	3,500	1,750	271	(1,479)	-85%	
Parklets Expenditure Total	**3,500**	**1,750**	**271**	**(1,479)**	**-85%**	
Parklets Expenditure Total	**3,500**	**1,750**	**271**	**(1,479)**	**-85%**	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Environmental Services						
Environmental Services Revenue						
Revenue	(8,000)	(4,669)	(5,901)	(1,232)	26%	
Environmental Services Revenue Total	**(8,000)**	**(4,669)**	**(5,901)**	**(1,232)**	**26%**	
Environmental Services Expenditure						
Employee Costs	89,389	49,891	56,447	6,556	13%	
Other Expenses	233,300	102,006	95,819	(6,187)	-6%	
Environmental Services Expenditure Total	**322,689**	**151,897**	**152,266**	**369**	**0%**	
Environmental Services Indirect Costs						
Allocations	45,896	27,417	25,445	(1,972)	-7%	
Environmental Services Indirect Costs Total	**45,896**	**27,417**	**25,445**	**(1,972)**	**-7%**	
Environmental Services Total	**360,585**	**174,645**	**171,811**	**(2,834)**	**-2%**	
Property Management Administration						
Property Management Administration Revenue						
Revenue	(2,000)	(1,169)	(10,856)	(9,687)	829%	
Property Management Administration Revenue Total	**(2,000)**	**(1,169)**	**(10,856)**	**(9,687)**	**829%**	
Property Management Administration Expenditure						
Employee Costs	304,768	170,090	171,110	1,020	1%	
Other Employee Costs	4,770	2,786	2,786	0	0%	
Other Expenses	2,650	1,540	1,743	203	13%	
Property Management Administration Expenditure Total	**312,188**	**174,416**	**175,639**	**1,223**	**1%**	
Property Management Administration Indirect Costs						
Allocations	215,341	126,607	94,493	(32,114)	-25%	
Property Management Administration Indirect Costs Total	**215,341**	**126,607**	**94,493**	**(32,114)**	**-25%**	
Property Management Administration Total	**525,529**	**299,854**	**259,277**	**(40,577)**	**-14%**	

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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Civic Centre Building						
Civic Centre Building Expenditure						
Building Maintenance	284,400	162,375	155,058	(7,317)	-5%	
Ground Maintenance	66,100	37,718	18,148	(19,570)	-52%	
Other Expenses	809,485	475,591	535,868	60,277	13%	Depreciation variance. Budget to be adjusted at MYBR.
Civic Centre Building Expenditure Total	**1,159,985**	**675,684**	**709,074**	**33,390**	**5%**	
Civic Centre Building Indirect Costs						
Allocations	(1,159,985)	(675,684)	(709,074)	(33,390)	5%	
Civic Centre Building Indirect Costs Total	**(1,159,985)**	**(675,684)**	**(709,074)**	**(33,390)**	**5%**	
Civic Centre Building Total	**0**	**0**	**0**	**(0)**	**100%**	
Child Care Centres and Play Groups						
Child Care Centres and Play Groups Revenue						
Revenue	(11,686)	(5,018)	(8,332)	(3,314)	66%	
Child Care Centres and Play Groups Revenue Total	**(11,686)**	**(5,018)**	**(8,332)**	**(3,314)**	**66%**	
Child Care Centres and Play Groups Expenditure						
Building Maintenance	5,400	2,707	6,156	3,449	127%	
Ground Maintenance	500	294	478	184	62%	
Other Expenses	46,684	27,229	28,042	813	3%	
Child Care Centres and Play Groups Expenditure Total	**52,584**	**30,230**	**34,676**	**4,446**	**15%**	
Child Care Centres and Play Groups Indirect Costs						
Allocations	2,171	1,267	1,183	(84)	-7%	
Child Care Centres and Play Groups Indirect Costs Total	**2,171**	**1,267**	**1,183**	**(84)**	**-7%**	
Child Care Centres and Play Groups Total	**43,069**	**26,479**	**27,527**	**1,048**	**4%**	

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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Pre Schools and Kindergartens						
Pre Schools and Kindergartens Revenue						
Revenue	(56,433)	(34,507)	(39,131)	(4,624)	13%	
Pre Schools and Kindergartens Expenditure						
Building Maintenance	2,775	1,391	1,456	65	5%	
Ground Maintenance	4,000	4,000	596	(3,404)	-85%	
Other Expenses	47,805	27,886	32,014	4,128	15%	
Pre Schools and Kindergartens Indirect Costs						
Allocations	1,591	931	847	(84)	-9%	
Pre Schools and Kindergartens Indirect Costs Total	**1,591**	**931**	**847**	**(84)**	**-9%**	
Pre Schools and Kindergartens Total	**(262)**	**(299)**	**(4,219)**	**(3,920)**	**1311%**	
Community and Welfare Centres						
Community and Welfare Centres Revenue						
Revenue	(64,784)	(31,650)	(26,390)	5,260	-17%	
Community and Welfare Centres Revenue Total	**(64,784)**	**(31,650)**	**(26,390)**	**5,260**	**-17%**	
Community and Welfare Centres Expenditure						
Building Maintenance	26,450	13,240	8,542	(4,698)	-35%	
Ground Maintenance	3,150	1,841	2,079	238	13%	
Other Expenses	224,628	102,139	103,639	1,500	1%	
Community and Welfare Centres Expenditure Total	**254,228**	**117,220**	**114,261**	**(2,959)**	**-3%**	
Community and Welfare Centres Indirect Costs						
Allocations	7,145	4,165	3,731	(434)	-10%	
Community and Welfare Centres Indirect Costs Total	**7,145**	**4,165**	**3,731**	**(434)**	**-10%**	
Community and Welfare Centres Total	**196,589**	**89,735**	**91,602**	**1,867**	**2%**	

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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Department of Sports and Recreation Building						
Dept of Sports and Recreation Building Revenue						
Revenue	(770,115)	(447,942)	(467,834)	(19,892)	4%	
Dept of Sports and Recreation Building Revenue Total	**(770,115)**	**(447,942)**	**(467,834)**	**(19,892)**	**4%**	
Dept of Sports and Recreation Building Expenditure						
Building Maintenance	98,000	54,750	49,012	(5,738)	-10%	
Ground Maintenance	9,800	5,726	3,182	(2,544)	-44%	
Other Expenses	488,067	314,723	329,752	15,029	5%	
Dept of Sports and Recreation Building Expenditure Total	**595,867**	**375,199**	**381,946**	**6,747**	**2%**	
Dept of Sports and Recreation Building Indirect Costs						
Allocations	12,469	7,273	6,209	(1,064)	-15%	
Dept of Sports and Recreation Building Indirect Costs Total	**12,469**	**7,273**	**6,209**	**(1,064)**	**-15%**	
Department of Sports and Recreation Building Total	**(161,779)**	**(65,470)**	**(79,678)**	**(14,208)**	**22%**	
nib Stadium						
nib Stadium Revenue						
Revenue	(27,765)	(27,765)	(27,847)	(82)	0%	
nib Stadium Revenue Total	**(27,765)**	**(27,765)**	**(27,847)**	**(82)**	**0%**	
nib Stadium Expenditure						
Other Expenses	17,835	10,403	10,378	(25)	0%	
nib Stadium Expenditure Total	**17,835**	**10,403**	**10,378**	**(25)**	**0%**	
nib Stadium Total	**(9,930)**	**(17,362)**	**(17,469)**	**(107)**	**1%**	

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	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Leederville Oval						
Leederville Oval Revenue						
Revenue	(242,274)	(140,273)	(104,144)	36,129	-26%	Timing variance due to ongoing discussions with the tenants.
Leederville Oval Revenue Total	**(242,274)**	**(140,273)**	**(104,144)**	**36,129**	**-26%**	
Leederville Oval Expenditure						
Building Maintenance	33,600	16,800	1,550	(15,250)	-91%	
Ground Maintenance	100,000	58,331	38,659	(19,672)	-34%	
Other Expenses	461,699	268,282	273,125	4,843	2%	
Leederville Oval Expenditure Total	**595,299**	**343,413**	**313,335**	**(30,078)**	**-9%**	
Leederville Oval Indirect Costs						
Allocations	11,872	6,923	6,482	(441)	-6%	
Leederville Oval Indirect Costs Total	**11,872**	**6,923**	**6,482**	**(441)**	**-6%**	
Leederville Oval Total	**364,897**	**210,063**	**215,673**	**5,610**	**3%**	

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BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Loftus Centre						
Loftus Centre Revenue						
Revenue	(660,984)	(382,909)	(374,455)	8,454	-2%	
Loftus Centre Revenue Total	**(660,984)**	**(382,909)**	**(374,455)**	**8,454**	**-2%**	
Loftus Centre Expenditure						
Building Maintenance	87,100	39,977	72,101	32,124	80%	$26,000 overspent due to additional works required. Budget to be adjusted as part of MYBR.
Ground Maintenance	35,850	20,909	15,104	(5,805)	-28%	
Other Expenses	794,268	452,315	474,454	22,139	5%	
Operating Projects	130,000	100,000	120,638	20,638	21%	Loftus community centre external painting project is ahead of schedule.
Loftus Centre Expenditure Total	**1,047,218**	**613,201**	**682,298**	**69,097**	**11%**	
Loftus Centre Indirect Costs						
Allocations	21,685	12,656	11,844	(812)	-6%	
Loftus Centre Indirect Costs Total	**21,685**	**12,656**	**11,844**	**(812)**	**-6%**	
Loftus Centre Total	**407,919**	**242,948**	**319,686**	**76,738**	**32%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Public Halls						
Public Halls Revenue						
Revenue	(164,319)	(82,041)	(80,471)	1,570	-2%	
Public Halls Revenue Total	**(164,319)**	**(82,041)**	**(80,471)**	**1,570**	**-2%**	
Public Halls Expenditure						
Building Maintenance	130,500	67,087	53,911	(13,176)	-20%	
Ground Maintenance	2,000	2,000	0	(2,000)	-100%	
Other Expenses	217,909	128,055	158,324	30,269	24%	Depreciation variance. Budget to be adjusted at MYBR.
Public Halls Expenditure Total	**350,409**	**197,142**	**212,235**	**15,093**	**8%**	
Public Halls Indirect Costs						
Allocations	5,742	3,353	3,122	(231)	-7%	
Public Halls Indirect Costs Total	**5,742**	**3,353**	**3,122**	**(231)**	**-7%**	
Public Halls Total	**191,832**	**118,454**	**134,886**	**16,432**	**14%**	
Reserves Pavilions and Facilities						
Reserves Pavilions and Facilities Revenue						
Revenue	(77,631)	(40,208)	(47,361)	(7,153)	18%	
Reserves Pavilions and Facilities Revenue Total	**(77,631)**	**(40,208)**	**(47,361)**	**(7,153)**	**18%**	
Reserves Pavilions and Facilities Expenditure						
Building Maintenance	314,605	174,976	159,033	(15,943)	-9%	
Ground Maintenance	5,500	4,250	262	(3,988)	-94%	
Other Expenses	303,816	179,299	190,752	11,453	6%	
Operating Projects	60,000	60,000	51,079	(8,921)	-15%	
Reserves Pavilions and Facilities Expenditure Total	**683,921**	**418,525**	**401,126**	**(17,399)**	**-4%**	
Reserves Pavilions and Facilities Indirect Costs						
Allocations	7,392	4,319	3,465	(854)	-20%	
Reserves Pavilions and Facilities Indirect Costs Total	**7,392**	**4,319**	**3,465**	**(854)**	**-20%**	
Reserves Pavilions and Facilities Total	**613,682**	**382,636**	**357,230**	**(25,406)**	**-7%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Sporting Clubs Buildings						
Sporting Clubs Buildings Revenue						
Revenue	(132,988)	(62,873)	(79,292)	(16,419)	26%	
Sporting Clubs Buildings Revenue Total	**(132,988)**	**(62,873)**	**(79,292)**	**(16,419)**	**26%**	
Sporting Clubs Buildings Expenditure						
Building Maintenance	48,000	24,885	43,159	18,274	73%	
Ground Maintenance	2,000	1,000	0	(1,000)	-100%	
Other Expenses	718,704	419,243	429,517	10,274	2%	
Operating Projects	0	0	(932)	(932)	100%	
Sporting Clubs Buildings Expenditure Total	**768,704**	**445,128**	**471,744**	**26,616**	**6%**	
Sporting Clubs Buildings Indirect Costs						
Allocations	27,935	16,289	15,183	(1,106)	-7%	
Sporting Clubs Buildings Indirect Costs Total	**27,935**	**16,289**	**15,183**	**(1,106)**	**-7%**	
Sporting Clubs Buildings Total	**663,651**	**398,544**	**407,635**	**9,091**	**2%**	
Parks and Reserves Administration						
Parks and Reserves Administration Revenue						
Revenue	(3,200)	(1,869)	(2,114)	(245)	13%	
Parks and Reserves Administration Revenue Total	**(3,200)**	**(1,869)**	**(2,114)**	**(245)**	**13%**	
Parks and Reserves Administration Expenditure						
Employee Costs	976,551	545,254	622,445	77,191	14%	Additional training required materially contributed to this overspend.
Other Employee Costs	24,823	14,483	40,264	25,781	178%	$21,000 overspent on uniform expenses.
Other Expenses	120,391	71,534	61,452	(10,082)	-14%	
Parks and Reserves Administration Expenditure Total	**1,121,765**	**631,271**	**724,160**	**92,889**	**15%**	
Parks and Reserves Administration Indirect Costs						
Allocations	1,431,127	852,324	812,348	(39,976)	-5%	
On Costs Recovery	(1,420,564)	(828,660)	(739,931)	88,729	-11%	
Parks and Reserves Administration Indirect Costs Total	**10,563**	**23,664**	**72,417**	**48,753**	**206%**	
Parks and Reserves Administration Total	**1,129,128**	**653,066**	**794,464**	**141,398**	**22%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Parks and Reserves						
Parks and Reserves Revenue						
Revenue	(50,950)	(21,468)	(37,603)	(16,135)	75%	
Parks and Reserves Revenue Total	**(50,950)**	**(21,468)**	**(37,603)**	**(16,135)**	**75%**	
Parks and Reserves Expenditure						
Ground Maintenance	2,255,450	1,356,809	1,269,639	(87,170)	-6%	
Other Expenses	694,577	405,138	352,636	(52,502)	-13%	Depreciation variance. Budget to be adjusted at MYBR.
Parks and Reserves Expenditure Total	**2,950,027**	**1,761,947**	**1,622,275**	**(139,672)**	**-8%**	
Parks and Reserves Indirect Costs						
Allocations	324	189	175	(14)	-7%	
Parks and Reserves Indirect Costs Total	**324**	**189**	**175**	**(14)**	**-7%**	
Parks and Reserves Total	**2,899,401**	**1,740,668**	**1,584,847**	**(155,821)**	**-9%**	
Sporting Grounds						
Sporting Grounds Revenue						
Revenue	(57,000)	(26,848)	(10,847)	16,001	-60%	
Sporting Grounds Revenue Total	**(57,000)**	**(26,848)**	**(10,847)**	**16,001**	**-60%**	
Sporting Grounds Expenditure						
Ground Maintenance	1,221,700	774,168	736,463	(37,705)	-5%	
Other Expenses	564,286	329,159	333,220	4,061	1%	
Sporting Grounds Expenditure Total	**1,785,986**	**1,103,327**	**1,069,683**	**(33,644)**	**-3%**	
Sporting Grounds Total	**1,728,986**	**1,076,479**	**1,058,836**	**(17,643)**	**-2%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Road Reserves Expenditure						
Road Reserves Expenditure						
Ground Maintenance	412,900	242,406	189,442	(52,964)	-22%	Timing variance of internal labour costs allocated to maintenance of road reserves.
Other Expenses	15,290	8,925	7,210	(1,715)	-19%	
Road Reserves Expenditure Total	**428,190**	**251,331**	**196,651**	**(54,680)**	**-22%**	
Road Reserves Expenditure Total	**428,190**	**251,331**	**196,651**	**(54,680)**	**-22%**	
Parks Other						
Parks Other Revenue						
Revenue	(2,000)	(2,000)	(471)	1,529	-76%	
Parks Other Revenue Total	**(2,000)**	**(2,000)**	**(471)**	**1,529**	**-76%**	
Parks Other Expenditure						
Other Expenses	1,673,600	1,284,131	1,155,653	(128,478)	-10%	Timing variance for delivery of works relating to street trees, verge and other parks maintenance.
Money/Monger Street Trees Surgery	20,000	20,000	20,408	408	2%	
Parks Other Expenditure Total	**1,693,600**	**1,304,131**	**1,176,061**	**(128,070)**	**-10%**	
Parks Other Total	**1,691,600**	**1,302,131**	**1,175,590**	**(126,541)**	**-10%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Processable Waste Collection						
Processable Waste Collection Revenue						
Revenue	(332,944)	(327,329)	(344,433)	(17,104)	5%	
Processable Waste Collection Revenue Total	**(332,944)**	**(327,329)**	**(344,433)**	**(17,104)**	**5%**	
Processable Waste Collection Expenditure						
Employee Costs	1,022,099	570,563	555,686	(14,877)	-3%	
Other Employee Costs	43,339	25,277	24,983	(294)	-1%	
Other Expenses	4,282,239	2,267,689	2,157,572	(110,117)	-5%	
Operating Projects	80,000	80,000	4,157	(75,843)	-95%	Timing variance on the delivery of the three bin strategy project.
Processable Waste Collection Expenditure Total	**5,427,677**	**2,943,529**	**2,742,398**	**(201,131)**	**-7%**	
Processable Waste Collection Indirect Costs						
Allocations	1,049,496	625,224	567,968	(57,256)	-9%	
On Costs Recovery	(880,657)	(513,716)	(414,463)	99,254	-19%	
Processable Waste Collection Indirect Costs Total	**168,839**	**111,508**	**153,506**	**41,998**	**38%**	
Processable Waste Collection Total	**5,263,572**	**2,727,708**	**2,551,471**	**(176,237)**	**-6%**	
Other Waste Services						
Other Waste Services Revenue						
Revenue	(5,750)	(3,353)	(5,339)	(1,986)	59%	
Other Waste Services Revenue Total	**(5,750)**	**(3,353)**	**(5,339)**	**(1,986)**	**59%**	
Other Waste Services Expenditure						
Other Expenses	617,159	361,940	99,287	(262,653)	-73%	Timing variance of $169,826 for bulk verge collection. The phasing of the budget will be adjusted at mid year budget review to ensure alignment with the delivery of services.
Other Waste Services Expenditure Total	**617,159**	**361,940**	**99,287**	**(262,653)**	**-73%**	
Other Waste Services Total	**611,409**	**358,587**	**93,949**	**(264,638)**	**-74%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Recycling Expenditure						
Recycling Expenditure	771,417	378,210	265,469	(112,741)	-30%	Timing variance between the delivery of works and receipt of invoices from supplier.
Recycling Expenditure Total	**771,417**	**378,210**	**265,469**	**(112,741)**	**-30%**	
Public Works Overhead						
Public Works Overhead Revenue						
Revenue	(56,200)	(32,781)	(37,524)	(4,743)	14%	
Public Works Overhead Revenue Total	**(56,200)**	**(32,781)**	**(37,524)**	**(4,743)**	**14%**	
Public Works Overhead Expenditure						
Employee Costs	430,007	240,082	254,056	13,974	6%	
Other Employee Costs	45,559	26,579	22,844	(3,735)	-14%	
Other Expenses	68,000	39,669	49,028	9,359	24%	
Public Works Overhead Expenditure Total	**543,566**	**306,330**	**325,928**	**19,598**	**6%**	
Public Works Overhead Indirect Costs						
Allocations	649,054	386,427	350,214	(36,213)	-9%	
On Costs Recovery	(289,370)	(254,300)	(286,592)	(32,292)	13%	
Public Works Overhead Indirect Costs Total	**359,684**	**132,127**	**63,622**	**(68,505)**	**-52%**	
Public Works Overhead Total	**847,050**	**405,676**	**352,027**	**(53,649)**	**-13%**	
Plant Operating						
Plant Operating Expenditure						
Other Expenses	1,481,092	863,966	886,161	22,195	3%	
Plant Operating Expenditure Total	**1,481,092**	**863,966**	**886,161**	**22,195**	**3%**	
Plant Operating Indirect Costs						
Allocations	(1,253,542)	(752,391)	(791,224)	(38,833)	5%	
Plant Operating Indirect Costs Total	**(1,253,542)**	**(752,391)**	**(791,224)**	**(38,833)**	**5%**	
Plant Operating Total	**227,550**	**111,575**	**94,937**	**(16,638)**	**-15%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Recoverable Works						
Recoverable Works Revenue						
Revenue	(50,000)	0	(32,786)	(32,786)	100%	Timing variance of works.
Recoverable Works Revenue Total	**(50,000)**	**0**	**(32,786)**	**(32,786)**	**100%**	
Recoverable Works Expenditure						
Other Expenses	50,000	25,000	27,202	2,202	9%	
Recoverable Works Expenditure Total	**50,000**	**25,000**	**27,202**	**2,202**	**9%**	
Recoverable Works Total	**0**	**25,000**	**(5,584)**	**(30,584)**	**-122%**	
Drainage Expenditure						
Drainage Expenditure						
Other Expenses	370,435	216,095	187,641	(28,454)	-13%	Depreciation variance. Budget to be adjusted as part of MYBR.
Drainage Expenditure Total	**370,435**	**216,095**	**187,641**	**(28,454)**	**-13%**	
Drainage Expenditure Total	**370,435**	**216,095**	**187,641**	**(28,454)**	**-13%**	
Footpaths/Cycleways Expenditure						
Footpaths/Cycleways Expenditure						
Other Expenses	988,195	576,445	611,735	35,290	6%	
Footpaths/Cycleways Expenditure Total	**988,195**	**576,445**	**611,735**	**35,290**	**6%**	
Footpaths/Cycleways Expenditure Total	**988,195**	**576,445**	**611,735**	**35,290**	**6%**	
Rights of Way Expenditure						
Rights of Way Expenditure						
Other Expenses	286,532	167,154	141,808	(25,346)	-15%	Favourable variance, however the breakdown is individually immaterial.
Rights of Way Expenditure Total	**286,532**	**167,154**	**141,808**	**(25,346)**	**-15%**	
Rights of Way Expenditure Total	**286,532**	**167,154**	**141,808**	**(25,346)**	**-15%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

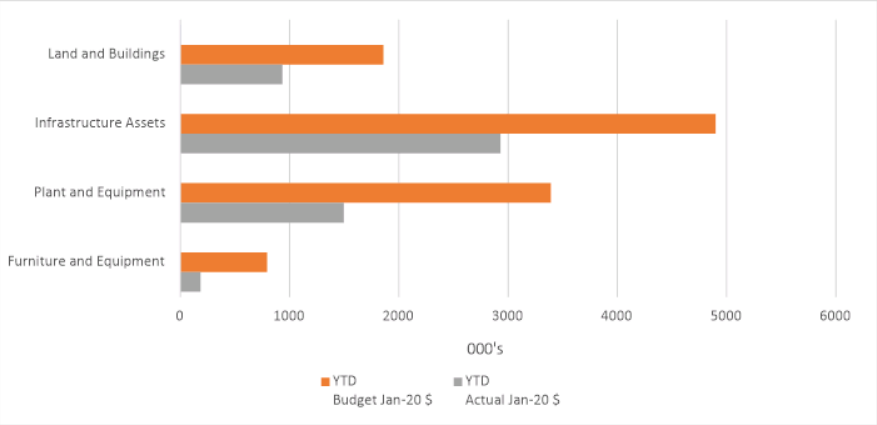
	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Roads Expenditure						
Roads Expenditure						
Other Expenses	3,041,958	1,774,470	1,801,221	26,751	2%	
Roads Expenditure Total	**3,041,958**	**1,774,470**	**1,801,221**	**26,751**	**2%**	
Roads Expenditure Total	**3,041,958**	**1,774,470**	**1,801,221**	**26,751**	**2%**	
Street Cleaning Expenditure						
Street Cleaning Expenditure						
Other Expenses	1,307,070	760,786	684,196	(76,590)	-10%	Timing variance of works relating to general street maintenance and street furniture maintenance.
Street Cleaning Expenditure Total	**1,307,070**	**760,786**	**684,196**	**(76,590)**	**-10%**	
Street Cleaning Expenditure Total	**1,307,070**	**760,786**	**684,196**	**(76,590)**	**-10%**	
Traffic Control for Roadworks Expenditure						
Traffic Control for Roadworks Expenditure						
Other Expenses	166,000	96,831	86,056	(10,775)	-11%	
Traffic Control for Roadworks Expenditure Total	**166,000**	**96,831**	**86,056**	**(10,775)**	**-11%**	
Traffic Control for Roadworks Expenditure Total	**166,000**	**96,831**	**86,056**	**(10,775)**	**-11%**	
Roadwork Signs and Barricades Expenditure						
Roadwork Signs and Barricades Expenditure						
Sump Expenditure						
Other Expenses	0	0	315	315	100%	
Sump Expenditure Total	**0**	**0**	**315**	**315**	**100%**	
Sump Expenditure Total	**0**	**0**	**315**	**315**	**100%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2020

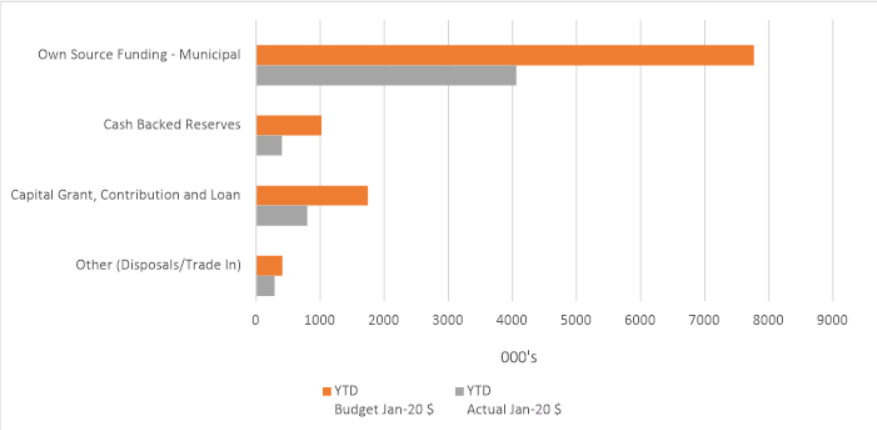
	Current Budget 2019/20 $	YTD Budget 31/01/2020 $	YTD Actual 31/01/2020 $	YTD Variance $	Variance %	Variance Commentary
Works Depot Revenue						
Works Depot Revenue						
Revenue	0	0	(629)	(629)	100%	
Works Depot Revenue Total	**0**	**0**	**(629)**	**(629)**	**100%**	
Works Depot Revenue Total	**0**	**0**	**(629)**	**(629)**	**100%**	
Works Depot						
Works Depot Expenditure						
Employee Costs	185,958	103,779	113,025	9,246	9%	
Other Employee Costs	3,300	1,925	698	(1,227)	-64%	
Other Expenses	10,250	5,971	6,147	176	3%	
Works Depot Expenditure Total	**199,508**	**111,675**	**119,871**	**8,196**	**7%**	
Works Depot Indirect Costs						
Allocations	(199,508)	(111,675)	(119,241)	(7,566)	7%	
Works Depot Indirect Costs Total	**(199,508)**	**(111,675)**	**(119,241)**	**(7,566)**	**7%**	
Works Depot Total	**0**	**0**	**629**	**629**	**100%**	
Depot Building						
Depot Occupancy Costs						
Building Maintenance	130,000	95,294	61,771	(33,523)	-35%	
Ground Maintenance	0	0	782	782	100%	
Other Expenses	238,284	150,313	161,361	11,048	7%	
Depot Occupancy Costs Total	**368,284**	**245,607**	**223,914**	**(21,693)**	**-9%**	
Depot Indirect Costs						
Allocations	(368,284)	(259,182)	(223,914)	35,269	-14%	
Depot Indirect Costs Total	**(368,284)**	**(259,182)**	**(223,914)**	**35,269**	**-14%**	
Depot Building Total	**0**	**(13,575)**	**0**	**13,575**	**-100%**	
Net Operating	**4,284,190**	**(12,620,827)**	**(15,422,570)**	**(2,801,743)**	**22%**	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 JANUARY 2020

CAPITAL EXPENDITURE	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance
	2019/20	Jan-20	Jan-20		
	$	$	$	$	%
Land and Buildings	2,935,514	1,858,514	933,501	(925,013)	-50%
Infrastructure Assets	7,088,267	4,900,000	2,930,654	(1,969,346)	-40%
Plant and Equipment	3,498,830	3,390,080	1,498,103	(1,891,977)	-56%
Furniture and Equipment	900,171	795,171	183,617	(611,554)	-77%
Total	**14,422,782**	**10,943,765**	**5,545,875**	**(5,397,890)**	**-49%**



FUNDING	Current Budget 2019/20	YTD Budget Jan-20	YTD Actual Jan-20	YTD Variance	Variance
	$	$	$	$	%
Own Source Funding - Municipal	10,632,983	7,768,276	4,059,060	(3,709,216)	-48%
Cash Backed Reserves	1,344,821	1,019,821	402,279	(617,542)	-61%
Capital Grant, Contribution and Loan	1,889,978	1,745,668	796,547	(949,121)	-54%
Other (Disposals/Trade In)	555,000	410,000	287,989	(122,011)	-30%
Total	**14,422,782**	**10,943,765**	**5,545,875**	**(5,397,890)**	**-49%**



CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 JANUARY 2020

Description	Current Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
LAND & BUILDING ASSETS							
ADMIN CENTRE							
Solar Photovoltaic Panel System Installation - Administration and Civic Centre	179,201	179,201	113,332	(65,869)	-37%	48,650	Works in progress.
Administration & Civic Centre Upgrade/Renewals - Workforce Accommodation Upgrade	225,000	225,000	164,387	(60,613)	-27%	36,664	Works in progress.
BEATTY PARK LEISURE CENTRE							
Beatty Park Leisure Centre - Risk Renewals	354,349	354,349	104,379	(249,970)	-71%	93,426	Works in progress.
Solar Photovoltaic Panel System Installation - Beatty Park	69,743	69,743	66,617	(3,126)	-4%	5,071	Project completed.
Beatty Park - Ceiling renewal passive pool slides	60,000	-	-	0	0%	-	Works not commenced as yet.
Beatty Park - Landscape renewal passive pool	30,000	-	-	0	0%	-	Works not commenced as yet.
Beatty Park - Roof sheet and screw renewal	100,000	-	37,378	37,378	100%	12,162	Works completed. Budget to be adjusted at mid year budget review (MYBR).
Beatty Park - Ground floor switchboards and cabling	250,000	10,000	-	(10,000)	-100%	12,510	Further stakeholder consultation required as per the BPLC 2062 meeting.
Beatty Park - Replacement of gym carpet	70,000	-	-	0	0%	-	Works not commenced as yet.
Beatty Park - Replacement of studio 2 carpet	30,000	-	-	0	0%	28,320	Works not commenced as yet.
LIBRARY							
Library - Reception Desk Fit-Out Renewal	30,750	30,750	163	(30,587)	-99%	1,818	Project on hold. Budget to be adjusted as part of MYBR.
Co-location of reception to library	225,000	225,000	184,065	(40,935)	-18%	9,341	Works in progress.
DEPARTMENT OF SPORTS AND RECREATION							
Carpet Replacement - DSR	100,471	100,471	28,180	(72,291)	-72%	-	Project completed. Budget to be adjusted as part of MYBR.
Sub water meter installation - DSR	25,000	25,000	29,682	4,682	19%	-	Project completed.
MISCELLANEOUS							
Mt Hawthorn main hall Renewal/Upgrade	175,000	175,000	68,478	(106,522)	-61%	100,240	Works in progress.
Mt Hawthorn - Additional Flooring	20,000	20,000	20,100	100	1%	-	Works completed.
Loftus Recreation Centre - Change room upgrade	184,000	-	3,000	3,000	100%	-	Design works commenced.
Charles Veryard - Change Room Renewal/Upgrade	50,000	50,000	50,249	249	0%	-	Project completed.
Leederville Oval Stadium - Electrical renewal - 3 boards	130,000	130,000	8,500	(121,500)	-93%	8,500	Works in progress.
Loftus Community Centre - Ceiling Fabric and Lighting Renewal	120,000	-	-	0	0%	-	Project on hold pending review of Loftus Community centre business plan. In the interim the budget will be adjusted as part of MYBR.
Air Conditioning & HVAC Renewal - Depot	75,000	75,000	-	(75,000)	-100%	70,740	Works to commence in April 2020.
Air Conditioning & HVAC Renewal - Belgravia Leisure	96,000	5,000	-	(5,000)	-100%	-	Project at planning stage and expected to be completed in March 2020.
Air Conditioning & HVAC Renewal - Menzies Pavilion	10,000	-	-	0	0%	-	Works not commenced as yet.
Air Conditioning & HVAC Renewal - Mt Hawthorn main hall	49,000	49,000	53,188	4,188	9%	-	Project completed.
North Perth bowling club-removal of ACM and reinstatement of soffit	60,000	60,000	-	(60,000)	-100%	42,662	Works in progress.
Belgravia Leisure - Non-fixed assets renewal	50,000	10,000	-	(10,000)	-100%	-	Works not going ahead. Budget to be adjusted as part of the mid year review.
Public Toilet - Hyde park east - renewal	65,000	65,000	-	(65,000)	-100%	-	Works to commence in April 2020.
Roof Renewal - Menzies Pavilion	51,000	-	1,804	1,804	100%	-	Works in progress.
Roof Renewal - Depot	51,000	-	-	0	0%	-	Works not going ahead. Budget to be adjusted as part of the mid year review.
FOR LAND & BUILDING ASSETS	**2,935,514**	**1,858,514**	**933,501**	**(925,013)**	**-50%**	**470,103**	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 JANUARY 2020

Description	Current Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
INFRASTRUCTURE ASSETS							
TRAFFIC MANAGEMENT							
Improved pedestrian crossings at signalised intersections (Walcott St. & Wiliam St. , Bulwer St. Fitzgerald St.)	180,000	110,000	3,300	(106,700)	-97%	928	Awaiting approval from Main Roads.
40kph area wide speed zone trial	35,000	20,000	20,587	587	3%	118,431	Works in progress.
Intersection Modifications Scarborough Beach Road, Green, Main and Brady Streets	30,000	30,000	-	(30,000)	-100%	-	MRWA are now lead agency for project, funds can be relinquished in mid-year budget review.
Minor Traffic Management Improvement Program	85,000	45,000	39,366	(5,634)	-13%	3,153	Works in progress.
Alma/Claverton Local Area Traffic Management	50,000	50,000	2,502	(47,498)	-95%	385	Public consultation to be completed in Feb 2020, subsequently works will commence in March/April 2020 if approved.
Britannia Rd Traffic Calming - Seabrook St to Federation St	62,000	20,000	220	(19,780)	-99%	-	Scope of works changed.
Clieveden and Hunter St Intersection	30,000	30,000	6,040	(23,960)	-80%	-	Project complete. Awaiting final invoices.
Harold and Lord St Intersection	25,000	-	-	0	0%	-	Public consultation to be completed in Feb 2020, subsequently works will commence in March/April 2020 if approved.
LOCAL ROADS PROGRAM							
North Perth Public Open Space	-	-	-	0	0%	-	
Intersection of Loftus/Vincent Streets	-	-	-	0	100%	-	
Norfolk St - North Perth/Mt Lawley - Burt to Monmouth St	119,000	119,000	107,900	(11,100)	-9%	-	Project complete. Budget to be adjusted as part of mid year budget review.
Blake St - North Perth - Knutsford St to Norham St	47,000	47,000	51,272	4,272	9%	-	Project complete. Budget to be adjusted as part of mid year budget review.
East St - Mt Hawthorn - Berryman St to Ashby St	98,000	98,000	71,841	(26,159)	-27%	-	Project complete. Budget to be adjusted as part of mid year budget review.
East St - Mt Hawthorn - Ashby St to Anzac Rd	119,000	119,000	75,163	(43,837)	-37%	-	Project complete. Budget to be adjusted as part of mid year budget review.
Larne St - Mt Hawthorn - The Boulevard to Matlock St	41,000	41,000	26,195	(14,805)	-36%	-	Project complete. Budget to be adjusted as part of mid year budget review.
Wylie Pl - Leederville - Oxford to Cul-de-Sac	38,000	38,000	41,664	3,664	10%	-	Project complete. Budget to be adjusted as part of mid year budget review.
Egina St - Mt Hawthorn - Anzac Rd to Britannia Rd	61,000	61,000	32,541	(28,459)	-47%	-	Project complete. Budget to be adjusted as part of mid year budget review.
Buxton - Mt Hawthorn - Anzac Rd to Britannia Rd	57,000	57,000	28,450	(28,550)	-50%	-	Project complete. Budget to be adjusted as part of mid year budget review.
BLACK SPOT PROGRAM							
Intersection Lincoln and Wright Streets Roundabout	14,343	14,343	9,676	(4,667)	-33%	4,159	Completed and grant fully acquitted. Budget to be adjusted as part of the mid year budget review.
Vincent - Fitzgerald St to Chelmsford Rd	75,000	-	2,200	2,200	100%	-	Public consultation to be completed in Feb 2020, subsequently works will commence in March/April 2020 if approved.
Vincent - Beaufort St to Grosvenor Rd	12,000	12,000	-	(12,000)	-100%	-	Project not going ahead due to lack of funding. Budget to be reallocated to the bus shelter project.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 JANUARY 2020

Description	Current Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
STREETSCAPE IMPROVEMENTS							
Greening (Streetscapes)	160,525	160,525	173,267	12,742	8%	7,200	Works in progress. Budget to be amended as part of the mid-year budget review.
Oxford/Newcastle St Shared Space	-	-	0	0	0%	-	
Planned Fitzgerald Street Upgrades	-	-	-	0	0%	-	
Streetscape Improvements/Place Making - Miscellaneous Renewals	3,285	3,285	-	(3,285)	-100%	16,547	Budget to be adjusted at MYBR.
Minor streetscape improvements	30,000	15,000	11,595	(3,405)	-23%	-	Works in progress.
Barlee St shared space, project initiation, design and construction (staged over 2 yrs)	20,000	20,000	-	(20,000)	-100%	-	Feasibility of the project to be reviewed as part of the mid year budget review.
ROADWORKS - REHABILITATION (MRRG PROGRAM)							
William St 2 Way Project	360,000	360,000	243,716	(116,284)	-32%	276,102	Completed, awaiting final invoices. Budget to be adjusted as part of MYBR.
Newcastle Street, Loftus Street to Charles Street	7,495	7,495	-	(7,495)	-100%	11,171	Works completed in 18/19 and grant fully acquitted. Budget to be adjusted as part of the mid year budget review.
Bulwer St - Beaufort St to Williams St	194,400	194,400	115,111	(79,289)	-41%	54,360	Completed other than MRWA line-marking. Awaiting final invoices.
Newcastle St EB - Fitzgerald St to Money St	192,100	192,100	127,788	(64,312)	-33%	2,589	Completed other than MRWA line-marking. Awaiting final invoices.
Vincent St - Loftus St to Morriston St	76,700	76,700	69,859	(6,841)	-9%	8,378	Completed other than MRWA line-marking.
Loftus St - Bourke St to Scarborough Beach Rd	619,300	619,300	382,660	(236,640)	-38%	29,054	Works in progress.
RIGHTS OF WAY							
Annual review based upon the most recent condition assessment survey	75,000	37,500	3,235	(34,265)	-91%	-	Works in progress.
ROADS TO RECOVERY							
R2R - Ellesmere St - Mt Hawthorn - Scar Bch to matlock St	186,992	100,000	131,219	31,219	31%	-	Project completed. Awaiting final invoices.
SLAB FOOTPATH PROGRAMME							
Golding St - Newcastle St to Old Aberdeen Place	106	106	-	(106)	-100%	-	Project complete.
Florence/Carr bike network plan construction	450,000	-	-	0	0%	-	Out to public consultation, for construction in Mar/April 2020 if approved.
Footpath upgrade and construction	16,500	16,500	-	(16,500)	-100%	-	Budget to reallocated as part of the mid year budget review.
Footpath - Ellesmere St shared path-stage 4	55,000	-	-	0	0%	-	Works to commence in February 2020.
Tactile Indicators Installation Program	20,000	10,000	1,619	(8,381)	-84%	11,782	Works in progress.
Charles Street - Footpath Upgrade & Cons	55,000	55,000	13,302	(41,698)	-76%	3,182	Works in progress.
Oxford St - Footpath Upgrade and Const	7,500	7,500	5,249	(2,251)	-30%	-	Project completed.
Clieveden St - Footpath Upgrade and Cons	10,000	10,000	-	(10,000)	-100%	-	Works to commence in February 2020.
Stirling St - Footpath Upgrade and Const	4,500	4,500	-	(4,500)	-100%	-	Works to commence in February 2020.
Vincent St - Footpath Upgrade and Const	56,000	56,000	-	(56,000)	-100%	4,845	Works to commence in March 2020.
Mount Hawthorn Main Hall - Footpath Upgr	5,500	5,500	20,471	14,971	272%	-	Project completed.
Angove St - Footpath Upgrade and Const	25,000	25,000	-	(25,000)	-100%	-	Works to commence In March 2020.
BICYCLE NETWORK							
Bike Network Implementation (Loftus Street - Vincent to Richmond St)	170,955	70,000	37,152	(32,848)	-47%	26,467	Project completed. Budget to be adjusted as part of mid year budget review.
Bike Parking	3,006	3,006	3,268	262	9%	635	Project completed.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 JANUARY 2020

Description	Current Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
DRAINAGE							
Beatty Park Reserve - Drainage Improvements	30,000	30,000	9,458	(20,542)	-68%	-	Works not required. Budget to be adjusted during the mid-year budget review.
2018/19 Gully Soakwell Program	-	-	-	0	0%	-	
Minor drainage improvement program	50,000	35,000	-	(35,000)	-100%	-	On-going program throughout the year. Works not required as yet.
Gully Soak-well program	80,000	60,000	49,565	(10,435)	-17%	- 55	Works in progress.
CAR PARK DEVELOPMENT							
The Avenue carpark, stage 1 upgrade lights to LED	30,000	30,000	-	(30,000)	-100%	-	Works not commenced as yet.
Frame court carpark, stage 1 upgrade lights to LED	30,000	30,000	-	(30,000)	-100%	-	Works not commenced as yet.
Brisbane St carpark WSUD Project	180,000	180,000	138,879	(41,121)	-23%	-	Works in progress.
PARKS AND RESERVES							
Playgrounds for under 4yo	-	-	-	0	0%	-	
Public Open Space Strategy Implementation	526,460	185,000	74,013	(110,987)	-60%	29,747	Works in progress. Budget to be adjusted at MYBR due to revised scope.
Banks Reserve Master Plan Implementation - Stage 1	759,610	360,000	64,074	(295,926)	-82%	3,018	Works in progress. Phasing to be corrected as part of the mid-year budget review.
Central Control Irrigation System	60,000	60,000	51,480	(8,520)	-14%	-	Project completed.
Netball Installation Public Open Space	12,000	12,000	5,572	(6,428)	-54%	-	Works completed. Awaiting final invoices.
Greening Plan - Brisbane St carpark redevelopment (stage 2)	200,000	96,000	205,747	109,747	114%	250	Works completed earlier than anticipated.
Greening Plan - Redfern St	25,000	14,000	18,750	4,750	34%	-	Works completed. Budget to be adjusted in mid-year budget review.
Greening Plan - Clieveden St	25,000	14,000	13,271	(729)	-5%	-	Works completed. Budget to be adjusted in mid-year budget review.
Greening Plan - Sydney St	25,000	12,000	18,340	6,340	53%	-	Works completed. Budget to be adjusted in mid-year budget review.
Greening Plan - Berryman St	25,000	12,000	9,361	(2,639)	-22%	-	Works completed. Budget to be adjusted in mid-year budget review.
Synthetic cricket wicket surfaces replacement - Various Locations	25,000	-	-	0	0%	-	Works commencing in April 2020.
Brenthan st reserve - installation of pathways (greenway link)	80,000	80,000	25,601	(54,399)	-68%	24,891	Works in progress.
Blackford st reserve - replace playground rubber soft fall	25,000	25,000	-	(25,000)	-100%	25,728	Works commencing in February 2020.
Les Lilleyman Reserve - Fencing	25,000	25,000	34,216	9,216	37%	16,535	Works in progress.
Lynton Street Park Upgrade	25,000	25,000	-	(25,000)	-100%	7,820	Works commencing in April 2020.
Leederville Oval - Various assets renewal work	245,000	180,000	29,720	(150,280)	-83%	140,000	Works in progress.
Eco Zoning - Brentham St reserve	30,000	30,000	-	(30,000)	-100%	4,703	Works commencing in March/April 2020.
Axford Park Revedelopment	-	-	-	0	0%	-	
PARKS FURNITURE							
Gladstone St reserve - replace electric BBQ	15,000	-	11,768	11,768	100%	-	Project completed. Budget to be adjusted in mid-year budget review.
Fencing - Beatty park reserve - replacement bollard fencing	25,000	25,000	41,483	16,483	66%	-	Project completed. Budget to be adjusted in mid-year budget review.
Fencing - Keith frame reserve - replacement bollard fencing	15,000	15,000	-	(15,000)	-100%	-	Project not proceeding. To be adjusted in mid-year budget review.
Fencing - Leake/Alma reserve - replacement pine-log fencing	15,000	15,000	20,294	5,294	35%	-	Project completed. Budget to be adjusted in mid-year budget review.
Fencing - Birdwood square - replacement chain wire fencing	70,000	70,000	42,310	(27,690)	-40%	-	Project completed. Budget to be adjusted in mid-year budget review.
Hyde park - replacement of existing high pressure sodium park lights with LED (stage 2 of 2	50,000	50,000	49,784	(216)	0%	-	Project completed. Budget to be adjusted in mid-year budget review.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 JANUARY 2020

Description	Current Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
PLAYGROUND EQUIPMENT							
Playground Equipment - Forrest park - replace exercise equipment	60,000	60,000	-	(60,000)	-100%		Works not commenced as yet.
RETICULATION							
Reticulation - Aukland/Hobart st reserve - upgrade irrigation system	50,000	-	1,400	1,400	100%		Works in progress.
Reticulation - Robertson park reserve - replace irrigation cubicle	15,000	-	12,200	12,200	100%		Works in progress.
Reticulation - Brisbane/Wase st reserve - replace irrigation cubicle	15,000	-	9,099	9,099	100%		Works in progress.
STREET FURNITURE							
Bike parking	20,000	10,000	-	(10,000)	-100%	-	$10,000 reallocated to operating budget as expenditure is not capital in nature.
Bus Shelters - Replace & Upgrade	-	-	-	0	0%	-	
Bus Shelter Replacement	40,000	25,000	12,720	(12,280)	-49%	15,709	Works in progress.
Upgrade lighting at Oxford st/Anzac Rd roundabout	12,000	12,000	-	(12,000)	-100%	6,400	Works in progress.
Street Lighting - Kadina, Albert St and Tay Place, North Perth	50,000	50,000	21,304	(28,697)	-57%	21,868	Works completed and awaiting final invoices.
MISCELLANEOUS							
Install Recycling Bins in Public Areas	-	-	110	110	100%	-	
Laneway Lighting Program (Right of Way)	84,990	84,990	86,154	1,164	1%	500	Project completed.
Laneway Lighting Between Fairfield st & Oxford st, leederville. Laneway	13,750	4,500	1,807	(2,693)	-60%	-	Works in progress.
Laneway Lighting Between Pennant st and Coronation st North Perth	13,750	13,750	13,750	0	0%	-	Project completed.
Laneway 3	13,750	4,500	-	(4,500)	-100%	-	Works not commenced as yet.
Laneway 4	13,750	4,500	-	(4,500)	-100%	7,841	Works in progress.
FOR INFRASTRUCTURE ASSETS	**7,088,267**	**4,900,000**	**2,930,654**	**(1,969,346)**	-40%	**884,323**	
PLANT & EQUIPMENT ASSETS							
LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME							
Light Fleet - Annual Changeover	674,874	646,124	484,781	(161,343)	-25%		Fleet replacement programme progressing as planned.
MAJOR PLANT REPLACEMENT PROGRAMME							
Single Axle Truck (Flocon)	215,000	215,000	214,576	(424)	0%	-	Truck delivered.
Single Axle Truck (Parks Mowing Operations)	129,000	129,000	128,602	(398)	0%	-	Truck delivered.
Replace Existing Rear Loader (Rubbish Truck)	392,368	392,368	168	(392,200)	-100%	392,200	Truck to be delivered in February 2020.
Replace Existing Side Loader (Rubbish Truck)	420,668	420,668	420,333	(335)	0%	-	Truck delivered.
Ride on Mower	35,000	35,000	33,227	(1,773)	-5%	-	Mower delivered
Single Axle Tipper Truck	170,000	170,000	-	(170,000)	-100%	-	Tender in progress.
Gang Mower	55,000	-	12,000	12,000	100%	-	Mower delivered
Road Sweeper	380,000	380,000	-	(380,000)	-100%	768	Tender documentation being finalised and to be advertised in February 2020.
Rubbish Compactor 10T Lge Rear Loader	470,000	470,000	-	(470,000)	-100%	-	Truck purchase on hold. Budget to be adjusted in MYBR and funds to be transferred to waster reserve for the implementation of FOGO.
Single Axle Truck	80,000	80,000	-	(80,000)	-100%	85,332	Delivery to be completed in March 2020.

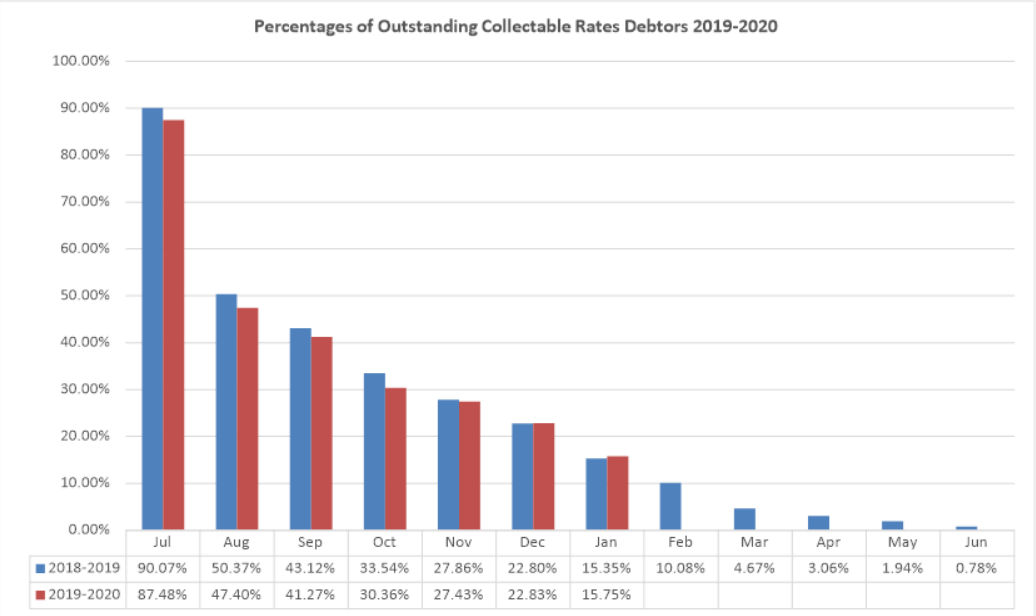
CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 JANUARY 2020

Description	Current Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
MISCELLANEOUS							
Water and Energy Efficiency Initiatives	100,000	75,000	77,375	2,375	3%	2,920	Works in progress.
Beaufort Street CCTV Network Upgrade	305,510	305,510	127,041	(178,469)	-58%	117,038	Works in progress. Awaiting invoices.
Relocate UMS supply for the CCTV Camera in Oxford street	20,000	20,000	-	(20,000)	-100%	-	Works completed. Awaiting final invoices.
Parking Sensors Pilot Project	51,410	51,410	-	(51,410)	-100%	46,620	Installation to commence in February.
TOTAL EXPENDITURE FOR PLANT & EQUIPMENT ASSETS	**3,498,830**	**3,390,080**	**1,498,103**	**(1,891,977)**	**-56%**	**644,877**	
FURNITURE & EQUIPMENT ASSETS							
ADMINISTRATION & CIVIC CENTRE							
INFORMATION TECHNOLOGY							
Replacement of CARs system	28,148	28,148	9,698	(18,451)	-66%	-	Works complete. Costs incurred for clean up of NAR records. Budget to be adjusted as part of MYBR.
Upgrade of IT Firewall	41,029	41,029	1,065	(39,964)	-97%	-	Firewall security has been implemented. The hardware configuration is in progress.
Upgrade IT Network Remote Access Facility	20,000	20,000	-	(20,000)	-100%	-	Change in scope of works. Budget to be updated as part of the mid year budget review.
Online Lodgement of Applications	30,000	30,000	-	(30,000)	-100%	-	Works in progress. Awaiting invoices from supplier.
Backup Server	35,000	35,000	-	(35,000)	-100%	-	Works not commenced as yet.
Renew Switches	35,000	35,000	-	(35,000)	-100%	-	Works not commenced as yet.
Wi-Fi Installation	41,994	41,994	19,065	(22,929)	-55%	-	Majority of works completed. Remaining budget to be adjusted as part of the mid year budget review.
ICT Strategy Implementation	300,000	300,000	2,114	(297,887)	-99%	23,921	Change in scope of works. Budget to be updated as part of the mid year budget review.
Disc for Storage System	10,000	10,000	9,900	(100)	-1%	-	Project completed.
MARKETING & COMMUNICATIONS							
Mount Lawley/ Highgate Town Centre Streetscape Upgrades	75,000	75,000	49,500	(25,500)	-34%	422	Works in progress.
Public Art Project	200,000	100,000	-	(100,000)	-100%	-	Works scheduled pending Council approval in February 2020.
MISCELLANEOUS							
Purchase of portable water fountain/refill station	7,000	7,000	-	(7,000)	-100%	6,140	Commenced sourcing the refill station and works to be completed by February 2020.
Install colour change LED up-lights for Albert square Ficus tree	12,000	12,000	-	(12,000)	-100%	9,120	Works not commenced as yet.
Install additional Christmas tree lights in large spotted gum inter. Carr place and Newcastle	10,000	10,000	8,614	(1,386)	-14%	-	Works in progress.
Installation of public recycling stations	5,000	-	-	0	0%	-	Works not commenced as yet.
Miscellaneous Assets Renewal	50,000	50,000	83,662	33,662	67%	24,830	Works in progress. Budget to be adjusted as part of MYBR.
TOTAL EXPENDITURE FOR FURNITURE & EQUIPMENT ASSETS	**900,171**	**795,171**	**183,617**	**(611,554)**	**-77%**	**64,432**	
TOTAL CAPITAL EXPENDITURE	**14,422,782**	**10,943,765**	**5,545,875**	**(5,397,890)**	**-49%**	**2,063,736**	

CITY OF VINCENT
NOTE 6 - CASH BACKED RESERVES
AS AT 31 JANUARY 2020

Reserve Particulars	Budget Opening Balance 01/07/2019	Actual Opening Balance 01/07/2019	Budget Transfers to Reserve 30/06/2020	YTD Actual Transfers to Reserve 31/01/2020	Budget Interest Earned 30/06/2020	YTD Actual Interest Earned 31/01/2020	Budget Transfers from Reserve 30/06/2020	YTD Actual Transfers from Reserve 31/01/2020	Budget Closing Balance 30/06/2020	Actual Closing Balance 31/01/2020
	$	$	$	$	$	$	$	$	$	$
Asset Sustainability Reserve	4,198,844	4,135,364	(0)	0	106,956	55,038	(424,349)	(174,379)	3,881,451	4,016,023
Beatty Park Leisure Centre Reserve	99,278	99,246	0	0	2,681	1,319	0	0	101,959	100,565
Cash in Lieu Parking Reserve	1,846,678	1,867,959	50,000	14,427	45,878	24,753	(320,000)	0	1,622,556	1,907,139
Hyde Park Lake Reserve	156,142	156,166	0	0	4,216	2,074	0	0	160,358	158,240
Land and Building Acquisition Reserve	291,632	291,677	(0)	0	7,874	3,873	0	0	299,506	295,550
Leederville Oval Reserve	163,981	164,016	(0)	0	2,672	1,984	(130,000)	(29,720)	36,653	136,280
Loftus Community Centre Reserve	31,475	31,481	0	4,748	850	444	0	0	32,325	36,673
Loftus Recreation Centre Reserve	117,941	118,291	58,116	33,900	3,184	1,688	0	0	179,241	153,879
Office Building Reserve - 246 Vincent Street	445,105	421,187	0	0	9,318	5,558	(100,472)	(28,180)	353,951	398,565
Parking Facility Reserve	103,535	103,550	(0)	0	2,795	1,375	0	0	106,330	104,925
Percentage For Public Art Reserve	200,000	200,000	260,200	260,240	5,400	5,599	(200,000)	0	265,600	465,839
Plant and Equipment Reserve	188,701	188,734	0	0	3,565	2,507	(170,000)	(170,000)	22,266	21,241
State Gymnastics Centre Reserve	102,652	102,201	0	3,249	2,772	1,369	0	0	105,424	106,819
Strategic Waste Management Reserve	21,962	21,965	500,000	500,000	10,718	2,099	0	0	532,680	524,064
Tamala Park Land Sales Reserve	4,258,875	4,259,422	(0)	0	58,054	48,329	(4,217,436)	(4,217,436)	99,493	90,315
Underground Power Reserve	205,930	205,961	(0)	0	5,560	2,734	0	0	211,490	208,695
Waste Management Plant and Equipment Reserve	215,632	215,665	(0)	0	5,822	2,864	0	0	221,454	218,529
	12,648,362	**12,582,885**	**868,316**	**816,564**	**278,315**	**163,607**	**(5,562,257)**	**(4,619,715)**	**8,232,736**	**8,943,341**

CITY OF VINCENT
NOTE 7 - RATING INFORMATION
AS AT 31 JANUARY 2020



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018-2019	90.07%	50.37%	43.12%	33.54%	27.86%	22.80%	15.35%	10.08%	4.67%	3.06%	1.94%	0.78%
2019-2020	87.48%	47.40%	41.27%	30.36%	27.43%	22.83%	15.75%					

CITY OF VINCENT
NOTE 7 - RATING INFORMATION
FOR THE MONTH ENDED 31 JANUARY 2020

	Rateable Value	Rate in Dollar	Budget	Actual	Rates Levied to Budget
	$	Cents	$	$	%
Rate Revenue					
General Rate					
11,349 Residential	291,826,984	0.0665	19,406,494	19,406,494	100.0%
1620 Other	128,941,186	0.0672	8,662,269	8,651,382	99.9%
41 Vacant Other	2,482,850	0.1282	318,227	318,227	100.0%
Minimum Rate					
5678 Residential @ $1,211.9	86,934,020	0.0665	6,882,380	6,882,380	100.0%
147 Other @ $1,197.7	1,763,734	0.0672	176,062	176,062	100.0%
4 Vacant Other @ $1,516.4	41,700	0.1282	6,066	6,066	100.0%
Interim Rates	0		220,000	338,300	153.8%
Rates Waiver	0		(145,000)	(138,421)	95.5%
Total Amount Made up from Rates	511,990,474		35,526,498	35,640,490	
Non Payment Penalties					
Instalment Interest @ 5.5%			185,000	194,776	105.3%
Penalty Interest @ 11%			145,000	77,759	53.6%
Administration Charge - $13 per instalment			260,000	255,930	98.4%
Legal Costs Recovered			45,000	15,850	35.2%
			36,161,498	36,184,804	
Other Revenue					
Exempt Bins - Non Rated Properties			155,021	175,647	113.3%
Commercial / Residential Additional Bins			166,223	160,754	96.7%
Swimming Pools Inspection Fees			18,800	13,682	72.8%
			36,501,542	36,534,887	
Opening Balance				**648,084**	
Total Collectable			**36,501,542**	**37,182,971**	**101.87%**
Less					
Cash Received				30,342,719	
Rebates Allowed				1,089,959	
Rates write off				0	
Rates Balance To Be Collected			**36,501,542**	**5,750,294**	**15.75%**
Add					
ESL Debtors				133,254	
Pensioner Rebates Not Yet Claimed				380,702	
ESL Rebates Not Yet Claimed				11,602	
Less					
Deferred Rates Debtors				(105,250)	
Current Rates Debtors Balance				**6,170,602**	

CITY OF VINCENT
NOTE 8 - DEBTOR REPORT
FOR THE MONTH ENDED 31 JANUARY 2020

DESCRIPTION	CURRENT	31-59 DAYS	60-89 DAYS	OVER 90 DAYS	BALANCE
	$	$	$	$	$
DEBTOR CONTROL - HEALTH LICENCES	0	20,976	499	82,713	104,189
DEBTOR CONTROL - RUBBISH CHARGES	0	0	0	0	0
DEBTOR CONTROL - CASH IN LIEU CAR PARKING *	2,484	0	4,750	158,489	165,723
DEBTOR CONTROL - PROPERTY INCOME	75,908	11,874	1,499	62,381	151,663
DEBTOR CONTROL - RECOVERABLE WORKS	0	2,900	2,432	18,460	23,792
DEBTOR CONTROL - BEATTY PARK LEISURE CENTRE	1,350	0	0	0	1,350
DEBTOR CONTROL - OTHER	64,995	45	2,339	81,610	148,989
DEBTOR CONTROL - PLANNING SERVICES FEES	(50)		0	0	(50)
DEBTOR CONTROL - INFRINGEMENT *	128,365	40,055	63,335	1,819,952	2,051,707
PROVISION FOR DOUBTFUL DEBT	0	(186,666)	0	(196,072)	(382,738)
IMPAIRMENT OF RECEIVABLES	0	0	0	(155,806)	(155,806)
TOTAL DEBTORS OUTSTANDING AS AT 31/12/2019	**273,052**	**(110,815)**	**74,855**	**1,871,728**	**2,108,819**

ACCRUED INCOME	61,517
ACCRUED INTEREST	203,140
PREPAYMENTS	307,332
TOTAL TRADE AND OTHER RECEIVABLES	**2,680,808**

DATE	DEBTOR OVER 90 DAYS	AMOUNT	DEBT DETAILS	Comments
11/03/2019	Tennis Seniors Western Australia	52,728.05	Building Insurance 2018/19 & 2019/20	Final reminder issued before proceeding with legal action.
25/02/2015	Subiaco Football Club	16,202.10	Turf maintenance & top dressing	In the process of finalising.
31/10/2019	Belgravia Health & Leisure Group	7,413.53	Actual Vos 2018/19	In the process of finalising.
25/02/2015	East Perth Football Club	41,790.19	Turf maintenance & top dressing	In the process of finalising.
21/02/2019	Loftus Community Centre	12,037.31	Building Ins, Lease, Utility & maintenance	On going discusssion to finalise the Centre's position relating to the debt.
07/03/2019	North Perth (Tuart Hill) Cricket Club	1,924.84	Water recoup	In the process of finalising disputed water percentage.
23/10/2019	Department of Local Government Sports & Culture	13,616.07	Actual Vos 2018/19	Finance is following up with the tenant.
03/10/2019	Civcon Cilvil & Project Management	4,843.85	Recoverable Works - line marking	Final reminder issued before proceeding with legal action.
04/11/2016	C Caferelli	28,600.00	Breaches of Planning Development Act	Have been handed over to FER.
22/08/2018	C D Hunter	14,655.25	Cost for court case	Have been handed over to FER.
21/01/2019	Matthew Slinger	21,800.30	Cost for court fine	Have been handed over to FER.
09/07/2019	R Cox	1,170.00	Breach of condition of hall hire	Final reminder issued before proceeding with legal action.
22/08/2019	Primed Projects Pty Ltd	13,076.93	Outstanding court costs awarded to COV	On fortnightly payment plan.
22/08/219	Liam Howard	3,269.21	Outstanding court costs awarded to COV	On fortnightly payment plan.
BALANCE OF 90 DAY DEBTORS OVER $500.00		**233,127.63**		

CITY OF VINCENT
NOTE 9 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION
AS AT 31 JANUARY 2020

	Current Budget 2019/20 $	YTD Budget Jan-20 $	YTD Actuals Jan-20 $	YTD Actuals Jan-19 $	Month Actuals Jan-20 $	Month Actuals Jan-19 $
ADMINISTRATION						
Revenue	0	0	(2,295)	0	0	0
Expenditure	0	4,217	2,295	47,362	(79,884)	(857)
Surplus/(Deficit)	**0**	**4,217**	**(0)**	**47,362**	**(79,884)**	**(857)**
SWIMMING POOLS AREA						
Revenue	2,211,387	1,306,704	1,388,596	1,469,518	295,586	314,209
Expenditure	(4,303,873)	(2,492,396)	(2,367,818)	(2,246,983)	(360,310)	(314,801)
Surplus/(Deficit)	**(2,092,486)**	**(1,185,692)**	**(979,222)**	**(777,465)**	**(64,724)**	**(592)**
SWIM SCHOOL						
Revenue	1,579,524	897,029	959,476	1,278,738	115,191	69,235
Expenditure	(1,158,269)	(671,140)	(644,472)	(993,615)	(38,757)	(87,935)
Surplus/(Deficit)	**421,255**	**225,889**	**315,004**	**285,124**	**76,433**	**(18,700)**
CAFÉ						
Revenue	728,524	456,747	445,434	590,007	87,022	115,880
Expenditure	(869,083)	(508,730)	(464,519)	(635,228)	(76,674)	(119,876)
Surplus/(Deficit)	**(140,559)**	**(51,983)**	**(19,085)**	**(45,221)**	**10,348**	**(3,995)**
RETAIL SHOP						
Revenue	535,797	330,461	324,077	330,126	63,736	67,186
Expenditure	(463,752)	(300,120)	(227,336)	(270,877)	(48,268)	(65,618)
Surplus/(Deficit)	**72,045**	**30,341**	**96,741**	**59,249**	**15,468**	**1,567**
HEALTH & FITNESS						
Revenue	1,642,963	958,210	995,610	313,485	232,348	49,357
Expenditure	(1,360,227)	(794,008)	(764,849)	(938,472)	(136,751)	(147,284)
Surplus/(Deficit)	**282,736**	**164,202**	**230,761**	**(624,988)**	**95,597**	**(97,926)**
GROUP FITNESS						
Revenue	661,959	383,505	382,440	173,165	84,419	26,382
Expenditure	(548,808)	(317,480)	(335,079)	(405,209)	(52,937)	(49,536)
Surplus/(Deficit)	**113,151**	**66,025**	**47,361**	**(232,045)**	**31,482**	**(23,155)**
AQUAROBICS						
Revenue	244,647	141,666	146,808	32,985	34,157	4,639
Expenditure	(200,508)	(114,689)	(89,684)	(130,894)	(10,025)	(17,705)
Surplus/(Deficit)	**44,139**	**26,977**	**57,124**	**(97,909)**	**24,132**	**(13,066)**
CRECHE						
Revenue	65,499	38,008	41,428	140,528	9,177	23,283
Expenditure	(358,898)	(206,529)	(183,389)	(288,619)	(21,977)	(36,249)
Surplus/(Deficit)	**(293,399)**	**(168,521)**	**(141,961)**	**(148,091)**	**(12,800)**	**(12,966)**
Net Surplus/(Deficit)	**(1,593,118)**	**(888,545)**	**(393,276)**	**(1,533,983)**	**96,053**	**(169,690)**
Less: Depreciation	(1,131,369)	(659,966)	(797,065)	(615,656)	(113,407)	(93,629)
Cash Surplus/(Deficit)	**(461,749)**	**(228,579)**	**403,789**	**(918,328)**	**209,460**	**(76,062)**

11.4 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 JANUARY 2020 TO 31 JANUARY 2020

Attachments:
1. **Payments by EFT, BPAY and Payroll January 2020**
2. **Payments by Cheque January 2020**
3. **Payments by Direct Debit January 2020**

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 January 2020 to 31 January 2020 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT and BPAY payments, including payroll	$5,035,831.93
Cheques	$656.75
Direct debits, including credit cards	$226,820.63
Total payments for January 2020	**$5,263,309.31**

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 1 January 2020 to 31 January 2020.

BACKGROUND:

Council has delegated to the Chief Executive Officer (Delegation No. 1.14) the power to make payments from the City's Municipal and Trust funds. In accordance with *Regulation 13(1) of the Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

The list of accounts paid must be recorded in the minutes of the Council Meeting.

DETAILS:

The Schedule of Accounts paid for the period 1 January 2020 to 31 January 2020, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT and BPAY Payments	**2501 - 2509**	$3,841,350.13
Payroll by Direct Credit	**January 2020**	$1,194,481.80
Sub Total		**$5,035,831.93**
Cheques		
Cheques	**82589 - 82591**	$656.75
Sub Total		**$656.75**

Direct Debits (including Credit Cards)

Lease Fees	$15,598.42
Loan Repayments	$146,353.77
Bank Charges – CBA	$59,404.07
Credit Cards	$5,464.37
Sub Total	**$226,820.63**
Total Payments	**$5,263,309.31**

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Regulation 12(1) and (2) of the *Local Government (Financial Management) Regulations 1996* refers, i.e.-

"12. Payments from municipal fund or trust fund, restrictions on making

(1) A payment may only be made from the municipal fund or the trust fund —

- *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
- *otherwise, if the payment is authorised in advance by a resolution of Council.*

(2) Council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to Council."

Regulation 13(1) and (3) of the *Local Government (Financial Management) Regulations 1996* refers, i.e.-

"13. Lists of Accounts

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –

- *the payee's name;*
- *the amount of the payment;*
- *the date of the payment; and*
- *sufficient information to identify the transaction.*

(2) A list prepared under sub regulation (1) is to be —

- *presented to Council at the next ordinary meeting of Council after the list is prepared; and*
- *recorded in the minutes of that meeting."*

RISK MANAGEMENT IMPLICATIONS:

Low: Management systems are in place that establish satisfactory controls, supported by the internal and external audit functions. Financial reporting to Council increases transparency and accountability.

STRATEGIC IMPLICATIONS:

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

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

Our community is aware of what we are doing and how we are meeting our goals.

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Not applicable.

FINANCIAL/BUDGET IMPLICATIONS:

All municipal fund expenditure included in the list of payments is in accordance with Council's annual budget.

Creditors Report - Payments by EFT, BPAY and Payroll
01/01/20 to 31/01/20

Date	Payee	Description	Amount
07/01/2020	Australian Taxation Office	Payroll deduction	$ 186,899.00
07/01/2020	Smartsalary Pty Limited	Payroll deduction	$ 1,416.60
07/01/2020	Australian Services Union	Payroll deduction	$ 310.80
07/01/2020	Child Support Agency	Payroll deduction	$ 1,571.83
07/01/2020	L.G.R.C.E.U.	Payroll deduction	$ 20.50
07/01/2020	City of Vincent	Payroll deduction - staff contributions to vehicles	$ 1,203.54
07/01/2020	City of Vincent Staff Social Club	Payroll deduction	$ 522.00
07/01/2020	Depot Social Club	Payroll deduction	$ 64.00
07/01/2020	Health Insurance Fund of WA	Payroll deduction	$ 260.60
09/01/2020	The Naturopath Shop	Fitness instructor fees	$ 60.29
09/01/2020	K Oliver	Fitness instructor fees	$ 301.45
09/01/2020	Maxima Group Training	School based trainees - Apprenticeship Cert II in business	$ 409.86
09/01/2020	ES2 Pty Ltd	Technical security review for user, systems and network access	$ 2,324.85
09/01/2020	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	$ 28,580.69
09/01/2020	EEO Specialists Pty Ltd	Staff training - Sexual harassment workshop	$ 3,410.00
09/01/2020	YogaNut	Fitness instructor fees	$ 120.00
09/01/2020	D Dama	Fitness instructor fees	$ 56.84
09/01/2020	Renew Property Maintenance	Clearing rights of way and associated tipping fees - various locations	$ 29,837.50
09/01/2020	Oswald Homes	Refund of infrastructure bond	$ 3,000.00
09/01/2020	R J Mueller	Crossover subsidy	$ 621.00
09/01/2020	ID Athletic Pty Ltd	Supply of phone accessories	$ 613.80
09/01/2020	Iconic Property Services Pty Ltd	Cleaning services - BPLC	$ 13,551.70
09/01/2020	Elven Property Pty Ltd	Refund of crossover bond	$ 275.00
09/01/2020	Collier Homes (1959) Pty Ltd	Refund of works bond	$ 275.00
09/01/2020	Debra Hayes Floral	Supply of floral decorations for Mayor's Sundowner	$ 500.00
09/01/2020	National Heart Foundation of Australia	Supply of skipping ropes - BPLC	$ 140.00
09/01/2020	E Nyein	Part refund of Beatty Park Leisure Centre fees	$ 101.15
09/01/2020	Poppy van Oorde-Grainger	Community funding grant - Two Sands screening at Luna cinema	$ 3,000.00
09/01/2020	Anglican Parish of North Perth	Rates refund - overpayment	$ 1,705.57
09/01/2020	Appollo Property Group	Cleaning services - BPLC	$ 726.00
09/01/2020	Alinta Energy	Electricity and gas charges - various locations	$ 132.45
09/01/2020	Programmed Integrated Workforce Ltd	Temporary staff - Waste	$ 6,049.90
09/01/2020	LO-GO Appointments	Temporary staff - various departments	$ 4,748.48
09/01/2020	Mayday Earthmoving	Bobcat, truck and mini excavator hire - various locations	$ 3,769.15
09/01/2020	Mindarie Regional Council	Non processable waste	$ 13,575.12

Date	Payee	Description	Amount
09/01/2020	Sigma Chemicals	Pool equipment repairs - BPLC	$ 796.90
09/01/2020	Civica Pty Limited	Software licence renewal - Client server tools	$ 7,763.28
09/01/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations	$ 606.30
09/01/2020	Water Corporation	Water charges - various locations	$ 19,600.81
09/01/2020	The Royal Life Saving Society Western Australia Inc	Watch around water wristbands - BPLC	$ 1,149.06
09/01/2020	Caltex Australia Petroleum Pty Ltd	Fuel and oils	$ 30,665.54
09/01/2020	Kone Elevators Pty Ltd	Lift service fee - BPLC	$ 898.79
09/01/2020	RPG Auto Electrics	Plant repairs and maintenance	$ 280.50
09/01/2020	BCITF Building & Construction Industry Training	Levy collection	$ 79,547.43
09/01/2020	Australasian Performing Right Association Ltd	Music licence fees - various halls	$ 766.29
09/01/2020	West Australian Newspapers Limited	Newspapers for resale - BPLC	$ 342.18
09/01/2020	Asphaltech Pty Ltd	Asphalt supplies - various locations	$ 151,451.82
09/01/2020	G Burgess	Distribution services - Waste flyers	$ 4,620.00
09/01/2020	Main Roads WA	Line marking services - Lincoln/Wright Street	$ 5,631.78
09/01/2020	Flexi Staff Pty Ltd	Temporary staff - various departments	$ 44,335.56
09/01/2020	Professional Tree Surgeons	Tree pruning and removal services - various locations	$ 1,815.00
09/01/2020	Optus Billing Services Pty Ltd	Telephone and internet charges - various locations	$ 11,776.90
09/01/2020	Protector Fire Services Pty Ltd	Fire equipment maintenance - various locations	$ 2,296.25
09/01/2020	Kott Gunning	Legal services - compliance matter 281 Vincent Street	$ 3,080.00
09/01/2020	Tamala Park Regional Council	GST for sale of land	$ 2,467.01
09/01/2020	Maia Financial Pty Ltd	Purchase of end of lease CCTV and gym equipment - BPLC	$ 82,751.90
09/01/2020	Workwear Group Pty Ltd	Uniform supplies - Library	$ 114.75
09/01/2020	Mt. Hawthorn Community Church	Community funding grant - Carols in the Park event	$ 675.00
09/01/2020	Lion Dairy and Drinks (LD&D) Australia Pty Ltd	Milk supplies - various departments	$ 281.68
09/01/2020	Devco Builders	Maintenance and repairs - various locations	$ 940.50
09/01/2020	Department of Transport	Vehicle ownership searches	$ 3,085.55
09/01/2020	PriceMark Pty Ltd	Bar-lock band supplies for spa and sauna	$ 363.00
09/01/2020	Chamber of Commerce & Industry	Annual membership renewal	$ 11,300.00
09/01/2020	Joe Crisafio Kia	Vehicle service and repairs	$ 804.00
09/01/2020	Truck Centre (WA) Pty Ltd	Purchase of truck	$ 462,362.05
09/01/2020	Hans Andresen	Banner installation and removal - various locations	$ 1,870.00
09/01/2020	A Marriott	Expense reimbursement - Innovation launch	$ 200.00
09/01/2020	FE Technologies Pty Ltd	Software annual maintenance renewal	$ 2,706.00
09/01/2020	Imagesource	Printing services - BPLC	$ 1,694.00
09/01/2020	St Patrick's Day WA Inc	St Patricks Day festival funding 2020 - part payment	$ 5,000.00
09/01/2020	Raymond Sleeman	Fitness instructor fees	$ 170.52
09/01/2020	Bent Logic	RFID card supplies - BPLC	$ 5,445.00
09/01/2020	Synergy	Electricity and gas charges - various locations	$ 40,988.28
09/01/2020	MESA Australia	Plant room maintenance - BPLC	$ 363.00

Date	Payee	Description	Amount
09/01/2020	Amanzi Group Pty Ltd	Merchandise - BPLC	$ 1,870.99
09/01/2020	Karen Grant	Fitness instructor fees	$ 361.74
09/01/2020	Charmaine Amanda Magness	Fitness instructor fees	$ 341.04
09/01/2020	Technology One Ltd	GIS consulting services	$ 1,967.90
09/01/2020	Innovations Catering	Catering services - staff recognition for annual audit	$ 132.00
09/01/2020	Minter Ellison	Legal services - General employment matters	$ 1,846.79
09/01/2020	Elyse Amy Johnstone	Fitness instructor fees	$ 795.76
09/01/2020	Nightlife Music Pty Ltd	Crowd DJ - BPLC	$ 676.06
09/01/2020	Gymcare	Gym equipment repairs and maintenance - BPLC	$ 413.36
09/01/2020	PeopleSense by Altius	Counselling services	$ 2,626.80
09/01/2020	New Dimension Mechanical Services	Cool room and freezer room maintenance and air conditioning repairs - BPLC	$ 8,458.11
09/01/2020	Teena Smith	Fitness instructor fees	$ 280.00
09/01/2020	Interflow Pty Ltd	Drainage upgrade - Britannia Road (progress claim)	$ 10,403.73
09/01/2020	K M Allen	Expense reimbursement - Vincent youth network meeting	$ 43.34
09/01/2020	K Roach	Fitness instructor fees	$ 227.36
09/01/2020	Department of Planning Lands and Heritage	Amended DAP fee	$ 241.00
09/01/2020	Nexus Home Improvements	Refund of infrastructure bond	$ 3,000.00
09/01/2020	B Fiebig	Fitness instructor fees	$ 113.68
09/01/2020	M Humich	Fitness instructor fees	$ 113.68
09/01/2020	S Patchett	Fitness instructor fees	$ 315.00
09/01/2020	Cleansweep WA	Hire of road sweepers - various locations	$ 550.00
09/01/2020	The Trustee for Fergco Family Super Fund	Superannuation	$ 2,048.56
09/01/2020	The Trustee for Guild Retirement Fund	Superannuation	$ 528.94
09/01/2020	Mercer Spectrum	Superannuation	$ 6,996.04
09/01/2020	SuperChoice Services Pty Ltd	Superannuation	$ 220,044.17
14/01/2020	Australian Taxation Office	Payroll deduction	$ 186,435.00
14/01/2020	Smartsalary Pty Limited	Payroll deduction	$ 1,416.60
14/01/2020	Australian Services Union	Payroll deduction	$ 310.80
14/01/2020	Child Support Agency	Payroll deduction	$ 1,571.83
14/01/2020	L.G.R.C.E.U.	Payroll deduction	$ 20.50
14/01/2020	City of Vincent	Payroll deduction - staff contributions to vehicles	$ 1,203.54
14/01/2020	City of Vincent Staff Social Club	Payroll deduction	$ 524.00
14/01/2020	Depot Social Club	Payroll deduction	$ 64.00
14/01/2020	Health Insurance Fund of WA	Payroll deduction	$ 260.60
15/01/2020	Cr Ashley Wallace	Council meeting fee	$ 1,935.83
15/01/2020	Cr Sally Smith	Council meeting fee	$ 1,935.83
15/01/2020	Cr J Topelberg	Council meeting fee	$ 1,935.83
15/01/2020	Mayor E Cole	Council meeting fee	$ 7,875.25
15/01/2020	Cr D Loden	Council meeting fee	$ 1,935.83

Date	Payee	Description	Amount
15/01/2020	Cr S Gontaszewski	Council meeting fee	$ 3,255.70
15/01/2020	Cr J Hallett	Council meeting fee	$ 1,935.83
15/01/2020	Cr A Castle	Council meeting fee	$ 1,935.83
15/01/2020	Cr J Fotakis	Council meeting fee	$ 1,935.83
23/01/2020	M Slater	Fitness instructor fees	$ 241.16
23/01/2020	Rooforce Facility Services Pty Ltd	Security services - Kambarang Sports and Culture Showcase	$ 2,318.36
23/01/2020	Natale Group Australia Pty Ltd	Security services - BPLC	$ 693.00
23/01/2020	T A Denham	Open Streets grant funding - Dunedin Street Christmas party	$ 46.07
23/01/2020	K Oliver	Fitness instructor fees	$ 241.16
23/01/2020	WA Profiling & Stabilisation Pty Ltd	Profiling services - various locations	$ 73,515.68
23/01/2020	Aluminium Leisure Furniture Pty Ltd	Office furniture supplies - Admin (deposit)	$ 807.00
23/01/2020	Cleantex Pty Ltd	Washroom consumables - Admin	$ 257.73
23/01/2020	P Tran	Part refund of Beatty Park Leisure Centre fees	$ 239.62
23/01/2020	Maxima Group Training	School based trainees - Apprenticeship Cert II in business	$ 649.01
23/01/2020	Print and Sign Co	Printing services - various departments	$ 1,145.54
23/01/2020	L Ward	Fitness instructor fees	$ 56.84
23/01/2020	S Jamieson	Expense reimbursement - TravelSmart breakfast catering and prizes	$ 135.85
23/01/2020	BikeWise	One to one cycle sessions for staff	$ 220.00
23/01/2020	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	$ 2,359.50
23/01/2020	Select Fresh	Beatty Park Café supplies	$ 627.46
23/01/2020	Domus Nursery	Supply of plants	$ 413.68
23/01/2020	N J Giles	Consultancy fee - Major public artwork commission panel	$ 240.00
23/01/2020	Interstruct	Refund of infrastructure bond	$ 2,500.00
23/01/2020	Ginger Pear Graze Pty Ltd	Catering services - Pride breakfast	$ 1,749.00
23/01/2020	D Dama	Fitness instructor fees	$ 329.20
23/01/2020	Paper Mountain Inc	Arts sponsorship - Forward Bound Gallery program	$ 25,000.00
23/01/2020	My Ride Perth Central	Supply of bicycle helmets - Rangers	$ 1,237.99
23/01/2020	Ringie	Deployment of mobile and remote access through Cisco expressway and onsite support	$ 3,300.00
23/01/2020	Iconic Property Services Pty Ltd	Cleaning services - BPLC	$ 12,732.06
23/01/2020	Skywave Nominees Pty Ltd	Partial refund of food business licence	$ 353.33
23/01/2020	The BBQ Man	Bin, BBQ, outdoor artwork and pressure cleaning services - various locations	$ 6,891.00
23/01/2020	P Smith	Umpiring fees - Kambarang Sports and Culture Showcase	$ 120.00
23/01/2020	C M Manos	Umpiring fees - Kambarang Sports and Culture Showcase	$ 60.00
23/01/2020	VisAbility	Guest speaker - Library lunch and learn event	$ 825.00
23/01/2020	Anglican Parish of North Perth	Rates refund - overpayment	$ 2,051.53
23/01/2020	Guru Productions Pty Ltd	Filming, production and promotion - Destination WA	$ 2,337.50
23/01/2020	Intoo Collectables Pty Ltd	Supply of planter boxes - William Street	$ 1,050.49
23/01/2020	T Teng	Part refund of Beatty Park Leisure Centre fees	$ 224.75

Date	Payee	Description	Amount
23/01/2020	E Soliano	Part refund of Beatty Park Leisure Centre fees	$ 643.04
23/01/2020	H Barnes	Part refund of Beatty Park Leisure Centre fees	$ 262.45
23/01/2020	A J Jackson	Part refund of Beatty Park Leisure Centre fees	$ 503.96
23/01/2020	T McCullough	Refund of temporary food business fee	$ 60.00
23/01/2020	S Gartner	Partial refund of parking permit	$ 28.00
23/01/2020	L Tran	Refund of infrastructure bond	$ 2,000.00
23/01/2020	N Mossenson	Crossover subsidy	$ 677.00
23/01/2020	C H Gwynne	Crossover subsidy	$ 535.00
23/01/2020	A Longo	Part refund of Beatty Park Leisure Centre fees	$ 236.70
23/01/2020	M J Dagless	Crossover subsidy	$ 535.00
23/01/2020	V Covban	Refund of infrastructure bond	$ 275.00
23/01/2020	Castleprime Construction Pty Ltd	Refund of infrastructure bond	$ 3,000.00
23/01/2020	S L Colangelo	Refund of infrastructure bond	$ 3,000.00
23/01/2020	Hampel Stephens Developments Pty Ltd	Refund of infrastructure bond	$ 750.00
23/01/2020	A J Bell	Refund of infrastructure bond	$ 1,500.00
23/01/2020	A Maio	Crossover subsidy	$ 3,616.00
23/01/2020	Exor Construction Group	Refund of infrastructure bond	$ 2,500.00
23/01/2020	Hilburn Constructions Pty Ltd	Refund of infrastructure bond	$ 3,000.00
23/01/2020	Embark Building Pty Ltd	Refund of infrastructure bond	$ 2,000.00
23/01/2020	G Fysh	Refund of infrastructure bond	$ 500.00
23/01/2020	T Tran	Refund of infrastructure bond	$ 2,000.00
23/01/2020	Thompson Sustainable Homes (WA) Pty Ltd	Refund of infrastructure bond	$ 2,500.00
23/01/2020	B Liedel	Refund of crossover bond	$ 275.00
23/01/2020	A C Low	Crossover subsidy	$ 629.00
23/01/2020	Curtis Neil Brooks Building Pty Ltd	Refund of infrastructure bond	$ 3,000.00
23/01/2020	M Zirino	Refund of building licence	$ 105.00
23/01/2020	B C Fung	Part refund of Beatty Park Leisure Centre fees	$ 52.02
23/01/2020	E Myagkaya	Fitness instructor fees	$ 260.00
23/01/2020	E P Dodson	Rates refund - overpayment	$ 384.74
23/01/2020	D B Trewenack	Open Streets grant funding - Ebsworth Street Christmas party	$ 173.44
23/01/2020	A Aghsami	Refund of infrastructure bond	$ 1,000.00
23/01/2020	R M Rooney	Refund of infrastructure bond	$ 3,000.00
23/01/2020	A L Taylor	Refund of infrastructure bond	$ 2,000.00
23/01/2020	Louvre Shade	Refund of infrastructure bond	$ 1,000.00
23/01/2020	BuildSmart WA Pty Ltd	Crossover subsidy	$ 3,346.00
23/01/2020	K Freeman	Refund of duplicate payment for infringement	$ 60.00
23/01/2020	A M Mason	Partial refund of parking permit	$ 156.00
23/01/2020	N Waldeck	Part refund of Beatty Park Leisure Centre fees	$ 93.04
23/01/2020	Aline Brick Paving	Brick paving services - William/Robinson Street	$ 1,100.00

Date	Payee	Description	Amount
23/01/2020	Alinta Energy	Electricity and gas charges - various locations	$ 133.55
23/01/2020	Australia Post (Agency Commission)	Commission charges	$ 482.57
23/01/2020	Bunnings Trade	Hardware supplies - various departments	$ 1,110.41
23/01/2020	BOC Limited	Oxygen supplies and CO2 for beverage - BPLC	$ 742.54
23/01/2020	City Of Perth	BA archive retrievals	$ 149.89
23/01/2020	Coca-Cola Amatil (Aust) Pty Limited	Beatty Park Café supplies	$ 5,603.41
23/01/2020	Landgate	Gross rental valuations for interims and market valuation for Beatty Park café lease	$ 2,859.17
23/01/2020	Inner City Newsagency	Newspaper delivery - Library	$ 32.96
23/01/2020	Line Marking Specialists	Line marking services - various locations	$ 5,662.69
23/01/2020	LO-GO Appointments	Temporary staff - various departments	$ 1,609.74
23/01/2020	Bucher Municipal Pty Ltd	Plant repairs and maintenance	$ 7,052.20
23/01/2020	Major Motors Pty Ltd	Truck repairs and maintenance	$ 574.34
23/01/2020	Mayday Earthmoving	Bobcat, truck and mini excavator hire - various locations	$ 7,751.15
23/01/2020	Mindarie Regional Council	Processable and non processable waste	$ 260,035.68
23/01/2020	Pets Meat Suppliers	Pet food supplies for dog pound	$ 89.95
23/01/2020	Pro Turf Services	Plant repairs and maintenance	$ 3,195.40
23/01/2020	Leederville Foods Pty Ltd	Catering services - Kambarang Sports and Culture Showcase	$ 500.00
23/01/2020	Speedo Australia Pty Ltd	Merchandise - BPLC	$ 10,093.60
23/01/2020	Sportsworld Of WA	Merchandise - BPLC	$ 6,367.35
23/01/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations	$ 1,258.49
23/01/2020	Turfmaster Facility Management	Turf maintenance - Leederville Oval	$ 4,914.25
23/01/2020	Water Corporation	Water charges - various locations	$ 28,561.67
23/01/2020	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff - Rangers	$ 1,922.62
23/01/2020	Otis Elevator Company Pty Ltd	Lift maintenance - Admin	$ 2,277.80
23/01/2020	St John Ambulance Western Australia Ltd	First aid training - Customer service	$ 160.00
23/01/2020	European Foods Wholesalers Pty Ltd	Beatty Park Café supplies	$ 2,042.77
23/01/2020	The Royal Life Saving Society Western Australia Inc	Servicing of AIDS memorial fountain; repairs and maintenance - Hyde Park water playground	$ 8,673.82
23/01/2020	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	$ 3,487.00
23/01/2020	Intersectional Linemarkers Pty Ltd	Supply of temporary line marking tape	$ 3,185.93
23/01/2020	Margaret River Agencies	Soft beverage supplies for Council meetings	$ 104.00
23/01/2020	WALGA	Staff training - Local Government Act 1995 - The essentials	$ 1,156.00
23/01/2020	KS Black Pty Ltd	Electrical works - various locations	$ 15,436.47
23/01/2020	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations	$ 11,064.92
23/01/2020	Les Mills Asia Pacific	Licence fees for fitness classes - BPLC	$ 1,610.46
23/01/2020	My Best Friend Veterinary Centre	Vet services	$ 2,598.00
23/01/2020	Award Contracting	Locating services - various locations	$ 6,212.25
23/01/2020	Baileys Fertilisers	Supply of fertiliser, soil wetting agent, clay and compost	$ 11,663.85

Date	Payee	Description	Amount
23/01/2020	RPG Auto Electrics	Plant repairs and maintenance	$ 2,090.17
23/01/2020	BCITF Building & Construction Industry Training	Levy collection	$ 11,014.46
23/01/2020	Department of Mines, Industry Regulation and Safety	Building services levy collection	$ 15,656.48
23/01/2020	CSP Group Pty Ltd	Plant repairs and maintenance; purchase of blower	$ 3,274.60
23/01/2020	West Australian Newspapers Limited	Newspapers for resale - BPLC	$ 217.27
23/01/2020	City of Stirling	Meals on Wheels (two months)	$ 834.91
23/01/2020	Winc Australia Pty Ltd	Office supplies and consumables	$ 582.58
23/01/2020	Aquawellbeing.com	Fitness instructor fees	$ 455.00
23/01/2020	Donegan Enterprises Pty Ltd	Playground repairs and maintenance - various locations	$ 12,072.50
23/01/2020	Western Resource Recovery Pty Ltd	Grease trap maintenance - Charles Veryard Reserve	$ 209.66
23/01/2020	Planet Books	Artist fee - Lightbox laneway exhibition (Beaufort Street)	$ 1,100.00
23/01/2020	The Re Store (WA) Pty Ltd	Beverage supplies for Council	$ 470.46
23/01/2020	Komatsu Australia Pty Ltd	Plant repairs and maintenance	$ 1,917.98
23/01/2020	Cleanaway	Recycling contract	$ 172,017.79
23/01/2020	City of Gosnells	Switch your thinking subscription fee 2019/20	$ 5,500.00
23/01/2020	Trisley's Hydraulic Services Pty Ltd	Water treatment - BPLC	$ 594.00
23/01/2020	Asphaltech Pty Ltd	Asphalt supplies - various locations	$ 250,320.39
23/01/2020	Messages on Hold	'On hold' equipment and programming	$ 434.34
23/01/2020	Kerbing West	Kerbing services - various locations	$ 1,227.60
23/01/2020	Suez Recycling & Recovery Pty Ltd	Waste collection - BPLC	$ 809.62
23/01/2020	Academy Services WA Pty Ltd	Cleaning services and cleaning materials - various locations	$ 21,391.83
23/01/2020	West-Sure Group Pty Ltd	Cash collection services - Admin and BPLC	$ 501.60
23/01/2020	Blackwoods	Hardware supplies - Depot	$ 2,038.39
23/01/2020	Tom Lawton - Bobcat Hire	Bobcat hire	$ 9,152.00
23/01/2020	Flexi Staff Pty Ltd	Temporary staff - various departments	$ 15,884.13
23/01/2020	Professional Tree Surgeons	Tree pruning and removal services - various locations	$ 2,992.00
23/01/2020	Jackson McDonald	Legal services - advice regarding Robertson Park and public access easement	$ 1,797.40
23/01/2020	Officeworks Ltd	Office supplies and consumables	$ 8.74
23/01/2020	Chemform	Cleaning supplies	$ 709.17
23/01/2020	The Good Guys	Purchase of kitchen equipment - Admin	$ 349.00
23/01/2020	Totally Workwear	Uniform supplies - various departments	$ 366.91
23/01/2020	Alsco Pty Ltd	Towel and mat supplies - various locations	$ 939.13
23/01/2020	Repco	Auto part supplies	$ 248.89
23/01/2020	ATF Services Pty Ltd	Security fence - Cheriton Street	$ 144.21
23/01/2020	Theatre 180 Inc (Agelink)	Performance fee - Summer Holiday	$ 770.00
23/01/2020	Protector Fire Services Pty Ltd	Fire equipment maintenance - Admin	$ 1,287.00
23/01/2020	A Team Printing	Printing services - BPLC	$ 185.90
23/01/2020	McLeods Barristers & Solicitors	Legal services - Elected members planning induction; SAT appeal 3 Bulwer Avenue; compliance matter 31 Redfern Street	$ 7,228.00

Date	Payee	Description	Amount
23/01/2020	Subaru Osborne Park	Vehicle service and repairs	$ 601.35
23/01/2020	Erections (WA)	Repair damaged guard rail - Green/Merredin Street	$ 2,255.00
23/01/2020	Belgravia Health & Leisure Group Pty Ltd	Gym equipment service and safety check	$ 235.95
23/01/2020	Total Eden Pty Ltd	Geothermal system and ring main line repairs - BPLC	$ 1,100.00
23/01/2020	Massey's Herd	Milk supplies - Depot	$ 307.75
23/01/2020	Manheim Pty Ltd	Towing services	$ 456.50
23/01/2020	Artery Media Solutions	Artwork repair - Eco Christmas Tree	$ 309.52
23/01/2020	Lion Dairy and Drinks (LD&D) Australia Pty Ltd	Milk supplies - various departments	$ 77.87
23/01/2020	ZIP Heaters Aust Pty Ltd	Hydrotap maintenance - DSR	$ 456.50
23/01/2020	Battery World Osborne Park	Supply of automotive battery	$ 225.00
23/01/2020	PFD Food Services Pty Ltd	Beatty Park Café supplies	$ 8,691.20
23/01/2020	Boral Construction Materials Group Limited	Concrete supplies	$ 4,690.09
23/01/2020	Devco Builders	Maintenance and repairs - various locations	$ 196,540.84
23/01/2020	Australian HVAC Services Pty Ltd	Air-conditioning maintenance and repairs - various locations	$ 2,633.95
23/01/2020	WC Convenience Management Pty Ltd	Maintenance of exeloos - various locations	$ 3,992.44
23/01/2020	Scarboro Motors Pty Ltd	Vehicle service and repairs	$ 214.37
23/01/2020	Plastic Card Printing Pty Ltd	Supply of library membership cards	$ 1,018.60
23/01/2020	Joe Crisafio Kia	Vehicle service and repairs	$ 838.64
23/01/2020	Workpower Incorporated	Catering services - various meetings	$ 565.00
23/01/2020	Action Asbestos Removals	Asbestos removal services	$ 858.00
23/01/2020	LGIS Risk Management	Risk management services	$ 4,026.00
23/01/2020	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	$ 11,505.13
23/01/2020	APARC	Central management system, software licensing and meter maintenance	$ 42,997.94
23/01/2020	Mackay Urban Design	Design advisory fee	$ 440.00
23/01/2020	JBA Surveys	Surveying services - various locations	$ 1,672.00
23/01/2020	Australian Paper	Supply of envelopes	$ 289.98
23/01/2020	Atom Supply	Hat supplies - Depot	$ 824.74
23/01/2020	Hans Andresen	Banner installation and removal - various locations	$ 1,870.00
23/01/2020	C Wood Distributors	Beatty Park Café supplies	$ 1,277.10
23/01/2020	Christou Nominees Pty Ltd	Design advisory fee	$ 1,100.00
23/01/2020	Chindarsi Architects	Design advisory fee	$ 880.00
23/01/2020	Rubek Automatic Doors	Supply and install sliding doors - BPLC; bi-annual service of automatic doors - various locations	$ 11,390.50
23/01/2020	Turf Developments (WA) Pty Ltd	Turf maintenance and treatment - various locations	$ 2,948.00
23/01/2020	LGISWA	LGIS workcare actual wages adjustment - 18/19	$ 5,929.63
23/01/2020	Vorgee Pty Ltd	Merchandise - BPLC	$ 1,232.44
23/01/2020	Briskleen Supplies	Toiletry and cleaning products - BPLC; sanipod service	$ 5,719.38
23/01/2020	RTRfm 92.1	Radio advertising - Shop Local campaign	$ 550.00
23/01/2020	Snags & Sons Pty Ltd t/a Pinchos	Catering services - 2019 staff end of year function	$ 1,980.00

Date	Payee	Description	Amount
23/01/2020	Northsands Resources	Sand supplies	$ 1,787.50
23/01/2020	Compu-Stor	Records digitisation and off-site storage	$ 5,311.73
23/01/2020	Yoshino Sushi	Beatty Park Café supplies	$ 485.32
23/01/2020	Centropak	Beatty Park Café supplies	$ 2,525.76
23/01/2020	Australian Native Nurseries Group	Supply of plants	$ 320.00
23/01/2020	Worldwide East Perth	Printing services - business cards for various departments	$ 231.00
23/01/2020	Raymond Sleeman	Fitness instructor fees	$ 170.52
23/01/2020	Anna Cappelletta	Fitness instructor fees	$ 1,085.02
23/01/2020	Acurix Networks Pty Ltd	Public Wi Fi service - various locations	$ 2,319.90
23/01/2020	Daniela Toffali	Fitness instructor fees	$ 455.00
23/01/2020	Richard Harrison	Bee removal services - various locations	$ 450.00
23/01/2020	Connect Security Systems	Disconnect door sensors - BPLC	$ 83.41
23/01/2020	Rawlicious Delights	Beatty Park Café supplies	$ 175.45
23/01/2020	Synergy	Electricity and gas charges - various locations	$ 94,943.73
23/01/2020	CS Legal	Debt recovery services	$ 1,009.84
23/01/2020	ARM Security	Alarm monitoring - various locations	$ 544.54
23/01/2020	Wilson Security	Security services - various locations	$ 6,352.94
23/01/2020	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	$ 20,295.00
23/01/2020	Till Payments Solutions Pty Limited	Credit card transactions - parking terminals (two months)	$ 18,478.19
23/01/2020	3 Monkeys Audiovisual Pty Ltd	Service fee - function room microphone	$ 176.00
23/01/2020	Karen Grant	Fitness instructor fees	$ 663.19
23/01/2020	Charmaine Amanda Magness	Fitness instructor fees	$ 397.88
23/01/2020	Technology One Ltd	GIS consulting services	$ 5,903.70
23/01/2020	Corsign WA Pty Ltd	Sign supplies - various locations	$ 9,358.25
23/01/2020	Innovations Catering	Catering services - Council meeting	$ 532.00
23/01/2020	Subthermal	Engineering consultancy - BPLC	$ 5,500.00
23/01/2020	Wheelers Books	Library books	$ 31.19
23/01/2020	C C Sharpe	Reimbursement from heritage assistance fund	$ 3,624.50
23/01/2020	Institute of Public Administration Australia WA	Staff training - Generating public value through risk based regulation	$ 77.00
23/01/2020	Stephen Carrick Architects Pty Ltd	Heritage advice	$ 440.00
23/01/2020	AWB Building Co.	Plumbing services - various locations	$ 10,920.21
23/01/2020	Work Metrics Pty Ltd	Online inductions - BPLC	$ 110.00
23/01/2020	Kuditj (as a partner of Sodexo)	Catering services - Citizenship ceremony	$ 2,495.53
23/01/2020	Tree Amigos	Street trees and parks pruning/removal - various locations	$ 112,543.40
23/01/2020	Colleagues Nagels	Integrated transferable parking permits	$ 4,045.04
23/01/2020	Minter Ellison	Legal advice - Loftus Community Centre	$ 7,128.33
23/01/2020	Boyan Electrical Services	Electrical services - various locations	$ 15,051.58
23/01/2020	The Black Mountains Art	Artwork repair - Mary Street Piazza mural	$ 2,200.00
23/01/2020	Design Right Pty Ltd	Design services - Loftus Community Centre/Library	$ 2,200.00

Date	Payee	Description	Amount
23/01/2020	Brownes Foods Operations Pty Ltd	Beatty Park Café supplies	$ 2,237.46
23/01/2020	Nordic Fitness Equipment	Cleaning wipes for gym	$ 492.00
23/01/2020	Unilever Australia Ltd	Beatty Park Café supplies	$ 3,152.08
23/01/2020	Konica Minolta Business Solutions Australia Pty Ltd	Copy costs - various departments	$ 2,435.55
23/01/2020	Yolande Gomez	Fitness instructor fees	$ 135.00
23/01/2020	Jackie Barron	Fitness instructor fees	$ 195.00
23/01/2020	Boya Equipment	Plant repairs and maintenance	$ 106.23
23/01/2020	S A Taplin	Expense reimbursement - Working with children check	$ 87.00
23/01/2020	Australia Post	Postage charges	$ 4.20
23/01/2020	InterStream Pty Ltd	Webcast and hosting service	$ 1,386.00
23/01/2020	Tyres 4U Pty Ltd	Tyre replacements and maintenance	$ 3,678.40
23/01/2020	Cirrus Networks	Software renewal - UCCX licence	$ 3,218.16
23/01/2020	Metal Artwork Creations	Supply of staff name badges - various departments	$ 242.78
23/01/2020	Assured Certification Services	Certification services - Leederville Oval change rooms	$ 440.00
23/01/2020	PeopleSense by Altius	Mediation services	$ 1,397.92
23/01/2020	Atmos Foods Pty Ltd	Beatty Park Café supplies	$ 237.60
23/01/2020	KP Electric (Australia) Pty Ltd	Electrical services - Menzies Park Pavilion	$ 927.19
23/01/2020	New Dimension Mechanical Services	Air conditioning repairs - BPLC	$ 385.00
23/01/2020	Janet Verburg	Fitness instructor fees	$ 608.68
23/01/2020	Stott Hoare	Supply of computer and accessories	$ 2,472.80
23/01/2020	Allflow Industrial	Service oil/water separator	$ 1,183.37
23/01/2020	Securus	Security services - Britannia Reserve Pavilion	$ 297.50
23/01/2020	Veris Australia Pty Ltd	Feature and contour survey - Britannia Road Reserve	$ 4,246.00
23/01/2020	Danica Zuks Photography	Photographic services - Mayor's Sundowner	$ 225.00
23/01/2020	Teena Smith	Fitness instructor fees	$ 70.00
23/01/2020	J C Chin	Crossover subsidy	$ 582.00
23/01/2020	Vigilant Traffic Management Group Pty Ltd	Traffic management services - various locations	$ 91,409.03
23/01/2020	EcoAdvance	Consultancy services - Solar photovoltaic system feasibility study for all City owned buildings (progress claim)	$ 12,992.76
23/01/2020	A Lazarus	Fitness instructor fees	$ 113.68
23/01/2020	Powerlux WA	Preparation work for sign lights - Barlee Street	$ 1,892.00
23/01/2020	Bonfire Digital Pty Ltd	Marketing services - Beatty Park	$ 8,547.00
23/01/2020	K Roach	Fitness instructor fees	$ 170.52
23/01/2020	CSE Crosscom Pty Ltd	Software and network access for hand held radios	$ 6,688.00
23/01/2020	Ian Collins	Refund of infrastructure bond	$ 650.00
23/01/2020	Flick Anticimex Pty Ltd	Pest control services - various locations	$ 474.53
23/01/2020	AMS Installation & Maintenance Solutions WA	Upgrade of air handling unit - BPLC (progress claim)	$ 77,000.00
23/01/2020	The Little Bar Cart	Bar cart for staff end of year function - 2019	$ 2,889.50
23/01/2020	Youth With A Mission (Perth) Inc	Community grant funding - 2019 Carols by Candlelight	$ 1,354.00

Date	*Payee*	*Description*	*Amount*
23/01/2020	K Harcus	Fitness instructor fees	$ 300.00
23/01/2020	B Fiebig	Fitness instructor fees	$ 113.68
23/01/2020	M Humich	Fitness instructor fees	$ 397.88
23/01/2020	Water Works and Wellness	Fitness instructor fees	$ 55.00
23/01/2020	M G Jajko	Fitness instructor fees	$ 56.84
23/01/2020	S Patchett	Fitness instructor fees	$ 225.00
23/01/2020	Gifts Mate Pty Ltd	Australian and Aboriginal flag pins - Citizenship ceremony	$ 277.09
23/01/2020	T Suter	Expense reimbursement - fuel for small plant	$ 152.00
23/01/2020	Department of Mines, Industry Regulation and Safety	Building services levy collection	$ 361.75
23/01/2020	V Govender	Expense reimbursement - CPA membership	$ 720.00
			$ 3,841,350.13
Payroll			
07/01/2020	Pay 14		$ 591,845.01
21/01/2020	Pay 15		$ 601,369.89
22/01/2020	Ad hoc		$ 1,266.90
Total Payroll			**$ 1,194,481.80**
Total Payments			**$ 5,035,831.93**

Creditors Report - Payments by Cheque
01/01/20 to 31/01/20

Creditor	*Date*	*Payee*	*Description*	*Amount*
00082589	07/01/2020	City Of Perth	Staff member parking fine received whilst on COV business	$ 60.00
00082590	07/01/2020	Petty Cash - Finance	Petty cash recoup	$ 487.55
00082591	22/01/2020	Petty Cash - Library	Petty cash recoup	$ 109.20
Total Nett Cheque Payments				**$ 656.75**

Creditors Report - Payments by Direct Debit				
01/01/20 to 31/01/20				
Credit Card Transactions for the Period 7 December 2019 - 7 January 2020				
Card Holder	***Date***	***Payee***	***Description***	***Amount***
CEO	11/12/2019	Nespresso	Catering for City events	$ 281.90
	17/12/2019	Tsukeba Co Pty Ltd	Catering for Innovation Day	$ 300.00
				$ 581.90
Manager Marketing and Communications	07/12/2019	Planoly	Instagram management tool	$ 13.19
	07/12/2019	International transaction fee	Instagram management tool	$ 0.33
	07/12/2019	Kmart	Water coolers - Kids Christmas Market	$ 19.00
	07/12/2019	Kmart	Yoga mats - Deep House Vinyasa sessions	$ 37.50
	07/12/2019	Coles	Sunscreen - Deep House Vinyasa sessions	$ 8.30
	09/12/2019	WA News Ltd	Newspaper subscription	$ 250.80
	10/12/2019	Ilka	Gift voucher - Eco Christmas tree competition	$ 50.00
	10/12/2019	Wembley Police Station	Road closure permit - Ebsworth Street Christmas party	$ 82.50
	10/12/2019	Beaufort street Books	Prize - Innovation Day event	$ 50.00
	10/12/2019	Facebook	Advertising	$ 2.50
	10/12/2019	Mailchimp	Email campaign	$ 338.43
	10/12/2019	LnJ Garden	Prize - Innovation Day event	$ 50.00
	10/12/2019	Luna Cinemas	Prizes - Innovation Day event	$ 40.00
	10/12/2019	Planet Books	Prize - Innovation Day event	$ 50.00
	11/12/2019	Vimeo.com	Book - Innovation Day event	$ 19.10
	11/12/2019	International transaction fee	Book - Innovation Day event	$ 0.48
	11/12/2019	Facebook	Advertising	$ 2.50
	11/12/2019	Facebook	Advertising	$ 2.50
	11/12/2019	Facebook	Advertising	$ 2.50
	12/12/2019	Dominos	Catering - Vincent Youth Network meeting	$ 30.48
	12/12/2019	Facebook	Advertising	$ 4.00
	12/12/2019	Leederville Foods	Catering - Vincent Youth Network meeting	$ 10.20
	13/12/2019	Tsuki	Gift voucher - Eco Christmas tree competition	$ 50.00
	13/12/2019	Bunnings	Water misters - Deep House Vinyasa sessions	$ 18.20
	13/12/2019	Lula & Sasha	Gift voucher - Eco Christmas tree competition	$ 50.00
	13/12/2019	Facebook	Advertising	$ 6.00
	13/12/2019	Ambassador de Buenos	Gift voucher - Eco Christmas tree competition	$ 50.00
	13/12/2019	Debra Hayes	Gift voucher - Eco Christmas tree competition	$ 50.00

Card Holder	Date	Payee	Description	Amount
	15/12/2019	Facebook	Advertising	$ 9.00
	17/12/2019	Ticketek Pty Ltd	Wildcats tickets for winners of Vincent Gold Rush event	$ 251.50
	17/12/2019	Bunnings	Refund - Water misters for Deep House Vinyasa sessions	-$ 18.20
	17/12/2019	Wufoo.com	Software for creation of online forms	$ 27.78
	17/12/2019	International transaction fee	Online forms	$ 0.69
	18/12/2019	Facebook	Advertising	$ 12.00
	19/12/2019	Creately	Diagram templates for Marketing	$ 7.30
	19/12/2019	International transaction fee	Diagram templates for Marketing	$ 0.18
	20/12/2019	Facebook	Advertising	$ 20.00
	22/12/2019	Asana.com	Subscription - Project management tool	$ 348.50
	22/12/2019	International transaction fee	Subscription - Project management tool	$ 8.71
	22/12/2019	Facebook	Advertising	$ 30.00
	24/12/2019	Shutterstock	Image download subscription	$ 99.00
	25/12/2019	Apple iTunes Store	Music subscription	$ 11.99
	31/12/2019	Facebook	Advertising	$ 389.91
	31/12/2019	Facebook	Advertising	$ 22.04
	01/01/2020	Createsend.com	Email campaign	$ 30.56
				$ 2,539.47
Manager ICT	07/12/2019	Easypark	Parking - external meeting	$ 6.32
	14/12/2019	Easypark	Parking - external meeting	$ 1.60
	16/12/2019	City of Perth	Parking - external meeting	$ 10.10
	17/12/2019	Officeworks	Supply of IT accessories	$ 97.44
	17/12/2019	Officeworks	Supply of IT accessories	$ 62.39
	20/12/2019	City of Perth	Parking - external meeting	$ 20.25
	01/01/2020	Trustico	Website security software subscription	$ 345.03
	02/01/2020	M2M One Pty Ltd	Mobile SIMs for parks reticulation devices - December	$ 291.10
	02/01/2020	M2M One Pty Ltd	Mobile SIMs for parks reticulation devices - January	$ 291.26
	05/01/2020	Sendgrid	Application programming interface software	$ 129.78
	05/01/2020	International transaction fee	Application programming interface software	$ 3.24
	06/01/2020	Officeworks	Supply of IT accessories	$ 319.28
				$ 1,577.79
Manager Community Partnerships	09/12/2019	Trint	Online transcription service - Local History Centre project	$ 21.98
	09/12/2019	International transaction fee	Online transcription service - Local History Centre project	$ 0.55
	10/12/2019	Aldi Stores	Catering - Seniors Christmas theatre event	$ 50.07
	12/12/2019	Trint	Online transcription service - Local History Centre project	$ 21.86

Card Holder	*Date*	*Payee*	*Description*	*Amount*
	12/12/2019	International transaction fee	Online transcription service - Local History Centre project	$ 0.55
	17/12/2019	Booktopia	Books for library	$ 184.05
	17/12/2019	Book Depository	Books for library	$ 114.46
	18/12/2019	Booktopia	Books for library	$ 75.75
	19/12/2019	Sanity	DVD for library	$ 75.94
				$ 545.21
Procurement and Contracts Officer	18/12/2019	Harvard Business Review	Online subscription	$ 220.00
				$ 220.00
Total Corporate Credit Cards				**$ 5,464.37**
Direct Debits				
Lease Fees	02/01/2020	Neopost 1659932	Franking machine	**$ 385.00**
	02/01/2020	All Leasing 279258	Beatty Park Leisure Centre cleaning equipment	$ 2,642.54
	02/01/2020	All Leasing 279258	Beatty Park Leisure Centre gym equipment	$ 7,005.20
	02/01/2020	All Leasing 279258	Beatty Park Leisure Centre gym equipment	$ 1,655.78
	02/01/2020	All Leasing 279258	Beatty Park Leisure Centre gym equipment	$ 3,909.90
			Total All Leasing	**$ 15,213.42**
			Total Lease Fees	**$ 15,598.42**
Loan Repayments		Treasury Corporation	Department Sport and Recreation Building, Loftus Centre, Loftus Underground Car Park and Beatty Park Leisure Centre	**$ 146,353.77**
Bank Fees and Charges		Commonwealth Bank	Bank fees	**$ 59,404.07**
Total Direct Debits including Credit Cards				**$ 226,820.63**

11.5 MAJOR PUBLIC ARTWORK COMMISSION ARTIST AND DESIGN SELECTION

Attachments:

1. **Major Public Artwork Commission EOI**
2. **Major Public Artwork Panel Recommendation Background - Confidential**
3. **Major Public Artwork Panel Scoring - Confidential**
4. **Major Public Artwork Recommended Concept Design - Confidential**
5. **EOI Submissions Scoring - Confidential**

RECOMMENDATION:

That Council ENDORSES the Major Public Artwork commission for progression to development, fabrication and instalment, as recommended by the tender evaluation panel, and detailed in Confidential Attachments 2, 3 and 4.

PURPOSE OF REPORT:

To inform Council of the process and outcome of the Major Public Artwork commission and to provide the relevant information needed for Council to endorse the successful artist/s and concept design.

BACKGROUND:

The Arts Development Action Plan 2018-2020, endorsed by Council in August 2018, included a key project of commissioning a major public artwork. The project was identified as a priority due to its inclusion in the Corporate Business Plan and the City's long-term goal of commissioning an 'entry statement' artwork. Through discussion with the Arts Advisory Group, the project developed into commissioning an iconic large-scale artwork for the City. The commission is funded by cash-in-lieu payments to the Percent for Art policy and is valued at $200,000.

DETAILS:

Creative Brief

The creative brief was kept deliberately open to allow a wide scope of artistic responses and capture the most genuine and creative ideas from artists.

The brief called for an artwork that has the potential to become iconic in the community and fits Vincent's inner-city location and the diversity of the local community. The brief highlighted the engaged community, use of public spaces, and vibrant places. An artwork that starts conversations and encourages viewers to dig deeper was called for.

Location

Locations were suggested by the Infrastructure team and met the following criteria:

- An entry statement with high visibility from an access point and/or a Town Centre location;
- Provides access for construction and maintenance;
- Land owned and managed by the City; and
- Accessible to power.

The four locations proposed in the tender were Birdwood Square, Beatty Park Reserve, Ivy Park and the corner of Bulwer and Vincent streets. Artists were invited to respond to the site/s that best fit their vision.

Evaluation Process

In consultation with the Arts Advisory Group, an expression of interest (**Attachment 1**) was put together and advertised in the July – September 2019 period. On 11 September a panel made up of City of Vincent staff, Arts Advisory Group members and two external public art consultants met to assess the 38 submissions based on the evaluation criteria - approach to the creative brief, artistic excellence and experience. All 38 submissions were scored against the criteria (**Attachment 5**) and panel discussion resulted in a shortlisting of 3 submissions.

The three short listed artists were given seven weeks to develop concept designs.

Three (3) submitted concept designs were assessed using the expression of interest criteria and weightings:

- Concept: the artwork is designed by an artist that shows strong vision, innovation, and excellent craftsmanship. The proposed artwork is unique and provides an opportunity for public engagement – 30%
- Context: the artwork is site-specific and considers the relevant themes, architectural, historical, geographical and/or sociocultural context of the site and community identity—30%
- Public safety: the artwork is designed, constructed and installed with best practice risk management and the artwork does not present a hazard to public safety—20%
- Longevity: the artwork is designed to be structurally sound and resistant to theft, vandalism, weathering and excessive maintenance—20%

Following presentation of the concept designs at a Council Workshop, further information was sought from two of the shortlisted artist teams. This additional information was provided to the panel and they were asked to re-assess the submissions.

The panel's revised weighted average scores and individual scores are included as **Attachment 3 – Weighted Average 2**.

The commissioning process followed by the selection panel, complies with the National Association for the Visual Arts' best practice guidelines.

The panel's recommended submission is included as **Attachment 4,** with background information included as **Attachment 2**.

Approvals Under Delegation

The expression of interest's shortlisting process, evaluation criteria, short listed artist list and panel recommendation was reviewed and approved under delegated authority on 28 February 2020.

CONSULTATION/ADVERTISING:

Industry knowledge and expertise - The Arts Advisory Group provided input into the creative brief.

Tender evaluation panel - The tender evaluation panel included staff from City of Vincent teams with expertise in Arts and Activation, Marketing, Community Partnerships, Engineering, and Parks. The panel also included representatives from the Arts Advisory Group and two external public art consultants with experience in commissioning major public artworks—Helen Curtis from Apparatus Consulting and Nathan Giles from Perth Public Art Foundation.

Community consultation - Community opinions on public artworks are necessarily diverse and often passionate. This major public artwork commission includes a requirement to integrate community contributions into the development of the work. The City will organise these community engagement sessions which will create the opportunity for interested community members to hear from the artists, ask questions, and provide input into the community dimension of the installation. A strong communications plan will support the build and installation of the artwork, including regular community updates providing insight into the artwork's progress and thematic references.

LEGAL/POLICY:

The Major Public Artwork commission relates to three City of Vincent policies:

- 3.10.7 – Art Collection Policy;
- 3.10.8 – Public Art; and
- 7.5.13 – Percent for Public Art.

The draft commission contract was provided to all applicants with the tender package, and shortlisted artists were required to acknowledge that they had read the contract and did not have any queries or requests for changes. The contract template was acquired from Arts Law and adapted to suit the City of Vincent's processes and policies. The contract represents best practice in commissioning major public artworks.

The expression of interest and shortlist complies with regulation 23 of the *Local Government (Functions and General) Regulations 1996.*

RISK MANAGEMENT IMPLICATIONS:

The commission contract mitigates potential risks, with the artists taking responsibility for safe fabrication, installation, and minimising ongoing public risk.

City of Vincent Engineering and Parks staff were part of the selection panel, which allowed for safety, installation and maintenance risks to be identified and mitigated through the EOI. Final submissions have been reviewed to ensure they meet the requirements of Main Roads and provide no foreseeable risk to public safety.

There is a risk that community may not appreciate the art work, or may not approve of the funds being spent on public artwork. Public perceptions are partly mitigated by the communications plan. Funding issues are mitigated by communicating that the budget comes from the developer contributions to the Percent for Art policy.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

Our parks and reserves are maintained, enhanced and well utilised.

Connected Community

An arts culture flourishes and is celebrated in the City of Vincent.

Thriving Places

Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority.

Innovative and Accountable

Our community is aware of what we are doing and how we are meeting our goals.

SUSTAINABILITY IMPLICATIONS:

The Major Public Artwork brief includes that the artwork must be made from durable, long-lasting materials that can withstand the weather and the community uses of the site, and do not require excessive maintenance. The City of Vincent is required to have maintenance carried out on the artwork as per the maintenance manual provided by the artist—this will ensure the longest artwork lifetime possible.

FINANCIAL/BUDGET IMPLICATIONS:
The budget for this commission is allocated from the Percent for Art cash-in-lieu payment reserves. There will be some additional costs related to marketing, the community engagement sessions, artwork transportation and installation, which will be met from within the City's operational budget.

CITY OF VINCENT

MAJOR PUBLIC ARTWORK COMMISSION

1. CLOSING TIME AND DATE
4.00PM (WST)
MONDAY, 9TH SEPTEMBER 2019

2. LODGEMENT OF RESPONSES
Submissions should be either:
Lodged online via the Tenderlink Portal;
or
Enclosed in a plain envelope endorsed with the tender number and name; *and*

Delivered to:
TENDER BOX
City of Vincent, 244 Vincent Street
Leederville WA; *OR*

Posted to:
TENDER BOX
City of Vincent, PO Box 82
Leederville 6902

Submissions are to be received by the closing time and date. Late Tenders will not be accepted. No facsimile or e-mail Tenders will be accepted.

ENQUIRIES:
Tegan Patrucco, Arts and Activation Officer
Tel: 9273 6000
Email: **arts@vincent.wa.gov.au**

VINCENT.WA.GOV.AU

BACKGROUND

In August of 2018, the City of Vincent endorsed the Arts Development Action Plan 2018-2020, underpinned by the vision to 'embed creativity in everything we do, to make Vincent the arts capital of Perth'.

The plan recognises the power of high-quality public art to create and reflect strong artistic communities, and increase the artistic literacy of all community members. The City of Vincent continues to seek public artworks which play a role in creating a vibrant and thriving city and a sense of belonging.

This major public artwork commission is drawing on funds collected by cash-in-lieu payments for the City's Percent for Art Policy. The policy recognises that building developments which increase the amount of people using the City of Vincent to live, work, and play creates an increased need for high-quality public art.



Phil and Dawn Gamblen – 'Downlounge'
Photo by Johnathan Trasko

DESIRED OUTCOMES

The City of Vincent is seeking to commission an artwork that has the potential to become iconic in the community, and the location instantly recognisable.

The design should fit Vincent's inner-city location and the diversity of our local community. Vincent residents are highly engaged in their neighbourhoods, enjoy using our public green spaces, and make use of the safe and vibrant Town Centres. They value the arts and the potential for artworks to create a sense of connection and inclusivity. The artwork should start conversations and encourage viewers to dig deeper.

The artwork should enhance the surroundings of its location, and have a high visibility presence both daytime and night-time. The possible locations all have both highly visibility from traffic, and walkability/ foot traffic—the artwork should have a good profile for both. Materials should be durable and weather-proof, and not requirement excessive maintenance. The intended life of the artwork is a minimum of 15 years.

COMMUNITY ENGAGEMENT REQUIREMENTS

The City of Vincent is aiming for a completed artwork that has a high level of community investment. Local residents will be encouraged to follow the journey of the artwork from design to installation. The successful artist will be required to:

- Take into account the perspectives of relevant Town Team representatives at the Artist Briefing
- Conduct their own research into the location and community while developing their concept design
- Participate in two community engagement sessions (approx. 2 hrs each), offering the community insight into their design/completed artwork. The City of Vincent will organise and facilitate these sessions.
- Be available for media opportunities at key points throughout the process

LOCATIONS

The City of Vincent is providing four possible locations for this artwork. Artists can respond to the location that most suits their practice and vision, or can respond to multiple locations. There is an open site selection for the defined locations below—final placement of the artwork will be determined in consultation with the artist and relevant City of Vincent employees.

BIRDWOOD SQUARE

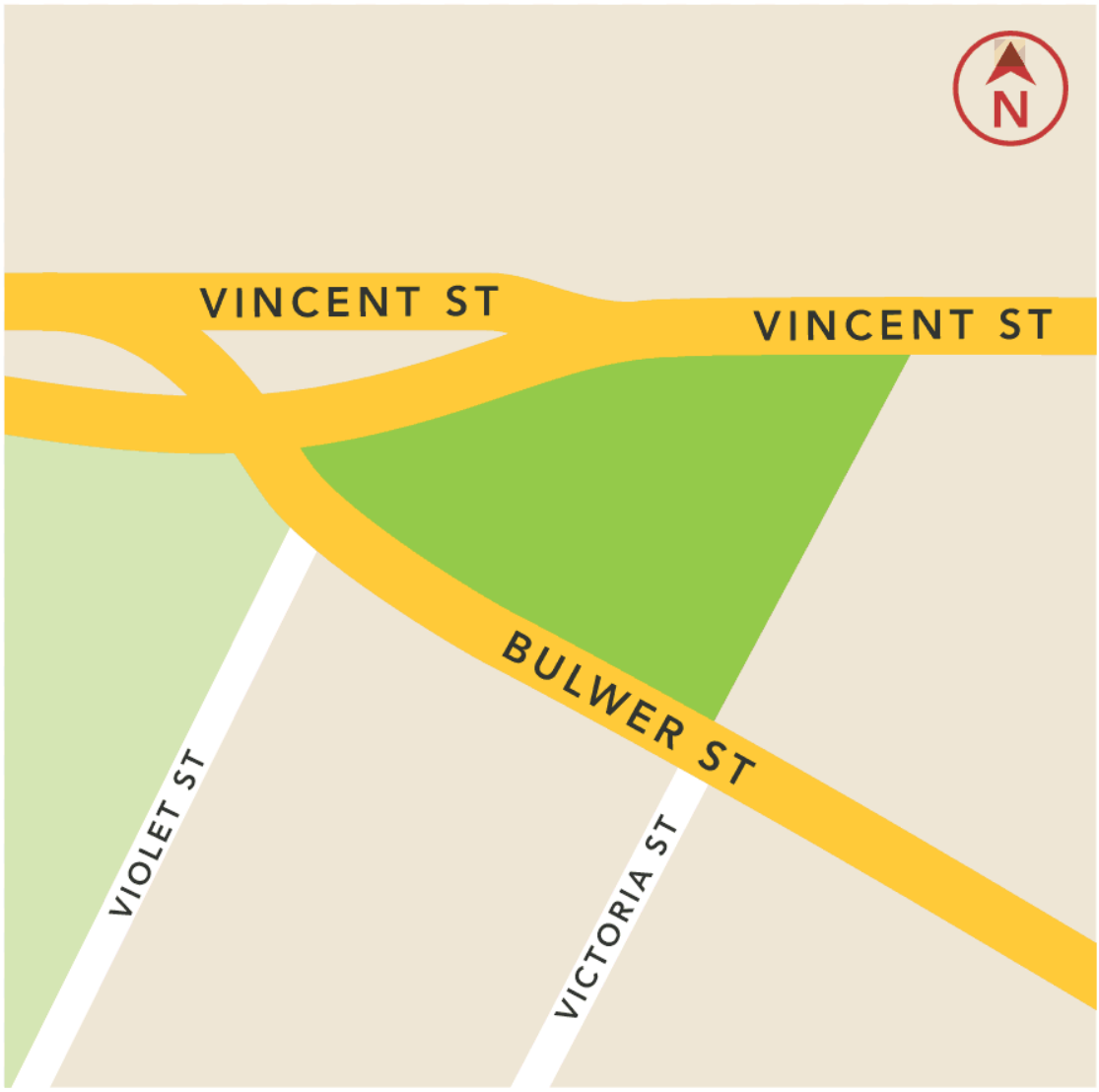
Corner Beaufort Street and Brisbane Street, Perth



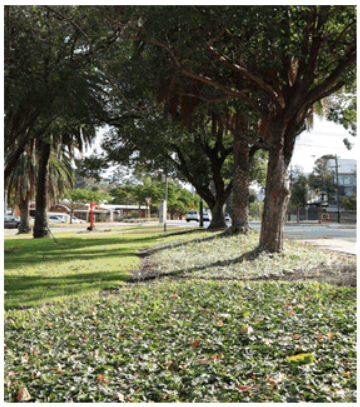




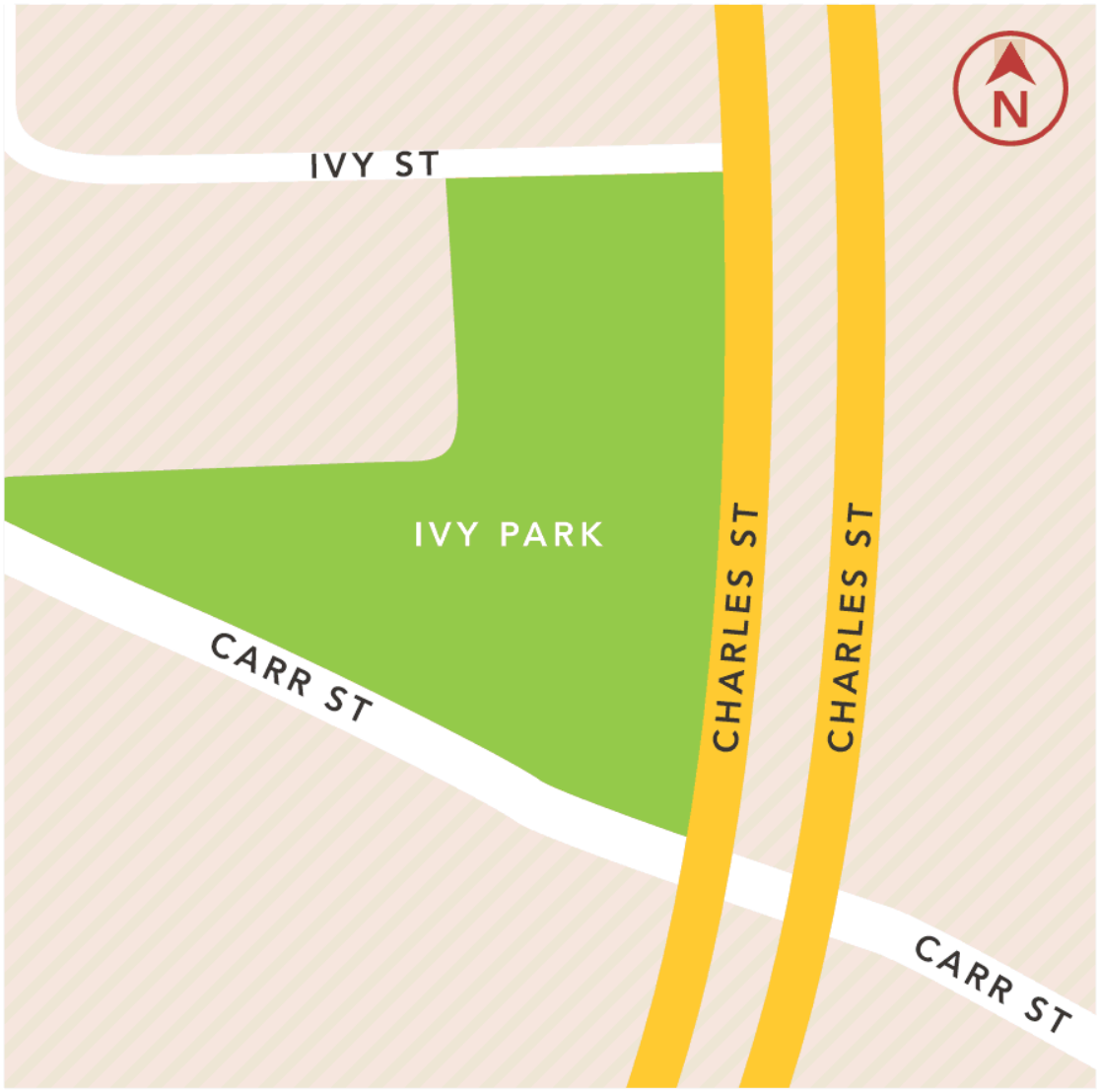
CORNER VINCENT ST AND BULWER ST







IVY PARK *Corner Charles Street and Carr Street, West Perth*







BEATTY PARK RESERVE

Corner Vincent Street and Charles Street







TIMELINE

Overview

- 24/07/2019 – 09/09/2019 Expressions of Interest Open
- 11/09/2019 Artist Shortlisting
- 18/09/2019 Briefing with Shortlisted Artists
- 19/09/2019 – 14/11/2019 Design Concepts Developed
- 15/11/2019 Concept Design Presentations
- 18/11/2019 Artists notified of outcome
- 19/11/2019 – 31/05/2020 Development and Fabrication
- 17/01/2020 Community Engagement Session
- 28/05/2020 Community Engagement Session
- June 2020 Installation

Please note that some elements of the timeline are flexible and will be negotiated with the successful artist.

SELECTION PROCESS

Stage one: Expression of Interest

The City of Vincent is seeking Expressions of Interest (EOIs) through an open competition process. Artists are invited to submit their EOI for review by the Selection Panel. No payment will be offered for this stage.
A shortlist of three artists will be created to proceed to the next stage. A minimum of one shortlisted artist will be a resident of Western Australia. Unsuccessful artists will be notified via email.

EOI Submission requirements:

- CV showing relevant artistic experience, including name and contact details
- Up to 6 examples of previous works with image details
- Short statement (maximum of one page) responding to the brief/themes/locations and outlining any artist connection to Western Australia
- Confirmation of artist availability in the timeframe outlined

EOI Selection Criteria:

- Approach to the project/response to the creative brief **30%**
- Demonstrated artistic excellence **30%**
- Demonstrated experience delivering artistic projects within budget and timeframes **40%**

Please submit EOIs via the lodgement details on the cover page of this document.

Enquiries: arts@vincent.wa.gov.au
EOI Closing: Monday, 9th September 2019, 4pm WST

Stage two: Concept Design Proposal

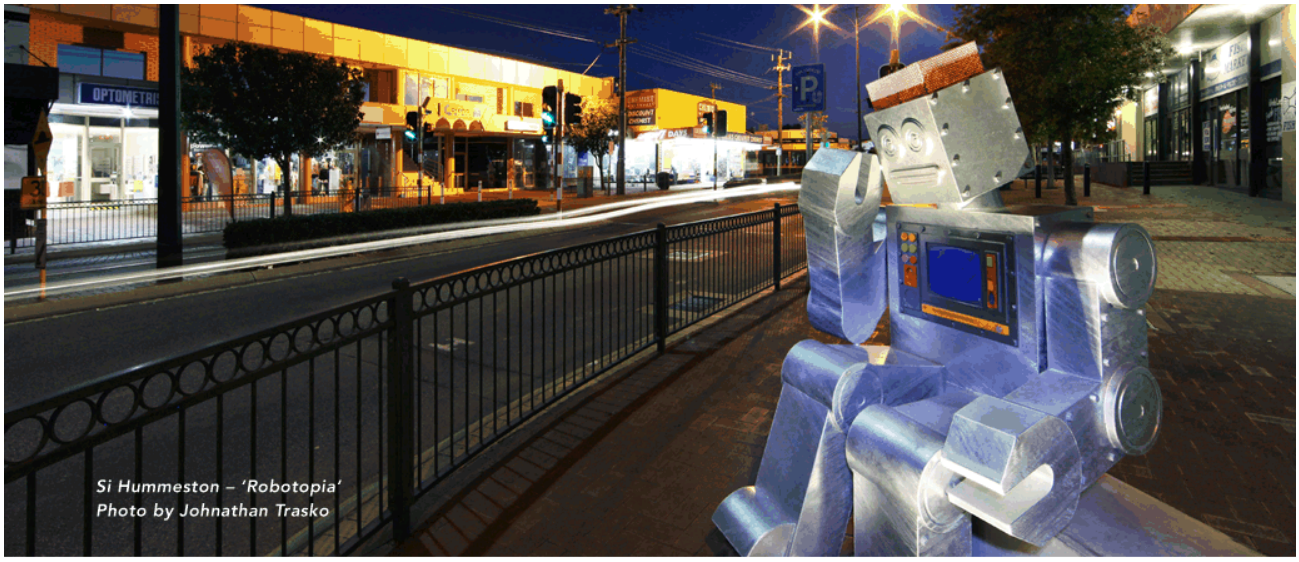
Concept Design Proposals will be requested from three shortlisted artists. A payment of $2,000 + GST will be offered for each shortlisted Artist or Artist Team.

A briefing session will be held on the 18th September 2019. Shortlisted Artists must attend this session in person or via teleconference. The briefing session will include important information for the development of the artwork as well as short presentations from key community stakeholders.

The shortlisted Artists will be invited to present their concept designs to the Selection Panel in person on the 15th November 2019. The Selection Panel will make their assessment and notify Artists of the result on the 18th November 2019.

Concept design requirements:

- **Artwork Documentation:** Detailed sketches and 3D renderings of the proposed work showing both day and night views, plans to scale showing dimensions, materials and colours, a site plan showing the artwork location.
- **Written Response:** Provide insight into how the artwork responds to the brief and any research undertaken.
- **Materials Information:** Description of the materials proposed and the fabrication process, including any fittings, lighting and technology.
- **Installation Details:** Proposed transport and installation plan.
- **Supplier and Sub-Contractor Details:** Details of proposed suppliers and sub-contractors, including confirmation their costs are included in the budget.
- **Confirmation of Timeline:** Acknowledgement that the timeframe outlined in this document is achievable and details of any key milestones in artwork creation.
- **Budget:** A detailed budget breakdown including all items listed in the 'budget inclusions' section of this document.
- **Maintenance:** An estimation of ongoing maintenance required on the artwork.
- **Artist Contract:** Acknowledgement that the artist contract has been reviewed, with any suggested revisions.



Si Hummeston – 'Robotopia'
Photo by Johnathan Trasko

Concept design Selection Criteria:

- **Concept:** the artwork is designed by an artist that shows strong vision, innovation, and excellent craftsmanship. The proposed artwork is unique and provides an opportunity for public engagement. **30%**
- **Context:** the artwork is site specific and considers the relevant themes, architectural, historical, geographical and/or sociocultural context of the site and community identity. **30%**
- **Public safety:** the artwork is designed, constructed and installed with best practice risk management and the artwork does not present a hazard to public safety. **20%**
- **Longevity:** the artwork is designed to be structurally sound and resistant to theft, vandalism, weathering and excessive maintenance. **20%**

Please submit Concept Designs as a single PDF document to the below email address. Please note that other formats cannot be accepted.

Contact: arts@vincent.wa.gov.au
Due by: Thursday 14th November 2019, 1pm AWST

Selection Panel

- City of Vincent Art and Activation Officers x 2
- City of Vincent Marketing and Communications Manager
- City of Vincent Engineering representative
- City of Vincent Community Partnerships representative
- Arts Advisory Group representatives x 3
- Nathan Giles, Perth Public Art Foundation
- Helen Curtis, Apparatus

BUDGET

The artist commission budget is $200,000.00 + GST.

Inclusions:

- Artist fees for design development, project management and administration
- Construction and safety documentation fees
- Materials and fabrication
- Installation costs including but not limited to machinery for installation, site safety inductions and all structures supporting the artwork
- Appropriate insurance (as per contract)
- Lighting requirements
- Sub-contractor's fees
- Travel expenses
- Delivery of Maintenance Manual
- 2 x community engagement sessions (approx. 2 hrs each) organised and facilitated by the City of Vincent

Exclusions (to be covered by the City of Vincent):

- Transport of artwork to site (within WA)
- Traffic management costs if required for installation
- Site preparation
- Photography and marketing

Attachments

Attachment A: Draft Artist Contract
Attachment B: City of Vincent Arts Development Action Plan 2018-2020

Enquiries

Tegan Patrucco, Art and Activation Officer, City of Vincent
08 9273 6000
arts@vincent.wa.gov.au

12 CHIEF EXECUTIVE OFFICER

12.1 CONSIDERATION OF SUBMISSIONS ON PROPOSAL TO LEASE BEATTY PARK CAFE

Attachments:
1. **Table of Submissions and Responses**
2. **Leasing Proposal Submission - Confidential**

RECOMMENDATION:

That Council:

1. **NOTES the submissions received in response to the public notice for the proposed lease of the Café at Beatty Park Leisure Centre, 220 Vincent Street, Leederville to Hospitality Industry Service Providers (HISP) Pty Ltd, as summarised at Attachment 1 and confidential Attachment 2;**

2. **APPROVES the City entering into a lease of the Café with Hospitality Service Providers (HISP) Pty Ltd on the key terms as approved by Council at its Ordinary Meeting of 10 December 2019 (Item 11.1), subject to the following amendments to reflect the new lease commencement date:**

   1.1 Term: Three years, commencing on 1 ~~March~~ May 2020;

   1.3 Rent: $22,984 plus GST per annum, with no rent payable between 1 ~~March~~ May 2020 and ~~30 June~~ 31 August 2020 (inclusive) to allow for the café set up period;'

3. **AUTHORISES the Mayor and Chief Executive Officer to affix the common seal and execute the Lease as set out in Recommendation 2.**

PURPOSE OF REPORT:

To consider the submissions received in response to the public notice for the proposed lease of the café at Beatty Park Leisure Centre (Café) to Hospitality Industry Service Providers (HISP) Pty Ltd (HISP).

BACKGROUND:

At the Ordinary Meeting of Council held on 10 December 2019 (Item 11.1), Council considered the lease proposal for HISP and resolved to:

- approve providing local public notice pursuant to section 3.58 of the *Local Government Act 1995* (Act) of the proposed lease of the Café to HISP on the key commercial terms as proposed by the parties;
- if no submissions were received as a result of the public notice period, delegate by absolute majority to the Chief Executive Officer the power to enter into the lease with HISP, and authorised the Mayor and Chief Executive Officer to affix the common seal and execute the lease; and
- if any submissions were received as a result of the public noticed period, the Chief Executive Officer would provide the submissions to Council for consideration, and Council would determine whether to proceed with the proposed lease to HISP.

DETAILS:

In accordance with section 3.58(3) of the Act and Council's resolution, public notice was initially published in the West Australian, Perth Voice and Stirling-Vincent Reporter newspapers on 9 January 2020 with submissions invited for a period of 15 days, closing on 4pm on 24 January 2020.

Further public notice was provided in the following manner:

- published in the Perth Voice and Stirling-Vincent Reporter newspapers on 29 January 2020;
- posted to the City of Vincent notice board on 29 January 2020;

- posted to the City of Vincent library notice board on 29 January 2020; and
- published on the City of Vincent website and social media sites on 29 January 2020.

Submissions were invited for a period of 20 days closing at 4pm on 21 February 2020.

The City received seven submissions (including one alternative leasing proposal) in regard to the lease proposal by HISP. The submissions and Administration's responses are summarised in **Attachment 1**.

Second leasing proposal

Administration has reviewed the second leasing proposal (attached as confidential **Attachment 2**) submitted by an applicant (Proposal). The Proposal sets out a broad business concept for the operation and management of the Café. Details on how the business concept could be effectively put in place and managed, including budgets, food and supplier costings, staff wages and forecast profits, were not included in the Proposal.

The City requires certainty that the Café will continue to operate effectively under private ownership. As a result, Administration concludes the Proposal is not a viable alternative to HISP's for the following reasons:

- the applicant lacks experience in café operation, hospitality or the retail food/beverage industry;
- the business concept outlined by the applicant did not provide sufficient details as to how the applicant would achieve goals such as timeframes and costings for implementation;
- no financials, budget or costing forecasts were prepared or submitted with the applicant's proposal or to support the business concept; and
- the applicant's financial status has not been independently verified.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Section 3.58(3) of the Act provides that:

"(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."

RISK MANAGEMENT IMPLICATIONS:

Low: There is a low risk for Council consideration of a lease of the Beatty Park Café.

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 proposed rent is $22,984 plus GST per annum, subject to a four month rent free period to assist HISP with set-up costs. The proposed rent aligns with the market rent valuation for the Café. The proposed outgoings fee is $14,000 plus GST per annum. The rent is proposed to be increased by 3% per annum, with market rent reviews at the commencement of each of the two option terms.

Table of submissions and responses – Beatty Park Café

Submission	Administration Response	Outcome
A local business owner emailed the City on 9 January 2020 stating they wished to submit an expression of interest to lease the Café and asking for information on the process.	1. Administration responded by email dated 9 January 2020 providing a copy of the original Expression of Interest (**EOI**) document with instructions to: (a) complete the EOI; (b) provide copies of all relevant documents required by the EOI; and (c) answer the questions previously asked by Councillors of HISP: (i) whether Café staff would be retained; (ii) what healthy food options would be available; (iii) whether any vending machines would be installed/needed around the Café; and (iv) whether the business owner would be open to becoming a member of the responsible café program and/or offering a discount for the use of reusable cups by customers. 2. Administration sent a follow up email to the applicant on 22 January 2020 and the applicant confirmed they would be submitting a lease proposal for the Café. 3. Administration informed the applicant (by email dated 29 January 2020) that the public notice period had been extended until 21 February 2020.	Despite notifying the applicant of the extension of time, Administration has not received a leasing proposal submission from the applicant.
A local ratepayer emailed the City on 11 January 2020 expressing concern that the privatisation of the café would result in increased prices, reduction in service quality and loss of jobs for the current Café staff.	Administration responded by email dated 13 January 2020: 1. confirming HISP operates two other cafes in similar situations to Beatty Park and the response from both the public and staff at these venues has been positive; 2. HISP has indicated that they wish to employ a number of the current café staff; and 3. Beatty Park Administration will work with any remaining café staff members to find them alternative casual employment within the Centre.	No further communication or submissions have been received from the ratepayer.
A Beatty Park member attended the City's Administration Building on 16 January 2020 requesting information on how to submit an expression of interest to lease the Café.	1. Administration met with the applicant briefly in person on 16 January 2020 and by email (of the same date) provided the applicant with a copy of the original EOI document and instructions to: (a) complete the EOI; (b) provide copies of all relevant documents required by the EOI; and (c) answer the questions previously asked by Councillors of HISP: (i) whether Café staff would be retained; (ii) what healthy food options would be available; (iii) whether any vending machines would be installed/needed around the Café; and	The applicant submitted a proposal to lease the Café attached as confidential **Attachment 2**. No further submissions, documents or additional information has been provided by the applicant since his initial leasing proposal was received on 22 January 2020.

Submission	Administration Response	Outcome
	(iv) whether the business owner would be open to becoming a member of the responsible café program and/or offering a discount for the use of reusable cups by customers. 2. Administration spoke with the applicant on 22 January 2020 confirming the applicant intended to submit a proposal to lease the Café and a leasing proposal was received on the same day. 3. Administration informed the applicant (by email correspondence dated 29 January 2020) that the timeframe for submissions had been extended until 21 February 2020. The applicant was welcomed to submit further information or documents in support of his leasing proposal during the extended period, in particular, documents in support of the applicant's financial status (if available) would be appropriate to submit.	
A patron of Beatty Park emailed the City on 23 January 2020 expressing concern that the privatisation of the café would result in loss of jobs for the current Café staff and potential loss of the Café if the candidate did not carry on the business successfully.	1. Administration responded by email dated 28 January 2020: (a) confirming HISP operates two other cafes in similar situations to Beatty Park and the response from both the public and staff at these venues has been positive; (b) HISP has indicated that they wish to employ a number of the current café staff; (c) Beatty Park Administration will work with any remaining café staff members to find them alternative casual employment within the Centre; (d) the City/Beatty Park administration will continue to work with the successful applicant to ensure longevity and commitment to service at Beatty Park Café; and (e) providing details of where to find the Council report, briefing and meeting details and the process for attending and speaking at Council briefing/meetings. 2. Administration informed the applicant (by email dated 29 January) that the time for submissions had been extended until 21 February 2020.	No further communication or submissions have been received by Administration from this individual.
A patron of Beatty Park emailed the City on 24 January 2020 with concerns that the privatisation of the Café operation would eventually result in the closure of the Café and/or a reduction of the food choices available at the Café.	1. Administration responded by email dated 28 January 2020: (a) confirming HISP operates two other cafes in similar situations to Beatty Park and the response from both the public and staff at these venues has been positive; (b) the City/Beatty Park administration will continue to work with the successful applicant to ensure longevity and commitment to service at Beatty Park Café; and (c) providing details of where to find the Council report, briefing and meeting details and the process for attending and speaking at Council briefing/meetings. 2. Administration informed the applicant (by email dated 29 January) that the time for submissions had been extended until 21 February 2020.	No further communication or submissions have been received by Administration from this individual.

Submission	Administration Response	Outcome
A patron of Beatty Park emailed the City on 29 January 2020 requesting that the City require the new Café operator to provide as many sustainable and waste-free options as possible, including (at minimum) recycled napkins and compostable and plastic-free packaging and correct waste management.	Administration responded by email on 30 January 2020 stating: (a) the City cannot force a retail lease tenant to use only environmentally friendly products as doing so would pose a risk of affecting the business' profitability; (b) the City had informed all applicants of the City's position on environmental sustainability and had asked each applicant to provide details on how they intend to minimise wastage and encourage sustainable product use within the Café; (c) the current preferred candidate had confirmed they are committed to better waste management and sustainability and had provided examples of how they would achieve this; and (d) details of where to find the Council report, briefing and meeting details and the process for attending and speaking at Council briefing/meetings.	No further communication or submissions have been received by Administration from this individual.
A member of Beatty Park Masters Swimming Club emailed the City on 17 January 2020 about concerns that prices at the Café would increase following privatisation of the operation. The member requested that staff at the Café be given the opportunity to increase the profit margin before a decision to privatise was made.	Administration responded by email on 31 January 2020 thanking the member for their submission and notifying them where to find the Council report, briefing and meeting details and the process for attending and speaking at Council briefing/meetings in regard to this item. In response to the concerns raised, Administration notes that: (a) HISP operates two other cafes in similar situations to Beatty Park and the response from both the public and staff at these venues has been positive; and (b) the City/Beatty Park administration will continue to work with HISP to ensure longevity and commitment to service at Beatty Park Café.	No further communication or submissions have been received by Administration from this individual.

12.2 MINUTES AND MOTIONS FROM ANNUAL GENERAL MEETING OF ELECTORS HELD ON 28 JANUARY 2020

Attachments: **1. Minutes of Annual General Meeting of Electors - 28 January 2020**

RECOMMENDATION:

That Council:

1. **RECEIVES the Minutes of the Annual General Meeting of Electors held on Tuesday 28 January 2020, included at Attachment 1; and**

2. **NOTES and ENDORSES the responses provided by Administration to the General Business motions carried at the Annual General Meeting of Electors held on Tuesday 28 January 2020 for the reasons outlined in the report.**

PURPOSE OF REPORT:

To receive the minutes of the City's Annual General Meeting of Electors (AGM) and to consider the general business motions carried at the AGM.

BACKGROUND:

The AGM was held at the City of Vincent Council Chamber on Tuesday 28 January 2020 at 6pm. There were 11 electors present, as well as the City's 9 Elected Members, 2 members of the public and 7 City employees. Three electors raised 7 general business motions, which were carried at the meeting as follows,

Motion 1:

That the City develop a long term program to provide underground power throughout the City and that program be informed by the approach adopted by the City of Subiaco.

Motion 2:

That the City review Policy 2.28 – Laneways and Rights of Way, based on experience gained in the last year concerning the naming of laneways. The review should address the criteria used for identifying suitable names; how 'community support' is actually measured; how the policy can be made more equitable; and returning final decision making to the Council when it is proposed to name a laneway after an individual.

Motion 3:

That in order to ensure that community submissions are given the due respect they deserve, we request that where the community provides submissions on non-planning issues, those complete submissions are attached to any report going to Council with only the redaction of inappropriate or defamatory language, or text which may identify a person who does not wish to be identified; and that the Administration's response is included for every point made.

Motion 4:

That the agenda for all Council workshops be published on the City's website and that the workshops be open to the public, subject to the normal provisions regarding confidentiality for personal reasons or to protect the City's commercial interests.

Motion 5:

That the internal section of Cleaver Precinct is designated as a Character Retention Area.

Motion 6:

That speeding drivers are limited in Colvin Lane through the following mechanisms:

(1) Raise the height of the two humps already in Colvin Lane
(2) Put a third hump aligned with the eastern end of No. 87 Carr Street's garage. The garage of No. 85 is not used.
(3) Put in place a large 8KM sign post beside the fence at corner of Colvin Lane and Strathcona Street (on the right hand side) so is clearly visible to Drivers entering Colvin Lane from Strathcona Street and for cars and other vehicles (which includes Large rubbish bin trucks and large tow away trucks) a much larger 8KM sign facing the lane for those going down the lane into Strathcona Street.

Additionally, a large sign is needed to remind all vehicles that they have three other entry and exit points from which to access and depart WestOne, namely two entry points in Newcastle Street and one off Charles Street into Prospect Place into West One, as well as a second laneway off Strathcona Street.

Motion 7:

That the City cancel its proposed project to upgrade the bike lane on Florence and Carr Streets.

The full minutes of the AGM are included at **Attachment 1**.

DETAILS:

Administrations' response to each of the above-mentioned motions from the AGM are set out below:

Motion 1: That the City develop a long term program to provide underground power throughout the City and that program be informed by the approach adopted by the City of Subiaco.

Not supported.

The City strongly supports the amenity and improvement to urban greening provided by underground power, but is not in a financial position to be able to fund an underground power proposal at this time.

Motion 2: That the City review Policy 2.28 – Laneways and Rights of Way, based on experience gained in the last year concerning the naming of laneways. The review should address the criteria used for identifying suitable names; how 'community support' is actually measured; how the policy can be made more equitable; and returning final decision making to the Council when it is proposed to name a laneway after an individual.

Supported in part.

The Road Naming section of the City's Policy 2.2.8 - 'Laneways and Rights of Way' was last reviewed in 2019. As an outcome of the review the policy was amended to refer to and align with Landgate's "Policies and Standards for Geographical Naming in WA". Council endorsed the administrative amendments at its 5 March 2019 Meeting (Item 9.11). Since adoption, the City has named four roads. This has included consultation with over 570 residents. One resident expressed concern for the process. The City will schedule a review of the naming process in 2022 to consider the following:

- *Criteria for identifying suitable names;*
- *Measuring "community support" for names; and*
- *Delegation to approve a commemorative name.*

Scheduling the review in late 2022 will ensure the City has enough data and community feedback to inform a comprehensive review of road naming.

Motion 3: That in order to ensure that community submissions are given the due respect they deserve, we request that where the community provides submissions on non-planning issues, those complete submissions are attached to any report going to Council with only the redaction of inappropriate or defamatory language, or text which may identify a person who does not wish to be identified; and that the Administration's response is included for every point made.

Not supported.

Reports to Council contain a summary of submissions indicating the overall level of support from respondents and key issues to be considered. This enables Council to receive a balanced view on the overall support from the community for an issue/s. All members of the public are also invited to attend Council briefings and meetings to raise any further issues.

Motion 4: That the agenda for all Council workshops be published on the City's website and that the workshops be open to the public, subject to the normal provisions regarding confidentiality for personal reasons or to protect the City's commercial interests.

Not supported.

Administration will review Policy 4.2.3 – 'Council Briefings, Meetings and Forums – Format, Procedure and Maximum Duration', to clarify that Council Workshops are not decision making forums and that the purpose of Council Workshops is for Elected Members to be engaged and ask questions on strategies, plans and policies that are in the early planning stages. No decisions or indication of voting intentions are disclosed at Council Workshops.

Motion 5: That the internal section of Cleaver Precinct is designated as a Character Retention Area.

Supported.

The City received a nomination from landowners in Strathcona, Florence, Hammond and Ivy Streets and Prospect Place to consider including these streets as Character Retention Areas in early 2020. All of these streets are within the Cleaver Precinct area and were identified by the City as areas with a high level of original character worth protecting. Administration will consider progressing this nomination as part of the ongoing Character Retention Area program in the 2020/21 financial year, following completion of the Mount Hawthorn character retention demonstration project, which was endorsed by Council for community consultation at the 11 February 2020 Council Meeting.

Motion 6: That speeding drivers are limited in Colvin Lane through the following mechanisms:
(1) Raise the height of the two humps already in Colvin Lane
7. (2) Put a third hump aligned with the eastern end of No. 87 Carr Street's garage. The garage of No. 85 is not used.
8. (3) Put in place a large 8KM sign post beside the fence at corner of Colvin Lane and Strathcona Street (on the right hand side) so is clearly visible to Drivers entering Colvin Lane from Strathcona Street and for cars and other vehicles (which includes large rubbish bin trucks and large tow away trucks) a much larger 8KM sign facing the lane for those going down the lane into Strathcona Street.
Additionally, a large sign is needed to remind all vehicles that they have three other entry and exit points from which to access and depart WestOne, namely two entry points in Newcastle Street and one off Charles Street into Prospect Place into West One, as well as a second laneway off Strathcona Street.

Not supported.

The City has, over the years, introduced a number of measures at the request of the resident whom addressed the meeting to ensure that the traffic using Colvin Lane travels at an appropriate speed. These include speed humps and associated '8kph speed hump signs', plus '8khp speed limit' markings painted on the road surface at two locations. In addition the residents have erected their own signs including 'cyclists beware cars entering' and 'slow narrow road' at the entrance to Colvin Lane from Strathcona Street. Further, Colvin Lane, by virtue of its narrow width is a 'low speed environment' and therefore it is considered that additional 'larger' signage is unlikely to lead to any perceivable change in speed. In regards to WestOne (a division of the Education Department) their deliveries are predominately via Prospect Place (access to and from Charles Street). The City will continue to maintain the existing measures.

Motion 7: That the City cancel its proposed project to upgrade the bike lane on Florence and Carr Streets.

Not supported.

Administration will present a report to the Ordinary Meeting of Council on 17 March 2020 which will include the results of the public consultation and parking surveys.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

The AGM of the City of Vincent was held in accordance with section 5.27 of the *Local Government Act 1995* (the Act). Section 5.33(1) of the Act requires that all decisions made at an Electors' Meeting are to be considered at the next practicable Ordinary Meeting of Council, which is the 17 March 2020 meeting.

Council must consider the motions from the AGM but is not obliged to make a decision on all or any of those Motions. If Council chooses to make a decision in response to an AGM Motion then reasons for that decision need to be recorded in the Minutes of the Council Meeting.

RISK MANAGEMENT IMPLICATIONS:

Low It is low risk for Council to consider decisions made at the AGM in accordance with section 5.33 of the *Local Government Act 1995*.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community

Our community is satisfied with the service we provide

Our community is aware of what we are doing and how we are meeting our goals

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

CITY OF VINCENT

MINUTES

Annual General Meeting of Electors

28 January 2020

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MINUTES OF CITY OF VINCENT
ANNUAL GENERAL MEETING OF ELECTORS
HELD AT THE ADMINISTRATION AND CIVIC CENTRE
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 28 JANUARY 2020 AT 6PM

PRESENT:	**Cr Emma Cole**	**Presiding Member**
(AS ELECTORS)	**Cr Susan Gontaszewski**	**South Ward**
	Cr Alex Castle	**North Ward**
	Cr Joanne Fotakis	**North Ward**
	Cr Jonathan Hallett	**South Ward**
	Cr Dan Loden	**North Ward**
	Cr Sally Smith	**North Ward**
	Cr Joshua Topelberg	**South Ward**
	Cr Ashley Wallace	**South Ward**

IN ATTENDANCE:

David MacLennan	**Chief Executive Officer**
Andrew Murphy	**Executive Director Infrastructure & Environment**
Jordan Koroveshi	**A/Manager Policy and Place**
Dale Morrissy	**A/Manager Community & Business Services**
Meluka Bancroft	**Executive Manager Corporate Strategy & Governance**
Sandra Watson	**Manager Customer Service & Library**
Debra Costarella	**Council Liaison Officer**
Lucy Booth	**Member of the public**
Derek Daly	**Member of the public**

Media: Nil

Electors:		
	Jennifer Hopwood	**Leederville**
	Marie Slyth	**West Perth**
	Susan Winter	**West Perth**
	Douglas Maier	**Highgate**
	Walter Fryer	**West Perth**
	Vicki Sorrenson	**West Perth**
	Janie Lynds	**West Perth**
	Hayden Foord	**West Perth**
	Balazs Szito	**Leederville**
	Tiffany Lee	**West Perth**
	Peter Le	**Highgate**

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Mayor Emma Cole declared the meeting open at 6.01pm 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".

The Presiding Member, Mayor Emma Cole provided the following introduction to the meeting:

"Good evening everyone and welcome to our Annual General Meeting of Electors.

The purpose of this meeting is twofold – firstly, to receive the City's 2018/19 Annual Report and secondly, to provide electors with an opportunity to raise any general business or motions relating to the City of Vincent.

To speak or vote at this meeting you must be an elector of the City of Vincent. If you are not an elector then you are welcome to remain in the Chamber as an observer to the proceedings.

Every elector present has one vote on each matter to be decided at the meeting, but voting is not compulsory.

All decisions at this meeting are to be made by a simple majority, meaning more than 50% of the votes in favour of the motion. The mover and seconder for all decisions will be recorded in the minutes of meeting, with votes being recorded as simply 'Carried' or 'Lost' based on a show of hands.

The procedures for tonight's meeting have been outlined on page 4 of the agenda papers, which are available online and have also been placed around the Council Chamber.

Speakers at tonight's meeting will need to come forward to the microphone and please state their name and address and address the meeting through me, the Presiding Member. All speakers are asked to keep their questions and comments respectful and relevant to the business of the City of Vincent.

If you wish to move a motion at tonight's meeting, then I would ask that you please submit it in writing. Motions will need to be seconded by another elector before they can be debated. A form to submit your Notice of Motion was available online and also here at the meeting tonight.

Please note that decisions made at tonight's meeting are not binding on Council. Rather, Council will consider tonight's decisions at its next practicable meeting. Depending on the number and nature of motions this evening, this will be at either the 11 February Council Meeting or the 17 March Council Meeting."

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Nil

3 PRESENTATION OF ANNUAL REPORT HIGHLIGHTS

David MacLennan, Chief Executive Officer, provided a brief outline of the 2018/19 Annual Report.

4 REPORTS

4.1 2018/19 ANNUAL REPORT (INCLUDING 2018/19 FINANCIAL REPORT)

Attachments: **1. 2018/19 Annual Report (including 2018/19 Financial Report)**

RECOMMENDATION:

That the City of Vincent's 2018/19 Annual Report be presented to the Annual General Meeting of Electors for discussion.

ELECTORS' DECISION ITEM 4.1

Moved: Cr Gontaszewski, Seconded: Cr Hallett

That the recommendation be adopted.

CARRIED

5 GENERAL BUSINESS

5.1 DUDLEY MAIER - HIGHGATE

Mr Maier submitted the following motions:

Motion 1:

Moved: Dudley Maier , Seconded: Cr Wallace

That the City develop a long term program to provide underground power throughout the City and that program be informed by the approach adopted by the City of Subiaco.

CARRIED

Motion 2:

Moved: Dudley Maier , Seconded: Cr Wallace

That the City review Policy 2.28 – Laneways and Rights of Way, based on experience gained in the last year concerning the naming of laneways. The review should address the criteria used for identifying suitable names; how 'community support' is actually measured; how the policy can be made more equitable; and returning final decision making to the Council when it is proposed to name a laneway after an individual.

CARRIED

Motion 3:

Moved: Dudley Maier , Seconded: Cr Topelberg

That in order to ensure that community submissions are given the due respect they deserve, we request that where the community provides submissions on non-planning issues, those complete submissions are attached to any report going to Council with only the redaction of inappropriate or defamatory language, or text which may identify a person who does not wish to be identified; and that the administration's response is included for every point made.

CARRIED

Motion 4:

Moved: Dudley Maier , Seconded: Marie Slyth

That the agenda for all Council workshops be published on the City's website and that the workshops be open to the public, subject to the normal provisions regarding confidentiality for person reasons or to protect the City's commercial interests.

CARRIED

5.2 MARIE SLYTH – WEST PERTH

Ms Slyth submitted the following motions:

Motion 1:

Moved: Marie Slyth , Seconded: Tiffany Lee

That the internal section of Cleaver Precinct is designated as a Character Retention Area.

CARRIED

Motion 2:

Moved: Marie Slyth , Seconded: Susan Winter

That speeding drivers are limited in Colvin Lane through the following mechanisms:

(1) Raise the height of the two humps already in Colvin Lane
(2) Put a third hump aligned with the eastern end of No. 87 Carr Street's garage. The garage of No. 85 is not used.
(3) Put in place a large 8KM sign post beside the fence at corner of Colvin Lane and Strathcona Street (on the right hand side) so is clearly visible to Drivers entering Colvin Lane from Strathcona Street and for cars and other vehicles (which includes Large rubbish bin trucks and large tow away trucks) a much larger 8KM sign facing the lane for those going down the lane into Strathcona Street.
Additionally, a large sign is needed to remind all vehicles that they have three other entry and exit points from which to access and depart WestOne, namely two entry points in Newcastle Street and one off Charles Street into Prospect Place into West One, as well as a second laneway off Strathcona Street.

CARRIED

5.3 WALTER FRYER – WEST PERTH

Mr Fryer submitted the following motion:

Moved: Walter Fryer , Seconded: Jane Lynds

That the City cancel its proposed project to upgrade the bike lane on Florence and Carr Streets.

CARRIED

In accordance with section 5.33 of the *Local Government Act 1995*, these motions will be considered by Council at the next practical Ordinary Meeting of Council, which will be either the 11 February 2020 Council Meeting or the 17 March 2020 Council Meeting.

5.4 BALAZS SZTIO - LEEDERVILLE

Mr Szito raised the following questions in respect to the Shakespeare Street bicycle boulevard, and submitted a copy of the questions in writing:

1. **In respect to the safety of the design of the Shakespeare Street bicycle boulevard, notes that traffic management forces cars into different lanes, but sometimes these points where the cars move across the road can not be seen, which means some cars drive across the kerbs or into the plantings. Perhaps plantings can be increased to clearly indicate to drivers that there is an obstacle, or reflective markers on the kerbs can be installed,**
2. **Requests access to the road safety audit report, and requests that the Active Transport Officer reviews this report;**
3. **Requests that a post completion assessment is undertaken, to determine if bicycle numbers have changed (states that numbers appear to have decreased, perhaps due to the Oxford Street bicycle lane).**
4. **Notes that after all the civil works were completed the canopy of trees were severely pruned in a vertical fashion above the kerb line. What was the reasoning behind this?**

The Presiding Member Mayor Emma Cole thanked Mr Szito for his comments and confirmed that Administration would provide responses directly and would meet with Mr Szito if required.

6 CLOSURE

There being no further business, the Presiding Member, Mayor Emma Cole, declared the meeting closed at 7.18pm with the following persons present:

PRESENT:	**Cr Emma Cole**	**Presiding Member**
(AS ELECTORS)	**Cr Susan Gontaszewski**	**South Ward**
	Cr Alex Castle	**North Ward**
	Cr Joanne Fotakis	**North Ward**
	Cr Jonathan Hallett	**South Ward**
	Cr Dan Loden	**North Ward**
	Cr Sally Smith	**North Ward**
	Cr Joshua Topelberg	**South Ward**
	Cr Ashley Wallace	**South Ward**

IN ATTENDANCE:

David MacLennan	**Chief Executive Officer**
Andrew Murphy	**Executive Director Infrastructure & Environment**
Jordan Koroveshi	**A/Manager Policy and Place**
Dale Morrissy	**A/Manager Community & Business Services**
Meluka Bancroft	**Executive Manager Corporate Strategy & Governance**
Sandra Watson	**Manager Customer Service & Library**
Debra Costarella	**Council Liaison Officer**
Lucy Booth	**Member of the public**
Derek Daly	**Member of the public**

Media: Nil

Electors:	**Jennifer Hopwood**	**Leederville**
	Marie Slyth	**West Perth**
	Susan Winter	**West Perth**
	Douglas Maier	**Highgate**
	Walter Fryer	**West Perth**
	Vicki Sorrenson	**West Perth**
	Janie Lynds	**West Perth**
	Hayden Foord	**West Perth**
	Balazs Szito	**Leederville**
	Tiffany Lee	**West Perth**
	Peter Le	**Highgate**

These Minutes were confirmed by the Council as a true and accurate record of the Annual General Meeting of Electors held on 28 January 2020.

Signed: ..... Mayor Emma Cole

Dated this ..... day of 2020

12.3 LICENCE OF ROAD RESERVE ADJACENT TO LOT 47 (NO. 29), SCARBOROUGH BEACH ROAD, NORTH PERTH - CHINTA CAFE

Attachments:

1. **Aerial plan of proposed licence area**
2. **Delegated Approval Notice - 29 Scarborough Beach Road, North Perth - Confidential**
3. **Approved Plans - 29 Scarborough Beach Road, North Perth - Confidential**

RECOMMENDATION:

That Council:

1. APPROVES the City granting a licence to Chinta Designs Pty Ltd trading as Chinta Designs (Chinta), tenants of Lot 47 (No. 29) Scarborough Beach Road, North Perth, for part of the adjacent road reserve (Licence Area), as shown in Attachment 1, on the following key terms:

1.1	**Term:**	**2 years with a 2 year option term;**
1.2	**Licence area:**	**30m^2 of road reserve (verge area);**
1.3	**Licence fee:**	**Nil;**
1.4	**Permitted use:**	**Casual outdoor dining;**
1.5	**Non-exclusive use:**	**Chinta granted non-exclusive use of the Licence Area;**
1.6	**Insurance:**	**Chinta to effect and maintain public liability insurance to minimum value of $20,000,000 (per claim);**
1.7	**Indemnity:**	**Chinta to indemnify the City and the Minister for Lands against loss or damage to property or persons occuring as a result of the Chinta's fixtures and use of the Licence Area;**
1.8	**Maintenance:**	**Maintenance and repair of the Licence Area and fixtures at the Chinta's cost;**
1.9	**Outdoor Eating Area Permit:**	**Chinta to maintain a valid Outdoor Eating Area Permit for the Licence Area;**
1.10	**Assignment:**	**Chinta must assign the licence to new owner on transfer/sale of business or land;**
1.11	**Removal and make good:**	**The fixtures must be removed and the Licence Area made good by Chinta to the satisfaction of the City on request of the City, Minister for Lands, utility service provider or a public authority or on the termination of the Licence; and**
1.12	**Compensation:**	**No compensation will be payable to Chinta if the City, Minister for Lands, utility service provider or a public authority make a request in accordance with recommendation 1.11 above;**

2. Subject to final 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 licence in recommendation 1. above.

PURPOSE OF REPORT:

To grant a licence to the owners of Chinta Designs Pty Ltd trading as Chinta Designs (Chinta), the tenants of Lot 47 (No. 29) Scarborough Beach Road, North Perth, for a 30m^2 portion of the adjacent road reserve (Licence Area), as shown at **Attachment 1**, to allow the owners to install fixed umbrellas (Umbrellas).

BACKGROUND:

Chinta is the operator of Chinta Café. Chinta requested the installation of two large fixed umbrellas within their existing alfresco dining area on the Scarborough Beach Road verge in February 2019.

The City approved the development application for the Umbrellas under delegated authority on 12 February 2020 as at **Confidential Attachment 2** (determination) and **Confidential Attachment 3** (plans).

DETAILS:

Although the City has provided development approval, Chinta currently has no right to install the Umbrellas as they have no ownership rights over the road reserve. The City has care, control and management of the Road Reserve pursuant to section 55(2) of the *Land Administration Act 1997* (LAA). It is necessary for the City to approve Chinta using a portion of the road reserve to install the Umbrellas.

Advice Note 6 of the development approval provides:

'*6. Prior to the issue of a Building Permit, the owner must enter into a legal agreement with the City which governs the non-exclusive use of the portion of road reserve area, to the satisfaction of the City. All costs associated with the legal agreement are to be paid by the applicant and/or owner. The applicant and/or owner shall liaise with the City's Governance and Risk business unit regarding the terms of the legal agreement. The legal agreement will require Council approval.'*

The Licence Area is a 30m^2 part of the road reserve, located on the corner of Hardy Street and 29 Scarborough Beach Road. Entering into a licence over Crown land is classified as a Crown land transaction and will require the Minister's approval pursuant to section 18(7) of the LAA.

CONSULTATION/ADVERTISING:

In accordance with the provisions of the *Local Government Act 1995* (LGA) and the *Local Government (Functions and General) Regulations 1996* (Regulations), the licence meets the requirements of an exempt disposition (Regulation 30(2)(a)). This means that there are no further requirements for public notice.

Administration has advised Chinta's representative of the proposed licence terms.

LEGAL/POLICY:

Section 55(2) of the LAA places care, control and management of road reserves within the district of the City with the City.

Section 3.58 of the LGA sets out the process for disposing of City owned and managed property, with subclause 5 allowing for exceptions as set out in the Regulations.

Local Government (Functions and General) Regulations 1996

30. Dispositions of property excluded from Act s.3.58

(2) a disposition of land is an exempt disposition if –

(a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and –

(i) its market value is less than $5 000; and

(ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;

Policy 4.1.10 – Execution of Documents

The permit is a Category 1(A) document. Category 1(A) documents require the common seal affixed under authorisation of Council.

RISK MANAGEMENT IMPLICATIONS:

Low risk It is low risk for Council to consider a licence for part of the road reserve which addresses the risk to the City in respect to the fixed umbrellas, including indemnity, liability and maintenance.

STRATEGIC IMPLICATIONS:

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

Thriving Places

We are recognised as a City that supports local and small business.

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

SUSTAINABILITY IMPLICATIONS:

N/A

FINANCIAL/BUDGET IMPLICATIONS:

Nil.



CITY OF VINCENT

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Aerial Plan of Licence Area - Road Reserve adjacent Lot 74 on Plan 1962

14/02/2020

1:750

12.4 ADVERTISING OF DEVELOPMENT ON CITY OWNED AND MANAGED LAND POLICY

Attachments: **1. Development on City owned and managed land - draft policy**

RECOMMENDATION:

That Council:

1. **RECIEVES the draft Planning Policy – "*Development on City Owned and Managed Land Policy"*, at Attachment 1;**

2. **AUTHORISES the Chief Executive Officer to provide local public notice of the new policy in Recommendation 1. above and invite public comments for a period of at least 21 days;**

3. **NOTES that at the conclusion of the public notice period any submissions received would be presented to Council for consideration;**

4. **APPROVES BY ABSOLUTE MAJORITY in accordance with section 6.16 of the *Local Government Act 1995* amending the Schedule of Fees and Charges to include the proposed application fees as following:**

    4.1 **$100 application fee for proposals that are classified as Tier 3 in the "*Development on City Owned and Managed Land Policy"*;**

    4.2 **$200 application fee for proposals that are classified as Tier 4 in the "*Development on City Owned and Managed Land Policy"*;**

    4.3 **$300 application fee for proposals that are classified as Tier 5 in the "*Development on City Owned and Managed Land Policy"*; and**

5. **PROVIDES local public notice of the proposed fees to be included in the City's Schedule of Fees and Charges, as set out in Recommendation 4. above , pursuant to section 6.19 of the *Local Government Act 1995*.**

PURPOSE OF REPORT:

To consider providing public notice of a policy to guide decision making, design requirements and licence terms for development on City owned or managed land (which includes verges, footpaths, parks and other public open spaces).

BACKGROUND:

The City receives a number of requests from private businesses and landowners to install a structure on the adjacent verge, footpath or park area. This land is either owned or managed by the City and includes freehold land, road reserves and Crown reserves. Proposed developments range from large canopy structures that increase food service areas, public fixed furniture that can be used by customers of adjacent cafés, to private drainage infrastructure. In most instances these requests are an opportunity for increased activation of public spaces and public benefit. Private developments within the road reserve can also function as a passive traffic calming measure.

To ensure consistent and timely assessment, Administration has prepared the policy at **Attachment 1** that sets out:

- the types of developments the City supports;
- design requirements for the different types of developments; and
- licence requirements for the different types of developments.

The policy governs permanent structures (ranging from decking to canopy structures) as well as public works and temporary community signage.

DETAILS:

The key principles of the draft policy are as follows:

- enable third parties (Applicants) to install structures / developments within City land, provided Engineering and/or Planning requirements are met and the development aligns with any place plans or strategies relevant to the area;

- exempt some structures / developments from requiring a Development Application to ensure timely processing by the City. These developments include free standing benches and planter boxes in the verge / footpath area and community signage for local community events with free admission.

- manage the City's risks associated with allowing private infrastructure within City land by requiring the Applicant to enter into a licence with the City, which will govern (among other things) the applicant's obligations in regard to:

  (a) maintenance and removal of the structure / development;
  (b) public liability insurance requirements; and
  (c) indemnifying the City and Minister for Lands (in the case of road reserves and Crown reserves) against loss or damage relating to the Applicant's fixtures or use of the City's land;

- recognise that the assessment of these requests requires the City's time and therefore an application fee should be included in the City's Schedule of Fees and Charges, which varies depending on the nature/scale and public benefit of the structure / development;

- recognise that the private use of City land may provide a commercial benefit to the applicant and in these instances a licence fee should be payable (charged per square metre and paid annually);

The policy classifies development on City land into five tiers. Depending on the nature of the development an application fee would be payable, development application required and a licence required. Requirements for each tier are shown in the below table:

TIER	DEVELOPMENT DESCRIPTION	FEE	DA	LICENCE & FEE
1	**Temporary signs** advertising a local community event that has free admission *Examples: carols by candlelight banners and hawker's market signage located in a park or similar public space.*	Nil	No	No licence
2	**Public infrastructure** proposed by a local or public authority or government department *Examples: street lighting, bus shelters, traffic signals*	Nil	No	No licence
3	**Developments within the road reserve that do <u>not</u> enclose space** and provide public benefit by activating the street/Town Centre *Examples: fixed street furniture which the public can walk around - free standing fixed bench, fixed seating, fixed umbrellas or large fixed planter boxes within the verge / footpath area*	$100	No	Yes Nil licence fee
4	**Developments that <u>do</u> enclose space** and provide public benefit in terms of activating street/Town Centre OR any permanent development within a park/public open space that is open to public *Examples: structures the public can walk into - canopy structure, enclosed verandah or deck within verge / footpath / park*	$200	Yes	Yes $30/m^2 pa
5	**Private development**/infrastructure that solely benefits the applicant *Examples: drainage infrastructure or storage container for adjacent private development, that is essential for applicant. Generally private infrastructure is not supported on City land*	$300	Yes	Yes Fee at Council's discretion

In respect to licence fees, it is proposed that an annual licence fee be payable for Tier 4 and Tier 5 developments. The proposed fee for Tier 4 developments is $30/m^2$ per annum. This fee is based on the additional commercial value the applicant (business owner/landowner) would derive from the structure (additional food service area). There is no intention for the licence fees to be applied retrospectively.

The licence fee for Tier 5 developments would be at the discretion of Council and would depend on the nature of the infrastructure, impact on the City's land and the proposed term of use.

CONSULTATION/ADVERTISING:

The policy is to be adopted under the *Planning and Development Act 2005* (PDA). For a policy to be adopted under the PDA the City would follow the procedure provided in Schedule 2, clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Planning Regs) which requires:

- the policy to be published in a local newspaper (Schedule 2 cl.4(1)(a) of the Planning Regs);
- carrying out any other consultation the City considers appropriate (Schedule 2 cl.4(1)(c) of the Planning Regs);
- allowing a submission period of 21 days (Schedule 2 cl.4(2) of the Planning Regs);
- the policy reviewed in light of any submissions made and resolving to cancel, modify or not modify the policy (Schedule 2 cl.4(3) of the Planning Regs); and
- if proceeding, publish notice of the policy in a local newspaper (Schedule 2 cl.4(4) of the Planning Regs).

In addition to the above requirements, in accordance with Policy 4.1.5 – Community Consultation Administration will:

- prepare and distribute letters to local businesses and community groups (Policy 4.1.5 Appendix 2, item 10).

LEGAL/POLICY:

- Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the procedure for preparing planning policies.
- Policy 4.1.5 – Community Consultation requires local public notice for at least 21 days and a letter to be sent to local businesses and community groups.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider a new policy on development on City owned and managed land.

STRATEGIC IMPLICATIONS:

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

Thriving Places

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

Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority.

We are recognised as a City that supports local and small business.

SUSTAINABILITY IMPLICATIONS:

N/A

FINANCIAL/BUDGET IMPLICATIONS:

The Policy provides that licence fees are payable for Tier 4 and 5 developments and application fees for Tier 3, 4 and 5 developments.

Licence fees would be as follows:

Tier 4: $30/m^2 per annum
Tier 5: set by Council

Application fees would be included in the Schedule of Fees and Charges as follows:

Tier 3: $100
Tier 4: $200
Tier 5: $300

Development on City owned and managed land policy

CITY OF VINCENT

Responsible directorate	*Office of the CEO*
Responsible team	*Corporate Strategy and Governance - Lands*
Responsible officer	*Manager Corporate Strategy and Governance*
Affected teams	*Lands, Planning Approvals, Engineering, Policy and Place*
Legislation / local law requirements	*Land Administration Act 1997; Local Government Act 1995; Planning and Development Act 2005*
Relevant delegations	*N/A*
Related policy procedures and documents	*Policy 4.1.10 – Execution of Documents*

PURPOSE

To enable third parties to locate temporary community signage and permanent structures on City owned and managed land, which includes verges, footpaths, parks and other public open spaces.

OBJECTIVES

To provide a consistent and efficient process for the City to assess third party (**Applicant**) proposals to install temporary community signage or permanent structures (**Developments**) on verges, footpaths, parks and other public open spaces, and to ensure that the Development provides a community benefit.

The application assessment process, application fee, design requirements, development approval (**DA**) and tenure requirements will depend on the nature of the Development. Developments are categorised into five Development Tiers.

SCOPE

The policy covers Developments on the following land (together defined as **City Land**):

- ***City freehold land***: land which the City owns beneficially and is listed as the registered proprietor on the Certificate of Title, such as a park or other public open space;
- ***road reserve***: the verge, kerb and footpath areas adjacent to roads which the City has care, control and management of under section 55(2) of the *Land Administration Act 1997* (**LAA**);
- ***Crown reserve***: parks or public recreation areas reserved by the Minister for Lands for a purpose in the public interest and vested (pursuant to a Management Order) in the City under section 46 of the LAA.

For the purpose of this policy the City is considered the "landowner" of City Land.

The policy does not cover:

- *alfresco blinds* for premises with current Outdoor Eating Permits that are consistent with the City's Policy 7.5.1 – '*Minor Nature Development*'.
- *Parklets* that are consistent with the City's Policy 2.2.13 – '*Parklets*'.

Development on City owned and managed land policy

CITY OF VINCENT

POLICY

The Policy classifies Development on City Land as follows:

TIER	DEVELOPMENT DESCRIPTION	FEE	DA	LICENCE & FEE
1	**Temporary signs** advertising a local community event that has free admission *Examples: carols by candlelight banners and hawker's market signage located in a park or similar public space.*	Nil	No	No licence
2	**Public infrastructure** proposed by a local or public authority or government department *Examples: street lighting, bus shelters, traffic signals*	Nil	No	No licence
3	**Developments within the road reserve that do not enclose space** and provide public benefit by activating the street/town centre *Examples: fixed street furniture which the public can walk around - free standing fixed bench, fixed seating, fixed umbrellas or large fixed planter boxes within the verge/footpath area*	$100	No	Yes Nil licence fee
4	**Developments that do enclose space** and provide public benefit in terms of activating street/town centre OR **any permanent development within a park/public open space** that is open to public *Examples: structures the public can walk into - canopy structure, enclosed verandah or deck within verge/footpath/park*	$200	Yes	Yes $30/m² pa
5	**Private development**/infrastructure that solely benefits the applicant *Examples: drainage infrastructure or storage container for adjacent private development, that is essential for applicant.* *Generally private infrastructure is not supported on City Land*	$300	Yes	Yes fee at Council's discretion



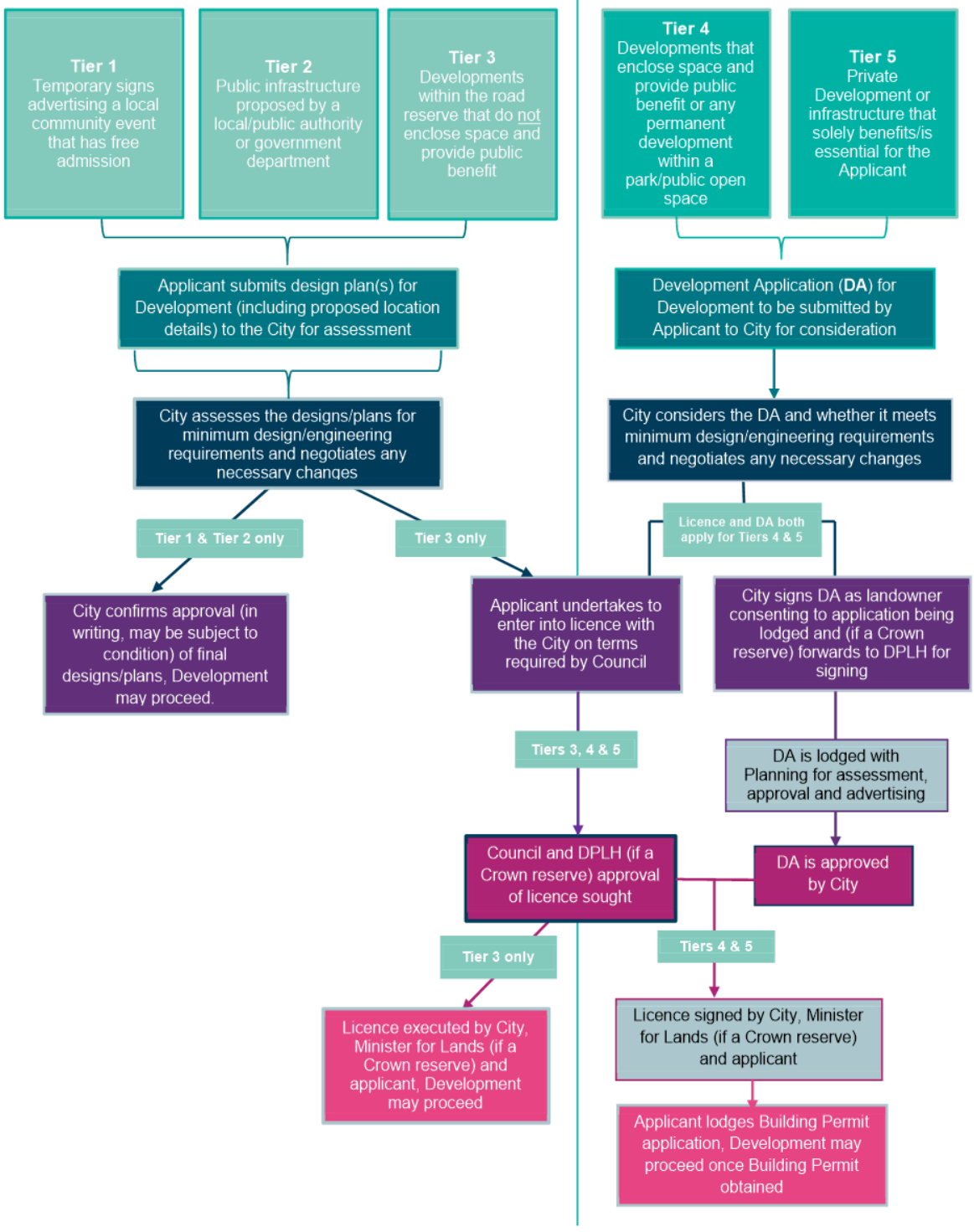
Top Left and Right - Tier 3: benches in Mt Lawley and West Perth

Bottom Left and Right - Tier 4: Enclosed alfresco structures at Oxford Hotel, Leederville and Spritz Café, Mount Hawthorn

Development on City owned and managed land policy

CITY OF VINCENT

Application assessment process



Development on City owned and managed land policy

CITY OF VINCENT

1) Tier 1 – Temporary signs (community signs)

(a) A licence or a DA is not required, provided the proposed temporary sign –

1	is proposed to be installed for a period not exceeding 30 days and is for a local community event with free admission;
2	is located 20m away from a signalised intersection and impedes no sight lines for pedestrians or vehicles;
3	is proposed to be installed for a period not exceeding 30 days and is for a local community event;
4	does not exceed 1.5m in height and does not exceed an area of 1m^2 on any side;
5	relates only to the event and contains no third party advertising, logos or acknowledgement with the exception of the City's logo applied with written permission by the City;
6	is placed so as not to obstruct or impede use of any pedestrian path;
7	is not attached in any way to a tree;
8	is not attached to any existing street furniture;
9	complies with the City Local Government Property Local Law – signage provisions.

(b) Any sign that does not comply with the provisions above and does not have approval from the City will be removed by the City immediately.

Tier 1: community sign in Mount Hawthorn



2) Tier 2 – Public Infrastructure

(a) Proposals for public infrastructure do not require a licence or a DA, unless stated in any other written law or policy.

(b) Examples of Tier 2 Developments include street lighting, traffic signals and bus shelters.

(c) Tier 2 Developments do **not** include the installation of a telecommunications tower or third party advertisements – these types of Developments will be assessed under Tier 5.

Development on City owned and managed land policy

CITY OF VINCENT

3) Tier 3 – Developments within the road reserve (verge/footpath) that do not enclose space



Tier 1: fixed bench in West Perth

(a) A landowner assessment fee of $100 per application (set out in the City's Schedule of Fees and Charges, as amended from time to time) and a plan detailing the proposed Development is required to be submitted to the City for assessment. A DA is not required.

(b) The proposed Development must be within the road reserve within the areas identified as town centre or activity corridor. Developments outside of these areas may be considered at the City's discretion and will be supported if the proposal aligns with the street scape and will provide a public benefit.

(c) To notify a purchaser of the business premises/Applicant's land of the existence of the licence, the City may require a section 70A (*Transfer of Land Act 1893*) Notification (**Notification**) to be registered against the business premises/Applicant's land. The City's cost of preparing the licence, Notification (if required) and registration of the Notification is to be paid by the Applicant. The Development will also be subject to the following design and licence requirements –

	DESIGN REQUIREMENTS	LICENCE REQUIREMENTS/TERMS
1	minimum 1.5m to 2m clear pedestrian zone (1.5m at City's sole discretion) aligned to the front boundary of the business, unless justified to abut the kerb buffer;	no licence fee;
2	does not privatise the site, is open and inviting to enjoyment by the general public with or without association of the Applicant's business;	term of up to 2 years with 2 year option;
3	inclusion of any existing street trees/plantings as a feature;	hold public liability insurance to a minimum value of $20,000,000 (per claim);
4	be located wholly within the frontage zone of the Applicant's business or land;	indemnify City and the Minister for Lands (if Crown land or Crown road reserve);
5	for any structures extending greater than 4m adjacent to the carriageway a break must be provided to allow pedestrian access to the kerb;	maintain and repair the Development at the Applicant's cost;
6	does not obstruct sight lines for pedestrians or vehicles using the carriageway;	assign the licence to new business/land owner on sale/transfer of business/land;
7	satisfies the City's concerns regarding traffic, utilities and carriageways; and	remove the Development and make good to the satisfaction of the City at the request of the City, public utility provider or the Minister for Lands (if Crown land or Crown road reserve) or on termination of the licence; and
8	lower edge of any above head canopy, umbrella, arbour, shade sail or other similar shelter be no lower than 2.4m from ground level measured from the surface of the adjacent carriageway.	no compensation is payable for disruption or damage when the City, a public utility provider or the Minister makes a request under subclause (7) above.

Development on City owned and managed land policy

CITY OF VINCENT

4) Tier 4 – Developments that do enclose space/permanent development in parks

(a) A landowner assessment fee of $200 per application (as set out in the City's Schedule of Fees and Charges as amended from time to time) and a DA with applicable fee must be submitted to the City.

(b) If the proposed Development is for a road reserve, it must be on a road reserve within the areas identified as town centre or activity corridor. If the proposed Development is outside a town centre or activity corridor, it will be supported if the proposal aligns with the street scape and will provide a public benefit or is within a park/public open space/community space.

(c) Local public notice (in accordance with section 3.58 of the *Local Government Act 1995*) of the proposed Development will be required if the market value of the licence area is determined to be $5,000 or more per annum.

(d) In order to protect the City's interests under the licence, the City may require a caveat to be registered against the Applicant's land/business premises. The City's cost of preparing the licence, caveat (if required) and registration of the caveat will be paid by the Applicant. The Development will also be subject to the following design and licence requirements -

	DESIGN REQUIREMENTS	LICENCE REQUIREMENT/TERMS
1	minimum 1.5m to 2m clear pedestrian zone (1.5m at City's sole discretion) aligned to the front boundary of the business, unless justified to abut the kerb buffer;	licence fee based on area (proposed at $30m^2$ per annum);
2	inclusion of any existing street trees/plantings as a feature;	term of up to 5 years with a 5 year option;
3	include equivalent of 15% of the road reserve Development area as additional planting or tree canopy;	hold public liability insurance to a minimum value of $20,000,000 (per claim);
4	be open and inviting to enjoyment by the general public with or without association of the Applicant's business;	indemnify City and the Minister for Lands (if Crown land or Crown road reserve);
5	be located wholly within the frontage zone of the Applicant's business or land;	maintain and repair the Development at the Applicant's cost;
6	for any structures extending greater than 4m adjacent to the carriageway a break must be provided to allow pedestrian access to the kerb;	assign the licence to new business/land owner on sale/transfer of business/land;
7	does not obstruct sight lines for pedestrians or vehicles using the carriageway;	remove the Development and make good to the satisfaction of the City at the request of the City, public utility provider or the Minister for Lands (if Crown land or Crown road reserve) or on termination of the licence;
8	satisfies the City's concerns regarding traffic, utilities and carriageways; and	no compensation is payable for disruption or damage when the City, a public utility provider or the Minister makes a request under subclause (7) above; and
9	lower edge of any above head canopy, umbrella, arbor, shade sail or other similar shelter be no lower than 2.4m from ground level measured from the surface of the adjacent carriageway.	charging provision (to allow lodgement of a caveat) and any additional terms and conditions at the City's discretion.

Development on City owned and managed land policy

CITY OF VINCENT

5) Tier 5 – Private Infrastructure/development

(a) Any proposal to install private infrastructure for the exclusive benefit of the adjacent private land is generally not supported.

(b) A landowner assessment fee of $300 per application (set out in the City's Schedule of Fees and Charges, as amended from time to time) and a DA with applicable fee must be submitted to the City.

(c) The CEO will consider the proposal with reference to any relevant plans and strategies (including the Public Open Space Strategy) and the impact on the publics' use of the City Land, and may, in his absolute discretion, present the proposal to Council for consideration.

(d) Council may, at its absolute discretion, approve the Development, subject to the following licence conditions:

1	an annual licence fee to be paid to the City, which will be determined by Council based on the perceived benefit to the associated private land;
2	any provision that the City feels necessary to protect the reserve purpose (if applicable) or the public benefit;
3	any provisions the City deems necessary regarding access, maintenance, removal, monitoring or repair of the private infrastructure;
4	for a maximum term of 21 years or the life of the private infrastructure, whichever is shorter;
5	charging provision to allow the City to register a caveat against the Applicant's land to protect the City's interest under the licence and the City's cost of preparing the licence and caveat must be paid by the Applicant; and
6	the Applicant provide the City with an irrevocable, unconditional bank guarantee in an amount to be determined by Council;
7	any other conditions as deemed necessary by the City.

(e) Local public notice (in accordance with section 3.58 of the *Local Government Act 1995*) of the proposed Development will be required if the market value of the licence fee is determined to be $5,000 or more per annum.

(f) Examples of Tier 5 Developments include applications to install:

(i) a storage container for the benefit of an adjacent private development;

(ii) a telecommunications tower; or

(iii) third party advertisements,

on City Land.

Development on City owned and managed land policy

CITY OF VINCENT

SIGNING OF DEVELOPMENT APPLICATIONS AS THE LANDOWNER

DAs are required for Tier 4 and 5 Developments only.

If the site of the Development is located:

(a) on a road reserve or Crown reserve, the DA is required to be signed by the Minister for Lands as the landowner prior to lodgement with the City for planning assessment; or

(b) on City owned freehold land, the City will sign the DA as landowner.

The City will forward the DA to the Minister for Lands once the City has assessed the DA and the Applicant undertakes to enter into the licence on the terms approved by Council.

GLOSSARY

carriageway means the part of the road reserve built for the movement and parking of powered, wheeled vehicles;

clear pedestrian zone means the area left clear of any structures and Street Furniture including litter bins, signs and the like must at all times be maintained for the free passage of the public within the pedestrian path part of the road reserve;

frontage zone means the area immediately adjacent to the abutting property up to the point of the clear pedestrian zone, but cannot be placed within the kerb buffer;

kerb buffer means the 600mm minimum space maintained clear at all times between the face of the kerb and the start of either the frontage zone or the clear pedestrian zone;

pedestrian path means the part of the road reserve built for the movement and rest of pedestrians, and can include street furniture so long as a clear pedestrian zone is maintained;

street furniture means any structure, bench, seat, litter bin, bicycle rack, payphones, street kiosks, vending machines, table, free standing unit and other items that may be reasonably characterised as street furniture for the use or enjoyment of the public within the Road Reserve;

town centre means the areas identified by the same name in the City's Planning Policy 7.1.1 – Built Form; and

activity corridor means the areas identified by the same name in the City's Planning Policy 7.1.1 – Built Form.

OFFICE USE ONLY	
Initial Council adoption	DATE: <APPROVAL DATE>, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>,

12.5 ANNUAL CORPORATE BUSINESS PLAN QUARTERLY UPDATE

Attachments:

1. **Corporate Business Plan 2018/19 - 2021/22 (2019/20) Quarterly Update as at 28 February 2020**
2. **CBP 3.10 Youth Action Plan - Change Request**
3. **CBP 3.10 Youth Action Plan - Submitted Project on a Page (incorporating change request)**
4. **Top 10 Project Status Summary**

RECOMMENDATION:

That Council:

1. **RECEIVES the update on the City's Corporate Business Plan 2018/19 – 2021/22 2019/20 at Attachment 1; and**

2. **APPROVES the change to the scope of Item 3.10 – Youth Action Plan on the City's Corporate Business Plan 2018/19 – 2021/22 2019/20, as detailed at Attachments 2 and 3.**

PURPOSE OF REPORT:

To consider the update on the City's Corporate Business Plan 2018/19 – 2021/22 2019/20 at **Attachment 1**.

BACKGROUND:

Council adopted the Corporate Business Plan 2018/19 – 2021/22 (CBP) on 26 June 2018 and subsequently adopted the Strategic Community Plan 2018 – 2028 on 16 October 2018, which embedded the previously endorsed six priorities, being *Enhanced Environment*, *Accessible City*, *Connected Community*, *Thriving Places*, *Sensitive Design* and *Innovative & Accountable*.

On the 20 August 2019, Council considered a review of the CBP and adopted an update to the City of Vincent Corporate Business Plan 2018/19 – 2021/22. The updated CBP is the outcome of extensive corporate planning work. It provides a simple breakdown of the functions, KPIs, operational expenditure and deliverables for each team/service over the life of the CBP. This improves transparency around the City's expenditure, operations and services.

DETAILS:

In consultation with all relevant service areas, the status of each CBP item as at 28 February 2020 is included in the Progress Update Table at **Attachment 1.** The Top 10 Project Status Summary is at **Attachment 4**. The table is formatted consistently with the tabulated Appendix to the CBP, except for inclusion of the following two columns:

- An Overall Health column with a colour coded symbol applied to each line item, to enable the reader to identify "at a glance" the project status or health, as follows – a green symbol denotes the project has been completed or is on track; an orange symbol denotes 'caution' as the item has been delayed/extended or there is a cost/quality risk; and a red symbol would denote the project is at risk of not being completed (at this stage there are no red symbols); and
- A "Progress Update" column provides commentary on the progress of each CBP item.

Where no action was required or planned in the CBP for a particular project in 2019/20, the "Progress Update" column states "No action required in 2019/20" and a dash (-) is shown in the right-hand at a glance 'health" column.

The following change requests and completion reports have been submitted for approval by Council. No project completion reports have been received.

Change Requests	Project Timing	Proposed Change
Youth and Youth Facilities Plan (Change request and updated PoaP at **Attachments 2 and 3**)		Name change – Youth Action Plan

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Requirements relating to the review of the CBP are set out in Regulation 19DA of the *Local Government (Administration) Regulations 1996*, with the following sub-regulations relevant:

(4) A local government is to review the current corporate business plan for its district every year.
(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

RISK MANAGEMENT IMPLICATIONS:

Low: This progress update does not propose any additional initiatives or change to the City's Corporate Business Plan.

Corporate business planning helps to manage risk to the City of Vincent by ensuring that commitments align with Council's strategic direction and are sufficiently matched to the City's resourcing capability to deliver projects and services successfully.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

Our community is aware of what we are doing and how we are meeting our goals.

SUSTAINABILITY IMPLICATIONS:

Nil

FINANCIAL/BUDGET IMPLICATIONS:

The Corporate Business Plan priorities are reflected in the Annual Budget for 2019/20 and Long Term Financial Plan.

COMMENTS:

The CBP reflects a significant amount of work to be undertaken by the City over the course of four years. Based on the health tracker, 52 of the 58 projects listed in the CBP are on track. The 6 items below are either delayed/extended or there is a cost/quality risk.

- Item 2.2 - Car Parking Strategy & Integrated Transport
- Item 3.7 - Arts Development Action Plan Iconic Public Artwork Project
- Item 5.1 - Preparation of an Activity Centre Structure Plan for Leederville Town Centre
- Item 6.11 - Upgrade / replacement of the City's enterprise application and financial management system
- Item 6.14 - Development of a Business Continuity Plan
- Item 6.16 - Administration and Civic Centre upgrade / renewals

CITY OF VINCENT CORPORATE BUSINESS PLAN 2018/19 - 2021/22 - 2019/20 UPDATE

Title of works	Description of works	Source / Mandate	Responsible Area	Operating / Capital	Cost (Year 1)	18/19	19/20	20/21	21/22	COMMENTS Council Update (OMC 17 March 2020) As at 28 February 2020	Overall Health	% Complete	Project Timing
1. Enhanced Environment													
1.1 Sustainable Environment Strategy	Review and implement the Sustainable Environment Strategy in liaison with Council's Environmental Advisory Group.	Former CBP Item 8.2	CEO's Office	O	Additional Cost	✓	50,900	✓	✓	Yearly program of sustainability education events is underway - next event is the Sustainability Pop-up Hub scheduled for 4 April 2020 in conjunction with the native Plant Sale. Phase 2 solar feasibility completed in January. Report for EMC February Budget currently being prepared.	✓	20%	01/06/2024
1.2 Minimise Single Use Plastics	Implement the recommendations of the single use plastics investigation completed in 2017/18 relating to advertising banners; bottled water; balloons; event waste; and disposable plastics used within the City's hired and leased facilities.	Council Resolution 22 - August 2017	CEO's Office	O	Existing Operational	✓	10,000	✓	✓	Current action in progress: procurement of a portable water fountain/bottle refill station to be used at events to reduce use of bottled water.	✓	80%	2019 - 2021
1.3 Solar Photovoltaic Panel System Installation	Installation of large-scale solar photovoltaic panels at various sites.	Capital Works Program	CEO's Office	C	Additional Cost	50%	351,000	305,000	33,000	Admin Centre works delayed due to unexpected electrical upgrades required by Western Power. Panels to be installed and connected by 16 February 2020.	✓	18/19 program 99%	17/02/2020
1.4 Water and Energy Efficiency Initiatives	Implementation of various water and energy efficiency measures across City buildings.	Capital Works Program	Infrastructure & Environment	C	Additional Cost	✓	100,000	100,000	50,000	Beatty Park Leisure Centre. Three major projects, completed and in progress, which should result in significant energy savings. Boiler replacement, solar array and Air Handling Unit renewal. Savings to be quantified at completion but potentially +$200k pa.	✓	60%	
1.5 Three Bin Food Organics Garden Organics Collection System	Delivery of a three bin FOGO collection service to approximately 16,500 households.	Council resolution 5 March 2019	Infrastructure & Environment	O/C	Additional Cost		80,000	1,253,566		New project - Business Case approved at OMC 5/3/19. $500,000 transferred to Strategic Waste Reserve in 2019/20. Community Waste Scorecard to evaluate community priorities and to measure Council's performance against key indicators in the Strategic Community Plan completed September 2019, results were presented Council workshop. 3 More MUD's on boarded to the MUD's FOGO Trial (Refer CBP Top 10 Key Projects No. 3 for further details)	✓	15%	
2. Accessible City													
2.1 Prepare an urban design concept for View Street Car Park and surrounds.	Prepare an urban design concept and business case for improvements to the View Street Car Park and adjoining View Street road reserve, in order to enhance the amenity and attractiveness of the area and pedestrian connectivity between View Street and Angove Street. As reported to Council in July 2017.	Former CBP Item 8.5	Strategy & Development	O	Additional Cost			90,000		Moved from 2019/20 to 2020/21.	-	-	-
2.2 Car Parking Strategy & Integrated Transport Plan	Review the City's Car Parking Strategy and prepare an Integrated Transport Plan	Former CBP Item 7.1	Strategy & Development	O	Additional Cost	C/F	100,000			Preliminary visioning and data collection undertaken. Currently drafting the Integrated Transport Plan for Council to consider formal consultation of the draft in 2020.	!	50%	2018/19 - 2019/20
2.3 Implement 40km/h Speed Zone Trial	Undertake community consultation to determine the level of community support for implementing a 40km/h speed zone trial in the south of Vincent. Subject to community support and Council approval implement the trial in 2018/19.	Former CBP Item 7.5	Infrastructure & Environment	C	Additional Cost	C/F	35,000			Trial proceeding and two sets of data have been collected.	✓	40%	2019 – 2021
2.4 Prepare a Right of Way Hierarchy Study/Strategy	Prepare a Right of Way Hierarchy Study/Strategy in response to 2017/18 Community Budget Submission 8.7.	2017/18 Community Budget Submission 8.7	Strategy & Development	O	Additional Cost			150,000		No action required.	-	-	-
2.5 New Signalised Pedestrian Crossings Program	Install new signalised pedestrian crossings.	Former CBP Item 7.6 and Capital Works Program	Infrastructure & Environment	C	Additional Cost *Grant Funding*	✓	200,000	250,000	250,000	$200,000 for Charles St has been provided to MRWA to initiate project. Lord Street - grant availability to be confirmed for 2020/21. Program extended to 21/22 - subject to grant application.	✓	100%	
2.6 Bicycle Network	Design and implementation of the Bicycle Network Plan - includes pathways and bike lanes.	Former CBP Item 7.13 and Capital Works Program	Infrastructure & Environment	C	Additional Cost *Grant Funding*	C/F	758,000	620,000	570,000	Community consultation for Florence/Carr St has been completed and a Council report is being prepared for 17 March 2020.	✓	10%	
2.7 Road Maintenance Programs	Road maintenance and upgrade, including State Blackspot, Local Roads, Metropolitan Regional Roads and Roads to Recovery programs.	Capital Works Program	Infrastructure & Environment	C	Additional Cost *Grant Funding*	✓	1,934,092	1,900,000	1,920,000	All road maintenance programs on track to be delivered.	✓	90%	

CITY OF VINCENT CORPORATE BUSINESS PLAN 2018/19 - 2021/22 - 2019/20 UPDATE

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2.8 Traffic Management Improvements	Various traffic management improvements	Capital Works Program	Infrastructure & Environment	C	Additional Cost	✓	252,000	238,000	241,000	Ongoing program on track.		75%	
2.9 Car Parking Upgrade/Renewal Program	Various carpark improvements	Capital Works Program	Infrastructure & Environment	C	Additional Cost	✓	240,000	530,000	300,000	Brisbane Street car park was completed in January 2020.		100%	
2.10 Charging point at Banks Reserve	Request to have a power point installed along the Banks Reserve river foreshore for recharging electric wheelchairs and other personal mobility devices.	Community Budget Submission 3.1	Infrastructure & Environment	C	Additional Cost			10,000		GPO's to be incorporated into the new Active Zone / playground for construction this financial year. GPO's will also be installed at the new plaza space close to the dual-use pathway in FY 2020/21.		25%	2020
2.11 Parking permit technology	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.	Former CBP Item 5.7	Infrastructure & Environment	O	Existing Operational & Additional Cost		40,000	10,000		Parking permits have been introduced. Consulting with suppliers.		0%	2020/21
2.12 Review and Upgrade the City's Parking Management Systems and Infrastructure	Identify and implement contemporary systems and infrastructure to improve the City's parking management capabilities.	Former CBP Item 5.8	Infrastructure & Environment	C	Additional Cost	C/F	60,000	0	0	Parking Sensors - Works scheduled to commence March The Avenue Parking Technology - Ticketless parking being progressed for implementation in 2019/20.		30%	2019/20
3. Connected Community													
3.2 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.	Council decision - April 2017	Community & Business Services	O	Existing Operational & Additional Cost	✓	✓	✓	0	The implementation of the Reconciliation Action Plan has commenced. The plan is for a two year period. Administration is in the process of planning the strategic elements of the Aboriginal procurement and employment strategies. Terms of reference are being developed to establish an internal working group and an external Elders group that the City will engage and consult with on relevant matters. Calls for nominations for the Reconciliation Action Plan Working Group will commence by the end of February with a report being presented to Council Briefing in March 2020.		30%	2019/21
3.4 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.	Former CBP Item 3.2	Strategy & Development	O	Existing Operational		✓			Project re-scoped and commenced.		TBC	2019/20
3.5 Prepare and Implement an Arts Strategy	Prepare an Arts Strategy to guide creative communities, activities and spaces, as identified in the City's Arts Priorities endorsed by Council in May 2017.	Council decision - May 2017	Community & Business Services	O	Additional Cost	✓	172,000	100,000	100,000	Tender is now planned to be released in March 2020 with planned delivery FY20/21		30%	
3.6 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.	New Initiative	Infrastructure & Environment	O	Existing Operational	✓	✓	✓	✓	Council adopted the Safer Vincent Plan 2019-2022 on 20 August 2019.		100%	2019/20
3.7 Deliver a new, high quality and iconic public artwork	Procure and install a new public artwork within Vincent	Council decision - May 2017	Community & Business Services	C	Additional Cost		200,000			Discussions with administration and council occurring around selection of artwork.		60%	01/07/19 - 30/06/2020
3.8 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	Former CBP Item 7.3	Infrastructure & Environment	C	Additional Cost *Grant Funding*	C/F	306,510	✓	✓	Funds carried forward for Beaufort Street. The CCTV Strategy and Policy are under review, which will inform a funding model for future network improvements. Beaufort Street CCTV Network Upgrades - Downer have completed 70% of the project. Oxford Street CCTV Camera Relocation - Works completed December		70%	2019/20
3.9 Laneway Lighting Program	Installation of solar laneway lighting within priority locations in Mt Hawthorn and Mt Lawley/Highgate.	New Initiative	Infrastructure & Environment	C	Additional Cost	C/F	139,990	✓	✓	Laneway at rear of Paddington Hotel completed. Laneway Oxford St & Fairfield St and Pennant/Coronation St completed. Chelmsford Road/Grosvenor Road Laneway Lighting Project completed July 2019.		100%	2019/20

CITY OF VINCENT CORPORATE BUSINESS PLAN 2018/19 - 2021/22 - 2019/20 UPDATE													
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3.10 Youth & Youth Facilities Plan	Development of an approach to youth for the City.	New Initiative/Council Budget Submission	Community & Business Services	C	Additional Cost		50,000	✓	✓	Change report approved at EMC in November 2019 to amend scope of plan. Noting document presented to Council on Feb 25. Engagement plan has been developed and has begun. Consultation occurring until April 2020 with report being finalised for June 2020		20%	2020/21
4. Thriving Places													
4.1 Review, Prepare and Implement Woodville Reserve Master Plan	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.	Former CBP Item 1.4	Strategy & Development	O	Additional Cost		70,000	✓	✓	Currently developing RFQ for consultant to prepare Master Plan.		5%	2019/20 - 2020/21
4.2 Review, Prepare and Implement the Britannia Reserve Master Plan	Review the 2013 Britannia Reserve Master Plan and prepare a revised Plan that effectively responds to current/future community demands, maximises land use and asset sustainability, and aligns with Council's focus on more inviting green and open spaces.	Former CBP Item 1.5	Strategy & Development	O	Additional Cost			50,000	✓	Britannia Reserve Master Plan is not planned to commence until next FY 2020/21. A Floreat Athena Football Club lease report will be presented to the Nov 2019 Council meeting. Britannia NW Development Plan has commenced.		5%	2020/21
4.3 Review the Economic Development Strategy 2013- 2016.	Review and renew the City's Economic Development Strategy in liaison with Council's Business Advisory Group and in accordance with Council's endorsement of the Business Advisory Group's Key Priorities from 26 June 2018.	Former CBP Item 8.6	Strategy & Development	O	Additional Cost	✓	✓			To be circulated to Council Members before being presented to Council Meeting by June 2020.		60%	2019/20
4.4 Prepare and Implement the Leederville Oval Master Plan	Prepare a detailed Master Plan to guide the future development and management of Leederville Oval as multi-use venue within Leederville Town Centre.	Former CBP Item 1.10	Strategy & Development	O	Additional Cost *Funding Contribution*	✓	40,000	✓	✓	Master Plan currently being drafted to be presented to Council by April 2020.		70%	01/12/18 - 30/6/20
4.5 Implement Public Open Space Strategy Outcomes	Implement key outcomes upon completion of the Public Open Space Strategy, adoption by Council and finalisation of a capital funding model.	POS Strategy	Strategy & Development	C	Additional Cost	C/F	500,000	530,000	310,000	Projects were approved by Council as part of the 'Pop-up Play' Council Report. These projects are subject to future planning, with Council and the community to be consulted on any major capital works before any plans are finalised. Smaller upgrades and improvements are being implemented in line with POS Strategy / levels of service. Future pop-up play projects will be delivered through the POS Strategy implementation budget.		20%	2019/20
4.6 Implement Banks Reserve Master Plan	Implement key outcomes upon completion of the Master Plan, adoption by Council and finalisation of a capital funding model.	Banks Reserve Master Plan	Strategy & Development	C	Additional Cost	C/F	687,000	770,000	450,000	Pending discussion around Long Term Financial Plan.		75%	2019/20
4.8 Deliver North Perth Common	Implementation of former CBP Item 9.7 and report to Council on the same in July 2017.	Former CBP Item 8.4	Strategy & Development	C	Additional Cost *Grant Funding*	✓				Complete.		100%	2018/19
4.9 Parks Upgrade/Renewal Program	Routine parks upgrade/renewal works	Capital Works Program	Infrastructure & Environment	C	Additional Cost		520,000	385,000	833,000	2019/20 works program in progress and on target. 75% completed		15%	
4.10 Streetscape Improvements Program	Streetscape improvements at various locations	Capital Works Program	Infrastructure & Environment	C	Additional Cost	C/F	339,669	405,000	235,000	2019/20 works program has commenced and is on target			
4.11 Mount Hawthorn Community Centre Upgrade	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.	Former CBP Item 7.4 Asset Renewal	Infrastructure & Environment	C	Additional Cost	✓	175,000			Stage 3 (Main Hall upgrade) completed in January 2020.		90%	
4.12 North Perth Town Hall Upgrades	Installation of air-conditioning.	Capital Works Program	Infrastructure & Environment	C	Additional Cost	✓				Completed 2018/19.		100%	

CITY OF VINCENT CORPORATE BUSINESS PLAN 2018/19 - 2021/22 - 2019/20 UPDATE													
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4.13 Prepare a Robertson Park Development Plan	Prepare a detailed Development Plan to guide future use, management and development of the site.	Council Resolution 6 March 2019	Strategy & Development	O	Additional Cost		30,000			Draft Development Plan being prepared. Lease arrangements for site adopted by Council in November 2019. Following completion of the Development Plan it is intended that a Business Case would be prepared during 2020/21 and implementation of the Development Plan would occur after July 2021.	✓	10%	2019/20
4.14 Prepare a development plan for Sydney/Haynes Street, North Perth	Prepare a Development Plan for 25 and 31 Sydney Street and 15 Haynes Street, North Perth identifying the type and size of public open space suitable for the site and level of amenities required.	Council Resolution 28 May 2019	Strategy & Development	O	Additional Cost		20,000			Draft Development Plan endorsed by Council in January 2020. Advertise to commence following Attorney General approval.	✓	40%	2019/20
5. Sensitive Design													
5.1 Prepare Draft Leederville Activity Centre Plan.	State Planning Policy 4.2 - Activity Centres.	Former CBP Item 6.1	Strategy & Development	O	Additional Cost	C/F	158,565			Initial data collection complete. Preliminary consultation has been completed. Project Team now preparing the Activity Centre Plan.	!	40%	01/01/19 – 30/06/20
5.2 Investigate a Planning Framework for each of the City's Town Centres and Claisebrook.	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.	Former CBP Item 6.7	Strategy & Development	O	Additional Cost			50,000	50,000	Project scoping underway.	✓	10%	2019/20
5.3 Heritage Strategic Plan	Review and renew the City's Heritage Strategic Plan 2013-2017.	Former CBP Item 6.11	Strategy & Development	O	Additional Cost	C/F	15,000			Current Strategic Plan has been audited. Project under review to be re-scoped for 2020/21.	✓	10%	2019/20
5.4 Develop a Water Sensitive Urban Design (WSUD) Plan	Develop a Water Sensitive Urban Design Plan in response to 2017/18 Community Budget Submission 8.6.	2017/18 Community Budget Submission 8.6	Infrastructure & Environment	O	Existing Operational		✓	80,000		Sustainability team reviewing and researching options in order to develop a plan for 2020/21.	✓		
5.5 Character Retention and Precinct Planning	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.)	Council endorsement on 8 January 2018 of response to 2018 AGM questions.	Strategy & Development	O	Additional Cost		✓			Draft policy adopted for advertising. Mount Hawthorn advertising to commence February 2020.	✓	40%	2019/20
6. Innovative and Accountable													
6.1 Prepare a City of Vincent Marketing Plan	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.	Former CBP Item 3.3	Community & Business Services	O	Additional Cost		✓			Independent communication auditor RFQ being developed.	✓	10%	
6.2 Finalise and Implement Community Buildings Lease and License Framework	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.	New Initiative	Community & Business Services	O	Existing Operational		✓			The City Property Management Framework is planned to be presented to Council in March 2020, be advertised for consultation in April and receive final endorsement from Council in June 2020.	✓	20%	
6.3 Review and upgrade the City's Website, Councillor Portal and Intranet	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.	New Initiative	Community & Business Services	O	Additional Cost	✓				Complete	✓	100%	
6.4 Information Technology Upgrade/Renewal	Various IT equipment replacement and upgrades, including installation of corporate Wi-Fi system.	Capital Works Program	Information and Communications Technology	C	Additional Cost	C/F	171,547	30,000		Wi-Fi complete for Admin, Library, Depot and Beatty Park Internet link (bandwidth) upgrade in progress, to be completed 19/20 FY Telephony system upgrade complete Call flow for Beatty Park complete Network security upgrades to be complete in 19/20 FY Business continuity site enablement in 1920	✓	70%	2019-2020
6.5 Beatty Park Leisure Centre - Options Project	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.	New Initiative	CEO's Office	O	Additional Cost	C/F	193,103			Structural Assessment Report completed November 2019. Presentation of Structural Assessment Report findings to Heritage Council scheduled February 2020. Options to resolve identified issues, inclusive of heritage, structural and business model solution development, will be developed in the first quarter of 2020.	✓	35%	

CITY OF VINCENT CORPORATE BUSINESS PLAN 2018/19 - 2021/22 - 2019/20 UPDATE

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6.7 Implement electronic lodgement and assessment of development applications	Upgrade corporate systems and software to enable on-line lodgement and tracking of development applications.	Former CBP Item 5.8	Strategy & Development	O	Additional Cost	✓	✓			Phase 1 - internal processing complete. Phase 2 - Development Applications and Design Review Panel processing online lodgement commenced.		80%	2019/20
6.8 Vincent Leisure & Recreation Facilities Management Model	Determine the most effective management model for leisure/recreation facility management based upon the Beatty Park Leisure Centre Review and in preparation for the Loftus Recreation Centre Deed of Contract and Lease expiry.	Former CBP Item 4.4	Community & Business Services	O	Additional Cost		✓	50,000		RFQ to be prepared in June 2020 for appointment early 2020/21. Loftus recreation Centre lease expires 31/12/2021.		0%	2020/21
6.9 Implement Improvement Plan for Risk Management, Internal Controls and Legislative Compliance	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.	Former CBP Item 4.6	CEO's Office	O	Additional Cost		35000	✓	✓	The Risk Management Framework, including the updated Risk Policy and Risk Appetite and Tolerance Statements, will be presented to Council in March 2020. The Corporate Risk Register should be finalised by mid 2020.		75%	2019/20
6.10 Ward Review	Carry out a Ward Review as required by the Local Government Act 1996 (Schedule 2.2, Clause 6).	Legislative Requirement	CEO's Office	O	Additional Cost	✓				Complete.			
6.11 Upgrade / Replacement of the City's Enterprise Applications & Financial Management System	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.	Former CBP Item 4.8	Information and Communications Technology	C	Additional Cost	C/F	605,000	1,100,000	600,000	Project Control Group established. Multiple vendors have been reviewed (preliminary market assessment) and several council reference sites contacted. Further review being undertaken of Authority systems to identify process vs shortcoming issues.		30%	2019-2020
6.12 Strategic Community Plan Review	Carry out a desktop review in 2019/20 and a full review in 2021/22.	Legislative Requirement	Strategy & Development	O			✓		100,000	Project commenced, scope currently being prepared.		5%	2019/20
6.13 Triennial GRV Review	Implement the triennial Gross Rental Value review into the rating system. Valuations provided by Valuer General's Office.	Statutory Requirement	Community & Business Services	O			200,000	✓		Valuations will be received in 2019/20 for implementation in 2020/21.			
6.14 Business Continuity Plan	Develop and implement business continuity plans for the City including recovery of IT systems	New Initiative	CEO's Office	O	Additional Cost		52,000	✓		Consultant engaged and workshops to prepare the business impact assessments to commence shortly. Delays due to change in priority focus.		0%	1/7/2019 – 2020/21
6.15 Asset Rationalisation Plan	Develop and implement a plan for rationalisation of City building assets in accordance with Council's decision of 29 May 2018.	New Initiative	Community & Business Services	O	Additional Cost	✓	60,000	60,000	60,000	19/20 program commenced in August 19. Birdwood Square demolished.		100	
6.16 Administration and Civic Centre Upgrade/Renewals	Various upgrades/renewals to Administration and Civic Centre building.	Capital Works Program	Infrastructure & Environment	C	Additional Cost	✓	450,000	450,000	450,000	Admin Centre works well advanced and will continue for the remainder 19/20. Further Community Hub planning deferred pending outcome of the City assuming responsibility for the Loftus Community Centre in April 2020.		60%	
6.17 Digitise Aged Hardcopy Records	Digitisation of hardcopy files due to become State Archive records in 2019.	New Initiative	Information and Communications Technology	O	Additional Cost	✓	10,000	60,000	60,000	Developing costing and effort to digitise ALL hardcopy records • Admin basement • Depot records • Historical Centre • City of Perth		75%	01/07/19 to 24/12/19

CITY OF VINCENT

PROJECT MANAGEMENT FRAMEWORK
PROJECT DELIVERY: CHANGE REQUEST

Date:	02/10/2019		
Project Name:	Youth Action and Facilities Plan		
Project Manager:	Rosslind Ellis	CEO:	David MacLennan
Accountable Director:	John Corbellini	Sponsor:	
Project Code:	N/A	Current Completion Date:	30/06/2020

Change Type:

Deliverables/ Scope	Timeframe	Resourcing	Operating Budget (+/-)	Capital Budget (+/-)	Close or Put on Hold	Priority
✓	☐	✓	☐	☐	☐	☐

Change Description:

Combining Youth Action Plan & Facilities Plan and confirmation of deliverables.

The benefits/justifications of the change are:

- Focussed project approach and clear deliverables
- Reallocate operational budget from marketing to fund the delivery of a reduced scope
- Ensure that the plan can become operational with existing head count

The Impacts of the change on the project are:

- Reduce the scope to Youth Plan
- Move the facility investigation portion into the Youth Plan
- Reallocate $40,000 to Youth for delivery of the project
- Funding for consultant for demographic review reports

The risks of not changing the project are:

- Disappointment in final delivery of document
- Consultation and promotion of the project to young people won't be done
- Council won't be engaged in the finished plan
- Budget and Human Resource impacts need to be considered

Recommendation:

Simplify the plan to a five-phase approach

1) Development of Project approach and secondary literature review
2) Define demographic assessment and project needs
3) Community consultation approach and youth workshopping
4) Plan development
5) Draft plan consultation/impact review and Council endorsement

CHANGE REQUEST APPROVAL PROCESS

1. Forward the Change Request to the Director for approval and endorsement.

	Project Manager	Accountable Director	CEO	Other (as required)
Name	**Rosslind Ellis**	**John Corbellini**	**David MacLennan**	**Karen Balm**
Signature				
Date				

2. Forward the Director approved Change Request to the Project Management Office projects@vincent.wa.gov.au in the Office of the CEO who will then submit to EMC for noting and endorsement as required.

Approved by EMC	
Status (approved/declined)	
Reason/comment/advice	
Date	

CITY OF VINCENT

PROJECT ON A PAGE

Health	Time	Cost	Quality	% Complete	Start Date	Finish Date
✓	!	✗	✓	10%	02/07/19	30/07/20

Project Name:	**Youth Action Plan**	**Project Manager:**	**Greg Hire**
Priority Program:		**Executive Sponsor:**	John Corbellini
Timeframe:	12 months	Project Board/Client:	City of Vincent
Click on icon to calculate the Priority Rating and Score		Project Code:	CBP 3.10
		Priority Score	Highest Priority
		Project Score:	30
Click on icon to calculate the internal Resource		Total Number of FTE:	1
		Budget:	$80,000
Click on icon for Resource Cost example		Internal Resource Cost:	
		Total Cost: (budget and internal resource cost)	

Description:

The Youth Action Plan will be strategic documents that will provide direction to Administration as to how we can address the challenges facing our youth now and into the future. This will be developed in collaboration with young people, as well as government and non-government agencies. In addition, this document will direct the City and in particular, the Community Partnerships team on the delivery of services, workshops, activities and facilities specifically for youth for the next five years.

When developed, the Youth Action plan will demonstrate our commitment to achieving the best outcomes for our youth and will improve our connection with young people through improved communication and opportunities.

A range of engagement opportunities will be explored and made available to ensure broad input into shaping the priorities of our Youth Action Plan and its activities for the next five years.

Project Status is:

Key Risks

- Lack of engagement from youth
- Budget constraints
- Scope creep
- Managing expectations
- Meeting tight deadlines and timeframes for deliverables
- Key stakeholders agreement
- Exceeding project deadline due to competing priorities

Key Issues

- Delays to the project timeline that have already been experienced
- The background research and compilation of this plan will be time consuming on current resources

Project Plan and Forecast Expenditure

	2019/20													2020/21											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Expenditure (Planned) ('000's)																										
1. Review existing City of Vincent information, data and reports relevant to youth including the raw data from Imagine Vincent and the Strategic Community Plan																										
2. Conduct and analysis of the local population and demographics trends and projections.																										
3. Research and review City's services for young people to ensure they are accessible, effective and meet the needs of young people (Facility Audit)																										
4. Research and review similar youth action plans produced by other LGA's																										
5. Conduct consultation and engagement workshops, activities, events, online surveys and forums targeted at young people																										
6. Draft Youth Action Plan to be completed																										
7. Present draft Youth Action Plan to Council for advertising																										
8. Advertise for community consultation																										
9. Amend as required and present Youth Action Plan to Council for final adoption																										
10. Complete graphic design and publish adopted Youth Action Plan																										

KPIs/Success Measured

- The development of a draft Youth Action Plan 2020 – 2025 which is endorsed by April 2020 and released for public comment
- A final Youth Action Plan 2020 – 2025 which is endorsed by Council by June 2020
- Positive feedback from key stakeholders including local primary and secondary schools, TAFE, CYPAG
- All stakeholders have the opportunity to contribute to the Strategy
- Appropriate measuring tools are included to assess the delivery actions through later years
- Strategy aligns with other existing strategies and plans and does not conflict.
- The Strategy identifies actions and targets that are specific, measurable, achievable, results-focused and time-bound.

Benefits & Project Success Indicators

Benefits:

- *The City provides a strategic document which recognises the valuable contribution young people make to our community*
- *The elimination of ad-hoc decision making;*
- *To identify the current challenges facing the community*
- *To develop specific strategies*

Project Success is:

- *Council endorsement of a completed Youth Action Plan*
- *Raising awareness of the importance of youth within our community*
- *Informed planning to better meet the needs of youth*

Deliverables

- Development of a Youth Action Plan that aligns with the Strategic Community Plan

Delete the deliverables that are not applicable:

INNOVATIVE & ACCOUNTABLE | SENSITIVE DESIGN | THRIVING PLACES | CONNECTED COMMUNITY

Key Impacted Stakeholders

- Youth aged between 12 – 25
- Local primary schools
- Local high schools (including Mt Lawley & Churchlands Senior High Schools)
- Foyer Oxford
- YMCA HQ
- Local Government Youth Officer Network
- Vincent Youth Network
- YACWA
- Council
- CYPAG
- Marketing and Partnerships
- Government agencies
- Community groups and sporting organisations

MONTHLY REPORTING

OFFICE OF THE CEO

CORPORATE BUSINESS PLAN (CBP) 2018/19 - 2019 UPDATE

OUR MAJOR PROJECTS

1. New Community Hub
2. Sustainable Environment Strategy
3. Food Organics & Garden Organics (FOGO) Three Bins
4. Public Open Space
5. 40km Speed Trial
6. Future Beatty Park 2062 Project
7. Integrated Transport Plan
8. Banks Reserve Playground
9. Iconic Art Project
10. Leederville Activity Centre Plan

Key Project	CBP No. Appendix Ref No.	Project	Description	Project Manager	Project Timing	Project Status complete	Comment	Status rating
1	6.16	Administration and Civic Centre Upgrade Renewals – Workforce Accommodation Upgrade	Various upgrades/renewals to Administration and Civic Centre building.	James Hopper	01/10/18 – 01/05/22	30%	Admin Centre works well advanced and will continue for the remainder 19/20. Further Community Hub planning deferred pending outcome of the City assuming responsibility for the Loftus Community Centre in April 2020.	
2	1.1	**Sustainable Environment Strategy Implementation**	Review and implement the Sustainable Environment Strategy in liaison with Council's Environmental Advisory Group.	Anita Marriott	01/07/19 – 30/06/22	10%	Yearly program of sustainability education events is underway - next event is the Sustainability Pop-up Hub scheduled for 4 April 2020 in conjunction with the native Plant Sale. Phase 2 solar feasibility completed in January. Report for EMC February Budget currently being prepared.	
	1.3	Solar PV Panel System Installation – Installation of Solar Photovoltaic Panels at Various Sites	Installation of large-scale solar photovoltaic panels at various sites.	Sara Orsi/ K Bilyk	01/07/19 – 30/06/23	18/19 program 75%	Admin Centre works delayed due to unexpected electrical upgrades required by Western Power. Panels to be installed and connected by 16 February 2020.	
	1.4	Water and Energy Efficiency Initiatives	Implementation of various water and energy efficiency measures across City buildings.	Anita Marriott/ James Hopper	01/07/17 - 30/06/2029	25%	Beatty Park Leisure Centre. Three major projects, completed and in progress, which should result in significant energy savings. Boiler replacement, solar array and Air Handling Unit renewal. Savings to be quantified at completion but potentially +$200k pa.	
3	1.5	Three Bin Food Organics Garden Organics Collection System	Delivery of a three bin FOGO collection service to approximately 16,500 households.	Yvette Plimbley		15%	New project - Business Case approved at OMC 5/3/19. $500,000 transferred to Strategic Waste Reserve in 2019/20. Community Waste Scorecard to evaluate community priorities and to measure Council's performance against key indicators in the Strategic Community Plan completed September 2019, results were presented Council workshop. 3 More MUD's on boarded to the MUD's FOGO Trial (Refer CBP Top 10 Key Projects No. 3 for further details).	
4	4.5	Public Open Space Strategy Implementation Plan	Implement key outcomes upon completion of the Public Open Space Strategy, adoption by Council and finalisation of a capital funding model.	Wayne Grimes	01/07/19 to 30/06/2023	20%	Projects were approved by Council as part of the 'Pop-up Play' Council Report. These projects are subject to future planning, with Council and the community to be consulted on any major capital works before any plans are finalised. Smaller upgrades and improvements are being implemented in line with POS Strategy / levels of service. Future pop-up play projects will be delivered through the POS Strategy implementation budget.	
5	2.3	Implement 40km/h Speed Zone Trial	Undertake community consultation to determine the level of community support for implementing a 40km/h speed zone trial in the south of Vincent. Subject to community support and Council approval implement the trial in 2018/19.	Craig Wilson	2019 – 2021	30%	Trial proceeding and two sets of data have been collected.	
6	6.5	Beatty Park Leisure Centre – Options Project	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.	Georgia Lawrence	01/07/18 - 15/12/19	30%	Structural Assessment Report completed November 2019. Presentation of Structural Assessment Report findings to Heritage Council scheduled February 2020. Options to resolve identified issues, inclusive of heritage, structural and business model solution development, will be developed in the first quarter of 2020.	
7	2.2	Car Parking Strategy & Integrated Transport	Review the City's Car Parking Strategy and prepare an Integrated Transport Plan	Tim Elliott	01/11/18 – 01/01/20	40%	Preliminary visioning and data collection undertaken. Currently drafting the Integrated Transport Plan for Council to consider formal consultation of the draft in 2020.	
8	4.6	Banks Reserve 'Active Zone' Construction (Master Plan Recommendations	Implement key outcomes upon completion of the Master Plan, adoption by Council and finalisation of a capital funding model.	Philippa Baker	01/08/19 – 30/06/20	75%	Pending discussion around Long Term Financial Plan.	
9	3.7	Arts Development Action Plan Iconic Public Artwork Project	Commission a major Iconic public artwork and entry statement for Vincent	Tegan Patrucco	01/07/19 - 30/06/2020	60%	Discussions with administration and council occurring around selection of artwork.	
10	5.1	Preparation of an Activity Centre Structure Plan for Leederville Town Centre (CBP 5.1)	State Planning Policy 4.2 - Activity Centres.	Jordan Koroveshi	01/01/19 – 30/06/20	20%	Initial data collection complete. Preliminary consultation has been completed. Project Team now preparing the Activity Centre Plan.	

12.6 REIMBURSING THE EXTERNAL MEMBERS OF THE CITY'S AUDIT COMMITTEE

Attachments:
1. **Audit Committee Terms of Reference (proposed changes in mark up)**
2. **DLGSC Operational Guidelines 'Audit in Local Government'**

RECOMMENDATION:

That Council ADOPTS the revised Terms of Reference for the Audit Committee, as at Attachment 1, to allow the reimbursement of the external Audit Committee members for their expertise provided to the committee meetings.

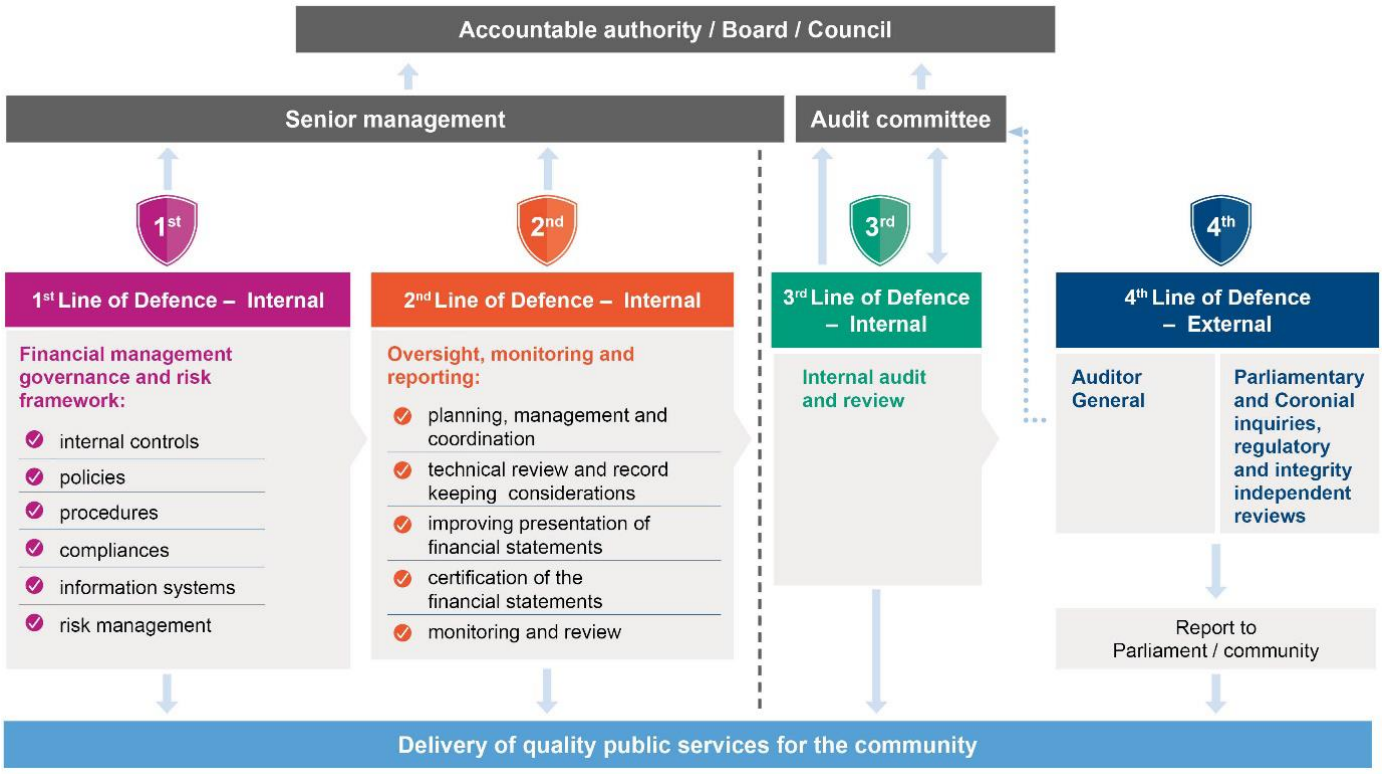
PURPOSE OF REPORT:

To allow the reimbursement of the three external members of the City's Audit Committee for their time and expertise provided at the Audit Committee meetings.

BACKGROUND:

On the 25 November 2019 the State Government announced stronger financial controls in response to the Department of Communities corruption scandal. These include requiring state government agencies to have an Audit Committee independently chaired by a person external to the agency. In line with the State Government's recommendations, the City's Audit Committee appointed an external, independent Chair at its 26 November 2019 meeting.

The City's Audit Committee plays a key role in the ongoing maintenance and improvement of the City's risk management, internal controls and legislative compliance. The WA Auditor General's Report – '*Audit Results Report – Annual 2018-19 Financial Audits of Local Government Entities*' noted that the Audit Committee functions as a local government's third line of defence, as shown in the diagram below.



The City's Audit Committee comprises of three external members, one of which is the Audit Committee Chair.

The three external members do not currently receive any reimbursement for their time associated with preparing for and attending the Audit Committee meetings.
Five Audit Committee meetings are scheduled for 2020 and the duration of each meeting is two hours.

The Audit Committee Terms of Reference provide that members are entitled to reimbursement of reasonable expenses. A reimbursement is defined by the Australian Taxation Office as "*a precise compensation, in part or full, for an expense already incurred, even if the expense has not yet been paid*."

DETAILS:

Administration notes that the external members on the City's Audit Committee are audit, risk and finance professionals and bring experience and knowledge which is necessary for the Audit Committee to function effectively and fulfil its purpose. On this basis the external members should be reimbursed for their reasonable expenses associated with preparing for and attending the meetings. A number of other local governments reimburse their external members for meeting attendance, including the Cities of Stirling, South Perth, Kwinana, Perth and Fremantle.

Based on the time involved in reading and preparing for meetings, $400 per meeting, which equates to approximately $200 per hour, is recommended for the external members, with $550 per meeting for the Chair (if the Chair is an external member). This amount is based on the loss of income the external members would incur due to the time spent preparing for and attending the meetings, and the expertise they contribute to the committee meetings.

The updated Terms of Reference are at **Attachment 1**.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

In accordance with section 5.100(1) of the *Local Government Act 1995*, external Audit Committee members cannot be paid a fee for attending any committee meeting.

The Department of Local Government, Sport and Cultural Industries' (DLGSC) Local Government Operational Guidelines '*Audit in Local Government'*, as at **Attachment 2**, includes the following on page 6:

"….it is permissible for a payment to be made as a reimbursement of expenses, commensurate with the expertise and knowledge such people bring to the committee."

Furthermore, DLGSC has advised that "*It is understood that where reference to expenses commensurate with the "expertise and knowledge" relates to the person's line of work in that if they are a self-employed professional, their consultancy rate they would normally charge for loss of earnings while they are engaged on committee business (i.e. commensurate with the value of their contribution) would be acceptable*."

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider reimbursing the external Audit Committee members for their attendance at meetings.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

Our community is aware of what we are doing and how we are meeting our goals.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

The proposed total annual reimbursement to the three external Audit Committee members would be $6,750. The reimbursement would be paid to the external members following each meeting they attend.

AUDIT COMMITTEE TERMS OF REFERENCE

CITY OF VINCENT

1. OBJECTIVES

The primary objectives of the Audit Committee (**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.

Reports from the Committee will assist Council in discharging its legislative responsibility of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The Committee is to facilitate:

- The enhancement of the credibility and objectivity of internal and external financial reporting;
- Effective management of financial and other risks and the protection of Council assets;
- Compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- The coordination of the internal audit function with the external audit; and
- The provision of an effective means of communication between the external auditor, internal auditor, the CEO and the Council.

2. POWERS

- The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.
- The committee is a formally appointed committee of the Council and is responsible to the Council.
- The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility.
- The committee does not have any management functions and cannot involve itself in management processes or procedures.

3. MEMBERSHIP

- The committee shall comprise 7 members, consisting of :
  - Up to three external independent members; and
  - Elected Members from the City of Vincent.
- External independent members will be selected based on the following criteria:
  - A demonstrated high level of expertise and knowledge in financial management, reporting, governance and audit;
  - Relevant skills and experience in providing independent expert advice; and
  - They must be a resident or property owner within the City of Vincent.

- An external independent member will be a person with no operating responsibilities with the City of Vincent, nor will that person provide paid services to the City either directly or indirectly.
- Appointments of external independent persons will be made following a public advertisement. The evaluation of potential members will be reviewed by the CEO and appointments will be approved by Council.
- Council may terminate the appointment any member prior to the expiry of his/her term, if:
    - The Chairperson considers that the member is not making a positive contribution to the committee; or
    - The member is found to be in breach of the City of Vincent Code of Conduct or a serious contravention of the *Local Government Act 1995*; or
    - A member's conduct, action or comments brings the City of Vincent into disrepute.
- The CEO or his/her nominee is to attend all meetings to provide advice and guidance to the committee, however the CEO and employees are not members of the committee
- The City shall provide secretarial and administrative support to the committee.
- Membership shall be for a period of up to 2 years terminating on the day of the Ordinary Council elections.
- Members will be eligible for reappointment.
- External members will be entitled to receive reimbursement of reasonable expenses. This includes reimbursement for preparation for and attendance at Audit Committee meetings, which is calculated as $400 per meeting for external members, and $550 per meeting for the Chair (if the Chair is an external member). This is based on the expertise and knowledge the external members provide to the committee.
- Members will be provided with appropriate training and professional development to be determined by the committee and provided that adequate funds are available in the Council budget for this purpose.

4. CHAIRPERSON

- The position of Chairperson shall be appointed by a vote of the committee following a call for nominations for the position;
- The Chairperson shall be appointed for a period of not more than 12 months, after which a new process of appointment shall occur;
- A Chairperson may be reappointed; and
- The Chairperson shall not be the Mayor.

5. MEETINGS

- The committee shall meet every two months and more regularly as required at the discretion of the Chairperson.

6. REPORTING

- Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

7. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Committee will be:

- provide guidance and assistance to Council as to the carrying out of the functions of the local government in relation to audits.
- meet with the auditor at least once in each year, prior to the auditor meeting with Council in accordance with section 7.12(A)(2) of the *Local Government Act 1995*, to ensure that:
    - the auditor is supported in carrying out his or her other duties under the *Local Government Act 1995*
    - the audit is conducted successfully and expeditiously.

- examine the reports of the auditor after receiving a report from the CEO on the matters and:
  - determine if any matters raised require action to be taken by the local government; and
  - ensure that appropriate action is taken in respect of those matters.
- review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
- monitor and advise the CEO on the scope of the internal audit plan and program and its effectiveness.
- review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO.
- review the level of resources allocated to internal audit and the scope of its authority.
- review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised.
- facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
- review the local government's draft annual financial report, focusing on:
  - accounting policies and practices;
  - changes to accounting policies and practices;
  - the process used in making significant accounting estimates;
  - significant adjustments to the financial report (if any) arising from the audit process;
  - compliance with accounting standards and other reporting requirements; and
  - significant variances from prior years.
- consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
- address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference.
- seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.
- review the annual Compliance Audit Return and report to the Council the results of that review.
- to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under *Local Government (Audit) Regulations 1996* regulation 17(1) and the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- oversee the implementation of any action arising from an audit that the City is required to take; or has stated it has taken or intends to take; or has accepted should be taken.

8. DELEGATED AUTHORITY

In accordance with section 7.1B of the *Local Government Act 1995*, the only powers and duties that can be delegated to a committee are any of the powers and duties of the local government under Part 7 of the Act; that is, those relating to audit. The Committee cannot on-delegate the powers and duties delegated to it. Council has not delegated any of its powers or duties to the Audit Committee.

Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Operational Guidelines

Number 09 – Revised September 2013

Audit in Local Government

The appointment, function and responsibilities of Audit Committees

1. Introduction

The *Local Government Act 1995* (the Act) requires that all local governments establish an audit committee. An audit committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

The purpose of this guideline is to assist local governments to establish and operate an effective audit committee. Clear and comprehensive terms of reference, setting out the committee's roles and responsibilities, are essential and a model terms of reference for an audit committee is provided with this guideline. Matters such as the governing legislation, membership, primary roles and responsibilities of the committee and ancillary functions are also addressed. Guidance is provided to the committee as it approaches its task of appointing an external auditor through provision of a minimum standard audit specification and as it forms an opinion of the local government's internal audit requirements.

2. Audit Requirements, Committees and Functions

The relevant parts of the Act and regulations that relate to audit requirements, audit committees and their functions are listed below.

Financial Management

In relation to financial management under Part 6 of the Act, a local government is to –

a) prepare and adopt an annual budget in the form and manner prescribed (section 6.2). A copy of the budget is to be sent to the Department within 30 days of adoption.
b) prepare an annual financial report and such other financial reports as prescribed. The accounts of the local government and annual financial report are to be submitted to the auditor for audit by 30 September (section 6.4).
c) have a municipal fund and a separate and distinct trust fund (section 6.6).
d) establish and maintain reserve funds for the holding of monies set aside for future use (section 6.11).

Audit Requirements for Local Governments

Part 7 of the Act and the *Local Government (Audit) Regulations 1996* (the Regulations) address the situation of audit. In relation to the duties of the local government with respect to audits –

a) the local government is to do everything in its power to –
   i. assist the auditor to conduct an audit and carry out his or her other duties under the Act; and

ii. ensure that audits are conducted successfully and expeditiously;

b) a local government is to meet with its auditor at least once in every year;

c) a local government is to examine the report of the auditor and is to –
   i. determine if any matters raised require action to be taken by the local government; and
   ii. ensure that appropriate action is taken in respect of those matters;

d) a local government is to –
   i. prepare a report on any actions taken in respect of any matters raised in the report of the auditor; and
   ii. forward a copy of that report to the Minister by the end of the next financial year, or six months after the last report prepared by the auditor is received by the local government, whichever is the latest in time.

Establishment of the Audit Committee

The Act and Regulations provide that:

In relation to the establishment of an audit committee –

a) each local government is to establish an audit committee consisting of three or more persons to exercise the powers and discharge the duties conferred on it;

b) members of the committee are to be appointed by an absolute majority decision of Council. At least three of the members, and the majority of the members, are to be elected members;

c) the Chief Executive Officer (CEO) is not to be a member of the committee and may not nominate a person to be a member or have a person to represent him or her as a member of the committee;

d) an employee is not to be a member of the committee;

e) the only powers and duties that can be delegated to a committee are any of the powers and duties of the local government under Part 7 of the Act; that is, those relating to audit. The committee cannot on-delegate the powers and duties delegated to it;

f) an audit committee with a member who is a person that is not an elected member can be delegated powers and duties referred to in (e); and

g) a decision of the committee is to be made by simple majority.

Audit Committee Functions

The Regulations state that an audit committee –

(a) is to provide guidance and assistance to the local government –
   (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act;
   (ii) as to the development of a process to be used to select and appoint a person to be an auditor;

(b) may provide guidance and assistance to the local government as to –
   (i) matters to be audited;
   (ii) the scope of audits;
   (iii) its functions under Part 6 of the Act;
   (iv) the carrying out of its functions relating to other audits and other matters related to financial management;

(c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –
   (i) report to the council the results of that review;
   (ii) give a copy of the CEO's report to the council;

(d) review the annual Compliance Audit Return and report to the council the results of that review, and
(e) consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and report to the council the results of those reviews.

3. Operation of Audit Committees

Role and Responsibilities

The role of the audit committee is to support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability.

The audit committee should critically examine the audit and management reports provided by the external auditor. The committee would then determine if matters raised in the reports require action to be taken by the local government and ensure that appropriate action is implemented.

A further role for the audit committee would be to receive and authorise the report relating to the audit prepared by the CEO that is to be sent to the Minister.

This report would outline any actions the local government has taken or intends to take in relation to the matters identified by the auditor.

While a formal internal audit function could be considered to be an operational function and therefore the responsibility of the CEO, it is desirable for an internal auditor to have a direct line of communication to the Audit Committee.

The Audit Committee needs to form an opinion of the local government's internal audit requirements and recommend a course of action that ensures that any internal audit processes adopted are appropriate, accountable and transparent. The role of the external auditor in this regard can be established at the time of appointment.

Please note that an audit committee (or any other committee) cannot be given a management task where the Act and Regulations make the CEO specifically responsible. Where the local government is assigned the function through the legislation, the audit committee may have a role unless the function has been delegated to the CEO by the Council.

The deliberations and recommendations of the committee must be independent and autonomous. Therefore, the Act prohibits the CEO being a member of the committee. However, it is essential that the CEO be given every opportunity to provide his/her expert advice to the committee as he/she does with full Council and other committees.

A model terms of reference is attached as Appendix 1 to assist local governments to define an appropriate role for its audit committee. When considering the model, local governments need to remember it is a guide and they can delete or modify any matters they believe not applicable.

It is important to note that the legislation gives the audit committee a specific role in appointing the auditor. It is to recommend to the Council who should be appointed as the auditor. Attached as Appendix 2 is a model 'Minimum Standard Audit Specification' that local governments can use when developing a process to be used to select and appoint a person to be the auditor.

Local governments can amend the document to suit their individual requirements. Any scope adopted must meet, as a minimum, the legislative requirements, as outlined in the Act and the Regulations.

The legislation specifies that a local government is required to meet with its auditor at least once in every year. The term "local government" in this context means the Council. If Council so resolved via a formal delegation, a meeting between the audit committee and the auditor would satisfy this requirement.

It is acknowledged that the requirement to meet at least once per year may incur a significant financial burden for the more remote local governments. In such circumstances the meeting can be conducted by telephone or video conference. The Council or audit committee should resolve how the meeting with the auditor will be conducted and for the record of the meeting to show that the auditor was involved and the matters discussed. It would be inappropriate for Council representatives to meet with the auditor in their offices unless they were members of the Audit Committee or a significant majority of the members are present.

The committee may need to liaise regularly with the external auditor to discuss the audit plan, results of the audit and implementation of any recommendations for action emerging from the audit. How communication and liaison between auditor and committee is to occur should be addressed in the agreement of appointment.

Advice from the auditor may address issues such as –

(i) an assessment of accounting procedures;
(ii) an assessment of internal controls;
(iii) an assessment of risk;
(iv) compliance with the Act and associated regulations;
(v) compliance with Council policies;
(vi) performance assessments on the efficiency and effectiveness of operations;
(vii) processes of the internal audit;
(viii) outcomes of the external audit prior to issue of management and audit reports; and
(ix) changes to accounting standards and legislation and the impact on the local government.

Membership

The Act requires that an audit committee is to consist of a minimum of 3 members and in that situation all must be council members. Where a committee consists of more than 3 members then a majority of those members must be council members. Local governments may decide to appoint a committee involving only elected members or they may appoint one or more persons who are external to the Council. If a Council considers it appropriate, the whole Council can be appointed to the audit committee.

If the local government wishes to appoint one or more persons other than elected members to the committee, which is recommended, it should ensure that they have the requisite knowledge and skills to provide benefit to the committee.

Operation of the Committee

Irrespective of the membership of the committee, all legislative requirements relating to committee meetings such as advertising meeting dates, notice of meeting and keeping minutes of meetings need to be complied with.

The legislation prevents a meeting fee being paid to an external person but it is permissible for a payment to be made as a reimbursement of expenses, commensurate with the expertise and knowledge such people bring to the committee. The Council will need to determine whether payment will be offered and the level of that reimbursement payment.

Members of the committee should be encouraged to attend appropriate courses to keep them up to date with legislation, accounting and other relevant issues.

Other Responsibilities

Local governments are required by legislation to complete a statutory compliance return (Compliance Audit Return or CAR) annually and have the return adopted by Council. The return is a checklist of a local government's compliance with the requirements of the Act and its Regulations, concentrating on areas of compliance considered "high risk."

The Audit Committee is to review the annual CAR and report to the Council the results of that review, prior to adoption of the return by Council. After adoption, the return is to be signed by the Mayor or President and the CEO prior to it being forwarded to the Department.

The Audit Committee is to consider the CEO's biennial reviews (see Regulation 17.) of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and report to the council the results of those reviews.

Attached as Appendix 3 is information to assist in determining what falls within the terms 'risk management,' 'internal control' and 'legislative compliance.'

The audit committee could also consider proposals from the CEO as to whether the compliance audit, and the biennial reviews of risk management, internal control and legislative compliance, are undertaken internally or an external party is contracted to undertake the task. In the case of an external party the audit committee would have responsibility to receive the review report from the CEO and make recommendations on it to full Council.

4. The External Audit

Appointment of the Auditor

The Act and Regulations provide that –

a) on the recommendation of the audit committee a local government is to from time to time appoint, by absolute majority, a person to be its auditor;
b) the local government may appoint one or more persons as its auditor;
c) the local government's auditor is to be a person who is –
   a. a registered company auditor; or
   b. an auditor approved by the Minister;
d) a person may not be appointed as a local government auditor if that person is –
   a. a councillor or employee of the local government;
   b. in debt to the local government for more than $5,000;
   c. a councillor or employee of a regional local government in which the local government is a participant;
   d. a member of an incorporated association formed by the local government; or
   e. a class of persons as prescribed in the Regulations;
e) an auditor is not to be appointed for more than five years; and
f) the appointment of a person as an auditor is to be made by agreement in writing and is to include –
   i. the objectives of the audit;
   ii. the scope of the audit;
   iii. a plan for the audit;
   iv. details of the remuneration and expenses to be paid to the auditor; and
   v. the method to be used by the local government to communicate with, and supply information to, the auditor.

The committee should undertake a proper selection and appointment process as part of appointing, or reappointing an auditor. If reappointment is being considered, the process should include the review of key issues as in i. to v. above.

It is important to realise that the Act specifies that it is a named person(s) that is appointed as auditor, not the company, or 'the partners' of the company which employs the person. Therefore, when the audit report is received it must be signed by the person(s) appointed as the auditor; it cannot be the generic signature identifying the firm.

Conduct of the Audit

The Act and Regulations provide that –

a) the auditor is required by 31 December next following the financial year to which the audit relates, to examine the accounts and annual financial report submitted for audit;
b) the auditor is to form an opinion as to whether –
   i. the accounts are properly kept; and
   ii. the annual financial report –
      - is prepared in accordance with the financial records; and
      - represents fairly the results of the operations of the local government and its financial position at 30 June;
c) the auditor is to prepare a report on the audit and within 30 days of completing the audit forward a copy to –
   i. the mayor or president;
   ii. the CEO of the local government; and
   iii. the Minister;

d) the report is to give the auditor's opinion on –
   i. the financial position of the local government; and
   ii. the results of the operation of the local government;
e) the report is to include –
   i. any material matters that indicate significant adverse trends in the financial position or the financial management practices of the local government;
   ii. any matters indicating non-compliance with financial management requirements of the Act, Regulations and any other written law;
   iii. details of whether information and explanations were obtained;
   iv. a report on the conduct of the audit; and
   v. the opinion of the auditor as to whether or not the specific financial ratios reported are supported by verifiable information and reasonable assumptions;
f) where it is considered appropriate to do so the auditor is to prepare a management report to accompany the auditor's report;
g) where the auditor considers that –
   i. there is any error or deficiency in an account or financial report;
   ii. any money paid from, or due to the local government has been, or may have been misapplied; or
   iii. there is a matter arising from the audit that needs to be addressed by the local government; details are to be included in the report to the Minister; and
h) the auditor has a right of access at all reasonable times to such books, accounts, documents and assets of the local government as are in the opinion of the auditor necessary to allow the audit to be conducted.

Scope of the Audit

The Act and Regulations prescribe the scope of the external audit of the annual financial statements of a local government.

The scope details are going to vary between local governments but as an aid a model minimum standard audit specification is attached as Appendix 2 to this guideline. Individual local governments can amend that document to suit their particular needs.

Reporting by the Auditor

Regulations require the auditor, where appropriate, to prepare a management report to accompany the auditor's report. Although there is no legislative requirement for the auditor to prepare a management report unless he or she deems it appropriate, local government may wish to require the auditor to prepare a report on all issues identified during the audit.

The auditor, after completing the audit, is to forward a copy of his or her audit and management report to –

- the Mayor or President;
- the CEO of the local government; and
- the Minister via the Department.

It is the CEO's responsibility to ensure that the external audit report is provided to the audit committee. In considering the audit and management reports presented to the audit committee, the CEO should:

a) examine any critical matters raised in the reports that affect the financial position of the local government; and
b) provide comment on any critical matters raised and action proposed to be taken to address those matters.

Once Council has addressed matters raised, or accepted the CEO's planned remedial action on matters raised in the audit and management reports, the CEO should provide feedback to the Department on those matters.

Appendix 1

Model Terms of Reference – Audit Committees

Important: The following Model Terms of Reference contains clauses that may not be applicable to each local government. Local governments will need to consider each clause and only adopt those that are applicable to the roles and responsibilities and delegated powers and functions that will apply to their audit committee.

The clauses that may be considered optional have been asterisked (*).

Objectives of Audit Committees

The primary objective of the audit committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The committee is to facilitate –

- the enhancement of the credibility and objectivity of *internal and external financial reporting;

- *effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- *the coordination of the internal audit function with the external audit; and
- the provision of an effective means of communication between the external auditor, *internal auditor, the CEO and the Council.

Powers of the Audit Committee

The Audit committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee is a formally appointed committee of council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

Membership

The committee will consist of *four members with three elected and *one external person. All members shall have full voting rights.

*External persons appointed to the committee will have business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements.

*Appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum term of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

*Reimbursement of approved expenses will be paid to each external person who is a member of the committee.

The CEO and employees are not members of the committee.

The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

Meetings

The committee shall meet at least *quarterly.

Additional meetings shall be convened at the discretion of the presiding person.

Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

*The committee shall report annually to the Council summarising its activities during the previous financial year.

Duties and Responsibilities

The duties and responsibilities of the committee will be –

a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;
b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor;
c) Develop and recommend to Council –
   - a list of those matters to be audited; and
   - the scope of the audit to be undertaken;
d) Recommend to Council the person or persons to be appointed as auditor;
e) Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include –
   - the objectives of the audit;
   - the scope of the audit;
   - a plan of the audit;
   - details of the remuneration and expenses to be paid to the auditor; and
   - the method to be used by the local government to communicate with, and supply information to, the auditor;
f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
g) Liaise with the CEO to ensure that the local government does everything in its power to –
   - assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
   - ensure that audits are conducted successfully and expeditiously;
h) Examine the reports of the auditor after receiving a report from the CEO on the matters to –
   - determine if any matters raised require action to be taken by the local government; and
   - ensure that appropriate action is taken in respect of those matters;
i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
j) Review the scope of the audit plan and program and its effectiveness;
k) *Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO (see reference to internal audit page 14);
l) *Review the level of resources allocated to internal audit and the scope of its authority;
m) *Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;
n) *Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
o) *Review the local government's draft annual financial report, focusing on –
   - accounting policies and practices;
   - changes to accounting policies and practices;
   - the process used in making significant accounting estimates;
   - significant adjustments to the financial report (if any) arising from the audit process;

- compliance with accounting standards and other reporting requirements; and
- significant variances from prior years;

p) *Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
q) *Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
r) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
s) Review the annual Compliance Audit Return and report to the council the results of that review, and
t) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.

Internal Audit

Many local governments have recognised the need to improve their internal auditing processes, and have moved to either employ an internal auditor or contract out the internal audit function.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The scope of an internal audit would be determined by the Audit committee, with input from the CEO, based on the size of the local government's internal operations and the level of compliance to be achieved. The role differs from that of the external auditor who is appointed by council on the recommendation of the Audit Committee, to report independently to it, through the mayor/president and the CEO, on the annual financial statements. The external auditor's primary role is to decide whether the annual financial statements of a local government are free of material misstatement.

There are certain functions of the internal audit that complement the external auditor's role. As the external auditor plans for an effective audit they need to assess and determine whether to include the scope, procedures and outcomes of the internal audit. The CEO must refer all internal audit reports to the Audit Committee for consideration.

An internal auditor's activities should typically include the following:

(a) review of the internal control structure, monitoring the operations of the information system and internal controls and providing recommendations for improvements;
(b) a risk assessment with the intention of minimising exposure to all forms of risk on the local government;
(c) examination of financial and operating information that includes detailed testing of transactions, balances and procedures;

(d) a review of the efficiency and effectiveness of operations and services including non-financial controls of a local government;
(e) a review of compliance with management policies and directives and any other internal requirements;
(f) review of the annual Compliance Audit Return;
(g) assist in the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance; and
(h) specific tasks requested by management.

For local government, the internal auditor should report functionally to the audit committee and administratively to the CEO. It should be remembered that pursuant to section 5.41 of the Act, the CEO is responsible for the day-to-day management of council activities including the direction of staff and implicitly the internal audit function. The CEO may choose to delegate this responsibility provided always that the delegation does not directly or indirectly interfere with the ability of the Internal Auditor to conduct an internal audit function free from interference.

A clear and properly defined reporting relationship ensures that the internal auditor is empowered to perform their role working with management. The direct reporting line to the audit committee also acts as an adequate safeguard in the event of a serious breakdown in internal controls or internal control culture at senior levels in the organisation.

While it is recognised that smaller councils may not be able to justify a full-time internal auditor, a small size of operation does not justify forgoing internal audit altogether. If audit committee or management is of the view that the employment of an independent internal auditor either full-time or part-time is not warranted, it may request the council to have the internal audit function undertaken as necessary by an external contractor, or expand the role of its external auditor.

The external auditor or his or her professional company should only undertake internal audit functions that complement the external audit and do not cloud the objectivity and independence of the external audit. An external auditor must not audit information prepared by them or their accounting practice, as this is considered incompatible with the standard of independence.

Local governments that do not establish an internal audit process but require a review of the financial management systems and procedures, may decide to use the services of the external auditor for that purpose. Such reviews are to be undertaken every four years in accordance with regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*.

The review of financial management systems and procedures provides the external auditor with greater assurance of systems and procedures used to prepare the annual financial statements, and whether they provide information free of material misstatement.

Appendix 2

Model Minimum Standard Audit Specification

Important: The following Model Minimum Standard Audit Specification may be used as the basis for the calling of tenders or seeking of quotes for the appointment of an auditor. Local governments need to consider the Model to ensure that only those clauses applicable to its requirements are used. This applies, in particular, to the "Critical matters to be audited".

Introduction

This document is provided for the assistance of auditors who wish to apply for the role of auditor with the City/Town/Shire.

Auditors are required to address all of the matters outlined in the specification.

Auditors who submit an application may be asked to provide further information and/or make a presentation to the audit committee.

Objectives of the Audit

To provide an independent audit opinion of the accounts and annual financial reports of the local government for each financial year covered by the term of the audit appointment.

Term of Audit Appointment

For the financial years commencing 1 July …….. through to 30 June…….. (not more than 5 years)

Scope of the Audit

The auditor is to –

Carry out such work as is necessary to form an opinion as to whether –

(a) the accounts are properly kept; and
(b) the annual financial report –
  (i) is prepared in accordance with the financial records; and
  (ii) represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with the Australian Accounting Standards, the *Local Government Act 1995* (as amended) (the Act), the *Local Government (Financial Management) Regulations 1996* (as amended) and other mandatory professional reporting requirements.

Give an opinion in his or her audit report on –

(a) the financial position of the local government; and
(b) the results of the operation of the local government.

Include in his or her audit report –

(a) any material matters that indicate significant adverse trends in the financial position or the financial management practices of the local government;
(b) any matters indicating non-compliance with financial management or control requirements of the Act, Regulations and any other written law;
(c) details of whether information and explanations were obtained by the auditor;

(d) a report on the conduct of the audit; and
(e) the opinion of the auditor as to whether or not the specific financial ratios reported are supported by verifiable information and reasonable assumptions.

Audit Methodology and Approach

Other requirements of the Auditor –
(a) The auditor is required to comply with the requirements of section 7.9 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*;
(b) An audit is to be carried out in accordance with accounting standards adopted from time to time by the Australian Government Auditing and Assurance Standards Board (AuASB);
(c) The auditor is to provide the local government with a general outline of his/her methodology;
(d) The auditor is to provide the local government with a plan for the audit including –
- timing of interim audit visits;
- final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);
- timing of the legislative requirement to meet with the local government and whether that meeting will be in person or by some other means;
- the method to be used to communicate with, and provide advice and information to, the local government; and

(e) The auditor is required to produce an audit report as required by section 7.9 of the *Local Government Act 1995* and, if considered appropriate by the auditor, a management report.

Critical Matters to be Audited

The auditor is to include in his or her application the extent to which the critical matters outlined below will be audited so as to form an opinion on the manner in which they have been maintained.

(i) Revenue
- Rates revenue
- Government grants
- User pays revenue
- Profit on sale of non-current assets
- Other income

(ii) Expenditure
- Salary and wage costs
- Depreciation
- Materials and contract expenditure
- Loss on sale of non-current assets
- Insurances
- Bad debts
- Other expenditure

(iii) Current Assets
- Bank and short term investments
- Receivables and prepayments
- Inventory

(iv) Non-Current Assets
- Property, plant, furniture and equipment
- Infrastructure and depreciation
- Other receivables

(v) Liabilities (Current and non-current)
- Creditors and accruals
- Loan borrowings including new loans raised
- Provision for annual and long service leave entitlements

(vi) Reserve Funds
(vii) Contingent Liabilities
(viii) Capital Commitments
(ix) Accounting Policies and Notes to the Financial Statements
(x) Cash Flow Statement
(xi) The financial ratios required by the *Local Government (Financial Management) Regulations 1996*

Hours, Fees and Expenditure

The auditor is to provide –

- estimate of the time to be spent on the audit;
- fees for completing the audit in accordance with this specification;
- nominated auditor(s) and registered company audit number(s); and
- experience of the nominated auditors in completing local government audits.

The auditor is to provide a fee for any additional audit requested by Council.

Terms

Conditions to be noted by auditors –

- the auditor shall not sub contract to a third party;
- the auditor shall not, and has no right to, assign the audit contract to third parties;
- the auditor shall not be engaged by the local government to undertake any financial consultancy with the local government that requires the preparation of financial information that will be the subject of the annual audit; and
- the auditor shall confirm that he or she has, and will maintain during the duration of the audit term, professional indemnity insurance covering the legal liability arising out of any neglect, default, error, or omission.

Termination of Appointment

The appointment as auditor is terminated if –

(a) the auditor ceases to be a registered company auditor;
(b) the auditor ceases to be an approved auditor under Section 7.5 of the *Local Government Act 1995*;
(c) the auditor is a disqualified person under Section 7.4(2) of the *Local Government Act 1995*;
(d) the auditor resigns by notice in writing to Council; or
(e) Council serves notice in writing to the auditor terminating the appointment.

Appendix 3

Issues that should be considered for inclusion in the CEO's Review of Risk Management, Internal Control and Legislative Compliance

Please note: Section 7 of the Department's Western Australian Local Government Accounting Manual provides a comprehensive internal control framework related to internal control and risk management.

Risk Management

Internal control and risk management systems and programs are a key expression of a local government's attitude to effective controls. Good audit committee practices in monitoring internal control and risk management programs typically include:

- Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;
- Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;
- Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;
  - potential non-compliance with legislation, regulations and standards and local government's policies;
  - important accounting judgements or estimates that prove to be wrong;
  - litigation and claims;
  - misconduct, fraud and theft;
  - significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government;
- Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors;
- Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;
- Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment;
- Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated,

monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

Internal Control

Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

An effective and transparent internal control environment is built on the following key areas:

- integrity and ethics;
- policies and delegated authority;
- levels of responsibilities and authorities;
- audit practices;
- information system access and security;
- management operating style; and
- human resource management and practices.

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

Aspects of an effective control framework will include:

- delegation of authority;
- documented policies and procedures;
- trained and qualified employees;
- system controls;
- effective policy and process review;
- regular internal audits;
- documentation of risk identification and assessment; and
- regular liaison with auditor and legal advisors.

The following are examples of controls that are typically reviewed:

- separation of roles and functions, processing and authorisation;
- control of approval of documents, letters and financial records;
- comparison of internal data with other or external sources of information;
- limit of direct physical access to assets and records;
- control of computer applications and information system standards;
- limit access to make changes in data files and systems;
- regular maintenance and review of financial control accounts and trial balances;
- comparison and analysis of financial results with budgeted amounts;
- the arithmetical accuracy and content of records;
- report, review and approval of financial payments and reconciliations; and
- comparison of the result of physical cash and inventory counts with accounting records.

Legislative Compliance

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. Audit committee practices in regard to monitoring compliance programs typically include:

- Monitoring compliance with legislation and regulations;
- Reviewing the annual Compliance Audit Return and reporting to Council the results of that review;
- Staying informed about how management is monitoring the

effectiveness of its compliance and making recommendations for change as necessary;
- Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;
- Obtaining assurance that adverse trends are identified and review management's plans to deal with these;
- Reviewing management disclosures in financial reports of the effect of significant compliance issues;
- Reviewing whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects, and report compliance and ethics issues to the audit committee;
- Considering the internal auditor's role in assessing compliance and ethics risks in their plan;
- Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements; and
- Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.

These guidelines are also available on the
Department's website at www.dlgc.wa.gov.au



About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines,
contact the Local Government Regulation and Support Branch at:

Department of Local Government and Communities
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12.7 LEASE OF 4 VIEW STREET, NORTH PERTH - PRIDE WA INC.

Attachments: **1. PrideWA Proposal to Lease 4 View Street, North Perth**

RECOMMENDATION:

That Council:

1. APPROVES a lease of 4 View Street, North Perth (Premises) to Pride Western Australia Incorporated (PrideWA) on the following key terms:

1.1	**Term:**	**one year with a further one year option term (at City's discretion);**
1.2	**Rent:**	**$2,359.50 incl. GST (includes a 17.5% community benefit rebate), indexed by CPI (if option term exercised);**
1.3	**Outgoings:**	**utilities, statutory compliance costs, pest inspections, Emergency Services Levy (ESL) and rubbish/recycling bin charges payable by PrideWA;**
1.4	**Insurance:**	**PrideWA to effect and maintain public liability insurance of no less than $20 million per claim;**
1.5	**Condition:**	**Premises is provided 'as is, where is'. City will not undertake any capital or renewal works during the term of the lease, which includes repairing or replacing any fixtures or fittings at the end of their life;**
1.6	**Repairs:**	**PrideWA is responsible for minor repairs and maintenance of the Premises;**
1.7	**Upgrade:**	**City responsible for roofing, mechanical services and main structures of the Premises. Work to be undertaken at the City's discretion;**
1.8	**Damage:**	**if the Premises is damaged so it is unfit for use, the City may at its discretion terminate the lease, and no compensation will be payable;**
1.9	**Termination:**	**by either party, subject to three (3) months' written notice; and**
1.10	**Shared use:**	**shared use/hire of the facilities for a fee (in accordance with the City's Schedule of Fees and Charges as amended from time to time), sub-leasing of any part of the Premises only to occur with the City's consent.**

2. Subject to final satisfactory negotiations being carried out between PrideWA and the Chief Executive Officer, AUTHORISES the Mayor and Chief Executive Officer to affix the common seal and execute the lease in Recommendation 1. above; and

3. APPROVES IN PRINCIPLE the demolition of the Premises following the expiry of the lease in Recommendation 1. above or by March/April 2022 to align with the implementation of the North Perth Common Concept Plan.

PURPOSE OF REPORT:

To consider the proposed lease of 4 View Street, North Perth to PrideWA.

BACKGROUND:

4 View Street, North Perth (Premises) was purchased in 2002 by the City and is owned in freehold.

The Multicultural Services Centre of WA Inc. (MSCWA) leased the Premises between 1 December 2002 and 17 June 2019.

PrideWA is currently occupying 4 View Street, North Perth pursuant to a short-term licence that expired on 2 December 2019.

PrideWA submitted an expression of interest to continue leasing the Premises, at **Attachment 1**. PrideWA proposes to enter into a private arrangement with TransFolk of Western Australia (TransFolk) to allow for the shared use of the Premises by both groups.

DETAILS:

Premises condition

The Premises is at the end of its economic life and significant capital works would be required within the next 24 months if demolition does not occur. The estimated cost of these works is $30,000.

In the short to medium term the following works are required to make the Premises tenantable, at a cost of at least $9,000:

- replacing broken locks and door handles;
- cleaning the carpets throughout the Premises;
- patching a significant crack in the veranda foundation;
- repairing and replacing areas of the eaves that have broken or contain holes;
- clearing out all gutters;
- levelling lifted and cracked pavers on the veranda and front paths;
- securing loose bannisters on the veranda; and
- clearing rubbish and debris/green waste from front yard,

The Premises is within the scope of the North Perth Common Concept Plan (Plan), which is scheduled to be progressed in 2021/22. It is anticipated that the Plan will recommend that the Premises be repurposed as a community space. The recommendations of the Plan are not likely to be implemented until 2022/23.

As a result of the condition of the Premises and the development of the Plan, it is recommended that the initial lease term be for one year with a further option term (at the City's discretion) of one year. Further assessments of the Premises' condition can occur at the end of the initial lease term.

Lease proposal

PrideWA intends to use the Premises as follows:

- host collaborative workshops and planning sessions;
- provide inclusive training sessions for the wider community;
- host meetings for collaborative projects (fundraising, research projects, event planning);
- host social events for members; and
- safely store materials and merchandise.

PrideWA intends to allow other organisations (including TransFolk) to use the Premises;

Administration has provided the proposed lease terms to PrideWA and is awaiting confirmation that they are acceptable.

The Ethnic Communities Council WA (ECC) has also expressed interest in a lease of the Premises, however, a formal lease proposal has not been submitted to date. ECC currently uses 20 View Street, North Perth (in conjunction with MSCWA) and has submitted a proposal to use the community centre at 10 Farmer Street, North Perth, which is supported by Administration.

CONSULTATION/ADVERTISING:

The proposed lease to PrideWA does not require public notice, in accordance with section 3.58 (Disposal of property) of the *Local Government Act 1995*, as PrideWA has cultural and recreational purposes and

members do not receive any pecuniary benefit. As a result, the exemption under Regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996* applies.

LEGAL/POLICY:

Regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996*:

'(2) A disposition of land is an exempt disposition if —

(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…'

The proposed lease terms align with the City's draft Property Management Framework for Category 2 tenants.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider a lease of 4 View Street to a suitable tenant.

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 proposed rent is $2,359.50 (excluding GST) per annum. This includes a 17.5% community benefit rebate, which is calculated in accordance with the City's draft Property Management Framework. Utilities, ESL and bin charges associated with the Premises will also be recouped from the tenant.

The immediate works required to make the Premises tenantable are estimated to cost of $9,000. This is included in the current operational budget.

5th Dec 2019

To: City of Vincent

Re: Proposal of usage for 4 View Street, North Perth

To Whom It May Concern:

Pride Western Australia Inc (Pride WA / ABN 90 651 546 992) and TransFolk of Western Australia are pleased to submit the following proposal for the long-term use of the 4 View Street property.

Pride WA has consulted with TransFolk of WA and we have agreed to partner together for the use of the property. Enclosed for your consideration is a more detailed account of how we plan to share the space.

Should you have any questions or wish to discuss further please do not hesitate to contact me.

Thank you.

Jeremy Wray
Vice President, Pride WA

M: +61 428 116 965
E: jeremy@pridewa.com.au

399 Oxford St, Mt Hawthorn WA 6016 | 0411 444 785
pride@pridewa.com.au | www.pridewa.com.au

Pride WA's planned use of the facility including partnering with other organisations

We plan to respectfully acknowledge that the facility is on Whadjuk Noongar land in all of our meetings, workshops or other community events. This is something which has been done at all meetings Pride WA has held at the North Perth Lesser Hall during our use of the facility in 2019.

Pride WA plans to use the facility for both its own needs and to allow kindred organisations and the wider community use as well. This includes both local groups and Regional Pride groups when they're visiting Perth.

Based on our recent use of the space at the North Perth Lesser hall, we're expecting an average of 4-6 committee and working group meetings per month. This generally increases the closer we get to the Pride Festival in November and having a dedicated space would simplify use for us.

While we plan to support many of our kindred community organisations with the use of the facility as needed, we have specifically aligned with TransFolk of WA for the main use of the facility. TransFolk of WA and Pride WA are aligned in our plans to leverage the facility to increase our support to and engagement with the community. Please see Appendix 1 of this document for a letter of support from them. **However, Pride WA does reserve the right to consider and change organisations that we will share the space with as it sees fit.**

TransFolk of WA would utilise the facility at a minimum 1-2 times per month for 1-3 hours per day for a range of activities that would directly support the Trans and Gender Diverse community. They look forward to partnering with Pride WA to make 4 View Street an inclusive community hub for LGBTIQ+ people within the City of Vincent.

Some activities that TransFolk of WA would like to use the premises for include:

- Host workshops and planning sessions for Pride WA and TransFolk of WA
- Provide inclusive training to the wider community (TransFolk of WA currently offers 'Trans 101' training package)
- Host meetings for collaborative projects (fundraising, research projects, service development, event planning)
- Host social events for our members (long table lunches, movie nights, TransFolk of WA's social space group)
- Safely store our materials and merchandise in a secure and accessible location

Having a secure and accessible premise for TransFolk of WA would significantly contribute to the operations and services we are able to deliver for the Trans and Gender Diverse community, to promote community building and wellbeing.

Aside from our regular committee meetings, we would like to host workshops in the facility. These could range from strategic planning, community consultation, and arts events. We have received requests to help individuals and groups prepare for their Parade entries. For example, depending on how the space in the facility is laid out, we could host costume, prop and sign making workshops.

An example workshop in 2018 is shown below where we brought together multiple community groups and Pride WA sponsors.



At the moment, Pride WA has multiple contractors where we store some of our assets in addition to a paid storage space. Having a dedicated space of our own would reduce or reliance on these contractors and limit any challenges that could arise in the event of switching to another contractor.

Most of Pride WA's peer organisations around Australia including the Sydney Gay & Lesbian Mardi Gras and Melbourne's Midsumma Festival have office spaces. The offices have proven to be important place for not only management of their organisations, but for engagement with the community throughout the year.

In consultation with the City of Vincent, we would be very interested in making the facility more vibrant and welcoming. This could include artwork on both inside and outside of the building as well as finding new ways to use the grass and garden areas around the building.

Pride WA's request for set up of property lease and payment

TransFolk of WA should not be included on the property lease with the understanding that any financial agreements and contributions would be made through Pride WA. This would allow for flexibility without having to change the lease agreement and would make it easier for City of Vincent to collect funds from one source — Pride WA.

Appendix 1 – Letter of Support

To Whom It May Concern,

We were excited to be advised of the opportunity to be invited to join with Pride WA in consideration for the long term lease of the property at 4 View St, North Perth.

This is an amazing location to provide a central space to meet for ourselves as a group. We could also interact with Pride WA and other community groups to foster intersectionality within the LGBTQIA+ support services, offer a space to deliver training from, store craft and office service requirements (this is in dire need since our previous host sponsor closed their facility doors earlier in 2019).

About TransFolk of WA

TransFolk of WA is a volunteer support network for Trans and Gender Diverse people and their loved ones in Western Australia. We provide accessible safe spaces where members can expect dynamic peer support, and events to build community and recognise significant dates for Trans and Gender Diverse people.

What we do

- Provide a range of peer-led support and information services for Trans and Gender Diverse people, and their friends and family
- Provide safe and inclusive spaces, social and community events, and personal development opportunities for Trans and Gender Diverse people
- Communicate and collaborate with a broad range of political, government, and community-based organisations to assist members, advocate, and increase visibility and awareness of gender diversity.

Pride WA has generously offered to have Transfolk of WA on board as a principle partner. This works for both organisations and continues to build strong community links. Our services compliment the conversations of Pride WA and with their continued support for Transfolk and other key community groups will be a light on equality and equity for many people all across Western Australia.

Thank you for your consideration and community support.

Alyce Schotte
Chairperson – Transfolk of WA

Ph : 0434 645 750
Email : Alyce@transfolkofwa.org

12.8 AMENDMENTS TO CITY'S RISK MANAGEMENT POLICY AND APPROVAL OF RISK APPETITE AND TOLERANCE STATEMENTS

Attachments:

1. **Current Risk Management Policy 4.1.26**
2. **Risk Management Policy - draft**
3. **Risk Appetite and Tolerance statements**

RECOMMENDATION

That Council:

1. **APPROVES the repeal of the City's Policy 4.1.26 – '*Risk Management'*, at Attachment 1;**

2. **APPROVES the updated policy – '*Risk Management'* at Attachment 2;**

3. **AUTHORISES the Chief Executive Officer to provide local public notice of the repeal of the current policy in recommendation 1 above, and updated policy in recommendation 2 above, and invite public comments for a period of at least 21 days; and**

4. **ENDORSES the risk appetite and tolerance statements at Attachment 3.**

PURPOSE OF REPORT:

To provide public notice of a new policy governing risk management and to approve the City's risk appetite and tolerance statements.

BACKGROUND:

In accordance with regulation 17 of the *Local Government (Audit) Regulations 1996*, the City is required to have appropriate and effective systems and procedures in respect to risk management, and the CEO is required to complete a review to ensure the systems and procedures remain appropriate and effective every three financial years.

Administration is currently finalising the City's Risk Management Framework, which includes an updated Risk Policy (requires Council approval), Risk Appetite and Tolerance Statements (requires Council approval) and a Corporate Risk Register (reported to the City's Audit Committee).

DETAILS:

The updated Risk Management Policy, at **Attachment 2**, was reviewed by the City's Audit Committee at its 26 November 2019 meeting. The key changes to the previous policy are:

- operational content has been removed and will form part of an administrative procedure;
- the risk consequence criteria have been updated and change / project risks are included;
- the monetary threshold for major and extreme risk consequences has been updated to above $250,000, to align with the delegation to the CEO
- high and extreme risks will be reported to Council, with the risk treatment plan / risk management actions to be approved by Council.

The City's Risk Appetite and Tolerance Statements at **Attachment 3** show that the City has a low appetite for risks that relate to health, safety and the wellbeing of staff and the community, administration of finances and assets and legislative compliance. The City has a higher risk appetite where benefits created by innovation or new initiatives outweigh the risk. The City's overarching risk appetite statement is that:

> "*The community want us to be a Council and an organisation that is clever, creative and courageous – willing to push the operational boundaries and willing to think and act as an enabler.*
>
> *We put this into practice in our everyday work and decision making by understanding and managing the risks in being clever and creative but still taking action to meet our strategic goals.*

The City seeks to minimise its exposure to key risks relating to people, financial operational and regulatory and compliance responsibilities, while still taking action. We will ensure appropriate measures to mitigate our risks are in place."

The City's Risk Appetite and Tolerance Statements will inform decision making by Council and Administration.

CONSULTATION/ADVERTISING:

In accordance with the City's Policy 4.1.1 – '*Adoption and Review of Policies'*, public notice of the repeal of the current policy and adoption of a new policy will be provided for a period exceeding 21 days in the following ways:

- Notice on the City's website; and
- Notice in the local newspapers.
- Notice on the notice board at the City's Administration and Library and Local History Centre.

LEGAL/POLICY:

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

City's Policy 4.1.1 – '*Adoption and Review of Policies'* sets out the process for repealing and adopting policies.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider an updated Risk Management Policy and Risk Appetite and Tolerance Statements.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

Our community is aware of what we are doing and how we are meeting our goals.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

POLICY NO: 4.1.26

RISK MANAGEMENT

OBJECTIVES

To ensure that sound Risk Management practices and procedures are fully integrated into the City of Vincent's strategic, operational and project planning processes and its day to day business practices.

DEFINITIONS

"Risk" means the effect of uncertainty on objectives.

"Risk Management" means co-ordinated activities to direct and control an organisation with regard to risk.

POLICY STATEMENT

The City of Vincent is committed to the implementation of an organisation-wide risk management approach to identify and manage risks and opportunities associated with the performance of the City of Vincent functions and the delivery of services.

The City will align with *AS/NZS ISO 31000:2009 Risk Management* in the management of risks that may affect the City, its customers, people, assets, functions, objectives, operations and members of the public.

Risk Management must be an integrated part of the City's strategic, operational and project management activities and will be incorporated within the City's plans and strategies.

Every employee, Council member, volunteer and contractor within the City is recognised as having a role in risk management.

The City will develop and implement effective Risk Management systems and processes that:

- Facilitate the achievement of the City's vision, strategies and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Understand the level of risk versus return associated with the City's activities and ensure it aligns with the City's risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations.
- Ensure Risk Management becomes part of day to day management and processes.

Australian Standard

Australian Standard AS/NZS ISO 31000:2009 Risk Management shall be used as the model for the implementation of the Risk Management Plan and processes within the organisation. The framework aims to balance a documented, structured and systematic approach with the time, resources and workload required to maintain it. The framework is summarised in the diagram below:

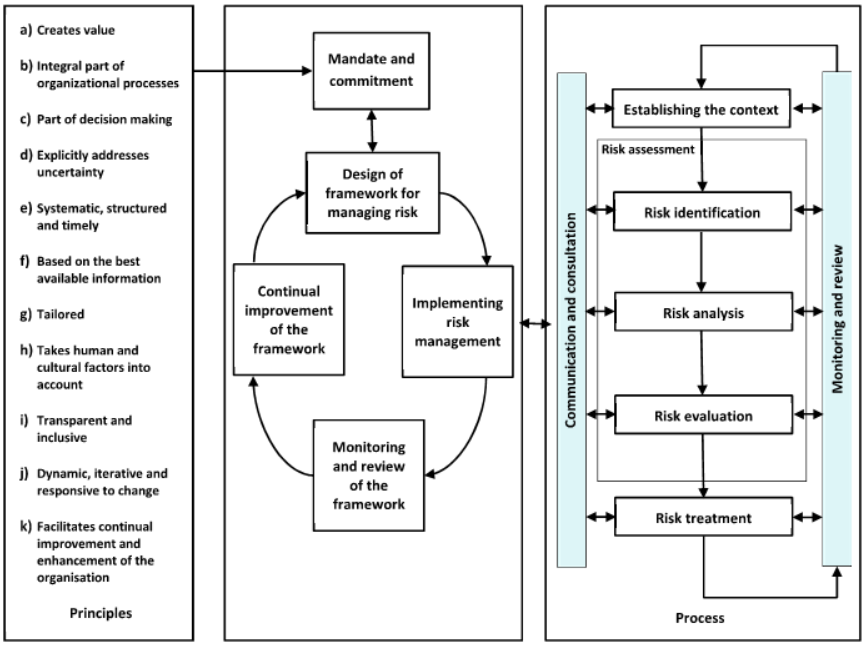


Figure 1: Risk Management Process (Source: AS/NZS 31000:2009)

Risk Assessment and Acceptance

Risks should be assessed in the context of the actual circumstances that are in evidence at the point in time of the risk assessment and should include the effect of any risk treatments that are in place at that time.

Organisational risks are to be assessed according to the City's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making.

For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and must be approved by the Manager Governance and Risk.

ROLES AND RESPONSIBILITIES

Effective Risk Management relies on employees at all levels of the organisation taking responsibility for the management of risks. The various roles are set out below:

Council have a role to –

- Review and approve the City's Risk Management Policy and Risk Assessment & Acceptance Criteria.
- Review the appropriateness and effectiveness of the City's Risk Management systems and processes.

The Executive Management Team have a role to:

- Promote Risk Management as a vital business principle.
- Consider the allocation of funds for risk management requirements.
- Review the appropriateness and effectiveness of the City's Risk Management systems and processes.
- Analyse and discuss emerging risks, issues and trends.
- Take responsibility for the management of high and extreme risks.

All Leaders have a role to:

- Own, manage and report on risks within their areas or responsibility.
- Drive a Risk Management culture within work areas.
- Highlight any emerging risks or issues accordingly.

All employees, contractors and volunteers have a role to:

- Be familiar with, and competent in, the application of Risk Management principles.
- Identify and report risks.
- Be actively involved in managing risks within their sphere of work.
- Make time for Risk Management activities and be available for risk-related training and workshops as required.

Manager Governance and Risk has a role to:

- Oversee and facilitate the Risk Management Framework.
- Champion Risk Management within operational areas.
- Support reporting requirements for risk matters.
- Monitor KPI's for risk.

Monitor & Review

The City will implement a monitoring and review process to report on the achievement of its Risk Management objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will reviewed at least every three years.

Date Adopted:	**8 February 2010**
Date Amended:	**17 October 2017**
Date of Next Review:	**17 October 2020**

APPENDIX 1 - RISK ASSESSMENT AND ACCEPTANCE CRITERIA

1.1 Measures of Consequence (Organisational)

RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION	COMPLIANCE	PROPERTY	NATURAL ENVIRONMENT	FINANCIAL IMPACT
Low (1)	Minor impact on well-being but no injury	No material service interruption Less than 1 day	Unsubstantiated, low impact on community trust, low profile or no media item.	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact managed by on site response	Less than $10,000
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 week	Substantiated, low impact on community trust or low media item	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	$10,001 - $50,000
Moderate (3)	Medical treatment / Lost time injury < 30 Days	Medium term temporary interruption – backlog cleared by additional resources < 1 month	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short to medium term non- compliance with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	$50,001 to $200,000
Major (4)	Lost time injury > 30 Days / temporary disability	Interruption of services > 1 month Or Interruption of core / essential services	Substantiated, public embarrassment, high impact on community trust, high media profile, third party action	Non-compliance results in termination of services or imposed penalties to City / Officers	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	$200,001 to $500,000
Extreme (5)	Fatality, permanent disability	Prolonged interruption of core / essential services	Substantiated, public embarrassment, widespread loss of community trust, widespread multiple media profile, third party action	Non-compliance results in criminal charges or significant damages or penalties to City / Officers	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact	More than $500,000

1.2 Measures of Consequence (Project)

LEVEL	RATING	Project TIME	Project COST	Project SCOPE / QUALITY
1	**Low**	Exceeds deadline by >10% of project timeline	Exceeds project budget by 10%	Minor variations to project scope or quality
2	**Minor**	Exceeds deadline by >20% of project timeline	Exceeds project budget by 20%	Scope creep requiring additional work, time or resources. Reduced perception of quality by Stakeholders.
3	**Moderate**	Exceeds deadline by >30% of project timeline	Exceeds project budget by 30%	Scope creep requiring additional work, time and resources or shortcuts being taken. Stakeholder concerns.
4	**Major**	Exceeds deadline by >40% of project timeline	Exceeds project budget by 40%	Project goals, deliverables, costs and/or deadline failures. Project no longer aligned with the project scope Stakeholder intervention in project.
5	**Extreme**	Exceeds deadline by 50% of project timeline	Exceeds project budget by 50%	Failure to meet project objectives. Project outcomes negatively affecting the community or the environment. Public embarrassment, third party actions.

1.3 Measures of Likelihood

Level	Rating	Description	Frequency
5	**Almost Certain**	The event is expected to occur in most circumstances	More than once per year
4	**Likely**	The event will probably occur in most circumstances	At least once per year
3	**Possible**	The event should occur at some time	At least once in 3 years
2	**Unlikely**	The event could occur at some time	At least once in 10 years
1	**Rare**	The event may only occur in exceptional circumstances	Less than once in 15 years

1.4 RISK MATRIX

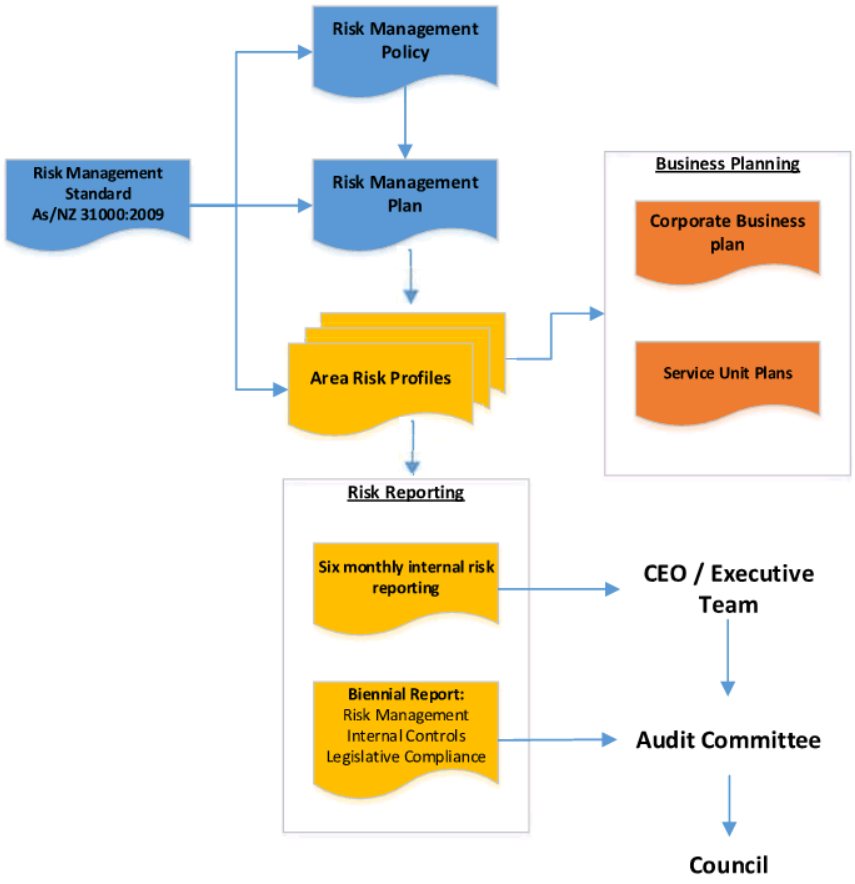
Consequence / Likelihood		Low	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

1.5 RISK ACCEPTANCE

Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Leader
MEDIUM (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Manager
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	CEO / Director
EXTREME (17-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO + Council

APPENDIX 2 – DOCUMENT STRUCTURE (FRAMEWORK)

The following diagram depicts the relationship between the Risk Management Policy, procedures, supporting documentation and reports.



RISK MANAGEMENT POLICY

CITY OF VINCENT

Responsible directorate	Office of the CEO.
Responsible team	Corporate Strategy and Governance.
Responsible officer	Executive Manager, Corporate Strategy and Governance.
Affected teams	All Staff.
Legislation / local law requirements	Regulation 17 of the *Local Government (Audit) Regulations 1996.*
Relevant delegations	Nil.
Related policy procedures and documents	Administrative Procedure - Risk Management Framework (D19/178367) supports this Policy – defines the systems and processes in place to facilitate good practice risk management, and assigns responsibilities for the identification, management and treatment of risks.

PURPOSE

Risk management facilitates the efficient delivery of the City of Vincent's (**City's**) strategic and operational objectives. This Policy establishes the City's risk management approach and the risk management responsibilities of Council and Administration.

POLICY

The City supports an organisation-wide risk management approach to identify and manage risks and opportunities associated with the performance of the City's functions and the delivery of services. This Policy applies to all service and project delivery and any other decision making activities. It ensures risks are identified and understood and the risk treatment is incorporated into service unit planning and resource allocation.

The City will develop and implement effective risk management systems and processes, as further defined in the City's Risk Management Framework, that:

- Facilitate the achievement of the City's vision, strategies and objectives;
- Provide transparent and formal oversight of risks and the controls implemented, to enable effective decision making;
- Provide guidance on the level of risk versus return associated with the City's services, programs and projects and ensure risk treatment (controls implemented) align with the City's risk appetite and tolerance;
- Embed appropriate and effective controls to mitigate risk;

RISK MANAGEMENT POLICY

CITY OF VINCENT

- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations;
- Enhance organisational resilience;
- Identify and provide for the continuity of critical operations; and
- Ensure risk management becomes part of day-to-day service and project management and processes.

Risks will be identified and managed in accordance with the risk consequence and likelihood criteria at **Attachment 1**. Risks are to be classified in accordance with the risk classification matrix at **Attachment 2**. Once classified, risks are to be managed in accordance with the risk rating at **Attachment 3**. The acceptance and treatment of risk is dependent on the risk classification and risk rating. The treatment of risks classified as high or extreme (with controls) will be subject to approval by Council.

SCOPE

This Policy applies to Council and all employees and contractors of the City of Vincent.

Responsibilities for identifying, managing and treating risks, dependant on the risk rating, is detailed in the Risk Management Framework.

OFFICE USE ONLY	
Initial Council adoption	**DATE:** <APPROVAL DATE>, **REF#** <TRIM REF>
Reviewed / Amended	**DATE:** <APPROVAL DATE>, **REF#:** <TRIM REF>
Next Review Date	**DATE:** <REVIEW DATE>,

RISK MANAGEMENT POLICY

CITY OF VINCENT

ATTACHMENT 1 – RISK CONSEQUENCE AND LIKELIHOOD CRITERIA

1.1 Consequence criteria

RATING	PEOPLE (SAFETY)	INTERRUPTION TO SERVICE	REPUTATION	COMPLIANCE (LEGAL & TECHNICAL)	PROPERTY	NATURAL ENVIRONMENT	FINANCIAL IMPACT	CONTRACT / PROJECT
Low (1)	Minor injury or ailment to staff, results in loss of time less than 5 days.	Failure of assets / disruption which results in inconvenience but no material service interruption (resolved within one day).	An incident with low impact on community trust which is covered in a community newspaper and/or has a social media profile for maximum of a day.	Minor compliance (technical or legal) breach which is not reportable and can be resolved within 24 hours.	Localised damage to City property which can be rectified by routine internal procedures and is within operating budget $20,000 (0.035% of operating budget).	Environmental damage or harm which can be contained by an internal response within 1 week, and any damage / harm can be reversed by the City's action.	Short term impact on operating funds, or financial loss less than $20,000 (0.035% of operating budget).	Insignificant breach of contract or delay in project which has a minor impact on service delivery, consistent with 'low' rating.
Minor (2)	Injury or ailment to staff resulting in loss of time between 5-10 days.	Failure of assets / disruption which results in temporary interruption which can be resolved within one week (backlog cleared within one week).	Public embarrassment, some impact on community trust, covered in community newspaper and/or social media profile which lasts for less than a few days.	More than one minor compliance breach or minor breach with potential for minor damages or monetary penalty.	Localised damage to City property requiring additional resources to rectify (reallocation within operating budget – $20,001 - $100,000 (0.035% - 0.17% of operating budget).	Environmental damage or harm which requires management by external agencies or contractors and can be contained within 1 week, and any damage / harm can be reversed by the City's actions.	Medium term impact on operating funds, or financial loss between $20,001 - $100,000 (0.035% - 0.17% of operating budget).	Minor breach of contract or delay to project which will have minor financial impact or delay service delivery, consistent with 'minor' rating.
Moderate (3)	Injury or ailment to staff resulting in loss of time greater than 10 days, or causes temporary disability to staff member, or public exposed to a hazard which is attributable to the City, but immediately treatable / resolved.	Failure of assets / disruption which results in one month interruption, may require additional resources to resolve within one month (backlog cleared within one month).	Covered in community newspaper and social media profile which lasts for more than a few days, attention by regulators or state department/ government.	Short to medium term non-compliance which may result in prosecution / fine. Investigation may be required.	Significant damage to City property requiring management attention for a period of up to three months ($100,001 to $250,000 (0.17% - 0.43% of operating budget).	Environmental damage or harm which requires management by external agencies or contractors and takes 1 week – 1 month to contain, and any damage / harm can be reversed by the City's actions.	Impact to service delivery due to impact on operating funds, or financial loss between $100,001 to $250,000 (0.17% - 0.43% of operating budget).	Breach of contract or delay to project which will impact service delivery or result in damages payable by the City, consistent with 'moderate' rating.

RISK MANAGEMENT POLICY

CITY OF VINCENT

Major (4)	Permanent disability or life threatening injury to staff member, or public exposed to a hazard which is attributable to the City and results in temporary adverse health impacts.	Failure of assets / disruption which results in more than one month interruption (backlog of over one month) or is an interruption to core or essential services for more than one day	Public embarrassment, high impact on community trust, covered in community and state newspapers and social media profile which lasts for about a week (includes TV and press), third party action	Non-compliance results in termination of services or imposed penalties to City / Staff.	Significant damage to City property requiring additional resources to rectify (Council approval of funds required, $250,000 - $1 million (0.43% to 1.7% of operating budget) Period of restitution up to six months.	Environmental damage or harm which remains uncontained for over a month and requires a coordinated response from multiple external agencies, but is reversible by coordinated response.	Significant impact to service delivery due to impact on operating funds, or financial loss between $250,001 to $1 million (0.43% to 1.7% of operating budget)	Significant changes to a project or breach of contract which may result in termination of contract and significantly impacts service delivery. Impact consistent with 'major' rating.
Extreme (5)	Fatality to staff member, or public exposed to a hazard which is attributable to the City and results in widespread adverse health impacts.	Failure of assets / disruption which results in a prolonged interruption of core or essential services	Public embarrassment with significant reputational damage, widespread loss of community trust, widespread and sustained community, state and national newspaper and TV coverage and social media profile, third party action	Non-compliance results in criminal charges or significant damages or penalties to City / staff.	Extensive damage requiring prolonged period of restitution or complete loss of plant, equipment and building, or over $1,000,000 (1.7% of operating budget)	Environmental damage or harm which can not be contained and is not reversible by a coordinated response.	Insufficient operating funds over sustained period, or loss of more than $1 million (over $1.7% of operating budget).	Major project can not be completed or critical breach of contract resulting in significant damages payable by the City or non delivery of service for extended time. Impacts consistent with 'extreme' rating.

1.2 Likelihood criteria (refer to the description or the frequency)

Level	Rating	Likelihood description	Likelihood frequency
5	**Almost Certain**	The event is expected to occur in most circumstances	More than once per year
4	**Likely**	The event will probably occur in most circumstances	At least once per year
3	**Possible**	The event should occur at some time	At least once in three years
2	**Unlikely**	The event could occur at some time	At least once in ten years
1	**Rare**	The event will only occur in exceptional circumstances	Less than once in 15 years

RISK MANAGEMENT POLICY

CITY OF VINCENT

ATTACHMENT 2 - RISK CLASSIFICATION MATRIX

Consequence / Likelihood		Low	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Medium	High	High	Extreme	Extreme
Likely	4	Low	Medium	High	High	Extreme
Possible	3	Low	Medium	Medium	High	High
Unlikely	2	Low	Low	Medium	Medium	High
Rare	1	Low	Low	Low	Low	Medium

ATTACHMENT 3 - RISK RATING AND MANAGEMENT

Risk Classification	Action	Risk management process	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to ongoing monitoring	Manager
MEDIUM	Monitor	Risk acceptable with adequate and effective controls, managed by specific procedures and subject to ongoing monitoring	Executive Director
HIGH	Urgent Attention Required	Risk treatment subject to Council approval	CEO + Council
EXTREME	Unacceptable	Risk treatment subject to Council approval	CEO + Council

***Extreme risks require a risk treatment plan which is reported to the CEO (via the Executive Management Committee) and the Audit Committee until the risk rating is at an acceptable level.*

RISK APPETITE & TOLERANCE STATEMENTS

CITY OF VINCENT

Overall City of Vincent risk appetite statement

The community want us to be a Council and an organisation that is clever, creative and courageous - willing to push the operational boundaries and willing to think and act as an enabler.

We put this into practice in our everyday work and decision making by understanding and managing the risks in being clever and creative but still taking action to meet our strategic goals.

The City seeks to minimise its exposure to key risks relating to people, financial operational and regulatory and compliance responsibilities, while still taking action. We will ensure appropriate measures to mitigate our risks are in place.

Detailed Statements and Descriptors

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
Financial Sustainability		
Financially Volatile Decisions	The City has a ***low appetite*** for risk in decision making that impacts financial volatility and sustainability	These are for those decisions not specifically considered below: Based on risk consequence criteria - Risk of loss in excess of $100,000 (0.035% - 0.17% of operating budget)
Decisions causing Budget Deficiency	The City has a ***low tolerance*** for decisions or actions that result in material deficiency in achievement of budgeted: – Surplus – Balance sheet ratios – Profit and loss ratios – Rate of return on investments	Based on risk consequence criteria - Risk of loss or missing budget in excess of $100,000 (0.035% - 0.17% of operating budget)
Financial Investment & Growth		
Sustainable financial investments	The City has a ***moderate risk appetite*** for investments; investments must support strategic initiatives and financial sustainability. Investments must be aligned with the values and principles of the City.	Investments need to be in line with the City's Corporate Business Plan and Strategic Community Plan.

RISK APPETITE & TOLERANCE STATEMENTS

CITY OF VINCENT

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
Forwards, hedges and derivatives	The City has ***no tolerance*** for investments in forwards, hedges and derivatives.	Organisations often use financial instruments to manage the risk in commodity and foreign currency. These can be very risky if not appropriately utilised; and the City has chosen not to use these instruments.
Debt for growth	The City has a ***moderate appetite*** to take on risk to fund growth.	This ties into the investment appetite; however specifically considers the use of debt funding. Based on the consequence table, a moderate risk would be in the vicinity $100,001 to $250,000 (0.17% - 0.43% of operating budget).
Specific ratios - *No specific rating given as these are set parameters that the City has determined that it must operate within. Rations (and thresholds) are determined by the State Government.*	• The City's debt to service ratio must always be above 5. • Total Liabilities **are never** to exceed Total Assets • Proposals supporting debt funding **must** be supported by a cash flow analysis that is financially sustainable	The debt to service ratio measures the City's ability to pay its debt. It is calculated by the annual operating surplus (before depreciation and interest), divided by the debt service cost, and is currently 5.092. Financial sustainability for debt funding will need to consider: • Free cash flow for monthly, capital or balloon payments • Interest cover - refer above for the level of financial risk acceptable • Cost of not undertaking project - ie repairs and maintenance of the current solution • Future cost of new project once implemented - ie for a community centre, insurance, licences etc
Business collaboration		
Commercially viable collaboration	The City has a ***moderate risk appetite*** to being more commercially adept and to explore avenues to identify cost efficiency drivers, collaboration with business partners to deliver on objectives through commercially viable arrangements and partnerships.	Within the boundaries of the appetite stated above in respect to investments being within the City's Corporate plans and strategies, the City is willing to consider proposals to use partnerships and contracts to facilitate meeting the City's objectives, where consistent with legislative requirements (*Local Government Act 1995*). Suggestions would include using outside service providers to deliver current services provided by the City more efficiently, ie Waste Collection; or working

RISK APPETITE & TOLERANCE STATEMENTS

CITY OF VINCENT

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		collaboratively with an Arts organisation to set up a festival. Other projects may include working with developers.
3rd party Partner (Contractor) failure	The City has a ***low risk appetite*** for third party partner (contractors) failure.	The City utilises may outside organisations in delivering on its mandate. This low appetite means that even minor or insignificant breaches in contracts or delays in delivery of products and services will be taken seriously. Accordingly third party risk must be considered before entering into any contract, including reputation of third party, financial viability, audit clauses etc.
Procurement		
Procurement failure	The City has a ***low risk appetite*** for procurement failures that lead to poor value for money or financial loss, poor quality of service; incorrect or substandard products or delayed delivery; wastage of funds or services.	This ties into the above point; and thereby requires appropriate procedures in the procurement process to ensure the required outcomes for the City and appropriate enquiry and planning prior to purchases. Note, appropriate delegations must exist to support this.
	The City has ***zero tolerance*** for procurement decisions that endanger our staff and community.	Procurement decision making must consider the risk of injury or harm to the staff & community of Vincent. An example of this would be allowing the Beatty Park pool to use unregulated or unauthorised chemicals.
Asset & Environment management & sustainability		
Environmentally dangerous activity	The City supports investments, activities and developments that result in a sustainable future for our community while meeting the current needs of our residents. It recognises that this may at times involve accepting some degree of risk and is comfortable with this, subject to always ensuring that potential benefits and risks are fully understood before planning is approved and that appropriate measures to mitigate risk are established.	There is often a payoff. Proposals need to consider the risks and rewards based on the promises made to the community. This has been envisaged with the City's Project Management Framework implementation and future actions.

RISK APPETITE & TOLERANCE STATEMENTS

CITY OF VINCENT

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
Ecologically sustainable decisions *Resource wastage*	The City has a high risk appetite for ecologically sustainable decisions The City is committed to protecting and preserving the environment, and has a ***low risk appetite*** for activities that would significantly degrade the environment and a ***high risk appetite*** for decisions that promote ecologically sustainable development. The City has a ***low risk appetite*** for irresponsible use of its resources.	Activities that favour environmentally conscious actions will more likely be approved than those that don't. Furthermore the City will act swiftly against actions that are detrimental to the environment.
Activities against ratepayer values & ethics	The City has a ***very* low risk appetite** for investments and activities that do not align with the City's values.	The City has set its vision, purpose and guiding values based on the interpretation of those of the community it serves. When entering into new projects, investments and proposals, these values must be considered as one of the key consideration sets.
Activities, structures, projects that present health risk for the community	The City has a ***low risk appetite*** for activities, structures and projects that threaten the health of its community.	The City is committed to ensuring the health and wellbeing of its residents, this must be considered within the activities, projects and new builds it approves or invests in. Activities that do not align with this will only be approved in exceptional circumstances. An example might be the approval of a Neo-Nazi festival to occur within the City's park space. A multi residential building with no nearby open space may be another example.
Values and Behaviours		
Behaviour or conduct against City values	The City is an equal opportunity employer that employs skilled and experienced employees in positions with clearly defined roles and responsibilities; it has a ***low risk appetite*** for actions and behaviours that threaten the people and organisational capacity.	This sets the City's view on the criticality of its employees and the City culture; accordingly staff must be selected based on appropriate due diligence and fit for purpose considerations including against the City values. Behaviours and actions of current staff must be measured against their job performance criteria and against the values.
Low individual and team performance	The City places high importance on its values and a culture of integrity in conduct, performance excellence, innovation, equality and diversity, dignity and respect, collegiality and cultural	Refer above.

RISK APPETITE & TOLERANCE STATEMENTS

CITY OF VINCENT

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
	sensitivity. It has a ***low risk appetite*** for behaviour or conduct which does not meet these standards.	
Human Resource	The City has a ***low risk appetite*** for human resource risk.	
Lack of Staff feedback & development	The City has a ***low risk appetite*** for risk in practices or behaviours that lead to staff not receiving feedback and development; resulting in low staff performance, moral and staff retention.	KPI's need to be developed that ensure that staff performance management is undertaken within certain timeframes and parameters - timely responses and feedback provided, and that retention rations are considered and acted on where outside norms. Regular surveys will support understanding moral & engagement and to understand what can be done to improve areas.
Behaviour reducing cultural diversity & awareness	The City has a ***low risk appetite*** for practices and behaviours that result in a workforce that is not diverse and culturally aware, be this through recruitment or day to day workplace activities.	Activities and actions to involve and include staff from diverse backgrounds considering culture, age, gender, experience sets etc.
Harm of staff, clients, partners or visitors	The City has a ***very low risk appetite*** for risk in practices or behaviours that lead to the harm of staff, clients, partners or visitors in its premises or when undertaking work related activities (within its control and responsibility).	The City's continued focus on OH&S matters, staff and contractor induction support this appetite. All new activities and projects should further consider the impact on the City's community.
Breach of code of conduct, ethics and Law	The City has ***no appetite*** for conduct that is unlawful, unethical, or otherwise breaches the Code of Conduct or reflects misconduct / serious misconduct.	
Health and Safety		
Inadequate & untimely reporting of breach & near-miss incidents	The City has a ***low appetite*** for health and safety risk, and in particular a ***very low tolerance*** for inadequate or untimely remedy and reporting of breach incidents, or near misses.	The City's continued focus on OH&S matters, staff and contractor induction support this risk.
Negligent & deliberate violations of health & safety requirements	The City has ***no tolerance*** for negligent, deliberate or purposeful violations of health and safety requirements.	

RISK APPETITE & TOLERANCE STATEMENTS

CITY OF VINCENT

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
Business Service	The City acknowledges that in order to be innovative and nimble that some degree of risk taking is inevitable, however these risks must be considered in light of maintaining continuity of services to our stakeholders.	See below
Disruption to the operation of the business	The City has a very ***low tolerance*** for risks that may result in disruption to the operation of the business. Including loss of statutory services, operational continuity, loss or lack of documentation of corporate knowledge. These risks will be mitigated and controlled to where the cost of control is equal to the marginal cost of the risk.	Interruption to services has been included in the Consequence criteria. A very low tolerance would be considered where *"Failure of assets / disruption which results in inconvenience but no material service interruption (resolved within one day)."* So where there is a disruption, for example the phone lines are down, then a solution needs to found within one day. The cost of this control must also be considered in the action sought.
Loss or lack of documentation of corporate knowledge	The City has a very ***low risk tolerance*** for loss or lack of documentation of corporate knowledge.	In order for the City to continue to provide services to its stakeholders to the degree required, the City must continue to maintain adequate systems and processes that support maintenance of all corporate knowledge.
Governance	The City is committed to best practice governance and practices and behaviours that support ethical, consistent and informed decision making, compliance with legislation, regulation and internal and external reporting requirements.	
Breaches in regulations, professional standards and ethics	The City has a ***very low risk appetite*** for any breaches in regulations, professional standards and ethics.	There is a low, but not zero appetite for breaches. An example would be the submission of a BAS late due to resource constraints within the City. See specific examples below
Bribery or Fraud	The City has ***no tolerance*** for bribery or fraud.	The City will investigate all allegations and take action to the full extent of its capacity.
Less than better practice for Governance, Due diligence, Accountability and Sustainability	The City has a ***low risk tolerance*** for less that better practice decision making for governance, due diligence, accountability and sustainability, as measured by accepted industry standards and practices.	

RISK APPETITE & TOLERANCE STATEMENTS

CITY OF VINCENT

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
A breach in Delegated Authority	The City has a ***very low risk tolerance*** for breach in delegated authority.	
Poor Project or Change Management	The City has ***low risk tolerance*** for incidents or impacts which are generated by poor project management or change management practices.	The risk consequence level will need to be considered.
Information & Systems management		
Compromising information, its management, security and storage	The City has a ***very low appetite*** for the compromise of processes governing the integrity of, and access to, information; the use of information, its management, security and storage.	The City wishes to keep the information it has custody of, safe, secure and uncompromised. Accordingly it requires appropriate governance, a framework and processes in place for managing this risk.
Information management and Security risk	The City of Vincent has ***very low appetite*** for information management and security risk.	
Internal or External threats to private information	The City has ***no appetite*** for threats to private information arising from internal breaches or external malicious attacks.	
Deliberate misuse of information	The City has ***no appetite*** for the deliberate misuse of information.	
Breaches of the Code of Conduct	The City has ***no appetite*** for repeat breaches of the Code of Conduct.	
Safe & approved Systems Development	The City has a ***moderate risk appetite*** for systems development and changes where it is within the approved strategy, budget and plans; and appropriate safeguards are installed.	Systems development always comes with an inherent risk factor, accordingly there must be an acknowledgement that for changes to occur some risk must be taken, however appropriate project plans and procedures should be in place to manage this risk.
Community Services	The City seeks to create a connected community where the City's residents can interact with the built environment and nature to	

RISK APPETITE & TOLERANCE STATEMENTS

CITY OF VINCENT

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
	create a vibrant and inclusive place to live, work and play. The City recognises that its purpose is tied to the needs and expectations of its community and in particular the rate payers. In order to meet these needs a certain level of collaboration and co-operation with these stakeholders is beneficial and necessary.	
Community Engagement and Increased Participation	The City has a ***high appetite*** for risks that will drive strong community engagement and increased participation.	The City wishes to match its community desire for high levels of engagement, and this is acknowledged to come with more risk. An example is the BMX track, which was highly desired by the community, but has associated risks.
Constructive Community Consultation	The City has a ***high risk appetite*** to engage in community consultation to deliver on our strategic objectives. This collaboration cannot be to the detriment of ensuring an efficient and effective decision-making process in the spirit of sustainability and achievement of objectives. (See sustainability above)	This point was important in driving the high engagement and participation in delivery of the City's objectives. But this should not be used as a lever to hinder progress or unnecessarily delay decision making.
Activity risking long-term values or reputation of Council	The City has ***zero risk appetite*** in any activity that will put its long-term values or reputation at risk.	
Failure to meet customer commitments and/or provide appropriate advice and address regulatory concerns	The City has a ***very low risk appetite*** for operational risks arising from failure to meet customer commitments and/or appropriateness of advice.	The City must provide appropriate advice to stakeholders and meet its commitments. The City will promptly take action to address ratepayer/customer complaints and regulatory concerns.
Negotiate with Regulators, State & Federal Government Agencies	The City has a ***high risk appetite*** to consult and negotiate with regulators, State & Federal Government Agencies to achieve the City's objectives.	
Leasing of Community Facilities	The City has a ***moderate risk appetite*** for financial loss in respect to the use of the City's community faculties provided the use is: • in the community interest • satisfies a recognised community purpose	This is to ensure we are considering the needs of our community together with the financial impacts of decision making.

RISK APPETITE & TOLERANCE STATEMENTS

CITY OF VINCENT

Strategic Risks & Categories
Finance, procurement & contracts Risks relating to ensuring reliability and timeliness of financial and other information; as well as ensuring the financial sustainability and viability of the City. Risk of failures in the City's procurement and contract engagement and management processes resulting in business loss or disruption.
Asset Management & sustainability, environment management Risks associated with investing in, developing and maintaining the City's infrastructure to ensure reliability and to meet its Vision and strategy. Risk of the City's current activities compromising the ability for the future residents meeting their needs. This refers to social and environmental needs. Consideration of both physical and investment actions.
OH&S, employment practices Risks relating to strategies and systems to maintain a workforce and partnerships that are productive, safe and diverse as well as an effective and accountable organisational environment. Risks include workforce capability and capaCity, including staff, volunteers, contractors and subcontractors.
Business service disruption: Risks or events that could cause disruption to services or operations; and/or impair or enhance the delivery of the program or project on time and within budget, or the quality of its outcomes; events that could lead to damage to your reputation, assets or compromise the security of sensitive information.
Governance, misconduct & fraud: Risks resulting in failure to meet regulatory, compliance and accountability requirements; inadequate or unclear definition of roles and responsibilities; lack of effective and transparent decision-making processes; inadequate control and procedural frameworks; the robustness of any third-party systems and processes.
Information & systems management: Risks that jeopardise information being authentic, appropriately classified, properly secured and managed in accordance with legislative and operating requirements. Technology solutions must support strong internal control processes and the development of robust system and process solutions for the management and protection of information assets; and align technology, systems, processes and culture with business strategy and goals.
Community services: Risks or events that hinder the City's ability to meet the current and changing expectations of the ratepayers and community; including ratepayers'/customers' expectations of providing efficient, considerate and cost-effective services; building positive and collaborative relationships and outcomes for the City.

12.9 RECORDING PUBLIC QUESTION TIME AND DEPUTATIONS - AMENDMENTS TO CITY'S POLICY 4.2.4 - 'COUNCIL MEETINGS - RECORDING AND WEB STREAMING'

Attachments:
1. **City's Policy 4.2.4 - 'Council Meetings - Recording and Web Streaming' - current**
2. **Council Proceedings - Recording and Web Streaming Policy - draft**

RECOMMENDATION:

That Council:

1. **APPROVES the repeal of the City's Policy 4.2.4 – '*Council Meetings – Recording and Web Streaming'*, at Attachment 1; and**

2. **APPROVES the updated policy 'C*ouncil Meetings and Briefings – Recording and Web Streaming Policy*', at Attachment 2; and**

3. **AUTHORISES the Chief Executive Officer to provide local public notice of the repeal of the current policy in recommendation 1. above, and the new policy in recommendation 2. above, and invite public comments for a period of at least 21 days; and**

4. **NOTES that at the conclusion of the public notice period any submisssions received would be presented to Council for consideration.**

PURPOSE OF REPORT:

To consider providing public notice of a new policy governing the recording and web streaming of Council Meetings, Briefings and Annual General Meeting of Electors, to enable the live streaming of public question time and deputations.

BACKGROUND:

The live streaming of Council Briefings and Meetings has occurred since 30 May 2017, with the exception of public question time, deputations and matters considered behind closed doors.

Public question time and deputations provide an opportunity for the public to be involved in the Council decision making process. Making these portions of the Council proceedings available on the City's website will increase public involvement in and the transparency of the Council decision making process.

The *Local Government Act 1995* was amended in 2019 to include the following section:

"9.57A. Local government protected from liability for defamation: council proceedings on website
(1) In this section —
council proceedings means proceedings at a meeting of the council or a committee of the council;
matter has the meaning given in the Defamation Act 2005 section 4.
(2) A local government is not liable to an action for defamation in relation to matter published on its official website as part of a broadcast, audio recording, or video recording, of council proceedings."

This section protects the City from liability in the event that the City reproduces defamatory statements via its web stream. It is noted that the section only refers to Council proceedings, which are not defined to include Council Briefings.

Administration has invited community feedback on recording public question time since October 2019, via a hardcopy survey at Council Briefings and Meetings and also on the City's website. Six responses were received at the Council Briefings and Meetings (hardcopy form) and eight responses online. All responses were in support of recording public question time and deputations, and 13 of the 14 responses stated that live streaming public question time and deputations would not deter people from speaking. The following comments (paraphrased) were also provided:

- May encourage more members of the public to express an opinion;
- Encourages more people to participate in the community, and contributes to transparency;
- Members of the public speaking during public question time should be able to opt out of the live streaming;
- Increases fairness and accessibility;
- Could provide a table for speakers to sit at while speaking; and
- This is more democratic and is in keeping with the City's open decision making processes.

DETAILS:

The City's Policy 4.2.4 – '*Council Meetings – Recording and Web Streaming'*, at **Attachment 1**, provides that "*Ordinary and Special Council Meetings and Council Briefings shall be web streamed online via the City's website, with the exception of public question time, deputations and items discussed behind closed doors*."

Administration has drafted a new policy to govern the electronic recording and web streaming of Ordinary Council Meetings, Special Council Meetings, Council Briefings and the Annual General Meeting of Electors, as at **Attachment 2**. The main changes are:

- removed the public question and deputation exception to web streaming;
- allows the web streaming to be ceased at any time at the Mayor's discretion; and
- administrative amendments to align the policy with the City's updated policy template.

Live streaming public question time may result in the recording of members of the public. The Mayor will announce at the beginning of a Briefing or Meeting that live streaming will occur.

There is a minimal risk that defamatory or offensive statements could be broadcast during public question time. To mitigate this risk, the web streaming can be immediately paused and in the event that the defamatory or offensive statement is web streamed live, it can be subsequently removed from the City's website. A disclaimer will also be included on the City's website, which includes the following:

> *"Opinions expressed or statements made by persons during the course of any live streaming are the opinions or statements of those individual persons and are not opinions or statements of the City."*

CONSULTATION/ADVERTISING:

In accordance with the City's Policy 4.1.1 – '*Adoption and Review of Policies'*, public notice of the repeal of the current policy and adoption of a new policy will be provided for a period exceeding 21 days in the following ways:

- Notice on the City's website; and
- Notice in the local newspapers.
- Notice on the notice board at the City's Administration and Library and Local History Centre.

LEGAL/POLICY:

Section 2.7(2)(b) of the Act provides Council with the power to determine policies.

City's Policy 4.1.1 – '*Adoption and Review of Policies'* sets out the process for repealing and adopting policies.

RISK MANAGEMENT IMPLICATIONS:

Low There is a low risk to Council in providing public notice of the proposed amendments to the City's policy governing recording and web streaming of Council proceedings.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

Our community is aware of what we are doing and how we are meeting our goals.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

POLICY NO: 4.2.4

COUNCIL MEETINGS – RECORDING AND WEB STREAMING

OBJECTIVES

To provide guidelines for:

- the electronic recording of Council meetings to ensure that a true and accurate account of the debate and discussions at the meetings is available;
- accessing the recorded proceedings of the Council meeting.
- web streaming public Council meetings in order to improve transparency, customer service and access to Council decision making.

POLICY STATEMENT

Electronic Recording

1. All Ordinary and Special Council Meetings shall be electronically recorded except when the Council has resolved to go behind closed doors, where the decision to record that part of the meeting shall be at the discretion of the Presiding Member.

2. Council Members may obtain a copy of the recorded proceedings of the Council, upon request to the Manager Governance and Risk, free of charge.

3 The City will ensure that all information is accessible and offered in alternative formats upon request in line with the City's commitment within its Disability Action and Inclusion Plan.

4. All recordings are to be retained as part of the City's records in accordance with the State Records Act.

Web Streaming

5. Ordinary and Special Council Meetings and Council Briefings shall be web streamed online via the City's website, with the exception of the following sections:
    - Public Question Time;
    - Deputations;
    - Items discussed behind closed doors.

6. The web stream will be archived and will include bookmarked links to individual agenda items. The archived web stream will be made freely

available to the public via the City's website as soon as practical unless otherwise determined by the Presiding Member.

7. Copying or distribution of any part of the web stream is not permitted. The City reserves all rights in relation to its copyright of the web stream.

8. A sign will be prominently displayed at each Council Meeting notifying attendees that the meeting will be web streamed.

9. The Presiding Member is to make an announcement at the start of every meeting, drawing attention to the fact that Council meetings will be web streamed.

10. All efforts will be made to avoid filming members of the public.

11. The Presiding Member may decide to cease web streaming at any time during a Council Meeting.

Date Adopted:	**27 May 2003**
Date Reviewed:	**22 July 2003, 22 April 2008, 26 February 2013, 7 March 2017, 19 September 2017**
Date of Next Review:	**March 2021**

COUNCIL PROCEEDINGS – RECORDING & WEB STREAMING POLICY

CITY OF VINCENT

Responsible directorate	Office of the CEO.
Responsible team	Corporate Strategy and Governance.
Responsible officer	Executive Manager Corporate Strategy and Governance.
Affected teams	Elected Members and Executive.
Legislation / local law requirements	Clause 2.16 of the City's *Meeting Procedures Local Law 2008*. *(1) No person is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee, unless the person has been given prior permission by the Council.* *(2) Sub-clause (1) does not apply if the recording is taken by or at the direction of the CEO, with the permission of the Council or committee.* *(3) Wherever a meeting is open to the public, the Council may make proceedings of the Council available to members of the public via web streaming.* *(4) The presiding member or the Council by carrying a decision, without debate, may decide to stop or start the web streaming at any time during the Council meeting.* Section 9.57A of the *Local Government Act 1995* – local government protected from liability for defamation: Council proceedings on website
Relevant delegations	Nil.
Related policy procedures and documents	Formerly Policy 4.2.4

PURPOSE

To allow for the electronic recording and web streaming of Ordinary Council Meetings, Special Council Meetings, Council Briefings and the Annual General Meeting of Electors (**Council proceedings**).

POLICY

1. All Council proceedings shall be electronically recorded and streamed live online via the City's website (web streamed), except when the Council has resolved to go behind closed doors.
2. When Council resolves to go behind closed doors, the proceedings will be recorded, but not web streamed. The Presiding Member, at their sole discretion, may decide to also stop the recording when a matter is considered behind closed doors.
3. All recordings are to be retained in accordance with the *State Records Act 2000*.
4. The web stream will be archived and will include bookmarked links to individual agenda items.
5. A sign will be prominently displayed at each Council proceeding notifying attendees that the meeting will be web streamed.

COUNCIL PROCEEDINGS – RECORDING & WEB STREAMING POLICY

CITY OF VINCENT

6. The Presiding Member is to make an announcement at the start of every Council proceeding, drawing attention to the fact that the Council proceeding will be web streamed.

7. The Presiding Member may decide to cease web streaming at any time at their discretion.

SCOPE

This Policy applies to Elected Members, City officers and members of the public attending Council proceedings.

DEFINITIONS

Council proceedings means Ordinary Council Meetings, Special Council Meetings, Council Briefings and the Annual General Meeting of Electors.

Web stream means the streaming of the Council proceedings on the City's website, and includes the audio and visual recordings.

OFFICE USE ONLY	
Initial Council adoption	DATE: <APPROVAL DATE>, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>,

12.10 ELECTED MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

Attachments:
1. **Policy 4.2.9 - 'Council Members - Professional Development'**
2. **Policy 4.1.15 - 'Conferences'**
3. **Elected Members Continuing Professional Development Policy (draft)**

RECOMMENDATION:

That Council:

1. **APPROVES the repeal of the City's Policy 4.2.9 – *'Council Members - Professional Development*', at Attachment 1 and Policy 4.1.15 - '*Conferences*', at Attachment 2;**

2. **APPROVES the new policy '*Elected Members Continuing Professional Development Policy*', at Attachment 2;**

3. **AUTHORISES the Chief Executive Officer to provide local public notice of the repeal of the current policies in recommendation 1. above, and the new policy in recommendation 2. above, and invite public comments for a period of at least 21 days;**

4. **NOTES that at the conclusion of the public notice period any submissions received would be presented to Council for consideration.**

PURPOSE OF REPORT:

To consider:

- repealing the City's Policy 4.2.9 – *'Council Members - Professional Development'*, and Policy 4.1.15 - *'Conferences'*; and
- providing public notice of the new Elected Members professional development policy, which is required by section 5.128 of the *Local Government Act 1995* (Act).

BACKGROUND:

Recent amendments to the Act require local governments to prepare and adopt a policy in relation to the continuing professional development of Elected Members and review this policy after each ordinary election.

Policy 4.2.9 – '*Council Members – Professional Development'* was adopted by Council in February 2010, at **Attachment 1**.

Policy 4.1.15 - *'Conferences'* was adopted by Council in June 1997 and last reviewed in June 2008, at **Attachment 2**.

DETAILS:

The changes to the Act now require that Elected Members undertake compulsory training within 12 months of being elected to Council.

The compulsory training comprises of five core units:

- Understanding Local Government;
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interests; and
- Understanding financial reports and budgets.

The Act also requires that local governments have a policy which sets out the continuing professional development opportunities to be provided to Elected Members.

Administration has prepared a draft policy, at **Attachment 3**, which consolidates the City's two current policies and satisfies the legislative requirements. Administration will also work in consultation with Elected Members to develop a training program specific to the roles and responsibilities of Elected Members.

Administration will prepare a report for each financial year on the training completed by Elected Members and will publish the report on the City's website in accordance with section 5.127 of the Act.

CONSULTATION/ADVERTISING:

In accordance with the City's Policy 4.1.1 – '*Adoption and Review of Policies'*, public notice of the repeal of the current policies and adoption of a new policy will be provided for a period exceeding 21 days in the following ways:

- Notice on the City's website; and
- Notice in the local newspapers.
- Notice on the notice board at the City's Administration and Library and Local History Centre.

LEGAL/POLICY:

Section 2.7(2)(b) of the Act provides Council with the power to determine policies.

City's Policy 4.1.1 – '*Adoption and Review of Policies'* sets out the process for repealing and adopting policies.

Council is required to adopt an Elected Member Continuing Professional Development Policy in accordance with Section 5.128 of Act.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider a new policy on professional development.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

Our community is aware of what we are doing and how we are meeting our goals.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

POLICY NO: 4.2.9

COUNCIL MEMBERS – PROFESSIONAL DEVELOPMENT

OBJECTIVES

To provide guidance concerning the professional development of Council Members.

POLICY STATEMENT

The Council acknowledges its commitment to the training and development of Council Members to assist the fulfilment of duties and responsibilities of public office and in the interests of effective representation.

Council Members are encouraged to continually improve their knowledge and expertise to enhance the quality of representation and promote well informed decision making. This can be achieved by participating in conferences, programs and training courses specifically designed for professional development relating to their role and responsibilities in local government. Such professional development programs are those developed by industry-recognised providers and run locally. Access and participation in the identified professional development courses and programs is made available for all Council Members.

An annual budget allocation is provided for this purpose. Any approval for conference, seminar or training programme attendance is always subject to budgetary funds being available.

The following annual conferences are identified as relating to Council Members of the City:

- WALGA Council Member Development Program; and
- WA Local Government Week.

Requests for course participation or conference attendance may be initiated by the Council Member and should be forwarded to the Chief Executive Officer in a reasonable time prior to enrolment or registration.

The Chief Executive Officer is authorised to approve (in accordance with the Council's Conference Policy) requests from Council Members for professional development, training and intra-state conference attendance without referral to Council providing the course or conference is organised by an identified, industry-recognised training provider.

The Chief Executive Officer shall maintain a Register of courses/conferences attended by Council Members.

This Policy should be read in conjunction with the Council's Conference Policy.

Date Adopted:	**9 February 2010**
Date Amended:	
Date Reviewed:	
Date of Next Review:	**February 2015**

POLICY NO: 4.1.15

CONFERENCES

OBJECTIVES

To determine the guidelines, nature and extent of Council Members' and Employees' attendance or representation at conferences and the arrangements for;

(i) Attendance
(ii) Approval requirements
(iii) Travel
(iv) Accommodation
(v) Allowances and expenses
(vi) Reporting requirements
(vii) Accompanying persons requirements.

POLICY STATEMENT

Definition:

"Conferences" means; conferences, conventions, congresses, study tours, seminars, forums, workshops, courses, meetings deputations, information and training sessions and events related to local government and of interest to the City of Vincent.

The following guidelines are to be considered for any proposal for representatives of the Council to attend conferences:

1. Attendance:

1.1 (i) When it is considered desirable that the City of Vincent be represented at an interstate conference, up to a maximum of one Council Member and one Employee may normally attend, unless_otherwise approved by the Council;

(ii) In certain circumstances (for example where the Conference is of a technical nature) the Chief Executive Officer may recommend that two (2) Employees attend. In this instance, the Chief Executive Officer will specify reasons in the report to the Council.

1.2 A list is to be maintained of the Council Members' and Employees' attendance at conferences.

1.3 If City funding is sought, the representatives are to be approved by the Council and details of recent previous conference attendances are to be included in the report to Council, to assist with that decision.

1.4 Attendance at international conferences held outside of Australia shall be determined by the Council.

1.5 Where a Council Member, at the date of the conference, has an electoral term of less than six months to complete, such Council Member shall be ineligible to attend, unless it is determined by the Council that attendance by a Council Member would be of specific benefit to the City/Council and approval is granted by the Council.

2. Approval Process:

2.1 Council Members and Employees may be nominated and authorised to attend conferences and training by:

(i) The Council through a resolution passed at a Council Meeting (interstate and overseas conferences);

(ii) The Chief Executive Officer acting within delegated authority (intrastate conferences and training only).

2.2 Under this Policy, Authority is delegated to the Chief Executive Officer to authorise attendance at intrastate conferences and training and to nominate and authorise a substitute Council Member or Officer to attend any conference in lieu of the persons approved, if they are unable to attend the conference.

2.3 Authority is delegated to the Chief Executive Officer to pay expenses and this shall be administered by the Chief Executive Officer.

2.4 (i) Reference to costs shall be in accordance with the Western Australian Public Service Award 1992 (WAPSA) "Travelling Allowance Clause and Travelling, Transfer and Relieving Allowance Schedule (I); and

(ii) Amounts specified in this policy shall be reviewed and updated as per WAPSA on 1 July of each year.

(Refer to Rates Shown at end of this Policy).

3. Conference Costs

3.1 Booking Arrangements:

Registration, travel and accommodation for Council Members and Employees will be arranged through the Office of the Chief Executive Officer with the appropriate City discount for travel and accommodation being provided. All costs including airfares, registration fees and accommodation will be paid direct by the City.

3.2 Registration:

The City will pay all normal registration costs that are charged by conference organisers for Council Members/Employees, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the City.

3.3 Accommodation:

(i) The City will pay reasonable accommodation costs in accordance with the Award (WAPSA). (This includes the night before and/or after the conference where this is necessary because of travel, airline flights and/or conference timetables).

(ii) Where practicable and available, accommodation shall normally be booked at the conference venue or if unavailable, at premises in close proximity to the conference venue.

(iii) The following accommodation standards will apply, unless varied with the prior approval of the Chief Executive Officer, where circumstances necessitate as follows:

Person	Accommodation
Mayor and Chief Executive Officer	To be in accordance with the Award (WAPSA) -
Councillors and)	• Sydney **$320***
Directors)	• Melbourne **$307***
Other Employees	• Other Capitals **$266***
	• Interstate - other than Capital City **$211***
	(Refer to Schedule of current rates shown at end of this Policy)

(* Indexed by CPI on 1 July of each year – includes 2014 increase)

3.4 Travel:

(i) Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the conference location and venue. All reasonable travel costs to and from the conference will be met by the City.

(ii) Airline travel shall be by *"Economy class"* airfare, by the most direct route to and from the airport situated nearest to the conference venue, unless otherwise approved by the Council.

(iii) Airline tickets purchased are to be insured to enable the ticket purchase price to be refunded, on occasions whereby a delegate is unable to travel, unless otherwise varied by the Chief Executive Officer.

(iv) Approval for air travel must, where possible, be sought two months prior to departure. Where practicable, advantage should be taken of available discount fares, including the advance purchase of fares.

(v) Where essential, a hire car may be arranged for the conduct of Council business. Costs of bus, train, tram and taxi fares, vehicle hire and parking which are reasonable, required and incurred in attending conferences, will be reimbursed by the City, on production of receipts.

(vi) Where in particular circumstances Council Members/Employees desire to travel interstate by private motor vehicle, they will be reimbursed for actual accommodation costs which are receipted and vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by the cheapest form of air travel.

(vii) A sufficient number of Cab Charge vouchers (eg. 2 per day) may be provided, for ease of travel. Unused vouchers shall be returned to the Chief Executive Officer's Office at the same time as the acquittal of the cash allowance.

(viii) Car rental use/facilities shall not be permitted, except with the prior approval of the Chief Executive Officer.

3.5 Cash Allowance - Payment and Reimbursement:

(i) A daily cash allowance in accordance with the Award (WAPSA) may be made for meals and incidental expenses;

(ii) Advances for international travel will be separately determined by the Chief Executive Officer in each circumstance;

(iii) All cash allowances must be acquitted within two weeks of returning to Perth. Cash not acquitted shall be refunded to the City at the same time;

(iv) Attendees shall acquit the cash allowance on the "Conference Advance and Acquittal Statement Form" (attached to this policy). Where possible this should be supported by receipts.

(v) The administrative arrangements for managing the cash allowance will be the most appropriate to the circumstances, as determined by the Chief Executive Officer.

(vi) The daily cash allowance shall be paid to cover all reasonable incidental expenses association with the conference attendance, such as:

- Reasonable telephone and/or facsimile use;
- Breakfasts, lunches, dinners and other meals not included in the conference registration fee;
- Laundry and dry-cleaning costs;
- An optional activity specified in a conference program;
- Train, bus, tram and taxi fares;
- Bicycle hire costs;
- Parking and toll fees;
- Incidental expenses (eg. Newspapers, venue/exhibition entrance fees).

(vii) The daily expense allowance shall not cover:

- Any expenses or time occupied on matters other than Council business;
- Entertainment costs outside those provided by the conference;
- Meal claims where meals are provided at a conference.

(viii) Documentary evidence in the form of receipts is required for the acquittal of all advances. Should fringe benefits tax be incurred by the City, it shall be paid by the City;

(ix) Council Members failing to acquit their cash allowance, in accordance with this policy, shall have the full value of the cash allowance deducted from the next monthly payment of their meeting attendance fees. (Should this be necessary, the Chief Executive Officer shall notify the Council Member accordingly, prior to authorising such deduction).

4. Council Member/Officer Delegate Accompanying Person

4.1 Where a Council Member or Employee is accompanied at a conference, all costs for or incurred by the accompanying person including but not limited to travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the accompanying person and not by the City.

The exception to the above being the cost of attending any official conference dinner, where partners would normally attend.

4.2 An accompanying person's registration, and program fees, are to be paid direct by the attendee/delegate to the conference organiser.

5. Reports

5.1 Following attendance at State conferences, congresses, study tours and any seminars, forums, workshops of two (2) days or more duration, the attendees shall submit an individual or composite report to the Council (to be included in the Information Bulletin) within thirty days of their return to Perth, for the Council's information and records. The report shall include a summary of the event's proceedings, major points of interest to the City and any recommendation, including as to whether attendance at similar conferences in the future is warranted.

5.2 All Conference Papers are the property of the City and a copy is also to be placed in the City's Library so that they are accessible by the public.

Date Adopted:	**23 June 1997**
Date Amended:	**9 March 2004, 10 June 2008**
Date Reviewed:	**9 March 2004, 10 June 2008**
Date of Next Review:	**June 2013**

CONFERENCES

POLICY NO 4.1.15

PUBLIC SERVICE AWARD RATES

1. Travel

Date	Person	Transport	Accommodation
July 2010	Mayor, Councillors, Chief Executive Officer, Directors, all Employees	Economy Class^	To be in accordance with the Award (WAPSA) - As at July 2014 it is: • Sydney $319.76, **Rounding $320*** • Melbourne $307.05, **Rounding $307*** • Other Capitals $265.73, **Rounding $266*** • Interstate - other than Capital City $210.70, **Rounding $211***

(^Unless otherwise approved by the Council)

2. Incidental Allowance (Only)*

Date	WA South	WA North	Interstate
July 2010	$13.26	$17.39	$17.39
July 2011	$13.66	$17.91	$17.91
July 2012	$13.80	$18.08	$18.08
July 2013	$14.14	$18.50	$18.50
July 2014	$14.60	$19.11	$19.11

3. Meals and Incidentals Allowance*

Date	Breakfast	Lunch	Dinner	Incidentals	Total
July 2010	$23.19	$31.34	$43.96	$17.39	**$115.88**
July 2011	$23.88	$32.28	$45.28	$17.91	**$119.35**
July 2012	$24.11	$32.60	$45.73	$18.08	**$120.52**
July 2013	$24.70	$33.41	$46.90	$18.50	**$123.51**
July 2014	$25.51	$34.51	$48.44	$19.11	**$127.58**

***CPI INCREASES FROM JULY 2009**

Year	CPI
July 2009	1.4%
July 2010	3.5%
July 2011	3.0%
July 2012	1.0%
July 2013	2.5%
July 2014	3.3%

CONFERENCE ADVANCE AND ACQUITTAL STATEMENT

CITY OF VINCENT

COUNCIL MEMBER/EMPLOYEE NAME:_____

CONFERENCE:_____

DATE TRAVELLED FROM: _____ TO: _____

CONFERENCE ADVANCE RECEIVED:$_____

CONFERENCE ACQUITTANCE DETAILS
RECEIPTS MUST BE PROVIDED TO SUBSTANTIATE CLAIMS

1. TRAVEL EXPENSES $_____

2. MEAL EXPENSES $_____

3. INCIDENTAL EXPENSES
   Description:
   _____
   _____$_____

4. OTHER EXPENSES
   Description:
   _____
   _____$_____

5. TOTAL EXPENSES INCURRED $_____

6. LESS ADVANCE $_____

7. AMOUNT REFUNDED/CLAIMED $_____
   (Difference between item 5 and 6.)
   Account number _____

I certify that the expenditure listed above has been incurred in connection with the Conference/travel and hereby claim or refund the amount shown at item 7.

SIGNED:_____ DATE: _____
I certify that the above expenditure has been validly made in relation to Council approved business as per Policy 4.1.15 – Conferences.

Chief Executive Officer's Signature: _____DATE:_____

(Directors to sign for Managers and other employees).

CITY OF VINCENT

ELECTED MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

Responsible directorate	Office of the CEO.
Responsible team	Corporate Strategy and Governance.
Responsible officer	Executive Manager, Corporate Strategy and Governance.
Affected teams	Elected Members
Legislation / local law requirements	Section 5.128 of the *Local Government Act 1995*. *The Chief Executive Officer shall maintain a Register of Professional Development.* *This policy must be adopted and reviewed by* ***absolute majority vote****.* *This policy must be reviewed after each ordinary election* *The CEO must publish an up-to-date version of the policy on the local government's official website.* Regulation 34AD *Local Government (Administration) Regulations 1996*.
Relevant delegations	N/A
Related policy procedures and documents	Policy 4.2.7 – Council Members Allowances, Fees and Reimbursement of Expenses Register of Professional Development (D17/36578) Professional Development Advance and Acquittal Statement (D19/179644)

PURPOSE

The primary objective of this policy is to:

- provide guidance concerning the professional development of Elected Members.
- comply with the requirements of s5.128 of the *Local Government Act 1995* by making and adopting (by absolute majority) a policy on professional development of Elected Members.

SCOPE

This Policy applies to the Elected Members of the City.

POLICY

The Council acknowledges its commitment to the training and development of Elected Members to assist the fulfilment of duties and responsibilities of public office and in the interests of effective representation.

Elected Members are encouraged to continually improve their knowledge and expertise to enhance the quality of representation and promote well informed decision making. This can be achieved by participating in conferences, programs and training courses which provides for professional development relating to their role and responsibilities in local government.

CITY OF VINCENT

ELECTED MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

Such professional development programs are those developed by industry-recognised providers and (generally) delivered locally.

Access and participation in the identified professional development courses and programs is made available to all Elected Members.

1. Meeting the professional development needs of Elected Members

The City will endeavour to address and meet the identified professional development needs of Elected Members.

The options for providing such professional development includes:

1.1 Mandatory Modules for Elected Members

- All Elected Members elected to Council following the 2019 local government elections are required to complete the five mandatory modules of the Council Member Essentials Course.
- The training is valid for five years therefore an Elected Member is only required to undertake the training at every second election.
- The course must be completed within 12 months of appointment to Council.

1.2 Continuing Professional Development

- Administration will develop a training program in consultation with Elected Members to help identify specific training courses, workshops and forums, relating to the roles and responsibilities of Elected Members.
- Elected Members will be provided access to all West Australian Local Government Association (WALGA) Elected Member training and development programs;
- Elected Members will be encouraged to attend annual conferences of the major professions in local government and other institutions of relevance to local government activities; and
- Elected Members will be able to attend eligible events where the Chief Executive Officer (CEO) or Council is of the opinion attendance would benefit the Elected Member and the City.

2. Accessing professional development

Request for professional development may be initiated by the Elected Member or through Administration's Professional Development Training Program, and must be forwarded to the CEO prior to enrolment or registration.

The CEO will consult with the Mayor in relation to the request to determine that:

- the application is relevant and appropriate and addresses the Elected Member's professional development needs;
- there are enough funds available for all costs likely to be incurred in the elected member's proposed professional development; and
- the proposed Elected Member is the most appropriate to undertake the specific professional development.

No Elected Member is permitted to undertake professional development in the last 6 months of his or her term of office, unless approved by Council.

CITY OF VINCENT

ELECTED MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

The CEO is authorised to approve requests from Elected Members for professional development based on consultation with the Mayor and providing that:

- The training, development or conference is organised by an identified, industry recognised training provider; and
- The training, development or conference is held within Western Australia.

Any requests outside of this Policy, including those for attendance at courses or conferences outside Western Australia, are to be submitted to Council for consideration.

If the Mayor and CEO determine NOT to approve a request for professional development, the affected Elected Member has the right to put the matter before Council for consideration and final determination.

3. Booking Arrangements

The City will make all bookings associated with the proposed professional development, including where relevant, airline bookings, accommodation and registration.

4. Registration

The City will pay all normal registration costs for Elected Members, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the City.

5. Accommodation

The City will pay reasonable accommodation costs. This includes the night before and/or after the training, development or conference where this is necessary because of travel, airline flights and/or conference timetables.

Where practicable and available, accommodation shall normally be booked at the training, development or conference venue or if unavailable, at premises near the venue.

6. Travel

Where travel is involved, the travel is to be undertaken by the shortest most practical route, to and from the venue. All reasonable travel costs to and from the venue will be met by the City.

7. Cash Allowance - Payment and Reimbursement

Reimbursement of Expenses shall be made in accordance with Policy 4.2.7 – '*Council Members - Allowances, Fees and Reimbursement of Expenses Policy*'

A daily cash allowance may be made for meals and incidental expenses.

Advances for international travel will be separately determined by the CEO in each circumstance, but only following Council's determination of the request.

All cash allowances must be acquitted within two weeks of returning to Perth. Cash not acquitted shall be refunded to the City at the same time.

Attendees shall acquit the cash allowance on the "Professional Development Advance and Acquittal Statement" (at **Attachment 1**). Where possible this should be supported by receipts.

CITY OF VINCENT

ELECTED MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

The daily cash allowance shall be paid to cover all reasonable incidental expenses associated with the conference attendance, such as:

- Reasonable phone utilisation;
- Breakfasts, lunches, dinners and other meals not included in the conference registration fee;
- Reasonable laundry expenses;
- An optional activity specified in a conference program;
- Travel to and from the conference venue, and
- Travel to and from all airport destinations.
- Incidental expenses (e.g. Venue/exhibition entrance fees, parking fees).

8. Elected Member/Officer Delegate Accompanying Person

Where an Elected Member is accompanied at a conference, all costs for or incurred by the accompanying person including but not limited to travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the accompanying person and not by the City.

The exception to the above being the cost of attending any official conference dinner, where partners would normally attend.

An accompanying person's registration, and program fees, are to be paid direct by the attendee/delegate to the conference organiser.

9. Reports

Following attendance at conferences, congresses, study tours and any seminars, forums, workshops of two (2) days or more duration, the attendees shall submit an individual or composite report to the Council (to be included in the Information Bulletin) within thirty days of their return to Perth, for the Council's information and records. The report shall include a summary of the event's proceedings, major points of interest to the City and any recommendations, including as to whether attendance at similar conferences in the future is warranted.

Administration is also required to report annually on completed training. Completed training must be published on the City's website for that financial year. This will include the Council Member Essentials Course and any continuing professional development undertaken by Elected Members.

10. Budget allocation

Any approval for professional development is subject to budgetary funds being available.

DEFINITIONS

"Professional Development" means; training, conferences, conventions, congresses, study tours, forums, information sessions, workshops and events related to local government and of interest to the City of Vincent.

OFFICE USE ONLY	
Initial Council adoption	DATE: <APPROVAL DATE>, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>,

CITY OF VINCENT

ELECTED MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

Attachment 1 - Professional Development Advance and Acquittal Statement

Professional Development Advance and Acquittal Statement

CITY OF VINCENT

Council Member name:_____

Course/Training:_____

Date travelled from: _____ to: _____

Conference advance received:$_____

CONFERENCE ACQUITTANCE DETAILS
RECEIPTS MUST BE PROVIDED TO SUBSTANTIATE CLAIMS

1. Travel expenses $_____
2. Meal expenses $_____
3. Incidental expenses
   Description:
   _____
   _____$_____
4. Other expenses
   Description:
   _____
   _____$_____
5. Total expenses incurred $_____
6. Less advance $_____
7. Amount refunded/claimed $_____
   (Difference between item 5 and 6.)
   Account number _____

I certify that the expenditure listed above has been incurred in connection with the Conference/travel and hereby claim or refund the amount shown at item 7.

SIGNED:_____ DATE: _____

I certify that the above expenditure has been validly made in relation to Council approved business as per Council Members – Continuing Professionals Development.

Chief Executive Officer's Signature: _____DATE:_____

Page 1 of 1

12.11 LOCAL GOVERNMENT STATUTORY COMPLIANCE AUDIT RETURN 2019

Attachments: **1. Compliance Audit Return 2019**

RECOMMENDATION:

That Council:

1. **ADOPTS the City of Vincent's Compliance Audit Return for the period 1 January 2019 to 31 December 2019, at Attachment 1, noting the three areas of non-compliance reported; and**

2. **AUTHORISES the Compliance Audit Return in recommendation 1. above to be certified by the Mayor and Chief Executive Officer in accordance with Regulation 15 of the *Local Government (Audit) Regulations 1996*.**

PURPOSE OF REPORT:

To adopt the City's Compliance Audit Return for 2019 (CAR).

BACKGROUND:

Section 7.13(1)(i) of the *Local Government Act 1995* (Act) requires local governments to undertake an audit of compliance *"in the prescribed manner and in a form approved by the Minister"*. In accordance with section 7.13(1)(i) of the Act, the Department of Local Government, Sport and Cultural Industries (DLGSC) requires that all local governments complete a CAR by 31 March 2020.

In accordance with Regulation 14(3a) of the *Local Government (Audit) Regulations 1996*, the Audit Committee reviewed the CAR at its meeting held on 3 March 2020 and resolved to recommend to Council that it adopts the CAR, noting the areas of non-compliance reported.

DETAILS:

The 2019 CAR contains the following compliance categories:

- Commercial enterprises by Local Governments;
- Delegation of power/duty;
- Disclosure of interest;
- Disposal of property;
- Elections;
- Finance;
- Integrated planning and reporting
- Local Government employees;
- Official conduct;
- Tenders for providing goods and services; and
- Optional Questions.

Administration has identified three areas of non-compliance, as detailed below:

1. Disclosure of Interest – Question 6

Section 5.75 of the Act requires Elected Members and designated employees to complete a disclosure of financial interest by way of a Primary Return within 3 months of their start date. Administration did not receive a Primary Return from one of the new Elected Members by the due date, which was 20 January 2020. The completed Primary Return was submitted on 11 February 2020.

Administration reported this non-compliance to the Corruption and Crime Commission, as required under the Act, on 24 February 2020.

The Elected Member has been advised that the non-compliance has been reported to the DLGSC by way of the CAR and reported as a serious breach to the Corruption and Crime Commission as required under the Act.

2. Finance - Question 8 and 9

Section 7.12a(4) of the Act requires local governments to prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters. The local government must then present a copy of the report to the Minister within 3 months after the audit report is received.

The auditor's report dated 27 November 2019 identified the City's asset sustainability ratio as an issue.

Administration wrote to the Minister for Local Government on 28 February 2020, which is within the 3 month period, and advised that the City's Asset Sustainability Action Plan would be considered by the Audit Committee at its 3 March 2020 meeting and Council at its 17 March 2020 meeting. Following Council's consideration at the Asset Sustainability Action Plan it would be provided to the Minister for Local Government.

Due to the timing of the City's Audit Committee and Council Meetings, a formal response will not be provided to the Minister until after the 17 March 2020 Council Meeting, which is in breach of section 7.12(a)(4) of the Act.

3. Optional Questions – Question 1

Regulation 5(2)(c)of the *Local Government Financial Management Regulations 1996* requires the CEO to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (not less than once every 3 financial years) and report to the local government the results of those reviews.

The City's internal audit plan 2016-2020 was not fully implemented and therefore it does not appear that the City has complied with reg 5(2)(c).

The City has engaged Stantons International to perform this review between February 2020 and June 2020. A new internal audit plan for 20202/21 to 2023/24 will be developed following the completion of the review.

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires that the Audit Committee reviews the completed CAR and reports the results to Council. Following Council's adoption of the CAR, the CAR must be submitted to the Department by 31 March 2020. A certified copy means a copy which is signed by the Mayor or President and the CEO.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider the CAR.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

An effective system of compliance auditing helps to ensure that the City is sustainable in the long term.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

Department of
Local Government, Sport
and Cultural Industries
GOVERNMENT OF WESTERN AUSTRALIA

Vincent - Compliance Audit Return 2019

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments

No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A	No major land transactions or trading undertaken in 2019.	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	N/A	No major land transactions or trading undertaken in 2019.	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2019?	N/A	No major land transactions or trading undertaken in 2019.	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A	No major land transactions or trading undertaken in 2019.	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	No major land transactions or trading undertaken in 2019.	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance

Delegation of Power / Duty

No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	Yes	At the OMC 25 June 2019 Council approved a new delegation to the City's Audit Committee. This was resolved absolute majority Item 12.5 - D19/92612	Emma Simmons - Governance Projects Officer
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	Yes	Provided in the Register of Delegations, Authorisations and Appointments (D19/124523)	Emma Simmons - Governance Projects Officer
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	Yes		Emma Simmons - Governance Projects Officer

Department of
Local Government, Sport
and Cultural Industries
GOVERNMENT OF WESTERN AUSTRALIA

No	Reference	Question	Response	Comments	Respondent
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	Yes	D19/124523	Emma Simmons - Governance Projects Officer
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	Yes	Note comments in response 1.	Emma Simmons - Governance Projects Officer
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes		Emma Simmons - Governance Projects Officer
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes	resolved absolute majority at the OMC 25 June 2019 - Item 12.5 - D19/92612	Emma Simmons - Governance Projects Officer
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes	Provided in the Register of Delegations, Authorisations and Appointments (D19/124523)	Emma Simmons - Governance Projects Officer
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Provided in the Register of Delegations, Authorisations and Appointments (D19/124523)	Emma Simmons - Governance Projects Officer
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	at the OMC 17 September 2019 Council revoked delegation 2.1.1 to the audit committee,	Emma Simmons - Governance Projects Officer
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes	Register of Delegations, Authorisation and Appointments - D19/124523	Emma Simmons - Governance Projects Officer
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	Yes	The review was conducted in March 2019. Presented to Council at the 25 June 2019 OMC.	Emma Simmons - Governance Projects Officer
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes	Sample testing of delegation listed in the City's Register of Delegations, Authorisations and Appointments is currently being undertaken	Emma Simmons - Governance Projects Officer

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes	All disclosure are registered in the Register of Interests Disclosed at Council Meetings (D16/43908) - available on the City's website	Emma Simmons - Governance Projects Officer

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No	Reference	Question	Response	Comments	Respondent
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	Yes	Recorded in OMC minutes 5 March 2019 and "Register of Interests disclosed at Ordinary and Special Council Meetings" (D16/43908).	Emma Simmons - Governance Projects Officer
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	Yes	Recorded in relevant minutes and "Register of Interests disclosed at Ordinary and Special Council Meetings" (D16/43908).	Emma Simmons - Governance Projects Officer
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	N/A	No interest disclosed	Emma Simmons - Governance Projects Officer
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A	No interests disclosed	Emma Simmons - Governance Projects Officer
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	No	One of the City's newly elected members did not submit a primary return within 3 months. This was received by administration 11/02/2020.	Emma Simmons - Governance Projects Officer
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	Yes	Refer to "Primary and Annual Returns Register" (SC2692).	Emma Simmons - Governance Projects Officer
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes	Refer to "Primary and Annual Returns Register" (SC2692).	Emma Simmons - Governance Projects Officer
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	Yes	Refer to "Primary and Annual Returns Register" (SC2692).	Emma Simmons - Governance Projects Officer
10	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?	Yes	Refer to "Primary and Annual Returns Register" (SC2692).	Emma Simmons - Governance Projects Officer
11	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes	Refer to "Primary and Annual Returns Register" (SC2692).	Emma Simmons - Governance Projects Officer
12	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28?	Yes	All disclosure are registered in the Register of Interests Disclosed at Council Meetings (D16/43908) - available on the City's website	Emma Simmons - Governance Projects Officer
13	s5.89A Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes	Form 4 Regulation 28A D19/183319	Emma Simmons - Governance Projects Officer

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No	Reference	Question	Response	Comments	Respondent
14	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	Yes	Refer to "Primary and Annual Returns Register" (SC2692). Digital copies moved to SC401-02 and hard copies in Day Box 71.	Emma Simmons - Governance Projects Officer
15	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes	Returns are moved from register SC2692 to container SC401-02	Emma Simmons - Governance Projects Officer
16	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	Yes	Recorded in the relevant minutes	Emma Simmons - Governance Projects Officer
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	Yes	Recorded in relevant minutes and "Register of Interests disclosed at Ordinary and Special Council Meetings" (D16/43908).	Emma Simmons - Governance Projects Officer
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	Yes	Recorded in relevant minutes and "Register of Interests disclosed at Ordinary and Special Council Meetings" (D16/43908).	Emma Simmons - Governance Projects Officer
19	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes	Refer to "Register of Gifts" (D16/32718) which is also available on the City's website.	Emma Simmons - Governance Projects Officer

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5))?	N/A	No disposition was undertaken that was not exempt under Regulation 30 of the Local Government (Functions and General) Regulations 1996	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A	No disposition was undertaken that was not exempt under Regulation 30 of the Local Government (Functions and General) Regulations 1996	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance

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Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1) (2)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates?	Yes	D19/138077	Emma Simmons - Governance Projects Officer
2	Elect Reg 30G(3) & (4)	Did the CEO remove any 'disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	Yes		Emma Simmons - Governance Projects Officer

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	Appointed by absolute majority at the OMC - 12 November 2019 - Item 12.6	Emma Simmons - Governance Projects Officer
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	Yes	At the OMC 25 June 2019 Council approved a new delegation to the City's Audit Committee. This was resolved absolute majority Item 12.5 - D19/92612	Emma Simmons - Governance Projects Officer
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	Yes	Moore Stephens were appointed by absolute majority at the OMC - 4 April 2017	Emma Simmons - Governance Projects Officer
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	Yes	Moore Stephens were appointed by absolute majority at the OMC - 4 April 2017	Emma Simmons - Governance Projects Officer
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes		Vanisha Govender - Executive Manager Financial Services
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes	Audit report received on the 27/11/2019	Vanisha Govender - Executive Manager Financial Services

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No	Reference	Question	Response	Comments	Respondent
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government, ensure that appropriate action was undertaken in respect of those matters?	Yes		Vanisha Govender - Executive Manager Financial Services
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	No	The City is presenting a report to the Audit Committee at its 3 March meeting to address the actions listed in the auditor's report.	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
9	S7.12A (5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A	The City is presenting a report to the Audit Committee at its 3 March meeting to address the actions listed in the auditor's report.	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes		Vanisha Govender - Executive Manager Financial Services
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	Yes		Vanisha Govender - Executive Manager Financial Services
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	Yes		Vanisha Govender - Executive Manager Financial Services
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	Yes		Vanisha Govender - Executive Manager Financial Services
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	Yes		Vanisha Govender - Executive Manager Financial Services

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Integrated Planning and Reporting					
No	**Reference**	**Question**	**Response**	**Comments**	**Respondent**
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	Corporate Business Plan 2018/19-2021/22 adopted at Ordinary Council Meeting - 26 June 2018.	Emma Simmons - Governance Projects Officer
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	Yes	Reviewed at the Ordinary Meeting of Council - 20 August 2019 - Item 12.3	Emma Simmons - Governance Projects Officer
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	SCP 2018-2028 was adopted at Ordinary Council Meeting - 16 October 2018.	Emma Simmons - Governance Projects Officer
4	s5.56 Admin Reg 19C (4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments. Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	N/A	SCP 2018-2028 was adopted at Ordinary Council Meeting - 16 October 2018.	Emma Simmons - Governance Projects Officer
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	Yes	Adopted at Ordinary Council Meeting - 23 April 2013. Currently being reviewed.	Emma Simmons - Governance Projects Officer
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	Adopted at the Ordinary Council Meeting - 26 July 2018	Emma Simmons - Governance Projects Officer
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	Yes	Adopted at Ordinary Council Meeting - 23 April 2013. Currently being reviewed.	Emma Simmons - Governance Projects Officer

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Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	CEO Recruitment took place in 2018	Nathan Stokes - Executive Manager Human Resources
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	Yes	New Executive Director Community & Business Services was appointed in December 2019. (10 December 2019 - Confidential Item 17.1)	Nathan Stokes - Executive Manager Human Resources
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4)?	Yes		Nathan Stokes - Executive Manager Human Resources
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only)?	N/A		Nathan Stokes - Executive Manager Human Resources
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	Yes	Executive Director Corporate Services Exit (30 April 2019 - Confidential Item 18.4) and Executive Director Community & Business Services appointment (10 December 2019 - Item 17.1	Nathan Stokes - Executive Manager Human Resources

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Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer?	N/A	CEO is the complaints officer.	Emma Simmons - Governance Projects Officer
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c)?	Yes	See "Register of Complaints Referred to under Local Government Act S5.121" (D16/107330).	Emma Simmons - Governance Projects Officer
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made?	Yes	Information would be collected under the "Details" column.	Emma Simmons - Governance Projects Officer
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint?	Yes	Information would be collected under the "Details" column.	Emma Simmons - Governance Projects Officer
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occured?	Yes	Information would be collected under the "Details" column.	Emma Simmons - Governance Projects Officer
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c)?	Yes	Information would be collected under the "Details" column.	Emma Simmons - Governance Projects Officer

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Optional Questions

No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5 (2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	No	The City has engaged Stantons International to perform this review between February and June 2020.	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	Refer Item 5.2 of the Audit Committee Minutes 20 March 2018	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	Yes	As per the 2019 Annual Financial statements	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	Yes	Draft 2019 Financials was forwarded to the auditors on the 17.9.2019	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	Yes		Jeremy Chalmers Procurement and Contracts Officer
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	N/A	No multiple contracts were entered into.	Jeremy Chalmers Procurement and Contracts Officer
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes	The City invited 10 tenders via Statewide public notice	Jeremy Chalmers Procurement and Contracts Officer

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No	Reference	Question	Response	Comments	Respondent
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		Jeremy Chalmers Procurement and Contracts Officer
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation?	Yes	Addenda Notices were distributed on TenderLink and emailed to all tenderers who registered tender documents.	Jeremy Chalmers Procurement and Contracts Officer
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes	Please refer CM D18/89294	Jeremy Chalmers Procurement and Contracts Officer
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	Yes		Jeremy Chalmers Procurement and Contracts Officer
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	Yes		Jeremy Chalmers Procurement and Contracts Officer
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes	An up to date register is available on the City's website.	Jeremy Chalmers Procurement and Contracts Officer
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes	Written notice was issued to all tenderers.	Jeremy Chalmers Procurement and Contracts Officer
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	Yes		Jeremy Chalmers Procurement and Contracts Officer
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	Yes		Jeremy Chalmers Procurement and Contracts Officer
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?	Yes		Jeremy Chalmers Procurement and Contracts Officer
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	N/A	EOI currently under evaluation	Jeremy Chalmers Procurement and Contracts Officer
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	Yes	This information is included in the City's Purchasing Policy no.1.2.3	Jeremy Chalmers Procurement and Contracts Officer

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No	Reference	Question	Response	Comments	Respondent
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	N/A	The City did not request any panel of pre-qualified suppliers in 2019	Jeremy Chalmers Procurement and Contracts Officer
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	N/A	The City did not request any panel of pre-qualified suppliers in 2019	Jeremy Chalmers Procurement and Contracts Officer
18	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application?	N/A	The City did not request any panel of pre-qualified suppliers in 2019	Jeremy Chalmers Procurement and Contracts Officer
19	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, given notice of the variation?	N/A	The City did not request any panel of pre-qualified suppliers in 2019	Jeremy Chalmers Procurement and Contracts Officer
20	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications?	N/A	The City did not request any panel of pre-qualified suppliers in 2019	Jeremy Chalmers Procurement and Contracts Officer
21	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria?	N/A	The City did not request any panel of pre-qualified suppliers in 2019	Jeremy Chalmers Procurement and Contracts Officer
22	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	N/A	The City did not request any panel of pre-qualified suppliers in 2019	Jeremy Chalmers Procurement and Contracts Officer
23	F&G Reg 24AI	Did the CEO send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted?	N/A	The City did not request any panel of pre-qualified suppliers in 2019	Jeremy Chalmers Procurement and Contracts Officer
24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	N/A		Jeremy Chalmers Procurement and Contracts Officer
25	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy?	N/A		Jeremy Chalmers Procurement and Contracts Officer

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No	Reference	Question	Response	Comments	Respondent
26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, $150,000 or less?	Yes	Purchasing Policy 1.2.3	Jeremy Chalmers Procurement and Contracts Officer
27	F&G Reg 11A	Did the local government comply with it's current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be $150,000 or less or worth $150,000 or less?	Yes		Jeremy Chalmers Procurement and Contracts Officer

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Vincent

Signed CEO, Vincent

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12.12 REPORT AND MINUTES OF THE AUDIT COMMITEE MEETING HELD ON 3 MARCH 2020

Attachments:
1. **Minutes - Audit Committee - 3 March 2020**
2. **Minutes Attachments - Audit Commitee Meeting 3 March 2020**

RECOMMENDATION:

That Council:

1. **RECEIVES this report from the Audit Committee meeting of 3 March 2020 and the minutes of that meeting at Attachment 1; and**

2. **NOTES the recommendations of the Audit Committee in respect to the City's Compliance Audit Return 2019, which is the subject of a separate item on this Council Agenda.**

PURPOSE OF REPORT:

To report to Council the proceedings of the Audit Committee at its meeting held on 3 March 2020 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 (one of which is the Audit Committee Chair) and four Elected Members.

DETAILS:

At its meeting on 3 March 2020, the Audit Committee considered seven agenda items as follows:

5.1 Roads to Recovery Breach
5.2 Asset Sustainability Ratio - Action Plan
5.3 City's Corporate Risk Register
5.4 Update on the internal audit process and reg 5 and reg 17 reviews
5.5 Local Government Statutory Compliance Audit Return
5.6 Review of the City of Vincent Audit Log
5.7 Application of the changes to the new accounting standards

A summary of the discussion relating to several of the above items is included below:

Item 5.1 - Roads to Recovery Breach

The Audit Committee was provided with the City's response to the Department of Infrastructure, Transport, Cities and Regional Development (Department), dated 28 February 2020, in respect to the City's participation in the Roads to Recovery program. The response requested that:

- the City's reference amount for the funding be recalculated; and
- the revised reference amount be based on the period 2014/15 to 2018/19, as previous years' data is not readily accessible.

The Department confirmed by email on 4 March 2020 that the reference amount can be recalculated based on the period 2011/12 to 2015/16. Administration is in the process of recalculating the reference amount, which will then be reviewed by the City's auditor.

Item 5.2 – Asset Sustainability Ratio - Action Plan

The Audit Committee considered the Asset Sustainability Ratio non-compliance and the Asset Sustainability Ratio Action Plan, which indicates that the Asset Sustainability Ratio will return to compliance by 2021/22. The Audit Committee also reviewed the City's letter to the Minister for Local Government dated 28 February 2020, which was required to be provided by the 28 February 2020 in accordance with section 7.12A of the *Local Government Act 1995*. The letter noted that the Action Plan will be provided to the Minister following Council's approval of the Audit Committee minutes at its 17 March 2020 Meeting.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Clause 2.21 of the City's Meeting Procedures Local Law 2008 states:

"2.21 Presentation of committee reports

(1) Every committee is to cause:-

(a) a report with recommendations and suitable preamble;

(b) minutes of the committee's proceedings and transactions;

to be presented to the Council by the presiding member of each committee concerned, or in his or her absence, a member of the committee in the form of a motion; "That the report be received and the recommendation be adopted".

(2) No objection to the receipt of a report of any committee, or any part of it, shall be raised when such reports are presented to the Council, except for reasons arising out of such reports.

(3) The presiding member is to:-

(a) put the motion that the report be received;

(b) call for a motion to be moved by any member pursuant to clause 5.6(1), with the exception of item (a) of that clause, with respect to any recommendation contained in the report;

(c) put the motion that the recommendation be adopted in relation to the recommendations contained in the report, apart from a recommendation or recommendations which are the subject of a motion by a member pursuant to the preceding item of this sub-clause; and

(d) ensure that the motions are debated and dealt with in accordance with these Standing Orders in relation to a recommendation or those recommendations in the report which are the subject of a motion or motions by a member or members pursuant to clause 5.6."

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

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider the report and minutes of the Audit Committee meeting on 3 March 2020.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

CITY OF VINCENT

MINUTES

Audit Committee

3 March 2020

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MINUTES OF CITY OF VINCENT
AUDIT COMMITTEE
HELD AT THE COMMITTEE ROOM, ADMINISTRATION AND CIVIC CENTRE
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 3 MARCH 2020 AT 1PM

PRESENT:	**Cr Joshua Topelberg**	**South Ward, Deputy Chair (Acting Presiding Member)**
	Mr Conley Manifis	**External Member, Chair (via teleconference)**
	Cr Ashley Wallace	**South Ward**
	Cr Susan Gontaszewski	**South Ward**
	Mr Robert Piper	**External Member**
IN ATTENDANCE:	**David MacLennan**	**Chief Executive Officer**
	Vanisha Govender	**Executive Manager Financial Services**
	Virginia Miltrup	**Executive Director Community & Business Services**
	Meluka Bancroft	**Executive Manager Corporate Strategy & Governance**
	Wendy Barnard	**Council Liaison Officer**

1 INTRODUCTION AND WELCOME

The Chair, Conley Manifis, attended via teleconference so Cr Joshua Topelberg, Deputy Chair, acted as the Presiding Member and declared the meeting open at 1.04pm and read the following Acknowledgement of Country statement:

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

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Dan Loden	North Ward	Approved leave of absence
Ms Elizabeth Hunt	External Member	Apology

3 DECLARATIONS OF INTEREST

Conley Manifis declared an impartiality interest. The extent of his interest is that his company is contracted by the Office of the Auditor General to complete external audits.

4 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Audit Committee held on 26 November 2019 be confirmed.

The minutes of the Audit Committee Meeting held on 26 November 2019 were not received by all members. Therefore the Presiding Member requested that the minutes be circulated via email and members provide confirmation within 7 days of the email date.

NOTE: The minutes were circulated by email on 3 March 2020.

5 BUSINESS ARISING

5.1 ROADS TO RECOVERY BREACH

Attachments:
1. **Roads to Recovery Breach Advice Correspondence**
2. **Response to Department of Infrastructure, Transport, Cities & Regional Development on Roads to Recovery breach**

COMMITTEE DECISION ITEM 5.1

That the Audit Committee recommends to Council that it:

1. **RECEIVES the update on the City's failure to meet the Australian Government "Roads to Recovery" expenditure maintenance requirements for 2018-19; and**

2. **NOTES the City's response to the Department of Infrastructure, Transport, Cities and Regional Development, at Attachment 2.**

Moved: Cr Gontaszewski, Seconded: Mr Piper

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil

(Cr Loden was on approved leave of absence for the Meeting.)

(Ms Hunt was an apology for the Meeting.)

5.2 ASSET SUSTAINABILITY RATIO - ACTION PLAN

Attachments:
1. **Letter to Hon. David Templeman MLA**
2. **Draft Asset Sustainability Ratio - Action Plan**

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. **RECEIVES the City of Vincent response to the Minister for Local Government, at Attachment 1, explaining the City's non-compliance with the Asset Sustainability Ratio, in accordance with section 7.12A of the *Local Government Act 1995*;**

2. **ADOPTS the Asset Sustainability Ratio Action Plan at Attachment 2; and**

3. **NOTES that the Asset Sustainability Ratio Action Plan, supported by current Long Term Financial Plan forecasts, indicates that the Asset Sustainability Ratio will return to compliance by 2021/22.**

Moved: Cr Gontaszewski, Seconded: Mr Wallace

That the recommendation be adopted.

AMENDMENT

Moved: Cr Gontaszewski, Seconded: Mr Piper

That the recommendation be amended as follows, in red:

1. **RECEIVES the City of Vincent response to the Minister for Local Government, at Attachment 1, explaining the City's non-compliance with the Asset Sustainability Ratio, in accordance with section 7.12A of the *Local Government Act 1995*;**

2. **ADOPTS the Asset Sustainability Ratio Action Plan at Attachment 2; and**

3. **NOTES that the Asset Sustainability Ratio Action Plan, supported by the current draft update to the Long Term Financial Plan, indicates that the Asset Sustainability Ratio will return to compliance by 2021/22.**

AMENDMENT CARRIED (5-0)

For: Mr Manifis, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil

(Cr Loden was on approved leave of absence for the Meeting.)

(Ms Hunt was an apology for the Meeting.)

COMMITTEE DECISION ITEM 5.2

That the Audit Committee recommends to Council that it:

1. **RECEIVES the City of Vincent response to the Minister for Local Government, at Attachment 1, explaining the City's non-compliance with the Asset Sustainability Ratio, in accordance with section 7.12A of the *Local Government Act 1995*;**

2. **ADOPTS the Asset Sustainability Ratio Action Plan at Attachment 2; and**

3. **NOTES that the Asset Sustainability Ratio Action Plan, supported by the current draft update to the Long Term Financial Plan, indicates that the Asset Sustainability Ratio will return to compliance by 2021/22.**

Moved: Cr Gontaszewski, **Seconded:** Mr Piper

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil

(Cr Loden was on approved leave of absence for the Meeting.)

(Ms Hunt was an apology for the Meeting.)

5.3 CITY'S CORPORATE RISK REGISTER

Attachments: 1. Corporate Risk Register - as at 25 February 2020

RECOMMENDATION:

That the Audit Committee recommends that Council:

1. RECEIVES the City's Corporate Risk Register, as at Attachment 1; and

2. APPROVES the proposed risk management actions for the high and extreme risks.

Moved: Cr Gontaszewski, Seconded: Mr Piper

That the recommendation be adopted.

AMENDMENT 3

Moved: Mr Piper, Seconded: Cr Gontaszewski

That the recommendation be amended as follows, in red:

1. ~~RECEIVES~~ NOTES the City's Corporate Risk Register, as at Attachment 1; and

2. ~~APPROVES~~ NOTES the proposed risk management actions for the high and extreme risks.

3. REQUESTS that the updated Corporate Risk Register be presented to the Audit Committee meeting on 5 May 2020.

AMENDMENT CARRIED (5-0)

For: Mr Manifis, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil

(Cr Loden was on approved leave of absence for the Meeting.)

(Ms Hunt was an apology for the Meeting.)

COMMITTEE DECISION ITEM 5.3

Moved: Mr Piper, Seconded: Cr Gontaszewski

1. NOTES the City's Corporate Risk Register, as at Attachment 1; and

2. NOTES the proposed risk management actions for the high and extreme risks.

3. REQUESTS that the updated Corporate Risk Register be presented to the Audit Committee meeting on 5 May 2020.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil

(Cr Loden was on approved leave of absence for the Meeting.)

(Ms Hunt was an apology for the Meeting.)

5.4 UPDATE ON THE INTERNAL AUDIT PROCESS AND REG 5 AND REG 17 REVIEWS

Attachments: 1. **Improvement Plan - Risk Management, Internal Controls and Legislative Compliance - as at 25 February 2020**

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. **NOTES the status of the audit pursuant to regulation 17 of the *Local Government (Audit) Regulations 1996* and regulation 5 of the *Local Government (Financial Management) Regulations 1996*; and**

2. **REQUESTS that the Chief Executive Officer prepare a new internal audit plan for the period 2020/21 – 2023/24, taking into account the priority areas identified in the audit in recommendation 1 above, and the risks identified in the City's Corporate Risk Register, to be presented to the Audit Committee for endorsement at its 1 September 2020 meeting.**

COMMITTEE DECISION ITEM 5.4

Moved: Mr Manifis, Seconded: Mr Piper

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil

(Cr Loden was on approved leave of absence for the Meeting.)

(Ms Hunt was an apology for the Meeting.)

5.5 LOCAL GOVERNMENT STATUTORY COMPLIANCE AUDIT RETURN

Attachments: 1. **DRAFT City of Vincent Compliance Audit Return 2019 - updated version to be provided at Audit Committee**

RECOMMENDATION:

That the Audit Committee recommends to Council that it ADOPTS the Local Government Statutory Compliance Audit Return for the period 1 January 2019 to 31 December 2019 noting the four areas of non-compliance reported.

COMMITTEE DECISION ITEM 5.5

Moved: Cr Gontaszewski, Seconded: Mr Piper

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil

(Cr Loden was on approved leave of absence for the Meeting.)

(Ms Hunt was an apology for the Meeting.)

5.6 REVIEW OF THE CITY OF VINCENT AUDIT LOG

Attachments: 1. City of Vincent Audit Log as at 20 February 2020

RECOMMENDATION:

That the Audit Committee recommends to Council that it NOTES the status of the City's Audit Log as at 20 February 2020, at Attachment 1.

COMMITTEE DECISION ITEM 5.6

Moved: Cr Gontaszewski, Seconded: Mr Piper

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil

(Cr Loden was on approved leave of absence for the Meeting.)

(Ms Hunt was an apology for the Meeting.)

5.7 APPLICATION OF THE CHANGES TO THE NEW ACCOUNTING STANDARDS

Attachments: **Nil**

RECOMMENDATION:

That the Audit Committee recommends to Council that it NOTES the changes to the Accounting standards applicable to the City as at 1 July 2019.

COMMITTEE DECISION ITEM 5.7

Moved: Cr Gontaszewski, Seconded: Mr Piper

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil

(Cr Loden was on approved leave of absence for the Meeting.)

(Ms Hunt was an apology for the Meeting.)

6 GENERAL BUSINESS

6.1 Robert Piper requested that the meeting agenda is provided at least two business days prior to the Audit Committee meeting.

7 NEXT MEETING

The next Audit Committee meeting is scheduled for 1pm, Tuesday 5 May 2020.

8 CLOSURE

There being no further business, the meeting closed at 2.25pm.

These Minutes were confirmed by the Audit Committee as a true record and accurate of the Audit Committee meeting held on 3 March 2020.

Signed: Cr Conley Manifis

Dated

CITY OF VINCENT

ATTACHMENTS

Audit Committee

3 March 2020

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Australian Government

Department of Infrastructure, Transport, Cities and Regional Development

File Reference: F19/595

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

Dear Mr MacLennan

Subject: ***Roads to Recovery***

Thank you for submitting your Council's 2018-19 Roads to Recovery annual report. The Roads to Recovery program procedures (Part 7) document expenditure maintenance requirements and your annual report indicates a breach of these requirements. Council's own source expenditure is $4,004,569 compared with its reference amount of $2,406,306, leaving a shortfall of $1,598,263.

In order to consider remedial action I would be grateful for an explanation of the breach. I recognise that a Council's expenditure on roads can fluctuate from year to year for many reasons and the expenditure maintenance conditions can be waived on a case by case basis if there is an acceptable reason. Please include:

1. the reasons for the breach in detail. It would not for example, be sufficient to say that there had been issues with the local utilities provider. We would need to know what the problem was, when it happened, how it impacted on the projects etc. If the problem was flooding, we will need some details of that too eg was the council disaster declared (copies of declarations will be required) along with details of any ongoing work as a result. Additionally, if council is drought affected, please include a brief outline of the Council's circumstances.

2. the budgeted figure for own source expenditure on roads for 2019-20 and, where possible projected own source expenditure figures for 2020-21 and 2021-22. These should be realistic in terms of the council's overall budgetary position.

The normal practice where there is a shortfall is for Councils to make this up in the following financial year or apportioned over up to three years if required. However, in the case of natural disasters such as a storm/flood events or drought the requirement to make up the shortfall is likely to be waived.

Please contact me on (02) 6274 7466 if you would like to discuss this matter, or if I can be of assistance in ensuring the information you provide is appropriate.

Yours sincerely

Allan Chisholm
Roads to Recovery
23 October 2019

GPO Box 594 Canberra ACT 2601 Australia • Telephone: 02 6274 7111 • Facsimile: 02 6257 2505
Website: www.infrastructure.gov.au • ABN 86 267 354 017

ENQUIRIES TO: Andrew Murphy (9273 6005)
Executive Director Infrastructure and Environment

OUR REF: SC1248-02 / D20/36132

CITY OF VINCENT

28 February 2020

Mr Allan Chisholm
Roads to Recovery
Department of Infrastructure, Transport, Cities & Regional Development
GPO Box 594
CANBERRA ACT 2601

Dear Allan

NOTIFICATION OF ROADS TO RECOVERY BREACH

Thank you for your letter of 23 October 2019 regarding the City's participation in the Roads to Recovery program.

The City greatly appreciates the financial support which has been provided by this program over many years. This funding has been of great benefit to our residents and the City given the pressures of maintaining a network of ageing roads in a growing inner city area.

This breach has significant implications for City's finances and has been raised with both the City's Audit Committee and Council.

We have reviewed the breach for our own source expenditure for 2016/17 to 2018/19 and confirm the expenditure has been below the required reference amount. This is due to the exclusion of disallowed costs and inclusion of financial assistance funds as noted by our current auditors.

We have also reviewed the proceeding three years 2013/14 to 2015/16 prepared by our previous auditors and applying the correct methodology results in expenditure below the reference amount.

It now appears the City of Vincent's reference amount has been incorrectly calculated since the inception of Road to Recovery program and dating back to 2004/05. The City's costs used to establish the reference number were overstated due to the inclusion of disallowable deductions and the exclusion of our financial assistance grants.

I would like to request the Department undertake a review of the reference amount as this would result in a lower figure which would be financially feasible for the City to meet.

I also seek your approval for the revised reference figure to be based upon the period 2014/15 to 2018/19 as the data is readily accessible. Data prior to 2013/14 from the chart of accounts was in a different format and extracting it would be difficult, costly and delay a timely resolution.

Yours sincerely,

David MacLennan
CHIEF EXECUTIVE OFFICER

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

ENQUIRIES TO: Virginia Milltrup (9273 6003)
Executive Director Community & Business Services

OUR REF: SC243-03 / D20/35346

CITY OF VINCENT

28 February 2020

The Hon. David Templeman MLA
Minister for Local Government, Heritage; Culture and the Arts
7th Floor, Dumas House
2 Havelock Street
WEST PERTH WA 6005

Email: Minister.Templeman@dpc.wa.gov.au

Dear Mr Templeman

REPORT OF ADVERSE AUDIT FINDING FOR YEAR ENDED 30 JUNE 2019

I write to inform you of an adverse audit finding for the City of Vincent, reported for the year ended 30 June 2019 in accordance with the *Local Government (Audit) Regulations 1996* and *section 7.12A of the Local Government Act 1995.*

The City of Vincent received the Auditor's Concluding Memorandum, prepared by Moore Stephens and the Office of the Auditor General, at its Audit Committee meeting held 26 November 2019. The Audit Committee noted the following significant adverse trend in the financial position of the City: *The Asset Sustainability Ratio has been below the DLGSC standard for all 3 years reported in the annual financial report.*

The City has taken the following actions in response to this finding:

- Conducted a root cause analysis;
- Identified the drivers for meeting the Asset Sustainability Ratio benchmark as part of a major revision of the City's 10-year Long Term Financial Plan (LTFP) to be adopted by Council in June 2020;
- Commenced a review of the 10-year Asset Management Strategy for Council's consideration in May 2020; and
- Prepared a draft action plan for the Audit Committee to consider at its meeting on 3 March 2020.

Current modelling we have conducted for the major revision of the LTFP indicates that the City could return the Asset Sustainability Ratio to the DLGSC target level of ≥0.9 within two years. This modelling has been informing preparation of the 2020-2021 Annual Budget.

The draft action plan will not be considered by the Audit Committee until 3 March 2020 – its first meeting for 2020. The City will forward the Council endorsed action plan to your office following the 17 March 2020 Ordinary Council Meeting.

Yours sincerely,

David MacLennan
CHIEF EXECUTIVE OFFICER

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

CITY OF VINCENT

ACTION PLAN

ASSET SUSTAINABILITY RATIO

This action plan responds to an adverse audit finding on 26 November 2019 identifying a significant adverse trend, as Asset Sustainability Ratio has been below the DLGSCI standard for all 3 years reported in the annual financial report.

The City of Vincent has taken, or intends to take, the following actions to address this non-compliance issue:

Action Description	Due Date(s)	Status
ROOT CAUSE ANALYSIS		
The City has reviewed existing Asset Management Plans and determined that the asset sustainability ratio trend demonstrates that the City has not been investing sufficient monies in renewing assets in comparison to the depreciation value of our current assets.	26-Nov-2019	Completed
REVIEW OF THE LONG TERM FINANCIAL PLAN 2018/19 TO 2027/28		
On 24 September 2019, 11 November 2019, 28 January 2020 and 18 February 2020, the City held a series of Budget Workshops with Elected Members to review the Long Term Financial Plan and 10 year asset management forecasts. Elected members have provided feedback on budget assumptions and base modelling. Consequently, at the Budget Workshop held 18 February 2020, the City reported that base modelling now indicated an improvement in the City's asset related ratios.	24-Sep-2019 11-Nov-2019 28-Jan-2020 18-Feb-2020	Completed
Council to approve the amended Long Term Financial Plan, modelling an improvement in the City's asset related ratios.	By 30-Jun-20	On track

Action Description	Due Date(s)	Status
The City is currently finalising the mid-year budget review for 2019/20. This review proposes an increase in the Asset Sustainability Reserve of $250,000. The budget review agenda paper will be considered by Council at the Ordinary Council Meeting on 17 March 2020.	17-Mar-20	On track
REVIEW OF THE ASSET MANAGEMENT STRATEGY		
At a Budget Workshop held on 28 January 2020, Elected Members were advised that the *Asset Management Strategy (2010-2020)* was to be reviewed.	28-Jan-20	Completed
A new 10 year *Asset Management Strategy* will be developed and presented to Council in tandem with the adoption of the LTFP and the 2020/21 annual budget.	31-May-20	On track
MONITORING AND REPORTING		
The Audit Committee of 26 November 2019 requested that the Asset Sustainability ratio non-compliance is tracked through the Audit Log.	10-Dec-2019	Completed
The Audit Committee's minutes were reported to, and received at the Ordinary Council Meeting on 10 December 2019.	10-Dec-2019	Completed
The Audit Log will be updated and reported to the next Audit Committee.	3-Mar-2020	On track
A copy of this action plan will be provided to the Audit Committee meeting at its next meeting.	3-Mar-2020	On track
A copy of the Council endorsed Asset Sustainability Action Plan will be provided to the Minister for Local Government.	31-Mar-2020	On track
The Asset Management Strategy will be reviewed and presented to Council in May 2020 in tandem with the development of the 2020/21 budget.		

Virginia Miltrup
EXECUTIVE DIRECTOR, COMMUNITY AND BUSINESS SERVICES
26 February 2020

CITY OF VINCENT

BDO

CITY OF VINCENT CORPORATE RISK REGISTER

			Inspact Analysis				RISK MANAGEMENT				ACCOUNTABILITY			
Risk Category	Risk Description	Comment	Likelihood	Consequence	Remarks	Actual Risk	Current Risk Management Strategy (what happens now)	Risk Management Actions (RMA)	Strength (S=M=W)	Risk Acceptance (Y/N)	Net Risk (after RMA)	Direction of further RH	Risk Owner	Timetable	Assurances available	Last updated
Finance, Procurement and Contracts																
Procurement for facilities (Beatty Park Leisure Centre)	Ineffective procurement processes and management of suppliers resulting in a lack of supplies / parts (i.e. chemicals) which impacts use of pool / pool safety		1	5		M	Building good relationship with suppliers, review alternative suppliers, ensure invoices are processed in a timely fashion - have a stock of chemicals, have an emergency plan	1. Stockpile chemicals - Complete 2. build relationships with suppliers - Done, continue during procurement and new contract setup 3. Complete supplier/contract management - July 2020	Strong - Continue to liaise with suppliers and finalise supplier agreements.	Y	L	Review supply contracts regularly	Manager Beatty Park / Manager Finance	01-Jul-20	Review contracts yearly	25-Feb-20
Supplier / contract management	There is a risk that inappropriate contract management in respect to initiation and management of contract with suppliers may result in the City's interests not being protected or the contract terms not being filled resulting in financial losses to the City		5	2		H	Limited controls. Use of some Australian standard contracts. Procurement training provided and procurement policy communicated to all staff.	1. develop contract management framework, train staff in use and communicate - December 2020 2. develop contract register - consultant currently preparing - June 2020 3. update the contract template / use WALGA / AS templates - December 2020 4. monitor compliance with the framework and use of templates - December 2020	Strong	H	H	Need adequate resourcing	Manager Finance	01-Jun-20 30-Dec-20	Monitoring of contracts register and procurement processes	25-Feb-20
Major project management	Large number of projects, limited resources and ineffective management of projects resulting in financial losses and potentially poor project outcomes for the City		5	2		H	New project management framework and project prioritisation in place, but in early stage of adoption.	1. continue implementation of framework 2. staff training on implementing framework - June 2020 3. Ensuring timely reporting and accountability by staff - June 2020	Medium	H	H	Review number and priority of projects against available resources and capacity	Executive Manager Corporate Strategy and Governance	1. ongoing 2. 01-Jun-20 But need PMO to be adequately skilled to address risk	Review or use application of the framework will be included in the internal audit plan, and will form part of other internal and external compliances	25-Feb-20
Financial stability, sustainability & reporting	Poor financial and management reporting regime leads to ineffective financial management and results in insufficient resources to operate the City effectively		4	4	Roads to Recovery Breach and Asset Sustainability Ratio have financial implications for the City - therefore currently this is a high risk based on financial consequence	H	No current controls. Noted that City currently has ability to borrow funds.	1. Developing an accurate and updated LTFP which will be adopted by Council. 2. Will commence comprehensive monthly reporting covering cash flow management as well as relevant financial metrics 3. Will assess financial sustainability as part of the development of the City's strategic priorities and masterplans 4. Will report on financial sustainability to the Audit Committee.	Strong	Y	M		Manager Finance	01-Jun-20		25-Feb-20
Asset, sustainability and environment management																
Inadequate asset management framework	Inadequate asset management controls, framework, accountability and inadequate systems to record and interrogate data to inform Asset renewal programs will result in poor asset management outcomes - financial loss and reputational damage	Event - asset failure Impact - financial losses, reputational damage	5	4		E	Using alternative systems such as spreadsheets, Payntse	1. Allocate additional resources to adequately assess and report on key risks. 2. Continue investigating an Asset Management System in conjunction with the current review of the City's Corporate IT Systems	Weak - as only investigating the system/framework	H	H	Determine what asset management strategy is appropriate and implement it	Manager ICT, Manager Engineering	01-Dec-20		25-Feb-20
Inadequate asset management accountability	Inadequate accountabilities in respect of asset management may result in this not being viewed as a whole of organisation responsibility resulting in a lack of focus and maintenance of the City's most valuable assets	Event - asset failure Impact - financial losses, reputational damage	5	3	EMC to champion whole of organisation responsibility to maintain assets.	H	Annual review of renewal plans for major asset classes including disposal; Regular engagement with both internal and external customers.	1. Table auditor's report on condition of assets at EMC and Audit Committee 2. Establish asset specific accountability processes and procedures.	Medium	H	H	Determine accountabilities and implement regular reporting	Manager ICT, Manager Engineering	Ongoing		25-Feb-20
Asbestos and Poisons management	Inadequate framework to manage the risk in respect to asbestos and poison use will leave the City vulnerable to staff and community harm resulting in financial loss and reputational damage		3	3	Needs to be at a department level, not just Manager Parks	M	LGIS has prepared an asbestos register, and is currently development an asbestos management framework in accordance with the legal advice received. Need to review controls for poison use.	1. Finalise and implement the asbestos management framework, and communicate to staff. 2. Develop actions based on gaps identified in framework. 3. Review processes for the storing, allocating and staff training in the use of poisons.	Medium - Investment in OSH/Reporting/workflow technology to reduce risk even further.	Y	L		Executive Director - Infrastructure and Environment	30-Jun-21		25-Feb-20
OH&S, employment practices																

CITY OF VINCENT

BDO

CITY OF VINCENT CORPORATE RISK REGISTER

			Impact Analysis				RISK MANAGEMENT					ACCOUNTABILITY				
Risk Category	Risk Description	Comment	Likelihood	Consequence	Remarks	Actual Risk	Current Risk Management Strategy (what happens now)	Risk Management Actions (RMA)	Strength (S=M=W)	Risk Acceptance (Y/N)	Net Risk (after RMA)	Direction of further RH	Risk Owner	Timetable	Assurances available	Last updated
Systems	A lack of a centralised OH&S system is likely to result in incomplete information and incomplete responses to risk potentially resulting in injury and death and also key person risk.		2	3	No centralised system in place increasing human error for processing/monitoring etc. However, cost of system is too high to justify benefit to the City given current staff skillset. Results in key person risk.	H	Highly skilled OH&S representative; manual processes driven by employee and HR department	HR team has now trained HR Business Partners on OH&S and workers compensation processes. Implementation of OSH/reporting/workflow technology.	Medium - Investment in OSH/Reporting/workflow technology to reduce risk even further.	Y	L	HR Business Partners trained on OSH. Unsure at this time if the City will invest in a system to support OSH reporting and requirements.	Manager HR	01-Jan-21	Annual review	25-Feb-20
Workforce Planning	Robust and effective workforce planning process not in place to truly ascertain future skills, emerging positions and linkages to CSP will result in the City not being future ready and not meeting the needs of the community		3	2		H	Professional development, services on a page and strategy house processes, but no linkage into a plan for the future at this stage	Update the workforce plan; Development of a 'general' Workforce Planning Framework and process by August 2019 with workshops conducted with Directorates on workforce challenges, future skills etc. in 2020.	Strong - With the newly developed SOAPs, PGAPs, PRGAPs and Strategy House to feed into Workforce Plan, City is in a good position.	Y	L	N/A	Manager HR	02-Feb-21	Annually	25-Feb-20
Skills & training	Poor induction may result in staff being unclear on COV policies and procedures resulting in error, inefficiency , misconduct and poor customer outcomes		2	3		H	Online induction program	Continue development of 'mandatory' training profile framework for COV positions. Will be implementing a induction and orientation online system in June 2020	strong - Investment in technology and a mandatory training/compliance framework for positions puts the City in a good position to reduce this risk.	Y	L	Budget confirmed for online induction and orientation system and framework currently being developed by April 2020	Manager HR	30-Jun-20	Annually	25-Feb-20
Skills & training	Lack of centralised competency framework and training needs analysis may result in the City not maintaining appropriate records in respect to mandatory training, qualifications and licenses being current, resulting in potential community harm and regulator fines. Highest risk for Beatty Park, Loftus Community Centre and community partners working with youth.		3	3		H	Relevant Managers aware of staff training requirements for different positions, and ensure training is completed	Continue creating a positional compliance register for all staff and monitoring currency of tickets / permits. Build on and maintain required mandatory training of all staff.	Strong - Investment in technology and a mandatory training/compliance framework for positions puts the City in a good position to reduce this risk.	Y	L	Budget confirmed for online induction and orientation system and framework currently being developed by April 2020	Manager HR	30-Jun-20	Annually	25-Feb-20
Leadership	Lack of quality leadership may impact on the direction and achievement of operational KPIs, managing staff and performance etc. resulting in inefficient and ineffective operations, not meeting stakeholder needs		2	3		H	Performance review process. Training provided when requested, including from LGPro.	Leadership framework and leadership training program to be developed and implemented by September 2020.	Strong - Investing in and developing our leaders sets expectations/performance of 'what is required of a leader at the City'	Y	L	Budget yet to be confirmed for leadership training (i.e. $20K) for 2020/2021.	Manager HR	30-Sep-20	Bi-Annually	25-Feb-20
Succession planning	Neglect of succession planning may result in a key person leaving the City, making City operationally vulnerable resulting in inefficient and ineffective operations, not meeting stakeholder needs.		2	3		H	Some work instructions	Continue developing corporate process management framework and develop a succession planning framework.	Strength - Once succession planning framework is completed for critical positions, risk will be low.	Y	L	Succession planning framework to be developed in 2021 per HR Strategy House.	Manager HR	30-Jun-21	Annually	25-Feb-20
Safety and security practices for staff	Lack or comprehensive risk management in respect to safety practices leads to a lack of understanding of the appropriate training needs and potentially inadequate action against risks. Staff working alone, after hours works, accessing building sites and/or private property, negative interaction with members of the community associated with Health, Building and Compliance services.		2	5		H	Staff training, patron education, emergency equipment provision and safety audits. Follow working alone procedures, toolbox weekly for handover, vehicle handover and audit of PPE, GPS monitoring enabled enforcement and communication devices. Regular reporting of incidents to foster safety awareness culture	1. review of safety management plan and systems	medium	Y	H		Manager Rangers / Manager HR	01-Jun-20		25-Feb-20
Supplier / contractor management	There is a risk that inappropriate contract management in respect to contractor/volunteer induction and adherence to COV policies and procedures is not appropriately applied to leaving the City vulnerable to contractor/volunteer injury and legal action.		3	3		H	Induction process in place for Contractors, it does rely on the staff who get the contractors in to complete the induction and educate on policies and procedures.	Implement a centralised induction system to induct all staff. Ensure all staff have completed mandatory training/compliance (one off compliance training or yearly/bi-yearly).	Strong - Implementation of a orientation and induction program	Y	L	Budget confirmed for online induction and orientation system and framework currently being developed by April 2020	Manager HR	30-Jun-20	Annually	25-Feb-20
any additional new risk only be added below this line																
Business service disruption																
any additional new risk only be added below this line																
Public safety	Inadequate or unclear approval processes result in unplanned or unauthorised activities, such as unauthorised works within the verge or thoroughfare , which may create an unsafe environment and community & employee harm.		2	3		H	Training of staff, and patrolling of City to identify any unauthorised /unplanned works. Requirements specified in building permits.	Increase clarification on City's website also clarification of Community Ranger role. Establish protocols for each shift.	Strong, as the role will be condensed to 6 trained Community Rangers	Y	L	Investigate possible changes to the timings on the Roster to better suit the City's needs.	Manager Rangers	01-Jul-20	A reduction in unauthorised/unplanned works being reported. Internal working group established to assess building requirements in relation to permits and parking.	25-Feb-20

CITY OF VINCENT

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Risk Category	Risk Description	Comment	Likelihood	Consequence	Remarks	Actual Risk	Current Risk Management Strategy (=what happens now)	Risk Management Actions (RMA)	Strength (S=St+W)	Risk Acceptance (Y/N)	Net Risk (after RMA)	Direction of further RH	Risk Owner	Timetable	Assurances available	Last updated
Incident response	Inadequate framework around planned responses and actions in the event of an incident which may lead to injury or loss of life.		1	5		H	CEO and Executive Director of Infrastructure and Environment are responsible in an emergency. Plan is in place. City is a member of LEMA.	Create an emergency plan for each location, and better communication of roles and responsibilities, and provide training for relevant staff. LEMA, Disaster recovery plan and customer service plans need to be tested and updated	Create an emergency plan for each location, and better communication of roles and responsibilities, and provide training for relevant staff. LEMA, Disaster recovery plan and customer service plans need to be tested and updated	No, require resourcing to as well as adequate staff training to implement. Will be strong once implemented	L	To attend and participate in WC-LEMC along with the exercises	Manager Rangers	01-Sep-20	Minutes of the WC-LEMC meetings along with staff participating in the desktop exercises	25-Feb-20
Escalating aggression and violence by the public towards City staff, includes both physical and verbal abuse (safety risks to staff)	City staff (Rangers) are placed in physical or psychologically stressful situations and are at risk of injury due to members of public		5	4	The City does not have the power to appropriately deal with this (police jurisdiction), but police do not have the resources. Rangers' role is not to deal with these "security officers", are not appropriately trained	E	Rangers monitor and manage investigate and action (notify police) of anti-social behaviour as part of their community safety role. Information is on the City's website setting out roles and responsibilities of the police and City in respect to dealing with anti-social behaviour. CCTV networks in town centres have been updated, and Wasi Square.	1. Review role of Rangers, workers compensation policies. 2. Improve communication to the public, and advocate with police for clarity in roles. 3. Expand CCTV network and police to have access to CCTV footage. 4. Educate public on role of Rangers - not currently a "security role"	Weak, as staff, residents, business owners and the general public not adequately informed on the roles of Rangers and WA Police	No, require resourcing to implement. Depends on behaviour of public which City can not control	H	More resourcing and clarity of roles	Manager Rangers	1. Currently being undertaken. 2. As per the Safer Vincent Plan June 2021. 3, 4 and 5. Currently being undertaken and ongoing.	CRM will be able to log all calls associated with antisocial behaviour and the outcomes to each report as to whether it was appropriately dealt with. Also body cameras are coming online March 2020	25-Feb-20
Disaster Recovery Plan & Business Continuity Management, including IT	An ineffective or non existent Disaster Recover Plan and BCP may result in short or long-term disruption to services, network failures / breaches, business confusion and staff and community safety		3	2	The City does not currently have any documented processes to manage a business disruption event or crisis	H	1. City is part of the LEMAC	1. Preparation of BCP (including BIA) scheduled for 2019/20. 2. Consultant has been engaged to assist with preparation of the BIA and BCP, but delay in commencement.	Strong if implemented.	No, require resourcing to implement.	L		Executive Manager Corporate Strategy and Governance, Manager ICT	BIA: 01-Jun-20	review of BCP; internal audit on plan and procedures, and their operational	25-Feb-20
Disaster Recovery Plan & Business Continuity Management for Beatty Park Leisure Centre	Building or pool failure leading to an unexpected closure of part or whole of facility may lead to not meeting shareholder expectations and experiencing financial losses.		3	3		H	Asset audits, maintenance programs in place and reviewed regularly, communication strategies for any shutdowns	Locate/create BCP for Beatty Park	Medium - Need to increase Audit of Assets and put plan in place for maintenance including contracts and agreements	Yes - note that Medium risk as plant failure can still occur despite strategies	M	No further action	Manager Beatty Park	01-Jul-20		25-Feb-20
Emergency Management (interagency)	Ineffective collaboration with agencies results in a poor relationship and ineffective cooperation regarding emergency management leading to ineffective disaster management with an impact of extended service outages, worsened disaster outcomes	The City fails to meet its requirements within Emergency Recovery plans due to inadequate processes	2	4		H	Limited control - local emergency management arrangements are in place	Provide additional resourcing and training/communication for relevant staff members and community agencies. Working towards implementation of LEMA.	Strong if WC-LEMC implement training protocols	Y	L	Consistent review of the arrangements to ensure they are kept up to date in relation to contacts etc.	Manager Rangers	2020/21	Audit of arrangements and the number of desktop exercises per year	25-Feb-20
Critical incident response - Power outage to ICT server room	A lack of power to the on premise ICT systems though extended power outages will result in a failure after 1-2 hours of reserve power supply. If reserve power fails or cannot continue to be supplied, staff will lose access to all electronic systems, potentially leading to loss of data and service levels		2	3	Risk likelihood based on Admin Centre not being available to staff.	H	1. Back up server (is that current control) 2. Restoration of File servers, Email, Authority and Content Manager within 2 days. Up to 1 day data loss.	ICT Strategy House D19/98015 identifies several cloud-first objectives to mitigate server room dependency. mid-2020: Offsite business systems (incl. telephony) on standby that can "go live" for Depot/remote access within 4 hours. Up to 1 day data loss. 2021/2022: File, email, records and core business system to move to cloud solutions. Depot/remote access continuous, no data loss.	Strong	Y	L	Link to BCP and BIA - need to understand the business service continuity needs	Manager ICT, Manager Asset and Engineering	01-Jul-20 2021/22	Audit of the systems and server	25-Feb-20
Primary site Internet outage	Loss of internet will result in reduced staff access to business systems including web, email and cloud-based systems resulting in reduced or non compliance with service levels.	Impact - service outages	3	2	Communication Links review completed in 2019 to enable redundant architecture decisions.	H	1. Internet-based systems accessible via 4G-enabled tablets. 2. 2 x 4G Wi-Fi dongles available to business teams for up to 15 staff each. 3. Offsite backup to Library remains operational.	mid-2020: Redundant Internet supply (and supporting security infrastructure including firewalls) implemented. Up to 1 hour outage.	Strong	Y	L		Manager ICT	01-Jun-20		25-Feb-20
Mapping data	Inaccurate mapping data may lead to poor or incorrect business decisions and possible safety issues resulting in financial loss to the City and potential harm to the community		4	2	Risk consequence considered Minor due to current limited use of spatial layers by staff. Public spatial layers have minimal data likely to cause more than Minor	H	GIS contract resource onsite fortnightly to respond to any data issues raised by staff.	mid-2020: GIS and Assets officer is being recruited in 2019/2020 and this will help mitigate this risk.	Strong	Y	L	Dependant on additional resources.	Manager ICT	01-Jul-20	Process to check GIS updates and verify data	25-Feb-20
Cyber Security	The City suffers a material breach of Information Security through ineffective protocols and processes	This is trending as an escalating risk in many organisations	3	4	Technical Security Review completed against Australian Signals Directorate "Essential 8". For Technical Security Review and current action item status, see D19/128564	H	Anti-virus software deployed for computers, web traffic and email filtering.	mid-2020: ongoing staff awareness training, upgraded anti-virus software for computers and email filtering, new anti-virus software for server environment; data loss protection config in Office 365 for external file sharing; data loss protection controls are being deployed as part of Office 365 implementation - to be completed in 2019/2020; multi-factor authentication for Office 365 and remote access.	Strong	Y	H		Manager ICT	01-Jul-20		25-Feb-20
Any additional new risk info to be added above this row																

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Governance, misconduct and fraud																
Corporate governance / legislative compliance	Lack of an effective governance framework and culture, including risk management, leads to complacency in corporate governance, risk management and legislative compliance, potentially resulting in a failure to comply with legislative requirements and poor decision making		3	2		L	1. Governance team undertakes manual checks to ensure legislative compliance and communicates governance principles and legislative requirements to organisation. 2. Audit Log monitors some Financial and audit related risks, and improvements required, and is reported to EMC monthly and to Audit Committee. 3. Currently no clear documentation of requirements.	1. Compliance calendar, RMF and Governance Framework is being developed and will be communicated to all staff - March 2020 2. Internal audit plan and improvement plan are being reviewed and will be reported to Audit Committee (will be informed by reg 17 review) - June 2020 3. Regulation 17 review being undertaken in 2020 (internal controls, legislative compliance and risk management) - April 2020	Strong RMA once implemented, however, resourcing required to implement actions identified by previous reg 17 review (improvement plan) and implement a compliance calendar, and ongoing monitoring / compliance checks.	H	L		Executive Manager Corporate Strategy and Governance	1. 01-Mar-20 2. 01-Jun-20 3. 01-Apr-20	1.planned reg 17 review 2. planned internal audit 3. Compliance calendar creates checklist 4. Audit Log is reported to EMC and Council	25-Feb-20
Fraud Risk Management	A lack of coordinated approach to identification, mitigation, management and monitoring of fraud, through a fraud risk framework increases the Risk of fraud occurring potentially leading to reputational damage, and financial losses		4	3	Initial consideration by City has identified following fraud risk areas: 1. Payroll 2. Theft (property / money) 3. Credit card use 4. Procurement (invoices)	H	1. A number of fraud risks have been identified as a result of the OAG's Fraud Performance Audit in 2019, which recommended that the City have a coordinated approach to fraud management and a mechanism for reporting fraud. 2. These items are being actioned and progress is reported to Audit Committee. 3. Procurement risks are managed by two level approval process for purchases. 4. Note, No specific current policies & procedures to prevent, detect and respond to fraud other than step 3 above	1. Develop and communicate a fraud risk management plan, and provide staff training - 30 June 2020 (consultant to be engaged). 2. Testing for fraud will form part of the internal audit plan, and random checks will be undertaken by procurement. - December 2020 3. Recruitment and selection process review - April 2020 4. Procurement review supplier verification - June 2020	Strong RMA, however, fraud risks must first be comprehensively identified and resourcing required to develop plan, train staff and undertake fraud testing / internal audits	H	H		Executive Manager Corporate Strategy and Governance	1. 30-Jun-20 2. 01-Dec-20 3. 01-Apr-20 4. 01-Jun-20	Audit Log is reported to EMC and Council; random checks on transactions, inventory and processes (e.g. HR and payroll)	25-Feb-20
Policies & Procedures	Outdated policies, procedures and controls leads to a failure to properly execute on its mandate and protect its assets leading to errors, omissions and delays in service delivery		3	2		M	1. Policies are reviewed and updated on an ad hoc basis. 2. New template has been prepared, Council approval of policies is required, which functions as a form of control.	1. Finalise and oversee the policy review plan - April 2020 2. Develop guidance on policy content - Council approval required, align with SCP objectives - April 2020 3. Communicate to all staff - June 2020 4. process improvement - Continue trialling the use of a corporate process management tool (Pro-mapp) - June 2020	Strong RMA.	Yes, policy review plan and framework will provide clear guidance on policy requirements and drafting. Corporate Process Management is assisting with process documentation	L		Manager Governance	1. 01-Apr-20 2. 01-Apr-20 3. 01-Jun-20 4. 01-Jun-20	Internal audit on policies and procedures, and their operational effectiveness	25-Feb-20
Information & Systems Management																
Document management	Inconsistency in record keeping and poor / inconsistent use of DM, results in loss of records, records not easily obtainable - prevents good decision making and business continuity, hinders access to records for FOI purposes and leaves the City vulnerable to legal action, furthermore there are delays and costs incurred when retrieving information		4	2		M	Record Keeping Plan (RKP) approved by State Records Office in 2016, health check completed in 2019 to ensure compliance. RKP, guides and policies and procedures all available to staff on the Intranet. Record keeping training (Content Manager) is provided to new staff and offered as a periodic refresher to all staff.	1. Review RKP when due (2021), including in relation to updated Privacy Act (2019 amended) 2. Record-keeping policies being reviewed/updated in early 2020 in preparation for external Audit; 3. Additional training promotion and opportunities also planned	Medium	Y	M	Staff training and accountability - HR training register would be a sensible longer-term tool to record and track record-keeping training and refreshers.	Manager Governance, Manager ICT, Manager HR	2020		Internal audit of document management	25-Feb-20
Systems	Core business system (Authority) has data integrity challenges. This leads to the possibility of inaccurate reporting and sharing of information potentially resulting in reputational damage and poor business decisions		5	3		H	RIL	ERP (Authority) business system replacement project to be completed by 2021/2022 per CBP. Change management, business process mapping and data clean-up to underpin migration to new system. Incremental change opportunities being reviewed to fast track improvements and reduce major impacts.	Medium	Y	M	Review of Authority system to determine genuine shortcomings vs issues will determine where the City will receive best return on investment.	Manager ICT, Manager HR, Manager Finance	2021/22		25-Feb-20
Data backup retention	Inadequate data backup procedures may result in data recovery points not meeting business needs and thereby impacting on business continuity		3	2		L	Backup schedule covers business system data and is retained offsite in daily, weekly and monthly restoration points. Recovery within 1 day for daily and weekly backups.	Conduct Business Impact Analysis per business unit in order to properly assess recovery point requirements. Office 365 backup to be introduced as part of Office 365 implementation in 2019/2020.	Strong	Y	L		Manager ICT			25-Feb-20
Project management and process mapping for new ERP implementation	Inappropriate project management methodology regarding new ERP system may result in an ineffective product selection, implementation and execution and the outcome of poor service delivery		2	3		M	Project Control Group governance introduced by ICT in 2019. Business stakeholder representatives oversee the project, including project management resourcing and objectives.		Strong	Y	L	Ensure this aligns with project management methodology	Manager ICT	2020		25-Feb-20
Staff security awareness	Lack of training and process may result in staff behaviour which could have unintended impact on data or compromise systems resulting in poor business decisions, poor service delivery		3	3		M	Minimal current activity. Ad hoc notices to staff regarding current security issues. Upgraded desktop, email, server and web browsing security implemented by ICT in 2019/2020.	ICT to complete ISMF (Information Security Management Framework) in 2020. ICT to introduce ongoing cyber-security training module for all staff in 2020 as part of Office 365 roll-out.	Strong	Y	L		Manager ICT	2020		25-Feb-20
Infrastructure readiness for cloud based systems	Business performance may be impacted if staff do not have adequate internet connectivity to cloud-based systems resulting in poor service delivery		2	3		M	Cloud-based system requirements are minimal for most staff.	mid-2020. Redundant and scalable Internet bandwidth supply (and supporting security infrastructure including firewalls) being implemented to CoV wide area network. Staff mobility improvements being realised through Corporate wifi, remote access and growing mobile device fleet in 2019/2020.	Strong	Y	L		Manager ICT	01-Jun-20		25-Feb-20
Community Services																

CITY OF VINCENT

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Any additional new can only be added above this row																
Any additional new can only be added below this row																

IMPROVEMENT PLAN – RISK, INTERNAL CONTROLS AND LEGISLATIVE COMPLIANCE

Improvement Plan - Risk Management

Activity	Objective	Deliverable	Update as at 25 Feb 2020
Establishing risk context	1) Review and confirm commitment to: a. Risk Management Policy b. Risk Classification Matrix 2) Set Risk Appetite Statement and organisational risk context.	Workshop(s) with Council Members. Documented risk context / appetite.	Risk appetite and tolerance statements prepared by BDO Pty Ltd and presented to Audit Committee at 26 Nov 2019 Meeting for review. Updated statements presented to the Executive Team on 12 Feb and Council at 25 Feb Workshop, and will be presented to Council for approval at 17 March meeting.
Risk Management Training	In order to recognise / manage risk you need to know what a risk is.	Train relevant officers in Risk fundamental.	BDO Pty Ltd has conducted workshops with managers on identifying risks.
Organisational Risk Profile	Develop a common understanding of the City's "Risk Profile" from the Strategic and Operational Risk Registers. Prioritise risk treatments.	Documented risk profile and risk priorities.	On hold
Risk Management Plan	Develop a new Risk Management Plan to replace the 2010-2015 plan that is now outdated.	Risk Management Plan 2017 – 2022.	Corporate Risk register has been prepared by BDO Pty Ltd and will be presented to Audit Committee at its 3 March meeting.
Strategic and Operational Planning (Part 1)	Use the risk profile to inform and feed into the City's budget and business planning for 2017/18.	Risk embedded into SCP, CBP and service unit plans.	Developing
Strategic Risk Register	Develop a strategic risk register for the City.	Current Strategic Risk Register	Strategic risks are incorporated into corporate risk register
Risk Appetite	Set Risk Appetite Statement	Documented risk context / appetite.	See above – statements will be presented to Council in March for approval.
Strategic and Operational Planning (Part 2)	Use the risk profile to inform and feed into the City's budget and business planning for 2017/18.	Risk embedded into SCP, CBP and service unit plans.	Developing

Improvement Plan – Internal Controls

Activity	Objective	Deliverable	Update as at 25 Feb 2020
Audit Program	Develop a systematic audit program that appropriately covers each area of the organisation and reports progress regularly through to Executive and Audit Committee.	Audit Plan	Currently reviewing program, update provided to the Audit Committee at its 26 Nov 2019 meeting
Policy Framework	Set organisational standards around policy making, review and compliance.	Policy, procedure and toolkit.	Developed policy review plan and updated templates. Policy drafting and content guidelines to be presented to Council for approval
Service Unit Planning	Set role clarity and improve accountability through more effective service unit planning.	Service Unit Plans for each service unit for 2017/18.	Established strategy house and service area planning process

Project Management Framework	Implement a project management framework to ensure effective management of City projects.	Documented framework	Developed framework, annual review required
Code of Conduct Review	Ensure the City's code of conduct is effective and up-to-date.	Revised code of conduct	HR reviewing currently
Signing Authority Review	Ensure that signing authorities for organisational processes are at the most appropriate level in the organisation.	More efficient processes.	On hold
Policy reviews – Purchasing and Investments	Ensure that the Purchasing and Investment Policies are effective and up-to-date.	Revised purchasing and investment policies.	Finance has reviewed
Corporate IT Systems Review	Identify opportunities for improvement for the City's IT systems and ensure systems have effective internal control processes in place.	IT systems roadmap	Developing
Internal Communications	Improve internal communications and feedback.	Internal Communications Strategy	Developing

Improvement Plan – Legislative Compliance

Activity	Objective	Deliverable	Update as at 25 Feb 2020
Compliance Policy	Develop a compliance policy	Compliance Policy	Developing a compliance calendar
Compliance Annual Return Review / Compliance Plan	Assign accountability for compliance activities across the organisation.	Compliance Plan / Accountability Matrix	Included in compliance calendar
Compliance Auditing	Quarterly compliance auditing	Compliance audit plan. Quarterly reports.	Not completed currently
Continuous Improvement	Identify and schedule further elements for improving the City's systems of legislative compliance.	Legislative Compliance Improvement Plan 2017/18	Not completely currently

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
Local Government, Sport
and Cultural Industries

GOVERNMENT OF WESTERN AUSTRALIA

Vincent - Compliance Audit Return 2019

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments

No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A	No major land transactions or trading undertaken in 2019.	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	N/A	No major land transactions or trading undertaken in 2019.	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2019?	N/A	No major land transactions or trading undertaken in 2019.	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A	No major land transactions or trading undertaken in 2019.	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	No major land transactions or trading undertaken in 2019.	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance

Delegation of Power / Duty

No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	Yes	At the OMC 25 June 2019 Council approved a new delegation to the City's Audit Committee. This was resolved absolute majority Item 12.5 - D19/92612	Emma Simmons - Governance Projects Officer
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	Yes	Provided in the Register of Delegations, Authorisations and Appointments (D19/124523)	Emma Simmons - Governance Projects Officer
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	Yes		Emma Simmons - Governance Projects Officer

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	Yes	D19/124523	Emma Simmons - Governance Projects Officer
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	Yes	Note comments in response 1.	Emma Simmons - Governance Projects Officer
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes		Emma Simmons - Governance Projects Officer
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes	resolved absolute majority at the OMC 25 June 2019 - Item 12.5 - D19/92612	Emma Simmons - Governance Projects Officer
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes	Provided in the Register of Delegations, Authorisations and Appointments (D19/124523)	Emma Simmons - Governance Projects Officer
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Provided in the Register of Delegations, Authorisations and Appointments (D19/124523)	Emma Simmons - Governance Projects Officer
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	at the OMC 17 September 2019 Council revoked delegation 2.1.1 to the audit committee,	Emma Simmons - Governance Projects Officer
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes	Register of Delegations, Authorisation and Appointments - D19/124523	Emma Simmons - Governance Projects Officer
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	Yes	The review was conducted in March 2019. Presented to Council at the 25 June 2019 OMC.	Emma Simmons - Governance Projects Officer
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes	Sample testing of delegation listed in the City's Register of Delegations, Authorisations and Appointments is currently being undertaken	Emma Simmons - Governance Projects Officer

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes	All disclosure are registered in the Register of Interests Disclosed at Council Meetings (D16/43908) - available on the City's website	Emma Simmons - Governance Projects Officer

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

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No	Reference	Question	Response	Comments	Respondent
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	Yes		Emma Simmons - Governance Projects Officer
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	Yes		Emma Simmons - Governance Projects Officer
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	N/A	No interest disclosed	Emma Simmons - Governance Projects Officer
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A	No interests disclosed	Emma Simmons - Governance Projects Officer
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	No	Primary Return for Newly Elected Member [redacted] was not received within 3 months of [redacted] start date. This was received by administration 11/02/2020.	Emma Simmons - Governance Projects Officer
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	No	In the process of completing the CAR, Administration discovered that a designated employee resigned and a new officer was appointed commencing 23 September 2019.	Emma Simmons - Governance Projects Officer
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes	Refer to "Primary and Annual Returns Register" (SC2692).	Emma Simmons - Governance Projects Officer
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	Yes	Refer to "Primary and Annual Returns Register" (SC2692).	Emma Simmons - Governance Projects Officer
10	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?	Yes	Refer to "Primary and Annual Returns Register" (SC2692).	Emma Simmons - Governance Projects Officer
11	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes	Refer to "Primary and Annual Returns Register" (SC2692).	Emma Simmons - Governance Projects Officer
12	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28?	Yes	All disclosure are registered in the Register of Interests Disclosed at Council Meetings (D16/43908) - available on the City's website	Emma Simmons - Governance Projects Officer

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

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No	Reference	Question	Response	Comments	Respondent
13	s5.89A Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes	Form 4 Regulation 28A D19/183319	Emma Simmons - Governance Projects Officer
14	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	Yes	Refer to "Primary and Annual Returns Register" (SC2692). Digital copies moved to SC401-02 and hard copies in Day Box 71.	Emma Simmons - Governance Projects Officer
15	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes	Returns are moved from register SC2692 to container SC401-02	Emma Simmons - Governance Projects Officer
16	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	Yes	Recorded in the relevant minutes	Emma Simmons - Governance Projects Officer
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	Yes	Recorded in relevant minutes and "Register of Interests disclosed at Ordinary and Special Council Meetings" (D16/43908).	Emma Simmons - Governance Projects Officer
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	Yes	Recorded in relevant minutes and "Register of Interests disclosed at Ordinary and Special Council Meetings" (D16/43908).	Emma Simmons - Governance Projects Officer
19	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes	Refer to "Register of Gifts" (D16/32718) which is also available on the City's website.	Emma Simmons - Governance Projects Officer

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GOVERNMENT OF WESTERN AUSTRALIA

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5))?	N/A	No disposition was undertaken that was not exempt under Regulation 30 of the Local Government (Functions and General) Regulations 1996	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A	No disposition was undertaken that was not exempt under Regulation 30 of the Local Government (Functions and General) Regulations 1996	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1) (2)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates?	Yes	D19/138077	Emma Simmons - Governance Projects Officer
2	Elect Reg 30G(3) & (4)	Did the CEO remove any 'disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	Yes		Emma Simmons - Governance Projects Officer

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	Appointed by absolute majority at the OMC - 12 November 2019 - Item 12.6	Emma Simmons - Governance Projects Officer
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	Yes	At the OMC 25 June 2019 Council approved a new delegation to the City's Audit Committee. This was resolved absolute majority Item 12.5 - D19/92612	Emma Simmons - Governance Projects Officer
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	Yes	Moore Stephens were appointed by absolute majority at the OMC - 4 April 2017	Emma Simmons - Governance Projects Officer

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No	Reference	Question	Response	Comments	Respondent
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	Yes	Moore Stephens were appointed by absolute majority at the OMC - 4 April 2017	Emma Simmons - Governance Projects Officer
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes		Vanisha Govender - Executive Manager Financial Services
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes	Audit report received on the 27/11/2019	Vanisha Govender - Executive Manager Financial Services
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government, ensure that appropriate action was undertaken in respect of those matters?	Yes		Vanisha Govender - Executive Manager Financial Services
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	No	The City is presenting a report to the Audit Committee at its 3 March meeting to address the actions listed in the auditor's report.	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
9	S7.12A (5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A	The City is presenting a report to the Audit Committee at its 3 March meeting to address the actions listed in the auditor's report.	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes		Vanisha Govender - Executive Manager Financial Services
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	Yes		Vanisha Govender - Executive Manager Financial Services
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	Yes		Vanisha Govender - Executive Manager Financial Services
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	Yes		Vanisha Govender - Executive Manager Financial Services
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	Yes		Vanisha Govender - Executive Manager Financial Services

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GOVERNMENT OF WESTERN AUSTRALIA

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	Corporate Business Plan 2018/19-2021/22 adopted at Ordinary Council Meeting - 26 June 2018.	Emma Simmons - Governance Projects Officer
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	Yes	Reviewed at the Ordinary Meeting of Council - 20 August 2019 - Item 12.3	Emma Simmons - Governance Projects Officer
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	SCP 2018-2028 was adopted at Ordinary Council Meeting - 16 October 2018.	Emma Simmons - Governance Projects Officer
4	s5.56 Admin Reg 19C (4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments. Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	N/A	SCP 2018-2028 was adopted at Ordinary Council Meeting - 16 October 2018.	Emma Simmons - Governance Projects Officer
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	Yes	Adopted at Ordinary Council Meeting - 23 April 2013. Currently being reviewed.	Emma Simmons - Governance Projects Officer
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	Adopted at the Ordinary Council Meeting - 26 July 2018	Emma Simmons - Governance Projects Officer
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	Yes	Adopted at Ordinary Council Meeting - 23 April 2013. Currently being reviewed.	Emma Simmons - Governance Projects Officer

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Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	CEO Recruitment took place in 2018	Nathan Stokes - Executive Manager Human Resources
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	Yes	New Executive Director Community & Business Services was required in December 2019. (10 December 2019 - Confidential Item 17.1)	Nathan Stokes - Executive Manager Human Resources
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4)?	Yes		Nathan Stokes - Executive Manager Human Resources
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only)?	N/A		Nathan Stokes - Executive Manager Human Resources
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	Yes	Executive Director Corporate Services Exit (30 April 2019 - Confidential Item 18.4)	Nathan Stokes - Executive Manager Human Resources

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Official Conduct					
No	**Reference**	**Question**	**Response**	**Comments**	**Respondent**
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer?	N/A	CEO is the complaints officer.	Emma Simmons - Governance Projects Officer
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c)?	Yes	See "Register of Complaints Referred to under Local Government Act S5.121" (D16/107330).	Emma Simmons - Governance Projects Officer
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made?	Yes	Information would be collected under the "Details" column.	Emma Simmons - Governance Projects Officer
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint?	Yes	Information would be collected under the "Details" column.	Emma Simmons - Governance Projects Officer
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occured?	Yes	Information would be collected under the "Details" column.	Emma Simmons - Governance Projects Officer
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c)?	Yes	Information would be collected under the "Details" column.	Emma Simmons - Governance Projects Officer

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GOVERNMENT OF WESTERN AUSTRALIA

Optional Questions

No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5 (2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	No	The City has engaged Stantons International to perform this review between February and June 2020.	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	Refer Item 5.2 of the Audit Committee Minutes 0 20 March 2018	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	Yes	As per the 2019 Annual Financial statements	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance
4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	Yes	Draft 2019 Financials was forwarded to the auditors on the 17.9.2019	Meluka Bancroft - Executive Manager, Corporate Strategy and Governance

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	Yes		Jeremy Chalmers Procurement and Contracts Officer
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	N/A	No multiple contracts were entered into.	Jeremy Chalmers Procurement and Contracts Officer
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes	The City invited 10 tenders via Statewide public notice	Jeremy Chalmers Procurement and Contracts Officer

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No	Reference	Question	Response	Comments	Respondent
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		Jeremy Chalmers Procurement and Contracts Officer
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation?	Yes	Addenda Notices were distributed on TenderLink and emailed to all tenderers who registered tender documents.	Jeremy Chalmers Procurement and Contracts Officer
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes	Please refer CM D18/89294	Jeremy Chalmers Procurement and Contracts Officer
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	Yes		Jeremy Chalmers Procurement and Contracts Officer
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	Yes		Jeremy Chalmers Procurement and Contracts Officer
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes	An up to date register is available on the City's website.	Jeremy Chalmers Procurement and Contracts Officer
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes	Written notice was issued to all tenderers.	Jeremy Chalmers Procurement and Contracts Officer
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	Yes		Jeremy Chalmers Procurement and Contracts Officer
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	Yes		Jeremy Chalmers Procurement and Contracts Officer
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?	Yes		Jeremy Chalmers Procurement and Contracts Officer
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	N/A	EOI currently under evaluation	Jeremy Chalmers Procurement and Contracts Officer
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	Yes	This information is included in the City's Purchasing 2Policy	Jeremy Chalmers Procurement and Contracts Officer

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No	Reference	Question	Response	Comments	Respondent
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	N/A	The City did not request any panel of pre-qualified suppliers in 2019	Jeremy Chalmers Procurement and Contracts Officer
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	N/A	The City did not request any panel of pre-qualified suppliers in 2019	Jeremy Chalmers Procurement and Contracts Officer
18	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application?	N/A	The City did not request any panel of pre-qualified suppliers in 2019	Jeremy Chalmers Procurement and Contracts Officer
19	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, given notice of the variation?	N/A	The City did not request any panel of pre-qualified suppliers in 2019	Jeremy Chalmers Procurement and Contracts Officer
20	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications?	N/A	The City did not request any panel of pre-qualified suppliers in 2019	Jeremy Chalmers Procurement and Contracts Officer
21	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria?	N/A	The City did not request any panel of pre-qualified suppliers in 2019	Jeremy Chalmers Procurement and Contracts Officer
22	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	N/A	The City did not request any panel of pre-qualified suppliers in 2019	Jeremy Chalmers Procurement and Contracts Officer
23	F&G Reg 24AI	Did the CEO send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted?	N/A	The City did not request any panel of pre-qualified suppliers in 2019	Jeremy Chalmers Procurement and Contracts Officer
24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	N/A		Jeremy Chalmers Procurement and Contracts Officer
25	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy?	N/A		Jeremy Chalmers Procurement and Contracts Officer

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No	Reference	Question	Response	Comments	Respondent
26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, $150,000 or less?	Yes		Jeremy Chalmers Procurement and Contracts Officer
27	F&G Reg 11A	Did the local government comply with it's current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be $150,000 or less or worth $150,000 or less?	Yes		Jeremy Chalmers Procurement and Contracts Officer

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Vincent

Signed CEO, Vincent

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CITY OF VINCENT AUDIT LOG

AUDIT DETAILS	MANAGEMENT RESPONSE	ACTION	PROPOSED COMPLETION DATE
Asbestos Review 2019 (2) **Development of an Asbestos Management Plan** **Findings:** The City does not currently have a plan / process for managing asbestos on City land (freehold and Crown land) or on private property. **Recommendation:** At the 26 February 2019 Audit Committee it was resolved that: *"the City obtains legal advice in relation to asbestos management and provides it to the next Audit Committee meeting."* Administration presented the legal advice dated 5 April 2019 to the 9 April 2019 Audit Committee. The legal advice recommends that the City have an asbestos management plan (framework) which outlines how the City will inspect, identify and manage ACM on City land and respond to ACM identified on private property. The plan will outline what the appropriate response will be to material identified as containing asbestos, which will depend on the specific circumstances, including the consideration of cost and risk to public safety. The Audit Committee resolved at this meeting that: *"Administration report back to the Audit Committee no later than October 2019 detailing how the City's asbestos management framework will meet legislative requirements."* **Risk Rating:** Medium	**Responsible Officer:** Executive Director Infrastructure & Environment **Comments:** City to prepare an Asbestos Management Plan as recommended by the legal advice dated 5 April 2019.	**April 2019:** At its meeting on 9 April 2019, the Audit Committee requested Administration to reopen this item and provide further advice prior to October 2019 detailing how the City's Asbestos Management Framework will meet legislative requirements. **November 2019:** Asbestos awareness training for front line staff has been arranged for the 14 and 15 of November. The City is working with LGIS to develop a framework to meet the requirements of the recommendation contained in the legal advice. Officer time has been limited in both organisations and the matter has been delayed. Proposed new timeframe March 2020. **February 2020:** LGIS has been engaged to prepare the framework and draft framework is estimated to be available by end of April 2020.	~~30/09/2019~~ 31/3/2020 30/4/2020
EA: 2019/6 **Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations** **Finding:** 1. Entities have not implemented a coordinated approach to manage their fraud risk. 2. Entities could make themselves more fraud resistant if they strengthen their controls; and 3. Better reporting avenues would help entities detect and respond to fraud. **Recommendation:** Assess fraud risks across business **Risk Rating:** Medium	**Responsible Officer:** Executive Manager Corporate Strategy and Governance **Comments:** Governance will manage the annual review of fraud risks via the City's Corporate Risk Register.	**November 2019:** The Corporate Risk Register is being developed by BDO Pty Ltd. It is proposed that the risk register will be presented to the Audit Committee for review in early 2020. **February 2020:** The Corporate Risk Register will be provided to Audit Committee at its 3 March meeting. The risk treatment plans for high and extreme risks will require approval by Council.	30/06/2020
EA: 2019/7 **Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations** **Finding:** 1. Entities have not implemented a coordinated approach to manage their fraud risk. 2. Entities could make themselves more fraud resistant if they strengthen their controls; and 3. Better reporting avenues would help entities detect and respond to fraud. **Recommendation:** Develop a fraud and corruption control plan and review at least every 2 years. **Risk Rating:** Medium	**Responsible Officer:** Executive Manager Corporate Strategy and Governance **Comments:** Governance will review the City's current Fraud and Corruption Prevention Policy and prepare a control plan which incorporates this policy. The proposed implementation date for the plan is June 2020. The plan will be reported to Audit Committee annually and updated as required.	**November 2019:** Governance to engage a consultant to undertake review and implementation of the fraud control plan in January 2020. The two-yearly review of the plan will be included in the compliance calendar. **February 2020:** Yet to commence. Further resourcing or a consultant is required.	30/06/2020

CITY OF VINCENT AUDIT LOG

EA: 2019/8 **Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations** **Finding:** 1. Entities have not implemented a coordinated approach to manage their fraud risk. 2. Entities could make themselves more fraud resistant if they strengthen their controls; and 3. Better reporting avenues would help entities detect and respond to fraud. **Recommendation:** Develop and implement a periodic fraud awareness and training program **Risk Rating:** Medium	**Responsible Officer:** Executive Manager Corporate Strategy and Governance Executive Manager Human Resources **Comments:** Human Resources with the support of Governance will develop and implement an online fraud awareness training program to be completed by all staff. New staff will be required to complete the training as part of their online induction process and current staff will receive notification to complete the training annually via the induction portal.	**November 2019:** Development of the training program will commence in September 2020. Requires linkage to the Fraud Management Plan and Risk Management Framework. **February 2020:** No progress to date.	30/9/2020
EA: 2019/9 **Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations** **Finding:** 1. Entities have not implemented a coordinated approach to manage their fraud risk. 2. Entities could make themselves more fraud resistant if they strengthen their controls; and 3. Better reporting avenues would help entities detect and respond to fraud. **Recommendation:** Conflicts of interest management **Risk Rating:** Low	**Responsible Officer:** Executive Manager Corporate Strategy and Governance Executive Manager Human Resources **Comments:** The City currently has a register for Elected Members and senior staff as required by the Local Government Act 1995 and a register to capture and manage any other actual, perceived or potential staff conflicts of interest. Governance, in coordination with Human Resources, will ensure all staff are aware of the conflict of interest disclosure requirements and provide training for new staff as part of the induction process.	**November 2019:** Governance, in coordination with Human Resources, is raising awareness through incorporating conflict of interest obligations into the induction process and providing information on the Vintranet. Governance and Human Resources will prepare a COI disclosure form for event attendance (free events) and provide staff training. **February 2020:** The Training Form is currently on the Vintranet. The new Event Attendance Form (free events), which allows a COI to be disclosed and approved by Manager / Executive Director, has been drafted. No staff training necessary. Email from EMHR to staff on new process and location of forms.	30/06/2020 **Completed.**

CITY OF VINCENT AUDIT LOG

EA: 2019/10 **Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations** **Finding:** 1. Entities have not implemented a coordinated approach to manage their fraud risk. 2. Entities could make themselves more fraud resistant if they strengthen their controls; and 3. Better reporting avenues would help entities detect and respond to fraud. **Recommendation:** Have policies and procedures in place to verify the identity and integrity of employees and suppliers **Risk Rating:** Medium	**Responsible Officer:** Procurement Contracts Officer Executive Manager Human Resources **Comments:** 1) Human Resources will develop and implement a recruitment and selection procedure (which will include identity and integrity checks) for the City. Human Resources will periodically monitor employees for change of circumstances via a declaration form which WALGA are currently preparing to supply to Local Governments. 2) Procurement will review and update the City's supplier verification process. The proposed implementation date is March 2020.	**November 2019:** 1) The Human Resources team are currently developing a recruitment and selection procedure in combination with a review of position descriptions, requirements for qualification and police clearances (only certain positions require clearances) per position. 2) Procurement will review policy documents of other local governments and determine threshold. **February 2020:** 1) HR have drafted a new Recruitment, Selection and Appointment procedure. To be reviewed by EMC based on new recruitment, selection and appointment changes to processes. 2) Verification is currently requested through the Request for Tender document. ASIC statements, financial viability letter, reference checks, insurance certificates of currency and the Form of Tender are all used as part of the verification process. Procurement will check ABN and ACN registration details, insurance certificates for successful suppliers for Request for Tenders ($150,000 and above) and the evaluation panel will check referees. Request for Quotations verification process is conducted through checking ABN and ACN registration details, insurance certificates and referee checks. Request for Quotations and Tenders conducted through WALGA and CUA do not require verification.	1) 30/4/2020 2) 30/3/2020
EA: 2019/11 **Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations** **Finding:** 1. Entities have not implemented a coordinated approach to manage their fraud risk. 2. Entities could make themselves more fraud resistant if they strengthen their controls; and 3. Better reporting avenues would help entities detect and respond to fraud. **Recommendation:** Collect, review and manage fraud information and identify trends and emerging issues **Risk Rating:** Medium	**Responsible Officer:** Executive Manager Corporate Strategy and Governance **Comments:** The City will investigate systems and processes to report, review and manage any potential fraud, including anonymous reporting and the escalation of fraud reporting. The proposed implementation date is December 2020. The fraud reporting system, as referred to in 6. Above, should enable this data to be easily compiled. Governance will review the data annually.	**November 2019** The City will engage a consultant to prepare the fraud management plan, and the fraud reporting system will be considered as part of this review. **February 2020:** No progress to date.	31/12/2020

CITY OF VINCENT AUDIT LOG

EA: 2019/12(4) **Butler Settineri – Payroll – Internal Audit Review** **PAYROLL PROCESSING** **General Findings:** An HR Manager reviews the Payroll Officer's Collated Timesheet Data Spreadsheet visually and that evidence of review is not present for all documents. **Recommendations:** Collated Timesheet Data Spreadsheets are signed by reviewers as evidence of review to provide management with comfort that captured data has been reviewed for accuracy before processing into the official payroll system. Timesheet data is captured directly into the Civica Authority payroll system and not first having to be recorded in the Collated Timesheet Data Spreadsheets. **Risk Rating:** Low	**Responsible Officer:** Executive Manager Human Resources **Comments:** Will be resolved as part of the City of Vincent's ICT Strategy.	**November 2019:** Will be resolved as part of the ICT strategy which will incorporate an electronic timesheet system with workflows from employee, their manager and then to HR for processing. **February 2020:** No progress to date and no decided date of system implementation at this time.	TBC
EA: 2019/12(5) **Butler Settineri – Payroll – Internal Audit Review** **SUPERANNUATION** **General Findings:** A large number of employees salary sacrifice additional superannuation contributions. On discussion with the payroll Officer we were informed that if an employee makes an additional voluntary contribution exceeding 5%, the Council will itself make an additional contribution of 6%. Thus the total superannuation contribution by the Council could total 15.5%. Management were unable to provide us with agreements between the City and its employees regarding this practice. **Recommendations – General Findings:** Formal agreements be signed with employees setting out the salary sacrificing policy and arrangement in place with the employee. All amendments to be original arrangements as requested by employees be saved electronically in TRIM and Civica Authority and original agreements be updated for these amendments. **Risk Rating:** Low	**Responsible Officer:** Executive Manager Human Resources **Comments:** The City will review its current process and implement a new salary sacrificing form to ensure all staff requests to salary sacrifice are documented by February 2019.	**November 2019** City will implement a new salary sacrificing form to ensure all requests are documented and added to content manager. **February 2020:** Salary Sacrifice draft form has been developed. The form will be added to the Vintranet and communicated to staff by the 28/02/2020.	28/2/2020 **Completed**

CITY OF VINCENT AUDIT LOG

EA: 2019/12(6) **Butler Settineri – Payroll – Internal Audit Review** **LEAVE** **General Findings:** The leave forms for two employees [names removed for privacy] were not filed electronically within the TRIM and Civica Authority system and could not be located in employee files. The City has recently moved to an "online" leave management system for all staff other than the Works Department and Beatty Park Leisure Centre. **Recommendations – General Findings:** All manual leave application forms, duly approved and authorised, be filed electronically within the TRIM and Civica Authority system. All staff be transitioned to the "online" leave management system to ensure a more accurate leave recording and processing system. **Risk Rating:** Low	**Responsible Officer:** Executive Manager Human Resources **Comments:** It is our intent by March 2020 that all staff transition to complete online leave via CIVICA.	**November 2019** Review all staff members that are currently completing a hard copy leave form and train staff on the online leave processes through Civica. **February 2020:** All staff not completing online timesheets are outdoor workers. A new time sheeting form has been implemented as a pilot with Waste and Engineering Operations with success. Will rollout time sheeting process to all outdoor workers by 30 April 2020.	30/04/2020
EA: 2019/12(8) **Butler Settineri – Payroll – Internal Audit Review** **BACKUP PROCESS** **General Findings:** The Payroll Officer is solely responsible for capturing data from the Collated Timesheet Data Spreadsheet to the Civica Authority payroll system, checking data entered and reviewing payroll reports generated as a basis for pay. Whilst the HR Manager performs a review of Net Pay Listings and Net Pay Reports before the payroll is finalised, we note that there isn't a second Payroll Officer or Deputy Payroll Officer to assist or cover the Payroll Officer should she be on leave or ill and thus the specialised processing knowledge rests in one employee. **Recommendations – General Findings:** The Beatty Park Payroll Officer be trained in certain payroll processing functionality within the Civica Authority system as a backup to the current Payroll Officer who is responsible for the payroll processing and reporting for the entire City workforce. **Risk Rating:** Low	**Responsible Officer:** Executive Manager Human Resources **Comments – General Findings:** Agree with recommendation. It is the intent of both payrolls to fall under one area by April 2020.	**November 2019** Discussions with Beatty Park and both Payroll Officers have been completed. City needs to develop a plan to transition Beatty Park to Human Resources. Human Resources started recruiting for a Payroll Support Officer since July 2019 and have only just secured an employee as of the 18th November 2019 to assist with the additional payroll processing. Time will need to be taken to understand the COV payroll processing before taking over Beatty Park which is reasonably complex. **February 2020:** HR now have a new Payroll Support Officer at .60 FTE to backfill the Payroll Officer. Additionally, the Payroll Support Officer will back up Beatty Park where required which will take place in March 2020. It is intended that HR will take over Beatty Park Payroll in June 2020 once a review/internal audit of both Payroll functions has been conducted.	30/6/2020
EA: 2019/12(9) **Butler Settineri – Payroll – Internal Audit Review** **Recommendation - Specific Findings:** Gross pay paid at penalty rates to "outside workers" and certain Beatty Park Leisure Centre employees is incorrectly reflected under the "Allowances" column on the Pay Edit Report. A large number of employees salary sacrifice additional superannuation contribution. Audit noted that superannuation contributions reflected as "Council" on the Pay Edit Listing don't represent 9.5% of gross earnings but instead the additional 6% Council portion were applicable. This was due to an error in the set-up of reporting fields on the Pay Edit Report **Risk Rating:** Low	**Responsible Officer:** Executive Manager Human Resources	**November 2019** These reports are HARD Coded by Civica and would require a new report to be developed and/or written for both findings. This will require Civica to confirm that they can make these changes in the Authority system. **February 2020:** No progress to date.	30/6/2020

CITY OF VINCENT AUDIT LOG

AUDIT DETAILS	MANAGEMENT RESPONSE	ACTION	PROPOSED COMPLETION DATE
IA: 2019/10 **Failure to meet Australian Government 'Roads to Recovery' expenditure maintenance requirements for 2018-19** **General Findings:** Breach of program procedures (Part 7) – shortfall of $1,598,263. **Recommendation:** Explanation of the breach – including: 1. The reasons for the breach in detail – what the problem was, when it happened, how it impacted on the projects etc. 2. The budgeted figure for own source expenditure on roads for 2019/20 and, where possible projected own source expenditure figures for 2020-21 and 2021-22. These should be realistic in terms of the Council's overall budgetary position. **Risk Rating:** Medium	**Responsible Officer:** Executive Director Infrastructure & Environment **Comments:** 1. Under the Roads to Recovery funding agreement the City is obliged to maintain an appropriate level of road funding from its own resources, and not be overly reliant upon grant funding. The level of appropriate 'own resources' funding is measured against a 'reference amount'. The reference amount was based upon the City's average expenditure over the previous 5 years of the program. However the City's (new) Auditors in 2018 'struck out' a number of claimed expenditure items, which the previous Auditor's had approved. As a consequence the level of expenditure from our own resources was deemed to have dropped below the 'reference amount' resulting in the breach notice. The potential impact is a reduction in, or cancellation of, future Roads to Recovery Grant funding. 2. Essentially the City needs to demonstrate that it will substantially increase it level of road funding in subsequent years of the program to make up for the shortfall. This matter was raised at the Councillor Workshop on 11 November 2019. The Local Road Program budget, currently in the order of $580,000 per annum, would have needed to increase to approx. $1,100,000 this financial year to address the Department concerns and maintain the current level of grant funding.	**November 2019** Administration will consider the below options and prepare a response to the Department of Infrastructure, Transport, Cities and Regional Development to advise of the action that will be taken by the City. The options are: • Increase the annual Local Roads Program expenditure to the order of $1,100,000 pa this financial year (Council will need to approve any increase in the budget). • Appeal the 'reference amount' based upon the current auditors assessment of deductable items. • Review the financial information sent to Auditor to ensure that all appropriate deductions were included, both operating and renewal, that can be attributed to roads. **December 2019** As per the November 2019 Audit Committee recommendation (Item 5.6 26/11/19 meeting) and Council's resolution of December 2020 (Item 12.7 10/12/19), Administration will prepare a report to the March 2020 Audit Committee 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 (as per the resolution at Item 5.6 26/11/19 Audit Committee meeting). **February 2020:** The Department of Infrastructure, Transport, Cities and Regional Development will not approve any further R2R grant allocation in 2018/19 until the City formally responds to the 'breach' notice. Administration has prepared an information sheet for Council at the 18 February budget workshop to consider the impact of the breach, and to provide guidance, prior to a response being prepared.	30/6/2020
EA: 2019/13 **Moore Stephens / OAG – Audited Financial Statements and Concluding Memorandum** **General Findings:** 1. Significant Adverse Trends: The Asset Sustainability Ratio has been below the DLGSCI standard for all 3 years reported in the annual financial report. **Recommendation:** Provide a report to the Minster for Local Government explaining the City's non-compliance with the Asset Sustainability Ratio and the action the City will take to rectify this. **Risk Rating:** High	**Responsible Officer:** Executive Director Community and Business Services **Comments:** In accordance with section 7.12A of the *Local Government Act 1995*, a response must be provided to the Minister for Local Government by 28 February 2020 detailing the action the City has taken or intends to take to address the Asset Sustainability Ratio non-compliance.	**December 2019** As per the November 2019 Audit Committee recommendation (Item 5.3 26/11/19 meeting) and Council's resolution of December 2020 (Item 12.7 10/12/19), Administration will track the Asset Sustainability Ratio non-compliance through the Audit Log and provide a response to the Minister for Local Government within the deadline. **February 2020:** The draft response to the Minister for Local Government will be provided to the Audit Committee at its 3 March 2020 Meeting, and to Council at its 17 March 2020 meeting. The draft letter will be simultaneously provided to DLGSC, with an update on the timing of the approved letter.	31/3/2020

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12.13 INFORMATION BULLETIN

Attachments:

1. **Minutes of the Tamala Park Regional Council Meeting held on 20 February 2020**
2. **Confirmed Minutes of the Design Review Panel Meeting held on 15 January 2020**
3. **Confirmed Minutes of the Design Review Panel Meeting held on 22 January 2020**
4. **Statistics for Development Applications as at end of January 2020**
5. **Register of Legal Action and Prosecutions Monthly - Confidential**
6. **Register of Legal Action - Orders and Notices Quarterly - Confidential**
7. **Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 27 February 2020**
8. **Register of Applications Referred to the MetroWest Development Assessment Panel - Current**
9. **Register of Applications Referred to the Design Review Panel - Current**
10. **Register of Petitions - Progress Report - March 2020**
11. **Register of Notices of Motion - Progress Report - March 2020**
12. **Register of Reports to be Actioned - Progress Report - March 2020**

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated March 2020.

TAMALA PARK REGIONAL COUNCIL
Building a sustainable community

Ordinary Meeting of Council

Minutes

Thursday 20 February 2020, 6:00pm
Town of Cambridge
1 Bold Park Drive, Floreat

Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park

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MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Andres Timmermanis (DEPUTY CHAIR)	Cr Gary Mack
City of Joondalup	Cr John Chester Cr Phillipa Taylor	Cr Christopher May Cr Suzanne Thompson
City of Perth	Cmr Andrew Hammond	Cmr Gaye McMath
City of Stirling	Cr Karen Caddy (CHAIR) Cr David Lagan Cr Suzanne Migdale Cr Bianca Sandri	Cr Karlo Perkov
Town of Victoria Park	Cr Claire Anderson	
City of Vincent	Mayor Emma Cole	Cr Joanne Fotakis
City of Wanneroo	Cr Brett Treby Cr Domenic Zappa	Cr Natalie Sangalli Cr Vinh Nguyen

PRESENT

Chair	Cr Karen Caddy
Councillors	Cr John Chester Mayor Emma Cole Cr David Lagan Cr Suzanne Migdale Cr Bianca Sandri Cr Philippa Taylor Cr Andres Timmermanis Cr Brett Treby Cr Vinh Nguyen - Alternate Member
Alternate Members	Nil
Staff	Mr Tony Arias (Chief Executive Officer) Mr Simon O'Sullivan (Manager Project Coordination) Ms Vickie Wesolowski (Executive Assistant)
Apologies Councillors	Cr Claire Anderson Cmr Andrew Hammond Cr Domenic Zappa
Leave of Absence	Nil
Absent	Nil
Consultants	Mr Brenton Downing (Satterley Property Group) Mr Carl Buckley (Satterley Property Group) Ms Lauren Vidler (Satterley Property Group)
Apologies Participant Councils' Advisers	Mr David MacLennan (City of Vincent) Mr Stuart Jardine (City of Stirling) Mr John Giorgi (Town of Cambridge) Mr Anthony Vuleta (Town of Victoria Park) Mr Murray Jorgensen (City of Perth) Mr Daniel Simms (City of Wanneroo)
In Attendance Participant Councils' Advisers	Ms Noelene Jennings (City of Wanneroo) – arrived 6:40pm Mr Garry Hunt (City of Joondalup) Mr Stevan Rodic (City of Stirling) Mr Gunter Hoppe (Mindarie Regional Council) – left 6:45pm
Members of the Public	Nil
Press	Nil

1. OFFICIAL OPENING

The Chair declared the meeting open at 6:07pm.

DISCLOSURE OF INTERESTS

Mr Tony Arias confirmed a Disclosure of Interest – Financial & Impartial Interest in relation to Item 10.7.

2. PUBLIC STATEMENT/QUESTION TIME

Nil

3. APOLOGIES AND LEAVE OF ABSENCE

Cr Claire Anderson
Cmr Andrew Hammond
Cr Domenic Zappa

4. PETITIONS

Nil

5. CONFIRMATION OF MINUTES

Ordinary Meeting of Council – 5 December 2020

Moved Cr Sandri, Seconded Cr Timmermanis

That the minutes of the Ordinary Meeting of Council of 5 December 2020 be confirmed, and signed by the Chair, as a true and correct record of proceedings.

The Motion was put and declared CARRIED (10/0).

5A BUSINESS ARISING FROM MINUTES

Nil

6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

Nil

7. MATTERS FOR WHICH MEETING MAY BE CLOSED

10.1 Landscape Maintenance Tender
10.2 Built Form Partnership
10.3 Review of Development Manager's Key Performance Indicators

10.4 Development Management Agreement – Key People
10.5 Catalina Local Job Creation Strategy
10.6 Mindarie Regional Council Landfill Buffer – Groundwater Monitoring Briefing
10.7 CEO Annual Performance Review For 2018/2019

8. COUNCIL REPORTS

Moved Cr Sandri, Seconded Cr Treby.

That Standing Orders be suspended to allow Item 10.7 to be considered behind closed doors.

The Motion was put and declared CARRIED (9/1).

For: Cr Caddy, Cr Chester, Cr Cole, Cr Lagan, Cr Migdale, Cr Sandri, Cr Taylor, Cr Treby and Cr Nguyen.

Against: Cr Timmermanis.

Moved Cr Lagan, Seconded Cr Sandri.

That Standing Orders be suspended to allow Confidential Item10.7 to be discussed.

The Motion was put and declared CARRIED (10/0).

10.6 MINDARIE REGIONAL COUNCIL LANDFILL BUFFER – GROUNDWATER MONITORING BRIEFING - CONFIDENTIAL

Moved Cr Sandri, Seconded Cr Migdale.

[The recommendation in the agenda]

That the Council RECEIVES the briefing from Mr Gunther Hoppe – CEO, Mindarie Regional Council on monitoring and testing of the groundwater results and the status of the Contaminated Sites Auditor Report.

The Motion as amended was as follows:

That the Council

1. **RECEIVES the briefing from Mr Gunther Hoppe – CEO, Mindarie Regional Council on monitoring and testing of the groundwater results and the status of the Contaminated Sites Auditor Report.**

2. **REQUESTS the CEO to undertake additional groundwater monitoring outside the Buffer Zone in the POS production bores.**

The Motion was put and declared CARRIED (10/0).

Moved Cr Migdale, Seconded Cr Timmermanis.

That the Meeting be REOPENED to the public.

The Motion was put and declared CARRIED (10/0).

8.1 BUSINESS REPORT – PERIOD ENDING 13 FEBRUARY 2020

Moved Cr Chester, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council RECEIVES the Business Report to 13 February 2020.

The Motion was put and declared CARRIED (10/0).

8.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF NOVEMBER & DECEMBER 2019

Moved Cr Treby, Seconded Cr Migdale.

[The recommendation in the agenda]

That the Council RECEIVES and NOTES the Statements of Financial Activity for the months ending:

- **30 November 2019; and**
- **31 December 2019.**

The Motion was put and declared CARRIED (10/0).

8.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF NOVEMBER & DECEMBER 2019

Moved Cr Treby, Seconded Cr Cole.

[The recommendation in the agenda]

That the Council RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for the months of November and December 2019:

- **Month ending 30 November 2019 (Total $397,207.73)**
- **Month ending 31 December 2019 (Total $437,385.98)**
- **Total Paid - $834,593.71**

The Motion was put and declared CARRIED (10/0).

8.4 PROJECT FINANCIAL REPORT – DECEMBER 2019

Moved Cr Sandri, Seconded Cr Migdale.

[The recommendation in the agenda]

That the Council RECEIVES the Project Financial Report (December 2019) submitted by the Satterley Property Group.

The Motion was put and declared CARRIED (10/0).

8.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 13 FEBRUARY 2020

Moved Cr Cole, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council RECEIVES the Sales and Settlement Report to 13 February 2020.

The Motion was put and declared CARRIED (10/0).

8.6 SALES - MARKETING CAMPAIGN – APRIL TO JUNE 2020

Moved Cr Sandri, Seconded Cr Migdale.

[The recommendation in the agenda]

That the Council:

1. RECEIVES the Satterley Property Group correspondence (dated 28 January 2020) regarding a Sales and Marketing Campaign at Catalina Estate for April to June 2020;

2. APPROVES participation in a Sales and Marketing Campaign at Catalina Estate, as detailed in the Satterley Property Group correspondence (dated 28 January 2020), commencing 1 April 2020 to 30 June 2020, for a discount of $10,000 to apply at settlement for all currently released lots in Catalina;

3. APPROVES the use of a $2,000 referral fee to the Builder's Sales Representative for providing a qualified sales lead that results in the settlement of a lot at Catalina and that this fee be paid directly by the TPRC for the period 1 April 2020 to 30 June 2020.

The Motion as amended was as follows:

That the Council:

1. **RECEIVES the Satterley Property Group correspondence (dated 28 January 2020) regarding a Sales and Marketing Campaign at Catalina Estate for April to June 2020.**

2. **APPROVES participation in a Sales and Marketing Campaign at Catalina Estate, as detailed in the Satterley Property Group correspondence (dated 28 January 2020), commencing 1 April 2020 to 30 June 2020, for a discount of between $10,000 to $15,000 per lot apply at settlement for all currently released lots in Catalina.**

3. **APPROVES the use of a $2,000 referral fee to the Builder's Sales Representative for providing a qualified sales lead that results in the settlement of a lot at Catalina and that this fee be paid directly by the TPRC for the period 1 April 2020 to 30 June 2020.**

4. **APPROVES the increase in the marketing budget for this item up to a budget of $40,000 with a report to go to the Management Committee meeting on 12 March 2020 outlining strategy for the allocation of the lot discount and proposed marketing strategy.**

The Motion was put and declared CARRIED (10/0).

8.7 CATALINA BEACH PHASE 2 CONCEPT PLAN

Moved Cr Cole, Seconded Cr Sandri1.

[The recommendation in the agenda]

That the Council

1. **APPROVES the use of the Workshop Outcomes (Appendix 8.7, dated 1 February 2020) to guide the planning and delivery of a revised Concept Plan for Catalina Beach Phase 2.**

2. **ADVISES the Satterley Property Group that the revised Concept Plan for Catalina Beach Phase 2, incorporating the Workshop Outcomes, is required to be resubmitted to Council for approval. This is to include a detailed economic assessment, particularly in respect to development costs, market analysis of the proposed lot sizes and configurations and selling costs (including purchaser incentives/rebates).**

The Motion was put and declared CARRIED (10/0).

8.8 DISABILITY ACCESS AND INCLUSION PLAN 2019

Moved Cr Lagan, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council APPROVES the Disability Access and Inclusion Plan 2019 – 2024 and that it be forwarded to the Department of Communities for endorsement.

The Motion was put and declared CARRIED (10/0).

8.9 MANAGEMENT COMMITTEE – TERMS OF REFERENCE/DELEGATIONS

[The recommendation in the agenda]

That the Council APPROVES the Terms of Reference and Delegations to the Management Committee (February 2020).

Moved Cr Cole, Seconded Cr Treby.

[An Alternative Motion]

That the Council DEFERS the Terms of Reference and Delegations to the Management Committee (February 2020) to the Council Meeting of April 2020.

The Motion was put and declared CARRIED (8/2).

For: Cr Caddy, Cr Chester, Cr Cole, Cr Lagan, Cr Sandri, Cr Taylor, Cr Treby and Cr Nguyen.

Against: Cr Migdale and Cr Timmermanis.

8.10 STRATEGIC COMMUNITY PLAN 2019 - 2029

Moved Cr Cole, Seconded Cr Timmermanis.

[The recommendation in the agenda]

That the Council APPROVES the Strategic Community Plan 2019 - 2029

The Motion was put and declared CARRIED (10/0).

8.11 CATALINA PROJECT BUDGET FYE 2021 DEVELOPMENT

Moved Cr Timmermanis, Seconded Cr Cole.

[The recommendation in the agenda]

That the Council:

1. **AGREES to a Workshop for the Catalina Project Budget FYE 2021 for Councillors to provide input in the formation of objectives and key financial items/activities.**
2. **AGREES to the following program for the development of the Catalina Project Budget FYE 2021, and Satterley Property Group Budget formulation and recommendations and reporting to the Management Committee and Council:**
   - **Late March to early April (date to be confirmed) – Workshop Catalina Project Budget FYE 2021.**
   - **21 May 2020 – Management Committee determine Catalina Budget FYE 2021;**
   - **18 June Council determines Catalina Budget FYE 2021.**

The Motion was put and declared CARRIED (10/0).

9. COMMITTEE REPORTS – AUDIT COMMITTEE (6 FEBRUARY 2020)

9.1 TPRC FYE 2020 BUDGET REVIEW

Moved Cr Timmermanis, Seconded Cr Sandri.

[The recommendation in the agenda]

That the Council ADOPTS the Budget Review with the variations for the period 1 July 2019 to 30 June 2020 as detailed in the Budget Analysis Worksheet attached to Appendix 9.1.

The motion was put and declared CARRIED BY ABSOLUTE MAJORITY (10/0).

9.2 LOCAL GOVERNMENT COMPLIANCE AUDIT FOR YEAR ENDED 31 DECEMBER 2019

Moved Cr Treby, Seconded Cr Lagan.

[The recommendation in the agenda]

That the Compliance Audit Return for the Tamala Park Regional Council for the year ended 31 December 2019 be ADOPTED, RECORDED in the minutes, CERTIFIED and SENT to the Director General of the Department of Local Government, Sport and Cultural Industries, in accordance with the Local Government Act and Regulations.

The motion was put and declared CARRIED (10/0).

9.3 FINANCIAL MANAGEMENT REVIEW

Moved Cr Timmermanis, Seconded Cr Taylor.

[The recommendation in the agenda]

That the Council:

1. **RECEIVES the Moore Stephens Financial Management Review (June 2019) of the TPRC financial management systems and procedures in accordance with *Local Government (Financial Management) Regulations.***

2. **NOTES the recommended changes to the TPRC financial management systems and procedures in accordance with the Moore Stephens Financial Management Review (June 2019).**

The motion was put and declared CARRIED (10/0).

9.4 CODE OF CONDUCT FOR COUNCIL MEMBERS AND STAFF

Moved Cr Lagan, Seconded Cr Migdale.

[The recommendation in the agenda]

That the Councils ADOPTS the Tamala Park Regional Council Code of Conduct for Council Members and Staff (February 2020).

The Motion as amended was as follows:

That the Councils ADOPTS the Tamala Park Regional Council Code of Conduct for Council Members and Staff (February 2020) subject to:

1. **Clause 1.1 to include the following; *"Note: For the purposes of this document "Community" is defined as the member Councils on behalf of the communities of all member Councils."***

2. **Clause 3.4 to include reference to Council Members.**

The Motion was put and declared CARRIED (9/1).

For: Cr Caddy, Cr Chester, Cr Cole, Cr Lagan, Cr Migdale, Cr Sandri, Cr Taylor, Cr Treby and Cr Nguyen.

Against: Cr Timmermanis.

9.5 ASSET MANAGEMENT PLAN 2019

Moved Cr Cole, Seconded Cr Lagan.

[The recommendation in the agenda]

That the Council APPROVES the Asset Management Plan 2019 and that it be forwarded to the Director General of the Department of Local Government, Sport and Cultural Industries for endorsement.

The motion was put and declared CARRIED (10/0).

10 CONFIDENTIAL REPORTS

Moved Cr Sandri, Seconded Cr Lagan.

That Standing Orders be suspended to allow Confidential Items 10.1 to 10.7 to be discussed behind closed doors.

The Motion was put and declared CARRIED (9/1).

For: Cr Caddy, Cr Chester, Cr Cole, Cr Lagan, Cr Migdale, Cr Sandri, Cr Taylor, Cr Treby and Cr Nguyen.

Against: Cr Timmermanis.

10.1 LANDSCAPE MAINTENANCE TENDER – CONFIDENTIAL

Moved Cr Lagan, Seconded Cr Chester.

[The recommendation in the agenda]

That the Council:

1. **ACCEPTS the Environmental Industries Tender submission (dated November 2019) for Landscape Maintenance in accordance with Tender 08/2019 for a period of two years until February 2022, with the option to extend the contract a further 12 months to February 2023 at the absolute discretion of the TPRC.**

2. AUTHORISES the Chair and the CEO to sign the Contract.

The Motion was put and declared CARRIED (10/0).

10.2 BUILT FORM PARTNERSHIP - CONFIDENTIAL

Moved Cr Chester, Seconded Cr Nguyen.

[The recommendation in the agenda]

That the Council:

1. **AGREES to extend the negotiation period with Now Living/Terrace (J Corp Pty Ltd) as the preferred tenderer for Tender 05/2019 (Built Form) to 31 March 2020.**

2. **APPROVES that in the event that no agreement terms are reached by 31 March 2020, to commence negotiations with Schlager Group/David Barr Architects and Josh Byrne and Associates, the second-ranked tenderer for Tender 05/2019, to explore potential commercial terms for development of the Stage 18 grouped housing sites.**

The Motion was put and declared CARRIED (10/0).

Chair Cr Caddy vacated the Chair position and the Deputy Chair assumed the Chair.

10.3 REVIEW OF DEVELOPMENT MANAGER'S KEY PERFORMANCE INDICATORS - CONFIDENTIAL

[The recommendation in the agenda]

That the Council:

1. RECEIVES the Outcomes Report, prepared by Learning Horizons (dated February 2020).

2. ENDORSES the general direction outlined in the Outcomes Report, prepared by Learning Horizons (dated February 2020).

Moved Cr Caddy, Seconded Cr Migdale.

[An Alternative Motion]

That the Council:

1. **RECEIVES the Outcomes Report, prepared by Learning Horizons (dated February 2020).**

2. **ENDORSES the general direction outlined in the Outcomes Report, prepared by Learning Horizons (dated February 2020).**

3. **ENDORSES the Development Manager's KPIs as outlined on pages 234 - 238 of the Appendices for the remainder of this year, with the due dates for delivery of the informing strategies to be agreed between TPRC and Satterley Property Group.**

4. **AGREES that these KPIs will form the basis of next year's Development Manager's KPIs subject to further refinement if required as part of annual budget deliberations.**

The Motion was put and declared CARRIED (10/0).

Chair Cr Caddy resumed the Chair position.

10.4 DEVELOPMENT MANAGEMENT AGREEMENT – KEY PEOPLE – CONFIDENTIAL

Moved Cr Timmermanis, Seconded Cr Cole.

[The recommendation in the agenda]

That the Council APPROVES the following replacement of key personnel pursuant to Clause 4.5 of the Development Management Agreement:

Name of Person	Position
Matej Nvota	Marketing

Name of Replacement Person	Position
Bryony Yuill	Marketing

The Motion was put and declared CARRIED (10/0).

10.5 CATALINA LOCAL JOB CREATION STRATEGY - CONFIDENTIAL

[The recommendation in the agenda]

That the Council:

1. APPROVES the Catalina Local Job Creation Strategy (November 2019) prepared by the Satterley Property Group.

2. REQUESTS the Satterley Property Group, as part of the review of the Catalina Local Job Creation Strategy (November 2019) provide advice on the outcomes of the job creation strategies implemented.

3. ACCEPTS that the Satterley Property Group has achieved Key Performance Indicator Item 2.3 – Development of Strategies to Achieve Local Job Creation Initiatives for 2019.

Moved Cr Timmermanis, Seconded Cr Lagan.

[An Alternative Motion]

That the Council:

1. **APPROVES the Catalina Local Job Creation Strategy (November 2019) prepared by the Satterley Property Group.**

2. **ACCEPTS that the Satterley Property Group has achieved Key Performance Indicator Item 2.3 – Development of Strategies to Achieve Local Job Creation Initiatives for 2019.**

The Motion was put and declared CARRIED (8/2).

For: Cr Caddy, Cr Chester, Cr Cole, Cr Lagan, Cr Migdale, Cr Sandri, Cr Taylor and Cr Timmermanis.

Against: Cr Treby and Cr Nguyen.

The CEO and Councils' Officers vacated the meeting.

10.7 CEO ANNUAL PERFORMANCE REVIEW FOR 2018/2019 – CONFIDENTIAL

Moved Cr Lagan, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council APPROVES:

1. **The CEO has met the performance requirements set by Council for 2018-2019.**
2. **The CEO be given a salary increase of 1.0 per cent in line with WA CPI.**
3. **The Council and the CEO mutually agree on Key Performance Indicators for 2019-2020.**

The motion was put and declared CARRIED (10/0).

Moved Cr Timmermanis, Seconded Cr Sandri.

That the Meeting be REOPENED to the public.

The Motion was put and declared CARRIED (10/0).

The recommendations for Confidential Items 10.1 to 10.7 were read out as follows:

10.1 LANDSCAPE MAINTENANCE TENDER

That the Council:

1. *ACCEPTS the Environmental Industries Tender submission (dated November 2019) for Landscape Maintenance in accordance with Tender 08/2019 for a period of two years until February 2022, with the option to extend the contract a further 12 months to February 2023 at the absolute discretion of the TPRC.*
2. *AUTHORISES the Chair and the CEO to sign the Contract.*

10.2 BUILT FORM PARTNERSHIP

That the Council:

1. *AGREES to extend the negotiation period with Now Living/Terrace (J Corp Pty Ltd) as the preferred tenderer for Tender 05/2019 (Built Form) to 31 March 2020.*

2. *APPROVES that in the event that no agreement terms are reached by 31 March 2020, to commence negotiations with Schlager Group/David Barr Architects and Josh Byrne and Associates, the second-ranked tenderer for Tender 05/2019, to explore potential commercial terms for development of the Stage 18 grouped housing sites.*

10.3 REVIEW OF DEVELOPMENT MANAGER'S KEY PERFORMANCE INDICATORS

That the Council:

1. *RECEIVES the Outcomes Report, prepared by Learning Horizons (dated February 2020).*

2. *ENDORSES the general direction outlined in the Outcomes Report, prepared by Learning Horizons (dated February 2020).*

3. *ENDORSES the Development Manager's KPIs as outlined on pages 234 - 238 of the Appendices for the remainder of this year, with the due dates for delivery of the informing strategies to be agreed between TPRC and Satterley Property Group.*

4. *AGREES that these KPIs will form the basis of next year's Development Manager's KPIs subject to further refinement if required as part of annual budget deliberations.*

10.4 DEVELOPMENT MANAGEMENT AGREEMENT – KEY PEOPLE

That the Council APPROVES the following replacement of key personnel pursuant to Clause 4.5 of the Development Management Agreement:

Name of Person	*Position*
Matej Nvota	*Marketing*

Name of Replacement Person	*Position*
Bryony Yuill	*Marketing*

10.5 CATALINA LOCAL JOB CREATION STRATEGY

That the Council:

1. *APPROVES the Catalina Local Job Creation Strategy (November 2019) prepared by the Satterley Property Group.*

2. *ACCEPTS that the Satterley Property Group has achieved Key Performance Indicator Item 2.3 – Development of Strategies to Achieve Local Job Creation Initiatives for 2019.*

10.7 CEO ANNUAL PERFORMANCE REVIEW FOR 2018/2019

That the Council APPROVES:

1. *The CEO has met the performance requirements set by Council for 2018-2019.*
2. *The CEO be given a salary increase of 1.0 per cent in line with WA CPI.*
3. *The Council and the CEO mutually agree on Key Performance Indicators for 2019-2020.*

11. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

12. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

13. URGENT BUSINESS APPROVED BY THE CHAIR

Nil

14. MATTERS BEHIND CLOSED DOORS

10.1 Landscape Maintenance Tender
10.2 Built Form Partnership
10.3 Review of Development Manager's Key Performance Indicators
10.4 Development Management Agreement – Key People
10.5 Catalina Local Job Creation Strategy
10.6 Mindarie Regional Council Landfill Buffer – Groundwater Monitoring Briefing
10.7 CEO Annual Performance Review For 2018/2019

15. GENERAL BUSINESS

Nil

16. FORMAL CLOSURE OF MEETING

The Chair declared the meeting closed at 8:45pm.

These minutes were confirmed at a meeting on .....

SIGNED this ..... day of 2020

as a true record of proceedings.

_____

CHAIR

MINUTES

CITY OF VINCENT

DESIGN REVIEW PANEL

Wednesday 15 January 2020 at 3.15pm

Venue: Function Room
City of Vincent
Administration and Civic Centre
244 Vincent Street Leederville

Attendees:

Design Review Panel Members
James Christou (Chairperson)
Simon Venturi
Anthony Duckworth-Smith
Joe Chindarsi

City of Vincent Officers
Joslin Colli (Coordinator Planning Services)
Mitch Hoad (Senior Urban Planner)
Karsen Reynolds (A/ Senior Urban Planner)
Dan McCluggage (Urban Planner)

Applicant – Item 3.1

Trent Will	Planning Solutions
Jacqueline Kirchlechner	Department of Communities
Kim Metcalf	Department of Communities
Luke Aitken	Department of Communities
Mark Kepplinger	Encon
Andrea Veccia-Scavalli	

Applicant – Item 3.2
Malcolm Mackay
Lou Di Florio

Applicant – Item 3.3

Mandy Leuing	Hillam
Felipe Soto	Hillam

Applicant – Item 3.4

Jason Potalivo	Saracen
Steven Postmus	CAPA
Ben Tremleff	Cameron Chisholm Nicol
Dominic Snellgove	Cameron Chisholm Nicol
Cassie Barrow	Urbis

1. **Welcome/Declaration of Opening**

   The Chairperson, James Christou declared the meeting open at 4.00pm

2. **Apologies**

3. **Business**

4.00pm–4.30pm – Applicant's Presentation – No DA Lodged

3.1 **Address:** 12 (Lot 801) Smith Street, Perth

Proposal: 23 Multiple Dwellings

Applicant: Planning Solutions / Department of Housing

Reason for Referral: For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 16 October 2020

Design review comments from 16 October 2019		
Design quality evaluation		
		Supported
		Pending further attention
		Not supported
Design Principles		
Principle 1 - **Context and character**		***Principle*** ***Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.***
		• The site appears to be generally suited to this type of development due to the surrounding larger properties such as the aged care development and water treatment plant • Providing apartments on the ground level is a positive element for the streetscape • The surrounding area has strong character which should be drawn upon in the design of this development • Consider relocating building services area away from Smith Street elevation, to improve interface with street and pedestrian visibility and surveillance • The photos of surrounding context provided in the presentation do not include the police station and water treatment plant stack which are important elements of the areas surrounding character and could be referenced in the developments architectural language • The design language appears monolithic and could make reference to and/or reflect the architectural style of these buildings further. A lighter architectural language especially on the top level could assist in reducing the bulk impact on the streetscape • The primary street frontage should be further activated, reducing the amount which is taken up by utilities and parking bays • The under croft does disrupt the street continuity. Consider a basement car park to assist with activating the streetscape and reduce bulk to the street by stepping back the upper level from the street.
Principle 2 - **Landscape quality**		***Principle*** *Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.*
		• Tree canopy and streetscape is very important and it missing from the front of the proposed building. Additional street trees would be beneficial • Due to the applicants early engagement with the DRP presenting conceptual level drawings the landscaping requires further development
Principle 3 - **Built form and scale**		***Principle*** ***Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.***
		• Ensure overshadowing of adjacent lots complies with applicable planning provisions - additional building height is unlikely to be supported if overshadowing is non-compliant

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	• The additional building height in conjunction with the reduced primary street setback needs further consideration to reduce the developments bulk and scale impact on the streetscape and adjoining properties • The architectural language overall is good but the solid bulky façade should be broken down with articulation and a softer, lighter architectural language to reduce bulk and scale impact • The concern is the negative impact on the streetscape.
Principle 4 - **Functionality and build quality**	***Principle*** ***Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.***
	• The southern apartments should be opened up further to the courtyard, this could involve rotating the stair well The type F apartment design is inefficient requiring further development. There are opportunities to allow additional natural light into the kitchen
Principle 5 - **Sustainability**	***Principle*** ***Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.***
	• Main living areas for most apartment appear to have good opportunities for cross ventilation • Proposed light external wall colours to reduce solar absorbance in summer is commendable • The voids are good options for increasing general circulation and solar access • Perhaps quantity lifecycle and embodied carbon/energy benefits of proposed timber-framed and prefabricated construction methodology • The proposed H-shaped building footprint for the upper levels is commendable; letter-shaped floor plans can help to reduce perceived bulk and scale, and also have the potential to improve access to natural daylight and cross ventilation to individual apartments • Consider ceiling fans to bedrooms to improve occupant comfort and provide low-energy cooling in summer • Type C and F apartment floor plans have optimal solar passive design orientation which is commendable; perhaps consider appropriately sized north-facing window to Bed 2 of Type C apartment. Also consider appropriate shading on the north-facing elevation of these apartments to protect from high summer sun around the middle of the day. Typically, an eaves overhang of 600mm or equivalent for walls/windows between 2.1-2.4m high will provide sufficient summer shading without compromising solar passive gain in winter • Consider making bicycle parking secure and integration of renewable energy systems to reduce energy costs for occupants • Type A (mirrored), B, D and E apartments appear to have non-optimal solar orientation - suggest obtaining preliminary energy ratings to determine likely impact on thermal comfort/performance for these dwellings. For example, east and west-facing glazing may require vertical screens/shading or high performance glazing to reduce cooling loads in summer. Perhaps footprint of Type D apartment could be revised to incorporate some north-facing solar access to main living area, near entry
Principle 6 - **Amenity**	***Principle*** ***Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.***
	• The type A and D apartments should be provided with increased view of the garden area • The lobby could incorporate the bike parking facilities as a point of visual interest when you enter the building • As the design develops the use of voids to separate bedroom windows from the communal corridors are recommended. These will also allow additional natural light access to lower level windows as well as the courtyard.

Principle 7 - **Legibility**		***Principle*** ***Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.***
		• The lift is illegible from the front door lobby area and should be considered further • Entries to ground floor apartments are behind the stores and should be considered further
Principle 8 - **Safety**		***Principle*** ***Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.***
		• Nil
Principle 9 - **Community**		***Principle*** ***Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.***
		• The internal courtyard/micro-community concept for the site is positive and should be used as a key design generator to inform the design direction of the project moving forward • Whilst the general concept of internal courtyard is good, improvements could be made in terms of the interface of the courtyard and building services. The interface could be improved by providing apartments which orient the courtyard at ground level and increased surveillance of the garden from the upper levels
Principle 10 - **Aesthetics**		***Principle*** ***Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.***
		• Nil
Other comments provided by the DRP		
• Commends applicant for coming in early to the DRP process		
Other general comments provided by the City		
• In line with the comments provided by the DRP panel, the additional building height and the reduced street setback require further consideration.		

Design review comments from 15 January 2020		
Design quality evaluation		
		Supported
		Pending further attention
		Not supported
Design Principles		
Principle 1 - **Context and character**		***Principle*** ***Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.***
		• The interpretation of the surrounding area through the proposed architectural language is positive. • With regard to the colour scheme and materiality, the plans should be complementary to the existing streetscape character in terms of colours and materials, not just the form and scale. • Breaking the front elevational massing into two with a recess is positive.

Principle 2 - **Landscape quality**		***Principle*** *Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.*
		• The landscaping plan needs to be updated to reflect the changes to the building envelope. • The edible component to the landscaping is supported.
Principle 3 - **Built form and scale**		***Principle*** ***Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.***
		• The increased setback to the third floor along Smith Street is positive. • The apartment on the south east corner of the third floor should be setback from the south boundary similar to the setback of the apartment on the south west corner to reduce the appearance of building bulk and scale from the street and adjoining properties. Note the apartment numbers on the upper level plans are incorrect and need to be updated. • The north western corner of the development should be further refined in terms of colours and materiality to make it appear like it recedes and reduces building bulk. • Further work needed to better define how the building bulk is reduced for the side and rear elevations, alternative views from the surrounding context should be provided in order to allow the panel to assess this (not just the street elevation).
Principle 4 - **Functionality and build quality**		***Principle*** ***Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.***
		• The additional dwellings at ground floor level fronting the street are considered to be positive in providing an interactive frontage and surveillance of the street. • The internal apartment planning is generally positive.
Principle 5 - **Sustainability**		***Principle*** ***Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.***
		• Solar panels and rain water harvesting should be incorporated and shown on the plans. Refer to the Residential Design Codes Volume 2 requirements for energy efficiency and water management and conservation. • The provision of awnings is positive. It does appear that there are some west facing windows (Apartments 13 and 15) that still require sun shading devices.
Principle 6 - **Amenity**		***Principle*** ***Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.***
		• The provision of the overshadowing diagram is positive, however a percentage of shadow cast on the adjoining site should also be provided. • The application proposes a number of stores facing the upper floor communal corridor which reduces the opportunities to get natural light from the northern aspect and cross ventilation into the dwellings. • Cross ventilation of many of the dwellings is acceptable
Principle 7 - **Legibility**		***Principle*** ***Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.***
		• Nil
Principle 8 -		***Principle***

Safety		***Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.***
		• The blind corner in the carpark driveway should be chamfered off to allow visual access around the corner.
Principle 9 - **Community**		***Principle*** ***Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.***
		• It is noted that the applicant states that 40% of the dwellings would achieve silver level ratings in relation to liveable housing design, this should be confirmed.
Principle 10 - **Aesthetics**		***Principle*** ***Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.***
		• Whilst there has been positive progression in relation to the front façade design, further refinement should be undertaken in relation to colour scheme to reflect the analysis of the surrounding built form context and character house details that have been undertaken.
Other comments provided by the DRP		
• The nature of this development would trigger the requirement for a public art contribution under the City's Policy. Consideration should be given to how this can be integrated into the design. • It should be noted that whilst the R Codes Volume 2 does not provide an acceptable outcome in terms of the percentage of overshadowing for R80 sites, consideration will still be given during the assessment of the application to this design element as the application contemplates additional building height than what is permitted under the City's Built Form Policy		
Other general comments provided by the City		
•		

Conclusion
The DRP supports further development, subject to the further refinement of the design:

- Setback to breakdown massing
- Finalising materials and colours.

4.30pm–5.00pm – Applicant Presentation – DA Lodged 5.2019.191.1

3.2 **Address**: No. 12 Newcastle Street, PERTH

Proposal: Billboard Signage (Third Party Advertising)

Applicant – Adbrands Media
Owner – Superline Enterprises Pty Ltd

Reason for Referral: For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 27 November 2019

Design review comments from 27 November 2019		
Design quality evaluation		
		Supported
		Pending further attention

		Not supported
Design Principles		
Principle 1 - **Context and character**		***Principle*** ***Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.***
		• The proposal is for a commercial use associated with a commercial building. • Whilst the design is an improvement on the previous schemes, the proposed sign still appears to be disproportionate in size to the existing building. The design should be more sculptural and sophisticated rather than rectangular and box like. • The amended proposal could be improved if the reference to design elements of the building below are toned down and simplified – such as removal of double overhang to the sign parapet. • The sign still appears as a heavy large overpowering element on the roof of the building. Recessing the base of the sign and its overall structure, providing less solid surface and facade to the sign 'box' structure would mitigate against its large and heavy bulk appearance over the building.
Principle 2 - **Landscape quality**		***Principle*** ***Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.***
		• Whilst the introduction of the roof terrace is considered to be positive, further consideration should be given to the on-structure landscaping. Consider using landscaping for screening purposes. • More information needed on the proposed tree species
Principle 3 - **Built form and scale**		***Principle*** ***Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.***
		• Whilst the proposed height of the structure itself in relation to the surrounding context is not considered to be excessive, the scale of the proposed sign in relation to the existing building remains disproportionate. Consider a reduction in the scale of the sign. • The proposed sign still gives the appearance of being stuck on the top of the building rather than effectively integrated. • Some of it is related to the façade along Newcastle Street. Visual correspondence would be improved with that sign façade being parallel to the building south façade The proposed sign is in a prominent, highly visible location and needs to be 'something special' in terms of design. Refer to 'Context and Character' comments in relation to sculptural, sophisticated design
Principle 4 - **Functionality and build quality**		***Principle*** ***Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.***
		• More information is required in relation to the functionality of the roof terrace. Identify where the access point would be from. Also refer to Landscape Quality comments
Principle 5 - **Sustainability**		***Principle*** ***Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.***
		• Large format digital signage inherently performs poorly from a sustainability standpoint. • Consider integrating solar panels into the design to improve the sustainability. • Consider running the sign on 'green' power. • Consider other sustainability initiatives
Principle 6 - **Amenity**		***Principle*** ***Good design optimises internal and external amenity for occupants, visitors and***

		neighbours, providing environments that are comfortable, productive and healthy.
		• Consider light cast issues for residents in the St. Bartholomeus building. • Whilst the inclusion of the roof terrace is considered to be positive, the amenity that would be provided for the users of the terrace needs further consideration. Consider the outlook from the roof terrace for users and the possibility of making the space less enclosed and generally other means that could be incorporated to enhance the amenity of the communal space. Perhaps the roof terrace pixilation screen is facing west and there is more open aspect present to the city skyline. • Ensure that roof top services do not impact on the amenity of users. • Also refer to Landscape Quality comments
Principle 7 - **Legibility**		***Principle*** ***Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.***
	Nil	
Principle 8 - **Safety**		***Principle*** *Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.*
	Nil	
Principle 9 - **Community**		***Principle*** ***Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.***
		• Consider allowing the City to utilise the sign to promote City of Vincent events etc. as this could provide a community benefit. • Note – The examples provided during the applicant's presentation of other existing large format digital signs around the world identified that these signs should be associated with pedestrian oriented areas however, the intent of this sign is to advertise to motorists
Principle 10 - **Aesthetics**		***Principle*** ***Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.***
		• The curved element to reflect the corner of the existing building is supported. • Consider whether the overhanging roof line of the screen is necessary as it feels like it is competing with and duplicating the existing building. Consider an alternate roof form which compliments the existing building but is lighter in appearance/feel. • The communal space should not have a rectangular box like form. Consider a more sculptural and sophisticated design. • A recess between the existing building and the signage would help to make it look like the sign is floating above the building rather than stuck on.
Other comments provided by the DRP		
		•
Other general comments provided by the City		
		•

Design review comments from 15 January 2020		
Design quality evaluation		
		Supported
		Pending further attention

		Not supported
Design Principles		
Principle 1 - **Context and character**		***Principle*** ***Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.***
		• It is considered that the previous concerns in relation to context and character have been satisfied however the concerns in relation to built form, massing and scale remain.
Principle 2 - **Landscape quality**		***Principle*** ***Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.***
		• The inclusion of soft landscaping is supported and a landscape architect should be engaged to ensure that the delivery of the proposed landscaping is high quality, capable of being maintained through species selection and maintenance strategies.
Principle 3 - **Built form and scale**		***Principle*** ***Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.***
		• Removing the double parapet and south roof overhang is considered to be positive. • The sign does appear as though it is floating somewhat more than in previous iterations. • The proposal does appear to be more integrated with the existing building's architectural language with the inclusion of the white screen border however this design element increases the appearance of building bulk and fights with the pixelated design elements that were introduced in the previous iteration of the plans. These two distinctive design approaches / objectives clash. The proposal should be refined to reflect one of these design approaches only.
Principle 4 - **Functionality and build quality**		***Principle*** ***Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.***
		• Although a positive in terms of the design, the retrofitted roof top deck which has been introduced in the later part of the DRP process could be an issue in terms of compliance with the BCA. Preliminary work should be done to ensure that it is feasible to deliver in terms of the structure, fire codes etc.
Principle 5 - **Sustainability**		***Principle*** ***Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.***
		• The solar panels are a positive addition.
Principle 6 - **Amenity**		***Principle*** ***Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.***
		• The changes to the plans appear to address the previous DRP comments. Refer to 'Functionality and Build Quality' comments in relation to the compliance with BCA
Principle 7 - **Legibility**		***Principle*** ***Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.***
		• Nil
Principle 8 - **Safety**		***Principle*** *Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.*
		• Nil

Principle 9 - **Community**		***Principle*** ***Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.***
		• Nil
Principle 10 - **Aesthetics**		***Principle*** ***Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.***
		• The proposal does appear to be more integrated with the existing building's architectural language with the inclusion of the white screen border however this design element increases the appearance of building bulk and fights with the pixelated design elements that were introduced in the previous iteration of the plans. These are two distinctive design approaches / objectives which clash. The proposal should be refined to reflect one of these design approaches only. • If the applicant chooses to proceed with the white frame, careful consideration needs to be given to ensuring that it does effectively refer to the existing building in terms of colour, materials and finer details.
Other comments provided by the DRP • Nil		
Other general comments provided by the City • ***Nil***		

Conclusion:
The applicant needs to finalise its proposal. The proposal needs to consider the existing building, but the greatest emphases should be placed on the aesthetics of the billboard. The design should float over the building and therefore colours, materials and detailing should achieve that outcome.

5.00pm–5.30pm – Applicant's Presentation – DA Lodged – 5.2019.390.1

3.3 **Address:** 194-200 Carr Place, Leederville

Proposal: Multi-Residential Development (52 multiple dwellings)

Applicant: Hillam Architects / Hanrise Pty Ltd

Reason for Referral: For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 4 December 2019

Design review comments from 4 December 2019		
Design quality evaluation		
		Supported
		Pending further attention
		Not supported
Design Principles		
Principle 1 - **Context and character**		***Principle*** ***Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.***
		• The idea of finer grain in the ground floor is supported given it is a higher density residential context. • Context is not an urban corridor like Vincent Street therefore the building should taper

	down to reflect the residential nature of Carr Place. • Nil setback of the tower element and its scale/height is not reflective of the typical street setbacks of the street or the envisioned character type. • Generally supportive of the design concept to the street however further resolution of the tower element and pocket park required. • Front fence element contributes towards the residential street feel
Principle 2 - **Landscape quality**	***Principle*** ***Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.***
	• Continuation of the landscape in front of the tower element will create better public draw into pocket park, and increase landscape amenity. • Pocket park is supported, however the small entrance from the footpath creates a private feel to space, and public use will be difficult to attract. Consider widening the entrance and placing a community feature such as a playground in potential added front landscape or pocket to create greater public invitation and use. • Front garden space on the ground floor units could also be considered as a pocket park type feature. The raised level maintains some privacy for residents in ground floor o/d living areas of units. • Further seating opportunities would also be suggested. There is potential for seating along pathway under shade of trees. • Consider the extent of planting and paving in the resident garden. • Fencing along eastern side of pocket park may restrict usability. Consider additional furniture/seating opportunities that look into the park to create social interaction, and soften views to the fence.
Principle 3 - **Built form and scale**	***Principle*** ***Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.***
	• Building located on Carr Place appears solid and disengaged from the streetscape • Tower element with nil setback is out of context with the preferred streetscape character. It does not integrate with the podium element. The podium element presents more of a human scale, which is not reflected in the tower element. • Lack of setback to the street presents bulk which is exacerbated by the seven storey height. Perception of bulk and scale is increased as a result of this element with a nil setback to the street. • Breaking up of the grain at the street level is supported in principle, but the height and massing/scale impacts the street character. • Tower element needs further articulation around the ground floor to make it more inviting for the community. Limited engagement and interaction provided with the pocket park makes it seem to be a private space. • Consider the alternative use of the ground floor apartment which could engage with the users of the pocket park and provide greater interaction with the street • Lower levels of tower element could be better articulated to meet the ground in a more open and inviting fashion through detailing, materiality, the use of double height elements and colour selection
Principle 4 - **Functionality and build quality**	***Principle*** ***Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.***
	• Consider privacy to the balconies where reduced setbacks are proposed. • Apartments on level two behind the tower element do not have access to sunlight as a result of the boundary wall, aside from the light well. Apartment depth to be

		reconsidered, or additional information to demonstrate how this is available adequate light and ventilation will be achieved. • Further information in respect to the treatment of roofs where there are balconies which will look onto these spaces. • Reconsider the angle of the bedroom wall on the ground floor next to the entry path
Principle 5 - **Sustainability**		***Principle*** ***Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.***
		• Consider access to natural light to habitable rooms
Principle 6 - **Amenity**		***Principle*** ***Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.***
		• Consider internal amenity of residents as part of the apartment layouts. • Consider extending landscaping across the front of the ground floor unit in front of the pocket park to provide some privacy. • Apartments on level two have "snorkel" rooms. Consider positioning of windows to increase access to light
Principle 7 - **Legibility**		***Principle*** ***Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.***
		• Satisfied with disability access available through car park
Principle 8 - **Safety**		***Principle*** *Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.*
		• Limited engagement with the building and pocket park may make people feel unsafe
Principle 9 - **Community**		***Principle*** ***Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.***
		• Pocket park a positive contribution to the public realm but needs further consideration in terms of its connectivity to the other communal and public areas.
Principle 10 - **Aesthetics**		***Principle*** ***Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.***
		• Overall the materiality and many aspects of the articulation and composition are supported
Other comments provided by the DRP • Scheme has been significantly refined and improved through the DRP process		
Other general comments provided by the City • Further consideration needs to be given to the seven storey element		

Design review comments from 15 January 2020		
Design quality evaluation		
		Supported
		Pending further attention
		Not supported

Design Principles		
Principle 1 - **Context and character**		***Principle*** ***Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.***
		• The addition of the setback / stepping down of the front building, and refinement of apartment design has provided a greater relationship with the Carr Place streetscape.
Principle 2 - **Landscape quality**		***Principle*** *Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.*
		• Inclusion of additional landscaping within the street setback area contributes towards the amenity of the street. • Refinement of the pocket park design which is more open and includes seating opportunities to increase usability and interactivity is positive. • The landscaping on the top floor of the rear tower blocks which was removed should be re-introduced to soften the appearance of the building from surrounding properties. Selection of appropriate species would be encouraged.
Principle 3 - **Built form and scale**		***Principle*** ***Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.***
		• The inclusion of greater street setback and reduced height at the front moderates the impact of the building bulk on the Carr Place streetscape and strikes an appropriate balance between the future and existing context. • Through the revisions, additional bulk appears to have been added to the rear through the removal of recesses and reconfiguration of apartments. This adds additional scale and massing to the development when viewed from the east. The previous plans considered by the Panel had handled this element better incorporating a recessed top floor plan which also allowed for landscaping and resulted in the top floor being less visible • The extent of the rear boundary walls exceeds the policy requirements and contributes towards bulk and mass on the adjoining properties. Reducing the height and introducing a setback would result in a less dominant outcome to these properties which have outdoor living areas which would be directly impacted.
Principle 4 - **Functionality and build quality**		***Principle*** ***Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.***
		• Refinements to apartment layouts have generally resolved the previous commentary in respect to access to natural light and ventilation. • Screening of balconies to be further considered as per Principle 6.
Principle 5 - **Sustainability**		***Principle*** ***Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.***
		• The applicant is reminded that the sustainability measures in the R Codes Volume 2 are to be accounted for.
Principle 6 - **Amenity**		***Principle*** ***Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.***
		• Sunlight and cross ventilation has been achieved in the majority of apartments through refinement of apartment layouts.

	• Concerns in relation to overlooking from balconies and major openings need to be addressed to ensure that the privacy and amenity of adjoining properties is maintained. It is noted that given the design and orientation of the balconies, if screening is required this could potentially be resolved through partially screening the balconies, rather than fully enclosing them to maintain the outlook for the apartments
Principle 7 - **Legibility**	***Principle*** ***Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.***
	• The refinement to the pocket park provides clear legibility to the development's entry from Carr Place.
Principle 8 - **Safety**	***Principle*** ***Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.***
	• Refinement to the pocket park has made this more useable and visible from the public realm
Principle 9 - **Community**	***Principle*** ***Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.***
	• Refinement of the pocket park to increase usability is supported. It also encourages community use of this space. • The applicant is reminded that universal access is to be provided in accordance with the R Codes Volume 2 requirements
Principle 10 - **Aesthetics**	***Principle*** ***Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.***
	• Overall materiality, articulation and composition of the development remains supported. • Selection of final colours and materials to be confirmed through a condition of approval.
Other comments provided by the DRP	
• Nil	
Other general comments provided by the City	
• Nil	

Conclusion:
The DRP supports the development subject to the resolution of the mass and bulk to the rear and resolution of the height of the rear wall boundary.

5.30pm–6.00pm – Applicant Presentation – DA Lodged – 5.2019.456.1

James Christou excused himself from this discussion - due to the Saracen Group being a client of CHRISTOU Design Group

3.4 **Address**: Nos. 318, 324, 330, 332 and 334 Charles Street, North Perth

Proposal: Mixed Use Development

Applicant: Urbis / Saracen Properties Pty Ltd

Reason for Referral: For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 13 November 2019

Design review comments from 13 November 2019		
Design quality evaluation		
		Supported
		Pending further attention
		Not supported
Design Principles		
Principle 1 - **Context and character**		***Principle*** ***Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.***
		• Improvement to façade is commended and the introduction of the brick texture contributes as reference to the local context • Examples given of projects of similar scale façade and massing which this project would emulate were a different building type (museums etc.) which generally don't have window aspects to the street. Their design program is different to the project, a commercial development. • More activation to the streetscape is needed. The escalator is not considered as a suitable means of addressing Council policy on street activation and interactivity to help support public life at the interface. Consider having the café (which is provided) opening to the street and sleeving boutique shops between the carpark/escalators and the street instead of an atrium of pedestrian ramps and escalators • Consider 'sleeving' the carpark to the back of the site whilst placing and exposing public shopping spaces to the street (at ground level and possibly above) or other options that offer active uses of the ground floor such as relocation of retail facilities from the top floor area to the ground floor • Introduction of the tiles to the street façade is supported. Long thin rectangular tiles relate more to the character shops in the area. It is suggested these (or another relatable application, such as wood?) be applied in lieu of the mosaic (small) blue tiles shown on the perspective renders. Extending the tiles to the top of the development façade arguably, loses its reference to the traditional shop front character where traditionally, they only would have a band of tiles on the bottom or at ground level streetscape façade level only • More detailed elevations need to be submitted including the other elevations not currently shown • Art work is too isolated at one end of the streetscape elevation and would not be overly visible when viewed from the street moving North along Charles Street. Draw on some other element of design or apply it across other suitable elements of the façade • Locating the medical centre to a higher floor is supported as generally with this kind of use, the contribution to the streetscape would be low as windows get usually get blocked or covered with film • Neighbouring streetscape and existing buildings are distinct in terms of their façade proportions - width to height and scale. Consider providing vertical recesses or breaks to the street façade that more closely reflect the rhythm and building width of neighbouring houses in the surrounding context and break up the mass of the development
Principle 2 - **Landscape quality**		***Principle*** *Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.*
		• Landscaping shown is commended. The landscaping design species and feature typologies are cleverly designed and selected.

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	• However, the location of the majority of landscape within the future road widening areas is not supported. Canopy cover and deep soil are required to sit within the lot boundary. Landscaping cannot be solely dependent on the widening areas. • Innovative design features need clarification; for example the location of the removable planters after road widening needs to be shown, and the location of the new placements for mature street trees needs verification. These measures may in fact be superfluous. • Greater setback for deep soil and canopy to the rear that is useable is required • Consider how to incorporate deep soil or tree canopy in other areas of the design including within the building, or as roof top planting. • Consider removing some car parking bays to provide further deep soil zones • There is an opportunity to provide further tree canopy to pedestrian access ways. • There is opportunity to extend landscaping near childcare for public amenity. Childcare landscaping needs to be documented.
Principle 3 - **Built form and scale**	***Principle*** ***Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.***
	• See comments provided under Principle 1. The bulk and scale is supported provided further articulation (vertical recess / break elements) are introduced to help to break up bulk of the building and sit more comfortably in its context. • Try to create some depth to the façade - deeper recesses to break up sections of the building
Principle 4 - **Functionality and build quality**	***Principle*** ***Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.***
	• Child care centre and landscape area on the upper level is in a good location • Consider locating one, or more, commercial tenancies at streetscape level facing the street to create more activation • Look at relocating ground level parking bays that are near the front to provide space for a more active interface with the streetscape • Child care drop off needs further consideration: for example safe access paths for children, prams and parents, and how to coordinate/communicate/police that drop off spaces are very short term only. • Close shared access, between the child care and medical centre, may need further consideration in relation to possible health issues.
Principle 5 - **Sustainability**	***Principle*** ***Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.***
	• Nil
Principle 6 - **Amenity**	***Principle*** ***Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.***
	• Refer to comments in the Functionality and Build Quality Principle Section
Principle 7 - **Legibility**	***Principle*** ***Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.***
	• Elevations showing people in the laneway - how would this function? A pathway and/or appropriate wayfinding and associated legibility need to be demonstrated • Demonstrate appropriate way finding for customers if they are to use and seek alternative access to car parks from rear entrance • Provide further detail on an integrated design approach for signage in respect of its

	impact on the building facades and the street. • Consider how to reinstate main building entrance prominence, provided in the preceding submission and now dominated by customers vehicle entry
Principle 8 - **Safety**	***Principle*** ***Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.***
	• Consider more passive surveillance of the rear laneway • Demonstrate more detailed design to provide safety for parents with babies and toddlers for the Childcare Centre and Medical Centre including safe set-down points and dedicated parking bays
Principle 9 - **Community**	***Principle*** ***Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.***
	• Community benefits created by the mix of uses are commended
Principle 10 - **Aesthetics**	***Principle*** ***Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.***
	• Refer to comments in the Context & Character Principle Section
Other comments provided by the DRP	
• Nil	
Other general comments provided by the City	
• Further refinement to the materials and building design is called for, with introduction of more recesses and vertical articulation responsive to the context's proportions • Further refinement to the landscaping is called for. Identify location where planter boxes could be relocated. Rear lane landscaping to be further developed / extended and additional landscaping is required on the site (- not in the road widening area). • Consider the façade and opportunities for greater interaction at street level to achieve better street activation. Consider opportunities to bring commercial uses to the street • Rear elevations needs further consideration to demonstrate their architectural treatment, passive surveillance, pedestrian use and landscaping outcomes.	

Design review comments from 15 January 2020	
Design quality evaluation	
	Supported
	Pending further attention
	Not supported
Design Principles	
Principle 1 - **Context and character**	***Principle*** ***Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.***
	• The materials and colours palette has improved significantly and appears more subtle and refined. Bringing in the brickwork and timber is a positive step forward. • Shop front glazing to BWS is very wide, suggest breaking this up in a more vertical format to be consistent with the glazing of traditional character shopfronts similar to the glazing at the southern side of the front façade • The rhythm is resolved in the elevation well, particularly for this context • Windows facing Charles St and ROW to be clear glazing rather than colour back glass

Principle 2 - **Landscape quality**		***Principle*** *Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.*
	• Deep soil zone area is good based on DRP presentation plans, however encourage the applicant to continue to look at ways to increase this on site rather than in the road widening zone. • Canopy cover is good as well as the forward planning for the future street trees in relation to any potential road widening change. Suggest clarification in the visuals of what the verge may look like when the road is eventually taken as this would be of benefit to the DAP and Council members.	
Principle 3 - **Built form and scale**		***Principle*** ***Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.***
	• Refer to comments in Context & Character Principle.	
Principle 4 - **Functionality and build quality**		***Principle*** ***Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.***
	• Nil	
Principle 5 - **Sustainability**		***Principle*** ***Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.***
	• Nil	
Principle 6 - **Amenity**		***Principle*** ***Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.***
	• The introduction of the additional commercial south end tenancy is positive to further activate the streetscape.	
Principle 7 - **Legibility**		***Principle*** ***Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.***
	• The southern café tenancy appears a little hidden by the landscaping. Suggest including a pedestrian pathway on the south side to and appropriate landscape design in this area to ensure this tenancy is visible and easier to access.	
Principle 8 - **Safety**		***Principle*** ***Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.***
	• Provision of cycling parking to the street is good with good surveillance.	
Principle 9 - **Community**		***Principle*** ***Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.***
	• Public art – opportunity to integrate public art into the central timber façade element to make it more prominent and more integrated with the building. Look to provide public art in multiple areas of the development.	
Principle 10 - **Aesthetics**		***Principle*** ***Good design is the product of a skilled, judicious design process that results in***

	attractive and inviting buildings and places that engage the senses.
	• Refer to comments in Context & Character Principle.
Other comments provided by the DRP	
• Nil	
Other general comments provided by the City	
• Nil	

Conclusion:

4. Close/Next Meeting

The Chairperson closed the meeting at 7.00pm

The next meeting is scheduled to be held on Wednesday 22 January 2020

MINUTES

CITY OF VINCENT

DESIGN REVIEW PANEL

Wednesday 22 January 2020 at 3.45pm
Venue: Function Room
City of Vincent
Administration and Civic Centre
244 Vincent Street Leederville

Attendees:
Design Review Panel Members
Simon Venturi
Anthony Duckworth-Smith
Tom Griffiths

City of Vincent Officers
Joslin Colli (Coordinator Planning Services) – Presiding Member
Dan McCluggage (Urban Planner)

Applicant – Item 3.1

1. **Welcome/Declaration of Opening**

   Joslin Colli declared the meeting open at 4.00pm

2. **Apologies**

3. **Business**

   4.00pm–4.30pm – Applicant's Presentation – No DA Lodged

   3.1 **Address:** No. 33 (Lot 49) Scarborough Beach Road, North Perth

   Proposal: 6 Grouped Dwellings

   Applicant: Ben Carter (Pinnacle Planning)

Reason for Referral: The proposal will likely benefit from the referral to the DRP in terms of the City's Built Form Local Planning Policy 7.1.1 (LPP 7.1.1).

Design review comments from 22 January 2020		
Design quality evaluation		
		Supported
		Pending further attention
		Not supported
Design Principles		
Principle 1 - **Context and character**		***Principle*** ***Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.***
		• An analysis of the surrounding built form context and architectural language should be undertaken. Colours, materials and finishes should then be drawn from and reference the surrounding context. • Show the surrounding built form on plans, elevations and sections to illustrate the relationship with the surrounding buildings.

	• The proposed development should not mimic the design of the existing development at No. 37 Scarborough Beach Road. It is encouraged to reference elements of this development but it should also generate a level of built form diversity within the streetscape.
Principle 2 - **Landscape quality**	***Principle*** *Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.*
	• There is a strong relationship between parking, the size of the dwellings and deep soil zones/canopy provided. The subject site appears within 'Location A' (less than 250m from Charles Street – refer to R Codes clause 5.3.3 Parking). A reduction of number of resident parking spaces and/or changing one of the Units to a one bedroom dwelling would allow for deep soil zones/canopy cover to be increased. • Refer to the definition of deep soil zones in the City's Built Form Policy when undertaking this calculation (must provide a minimum space of 1m and excludes areas covered with impervious surfaces). • Additional deep soil zones should be provided. • Appropriate tree species should be chosen with regard to the sewerage line, contact Water Corp for further information
Principle 3 - **Built form and scale**	***Principle*** ***Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.***
	• It is acknowledged that the site does have some constraints and the overall site layout generally seems to respond well to this. • The relationship between the overall size of dwellings/site coverage and the reduced deep soil zones/canopy should be noted (refer to commentary in Principle 2 – Landscape Quality).
Principle 4 - **Functionality and build quality**	***Principle*** ***Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.***
	• Bedroom doors opening off dining areas for rear units is not ideal and should be reconsidered. • Both levels of the Lot 3 unit have a southern aspect. Consider alternatives to provide more of a northern aspect for this dwelling. Whilst the site constraints are acknowledged, providing the carport on the southern side (over the sewer easement) and swapping the outdoor living area to the northern side is an option and should be considered. It would allow for a reduction in hardstand, the courtyard to be positioned on the north side and greater opportunities for a northern aspect for this unit. • In reference to the Lot 3 unit, the laundry being located on the upper floor rather than the ground floor does not seem ideal. Consider relocating to the ground floor for increased functionality. • Additional northern natural light ingress should be provided for the Lot 3 unit
Principle 5 - **Sustainability**	***Principle*** ***Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.***
	• The west and east facing windows should be provided with shading devices to reduce the heat gain impact of direct sunlight. • The exposure of the rear of the houses facing the ROW to the western sun including the windows and dark cladding materials on the upper floor levels should be given further consideration
Principle 6 – **Amenity**	***Principle*** ***Good design 2ehavior2 internal and external amenity for occupants, visitors and***

	neighbours, providing environments that are comfortable, productive and healthy.
	• Additional northern light should be provided for the Lot 3 unit
Principle 7 – **Legibility**	***Principle*** ***Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.***
	• Nil
Principle 8 – **Safety**	***Principle*** ***Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.***
	• Ensure the pedestrian pathway connection to Scarborough Beach Road is well lit at night.
Principle 9 - **Community**	***Principle*** ***Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.***
	• Whilst it is acknowledged that there is no statutory requirement for grouped dwelling developments, there is currently no housing diversity provided (all units are 3 bedrooms). Consider reducing some units to 1 or 2 bedroom dwellings to provide housing diversity. Noting that this would also allow for additional deep soil zones/canopy to be provided (refer to commentary under Principle 2 – Landscape Quality). • Visitor parking spaces should be provided on site particularly given that there is an oversupply of private on-site parking.
Principle 10 - **Aesthetics**	***Principle*** ***Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.***
	• The overall aesthetic of the project is generally appealing. Refer to the comments in the Context & Character Principle regarding a diversity of built form architectural language and the relationship to No.37 Scarborough Beach Road.
Other comments provided by the DRP	
• Nil	
Other general comments provided by the City	
• At this stage the City advises that the application is able to be lodged and then referred back to the DRP during the assessment. • Note that if the development does not comply with the deemed-to-comply requirements of the R Codes Volume 1 Clause 5.3.3 this would result in the application having to be determined by Council	

Conclusion

Greater consideration is required of the sites context to inform the materials and the built form outcome.
The site is in a highly accessible location and should consider reducing car parking to improve landscaping outcomes and encourage greater dwelling diversity.
Consider opportunities for increased access to northern light to all dwellings.

4. Close/Next Meeting

The Chairperson closed the meeting at 4.30pm

The next meeting is scheduled to be held on Wednesday 5 February 2020

6Statistics for Development Applications
As at the end of January 2020

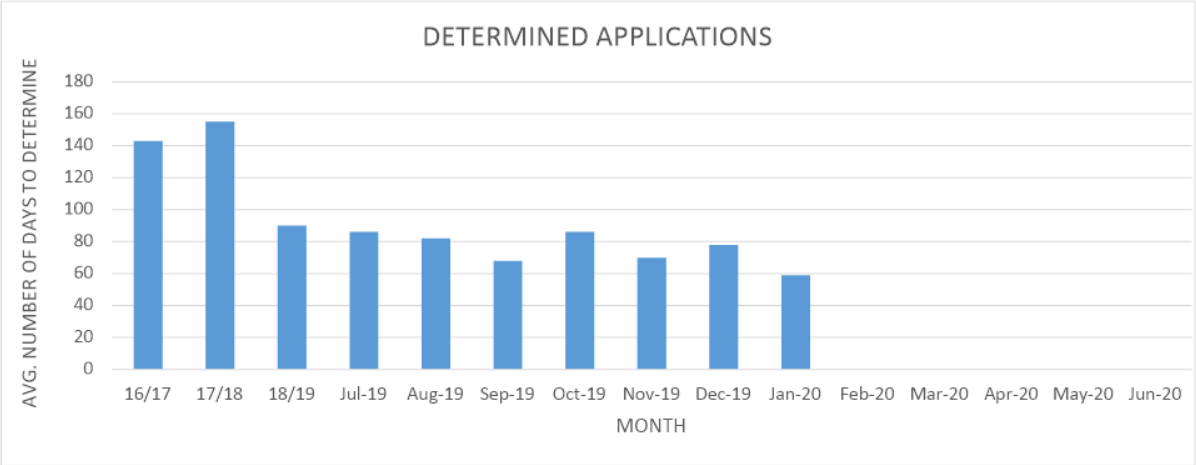

Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2019.

Processing Days	16/17	17/18	18/19	Jul-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Minimum	7	1	0	14	0	1	0	2	8	0					
Average	143	155	84.72	86	82	69	79	70	78	59					
Maximum	924	1008	787	321	230	236	251	449	188	269					

	Jul-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
DA's Determined	46	36	28	40	50	29	23					
Value of Determined DA's (in millions)	12.13	44.51	13.6	20.8	11.5	16.1	2.1					

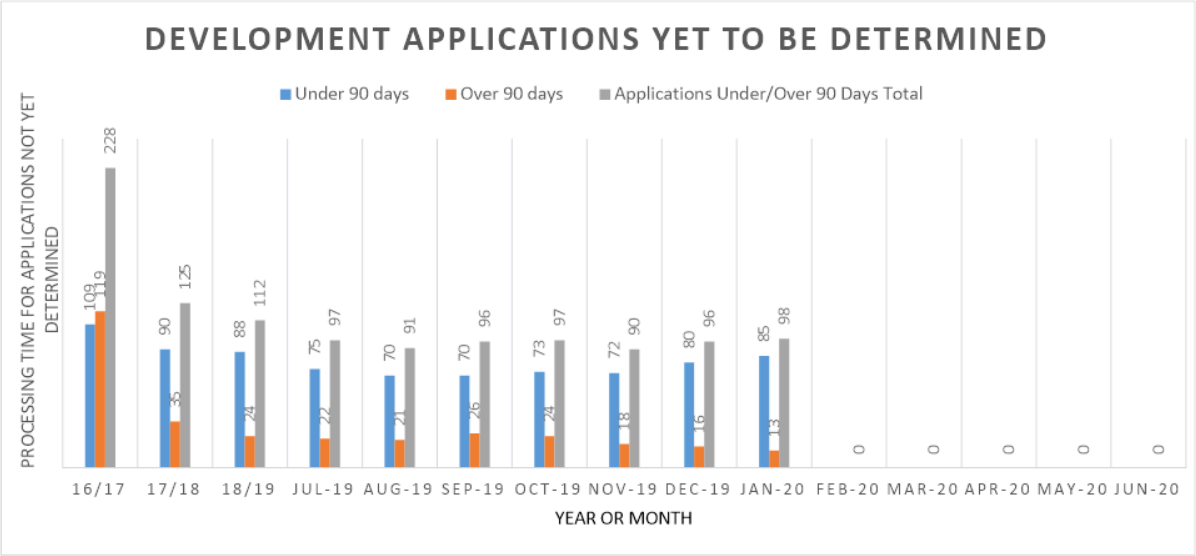

Table 2: No. of DA's to be determined.

	Jul-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
DA's lodged	36	32	38	42	47	38	29					
DA's to be Determined	97	91	96	97	90	96	98					
Value of DA's to be Determined (in millions)	89.93	52.8	53.6	59.5	57	68	67.7					

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 27 FEBRUARY 2020

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
1.	Nos. 120-122 Richmond Street, Leederville (CC 49 of 2018)	15 January 2017	Dorn	Review in relation to a Building Order to remove unauthorised buildings and structures associated with single house and subsequent review of delegated decision to refuse development application. ********** The subject of this review is a Building Order issued by the City for the removal of unauthorised buildings and structures primarily comprised of outbuildings covering an aggregate area of approximately 540m² across both Nos. 120 and 122 Richmond St. The application for review of the Building Order and refusal of Development Application will be presented to a full hearing on 17 September 2019. Hearing vacated to go to a further mediation to allow applicant to provide more detailed and accurate plans, and to discuss building/planning issues. Applicant to provide plans by 1 November 2019 for review and mediation scheduled for 19 November 2019 on-site and then at the City of Vincent offices to determine how the matter will progress. Mediation rescheduled to 17 February 2020 to allow applicant additional time to prepare plans. Following mediation the applicant is preparing further plans, with these to be submitted to the City ahead of a further mediation scheduled for 2 April 2020. ********** *Representation by: Kott Gunning Lawyers (Building Order)/Allerding and Associates (Development Application)*
2.	No. 125 Richmond Street, Leederville (DR 302 of 2018)	4 December 2018	Network PPD	Application for review of JDAP decision to refuse the application for an amendment to the existing approval for Multiple Dwellings on 13 October 2018. ********** City attended 26 February 2019 mediation where SAT scheduled the applicant to provide amended plans on 29 March 2019. Mediation on-site followed by at City held on 12 April 2019. Orders received requesting the JDAP to reconsider the application under Section 31 of SAT Act on or before 31 May 2019. The application was reconsidered and approved by the JDAP on 30 May 2019, subject to further consultation with the City's DRP to improve the treatment of the eastern elevation. Directions Hearing on 26 July 2019 vacated to allow applicant to further consult with DRP. Applicant advised liaising with landowners in 2019, no further update. Matter to be referred to Compliance. **Completed**. *Representation by: JDAP*

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 27 FEBRUARY 2020

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
3.	No. 48 and 48A Egina Street, Mount Hawthorn (DR 168 of 2019) (DR 169 of 2019)	21 August 2019	Urbanista Town Planning / Lavan Legal	Application for review of Council decision to refuse the application for a Single House on 20 August 2019. 13 January 2020 SAT upheld Council's decision to refuse application. ********** Applicant subsequently submitted review of SAT decision pursuant to section 244 of the *Planning and Development Act 2005* on 11 February 2020. The City has submitted a response. A decision will be made within 30 days. ********** *Representation by: McLeods*
4.	No. 3 Bulwer Avenue, Perth (DR 202 of 2019)	2 September 2019	Justin Mortley	Application for review of decision to give a direction under Section 214 of the *Planning and Development Act 2005* (Reinstatement of Façade). ********** Directions hearing held on 25 October 2019, matter listed for single Mediation only on 22 November 2019. SAT advised that a new development application would need to be lodged and determined for the appeal to be valid. The City is currently seeking legal advice to confirm if this is correct. The applicant is simultaneously liaising with the City to confirm how the written direction can be satisfied. The matter is scheduled for another Directions Hearing on 28 February 2020. *Representation by: Administration*
5.	Nos. 149-153 Alma Road, North Perth (DR 265 of 2019)	15 December 2019	Taylor Burrell Barnett	Application for review of Administration decision to refuse application for Eight Grouped Dwellings on 19 December 2019. ********** 10 January 2020 Directions hearing vacated. Mediation held on 13 February 2020. Following Mediation applicant submitted amended plans. City invited to reconsider its decision on or by 7 April 2020. ********** *Representation by: Administration*
6.	No. 31 Redfern Street, North Perth (DR 2 of 2020)	13 January 2020	Alexander Harris	Application for review of decision to give a direction under Section 214 of the *Planning and Development Act 2005* (removal of scaffolding). ********** Directions hearing held on 24 January 2020. The applicant agreed to comply with the Direction following mediation with the Tribunal. ********** *Representation by: McLeods Solicitors*

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 27 FEBRUARY 2020

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
7.	No. 29-47 Lindsay Street, Perth (DR 4 of 2020)	3 February 2020	Urbis	Application for review of JDAP decision to refuse application for Restaurant/Café, Small Bar and Car Park on 6 December 2019. ********** Directions hearing held on 14 February 2020 and mediation held on 25 February 2020. The matter has been listed for a further Mediation to be held on 31 March 2020. Following this the JDAP has invited to reconsider its decision on or by 27 May 2020. ********** *Representation by: JDAP*

METROWEST DEVELOPMENT ASSESSMENT PANEL (MWDAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 27 FEBRUARY 2020

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	Nos. 77-81 Scarborough Beach Road, Mount Hawthorn	Dynamic Planning and Developments	Form 1 – Child Care Premises	2 October 2019	Not yet scheduled	Application deferred for 90 days at meeting 3 February 2020. Minutes available here. Responsible Authority Report due 14 April 2020.
2.	No. 194-200 Carr Place, Leederville	Hillam Architects	Form 1 – 52 Multiple Dwellings	25 October 2019	13 March 2020	Responsible Authority Report due 28 February 2020.
3.	No. 742 Newcastle Street and No. 301 Vincent Street, Leederville	Element	Form 2 – Amendment to Commercial Development	4 November 2019	30 January 2020	Approved at meeting 30 January 2020. Minutes available here.
4.	No. 318-334 Charles Street, North Perth	Urbis	Form 1 – Commercial Development	3 December 2019	Not yet scheduled	Responsible Authority Report due 6 March 2020.
5.	No. 212 Carr Place, Leederville	Urbanista	Form 2 – Amendment to Mixed Use Development	17 December 2019	13 March 2020	Responsible Authority Report due 3 March 2020.
6.	No. 636-640 Newcastle Street, Leederville	Megara	Form 2 – Amendment to Mixed Use Development	20 December 2019	Not yet scheduled	Responsible Authority Report due 6 March 2020.

CITY OF VINCENT DESIGN REVIEW PANEL (DRP)
REGISTER OF APPLICATIONS CONSIDERED BY DRP
AS AT 27 FEBRUARY 2020

NO.	ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
1.	No. 33 (Lot 49) Scarborough Beach Road, North Perth	Ben Carter (Pinnacle Planning)	6 Grouped Dwellings	22/1/20	The proposal would likely benefit from the referral to the DRP in terms of the City's Built Form Local Planning Policy No. 7.1.1 (LPP 7.1.1). No DA Lodged.

CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	Register of Petitions – Progress Report – March 2020
DIRECTORATE:	Chief Executive Officer

DETAILS:

Petitions received by the City of Vincent are read out at the Council Meeting and are referred to the appropriate Director for investigation and report. This normally takes 6-8 weeks and the purpose of this report is to keep the Council informed on the progress of the petitions which have been reported to the Council.

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following petitions still require action or are in the process of being actioned.

Key Index:

CEO:	Office of the CEO
EDC&BS:	Executive Director Community & Business Services
EDI&E:	Executive Director Infrastructure & Environment
EDS&D:	Executive Director Strategy & Development

No outstanding Petitions as at 1 March 2020

CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	Register of Notices of Motion – Progress Report – March 2020
DIRECTORATE:	Chief Executive Officer

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

Key Index:

CEO:	Office of the CEO
EDC&BS:	Executive Director Community & Business Services
EDI&E:	Executive Director Infrastructure & Environment
EDS&P:	Executive Director Strategy & Development

Details	Action Officer	Comment
12 November 2019 – Submitted by Cr Fotakis		
Review of Local Government Property Local Law	CEO	The review currently being undertaken by Administration will incorporate the requests of Cr Fotakis.
20 August 2019 – Submitted by Cr Loden		
Asbestos Awareness	EDS&P	Notice of Motion requests noted and will be considered as part of the development of the Public Health Plan. The City participated in Asbestos Awareness Week in November 2019.

CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	Register of Reports to be Actioned – Progress Report – March 2020
DIRECTORATE:	Chief Executive Officer

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following reports still require action or are in the process of being actioned.

Key Index:
CEO: Office of the CEO
EDC&BS: Executive Director Community & Business Services
EDS&D: Executive Director Strategy & Development
EDI&E: Executive Director Infrastructure & Environment

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
Council Meeting – 11 February 2020				
9.4	Amendment to the Municipal Heritage Inventory - No. 165 (Strata Lot: 1) Palmerston Street, Perth	EDS&D	The amendment will be uploaded to the inHerit database and a notification will be sent to the owner/occupier.	It is anticipated this will be completed during February 2020.
9.5	Amendment No. 4 to Local Planning Policy No. 7.5.15 - Character Retention Areas and Heritage Areas to include Guidelines for The Boulevarde, Kalgoorlie Street and Buxton Street	EDS&D	The draft amendment will be advertised and a report will be presented to Council on the results of advertising.	The revised draft Policy will be presented to Council for consideration in 2019/20 financial year.
9.6	Comment on draft WAPC Position Statement: Special Entertainment Precincts and DWER Consultation Paper	EDS&D	The submissions have been forwarded to WAPC and DWER.	**Completed** 12 February 2020.
11.6	Waiver of Fees - West Australian Football Commission (WAFC) - AFL Womens	EDC&BS	WAFC notified of the support and sponsorship from the City.	**Completed.**
11.7	Vincent Men's Shed License for Storage Containers - 10 Farmer Street, Woodville Reserve	EDC&BS	Storage licence to be prepared by the City's solicitors for review and signing by the Vincent Men's Shed and City.	31 March 2020.
12.1	Permit with Main Roads WA - Eco-zone landscaping of Lot 210 on Deposited Plan 32190, corner of Vincent Street & Leederville Parade, Leederville	CEO	Permit is being finalised by Main Roads, for signing by the City.	31 March 2020
12.2	Acquisition of Private Rights of Way - Lots 350 - 357 on Plan 2503, bounded by Scarborough Beach Road, Green, Fairfield and Matlock Streets, Mount Hawthorn as Crown Land, and vesting in the City as Public Rights of Way	CEO	Preparing public and utility provider notification documents, with public notice to be provided from mid March 2020. Request to be made to Minister for Lands by May 2020.	Minister for Lands estimated to make a decision by December 2020.
12.4	Lease of 246 Vincent Street, Leederville – amendment to incentive payment	CEO	State Solicitors Office preparing the Deed of Variation and Extension of Lease on behalf of the Minister for Works.	31 March 2020
17.1	Amendment to Licence – 152 Joel Terrace, East Perth	CEO	Licence being finalised for signing. Minister for Lands amending the management order.	30 April 2020.
Special Council Meeting – 28 January 2020				
5.1	Haynes Street Reserve Development Plan – No. 15 Haynes Street, Nos. 25 and 31 Sydney Street, North Perth	EDS&D	Endorsed Development Plan has been submitted to the Attorney General for approval prior to advertising. If approved the plan will be advertised in accordance with Council's resolution.	If approved by the Attorney General the plan will be advertised and presented back to Council for final consideration during the 2019/20 financial year.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
Council Meeting – 10 December 2019				
10.1	Response to Petition Requesting the Relocation of Parking on Turner Street, Highgate Adjacent Jack Marks Reserve	EDI&E	Report being presented to OMC 17 March 2020	Outcome subject to Council decision.
10.2	Making the Parking and Parking Facilities Amendment Local Law 2019	EDI&E	There was an oversight at the Department of Local Government so this has been placed on hold pending Administration receiving their comments by 10 February 2020.	December 2020
10.3	City Homelessness Framework Committee Action Plan Update	EDI&E	Administration will provide a further update report within the next six months.	Update due June/July 2020.
11.1	Lease of Beatty Park Leisure Centre Café to Hospitality Service Providers Pty Ltd	EDC&BS	Public Notice of the proposed lease extended until 21 February 2020.	Café Tender submissions to go to Council in March 2020.
12.5	Acquisition of the right of way known as Lot 305, bounded by Charles, Walcott and Hilda Streets, North Perth as Crown land, and vesting in the City as a public right of way	CEO	Public notice of the proposed acquisition has been provided and closed on 21 February 2020. Request to be made to Minsiter for Lands in March 2020.	Minister for Lands estimated to make a decision by October 2020.
Council Meeting – 12 November 2019				
10.1	Use of Weld Square to Deliver Free Meal Service to People Who Are Experiencing Homelessness	EDI&E	Administration will provide a further update report within the next six months.	Report due back to Council June/July 2020.
12.3	Interim arrangement for the management of Robertson Park Tennis Centre	CEO	Interim Arrangement Agreement was signed by Tennis West and the City on 5 February 2020.	**Completed.**
17.1	Management of the Loftus Community Centre	EDC&BS	Loftus Community Centre Inc. advised it will be ending the lease of the Loftus Community Centre on 31 March 2020 with the City to assume management from 1 April 2020. The proposed program fees and charges were adopted at the Special Council Meeting on 28 January 2020.	April 2020.
Council Meeting – 15 October 2019				
9.1	No. 51 (Lot: 192; D/P: 56091) Albert Street, North Perth – Proposed Alterations and Additions to the Club Premises and Change of Use from Club Premises to Club Premises and Child Care Premises and Licence for Use of Car Park at No. 160 Albert Street, North Perth	CEO	Car parking licence has been drafted and sent to applicant for review. Waiting on start date of child care centre to be determined, as that will be commencement date of licence.	Waiting on applicant.
12.2	Dedication of lots 889 and 890 as road – Corner Fitzgerald and Bulwer Streets, Perth and write-off of outstanding rates debt	CEO	Consultation process closed on 21 February 2020. Request will be made to Minister for Lands in March 2020.	Minister for Lands estimated to make a decision by October 2020.
12.3	Grant of section 91 licence to the City of Vincent – Summers Street Carpark and access road	CEO	Final terms of licence under negotiation. The City has engaged a consultant to provide the data required by the Department of Biodiversity, Conservation and Attractions (DBCA).	Consultant's report expected by March 2020. Proposal to be re-submitted to DBCA in April 2020. Licence expected to be finalised by May 2020.
Council Meeting – 17 September 2019				
12.1	Consideration of Submissions on Acquisition of Luce Lane, North Perth	CEO	Acquisition request lodged with the Minister for Lands in October 2019.	Minister for Lands estimated to make a decision by June 2020.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
Council Meeting – 23 July 2019				
9.8	Beaufort Street Change of Use Exemption and Amendment to Policy No. 7.5.1 - Minor Nature Development	EDS&D	The trial will be implemented and the draft Policy will be advertised and presented back to Council for determination.	The revised draft Policy will be presented to Council for consideration in 2019/20 financial year.
9.9	Outcomes of Advertising Amendment 1 to Local Planning Policy No. 7.1.1 - Built Form; effect of Design WA; and Initiation of Amendment 2 to Local Planning Policy No. 7.1.1 - Built Form	EDS&D	The draft Policy was advertised from 16 October to the 22 November 2019. All submissions will be reviewed, Administration will make any necessary changes based on the submissions and present the submissions and draft policy back to Council for determination.	The revised draft Policy will be presented to Council for consideration in 2019/20 financial year.
Council Meeting – 25 June 2019				
10.1	Waste Strategy Project 2 - Bulk Hard Waste (Junk) Service Options Appraisal	EDI&E	Implementing Council's decision with further reports to be prepared once further investigation undertaken.	Council report scheduled May 2020.
10.3	North Perth Precinct Traffic Study	EDI&E	Public consultation to be undertaken on proposed traffic calming measures, with a further report to Council.	Council report scheduled May 2020.
11.6	City Homlessness Framework Committee – Draft Action Plan	EDC&BS	Trial of the accreditation process for service providers has been delayed and is expected to commence on 1 October in order to coincide with the commencement of the trial in the City of Perth.	Progress report due April/May 2020.
Council Meeting – 28 May 2019				
9.3	Review of Policy No. 3.8.12 – Mobile Food Vendor	EDS&D	Administration will arrange advertising before presenting submissions and final amendment to Council for determination.	June 2020
11.3	Land exchange and reclassification of land (amendment no. 4 to Local Planning Scheme No. 2) - portion of lot 75 Brentham Street (Brentham Street Reserve) for portion of lot 100 (no. 20) and Lot 37 (no. 26) Brentham Street (Aranmore Catholic Primary School) - consideration of submissions and conditional contract of sale	CEO	The subdivision conditions were satisfied in February 2020. The scheme amendment was approved in February 2020. The building on lot 37 (music house) was demolished in early February 2020. The transfer of land is scheduled to occur in late March 2020, and the fences will be realigned within two weeks of the transfer. Lot 37 will be eco-zone landscaped following the transfer.	30 June 2020
11.7	Public Open Space proposal for Sydney and Haynes Street site, North Perth	CEO	Administration is preparing the development plan. Will be provided to Council for consideration at a Special Council Meeting on 28 January 2020.	**Completed.** Special Council Meeting held on 28 January 2020.
Council Meeting – 30 April 2019				
11.4	Transfer and dedication of lots as road - Charles Street, North Perth	CEO	Main Roads is preparing the subdivision plan and transfer documents.	Waiting on Main Roads.
Council Meeting – 2 April 2019				
11.4	Amendments to the Trading in Public Places Local Law 2008 and Local Government Property Local Law 2008	CEO	Administration is drafting new local laws based on the Department of Local Government's recommendations.	Draft local laws will be provided to Council at its March Workshop.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
Council Meeting – 5 March 2019				
10.1	Business Case for the Adoption of a Three Bin Food Organic/Garden Organics System	EDI&E	Discussion undertaken as part of the Budget process at the 25 February 2020 Council Workshop. Further report being prepared in relation to further information in regards to implementation of FOGO financial modelling.	Further report April/May 2020.
Council Meeting – 29 May 2018				
18.1	CONFIDENTIAL ITEM: Licence to govern encroachment of drainage infrastructure from 152 Joel Terrace, Mount Lawley into Swan River Foreshore Reserve 43459	CEO	The Department of Biodiversity, Conservation and Attractions has approved the infrastructure. Waiting on approval from the Department of Planning, Lands and Heritage to grant a licence over the reserve.	**Completed.** 11 February 2020 OMC (Item 17.1).
Council Meeting – 4 April 2018				
11.1	Lease of Leederville Oval by East Perth Football Club Inc & Subiaco Football Club Inc - Request for waiver and write-off of fees and variation of leases	CEO	Clubs working with City's Community & Business Services Directorate to resolve some leasing issues. Ongoing issues with payments of outgoings by EPFC. Outstanding arrears from 2018.	Management Committee meeting scheduled for March 2020.
Council Meeting – 27 June 2017				
9.5	Submission to WALGA – Third Party Appeal Rights in Planning	EDS&D	Administration has forwarded the submission to WALGA. The Minister for Planning and the Attorney General were not advised of Council's position in relation to Third Party Appeal Rights.	Administration is preparing advice to the Minister for Planning and the Attorney General on WALGA's revised preferred model for Third Party Appeal Rights. This is scheduled to be sent in March 2020.
12.1	No. 34 (Lot 1) Cheriton Street, Perth – Progress Report No. 8	CEO	City is discussing tenure options and the feasibility of the community garden on this site with the Norwood Neighbourhood Association. An update will be provided to Council following the site meeting in March 2020.	30 June 2020.
Council Meeting – 30 May 2017				
12.5	Perth Parking Levy	EDI&E	Awaiting outcomes of the Perth CBD Transport Plan and specific recommendations regarding the Perth Parking Levy.	Update scheduled provided in December 2020.
Council Meeting – 7 March 2017				
9.3.5	Review of City of Vincent Local Laws under Section 3.16 of the Local Government Act 1995 (SC2688)	EDS&D	The Health Local Law is being reviewed. Presentation to Council made at Council Workshop held on 20 November 2018. Further presentation to Council Workshop on 25 February 2020. Anticipated completion June 2020.	June 2020.
Council Meeting – 18 October 2016				
9.2.1	Proposed Safety Improvement at the Intersection of Walcott and Beaufort Streets, Mount Lawley (SC686, SC986)	EDI&E	The trial has been extended indefinitely at the recommendation of Main Roads, in consultation with the Cities of Vincent and Stirling. It is anticipated that a review will be conducted in 2020.	Scheduled to be presented to Council in April 2020.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
Council Meeting – 27 October 2015				
9.3.6	Portion of No. 10 (Lot 2545) Farmer Street, North Perth – Approval of a Sub-lease to Vincent Men's Shed (Inc.) (SC351/SC2087)	CEO	Men's Shed working with City's Community & Business Services Directorate to resolve some leasing issues / waiting on City's Property Management Framework.	30 April 2020
Council Meeting – 18 November 2014				
9.1.4	Car Parking Strategy Implementation – Progress Report No. 1 (PRO0084/SC1345)	EDS&D / EDI&E	The option of having parking benefit districts will be reviewed as part of the review of the Car Parking Strategy and preparation of an Integrated Transport Plan. The City has a policy to guide the issuing of parking permits and has the ability to issue commercial parking permits. Administration issues permits in accordance with this policy. The City takes an approach to parking restrictions where we receive complaints, conduct parking occupancy surveys and report to Council on the results of these surveys. The replacement of the CALE ticket machines throughout the City is complete. Paid parking on William Street was approved by Council on 25 July 2017 (Item 10.2), ticket machines have been modified and signs installed 22 August 2017.	The draft Integrated Transport Plan will be presented to Council for consideration in the 2019/21 financial year where the option of parking benefit districts will be considered and resolved.
Council Meeting – 7 October 2014				
9.3.2	Lease for North Perth Tennis Club – Lease of Premises at Woodville Reserve, 10 Farmer Street, North Perth (SC351/SC621)	CEO	No further action pending the outcomes and recommendations included within the Tennis West Strategic Facilities Plan, the City's Property Management Framework and the Woodville Reserve Master Plan.	30 April 2020.
Council Meeting – 23 September 2014				
9.3.6	Lease for Leederville Tennis Club – Lease of premises at 150 Richmond Street, Leederville (SC351 & PR25077)	CEO	No further action pending the outcomes and recommendations included within the Tennis West Strategic Facilities Plan and the City's Property Management Framework.	30 April 2020.
Council Meeting – 27 May 2014				
9.3.4	LATE ITEM: East Perth Football Club and Subiaco Football Club Lease additional space at Medibank Stadium	CEO	Further discussions ongoing as part of broader discussions with Football Clubs.	Management Committee meeting scheduled for March 2020.
Council Meeting – 12 February 2013				
9.2.12	Request to the Minister for Lands for Acquisition of the Right of Way Bounded By Anzac Road, Oxford, Salisbury and Shakespeare Streets, Leederville as Crown Land	CEO	Public advertising period has closed, and acquisition request presented to Department Planning, Lands and Heritage. Reserve 50487 vested in the City on 23 October 2019.	**Completed.**

13 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION)

Nil

15 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

16 URGENT BUSINESS

Nil

17 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

18 CLOSURE