



CITY OF VINCENT

AGENDA

Council Briefing

12 May 2020

Time: 6pm
Location: E-Meeting, Streamed live via the City's website
<http://webcast.vincent.wa.gov.au/>

David MacLennan
Chief Executive Officer

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1. Questions/statements are to be emailed to governance@vincent.wa.gov.au by 3pm on the day of the Briefing/Meeting.
2. The email and question/statement is to be addressed to the Mayor (Presiding Member at Briefings/ Meetings).
3. Questions/statements 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 an Elected Member or City Employee.
4. You must provide your full name and suburb in your email.
5. The question/statement will be read out and responded to, as appropriate, during public question time at the Briefing / Meeting. The maximum duration for the question/statement is 3 minutes.
6. Questions/statements and Administration's responses, as appropriate, will be included in the Minutes of the Council/Committee meeting.
7. 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.
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Order Of Business

1	Declaration of Opening / Acknowledgement of Country	5
2	Apologies / Members on Leave of Absence	5
3	Public Question Time and Receiving of Public Statements	5
4	Declarations of Interest	5
5	Strategy & Development	6
5.1	Amendment No. 6 to Local Planning Scheme No. 2 and Amendment No. 1 to Local Planning Policy No. 7.4.5 - Temporary Accommodation	6
5.2	No. 13 (Lot: 1; S/P: 787266) Mabel Street, North Perth - Proposed Single Dwelling	38
6	Infrastructure & Environment	117
6.1	Tender 56/2020 Hire of Skid Steer Loader for Horticultural Operations - Appointment of Successful Tenderer	117
6.2	Outcome of Public Consultation for Scarborough Beach Road/Main/Green/Brady Street Intersections	120
6.3	Tender No. 568/19 - Hire of Trucks and Miscellaneous Plan - Appointment of Successful Tenderer	121
7	Community & Business Services	122
7.1	Petition - Friends of ANZAC Cottage	122
7.2	National Redress Scheme – Participation of WA Local Governments – Key Decisions and Actions	126
7.3	Investment Report as at 31 March 2020	131
7.4	Financial Statements as at 31 March 2020	139
7.5	Authorisation of Expenditure for the Period 1 March 2020 to 31 March 2020	212
7.6	May Budget Review 2019/2020 (COVID-19)	226
8	Chief Executive Officer	227
8.1	Variation of Local Government House Trust	227
8.2	Nomination of Elected Members for the vacant local government position on the Central Perth Land Redevelopment Committee	236
8.3	Grant of access easement over the City's Right of Way (Lot 303) for the benefit of Lot 49 (No.33) Scarborough Beach Road, North Perth and acquisition of Lots 303 and 304 on Deposited Plan 28000 as Crown land	240
8.4	Lease of 246 Vincent Street, Leederville to the Minister for Works - Department of Local Government, Sport and Cultural Industries - Amendment to Incentive condition	248
8.5	Update on the City's Advisory Groups - seeking nominations for community representatives	251
8.6	Report and Minutes of the Audit Committee Meeting held on 5 May 2020	255
8.7	Information Bulletin	290
9	Motions of Which Previous Notice Has Been Given	517
10	Representation on Committees and Public Bodies	517
11	Confidential Items/Matters For Which The Meeting May Be Closed ("Behind Closed Doors")	518
11.1	Minor Amendment of Design Review Panel Terms of Reference and Appointment of Design Review Panel	518
12	Closure	519

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Nil

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

5 STRATEGY & DEVELOPMENT

5.1 AMENDMENT NO. 6 TO LOCAL PLANNING SCHEME NO. 2 AND AMENDMENT NO. 1 TO LOCAL PLANNING POLICY NO. 7.4.5 - TEMPORARY ACCOMMODATION

- Attachments:
1. Local Planning Scheme 2 and LPP No. 7.4.5 - Comparison Table [!\[\]\(cdf2842d82858164c68c92720a337fb9_img.jpg\)](#) [!\[\]\(3973dad7f2f3eafb2c144deb79d5c822_img.jpg\)](#)
 2. Proposed Amendment No. 6 to Local Planning Scheme No. 2 Amendment Document [!\[\]\(78688513da7a924039ac16e546d7bf8b_img.jpg\)](#) [!\[\]\(508a1136d49b79584e89f03b586dfa9e_img.jpg\)](#)
 3. Proposed Amendment No. 1 to Local Planning Policy No. 7.4.5 - Temporary Accommodation (Clean Version) [!\[\]\(857a1917d2813fe7f9df1c2d3a9286e1_img.jpg\)](#) [!\[\]\(6c12030baa33d7760a5e4c7c9e008d93_img.jpg\)](#)
 4. Proposed Amendment No. 1 to Local Planning Policy No. 7.4.5 - Temporary Accommodation (Tracked Changes) [!\[\]\(38d8e1eba6db628aa66110ffbf829043_img.jpg\)](#) [!\[\]\(218e1e0e988e6212fb15a7e877b1fe78_img.jpg\)](#)

RECOMMENDATION:

That Council:

1. PREPARES Amendment No. 6 to Local Planning Scheme No. 2 included as Attachment 2, pursuant to Section 75 of the *Planning and Development Act 2005*;
2. CONSIDERS Amendment No. 6 to Local Planning Scheme No. 2 as a standard amendment under Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* as it is:
 - 2.1 An amendment relating to a zone that is consistent with the objectives identified in the scheme for that zone;
 - 2.2 An amendment that does not result in any significant environmental, social, economic or governance impact on land in the scheme area; and
 - 2.3 An amendment that is not a basic or complex amendment;
3. PREPARES Amendment No. 1 to Local Planning Policy No. 7.4.5 – Temporary Accommodation included as Attachment 3 pursuant to Schedule 2, Part 2, Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the purpose of public consultation; and
4. NOTES:
 - 4.1 Administration will forward Amendment No. 6 to Local Planning Scheme No. 2 to the Environmental Protection Authority pursuant to Section 81 of the *Planning and Development Act 2005*;
 - 4.2 Subject to no objection being received from the Environmental Protection Authority, Administration will advertise Amendment No. 6 to Local Planning Scheme No. 2 for a period of 42 days, pursuant to Section 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
 - 4.3 Amendment No. 1 to Local Planning Policy No. 7.4.5 – Temporary Accommodation will be advertised for a period of 42 days pursuant to Schedule 2, Part 2, Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Policy No. 4.1.5 – Community Consultation.

PURPOSE OF REPORT:

To consider preparing Amendment No. 6 to the City's Local Planning Scheme No. 2 (LPS2) and Amendment No. 1 to Local Planning Policy No. 7.4.5 – Temporary Accommodation for the purpose of advertising for public comment.

BACKGROUND:

The City's proximity to the CBD, public transport networks, tourist attractions and education facilities make it well located for the provision of short term accommodation. This type of accommodation operates in a variety of forms, generally differentiated by the number of guests permitted and whether the accommodation is hosted or un-hosted. The popularity of online sharing economy platforms such as Air BnB and Stayz appear to have caused an increase in short term accommodation uses within the City.

It is relatively easy for people to commence a short stay accommodation through the use of online platforms and many of them commence without obtaining the required approvals. Because of this it is currently very difficult for local governments to monitor the location, scale and management of these uses. Each form of accommodation presents a different level of potential impact and could be classified as low risk (small scale hosted) or high risk (large scale un-hosted).

Unauthorised short term accommodation uses have the potential to adversely impact the amenity of the adjoining properties, resulting in enquiries and complaints being received relating to issues such as car parking, excessive noise and anti-social behaviour. The City deals with compliance matters and investigations relating to unauthorised short term accommodation uses on a regular basis.

The City currently regulates short term accommodation through the provisions of LPS2 and its Local Planning Policy No. 7.4.5 – Temporary Accommodation (LPP). LPS2 currently contains a general definition of short term accommodation and specific types including Bed and Breakfast, Holiday House, Holiday Accommodation and Serviced Apartment consistent with the *Planning and Development (Local Planning Schemes) Regulations 2015*. Notwithstanding the above, there are some gaps in LPS2 provisions in relation to land use definitions and the permissibility of different forms of short term accommodation predominately operating in the City. The LPP provides some guidance on car parking, planning application requirements and the management of amenity impacts. The policy was in effect prior to gazettal of LPS2 and is currently inconsistent with the new requirements in LPS2.

Due to the age of the City's local planning framework on short stay accommodation, recent industry disruptions, frequency of development applications, and an increase in compliance matters, the review of the City's Local Planning Policy No. 7.4.5 – Temporary Accommodation (LPP) is identified as a priority within the City's Policy Review Program to be completed during the 2019/20 financial year.

As part of this project the City has reviewed three key factors that influence short term accommodation including the City's planning framework, a review of recent development applications including State Administrative Tribunal decisions and a review of the State Government's Parliamentary Inquiry into Short Stay Accommodation.

1. City of Vincent Planning Framework

LPS2 and LPP No. 7.4.5 include land use definitions for various types of short term accommodation land uses. Generally, land uses defined in LPS2 should also be listed in the Zoning Table to establish where those land uses are considered appropriate. **Attachment 1** highlights inconsistencies in definitions between LPS2 and LPP No. 7.4.5 as well as which land uses are not listed in the Zoning Table.

LPS2 includes definitions for various types of short term accommodation uses including Bed and Breakfast, Holiday House, Holiday Accommodation and Serviced Apartment consistent with the *Planning and Development (Local Planning Schemes) Regulations 2015*. Only the Serviced Apartment use is included in the Zoning Table in LPS2 and the other uses are assessed as an 'Unlisted Use' under Clause 18(4). This means that there is limited guidance in LPS2 on where these other types of land uses should be located.

Bed and Breakfast, Holiday Accommodation and Holiday House are not listed in the Zoning Table. This means that applications for these uses are assessed as an 'Unlisted Use' under Clause 18(4) of the Scheme. The lack of guidance in the Scheme causes uncertainty around whether short term accommodation uses should be permitted in various locations.

LPP No. 7.4.5 addresses matters such as car parking and management controls, however there are a number of issues that need further policy guidance and clarity such as location criteria to ensure that short term accommodation uses do not unduly impact adjoining land uses. LPP No. 7.4.5 also includes provisions relating to Building Permits, Planning Compliance processes, and strata by-law

requirements, which are largely outside the scope of what a local planning policy is permitted to cover under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

2. State Administrative Tribunal Decisions

The City has completed a review of recent development applications for short term accommodation. It was found that the City generally receives objections from adjoining neighbours and substantiated complaints regarding unauthorised short term accommodation, demonstrating that there is both a real and perceived impact to neighbourhood amenity as a result of some short term accommodation uses.

Short term accommodation uses have the potential to adversely impact the amenity of adjoining properties, resulting in enquiries and complaints being received relating to issues such as car parking, excessive noise and anti-social behaviour. It is difficult to monitor the location, scale and management of these uses. Each form of accommodation also presents a different level of impact and could be classified as low risk (small scale hosted) or high risk (large scale un-hosted).

One relevant development application was a Change of Use from Single House to Unlisted Use (Holiday House) at No. 8 Moir Street, Perth, which was refused by Council on 16 October 2018, primarily on the basis of its location within a residential area and potential amenity impact. The matter proceeded to a State Administrative Tribunal (SAT) hearing, where SAT resolved to uphold the refusal. In consideration of the matter, SAT noted that there were contradictions in the City's LPP No. 7.4.5 and a lack of direction and guidance relating to appropriate locations for short term accommodation. As a result of the appeal, the SAT found the following topics were inadequately addressed through the City's local planning framework:

- The impact on car parking and traffic in residential areas;
- The potential impact of noise and antisocial behaviour and management in residential areas;
- A lack of guidance on the preferred location of temporary accommodation uses; and
- Whether the proposal is acceptable from a heritage perspective.

3. Parliamentary Inquiry Report

Concurrently with the City's investigation and the above SAT appeal, a Parliamentary Inquiry into Short Term Accommodation was undertaken by the Economics and Industry Standing Committee. This inquiry covered land use planning, building standards, customer safety, neighbourhood amenity, registration, licencing and taxation. A report on the inquiry, *Levelling the Playing Field – Managing the impact of the rapid increase of Short-Term Rentals in Western Australia* was released on 26 September 2019.

The Parliamentary Inquiry made a total of ten recommendations for the State Government to action, including the following:

1. Update the *Planning and Development (Local Planning Schemes) Regulations 2015* to amend land use definitions to differentiate between hosted and un-hosted short term accommodation, include size and capacity and amend the definition of bed and breakfast accommodation;
2. Update planning guidance so that it aligns with the amended land use definitions and provides greater guidance to local governments about ways to appropriately regulate short term accommodation;
3. Develop model by-laws that assist strata companies to better manage short term accommodation in their strata scheme;
4. Update Landgate's strata titles guidance to include discussion of the powers and processes open to strata companies to manage short term accommodation;
5. Establish an interdepartmental working group to co-ordinate a whole of government response to short term accommodation;
6. Investigate and establish a State-wide registration scheme;
7. Ensure online platforms display a registration number for each short term accommodation on offer; and
8. Local Government Authorities remain responsible for managing complaints and compliance with local requirements.

The Western Australia Government's response to the Inquiry report was generally supportive of the proposed Standing Committee recommendations. The Government acknowledges that State level

policy and guidance addressing short term accommodation is dated and inconsistent and has made a commitment to:

- Updating the short term accommodation definitions in the model provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
- Consider developing and adopting policy to guide local governments about ways to appropriately regulate short term accommodation;
- Investigate exempting hosted short term accommodation in all local planning schemes; and
- Forming an interdepartmental working group to address some of the recommendations.

The City met with the Department of Planning, Lands and Heritage (DPLH) in January 2020 and were advised that it will be at least six months before any draft documents would be available for public comment and finalisation is likely to take an additional six to nine months.

The Government did not support developing model by-laws for strata companies, as this could lead to confusion about the validity of existing by-laws. Instead the Government will look to provide support to stakeholders in understanding by-laws, which is supported by Landgate's Strata Title Act Report project, due to conclude in 2020/21.

The City's investigation into short term accommodation identified the following key areas that the City can address to achieve better outcomes:

1. Unlisted Uses in the Scheme result in limited guidance on where these types of uses should be permitted;
2. The requirement for all short term accommodation to obtain a Development Approval despite the location, scale and level of impact that it will have;
3. Inconsistencies between LPP No. 7.4.5 and the Scheme, which further reduces clarity and consistency of guidance for short term accommodation; and
4. The inclusion of matters in LPP No. 7.4.5 which are not planning considerations such as Building Permits, Planning Compliance processes, and strata by-law requirements.

DETAILS:

In the absence of legislative or regulatory proposals from the State Government for at least the next 12-18 months, the City can implement changes to its own planning framework to address the above matters.

1. Amendment No. 6 to Local Planning Scheme No. 2

Short term accommodation uses have differing impacts to the local community. The permissibility of short term accommodation uses should take into consideration the potential impact of the use and the objectives of each zone in which they are proposed.

Amendment No. 6 proposes a risk-based approach to address permissibility based on the potential impact on the amenity of surrounding uses. Amendment No. 6 proposes that the Zoning Table include Bed and Breakfast, Holiday Accommodation and Holiday House land uses, with the following permissibility (included in **Attachment 2**):

USE CLASS	ZONES				
	Residential	Mixed Use	Local Centre	District Centre/ Regional Centre	Commercial
Bed and Breakfast	A	A	D	D	D
Holiday Accommodation	A	A	D	D	D
Holiday House	A	A	D	D	D

Currently, these three land uses are not listed in the Zoning Table. Meaning they operate similar to an 'A' use and require advertising for every application. The proposed land use permissibility in Residential and Mixed Use zones would be effectively unchanged, also requiring advertising of all proposals for those land uses in accordance with the City's consultation policies.

In the Local, District and Regional Centres and Commercial zones, the permissibility would change from unlisted (requiring advertising) to a discretionary use. The discretion to approve short term accommodation uses would be guided by the requirements of Amendment No. 1 to Local Planning Policy No. 7.4.5 – Temporary Accommodation which is proposed to include acceptable development criteria and refined management plan and code of conduct requirements.

2. Amendment No. 1 to Local Planning Policy No. 7.4.5

There are five key changes proposed in Amendment No. 1 to LPP No. 7.4.5 (**Attachment 3**). A summary of the changes is included below and a track changed version of the Policy is included as **Attachment 4**.

- (a) Modify general and land use definitions in the Policy to align with the Scheme to ensure the Policy can be used as an effective tool in the assessment and management of applications for short term accommodation;
- (b) Include exemptions from Development Approval for low impact uses to streamline the approvals process;
- (c) Include provisions relating to the location of short term accommodation uses to provide greater guidance and clarity, including acceptable development criteria for assessment of applications in Mixed Use and Residential Zones;
- (d) Provide greater clarity on Management Plans and Codes of Conduct;
- (e) Providing clarity that strata by-laws apply in addition to any planning approval; and
- (f) Remove superfluous provisions around Building Permits, Planning Compliance processes, and specific land uses to ensure simplicity in policy guidance.

Further explanation on the proposed amendment is included below:

Land use definitions

The current version of LPP No. 7.4.5 provides for 'temporary accommodation' uses which operate for a continuous maximum period of 6 months within a 12 month period. It is proposed to remove this definition and instead include the Scheme definition of 'short term accommodation' which incorporates continuous temporary accommodation, provided no guest accommodated for more than 3 months within any 12 month period.

Specific land uses already defined in the Scheme are not required to be listed again in LPP No. 7.4.5, so these have also been removed.

Uses exempt from Development Approval

The City's current planning framework requires all short term accommodation uses gain development approval before they can commence, regardless of their scale and impact on adjoining land owners. This approach does not provide a streamlined approach for lower impact uses.

Short term accommodation uses do not currently fall within the category of uses that are exempt from the requirement to obtain development approval set out at cl. 61(2) of the deemed provisions.

Clause 61(2)(e) of the provisions allows a Local Government to exempt a use from requiring a development approval by specifying the use in a Local Planning Policy.

Considering the potential impact to neighbourhood amenity, the following uses are considered low risk and are proposed to be exempt from development approval through the amended policy:

- 1. Bed and Breakfast in a Local Centre, District Centre, Regional Centre or Commercial Zone where there is a maximum of 4 guests or one family (noting that the definition of Bed and Breakfast requires a host to be present);

2. Holiday House and Holiday Accommodation in a Local Centre, District Centre, Regional Centre or Commercial Zone where a host is present and there is a maximum of 4 guests or one family, or there is no host present and a maximum of 2 guests;
3. Bed and Breakfast in a Residential and Mixed Use zone where there is a maximum of 2 guests (noting that the definition of Bed and Breakfast requires a host to be present); and
4. Holiday House in a Residential and Mixed Use zone where a host is present and there is a maximum of 2 guests.

In the above scenarios, written notification must still be provided to the City with a Management Plan and Code of Conduct to the satisfaction of the City.

The above approach recognises the need for more clarity and simplicity in the planning framework and provides an approval pathway for uses where a lower level of regulation is appropriate. This inclusion to the Policy will provide a more streamlined approach to addressing short term accommodation that are considered low impact, while at the same time ensuring that the City can register all short term accommodation uses and act on compliance matters should they arise.

Guidance on Preferred Location

Some short term accommodation uses have previously impacted on the amenity of surrounding uses, particularly in relation to car parking, noise and anti-social behaviour. While all proposals should aim to limit these impacts, certain short term accommodation types do inherently have a greater impact on surrounding properties and are best suited to commercial areas that can better support their needs.

In the last few years, it has become increasingly easy to set up a short term accommodation at home. As such, there is growing demand to run short term accommodation uses in Residential and Mixed Use Zones.

LPP No. 7.4.5 is considered to be the appropriate mechanism to provide further guidance on the location of short term accommodation, consistent with the proposed Scheme Amendment No. 6. This is reflected in a risk-based approach where short term accommodation in the Local Centre, District Centre, Regional Centre and Commercial Zones contain limited guidance around location, while proposals in the Residential and Mixed Use Zones contain more extensive guidance.

In Residential and Mixed Use Zones, the proposed amendment to LPP No. 7.4.5 provides Acceptable Development provisions to ensure clarity on the City's preferred approach to acceptable uses. The following are considered acceptable development:

- A host is present on site;
- A minimum two-night stay is imposed;
- The proposal is located in a medium/high density area;
- Accommodation that proposes sufficient distance and separation from outdoor living areas of adjoining properties;
- The proposal has a direct interface with non-residential noise generating activity;
- The proposal adequately provides on-site parking;
- The proposal is near to public transport, a range of commercial or entertainment activities, or the Perth CBD; and
- The proposal does not impact on the site from a heritage perspective in terms of built form as well as the historical and social value of the place.

Proposals that seek variations to the acceptable development criteria will be assessed against the Objectives of LPP No. 7.4.5 taking into consideration the management plan and code of conduct. These applications may also be subject to a time limited approval as required.

Car parking

Parking for short term accommodation uses in non-residential zones is assessed in accordance with the City's LPP No. 7.7.1 – Non-Residential Development Parking Requirements. In the case of Bed and Breakfast, Home Accommodation and Home House applications, a parking management plan is required to be submitted and assessed to ensure adequate parking is provided to accommodate guest parking onsite.

Strata Requirements

The current LPP No. 7.4.5 states that the City will not support short term accommodation where a strata company or council of owners does not approve.

Approval under strata by-laws is a matter for the strata company to consider and enforce in accordance with those by-laws independent of a planning approval. The City's decision making around short term accommodation is required to be limited to planning matters and cannot consider strata requirements, which need to be addressed separately by applicants.

The provisions in the policy relating to strata by-laws have been amended accordingly.

Management Plan and Code of Conduct

The provision of an effective management plan and code of conduct are important in determining whether the operation of a short term accommodation use can be managed in a way to minimise the impact to the amenity of surrounding land uses.

In this regard, amendments are proposed to the management plan and code of conduct sections of LPP No. 7.4.5 to require an applicant provide:

- Procedures for guest screening;
- Minimum night stay;
- Sound monitoring and compliance regimes;
- After hours complaints procedures;
- Car parking advice for guests;
- House rules for guests; and
- Contact details of the owner or caretaker.

Building Permits and Planning Compliance

The proposed amendment removes requirements relating to Building Approval, as these are governed by the Building Act 2011 and cannot be altered through a local planning policy. The City includes this information as a standard advice note on all Development Approvals.

Provisions setting out a process for planning compliance are also proposed to be removed. These are incorporated in the City's internal procedures and implemented as required on a case-by-case basis.

Specific Land Use Requirements

Specific requirements for Bed and Breakfast and Short Term Dwelling are proposed to be removed. These provisions are addressed through the definitions in LPS2 and the General Requirements for all Short Term Accommodation proposed to be included in the policy.

CONSULTATION/ADVERTISING:

Subject to approval of the Environmental Protection Authority (EPA), the proposed scheme amendment would be advertised for public comment for a period of 42 days. Advertising would occur in the following manner, in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* and the City's Policy No. 4.1.5 – Community Consultation, simultaneously with Amendment No. 1 to LPP No. 7.4.5:

- Advertisement in a local newspaper;
- Display notice of the proposal in Council offices;
- Referral in writing to affected persons/agencies; and
- Display on the City's website.

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- State Planning Policy 3.1 – Residential Design Codes (R Codes);

- Local Planning Scheme No. 2; and
- Policy No. 4.1.5 – Community Consultation.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk to propose an amendment to LPS 2 and Local Planning Policy 7.4.5 for the purpose of advertising.

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.

Sensitive Design

Our planning framework supports quality design, sustainable urban built form and is responsive to our community and local context.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

The cost of advertising will be met through the City's existing operational budget. The proposal has no cost imposition for future budgets.

COMMENTS:

The proposed Amendment No. 6 to Local Planning Scheme No. 2 would address short term accommodation permissibility based on the potential risk of impact to the amenity of surrounding uses by providing appropriate controls and clarity in the City's Planning Framework to address the location of various forms of short term accommodation uses.

Alongside the above amendment, proposed Amendment No. 1 to LPP No. 7.4.5 relating to Temporary Accommodation would bring the policy into alignment with the Scheme and aims to address issues such as location, car parking and amenity impact and will provide clarity and consistency in the City's Planning Framework.

These two proposed amendments would be a sufficient interim arrangement to address the issues identified by the City, the SAT, and the Parliamentary Inquiry, in advance of any action from the State Government to further regulate the short term accommodation industry. The DPLH is investigating whether changes to the State Planning Framework are required and, once complete, the City will consider whether a further amendments to its Scheme and LPP No. 7.4.5 are necessary. This is unlikely to occur for at least 12-18 months.

LPS2 and LPP 7.4.5 – comparison table

Scheme Defines	Scheme Zoning Table	Current Policy No. 7.4.5 Defines
Short term accommodation means temporary accommodation provided either <i>continuously or from time to time</i> with no guest accommodated for periods totalling more than <i>3 months</i> in any <i>12 month</i> period;	N/A – General Definition	Temporary Accommodation for the purpose of this policy means accommodation which may be occupied <i>on a short term or provisional basis</i> for hire or reward. Temporary Accommodation are not subject to Residential Tenancy Agreements.
Bed and Breakfast means a dwelling – (a) used by a resident of the dwelling to provide short-term accommodation, including breakfast, on a commercial basis for not more than 4 adult persons or one family; and (b) containing not more than 2 guest bedrooms;	No	Bed and Breakfast means a dwelling, used by a resident of the dwelling, to provide accommodation for a maximum of <i>six (6) guests</i> for a continuous maximum period of <i>six (6) months</i> away from their normal place of residence (to a <i>maximum of 12 persons</i> inclusive of the family of the keeper) and includes the provision of breakfast.
Holiday accommodation means 2 or more dwellings on one lot used to provide short term accommodation for persons other than the owner of the lot;	No	Short term dwelling means the provision of temporary accommodation, lodging or boarding within a residential dwelling for a maximum of <i>six (6) persons</i> , inclusive of the keeper if they reside at the dwelling, for a continuous period of less than <i>six (6) months</i> within any twelve month period.
Holiday house means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast;	No	
Hotel means premises the subject of a hotel licence other than a small bar or tavern licence granted under the <i>Liquor Control Act 1988</i> including any betting agency on the premises;	Yes	-
No definition = Default to R-Codes 'Residential Building'	Yes	Lodging House has the same meaning as defined in the <i>Health Act 1911</i> and City of Vincent Health Local Law relating to Lodging Houses.
Motel means premises, which may be licensed under the <i>Liquor Control Act 1988</i> (a) used to accommodate guests in a manner similar to a hotel; and (b) with specific provision for the accommodation of guests with motor vehicles;	Yes	-
Park Home Park means premises used as a park home park as defined in the <i>Caravan Parks and Camping Grounds Regulations 1997</i> Schedule 8;	Yes	-
No definition = Default to R-Codes 'Residential Building'	Yes	Residential Building – as defined in the Residential Design Codes.
Serviced Apartment means a group of units or apartments providing - (a) self-contained short stay accommodation for guests; and (b) any associated reception or recreational facilities;	Yes	Serviced Apartment means any <i>part of a building</i> which is used to provide short term, self contained accommodation for a continuous maximum period of <i>six (6) months</i> . Serviced apartments function in a similar way to a hotel in that they <i>may be serviced or cleaned by the owner</i> or manager of the apartment (or by the owner's or manager's agents) and be provided with a laundry service where the apartment does not contain laundry facilities.



CITY OF VINCENT

**LOCAL PLANNING
SCHEME NO. 2**

Amendment No. 6

Standard amendment to amend 'Table 1 – Zoning table' to the City of Vincent Local
Planning Scheme No. 2



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. 6

RESOLVED that the local government pursuant to section 75 of the *Planning and Development Act 2005* (as amended), amend the above Local Planning Scheme by:

1. Amending 'Table 1 – Zoning Table' to insert the land use permissibility for Bed and Breakfast, Holiday Accommodation and Holiday House with the following land use permissibility:

USE CLASS	ZONES				
	Residential	Mixed Use	Local Centre	District Centre/ Regional Centre	Commercial
Bed and Breakfast	A	A	D	D	D
Holiday Accommodation	A	A	D	D	D
Holiday House	A	A	D	D	D

The Amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

- a) The land use permissibility in the zoning table is consistent with the relevant objectives identified for the zones within Local Planning Scheme No. 2;
- b) It does not result in any significant environmental, social, economic or governance impact on land in the scheme area; and
- c) The amendment is not a basic or complex amendment.

It is noted that the use classes are consistent with the land use terms contained within the Scheme and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Dated this day of 2020

CHIEF EXECUTIVE OFFICER



CITY OF VINCENT

LOCAL PLANNING SCHEME NO. 2

Amendment No. 6

COUNCIL RECOMMENDED/SUBMITTED FOR APPROVAL

Supported for submission to the Minister for Planning for approval by resolution of the City of Vincent at the Ordinary Meeting of the Council held on the *[insert date]* and the Common Seal of the City of Vincent was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR.....
CHIEF EXECUTIVE OFFICER**WAPC RECOMMENDED/SUBMITTED FOR APPROVAL**.....
DELEGATED UNDER S.16 OF
THE *PLANNING AND DEVELOPMENT ACT 2005*

DATE.....

APPROVAL GRANTED.....
MINISTER FOR PLANNING
S.87 OF THE *PLANNING AND DEVELOPMENT ACT 2005*

DATE.....

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
SHORT TERM ACCOMMODATION

POLICY NO: 7.4.5

SHORT TERM ACCOMMODATION

INTRODUCTION

The City of Vincent is situated within close proximity to the Perth Central Business District, public transport networks, tourist attractions and education facilities. As such, it is well located for the provision of appropriately located and managed short term accommodation

The City encourages and supports a diversity in accommodation types to facilitate tourism and other activities within its locality. In considering applications for short term accommodation, the City will take into account the location and management of the accommodation to ensure compatibility with surrounding uses and to avoid any adverse impact of the amenity of surrounding areas.

PURPOSE & APPLICATION

The purpose of this policy is to provide clear direction on the requirement for short term accommodation within the City of Vincent and the responsibilities and obligations of operators.

The objectives of this policy are to ensure short term accommodation in the City of Vincent:

1. Positively contributes to the geographic location and diversity of accommodation types offered in the area.
2. Are managed in a manner that protects the amenity of the surrounding community to the level necessary for its context.
3. Are located, designed and operate in a manner that minimises the level of noise generated by guests and impact that noise has on the surrounding community.
4. Do not negatively impact on the heritage integrity of a place or its historical and social value.
5. Do not have an undue impact on the amenity of the area, including surrounding residential properties and businesses.

This policy applies to Bed and Breakfast, Holiday House, Holiday Accommodation, Hotel, Residential Building, Motel, Park Home Park, Serviced Apartment and Tourist Accommodation used on a short term basis.

POLICY STATEMENT

1. DEFINITIONS

Host means a person who permanently resides at a building used for short term accommodation and is responsible for its upkeep and management.

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
SHORT TERM ACCOMMODATION

Guest means a person who occupies a building for short term accommodation but is not covered by a Residential Tenancy Agreement.

Short term accommodation means temporary accommodation provided either continuously or from time to time with no guest accommodated for periods totalling more than 3 months in any 12 month period.

Strata Company means a body corporate constituted under section 32 of the *Strata Titles Act 1985* whether for a strata scheme or a survey-strata scheme.

Land uses listed in this policy have the same meaning as defined in *Local Planning Scheme No. 2*.

2. EXEMPTION FROM DEVELOPMENT APPROVAL

Short Term Accommodation uses in the following instances do not require Development Approval.

1. Bed and Breakfast in a Local Centre, District Centre, Regional Centre or Commercial Zone where:
 - a) There is a maximum of 4 guests (or one family);
 - b) There is no works component or development approval is not needed for any works component; and
 - c) Written notification is provided to the City, including a Management plan and Code of conduct to the City's satisfaction.
2. Holiday House and Holiday Accommodation in a Local Centre, District Centre, Regional Centre or Commercial Zone where:
 - a) A host is present and there is a maximum of 4 guests (or one family), or there is no host present and a maximum of 2 guests;
 - b) There is no works component or development approval is not needed for any works component; and
 - c) Written notification is provided to the City, including a management plan and code of conduct to the City's satisfaction.
3. Bed and Breakfast in a Residential and Mixed Use zone where:
 - a) There is a maximum of 2 guests;
 - b) There is no works component or development approval is not needed for any works component; and
 - c) Written notification is provided to the City, including a management plan and code of conduct to the City's satisfaction.
4. Holiday House in a Residential and Mixed Use zone where:
 - a) A host is present and there is a maximum of 2 guests;

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
SHORT TERM ACCOMMODATION

- b) There is no works component or development approval is not needed for any works component; and
- c) Written notification is provided to the City, including a management plan and code of conduct to the City's satisfaction.

Exemptions are made in accordance with the provisions of Clause 61(2)(e) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Unless exempt, proposals to operate short term accommodation require the submission and approval of a development application in accordance with the following requirements.

3. DEVELOPMENT APPROVAL REQUIREMENTS

3.1 Requirements for all Short Term Accommodation

3.1.1 General

1. Local Centre, District Centre, Regional Centre and Commercial Zones

- a) The preferred location for short term accommodation uses is on land zoned Local Centre, District Centre, Regional Centre and Commercial, in proximity to entertainment, commercial and recreational facilities and public transport routes.
- b) Proposals for short term accommodation shall demonstrate that the use is compatible with and would not negatively impact on the amenity of surrounding uses.
- c) In assessing proposals for short term accommodation on land zoned Local Centre, District Centre, Regional Centre and Commercial, the City will have due regard to the following Acceptable Development Provisions:

Acceptable Development - Local Centre, District Centre, Regional Centre and Commercial		
Heritage	a)	Proposals that do not negatively impact on the heritage integrity of a place in the context of built form/physical works as well as the historical and social value.
Locational context	a)	Accommodation that proposes sufficient distance and separation from the outdoor living areas of adjoining properties to minimise noise generated by guests.
	b)	Accommodation that has a direct interface with noise generating (non-residential) uses or where ambient noise/activity already exists.

2. Residential and Mixed Use zones

Page 3 of 7

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
SHORT TERM ACCOMMODATION

- a) Proposals for short term accommodation shall demonstrate that the use is compatible with and would not negatively impact on the amenity of surrounding residential properties.
- b) In assessing proposals for short term accommodation in Residential and Mixed Use zones, the City will have due regard to the following Acceptable Development Provisions:

Acceptable Development - Residential and Mixed Use zones	
Form	a) Proposals where a host is present on site.
Duration	a) Accommodation requiring a minimum 2 night stay.
Locational context	a) Proposals in medium/high density areas.
	b) Proposals within 400m of major public transport services or a range of commercial, entertainment or tourist activities or within 1km of the Perth CBD.
	c) Accommodation that proposes sufficient distance and separation from the outdoor living areas of adjoining properties to minimise noise generated by guests.
	d) Accommodation that has a direct interface with noise generating (non-residential) uses or where ambient noise/activity already exists.
	e) Proposals that demonstrate that the use would positively contribute to the geographic location or diversity of accommodation types offered in the area.
Appearance	a) Proposals that do not involve works that alter the external appearance of the building.
Heritage	a) Proposals that do not negatively impact on the heritage integrity of a place in the context of built form/physical works as well as the historical and social value.

- c) Applications seeking variations to the Acceptable Development Provisions shall be determined in accordance with how the proposal meets the Objectives of the policy and consideration of the management plan, code of conduct and parking management plan.

3.1.2 Car Parking

1. Car parking standards for all short term accommodation uses are to comply with the requirements of the City of Vincent's *Local Planning Policy No. 7.7.1 - Non-Residential Development Parking Requirements*.

Page 4 of 7

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
SHORT TERM ACCOMMODATION

2. A Parking Management Plan may be required in accordance with Local Planning Policy No. 7.7.1 - Non-Residential Development Parking Requirements.

3.1.3 Strata and Survey-Strata Properties

Development approval does not affect the rights and obligations of an owner or occupier under the by-laws of a Strata Company or Strata Scheme.

3.1.4 Management plan and Code of conduct

All applications for short term accommodation require a detailed Management Plan and Code of Conduct to be submitted with the development application.

1. Management Plan

The Management Plan shall address, at a minimum, the following considerations:

- a) Control of noise and other disturbances including procedures for guest screening, minimum night stays, sound level monitoring and compliance regimes;
- b) Complaints management procedures, which is to include:
 - after hours complaints procedures including expected response times;
 - the provision of the telephone number of the accommodation owner and operator to adjoining neighbours;
- c) Security of guests, residents and visitors;
- d) Control of anti-social behaviour and the potential conflict between guests and permanent residents of the area; and
- e) A commitment to advising occupiers of the premise, verbally and in writing, of acceptable parking arrangements.

2. Code of Conduct

A Code of Conduct shall be prepared by the applicant detailing the expected behaviour of guests in order to minimise any impact on adjoining residents that includes:

- a) Contact details of owner/caretaker;
- b) Parking rules and regulations (details are to include any relevant car parking restrictions applicable to the area in

Page 5 of 7

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
SHORT TERM ACCOMMODATION

relation to parking vehicles on surrounding properties and within the local streets);

c) Requirements around noise and antisocial behaviour; and

d) House rules for guests.

Guests must be made aware of the Code of conduct, which must be displayed in a prominent position within the premises at all times.

3.1.5 Public Advertising

All applications for Short Term Accommodation must be advertised in accordance with the City's Policy No. 4.1.5 – Community Consultation.

3.2 Residential Building - Specific Requirements

Residential Buildings are subject to the requirements for Lodging Houses set out in the *Health Act 1911* and the City's Health Local Law relating to Lodging Houses.

3.3 Serviced Apartments – Specific Requirements

3.3.1 Design

Applications for Serviced Apartments shall be subject to the siting and design requirements applicable under the Residential Design Codes – Volume 2 – Apartments, and the City's Policy No. 7.1.1 Built Form relating to Guidelines for Multiple Dwellings in Residential Zones.

Serviced Apartments shall include a reception desk which shall be attended by staff at all times when apartment check-ins and check-out can occur.

3.3.2 Servicing Strategy

In addition to the required Management Plan in accordance with Clause 2.1.4, all applications for Serviced Apartments shall include a Servicing Strategy detailing the level of servicing containing, at a minimum:

- a) Opening hours for guest check-ins and checkouts;
- b) Method of reservations/bookings;
- c) Means of attending to guest complaints;
- d) Cleaning and laundry services, where available;
- e) Company name and relevant experience of management/operator; and

Page 6 of 7

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
SHORT TERM ACCOMMODATION

- f) Management and accommodation of service vehicles within the context of the overall car parking for the development.

4. TIME LIMITED APPROVALS

Where a Short Term Accommodation proposal does not meet the Acceptable development criteria any approval may be subject to a time limitation. The City will consider the setting and potential impact on adjoining land uses in determining whether an approval is to be time limited and for what period of time.

Date Initially Adopted:	26 February 2013
Date Amended:	
Date of Next Review:	

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
TEMPORARY ~~SHORT TERM~~ ACCOMMODATION

POLICY NO: 7.4.5

TEMPORARY ~~SHORT TERM~~ ACCOMMODATION

INTRODUCTION

The City of Vincent is situated within close proximity to the Perth Central Business District, public transport networks, tourist attractions and education facilities. As such, it is well located for the provision of appropriately located and managed temporary short term accommodation

~~7~~

The City encourages and supports a diversity in accommodation types to facilitate tourism and other activities within its locality. In considering applications for short term accommodation, the City will take into account the location and management of the accommodation to ensure compatibility with surrounding uses and to avoid any adverse impact of the amenity of surrounding areas.

~~This policy is aimed at guiding the provision of temporary accommodation within the City.~~

PURPOSE & APPLICATION

OBJECTIVES

~~To~~The purpose of this policy is to provide clear direction on the requirement for short term accommodation within the City of Vincent and the responsibilities and obligations of operators.

The objectives of this policy are to ensure short term accommodation in the City of Vincent:

1. Positively contributes to the geographic location and diversity of accommodation types offered in the area.
2. Are managed in a manner that protects the amenity of the surrounding community to the level necessary for its context.
3. Are located, designed and operate in a manner that minimises the level of noise generated by guests and impact that noise has on the surrounding community.
4. Do not negatively impact on the heritage integrity of a place or its historical and social value.
5. Do not have an undue impact on the amenity of the area, including surrounding residential properties and businesses.

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
TEMPORARY ~~SHORT TERM~~ ACCOMMODATION

- ~~1. Provide clear direction on the requirements for temporary accommodation within the City of Vincent.~~
- ~~2. Ensure a high standard of amenity for long-term residents and the occupants of temporary accommodation through management controls.~~
- ~~3. Provide guidance to the operators of temporary accommodation as to their responsibilities and obligations.~~
- ~~4. Ensure properties used for temporary accommodation purposes do not have an undue impact on the residential amenity of the area.~~

This policy applies to Bed and Breakfast, Holiday House, Holiday Accommodation, Hotel, Residential Building, Motel, Park Home Park, Serviced Apartment and Tourist Accommodation used on a short term basis.

POLICY STATEMENT

1. DEFINITIONS

Host means a person who permanently resides at a building used for short term accommodation and is responsible for its upkeep and management.

Guest means a person who occupies a building for short term accommodation but is not covered by a Residential Tenancy Agreement.

Short term accommodation means temporary accommodation provided either continuously or from time to time with no guest accommodated for periods totalling more than 3 months in any 12 month period.

Strata Company means a body corporate constituted under section 32 of the Strata Titles Act 1985 whether for a strata scheme or a survey-strata scheme.

Land uses listed in this policy have the same meaning as defined in Local Planning Scheme No. 2.

~~**Temporary Accommodation** for the purpose of this policy means accommodation which may be occupied on a short term or provisional basis for hire or reward. Temporary Accommodation are not subject to Residential Tenancy Agreements.~~

~~This policy defines and differentiates between types of accommodation used on a temporary basis. The types of Temporary Accommodation that are the subject of this policy are as follows:~~

- ~~• Bed and Breakfast~~
- ~~• Short Term Dwelling~~
- ~~• Lodging House~~
- ~~• Serviced Apartment~~

~~**Bed and Breakfast** means a dwelling, used by a resident of the dwelling, to provide accommodation for a maximum of six guests for a continuous maximum period of six (6) months away from their normal place of residence~~

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
~~TEMPORARY~~ SHORT TERM ACCOMMODATION

~~(to a maximum of 12 persons inclusive of the family of the keeper) and
includes the provision of breakfast.~~

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
TEMPORARY ~~SHORT TERM~~ ACCOMMODATION

~~Short Term Dwelling~~ means the provision of temporary accommodation, lodging or boarding within a residential dwelling for a maximum of six (6) persons, inclusive of the keeper if they reside at the dwelling, for a continuous period of less than six (6) months within any twelve month period.

Examples of a Short Term Dwelling accommodation include short stay private rental accommodation, holiday homes, student accommodation, short term share housing etc.

~~Lodging House~~ has the same meaning as defined in the Health Act 1911 and City of Vincent Health Local Law relating to Lodging Houses.

Examples of Lodging Houses include youth hostels, boarding houses, backpackers and workers accommodation and any other form of Residential Building proposed or capable of providing accommodation for 7 or more unrelated guests/occupants.

~~Serviced Apartment~~ means any part of a building which is used to provide short term, self contained accommodation for a continuous maximum period of six (6) months. Serviced apartments function in a similar way to a hotel in that they may be serviced or cleaned by the owner or manager of the apartment (or by the owner's or manager's agents) and be provided with a laundry service where the apartment does not contain laundry facilities.

~~Keeper~~ for the purpose of this policy means a person who permanently resides at the dwelling or residential building and is responsible for its upkeep and management of the temporary accommodation.

~~Guest~~ for the purpose of this policy means a person who accommodates a dwelling or residential building on a temporary basis for a fee, but are not covered by a Residential Tenancy Agreement.

~~Strata company~~ means a body corporate constituted under section 32 of the Strata Titles Act 1985 whether for a strata scheme or a survey strata scheme.

~~Council of Owners~~ means an elected representative council of a strata company constituted or deemed to have been constituted under the Strata Titles Act 1985.

2. EXEMPTION FROM DEVELOPMENT APPROVAL

Short Term Accommodation uses in the following instances do not require Development Approval.

1. Bed and Breakfast in a Local Centre, District Centre, Regional Centre or Commercial Zone where:
 - a) There is a maximum of 4 guests (or one family);
 - b) There is no works component or development approval is not needed for any works component; and
 - c) Written notification is provided to the City, including a Management plan and Code of conduct to the City's satisfaction.

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
TEMPORARY ~~SHORT TERM~~ ACCOMMODATION

2. Holiday House and Holiday Accommodation in a Local Centre, District Centre, Regional Centre or Commercial Zone where:
 - a) A host is present and there is a maximum of 4 guests (or one family), or there is no host present and a maximum of 2 guests;
 - b) There is no works component or development approval is not needed for any works component; and
 - c) Written notification is provided to the City, including a management plan and code of conduct to the City's satisfaction.
3. Bed and Breakfast in a Residential and Mixed Use zone where:
 - a) There is a maximum of 2 guests;
 - b) There is no works component or development approval is not needed for any works component; and
 - c) Written notification is provided to the City, including a management plan and code of conduct to the City's satisfaction.
4. Holiday House in a Residential and Mixed Use zone where:
 - a) A host is present and there is a maximum of 2 guests;
 - b) There is no works component or development approval is not needed for any works component; and
 - c) Written notification is provided to the City, including a management plan and code of conduct to the City's satisfaction.

Exemptions are made in accordance with the provisions of Clause 61(2)(e) of the Planning and Development (Local Planning Schemes) Regulations 2015.

Unless exempt, proposals to operate short term accommodation require the submission and approval of a development application in accordance with the following requirements.

32. DEVELOPMENT APPROVAL REQUIREMENTS

32.1 General Requirements for all ~~Temporary~~ Short Term Accommodation

3.1.1 General

1. Local Centre, District Centre, Regional Centre and Commercial Zones
 - a) The preferred location for short term accommodation uses is on land zoned Local Centre, District Centre, Regional Centre and Commercial, in proximity to entertainment, commercial and recreational facilities and public transport routes.

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
TEMPORARY ~~SHORT TERM~~ ACCOMMODATION

- b) Proposals for short term accommodation shall demonstrate that the use is compatible with and would not negatively impact on the amenity of surrounding uses.
- c) In assessing proposals for short term accommodation on land zoned Local Centre, District Centre, Regional Centre and Commercial, the City will have due regard to the following Acceptable Development Provisions:

<u>Acceptable Development - Local Centre, District Centre, Regional Centre and Commercial</u>	
<u>Heritage</u>	a) <u>Proposals that do not negatively impact on the heritage integrity of a place in the context of built form/physical works as well as the historical and social value.</u>
<u>Locational context</u>	a) <u>Accommodation that proposes sufficient distance and separation from the outdoor living areas of adjoining properties to minimise noise generated by guests.</u>
	b) <u>Accommodation that has a direct interface with noise generating (non-residential) uses or where ambient noise/activity already exists.</u>

2. Residential and Mixed Use zones

- a) Proposals for short term accommodation shall demonstrate that the use is compatible with and would not negatively impact on the amenity of surrounding residential properties.
- b) In assessing proposals for short term accommodation in Residential and Mixed Use zones, the City will have due regard to the following Acceptable Development Provisions:

<u>Acceptable Development - Residential and Mixed Use zones</u>	
<u>Form</u>	a) <u>Proposals where a host is present on site.</u>
<u>Duration</u>	a) <u>Accommodation requiring a minimum 2 night stay.</u>
<u>Locational context</u>	a) <u>Proposals in medium/high density areas.</u>
	b) <u>Proposals within 400m of major public transport services or a range of commercial, entertainment or tourist activities or within 1km of the Perth CBD.</u>
	c) <u>Accommodation that proposes sufficient distance and separation from the outdoor living areas of adjoining properties to minimise noise generated by guests.</u>
	d) <u>Accommodation that has a direct interface with noise generating (non-residential) uses</u>

Page 6 of 13

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
TEMPORARY ~~SHORT TERM~~ ACCOMMODATION

	or where ambient noise/activity already exists.
	e) Proposals that demonstrate that the use would positively contribute to the geographic location or diversity of accommodation types offered in the area.
Appearance	a) Proposals that do not involve works that alter the external appearance of the building.
Heritage	a) Proposals that do not negatively impact on the heritage integrity of a place in the context of built form/physical works as well as the historical and social value.

c) [Applications seeking variations to the Acceptable Development Provisions shall be determined in accordance with how the proposal meets the Objectives of the policy and consideration of the management plan, code of conduct and parking management plan.](#)

23.1.21 Car Parking

1. [Car parking standards for all ~~Special-Residential~~ short term accommodation uses](#) are to comply with the requirements of the City of Vincent's [Local Planning Policy No. 7.7.1 - ~~Parking and Access~~ Non-Residential Development Parking Requirements.](#)
2. [A Parking Management Plan may be required in accordance with Local Planning Policy No. 7.7.1 - Non-Residential Development Parking Requirements.](#)

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CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
TEMPORARY SHORT TERM ACCOMMODATION

32.1.32 Strata and Survey-Strata Properties **Title situations**

Development approval does not affect the rights and obligations of an owner or occupier under the by-laws of a Strata Company or Strata Scheme. Temporary Accommodation will not be supported in Strata Title situations except where the consent of the Strata Company/Council of Owners has been given in accordance with the provisions of the Strata Titles Act 1985 and associated By-Laws.

32.1.43 Planning Application Management plan and Code of conduct

All proposals to operate Temporary Accommodation require the submission and approval of a planning application prior to commencement or operation.

All applications for Temporary short term a Accommodation will require a detailed Management Plan and Code of Conduct to be submitted with the planning development application.

1. Management Plan

The Management Plan shall include address, at a minimum, but not be limited to the following issues considerations:

- a) Control of noise and other disturbances including procedures for guest screening, minimum night stays, sound level monitoring and compliance regimes;
- b) Complaints management procedures, which is to include:
 - after hours complaints procedures including expected response times;
 - the provision of the telephone number of the accommodation owner and operator to adjoining neighbours;
- c) Security of guests, residents and visitors;
- d) Control of anti-social behaviour and the potential conflict between temporary residents guests and permanent residents of the area; and
- e) A commitment to advising occupiers of the premise, verbally and in writing, of acceptable parking arrangements.

2. Code of Conduct

Page 8 of 13

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
TEMPORARY SHORT TERM ACCOMMODATION

A Code of Conduct shall be prepared by the applicant detailing the expected behaviour of guests/~~residents~~ in order to minimise any impact on adjoining residents that includes:

a) Contact details of owner/caretaker;

b) Parking rules and regulations (details are to include any relevant car parking restrictions applicable to the area in relation to parking vehicles on surrounding properties and within the local streets);

c) Requirements around noise and antisocial behaviour; and

d) House rules for guests.

Guests must be made aware of the Code of conduct, which must be displayed in a prominent position within the premises at all times.

;

~~Temporary residents must be made aware of the 'House Rules' and Code of Conduct and they must be displayed in a prominent position within the premises at all times.~~

~~e) A commitment to advising occupiers of the premise, verbally and in writing, of the negative impact that inappropriate car parking can have on permanent residents. Details are to include any relevant car parking restrictions applicable to the area in relation to parking vehicles on surrounding properties and within the streets, and instructions that parking of vehicles on the verge is not permitted.~~

32.1.54 Consultation Public Advertising

All applications for ~~Temporary Short Term~~ Accommodation must be advertised in accordance with the City's Policy No. 4.1.5 – Community Consultation. ~~in accordance with the 'SA' advertising procedures defined in Clause 37 of the City of Vincent Town Planning Scheme No. 1.~~

~~Where an application involves temporary accommodation in a Strata Title situation, all owners and occupiers are to be notified of the proposal.~~

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
TEMPORARY ~~SHORT TERM~~ ACCOMMODATION

~~2.1.5 Building Approval~~

~~Premises used for Temporary Accommodation may be subject to National Construction Code Series 2012 Building Code of Australia, and Australian Standards requirements over and above those normally required for a dwelling. These may include requirements relating to Fire Resistance, Access and Egress (to include Disability Access to Premises standards), Services and Equipment, Health and Amenity and Energy Efficiency.~~

~~2.1.6 Compliance~~

~~If the manager/owner disputes the classification of a Temporary Accommodation premises, they are required to provide the City with evidence of tenancy agreements for all tenants residing at the premises which clarify occupancy in excess of six (6) months such as:~~

- ~~a) — copies of current lease agreements for each tenant indicating tenancy is for a period exceeding six (6) months; or~~
- ~~b) — Statutory Declaration for each tenant stating that the tenancy agreement is for a period exceeding six (6) months.~~

~~If no evidence is provided, then an application for planning approval is to be made to the City.~~

~~2.2 Bed and Breakfast – Specific Requirements~~

~~2.2.1 Management~~

- ~~a) — The keeper of the Bed and Breakfast must reside on site at all times while the Bed and Breakfast is in operation;~~
- ~~b) — Breakfast is required to be provided to guests;~~
- ~~c) — Breakfast (and other meals if provided) are provided to Bed and Breakfast guests only;~~
- ~~d) — Access to a separate bathroom must be provided for Bed and Breakfast guests; and~~
- ~~e) — Access to a dining area and laundry facilities should be provided for Bed and Breakfast guests.~~

~~2.3 Short Term Dwelling – Specific Requirements~~

~~2.3.1 Management~~

~~A keeper is not required to reside at the premises while it is being used for the purpose of a Short Term Dwelling.~~

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
TEMPORARY SHORT TERM ACCOMMODATION

32.24 Lodging House Residential Building - Specific Requirements

2.4.1—Management

~~The keeper of a Lodging House accommodation must reside on site at all times while the Lodging House is in operation.~~

2.4.2—Health Requirements

Applications for a Lodging House Residential Buildings are subject to the requirements for Lodging Houses set out in the *Health Act 1911* and the City's Health Local Law relating to Lodging Houses.

2.4.3—Communal Open Space

Communal Open Space for Lodging Houses shall be provided in accordance with the following:

- a) ~~Sufficient area is to be provided outside the building for external recreational in accordance with the following table and to have a minimum dimension of 4 metres:~~

No. of occupants/guests	Minimum area of external communal space required
100 or less	20 square metres
Greater than 100 and less than 150	30 square metres
150 or greater	40 square metres

- b) ~~Design and location of external communal space to be easily accessible by guests.~~
- c) ~~Appropriate landscaping demonstrating the use of water conservation measures and paving to be provided that meets the needs of guests and enhances security, safety and amenity of the development and adjoining properties.~~
- d) ~~Landscaping to be provided to screen communal spaces from adjoining properties and/or adjoining public areas and to enhance the amenity of the property.~~
- e) ~~External communal space should be designed to gain solar access.~~
- f) ~~Communal space shall be located adjacent to commonly used spaces, such as kitchen, lobby entry area, managers office etc, or adjacent to the communal outdoor open space.~~
- g) ~~Sufficient area is to be provided inside the building for the purpose of passive recreation.~~

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
TEMPORARY SHORT TERM ACCOMMODATION

32.35 Serviced Apartments – Specific Requirements

32.35.1 Design

Applications for Serviced Apartments shall be subject to the siting and design requirements applicable ~~to the site for Multiple Dwellings~~ under the Residential Design Codes ~~(excluding Plot Ratio requirements) – Volume 2 – Apartments,~~ and the City's Policy No. ~~3.4.8-7.1.1 Built Form~~ relating to Guidelines for Multiples Dwellings in Residential Zones ~~and the relevant Precinct Policy for the area.~~

Serviced Apartments shall include- a reception desk which shall be attended by staff at all times when apartment check-ins and check-out can occur.

32.35.2 Servicing Strategy

In addition to the required Management Plan in accordance with Clause 2.1.24, all applications for Serviced Apartments shall include a Servicing Strategy detailing the level of servicing containing, at a minimum:

- a) Opening hours for guest check-ins and checkouts;
- b) Method of reservations/bookings;
- c) Means of attending to guest complaints;
- d) Cleaning and laundry services, where available;
- e) Company name and relevant experience of management/operator; and
- f) Management and accommodation of service vehicles within the context of the overall car parking for the development.

4. TIME LIMITED APPROVALS

Where a Short Term Accommodation proposal does not meet the Acceptable development criteria any approval may be subject to a time limitation. The City will consider the setting and potential impact on adjoining land uses in determining whether an approval is to be time limited and for what period of time.

Date Initially Adopted:	26 February 2013
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Page 12 of 13

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.5
~~TEMPORARY~~ ~~SHORT TERM~~ ACCOMMODATION

Date Amended:	
Date of Next Review:	

5.2 NO. 13 (LOT: 1; S/P: 787266) MABEL STREET, NORTH PERTH - PROPOSED SINGLE DWELLING

Ward: North

- Attachments:**
1. Consultation and Location Map [!\[\]\(cdf2842d82858164c68c92720a337fb9_img.jpg\)](#) [!\[\]\(3973dad7f2f3eafb2c144deb79d5c822_img.jpg\)](#)
 2. Submitted & Advertised Plans (Superseded) [!\[\]\(78688513da7a924039ac16e546d7bf8b_img.jpg\)](#) [!\[\]\(508a1136d49b79584e89f03b586dfa9e_img.jpg\)](#)
 3. Applicant Justification [!\[\]\(857a1917d2813fe7f9df1c2d3a9286e1_img.jpg\)](#) [!\[\]\(6c12030baa33d7760a5e4c7c9e008d93_img.jpg\)](#)
 4. Development Plans [!\[\]\(38d8e1eba6db628aa66110ffbf829043_img.jpg\)](#) [!\[\]\(218e1e0e988e6212fb15a7e877b1fe78_img.jpg\)](#)
 5. Summary of Submissions - Applicant Response [!\[\]\(ca02584175f739a3a9985870e9ca2397_img.jpg\)](#) [!\[\]\(f9450d1fb518b92488b39a94c400d077_img.jpg\)](#)
 6. Summary of Submissions - Administration Response [!\[\]\(bbac14d9f584b511ca50cf4531bddccf_img.jpg\)](#) [!\[\]\(59fc7ae9d843384ebfc41fce661d0228_img.jpg\)](#)
 7. Streetscape Analysis [!\[\]\(ac66ea523f0d890349e632df767e32de_img.jpg\)](#) [!\[\]\(920fd457e3bb5c25a3a6ed2bf990351e_img.jpg\)](#)
 8. Determination Advice Notes [!\[\]\(d29650a54eeb66cc3ee2b8a7f3a20874_img.jpg\)](#) [!\[\]\(1a466b909d90396f9a49928041833168_img.jpg\)](#)

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 a Single Dwelling at No. 13 (Lot: 1; S/P: 787266) Mabel Street, North Perth in accordance with the plans shown in Attachment 4, subject to the following conditions, with the associated determination advice notes in Attachment 8:

1. Amended Plans

Prior to the issue of a building permit, revised plans shall be submitted and approved by the City demonstrating the following:

- a) The spiral staircase shall be setback 2.1 metres from the eastern lot boundary, and re-oriented to address the southern lot boundary;
- b) The northern elevation of the timber batten portico shall be reduced to 3.2 metres above the finished floor level, to align with the ground floor ceiling height; and
- c) The fixed window opening to the stairs on the first floor to the eastern elevation of the dwelling shall be obscured to at least 1.6 metres in height as measured from the finished floor level of the first floor;

2. 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 is to be fully rendered or face brick, or material as otherwise approved, to the satisfaction of the City;

3. External Fixtures

All external fixtures, such as television antennas (of a non-standard type), radio and other antennae, satellite dishes, solar panels, external hot water heaters, air conditioners, meter boxes and the like, shall not be visible from the street or are to be integrated with the design of the building, to the satisfaction of the City;

4. Landscaping Plan

4.1 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 commencement of the development. 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;
- The provision of a minimum of 18.5 percent of the site area as deep soil zone and

32.2 percent canopy cover at maturity, as defined by the City's Policy No. 7.1.1 – Built Form; and

- Areas to be irrigated or reticulated.

4.2 All works shown in the plans as identified in condition 3.1 above shall be undertaken in accordance with the approved plans to the City's satisfaction, prior to occupation or use of the development and shall be maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;

5. 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;

6. Visual Privacy

Prior to occupation 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 standards, to the satisfaction of the City;

7. Colours and Materials Schedule

The colours, materials and finishes of the development shall be in accordance with the approved schedule of finishes which forms part of this approval;

8. Sight Lines

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

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

unless otherwise approved by the City.

9. Parking and Access

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

9.2 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; and

9.3 All new crossovers shall be constructed in accordance with the City's Standard Crossover Specifications;

10. Garage Door Design

The garage door to the dwelling shall be permeable. Plans depicting details of the garage door, including materials and colours, shall be submitted to and approved by the City prior to the use or occupation of the development; and

11. Substantial Commencement

Development must substantially commence by 19 May 2024, being four years from the date of this approval. If development of the subject of this approval has not substantially

commenced within this period, the approval will lapse and have no further effect.

PURPOSE OF REPORT:

To consider an application for development approval for a three storey single dwelling at No. 13 Mabel Street, North Perth.

PROPOSAL:

The application proposes a single dwelling on a vacant lot. The proposed dwelling has a building height of two storeys to the primary street and three storeys to the rear.

The proposed development plans have been included as **Attachment 4**.

BACKGROUND:

Landowner:	Matthew and Dominique Seabrook
Applicant:	JCM Construction (WA) Pty Ltd
Date of Application:	06 December 2019
Zoning:	MRS: Urban LPS2: Residential R Code: Residential R30/40
Built Form Area:	Residential
Existing Land Use:	Vacant Lot
Proposed Use Class:	Single Dwelling
Lot Area:	270m ²
Right of Way (ROW):	Not applicable
Heritage List:	Not applicable

The subject site is bound by Mabel Street to the north, single storey dwellings to the east and west and two vacant lots to the south. Development applications for three storey dwellings at the two vacant lots to the south at Nos. 12 and 12A Nova Lane have previously been approved by Council at its meetings on 20 August 2019 and 17 September 2019 respectively, both of which are currently under construction. The broader area is generally characterised by single and two storey dwellings of varying architectural design. A location plan is included as **Attachment 1**.

The subject site itself is in an 'L' shaped configuration, being 7.9 metres in width at Mabel Street, 10.0 metres in width at the rear boundary and 32.3 metres in depth. The site is also affected by an approximate 4 metre slope down from the front lot boundary to the rear lot boundary.

The subject site is zoned Residential R30/40 and is subject to Clause 26(1) of the City's Local Planning Scheme No. 2 (LPS2) which states that "*development will only be permitted to R40 standards where the existing house is retained*". The subject site along with the two vacant lots to the rear at Nos. 12 and 12A Nova Lane were created through a survey strata subdivision and titles issued in September 2018, and also which retained the existing house at No. 11 Mabel Street on its own parcel. The subject application has been assessed against R40 development standards accordingly. All of the properties adjoining the subject site are also zoned Residential R30/40 and subject to Clause 26(1) of 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).

Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of the LPS2, the City's Policy No. 7.1.1 – Built Form and the State Government's Residential Design Codes. In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

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

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Lot Boundary Setbacks/Boundary Walls		✓
Building Height/Storeys		✓
Open Space	✓	
Outdoor Living Area	✓	
Landscaping (R Codes)	✓	
Visual Privacy		✓
Garage Width	✓	
Parking & Access	✓	
Solar Access	✓	
Site Works and Retaining Walls		✓
Essential Facilities	✓	
External Fixtures	✓	
Surveillance	✓	

Detailed Assessment

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

Boundary Setbacks/Boundary Walls	
Deemed-to-Comply Standard	Proposal
Clause 5.1.3 of the R Codes <u>Lot Boundary Setbacks</u> <i>East</i> First Floor: Walk in Robe: 1.4 metres First Floor: Walk in Robe – Balcony (bulk wall length): 3.0 metres <i>West</i> Ground Floor: Kitchen – Deck: 4.6 metres First Floor: Master – Study/Nursery: 2.3 metres First Floor: Retreat - Balcony (bulk wall length): 3.2 metres <u>Lot Boundary Walls</u> Maximum wall height: 3.5 metres Average wall height: 3.0 metres Maximum length of boundary wall: 17.9 metres	<i>East</i> First Floor: Walk in Robe: 1.2 metres First Floor: Walk in Robe – Balcony (bulk wall length): 1.5 metres <i>West</i> Ground Floor: Kitchen – Deck: 1.2 metres First Floor: Master – Study/Nursery: 1.7 metres First Floor: Retreat - Balcony (bulk wall length): 1.7 metres <i>East</i> Entry wall with maximum height of 5.2 metres and average height of 4.1 metres <i>West</i> Garage to Scullery wall with maximum height of 5.2 metres and average height of 4.1 metres Total boundary wall length is 20.5 metres
Building Height	
Deemed-to-Comply Standard	Proposal
Clause 5.6 of the Built Form Policy 2 storeys Maximum concealed roof wall height of 7.0 metres	3 storeys as viewed from the rear boundary (2 storeys as viewed from Mabel Street) Maximum concealed roof wall height of 9.6 metres
Visual Privacy	
Deemed-to-Comply Standard	Proposal
Clause 5.4.1 of the R Codes 7.5 metres cone of vision setback from lot boundaries of unenclosed outdoor active habitable spaces	<i>Ground Floor - Deck</i> 3.0 metres cone of vision setback to western lot boundary

	3.3 metres cone of vision setback to southern lot boundary 2.5 metres cone of vision setback to eastern lot boundary
	<i>First Floor – Balcony</i> 5.0 metres cone of vision setback to western lot boundary 5.2 metres cone of vision setback to eastern lot boundary
Site Works and Retaining Walls	
Deemed-to-Comply Standard	Proposal
Clause 5.3.7 of the R Codes All excavation or filling behind a street setback line and within 1 metre of a lot boundary, not more than 0.5 metres above the natural ground level at the lot boundary Clause 5.3.8 of the R Codes Retaining walls greater than 0.5 metres in height set back from lot boundary. Retaining walls 0.5 metre or less in height may be located up to the lot boundary	Fill: 1.9 metres maximum fill to scullery and rear of entry hall Excavation: 1.0 metres maximum excavation to drying court Retaining to eastern boundary – 0.3 to 1.0 metre in height

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

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, for a period of 14 days commencing on 5 February 2020 and closing on 18 February 2020. Community consultation was undertaken by means of written notifications with 18 letters sent to surrounding landowners, as shown in **Attachment 1** and a notice on the City's website.

At the conclusion of the community consultation period, three submissions were received, all of which objected to the proposal. The concerns raised in the submissions are summarised as follows:

- The street setback should be increased in accordance with all other adjoining properties and for streetscape consistency, otherwise an adverse precedent will be set;
- Reduced lot boundary setbacks result in overshadowing and visual intrusion to the adjoining properties;
- The garage covers the entire lot frontage with limited front landscaping and open space;
- The proposal will adversely impact the amenity of adjoining properties due to visual privacy, building height and lot boundary wall variations;
- The proposal is an overdevelopment of the site; and
- The proposal does not preserve or enhance the visual character of the surrounding homes, being oversized and out of scale.

A copy of the plans that were advertised are included as **Attachment 2**.

The applicant submitted amended plans to address the extent and number of departures sought to the deemed-to-comply standards and to address concerns raised during the community consultation period. These changes primarily related to reduced length of height of boundary walls, increased street setback and implementation of screening. The applicant also submitted written justification in support of the modified proposal which is included as **Attachment 3**.

The amended plans were re-advertised for a 14 day period from 20 March 2020 to 2 April 2020 to all neighbouring properties previously consulted. Two objections were received, with both submitters previously having objected to the proposal. The key issues raised in these submissions relate to the following:

- Building height and three storey scale of development;
- Visual privacy; and
- Incompatible development style.

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

The proposed development plans were subsequently revised in response to further design feedback from the DRP Chair, as detailed below.

Design Review Panel (DRP):

Referred to DRP: Yes

The development plans as originally submitted to the City and as included in **Attachment 2** were referred to the Chair of the City's Design Review Panel for comments. The following comments were provided:

- The proposed deemed-to-comply departures to street setbacks, lot boundary setbacks and building height would have an adverse impact on the streetscape and the adjoining properties;
- The proposed double garage at the 4.7 metre setback facing Mabel Street would have an adverse impact on the streetscape, due to the narrow street frontage of the lot. The impact could be mitigated if the garage doors were perforated, providing at least 50 – 70 percent transparency or if the garage was reduced to being a single garage, enabling the front door and entry hall to visually link to the street; and
- Consideration should be given to utilising materials on the first level which reduce the predominately solid monotone walls. Consideration should be given to utilising a combination of timber, metal and masonry materials to reduce building bulk and scale.

The applicant submitted amended plans in response to the abovementioned DRP comments and community consultation comments, incorporating the following key changes:

- Providing increased landscaping and deep soil zone area, particularly in to the side and front setback areas of the dwelling;
- Reconfiguring the internal floor plans to increase lot boundary setbacks and to reduce the scale of development as viewed from the adjoining properties;
- Reducing the height and length of lot boundary walls;
- Revising window design and configuration to ensure all street facing windows were given vertical emphasis;
- Redesigning the form and materials of the primary street facade, using red face brick at the ground level, contrasting light render and dark cladding materials at the first floor;
- Reducing the setback of the entry from the street, to improve the sense of arrival and approach to the dwelling, and for greater prominence of pedestrian access and visibility of the dwelling entrance;
- Increasing the setback of the ground and first floors of the dwelling; and
- Removing the fencing within the front setback area to increase visibility of the ground floor and entry of the dwelling.

The amended plans were referred back to the DRP Chair for review.

The DRP Chair advised that a number of the inefficiencies of the original design had been addressed and that the proposed dwelling reflected a comparable style and scale of development evident within the established streetscape. The DRP Chair also recommended further changes to the dwelling as follows:

- Increase the setback of the dwelling to demonstrate compliance with street setback deemed-to-comply requirement;
- Remove or relocate the staircase on the eastern elevation to the rear of the site to alleviate actual and perceived bulk and overlooking to the neighbouring dwelling;
- Increase canopy coverage within the front setback area;
- Reduce the depth of fascia framing to the entry; and
- Soften the treatment of the eastern boundary wall to porch.

The applicant submitted amended plans in response to the DRP Chair's comments, some of which would further address concerns raised during community consultation. The changes made to the plans include:

- Replacing the solid garage door with a permeable garage door;
- Increasing the setback of the ground and first floors to demonstrate compliance with the deemed-to-comply street setback requirement;
- Revising landscape species to increase canopy coverage;
- Incorporating permeable paving to the driveway to reduce hardstand area and increase planting zones;
- Relocating and reconfiguring the stairs from the deck on the eastern boundary to incorporate additional landscaping to the boundary; and
- Revising the design of the entry/porch of the dwelling as it presents to the eastern elevation and to the street.

These final set of plans that the applicant is seeking approval for are included as **Attachment 4**.

The DRP Chair has reviewed these final set of plans and noted that the revised dwelling form, setback and materiality will soften the presentation of the development to the street and that the proposal as amended – site planning, materials, finishes and detailing - reflects a suitable built form outcome which is sensitive to the streetscape and neighbouring properties and is supportable. The DRP Chair has recommended further changes to improve the development outcome, as follows:

- Reduce height of timber batten portico to northern elevation (addressing Mabel Street) to 3.2 metres to align with the ground floor ceiling height; and
- Increase setback of the spiral staircase to 2.1 metres from the eastern lot boundary.

The applicant has agreed to make these recommended changes prior to issue of a building permit. This has been included as a condition of approval in the officer's recommendation (refer Condition 1).

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; and
- Policy No. 7.1.1 – Built Form Policy.

Delegation to Determine Applications:

The matter is being referred to Council as the application proposes a height of three storeys or more, which does not meet the deemed-to-comply building height.

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:Lot Boundary Setbacks*East*

The application proposes departures to the lot boundary setback deemed-to-comply standards along the eastern boundary on the first floor.

The proposed eastern boundary setbacks to the first floor satisfy the relevant design principles and local housing objectives of the R Codes and Built Form Policy for the following reasons:

- The affected property to the east is a two storey dwelling that steps down to the rear of the site. The first floor of the proposed dwelling is adjacent to the pitched roof of the neighbouring property to the east (No. 11 Mabel Street). This means that the first floor does not directly abut major openings to habitable rooms and outdoor living areas of the adjoining eastern property;
- The eastern elevation of the proposed dwelling is well articulated and incorporates a range of openings to mitigate building bulk. The façade incorporates contrasting materials including timber cladding and render which assist to break up the appearance of the first floor walls when viewed from the adjoining property;
- Given the orientation of the lots, the proposed lot boundary setbacks would not have an adverse impact on the adjoining eastern property's access to direct sunlight;
- The building and first floor have been stepped back to allow for adequate ventilation for the adjoining property to the east; and
- The first floor of the eastern façade proposes minor openings and screened balconies. However, large fixed window openings are proposed to the stairs on the first floor. It is recommended that as a condition of approval, these windows be obscured no less than 1.6 metres as finished from the first floor level. The stairs are not defined as a habitable room, although may create actual or perceived privacy issues if not treated with obscure glazing given the reduced lot boundary setback being sought. Subject to this modification, the reduced lot boundary setbacks to the first floor would not result in any adverse overlooking and subsequent loss of privacy to the adjoining property.

West

The application proposes departures to the lot boundary setback deemed-to-comply standards along the western boundary on the ground and first floors.

The proposed western boundary setbacks satisfy the relevant design principles and local housing objectives of the R Codes and Built Form Policy for the following reasons:

- The western elevation incorporates contrasting materials including render, cladding, and colourbond, as well as window openings on the ground and first floors which would effectively ameliorate the building bulk and reduce the appearance of blank solid walls as viewed from the adjoining property to the west;
- Major openings to the western façade are appropriately screened to alleviate any adverse overlooking and subsequent loss of privacy to the rear boundaries of the adjoining properties to the west;
- Given the orientation of the lots, the proposed lot boundary setbacks would not have an adverse impact on the adjoining western properties' access to direct sunlight;
- The building and upper floors have been stepped back to allow for adequate ventilation for the existing and future adjoining dwellings to the west;
- The reduced lot boundary setback does not impose bulk and scale on outdoor living areas or active spaces of the adjoining dwelling; and
- The western façade incorporates large openings and highlight windows to the meals/dining, retreat and master suite to reduce the perception of blank solid walls and reduce perceived bulk and scale impacts.

Lot Boundary Walls

The application proposes boundary walls to the western and eastern boundaries. The deemed-to-comply provisions permit a boundary wall length of 17.9 metres, with an average height of 3 metres and a maximum

height of 3.5 metres. The initial proposal proposed boundary walls that were two storeys high and exceeded the maximum length permitted. Following community consultation and DRP comments, the applicant provided amended plans reducing the height and length of the boundary walls. The acceptability of the boundary walls proposed are detailed below.

East

The boundary wall proposed to the entry portion of the ground floor of the dwelling would have an average height of 4.1 metres and a maximum height of 5.2 metres. The eastern boundary wall satisfies the relevant design principles and local housing objectives of the R Codes and Built Form Policy for the following reasons:

- The proposed boundary wall is located behind the street setback line of the dwelling, and would be partially concealed by the dwelling at No. 11 Mabel Street. This would ensure that it is not prominently located as viewed from the street;
- The proposed boundary wall would appear as single storey in height due to the slope of the site and site works proposed;
- The boundary wall does not abut the adjoining property's primary outdoor living area or major openings to habitable rooms. The boundary wall also does not incorporate major openings and would not result in overlooking to the adjoining site. As a result the proposed boundary wall does not impact the privacy or residential amenity of the neighbouring property;
- The proposed wall is located on the eastern boundary and does not compromise access to direct sunlight for the subject dwelling, or adversely impact the adjoining property with respect to overshadowing; and
- The eastern elevation is well articulated and incorporates varying materials such as cladding, render, glazing and face brick to reduce the bulk of the development to the adjacent property.

West

The boundary wall proposed to the garage to scullery portion of the dwelling would have an average height of 4.1 metres and a maximum height of 5.2 metres. The total length of the western boundary walls would also be 20.5 metres. The western boundary wall satisfies the relevant design principles and local housing objectives of the R Codes and Built Form Policy for the following reasons:

- The proposed boundary wall directly abuts existing boundary walls to west. The existing boundary walls on the adjoining western property are to a garage and ancillary dwelling/outbuilding. The proposed boundary wall is not located forward of the existing boundary walls, providing a consistent street setback presentation and view to the street. The wall being located so that it abuts an existing boundary wall would assist in mitigating perceived bulk associated with boundary walls;
- The remainder of the dwelling to the upper floors are articulated from the boundary and incorporates varying materials, render and cladding to reduce the bulk of the development to the adjacent property. The materials provided break up the appearance of the walls when viewed from the adjoining properties and the street. Openings to the living/dining, master suite and retreat on the upper floors reduce the portions of blank solid wall to the western elevation;
- The total boundary wall length is acceptable as this is separated into two portions on the lower ground and ground floor and would be largely concealed by the existing boundary wall of the neighbouring property. The total length of the boundary walls would not present a continuous bulk or massing along the boundary;
- The boundary wall is proposed to be constructed and finished with face brick, consistent with the existing boundary wall on the common boundary and with that found in the Mabel Street streetscape;
- The proposed wall is located on the western boundary and does not compromise access to direct sunlight for the subject dwelling, or adversely impact adjoining property with respect to overshadowing; and
- The boundary wall does not incorporate major openings and would not result in overlooking to the adjoining site.

Building Height

The dwelling proposes a height of three storeys and a maximum height of 9.6 metres to the top of the concealed roof in lieu of the two storey and maximum 7.0 metres deemed-to-comply standard in the City's Built Form Policy.

The City received submissions during the community consultation period raising concerns with the building

height of the proposed dwelling in regards to the interaction of the dwelling with the streetscape, and the impact of the building height on lot boundary setbacks and solar access.

The building height proposed satisfies the relevant design principles and local housing objectives of the R Codes and Built Form Policy and is acceptable for the following reasons:

- The proposal presents as a two storey dwelling when viewed from Mabel Street. The three storey element of the proposal is located away from the street and responds to the site conditions. This is because the natural ground level of the site slopes down by approximately 4 metres from the street boundary to the rear of the property;
- The location of three storey building height away from the street would ensure that it does not dominate the established streetscape character. The proposed dwelling satisfies the building height deemed-to-comply standard as viewed from Mabel Street;
- The building height is consistent with the immediately surrounding context of the area. Two storey dwellings are prevalent along Mabel Street and three storey dwellings have previously been approved for construction directly to the rear at Nos. 12 and 12A Nova Lane. The three storey building height to the rear would be compatible with the immediately surrounding context and scale of development;
- The development considers and responds to the natural slope of the site, with limited fill and excavation to the street and front setback area. The entry and garage at the front of the proposed dwelling as it presents to the street would be lower than the natural ground level and would sit lower than the floor levels of neighbouring properties fronting Mabel Street. This would reduce the impact of building height as viewed from Mabel Street;
- The finished floor levels proposed have been stepped in line with the natural ground levels of the site to reduce the overall height of the building. The third storey element of the dwelling is incorporated into the natural slope and contours of the site. The application proposes site works which would result in a greater amount of excavation or 'cutting' of the site rather than filling;
- The development incorporates a range of materials including brickwork, render and cladding which are featured materials in the immediate streetscape. The development also incorporates concealed feature walls to the roof form and provides articulation through varying setbacks when viewed from the street and adjoining properties. The materials and finishes appropriately responds to the character of the site context. The provided articulation, design and materials provided to the façade relate to the surrounding context and provide design detail that address comments and suggestions made by the City's DRP Chair;
- The first floor of the dwelling incorporates window openings to all frontages providing access to sunlight and ventilation for its future occupants; and
- The development would satisfy the deemed-to-comply solar access requirements to the adjoining southern property. 18.8 percent of the adjoining southern property would be overshadowed, being less than 35 percent permitted under the deemed-to-comply standard of the R Codes. The extent of overshadowing is reduced with the three storey portion of the building being setback 8.0 metres from the rear southern lot boundary.

Visual Privacy

The application proposes departures to the deemed-to-comply cone of vision setbacks on the western, eastern and southern elevations of the site. The departures affect the ground and first floors of the dwelling.

West

The ground floor deck proposes a 3.0 metre cone of vision setback to the western lot boundary in lieu of the 7.5 metre deemed-to-comply standard of the R Codes, while the first floor balcony proposes a 5.0 metre cone of vision setback in place of the 7.5 metre deemed-to-comply standard. The application is considered to meet the design principles of the R Codes for the following reasons:

- The cone of vision from the deck and balcony at the rear of the dwelling fall to the western boundary of No. 14 Nova Lane. The ground floor of No. 14 Nova Lane comprises of a 3.5 metre high boundary wall that is approximately 14 metres in length. Four openings are located along the western façade of No. 14 Nova Lane, to two bedrooms and bathrooms. All of these openings are obscure or have a sill height greater than 1.6 metres above natural ground level. The cone of vision from the deck and balcony do not provide a line of the sight into habitable rooms or outdoor spaces of the abutting property;
- Screening proposed to the western side of the balcony would ensure overlooking is restricted. The cone of vision does not fall to the outdoor living area and open space at the rear of No. 14 Nova Lane. The screening obscures the cone of vision from the balcony, to minimise the adverse impact on the privacy

- of adjoining dwellings and private open space;
- The cone of vision from the deck will be further obscured by the landscaping (canopy coverage) and dividing fence to further ameliorate the actual and perceived overlooking.

South

The ground floor deck proposes a 3.3 metre cone of vision setback to the southern lot boundary in lieu of the 7.5 metre deemed-to-comply standard of the R Codes. The application is considered to meet the design principles of the R Codes for the following reasons:

- The cone of vision from the deck would fall to the rear area of the approved dwellings at No.12 and 12A Nova Lane. There are no major openings located to the rear of No. 12 Nova Lane which would be impacted by the cone of vision. Similarly, the 1.5 metre rear setback area of No. 12A Nova Lane affected by the cone of vision is not capable of passive or active recreation for its occupants, with the main outdoor living area located to the front setback of the lot (addressing Nova Lane). The cone of vision does not fall to habitable rooms or active habitable spaces for the occupants of these adjoining dwellings. The cone of vision does not inhibit the residential amenity and privacy for the occupants on these neighbouring dwellings.

East

The ground floor deck proposes a 2.5 metre setback to the eastern boundary, in lieu of the 7.5 metre deemed-to-comply requirement of the R Codes. The application also proposes a 5.2 metre cone of vision setback from the first floor balcony in lieu of the 7.5 metre deemed-to-comply standard of the R Codes. The application is considered to meet the design principles of the R Codes for the following reasons:

Ground Floor - Deck

- The cone of vision from the deck would fall to the side and rear setbacks of the approved single dwelling at No. 12 Nova Lane. The affected side boundary would be occupied by a 3.3 metre high boundary wall, while the rear of the dwelling would be setback 1.4 metres from the boundary with no major openings to habitable rooms. There are no major openings or areas of outdoor habitable spaces to No.12 Nova Lane that would be impacted by the cone of vision from the eastern elevation of the deck. The cone of vision to No. 11 Mabel Street is obscured by the 1.6 metre pool screening on the boundary;
- The provision of three trees, for canopy coverage at the rear of the lot which grow to 8 – 10 metres in height at maturity would provide additional landscaping screening to further obscure the cone of vision;
- To alleviate perceived visual privacy impacts on the eastern boundary, the Chair of the Design Review Panel has recommended an increased setback of the spiral staircase to 2.1 metres to align with the eastern boundary of the swimming pool. The applicant has agreed to relocate the spiral staircase, with this is to be demonstrated on amended plans prior to the issue of a building permit.

First Floor - Balcony

- Screening is proposed to the eastern side of the balcony to restrict the extent of overlooking. Portions of the cone of vision fall to the rear of dwellings located east of the site (No. 12 Nova Lane and No. 11 Mabel Street). These portions fall to the 2.0 metre rear setback of the sites which do not contain any major openings to habitable rooms. The cone of vision from the balcony does not result in any adverse overlooking and subsequent loss of privacy to these eastern adjoining properties;
- The provision of three trees, for canopy coverage at the rear of the lot which grow to 8 – 10 metres in height at maturity would provide additional landscaping screening to further obscure the cone of vision.

Site Works and Retaining Walls

The application seeks departures to the deemed-to-comply requirements of the R Codes in regards to site works and retaining to the dwelling. The application proposes a maximum of 1.0 metre excavation to drying court and a maximum of 1.9 metres fill to scullery and rear of entry hallway. A 0.3 metre to 1.0 metre high retaining wall is proposed on the eastern boundary to manage the slope of the site. The retaining wall and site works satisfy the relevant design principles of the R Codes and are acceptable for the following reasons:

- The application proposes cut and fill of the site that respects the natural slope and contours, limits the amount of retaining otherwise required and accounts for the 4 metre natural slope from north to south

(front to rear);

- The proposal respects the levels of the lot at the street alignment and would not impact the streetscape. There are no site works proposed within the front setback area of the lot which exceed 0.5 metres. The site works to the dwelling do not exacerbate bulk or scale of development to the street, rather the front of the dwelling is lower than the street level and buildings on neighbouring sides;
- The retaining walls take a stepped approach in line with the natural slope of the site. This reduces the extent of retaining walls on side boundaries, reducing the impact on neighbouring properties, whilst managing the site levels to facilitate a functional dwelling layout;
- Retaining walls together with a dividing fence and landscape screening would ensure privacy of the subject and neighbouring properties; and
- The proposed site works and retaining walls would not be visible from the street and would not pose an undue impact on the locality.

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 additional deemed-to-comply standards. The deemed-to-comply landscaping standards set out in the Built Form Policy have not yet been approved by the WAPC 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 to be provided as deep soil zone and 30 percent of the site provided as canopy coverage at maturity. The application proposes 18.6 percent deep soil zone and 32.2 percent canopy coverage at maturity. The application proposes the installation of five trees on site to the front and rear boundaries of the lot, with additional planting and smaller shrubs proposed to the side boundaries. The placement and selection of tree species – Hibiscus, Frangipani, Olive Tree and Lemon Tree – are capable of providing 4 – 6 metres of canopy at maturity, which would soften the appearance of the development as viewed from the street and neighbouring properties, as well as provide canopy for the benefit of the occupiers.

Garage Setback and Width

The development proposes a double garage that is setback 6.4 metres from the street boundary and is located 1.0 metre behind the building line of the first floor. The garage occupies 79 percent (6.2 metres) of the lot frontage at the setback line as viewed from the street.

The proposed garage satisfies the setback deemed-to-comply standard of Clause 5.7 Setback of Garages and Carports of the R Codes as it is setback more than 0.5 metres behind the building line of the dwelling.

The deemed-to-comply provision of Clause 5.2.2 Garage Width of the R Codes states that “*where a garage is located in front or within 1 metre of the building, a garage door and its supporting structures facing the primary street is not to occupy more than 50 per cent of the frontage at the setback line as viewed from the street*”. The proposal is not subject to assessment against Clause 5.2.2 as it is not located within 1.0 metre of the building. Legal advice has previously been sought by the City that confirms this.

Notwithstanding this, Clause 67 of the Deemed Provisions in the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out matters that must be given due regard when determining applications. This includes Clause 67 (m) and (n) that relates to the compatibility of the proposed single dwelling and garage having regard for the character of the area and streetscape setting.

Streetscape and Character

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 refer to the majority of the existing houses along Mabel Street being single dwellings of similar aesthetics and heritage quality. The City also received comments during community consultation raising concern with the garage width.

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 Mabel Street contains both single and two storey developments and a range of architectural styles including modern/contemporary, traditional and cottage. The applicant's detailed justification is included in

Attachment 3.

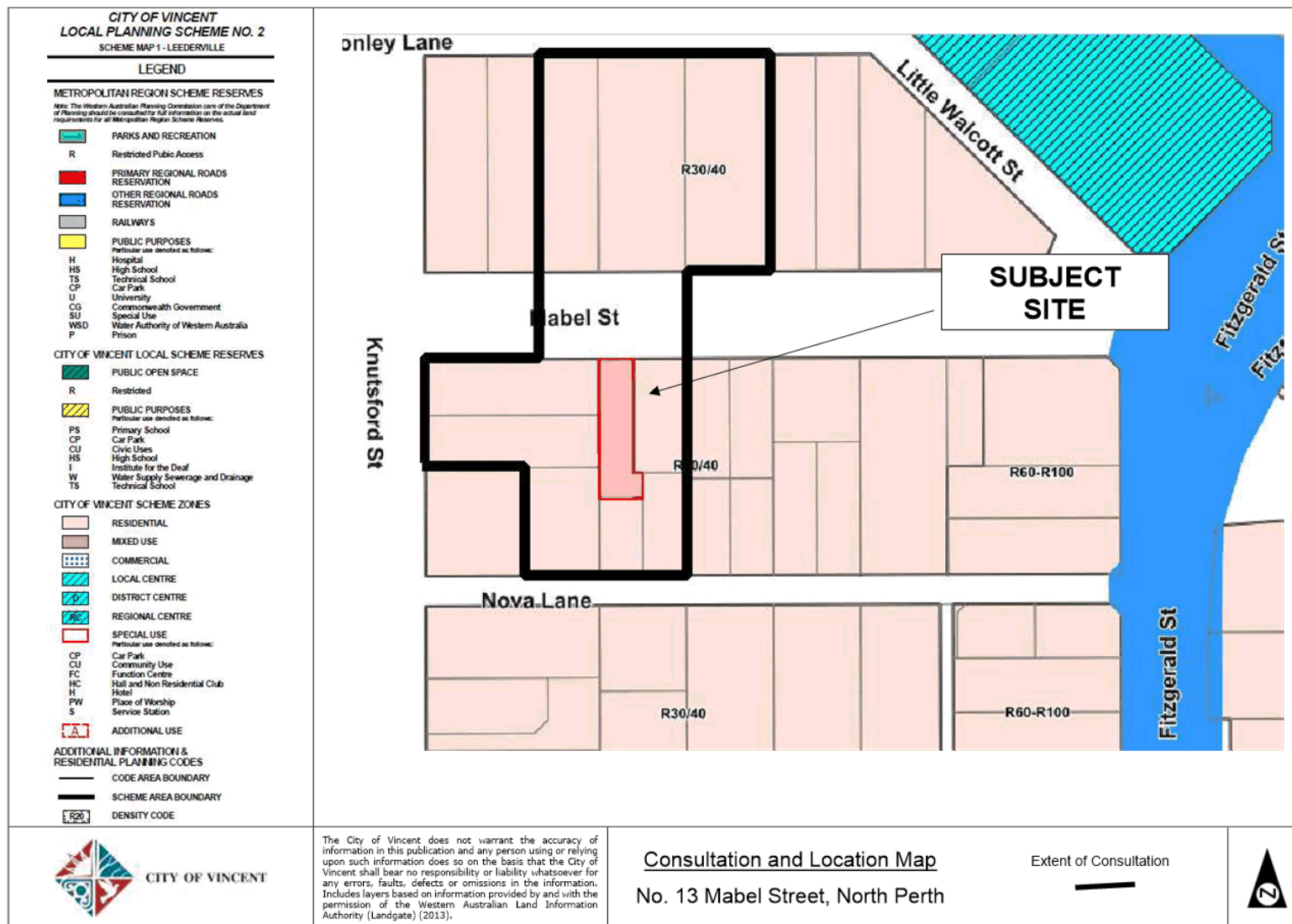
Administration has undertaken a streetscape analysis of Mabel Street and determined that the area consists of predominantly single and two storey dwellings of varying architectural design. This analysis depicting images of existing dwellings that form the character of the streetscape has been included as **Attachment 7**. Key elements of the streetscape as observed by Administration include:

- Variety of roof forms – pitched, concealed and skillion;
- Face brick, timber cladding and render finishes in earthy tones;
- Double garages, carports and uncovered car parking spaces within the front setback area to Mabel Street; and
- Dwellings of a single, two and three storey scale as viewed from Mabel Street.

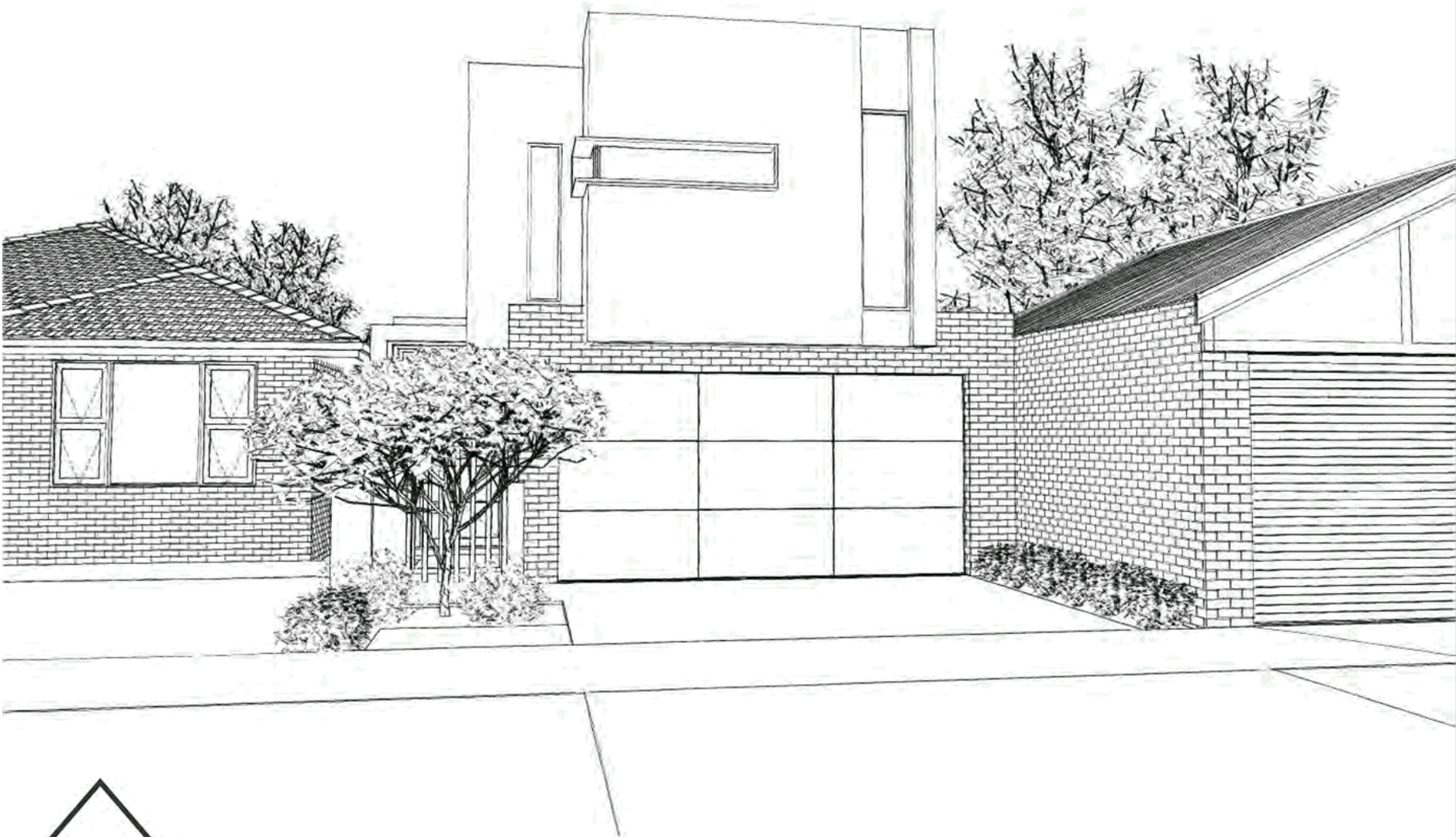
The proposed single dwelling and garage design satisfies relevant matters in Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and is compatible with its setting and would not prejudicially the character of the area for the following reasons:

- The streetscape consists of lots ranging in widths. This includes narrower lots created through subdivision such as Nos. 9A, 9B, 557 and the subject site;
- The materials, design elements and scale of the proposed dwelling would not be inconsistent with existing dwellings found in the streetscape, as demonstrated in the streetscape analysis included as **Attachment 7**:
 - The dwellings immediately opposite the subject site at Nos. 12 and 12a Mabel Street have lot frontages 10 metres in width and double garages which occupy 61 percent (6.1 metres) of the lot frontages. These garages are setback 5.9 metres from Mabel Street, and project 3.2 metres forward of the building line;
 - The dwelling to the west of the subject site at No. 15 Mabel Street has a garage with a nil setback to the street. Although this garage fronts the secondary street for this dwelling, the garage itself still forms part of, and contributes to, the Mabel Street streetscape. This existing garage would effectively screen the proposed garage and portions of the dwelling on the approach from the west.
 - The applicant has revised the eastern elevation of the front portion of the dwelling to incorporate mixed materials (render, timber and face brick) as well as permeable details to the entry and porch to reduce the appearance of blank walls. The proposed setback also steps the buildings to the garage on the front boundary at No. 15 Mabel Street on the approach from the east;
 - The proposed single dwelling and garage is appropriately setback from the street and serves to provide a transition between the neighbouring properties;
- The proposed garage at No. 13 Mabel Street is considered to provide a suitable built form outcome, scale and materiality which is sympathetic to the established character and context of Mabel Street;
- The 5.0 metre driveway width at the lot boundary is less than the 6 metre width permitted under the deemed-to-comply requirements of the R Codes. A 1.0 metre wide portion of the driveway is proposed as permeable paving to reduce the impact of hardstand areas;
- The first floor is positioned to provide an overhang of the garage. Two major openings from the master suite, as well as an additional opening from the walk in robe, provides interaction with the streetscape and allows for passive surveillance of the public realm;
- The portion of the dwelling which overhangs the garage effectively reduces the appearance and dominance of the recessed garage door below;
- Landscaping within the front setback includes tree canopy and deep soil planting areas which border the garage, contributing to a softened building edge and façade, and increased greening to the streetscape;
- The entry is well defined and discernible for residents and guests, with a porch that protrudes forward of the garage. The porch would be clearly visible from the primary street, and would create depth and articulation to the front façade;
- The initial and revised proposals were referred to the DRP Chair for feedback on measures to ensure the proposed dwelling would contribute positively to, preserve and enhance the established built form character of Mabel Street. The applicant incorporated the following changes to the front façade of the dwelling to improve its contribution to the streetscape and to reduce the impact of the garage as viewed from the street:
 - Revising the materiality of the garage door to be perforated in order to assist with reducing the bulk associated with solid garage doors;
 - Revising the materiality of the front façade to include timber cladding and contrasting render, as well as additional red brick detailing to break down the massing of the development to the streetscape.

As per the final comments received from the DRP Chair, the proposal reflects a development scale, materiality and setback which is compatible within its setting and is sympathetic to the established and emerging streetscape.



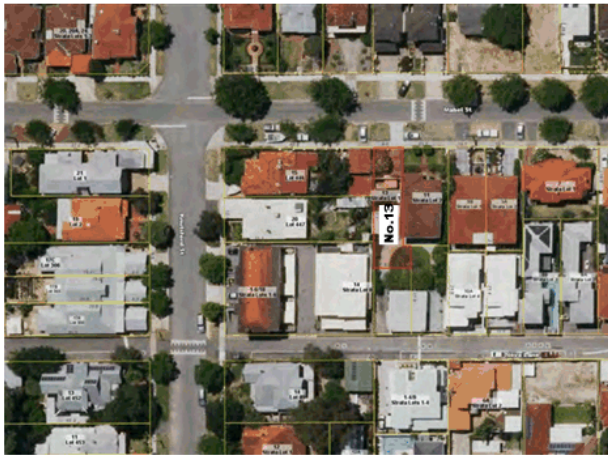




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STRATA LOT 1 (No. 13)
MABEL STREET,
NORTH PERTH
(CITY OF VINCENT)
Project Type: Single Dwelling
Client: Seabrook



Drn	Description	Checked	Date
C3	Landscaping Plan, front setback and front gate	C3	15/01/20
C3	DA Plans	C3	03/12/19
C3	Concept Sketch Plans	C3	01/11/19
C3	Concept Floor Plans	C3	17/10/19
Revisions/Variations			

Development Application Plans

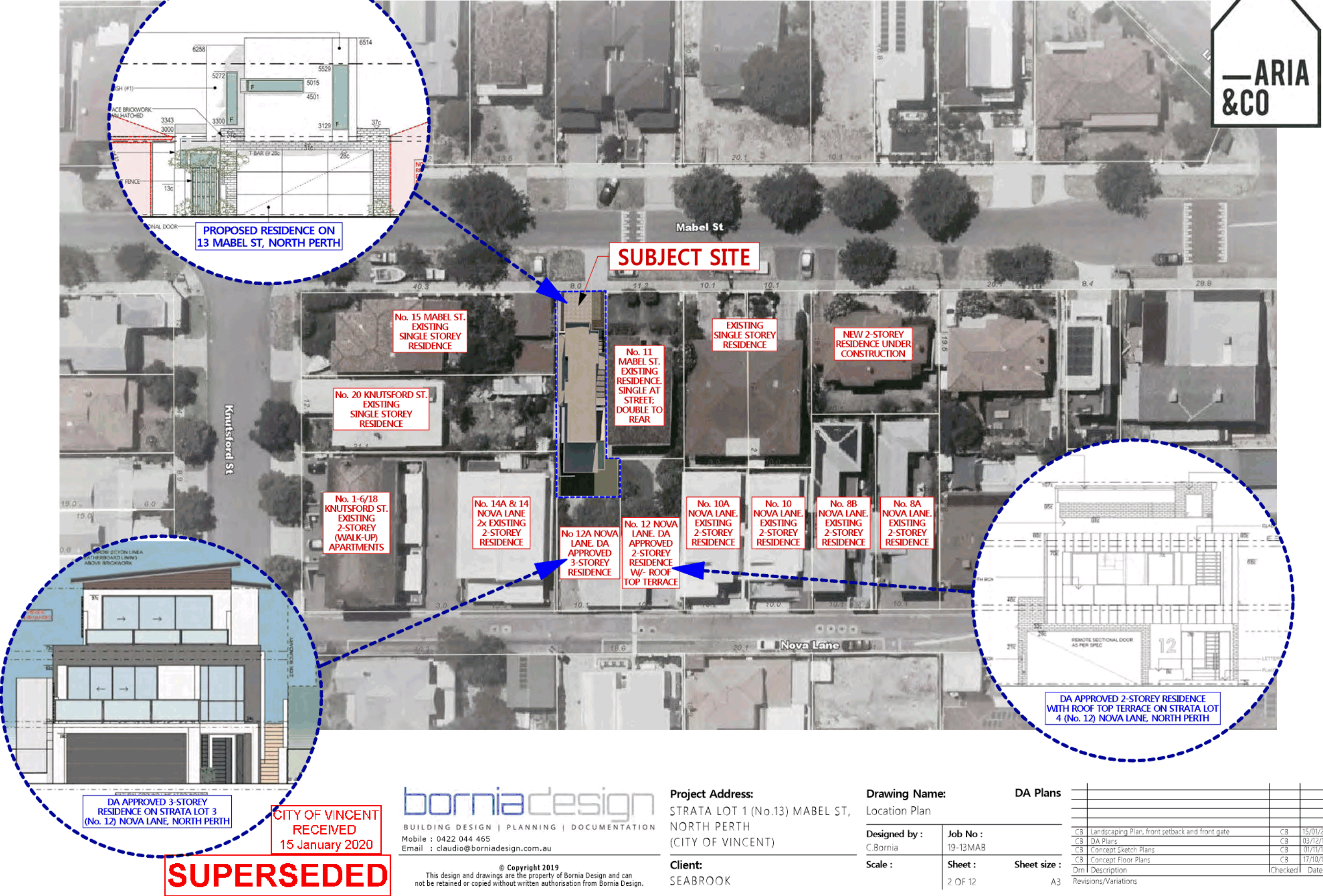
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01	Cover Page	A3
02	Location Plan	A3
03	Site Plan - Lower Floor	A3
04	Site Plan - Ground Floor	A3
05	Lower Floor Plan	A3
06	Ground Floor Plan	A3
07	Upper Floor Plan	A3
08	Elevations 1 & 2	A3
09	Elevations 3 & 4	A3
10	Overshadowing Diagram & Section X-X	A3
11	3D Perspective	A3
12	Landscaping Plan	A3

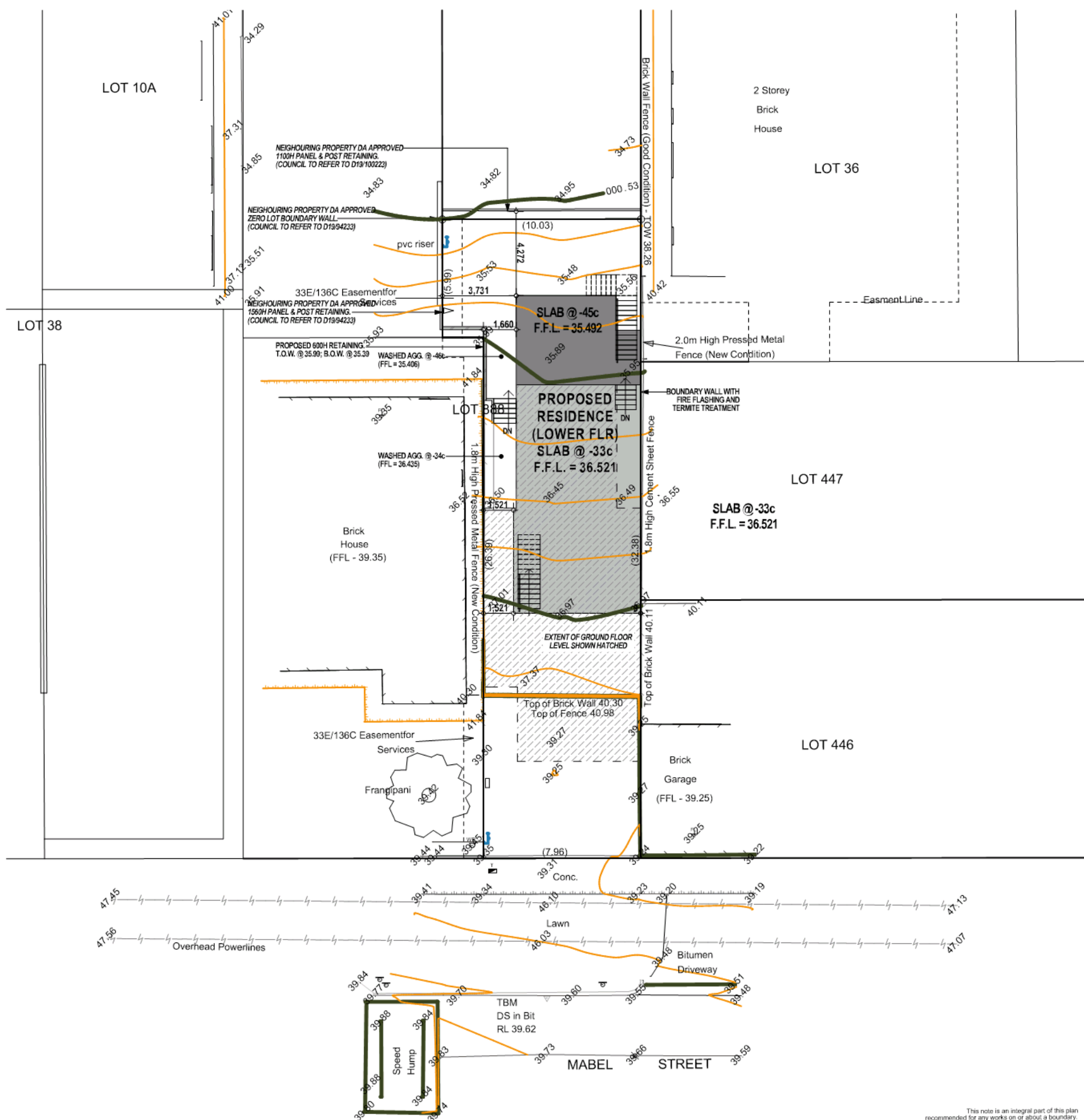
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LOCATION PLAN
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LOWER SITE PLAN
1:200

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Project Address:
STRATA LOT 1 (No.13) MABEL ST,
NORTH PERTH
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Client:
SEABROOK

Drawing Name:
Lower Site Plan

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C.Bornia

Scale:
1:200

Job No:
19-13MAB

Sheet:
3 OF 12

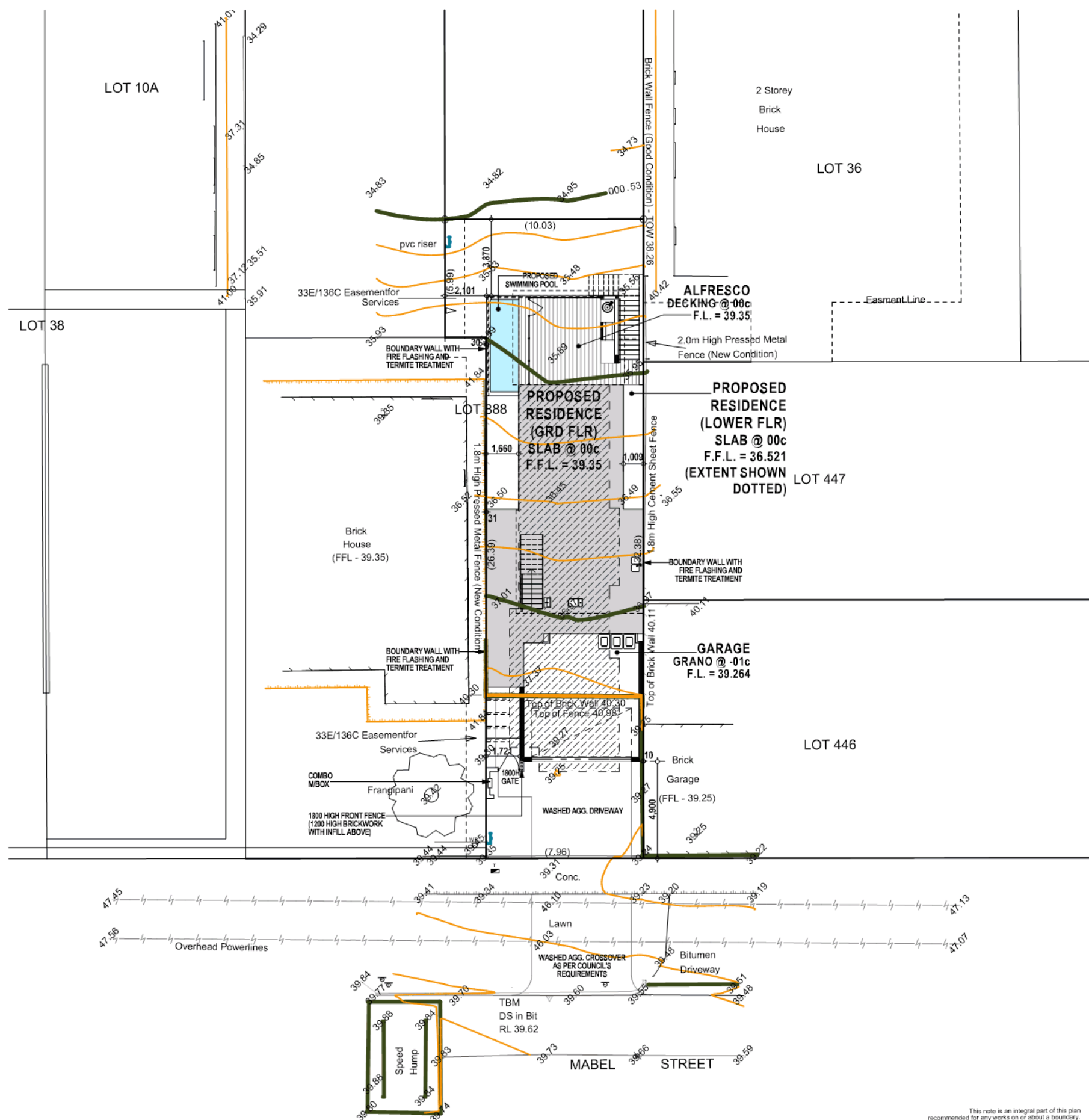
DA Plans

Drn	Description	Checked	Date
CB	Landscaping Plan, front setback and front gate	CB	15/01/20
CB	DA Plans	CB	03/12/19
CB	Concept Sketch Plans	CB	01/11/19
CB	Concept Floor Plans	CB	17/10/19
Drn	Description	Checked	Date
Revisions/Variations			

This note is an integral part of this plan. Recommended for any works on or about a boundary. Re-establishment of lot boundaries by a Licensed Surveyor is not guaranteed the position unless stated otherwise, and as they have not been re-established by survey. MNG does not depict boundary locations are a graphical representation only. Cadastre Database, which is only a model of the cadastre. The Existing boundaries have been extracted from Landgate's Spatial

This note is an integral part of this plan. capture accuracies meet requirements prior to use. Third parties utilising this information should confirm the services are located where visible.

Above ground indicators (markers) of underground hard copy some level information is not shown, refer to 3D digital file. to depict topography or defined only by spot heights. For clarity on requested scope of works accuracy. The surface may be contoured. Surface features and levels have been surveyed to meet the



SITE PLAN
1:200

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STRATA LOT 1 (No.13) MABEL ST,
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Client:
SEABROOK

Drawing Name:
Site Plan

Designed by :
C.Bornia

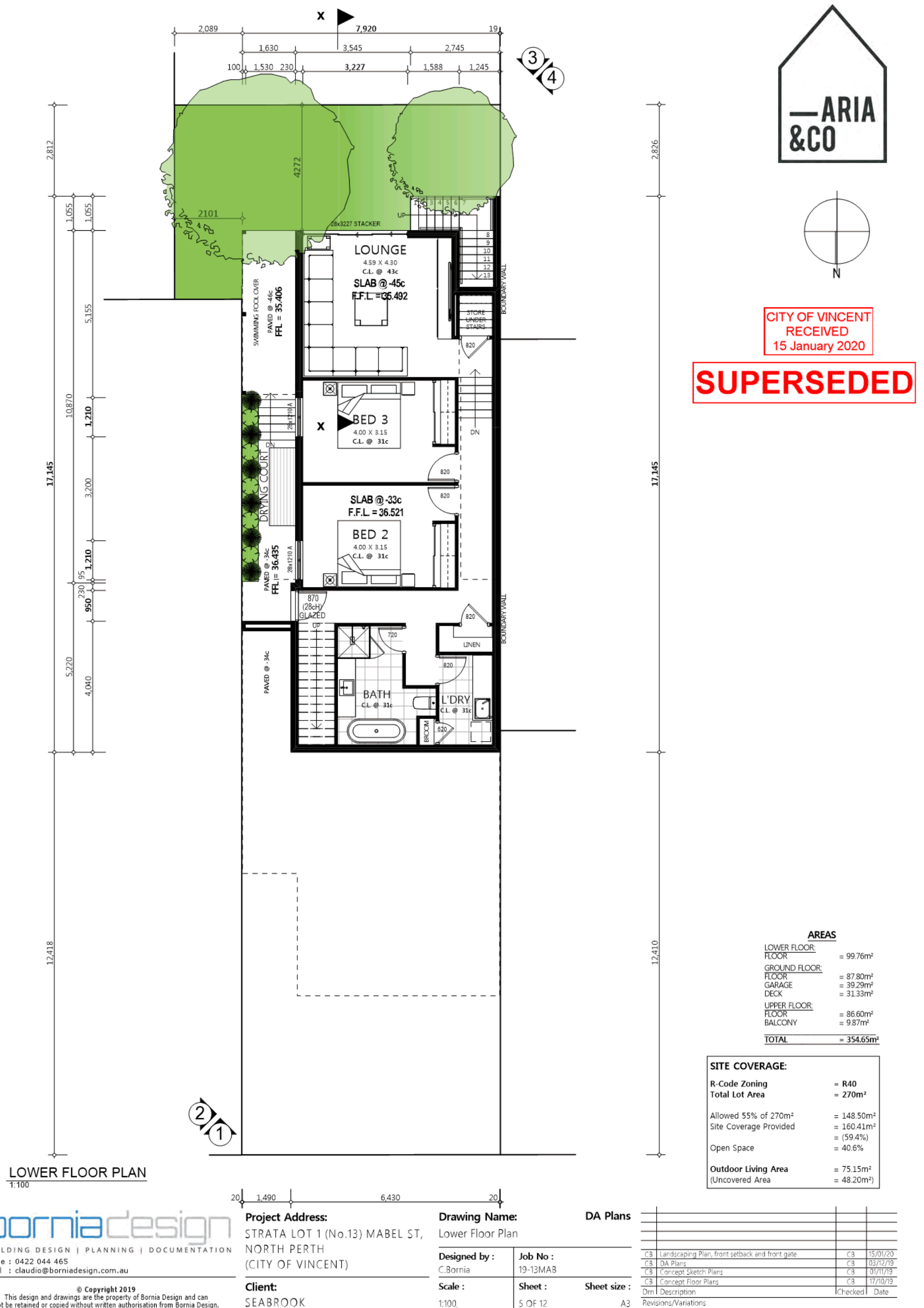
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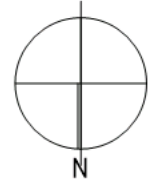
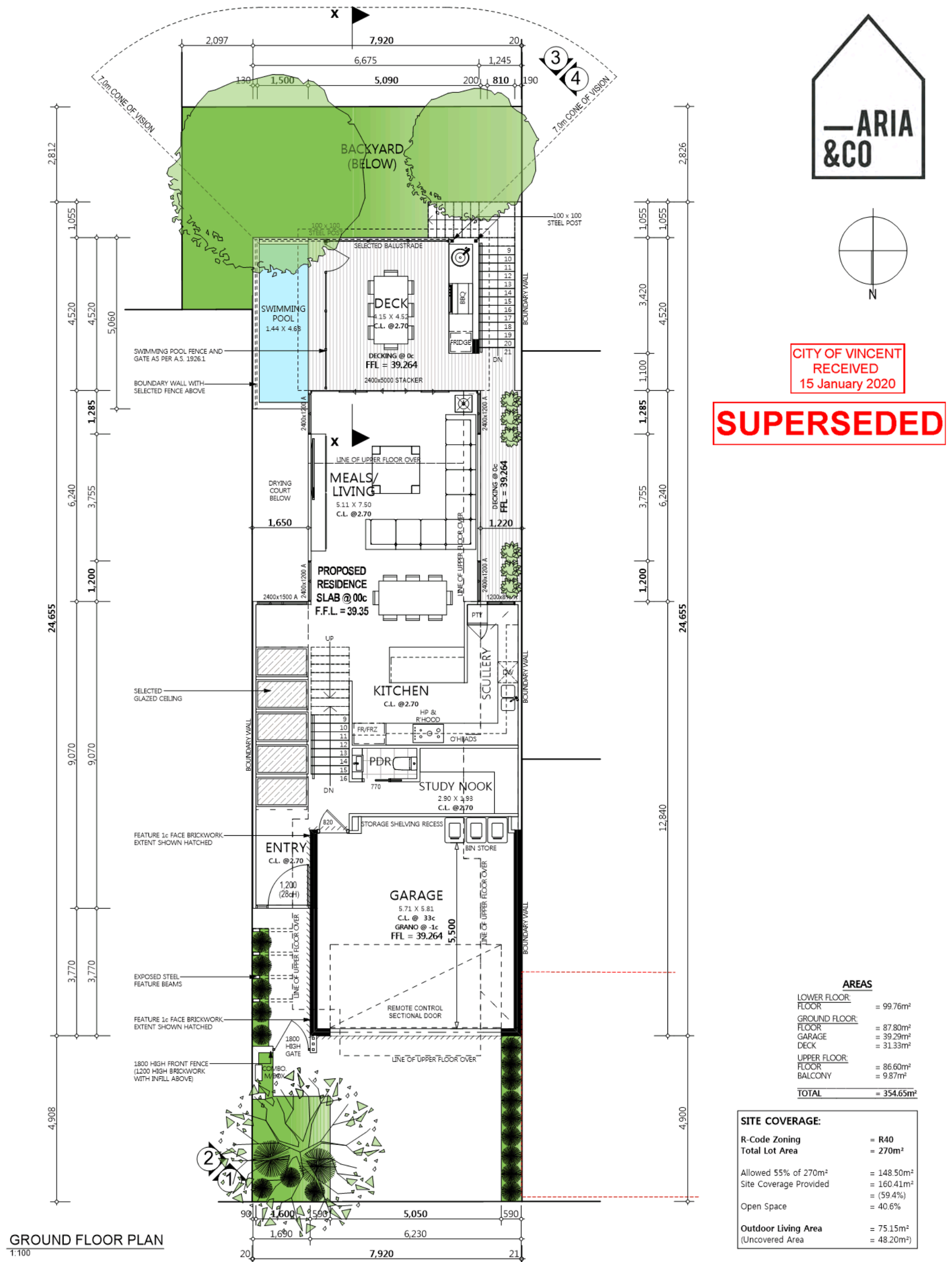
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19-13MAB

Sheet :
4 OF 12

DA Plans

Drn	Description	Checked	Date
CB	Landscaping Plan, front setback and front gate	CB	15/01/20
CB	DA Plans	CB	03/12/19
CB	Concept Sketch Plans	CB	01/11/19
CB	Concept Floor Plans	CB	17/10/19
Revisions/Variations			





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(CITY OF VINCENT)

Client:
SEABROOK

Drawing Name:
Ground Floor Plan

Designed by :
C.Bornia

Scale :
1:100

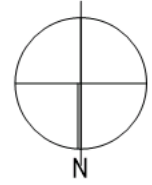
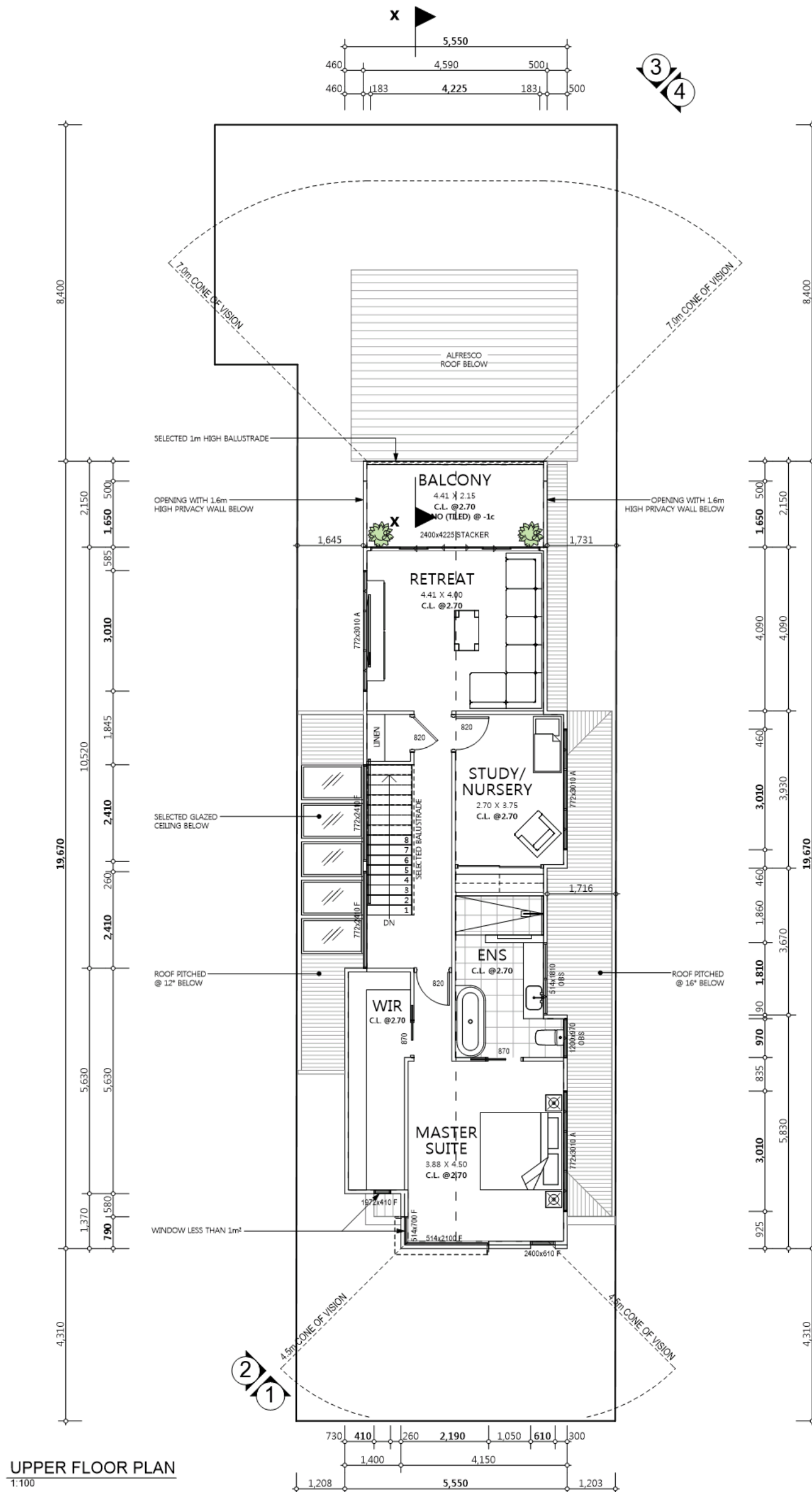
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1 OF 2

DA Plans

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Drn	Description	Checked	Date
CB	Landscaping Plan, front setback and front gate	CB	15/01/20
CB	DA Plans	CB	03/12/19
CB	Concept Sketch Plans	CB	01/11/19
CB	Concept Floor Plans	CB	17/10/19



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AREAS

LOWER FLOOR:	
FLOOR	= 99.76m ²
GROUND FLOOR:	
FLOOR	= 87.80m ²
GARAGE	= 39.29m ²
DECK	= 31.33m ²
UPPER FLOOR:	
FLOOR	= 86.60m ²
BALCONY	= 9.87m ²
TOTAL	= 354.65m²

SITE COVERAGE:

R-Code Zoning	= R40
Total Lot Area	= 270m ²
Allowed 55% of 270m ²	= 148.50m ²
Site Coverage Provided	= 160.41m ²
	= (59.4%)
Open Space	= 40.6%
Outdoor Living Area	= 75.15m ²
(Uncovered Area)	= 48.20m ²

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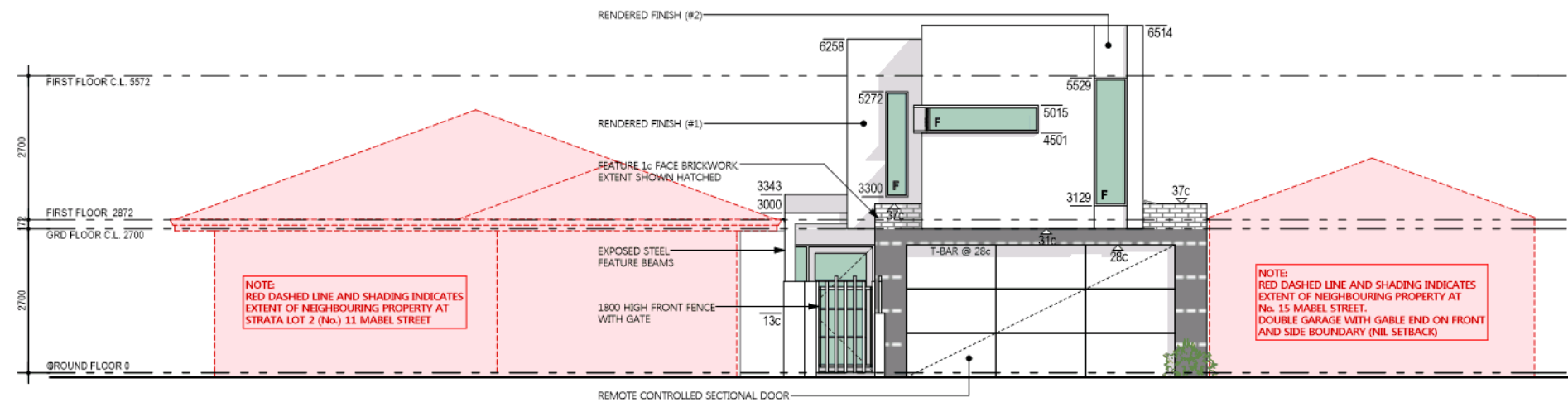
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Upper Floor Plan

Designed by :
C.Bornia

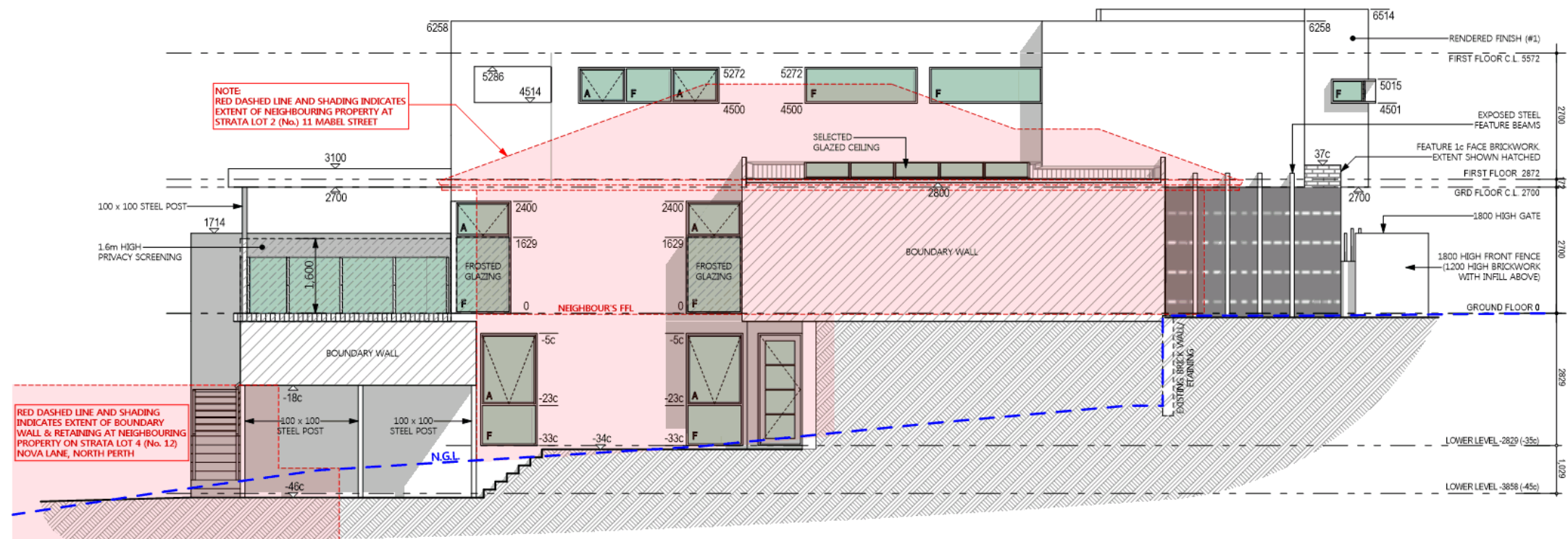
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DA Plans

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CB	DA Plans	CB	03/12/19
CB	Concept Sketch Plans	CB	01/11/19
CB	Concept Floor Plans	CB	17/10/19



1 NORTH ELEVATION (FRONT)
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2 EAST ELEVATION (SIDE)
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Client:
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Drawing Name:
Elevations 1 & 2

Designed by :
C.Bornia

Scale :
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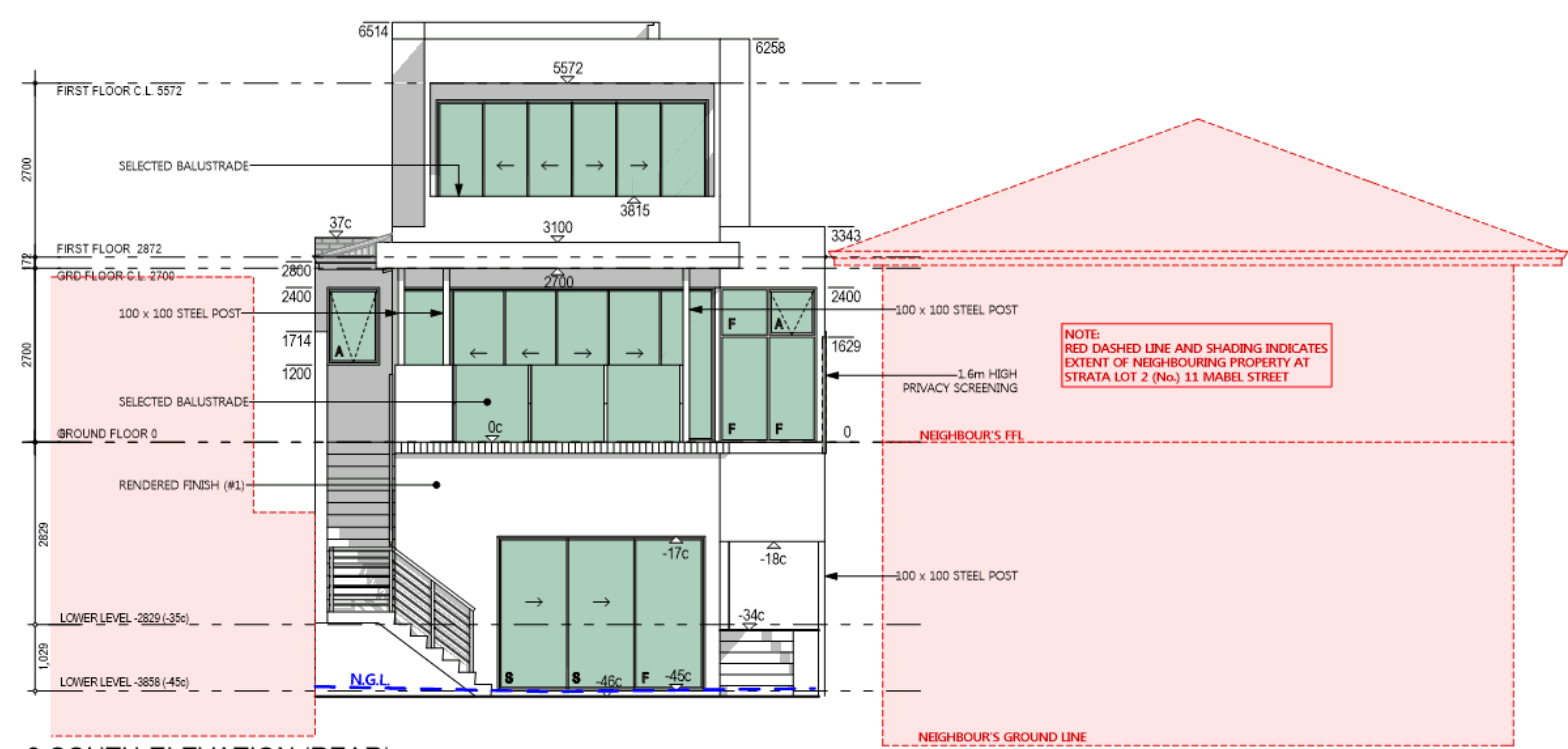
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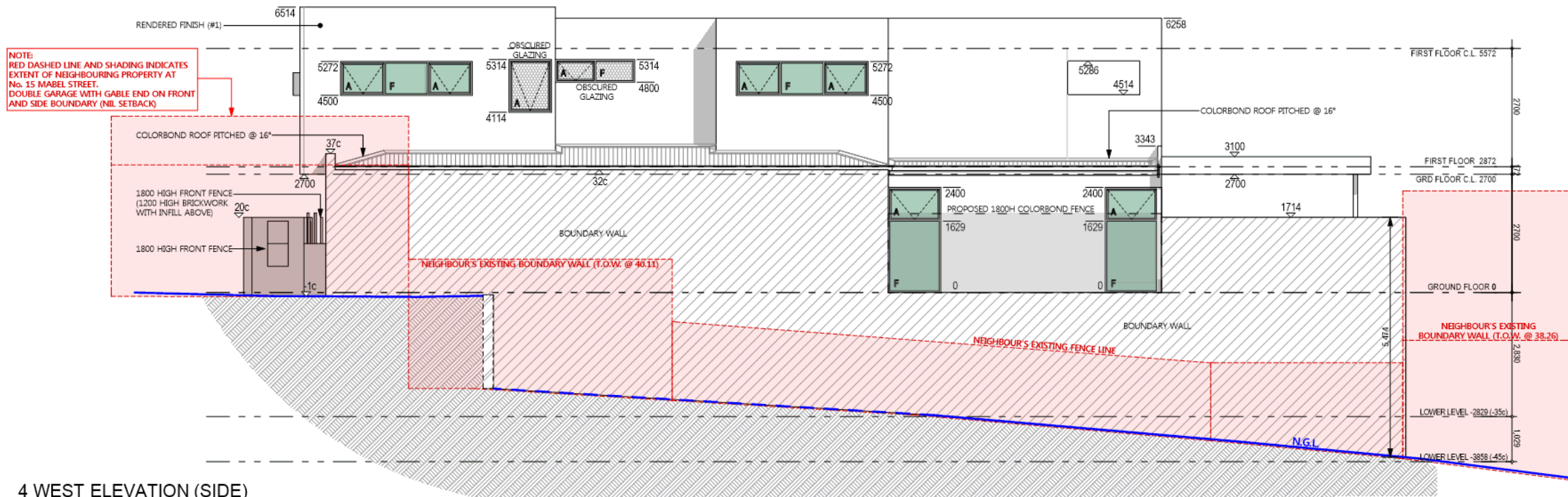
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Revisions/Variations	Checked	Date
CB Landscaping Plan, front setback and front gate	CB	15/01/20
CB DA Plans	CB	03/12/19
CB Concept Sketch Plans	CB	01/11/19
CB Concept Floor Plans	CB	17/10/19
Dm Description		



3 SOUTH ELEVATION (REAR)
1:100



4 WEST ELEVATION (SIDE)
1:100

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Mobile : 0422 044 465
Email : claudio@borniadesign.com.au

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Project Address:
STRATA LOT 1 (No.13) MABEL ST,
NORTH PERTH
(CITY OF VINCENT)

Client:
SEABROOK

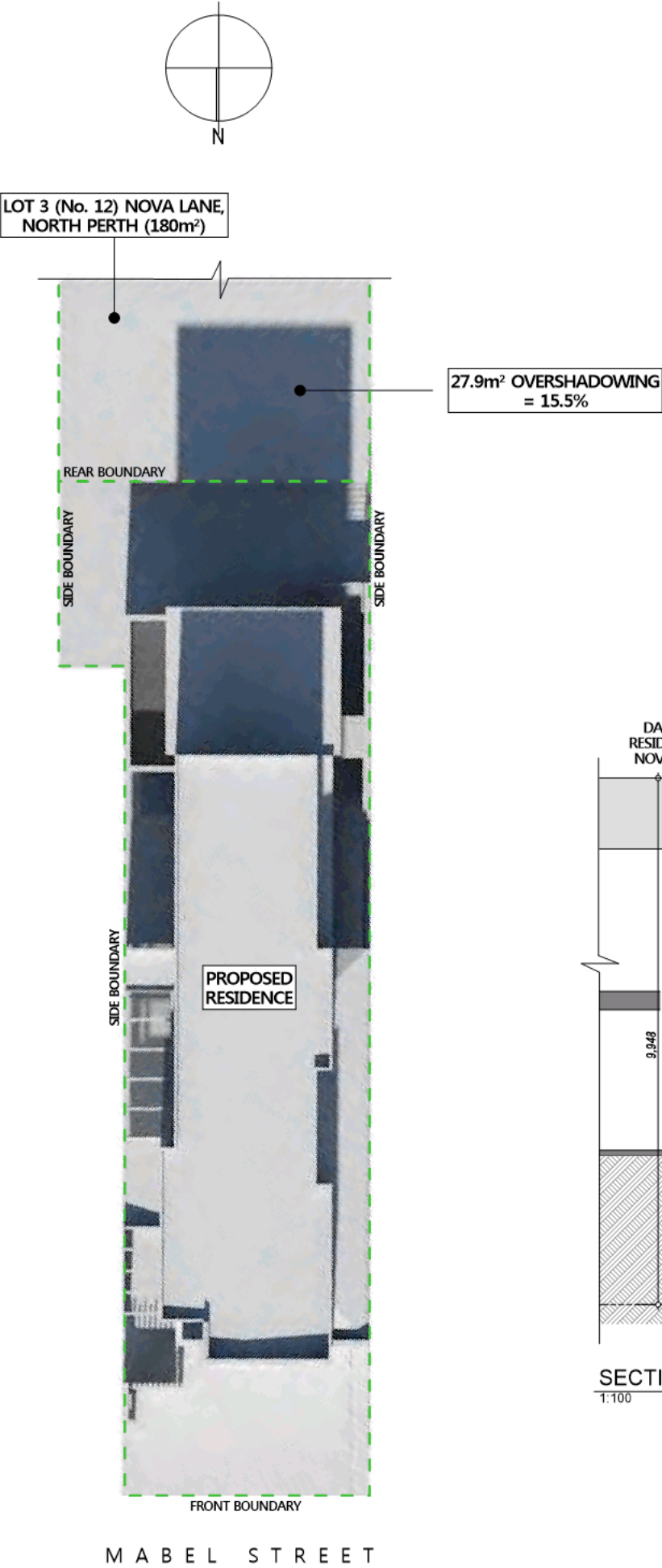
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Elevations 3 & 4

Designed by :
C.Bornia
Scale :
1:100

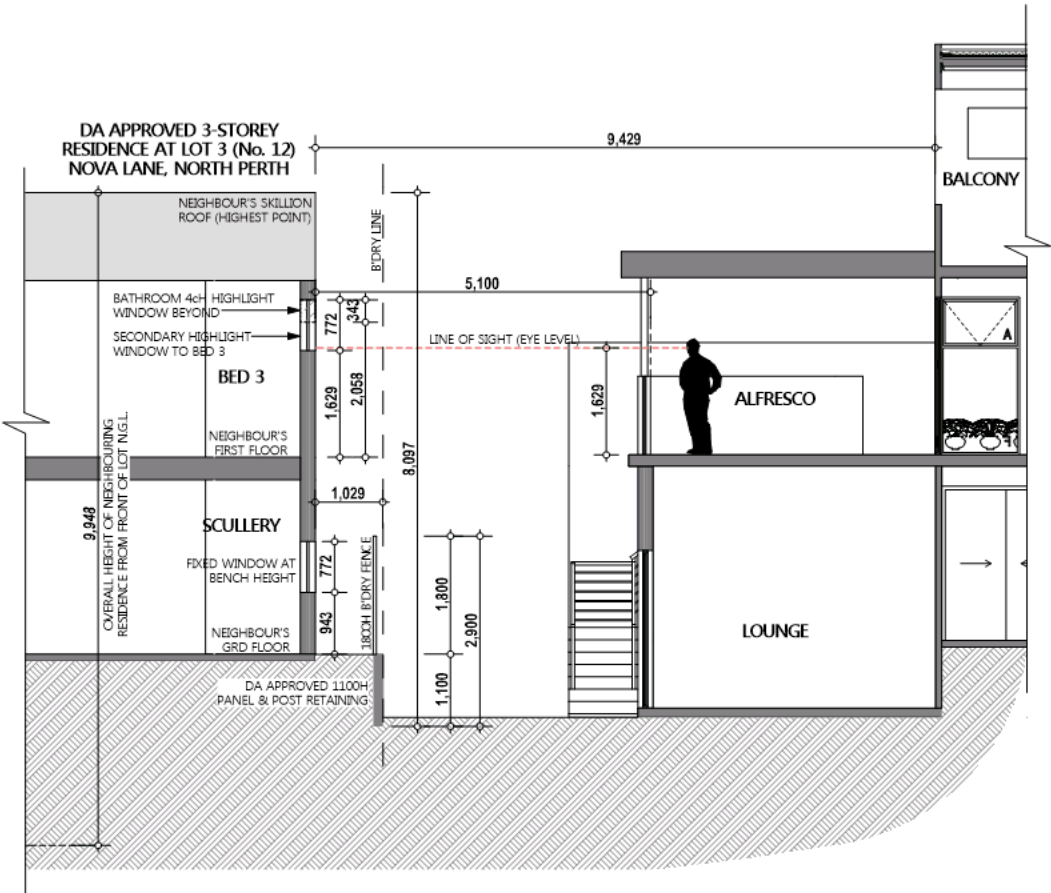
Job No :
19-13MAB
Sheet :
9 OF 12

DA Plans
Sheet size :
A3

Revisions/Variations	Checked	Date
CB Landscaping Plan, front setback and front gate	CB	15/01/20
CB DA Plans	CB	03/12/19
CB Concept Sketch Plans	CB	01/11/19
CB Concept Floor Plans	CB	17/10/19
Dm Description		



OVERSHADOWING DIAGRAM



SECTION X-X (SECTION THROUGH REAR NEIGHBOURING PROPERTY AT LOT 3 (No. 12) NOVA LANE, NORTH PERTH) 1:100

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Client:
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Drawing Name: DA Plans
Overshadowing Diagram & Section X-X

Designed by : C.Bornia

Job No : 19-13MAB

Scale : 1:100

Sheet : 10 OF 12

Sheet size : A3

Drn	Description	Checked	Date
CB	Landscaping Plan, front setback and front gate	CB	15/01/20
CB	DA Plans	CB	03/12/19
CB	Concept Sketch Plans	CB	01/11/19
CB	Concept Floor Plans	CB	17/10/19
Drn	Description	Checked	Date
Revisions/Variations			



Note: Landscaping, Materials & finishes in this 3D image are for illustration purposes only.



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Client:
SEABROOK

Drawing Name:
3D Perspective

Designed by :
C.Bornia

Job No :
19-13MAB

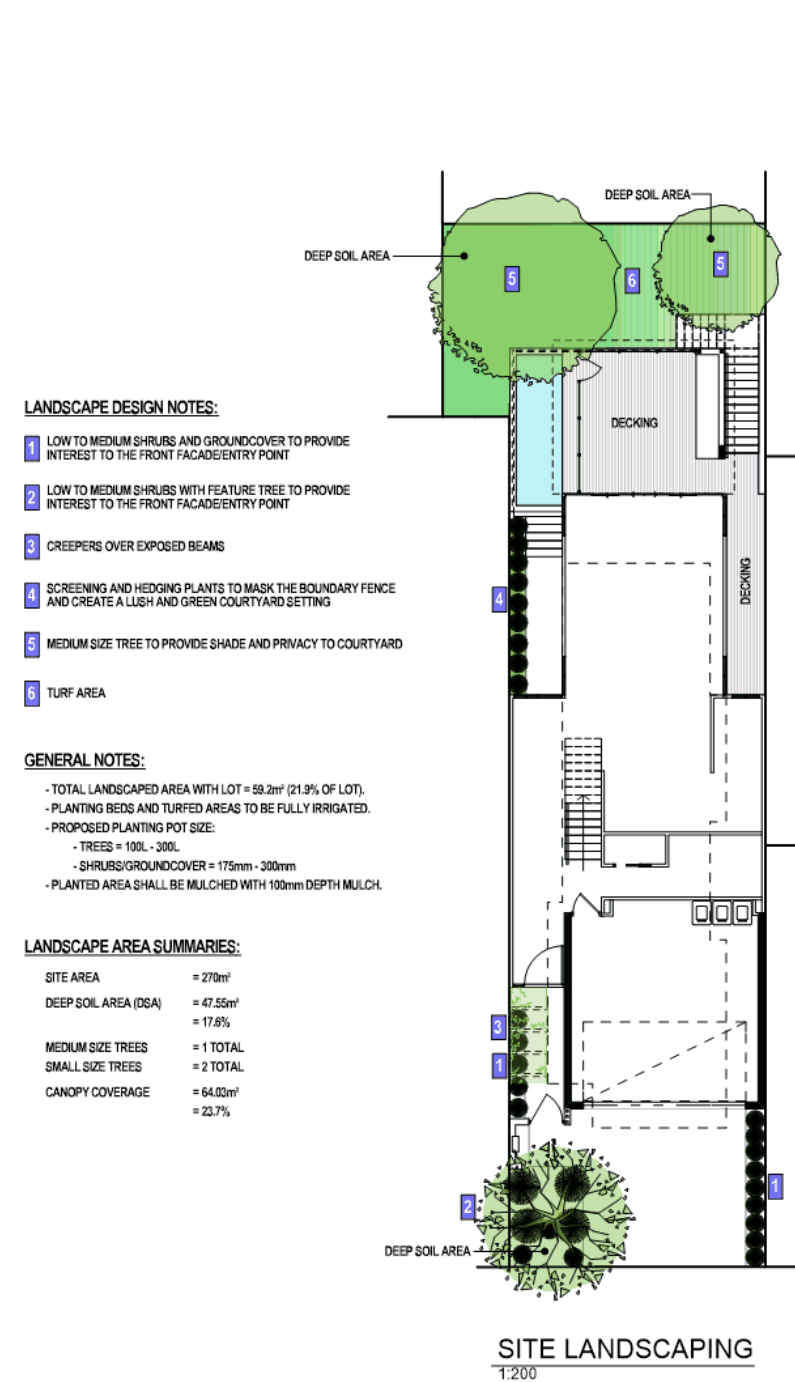
Scale :

Sheet :
11 OF 12

DA Plans

Sheet size :
A3

Revisions/Variations		Checked	Date
CB	Landscaping Plan, front setback and front gate	CB	15/01/20
CB	DA Plans	CB	03/12/19
CB	Concept Sketch Plans	CB	01/11/19
CB	Concept Floor Plans	CB	17/10/19
Dm	Description		



TREES:



Acer palmatum
Small Tree



Sapum sebiferum
Chinese Tallow



Plumeria
Frangipani



Pyrus calleryana
'Capital'



Prunus bileam
Small Tree



Cuscutaria arvensis
Medium Tree

ACCENT PLANTS:



Agave attenuata



Cordyline terminalis

STRAPPY LEAF PLANTS



Lepidosperma
calceola




Dianella caerulea x
'Weeping Kaler'



Patersonia
occidentalis

LOW TO MEDIUM SHRUBS:



Pittosporum
tenuifolium 'Gold
Ball'



Pittosporum tobira
'Miss Muffet'



Alternanthera dentata
'Little Ruby'



Hymenosporum
flavum 'Gold
Nugget'

CREEPERS AND GROUND COVER



Hibbertia scandens



Trocheiloperium jasmimoides
Star Jasmine




Organum vulgare



Cotyledon
orbiculata 'Silver
Waves'

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Email : claudio@borniadesign.com.au

Project Address:
STRATA LOT 1 (No.13) MABEL ST,
NORTH PERTH
(CITY OF VINCENT)

Client:
SEABROOK

Drawing Name:
Landscaping Plan

Designed by : C.Bornia	Job No : 19-13MAB
Scale : as noted	Sheet : 12 OF 12

DA Plans

Sheet size : A3	
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Revisions/Variations	Checked	Date
CB Landscaping Plan, front setback and front gate	CB	15/01/20
CB DA Plans	CB	03/12/19
CB Concept Sketch Plans	CB	01/11/19
CB Concept Floor Plans	CB	17/10/19
Dm Description		



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13 January 2020

Natasha Trefry

City of Vincent
244 Vincent Street
LEEDERVILLE, W.A. 6007

Dear Ms. Trefry,

NO. 13 MABEL STREET NORTH PERTH (5.2019.465)

Urbanista Town Planning have been engaged by JCM Construction Pty. Ltd. to address and provide response to a letter of Request for Additional Information in relation to the property at 13 Mabel Street in North Perth. The City identified further information was required for the following:

- Street Setback (c5.2 LPP 7.1.1);
- Landscaping (c5.14 LPP 7.1.1); and
- Garage Width (element 5.2.2 SPP 7.3 Vol. 1).

The City also noted the presence of variations in relation to:

- Building Height (element 5.1.6 SPP 7.3 Vol. 1); and
- Visual Privacy (element 5.4.1 SPP 7.3 Vol. 1).

This information has been duly provided in this letter, to demonstrate how the proposal achieves the objectives and principles of the planning framework, and is wholly supportable for planning approval.

PROPOSAL & BACKGROUND

The proposal is for a three-storey house on a sloping site. The home has been thoughtfully designed by Bornia Design, responding to the need for additional infill housing options, and includes sustainably designed and well resolved façade with earthy face brick complemented by grey and white contrasting render, roofing, and framing materials.

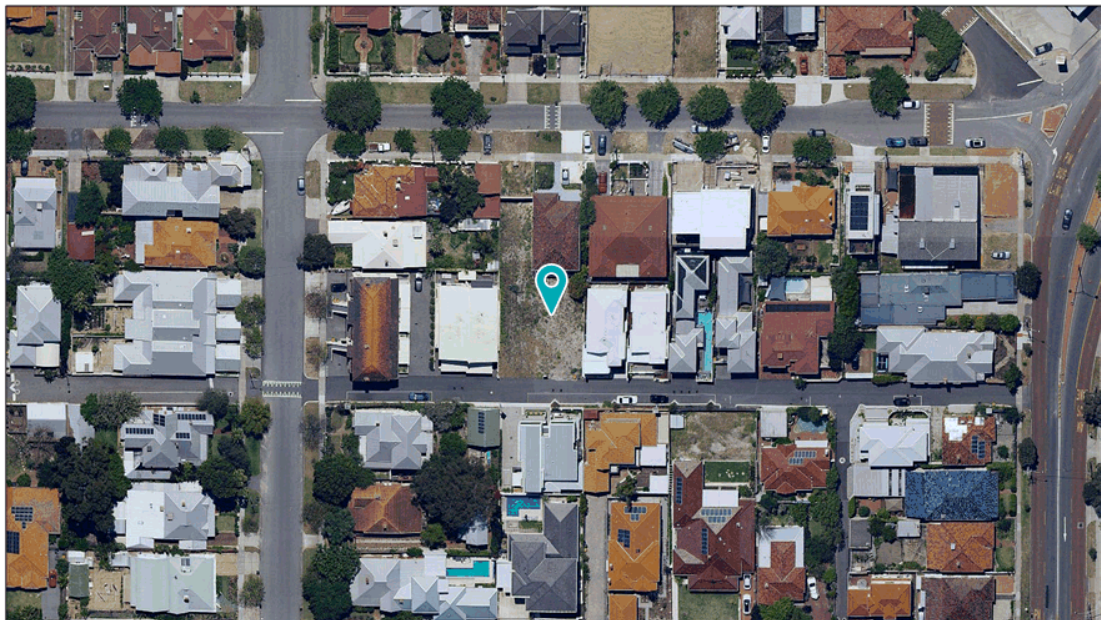
The application was submitted to the City on 6 December 2019, and a Request for Further Information was returned in late December. In response to this Request for Further Information, the designer has made a number of changes

and amendments namely to address visual privacy concerns and landscaping. These changes have reduced or removed proposed variations, such that the development is now consistent with the deemed-to-comply requirements or design principles.

SUBJECT SITE

Property Description

The subject site is located at No. 13 Mabel Street, North Perth. The lot is located within the City of Vincent and is zoned Residential R30/40 in accordance with the City's Local Planning Scheme No. 2.



Aerial Image of Subject Site at 13 Mabel Street, North Perth. Source: EagleView 2019.

CHANGES TO PLANS

The plans have been amended to address the feedback received by the applicant from the City. These changes include the following:

- Increased landscaping and provision of landscaping plan;
- Increased ground floor street setback;
- Increased upper floor street setback; and
- Relocation of the entry (from Mabel Street) to be forward of the garage.



RESPONSE TO RFI & JUSTIFICATION

The City of Vincent raised nine items in their letter to JCM Construction Pty. Ltd. dated 18 December 2019. A summary of the design and planning response to this letter is provided in the table below, and elaborated on subsequently.

Request	Response
1 Street Setback	Design amended and justified.
2 Landscaping	Further information provided via landscaping plan, and design amended.
3 Garage Width	Noted.
4 Building Height	Justification provided.
5 Visual Privacy	Justification provided.

PLANNING FRAMEWORK

The site is zoned Residential R30/40 in accordance with the City of Vincent Local Planning Scheme No. 2. The higher of the zoning densities applies ("R40") given the retention of an existing dwelling (at 11 Mabel Street) on the same strata site. The City's Local Planning Policy 7.1.1 (Built Form) applies to the proposed development insofar as certain deemed-to-comply requirements of SPP 7.3 Vol. 2 are replaced by it, wherein they are listed in c7.3.1 of SPP 7.3 Vol. 1, or approved by the WAPC. It is noted that the City is awaiting WAPC approval for certain elements of their Local Planning Policy 7.1.1.

REQUEST FOR FURTHER INFORMATION & AMENDED PLANS

The City's Request for Further Information (RFI) sent to the applicant on 18 December 2019 detailed the following:

Policy No. 7.7.1 – Built Form

Clause 5.2 — Street Setback

The City's Built Form Policy calculates the street setback as per the average of the 5 dwellings either side of the subject site. Review of the City's records for these premises has noted the average setback to be 5.4 metres. The proposed setback of the dwelling is 4.5 metres to the ground floor, and 3.9 metres to the upper floor.

The current street setback is not supportive of the street setback for the following reasons:

- The dwellings setback does not effectively preserve and enhance the established Mabel Lane streetscape in regards to street setbacks and building bulk;
- The reduced setback is not effectively mitigated by the design and front façade of the proposal, due to the increased garage width, reduced landscaping within the front setback and reduced number of major openings to the streetscape;



- The two storey scale of the proposal – with 2 floors at a reduced setback – is considered to impose a level of bulk, which does not preserve or enhance the streetscape.

Clause 5.14 — Landscaping

Amended plans are required for the City's consideration of the proposal which clearly demonstrate the species of tree canopy to the site. As per Clause 5.14, the deemed to comply requirement is 30% canopy coverage across the site.

Residential Design Codes

Clause 5.2.2 — Garage Width

The application proposes a garage width of 79% (6.3m) of the total lot frontage in lieu of the 50% deemed to comply provision (60% where a balcony extends the full extent of the garage). The 6.3 metre garage width proposed does not meet the design principles of the Residential Design Codes, as the garage and its supporting structures do not effectively minimise the extent of garage doors to the streetscape, but rather dominates the streetscape façade with the garage width and solid garage door. The setting back of the entry to the dwelling to an 8.2 metre setback also reduces the visual connectivity and accessibility of the dwelling which exacerbates the garages visual and scale bulk. The City recommends the relocation of the entry, or bring this entry forward to be more visible from the street. Amended plans are required which reduce the garage width and scale for the City's consideration of the proposal [sic].

PLANNING JUSTIFICATION

Street Setback

	Design Principles
	Street Setback
5.1.2	<p>P2.1 Design Principles Buildings set back from street boundaries an appropriate distance to ensure they:</p> <ul style="list-style-type: none"> • contribute to, and are consistent with, an established streetscape; • provide adequate privacy and open space for dwellings; • accommodate site planning requirements such as parking, landscape and utilities; and • allow safety clearances for easements for essential service corridors.
	<p>P2.2 Design Principles Buildings mass and form that:</p> <ul style="list-style-type: none"> • uses design features to affect the size and scale of the building; • uses appropriate minor projections that do not detract from the character of the streetscape; • minimises the proportion of the façade at ground level taken up by building services, vehicle entries and parking supply, blank walls, servicing infrastructure access and meters and the like; and

Design Principles	
	<ul style="list-style-type: none"> positively contributes to the prevailing or future development context and streetscape as outlined in the local planning framework.
LPP 7.1.1	<p>The following apply as local housing objectives, and do not replace the design principles of SPP 7.3 Vol. 1.</p> <p>P5.2.1 Development which preserves and enhances the visual character of the existing streetscape by considering building setbacks.</p>

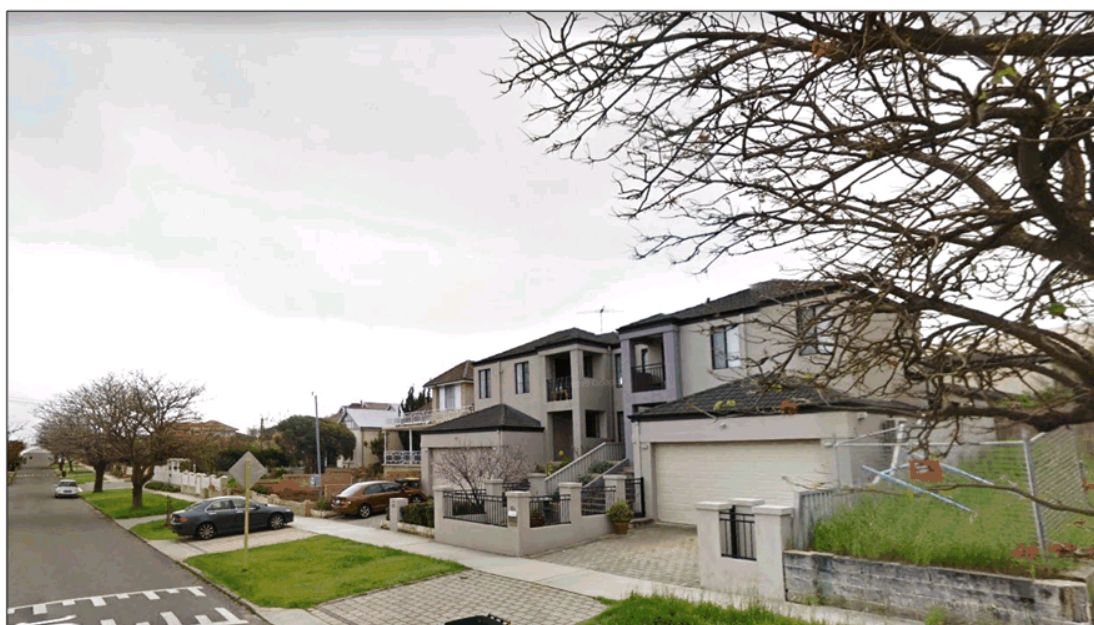
The plans have been amended to increase the street setback as follows:

	Previous	Proposed	Difference
Ground Floor	4.5m	4.9m garage	+0.4m
Upper Floor	3.91m	4.31m	+0.4m

The deemed-to-comply setback requirement is modified by the City's LPP 7.1.1 C5.2.1, which replaces C2.1 of SPP 7.3. Vol. 1, to be the be:

... the average of the five properties adjoining the proposed development.

The term adjoining properties is defined in the R-Codes.



Streetscape perspective of 12 Mabel Street. Source: Google 2018.



Aerial image showing indicative setback distances. Source: EagleView 2019.

Justification:

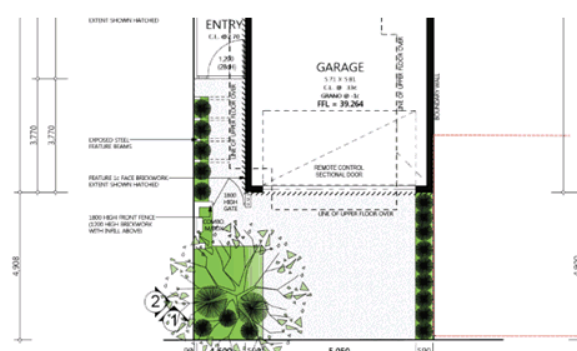
The proposed street setback has been increased to better reflect the local context and streetscape. The setback is now 4.9m to the garage. The City has calculated an average setback of 5.4m on the basis of C5.2.1. of the City's LPP 7.1.1. To more closely reflect the setback average calculated by the City, the designer has increased the proposed street setback. The proposed development is considered to achieve the design principles and associated objectives for local housing objectives for street setback based on the following reasons:

- The setback to the garage matches the setback of the property at 12 Mabel Street, and the garages of 12A and 12B Mabel Street.
- When viewed approaching westbound, the proposed street setback will provide a bookend to the street and transition to the garage setback of 15 Mabel Street.
- The design is considered to enhance the visual character of the local North Perth area, by 'completing the street' and providing this bookend and sense of enclosure.
- When viewed approaching eastbound, the setback will be concealed by the property at 15 Mabel Street.
- The design provides a well-resolved landscaping solution which has been improved with amended plans.
- The reduced street setback does not itself result in any new visual privacy considerations or concerns. The site provides suitable opportunity for passive surveillance to the street.
- The proposed home provides a range of colours, materials, and articulation across its street façade, without creating an imposing bulk or scale on the street. Façade elements include a projecting upper floor, face brick, and contrasting render and metallic elements.

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- The design of the dwelling includes elements of character homes within the locality with its use of face brick work and vertical window treatments. It also is representation of the more modern dwellings which appear within the locality as well.
- The entry to the site has been elongated through a landscaped arbour and gate element which provides greater presence to the street.
- Overall the proposed design coupled with the setback is entirely sympathetic with the streetscape, mimics the setback of the dwellings directly opposite and provides a stepping of setback from the nil secondary street setback of 15 Mabel Street.

As demonstrated in the justification provided above, the proposal achieves the design principles and local housing objectives for street setback, and as a result the support of the City is welcomed.



Proposed ground floor design

Building Height

Design Principles	
Building Height	
5.1.6	<p>P6 Design Principles <i>Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape, including road reserves and public open space reserves; and where appropriate maintains:</i></p> <ul style="list-style-type: none"> • adequate access to direct sun into buildings and appurtenant open spaces; • adequate daylight to major openings into habitable rooms; and • access to views of significance.
LPP 7.1.1	<p>The following apply as local housing objectives, and do not replace the design principles of SPP 7.3 Vol. 1.</p> <p><i>P5.6.1 Buildings which respond and contribute to neighbourhood context and streetscape character, and do not overwhelm or dominate existing development.</i></p> <p><i>P5.6.2 Design which is complimentary to existing developments.</i></p> <p><i>P5.6.3 Development that considers and responds to the natural features of the site and requires minimal excavation/fill.</i></p> <p><i>P5.6.4 Design which minimises overlooking and overshadowing.</i></p> <p><i>P5.6.5 Development which preserves and enhances the visual character of the existing streetscape by considering building bulk and scale.</i></p> <p><i>P5.6.6 The City may approve development which exceeds the maximum height stated in table 5 where it is stipulated in an approved Local Development Plan, Activity Centre Plan or Structure Plan and addresses Design Principles P5.6.1 – P5.6.5.</i></p>



Building height is measured on the basis of the maximum height difference between natural ground level and a point on the proposed building directly above it (not at the boundary) as per deemed natural ground level. This height has been calculated as follows: $6.514\text{m} + (39.35\text{m AHD} - 37.00\text{m AHD}) = 8.864\text{m}$.

The deemed-to-comply requirement is for the top of external wall (concealed roof) height to be no greater than 7.0m. Consideration should be given to the sloping nature of the site which has added an additional 2.35m to the building height. As viewed from Mabel Street, the building presents as a narrow-style two storey dwelling, no different to numerous others evident in the local area. It is considered that the proposed building height is supportable for the reasons discussed in the justification below.

Justification:

The proposed development is considered to achieve the design principles and associated objectives for local housing objectives for building height based on the following reasons:

- The extent of overshadow to adjoining sites meets the deemed-to-comply requirements of the R-Codes and SPP 7.3 Vol. 1 design element 5.4.2. The shadow cast by the proposed development is cast wholly within the same lot, being Lot 888 of P413603. Particular attention should be paid to the definition of "lot", including with reference to setback and open space. Despite this, should the property at 12 Nova Lane have been on a separate lot, the overshadow would only be 15.5% (or 27.9sqm), which is less than the permissible extent of overshadow at noon on the winter solstice, being 35% of the adjoining site area.
- Neighbouring strata parcels and lots are provided with and maintain ample access to a means of natural cross ventilation, and daylight, the proposed height does not impact upon sunlight to adjoining dwellings by virtue of the sites north-south orientation.
- The orientation of the land results in the built form presenting as two storeys to the street and three storeys at the rear. On Nova Lane there are numerous houses which have a three storey (or two storey) built form, while on Mabel Street, there are tens of houses which have a narrow-style two-storey designs. The design presents no greater impact than any already approved in the immediate local area with respect to building height.
- The building presents a lesser impact to the street with respect to building height, than some other pitched roof two-storey homes, given the skillion (concealed) roof design which is proposed. The concealed roof design in combination with the use of lighter colours reduces heat absorption, and the feeling of enclosure and bulk to neighbouring properties.
- The design complements the built form already evident in the area, established by the numerous comparable homes of two storey or three storey design built on narrow lots.
- There is no direct loss of view of significance from adjoining properties as a result of the proposed height.
- The extent of fill and excavation is limited, considering the sloping nature of the site.

As demonstrated in the justification provided above, the proposal achieves the design principles and local housing objectives for building height, and as a result the support of the City is welcomed.

Garage Width

Deemed-to-comply Requirements	
Garage width	
5.2.2	<p><i>C2 Deemed-to-comply requirements</i></p> <p>Where a garage* is located in front or within 1m of the building, a garage door and its supporting structures (or a garage wall where a garage is aligned parallel to the street) facing the primary street is not to occupy more than 50 per cent of the frontage at the setback line as viewed from the street. This may be increased to 60 per cent where an upper floor or balcony extends for the full width of the garage and the entrance to the dwelling is clearly visible from the primary street (refer to Figure 8c).</p> <p>*Note: As per s10 of the Interpretation Act 1984 (W.A.), terms used with a "singular" meaning can have the effect as if they have a "plural" meaning also, and vice versa.</p>

Design Principles	
Garage width	
5.2.2	<p><i>P2 Design principles</i></p> <p>Visual connectivity between the dwelling and the streetscape should be maintained and the effect of the garage door on the streetscape should be minimised whereby the streetscape is not dominated by garage doors.</p>

To improve the interface of the dwelling with the street, the front access gate has been reconfigured to orient toward the street, and the dwelling street setback has been increased by 0.4m. It is believed that the proposed garage width is supportable on the basis of the following reasons:

- The primary street setback has been increased, and the impact of the of the garage reduced as a result.
- The entry gate to the dwelling has been move forward of the garage, and the upper floor projects forward of the garage reducing the impact of the garage door.
- A two-car garage is standard to and evident in the local area, and does not represent a departure from development seen locally.
- The permissible frontage to the primary street is 50% of the frontage of that lot. Attention should be paid to the definition of lot, which considering the adjoining site results in a lesser extent of frontage being taken up by garage doors.

As a result of the changes which have been made to the design, it is considered that the impact and extent of the garage door has been reduce to the extent where the proposed garage width is now supportable.

Visual Privacy

Design Principles	
5.4.1	<p>Visual Privacy</p> <p>P1.1 Design Principles: Minimal direct overlooking of active habitable spaces and outdoor living areas of adjacent dwellings achieved through:</p>

Design Principles	
	<ul style="list-style-type: none"> • building layout and location; • design of major openings; • landscape screening of outdoor active habitable spaces; and/or • location of screening devices.
P1.2	Design Principles: Maximum visual privacy to side and rear boundaries through measures such as: <ul style="list-style-type: none"> • offsetting the location of ground and first floor windows so that viewing is oblique rather than direct; • building to the boundary where appropriate; • setting back the first floor from the side boundary; • providing higher or opaque and fixed windows; and/or • screen devices (including landscaping, fencing, obscure glazing, timber screens, external blinds, window hoods and shutters).

	Location	Proposed	Deemed-to-comply
Ground Floor	Alfresco	3.2m cone-of-vision	7.5m
Upper Floor	Balcony	2.7m cone-of-vision	7.5m

The design proposes two visual privacy cone-of-vision variations behind street setback lines (and no others) which both relate to balconies. As shown on the following pages, the proposed visual privacy cone-of-vision variations do not result in any overlooking to any major openings on any neighbouring sites. Justification is provided accordingly below:

Justification:

It is considered that the two visual privacy variations achieve the design principles and are supportable for the following reasons:

- The overlooking variation cone-of-vision does not overlook to any major openings on any adjoining sites, as far as could be identified. Both 12 Nova Lane and 12A Nova Lane (on the same strata lot) do not have any major openings facing the subject site, and are yet to be built with no cumulative impact on existing residents. The property at 14 Nova Lane contains only high sill level windows facing the subject cones-of-vision. The overlooking to 14 Nova Lane is oblique / indirect at 45°.
- There are no major openings, no outdoor living, or anything comparable within these cone-of-vision areas, both cones-of-vision overlook to the same area as each-other.
- The cone-of-vision variations do not compromise the ability of neighbouring sites to maintain adequate levels of privacy, whilst also ensuring the provision of passive surveillance opportunity, and access to sunlight to the dwelling and outdoor living areas.
- The design incorporates an adequate degree of setback to the (western) lot boundary, a swimming pool (for the ground floor) further increases the extent of the cone-of-vision.
- The screening of this cone-of-vision with permanent screening would be excessive and unnecessary, adding additional bulk as a result of these privacy screens, and restricting solar access and cross-ventilation to the

subject site. Currently the western and eastern outlook is screened, with only the southern outlook from the balconies being unscreened.

- The net benefit offered through the proposed visual privacy variation is a highly usable balcony space, and improved opportunity for solar access and natural ventilation to the subject site, which is considered to outweigh the impact these variations create.
- The design improves the aesthetic appearance of the dwelling, minimising blank facades.
- The proposed visual privacy variation is of a lesser extent and scale than that which is evident in other comparable development in the local area. Examples include the properties at No. 3 and No. 7 Mabel Street.
- The upper floor is set back a greater distance than the ground floor, reducing the impact of the visual privacy cone-of-vision variation.
- The cones-of-vision do not adversely impact on the privacy of neighbouring sites.
- The cones-of-vision relate only to balconies, which are not expected to be occupied or used for any extended period of time. The practical and functional impact of their overlooking is reduced as a result.

As demonstrated in the justification provided above, the proposed development achieves the merit-based criteria for visual privacy and resultantly the support of the City is welcomed.



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Preliminary Streetscape Perspective

CONCLUSION

Based on the information presented in this submission Urbanista Town Planning respectfully requests that the City welcome the changes which have been made to the proposed design in their support of the application. The applicant looks forward to working with the City to reach an amicable and timely solution in planning approval. Given the design amendments and justification which have been made and provided (to address the City's Request for Further Information) it is considered that the proposed dwelling is now fully supportable in planning approval.

The proposed home at 13 Mabel Street North Perth will create a smart and responsive design that has considered the site and its locality in providing a dwelling design which both is respectful of the amenity of neighbours, while meeting the needs of the owners of the site for which the home is being built for.

Through the use of materiality and colours, through to the landscaping solution, setbacks and building articulation, it is considered that the dwelling will be a welcome addition to Mabel Street and one which reflects and is not dissimilar to other recently approved development in the immediate local area.



Should you have any question in relation to the details provided in this submission, please contact Bianca Sandri on

DETAILS CONCEALED FOR PRIVACY

Yours Sincerely,

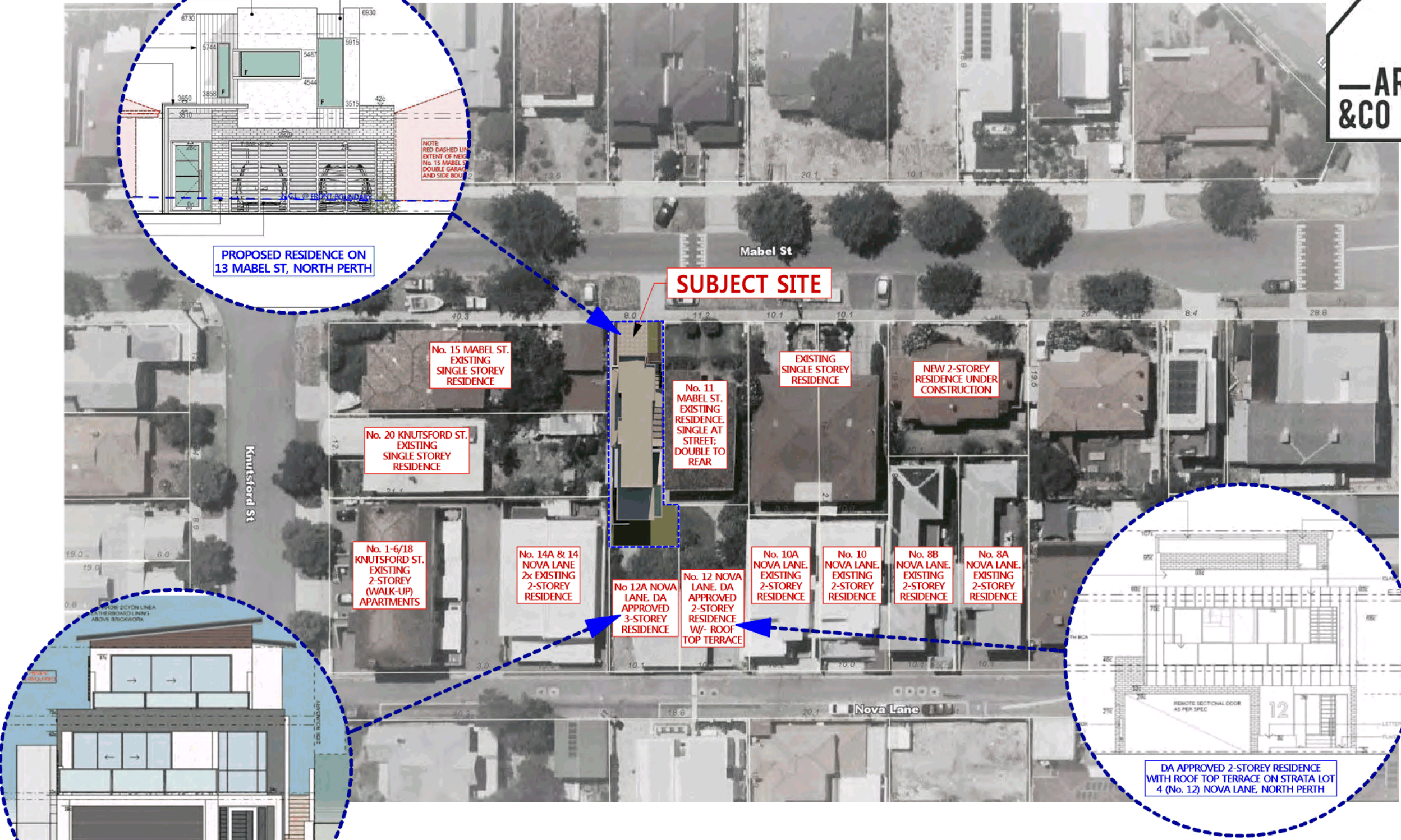
Bianca Sandri

Director | Urbanista Town Planning

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13

LOCATION PLAN
1:100



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Project Address:
STRATA LOT 1 (No.13) MABEL ST,
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(CITY OF VINCENT)

Client:
SEABROOK

Drawing Name:
Location Plan

Designed by :
C.Bornia

Job No :
19-13MAB

Scale :
1:200 F 12

Sheet :

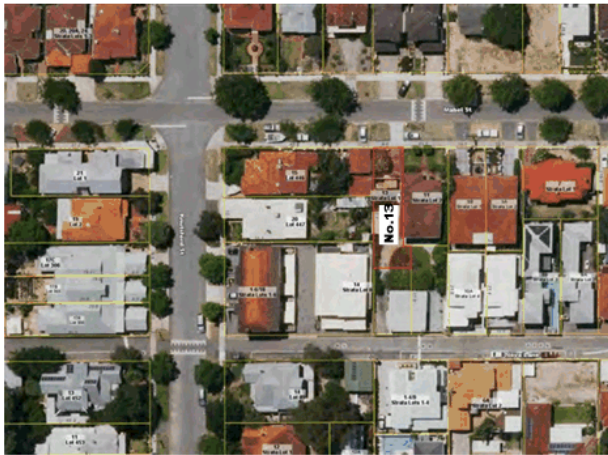
DA Plans

CB DA Amendments 02	CB	01/05/20
CB Front Setback	CB	22/04/20
CB Council DA Amendments	CB	08/04/20
CB Council & Client Amendments 01	CB	16/03/20
CB Landscaping Plan, front setback and front gate	CB	15/01/20
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01 May 2020

STRATA LOT 1 (No. 13)
MABEL STREET,
NORTH PERTH
(CITY OF VINCENT)
Project Type: Single Dwelling
Client: Seabrook



C3	DA Amendments 02	C3	01/05/20
C3	Front Setback	C3	22/04/20
C3	Council DA Amendments	C3	08/04/20
C3	Council & Client Amendments 01	C3	16/03/20
C3	Landscaping Plan, front setback and front gate	C3	15/01/20
C3	DA Plans	C3	03/12/19
C3	Concept Sketch Plans	C3	01/11/19
C3	Concept Floor Plans	C3	17/10/19
Dm	Description	Checked	Date
Revisions/Variations			

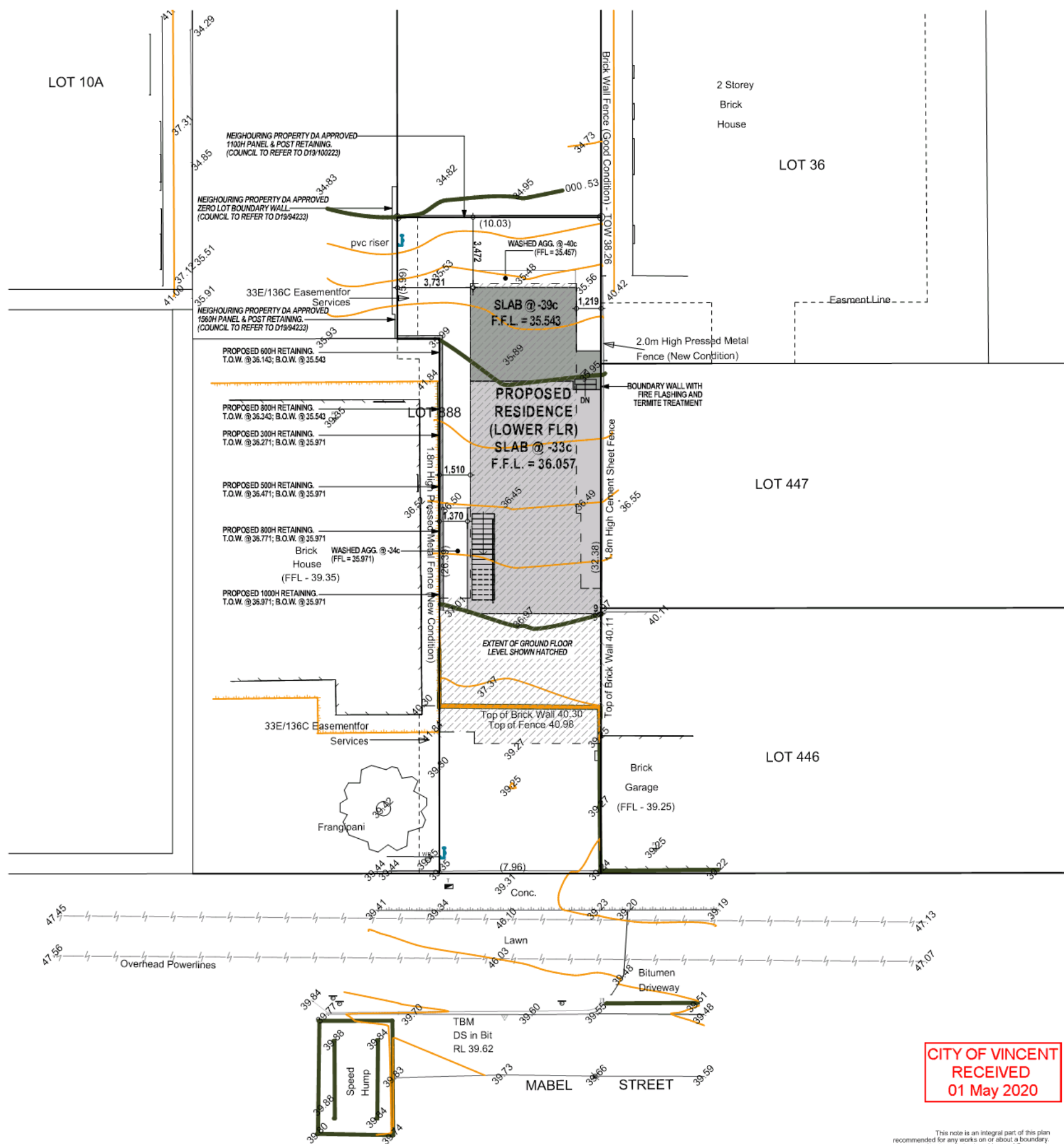
Development Application Plans

DWG/Sheet No.	Title	Sheet Size
01	Cover Page	A3
02	Location Plan	A3
03	Site Plan - Lower Floor	A3
04	Site Plan - Ground Floor	A3
05	Lower Floor Plan	A3
06	Ground Floor Plan	A3
07	Upper Floor Plan	A3
08	Elevations 1 & 2	A3
09	Elevations 3 & 4	A3
10	Overshadowing Diagram & Section X-X	A3
11	3D Perspective & Material Palette	A3
12	Landscaping Plan	A3

Designed by : C.Bornia	Job No : 19-13MAB
Scale :	Sheet : 1 OF 12 (A3)

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Project Address:
STRATA LOT 1 (No.13) MABEL ST,
NORTH PERTH
(CITY OF VINCENT)

Client:
SEABROOK

Drawing Name:
Lower Site Plan

Designed by :
C.Bornia

Scale :
1:200

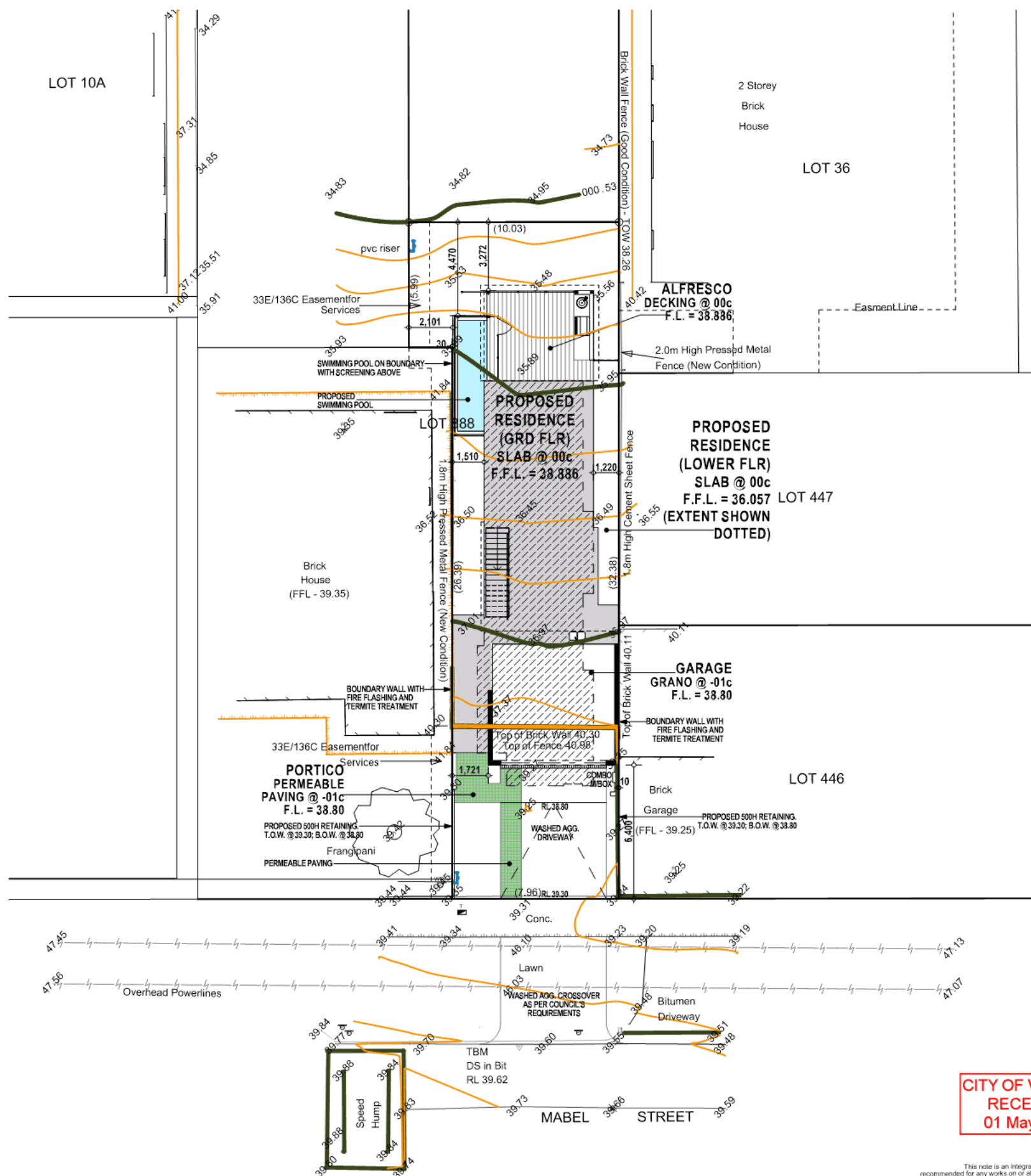
DA Plans

Job No :
19-13MAB

Sheet :
3 OF 12

Sheet size :
A3

Drn	Description	Checked	Date
CB	DA Amendments 02	CB	01/05/20
CB	Front Setback	CB	22/04/20
CB	Council DA Amendments	CB	08/04/20
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CB	Concept Floor Plans	CB	17/10/19
Drn	Description	Checked	Date
Revisions/Variations			



SITE PLAN
1:200

This note is an integral part of this plan. Re-establishment of lot boundaries by a Licensed Surveyor is not guaranteed the position unless stated otherwise, and as they have not been re-established by survey. MNG does not depict boundary locations are a graphical representation only. The existing boundaries have been extracted from Landgate's Spatial Database, which is only a model of the cadastre. The existing boundaries have been extracted from Landgate's Spatial Database, which is only a model of the cadastre. The existing boundaries have been extracted from Landgate's Spatial Database, which is only a model of the cadastre.

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Project Address:
STRATA LOT 1 (No.13) MABEL ST,
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(CITY OF VINCENT)

Client:
SEABROOK

Drawing Name:
Site Plan

Designed by :
C.Bornia

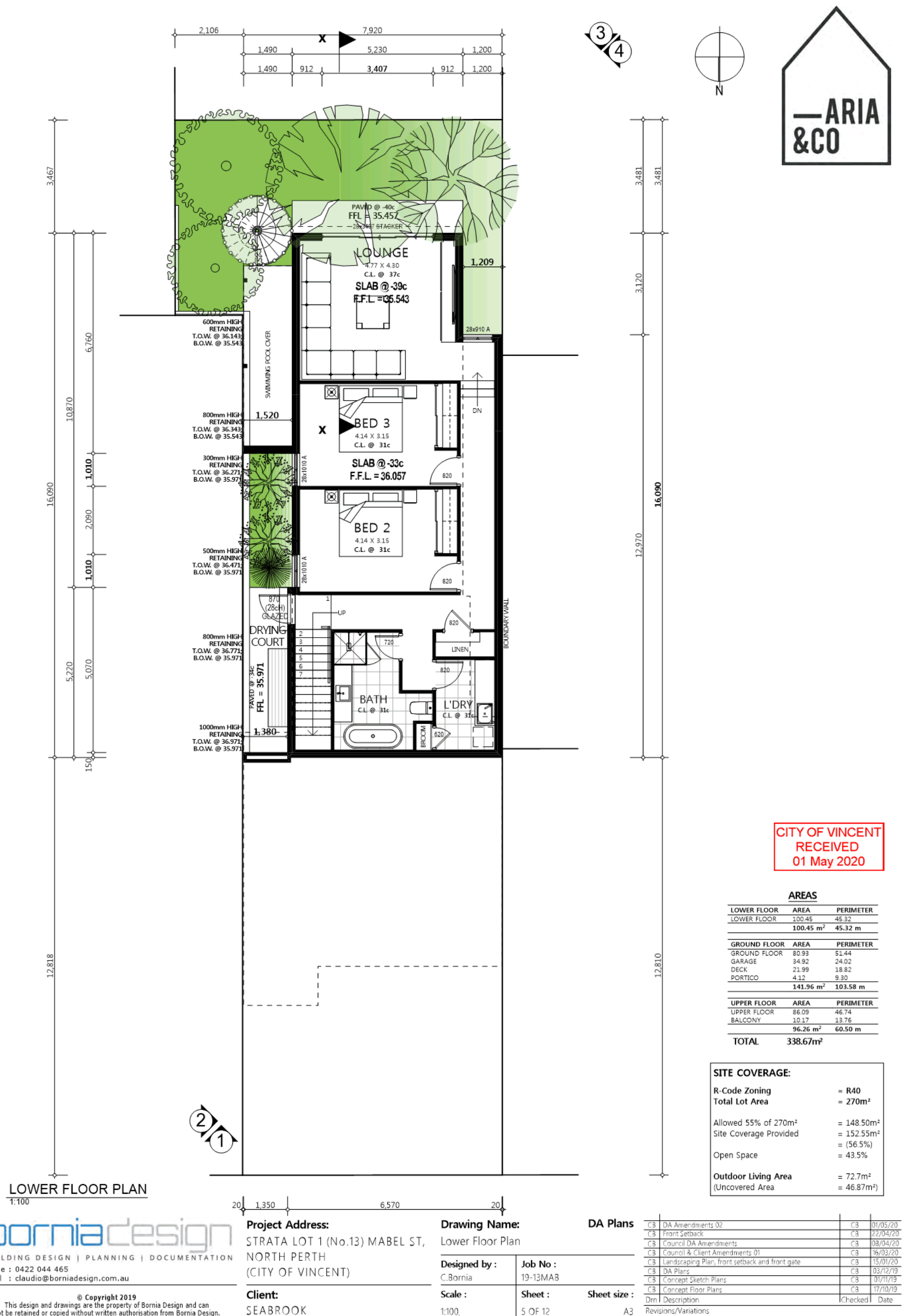
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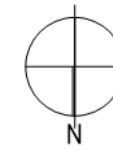
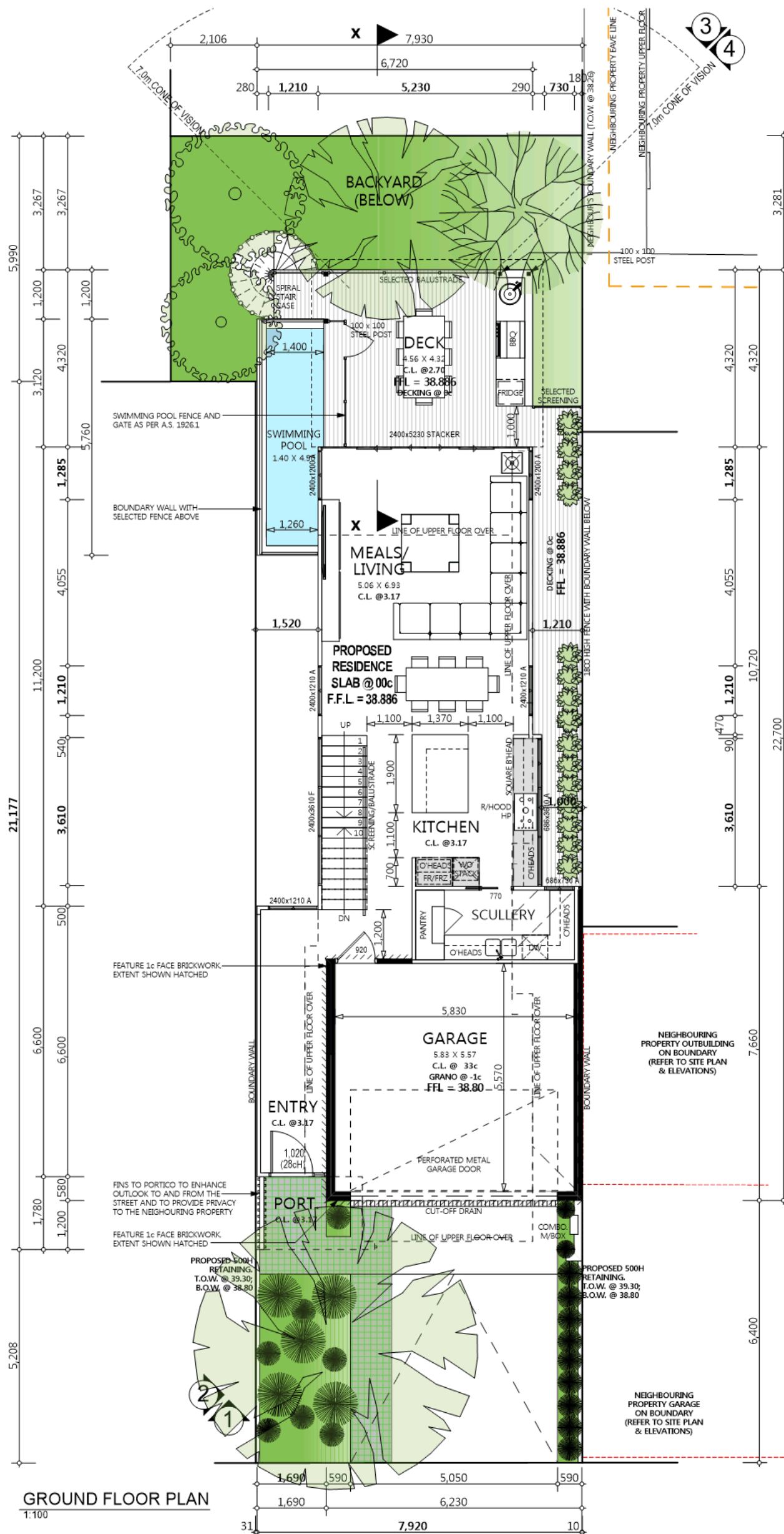
Job No :
19-13MAB

Sheet :
4 OF 12

DA Plans

CB	DA Amendments 02	CB	01/05/20
CB	Front Setback	CB	22/04/20
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AREAS

LOWER FLOOR	AREA	PERIMETER
LOWER FLOOR	100.45	45.32
	100.45 m²	45.32 m
GROUND FLOOR	AREA	PERIMETER
GROUND FLOOR	80.93	51.44
GARAGE	34.92	24.02
DECK	21.99	18.82
PORTICO	4.12	9.30
	141.96 m²	103.58 m
UPPER FLOOR	AREA	PERIMETER
UPPER FLOOR	86.09	46.74
BALCONY	10.17	13.76
	96.26 m²	60.50 m
TOTAL	338.67m²	

SITE COVERAGE:

R-Code Zoning	= R40
Total Lot Area	= 270m²
Allowed 55% of 270m ²	= 148.50m ²
Site Coverage Provided	= 152.55m ²
	= (56.5%)
Open Space	= 43.5%
Outdoor Living Area	= 72.7m²
(Uncovered Area)	= 46.87m ²

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STRATA LOT 1 (No.13) MABEL ST,
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Client:
SEABROOK

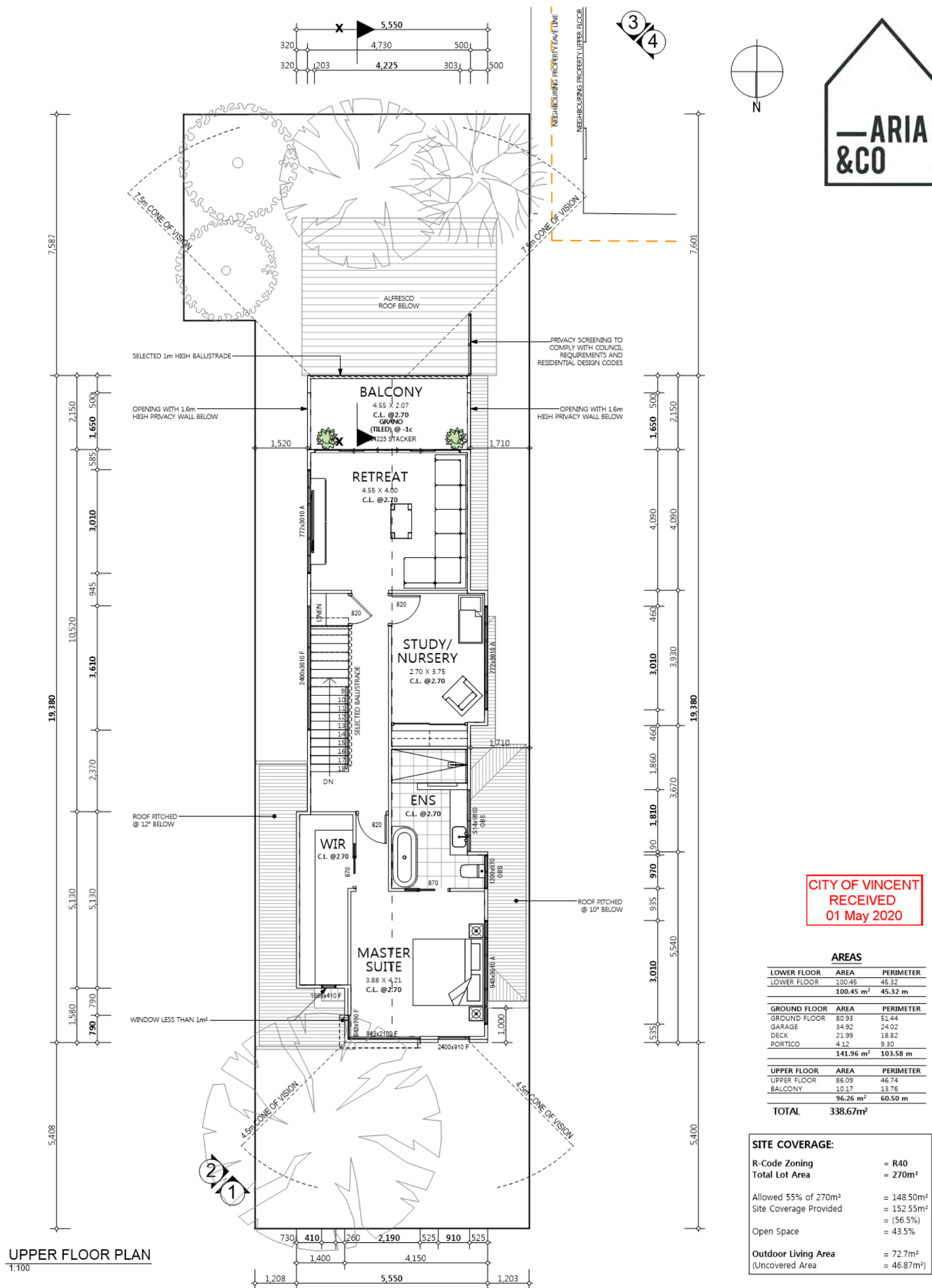
Drawing Name:
Ground Floor Plan

Designed by:
C.Bornia

Scale:
1:100

DA Plans

C3	DA Amendments 02	C3	01/05/20
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	Revisions/Variations		



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Project Address:
STRATA LOT 1 (No.13) MABEL ST,
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Client:
SEABROOK

Drawing Name:
Upper Floor Plan

Designed by:
C.Bornia

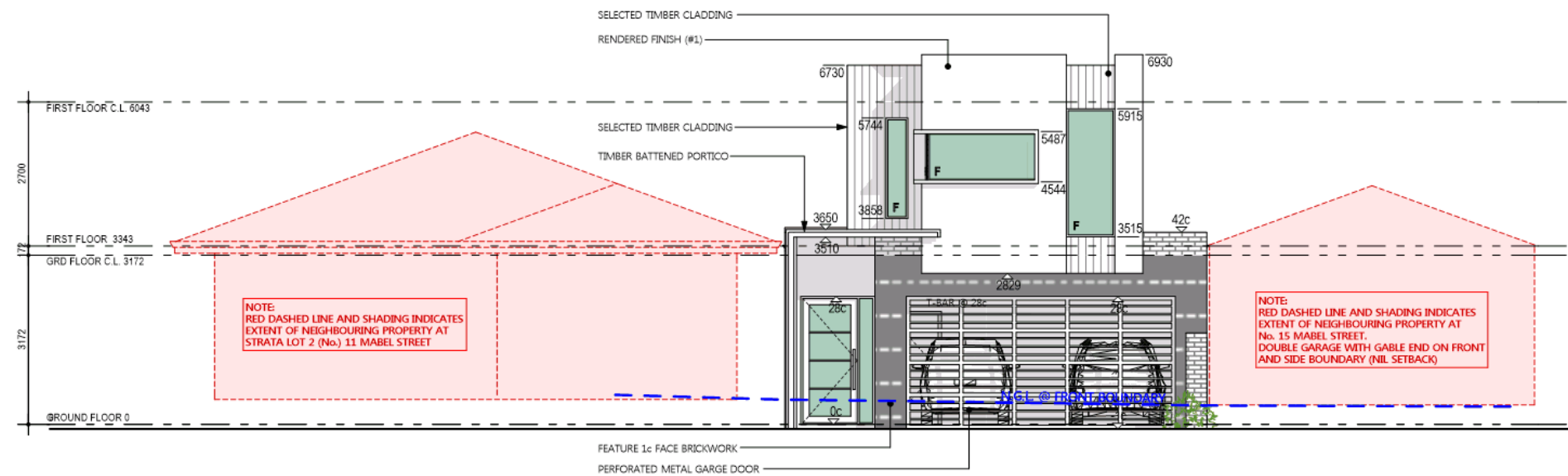
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Job No:
19-13MAB

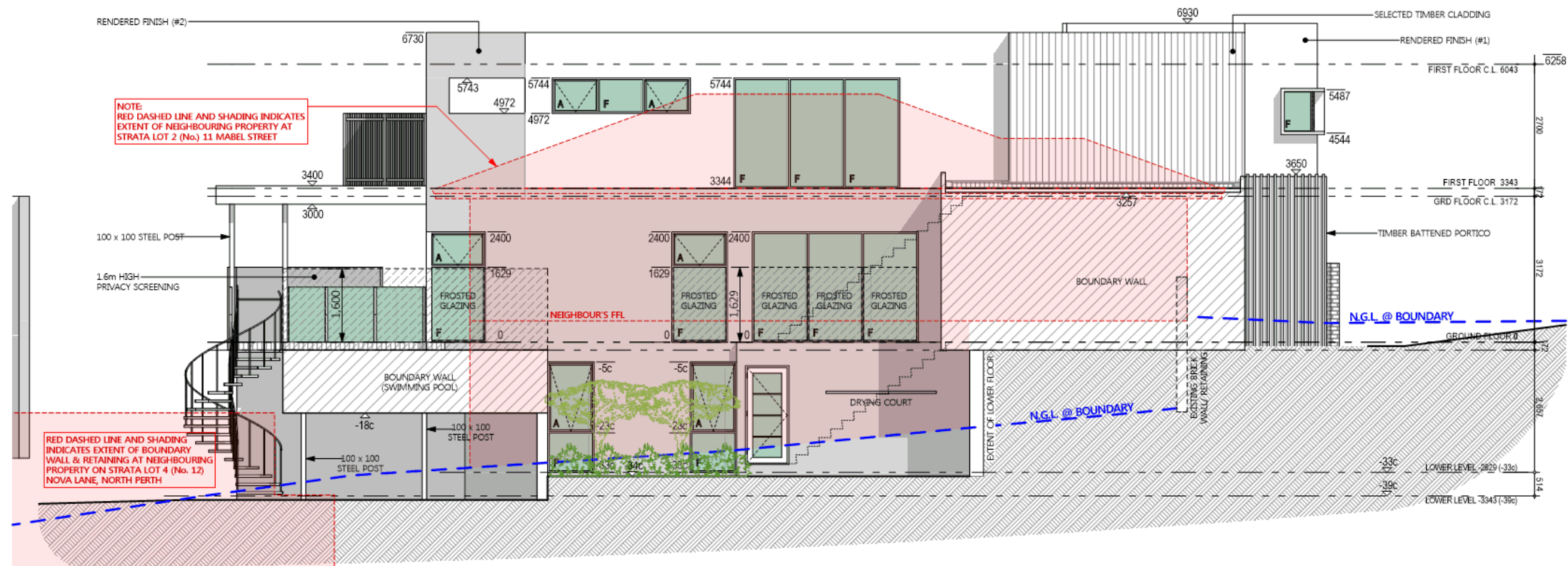
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7 OF 12

DA Plans

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Drn	Description	Checked	Date
Revisions/Variations			



1 NORTH ELEVATION (FRONT)
1:100



2 EAST ELEVATION (SIDE)
1:100

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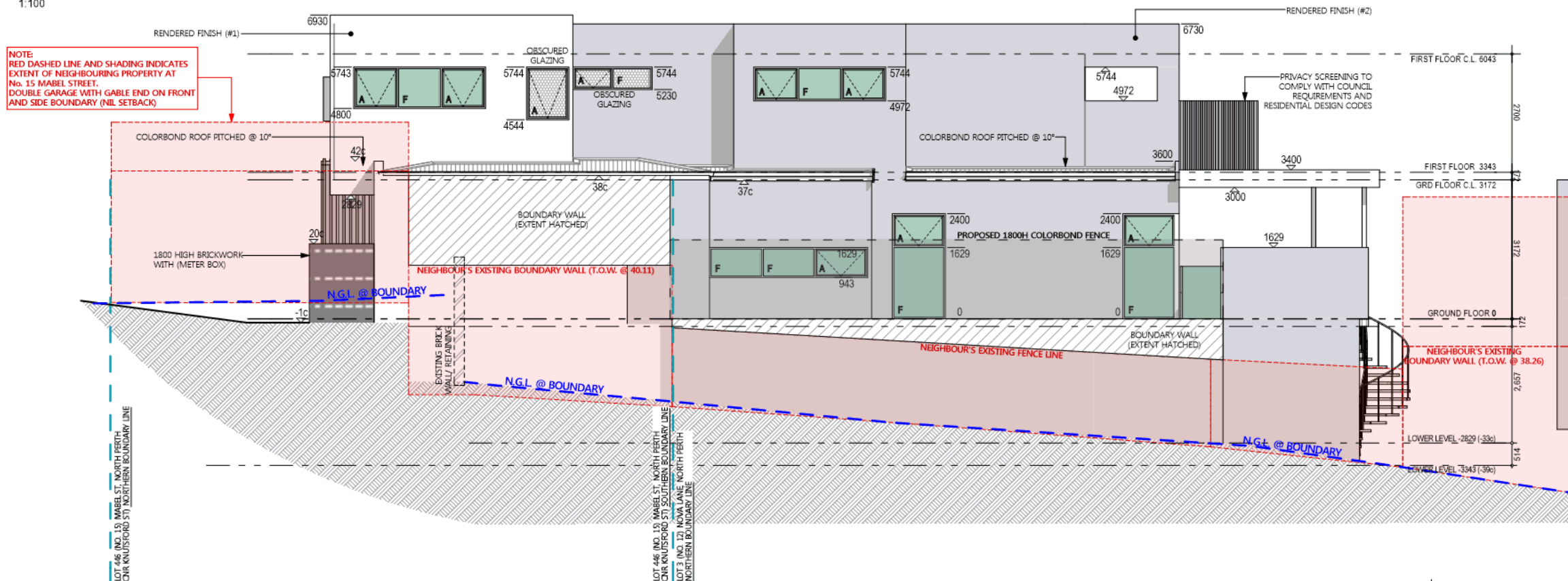
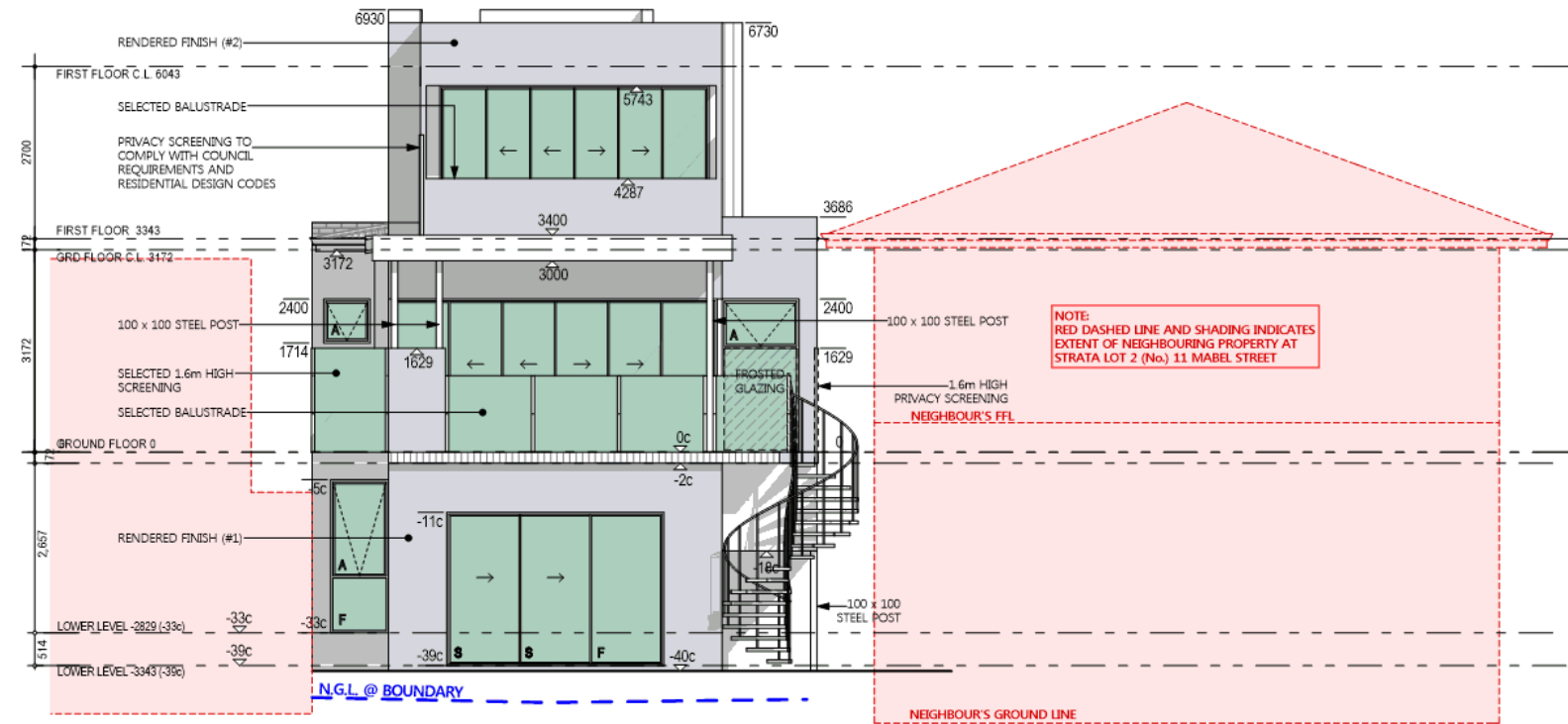
Client:
SEABROOK

Drawing Name:
Elevations 1 & 2

Designed by :
C.Bornia
Job No :
19-13MAB
Scale :
1:100

DA Plans

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Revisions/Variations			



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Project Address:
STRATA LOT 1 (No.13) MABEL ST,
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(CITY OF VINCENT)

Client:
SEABROOK

Drawing Name:
Elevations 3 & 4

Designed by :
C.Bornia

Scale :
1:100

Job No :
19-13MAB

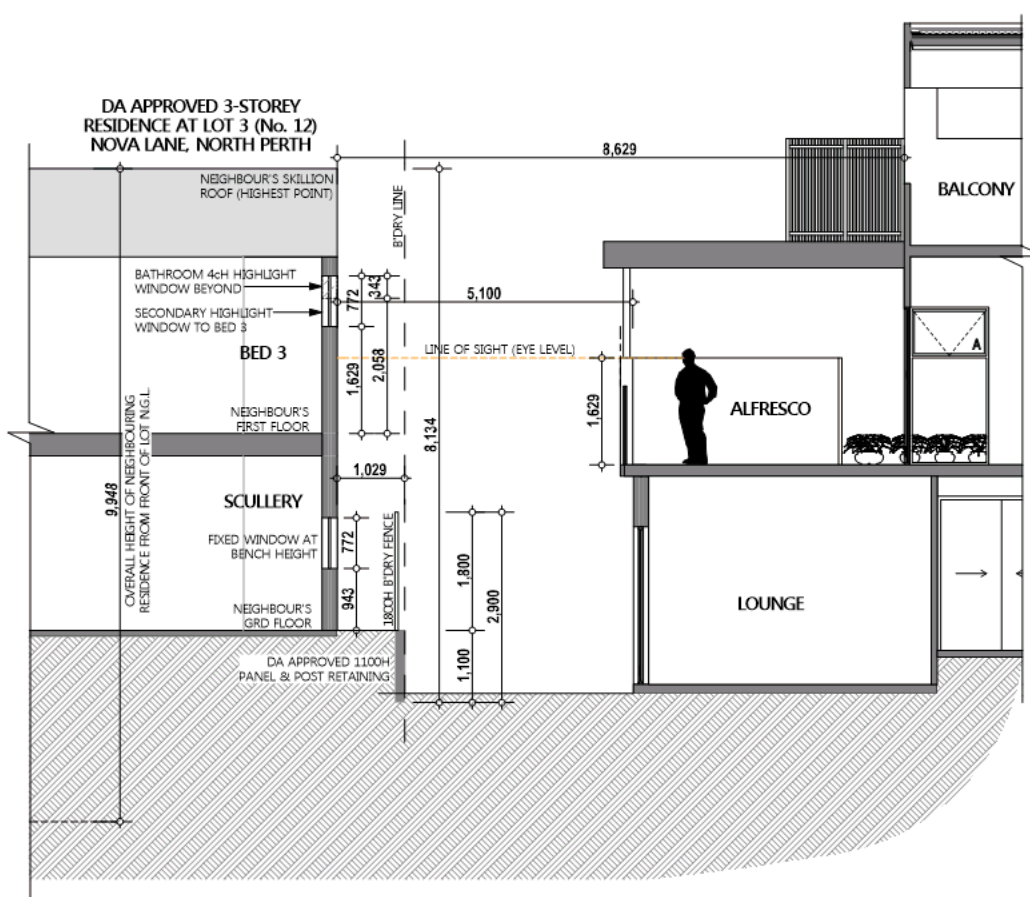
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9 OF 12

DA Plans

CB DA Amendments 02	CB	01/05/20
CB Front Setback	CB	22/04/20
CB Council DA Amendments	CB	08/04/20
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CB Concept Floor Plans	CB	17/10/19
Dm Description	Checked	Date
Revisions/Variations		

LOT 3 (No. 12) NOVA LANE,
NORTH PERTH (180m²)

33.64m² OVERSHADOWING
= 18.6%



SECTION X-X (SECTION THROUGH REAR NEIGHBOURING PROPERTY AT LOT 3 (No. 12) NOVA LANE, NORTH PERTH)
1:100

OVERSHADOWING DIAGRAM

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Project Address:
STRATA LOT 1 (No.13) MABEL ST,
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Client:
SEABROOK

Drawing Name: DA Plans
Overshadowing Diagram & Section X-X

Designed by: C.Bornia
Job No: 19-13MAB

Scale: 1:100
Sheet: 10 OF 12
Sheet size: A3

Drn	Description	Checked	Date
C3	DA Amendments 02	C3	01/05/20
C3	Front Setback	C3	22/04/20
C3	Council DA Amendments	C3	08/04/20
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C3	Concept Floor Plans	C3	17/10/19
C3	Revisions/Variations		



NOTE: LANDSCAPING, MATERIALS & FINISHES IN THIS 3D IMAGE ARE FOR ILLUSTRATION PURPOSES ONLY

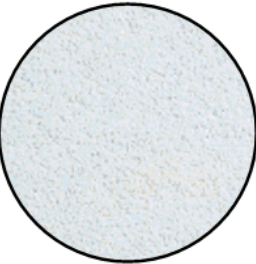


NOTE: LANDSCAPING, MATERIALS & FINISHES IN THIS 3D IMAGE ARE FOR ILLUSTRATION PURPOSES ONLY

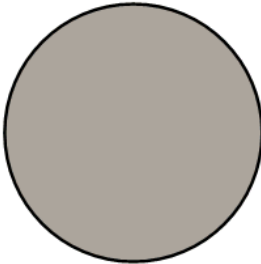


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MATERIAL PALETTE



RENDERED FINISH #1
(WHITE)
FRONT ELEVATION
AND RETURN ONLY



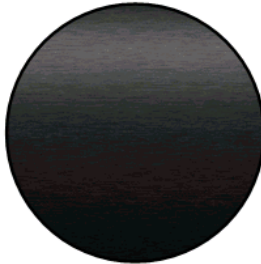
RENDERED FINISH #2
(EARTH TONE - STONE GREY)
SIDES AND
REAR ELEVATIONS



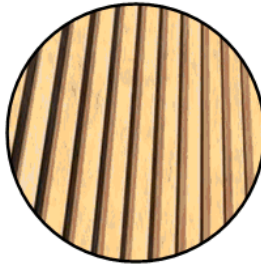
TIMBER CLADDING



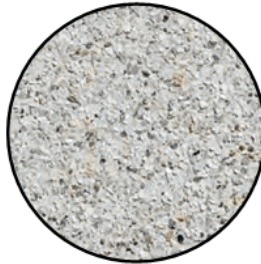
RECYCLED BRICK
(GARAGE EXTERNAL/
INTERNAL ENTRY)



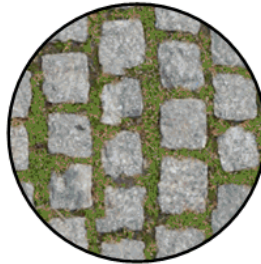
BLACK GALVANISED STEEL
(WINDOW FRAMES/GARAGE DOOR)



TIMBER BATTENS ON MARINE
GRADE PLYWOOD (PORTICO)



WASHED AGGREGATE
(DRIVEWAY & PATH)



PERMEABLE PAVING
(PORTICO & DRIVEWAY PATH)



LANDSCAPING

NOTE: THE MATERIAL PALETTE IS INDICATIVE ONLY AND SUBJECT TO CHANGE

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Project Address:
STRATA LOT 1 (No.13) MABEL ST,
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Client:
SEABROOK

Drawing Name:
3D Perspective

Designed by :
C.Bornia
Scale :
as noted

Job No :
19-13MAB
Sheet :
11 OF 12

DA Plans

CB	DA Amendments 02	CB	01/05/20
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LANDSCAPE DESIGN NOTES:

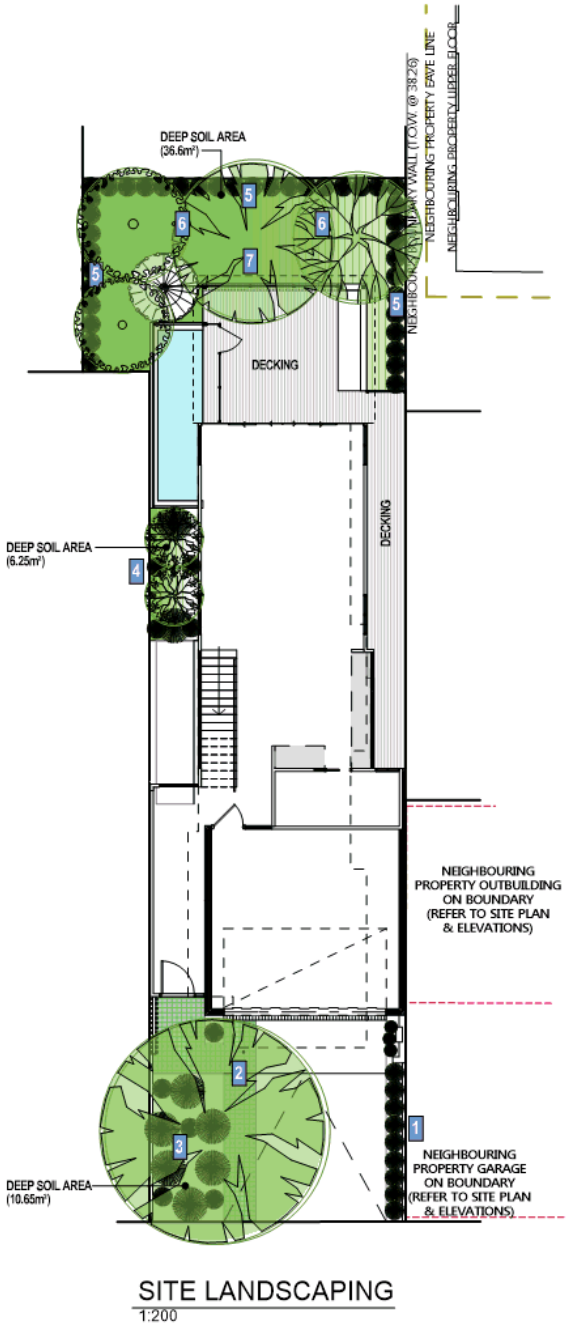
- 1 LOW TO MEDIUM SHRUBS AND GROUND COVER TO PROVIDE INTEREST TO THE FRONT FACADE ENTRY POINT
- 2 PERMEABLE PAVING TO SOFTEN HARDSTAND WITHIN FRONT SETBACK
- 3 GROUND COVER WITH LOW TO MEDIUM SHRUBS & MEDIUM LARGE TREE TO PROVIDE INTEREST AND ENHANCE FRONT FACADE & STREET APPEAL
- 4 LOW TO MEDIUM SHRUBS WITH FEATURE TREES TO PROVIDE INTEREST AND ENHANCE BEDROOM OUTLOOK
- 5 HIGH HEDGING/SCREENING PLANTS (PITTOSPORUM TENUIFOLIUM/ VIBURNUM ODORATISSIMUM) TO PROVIDE PRIVACY TO NEIGHBOURING PROPERTIES
- 6 DEEP SOIL AREA WITH SELECTION OF SMALL & MEDIUM SIZE TREES TO PROVIDE SHADE AND PRIVACY TO COURTYARD & NEIGHBOURING PROPERTIES WHILE ALSO ALLOWING ACCESS TO SUNLIGHT
- 7 TURF AREA

GENERAL NOTES:

- TOTAL LANDSCAPED AREA WITHIN LOT = 57.24m² (21.2% OF LOT).
- PLANTING BEDS AND TURFED AREAS TO BE FULLY IRRIGATED.
- PROPOSED PLANTING POT SIZE:
- TREES = 100L - 300L
- SHRUBS/GROUND COVER = 175mm - 300mm
- PLANTED AREA SHALL BE MULCHED WITH 100mm DEPTH MULCH.

LANDSCAPE AREA SUMMARIES:

SITE AREA	= 270m ²
DEEP SOIL AREA (DSA)	= 53.25m ²
	= 19.7%
REQUIRED D.S.A.	= 15% (40.5m ²)
CANOPY COVERAGE	= 92.45m ²
CANOPY COVERAGE REQ.	= 30% (81m ²)



TREES:



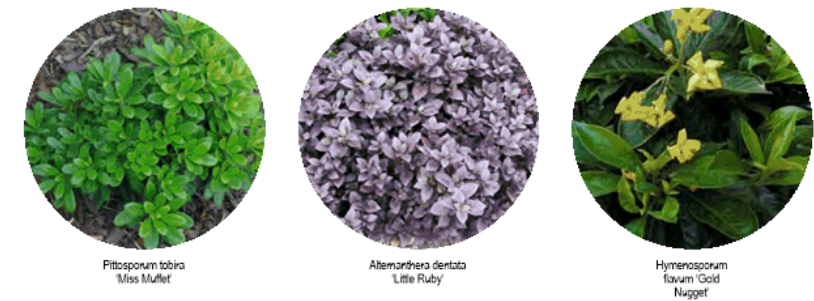
ACCENT PLANTS:



STRAPPY LEAF PLANTS



LOW TO MEDIUM SHRUBS:



GROUND COVER



HEDGING/SCREENING PLANTS



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Project Address:
STRATA LOT 1 (No.13) MABEL ST,
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Client:
SEABROOK

Drawing Name:
Landscaping Plan

Designed by :
C.Bornia


Job No :
19-13MAB


Scale :
as noted

Sheet :
12 OF 12

DA Plans

CB DA Amendments 02	CB	01/05/20
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	Submission	Applicant Response
1.	<p>Whilst I acknowledge change made since February, namely to the stairs from ground to floor from west to east and the western boundary wall, maintain objection to the proposal. Visual Privacy/Lot Boundary Setbacks - whilst improved slightly on western side, do not meet requirements. As a result the proposed developed building will have direct visual access to rear 2nd storey bedrooms and courtyard. Building Height - dramatically exceeds requirements. The proposed development will result in complete overshadowing of northern living areas in my property.</p>	<p>We presume the comments are made from No. 14a Nova Lane, North Perth. We have screened the deck area on the ground floor as requested. However, the first floor balcony is not screened as the view will be of the neighbour's roof as opposed to directly within their major openings due to the natural topography of the site (14a Nova Lane, North Perth being lower).</p> <p>Please refer to the justification dated 13 January 2020 (report attachment).</p>
2.	<p>The proposed development will impact on our property adversely. its very nature and size will have the negative affect of changing the environment around it and creating a suburb which loses its environmental and cultural values. The proposed development represents a major departure from other dwellings on the street, in size, design and outlook. This is primarily the result of the size of the building, it's height and encroachment on surrounding properties.</p>	<p>As detailed in the submission dated 20 January 2020, the subject site is incredibly difficult to construct on due to the significant slope of the site and it's narrowness. The front façade facing Mabel Street is treated with a number of materials and finishes that are synonymous with the new and old dwellings within the streetscape and locality. This includes face brick, render and timber elements. The proposed design is considered to elevate the streetscape, which currently includes the following developments opposite the site:</p>  <p>The proposed dwelling will be positioned in between a dwelling which was constructed circa 1980 and a garage which has a nil setback to the street:</p>

	Submission	Applicant Response
		
3.	<p>STREET SETBACK</p> <p>The proposed design is non-compliant with existing planning policy. The result will be a building very close to the footpath. This will set a precedent for street setback for the area. This is an old suburb with traditional houses and space. The proposed design will change the visual nature of the suburb.</p>	<p>The proposed street setback has been increased to better reflect the local context and streetscape. The setback is now 5.5m to the garage on the ground floor and 4.5m to the first floor. The City has calculated an average setback of 5.4m on the basis of C5.2.1. of the City's LPP 7.1.1.</p> <p>The proposed development is considered to achieve the design principles and associated objectives for local housing objectives for street setback based on the following reasons:</p> <ul style="list-style-type: none"> ➤ The setback to the garage meets the requirement. The first floor setback provides articulation to the front façade whilst providing a transition between the adjoining garage which has a nil setback and the existing 1980's dwelling as illustrated in the image above. ➤ The proposed setbacks are greater than the property at 12 Mabel Street, and the garages of 12A and 12B Mabel Street. ➤ When viewed approaching westbound, the proposed street setback will provide a bookend to the street and transition to the garage setback of 15 Mabel Street. ➤ The design is considered to enhance the visual character of the local North Perth area, by 'completing the street' and providing this bookend. ➤ When viewed approaching eastbound, the setback will be concealed by the property at 15 Mabel Street (pitched roof garage with a nil setback). ➤ The design provides a well-resolved landscaping solution which has been improved with amended plans. ➤ The reduced street setback to the first floor does not itself result in any new visual privacy considerations or concerns. The site provides suitable opportunity for passive surveillance to the street. ➤ The proposed home provides a range of colours, materials, and articulation across its street façade, without creating an imposing bulk or scale on the street. Façade elements include a projecting upper floor, face brick, timber and contrasting render.

	Submission	Applicant Response
		<ul style="list-style-type: none"> ➤ The design of the dwelling includes elements of character homes within the locality with its use of face brick work and vertical window treatments. It also includes elements of the more modern dwellings which appear within the locality as well, through the concealed roof (also reduces bulk). ➤ The entry to the site pronounced providing greater interaction with the street. ➤ Overall the proposed design coupled with the setback is entirely sympathetic with the streetscape, mimics the setback of the dwellings directly opposite and provides a stepping of setback from the nil secondary street setback of 15 Mabel Street.
4.	<p>LOT BOUNDARY SETBACK The lot boundary setback continues of the theme of being non-compliant to existing planning policy. The distance between the building and the boundaries is less than existing policy distances on every boundary. The proposed boundary wall height is significantly above existing limits. The proposed building and boundary fence will directly impact on our amenity by directly interrupting sunlight into our back garden. The building will look directly into our back garden resulting in loss of privacy and the building itself is too close to the boundary. If approved the proposed building will set a precedent for boundary setbacks and boundary wall height.</p>	<ul style="list-style-type: none"> • The lot has a width of 7.92 metres with a significant slope. Naturally this will result in lot boundary setback variations. • The design has been modified extensively to provide greater relief to the side boundaries without compromising the internal living areas. • The side elevations include multiple forms of articulation through varying setbacks, varying materials and windows and landscaping. These measures result in the overall impact on bulk and scale. • The elevations illustrate the outline of the adjoining dwellings, whereby the top of wall heights are not dissimilar to adjoining dwellings. • Adequate access to natural sunlight and ventilation is achievable for both the proposed dwelling and adjoining properties given the site north-south orientation. In addition to this, the separation distances that exist between the lot boundaries and adjoining properties and the proposed setbacks will continue to allow natural ventilation. • The proposed visual privacy variations relate to the rear elevation, not the side elevations. As such, the proposed minor variations do not result in any visual privacy variations.
5.	<p>BUILDING HEIGHT Building height is non-compliant with existing planning policy. This is a residential neighbourhood with 2 storey buildings, the proposed plan is for a 3 storey building. This will set a precedent allowing 3 storey buildings in the area. This would fundamentally change the residential nature of the area. The building would be an eyesore because of its visual character</p>	<ul style="list-style-type: none"> • The extent of overshadow to adjoining sites meets the deemed-to-comply requirements of the R-Codes and SPP 7.3 Vol. 1 design element 5.4.2. The shadow cast by the proposed development is cast wholly within the same lot, being Lot 888 of P413603. Particular attention should be paid to the definition of "lot", including with reference to setback and open space. Despite this, should the property at 12 Nova Lane have been on a separate lot, the overshadowing would only be 15.5% (or 27.9sqm), which is less than the permissible extent of overshadow at noon on the winter solstice, being 35% of the adjoining site area. • Neighbouring strata parcels and lots are provided with and maintain ample access to a means of natural cross ventilation, and daylight, the proposed height does not impact upon sunlight to adjoining dwellings by virtue of the sites north-south orientation.

	Submission	Applicant Response
	and size. It has the potential to interrupt views to the city.	<ul style="list-style-type: none"> The orientation of the land results in the built form presenting as two storeys to the street and three storeys at the rear. On Nova Lane there are numerous houses which have a two or three storey built form, while on Mabel Street, there are tens of houses which have a narrow-style two-storey designs. The design presents no greater impact than any already approved in the immediate local area with respect to building height. The building presents a lesser impact to the street with respect to building height, than some other pitched roof two-storey homes, given the skillion (concealed) roof design which is proposed. The concealed roof design in combination with the use of lighter colours reduces heat absorption, and the feeling of enclosure and bulk to neighbouring properties. The design complements the built form already evident in the area, established by the numerous comparable homes of two storey or three storey design built on narrow lots. There is no direct loss of view of significance from adjoining properties as a result of the proposed height. The extent of fill and excavation is limited, considering the sloping nature of the site.
6.	VISUAL PRIVACY The proposed building will directly overlook back garden and directly into abutting house. The traditional design of the houses in the neighbourhood took account of the amenity of neighbours. Our house was built to a traditional design in keeping with the planning policy of the area, the proposed dwelling would completely infringe on privacy and amenity.	Refer to submission 1.
7.	GARAGE WIDTH The garage covers the entire front of the block. There is very limited provision for a green area around the house and the building is more factory-like than home-like. Having less vegetation on the street will have a direct impact on radiant heat experienced by surrounding house.	<ul style="list-style-type: none"> The primary street setback has been increased, and the impact of the garage reduced as a result. The entry to the dwelling has been move forward of the garage, and the upper floor projects forward of the garage reducing the impact of the garage door. A two-car garage is standard to and evident in the local area and does not represent a departure from development seen locally. The permissible frontage to the primary street is 50% of the frontage of that lot. Attention should be paid to the definition of lot, which considering the adjoining site results in a lesser extent of frontage being taken up by garage doors.

Summary of Submissions:

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

Comments Received in Objection:	Officer Technical Comment:
<p><u>Visual Privacy</u></p> <ul style="list-style-type: none"> Proposed building will have direct visual access to rear 2nd storey bedrooms and courtyard. The proposed building will directly overlook back garden and directly into abutting house. 	<p>Openings to the rear and side setbacks of neighbouring dwellings – Nos. 12A Nova Lane, 12 Nova Lane and 14 Nova Lane – have highlight windows in lieu of major openings to habitable rooms. The cone of vision from the rear of the lot (deck and balcony) do not fall to active habitable spaces or habitable rooms of neighbouring properties.</p> <p>The applicant has also updated the proposed plans to include an extended wall length to provide screening from the balcony on the first floor. The screening effectively reduces and obstructs the direct cone of vision from the balcony and its visual privacy impacts on neighbouring dwellings.</p> <p>The cone of vision from the deck on the ground level falls to the rear boundary of the approved dwelling at No. 12 Nova Lane and the highlight window to Bed 3 of No. 14 Nova Lane. Given the 1.5 metre setback of the approved dwelling at No. 12 Nova Lane, this rear setback area will not be capable for passive or active recreation, with the main outdoor living area located to the front setback of the lot (addressing Nova Lane).</p>
<p><u>Streetscape</u></p> <p>Very nature and size of development will have the negative affect of changing the environment around it and creating a suburb which loses its environmental and cultural values. The proposed development represents a major departure from other dwellings on the street, in size, design and outlook.</p>	<p>The subject site is 7.9 metres in width and has a natural slope down of 4 metres from front to rear. The front façade facing Mabel Street is treated with a number of materials and finishes that are synonymous with the new and old dwellings within the streetscape and locality. This includes face brick, render and timber elements. The applicant has amended the development plans to revise the application of these materials on the front facade in a way that is consistent with the streetscape. The dwelling presents as two storeys from Mabel Street, increasing to a three storey scale at the rear, in line with the natural slope down from front to rear. The stepped nature of the dwelling is consistent with the development approach taken by the retained dwelling at 11 Mabel Street which also presents as single storey to the primary street and two storeys to the rear.</p> <p>Administration has undertaken a streetscape analysis of Mabel Street and determined that the area consists of dwellings varying in scale from single to three storeys in nature with a diverse range of architectural styles. A copy if this analysis is included as Attachment 8 to this report. Design changes recommended by the Design Review Panel Chair has been incorporated into the revised and final proposal for the site, to achieve a development that is compatible with its setting and would not have adverse impacts on the character of the locality.</p>

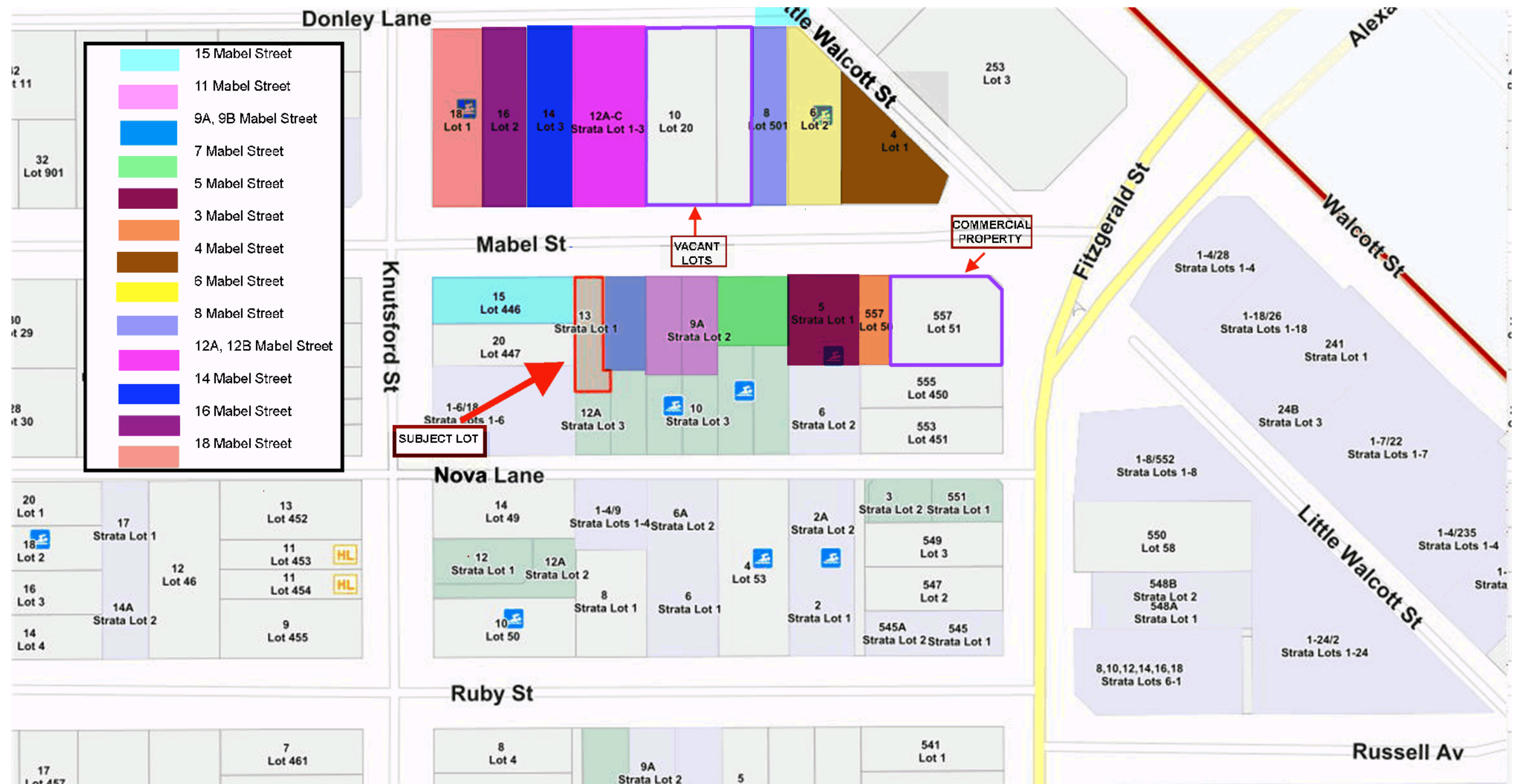
Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
<p><u>Street Setback</u></p> <p>The proposal will be a building very close to the footpath. This will set a precedent for street setback for the area. This is an old suburb with traditional houses and space. The proposed design will change the visual nature of the suburb.</p>	<p>The applicant has revised the plans to demonstrate compliance with the 5.4 metre average street setback deemed-to-comply requirement. The ground floor is setback to 6.4 metres, 1.0 metre behind this deemed-to-comply requirement. The upper floor of the dwelling is cantilevered forward of the garage and is setback 5.4 metres from the primary street, consistent with the deemed-to-comply standard. The proposed street setback of the development is also consistent with the street setback of a number of dwellings within the established streetscape as evident in the streetscape analysis contained in Attachment 8.</p> <p>The proposed setback of the dwelling is considered to provide an appropriate transition of the development from the nil setback of the garage at No. 15 Mabel Street and the 7.3 metre setback of the existing dwelling at No. 11 Mabel Street. The dwelling is well articulated to reduce the mass and scale of the dwelling as viewed from the street. The use of major openings, minor projections and mix of colours and materials provide elements to assist in ameliorating the imposition of perceived and actual bulk.</p> <p>Although the City's policies do not provide prescriptive guidelines in regards to roof and wall colours of dwellings, the render finish, timber cladding elements and facebrick details are elements from the development style which currently exist in the established streetscape and are reinterpreted in the development. The design is sympathetic to the area, and effectively preserves and enhances the visual character of the existing streetscape. The revised development plans submitted by the applicant incorporates the DRP Chair's comments to reduce the massing and bulk of the dwelling and incorporate colours and materials which are characteristics of the Mabel Street established streetscape, and replace solid elements with permeable alternatives. The positioning of major openings from the master bedroom on the upper floor of the dwelling ensures reduces areas of blank and solid walls to the facade of the dwelling, and facilitates a greater level of passive surveillance and interaction to the street.</p>
<p><u>Lot Boundary Setbacks</u></p> <ul style="list-style-type: none"> • The lot boundary setback continues of the theme of being non-compliant to existing planning policy. The distance between the building and the boundaries is less than existing policy distances on every boundary. • The proposed boundary wall height is significantly above existing limits. The proposed building and boundary fence will directly impact on our amenity by directly interrupting sunlight into our back garden. If approved the proposed building will set a precedent for boundary setbacks and boundary wall height. 	<p>The adjoining properties include single storey development to the west, two storeys to the east and approved three storey development to the rear. The boundary walls of the dwelling abut existing boundary walls to the neighbouring dwelling or have been located so as to minimise impact to active spaces and major openings on the adjoining properties. The boundary walls are an appropriate measure to mitigate adverse impacts of the boundary wall and associated building bulk. The following measures assist in reducing the appearance of building bulk to adjoining properties:</p> <ul style="list-style-type: none"> ○ Setting the upper floors of the dwellings back from the side boundaries; ○ Incorporating highlight windows, various materials and major openings to the dwelling to reduce the appearance of solid blank walls which is typically associated with massing; and ○ The built form is softened with the use of landscaping and tree canopy. <p>Overshadowing would be 18.8 percent to the southern property and meets the 35 percent deemed-to-comply requirements of the R Codes. The shadow cast would predominantly fall within the subject site, with the remaining portions cast onto the adjoining southern property's roof space and rear setback areas, not open active outdoor areas or habitable rooms. Overshadowing generated from the proposed dwelling would not be detrimental to the use and amenity of the outdoor living areas.</p>

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
	<p>The abutting developments to the rear of the site are three storey dwellings at Nos. 12 and 12A Nova Lane. To ameliorate the impact of lot boundary setbacks proposed, the dwelling incorporates a mix of materials, cladding, render and highlight window treatments to the ground and upper floors to provide visual interest and reduce the appearance of solid, blank walls. In addition, the reduced lot boundary setback does not exacerbate impacts of visual privacy on the adjacent property as no major openings from habitable rooms are proposed within the associated cone of vision. The proposed setback does not result in an adverse impact on the neighbouring property in terms of privacy and residential amenity.</p>
<p><u>Building Height</u></p> <ul style="list-style-type: none"> This is a residential neighbourhood with 2 storey buildings, the proposed plan is for a 3 storey building, which would set a precedent allowing 3 storey buildings in the area. The building would be an eyesore because of its visual character and size. It has the potential to interrupt views to the City. The proposed development will result in complete overshadowing of northern living areas of neighbouring property. 	<p>The orientation of the land results in the built form presenting as two storeys to the street and three storeys at the rear. A number of dwellings within the immediate streetscape to Mabel Street and Nova Lane demonstrate development of a two or three storey built form, on narrow lot widths. The proposed three storey building height located towards the rear of the site would be consistent with three storey building heights previously approved in the immediate area to the rear at Nos. 12 and 12A Nova Lane.</p> <p>The extent of fill and excavation on site has been reduced. The proposal takes into account the 4 metre slope of the site and minimises the extent of fill and excavation to address this. The dwelling responds to the natural contours of the site, and is stepped in line with the natural slope. As a result, the building height is reduced and ensures no direct loss of view of significance from adjoining properties as a result of the proposed height.</p> <p>The extent of overshadowing to adjoining sites meets the deemed-to-comply requirements of the R Codes, with 18.8 percent overshadowing to the southern adjoining property in lieu of 35 percent permitted. The proposed height of the dwelling does not inhibit neighbouring properties access to sunlight.</p>
<p><u>Garage Width</u></p> <p>The garage covers the entire front of the block. There is very limited provision for a green area around the house and the building is more factory-like than home-like. Having less vegetation on the street will have a direct impact on radiant heat experienced by surrounding house.</p>	<p>The primary street setback has been increased and the impact of the garage reduced as a result. The garage is setback 1.0 metre behind the dwelling line and as a result meets the deemed-to-comply requirements of the R Codes. The setback of the entry and porch to sit forward of the garage, as well as the projection of the upper floor assists in reducing the impact of the garage. The applicant has also revised the garage door to a permeable material to reduce bulk associated with solid impermeable garage doors to the street, consistent with the recommendations from the Chair of the City's Design Review Panel (DRP). Due to the natural slope of the site, the garage is located below the level of the street, assisting to reduce the imposition of the garage when viewed directly from the street. The appearance of the dwelling as viewed from the street is also softened with an open front setback area with associated landscaping. The application more generally meets the deemed-to-comply requirements of the R Codes with regards to the provision of open space on the lot under, and deep soil area and canopy coverage deemed-to-comply requirements under the City's Built Form Policy which would assist in ameliorating radiant heat and would contribute to additional urban greening within the streetscape.</p>

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





15 Mabel Street

Nil setback to garage

1.0 metre setback to dwelling



**11 Mabel
Street**

**7.3 metre setback to
dwelling**

**Single storey to primary
street, two storeys to rear**



9A, 9B Mabel Street

Floor level of dwellings below street level

No major openings visible to Mabel Street

Open carport structure to street

5.9 metre dwelling setback to street



7 Mabel Street

**5.0 metre dwelling setback
to Mabel Street**

**6.2 metre setback of
double garage to street**

**Double garage to 32% lot
frontage**

Concealed roof form

Modern architectural style

8.5 metre building height



5 Mabel Street

Single storey dwelling

Setback 6.1 metres from the street

**Single garage setback behind
main building line**

**3 Mabel Street**

Three storey dwelling

8.6 metre building height

Carport located 1 metre from lot boundary and within front setback

Entry to dwelling not clearly articulated to Mabel Street

Major openings partially obscured from the street

Concealed roof form



4 Mabel Street

Single storey dwelling

**Open carport located nil
setback to lot boundary and
within front setback area**



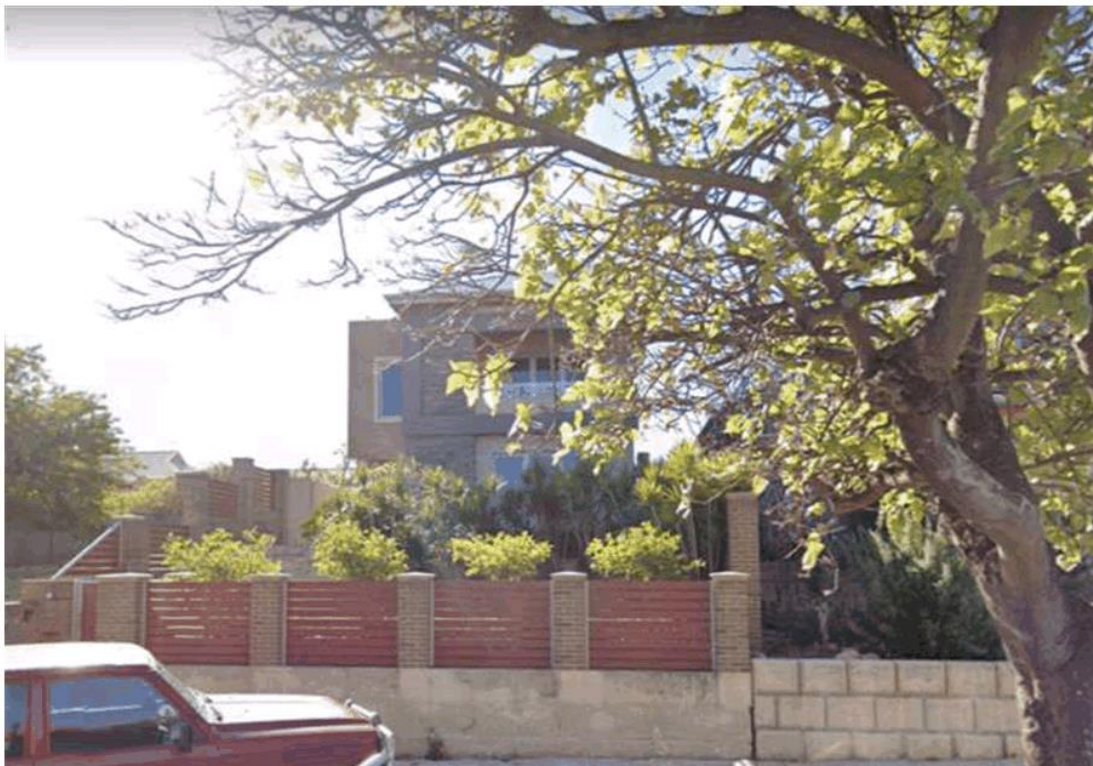
6 Mabel Street

Two storey dwelling elevated above natural ground level and the street

Unconventional roof form

8.4 metre building height

Timber materiality prominent material visible from the public realm



8 Mabel Street

Two storey dwelling

Setback 10 metres from the street

Dwelling elevated 2.6 metres above street

Fscebrick, timber and render details to facade



**12, 12A
Mabel Street**

10.1 metre lot width each

**Garages setback 5.9 metres
from the street**

**Garage projects 3.2 metre
forward of dwelling line**

**Double garage covers 61%
lot frontage**

**Dwelling built above natural
ground level and street level**



14 Mabel Street

Three storey dwelling

Two garages addressing the street

Minimal articulation to front facade



16 Mabel Street

**Single dwelling setback 11 metres
from the street**

**Vehicle access from Donley Lane at
the rear**



18 Mabel Street

Single storey dwelling

Facebrick and pitched roof details

Vehicle access from secondary street (Knutsford Street)

Determination Advice Notes:

1. With reference to Condition 2, 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;
2. With reference to Condition 4, the City encourages landscaping methods and species selection which do not rely on reticulation;
3. With reference to Condition 5, 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;
4. With reference to Condition 6, 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.*
5. With reference to Condition 8.3, 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 9.3, all new crossovers to the development site are subject to a separate application to be approved by the City. 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;
7. In relation to Condition 11, an extended period of 2 years has been added to the date by which the development shall be substantially commenced, pursuant to Schedule 4, Clause 4.2 of the Clause 78H Notice of Exemption from Planning Requirements During State of Emergency signed by the Minister for Planning on 8 April 2020
8. 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;
9. 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;

6 INFRASTRUCTURE & ENVIRONMENT

6.1 TENDER 56/2020 HIRE OF SKID STEER LOADER FOR HORTICULTURAL OPERATIONS - APPOINTMENT OF SUCCESSFUL TENDERER

Attachments: 1. Qualitative Evaluation Criteria - Confidential

RECOMMENDATION:

That Council **ACCEPTS** the tender submitted by Tom Lawton Bobcat Hire for Tender 56/2020 for the Hire of Skid Steer Loader for Horticultural Operations.

PURPOSE OF REPORT:

To report to Council the outcome of Tender 56/2020 and to recommend the acceptance of a tenderer.

BACKGROUND:

The City undertakes a number of projects and programs that require the casual hire of a skid steer loader and associated plant (truck).

Works within the City that require the hire of skid steer loader include (but are not limited to):

- Adopt a Verge Program
- General Landscaping
- Eco-zoning/Mulching
- Top dressing turfed areas
- Removal of waste

Due to the nature of the works and their proximity to a variety of the City's assets including trees, footpaths and kerbing, it is imperative that a suitably qualified and experienced contractor be engaged to undertake the required works.

DETAILS:

Tender Advertising

The estimated budget for the tender is \$600,000 over three years. As the budget exceeds \$250,000, *Policy No. 1.2.3 – Purchasing* requires an open public tender process.

Under CEO Delegation 1.19, the Executive Director Infrastructure and Environment approved the Procurement Plan, which included the following Evaluation Criteria:

Qualitative Criteria	Weighting
1. Demonstrated Relevant Experience Respondents must, as a minimum, address the following information: <ul style="list-style-type: none"> a) Experience and success in providing a similar service b) Provision and evidence of using laser levelling 	40%
2. Resources Respondents must demonstrate that it has the required plant, equipment, materials and appropriately skilled staff to undertake the service.	30%

Qualitative Criteria	Weighting
3. Examples of Previous Work Respondent to provide details of four (4) similar projects that: a) Show experience with horticultural related projects b) Indicate a high standard of finish c) Include photo examples (preferably before and after)	30%

The Request for Tender 56/2020 was publicly advertised in the West Australian on Saturday 14 March 2020 and invited submissions until Monday 6 April 2020.

At the close of the advertising period, 4 tender responses were received from the following companies:

- Hinds Transport Services Pty Ltd
- J&V Earthmoving Contractors
- Tom Lawton Bobcat Hire
- TrackLink WA Pty Ltd

Tender Assessment

The tenders were assessed by members of the Tender Evaluation Panel (below) and each tender was assessed using the above Evaluation Criteria, with a scoring system being used as part of the assessment process.

Title	Role
Procurement and Contacts Officer	Chair – non-voting
Manager Parks	Voting
Project Officer – Parks and Environment	Voting
Co-ordinator Parks Services	Voting

Evaluation

A summary table for each compliant Tenderer is provided below. A full outline of the Qualitative Evaluation Criteria for each tenderer and pricing is contained within **Confidential Attachment 1**.

Company	Qualitative Score/100	Ranking
Tom Lawton Bobcat Hire	76	1
J&V Earthmoving Contractors	59	2
TrackLink WA Pty Ltd	33	3
Hinds Transport Service Pty Ltd	24	4

Based on the evaluation panel discussion, the submission from Tom Lawton Bobcat Hire was the highest ranked submission against the Qualitative Evaluation Criteria.

Once the tenders were ranked on the Qualitative Evaluation Criteria, the evaluation panel made a value judgement as to the cost affordability, qualitative ranking and risk of each Tender, in order to determine which Tender presented the best value for money to the City.

CONSULTATION/ADVERTISING:

The Request for Tender 56/2020 was advertised in the West Australian on 14 March 2020 and on both the City's website and Tenderlink portal between 14 March 2020 and 6 April 2020.

LEGAL/POLICY:

The Request for Tender was prepared and advertised in accordance with the City's Purchasing protocols: *Policy No. 1.2.3 – Purchasing*.

RISK MANAGEMENT IMPLICATIONS:

Low Street tree loss or damage to infrastructure due to inexperienced operators, safety considerations

STRATEGIC IMPLICATIONS:

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

b) *Enhanced Environment*

Our parks and reserves are maintained, enhanced and well utilised.

Connected Community

We have enhanced opportunities for our community to build relationships with each other and the City.

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

SUSTAINABILITY IMPLICATIONS:

The hire of skid steer loader is essential for key environmental programs including the Adopt a Verge and Eco-zoning Programs. Both of these programs increase habitat and biodiversity whilst reducing the use of ground and scheme water by both the City and the community.

FINANCIAL/BUDGET IMPLICATIONS:

Costs associated with hire of a skid steer loader for horticultural operations are charged against the various Parks operating and capital works project accounts as required.

Totals vary from year to year dependant on work requirements, however based on previous years works and the steady increase in the requirement for these operations, it is estimated that the total amount will be in the order of \$180,000 - \$200,000 per financial year.

COMMENTS:

The submission from Tom Lawton Bobcat Hire complies with all the tender requirements. The submission was well presented and included all specified information. The Evaluation Panel deemed the response to be convincing and credible; demonstrating excellent capability, capacity and experience relevant to the Evaluation Criteria.

The Evaluation Panel recommends that Tom Lawton Bobcat Hire be accepted for Tender 56/2020 as they presented the best overall value for money to the City.

6.2	OUTCOME OF PUBLIC CONSULTATION FOR SCARBOROUGH BEACH ROAD/MAIN/GREEN/BRADY STREET INTERSECTIONS
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REPORT TO BE ISSUED PRIOR TO COUNCIL MEETING – 19 MAY 2020

6.3	TENDER NO. 568/19 - HIRE OF TRUCKS AND MISCELLANEOUS PLAN - APPOINTMENT OF SUCCESSFUL TENDERER
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REPORT TO BE ISSUED PRIOR TO COUNCIL BRIEFING – 12 MAY 2020

7 COMMUNITY & BUSINESS SERVICES

7.1 PETITION - FRIENDS OF ANZAC COTTAGE

Attachments: 1. Petition - Confidential

RECOMMENDATION:

That Council:

1. **NOTES** the petition received at the Ordinary Meeting of Council on 7 April 2020 (Attachment 1);
2. **ADVISES** the lead petitioner and the Friends of ANZAC Cottage Inc. that the City has no legal basis to intervene as requested in the petition as:
 - 2.1 the Vietnam Veterans Association of Australia WA (VVAA WA) has exclusive possession of Anzac Cottage pursuant to a lease, which is secured by a caveat registered on the Certificate of Title to the land; and
 - 2.2 the VVAA WA is currently occupying Anzac Cottage in accordance with the terms of the lease;
3. **NOTES:**
 - 3.1 the Friends of ANZAC Cottage Inc. initially advised that they had made a decision to withdraw from direct activities at ANZAC Cottage amid ongoing tensions with the Vietnam Veterans Association of Australia WA;
 - 3.2 the Mayor and Chief Executive Officer have offered support to both parties to resolve the dispute in the best interest of ANZAC Cottage and the community;
 - 3.3 that, given recommendations 3.1 and 3.2, the status of the Memorandum of Understanding between the VVAA WA, Friends of Anzac Cottage and the City, dated May 2018, is uncertain.
4. **ADVISES** the Friends of ANZAC Cottage Inc. and the VVAA WA that the City is willing to assist in the review of the Memorandum of Understanding to allow the Friends of ANZAC Cottage Inc. to resume community engagement at the Cottage, if the parties advise that they have reached an agreement as to its operation and terms.

PURPOSE OF REPORT:

To provide Council with a response to the petition presented at the Ordinary Meeting of Council on 7 April 2020 from the Friends of ANZAC Cottage (Friends).

BACKGROUND:

ANZAC Cottage, Lot 15, 38 Kalgoorlie Street, Mt Hawthorn is owned by the City of Vincent. The cottage has a number of heritage listings:

- Register of Heritage Places (State Government listing);
- National Trust Classification (Non-Government listing);
- Town Planning Scheme (Local Government listing);
- Municipal Inventory (Local Government listing); and
- Register of the National Estate (National Government listing).

ANZAC Cottage has cultural heritage significance for the following reasons:

- the place was the first war memorial built in Australia to commemorate the participation of Australian troops in World War I;
- the place is representative of the effect that Australia's role in World War I, and the role of the Anzacs in particular, had on the Western Australian community in the immediate aftermath of the Gallipoli campaign;
- the place is a rare example of an architect designed workers' cottage. While the internal arrangement is a conventional configuration, the combination of materials and detailing is unusual for workers' cottage from the era;
- the place is a good example of a modest residential building constructed in suburban Perth in the 1910s, which is made exceptional by virtue of the circumstances of its construction by the Mount Hawthorn community as a war memorial and as a result has come to represent the values that are associated with the Anzac tradition in Australia; and
- the technical innovation and achievement of constructing a brick and tile cottage with the trades and skills of over 200 people from the Mount Hawthorn community in a single day in 1916 is a significant accomplishment.

Prior to 2006, the Cottage was owned by the Vietnam Veterans Association Australia WA Branch (VVAAWA). On 19 April 2005, the City (then Town of Vincent) received a letter from Kott Gunning Lawyers acting on behalf of the VVAAWA. The letter outlined the proposal relating to the future of the cottage.

Subsequently, at the Ordinary Meeting of Council on 17 January 2006, Council endorsed the following:

"That the Council;

- NOTES the outcome of the lease negotiations between the Town and the Vietnam Veterans Association relating to Anzac Cottage as detailed in this report;*
- APPROVES the transfer of ownership of Anzac Cottage 38 (Lot 15) Kalgoorlie Street, Mt Hawthorn from the Vietnam Veterans Association to the Town subject to a pre-purchase*
- APPROVES of a lease between the Town and the Vietnam Veterans Association for the subject property for a period of twenty-one (21) years with three, five year options; and*
- AUTHORISES the Mayor and the Chief Executive Officer to sign the lease and affix the Council Common Seal."*

Pursuant to the above decision, a lease between the City of Vincent as lessor and VVAAWA as lessee was entered into on 24 January 2006, and currently remains in place. The VVAAWA registered a caveat over the Certificate of Title to the property to secure the terms of the lease. This prevents the property being sold without the VVAAWA's consent, as the VVAAWA would be required to withdraw the caveat.

The Friends of ANZAC Cottage Inc. (Friends) were formed in 2008 to assist with the accessibility and interpretation of ANZAC Cottage, and in particular, to promote and facilitate public access to and awareness of ANZAC Cottage.

Until 2020, the Friends ran events and open days at ANZAC Cottage including monthly open days, school excursions and tours, commemorations and other events. Both the Friends and the VVAAWA curated displays at the Cottage highlighting the history of the cottage and the history of military conflict in Australia. The Friends use of ANZAC Cottage was subject to the permission of the VVAAWA as the legal tenant.

In 2015, the City was made aware that there were ongoing tensions between the VVAAWA and the Friends growing and after consultation with both groups, it was determined that a Memorandum of Understanding (MOU) should be drafted to clearly outline each group's roles, rights and responsibilities. The draft was amended to include the City as a third party in order to assist with any mediation should this fail between the groups. The *Memorandum of Understanding - Operation & Management of ANZAC Cottage, No 38 (Lot 15) Kalgoorlie Street, Mount Hawthorn (May 2018)* (MOU) was executed on 7 June 2018.

DETAILS:

In October 2019, the City was advised by Friends that '*since the inception of the MOU significant issues which have had a negative impact on the Friends of ANZAC Cottage and the implementation of its community engagement role as mandated by the MOU and the City of Vincent have been revealed.*'

The City commenced investigations into the situation, reviewed the MOU, and met with relevant stakeholders.

As the dispute was unable to be resolved through negotiation, the dispute was referred to the City's Chief Executive Officer and the Mayor, in accordance with clause 9 of the MOU, which was unsuccessful. The City received confirmation from the Friends on 17 February 2020 that they had ceased all community engagement programs at ANZAC Cottage and returned their keys to the property.

The Friends petition requests the City to facilitate the Friends return to the Cottage 'unencumbered' by other groups. As the VVAWA has exclusive possession of the property pursuant to a lease, which is secured by a caveat over the title of the land, and the VVAWA is in compliance with the terms of this lease, the City has no legal means to meet this request.

The VVAWA gifted the Cottage to the City on the condition that the City enter into a lease with the VVAWA. The lease does not allow for termination by the City other than if the VVAWA is in breach of the terms of the lease. The VVAWA have complied with the terms of the lease.

CONSULTATION/ADVERTISING:

The City has been liaising extensively with both VVAWA and Friends to determine the most effective method for the management of ANZAC Cottage as outlined in the details section of this report.

LEGAL/POLICY:

- Lease of ANZAC Cottage, No 38 (Lot 15) Kalgoorlie Street, Mount Hawthorn, between the Vietnam Veterans Association of Australia WA Branch Incorporated and the Town of Vincent, dated 24 January 2006
- Memorandum of Understanding - Operation & Management of ANZAC Cottage, No 38 (Lot 15) Kalgoorlie Street, Mount Hawthorn (May 2018)

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for the City to abide by the terms of the lease for ANZAC Cottage and the spirit and intent of the MOU.

STRATEGIC IMPLICATIONS:

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

Connected Community

We have enhanced opportunities for our community to build relationships and connections with each other and the City.

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

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.

COMMENTS:

The Friends have a unique relationship to ANZAC Cottage and their community engagement programs have significantly contributed to preserving and sharing the history of the Cottage.

The City commends the dedication and commitment the Friends has demonstrated over many years to promote the City's local history and heritage.

It is not possible for the City to meet the request of this petition due to the legal obligations that the City has under the lease entered into with VVAAWA.

The City is willing to facilitate an amended Memorandum of Understanding if fully supported by both sides in a spirit of harmony and cooperation in the best interests of the Cottage and the community.

7.2 NATIONAL REDRESS SCHEME – PARTICIPATION OF WA LOCAL GOVERNMENTS – KEY DECISIONS AND ACTIONS

Attachments: Nil

RECOMMENDATION:

That Council:

1. **NOTES** the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in respect to the National Redress Scheme and the participation of WA local governments in this scheme;
2. **NOTES** that the City will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the Local Government makes a specific and formal decision to be included;
3. **ENDORSES** the City's participation in the National Redress Scheme as a State Government institution and inclusion as part of the WA Government's National Redress Scheme for Institutional Child Sexual Abuse Declaration, in accordance with the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* and the *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018 (WA)*;
4. **AUTHORISES** the Chief Executive Officer to execute a service level agreement with a government agency or department to manage a Redress Scheme application in accordance with the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* and the *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018 (WA)*; and
5. **NOTES** that a confidential report will be provided to Council if a Redress Scheme application is received by the City.

PURPOSE OF REPORT:

To seek Council's approval to participate the National Redress Scheme for Institutional Child Sexual Abuse as a State Government Institution, as detailed in the Department of Local Government, Sport and Cultural Industries information paper – [National Redress Scheme for Institutional Child Sexual Abuse](#).

BACKGROUND:

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector and the City) will be required to consider high quality and evidence-based approaches to child safeguarding in the future.

About the National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused to access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018 and will run for 10 years. It offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme. The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under section 111(1)(b) of the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This allowed consultation to occur with the sector, and for fuller consideration of how the WA local government sector could best participate.

DETAILS:

State Government Consultation with the Local Government Sector

Following extensive consultation, in December 2019 the State Government:

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agreed to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

With Local Government participating in the Redress Scheme, the State Government will be responsible for:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme will be responsible for:

- Providing the State with the necessary information of the Local Government's activities and services relevant to the Scheme;
- Resources and costs associated with gathering their own internal information, and providing that information to the State, in response to receiving a Redress application; and
- Costs associated with the delivery of an apology, if requested. This may include a standard service fee, plus travel and accommodation, depending on the survivor's circumstance. The State's advice requests that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

In response, the WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government.

The Local Government Memorandum of Understanding (MOU) will reflect the principles of WA local governments participating in the Scheme as State Government institutions and being included in the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020.

City of Vincent Participation in the Redress Scheme via the Local Government MOU

This report requests Council's approval for the City of Vincent to be considered a State Government institution for the purposes on the National Redress Scheme, and for the City to be included in the WA Government's amended declaration.

The financial and administrative support offered by the State will only be afforded to the City of Vincent if it formally agrees on this basis.

Detailed below is a list of considerations if participating in the Scheme:

1. Executing a Service Agreement

If the City of Vincent is a recipient of a Redress application, the City execute a service agreement with the State. The City must respond within 3 weeks for priority applications and 7 weeks for non-priority applications.

The priority application response time of 3 weeks will be outside most Council meeting cycles and therefore Council will need to authorise the CEO to execute an agreement.

2. Reporting to Council if / when an application is received

Council will receive a confidential report, notifying when a Redress application has been received.

All information in the report will be de-identified but Council will be provided with relevant information on the nature of the application.

3. Application Processing / Staffing and Confidentiality

The CEO will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information. The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements; and
- Support mechanisms for staff members, including counselling support, while processing Requests for Information.

4. Record Keeping

In April 2019, the State Records Office advised all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The City's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in the Act.

5. Redress Decisions

Decisions regarding Redress applications are made by Independent Decision Makers. The State Government and the City do not have any influence on the decision made and there is no right of appeal.

Alternatives to Participating in the Redress Scheme via the Local Government MOU

The option also exists for the City to decide not to participate in the Scheme, either individually, or as part of the State's declaration.

Considerations for the City include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme, noting the Commonwealth's preparedness to name non-participating organisations.
- Potential reputational damage at a State, sector and community level.
- Loss of support from the State, resulting in the City bearing all financial responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the City.
- LGIS has advised that the City has no insurance coverage for payments arising from Redress and the City would need directly finance any costs arising.

If Council decided not to participate in the Redress Scheme via the Local Government MOU this should be recorded as a formal decision of Council, by resolution.

CONSULTATION/ADVERTISING:

The State Government and WALGA have consulted with the Local Government sector, as detailed in this report.

LEGAL/POLICY:

- *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth)
- *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA)

RISK MANAGEMENT IMPLICATIONS:

Consequence	Likelihood	Residual Risk
Reduces exposure to civil litigation and other associated expenses. Reduces risk of reputational damage. Reduces exposure to further legal claims against the City or its officials.	Unlikely	Low

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:

The State's decision will cover the following financial costs arising from a Redress application:

- Monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

In the event of a Direct Personal Response (Apology), the City may be required to pay a standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances.

COMMENT:

By participating in the State Government's Redress Scheme, the City will be demonstrating a commitment to appropriately responding to the victims of institutional child sexual abuse.

7.3 INVESTMENT REPORT AS AT 31 MARCH 2020
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Attachments: 1. Investment report as at 31 March 2020  

RECOMMENDATION:

That Council **NOTES** the Investment Report for the month ended 31 March 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 March 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 March 2020, the total funds held in the City's operating account (including on call) is \$33,969,162 compared to \$39,157,958 for the period ending 31 March 2019.

The total term deposit investments for the period ending 31 March 2020 is \$28,466,025 compared to \$32,739,750 for the period ending 31 March 2019. The total term deposit and fund amounts have reduced compared to last year for cash flow management purposes to cover operating and capital expenditure requirements.

In addition, the City foresees that investments in the short term will decline to ensure the City's short to medium term liquidity position is sustainable to overcome any events resulting from the COVID-19 pandemic.

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	\$35,377,640	\$33,681,961
March	\$39,157,958	\$32,739,750	\$33,969,162	\$28,466,025
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 March 2020 is:

Total Accrued Interest Earned on Investment	Budget Adopted	Budget YTD	Actual YTD	% of FY Budget
Municipal	\$370,000	\$277,497	\$176,810	63.72%
Reserve	\$278,688	\$209,016	\$143,974	68.88%
Subtotal	\$648,688	\$486,513	\$320,784	65.94%
Leederville Gardens Inc Surplus Trust*	\$0	\$0	\$9,457	0.00%
Total	\$648,688	\$486,513	\$330,241	67.88%

*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 1.67% for current investments including the operating account. The Reserve Bank 90 days accepted bill rate for March 2020 is 0.53%.

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 March 2020, \$12,050,016 (35.50%) 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 8.74% 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%	17.6%	30%	Nil	90%	45.16%
A1	25%	2.3%	30%	Nil	80%	9.96%
A2	20%	20.3%	n/a	Nil	60%	44.88%

* The maximum allowable position with an A-2 accredited institution (ME Bank) has exceeded the threshold. This is because the total investment closing balance at the end of the March has decreased compared to when the investments were undertaken resulting in an increase in the portfolio percentage for ME Bank.

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:

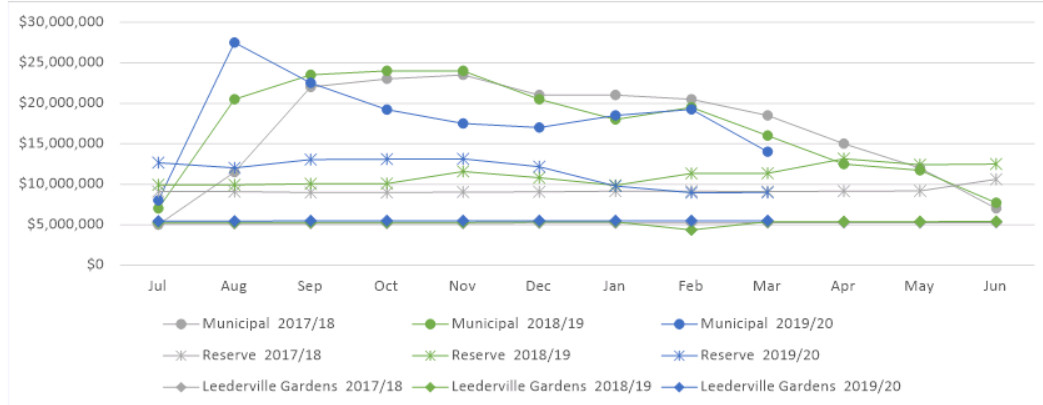
The financial implications of this report are as noted in the details section of the report. Administration is satisfied that appropriate and responsible measures are in place to protect the City's financial assets.

**CITY OF VINCENT
INVESTMENT PORTFOLIO
AS AT 31 MARCH 2020**

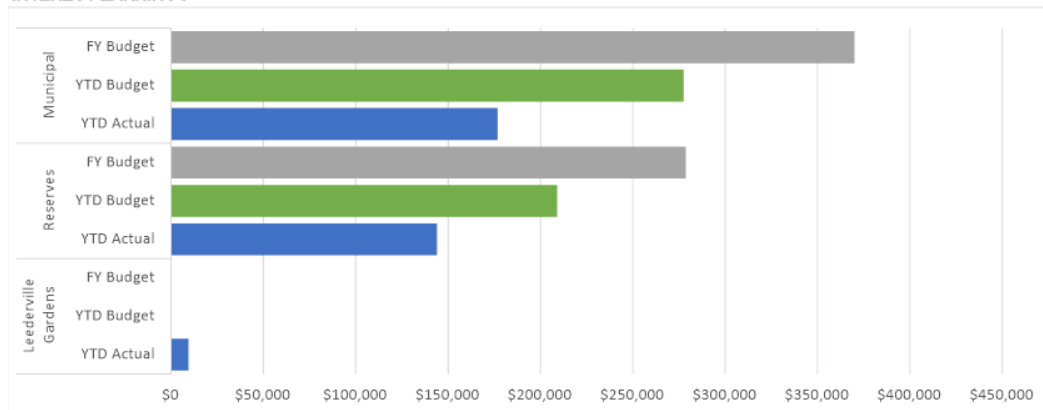
	Municipal	Reserve	Trust	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	\$	%
BY INVESTMENT HOLDINGS						
Operating Accounts	5,054,737	448,400	0	0	5,503,137	16.2%
Term Deposits	14,000,000	8,977,404	0	5,477,621	28,455,025	83.8%
Equity Shares	11,000	0	0	0	11,000	0.0%
	19,065,737	9,425,804	0	5,477,621	33,969,162	100.0%
BY INSTITUTION						
Bank of Queensland	0	1,400,364	0	0	1,400,364	4.2%
Bendigo and Adelaide Bank	1,750,000	0	0	0	1,750,000	5.2%
Commonwealth Bank of Australia	5,054,737	448,400	0	0	5,503,137	16.2%
Members Equity Bank Ltd.	4,000,000	994,448	0	1,910,419	6,904,867	20.3%
National Australia Bank	1,750,000	0	0	2,107,457	3,857,457	11.4%
North Perth Community Bank	11,000	0	0	0	11,000	0.0%
Suncorp-Metway Ltd.	0	792,423	0	0	792,423	2.3%
Westpac Banking Corp	3,000,000	1,520,118	0	1,459,745	5,979,863	17.6%
AMP Bank	3,500,000	1,678,325	0	0	5,178,325	15.2%
Macquarie Bank	0	2,591,726	0	0	2,591,726	7.6%
	19,065,737	9,425,804	0	5,477,621	33,969,162	100.0%
BY CREDIT RATINGS (SHORT-TERM ISSUE)						
A-1+	9,804,737	1,968,518	0	3,567,202	15,340,457	45.2%
A-1	0	3,384,149	0	0	3,384,149	10.0%
A-2	9,261,000	4,073,137	0	1,910,419	15,244,556	44.8%
	19,065,737	9,425,804	0	5,477,621	33,969,162	100.0%
BY TERMS						
0-30 days	5,054,737	448,400	0	0	5,503,137	16.2%
31-90 days	0	0	0	0	0	0.0%
91-180 days	5,000,000	0	0	0	5,000,000	14.7%
181-270 days	9,000,000	6,385,678	0	0	15,385,678	45.3%
270-365 days	0	2,591,726	0	5,477,621	8,069,347	23.8%
> 1 year	11,000	0	0	0	11,000	0.0%
	19,065,737	9,425,804	0	5,477,621	33,969,162	100.0%
BY MATURITY						
0-30 days	7,554,737	1,192,343	0	0	8,747,080	25.8%
31-90 days	6,500,000	2,443,292	0	1,459,745	10,403,037	30.6%
91-180 days	5,000,000	3,198,443	0	4,017,876	12,216,319	36.0%
181-270 days	0	2,591,726	0	0	2,591,726	7.6%
270-365 days	0	0	0	0	0	0.0%
> 1 year	11,000	0	0	0	11,000	0.0%
	19,065,737	9,425,804	0	5,477,621	33,969,162	100.0%
BY FOSSIL FUEL EXPOSURE (as determined by www.marketforces.org.au)						
Fossil Fuel Lending	13,304,737	5,047,207	0	3,567,202	21,919,146	64.5%
Non Fossil Fuel Lending	5,761,000	4,378,597	0	1,910,419	12,050,016	35.5%
	19,065,737	9,425,804	0	5,477,621	33,969,162	100.0%

**CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 31 MARCH 2020**

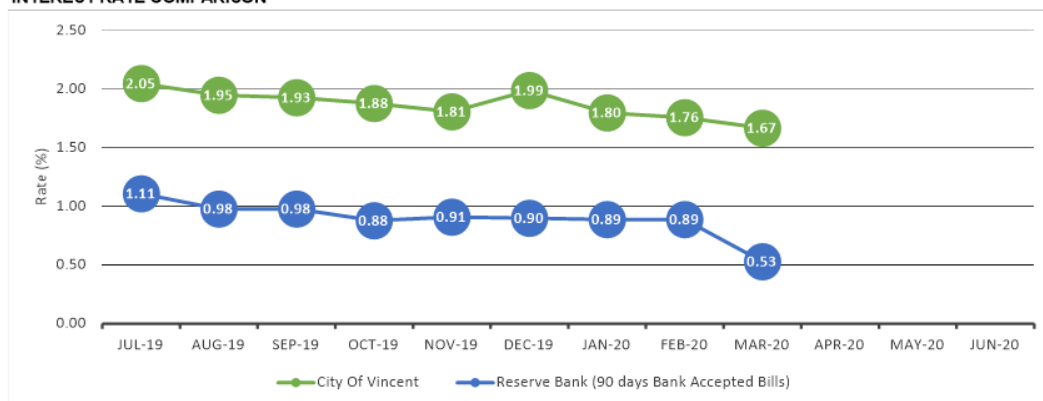
FUNDS INVESTED OVER 3 YEARS



INTEREST EARNINGS

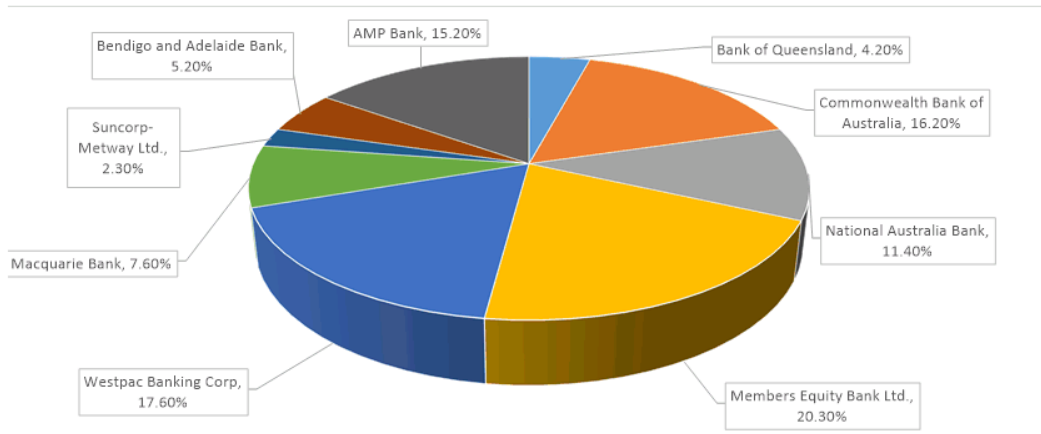


INTEREST RATE COMPARISON

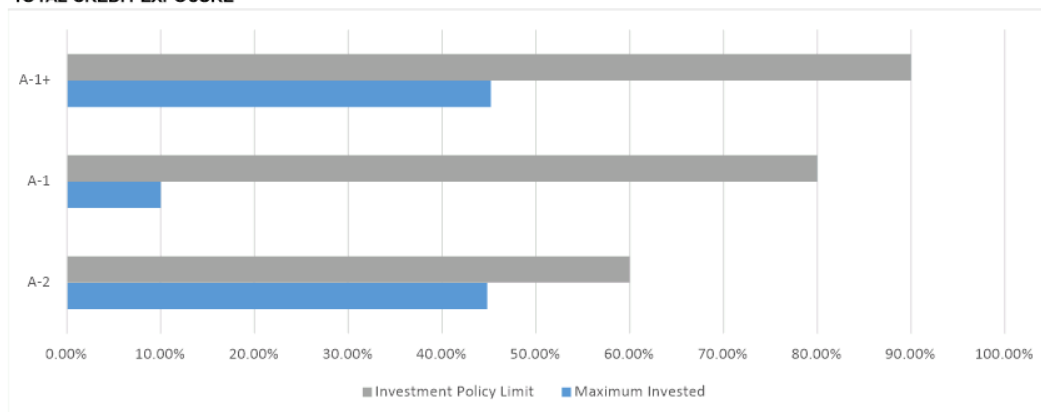


**CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 31 MARCH 2020**

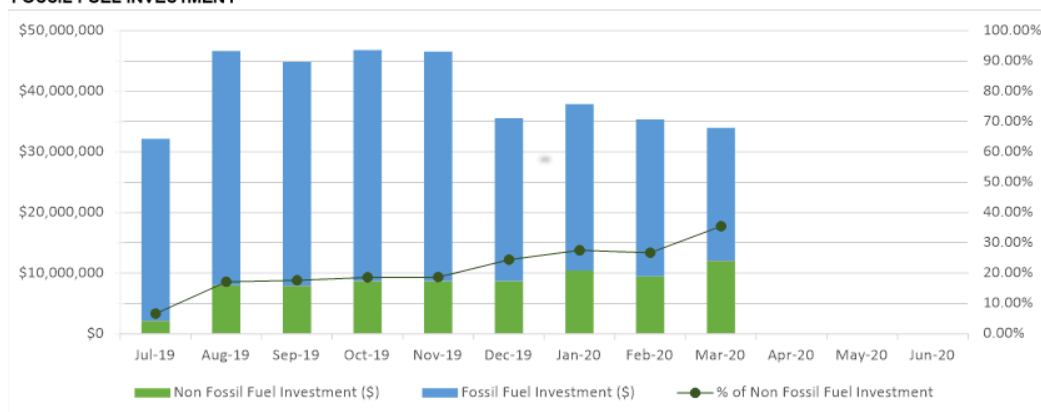
TOTAL PORTFOLIO EXPOSURE



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 INTEREST EARNINGS
AS AT 31 MARCH 2020**

	YTD 31/03/2020 \$	YTD 31/03/2019 \$	FY 2019/20 \$	FY 2018/19 \$
MUNICIPAL FUNDS				
Budget	277,497	370,700	370,000	420,000
Interest Earnings	176,810	418,014	176,810	526,801
% Income to Budget	63.72%	112.76%	47.79%	125.43%
RESERVE FUNDS				
Budget	209,016	175,900	278,688	226,060
Interest Earnings	143,974	214,308	143,974	295,189
% Income to Budget	68.88%	121.84%	51.66%	130.58%
LEEDERVILLE GARDENS INC SURPLUS TRUST				
Budget	0	0	0	0
Interest Earnings	9,457	104,847	9,457	141,214
% Income to Budget	0.00%	0.00%	0.00%	0.00%
TOTAL				
Budget	486,513	546,600	648,688	646,060
Interest Earnings	330,241	737,169	330,241	963,204
% Income to Budget	67.88%	134.86%	50.91%	149.09%
Variance	(156,272)	190,569	(318,447)	317,144
% Variance to Budget	-32.12%	34.86%	-49.09%	49.09%
TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)				
Budget	486,513	546,600	648,688	646,060
Interest Earnings	320,784	632,322	320,784	821,990
% Income to Budget	65.94%	115.68%	49.45%	127.23%
Variance	(165,729)	85,722	(327,904)	175,930
% Variance to Budget	-34.06%	15.68%	-50.55%	27.23%

**CITY OF VINCENT
CURRENT INVESTMENT HOLDING
AS AT 31 MARCH 2020**

Funds	Institution	Investment Date	Maturity Date	Term	Interest Rate	Principal \$
<u>OPERATING ACCOUNTS</u>						
Municipal	Commonwealth Bank of Australia					5,054,737
Reserve	Commonwealth Bank of Australia					448,400
Total Operating Funds						5,503,137
<u>EQUITY SHARES</u>						
Municipal	North Perth Community Bank	23/11/2001				11,000
Total Shares						11,000
<u>TERM DEPOSITS</u>						
Leederville Gardens Inc :	Westpac Banking Corp	14/06/2019	12/06/2020	364	2.25%	1,459,745
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.	29/08/2019	13/04/2020	228	1.65%	2,500,000
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%	792,422
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
Municipal	Members Equity Bank Ltd.	04/02/2020	13/07/2020	160	1.60%	1,500,000
Municipal	AMP Bank	05/02/2020	04/08/2020	181	1.80%	1,500,000
Municipal	AMP Bank	27/02/2020	31/08/2020	186	1.85%	2,000,000
Reserve	AMP Bank	05/02/2020	17/08/2020	194	1.80%	1,678,325
Reserve	Macquarie Bank	12/03/2020	14/12/2020	277	1.65%	2,591,726
Total Term Deposits						28,455,025
Total Investment Including At Call						33,969,162

7.4 FINANCIAL STATEMENTS AS AT 31 MARCH 2020

Attachments: 1. Financial Statements as at 31 March 2020  

RECOMMENDATION:

That Council **RECEIVES** the financial statements for the month ended 31 March 2020 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 31 March 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 March 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	6-53
5.	Capital Expenditure and Funding and Capital Works Schedule	54-59
6.	Cash Backed Reserves	60
7.	Rating Information and Graph	61-62
8.	Debtors Report	63
9.	Beatty Park Leisure Centre Financial Position	64

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'.

The City's operations have been impacted by the measures imposed by the State and Federal Government to contain COVID-19. This has had an impact on revenue and the ability to deliver services and projects. The May budget review will accommodate for these changes and update the budget for this unforeseen event.

Revenue by Program is tracking under budget compared to the YTD budget by an amount by \$509,646 (2.9%). The following items materially contributed to this position: -

- An unfavourable variance of \$131,740 due to a reduction in revenue generated from Beatty Park Leisure Centre (**Recreation and Culture**);
- An unfavourable variance of \$294,112 materially contributed by a reduction in revenue generated from parking infringements and parking fees (**Transport**).

Revenue by Nature or Type is tracking under budget by \$454,829 (0.9%) compared to the budgeted revenue. The following items materially contributed to this position: -

- An unfavourable variance of \$456,436 due to a significant reduction in revenue generated from fees and charges for services provided by the City. Both Beatty Park and parking revenue have contributed to this downward trend.

Expenditure by Program reflects an under spend of \$3,316,482 (7%) compared to the year to date budget. The following items materially contributed to this position: -

- An under-spend of \$1,313,831 mainly contributed by the timing of payment relating to waste collection and the delivery of operating projects within Policy and Place (**Community Amenities**);
- An under-spend of \$790,720 mainly contributed by a timing variance of delivery of events and operating and maintenance works relating to Beatty Park Leisure Centre (**Recreation and culture**);
- An under-spend of \$258,225, mainly contributed by a timing variance of works relating to infrastructure maintenance and costs relating to street lighting (**Transport**); and
- An under-spend of \$508,267 mainly contributed by timing variance in the delivery of works within multiple service areas (**Other Property and Services**).

Expenditure by Nature or Type reflects an under-spend of \$3,190,381 (6.7%) compared to the year to date budget. The following items materially contributed to this position: -

- **Materials and contracts** reflects an under-spend of \$2,383,877. This variance is mainly contributed by a timing variance of works within the following areas:
 - Waste collection Service - \$720,966;
 - Events - \$206,456; and
 - Operating projects within multiple areas - \$480,742.

The balance of the variance is a result of a cumulative underspend in multiple areas across the City.

- **Other expenditure** reflects an under-spend of \$692,059 largely contributed by a timing variance in the delivery of works within different 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 \$15,707,357 reflecting a favourable position of \$5,551,645 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 – 53)

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 54 - 59)

Below is a summary of the year to date expenditure of each asset category and the funding source associated to the delivery of capital works

CATEGORY	Revised Budget \$	YTD Budget \$	YTD Actual \$	Remaining Budget %
Land and Buildings	2,714,730	1,785,230	1,405,507	48.2%
Infrastructure Assets	6,589,378	5,298,029	3,519,019	46.6%
Plant and Equipment	3,049,456	3,034,456	1,702,492	44.2%
Furniture and Equipment	864,277	689,057	238,837	72.4%
Total	13,217,841	10,806,772	6,865,856	48.1%

FUNDING	Revised Budget \$	YTD Budget \$	YTD Actual \$	Remaining Budget %
Own Source Funding - Municipal	9,428,042	7,631,283	5,379,041	42.9%
Cash Backed Reserves	1,344,821	1,019,821	402,279	70.1%
Capital Grant and Contribution	1,889,978	1,745,668	796,547	57.9%
Other (Disposals/Trade In)	555,000	410,000	287,989	48.1%
Total	13,217,841	10,806,772	6,865,856	48.1%

The full capital works program is listed in detail in Note 5 at **Attachment 1**.

6. Cash Backed Reserves (Note 6 Page 60)

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 March 2020 is \$9,425,805.

7. Rating Information (Note 7 Page 61 - 62)

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 March 2020 is \$2,110,719 including deferred rates (\$103,602) and excluding ESL debtors and pensioner rebates.

8. Receivables (Note 8 Page 63)

Total trade and other receivables outstanding as at 31 March 2020 are \$2,529,945, of which \$1,953,745 relates to outstanding debtors. 90% 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:

- \$1,736,928 (89%) 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). 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).

- \$160,715 (9%) 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.

In light of the expected impact of COVID-19, Administration will calculate a provision amount to reflect the probability of not collecting outstanding monies owed to the City. All debtor categories will be reviewed on a case by case basis.

9. Beatty Park Leisure Centre – Financial Position report (Note 9 Page 64)

As at 31 March 2020, the operating surplus for the centre is \$272,556 (excluding depreciation) compared to the year to date budgeted deficit amount of \$226,313. This favourable position is expected to change as a result of the impact of COVID-19.

10. Explanation of Material Variances (Note 4 Page 6 - 53)

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 March 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:

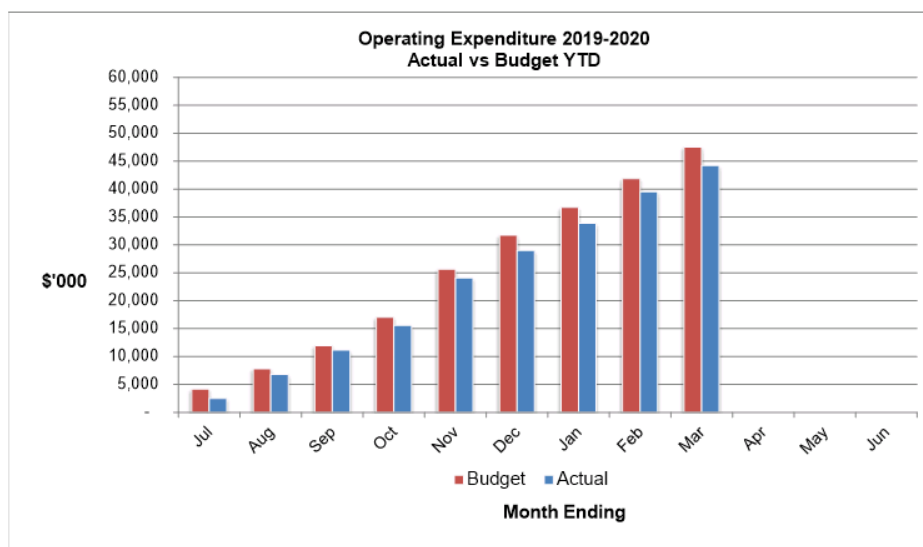
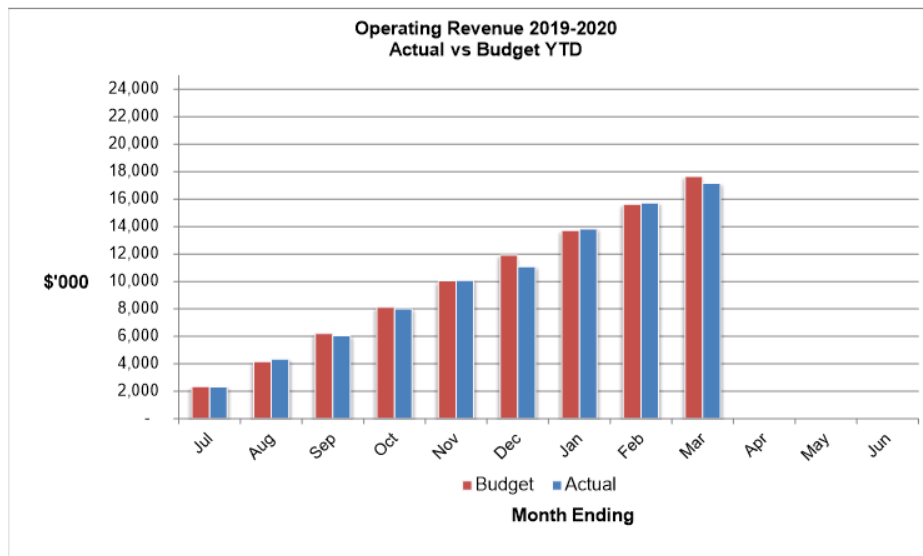
Not applicable.

CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM
FOR THE PERIOD ENDED 31 MARCH 2020

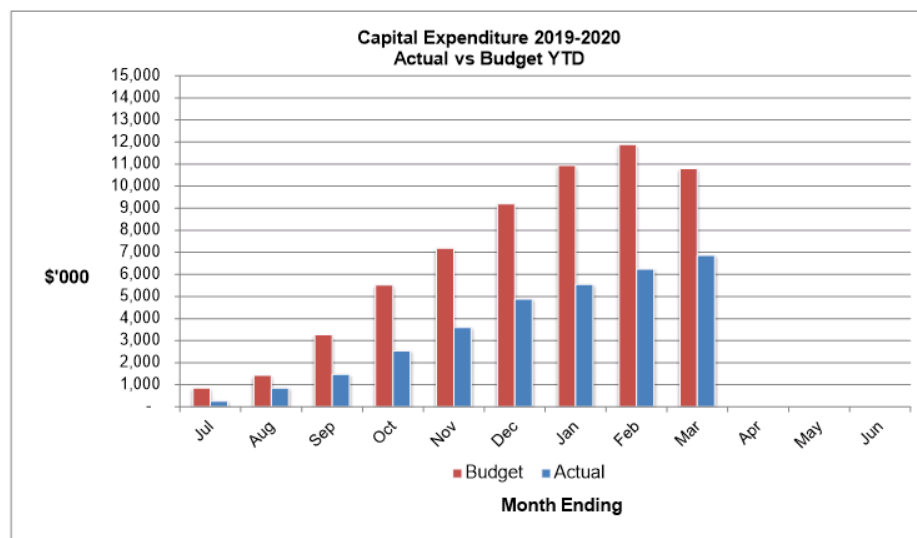
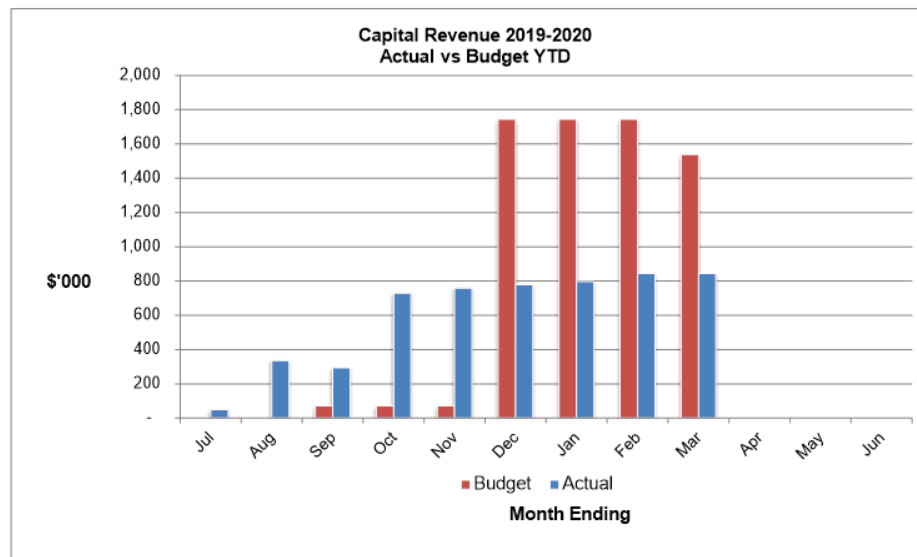


	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	YTD Variance
	\$	\$	\$	\$	%
Opening Funding Surplus/(Deficit)	5,811,178	5,811,178	5,811,178	0	0.0%
Revenue from operating activities					
Governance	41,000	30,744	25,770	(4,974)	-16.2%
General Purpose Funding	2,128,209	1,752,251	1,673,138	(79,113)	-4.5%
Law, Order and Public Safety	152,607	146,021	164,644	18,623	12.8%
Health	371,864	338,999	378,722	39,723	11.7%
Education and Welfare	144,903	101,159	108,114	6,955	6.9%
Community Amenities	1,222,062	1,019,079	1,026,207	7,128	0.7%
Recreation and Culture	10,209,000	7,735,959	7,604,219	(131,740)	-1.7%
Transport	8,018,982	5,882,623	5,588,511	(294,112)	-5.0%
Economic Services	366,171	277,099	247,246	(29,853)	-10.8%
Other Property and Services	681,614	363,311	321,033	(42,278)	-11.6%
	23,336,412	17,647,245	17,137,604	(509,641)	-2.9%
Expenditure from operating activities					
Governance	(3,780,931)	(2,805,448)	(2,668,473)	136,975	-4.9%
General Purpose Funding	(848,687)	(537,091)	(483,328)	53,763	-10.0%
Law, Order and Public Safety	(1,669,073)	(1,249,514)	(1,235,160)	14,354	-1.1%
Health	(1,702,756)	(1,255,356)	(1,154,011)	101,345	-8.1%
Education and Welfare	(1,208,348)	(922,262)	(825,710)	96,552	-10.5%
Community Amenities	(13,313,598)	(9,521,246)	(8,207,415)	1,313,831	-13.8%
Recreation and Culture	(23,346,764)	(17,685,136)	(16,894,416)	790,720	-4.5%
Transport	(14,143,869)	(10,805,863)	(10,547,638)	258,225	-2.4%
Economic Services	(646,390)	(490,836)	(448,386)	42,450	-8.6%
Other Property and Services	(2,887,439)	(2,278,936)	(1,770,669)	508,267	-22.3%
	(63,547,855)	(47,551,688)	(44,235,206)	3,316,482	-7.0%
Add Deferred Rates Adjustment	0	0	18,263	18,263	0.0%
Add Back Depreciation	11,717,502	8,788,111	8,818,523	30,412	0.3%
Adjust (Profit)/Loss on Asset Disposal	(284,073)	(34,073)	(128,075)	(94,002)	275.9%
	11,433,429	8,754,038	8,708,711	(45,327)	-0.5%
Amount attributable to operating activities	(28,778,014)	(21,150,405)	(18,388,891)	2,761,514	-13.1%
Investing Activities					
Non-operating Grants, Subsidies and Contributions	1,573,978	1,538,823	843,347	(695,476)	-45.2%
Purchase Land and Buildings	(2,714,730)	(1,785,230)	(1,405,507)	379,723	-21.3%
Purchase Infrastructure Assets	(6,589,378)	(5,298,029)	(3,519,019)	1,779,010	-33.6%
Purchase Plant and Equipment	(3,049,456)	(3,034,456)	(1,702,492)	1,331,964	-43.9%
Purchase Furniture and Equipment	(864,277)	(689,057)	(238,837)	450,220	-65.3%
Proceeds from Joint Venture Operations	250,000	0	0	0	0.0%
Proceeds from Disposal of Assets	555,000	555,000	391,607	(163,393)	-29.4%
Amount attributable to investing activities	(10,838,863)	(8,712,949)	(5,630,901)	3,082,048	-35.4%
Financing Activities					
Repayment of Debentures	(6,143,961)	(5,908,962)	(5,905,318)	3,644	-0.1%
Proceeds from New Debentures	1,000,000	1,000,000	1,000,000	0	0.0%
Transfer to Reserves	(2,165,042)	(1,782,114)	(1,740,207)	41,907	-2.4%
Transfer from Reserves	5,419,966	5,257,466	4,897,287	(360,179)	-6.9%
Amount attributable to financing activities	(1,889,037)	(1,433,610)	(1,748,238)	(314,628)	21.9%
Surplus/(Deficit) before general rates	(35,694,736)	(25,485,786)	(19,956,852)	5,528,934	-21.7%
Total amount raised from general rates	35,706,498	35,641,498	35,664,214	22,716	0.1%
Closing Funding Surplus/(Deficit)	11,762	10,155,712	15,707,362	5,551,650	54.7%

CITY OF VINCENT
 NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
 BY PROGRAM - GRAPH
 AS AT 31 MARCH 2020



CITY OF VINCENT
NOTE 1 - CAPITAL REVENUE / EXPENDITURE PROGRAM
AS AT 31 MARCH 2020



CITY OF VINCENT
NOTE 2 - STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE PERIOD ENDED 31 MARCH 2020

	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	YTD Variance
	\$	\$	\$	\$	%
Revenue					
Rates	35,706,498	35,641,498	35,664,214	22,716	0%
Operating Grants, Subsidies and Contributions	950,953	757,041	772,349	15,308	2.0%
Fees and Charges	19,562,776	14,893,140	14,436,704	(456,436)	-3.1%
Interest Earnings	981,788	776,297	729,175	(47,122)	-6.1%
Other Revenue	1,350,258	980,130	990,835	10,705	1.1%
	58,552,273	53,048,106	52,593,277	(454,829)	-0.9%
Expenses					
Employee Costs	(25,904,065)	(19,177,493)	(19,133,998)	43,495	-0.2%
Materials and Contracts	(19,030,804)	(14,573,368)	(12,189,491)	2,383,877	-16.4%
Utility Charges	(1,711,580)	(1,284,322)	(1,214,321)	70,001	-5.5%
Depreciation on Non-Current Assets	(11,717,502)	(8,788,111)	(8,818,523)	(30,412)	0.3%
Interest Expenses	(713,748)	(494,379)	(494,828)	(449)	0.1%
Insurance Expenses	(534,879)	(401,166)	(369,356)	31,810	-7.9%
Other Expenditure	(3,728,713)	(2,626,285)	(1,934,226)	692,059	-26.4%
	(63,341,291)	(47,345,124)	(44,154,743)	3,190,381	-6.7%
	(4,789,018)	5,702,982	8,438,534	2,735,552	48.0%
Non-operating Grants, Subsidies and Contributions	1,573,978	1,538,823	843,347	(695,476)	-45.2%
Profit on Disposal of Assets	241,185	241,185	210,304	(30,881)	-12.8%
Loss on Disposal of Assets	(207,112)	(207,112)	(82,228)	124,884	-60.3%
	1,608,051	1,572,896	971,423	(601,473)	-38.2%
Net result	(3,180,967)	7,275,878	9,409,957	2,134,079	29.3%
Other comprehensive income					
<i>Items that will not be reclassified subsequently to profit or loss</i>					
Total other comprehensive income	0	0	0	0	0.0%
Total comprehensive income	(3,180,967)	7,275,878	9,409,957	2,134,079	29.3%

CITY OF VINCENT
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 NOTE 3 - NET CURRENT FUNDING POSITION
 FOR THE PERIOD ENDED 31 MARCH 2020



	Note	YTD Actual 31/03/2020 \$	FY Actual 30/06/2019 \$
Current Assets			
Cash Unrestricted		17,786,341	12,381,985
Cash Restricted		9,425,804	12,582,885
Investments		11,000	11,000
Receivables - Rates	7	2,110,719	648,084
Receivables - Other	8	2,529,945	3,057,940
Inventories		216,719	175,208
		<u>32,080,528</u>	<u>28,857,102</u>
Less: Current Liabilities			
Payables		(4,176,078)	(13,012,065)
Provisions - employee		(3,961,417)	(3,908,452)
		<u>(8,137,495)</u>	<u>(16,920,517)</u>
Unadjusted Net Current Assets		23,943,033	11,936,585
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	6	(9,425,805)	(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		829,951	6,097,295
Add: Infringement Debtors transferred to non current asset		971,183	971,183
		<u>(8,235,671)</u>	<u>(6,125,407)</u>
Adjusted Net Current Assets		<u>15,707,362</u>	<u>5,811,178</u>

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
Chief Executive Officer						
Chief Executive Officer Expenditure						
Employee Costs	658,575	493,106	504,217	11,111	2%	
Other Employee Costs	18,317	13,734	14,331	597	4%	
Other Expenses	193,100	155,805	93,952	(61,854)	-40%	Timing variance on the delivery of management programmes and legal costs not required as yet. Budget to be adjusted at May budget review in light of COVID-19.
Operating Projects	100,000	69,800	64,381	(5,419)	-8%	
Chief Executive Officer Expenditure Total	969,992	732,445	676,881	(55,564)	-8%	
Chief Executive Officer Indirect Costs						
Allocations	(969,991)	(732,441)	(676,881)	55,560	-8%	
Chief Executive Officer Indirect Costs Total	(969,991)	(732,441)	(676,881)	55,560	-8%	
Chief Executive Officer Total	1	4	0	(4)	-100%	
Members of Council						
Members Of Council Expenditure						
Employee Costs	88,698	66,252	65,795	(457)	-1%	
Other Employee Costs	20,000	16,892	7,005	(9,887)	-59%	
Other Expenses	454,982	344,108	333,140	(10,968)	-3%	
Members Of Council Expenditure Total	563,680	427,252	405,941	(21,311)	-5%	
Members Of Council Indirect Costs						
Allocations	53,344	38,920	36,982	(1,938)	-5%	
Members Of Council Indirect Costs Total	53,344	38,920	36,982	(1,938)	-5%	
Members of Council Total	617,024	466,172	442,924	(23,248)	-5%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Corporate Strategy and Governance Revenue</u>						
Corporate Strategy and Governance Revenue	0	0	(25)	(25)	100%	
Corporate Strategy and Governance Revenue Total	0	0	(25)	(25)	100%	
Corporate Strategy and Governance Revenue Total	0	0	(25)	(25)	100%	
<u>Corporate Strategy and Governance Expenditure</u>						
Corporate Strategy and Governance Expenditure						
Employee Costs	566,353	430,124	420,020	(10,104)	-2%	
Other Employee Costs	26,914	23,764	34,273	10,509	44%	
Other Expenses	205,400	154,035	79,178	(74,857)	-49%	Underspend in consultants, internal audit program and legal fees. Budget to be adjusted at May budget review in light of COVID-19.
Operating Projects	0	0	0	0		
Corporate Strategy and Governance Expenditure Total	798,667	607,923	533,471	(74,452)	-12%	
Corporate Strategy and Governance Expenditure Total	798,667	607,923	533,471	(74,452)	-12%	
<u>Corporate Strategy and Governance Indirect Costs</u>						
Corporate Strategy and Governance Indirect Costs						
Allocations	401,997	294,068	273,165	(20,903)	-7%	
Corporate Strategy and Governance Indirect Costs Total	401,997	294,068	273,165	(20,903)	-7%	
Corporate Strategy and Governance Indirect Costs Total	401,997	294,068	273,165	(20,903)	-7%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
Human Resources						
Human Resources Revenue						
Revenue	(40,000)	(29,997)	(25,159)	4,838	-16%	
Human Resources Revenue Total	(40,000)	(29,997)	(25,159)	4,838	-16%	
Human Resources Expenditure						
Employee Costs	987,404	556,458	563,206	6,748	1%	
Other Employee Costs	125,600	92,436	62,160	(30,276)	-33%	Favourable variance, however breakdown is individually immaterial.
Other Expenses	107,829	85,623	83,645	(1,978)	-2%	
Human Resources Expenditure Total	1,220,833	734,517	709,011	(25,506)	-3%	
Human Resources Indirect Costs						
Allocations	(1,180,833)	(725,420)	(683,852)	41,568	-6%	
Human Resources Indirect Costs Total	(1,180,833)	(725,420)	(683,852)	41,568	-6%	
Human Resources Total	0	(20,900)	0	20,900	-100%	
Information Technology						
Information Technology Revenue						
Revenue	(1,359)	(1,359)	0	1,359	-100%	
Information Technology Revenue Total	(1,359)	(1,359)	0	1,359	-100%	
Information Technology Expenditure						
Employee Costs	554,831	414,337	367,332	(47,005)	-11%	Underspent on salaries, relates to timing of project deliveries. Budget to be adjusted at May budget review in light of COVID-19.
Other Employee Costs	15,279	13,779	13,733	(46)	0%	
Other Expenses	1,248,012	976,017	945,589	(30,428)	-3%	
Operating Projects	240,000	170,000	96,538	(73,462)	-43%	Underspent as IT strategy project scope has been revised. Budget to be adjusted at May budget review in light of COVID-19.
Information Technology Expenditure Total	2,058,122	1,574,133	1,423,193	(150,941)	-10%	
Information Technology Indirect Costs						
Allocations	(2,056,763)	(1,572,774)	(1,423,193)	149,582	-10%	
Information Technology Indirect Costs Total	(2,056,763)	(1,572,774)	(1,423,193)	149,582	-10%	
Information Technology Total	0	0	0	0	100%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20 \$	YTD Budget 31/03/2020 \$	YTD Actual 31/03/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Records Management</u>						
Records Management Revenue						
Revenue	(1,000)	(747)	(581)	166	-22%	
Records Management Revenue Total	(1,000)	(747)	(581)	166	-22%	
Records Management Expenditure						
Employee Costs	292,525	218,471	222,637	4,166	2%	
Other Employee Costs	7,200	5,400	923	(4,477)	-83%	
Other Expenses	36,100	27,072	20,525	(6,547)	-24%	
Operating Projects	120,000	90,000	48,610	(41,390)	-46%	Budget to be adjusted at May budget review in light of COVID-19.
Records Management Expenditure Total	455,825	340,943	292,695	(48,249)	-14%	
Records Management Indirect Costs						
Allocations	(454,825)	(340,196)	(292,113)	48,083	-14%	
Records Management Indirect Costs Total	(454,825)	(340,196)	(292,113)	48,083	-14%	
Records Management Total	0	0	0	0	100%	
<u>Sustainability and Environment</u>						
Sustainability and Environment						
Employee Costs	133,285	99,158	88,819	(10,339)	-10%	
Other Employee Costs	15	15	15	(0)	-3%	
Other Expenses	56,350	56,350	27,773	(28,577)	-51%	Underspend relates to Sustainability programmes and events. Budget to be adjusted at May budget review in light of COVID-19.
Operating Projects	33,000	33,000	32,242	(758)	-2%	
Sustainability and Environment Total	222,650	188,523	148,849	(39,674)	-21%	
Sustainability and Environment Total	222,650	188,523	148,849	(39,674)	-21%	
<u>Sustainability and Environment Indirect Cost</u>						
Sustainability and Environment Indirect Cost						
Allocations	73,330	53,468	49,887	(3,581)	-7%	
Sustainability and Environment Indirect Cost Total	73,330	53,468	49,887	(3,581)	-7%	
Sustainability and Environment Indirect Cost Total	73,330	53,468	49,887	(3,581)	-7%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Director Community and Business Services</u>						
Director Community and Business Services						
Employee Costs	254,483	189,154	181,397	(7,757)	-4%	
Other Employee Costs	7,874	5,904	5,795	(109)	-2%	
Other Expenses	5,300	3,969	1,355	(2,614)	-66%	
Director Community and Business Services Total	267,657	199,027	188,547	(10,480)	-5%	
Director Community and Business Services Total	267,657	199,027	188,547	(10,480)	-5%	
<u>Director Community and Business Ser Indirect Costs</u>						
Director Community and Business Ser Indirect Costs						
Allocations	(267,657)	(199,027)	(188,547)	10,480	-5%	
Director Community and Business Ser Indirect Costs Total	(267,657)	(199,027)	(188,547)	10,480	-5%	
Director Community and Business Ser Indirect Costs Total	(267,657)	(199,027)	(188,547)	10,480	-5%	
<u>Finance Services</u>						
Finance Services Revenue						
Revenue	(1,500)	(1,212)	(1,221)	(9)	1%	
Finance Services Revenue Total	(1,500)	(1,212)	(1,221)	(9)	1%	
Finance Services Expenditure						
Employee Costs	779,679	575,138	601,882	26,744	5%	
Other Employee Costs	24,600	10,000	8,622	(1,378)	-14%	
Other Expenses	143,060	107,546	61,889	(45,657)	-42%	Underspend relates to Professional services not required as yet. Budget to be adjusted at May budget review in light of COVID-19.
Finance Services Expenditure Total	947,339	692,684	672,393	(20,291)	-3%	
Finance Services Indirect Costs						
Allocations	(945,839)	(628,972)	(671,172)	(42,200)	7%	
Finance Services Indirect Costs Total	(945,839)	(628,972)	(671,172)	(42,200)	7%	
Finance Services Total	0	62,500	0	(62,500)	-100%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Insurance Premium</u>						
Insurance Premium Expenditure						
Other Expenses	534,879	401,166	369,356	(31,810)	-8%	
Insurance Premium Expenditure Total	534,879	401,166	369,356	(31,810)	-8%	
Insurance Premium Recovery						
Allocations	(534,879)	(401,157)	(369,355)	31,802	-8%	
Insurance Premium Recovery Total	(534,879)	(401,157)	(369,355)	31,802	-8%	
Insurance Premium Total	0	9	1	(8)	-85%	
<u>Insurance Claim</u>						
Insurance Claim Recoup						
Revenue	(65,000)	(43,336)	(32,566)	10,770	-25%	Insurance claim recoup lower than anticipated.
Insurance Claim Recoup Total	(65,000)	(43,336)	(32,566)	10,770	-25%	
Insurance Claim Expenditure						
Other Expenses	5,000	3,753	3,256	(497)	-13%	
Insurance Claim Expenditure Total	5,000	3,753	3,256	(497)	-13%	
Insurance Claim Total	(60,000)	(39,583)	(29,310)	10,273	-26%	
<u>Mindarie Regional Council</u>						
Mindarie Regional Council Revenue						
Revenue	(118,569)	(88,920)	(83,856)	5,064	-6%	
Mindarie Regional Council Revenue Total	(118,569)	(88,920)	(83,856)	5,064	-6%	
Mindarie Regional Council Expenditure						
Other Expenses	51,000	51,000	28,678	(22,322)	-44%	Timing variance of rates and levies.
Mindarie Regional Council Expenditure Total	51,000	51,000	28,678	(22,322)	-44%	
Mindarie Regional Council Total	(67,569)	(37,920)	(55,178)	(17,258)	46%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
General Purpose Revenue						
General Purpose Revenue	(1,374,609)	(1,084,133)	(1,025,508)	58,625	-5%	
General Purpose Revenue Total	(1,374,609)	(1,084,133)	(1,025,508)	58,625	-5%	
General Purpose Revenue Total	(1,374,609)	(1,084,133)	(1,025,508)	58,625	-5%	
Rates Services						
Rates Services Revenue						
Revenue	(36,460,098)	(36,309,616)	(36,311,844)	(2,228)	0%	
Rates Services Revenue Total	(36,460,098)	(36,309,616)	(36,311,844)	(2,228)	0%	
Rates Services Expenditure						
Employee Costs	259,637	193,906	203,787	9,881	5%	
Other Expenses	425,550	224,303	168,671	(55,632)	-25%	Underspend relating to various services not required as yet. Budget to be adjusted at May budget review in light of COVID-19.
Rates Services Expenditure Total	685,187	418,209	372,458	(45,751)	-11%	
Rates Services Indirect Costs						
Allocations	163,500	118,882	110,870	(8,012)	-7%	
Rates Services Indirect Costs Total	163,500	118,882	110,870	(8,012)	-7%	
Rates Services Total	(35,611,411)	(35,772,525)	(35,828,516)	(55,991)	0%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Marketing and Communications</u>						
Marketing and Communications Revenue						
Revenue	0	0	0	0		
Marketing and Communications Revenue Total	0	0	0	0		
Marketing and Communications Expenditure						
Employee Costs	861,323	654,929	671,447	16,518	3%	
Other Employee Costs	8,450	6,611	3,405	(3,206)	-48%	
Other Expenses	542,050	391,078	363,279	(27,799)	-7%	
Operating Projects	9,050	9,050	6,130	(2,920)	-32%	
Marketing and Communications Expenditure Total	1,420,873	1,061,668	1,044,262	(17,406)	-2%	
Marketing and Communications Indirect Costs						
Allocations	429,039	313,048	299,605	(13,443)	-4%	
Marketing and Communications Indirect Costs Total	429,039	313,048	299,605	(13,443)	-4%	
Marketing and Communications Total	1,849,912	1,374,716	1,343,867	(30,849)	-2%	
<u>Recreation, Arts and Culture</u>						
Recreation, Arts and Culture Revenue						
Revenue	(3,000)	(1,500)	(1,659)	(159)	11%	
Recreation, Arts and Culture Revenue Total	(3,000)	(1,500)	(1,659)	(159)	11%	
Recreation, Arts and Culture Expenditure						
Employee Costs	118,457	88,463	65,767	(22,696)	-26%	Budget to be adjusted at May budget review in light of COVID-19.
Other Employee Costs	4,530	3,393	3,330	(63)	-2%	
Other Expenses	120,050	73,462	52,347	(21,115)	-29%	Budget to be adjusted at May budget review in light of COVID-19.
Operating Projects	13,000	13,000	0	(13,000)	-100%	
Recreation, Arts and Culture Expenditure Total	256,037	178,318	121,445	(56,873)	-32%	
Recreation, Arts and Culture Indirect Costs						
Allocations	75,045	54,264	55,484	1,220	2%	
Community Partnerships Mgmt Admin Alloca	45,212	45,212	47,149	1,937	4%	
Library Occupancy Costs Allocations	577	577	0	(577)	-100%	
Recreation, Arts and Culture Indirect Costs Total	120,834	100,053	102,634	2,581	3%	
Recreation, Arts and Culture Total	373,871	276,871	222,419	(54,452)	-20%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 MARCH 2020



	Revised Budget 2019/20 \$	YTD Budget 31/03/2020 \$	YTD Actual 31/03/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Senior, Disability and Youth Services						
Senior, Disability and Youth Services Revenue	(12,000)	(8,698)	(18,327)	(9,629)	111%	
Senior, Disability and Youth Services Revenue Total	(12,000)	(8,698)	(18,327)	(9,629)	111%	
Senior, Disability and Youth Services Expenditure						
Employee Costs	353,705	270,104	272,192	2,088	1%	
Other Employee Costs	1,050	1,035	659	(376)	-36%	
Other Expenses	174,600	110,418	63,614	(46,804)	-42%	Timing variance of \$16,313 for senior programmes and \$10,489 for donation/sponsorship.
Operating Projects	30,000	19,499	7,780	(11,719)	-60%	
Senior, Disability and Youth Services Expenditure Total	559,355	401,056	344,244	(56,812)	-14%	
Senior, Disability and Youth Serv Indirect Costs						
Allocations	170,282	119,858	120,467	609	1%	
Community Partnerships Mgmt Admin Alloca	104,702	104,702	109,862	5,160	5%	
Library Occupancy Costs Allocations	1,074	1,074	0	(1,074)	-100%	
Senior, Disability and Youth Serv Indirect Costs Total	276,058	225,634	230,329	4,695	2%	
Senior, Disability and Youth Services Total	823,413	617,992	556,247	(61,745)	-10%	
Art and Culture						
Art and Culture						
Other Expenses	464,815	408,769	202,312	(206,457)	-51%	Timing variance on the delivery of events. Budget to be adjusted at May budget review in light of COVID-19.
Operating Projects	60,000	30,000	0	(30,000)	-100%	
Art and Culture Total	524,815	438,769	202,312	(236,457)	-54%	
Art and Culture Indirect Costs						
Allocations	0	0	(1,980)	(1,980)	100%	
Art and Culture Indirect Costs Total	0	0	(1,980)	(1,980)	100%	
Art and Culture Total	524,815	438,769	200,332	(238,437)	-54%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
Beatty Park Leisure Centre Administration						
Beatty Park Leisure Centre Admin Revenue						
Revenue	(2,718,200)	(2,025,189)	(2,076,706)	(51,517)	3%	
Beatty Park Leisure Centre Admin Revenue Total	(2,718,200)	(2,025,189)	(2,076,706)	(51,517)	3%	
Beatty Park Leisure Centre Admin Indirect Revenue						
Allocations	2,718,200	2,025,189	2,079,001	53,812	3%	
Beatty Park Leisure Centre Admin Indirect Revenue Total	2,718,200	2,025,189	2,079,001	53,812	3%	
Beatty Park Leisure Centre Admin Expenditure						
Employee Costs	942,587	701,673	667,918	(33,755)	-5%	
Other Employee Costs	20,486	16,847	5,541	(11,306)	-67%	
Other Expenses	301,100	253,690	192,496	(61,194)	-24%	Budget to be adjusted at May budget review in light of COVID-19.
Operating Projects	180,000	135,000	0	(135,000)	-100%	Painting project scheduled to commence in May 2020.
Beatty Park Leisure Centre Admin Expenditure Total	1,444,173	1,107,210	865,955	(241,255)	-22%	
Beatty Park Leisure Centre Admin Indirect Costs						
Allocations	(1,444,173)	(1,104,717)	(868,249)	236,468	-21%	
Beatty Park Leisure Centre Admin Indirect Costs Total	(1,444,173)	(1,104,717)	(868,249)	236,468	-21%	
Beatty Park Leisure Centre Administration Total	0	2,493	(0)	(2,493)	-100%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Beatty Park Leisure Centre Building</u>						
Beatty Park Leisure Centre Building Revenue						
Revenue	(162,907)	(121,329)	(119,870)	1,459	-1%	
Beatty Park Leisure Centre Building Revenue Total	(162,907)	(121,329)	(119,870)	1,459	-1%	
Beatty Park Leisure Centre Occupancy Costs						
Building Maintenance	560,250	428,442	294,453	(133,989)	-31%	Major maintenance not required as yet. Budget to be adjusted at May budget review in light of COVID-19.
Ground Maintenance	54,900	40,696	28,628	(12,068)	-30%	
Other Expenses	2,236,589	1,670,560	1,629,990	(40,570)	-2%	
Beatty Park Leisure Centre Occupancy Costs Total	2,851,739	2,139,698	1,953,071	(186,627)	-9%	
Beatty Park Leisure Centre Indirect Costs						
Allocations	(2,688,832)	(2,003,219)	(1,833,202)	170,017	-8%	
Beatty Park Leisure Centre Indirect Costs Total	(2,688,832)	(2,003,219)	(1,833,202)	170,017	-8%	
Beatty Park Leisure Centre Building Total	0	15,150	0	(15,150)	-100%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
Swimming Pool Areas						
Swimming Pool Areas Revenue						
Revenue	(1,821,100)	(1,452,719)	(1,391,852)	60,867	-4%	
Swimming Pool Areas Revenue Total	(1,821,100)	(1,452,719)	(1,391,852)	60,867	-4%	
Swimming Pool Areas Indirect Revenue						
Allocations	(436,277)	(325,045)	(333,680)	(8,635)	3%	
Swimming Pool Areas Indirect Revenue Total	(436,277)	(325,045)	(333,680)	(8,635)	3%	
Swimming Pool Areas Expenditure						
Employee Costs	1,050,584	795,310	844,194	48,884	6%	
Other Employee Costs	20,800	16,013	16,209	196	1%	
Other Expenses	261,470	194,539	145,375	(49,164)	-25%	Maintenance works not required as yet. Budget to be adjusted at May budget review in light of COVID-19.
Swimming Pool Areas Expenditure Total	1,332,854	1,005,862	1,005,778	(84)	0%	
Swimming Pool Areas Indirect Costs						
Allocations	3,142,747	2,351,404	2,071,109	(280,295)	-12%	
Swimming Pool Areas Indirect Costs Total	3,142,747	2,351,404	2,071,109	(280,295)	-12%	
Swimming Pool Areas Total	2,218,224	1,579,502	1,351,355	(228,147)	-14%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Swim School</u>						
Swim School Revenue						
Revenue	(1,599,000)	(1,171,304)	(1,193,592)	(22,288)	2%	
Swim School Revenue Total	(1,599,000)	(1,171,304)	(1,193,592)	(22,288)	2%	
Swim School Indirect Revenue						
Allocations	(4,621)	(3,443)	(3,534)	(91)	3%	
Swim School Indirect Revenue Total	(4,621)	(3,443)	(3,534)	(91)	3%	
Swim School Expenditure						
Employee Costs	891,534	674,770	669,442	(5,328)	-1%	
Other Employee Costs	7,600	6,100	10,061	3,961	65%	
Other Expenses	40,050	36,889	25,750	(11,139)	-30%	
Swim School Expenditure Total	939,184	717,759	705,253	(12,506)	-2%	
Swim School Indirect Costs						
Allocations	236,473	177,712	162,843	(14,869)	-8%	
Swim School Indirect Costs Total	236,473	177,712	162,843	(14,869)	-8%	
Swim School Total	(427,964)	(279,276)	(329,031)	(49,755)	18%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
Café						
Cafe Revenue						
Revenue	(722,000)	(573,403)	(531,197)	42,206	-7%	
Cafe Revenue Total	(722,000)	(573,403)	(531,197)	42,206	-7%	
Cafe Indirect Revenue						
Allocations	(4,621)	(3,443)	(3,534)	(91)	3%	
Cafe Indirect Revenue Total	(4,621)	(3,443)	(3,534)	(91)	3%	
Cafe Expenditure						
Employee Costs	399,702	298,170	289,049	(9,121)	-3%	
Other Employee Costs	1,400	1,050	0	(1,050)	-100%	
Other Expenses	326,198	257,470	239,198	(18,272)	-7%	
Cafe Expenditure Total	727,300	556,690	528,247	(28,443)	-5%	
Cafe Indirect Costs						
Allocations	120,771	90,492	81,779	(8,713)	-10%	
Cafe Indirect Costs Total	120,771	90,492	81,779	(8,713)	-10%	
Café Total	121,450	70,336	75,295	4,959	7%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
Retail						
Retail Revenue						
Revenue	(535,000)	(444,000)	(411,770)	32,230	-7%	
Retail Revenue Total	(535,000)	(444,000)	(411,770)	32,230	-7%	
Retail Indirect Revenue						
Allocations	(815)	(608)	(624)	(16)	3%	
Retail Indirect Revenue Total	(815)	(608)	(624)	(16)	3%	
Retail Expenditure						
Employee Costs	76,035	56,786	44,227	(12,559)	-22%	
Other Employee Costs	950	950	0	(950)	-100%	
Other Expenses	290,700	246,802	181,309	(65,493)	-27%	Timing variance relating to stock purchase.
Retail Expenditure Total	367,685	304,538	225,536	(79,002)	-26%	
Retail Indirect Costs						
Allocations	99,615	74,719	64,855	(9,864)	-13%	
Retail Indirect Costs Total	99,615	74,719	64,855	(9,864)	-13%	
Retail Total	(68,515)	(65,351)	(122,003)	(56,652)	87%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Health and Fitness</u>						
Health and Fitness Revenue						
Revenue	(160,500)	(126,631)	(130,286)	(3,655)	3%	
Health and Fitness Revenue Total	(160,500)	(126,631)	(130,286)	(3,655)	3%	
Health and Fitness Indirect Revenue						
Allocations	(1,503,434)	(1,120,131)	(1,149,895)	(29,764)	3%	
Health and Fitness Indirect Revenue Total	(1,503,434)	(1,120,131)	(1,149,895)	(29,764)	3%	
Health and Fitness Expenditure						
Employee Costs	547,389	411,615	418,806	7,191	2%	
Other Employee Costs	9,700	7,900	1,335	(6,565)	-83%	
Other Expenses	169,600	127,209	114,120	(13,089)	-10%	
Health and Fitness Expenditure Total	726,689	546,724	534,261	(12,463)	-2%	
Health and Fitness Indirect Costs						
Allocations	683,073	511,406	445,035	(66,371)	-13%	
Health and Fitness Indirect Costs Total	683,073	511,406	445,035	(66,371)	-13%	
Health and Fitness Total	(254,172)	(188,632)	(300,885)	(112,253)	60%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
Group Fitness						
Group Fitness Revenue						
Revenue	(147,000)	(110,247)	(100,578)	9,669	-9%	
Group Fitness Revenue Total	(147,000)	(110,247)	(100,578)	9,669	-9%	
Group Fitness Indirect Revenue						
Allocations	(510,477)	(380,330)	(390,436)	(10,106)	3%	
Group Fitness Indirect Revenue Total	(510,477)	(380,330)	(390,436)	(10,106)	3%	
Group Fitness Expenditure						
Employee Costs	208,237	155,552	184,008	28,456	18%	Beatty Park closed due to COVID-19. Budget to be adjusted accordingly at the May budget review.
Other Employee Costs	4,100	3,200	915	(2,285)	-71%	
Other Expenses	136,250	102,692	114,854	12,162	12%	
Group Fitness Expenditure Total	348,587	261,444	299,778	38,334	15%	
Group Fitness Indirect Costs						
Allocations	228,597	171,341	153,751	(17,590)	-10%	
Group Fitness Indirect Costs Total	228,597	171,341	153,751	(17,590)	-10%	
Group Fitness Total	(80,293)	(57,792)	(37,486)	20,306	-35%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Aqua Fitness</u>						
Aqua Fitness Revenue						
Revenue	(33,000)	(24,750)	(23,706)	1,044	-4%	
Aqua Fitness Revenue Total	(33,000)	(24,750)	(23,706)	1,044	-4%	
Aqua Fitness Indirect Revenue						
Allocations	(216,096)	(161,002)	(165,281)	(4,279)	3%	
Aqua Fitness Indirect Revenue Total	(216,096)	(161,002)	(165,281)	(4,279)	3%	
Aqua Fitness Expenditure						
Employee Costs	22,008	16,541	18,468	1,927	12%	
Other Employee Costs	450	450	0	(450)	-100%	
Other Expenses	20,350	15,700	9,091	(6,609)	-42%	
Aqua Fitness Expenditure Total	42,808	32,691	27,559	(5,132)	-16%	
Aqua Fitness Indirect Costs						
Allocations	136,679	102,808	90,258	(12,550)	-12%	
Aqua Fitness Indirect Costs Total	136,679	102,808	90,258	(12,550)	-12%	
Aqua Fitness Total	(69,609)	(50,253)	(71,169)	(20,916)	42%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
Crèche						
Crèche Revenue						
Revenue	(27,500)	(20,628)	(20,357)	271	-1%	
Crèche Revenue Total	(27,500)	(20,628)	(20,357)	271	-1%	
Crèche Indirect Revenue						
Allocations	(41,859)	(31,187)	(32,017)	(830)	3%	
Crèche Indirect Revenue Total	(41,859)	(31,187)	(32,017)	(830)	3%	
Crèche Expenditure						
Employee Costs	238,185	180,298	162,516	(17,782)	-10%	
Other Employee Costs	1,425	1,088	183	(905)	-83%	
Other Expenses	8,375	7,065	826	(6,239)	-88%	
Crèche Expenditure Total	247,985	188,451	163,525	(24,926)	-13%	
Crèche Indirect Costs						
Allocations	118,671	88,988	80,560	(8,428)	-9%	
Crèche Indirect Costs Total	118,671	88,988	80,560	(8,428)	-9%	
Crèche Total	297,297	225,624	191,711	(33,913)	-15%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Community Partnership Mgmt Administration</u>						
Community Partnerships Management Administration						
Employee Costs	172,084	172,084	173,360	1,276	1%	
Other Employee Costs	0	0	0	0		
Other Expenses	10,913	6,198	9,441	3,243	52%	
Community Partnerships Management Administration Total	182,997	178,282	182,802	4,520	3%	
Community Partnerships Mgmt Admin Indirect Costs						
Allocations	63,293	63,293	40,931	(22,362)	-35%	
Library Occupancy Costs Allocations	2,065	2,065	0	(2,065)	-100%	
Community Partnerships Mgmt Admin Recove	(239,148)	(239,148)	(251,081)	(11,933)	5%	
Community Partnerships Mgmt Admin Indirect Costs Total	(173,790)	(173,790)	(210,150)	(36,360)	21%	
Community Partnership Mgmt Administration Total	9,207	4,492	(27,348)	(31,840)	-709%	
<u>Customer Service Centre</u>						
Customer Services Centre Expenditure						
Employee Costs	603,210	453,100	338,120	(114,980)	-25%	Favourable variance due to vacant positions.
Other Employee Costs	7,700	6,025	585	(5,440)	-90%	
Other Expenses	40,400	30,303	15,001	(15,302)	-50%	
Customer Services Centre Expenditure Total	651,310	489,428	353,706	(135,722)	-28%	
Customer Services Centre Indirect Costs						
Allocations	(651,310)	(489,428)	(353,706)	135,722	-28%	
Customer Services Centre Indirect Costs Total	(651,310)	(489,428)	(353,706)	135,722	-28%	
Customer Service Centre Total	0	0	(0)	0		

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
Library Services						
Library Services Revenue						
Revenue	(17,200)	(12,888)	(6,666)	6,222	-48%	
Library Services Revenue Total	(17,200)	(12,888)	(6,666)	6,222	-48%	
Library Services Expenditure						
Employee Costs	1,007,464	744,798	731,510	(13,288)	-2%	
Other Employee Costs	12,490	9,273	6,249	(3,024)	-33%	
Other Expenses	118,750	88,200	69,945	(18,255)	-21%	
Library Services Expenditure Total	1,138,704	842,271	807,704	(34,567)	-4%	
Library Services Indirect Costs						
Allocations	491,428	352,018	327,543	(24,475)	-7%	
Community Partnerships Mgmt Admin Alloca	29,744	29,744	31,357	1,613	5%	
Library Occupancy Costs Allocations	18,536	15,573	24,022	8,449	54%	
Library Services Indirect Costs Total	539,708	397,335	382,922	(14,413)	-4%	
Library Services Total	1,661,212	1,226,718	1,183,959	(42,759)	-3%	
Library Building						
Library Occupancy Costs						
Building Maintenance	110,000	102,113	99,367	(2,746)	-3%	
Ground Maintenance	0	0	2,925	2,925	100%	
Other Expenses	156,564	117,421	117,183	(238)	0%	
Library Occupancy Costs Total	266,564	219,534	219,475	(59)	0%	
Library Indirect Costs						
Allocations	5,422	4,068	3,852	(216)	-5%	
Library Occupancy Costs Recovery	(54,395)	(44,719)	(78,428)	(33,709)	75%	
Library Indirect Costs Total	(48,973)	(40,651)	(74,576)	(33,925)	83%	
Library Building Total	217,591	178,883	144,899	(33,984)	-19%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Loftus Community Centre Revenue</u>						
Loftus Community Centre Revenue	(75,000)	(25,000)	0	25,000	-100%	Budget to be adjusted in May budget review as Loftus Centre closed due to COVID-19.
Loftus Community Centre Revenue Total	(75,000)	(25,000)	0	25,000	-100%	
Loftus Community Centre Revenue Total	(75,000)	(25,000)	0	25,000	-100%	
<u>Loftus Community Centre Expenditure</u>						
Loftus Community Centre Expenditure						
Employee Costs	85,000	45,766	25,457	(20,309)	-44%	Budget to be adjusted in May budget review as Loftus Centre closed due to COVID-19.
Building Maintenance	16,272	8,136	2,000	(6,136)	-75%	
Other Expenses	8,220	4,110	18,495	14,385	350%	
Loftus Community Centre Expenditure Total	109,492	58,012	45,952	(12,060)	-21%	
Loftus Community Centre Expenditure Total	109,492	58,012	45,952	(12,060)	-21%	
<u>Loftus Community Centre Indirect Costs</u>						
Loftus Community Centre Indirect Costs						
Allocations	6,950	3,474	0	(3,474)	-100%	
Loftus Community Centre Indirect Costs Total	6,950	3,474	0	(3,474)	-100%	
Loftus Community Centre Indirect Costs Total	6,950	3,474	0	(3,474)	-100%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Director Strategy and Development Services</u>						
Director Strategy and Development Services						
Employee Costs	322,950	241,131	230,206	(10,925)	-5%	
Other Employee Costs	6,354	4,761	2,841	(1,920)	-40%	
Other Expenses	3,630	2,709	669	(2,040)	-75%	
Director Strategy and Development Services Total	332,934	248,601	233,717	(14,884)	-6%	
Director Strategy and Development Services Total	332,934	248,601	233,717	(14,884)	-6%	
<u>Director Strategy and Development Ser Indirect Co</u>						
Director Strategy and Development Ser Indirect Co						
Allocations	(332,934)	(248,601)	(233,717)	14,884	-6%	
Director Strategy and Development Ser Indirect Co Total	(332,934)	(248,601)	(233,717)	14,884	-6%	
Director Strategy and Development Ser Indirect Co Total	(332,934)	(248,601)	(233,717)	14,884	-6%	
<u>Health Administration and Inspection</u>						
Health Administration and Inspection Revenue						
Revenue	(344,605)	(317,622)	(331,478)	(13,856)	4%	
Health Administration and Inspection Revenue Total	(344,605)	(317,622)	(331,478)	(13,856)	4%	
Health Administration and Inspection Expenditure						
Employee Costs	930,824	695,119	659,985	(35,134)	-5%	
Other Employee Costs	24,783	18,588	16,951	(1,637)	-9%	
Other Expenses	94,300	60,478	11,815	(48,663)	-80%	\$18,500 relating to legal fees not required as yet. Timing variance of \$10,050 for syringe disposal strategy and other positive variances are individually immaterial.
Health Administration and Inspection Expenditure Total	1,049,907	774,185	688,751	(85,434)	-11%	
Health Administration and Inspection Indirect Cost						
Allocations	553,711	404,438	392,719	(11,719)	-3%	
Health Administration and Inspection Indirect Cost Total	553,711	404,438	392,719	(11,719)	-3%	
Health Administration and Inspection Total	1,259,013	861,001	749,993	(111,008)	-13%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
Food Control						
Food Control Revenue						
Revenue	(500)	(375)	0	375	-100%	
Food Control Revenue Total	(500)	(375)	0	375	-100%	
Food Control Expenditure						
Other Expenses	15,500	12,124	8,815	(3,309)	-27%	
Food Control Expenditure Total	15,500	12,124	8,815	(3,309)	-27%	
Food Control Total	15,000	11,749	8,815	(2,934)	-25%	
Health Clinics						
Health Clinics Revenue						
Revenue	(19,260)	(13,503)	(35,212)	(21,709)	161%	Favourable variance due to new lease income from Highgate Child Health Clinic and Loftus Child Health Clinic respectively.
Health Clinics Revenue Total	(19,260)	(13,503)	(35,212)	(21,709)	161%	
Health Clinics Expenditure						
Building Maintenance	17,650	14,317	10,706	(3,611)	-25%	
Ground Maintenance	0	0	2,664	2,664	100%	
Other Expenses	64,237	48,978	48,997	19	0%	
Health Clinics Expenditure Total	81,887	63,295	62,366	(929)	-1%	
Health Clinics Indirect Costs						
Allocations	1,751	1,314	1,233	(81)	-6%	
Health Clinics Indirect Costs Total	1,751	1,314	1,233	(81)	-6%	
Health Clinics Total	64,378	51,106	28,387	(22,719)	-44%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Statutory Planning Services</u>						
Statutory Planning Services Revenue						
Revenue	(686,261)	(564,846)	(572,759)	(7,913)	1%	
Statutory Planning Services Revenue Total	(686,261)	(564,846)	(572,759)	(7,913)	1%	
Statutory Planning Services Expenditure						
Employee Costs	1,082,499	808,360	847,395	39,035	5%	
Other Employee Costs	13,992	10,494	7,309	(3,185)	-30%	
Other Expenses	274,791	206,323	150,978	(55,345)	-27%	Budget to be adjusted at May budget review in light of COVID-19.
Statutory Planning Services Expenditure Total	1,371,282	1,025,177	1,005,682	(19,495)	-2%	
Statutory Planning Services Indirect Costs						
Allocations	598,339	436,749	415,755	(20,994)	-5%	
Statutory Planning Services Indirect Costs Total	598,339	436,749	415,755	(20,994)	-5%	
Statutory Planning Services Total	1,283,360	897,080	848,678	(48,402)	-5%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
Compliance Services						
Compliance Services Revenue						
Revenue	(49,800)	(37,350)	(43,760)	(6,410)	17%	
Compliance Services Revenue Total	(49,800)	(37,350)	(43,760)	(6,410)	17%	
Compliance Services Expenditure						
Employee Costs	451,693	337,355	323,379	(13,976)	-4%	
Other Employee Costs	10,791	8,166	9,213	1,047	13%	
Other Expenses	98,400	73,791	28,180	(45,611)	-62%	\$40,277 relating to legal fees not required as yet. Budget to be adjusted at May budget review.
Compliance Services Expenditure Total	560,884	419,312	360,772	(58,540)	-14%	
Compliance Services Indirect Costs						
Allocations	272,952	199,252	193,350	(5,902)	-3%	
Compliance Services Indirect Costs Total	272,952	199,252	193,350	(5,902)	-3%	
Compliance Services Total	784,036	581,214	510,362	(70,852)	-12%	
Policy and Place Services						
Policy and Place Services Revenue						
Revenue	(1,800)	(1,350)	(1,101)	249	-18%	
Policy and Place Services Revenue Total	(1,800)	(1,350)	(1,101)	249	-18%	
Policy and Place Serv Expenditure						
Employee Costs	1,229,103	899,618	799,760	(99,858)	-11%	
Other Employee Costs	24,854	18,388	18,864	476	3%	
Other Expenses	775,577	260,584	205,563	(55,021)	-21%	Budget to be adjusted at May budget review in light of COVID-19.
Operating Projects	171,000	104,980	22,630	(82,350)	-78%	Change in scope of works in light of COVID-19. Budget to be adjusted at May budget review.
Policy and Place Serv Expenditure Total	2,200,534	1,283,570	1,046,817	(236,753)	-18%	
Policy and Place Services Indirect Cost						
Allocations	680,584	485,594	477,699	(7,895)	-2%	
Policy and Place Services Indirect Cost Total	680,584	485,594	477,699	(7,895)	-2%	
Policy and Place Services Total	2,879,318	1,767,814	1,523,415	(244,399)	-14%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Building Control</u>						
Building Control Revenue						
Revenue	(356,300)	(267,228)	(246,775)	20,453	-8%	
Building Control Revenue Total	(356,300)	(267,228)	(246,775)	20,453	-8%	
Building Control Expenditure						
Employee Costs	319,438	238,569	257,749	19,180	8%	
Other Employee Costs	24,053	18,036	6,321	(11,715)	-65%	
Other Expenses	55,600	41,688	7,175	(34,513)	-83%	Budget to be adjusted at May budget review in light of COVID-19.
Building Control Expenditure Total	399,091	298,293	271,245	(27,048)	-9%	
Building Control Indirect Costs						
Allocations	203,299	148,543	144,838	(3,705)	-2%	
Building Control Indirect Costs Total	203,299	148,543	144,838	(3,705)	-2%	
Building Control Total	246,090	179,608	169,308	(10,300)	-6%	
<u>Director Infrastructure and Environment Expe</u>						
Director Infrastructure and Environment Expe						
Employee Costs	395,439	295,295	279,853	(15,442)	-5%	
Other Employee Costs	20,574	15,426	5,910	(9,516)	-62%	
Other Expenses	74,200	55,647	18,408	(37,239)	-67%	\$37,088 relating to consultant fees not required as yet. Budget to be adjusted at May budget review in light of COVID-19.
Director Infrastructure and Environment Expe Total	490,213	366,368	304,170	(62,198)	-17%	
Director Infrastructure and Environment Expe Total	490,213	366,368	304,170	(62,198)	-17%	
<u>Director Infrastructure and Environment Indirect</u>						
Director Infrastructure and Environment Indirect						
Allocations	(490,213)	(366,368)	(304,170)	62,198	-17%	
Director Infrastructure and Environment Indirect Total	(490,213)	(366,368)	(304,170)	62,198	-17%	
Director Infrastructure and Environment Indirect Total	(490,213)	(366,368)	(304,170)	62,198	-17%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Ranger Services Administration</u>						
Ranger Services Administration Revenue						
Revenue	(3,000)	(2,250)	(2,542)	(292)	13%	
Ranger Services Administration Revenue Total	(3,000)	(2,250)	(2,542)	(292)	13%	
Ranger Services Administration Expenditure						
Employee Costs	2,230,533	1,666,993	1,743,851	76,858	5%	
Other Employee Costs	72,047	57,633	57,593	(40)	0%	
Other Expenses	230,500	173,256	97,317	(75,939)	-44%	Underspend in consulting fees, CCTV maintenance and legal costs. Budget to be adjusted at May budget review in light of COVID-19.
Ranger Services Administration Expenditure Total	2,533,080	1,897,882	1,898,760	878	0%	
Ranger Services Administration Indirect Costs						
Allocations	(2,530,080)	(1,895,632)	(1,896,218)	(586)	0%	
Ranger Services Administration Indirect Costs Total	(2,530,080)	(1,895,632)	(1,896,218)	(586)	0%	
Ranger Services Administration Total	0	0	0	0	100%	
<u>Fire Prevention</u>						
Fire Prevention Revenue						
Revenue	(500)	0	(2,432)	(2,432)	100%	
Fire Prevention Revenue Total	(500)	0	(2,432)	(2,432)	100%	
Fire Prevention Indirect Costs						
Allocations	36,142	26,853	26,306	(547)	-2%	
Fire Prevention Indirect Costs Total	36,142	26,853	26,306	(547)	-2%	
Fire Prevention Total	35,642	26,853	23,874	(2,979)	-11%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
Animal Control						
Animal Control Revenue						
Revenue	(78,757)	(73,920)	(78,557)	(4,637)	6%	
Animal Control Revenue Total	(78,757)	(73,920)	(78,557)	(4,637)	6%	
Animal Control Expenditure						
Other Expenses	12,300	9,216	14,800	5,584	61%	
Animal Control Expenditure Total	12,300	9,216	14,800	5,584	61%	
Animal Control Indirect Costs						
Allocations	289,244	214,904	228,771	13,867	6%	
Animal Control Indirect Costs Total	289,244	214,904	228,771	13,867	6%	
Animal Control Total	222,787	150,200	165,015	14,815	10%	
Local Laws (Law and Order)						
Local Laws (Law and Order) Revenue						
Revenue	(70,350)	(69,851)	(50,189)	19,662	-28%	
Local Laws (Law and Order) Revenue Total	(70,350)	(69,851)	(50,189)	19,662	-28%	
Local Laws (Law and Order) Indirect Costs						
Allocations	462,791	343,846	350,832	6,986	2%	
Local Laws (Law and Order) Indirect Costs Total	462,791	343,846	350,832	6,986	2%	
Local Laws (Law and Order) Total	392,441	273,995	300,643	26,648	10%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Abandoned Vehicles</u>						
Abandoned Vehicles Revenue						
Revenue	(9,500)	(5,968)	(4,070)	1,898	-32%	
Abandoned Vehicles Revenue Total	(9,500)	(5,968)	(4,070)	1,898	-32%	
Abandoned Vehicles Expenditure						
Other Expenses	9,000	6,750	3,010	(3,740)	-55%	
Abandoned Vehicles Expenditure Total	9,000	6,750	3,010	(3,740)	-55%	
Abandoned Vehicles Indirect Costs						
Allocations	404,945	300,868	301,916	1,048	0%	
Abandoned Vehicles Indirect Costs Total	404,945	300,868	301,916	1,048	0%	
Abandoned Vehicles Total	404,445	301,650	300,856	(794)	0%	
<u>Inspectorial Control</u>						
Inspectorial Control Revenue						
Revenue	(2,527,900)	(1,827,289)	(1,565,855)	261,434	-14%	Revenue lower in light of impacts of COVID-19. Budget to be adjusted accordingly at May budget review.
Inspectorial Control Revenue Total	(2,527,900)	(1,827,289)	(1,565,855)	261,434	-14%	
Inspectorial Control Expenditure						
Other Expenses	1,064,287	901,957	858,822	(43,135)	-5%	
Inspectorial Control Expenditure Total	1,064,287	901,957	858,822	(43,135)	-5%	
Inspectorial Control Indirect Costs						
Allocations	2,574,276	1,912,646	1,868,253	(44,393)	-2%	
Inspectorial Control Indirect Costs Total	2,574,276	1,912,646	1,868,253	(44,393)	-2%	
Inspectorial Control Total	1,110,663	987,314	1,161,220	173,906	18%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Car Park Control</u>						
Car Park Control Revenue						
Revenue	(2,836,633)	(2,111,082)	(2,094,186)	16,896	-1%	
Car Park Control Revenue Total	(2,836,633)	(2,111,082)	(2,094,186)	16,896	-1%	
Car Park Control Expenditure						
Ground Maintenance	158,650	130,237	117,353	(12,884)	-10%	
Other Expenses	772,355	592,729	573,172	(19,557)	-3%	
Car Park Control Expenditure Total	931,005	722,966	690,525	(32,441)	-4%	
Car Park Control Total	(1,905,628)	(1,388,116)	(1,403,661)	(15,545)	1%	
<u>Kerbside Parking Control</u>						
Kerbside Parking Control Revenue						
Revenue	(2,525,953)	(1,892,253)	(1,880,672)	11,581	-1%	
Kerbside Parking Control Revenue Total	(2,525,953)	(1,892,253)	(1,880,672)	11,581	-1%	
Kerbside Parking Control Expenditure						
Other Expenses	569,924	432,078	436,937	4,859	1%	
Kerbside Parking Control Expenditure Total	569,924	432,078	436,937	4,859	1%	
Kerbside Parking Control Total	(1,956,029)	(1,460,175)	(1,443,735)	16,440	-1%	
<u>Dog Pound Expenditure</u>						
Dog Pound Expenditure						
Building Maintenance	1,300	972	4,261	3,289	338%	
Dog Pound Expenditure Total	1,300	972	4,261	3,289	338%	
Dog Pound Expenditure Total	1,300	972	4,261	3,289	338%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Community Connections</u>						
Community Connections Expenditure						
Employee Costs	52,089	38,899	44,413	5,514	14%	
Other Expenses	98,720	75,793	37,151	(38,642)	-51%	Timing variance in the delivery of works relating to Noongar Outreach and Safer Vincent initiatives.
Community Connections Expenditure Total	150,809	114,692	81,563	(33,129)	-29%	
Community Connections Indirect Costs						
Allocations	25,414	18,405	22,718	4,313	23%	
Community Partnerships Mgmt Admin Alloca	59,490	59,490	62,738	3,248	5%	
Library Occupancy Costs Allocations	968	816	1,223	407	50%	
Community Connections Indirect Costs Total	85,872	78,711	86,680	7,969	10%	
Community Connections Total	236,681	193,403	168,243	(25,160)	-13%	
<u>Engineering Design Services</u>						
Engineering Design Services Revenue						
Revenue	(7,500)	(4,851)	(2,966)	1,885	-39%	
Engineering Design Services Revenue Total	(7,500)	(4,851)	(2,966)	1,885	-39%	
Engineering Design Services Expenditure						
Employee Costs	613,736	458,367	450,602	(7,765)	-2%	
Other Employee Costs	33,014	25,884	74,983	49,099	190%	Variance due to ongoing agency labour costs relating to leave cover.
Other Expenses	251,050	200,039	59,252	(140,787)	-70%	Timing variance of \$38,150 for consultancies relating to Asset management, \$23,482 for traffic survey/road assessment, \$16,174 for travel actions and events traffic mgmt, and 11,320 for consultant fees.
Operating Projects	250,000	250,000	250,000	0	0%	
Engineering Design Services Expenditure Total	1,147,800	934,290	834,836	(99,454)	-11%	
Engineering Design Services Indirect Costs						
Allocations	338,633	247,818	230,015	(17,803)	-7%	
Engineering Design Services Indirect Costs Total	338,633	247,818	230,015	(17,803)	-7%	
Engineering Design Services Total	1,478,933	1,177,257	1,061,886	(115,371)	-10%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Bike Station Expenditure</u>						
Bike Station Expenditure						
Other Expenses	15,000	11,250	4,264	(6,986)	-62%	
Bike Station Expenditure Total	15,000	11,250	4,264	(6,986)	-62%	
Bike Station Expenditure Total	15,000	11,250	4,264	(6,986)	-62%	
<u>Street Lighting</u>						
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	573,747	473,860	(99,887)	-17%	Timing variance on electricity costs.
Street Lighting Expenditure Total	765,000	573,747	473,860	(99,887)	-17%	
Street Lighting Total	740,500	573,747	473,860	(99,887)	-17%	
<u>Bus Shelter</u>						
Bus Shelter Revenue						
Revenue	(109,000)	(50,000)	(44,775)	5,225	-10%	
Bus Shelter Revenue Total	(109,000)	(50,000)	(44,775)	5,225	-10%	
Bus Shelter Expenditure						
Other Expenses	97,006	72,754	72,965	211	0%	
Bus Shelter Expenditure Total	97,006	72,754	72,965	211	0%	
Bus Shelter Total	(11,994)	22,754	28,190	5,436	24%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Parking and Street Name Signs Expenditure</u>						
Parking and Street Name Signs Expenditure						
Other Expenses	86,000	64,503	60,127	(4,376)	-7%	
Parking and Street Name Signs Expenditure Total	86,000	64,503	60,127	(4,376)	-7%	
Parking and Street Name Signs Expenditure Total	86,000	64,503	60,127	(4,376)	-7%	
<u>Crossovers</u>						
Crossovers Revenue						
Revenue	0	0	(250)	(250)	100%	
Crossovers Revenue Total	0	0	(250)	(250)	100%	
Crossovers Expenditure						
Other Expenses	15,000	11,250	10,525	(725)	-6%	
Crossovers Expenditure Total	15,000	11,250	10,525	(725)	-6%	
Crossovers Total	15,000	11,250	10,275	(975)	-9%	
<u>Roads Linemarking Expenditure</u>						
Roads Linemarking Expenditure						
Other Expenses	65,000	48,753	44,180	(4,573)	-9%	
Roads Linemarking Expenditure Total	65,000	48,753	44,180	(4,573)	-9%	
Roads Linemarking Expenditure Total	65,000	48,753	44,180	(4,573)	-9%	
<u>Tree Lighting Leederville Expenditure</u>						
Tree Lighting Leederville Expenditure						
Other Expenses	70,000	70,000	66,869	(3,131)	-4%	
Tree Lighting Leederville Expenditure Total	70,000	70,000	66,869	(3,131)	-4%	
Tree Lighting Leederville Expenditure Total	70,000	70,000	66,869	(3,131)	-4%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Parklets Expenditure</u>						
Parklets Expenditure						
Other Expenses	3,500	1,750	6,757	5,007	286%	
Parklets Expenditure Total	3,500	1,750	6,757	5,007	286%	
Parklets Expenditure Total	3,500	1,750	6,757	5,007	286%	
<u>Environmental Services</u>						
Environmental Services Revenue						
Revenue	(8,000)	(6,003)	(5,901)	102	-2%	
Environmental Services Revenue Total	(8,000)	(6,003)	(5,901)	102	-2%	
Environmental Services Expenditure						
Employee Costs	90,225	67,398	74,096	6,698	10%	
Other Expenses	233,300	125,710	97,739	(27,971)	-22%	Timing variance in delivery of works relating to Adopt a Verge Initiative project.
Environmental Services Expenditure Total	323,525	193,108	171,836	(21,272)	-11%	
Environmental Services Indirect Costs						
Allocations	48,494	35,476	32,501	(2,975)	-8%	
Environmental Services Indirect Costs Total	48,494	35,476	32,501	(2,975)	-8%	
Environmental Services Total	364,019	222,581	198,436	(24,145)	-11%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Property Management Administration</u>						
Property Management Administration Revenue						
Revenue	(11,500)	(11,003)	(11,340)	(337)	3%	
Property Management Administration Revenue Total	(11,500)	(11,003)	(11,340)	(337)	3%	
Property Management Administration Expenditure						
Employee Costs	307,687	229,801	232,312	2,511	1%	
Other Employee Costs	4,770	3,582	3,582	0	0%	
Other Expenses	2,650	1,980	2,264	284	14%	
Property Management Administration Expenditure Total	315,107	235,363	238,158	2,795	1%	
Property Management Administration Indirect Costs						
Allocations	219,815	161,582	123,620	(37,962)	-23%	
Property Management Administration Indirect Costs Total	219,815	161,582	123,620	(37,962)	-23%	
Property Management Administration Total	523,422	385,942	350,437	(35,505)	-9%	
<u>Civic Centre Building</u>						
Civic Centre Building Expenditure						
Building Maintenance	306,400	224,451	293,088	68,637	31%	Additional maintenance work required at the Admin Building.
Ground Maintenance	61,100	47,066	28,820	(18,246)	-39%	
Other Expenses	895,290	673,500	680,787	7,287	1%	
Civic Centre Building Expenditure Total	1,262,790	945,017	1,002,694	57,677	6%	
Civic Centre Building Indirect Costs						
Allocations	(1,262,790)	(945,016)	(1,002,694)	(57,678)	6%	
Civic Centre Building Indirect Costs Total	(1,262,790)	(945,016)	(1,002,694)	(57,678)	6%	
Civic Centre Building Total	0	1	0	(1)	-100%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Child Care Centres and Play Groups</u>						
Child Care Centres and Play Groups Revenue						
Revenue	(11,686)	(6,271)	(9,422)	(3,151)	50%	
Child Care Centres and Play Groups Revenue Total	(11,686)	(6,271)	(9,422)	(3,151)	50%	
Child Care Centres and Play Groups Expenditure						
Building Maintenance	5,400	4,698	6,895	2,197	47%	
Ground Maintenance	500	378	478	100	26%	
Other Expenses	47,679	35,755	36,218	463	1%	
Child Care Centres and Play Groups Expenditure Total	53,579	40,831	43,590	2,759	7%	
Child Care Centres and Play Groups Indirect Costs						
Allocations	2,171	1,629	1,521	(108)	-7%	
Child Care Centres and Play Groups Indirect Costs Total	2,171	1,629	1,521	(108)	-7%	
Child Care Centres and Play Groups Total	44,064	36,189	35,689	(500)	-1%	
<u>Pre Schools and Kindergartens</u>						
Pre Schools and Kindergartens Revenue						
Revenue	(56,433)	(44,470)	(47,218)	(2,748)	6%	
Pre Schools and Kindergartens Revenue Total	(56,433)	(44,470)	(47,218)	(2,748)	6%	
Pre Schools and Kindergartens Expenditure						
Building Maintenance	2,775	2,217	1,861	(356)	-16%	
Ground Maintenance	4,000	4,000	889	(3,111)	-78%	
Other Expenses	48,277	36,207	41,191	4,984	14%	
Pre Schools and Kindergartens Expenditure Total	55,052	42,424	43,941	1,517	4%	
Pre Schools and Kindergartens Indirect Costs						
Allocations	1,591	1,197	1,089	(108)	-9%	
Pre Schools and Kindergartens Indirect Costs Total	1,591	1,197	1,089	(108)	-9%	
Pre Schools and Kindergartens Total	210	(849)	(2,188)	(1,339)	158%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Community and Welfare Centres</u>						
Community and Welfare Centres Revenue						
Revenue	(64,784)	(41,720)	(33,147)	8,573	-21%	
Community and Welfare Centres Revenue Total	(64,784)	(41,720)	(33,147)	8,573	-21%	
Community and Welfare Centres Expenditure						
Building Maintenance	26,450	21,260	21,038	(222)	-1%	
Ground Maintenance	3,150	2,367	2,515	148	6%	
Other Expenses	223,797	180,509	132,645	(47,864)	-27%	Due to timing variance of \$50,000 for HQ Youth Facility subsidy expenditure.
Community and Welfare Centres Expenditure Total	253,397	204,136	156,198	(47,938)	-23%	
Community and Welfare Centres Indirect Costs						
Allocations	7,145	5,355	4,797	(558)	-10%	
Community and Welfare Centres Indirect Costs Total	7,145	5,355	4,797	(558)	-10%	
Community and Welfare Centres Total	195,758	167,771	127,847	(39,924)	-24%	
<u>Department of Sports and Recreation Building</u>						
Dept of Sports and Recreation Building Revenue						
Revenue	(783,481)	(593,047)	(595,791)	(2,744)	0%	
Dept of Sports and Recreation Building Revenue Total	(783,481)	(593,047)	(595,791)	(2,744)	0%	
Dept of Sports and Recreation Building Expenditure						
Building Maintenance	82,000	65,502	82,040	16,538	25%	
Ground Maintenance	9,800	7,362	4,095	(3,267)	-44%	
Other Expenses	477,895	372,707	378,012	5,305	1%	
Dept of Sports and Recreation Building Expenditure Total	569,695	445,571	464,147	18,576	4%	
Dept of Sports and Recreation Building Indirect Costs						
Allocations	12,469	9,351	7,983	(1,368)	-15%	
Dept of Sports and Recreation Building Indirect Costs Total	12,469	9,351	7,983	(1,368)	-15%	
Department of Sports and Recreation Building Total	(201,317)	(138,125)	(123,661)	14,464	-10%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
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	17,795	13,346	13,339	(7)	0%	
nib Stadium Expenditure Total	17,795	13,346	13,339	(7)	0%	
nib Stadium Total	(9,970)	(14,419)	(14,508)	(89)	1%	
Leederville Oval						
Leederville Oval Revenue						
Revenue	(230,184)	(172,752)	(133,260)	39,492	-23%	Timing variance due to ongoing discussions with the tenants.
Leederville Oval Revenue Total	(230,184)	(172,752)	(133,260)	39,492	-23%	
Leederville Oval Expenditure						
Building Maintenance	21,600	19,601	18,210	(1,391)	-7%	
Ground Maintenance	100,000	74,997	49,566	(25,431)	-34%	Timing variance of works.
Other Expenses	458,038	340,392	348,843	8,451	2%	
Leederville Oval Expenditure Total	579,638	434,990	416,620	(18,370)	-4%	
Leederville Oval Indirect Costs						
Allocations	11,872	8,901	8,334	(567)	-6%	
Leederville Oval Indirect Costs Total	11,872	8,901	8,334	(567)	-6%	
Leederville Oval Total	361,326	271,139	291,694	20,555	8%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
Loftus Centre						
Loftus Centre Revenue						
Revenue	(648,325)	(484,190)	(475,218)	8,972	-2%	
Loftus Centre Revenue Total	(648,325)	(484,190)	(475,218)	8,972	-2%	
Loftus Centre Expenditure						
Building Maintenance	129,600	85,949	139,205	53,256	62%	Overspent due to additional works required.
Ground Maintenance	35,850	26,883	19,905	(6,978)	-26%	
Other Expenses	816,691	602,911	600,303	(2,608)	0%	
Operating Projects	130,000	130,000	133,774	3,774	3%	
Loftus Centre Expenditure Total	1,112,141	845,743	893,187	47,444	6%	
Loftus Centre Indirect Costs						
Allocations	21,685	16,272	15,228	(1,044)	-6%	
Loftus Centre Indirect Costs Total	21,685	16,272	15,228	(1,044)	-6%	
Loftus Centre Total	485,501	377,825	433,197	55,372	15%	
Public Halls						
Public Halls Revenue						
Revenue	(164,319)	(122,516)	(112,059)	10,457	-9%	
Public Halls Revenue Total	(164,319)	(122,516)	(112,059)	10,457	-9%	
Public Halls Expenditure						
Building Maintenance	149,300	111,561	83,900	(27,661)	-25%	Underspend of \$16,844 for contractors. Budget to be adjusted at May budget review in light of COVID-19.
Ground Maintenance	2,000	2,000	0	(2,000)	-100%	
Other Expenses	266,824	200,782	209,480	8,698	4%	
Public Halls Expenditure Total	418,124	314,343	293,380	(20,963)	-7%	
Public Halls Indirect Costs						
Allocations	5,742	4,311	4,014	(297)	-7%	
Public Halls Indirect Costs Total	5,742	4,311	4,014	(297)	-7%	
Public Halls Total	259,547	196,138	185,335	(10,803)	-6%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
Reserves Pavilions and Facilities						
Reserves Pavilions and Facilities Revenue						
Revenue	(77,631)	(57,939)	(62,898)	(4,959)	9%	
Reserves Pavilions and Facilities Revenue Total	(77,631)	(57,939)	(62,898)	(4,959)	9%	
Reserves Pavilions and Facilities Expenditure						
Building Maintenance	291,205	227,479	215,740	(11,739)	-5%	
Ground Maintenance	4,000	4,250	262	(3,988)	-94%	
Other Expenses	312,672	235,743	246,619	10,876	5%	
Operating Projects	60,000	60,000	51,079	(8,921)	-15%	
Reserves Pavilions and Facilities Expenditure Total	667,877	527,472	513,700	(13,772)	-3%	
Reserves Pavilions and Facilities Indirect Costs						
Allocations	7,392	5,553	4,455	(1,098)	-20%	
Reserves Pavilions and Facilities Indirect Costs Total	7,392	5,553	4,455	(1,098)	-20%	
Reserves Pavilions and Facilities Total	597,638	475,086	455,257	(19,829)	-4%	
Sporting Clubs Buildings						
Sporting Clubs Buildings Revenue						
Revenue	(132,988)	(78,861)	(102,137)	(23,276)	30%	\$10,000 additional revenue from usage fees and charges, and timing variance of \$10,000 for building insurance recoup.
Sporting Clubs Buildings Revenue Total	(132,988)	(78,861)	(102,137)	(23,276)	30%	
Sporting Clubs Buildings Expenditure						
Building Maintenance	82,000	56,522	59,771	3,249	6%	
Ground Maintenance	2,000	2,000	0	(2,000)	-100%	
Other Expenses	728,929	546,693	559,650	12,957	2%	
Operating Projects	(932)	(932)	(932)	0	0%	
Sporting Clubs Buildings Expenditure Total	811,997	604,283	618,490	14,207	2%	
Sporting Clubs Buildings Indirect Costs						
Allocations	27,935	20,943	19,521	(1,422)	-7%	
Sporting Clubs Buildings Indirect Costs Total	27,935	20,943	19,521	(1,422)	-7%	
Sporting Clubs Buildings Total	706,944	546,365	535,873	(10,492)	-2%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Parks and Reserves Administration</u>						
Parks and Reserves Administration Revenue						
Revenue	(3,450)	(2,653)	(2,779)	(126)	5%	
Parks and Reserves Administration Expenditure						
Employee Costs	980,783	734,651	806,654	72,003	10%	
Other Employee Costs	53,623	40,221	48,084	7,863	20%	
Other Expenses	132,240	99,609	80,775	(18,834)	-19%	
Parks and Reserves Administration Expenditure Total	1,166,646	874,481	935,513	61,032	7%	
Parks and Reserves Administration Indirect Costs						
Allocations	1,459,443	1,069,276	1,042,451	(26,825)	-3%	
On Costs Recovery	(1,420,564)	(1,065,420)	(994,077)	71,343	-7%	
Parks and Reserves Administration Indirect Costs Total	38,879	3,856	48,374	44,518	1155%	
Parks and Reserves Administration Total	1,202,075	875,684	981,107	105,423	12%	
<u>Parks and Reserves</u>						
Parks and Reserves Revenue						
Revenue	(50,950)	(33,725)	(46,233)	(12,508)	37%	
Parks and Reserves Revenue Total	(50,950)	(33,725)	(46,233)	(12,508)	37%	
Parks and Reserves Expenditure						
Ground Maintenance	2,255,450	1,716,183	1,756,561	40,378	2%	
Other Expenses	605,186	453,836	460,169	6,333	1%	
Parks and Reserves Expenditure Total	2,860,636	2,170,019	2,216,730	46,711	2%	
Parks and Reserves Indirect Costs						
Allocations	324	243	225	(18)	-7%	
Parks and Reserves Indirect Costs Total	324	243	225	(18)	-7%	
Parks and Reserves Total	2,810,010	2,136,537	2,170,722	34,185	2%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Sporting Grounds</u>						
Sporting Grounds Revenue						
Revenue	(57,000)	(41,920)	(26,416)	15,504	-37%	
Sporting Grounds Revenue Total	(57,000)	(41,920)	(26,416)	15,504	-37%	
Sporting Grounds Expenditure						
Ground Maintenance	1,221,700	953,216	1,030,788	77,572	8%	
Other Expenses	566,537	424,899	429,131	4,232	1%	
Sporting Grounds Expenditure Total	1,788,237	1,378,115	1,459,919	81,804	6%	
Sporting Grounds Total	1,731,237	1,336,195	1,433,503	97,308	7%	
<u>Road Reserves Expenditure</u>						
Road Reserves Expenditure						
Ground Maintenance	412,900	310,522	280,300	(30,222)	-10%	
Other Expenses	15,290	11,475	10,608	(867)	-8%	
Road Reserves Expenditure Total	428,190	321,997	290,908	(31,089)	-10%	
Road Reserves Expenditure Total	428,190	321,997	290,908	(31,089)	-10%	
<u>Parks Other</u>						
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	1,452,286	1,472,844	20,558	1%	
Money/Monger Street Trees Surgery	20,000	20,000	20,408	408	2%	
Parks Other Expenditure Total	1,693,600	1,472,286	1,493,252	20,966	1%	
Parks Other Total	1,691,600	1,470,286	1,492,781	22,495	2%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
Processable Waste Collection						
Processable Waste Collection Revenue						
Revenue	(357,999)	(353,930)	(338,445)	15,485	-4%	
Processable Waste Collection Revenue Total	(357,999)	(353,930)	(338,445)	15,485	-4%	
Processable Waste Collection Expenditure						
Employee Costs	1,043,702	780,864	720,273	(60,591)	-8%	
Other Employee Costs	53,196	39,897	30,407	(9,490)	-24%	
Other Expenses	4,180,460	3,136,139	2,737,399	(398,740)	-13%	Underspend relating to waste tipping costs of \$604,068. Budget to be adjusted at May budget review in light of COVID-19.
Operating Projects	80,000	80,000	4,157	(75,843)	-95%	Timing variance on the delivery of the three bin strategy project. Budget to be adjusted at May budget review in light of COVID-19.
Processable Waste Collection Expenditure Total	5,357,358	4,036,900	3,492,236	(544,664)	-13%	
Processable Waste Collection Indirect Costs						
Allocations	1,070,560	784,096	727,725	(56,371)	-7%	
On Costs Recovery	(880,657)	(660,492)	(556,623)	103,869	-16%	
Processable Waste Collection Indirect Costs Total	189,903	123,604	171,102	47,498	38%	
Processable Waste Collection Total	5,189,262	3,806,574	3,324,893	(481,681)	-13%	
Other Waste Services						
Other Waste Services Revenue						
Revenue	(8,250)	(6,183)	(7,743)	(1,560)	25%	
Other Waste Services Revenue Total	(8,250)	(6,183)	(7,743)	(1,560)	25%	
Other Waste Services Expenditure						
Other Expenses	573,792	373,676	130,521	(243,155)	-65%	Timing variance of \$228,443 for bulk verge collection. Budget to be adjusted at May budget review in light of COVID-19 as bulk collection to be deferred to next financial year.
Other Waste Services Expenditure Total	573,792	373,676	130,521	(243,155)	-65%	
Other Waste Services Total	565,542	367,493	122,778	(244,715)	-67%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
Recycling Expenditure						
Recycling Expenditure	771,417	567,315	376,720	(190,595)	-34%	Timing variance of works.
Recycling Expenditure Total	771,417	567,315	376,720	(190,595)	-34%	
Public Works Overhead						
Public Works Overhead Revenue						
Revenue	(56,608)	(42,555)	(47,526)	(4,971)	12%	
Public Works Overhead Revenue Total	(56,608)	(42,555)	(47,526)	(4,971)	12%	
Public Works Overhead Expenditure						
Employee Costs	431,957	323,509	321,840	(1,669)	-1%	
Other Employee Costs	58,559	43,923	26,824	(17,099)	-39%	
Other Expenses	68,000	51,003	51,296	293	1%	
Public Works Overhead Expenditure Total	558,516	418,435	399,960	(18,475)	-4%	
Public Works Overhead Indirect Costs						
Allocations	661,688	484,976	448,350	(36,626)	-8%	
On Costs Recovery	(289,370)	(268,330)	(359,735)	(91,405)	34%	
Public Works Overhead Indirect Costs Total	372,318	216,646	88,615	(128,031)	-59%	
Public Works Overhead Total	874,226	592,526	441,049	(151,477)	-26%	
Plant Operating						
Plant Operating Expenditure						
Other Expenses	1,499,321	1,124,484	1,152,823	28,339	3%	
Plant Operating Expenditure Total	1,499,321	1,124,484	1,152,823	28,339	3%	
Plant Operating Indirect Costs						
Allocations	(1,253,542)	(952,851)	(1,044,004)	(91,153)	10%	
Plant Operating Indirect Costs Total	(1,253,542)	(952,851)	(1,044,004)	(91,153)	10%	
Plant Operating Total	245,779	171,633	108,819	(62,814)	-37%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20 \$	YTD Budget 31/03/2020 \$	YTD Actual 31/03/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Recoverable Works						
Recoverable Works Revenue						
Revenue	(50,000)	0	(41,646)	(41,646)	100%	Timing variance of works.
Recoverable Works Revenue Total	(50,000)	0	(41,646)	(41,646)	100%	
Recoverable Works Expenditure						
Other Expenses	50,000	(25,000)	29,843	54,843	-219%	Budget phasing variance.
Recoverable Works Expenditure Total	50,000	(25,000)	29,843	54,843	-219%	
Recoverable Works Total	0	(25,000)	(11,803)	13,197	-53%	
Drainage Expenditure						
Drainage Expenditure						
Other Expenses	369,047	276,288	243,622	(32,666)	-12%	Timing variance of works.
Drainage Expenditure Total	369,047	276,288	243,622	(32,666)	-12%	
Drainage Expenditure Total	369,047	276,288	243,622	(32,666)	-12%	
Footpaths/Cycleways Expenditure						
Footpaths/Cycleways Expenditure						
Other Expenses	1,046,472	784,852	790,060	5,208	1%	
Footpaths/Cycleways Expenditure Total	1,046,472	784,852	790,060	5,208	1%	
Footpaths/Cycleways Expenditure Total	1,046,472	784,852	790,060	5,208	1%	
Rights of Way Expenditure						
Rights of Way Expenditure						
Other Expenses	283,017	212,277	180,290	(31,987)	-15%	Timing variance of works.
Rights of Way Expenditure Total	283,017	212,277	180,290	(31,987)	-15%	
Rights of Way Expenditure Total	283,017	212,277	180,290	(31,987)	-15%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Roads Expenditure</u>						
Roads Expenditure						
Other Expenses	3,077,734	2,308,296	2,318,943	10,647	0%	
Roads Expenditure Total	3,077,734	2,308,296	2,318,943	10,647	0%	
Roads Expenditure Total	3,077,734	2,308,296	2,318,943	10,647	0%	
<u>Street Cleaning Expenditure</u>						
Street Cleaning Expenditure						
Other Expenses	1,307,320	955,351	918,132	(37,219)	-4%	
Street Cleaning Expenditure Total	1,307,320	955,351	918,132	(37,219)	-4%	
Street Cleaning Expenditure Total	1,307,320	955,351	918,132	(37,219)	-4%	
<u>Traffic Control for Roadworks Expenditure</u>						
Traffic Control for Roadworks Expenditure						
Other Expenses	90,000	67,500	95,095	27,595	41%	
Traffic Control for Roadworks Expenditure Total	90,000	67,500	95,095	27,595	41%	
Traffic Control for Roadworks Expenditure Total	90,000	67,500	95,095	27,595	41%	
<u>Roadwork Signs and Barricades Expenditure</u>						
Roadwork Signs and Barricades Expenditure						
Other Expenses	5,000	3,753	0	(3,753)	-100%	
Roadwork Signs and Barricades Expenditure Total	5,000	3,753	0	(3,753)	-100%	
Roadwork Signs and Barricades Expenditure Total	5,000	3,753	0	(3,753)	-100%	
<u>Sump Expenditure</u>						
Sump Expenditure						
Other Expenses	550	550	481	(69)	-13%	
Sump Expenditure Total	550	550	481	(69)	-13%	
Sump Expenditure Total	550	550	481	(69)	-13%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 MARCH 2020



	Revised Budget 2019/20	YTD Budget 31/03/2020	YTD Actual 31/03/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<u>Works Depot Revenue</u>						
Works Depot Revenue	(1,259)	(1,259)	(872)	387	-31%	
Works Depot Revenue Total	(1,259)	(1,259)	(872)	387	-31%	
Works Depot Revenue Total	(1,259)	(1,259)	(872)	387	-31%	
<u>Works Depot</u>						
Works Depot Expenditure						
Employee Costs	187,734	140,211	147,515	7,304	5%	
Other Employee Costs	3,300	2,475	1,793	(682)	-28%	
Other Expenses	10,250	7,677	7,608	(69)	-1%	
Works Depot Expenditure Total	201,284	150,363	156,916	6,553	4%	
Works Depot Indirect Costs						
Allocations	(200,024)	(149,103)	(156,044)	(6,941)	5%	
Works Depot Indirect Costs Total	(200,024)	(149,103)	(156,044)	(6,941)	5%	
Works Depot Total	1,260	1,260	872	(388)	-31%	
<u>Depot Building</u>						
Depot Occupancy Costs						
Building Maintenance	140,000	114,126	87,253	(26,873)	-24%	
Ground Maintenance	0	0	782	782	100%	
Other Expenses	258,702	200,814	198,647	(2,167)	-1%	
Depot Occupancy Costs Total	398,702	314,940	286,681	(28,259)	-9%	
Depot Indirect Costs						
Allocations	(398,702)	(314,940)	(286,681)	28,259	-9%	
Depot Indirect Costs Total	(398,702)	(314,940)	(286,681)	28,259	-9%	
Depot Building Total	0	0	0	0	100%	
Net Operating	4,789,018	(5,702,982)	(8,438,534)	(2,735,552)	48%	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 MARCH 2020

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Commitment (PO)	Variance Commentary
	2019/20	2019/20	2019/20			Balance	
LAND & BUILDING ASSETS							
ADMIN CENTRE							
Solar Photovoltaic Panel System Installation - Administration and Civic Centre	179,201	179,201	170,418	(8,783)	-5%	2,430	Works completed.
Administration & Civic Centre Upgrade/Renewals - Workforce Accommodation Upgrade	409,500	325,000	191,651	(133,349)	-41%	57,045	Works in progress.
BEATTY PARK LEISURE CENTRE							
Beatty Park Leisure Centre - Risk Renewals	304,349	154,349	281,671	127,322	82%	2,560	Works completed.
Solar Photovoltaic Panel System Installation - Beatty Park	73,000	73,000	71,688	(1,312)	-2%	-	Works completed.
Beatty Park - Ceiling renewal passive pool slides	60,000	-	-	0	0%	21,002	Works in progress.
Beatty Park - Landscape renewal passive pool	30,000	-	-	0	0%	-	Project deferred due to COVID-19.
Beatty Park - Roof sheet and screw renewal	40,000	40,000	37,378	(2,622)	-7%	12,162	Works completed.
Beatty Park - Ground floor switchboards and cabling	250,000	60,000	-	(60,000)	-100%	-	Project deferred due to COVID-19.
Beatty Park - Replacement of gym carpet	80,000	70,000	-	(70,000)	-100%	-	Works in progress.
Beatty Park - Replacement of studio 2 carpet	30,000	30,000	28,320	(1,680)	-6%	-	Works completed.
LIBRARY							
Library - Reception Desk Fit-Out Renewal	500	500	1,986	1,486	297%	-	Project deferred due to COVID-19.
Co-location of reception to library	200,000	200,000	204,927	4,927	2%	4,036	Works completed.
DEPARTMENT OF SPORTS AND RECREATION							
Carpet Replacement - DSR	28,180	28,180	28,180	0	0%	-	Works completed
Sub water meter installation - DSR	25,000	25,000	29,682	4,682	19%	-	Works completed
MISCELLANEOUS							
Mt Hawthorn main hall Renewal/Upgrade	200,000	125,000	198,516	73,516	59%	-	Works completed.
Mt Hawthorn - Additional Flooring	20,000	20,000	40,100	20,100	101%	-	Overspend due to an additional \$20,000 paid as a grant to the Mt Hawthorn Playgroup.
Loftus Recreation Centre - Change room upgrade	184,000	80,000	3,000	(77,000)	-96%	-	Works commencing in April 2020
Charles Veryard - Change Room Renewal/Upgrade	50,000	50,000	50,249	249	0%	-	Works completed.
Leederville Oval Stadium - Electrical renewal - 3 boards	130,000	130,000	12,750	(117,250)	-90%	-	Project deferred due to COVID-19.
Air Conditioning & HVAC Renewal - Depot	75,000	75,000	-	(75,000)	-100%	70,740	Works in progress.
Air Conditioning & HVAC Renewal - Belgravia Leisure	96,000	5,000	-	(5,000)	-100%	-	Works in progress.
Air Conditioning & HVAC Renewal - Menzies Pavilion	10,000	-	-	0	0%	-	Works in progress.
Air Conditioning & HVAC Renewal - Mt Hawthorn main hall	49,000	49,000	53,188	4,188	9%	-	Works completed.
North Perth bowling club-removal of ACM and reinstatement of soffit	45,000	15,000	-	(15,000)	-100%	42,662	Works in progress.
Public Toilet - Hyde park east - renewal	95,000	-	-	0	0%	98,905	Works to be completed this financial year.
Roof Renewal - Menzies Pavilion	51,000	51,000	1,804	(49,196)	-96%	-	Project not going ahead.
FOR LAND & BUILDING ASSETS	2,714,730	1,785,230	1,405,507	(379,723)	-21%	303,470	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 MARCH 2020

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Commitment (PO)	Variance Commentary
	2019/20	2019/20	2019/20			Balance	
INFRASTRUCTURE ASSETS							
TRAFFIC MANAGEMENT							
Improved pedestrian crossings at signalised intersections (Walcott St. & William St. , Bulwer St. Fitzgerald St.)	140,000	-	3,300	3,300	100%	2,228	Walcott St. & William St going ahead. Bulwer St & Fitzgerald St works not going ahead.
40kph area wide speed zone trial	35,000	35,000	27,610	(7,390)	-21%	111,897	Trial in progress.
Minor Traffic Management Improvement Program	85,000	65,000	56,915	(8,085)	-12%	1,908	Works in progress
Alma/Claverton Local Area Traffic Management	50,000	50,000	2,502	(47,498)	-95%	385	Project deferred due to COVID-19.
Britannia Rd Traffic Calming - Seabrook St to Federation St	62,000	62,000	220	(61,780)	-100%	-	Project not going ahead.
Cliveden and Hunter St Intersection	30,000	30,000	6,040	(23,960)	-80%	-	Works completed. Project balance identified as a saving.
Harold and Lord St Intersection	25,000	12,000	-	(12,000)	-100%	-	Project deferred due to COVID-19.
LOCAL ROADS PROGRAM							
Norfolk St - North Perth/Mt Lawley - Burt to Monmouth St	110,000	110,000	107,900	(2,100)	-2%	-	Works completed.
Blake St - North Perth - Knutsford St to Norham St	51,065	51,065	51,272	207	0%	-	Works completed.
East St - Mt Hawthorn - Berryman St to Ashby St	72,000	72,000	71,841	(159)	0%	-	Works completed.
East St - Mt Hawthorn - Ashby St to Anzac Rd	76,000	76,000	75,163	(837)	-1%	-	Works completed.
Larne St - Mt Hawthorn - The Boulevard to Mallock St	27,935	27,935	26,195	(1,740)	-6%	-	Works completed.
Wylie Pl - Leederville - Oxford to Cul-de-Sac	41,664	41,664	41,664	0	0%	-	Works completed.
Egina St - Mt Hawthorn - Anzac Rd to Britannia Rd	33,000	33,000	32,541	(459)	-1%	-	Works completed.
Buxton - Mt Hawthorn - Anzac Rd to Britannia Rd	29,000	29,000	28,450	(550)	-2%	-	Works completed.
BLACK SPOT PROGRAM							
Intersection Lincoln and Wright Streets Roundabout	5,000	5,000	9,676	4,676	94%	4,159	Works completed.
Vincent - Fitzgerald St to Chelmsford Rd	75,000	75,000	2,200	(72,800)	-97%	-	Works in progress.
Vincent - Beaufort St to Grosvenor Rd	-	-	-	0	0%	-	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 MARCH 2020

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Commitment (PO)	Variance Commentary
	2019/20	2019/20	2019/20			Balance	
STREETSCAPE IMPROVEMENTS							
Greening (Streetscapes)	205,525	205,525	177,792	(27,733)	-13%	3,240	Works completed.
Streetscape Improvements/Place Making							
- Miscellaneous Renewals	3,285	3,285	450	(2,835)	-86%	16,097	Works in progress.
Minor streetscape improvements	30,000	22,500	12,555	(9,945)	-44%	-	Works in progress.
Barlee St shared space, project initiation, design and construction (staged over 2 yrs)	20,000	20,000	-	(20,000)	-100%	-	Project not going ahead.
ROADWORKS - REHABILITATION (MRRG PROGRAM)							
William St 2 Way Project	547,336	453,668	276,372	(177,296)	-39%	276,102	Works completed.
Newcastle Street, Loftus Street to Charles Street	7,495	7,495	-	(7,495)	-100%	11,171	Works completed.
Bulwer St - Beaufort St to Williams St	194,400	194,400	118,539	(75,861)	-39%	61,419	Works complete, however, line marking working pending.
Newcastle St EB - Fitzgerald St to Money St	192,100	192,100	127,788	(64,312)	-33%	2,589	Works complete, however, line marking working pending.
Vincent St - Loftus St to Morriston St	76,700	76,700	73,805	(2,895)	-4%	4,432	Works complete, however, line marking working pending.
Loftus St - Bourke St to Scarborough Beach Rd	619,300	619,300	388,011	(231,289)	-37%	24,578	Works complete, however, line marking working pending.
RIGHTS OF WAY							
Annual review based upon the most recent condition assessment survey	75,000	56,250	38,424	(17,826)	-32%	-	Works in progress
ROADS TO RECOVERY							
R2R - Ellesmere St - Mt Hawthorn - Scar Bch to matlock St	132,992	132,992	131,219	(1,773)	-1%	-	Works completed.
Summer St- Joel Terrace to Swan River	42,000	-	-	0	0%	-	Works to commence in April 2020.
Vincent St - Mitchell FW overpass to Leederville P	60,521	-	-	0	0%	-	Works to commence in April 2020.
SLAB FOOTPATH PROGRAMME							
Florence/Carr bike network plan construction	450,000	300,000	-	(300,000)	-100%	795	Revised scope. Budget to be adjusted at May budget review.
Footpath upgrade and construction	16,500	16,500	-	(16,500)	-100%	-	Works in progress
Footpath - Ellesmere St shared path-stage 4	55,000	55,000	42,821	(12,179)	-22%	-	Works completed.
Tactile Indicators Installation Program	12,000	12,000	9,448	(2,552)	-21%	258	Works in progress
Charles Street - Footpath Upgrade & Cons	55,000	55,000	35,573	(19,427)	-35%	3,182	Works completed
Oxford St - Footpath Upgrade and Const	6,567	6,567	5,249	(1,318)	-20%	-	Works completed.
Clieveden St - Footpath Upgrade and Cons	10,000	10,000	8,743	(1,257)	-13%	-	Works completed.
Stirling St - Footpath Upgrade and Const	4,500	4,500	4,013	(487)	-11%	-	Works completed.
Vincent St - Footpath Upgrade and Const	56,000	56,000	32,279	(23,721)	-42%	5,437	Works in progress
Mount Hawthorn Main Hall - Footpath Upgr	6,433	6,433	6,433	(1)	0%	-	Works completed.
Angove St - Footpath Upgrade and Const	25,000	25,000	-	(25,000)	-100%	-	Works to commence in April 2020.
BICYCLE NETWORK							
Bike Network Implementation (Loftus Street - Vincent to Richmond St)	67,000	40,000	65,500	25,500	64%	1,881	Works completed.
Bike Parking	-	-	3,268	3,268	100%	635	Project Completed.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 MARCH 2020

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Commitment (PO)	Variance Commentary
	2019/20	2019/20	2019/20			Balance	
DRAINAGE							
Drainage - Britannia Rd Drain Inspection	10,000	10,000	9,458	(542)	-5%	-	Works in progress.
Minor drainage improvement program	70,000	-	-	0	0%	-	Works in progress.
Gully Soak-well program	80,000	80,000	48,959	(31,041)	-39%	109	Works in progress.
CAR PARK DEVELOPMENT							
The Avenue carpark, stage 1 upgrade lights to LED	30,000	30,000	-	(30,000)	-100%	-	Works completed. Awaiting invoices.
Frame court carpark, stage 1 upgrade lights to LED	30,000	30,000	7,661	(22,339)	-74%	-	Works completed. Project balance identified as saving.
Brisbane St carpark WSUD Project	180,000	180,000	138,879	(41,121)	-23%	-	Works completed. Project balance identified as saving.
PARKS AND RESERVES							
Public Open Space Strategy Implementation	226,460	70,160	77,763	7,603	11%	21,900	Works relating to Birdwood Square deferred to 2020/21.
Banks Reserve Master Plan Implementation - Stage 1	686,610	487,000	64,074	(422,926)	-87%	555,889	Works in progress.
Central Control Irrigation System	52,000	52,000	58,358	6,358	12%	-	Works completed.
Netball Installation Public Open Space	6,000	6,000	5,572	(428)	-7%	-	Works completed.
Greening Plan - Brisbane St carpark redevelopment (stage 2)	200,000	128,000	205,747	77,747	61%	250	Works completed.
Greening Plan - Redfern St	20,000	13,000	18,750	5,750	44%	-	Works completed.
Greening Plan - Clieveden St	15,000	8,000	13,271	5,271	66%	-	Works completed.
Greening Plan - Sydney St	10,000	1,000	18,340	17,340	1734%	-	Works completed.
Greening Plan - Berryman St	10,000	1,000	9,361	8,361	836%	-	Works completed.
Synthetic cricket wicket surfaces replacement - Various Locations	25,000	-	-	0	0%	-	Project deferred due to COVID-19.
Brenthan st reserve - installation of pathways (greenway link)	80,000	80,000	110,592	30,592	38%	-	Works completed.
Blackford st reserve - replace playground rubber soft fall	25,000	25,000	25,728	728	3%	-	Works completed.
Les Lilleyman Reserve - Fencing	50,000	-	50,752	50,752	100%	-	Works completed.
Lynton Street Park Upgrade	25,000	25,000	3,994	(21,007)	-84%	3,910	Works in progress
Leederville Oval - Various assets renewal work	245,000	220,000	175,042	(44,958)	-20%	12,698	Works completed.
Eco Zoning - Brentham St reserve	30,000	30,000	4,703	(25,297)	-84%	-	Project deferred due to COVID-19.
PARKS FURNITURE							
Gladstone St reserve - replace electric BBQ	15,000	-	11,768	11,768	100%	-	Works completed.
Fencing - Beatty park reserve - replacement bollard fencing	42,000	42,000	41,483	(517)	-1%	-	Works completed.
Fencing - Leake/Alma reserve - replacement pine-log fencing	21,000	21,000	20,294	(706)	-3%	-	Works completed.
Fencing - Birdwood square - replacement chain wire fencing	45,000	45,000	42,310	(2,690)	-6%	-	Works completed.
Hyde park - replacement of existing high pressure sodium park lights with LED (stage 2 of 2)	50,000	50,000	49,784	(216)	0%	-	Works completed.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 MARCH 2020

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Commitment (PO)	Variance Commentary
	2019/20	2019/20	2019/20			Balance	
PLAYGROUND EQUIPMENT							
Playground Equipment - Forrest park - replace exercise equipment	66,000	66,000	-	(66,000)	-100%		Project deferred due to COVID-19.
RETICULATION							
Reticulation - Auckland/Hobart st reserve - upgrade irrigation system	50,000	-	1,400	1,400	100%		Project deferred due to COVID-19.
Reticulation - Robertson park reserve - replace irrigation cubicle	15,000	15,000	12,200	(2,800)	-19%		Works completed
Reticulation - Brisbane/Wase st reserve - replace irrigation cubicle	7,000	-	9,099	9,099	100%		Works completed
STREET FURNITURE							
Bus Shelter Replacement	52,000	35,000	29,179	(5,821)	-17%	-	Works completed.
Upgrade lighting at Oxford st/Anzac Rd roundabout	12,000	12,000	220	(11,780)	-98%	6,400	Works in progress.
Street Lighting - Kadina, Albert St and Tay Place, North Perth	50,000	50,000	43,172	(6,829)	-14%	4,767	Works in progress.
MISCELLANEOUS							
Laneway Lighting Program (Right of Way)	84,990	84,990	86,654	1,664	2%	-	Works completed.
Laneway Lighting Between Fairfield st & Oxford st, leederville. Laneway	13,750	13,750	1,807	(11,943)	-87%	-	Works completed.
Laneway Lighting Between Pennant st and Coronation st North Perth	13,750	13,750	13,750	0	0%	-	Works completed.
Laneway 3	13,750	13,750	-	(13,750)	-100%	-	Project not going ahead.
Laneway 4	13,750	13,750	7,128	(6,622)	-48%	-	Works completed.
FOR INFRASTRUCTURE ASSETS	6,589,378	5,298,029	3,519,019	(1,779,010)	-34%	1,134,554	
PLANT & EQUIPMENT ASSETS							
LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME							
Light Fleet - Annual Changeover	680,500	680,500	527,505	(152,995)	-22%	65,633	Fleet replacement programme progressing as planned. However \$50,000 savings identified from deferring the purchase of two vehicles. To be adjusted in May budget review.
MAJOR PLANT REPLACEMENT PROGRAMME							
Single Axle Truck (Flocon)	215,000	215,000	214,557	(443)	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%	400,157	Truck to be delivered in May 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%	138,482	Truck to be delivered in May 2020.
Gang Mower	55,000	55,000	12,000	(43,000)	-78%	-	Mower delivered.
Road Sweeper	380,000	380,000	731	(379,269)	-100%	-	Carry forward to 2020/21.
Single Axle Truck	80,000	80,000	-	(80,000)	-100%	85,332	Delivery due in April 2020.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2019/20
AS AT 31 MARCH 2020

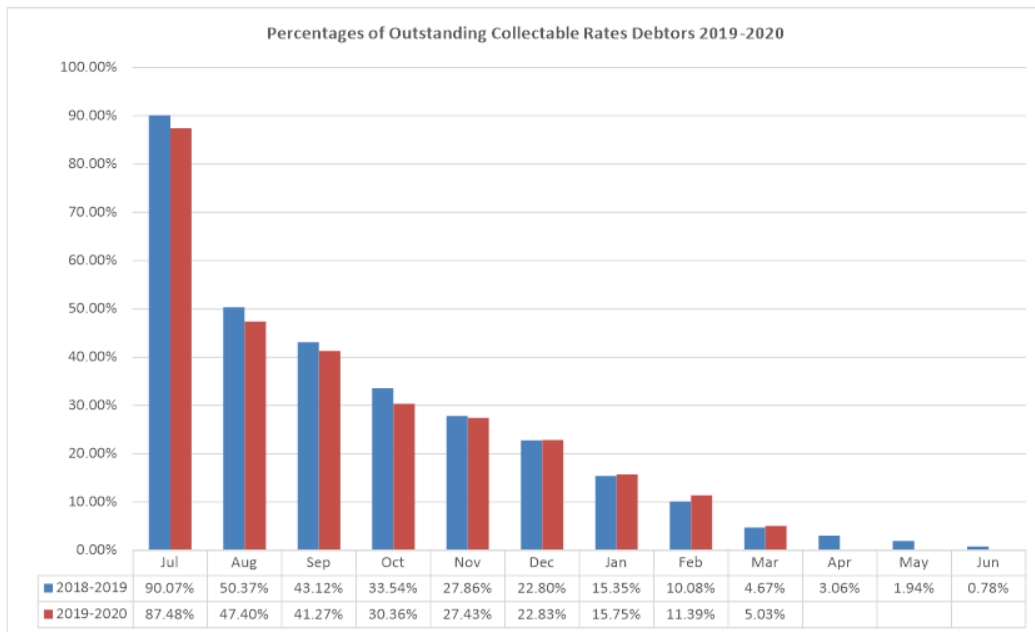
Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Commitment (PO)	Variance Commentary
	2019/20	2019/20	2019/20			Balance	
MISCELLANEOUS							
Water and Energy Efficiency Initiatives	115,000	100,000	109,815	9,815	10%	-	Works in progress.
Beaufort Street CCTV Network Upgrade	305,510	305,510	233,241	(72,269)	-24%	2,407	Works in progress.
Relocate UMS supply for the CCTV Camera in Oxford street	20,000	20,000	22,313	2,313	12%	-	Works completed.
Parking Sensors Pilot Project	51,410	51,410	-	(51,410)	-100%	46,620	Works in progress.
TOTAL EXPENDITURE							
FOR PLANT & EQUIPMENT ASSETS	3,049,456	3,034,456	1,702,492	(1,331,964)	-44%	738,630	
FURNITURE & EQUIPMENT ASSETS							
ADMINISTRATION & CIVIC CENTRE							
INFORMATION TECHNOLOGY							
Replacement of CARs system	28,148	28,148	9,698	(18,451)	-66%	-	Project balance identified as a saving.
Upgrade of IT Firewall	41,029	41,029	1,065	(39,964)	-97%	-	Project balance identified as a saving.
Upgrade IT Network Remote Access Facility	48,119	27,005	-	(27,005)	-100%	-	Budget of \$48,119 to be transferred to IT Consultancy budget (OPEX)
Online Lodgement of Applications	5,000	5,000	-	(5,000)	-100%	-	Increased due to Civica imposing costs from 2018
Backup Server	35,000	35,000	-	(35,000)	-100%	-	Project balance identified as a saving.
Renew Switches	35,000	35,000	-	(35,000)	-100%	-	Budget of \$35,000 to be transferred to IT Consultancy budget (OPEX).
Wi-Fi Installation	13,975	13,975	19,065	5,090	36%	-	Overrun due to cost of all four COV sites.
ICT Strategy Implementation	140,000	140,000	5,259	(134,742)	-96%	21,335	Various projects carried forward.
Disc for Storage System	9,900	9,900	9,900	0	0%	-	Works completed
MARKETING & COMMUNICATIONS							
Mount Lawley/ Highgate Town Centre Streetscape Upgrades	75,000	75,000	49,922	(25,078)	-33%	-	Works completed.
Public Art Project	200,000	150,000	-	(150,000)	-100%	-	Project scope changed. Funds will now be utilised for COVID-19 Art relief purposes.
MISCELLANEOUS							
Purchase of portable water fountain/refill station	7,000	7,000	6,140	(860)	-12%	-	Works completed.
Install colour change LED up-lights for Albert square Ficus tree	12,000	12,000	9,120	(2,880)	-24%	-	Works completed.
Install additional Christmas tree lights in large spotted gum inter. Carr place and Newcastle st	10,000	10,000	8,614	(1,386)	-14%	-	Works completed.
Installation of public recycling stations	5,000	-	-	0	0%	-	Project balance identified as saving.
Miscellaneous Assets Renewal	199,106	100,000	120,055	20,055	20%	63,703	Works in progress.
TOTAL EXPENDITURE							
FOR FURNITURE & EQUIPMENT ASSETS	864,277	689,057	238,837	(450,220)	-65%	85,037	
TOTAL CAPITAL EXPENDITURE	13,217,841	10,806,772	6,865,856	(3,940,916)	-36%	2,261,692	

CITY OF VINCENT
NOTE 6 - CASH BACKED RESERVES
AS AT 31 MARCH 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 31/03/2020 \$	Budget Interest Earned 30/06/2020 \$	YTD Actual Interest Earned 31/03/2020 \$	Budget Transfers from Reserve 30/06/2020 \$	YTD Actual Transfers from Reserve 31/03/2020 \$	Budget Closing Balance 30/06/2020 \$	Actual Closing Balance 31/03/2020 \$
Asset Sustainability Reserve	4,198,844	4,135,364	250,000	250,000	106,956	65,448	(374,349)	(351,671)	4,181,451	4,099,141
Beatty Park Leisure Centre Reserve	99,278	99,246	0	0	2,681	1,574	0	0	101,959	100,820
Cash in Lieu Parking Reserve	1,846,678	1,867,959	30,000	19,443	45,878	29,577	(300,000)	0	1,622,556	1,916,979
Hyde Park Lake Reserve	156,142	156,166	0	0	4,216	2,475	0	0	160,358	158,641
Land and Building Acquisition Reserve	291,632	291,677	(0)	0	7,874	4,621	0	0	299,506	296,298
Leederville Oval Reserve	163,981	164,016	(0)	0	2,672	2,299	(130,000)	(130,000)	36,653	36,315
Loftus Community Centre Reserve	31,475	31,481	0	4,748	850	533	0	0	32,325	36,762
Loftus Recreation Centre Reserve	117,941	118,291	58,116	43,819	3,184	2,053	0	0	179,241	164,163
Office Building Reserve - 246 Vincent Street	445,105	421,187	0	0	9,318	6,567	(28,181)	(28,180)	426,242	399,574
Parking Facility Reserve	103,535	103,550	(0)	0	2,795	1,641	0	0	106,330	105,191
Percentage For Public Art Reserve	200,000	200,000	320,200	260,240	5,400	6,779	(200,000)	0	325,600	467,019
Plant and Equipment Reserve	188,701	188,734	0	0	3,565	2,991	(170,000)	(170,000)	22,266	21,725
State Gymnastics Centre Reserve	102,652	102,201	8,411	5,093	2,772	1,643	0	0	113,835	108,937
Strategic Waste Management Reserve	21,962	21,965	970,000	970,000	10,718	3,426	0	0	1,002,680	995,391
Tamala Park Land Sales Reserve	4,258,875	4,259,422	250,000	0	58,054	48,558	(4,217,436)	(4,217,436)	349,493	90,544
Underground Power Reserve	205,930	205,961	(0)	0	5,560	3,262	0	0	211,490	209,223
Waste Management Plant and Equipment Reserve	215,632	215,665	(0)	0	5,822	3,417	0	0	221,454	219,082
	12,648,362	12,582,885	1,886,727	1,553,343	278,315	186,864	(5,419,966)	(4,897,287)	9,393,438	9,425,805

CITY OF VINCENT
NOTE 7 - RATING INFORMATION
AS AT 31 MARCH 2020



CITY OF VINCENT
NOTE 7 - RATING INFORMATION
FOR THE MONTH ENDED 31 MARCH 2020



	Rateable Value	Rate in Dollar Cents	Budget	Actual	Rates Levied to Budget
	\$		\$	\$	%
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	362,024	164.6%
Rates Waiver	0		(145,000)	(138,421)	95.5%
Total Amount Made up from Rates	511,990,474		35,526,498	35,664,214	
Non Payment Penalties					
Instalment Interest @ 5.5%			185,000	194,753	105.3%
Penalty Interest @ 11%			145,000	96,513	66.6%
Administration Charge - \$13 per instalment			260,000	255,852	98.4%
Legal Costs Recovered			45,000	17,354	38.6%
			36,161,498	36,228,686	
Other Revenue					
Exempt Bins - Non Rated Properties			155,021	175,186	113.0%
Commercial / Residential Additional Bins			166,223	152,836	91.9%
Swimming Pools Inspection Fees			18,800	13,602	72.4%
			36,501,542	36,570,310	
Opening Balance				648,084	
Total Collectable			36,501,542	37,218,394	101.96%
Less					
Cash Received				34,289,125	
Rebates Allowed				1,092,084	
Rates write off				0	
Rates Balance To Be Collected			36,501,542	1,837,185	5.03%
Add					
ESL Debtors				79,193	
Pensioner Rebates Not Yet Claimed				286,988	
ESL Rebates Not Yet Claimed				10,954	
Less					
Deferred Rates Debtors				(103,602)	
Current Rates Debtors Balance				2,110,719	

CITY OF VINCENT
NOTE 8 - DEBTOR REPORT
FOR THE MONTH ENDED 31 March 2020



DESCRIPTION	CURRENT	31-59 DAYS	60-89 DAYS	OVER 90 DAYS	BALANCE
	\$	\$	\$	\$	\$
DEBTOR CONTROL - HEALTH LICENCES	2,235	1,447	0	94,763	98,445
DEBTOR CONTROL - RUBBISH CHARGES	0	0	0	0	0
DEBTOR CONTROL - CASH IN LIEU CAR PARKING *	0	0	0	160,715	160,715
DEBTOR CONTROL - PROPERTY INCOME	9,164	11,672	40,583	70,584	132,003
DEBTOR CONTROL - RECOVERABLE WORKS	0	0	0	2,365	2,365
DEBTOR CONTROL - BEATTY PARK LEISURE CENTRE	0	0	0	0	0
DEBTOR CONTROL - OTHER		70,736	27,657	79,947	178,339
DEBTOR CONTROL - PLANNING SERVICES FEES	270	200	100	450	1,020
DEBTOR CONTROL - INFRINGEMENT *	80,695	83,888	52,234	1,736,928	1,953,745
PROVISION FOR DOUBTFUL DEBT	0	(188,666)	0	(198,072)	(382,738)
IMPAIRMENT OF RECEIVABLES	0	0	0	(155,806)	(155,806)
TOTAL DEBTORS OUTSTANDING AS AT 31/03/2020	92,364	(18,723)	120,573	1,793,874	1,988,088

ACCRUED INCOME	58,081
ACCRUED INTEREST	120,262
PREPAYMENTS	393,513
TOTAL TRADE AND OTHER RECEIVABLES	2,529,945

DATE	DEBTOR OVER 90 DAYS	AMOUNT	DEBT DETAILS	Comments
11/03/2019	Tennis Seniors Western Australia	5,728.05	Building Insurance 2018/19 & 2019/20	Payment on hold club meeting with Mgr Governance team.
25/02/2015	Subiaco Football Club	16,202.10	Turf maintenance & top dressing	In the process of finalising.
25/02/2015	East Perth Football Club	41,789.92	Turf maintenance & top dressing	In the process of finalising.
21/02/2019	Loftus Community Centre	12,519.10	Building Ins. Lease, Utility & maintenance	On going discussion to finalise the Centre's position relating to the debt.
23/10/2019	Department of Local Government Sports & Culture	13,616.07	Actual Vos 2018/19	In the process of finalising disputed water percentage.
04/11/2016	C Cafarelli	28,600.00	Breaches of Planning Development Act	Finance is following up with the tenant.
22/08/2018	C D Hunter	14,655.25	Cost for court case	Have been handed over to FER. 26/3/20 FER advised payment \$180 per
21/01/2019	Matthew Slinger	21,800.30	Cost for court fine	Final notice issued August, mail returned September. To go Legal.
09/07/2019	R Cox	1,170.00	Breach of condition of hall hire	Final notice issued August, mail returned September. To go Legal.
22/08/2019	Primed Projects Pty Ltd	9,230.78	Outstanding court costs awarded to COV	Final reminder issued before proceeding with legal action.
22/08/2019	Liam Howard	2,307.66	Outstanding court costs awarded to COV	On fortnightly payment plan.
28/11/2019	A Kindu	2,339.25	Damage/vandalism to hired venue	Mail returned unable to locate. To go Legal.
BALANCE OF 90 DAY DEBTORS OVER \$500.00		169,958.48		

CITY OF VINCENT
NOTE 9 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION
AS AT 31 MARCH 2020



	Revised Budget	YTD Budget	YTD Actuals	YTD Actuals	Month Actuals	Month Actuals
	2019/20	Budget Mar-20	Mar-20	Mar-19	Mar-20	Mar-19
	\$	\$	\$	\$	\$	\$
ADMINISTRATION						
Revenue	0	0	(2,295)	0	0	0
Expenditure	0	(17,643)	2,295	48,219	(0)	0
Surplus/(Deficit)	0	(17,643)	(0)	48,219	(0)	0
SWIMMING POOLS AREA						
Revenue	2,257,377	1,777,764	1,725,532	1,930,433	144,750	244,664
Expenditure	(4,475,601)	(3,357,266)	(3,076,860)	(2,967,022)	(329,675)	(326,824)
Surplus/(Deficit)	(2,218,224)	(1,579,502)	(1,351,328)	(1,036,589)	(184,925)	(82,160)
SWIM SCHOOL						
Revenue	1,603,621	1,174,747	1,197,127	1,636,088	112,391	214,695
Expenditure	(1,175,657)	(895,471)	(867,982)	(1,293,906)	(103,732)	(150,748)
Surplus/(Deficit)	427,964	279,276	329,145	342,181	8,659	63,948
CAFÉ						
Revenue	726,621	576,846	534,731	762,382	31,007	88,112
Expenditure	(848,071)	(647,182)	(610,026)	(825,816)	(64,576)	(91,999)
Surplus/(Deficit)	(121,450)	(70,336)	(75,295)	(63,434)	(33,569)	(3,888)
RETAIL SHOP						
Revenue	535,815	444,608	412,394	445,647	26,733	52,137
Expenditure	(467,300)	(379,257)	(290,391)	(359,415)	(18,401)	(37,009)
Surplus/(Deficit)	68,515	65,351	122,003	86,232	8,331	15,127
HEALTH & FITNESS						
Revenue	1,663,934	1,246,762	1,280,181	406,535	135,659	43,480
Expenditure	(1,409,762)	(1,058,130)	(979,268)	(1,202,670)	(100,126)	(122,094)
Surplus/(Deficit)	254,172	188,632	300,913	(796,135)	35,533	(78,614)
GROUP FITNESS						
Revenue	657,477	490,577	491,014	224,158	51,898	24,628
Expenditure	(577,184)	(432,785)	(453,306)	(515,244)	(53,686)	(50,129)
Surplus/(Deficit)	80,293	57,792	37,708	(291,086)	(1,788)	(25,502)
AQUAROBICS						
Revenue	249,096	185,752	188,987	42,857	19,878	4,478
Expenditure	(179,487)	(135,499)	(117,800)	(173,568)	(12,437)	(19,271)
Surplus/(Deficit)	69,609	50,253	71,186	(130,712)	7,440	(14,793)
CRECHE						
Revenue	69,359	51,815	52,374	181,978	5,016	21,430
Expenditure	(366,656)	(277,439)	(244,085)	(376,407)	(26,198)	(41,231)
Surplus/(Deficit)	(297,297)	(225,624)	(191,711)	(194,430)	(21,182)	(19,801)
Net Surplus/(Deficit)	(1,736,418)	(1,251,801)	(757,380)	(2,035,753)	(181,500)	(145,683)
Less: Depreciation	(1,367,317)	(1,025,488)	(1,029,935)	(807,434)	(113,666)	(94,327)
Cash Surplus/(Deficit)	(369,101)	(226,313)	272,556	(1,228,319)	(67,834)	(51,356)

7.5	AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 MARCH 2020 TO 31 MARCH 2020
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- Attachments:**
1. Payments by EFT, BPAY and Payroll March 20 [↓](#) 
 2. Payments by Cheque March 20 [↓](#) 
 3. Payments by Direct Debit March 20 [↓](#) 

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 March 2020 to 31 March 2020 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT and BPAY payments, including payroll	\$5,690,744.98
Cheques	\$577.90
Direct debits, including credit cards	\$154,592.59
Total payments for March 2020	\$5,845,915.47

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 1 March 2020 to 31 March 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 March 2020 to 31 March 2020, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT and BPAY Payments	2521 - 2529	\$4,411,387.05
Payroll by Direct Credit	March 2020	\$1,279,357.93
Sub Total		\$5,690,744.98
Cheques		
Cheques	82599 - 82600	\$577.90
Sub Total		\$577.90

Direct Debits (including Credit Cards)

Lease Fees	\$780.84
Loan Repayments	\$100,782.60
Bank Charges – CBA	\$46,360.83
Credit Cards	\$6,668.32
Sub Total	\$154,592.59

Total Payments **\$5,845,915.47**

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 01/03/20 to 31/03/20			
<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
05/03/2020	Australian Taxation Office	Payroll deduction	\$ 193,113.00
05/03/2020	Smartsalary Pty Limited	Payroll deduction	\$ 1,416.60
05/03/2020	Australian Services Union	Payroll deduction	\$ 310.80
05/03/2020	Child Support Agency	Payroll deduction	\$ 1,571.83
05/03/2020	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
05/03/2020	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 1,176.91
05/03/2020	City of Vincent Staff Social Club	Payroll deduction	\$ 524.00
05/03/2020	Depot Social Club	Payroll deduction	\$ 64.00
05/03/2020	Health Insurance Fund of WA	Payroll deduction	\$ 260.60
10/03/2020	The Trustee for Fergco Family Super Fund	Superannuation	\$ 1,920.74
10/03/2020	The Trustee for Guild Retirement Fund	Superannuation	\$ 491.49
10/03/2020	Mercer Spectrum	Superannuation	\$ 6,836.55
10/03/2020	SuperChoice Services Pty Ltd	Superannuation	\$ 219,938.44
12/03/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 57.75
12/03/2020	Water Corporation	Water charges - various locations	\$ 18,818.51
12/03/2020	Synergy	Electricity and gas charges - various locations	\$ 25,912.76
13/03/2020	Cr Ashley Wallace	Council meeting fee	\$ 1,935.83
13/03/2020	Cr Sally Smith	Council meeting fee	\$ 1,935.83
13/03/2020	Cr J Topelberg	Council meeting fee	\$ 1,935.83
13/03/2020	Mayor E Cole	Council meeting fee	\$ 7,875.25
13/03/2020	Cr D Loden	Council meeting fee	\$ 1,935.83
13/03/2020	Cr S Gontaszewski	Council meeting fee	\$ 3,255.70
13/03/2020	Cr J Hallett	Council meeting fee	\$ 1,935.83
13/03/2020	Cr A Castle	Council meeting fee	\$ 1,935.83
13/03/2020	Cr J Fotakis	Council meeting fee	\$ 1,935.83
19/03/2020	M Slater	Fitness instructor fees	\$ 60.29
19/03/2020	The Naturopath Shop	Fitness instructor fees	\$ 120.58
19/03/2020	Aluminium Leisure Furniture Pty Ltd	Office furniture supplies - Admin	\$ 808.90
19/03/2020	Cleantex Pty Ltd	Washroom consumables - Admin	\$ 257.73
19/03/2020	West Australian Football Commission	Refund of bin hire bond	\$ 266.00
19/03/2020	Maxima Group Training	School based trainees - Apprenticeship Cert II in business	\$ 1,084.51
19/03/2020	Print and Sign Co	Printing services - various departments	\$ 1,344.75
19/03/2020	S Jamieson	Expense reimbursement - TravelSmart and bikers breakfast catering	\$ 170.73
19/03/2020	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	\$ 6,983.18
19/03/2020	Select Fresh	Beatty Park Café supplies	\$ 453.48

Page 1 of 7

Date	Payee	Description	Amount
19/03/2020	BDO Advisory (WA) Pty Ltd	Consultancy services - Risk management register	\$ 5,644.00
19/03/2020	YogaNut	Fitness instructor fees	\$ 180.00
19/03/2020	B Honey	Artist fee - Major public artwork commission	\$ 110.00
19/03/2020	Ultimo Catering & Events Pty Ltd	Catering services - Council workshop	\$ 574.00
19/03/2020	Ringie	Onsite support - Cisco telephony service	\$ 902.00
19/03/2020	IRP Pty Ltd	Temporary staff - Waste	\$ 4,471.01
19/03/2020	Meet PAT	Portable water fountain and bottle refill station for use at events	\$ 6,754.00
19/03/2020	Appollo Property Group	Cleaning services - BPLC	\$ 264.00
19/03/2020	Cobblestone Concrete Pty Ltd	Concrete path repairs - various locations	\$ 11,638.00
19/03/2020	Rubis Group Pty Ltd	Sponsorship - Pride Queer Film Festival	\$ 2,750.00
19/03/2020	The Pickle District Inc	Festival and event sponsorship - Urban Artwalk	\$ 20,000.00
19/03/2020	RTSM Consulting	Peer review of development application	\$ 1,584.00
19/03/2020	S N Robeson	Partial refund of development application fee	\$ 320.00
19/03/2020	Vision Equity T/A XceedRE	Rates refund - overpayment	\$ 587.67
19/03/2020	Wanneroo Patios	Refund of planning application fees	\$ 441.00
19/03/2020	L R Hill	Rates refund - overpayment	\$ 60.65
19/03/2020	R A Zaccagnini	Rates refund - overpayment	\$ 326.06
19/03/2020	Volleyball & Beach Volleyball Hub Inc	Grant - Female participation in sports	\$ 2,000.00
19/03/2020	A G Dumolard & S U Moutia-Dumolard	Rates refund - overpayment	\$ 58.13
19/03/2020	S Downing	Part refund of Beatty Park Leisure Centre fees	\$ 191.35
19/03/2020	K Quach	Part refund of Beatty Park Leisure Centre fees	\$ 34.61
19/03/2020	H Vandermeer	Part refund of Beatty Park Leisure Centre fees	\$ 108.80
19/03/2020	S J Rose	Refund of infrastructure bond	\$ 2,000.00
19/03/2020	Hugo Homes	Refund of infrastructure bond	\$ 3,000.00
19/03/2020	Wandoo Design & Construction Pty Ltd	Refund of infrastructure bond	\$ 1,500.00
19/03/2020	Mountain Spring Australia Pty Ltd	Refund of infrastructure bond	\$ 2,956.25
19/03/2020	R A Baker	Refund of infrastructure bond	\$ 500.00
19/03/2020	S Miotti	Refund of crossover bond	\$ 275.00
19/03/2020	P Shakibae	Refund of infrastructure bond	\$ 5,000.00
19/03/2020	Narcotics Anonymous	Refund of hall bond	\$ 1,500.00
19/03/2020	D Arasu	Part refund of Beatty Park Leisure Centre fees	\$ 108.80
19/03/2020	J G Fitzgerald	Part refund of Beatty Park Leisure Centre fees	\$ 311.47
19/03/2020	H Van Rooyen	Part refund of Beatty Park Leisure Centre fees	\$ 126.75
19/03/2020	A Moharaminia	Part refund of Beatty Park Leisure Centre fees	\$ 785.39
19/03/2020	E D Lamb	Part refund of dog registration	\$ 77.50
19/03/2020	P Gil	Part refund of Beatty Park Leisure Centre fees	\$ 69.24
19/03/2020	Alinta Energy	Gas charges - Banks Reserve Pavilion	\$ 45.40
19/03/2020	Australia Post (Agency Commission)	Commission charges	\$ 447.18
19/03/2020	Coca-Cola Amatil (Aust) Pty Limited	Beatty Park Café supplies	\$ 1,852.58

Date	Payee	Description	Amount
19/03/2020	Landgate	Gross rental valuations for interims	\$ 248.10
19/03/2020	Farinosi & Sons Pty Ltd	Hardware supplies	\$ 41.20
19/03/2020	Department of Fire and Emergency Services (DFES)	Emergency services levy - 3rd quarter 2019/20	\$ 2,287,043.16
19/03/2020	Inner City Newsagency	Newspaper delivery - Library	\$ 16.48
19/03/2020	Programmed Integrated Workforce Ltd	Temporary staff - Waste	\$ 2,050.30
19/03/2020	Line Marking Specialists	Line marking services - various locations	\$ 519.20
19/03/2020	LO-GO Appointments	Temporary staff - Waste	\$ 6,248.00
19/03/2020	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 6,129.11
19/03/2020	Major Motors Pty Ltd	Truck repairs and maintenance	\$ 866.34
19/03/2020	Mindarie Regional Council	Processable and non processable waste	\$ 109,926.88
19/03/2020	Perth Patterned Concrete Pty Ltd	Concrete stencilling services - various locations	\$ 2,348.50
19/03/2020	Sportsworld Of WA	Merchandise - BPLC	\$ 2,399.65
19/03/2020	Water Corporation	Water charges - various locations	\$ 661.33
19/03/2020	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff - various departments	\$ 6,249.40
19/03/2020	Otis Elevator Company Pty Ltd	Lift maintenance - Admin	\$ 3,564.00
19/03/2020	St John Ambulance Western Australia Ltd	Supply of defibrillator and cabinet - Hyde Park	\$ 2,266.37
19/03/2020	European Foods Wholesalers Pty Ltd	Beatty Park Café supplies	\$ 840.20
19/03/2020	The Royal Life Saving Society Western Australia Inc	Servicing of AIDS memorial fountain; repairs and maintenance - Hyde Park water playground; staff training courses and 'watch around water' wristbands - BPLC	\$ 9,568.71
19/03/2020	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	\$ 2,046.00
19/03/2020	Toolmart Australia Pty Ltd	Hardware supplies - Depot	\$ 183.50
19/03/2020	TJ Depiazzi & Sons	Supply of mulch	\$ 3,259.85
19/03/2020	Caltex Australia Petroleum Pty Ltd	Fuel and oils	\$ 29,843.36
19/03/2020	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations	\$ 3,796.48
19/03/2020	Local Government Professionals Australia WA	Staff training - Report writing for Local Government; Finance professionals conference 2020	\$ 4,350.00
19/03/2020	Les Mills Asia Pacific	Licence fees for fitness classes	\$ 1,610.46
19/03/2020	RPG Auto Electrics	Plant repairs and maintenance	\$ 1,901.85
19/03/2020	Ed Art Supplies	Library supplies	\$ 82.67
19/03/2020	BCITF Building & Construction Industry Training	Levy collection	\$ 6,275.25
19/03/2020	West Australian Newspapers Limited	Newspapers for resale - BPLC	\$ 630.18
19/03/2020	Orbit Health & Fitness Solutions Pty Ltd	Gym equipment supplies - BPLC	\$ 160.51
19/03/2020	Winc Australia Pty Ltd	Office supplies and consumables	\$ 1,764.24
19/03/2020	Donegan Enterprises Pty Ltd	Playground safety inspections, repairs and maintenance - various locations	\$ 2,508.00
19/03/2020	Western Resource Recovery Pty Ltd	Grease trap maintenance - Loftus Rec Centre	\$ 128.70
19/03/2020	Woodlands Distributors Pty Ltd	Purchase of dog waste bag dispensers	\$ 3,058.00
19/03/2020	J & K Hopkins	Office furniture supplies - BPLC	\$ 1,132.00
19/03/2020	ATI-Mirage	Staff training - Thinking and speaking off the cuff (Compliance)	\$ 544.50

Date	Payee	Description	Amount
19/03/2020	Parallax Productions Pty Ltd	Artist fee - Major public artwork design	\$ 110.00
19/03/2020	Cleanaway	Recycling contract	\$ 19,983.54
19/03/2020	Trisley's Hydraulic Services Pty Ltd	Water treatment - BPLC	\$ 594.00
19/03/2020	Parks and Leisure Australia	Corporate annual membership renewal	\$ 825.00
19/03/2020	Loftus Community Centre	Purchase of assets from the closure of Loftus Community Centre and purchase of toys and craft supplies for the Library	\$ 15,448.00
19/03/2020	Kerbing West	Kerbing services - various locations	\$ 3,836.27
19/03/2020	GHD Pty Ltd	Leederville activity centre plan	\$ 42,761.40
19/03/2020	Academy Services WA Pty Ltd	Cleaning services - Admin	\$ 503.26
19/03/2020	West-Sure Group Pty Ltd	Cash collection services - various locations	\$ 3,033.53
19/03/2020	Main Roads WA	Reinstate traffic loops - various locations	\$ 7,186.61
19/03/2020	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 5,845.40
19/03/2020	Flexi Staff Pty Ltd	Temporary staff - various departments	\$ 24,636.71
19/03/2020	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 552.75
19/03/2020	Australia Wide Taxation Training	Staff training - Payroll and taxation	\$ 990.00
19/03/2020	Officeworks Ltd	Office supplies and consumables	\$ 580.00
19/03/2020	Totally Workwear	Uniform supplies - Parks	\$ 119.85
19/03/2020	Alsco Pty Ltd	Towel and mat supplies - various locations	\$ 1,144.62
19/03/2020	ATF Services Pty Ltd	Security fence - Cheriton Street	\$ 144.21
19/03/2020	North Perth Primary School	Active transport grant - School breakfast	\$ 300.00
19/03/2020	Protector Fire Services Pty Ltd	Fire equipment maintenance - various locations	\$ 2,421.32
19/03/2020	A Team Printing	Printing services - BPLC	\$ 1,257.30
19/03/2020	McLeods Barristers & Solicitors	Legal services - planning advice 17 Florence Street; SAT review 48 Egina Street; compliance matters - various addresses	\$ 17,988.52
19/03/2020	Tamala Park Regional Council	GST for sale of land	\$ 7,082.45
19/03/2020	Subaru Osborne Park	Vehicle service and repairs	\$ 1,442.40
19/03/2020	Rotary Club Of North Perth Inc.	Festival and event sponsorship - Hyde Park Fair 2020	\$ 5,500.00
19/03/2020	Massey's Herd	Milk supplies - Depot	\$ 502.35
19/03/2020	Reece Australia Pty Ltd	Modems for reticulation	\$ 7,741.03
19/03/2020	Australian Library & Information Association	Promotional materials	\$ 126.00
19/03/2020	Guardian Tactile Systems Pty Ltd	Supply and install tactile paving - various locations	\$ 7,828.64
19/03/2020	Lion Dairy and Drinks (LD&D) Australia Pty Ltd	Milk supplies - various departments	\$ 323.78
19/03/2020	PFD Food Services Pty Ltd	Beatty Park Café supplies	\$ 4,522.85
19/03/2020	Devco Builders	Maintenance and repairs - various locations	\$ 169,793.60
19/03/2020	Australian HVAC Services Pty Ltd	Air-conditioning maintenance and repairs - various locations	\$ 7,235.94
19/03/2020	O.C.P Sales	Security vests - Rangers	\$ 2,700.00
19/03/2020	WC Convenience Management Pty Ltd	Maintenance of exelooos - various locations	\$ 3,992.44
19/03/2020	Quality Press	Printing services - various locations	\$ 384.45
19/03/2020	PriceMark Pty Ltd	Bar-lock band supplies for spa and sauna	\$ 1,169.00

Date	Payee	Description	Amount
19/03/2020	LGIS Risk Management	Staff training - Asbestos awareness	\$ 1,584.00
19/03/2020	Bridgestone Australia LTD	Tyre services	\$ 27.50
19/03/2020	APARC	Integration of EasyPark payment application and Ticketor enforcement application, software licensing, meter maintenance and credit card transactions for parking terminals	\$ 17,258.04
19/03/2020	C Wood Distributors	Beatty Park Café supplies	\$ 1,106.60
19/03/2020	LGISWA	Performance based adjustment 30.6.17 - 30.6.19	\$ 263,318.00
19/03/2020	Leederville Hotel (T/A Pent Pty Ltd)	Refund for hire of Leederville Village Square	\$ 1,750.00
19/03/2020	Compu-Stor	Records digitisation and off-site storage	\$ 860.83
19/03/2020	Natural Area Holdings Pty Ltd	Weed control - various locations	\$ 7,648.08
19/03/2020	Yoshino Sushi	Beatty Park Café supplies	\$ 371.15
19/03/2020	Centropak	Beatty Park Café supplies	\$ 912.18
19/03/2020	VenuesWest	Refund of grounds hire	\$ 4,600.00
19/03/2020	St Patrick's Day WA Inc	St Patricks Day funding 2020 - part payment	\$ 5,000.00
19/03/2020	Worldwide East Perth	Printing services - business cards	\$ 99.00
19/03/2020	Anna Cappelletta	Fitness instructor fees	\$ 542.43
19/03/2020	Soundtown	Repairs to PA system - BPLC	\$ 304.00
19/03/2020	Daniela Toffali	Fitness instructor fees	\$ 195.00
19/03/2020	Transoft Solutions	Software licence renewal - AutoTurn Map	\$ 660.00
19/03/2020	Richard Harrison	Bee removal services - Egina Street	\$ 150.00
19/03/2020	Alerton Australia	Service geothermal automatic control - BPLC	\$ 434.50
19/03/2020	Connect Security Systems	Service security camera lenses - BPLC	\$ 792.35
19/03/2020	Rawlicious Delights	Beatty Park Café supplies	\$ 296.45
19/03/2020	Synergy	Electricity and gas charges - various locations	\$ 77,032.15
19/03/2020	Rosemount Hotel	Catering and entertainment - Music in Vincent event	\$ 825.00
19/03/2020	Spider Waste Collection Services Pty Ltd	Mattress collection services	\$ 993.30
19/03/2020	Marketforce Pty Ltd	Advertising services - various departments	\$ 1,690.88
19/03/2020	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$ 18,703.00
19/03/2020	Vendpro	Vending machine hire - BPLC	\$ 235.40
19/03/2020	Source Foods	Catering services - various Council and City meetings	\$ 733.40
19/03/2020	Charmaine Amanda Magness	Fitness instructor fees	\$ 284.20
19/03/2020	Volunteering WA	Annual membership subscription 2020/21	\$ 290.00
19/03/2020	Flex Fitness Equipment	Supply of fitness equipment - BPLC	\$ 119.00
19/03/2020	Clever Patch	Library supplies	\$ 222.10
19/03/2020	Aveling	Safety course - White card	\$ 80.00
19/03/2020	Corsign WA Pty Ltd	Sign supplies - various locations	\$ 1,393.70
19/03/2020	Capic	Water treatment services - BPLC	\$ 990.39
19/03/2020	AWB Building Co.	Plumbing services - various locations	\$ 2,837.36
19/03/2020	Work Metrics Pty Ltd	Online inductions - BPLC	\$ 110.00

Date	Payee	Description	Amount
19/03/2020	Colleagues Nagels	Integrated transferable parking permits	\$ 201.57
19/03/2020	Boyan Electrical Services	Upgrade switchboard for solar panels - Admin; other electrical services - various locations	\$ 59,335.98
19/03/2020	Zumba Fitness Patricia Rojo	Fitness instructor fees	\$ 1,116.00
19/03/2020	Design Right Pty Ltd	Design services - BPLC plant room	\$ 2,970.00
19/03/2020	Brownes Foods Operations Pty Ltd	Beatty Park Café supplies	\$ 879.82
19/03/2020	Nordic Fitness Equipment	Cleaning wipes for gym	\$ 1,137.00
19/03/2020	Unilever Australia Ltd	Beatty Park Café supplies	\$ 2,954.31
19/03/2020	Yolande Gomez	Fitness instructor fees	\$ 248.64
19/03/2020	Elyse Amy Johnstone	Fitness instructor fees	\$ 284.20
19/03/2020	Nightlife Music Pty Ltd	Crowd DJ - BPLC	\$ 518.76
19/03/2020	Australia Post	Postage charges	\$ 5,199.00
19/03/2020	Superior Pak Pty Ltd	Plant repairs and maintenance	\$ 453.75
19/03/2020	Gymcare	Gym equipment repairs and maintenance	\$ 1,102.97
19/03/2020	Benerin Electrical Services	Install bus shelter mesh panels - various locations	\$ 2,794.00
19/03/2020	Metal Artwork Creations	Supply of staff name badges - BPLC	\$ 320.00
19/03/2020	Assured Certification Services	Certification services - Leederville Oval change rooms	\$ 660.00
19/03/2020	PeopleSense by Altius	Counselling services	\$ 1,751.20
19/03/2020	KP Electric (Australia) Pty Ltd	Electrical services - various locations	\$ 3,383.86
19/03/2020	Janet Verburg	Fitness instructor fees	\$ 236.84
19/03/2020	Perth Marquees	Marquee hire - Pride Breakfast	\$ 499.00
19/03/2020	Allflow Industrial	Service oil/water separator	\$ 473.50
19/03/2020	Securus	Security services - various locations	\$ 385.00
19/03/2020	Cr J Fotakis	Refund of nomination bond	\$ 80.00
19/03/2020	Danica Zuks Photography	Photographic services - Councillor photos	\$ 120.00
19/03/2020	Teena Smith	Fitness instructor fees	\$ 140.00
19/03/2020	Vigilant Traffic Management Group Pty Ltd	Traffic management services - various locations	\$ 10,694.12
19/03/2020	Ward Packaging	Supply of paper cups	\$ 79.20
19/03/2020	Cockburn Party Hire	Chair hire - Citizenship ceremony	\$ 764.00
19/03/2020	K Roach	Fitness instructor fees	\$ 227.36
19/03/2020	Sia Sasha Ivanovich Architects	Design advisory fees	\$ 660.00
19/03/2020	P Stokes	Fitness instructor fees	\$ 180.00
19/03/2020	Flick Anticimex Pty Ltd	Pest control services - various locations	\$ 370.00
19/03/2020	AMS Installation & Maintenance Solutions WA	Air handling unit upgrade - BPLC	\$ 125,214.45
19/03/2020	Australian Swim Schools Management Pty Ltd	Safety banners - BPLC	\$ 740.00
19/03/2020	K Harcus	Fitness instructor fees	\$ 765.00
19/03/2020	B Fiebig	Fitness instructor fees	\$ 113.68
19/03/2020	Water Works and Wellness	Fitness instructor fees	\$ 220.00
19/03/2020	M G Jajko	Fitness instructor fees	\$ 56.84

Date	Payee	Description	Amount
19/03/2020	S Patchett	Fitness instructor fees	\$ 225.00
20/03/2020	Australian Taxation Office	Payroll deduction	\$ 198,415.00
20/03/2020	Smartsalary Pty Limited	Payroll deduction	\$ 1,416.60
20/03/2020	Australian Services Union	Payroll deduction	\$ 310.80
20/03/2020	Child Support Agency	Payroll deduction	\$ 1,586.31
20/03/2020	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
20/03/2020	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 1,203.54
20/03/2020	City of Vincent Staff Social Club	Payroll deduction	\$ 514.00
20/03/2020	Depot Social Club	Payroll deduction	\$ 64.00
20/03/2020	Health Insurance Fund of WA	Payroll deduction	\$ 260.60
31/03/2020	T Patrucco	Expenses reimbursement - art maintenance supplies	\$ 58.36
31/03/2020	A D Myles	Refund of duplicate bond admin fee	\$ 100.00
31/03/2020	J Lennox-Bradley	Expense reimbursement - catering and rewards	\$ 140.15
31/03/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 1,331.31
31/03/2020	Water Corporation	Water charges - various locations	\$ 27,085.10
31/03/2020	Department of Mines, Industry Regulation and Safety	Building services levy collection	\$ 13,163.67
31/03/2020	Elite Pool Covers Pty Ltd	Pool blanket repairs - BPLC	\$ 420.00
31/03/2020	CVP Electrical Co	Plant room maintenance - BPLC	\$ 339.16
31/03/2020	Regents Commercial	Rent and variable outgoings - Barlee Street car park	\$ 31,340.55
31/03/2020	Synergy	Electricity and gas charges - various locations	\$ 25,577.79
31/03/2020	J Hopper	Expense reimbursement - cleaning supplies	\$ 260.61
31/03/2020	Securus	Security services - various locations	\$ 2,683.03
			\$ 4,411,387.05
Payroll			
17/03/2020	Pay 16		\$ 638,520.28
19/03/2020	Ad hoc		\$ 4,233.90
31/03/2020	Pay 17		\$ 636,603.75
Total Payroll			\$ 1,279,357.93
Total Payments			\$ 5,690,744.98

Creditors Report - Payments by Cheque				
01/03/20 to 31/03/20				
<i>Creditor</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
00082599	18/03/2020	Zurich Australian Insurance Ltd	Insurance excess	\$ 500.00
00082600	20/03/2020	Petty Cash - Library	Petty cash recoup	\$ 77.90
Total Nett Cheque Payments				\$ 577.90

Creditors Report - Payments by Direct Debit				
01/03/20 to 31/03/20				
Credit Card Transactions for the Period 7 February 2020 - 6 March 2020				
Card Holder	Date	Payee	Description	Amount
CEO	21/02/2020	Local Government Management	Australasian LG performance excellence program	\$ 150.00
	25/02/2020	CBRE	Parking - City of Perth steering committee meeting	\$ 12.00
	05/03/2020	City of Perth Parking	Parking - WA government innovations showcase	\$ 8.08
				\$ 170.08
Director Strategy and Development	24/02/2020	Monash University online	Staff training - Policy and Place	\$ 33.00
	27/02/2020	ASIC	Company search	\$ 18.00
				\$ 51.00
Manager Marketing and Communications	07/02/2020	Spotlight	Supplies - Environmental event	\$ 12.50
	07/02/2020	Planoly	Instagram management tool	\$ 13.51
	07/02/2020	International transaction fee	Instagram management tool	\$ 0.34
	07/02/2020	Officeworks	Supplies - Lunar New Year event	\$ 57.62
	10/02/2020	Mailchimp	Email campaign	\$ 346.46
	17/02/2020	Wufoo.com	Software for creation of online forms	\$ 28.30
	17/02/2020	International transaction fee	Software for creation of online forms	\$ 0.71
	18/02/2020	Disc Party Supplies	Supplies - St Patrick's Day event	\$ 90.81
	19/02/2020	Creately	Diagram templates for Marketing	\$ 7.50
	19/02/2020	International transaction fee	Diagram templates for Marketing	\$ 0.19
	22/02/2020	Asana.com	Subscription - Project management tool	\$ 364.05
	22/02/2020	International transaction fee	Subscription - Project management tool	\$ 9.10
	24/02/2020	Woolworths	Supplies - Environmental event	\$ 12.00
	24/02/2020	Anaconda	Supplies - Environmental event	\$ 29.90
	24/02/2020	Shutterstock	Image download subscription	\$ 99.00
	25/02/2020	Apple iTunes Store	Music subscription	\$ 11.99
	25/02/2020	Survey Monkey	Online survey tool	\$ 348.00
	26/02/2020	22 Enterprises Pty Ltd	Catering - Citizenship ceremony	\$ 175.00
	26/02/2020	22 Enterprises Pty Ltd	Catering - Citizenship ceremony	\$ 900.00
	26/02/2020	22 Enterprises Pty Ltd	Catering - Citizenship ceremony	\$ 950.00
	26/02/2020	22 Enterprises Pty Ltd	Catering - Citizenship ceremony	\$ 1,000.00
	27/02/2020	Dominos	Catering - Youth event	\$ 30.00
	29/02/2020	Uber	Payment currently under dispute	\$ 30.62

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
	01/03/2020	Createsend.com	Email campaign	\$ 30.32
	05/03/2020	CPP Council House	Parking - Lunar New Year meeting	\$ 5.05
				\$ 4,552.97
Manager ICT	11/02/2020	CPP Cultural Centre	Parking - Cyber security meeting	\$ 16.15
	12/02/2020	M2M One Pty Ltd	Mobile SIMs for parks reticulation devices	\$ 300.56
	20/02/2020	CPP Cultural Centre	Parking - Managed engine software presentation	\$ 16.15
	20/02/2020	3 Monkeys Audiovisual	Monitor stand	\$ 121.00
	27/02/2020	Local Government Management	Staff training - IPR made simple	\$ 50.00
	03/03/2020	Sendgrid	Application programming interface software	\$ 138.17
	03/03/2020	International transaction fee	Application programming interface software	\$ 3.45
	05/03/2020	City of Perth Parking	Parking - WA government innovations showcase	\$ 8.08
				\$ 653.56
Manager Community Partnerships	12/02/2020	Jaycar Pty Ltd	Door counter - Customer service centre	\$ 129.90
	28/02/2020	The Garden	Directorate planning day	\$ 203.50
	04/03/2020	Magshop Online	Library magazine subscription	\$ 79.99
	04/03/2020	Magshop Online	Library magazine subscription	\$ 64.99
	04/03/2020	Bandlab.com	Library magazine subscription	\$ 146.99
				\$ 625.37
Procurement and Contracts Officer	07/02/2020	Woolworths	Refund - TravelSmart breakfast catering	-\$ 1.00
	13/02/2020	Funky Bunches	Flowers - Staff member funeral	\$ 146.95
	26/02/2020	Humanitix	Staff training - sustainability and innovation	\$ 99.79
	05/03/2020	Tenderlink.com	Tender advertising	\$ 184.80
	05/03/2020	Tenderlink.com	Tender advertising	\$ 184.80
				\$ 615.34
Total Corporate Credit Cards				\$ 6,668.32
Direct Debits				
Lease Fees	02/03/2020	Neopost 1659932	Franking machine	\$ 385.00
	23/03/2020	Pitney Bowes Leasing	Postal scales	\$ 395.84
			Total Lease Fees	\$ 780.84

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Loan Repayments		Treasury Corporation	Department Sport and Recreation Building, Loftus Centre, Loftus Underground Car Park and Beatty Park Leisure Centre	\$ 100,782.60
Bank Fees and Charges		Commonwealth Bank	Bank fees	\$ 46,360.83
Total Direct Debits including Credit Cards				\$ 154,592.59

7.6	MAY BUDGET REVIEW 2019/2020 (COVID-19)
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REPORT TO BE ISSUED PRIOR TO COUNCIL BRIEFING 12 MAY 2020

8 CHIEF EXECUTIVE OFFICER**8.1 VARIATION OF LOCAL GOVERNMENT HOUSE TRUST**

- Attachments:**
1. **Local Government House Trust update - January 2020**  
 2. **Deed of Variation of the Local Government House Trust**  

RECOMMENDATION:**That Council:**

1. **NOTES** that the City of Vincent is a beneficiary of, and holds two units in, the Local Government House Trust (Trust);
2. **APPROVES** the variation of the Trust by the Western Australian Local Government Association as follows:
 - 2.1 **remove** the existing trustee's power to retire and appoint a new trustee without the consent of a minimum of 75 per cent of the beneficiaries;
 - 2.2 **provide** that the beneficiaries may by special resolution, remove a trustee from office as trustee of the Trust and appoint a new or additional trustee; and
 - 2.3 **unless** the beneficiaries otherwise direct, provide that the Board of Management is the 'governing body' of the Trust by specifying that the trustee delegates all powers, authorities and discretions to the Board of Management; and
3. **AUTHORISES** the Chief Executive Officer to notify the Western Australian Local Government Association of its decision.

PURPOSE OF REPORT:

To consider the variation of the Local Government House Trust (Trust) by the Western Australian Local Government Association (WALGA), the trustee of the Trust.

BACKGROUND:

The Trust was established by Deed of Trust in 1980 for the purpose of providing building accommodation to the WALGA. The relevant details of the Trust are as follows:

- the Trust is a unit trust comprising a total of 620 units, each unit is of equal value;
- there are 132 unitholders/beneficiaries of the Trust, all of which are Local Governments; and
- the Trust Deed was varied in 2002 by deed of variation (2002 Deed) to reflect the merger of the metropolitan and country associations into WALGA.

Since January 2014, the Trust has provided WALGA with accommodation at 170 Railway Parade, West Leederville (Building). The Trust has 60 per cent ownership of the Building pursuant to a joint venture with Qube Property. An update on the Trust from January 2020 is at **Attachment 1**.

The Trust is exempt from income tax as it is a State/Territory Body (STB) pursuant to Division 1AB of the *Income Tax Assessment Act 1936* (Cth). However, WALGA has obtained legal advice that the Trustee's ability to retire and appoint a new trustee might affect the Trust's classification as a STB. As a result, the Trustee is seeking to vary the Trust Deed (in accordance with legal advice) to assist the Trust's income tax exempt status by strengthening its position as a STB.

Pursuant to the Trust Deed, a minimum of 75 per cent of all beneficiaries must consent to the variation of the Trust Deed in order to execute a proposed deed of variation of trust. As the City is a unit holder and beneficiary of the Trust (holding 2 units) WALGA has requested the City's consent to a proposed Deed of Variation (Variation Deed).

DETAILS:

A copy of the Variation Deed is at **Attachment 2**.

The details and objectives of the proposed variations (contained in the Variation Deed) are outlined below:

1. Variation Deed clauses 2.1 and 2.2 - remove the existing Trustee's power to retire and appoint a new trustee without the consent of a minimum of 75% of the beneficiaries;
2. Variation Deed clause 2.2 - provides that the beneficiaries may by special resolution, remove a trustee from office as trustee of the Trust and appoint a new or additional trustee; and
3. Variation Deed clause 2.3 – unless the beneficiaries otherwise direct, provides that Board of Management is the 'governing body' of the Trust by specifying that the Trustee delegates all powers, authorities and discretions (under clause 12(a) to (x) of the Trust Deed) to the Board of Management.

Administration recommends that the proposed variation to the Trust is supported. The Variation Deed has been prepared on the basis of legal advice provided to the Trustee in order to strengthen the Trust's position as a STB.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS:

Low: There is low risk for Council, on behalf of the City (a beneficiary of the Trust) to support the variation of the Trust.

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.

SUSTAINABILITY IMPLICATIONS:

Nil

FINANCIAL/BUDGET IMPLICATIONS:

Nil

Local Government House Trust Update

JANUARY 2020

BACKGROUND

The Local Government House Trust ("the Trust") is a unit trust, created back in 1980 for the purpose of providing building accommodation to the Western Australian Local Government Association (WALGA).

Under the current Trust Deed, 132 Local Governments contributed to create a Trust comprising of 620 units. Units are of equal value and are revalued annually once the audited Financial Report is adopted by the Board of Management at its November meeting.

Since January 2014, the Trust has provided WALGA with accommodation at the ONE70 building, located at 170 Railway Parade West Leederville.

The building fulfils an essential requirement to provide suitable accommodation for the Association and its staff, while representing a long-term investment opportunity through rental income and long term capital growth. The building includes meeting rooms which are used extensively for training courses provided to Elected Members and Local Government Officers, meetings of State Council, its committees and numerous policy groups and committees. Meeting rooms are also available for use by Members.

The building consists of four levels of quality office space. WALGA leases level one, enabling WALGA employees to be housed on a single floor. Three levels are available to third party tenants with additional rental space on the ground floor occupied by an all-day childcare and café. Underground building car parking ensures sufficient parking for visitors. The energy efficient building utilises solar power generation from PVC Units and carries a 5 Star Green Star rating. It has also achieved an indicative five star NABERS rating for energy and water.

The Trust has 60% ownership of the ONE70 building, through its investment in a joint venture with Qube Property.

The Joint Venture agreement ends in 2024, with the Trust having the option of purchasing the building outright.

Cash growth outlined in the chart to the right allows for repayment of building loan debt. The projected cash reserves assumes the expected renewal of the fourth floor tenants beyond August 2020. The next major lease breakpoint is for levels two and three, when Marsh/LGIS has a lease breakpoint in 2024.

HIGHLIGHTS FROM 2018/19

- Building remained fully tenanted, which is a good result in the local commercial property market.
- Building is fully occupied with a weighted average lease expiry (WALE) of 5.3 years at 30 June 2019.
- Trust's own cash reserves grew to \$2.0 million at 30 June 2019.
- Building loan debt held by the Joint Venture reduced to \$26.2 million at 30 June 2019 (Trust's 60% share of the loan being \$15.7 million).
- Borrowing interest rates remained low.

BUILDING VALUATION

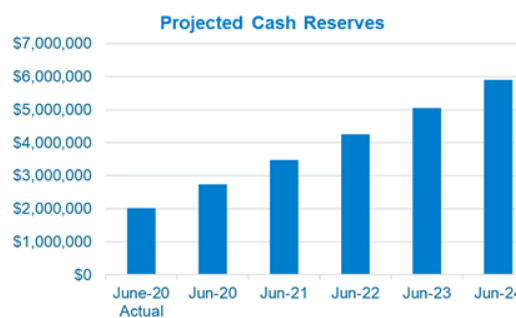
The most recent independent valuation at 30 June 2019 valued the property at \$49.5 million which reflects contracted future lease income. This compares favourably against the cost of land and buildings of \$43.4 million and current net book value of \$36.5 million.

FUTURE OUTLOOK

The positive impact of record low interest rates on loan borrowings is anticipated to drive a good result in 2019/20. However, interest rate savings will be absorbed by a reduction in lease income from 2020/21, as a 2020 lease expiry is expected to be extended in a market less favourable than five years ago. With full tenancy and low rates on loan borrowings, the outlook for the Local Government House Trust remains positive.

The Trust's own cash reserves are projected to continue growing. Strategically this will place the Trust in a position to consider the outright purchase of 170 Railway Parade in 2024. Profits however tend to be relatively modest due to the impact of building depreciation which is an accounting entry and does not necessarily reflect the diminution in building value.

Projections for the Trust's own cash reserves are shown below.



Local Government House Trust Update

JANUARY 2020 (CONTINUED)

HOUSE TRUST UNIT VALUE

The unit value as at 30 June 2019 is \$17,805 based upon Net Assets of \$11,039,266 / 620 units.

Unit values follow the movement of the Trust's Net Assets. Included within the Trust's Net Assets are the Trust's 60% share of assets and liabilities held in the Joint Venture established to own and manage the building.

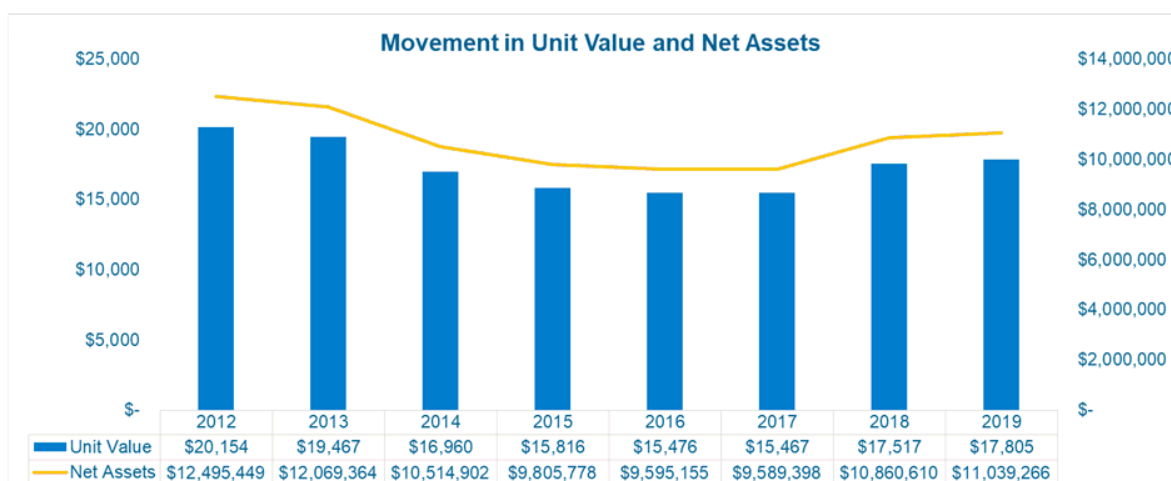
Unit values will fluctuate over time depending on the movement in net assets.

The downward fluctuation between 2013 and 2015 relates to the

transition from the previous building to the current ONE70 building.

Full occupancy of the new building since 2015 has seen the movement in net assets stabilise. The uplift in 2018 is due to the restatement of net assets by \$765,074 following the change in accounting for lease income. Lease income is now accounted for on the straight line basis, instead of the previous "as invoiced basis".

The graph below shows the fluctuation in the net assets and unit price of the Trust since 2012 (2011/12).



TRUST DEED VARIATION

A Deed of Variation to the Trust Deed will soon be circulated to Local Governments holdings units for approval. The amendment is intended to strengthen the House Trust's position as a State/ Territory Body for tax purposes. The Amendment seeks to achieve this by:

1. Transferring the power over the appointment of Trustee to the beneficiaries, where consent of 75% of the beneficiaries (unit holders) will be required, and

2. Confirmation that the power exists with the Board of Management, while allowing the Trustee sufficient operational discretion to place and renew investments and pay suppliers.

Approval of this Deed of Variation to the Trust deed requires consent of 75% of the 132 unit holders.

Any questions can be directed by email to lght@waga.asn.au.

Attachment 1

DEED OF VARIATION

LOCAL GOVERNMENT HOUSE TRUST



LAW

PERTH

11 Mounts Bay Road, Perth WA 6000

Telephone (08) 9429 2222 Facsimile: (08) 9429 2434

eylawperth@au.ey.com www.ey.com

Our Ref: 4WAL / 2004 7043

Attachment 1

EY

THIS DEED dated the _____ day of _____ 2019

BY

WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION of Level 1, 170 Railway Parade,
West Leederville in the State of Western Australia (the 'Trustee')

RECITALS

- A. By Deed of Trust undated but stamped 12 February 1980 ('Original Trust Deed') made between CHARLES WILSON TUCKEY, LYAL GORDON RICHARDSON, GORDON LAWRENCE KILPATRICK, HARRY STICKLAND and MAXWELL RAY FINLAYSON (the 'Original Trustees') and THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA and the COUNTRY SHIRE COUNCILS ASSOCIATION (the 'Retired Trustees') the Original Trustees declared that they would hold the property therein referred to as the Headquarters and the monies therein referred to as the Trust Fund upon trust for the beneficiaries specified in the second schedule to the Original Deed upon the terms and conditions therein contained (the 'Original Trust').
- B. By Deed dated 2 October 1981 made between the Original Trustees and the Retired Trustees the Original Trustees retired and appointed the Retired Trustees as the trustees of the Original Trust in their place.
- C. By Deed dated 4 May 1994 (the 'New Deed') the Retired Trustees (in the New Deed referred to as THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA (INC) and THE COUNTRY SHIRE COUNCILS' ASSOCIATION OF WESTERN AUSTRALIA (INC)) agreed that the proceeds from the sale of the Headquarters and the Trust Fund and the income thereof should be from 17 February 1993 held upon the terms and conditions set out in the New Deed (the 'Trust').
- D. By Deed of Variation dated 5 June 2002 the Retired Trustees varied the New Deed (collectively, the 'Trust Deed') to provide for a new Clause 22 which provides that any trustee of the Trust may retire as trustee of the Trust and appoint a new trustee to act as trustee of the Trust and that notwithstanding that the original number of trustees of the Trust was five where a corporation or incorporated association is appointed as trustee of the Trust then it shall not be obligatory to appoint more than one new trustee.
- E. By Deed dated 6 June 2002 made between the Retired Trustees and the Trustee, the Retired Trustees retired and appointed the Trustee as the trustee of the Trust.
- F. Clause 21.1 of the Trust Deed provides that the Trustees may at any time and from time to time (with the consent of not less than 75% of the Beneficiaries) by deed revoke add to or vary the trusts of the Trust Deed or declare (inter alia) any new or other powers, authorities or discretions concerning the management, control or investment of the Trust Fund upon the terms contained therein.
- G. The Trustee wishes to add to and vary the Trust Deed and declare (inter alia) new or other powers, authorities and discretions concerning the management, control or investment of the Trust Fund in accordance with the terms of this Deed.
- H. More than 75% of the Beneficiaries have consented in writing to the variations to the New Deed and the records relating to this consent will be placed with the original of this Deed.

Attachment 1

EY

NOW THIS DEED WITNESSES**1. DEFINITIONS AND INTERPRETATION**

In this Deed, unless the context otherwise requires:

- 1.1 a word importing the singular includes the plural and vice versa, and a word of any gender includes other genders;
- 1.2 another grammatical form of a defined word or expression has a corresponding meaning;
- 1.3 a reference to a clause, paragraph, recital, schedule or annexure is to a clause, paragraph or recital of, or schedule or annexure to, this Deed, and a reference to this Deed includes any schedule or annexure;
- 1.4 a reference to a document or instrument includes the document or instrument as varied, novated, altered, supplemented or replaced from time to time;
- 1.5 a reference to a person includes a natural person, the estate of an individual, a partnership, body corporate, the trustee of a trust (in the trustee's capacity as trustee of the trust), association, governmental or local authority or agency or other entity;
- 1.6 a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- 1.7 the meaning of general words is not limited by specific examples introduced by 'including, for example' or similar expressions;
- 1.8 Recitals A to H inclusive form part of and are included in this Deed;
- 1.9 headings are for ease of reference and do not affect interpretation;
- 1.10 'Deed' means this deed;
- 1.11 unless specified otherwise, terms which are defined in the Trust Deed and used in this Deed bear the same meanings in this Deed which are ascribed to them in the Trust Deed; and
- 1.12 in the event of any inconsistency between the provisions of the Trust Deed and the provisions of this Deed, the provisions of this Deed will prevail.

2. OPERATIVE PART

The Trustee in exercise of the power given to the Trustee by clause 21.1 of the Trust Deed and with the consent of more than 75% of the Beneficiaries hereby adds to and varies the Trust Deed and declares (inter alia) the following new or other powers authorities and discretions concerning the management, control or investment of the Trust Fund as follows:

- 2.1 delete the word "The" appearing after the words "Any trustee of the Trust may retire as trustee of the Trust." in the existing clause 22.1 and replace it with the words "Subject to clause 22.3, the";

Attachment 1

EY

2.2 insert after clause 22.2 the following:

“22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as trustee of the Trust; and
- (b) appoint such new or additional Trustee.

For the purposes of this clause 22.4, “Special Resolution” means a resolution passed or decision made by not less than 75% of the Beneficiaries.”

2.3 insert a new clause 13A as follows:

“13A **DELEGATION TO THE BOARD OF MANAGEMENT**

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.”

3. **SEVERABILITY**

3.1 If any provision of this Deed is found by a competent authority (including without limitation a Court) to be void or unenforceable, then such finding shall not affect the other provisions of this Deed.

3.2 If making a subsequent amendment to this Deed avoids any invalidity or unenforceability of any provision of this Deed, the parties may elect to make that amendment, which shall be deemed for all purposes to be effective immediately prior to the occurrence of that invalidity or unenforceability.

4. **FURTHER ASSURANCES**

All parties shall make, execute and do all acts, deeds, documents and things and sign all documents which may reasonably be required to give full effect to this Deed, and the Trustee shall bear the costs of observing, performing and complying with this clause.

5. **COSTS**

The Trustee shall bear and pay the costs of and incidental to the preparation, execution and stamping of this Deed.

6. **RATIFICATION AND CONFIRMATION**

In all other respects the terms of the Trust Deed are hereby ratified and confirmed.

Attachment 1

EY

7. **PROPER LAW**

This Deed shall be governed by the laws of the State of Western Australia and the parties submit to the jurisdiction of the Courts of the State of Western Australia.

EXECUTED as a Deed

THE COMMON SEAL of WESTERN)
AUSTRALIAN LOCAL GOVERNMENT)
ASSOCIATION is hereunto affixed in the)
presence of:)

Signature of President

Signature of Chief Executive Officer

Name of President

Name of Chief Executive Officer

8.2 NOMINATION OF ELECTED MEMBERS FOR THE VACANT LOCAL GOVERNMENT POSITION ON THE CENTRAL PERTH LAND REDEVELOPMENT COMMITTEE

Attachments: 1. Letter from Minister for Lands dated 20 April 2020 seeking nominations for the Central Perth Land Redevelopment Committee [↓](#) 

RECOMMENDATION:

That Council **ENDORSES** the nominations from the following Elected Members for the vacant local government position on the Central Perth Land Redevelopment Committee:

Cr _____

Cr _____

Cr _____.

PURPOSE OF REPORT:

To nominate three Elected Members for the vacant local government position on the Central Perth Land Redevelopment Committee (Central Perth LRC).

BACKGROUND:

The Central Perth LRC comprises of five members, one being a local government representative of either the City of Perth or City of Vincent. The local government representative position was previously occupied by Mr Eric Lumsden. The position is now vacant and the Minister for Lands has invited the City of Perth and City of Vincent to each nominate three representatives for the position. The letter from the Minister for Lands is at **Attachment 1**.

DETAILS:

The Central Perth LRC is responsible for determining or making recommendations on significant development applications relevant to the Central Perth Land Redevelopment Area, as well as amendments to Planning Policies, Design Guidelines and the Heritage Inventories.

The Central Perth Land Redevelopment Area includes Claisebrook Village (City of Perth), East Perth Power Station (City of Vincent), Elizabeth Quay (City of Perth), New Northbridge (City of Vincent/City of Perth), Perth City Link (City of Perth) and Riverside (City of Perth).

Administration notes that the State Government has recently announced that it will be progressing with the East Perth Power Station Redevelopment, which is within the City of Vincent's district. The East Perth Power Station Redevelopment is an exciting opportunity for the City. Details of the project, which is managed by DevelopmentWA, are [available here](#).

The term of the appointment would be determined by the Minister and is no longer than two years.

Remuneration and other allowances are determined by the Minister for Lands after consultation with the Public Sector Commissioner. A member who holds a full-time office on the public payroll or is a former Member of Parliament with less than 12 months having passed since sitting in Parliament, is not eligible for remuneration.

The Central Perth LRC meets on a monthly and as needs basis, with quorum reached with three members. This quorum can be reduced to two members where one or more members are not able to participate due to a conflict of interest.

Further details of the Central Perth LRC, including its role and membership details, is set out in its [Charter](#).

The Minister for Lands will review the nominations received from the City of Vincent and City of Perth and make a recommendation to Cabinet.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Section 80(1) of the *Metropolitan Redevelopment Authority Act 2011*.

RISK MANAGEMENT IMPLICATIONS:

Low: The timely appointment of the City of Vincent representatives to the Central Perth LRC will enable the representatives to participate in decision-making that may impact the City.

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.



Hon Ben Wyatt MLA
Treasurer; Minister for Finance; Aboriginal Affairs; Lands

City Of Vincent Records
RECEIVED

24 APR 2020

CTN Ref: _____
REC No: _____

Our Ref: 69-17833

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

Dear Mr MacLennan

CENTRAL PERTH LAND REDEVELOPMENT COMMITTEE MEMBERSHIP

As you are aware DevelopmentWA has Land Redevelopment Committees (LRC) for each of its Redevelopment Areas to enable the community and Local Government to be involved in the development and delivery of urban renewal projects.

In accordance with section 80(1) of the *Metropolitan Redevelopment Authority Act 2011* (the Act), an LRC is comprised of five members, one being a member of the Board, one of which is a Local Government representative nominated under section 81 of the Act, and the remaining member(s) appointed at the discretion of the Minister. The Act also refers to nominations for appointment from relevant Local Governments in whose districts there is an LRC. The Central Perth Redevelopment Area has two Local Government Authorities which are within its boundary, the City of Perth and the City of Vincent.

There is currently a vacant Local Government position on the Central Perth LRC that was previously occupied by Mr Eric Lumsden. Therefore I am seeking a new Local Government representative for the Central Perth LRC and request the City of Vincent provide nominations in this regard.

The City of Vincent has 42 days from the date of this letter to nominate three persons for appointment to the Central Perth LRC. Subsequent to the nominations, I will determine the final appointment to the Central Perth LRC, and submit the nomination to Cabinet for endorsement.

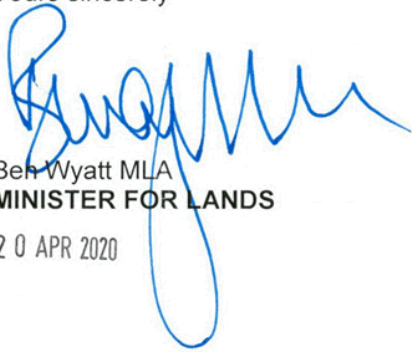
Level 11, Dumas House, 2 Havelock Street, West Perth, Western Australia 6005
Telephone: +61 8 6552 5900 Fax: +61 8 6552 5901 Email: Minister.Wyatt@dpc.wa.gov.au

It would be appreciated if you could suggest three appropriate nominees for consideration with a background in urban renewal and planning and a strong understanding of local community needs.

I encourage you to also consider the Government's commitment to ensuring diversity on Committees, particularly focusing on women's representation on Committees increasing to 50 per cent.

Please find attached the LRC Charter to assist in your consideration of this matter.





Yours sincerely



Ben Wyatt MLA
MINISTER FOR LANDS

20 APR 2020

8.3 GRANT OF ACCESS EASEMENT OVER THE CITY'S RIGHT OF WAY (LOT 303) FOR THE BENEFIT OF LOT 49 (NO.33) SCARBOROUGH BEACH ROAD, NORTH PERTH AND ACQUISITION OF LOTS 303 AND 304 ON DEPOSITED PLAN 28000 AS CROWN LAND

- Attachments:
1. Deposited Plan - easement over Lot 303 on Deposited Plan 28000 [↓](#) 
 2. Plan of City's Private Right of Way - Lot 303 on Deposited Plan 28000 [↓](#) 
 3. Deposited Plan 28000 - depicting lots 303 and 304 [↓](#) 
 4. Plan of development at 33 Scarborough Beach Road [↓](#) 

RECOMMENDATION:**That Council:**

1. **GRANTS** an easement for access over the portion of the City's private right of way known as Lot 303 on Deposited Plan 28000, from Pennant to Howlett Street, for the benefit of Lot 49 (No. 33) Scarborough Beach Road, North Perth, as shown marked "A" on Deposited Plan 417328, at Attachment 1, and in the aerial plan at Attachment 2;
2. Subject to final satisfactory negotiations being carried out by the Chief Executive Officer, **AUTHORISES** the Chief Executive Officer and the Mayor to affix the common seal and execute the easement document in Recommendation 1. above;
3. **REQUESTS** the Minister for Lands to acquire as Crown land the City's private rights of way between Anzac Road, Scarborough Beach Road, Howlett Street and Chamberlain Street, known as Lots 303 and 304 on Deposited Plan 28000, and being Certificate of Title Volume 2217 Folio 818 and 819, as shown in Attachment 3, pursuant to section 52(1)(b) of the *Land Administration Act 1997*, subject to the Chief Executive Officer:
 - 3.1 providing notice to the owners and occupiers of all properties adjacent to Lots 303 and 304 of the proposed acquisition;
 - 3.2 advertising the proposed acquisition in the local paper;
 - 3.3 advising all suppliers of public utility services to Lot 303 and 304 of the proposed acquisition;
 - 3.4 stating in the notices referred to in 3.1, 3.2 and 3.3 above that any submissions or objections must be lodged within 31 days of the date of the notice;
 - 3.5 considering and responding to any submissions and objections received;
 - 3.6 referring the proposed acquisition to the Department of Planning, Lands and Heritage (Planning division) for comment; and
4. **NOTES** that any objections received as outlined in Recommendation 3. above will be considered by the Chief Executive Officer and incorporated into the request to the Minister for Lands; and
5. **REQUESTS** that the Minister for Lands either:
 - 5.1 reserve Lots 303 and 304 for the purpose of a public right of way and place care, control and management with the City pursuant to section 41 and 46(1) of the *Land Administration Act 1997*; or
 - 5.2 dedicate Lots 303 and 304 as a road pursuant to section 56 of the *Land Administration Act 1997*,

as determined appropriate by the Minister for Lands, in consultation with the Chief Executive Officer.

PURPOSE OF REPORT:

To consider:

- granting an easement for access (including vehicular access) over a portion of the City's private right of way, known as Lot 303 on Deposited Plan 28000 (Lot 303), to enable rear access to the proposed development at Lot 49 (No. 33) Scarborough Beach Road, North Perth (Lot 49); and
- requesting the Minister for Lands to acquire Lots 303 and 304 as Crown land so that these rights of way are available for use by the public.

BACKGROUND:

In May 2016 the City installed protected cycle lanes along Scarborough Beach Road. The design of the cycle lanes included road islands, trees and other landscaping. The cycle lane has restricted vehicle access from some adjacent lots to Scarborough Beach Road. In most instances vehicle access for these lots is possible from a rear right of way.

On 3 March 2020 the owners of Lot 49 (No. 33) Scarborough Beach Road, North Perth submitted a development application for Six Grouped Dwellings (Application). The Application proposes rear access via Lot 303, which is a right of way owned in freehold by the City. Lot 49 does not currently have a legal right of access over Lot 303.

The City can provide legal access over Lot 303 by granting an easement benefit to Lot 49 or by the Crown acquiring Lot 303 and vesting it in the City as a public right of way or dedicating it as a road.

DETAILS:

Scarborough Beach Road is a distributor type "A" road. The projected daily traffic volume (between Charles and Loftus Streets) is approximately 12,000 vehicles per day, which equates to 6,000 vehicles per day per lane. In accordance with the [2009 WAPC Liveable Neighbourhood Guidelines](#) a development which abuts a road that has over 5,000 vehicles per day should be accessed via a secondary street (low traffic), if available.

The Application has been designed to accommodate the on-site car parking spaces at the rear of the lot, adjacent to Lot 303, as shown in **Attachment 4**. This layout aligns with the deemed-to-comply criteria of the [Residential Design Codes of WA – Volume 1](#) (clause 5.3.5 Vehicular Access - C5.1 – page 28). The reasons rear access to this type of development are preferential are:

- vehicle access safety;
- reduced impact of access points on the streetscape;
- legible access;
- pedestrian safety; and
- minimal crossovers.

In accordance with the above principles, the access arrangement to Lot 49 via Lot 303 is appropriate for the following reasons:

- access from the ROW is legible as it connects this lot with Pennant and Howlett streets;
- a number of adjoining properties, including 35 and 37 Scarborough Beach Road, have vehicle access from Lot 303;
- in terms of safety, Scarborough Beach Road has protected bicycle lanes on both sides of the carriageway, by minimizing the number of crossovers over the bicycle lane this improves cyclist safety; and
- vehicle access provided onto Scarborough Beach Road would increase the hardstand crossover area in the verge reducing the potential for quality landscaping.

Administration recommends that the City request the Minister for Lands (Minister) to acquire Lots 303 and 304 as Crown land under section 52 of the *Land Administration Act 1997* (LAA) and to either dedicate these lots as a road or reserve these lots as public rights of way. This process is estimated to take 12 months.

In the interim to the completion of the acquisition process, legal access over the portion of Lot 303 between Pennant and Howlett streets can be established by the City granting an easement to the benefit of Lot 47. This process is estimated to take 1 month. This will enable the proposed development at Lot 47 to progress.

Administration proposes that Lots 303 and 304 in their entirety are acquired as Crown land and vested as public rights of way or dedicated as road, as this will prevent this type of access issue arising in the future.

CONSULTATION/ADVERTISING:

Administration will advise all owners and occupiers adjacent to Lots 303 and 304 as well as any utility providers of the proposed acquisition.

Administration will also advertise the proposed acquisition in the local paper and on the City's website, and allow 31 days for submissions or objections to be received. Once the advertising and consideration of submissions has been completed, Administration will make the request to the Minister.

LEGAL/POLICY:

Section 52 of the *Land Administration Act 1997* (Act) sets out the process for requesting the Minister to acquire as Crown land lots 303 and 304. Regulation 6 of the *Land Administration Regulations 1998* sets out the requirements for a local government to make a request pursuant to section 52(1)(b) of the Act.

The City's Register of Delegations, Authorisations and Appointments does not provide the Chief Executive Officer with the power to grant an easement under common law. Therefore it is necessary for Council to grant an easement over Lot 303 and for the easement document to be executed by the Mayor and Chief Executive Officer, with the City's common seal affixed.

RISK MANAGEMENT IMPLICATIONS:

Low Risk: There is low risk in granting an easement over a portion of Lot 303 and making a request to the Minister for the acquisition as Crown land of Lots 303 and 304.

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.

Innovative and Accountable



We are open and accountable to an engaged community.


SUSTAINABILITY IMPLICATIONS:

N/A

FINANCIAL/BUDGET IMPLICATIONS:

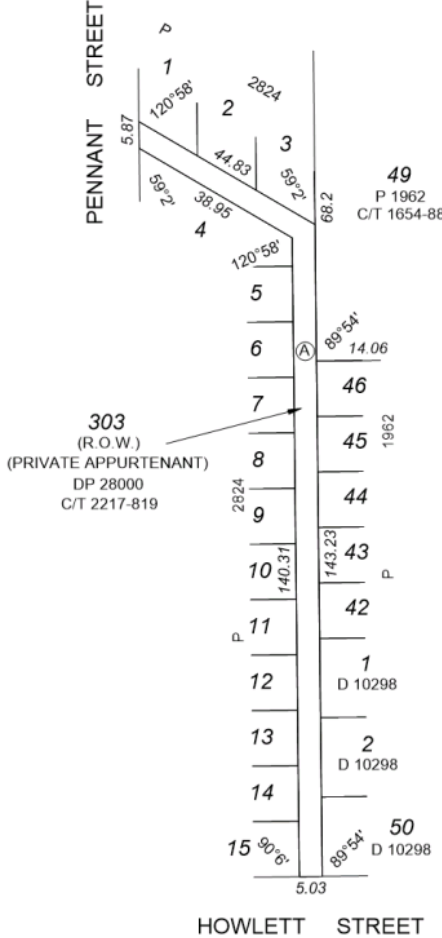
Nil.

VER.	AMENDMENT	AUTHORISED BY	DATE	FOR INTEREST PURPOSES ONLY			HELD BY LANDGATE IN DIGITAL FORMAT ONLY	TYPE FREEHOLD S.S.A. YES/NO
								PURPOSE INTEREST
								PLAN OF EASEMENT AND/OR OTHER INTEREST OVER LOT 303 ON DP 28000
								FORMER TENURE
								LOCAL AUTHORITY CITY OF VINCENT
								LOCALITY NORTH PERTH
								D.O.L. FILE
								FIELD RECORD COMPILED
								SURVEYOR'S CERTIFICATE - REG 54
								I, hereby certify that this plan is accurate and is a correct representation of the - (a) "survey; and/or (b) "calculations from measurements recorded in the field records, [* delete if inapplicable] undertaken for the purposes of this plan and that it complies with the relevant written law(s) in relation to which it is lodged.
								LICENSED SURVEYOR DATE
								LODGED
								DATE FEE PAID ASSESS No.
								I.S.C.
								EXAMINED DATE
								WESTERN AUSTRALIAN PLANNING COMMISSION FILE
								Delegated under S.16 P&D Act 2005 DATE
								IN ORDER FOR DEALINGS SUBJECT TO
								FOR INSPECTOR OF PLANS AND SURVEYS DATE
								APPROVED
								INSPECTOR OF PLANS AND SURVEYS DATE (S. 18 Licensed Surveyors Act 1909)
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								DEPOSITED PLAN 417328 SHEET 1 OF 1 SHEETS VERSION 1




TEL (08) 6144 0000 FAX (08) 6144 0099
59 SCARBOROUGH BEACH RD,
SCARBOROUGH WA 6019
Email: info@visionsc.com.au
www.visionsurveys.com.au

INITIAL INTERESTS						
SUBJECT	PURPOSE	STATUTORY REFERENCE	ORIGIN	LAND BURDENED	BENEFIT TO	COMMENTS
Ⓐ	EASEMENT		DOC.	LOT 303 ON DP28000	LOT 49 ON P 1962	




SCALE: 1:1000 @ A2
ALL DISTANCES ARE IN METRES



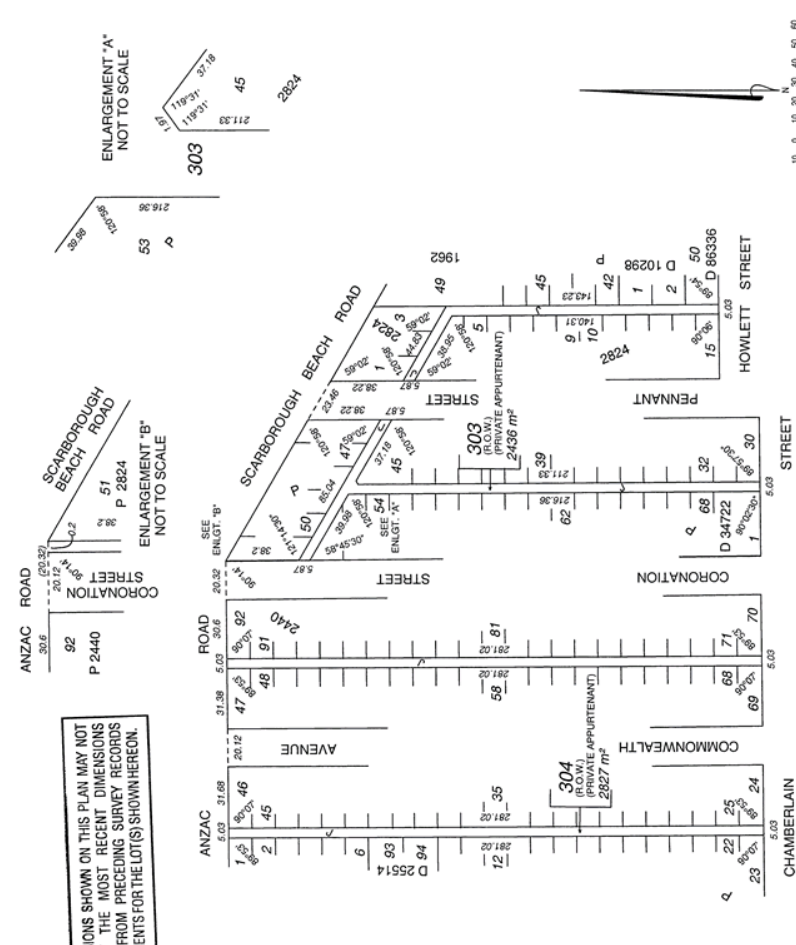


DP 28000



TYPE	FREEHOLD	PURPOSE	CONVERSION	CERTIFICATE OF TITLE	VOLUME 2217 FOLIO 818 2217 819	COMPILED FROM	PLANS 1982, 2440, 2824 & DIAGRAM 34722
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> DISTRICT... SWAN TOWNSITE... LOCAL AUTHORITY... TOWN OF VINCENT LOCALITY... NORTH PERTH </div> <div style="width: 20%;"> DOLA FILE RECORDED FORMER TENURE R.O.W. ON PLAN 2440 2411 & P.F.R.O.W. ON PLAN 2824 3706 </div> <div style="width: 20%;"> ON INDEX BG34 (2) 12.27 12.28 </div> <div style="width: 20%;"> PUBLIC DATE 13.11.2001 PREPARED BY NAYEF ABDULLAH </div> <div style="width: 20%;"> CHECKED BY KELIE GOODALL DATE 6.12.2001 </div> </div>							
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> CSD REFERENCE GART-CSD/DP28000-CSD </div> <div style="width: 20%;"> CREATED FOR ALLOCATION OF LOT NUMBERS FOR TITLE DESCRIPTION PURPOSES TO THOSE PARTS OF PERTHSHIRE LOC AG & SWAN LOCS 112 & 613 COLOURED BROWN AND MARKED R.O.W. ON PLANS 2440 & 2824 REMAINING AFTER SUBDIVISION. </div> </div>							
THIS PLAN PROVIDES A GRAPHIC REPRESENTATION OF EXISTING LOT(S) AND ALLOCATES WHOLE LOT(S) LAND DESCRIPTIONS FOR THE CONVERSION TO A DIGITAL REGISTER.							
SCALE 1:2000		ALL DISTANCES ARE IN METRES		<div style="display: flex; align-items: center;"> <div> DEPOSITED PLAN 28000 SHEET 1 OF 1 EDITION 1 VERSION 1 </div> </div>			

THE DIMENSIONS SHOWN ON THIS PLAN MAY NOT
REPRESENT THE MOST RECENT DIMENSIONS
AVAILABLE FROM PRECEDING SURVEY RECORDS
AND DOCUMENTS FOR THE LOT(S) SHOWN HEREON.



ENLARGEMENT "A"
NOT TO SCALE

ENLARGEMENT "B"
NOT TO SCALE

ANZAC ROAD

SCARBOROUGH BEACH ROAD

CORONATION STREET

HOWLETT STREET

CHAMBERLAIN STREET

COMMONWEALTH AVENUE

303

304

2440

2824

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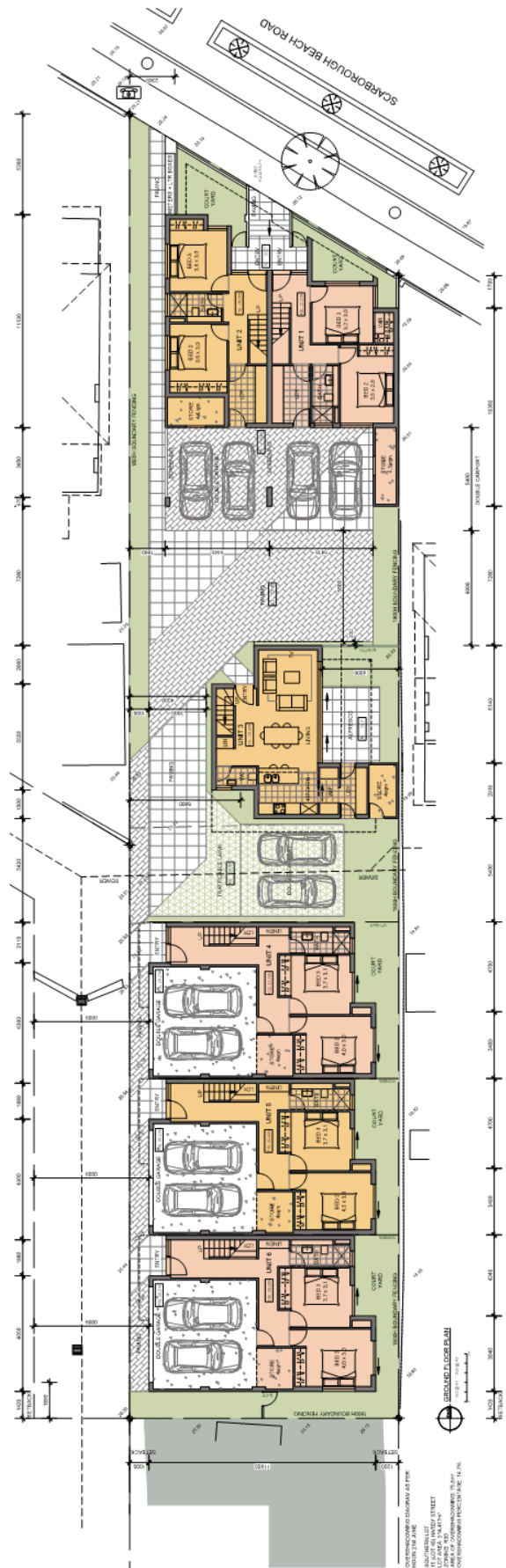
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INTERESTS AND NOTIFICATIONS

SUBJECT	PURPOSE	STATUTORY REFERENCE	ORIGIN	BURDEN	BENEFIT	COMMENTS
LOT 303	IMPLIED EASEMENT	SECTION 167A OF THE TLA	PLAN 2824	LOT 303	SEE PLAN 2824	
LOT 304	IMPLIED EASEMENT	SECTION 167A OF THE TLA	PLAN 2440	LOT 304	SEE PLAN 2440	

LANDGATE COPY OF ORIGINAL NOT TO SCALE 04/05/2020 03:41 PM Request number: 60553330



OPV80G1T. The copyright of these drawings and all parts thereof remain the property of Probst Architecture.

PROJECT TITLE
33 SBR
33 SCARBOROUGH BEACH ROAD, NORTH PERTH
GROUND FLOOR / SITE PLAN

PROJECT
ARCHITECTURE

PROJECT #	1955
CRABBO #	SK03

8.4 LEASE OF 246 VINCENT STREET, LEEDERVILLE TO THE MINISTER FOR WORKS - DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES - AMENDMENT TO INCENTIVE CONDITION

Attachments: Nil

RECOMMENDATION:

That Council APPROVES the following amendment to the incentive condition for the proposed variation and extension of the lease of 246 Vincent Street, Leederville by the City to the Minister for Works approved by the Council at its 10 December 2019 Ordinary Meeting of Council (Item 12.1) and its 11 February 2020 Ordinary Meeting of Council (Item 12.4):

1.13 Incentive 40 percent, equates to \$3,019,840 over the 10 year lease term **plus a one-off payment of \$25,000**. The incentive is applied against the rent, with \$1.625 million **(including the \$25,000 one-off payment)** to be paid to the lessee via three instalments as follows:

July 2020 - \$558,333

July 2021 - \$533,333

July 2022 - \$533,333

The balance of the incentive is to be applied against the rent and amortised evenly over the lease term;

PURPOSE OF REPORT:

To amend the amount of the incentive payment for the proposed variation and extension of the lease of 246 Vincent Street, Leederville by the City to the Minister for Works, as approved by the Council at its 10 December 2019 (Item 12.1) and 11 February 2020 Ordinary Meetings (Item 12.4).

BACKGROUND:

At its 10 December 2019 Ordinary Meeting Council resolved, in part, as follows:

"1. APPROVES a variation and extension of the City's lease to the Minister for Works for the office building located at 246 Vincent Street, Leederville, on the following key terms:

1.1 Term: 10 years commencing 22 December 2019;

1.2 Option term: 5 years commencing 22 December 2029;

1.3 Rent: \$300 per square meter per annum, equating to \$754,800 per annum excluding GST;

1.4 Rent review: Annual rent increase of 3 per cent, market rent review at the commencement of the option term;

1.5 Lease Area: Office building (area of 2,516m²), including the basement carpark, and surrounding garden and outdoor areas, as shown in the plan at Attachment 1;

1.6 Outgoings: Lessee to pay the estimated outgoings for each financial year via monthly instalments. The outgoings include the building insurance premium, management agency fees (up to 3 per cent of the annual rent), auditing of the outgoing statements, pest inspections and treatment, gardening and landscaping costs, utility and service costs,

maintenance and repair of the premises including the plant and equipment, security costs, car park maintenance and repair costs, rubbish disposal and the emergency services levy;

- 1.7 Capital / structural works: *City to undertake at its cost;*
- 1.8 Managing agent: *City to appoint a commercial managing agent, to be agreed with the lessee;*
- 1.9 Permitted use: *Office;*
- 1.10 Indemnification: *Lessee to indemnify the City against all costs and claims arising in respect to the premises;*
- 1.11 Car parking licence: *Lessee may use the 21 secured car bays within the Leederville Oval Carpark between 7.30am and 5.30pm Monday to Friday for staff parking, and the 10 visitor bays within the Leederville Oval Carpark between 7.30am and 5.30pm Monday to Friday for visitor parking, as shown in the plan at Attachment 1;*
- 1.12 Car parking fee: *23 secure basement car bays - \$225 per month per bay 21 secure car bays - \$125 per month per bay. This equates to \$93,600 per annum, indexed by CPI; and*
- 1.13 Incentive: *40 per cent, equates to \$3,019,840 over the 10 year lease term. The incentive is applied against the rent, with up to \$1.6 million to be allocated towards the lessee's fit out. The maximum amount of \$1.6 million is to be paid to the lessee in accordance with a schedule of fit out works approved by the City, with a cap of \$0.53 million per annum, via three annual instalments to be paid in 2020/21, 2021/22 and 2022/23. The balance of the incentive is to be applied.'*

Administration notified the Minister for Works' representative of Council's decision on the 11 December 2019, and met with representatives of the Department of Finance on 9 January 2020. The Minister for Works' representative provided the City with an updated lease proposal on 17 January 2020.

The updated lease proposal requested that the City contribute an additional \$25,000 in July 2020 to ensure the Minister for Works was not disadvantaged by the three year payment scheme. At its 11 February 2020 Ordinary Meeting Council resolved to amend the incentive condition for the proposed variation and extension of the lease as follows:

'1.13 Incentive: 40 per cent, equates to \$3,019,840 over the 10 year lease term. The incentive is applied against the rent, with \$1.625 million to be paid to the lessee via three instalments as follows:

July 2020 - \$558,333

July 2021 - \$533,333

July 2022 - \$533,333

The balance of the incentive is to be applied against the rent and amortised evenly over the lease term;'

DETAILS:

Following further discussions between Administration and the Minister for Works' representative, it has been confirmed that the Minister for Works' updated lease proposal was based on the additional \$25,000 being a one-off payment in addition to the 40% incentive. The report seeks Council's approval of a further variation of the incentive payment is required.

All other terms approved by Council have been accepted by the Minister for Works.

As Administration noted at the 11 February 2020 Meeting, the Minister for Works' previous incentive payment request was for \$1 million to be paid in July 2020 and \$600,000 to be paid in July 2021. The revised incentive payment schedule significantly reduces the amount payable by the City in 2020 (by \$441,667).

CONSULTATION/ADVERTISING:

As the Department is a state government agency providing public notice of the proposed lease is not a statutory requirement.

LEGAL/POLICY:

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

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

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

“(2)(c)(ii) A department, agency, or instrumentality of the Crown in the right of the State or the Commonwealth.”

The Department is a state government agency and therefore it is not necessary for the City to comply with section 3.58.

RISK MANAGEMENT IMPLICATIONS:

Low: Council consideration of the proposed amendment to the incentive condition is low risk.

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.

SUSTAINABILITY IMPLICATIONS:

The City is undertaking a Commercial Building Disclosure assessment, which includes a TLA and NABERS assessment. The purpose of this assessment is to improve energy efficiency. The City is also proposing to replace all lights with LED lights and install solar panels, which will reduce electricity use.

FINANCIAL/BUDGET IMPLICATIONS:

The increase in the incentive payment by \$25,000 results in a reduction of \$25,000 in the rent received over the 10 year lease term, which is approximately \$9,677,830. Therefore the total rent received, taking into account the 40 per cent incentive and additional \$25,000, is approximately \$6,633,630.

8.5 UPDATE ON THE CITY'S ADVISORY GROUPS - SEEKING NOMINATIONS FOR COMMUNITY REPRESENTATIVES

Attachments: Nil

RECOMMENDATION:

That Council:

1. **NOTES** that membership of the City's advisory groups expired at the last ordinary local government election, which was held on 19 October 2019;
2. **APPROVES** the consolidation of the Environmental Advisory Group and Urban Mobility Advisory Group, to form a Sustainability and Transport Advisory Group, with the name and updated Terms of Reference to be endorsed at the group's first meeting;
3. **APPROVES** the Chief Executive Officer inviting nominations from community members for membership of the following advisory groups, for the period 28 July 2020 to the next ordinary local government election, scheduled for 16 October 2021;
 - 3.1 **Arts Advisory Group** (up to 10 community representatives);
 - 3.2 **Children and Young People Advisory Group** (up to 6 community representatives);
 - 3.3 **Sustainability and Transport Advisory Group** (up to 10 community representatives);
4. **NOTES** that the City is in close contact with WA Police and other key stakeholders on community safety issues during the COVID-19 pandemic and the Chief Executive Officer will provide regular updates to Council and the COVID-19 Relief & Recovery Committee on these issues and progress on the implementation of the the Safer Vincent Plan.
5. **NOTES** that Administration will provide further advice to Council on the Safer Vincent Crime Prevention Partnership following the pandemic emergency response which is the current focus of WA Police;
6. **NOTES** that Elected Members and City staff are meeting fortnightly with local business owners to discuss economic issues for the City's town centres, including the City's COVID-19 response and recovery being overseen by weekly meetings of the COVID-19 Relief & Recovery Committee; and
7. **APPROVES** the deactivation of the Business Advisory Group effective immediately.

PURPOSE OF REPORT:

To provide an update on the status of the City's Advisory Groups and seek nominations from community members for membership of a number of these groups.

BACKGROUND:

The City's current Advisory Groups are:

- Arts Advisory Group
- Business Advisory Group
- Children and Young People Advisory Group
- Environmental Advisory Group
- Reconciliation Action Plan Working Group
- Safer Vincent Crime Prevention Partnership
- Urban Mobility Advisory Group

The role of the Advisory Groups is set out in [Policy 4.2.12 – ‘Advisory Groups’](#), with the key provisions as follows:

- Advisory groups are to facilitate community input and involvement and provide advice and support on strategic, special interest and operational activities;
- Advisory groups will act in an advisory capacity only and can only consider matters referred to it by the Council;
- The meetings will be conducted in an informal matter and will occur as required;
- Council is to appoint a Chairperson for each advisory group, who will preside at the meetings;
- The minutes of the advisory groups meetings are to be reported to Council, and any recommendations should be consistent with the City's operational and strategic planning and within the City's staff resourcing;
- Any items dealt with by the advisory group will not be implemented until Council has made a decision on the item;
- The City's Code of Conduct applies to all advisory group members;
- Members need to be aware of financial, proximity and impartiality conflicts of interest and declare these and remove themselves from the discussion as appropriate;
- The term of membership is usually for two years, aligning with the local government ordinary election cycle;
- If a member of an advisory group fails to attend three consecutive meetings, without an approved leave of absence, their appointment is automatically terminated; and
- The operations of each advisory group are to be reviewed every two years, or sooner as required.

Membership of the Advisory Groups expired at the 19 October 2019 local government election.

Community representatives and Elected Members were reappointed to the Reconciliation Action Plan Working Group at the 7 April Council Meeting. Membership of the remaining Advisory Groups is yet to be formally appointed.

DETAILS:

Administration is considering the role and purpose of Advisory Groups as part of its community engagement review. Community feedback from community groups – including advisory groups - has been an important aspect of the City's community engagement approach.

Technological and societal changes have introduced a range of new and innovative ways to engage the community – providing avenues to reach sections of the community that have not traditionally used formal local government engagement and consultation processes.

In the interim to the completion of this review it is proposed to appoint Elected Members and community representatives to the following Advisory Groups to provide guidance and feedback on the development and implementation of the City's plans and strategies:

- Arts Advisory Group - required for the selection, decommission and management of art in accordance with the City's Policies 5.13 – ‘Percent for Public Art’, 10.7 – ‘Art Collection’, 10.8 – ‘Public Art’ and 10.9 – ‘Public Murals’
- Children and Young People Advisory Group - to provide input in respect to the development of the Youth Action Plan;
- Environmental Advisory Group and Urban Mobility Advisory Group - merged to provide input on transport and environmental issues, including the implementation of the Sustainable Environment Strategy, Bike Network Plan and the development of the Integrated Transport Strategy.

Due to the synergies between the Environmental and Urban Mobility Advisory Groups it is proposed that these groups are merged to form a group focused on sustainability and transport. The name and updated Terms of Reference for this group will be endorsed at the group's first meeting.

Administration continues to engage regularly with relevant stakeholders, including WA Police representatives (WAPOL), to address safety and crime prevention issues. WAPOL reports a significant reduction in crime levels excluding domestic violence since the introduction of the COVID-19 restrictions. It is recommended that Administration continue to provide regular updates on community safety issues during the coronavirus pandemic to Council via the weekly meetings of the COVID-19 Relief & Recovery Committee including

progress on implementation of the Safer Vincent Plan. Reforming the Safer Vincent Crime Prevention Partnership can be considered following the emergency response.

Elected Members and City staff have established a fortnightly electronic roundtable meeting with local Town Team members. This electronic roundtable meeting provides an opportunity for local businesses to discuss with Elected Members and staff the key issues, opportunities or questions for primarily around small business support particularly related to the COVID-19 restrictions.

From these Town Team roundtables, Administration has established an electronic newsletter, run health checks with local businesses, set up a webpage with support information, and created a business directory on the City's website showcasing businesses.

The City is also calling for good news stories on how businesses have adapted and diversified during the COVID-19 pandemic. Administration recommends that the City continues with the Town Team roundtables as a key local business engagement initiative and that Council formally de-activates the Business Advisory Group.

CONSULTATION/ADVERTISING:

Administration would invite nominations from community members for the Arts; Children and Young People; and Sustainability and Transport Advisory Groups from 25 May 2020 to 29 June 2020. Notice of the nomination period will be provided in the following ways:

- on the City's website and social media pages;
- in the local newspapers (late May and early June editions);
- in the City's e-newsletter; and
- direct correspondence to previous members and members of relevant community groups.

Nominees will be requested to provide a cover letter or resume, and briefly explain their reason for applying to be a member of the Advisory Group including professional skills, experience and expertise in the areas covered by the group. Administration would review the nominations and make recommendations to Council on appointment at the 28 July 2020 Council Meeting. The Advisory Groups would commence meeting from August 2020.

Administration will continue to hold working group meetings with former advisory group members on key issues as required in the interim.

LEGAL/POLICY:

The membership requirements for the Advisory Groups is set out in clause 10 of the City's [Policy 4.2.12 – 'Advisory Groups'](#).

The Terms of Reference for each of the City's Advisory Groups is available on the City's website and below:

- [Arts Advisory Group](#)
- [Business Advisory Group](#)
- [Children and Young People Advisory Group](#)
- [Environmental Advisory Group](#)
- [Safer Vincent Crime Prevention Partnership](#)
- [Urban Mobility Advisory Group](#)

RISK MANAGEMENT IMPLICATIONS:

Low: There is low risk in Council approving the Chief Executive Officer seeking nominations for community representatives for the City's Advisory Groups.

STRATEGIC IMPLICATIONS:

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

Connected Community

We have enhanced opportunities for our community to build relationships and connections with each other and the City.

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

The proposed Sustainability and Transport Advisory Group's role would be to provide guidance and advice on sustainability initiatives and relevant plans and strategies including the Strategic Community Plan, Sustainable Environment Strategy and Integrated Transport Strategy.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

8.6 REPORT AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 5 MAY 2020

Attachments: 1. **Audit Committee Minutes 5 May 2020**  

RECOMMENDATION:

That Council RECEIVES this report from the Audit Committee meeting of 5 May 2020 and the minutes of that meeting at Attachment 1.

PURPOSE OF REPORT:

To report to Council the proceedings of the Audit Committee at its meeting held on 5 May 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 three agenda items as follows:

- 5.1 OAG Entrance Meeting 2019/20 Audit
- 5.2 City's Corporate Risk Register
- 5.3 Review of the City's Audit Log

In respect to Item 5.3, the Audit Committee noted that the item "Failure to meet Australian Government 'Roads to Recovery' expenditure maintenance requirements for 2018-19" is now completed.

The City was successful in its application to the Department of Infrastructure, Transport, Regional Development and Communications (DITRDC) for the 'Roads to Recovery' reference amount to be recalibrated and reduced to a more realistic and sustainable figure. The recalibration was based on the fact that the reference figure was established in the mid-2000's and based upon erroneous data submitted to the DITRDC at the time, which greatly inflated the City's own source expenditure figure.

As a consequence the City's reference amount (the total the City had to expend annually) to qualify for the 'Roads to Recovery' funding was determined to have been \$4,004,569 per annum.

The recalibration has resulted in a revised figure of \$2,543,787. The DITRDC confirmed by email on 30 April 2020 that there is no longer an expenditure breach by the City, and the City will receive a payment of \$133,000 in late May this year.

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 5 May 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

5 May 2020

AUDIT COMMITTEE MINUTES

5 MAY 2020

Table of Contents

1	Introduction and Welcome	3
2	Apologies / Members on Approved Leave of Absence	3
3	Declarations of Interest	3
4	Confirmation of Minutes	3
5	Business Arising	4
5.1	OAG entrance meeting 2019/20 audit	4
5.2	City's Corporate Risk Register	18
5.3	Review of the City's Audit Log	23
6	General Business	32
7	Next Meeting	32
8	Closure	32

AUDIT COMMITTEE MINUTES

5 MAY 2020

MINUTES OF CITY OF VINCENT
AUDIT COMMITTEE
E-MEETING
ON TUESDAY, 5 MAY 2020 AT 1PM

PRESENT:	Mr Conley Manifis Cr Joshua Topelberg Cr Susan Gontaszewski Ms Elizabeth Hunt Mr Robert Piper	Independent External Member (Chair) South Ward (Deputy Chair) South Ward Independent External Member Independent External Member
IN ATTENDANCE:	David MacLennan Virginia Miltrup Vanisha Govender Meluka Bancroft	Chief Executive Officer Executive Director Community and Business Services Executive Manager Financial Services Executive Manager Corporate Strategy & Governance
PRESENTER:	Mark Ambrose	Officer of the Auditor General for Western Australia (Item 5.1 only)

1 INTRODUCTION AND WELCOME

The Presiding Member, Conley Manifis, declared the meeting open at 1.05pm 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 Ashley Wallace	South Ward	Apology
Cr Dan Loden	North Ward	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**COMMITTEE DECISION**

Moved: Mr Piper, Seconded: Cr Topelberg

That the minutes of the Audit Committee held on 26 November 2019 and 3 March 2020 be confirmed.

CARRIED UNANIMOUSLY (5-0)

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

Against: Nil

(Cr Loden was an apology for the Meeting.)

(Cr Wallace was an apology for the Meeting.)

AUDIT COMMITTEE MINUTES

5 MAY 2020

5 BUSINESS ARISING**5.1 OAG ENTRANCE MEETING 2019/20 AUDIT****Attachments:** 1. City of Vincent - Planning Summary  **RECOMMENDATION:**

That the Audit Committee NOTES the audit planning summary for the 2019/20 financial year.

COMMITTEE DECISION ITEM 5.1

Moved: Cr Topelberg, **Seconded:** Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

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

Against: Nil

(Cr Loden was an apology for the Meeting.)

(Cr Wallace was an apology for the Meeting.)

Office of the Auditor General
Western Australia

Annual financial audit Audit planning summary

City of Vincent

Year ended 30 June 2020

5 May 2020



1. The audit planning summary

This audit planning summary explains our approach to the audit of the annual financial report.

In particular, this summary includes:

- Introduction
- Our audit approach
- Significant risks and other audit issues
- Audit emphasis and significant account balances
- Internal audit
- Management representation letter
- Related entities
- Reporting protocols
- Proposed audit schedule
- Specific audit requirements
- Audit fee
- Your audit team
- Other audit activities

If there are any matters in the audit planning summary that you would like clarified, please do not hesitate to contact us. There may be areas where you would like us to increase the audit focus. We would be pleased to discuss these to determine the most efficient and effective approach to performing this work.

AUDIT COMMITTEE MINUTES

5 MAY 2020

2. Introduction

The annual financial statement audit of your local government is one of 132 that the Auditor General will perform for 2019-20. We have elected to use our OAG staff to perform your audit in-house.

Our audit approach is designed to specifically focus audit attention on the key areas of risk you face in reporting on your finances and performance.

It is important to note that:

- Under the *Local Government Act 1995* and associated regulations, the Council and the CEO are responsible for keeping proper accounts and records, maintaining effective internal controls, preparing the annual financial report, and complying with the *Local Government Act* and Regulations, and other legislative requirements.
- An audit does not guarantee that every amount and disclosure in the annual financial report is error free. Also, an audit does not examine all evidence and every transaction. However, our audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the annual financial report.
- The Council and CEO are responsible for ensuring the accuracy and fair presentation of all information in its annual report, and that it is consistent with the audited annual financial report. We do not provide assurance over your annual report.
- Under the *Local Government Act 1995* and associated regulations, the Council and the CEO have responsibility for maintaining internal controls that prevent or detect fraud or error and to ensure regulatory compliance. The Audit Committee and the Auditor General should be informed by management of any fraud or material errors. During the audit we will make inquiries with management about their process for identifying and responding to the risks of fraud, including management override. It should be noted that our audit is not designed to detect fraud, however should instances of fraud come to our attention, we will report them to you.

Our audit is conducted in accordance with Australian Auditing Standards. Our aim is to provide reasonable assurance whether the annual financial report is free of material misstatement, whether due to fraud or error. We perform audit procedures to assess whether, in all material respects, the annual financial report is presented fairly in accordance with the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

The nature of the audit is influenced by factors such as:

- the use of professional judgement
- selective testing
- the inherent limitations of internal controls
- the availability of persuasive rather than conclusive evidence.

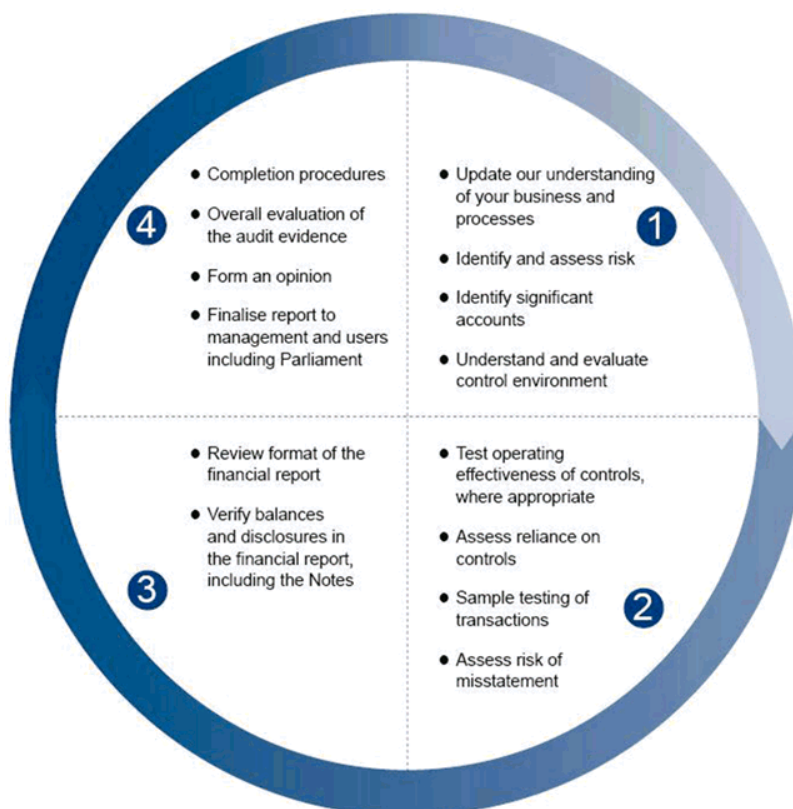
As a result, an audit cannot guarantee that all material misstatements will be detected. We examine, on a test basis, information to provide evidence supporting the amounts and disclosures in the annual financial report, and assess the appropriateness of the accounting

Page 3 of 13

policies and disclosures used and the reasonableness of significant accounting estimates made by management.

3. Our audit approach

Our audit approach comprises four steps:



Page 4 of 13

4. Significant risks and other audit issues

Through discussions with your staff and the previous auditors, we have identified the following issues and key areas of risk affecting the audit.

Details of risk / issue	Audit approach / response
COVID-19	<p>We will work with your management to minimise the risk for your staff and councillors, our staff, and to your operations, while completing audits in the best timeframe possible under the circumstances.</p> <p>This will likely involve more audit work being performed remotely rather than at your premises, and/or delaying audit work as and when unforeseen circumstances arise.</p>
Prior year audit report matters: <ul style="list-style-type: none"> Significant adverse trend <ul style="list-style-type: none"> Asset sustainability ratio 	We will follow up this issue to assess the extent of action taken.
Prior year management letter issues: <ul style="list-style-type: none"> 2 significant <ul style="list-style-type: none"> Interest on trust funds Fixed assets below \$5,000 3 moderate <ul style="list-style-type: none"> Reconciliation of payroll to the general ledger not reviewed Journals not independently reviewed Purchase order dated after invoice date 	We will follow up these issues to assess the extent of action taken.
Key changes to accounting standards that impact your entity for the first time this year: <ul style="list-style-type: none"> <u>AASB 15 Revenue from Contracts with Customers</u> New requirements for recognising revenue i.e. when performance obligations are satisfied. Critical elements that need to be satisfied: <ul style="list-style-type: none"> Agreement between parties must create 'enforceable' rights and obligations Entity's promise to transfer goods or services needs to be 'sufficiently specific' to be able to determine when the obligation is satisfied. <u>AASB 1058 Income of Not-for-Profit Entities</u> Applies to transactions of not-for-profit entities where the consideration to acquire an asset is significantly less than fair value principally to enable the entity to further its objectives. Whether income is recognised and its timing will depend on whether a transaction 	We will review management's assessment of the impact of the new standards, determine whether, to the extent necessary, your entity has applied the standards correctly, and ensure the annual financial report complies with the revised requirements of each standard.

Page 5 of 13

AUDIT COMMITTEE MINUTES

5 MAY 2020

Details of risk / issue	Audit approach / response
<p>gives rise to a performance obligation, liability or contribution by owners. Transactions include those where an entity acquires or receives an asset in exchange for no consideration (i.e. cash grants, taxes and rates).</p> <ul style="list-style-type: none"> • <u>AASB 16 Leases</u> <p>For lessees the distinction between operating leases and finance leases has been removed and requires all leases (except short term leases and leases of low-value) to be recognised as lease assets and lease liabilities on the balance sheet. This will result in the grossing up of the balance sheet and higher expenses in the early years of the lease term. Lessor accounting remains similar to current practice (i.e. lessors continue to distinguish between operating leases and finance leases).</p>	
<p>The following annual financial report items are derived from accounting estimates and hence will receive specific audit attention:</p> <ul style="list-style-type: none"> • Provision for annual and long service leave • Fair value of assets • Impairment of assets 	<p>We will review the method and underlying data that management and where applicable third parties use when determining critical accounting estimates. This will include considering the reasonableness of assumptions and corroborating representations.</p>
<p>The following interest in joint ventures has been accounted for based on interpretation of the accounting standards:</p> <ul style="list-style-type: none"> • Mindarie Regional Council • Tamala Park Regional Council 	<p>We will review the assessment made by management of the treatment of the joint ventures.</p>
<p>Important changes in management or the control environment</p>	<p>As at the date of the entrance meeting, we are not aware of any changes in management or the control environment. Where we are made aware of changes during the audit, we will review any relevant changes to management roles and related delegations, to confirm that no temporary or ongoing control gaps have occurred.</p>

5. Audit emphasis and significant account balances

Our audit approach involves assessing your overall control environment and understanding key business processes/cycles and internal controls relevant to the audit.

Page 6 of 13

AUDIT COMMITTEE MINUTES

5 MAY 2020

As this is our first year as auditor, we will need to test key controls for all significant business cycles. The level of testing will be dependent on our assessment of the risk in each business cycle. We plan to cover the following cycles:

- Revenue
- Expenditure
- Payroll
- Cash and financing
- Inventory
- Property, plant, equipment and infrastructure

The extent of our reliance on controls, together with the materiality level, determines the nature and extent of our audit procedures to verify individual account balances.

Our audit will be split into two components, the interim audit and the final audit.

The interim audit includes:

- understanding your current business practices
- understanding the control environment and evaluating the design and implementation of key controls and, where appropriate, whether they are operating effectively
- testing transactions to confirm the accuracy and completeness of processing accounting transactions
- clarifying significant accounting issues before the annual financial report is prepared for audit.

The final audit focuses on verifying the annual financial report and associated notes, and includes:

- verifying material account balances using a combination of substantive analytical procedures, tests of details, substantiation to subsidiary records and confirmation with external parties
- reviewing the annual financial report and notes for compliance with the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

The table below lists those items in the Statement of Financial Position and the Statement of Comprehensive Income that are significant account balances, and our planned audit approach for these balances. When selecting significant account balances, we consider materiality, the nature of the balance, inherent risk and the sensitivity of disclosures.

Significant accounts	2019 Audited balance \$'000	Audit approach
Statement of financial position		
Cash and cash equivalents	24,965	<ul style="list-style-type: none"> • Review internal controls and reconciliations • Verify year end balance through bank confirmations • Analytical review

Page 7 of 13

AUDIT COMMITTEE MINUTES

5 MAY 2020

Significant accounts	2019 Audited balance \$'000	Audit approach
Receivables	4,901	<ul style="list-style-type: none"> Year end cut-off testing Review subsequent receipts Review provision for impairment of trade receivables Analytical review
Property, plant, equipment, intangibles, and infrastructure <ul style="list-style-type: none"> PPE will be revalued this year. The revaluation of light fleet, heavy fleet, specialised equipment and parking tickets machines will be outsourced. The City is scheduled to engage a consultant in early May 2020. Furniture and equipment will be revalued in-house. 	472,359	<ul style="list-style-type: none"> Review key processes/controls Verify asset additions and disposals Assess assets for impairment Test items posted to construction in progress to assess appropriateness of expenses being capitalised Assess whether carrying amounts approximate fair value Confirm balances to independent valuation reports
Interests in joint ventures	9,791	<ul style="list-style-type: none"> Assess whether carrying amount accurately reflects the City's interest, based on the audited financial statements of the Joint Ventures
Payables	7,200	<ul style="list-style-type: none"> Review of key processes/controls Test for unrecorded liabilities Year end cut off testing Analytical review
Borrowings	13,948	<ul style="list-style-type: none"> Agree amounts to WATC confirmation
Employee related provisions <ul style="list-style-type: none"> Annual leave Long service leave 	4,383	<ul style="list-style-type: none"> Review the reasonableness of assumptions and calculations Agree amounts to actuary/expert's report Analytical review
Statement of comprehensive income		
Rates revenue	34,102	<ul style="list-style-type: none"> Review of key processes and controls Analytical review Year end cut off testing
Fees and charges	19,415	<ul style="list-style-type: none"> Review of key processes and controls Analytical review Year end cut off testing
Employee related expenses	25,865	<ul style="list-style-type: none"> Review of key processes and controls Sample testing of transactions Analytical review

Page 8 of 13

AUDIT COMMITTEE MINUTES

5 MAY 2020

Significant accounts	2019 Audited balance \$'000	Audit approach
Materials and contracts	17,205	<ul style="list-style-type: none"> Review of key processes and controls Sample testing of transactions
Depreciation and amortisation	11,361	<ul style="list-style-type: none"> Review of management's assessment of the useful lives of assets and assess reasonableness. Analytical review
Statement of note disclosures		
Related parties <ul style="list-style-type: none"> Elected members Key management personnel 	326 1,248	<ul style="list-style-type: none"> Obtain representation from relevant parties to ensure the disclosure is complete Review of transactions Verify to contracts/agreement Review accounting treatment
Contingent liabilities	Estimated to be between 1,500 – 7,200	<ul style="list-style-type: none"> Obtain representation from management Review for reasonableness and agree to confirmations from relevant agencies Review of minutes Review of legal expense
Major land transactions	415	<ul style="list-style-type: none"> Obtain representation from management Review of transactions

Page 9 of 13

AUDIT COMMITTEE MINUTES

5 MAY 2020

6. Internal audit

We seek to rely on internal audit work to reduce our own audit work wherever possible. This avoids duplication of audit effort and the associated workload on your operational and administrative staff.

The amount of reliance we place on internal audit depends on the period covered by the internal audit work, and the degree of alignment between our planned controls testing and the testing carried out by internal audit. It is also dependent on the quality of the internal audit function.

7. Management representation letter

The above audit procedures assume that management expects to be in a position to sign a management representation letter. The proposed letter for this purpose is attached. This letter should be reviewed and tailored to meet your local government's particular circumstances, and be signed and dated by the CEO and Director Corporate Services as close as practicable to the date of the proposed auditor's report. Ordinarily, this would be no longer than five working days prior to the issue of the auditor's report.

Please bring to the attention of the Mayor that we will also be relying on the signed Statement by CEO in the annual financial report as evidence that they confirm:

- they have fulfilled their responsibility for the preparation of the annual financial report in accordance with the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards
- they have provided us with all relevant information necessary or requested for the purpose of the audit
- all transactions have been recorded and are reflected in the annual financial report.

8. Related entities

Section 7.12AL of the *Local Government Act 1995* applies section 17 of the *Auditor General Act 2006* to a local government. Section 17 requires a local government to advise the Auditor General in writing of details of all related entities that are in existence.

9. Reporting protocols

Significant issues identified during the course of the audit will be discussed with relevant staff and management as soon as possible after being identified. Draft management letters will be provided to your Director Corporate Services (or other nominated representative) for coordination of comments from appropriate members of your management. We request that these be returned quickly, preferably within 10 working days.

At the conclusion of the audit, the abovementioned management letter will accompany the auditor's report and the audited annual financial report forwarded to the Mayor, the CEO and the Minister for Local Government. The management letter is intended to communicate issues arising from the audit that may impact on internal control, compliance, and financial reporting.

Page 10 of 13

AUDIT COMMITTEE MINUTES

5 MAY 2020

Where considered appropriate, and to ensure timely reporting of audit findings and action by management, interim management letters may be issued to the CEO.

On conclusion of the audit we propose to discuss the audit outcomes with the audit committee, CEO and Councillors.

Thereafter, as required by section 7.12AD(2) of the *Local Government Amendment (Auditing) Act 2017* we will give our auditor's report to the CEO, the Mayor and Minister. We will also give them any management letter issues, including interim management letters.

Specific matters resulting from issues identified during the audit may be reported in an Auditor General's Report to Parliament. Should this occur, you will be consulted in advance to assure the context and facts of the issue are adequately represented.

10. Proposed audit schedule

	Date
Entrance meeting (Audit Committee Meeting)	5 May 2020
Planning	By 18 May 2020
Information systems audit	May 2020 <i>(There is a request from the City of Vincent to postpone the IS audit for a year; the matter is under discussion with the OAG)</i>
Interim audit	18 May – 29 May 2020
Receipt of proforma annual financial report	By 15 June 2020
Interim management letter	By 31 July 2020
Final trial balance	By 21 September 2020
Receipt of annual financial report	By 21 September 2020
Final audit	28 September – 16 October 2020
Exit meeting (Audit Committee Meeting)	03 November 2020
Issue of auditor's report	By 10 November 2020 <i>(Within a week of receiving the signed financial statements and management representation letter)</i>

Page 11 of 13

11. Audit evidence – Specific audit requirements

We will discuss our requirements with your staff to facilitate a timely, efficient and effective audit. We will formally agree our information requirements and timeframes for the final audit with your Director Community and Business Services using our Prepared by Client Listing. This Listing is intended to help your staff to have various documents readily available when we perform our audit. Please note however that in several instances, particularly during our audit sampling at the interim visits, audit staff will need to retrieve some evidence themselves, rather than being given the evidence by your staff. This is essential for an independent audit.

12. Audit fee

Our expected costs are still being estimated. The indicative fee is based on full cost recovery. It is calculated from an estimate of the time required by our staff to complete your audit, and includes a proportion of the OAG's financial audit related overheads, for example the cost of preparing reports to Parliament.

We are constantly searching for ways to improve efficiency and reduce audit costs within the constraints of legislative requirements and auditing standards. However, your entity can also contribute to reducing the cost of your audit. A well prepared financial report, working papers, and internal audit programs that dovetail well with the work we are required to perform are some ways that costs can be contained.

Additional costs requiring a supplementary fee can arise from such things as significant accounting issues, errors in the financial report, breakdowns in internal controls, delays in providing information to audit staff, or your staff being unavailable to discuss issues with the audit team. Where circumstances arise that impact on our audit costs we may need to revise the indicative fee at the completion of the audit.

13. Your audit team

	Name	Contact
Assistant Auditor General	Don Cunninghame	6557 7526
Senior Director	Mark Ambrose	6557 7521 Mark.Ambrose@audit.wa.gov.au
Assistant Director	Kevin Ng	6557 7658 Kevin.Ng@audit.wa.gov.au
Team Leader	Nancy Wong	6557 7617 Nancy.Wong@audit.wa.gov.au
Team Members	Huei Chie Soh Iris Yap	HueiChie.Soh@audit.wa.gov.au Iris.Yap@audit.wa.gov.au

Page 12 of 13

AUDIT COMMITTEE MINUTES

5 MAY 2020

	Name	Contact
	Cindy Angelova	Cindy.Angelova@audit.wa.gov.au
Information Systems Auditor	Kamran Aslam	6557 7582 Kamran.Aslam@audit.wa.gov.au

Mark Ambrose is responsible for the overall quality of the audit. As your primary contact, Mark will communicate progress and any emerging issues to you.

14. Other audit activities

The OAG has recently tabled the following reports in Parliament. These are available at www.audit.wa.gov.au along with details of other audits we are currently performing. In reporting, we aim to identify good practice and opportunities for improvement. You may therefore wish to review these reports as they may have relevance to your local government.

Report	Date Tabled
Information Systems Audit Report 2020 – State Government Entities	06 April 2020
Controls over Purchasing Cards	25 March 2020
Audit Results Report – Annual 2018-19 Financial Audits of Local Government Entities	11 March 2020
Audit Results Report – Annual 2018-19 Financial Audits of State Government Entities	14 November 2019
Fraud Prevention in Local Government	15 August 2019
Verifying Employee Identity and Credentials	19 June 2019
Information Systems Audit Report	15 May 2019
Audit Results Report – Annual 2017-18 Financial Audits of Local Government Entities	7 March 2019

Page 13 of 13

AUDIT COMMITTEE MINUTES5 MAY 2020

5.2 CITY'S CORPORATE RISK REGISTER

Attachments: 1. Corporate Risk Register - as at 23 April 2020 [↓](#) 

RECOMMENDATION:

That the Audit Committee recommends that Council:

1. RECEIVES the City's Corporate Risk Register as at 23 April 2020, at Attachment 1; and
2. APPROVES the proposed risk management actions for the high and extreme risks.

COMMITTEE DECISION ITEM 5.2Moved: Mr Piper, Seconded: Cr Topelberg

That the recommendation be adopted.


CARRIED UNANIMOUSLY (5-0)**For:** Mr Manifis, Ms Hunt, Cr Gontaszewski, Mr Piper and Cr Topelberg**Against:** Nil

(Cr Loden was an apology for the Meeting.)


(Cr Wallace was an apology for the Meeting.)

AUDIT COMMITTEE MINUTES

5 MAY 2020



CITY OF VINCENT




CITY OF VINCENT CORPORATE RISK REGISTER


Risk Category	Risk Description	Comment	Impact Analysis			RISK MANAGEMENT		Strength (S<M<W)	Risk Acceptance (Y/N)	Net Risk (after RMA)	Direction of further RM	Risk Owner	Timetable	Assurances available	Last updated										
			Likelihood	Consequence	Remarks	Actual Risk	Current Risk Management Strategy (what happens now)																		
Finance, Procurement and Contracts																									
Any additional row can only be added below this row																									
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	CEO (report to Executive Management Committee)	01-Jul-20	Review contracts yearly	23-Apr-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	N	M	Need adequate resourcing	Council (report to Audit Committee)	1. 01-Dec-20 2. 01-Jun-20 3. 30-Dec-20 4. 30-Dec-20	Monitoring of contracts register and procurement processes	23-Apr-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 20201. 4. Ongoing prioritisation of existing projects	Medium	Y	M	Review number and priority of projects against available resources and capacity	Council (report to Audit Committee)	1. Ongoing 2. 01-Jun-20 But need PMO to be adequately skilled to address risk 3. June 2020 4. Ongoing	review of the application of the framework will be included in the internal audit plan, and will form part of other internal and external compliances audits	23-Apr-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 LTFF 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		Council (report to Audit Committee)	All 30 June 2020		23-Apr-20									
Asset, sustainability and environment management																									
Any additional row can only be added below this row																									
Inadequate asset management	Inadequate asset management, including accountabilities, 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, Paywise Annual review of asset renewal plans regular engagement with internal and external stakeholders	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 3. Table auditor's report on condition of assets at EMC and Audit Committee 4. Establish asset specific accountability processes and procedures.	Weak - as only investigating the system/framework	N	H	Determine what asset management strategy is appropriate and implement it	Council (report to Audit Committee)	01-Dec-20		23-Apr-20									
Asbestos management	Inadequate framework to manage the risk in respect to asbestos on City owned or managed land, or land adjoining this, will leave the City vulnerable to staff and community harm resulting in financial loss and reputational damage		3	3		M	LGIS has prepared an asbestos register, and is currently development an asbestos management framework in accordance with the legal advice received.	1. Finalise and implement the asbestos management framework, and communicate to staff. 2. Develop actions based on gaps identified in framework.	Medium - Investment in OSH/Reporting/workflow technology to reduce risk even further.	Y	L		CEO (report to Executive Management Committee)	30-Jun-21		23-Apr-20									
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OH&S, employment practices																									
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AUDIT COMMITTEE MINUTES

5 MAY 2020



CITY OF VINCENT




CITY OF VINCENT

CITY OF VINCENT CORPORATE RISK REGISTER


Risk Category	Risk Description	Comment	Impact Analysis			RISK MANAGEMENT			Strength (S=M=L)	Risk Acceptance (Y/N)	Net Risk (after RMA)	ACCOUNTABILITY				
			Likelihood	Consequence	Remarks	Actual Risk	Current Risk Management Strategy (what happens now)	Risk Management Actions (RMA)				Direction of further RM	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.		1	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.	L	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.	CEO (report to Executive Management Committee)	01-Jan-21	Annual review	23-Apr-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		1	2		L	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, POAPs, PROAPs and Strategy House to feed into Workforce Plan, City is in a good position.	Y	L	H/A	CEO (report to Executive Management Committee)	02-Feb-21	Annually	23-Apr-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		1	2		L	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	CEO (report to Executive Management Committee)	30-Jun-20	Annually	23-Apr-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.		2	2		L	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	CEO (report to Executive Management Committee)	30-Jun-20	Annually	23-Apr-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		1	3		L	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.	CEO (report to Executive Management Committee)	30-Sep-20	Bi-Annually	23-Apr-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		M	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.	CEO (report to Executive Management Committee)	30-Jun-21	Annually	23-Apr-20
Safety and security practices for staff	Staff working alone, after hours works, accessing building sites and/or private property, negative interaction with members of the community. Lack of 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.		2	4		M	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 2. Identify high risk positions 3. Identify gaps in OH&S procedures 4. Refer to OH&S Committee	Medium	Y	M	Note that this risk depends on behaviour of public - which City can not control. So remains medium risk.	Council (report to Audit Committee)	30-Dec-20		23-Apr-20
Volunteer and 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		M	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.	1. Implement a centralised induction system to induct all contractors and volunteers. Ensure all contractors and volunteers have completed mandatory training/compliance (one off compliance training or yearly/bi-yearly) 2. Monitoring contractors and volunteer compliance	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	CEO (report to Executive Management Committee)	30-Jun-20	Annually	23-Apr-20
Business service disruption																
Disaster Recovery Plan & Business Continuity Management, including IT	An ineffective or non-existent Disaster Recovery 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	M	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		CEO (report to Executive Management Committee)	BIA: 01-Jun-20	Council and internal audit on plan and procedures, and their operational effectiveness	23-Apr-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		M	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	CEO (report to Executive Management Committee)	01-Jul-20		23-Apr-20

AUDIT COMMITTEE MINUTES

5 MAY 2020



CITY OF VINCENT



CITY OF VINCENT


CORPORATE RISK REGISTER

Risk Category	Risk Description	Comment	Impact Analysis			RISK MANAGEMENT		Strength (S<M<W)	Risk Acceptance (Y/N)	Net Risk (after RMA)	ACCOUNTABILITY		Assurances available	Last updated	
			Likelihood	Consequence	Remarks	Actual Risk	Current Risk Management Strategy (what happens now)				Risk Management Actions (RMA)	Direction of further RM			Risk Owner
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		2	4		M	Local emergency management arrangements are in place with City of Perth and Western Central Councils	Strong	Y	L	Conduct 4 desktop exercises per year	CEO (report to Executive Management Committee)	Sep-20	Audit of arrangements and the number of desktop exercises per year	23-Apr-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.	M	1. On-premise Back-up server with some offsite copies 2. Restoration of File servers, Email, Authority and Content Manager within 2 days. Up to 1 day data loss.	Strong	Y	L	Link to BCP and BIA - need to understand the business service continuity needs	CEO (report to Executive Management Committee)	01-Jul-2021/22	Audit of the systems and server	23-Apr-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.	M	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.	Strong	Y	L		CEO (report to Executive Management Committee)	01-Jun-20		23-Apr-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	Urban Surveying Service considered Minor due to current limited use of spatial layers by staff. Public spatial layers have minimal data likely to cause more than Minor	M	GIS contract resource onsite fortnightly to respond to any data issues raised by staff.	Strong	Y	L	Dependant on additional resources.	CEO (report to Executive Management Committee)	01-Jul-20	Process to check GIS updates and verify data	23-Apr-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.	Strong	Y	M		Council (report to Audit Committee)	01-Jul-20		23-Apr-20
COVID-19 pandemic	Disruption to City service delivery, local business and community group operations and staff and community well being	Global pandemic, declared state emergency and public health emergency	5	5	City has very limited capacity to control risk due to global nature	E	COVID-19 Relief and Recovery Committee formed, strategy and action plan developed and being implemented, staff working from home, public health directives are being implemented, community support is being provided, City's operations being reviewed	Strong	Y	E	The Strategy and Implementation Plan are being updated every week	Council (report to Audit Committee)	Ongoing	Administration is accountable to the COVID-19 Relief and Recovery Committee	23-Apr-20
Any additional new can only be added above this row															
Governance, misconduct and fraud															
Any additional new can only be added below this row															
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		M	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.	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.	N	L		CEO (report to Executive Management Committee)	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	23-Apr-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	Strong RMA, however, fraud risks must first be comprehensively identified and resourcing required to develop plan, train staff and undertake fraud testing / internal audits	N	M		Council (report to Audit Committee)	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)	23-Apr-20


3

AUDIT COMMITTEE MINUTES

5 MAY 2020



CITY OF VINCENT




CITY OF VINCENT

CORPORATE RISK REGISTER

Risk Category	Risk Description	Comment	Impact Analysis			RISK MANAGEMENT			Strength (S<M<W)	Risk Acceptance (Y/N)	Net Risk (after RMA)	ACCOUNTABILITY				
			Likelihood	Consequence	Remarks	Actual Risk	Current Risk Management Strategy (what happens now)	Risk Management Actions (RMA)				Direction of further RM	Risk Owner	Timetable	Assurances available	Last updated
Polices & 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	M		CEO (report to Executive Management Committee)	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	23-Apr-20
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Information & Systems Management																
Any additional row can only be added below this row																
Document management	Inconsistency in record keeping and poor / inconsistent use of CM, results in loss of records, records not easily obtainable - prevents good decision making and business continuity, hinders access to records for POI 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.	CEO (report to Executive Management Committee)	2020	Internal audit of document management	23-Apr-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	NIL	ERP security system requirements 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 issues	Medium	Y	M	Review of Authority system to determine genuine shortcomings vs issues will determine where the City will receive best return on investment.	Council (report to Audit Committee)	2021/22		23-Apr-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		M	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 2020.	Strong	Y	L		CEO (report to Executive Management Committee)	2020		23-Apr-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	CEO (report to Executive Management Committee)	2020		23-Apr-20
Staff IT 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		CEO (report to Executive Management Committee)	2020		23-Apr-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		CEO (report to Executive Management Committee)	01-Jun-20		23-Apr-20
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Community Services																
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AUDIT COMMITTEE MINUTES5 MAY 2020

5.3 REVIEW OF THE CITY'S AUDIT LOG

Attachments: 1. City's Audit Log as at 29 April 2020  

RECOMMENDATION:

That the Audit Committee recommends to Council that it NOTES the status of the City's Audit Log as at 29 April 2020, at Attachment 1.

COMMITTEE DECISION ITEM 5.3Moved: Mr Piper, Seconded: Ms Hunt

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

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

Against: Nil

(Cr Loden was an apology for the Meeting.)

(Cr Wallace was an apology for the Meeting.)

CITY OF VINCENT AUDIT LOG

AUDIT DETAILS	MANAGEMENT RESPONSE	ACTION	PROPOSED COMPLETION DATE
<p>Asbestos Review 2019 (2) Development of an Asbestos Management Plan</p> <p>Findings: The City does not currently have a plan / process for managing asbestos on City land (freehold and Crown land) or on private property.</p> <p>Recommendation: At the 26 February 2019 Audit Committee it was resolved that: <i>"the City obtains legal advice in relation to asbestos management and provides it to the next Audit Committee meeting."</i></p> <p>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: <i>"Administration report back to the Audit Committee no later than October 2019 detailing how the City's asbestos management framework will meet legislative requirements."</i></p> <p>Risk Rating (prior to controls) High</p> <p>Risk Rating (with current controls): Medium</p>	<p>Responsible Officer: Executive Director Infrastructure & Environment</p> <p>Comments: City to prepare an Asbestos Management Plan as recommended by the legal advice dated 5 April 2019.</p>	<p>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.</p> <p>November 2019: Asbestos awareness training for front line staff has been arranged for the 14 and 15 of November.</p> <p>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.</p> <p>February 2020: LGIS has been engaged to prepare the framework and draft framework is estimated to be available by end of April 2020.</p> <p>March 2020: City will liaise with LGIS in respect to a revised completion date due to COVID-19. LGIS are still developing the framework. The draft framework will be presented to the 30 June 2020 Audit Committee meeting.</p>	<p>30/09/2019</p> <p>31/3/2020</p> <p>30/4/2020</p> <p>30/06/2020</p>
<p>EA: 2019/6 Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations</p> <p>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.</p> <p>Recommendation: Assess fraud risks across business</p> <p>Risk Rating (prior to controls): High</p> <p>Risk Rating (with current controls): Medium</p>	<p>Responsible Officer: Executive Manager Corporate Strategy and Governance</p> <p>Comments: Governance will manage the annual review of fraud risks via the City's Corporate Risk Register.</p>	<p>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.</p> <p>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.</p> <p>March 2020 The Corporate Risk Register was provided to the Audit Committee at its 3 March 2020 meeting. Further changes were requested in respect to the risk ratings and risk management action implementation dates. The updated Corporate Risk Register will be provided to the Audit Committee at its 5 May 2020 meeting.</p>	<p>30/06/2020</p>

CITY OF VINCENT AUDIT LOG

<p>EA: 2019/7 Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations</p> <p>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.</p> <p>Recommendation: Develop a fraud and corruption control plan and review at least every 2 years.</p> <p>Risk Rating (prior to controls): High</p> <p>Risk Rating (with current controls): N/A</p>	<p>Responsible Officer: Executive Manager Corporate Strategy and Governance</p> <p>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.</p>	<p>November 2019: Governance to engage a consultant to undertake review and implementation of the fraud control plan in January 2020.</p> <p>The two-yearly review of the plan will be included in the compliance calendar.</p> <p>February 2020: Yet to commence. Further resourcing or a consultant is required.</p> <p>March 2020 Initial discussions with City of Nedlands in respect to a shared resource / consultant have occurred, but currently on hold due to change in priorities due to COVID-19.</p>	<p>30/06/2020</p> <p>31/12/2020</p>
<p>EA: 2019/8 Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations</p> <p>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.</p> <p>Recommendation: Develop and implement a periodic fraud awareness and training program</p> <p>Risk Rating (prior to controls): High</p> <p>Risk Rating (with current controls): N/A</p>	<p>Responsible Officer: Executive Manager Corporate Strategy and Governance Executive Manager Human Resources</p> <p>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.</p>	<p>November 2019: Development of the training program will commence in September 2020. Requires linkage to the Fraud Management Plan and Risk Management Framework.</p> <p>February 2020: No progress to date.</p> <p>March 2020 No progress to date</p>	<p>30/9/2020</p>

CITY OF VINCENT AUDIT LOG

<p>EA: 2019/10 Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations</p> <p>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.</p> <p>Recommendation: Have policies and procedures in place to verify the identity and integrity of employees and suppliers</p> <p>Risk Rating (prior to controls) Medium</p> <p>Risk Rating (with current controls): Low</p> <p>They are on Chrome. They are all under Items on Block</p> <p>Go to the top of the page</p>	<p>Responsible Officer: Procurement Contracts Officer Executive Manager Human Resources</p> <p>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.</p>	<p>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.</p> <p>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.</p> <p>March 2020 1) Recruitment, Selection and Appointment procedure completed, subject to Executive approval at its 23 April Meeting.</p>	<p>1) 30/4/2020</p> <p>2) 30/3/2020</p> <p>2) Completed</p> <p>1) 31/5/2020</p>
<p>EA: 2019/11 Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations</p> <p>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.</p> <p>Recommendation: Collect, review and manage fraud information and identify trends and emerging issues</p> <p>Risk Rating (prior to controls): High</p> <p>Risk Rating (with current controls): N/A</p>	<p>Responsible Officer: Executive Manager Corporate Strategy and Governance</p> <p>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.</p> <p>The fraud reporting system, as referred to in 6. Above, should enable this data to be easily compiled. Governance will review the data annually.</p>	<p>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.</p> <p>February 2020: No progress to date.</p> <p>March 2020: No progress to date.</p>	<p>31/12/2020</p>

CITY OF VINCENT AUDIT LOG

<p>EA: 2019/12(4) Butler Settineri – Payroll – Internal Audit Review</p> <p>PAYROLL PROCESSING</p> <p>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.</p> <p>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.</p> <p>Risk Rating (prior to controls) Low</p> <p>Risk Rating (with current controls) Low</p>	<p>Responsible Officer: Executive Manager Human Resources</p> <p>Comments: Will be resolved as part of the City of Vincent’s ICT Strategy.</p>	<p>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.</p> <p>February 2020: No progress to date and no decided date of system implementation at this time.</p> <p>March 2020: Implementing weekly timesheets with electronic signatures, which requires supervisor sign off.</p>	<p>TBC</p> <p>Completed</p>
<p>EA: 2019/12(6) Butler Settineri – Payroll – Internal Audit Review</p> <p>LEAVE</p> <p>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.</p> <p>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.</p> <p>Risk Rating (prior to controls) Low</p> <p>Risk Rating (with current controls) Low</p>	<p>Responsible Officer: Executive Manager Human Resources</p> <p>Comments: It is our intent by March 2020 that all staff transition to complete online leave via CIVICA.</p>	<p>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.</p> <p>February 2020: Only 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.</p> <p>March 2020: Develop online training for outdoor workers to complete electronic leave forms through Authority.</p>	<p>30/04/2020</p> <p>31 July 2020</p>

CITY OF VINCENT AUDIT LOG

<p>EA: 2019/12(9) Butler Settineri – Payroll – Internal Audit Review</p> <p>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.</p> <p>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</p> <p>Risk Rating (prior to controls) Low</p> <p>Risk Rating (with current controls) Low</p>	<p>Responsible Officer: Executive Manager Human Resources</p>	<p>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.</p> <p>February 2020: No progress to date.</p> <p>March 2020: EM Human Resources to follow up with Civica to see if they can arrange an individual work around for the City of Vincent.</p>	<p>30/6/2020</p>
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CITY OF VINCENT AUDIT LOG

AUDIT DETAILS	MANAGEMENT RESPONSE	ACTION	PROPOSED COMPLETION DATE
<p>EA: 2019/10 Failure to meet Australian Government 'Roads to Recovery' expenditure maintenance requirements for 2018-19</p> <p>General Findings: Breach of program procedures (Part 7) – shortfall of \$1,598,263.</p> <p>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.</p> <p>Risk Rating (prior to controls): Medium</p> <p>Risk Rating (with current controls): Medium</p>	<p>Responsible Officer: Executive Director Infrastructure & Environment</p> <p>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 its 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 <u>this financial year</u> to address the Department concerns and maintain the current level of grant funding.</p>	<p>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.</p> <p>The options are:</p> <ul style="list-style-type: none"> 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 deductible 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. <p>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).</p> <p>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.</p> <p>March 2020: Department of Infrastructure, Transport, Cities and Regional Development has allowed the City to re-audit the reference amount for the period 2011 – 2016.</p> <p>April 2020: Moore Stephens completed the re-audit of the reference amount for the period 2011-2016 in April 2020. This resulted in a readjustment of the City's own source expenditure reference amount to \$2,543,787. This means that the City has met the Australian Government's 'Roads to Recovery' expenditure requirements for this period.</p>	<p>30/06/2020</p> <p>Completed</p>

CITY OF VINCENT AUDIT LOG

<p>EA: 2019/13 Moore Stephens / OAG – Audited Financial Statements and Concluding Memorandum</p> <p>General Findings:</p> <p>1. Significant Adverse Trends: The Asset Sustainability Ratio has been below the DLGSCI standard for all 3 years reported in the annual financial report.</p> <p>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.</p> <p>Risk Rating (prior to controls): High</p> <p>Risk Rating (with current controls): High</p>	<p>Responsible Officer: Executive Director Community and Business Services</p> <p>Comments: In accordance with section 7.12A of the <i>Local Government Act 1995</i>, 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.</p>	<p>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.</p> <p>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.</p> <p>March 2020: The City has met the compliance requirements by providing the Council and Audit Committee minutes to the Minister (letter sent on 28th February 2020). Action needs to be taken to address the ratio non-compliance.</p>	<p>31/3/2020</p> <p>31/12/2020</p>
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AUDIT COMMITTEE MINUTES5 MAY 2020

6 GENERAL BUSINESS

- 6.1 The Chair requested an update on Stantons' Regulation 5 and Regulation 17 Audit. The Executive Manager Corporate Strategy and Governance advised that this is occurring currently, with Stantons scheduled to be on site to complete the audit in mid June 2020. The Audit Report will be provided to the Audit Committee at its 1 September 2020 meeting.
- 6.2 The Chair requested an update on the financial impact on the City due to COVID-19. The Executive Director Community and Business Services advised that the City is undertaking a number of measures which should come close to balancing the budget. A comprehensive update on the financial impact will be provided to the Audit Committee at its 30 June 2020 meeting.

7 NEXT MEETING

The next meeting will be held on Tuesday 30 June 2020.

8 CLOSURE
















There being no further business the meeting closed at 1.52pm

These Minutes were confirmed by the Audit Committee as a true record and accurate of the Audit Committee meeting held on 5 May 2020.

Signed: Cr Conley Manifis

Dated

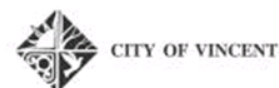
8.7 INFORMATION BULLETIN

- Attachments:**
1. Confirmed Minutes of the Design Review Panel Meeting held on 8 April 2020 [↓](#) 
 2. Confirmed Minutes of the Design Review Panel Meeting held on 22 April 2020 [↓](#) 
 3. Confirmed Minutes of the COVID-19 Relief and Recovery Committee 7 April 2020 [↓](#) 
 4. Confirmed Minutes of the COVID-19 Relief and Recovery Committee 14 April 2020 [↓](#) 
 5. Confirmed Minutes of the COVID-19 Relief and Recovery Committee 21 April 2020 [↓](#) 
 6. Confirmed Minutes of the COVID-19 Relief and Recovery Committee 28 April 2020 [↓](#) 
 7. Unconfirmed minutes of the COVID-19 Relief and Recovery Committee Meeting 5 May 2020 [↓](#) 
 8. Minutes of Tamala Park Regional Council Meeting held on 16 April 2020 [↓](#) 
 9. Statistics for Development Applications as at end of April 2020 [↓](#) 
 10. Register of Legal Action and Prosecutions Monthly - Confidential
 11. Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 30 April 2020 [↓](#) 
 12. Register of Applications Referred to the MetroWest Development Assessment Panel - Current [↓](#) 
 13. Register of Applications Referred to the Design Review Panel - Current [↓](#) 
 14. Register of Petitions - Progress Report - April 2020 [↓](#) 
 15. Register of Notices of Motion - Progress Report - April 2020 [↓](#) 
 16. Register of Reports to be Actioned - Progress Report - April 2020 [↓](#) 

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated May 2020.

MINUTES



DESIGN REVIEW PANEL

Wednesday 8 April 2020 at 3.30pm

Venue: Function Room

City of Vincent

Administration and Civic Centre

244 Vincent Street Leederville

Attendees:

Design Review Panel Members

Sasha Ivanovich – Chair

Ailsa Blackwood

Anthony Duckworth-Smith

Joe Chindarsi

City of Vincent Officers

Jay Naidoo (Manager Development and Design)

Mitch Hoad (A/Coordinator Planning Services)

Karsen Reynolds (A/Senior Urban Planner)

Natasha Trefry (Urban Planner)

Applicant – Item 3.1

1. Welcome/Declaration of Opening

Sasha Ivanovich declared the meeting open at 4.00pm

2. Apologies

3. Business

Applicant's Presentation – No DA Lodged

3.1 **Address:** No. 17-39 Robinson Avenue, Perth (development on Lot 59 which fronts on to Monger Street)

Proposal: Alterations and Additions to Hotel

Applicant: GRP Hotels / Michael Dryka Architects

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 8 April 2020	
Design quality evaluation	
	Supported
	Pending further attention
	Not supported
Design Principles	
Principle 1 - Context and character	<p>Principle</p> <p>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</p> <ul style="list-style-type: none"> This is a transitional area with more recently established medium density

	<p>development. More detailed contextual analysis is required to inform the design.</p> <ul style="list-style-type: none"> The bulk and scale of the proposed five/six storey commercial building will have a detrimental effect on its neighbouring predominantly residential context. The proposal needs to demonstrate how it will provide a transition between the proposed multi-storey and the immediate neighbouring of one to three storey context and streetscape. Establishing a scale down strategy to the predominantly two storey street scape scale, provision of setbacks on sides and front to the upper (two storeys) that exceed the 4 storey planning requirement, use and application of landscaping would assist with the development integrating with its surrounding This is a transitional area with more recently established medium density development. More detailed contextual analysis is required to inform the design.
Principle 2 - Landscape quality	<p><u>Principle</u> <i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i></p> <ul style="list-style-type: none"> City's requirements are for 15% deep soil, and 80% canopy coverage in rear setback. These have not been met. It is recommended that a landscape architect be engaged to explore options of meeting these important criteria of the city. The DRP considers it possible to do so with the current site limitations.
Principle 3 - Built form and scale	<p><u>Principle</u> <i>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.</i></p> <ul style="list-style-type: none"> The development is over scaled. It is suggested that the upper levels (from third storey and above) be set back (street frontage, both side boundaries) to reduce the perception of height, bulk and scale. Materiality treatment should also be considered to help to mitigate this. Though the façades treatment has been taken to a consistent detail further reference in the new proposal is sought in relation to the materiality of the existing context. Greater setback on sides and front should also be explored to ameliorate the impact of bulk. Front elevation should integrate with the streetscape and provide interactivity
Principle 4 - Functionality and build quality	<p><u>Principle</u> <i>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.</i></p> <ul style="list-style-type: none"> Considerable design outcomes have been achieved in connected the existing building to the new. In the outcome some of the rooms have no access natural light. Rooms without natural light are not supported
Principle 5 - Sustainability	<p><u>Principle</u> <i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i></p> <ul style="list-style-type: none"> Provide evidence to support the use of double glazing on windows in lieu of shading devices to confirm that shading devices will not be required. Limited other sustainability features appear to be incorporated
Principle 6 – Amenity	<p><u>Principle</u> <i>Good design behavior internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i></p> <ul style="list-style-type: none"> Most units seem to have good access to natural sunlight, however some appear to

	<ul style="list-style-type: none"> rely entirely on artificial lighting. Reduced side setbacks proposed do not ameliorate the impact of bulk and would have significant amenity impacts on the adjoining properties. The area is of residential character and the form of the building is more of a warehouse typology. It's not clear how this is suitable or how it can be integrated into the context. Windows indicated are typically not openable, which forces a reliance on mechanical ventilation and reduces amenity of the building Only a limited number of rooms are provided with balconies
Principle 7 – Legibility	<p><u>Principle</u> <i>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</i></p> <ul style="list-style-type: none"> Legibility to and through the development is suitable to address the area and provides a human scale at the lower level. The commercial two level aspect of the project at street frontage is supported
Principle 8 – Safety	<p><u>Principle</u> <i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i></p> <ul style="list-style-type: none"> Street surveillance provided from ground floor commercial unit and upper floors with openings/balconies is supported
Principle 9 - Community	<p><u>Principle</u> <i>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.</i></p> <ul style="list-style-type: none"> Development provides little opportunities for guests to interact with the street. Consider how public art can be incorporated in order to contribute towards the broader community amenity.
Principle 10 - Aesthetics	<p><u>Principle</u> <i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i></p> <ul style="list-style-type: none"> Alucobond material proposed as the principal façade material is not consistent with the area. If using cladding, Equitone is suggested. It has a matte/masonry finish which would be better suited to the local area. Using colour alone to match surrounding buildings is not supported. Base/podium treatment of brick and iron work is supported. The proposed Pixelated effect to the facades should be refined and further rationalised.
Other comments provided by the DRP	
<ul style="list-style-type: none"> N/A 	
Other general comments provided by the City	
<ul style="list-style-type: none"> The bulk and scale impacts of the development needs to be further considered given the additional height being sought. The present design does not appear to be consistent with the streetscape character and local context or ameliorate the impacts of bulk and scale on the surrounding properties. Greater landscaping contribution needs to be included and integrated in an overall design solution, which is absent in the current proposal, such as deep soil and canopy coverage. On-structure landscaping may also be considered. This should be thoughtfully integrated into the development through careful design rather than added on as an afterthought. Landscaping opportunities exist at the street frontage to activate community and guest participation with 	

building

Conclusion

Whilst considerable design outcomes have been achieved in connected the existing building to the new, the proposal needs to demonstrate more detailed contextual analysis and response and in particular address – bulk and scale issues in relation to the neighbouring 3-4 storeys built form, character and provide an active interface with the street. Better amenity should be considered for the hotel residence in relation to access to fresh air and in some instances, natural light.

A landscaping proposal is lacking. It is recommended that a landscape architect be engaged. Integrating a landscape design in an overall proposal is required. A resubmission to a further DRP review is recommended.






4.30pm–4.40pm – Applicant's Presentation – No DA Lodged

3.2 **Address:** No. 267 Walcott Street, North Perth

Proposal: Six (6) Multiple Dwellings

Applicant: Chindarsi Architects

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 8 April 2020		
Design quality evaluation		
		Supported
		Pending further attention
		Not supported
Design Principles		
Principle 1 - Context and character		<u>Principle</u> <i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i>
		<ul style="list-style-type: none"> • Scale of proposal – 3 storeys is appropriate within the local context • Proposed façade finishes are appropriate, they suitably integrate and reference to the locality. • Curved surfaces to the top floor façade & fascia – use of Hardiflex, consider whether this material can be applied on a curved wall or another material may need to be applied • Considered refinement of detail - at the junction between top floor metal cladding and the brickwork below
Principle 2 - Landscape quality		<u>Principle</u> <i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i>
		<ul style="list-style-type: none"> • Landscape design and plants selected is generally supported. • Canopy coverage and deep soil have been well considered • Consider providing additional landscaping at the public/private interface to activate design, for example a small pocket park on Redfern Street access • Consider making landscaped areas accessible/habitable by residents: for example by creating some seating areas, or small paths. • Consider places where the landscape design can extend over public footpaths to verge to contribute to community amenity.

Page 4 of 6

Principle 3 - Built form and scale	<p><u>Principle</u> <i>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.</i></p>
	<ul style="list-style-type: none"> • This is a transitional area in a context of with more recently developed medium density housing. Sound consideration should be given to the contextual analysis, to inform the design. • Materials used provide a good direct reference to the neighbouring developments on Walcott Street and Redfern Street
Principle 4 - Functionality and build quality	<p><u>Principle</u> <i>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.</i></p>
	<ul style="list-style-type: none"> • Balconies – consider consolidating the effect curved balconies at the sharp ends of the building are currently contradicted by the effect of concrete columns placed in the same location of same sharp corners.
Principle 5 - Sustainability	<p><u>Principle</u> <i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i></p>
	<ul style="list-style-type: none"> • The roof is dark in colour may have a detrimental impact on sustainability for the development. Reconsider roof colour/ tone
Principle 6 – Amenity	<p><u>Principle</u> <i>Good design behavior internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i></p>
	<ul style="list-style-type: none"> • Street activation and additional shared spaces can be incorporated (see landscaping) • There is quite a wide line of sight into the car parking area from Redfern Street. Consider extending the landscaping to ameliorate sense of sight into the car parking area • Consider incorporating some additional bench and overhead cupboard fit-out onto the blank wall internally in kitchen on second floor (unit 3) • Ground floor unit – do the bedrooms have enough for privacy from the street, as well as separation from people walking past? • Reconsider the materiality, colours, and recess of the stairwell to give the project a sense of address on Redfern Street. Car parking appears to be an interruption to the street façade. Consider revised materiality, paving or other softening measures
Principle 7 – Legibility	<p><u>Principle</u> <i>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</i></p>
	<ul style="list-style-type: none"> • Consider further if the entry to the building is legible and visible enough for guests and residents. Consider increasing its legibility • Parking is highly legible from the street. Consider how the parked cars can be further screened from the street. • Taking cue from the bungalow style of existing adjoining and /former development (for example their porch/verandah pronounced entry of dwellings), consider how sense of 'welcome' and entry can be further improved. • Internal stairwells have some sharp corners at the landings. Consider the form of these landings further, for example curving the floor away from these corners or truncating the landing floor curving the floor away from these corners or truncating the landing floor.

Principle 8 – Safety	<p><u>Principle</u> <i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i></p> <ul style="list-style-type: none"> • Development as a whole provides a sense of safety and security for the occupants and public • Streets surveillance has been provided from dwellings via openings and balconies • Fencing/vehicle gate provides some permeability into the car park area and safety
Principle 9 – Community	<p><u>Principle</u> <i>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.</i></p> <ul style="list-style-type: none"> • Introduce bench seating or informal spaces for people in the landscaping area at the interface to the street. Note as, Principle 7 above. • Consider providing occupiers of Unit 1 an outlook, (within the site) further to a screening of plants
Principle 10 – Aesthetics	<p><u>Principle</u> <i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i></p> <ul style="list-style-type: none"> • A key feature of the old perimeter wall was the width of limestone wall. Consider incorporating old limestone blocks as an additional references to previous and original development. • Fencing is distinct in the way it divides public and private space. There is potential to increase visibility and permeability of fence and planting to further resemble the open view of original development. • Uniform planting along Walcott/Redfern: consider opening up the canopy so it is not too thick so as to increase the sight lines and surveillance to the street corner.
Other comments provided by the DRP	
<ul style="list-style-type: none"> • N/A 	
Other general comments provided by the City	
<ul style="list-style-type: none"> • Consider how the view and extent of the vehicle access and car parking presented to Redfern Street can be mitigated – by the use of materials, landscaping, and screening. • Consider how additional built form or natural features could be used and shared by the occupants and the public 	

Conclusion

The 3 storeys proposal is appropriate, providing a well-considered response to the location, context, character and materiality.

Further design development is recommended in particular in regard to the apartments' main street entry treatment, interface between the public realm and ground level parking area and a number of details that would improve the amenity within the building and reinforce the design response to its existing context.

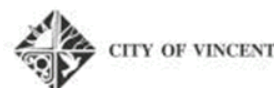
It is recommended that recommendations to improve street activation - increase visibility and permeability of fences, creating street sharing spaces be adopted.

4. Close/Next Meeting

The Chairperson closed the meeting at 5.30pm

The next meeting is scheduled to be held on Wednesday 22 April 2020

MINUTES



DESIGN REVIEW PANEL

Wednesday 22 April 2020 at 3.45pm

Venue: Function Room
City of Vincent
Administration and Civic Centre
244 Vincent Street Leederville

Attendees:

Design Advisory Committee Members

Sasha Ivanovich
Sid Thoo
Stephen Carrick
Munira Mackay

City of Vincent Officers

Jay Naidoo (Manager Development & Design)
Mitch Hoad (A/Coordinator Planning Services)

Applicant – Item 3.1

David Workman	EG Funds
Dominic Snellgrove	Cameron Chisholm Nicol Architects
Keat Tan	Cameron Chisholm Nicol Architects
Ryan Darby	RobertsDay
Damien Pericles	Realm Studios

1. Welcome/Declaration of Opening

The Chairperson, Sasha Ivanovich declared the meeting open at 4.00pm

2. Apologies

3. Business

4.00pm–4.10pm – Applicant's Presentation – No DA Lodged




3.1 **Address:** No. 40 Frame Court, Leederville

Proposal: Local Development Plan

Applicant: Roberts Day / Realm Studios

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 2019







Design review comments from 16 October 2019

Design quality evaluation	
	Supported
	Pending further attention
	Not supported
Design Principles	

Principle 1 - Context and character	<p><u>Principle</u> <i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i></p> <ul style="list-style-type: none"> • Good contextual analysis undertaken. • Options including blunt curved edges, rather than radial curved edges, are more reflective of the Leederville character and context. The curved organic tower forms in general are visually much softer than the previous architectural language which is supported. • Opportunities for water integration into the ground plane, such as a water feature or public art component, should be explored to further acknowledge the historical context of the wetlands as per the historical research presented. • Eclectic nature of materials and finishes proposed in the previous scheme's podium elevations has been removed. Need to find a balance in achieving this rich eclectic feel in the new scheme to better reflect the Leederville character.
Principle 2 - Landscape quality	<p><u>Principle</u> <i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i></p> <ul style="list-style-type: none"> • Supportive of landscaping in breakout areas which continues up the development. Soft landscaping is a strong priority for the local community and CoV. Look at additional opportunities to incorporate soft landscaping on the building towers as a strong part of the developments architectural language reflecting the character of the area. • Opportunity for rationalising of the parking layout to remove the need for a boundary wall to the Water Corporation easement should be explored, creating the opportunity for landscaping and additional community spaces.
Principle 3 - Built form and scale	<p><u>Principle</u> <i>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.</i></p> <ul style="list-style-type: none"> • The site can accommodate height and density given its proximity to the train station, the centre of Leederville and its surroundings amongst commercial buildings. • There is significant improvement from previous scheme, as the impact of building height is starting to be mitigated through exploring the two tower options. • Refined architectural treatment to soften both the podium and towers would contribute in reducing the perceived mass and scale of the towers.
Principle 4 - Functionality and build quality	<p><u>Principle</u> <i>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.</i></p> <ul style="list-style-type: none"> • Preference for blunter curved edges on building rather than radial curves which provides better opportunity for functionality. Important for this to be considered in refining the apartment locations and layouts.
Principle 5 - Sustainability	<p><u>Principle</u> <i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i></p> <ul style="list-style-type: none"> • Inclusion of information regarding propose 5 star Greenstar rating is commendable, and if achieved and certified as such will represent a high level of sustainability excellence for the proposed development. In turn it is noted that these sustainability features and strategies will likely exceed many of the sustainability considerations under SPP 7.3 Volume 2 if implemented as proposed. The applicant is also encouraged to pursue Greenstar Performance certification and/or other methodology for reporting on the post-occupancy performance of the development once completed • It is understood the revised two tower design concept is in response to previous DRP comments regarding the form, bulk and scale of the previous single tower design concept. While the two tower concept can help to improve solar access and ventilation to each apartment, it would appear that there is now a greater proportion of apartments that have an easterly or westerly orientation, which is non-optimal for solar passive

	<p>performance. These apartment orientations should also be considered with respect to A4.1.1(a) solar and daylight access under SPP 7.3 Volume 2</p> <ul style="list-style-type: none"> • Sustainability measures including waste management and reuse is a good idea. • As the proposed development is targeting an average 8.0 star NatHERS rating for the dwellings, this may now be more challenging to achieve. There are also other amenity and aesthetic implications - for example, more heavily tinted glazing may be required to reduce solar gain (impacting availability of natural daylight) and/or external vertical screens may be necessary to mitigate the summer morning/afternoon solar radiation. Recommend obtaining preliminary NatHERS ratings for typical apartments to determine if the revised two tower design can still achieve the targeted NatHERS rating without having an adverse impact on the construction specification, amenity and aesthetics of the revised design
Principle 6 - Amenity	<p><u>Principle</u></p> <p><i>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i></p> <ul style="list-style-type: none"> • Light access to central corridor improved in two tower option. • Research suggests interspersing of communal facilities throughout the design to rent tower provides greater amenity for occupants. Opportunities to further spread these out within the tower rather than locating the majority at podium level this would be encouraged. • Southern pocket plaza may be overshadowed by tower structure, reducing the amenity of this space. Consider spaces that can enjoy sun and shade.
Principle 7 - Legibility	<p><u>Principle</u></p> <p><i>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</i></p> <ul style="list-style-type: none"> • Access into building improved through multiple entries, including the shifting of the western entry in greater proximity to the activity from Leederville. • The location of the South East food and beverage outlet could be difficult to access and less visible and viable. • North Eastern carpark edge difficult to manage. Currently a four storey blank wall. Important for this to be a well-defined edge and acknowledge the pedestrian movement. This will increase permeability around the site. Consider construction and floor to floor heights that would allow commercial tenancy uses of these spaces / edge of the building in the future.
Principle 8 - Safety	<p><u>Principle</u></p> <p><i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i></p> <ul style="list-style-type: none"> • Visual connection of communal areas also improved as a result to two tower option. • Safety for western entry could be improved by having commercial uses with greater opening hours to provide additional activation and actual/perceived surveillance.
Principle 9 - Community	<p><u>Principle</u></p> <p><i>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.</i></p> <ul style="list-style-type: none"> • Supportive of social infrastructure within northern and southern plaza which is free for community use. • Consider opportunities for community interaction and uses around the building edge further. • Suggest completely separating the build-to-rent and build-to-sell apartments, rather than mixing the two in the towers with an elevated bridge. • The diagram showing the new injection of housing in the centre of an area dominated by commercial uses is important • The proposal will potentially provide significant affordable housing options through the build to rent tower which is supported.

Principle 10 - Aesthetics	<u>Principle</u>	<i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i>
		<ul style="list-style-type: none"> Public interface has been improved and is a strong focus of the project. Consider orientation of towers so that front tower shields second tower when viewed from centre of Leederville.
<i>Other comments provided by the DRP</i>		
<ul style="list-style-type: none"> Tower Option A1 is the Panel's preferred options from those put forward 		
<i>Other general comments provided by the City</i>		
<ul style="list-style-type: none"> Nil 		

Design review comments from 22 April 2020		
Design quality evaluation		
		<i>Supported</i>
		<i>Pending further attention</i>
		<i>Not supported</i>
		<i>No comment provided</i>
Design Principles		
Principle 1 - Context and character		<i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i>
		<ul style="list-style-type: none"> The design approach contributes towards activating this part of the town centre. Incorporation of the plazas reflect the traditional wetland context Concerns on how the materiality integrates within the Leederville character as outlined within Principle 10 – Aesthetics. The applicant's background context and site analysis for the concept plan provided an excellent understanding and appreciation of the Leederville character, such as it being bohemian, eclectic and colourful, therefore aspects of this supporting work should be included as part of the LDP documentation.
Principle 2 - Landscape quality		<i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i>

	<ul style="list-style-type: none"> • Substantial amount of landscaping in the concept plan provides private amenity and contributes towards the development. Public visibility benefits the public realm as well and softens the development. • Wetland narrative, as part of the landscape/pocket park design is compelling. It draws upon the unique sense of place of the Leederville town centre and its connection to the surrounding wetlands trail. Integration of rain gardens into design of pocket parks is commendable. • Provisions for landscaping requirements should be included in the LDP, to secure the landscaping outcome represented in the concept plan and to ensure that it is delivered as proposed. • Further detailed design development is required that will demonstrate an ongoing viability of the vertical and all other landscape design proposals • Overshadowing of south pocket plaza in winter can be a potential issue, consider further refinement to the design and a distinctive treatment, plant selection and landscape palette when it is likely to be overshadowed and so that it has a distinctly different character and be responsive to overshadowing conditions in different seasons. • It is acknowledged that the detailed design of the podium level is yet to be undertaken. Consider including playgrounds and other facilities for children and/or varying demographic requirements.
Principle 3 - Built form and scale	<p><i>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.</i></p> <ul style="list-style-type: none"> • Comments from the previous DRP meeting have been progressively worked through. The bulk and scale is considered to be appropriate given the town centre context and proximity to public transport • Development typology and splitting a single tall building into two towers with lower and different heights is considered to be a better outcome in relation to form and scale. The illustrations provided indicate the towers will not have an overwhelming effect on the surrounding lower scale immediate neighbourhood • Ground floor design is robust and indicates that it would accommodate a variety of uses. • The curved façade breaks down the mass, and the use of a consistent palette of colours and materials and sections of white framing on the towers create horizontal elements within the overall form. • There is opportunity to further rationalise the parking layout and create additional community spaces and landscaping that could remove the need for a boundary wall to the Water Corporation easement and treat the north-eastern elevation adjacent to Water Corporation site to reduce its visual and massing impact. • Consistency in design quality between all elevations needs to be achieved and incorporated.
Principle 4 - Functionality and build quality	<p><i>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.</i></p> <ul style="list-style-type: none"> • Further explanation of the LDP's objective in activating the edges of the development is required. Consider opportunities for community engagement and interaction between the private interior and public exterior. • Ensure apartments can achieve natural cross ventilation given narrow apartments. The LDP notes a minimum setback between towers of 12m, consider also including an average setback comparable to Design WA requirements.
Principle 5 - Sustainability	<p><i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i></p>

	<ul style="list-style-type: none"> • LDP objective should seek to minimise car use for residents of the development. • Provide a resolution for allocation of visitor car parking, whether allocated to visitors or tenants of commercial uses. • The proposed sustainability features are extensive and commendable. Consider implementing individual water metering for each tenancy/apartment in addition to energy metering. • The additional incorporation of One Planet Living accreditation is commendable, in addition to its inclusion in the LDP. • Consider reviewing the proposed wording in the LDP to consolidate references to sustainable design, and to ensure that official accreditation/registration of the development will occur.
Principle 6 - Amenity	<p><i>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i></p> <ul style="list-style-type: none"> • LDP provision related to screening should be worded as "where necessary", rather than "where possible". • Concept shows a high level of amenity. This outcome needs to be secured through the LDP provisions, particularly with respect to landscaping.
Principle 7 - Legibility	<p><i>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</i></p> <ul style="list-style-type: none"> • Concept shows a high level of legibility. This should be carried through into the LDP provisions.
Principle 8 - Safety	<p><i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i></p> <ul style="list-style-type: none"> • Consider LDP objective related to safety of public spaces and how this can be achieved in respect to lighting and landscaping design.
Principle 9 - Community	<p><i>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.</i></p> <ul style="list-style-type: none"> • Provision of public plazas on private land is commended. Orientation of public spaces to the north and south will encourage their use throughout the year. • Commercial uses on the ground floor will contribute towards activity and interaction.
Principle 10 - Aesthetics	<p><i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i></p> <ul style="list-style-type: none"> • Choice of materials and finishes, their combination and overall façade treatments, particularly within the podium levels, indicate a high visibility and pre-eminence. Consider in further design development, for the development to sit harmoniously in its existing Leederville setting and immediate neighbourhood.
Other DRP Comments	<p><i>Other comments provided by the DRP</i></p> <ul style="list-style-type: none"> • Consider whether landscaping can be included in the proposed road reserve, given the statutory nature of the LDP document. • Ensure LDP provisions retain the desired outcomes, even in the event that the site is on-sold.
Other Comments	<p><i>Other general comments provided by the City</i></p> <ul style="list-style-type: none"> • City will undertake a review of the proposed LDP provisions and provide comment on these in due course.

Conclusion:

The proposal has embraced much of the advice provided in the previous DRP submissions and has advanced to a well-considered outcome in scale and form and sensitivity to its immediate neighbourhood showing a welcome generosity in the provision of public spaces at ground level and landscaping that extends into the upper storeys.

Further design development is encouraged addressing a number of points:

- Provision of recreational spaces for child related activities in the podium level community area
- Consideration of the south facing public spaces and south facing impact on the landscape design
- Further integration of design ideas expressed in façade treatments of the podium in particular

Whilst the extensive use of landscaping at the ground floor and upper storeys is highly commended, a strategy that will clearly demonstrate the long-term viability of the proposal needs to be further demonstrated.

The road reserve boundary of the development offers further opportunity for activation and community interaction - to be explored. Property boundary design solution to the south east adjoining existing development needs to be further illustrated.

More information is called for in the LDP in regard to activation of the projects' (podium) edges, road reserve landscaping, landscape design preservation in intent and maintenance, screening and public safety.

4. Close/Next Meeting

The Chairperson closed the meeting at 6pm



CITY OF VINCENT

MINUTES

COVID-19 Relief and Recovery Committee

7 April 2020

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

7 APRIL 2020

Table of Contents

1	Introduction and Welcome	3
2	Apologies / Members on Approved Leave of Absence	3
3	(A) public question time and receiving of public statements	3
	(B) Response to previous public questions taken on notice	3
4	Declarations of Interest	3
5	Applications for Leave of Absence	3
6	Confirmation of Minutes	3
7	Business Arising	4
7.1	COVID-19 Weekly Update	4
7.2	Review of Guidelines for Electronic Council Proceedings	5
7.3	Implementation Plan Update	6
7.4	Community and Social impact on Sporting Clubs and Associations	7
7.5	Town Team Collaboration & Business Support Update	8
8	General Business	9
9	Next Meeting	9
10	Closure	9

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

7 APRIL 2020

MINUTES OF CITY OF VINCENT
 COVID-19 RELIEF AND RECOVERY COMMITTEE
 E-MEETING, STREAMED LIVE VIA THE CITY'S WEBSITE
[HTTP://WEBCAST.VINCENT.WA.GOV.AU/](http://webcast.vincent.wa.gov.au/)
 ON TUESDAY, 7 APRIL 2020 AT 5.00PM

PRESENT:	Cr Emma Cole	Presiding Member
	Cr Susan Gontaszewski	South Ward
	Cr Alex Castle	North Ward
IN ATTENDANCE:	Cr Joanne Fotakis	North Ward
	Cr Jonathan Hallett	South Ward
	Cr Ashley Wallace	North Ward
	David MacLennan	Chief Executive Officer
	Mark Fallows	Manager Built Environment & Wellbeing
	Vanisha Govender	Executive Manager Financial Services
	Virginia Miltrup	Executive Director Community and Business
	Andrew Murphy	Executive Director Infrastructure and Environment
	Meluka Bancroft	Executive Manager Corporate Strategy & Governance
	Stephanie Smith	Manager Policy & Place
	Wendy Barnard	Council Liaison Officer

1 INTRODUCTION AND WELCOME

The Presiding Member, Emma Cole, declared the meeting open at 5.03pm and read the following Acknowledgement of Country statement:

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

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Nil

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

Nil

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 DECLARATIONS OF INTEREST

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 CONFIRMATION OF MINUTES

Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

7 APRIL 2020

7 BUSINESS ARISING**7.1 COVID-19 WEEKLY UPDATE****Attachments:** Nil**RECOMMENDATION:****That the COVID-19 Relief and Recovery Committee:**

- 1. NOTES the update on the City's actions relating to the COVID-19 pandemic**

COMMITTEE DECISION ITEM 7.1**Moved: Cr Gontaszewski, Seconded: Cr Castle****That the recommendation be adopted.****CARRIED UNANIMOUSLY (3-0)****For:** Mayor Cole, Cr Gontaszewski and Cr Castle**Against:** Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

7 APRIL 2020

7.2 REVIEW OF GUIDELINES FOR ELECTRONIC COUNCIL PROCEEDINGS

Attachments: 1. Electronic Council Proceedings - Guidelines 

RECOMMENDATION:

That the COVID-19 Relief and Recovery Committee:

1. NOTES the Guidelines for Electronic Council Proceedings, at Attachment 1; and
2. REQUESTS the Chief Executive Officer to review and propose amendments to the City's Policy 4.2.3 – '*Council Briefings, Meetings & Forums – Format, Procedure and Maximum Duration*' to allow for electronic Council proceedings.

COMMITTEE DECISION ITEM 7.2Moved: Cr Castle, Seconded: Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)**For:** Mayor Cole, Cr Gontaszewski and Cr Castle**Against:** Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

7 APRIL 2020

7.3 IMPLEMENTATION PLAN UPDATE

Attachments: 1. COVID-19 Relief & Recovery Implementation Plan - Update 7 April 2020 

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee NOTES the updates to the COVID-19 Relief and Recovery Implementation Plan included as Attachment 1.

COMMITTEE DECISION ITEM 7.3

Moved: Cr Castle, Seconded: Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)


For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

7 APRIL 2020

7.4 COMMUNITY AND SOCIAL IMPACT ON SPORTING CLUBS AND ASSOCIATIONS

Attachments: 1. Category 1 & 2 Sporting Clubs and Community Groups Lease Fees 

RECOMMENDATION:

That the COVID-19 Relief and Recovery Committee NOTES the current status and update relating to the community and social impact on sporting clubs and associations.

COMMITTEE DECISION ITEM 7.4

Moved: Cr Gontaszewski, Seconded: Cr Castle

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

7 APRIL 2020

7.5 TOWN TEAM COLLABORATION & BUSINESS SUPPORT UPDATE

Attachments: Nil

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee NOTES the business support measures developed in collaboration with the Town Teams and Town Team Movement.

COMMITTEE DECISION ITEM 7.5

Moved: Cr Castle, Seconded: Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

7 APRIL 2020

8 GENERAL BUSINESS

Nil

9 NEXT MEETING

The next COVID-19 Relief and Recovery Committee meeting will be held on Tuesday, 14 April 2020.

10 CLOSURE

There being no further business the meeting closed at 5.50pm.

These Minutes were confirmed by the COVID-19 Relief and Recovery Committee as a true and accurate record of the COVID-19 Relief and Recovery Committee meeting held on 7 April 2020.



Signed: Mayor Emma Cole

Dated 14 April 2020



CITY OF VINCENT

MINUTES

COVID-19 Relief and Recovery Committee

14 April 2020

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

14 APRIL 2020

Table of Contents

1	Declaration of Opening / Acknowledgement of Country	3
2	Apologies / Members on Leave of Absence	3
3	(A) Public Question Time and Receiving of Public Statements	3
	(B) Response to Previous Public Questions Taken On Notice	3
4	Declarations of Interest	3
5	Applications for Leave of Absence	3
6	Confirmation of Minutes	4
7	Business Arising	5
7.1	COVID-19 Homelessness and Ranger Progress Report	5
7.2	Local Government Responses to COVID-19	6
7.3	COVID-19 Weekly Update	7
7.4	COVID-19 Vulnerable Residents and Community Support Initiatives	8
8	General Business	9
9	Next Meeting	9
10	Closure	9

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

14 APRIL 2020

MINUTES OF CITY OF VINCENT
COVID-19 RELIEF AND RECOVERY COMMITTEE
HELD VIA E-MEETING, STREAMED LIVE VIA THE CITY'S WEBSITE
<http://webcast.vincent.wa.gov.au/>
ON TUESDAY, 14 APRIL 2020 AT 5.00PM

PRESENT:	Mayor Emma Cole Cr Susan Gontaszewski Cr Alex Castle	Presiding Member South Ward North Ward
IN ATTENDANCE:	David MacLennan Andrew Murphy John Corbellini Mark Fallows Meluka Bancroft	Chief Executive Officer Executive Director Infrastructure and Environment Executive Director Strategy and Development Manager Built Environment and Wellbeing Executive Manager Corporate Strategy and Governance
Media:	Nil	
Public:	No members of the public attended.	

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Mayor Emma Cole declared the meeting open at 5.03pm 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 LEAVE OF ABSENCE

Nil

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

No questions or statements were submitted or raised at the meeting.

There being no questions, public question time closed at approximately 5.04pm.

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 DECLARATIONS OF INTEREST

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

14 APRIL 2020

6 CONFIRMATION OF MINUTES

COMMITTEE DECISION

Moved: Cr Castle, Seconded: Cr Gontaszewski

That the minutes of the COVID-19 Relief and Recovery Committee held on 7 April 2020 be confirmed.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

14 APRIL 2020



7 BUSINESS ARISING**7.1 COVID-19 HOMELESSNESS AND RANGER PROGRESS REPORT****Attachments:** Nil**RECOMMENDATION:****That the COVID-19 Relief and Recovery Committee NOTES:**

1. the update on the City's Ranger Services actions relating to the COVID-19 pandemic; and
2. that Administration is monitoring the potential impacts of COVID-19 on homelessness within the City and continues to liaise with key stakeholders and service providers to manage any increase in demand for support.

COMMITTEE DECISION ITEM 7.1**Moved:** Cr Gontaszewski, **Seconded:** Cr Castle**That the recommendation be adopted.****CARRIED UNANIMOUSLY (3-0)****For:** Mayor Cole, Cr Gontaszewski and Cr Castle**Against:** Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES14 APRIL 2020

7.2 LOCAL GOVERNMENT RESPONSES TO COVID-19

- Attachments:
1. COVID-19 Local Government Initiatives 
 2. WALGA COVID-19 Responses Undertaken by Local Governments
Compiled From Survey 

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee NOTES the responses to COVID-19 by other Local Governments in the Perth Metro area as at 6 April 2020 included as Attachment 1.

COMMITTEE DECISION ITEM 7.2

Moved: Cr Castle, Seconded: Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)


For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

14 APRIL 2020

7.3 COVID-19 WEEKLY UPDATE

Attachments: 1. COVID-19 Relief and Recovery Implementation Plan Update 

RECOMMENDATION:

That the COVID-19 Relief and Recovery Committee NOTES the update on the City's actions relating to the COVID-19 pandemic.

COMMITTEE DECISION ITEM 7.3

Moved: Cr Castle, Seconded: Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)



For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

14 APRIL 2020

7.4 COVID-19 VULNERABLE RESIDENTS AND COMMUNITY SUPPORT INITIATIVES

- Attachments:
1. Community Partners - Relief and Recovery COVID-19 Strategy and Implementation Plan 
 2. WALGA COVID-19 Health and Economic Vulnerability Analysis - Vincent 

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee:

1. NOTES the update on the Community Partnerships Relief and Recovery Strategy and Implementation Plan; and
2. ENDORSES the Vincent Community Support Network initiative.

COMMITTEE DECISION ITEM 7.4

Moved: Cr Gontaszewski, Seconded: Cr Castle

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

14 APRIL 2020

8 GENERAL BUSINESS

Nil

9 NEXT MEETING**21 April 2020**

- COVID-19 Weekly update
- Public Health Plan Update in relation to COVID-19 Strategy
- Tenant Rent Abatement Recommendations
- Community Funding – COVID-19 Relief for Seniors and the Vulnerable
- Planning Notice Report

28 April 2020

- COVID-19 Weekly update
- Vincent Community Support Network
- Environmental Health Update
- Update on Services to Seniors

10 CLOSURE

There being no further business, the Presiding Member, Mayor Emma Cole, declared the meeting closed at 5.47pm with the following persons present:

PRESENT:	Mayor Emma Cole Cr Susan Gontaszewski Cr Alex Castle	Presiding Member South Ward North Ward
IN ATTENDANCE:	David MacLennan Andrew Murphy John Corbellini Mark Fallows Meluka Bancroft	Chief Executive Officer Executive Director Infrastructure and Environment Executive Director Strategy and Development Manager Built Environment and Wellbeing Executive Manager Corporate Strategy and Governance

Media: Nil

Public: No members of the public were present

These Minutes were confirmed by the Council as a true and accurate record of the COVID-19 Relief and Recovery Committee Meeting held on 14 April 2020.

Signed: Mayor Emma Cole

Dated 21 April 2020



CITY OF VINCENT

MINUTES

COVID-19 Relief and Recovery Committee

21 April 2020

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Table of Contents

1	Declaration of Opening / Acknowledgement of Country	3
2	Apologies / Members on Leave of Absence	3
3	(A) Public Question Time and Receiving of Public Statements	3
	(B) Response to Previous Public Questions Taken On Notice	4
4	Declarations of Interest	4
5	Applications for Leave of Absence	4
6	Confirmation of Minutes	4
7	Business Arising	5
7.1	COVID-19 Weekly Update	5
7.2	COVID-19 Workforce Report	13
7.3	Rent Abatement and Other Relief Options for City Tenants	16
7.4	Temporary Exemptions within Local Planning Framework	44
7.5	COVID-19 - Public Health Plan - Response and Recovery	63
7.6	Buy Local Procurement Policies	64
8	Announcements by Presiding Member (Without Discussion)	104
9	General Business	104
10	Next Meeting	104
11	Closure	104

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

**MINUTES OF CITY OF VINCENT
COVID-19 RELIEF AND RECOVERY COMMITTEE
HELD VIA E-MEETING, ACCESS AVAILABLE FROM THE CITY'S WEBSITE
HTTP://WEBCAST.VINCENT.WA.GOV.AU/
ON TUESDAY, 21 APRIL 2020 AT 5.00PM**

PRESENT:	Mayor Emma Cole	Presiding Member
	Cr Susan Gontaszewski	South Ward
	Cr Alex Castle	North Ward
IN ATTENDANCE:	David MacLennan	Chief Executive Officer
	John Corbellini	Executive Director Strategy & Development
	Andrew Murphy	Executive Director Infrastructure & Environment
	Meluka Bancroft	Executive Manager Corporate Strategy & Governance
	Mark Fallows	Manager Built Environment and Wellbeing

Public: 3 members of the public.

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Mayor Emma Cole declared the meeting open at 5.03pm 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 LEAVE OF ABSENCE

Nil

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

The following questions and statements were submitted prior to the Meeting and were read out by the Chief Executive Officer. Administrations' responses will be provided in the Agenda for the 28 April 2020 COVID-19 Relief and Recovery Committee Meeting.

3.1 Andrew Main of North Perth

It is quite noticeable in my area that since the requirement for social isolation, there has been an increased number of people walking and riding bikes. I am interested to know what the City is doing to ensure that impediments to walking and cycling are minimised and that there is adequate space for both pedestrians and cyclists to practice social distancing.

The following are issues that I believe that the City could address.

- The practice where footpaths are obstructed by roadworks signage. For example, this was the case on Vincent Street Leederville on 14 April where there were 3 sets of signs placed on the footpath on the northern side, west of Loftus St. This reduced the width of the footpath by 50%. On 2 April, a trailer mounted sign obstructed the whole footpath on the eastern side of Charles Street on the corner of Lawler St North Perth.
- Council street trees or vegetation from private residences that overhang or obstruct the footpath.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES**21 APRIL 2020**

- Vehicles being parked in a manner such that they encroach upon footpaths. This is particularly as issue where perpendicular parking has been constructed by council.
- Vehicles parked on residential verges, meaning that it is not possible for people to walk on the verge to pass people safely. Such as, in instances when people are walking on the footpath toward each other.
- Sand or other debris such as leaves, gumnuts etc, lying on the footpath.
- The prevalence of signposts, or light poles erected in the middle of footpaths, making these tricky to negotiate.
- Shopping trolleys being left on footpaths near shopping centres.

With higher rates of cycling and walking, and low vehicular traffic volume, is the council looking at how road space can be reallocated and set aside for active transport users, as is happening in other cities and countries?

Is the council considering how to make streets safer for active transport users by filtering to reduce rat runners and drivers travelling at high speeds?

There being no further speakers, Public Question Time closed at approximately 5.10pm.

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 DECLARATIONS OF INTEREST

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 CONFIRMATION OF MINUTES**COMMITTEE DECISION**

Moved: Cr Gontaszewski, **Seconded:** Cr Castle

That the minutes of the COVID-19 Relief and Recovery Committee held on 14 April 2020 be confirmed.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

7 BUSINESS ARISING**7.1 COVID-19 WEEKLY UPDATE****Attachments:** 1. COVID-19 Relief and Recovery Implementation Plan Update**RECOMMENDATION:**

That the COVID-19 Relief and Recovery Committee NOTES the update on the City's actions relating to the COVID-19 pandemic.

COMMITTEE DECISION ITEM 7.1**Moved:** Cr Castle, **Seconded:** Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)**For:** Mayor Cole, Cr Gontaszewski and Cr Castle**Against:** Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

COVID-19 Relief and Recovery Implementation Plan

Part 2 – Implementation Plan

2.1. Key Actions

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 1 April 2020	Weekly update 16 April 2020
				Short	Medium	Long			
1. Our Health & Wellbeing	1.1. Facility Plan developed for Beatty Park, Loftus Community Centre and Library and Local History Centre to implement public health directives.	Built Environment & Wellbeing	Beatty Park Library & Local History Centre	•			✓		
	1.2. Communications Plan developed including community messaging through website, social media and display at the City's facilities.	Marketing	Built Environment & Wellbeing	•				Continuing to develop and implement.	Communication plan being prepared. Beatty Park content strategy now launched. Neighbourhood Connection Program communications launched.
	1.3. Maintain customer service support and consider a range of measures to support ongoing community engagement using online and innovative practices.	Built Environment & Wellbeing	Beatty Park Library & Local History Centre Customer Service	•				Considering alternative ways to communicate messages to vulnerable groups.	Under consideration.
	1.4. Consider developing a local campaign for flu season vaccinations.	Built Environment & Wellbeing	Marketing		•			Currently considering opportunities to implement by end of April.	Update to be provided to Committee on 28 April 2020. Local service providers have been contacted. Photography call out to staff who have been getting a Flu jab to prep for video content.
	1.5. Draft Public Health Plan, community education campaign and stakeholder engagement.	Built Environment & Wellbeing	Marketing		•	•		Stakeholder engagement nearing completion. Plan being drafted.	Report prepared for COVID-19 Committee 21 April 2020.
	1.6. Engage with local businesses which support the City's public health (e.g. gyms, yoga), to encourage uptake of physical activity and wellbeing programs by the community.	Built Environment & Wellbeing	Marketing and Partnerships	•	•			Engaging with local businesses has commenced. Physical activity programs to be promoted on the City's website.	Local physical activity businesses are being engaged. Current focus is on Beatty Park activity and fitness program content.
	1.7. Explore new opportunities for delivering fitness programs.	Beatty Park Leisure Centre		•	•			Beatty Park home fitness program available on Instagram.	Additional 300 followers on Socials (excellent feedback received on content). Video fitness content started this week with facility staff as presenters. Les Mills OnDemand 800+ online fitness sessions now available for free to members until end of May 2020.
2. Our Community	2.1. Waive interest on all outstanding rates and a suspension of new debt collection activities.	Finance		•			✓	Penalty interest has been removed for all rate debtors. Have forecasted a loss of income of \$50,000 due to removal of penalty interest. Administration has also terminated any further debt collection processes.	Completed.
	2.2. Refund all cancelled bookings at City-owned properties or facilities.	Community Partnerships	Finance	•			✓	Completed. Administration has now contacted all regular and casual hirers of our community facilities, parks and sportsgrounds who have existing bookings and have continued to provide updates on the social distancing guidelines. Groups have not been penalised with cancellation fees being waived along with refunds for cancelled bookings being processed as a priority.	
	2.3. Consideration of impacts of COVID-19 on City debtors.	Finance		•				Currently considering.	Budget workshop scheduled 21 April 2020.
	2.4. Move to fortnightly payment of creditors.	Finance		•			✓	Completed. First pay run is being made on the 7 April 2020 and thereafter on a fortnightly basis.	

Page 1 of 7

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

COVID-19 Relief and Recovery Implementation Plan

Key Action	Responsible Team	Support Team	Timing			Completed	Status 1 April 2020	Weekly update 16 April 2020
			Short	Medium	Long			
2.5. Budget and financial strategy for 2020/21 to consider a 0% rate and fees and charges increase.	Finance			•			Budget preparation underway.	Budget workshop scheduled 21 April 2020.
2.6. Consider Expression of Interest for disbursement of significant Leederville Gardens trust funds to assist vulnerable residents impacted by COVID-19.	Finance	CEO Office	•				Expressions of interest currently being advertised.	Currently being advertised.
2.7. Expand Vincent Library e-book loans and Books on Wheels service.	Library & Local History Centre		•			✓	Books on Wheels (BoW) Deliveries are occurring with new protocols to accommodate COVID-19 restrictions. e-loans – Purchasing an increased number of items (e-books, audio books, e-magazines & streamed movies) and adding more titles weekly, plus staff are doing reviews of all the items and publishing them online Library team looking at introducing a 'Mystery Bag' of books for families and others not eligible for BoW deliveries.	Completed.
2.8. Promote Meals on Wheels Service.	Customer and Library Services (Community Centre)	Marketing/Community Partnerships	•				Exploring opportunities for increased promotion of the service.	Refer to COVID-19 Relief for seniors and the vulnerable report. Intended to expand this service and offer alternatives to Meals on Wheels. This includes connecting with local restaurants who can supplement this service and retain local employment. We will also look at offering small grants for grocery delivery for people who don't have access to online delivery.
2.9. Explore opportunities to expand online library services.	Library & Local History Centre		•			✓	<ul style="list-style-type: none"> Link from 'Story Box' (Aust wide) where books are being read to children to replace 'Story Time'. Baby Rhyme Time – Young Peoples Librarian filming songs and uploading. Online Lego Club has commenced. Online 'Book Club', tutorials and 'how to' sessions on craft, cooking and gardening tips etc. Looking at school holiday activities online. Investigating expanding access to 'Ancestry' online (Local History Centre). 	Development of virtual library website landing page. Preparing of comms for reopening if status changes. 14/04 commenced #StayAtHome Book Bag service for Vincent residents – Click & Collect type service where library staff select a bag of books/items and customers collect from front door of library.
2.10. Assess further need and support through reprioritisation of services and resources.	Library & Local History Centre		•				Customer and Library Service's team constantly assessing and monitoring services and programs currently offered and potential services/programs that could be offered. Staff are all currently actively engaged and undertaking very worthwhile tasks.	
2.11. Launch buy local campaign to support our small businesses and provide social media support.	Marketing	Policy & Place	•				Campaign developed and launched across all social media channels. So far we have had 82 businesses contact the City via the online form.	142 businesses have registered. Phase 1 of 4 complete. Phase 2 in progress. Report prepared for 21 April 2020 to consider updated purchasing policy promoting Buy Local.

Page 2 of 7

Item 7.1 – Attachment 1

Page 7

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

COVID-19 Relief and Recovery Implementation Plan

Key Action	Responsible Team	Support Team	Timing			Completed	Status 1 April 2020	Weekly update 16 April 2020
			Short	Medium	Long			
2.12. Discuss with local businesses to implement changes to car parking to support take away and home delivery services.	Engineering	Policy & Place	•				The City has not been approached by any traders seeking additional short term parking in the vicinity of their premises. An assessment of parking demand in the Town Centres has shown that parking is generally available due to the significant reduction in vehicular traffic. If we receive such a request we can action as a priority as we have delegated authority to make minor parking changes (under which short term parking would fall) and the appropriate signage in stock.	Minimal demand for parking in town centres since restrictions came into effect.
2.13. Launched online planning applications for lodgement and tracking.	Development & Design	IT	•			✓	Completed. Online lodgement and tracking launched 23 March 2020.	
2.14. Expand Beaufort Street amnesty for change of use planning applications across Vincent.	Policy & Place	Development & Design	•			✓		
2.15. Consider arts industry relief using developer contribution cash-in-lieu funds from Percent for Art fund.	Marketing	Policy & Place Development & Design	•				First meeting held on 6 April 2020. Terms of Reference established and weekly meetings developed. EOI intended to be developed by the end of April 2020.	Draft EOI developed and circulated to working group.
2.16. Consider all waste services with a focus on essential service provision for bin collection. Also green waste, junk verge waste. Liaise with WALGA regarding contingency planning across local government.	Waste		•			✓	<ul style="list-style-type: none"> Bulk verge green waste collections are continuing with anticipated completion date of 17 April 2020. Bulk hard waste – postponed until further notice (Council Decision 31 March 2020). All face-to-face waste education events/ workshops/programs cancelled until further notice. Alternative online options being investigated. In progress of implementing WALGA Mutual Assistance Memorandum of Understanding, for waste collection and transport support services. Waste Recovery Plan will be implemented in the first instance (drivers from Parks and Engineering Operations have been cross trained to provide cover). 	Completed.
2.17. Consider timing of rollout of FOGO.	Waste		•			✓		
2.18. Maintain contact with clubs, community groups and stakeholders who use community facilities and sportsgrounds to assist in reviewing the financial and social impact of closures and cancellations.	Community Partnerships			•			Report presented to the COVID-19 committee on 7 April 2020 providing an update on the funding available to sporting clubs and community groups. Administration is in the process of determining how many clubs, groups and organisations require financial assistance.	Report prepared 21 April 2020 Committee meeting to outline rent subsidies available. Contact is being made on a regular basis with clubs, community groups and stakeholders. The team is in the process of obtaining Health Checks in order to review the financial situation and social impact of closures.
2.19. Maintain contact with local businesses to understand impacts and support local business adaptation to new requirements.	Policy & Place		•				Outcome of meeting with Town-Team and Town-Team Movements reported to Committee 7 April 2020. Business Health Check currently being prepared.	Recommend removal as covered by 2.11.
2.20. Consider sponsorship, grants and relief packages for community groups, sporting clubs and local businesses.	Finance	Policy & Place Community Partnerships		•			Administration is in the process of determining how many clubs, groups and organisations require financial assistance.	Report prepared for 21 April 2020 Committee meeting to outline response for City tenants.
2.21. Consider events and initiatives to assist with economic rebound.	Policy & Place Marketing				•		Activation Plan being considered for inclusion in 20/21 Budget.	Currently being considered.

Page 3 of 7

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 1 April 2020	Weekly update 16 April 2020
				Short	Medium	Long			
	2.22. Create a business data base to share a business e-newsletter. Provide information from reputable sources. Continue to check in with local businesses and conduct health checks to understand support required.	Policy & Place Marketing		•	•	•		Business data base under development. Currently preparing first correspondence. Health check questions developed and tested with a number of local businesses. Currently finalising questions and will then roll out the health checks more broadly.	
	2.23. Advocate for rent relief for businesses affected by restrictions.	Policy & Place		•				Currently reviewing Federal Government announcement and preparing advocacy material. Awaiting announcement from State Government with regards to commercial tenancies.	Report prepared for 21 April 2020 Committee meeting to outline response for City tenants.
	2.24. Consider the use of cash in lieu for parking funds.	Policy & Place		•				Report to be provided to the COVID-19 Committee Meeting in May 2020.	Report to be provided to the COVID-19 Committee Meeting in May 2020.
	2.25. Consider preparing a community benefit incentive based policy position under Design WA.	Policy & Place	Development & Design	•	•	•		Currently scoping.	Under consideration.
	2.26. Consider measures to continue support for homeless community.	Ranger Services	Community Partnerships	•	•	•		Report prepared for 14 April 2020 Committee Meeting with current update.	Ongoing.
	2.27. Monitor public open space to educate community on social distancing measures.	Ranger Services Parks & Urban Green	Built Environment & Wellbeing	•	•	•		Report on Rangers role prepared for 14 April 2020 Committee Meeting with current update. Updates on messaging and approach provided in Weekly Update Report to Committee.	Ongoing.
	2.28. Vincent Community Support Network	Community and Business Services		•	•	•		Commenced work. Report scheduled for 28 April 2020 Committee.	Report scheduled for 28 April 2020 Committee.
	2.29. Maintain online information on health, building and planning requirements for Businesses	Built Environment & Wellbeing, Policy and Design	Marketing, Policy and Place	•					Content being prepared.
3. Our Organisation	3.1. Maintain ability for Council Members, Executive staff and community members to participate in Council Meetings.	Governance		•			✓		
	3.2. Establish a Committee of Council to assisting responding effectively to COVID-19.	Governance		•			✓		
	3.3. Realign and reprioritise services, projects, staff and resources towards relief and recovery. Develop new online community building initiatives.	Office of the CEO		•	•	•		Liaising with Managers to understand service impacts and responses.	Ongoing.
	3.4. Review planned asset maintenance programs to reschedule works to support recovery.	Engineering Parks	Finance	•	•	•		Parks: Initial review completed, all non-essential works have been postponed and will be reviewed weekly or as required. All parks labour hire contractors have now been temporarily dismissed and non-essential contracts temporarily terminated. Parks maintenance teams have been restructured to cover all areas and enable a reduced level of service without compromising the safety of staff or park users.	Review of all programs complete. To be reported to committee 5 May 2020.
	3.5. Review of 2019/20 budget and cash flow for fourth quarter 2019/21 and forecast impacts. Report to Council on these impacts and identify a budget strategy to address these impacts, including redirection of funding to response initiatives.	Finance		•				Currently underway.	Budget workshop scheduled 21 April 2020.

Page 4 of 7

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 1 April 2020	Weekly update 16 April 2020
				Short	Medium	Long			
	3.6. Seek deferral of OAG performance audit of Information Technology.	Governance	ICT	•				Awaiting response.	
	3.7. Transition to remote working for all possible staff. Consider ways to support our workforce during this time including seeking opportunities to reallocate team members to recovery efforts and essential services. Workforce optimisation strategies	Human Resources		•	•	•		Internal redeployment policy circulated and all teams advised to consider if resources required.	Update provided in agenda report 21 April 2020.
	3.8. Consider project readiness for potential State and Federal grant funding and further stimulus packages.	Engineering Policy & Place				•		In conjunction with the Beatty Park Team the Assets Team is currently developing a project plan for a whole of facility asset renewal program should funding become available. It is intended to commence limited works this financial year while the centre is closed. In addition, pending Council approval, plans, specifications and tender documentation will be developed with the aim of undertaking more substantial works in 20/21. Currently preparing framework for CSRRF Grant funding for facilities.	Under consideration.
	3.9. Investigation of rate smoothing payments	Finance		•	•			Commencing.	Update will be provided at budget workshop 21 April 2020.
	3.10. Health, Safety and wellness of organisation	Human Resources		•	•	•			Update provided in agenda report 21 April 2020.

2.2. Directives

The State Government issues directives to the City and across the State under the Emergency Management Act 2005 to respond to the emergency.

Date	Direction	Response
15 March 2020	Declaration of State of Emergency in respect of the pandemic caused by virus COVID-19: https://www.wa.gov.au/sites/default/files/2020-03/Declaration%20of%20State%20of%20Emergency.pdf	• Communication through emergency management networks.
16 March 2020	Declaration of Public Health State of Emergency: https://www.wa.gov.au/sites/default/files/2020-03/Western%20Australia%20Declaration%20of%20Public%20Health%20State%20of%20Emergency.pdf	• City implemented all directives. • City monitoring the situation in the community and liaising with WA Police who hold emergency powers.
20 March 2020	Direction regarding deliveries and waste collection: https://www.digsc.wa.gov.au/docs/default-source/news/public-authorities-delivery-of-goods-and-collection-of-rubbish-and-refuse-directions.pdf	• Consider as part of Item 2.16.

2.3. Announcements

The State and Federal Government, and other agencies and organisations make announcements in relation to COVID-19.

Date	Announcement	Response
12 March 2020 & 22 March 2020	The Federal Government has announced a series of stimulus packages to support the Australian economy as it deals with this challenge: https://treasury.gov.au/coronavirus	• Noted.
13 March 2020	Advice against holding non-essential public gatherings of more than 500 people from 16 March 2020: https://www.pm.gov.au/media/advice-coronavirus	• Outdoor events >500 people cancelled and advertising ceased. • Event stakeholders engaged on this announcement.
16 March 2020	Self-isolation required for all people entering Australia for a period of 14 days: https://www.pm.gov.au/media/coronavirus-measures-endorsed-national-cabinet	• Directive implemented by the City.
16 March 2020	The State Government announced economic response and relief packages to support the Western Australian economy as it deals with the impacts of COVID-19: https://www.mediasstatements.wa.gov.au/Pages/McGowan/2020/03/COVID-19-economic-response-Relief-for-businesses-and-households.aspx	• Noted.
18 March 2020	Non-essential indoor gathering limited to 100 people, social distancing of 1.5metres and hygiene measures required: https://www.pm.gov.au/media/update-coronavirus-measures	• Documented management systems implemented at Beatty Park, Library and other facilities. • Local businesses advised of this announcement.

Page 5 of 7

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
20 March 2020	Four square metre density applied to indoor gatherings: https://www.pm.gov.au/media/update-coronavirus-measures-0 .	<ul style="list-style-type: none"> Local businesses advised of this announcement.
22 March 2020	The following facilities were restricted from opening from midday local time 23 March 2020: <ul style="list-style-type: none"> • Pubs, registered and licenced clubs (excluding bottle shops attached to these venues), hotels (excluding accommodation). • Gyms and indoor sporting venues. • Cinemas, entertainment venues, casinos, and night clubs. • Restaurants and cafes will be restricted to takeaway and/or home delivery. • Religious gatherings, places of worship or funerals (in enclosed spaces and other than very small groups and where the 1 person per 4 square metre rule applies). https://www.pm.gov.au/media/update-coronavirus-measures-220320 .	<ul style="list-style-type: none"> • Beatty Park, Library and other community facilities closed. • Local businesses advised of this announcement. • Monitoring of local businesses implemented by the City.
24 March 2020	Additional prohibited activities and venues to apply from 11.59pm (local time) 25 March 2020, including beauty therapists, health clubs, swimming pools, galleries, and restrictions on weddings, funerals and outdoor bootcamps: https://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020 .	<ul style="list-style-type: none"> • Local businesses advised of this announcement.
29 March 2020	Public gatherings limited to two people, with some exceptions. Playgrounds, skate parks and outdoor gyms to close: https://www.pm.gov.au/media/national-cabinet-statement .	<ul style="list-style-type: none"> • Playgrounds, skate parks and outdoor gym equipment closed. • Public spaces monitored.
30 March 2020	\$130 billion JobKeeper wage subsidy program announced: https://www.pm.gov.au/media/130-billion-jobkeeper-payment-keep-australians-job .	<ul style="list-style-type: none"> • Information reviewed by the City.
31 March 2020	Minister Stephen Dawson (Environment) announced container deposit scheme June 2 launch has been deferred https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Start-of-Containers-for-Change-deferred-due-to-COVID-19.aspx .	<ul style="list-style-type: none"> • Information reviewed by the City.
3 April 2020	National Cabinet agreed that states and territories were best placed to address issues related to the impacts of COVID19 and local governments: https://www.pm.gov.au/media/update-coronavirus-measures-030420 . Minister Rita Saffioti (Planning) announced Planning legislation changes to support COVID-19 response and recovery. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Planning-changes-support-COVID-19-response-and-recovery.aspx .	<ul style="list-style-type: none"> • Noted. Awaiting State response. • Information reviewed by City. Awaiting further announcement of state wide measures to be implemented. • City advocating on support for local governments.
7 April 2020	National Cabinet prepared a mandatory Code of Conduct in relation to Commercial Tenancies that is to be implemented by all States and Territories. https://www.pm.gov.au/sites/default/files/national-cabinet-mandatory-code-of-conduct-sme-commercial-leasing-principles.pdf .	<ul style="list-style-type: none"> • Currently being reviewed to consider implications for Vincent businesses.
9 April 2020	National Cabinet agreed to a nationally consistent approach to hardship support across the essential services (energy, water and rate) for households and small businesses. The Commonwealth is already taking action across the energy and telecommunications sectors to scale-up hardship support provided by those industries. State and territory governments agreed to adopt similar principles for the essential services within their remit, including water utilities and local governments. https://www.pm.gov.au/media/update-coronavirus-measures-3 .	<ul style="list-style-type: none"> • Council at its Special Council Meeting 30 March 2020 agreed to freeze rates for 20/21 Budget year; defer debt recovery.
11 April 2020	Minister Rita Saffioti (Planning) issued exemption notice for local planning approvals to support COVID-19 response https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Minister-issues-exemption-notice-for-local-planning-approvals.aspx .	<ul style="list-style-type: none"> • Report has been prepared for COVID-19 Committee to consider Minister's exemptions and those planning exemptions approved by Council 30 March 2020.
14 April 2020	Hon. Mark McGowan MLA announced introduction of urgent legislation to address commercial and residential tenancies impacted by rental distress due to COVID-19. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/New-laws-to-provide-support-for-commercial-and-residential-tenants-and-landlords.aspx .	<ul style="list-style-type: none"> • The Commercial Tenancies (COVID-19 Response) Bill 2020 will introduce a moratorium on evictions for small commercial tenancies and provide a range of other measures to offer support for tenants in response to COVID-19, including the introduction of a code of conduct for landlords and tenants. • Potential relief for Business tenants across the City.
15 April 2020	Hon. David Templeman (Local Government) announced the Local Government Amendment (COVID-19 Response) Bill 2020 amends the Local Government Act 1995 (the Act) in two key areas: <ul style="list-style-type: none"> • modifications or suspension of legislative provisions; and • local government local laws. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Local-Government-Act-changes-to-support-COVID-19-response.aspx	<ul style="list-style-type: none"> • Under this change, local governments would have the power to remove restrictions and reduce red tape in order to support businesses and households during the current pandemic and consequent recovery. • Awaiting release of information.

Page 6 of 7

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

COVID-19 Relief and Recovery Implementation Plan**2.4. Requests**

The State Government makes requests to Western Australian Local Governments to support recovery from COVID-19.

Date	Request	Response
17 March 2020	Hon. Mark McGowan MLA requested that the local government sector freeze all local government household rates, fees and charges in 2020/21 to ease the financial pressure on households and businesses.	• Consider as part of Action 2.5.
25 March 2020	Hon. Rita Saffioti MLA requested that the local government sector to use discretionary powers and planning processes to both promote development and support businesses and adopt flexible approach to enforcement and compliance actions for servicing supply of supermarkets during this period.	• Consider as part of Action 2.15.

2.5. Suggestions

During this time there are many suggestions and ideas put forward. Below is a summary of new ideas for the COVID-19 Committee to determine if they belong in the implementation table above.

Date	Suggestion	Response
1 April 2020	<p>Suggestions from meeting with Town Teams and Town Team Movement 1 April 2020:</p> <ol style="list-style-type: none"> 1. Create a business data base to share a business e-newsletter. Provide information from reputable sources. Continue to check in with local businesses and conduct health checks to understand support required. 2. Advocate for rent relief for businesses affected by restrictions. 3. Consider the use of percent for art funds for activations once restrictions are lifted. 4. Consider the use of cash in lieu for parking funds. 5. Consider preparing a community benefit incentive based policy position under Design WA. 	<p>Response:</p> <ul style="list-style-type: none"> • Include a new action in the Implementation Table above. • Include a new action in the Implementation Table above. • Consider as part of Action 2.15. • Include a new action in the Implementation Table above. • Include a new action in the Implementation Table above. <p>Completed.</p>

2.6. Development Update

The COVID-19 Committee has a number of decision making abilities delegated from Council. The following table provides an update on development matters relevant to the COVID-19 Committee.

Date	Matter	Response
N/A	N/A	• N/A

2.7. Good News Stories

A place for innovative solutions to be shared.

Date	Story
1 April 2020	Ilka have pivoted their business now designing and making scrubs for medical workers. Link: https://www.facebook.com/watch/?v=687702681996307 .
14 April 2020	RSLWA is encouraging all Aussies to get creative in a show of mateship this ANZAC Day – by standing in quiet contemplation at the end of their driveways, or on their balconies, at 6:00am on 25 April.
15 April 2020	Rangers and Parks staff have been monitoring City reserves and public spaces to ensure social distancing is being maintained. Very few instances of non-compliance.
15 April 2020	Big response to Beatty Park online Home Fitness Program over 2,500 daily views since launched. Increase of 300 followers.

Page 7 of 7

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

7.2 COVID-19 WORKFORCE REPORT

Attachments: 1. City of Vincent - Response to ASU April 2020

RECOMMENDATION:

That the COVID-19 Relief and Recovery Committee NOTES the COVID-19 Workforce Update report.

COMMITTEE DECISION ITEM 7.2

Moved: Cr Castle, Seconded: Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

ENQUIRIES TO: Nathan Stokes
Executive Manager Human Resources
(08) 9273 6029 E: nathan.Stokes@vincent.wa.gov.au
Our Ref: SC3423 D20/66176



15 April 2020

Mr Wayne Wood
ASU WA Branch Secretary
Australian Services Union
102 East Parade
EAST PERTH WA 6004

Dear Wayne,

City's Response: Stand Down of Employees

Thank you for your letter dated 7 April 2020 seeking advice on the staffing measures we have taken in response to COVID-19.

Our priority has been the safety, health and wellbeing of staff and the community while maintaining full delivery of our services.

We aim to maintain permanent staff employment during this time and continue to provide excellence in service delivery for our community.

All administrative and support staff are working from home.

Frontline staff (i.e. Health, Building, Rangers, Waste, Parks, and Engineering) continue to provide full service delivery in compliance with social distancing and health and safety protocols. Some teams like Rangers have already shifted resources from car parking to community safety.

On the 23rd March, the Prime Minister announced that Gyms and Indoor Sporting Venues are to be closed effective immediately. On the same day, the WA Premier announced that Library Centres across the State were to be closed effective 23rd March 2020.

This forced the closure of Beatty Park Leisure Centre and the Library Centre. In response, we made the difficult decision to stand down Beatty Park and Library casual staff members.

Additionally the City stood down a number of permanent part-time staff at Beatty Park within the crèche, administration and gym instruction. A large portion of impacted permanent part-time staff were converted from casual to permanent late 2018 as an initiative to engage staff who work limited hours during the week (i.e. minimum engagement of 2 hours).

The City has introduced the following payment options for employees impacted by COVID-19 who have recently been stood down:

Permanent Staff:

1. Personal leave to be taken in the first instance
2. Additional hours accrued in lieu of overtime or through flexible working arrangements
3. Accrued annual leave or Long Service Leave (LSL) entitlements
4. Once all accrued leave entitlements have been exhausted, up to two weeks annual leave in advance (pro-rata for part-time employees).

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
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COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

- 2 -

Casual Employees:

To support our casual staff members, the City has provided a one off payment of 'special leave' which equates two weeks of pay based on average earnings.

Options for Redeployment:

We have initiated a redeployment plan which will provide additional resources to essential services and operations where required. This will offer work opportunities for permanent employees who have seen a reduction in workload or employees who have been recently stood down. To date, we have had two employees redeployed.

To support the redeployment plan, we will be conducting a skills assessment of permanent staff members to ascertain competency levels. This will help transition employees into other areas of the organisation when required to provide meaningful work and professional development opportunities.

If you wish to discuss the matter further, please contact Nathan Stokes, Executive Manager Human Resources on (08) 9273 6029 or via email at Nathan.Stokes@vincent.wa.gov.au.

Yours sincerely,



David MacLennan
CHIEF EXECUTIVE OFFICER

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COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

7.3 RENT ABATEMENT AND OTHER RELIEF OPTIONS FOR CITY TENANTS

- Attachments:
1. Mandatory Code of Conduct: SME Commercial Leasing Principles
 2. Tenant Rent Abatement Requests Received to Date - Summary
 3. Financial Hardship Application Form
 4. Financial Summary of Rent and Outgoings Waivers and Deferrals for 6 Month Period
 5. Property Management Framework (draft)

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee:

1. NOTES the principles of the National Cabinet Mandatory Code of Conduct: SME Commercial Leasing Principles (Code).
2. APPROVES a minimum level of assistance to be provided to City tenants, in accordance with the principles of the Code, as follows:
 - 2.1 All rent increases (including CPI and market rent reviews) on hold for the duration of the COVID-19 pandemic and a reasonably recovery period, in accordance with principle 13 of the Code;
 - 2.2 Property Management Framework Category 1 and 2 tenants (small community and sporting groups etc.):
 - 2.2.1 all outstanding tenant debts and interest accruing on those debts on hold until 30 September 2020;
 - 2.2.2 6 month rent waiver period (1 April 2020 to 30 September 2020);
 - 2.2.3 unless otherwise agreed by the City, Category 1 tenants will be required to pay the annual Emergency Services Levy and building insurance premiums during the rent waiver period, but payment will be deferred until after 30 September 2020. All other costs associated with the building for Category 1 tenants, including utilities and maintenance costs, are payable by the City pursuant to the draft Property Management Framework;
 - 2.2.4 unless otherwise agreed by the City, Category 2 tenants will be required to pay utilities, rubbish and recycling bin charges, Emergency Services Levy, building insurance premiums and any essential maintenance costs that are the responsibility of the tenant during the rent waiver period; and
 - 2.2.5 Category 1 and 2 tenants will not be required to apply for the assistance set out in 2.2.1, 2.2.2 and 2.2.3 above. Category 1 tenants will need to apply for assistance with paying annual Emergency Services Levy and building insurance premiums. Category 2 tenants will need to apply for assistance with paying costs set out in 2.2.4. These applications will require evidence that these costs are not covered by their insurance and of loss of business/trade, with insurance and financial statements in support;
 - 2.3 Property Management Framework Category 3 tenants (commercial entities, large sporting clubs and associations etc.):
 - 2.3.1 all outstanding tenant debts and interest accruing on those debts on hold until 30 September 2020;
 - 2.3.2 any deferral or waiver on rent payments to be considered on a case-by-case basis for tenants that can demonstrate their business, association or club has experienced a minimum 50% downturn in trade or revenue raising as a result of COVID-19;

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

- 2.3.3 unless otherwise agreed by the City, all other charges including any variable outgoings, utilities, rates and taxes, rubbish and recycling bin charges, Emergency Services Levy, building insurance premiums and any essential maintenance costs that are the tenant's responsibility will remain payable by the tenant during the rent deferral period; and
- 2.3.4 unless otherwise agreed by the City, a repayment plan of a minimum term of 24 months for deferred rent and outstanding debts will be agreed between each tenant and the City (where applicable, taking into account the remaining lease term);
3. APPROVES the Chief Executive Officer considering all tenant requests for further/additional assistance and presenting recommendations to the COVID-19 Relief and Recovery Committee for approval;
4. NOTES the further/additional assistance requested by certain Category 3 tenants, as set out in Attachment 2, and NOTES that those tenants will be required to submit an application for this assistance in the Financial Hardship Application Form at Attachment 3;
5. APPROVES a 3 month licence fee waiver for Kiddies Learning Hub Pty Ltd, from 1 April 2020 to 30 June 2020 (in the amount of \$14,541 including GST), noting that the licence will expire on 30 June 2020, as explained in Attachment 2; and
6. NOTES that a review of the rent waiver and/or deferral period will occur in July 2020, with a recommendation to be presented to the COVID-19 Relief and Recovery Committee prior to September 2020.

COMMITTEE DECISION ITEM 7.3Moved: Cr Gontaszewski, Seconded: Cr Castle

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)**For:** Mayor Cole, Cr Gontaszewski and Cr Castle**Against:** Nil

NATIONAL CABINET MANDATORY CODE OF CONDUCT**SME COMMERCIAL LEASING PRINCIPLES DURING COVID-19****PURPOSE**

The purpose of this Code of Conduct ("the Code") is to impose a set of good faith leasing principles for application to commercial tenancies (including retail, office and industrial) between owners/operators/other landlords and tenants, where the tenant is an eligible business for the purpose of the Commonwealth Government's JobKeeper programme.

These principles will apply to negotiating amendments in good faith to existing leasing arrangements – to aid the management of cashflow for SME tenants and landlords on a proportionate basis – as a result of the impact and commercial disruption caused by the economic impacts of industry and government responses to the declared Coronavirus ("COVID-19") pandemic.

This Code applies to all tenancies that are suffering financial stress or hardship as a result of the COVID-19 pandemic as defined by their eligibility for the Commonwealth Government's JobKeeper programme, with an annual turnover of up to \$50 million (herein referred to as "SME tenants").

The \$50 million annual turnover threshold will be applied in respect of franchises at the franchisee level, and in respect of retail corporate groups at the group level (rather than at the individual retail outlet level).

The Parties to this Code concur that during the COVID-19 pandemic period, as defined by the period during which the JobKeeper programme is operational, the principles of this Code should nevertheless apply in spirit to all leasing arrangements for affected businesses, having fair regard to the size and financial structure of those businesses.

Appendix I gives examples of proportionate solutions that may be agreed under this Code, and forms part of the overall Code.

The Code has been developed to enable both a consistent national approach and timely, efficient application given the rapid and severe commercial impact of official responses to the COVID-19 pandemic.

PARTIES TO THE CODE

The Code will be given effect through relevant state and territory legislation or regulation as appropriate. The Code is not intended to supersede such legislation, but aims to complement it during the COVID-19 crisis period.

OVERARCHING PRINCIPLES

The objective of the Code is to share, in a proportionate, measured manner, the financial risk and cashflow impact during the COVID-19 period, whilst seeking to appropriately balance the interests of tenants and landlords.

It is intended that landlords will agree tailored, bespoke and appropriate temporary arrangements for each SME tenant, taking into account their particular circumstances on a case-by-case basis.

The following overarching principles of this Code will apply in guiding such arrangements:

- Landlords and tenants share a common interest in working together, to ensure business continuity, and to facilitate the resumption of normal trading activities at the end of the COVID-19 pandemic during a reasonable recovery period.
- Landlords and tenants will be required to discuss relevant issues, to negotiate appropriate temporary leasing arrangements, and to work towards achieving mutually satisfactory outcomes.
- Landlords and tenants will negotiate in good faith.
- Landlords and tenants will act in an open, honest and transparent manner, and will each provide sufficient and accurate information within the context of negotiations to achieve outcomes consistent with this Code.
- Any agreed arrangements will take into account the impact of the COVID-19 pandemic on the tenant, with specific regard to its revenue, expenses, and profitability. Such arrangements will be proportionate and appropriate based on the impact of the COVID-19 pandemic plus a reasonable recovery period.
- The Parties will assist each other in their respective dealings with other stakeholders including governments, utility companies, and banks/other financial institutions in order to achieve outcomes consistent with the objectives of this Code.
- All premises are different, as are their commercial arrangements; it is therefore not possible to form a collective industry position. All parties recognise the intended application, legal constraints and spirit of the Competition and Consumer Act 2010.
- The Parties will take into account the fact that the risk of default on commercial leases is ultimately (and already) borne by the landlord. The landlord must not seek to permanently mitigate this risk in negotiating temporary arrangements envisaged under this Code.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

- All leases must be dealt with on a case-by-case basis, considering factors such as whether the SME tenant has suffered financial hardship due to the COVID-19 pandemic; whether the tenant's lease has expired or is soon to expire; and whether the tenant is in administration or receivership.
- Leases have different structures, different periods of tenure, and different mechanisms for determining rent. Leases may already be in arrears. Leases may already have expired and be in "hold-over." These factors should also be taken into account in formulating any temporary arrangements in line with this Code.
- As the objective of this Code is to mitigate the impact of the COVID-19 pandemic on the tenant, due regard should be given to whether the tenant is in administration or receivership, and the application of the Code modified accordingly.

LEASING PRINCIPLES

In negotiating and enacting appropriate temporary arrangements under this Code, the following leasing principles should be applied as soon as practicable on a case-by-case basis:

1. Landlords must not terminate leases due to non-payment of rent during the COVID-19 pandemic period (or reasonable subsequent recovery period).
2. Tenants must remain committed to the terms of their lease, subject to any amendments to their rental agreement negotiated under this Code. Material failure to abide by substantive terms of their lease will forfeit any protections provided to the tenant under this Code.
3. Landlords must offer tenants proportionate reductions in rent payable in the form of waivers and deferrals (as outlined under "definitions," below) of up to 100% of the amount ordinarily payable, on a case-by-case basis, based on the reduction in the tenant's trade during the COVID-19 pandemic period and a subsequent reasonable recovery period.
4. Rental waivers must constitute no less than 50% of the total reduction in rent payable under principle #3 above over the COVID-19 pandemic period and should constitute a greater proportion of the total reduction in rent payable in cases where failure to do so would compromise the tenant's capacity to fulfil their ongoing obligations under the lease agreement. Regard must also be had to the Landlord's financial ability to provide such additional waivers. Tenants may waive the requirement for a 50% minimum waiver by agreement.
5. Payment of rental deferrals by the tenant must be amortised over the balance of the lease term and for a period of no less than 24 months, whichever is the greater, unless otherwise agreed by the parties.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

6. Any reduction in statutory charges (e.g. land tax, council rates) or insurance will be passed on to the tenant in the appropriate proportion applicable under the terms of the lease.

7. A landlord should seek to share any benefit it receives due to deferral of loan payments, provided by a financial institution as part of the Australian Bankers Association's COVID-19 response, or any other case-by-case deferral of loan repayments offered to other Landlords, with the tenant in a proportionate manner.

8. Landlords should where appropriate seek to waive recovery of any other expense (or outgoing payable) by a tenant, under lease terms, during the period the tenant is not able to trade. Landlords reserve the right to reduce services as required in such circumstances.

9. If negotiated arrangements under this Code necessitate repayment, this should occur over an extended period in order to avoid placing an undue financial burden on the tenant. No repayment should commence until the earlier of the COVID-19 pandemic ending (as defined by the Australian Government) or the existing lease expiring, and taking into account a reasonable subsequent recovery period.

10. No fees, interest or other charges should be applied with respect to rent waived in principles #3 and #4 above and no fees, charges nor punitive interest may be charged on deferrals in principles #3, #4 and #5 above.

11. Landlords must not draw on a tenant's security for the non-payment of rent (be this a cash bond, bank guarantee or personal guarantee) during the period of the COVID-19 pandemic and/or a reasonable subsequent recovery period.

12. The tenant should be provided with an opportunity to extend its lease for an equivalent period of the rent waiver and/or deferral period outlined in item #2 above. This is intended to provide the tenant additional time to trade, on existing lease terms, during the recovery period after the COVID-19 pandemic concludes.

13. Landlords agree to a freeze on rent increases (except for retail leases based on turnover rent) for the duration of the COVID-19 pandemic and a reasonable subsequent recovery period, notwithstanding any arrangements between the landlord and the tenant.

14. Landlords may not apply any prohibition on levy any penalties if tenants reduce opening hours or cease to trade due to the COVID-19 pandemic.

BINDING MEDIATION

Where landlords and tenants cannot reach agreement on leasing arrangements (as a direct result of the COVID-19 pandemic), the matter should be referred and subjected (by either party) to applicable state or

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

territory retail/commercial leasing dispute resolution processes for binding mediation, including Small Business Commissioners/Champions/Ombudsmen where applicable.

Landlords and tenants must not use mediation processes to prolong or frustrate the facilitation of amicable resolution outcomes.

DEFINITIONS

The following definitions are provided for reference in the application of this Code.

1. Financial Stress or Hardship: an individual, business or company's inability to generate sufficient revenue as a direct result of the COVID-19 pandemic (including government-mandated trading restrictions) that causes the tenant to be unable to meet its financial and/or contractual (including retail leasing) commitments. SME tenants which are eligible for the federal government's JobKeeper payment are automatically considered to be in financial distress under this Code.
2. Sufficient and accurate information: this includes information generated from an accounting system, and information provided to and/or received from a financial institution, that impacts the timeliness of the Parties making decisions with regard to the financial stress caused as a direct result of the COVID-19 event.
3. Waiver and deferral: any reference to waiver and deferral may also be interpreted to include other forms of agreed variations to existing leases (such as deferral, pausing and/or hibernating the lease), or any other such commercial outcome of agreements reached between the parties. Any amount of reduction provided by a waiver may not be recouped by the Landlord over the term of the lease.
4. Proportionate: the amount of rent relief proportionate to the reduction in trade as a result of the COVID-19 pandemic plus a subsequent reasonable recovery period, consistent with assessments undertaken for eligibility for the Commonwealth's JobKeeper programme.

CODE ADMINISTRATION COMMITTEE

This Code will be supported by state based Industry Code Administration Committees, comprising representatives from relevant industry bodies representing landlord, tenant and SME interests, with an Independent Chair appointed by the relevant State/Territory Government.

Committee members' roles will be to (1) promote awareness of the Code; (2) encourage application of the Code; (3) encourage its application by the broader retail industry; and (4) monitor the operation of the Code.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES21 APRIL 2020

The Committee should meet at least fortnightly, and may communicate and meet via email, telephone calls, or video conferencing.

No formal minutes will be taken; however, the Committee will document key action items and outcomes of each meeting.

The Committee may invite advisers, upon agreement by all Committee members, to assist on specific issues in the course of discharging their obligations under this section.

COMMENCEMENT/EXPIRY

This Code comes into effect in all states and territories from a date following 3 April 2020 (being the date that National Cabinet agreed to a set of principles to guide the Code to govern commercial tenancies as affected by the COVID-19 pandemic) to be defined by each jurisdiction, for the period during which the Commonwealth JobKeeper program remains operational.

APPENDIX I**EXAMPLES OF THE APPLICATION OF THE PRINCIPLE OF PROPORTIONALITY**

The following scenarios are examples only, noting the circumstance of each landlord, SME tenant and lease are different, and are subject to negotiation and agreement in good faith.

Examples of practical variations reflecting the application of the principle of proportionality may include, but are not limited to:

- Qualifying tenants would be provided with cash flow relief in proportion to the loss of turnover they have experienced from the COVID-19 crisis
 - ie. a 60% loss in turnover would result in a guaranteed 60% cash flow relief.
 - At a minimum, half is provided as rent free/rent waiver for the proportion of which the qualifying tenant's revenue has fallen.
 - Up to half could be through a deferral of rent, with this to be recouped over at least 24 months in a manner that is negotiated by the parties
 - So if the tenant's revenue has fallen by 100%, then at least 50% of total cash flow relief is rent free/rent waiver and the remainder is a rent deferral. If the qualifying tenant's revenue has fallen by 30%, then at least 15% of total cash flow relief is rent free/rent waiver and the remainder is rent deferral.
 - Care should be taken to ensure that any repayment of the deferred rent does not compromise the ability of the affected SME tenant to recover from the crisis.
 - The parties would be free to make an alternative commercial arrangement to this formula if that is their wish.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

COVID-19 related rent abatement requests by tenants							
Category 1 and 2 Tenants							
Minimum assistance:	<ul style="list-style-type: none"> Outstanding debts and interest on hold until 30 September 2020; 6 month rent waiver (1 April 2020 to 30 September 2020); and payment of ESL and building insurance premiums will remain payable by Category 1 tenants but payment will be deferred until after 30 September 2020 (by which time support beyond this date would have been reviewed and determined by the City); <p>Note: Category 2 tenants must continue to pay all utilities, ESL, bin charges, building insurance premiums etc. during rent waiver period.</p>						
Additional assistance:	<p>All further/additional assistance (e.g. payment rather than deferral of ESL, building insurance premiums by Category 1 tenants or deferral/payment of other charges such as utilities, ESL, bin charges, building insurance premiums etc. by Category 2 tenants) to Category 1 and 2 tenants will be considered by the City (in its absolute discretion) on a case by case basis taking into account:</p> <ul style="list-style-type: none"> current lease term and premises condition; financial status of tenant; services/community benefit derived from tenant's business; and whether the tenant can co-locate or share alternative premises, <p>Category 1 and 2 tenants must complete an application for assistance due to financial hardship form (including providing relevant supporting documents) in order to be considered for additional assistance.</p>						
Date	Tenant	Property	Lease expiry	Current rent pa	Outstanding debt (if applic.)	Request	Recommendation to the COVID-19 Relief and Recovery Committee
19/3/2020	Floreat Athena Junior Soccer Club	Britannia Reserve Clubrooms, 39 Britannia Road, Leederville	28/02/2020 (holding over)	\$2,041.46 (incl. GST)	TBC	Halt has been placed on all training, matches and all associated football related activities for all levels of football. Request to defer, freeze or assist with outstanding, current and future payments to City	Category 2 tenant - Minimum assistance recommended. Tenant may be considered for additional assistance on application to the City. Tenant to be informed of other funding options (e.g. Lotterywest)
19/3/2020	Perth Junior Soccer Club	Portion of Forrest Park Pavilion, 66 Harold Street, Mt Lawley	31/12/2020 plus a 5 year further term	\$1,913.86 (incl. GST)	TBC	FFA and Football West has suspended all games and training, no trading can occur from premises. Requested cancelling lease payments until activities resumed as normal. Outstanding debts currently owed to City, tenant has requested they either be cancelled or payment postponed.	Category 2 tenant - Minimum assistance recommended. Tenant may be considered for additional assistance on application to the City. Tenant to be informed of other funding options (e.g. Lotterywest)
30/3/2020	Loton Park Tennis Club	Cnr. Bulwer and Lord Streets, Perth	31/10/2020 with 2 x 5 year further terms	\$1,137.80 (incl. GST)		Suspended social play/events etc. Club unlikely to generate any income for next 6 months +. Main concern is maintenance of grass courts and rent payments. Seeking a 6 month suspension of lease payments. Deferring painting obligation under lease (due to occur around 31 Oct 2020).	Category 2 tenant - Minimum assistance recommended. Tenant may be considered for additional assistance on application to the City. Deferral of painting obligation for 2 – 3 years is acceptable subject to tenant exercising option. Tenant to be informed of other funding options (e.g. Lotterywest)
1/4/2020	North Perth Bowling Club	Portion of Woodville Reserve, 10 Farmer Street	31/08/2022	\$3,190.07 (incl. GST)		Requesting assistance with ongoing costs under lease. Assistance with \$1,000 excess for insurance claim from March storms	Category 1 tenant – full assistance recommended. Deferral of excess insurance payment recommended.
Category 3 Tenants							
Minimum assistance:	<p>All Category 3 tenants are required to apply for financial assistance due to hardship in order to be considered for:</p> <ul style="list-style-type: none"> outstanding debts and interest on hold until 30 September 2020 (by which time support beyond this date would have been reviewed and determined by the City); subject to tenant providing evidence of a minimum 50% downturn in revenue/trade, proportionate waiver/deferral on rent during the period that 50% downturn occurs, up to 30 September 2020 (by which time support beyond this date would have been reviewed and determined by the City); and payment plans for deferred rent to be for a minimum of 24 months unless otherwise agreed by the parties. <p>Note: variable outgoing, ESL, bin charges, utilities, rates and taxes etc. remain payable by tenant during this period.</p>						
Additional assistance:	<p>All further/additional assistance (e.g. payment of variable outgoing payments) will be considered by the City (in its absolute discretion) on a case by case basis taking into account:</p> <ul style="list-style-type: none"> current lease term and premises condition; financial status of tenant; services/community benefit derived from tenant's business; and whether the tenant can co-locate or share alternative premises. 						
Date	Tenant	Property	Lease expiry	Current rent pa	Outstanding debt (if applic.)	Request	Recommendation to the COVID-19 Relief and Recovery Committee
19/3/2020	Floreat Athena Soccer Club	Litis Stadium	30/09/2020 – note Council has approved further lease	\$5,500 (excl. GST)	\$1,628.87 water charges due 30/3/2020 \$1620.00 outstanding for pre-season training at Birdwood Square, which occurred prior to the State of Emergency. \$7,863 for sports grounds' hire from 1 June 2020 to 30 September 2020.	Halt has been placed on all training, matches and all associated football related activities for all levels of football. Request to defer, freeze or assist with outstanding, current and future payments to City.	Floreat Athena Soccer Club has two (2) leases. One at Britannia Reserve Club Rooms which is a Category 2 (see above) and this one at Litis Stadium. Outstanding debts and interest on hold until 30 Sept 2020 only. Tenant to submit application for financial assistance. Any rent waiver or other financial assistance to be determined following receipt of completed application.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

19/3/2020	Perth Soccer Club	Dorrien Gardens	31/12/2027 (plus further 10 year term)	\$16,764.00 (incl. GST)	\$1,397.00 Rent due 15/3/2020	FFA and Football West has suspended all games and training, no trading can occur from premises. Requested cancelling lease payments until activities resumed as normal. Outstanding debts currently owed to City, tenant has requested they either be cancelled or payment postponed.	Perth Soccer Club has two (2) leases. One at Forrest Park which is a Category 2 (see above) and this one at Dorien Gardens. Outstanding debts and interest on hold until 30 Sept 2020 only Tenant to submit application for financial assistance. Any rent waiver or other financial assistance to be determined following receipt of completed application.
19/3/2020	Robertson Park Artists Studio	Halvorsen Hall	Expired 28/02/2020 – holding over for 6 months	\$6,095.34 (incl. GST)	-	Loss of revenue due to cancellation of art classes, studio open and exhibitions. Requested rent abatement.	Review of premises condition and risk assessment required. Tenant to submit application for financial assistance. Any rent waiver or other financial assistance to be determined following receipt of completed application.
23/3/2020	Belgravia Leisure	Loftus Centre	31/12/2021	\$156,264.65 (plus GST)	\$13,230.41 Rent \$6,452.38 VOs \$5,412.45 Res. Fund \$23,332 Loan \$3,000.30 Act. VOs due 15/3/2020	Centre has been required to close as a result of Federal Government directives. Belgravia proposed 3 options: 1. City reimburse tenant for payments to permanent staff; 2. City contribute to covering wages of essential staff operations; or 3. no contribution to wages. Plus City to pay all utilities and expenses (phone, internet, software, licences, payroll functions etc.)	Outstanding debts and interest on hold until 30 Sept 2020 only. Jobkeeper subsidy may be accessible by Belgravia. City's priority is to own staff, cannot assist Belgravia with staff wages etc. Tenant to submit application for financial assistance. Any rent waiver or other financial assistance to be determined following receipt of completed application.
24/3/2020	Beatty Park Physio Pty Ltd	Beatty Park – Physio Clinic	Expired 31/05/2019, holding over, new lease in negotiation prior to COVID-19	\$94,197.20 (incl. GST)	-	Putting lease on hold for 6 month period or rent abatement due to significant downturn in customers.	Risk assessment of premises is required to ensure statutory and OSH compliance. Tenant to submit application for financial assistance. Any rent waiver or other financial assistance to be determined following receipt of completed application.
24/3/2020	Swimming WA	Beatty Park – offices	30/06/2021	\$48,294 (incl GST)	-	Requested 6 month 'rent holiday' due to sub-lessees (Triathlon WA and Austswim) not paying rent for sub-leases and swim meets not able to be held by Swimming WA.	Risk assessment of premises is required to ensure statutory and OSH compliance. Tenant to submit application for financial assistance. Any rent waiver or other financial assistance to be determined following receipt of completed application.
25/3/2020	East Perth Football Club	Leederville Oval	31/10/2025	\$8,365.15 (incl. GST)	~\$65,719.09 VOs for 2019/2020 (no instalments paid to date) \$19,398.04 dating from 25/2/2015 to 05/06/2018 for turf costs \$500 insurance excess due 15/3/2020	Request review of VOs and other charges, and review of turf maintenance as no training/games. No capacity to pay charges over next 6 months	City will liaise with contractor regarding potential to reduce turf maintenance costs. Outstanding debts and interest on hold until 30 Sept 2020 only. Tenant to submit application for financial assistance. Any rent waiver or other financial assistance to be determined following receipt of completed application. Note: EPFC owes City significant amount of money dating back to 2015. Assistance in regard to rent payments/hold, therefore, needs to be subject to formal documentation and agreement for a payment plan in regard to the outstanding debt.
25/3/2020	Subiaco Football Club	Leederville Oval	31/10/2025	\$7,854.68 (incl GST)	Remainder of VOs for 2019/2020 year ~\$3,765.20 (not yet outstanding) \$500 insurance excess due 15/3/2020	As above for EPFC	City will liaise with contractor regarding potential to reduce turf maintenance costs. Tenant to submit application for financial assistance. Any rent waiver or other financial assistance to be determined following receipt of completed application.
Date	Tenant	Property	Lease expiry	Current rent pa	Outstanding debt (if applic.)	Request	Recommendation to the COVID-19 Relief and Recovery Committee
26/3/2020	Kiddies Learning Hub	Banks Reserve Pavilion, 60 Joel Terrace, Mt Lawley	Expired 28/6/2019, holding over (Licence)	TBC	-	Currently only getting 4-6 children per day but trying to stay open to support working parents. Under normal circumstances would have around 70 kids per week, currently only receiving around 16. Is rent relief possible given the current situation of having to remain open as mandated by government? Can tenant remain in possession, licence fee free, until 30 June?	Childcare directly affected by government directives/requirements. Monthly licence fee. Tenant was due to vacate premises on 30 April 2020, therefore, no licence fee was expected to be received by the City for the months of May or June. Administration supports the request by the tenant to be allowed to remain in possession of the premises until 30 June 2020 to meet their obligation to the State Government to continue providing this service. No licence fee be payable between 1 April 2020 and 30 June 2020.
08/04/2020	Volleyball WA	180 Charles Street, North Perth	Expired 31/07/2019, holding over	\$11,433.32	-	Request for deferral of pest inspection (as premises is closed). Cannot raise revenue or hold games and offices were closed on 3 April 2020 in accordance with latest government directives. Request for financial assistance.	Administration has agreed to waive payment of pest inspection charge. Tenant to submit application for financial assistance. Any rent waiver or other financial assistance to be determined following receipt of completed application.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020



APPLICATION FORM

TENANT FINANCIAL ASSISTANCE REQUEST - COVID-19 PANDEMIC

The City of Vincent (**City**) will consider all applications by tenants for financial assistance arising as a direct result of the COVID-19 pandemic (**Application**) on a case-by-case basis, in the City's absolute discretion.

Prior to submitting an Application, the City requires tenants to have exhausted all other third-party funding or grant options.

Applications will only be considered if the tenant is a small or medium sized enterprise with an annual turnover of up to \$50million (**SME Tenant**) and the tenant can demonstrate that it is suffering financial stress or hardship as a direct result of the COVID-19 pandemic.

Tenants must complete this Application form and attach copies of all relevant documents to support their Application. The City may choose not to consider incomplete Applications.

TENANT DETAILS	
Tenant name:	
Postal address:	
ABN/ACN:	
ACNC Number (if applicable):	
Contact person:	
Email:	
Phone:	
LEASE DETAILS	
Premises address:	
Premises use: (the primary use for which the Tenant leases the Premises)	
Rent:	\$ per month (including GST)
Variable outgoings:	\$ per month (including GST)
Other lease charges: (if applicable)	\$ per month (including GST)
Lease expiry date: (of current Lease term)	
Remaining option term(s):	

Page 1 of 4

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

**FINANCIAL STRESS/HARDSHIP**

A tenant will be considered as under financial stress or hardship if as a direct result of the COVID-19 pandemic (including government-mandated trading restrictions) it is unable to generate sufficient revenue to meet its financial and/or contractual (including leasing) commitments.

TENANT FINANCIAL STATUS	
Is the tenant a SME Tenant?	<input type="checkbox"/> Yes - provide a statement of tenant's financial position outlining income, expenses, assets and liabilities (preferably audited by an accountant) pre-dating 1 March 2020. <input type="checkbox"/> No - tenant is ineligible for financial assistance from the City.
Is the tenant eligible for Jobkeeper?	<input type="checkbox"/> Yes - provide copy of tenant application for JobKeeper. <input type="checkbox"/> No - confirm why the tenant has not applied for JobKeeper: <hr/> <hr/> <hr/> <hr/> <hr/>
Has the tenant's day-to-day operations been adversely impacted by COVID-19?	<input type="checkbox"/> Yes - provide details of what trade/events/activities the tenant has been forced to cease due to COVID-19: <hr/> <hr/> <hr/> <hr/> <hr/> <input type="checkbox"/> No
Has the tenant suffered a reduction in turnover/income as a result of COVID-19?	<input type="checkbox"/> Yes – confirm the percentage reduction in turnover/income and provide documentation evidencing the reduction in turnover/income. These documents may include: <ul style="list-style-type: none"> - year to date and recent financial year financial statements including profit & loss or income statement; - a report from an accountant with evidence that the tenant has experienced a substantial reduction in its income (due to COVID-19) and, therefore, ability to pay rent; - a summary of major debt obligations and whether any repayment holidays have been offered by the financier; and - any other relevant information evidencing a decline in sales or loss of clients. <input type="checkbox"/> No - tenant is not eligible for financial assistance from the City.

Page 2 of 4

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020



Does the tenant hold business interruption insurance?	<input type="checkbox"/> Yes - provide evidence that the tenant is unable to claim under its insurance policy (e.g. a copy of its policy or confirmation from the insurer). <input type="checkbox"/> No
Has the tenant applied for any 3rd party funding or grants?	<input type="checkbox"/> Yes – provide copies of any applications made for funding/grants and confirm whether these applications were successful or not. <input type="checkbox"/> No – if the tenant is an arts, sports or community group confirm why an application for 3 rd party funding has not occurred: <hr/> <hr/> <hr/> <hr/> <hr/>
Has the tenant received any financial assistance from the City since 1 March 2020?	<input type="checkbox"/> Yes – provide details of the assistance received by the tenant to date: <hr/> <hr/> <hr/> <hr/> <hr/> <input type="checkbox"/> No

CONFIRMATION AND DECLARATION

By the tenant's authorised representative signing this Application, the tenant confirms and acknowledges that:

- (a) the answers and statements provided by the tenant in Application are true and correct as at the date of this Application;
- (b) the documents provided/attached to this Application by the tenant are true and complete copies of the originals; and
- (c) the tenant has not knowingly withheld information which is likely to have an impact on the tenant's Application or the City's consideration of the tenant's Application.

Signed: _____ Dated: _____

Name: _____, authorised representative of the tenant.

Page 3 of 4

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020



CHECKLIST FOR ATTACHMENTS

Statement of tenant's financial position (prior to 1 March 2020):	
<input type="checkbox"/> Yes	<input type="checkbox"/> No (tenant ineligible for financial assistance from the City)
Copy of application for JobKeeper:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Documents evidencing reduction in tenant turnover/income since 1 March 2020:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No (tenant ineligible for financial assistance from the City)
Evidence that tenant cannot claim under its business interruption insurance:	
<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
Copies of applications made for funding/grants and confirmation of whether application(s) was successful:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any other documents to support the tenant's Application, listed below:	
<hr/>	
<hr/>	

Applications can be submitted to: [insert details](#)

Page 4 of 4

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Tenant	Property Management Framework Category	Invoice Type	Amount per Invoice 2020 (Inc GST)	Rent waiver / deferral period - 1 April to 30 Sept 2020
Earlybirds Playgroup	Category 1	Quarterly	260.37	\$520.74
Highgate-Forrest Pk P/Group	Category 1	Quarterly	233.68	\$467.36
Mt Hawthorn Playgroup	Category 1	Monthly	88.25	\$529.50
Mt Hawthorn Toy Library	Category 1	Yearly	184.65	\$92.32
North Perth Playgroup	Category 1	Quarterly	241.87	\$483.74
TOTAL CATEGORY 1				\$2,093.66
The Azzurri Bocce Club	Category 2	Monthly	436.14	\$2,616.84
Floreat Athena Soccer Jnr	Category 2	Monthly	170.12	\$1,020.72
Forrest Park Croquet Club	Category 2	Monthly	95.10	\$570.60
Leederville Cricket Club	Category 2	Monthly	163.37	\$980.22
Loton Park Tennis Club (from 1/11/2015 - 31/10/2020)	Category 2	Monthly	94.81	\$568.86
Modernians Hockey Club	Category 2	Yearly	2,418.82	\$1,209.41
North Perth Cricket Club	Category 2	Yearly	4,861.56	\$2,430.78
North Perth Bowling Club	Category 2	Quarterly	797.51	\$1,595.02
North Perth Tennis Club	Category 2	Monthly	84.34	\$506.04
Perth Junior Soccer Club (Forrest Pk)	Category 2	Quarterly	478.46	\$956.92
Mt Hawthorn Cardinals Jnr	Category 2	Yearly	2,418.82	\$1,209.41
TOTAL CATEGORY 2				\$13,664.82
ASeTTs	Category 3	Quarterly	3,987.69	\$7,975.38
Beatty Park Physiotherapy	Category 3	Monthly	7,849.76	\$47,098.56
Beatty Park Physiotherapy (Contribution to Outgoings)	Category 3	Monthly	1,928.68	\$11,572.08
Belgravia Leisure P/L Loftus Rec Centre. (Lease)	Category 3	Monthly	13,230.41	\$79,382.46
Belgravia Leisure P/L Loftus Rec Centre (Reserve Fund)	Category 3	Monthly	5,412.45	\$32,474.70
Belgravia Leisure P/L Loftus Rec Centre. (Variable Outgoings)	Category 3	Monthly	\$6,452.38	\$38,714.28
The Bethanie Group Inc	Category 3	Quarterly	239.09	\$460.18
East Perth Football Club	Category 3	Monthly	697.09	\$4,182.54
East Perth Football Club (VOs 2019/2020 currently outstanding from 1/7/2019 to 30/6/2020)	Category 3	Monthly	\$5,476.91	\$65,719.09
East Perth Football Club (VOs 2020/2021 from 1/7/2020 - 30/9/2020 estimate only)	Category 3	Monthly	\$6,666.66	\$19,999.99
Floreat Athena Soccer Club	Category 3	Monthly	470.78	\$2,824.68
F Dennis	Category 3	Monthly	507.95	\$3,047.70
Jigsaw Search & Contact Inc	Category 3	Monthly	992.99	\$5,957.94
Kiddies Learning Hub P/L (tenant to vacate 30/6/2020)	Category 3	Monthly	4,847.00	\$14,541.00
Kidz Galore Pty Ltd - LEASE	Category 3	Monthly	2,517.53	\$15,105.18
Kidz Galore Pty Ltd (Car Park Lease)	Category 3	Monthly	214.43	\$1,286.58
Les Lillyman - Ground Use Quarterly charge	Category 3	Quarterly	356.33	\$712.65
Perth Soccer Club (Darrien Garden)	Category 3	Monthly	1,397.00	\$8,382.00
Mt Hawthorn Comm Church	Category 2	Quarterly	443.99	\$887.98
North Metropolitan Tafe				
Memorandum of Understanding (Use of Britannia Reserve)	Category 3	Yearly	1,424.50	\$712.25
Subiaco Football Club	Category 3	Monthly	654.55	\$3,927.30
Subiaco Football Club (VOs 2019/2020 currently outstanding from 1/4/2020 - 30/6/2020)	Category 3	Monthly	\$1,255.07	\$3,765.20
Subiaco Football Club (VOs 2020/2021 from 1/7/2020 - 30/9/2020 estimate only)	Category 3	Monthly	\$6,666.66	\$19,999.99

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Tennis Association of Western Australia (Robertson Park Tennis Centre)	Category 3	Monthly	849.20	\$5,095.20
WA Gymnastics (Rhythmic Gymnastic+Access to Offices Loftus Centre)	Category 3	Monthly	4,057.78	\$24,346.68
WA Gymnastics (Sinking Fund)	Category 3	Monthly	1,014.45	\$6,086.70
WA Gymnastics (Variable Outgoings)	Category 3	Monthly	\$1,611.95	\$9,671.70
WA Swimming Assn	Category 3	Quarterly	13,280.85	\$26,561.70
WA Swimming Assn (contribution to Outgoings commencing from 30/9/2020)	Category 3	Quarterly	\$2,833.25	N/A
WA Volleyball Assn	Category 3	Monthly	961.11	\$5,766.66
TOTAL CATEGORY 3 (MAXIMUM POTENTIAL DEFERRAL/WAIVER)				\$462,075.81



CITY OF VINCENT

PROPERTY MANAGEMENT FRAMEWORK

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

BACKGROUND

A review of the management of City properties was undertaken and a revised and structured leasing and licencing framework (Framework) will be implemented to ensure that the City is meeting the demands and needs of the ever changing community. The Framework is supported by a policy which contains the overarching principles as well as an administrative procedure which details specific lease and licence details and processes. The Framework provides a classification for leases and licences, along with an equitable methodology for calculating annual lease and licence fees.

The City's forty eight (48) properties are leased or licenced to a range of community organisations, sport and recreation clubs or associations, government agencies and commercial entities.

The Framework requires that all community group tenants demonstrate the benefits to the community arising from their use of the property. The Framework also establishes the terms and conditions the City will use as the basis for negotiating all leases and licences whether community, government or commercial.

GUIDING PRINCIPLES - OBJECTIVES

The objectives of the Framework are:

- To meet growing community needs and to maximise community benefit, City owned and managed properties will be prioritised for use where occupancy arrangements include co-location, shared-use and highest community utilisation;

- To meet the Strategic Community Plan's objectives of 'Connected Community' and 'Thriving Places', City owned and managed properties will primarily be available for local not-for-profit organisations, community groups and other community purposes;
- To ensure transparency and equity, all financial and in-kind subsidisation by Council will be recognised where City owned and managed properties are used to meet demonstrated community needs;
- To ensure sustainable City owned and managed properties, effective asset management and demonstrated sound financial management will be prioritised; and
- Where appropriate, specific City owned and managed properties may be identified and made accessible for commercial activities for income generation to support and encourage sustainable City owned asset management.

TYPES OF OCCUPANCY AGREEMENTS

The main types of occupancy agreements include:

- **Lease** – proprietary right to exclusive occupation and use;
- **Licence** – contractual right to non-exclusive occupation and/or use; and
- **Management agreement** – contractual arrangement outlining the terms and conditions associated with usage, as negotiated.

Property hire (regular or occasional use of a property to deliver community based programs, events and activities) is not covered within the Framework as it is dealt with

separately under Policy No. 2.1.7 – parks Reserves and Hall Facilities – Conditions of Hire and Use.

LEASES

A lease creates a proprietary right to exclusive use and occupation of a property for an agreed period, usually in return for rent. The tenant has exclusive use and occupation of the property, although the City may require the tenant to encourage other use and subletting can occur if mutually agreeable.

LICENCES

A licence creates a contractual right to use a property for an agreed purpose for a stated period and can include seasonal licences. It does not confer a right to exclusive possession or occupation of the property. The City's approach in respect to granting a licence is to enable access to property by the broader community outside of the licensee's usage times.

MANAGEMENT AGREEMENT

A management agreement is a contractual arrangement between the City and a property user that outlines the terms and conditions associated with usage. The terms and conditions are not standard and are negotiated between the two parties.



COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

PROPERTY MANAGEMENT RESPONSIBILITIES

ANNUAL TENANCY FEE
METHODOLOGY

The City is committed to providing access to property for the benefit of the Vincent community. The City does not seek to derive profit from leases in categories one (1) or two (2).

The annual fee methodology is based on the Gross Rental Value (GRV) of the property with a subsidisation applied based on a community benefit matrix.

Organisations located in categories three (3) and four (4) are responsible for all costs associated with the property and the charging methodology is based on market valuation with the terms negotiated. Organisations within these categories will not be subject to a Management Agreement.

ANNUAL PROPERTY
MANAGEMENT REPORTING

A report will be submitted to Council annually on organisations with occupancy agreements detailing:

- the occupancy agreement;
- revenue and expenditure; and
- level of subsidisation.

COMMUNITY BENEFIT MATRIX

In order to make City properties accessible and readily available, incentives are available to categories one (1) and two (2).

INCENTIVE FORMULA

The City will credit a tenant's account with the appropriate percentage reduction based on the community benefit matrix.

ELIGIBILITY & APPLICATION

In order for community groups and clubs to be assessed for the community benefit incentive, the tenant must provide the required documentation. Examples of this are annual Community Groups and Sporting Club Health Checks, Profit & Loss Statements, copies of constitutions etc.

CLASSIFICATION OF TENANT

Under this framework, all tenants or prospective tenants of City properties will fall into one of four (4) categories which describe the primary purpose of the tenant.

The categories are:

Category One	Small community groups
Category Two	Sporting clubs and community groups and organisations
Category Three	Commercial entities, State and National clubs, associations and community organisations
Category Four	Government agencies

ATTACHMENTS

Essential term templates

- | | |
|---------------------|-----------------------|
| a. Category One (1) | c. Category Three (3) |
| b. Category Two (2) | d. Category Four (4) |



COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

CATEGORY ONE (1) – SMALL COMMUNITY GROUPS

Eligibility Criteria	
Community Benefit	The service is unique, specific and meets a high level of need, or the service meets identified social/community needs. This type of service would not be provided unless supported by City.
Shared Use	Given the size of the facilities and level of use by the tenant, hiring to the community outside the tenant's agreed usage is not a requirement.
Revenue	The group has limited or no capacity to generate revenue from on-site use or activities and the income of the group is generally restricted to low membership fees.
Membership	Demonstrates minimal membership regime, good governance and facilitates programs and activities that add value to the social and community fabric of the City and are specifically targeted towards local residents.
Operational	Not-for-profit organization, community group or club run solely by volunteers
Organisational Structure	The organisation is locally based, stand alone and not-for-profit. It has a voluntary management committee, comprised mainly of local area representatives
Examples	Examples of community groups within this category are playgroups, toy libraries, community gardens, men's sheds and organisations specifically targeting social isolation.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Management Agreement	X	X	X	X	✓	X	✓	X	X	10% GRV
Licence	✓	✓	✓	✓	✓	X	✓	✓	X	10% GRV
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	10% GRV

A Management Agreement is likely for this category.

CATEGORY TWO (2) – SPORTING CLUBS, COMMUNITY GROUPS AND ORGANISATIONS

Eligibility Criteria	
Community Benefit	The service is unique, specific and meets high a level of need, or the service meets identified social/community needs. This type of service would not be able to be provided unless supported by City.
Shared Use	Given the size of the facilities and level of use by the tenant, hiring to the community outside the tenant's usage times on a fee for service basis (based on the City's Schedule of Fees and Charges for similar properties) is a requirement.
Revenue	The tenant has the capacity to generate revenue from its use of the property (i.e. membership, bar or kitchen facilities) or activities consistent with the organisational purpose of the tenant.
Membership	Demonstrates an affordable membership regime, good governance and facilitates programs and activities that add value to the social and community fabric of the City.
Operational	Not-for-profit organisation, community group or club run by volunteers or paid workers
Organisational Structure	The organisation is a locally based service, outlet or project that is part of a larger not-for-profit organisation. There is limited or no local area representation of the group/organisation.
Examples	Small sporting clubs, community groups, youth & day centres and community centres.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Management Agreement	✓	X	X	✓	✓	X	✓	X	X	✓
Licence	✓	✓	✓	✓	✓	X	✓	✓	✓	✓
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

CATEGORY THREE (3) – COMMERCIAL ENTITIES, STATE AND NATIONAL CLUBS, ASSOCIATIONS AND COMMUNITY ORGANISATIONS

Eligibility Criteria	
Community Benefit	The provision of the service is generally not within the remit of local government and there may not be a direct local community benefit due to the nature of the group or organisation.
Revenue	Does not rely on Council for funding. Generates its own revenue, for example, by collecting membership fees, holding events, allowing venue hire, offering services or products for sale or is externally funded.
Organisational Structure	Includes corporations, incorporated associations, large not-for-profit organisations and private business owners.
Examples	Commercial recreation and leisure centres, for profit day care centres, state-wide or national not-for-profit organisations, medical practitioners, car parking licences, retail shops and office accommodation.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Licence	✓	✓	✓	✓	✓	X	✓	✓	✓	Negotiated
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated by reference to Market Valuation

CATEGORY FOUR (4) – GOVERNMENT AGENCIES

Eligibility Criteria	
Community Benefit	The provision of the service is generally not within the remit of local government and there may not be a direct local community benefit.
Revenue	Receives significant funding from the State Government or organisations other than City.
Organisational Structure	Government department or Government agency operated.
Examples	Kindergartens, child health clinics and government sporting venues.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Licence	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated by reference to Market Valuation



COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

GLOSSARY**PROPRIETARY RIGHT**

A right to use or occupy property which allows exclusion of others from use, alienates other interests and is enforceable against all except those with a better proprietary right.

CAPITAL UPGRADE

Refers to enhancements to the existing facility to provide a higher level of service and/or enhancement which extends the original functionality or space. Capital upgrades extend the asset to cater for growth or additional service levels. Capital upgrades are at the City's sole discretion and must demonstrate an alignment with the City's Strategic Objectives.

CAPITAL RENEWAL

Relates to expenses incurred to restore the original function of the facility by replacing elements that have a life cycle shorter than planned for the entire facility. For example, replacing carpets.

CONTRACTUAL RIGHT

A right arising out of a contractual arrangement, for example the right to non-exclusive use of a property under a Licence or Management Agreement.

GROSS RENTAL VALUE

The Gross Rental Value is an annual rental value for a property determined by the Valuer General once every 3 years in the metropolitan area. This means that properties are valued on their potential rental income rather than their capital value.

EMERGENCY SERVICES LEVY (ESL)

The Emergency Services Levy (ESL) is a Department of Fire & Emergency Services compulsory levy for all buildings, which funds Western

Australia's fire and emergency services, including career fire stations, volunteer fire brigades, State Emergency Service units, the Volunteer Marine Rescue Service and the multi-purpose Volunteer Emergency Service units.

OUTGOINGS

Outgoings are fees or charges associated with the usage of a property. These may include utilities such as water, electricity and gas. Outgoings are charged in addition to Rent, Licence Fees and Rates and Taxes. The City may require Outgoings to be paid by instalments, based on an annual estimated budget for the premises (Variable Outgoings). Outgoings and Variable Outgoings are subject to annual review.

HEALTH CHECK

The Health Check is a document required by all sporting clubs and community groups leasing City of Vincent property each year. It includes information on contact details, committee members, club management, sustainability, membership and financial performance. The Health Check will be provided to tenants each year (generally sent out in the second quarter) and must be completed and returned to the City with the required supporting information within a reasonable time.



COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

ESSENTIAL TERM TEMPLATE – CATEGORY ONE (1) – SMALL COMMUNITY GROUPS

Initial term	5 years
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	<p>PAYMENTS</p> <ul style="list-style-type: none"> Emergency Services Levy (ESL); \$20 million public liability insurance; rent or licence fee; all Outgoings, rates, taxes and insurances associated with the property; pest inspections (including termite inspections) and treatment; rubbish and recycling bin charges; cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing); and building insurance. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; and cleaning (internal and external including carpets annually); <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. <p>CITY ACKNOWLEDGEMENT</p> <ul style="list-style-type: none"> The tenant will acknowledge the City's contribution.
Responsibilities of the City	<p>PAYMENT (FOR MANAGEMENT AGREEMENTS ONLY)</p> <ul style="list-style-type: none"> All Outgoings, rates, taxes and insurances associated with the property; pest inspections (including termite inspections) and treatment; rubbish and recycling bin charges; cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing); and building insurance. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> Re-painting of premises to ensure they remain in good repair; maintenance of roofing, mechanical services and the main structure (unless damage caused by tenant/licensor); and Capital Renewal of existing assets. <p>CAPITAL UPGRADES</p> <ul style="list-style-type: none"> Capital Upgrade and capital expansion of all assets within the leased area at the City's discretion. <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms.
Licence Fee/Rent	10% GRV



COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

ESSENTIAL TERM TEMPLATE – CATEGORY TWO (2) – SPORTING CLUBS AND COMMUNITY GROUPS AND ORGANISATIONS

Initial term	5 years
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	<p>PAYMENTS</p> <ul style="list-style-type: none"> All Outgoings, rates, taxes and insurances; cost of statutory compliance including RCD, smoke alarm, emergency exit and fire hydrant testing (with the exception of groups on a Management Agreement); pest inspections (including termite inspections) and treatment (with the exception of groups on a Management Agreement); rubbish and recycling bin charges; Emergency Services Levy (ESL); building insurance (with the exception of groups on a Licence or Management Agreement); and \$20 million public liability insurance. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps (with the exception of groups on a Management Agreement); re-painting of premises to ensure they remain in good repair; and cleaning (internal and external including carpets annually); <p>CAPITAL UPGRADES</p> <ul style="list-style-type: none"> Capital Upgrade and capital expansion of all assets within the leased or licenced area. <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. <p>CITY ACKNOWLEDGEMENT</p> <ul style="list-style-type: none"> The tenant will acknowledge the City's contribution.
Responsibilities of the City	<p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> Maintenance of roofing, mechanical services and the main structure (unless damage caused by Lessee/ Licensor); and Capital Renewal of existing assets at the City's discretion.
Licence Fee/Rent	10% GRV



COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

ESSENTIAL TERM TEMPLATE – CATEGORY THREE (3) – COMMERCIAL ENTITIES, STATE AND NATIONAL CLUBS, ASSOCIATIONS AND COMMUNITY ORGANISATIONS

Initial term	Up to a maximum of 10 years.
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	<p>UNLESS OTHERWISE AGREED BETWEEN THE PARTIES:</p> <p>PAYMENTS</p> <ul style="list-style-type: none"> All Outgoings, rates and taxes, including rubbish and recycling bin charges; cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing); pest inspections (including termite inspections) and treatment; Emergency Services Levy (ESL); building insurance, premium and excess; and \$20 million public liability insurance. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; re-painting of premises to ensure they remain in good repair; cleaning (internal and external including carpets annually); and line-marking of parking bays in car parks (if applicable). <p>CAPITAL UPGRADES</p> <ul style="list-style-type: none"> Capital Upgrade and capital expansion of all assets within the leased or licenced area; and maintenance of fit-out. <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms.
Responsibilities of the City	<p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> Maintenance of roofing, mechanical services and main structure (unless damage caused by Lessee/Licensor); <p>CAPITAL RENEWAL</p> <ul style="list-style-type: none"> Capital Renewal of existing assets at the City's discretion.
Obligations of Tenant and default provisions	<ul style="list-style-type: none"> The tenant is responsible for paying any Licence Fees/Rent and any other monies owing under the agreement within 14 days of the due date. If the tenant fails to pay an invoice within the 14 day grace period, interest at a prescribed rate (as set by the agreement) will accrue on the outstanding amount until it is paid for in full. Continued failure to pay monies due and owing under the agreement may result in the City terminating the agreement due to the tenant's default. If the tenant disputes any amount due and owing under the agreement, the tenant must notify the City accordingly. In the absence of manifest error, the tenant must pay the outstanding amount on the due date and any dispute about the amount will be resolved with the City following payment.
Licence Fee/Rent	By negotiation and based on current market valuation obtained at the tenant's cost.



COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

ESSENTIAL TERM TEMPLATE – CATEGORY FOUR (4) – GOVERNMENT AGENCIES

Initial term	Up to a maximum of 10 years.
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	<p>UNLESS OTHERWISE AGREED BETWEEN THE PARTIES:</p> <p>PAYMENTS</p> <ul style="list-style-type: none"> All Outgoings, rates and taxes, including rubbish and recycling bin charges; cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing) pest inspections (including termite inspections) and treatment; Emergency Services Levy (ESL); building insurance; and \$20 million public liability insurance. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; re-painting of premises to ensure they remain in good repair; cleaning (internal and external including carpets annually); and line-marking of parking bays in car parks (if applicable). <p>CAPITAL UPGRADES</p> <ul style="list-style-type: none"> Capital Upgrade and capital expansion of all assets within the leased or licenced area; and maintenance of fit-out. <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. <p>CITY ACKNOWLEDGEMENT</p> <ul style="list-style-type: none"> If less than the market rent is being paid by the tenant, the tenant will acknowledge the City's support through signage or other means as agreed by the City.
Obligations of Tenant and default provisions	<ul style="list-style-type: none"> The tenant is responsible for paying any Licence Fees/Rent and any other monies owing under the agreement within 14 days of the due date. If the tenant fails to pay an invoice within the 14 day grace period, interest at a prescribed rate (as set by the agreement) will accrue on the outstanding amount until it is paid for in full. Continued failure to pay monies due and owing under the agreement may result in the City terminating the agreement due to the tenant's default. If the tenant disputes any amount due and owing under the agreement, the tenant must notify the City accordingly. In the absence of manifest error, the tenant must pay the outstanding amount on the due date and any dispute about the amount will be resolved with the City following payment.
Responsibilities of the City	<p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> Maintenance of roofing, mechanical services and main structure (unless damage caused by tenant/licensor). <p>CAPITAL RENEWAL</p> <ul style="list-style-type: none"> Capital Renewal of existing assets at the City's discretion.
Lease Fee/Rent	By negotiation and based on current market valuation obtained at the tenant's cost.



COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

APPENDIX 1

LIST OF PROPERTIES

Property Type	Facility Name
Bowling Club	Portion of 10 Farmer Street, North Perth
Child Health Clinic	244A Vincent Street, Leederville
Child Health Clinic	4 Broome Street, Highgate
Child Health Clinic	84 Harold Street, Highgate
Child Health Clinic	Portion of 99 Loftus Street, Leederville
Child Health Clinic	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road, Mt Hawthorn
Clinic and offices	Portion of Beatty Park Leisure Centre, 220 Vincent Street, North Perth
Community Centre	Portion of 10 Farmer Street, North Perth
Community Centre	62 Frame Court, Leederville
Community Centre	413 Bulwer Street, West Perth
Community Centre	Portion of 99 Loftus Street, Leederville
Community Facility	38 Kalgoorlie Street, Mount Hawthorn
Community Facility	Portion of 176 Fitzgerald Street, Perth
Community Garden	Portion of 10 Farmer Street, North Perth
Croquet Club	66 Harold Street, Mt Lawley
Dental Clinic	31 Sydney Street, North Perth
Kindergarten	45 Richmond Street, Leederville
Men's Shed	Portion of 10 Farmer Street, North Perth
Office	286 Beaufort Street, Perth
Offices	246 Vincent Street, Leederville
Offices	4 View Street, North Perth
Playgroup	15 Haynes Street, North Perth
Playgroup	87 The Boulevard, Mt Hawthorn
Playgroup	Portion of Forrest Park Pavilion, 127 Wright Street, Highgate
Playgroup	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road, Mt Hawthorn
Sporting facilities	180 Charles Street, West Perth
Sporting facilities	Portion of 99 Loftus Street, Leederville
Sporting facilities	39 Britannia Road, Leederville
Sporting facilities	55 Albert Street, North Perth
Sporting facilities	Portion of 244 Vincent Street, Leederville
Sporting facilities	Portion of 244 Vincent Street, Leederville
Sporting facilities	Portion of Forrest Park Pavilion, 127 Wright Street, Highgate
Sporting facilities	41 Britannia Street, Leederville
Sporting facilities	315 Bulwer Street, Perth
Sporting facilities	Portion of 3 Lawley Street, West Perth
Tennis Club	Portion of 176 Fitzgerald Street, Perth
Tennis Club	150 Richmond Street, Leederville
Tennis Club	176 Fitzgerald Street, Perth
Tennis Club	310 Pier Street, Perth
Tennis Club	Portion of 10 Farmer Street, North Perth
Toy Library	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road



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COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES21 APRIL 2020

7.4 TEMPORARY EXEMPTIONS WITHIN LOCAL PLANNING FRAMEWORK

- Attachments:
1. Notice of Exemption
 2. Administration Comment on Exemptions

RECOMMENDATION:

That the COVID-19 Relief and Recovery Committee:

1. NOTES the Notice of Exemption issued by the Minister for Planning on 8 April 2020 (included in Attachment 1) and SUPPORTS the application of these exemptions, in addition to the COVID-19 Relief Measures agreed at the 30 March 2020 Special Council Meeting; and
2. NOTES that the investigation of concerns or complaints received by the City in relation to the matters covered within the Notice of Exemption will be undertaken on a case-by-case basis and having regard to the risk to people and property and the reasonableness of the complaint, before deciding whether to pursue legal proceedings in accordance with the City's Policy No. 4.1.22 – Prosecution and Enforcement.

COMMITTEE DECISION ITEM 7.4

Moved: Cr Gontaszewski, Seconded: Cr Castle

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

*Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015*

**CLAUSE 78H NOTICE OF EXEMPTION
FROM PLANNING REQUIREMENTS
DURING STATE OF EMERGENCY**

Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations) contains deemed provisions which have effect and may be enforced as part of each local planning scheme to which they apply, whether they are prescribed before or after the scheme comes into force. If a Deemed Provision that has effect as part of a local planning scheme is inconsistent with another provision in the scheme, the Deemed Provision prevails and the other is, to the extent of the inconsistency, of no effect.

Part 10B of Schedule 2, made by the *Planning and Amendment (Local Planning Schemes) Amendment Regulations 2020*, enables the Minister for Planning to issue notices exempting the need for compliance with one or more requirements of a local planning scheme.

On 16 March 2020, a State of Emergency Declaration was made in relation to the State of Western Australia. The issue of a notice under clause 78H (1), Schedule 2 of the LPS Regulations (this Notice), is now required for the purpose of facilitating a response to, or recovery from, the emergency occasioned by the COVID-19 pandemic.

Accordingly, I, **Rita Saffioti MLA**, Minister for Planning, pursuant to the powers vested in me under Part 10B, Schedule 2 of the LPS Regulations, HEREBY:

- A. ISSUE an exemption from the planning requirements identified in column 1 of the attached Schedules, for the local planning schemes specified in column 2 of the attached Schedules (to which the Deemed Provisions apply), subject to the conditions specified in column 3 of the attached schedules.
- B. DECLARE that this Notice made will remain in effect until midnight, 1 May 2023. The exemptions detailed in this Notice will expire at midnight 1 May 2023, unless otherwise stated in this Notice.
- C. RECORD that this Notice is signed by me at 5.00 pm upon this 8th day of April 2020



The Hon Rita Saffioti MLA
MINISTER FOR PLANNING

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

SCHEDULES

Column 1 - Requirements	Column 2 - Schemes	Column 3 - Conditions
Schedule 1 – Exemption from requirement to obtain approval		
1.1 Proponents are exempted from the requirement to obtain development approval for the use of, or undertaking of works on, land, where such use or works relate to medical or health related activities associated with a response to the COVID-19 Pandemic.	All local planning schemes.	<p>1. Provided that a Public Authority or local government advises or identifies the medical or health related activities as necessary in response to the COVID-19 Pandemic.</p> <p>2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p>
1.2 Proponents are exempted from the requirement to obtain development approval for the following uses, and temporary works associated with these: <ul style="list-style-type: none"> i. shop; ii. restaurant/café; iii. convenience store (excluding those selling petroleum products); iv. consulting rooms; v. office. 	All local planning schemes.	<p>1. Provided that:</p> <ul style="list-style-type: none"> a) the land to be used is located in a commercial, centre and/or mixed use zone; b) the use is not prohibited by the scheme; c) no new permanent structures are required (with the exception that car parking bays are permitted); d) for shop uses, once the proposed use is in place, the net lettable area for the land use does not exceed 400m²; and e) the land is connected to all reticulated utility services, and does not depend on any onsite effluent disposal. <p>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</p> <p>3. Despite any other condition, this exemption does not apply to a Heritage-Protected Place.</p> <p>4. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p>
1.3 Proponents are exempted from the requirement to obtain	All local planning schemes.	1. Provided that:

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Column 1 - Requirements	Column 2 - Schemes	Column 3 - Conditions
development approval for the following uses, and temporary works associated with these: <ul style="list-style-type: none"> i. industry; ii. industry-light; iii. trade supplies; iv. warehouse/storage; v. transport depot. 		<ul style="list-style-type: none"> a) the land to be used is located in an industrial zone; b) the use is not prohibited by the scheme; c) the land is connected to all reticulated utility services, and does not depend on any onsite effluent disposal; and d) either: <ul style="list-style-type: none"> i. no new permanent structures are required; or ii. any structures required to facilitate the use are deemed temporarily approved for a period of no more than 2 years, from the date the use commences, after which the structures must be removed. <p>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</p> <p>3. Despite any other condition, this exemption does not apply to a Heritage-Protected Place.</p> <p>4. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p>
1.4 Proponents are exempted from the requirement to obtain development approval for the following uses, and temporary works associated with these: <ul style="list-style-type: none"> i. home business; ii. home occupation. 	All local planning schemes.	<p>1. Provided that the land to be used is located in:</p> <ul style="list-style-type: none"> a) a residential zone; or b) where a dwelling, grouped dwelling or multiple dwelling is a permitted use. <p>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</p> <p>3. An exemption under this clause will expire 90 days after the date upon which the State</p>

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Column 1 - Requirements	Column 2 - Schemes	Column 3 - Conditions
		of Emergency Declaration ceases to have effect, or is revoked.
1.5 Proponents are exempted from the requirement to obtain development approval for the following uses, and temporary works associated with these: i. commercial vehicle parking.	All local planning schemes.	1. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken. 2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.
1.6 Proponents are exempted from the requirement to obtain development approval to the use of, or undertaking of works on, land, where such use or works concern temporary workers' accommodation.	All local planning schemes.	1. Provided that the temporary workers' accommodation applies to a workforce necessary for the installation of, or construction of, and maintenance of, essential services such as (but not limited to) power stations, water, desalination plants or sewer treatment facilities. 2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken. 3. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.
Schedule 2 – Exemptions from requirements under a condition of development approval		
2.1 Proponents are exempted from any restriction upon loading or unloading times, related to the delivery of goods and/or petroleum products.	All local planning schemes.	1. Confined to premises with an existing approval, or the benefit of an exemption under this Notice, to sell goods and/or petroleum products. 2. Provided that the proponent notifies the local government within 7 days of commencing use of this exemption. 3. An exemption under this clause will expire 90 days after the date upon which the State

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Column 1 - Requirements	Column 2 - Schemes	Column 3 - Conditions
		of Emergency Declaration ceases to have effect or is revoked.
Schedule 3 – Exemptions relating to non-conforming uses		
3.1 Any approval for a non-conforming use, is exempt from a provision that annuls the approval because of a discontinuance of that non-conforming use.	All local planning schemes.	<p>1. The period during which the State of Emergency is declared shall be excluded from any calculation of the period for which a non-conforming use ceases to exist.</p> <p>2. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>
Schedule 4 – Exemption from requirements re: consultation, advertisement, applications, time limits or forms		
4.1 In relation to making a local planning policy, local governments are exempted from the requirements under cl.4.	All local planning schemes.	<p>1. Provided that:</p> <ul style="list-style-type: none"> a) the policy relates to exemptions from the requirement to obtain approval to a change of use; b) the local government advertises the proposed policy on its website for a minimum of 3 days; and c) publishes the adopted version of the policy on its website. <p>2. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>
4.2 In relation to an approved development application, proponents are exempted from the requirement to substantially commence development.	All local planning schemes.	<p>1. Provided that:</p> <ul style="list-style-type: none"> a) the original deadline for substantial commencement is exempted; and b) a new deadline for substantial commencement is substituted, being the original deadline plus a further period of 2 years. <p>2. The exemption under this clause will only be available for development applications decided on, or before, the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p>

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Column 1 - Requirements	Column 2 - Schemes	Column 3 - Conditions
4.3 In relation to a structure plan under cl.18-cl.20 or activity centre plan under cl.34-cl.36, local governments are exempted from any requirements relating to the manner and timeframe of advertising, consideration or submission.	All local planning schemes.	<p>1. Provided that, in relation to structure plans, the local government:</p> <p>a) advertises the structure plan and accompanying materials on its website for no more than 42 days and installs a sign somewhere prominent on the land to which the said plan applies notifying the public of where the documents are online;</p> <p>b) complies with the requirements of cl.20(1) within 90 days of the latest to occur of cl.20(1)(a) - (c).</p> <p>2. Provided that, in relation to activity centre plans, the local government:</p> <p>a) advertises the activity centre plan and accompanying materials on its website for no more than 42 days and installs a sign somewhere prominent on the land to which the said plan applies notifying the public of where the documents are online;</p> <p>b) complies with the requirements of cl.36(1) within 90 days of the latest of cl.36(1)(a) - (c).</p> <p>3. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>
4.4 Local governments exempted from the requirements under the Deemed Provisions to make any documents, whatsoever, available for public inspection at a local government's offices.	All local planning schemes.	<p>1. Provided that the documents are published for public inspection on the local government website.</p> <p>2. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>
Schedule 5 – Exemptions from other requirements		
5.1 Where premises are approved for use, or in relation to any application for development approval,	All local planning schemes.	<p>1. Provided that this exemption only applies to:</p> <p>a) non-residential development; and</p>

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Column 1 - Requirements	Column 2 - Schemes	Column 3 - Conditions
proponents are exempted from a requirement to provide car parking facilities.		<p>b) where the proponent provides less than the number of parking bays required for the use in question, and the shortfall is 10 parking bays or less.</p> <p>2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>
5.2 In relation to an approved development application, proponents are exempted from the requirement to provide cash-in lieu payments, as an alternative to providing car parking facilities.	All local planning schemes.	<p>1. Provided that this exemption only applies to non-residential development.</p> <p>2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>
Schedule 6 – Exemptions of a type that may fall within multiple categories		
<p>6.1 Where premises are approved for use as an hotel, tavern, restaurant/café or other similar venue, proponents are exempted from:</p> <ul style="list-style-type: none"> i. any condition of approval, or designation in the approved use, requiring the food prepared at the premises to be consumed on the premises; ii. any requirement to obtain approval for food to be prepared for consumption off premises; iii. any requirement to obtain approval to minor, temporary, works that are necessary to adapt existing premises to use the exemption contemplated under (i) or (ii) above; 	All local planning schemes.	<p>1. Provided that no new permanent structures are required (with the exception that car parking bays are permitted).</p> <p>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</p> <p>3. In relation to signage, provided the signage</p> <ul style="list-style-type: none"> a) is not installed in a residential zone; b) relates only to the business conducted on the premises; and c) does not contain any illumination, animation, movement, reflective, retro-reflective or fluorescent materials in its design structure. <p>4. Despite any other condition, this exemption does not apply to a Heritage-Protected Place where works are required.</p> <p>5. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Column 1 - Requirements	Column 2 - Schemes	Column 3 - Conditions
iv. any requirement to obtain approval to signage of uses now permitted by virtue of this exemption.		
6.2 Proponents are exempted from the requirement to obtain approval to changes to existing approved signage.	All local planning schemes.	<p>1. Provided that:</p> <p>a) such signage is not installed in a residential zone;</p> <p>b) relates only to the business conducted on the premises; and</p> <p>c) the changes do not:</p> <p>i. alter the size of the approved sign; or</p> <p>ii. contain any illumination, animation, movement, reflective, retro-reflective or fluorescent materials in its design structure.</p> <p>2. Despite any other condition, this exemption does not apply to a Heritage-Protected Place where works are required.</p> <p>3. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>
6.3 Exemption from any requirement under a scheme that would ordinarily apply to development required to implement a direction or authorisation issued under the <i>Emergency Management Act 2005</i> or the <i>Public Health Act 2016</i>	All local planning schemes.	<p>1. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>

Interpretation and Guidance notes

1. In this Notice a generous, broad interpretation is to be given to terms.
2. "Deemed Provisions" means Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

3. The term “all local planning schemes” relates to those schemes to which the Deemed Provisions apply.
4. The term “proponent” should be interpreted broadly and includes any owner or occupier of land, and also includes any applicant or agent acting on their behalf.
5. Unless otherwise stated, a reference to a clause in this Notice is to a clause in the Deemed Provisions.
6. “Approved development application” is a term intended to cover applications for which approval is granted, whether that is granted before or after the commencement of this Notice.
7. “DAP” means Development Assessment Panel.
8. Heritage-Protected Place means a place that is —
 - a) entered in the State Register of Heritage Places under the *Heritage Act 2018* section 42; or
 - b) the subject of an order under the *Heritage Act 2018* Part 4; or
 - c) the subject of a heritage agreement that has been certified under the *Heritage Act 2018* section 90; or
 - d) included on a heritage list prepared in accordance with a Scheme; or
 - e) within an area designated under a Scheme as a heritage area.
9. “State of Emergency Declaration” means the State of Emergency declared by the Minister for Emergency Services, as effective from 12am, 16 March 2020. This was made under s56 of the *Emergency Management Act 2005*.
 - a) When the State of Emergency Declaration is no longer required, the declaration will expire on either:
 - i. a date specified in a notice issued under s58 of the *Emergency Management Act 2005*, by the Minister for Emergency Services; or
 - ii. a date specified in a revocation notice issued by the said Minister.
 - b) Information relating to this will be available on websites such as:
<https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-state-of-emergency-declarations>
10. “Public Authority” has the same definition as “public authority” in section 4, *Planning and Development Act 2005*.
11. For the avoidance of doubt, this Notice provides **temporary** exemptions from planning requirements. Consistent with clause 78J (2) of the Deemed Provisions, this Notice cannot provide a permanent exemption from a planning requirement under a scheme.
 - a) For example, the exemption in clause 5.2 of this Notice, from paying a cash in lieu requirement, is not a permanent waiver of the requirement. This exemption, like all others, expires at the conclusion of the timeframe specified for the exemption. Upon

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

that expiry, payment must be made. Nothing in this clause prevents a proponent from exercising its rights of review in relation to cash in lieu conditions.

12. An exemption provided for under this Notice only relates to planning requirements applicable pursuant to a local planning scheme (including under the Deemed Provisions), and does not exempt any other requirement that might apply under any other law. For example, a proponent seeking to rely upon an exemption set out in this Notice may still require approvals under health, building, environment, liquor licencing and other statutory requirements.
13. In interpreting both this Notice and different local planning schemes to which this Notice applies, including but not limited to land use terms and zoning classification descriptions, words can express the same idea in a different form of words and ideas are not to be taken as different just because different forms of words were used. For example, a reference to a "residential" zone and uses includes all such zones and uses substantively of this type or genus, whatever nomenclature is used by a local government in their particular local planning scheme.
14. In clause 1.3 provision is made for temporary approval of 2 years to any structures required to facilitate the uses listed in 1.3. There is no need to remove such structures if, before the 2 year period expires, development approval is granted to those structures.
15. To avoid any doubt, the exemption in clause 3.1 operates to "stop the clock" on the period of discontinuance for a non-conforming use, which is usually 6 months or other longer period approved by the local government, and will be paused for such time as the State of Emergency Declaration is in force.
16. An exemption relied upon by a local government or proponent under this Notice does not preclude a local government or proponent from relying upon any other exemption, if applicable, including but not limited to cl.61 of the Deemed Provisions.
17. An exemption under this Notice is a discretionary right afforded to the person designated in the Notice – it is not an obligation imposed on that person. A local government afforded an exemption under this Notice may exercise their discretion not to rely upon that exemption. A proponent afforded an exemption under this Notice may likewise exercise their discretion not to rely upon that exemption.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Administration's Comments on Exemptions:

Exemption	Condition of Exemption	Administration Comment
Requirement for Development Approval		
1.1 Proponents are exempted from the requirement to obtain development approval for the use of, or undertaking of works on land, where such use or works relate to medical or health related activities associated with a response to the COVID-19 Pandemic.	<ol style="list-style-type: none"> Provided that a Public Authority of local government advises or identifies the medical or health related activities as necessary in response to the COVID-19 Pandemic. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked. 	<p>Council's resolution of 30 March 2020 exempted the need for change of use applications for medical and health related services in all zones except the Residential zone. The Notice of Exemption expands on this to apply to all zones, and also exempts the works component from requiring approval.</p> <p>Administration will keep a register of exemptions and will follow up on any matters which will expire once the Notice of Exemption ceases.</p>
1.2 Proponents are exempted from the requirement to obtain development approval for the following uses, and temporary works associated with these: <ol style="list-style-type: none"> shop; restaurant/café; convenience store (excluding those selling petroleum products); consulting rooms; office. 	<ol style="list-style-type: none"> Provided that: <ol style="list-style-type: none"> the land to be used is located in a commercial, centre and/or mixed-use zone; the use is not prohibited by the scheme; no new permanent structures are required (with the exception that car parking bays are permitted); for shop uses, once the proposed use is in place, the net lettable area for the land use does not exceed 400m²; and the land is connected to all reticulated utility services, and does not depend on any onsite effluent disposal. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken. Despite any other condition, this exemption does not apply to a Heritage-Protected Place. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked. 	<p>Council's resolution of 30 March 2020 exempted the need for change of use applications for all permissible uses within all zones with the exception of the Residential zone, provided they are not Heritage Listed. The Notice of Exemption expands on this to also apply to temporary works components for the specified uses.</p> <p>Administration will keep a register of exemptions and will follow up on any matters which will expire once the Notice of Exemption ceases.</p>

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Administration's Comments on Exemptions:

Exemption	Condition of Exemption	Administration Comment
1.3 Proponents are exempted from the requirement to obtain development approval for the following uses, and temporary works associated with these: i. industry; ii. industry-light; iii. trade supplies; iv. warehouse/storage; v. transport depot.	<p>1. Provided that:</p> <ul style="list-style-type: none"> a) the land to be used is located in an industrial zone; b) the use is not prohibited by the scheme; c) the land is connected to all reticulated utility services, and does not depend on any onsite effluent disposal; and d) either: <ul style="list-style-type: none"> i. no new permanent structures are required; or ii. any structures required to facilitate the use are deemed temporarily approved for a period of no more than 2 years, from the date the use commences, after which the structures must be removed. <p>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</p> <p>3. Despite any other condition, this exemption does not apply to a Heritage-Protected Place.</p> <p>4. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p>	<p>This exemption is not applicable as the City does not have any industrial zoned land under LPS2.</p> <p>Administration will keep a register of exemptions and will follow up on any matters which will expire once the Notice of Exemption ceases.</p>
1.4 Proponents are exempted from the requirement to obtain development approval for the following uses, and temporary works associated with these: i. home business; ii. home occupation.	<p>1. Provided that the land to be used is located in:</p> <ul style="list-style-type: none"> a) a residential zone; or b) where a dwelling, grouped dwelling or multiple dwelling is a permitted use. <p>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</p>	<p>The City currently requires development approval for Home Businesses within the Residential zone. The Notice of Exemption exempts this use from requiring development approval. Home Occupations are currently exempt from requiring development approval where they satisfy the criteria of LPS2 in accordance with the City's Policy No. 7.5.9 – Home Business, Home Occupation and Home Office and Home Store.</p>

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Administration's Comments on Exemptions:

Exemption	Condition of Exemption	Administration Comment
	3. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.	<p>The Notice of Exemption provides greater flexibility for businesses, services and professions to take place from homes in response to the social distancing and self-isolation requirements. The Home Business use is permissible within the Residential zone under LPS2, and is appropriate within this context. Complaints received in relation to concerns with the operation of the use in respect to nuisance and amenity will be addressed by Administration on a case-by-case basis and the reasonableness of the complaints, in accordance with the City's Policy No. 4.1.22 – Prosecutions and Enforcement (Enforcement Policy).</p> <p>Administration will keep a register of exemptions and will follow up on any matters which will expire once the Notice of Exemption ceases.</p>
1.5 Proponents are exempted from the requirement to obtain development approval for the following uses, and temporary works associated with these: i. commercial vehicle parking.	<p>1. Provided that the proponent notify the local government within 7 days of commencing the use, that the use is being undertaken.</p> <p>2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p>	<p>The City currently requires development approval for Commercial Vehicle Parking as this is a use not listed in the zoning table of LPS2. The Notice of Exemption exempts this use from requiring development approval.</p> <p>A commercial vehicle is defined under LPS2 as a vehicle which is greater than 4.5 tonnes and generally includes vans, trucks, buses and earthmoving equipment.</p> <p>The City has historically received few development applications for commercial vehicle parking. Administration notes that should proponents take advantage of this exemption it may lead to a greater number of enquiries and complaints from neighbours as a result of potential visual amenity concerns.</p> <p>Administration will keep a register of exemptions and will follow up on any matters which will expire once the Notice of Exemption ceases.</p>

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Administration's Comments on Exemptions:

Exemption	Condition of Exemption	Administration Comment
1.6 Proponents are exempted from the requirement to obtain development approval to the use of, or undertaking of works on, land, where such use or works concern temporary workers' accommodation.	<ol style="list-style-type: none"> 1. Provided that the temporary workers' accommodation applies to a workforce necessary for the installation of, or construction of, and maintenance of, essential services such as (but not limited to) power stations, water, desalination plants or sewer treatment facilities. 2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken. 3. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked. 	<p>It is unlikely that these sorts of uses would be proposed given the City's context. Notwithstanding the City would currently require development approval for these uses as they are not listed in the zoning table of LPS2.</p> <p>Administration was granted the ability to determine unlisted use applications under delegated authority in Council's resolution of 30 March 2020. The Notice of Exemption exempts these uses from requiring development approval.</p> <p>Administration will keep a register of exemptions and will follow up on any matters which will expire once the Notice of Exemption ceases.</p>
Exemptions for Requirements under a Condition of Development Approval		
2.1 Proponents are exempted from any restriction upon loading or unloading times, related to the delivery of goods and/or petroleum products.	2.1 Proponents are exempted from any restriction upon loading or unloading times, related to the delivery of goods and/or petroleum products.	<p>Council's resolution of 30 March 2020 approved a range of relief measures which included an amnesty on delivery and operating hour's requirements of existing development approvals.</p> <p>Administration will keep a register of exemptions and will follow up on any matters which will expire once the Notice of Exemption ceases. Any complaints received in respect to amenity or nuisance concerns from operating hours will be investigated on a case-by-case basis in accordance with the City's Enforcement Policy.</p>
Exemptions Relating to Non-Conforming Uses		
3.1 Any approval for a non-conforming use, is exempt from a provision that annuls the approval because of a discontinuance of that non-conforming use.	<ol style="list-style-type: none"> 1. The period during which the State of Emergency is declared shall be excluded from any calculation of the period for which a non-conforming use ceases to exist. 2. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked. 	Noted. The period of the State of Emergency will not be included for the purposes of the calculating the non-conforming use period.
Exemption from Other Requirements (i.e. Consultation, Advertisement, Applications, Time Limits or Forms)		

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Administration's Comments on Exemptions:

Exemption	Condition of Exemption	Administration Comment
4.1 In relation to making a local planning policy, local governments are exempted from the requirements under cl.4.	<ol style="list-style-type: none"> Provided that: <ol style="list-style-type: none"> the policy relates to exemptions from the requirement to obtain approval to a change of use; the local government advertises the proposed policy on its website for a minimum of 3 days; and publishes the adopted version of the policy on its website. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked. 	Administration is not currently preparing any local planning policies that should be exempt from requiring public consultation. The local planning policies that the City is currently preparing will be undertaken in accordance with the standard process. If an emergency local planning policy is required to be prepared, the advertising requirements of that policy shall be determined at the time of preparation.
4.2 In relation to an approved development application, proponents are exempted from the requirement to substantially commence development.	<ol style="list-style-type: none"> Provided that: <ol style="list-style-type: none"> the original deadline for substantial commencement is exempted; and a new deadline for substantial commencement is substituted, being the original deadline plus a further period of 2 years. The exemption under this clause will only be available for development applications decided on, or before, the date upon which the State of Emergency Declaration ceases to have effect, or is revoked. 	This exemption applies to proposals approved prior to the State of Emergency, provided that the approval has not lapsed prior to this date. Administration has been liaising with applicants on current development applications to confirm whether a period of greater than two years to substantially commence is required.
4.3 In relation to a structure plan under cl.18-cl.20 or activity centre plan under cl.34-cl.36, local governments are exempted from any requirements relating to the manner and timeframe of advertising, consideration or submission.	<ol style="list-style-type: none"> Provided that, in relation to structure plans, the local government: <ol style="list-style-type: none"> advertises the structure plan and accompanying materials on its website for no more than 42 days and installs a sign somewhere prominent on the land to which the said plan applies notifying the public of where the documents are online; complies with the requirements of cl.20(1) within 90 days of the latest to occur of cl.20(1)(a) - (c). 	Administration is not currently proposing any structure plans that should be exempt from the requirement to advertise. The structure plan that Administration is currently preparing should be undertaken in accordance with the standard process.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Administration's Comments on Exemptions:

Exemption	Condition of Exemption	Administration Comment
	<p>2. Provided that, in relation to activity centre plans, the local government:</p> <p>a) advertises the activity centre plan and accompanying materials on its website for no more than 42 days and installs a sign somewhere prominent on the land to which the said plan applies notifying the public of where the documents are online;</p> <p>b) complies with the requirements of cl.36(1) within 90 days of the latest of cl.36(1)(a) - (c).</p> <p>3. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>	
4.4 Local governments exempted from the requirements under the Deemed Provisions to make any documents, whatsoever, available for public inspection at a local government's offices.	<p>1. Provided that the documents are published for public inspection on the local government website.</p> <p>2. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>	Advertising documents for proposals are currently made available on the City's website for the duration of the consultation period, in addition to being able to be viewed at the Administration Building.
Exemptions from Other Requirements		
5.1 Where premises are approved for use, or in relation to any application for development approval, proponents are exempted from a requirement to provide car parking facilities.	<p>1. Provided that this exemption only applies to:</p> <p>a) non-residential development; and</p> <p>b) where the proponent provides less than the number of parking bays required for the use in question, and the shortfall is 10 parking bays or less.</p> <p>2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>	<p>The City's Policy No. 7.7.1 – Non-Residential Development Parking Requirements (Parking Policy) outlines parking standards applicable to non-residential uses, and provides applicants with the option to provide a Parking Management Plan to justify a shortfall in parking, or to pay a cash-in-lieu contribution of \$5,400 per parking bay equivalent to the shortfall.</p> <p>Administration notes that development applications which propose a shortfall of 10 bays or less, would not be required to be supported by a Parking Management Plan, or provide a cash-in-lieu payment for this shortfall. These applications would also not be advertised for community consultation in this respect as a shortfall of 10 bays or less is deemed acceptable.</p>
5.2 In relation to an approved development application, proponents are exempted from the requirement to provide cash-in lieu payments, as an alternative to providing car parking facilities.	<p>1. Provided that this exemption only applies to non-residential development.</p> <p>2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>	<p>This exemption from parking requirements is temporary only and should any uses commence during the exemption period with a parking shortfall that wish to continue in perpetuity following the conclusion of this period, development approval would need to be obtained within 90 days.</p>

D20/67850, D20/67903 (SC2583-02)

Page 6 of 8

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Administration's Comments on Exemptions:

Exemption	Condition of Exemption	Administration Comment
		<p>This may lead to Administration receiving increased enquiries and complaints from neighbouring properties in relation to the availability or adequacy of on-site parking. It is also noted that the exemption does not differentiate between zones and applies to non-residential development. This could have a greater impact in Residential zones where non-residential uses are operating. Complaints received in relation to concerns with the operation of the use in respect to nuisance and amenity will be addressed by Administration on a case-by-case basis and the reasonableness of the complaints, in accordance with the City's Enforcement Policy.</p> <p>For existing development approvals which include a condition for a cash-in-lieu contribution, these payments would not be required to be made until 90 days after the State of Emergency has been lifted or the Notice of Exemption revoked. Administration notes that this would have a financial impact on the City as a result of not receiving these payments during the exemption period.</p>
Exemptions That May Fall Under Multiple Categories		
<p>6.1 Where premises are approved for use as an hotel, tavern, restaurant/café or other similar venue, proponents are exempted from:</p> <ul style="list-style-type: none"> i. any condition of approval, or designation in the approved use, requiring the food prepared at the premises to be consumed on the premises; ii. any requirement to obtain approval for food to be prepared for consumption off premises; 	<ul style="list-style-type: none"> 1. Provided that no new permanent structures are required (with the exception that car parking bays are permitted). 2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken. 3. In relation to signage, provided the signage: <ul style="list-style-type: none"> a) is not installed in a residential zone; b) relates only to the business conducted on the premises; and c) does not contain any illumination, animation, movement, reflective, retro-reflective or fluorescent materials in its design structure. 	<p>Council's resolution of 30 March 2020 exempted the need for change of use applications to obtain development approval for permissible uses not within Residential zones. This includes Hotels, Taverns, Restaurant/Café, and provided flexibility for these uses to temporarily operate as a Fast Food Outlet serving takeaway food without the need to amend their existing development approval.</p> <p>Administration will keep a register of exemptions and will follow up on any matters which will expire once the Notice of Exemption ceases.</p>

D20/67850, D20/67903 (SC2583-02)

Page 7 of 8

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Administration's Comments on Exemptions:

Exemption	Condition of Exemption	Administration Comment
iii. any requirement to obtain approval to minor, temporary, works that are necessary to adapt existing premises to use the exemption contemplated under (i) or (ii) above; iv. any requirement to obtain approval to signage of uses now permitted by virtue of this exemption.	4. Despite any other condition, this exemption does not apply to a Heritage-Protected Place where works are required. 5. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.	
6.2 Proponents are exempted from the requirement to obtain approval to changes to existing approved signage.	1. Provided that: a) such signage is not installed in a residential zone; b) relates only to the business conducted on the premises; and c) the changes do not: i. alter the size of the approved sign; or ii. contain any illumination, animation, movement, reflective, retro-reflective or fluorescent materials in its design structure. 2. Despite any other condition, this exemption does not apply to a Heritage-Protected Place where works are required. 3. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.	Currently under the City's Policy No. 7.5.2 – Signs and Advertising (Signs Policy), development approval would only be required if the size or dimensions of existing signage were proposed to be increased from that of the existing signage, and this exceeded the requirements of the Signs Policy.
6.3 Exemption from any requirement under a scheme that would ordinarily apply to development required to implement a direction or authorisation issued under the <i>Emergency Management Act 2005</i> or the <i>Public Health Act 2016</i> .	1. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.	Noted.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES21 APRIL 2020

7.5 COVID-19 - PUBLIC HEALTH PLAN - RESPONSE AND RECOVERY

Attachments: Nil

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee NOTES the continued development of the draft Public Health Plan to support the health and wellbeing of Vincent's local community through the COVID-19 recovery phase.

COMMITTEE DECISION ITEM 7.5Moved: Cr Gontaszewski, Seconded: Cr Castle

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)**For:** Mayor Cole, Cr Gontaszewski and Cr Castle**Against:** Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES21 APRIL 2020

7.6 BUY LOCAL PROCUREMENT POLICIES

Attachments: 1. Policy No. 1.2.3 - Purchasing
 2. City of Vincent Procurement Framework

RECOMMENDATION:

That the COVID-19 Relief and Recovery Committee NOTES the City's current buy local policies and procedures and prioritisation of local businesses and contractors.

COMMITTEE DECISION ITEM 7.6

Moved: Cr Castle, Seconded: Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES – FINANCIAL SERVICES
POLICY NO: 1.2.3
PURCHASING POLICY

POLICY NO: 1.2.3

Purchasing Policy

1 POLICY

City of Vincent (the "City") is committed to the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the "Act") and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the "Regulations").

2 OBJECTIVES

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that value for money is attained for the City;
- are compliant with relevant legislation, codes and standards, including the Act and Regulations;
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the City;
- demonstrate probity by establishing consistent processes that promote openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- ensure that goods and services to be procured are necessary and fit for purpose;
- properly evaluate and consider the safety and health characteristics of any goods/services prior to being introduced into the City's workplaces;
- are supported by Budget provisions or comply with section 6.8(1) of the Act; and
- are conducted in a consistent and efficient manner across the City and that ethical decision making is demonstrated.

3 VALUE FOR MONEY

Value for money is the difference between the total benefit derived from a good or a service against its total cost, when assessed over the period the goods or services are to be used. Achieving best value for money at the individual purchase level requires that assessments consider cost and non-cost factors, where relevant, the overall objective of the procurement and make a value judgement about the best outcome.

In addition to a qualitative assessment of the procurement, an assessment of the value for money outcome for any purchasing process should consider:

- an initial needs assessment to determine the ongoing relevance and necessity for the procurement and mode of delivery;
- the up-front, after purchase and fit-for-purpose costs and risks associated with the procurement;
- all relevant total costs of ownership and benefits including up-front price, transaction costs associated with acquisition, delivery, use, holding, maintenance and disposal (including where appropriate residual or resale values);

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES – FINANCIAL SERVICES
POLICY NO: 1.2.3
PURCHASING POLICY

- overall objectives of the procurement and outcome being sought. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- non-cost factors such as fitness for purpose, quality, delivery, service, support and sustainability impacts.
- the supplier's financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the City's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

4 PURCHASING REQUIREMENTS

4.1 Values

Purchasing that is **\$150,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 4.4 of this Purchasing Policy.

Purchasing that **exceeds \$150,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tendering exemption, as stated under 4.7 of this Policy is not deemed to be suitable.

4.2 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the City will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased; and
3. If a purchasing threshold would be reached within three years for a particular contract for procurement, then the purchasing requirement under the relevant threshold (including the tender threshold) would need to be considered.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES – FINANCIAL SERVICES
POLICY NO: 1.2.3
PURCHASING POLICY

4.3 Purchasing from Existing Contracts

Where the City has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows.

4.4 Purchasing Thresholds

In addition to the other policy provisions the table below prescribes the purchasing request process to be applied, based on the proposed purchase value:

Purchase Value Threshold	Purchasing Requirement Open Market	Purchasing Requirement Pre-Qualified Suppliers
Up to \$200	Direct Purchase from the open market with zero quotations required. This purchasing method is suitable where the purchase is in a known market or is very low risk and where the cost of seeking quotes would be unreasonable on a cost to benefit analysis basis.	Purchase directly from: <ul style="list-style-type: none">an existing panel of pre-qualified suppliers administered by the City; ora pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA with zero quotations required.
Over \$200 and up to \$5,000	Seek two written* quotations from the open market. Officers may use their general knowledge of the market, advertisements, in-store price comparisons, catalogues, supplier web sites and any other reasonable means to determine whether the purchase represents value for money. *Where a written quote is not feasible a written note of the verbal quotation is to be recorded.	Purchase directly from: <ul style="list-style-type: none">an existing panel of pre-qualified suppliers administered by the City; ora pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA requiring one written quotation. *Where a written quote is not feasible a written note of the verbal quotation is to be recorded.
Over \$5,000 and up to \$20,000	Seek two written quotations from the open market. Officers may use their general knowledge of the market, advertisements, in-store price comparisons, catalogues, supplier web sites and any other reasonable means to determine whether the purchase represents value for money. Different suppliers should be used from time to time to test value for money for regular purchases.	Purchase directly from: <ul style="list-style-type: none">an existing panel of pre-qualified suppliers administered by the City; ora pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA requiring one written quotation. Officers should seek more than one direct quotation if they are not satisfied that their first choice of supplier would represent value for money.
Over \$20,000 and up to \$50,000	Seek three written quotations from the open market including a brief outlining the specified requirement.	Seek two written quotations including a brief outlining the specified requirement from either:

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES – FINANCIAL SERVICES
POLICY NO: 1.2.3
PURCHASING POLICY

Purchase Value Threshold	Purchasing Requirement Open Market	Purchasing Requirement Pre-Qualified Suppliers
		<ul style="list-style-type: none"> an existing panel of pre-qualified suppliers administered by the City; or a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA
Over \$50,000 and up to \$150,000	<p>Seek at least three written quotations from the open market by formal invitation under a Request for Quotation (RFQ), containing pricing schedule and detailed specification of goods and services required.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>	<p>Seek three written quotations from a pre-qualified panel of suppliers (whether administered by the City through the WALGA preferred supply program or State Government CUA) are not required to be invited using a RFQ form.</p>
Over \$150,000	<p>Conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, this policy and the City's tender procedures.</p> <p>(Council Approval or Delegated Authority)</p>	<p>Where the purchase is expected to be within \$150,000 - \$250,000:</p> <p>Obtain at least three written quotations from suppliers by formal invitation under a Request for Quotation (RFQ), containing price and detailed specification of goods and services required.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>(CEO Approval)</p>

4.5 Sole Source of Supply

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources and goods/services must be made, with a written confirmation of this recorded.

Once determined, the justification for a sole source of supply must be endorsed by the Chief Executive Officer or Director, prior to a contract being entered into, or a purchase order raised.

4.6 Sustainable Procurement

The City is committed to sustainable procurement and will adopt strategies to avoid unnecessary consumption and manage demand. Where appropriate, the City shall endeavour to design quotations and tenders to provide an advantage

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES – FINANCIAL SERVICES
POLICY NO: 1.2.3
PURCHASING POLICY

to goods, services and processes that minimise negative social and environmental impacts while maximising social and environmental benefits.

These considerations must however, be balanced against value for money outcomes to ensure the City's economic viability, essential to its long term sustainability.

4.7 Tendering Exemptions

The City limits the discretion from the requirement to call tenders provided under section 11(2) of the Regulations, to values under \$250,000. Accordingly, tenders do not have to be publicly invited for contracts under \$250,000 in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA).
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a Panel established by the City; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

Notwithstanding the above, in circumstances that meet the requirements of section 11(2) of the Regulations and where it can be demonstrated to the satisfaction and approval of the CEO, that value for money outcomes will not be achieved or some other relevant imperative, public tenders will not need to be invited for contracts expected to be worth more than \$250,000.

4.8 Council Approvals

The Regulations provide that Council is required to Accept tenders (subject to approved Delegations of Authority). For the avoidance of doubt, Council approval is not required for the provision of goods or services when public tenders are not required to be invited (and are not invited), providing the expenditure is authorised through the annual budget or approved in accordance with section 6.8(1) of the Act.

Section 13 of the Regulations specify that if:

"a local government, although not required by this Division to invite tenders before entering into a contract for another person to supply goods or services, decides to invite tenders, the tenders are to be publicly invited to the requirements of this Division."

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES – FINANCIAL SERVICES
POLICY NO: 1.2.3
PURCHASING POLICY

5 PANELS OF PRE-QUALIFIED SUPPLIERS

5.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the City determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the City has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The City will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

5.2 Application

If the City determines it beneficial for a Panel to be created, it must do so in accordance with Part 4, Division 3 of the *Local Government (Functions and General) Regulations 1996*.

5.3 Purchasing from the panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

The City will take into account its purchasing thresholds when distributing work among panel members.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award (via purchase order) communications must all be captured on the City's electronic records system. A record is to be maintained for each quotation process made under each Panel that captures all communications between the City and Panel members.

6. RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the City's Records Management Policy and associated procurement procedures.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES – FINANCIAL SERVICES
POLICY NO: 1.2.3
PURCHASING POLICY

7. ADOPTION

Adoption of this Purchasing Policy was endorsed by the Council:

Date Adopted	06/03/2018	Item Number: 11.5
Date Amended		
Date Reviewed		
Date of Next Review		

Policy/Procedure Links:

	Policy Number	Reference
Records Management Policy		
Procurement Procedures		



CITY OF VINCENT

Procurement Framework

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Index

1.	Definitions	4
2.	Objectives	5
3.	Legislative Framework	5
4.	Ethics, Integrity, Confidentiality and Conflict of Interest.....	6
5.	Value for Money	7
6.	Sustainable Procurement	8
7.	Buy Local Policy	9
8.	Aboriginal Business and Disability Enterprises	9
9.	Purchasing Procedures	10
9.1	PURCHASING PROCEDURE FLOWCHART	11
9.2	Purchasing Thresholds	12
9.3	Purchasing from existing contracts	14
9.4	Purchasing through WALGA or CUA.....	14
9.5	Authorising payment of invoices.....	14
9.6	Disputed invoices.....	14
10.	Regulatory Compliance	14
10.1	Tender exemption	14
10.2	Sole source of supply (monopoly suppliers)	15
10.3	Anti-Avoidance.....	15
11.	Tender Process.....	15
11.1	Budget allocation/business case prepared.....	15
11.2	Procurement plan.....	16
11.3	Preparing the Request for Tender.....	18
11.4	Expression of interest	19
11.5	Evaluation panel	20
11.6	Advertising tenders.....	20
11.7	Issuing tender documentation.....	20
11.8	Tender enquiries	22
11.9	Addendum to tender	22
11.10	Minor variation	22
11.11	Tender deadline	23
11.12	Opening of tenders.....	23
11.13	Tender submissions	23
11.14	No tenders received	24
11.15	Tender evaluation	24
11.16	Tender evaluation report.....	25
11.17	Summary report/Council report.....	25

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES21 APRIL 2020

11.18	Notification of outcome	25
11.19	Tender contract negotiation / contract development.....	26
11.20	Insurances.....	27
11.21	Generate purchase order	27
11.22	Contract management	27
11.23	Tender Register	28
11.24	Records management	28
11.25	Contract Register	29
Appendix 1: City of Vincent Purchasing Policy 1.2.3.....		30
Appendix 2: Procurement Templates		31
Appendix 3: City of Vincent Risk Management Policy.....		32

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

1. Definitions

“**Act**” means the *Local Government Act 1995*.

“**Chairperson**” means the member of the Evaluation Panel nominated by the Evaluation Panel in accordance with Appendix 2 and that has the responsibilities set out in Appendix 2.

“**Consensus Approach**” is when the final score for each weighted criterion is determined by an agreement of all assessors’ part of the evaluation Panel.

“**Expressions of Interest**” or “**EOI**” is a multi-staged process used when the information required from prospective Tenderers is specific but the City is unsure of the capability of these prospective Tenderers to provide the required goods and services.

“**EOI Response**” means a submission to the City in response to an EOI.

“**Evaluation Panel**” means the panel of City officers established in accordance with Appendix 2 of this Guideline to evaluate Tender Responses.

“**External Stakeholders**” can be prospective Tenderers, Consultants or any person or organisation not working for the City of Vincent.

“**Framework**” means this Framework.

“**Internal Stakeholders**” can be relevant staff involved directly/indirectly with a Request for Tender, CEO, relevant Business Unit Directors or any staff member affected by the Request for Quotation, Request for Tender and EOI.

“**Probity**” is the evidence of ethical behaviour and procedural fairness and is commonly associated with the practice of adopting and following well considered and sound procedures and practices.

“**Probity Officer**” means the officer of the City – but is not a member of the Evaluation Panel – that is charged with the responsibility of upholding Probity in throughout a Request for Quotation, Request for Tender and EOI.

“**Procedural Fairness**” means the duty to act fairly and adopt fair procedures to procurement processes.

“**Procurement Team**” means those City officers from the business unit that is responsible for procurement and ensuring Tenders are carried out in accordance with this Framework, the Purchasing Policy, the Regulations and the Act.

“**Regulations**” means the *Local Government (Functions and General) Regulations 1996*.

“**Response**” means a submission to the City by a Tenderer in response to a Request for Quotation, Request for Tender or EOI.

“**RFQ**” means Request for Quotation invited by the City under Purchasing Policy 1.2.3.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

“RFT” means Request for Tender invited by the City under Regulation 11(1) and for the purposes of section 3.57 of the Act.

“Scoping” is the planning and capture of all information required for the calling of RFQ, RFT or EOI to achieve the project on time, within budget allowing for any unforeseen contingencies.

“Selection Criterion” the criteria established in the RFQ, RFT or EOI and that is advertised in accordance with Statewide Notice, which the Responses are evaluated against.

“Statewide Notice” under Section 1.8 of the *Local Government Act 1995* – Part 1 requires a notice to be:

- Published in a newspaper circulating generally throughout the State;
- Exhibited to the public on a notice board at the local government’s office; and
- Exhibited to the public on a notice board at every local government library in the district.

“Tenderer” means a person that submits a Response.

2. Objectives

The purpose of this Procurement Framework (the Framework) is to describe the operating arrangements for the effective, transparent and ethical procurement of goods and/or services for the City of Vincent. The City of Vincent Procurement Framework provides guidance in the calling of Request for Quotations, Proposals and Tenders and Expressions of Interest, to achieve best value for money and quality of goods and services within specified timeframes.

This document ensures that procedures and processes are in accordance with the provisions of the *Local Government Act 1995*, the *Local Government (Functions and General) Regulations 1996*, the City of Vincent Purchasing Policy 1.2.3, Delegation Schedule and Code of Conduct.

The overlying principles guiding best practice procurement and this Framework are:

- Value for money.
- Honesty and integrity.
- Transparency and accountability.
- Ethics.
- Effective management of risk.
- Open and effective competition.
- Sustainability.

3. Legislative Framework

The legislative framework guiding this Procurement Framework and all procurement processes and procedures includes the following:

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

- *Local Government Act 1995*;
- *Local Government (Functions and General) Regulations 1996*;
- *State Records Act 2000*;
- Purchasing Policy 1.2.3;
- Fraud and Corruption Prevention Policy 4.1.17;
- Risk Management Policy 4.1.26;
- Code of Conduct;
- Delegations Schedule;
- Execution Policy 4.1.10;
- Records Management Services Policy and Procedure Manual.

Section 3.57 of the *Local Government Act 1995* requires a Local Government to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

The *Local Government (Functions & General) Regulations 1996 (Regulations)* sets out the process that local governments are required to adhere to in undertaking a Request for Tender or Expression of Interest.

The City's Purchasing Policy 1.2.3 fully supports the legislative provisions and can be found on the Intranet.

4. Ethics, Integrity, Confidentiality and Conflict of Interest

As a general principle under the Code of Conduct, a person in his or her capacity as a Council Member, Committee Member, City employee and / or contractor have obligations regarding:

- Acting with honesty and integrity
- Being open and accountable to the public
- Not participating in fraudulent and corrupt behaviour
- Transparency
- Declaring Prescribed Contact with developers
- Protection of confidential information
- Disclosing actual, potential and/or perceived conflicts of interest
- Disclosure of gifts
- Internal and external communications

All officers and employees of the City shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the City of Vincent.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the City's policies, procedures and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual, potential or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the City by a supplier shall be treated as commercial-in-confidence and should not be released, unless authorised by the supplier or relevant legislation.

5. Value for Money

The City has adopted a best value for money assessment for high value procurements.
Prior to the commencement of any purchase, a value for money assessment needs to be carried out.

Value for money is the difference between the total benefit derived from a good or a service against its total cost, when assessed over the period the goods or services are to be used.

Value for money = Total lifetime benefit – total lifetime cost

Achieving best value for money at the individual purchase level requires that assessments consider cost and non-cost factors and the overall objective of the procurement.

In addition to a qualitative assessment of the procurement, an assessment of the value for money outcome for any purchasing process should consider:

- an initial needs assessment to determine the ongoing relevance and necessity for the procurement and method of delivery;
- the up-front, after purchase and fit-for-purpose costs and risks associated with the procurement;
- all relevant total costs of ownership and benefits including up-front price, transaction costs associated with acquisition, delivery, use, holding, maintenance and disposal (including where appropriate residual or resale values);
- overall objectives of the procurement and outcome being sought. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc;

- non-cost factors such as fitness for purpose, quality, delivery, service, support and sustainability impacts;
- the supplier's financial viability and capacity to supply without risk of default (which can include competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the City's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

6. Sustainable Procurement

Sustainable procurement takes into consideration the impacts of products and services on society and the natural environment while meeting the economic constraints of the procuring organisation.

The City is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and processes that minimise negative social and environmental impacts while maximising social and environmental benefits. These considerations must however, be balanced against value for money outcomes to ensure the City's economic viability, essential to its long term sustainability.

Practically, sustainable procurement means the City shall endeavour at all times to identify and procure products and services that have been determined as necessary to the achievement of formal City outcomes; and, where relevant:

- Demonstrate environmental best practice in energy efficiency verified by suitable rating systems and eco-labelling through independent third party certification bodies;
- Demonstrate environmental best practice in water efficiency verified by suitable rating systems and eco-labelling through independent third party certification bodies;
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using recycled materials or raw materials sourced from sustainable resources, that are free of toxic or polluting substances and consume minimal energy and water during production;
- Are produced by an environmentally accredited company or company that has an environmental management system, documented waste reduction

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

strategy, relevant quality criteria and/or good track record for environmental performance;

- Can be refurbished, reused, recycled or reclaimed, and are designed for ease of recycling, re-manufacture or otherwise to minimise waste;
- Available, possible and practical, require fewer ozone – depleting substances during manufacture, and/or release fewer ozone – depleting substances or pollutants known to cause environmental harm, including but not limited to VOC's (volatile organic compounds), CFC's (chlorofluorocarbons) and HCFC's (hydrofluorocarbons);
- Are manufactured/supplied in socially acceptable conditions, in accordance with Human Rights conventions, laws or treaties where labour considerations, social exclusions and equal opportunities are taken into account;
- For motor vehicles – feature the highest fuel efficiency available (verified by suitable rating systems) within the designated price range, based on vehicle type; and
- For new buildings and refurbishments – use renewable energy and environmentally friendly technologies where available.
- In the event that all other criteria are equal, goods or services that are locally sourced are preferred.

WALGA's Guide to Sustainable Procurement is a valuable resource for more information on this topic, a copy of the document can be viewed [here](#).

7. Buy Local Policy

As much as practicable, the City will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

8. Aboriginal Business and Disability Enterprises

In recognition of the potential for government procurement to assist in supporting Aboriginal and Torres Strait Islander business and Disability Enterprises to grow, which in turn can support the growth of jobs for Aboriginal people and people living

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

with a disability, the City, where practicable, will endeavour to procure goods and/or services from Aboriginal Businesses and Disability Enterprises.

Section 11. (2) (h) of the Regulations allow for goods and/or services to be directly purchased (i.e. without having to go through a competitive tender process) from a person registered on the Aboriginal Business Directory WA provided that:

- The consideration under the contract is \$250,000 or less, or worth \$250,000 or less; and
- The City is satisfied that the contract represents value for money.

Section 11. (2) (h) of the Regulations allows for goods and/or services to be directly purchased (i.e. without having to go through a competitive tender process) from a Disability Enterprise.

9. Purchasing Procedures

Determining purchasing value is to be based on the following considerations:

- (a) Exclusive of Goods and Services Tax (GST);
- (b) The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the City will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased; and
- (c) If a purchasing threshold would be reached within three years for a particular contract for procurement, then the purchasing requirement under the relevant threshold (including the tender threshold) would need to be considered.

Any Officer who issues a Purchase Order number to a supplier or contractor who commits the City to the purchase of goods and/or services shall be personally accountable for the purchasing activities.

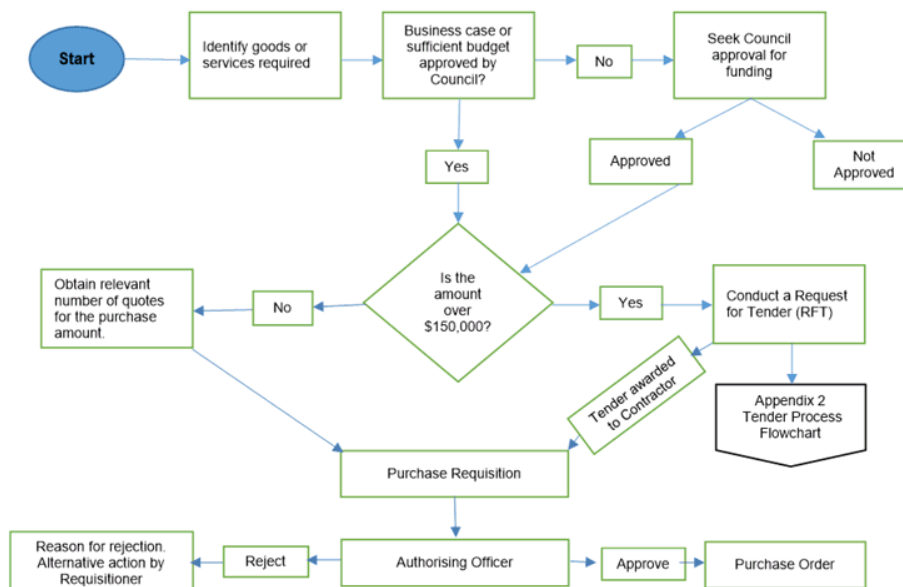
It is expected that, when involved in procurement on behalf of the City:

- You will procure goods and services in an ethical manner that is transparent and in line with the City's policies and processes and legislative and regulatory requirements.
- Any gifts offered from any supplier or potential supplier, or party related to a supplier or potential supplier, must be refused in the first instance.
- If this is not possible, any gifts received must be declared in the Gifts Register by contacting the Manager Governance and Risk.
- Staff must not seek any gifts or incentives from any suppliers, potential suppliers or contractors.
- Staff must disclose any possible, perceived or actual conflict of interest with any current or potential suppliers or contractors to the Chief Executive Officer or Manager Governance and Risk, prior to any dealings with that organisation.
- With the exception of "emergency" purchases (as defined in the Regulations), staff must follow the City's purchasing processes.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

9.1 PURCHASING PROCEDURE FLOWCHART



Purchase Value Threshold	Open Market Purchase	WALGA / CUA Prequalified Suppliers
Below \$200	No Quote required	No Quote required
\$201 - \$5,000	Two Written quotes	One Written quote
\$5,001 - \$20,000	Two Written quotes	One Written quote
\$20,001 to \$50,000	Three Written quotes Conduct RFQ	Two Written quotes including specification
\$50,001 to \$150,000	Three Written quotes Conduct RFQ	Three Written quotes. RFQ not required
Over \$150,000	Request for Tender RFT	\$150,000 - \$250,000 Conduct RFQ with 3 written quotes

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

9.2 Purchasing Thresholds

Up to \$200

Where the value of procurement of goods or services does not exceed \$200, employees can purchase directly from a supplier without the need to obtain quotations.

This purchasing method is suitable where the purchase is in a known market or is very low risk and where the cost of seeking quotes would be unreasonable on a cost to benefit analysis basis.

\$201 to \$5,000

Where the value of procurement of goods or services does not exceed \$5,000, purchase on the basis of two written quotations is permitted. Where a written quote is not feasible a written note of the verbal quotation is to be recorded.

However, it is recommended to use professional discretion and occasionally undertake market testing with a greater number of quotations to ensure best value is maintained.

Note: *If purchasing through WALGA preferred supplier or CUA then only one quote is required.*

\$5,001 to \$20,000

This category requires a minimum of two written quotations from the open market. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

Note: *If purchasing through WALGA preferred supplier or CUA then only one quote is required.*

Officers may use their general knowledge of the market, advertisements, in-store price comparisons, catalogues, supplier web sites and any other reasonable means to determine whether the purchase represents value for money.

Different suppliers should be used from time to time to test value for money for regular purchases.

\$20,001 to \$50,000

For the procurement of goods or services where the value exceeds \$20,000 but is less than \$50,000, Officers are required to liaise with the Purchasing and Contracts Officer. Officers are required to obtain at least three written quotations containing pricing schedule and a sufficient amount of information relating to the specification of goods and services being purchased.

The request for written quotations should include as a minimum:

- An appropriately detailed specification that communicates the requirement(s) in a clear, concise and logical fashion;
- Price Schedule: A request for pricing information at an appropriate level of detail;
- Warranty provisions; and
- Validity period of offer.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Note: If the purchase is through WALGA preferred supplier or CUA then two quotes with a written specification is required. Please see Purchasing and Contracts Officer for assistance.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with the City's and other relevant record keeping policies.

A Request for Quotation (RFQ) evaluation template report can be found on the Intranet.

\$50,001 to \$149,999

For the procurement of goods or services where the value exceeds \$50,000 but is less than \$150,000, Officers are required to engage the Purchasing and Contracts Officer. Officers are to prepare a Procurement Plan and are to obtain at least three written quotations from suppliers by formal invitation under a RFQ.

The RFQ document should include as a minimum:

- An appropriately detailed specification that communicates the requirement(s) in a clear, concise and logical fashion;
- Selection Criteria to be applied;
- Price Schedule: A request for pricing information including but not limited to discounts penalties and additional fees and charges;
- Conditions of responding;
- Warranty provisions; and
- Validity period of offer.

The general principles relating to RFQs are:

- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers, at the same time, any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money. All evaluations are to be fully documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote. This assessment may be done first, and then an assessment of price, providing decisions are well reasoned and clearly documented.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

decision is made to seek public tenders for contracts of less than \$150,000, a "Request for Tender" process is to be conducted in full.

The City's Tender procedures are available under item 7 of this document and the RFT template is available on the Intranet.

Record keeping requirements must be maintained in accordance with record keeping policies.

\$150,000 and over

For the procurement of goods or services where the value exceeds \$150,000, Officers are required to engage the Purchasing and Contracts Officer to assist in preparing a Request for Tender document (RFT).

Refer to Item 7 of this document.

9.3 Purchasing from existing contracts

Where the City has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows.

9.4 Purchasing through WALGA or CUA

Where practicable, the

9.5 Authorising payment of invoices

When an invoice is received the authorised employee must:

- a) Ensure the invoice is reasonable and appropriate for the goods or services received;
- b) There is a goods receipt for the purchase in Authority. No invoices are to be paid until goods or services are signed off if received.
- c) Co-sign the invoice approving payment and forward to Manager or Director for final approval; and
- d) Pass on to Accounts Payable for payment.

9.6 Disputed invoices

In the instance of an Officer disputing an invoice for payment, a copy of the disputed invoice(s) pending payment must be forwarded to the Accounts Payable Officer to record in the system along with the reason for the dispute.

It is the responsibility of the Officer who made the purchase to liaise with the supplier to try and resolve the dispute.

10. Regulatory Compliance**10.1 Tender exemption**

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another local government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

10.2 Sole source of supply (monopoly suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

From time to time, the City may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

Note: *The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements. Any reliance on this exception must be supported with a clear, recorded, statement as to why.*

10.3 Anti-Avoidance

As per the Regulations Part 4 Regulation 12, the City shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contracts to take the value of consideration below the level of \$150,000, thereby avoiding the need to publicly tender.

Under no circumstances will invoice splitting for any purposes be accepted unless approved by the CEO or relevant Executive Director.

11. Tender Process

The purpose of this section is to describe the process and clarify roles and responsibilities to ensure the City is administering tenders effectively.

Quicklinks:

Appendix 2 – Tender Process Flowchart.

The Procurement Plan is available on the Intranet.

The RFT template is available on the Intranet.

11.1 Budget allocation/business case prepared

TASK	RESPONSIBLE OFFICER
Check budget allocated or prepare business case	Tender originator

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Prior to any procurement taking place the responsible Officer is to ensure that a budget line item exists for the goods or services to be procured or a business case including costs and benefit analysis has been developed and approved by Council.

11.2 Procurement plan

TASK	RESPONSIBLE OFFICER
Prepare procurement plan	Tender originator
Review procurement plan	Director/Manager Procurement and Contracts Officer

The City shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted. Officers are required to engage with the Purchasing and Contracts Officer to assist with commencing this process.

Develop the tender documentation including the following:

- a) The procurement strategy.
- b) The statement of requirements including:
 - (i) tender specifications,
 - (ii) Compliance criteria
 - (iii) evaluation criteria and information for the suppliers.
- c) Choose the Contract Conditions:
 - General Conditions of Contract for the Supply of Goods, or
 - General Conditions of Contract for the Provision of Goods and Services, or
 - General Conditions of Contract for the Provision of Minor Works and Services, or
 - Refer to Australian Standards.

CAUTION: Appropriate licence must be obtained before using any of the Australian Standards that form part of the contract. Failure to do so will be in breach of Copyright Act.

- d) Choose the Conditions of Tender:
 - Request for Quotation.
 - Request for Tender General.
 - Request for Tender Minor Building and Construction Services.
 - Expression of Interest.
 - Schedule the Tender, i.e. closing date, award date, and contract kick off, in line with the Procurement Plan.
 - Choose the cost model/pricing schedule.
 - Is there a need for a Site Inspection or Tender Briefing?
 - Is there a requirement for SLA and KPIs? If so, develop with stakeholders.

A copy of the draft Procurement Plan is to be submitted to the respective Manager/Director and Procurement and Contracts Officer for review prior to moving forward with the process.

When preparing a Procurement Plan it is recommended that officers ensure that:

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

- Sufficient planning has been undertaken and sufficient time has been allowed for the review of the Scope/Specifications before RFT's are advertised.
- Any known constraints associated with the delivery of the contract are identified upfront, e.g. public access requirements, availability of land, limits to work etc. Failure in identifying constraints may result in disputes later.
- Relevant initial investigations (e.g. market research, business plans etc.) have been undertaken. These investigations, should where practical, identify all significant levels of risks and include mitigation strategies to ensure successful delivery of the project. All risks identified during Scoping should be noted in a Risk register.
- A budget estimate for the RFT has been prepared to enable the Evaluation Panel to benchmark against the costs submitted by the Tenderer's. The estimated costs should reflect direct and indirect costs like labour, materials, delivery and any overhead percentages for contingencies.
- For large scale, high risk projects, it is recommended using Bills of Quantities prepared independently by a qualified Quantity Surveyor.
- Ensuring sufficient internal resources are available and allocated to the project to achieve all targets and ensure that all officers affected by the RFT are consulted.
- Intellectual property such as architectural drawings and designs are taken into consideration as they may be an essential component of a project design or project delivery system. As a provision, all parties should: -
 - Identify any intellectual property components of its preliminary proposals; and
 - Manage any intellectual property issues that arise during Project discussions.

The Evaluation Methodology is to be determined and approved in the Procurement Plan. The following evaluation methodologies can be utilised depending on the factors driving the Tender Request: -

1. Least Cost Comparative – for low risk RFT's where price is the pre-eminent factor. In theory, the lowest priced compliant Response would be the preferred Tenderer, however, it is recommended further value for money assessments are conducted to confirm the appraisal.
2. Qualitative Weighting – for medium to high risk RFT's. The evaluation process will focus on the qualitative assessment, eliminate the Responses that do not meet the predetermined Qualitative Pass mark, followed by an assessment of Price to determine the Tenderer that provides best value for money to the City.

Note: *Once the Procurement Plan has been approved no changes can occur unless the approver is notified and agrees in writing to the change. For example, if any evaluation panel member becomes unavailable for evaluation a new panel member can be nominated but must be approved by the original approver.*

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

11.3 Preparing the Request for Tender

TASK	RESPONSIBLE OFFICER
Prepare RFT document	Procurement and Contracts Officer Tender originator
Review RFT document	Tender originator Director/Manager Procurement and Contracts Officer

The content for the Request for Tender will be vary from tender to tender based on the risk, size and complexity of the project. Once the Procurement Plan has been approved and the scoping phase is completed, the Procurement and Contracts Officer will assist officers with the RFT document preparation. Information from the Procurement Plan and the scoping document will be transplanted into the RFT document along with the following items:

- Conditions of Tendering;
- Compliance Criterion;
- Selection Criterion;
- Tender forms and schedules to be completed by the Tenderer;
- General Conditions of Contract;
- Special Conditions of Contract (if any)
- Specifications/Scope of works;
- Occupational Health and Safety requirements; and
- Drawings (if any).

Regulation 14(2a) makes it a requirement that the criteria for assessing Tender Responses are established in writing before the RFT is publicly advertised.

Whilst setting the Selection Criterion, it is important to understand the desired outcomes of the Tender Request. The criterion examples below (but not limited to) can be used as a guide to set the Selection Criterion for a request: -

- Relevant experience of the Company and personnel in performing similar works;
- Qualifications of the personnel involved in completing the works
- Support resources available;
- Demonstrated Understanding of the services/project;
- Quality Assurance and Control measures;
- Programme of works;
- Previous performance history; and
- Price Schedule – could be a lump sum offer, schedule of rates or a combination of both.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

The compliance criteria will be fixed for most RFT's with the capability of adding more information based on the request.

Moreover, the qualitative and price criterion weightings need to be set in an appropriate manner to represent a best value for money outcome for the City. Hence, the consideration of the following factors (but not limited to) will assist in determining the relevant weightings for each Selection Criterion: -

- **Risks** – can range from strategic, operational, compliance, reputational, environmental, political, financial or disaster risks which can potentially impact the service/project delivery – should be factored appropriately in accordance to the City's Risk Matrix (refer to Appendix 4);
- **Timeliness** – if there are tight delivery timeframes, more emphasis should be placed on the weightings of the total qualitative criterion and the sub-attributes of delivery and methodology;
- **Complexity** – If the service/project is highly technical or difficult, emphasis should be placed on the weightings of the total of the non-price criterion and the sub-attributes of technical skills and methodology; and
- **Price** - services/projects requiring innovative inputs and methodology can have a lower reliance on price ensuring that a high price will relatively have low impact on the total score. In addition, consideration of the whole-of-life costs is crucial in achieving value for money.

11.4 Expression of interest

TASK	RESPONSIBLE OFFICER
Prepare expression of interest	Relevant directorate

An Expression of Interest (EOI) is a multi-staged process available to the City when the information required from Tenderers is specific but the City is unsure of the capability of the Tenderers to provide the required goods and services.

Regulation 21 sets out the power for the City to invite EOIs from prospective Tenderers to be selected to be eligible to make a Tender Response for the proposed future Tender Request.

Where the Expression of Interest (EOI) is to be used as a pre-qualification step in a two-stage tendering process, it must be expressly stated in the EOI document.

Contractors may not be engaged on the basis of an EOI unless expressly allowed in the EOI document.

The first step is to define a full set of compliance and objective criterion for the City's Evaluation Panel to assess and shortlist Tenderers for the next step of the process. The emphasis at this stage is to determine a 'preliminary selection' of Tenderers that demonstrate the ability and understanding required to complete the scope of works. The Selection Criterion can be set using the same factors used in preparing a RFT. **Please note, Price is not factored into the evaluation at this stage.**

The second step involves assessing the prices offered by the shortlisted Tenderers. Thereafter, the Evaluation Panel is responsible for providing a

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

recommendation based on the collective results of the evaluations conducted in both steps of the EOI process.

11.5 Evaluation panel

TASK	RESPONSIBLE OFFICER
Establish evaluation panel	Tender originator

The evaluation panel is established at the procurement planning stage and prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For Requests with a total estimated (ex GST) price of:

- Between \$50,000 and \$149,999, the panel must contain a minimum of two members; and
- \$150,000 and above, the panel must contain a minimum of three member and the Procurement and Contracts Officer is to be invited to participate in evaluation meetings and provide probity advice and guidance.

11.6 Advertising tenders

TASK	RESPONSIBLE OFFICER
Place advertisement	Procurement and Contracts Officer

Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

An advertisement will also be placed on Tenderlink, the online tender system used by the City.

The tender must remain open for at least 16 business days, including tender opening and closing days, after it is advertised.
The notice must include:

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from whom more detailed information as to tendering may be obtained.

11.7 Issuing tender documentation

TASK	RESPONSIBLE OFFICER
Distribute tender documents	Procurement and Contracts Officer
Advertise tender	Procurement and Contracts Officer Media and Communications Officer

Regulation 14(1) requires RFT's to be publicly invited and Statewide Notice to be given.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Where an EOI was called, Statewide notice is not required and only those 'preliminarily selected' Tenderers are required to be notified: Regulation 14(2). However, any EOI must be subject to Statewide Notice in the first instance: Regulation 14(3).

The Procurement and Contracts Officer and Media and Communications team is responsible for preparing Tender and EOI advertisements. An advertisement approval form is to be prepared and approved by the relevant executive manager, director or CEO. An online advertisement request located on the Intranet must be completed once the advertisement has been approved.

Regulation 14(3) requires the Statewide Notice of the Tender Request to include the following:

- A brief description of the goods or services;
- Details of the contact person at the City;
- Information of where and how Tender Responses may be submitted; and
- Date and time after which Tender Requests cannot be submitted.

In addition to the above, Regulation 14(4) requires the following detailed information to also be included:

- Relevant information as decided by the City;
- Detailed specifications of good and services required;
- Selection Criterion; and
- Details of how Tender Responses are to be submitted.

The deadline for a Tender Response and a EOI Response cannot be less than 14 days after the Statewide Notice; Regulation 15 and 22 respectively.

Regulation 22 states that a public notice needs to be for a minimum of at least 14 days.

If a Tender Request is complex with high risk, it is recommended that the deadline for a Tender Response or EOI Response be at least 28 days to allow sufficient time to the prospective Tenderers to prepare an appropriately informative respond.

As a best practice approach, the following rules are to be followed when setting the deadline for Tender Responses and EOI Responses:

1. Not to be earlier than 2.00p.m. (AWST);
2. Not on a Monday or a day following a public holiday; and
3. At least one week after the recognised industry Christmas closure.

The above is in accordance to **Clause 6.4** of AS 4120-1994, Australian Standard for Code of Tendering.

With respect to procedural issues, it is necessary to maintain a written record of all persons to whom the Tender Request documents are issued to for the purposes of Regulation 14(5) (see below). It is recommended that each Tender Request be numbered for identification and tracking purposes.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

The City uses Tenderlink for the issue of its tender documents. The Purchasing and Contracts Officer will upload the final tender documents for issuing and maintain a distribution register.

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the City not to compromise its duty of fairness.

In summary, check before issuing that:

- Budget is available and approved,
- A procurement strategy is complete,
- A procurement plan is complete and signed off,
- Statutory approvals are in place,
- You can then issue the tender.

11.8 Tender enquiries

TASK	RESPONSIBLE OFFICER
Receive and respond to tender enquiries	Procurement and Contracts Officer

All tender enquiries must be in writing and forwarded to the Procurement and Contracts Officer who will coordinate all responses and ensure appropriate record keeping.

11.9 Addendum to tender

TASK	RESPONSIBLE OFFICER
Issue addendum	Procurement and Contracts Officer

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the City may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

A copy of the addendum will also be placed on Tenderlink.

Regulation 14(5) requires that any person who sought a copy of the Tender Request must be given notice of any change to the information of the Tender Request as it was set out in the Statewide Notice.

11.10 Minor variation

TASK	RESPONSIBLE OFFICER
Advise of variation	Procurement and Contracts Officer

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the City and tenderer have entered into a Contract, a minor variation may be made by the City.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

11.11 Tender deadline

TASK	RESPONSIBLE OFFICER
Non-compliant tenders	Procurement and Contracts Officer

A tender that is not received in full in the required format by the advertised Tender Deadline shall be deemed non-compliant and will not proceed to evaluation.

Any late tender received will not be assessed by the City and tenderer will be informed in writing.

11.12 Opening of tenders

TASK	RESPONSIBLE OFFICER
Tender opening	Procurement and Contracts Officer Tender originator (or their representative)

Tender Responses must be received, kept and opened in accordance with Regulation 16.

No tenders are to be removed from the tender box, or downloaded from Tenderlink, opened (read or evaluated) prior to the tender deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Council Officer. Please note, where practicable, the nominated Evaluation Panel members should NOT be either of these two officers. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the City.

Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least one of the City's Officers present at the opening of tenders.

11.13 Tender submissions

TASK	RESPONSIBLE OFFICER
Record all tender submissions	Procurement and Contracts Officer

The Procurement and Contracts Officer will save all tender submissions electronically received via Tenderlink in Content Manager. All hard copies

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

received via the City's Tender Box will be stamped and scanned into Content Manager before passing them on to the tender originator for the tender evaluation.

11.14 No tenders received

TASK	RESPONSIBLE OFFICER
Provide guidance	Procurement and Contracts Officer

Where the City has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$50,000 and \$149,999 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within six months of the closing date of the lapsed tender.

11.15 Tender evaluation

TASK	RESPONSIBLE OFFICER
Setup evaluation panel meeting	Tender originator
Carry out evaluation	Evaluation panel members and Procurement and Contracts Officer
Record all evaluation sheets	Tender originator and Procurement and Contracts Officer
Provide updates to Procurement and Contracts Officer	Tender originator

Regulation 18(1) states that Responses are to be rejected if not submitted at a place constituted and within the time specified.

Regulation 18(2) states that Responses that are not compliant with requirements specified in the Tender Request may be rejected without consideration of its merits.

The Procurement and Contracts Officer must be invited to all evaluations with a value of \$150,000 and above to provide probity advice and guidance.

The tender evaluation panel are to meet and discuss the evaluation criteria and evaluation process. The panel are required to assess each compliant tender to determine which tender is most advantageous. Tenders should not be shortlisted. If it is clear early in the evaluation that a submission is unlikely to be competitive, very clear records on that decision must be kept.

Evaluation sheets are to be submitted to the Tender Originator so they can be recorded in the City's document management system.

The Procurement and Contracts Officer is available to provide guidance to the evaluation panel.

An evaluation template document can be found on the Intranet.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

Regulation 18(4a) permits the City – prior to finalising an evaluation of a Tender Response – to request further information from a Tenderer to clarify the respective Tender Response.

Regulation 18(5) allows the City to decline to accept any Tender Response, should it be determined not in the City's interests to proceed further.

11.16 Tender evaluation report

TASK	RESPONSIBLE OFFICER
Prepare report for approval	Tender originator Procurement and Contracts Officer

Once the evaluation process is completed, the Business Unit is responsible for

- Writing and finalising the Evaluation report, that outlines the Evaluation process and the Evaluation Panel's final recommendations; and
- Ensuring the Evaluation report is signed off by CEO and/or Full Council depending on the value of the Procurement.

Regulation 18(4) requires that all compliant Tender Responses are subject to a written evaluation referencing all the criteria that was included in the Tender Request.

The CEO has delegated powers to approve and reject all Responses and Expressions of Interests for up to a value of \$250,000. Responses exceeding \$250,000 in value need to be referred to the Council for their approval or rejection, whichever the case may be.

11.17 Summary report/Council report

TASK	RESPONSIBLE OFFICER
Prepare report for approval	Tender originator

If the contract is for \$250,000 or less, then a summary report is to be prepared for approval by the Chief Executive Officer under delegated authority.

If the contract value exceeds \$250,000 a council agenda report is to be prepared and presented to Council for their approval.

Report templates will be uploaded on the Intranet.

11.18 Notification of outcome

TASK	RESPONSIBLE OFFICER
Notify successful/unsuccessful tenderers	Procurement and Contracts Officer

Once approved by either the CEO or Council, each tenderer shall be notified in writing via letter or email of the outcome of the tender. The Procurement and Contracts Officer shall:

- Notify the successful Tenderer(s) in writing and start preparing the contract documents; and

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

- Notify the unsuccessful Tenderers in writing that their Tender Responses have been unsuccessful. It is recommended that a verbal or formal debriefing be held, to provide feedback to the Tenderers addressing their performance against the Selection Criterion.

It is required that all Tenderers are given written notice of the successful Tender Response or that no Tender Response was accepted: Regulation 19.

Where a contract has not been entered with the successful Tenderer within 6 months of the day on which that Tenderer's Tender Response was accepted and the Tenderer agrees not to enter in to a contract with the City, then the City may select another Tenderer from the other Tender Responses: Regulation 18(6).

If the contract with the successful Tenderer is terminated by agreement within 6 months of the date on which that Tenderer's Tender Response was accepted, then the City may select another Tenderer from the other Tender Responses: Regulation 18(7).

11.19 Tender contract negotiation / contract development

TASK	RESPONSIBLE OFFICER
Prepare contract	Procurement and Contracts Officer
Review contract	Tender Originator/Manager/Director
Arrange contract signing	Purchasing and Contracts Officer
Obtain copies of insurances	Purchasing and Contracts Officer

It may be necessary to enter negotiations with the preferred Tenderer prior to finalising the Contract. Post-tender negotiations should be undertaken by at least two members of the Evaluation Panel.

Post-Tender negotiations may be a result of the Evaluation Panel identifying an opportunity in the Contract leading to potential savings.

The City may negotiate a contract with the successful Tenderer that varies from the specifications in the Tender Request, however, that variation must be 'minor', otherwise a new Tender Request process must be undertaken: Regulation 20(1).

'Minor variation' means a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply: Regulation 20(3).

Regulation If the 'minor variation' proposed by the City to be included in the contract is not agreed by the successful Tenderer (or the successful Tenderer is unable to agree) then the City may select another Tenderer from the other Responses: Regulation 20(2).

Once a contract is entered with a Tenderer, it cannot be varied unless it is –

- a variation that is necessary for the goods or services to be supplied and does not change the scope of the contract: Regulation 21A(a); or
- a renewal or an extension of the term of the contract in circumstances where the renewal or extension was part of the Tender Request: Regulation 21A(b).

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

The Procurement and Contracts Officer will prepare the tender contract. This document is to be reviewed by the tender originator and their relevant Manager/Director.

Once approved, the Procurement and Contracts Officer will arrange signing of the contract document, including, where required, assistance with development of a detailed covering memo.

11.20 Insurances

TASK	RESPONSIBLE OFFICER
Certificate of Currency on insurance policies	Procurement and Contracts Officer

The Procurement and Contracts Officer must ensure the insurance policies of the contractors are current before commencing works.

Each year of the contract, new certificates are required and a reminder of expiry date of cover must be followed up and recorded.

11.21 Generate purchase order

TASK	RESPONSIBLE OFFICER
Raise purchase order	Tender originator/Service department

Prior to any works commencing the responsible Officer is required to raise a purchase order. Refer to Item 5.3 and 5.4 of this document.

11.22 Contract management

TASK	RESPONSIBLE OFFICER
Manage ongoing contract	Tender originator/Service department

The Tender originator or service area will be responsible for the ongoing contract management. City officers should be aware of the contracts under their responsibility and the tasks required to manage the contract effectively.

Key contract management tasks include:

- Checking and paying invoices.
- Monitoring the disclosure requirements of the contract (attaining updated certificates of currency for insurances, ensuring that licenses remain current etc.).
- Monitoring key dates such contract expiry and extension dates.
- Updating the details of the contractor's key personnel in contract documentation.
- Monitoring assets provided to the contractor.
- Administering and recording variations when required.

Effective contract management is focussed on:

- Ensuring that the necessary steps for contract kick-off are all addressed i.e. securities where applicable, site hand over, advance payments, etc.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

- Ensuring timely delivery of goods, works or services thus ensuring that parties are aware of key dates in the contract;
- That all deliverables are inspected / checked that they are compliant with terms and conditions of the contract;
- That contractor performance and services are provided at the standard required;
- Minimising risks of overruns by providing timely information and alerts;
- Ensuring that necessary amendments / variations made to the contract have been properly administered and received necessary approvals;
- Smooth management, administration and resolution of disputes and remedies identified and implemented as necessary;
- Ensure that termination, where absolutely necessary, is effected in accordance with the provisions of the contract;
- Ensuring there is smooth contract / project close out;
- Ensuring that there any necessary documentation is effected throughout the duration of the contract or project;
- Completing any necessary task on contract expiry or project close out e.g. return of securities, completion of performance report.

Whilst the processes, time and documentation that are a part of good contract management may at times be seen as unnecessary "red tape" they should be seen more as best practices in managing risk. Good management and administration ensures value for money is monitored and maintained, provides an audit trail, develops consistency, minimises risks and promotes sound governance.

11.23 Tender Register

TASK	RESPONSIBLE OFFICER
Maintain tender register	Procurement and Contracts Officer

The Procurement and Contracts Officer will be responsible for maintaining a Tender Register which is to be made available on the City's website.

11.24 Records management

TASK	RESPONSIBLE OFFICER
Record tender documentation	Procurement and Contracts Officer

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Approval documentation;
- Notification and award documentation.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Approval documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the City's internal Records Management Policy. Regulation 16(1) requires that any Tender Response received by the City is safely kept and confidentiality retained.

11.25 Contract Register

TASK	RESPONSIBLE OFFICER
Maintain contracts register	Procurement and Contracts Officer

The Procurement and Contracts Officer will be responsible for maintaining a Contract Register for contracts over \$50,000 (ex GST). Officers are required to notify the Purchasing and Contracts Officer of all new contracts over \$50,000 (ex GST) to be included on the register.

Contracts with a total value of \$150,000 or more is to be made available on the City's website.

Appendix 1: City of Vincent Purchasing Policy 1.2.3

<https://www.vincent.wa.gov.au/documents/641/123-purchasing-policy>

Appendix 2: Procurement Templates

Procurement Plan Template:

<https://intranet.vincent.wa.gov.au/documents/1754/procurement-plan-template>

Request for Tender:

<https://intranet.vincent.wa.gov.au/documents/1756/request-for-tender-template>

Request for Quotation:

<https://intranet.vincent.wa.gov.au/documents/1755/request-for-quotation-template>

Appendix 3: City of Vincent Risk Management Policy

<https://www.vincent.wa.gov.au/documents/562/4126-risk-management>

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

21 APRIL 2020

8 ANNOUNCEMENTS BY PRESIDING MEMBER (WITHOUT DISCUSSION)

This week the City has been focussed on delivering community initiatives such as the promotion of the virtual celebration of Anzac Day, which includes encouraging children to draw poppies on their driveways. Community members are encouraged to light up the dawn from their driveways at 6am, possibly bringing some instruments to play the Last Post.

The City has created some online initiatives, including Beatty Park gym classes, which have been really popular, and "Stay at home" book bags from the library. The City is investigating providing information to business regarding what help is available and what the new planning laws mean.

Clarifying the budget for 2021 is the current focus of the City and is a critical body of work.

9 GENERAL BUSINESS

Nil

10 NEXT MEETING

28 April 2020

- COVID-19 Weekly Update
- Communications Plan
- Environmental Health Update and Influenza Vaccinations
- Update from Library and Local History Centre on Services
- Community Funding – COVID-19 Relief for Seniors and the Vulnerable

5 May 2020

- COVID-19 Weekly Update

11 CLOSURE

There being no further business, the Presiding Member, Mayor Emma Cole, declared the meeting closed at 6.20pm with the following persons present:

PRESENT:	Mayor Emma Cole Cr Susan Gontaszewski Cr Alex Castle	Presiding Member South Ward North Ward
IN ATTENDANCE:	David MacLennan John Corbellini Andrew Murphy Meluka Bancroft Mark Fallows	Chief Executive Officer Executive Director Strategy & Development Executive Director Infrastructure & Environment Executive Manager Corporate Strategy & Governance Manager Built Environment and Wellbeing
Public:	1 member of the public.	

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES**21 APRIL 2020**

These Minutes were confirmed by the COVID-19 Relief and Recovery Committee as a true and accurate record of the COVID-19 Relief and Recovery Committee Meeting held on 21 April 2020.

Signed: Mayor Emma Cole

Dated



CITY OF VINCENT

MINUTES

COVID-19 Relief and Recovery Committee

28 April 2020

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

Table of Contents

1	Declaration of Opening / Acknowledgement of Country	3
2	Apologies / Members on Leave of Absence	3
3	(A) Public Question Time and Receiving of Public Statements	3
	(B) Response to Previous Public Questions Taken On Notice	4
4	Declarations of Interest	4
5	Applications for Leave of Absence	4
6	Confirmation of Minutes	5
7	Business Arising	6
7.1	COVID-19 Weekly Update	6
7.2	Community Funding for COVID-19 Relief for Seniors and the Vulnerable	16
7.3	Library and Local History Centre Update	31
7.4	Environmental Health Team Update - COVID-19 Response	32
8	Announcements by Presiding Member (Without Discussion)	33
9	General Business	33
10	Confidential Items/Matters For Which the Meeting May be Closed	33
11	Next Meeting	34
12	Closure	35

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

**MINUTES OF CITY OF VINCENT
COVID-19 RELIEF AND RECOVERY COMMITTEE
E-MEETING, ACCESS AVAILABLE ON THE CITY'S WEBSITE
HTTP://WEBCAST.VINCENT.WA.GOV.AU/
ON TUESDAY, 28 APRIL 2020 AT 5.00PM**

PRESENT:	Mayor Emma Cole	Presiding Member
	Cr Susan Gontaszewski	South Ward
	Cr Alex Castle	North Ward
IN ATTENDANCE:	David MacLennan	Chief Executive Officer
	John Corbellini	Executive Director Strategy & Development
	Andrew Murphy	Executive Director Infrastructure & Environment
	Virginia Miltrup	Executive Director Community & Business Services
	Meluka Bancroft	Executive Manager Corporate Strategy & Governance
	Mark Fallows	Manager Built Environment and Wellbeing

Public: Four members of the public.

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Mayor Emma Cole declared the meeting open at 5.06pm 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 LEAVE OF ABSENCE

Nil

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

The following questions and statements were submitted prior to the Meeting and were read out by the Chief Executive Officer. Administrations' responses will be provided in the Agenda for the 5 May 2020 COVID-19 Relief and Recovery Committee Meeting.

3.1 Jess Karlsson of West Leederville

- Are City of Vincent planning to contribute available council resources to help deliver the project more efficiently and comprehensively?
(e.g. databases of residents/areas at higher risk, so our communication can target those most at risk quickly, providing staff not fully utilised as 'service delivery volunteers' and available venues within COV)
- Will the City connect Cahoots with other project leaders so we can work more collaboratively and combine our projects, wherever possible?
(Cahoots, and I do have relationships with several of the listed organisation's CEOs and Exec Teams, however, we believe it would be more efficient if COV provided linkages, with the aim of providing a more coordinated and comprehensive approach.)

There being no further speakers, Public Question Time closed at approximately 5.13pm.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**3.1 Andrew Main of North Perth**

It is quite noticeable in my area that since the requirement for social isolation, there has been an increased number of people walking and riding bikes. I am interested to know what the City is doing to ensure that impediments to walking and cycling are minimised and that there is adequate space for both pedestrians and cyclists to practice social distancing.

The following are issues that I believe that the City could address.

- The practice where footpaths are obstructed by roadworks signage. For example, this was the case on Vincent Street Leederville on 14 April where there were 3 sets of signs placed on the footpath on the northern side, west of Loftus St. This reduced the width of the footpath by 50%. On 2 April, a trailer mounted sign obstructed the whole footpath on the eastern side of Charles Street on the corner of Lawler St North Perth.
- Council street trees or vegetation from private residences that overhang or obstruct the footpath.
- Vehicles being parked in a manner such that they encroach upon footpaths. This is particularly as issue where perpendicular parking has been constructed by council.
- Vehicles parked on residential verges, meaning that it is not possible for people to walk on the verge to pass people safely. Such as, in instances when people are walking on the footpath toward each other.
- Sand or other debris such as leaves, gumnuts etc, lying on the footpath.
- The prevalence of signposts, or lightpoles erected in the middle of footpaths, making these tricky to negotiate.
- Shopping trolleys being left on footpaths near shopping centres.

The City will investigate issues when reported and take the appropriate action.

With higher rates of cycling and walking, and low vehicular traffic volume, is the council looking at how road space can be reallocated and set aside for active transport users, as is happening in other cities and countries? Is the council considering how to make streets safer for active transport users by filtering to reduce rat runners and drivers travelling at high speeds?

There are no plans to do anything specific in the short term in relation to COVID-19. The City is developing its Integrated Transport Plan.

4 DECLARATIONS OF INTEREST

- 4.1** Cr. Castle disclosed a conflict of interest in Item 10.1 – 'Leederville Gardens Inc. Trust – COVID-19 Relief Fund Recommendations'. The extent of Cr Castle's interest is that in 2019 and 2020 her daughter participated in an unpaid, voluntary educational program conducted by one of the applicants.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

6 CONFIRMATION OF MINUTES**COMMITTEE DECISION****Moved:** Cr Gontaszewski, **Seconded:** Cr Castle

That the minutes of the COVID-19 Relief and Recovery Committee held on 21 April 2020 be confirmed.

CARRIED UNANIMOUSLY (3-0)



For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

7 BUSINESS ARISING**7.1 COVID-19 WEEKLY UPDATE**

- Attachments:
1. COVID-19 Relief and Recovery Implementation Plan Update [↓](#) 
 2. COVID-19 Impacts on Service Delivery [↓](#) 

RECOMMENDATION:

That the COVID-19 Relief and Recovery Committee NOTES the update on the City's actions relating to the COVID-19 pandemic.

COMMITTEE DECISION ITEM 7.1

Moved: Cr Castle, **Seconded:** Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

COVID-19 Relief and Recovery Implementation Plan**Part 2 – Implementation Plan****2.1. Key Actions**

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 16 April 2020	Weekly update at 23 April 2020
				Short	Medium	Long			
1. Our Health & Wellbeing	1.1. Facility Plan developed for Beatty Park, Loftus Community Centre and Library and Local History Centre to implement public health directives.	Built Environment & Wellbeing	Beatty Park Library & Local History Centre	•			✓		
	1.2. Communications Plan developed including community messaging through website, social media and display at the City's facilities.	Marketing	Built Environment & Wellbeing	•				Communication plan being prepared. Beatty Park content strategy now launched. Neighbourhood Connection Program communications launched.	Report to be presented to Committee 5 May 2020.
	1.3. Maintain customer service support and consider a range of measures to support ongoing community engagement using online and innovative practices.	Built Environment & Wellbeing	Beatty Park Library & Local History Centre Customer Service	•				Under consideration.	Under consideration.
	1.4. Consider developing a local campaign for flu season vaccinations.	Built Environment & Wellbeing	Marketing		•			Update to be provided to Committee on 28 April 2020. Local service providers have been contacted. Photography call out to staff who have been getting a Flu jab to prep for video content.	Update prepared for COVID-19 Committee 28 April 2020.
	1.5. Draft Public Health Plan, community education campaign and stakeholder engagement.	Built Environment & Wellbeing	Marketing		•	•		Report prepared for COVID-19 Committee 21 April 2020.	In progress.
	1.6. Engage with local businesses which support the City's public health (e.g. gyms, yoga), to encourage uptake of physical activity and wellbeing programs by the community.	Built Environment & Wellbeing	Marketing and Partnerships	•	•			Local physical activity businesses are being engaged. Current focus is on Beatty Park activity and fitness program content.	
	1.7. Explore new opportunities for delivering fitness programs.	Beatty Park Leisure Centre		•	•			Additional 300 followers on Socials (excellent feedback received on content). Video fitness content started this week with facility staff as presenters. Les Mills OnDemand 800+ online fitness sessions now available for free to members until end of May 2020.	Fitness content now being shared on City of Vincent YouTube channel to engage those not on social media channels. Les Mills OnDemand 800+ online fitness sessions now available for free to members until end of May 2020. Over 600 members have taken up this offer through Beatty Park and feedback has been very positive. Swim School content is being provided through mail outs comprising worksheets to engage students and safety information for parents with kids now at home. This has been well received.
	1.8. Ensure there is a strong presence to manage public health issues, as advocated by the Department of Health	Built Environment & Wellbeing		•	•	•			Ongoing – report provided to COVID-19 Committee 28 April 2020.
2. Our Community	2.1. Waive interest on all outstanding rates and a suspension of new debt collection activities.	Finance		•			✓	Completed.	
	2.2. Refund all cancelled bookings at City-owned properties or facilities.	Community Partnerships	Finance	•			✓		
	2.3. Consideration of impacts of COVID-19 on City debtors.	Finance		•				Budget workshop scheduled 21 April 2020.	Progressing for OMC.
	2.4. Move to fortnightly payment of creditors.	Finance		•			✓		
	2.5. Budget and financial strategy for 2020/21 to consider a 0% rate and fees and charges increase.	Finance			•			Budget workshop scheduled 21 April 2020.	Progressing for OMC.

Page 1 of 7

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 16 April 2020	Weekly update at 23 April 2020
				Short	Medium	Long			
	2.6. Consider Expression of Interest for disbursement of significant Leederville Gardens trust funds to assist vulnerable residents impacted by COVID-19.	Finance	CEO Office	•				Currently being advertised.	Report prepared for COVID-19 Committee 28 April 2020.
	2.7. Expand Vincent Library e-book loans and Books on Wheels service.	Library & Local History Centre		•			✓	Completed.	
	2.8. Promote Meals on Wheels Service.	Customer and Library Services (Community Centre)	Marketing/ Community Partnerships	•			✓	Refer to COVID-19 Relief for seniors and the vulnerable report. Intended to expand this service and offer alternatives to Meals on Wheels. This includes connecting with local restaurants who can supplement this service and retain local employment. We will also look at offering small grants for grocery delivery for people who don't have access to online delivery.	Completed.
	2.9. Explore opportunities to expand online library services.	Library & Local History Centre		•			✓	Development of virtual library website landing page. Preparing of comms for reopening if status changes. 14/04 commenced #StayAtHome Book Bag service for Vincent residents – Click & Collect type service where library staff select a bag of books/items and customers collect from front door of library.	Report prepared for COVID-19 Committee 28 April 2020.
	2.10. Assess further need and support through reprioritisation of services and resources.	Library & Local History Centre		•					Recommend consolidate this action covered by action 2.7 report prepared for 28 April 2020 meeting with full details of measures implemented.
	2.11. Launch buy local campaign to support our small businesses and provide social media support.	Marketing;	Policy & Place	•	•			142 businesses have registered. Phase 1 of 4 complete. Phase 2 in progress. Report prepared for 21 April 2020 to consider updated purchasing policy promoting Buy Local.	Recommend consolidate this action with 2.21.
	2.12. Discuss with local businesses to implement changes to car parking to support take away and home delivery services.	Engineering	Policy & Place	•			✓	Minimal demand for parking in town centres since restrictions came into effect.	Continuing to monitor and respond as required. Completed.
	2.13. Launched online planning applications for lodgement and tracking.	Development & Design	IT	•			✓		
	2.14. Expand Beaufort Street amnesty for change of use planning applications across Vincent.	Policy & Place	Development & Design	•			✓		
	2.15. Consider arts industry relief using developer contribution cash-in-lieu funds from Percent for Art fund.	Marketing	Policy & Place Development & Design	•				Draft EOI developed and circulated to working group.	EOI to be completed Friday 24 April 2020.
	2.16. Consider all waste services with a focus on essential service provision for bin collection. Also green waste, junk verge waste. Liaise with WALGA regarding contingency planning across local government.	Waste		•			✓	Completed.	
	2.17. Consider timing of rollout of FOGO.	Waste		•			✓		

Page 2 of 7

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 16 April 2020	Weekly update at 23 April 2020
				Short	Medium	Long			
	2.18. Maintain contact with clubs, community groups and stakeholders who use community facilities and sportsgrounds to assist in reviewing the financial and social impact of closures and cancellations.	Community Partnerships			•			Report prepared 21 April 2020 Committee meeting to outline rent subsidies available. Contact is being made on a regular basis with clubs, community groups and stakeholders. The team is in the process of obtaining Health Checks in order to review the financial situation and social impact of closures.	Ongoing.
	2.19. Consider sponsorship, grants and relief packages for community groups, sporting clubs and local businesses.	Finance	Policy & Place Community Partnerships		•			Report prepared for 21 April 2020 Committee meeting to outline response for City tenants.	
	2.20. Consider events and initiatives to assist with economic rebound.	Policy & Place Marketing			•	•		Currently being considered.	Currently considering anticipated withdrawal of restrictions and preparing for when this may occur.
	2.21. Support local businesses and buy local. Maintain contact with local businesses to understand the support they need and share reputable information. Create a business data base to share a business e-newsletter. Provide information from reputable sources. Continue to check in with local businesses and conduct health checks to understand support required.	Policy & Place Marketing		•	•	•			There are four actions underway: 1. Webpage – We have a webpage which has information and links for local businesses to reputable sources of information. 2. "Open for Business" Business Directory – We have a Business Directory where businesses can fill out a form explaining what they are offering at this time and we can put this on our Open for Business webpage for the community to use when looking for local products and services. 3. E-Newsletter – We will do an as needed e-newsletter to our local business community to share information from reputable sources and share information on what the City is doing. The first letter will be sent out the week of 20 April 2020. 4. Health Checks – The City's Place Managers are currently conducting health checks with local businesses to understand how they are going and if they need any information or support from us. So far these health checks have been conducted verbally over the phone. We will continue offering verbal health checks and will consider developing a more structured survey monkey for future use if we feel that local businesses would prefer this approach. Key outcomes of the health checks so far have reinforced issues that have already been raised and are being addressed by the City's current actions.
	2.22. Advocate for rent relief for businesses affected by restrictions.	Policy & Place		•			✓	Report prepared for 21 April 2020 Committee meeting to outline response for City tenants.	State Government passed the <i>Commercial Tenancies (COVID-19 Response) Bill 2020</i> on 17 April 2020. Following royal assent, the <i>Commercial Tenancies (COVID-19 Response) Bill 2020 (Act)</i> will come into effect. No further advocacy is required at this stage from the City. Completed.
	2.23. Consider the use of cash in lieu for parking funds.	Policy & Place		•	•			Report to be provided to the COVID-19 Committee Meeting in May 2020.	Report to be provided to the COVID-19 Committee Meeting in May 2020.
	2.22. Consider preparing a community benefit incentive based policy position under Design WA.	Policy & Place	Development & Design	•	•	•		Under consideration.	Currently being considered.

Page 3 of 7

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 16 April 2020	Weekly update at 23 April 2020
				Short	Medium	Long			
	2.23 Consider measures to continue support for homeless community.	Ranger Services	Community Partnerships	•	•	•		Ongoing.	All the leftover food from the Beatty Park Café has been given to Manna Inc, Foyer Oxford, Noongar Outreach and Passengers.
	2.24 Monitor public open space to educate community on social distancing measures.	Ranger Services Parks & Urban Green	Built Environment & Wellbeing	•	•	•		Ongoing.	Ongoing. Noted increase use of the pump track at Britannia Reserve during school holidays, considering whether any social distancing requirements.
	2.27 Vincent Community Support Network	Community and Business Services		•	•	•	✓	Report scheduled for 28 April 2020 Committee.	Completed.
	2.28 Maintain online information on health, building and planning requirements for Businesses.	Built Environment & Wellbeing, Development & Design	Marketing; Policy and Place	•				Content being prepared.	New page created with Planning info that includes the City's response and State response to assist businesses.
3 Our Organisation	3.1 Maintain ability for Council Members, Executive staff and community members to participate in Council Meetings.	Governance		•			✓		
	3.2 Establish a Committee of Council to assisting responding effectively to COVID-19.	Governance		•			✓		
	3.3 Realign and reprioritise services, projects, staff and resources towards relief and recovery.	Office of the CEO		•	•	•		Ongoing.	Update provided in 28 April 2020 agenda.
	3.4 Review planned asset maintenance programs to reschedule works to support recovery.	Engineering Parks	Finance	•	•	•		Review of all programs complete. To be reported to committee 5 May 2020.	To be reported to committee 5 May 2020.
	3.5 Review of 2019/20 budget and cash flow for fourth quarter 2019/21 and forecast impacts. Report to Council on these impacts and identify a budget strategy to address these impacts, including redirection of funding to response initiatives.	Finance		•				Budget workshop scheduled 21 April 2020.	To be presented to OMC.
	3.6 Seek deferral of OAG performance audit of Information Technology.	Governance	ICT	•					A request for audit postponement has been made with OAG by Executive Director Community and Business Services. A review meeting with OAG is scheduled for 29 April 2020.
	3.7 Workforce optimisation strategies	Human Resources		•	•	•		Update provided in agenda report 21 April 2020.	Ongoing.
	3.8 Consider project readiness for potential State and Federal grant funding and further stimulus packages.	Engineering Policy & Place			•	•		Under consideration.	Currently considering key projects.
	3.9 Investigation of rate smoothing payments.	Finance		•	•			Update will be provided at budget workshop 21 April 2020.	To be presented to OMC.
	3.10 Health, Safety and wellness of organisation.	Human Resources		•	•	•		Update provided in agenda report 21 April 2020.	Ongoing.
	3.11 Gross Rental Value re-evaluation.	Finance		•	•				The GRV valuations will be proceeding for 2020/21 rate year despite LG's requesting a deferral of this process. The impact of the valuation will be discussed at Budget Workshop on 5 May 2020.

Page 4 of 7

COVID-19 Relief and Recovery Implementation Plan

2.2. Directives

The State Government issues directives to the City and across the State under the Emergency Management Act 2005 to respond to the emergency.

Date	Direction	Response
15 March 2020	Declaration of State of Emergency in respect of the pandemic caused by virus COVID-19: https://www.wa.gov.au/sites/default/files/2020-03/Declaration%20of%20State%20of%20Emergency.pdf	<ul style="list-style-type: none">• Communication through emergency management networks.
16 March 2020	Declaration of Public Health State of Emergency: https://www.wa.gov.au/sites/default/files/2020-03/Western%20Australia%20Declaration%20of%20Public%20Health%20State%20of%20Emergency.pdf	<ul style="list-style-type: none">• City implemented all directives.• City monitoring the situation in the community and liaising with WA Police who hold emergency powers.
20 March 2020	Direction regarding deliveries and waste collection: https://www.dlgsc.wa.gov.au/docs/default-source/news/public-authorities-(delivery-of-goods-and-collection-of-rubbish-and-refuse)-directions.pdf	<ul style="list-style-type: none">• Consider as part of Item 2.16.

2.3. Announcements

The State and Federal Government, and other agencies and organisations make announcements in relation to COVID-19.

Date	Announcement	Response
12 March 2020 & 22 March 2020	The Federal Government has announced a series of stimulus packages to support the Australian economy as it deals with this challenge: https://treasury.gov.au/coronavirus .	<ul style="list-style-type: none">• Noted.
13 March 2020	Advice against holding non-essential public gatherings of more than 500 people from 16 March 2020: https://www.pm.gov.au/media/advice-coronavirus .	<ul style="list-style-type: none">• Outdoor events >500 people cancelled and advertising ceased.• Event stakeholders engaged on this announcement.
16 March 2020	Self-isolation required for all people entering Australia for a period of 14 days: https://www.pm.gov.au/media/coronavirus-measures-endorsed-national-cabinet .	<ul style="list-style-type: none">• Directive implemented by the City.
16 March 2020	The State Government announced economic response and relief packages to support the Western Australian economy as it deals with the impacts of COVID-19: https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/COVID-19-economic-response-Relief-for-businesses-and-households.aspx .	<ul style="list-style-type: none">• Noted.
18 March 2020	Non-essential indoor gathering limited to 100 people, social distancing of 1.5metres and hygiene measures required: https://www.pm.gov.au/media/update-coronavirus-measures .	<ul style="list-style-type: none">• Documented management systems implemented at Beatty Park, Library and other facilities.• Local businesses advised of this announcement.
20 March 2020	Four square metre density applied to indoor gatherings: https://www.pm.gov.au/media/update-coronavirus-measures-0 .	<ul style="list-style-type: none">• Local businesses advised of this announcement.
22 March 2020	The following facilities were restricted from opening from midday local time 23 March 2020: <ul style="list-style-type: none">• Pubs, registered and licenced clubs (excluding bottle shops attached to these venues), hotels (excluding accommodation).• Gyms and indoor sporting venues.• Cinemas, entertainment venues, casinos, and night clubs.• Restaurants and cafes will be restricted to takeaway and/or home delivery.• Religious gatherings, places of worship or funerals (in enclosed spaces and other than very small groups and where the 1 person per 4 square metre rule applies). https://www.pm.gov.au/media/update-coronavirus-measures-220320 .	<ul style="list-style-type: none">• Beatty Park, Library and other community facilities closed.• Local businesses advised of this announcement.• Monitoring of local businesses implemented by the City.
24 March 2020	Additional prohibited activities and venues to apply from 11.59pm (local time) 25 March 2020, including beauty therapists, health clubs, swimming pools, galleries, and restrictions on weddings, funerals and outdoor bootcamps: https://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020 .	<ul style="list-style-type: none">• Local businesses advised of this announcement.
29 March 2020	Public gatherings limited to two people, with some exceptions. Playgrounds, skate parks and outdoor gyms to close: https://www.pm.gov.au/media/national-cabinet-statement .	<ul style="list-style-type: none">• Playgrounds, skate parks and outdoor gym equipment closed.• Public spaces monitored.
30 March 2020	\$130 billion JobKeeper wage subsidy program announced: https://www.pm.gov.au/media/130-billion-jobkeeper-payment-keep-australians-job .	<ul style="list-style-type: none">• Information reviewed by the City.
31 March 2020	Minister Stephen Dawson (Environment) announced container deposit scheme June 2 launch has been deferred https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Start-of-Containers-for-Change-deferred-due-to-COVID-19.aspx .	<ul style="list-style-type: none">• Information reviewed by the City.
3 April 2020	National Cabinet agreed that states and territories were best placed to address issues related to the impacts of COVID19 and local governments. https://www.pm.gov.au/media/update-coronavirus-measures-030420 . Minister Rita Saffioti (Planning) announced Planning legislation changes to support COVID-19 response and recovery. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Planning-changes-support-COVID-19-response-and-recovery.aspx .	<ul style="list-style-type: none">• Noted. Awaiting State response.• Information reviewed by City. Awaiting further announcement of state wide measures to be implemented.• City advocating on support for local governments.

COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
7 April 2020	National Cabinet prepared a mandatory Code of Conduct in relation to Commercial Tenancies that is to be implemented by all States and Territories. https://www.pm.gov.au/sites/default/files/files/national-cabinet-mandatory-code-ofconduct-sme-commercial-leasing-principles.pdf .	<ul style="list-style-type: none">Currently being reviewed to consider implications for Vincent businesses.
9 April 2020	National Cabinet agreed to a nationally consistent approach to hardship support across the essential services (energy, water and rate) for households and small businesses. The Commonwealth is already taking action across the energy and telecommunications sectors to scale-up hardship support provided by those industries. State and territory governments agreed to adopt similar principles for the essential services within their remit, including water utilities and local governments. https://www.pm.gov.au/media/update-coronavirus-measures-3	<ul style="list-style-type: none">Council at its Special Council Meeting 30 March 2020 agreed to freeze rates for 20/21 Budget year; defer debt recovery.
11 April 2020	Minister Rita Saffioti (Planning) issued exemption notice for local planning approvals to support COVID-19 response https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Minister-issues-exemption-notice-for-local-planning-approvals.aspx	<ul style="list-style-type: none">Report has been prepared for COVID-19 Committee to consider Minister's exemptions and those planning exemptions approved by Council 30 March 2020.
14 April 2020	Hon. Mark McGowan MLA announced introduction of urgent legislation to address commercial and residential tenancies impacted by rental distress due to COVID-19. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/New-laws-to-provide-support-for-commercial-and-residential-tenants-and-landlords.aspx	<ul style="list-style-type: none">The Commercial Tenancies (COVID-19 Response) Bill 2020 will introduce a moratorium on evictions for small commercial tenancies and provide a range of other measures to offer support for tenants in response to COVID-19, including the introduction of a code of conduct for landlords and tenants.Potential relief for Business tenants across the City.
15 April 2020	Hon. David Templeman (Local Government) announced the Local Government Amendment (COVID-19 Response) Bill 2020 amends the <i>Local Government Act 1995</i> (the Act) in two key areas: <ul style="list-style-type: none">modifications or suspension of legislative provisions; andlocal government local laws. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Local-Government-Act-changes-to-support-COVID-19-response.aspx	<ul style="list-style-type: none">Under this change, local governments would have the power to remove restrictions and reduce red tape in order to support businesses and households during the current pandemic and consequent recovery.Awaiting release of information.
19 April 2020	WA Government announced the milestone of achieving 0 new COVID-19 cases. This also occurred on 21 April 2020	<ul style="list-style-type: none">Noted.
21 April 2020	Hon. Mark McGowan MLA and Hon John Quigley MLA announced moratorium and code of conduct to protect WA businesses. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Eviction-moratorium-and-code-of-conduct-to-protect-WA-businesses.aspx	<ul style="list-style-type: none">Advocacy successful. Measures to be communicated to businesses on the City's Business support page.
23 April 2020	Hon. Mark McGowan MLA announced new State Government relief funds for tenants and landlords, including grants of up to \$2,000 for residential tenants and land tax reduction for landlords who provide rent relief for commercial tenants.	<ul style="list-style-type: none">This information is being assessed.

2.4. Requests

The State Government makes requests to Western Australian Local Governments to support recovery from COVID-19.

Date	Request	Response
17 March 2020	Hon. Mark McGowan MLA requested that the local government sector freeze all local government household rates, fees and charges in 2020/21 to ease the financial pressure on households and businesses.	<ul style="list-style-type: none">Consider as part of Action 2.5.
25 March 2020	Hon. Rita Saffioti MLA requested that the local government sector to use discretionary powers and planning processes to both promote development and support businesses and adopt flexible approached to enforcement and compliance actions for servicing supply of supermarkets during this period.	<ul style="list-style-type: none">Consider as part of Action 2.15.

2.5. Suggestions

During this time there are many suggestions and ideas put forward. Below is a summary of new ideas for the COVID-19 Committee to determine if they belong in the implementation table above.

Date	Suggestion	Response
1 April 2020	Suggestions from meeting with Town Teams and Town Team Movement 1 April 2020: <ol style="list-style-type: none">Create a business data base to share a business e-newsletter. Provide information from reputable sources. Continue to check in with local businesses and conduct health checks to understand support required.Advocate for rent relief for businesses affected by restrictions.Consider the use of percent for art funds for activations once restrictions are lifted.Consider the use of cash in lieu for parking funds.Consider preparing a community benefit incentive based policy position under Design WA.	Response: <ul style="list-style-type: none">Include a new action in the Implementation Table above.Include a new action in the Implementation Table above.Consider as part of Action 2.15.Include a new action in the Implementation Table above.Include a new action in the Implementation Table above. Completed.

COVID-19 Relief and Recovery Implementation Plan

2.6. Development Update

The COVID-19 Committee has a number of decision making abilities delegated from Council. The following table provides an update on development matters relevant to the COVID-19 Committee.

Date	Matter	Response
N/A	N/A	• N/A

2.7. Good News Stories

A place for innovative solutions to be shared.

Date	Story
1 April 2020	Ilka have pivoted their business now designing and making scrubs for medical workers. Link: https://www.facebook.com/watch/?v=687702681996307 .
14 April 2020	RSLWA is encouraging all Aussies to get creative in a show of mateship this ANZAC Day – by standing in quiet contemplation at the end of their driveways, or on their balconies, at 6:00am on 25 April.
15 April 2020	Rangers and Parks staff have been monitoring City reserves and public spaces to ensure social distancing is being maintained. Very few instances of non-compliance.
15 April 2020	Big response to Beatty Park online Home Fitness Program over 2,500 daily views since launched. Increase of 300 followers.
23 April 2020	Information postcards are being delivered to the Community by end of week. Casual staff from Beatty Park were employed for this task reducing distribution costs and providing employment opportunities.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

COVID-19 Impacts on Service Delivery

Business Unit	Are you operating business as usual?	What services have ceased?	What services have been reduced?	Additional services in response to COVID-19	Risks
Beatty Park Leisure Centre	No	<ul style="list-style-type: none"> Most services ceased 	<ul style="list-style-type: none"> Looking at options to provide online content for Fitness classes and swim School. Admin staff working through refunds, suspensions, cancellations of memberships and general invoicing. Also working with HR team on providing staff entitlements and support. Other teams are "mothballing" the facility for an extended period offline (reducing utility use, securing premises, cleaning, getting maintenance tasks that normally can't be done completed during normal business hours). 	<ul style="list-style-type: none"> Launched online fitness classes. Change of approach and style to social media content. 	
Built Environment and Wellbeing	Yes (important to note that Environmental Health services have not been reduced and we are providing full service assurance to the community).	Nil.	Nil.	<ul style="list-style-type: none"> Providing updates and support to businesses to implement Government restrictions. Increased monitoring of food businesses to ensure compliance. 	
Customer and Library Services	Library/Local History Centre/Community Centre – No. Customer Service Centre – All staff operating remotely so no counter service – just phone and online services	<ul style="list-style-type: none"> Lib/LHC/Comm Centre – all public facing services have ceased and the buildings are closed. All room bookings, events and one off programs have been cancelled. 	Library/LHC/Comm Centre physically closed until further notice.	<ul style="list-style-type: none"> Books on Wheels has recommenced with appropriate safeguards in place. Mystery Bag of library items service has commenced (click and collect concept) for library members. Number of programs have moved to 'virtual' including book club, Lego club, Baby rhyme time and Storytime plus 'do it yourself' online programs. Community Centre engaging with its members. 	
Policy & Place	Yes, remotely.	Nil.	Nil.	<ul style="list-style-type: none"> Open for Business in Vincent; increased liaison with businesses to assist with understanding current restrictions and support available from the City. 	
Parks and Urban Green	Yes, (only minor operational activities and events have been modified or cancelled). Outside staff generally working in pairs and exercising social distancing measures. Administration staff now working between home and works depot as required.	<ul style="list-style-type: none"> Operational activities are generally being undertaken as normal, however at a reduced level of service. Upcoming April Plant sale has been cancelled, however plants delivered to residents that were registered in April adopt-a-verge program. Hyde Park Water Playground now closed. Playgrounds, exercise equipment, Parklets and BBQ's all closed. Drinking fountains at all locations are now temporarily disconnected. Water refill points or taps still in use. 	<ul style="list-style-type: none"> Non-essential overtime has ceased and will be carried out during normal hours. 		
Marketing and Partnerships	No	<ul style="list-style-type: none"> Summer events series Changes to Citizenship Ceremony Regular advertising cancelled Destination marketing for Town Centres All recreation and community facilities closed. Refunds processed for all bookings. No further bookings 	<ul style="list-style-type: none"> Project communications. Community consultations which are still open but not being marketed. Seasonal sports ground bookings are delayed but will go ahead. 	<ul style="list-style-type: none"> Vincent Community Support Network. Open for Business in Vincent. Online emergency citizenship ceremonies. Virtual portals for Customer Service (to launch Monday), Beatty Park and Library. Vintranet mobile for outdoor workforce. Remote ANZAC day event. Development of a Percent for Art Fund and project. 	<ol style="list-style-type: none"> Rates budget news release. Rebooking and use of facilities for winter sports.

Page 1 of 2

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

COVID-19 Impacts on Service Delivery

Business Unit	Are you operating business as usual?	What services have ceased?	What services have been reduced?	Additional services in response to COVID-19	Risks
Waste & Recycling	Yes – full kerbside collection services are being delivered; Office based staff are all working from home.	<ul style="list-style-type: none"> Bulk Hard Waste Verge Collection Service postponed Advertised Waste Education Workshops and Events have been cancelled, currently exploring online workshop options for composting and other waste education topics. FOGO postponed. 	<ul style="list-style-type: none"> None at this stage, although liaising with contractors re BCP's for identified non-essential services. 		
Engineering Operations	Yes, albeit with a smaller team no longer using casual contractor and several staff on extended leave	<ul style="list-style-type: none"> Non-essential capital works cancelled (other than already committed). Increased focus on maintenance operations for the remainder of the financial year. 	<ul style="list-style-type: none"> Suspended traffic data collection program. 		
Assets and Design	Yes, teams working remotely. Site inspections reduced to necessity only.	Non-essential capital works cancelled (other than already committed).	<ul style="list-style-type: none"> Programmed maintenance. Cleaning aligned with building closures. Reactive maintenance. 		
Finance	Yes. All staff working from home. Had to adapt to a paperless environment especially in AP.	<ul style="list-style-type: none"> Debt Collection for rates debtors and sundry debtors has ceased. 	<ul style="list-style-type: none"> Final demand for payment will now be called Reminder Notices – these are still to be issued. 	<ul style="list-style-type: none"> Buy local procurement policy. Increased frequency of creditor payments. 	
Rangers	Yes	<ul style="list-style-type: none"> HBF Park Events. Street Closures. Setting up for events. 	<ul style="list-style-type: none"> Enforcement of some parking areas due to downturn in Community activity. Attending booked facilities to assist with access/parking reservations etc. as most bookings cancelled. External outreach services impacted such as Manna Inc providing meals at Weld Square, shortage of food/challenges in maintaining appropriate hygiene. 	<ul style="list-style-type: none"> Increased patrol of Town Centre alfresco area and reserves to ensure social distancing measures being maintained. 	
Development & Design	Yes	Nil.	Nil.		
Corporate Strategy and Governance	Yes	Nil.	Nil.	<ul style="list-style-type: none"> Transitioned to electronic Council proceedings. Compiling and publishing agenda for weekly COVID-19 Relief and Recovery Committee Meeting. Manage City's approach to rent relief. Manage Leederville Gardens Trust Fund EOI process. 	
Human Resources	Yes	Nil.	Nil.	<ul style="list-style-type: none"> Transitioning to become a paperless office. Standing down employees at Beatty Park and Library processes (i.e. letters, payroll leave reports, employee support and advice etc.). Redeployment of staff. Mental health and wellness planning and initiatives for staff and contacting management and staff on a regular basis to check in and have a mental health conversation. 	<ul style="list-style-type: none"> Increased workload may have an impact on staff mental health and errors in processing and administration.
Information & Communication Technology	Yes		<ul style="list-style-type: none"> Mail service reduced to twice a week collected by rangers. Records staff attending twice a week to process mail. 	<ul style="list-style-type: none"> Records service has expanded to provide Strategy and Development access to hardcopy file while working from home. Increased demand on IT staff to provide remote support including access to VPN, remote phone access. 	<ul style="list-style-type: none"> Where issues experienced with VPN due to home connection impacts staff ability to use core systems. Increased workload may impact on staff morale, mental health and work life balance.

Page 2 of 2

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

7.2 COMMUNITY FUNDING FOR COVID-19 RELIEF FOR SENIORS AND THE VULNERABLE

Attachments: 1. Policy No. 3.10.11 - Community Funding  

RECOMMENDATION:

That the COVID-19 Relief and Recovery Committee:

1. NOTES that emergency relief assistance of up to \$500 per person may be required for seniors, people in hardship and the vulnerable over the next 6 months due to COVID-19, and this can be achieved by including 'Donation Relief' in the City's Policy No. 3.10.11 – Community Funding;
2. RECOMMENDS to Council that it provide local public notice of the proposed amendments to the City's Policy No. 3.10.11 – Community Funding, as shown underlined in Attachment 1, to allow the assistance as set out in recommendation 1. Above; and
3. In the interim to the amendment to the City's Policy No. 3.10.11 – Community Funding, APPROVES the Chief Executive Officer distributing up to \$20,000 of the Leederville Gardens Trust Funds to community organisations (or one organisation) to allocate up to \$500 per person over a 6 month period (1 May to 31 October 2020) to eligible seniors, people in hardship and the vulnerable.

COMMITTEE DECISION ITEM 7.2Moved: Cr Gontaszewski, Seconded: Cr Castle

That the recommendation be adopted.

PROPOSED AMENDMENT 1Moved: Cr Gontaszewski, Seconded: Cr Castle

That the recommendation be amended as follows:

That the COVID-19 Relief and Recovery Committee:

1. NOTES that emergency relief assistance of up to \$500 per person may be required for seniors, people in hardship and the vulnerable over the next 6 months due to COVID-19, and this can be achieved by including 'Donation Relief' in the City's Policy No. 3.10.11 – Community Funding;
2. RECOMMENDS to Council that it provide local public notice of the proposed amendments to the City's Policy No. 3.10.11 – Community Funding, as shown underlined in Attachment 1, to allow the assistance as set out in recommendation 1. Above; and
3. ~~In the interim to the amendment to the City's Policy No. 3.10.11 – Community Funding,~~ APPROVES the Chief Executive Officer distributing up to \$20,000 of the Leederville Gardens Trust Funds to community organisations (or one organisation) to allocate up to \$500 per person over a 6 month period (1 May to 31 October 2020) to eligible seniors, people in hardship and the vulnerable.

AMENDMENT CARRIED (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COMMITTEE DECISION ITEM 7.2Moved: Cr Gontaszewski, Seconded: Cr Castle

That the COVID-19 Relief and Recovery Committee:

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES**28 APRIL 2020**

1. NOTES that emergency relief assistance of up to \$500 per person may be required for seniors, people in hardship and the vulnerable over the next 6 months due to COVID-19, and this can be achieved by including 'Donation Relief' in the City's Policy No. 3.10.11 – Community Funding;
2. RECOMMENDS to Council that it provide local public notice of the proposed amendments to the City's Policy No. 3.10.11 – Community Funding, as shown underlined in Attachment 1, to allow the assistance as set out in recommendation 1. Above.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil



CITY OF VINCENT

COMMUNITY FUNDING POLICY NO. 3.10.11

(Adopted at the)

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

CITY OF VINCENT POLICY MANUAL
 COMMUNITY ENGAGEMENT - COMMUNITY PARTNERSHIPS
 POLICY NO: 3.10.11
 COMMUNITY FUNDING

POLICY NO: 3.10.11

COMMUNITY FUNDING

Index

OBJECTIVES	1
POLICY STATEMENT	1
1. Definitions	1
2. Background	2
3. Community Funding Categories	2
3.1 Seeding Grants	2
3.2 Community Support Grants	2
3.3 Youth Development Grant	
3.4 Collaborative Grants	3
3.5 Female Sports Participation Grants	
3.6 Festival and Event Sponsorship	3
3.7 Town Team Grants	3
3.8 Environmental Grants	3
3.9 Heritage Assistance Grants	4
3.10 Heritage Plaques Program	4
3.11 Active Transport Grants	4
3.12 Active Transport Community Initiatives Grants	4
3.13 Transport Assistance	4
3.14 Special Assistance Welfare	5
3.15 Donations	5
3.16 Waiving of Fees	5
3.17 Emergency Relief Donations	5
4. Community Funding Application and Assessment Overview	6-9

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

CITY OF VINCENT POLICY MANUAL
COMMUNITY ENGAGEMENT - COMMUNITY PARTNERSHIPS
POLICY NO: 3.10.11
COMMUNITY FUNDING

POLICY NO: 3.10.11

COMMUNITY FUNDING

OBJECTIVES

- To provide financial assistance through grants, sponsorship, donations, waivers and in-kind support which assist groups, organisations and individuals to deliver positive community outcomes
- To utilise community funding as a strategic opportunity to strengthen quality of life within Vincent through improved community engagement, partnerships and participation
- To complement and support both Council and community priorities through a range of community funding initiatives

POLICY STATEMENT

The City of Vincent recognises that community funding provides a significant opportunity to work collaboratively with the local groups, organisations and individuals to deliver activities which increase social participation, promote social inclusion and strengthen connections within our community. A variety of funding initiatives are offered each year to meet the diverse range of interests, demands and priorities throughout the Vincent community.

1. DEFINITIONS

"Donation" is a cash contribution to an organisation or group for the purpose of assisting an activity, event or program with a charitable, welfare or community service orientated purpose.

"Fees and Charges" are stipulated monetary amounts established through Council's Annual Fees and Charges Schedule and levied where an organisation, group or individual seeks to use of a City of Vincent managed facility or reserve.

"Grant" is a cash contribution made to an organisation or group for the sole purpose of delivering a specific project with mutually agreed outcomes and performance measures. Grants must be fully acquitted at the conclusion of the project.

"In-kind donation" is a contribution to an organisation or group through the provision of City of Vincent services, resources and facilities although no monies are physically exchanged.

"Sponsorship" is a cash and/or in-kind contribution to an organisation or group for a specific purpose or event where the City of Vincent receives public recognition for its contribution in a manner negotiated by both parties. Sponsorship must be fully acquitted at the conclusion of the project or event.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

CITY OF VINCENT POLICY MANUAL
COMMUNITY ENGAGEMENT - COMMUNITY PARTNERSHIPS
POLICY NO: 3.10.11
COMMUNITY FUNDING

2. BACKGROUND

- (a) The City of Vincent regularly receives requests from a range of community groups, organisations and individuals for the provision of financial support towards projects, programs, events and other initiatives. The total sum of these requests exceeds the level of financial support available, and as such, it is not possible to provide support in every instance.
- (b) This Policy outlines the various Community Funding opportunities available from the City of Vincent with the specific funding category purpose and eligibility criteria then guiding the level of financial support that may or may not be provided.
- (c) The Community Funding opportunities outlined in this policy are solely for the purpose of delivering positive outcomes in the City of Vincent for the local community.
- (d) Applicants are not guaranteed funding and no applicant can be guaranteed full funding. Any initiatives previously supported through Community Funding cannot be guaranteed funding in future years and this should be closely considered when developing an application.
- (e) This Policy is supported by specific funding category guidelines, criteria and application forms that Administration may update from time-to-time to ensure Community Funding reflects Council and community priorities.
- (f) The availability of financial support remains subject to Community Funding allocations within Council's Annual Budget that may vary from year-to-year based upon Council and community priorities.
- (g) Council's Advisory Groups may be consulted in the assessment of Community Funding applications based upon their Terms of Reference and specific expertise.

3. COMMUNITY FUNDING CATEGORIES**3.1 Seeding Grants**

Seeding Grants aim to support City of Vincent based groups, organisations and individuals seeking to implement a new, innovative project that will benefit the local community. 'Cultural Kickstart' grants are available for new projects related to cultural development, artistic development, community art projects or events. 'Community Innovation' grants are available for new projects related to community development, education or recreation.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. A one-off amount up to \$5,000 may be available for each individual project through this funding category.

3.2 Community Support Grants

Community Support Grants aim to support City of Vincent based groups, organisations and individuals to deliver programs and services that address key social issues impacting the local community. Grants are available for programs and services that demonstrate outcomes that will build a strong and resilient community as well as initiatives that ensure the ongoing sustainability of community organisations.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

CITY OF VINCENT POLICY MANUAL
COMMUNITY ENGAGEMENT - COMMUNITY PARTNERSHIPS
POLICY NO: 3.10.11
COMMUNITY FUNDING

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$10,000** may be available for each individual program or service through this funding category.

3.3 Youth Development Grants

Youth Development Grants aim to support young people within the City of Vincent who are dedicated to addressing key social, economic and environmental issues within the local community. Focus areas include community and social entrepreneurship, environment and sustainability, arts and creative expression, and leadership and personal development.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$1,000** may be available for each individual program or service through this funding category.

3.4 Collaborative Grants

Collaborative Grants aim to establish partnerships between the City of Vincent and service delivery agencies that reside and/or operate within our local community in order to effectively respond to a recognised community focus area as determined by Council. This focus area will be reviewed on an annual basis to ensure alignment with Council priorities and community demands.

Funding applications are considered and approved by an Assessment Panel comprising Council representatives. An amount up to **\$85,000** may be available for each individual project, program or service through this funding category.

3.5 Female Sports Participation Grants

Female Sports Participation Grants aim to support City of Vincent based sport and recreation clubs and State Sporting Associations to establish activities, programs or projects that promote and encourage equal participation of women and girls in sport. Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$2000** may be available for each individual activity, program or project through this funding category.

3.6 Festival and Event Sponsorship

Festival and Event Sponsorship aims to support City of Vincent based groups and organisations to deliver festivals, events and other similar activities which contribute to community vibrancy. Sponsorship will be provided through direct funding and/or in-kind services with the level of support determined by the value to the Vincent community in terms of economic, cultural and social outcomes. Through a formal Sponsorship Agreement applicants are required to acknowledge support from the City of Vincent.

Sponsorship applications are assessed annually by Council's Arts Advisory Group who provide a recommendation to Council for formal consideration. There is no maximum amount of funding for each festival or event through this funding category with amounts awarded based on alignment with the Guidelines and Criteria as well as Council priorities.

Applicants should also refer to *Council Policy No. 3.8.3 – Concerts and Events*.

3.7 Town Team Grants

Town Team Grants aim to support the six recognised Town Teams within the City of Vincent (Beaufort Street Network, Leederville Connect, Mt Hawthorn Hub, North Perth

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

CITY OF VINCENT POLICY MANUAL
COMMUNITY ENGAGEMENT - COMMUNITY PARTNERSHIPS
POLICY NO: 3.10.11
COMMUNITY FUNDING

Local, Northbridge Common and West End Arts Precinct) to deliver initiatives that improve the performance of Town Centres and/or assistance with their ongoing governance and sustainability.

Grant applications are assessed and approved by Administration based upon funding category guidelines, Town Centre Place Plans and Town Team Action Plans. An equal amount of funding will be made available to each Town Team annually, subject to Community Funding allocations within Council's Annual Budget.

3.8 Environmental Grants

Environmental Grants are designed to assist and encourage schools, community groups and organisations to implement local projects or initiatives that align with the objectives of the City of Vincent *Sustainable Environment Strategy*.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to \$2,000 may be available for each individual project, program or service through this funding category.

3.9 Heritage Assistance Fund

The Heritage Assistance Fund provides financial assistance to persons who wish to undertake approved heritage conservation projects on places listed on the City of Vincent Municipal Heritage Inventory. Applicants should also refer to *Council Policy No. 7.6.9 – Heritage Assistance Fund*.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to \$5,000 may be available as a matched grant of 50% for each individual project through this funding category.

3.10 Heritage Plaques Program

The Heritage Plaques Program provides financial assistance to persons who wish to install a plaque or alternative form of interpretation to recognise and celebrate places of heritage interest in the City of Vincent that are either in situ or have been demolished.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to \$1,000 may be available as a matched grant of 50% for each individual project through this funding category.

3.11 Active Transport Schools Grants

Active Transport Schools Grants provide financial assistance for schools located within the City of Vincent towards Active Transport Events, Bike Education and/or Partnered Perth Bike Network (PBN) Connecting Schools Grants. The grants should encourage, support and celebrate children, parents and staff in the City to choose active transport options to get to and from school.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to \$1,000 may be available for each individual program or service through this funding category.

3.12 Active Transport Community Initiatives Grants

Active Transport Community Initiatives Grants provide financial assistance to eligible community groups and not-for-profit organisations to help fund community programs that promote or assist the community to engage in active transport. The grant can be applied to the presentation of a one off event or the development of a program which encourages, supports or celebrates initiatives that promote Vincent residents choosing active transport options.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

CITY OF VINCENT POLICY MANUAL
 COMMUNITY ENGAGEMENT - COMMUNITY PARTNERSHIPS
 POLICY NO: 3.10.11
 COMMUNITY FUNDING

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$2,500** may be available for each individual program or service through this funding category.

3.13 Transport Assistance

Transport Assistance is provided to eligible residents who have difficulty accessing transport to and from medical appointments. Such assistance is provided through direct referral to community based organisations that provide transport services or through prepaid taxi vouchers.

Requests for assistance are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$100** may be available to individuals and **\$150** may be available to each couple annually, in the form of pre-paid taxi vouchers, through this funding category.

3.14 Special Assistance Welfare

Special Assistance Welfare is provided by the City of Vincent to undertake repairs on a property and/or remove items to prevent the serving of a notice under Section 135 of the *Health Act 1911* "Unfit for Human Habitation" or Schedule 3.1 of the *Local Government Act 1995*. Such support is provided where an individual requires financial assistance to improve the condition of their premises with any funds paid directly to service providers/businesses engaged to undertake the works. No funds are paid to the individual(s) inhabiting the property.

Determinations regarding the provision of Special Welfare Assistance and the amounts required are made by Administration on a case-by-case basis.

3.15 Donations

General donations towards not-for-profit organisations and charities located in or servicing the local community will be considered where such assistance supports the delivery of projects, programs or services. The applicant must identify the specific community need or benefit based upon local research or consultation.

Donation requests are assessed and approved by Administration. An amount up to **\$500** may be available.

3.16 Waiving of Fees (including In-kind Donations)

The waiving or reduction of fees for community groups, organisations and individuals will be considered where such assistance supports the delivery of projects, programs, services or fundraising initiatives. The applicant must identify the specific community benefits associated with their activity and demonstrate their limited financial capacity to pay relevant fees.

This may include (but is not limited to):

- The hire of community facilities and town halls (bonds excluded)
- Banner pole hire
- Road closures/obstructions and special event parking
- The hire of parks, reserves and playing fields
- Street entertainment and busking permits;
- Stall Holder / Trader Permits (except food related stalls)

Waiver requests are assessed and approved by Administration. An amount up to **\$2,000** may be available with any requests above this amount requiring decision making by Council.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

CITY OF VINCENT POLICY MANUAL
COMMUNITY ENGAGEMENT - COMMUNITY PARTNERSHIPS
POLICY NO: 3.10.11
COMMUNITY FUNDING

3.17 Emergency Relief Donations

Emergency Relief Donations may be available to residents who are considered vulnerable due to experiencing hardship, or being at risk of hardship during a declared State of Emergency. The donation shall be in the form of the purchase of essential goods and/or services for the affected resident. No cash donations are permitted under this funding stream.

Administration will determine the level of need on a case by case basis and following investigation of whether appropriate assistance is available through other existing emergency relief programs or services. A total amount of up to \$500 over a six month period may be available for each individual through this funding category.

Date Adopted:	23 January 2007
Date Amended:	26 October 2010
Date Reviewed:	
Date of Next Review:	

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

CITY OF VINCENT POLICY MANUAL
 COMMUNITY ENGAGEMENT - COMMUNITY PARTNERSHIPS
 POLICY NO: 3.10.11
 COMMUNITY FUNDING

Table 1: Community Funding Application and Assessment Overview

Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
Seeding Grants	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$5,000	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities.
Community Support Grants	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$10,000	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Youth Development Grants	Not-for-profit organisations, clubs, associations, social enterprises, registered charities and individuals	\$1,000	Applications accepted throughout the year	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Collaborative Grants	Service delivery agencies, not-for-profit organisations, social enterprises and registered charities	\$85,000	Annually in September or as specific community needs are identified by Council.	Assessment Panel comprising Council and Administration representatives will assess applications based on category guidelines and criteria

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

CITY OF VINCENT POLICY MANUAL
 COMMUNITY ENGAGEMENT - COMMUNITY PARTNERSHIPS
 POLICY NO: 3.10.11
 COMMUNITY FUNDING

Female Sports Participation Grants	Not-for-profit organisations, State Sporting associations and sport and recreation clubs.	\$2,000	Applications accepted throughout the year.	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Festival and Event Sponsorship	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	N/A	Annually in March	Administration will assess applications based on category guidelines and criteria, and prepare a report for consideration at an Ordinary Meeting of Council

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

CITY OF VINCENT POLICY MANUAL
 COMMUNITY ENGAGEMENT - COMMUNITY PARTNERSHIPS
 POLICY NO: 3.10.11
 COMMUNITY FUNDING

Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
Town Team Grants	Beaufort Street Network, Leederville Connect, Mount Hawthorn Hub, North Perth Local, and OnWilliam— Northbridge Common and West End Arts Precinct	Subject to Annual Budget	Applications accepted throughout the year until specific Town Team funds are exhausted	Administration will assess applications based on Town Centre Place Plans, Town Team Action Plans, and category guidelines and criteria
Environmental Grants	Schools, not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$2,000	Annually in March	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Heritage Assistance Fund	Property owners with a place on the City of Vincent Municipal Heritage Inventory and/or State Register of Heritage Places or within a heritage area	50% of the total cost of works up to \$5,000 maximum	Applications accepted throughout the year until funds are exhausted or as specific needs are identified by Heritage Officers	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Heritage Plaques Program	Property owners and not-for-profit organisations	50% contribution up to \$1,000 maximum	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

CITY OF VINCENT POLICY MANUAL
 COMMUNITY ENGAGEMENT - COMMUNITY PARTNERSHIPS
 POLICY NO: 3.10.11
 COMMUNITY FUNDING

Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
Active Transport Schools Grants	Schools	\$1,000	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Active Transport Community Initiatives Grants	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$2,500	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Transport Assistance	Residents with demonstrated difficulty accessing transport to attend medical appointments	\$100 for individuals or \$150 for couples	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, and the availability of alternative Home and Community Care (HaCC) services
Special Assistance Welfare	Residents requiring property repairs to prevent serving of a notice under Section 135 of the <i>Health Act 1911</i> or Schedule 3.1 of the <i>Local Government Act 1995</i> .	N/A	N/A	Administration will assess situations where such assistance is required on a case-by-case basis.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

CITY OF VINCENT POLICY MANUAL
 COMMUNITY ENGAGEMENT - COMMUNITY PARTNERSHIPS
 POLICY NO: 3.10.11
 COMMUNITY FUNDING

Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
Donations	Non-profit-organisations and registered charities	\$500	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Waiving of Fees	Not-for-profit organisations, clubs, associations, social enterprises, registered charities and individuals	\$2,000	Applications accepted throughout the year	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Emergency Relief Donations	Residents	\$500	Applications are accepted during a declared emergency or disaster	Administration will assess applications based on category guidelines and criteria, and the availability of alternative emergency relief services

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES**28 APRIL 2020**

7.3 LIBRARY AND LOCAL HISTORY CENTRE UPDATE**Attachments:** Nil**RECOMMENDATION:**

That the COVID-19 Relief and Recovery Committee RECEIVES the update from the Library and Local History Centre on services being provided to residents and customers during the current closure.

COMMITTEE DECISION ITEM 7.3**Moved:** Cr Castle, **Seconded:** Cr Gontaszewski**That the recommendation be adopted.****CARRIED UNANIMOUSLY (3-0)****For:** Mayor Cole, Cr Gontaszewski and Cr Castle**Against:** Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES28 APRIL 2020

7.4 ENVIRONMENTAL HEALTH TEAM UPDATE - COVID-19 RESPONSE

Attachments: Nil

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee NOTES the role and response of the City's Environmental Health Services Team to COVID-19

COMMITTEE DECISION ITEM 7.4Moved: Cr Castle, Seconded: Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

8 ANNOUNCEMENTS BY PRESIDING MEMBER (WITHOUT DISCUSSION)

Although it was sad that Anzac Day services could not go ahead in the normal way there were some great moments of silent reflection. The light up the dawn event, with people tuning in to the broadcast from the War Memorial, had a big turnout, with reports across the community of bugles and other instruments being played from driveways. Former Councillor Jimmy Murphy played his bugle in Hyde Park. There were parts of the days that were beautiful and it would be nice to see some of that carried forward in future years.

9 GENERAL BUSINESS

Nil

10 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED**PROCEDURAL MOTION**

Moved: Cr Gontaszewski, **Seconded:** Cr Castle

Pursuant to Section 5.23(2) of the *Local Government Act 1995* and clause 2.14 of the City of Vincent Meeting Procedures Local Law 2008, proceeds “behind closed doors” at the conclusion of the items, to consider the confidential reports - .

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

At 5.46pm the meeting went behind closed doors, all members of the public left the meeting, the recording was stopped and the Committee considered Item 10.1 – Leederville Gardens Inc Trust – COVID-19 Relief Fund Recommendations.

PROCEDURAL MOTION

Moved: Cr Castle, **Seconded:** Cr Gontaszewski

That the Council resume an “open meeting”

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

At 6.35pm the meeting was reopened and the recording resumed. Mayor Emma Cole read aloud the following resolution as carried behind closed doors.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

COMMITTEE DECISION ITEM 10.1Moved: Cr Castle, Seconded: Cr Gontaszewski

That the COVID-19 Relief and Recovery Committee:

1. NOTES the submissions received from 17 registered Public Benevolent Institutions in response to the Leederville Gardens Inc. trust funds Expression of Interest for the provision of urgent relief of people in need as a direct or indirect consequence of the conditions imposed by COVID-19, as summarised at Attachment 1;
2. As trustee of the Leederville Gardens Inc. trust funds APPROVES the allocation of funds from the Leederville Gardens Trust Inc. to UnitingCare West and St Vincent De Paul, SUBJECT TO the Chief Executive Officer determining the exact amount of funds, within the limit specified in Attachment 2;
3. NOTES that the Chief Executive Officer will enter into funding agreements with the organisations listed in Recommendation 2. in respect to the acquittal of these funds, which includes negotiating the time frames, deliverables and reporting requirements;
4. REQUESTS that the Chief Executive Officer seeks further information from People Who Care Inc (Power a Pensioner), Ruah Community Services, YMCA (focus on youth mental health and case management) and any further options for provision of food for vulnerable people, and presents this information to the COVID-19 Relief and Recovery Committee Meeting next week;
5. APPROVES the Chief Executive Officer seeking and assessing any further applications for funding from the Leederville Gardens Inc. trust funds, including liaising with current applicants to refine their submissions, with the view of allocating additional funds for medium to long term relief and recovery efforts in the City of Vincent; and
6. NOTES that the Chief Executive Officer will provide the COVID-19 Relief and Recovery Committee with regular updates on potential funding initiatives and will present the further recommendations as described in Recommendation 4. above for consideration and approval.

CARRIED UNANIMOUSLY (3-0)**For:** Mayor Cole, Cr Gontaszewski and Cr Castle**Against:** Nil**11 NEXT MEETING****5 May 2020**

- COVID-19 Weekly Update
- Communications Plan
- Tenant Rent Abatement Requests – Category 3 Relief Recommendations

12 May 2020

- COVID-19 Weekly Update

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

28 APRIL 2020

12 CLOSURE

There being no further business, the Presiding Member, Mayor Emma Cole, declared the meeting closed at 6.45pm with the following persons present:

PRESENT:	Mayor Emma Cole Cr Susan Gontaszewski Cr Alex Castle	Presiding Member South Ward North Ward
IN ATTENDANCE:	David MacLennan John Corbellini Andrew Murphy Virginia Miltrup Meluka Bancroft Mark Fallows	Chief Executive Officer Executive Director Strategy & Development Executive Director Infrastructure & Environment Executive Director Community & Business Services Executive Manager Corporate Strategy & Governance Manager Built Environment and Wellbeing
Public:	No members of the public.	

These Minutes were confirmed by the Committee as a true and accurate record of the Meeting of the COVID-19 Relief and Recovery Committee held on 28 April 2020.

Signed: Mayor Emma Cole

Dated



CITY OF VINCENT

MINUTES

COVID-19 Relief and Recovery Committee

5 May 2020

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

5 MAY 2020

Table of Contents

1	Declaration of Opening / Acknowledgement of Country	3
2	Apologies / Members on Leave of Absence	3
3	(A) Public Question Time and Receiving of Public Statements	3
	(B) Response to Previous Public Questions Taken On Notice	4
4	Declarations of Interest	4
5	Applications for Leave of Absence	4
6	Confirmation of Minutes	5
7	Business Arising	6
7.1	COVID-19 Weekly Update	6
7.2	COVID-19 Relief & Recovery Strategy - Communication Plan	14
7.3	Bulk Hard Waste Collection – Proposed New Service Date	18
7.4	Leederville Gardens Inc. Trust - COVID-19 Relief Fund Recommendations	19
8	Announcements by Presiding Member (Without Discussion)	21
9	General Business	21
10	Confidential Items/Matters For Which the Meeting May be Closed	21
11	Next Meeting	21
12	Closure	21

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

5 MAY 2020

MINUTES OF CITY OF VINCENT
 COVID-19 RELIEF AND RECOVERY COMMITTEE
 E-MEETING, ACCESS AVAILABLE ON THE CITY'S WEBSITE
[HTTP://WEBCAST.VINCENT.WA.GOV.AU/](http://webcast.vincent.wa.gov.au/)
 ON TUESDAY, 5 MAY 2020 AT 5.00PM

PRESENT:	Mayor Emma Cole	Presiding Member
	Cr Susan Gontaszewski	South Ward
	Cr Alex Castle	North Ward
IN ATTENDANCE:	David MacLennan	Chief Executive Officer
	John Corbellini	Executive Director Strategy & Development
	Andrew Murphy	Executive Director Infrastructure & Environment
	Virginia Miltrup	Executive Director Community & Business Services
	Meluka Bancroft	Executive Manager Corporate Strategy & Governance
	Mark Fallows	Manager Built Environment and Wellbeing
Public:	No members of the public.	

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Mayor Emma Cole declared the meeting open at 5.00pm 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 LEAVE OF ABSENCE

Nil

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

The following questions and statements were submitted prior to the Meeting and were read out by the Executive Manager Corporate Strategy and Governance. The City's responses will be provided in the Agenda for the 12 May 2020 COVID-19 Relief and Recovery Committee Meeting.

3.1 Dudley Maier of Highgate

Item 7.4 – Leederville Gardens Trust recommendations

1. Why did the CEO decide that details about the allocation of funds from the Leederville Gardens Trust Fund should be treated as confidential at the meeting of 28 April 2020 given that a similar recommendation has been made public for the meeting of 5 May 2020 (Item 7.4)?
2. If the reason is because 'a contract may be entered into which will be discussed at the meeting' [i.e. Local Government Act – 5.23 (2) (c)] why wasn't the recommendation for the lease of the Beatty Park Café (OMC 17 March 2020 – Item 12.1) treated as confidential to the same extent?
3. If the reason is because it may disclose 'information that has a commercial value' [i.e. Local Government Act – 5.23 (2) (e)(ii)]:
 - 3.1. Why wasn't the recommendation for the lease of the Beatty Park Café (OMC 17 March 2020 – Item 12.1) treated as confidential to the same extent given that it contained some commercial information (i.e. the rent to be paid); and

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

5 MAY 2020

- 3.2. Exactly what type of information, as opposed to the actual information, would be considered as having a commercial value given that the organisations are charitable, benevolent bodies rather than commercial enterprises and are likely to be subject to the State's Associations Incorporation Act and the Federal Government's Charities Act?
4. Why has the CEO not released the confidential attachments related to the decision made at the 28 April 2020 meeting concerning the allocation of money from the Leederville Gardens Trust Fund (item 10.1) so that the community can decide for themselves:
- that the money is well spent;
 - that it provides value for money;
 - that it can be demonstrated that it will only be spent as a direct or indirect consequence of COVID-19 as per the Council's decision of 30 March 2020;
 - that the money will only be spent on services within the City; and
 - that the money is spent in accordance with the Rules of Association of the Leederville Gardens Inc.
5. Does the CEO agree that the community has the right to know how much will be spent and on what, given that it is the community's money?

21 April 2020 Committee Meeting - Item 7.3

6. At the 21 April Covid Committee meeting the committee agreed that Category 3 tenants could have a repayment plan with a minimum term of 24 months (Item 7.3 – clause 2.3.4). Why is a minimum term specified rather than a maximum term, which would make more sense?

There being no further speakers, Public Question Time closed at approximately 5.05pm.

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**3.2 Jess Karlsson (Cahoots) of West Leederville**

Are City of Vincent planning to contribute available council resources to help deliver the project more efficiently and comprehensively? (e.g. databases of residents/areas at higher risk, so our communication can target those most at risk quickly, providing staff not fully utilised as 'service delivery volunteers' and available venues within COV).

No. At its 28 April the Committee decided not to allocate funds to Cahoot's proposal at this stage. The City is also not legally able to release some of the information requested, including databases of residents.

Will the City connect Cahoots with other project leaders so we can work more collaboratively and combine our projects, wherever possible? (Cahoots, and I do have relationships with several of the listed organisation's CEOs and Exec Teams, however, we believe it would be more efficient if COV provided linkages, with the aim of providing a more coordinated and comprehensive approach).

The City's Community Partnership's team can support Cahoot's, and all local community organisations, in working more collaboratively. Please contact the City on 92736000 to discuss this further.

4 DECLARATIONS OF INTEREST

- 4.1 Cr. Castle disclosed an impartiality interest in Item 7.4 – 'Leederville Gardens Inc Trust – COVID-19 Relief Fund Recommendations'. The extent of Cr Castle's interest is that in 2019 and 2020 her daughter participated in an unpaid, voluntary educational program conducted by one of the applicants.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

5 MAY 2020

6 CONFIRMATION OF MINUTES

COMMITTEE DECISION

Moved: Cr Castle, Seconded: Cr Gontaszewski

That the minutes of the COVID-19 Relief and Recovery Committee held on 28 April 2020 be confirmed.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

5 MAY 2020

7 BUSINESS ARISING**7.1 COVID-19 WEEKLY UPDATE**

Attachments: 1. COVID-19 Relief and Recovery Implementation Plan update [↓](#) 

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee NOTES the update on the City's actions relating to the COVID-19 pandemic.

COMMITTEE DECISION

Moved: Cr Gontaszewski, Seconded: Cr Castle

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

5 MAY 2020

COVID-19 Relief and Recovery Implementation Plan**Part 2 – Implementation Plan****2.1. Key Actions**

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 23 April 2020	Weekly update at 30 April 2020
				Short	Medium	Long			
1. Our Health & Wellbeing	1.1. Facility Plan developed for Beatty Park, Loftus Community Centre and Library and Local History Centre to implement public health directives.	Built Environment & Wellbeing	Beatty Park Library & Local History Centre	•			✓		
	1.2. Communications Plan developed including community messaging through website, social media and display at the City's facilities.	Marketing	Built Environment & Wellbeing	•				Report to be presented to Committee 5 May 2020.	Report prepared for 5 May 2020 COVID-19 Committee meeting.
	1.3. Maintain customer service support and consider a range of measures to support ongoing community engagement using online and innovative practices.	Built Environment & Wellbeing Customer Service	Beatty Park Library & Local History Centre Customer Service	•				Under consideration.	Re-instating face-to-face customer service is being considered. In addition: - Library services have shifted a number of services online with interactive videos; - Beatty Park offering daily workouts online; - Increased online information regarding City's response during COVID-19; and - Regular newsletters to business community to inform of restrictions and provide support
	1.4. Consider developing a local campaign for flu season vaccinations.	Built Environment & Wellbeing	Marketing		•			Update prepared for COVID-19 Committee 28 April 2020.	Community seasonal flu campaign due to be launched in first week of May.
	1.5. Draft Public Health Plan, community education campaign and stakeholder engagement.	Built Environment & Wellbeing	Marketing		•	•		In progress.	Ongoing.
	1.6. Engage with local businesses which support the City's public health (e.g. gyms, yoga), to encourage uptake of physical activity and wellbeing programs by the community.	Built Environment & Wellbeing	Marketing and Partnerships	•	•				Information prepared and being reviewed.
	1.7. Explore new opportunities for delivering fitness programs.	Beatty Park Leisure Centre		•	•			Fitness content now being shared on City of Vincent YouTube channel to engage those not on social media channels. Les Mills OnDemand 800+ online fitness sessions now available for free to members until end of May 2020. Over 600 members have taken up this offer through Beatty Park and feedback has been very positive. Swim School content is being provided through mail outs comprising worksheets to engage students and safety information for parents with kids now at home. This has been well received.	With the recent relaxation in restrictions Beatty Park is discussing opportunities to partner with Belgravia Leisure to provide Outdoor Group Fitness sessions to members of both facilities. Belgravia can access JobKeeper program so it is cost effective for them to run the program as their staff costs are covered.
	1.8. Ensure there is a strong presence to manage public health issues, as advocated by the Department of Health	Built Environment & Wellbeing		•	•	•		Ongoing – report provided to COVID-19 Committee 28 April 2020.	Ongoing. Liaison with the State Government to determine how mandatory training for the hospitality will be implemented.
2. Our Community	2.1. Waive interest on all outstanding rates and a suspension of new debt collection activities.	Finance		•			✓		
	2.2. Refund all cancelled bookings at City-owned properties or facilities.	Community Partnerships	Finance	•			✓		
	2.3. Consideration of impacts of COVID-19 on City debtors.	Finance		•				Progressing for OMC.	Progressing for OMC.
	2.4. Move to fortnightly payment of creditors.	Finance		•			✓		
	2.5. Budget and financial strategy for 2020/21 to consider a 0% rate and fees and charges increase.	Finance			•			Progressing for OMC.	Progressing for OMC.

Page 1 of 7

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

5 MAY 2020

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 23 April 2020	Weekly update at 30 April 2020
				Short	Medium	Long			
	2.6. Consider Expression of Interest for disbursement of significant Leederville Gardens trust funds to assist vulnerable residents impacted by COVID-19.	Finance CEO Office	CEO-Office Finance	•				Report prepared for COVID-19 Committee 28 April 2020.	Report presented to 28 April 2020 Committee Meeting. Committee approved allocation of funds to two organisations, and requested CEO to liaise with a number of other organisations in respect to their proposals, and present a recommendation on the further allocation of funds to the 5 May 2020 Committee meeting. Administration will enter into funding agreements with the organisations to be awarded funds.
	2.7. Expand Vincent Library e-book loans and Books on Wheels service.	Library & Local History Centre		•			✓		
	2.8. Promote Meals on Wheels Service.	Customer and Library Services (Community Centre)	Marketing/Community Partnerships	•			✓	Completed.	
	2.9. Explore opportunities to expand online library services.	Library & Local History Centre		•			✓	Report prepared for COVID-19 Committee 28 April 2020.	
	2.10. Discuss with local businesses to implement changes to car parking to support take away and home delivery services.	Engineering	Policy & Place	•			✓	Continuing to monitor and respond as required. Completed.	
	2.11. Launched online planning applications for lodgement and tracking.	Development & Design	IT	•			✓		
	2.12. Expand Beaufort Street amnesty for change of use planning applications across Vincent.	Policy & Place	Development & Design	•			✓		
	2.13. Consider arts industry relief using developer contribution cash-in-lieu funds from Percent for Art fund.	Marketing	Policy & Place Development & Design	•				EOI to be completed Friday 24 April 2020.	EOI developed and close to release on approval of the working group.
	2.14. Consider all waste services with a focus on essential service provision for bin collection. Also green waste, junk verge waste. Liaise with WALGA regarding contingency planning across local government.	Waste		•			✓		
	2.15. Consider timing of rollout of FOGO.	Waste		•			✓		
	2.16. Maintain contact with clubs, community groups and stakeholders who use community facilities and sportsgrounds to assist in reviewing the financial and social impact of closures and cancellations.	Community Partnerships			•			Ongoing.	Regular communication occurring particular in relation to opportunities to recommence some services with gathering numbers increased. Update to be provided 12 May 2020 Committee meeting.
	2.17. Consider sponsorship, grants and relief packages for community groups, sporting clubs and local businesses.	Finance Policy & Place Community Partnerships	Policy & Place Community Partnerships Finance		•				Community groups and sporting clubs have been provided detailed information of the grants available through both the Federal and State Government. Updates and new information on grants will continue to be provided when and if they become available.
	2.18. Consider events and initiatives to assist with economic rebound.	Policy & Place Marketing			•	•		Currently considering anticipated withdrawal of restrictions and preparing for when this may occur.	Ongoing.

Page 2 of 7

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

5 MAY 2020

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 23 April 2020	Weekly update at 30 April 2020
				Short	Medium	Long			
	2.19. Support local businesses and buy local. Maintain contact with local businesses to understand the support they need and share reputable information.	Policy & Place Marketing		•	•	•		There are four actions underway: 1. Webpage – We have a webpage which has information and links for local businesses to reputable sources of information. 2. "Open for Business" Business Directory – We have a Business Directory where businesses can fill out a form explaining what they are offering at this time and we can put this on our Open for Business webpage for the community to use when looking for local products and services. 3. E-Newsletter – We will do an as needed e-newsletter to our local business community to share information from reputable sources and share information on what the City is doing. The first letter will be sent out the week of 20 April 2020. 4. Health Checks – The City's Place Managers are currently conducting health checks with local businesses to understand how they are going and if they need any information or support from us. So far these health checks have been conducted verbally over the phone. We will continue offering verbal health checks and will consider developing a more structured survey monkey for future use if we feel that local businesses would prefer this approach. Key outcomes of the health checks so far have reinforced issues that have already been raised and are being addressed by the City's current actions.	<ul style="list-style-type: none"> - Ongoing delivery of actions; - Mother's Day local buying guide and video development to be launched Friday 1 May 2020; - Proactive media release on innovative business outcomes for this week; - COVID-19 community portal will have support local focus; and - Procurement Portal campaign begins Friday.
	2.20. Advocate for rent relief for businesses affected by restrictions.	Policy & Place		•			✓	State Government passed the <i>Commercial Tenancies (COVID-19 Response) Bill 2020</i> on 17 April 2020. Following royal assent, the <i>Commercial Tenancies (COVID-19 Response) Bill 2020 (Act)</i> will come into effect. No further advocacy is required at this stage from the City. Completed.	
	2.21. Consider the use of cash in lieu for parking funds.	Policy & Place		•	•			Report to be provided to the COVID-19 Committee Meeting in May 2020.	Report to be provided to the COVID-19 Committee Meeting in May 2020.
	2.22. Consider preparing a community benefit incentive based policy position under Design WA.	Policy & Place	Development & Design	•	•	•		Currently being considered.	Currently being considered.

Page 3 of 7

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

5 MAY 2020

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 23 April 2020	Weekly update at 30 April 2020
				Short	Medium	Long			
	2.23 Consider measures to continue support for homeless community.	Ranger Services	Community Partnerships	•	•	•		All the leftover food from the Beatty Park Café has been given to Manna Inc, Foyer Oxford, Noongar Outreach and Passengers.	<ul style="list-style-type: none"> - Aboriginal Health Council COVID-19 info signage has been erected in 10x parks/locations where Aboriginal people are known to frequent, to reiterate the health messages being shared by outreach services; - Daily engagement with outreach services continues to ensure that street present persons are offered COVID-19 information, support and services as appropriate; - Attended online Outreach Service Collaboration Meeting on 8 April 2020 to share information, trends and service updates; - Manna Inc Weld Square meal service continues to operate with reduced clients (approx. 30-40); - COV website updated with new page 'Homeless Services and Support during COVID-19'; and - WA Police Operation 'Heatshield' currently underway in the area and includes active engagement with the homeless and street present community to check welfare and vulnerability. COV have provided suggested areas of focus.
	2.24 Monitor public open space to educate community on social distancing measures.	Ranger Services Parks & Urban Green	Built Environment & Wellbeing	•	•	•		Ongoing. Noted increased use of the pump track at Britannia Reserve during school holidays, considering whether any social distancing requirements.	Ongoing, update will be provided at meeting regarding any increase to numbers at reserves following increase to gatherings, as well as increases in demand for group fitness in public spaces.
	2.27 Vincent Community Support Network	Community and Business Services		•	•	•	✓	Completed.	
	2.28 Maintain online information on health, building and planning requirements for Businesses.	Built Environment & Wellbeing, Development & Design	Marketing, Policy and Place	•				New page created with Planning info that includes the City's response and State response to assist businesses.	Additional information to be published on the new COVID-19 portal launching this week.
3 Our Organisation	3.1 Maintain ability for Council Members, Executive staff and community members to participate in Council Meetings.	Governance		•			✓		
	3.2 Establish a Committee of Council to assisting responding effectively to COVID-19.	Governance		•			✓		
	3.3 Realign and reprioritise services, projects, staff and resources towards relief and recovery.	Office of the CEO		•	•	•		Update provided in 28 April 2020 agenda.	Full service review underway to inform CBP and financial review.
	3.4 Review planned asset maintenance programs to reschedule works to support recovery.	Engineering Parks	Finance	•	•	•		To be reported to committee 5 May 2020.	
	3.5 Review of 2019/20 budget and cash flow for fourth quarter 2019/21 and forecast impacts. Report to Council on these impacts and identify a budget strategy to address these impacts, including redirection of funding to response initiatives.	Finance		•				To be presented to OMC.	To be presented to OMC.
	3.6 Seek deferral of OAG performance audit of Information Technology.	Governance	ICT	•				A request for audit postponement has been made with OAG by Executive Director Community and Business Services. A review meeting with OAG is scheduled for 29 April 2020.	

Page 4 of 7

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

5 MAY 2020

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 23 April 2020	Weekly update at 30 April 2020
				Short	Medium	Long			
	3.7 Workforce optimisation strategies	Human Resources		•	•	•		Ongoing.	
	3.8 Consider project readiness for potential State and Federal grant funding and further stimulus packages.	Engineering Policy & Place			•	•		Currently considering key projects.	To be presented to OMC.
	3.9 Investigation of rate smoothing payments.	Finance		•	•			To be presented to OMC.	To be presented to OMC.
	3.10 Health, Safety and wellness of organisation.	Human Resources		•	•	•		Ongoing.	
	3.11 Gross Rental Value re-evaluation.	Finance		•	•			The GRV valuations will be proceeding for 2020/21 rate year despite LG's requesting a deferral of this process. The impact of the valuation will be discussed at Budget Workshop on 5 May 2020.	To be discussed at budget workshop.

2.2. Directives

The State Government issues directives to the City and across the State under the Emergency Management Act 2005 to respond to the emergency.

Date	Direction	Response
15 March 2020	Declaration of State of Emergency in respect of the pandemic caused by virus COVID-19: https://www.wa.gov.au/sites/default/files/2020-03/Declaration%20of%20State%20of%20Emergency.pdf	• Communication through emergency management networks.
16 March 2020	Declaration of Public Health State of Emergency: https://www.wa.gov.au/sites/default/files/2020-03/Western%20Australia%20Declaration%20of%20Public%20Health%20State%20of%20Emergency.pdf	• City implemented all directives. • City monitoring the situation in the community and liaising with WA Police who hold emergency powers.
20 March 2020	Direction regarding deliveries and waste collection: https://www.dlgsc.wa.gov.au/docs/default-source/news/public-authorities-(delivery-of-goods-and-collection-of-rubbish-and-refuse)-directions.pdf	• Consider as part of Item 2.16.

2.3. Announcements

The State and Federal Government, and other agencies and organisations make announcements in relation to COVID-19.

Date	Announcement	Response
12 March 2020 & 22 March 2020	The Federal Government has announced a series of stimulus packages to support the Australian economy as it deals with this challenge: https://treasury.gov.au/coronavirus .	• Noted.
13 March 2020	Advice against holding non-essential public gatherings of more than 500 people from 16 March 2020: https://www.pm.gov.au/media/advice-coronavirus .	• Outdoor events >500 people cancelled and advertising ceased. • Event stakeholders engaged on this announcement.
16 March 2020	Self-isolation required for all people entering Australia for a period of 14 days: https://www.pm.gov.au/media/coronavirus-measures-endorsed-national-cabinet .	• Directive implemented by the City.
16 March 2020	The State Government announced economic response and relief packages to support the Western Australian economy as it deals with the impacts of COVID-19: https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/COVID-19-economic-response-Relief-for-businesses-and-households.aspx .	• Noted.
18 March 2020	Non-essential indoor gathering limited to 100 people, social distancing of 1.5metres and hygiene measures required: https://www.pm.gov.au/media/update-coronavirus-measures .	• Documented management systems implemented at Beatty Park, Library and other facilities. • Local businesses advised of this announcement.
20 March 2020	Four square metre density applied to indoor gatherings: https://www.pm.gov.au/media/update-coronavirus-measures-0 .	• Local businesses advised of this announcement.
22 March 2020	The following facilities were restricted from opening from midday local time 23 March 2020: • Pubs, registered and licenced clubs (excluding bottle shops attached to these venues), hotels (excluding accommodation). • Gyms and indoor sporting venues. • Cinemas, entertainment venues, casinos, and night clubs. • Restaurants and cafes will be restricted to takeaway and/or home delivery. • Religious gatherings, places of worship or funerals (in enclosed spaces and other than very small groups and where the 1 person per 4 square metre rule applies). https://www.pm.gov.au/media/update-coronavirus-measures-220320 .	• Beatty Park, Library and other community facilities closed. • Local businesses advised of this announcement. • Monitoring of local businesses implemented by the City.

Page 5 of 7

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

5 MAY 2020

COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
24 March 2020	Additional prohibited activities and venues to apply from 11.59pm (local time) 25 March 2020, including beauty therapists, health clubs, swimming pools, galleries, and restrictions on weddings, funerals and outdoor bootcamps: https://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020 .	<ul style="list-style-type: none"> Local businesses advised of this announcement.
29 March 2020	Public gatherings limited to two people, with some exceptions. Playgrounds, skate parks and outdoor gyms to close: https://www.pm.gov.au/media/national-cabinet-statement .	<ul style="list-style-type: none"> Playgrounds, skate parks and outdoor gym equipment closed. Public spaces monitored.
30 March 2020	\$130 billion JobKeeper wage subsidy program announced: https://www.pm.gov.au/media/130-billion-jobkeeper-payment-keep-australians-job .	<ul style="list-style-type: none"> Information reviewed by the City.
31 March 2020	Minister Stephen Dawson (Environment) announced container deposit scheme June 2 launch has been deferred https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Start-of-Containers-for-Change-deferred-due-to-COVID-19.aspx .	<ul style="list-style-type: none"> Information reviewed by the City.
3 April 2020	National Cabinet agreed that states and territories were best placed to address issues related to the impacts of COVID19 and local governments. https://www.pm.gov.au/media/update-coronavirus-measures-030420 . Minister Rita Saffioti (Planning) announced Planning legislation changes to support COVID-19 response and recovery. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Planning-changes-support-COVID-19-response-and-recovery.aspx .	<ul style="list-style-type: none"> Noted. Awaiting State response. Information reviewed by City. Awaiting further announcement of state wide measures to be implemented. City advocating on support for local governments.
7 April 2020	National Cabinet prepared a mandatory Code of Conduct in relation to Commercial Tenancies that is to be implemented by all States and Territories. https://www.pm.gov.au/sites/default/files/files/national-cabinet-mandatory-code-ofconduct-sme-commercial-leasing-principles.pdf .	<ul style="list-style-type: none"> Currently being reviewed to consider implications for Vincent businesses.
9 April 2020	National Cabinet agreed to a nationally consistent approach to hardship support across the essential services (energy, water and rate) for households and small businesses. The Commonwealth is already taking action across the energy and telecommunications sectors to scale-up hardship support provided by those industries. State and territory governments agreed to adopt similar principles for the essential services within their remit, including water utilities and local governments. https://www.pm.gov.au/media/update-coronavirus-measures-3 .	<ul style="list-style-type: none"> Council at its Special Council Meeting 30 March 2020 agreed to freeze rates for 20/21 Budget year; defer debt recovery.
11 April 2020	Minister Rita Saffioti (Planning) issued exemption notice for local planning approvals to support COVID-19 response https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Minister-issues-exemption-notice-for-local-planning-approvals.aspx .	<ul style="list-style-type: none"> Report has been prepared for COVID-19 Committee to consider Minister's exemptions and those planning exemptions approved by Council 30 March 2020.
14 April 2020	Hon. Mark McGowan MLA announced introduction of urgent legislation to address commercial and residential tenancies impacted by rental distress due to COVID-19. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/New-laws-to-provide-support-for-commercial-and-residential-tenants-and-landlords.aspx .	<ul style="list-style-type: none"> The Commercial Tenancies (COVID-19 Response) Bill 2020 will introduce a moratorium on evictions for small commercial tenancies and provide a range of other measures to offer support for tenants in response to COVID-19, including the introduction of a code of conduct for landlords and tenants. Potential relief for Business tenants across the City.
15 April 2020	Hon. David Templeman (Local Government) announced the Local Government Amendment (COVID-19 Response) Bill 2020 amends the <i>Local Government Act 1995</i> (the Act) in two key areas: <ul style="list-style-type: none"> modifications or suspension of legislative provisions; and local government local laws. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Local-Government-Act-changes-to-support-COVID-19-response.aspx	<ul style="list-style-type: none"> Under this change, local governments would have the power to remove restrictions and reduce red tape in order to support businesses and households during the current pandemic and consequent recovery. Awaiting release of information.
19 April 2020	WA Government announced the milestone of achieving 0 new COVID-19 cases. This also occurred on 21 April 2020	<ul style="list-style-type: none"> Noted.
21 April 2020	Hon. Mark McGowan MLA and Hon John Quigley MLA announced moratorium and code of conduct to protect WA businesses. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Eviction-moratorium-and-code-of-conduct-to-protect-WA-businesses.aspx .	<ul style="list-style-type: none"> Advocacy successful. Measures to be communicated to businesses on the City's Business support page.
23 April 2020	Hon. Mark McGowan MLA announced new State Government relief funds for tenants and landlords, including grants of up to \$2,000 for residential tenants and land tax reduction for landlords who provide rent relief for commercial tenants.	<ul style="list-style-type: none"> This information is being assessed.
27 April 2020	WA Government announced indoor and outdoor non-work gatherings of up to 10 people are now permitted, which includes: <ul style="list-style-type: none"> Weddings (increased from 5) and funerals; Outdoor personal training (no shared equipment); and Home opens and display village inspections. 	<ul style="list-style-type: none"> This will likely result in an increase in the number of groups training within the City's public reserves; Continued monitoring to be undertaken by Ranger services to ensure social distancing requirements are being maintained; and Recommence issuing permits for personal training groups.
29 April 2020	Hon. Mark McGowan MLA announced COVID-19 mandatory hygiene training for all WA hospitality venues covering the following key elements: <ul style="list-style-type: none"> Understanding COVID-19 and venue restrictions; Reporting personal health issues; Maintaining personal and work environment hygiene practices, specific to COVID-19; Reducing cross contamination through procedures, specific to COVID-19; and Effective cleaning and sanitising practices, specific to COVID-19. 	<ul style="list-style-type: none"> Confirmation required as to who will be responsible for monitoring accreditation and compliance, potentially additional responsibility for Environmental Health Officers.

Page 6 of 7

COVID-19 Relief and Recovery Implementation Plan

2.4. Requests

The State Government makes requests to Western Australian Local Governments to support recovery from COVID-19.

Date	Request	Response
17 March 2020	Hon. Mark McGowan MLA requested that the local government sector freeze all local government household rates, fees and charges in 2020/21 to ease the financial pressure on households and businesses.	<ul style="list-style-type: none">Consider as part of Action 2.5.
25 March 2020	Hon. Rita Saffioti MLA requested that the local government sector to use discretionary powers and planning processes to both promote development and support businesses and adopt flexible approached to enforcement and compliance actions for servicing supply of supermarkets during this period.	<ul style="list-style-type: none">Consider as part of Action 2.15.

2.5. Suggestions

During this time there are many suggestions and ideas put forward. Below is a summary of new ideas for the COVID-19 Committee to determine if they belong in the implementation table above.

Date	Suggestion	Response
1 April 2020	<p>Suggestions from meeting with Town Teams and Town Team Movement 1 April 2020:</p> <ol style="list-style-type: none">Create a business data base to share a business e-newsletter. Provide information from reputable sources. Continue to check in with local businesses and conduct health checks to understand support required.Advocate for rent relief for businesses affected by restrictions.Consider the use of percent for art funds for activations once restrictions are lifted.Consider the use of cash in lieu for parking funds.Consider preparing a community benefit incentive based policy position under Design WA.	<p>Response:</p> <ul style="list-style-type: none">Include a new action in the Implementation Table above.Include a new action in the Implementation Table above.Consider as part of Action 2.15.Include a new action in the Implementation Table above.Include a new action in the Implementation Table above. <p>Completed.</p>

2.6. Development Update

The COVID-19 Committee has a number of decision making abilities delegated from Council. The following table provides an update on development matters relevant to the COVID-19 Committee.

Date	Matter	Response
N/A	N/A	<ul style="list-style-type: none">N/A

2.7. Good News Stories

A place for innovative solutions to be shared.

Date	Story
1 April 2020	Ilka have pivoted their business now designing and making scrubs for medical workers. Link: https://www.facebook.com/watch/?v=687702681996307 .
14 April 2020	RSLWA is encouraging all Aussies to get creative in a show of mateship this ANZAC Day – by standing in quiet contemplation at the end of their driveways, or on their balconies, at 6:00am on 25 April.
15 April 2020	Rangers and Parks staff have been monitoring City reserves and public spaces to ensure social distancing is being maintained. Very few instances of non-compliance.
15 April 2020	Big response to Beatty Park online Home Fitness Program over 2,500 daily views since launched. Increase of 300 followers.
23 April 2020	Information postcards are being delivered to the Community by end of week. Casual staff from Beatty Park were employed for this task reducing distribution costs and providing employment opportunities.
29 April 2020	Staff from Beatty Park have commenced scanning of hardcopy records to continue CBP item to digitise hardcopy property, planning and building files. This project usually requires contract staff and hire of a scanner, with staff working from home this allows use of unused existing office scanners.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

5 MAY 2020

7.2 COVID-19 RELIEF & RECOVERY STRATEGY - COMMUNICATION PLAN

Attachments: 1. COVID-19 Relief and Recovery Strategy - Communication  

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee ENDORSES the communication actions resulting from the COVID-19 Relief and Recovery Strategy.

COMMITTEE DECISION ITEM 7.2

Moved: Cr Castle, Seconded: Cr Gontaszewski

That the recommendation be adopted.

LOST (0-3)

For: Nil

Against: Mayor Cole, Cr Gontaszewski and Cr Castle

COMMITTEE DECISION ITEM 7.2ALTERNATIVE RECOMMENDATION

Moved: Cr Gontaszewski, Seconded: Cr Castle

That the COVID-19 Relief and Recovery Committee:

1. NOTES the communications actions undertaken to date resulting from the City's COVID-19 Relief and Recovery response;
2. REQUIRES that a Communication Plan become an attachment to the COVID-19 Relief and Recovery Strategy and Implementation Plan and is a live document with weekly updates that outlines key themes with proposed communication campaigns and key actions undertaken throughout the COVID-19 response;
3. REQUESTS the CEO and Mayor to develop a procedure to manage COVID-19 communications campaigns, that monitors the quality, effectiveness and efficiency of campaign activity; and
4. REQUESTS that where key decisions on the City's COVID-19 Response are made by the Committee, communication and marketing support is provided as a priority for effective and timely communication to the community and media.

REASON

The alternative recommendation connects the Communications Plan to the COVID-19 Strategy and Implementation Plan and ensures the Committee receives a weekly update. This will provide an opportunity for objectives in the plan to be prioritised and will provide clarity around what the key themes and communication campaigns are during COVID-19, so that the City is clear on the priorities and where the focus should lie.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

5 MAY 2020

COMMITTEE DECISION ITEM 7.2Moved: Cr Gontaszewski, Seconded: Cr Castle

That the COVID-19 Relief and Recovery Committee:

1. NOTES the communications actions undertaken to date resulting from the City's COVID-19 Relief and Recovery response;
2. REQUIRES that a Communication Plan become an attachment to the COVID-19 Relief and Recovery Strategy and Implementation Plan and is a live document with weekly updates that outlines key themes with proposed communication campaigns and key actions undertaken throughout the COVID-19 response;
3. REQUESTS the CEO and Mayor to develop a procedure to manage COVID-19 communications campaigns, that monitors the quality, effectiveness and efficiency of campaign activity; and
4. REQUESTS that where key decisions on the City's COVID-19 Response are made by the Committee, communication and marketing support is provided as a priority for effective and timely communication to the community and media.

CARRIED UNANIMOUSLY (3-0)**For:** Mayor Cole, Cr Gontaszewski and Cr Castle**Against:** Nil

COVID-19 Relief & Recovery Strategy Communication Plan

Target Audience	Project/Action	Financial Impact	Responsible Team	Support Team	Crisis Period		
					Response	Recovery	Renewal
Facility user groups Community Members	Creation of virtual content and delivery of virtual library and local history centre and Beatty Park	\$5000	Marketing	Beatty Park Library & Local History Centre	•	•	
	Delivery of landing page (portal approach) to COVID-19 Communications	\$1800	Marketing	-	•	•	•
	Membership communications for Beatty Park, Library and Local History Centre members.	\$1500	Marketing	Beatty Park Library & Local History Centre	•	•	•
	Increase the skills of our customer service team on social media private message and online chat functionality.	\$2000 for online chat function	Marketing	Customer Service Centre		•	
	Work with the WA Health Departments flu season messaging across all City channels	Nil	Marketing	Built Environment & Wellbeing	•		
	Draft Public Health Plan campaign messaging delivery	Nil	Marketing	Built Environment & Wellbeing		•	•
Community Businesses	Change approach to traditional rates newsletter and information to a simple coordinated message.	\$4000	Marketing	Finance	•		
	Positive messaging strategy that is honest and open regarding the reduction in services with a 0% rate and fees and charges increase.	Nil	Marketing	Office of the Mayor		•	
	Campaign developed for Expression of Interest for disbursement of significant Leederville Gardens trust funds to assist vulnerable residents, via all City channels.	Nil	Marketing	CEO Office	•		
	Create a business health check campaign	Nil	Policy & Place	Marketing	•	•	
	Launch buy local campaign to support our small businesses and provide social media support.	\$4000	Marketing	Policy & Place	•	•	•
	Increased promotion and messaging for online services for planning	Nil	Marketing	Development and Design		•	
	Development of broad community engagement, workshops and communication plan for Art Project	Included in project costs	Marketing	Policy & Place Development & Design		•	•
	Clear and regular waste messaging, use period to develop online content for composting efforts and workshops	Nil	Waste	Marketing		•	
	Communication of the delay to FoGo along with rates messaging	Nil	Marketing	Waste/Finance		•	
	Development of specific support areas of the website for clubs, community groups and stakeholders who use community facilities and sportsgrounds.	Incorporated into website development	Community Partnerships	Marketing		•	•
	In kind marketing support to relaunch clubs and sporting facilities	TBC	Community Partnerships	Marketing			•
	Promotion of sponsorship, grants and relief packages for community groups, sporting clubs and local businesses.	Nil	Marketing	Community Partnerships		•	
	Pre plan event outcomes and activation options with Town Teams	TBC	Policy & Place	Marketing			•
	Ensure an innovative approach to ANZAC Day, Citizenship, NAIDOC and other days and periods of significant	\$4000	Marketing	Office of the Mayor	•		
	Promote online council meetings and provide easy simple instructions for access.	Nil	Marketing	Governance	•		
	Reassess the website development roadmap to focus on new online community building initiatives.	Nil	Marketing	IT	•	•	

Target Audience	Project/Action	Financial Impact	Responsible Team	Support Team	Crisis Period		
					Response	Recovery	Renewal
	Promote public involvement in Council Meetings and weekly COVID-19 Relief and Recovery Committee Meetings	Nil	Governance	Marketing	•	•	•
	Aware of the COVID-19 Relief and Recovery Committee decisions by releasing the minutes promptly, and including further explanation of important decisions	Nil	Marketing	Governance Office of the Mayor	•	•	•

Communication Tools

Tool	Theme
Corporate Website	Implementation area of all directives Launched with single page of content News items are Mayor approved spokesperson content only Header image focussed on self service areas
Beatty Park Website	Directives relating to Beatty Park redirected from landing to COV corporate site Recovery phase will modify the site to become a “virtual Beatty Park” site
City of Vincent Library and Local History	Directives relating to Library redirected from landing to COV corporate site Recovery phase will modify the site to become a “virtual Library” site
City of Vincent Facebook Page	Key messages from City spokesperson Community noticeboard style and approach Recovery phase will modify to support delivery of recovery project messages
City of Vincent Instagram	Community messages that are visual and positive Stories used to promote local businesses
City of Vincent Library Facebook	Part of the virtual library suite of tools
Beatty Park Facebook	Part of the virtual Beatty Park suite of tools
City of Vincent Library Instagram	Part of the virtual library suite of tools
Beatty Park Instagram	Part of the virtual Beatty Park suite of tools
City of Vincent You Tube	Will form part of the Beatty Park and Library suite of tools
Creative Suite E-newsletters	3600 strong databased and regular community newsletters developed Consider establishment of business e-newsletter once a database is established
Survey Monkey	Survey tool available for use
Engagement HQ	Formal large scale engagement platform
Vincent Intranet	Internal website for City of Vincent Staff
Vincent Councillor Portal	Password protected website for Councillors
Postcards	Simple a5 postcards

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES5 MAY 2020

7.3 BULK HARD WASTE COLLECTION – PROPOSED NEW SERVICE DATE

Attachments: Nil

RECOMMENDATION:

That the COVID-19 Relief and Recovery Committee APPROVES a new service date of July 2020 for the postponed Bulk Hard Waste Collection.

COMMITTEE DECISION ITEM 7.3Moved: Cr Castle, Seconded: Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)**For:** Mayor Cole, Cr Gontaszewski and Cr Castle**Against:** Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

5 MAY 2020

7.4 LEEDERVILLE GARDENS INC. TRUST - COVID-19 RELIEF FUND RECOMMENDATIONS

- Attachments:
1. Submission Assessment Table - Confidential
 2. Recommended Allocation of Funding - Confidential
 3. Submission from People Who Care - Confidential
 4. Submission from Ruah Community Services - Confidential

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee:

1. RECEIVES the updated submissions from People Who Care Inc. and Ruah Community Services in response to the Leederville Gardens Inc. trust funds Expression of Interest for the provision of urgent relief to people in the City of Vincent in need as a direct or indirect consequence of the conditions imposed by COVID-19, as summarised at Confidential Attachment 1;
2. As trustee of the Leederville Gardens Inc. trust funds APPROVES the allocation of funds from the Leederville Gardens Inc. trust to People Who Care Inc. and Ruah Community Services, SUBJECT TO the Chief Executive Officer determining the exact amount of funds, within the limit specified in Confidential Attachment 2;
3. NOTES that the Chief Executive Officer will enter into funding agreements with the organisations listed in Recommendation 2. in respect to the acquittal of these funds, which includes negotiating the time frames, deliverables and reporting requirements;
4. NOTES that YMCA's updated submission will be presented to the COVID-19 Relief and Recovery Committee at its meeting next week; and
5. NOTES that the Chief Executive Officer is liaising with local organisations yet to provide a submission in respect to the provision of food delivery services for vulnerable people, and will present funding recommendations to the COVID-19 Relief and Recovery Committee in due course.

Moved: Cr Gontaszewski, Seconded: Cr Castle

That the recommendation be adopted.

AMENDMENT 1

Moved: Cr Gontaszewski, Seconded: Cr Castle

That the recommendation be amended as follows:

6. REQUESTS that the Chief Executive Officer provides an update on each project, 3 months after the project commencement, on service uptake and expenditure of funds.

AMENDMENT CARRIED (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

5 MAY 2020

COMMITTEE DECISION ITEM 7.4

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee:

1. RECEIVES the updated submissions from People Who Care Inc. and Ruah Community Services in response to the Leederville Gardens Inc. trust funds Expression of Interest for the provision of urgent relief to people in the City of Vincent in need as a direct or indirect consequence of the conditions imposed by COVID-19, as summarised at Confidential Attachment 1;
2. As trustee of the Leederville Gardens Inc. trust funds APPROVES the allocation of funds from the Leederville Gardens Inc. trust to People Who Care Inc. and Ruah Community Services, SUBJECT TO the Chief Executive Officer determining the exact amount of funds, within the limit specified in Confidential Attachment 2;
3. NOTES that the Chief Executive Officer will enter into funding agreements with the organisations listed in Recommendation 2. in respect to the acquittal of these funds, which includes negotiating the time frames, deliverables and reporting requirements;
4. NOTES that YMCA's updated submission will be presented to the COVID-19 Relief and Recovery Committee at its meeting next week; and
5. NOTES that the Chief Executive Officer is liaising with local organisations yet to provide a submission in respect to the provision of food delivery services for vulnerable people, and will present funding recommendations to the COVID-19 Relief and Recovery Committee in due course.
6. REQUESTS that the Chief Executive Officer provides an update on each project, 3 months after the project commencement, on service uptake and expenditure of funds.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

5 MAY 2020

8 ANNOUNCEMENTS BY PRESIDING MEMBER (WITHOUT DISCUSSION)

The City has just released the Arts Relief Grant EOI for grant funds up to \$10,000 to support local artists whose livelihood has been affected due to the COVID-19 pandemic. The grants are funded through the Percent for Art program, which is a program that developers contribute to in lieu of putting art on their buildings.

9 GENERAL BUSINESS

Nil

10 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

11 NEXT MEETING**12 May 2020**

- COVID-19 Weekly update
- Traffic Management Matters
- Tenant Financial Assistance Request

19 May 2020

- COVID-19 Weekly update

12 CLOSURE

There being no further business, the Presiding Member, Mayor Emma Cole, declared the meeting closed at 6.02pm with the following persons present:

PRESENT:	Mayor Emma Cole Cr Susan Gontaszewski Cr Alex Castle	Presiding Member South Ward North Ward
IN ATTENDANCE:	David MacLennan John Corbellini Andrew Murphy Virginia Miltrup Meluka Bancroft Mark Fallows	Chief Executive Officer Executive Director Strategy & Development Executive Director Infrastructure & Environment Executive Director Community & Business Services Executive Manager Corporate Strategy & Governance Manager Built Environment and Wellbeing
Public:	No members of the public.	

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES**5 MAY 2020**

These Minutes were confirmed by the Council as a true and accurate record of the Meeting of the COVID-19 Relief and Recovery Committee held on 5 May 2020.

Signed: Mayor Emma Cole

Dated



Ordinary Meeting of Council

Minutes

Thursday 16 April 2020, 6:00pm

Due to the current pandemic situation, this meeting was conducted electronically.

Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park

Agenda TPRC Meeting of Council – 16 April 2020

TABLE OF CONTENTS

MEMBERSHIP	4
1. OFFICIAL OPENING.....	6
DISCLOSURE OF INTERESTS	6
2. PUBLIC STATEMENT/QUESTION TIME.....	6
3. APOLOGIES AND LEAVE OF ABSENCE.....	6
4. PETITIONS	6
5. CONFIRMATION OF MINUTES.....	6
5A BUSINESS ARISING FROM MINUTES	7
6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION).....	7
7. MATTERS FOR WHICH MEETING MAY BE CLOSED.....	7
8. COUNCIL REPORTS.....	7
8.1 GUIDELINES FOR ELECTRONIC COUNCIL PROCEEDINGS	7
8.2 TPRC STANDING ORDERS LOCAL LAW 2006 - 'EN BLOC' MOTIONS	7
8.3 BUSINESS REPORT – PERIOD ENDING 9 APRIL 2020	8
8.4 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF JANUARY & FEBRUARY 2020.....	8
8.5 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF JANUARY & FEBRUARY 2020.....	8
8.6 PROJECT FINANCIAL REPORT – FEBRUARY 2020	9
8.7 SALES AND SETTLEMENT REPORT – PERIOD ENDING 9 APRIL 2020.....	9
8.8 DELEGATION TO CEO TO WRITE OFF BAD DEBTS	9
9. COMMITTEE REPORTS – MANAGEMENT COMMITTEE (12 MARCH 2020)	10
9.1 MANAGEMENT COMMITTEE – TERMS OF REFERENCE/DELEGATIONS	10
9.2 SALES - MARKETING CAMPAIGN – APRIL TO JUNE 2020	10
10. CONFIDENTIAL REPORTS.....	10
10.1 BUILT FORM PARTNERSHIP – STAGE 18 - CONFIDENTIAL.....	10
10.2 DEVELOPMENT MANAGER'S KEY PERFORMANCE INDICATORS – TIMEFRAMES FOR DELIVERY OF INFORMING STRATEGIES - CONFIDENTIAL.....	11
10.3 DEVELOPMENT MANAGEMENT AGREEMENT – KEY PEOPLE – CONFIDENTIAL	12
10.5 LATE ITEM – CATALINA SALES OFFICE OPENING HOURS AND KEY PERSONNEL - TEMPORARY CHANGES – CONFIDENTIAL	13
10.4 MINDARIE REGIONAL COUNCIL LANDFILL BUFFER – GROUNDWATER MONITORING BRIEFING - CONFIDENTIAL	14
11. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN	14
12. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	14
13. URGENT BUSINESS APPROVED BY THE CHAIR.....	15

Agenda TPRC Meeting of Council – 16 April 2020

14. MATTERS BEHIND CLOSED DOORS	15
15. GENERAL BUSINESS	15
16. FORMAL CLOSURE OF MEETING	15

Agenda TPRC Meeting of Council – 16 April 2020

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 Perkovic
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

 Agenda TPRC Meeting of Council – 16 April 2020

PRESENT

Chair	Cr Karen Caddy
Councillors	Cr Claire Anderson Cr John Chester Mayor Emma Cole Cmr Andrew Hammond Cr David Lagan Cr Suzanne Migdale Cr Bianca Sandri Cr Philippa Taylor Cr Andres Timmermanis Cr Brett Treby Cr Domenic Zappa
Alternate Members	Nil
Staff	Mr Tony Arias (Chief Executive Officer) Mr Simon O'Sullivan (Manager Project Coordination) Ms Vickie Wesolowski (Executive Assistant)
Apologies Councillors	Nil
Leave of Absence	Nil
Absent	Nil
Consultants	Mr Nigel Satterley (Satterley Property Group) Mr Charlie Lawlor (Satterley Property Group) Mr John Silla (Satterley Property Group) Mr Carl Buckley (Satterley Property Group) Ms Lena Kozak (Satterley Property Group)
Apologies Participant Councils' Advisers	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 David MacLennan (City of Vincent) – arrived 6:19pm Mr Garry Hunt (City of Joondalup) Mr Stevan Rodic (City of Stirling)
Members of the Public	Nil
Press	Nil

Agenda TPRC Meeting of Council – 16 April 2020

1. OFFICIAL OPENING

The Chair declared the meeting open at 6:03pm and confirmed in accordance with Reg 14D of the *Local Government (Admin) Regs*, that this Meeting and future Council Meetings and Committee Meetings are to be held electronically via the Zoom platform. The intent is for this to continue while restrictions on gatherings are in place to manage the COVID-19 pandemic.

The Chair noted that given the change in how meetings are to be conducted and the Guidelines for Electronic Council Proceedings it may be appropriate for Council to resolve that the relevant Meeting Procedures of the TPRC Standing Orders be suspended:

Moved Cr Timmermanis, Seconded Cr Sandri.

That Council resolve that the following Meeting Procedures of the TPRC Standing Orders be suspended:

3.3 - Public Statement/Question Time (to enable public questions online and be replaced by Guidelines for Electronic Council Proceedings)

3.12 - Deputations (to enable Deputations at Council and to be replaced by Guidelines for Electronic Council Proceedings)

6.1 - Quorum to be Present (to enable attendance remotely, consistent with the amendments to the Local Government (Admin) Regs)

8.2 - Members to Occupy their Own Seats (as members are not required to occupy their own seats)

The Motion was put and declared CARRIED (12/0).

DISCLOSURE OF INTERESTS

Nil

2. PUBLIC STATEMENT/QUESTION TIME

Nil

3. APOLOGIES AND LEAVE OF ABSENCE

Nil

4. PETITIONS

Nil

5. CONFIRMATION OF MINUTES

Ordinary Meeting of Council – 20 February 2020

Moved Cr Timmermanis, Seconded Cr Migdale

Agenda TPRC Meeting of Council – 16 April 2020

That the minutes of the Ordinary Meeting of Council of 20 February 2020 be confirmed, and signed by the Chair, as a true and correct record of proceedings.

The Motion was put and declared CARRIED (12/0).

5A BUSINESS ARISING FROM MINUTES

Nil

6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

Nil

7. MATTERS FOR WHICH MEETING MAY BE CLOSED

- 10.1 *Built Form Partnership – Stage 18*
- 10.2 *Review of Development Manager's KPIs – Timeframes for Delivery of Informing Strategies*
- 10.3 *Development Management Agreement – Key People*
- 10.4 *Mindarie Regional Council Landfill Buffer - Groundwater Monitoring Briefing*
- 10.5 *Catalina Sales Office Opening Hours and Key Personnel - Temporary Changes – Late Item*

8. COUNCIL REPORTS

8.1 GUIDELINES FOR ELECTRONIC COUNCIL PROCEEDINGS

Moved Cr Lagan, Seconded Cr Chester.

[The recommendation in the agenda]

That Council APPROVES the Guidelines for Electronic Council Proceedings.

The Motion was put and declared CARRIED (12/0).

8.2 TPRC STANDING ORDERS LOCAL LAW 2006 - 'EN BLOC' MOTIONS

Moved Cr Timmermanis, Seconded Cr Sandri.

[The recommendation in the agenda]

That the Council:

- 1. APPROVES the use of 'en bloc' motions to deal with items of TPRC business, consistent with the *TPRC Standing Orders Local Law 2006*.**

Agenda TPRC Meeting of Council – 16 April 2020

2. **NOTES** that a review of the TPRC Standing Orders is to be undertaken in order to reflect a more contemporary approach to Standing Orders and that a report will be prepared for Council's consideration at its June 2020 meeting.

The Motion was put and declared CARRIED (11/1).

For: Cr Anderson, Cr Caddy, Cr Chester, Cr Cole, Cmr Hammond, Cr Lagan, Cr Migdale, Cr Sandri, Cr Timmermanis, Cr Treby and Cr Zappa.

Against: Cr Taylor

8.3 BUSINESS REPORT – PERIOD ENDING 9 APRIL 2020

Moved Cr Lagan, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council RECEIVES the Business Report to 9 April 2020.

The Motion was put and declared CARRIED (12/0).

8.4 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF JANUARY & FEBRUARY 2020

Moved Cr Zappa, Seconded Cr Lagan.

[The recommendation in the agenda]

That the Council RECEIVES and NOTES the Statements of Financial Activity for the months ending:

- 31 January 2020; and
- 29 February 2020.

The Motion was put and declared CARRIED (12/0).

The recommendations for Items 8.5 and 8.6 were moved and seconded en bloc.

Moved Cr Treby, Seconded Cr Timmermanis.

8.5 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF JANUARY & FEBRUARY 2020

[The recommendation in the agenda]

That the Council RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for the months of January and February 2020:

- Month ending 31 January 2020 (Total \$110,259.71)
- Month ending 29 February 2020 (Total \$631,327.02)
- Total Paid - \$741,586.73

Agenda TPRC Meeting of Council – 16 April 2020

8.6 PROJECT FINANCIAL REPORT – FEBRUARY 2020

[The recommendation in the agenda]

That the Council RECEIVES the Project Financial Report (February 2020) submitted by the Satterley Property Group.

The Motions were put and CARRIED en bloc (12/0).

8.7 SALES AND SETTLEMENT REPORT – PERIOD ENDING 9 APRIL 2020

Moved Cr Zappa, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council RECEIVES the Sales and Settlement Report to 9 April 2020.

The Motion was put and declared CARRIED (12/0).

8.8 DELEGATION TO CEO TO WRITE OFF BAD DEBTS

Moved Cr Lagan, Seconded Cr Cole.

[The recommendation in the agenda]

That the Council DELEGATES to the CEO authority to write off bad debts to the value of \$5,000, subject to administration steps to recover debts being unsuccessful.

Moved Cr Timmermanis, Seconded Cr Migdale.

[A Procedural Motion]

That the Council DEFER consideration of the proposed DELEGATION to the CEO authority to write off bad debts to the value of \$5,000, until further clarification is provided on the administration steps which are to be undertaken to recover the debts.

The Motion was put and declared LOST (4/8).

For: Cr Chester, Cr Migdale, Cr Taylor and Cr Timmermanis.

Against: Cr Anderson, Cr Caddy, Cr Cole, Cr Hammond, Cr Lagan, Cr Sandri, Cr Treby and Cr Zappa.

The original Motion (the recommendation in the agenda) was put and declared CARRIED by ABSOLUTE MAJORITY (12/0).

Agenda TPRC Meeting of Council – 16 April 2020

9. COMMITTEE REPORTS – MANAGEMENT COMMITTEE (12 MARCH 2020)**9.1 MANAGEMENT COMMITTEE – TERMS OF REFERENCE/DELEGATIONS**

Moved Cr Timmermanis, Seconded Cr Chester.

[The recommendation in the agenda]

That the Management Committee recommends that Council APPROVES the Terms of Reference and Delegations to the Management Committee (March 2020) subject to the Terms of Reference being amended in accordance with Attachment A (dated 12 March 2020).

The Motion was put and declared CARRIED by ABSOLUTE MAJORITY (11/1).

For: Cr Anderson, Cr Caddy, Cr Chester, Cmr Hammond, Cr Lagan, Cr Migdale, Cr Sandri, Cr Taylor, Cr Timmermanis, Cr Treby and Cr Zappa.

Against: Cr Cole

9.2 SALES - MARKETING CAMPAIGN – APRIL TO JUNE 2020

Moved Cr Migdale, Seconded Cr Timmermanis.

[The recommendation in the agenda]

That the Management Committee ADVISE Council of its decisions made under Delegations 4, 8 and 9 at the April 2020 scheduled meeting.

The motion was put and declared CARRIED (12/0).

10 CONFIDENTIAL REPORTS

Moved Cr Zappa, Seconded Cr Sandri.

That Standing Orders be suspended to allow Confidential Items 10.1 to 10.5 to be discussed.

The Motion was put and declared CARRIED (12/0).

10.1 BUILT FORM PARTNERSHIP – STAGE 18 - CONFIDENTIAL

Moved Cr Migdale, Seconded Cr Timmermanis.

[The recommendation in the agenda]

That the Council NOTES:

- 1. Negotiations with Now Living/Terrace (J Corp Pty Ltd) to explore potential commercial terms for development of the Stage 18 grouped housing sites have not resulted in agreement to draft commercial terms being reached by the approved**

Agenda TPRC Meeting of Council – 16 April 2020

deadline of 31 March 2020 and negotiations with Now Living/Terrace (J Corp Pty Ltd) have ceased in accordance with Tender 05/2019 (Built Form).

2. In accordance with the Council's decision of 20 February 2020, negotiations with Schlager Group/David Barr Architects and Josh Byrne and Associates, as the second-ranked tenderer for Tender 05/2019, have commenced to explore potential commercial terms for development of the Stage 18 grouped housing sites.
3. In accordance with the terms of Tender 05/2019, agreement on potential commercial terms with Schlager Group/David Barr Architects and Josh Byrne and Associates should be concluded by 16 June 2020 and a report will be provided to the Council in June 2020.

The Motion was put and declared CARRIED (12/0).

10.2 DEVELOPMENT MANAGER'S KEY PERFORMANCE INDICATORS – TIMEFRAMES FOR DELIVERY OF INFORMING STRATEGIES - **CONFIDENTIAL**

[The recommendation in the agenda]

That the Council APPROVES the following timeframes for delivery of the informing strategies required by the approved revised Development Manager Key Performance Indicators (dated February 2020):

No.	Informing Strategy	Timeframe for Delivery to TPRC
1	Catalina Annual Plan	May 2020
2	Monthly Progress Reports	Monthly from July 2020
3	Catalina Social Strategy	August 2020
4	Catalina Economic Strategy	November 2020
5	Catalina Built Environment Strategy	February 2021
6	Catalina Environmental Strategy	April 2021

Moved Cr Timmermanis, Seconded Cr Cole.

[An Alternative Motion]

That the Council APPROVES the following timeframes for delivery of the informing strategies required by the approved revised Development Manager Key Performance Indicators (dated February 2020):

No.	Informing Strategy	Timeframe for Delivery to TPRC
1	Catalina Annual Plan	May 2020
2	Monthly Progress Reports	Monthly from July 2020
3	Catalina Social Strategy	February 2021
4	Catalina Economic Strategy	September 2020
5	Catalina Built Environment Strategy	October 2020
6	Catalina Environmental Strategy	April 2021

Agenda TPRC Meeting of Council – 16 April 2020

The Motion was put and declared CARRIED (12/0).

10.3 DEVELOPMENT MANAGEMENT AGREEMENT – KEY PEOPLE – **CONFIDENTIAL**

[The recommendation in the agenda]

That the Council:

1. APPROVES the following replacement of key personnel pursuant to Clause 4.5 of the Development Management Agreement:

Name of Person	Position
Brenton Downing	General Manager – Development (WA)

Name of Replacement Person	Position
John Silla	General Manager – Development (WA)

2. ADVISES the Satterley Property Group that it NOTES Satterley's decision to make the position of Development Manager on the Catalina Project redundant and ACCEPTS the resulting revised staffing arrangement for a period of six months and REQUIRES that this arrangement be reviewed at the conclusion of this period consistent with the Development Management Agreement 2010.
3. REQUESTS the Satterley Property Group to provide further advice to demonstrate it has the required project background, resources and technical competencies applied to the Catalina Project to deliver TPRC objectives.

Moved Cr Timmermanis, Seconded Cr Chester.

[An Alternative Motion]

That the Council:

1. APPROVES the following replacement of key personnel pursuant to Clause 4.5 of the Development Management Agreement:

Name of Person	Position
Brenton Downing	General Manager – Development (WA)

Name of Replacement Person	Position
John Silla	General Manager – Development (WA)

2. ADVISES the Satterley Property Group that it NOTES Satterley's decision to make the position of Development Manager on the Catalina Project redundant and ACCEPTS the resulting revised staffing arrangement for a period of three months and REQUIRES that this arrangement be reviewed at the conclusion of this period consistent with the Development Management Agreement 2010.
3. REQUESTS the Satterley Property Group to provide further advice to demonstrate it has the required project background, resources and technical competencies applied to the Catalina Project to deliver TPRC objectives.

Agenda TPRC Meeting of Council – 16 April 2020

4. **ADVISES** the Satterley Property Group of Council's deep concern that it was not consulted before the position of Development Manager for the Catalina Project was made redundant.

The Motion was put and declared CARRIED (11/1).

For: Cr Anderson, Cr Caddy, Cr Chester, Cr Cole, Cmr Hammond, Cr Lagan, Cr Sandri, Cr Taylor, Cr Timmermanis, Cr Treby and Cr Zappa.

Against: Cr Migdale

Item 10.5 was brought forward for consideration with the consent of Council.

10.5 LATE ITEM – CATALINA SALES OFFICE OPENING HOURS AND KEY PERSONNEL - TEMPORARY CHANGES – CONFIDENTIAL

Moved Cr Timmermanis, Seconded Cr Migdale.

[The recommendation in the agenda]

That the Council:

1. **APPROVES** opening the Catalina Sales Office only between 2.00pm and 5.00pm on weekends and by appointment-only at all other times on a temporary basis until 30 June 2020.
2. **APPROVES** the following replacement of key personnel pursuant to Clause 4.5 of the Development Management Agreement on a temporary basis until 30 June 2020:

Name of Person	Position
Terry Warby	Sales Representative

Name of Replacement Person	Position
Alan Abel	Sales Representative

3. **REQUIRES** the Satterley Property Group to provide a report for consideration at the Council's June 2020 meeting on the proposed Sales Office opening hours and Sales Representative staffing to apply beyond 30 June 2020.

The Motion as amended was as follows:

That the Council:

1. **APPROVES** opening the Catalina Sales Office only between 2.00pm and 5.00pm on weekends and by appointment-only at all other times on a temporary basis until 30 June 2020 or earlier to coincide with COVID-19 restrictions to display villages being lifted.
2. **APPROVES** the following replacement of key personnel pursuant to Clause 4.5 of the Development Management Agreement on a temporary basis until 30 June 2020:

Name of Person	Position
Terry Warby	Sales Representative

Agenda TPRC Meeting of Council – 16 April 2020

Name of Replacement Person	Position
Alan Abel	Sales Representative

3. **REQUIRES** the Satterley Property Group to provide a report for consideration at the Council's June 2020 meeting on the proposed Sales Office opening hours and Sales Representative staffing to apply beyond 30 June 2020.
4. **ADVISES** the Satterley Property Group of its concern about the adequacy of the CV provided for Alan Abel, and that in future CVs will need to be more comprehensive.

The Motion was put and declared CARRIED (12/0).

10.4 MINDARIE REGIONAL COUNCIL LANDFILL BUFFER – GROUNDWATER MONITORING BRIEFING - CONFIDENTIAL

Moved Cr Chester, Seconded Cr Sandri.

[The recommendation in the agenda]

That the Council NOTE the Mandatory Audit Report (MAR) by the Mindarie Regional Council and the recommendations.

The Motion as amended was as follows:

That the Council:

1. **NOTES** the Mandatory Audit Report (MAR) by the Mindarie Regional Council and the recommendations.
2. **REQUESTS** the CEO to provide additional advice on the results of the latest groundwater monitoring, including the POS production bores for the June 2020 Council meeting.

The Motion was put and declared CARRIED (12/0).

Moved Cr Timmermanis, Seconded Cr Sandri.

That the Meeting be REOPENED to the public.

The Motion was put and declared CARRIED (12/0).

11. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

12. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

Agenda TPRC Meeting of Council – 16 April 2020

13. URGENT BUSINESS APPROVED BY THE CHAIR

Nil

14. MATTERS BEHIND CLOSED DOORS

10.1 *Built Form Partnership – Stage 18*

10.2 *Review of Development Manager's KPIs – Timeframes for Delivery of Informing Strategies*

10.3 *Development Management Agreement – Key People*

10.4 *Mindarie Regional Council Landfill Buffer - Groundwater Monitoring Briefing*

10.5 *Catalina Sales Office Opening Hours and Key Personnel - Temporary Changes – Late Item*

15. GENERAL BUSINESS

Nil

16. FORMAL CLOSURE OF MEETING

The Chair declared the meeting closed at 8:15pm.

These minutes were confirmed at a meeting on

SIGNED this day of 2020

as a true record of proceedings.

CHAIR

Statistics for Development Applications As at the end of April 2020

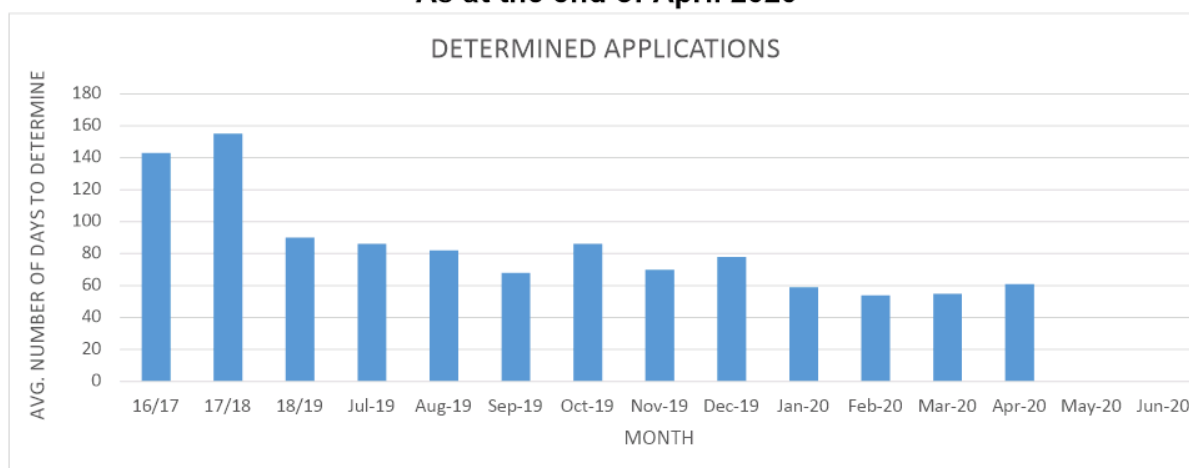


Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2019.

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	0	1	8		
Average	143	155	84.72	86	82	69	79	70	78	59	54	55	61		
Maximum	924	1008	787	321	230	236	251	449	188	269	149	266	168		

	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	40	39	30		
Value of Determined DA's (in millions)	12.13	44.51	13.6	20.8	11.5	16.1	2.1	13.3	11.74	17.93		

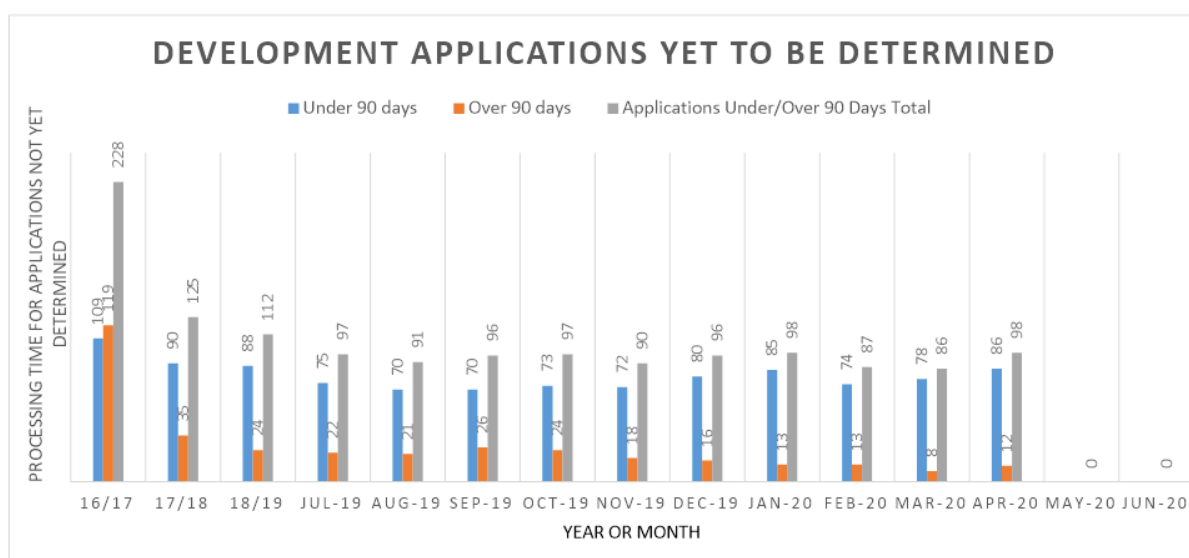


Table 2: No. of DA's to be determined.

	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	28	35	41		
DA's to be Determined	97	91	96	97	90	96	98	87	86	98		
Value of DA's to be Determined (in millions)	89.93	52.8	53.6	59.5	57	68	67.7	57.4	44.1	49.2		

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 30 APRIL 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	<p>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.</p> <p>*****</p> <p>The subject of this review is a Building Order issued by the City for the removal of unauthorised buildings and structures primarily comprised of outbuildings covering an aggregate area of approximately 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. Mediation vacated and matter listed for Directions Hearing to be held on 1 May 2020.</p> <p>*****</p> <p><i>Representation by: Kott Gunning Lawyers (Building Order)/Allerding and Associates (Development Application)</i></p>
2.	Nos. 48 and 48A Egina Street, Mount Hawthorn (DR 168 of 2019) (DR 169 of 2019)	21 August 2019	Urbanista Town Planning/Lavan Legal	<p>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.</p> <p>*****</p> <p>Applicant subsequently submitted review of SAT decision pursuant to section 244 of the <i>Planning and Development Act 2005</i> on 11 February 2020. The City has submitted a response. A decision was scheduled to be delivered within 30 days. This date has now passed. The SAT has since advised that the decision is will be delivered as soon as possible.</p> <p>*****</p> <p><i>Representation by: McLeods</i></p>

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 30 APRIL 2020**

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
3.	No. 3 Bulwer Avenue, Perth (DR 202 of 2019)	2 September 2019	Justin Mortley	<p>Application for review of decision to give a direction under Section 214 of the <i>Planning and Development Act 2005</i> (Reinstatement of Façade).</p> <p>*****</p> <p>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. Following this Directions Hearing, the matter has been listed for a further mediation on 31 March 2020. Mediation vacated with a Directions Hearing listed for 22 May 2020.</p> <p><i>Representation by: McLeods</i></p>
4.	Nos. 149-153 Alma Road, North Perth (DR 265 of 2019)	15 December 2019	Taylor Burrell Barnett	<p>Application for review of Administration decision to refuse application for Eight Grouped Dwellings on 19 December 2019.</p> <p>*****</p> <p>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. Reconsideration approved under delegated authority on 6 April 2020. Appeal withdrawn 17 April 2020. Completed.</p> <p>*****</p> <p><i>Representation by: Administration</i></p>
5.	Nos. 29-47 Lindsay Street, Perth (DR 4 of 2020)	3 February 2020	Urbis	<p>Application for review of JDAP decision to refuse application for Restaurant/Café, Small Bar and Car Park on 6 December 2019.</p> <p>*****</p> <p>Directions hearing held on 14 February 2020 and mediation held on 25 February 2020. Mediation scheduled for 31 March 2020 was vacated. It remains that the JDAP has been invited to reconsider its decision on or by 27 May 2020.</p> <p>*****</p> <p><i>Representation by: JDAP</i></p>
6.	No. 12 Newcastle Street, Perth	14 April 2020	Thomson Geer	<p>Application for review of Council decision to refuse application for Billboard signage on 17 March 2020.</p> <p>*****</p> <p>Awaiting confirmation of appeal being lodged from SAT.</p>

**METROWEST DEVELOPMENT ASSESSMENT PANEL (MWDAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 30 APRIL 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	22 April 2020	Application approved at JDAP meeting on 22 April 2020. Minutes available here .
2.	Nos. 318-334 Charles Street, North Perth	Urbis	Form 1 – Commercial Development	3 December 2019	Not yet scheduled	Responsible Authority Report due 1 May 2020.
3.	Nos. 160-166 Palmerston Street, Perth	Alan Stewart	Form 1 – Alterations and Additions to Existing Motel	15 April 2020	Not yet scheduled	Awaiting Responsible Authority due date.

**CITY OF VINCENT DESIGN REVIEW PANEL (DRP)
REGISTER OF APPLICATIONS CONSIDERED BY DRP
AS AT 30 APRIL 2020**

NO.	ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
1.	Nos. 17-39 Robinson Avenue, Perth	GRP Hotels/Michael Dryka Architects	Alterations and Additions to Hotel	18/03/20 meeting cancelled. Carried to 8/4/20	The proposal will likely benefit from the referral to the DRP in terms of the City's Built Form Local Planning Policy No. 7.1.1 (LPP 7.1.1). No DA Lodged.
2.	No. 267 Walcott Street, North Perth	Chindarsi Architects	Six (6) Multiple Dwellings	8/4/20	The proposal will likely benefit from the referral to the DRP in terms of the City's Built Form Local Planning Policy No. 7.1.1 (LPP 7.1.1). No DA Lodged
3.	No. 40 Frame Court, Leederville	Roberts Day/Realm Studios	Local Development Plan	22/4/20	For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 16 October 2019. No LDP Lodged



CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	Register of Petitions – Progress Report – April 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:	Chief Executive Officer
EDCBS:	Executive Director Community & Business Services
EDIE:	Executive Director Infrastructure & Environment
EDSD:	Executive Director Strategy & Development

Date Rcd	Subject	Action Officer	Action Taken
Council Meeting – 7 April 2020			
17/03/20	Petition, along with 694 signatures, requesting that Council 'Bring Back the Friends of ANZAC Cottage Inc.' to ANZAC Cottage, Kalgoorlie Street, Mount Hawthorn. This means reinstituting community engagements for the historical house, including monthly open days, wartime commemorations and educational visits for schools and social groups.	EDCBS	Report to be presented to Council Briefing on 12 May for Council Meeting 19 May 2020.



INFORMATION BULLETIN

TITLE:	Register of Notices of Motion – Progress Report – April 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
EDCBS:	Executive Director Community & Business Services
EDIE:	Executive Director Infrastructure & Environment
EDSP:	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. The draft new Local Government Property Local Law will be presented to Council at a Workshop in May and for approval to advertise at the 16 June Council Meeting.
20 August 2019 – Submitted by Cr Loden		
Asbestos Awareness	EDSP	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.



INFORMATION BULLETIN

TITLE:	Register of Reports to be Actioned – Progress Report – April 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
EDCBS:	Executive Director Community & Business Services
EDSD:	Executive Director Strategy & Development
EDIE:	Executive Director Infrastructure & Environment

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
Council Meeting – 7 April 2020				
12.3	Sale of miscellaneous portions of City Freehold Land	CEO	Administration to prepare a report for the COVID-19 Relief and Recovery Committee in respect to the timing, minimum price and method of sale of 150 Charles Street, West Perth and 202 Vincent Street, North Perth. Administration to prepare a community consultation plan in respect to the potential sale of the other lots.	Report to Committee presented by end of May 2020. Community consultation plan finalised by end of May 2020.
12.4	Review of Guidelines for Electronic Council Proceedings	CEO	Administration has updated the Guidelines to reflect the webinar format of Meetings. Administration to review and update the City's Policy 4.2.3 – 'Council Briefings, Meetings & Forums – Format, Procedure and Maximum Duration' to allow for electronic Council proceedings.	26 May Council Workshop 16 June Council Meeting.
Council Meeting – 17 March 2020				
9.5	Amendment No. 5 to Local Planning Scheme No. 2 - Outcomes of Advertising	EDSD	Administration forwarded Council's resolution and required documentation to the Western Australian Planning Commission on 6 April 2020.	Completed. 6 April 2020.
9.6	Community Sporting and Recreation Facilities Fund Small Grants Application - Leederville Tennis Club	EDSD	Application forwarded to DLGSCI on 23 March 2020. Administration has included the required budget in the draft 2020/21 budget for consideration.	It is anticipated that the City will be notified of the outcome of the grant application by 30 June 2020.
11.6	Draft City Property Management Framework and new Property Management Policy	CEO EDCBS	The draft City Property Management Framework will be advertised for consultation and results presented to Council. All current lessees will be advised of the consultation period.	OCM 16 June 2020
12.1	Consideration of Submissions on Proposal to lease Beatty Park Café	CEO	Proposed lessee has been notified of Council's decision and closure of Beatty Park Leisure Centre on 23 March 2020. Lease	Late 2020.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			commencement is on hold pending re-opening of Beatty Park Leisure Centre.	
12.2	Minutes and motions from Annual General Meeting of Electors held on 28 January 2020	EDIE/EDCBS	Administration to investigate the development of an Underground Power Policy. Administration will assess the current speed requirements and traffic conditions in Colvin Lane and determine if any additional treatments are required.	Colvin Lane – An answer has been provided for OMC 19 May 2020.
12.4	Advertising of Development of City Owned and Managed Land Policy	CEO	Public notice of new policy is being provided from mid-April to mid-May. Submissions will be presented to Council following close of public notice.	30 June 2020.
12.6	Reimbursing the external members of the City's Audit Committee	CEO	Administration to present a report to Council prior to inviting expressions of interest for new external Audit Committee members in September 2021.	No later than July 2021.
12.7	Lease of 4 View Street, North Perth – Pride WA Inc.	CEO	Following discussion with tenant in March 2020, lease on hold until COVID-19 restrictions ease and tenant can use premises. Review early June 2020.	July 2020.
12.8	Amendments to City's Risk Management Policy and Approval of Risk Appetite and Tolerance Statements	CEO	Public notice of policy will be provided in March / April. Submissions will be presented to Council following close of Public Notice.	30 June 2020.
12.9	Recording Public Question Time and Deputations – Amendments to City's Policy 4.2.4 – 'Council Meetings – Recording and Web Streaming'	CEO	Public Notice of policy is being provided from mid-April to mid-May. Submissions will be presented to Council following close of public notice.	30 June 2020.
12.10	Elected Members Continuing Professional Development Policy	CEO	Public notice of policy is being provided from mid-April to mid-May. Submissions will be presented to Council following close of public notice.	30 June 2020
12.14	Lease of community building at Woodville Reserve, 10 Farmer Street, North Perth – Ethnic Community Council of WA Inc.	CEO EDCBS	Administration to liaise with community groups (ECC, TTV and Whadjuk) in respect to the future use. All new lease negotiations with tenants on holding pending COVID-19 restrictions being lifted.	Late 2020.
12.15	Lease of 245 Vincent Street, Leederville to Town Team Movement	CEO	Administration drafting lease. Town Team Movement has lodged the development application.	30 June 2020.
Council Meeting – 11 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 Boulevard, Kalgoorlie Street and Buxton Street	EDSD	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 the 2019/20 financial year.
11.7	Vincent Men's Shed License for Storage Containers - 10 Farmer Street, Woodville Reserve	EDCBS	Neither the lease nor the sublease had the Minister's consent. As such, the Minister's consent cannot be granted to the new licence for the sea-containers. The Department cannot provide retrospective approval to either	30 June 2020

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			the lease or sublease and as such a new lease or sublease for the Vincent Men's Shed needs to be submitted for review. Discussions have commenced with the Vincent Men's Shed to progress this matter.	
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 has been signed by Main Roads WA and the City.	Completed. 17 April 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 end 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 has drafted the Deed of Variation and Extension of Lease on behalf of the Minister for Works. Council approval of small variation to incentive payment required.	19 May Council Meeting.
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	EDSD	The Endorsed Development Plan was approved by the Attorney General on 3 March 2020. The Development Plan will be advertised for public comment in accordance with Council's resolution and a report will be presented to Council on the results of the consultation.	Consultation on the Development Plan will be undertaken and a report will be presented to Council on the results of the consultation during the 2019/20 financial year.
Council Meeting – 10 December 2019				
10.2	Making the Parking and Parking Facilities Amendment Local Law 2019	EDIE	Comments received from Department of Local Government and have been incorporated Local Law being prepared to be gazetted.	May 2020.
10.3	City Homelessness Framework Committee Action Plan Update	EDIE	Administration will provide a further update report within the next six months.	Update due June/July 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	Request made to the Minister 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	EDIE	Administration will provide a further update report within the next six months.	Report due back to Council June/July 2020.
17.1	Management of the Loftus Community Centre	EDCBS	The City has assumed management of the Loftus Community Centre from 1 April 2020. The Centre closed due to the coronavirus pandemic and the operations and running costs of the Centre will be reviewed as part of the 2020/21 Budget process.	Completed. April 2020.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
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 childcare 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	Request 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 end 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.
Council Meeting – 23 July 2019				
9.8	Beaufort Street Change of Use Exemption and Amendment to Policy No. 7.5.1 - Minor Nature Development	EDSD	The trial has been implemented along with a number of additional exemptions implemented through the State Government in response to the COVID-19 pandemic. The draft Policy will be reviewed in the context of the current situation and will be advertised and presented back to Council for consideration.	The revised draft Policy will be presented to Council for consideration in the 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	EDSD	Public Consultation on the draft Policy occurred 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 the 2019/20 financial year.
Council Meeting – 25 June 2019				
10.1	Waste Strategy Project 2 - Bulk Hard Waste (Junk) Service Options Appraisal	EDIE	Implementing Council's decision with further reports being prepared and presented at Council Workshop May 2020.	Council Workshop May 2020 to provide update on progress (including Community Engagement Panel findings and proposed community consultation)
10.3	North Perth Precinct Traffic Study	EDIE	Public consultation to be undertaken on proposed traffic calming measures, with a further report to Council.	Project deferred to 20/21 as part of the emergency budget deliberations, to be reviewed in July 2020.
11.6	City Homelessness Framework Committee – Draft Action Plan	EDIE	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.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
Council Meeting – 28 May 2019				
9.3	Review of Policy No. 3.8.12 – Mobile Food Vendor	EDSD	Administration will arrange advertising before presenting submissions and final amendment to Council for determination.	Public consultation on the draft Policy will be undertaken and a report will be presented to Council on the results of the consultation during the 2019/20 financial year.
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
Council Meeting – 30 April 2019				
11.4	Transfer and dedication of lots as road - Charles Street, North Perth	CEO	Acquisition and dedication awaiting Landgate processes.	Waiting on Landgate.
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.	Proposed amendments to Local Government Property Local Law to go to April Workshop. Trading in Public Places Local Law to be redrafted and provided to Council at its May Workshop.
Council Meeting – 5 March 2019				
10.1	Business Case for the Adoption of a Three Bin Food Organic/Garden Organics System	EDIE	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 to be presented into 2021 due to postponement of rollout to October 2021 due to COVID-19.
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	Ongoing issues with payments of outgoings by EPFC. Outstanding arrears from 2018. Clubs request for rent/lease relief due to COVID-19 to be assessed by Administration and presented to COVID-19 Relief and Recovery Committee.	June 2020
Council Meeting – 27 June 2017				
9.5	Submission to WALGA – Third Party Appeal Rights in Planning	EDSD	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 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	30 June 2020.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			with the Norwood Neighbourhood Association. An update will be provided to Council following the site meeting in March 2020.	
Council Meeting – 30 May 2017				
12.5	Perth Parking Levy	EDIE	Awaiting outcomes of the Perth CBD Transport Plan and specific recommendations regarding the Perth Parking Levy.	Update scheduled to be 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)	EDSD	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)	EDIE	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 go to Council in May 2020.
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	To be addressed through the Draft City Property Management Framework proposed to go to OMC 16 June 2020.	30 June 2020.
Council Meeting – 18 November 2014				
9.1.4	Car Parking Strategy Implementation – Progress Report No. 1 (PRO0084/SC1345)	EDSD / EDIE	<p>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.</p> <p>The City takes an approach to parking restrictions where we receive complaints, conduct parking occupancy surveys and report to Council on the results of these surveys.</p> <p>The replacement of the CALE ticket machines throughout the City is 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.</p>	The draft Integrated Transport Plan will be presented to Council for consideration in the 2019/20 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	Pending the outcomes and recommendations included within the Tennis West Strategic Facilities Plan, the City's Property	30 June 2020

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			Management Framework and the Woodville Reserve Master Plan.	
Council Meeting – 23 September 2014				
9.3.6	Lease for Leederville Tennis Club – Lease of premises at 150 Richmond Street, Leederville (SC351 & PR25077)	CEO	Pending the outcomes and recommendations included within the Tennis West Strategic Facilities Plan and the City's Property Management Framework.	30 June 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 postponed due to COVID-19. Will be rescheduled by June 2020.

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

11 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED ("BEHIND CLOSED DOORS")**11.1 MINOR AMENDMENT OF DESIGN REVIEW PANEL TERMS OF REFERENCE AND APPOINTMENT OF DESIGN REVIEW PANEL**

The Chief Executive Officer is of the opinion that this report is of a confidential nature as it contains information concerning:

Local Government Act 1995 - Section 5.23(2):

- (e(iii)) a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government

LEGAL:**2.14 Confidential business**

- (1) All business conducted by the Council at meetings (or any part of it) which are closed to members of the public is to be treated in accordance with the Local Government (Rules of Conduct) Regulations 2007.

Confidential reports are provided separately to Council Members, the Chief Executive Officer and Directors.

In accordance with the legislation, confidential reports are to be kept confidential until determined by the Council to be released for public information.

At the conclusion of these matters, the Council may wish to make some details available to the public.

12 CLOSURE