



**CITY OF VINCENT**

# **AGENDA**

## **Council Briefing**

**21 July 2020**

**Time: 6pm**

**Location: E-Meeting and Administration and  
Civic Centre**

**244 Vincent Street, Leederville**

**David MacLennan  
Chief Executive Officer**

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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.
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**1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY**

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

**2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE****3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS****3(A) PRESENTATION ON 2020/21 PROPOSED BUDGET**

CEO and Executive Director Community & Business Services to present on the proposed 2020/21 budget.

**4 DECLARATIONS OF INTEREST****5 STRATEGY & DEVELOPMENT**

Nil

## 6 INFRASTRUCTURE & ENVIRONMENT

### 6.1 WASTE STRATEGY PROJECT 2 - BULK HARD WASTE OPTIONS APPRAISAL - PROGRESS REPORT

- Attachments:**
1. **Community Engagement Outcomes Report (Talis Consultants)** [↓](#) 
  2. **Public Engagement and Communications Strategy** [↓](#) 

#### RECOMMENDATION:

##### That Council

1. **NOTES** the refined options presented for future hard waste (junk) services;
2. **NOTES** the feedback from the Community Engagement Panel held on 7<sup>th</sup> March 2020; and
3. **APPROVES** the proposed Public Engagement and Communications Strategy.

#### PURPOSE OF REPORT:

The purpose of this report is to:

- To present further refined bulk hard waste options.
- To present the feedback received from the Community Engagement Panel Focus Group held in March 2020.
- To present the proposed detailed Public Engagement and Communications Strategy, for Council endorsement.

#### BACKGROUND:

The City's Waste Strategy 2018 – 2023 has a Vision of "Zero waste to landfill by 2028". The Strategy recognises the current collection methodology for bulk hard waste is very out dated and encourages the generation of waste. Additionally, only 15% of the material collected is currently recovered through limited source separation on the verge.

During the last bulk hard waste collection in February 2019, Council and City Administration received numerous complaints from the community, with concerns including:

- Thoughtless scavenging (often overnight), creating amenity and safety issues/concerns;
- Adverse impact on visual amenity – including ransacked piles and litter;
- Presentation time too long, leading to further illegal dumping on existing piles; and
- Verge access/obstruction issues.

At the Ordinary Council Meeting held on 2 April 2019, Council approved a Notice of Motion for Administration to provide alternative options, including financial modelling. Initial options and modelling were provided at the 25 June 2019 Ordinary Council Meeting. The decision was, that Council:

- “1. *NOTES options presented for future hard waste (junk) services, resulting from a service review undertaken as part of Waste Strategy Project 2; and*
2. *DOES NOT support Option One - Cease to Provide the Service;*
3. *REQUESTS further investigation of options that may be more tailored to suit the City of Vincent community, including but not limited to:*
  - 3.1 *maintenance of an annual service with inclusion of meaningful ways to achieve higher diversion from landfill and reduce amenity and verge obstruction issues;*

- 3.2 *more detailed free on demand services options, including consideration of neighbourhood or street based collection services; and*
- 3.3 *opportunities for recyclable and reusable goods to be offered for free on verges and/or timed to coincide with events linked to recycling, such as the Garage Sale Trail weekend;*

#### 4. REQUESTS

- 4.1 *that further refined options are presented to the Community Engagement Panel for feedback prior to community consultation and to inform development of the Public Engagement and Communications Strategy;*
- 4.2 *that the proposed detailed Public Engagement and Communications Strategy includes objectives and rationale for any change in service and is presented to Council with the refined options for bulk hard waste collection prior to community consultation; and*
- 4.3 *that procurement of a bulk hard waste service in February 2020 be undertaken, with a shorter bulk waste presentation period to minimise dumping, visual amenity and verge access issues."*

#### DETAILS:

City Administration engaged the services of Talis Consultants, to assist with the provision of further refined options, including financial modelling. As part of this modelling, various scheduled and on-demand collection scenarios were considered.

An outline of the advantages and disadvantages of each of the considered bulk waste options is summarised below.

#### Bulk Waste Collection Options - Summary of Advantages and Disadvantages

Type of collection – Scheduled	
A scheduled collection, the existing service, involves the council and contractor working together to set dates for waste collection in each area. The households are informed of their collection date. Any compliant material placed on the verge prior to the scheduled date is collected. The existing service has minimal recovery of recyclables. Materials are uncontained and have, historically, been permitted to be presented up to two weeks prior to collection.	
Advantages	<ul style="list-style-type: none"> <li>Operational efficiencies – i.e. no booking system required, optimising collection runs.</li> <li>Equal service for all residents.</li> <li>Administration reduced through no booking system being required.</li> <li>Residents can plan for it.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>Generates more waste and therefore generally higher cost and reduced landfill diversion.</li> <li>Set schedule/dates means that residents who are travelling/away will not be able to partake in the service.</li> <li>Visual amenity affected by numerous properties presenting material at the verge over a number of weeks.</li> <li>Issues near council boundary due to different approaches to bulk waste collections, has resulted in illegal dumping near boundary and properties outside of the City putting bulk waste on their verges.</li> <li>Lack of space (verge) for some residents.</li> </ul>

<p>Type of collection – On-Request</p> <p>On-request collections provide a convenient service, especially where there is a high renting population such as the City (where more than 1 in 3 households are renters - Profile id, 2016). This service involves the process of residents calling the council's/contractor's customer service unit (CSU) or requesting the service through an online portal. The anticipated wait time for residents may vary depending on a number of factors such as number of services available and seasonal demand variables (i.e. busy summers and quiet winters).</p>	
Advantages	<ul style="list-style-type: none"> <li>• Reduces waste collected – moving towards the City's zero waste Vision.</li> <li>• Provides convenient timing for residents.</li> <li>• Generates less waste and therefore less cost incurred by the City for management of waste materials.</li> <li>• Provides interaction with the resident during booking to provide alternatives for reusable, repairable or recyclable items.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>• Additional administration for booking and database management.</li> <li>• Can generate too many bookings for particular weeks and therefore not meet customer expectations of collection timing.</li> </ul>
<p>Scheduled – limit time material is presented</p> <p>The service is scheduled, as with the existing service, however materials can be presented by residents on the verge no earlier than the weekend prior to collection to maintain the street front amenity and prevent illegal dumping. The City could enforce this by sending rangers to the scheduled areas prior to the collection week and issue notices/non-conformances to properties who have not complied with the time limit.</p>	
Advantages	<ul style="list-style-type: none"> <li>• Improve street presentation.</li> <li>• Reduces likelihood of illegal dumping.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>• Residents may not be home the weekend prior to their collection to place material out (within timeframe).</li> <li>• Additional council resources required to enforce time limit for material presentation.</li> </ul>
<p>Scheduled – limit volume and time materials are presented</p> <p>The WALGA Better Practice Vergeside Collection Guidelines encourage councils to move towards a 2m<sup>3</sup> volume allowance. Introducing a limit by number of items could also be considered, whilst still maintaining a scheduled service. The City could enforce this by sending rangers to the scheduled areas prior to the collection days and examine the presented waste. Notices / non-conformances could then be issued to properties who have not complied with the volume/number of items requirements. Alternatively, upon collection, the council/contractor can make a "judgement call" as to whether the property has exceeded the volumetric requirements and collect the allotted amount, leaving excess waste and leaving notice for the property.</p>	
Advantages	<ul style="list-style-type: none"> <li>• Reduces waste tonnage.</li> <li>• Improves street presentation.</li> <li>• Provides more equity in the service.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>• Likelihood that households will still exceed the collection volume and the enforcement, clean up following the service will increase.</li> <li>• Residents may not be able to present large bulky items out within timeframe.</li> <li>• Additional council resources required to enforce volume limits.</li> </ul>

<p>Scheduled – maintain limit of 1 collection</p> <p>Many councils currently offer one scheduled collection per year including:</p> <ul style="list-style-type: none"> <li>• Town of Bassendean;</li> <li>• City of Fremantle;</li> <li>• City of Melville; and</li> <li>• City of South Perth.</li> </ul> <p>This has been reduced from two services per year in some cases.</p>	
Advantages	<ul style="list-style-type: none"> <li>• One collection provides an affordable, fair service for all residents without generating excess waste.</li> <li>• Operational efficiencies i.e. no booking system required, optimising collection runs.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>• More services (i.e. higher participation) result in more waste therefore not consistent with the City's vision of zero waste to landfill.</li> <li>• If residents are away or move into a property after the annual service date, they effectively do not get a collection for the year.</li> </ul>
<p>On-request Skip Bin – limit volume and time materials are presented</p> <p>The WALGA Better Practice Vergeside Collection Guidelines encourage councils to move towards a 2m<sup>3</sup> volume allowance. A limit by number of items or containing the material within a skip bin could also be considered. Most on-request skip bin services limit the time that the skip bin is on a property to 2 business days.</p>	
Advantages	<ul style="list-style-type: none"> <li>• Reduce waste tonnages with lower participation rate.</li> <li>• Provide more equity in the service.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>• Likelihood that households will still overflow skip bins, which will result in an increase in administration to contact residents.</li> <li>• Potential for other residents to dispose of waste, including non-compliant waste, in skip bins not allocated to them. However, this risk could be reduced by also limiting the time the skip bin is left with a resident.</li> <li>• Lack of street frontage to place skip bins, affecting footpaths, parking and placement of other bins.</li> </ul>
<p>On-request Skip Bin – charge per service</p> <p>There is an option to move towards a user pays system, particularly for on-request services.</p>	
Advantages	<ul style="list-style-type: none"> <li>• Discourages use of the service, therefore reduces waste tonnages and increases waste diversion rates.</li> <li>• User pays service, only residents that use the service pay for it.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>• Increases administration.</li> <li>• True cost of service may be difficult to project as uptake would be unknown.</li> <li>• Potential for increase in incidence of illegally dumped waste.</li> <li>• Not enough verge space at some residences, or clearance for collection vehicles for truck to safely deliver and service the vehicle via hook lift truck.</li> </ul>
<p>On-request Skip Bin – include in rates ('no charge')</p> <p>Most councils include the bulk waste service within their rates charge.</p>	
Advantages	<ul style="list-style-type: none"> <li>• Only motivated residents book ahead, therefore reduces waste tonnages and increases waste diversion rates.</li> <li>• Ease of administration without needing to collect a payment.</li> <li>• Equal charge for all households.</li> </ul>

Disadvantages	<ul style="list-style-type: none"> <li>Not a user pays system, therefore, ratepayers that don't use the service are subsidising others.</li> <li>Not enough verge space at some residences, or clearance for collection vehicles for truck to safely deliver and service the vehicle via hook lift truck.</li> </ul>
<p>On-request – Uncontained (2m<sup>3</sup>) – charge per service</p> <p>Some councils have moved away from skip bins and returned to uncontained services but as an on-request collection service. This type of service usually limits the volume of materials able to be presented and the time materials are allowed to be presented prior to collection.</p>	
Advantages	<ul style="list-style-type: none"> <li>Only motivated residents book ahead, therefore reduces waste tonnages and increases waste diversion rates.</li> <li>User pays service, only residents that use the service pay for it.</li> <li>Less street frontage and overhead lift/parking clearance required than skip bins.</li> <li>Fewer vehicle movements required to deliver and service the material</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>Increases administration.</li> <li>True cost of service may be difficult to project as uptake would be unknown.</li> <li>Potential for increase in incidence of illegally dumped waste.</li> </ul>
<p>On-request – Uncontained (2m<sup>3</sup>) – included in rates ('no charge')</p>	
Advantages	<ul style="list-style-type: none"> <li>Only motivated residents book ahead, therefore reduces waste tonnages and increases waste diversion rates.</li> <li>Reduced administration in fee collection.</li> <li>Equal charge for all households.</li> <li>Less street frontage and overhead/parking clearance required than skip bins.</li> <li>Fewer vehicle movements required to deliver and service the material.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>Not a user pays system, therefore, ratepayers that don't use the service are subsidising others.</li> </ul>
<p>On-request – Flexible service Optional Skip Bin/Uncontained and Waste voucher included in rates</p> <p>A handful of councils offer residents the option of an on-request skip bin or waste voucher to self-haul their waste.</p>	
Advantages	<ul style="list-style-type: none"> <li>Provides flexibility in service offering for residents who are unable to self-haul their waste.</li> <li>Discourages use of the service, therefore reduces waste tonnages and increases waste diversion rates.</li> <li>Increased administration.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>Not a user pays system, therefore, ratepayers that don't use the service are subsidising others.</li> <li>Likely to be significantly more costly than other options due to requirement to subsidise waste vouchers.</li> </ul>
<p>On-request – Uncontained, charity partnership</p> <p>The City could look to engage in a partnership arrangement with a charity, or charities, to collect suitable, resalable items put out for collection prior to the contractor undertaking collections. This type of service would work best with an uncontained, rather than skip bin, on-request service – facilitating charities to easily view what has been presented when they arrive at properties and collect suitable items. There would be benefits in including limits of time items can be presented to reduce the time items are left on the verge.</p>	
Advantages	<ul style="list-style-type: none"> <li>Provides flexibility in service offering for residents who are unable to self-haul their waste.</li> <li>Encourage additional diversion of waste from landfill with charity involvement.</li> </ul>



Disadvantages	<ul style="list-style-type: none"> <li>• Cost prohibitive.</li> <li>• Increased administration for bookings and collections.</li> <li>• Uncertainty of degree of waste diversion from this type of service.</li> <li>• Historically charity take up of this option is low as shopfront charities require quality goods.</li> <li>• Time consuming engaging with charities to find the right fit.</li> <li>• Contractually challenging.</li> </ul>
<p>On-request – Street or neighbourhood based collections (1)</p> <p>Everyone in the street/neighbourhood coordinated their collection at the same time so that all material is placed out at once.</p>	
Advantages	<ul style="list-style-type: none"> <li>• Optimise opportunities for reuse / swapping within the area;</li> <li>• Collection efficiencies for council (minimal impact).</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>• Potentially not enough verge space for all material to be placed out at once, reduced street amenity at that time;</li> <li>• It's likely that the selected date is not optimal for all households in the area therefore lose the advantage of an on-request date that is convenient for the householder;</li> <li>• Requires the neighbours to agree and negotiate and potentially create dispute if not all households agree;</li> <li>• No administrative saving for council.</li> </ul>

<p>On-request – Street or neighbourhood based collections (2)</p> <p>A group of neighbours could coordinate their bookings so that effectively if 6 households rotated their bookings all neighbours could contribute a small amount of waste every 2 months, or 12 households monthly.</p>	
Advantages	<ul style="list-style-type: none"> <li>• Potentially optimising the service availability for the neighbourhood.</li> </ul>
Disadvantages	<p>This only works if all neighbours involved in the agreement act equitably. There are a large number of things that could go wrong with this model including:</p> <ul style="list-style-type: none"> <li>• Its highly likely that the size of the collection pile would exceed the permitted limit for some collections, in which case it is unclear who is responsible but the resident that makes the booking could be penalised</li> <li>• Not all of the neighbours may make their booking at the required time leading to a shortfall in the agreement.</li> <li>• Non-complying material may be placed out and it may be difficult to identify the waste owner.</li> </ul> <p>Any of these issues could result in a neighbourhood dispute or dispute with council that could be avoided if only the resident that makes the booking is permitted by council to place waste on the pile.</p>

Refined options were subsequently taken to the Community Engagement Panel on 7 March 2020, as detailed below.

#### CONSULTATION/ADVERTISING:

On 7 March 2020, City Administration held a Community Engagement Panel Workshop, which was facilitated by Talis Consultants. During the workshop session, Talis presented the following six refined options and discussed/considered any other ideas voiced by the panel attendees.

Options considered:

- 1a - Scheduled – limit time material is presented 48 hours prior
- 1b - Scheduled – limit time material is presented and limit volume 2m<sup>3</sup>
- 2a – On request skip bin – charged/service
- 2b – On request skip bin – no charge
- 3a – On request – uncontained 2m<sup>3</sup>, 48 hours prior, charged
- 3b – On request – uncontained 2m<sup>3</sup>, 48 hours prior, no charge

The two Street/Neighbourhood based collection options, although considered and discussed, were not specifically included in the ranking, as they cannot operate as core “stand-alone” service options and as such were considered complimentary measures to the on-demand service options.

13 Community Panel residents participated. Feedback was sought through small group discussions and individual participant surveys.

Three breakout groups provided feedback and reached broad consensus that the City should adopt:

- an on-request, uncontained bulk waste collection service,
- limit volume to 2m<sup>3</sup> per collection,
- costs for the service included within the City's annual rates (rather than a user pays service).

This outcome was also reflected as the preferred option in the individual survey responses.

Respondents also indicated that they would like the option of a second, on request collection to be available at cost to the resident (i.e. a user pays additional service).

Further details of the Community Engagement Panel findings are included in the attached **Community Engagement Outcomes Report (Talis Consultants) - Attachment 1**, as presented to the 26 May 2020 Council Workshop.

### Proposed Next Steps

The findings from the Community Engagement Panel have been used to inform the development of the **Public Engagement and Communications Strategy (Attachment 2)**. This Strategy outlines the engagement objectives and rationale for change in service and details the proposed approach, including phasing and delivery timeline.

### LEGAL/POLICY:

Aligns with the City's Waste Strategy 2018-2023 and the Waste Strategy 2030.

Legislation: The Waste Avoidance and Resource Recovery Act 2007

### RISK MANAGEMENT IMPLICATIONS:

- Medium:** Community acceptance of proposed changes. It is essential that the City embark on a detailed consultation and communications campaign. As part of the campaign, the City will consult with the community to gauge their support and thoughts on the available options and provide opportunities for resident concerns to be heard and responded to. The City will subsequently inform, educate, and promote any service changes and encourage correct waste behaviours.
- Medium:** The City must address the diversion targets in accordance with the WA Waste Strategy 2030 and the City's Waste Strategy Vision.
- Low:** MRC cost increases. As member councils remove their residual waste from the MRC facilities, this adversely impacts the remaining member councils as gate fees increase. It is estimated that for every 10,000 tonnes removed the gate fee will increase in the region of \$5 per tonne. Failure to divert waste will incur even higher costs as MRC gate fees and the landfill levy continue to rise.

**STRATEGIC IMPLICATIONS:**

Project 2 of the City's Waste Strategy 2018-2023 will assist in the delivery of: the City's Waste Strategy, the Waste Strategy 2030 and the City's SCP objectives.

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

*Enhanced Environment*

*We have improved resource efficiency and waste management.*

*Minimise our impact on the environment*

**SUSTAINABILITY IMPLICATIONS:**

Will support the City's Waste Strategy vision of sending 'Zero Waste to Landfill'.

**FINANCIAL/BUDGET IMPLICATIONS:**

None directly arising from this report. The table below indicates the key findings from high level modelling undertaken on each of the options for service change:

**Estimated tonnes collected and annual costs for bulk waste collection options**

Collection option	Bulk waste tonnes pa		Estimated Annual Cost
	Total	Difference from Baseline	
Projected 2021/22 (current service)	691	-	\$210,501
1a - Scheduled – limit time material is presented 48 hours prior	587	-15%	\$178,926
1b - Scheduled - limit time material is presented & limit volume 2m <sup>3</sup>	553	-20%	\$168,401
2a – On request skip bin – charged/service	408	-41%	\$255,608
2b – On request skip bin – no charge	673	-3%	\$421,753
3a – On request – uncontained 2m <sup>3</sup> , 48 hours prior, charged	200	-71%	\$72,369
3b – On request – uncontained 2m <sup>3</sup> , 48 hours prior, no charge	329	-52%	\$119,409

Detailed financial modelling will be updated as contract rates become available and will be used to inform the annual budget process.



Assets | Engineering | Environment | Noise | Spatial | Waste

# Bulk Waste Options Considerations

## Detailed Options Report

Prepared for City of Vincent

May 2020

Project Number: TW18054



Bulk Waste Options Considerations  
Detailed Options Report  
City of Vincent



## DOCUMENT CONTROL

Version	Description	Date	Author	Reviewer
0a	Internal Review	11/09/18	JO	JW
1a	Released to Client – High level options analysis	12/09/18	JO	Client
2a	Released to Client	19/09/18	JO	Client
2b	Released to Client	25/09/18	JO	Client
3a	Released to Client	27/09/18	JO	Client
4a	Released to Client – Detailed Implementation Options	21/11/19	TA + JO	Client
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Name	Position	File Reference
Janelle Osenton (nee Booth)	Principal Waste Consultant	TW18054 - Bulk Waste Detailed Options.4e
<b>Signature</b>		

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## 1 Executive Summary

The City of Vincent (the City) provides one scheduled, annual bulk hard waste collection to all households each year. There is no limit on the volume of waste presented however there are some limitations on the type of material that can be collected, for example no hazardous waste, glass, construction and demolition waste or organics. The City also currently provides two bulk green waste collections per year. The green waste collections are considered to be working well with materials collected and processed into mulch-end product resulting in zero waste to landfill and therefore is not considered further in this report.

The City have the opportunity to review the bulk hard waste (junk) collection with a view to delivering the Vision of zero waste to landfill contained within the City's Waste Strategy (2018-2023). Talis has considered options that will assist in reducing waste, improving recovery rates and delivering cost savings. The key options for consideration are:

- Limiting presentation time to the weekend prior to collection date, if scheduled collections;
- Limiting the collection volume (2m<sup>3</sup> or 3m<sup>3</sup>):
  - Through visual inspections prior to collection;
  - Not collecting excess material;
  - Provision of skips;
- On request services or scheduled:
  - Charge per service or include in rates;
- Flexible service offering with collections and tip passes;
- Number of hard waste collections per year:
  - One, two or three; and
- Neighbourhood or street-based collection services.

Options for reviewing the bulk recyclables collections include:

- Collect all materials (other than mattresses) together and engage a contractor to conduct a sort to recover materials;
- Consideration of whether the bulk recycling service should be provided on-request, scheduled or at a drop off facility;
- Opportunities for recyclable and reusable goods to be offered for free on verges, linked with community events (e.g. Garage Sale Trail) or online networks such as Freecycle or Buy Nothing;
- Whether there should be a separate charge for collecting each bulk hard waste item;
- Who will book in/process the service and accept the fees for additional services (Council or contractor); and
- How bookings will be undertaken, such as through a Customer Service Unit or online portal.

Talis has conducted some modelling on the shortlisted bulk waste options as outlined in Table 1-1. This table summarises the estimated waste tonnes per annum (TPA) generated and the TPA expected to be diverted under each short-listed collection option. For the charged services, as a user pays





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system, a significant portion of this cost would be absorbed by the user, rather than shared across all ratepayers.

**Table 1-1 Waste diversion and costs for bulk waste collection options**

Collection option	Bulk waste TPA			Bulk waste diversion rate	Change to overall diversion (increase)	Annual Cost
	Total	Difference from Baseline	Diverted			
Projected 2020/21 (current service)	691	-	104	15%	-	\$210,501
1a - Scheduled – limit time material is presented to 48 hours prior	587	-15%	88	15%	0.3%	\$178,926
1b - Scheduled - limit time material is presented & limit volume to 2m <sup>3</sup>	553	-20%	83	15%	0.3%	\$168,401
2a – On request skip bin – charged/service	408	-41%	61	15%	0.7%	\$255,608
2b – On request skip bin – no charge	673	-3%	101	15%	0.0%	\$421,753
3a – On request – uncontained 2m <sup>3</sup> , 48 hours prior, charged	200	-71%	30	15%	1.2%	\$72,369
3b – On request – uncontained 2m <sup>3</sup> , 48 hours prior, no charge	329	-52%	49	15%	0.9%	\$119,409

Approximately 15% bulk waste diversion is currently being achieved. A further 15% could be achieved through optimal processing of the bulk waste through a third party resource recovery centre, and up to 14% more through working with a charity partner to recover reusable materials.

Based on the modelling undertaken, the option that will provide value for money and help the City to move towards zero waste to landfill would be option 3a - On request uncontained, charged. This option is the least costly and would be expected to deliver the highest waste diversion rate of all the options and reduce bulk waste generation rates.

Therefore, with regard to bulk waste collections, Talis recommends:

- Residents be charged for an on-request service administered by a contractor;
- Only one service be provided per household each year;
- A total volume limit of 2m<sup>3</sup> be implemented, instead of the current unlimited volume collection;
- The City retains an uncontained system rather than adopting a skip bin system; and



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- The City should consider reducing the amount of time that material can be presented prior to the collection date. For the majority of councils material is not permitted to be presented until the Saturday prior to the collection week, to assist with reducing illegal dumping.

Recycling services recommendations:

- Continue to provide on-request mattress and white goods recycling at cost;
- Engage a contractor that optimises recovery of recyclable materials; and
- During the booking of bulk waste collections, collect information on the type of materials being collected to determine whether the material could be reused via a charity or online network such as Freecycle or Buy Nothing group.

Talis also recommend that the City consider the issues raised in the Policy (Section 6) and Contractual (Section 7) considerations sections of this report to manage the implementation of the proposed service.



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## 2 Scope

The City of Vincent (the City) has been reviewing its waste service delivery options as part of implementing the Waste Strategy 2018-2023. Talis previously provided a high level summary of options for improving recovery and reducing the amount of hard waste generated. The City has engaged Talis to detail implementation considerations for each of the options identified in the preliminary review and, as requested by Elected Members, undertake further investigation into options that may be more tailored to suit the City of Vincent community, (i.e. Neighbourhood or street based collection services).

The key options for consideration are:

- Scheduled:
  - enforce limit to time material is presented;
  - limit time material is presented & limit volume;
- On request skip bin:
  - charged/service;
  - no charge;
- On request – uncontained:
  - 2m<sup>3</sup>, 48 hours prior, charged;
  - 2m<sup>3</sup>, 48 hours prior, no charge; and
- Neighbourhood or street based collection services.

Options for reviewing the bulk recyclables collections include:

- Collect all materials (other than mattresses) together and engage a contractor to conduct a sort to recover materials;
- Consideration of whether the bulk recycling service should be provided on-request, scheduled or at a drop off facility;
- Opportunities for recyclable and reusable goods to be offered for free on verges, linked with community events (e.g. Garage Sale Trail) or online networks such as Freecycle or Buy Nothing;
- Whether there should be a separate charge for collecting each bulk hard waste item;
- Who will book in/process the service and accept the fees for additional services (Council or contractor); and
- How bookings will be undertaken, such as through a Customer Service Unit or online portal.



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### 3 Background

The City of Vincent (the City) provides one scheduled, annual bulk hard waste collection to all households, the cost of which is included in the household rates. The collection is conducted over four to five consecutive weeks. There is no limit on the volume of waste presented however there are some limitations on the type of material that can be collected, for example no hazardous waste, glass, construction and demolition waste or organics.

The City has trialled taking materials to Hazelmere Resource Recovery Park and Suez Bibra Lake hard waste MRF via City of Stirling's transfer station in an effort to get some separation of recyclable materials such as metals, wood and cardboard, however with the City's Vision to achieve zero waste to landfill there is an opportunity to consider additional recovery potential.

In addition to the scheduled bulk hard waste verge collection service (which includes all bulk hard waste permitted items, including white goods and mattresses), the City also provides charged on-demand services for mattresses (\$20/mattress) and white goods (\$31-\$66/collection depending on the item) recycling. These on-demand collection services are contracted out and charged on an 'at cost' basis. Bookings can be made via phone or in person at the City's Administration Building.

Bulk waste services were originally provided as a replacement to tip vouchers when general access to landfill sites ceased to operate. Bulk waste is a very small part of the overall waste generated by the City (3.88%) so the ability to influence the City's overall recovery rate is limited. Ceasing to provide a service would result in a cost saving of approximately \$210,000 annually. However, there is a strong community interest in the availability of a bulk waste service, so this option has not been considered further.

#### 3.1 Waste composition

The Mandarie Regional Council (MRC) commissioned a verge waste management study in 2009 to look at the composition of bulk hard waste in member councils, including the City of Vincent. Whilst the MRC study was unable to audit the City's waste for the study due to the timing of the audit, an indicative waste composition profile was reported based on similar member councils. This data is now 10 years old and the City has introduced new services such as on-demand mattress and white goods collections since this time. There has also been an increase in metal scavenging, which means metal is over-represented in the MRC composition audit. As a result, Talis used audit data from the Southern Sydney Regional Organisation of Councils (2014)<sup>1</sup> in NSW, which was more recent and considered to be more representative. An extract of the data from the study is shown in Table 3-1.

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<sup>1</sup> Source: APC Waste Consultants (2014), SSROC Regional Report, Audit of bulky clean-up waste, adjusted to remove mattresses and garden organics which are collected separately in City of Vincent.



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**Table 3-1: Estimated Composition of City's bulk waste by weight**

Material	Proportion of materials (by weight)	Estimated projected tonnes for collection ('current' service in 2020/21)	Material Recoverable?	Recycling		Reuse		Total Material for recovery
				%	tonnes	%	tonnes	
Timber	15.4%	106	Yes	75%	80			80
General waste	18.4%	127	Partially			10%	13	13
E-waste	8.7%	60	Yes	100%	60			60
Furniture	35%	242	Partially			30%	73	73
Scrap metal	4.8%	33	Yes	100%	33			33
Cardboard	3.6%	25	Yes	100%	25			25
Carpet	4.5%	31						0
Plastics	5.9%	41	Yes			30%	12	12
Glass	0.9%	6						0
Building waste	2.2%	15						0
Hazardous	0.6%	4						0
<b>Total</b>	<b>100%</b>	<b>691</b>		<b>29%</b>	<b>197</b>	<b>14%</b>	<b>98</b>	<b>295 (43%)</b>

A significant proportion of the materials in the bulk waste collection is likely to be recoverable, due to existing markets for clean streams of these materials. Based on materials that could be easily recovered such as timber, e-waste and scrap metal, an estimated 295 tonnes or 43% of the waste materials could be recoverable; 29% from recycling (of which 15% is currently being recycled by the City) and 14% from reuse. Some carpet, building waste and glass are recoverable but it would depend on the contractor, their post collection processing and markets.

The City could consider targeting additional recoverable materials such as scrap metal, e-waste and timber as part of its future collection service by offering individual on-demand services or requiring residents to separate these items from waste materials for separate collection. This is discussed further in Section 4.2.



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## 4 Collection Options

An outline of the advantages and disadvantages of each of the key bulk waste options is summarised in Table 4-1.

**Table 4-1: Bulk Waste Collection Options - Summary of Advantages and Disadvantages**

<b>Type of collection – Scheduled</b>  A scheduled collection, the existing service, involves the council and contractor working together to set dates for waste collection in each area. The households are informed of their collection date. Any compliant material placed on the verge prior to the scheduled date is collected. The existing service has minimal recovery of recyclables. Materials are uncontained and have, historically, been permitted to be presented up to two weeks prior to collection.	
Advantages	<ul style="list-style-type: none"> <li>Operational efficiencies – i.e. no booking system required, optimising collection runs.</li> <li>Equal service for all residents.</li> <li>Administration reduced through no booking system being required.</li> <li>Residents can plan for it.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>Generates more waste and therefore generally higher cost and reduced landfill diversion.</li> <li>Set schedule/dates means that residents who are travelling/away will not be able to partake in the service.</li> <li>Visual amenity affected by numerous properties presenting material at the verge over a number of weeks.</li> <li>Safety and amenity issues associated with scavenging</li> <li>Issues near council boundary due to different approaches to bulk waste collections, has resulted in illegal dumping near boundary and properties outside of the City putting bulk waste on their verges.</li> <li>Lack of space (verge) for some residents.</li> </ul>
<b>Type of collection – On-Request</b>  On-request collections provide a convenient service, especially where there is a high renting population such as the City (where more than 1 in 3 households are renters - Profile id, 2016). This service involves the process of residents calling the council's/contractor's customer service unit (CSU) or requesting the service through an online portal. The anticipated wait time for residents may vary depending on a number of factors such as number of services available and seasonal demand variables (i.e. busy summers and quiet winters).	
Advantages	<ul style="list-style-type: none"> <li>Reduces waste collected – moving towards the City's zero waste Vision.</li> <li>Provides convenient timing for residents.</li> <li>Generates less waste and therefore less cost incurred by the City for management of waste materials.</li> <li>Provides interaction with the resident during booking to provide alternatives for reusable, repairable or recyclable items.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>Additional administration for booking and database management.</li> <li>Can generate too many bookings for particular weeks and therefore not meet customer expectations of collection timing.</li> </ul>



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#### Scheduled – limit time material is presented

The service is scheduled, as with the existing service, however materials can be presented by residents on the verge no earlier than the weekend prior to collection to maintain the street front amenity and prevent illegal dumping. The City could enforce this by sending rangers to the scheduled areas prior to the collection week and issue notices/non-conformances to properties who have not complied with the time limit.

##### Advantages

- Improve street presentation.
- Reduces likelihood of illegal dumping.

##### Disadvantages

- Residents may not be home the weekend prior to their collection to place material out (within timeframe).
- Additional council resources required to enforce time limit for material presentation.

#### Scheduled – limit volume and time materials are presented

The WALGA Better Practice Vergeside Collection Guidelines encourage councils to move towards a 2m<sup>3</sup> volume allowance. Introducing a limit by number of items could also be considered, whilst still maintaining a scheduled service. The City could enforce this by sending rangers to the scheduled areas prior to the collection days and examine the presented waste. Notices/non-conformances could then be issued to properties who have not complied with the volume/number of items requirements. Alternatively, upon collection, the council/contractor can make a “judgement call” as to whether the property has exceeded the volumetric/number of item requirements and collect the allotted amount, leaving excess waste and leaving notice for the property.

##### Advantages

- Reduces waste tonnage.
- Improves street presentation.
- Provides more equity in the service.

##### Disadvantages

- Likelihood that households will still exceed the collection volume and the enforcement, clean up following the service will increase.
- Residents may not be able to present large bulky items out within timeframe.
- Additional council resources required to enforce volume limits.

#### Scheduled – maintain limit of 1 collection

Many councils currently offer one scheduled collection per year including:

- Town of Bassendean;
- City of Fremantle;
- City of Melville; and
- City of South Perth.

This has been reduced from two services per year in some cases.

##### Advantages

- One collection provides an affordable, fair service for all residents without generating excess waste.
- Operational efficiencies i.e. no booking system required, optimising collection runs.

##### Disadvantages

- More services (i.e. higher participation) result in more waste therefore not consistent with the City's vision of zero waste to landfill.





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	<ul style="list-style-type: none"> <li>If residents are away or move into a property after the annual service date, they effectively do not get a collection for the year.</li> </ul>
<b>On-request Skip Bin – limit volume and time materials are presented</b>	
<p>The WALGA Better Practice Vergeside Collection Guidelines encourage councils to move towards a 2m<sup>3</sup> volume allowance. This may be achieved by limiting the number of items or containing the material within a skip bin. Most on-request skip bin services limit the time that the skip bin is on a property to 2 business days.</p>	
Advantages	<ul style="list-style-type: none"> <li>Reduce waste tonnages with lower participation rate.</li> <li>Provide more equity in the service.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>Likelihood that households will still overflow skip bins, which will result in an increase in administration to contact residents.</li> <li>Potential for other residents to dispose of waste, including non-compliant waste, in skip bins not allocated to them. However, this risk could be reduced by also limiting the time the skip bin is left with a resident.</li> <li>Lack of street frontage to place skip bins, affecting footpaths, parking and placement of other bins.</li> <li>Not all residents may be physically able to lift items into a skip bin.</li> </ul>
<b>On-request Skip Bin – charge per service</b>	
<p>There is an option to move towards a user pays system, particularly for on-request services.</p>	
Advantages	<ul style="list-style-type: none"> <li>Discourages use of the service, therefore reduces waste tonnages and increases waste diversion rates.</li> <li>User pays service, only residents that use the service pay for it.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>Increases administration.</li> <li>True cost of service may be difficult to project as uptake would be unknown.</li> <li>Potential for increase in incidence of illegally dumped waste.</li> <li>Not enough verge space at some residences, or clearance for collection vehicles for truck to safely deliver and service the vehicle via hook lift truck.</li> <li>Not all residents may be physically able to lift items into a skip bin.</li> </ul>
<b>On-request Skip Bin – include in rates ('no charge')</b>	
<p>Most councils include the bulk waste service within their rates charge.</p>	
Advantages	<ul style="list-style-type: none"> <li>Only motivated residents book ahead, therefore reduces waste tonnages and increases waste diversion rates.</li> <li>Ease of administration without needing to collect a payment.</li> <li>Equal charge for all households.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>Not a user pays system, therefore, ratepayers that don't use the service are subsidising others.</li> <li>Not enough verge space at some residences, or clearance for collection vehicles for truck to safely deliver and service the vehicle via hook lift truck.</li> <li>Not all residents may be physically able to lift items into a skip bin.</li> </ul>





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#### On-request – Uncontained (2m<sup>3</sup>) – charge per service

Some councils have moved away from skip bins and returned to uncontained services but as an on-request collection service. This type of service usually limits the volume of materials able to be presented and the time materials are allowed to be presented prior to collection. A limit by number of items could also be considered.

Advantages	<ul style="list-style-type: none"> <li>Only motivated residents book ahead, therefore reduces waste tonnages and increases waste diversion rates.</li> <li>User pays service, only residents that use the service pay for it.</li> <li>Less street frontage and overhead lift/parking clearance required than skip bins.</li> <li>Fewer vehicle movements required to deliver and service the material</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>Increases administration.</li> <li>True cost of service may be difficult to project as uptake would be unknown.</li> <li>Potential for increase in incidence of illegally dumped waste.</li> <li>Collection volumes may be exceeded and may require enforcement (although can be more closely managed for on-request services)</li> </ul>

#### On-request – Uncontained (2m<sup>3</sup>) – included in rates ('no charge')

Advantages	<ul style="list-style-type: none"> <li>Only motivated residents book ahead, therefore reduces waste tonnages and increases waste diversion rates.</li> <li>Reduced administration in fee collection.</li> <li>Equal charge for all households.</li> <li>Less street frontage and overhead/parking clearance required than skip bins.</li> <li>Fewer vehicle movements required to deliver and service the material.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>Not a user pays system, therefore, ratepayers that don't use the service are subsidising others.</li> <li>Collection volumes may be exceeded and may require enforcement (although can be more closely managed for on-request services)</li> </ul>

#### On-request – Flexible service Optional Skip Bin/Uncontained and Waste voucher included in rates

A handful of councils offer residents the option of an on-request skip bin or waste voucher to self-haul their waste.

Advantages	<ul style="list-style-type: none"> <li>Provides flexibility in service offering for residents who are unable to self-haul their waste.</li> <li>Discourages use of the service, therefore reduces waste tonnages and increases waste diversion rates.</li> <li>Increased administration.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>Not a user pays system, therefore, ratepayers that don't use the service are subsidising others.</li> <li>Likely to be significantly more costly than other options due to requirement to subsidise waste vouchers.</li> </ul>



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#### On-request – Uncontained, charity partnership

The City could look to engage in a partnership arrangement with a charity, or charities, to collect suitable, resalable items put out for collection prior to the contractor undertaking collections. This type of service would work best with an uncontained (rather than skip bin), on-request service – facilitating charities to easily view what has been presented when they arrive at properties and collect suitable items. There would be benefits in including limits of time items can be presented to reduce the time items are left on the verge.

##### Advantages

- Provides flexibility in service offering for residents who are unable to self-haul their waste.
- Encourage additional diversion of waste from landfill with charity involvement.

##### Disadvantages

- Cost prohibitive.
- Increased administration for bookings and collections.
- Uncertainty of degree of waste diversion from this type of service.
- Historically charity take up of this option is low as shopfront charities require quality goods. May delay collection timeframes if items are rejected.
- Time consuming engaging with charities to find the right fit.
- Contractually challenging.

#### On-request – Street or neighbourhood based collections (1)

Everyone in the street/neighbourhood coordinated their collection at the same time so that all material is placed out at once.

##### Advantages

- Optimise opportunities for reuse / swapping within the area;
- Collection efficiencies for council (minimal impact).

##### Disadvantages

- Potentially not enough verge space for all material to be placed out at once, reduced street amenity at that time;
- It's likely that the selected date is not optimal for all households in the area therefore lose the advantage of an on-request date that is convenient for the householder;
- Requires the neighbours to agree and negotiate and potentially create dispute if not all households agree;
- No administrative saving for council.

#### On-request – Street or neighbourhood based collections (2)

A group of neighbours could coordinate their bookings so that effectively if 6 households rotated their bookings all neighbours could contribute a small amount of waste every 2 months, or 12 households monthly.

##### Advantages

- Potentially optimising the service availability for the neighbourhood.



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#### Disadvantages

This only works if all neighbours involved in the agreement act equitably. There are a large number of things that could go wrong with this model including:

- It's highly likely that the size of the collection pile would exceed the permitted limit for some collections, in which case it is unclear who is responsible but the resident that makes the booking could be penalised
- Not all of the neighbours may make their booking at the required time leading to a shortfall in the agreement.
- Non-complying material may be placed out and it may be difficult to identify the waste owner.

Any of these issues could result in a neighbourhood dispute or dispute with council that could be avoided if only the resident that makes the booking is permitted by council to place waste on the pile.



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#### 4.1 Bulk Waste Collection Options

The following sections outline the collection options in more detail using examples from other councils.

##### 4.1.1 Limiting the Collection Volume/Number of items collected

There are a range of options for limiting the collection volume. A number of councils in the Perth metropolitan area comply with the WALGA Better Practice Vergeside Collection Guidelines, which encourage councils to move towards a 2m<sup>3</sup> volume allowance, although several still offer 3m<sup>3</sup> volume limits.

Five councils in the Perth metropolitan area utilise a skip bin for mixed waste collections, namely:

- The City of Bayswater provides a 3m<sup>3</sup> skip for a combined mixed waste collection, up to three times per annum included in rates. The skip bins are coloured differently depending upon the material type, green for green waste and blue for mixed waste;
- The City of Belmont provides four 3m<sup>3</sup> skip bins per annum on an 'as needs' basis which are included in rates. However, the resident decides whether or not they require a bin for mixed waste or green waste. The skip bins are coloured differently depending upon the material type for disposal, green for green waste and blue for mixed waste. There is also the option for residents to obtain a tip pass to self-haul their waste;
- The City of Kalamunda provides a 3m<sup>3</sup> skip bin service for its verge collections. Each household is entitled to 3-5 skip bins per annum (depending on property size) and can decide whether or not to utilise it for mixed waste or green waste. This entitlement is included in rates. The skips are colour coded depending on the material type for disposal, green skips are used for green waste and blue skips for mixed waste;
- The City of Joondalup has introduced an on-request skip bin service for mixed waste. Each household is entitled to one 3m<sup>3</sup> skip bin per annum (but can also request an additional for a fee), with separate collections for mattresses and white goods. Households can substitute their 3m<sup>3</sup> skip for one lounge suite collection and request extra skips at a reduced contracted rate for collection and processing of \$96.93 (ex GST); and
- City of Stirling residents are entitled to one 3m<sup>3</sup> skip per annum, but can also request one additional e-waste, mattress and white goods collection per annum. Residents can pay a subsidised rate of \$85 for an additional skip bin, where required.

The City of Swan provide an on-request service for household or green waste collections with a 25% participation rate. Residents are able to request up to two collections (uncontained, 3m<sup>3</sup> volume limit) per financial year. This has, reportedly, significantly reduced the volume and cost of their bulk waste service.



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WMRC have recently introduced a similar on-request service, the Verge Valet (see Figure 4-1), commencing with Town of Mosman Park. It is anticipated this service will reduce council hard waste collection fees by 3.5%-14%<sup>2</sup>.



Figure 4-1 WMRC Verge Valet Guide to separating waste

Another option is to limit the collections by number of items presented. Talis are not aware of any Australian councils that limit the number of items placed out for collection, but this is common practice in the UK (which generally operates a user pays system, with a fixed fee payable for up to 3 or 5 bulky household items – charges/number of items vary between Councils). However, if this was to be implemented (even as unpaid) it is expected that it would significantly reduce the volume of waste presented. It could be difficult to enforce, but options include providing stickers for authorised material, confirming verbally which items would be collected during the booking process or relying on residents to comply with the restrictions. This would be a good system to work in conjunction with a charity to optimise recovery of reusable items.

The City could enforce these options by sending Council Rangers to the scheduled areas prior to the collection days and to examine the presented waste. Notices/non-conformances can then be issued to properties who have not complied with the volumetric/number of items conditions, requiring residents to remove excess items to fit the requirements. The resident can then call the City back to inform that they have met the conditions of the collections for the City/contractor staff to return for collection.

<sup>2</sup> WMRC OCM Minutes 6 February <https://www.wmrc.wa.gov.au/wp-content/uploads/2020/03/2-April-OCM-with-attachments.pdf>





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Alternatively, upon collection, the Council/contractor can make a “judgement call” as to whether the property has exceeded the volumetric/number of item requirements and collect the allotted amount, leaving excess waste behind and leaving written notice for the property. Both of these methods are currently enforced for the abovementioned councils in regard to overflowing skip bins. It is noted that skip bins provided by contractors have a level line at the top of the skip bin which states “do not fill above this line”.

A challenge with enforcing size limits is that the residents can contest that additional material was illegally dumped by others, therefore council/the contractor end up returning to the site at cost, i.e. the cost of enforcement may be more than the cost of picking up material in the first instance. However, the risk of illegal dumping by others could be minimised by reducing the time that residents are allowed to leave the materials on the verge or the time the skip bins are left on the property. A number of councils have time restrictions including City of Swan (48 hours) for their uncontained service. The Cities of Joondalup and Stirling allow for skips to be left on properties for two business days. Additionally, Council could specify in their T&Cs that any materials left on the verge are the responsibility of the resident and enforce any incidents of non-compliance.

#### 4.1.2 Scheduled or On-request Collection

The adoption of an on-request collection service is growing in popularity amongst councils. An on-request service can be provided when the resident requires the service, for example if they are moving house or conducting a clean-out. Six Perth councils have moved to on-request including City of Swan, City of Joondalup, City of Stirling, City of Bayswater, City of Belmont and City of Kalamunda. Many east coast councils have also moved to on-request services. An on-request service has been shown to significantly reduce the volume of waste collected as fewer households participate in the service and there is less dumping of bulk waste onto other people’s properties. The average cost per service increases, however the overall cost of the service is reduced as less waste is generated to offset the collection costs. The City has noted issues near its boundary with City of Stirling, which may be as a result of the inconsistent approach to bulk waste collections between LGAs. In the lead up to scheduled collections within the City, it has been found that some nearby City of Stirling residents leave waste on their verges and, in some cases, reportedly illegally dump waste on the City’s residents’ verges.

If the City was to introduce the on-request collection service, there are several key steps that are to be undertaken and options that may be considered. Assuming the service would be outsourced, the contractor would need to supply the allotted skip bins/collection vehicles to carry out the service. Residential skip bins have several restrictions for items that can be disposed, which the City would need to confirm. These restrictions are often painted onto the side of bins to inform/advise residents.

The City would need to determine if the on-request system bookings are carried out by the contractor or the City. An option that the City would need to consider is whether there is an online booking portal available to residents. This system has been integrated by a number of councils in WA. The website generally states a set of T&Cs regarding the service, with the resident inputting their contact details and requesting a preferred date (which can be blocked off by the City/contractor). Upon completing a request, an automated reply is sent to the resident’s email confirming the request has been received



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and advising that a follow up email will be sent by the City/contractor customer service unit upon entering the booking and confirming the booking date and logistics.

With an on-request system, residents in other LGAs reportedly issue complaints on delivery/pick-up times (which can be avoided through specific Terms and Conditions (T&Cs) and communication emailed direct to residents or available online), such as:

- “Bins can arrive and be collected anytime between 8am and 5pm”.
- “Bins will stay on property for a minimum of two (2) nights and one (1) day for weekdays” – i.e. Monday – Wednesday, Tuesday – Thursday.
- “Bins will stay on property for a minimum of three (3) nights and two (2) days for weekends” – i.e. Friday – Monday.
- “Bins can arrive full (as they are delivered from another property), but they will be emptied into another truck and placed back down onto your property empty”.

Another option for the City, which can incur a cost but is considered less prone to error than manually entering and managing in each booking, would be a system which links online on-request skip bin requests to the City’s/contractor’s booking system. This would essentially prove cost effective as the City/contractor would save on having to resource a CSU operator to manually enter the booking.

#### 4.1.3 Separate Charges for the Service

Some Perth councils with an on-request service have moved towards a user pays system. City of Swan charge \$50 for any additional bulk waste services beyond their allowance covered by rates. Some east coast councils such as City of Brimbank (Vic) charge \$85/collection, Shellharbour City Council (NSW) charge \$80/collection and Coffs Harbour City Council (NSW) charge \$44/collection. A charged service requires extra administration and the ability to collect and receive the funds prior to, or at the time of, booking. However, this model has been shown to reduce uptake and, therefore, reduce waste.

There are several options for setting up this service which the City would need to consider. If the service is managed by the contractor, the first option would be whether the booking is recorded/processed in their system or the City’s system. If managed by the contractor, monthly reports are generally sent to the City displaying all services carried out and the breakdown of the type of service provided. This can make for a transparent reporting/recording system for all parties involved.

An accurate reporting system ensures that each household only accesses one bulk waste service. The City would need to consider how this would be managed if there was a change of tenants/residents during the service year. Services for multi-unit dwellings would also need to be considered. The City may opt to provide a quarterly collection for multi-unit dwellings with a maximum number of skips/collections based on the number of properties in the complex.

If the City takes the bookings and processes the fees, they would need to consider payment options (whether to integrate one or multiple payment methods). These would include accepting fees through online payments and/or payment at the City’s front desk, and then these would need to be recorded against the property.



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#### 4.1.4 Flexible service model

A small number of councils offer residents a choice of bulk waste services with either a collection or tip passes. For example, the City of Newcastle in NSW, an LGA with an increasing number of multi-unit dwellings, offers on-request self-haul vouchers (tip passes) or use of their on-demand pick-up service. Each household can request two self-haul vouchers or two on-demand pick-ups over a 12 month period. The City of Newcastle does not charge residents, but they must actively request the vouchers.

The City of Bayswater offers a similar system to Newcastle with a combination of up to three skip bins or transfer station passes. Residential properties within the City can opt for up to three 3m<sup>3</sup> bulk bins each financial year for either bulk or green waste or up to three self-haul transfer station passes (allows up to 300kg per pass).

The City of Joondalup offers a limited, flexible service with the option for households to have one skip bin per financial year or, substitute this allowance for one lounge suite collection.

This provides a level of flexibility to residents however, would require increased administration in managing requests. This option could be offered to residents where a tip pass could be better suited to their requirements, such as properties without a verge.

Following a preliminary assessment of the flexible service model option, it is cost prohibitive compared to the current bulk waste service, due to the current gate fee at Balcatta Transfer Station and the costs that the City would need to incur to subsidise the tip passes. This option has, therefore, not been further considered in this report.

#### 4.1.5 Charity partnership

The City could consider establishing a formal or informal partnership with a charity, or charities, to provide them with the opportunity to collect good quality (resalable) items from the verge, prior to collection by the contractor. The MRC's verge waste report from 2009 recommended that councils should look to introduce "coordinated collection of serviceable household goods by charities (prior to each hard waste collection), as a minimum feature" for council's bulk waste collections. The rate of diversion of materials would depend on the type and quality of the materials presented. However, the City could liaise with residents at the time of booking to gain a better understanding of the nature of the materials that are going to be presented and feed this information back to the charity.

Talis has conducted high level cost modelling to determine the potential cost of engaging a charity in addition to the other recovery options. If a charity was engaged, they could start an hour earlier than the regular collector and visit all booked households on the first collection day to recover any quality reusable material. Cost estimates include \$120,000/year for a Pantech truck including fuel and maintenance, and \$160,000/year for two staff including overheads, similar to the service some charities already provide without cost recovery. The City would only use this service 1 day per week, costing approximately \$56,000/year or \$571/tonne of recoverable material. Assuming 98tpa of material is reusable based on the tonnages outlined in Table 3-1.





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## 4.2 Bulk Waste Recycling and Reuse

### 4.2.1 Reuse

With the availability of on-line market places the reuse culture is generally increasing. There are a large number of free services available to the City's residents including:

- 'Buy Nothing' groups;
- 'Buy, Sell, Swap' pages, which tend to have specialist markets by suburb or interest group (e.g. babies/kids, weddings, hobby listings);
- Marketplace (Facebook) -which aggregates many of the listings above;
- Freecycle;
- Gumtree;
- Ebay; and
- Garage Sale Trail.

These are in addition to the availability of charity bins and charity collections of quality goods. Generally, when a resident enquires with the City about bulk waste collections they are asked if the goods are good quality/ reusable and if yes they are encouraged to use one of the charities or online markets.

If a scheduled bulk waste collection is nominated as the preferred option it is possible to schedule it in the weeks following the Garage Sale Trail to optimise re-use, however there is a risk that unwanted materials would be placed on the verge for a number of weeks prior to collection. Alternatively, the council could continue to promote reuse and recycling options in conjunction with the promotion related to bulk waste.

### 4.2.2 Recycling

Mattresses, white goods, metals and e-waste are currently recovered from the piles during the general bulk hard waste verge collections, with residents receiving fliers advising to keep these items in separate piles for recycling.

In addition, the City provides on demand collection services for additional mattresses and white goods under a user pays system. Mattresses are collected by the City's contractor separately at a cost of \$20/household. White goods including fridges, freezers and air conditioners can be collected for between \$31 and \$66 per collection (as cost). This includes degassing, where relevant. Payments can be made by residents over the phone or in person at the City's administration centre.

On-demand bulk waste recycling services for other LGAs is summarised in Table 4-2.



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**Table 4-2: Comparison of other LGAs on-demand bulk waste recycling services**

LGA	Collections				User pays or in rates	Online booking portal	Presentation of materials time limited?
	Mattress	White goods	Lounge Suites	E-waste			
City of Stirling	✓	✓		✓	In rates	✓	Yes – 24 hours
City of Swan	✓				In rates	✓	Yes – 48 hours
City of Joondalup	✓	✓	✓		In rates	✓	Not specified
City of Bayswater	✓	✓			In rates	✓	Yes – day of collection
City of Belmont	✓	✓	✓		In rates		Yes – 72 hours
Town of Cambridge	✓				In rates		Not specified
Town of Mosman Park	✓	✓		✓	In rates		Yes – 48 hours

The City has asked Talis to consider the advantages and disadvantages of alternative options for recovering recyclables. These have been outlined in Table 4-3 and include:

- Scheduled (no charge) with option of additional on-request recycling of mattresses and white goods (charged)
- Scheduled with option of additional on-request recycling of mattresses and white goods (no charge).
- On-request bulk waste recycling – user pays
- On-request bulk waste recycling – included in rates
- Scheduled – drop off days

In terms of other materials, the City already provides recovery for mobile phones, globes, batteries and toners with recycling drop off stations at the library, the City's administration centre and a handful of other locations in the City. It is possible that this service could be extended to include an e-waste drop off container at the City with a storage container provided in the basement of City's offices. Residents also have the option to drop materials to Balcatta Transfer Station, Tamala Park and charities, along with WALGA e-waste and hazardous waste drop off days.



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**Table 4-3: Bulk Waste Recycling Collection Options – Summary of Advantages and Disadvantages**

<b>Scheduled (no charge) with option of additional on-request recycling of mattresses and white goods (charged)</b>	
<p>Residents are advised to separate their recyclable materials from the bulk waste for separate collection (included in the rates). Such as that implemented by City of Swan and WMRC, where a separate crane truck collects recoverable material and a compactor follows to collect the remainder.</p> <p>Additional collections can be requested for mattresses, e-waste and white goods (charged)</p>	
Advantages	<ul style="list-style-type: none"> <li>Facilitates source separation of items that are recoverable, thereby increasing quality of recyclables recovered.</li> <li>User pays service, only residents that use additional services pay for it.</li> <li>Allows flexibility for booking for bulky wastes (mattresses and white goods) which could otherwise be dumped.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>Increases administration for charged service.</li> </ul>
<b>Scheduled with option of additional on-request recycling of mattresses and white goods (no charge)</b>	
<p>Residents are advised to separate their recyclable materials from the bulk waste for separate collection. Additional collections can be requested for mattresses and white goods</p>	
Advantages	<ul style="list-style-type: none"> <li>Facilitates source separation of items that are recoverable, thereby increasing quality of recyclables recovered.</li> <li>Ease of administration.</li> <li>Provides more equity in the service.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>More services = more waste therefore not consistent with the City's vision of zero waste to landfill.</li> </ul>
<b>On-request bulk waste recycling – user pays</b>	
<p>Residents contact the City to request collection and make payment at the time of booking via phone or in person. If only recyclable items are placed out for the on-request service this could be charged at a reduced rate.</p>	
Advantages	<ul style="list-style-type: none"> <li>User pays service, only residents that use the service pay for it.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>Increases administration.</li> <li>True cost of service may be difficult to project as uptake would be unknown.</li> <li>If cost prohibitive, potential for increase in incidence of illegally dumped waste.</li> </ul>
<b>On-request bulk waste recycling – included in rates</b>	
<p>A bulk waste recycling service that provides limited on request collection of mattresses and white goods. Residents can contact the City to request a preferred collection date.</p>	
Advantages	<ul style="list-style-type: none"> <li>Facilitates source separation of items that are recoverable, thereby increasing landfill diversion rates.</li> <li>Ease of administration (no need to manage transactions).</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>True cost of service may be difficult to project as uptake would be unknown.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Not a user pays system, therefore, ratepayers that don't use the service are subsidising others.</li> <li>• Risk of some households using the service multiple times per year if not recorded accurately.</li> </ul>
<b>Scheduled – drop off days</b>  Some Councils hold drop off days for specific bulk waste materials such as e-waste, mattresses and white goods as well as household items, clothing and textiles.	
Advantages	<ul style="list-style-type: none"> <li>• Facilitates source separation of items that are recoverable, thereby increasing landfill diversion rates.</li> <li>• Ease of administration.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>• Some residents may not be able to self-haul their materials to the designated drop off locations.</li> <li>• Scheduled date may not be convenient for all residents.</li> <li>• Not a user pays system, therefore, ratepayers that don't use the service are subsidising others.</li> <li>• True cost of service may be difficult to project as uptake would be unknown.</li> </ul>

If the City was to move to a charged on-request (booked) service for bulk waste then it's possible that the City/contractor's CSU could request information on the types of items being placed out for collection from residents to determine whether they are recyclable or re-usable. The discussion with the customer services operator about the type of materials to be placed out may also provide an opportunity to encourage additional waste diversion, reuse or recovery options.

Similar to the on-request bulk bin, there are several options that the City would need to consider. An option that the City may consider is whether there is an online booking portal available to residents. This system has been integrated by a number of councils including the City of Stirling, City of Bayswater and City of Joondalup. These booking portals generally state a set of T&Cs regarding the service, with the resident inputting their contact details and requesting a preferred date to place out their item/s (which can be blocked off by the City/contractor). Upon completing a request, an automated reply is sent to the resident's email confirming the request has been received with a follow up email being sent by the City/contractor customer service unit upon entering the booking and confirming the booking date and logistics. The City of Swan's booking portal includes an interactive map that allows residents to access information on the number of collections available for the property and available dates for bookings.

A number of councils run free item-specific drop off days for residents. For example, the Town of Cambridge, City of Joondalup and City of Stirling hold both e-waste and clothing and textile drop off days twice a year. These councils work in partnership with a number of charity groups. The City of Joondalup and Town of Cambridge's move to clothing drop off days followed the banning of charity bins within their areas. The City of Vincent trialled a Charity Clothing drop off day in December 2018, 4 tonnes of clothing and textiles were collected. The City will be holding a household hazardous waste drop-off day in partnership with WALGA in 2020/21 (postponed from May 2020 due to Covid-19).



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Lastly, bulk recyclables could be incorporated into either scheduled or on-request (uncontained) bulk waste collections. The City of Wollongong in NSW offers two 'on-call household clean up' services per household per financial year through a contractor. The service limits item presentation to 24 hours before scheduled collection, with a volume limit ( $2\text{m}^3$ ) for bulk waste and a selected list of accepted recyclables presented in a separate pile (additional to the  $2\text{m}^3$  allocation).



**Plate 4-1: Example of combined bulk recyclables and bulk clean up waste guidance (Wollongong Waste)**

The City can integrate a system which links online on-request mattresses, white goods, e-waste pick-ups etc. to the City's/contractor's booking system. This would essentially prove cost effective as the City/contractor would save on having to resource a CSU operator to manually enter the booking and minimises the likelihood of input error.

Facilities which accept bulk hard waste and recyclable materials for source separation are:

- Instant Waste Bayswater;
- Suez Bibra Lake Resource Recovery Park;
- West Tip Waste Malaga
- Perth Bin Hire
- Eco Resources;
- Cleanaway Bayswater Transfer Station & Recycling Centre;
- Cleanaway Welshpool Transfer Station (soon to introduce a bulk waste MRF); and
- Cockburn bulk waste MRF, Henderson Waste Management Facility (set to open in 2022).

Most of these facilities operate a basic sorting line including a trommel, screen and picking line to enable the removal of timber, metal and cardboard along with a grabber for larger items. Instant Waste have a Materials Recovery Facility most used for construction and demolition waste that includes pre-sorting, screening, shredders and magnets to separate materials which can also be used to process material collected from domestic bulk waste services. Some of these facilities claim recovery rates of 60-80% where metals are left in the kerbside collection. Recovery rates of 30-40%



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may be more realistic. EMRC's recycling facility at Hazelmere only targets metal and timber for recovery due to lack of market demand for other products.

The number of collections that are allocated per property can be displayed on the resident's rates notice and shown on the City's website. Some councils, such as City of Swan, include an interactive map for residents to check their remaining bulk waste allocation for the year and display available dates for bookings.

The City/contractor can ensure properties do not exceed the allocated limit through their reporting/recording system which can display all of the waste history interactions with customer services.





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## 5 Collection Options Modelling

This section outlines the collection options modelling undertaken, namely:

- bulk waste; and
- bulk waste recycling

### 5.1 Bulk Waste Collection Options

Talis has shortlisted some preferred models to demonstrate the expected costs and diversion rates. Each of the options vary in their service type (scheduled or on-request), limitations (time and in some cases, volume), charging arrangement (included in rates or charge per service) and receptacle (uncontained or skip bin). A summary of the options modelled are shown in Table 5-1.

**Table 5-1: Summary of shortlisted bulk waste collection options**

Collection option	Service type		Limitations		Charges		Receptacle	
	Scheduled	On-request	Time	Volume	Charged	No charge	Uncontained	Skip bin
1a - Scheduled – enforce limit to time material is presented	✓		✓			✓	✓	
1b - Scheduled - limit time material is presented & limit volume	✓		✓	✓		✓	✓	
2a – On request skip bin – charged/service		✓	✓	✓	✓			✓
2b – On request skip bin – no charge		✓	✓	✓		✓		✓
3a – On request – uncontained 2m <sup>3</sup> , 48 hours prior, charged		✓	✓	✓	✓		✓	
3b – On request – uncontained 2m <sup>3</sup> , 48 hours prior, no charge		✓	✓	✓		✓	✓	

The modelling assumes a full service (collection and disposal) cost of \$290/tonne, based on a collection cost of \$12.09 per household and 16,599 households in 2018/19, projected to 2020/21 the first year of an expected new service. Bulk waste is a very small part of the overall waste generated by the City so ceasing to provide a service would result in a cost saving of \$210,000 and improved diversion of 3.88%. However, the bulk waste collection service is popular and residents have expressed an interest in retaining a bulk waste service of some kind.

The participation rates for each type of collection option would be expected to vary depending on whether the service would be charged or included within rates and if it was a scheduled or on request service. The modelled participation rates are shown in Table 5-2.



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**Table 5-2: Modelled participation rates by collection option**

Collection option	Expected participation rate
1a - Scheduled – limit time	85%
1b - Scheduled - limit time & limit volume	80%
2a – On request skip bin – charged/service	20%
2b – On request skip bin – no charge	33%
3a – On request – uncontained 2m <sup>3</sup> , limit time, charged	16%
3b – On request – uncontained 2m <sup>3</sup> , limit time, no charge	26%

The bulk waste charges included in the modelling are summarised in Table 5-3. These charges have been adjusted annually for inflation.

**Table 5-3: Modelled bulk waste charges (2020/21)**

Charge	Rate (2020/21)
Scheduled bulk waste collection/disposal rate (\$/tonne) -current	\$305
Skip bins lift rate (\$/lift)	\$53
Skip bin processing (\$/tonne)	\$158
Loose processing scheduled collection (\$/tonne)	\$135
Loose processing on-request collection (\$/tonne)	\$157
Processing and disposal (\$/tonne)	\$173
Disposal cost (\$/tonne)	\$205

A summary of the collection options modelled including tonnages, costs and how they compare to the projected baseline (current service) are shown in Table 5-4.

**Table 5-4 Waste diversion and costs for bulk waste collection options**

Collection option	Bulk waste TPA			Bulk waste diversion rate	Cost	Change to overall diversion	Cost compared to baseline
	Total	Difference from Baseline	Diverted				
Projected 2020/21 (current service)	691	-	104	15%	\$210,501	-	-
1a – Enforce scheduled – limit time	587	-15%	88	15%	\$178,926	0.3%	-\$31,575
1b – Scheduled – limit time & limit volume	553	-20%	83	15%	\$168,401	0.3%	-\$42,100
2a – Skip bin – charged/service	408	-41%	61	15%	\$255,608	0.7%	\$45,107





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Collection option	Bulk waste TPA			Bulk waste diversion rate	Cost	Change to overall diversion	Cost compared to baseline
	Total	Difference from Baseline	Diverted				
2b – Skip bin – no charge	673	-3%	101	15%	\$421,753	0.0%	\$211,252
3a – On request – uncontained 2m <sup>3</sup> , limit time, charged	200	-71%	30	15%	\$72,369	1.2%	-\$138,133
3b – On request – uncontained 2m <sup>3</sup> , limit time, no charge	329	-52%	49	15%	\$119,409	0.9%	-\$91,093

Note: Bulk waste diversion rate includes existing mattress, whitegoods and metal recycling only.

If the City continued to provide a bulk waste collection service in its current form, there would be an expected 691 tonnes requiring collection in 2020/21. With an assumed waste diversion rate of 15%, this would be expected to cost the City \$210,501 in 2020/21 in collection and disposal costs.

All of the collection options modelled would be expected to result in an overall improved, or equal to, the current overall waste diversion rate. The least costly option modelled was option 3a, on-request and charged, uncontained (2m<sup>3</sup>) with time limit service. This would be expected to cost an estimated \$72,369, resulting in a cost saving of approximately \$138,000 compared to the projected baseline costs. Option 3a would also result in the highest overall waste diversion rate with a 1.2% increase. The most costly options were skip bins (options 2a and 2b) with cost increases between \$45,000 and \$211,000 compared to the projected baseline. It's important to note that for the charged services, as a user pays system, a significant portion of this cost would be absorbed by the user, rather than shared across all ratepayers.

#### 5.1.1 Post-collection sorting

The City could consider sending the materials collected as part of a bulk waste collection service to a facility for post-collection sorting to further increase the waste diversion rate, as outlined on page 23. Based on high level market analysis the service providers offer a similar range of prices for processing and disposal of bulk waste, between \$145 to \$165/tonne dependent upon the composition of the waste. WMRC have contracted Perth Bin Hire for sorting and processing on-request bulk verge waste. They provide a non-member councils rate of \$157<sup>3</sup>. This is significantly lower than the disposal rate (\$205/tonne) currently paid to Mindarie Regional Council.

<sup>3</sup> \$135/tonne (ex GST) 2019/20 adjusted to include GST and inflation - WMRC Special Council Meeting Draft Minutes 7 November 2019 p 11 <https://www.wmrc.wa.gov.au/about-us/council/meeting-minutes/>



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The estimated costs based on the modelled tonnages for each option are shown in Table 5-5.

**Table 5-5: Estimated costs of post-collection sorting per option**

Collection option	TPA total	TPA diverted	Improved Diversion rate	Processing/ Disposal Cost	Collection & Processing/ Disposal
1a - Scheduled – limit time	587	176	30%	\$92,584	\$172,207
1b - Scheduled – limit time and volume	553	166		\$87,138	\$162,077
2a - On request skip bin – charged service	408	122		\$64,285	\$255,608
2b - On request skip bin – no charge	673	202		\$106,070	\$421,753
3a - On request uncontained, charged	200	60		\$31,454	\$62,907
3b - On request uncontained, no charge	329	99		\$51,898	\$103,797

The least costly option would be option 3a, on request uncontained service, charged service at approximately \$63,000, due to the lower tonnages expected to be collected.

### 5.1.2 Enforcement

The City would need to decide what approach to enforcement it would take, depending on the option chosen. During the initial roll-out phase, the active use of an enforcement officer would be a valuable resource to help establish the requirements for the new service and demonstrate to the community that non-compliance will have ramifications. After the first 3-6 months, this could be scaled down to more of a soft approach to enforcing the requirements.

Talis have undertaken some preliminary cost modelling for using one fulltime equivalent (FTE) enforcement officer to undertake enforcement/compliance activities associated with bulk waste collections. In reality, this resource could be utilised by other City functions such as ranger services. It is estimated that this resource would be utilised up to 50% by the bulk waste collection services. The estimated costs of enforcement are shown in Table 5-6.

**Table 5-6: Bulk waste – Optional bolt on services - Enforcement costs 2020/21**

Base salary (1.0 FTE)	Base salary including overtime (10%)	Overheads (50%)	Total Labour costs	Utilisation by Bulk waste collections	Estimated labour costs attributed
\$73,268	\$80,595	\$40,297	\$120,892	50%	\$60,446

The estimated labour costs of enforcement of a new bulk waste collection service would be \$60,446. This does not include the cost of a fleet vehicle for use by the officer.

### 5.1.3 Education

Talis would strongly recommend that the City consider the provision of a waste education campaign for any changes to its bulk waste services. This could include a dedicated waste education officer for



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approximately six months prior to the roll out along with a further six months after implementation. The modelling includes estimated costs for one waste education officer, including overtime (10%) and overheads (50%) along with a small provision for waste education materials. It is anticipated that the waste education officer would be utilised approximately 50% of 1.0 FTE. The estimated costs are summarised in Table 5-7.

**Table 5-7: Bulk waste – Optional bolt on services – Waste education costs 2020/21**

Base salary (1.0 FTE)	Base salary including overtime (10%)	Overheads (50%)	Total Labour costs (100% utilisation)	Expected utilisation by Bulk waste collections	Waste education materials	Total costs (labour and materials)
\$75,000	\$82,500	\$41,250	\$123,750	50%	\$15,000	\$76,875

The total estimated cost of a waste education campaign including labour and materials is \$76,875. This includes 50% of 1.0 FTE staff member along with \$15,000 budgeted for materials.

## 5.2 Bulk Waste Recycling Collections

The bulk waste recycling collection cost estimates were calculated based on participation rates for similar services provided by the City and other local LGAs (City of Stirling and City of Joondalup). The estimated tonnages are based on average weights of white goods (71kg) and mattresses (25kg) derived from the Waste Authority (2013) and the expected number of households utilising the service. The white goods cost per service includes degassing of fridges and freezers, where required. These are shown in Table 5-8.

**Table 5-8: Bulk waste recycling cost estimates 2020/21**

Bulk waste recycling collection	Collection/ household per annum	Participation rate	Number of participating households	Total estimated TPA	Cost per service	Total cost
White Goods	1	2.5%	455	32	\$46.00	\$20,942
Mattresses	1	2.0%	332	9	\$20.00	\$7,284
<b>TOTAL</b>				<b>41</b>		<b>\$28,226</b>

There would be an estimated 32 tonnes of white goods and 9 tonnes of mattresses to be collected and recycled, based on the projected number of households in 2020/21 resulting in an estimated \$28,226 in costs for the bulk waste recycling service. Assuming the above tonnages and a 100% diversion rate, there would be an estimated 0.23% increase in overall waste diversion as a result of this service. However, by continuing this bulk recycling service, the City would also save on disposal costs from diverting these materials from landfill.



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### 5.3 Bulk waste cost summary

The 'Bolt-On' extras are summarised in Table 5-9. It's important to note that for the charged services the council, or contractor, could directly re-coup costs from participating residents. Therefore the main costs incurred by council could be education and enforcement at \$137,321/ year or \$7.54/hhld.

**Table 5-9 Summary of 'Bolt-on' costs**

Bolt-on	Annual Cost	Cost/hhld
Enforcement	\$76,875	\$4.22
Education	\$60,446	\$3.32
Total Bolt-On Costs	\$137,321	\$7.54

A summary of the bulk waste costs for each option are shown in Table 5-10.



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Table 5-10: Bulk Waste Cost Summary table

Bulk waste Option	Collection & Disposal only				Collection & Processing (Sorting)				Impact on diversion rate
	Collection & Disposal	Cost per household (exc. Bolt-ons)	Total cost incl. 'bolt on' extras	Cost per household (inc. bolt-ons)	Collection & Processing	Cost per household (exc. Bolt-ons)	Total cost incl. 'bolt on' extras	Cost per household (inc. bolt-ons)	
Current Service	\$210,501	\$11.56	\$347,823	\$19.10					
1a - Scheduled – limit time	\$178,926	\$9.83	\$316,247	\$17.37	\$172,207	\$9.46	\$309,528	\$17.00	0.7%
1b - Scheduled – limit time and volume	\$168,401	\$9.25	\$305,722	\$16.79	\$162,077	\$8.90	\$299,398	\$16.44	0.8%
2a - On request skip bin – charged service					\$255,608	\$14.04	\$392,929	\$107.89	1.5%
2b - On request skip bin – no charge					\$421,753	\$23.16	\$559,075	\$30.70	1.3%
3a - On request uncontained, charged	\$72,369	\$3.97	\$209,690	\$71.97	\$62,907	\$3.45	\$200,228	\$68.72	1.4%
3b - On request uncontained, no charge	\$119,409	\$6.56	\$256,730	\$14.10	\$103,797	\$5.70	\$241,118	\$13.24	1.2%

\* No charge service, therefore the cost per households is the cost for all households (included in rates) regardless of whether they use the service. For charged services, the cost per household is calculated based on the assumed participation rate and portion of which would be recouped through a user pays system.



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## 6 Policy Considerations

Regardless of the preferred collection model, it is important to take into account a number of policy and operational considerations including:

- Material to be collected;
- Collection service type;
- Collection method;
- Service frequency;
- Additional service policy;
- Service entitlement for apartment blocks;
- Illegal dumping management;
- Service costs (charged or included in rates – if charged the conditions of charging and any differential charges e.g. apartments, extra collections, futile collections, illegally dumped material, recyclables and definitions for each),
- Acceptable waste presentation requirements/ collection location – including length of time material can be placed out on kerbside;
- Bulk waste recovery objectives;
- Management of OHS risks;
- Futile collection policy – e.g. charge for non-presented material.

Manual handling and exposure risks should be reduced by encouraging oversized and hazardous waste items to be disposed of directly to transfer facilities and making sure that crews have adequate time for collections and do not have to rush between pickups. The council should ensure:

- Waste is on the verge for a minimum time period;
- Bulk waste is stored on and collected from within the property line for on-request services;
- Ensure residents are clearly informed about the types of hazardous waste that will not be collected and are advised of alternative collection methods for these material types;
- Respond promptly to hazardous waste placed on the verge.

Dumped waste can be created when residents put the wrong items out for collection or exceed the allocated limits, others add items to resident's piles or when the verge waste is rummaged through as part of scavenging.

To prevent these practices a well-designed collection service should be in place, along with community education measures and enforcement activities and should be defined as contractual considerations when going to tender.

### 6.1 Apartment blocks

#### 6.1.1 Scheduled services

For scheduled services there may be an increased waste presentation limit for apartment blocks which could be limited based on the number of apartments or a total limit for example 4m<sup>3</sup> for the entire



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complex regardless of size. The City could adopt a policy where the strata could request additional collections, especially for bigger complexes.

#### **6.1.2 On request services**

The City need a clear policy on whether individual apartments or the strata are entitled to request a collection service. If its individual apartments can it be the tenant or does it have to be the owner. If the apartment changes tenancies would they be permitted an additional collection or would that be at cost. It is recommended that bookings be managed through the strata, and limited to the number of apartments within the strata. For example if there are four apartments/villas they may opt for a quarterly on-request service that all residents participate in. If it is a complex with 12 or more apartments a monthly booking could be arranged.

#### **6.2 Illegal dumping**

Illegal dumping can be a challenge for bulk waste with non-residents placing material out during scheduled collections on vacant blocks, or onto existing piles. It can be difficult to enforce as residents may incur a non-compliance notice but they may not have placed the material out for collection. The contractor or City responding quickly to these issues can reduce the extent of the problem. The Bulk Waste Policy should clearly state that illegal dumping will not be accepted and will be investigated. However the City will need to determine whether the contractor, council or resident is responsible for removing the non-compliant material. Talis recommend that the contractor remove the material and enforcement pass on the cost to the resident.

#### **6.3 Futile collections**

With an on-request collection residents may not place the material out, or they may place it out too late or in an incorrect location. If this is the case the City should require the contractor to take a photo of the collection, and make a note of the issue. Whether charged or not this would count towards the residents service entitlement, if an additional service is required then that could be charged, or added to the residents entitlement as required.

#### **6.4 Non-booked collections**

It is likely that some residents will place material out, because they see other households bulk waste out, without making a booking. In these instances the contractor should collect the waste but record it towards that household's bulk waste entitlement.





## 7 Contractual Considerations

The City should align the contract considerations with the policy objective, education messages and operational considerations. Some contractual considerations include:

- Duration of Contract;
- Services to be provided by the contractor such as collection, sorting, material recovery or disposal and recovery rate target;
- Timing of the service, number of collections to be provided each year, materials and collection limit;
- Management arrangements for priority materials (hazardous, metals, cardboard, organics, timber, white goods and e-waste at a minimum);
- Key performance indicators (KPIs) for diversion rates, service data collection, analysis and reporting service costs;
- Innovation in service delivery, including working with charity groups;
- Encourage the identification of other local management options for different materials through a phone or internet-based pre-assessment before booking a collection;
- Specify whether council or contractor is responsible for providing information to residents about the service, booking arrangements or timing, community education measures, enforcement activities and post collection clean-up;
- Specify provision for a mechanism to record and deal with residents' complaints/positive feedback;
- Consider performance payments to the contractor if KPIs are exceeded and penalties if they aren't reached; and
- Requirements to clean up spills and breakages
- Provision of summary performance data reporting that includes:
  - Number of properties service;
  - Presentation rate;
  - Number of collections per year;
  - Quantity of hard waste collected (tonnes);
  - Average Quantity of hard waste per residential unit (tonnes);
  - Quantity of hard waste diverted from landfill (tonnes);
  - Percentage diversion from landfill;
  - Cost of providing annual service;
  - Average cost per dwelling; and
  - Cost per collection.

Key points to specify under the contract should include:

- Contractor being responsible for the collection of all household bulky waste from households directly on a door-to-door collection basis within the council;
- Specify how contractor is to invoice council, including additional or futile services;
- Specify who is responsible for communications with residents;





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- Whether the contract includes the collection of bulky waste from commercial premises or civic offices at a separate rate;
- Whether the contract includes collection of illegally dumped material at a separate rate, and maximum service response times.
- The contractor is responsible for collection and processing of all material that is placed out and should arrange appropriate safe collection, storage and handling of hazardous wastes.

### 7.1 Apartment blocks

The Contractor should be required to collect all compliant material presented at apartment blocks. Depending on the policy that is in place a differential rate may be provided for apartment block collections.

### 7.2 Illegal dumping

Illegal dumping, of bulk waste material, or any illegally dumped waste, could be included in the contract as an additional service charged at the standard service rate. The Contractor should be required to photograph and record any details of the material presented and mark the collection against the property where the material was collected. This should be reported to Council for further investigation or management.

### 7.3 Futile services

A contractual consideration is who is responsible for the cost of futile services. For example:

- If residents request a service but don't present the material the contractor should photograph the vergeside, time and date stamped and the record placed against the property;
- If residents place material out, but not in the correct location the resident could be required to place the material at the correct location and a re-visit may be considered at cost to the council.



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## 8 Recommendations

Council has a vision to achieve zero waste to landfill by 2028. Based on the modelling undertaken, the option that will provide value for money and help the City to move towards zero waste to landfill would be option 3a - On request uncontained, charged would be optimal if council focus is on diversion from landfill. This option is the least costly and would be expected to deliver the highest waste diversion rate of all the options and reduce bulk waste generation rates.

Therefore, with regard to bulk waste collections Talis recommends:

- Residents be charged for an on-request service administered by a contractor;
- Only one service be provided per household each year;
- A total volume limit of 2m<sup>3</sup> be implemented, instead of the current unlimited volume collection;
- The City retains an uncontained system rather than adopting a skip bin system; and
- The City should consider reducing the amount of time that material can be presented prior to the collection date. For the majority of councils material is not permitted to be presented until the weekend prior to the collection week, to assist with reducing illegal dumping.

Recycling services recommendations:

- As outlined above, continue to provide one bulk hard waste collection service (inclusive of mattresses, white goods, e-waste, metals, and other recoverables), as an on-request charged collection, with additional on-request mattress and white goods recycling collections provided at cost (as now);
- Engage a contractor that optimises recovery of recyclable materials; and
- During the booking of bulk waste collections, collect information on the type of materials being collected to determine whether the material could be reused via a charity or online network such as Freecycle or Buy Nothing group.

Talis also recommends that the City consider the issues raised in the Policy (Section 6) and Contractual (Section 7) considerations sections of this report to manage the implementation of the proposed service.



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Talis Consultants

604 Newcastle Street,  
Leederville,  
Western Australia 6007

PO Box 454,  
Leederville,  
Western Australia 6903

Phone: 1300 251 070

Email: [info@talisconsultants.com.au](mailto:info@talisconsultants.com.au)



# City of Vincent

## *Public Engagement and Communications Strategy*

Bulk Verge Collections

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## 1. Background and rationale for change

The City's Waste Strategy 2018 – 2023 with a Vision of "Zero waste to landfill by 2028" recognises that the existing bulk hard waste verge collection methodology is very out dated and encourages the generation of waste. Additionally, only 15% of the material collected is currently recovered through limited source separation on the verge.

The City currently contracts out its Bulk Verge Collection services. This service comprises one bulk junk collection and two bulk green collections per annum, at a cost of around \$440,000 per annum; the bulk hard waste 'Junk' component accounting for around \$200,000 of this figure.

This service allows residents to present unlimited volumes of bulky household items, including furniture, mattresses, white goods and e-waste on their verge, for a period of up to 10 days prior to the scheduled collection. In the last collection cycle (i.e. January-February 2019), the City collected 685 tonnes of bulk hard waste, of which 15% (103 tonnes) was recycled.

Should the Council decide to modify the existing Bulk Hard Waste Services, a comprehensive communications plan is required to ensure the efficient and successful change of services. This Communications Strategy will assist the City in successfully engaging with residents, prior to, during, and post implementation of the service change.

## 2. Objective

Effective communication is key to supporting change and managing any potential opposition or misconceptions that the change in services may bring. The key objectives of this Communication Strategy is to:

- Support the City's target of zero waste to landfill by 2028 by promoting waste prevention and reduction.
- Consult with the community to gauge their support and thoughts on the available verge collection services options.
- Provide opportunities for resident concerns to be heard and responded to.
- Encourage maximum levels of source separation/exploring different waste disposal options.
- Mitigate negativity surrounding changes to system.

This Communications Strategy outlines the type of media that will be used to support the changes to services. It is intended for use until the community consultation is launched, and beyond.

The City's key underpinning marketing objectives are to:

- Seek feedback on proposed options
- Communicate the change to the community

## 3. Community Consultation

A community consultation will be run to help identify community sentiment around the existing verge collection and the proposed options. As this project requires all residents to change their behaviour there is a need to get a very clear view of our community and their attitudes to waste so we can tailor our strategy accordingly.

The community consultation will provide all residents the opportunity to voice their concerns or thoughts. It can add to the research by identifying barriers to transition and highlight potential problem areas to address. It is anticipated that a fair percentage of respondents will be those who are already engaged or passionate about waste (promoters or detractors).



To ensure a consistent approach, the community consultation will align with the options discussed at the Community Engagement Panel Session held on 30 March 2020.

The following six refined options were presented and discussed:

- 1a - Scheduled – limit time material is presented 48 hours prior
- 1b - Scheduled – limit time material is presented & limit volume 2m3
- 2a – On request skip bin – charged/service
- 2b – On request skip bin – no charge
- 3a – On request – uncontained 2m3, 48 hours prior, charged
- 3b – On request – uncontained 2m3, 48 hours prior, no charge

The market research will be conducted by the independent research company CATALYSE Pty Ltd to gather baseline data of what the community in general feels about waste and the existing verge collection system. It will enable us to gain a clearer community wide view. This baseline data will be demographically weighted and will assist in tailoring marketing materials and strategies to reach the unengaged segments of our community.

The population for the purpose of the research is all households in the City of Vincent (including Multi-Unit Developments).

The survey will be emailed to 3,000 randomly selected residents and 1,000 copies will be posted out to randomly selected households. Residents will also have the opportunity to “Opt in” to complete the Questionnaire, which will be available via the City’s Engagement.HQ.com Site. For statistical reliability the aim is to hear from a minimum of 400 randomly selected residents, which would provide sampling precision of +/-5% at the 95% confidence interval and would provide a robust and reliable sample on which to make considered decisions.

The consultation will align with the consultation run by CATALYSE on FOGO in 2019, and as such will enable the City to directly measure and compare survey findings.

Below is the timeline for the intended consultation process. This timeline is very tight, but has been developed specifically to enable the presentation of consultation results to the 22 September Council Workshop. This in turn will then allow sufficient time for Council Reporting/Approvals and the subsequent contract development, award and mobilisation, with an anticipated “Go-Live” of 1 July 2021.

This timeline is also aligned with other Waste Strategy project timelines, to prevent mixed messages or communication saturation/overload (i.e. Potential discontinuation of Commercial Collection Services from 30/6/21 and FOGO implementation/major launch from October 2021).

Timing Plan		Responsible	Task to be completed in week commencing:											
			29-Jun-20	6-Jul-20	13-Jul-20	20-Jul-20	27-Jul-20	3-Aug-20	10-Aug-20	17-Aug-20	24-Aug-20	31-Aug-20	7-Sep-20	14-Sep-20
Phase 1	Commission study	CoV	■											
	Develop questions by 10 July	CAT / CoV	■	■										
	Council meeting to approve Communications Strategy	CoV					28							
	Review and finalise questions	CAT / CoV					29							
	Provide databases	CoV	■	■										
	Generate random samples	CATALYSE		■										
Phase 2	Print and mail (1,000 copies)	CoV					30	■						
	Online programming	CATALYSE						■						
	email invitations (3,000 contacts)	CATALYSE							10					
	Data collection	Respondents							■	■	■			
	Receive hard copies up to 7 Sept (note: accounts COVID-19 delays with mail)	CATALYSE									■	■	7	
	Data entry and processing									■	■	■		
	Analysis and reporting	CATALYSE											■	21
	Presentation	CAT / CoV												22

Table 1: Proposed Timeline Community Consultation Bulk Verge

#### 4. Target Audience

The main target market is all residents in the City of Vincent (see details in 3. Community Consultation).

#### 5. Stakeholders

##### 5.1 External stakeholders

There are a number of champions or groups in Vincent that help deliver the campaign or its messages. These include our Town Teams, local influencers, environmental and catchment groups, sporting clubs, volunteer groups, playgroups and more.

##### 5.2 Internal stakeholders

Internal stakeholders are vital in ensuring clear and consistent messaging during each communication stage, these include elected members, customer service staff, marketing services, operational staff, rangers and other employees.

#### 6. Communication Stages

This Communications & Consultation Strategy will be rolled out in a number of stages:

- Consultation – to seek community feedback on the verge collection system and proposed options, potential barriers and attitudes towards the options
- Pre-launch – to provide clear information regarding service change
- Post-launch – to continue to educate people on correct system usage and support the City's target of zero waste to landfill.

Key Timeframes	Description	Target
Consultation		
30 March 2020	Community Engagement Panel Session	Members of the City's Community Engagement Panel
August 2020	Community consultation on verge collection system and proposed options– as a baseline to determine effectiveness of a service change	All residents
22 September 2020	Consultation results shared with community and Council members at a Council Meeting. Council Approve Option	Media Residents
Pre-launch		
February/March 2021	Communications rollout explaining the new collection system - including but not limited to: letter-box drop, social media, PR video clips to explain how the service and booking system works. Providing clear pathways for further information online, in person and over the phone.	All residents
March 2021	Customer service, rangers and social media staff briefed and prepared to understand service change	Customer Service / Ranger Services/ Digital Marketing
March 2021	Launch day promotions and reminders.	All residents
July 2021	New service commences	All residents
Post launch		
July 2021	Waste to monitor service uptake and illegal dumping	Waste/Ranger Services
August 2021	Education campaign continues	All residents

**Table 2 Verge Collection Service Change- Timeframe**

### 6.1 Communication Channels (if moving to a new verge side service)

- Advertising
- Printed materials
- Digital assets
- Video – explaining the new service/booking system
- Direct mail
- Social media and influencer campaign
- PR campaign
- Signage
- Displays
- Face to face interaction and opportunities ( COVID-19 restriction dependent)
- Messages in regular City communications (monthly ad, e-news, TV screens)

Including face to face opportunities for two-way communication is essential to help residents feel informed and ready to undertake the change.

Digital and social media campaigns including videos would also be a key element of this campaign to aid peoples understanding of our key messages.

## 6.2 Supporting information

Secondary logos and branding style guides are available for use. We may consider adding these to our City branded marketing materials to show links to other programs happening in WA.

- Recycle Right Campaign <https://recycleright.wa.gov.au/> - funded by SMRC but available to use for a licence fee.
- Waste Sorted <http://www.wastesorted.wa.gov.au/> - Waste Authority funded branding that is supposed to provide consistent messages across WA local governments.
- Own your Impact <https://ownyourimpact.com.au/our-waste-problem> - also Waste Authority funded.
- Face your waste <https://faceyourwaste.com/> - Mindarie Regional Council (MRC) education campaign.

<b>6.2</b>	<b>TENDER 576/20 - PAVEMENT PROFILING &amp; SUPPLY AND LAYING OF HOT MIXED ASPHALT - APPOINTMENT OF SUCCESSFUL TENDERER</b>
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**Attachments:** 1. Evaluation Schedule - Confidential

**RECOMMENDATION:**

That Council **ACCEPTS** the tenders submitted from WestCoast Profilers Pty Ltd, for profiling services, and Asphaltech Pty Ltd, for the supply and laying of hot mixed asphalt, for Tender 576/20 for Pavement Profiling & Supply and Laying of Hot Mixed Asphalt.

**PURPOSE OF REPORT:**

To report to Council the outcome of Tender 576/20 and to recommend the acceptance of tenderers.

**BACKGROUND:**

The City regularly undertakes significant capital works road projects and programs, such as the annual Metropolitan Regional Roads Grants (MRRG) program, Roads to Recovery (R2R) and Local Roads Programs, that require the profiling of a road surface and the laying of a new hot mixed asphalt wearing course.

In the past the City has advertised for these two services as separate tenders. However, in this instance it was advertised as one to test the markets capacity and willingness to combine both in a single tender. A number of the larger civil contractors provide both services and the rationale was that a single contract may provide better 'value for money' in both pricing and coordination of works.

However, in acknowledgement that some specialist's contractors, specifically the profilers, may be locked out from tendering if they were required to submitted prices for both services, the City's tender was written so that it could be for a specific service, i.e. profiling or asphalt alone, or a single contract for both.

The tender documentation included the following (in part) clause:

*'Each of the two services are considered a separable portion of the contract. The City may accept both separable portions from the same supplier or each from separate suppliers.....'*

**DETAILS:**

Tender Advertising

The estimated value of the combined tender over three years is in excess of \$3,500,000. As the total budget exceeds \$250,000, *Policy No. 1.2.3 – Purchasing*, it 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
<p>Respondents must, as a minimum, provide the following information:</p> <p><b>1 – Relevant Experience</b></p> <p>Provide details of experience and expertise in providing pavement marking services to local government and/or similar organisations.</p>	<b>40%</b>

Qualitative Criteria	Weighting
<b>2 – Resources</b>  Provide evidence that the tenderer has the required plant, equipment and appropriately skilled staff to undertake the works the City requires.	<b>40%</b>
<b>3 – Demonstrated Understanding</b>  Tenderer to demonstrate they understand the scope of works required by providing the process for delivering the services, identify potential issues/risks and how these will be mitigated, proposed methodology for delivering services on time.	<b>20%</b>

The Request for Tender 576/20 was publicly advertised in the West Australian on Monday 23 March 2020 and invited submissions until Monday 13 April 2020.

At the close of the advertising period, ten (10) tender responses were received, all of which were compliant, from the following companies:

- Asphaltech Pty Ltd.
- Boral Resources (WA) Ltd.
- Downer EDI Works Pty Ltd.
- Dowsing Group Pty Ltd.
- Fulton Hogan Industries Pty Ltd.
- KEE Surfacing Pty Ltd.
- Roads 2000 Pty Ltd.
- Stateline Asphalt Pty Ltd.
- WA Profiling and Stabilisation Pty Ltd.
- WestCoast Profilers Pty Ltd.

Of the ten submissions seven (7) tendered for both portions of the contract while three (3) tendered for the profiling portion only.

#### 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
Manager Engineering	Voting
Depot Operations Supervisor	Voting
Coordinator Engineering Operations	Voting
Procurement & Contracts Officer	Non-voting

#### Evaluation

When evaluating the tenders the panel established that the specialist asphalt only contractors intended upon sub-contracting profiling portion of the contract to third parties, two of whom had tendered for the profiling portion of the contract in their own right.

Several of the larger companies have the capability to provide both services in-house.

To determine the best 'value for money' while endeavouring to minimise the risk, of each of the tenderers submitted rates were applied to a number of past work scenarios and projects.

The resultant matrix demonstrated that splitting the tender into two, *Pavement Profiling* and *Supplying and Laying Hot Mixed Asphalt*, delivered the best outcome to the City.

The panel unanimously agreed on the following as the preferred tenderers.

#### Asphalt.

A summary table for the top three Tenderers 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
Asphaltech Pty Ltd	90.00	1
Downer EDI Works Pty Ltd	88.00	2
Fulton Hogan Industries Pty Ltd	88.00	3

Based on the evaluation panel discussion, the submission from Asphaltech was the highest ranked submission against the Qualitative Evaluation Criteria.

#### Profiling.

A summary table for the top two Tenderers 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
WestCoast Profilers Pty Ltd	90.00	1
WA Profiling and Stabilisation Pty Ltd	90.00	2
KEE Surfacing Pty Ltd	84.00	3

Given that the top two tenderers finished with the same Qualitative score, the evaluation panel then made a value judgement taking into consideration both risk and 'value for money' to separate them and award a ranking.

The tender from WestCoast Profilers Pty Ltd was adjudged the highest ranked submission.

#### **CONSULTATION/ADVERTISING:**

The Request for Tender 576/20 was advertised in the West Australian on 23 March 2020 and on both the City's website and Tenderlink portal between 23 March and 13 April 2020.

#### **LEGAL/POLICY:**

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

#### **RISK MANAGEMENT IMPLICATIONS:**

Medium      Project delays and safety considerations.

#### **STRATEGIC IMPLICATIONS:**

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

##### Thriving Places

*Our physical assets are efficiently and effectively managed and maintained.*

##### Innovative and Accountable

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



**SUSTAINABILITY IMPLICATIONS:**

A competent and efficient profiling and asphalt contractor is essential to completing key capital works projects and programs in a timely and cost effective manner.

**FINANCIAL/BUDGET IMPLICATIONS:**

Costs associated with both the pavement profiling and laying of asphalt are charged against the various Engineering Operations capital works projects and operating accounts.

The annual expenditure under this tender varies from year to year dependant on work requirements, however based on previous years, it is estimated that the combined total value will be in excess of \$1,000,000 per financial year.

**COMMENTS:**

The submissions for WestCoast Profiling Pty Ltd and Asphaltech Pty Ltd comply with all the tender requirements. The submissions were well presented and included all specified information. The Evaluation Panel deemed the responses to be convincing and credible; demonstrating the capability, capacity and experience relevant to the Evaluation Criteria.

The Evaluation Panel recommends that WestCoast Profiling Pty Ltd and Asphaltech Pty Ltd be accepted for their respective portions of Tender 576/20 as they presented the best overall value for money to the City.

<b>6.3</b>	<b>TENDER 570/19 - PAVEMENT MARKING SERVICES - APPOINTMENT OF SUCCESSFUL TENDERER</b>
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**Attachments:** 1. Evaluation Worksheet - Confidential

**RECOMMENDATION:**

That Council **ACCEPTS** the tender submitted by Line Marking Specialists (Bay Corporation Pty Ltd) for Tender 570/19 for Pavement Marking Services.

**PURPOSE OF REPORT:**

To report to Council the outcome of Tender 570/19 and to recommend the acceptance of a tenderer.

**BACKGROUND:**

The City regularly undertakes capital works projects and maintenance programs that require the engagement of a specialist pavement\* marking contractor. The vast majority of the work relates to parking and the delineation of both approved, and illegal, parking zones.

\*typically referred to as 'line' marking.

**DETAILS:**

Tender Advertising

The estimated value of the tender over three years is in excess of \$500,000. As the total budget exceeds \$250,000, *Policy No. 1.2.3 – Purchasing*, it 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
<p>Respondents must, as a minimum, provide the following information:</p> <p><b>1 – Relevant Experience</b></p> <p>Provide details of experience and expertise in providing pavement marking services to local government and/or similar organisations.</p>	<b>40%</b>
<p><b>2 – Resources</b></p> <p>Provide evidence that the tenderer has the required plant, equipment and appropriately skilled staff to undertake the works the City requires.</p>	<b>40%</b>
<p><b>3 – Demonstrated Understanding</b></p> <p>Tenderer to demonstrate they understand the scope of works required by providing the process for delivering the services, identify potential issues/risks and how these will be mitigated, proposed methodology for delivering services on time.</p>	<b>20%</b>

The Request for Tender 570/19 was publicly advertised in the West Australian on Wednesday 18 March 2020 and invited submissions until Wednesday 8 April 2020.

At the close of the advertising period, three tender responses were received, of which two were judged compliant, from the following companies:

- Line Marking Specialists (Bay Corporation Pty Ltd).
- Linemarking 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
Manager Engineering	Voting
Depot Operations Supervisor	Voting
Coordinator Engineering Operations	Voting
Procurement & Contracts Officer	Non-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
Line Marking Specialists (Bay Corporation Pty Ltd).	84	1
Linemarking WA Pty Ltd.	84	2

Based upon panel's assessment of the Qualitative Evaluation Criteria, both submissions were judged as demonstrating that they were capable of meeting the City's requirements.

Given that both tenderers finished with the same Qualitative score, the evaluation panel then made a value judgement taking into consideration both risk and 'value for money' to separate them and award a ranking.

To determine 'value for money' each of the tenderers submitted rates were applied to a number of past work scenarios for which the preferred tenderer would have resulted in the lowest cost.

#### **CONSULTATION/ADVERTISING:**

The Request for Tender 570/19 was advertised in the West Australian on 18 March 2020 and on both the City's website and Tenderlink portal between 18 March and 8 April 2020.

#### **LEGAL/POLICY:**

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

#### **RISK MANAGEMENT IMPLICATIONS:**

Medium      Project delays and safety considerations.

#### **STRATEGIC IMPLICATIONS:**

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

#### Thriving Places

*Our physical assets are efficiently and effectively managed and maintained.*

**SUSTAINABILITY IMPLICATIONS:**

The hire of competent and efficient pavement marking contractors is essential to completing key capital works projects and programs in a timely and cost effective manner.

**FINANCIAL/BUDGET IMPLICATIONS:**

Costs associated with pavement marking are charged against the various Engineering Operations capital works projects and operating accounts.

The annual expenditure under this tender varies from year to year dependant on work requirements, however based on previous years, it is estimated that the total value will be in the order of \$170,000 per financial year.

**COMMENTS:**

The submission from Line Marking Specialists (Bay Corporation Pty Ltd) 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 the capability, capacity and experience relevant to the Evaluation Criteria.

The Evaluation Panel recommends that Line Marking Specialists (Bay Corporation Pty Ltd).be accepted for Tender 570/19 as they presented the best overall value for money to the City.

<b>6.4</b>	<b>TENDER 577/19 - CONCRETE CROSSOVERS AND CAST IN-SITU CONCRETE PATHS - APPOINTMENT OF SUCCESSFUL TENDERER</b>
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**Attachments:** 1. Evaluation Schedule - Confidential

**RECOMMENDATION:**

That Council **ACCEPTS** the tender submitted by Cobblestone Concrete Pty Ltd for Tender 577/19 for the construction of Concrete Crossovers and Cast In-situ Concrete Paths.

**PURPOSE OF REPORT:**

To report to Council the outcome of Tender 577/19 and to recommend the acceptance of a tenderer.

**BACKGROUND:**

The City regularly undertakes capital projects and operating programs that involves either significant or specialist concreting works for which the City relies upon an external contractor engaged under tender.

**DETAILS:**

**Tender Advertising**

The estimated value of the tender over three years is in excess of \$750,000. As the total budget exceeds \$250,000, *Policy No. 1.2.3 – Purchasing*, it 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
<p>Respondents must, as a minimum, provide the following information:</p> <p><b>1 – Relevant Experience</b></p> <p>Provide details of experience and expertise in providing concreting services to local government and/or similar organisations.</p>	40%
<p><b>2 – Resources</b></p> <p>Provide evidence that the tenderer has the required plant, equipment and appropriately skilled staff to undertake the works the City requires.</p>	40%
<p><b>3 – Demonstrated Understanding</b></p> <p>Tenderer to demonstrate they understand the scope of works required by providing the process for delivering the services, identify potential issues/risks and how these will be mitigated, proposed methodology for delivering services on time.</p>	20%

The Request for Tender 577/19 was publicly advertised in the West Australian on Wednesday 18 March 2020 and invited submissions until Wednesday 8 April 2020.

At the close of the advertising period, four tender responses were received, all of which were judged compliant, from the following companies:

- Dowsing Group Pty Ltd.
- Cobblestone Concrete Pty Ltd.
- Axiis Contracting Pty Ltd.
- Techsand 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
Manager Engineering	Voting
Depot Operations Supervisor	Voting
Coordinator Engineering Operations	Voting
Procurement & Contracts Officer	Non-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
Cobblestone Concrete Pty Ltd.	82	1
Dowsing Group Pty Ltd.	82	2
Axiis Contracting Pty Ltd.	82	3
Techsand Pty Ltd.	80	4

Based upon panel's assessment of the Qualitative Evaluation Criteria, all of the submissions were judged as demonstrating that they were capable of meeting the City's requirements.

Given that three of the tenderers finished with the same Qualitative score, the evaluation panel then made a value judgement taking into consideration both risk and 'value for money' to separate the top three and award a ranking.

To determine 'value for money' each of the tenderers submitted rates were applied to a number of past work scenarios for which the preferred tenderer would have resulted in the lowest cost.

## CONSULTATION/ADVERTISING:

The Request for Tender 577/19 was advertised in the West Australian on 18 March 2020 and on both the City's website and Tenderlink portal between 18 March and 8 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:

Medium      Project delays and safety considerations.

## STRATEGIC IMPLICATIONS:

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

### Thriving Places

*Our physical assets are efficiently and effectively managed and maintained.*

**SUSTAINABILITY IMPLICATIONS:**

The hire of a competent and efficient concrete contractor is essential to completing key capital works projects and maintenance programs in a timely and cost effective manner.

**FINANCIAL/BUDGET IMPLICATIONS:**

Costs associated with the construction of concrete crossovers and cast in-situ concrete footpaths, along with other 'grano' works, are charged against the various Engineering Operations capital works projects and operating accounts.

The annual expenditure under this tender varies from year to year dependant on work requirements, however based on previous years, it is estimated that the total value will be in the order of \$250,000 per financial year.

**COMMENTS:**

The submission from Cobblestone Concrete Pty Ltd 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 the capability, capacity and experience relevant to the Evaluation Criteria.

The Evaluation Panel recommends that Cobblestone Concrete Pty Ltd be accepted for Tender 577/19 as they presented the best overall value for money to the City.



## 7 COMMUNITY & BUSINESS SERVICES

### 7.1 DRAFT YOUTH ACTION PLAN 2020-2022

Attachments: 1. Draft Youth Action Plan 2020-2022  

#### RECOMMENDATION:

##### That Council:

1. **RECEIVES** the Draft Youth Action Plan 2020-2022, at Attachment 1;
2. **AUTHORISES** the Chief Executive Officer to provide local public notice of the Draft Youth Action Plan 2020-2022 for public comment for a period of 21 days, inviting written submissions in accordance with Council Policy No. 4.1.5 – Community Consultation;
3. **NOTES** that a further report will be presented to the Ordinary Council Meeting in September 2020 detailing any submissions received during the public comment period; and
4. **NOTES** that the Draft Youth Action Plan 2020-2022 will be modified to improve formatting, styling and graphic design, as determined by the Chief Executive Officer, prior to publication.

#### PURPOSE OF REPORT:

To receive the Draft Youth Action Plan 2020-2022 for the purposes of advertising for public comment prior to further consideration and adoption.

#### BACKGROUND:

At the Ordinary Meeting of Council on 25 June 2019, Council endorsed a Councillor Budget Submission for the development of the City's first Youth Action Plan (YAP). The development of the Plan was subsequently included as Objective 3.10 within the *City of Vincent's Corporate Business Plan 2019-2020*.

Whilst Administration has been active in the children and young people space for many years, the absence of a framework has resulted in a disjointed approach to how we work with young people, schools, networks and service agencies. The YAP is designed to provide a more formalised approach through a framework to enable a holistic and integrated service delivery.

#### DETAILS:

The Draft YAP 2020-2022 has been developed to be ambitious but achievable and is primarily designed to lay the foundations for establishing and creating opportunities to strengthen our connections with, and understanding of, our young people. More specifically, it:

- demonstrates the City's commitment to recognising and supporting our youth community;
- provides a framework for how the City will work with young people, service providers and the community to support our youth over the life of the Plan;
- provides guiding principles for ensuring the City's services and programs consider the impact on youth and allow for synergies and integration with existing plans and strategies; and
- provides targeted objectives for how the City can support, connect and empower its young people.

An extensive consultation and engagement process has been undertaken in an effort to capture the diversity of views, opinions and knowledge of our youth, community and youth-focused service delivery organisations. Consultation focused around the areas of:

- health and wellbeing;
- recreation;
- community support and opportunities; and
- employment and education.

To ensure the YAP stays a meaningful and relevant resource for the City and the public, it incorporates a strategic long-term (five year) vision and mid-term (two year) deliverables which will be reviewed and refined through an evaluation process. The document comprises background and context, a vision and guiding principles, summary of feedback and tangible deliverables. Subsequent YAPs will leverage off the achievements of this first Plan, as our understanding and engagement in the youth space matures over time.

The deliverables have been developed under the umbrella of four focus areas, or themes, identified through stakeholder feedback. An operational-level work plan is being developed by Community Partnerships to support the implementation of the deliverables. It is also anticipated that the Children & Young Peoples' Advisory Group (CYPAG) and the Vincent Youth Network will assist in the implementation of the YAP through identifying, advocating and exploring ways of addressing the issues and needs of young people in the City of Vincent.

The Plan also recognises the impact of COVID-19 and commits that at an operational level, deliverables will involve response and recovery initiatives specifically to deal with the current and future uncertainty caused by the pandemic. A specific deliverable has been included to address mental health.

Subject to any adjustments resulting from the public consultation period (see below), the YAP 2020-2022 content will be finalised with some modifications to graphic design and presentation. The document will be a mixture of words and graphics to make content digestible, engaging and user friendly.

#### **CONSULTATION/ADVERTISING:**

As per Council Policy No. 4.1.5 – Community Consultation it is proposed to seek community feedback and input on the Draft YAP 2020-2022 through a 21-day public comment period. This will include:

- Seeking general community feedback through:
  - public comment through the YAP Imagine Vincent page;
  - notices on the City's website, social media channels, Library and Local History Centre and Beatty Park; and
  - attendance at pop up events and sporting clubs where appropriate.
- Targeted engagement with key stakeholders through:
  - direct contact with youth who provided feedback during the consultation phase;
  - direct conversation with local youth service providers and schools; and
  - directly send the document to CYPAG members and the existing Vincent Youth Network.

#### **LEGAL/POLICY:**

Nil.

#### **RISK MANAGEMENT IMPLICATIONS:**

**Low:** There is low risk to Council considering adoption of the Youth Action Plan 2020-2022.

#### **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.*

*We are an inclusive, accessible and equitable City for all.*

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

##### Thriving Places

*Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority.*

**SUSTAINABILITY IMPLICATIONS:**

Nil.

**FINANCIAL/BUDGET IMPLICATIONS:**

Specific actions and deliverables within the Youth Action Plan 2020-2022 will be delivered through allocations in the 2020/2021 operating budget and subsequent budgets subject to Council consideration. Administration will also seek grant funding through the Federal and State Governments as opportunities arise.





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.

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

The land on which we live, meet and thrive as a community always was and always will be Noongar land.

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# ABOUT THIS PLAN

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## INTRODUCTION FROM THE MAYOR

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YOUTH ACTION PLAN | 5





City of Vincent

### ABOUT OUR YOUTH ACTION PLAN

As a key source of vitality, energy, enthusiasm and innovation it is essential we provide our young people with opportunities to have their voice heard and actively participate in our community. The City of Vincent is committed to working in partnership with the community to enhance the health and wellbeing of young people. Through the Plan, we hope to outline positive elements and areas of improvement in youth service provision as well as opportunities to engage in a wide variety of social, economic, cultural, recreational, learning and civic activities.

With 12–25 years of age being such a formative time in a person's life, it is important that our Plan stays current and relevant in an environment that changes so rapidly in terms of technologies, trends and topical issues. For this reason, we have adopted a tiered approach to our first Plan which will help us continue to deliver on the ground, while contributing to a longer term vision.

### OUR FIVE YEAR VISION

The opportunities and challenges experienced by youth change throughout their teenage years and into early adulthood. Over the next five years, the City has made the pledge to continuously grow our understanding of, and relationship with, youth in our City. Our vision is to Support, Connect and Empower our Youth.

5 YEAR VISION

↓

GUIDING PRINCIPLES

↓

2 YEAR PLAN

### OUR GUIDING PRINCIPLES

Our vision is supported by a set of principles which will guide us through our work. These principles have underpinned the development of this Plan, and will continue to guide our work with youth going forward.

**Authentic and empowered**  
We respect and value the views, knowledge, skills and capabilities our youth have to offer, and are committed to genuine and authentic engagement. We want to encourage and support our youth to develop confidence and resilience and empower them to own their voice. This is our starting point for all conversations with youth.

**Equitable and inclusive**  
We recognise all of our youth as individuals from diverse and varied backgrounds and experience. We understand that their needs and views are shaped by personal experience and are conscious to make sure all voices are heard.

**Evidence based**  
Our work must be informed by collaborative consultation, appropriate research and identified needs. We will encourage collaboration between young people, community groups and the wider community. This ensures well-informed and well-rounded service delivery

### OUR TWO YEAR PLAN

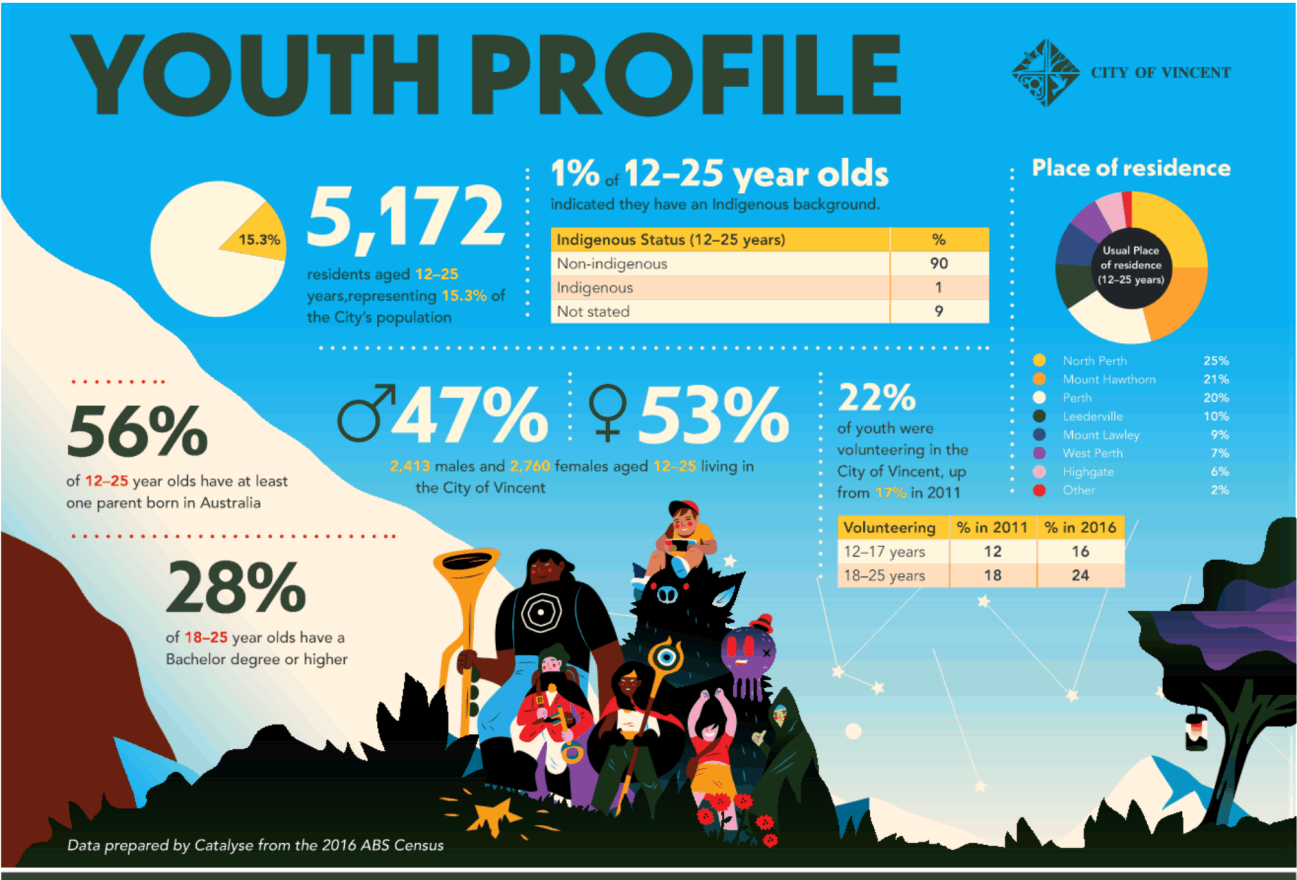
Our vision is also supported by an initial two year Plan, which will create the foundations for this commitment. It establishes our key focus areas and strategies based on themes, issues and ambitions of youth who live, work, play and visit in the City of Vincent. It demonstrates Council's commitment to recognising and supporting youth in our community and provides a framework for how Council will work with young people, service providers and the community to support our youth over the life of the Plan.





# DEVELOPMENT OF PLAN

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WHO WE ENGAGED WITH AND HOW

An extensive consultation and engagement process was undertaken to capture the range of views, opinions and knowledge of our youth, community and service delivery organisations. Consultation for the Plan kicked off in October 2019 with a City of Vincent WA Youth Forum. Over the six months to April 2020 we heard from over 400 youth, interested community members, service providers and Government agencies. Consultation focused around the areas of health and wellbeing, recreation, community support and opportunities, and employment and education. We used surveys to gather core data and conversations to hear people’s stories, experiences and ideas.

Youth and community consultation

Our City is home to, and visited by, youth from all walks of life. To capture this diversity the consultation aimed to engage with as many community members as possible to hear a range of young voices in a variety of settings - from attending community events and recreational training sessions to informal conversations on the street. Through almost 400 survey responses we gained critical information about what matters most to our youth. Through conversation we heard stories, challenges experienced and general day-to-day concerns. The City's Vincent Youth Network were consulted and encouraged to seek the views of their peers and we also gained valuable insight from parents and the broader community about what programs and initiatives they'd like to see more of for youth in our community.

Service provider and organisational consultation

Conversations with youth focused service providers and various organisations was invaluable in providing both strategic and operational context for this Plan. Youth engagement hubs, crisis management providers and educational institutions provided vital insight into the variety, breadth and depth of the issues and priorities facing our young people. Research and discussions with State and Local Government agencies, peak bodies and advisory groups has also been essential in building our understanding of broader strategic considerations in the youth space and service networks the City forms a part of.

Our consultation and engagement has provided us with valuable knowledge that has strengthened our understanding of the young people that live, work, play and visit our City including what motivates them, what excites them, what concerns them and what they would like to see from Council. Over time, we will work to deepen this understanding and it is our relationships with our youth, our community, service providers and other organisations that will ensure the services we deliver support, integrate with and contribute to the holistic youth picture and a promising youth future.



WHAT WE HEARD

A wealth of information and knowledge exists about current and emerging issues and priority areas of youth. Because of that, we have been conscious to not the reinvent the wheel and designed our consultation to focus on identifying what those issues actually mean for youth in our community. Through over 400 voices, we have collected a range of qualitative and quantitative data. In particular, some of the key findings from consultation which have underpinned the development of this Plan are:

- Education and awareness around mental health is important;
- Education and awareness around the environment is important;
- Safety and bullying, accessibility and transport, inclusiveness, and finances and employment are the biggest factors impacting day-to-day living;
- Feeling a sense of 'belonging' and 'contributing' are both important;
- Young people want to have fun;
- Cost and accessibility of events and facilities are big considerations for young people;
- Friends, family and feeling 'connected' is important;
- Communication platforms we use to inform, educate and promote what the City has to offer are important;
- Big events are a draw card;
- Ensuring young people have knowledge of, and access to, resources, information and opportunities that can support their wellbeing is vital; and
- Age-appropriate activities and spaces for the different age brackets of youth is important.

Mental health, environment, and employment and education where the top three issues that matter most to our youth. Nearly 50% of the youth that identified mental health as a priority experience or have experienced a mental health condition. 35% were also worried about the mental health of their friends and/or family, and nearly 70% would like other people to understand more about mental health. There is a strong desire from our youth for more opportunity to be actively involved in environmental initiatives and to increase broader community environmental awareness. With regards to education and employment, 60% of our working youth that responded to the survey felt ready to enter the workforce, while 33% felt they needed more support. Working close to home was also important.

There was a strong positive response about the vibrancy and inclusiveness of the City of Vincent, the green spaces and open areas. We also heard that while the variety of events and activities on offer is generally

hitting the mark, 35% would like more workshops with arts and culture and music events being the most popular. Cost, hobbies and accessibility are the biggest factors determining whether our youth attend an event.

We were also incredibly pleased to hear the innovative and creative suggestions from young people about how we could work with them to build an even better City.

A summary of outcomes and feedback received through our youth survey can be found at Attachment 1.

We know there is also a proportion of our young people experiencing very complex challenges and barriers to basic living standards and wellbeing. The City of Vincent has crisis-management services and various youth engagement hubs operating within its boundary, and it is important that we not only acknowledge the work they do, but support and advocate for them wherever possible.

All of the feedback we have received over the six months of consultation has been considered and reflected in the development of the key focus areas and deliverables in this Plan.



A YOUTH VOICE

It is important that we involve young people in planning and decision making on the matters that affect them. The City hosts groups with a specific focus on youth affairs, ensuring we stay committed to our guiding principles.

Vincent Youth Network

The City of Vincent has a well-established Youth Network made up of a diverse group of youth representatives who live, work, study, play and visit in the City of Vincent. The Network meets regularly to organise events and activities for youth that encourage their participation and engagement with the local community.

Children and Young People Advisory Group

- The City's Children and Young People Advisory Group, comprised of Council Members and community representatives, is tasked with identifying, advocating and exploring ways of addressing the issues and needs of children and young people in the City of Vincent. The group provides recommendations and advice relating to:
- Initiatives which foster closer relationships and ongoing liaison between local schools and the City;
  - Matters which may impact on schools and/or students in the City;
  - Promotion and enhancement of the City's services, facilities and programs that relate to children and young people;
  - Strategies to address the needs of young people in the City; and
  - Actions to be undertaken to inform, educate and raise awareness in the community with regard to issues faced by children and young people.

THE IMPACT OF COVID-19

In early 2020 we were confronted by unprecedented circumstances with the outbreak COVID-19 being declared a global pandemic. This forcefully encouraged us to reconsider and in some cases redefine how we work, communicate and deliver at a whole of organisation level. Our services to youth are no exception. For this reason, this Plan includes deliverables which, at an operational level will involve response and recovery initiatives specifically to deal with the current and future uncertainty caused by COVID-19.





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# KEY FOCUS AREAS

Consultation, feedback and research has allowed us to identify four key areas we will focus on over the life of the Plan. These focus areas will allow us to deliver targeted and tangible outcomes that work towards achieving our vision of supporting, connecting and empowering the City's youth.



## FOCUS AREA 1

### Support & Opportunity

Create, promote and support opportunities that empower and build capacity of our young people to reach their diverse maximum potential

## FOCUS AREA 2

### Community & Participation

Foster a sense of inclusiveness and belonging by providing opportunities for young people to connect with each other and the broader community

## FOCUS AREA 3

### Wellbeing & Resilience

Support our youth to be strong, safe and active.

## FOCUS AREA 4

### Organisational Capacity

Build organisational capacity through partnerships, knowledge and ensuring a youth voice is considered in service delivery

YOUTH ACTION PLAN | 17

### EVALUATION AND REVIEW

This Plan establishes priorities and deliverables for the two years to 2022. It provides the framework for how we intend to support, connect and empower our young community based on the feedback we have heard.

To make sure the City's contribution and commitment stays relevant, we will monitor progress against the Plan. Our success will be measured through key performance indicators (KPIs) developed to support operational deliverables for each focus area. These KPIs will be based around:

- changes in the volume and variety of initiatives where a youth focus is considered and/or incorporated (both organisational and community facing);
- changes in youth participation rates at events, programs and activities; and
- feedback received through ongoing consultation and engagement with our youth, our community, local service providers and other stakeholders.

A second phase of the Plan will be developed and implemented in 2022, building upon the achievements of this current Plan.

To ensure we are held accountable to the actions within this Plan, we will report on our progress through a number of formal reporting mechanisms including the Children and Young People Advisory Group, annual reporting and Corporate Business Plan updates. We will also communicate our achievements and progress to the community through our social media platforms, newsletters and relevant publications.



City of Vincent

# DELIVERABLES PLAN

YOUTH ACTION PLAN | 19

THEME

SUPPORT AND OPPORTUNITY

Create, promote and support opportunities that empower and build capacity of our young people to reach their diverse maximum potential



Actions	Deliverable	SCP objective	2020-21	2021-22	Supporting operational deliverables
Ensure youth has access to information, resources and opportunities to support their potential	<ul style="list-style-type: none"><li>Develop an educational and recreational workshop calendar, identifying opportunities to deliver engaging sessions</li><li>Promote and increase awareness of community and organisational initiatives with a youth component</li><li>Promote connections, networks and access to resources*</li></ul>	Connected Community; Thriving Places			
Support, promote and create leadership and empowerment opportunities for youth	<ul style="list-style-type: none"><li>Investigate establishment of a youth traineeship program within the City of Vincent</li><li>Review the composition and function of existing youth networks coordinated by the City</li><li>Ensure that events offered by the City to youth throughout the year allow participation in different capacities (i.e. spectating, volunteering, leading, participating etc.), and cater for different age groups and varied interests</li><li>Advocate for a youth voice in public consultation forums</li></ul>				
Promote the valuable contribution of young people to our community	<ul style="list-style-type: none"><li>Showcase and celebrate the contributions of youth to the diversity and vibrancy of our community</li><li>Partner with local schools, local businesses and youth service providers to identify and recognise personal or professional achievements, efforts and contributions of youth*</li></ul>				
Communicate with youth in an age-appropriate manner to maximise reach and uptake	<ul style="list-style-type: none"><li>Review and expand (where appropriate) Vincent's youth social media strategy</li><li>Ensure content is constructed and delivered in youth-friendly formats to maximise uptake and increase awareness*</li></ul>				



# THEME

# COMMUNITY AND PARTICIPATION

Foster a sense of inclusiveness and belonging by providing opportunities for young people to connect with to each other and the broader community



Actions	Deliverable	SCP objective	2020-21	2021-22	Supporting operational deliverables
Facilitate and support opportunities that encourage young people to build strong social networks through connecting with the broader community	<ul style="list-style-type: none"><li>Ensure all the City's Calendar of Events consider and include events and activities with a youth element</li><li>Liaise with established community groups (Town Teams etc.) to identify opportunities for young people to contribute and participate in their local community</li></ul>	Connected Community; Thriving Places			Film fest , virtual reality sessions, Beatty Park passes for Passages and Street Connect/Foyer, investigate ways to help service providers create positive experiences for their clients
Provide opportunity for youth to be actively involved in community initiatives	<ul style="list-style-type: none"><li>Seek broad youth input into the events and activities organised for WA Youth Week</li><li>Promote volunteering opportunities</li><li>Ensure events offered/available to youth throughout the year allow participation in different capacities (i.e. spectating, volunteering, leading, participating etc.)</li></ul>				
Provide safe youth-friendly spaces that offer young people spaces to connect and engage in activities (social, recreational or educational)	<ul style="list-style-type: none"><li>Ensure a youth focus is considered in the development and implementation of the City's service programs (i.e. Beatty Park, Library and History Centre)</li><li>Review the City's facilities and spaces to identify ways to integrate youth-friendly activities and opportunities</li></ul>				
Consider accessibility and inclusion in all aspects of youth planning and service delivery	<ul style="list-style-type: none"><li>Ensure a range of services, activities and events to be inclusive and accessible and appeal to the diversity of our youth</li></ul>				

THEME

RESILIENCE AND WELLBEING

Support our youth to be strong, healthy, safe and active



Actions	Deliverable	SCP objective	2020-21	2021-22	Supporting operational deliverables
Support service providers in their advocacy efforts and in their service delivery to youth	<ul style="list-style-type: none"><li>Establish regular exchange of information to ensure contemporary knowledge of issues affecting young people</li><li>Continue to develop relationships with service providers and support them where possible to promote awareness of their services</li><li>Stay informed of current and emerging trends and issues evidenced in the youth space</li></ul>	Connected Community; Thriving Places			
Support a positive sense of self	<ul style="list-style-type: none"><li>Facilitate creation of positive experiences and constructive freedom of expression through art, music or other creative platforms</li><li>Foster wellness by ensuring youth has knowledge of, and access to, services that enhance their wellbeing, sense of safety and belonging</li></ul>				
Identify opportunities to promote and support the mental health and wellbeing of our young people through partnership with service providers	<ul style="list-style-type: none"><li>Explore workshop opportunities focussed on mental health and wellbeing in order to promote confidence and support the transition to adulthood</li><li>Continue to explore current and potential relationship and partnership opportunities with mental health service providers</li></ul>				

# THEME

# ORGANISATIONAL CAPACITY

Build organisational capacity through partnerships, knowledge and ensuring a youth voice is considered in service delivery



Actions	Deliverable	SCP objective	2020-21	2021-22	Supporting operational deliverables
Build understanding of our youth sector and its evolving nature	<ul style="list-style-type: none"><li>Develop an expanding library of quantitative and qualitative information on the CoV youth</li><li>Investigate ways to improve linkages and data sharing between youth service providers</li><li>Stay informed of State, Federal and local Government policy agendas and reform programs with a youth focus</li></ul>	Innovative & Accountable			Encourage attendance at CEO sleepout
Encourage integrated decision-making	<ul style="list-style-type: none"><li>Encourage a youth lens in the development of relevant Council policies and plans (Reconciliation Action Plan, Arts and Culture Strategy, Public Health Plan, Town Centre Place Plans, Economic Development Strategy etc.)</li><li>Ensure Council-led community engagement includes opportunity for young people to contribute where possible</li><li>Enhance internal capacity to promote holistic, responsive and proactive youth services</li><li>Use youth-focused communication channels to ensure true engagement with young people</li></ul>				
Explore opportunities for greater partnerships with service providers, educational institutions and peak bodies	<ul style="list-style-type: none"><li>Continue participation in cross-agency collaborations, networks and working groups</li><li>Consider collaborative opportunities with local service providers and businesses with a youth focussed initiatives</li><li>Support service providers with their youth advocacy efforts where possible</li></ul>				
Offer open and inviting platforms for youth to share and communicate their needs, issues and aspirations	<ul style="list-style-type: none"><li>Review existing methods of engagement with young people and identify opportunities to expand/improve</li><li>Engage with, and seek feedback from, young people on a regular basis by creating a platform for youth to contact and communicate openly with Council representatives</li><li>Consider formal platforms/advisory groups in which youth have an active or leading voice</li></ul>				







CITY OF VINCENT

## CONTACT US

To find out more, or share your thoughts and ideas,  
contact us at:

**E:** [Community.Partnerships@vincent.wa.gov.au](mailto:Community.Partnerships@vincent.wa.gov.au)

**W:** [vincent.wa.gov.au/YAP](http://vincent.wa.gov.au/YAP)

**P:** 9273 6000



**7.2 ADVERTISING OF AMENDMENT TO COMMUNITY FUNDING POLICY - DONATION RELIEF FOR SENIORS AND THE VULNERABLE**

**Attachments:** 1. Draft Policy 3.10.11 - Community Funding [↓](#) 

**RECOMMENDATION:****That Council:**

1. **APPROVES** the amendment to Policy 3.10.11 – Community Funding, at Attachment 1;
2. **AUTHORISES** the Chief Executive Officer to provide local public notice of the amended Policy 3.10.11 – Community Funding for a period of 21 days; and
3. **NOTES** that at the conclusion of the public notice period any submissions received would be presented to Council for consideration.

**PURPOSE OF REPORT:**

To seek Council's authorisation to obtain public feedback on an amendment to Policy 3.10.11 – Community Funding for 'Donation Relief' (**Attachment 1**).

**BACKGROUND:**

Council policies are reviewed at regular intervals to ensure that they reflect current legislative and regulatory requirements, align with best practice across the local government sector and current Council strategies and priorities.

[Policy 3.10.11 – Community Funding](#) was reviewed and adopted in June 2017, with further amendments approved in June 2017, July 2018 and September 2018 to include the youth development grant and female sports participation grant categories.

To enable immediate implementation of the Donation Relief for seniors, people in hardship and the vulnerable initiative, Administration has completed an additional review and prepared an amendment to Policy 3.10.11 – Community Funding.

**DETAILS:**

On 15 March 2020, the Western Australian Government declared a State of Emergency under the Emergency Management Act and a Public Health Emergency under the Public Health Act in response to the COVID-19 pandemic.

A number of restrictions were introduced by the Federal and State Government in response to COVID-19 in an effort to contain the spread of the disease. Many of the measures resulted in loss of income and independence and had negative impacts on the health and wellbeing of residents within the City. In particular those who are vulnerable including seniors, people with chronic health conditions, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people and people with disability.

Whilst a range of measures were implemented by Federal and State Governments, as well as assistance available through charities and relief organisations, some residents did not meet the criteria for assistance programs, or were simply unaware or unable to access the assistance.

Many businesses transitioned into offering services online only, which then became a potential barrier to some vulnerable and isolated residents, particularly seniors and people with disability. These residents were advised to stay at home at all times due to their vulnerability to COVID-19 and their access to basic items became challenging.

The addition of the Donation Relief for seniors, people in hardship and the vulnerable will provide the City with the ability to provide immediate and timely assistance to those who are in crisis. The City will facilitate essentials such as food and household consumables.



This relief measure was identified in the early stages of the COVID pandemic, where City officers became aware of persons in crisis. On those occasions, these officers personally purchased food and supplies.

Administration will ensure that all reasonable steps are taken to determine if assistance can and should be provided through another existing emergency relief program prior to providing any funding.

Where it is identified that a resident has the financial means to pay for consumables, but is unable to purchase online or over the phone, arrangements would be made with local suppliers to purchase goods with reimbursement from the resident being sought through the City's financial management system.

Residents would be eligible for up to \$500 worth of emergency relief assistance under this program over a six-month period. All donations would be in the form of purchase of goods or services and there would be no distribution of cash. It is anticipated that there will only be a low level of demand for this program given the City's demographics and the availability of other emergency relief, however this program will be an important safety net for our community now and in the future.

It is anticipated that strong support would be received from local grocery stores for this initiative and delivery could be provided from the existing Vincent Community Support Network. For residents who are unable to prepare their own meals, Administration would utilise the existing partnership with Stirling Community Care for the delivery of Meals on Wheels, as well as investigating opportunities for meal delivery through local businesses.

While this funding stream has specifically been developed in response to the COVID-19 emergency, it has been structured to enable the City to activate this funding in any declared State or Local Emergency.

#### **CONSULTATION/ADVERTISING:**

In accordance with the City's Policy 4.1.1 – Adoption and Review of Policies, public notice of the new policy will be provided for a period exceeding 21 days in the following ways:

- on the City's website, social media and e-newsletter;
- in the local newspapers; and
- on the notice board at the City's Administration and Library and Local History Centre.

#### **RISK MANAGEMENT IMPLICATIONS:**

**Low:** It is a low risk for Council to provide local public notice of the amended Policy 3.10.11 – Community Funding.

#### **LEGAL/POLICY:**

Public notice of the proposed amendment is required.

City's Policy 4.1.1 – Adoption and Review of Policies sets out the process for repealing and adopting policies.

#### **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:**

Administration expects that up to \$5,000 could be allocated from the existing budget and would remain subject to the normal budget process.

## Community Funding Policy



Responsible directorate	Community and Business Services
Responsible team	Community Partnerships
Responsible officer	Senior Community Partner
Affected teams	Community Partnerships
Legislation / local law requirements	Section 135 of the Health Act 1911 Schedule 3.1 of the Local Government Act 1995.
Relevant delegations	Delegation 2.2.19 - Defer payment, grant discounts, waive fees or write off debts
Related policy procedures and documents	Council Policy No. 3.8.3 – Concerts and Event Council Policy No. 7.6.9 – Heritage Assistance Fund. Sustainable Environment Strategy. Community Funding Application and Assessment Overview Collaborative Grants Application Form Community Innovation Application Form Community Support Grants Application Form Cultural Kickstart Application Form Donations Application Form Female Sports Participation Grants Form Transport Assistance Application Form Youth Development Grants Application Form Reduction or Waiving of Fees Application Form

### PURPOSE

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.

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.

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.

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.

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.

## Community Funding Policy



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.

Council's Advisory Groups may be consulted in the assessment of Community Funding applications based upon their Terms of Reference and specific expertise.

### OBJECTIVE

- 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

### SCOPE

This Policy applies to City of Vincent based groups, community groups, not-for-profit organisations and charities located in or servicing the local community, schools located within the City of Vincent, organisations and individuals seeking financial support towards projects, programs, events and other initiatives.

### POLICY

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. 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.

#### 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.

## Community Funding Policy



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. 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.

### 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.

### 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 **\$2,000** may be available for each individual activity, program or project through this funding category.

### 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*.

## Community Funding Policy



### 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 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

### 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.

### 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.

### 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.

### 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.



## Community Funding Policy



### 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.

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.

### 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.

### 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.

### 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.

### 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)

## Community Funding Policy



- 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

### 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.

## 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.



## Community Funding Policy



OFFICE USE ONLY	
Initial Council adoption	DATE: 27/06/2017, REF# D17/67260
Reviewed / Amended <i>(An annual review of Collaborative Grants is required under clause 4)</i>	DATE: 24/07/2018, REF#: D19/36552 DATE: 18/09/2018, REF#: D19/133707
Next Review Date	DATE: 12/05/2020,

# Community Funding Policy



## Attachment 1: Community Funding Application and Assessment Overview

Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
<b>Seeding Grants</b>	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
<b>Community Support Grants</b>	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
<b>Youth Development Grants</b>	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
<b>Collaborative Grants</b>	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

## Community Funding Policy



Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
<b>Female Sports Participation Grants</b>	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
<b>Festival and Event Sponsorship</b>	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
<b>Town Team Grants</b>	Beaufort Street Network, Leederville Connect, Mount Hawthorn Hub, North Perth Local, <del>and OnWilliam- Northbridge Common and West End Arts Precinct</del>	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
<b>Environmental Grants</b>	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
<b>Heritage Assistance Fund</b>	Property owners with a place on the City of Vincent Municipal Heritage Inventory and/or State Register of Heritage Places <u>or within a heritage area</u>	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

## Community Funding Policy



Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
<b>Heritage Plaques Program</b>	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
<b>Active Transport Schools Grants</b>	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
<b>Active Transport Community Initiatives Grants</b>	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
<b>Transport Assistance</b>	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
<b>Special Assistance Welfare</b>	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

## Community Funding Policy



Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
<b>Donations</b>	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
<b>Waiving of Fees</b>	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
<u><b>Emergency Relief Donations</b></u>	<u>Residents</u>	<u>\$500</u>	<u>Applications are accepted during a declared emergency or disaster</u>	<u>Administration will assess applications based on category guidelines and criteria, and the availability of alternative emergency relief services</u>

## 7.3 INVESTMENT REPORT AS AT 31 MAY 2020

**Attachments:** 1. Investment report as at 31 May 2020  

**RECOMMENDATION:**

That Council **NOTES** the Investment Report for the month ended 31 May 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 May 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 May 2020, the total funds held in the City's operating account (including on call) is \$28,935,398 compared to \$33,384,520 for the period ending 31 May 2019.

The total term deposit investments for the period ending 31 May 2020 is \$22,319,031 compared to \$29,469,158 for the period ending 31 May 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 during 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	\$30,832,893	\$25,975,451
May	\$33,384,520	\$29,469,158	\$28,935,398	\$22,319,031
June	\$30,503,765	\$25,613,648		

Total accrued interest earned on investments as at 31 May 2020 is:

Total Accrued Interest Earned on Investment	Budget Adopted	Budget Revised	Budget YTD	Actual YTD	% of FY Budget
Municipal	\$370,000	\$250,000	\$248,326	\$285,217	114.86%
Reserve	\$278,688	\$200,000	\$153,552	\$213,489	139.03%
<b>Subtotal</b>	<b>\$648,688</b>	<b>\$450,000</b>	<b>\$401,878</b>	<b>\$498,706</b>	<b>124.09%</b>
Leederville Gardens Incl. Surplus Trust*	\$0	\$0	\$0	\$98,473	0.00%
<b>Total</b>	<b>\$648,688</b>	<b>\$450,000</b>	<b>\$401,878</b>	<b>\$597,179</b>	<b>148.60%</b>

\*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 1.62% for current investments including the operating account. The Reserve Bank 90 days accepted bill rate for May 2020 is 0.10%.

### 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](http://Marketforces.org.au) to assist in assessing whether a bank promotes non-investments in fossil fuel related entities.

As at 31 May 2020, \$9,550,016 (33%) of the City's investments are held in financial institutions considered to be investing in non-fossil fuel related activities.

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%	22.9%	30%	Nil	90%	46.50%
A1	25%	9.0%	30%	Nil	80%	14.30%
A2	20%	20.5%*	n/a	Nil	60%	39.21%

\* The maximum allowable position with A-2 accredited institution (AMP Bank) has exceeded the threshold. This is because the total investment closing balance at the end of May has decreased compared to when the investments were undertaken resulting in an increase in the portfolio percentage i.e. an inversely proportional relationship.

### CONSULTATION/ADVERTISING:

Nil.

### LEGAL/POLICY:

The power to invest is governed by the *Local Government Act 1995*.

#### "6.14. Power to invest

- (1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds under the *Trustees Act 1962 Part III*.
- (2A) A local government is to comply with the regulations when investing money referred to in subsection (1).
- (2) Regulations in relation to investments by local governments may —
  - (a) make provision in respect of the investment of money referred to in subsection (1); and
  - [(b) deleted]
  - (c) prescribe circumstances in which a local government is required to invest money held by it; and
  - (d) provide for the application of investment earnings; and



- (e) *generally provide for the management of those investments.*

Further controls are established through the following provisions in the *Local Government (Financial Management) Regulations 1996*:

**19. Investments, control procedures for**

- (1) *A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.*
- (2) *The control procedures are to enable the identification of —*
- (a) *the nature and location of all investments; and*
  - (b) *the transactions related to each investment.*

**19C. Investment of money, restrictions on (Act s. 6.14(2)(a))**

- (1) *In this regulation —*  
**authorised institution** means —
- (a) *an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or*
  - (b) *the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;*
- foreign currency** means a currency except the currency of Australia.
- (2) *When investing money under section 6.14(1), a local government may not do any of the following —*
- (a) *deposit with an institution except an authorised institution;*
  - (b) *deposit for a fixed term of more than 3 years;*
  - (c) *invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
  - (d) *invest in bonds with a term to maturity of more than 3 years;*
  - (e) *invest in a foreign currency.”*

Council has delegated the authority to invest surplus funds to the Chief Executive Officer or his delegate to facilitate prudent and responsible investment.

**RISK MANAGEMENT IMPLICATIONS:**

**Low:** Administration has developed effective controls to ensure funds are invested in accordance with the City's Investment Policy. This report enhances transparency and accountability for the City's investments.

**STRATEGIC IMPLICATIONS:**

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

Innovative and Accountable

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

*Our community is aware of what we are doing and how we are meeting our goals.*

*Our community is satisfied with the service we provide.*

*We are open and accountable to an engaged community.*

**SUSTAINABILITY IMPLICATIONS:**

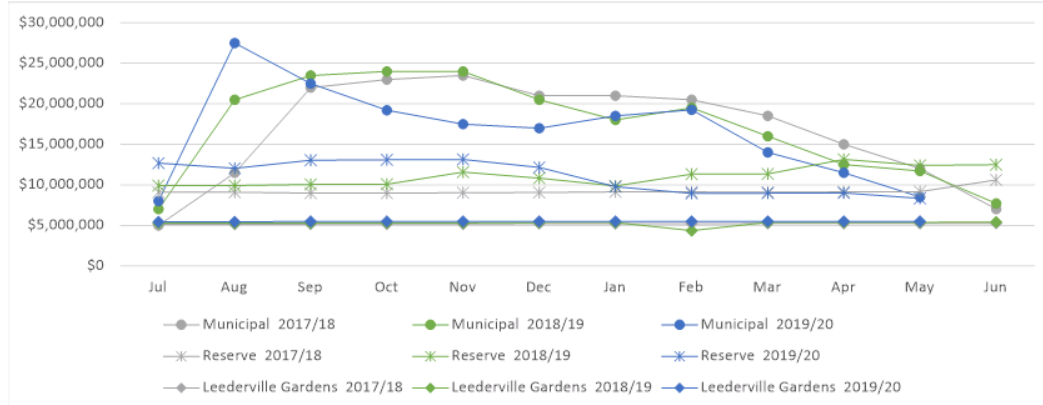
Nil.

**FINANCIAL/BUDGET IMPLICATIONS:**

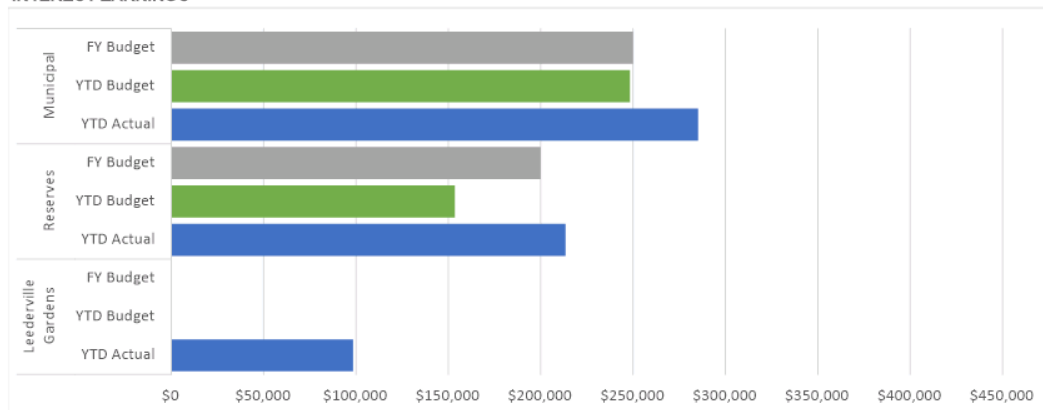
The financial implications of this report are as noted in the details section of the report. Administration is satisfied that appropriate and responsible measures are in place to protect the City's financial assets.

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

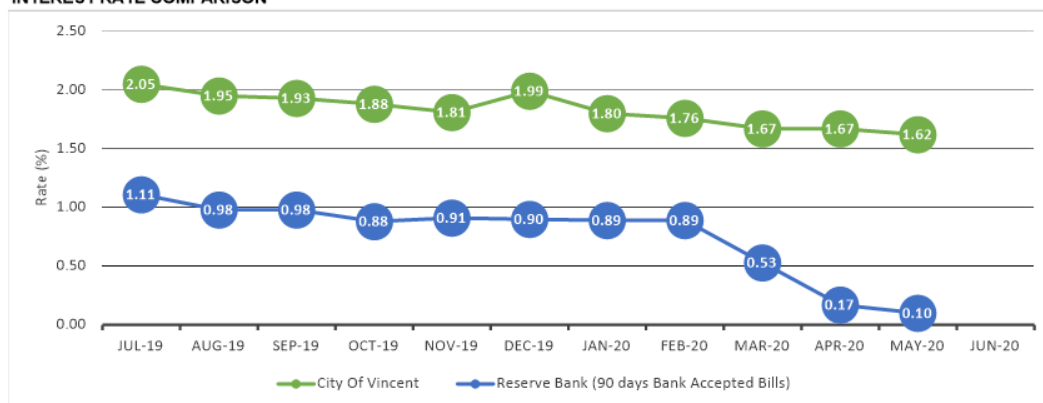
**FUNDS INVESTED OVER 3 YEARS**



**INTEREST EARNINGS**

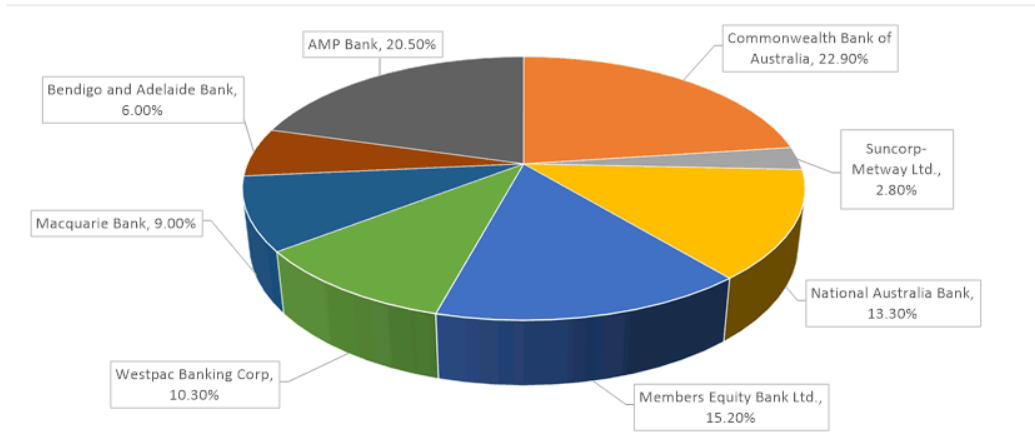


**INTEREST RATE COMPARISON**

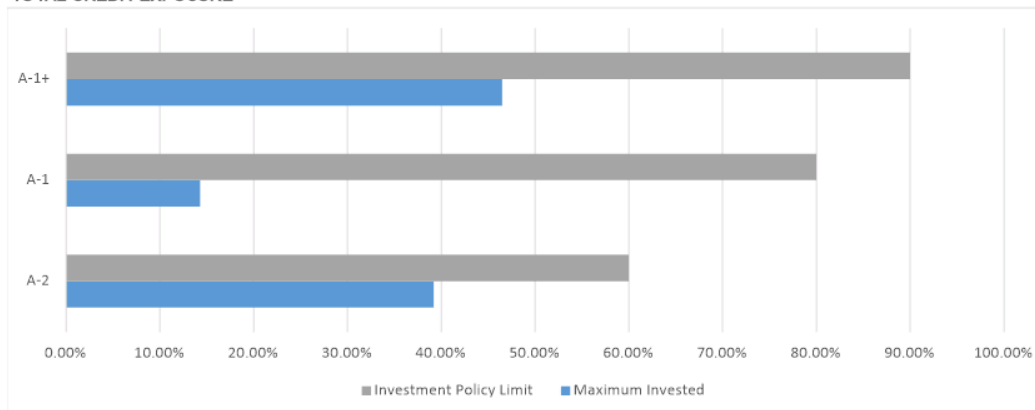


**CITY OF VINCENT  
INVESTMENT POLICY COMPLIANCE  
AS AT 31 MAY 2020**

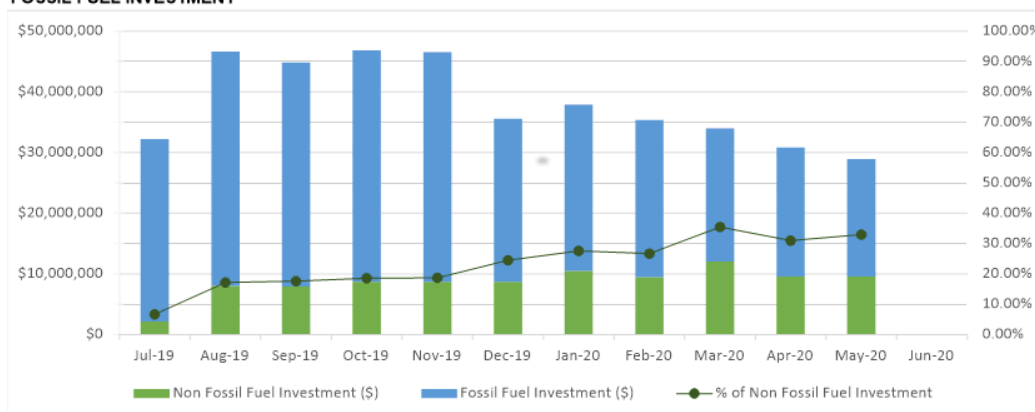
**TOTAL PORTFOLIO EXPOSURE**



**TOTAL CREDIT EXPOSURE**



**FOSSIL FUEL INVESTMENT**



\* Selection of non fossil fuel investments is based on information provided by [www.marketforces.org.au](http://www.marketforces.org.au).

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

	Municipal	Reserve	Trust	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	\$	%
<b>BY INVESTMENT HOLDINGS</b>						
Operating Accounts	5,515,971	1,100,396	0	0	6,616,367	22.9%
Term Deposits	8,500,000	8,330,410	0	5,477,621	22,308,031	77.1%
Equity Shares	11,000	0	0	0	11,000	0.0%
	<b>14,026,971</b>	<b>9,430,806</b>	<b>0</b>	<b>5,477,621</b>	<b>28,935,398</b>	<b>100.0%</b>
<b>BY INSTITUTION</b>						
Bendigo and Adelaide Bank	1,750,000	0	0	0	1,750,000	6.0%
Commonwealth Bank of Australia	5,515,971	1,100,396	0	0	6,616,367	22.9%
Members Equity Bank Ltd.	1,500,000	994,448	0	1,910,419	4,404,867	15.2%
National Australia Bank	1,750,000	0	0	2,107,457	3,857,457	13.3%
North Perth Community Bank	11,000	0	0	0	11,000	0.0%
Suncorp-Metway Ltd.	0	792,423	0	0	792,423	2.8%
Westpac Banking Corp	0	1,520,118	0	1,459,745	2,979,863	10.3%
AMP Bank	3,500,000	2,431,695	0	0	5,931,695	20.5%
Macquarie Bank	0	2,591,726	0	0	2,591,726	9.0%
	<b>14,026,971</b>	<b>9,430,806</b>	<b>0</b>	<b>5,477,621</b>	<b>28,935,398</b>	<b>100.0%</b>
<b>BY CREDIT RATINGS (SHORT-TERM ISSUE)</b>						
A-1+	7,265,971	2,620,514	0	3,567,202	13,453,687	46.5%
A-1	0	4,137,519	0	0	4,137,519	14.3%
A-2	6,761,000	2,672,773	0	1,910,419	11,344,192	39.2%
	<b>14,026,971</b>	<b>9,430,806</b>	<b>0</b>	<b>5,477,621</b>	<b>28,935,398</b>	<b>100.0%</b>
<b>BY TERMS</b>						
0-30 days	5,515,971	1,100,396	0	0	6,616,367	22.9%
31-90 days	0	0	0	0	0	0.0%
91-180 days	5,000,000	753,370	0	0	5,753,370	19.9%
181-270 days	3,500,000	4,985,314	0	0	8,485,314	29.3%
270-365 days	0	2,591,726	0	5,477,621	8,069,347	27.9%
> 1 year	11,000	0	0	0	11,000	0.0%
	<b>14,026,971</b>	<b>9,430,806</b>	<b>0</b>	<b>5,477,621</b>	<b>28,935,398</b>	<b>100.0%</b>
<b>BY MATURITY</b>						
0-30 days	9,015,971	2,887,267	0	1,459,745	13,362,983	46.2%
31-90 days	3,000,000	3,198,443	0	4,017,876	10,216,319	35.3%
91-180 days	2,000,000	753,370	0	0	2,753,370	9.5%
181-270 days	0	2,591,726	0	0	2,591,726	9.0%
270-365 days	0	0	0	0	0	0.0%
> 1 year	11,000	0	0	0	11,000	0.0%
	<b>14,026,971</b>	<b>9,430,806</b>	<b>0</b>	<b>5,477,621</b>	<b>28,935,398</b>	<b>100.0%</b>
<b>BY FOSSIL FUEL EXPOSURE (as determined by <a href="http://www.marketforces.org.au">www.marketforces.org.au</a>)</b>						
Fossil Fuel Lending	10,765,971	5,052,209	0	3,567,202	19,385,382	67.0%
Non Fossil Fuel Lending	3,261,000	4,378,597	0	1,910,419	9,550,016	33.0%
	<b>14,026,971</b>	<b>9,430,806</b>	<b>0</b>	<b>5,477,621</b>	<b>28,935,398</b>	<b>100.0%</b>

**CITY OF VINCENT  
INVESTMENT INTEREST EARNINGS  
AS AT 31 MAY 2020**

	YTD 31/05/2020 \$	YTD 31/05/2019 \$	FY 2019/20 \$	FY 2018/19 \$
<b>MUNICIPAL FUNDS</b>				
Budget	248,326	404,600	250,000	420,000
Interest Earnings	285,217	502,804	285,217	526,801
% Income to Budget	114.86%	124.27%	114.09%	125.43%
<b>RESERVE FUNDS</b>				
Budget	153,552	206,000	200,000	226,060
Interest Earnings	213,489	268,488	213,489	295,189
% Income to Budget	139.03%	130.33%	106.74%	130.58%
<b>LEEDERVILLE GARDENS INC SURPLUS TRUST</b>				
Budget	0	0	0	0
Interest Earnings	98,473	129,660	98,473	141,214
% Income to Budget	0.00%	0.00%	0.00%	0.00%
<b>TOTAL</b>				
Budget	401,878	610,600	450,000	646,060
Interest Earnings	597,179	900,952	597,179	963,204
% Income to Budget	148.60%	147.55%	132.71%	149.09%
Variance	195,301	290,352	147,179	317,144
% Variance to Budget	48.60%	47.55%	32.71%	49.09%
<b>TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)</b>				
Budget	401,878	610,600	450,000	646,060
Interest Earnings	498,706	771,292	498,706	821,990
% Income to Budget	124.09%	126.32%	110.82%	127.23%
Variance	96,828	160,692	48,706	175,930
% Variance to Budget	24.09%	26.32%	10.82%	27.23%

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

<b>Funds</b>	<b>Institution</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Term</b>	<b>Interest Rate</b>	<b>Principal \$</b>
<b><u>OPERATING ACCOUNTS</u></b>						
Municipal	Commonwealth Bank of Australia					5,515,971
Reserve	Commonwealth Bank of Australia					1,100,396
<b>Total Operating Funds</b>						<b>6,616,367</b>
<b><u>EQUITY SHARES</u></b>						
Municipal	North Perth Community Bank	23/11/2001				11,000
<b>Total Shares</b>						<b>11,000</b>
<b><u>TERM DEPOSITS</u></b>						
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
Leederville Gardens Inc :	Members Equity Bank Ltd.	04/09/2019	24/08/2020	355	1.60%	1,910,419
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
Reserve	AMP Bank	07/04/2020	07/09/2020	153	1.70%	753,370
<b>Total Term Deposits</b>						<b>22,308,031</b>
<b>Total Investment Including At Call</b>						<b>28,935,398</b>

<b>7.4</b>	<b>AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 MAY 2020 TO 31 MAY 2020</b>
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- Attachments:
1. Payments by EFT and Payroll May 20  
  2. Payments by Direct Debit May 20  

**RECOMMENDATION:**

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

EFT payments, including payroll	\$3,719,609.35
Cheques	\$0.00
Direct debits, including credit cards	\$114,313.74
<b>Total payments for May 2020</b>	<b>\$3,833,923.09</b>

**PURPOSE OF REPORT:**

To present to Council the list of expenditure and accounts paid for the period 1 May 2020 to 31 May 2020.

**BACKGROUND:**

Council has delegated to the Chief Executive Officer (Delegation No. 2.2.18) 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 May 2020 to 31 May 2020, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
<b>Municipal Account (Attachment 1, 2 and 3)</b>		
EFT Payments	2539 - 2548	\$2,672,281.60
Payroll by Direct Credit	May 2020	\$1,047,327.75
<b>Sub Total</b>		<b>\$3,719,609.35</b>
<b>Cheques</b>		
Cheques		\$0.00
<b>Sub Total</b>		<b>\$0.00</b>



**Direct Debits (including Credit Cards)**

Lease Fees	\$1,510.88
Loan Repayments	\$100,782.60
Bank Charges – CBA	\$5,242.65
Credit Cards	\$6,777.61
<b>Sub Total</b>	<b>\$114,313.74</b>

**Total Payments****\$3,833,923.09****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 01/05/20 to 31/05/20			
<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
08/05/2020	A Aghsami	Refund of infrastructure bond	\$ 500.00
26/05/2020	A Duckworth-Smith	Design advisory fee	\$ 400.00
08/05/2020	A Kilzer Macau	Refund of parking permit	\$ 180.00
26/05/2020	Academy Services WA Pty Ltd	Cleaning services and cleaning materials - various locations	\$ 22,135.49
26/05/2020	Access Icon Pty Ltd	Supply of side entry frames and covers	\$ 4,479.75
08/05/2020	Access Metals	Sign installation - Vincent Street	\$ 748.00
26/05/2020	Acurix Networks Pty Ltd	Public Wi Fi service - various locations	\$ 3,381.40
26/05/2020	Aerature	Reconciliation Action Plan - Six seasons video	\$ 1,650.00
08/05/2020	Alerton Australia	Install trendlog buttons to all plant; geothermal pump repairs - BPLC	\$ 2,426.05
08/05/2020	Alinta Energy	Gas charges - various locations	\$ 103.65
26/05/2020	Alinta Energy	Gas charges - Admin	\$ 1,199.55
08/05/2020	Allflow Industrial	Service oil/water separator	\$ 137.50
26/05/2020	Alsco Pty Ltd	Air freshener supplies	\$ 58.51
08/05/2020	APARC	Credit card transactions for parking terminals; sensors maintenance	\$ 10,959.48
26/05/2020	APARC	Ticket supplies for ticket issuing parking meters; supply and install parking sensors	\$ 57,860.00
08/05/2020	Aquawellbeing.com	Fitness instructor fees	\$ 130.00
08/05/2020	Artery Media Solutions	Artwork repair - Ever and ever mural on William Street	\$ 2,090.00
26/05/2020	Asphaltech Pty Ltd	Asphalt supplies	\$ 1,747.98
08/05/2020	Assured Group WA Pty Ltd	Certification services - William St	\$ 440.00
26/05/2020	Atom Supply	Supply of masks	\$ 536.71
26/05/2020	Ausblue Pty Ltd	Ad blue supplies - additive to reduce truck carbon emissions	\$ 950.40
08/05/2020	Australia Post	Postage charges	\$ 909.66
08/05/2020	Australia Post (Agency Commission)	Commission charges	\$ 95.01
08/05/2020	Australian HVAC Services Pty Ltd	Air conditioning renewal - Depot	\$ 76,714.00
26/05/2020	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations	\$ 12,653.86
08/05/2020	Australian Paper	Supply of envelopes	\$ 368.50
05/05/2020	Australian Services Union	Payroll deduction	\$ 284.90
19/05/2020	Australian Services Union	Payroll deduction	\$ 284.90
05/05/2020	Australian Taxation Office	Payroll deduction	\$ 174,050.00
19/05/2020	Australian Taxation Office	Payroll deduction	\$ 170,318.50
08/05/2020	Award Contracting	Locating services - various locations	\$ 2,403.50
08/05/2020	AWB Co	Plumbing services - various locations	\$ 1,331.64
26/05/2020	AWB Co	Plumbing services - various locations	\$ 1,475.41
08/05/2020	B Saxby	Refund of parking permits	\$ 151.59

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
08/05/2020	Bakers Delight North Perth	Catering supplies - Ride2Work breakfast	\$ 60.00
26/05/2020	Balcatta Mowers & Chainsaws Pty Ltd	Garden equipment repairs - Depot	\$ 291.60
26/05/2020	Basketball WA	Reconciliation Action Plan - Kambarang Sports and Cultural Showcase	\$ 2,400.00
19/05/2020	BCITF Building & Construction Industry Training Fund	Levy collection	\$ 27,325.23
08/05/2020	Ben Trager Homes	Refund of infrastructure bond	\$ 3,000.00
08/05/2020	Benara Nurseries	Plant supplies	\$ 14,571.41
08/05/2020	Bike Dr Cycle Services Pty Ltd	Popup Bike Doctor sessions	\$ 320.00
08/05/2020	Bindi Bindi Dreaming	Reconciliation Action Plan - Cultural session - cooking class	\$ 1,650.00
26/05/2020	Birds Eye Media	Pop up play at Birdwood Square - video	\$ 1,732.50
26/05/2020	Blackwoods	Hardware supplies - Depot	\$ 882.02
08/05/2020	Blank Walls International Pty Ltd	Artist fee - mural at Tennyson Street (balance of payment)	\$ 825.00
08/05/2020	Bobjoy Pty Ltd	Refund of infrastructure bond	\$ 350.00
26/05/2020	BOC Limited	Medical oxygen supplies and CO2 for beverage	\$ 925.30
08/05/2020	Bollinger the Automatic Choice	Repair automatic gate - Depot	\$ 259.01
26/05/2020	Boral Construction Materials Group Limited	Concrete supplies	\$ 1,941.84
08/05/2020	Boya Equipment	Plant repairs and maintenance	\$ 201.12
08/05/2020	Boyan Electrical Services	Electrical services - various locations	\$ 3,321.72
26/05/2020	Boyan Electrical Services	Electrical services - Loftus Community Centre	\$ 104.94
08/05/2020	Bridgestone Australia Ltd	Tyre services	\$ 27.50
08/05/2020	Briskleen Supplies	Toiletry and cleaning products - BPLC; sanipod service	\$ 1,870.54
26/05/2020	Briskleen Supplies	Toiletry and cleaning products - BPLC; sanipod service	\$ 4,410.11
26/05/2020	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 8,215.41
08/05/2020	Bunnings Trade	Hardware supplies - various departments	\$ 994.65
26/05/2020	Bunnings Trade	Hardware supplies - various departments	\$ 1,369.16
26/05/2020	C J Conner	Part refund of dog registration	\$ 150.00
08/05/2020	C Papasergio	Refund of parking permit	\$ 52.72
08/05/2020	C Sewell	Artist fee - Concept design for Hobart Street mural	\$ 250.00
08/05/2020	Caltex Australia Petroleum Pty Ltd	Fuel and oils	\$ 21,038.74
08/05/2020	Catalyse Pty Ltd	FOGO community consultation; Youth Action Plan demographic profile of youth in the City	\$ 10,587.50
05/05/2020	Child Support Agency	Payroll deduction	\$ 887.14
19/05/2020	Child Support Agency	Payroll deduction	\$ 887.14
26/05/2020	Chindarsi Architects	Design advisory fee	\$ 440.00
26/05/2020	Chittering Valley Worm Farm	Worms and castings	\$ 110.00
08/05/2020	Christou Nominees Pty Ltd	Design advisory fees	\$ 770.00
26/05/2020	Christou Nominees Pty Ltd	Design advisory fees	\$ 1,540.00
08/05/2020	City of Stirling	Green waste tipping fees; Meals on Wheels - 2 months	\$ 11,317.18
26/05/2020	City of Stirling	Meals on Wheels - 2 months	\$ 788.22
05/05/2020	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 1,416.58

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
19/05/2020	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 1,347.31
05/05/2020	City of Vincent Staff Social Club	Payroll deduction	\$ 500.00
19/05/2020	City of Vincent Staff Social Club	Payroll deduction	\$ 492.00
08/05/2020	Cleanaway	Recycling contract	\$ 54,659.19
08/05/2020	Cleansweep WA	Hire of road sweepers - various locations	\$ 412.50
26/05/2020	Cleansweep WA	Hire of road sweepers - various locations	\$ 616.00
08/05/2020	Cleantex Pty Ltd	Washroom consumables - Admin	\$ 322.17
08/05/2020	ClimateClever Pty Ltd	Data web program to monitor carbon footprint	\$ 935.00
26/05/2020	ClimateClever Pty Ltd	Data web program to monitor carbon footprint	\$ 709.50
26/05/2020	Coates Hire Operations Pty Ltd	Plant hire - various	\$ 598.26
08/05/2020	Cobblestone Concrete Pty Ltd	Repair and replace crossover - Flinders Street	\$ 2,024.00
26/05/2020	Compu-Stor	Records digitisation and off-site storage	\$ 3,261.91
26/05/2020	Connect Call Centre Services	After hours calls service	\$ 849.15
26/05/2020	Corsign WA Pty Ltd	Sign supplies - various	\$ 3,069.00
15/05/2020	Cr A Castle	Council meeting fee	\$ 1,935.83
15/05/2020	Cr Ashley Wallace	Council meeting fee	\$ 1,935.83
15/05/2020	Cr D Loden	Council meeting fee	\$ 1,935.83
15/05/2020	Cr J Fotakis	Council meeting fee	\$ 1,935.83
15/05/2020	Cr J Hallett	Council meeting fee	\$ 1,935.83
15/05/2020	Cr J Topelberg	Council meeting fee	\$ 1,935.83
15/05/2020	Cr S Gontaszewski	Deputy Mayoral allowance	\$ 3,255.70
15/05/2020	Cr Sally Smith	Council meeting fee	\$ 1,935.83
26/05/2020	CSP Group Pty Ltd	Supply of sprayers	\$ 119.80
26/05/2020	Culture Counts (Australia) Pty Ltd	Data collection, platform access and reporting	\$ 9,592.00
26/05/2020	D B Green	Fitness instructor fees	\$ 589.72
08/05/2020	D Boylen	Refund of parking permit	\$ 180.00
08/05/2020	D Markovic	Refund of infrastructure bond	\$ 3,000.00
08/05/2020	D Morrissy	Expense reimbursement - supplies relating to COVID19 (hazard tape, safety	\$ 377.19
08/05/2020	D Quek	Refund of parking permit	\$ 180.00
08/05/2020	Danica Zuks Photography	Video of Mayor and RSL President Speeches - Anzac Day via social media	\$ 400.00
26/05/2020	Department of Justice	Refund of infringement through fines enforcement	\$ 242.35
19/05/2020	Department of Mines, Industry Regulation and Safety	Building services levy collection	\$ 36,566.95
08/05/2020	Department of Planning Lands and Heritage	Amended DAP fee	\$ 241.00
26/05/2020	Department of Transport	Vehicle ownership searches	\$ 4,134.40
05/05/2020	Depot Social Club	Payroll deduction	\$ 60.00
19/05/2020	Depot Social Club	Payroll deduction	\$ 60.00
08/05/2020	Devco Builders	Maintenance and repairs - various locations	\$ 16,828.64
26/05/2020	Devco Builders	Maintenance and repairs - various locations	\$ 135,234.50
08/05/2020	Domus Nursery	Supply of plants	\$ 7,105.37

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<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
26/05/2020	Domus Nursery	Supply of plants	\$ 534.86
26/05/2020	Donegan Enterprises Pty Ltd	Playground repairs, maintenance and safety inspections - various locations	\$ 5,280.00
26/05/2020	Downer EDI Engineering Power Pty Ltd	Bi annual service and maintenance - Leederville and Beaufort Street CCTV camera networks	\$ 5,542.19
26/05/2020	Downer EDI Works Pty Ltd	Traffic signal modification - various locations	\$ 270,712.20
26/05/2020	Dulux Australia	Paint supplies	\$ 165.14
08/05/2020	E Avent	Refund of parking permit	\$ 180.00
08/05/2020	E Cotton	Refund of parking permit	\$ 180.00
26/05/2020	EcoAdvance	Consultancy services - Solar photovoltaic system feasibility study	\$ 1,069.20
08/05/2020	Economic Development Australia Limited	Annual corporate membership fee	\$ 2,200.00
08/05/2020	EJ Australia Pty Ltd	Supply of hydro wave grates	\$ 4,933.50
08/05/2020	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations	\$ 2,335.07
26/05/2020	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations	\$ 1,422.56
08/05/2020	Enviroblast Cannington	Pressure cleaning services	\$ 1,588.95
26/05/2020	Enviroblast Cannington	Pressure cleaning services	\$ 145.20
26/05/2020	Enzed Malaga	Plant repairs and maintenance	\$ 437.86
08/05/2020	Eric Hood Pty Ltd	Painting services - Depot	\$ 53,959.40
26/05/2020	ES2 Pty Ltd	Office 365 security configuration	\$ 1,650.00
08/05/2020	Flexi Staff Pty Ltd	Temporary staff - various departments	\$ 22,261.64
26/05/2020	Flexi Staff Pty Ltd	Temporary staff - various departments	\$ 10,233.12
26/05/2020	Flick Anticimex Pty Ltd	Pest control services - various locations	\$ 3,333.97
26/05/2020	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support; VPN licences	\$ 22,752.52
08/05/2020	G De Filippo	Crossover subsidy	\$ 677.00
08/05/2020	G Griffin	Refund of parking permit	\$ 180.00
26/05/2020	Guardian Tactile Systems Pty Ltd	Supply and install warning tactiles - Kayle/Bourke Street	\$ 283.69
08/05/2020	H N Pecherczyk	Part refund of dog registration	\$ 150.00
08/05/2020	Hans Andresen	Banner removal - Scarborough Beach Road/Fitzgerald Street	\$ 1,870.00
05/05/2020	Health Insurance Fund of WA	Payroll deduction	\$ 277.80
19/05/2020	Health Insurance Fund of WA	Payroll deduction	\$ 272.30
26/05/2020	ID Consulting Pty Ltd	Population profile subscription fee	\$ 35,200.00
26/05/2020	InterStream Pty Ltd	Webcast and hosting service	\$ 1,386.00
08/05/2020	Investors Edge Real Estate	Refund of planning application fee	\$ 147.00
26/05/2020	Ip Khalsa Pty Ltd	Mail delivery service - 6 months	\$ 1,701.70
08/05/2020	IRP Pty Ltd	Temporary staff - various departments	\$ 5,274.50
26/05/2020	IRP Pty Ltd	Temporary staff - Engineering	\$ 1,597.42
08/05/2020	Isubscribe Pty Ltd	Library magazine subscriptions	\$ 429.28
26/05/2020	J A Marwick	Heritage assistance fund	\$ 1,721.68
08/05/2020	J Griffin	Refund of parking permit	\$ 180.00



<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
08/05/2020	J L Grant	Part refund of dog registration	\$ 150.00
26/05/2020	J M Petroboni	Refund of infrastructure bond	\$ 1,000.00
26/05/2020	J Owens	Expense reimbursement - fuel paid from personal funds	\$ 46.51
26/05/2020	J Webster	Part refund of dog registration	\$ 51.66
08/05/2020	Jessica Wyld Photography Pty Ltd	Photography - City of Vincent Locations - Build Stock Library	\$ 3,135.00
26/05/2020	Joe Crisafio Kia	Vehicle service and repairs	\$ 470.00
26/05/2020	Kennards Hire	Equipment hire - message board	\$ 190.00
08/05/2020	Kerbing West	Kerbing services - various locations	\$ 4,719.61
26/05/2020	Kevrek (Australia) Pty Ltd	Plant repairs and maintenance	\$ 648.45
26/05/2020	Kleen West Distributors	Cleaning supplies - various	\$ 926.20
08/05/2020	Kone Elevators Pty Ltd	Lift service and repairs - Mount Hawthorn Community Centre	\$ 5,903.32
26/05/2020	Konica Minolta Business Solutions Australia Pty Ltd	Copy costs - various locations	\$ 1,109.25
26/05/2020	KP Electric (Australia) Pty Ltd	Electrical services - various locations	\$ 700.43
08/05/2020	L A Lacrimini	Expense reimbursement - vinyl and latex gloves	\$ 69.98
08/05/2020	L Abro	Refund of parking permit	\$ 180.00
26/05/2020	L F Cheng	Refund of parking permit	\$ 128.57
08/05/2020	L Mallozzi	Crossover subsidy	\$ 3,224.00
08/05/2020	L P Wilkinson	Refund of parking permits	\$ 196.36
08/05/2020	L Tate	Refund of parking permit	\$ 180.00
05/05/2020	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
19/05/2020	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
08/05/2020	Landgate	Gross rental valuations for interims	\$ 359.17
26/05/2020	Landgate	Land enquiries	\$ 78.60
08/05/2020	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$ 16,269.00
26/05/2020	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$ 8,378.55
26/05/2020	LGISWA	Refund of insurance payment paid to COV in error	\$ 1,320.00
08/05/2020	Light Application Pty Ltd	Projector repairs - North Perth Common	\$ 209.00
08/05/2020	Line Marking Specialists	Line marking services - various locations	\$ 5,373.50
26/05/2020	Line Marking Specialists	Line marking services - various locations	\$ 3,793.78
26/05/2020	Linkbuild (WA) Pty Ltd	Refund of infrastructure bond	\$ 500.00
08/05/2020	Lion Dairy and Drinks (LD&D) Australia Pty Ltd	Milk supplies - various departments	\$ 40.80
26/05/2020	Lion Dairy and Drinks (LD&D) Australia Pty Ltd	Milk supplies - various departments	\$ 40.80
26/05/2020	Local Government Professionals Australia WA	Staff training - Executive support event	\$ 68.00
08/05/2020	LO-GO Appointments	Temporary staff - Waste	\$ 4,248.64
26/05/2020	LO-GO Appointments	Temporary staff - Waste	\$ 6,841.56
08/05/2020	M J Robinson	Crossover subsidy	\$ 999.00
08/05/2020	M J West	Part refund of Beatty Park Leisure Centre fees	\$ 718.95
08/05/2020	M R Robertson	Refund of parking permit	\$ 180.00
26/05/2020	Mackay Urban Design	Design advisory fee	\$ 440.00

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
08/05/2020	Main Roads WA	Line marking installation - Vincent/Morrison Street	\$ 5,434.24
26/05/2020	Manheim Pty Ltd	Towing services	\$ 236.50
08/05/2020	Marketforce Pty Ltd	Advertising services - various departments	\$ 1,165.31
26/05/2020	Marketforce Pty Ltd	Advertising services - various departments	\$ 9,037.37
08/05/2020	Massey's Herd	Milk supplies - Depot	\$ 448.80
26/05/2020	Maxima Group Training	School based trainees - Apprenticeship Cert II in business	\$ 392.20
08/05/2020	Mayday Services	Bobcat, truck and mini excavator hire - various locations	\$ 10,127.15
26/05/2020	Mayday Services	Bobcat, truck and mini excavator hire - various locations	\$ 15,905.45
15/05/2020	Mayor E Cole	Mayoral allowance	\$ 7,875.25
08/05/2020	McIntosh & Son WA	Plant repairs and maintenance	\$ 902.90
26/05/2020	McLeods Barristers & Solicitors	Legal services - various compliance and R-code matters	\$ 2,091.74
04/05/2020	Mercer Spectrum	Superannuation	\$ 5,953.29
26/05/2020	MessageMedia	SMS integrating for Phoenix	\$ 33.00
26/05/2020	Metropolitan Cash Register Company	Supply of cash register - Loftus Community Centre	\$ 826.89
26/05/2020	Midland Brick Company	Supply of brick pavers	\$ 1,226.28
08/05/2020	Mindarie Regional Council	Processable and non processable waste	\$ 125,335.28
26/05/2020	Mindarie Regional Council	Processable and non processable waste	\$ 53,926.13
26/05/2020	Moore Stephens (WA) Pty Ltd	Audit certification - Roads to recovery annual return	\$ 13,750.00
26/05/2020	Mulvay Builders	Refund of infrastructure bond	\$ 3,000.00
26/05/2020	My Media Intelligence Pty Ltd	Media monitoring	\$ 550.00
08/05/2020	N Elliss	Refund of parking permit	\$ 180.00
08/05/2020	N Rossetti	Refund of parking permits	\$ 360.00
26/05/2020	N Whale	Newsletter layout - Local History Centre	\$ 600.00
08/05/2020	Natural Area Holdings Pty Ltd	Weed control - Les Lilleyman Reserve	\$ 2,475.00
26/05/2020	Natural Area Holdings Pty Ltd	Weed control - Tony Di Scerni pathway	\$ 1,293.27
08/05/2020	New Dimension Mechanical Services	Air conditioning repairs - BPLC	\$ 1,910.08
26/05/2020	Node1 Internet	Fixed wireless internet charges	\$ 199.00
26/05/2020	North Perth Bowling & Recreation Club Inc.	Reimbursement - storm damage electrical repairs	\$ 214.50
26/05/2020	Northsands Resources	Construction waste disposal services	\$ 3,194.40
26/05/2020	Officeworks Ltd	Office supplies and consumables	\$ 17.25
26/05/2020	Optus Billing Services Pty Ltd	Telephone and internet charges - various locations (2 months)	\$ 24,092.72
08/05/2020	Osborne Park Volkswagen	Vehicle service and repairs	\$ 2,451.05
08/05/2020	P Garth	Refund of parking permit	\$ 180.00
08/05/2020	Perth Auto Alliance Pty Ltd	Vehicle service and repairs	\$ 560.00
26/05/2020	PFD Food Services Pty Ltd	Beatty Park Café supplies	\$ 726.95
08/05/2020	Phase3 Landscape Construction Pty Ltd	Construction of Banks Reserve active zone - progress claim	\$ 118,146.49
08/05/2020	Pirtek Malaga	Plant repairs and maintenance	\$ 230.79
08/05/2020	Pixel Poetry	Anzac Day at home videos	\$ 1,050.00
08/05/2020	Plastic Card Printing Pty Ltd	Supply of authorisation cards	\$ 74.80

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<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
26/05/2020	Print and Sign Co	Printing services - various departments	\$ 592.02
08/05/2020	Pro Turf Services	Plant repairs and maintenance	\$ 4,431.68
08/05/2020	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 14,630.00
26/05/2020	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 5,038.00
08/05/2020	Proficiency Group Pty Ltd	Functional and technical health check - Content Manager	\$ 3,080.00
08/05/2020	Programmed Integrated Workforce Ltd	Temporary staff - Waste	\$ 5,650.27
26/05/2020	Programmed Integrated Workforce Ltd	Temporary staff - Waste	\$ 3,549.52
26/05/2020	Protector Fire Services Pty Ltd	Fire equipment maintenance - various locations	\$ 605.00
08/05/2020	Quality Press	Printing services - postcards for community support network	\$ 1,317.80
08/05/2020	R J Ostle	Expense reimbursement - clip folders for vehicles	\$ 13.50
08/05/2020	R Willis	Refund of parking permit	\$ 39.54
26/05/2020	Raymond Sleeman	Fitness instructor fees	\$ 170.52
26/05/2020	Regents Commercial	Rent and variable outgoings - Barlee Street car park	\$ 12,280.80
26/05/2020	Renew Property Maintenance	Clearing rights of way and tipping fees - various locations	\$ 7,747.00
08/05/2020	Rentokil Initial Pty Ltd	Pest control services - BPLC	\$ 1,355.84
26/05/2020	Replants.com Pty Ltd	Design advisory fees	\$ 440.00
26/05/2020	Retech Rubber	Repairs to soft fall play area - Hyde Park	\$ 990.00
26/05/2020	Ringie	Deployment of mobile and remote access through Cisco expressway	\$ 495.00
08/05/2020	RPG Auto Electrics	Plant repairs and maintenance	\$ 2,650.67
26/05/2020	RPG Auto Electrics	Plant repairs and maintenance	\$ 3,353.09
08/05/2020	S Byford	Report - public art maintenance costs	\$ 250.00
26/05/2020	S Jamieson	Expense reimbursement - saddle for Rangers eBike and TravelSmart breakfast prize	\$ 144.48
08/05/2020	S L Waldeck	Refund of infrastructure bond	\$ 1,000.00
01/05/2020	S M Graham	Refund of parking permits	\$ 360.00
08/05/2020	S Tweddle	Crossover subsidy	\$ 2,904.00
08/05/2020	S Y Siow	Refund of parking permit	\$ 180.00
08/05/2020	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	\$ 4,983.00
26/05/2020	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	\$ 2,343.00
26/05/2020	SAS Locksmiths	Key cutting and lock maintenance service	\$ 1,556.00
26/05/2020	Scarboro Motors Pty Ltd	Vehicle service and repairs	\$ 886.72
08/05/2020	Sea of Blue Pty Ltd	Refund of Loton Park parking permits	\$ 15,000.00
26/05/2020	Seadoo Sport and Leisure	Plant repairs and maintenance	\$ 108.90
08/05/2020	Securus	Security services - Royal Park Pavilion	\$ 98.49
26/05/2020	Securus	Security services - Forrest Pavilion	\$ 212.50
26/05/2020	Sia Sasha Ivanovich Architects	Design advisory fees	\$ 1,540.00
26/05/2020	Sid Thoo	Design advisory fee	\$ 440.00
08/05/2020	Sigma Chemicals	Pool chemicals	\$ 729.14

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
26/05/2020	Sigma Chemicals	Pool chemicals	\$ 171.05
08/05/2020	Signbiz WA Pty Ltd	Sign supplies - Hyde Park	\$ 407.00
08/05/2020	SJR Civil Consulting Pty Ltd	Consultancy services - MRRG submissions	\$ 3,432.00
05/05/2020	Smartsalary Pty Limited	Payroll deduction	\$ 1,416.60
19/05/2020	Smartsalary Pty Limited	Payroll deduction	\$ 1,416.60
26/05/2020	Solo Resource Recovery	Pressure cleaning services - various locations	\$ 26,044.70
26/05/2020	Spider Waste Collection Services Pty Ltd	Mattress collection services	\$ 1,039.50
26/05/2020	Sports Turf Technology Pty Ltd	Turf inspections - various locations	\$ 825.00
26/05/2020	St John Ambulance Western Australia Ltd	First aid kit supplies - Depot	\$ 173.70
08/05/2020	State Law Publisher	Government gazette advertising	\$ 150.00
08/05/2020	Statewide Cleaning Supplies Pty Ltd	Cleaning supplies - BPLC	\$ 83.52
08/05/2020	Steann Pty Ltd	Bulk green waste collection	\$ 34,739.11
26/05/2020	Stephen Carrick Architects Pty Ltd	Design advisory fee	\$ 440.00
26/05/2020	Stott Hoare	Supply of computer and accessories	\$ 2,435.40
08/05/2020	StrataGreen	Garden equipment supplies - various	\$ 850.93
26/05/2020	StrataGreen	Garden equipment supplies - various	\$ 353.35
26/05/2020	Suez Recycling & Recovery Pty Ltd	Waste collection - BPLC	\$ 96.25
15/05/2020	SuperChoice Services Pty Ltd	Superannuation	\$ 199,946.97
08/05/2020	Synergy	Electricity and gas charges - various locations	\$ 138,087.14
19/05/2020	Synergy	Electricity and gas charges - various locations	\$ 10,195.44
26/05/2020	Synergy	Electricity and gas charges - various locations	\$ 29,566.17
08/05/2020	T Chiranakorn	Refund of parking permit	\$ 180.00
08/05/2020	T Cooper	Refund of parking permit	\$ 180.00
08/05/2020	T Denholm	Artist fee - Lightbox laneway exhibition	\$ 1,000.00
08/05/2020	T Long	Refund of parking permit	\$ 180.00
08/05/2020	T Zheng	Refund of parking permits	\$ 360.00
26/05/2020	Talis Consultants Pty Ltd - ATF Talis Unit Trust	Consultancy - Waste strategy implementation	\$ 7,612.00
26/05/2020	Tamala Park Regional Council	GST for sale of land	\$ 2,892.53
26/05/2020	Technical Irrigation Imports	Software update for reticulation controllers	\$ 545.60
26/05/2020	Technology One Ltd	GIS consulting services	\$ 3,935.80
08/05/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 4,076.34
26/05/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 876.92
08/05/2020	Terrene Global	Seniors computer workshop - Library	\$ 200.00
26/05/2020	The BBQ Man	Bin and pressure cleaning services - various locations	\$ 1,584.00
26/05/2020	The de Mol Group of Companies Pty Ltd	Electricity reimbursement for Beaufort Street CCTV equipment	\$ 66.00
26/05/2020	The Re Store (WA) Pty Ltd	Reward vouchers - VIP Lunch and Learn program	\$ 180.00
08/05/2020	The Royal Life Saving Society Western Australia Inc	Servicing of AIDS memorial fountain	\$ 1,079.89
26/05/2020	The Royal Life Saving Society Western Australia Inc	Winter shutdown- Hyde Park water playground; watch around water wristbands - BPLC	\$ 792.00

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
15/05/2020	The Trustee for Fergco Family Super Fund	Superannuation	\$ 1,920.74
15/05/2020	The Trustee for Guild Retirement Fund	Superannuation	\$ 464.16
08/05/2020	Thrifty Car Rental	Vehicle hire	\$ 318.40
08/05/2020	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 4,637.60
26/05/2020	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 7,300.70
26/05/2020	Total Eden Pty Ltd	Reticulation supplies	\$ 615.04
26/05/2020	Totally Workwear	Uniform supplies - various departments	\$ 2,718.41
08/05/2020	Tranen Pty Ltd	Supply of seeds	\$ 148.50
08/05/2020	Trisley's Hydraulic Services Pty Ltd	Pool equipment maintenance and water treatment - BPLC	\$ 1,298.00
08/05/2020	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	\$ 3,765.90
08/05/2020	Turf Developments (WA) Pty Ltd	Turf maintenance - Les Lilleyman Reserve	\$ 6,297.50
26/05/2020	Turfmaster Facility Management	Turf maintenance - Leederville Oval	\$ 4,521.00
08/05/2020	Tyres 4U Pty Ltd	Tyre replacements and maintenance	\$ 6,039.92
26/05/2020	Tyres 4U Pty Ltd	Tyre replacements and maintenance	\$ 1,136.41
08/05/2020	V Pantos	Part refund of Beatty Park Leisure Centre fees	\$ 62.32
08/05/2020	V Viznyuk	Refund of parking permit	\$ 180.00
08/05/2020	Vigilant Traffic Management Group Pty Ltd	Traffic management services - various locations	\$ 3,815.32
26/05/2020	Vigilant Traffic Management Group Pty Ltd	Traffic management services - various locations	\$ 15,961.59
26/05/2020	W.A. Limestone Co	Limestone supplies	\$ 1,723.47
08/05/2020	WA Police	Reimbursement of unspent funds	\$ 2,310.85
08/05/2020	WA Safety Tape & Mesh	Supply of traffic cones	\$ 752.00
08/05/2020	Water Corporation	Water charges - various locations	\$ 14,058.69
26/05/2020	Water Corporation	Water charges - various locations	\$ 26,296.94
08/05/2020	WC Convenience Management Pty Ltd	Maintenance of exeloots - various locations	\$ 7,984.88
08/05/2020	Western Resource Recovery Pty Ltd	Grease trap maintenance - Loftus Recreation Centre	\$ 128.70
08/05/2020	West-Sure Group Pty Ltd	Cash collection services - Admin (2 months)	\$ 376.20
08/05/2020	Wilson Security	Security services - Loftus Recreation Centre	\$ 126.50
08/05/2020	Winc Australia Pty Ltd	Office supplies and consumables	\$ 238.74
26/05/2020	Winc Australia Pty Ltd	Office supplies and consumables	\$ 1,121.05
08/05/2020	Work Metrics Pty Ltd	Online inductions - BPLC	\$ 110.00
26/05/2020	Workwear Group Pty Ltd	Uniform supplies - Customer services	\$ 673.20
26/05/2020	Worldwide East Perth	Printing services - business cards	\$ 99.00
08/05/2020	YMCA of Perth Youth & Community Services Inc	Community budget grant - 1 July 2019 to 31 March 2020	\$ 41,250.00
08/05/2020	Zoho Corporation Pty Ltd	Annual subscription - ManageEngine	\$ 1,227.72
08/05/2020	Zurich Australian Insurance Ltd	Insurance excess	\$ 500.00
			<b>\$ 2,672,281.60</b>
<b>Payroll</b>			

<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
12/05/2020	Pay 23		\$ 526,548.15
14/05/2020	Ad hoc		\$ 1,318.46
26/05/2020	Pay 24		\$ 519,461.14
<b>Total Payroll</b>			<b>\$ 1,047,327.75</b>
<b>Total Payments</b>			<b>\$ 3,719,609.35</b>

Creditors Report - Payments by Direct Debit				
01/05/20 to 31/05/20				
Credit Card Transactions for the Period 7 April 2020 - 6 May 2020				
Card Holder	Date	Payee	Description	Amount
Director Strategy and Development	20/04/2020	Department of Local Government	Zoning by-law	\$ 8.50
	28/04/2020	ASIC	Company search	\$ 9.00
	05/05/2020	ASIC	Company search	\$ 9.00
				<b>\$ 26.50</b>
Manager Marketing and Communications	07/04/2020	Planoly	Instagram management tool	\$ 14.81
	07/04/2020	International transaction fee	Instagram management tool	\$ 0.37
	10/04/2020	Mailchimp	Email campaign	\$ 339.55
	12/04/2020	Uber	Unknown payment, currently under dispute	\$ 26.99
	17/04/2020	Wufoo.com	Software for creation of online forms	\$ 30.29
	17/04/2020	International transaction fee	Software for creation of online forms	\$ 0.76
	19/04/2020	Createely	Diagram templates for Marketing	\$ 7.89
	19/04/2020	International transaction fee	Diagram templates for Marketing	\$ 0.20
	22/04/2020	Asana.com	Subscription - Project management tool	\$ 382.52
	22/04/2020	International transaction fee	Subscription - Project management tool	\$ 9.56
	24/04/2020	Shutterstock	Image download subscription	\$ 99.00
	25/04/2020	Apple	Music subscription	\$ 11.99
	26/04/2020	Uber	Unknown payment, currently under dispute	\$ 16.90
	04/05/2020	Createsend.com	Email campaign	\$ 30.11
				<b>\$ 970.94</b>
Manager ICT	08/04/2020	Node1 internet	Internet bandwidth	\$ 650.30
	08/04/2020	R16 Trustico	Website security software subscription	\$ 912.26
	08/04/2020	International transaction fee	Website security software subscription	\$ 22.81
	08/04/2020	R16 Trustico	Website security software subscription	\$ 912.26
	08/04/2020	International transaction fee	Website security software subscription	\$ 22.81
	08/04/2020	R16 Trustico	Website security software subscription	\$ 912.26
	08/04/2020	International transaction fee	Website security software subscription	\$ 22.81
	14/04/2020	R16 Trustico	Website security software subscription	\$ 1,036.00
	14/04/2020	International transaction fee	Website security software subscription	\$ 25.90
	19/04/2020	Cisco Webex	Video conferencing tool	\$ 23.05
	20/04/2020	Zoom	Video conferencing	\$ 400.28



<b>Card Holder</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
	23/04/2020	Officeworks	IT accessories	\$ 20.00
				<b>\$ 4,960.74</b>
Manager Community Partnerships	17/04/2020	Scientific American	Library magazine subscription	\$ 94.16
	17/04/2020	International transaction fee	Library magazine subscription	\$ 2.35
				<b>\$ 96.51</b>
Procurement and Contracts Officer	08/04/2020	Sydney Electric Bikes	Electric bike recharger	\$ 225.00
	16/04/2020	Western Power	Application fee - streetlight installation	\$ 497.92
				<b>\$ 722.92</b>
<b>Total Corporate Credit Cards</b>				<b>\$ 6,777.61</b>
<b>Direct Debits</b>				
Lease Fees	06/05/2020	All Leasing 279258	Parking meter upgrade kits	\$ 1,115.04
	21/05/2020	Pitney Bowes Leasing	Postal scales	\$ 395.84
			<b>Total Lease Fees</b>	<b>\$ 1,510.88</b>
Loan Repayments		Treasury Corporation	Department Sport and Recreation Building, Loftus Centre, Loftus Underground Car Park and Beatty Park Leisure Centre	<b>\$ 100,782.60</b>
Bank Fees and Charges		Commonwealth Bank	Bank fees	<b>\$ 5,242.65</b>
<b>Total Direct Debits including Credit Cards</b>				<b>\$ 114,313.74</b>

## 7.5 FINANCIAL STATEMENTS AS AT 31 MAY 2020

Attachments: 1. Financial Statements as at 31 May 2020  

**RECOMMENDATION:**

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

**PURPOSE OF REPORT:**

To present the statement of financial activity for the period ended 31 May 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 May 2020:

Note	Description	Page
1.	Statement of Financial Activity by Program Report and Graph	1-3
2.	Statement of Comprehensive Income by Nature or Type Report	4
3.	Net Current Funding Position	5
4.	Summary of Income and Expenditure by Service Areas	6-55
5.	Capital Expenditure and Funding and Capital Works Schedule	56-61
6.	Cash Backed Reserves	62
7.	Rating Information and Graph	63-64
8.	Debtors Report	65
9.	Beatty Park Leisure Centre Financial Position	66

**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 a material impact on operating revenue and delivery of services and projects.

It is important to highlight that a conservative approach was taken whilst setting the revised budget, however due to the earlier than expected re-opening of the WA economy, the City's actual position is tracking favourably compared to the budget for most areas.

**Revenue by Program** is tracking favourable compared to the YTD budget by an amount by \$2,042,372 (12.1%). The following items materially contributed to this position: -

- A favourable variance of \$727,658, mainly due to the advance receipt of Federal & Local Road grants (\$622,327) that relate to next financial year (**General Purpose funding**);
- A favourable variance of \$657,865 resulting primarily from the early re-opening of Beatty Park (**Recreation and Culture**); and
- A favourable variance of \$465,350 materially contributed by revenue generated from parking infringements and parking fees (**Transport**).

**Revenue by Nature or Type** is tracking favourable compared to the YTD budget by \$2,015,862 (3.9%). The following items materially contributed to this position: -

- A favourable variance of \$690,906 mainly due to the advance receipt of Federal & Local Road grants **(Operating Grants, subsidies and contributions)**; and
- A favourable variance of \$1,253,949 for revenue generated primarily from fees and charges, mainly contributed by Beatty Park operations and parking revenue **(Fees and charges)**.

**Expenditure by Program** reflects an under spend of \$850,515 (1.6%) compared to the year to date budget. The following items materially contributed to this position: -

- An under-spend of \$271,147, mainly contributed by the timing of payment relating to waste collection and the delivery of operating projects & programmes **(Community Amenities)**;
- An underspend of \$321,603 mainly contributed by a timing variance for costs relating to software maintenance & IT strategy **(Governance)**;
- An under-spend of \$322,196 contributed by a timing variance in the delivery of works relating to Community safety programmes, street cleaning and equipment maintenance **(Law, Order & Public safety)**;
- An under-spend of \$767,427 mainly contributed by a timing variance in the delivery of works within multiple service areas **(Other Property and Services)**; and
- An over-spend of \$832,599 mainly contributed by:-
  - On-going maintenance works at various City facilities; and
  - Employee costs primarily relating to 'Parks & Reserves' and Beatty Park respectively.

The budget for these areas was reduced this month in anticipation of COVID-19. However, due to the early re-opening of most facilities, the City has incurred additional expenditure that was not budgeted for resulting in a cost variance. **(Recreation and Culture)**

**Expenditure by Nature or Type** reflects an under-spend of \$734,915 (1.4%) compared to the year to date budget. The following items materially contributed to this position: -

- **Materials and contracts** reflects an under-spend of \$715,597. This variance is mainly contributed by a timing variance of works within the following areas:
  - Recycling collection service - \$233,104;
  - Consultancy & leasing costs\* - \$212,367; and
  - Operating projects within multiple areas - \$217,065.

*\*Operating lease costs for EMV kits for parking ticket machines have reduced as these costs have been capitalised in accordance to the new accounting standards for leasing (AASB 16).*

- **Other expenditure** reflects an under-spend of \$711,656 largely contributed by a timing variance in the delivery of works within different service areas.
- **Employee costs** reflects an over-spend of \$695,044 which is spread across multiple service areas primarily due to the budget being reduced this month in anticipation of COVID-19. However, due to the early re-opening of most facilities, the City has incurred additional expenditure that was not budgeted for, resulting in a cost variance.

#### 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 May closing position is \$9,938,109 reflecting a favourable position of \$4,025,790 compared to the May budget amount of \$5,912,319.

#### **Content of Statement of Financial Activity**

An explanation of each report in the Statement of Financial Activity (**Attachment 1**), along with some commentary, is below:

1. Statement of Financial Activity by Program Report (Note 1 Page 1)

This statement of financial activity shows operating revenue and expenditure classified by Program.

2. Statement of Comprehensive Income by Nature or Type Report (Note 2 Page 4)

This statement of Comprehensive Income shows operating revenue and expenditure classified by Nature or Type.

3. Net Current Funding Position (Note 3 Page 5)

'Net current assets' is the difference between the current assets and current liabilities; less committed assets and restricted assets.

4. Summary of Income and Expenditure by Service Areas (Note 4 Page 6 – 55)

This statement shows a summary of operating revenue and expenditure by service unit including variance commentary.

5. Capital Expenditure and Funding Summary (Note 5 Page 56 - 61)

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.

EXPENDITURE	Revised Budget \$	YTD Budget \$	YTD Actual \$	Remaining Budget %
Land and Buildings	2,302,786	2,117,786	1,588,331	31.0%
Infrastructure Assets	5,369,020	5,067,860	4,100,645	23.6%
Plant and Equipment	2,550,820	2,550,820	2,273,828	10.9%
Furniture and Equipment	915,403	400,697	245,388	73.2%
<b>Total</b>	<b>11,138,029</b>	<b>10,137,163</b>	<b>8,208,192</b>	<b>26.3%</b>

FUNDING	Revised Budget \$	YTD Budget \$	YTD Actual \$	Remaining Budget %
Own Source Funding - Municipal	7,348,230	6,961,674	6,721,377	8.5%
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%
<b>Total</b>	<b>11,138,029</b>	<b>10,137,163</b>	<b>8,208,192</b>	<b>26.3%</b>

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

6. Cash Backed Reserves (Note 6 Page 62)

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 May 2020 is \$9,430,807.

7. Rating Information (Note 7 Page 62 - 63)

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 May 2020 is \$1,477,332 including deferred rates (\$103,602) and excluding ESL debtors and pensioner rebates.

8. Receivables (Note 8 Page 64)

Total trade and other receivables (inclusive of Prepayments & Accrued income) as at 31 May 2020 is \$2,124,947, of which \$1,850,819 relates to outstanding debtors.

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:

- \$1,761,984 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).

- \$160,190 (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.

On 8 April 2020, the Minister of Planning WA issued a provision that exempts proponents from making cash in lieu related payments for existing or new non-residential development to the City. This exemption is effective up to the earlier date of either: -

- 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked; or
- Midnight, 1 May 2023.

Furthermore, 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 65)

As at 31 May 2020, the Centre's position is tracking favourably with an operating deficit amount of \$459,093 (excluding depreciation) compared to the year to date budgeted deficit amount of \$765,276.

10. Explanation of Material Variances (Note 4 Page 6 - 55)

The materiality thresholds used for reporting variances are 10% and \$20,000 respectively. This means that variances will be analysed and separately reported when they are more than 10% (+/-) of the year to date budget and where that variance exceeds \$20,000 (+/-). This threshold was adopted by Council as part of the budget adoption for 2019/20 and is used in the preparation of the statements of financial activity when highlighting material variance in accordance with *Financial Management Regulation 34(1) (d)*.

In accordance to the above, all material variances as at 31 May 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.

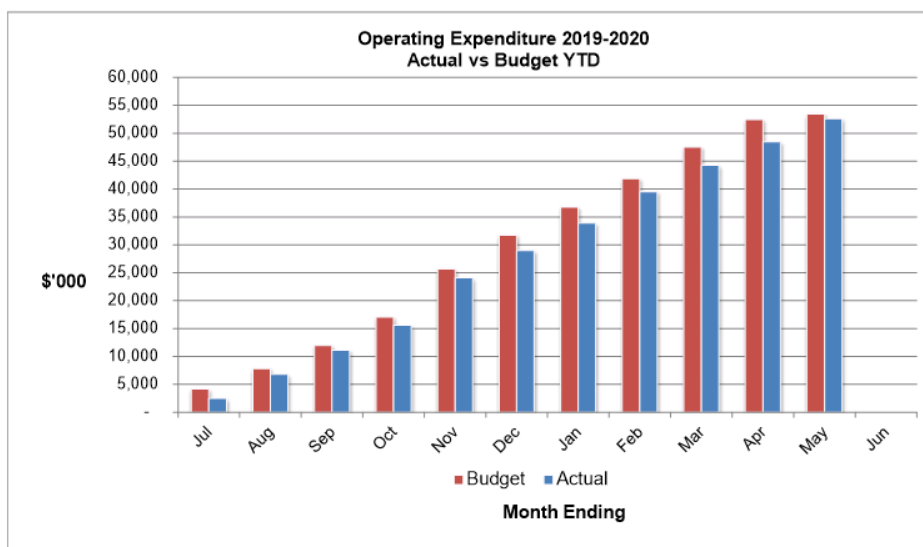
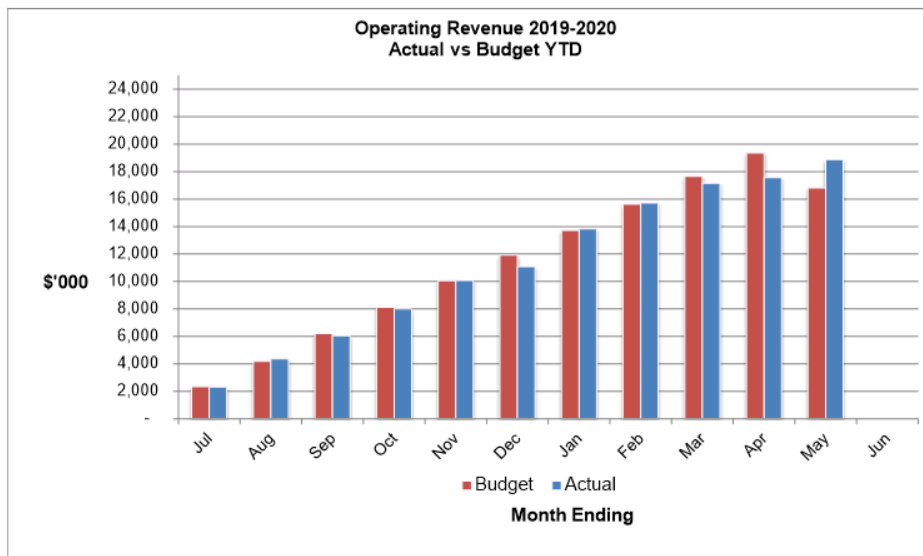
**CITY OF VINCENT**  
**NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY**  
**BY PROGRAM**  
**FOR THE PERIOD ENDED 31 MAY 2020**



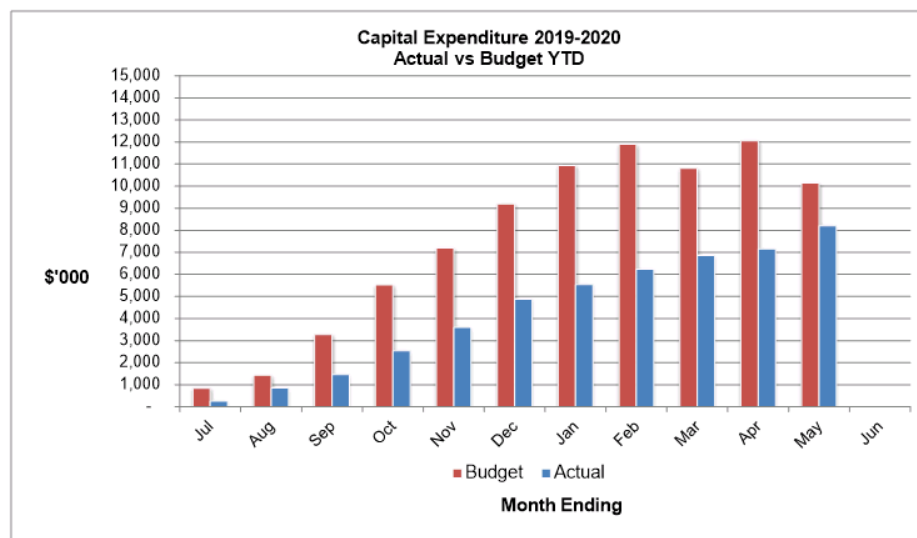
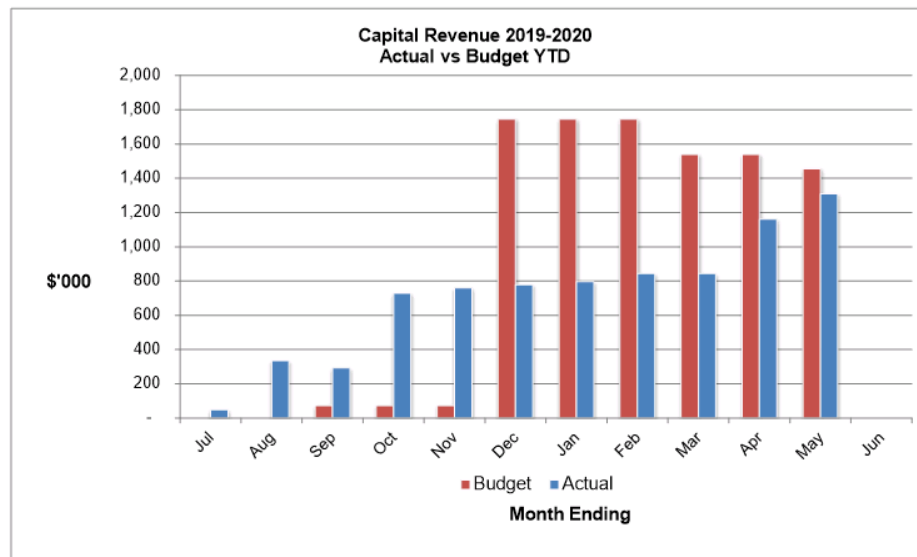
	Revised Budget 2019/20	YTD Budget 31/05/2020	YTD Actual 31/05/2020	YTD Variance	YTD Variance
	\$	\$	\$	\$	%
Opening Funding Surplus/(Deficit)	5,811,178	5,811,178	5,811,178	0	0.0%
<b>Revenue from operating activities</b>					
Governance	41,000	37,576	34,848	(2,728)	-7.3%
General Purpose Funding	1,867,021	1,783,253	2,510,911	727,658	40.8%
Law, Order and Public Safety	164,357	161,602	308,251	146,649	90.7%
Health	371,864	361,661	391,082	29,421	8.1%
Education and Welfare	130,342	112,122	119,032	6,910	6.2%
Community Amenities	1,209,062	1,113,558	1,120,920	7,362	0.7%
Recreation and Culture	7,994,103	7,097,783	7,755,648	657,865	9.3%
Transport	6,371,190	5,427,983	5,893,333	465,350	8.6%
Economic Services	365,721	336,720	355,251	18,531	5.5%
Other Property and Services	675,114	396,771	382,125	(14,646)	-3.7%
	19,189,774	16,829,029	18,871,401	2,042,372	12.1%
<b>Expenditure from operating activities</b>					
Governance	(3,550,734)	(3,493,927)	(3,172,324)	321,603	-9.2%
General Purpose Funding	(811,277)	(555,397)	(558,438)	(3,041)	0.5%
Law, Order and Public Safety	(1,660,282)	(1,758,594)	(1,436,398)	322,196	-18.3%
Health	(1,653,285)	(1,407,280)	(1,395,963)	11,317	-0.8%
Education and Welfare	(1,150,722)	(1,027,340)	(1,009,567)	17,773	-1.7%
Community Amenities	(12,353,990)	(10,246,330)	(9,975,183)	271,147	-2.6%
Recreation and Culture	(21,656,102)	(19,052,387)	(19,884,986)	(832,599)	4.4%
Transport	(14,007,395)	(12,537,305)	(12,508,718)	28,587	-0.2%
Economic Services	(556,308)	(477,545)	(531,440)	(53,895)	11.3%
Other Property and Services	(2,831,561)	(2,906,186)	(2,138,759)	767,427	-26.4%
	(60,231,656)	(53,462,291)	(52,611,776)	850,515	-1.6%
Add Deferred Rates Adjustment	0	0	18,263	18,263	0.0%
Add Back Depreciation	11,717,502	10,741,041	10,788,969	47,928	0.4%
Adjust (Profit)/Loss on Asset Disposal	(284,073)	(34,073)	(159,018)	(124,945)	366.7%
	11,433,429	10,706,968	10,648,214	(58,754)	-0.5%
<b>Amount attributable to operating activities</b>	<b>(29,608,453)</b>	<b>(25,926,294)</b>	<b>(23,092,161)</b>	<b>2,834,133</b>	<b>-10.9%</b>
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	1,470,228	1,455,073	1,310,108	(144,965)	-10.0%
Purchase Land and Buildings	(2,302,786)	(2,117,786)	(1,588,331)	529,455	-25.0%
Purchase Infrastructure Assets	(5,369,016)	(5,067,860)	(4,100,645)	967,215	-19.1%
Purchase Plant and Equipment	(2,550,820)	(2,550,820)	(2,273,828)	276,992	-10.9%
Purchase Furniture and Equipment	(915,403)	(400,697)	(245,388)	155,309	-38.8%
Proceeds from Joint Venture Operations	250,000	0	0	0	0.0%
Proceeds from Disposal of Assets	555,000	555,000	423,611	(131,389)	-23.7%
<b>Amount attributable to investing activities</b>	<b>(8,862,797)</b>	<b>(8,127,090)</b>	<b>(6,474,473)</b>	<b>1,652,617</b>	<b>-20.3%</b>
<b>Financing Activities</b>					
Principal elements of finance lease payments	0	0	(104,320)	(104,320)	0.0%
Repayment of Debentures	(6,143,961)	(6,034,516)	(6,033,028)	1,488	0.0%
Proceeds from New Debentures	1,000,000	1,000,000	1,000,000	0	0.0%
Transfer to Reserves	(3,339,635)	(1,600,523)	(1,767,887)	(167,364)	10.5%
Transfer from Reserves	5,445,566	5,083,066	4,919,965	(163,101)	-3.2%
<b>Amount attributable to financing activities</b>	<b>(3,038,030)</b>	<b>(1,551,973)</b>	<b>(1,985,270)</b>	<b>(433,297)</b>	<b>27.9%</b>
<b>Surplus/(Deficit) before general rates</b>	<b>(35,698,102)</b>	<b>(29,794,179)</b>	<b>(25,740,726)</b>	<b>4,053,453</b>	<b>-13.6%</b>
<b>Total amount raised from general rates</b>	<b>35,691,498</b>	<b>35,706,498</b>	<b>35,678,835</b>	<b>(27,663)</b>	<b>-0.1%</b>
<b>Closing Funding Surplus/(Deficit)</b>	<b>(6,604)</b>	<b>5,912,319</b>	<b>9,938,109</b>	<b>4,025,790</b>	<b>68.1%</b>



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



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



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



	Revised Budget 2019/20	YTD Budget 31/05/2020	YTD Actual 31/05/2020	YTD Variance	YTD Variance
	\$	\$	\$	\$	%
<b>Revenue</b>					
Rates	35,691,498	35,706,498	35,678,835	(27,663)	0%
Operating Grants, Subsidies and Contributions	941,369	928,984	1,619,890	690,906	74.4%
Fees and Charges	15,769,274	13,923,980	15,177,929	1,253,949	9.0%
Interest Earnings	748,100	669,970	786,812	116,842	17.4%
Other Revenue	1,240,394	1,065,458	1,047,286	(18,172)	-1.7%
	54,390,635	52,294,890	54,310,752	2,015,862	3.9%
<b>Expenses</b>					
Employee Costs	(24,915,201)	(22,205,093)	(22,900,137)	(695,044)	3.1%
Materials and Contracts	(17,038,438)	(14,951,967)	(14,236,370)	715,597	-4.8%
Utility Charges	(1,627,490)	(1,483,513)	(1,468,598)	14,915	-1.0%
Depreciation on Non-Current Assets	(11,717,502)	(10,741,041)	(10,788,969)	(47,928)	0.4%
Interest Expenses	(713,748)	(568,232)	(569,811)	(1,579)	0.3%
Insurance Expenses	(534,879)	(490,314)	(453,016)	37,298	-7.6%
Other Expenditure	(3,477,834)	(2,826,068)	(2,114,412)	711,656	-25.2%
	(60,025,092)	(53,266,228)	(52,531,313)	734,915	-1.4%
	(5,634,457)	(971,338)	1,779,439	2,750,777	-283.2%
Non-operating Grants, Subsidies and Contributions	1,470,228	1,455,073	1,310,108	(144,965)	-10.0%
Profit on Disposal of Assets	241,185	241,185	241,247	62	0.0%
Loss on Disposal of Assets	(207,112)	(207,112)	(82,228)	124,884	-60.3%
	1,504,301	1,489,146	1,469,127	(20,019)	-1.3%
<b>Net result</b>	<b>(4,130,156)</b>	<b>517,808</b>	<b>3,248,566</b>	<b>2,730,758</b>	<b>527.4%</b>
<b>Other comprehensive income</b>					
<i>Items that will not be reclassified subsequently to profit or loss</i>					
<b>Total other comprehensive income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Total comprehensive income</b>	<b>(4,130,156)</b>	<b>517,808</b>	<b>3,248,566</b>	<b>2,730,758</b>	<b>527.4%</b>





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



	Note	YTD Actual 31/05/2020 \$	FY Actual 30/06/2019 \$
<b>Current Assets</b>			
Cash Unrestricted		14,054,728	12,381,985
Cash Restricted		9,430,807	12,582,885
Investments		11,000	11,000
Receivables - Rates	7	1,477,332	648,084
Receivables - Other	8	2,124,947	3,057,940
Inventories		220,832	175,208
		<u>27,319,646</u>	<u>28,857,102</u>
<b>Less: Current Liabilities</b>			
Payables		(4,975,959)	(13,012,065)
Provisions - employee		(4,171,648)	(3,908,452)
		<u>(9,147,607)</u>	<u>(16,920,517)</u>
<b>Unadjusted Net Current Assets</b>		<b>18,172,039</b>	<b>11,936,585</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>			
Less: Reserves - restricted cash	6	(9,430,807)	(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		836,694	6,097,295
Add: Infringement Debtors transferred to non current asset		971,183	971,183
		<u>(8,233,930)</u>	<u>(6,125,407)</u>
<b>Adjusted Net Current Assets</b>		<b>9,938,109</b>	<b>5,811,178</b>

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



	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Chief Executive Officer</b>						
Chief Executive Officer Expenditure						
Employee Costs	858,575	595,068	615,594	19,926	3%	
Other Employee Costs	18,317	18,786	17,136	350	2%	
Other Expenses	128,100	109,238	95,608	(13,630)	-12%	
Operating Projects	100,000	69,800	64,381	(5,419)	-8%	
<b>Chief Executive Officer Expenditure Total</b>	<b>904,992</b>	<b>791,492</b>	<b>792,719</b>	<b>1,227</b>	<b>0%</b>	
Chief Executive Officer Indirect Costs						
Allocations	(904,991)	(691,729)	(792,719)	(100,990)	15%	
<b>Chief Executive Officer Indirect Costs Total</b>	<b>(904,991)</b>	<b>(691,729)</b>	<b>(792,719)</b>	<b>(100,990)</b>	<b>15%</b>	
<b>Chief Executive Officer Total</b>	<b>1</b>	<b>99,763</b>	<b>0</b>	<b>(99,763)</b>	<b>-100%</b>	
<b>Members of Council</b>						
Members Of Council Expenditure						
Employee Costs	88,698	80,110	80,576	466	1%	
Other Employee Costs	20,000	18,964	7,006	(11,956)	-83%	
Other Expenses	429,982	392,352	398,874	6,522	2%	
<b>Members Of Council Expenditure Total</b>	<b>538,680</b>	<b>491,426</b>	<b>486,456</b>	<b>(4,970)</b>	<b>-1%</b>	
Members Of Council Indirect Costs						
Allocations	52,502	41,924	44,212	2,288	5%	
<b>Members Of Council Indirect Costs Total</b>	<b>52,502</b>	<b>41,924</b>	<b>44,212</b>	<b>2,288</b>	<b>5%</b>	
<b>Members of Council Total</b>	<b>591,182</b>	<b>533,350</b>	<b>530,668</b>	<b>(2,682)</b>	<b>-1%</b>	



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



	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Director Corporate Services</u></b>						
Director Corporate Services Expenditure						
Employee Costs	0	0	0	0		
Other Employee Costs	0	0	0	0		
Other Expenses	0	0	0	0		
<b>Director Corporate Services Indirect Costs Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Director Corporate Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b><u>Corporate Strategy and Governance Revenue</u></b>						
Corporate Strategy and Governance Revenue	0	0	(25)	(25)	100%	
<b>Corporate Strategy and Governance Revenue Total</b>	<b>0</b>	<b>0</b>	<b>(25)</b>	<b>(25)</b>	<b>100%</b>	
<b>Corporate Strategy and Governance Revenue Total</b>	<b>0</b>	<b>0</b>	<b>(25)</b>	<b>(25)</b>	<b>100%</b>	
<b><u>Corporate Strategy and Governance Expenditure</u></b>						
Corporate Strategy and Governance Expenditure						
Employee Costs	566,353	512,776	503,066	(9,710)	-2%	
Other Employee Costs	22,314	22,314	34,363	12,049	54%	
Other Expenses	141,025	107,675	90,856	(17,019)	-16%	
Operating Projects	0	0	0	0		
<b>Corporate Strategy and Governance Expenditure Total</b>	<b>729,692</b>	<b>642,765</b>	<b>628,085</b>	<b>(14,680)</b>	<b>-2%</b>	
<b>Corporate Strategy and Governance Expenditure Total</b>	<b>729,692</b>	<b>642,765</b>	<b>628,085</b>	<b>(14,680)</b>	<b>-2%</b>	
<b><u>Corporate Strategy and Governance Indirect Costs</u></b>						
Corporate Strategy and Governance Indirect Costs						
Allocations	396,285	321,048	327,780	6,732	2%	
<b>Corporate Strategy and Governance Indirect Costs Total</b>	<b>396,285</b>	<b>321,048</b>	<b>327,780</b>	<b>6,732</b>	<b>2%</b>	
<b>Corporate Strategy and Governance Indirect Costs Total</b>	<b>396,285</b>	<b>321,048</b>	<b>327,780</b>	<b>6,732</b>	<b>2%</b>	

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



	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Human Resources</b>						
Human Resources Revenue						
Revenue	(40,000)	(36,663)	(34,046)	2,617	-7%	
<b>Human Resources Revenue Total</b>	<b>(40,000)</b>	<b>(36,663)</b>	<b>(34,046)</b>	<b>2,617</b>	<b>-7%</b>	
Human Resources Expenditure						
Employee Costs	787,404	674,764	698,067	23,303	3%	
Other Employee Costs	81,803	84,080	84,221	(19,859)	-24%	
Other Expenses	97,912	86,844	91,618	1,674	2%	
<b>Human Resources Expenditure Total</b>	<b>947,119</b>	<b>848,488</b>	<b>853,906</b>	<b>5,418</b>	<b>1%</b>	
Human Resources Indirect Costs						
Allocations	(907,119)	(518,841)	(819,860)	(301,019)	58%	
<b>Human Resources Indirect Costs Total</b>	<b>(907,119)</b>	<b>(518,841)</b>	<b>(819,860)</b>	<b>(301,019)</b>	<b>58%</b>	
<b>Human Resources Total</b>	<b>0</b>	<b>292,984</b>	<b>0</b>	<b>(292,984)</b>	<b>-100%</b>	
<b>Information Technology</b>						
Information Technology Revenue						
Revenue	(1,359)	(1,359)	0	1,359	-100%	
<b>Information Technology Revenue Total</b>	<b>(1,359)</b>	<b>(1,359)</b>	<b>0</b>	<b>1,359</b>	<b>-100%</b>	
Information Technology Expenditure						
Employee Costs	554,831	501,085	447,810	(53,275)	-11%	Underspent on salaries due to vacancy.
Other Employee Costs	15,279	13,779	13,511	(269)	-2%	
Other Expenses	1,331,131	1,246,248	1,053,202	(193,046)	-15%	Timing variance of \$174,885 for software annual maintenance and licence fees.
Operating Projects	175,000	188,168	96,538	(91,630)	-49%	Underspent on IT strategy project.
<b>Information Technology Expenditure Total</b>	<b>2,076,241</b>	<b>1,949,280</b>	<b>1,611,061</b>	<b>(338,219)</b>	<b>-17%</b>	
Information Technology Indirect Costs						
Allocations	(2,074,882)	(1,863,621)	(1,811,061)	252,560	-14%	
<b>Information Technology Indirect Costs Total</b>	<b>(2,074,882)</b>	<b>(1,863,621)</b>	<b>(1,811,061)</b>	<b>252,560</b>	<b>-14%</b>	
<b>Information Technology Total</b>	<b>0</b>	<b>84,300</b>	<b>0</b>	<b>(84,300)</b>	<b>-100%</b>	

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



	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Records Management</b>						
Records Management Revenue						
Revenue	(1,000)	(913)	(773)	140	-15%	
<b>Records Management Revenue Total</b>	<b>(1,000)</b>	<b>(913)</b>	<b>(773)</b>	<b>140</b>	<b>-15%</b>	
Records Management Expenditure						
Employee Costs	292,525	284,203	271,884	7,481	3%	
Other Employee Costs	7,200	6,800	923	(5,877)	-88%	
Other Expenses	38,100	33,088	23,474	(9,614)	-29%	
Operating Projects	95,000	92,500	88,578	(25,922)	-28%	Timing variance of works.
<b>Records Management Expenditure Total</b>	<b>430,825</b>	<b>396,391</b>	<b>362,659</b>	<b>(33,732)</b>	<b>-8%</b>	
Records Management Indirect Costs						
Allocations	(429,825)	(358,352)	(361,886)	(3,534)	1%	
<b>Records Management Indirect Costs Total</b>	<b>(429,825)</b>	<b>(358,352)</b>	<b>(361,886)</b>	<b>(3,534)</b>	<b>1%</b>	
<b>Records Management Total</b>	<b>0</b>	<b>37,126</b>	<b>(0)</b>	<b>(37,126)</b>	<b>-100%</b>	
<b>Sustainability and Environment</b>						
Sustainability and Environment						
Employee Costs	133,285	120,252	108,484	(13,768)	-11%	
Other Employee Costs	15	15	15	(0)	-3%	
Other Expenses	48,350	48,350	29,309	(19,041)	-39%	
Operating Projects	33,000	33,000	35,228	2,228	7%	
<b>Sustainability and Environment Total</b>	<b>214,650</b>	<b>201,617</b>	<b>171,035</b>	<b>(30,582)</b>	<b>-15%</b>	
<b>Sustainability and Environment Indirect Cost</b>						
Sustainability and Environment Indirect Cost						
Allocations	72,155	57,449	59,782	2,333	4%	
<b>Sustainability and Environment Indirect Cost Total</b>	<b>72,155</b>	<b>57,449</b>	<b>59,782</b>	<b>2,333</b>	<b>4%</b>	
<b>Sustainability and Environment Indirect Cost Total</b>	<b>72,155</b>	<b>57,449</b>	<b>59,782</b>	<b>2,333</b>	<b>4%</b>	

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



	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Director Community and Business Services</b>						
Director Community and Business Services						
Employee Costs	254,483	229,046	227,157	(1,889)	-1%	
Other Employee Costs	7,874	7,216	6,869	(347)	-5%	
Other Expenses	5,300	4,851	1,974	(2,877)	-59%	
<b>Director Community and Business Services Total</b>	<b>267,657</b>	<b>241,113</b>	<b>235,999</b>	<b>(5,114)</b>	<b>-2%</b>	
<b>Director Community and Business Services Total</b>	<b>267,657</b>	<b>241,113</b>	<b>235,999</b>	<b>(5,114)</b>	<b>-2%</b>	
<b>Director Community and Business Ser Indirect Costs</b>						
Director Community and Business Ser Indirect Costs						
Allocations	(267,657)	(214,288)	(235,999)	(21,711)	10%	
<b>Director Community and Business Ser Indirect Costs Total</b>	<b>(267,657)</b>	<b>(214,288)</b>	<b>(235,999)</b>	<b>(21,711)</b>	<b>10%</b>	
<b>Director Community and Business Ser Indirect Costs Total</b>	<b>(267,657)</b>	<b>(214,288)</b>	<b>(235,999)</b>	<b>(21,711)</b>	<b>10%</b>	
<b>Finance Services</b>						
Finance Services Revenue						
Revenue	(1,500)	(1,212)	(1,322)	(110)	9%	
<b>Finance Services Revenue Total</b>	<b>(1,500)</b>	<b>(1,212)</b>	<b>(1,322)</b>	<b>(110)</b>	<b>9%</b>	
Finance Services Expenditure						
Employee Costs	779,679	702,906	751,770	48,864	7%	
Other Employee Costs	12,100	(1,000)	8,622	9,622	-962%	
Other Expenses	324,660	138,311	66,050	(72,261)	-52%	Underspent relates to consultancy and audit fees.
<b>Finance Services Expenditure Total</b>	<b>1,116,439</b>	<b>840,217</b>	<b>826,441</b>	<b>(13,776)</b>	<b>-2%</b>	
Finance Services Indirect Costs						
Allocations	(1,114,939)	(698,912)	(825,120)	(126,208)	18%	
<b>Finance Services Indirect Costs Total</b>	<b>(1,114,939)</b>	<b>(698,912)</b>	<b>(825,120)</b>	<b>(126,208)</b>	<b>18%</b>	
<b>Finance Services Total</b>	<b>0</b>	<b>140,093</b>	<b>0</b>	<b>(140,093)</b>	<b>-100%</b>	

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



	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Insurance Premium</b>						
Insurance Premium Expenditure						
Other Expenses	534,879	490,314	453,016	(37,298)	-8%	
<b>Insurance Premium Expenditure Total</b>	<b>534,879</b>	<b>490,314</b>	<b>453,016</b>	<b>(37,298)</b>	<b>-8%</b>	
Insurance Premium Recovery						
Allocations	(534,879)	(490,303)	(453,012)	37,291	-8%	
<b>Insurance Premium Recovery Total</b>	<b>(534,879)</b>	<b>(490,303)</b>	<b>(453,012)</b>	<b>37,291</b>	<b>-8%</b>	
<b>Insurance Premium Total</b>	<b>0</b>	<b>11</b>	<b>4</b>	<b>(7)</b>	<b>-68%</b>	
<b>Insurance Claim</b>						
Insurance Claim Recoup						
Revenue	(65,000)	(54,170)	(36,189)	17,981	-33%	
<b>Insurance Claim Recoup Total</b>	<b>(65,000)</b>	<b>(54,170)</b>	<b>(36,189)</b>	<b>17,981</b>	<b>-33%</b>	
Insurance Claim Expenditure						
Other Expenses	5,000	4,587	3,951	(636)	-14%	
<b>Insurance Claim Expenditure Total</b>	<b>5,000</b>	<b>4,587</b>	<b>3,951</b>	<b>(636)</b>	<b>-14%</b>	
<b>Insurance Claim Total</b>	<b>(60,000)</b>	<b>(49,583)</b>	<b>(32,237)</b>	<b>17,346</b>	<b>-35%</b>	
<b>Mindarie Regional Council</b>						
Mindarie Regional Council Revenue						
Revenue	(118,569)	(108,680)	(101,375)	7,305	-7%	
<b>Mindarie Regional Council Revenue Total</b>	<b>(118,569)</b>	<b>(108,680)</b>	<b>(101,375)</b>	<b>7,305</b>	<b>-7%</b>	
Mindarie Regional Council Expenditure						
Other Expenses	51,000	51,000	28,678	(22,322)	-44%	Timing variance of rates and levies.
<b>Mindarie Regional Council Expenditure Total</b>	<b>51,000</b>	<b>51,000</b>	<b>28,678</b>	<b>(22,322)</b>	<b>-44%</b>	
<b>Mindarie Regional Council Total</b>	<b>(67,569)</b>	<b>(57,680)</b>	<b>(72,697)</b>	<b>(15,017)</b>	<b>26%</b>	

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



	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>General Purpose Revenue</b>						
General Purpose Revenue	(1,175,921)	(1,127,799)	(1,846,174)	(718,375)	64%	Received federal & local roads grants in advance relating to 20/21.
<b>General Purpose Revenue Total</b>	<b>(1,175,921)</b>	<b>(1,127,799)</b>	<b>(1,846,174)</b>	<b>(718,375)</b>	<b>64%</b>	
<b>General Purpose Revenue Total</b>	<b>(1,175,921)</b>	<b>(1,127,799)</b>	<b>(1,846,174)</b>	<b>(718,375)</b>	<b>64%</b>	
<b>Rates Services</b>						
Rates Services Revenue						
Revenue	(36,382,598)	(36,361,952)	(36,343,572)	18,380	0%	
<b>Rates Services Revenue Total</b>	<b>(36,382,598)</b>	<b>(36,361,952)</b>	<b>(36,343,572)</b>	<b>18,380</b>	<b>0%</b>	
Rates Services Expenditure						
Employee Costs	259,837	234,492	249,478	14,986	6%	
Other Expenses	391,050	193,224	178,420	(16,804)	-9%	
<b>Rates Services Expenditure Total</b>	<b>650,887</b>	<b>427,716</b>	<b>425,898</b>	<b>(1,818)</b>	<b>0%</b>	
Rates Services Indirect Costs						
Allocations	160,590	127,681	132,541	4,860	4%	
<b>Rates Services Indirect Costs Total</b>	<b>160,590</b>	<b>127,681</b>	<b>132,541</b>	<b>4,860</b>	<b>4%</b>	
<b>Rates Services Total</b>	<b>(35,571,321)</b>	<b>(35,806,555)</b>	<b>(35,785,134)</b>	<b>21,421</b>	<b>0%</b>	

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



	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Marketing and Communications</b>						
Marketing and Communications Revenue						
Revenue	0	0	0	0		
<b>Marketing and Communications Revenue Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
Marketing and Communications Expenditure						
Employee Costs	861,323	782,477	811,824	29,347	4%	
Other Employee Costs	8,450	7,789	3,410	(4,359)	-56%	
Other Expenses	423,202	389,802	412,871	43,069	12%	Timing variance.
Operating Projects	8,130	8,130	8,130	0	0%	
<b>Marketing and Communications Expenditure Total</b>	<b>1,299,105</b>	<b>1,165,978</b>	<b>1,234,035</b>	<b>68,057</b>	<b>6%</b>	
Marketing and Communications Indirect Costs						
Allocations	422,314	337,466	357,928	20,462	6%	
<b>Marketing and Communications Indirect Costs Total</b>	<b>422,314</b>	<b>337,466</b>	<b>357,928</b>	<b>20,462</b>	<b>6%</b>	
<b>Marketing and Communications Total</b>	<b>1,721,419</b>	<b>1,503,444</b>	<b>1,591,963</b>	<b>88,519</b>	<b>6%</b>	
<b>Recreation, Arts and Culture</b>						
Recreation, Arts and Culture Revenue						
Revenue	(3,000)	(2,500)	(1,659)	841	-34%	
<b>Recreation, Arts and Culture Revenue Total</b>	<b>(3,000)</b>	<b>(2,500)</b>	<b>(1,659)</b>	<b>841</b>	<b>-34%</b>	
<b>Recreation, Arts and Culture Expenditure</b>						
Employee Costs	118,457	108,987	80,041	(26,946)	-25%	Vacant position.
Other Employee Costs	4,530	4,147	4,088	(79)	-2%	
Other Expenses	120,050	102,818	58,767	(43,851)	-43%	Timing variance relating to the reconciliation programmes.
Operating Projects	0	0	0	0		
<b>Recreation, Arts and Culture Expenditure Total</b>	<b>243,037</b>	<b>213,752</b>	<b>142,876</b>	<b>(70,876)</b>	<b>-33%</b>	
Recreation, Arts and Culture Indirect Costs						
Allocations	73,908	68,049	66,254	(1,795)	-3%	
Community Partnerships Mgmt Admin Allocations	47,786	47,489	47,149	(340)	-1%	
Library Occupancy Costs Allocations	514	514	0	(514)	-100%	
<b>Recreation, Arts and Culture Indirect Costs Total</b>	<b>122,208</b>	<b>116,052</b>	<b>113,403</b>	<b>(2,649)</b>	<b>-2%</b>	
<b>Recreation, Arts and Culture Total</b>	<b>362,245</b>	<b>327,304</b>	<b>254,620</b>	<b>(72,684)</b>	<b>-22%</b>	



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	Revised Budget 2019/20	YTD Budget 31/05/2020	YTD Actual 31/05/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<b>Senior, Disability and Youth Services</b>						
Senior, Disability and Youth Services Revenue						
Revenue	(12,000)	(10,900)	(18,327)	(7,427)	68%	
<b>Senior, Disability and Youth Services Revenue Total</b>	<b>(12,000)</b>	<b>(10,900)</b>	<b>(18,327)</b>	<b>(7,427)</b>	<b>68%</b>	
Senior, Disability and Youth Services Expenditure						
Employee Costs	353,705	322,870	332,862	9,980	3%	
Other Employee Costs	1,050	1,045	650	(380)	-37%	
Other Expenses	144,600	123,746	68,432	(57,314)	-48%	Timing variance of \$59,437 relating to donation/sponsorship.
Operating Projects	0	0	11,275	11,275	100%	Expenses to be reallocated in June.
<b>Senior, Disability and Youth Services Expenditure Total</b>	<b>499,355</b>	<b>447,667</b>	<b>411,228</b>	<b>(36,439)</b>	<b>-8%</b>	
Senior, Disability and Youth Serv Indirect Costs						
Allocations	106,814	120,942	144,704	14,852	11%	
Community Partnerships Mgmt Admin Alloca	110,662	109,974	109,862	(112)	0%	
Library Occupancy Costs Allocations	956	956	0	(956)	-100%	
<b>Senior, Disability and Youth Serv Indirect Costs Total</b>	<b>278,432</b>	<b>240,872</b>	<b>254,657</b>	<b>13,785</b>	<b>6%</b>	
<b>Senior, Disability and Youth Services Total</b>	<b>765,787</b>	<b>677,639</b>	<b>647,558</b>	<b>(30,081)</b>	<b>-4%</b>	
<b>Art and Culture</b>						
Art and Culture						
Other Expenses	240,882	233,478	204,155	(29,323)	-13%	Timing variance on the delivery of events.
<b>Art and Culture Total</b>	<b>240,882</b>	<b>233,478</b>	<b>204,155</b>	<b>(29,323)</b>	<b>-13%</b>	
Art and Culture Indirect Costs						
Allocations	0	0	(1,980)	(1,980)	100%	
<b>Art and Culture Indirect Costs Total</b>	<b>0</b>	<b>0</b>	<b>(1,980)</b>	<b>(1,980)</b>	<b>100%</b>	
<b>Art and Culture Total</b>	<b>240,882</b>	<b>233,478</b>	<b>202,175</b>	<b>(31,303)</b>	<b>-13%</b>	

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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Beatty Park Leisure Centre Administration</b>						
Beatty Park Leisure Centre Admin Revenue						
Revenue	(2,062,321)	(1,837,369)	(2,072,609)	(235,240)	13%	Revenue higher than anticipated due to early re-opening of the centre.
<b>Beatty Park Leisure Centre Admin Revenue Total</b>	<b>(2,062,321)</b>	<b>(1,837,369)</b>	<b>(2,072,609)</b>	<b>(235,240)</b>	<b>13%</b>	
Beatty Park Leisure Centre Admin Indirect Revenue						
Allocations	2,062,321	1,837,288	2,074,904	237,616	13%	
<b>Beatty Park Leisure Centre Admin Indirect Revenue Total</b>	<b>2,062,321</b>	<b>1,837,288</b>	<b>2,074,904</b>	<b>237,616</b>	<b>13%</b>	
Beatty Park Leisure Centre Admin Expenditure						
Employee Costs	942,005	760,137	742,868	(17,239)	-2%	
Other Employee Costs	11,745	6,767	6,467	(3,270)	-33%	
Other Expenses	208,410	183,375	200,109	16,734	9%	
Operating Projects	130,000	50,000	33,463	(16,507)	-33%	
<b>Beatty Park Leisure Centre Admin Expenditure Total</b>	<b>1,290,160</b>	<b>1,003,279</b>	<b>982,996</b>	<b>(20,283)</b>	<b>-2%</b>	
Beatty Park Leisure Centre Admin Indirect Costs						
Allocations	(1,290,160)	(983,895)	(985,290)	(1,395)	0%	
<b>Beatty Park Leisure Centre Admin Indirect Costs Total</b>	<b>(1,290,160)</b>	<b>(983,895)</b>	<b>(985,290)</b>	<b>(1,395)</b>	<b>0%</b>	
<b>Beatty Park Leisure Centre Administration Total</b>	<b>0</b>	<b>19,303</b>	<b>0</b>	<b>(19,303)</b>	<b>-100%</b>	

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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Beatty Park Leisure Centre Building</b>						
Beatty Park Leisure Centre Building Revenue	(143,536)	(126,268)	(119,870)	6,398	-5%	
<b>Beatty Park Leisure Centre Building Revenue Total</b>	<b>(143,536)</b>	<b>(126,268)</b>	<b>(119,870)</b>	<b>6,398</b>	<b>-5%</b>	
Beatty Park Leisure Centre Occupancy Costs						
Building Maintenance	435,208	377,300	392,269	14,969	4%	
Ground Maintenance	43,248	38,958	42,212	5,254	14%	
Other Expenses	2,143,781	1,921,078	1,951,209	30,131	2%	
<b>Beatty Park Leisure Centre Occupancy Costs Total</b>	<b>2,622,237</b>	<b>2,335,336</b>	<b>2,385,689</b>	<b>50,353</b>	<b>2%</b>	
Beatty Park Leisure Centre Indirect Costs						
Allocations	(2,478,701)	(2,003,751)	(2,265,820)	(262,069)	13%	
<b>Beatty Park Leisure Centre Indirect Costs Total</b>	<b>(2,478,701)</b>	<b>(2,003,751)</b>	<b>(2,265,820)</b>	<b>(262,069)</b>	<b>13%</b>	
<b>Beatty Park Leisure Centre Building Total</b>	<b>0</b>	<b>205,317</b>	<b>(0)</b>	<b>(205,317)</b>	<b>-100%</b>	

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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Swimming Pool Areas</b>						
Swimming Pool Areas Revenue						
Revenue	(1,405,849)	(1,300,953)	(1,400,025)	(99,072)	8%	
<b>Swimming Pool Areas Revenue Total</b>	<b>(1,405,849)</b>	<b>(1,300,953)</b>	<b>(1,400,025)</b>	<b>(99,072)</b>	<b>8%</b>	
Swimming Pool Areas Indirect Revenue						
Allocations	(331,006)	(294,887)	(333,022)	(38,135)	13%	
<b>Swimming Pool Areas Indirect Revenue Total</b>	<b>(331,006)</b>	<b>(294,887)</b>	<b>(333,022)</b>	<b>(38,135)</b>	<b>13%</b>	
Swimming Pool Areas Expenditure						
Employee Costs	957,459	839,019	925,731	86,112	10%	Budget reduced in May 2020 in anticipation of COVID-19, however due to early re-opening of facilities & redeployment of existing staff, employee costs incurred as normal.
Other Employee Costs	18,200	18,200	18,148	(52)	0%	
Other Expenses	207,219	172,292	197,831	25,539	15%	\$10,359 relating to plant maintenance & \$10,833 for water treatment chemicals.
<b>Swimming Pool Areas Expenditure Total</b>	<b>1,182,878</b>	<b>1,030,111</b>	<b>1,141,710</b>	<b>111,599</b>	<b>11%</b>	
Swimming Pool Areas Indirect Costs						
Allocations	2,892,604	2,301,308	2,501,946	200,638	9%	
<b>Swimming Pool Areas Indirect Costs Total</b>	<b>2,892,604</b>	<b>2,301,308</b>	<b>2,501,946</b>	<b>200,638</b>	<b>9%</b>	
<b>Swimming Pool Areas Total</b>	<b>2,338,627</b>	<b>1,735,579</b>	<b>1,910,608</b>	<b>175,029</b>	<b>10%</b>	

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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Swim School</b>						
Swim School Revenue						
Revenue	(1,182,804)	(1,045,243)	(1,193,284)	(148,021)	14%	Revenue higher than anticipated due to early re-opening of the centre.
<b>Swim School Revenue Total</b>	<b>(1,182,804)</b>	<b>(1,045,243)</b>	<b>(1,193,284)</b>	<b>(148,021)</b>	<b>14%</b>	
Swim School Indirect Revenue						
Allocations	(3,508)	(3,123)	(3,527)	(404)	13%	
<b>Swim School Indirect Revenue Total</b>	<b>(3,506)</b>	<b>(3,123)</b>	<b>(3,527)</b>	<b>(404)</b>	<b>13%</b>	
Swim School Expenditure						
Employee Costs	785,496	687,282	723,660	36,378	5%	
Other Employee Costs	13,100	13,100	10,795	(2,305)	-18%	
Other Expenses	27,328	25,816	26,360	574	2%	
<b>Swim School Expenditure Total</b>	<b>825,924</b>	<b>726,198</b>	<b>760,846</b>	<b>34,648</b>	<b>5%</b>	
Swim School Indirect Costs						
Allocations	219,394	173,287	190,460	17,173	10%	
<b>Swim School Indirect Costs Total</b>	<b>219,394</b>	<b>173,287</b>	<b>190,460</b>	<b>17,173</b>	<b>10%</b>	
<b>Swim School Total</b>	<b>(140,992)</b>	<b>(148,881)</b>	<b>(245,486)</b>	<b>(96,605)</b>	<b>65%</b>	

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	Revised Budget 2019/20	YTD Budget 31/05/2020	YTD Actual 31/05/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<b>Café</b>						
Cafe Revenue						
Revenue	(531,197)	(492,784)	(531,401)	(38,617)	8%	
<b>Cafe Revenue Total</b>	<b>(531,197)</b>	<b>(492,784)</b>	<b>(531,401)</b>	<b>(38,617)</b>	<b>8%</b>	
Cafe Indirect Revenue						
Allocations	(3,508)	(3,123)	(3,527)	(404)	13%	
<b>Cafe Indirect Revenue Total</b>	<b>(3,508)</b>	<b>(3,123)</b>	<b>(3,527)</b>	<b>(404)</b>	<b>13%</b>	
Cafe Expenditure						
Employee Costs	311,034	278,858	297,324	20,888	7%	
Other Employee Costs	0	0	0	0		
Other Expenses	256,762	234,273	253,670	19,397	8%	
<b>Cafe Expenditure Total</b>	<b>567,796</b>	<b>510,929</b>	<b>550,994</b>	<b>40,065</b>	<b>8%</b>	
Cafe Indirect Costs						
Allocations	110,914	88,000	97,273	9,273	11%	
<b>Cafe Indirect Costs Total</b>	<b>110,914</b>	<b>88,000</b>	<b>97,273</b>	<b>9,273</b>	<b>11%</b>	
<b>Café Total</b>	<b>144,007</b>	<b>103,022</b>	<b>113,339</b>	<b>10,317</b>	<b>10%</b>	

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	Revised Budget 2019/20	YTD Budget 31/05/2020	YTD Actual 31/05/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<b>Retail</b>						
Retail Revenue						
Revenue	(425,000)	(384,000)	(413,316)	(29,316)	8%	
<b>Retail Revenue Total</b>	<b>(425,000)</b>	<b>(384,000)</b>	<b>(413,316)</b>	<b>(29,316)</b>	<b>8%</b>	
Retail Indirect Revenue						
Allocations	(618)	(551)	(622)	(71)	13%	
<b>Retail Indirect Revenue Total</b>	<b>(618)</b>	<b>(551)</b>	<b>(622)</b>	<b>(71)</b>	<b>13%</b>	
Retail Expenditure						
Employee Costs	54,161	45,802	53,413	7,611	17%	
Other Employee Costs	0	0	0	0		
Other Expenses	285,613	268,235	204,428	(83,807)	-24%	Timing variance in stock purchase due to the leisure centre being closed during COVID - 19.
<b>Retail Expenditure Total</b>	<b>339,774</b>	<b>314,037</b>	<b>257,842</b>	<b>(56,195)</b>	<b>-18%</b>	
Retail Indirect Costs						
Allocations	91,192	71,590	76,947	5,357	7%	
<b>Retail Indirect Costs Total</b>	<b>91,192</b>	<b>71,590</b>	<b>76,947</b>	<b>5,357</b>	<b>7%</b>	
<b>Retail Total</b>	<b>5,348</b>	<b>1,076</b>	<b>(79,150)</b>	<b>(80,226)</b>	<b>-7456%</b>	



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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Health and Fitness</b>						
Health and Fitness Revenue						
Revenue	(130,160)	(119,209)	(130,021)	(10,812)	9%	
<b>Health and Fitness Revenue Total</b>	<b>(130,160)</b>	<b>(119,209)</b>	<b>(130,021)</b>	<b>(10,812)</b>	<b>9%</b>	
Health and Fitness Indirect Revenue						
Allocations	(1,140,669)	(1,016,204)	(1,147,629)	(131,425)	13%	
<b>Health and Fitness Indirect Revenue Total</b>	<b>(1,140,669)</b>	<b>(1,016,204)</b>	<b>(1,147,629)</b>	<b>(131,425)</b>	<b>13%</b>	
Health and Fitness Expenditure						
Employee Costs	489,055	424,913	456,767	31,854	7%	
Other Employee Costs	2,574	2,074	1,335	(739)	-36%	
Other Expenses	143,980	126,015	123,107	(2,908)	-2%	
<b>Health and Fitness Expenditure Total</b>	<b>635,615</b>	<b>553,002</b>	<b>581,209</b>	<b>28,207</b>	<b>5%</b>	
Health and Fitness Indirect Costs						
Allocations	623,681	492,338	533,838	41,500	8%	
<b>Health and Fitness Indirect Costs Total</b>	<b>623,681</b>	<b>492,338</b>	<b>533,838</b>	<b>41,500</b>	<b>8%</b>	
<b>Health and Fitness Total</b>	<b>(11,533)</b>	<b>(90,073)</b>	<b>(162,603)</b>	<b>(72,530)</b>	<b>81%</b>	

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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Group Fitness</b>						
Group Fitness Revenue						
Revenue	(100,578)	(88,491)	(100,640)	(12,149)	14%	
<b>Group Fitness Revenue Total</b>	<b>(100,578)</b>	<b>(88,491)</b>	<b>(100,640)</b>	<b>(12,149)</b>	<b>14%</b>	
Group Fitness Indirect Revenue						
Allocations	(387,303)	(345,042)	(389,667)	(44,625)	13%	
<b>Group Fitness Indirect Revenue Total</b>	<b>(387,303)</b>	<b>(345,042)</b>	<b>(389,667)</b>	<b>(44,625)</b>	<b>13%</b>	
Group Fitness Expenditure						
Employee Costs	199,745	176,383	198,232	21,849	12%	Budget reduced in May 2020 in anticipation of COVID-19, however due to early re-opening of facilities, employees recalled earlier than expected.
Other Employee Costs	1,500	1,500	915	(585)	-39%	
Other Expenses	127,449	114,911	117,469	2,558	2%	
<b>Group Fitness Expenditure Total</b>	<b>328,694</b>	<b>292,794</b>	<b>316,646</b>	<b>23,852</b>	<b>8%</b>	
Group Fitness Indirect Costs						
Allocations	212,761	169,515	184,027	14,512	9%	
<b>Group Fitness Indirect Costs Total</b>	<b>212,761</b>	<b>169,515</b>	<b>184,027</b>	<b>14,512</b>	<b>9%</b>	
<b>Group Fitness Total</b>	<b>53,574</b>	<b>28,776</b>	<b>10,365</b>	<b>(18,411)</b>	<b>-64%</b>	

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	Revised Budget 2019/20	YTD Budget 31/05/2020	YTD Actual 31/05/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<b>Aqua Fitness</b>						
Aqua Fitness Revenue						
Revenue	(23,706)	(20,956)	(23,706)	(2,750)	13%	
<b>Aqua Fitness Revenue Total</b>	<b>(23,706)</b>	<b>(20,956)</b>	<b>(23,706)</b>	<b>(2,750)</b>	<b>13%</b>	
Aqua Fitness Indirect Revenue						
Allocations	(163,954)	(146,064)	(164,955)	(18,891)	13%	
<b>Aqua Fitness Indirect Revenue Total</b>	<b>(163,954)</b>	<b>(146,064)</b>	<b>(164,955)</b>	<b>(18,891)</b>	<b>13%</b>	
Aqua Fitness Expenditure						
Employee Costs	20,421	18,301	20,251	1,950	11%	
Other Employee Costs	0	0	0	0		
Other Expenses	9,829	8,377	9,289	912	11%	
<b>Aqua Fitness Expenditure Total</b>	<b>30,250</b>	<b>26,678</b>	<b>29,540</b>	<b>2,862</b>	<b>11%</b>	
Aqua Fitness Indirect Costs						
Allocations	127,229	99,870	105,757	5,887	6%	
<b>Aqua Fitness Indirect Costs Total</b>	<b>127,229</b>	<b>99,870</b>	<b>105,757</b>	<b>5,887</b>	<b>6%</b>	
<b>Aqua Fitness Total</b>	<b>(30,181)</b>	<b>(40,472)</b>	<b>(53,364)</b>	<b>(12,892)</b>	<b>32%</b>	

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	\$	\$	\$	\$	%	
<b>Crèche</b>						
Crèche Revenue						
Revenue	(20,357)	(18,069)	(20,357)	(2,288)	13%	
<b>Crèche Revenue Total</b>	<b>(20,357)</b>	<b>(18,069)</b>	<b>(20,357)</b>	<b>(2,288)</b>	<b>13%</b>	
Crèche Indirect Revenue						
Allocations	(31,759)	(28,294)	(31,954)	(3,660)	13%	
<b>Crèche Indirect Revenue Total</b>	<b>(31,759)</b>	<b>(28,294)</b>	<b>(31,954)</b>	<b>(3,660)</b>	<b>13%</b>	
Crèche Expenditure						
Employee Costs	188,895	182,585	173,514	10,929	7%	
Other Employee Costs	500	500	183	(317)	-63%	
Other Expenses	1,195	1,043	837	(208)	-20%	
<b>Crèche Expenditure Total</b>	<b>188,392</b>	<b>184,128</b>	<b>174,534</b>	<b>10,406</b>	<b>6%</b>	
Crèche Indirect Costs						
Allocations	109,888	87,238	95,749	8,511	10%	
<b>Crèche Indirect Costs Total</b>	<b>109,888</b>	<b>87,238</b>	<b>95,749</b>	<b>8,511</b>	<b>10%</b>	
<b>Crèche Total</b>	<b>246,164</b>	<b>205,003</b>	<b>217,973</b>	<b>12,970</b>	<b>6%</b>	

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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Community Partnership Mgmt. Administration</b>						
Community Partnerships Management Administration	172,084	172,084	173,360	1,276	1%	
Employee Costs	0	0	0	0		
Other Employee Costs	10,913	9,342	35,721	26,379	282%	Expenses to be reallocated in June.
Other Expenses	182,997	181,426	209,082	27,656	15%	
<b>Community Partnerships Management Administration Total</b>						
Community Partnerships Mgmt Admin Indirect Costs						
Allocations	67,932	67,932	49,546	(18,386)	-27%	
Library Occupancy Costs Allocations	1,838	1,838	0	(1,838)	-100%	
Community Partnerships Mgmt Admin Recove	(252,767)	(251,106)	(251,081)	115	0%	
<b>Community Partnerships Mgmt Admin Indirect Costs Total</b>						
	(182,997)	(181,426)	(201,536)	(20,110)	11%	
<b>Community Partnership Mgmt. Administration Total</b>	0	0	7,546	7,546	100%	
<b>Community Connections Revenue</b>						
Community Connections Revenue	0	0	(50,000)	(50,000)	100%	State graffiti hotspot grant received in advance from WA Police.
<b>Community Connections Revenue Total</b>	0	0	(50,000)	(50,000)	100%	
<b>Community Connections Revenue Total</b>	0	0	(50,000)	(50,000)	100%	
<b>Customer Service Centre</b>						
Customer Services Centre Expenditure						
Employee Costs	598,885	480,364	426,864	(53,500)	-11%	Favourable variance due to vacant positions.
Other Employee Costs	6,000	5,888	2,963	(2,725)	-48%	
Other Expenses	27,000	21,450	22,280	830	4%	
<b>Customer Services Centre Expenditure Total</b>	601,885	507,502	452,107	(55,395)	-11%	
Customer Services Centre Indirect Costs						
Allocations	(601,885)	(501,041)	(452,107)	48,934	-10%	
<b>Customer Services Centre Indirect Costs Total</b>	(601,885)	(501,041)	(452,107)	48,934	-10%	
<b>Customer Service Centre Total</b>	0	6,461	0	(6,461)	-100%	

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<b>Library Services</b>						
Library Services Revenue						
Revenue	9,835	10,479	2,918	(7,561)	-72%	
<b>Library Services Revenue Total</b>	<b>9,835</b>	<b>10,479</b>	<b>2,918</b>	<b>(7,561)</b>	<b>-72%</b>	
Library Services Expenditure						
Employee Costs	995,564	819,742	891,807	72,065	9%	
Other Employee Costs	6,249	4,845	6,249	1,604	35%	
Other Expenses	83,513	66,892	75,157	8,265	12%	
<b>Library Services Expenditure Total</b>	<b>1,085,326</b>	<b>891,279</b>	<b>973,213</b>	<b>81,934</b>	<b>9%</b>	
Library Services Indirect Costs						
Allocations	477,057	371,128	392,489	21,361	6%	
Community Partnerships Mgmt Admin Alloca	31,442	31,247	31,357	110	0%	
Library Occupancy Costs Allocations	17,108	15,564	34,962	19,398	125%	
<b>Library Services Indirect Costs Total</b>	<b>525,607</b>	<b>417,939</b>	<b>458,808</b>	<b>40,869</b>	<b>10%</b>	
<b>Library Services Total</b>	<b>1,620,768</b>	<b>1,319,697</b>	<b>1,434,939</b>	<b>115,242</b>	<b>9%</b>	
<b>Library Building</b>						
Library Occupancy Costs						
Building Maintenance	95,000	92,359	111,007	18,648	20%	
Ground Maintenance	0	0	2,925	2,925	100%	
Other Expenses	151,564	138,515	141,260	2,745	2%	
<b>Library Occupancy Costs Total</b>	<b>246,564</b>	<b>230,874</b>	<b>255,192</b>	<b>24,318</b>	<b>11%</b>	
Library Indirect Costs						
Allocations	5,422	4,972	4,708	(264)	-5%	
Library Occupancy Costs Recovery	(50,397)	(45,358)	(114,144)	(68,786)	152%	
<b>Library Indirect Costs Total</b>	<b>(44,975)</b>	<b>(40,386)</b>	<b>(109,436)</b>	<b>(69,050)</b>	<b>171%</b>	
<b>Library Building Total</b>	<b>201,589</b>	<b>190,488</b>	<b>145,755</b>	<b>(44,733)</b>	<b>-23%</b>	

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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Loftus Community Centre Revenue</u></b>						
Loftus Community Centre Revenue						
Revenue	(4,000)	668	(191)	(859)	-120%	
<b>Loftus Community Centre Revenue Total</b>	<b>(4,000)</b>	<b>668</b>	<b>(191)</b>	<b>(859)</b>	<b>-129%</b>	
<b>Loftus Community Centre Revenue Total</b>	<b>(4,000)</b>	<b>668</b>	<b>(191)</b>	<b>(859)</b>	<b>-129%</b>	
<b><u>Loftus Community Centre Expenditure</u></b>						
Loftus Community Centre Expenditure						
Employee Costs	85,000	71,922	43,355	(28,567)	-40%	Loftus Centre was closed due to COVID-19.
Building Maintenance	16,272	13,560	2,000	(11,560)	-85%	
Other Expenses	3,970	2,498	21,212	18,716	750%	
<b>Loftus Community Centre Expenditure Total</b>	<b>105,242</b>	<b>87,978</b>	<b>66,567</b>	<b>(21,411)</b>	<b>-24%</b>	
<b>Loftus Community Centre Expenditure Total</b>	<b>105,242</b>	<b>87,978</b>	<b>66,567</b>	<b>(21,411)</b>	<b>-24%</b>	
<b><u>Loftus Community Centre Indirect Costs</u></b>						
Loftus Community Centre Indirect Costs						
Allocations	6,950	5,790	0	(5,790)	-100%	
<b>Loftus Community Centre Indirect Costs Total</b>	<b>6,950</b>	<b>5,790</b>	<b>0</b>	<b>(5,790)</b>	<b>-100%</b>	
<b>Loftus Community Centre Indirect Costs Total</b>	<b>6,950</b>	<b>5,790</b>	<b>0</b>	<b>(5,790)</b>	<b>-100%</b>	

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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Director Strategy and Development Services</b>						
Director Strategy and Development Services						
Employee Costs	322,950	291,665	289,334	(2,331)	-1%	
Other Employee Costs	3,834	3,274	3,405	131	4%	
Other Expenses	2,530	2,211	808	(1,403)	-63%	
<b>Director Strategy and Development Services Total</b>	<b>329,314</b>	<b>297,150</b>	<b>293,548</b>	<b>(3,602)</b>	<b>-1%</b>	
<b>Director Strategy and Development Services Total</b>	<b>329,314</b>	<b>297,150</b>	<b>293,548</b>	<b>(3,602)</b>	<b>-1%</b>	
<b>Director Strategy and Development Ser Indirect Co</b>						
Director Strategy and Development Ser Indirect Co						
Allocations	(329,314)	(265,019)	(293,548)	(28,529)	11%	
<b>Director Strategy and Development Ser Indirect Co Total</b>	<b>(329,314)</b>	<b>(265,019)</b>	<b>(293,548)</b>	<b>(28,529)</b>	<b>11%</b>	
<b>Director Strategy and Development Ser Indirect Co Total</b>	<b>(329,314)</b>	<b>(265,019)</b>	<b>(293,548)</b>	<b>(28,529)</b>	<b>11%</b>	
<b>Health Administration and Inspection</b>						
Health Administration and Inspection Revenue						
Revenue	(344,605)	(334,662)	(339,343)	(4,661)	1%	
<b>Health Administration and Inspection Revenue Total</b>	<b>(344,605)</b>	<b>(334,662)</b>	<b>(339,343)</b>	<b>(4,661)</b>	<b>1%</b>	
Health Administration and Inspection Expenditure						
Employee Costs	930,824	840,671	802,754	(37,917)	-5%	
Other Employee Costs	22,483	18,540	19,665	1,125	6%	
Other Expenses	58,550	24,515	10,234	(8,281)	-34%	
<b>Health Administration and Inspection Expenditure Total</b>	<b>1,011,857</b>	<b>883,726</b>	<b>838,653</b>	<b>(45,073)</b>	<b>-5%</b>	
Health Administration and Inspection Indirect Cost						
Allocations	545,290	436,221	470,264	34,043	8%	
<b>Health Administration and Inspection Indirect Cost Total</b>	<b>545,290</b>	<b>436,221</b>	<b>470,264</b>	<b>34,043</b>	<b>8%</b>	
<b>Health Administration and Inspection Total</b>	<b>1,212,542</b>	<b>985,285</b>	<b>969,575</b>	<b>(15,710)</b>	<b>-2%</b>	



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<b>Food Control</b>						
Food Control Revenue						
Revenue	(500)	(375)	0	375	-100%	
<b>Food Control Revenue Total</b>	<b>(500)</b>	<b>(375)</b>	<b>0</b>	<b>375</b>	<b>-100%</b>	
Food Control Expenditure						
Other Expenses	12,500	9,790	8,815	(975)	-10%	
<b>Food Control Expenditure Total</b>	<b>12,500</b>	<b>9,790</b>	<b>8,815</b>	<b>(975)</b>	<b>-10%</b>	
<b>Food Control Total</b>	<b>12,000</b>	<b>9,415</b>	<b>8,815</b>	<b>(600)</b>	<b>-6%</b>	
<b>Health Clinics</b>						
Health Clinics Revenue						
Revenue	(19,280)	(19,125)	(39,708)	(20,583)	108%	Additional lease income from Highgate Child Health Clinic and Loftus Child Health Clinic respectively.
<b>Health Clinics Revenue Total</b>	<b>(19,280)</b>	<b>(19,125)</b>	<b>(39,708)</b>	<b>(20,583)</b>	<b>108%</b>	
Health Clinics Expenditure						
Building Maintenance	17,650	16,787	13,821	(2,968)	-18%	
Ground Maintenance	0	0	2,745	2,745	100%	
Other Expenses	64,237	59,150	60,032	882	1%	
<b>Health Clinics Expenditure Total</b>	<b>81,887</b>	<b>75,937</b>	<b>76,598</b>	<b>661</b>	<b>1%</b>	
Health Clinics Indirect Costs						
Allocations	1,751	1,606	1,507	(99)	-6%	
<b>Health Clinics Indirect Costs Total</b>	<b>1,751</b>	<b>1,606</b>	<b>1,507</b>	<b>(99)</b>	<b>-6%</b>	
<b>Health Clinics Total</b>	<b>64,378</b>	<b>58,418</b>	<b>38,398</b>	<b>(20,020)</b>	<b>-34%</b>	

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<b>Statutory Planning Services</b>						
Statutory Planning Services Revenue						
Revenue	(676,261)	(639,535)	(642,486)	(2,951)	0%	
<b>Statutory Planning Services Revenue Total</b>	<b>(676,261)</b>	<b>(639,535)</b>	<b>(642,486)</b>	<b>(2,951)</b>	<b>0%</b>	
Statutory Planning Services Expenditure						
Employee Costs	1,082,499	977,864	1,032,722	55,058	6%	
Other Employee Costs	11,482	10,163	9,741	(422)	-4%	
Other Expenses	254,791	245,248	189,923	(75,325)	-31%	\$18,747 development application panel expenses not required as yet and a timing variance of \$41,745 for legal fees.
<b>Statutory Planning Services Expenditure Total</b>	<b>1,348,782</b>	<b>1,233,075</b>	<b>1,212,387</b>	<b>(20,688)</b>	<b>-2%</b>	
Statutory Planning Services Indirect Costs						
Allocations	589,086	470,919	497,030	26,111	6%	
<b>Statutory Planning Services Indirect Costs Total</b>	<b>589,086</b>	<b>470,919</b>	<b>497,030</b>	<b>26,111</b>	<b>6%</b>	
<b>Statutory Planning Services Total</b>	<b>1,261,607</b>	<b>1,064,459</b>	<b>1,066,931</b>	<b>2,472</b>	<b>0%</b>	
<b>Compliance Services</b>						
Compliance Services Revenue						
Revenue	(49,800)	(45,650)	(44,148)	1,502	-3%	
<b>Compliance Services Revenue Total</b>	<b>(49,800)</b>	<b>(45,650)</b>	<b>(44,148)</b>	<b>1,502</b>	<b>-3%</b>	
Compliance Services Expenditure						
Employee Costs	451,693	407,959	398,480	(9,479)	-2%	
Other Employee Costs	10,791	9,914	9,903	(11)	0%	
Other Expenses	56,900	44,602	36,468	(8,134)	-18%	
<b>Compliance Services Expenditure Total</b>	<b>519,384</b>	<b>462,475</b>	<b>444,851</b>	<b>(17,624)</b>	<b>-4%</b>	
Compliance Services Indirect Costs						
Allocations	268,748	214,813	231,716	16,903	8%	
<b>Compliance Services Indirect Costs Total</b>	<b>268,748</b>	<b>214,813</b>	<b>231,716</b>	<b>16,903</b>	<b>8%</b>	
<b>Compliance Services Total</b>	<b>738,332</b>	<b>631,638</b>	<b>632,419</b>	<b>781</b>	<b>0%</b>	

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<b>Policy and Place Services</b>						
Policy and Place Services Revenue						
Revenue	(1,800)	(1,650)	(1,392)	259	-18%	
<b>Policy and Place Services Revenue Total</b>	<b>(1,800)</b>	<b>(1,650)</b>	<b>(1,392)</b>	<b>259</b>	<b>-16%</b>	
Policy and Place Serv Expenditure						
Employee Costs	1,229,103	1,105,728	994,431	(111,297)	-10%	Favourable variance due to vacant position.
Other Employee Costs	24,854	24,149	20,275	(3,874)	-16%	
Other Expenses	702,077	271,809	248,563	(25,246)	-9%	
Operating Projects	131,000	98,089	28,141	(99,948)	-71%	Budget carried forward to 2020/21
<b>Policy and Place Serv Expenditure Total</b>	<b>2,087,034</b>	<b>1,499,775</b>	<b>1,289,410</b>	<b>(210,365)</b>	<b>-14%</b>	
Policy and Place Services Indirect Cost						
Allocations	666,612	523,604	571,050	47,446	9%	
<b>Policy and Place Services Indirect Cost Total</b>	<b>666,612</b>	<b>523,604</b>	<b>571,050</b>	<b>47,446</b>	<b>9%</b>	
<b>Policy and Place Services Total</b>	<b>2,751,846</b>	<b>2,024,729</b>	<b>1,859,068</b>	<b>(162,661)</b>	<b>-8%</b>	
<b>Building Control</b>						
Building Control Revenue						
Revenue	(355,850)	(328,849)	(354,780)	(27,931)	9%	
<b>Building Control Revenue Total</b>	<b>(355,850)</b>	<b>(328,849)</b>	<b>(354,780)</b>	<b>(27,931)</b>	<b>9%</b>	
Building Control Expenditure						
Employee Costs	319,438	288,507	311,318	22,811	8%	
Other Employee Costs	9,653	7,557	7,655	98	1%	
Other Expenses	12,350	6,577	7,655	1,278	19%	
<b>Building Control Expenditure Total</b>	<b>341,441</b>	<b>302,641</b>	<b>326,828</b>	<b>24,187</b>	<b>8%</b>	
Building Control Indirect Costs						
Allocations	200,267	160,304	172,309	12,005	7%	
<b>Building Control Indirect Costs Total</b>	<b>200,267</b>	<b>160,304</b>	<b>172,309</b>	<b>12,005</b>	<b>7%</b>	
<b>Building Control Total</b>	<b>185,858</b>	<b>136,096</b>	<b>144,357</b>	<b>8,261</b>	<b>6%</b>	

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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Director Infrastructure and Environment Expe</b>						
Director Infrastructure and Environment Expe						
Employee Costs	395,439	357,153	346,255	(10,898)	-3%	
Other Employee Costs	20,574	20,004	7,030	(12,974)	-65%	
Other Expenses	74,200	68,013	29,889	(38,124)	-56%	\$30,251 relating to consultant fees not required as yet.
<b>Director Infrastructure and Environment Expe Total</b>	<b>490,213</b>	<b>445,170</b>	<b>383,174</b>	<b>(61,996)</b>	<b>-14%</b>	
<b>Director Infrastructure and Environment Expe Total</b>	<b>490,213</b>	<b>445,170</b>	<b>383,174</b>	<b>(61,996)</b>	<b>-14%</b>	
<b>Director Infrastructure and Environment Indirect</b>						
Director Infrastructure and Environment Indirect						
Allocations	(490,213)	(399,738)	(383,174)	16,564	-4%	
<b>Director Infrastructure and Environment Indirect Total</b>	<b>(490,213)</b>	<b>(399,738)</b>	<b>(383,174)</b>	<b>16,564</b>	<b>-4%</b>	
<b>Director Infrastructure and Environment Indirect Total</b>	<b>(490,213)</b>	<b>(399,738)</b>	<b>(383,174)</b>	<b>16,564</b>	<b>-4%</b>	
<b>Ranger Services Administration</b>						
Ranger Services Administration Revenue						
Revenue	(3,000)	(2,750)	(3,123)	(373)	14%	
<b>Ranger Services Administration Revenue Total</b>	<b>(3,000)</b>	<b>(2,750)</b>	<b>(3,123)</b>	<b>(373)</b>	<b>14%</b>	
Ranger Services Administration Expenditure						
Employee Costs	2,199,883	1,996,942	2,124,012	127,070	6%	
Other Employee Costs	72,047	68,457	64,643	(3,814)	-6%	
Other Expenses	230,500	211,424	118,560	(94,864)	-45%	Underspent in consulting fees, CCTV maintenance and legal cost.
Lease Expenses	0	0	1,128	1,128	100%	
<b>Ranger Services Administration Expenditure Total</b>	<b>2,502,430</b>	<b>2,276,823</b>	<b>2,306,344</b>	<b>29,521</b>	<b>1%</b>	
Ranger Services Administration Indirect Costs						
Allocations	(2,499,430)	(1,949,845)	(2,303,221)	(353,376)	18%	
<b>Ranger Services Administration Indirect Costs Total</b>	<b>(2,499,430)</b>	<b>(1,949,845)</b>	<b>(2,303,221)</b>	<b>(353,376)</b>	<b>18%</b>	
<b>Ranger Services Administration Total</b>	<b>0</b>	<b>324,228</b>	<b>0</b>	<b>(324,228)</b>	<b>-100%</b>	

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<b>Fire Prevention</b>						
Fire Prevention Revenue						
Revenue	(500)	0	(2,682)	(2,682)	100%	
<b>Fire Prevention Revenue Total</b>	<b>(500)</b>	<b>0</b>	<b>(2,682)</b>	<b>(2,682)</b>	<b>100%</b>	
Fire Prevention Indirect Costs						
Allocations	35,618	28,781	31,985	3,204	11%	
<b>Fire Prevention Indirect Costs Total</b>	<b>35,618</b>	<b>28,781</b>	<b>31,985</b>	<b>3,204</b>	<b>11%</b>	
<b>Fire Prevention Total</b>	<b>35,118</b>	<b>28,781</b>	<b>29,303</b>	<b>522</b>	<b>2%</b>	
<b>Animal Control</b>						
Animal Control Revenue						
Revenue	(84,007)	(81,834)	(93,952)	(12,118)	15%	
<b>Animal Control Revenue Total</b>	<b>(84,007)</b>	<b>(81,834)</b>	<b>(93,952)</b>	<b>(12,118)</b>	<b>15%</b>	
Animal Control Expenditure						
Other Expenses	12,300	11,264	14,890	3,626	32%	
<b>Animal Control Expenditure Total</b>	<b>12,300</b>	<b>11,264</b>	<b>14,890</b>	<b>3,626</b>	<b>32%</b>	
Animal Control Indirect Costs						
Allocations	285,054	230,342	274,204	43,862	19%	
<b>Animal Control Indirect Costs Total</b>	<b>285,054</b>	<b>230,342</b>	<b>274,204</b>	<b>43,862</b>	<b>19%</b>	
<b>Animal Control Total</b>	<b>213,347</b>	<b>159,772</b>	<b>195,141</b>	<b>35,369</b>	<b>22%</b>	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
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AS AT 31 MAY 2020



	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Local Laws (Law and Order)</b>						
Local Laws (Law and Order) Revenue						
Revenue	(76,850)	(77,018)	(127,570)	(50,552)	66%	Higher income from Work Zones Licences and Permits.
<b>Local Laws (Law and Order) Revenue Total</b>	<b>(76,850)</b>	<b>(77,018)</b>	<b>(127,570)</b>	<b>(50,552)</b>	<b>66%</b>	
Local Laws (Law and Order) Expenditure						
Other Expenses	0	0	0	0		
<b>Local Laws (Law and Order) Expenditure Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
Local Laws (Law and Order) Indirect Costs						
Allocations	456,089	368,550	423,476	54,926	15%	
<b>Local Laws (Law and Order) Indirect Costs Total</b>	<b>456,089</b>	<b>368,550</b>	<b>423,476</b>	<b>54,926</b>	<b>15%</b>	
<b>Local Laws (Law and Order) Total</b>	<b>379,239</b>	<b>291,532</b>	<b>295,907</b>	<b>4,375</b>	<b>2%</b>	
<b>Abandoned Vehicles</b>						
Abandoned Vehicles Revenue						
Revenue	(6,500)	(4,072)	(5,345)	(1,273)	31%	
<b>Abandoned Vehicles Revenue Total</b>	<b>(6,500)</b>	<b>(4,072)</b>	<b>(5,345)</b>	<b>(1,273)</b>	<b>31%</b>	
Abandoned Vehicles Expenditure						
Other Expenses	9,000	8,250	3,655	(4,595)	-56%	
<b>Abandoned Vehicles Expenditure Total</b>	<b>9,000</b>	<b>8,250</b>	<b>3,655</b>	<b>(4,595)</b>	<b>-56%</b>	
Abandoned Vehicles Indirect Costs						
Allocations	399,077	322,481	365,509	43,028	13%	
<b>Abandoned Vehicles Indirect Costs Total</b>	<b>399,077</b>	<b>322,481</b>	<b>365,509</b>	<b>43,028</b>	<b>13%</b>	
<b>Abandoned Vehicles Total</b>	<b>401,577</b>	<b>326,659</b>	<b>363,819</b>	<b>37,160</b>	<b>11%</b>	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Inspectorial Control</b>						
Inspectorial Control Revenue						
Revenue	(1,677,900)	(1,665,608)	(1,701,409)	(35,801)	2%	
<b>Inspectorial Control Revenue Total</b>	<b>(1,677,900)</b>	<b>(1,665,608)</b>	<b>(1,701,409)</b>	<b>(35,801)</b>	<b>2%</b>	
Inspectorial Control Expenditure						
Other Expenses	1,064,287	1,010,169	928,196	(81,973)	-8%	
<b>Inspectorial Control Expenditure Total</b>	<b>1,064,287</b>	<b>1,010,169</b>	<b>928,196</b>	<b>(81,973)</b>	<b>-8%</b>	
Inspectorial Control Indirect Costs						
Allocations	2,536,997	2,050,063	2,272,470	222,407	11%	
<b>Inspectorial Control Indirect Costs Total</b>	<b>2,536,997</b>	<b>2,050,063</b>	<b>2,272,470</b>	<b>222,407</b>	<b>11%</b>	
<b>Inspectorial Control Total</b>	<b>1,923,384</b>	<b>1,394,624</b>	<b>1,499,257</b>	<b>104,633</b>	<b>8%</b>	
<b>Car Park Control</b>						
Car Park Control Revenue						
Revenue	(2,373,816)	(1,902,521)	(2,134,320)	(231,799)	12%	Revenue higher than anticipated potentially due to increased activity from the re-opening of the economy.
<b>Car Park Control Revenue Total</b>	<b>(2,373,816)</b>	<b>(1,902,521)</b>	<b>(2,134,320)</b>	<b>(231,799)</b>	<b>12%</b>	
Car Park Control Expenditure						
Ground Maintenance	158,650	149,189	135,059	(14,130)	-9%	
Other Expenses	748,680	703,650	705,694	2,044	0%	
<b>Car Park Control Expenditure Total</b>	<b>907,330</b>	<b>852,839</b>	<b>840,753</b>	<b>(12,086)</b>	<b>-1%</b>	
<b>Car Park Control Total</b>	<b>(1,466,486)</b>	<b>(1,049,682)</b>	<b>(1,293,566)</b>	<b>(243,884)</b>	<b>23%</b>	

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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Kerbside Parking Control</b>						
Kerbside Parking Control Revenue						
Revenue	(2,190,978)	(1,782,021)	(1,982,815)	(200,794)	11%	Revenue higher than anticipated potentially due to increased activity from the re-opening of the economy
<b>Kerbside Parking Control Revenue Total</b>	<b>(2,190,978)</b>	<b>(1,782,021)</b>	<b>(1,982,815)</b>	<b>(200,794)</b>	<b>11%</b>	
Kerbside Parking Control Expenditure						
Other Expenses	549,011	494,047	402,265	(91,782)	-19%	Operating lease costs capitalised in accordance to the new accounting standards.
<b>Kerbside Parking Control Expenditure Total</b>	<b>549,011</b>	<b>494,047</b>	<b>402,265</b>	<b>(91,782)</b>	<b>-19%</b>	
<b>Kerbside Parking Control Total</b>	<b>(1,641,967)</b>	<b>(1,287,974)</b>	<b>(1,580,550)</b>	<b>(292,576)</b>	<b>23%</b>	
<b>Dog Pound Expenditure</b>						
Dog Pound Expenditure						
Building Maintenance	1,300	1,188	4,420	3,232	272%	
<b>Dog Pound Expenditure Total</b>	<b>1,300</b>	<b>1,188</b>	<b>4,420</b>	<b>3,232</b>	<b>272%</b>	
<b>Dog Pound Expenditure Total</b>	<b>1,300</b>	<b>1,188</b>	<b>4,420</b>	<b>3,232</b>	<b>272%</b>	
<b>Community Connections</b>						
Community Connections Expenditure						
Employee Costs	52,089	47,047	54,068	7,021	15%	
Other Expenses	98,720	92,677	37,196	(55,481)	-60%	Timing variance in the delivery of works relating to Noongar Outreach and Safer Vincent initiatives.
<b>Community Connections Expenditure Total</b>	<b>150,809</b>	<b>139,724</b>	<b>91,264</b>	<b>(48,460)</b>	<b>-35%</b>	
Community Connections Indirect Costs						
Allocations	24,731	19,380	20,968	7,588	39%	
Community Partnerships Mgmt Admin Alloca	62,877	62,486	62,738	252	0%	
Library Occupancy Costs Allocations	889	811	1,761	970	120%	
<b>Community Connections Indirect Costs Total</b>	<b>88,497</b>	<b>82,677</b>	<b>91,467</b>	<b>8,910</b>	<b>11%</b>	
<b>Community Connections Total</b>	<b>239,306</b>	<b>222,401</b>	<b>182,751</b>	<b>(39,650)</b>	<b>-18%</b>	



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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Engineering Design Services</b>						
Engineering Design Services Revenue						
Revenue	(6,000)	(3,351)	(3,256)	95	-3%	
<b>Engineering Design Services Revenue Total</b>	<b>(6,000)</b>	<b>(3,351)</b>	<b>(3,256)</b>	<b>95</b>	<b>-3%</b>	
Engineering Design Services Expenditure						
Employee Costs	613,736	554,299	538,946	(15,353)	-3%	
Other Employee Costs	31,014	28,386	92,238	63,852	225%	Vacant position being covered through agency labour costs.
Other Expenses	222,750	200,081	113,802	(88,479)	-43%	Timing variance of \$87,230 for consultancies relating to asset management, and \$14,271 for traffic survey/road assessment.
Operating Projects	250,000	250,000	250,000	0	0%	
<b>Engineering Design Services Expenditure Total</b>	<b>1,117,500</b>	<b>1,032,766</b>	<b>994,786</b>	<b>(37,980)</b>	<b>-4%</b>	
Engineering Design Services Indirect Costs						
Allocations	333,054	296,628	277,267	10,639	4%	
<b>Engineering Design Services Indirect Costs Total</b>	<b>333,054</b>	<b>296,628</b>	<b>277,267</b>	<b>10,639</b>	<b>4%</b>	
<b>Engineering Design Services Total</b>	<b>1,444,554</b>	<b>1,296,043</b>	<b>1,268,797</b>	<b>(27,246)</b>	<b>-2%</b>	
<b>Bike Station Expenditure</b>						
Bike Station Expenditure						
Other Expenses	12,000	8,250	4,658	(3,592)	-44%	
<b>Bike Station Expenditure Total</b>	<b>12,000</b>	<b>8,250</b>	<b>4,658</b>	<b>(3,592)</b>	<b>-44%</b>	
<b>Bike Station Expenditure Total</b>	<b>12,000</b>	<b>8,250</b>	<b>4,658</b>	<b>(3,592)</b>	<b>-44%</b>	

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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Street Lighting</b>						
Street Lighting Revenue						
Revenue	(24,500)	(24,500)	(24,093)	407	-2%	
<b>Street Lighting Revenue Total</b>	<b>(24,500)</b>	<b>(24,500)</b>	<b>(24,093)</b>	<b>407</b>	<b>-2%</b>	
Street Lighting Expenditure						
Other Expenses	765,000	695,413	589,169	(106,244)	-15%	Timing variance on electricity costs.
<b>Street Lighting Expenditure Total</b>	<b>765,000</b>	<b>695,413</b>	<b>589,169</b>	<b>(106,244)</b>	<b>-15%</b>	
<b>Street Lighting Total</b>	<b>740,500</b>	<b>670,913</b>	<b>565,075</b>	<b>(105,838)</b>	<b>-16%</b>	
<b>Bus Shelter</b>						
Bus Shelter Revenue						
Revenue	(109,000)	(59,000)	(65,295)	(6,295)	11%	
<b>Bus Shelter Revenue Total</b>	<b>(109,000)</b>	<b>(59,000)</b>	<b>(65,295)</b>	<b>(6,295)</b>	<b>11%</b>	
Bus Shelter Expenditure						
Other Expenses	97,006	88,922	88,450	(472)	-1%	
<b>Bus Shelter Expenditure Total</b>	<b>97,006</b>	<b>88,922</b>	<b>88,450</b>	<b>(472)</b>	<b>-1%</b>	
<b>Bus Shelter Total</b>	<b>(11,994)</b>	<b>29,922</b>	<b>23,155</b>	<b>(6,767)</b>	<b>-23%</b>	

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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Parking and Street Name Signs Expenditure</u></b>						
Parking and Street Name Signs Expenditure						
Other Expenses	86,000	78,837	84,640	5,803	7%	
<b>Parking and Street Name Signs Expenditure Total</b>	<b>86,000</b>	<b>78,837</b>	<b>84,640</b>	<b>5,803</b>	<b>7%</b>	
<b>Parking and Street Name Signs Expenditure Total</b>	<b>86,000</b>	<b>78,837</b>	<b>84,640</b>	<b>5,803</b>	<b>7%</b>	
<b><u>Crossovers</u></b>						
Crossovers Revenue						
Revenue	0	0	(250)	(250)	100%	
<b>Crossovers Revenue Total</b>	<b>0</b>	<b>0</b>	<b>(250)</b>	<b>(250)</b>	<b>100%</b>	
Crossovers Expenditure						
Other Expenses	15,000	13,750	15,797	2,047	15%	
<b>Crossovers Expenditure Total</b>	<b>15,000</b>	<b>13,750</b>	<b>15,797</b>	<b>2,047</b>	<b>15%</b>	
<b>Crossovers Total</b>	<b>15,000</b>	<b>13,750</b>	<b>15,547</b>	<b>1,797</b>	<b>13%</b>	

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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Roads Linemarking Expenditure</u></b>						
Roads Linemarking Expenditure						
Other Expenses	65,000	59,587	59,992	405	1%	
<b>Roads Linemarking Expenditure Total</b>	<b>65,000</b>	<b>59,587</b>	<b>59,992</b>	<b>405</b>	<b>1%</b>	
<b>Roads Linemarking Expenditure Total</b>	<b>65,000</b>	<b>59,587</b>	<b>59,992</b>	<b>405</b>	<b>1%</b>	
<b><u>Tree Lighting Leederville Expenditure</u></b>						
Tree Lighting Leederville Expenditure						
Other Expenses	70,000	70,000	66,869	(3,131)	-4%	
<b>Tree Lighting Leederville Expenditure Total</b>	<b>70,000</b>	<b>70,000</b>	<b>66,869</b>	<b>(3,131)</b>	<b>-4%</b>	
<b>Tree Lighting Leederville Expenditure Total</b>	<b>70,000</b>	<b>70,000</b>	<b>66,869</b>	<b>(3,131)</b>	<b>-4%</b>	
<b><u>Parklets Expenditure</u></b>						
Parklets Expenditure						
Other Expenses	3,500	3,500	6,757	3,257	93%	
<b>Parklets Expenditure Total</b>	<b>3,500</b>	<b>3,500</b>	<b>6,757</b>	<b>3,257</b>	<b>93%</b>	
<b>Parklets Expenditure Total</b>	<b>3,500</b>	<b>3,500</b>	<b>6,757</b>	<b>3,257</b>	<b>93%</b>	

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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Environmental Services</b>						
Environmental Services Revenue						
Revenue	(8,000)	(7,337)	(5,901)	1,436	-20%	
<b>Environmental Services Revenue Total</b>	<b>(8,000)</b>	<b>(7,337)</b>	<b>(5,901)</b>	<b>1,436</b>	<b>-20%</b>	
Environmental Services Expenditure						
Employee Costs	90,225	81,490	89,449	7,953	10%	
Other Expenses	216,800	177,965	130,958	(47,007)	-28%	Timing variance in the delivery of works relating to Adopt a Verge Initiative project.
<b>Environmental Services Expenditure Total</b>	<b>307,025</b>	<b>259,451</b>	<b>220,408</b>	<b>(39,053)</b>	<b>-15%</b>	
Environmental Services Indirect Costs						
Allocations	47,387	37,653	39,874	2,221	6%	
<b>Environmental Services Indirect Costs Total</b>	<b>47,387</b>	<b>37,653</b>	<b>39,874</b>	<b>2,221</b>	<b>6%</b>	
<b>Environmental Services Total</b>	<b>346,412</b>	<b>289,777</b>	<b>254,381</b>	<b>(35,396)</b>	<b>-12%</b>	
<b>Property Management Administration</b>						
Property Management Administration Revenue						
Revenue	(11,500)	(11,337)	(11,727)	(390)	3%	
<b>Property Management Administration Revenue Total</b>	<b>(11,500)</b>	<b>(11,337)</b>	<b>(11,727)</b>	<b>(390)</b>	<b>3%</b>	
Property Management Administration Expenditure						
Employee Costs	307,687	277,889	284,584	6,695	2%	
Other Employee Costs	4,770	4,378	4,378	0	0%	
Other Expenses	2,650	2,420	2,795	375	16%	
<b>Property Management Administration Expenditure Total</b>	<b>315,107</b>	<b>284,687</b>	<b>291,757</b>	<b>7,070</b>	<b>2%</b>	
Property Management Administration Indirect Costs						
Allocations	217,288	175,634	147,228	(28,406)	-16%	
<b>Property Management Administration Indirect Costs Total</b>	<b>217,288</b>	<b>175,634</b>	<b>147,228</b>	<b>(28,406)</b>	<b>-16%</b>	
<b>Property Management Administration Total</b>	<b>520,895</b>	<b>448,984</b>	<b>427,258</b>	<b>(21,726)</b>	<b>-5%</b>	

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	Revised Budget 2019/20	YTD Budget 31/05/2020	YTD Actual 31/05/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<b>Civic Centre Building</b>						
Civic Centre Building Expenditure						
Building Maintenance	341,400	318,610	333,434	16,824	5%	
Ground Maintenance	61,100	56,414	33,150	(23,264)	-41%	Timing variance of works.
Other Expenses	895,290	821,356	828,194	6,838	1%	
<b>Civic Centre Building Expenditure Total</b>	<b>1,297,790</b>	<b>1,194,380</b>	<b>1,194,777</b>	<b>397</b>	<b>0%</b>	
Civic Centre Building Indirect Costs						
Allocations	(1,297,790)	(1,105,415)	(1,194,777)	(89,362)	8%	
<b>Civic Centre Building Indirect Costs Total</b>	<b>(1,297,790)</b>	<b>(1,105,415)</b>	<b>(1,194,777)</b>	<b>(89,362)</b>	<b>8%</b>	
<b>Civic Centre Building Total</b>	<b>0</b>	<b>88,965</b>	<b>0</b>	<b>(88,965)</b>	<b>-100%</b>	
<b>Child Care Centres and Play Groups</b>						
Child Care Centres and Play Groups Revenue						
Revenue	(14,490)	(12,114)	(10,041)	2,073	-17%	
<b>Child Care Centres and Play Groups Revenue Total</b>	<b>(14,490)</b>	<b>(12,114)</b>	<b>(10,041)</b>	<b>2,073</b>	<b>-17%</b>	
Child Care Centres and Play Groups Expenditure						
Building Maintenance	5,400	5,400	7,874	2,574	48%	
Ground Maintenance	500	462	619	157	34%	
Other Expenses	47,679	43,701	44,116	415	1%	
<b>Child Care Centres and Play Groups Expenditure Total</b>	<b>53,579</b>	<b>49,563</b>	<b>52,709</b>	<b>3,146</b>	<b>6%</b>	
Child Care Centres and Play Groups Indirect Costs						
Allocations	2,171	1,991	1,859	(132)	-7%	
<b>Child Care Centres and Play Groups Indirect Costs Total</b>	<b>2,171</b>	<b>1,991</b>	<b>1,859</b>	<b>(132)</b>	<b>-7%</b>	
<b>Child Care Centres and Play Groups Total</b>	<b>41,260</b>	<b>39,440</b>	<b>44,527</b>	<b>5,087</b>	<b>13%</b>	

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<b>Pre Schools and Kindergartens</b>						
Pre Schools and Kindergartens Revenue						
Revenue	(50,353)	(44,684)	(54,682)	(9,998)	22%	
<b>Pre Schools and Kindergartens Revenue Total</b>	<b>(50,353)</b>	<b>(44,684)</b>	<b>(54,682)</b>	<b>(9,998)</b>	<b>22%</b>	
Pre Schools and Kindergartens Expenditure						
Building Maintenance	2,775	2,775	2,500	(275)	-10%	
Ground Maintenance	4,000	4,000	889	(3,111)	-78%	
Other Expenses	48,277	44,253	50,148	5,895	13%	
<b>Pre Schools and Kindergartens Expenditure Total</b>	<b>55,052</b>	<b>51,028</b>	<b>53,537</b>	<b>2,509</b>	<b>5%</b>	
Pre Schools and Kindergartens Indirect Costs						
Allocations	1,591	1,463	1,331	(132)	-9%	
<b>Pre Schools and Kindergartens Indirect Costs Total</b>	<b>1,591</b>	<b>1,463</b>	<b>1,331</b>	<b>(132)</b>	<b>-9%</b>	
<b>Pre Schools and Kindergartens Total</b>	<b>6,290</b>	<b>7,807</b>	<b>186</b>	<b>(7,621)</b>	<b>-98%</b>	
<b>Community and Welfare Centres</b>						
Community and Welfare Centres Revenue						
Revenue	(53,499)	(44,424)	(35,983)	8,441	-19%	
<b>Community and Welfare Centres Revenue Total</b>	<b>(53,499)</b>	<b>(44,424)</b>	<b>(35,983)</b>	<b>8,441</b>	<b>-19%</b>	
Community and Welfare Centres Expenditure						
Building Maintenance	26,450	26,450	26,193	(257)	-1%	
Ground Maintenance	3,150	2,893	3,115	222	8%	
Other Expenses	223,797	209,399	199,076	(10,295)	-5%	
<b>Community and Welfare Centres Expenditure Total</b>	<b>253,397</b>	<b>238,712</b>	<b>228,383</b>	<b>(10,329)</b>	<b>-4%</b>	
Community and Welfare Centres Indirect Costs						
Allocations	7,145	6,545	5,863	(682)	-10%	
<b>Community and Welfare Centres Indirect Costs Total</b>	<b>7,145</b>	<b>6,545</b>	<b>5,863</b>	<b>(682)</b>	<b>-10%</b>	
<b>Community and Welfare Centres Total</b>	<b>207,043</b>	<b>200,833</b>	<b>198,263</b>	<b>(2,570)</b>	<b>-1%</b>	

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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Department of Sports and Recreation Building</b>						
Dept of Sports and Recreation Building Revenue						
Revenue	(783,481)	(720,003)	(723,748)	(3,745)	1%	
<b>Dept of Sports and Recreation Building Revenue Total</b>	<b>(783,481)</b>	<b>(720,003)</b>	<b>(723,748)</b>	<b>(3,745)</b>	<b>1%</b>	
Dept of Sports and Recreation Building Expenditure						
Building Maintenance	82,000	78,545	98,549	20,004	25%	Additional maintenance work required.
Ground Maintenance	9,800	8,998	5,043	(3,955)	-44%	
Other Expenses	477,895	416,493	423,477	8,984	2%	
<b>Dept of Sports and Recreation Building Expenditure Total</b>	<b>569,695</b>	<b>504,036</b>	<b>527,069</b>	<b>23,033</b>	<b>5%</b>	
Dept of Sports and Recreation Building Indirect Costs						
Allocations	12,469	11,429	9,757	(1,672)	-15%	
<b>Dept of Sports and Recreation Building Indirect Costs Total</b>	<b>12,469</b>	<b>11,429</b>	<b>9,757</b>	<b>(1,672)</b>	<b>-15%</b>	
<b>Department of Sports and Recreation Building Total</b>	<b>(201,317)</b>	<b>(204,538)</b>	<b>(186,923)</b>	<b>17,615</b>	<b>-9%</b>	
<b>nib Stadium</b>						
nib Stadium Revenue						
Revenue	(27,765)	(27,765)	(27,847)	(82)	0%	
<b>nib Stadium Revenue Total</b>	<b>(27,765)</b>	<b>(27,765)</b>	<b>(27,847)</b>	<b>(82)</b>	<b>0%</b>	
nib Stadium Expenditure						
Other Expenses	17,795	16,312	16,300	(12)	0%	
<b>nib Stadium Expenditure Total</b>	<b>17,795</b>	<b>16,312</b>	<b>16,300</b>	<b>(12)</b>	<b>0%</b>	
<b>nib Stadium Total</b>	<b>(9,970)</b>	<b>(11,453)</b>	<b>(11,547)</b>	<b>(94)</b>	<b>1%</b>	



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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Leederville Oval</b>						
Leederville Oval Revenue						
Revenue	(206,355)	(180,675)	(125,180)	55,495	-31%	Timing variance due to ongoing discussions with the tenants. Should be finalised in June.
<b>Leederville Oval Revenue Total</b>	<b>(206,355)</b>	<b>(180,675)</b>	<b>(125,180)</b>	<b>55,495</b>	<b>-31%</b>	
Leederville Oval Expenditure						
Building Maintenance	21,800	21,935	27,505	5,570	25%	
Ground Maintenance	100,000	91,863	60,541	(31,122)	-34%	
Other Expenses	458,038	414,836	415,303	867	0%	
<b>Leederville Oval Expenditure Total</b>	<b>579,838</b>	<b>528,234</b>	<b>503,349</b>	<b>(24,885)</b>	<b>-5%</b>	
Leederville Oval Indirect Costs						
Allocations	11,872	10,879	10,186	(693)	-6%	
<b>Leederville Oval Indirect Costs Total</b>	<b>11,872</b>	<b>10,879</b>	<b>10,186</b>	<b>(693)</b>	<b>-6%</b>	
<b>Leederville Oval Total</b>	<b>385,155</b>	<b>358,438</b>	<b>388,355</b>	<b>29,917</b>	<b>8%</b>	
<b>Loftus Centre</b>						
Loftus Centre Revenue						
Revenue	(559,914)	(489,285)	(476,993)	12,292	-3%	
<b>Loftus Centre Revenue Total</b>	<b>(559,914)</b>	<b>(489,285)</b>	<b>(476,993)</b>	<b>12,292</b>	<b>-3%</b>	
Loftus Centre Expenditure						
Building Maintenance	127,000	110,053	168,775	58,722	53%	Overspent due to additional works required.
Ground Maintenance	35,850	32,857	23,516	(9,341)	-28%	
Other Expenses	816,691	731,904	721,269	(10,635)	-1%	
Operating Projects	130,000	130,000	133,774	3,774	3%	
<b>Loftus Centre Expenditure Total</b>	<b>1,109,541</b>	<b>1,004,814</b>	<b>1,047,334</b>	<b>42,520</b>	<b>4%</b>	
Loftus Centre Indirect Costs						
Allocations	21,685	19,888	18,612	(1,276)	-6%	
<b>Loftus Centre Indirect Costs Total</b>	<b>21,685</b>	<b>19,888</b>	<b>18,612</b>	<b>(1,276)</b>	<b>-6%</b>	
<b>Loftus Centre Total</b>	<b>571,312</b>	<b>535,417</b>	<b>588,954</b>	<b>53,537</b>	<b>10%</b>	

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<b>Public Halls</b>						
Public Halls Revenue						
Revenue	(103,587)	(35,975)	(122,487)	(86,512)	240%	Revenue higher than anticipated due to early re-opening of halls.
<b>Public Halls Revenue Total</b>	<b>(103,587)</b>	<b>(35,975)</b>	<b>(122,487)</b>	<b>(86,512)</b>	<b>240%</b>	
Public Halls Expenditure						
Building Maintenance	113,050	101,545	105,210	3,665	4%	
Ground Maintenance	2,000	2,000	0	(2,000)	-100%	
Other Expenses	285,124	243,107	257,178	14,071	8%	
<b>Public Halls Expenditure Total</b>	<b>380,174</b>	<b>346,652</b>	<b>362,388</b>	<b>15,736</b>	<b>5%</b>	
Public Halls Indirect Costs						
Allocations	5,742	5,269	4,906	(363)	-7%	
<b>Public Halls Indirect Costs Total</b>	<b>5,742</b>	<b>5,269</b>	<b>4,906</b>	<b>(363)</b>	<b>-7%</b>	
<b>Public Halls Total</b>	<b>282,329</b>	<b>315,946</b>	<b>244,806</b>	<b>(71,140)</b>	<b>-23%</b>	
<b>Reserves Pavilions and Facilities</b>						
Reserves Pavilions and Facilities Revenue						
Revenue	(83,798)	(33,352)	(65,158)	(31,806)	95%	Timing variance relating to hire fees.
<b>Reserves Pavilions and Facilities Revenue Total</b>	<b>(83,798)</b>	<b>(33,352)</b>	<b>(65,158)</b>	<b>(31,806)</b>	<b>95%</b>	
Reserves Pavilions and Facilities Expenditure						
Building Maintenance	251,555	230,792	250,199	19,407	8%	
Ground Maintenance	4,000	4,125	262	(3,863)	-94%	
Other Expenses	305,282	279,843	301,234	21,591	8%	
Operating Projects	60,000	60,000	51,079	(8,921)	-15%	
<b>Reserves Pavilions and Facilities Expenditure Total</b>	<b>620,837</b>	<b>574,560</b>	<b>602,773</b>	<b>28,213</b>	<b>5%</b>	
Reserves Pavilions and Facilities Indirect Costs						
Allocations	7,392	6,787	5,445	(1,342)	-20%	
<b>Reserves Pavilions and Facilities Indirect Costs Total</b>	<b>7,392</b>	<b>6,787</b>	<b>5,445</b>	<b>(1,342)</b>	<b>-20%</b>	
<b>Reserves Pavilions and Facilities Total</b>	<b>564,431</b>	<b>547,995</b>	<b>543,060</b>	<b>(4,935)</b>	<b>-1%</b>	

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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Sporting Clubs Buildings</b>						
Sporting Clubs Buildings Revenue						
Revenue	(103,830)	(86,218)	(114,462)	(28,244)	33%	\$13,975 additional revenue from lease income and timing variance of usage recoup costs.
<b>Sporting Clubs Buildings Revenue Total</b>	<b>(103,830)</b>	<b>(86,218)</b>	<b>(114,462)</b>	<b>(28,244)</b>	<b>33%</b>	
Sporting Clubs Buildings Expenditure						
Building Maintenance	80,700	72,232	92,429	20,197	28%	Additional maintenance work required
Ground Maintenance	2,000	2,000	0	(2,000)	-100%	
Other Expenses	728,929	668,181	684,994	16,813	3%	
Operating Projects	(932)	(932)	(932)	0	0%	
<b>Sporting Clubs Buildings Expenditure Total</b>	<b>810,697</b>	<b>741,481</b>	<b>776,491</b>	<b>35,010</b>	<b>5%</b>	
Sporting Clubs Buildings Indirect Costs						
Allocations	27,935	25,597	23,859	(1,738)	-7%	
<b>Sporting Clubs Buildings Indirect Costs Total</b>	<b>27,935</b>	<b>25,597</b>	<b>23,859</b>	<b>(1,738)</b>	<b>-7%</b>	
<b>Sporting Clubs Buildings Total</b>	<b>735,002</b>	<b>680,860</b>	<b>685,888</b>	<b>5,028</b>	<b>1%</b>	
<b>Parks and Reserves Administration</b>						
Parks and Reserves Administration Revenue						
Revenue	(3,450)	(3,187)	(3,312)	(125)	4%	
<b>Parks and Reserves Administration Revenue Total</b>	<b>(3,450)</b>	<b>(3,187)</b>	<b>(3,312)</b>	<b>(125)</b>	<b>4%</b>	
Parks and Reserves Administration Expenditure						
Employee Costs	980,783	886,833	972,930	86,297	10%	
Other Employee Costs	53,623	49,159	56,883	7,724	16%	
Other Expenses	132,240	121,017	94,739	(26,278)	-22%	Due to timing variance of Lake Monger Stormwater Treatment project.
<b>Parks and Reserves Administration Expenditure Total</b>	<b>1,166,646</b>	<b>1,056,809</b>	<b>1,124,552</b>	<b>67,743</b>	<b>6%</b>	
Parks and Reserves Administration Indirect Costs						
Allocations	1,428,298	1,135,141	1,271,997	136,856	12%	
On Costs Recovery	(1,420,584)	(1,302,180)	(1,194,473)	107,707	-8%	
<b>Parks and Reserves Administration Indirect Costs Total</b>	<b>7,734</b>	<b>(167,039)</b>	<b>77,524</b>	<b>244,563</b>	<b>-146%</b>	
<b>Parks and Reserves Administration Total</b>	<b>1,170,930</b>	<b>886,583</b>	<b>1,198,764</b>	<b>312,181</b>	<b>35%</b>	

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<b><u>Parks and Reserves</u></b>						
Parks and Reserves Revenue						
Revenue	(50,950)	(43,371)	(48,623)	(5,252)	12%	
<b>Parks and Reserves Revenue Total</b>	<b>(50,950)</b>	<b>(43,371)</b>	<b>(48,623)</b>	<b>(5,252)</b>	<b>12%</b>	
Parks and Reserves Expenditure						
Ground Maintenance	2,188,950	1,993,508	2,082,749	89,181	4%	
Other Expenses	605,188	554,690	564,363	9,673	2%	
<b>Parks and Reserves Expenditure Total</b>	<b>2,794,136</b>	<b>2,548,258</b>	<b>2,647,111</b>	<b>98,853</b>	<b>4%</b>	
Parks and Reserves Indirect Costs						
Allocations	324	297	275	(22)	-7%	
<b>Parks and Reserves Indirect Costs Total</b>	<b>324</b>	<b>297</b>	<b>275</b>	<b>(22)</b>	<b>-7%</b>	
<b>Parks and Reserves Total</b>	<b>2,743,510</b>	<b>2,505,184</b>	<b>2,598,764</b>	<b>93,580</b>	<b>4%</b>	
<b><u>Sporting Grounds</u></b>						
Sporting Grounds Revenue						
Revenue	(57,000)	(41,920)	(31,970)	9,950	-24%	
<b>Sporting Grounds Revenue Total</b>	<b>(57,000)</b>	<b>(41,920)</b>	<b>(31,970)</b>	<b>9,950</b>	<b>-24%</b>	
Sporting Grounds Expenditure						
Ground Maintenance	1,144,700	1,040,650	1,247,142	206,492	20%	Budget reduced in May 2020 in anticipation of COVID-19, however due to early re-opening of facilities, maintenance works did not decrease.
Other Expenses	566,537	519,319	524,328	5,009	1%	
<b>Sporting Grounds Expenditure Total</b>	<b>1,711,237</b>	<b>1,559,969</b>	<b>1,771,470</b>	<b>211,501</b>	<b>14%</b>	
<b>Sporting Grounds Total</b>	<b>1,654,237</b>	<b>1,518,049</b>	<b>1,739,501</b>	<b>221,452</b>	<b>15%</b>	

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	Revised Budget 2019/20	YTD Budget 31/05/2020	YTD Actual 31/05/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<b>Road Reserves Expenditure</b>						
Road Reserves Expenditure						
Ground Maintenance	381,000	324,127	338,876	14,749	5%	
Other Expenses	15,200	14,025	13,611	(414)	-3%	
<b>Road Reserves Expenditure Total</b>	<b>377,190</b>	<b>338,152</b>	<b>352,487</b>	<b>14,335</b>	<b>4%</b>	
<b>Road Reserves Expenditure Total</b>	<b>377,190</b>	<b>338,152</b>	<b>352,487</b>	<b>14,335</b>	<b>4%</b>	
<b>Parks Other</b>						
Parks Other Revenue						
Revenue	(2,000)	(2,000)	(471)	1,529	-76%	
<b>Parks Other Revenue Total</b>	<b>(2,000)</b>	<b>(2,000)</b>	<b>(471)</b>	<b>1,529</b>	<b>-76%</b>	
Parks Other Expenditure						
Other Expenses	1,081,000	1,523,154	1,587,252	64,098	4%	
Money/Monger Street Trees Surgery	20,000	20,000	20,408	408	2%	
<b>Parks Other Expenditure Total</b>	<b>1,701,000</b>	<b>1,543,154</b>	<b>1,607,660</b>	<b>64,506</b>	<b>4%</b>	
<b>Parks Other Total</b>	<b>1,699,000</b>	<b>1,541,154</b>	<b>1,607,189</b>	<b>66,035</b>	<b>4%</b>	

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	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Processable Waste Collection</b>						
Processable Waste Collection Revenue						
Revenue	(357,999)	(356,642)	(338,677)	17,965	-5%	
<b>Processable Waste Collection Revenue Total</b>	<b>(357,999)</b>	<b>(356,642)</b>	<b>(338,677)</b>	<b>17,965</b>	<b>-5%</b>	
Processable Waste Collection Expenditure						
Employee Costs	1,043,702	945,244	889,480	(55,764)	-6%	
Other Employee Costs	43,198	37,926	33,737	(4,189)	-11%	
Other Expenses	3,824,192	3,281,627	3,301,118	19,491	1%	
Operating Projects	0	0	6,189	6,189	100%	
<b>Processable Waste Collection Expenditure Total</b>	<b>4,911,090</b>	<b>4,264,797</b>	<b>4,230,523</b>	<b>(34,274)</b>	<b>-1%</b>	
Processable Waste Collection Indirect Costs						
Allocations	1,047,392	831,971	893,171	61,200	7%	
On Costs Recovery	(880,857)	(807,268)	(600,415)	146,853	-18%	
<b>Processable Waste Collection Indirect Costs Total</b>	<b>166,735</b>	<b>24,703</b>	<b>232,756</b>	<b>208,053</b>	<b>842%</b>	
<b>Processable Waste Collection Total</b>	<b>4,719,826</b>	<b>3,932,858</b>	<b>4,124,603</b>	<b>191,745</b>	<b>5%</b>	
<b>Other Waste Services</b>						
Other Waste Services Revenue						
Revenue	(8,250)	(7,557)	(10,025)	(2,468)	33%	
<b>Other Waste Services Revenue Total</b>	<b>(8,250)</b>	<b>(7,557)</b>	<b>(10,025)</b>	<b>(2,468)</b>	<b>33%</b>	
Other Waste Services Expenditure						
Other Expenses	302,417	219,562	195,876	(23,687)	-11%	Timing variance of works.
<b>Other Waste Services Expenditure Total</b>	<b>302,417</b>	<b>219,562</b>	<b>195,876</b>	<b>(23,687)</b>	<b>-11%</b>	
<b>Other Waste Services Total</b>	<b>294,167</b>	<b>212,005</b>	<b>185,851</b>	<b>(26,154)</b>	<b>-12%</b>	
<b>Recycling Expenditure</b>						
Recycling Expenditure	771,417	708,385	424,443	(283,942)	-40%	Timing variance of recycling collection services.
<b>Recycling Expenditure Total</b>	<b>771,417</b>	<b>708,385</b>	<b>424,443</b>	<b>(283,942)</b>	<b>-40%</b>	

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<b>Public Works Overhead</b>						
Public Works Overhead Revenue						
Revenue	(51,808)	(46,921)	(55,948)	(9,027)	19%	
<b>Public Works Overhead Revenue Total</b>	<b>(51,608)</b>	<b>(46,921)</b>	<b>(55,948)</b>	<b>(9,027)</b>	<b>19%</b>	
Public Works Overhead Expenditure						
Employee Costs	431,957	390,403	389,493	(970)	0%	
Other Employee Costs	42,059	28,767	34,574	5,807	20%	
Other Expenses	98,000	62,337	53,553	(8,784)	-14%	
<b>Public Works Overhead Expenditure Total</b>	<b>542,016</b>	<b>481,567</b>	<b>477,620</b>	<b>(3,947)</b>	<b>-1%</b>	
Public Works Overhead Indirect Costs						
Allocations	647,790	515,124	549,627	34,503	7%	
On Costs Recovery	(289,370)	(262,300)	(420,445)	(138,085)	49%	
<b>Public Works Overhead Indirect Costs Total</b>	<b>358,420</b>	<b>232,764</b>	<b>129,183</b>	<b>(103,581)</b>	<b>-45%</b>	
<b>Public Works Overhead Total</b>	<b>848,828</b>	<b>667,410</b>	<b>550,855</b>	<b>(116,555)</b>	<b>-17%</b>	
<b>Plant Operating</b>						
Plant Operating Expenditure						
Other Expenses	1,497,321	1,372,370	1,400,742	28,372	2%	
<b>Plant Operating Expenditure Total</b>	<b>1,497,321</b>	<b>1,372,370</b>	<b>1,400,742</b>	<b>28,372</b>	<b>2%</b>	
Plant Operating Indirect Costs						
Allocations	(1,253,542)	(1,125,620)	(1,244,809)	(119,189)	11%	
<b>Plant Operating Indirect Costs Total</b>	<b>(1,253,542)</b>	<b>(1,125,620)</b>	<b>(1,244,809)</b>	<b>(119,189)</b>	<b>11%</b>	
<b>Plant Operating Total</b>	<b>243,779</b>	<b>246,750</b>	<b>155,933</b>	<b>(90,817)</b>	<b>-37%</b>	

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<b>Recoverable Works</b>						
Recoverable Works Revenue						
Revenue	(50,000)	0	(44,545)	(44,545)	100%	Timing variance of works.
<b>Recoverable Works Revenue Total</b>	<b>(50,000)</b>	<b>0</b>	<b>(44,545)</b>	<b>(44,545)</b>	<b>100%</b>	
Recoverable Works Expenditure						
Other Expenses	50,000	25,000	36,911	11,911	48%	
<b>Recoverable Works Expenditure Total</b>	<b>50,000</b>	<b>25,000</b>	<b>36,911</b>	<b>11,911</b>	<b>48%</b>	
<b>Recoverable Works Total</b>	<b>0</b>	<b>25,000</b>	<b>(7,634)</b>	<b>(32,634)</b>	<b>-131%</b>	
<b>Drainage Expenditure</b>						
Drainage Expenditure						
Other Expenses	369,047	343,755	338,959	(4,796)	-1%	
<b>Drainage Expenditure Total</b>	<b>369,047</b>	<b>343,755</b>	<b>338,959</b>	<b>(4,796)</b>	<b>-1%</b>	
<b>Drainage Expenditure Total</b>	<b>369,047</b>	<b>343,755</b>	<b>338,959</b>	<b>(4,796)</b>	<b>-1%</b>	
<b>Footpaths/Cycleways Expenditure</b>						
Footpaths/Cycleways Expenditure						
Other Expenses	1,046,472	960,514	998,284	37,770	4%	
<b>Footpaths/Cycleways Expenditure Total</b>	<b>1,046,472</b>	<b>960,514</b>	<b>998,284</b>	<b>37,770</b>	<b>4%</b>	
<b>Footpaths/Cycleways Expenditure Total</b>	<b>1,046,472</b>	<b>960,514</b>	<b>998,284</b>	<b>37,770</b>	<b>4%</b>	



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BY SERVICE AREAS  
AS AT 31 MAY 2020



	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Rights of Way Expenditure</u>						
Rights of Way Expenditure						
Other Expenses	283,017	259,449	224,917	(34,532)	-13%	
<b>Rights of Way Expenditure Total</b>	<b>283,017</b>	<b>259,449</b>	<b>224,917</b>	<b>(34,532)</b>	<b>-13%</b>	
<b>Rights of Way Expenditure Total</b>	<b>283,017</b>	<b>259,449</b>	<b>224,917</b>	<b>(34,532)</b>	<b>-13%</b>	
<u>Roads Expenditure</u>						
Roads Expenditure						
Other Expenses	3,077,734	2,821,959	2,831,812	9,853	0%	
<b>Roads Expenditure Total</b>	<b>3,077,734</b>	<b>2,821,959</b>	<b>2,831,812</b>	<b>9,853</b>	<b>0%</b>	
Street Cleaning Expenditure Total	1,307,320	1,187,989	1,106,220	(81,769)	-7%	
<b>Street Cleaning Expenditure Total</b>	<b>1,307,320</b>	<b>1,187,989</b>	<b>1,106,220</b>	<b>(81,769)</b>	<b>-7%</b>	
<u>Traffic Control for Roadworks Expenditure</u>						
Traffic Control for Roadworks Expenditure						
Other Expenses	85,000	77,500	105,249	27,749	38%	
<b>Traffic Control for Roadworks Expenditure Total</b>	<b>85,000</b>	<b>77,500</b>	<b>105,249</b>	<b>27,749</b>	<b>36%</b>	
<b>Traffic Control for Roadworks Expenditure Total</b>	<b>85,000</b>	<b>77,500</b>	<b>105,249</b>	<b>27,749</b>	<b>36%</b>	

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



	Revised Budget 2019/20 \$	YTD Budget 31/05/2020 \$	YTD Actual 31/05/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Roadwork Signs and Barricades Expenditure</u></b>						
Roadwork Signs and Barricades Expenditure						
Other Expenses	2,000	1,587	0	(1,587)	-100%	
<b>Roadwork Signs and Barricades Expenditure Total</b>	<b>2,000</b>	<b>1,587</b>	<b>0</b>	<b>(1,587)</b>	<b>-100%</b>	
<b>Roadwork Signs and Barricades Expenditure Total</b>	<b>2,000</b>	<b>1,587</b>	<b>0</b>	<b>(1,587)</b>	<b>-100%</b>	
<b><u>Sump Expenditure</u></b>						
Sump Expenditure						
Other Expenses	550	550	1,920	1,370	249%	
<b>Sump Expenditure Total</b>	<b>550</b>	<b>550</b>	<b>1,920</b>	<b>1,370</b>	<b>249%</b>	
<b>Sump Expenditure Total</b>	<b>550</b>	<b>550</b>	<b>1,920</b>	<b>1,370</b>	<b>249%</b>	
<b><u>Works Depot Revenue</u></b>						
Works Depot Revenue						
Revenue	(1,259)	(1,259)	(1,065)	194	-15%	
<b>Works Depot Revenue Total</b>	<b>(1,259)</b>	<b>(1,259)</b>	<b>(1,065)</b>	<b>194</b>	<b>-15%</b>	
<b>Works Depot Revenue Total</b>	<b>(1,259)</b>	<b>(1,259)</b>	<b>(1,065)</b>	<b>194</b>	<b>-15%</b>	

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



	Revised Budget 2019/20	YTD Budget 31/05/2020	YTD Actual 31/05/2020	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<b>Works Depot</b>						
Works Depot Expenditure						
Employee Costs	187,734	169,549	178,389	8,840	5%	
Other Employee Costs	2,500	2,225	2,047	(178)	-8%	
Other Expenses	10,250	9,383	9,005	(378)	-4%	
<b>Works Depot Expenditure Total</b>	<b>200,484</b>	<b>181,157</b>	<b>189,441</b>	<b>8,284</b>	<b>5%</b>	
Works Depot Indirect Costs						
Allocations	(199,225)	(160,545)	(188,376)	(27,831)	17%	
<b>Works Depot Indirect Costs Total</b>	<b>(199,225)</b>	<b>(160,545)</b>	<b>(188,376)</b>	<b>(27,831)</b>	<b>17%</b>	
<b>Works Depot Total</b>	<b>1,259</b>	<b>20,612</b>	<b>1,065</b>	<b>(19,547)</b>	<b>-85%</b>	
<b>Depot Building</b>						
Depot Occupancy Costs						
Building Maintenance	150,000	142,542	162,939	20,397	14%	
Ground Maintenance	0	0	1,248	1,248	100%	
Other Expenses	258,702	239,406	236,666	(2,740)	-1%	
<b>Depot Occupancy Costs Total</b>	<b>408,702</b>	<b>381,948</b>	<b>400,854</b>	<b>18,906</b>	<b>5%</b>	
Depot Indirect Costs						
Allocations	(408,702)	(357,512)	(400,853)	(43,341)	12%	
<b>Depot Indirect Costs Total</b>	<b>(408,702)</b>	<b>(357,512)</b>	<b>(400,853)</b>	<b>(43,341)</b>	<b>12%</b>	
<b>Depot Building Total</b>	<b>0</b>	<b>24,436</b>	<b>0</b>	<b>(24,436)</b>	<b>-100%</b>	
<b>Net Operating</b>	<b>5,634,457</b>	<b>971,338</b>	<b>(1,779,439)</b>	<b>(2,750,777)</b>	<b>-283%</b>	



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

Description	Revised Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
<b>LAND &amp; BUILDING ASSETS</b>							
<b>ADMIN CENTRE</b>							
Solar Photovoltaic Panel System Installation - Administration and Civic Centre	172,848	172,848	171,552	(1,296)	-1%	2,430	Works completed.
Administration & Civic Centre Upgrade/Renewals - Workforce Accommodation Upgrade	409,500	369,500	238,281	(131,219)	-36%	134,405	Works completed. Awaiting final invoices.
<b>BEATTY PARK LEISURE CENTRE</b>							
Beatty Park Leisure Centre - Risk Renewals	325,000	225,000	322,125	97,125	43%	2,560	Works completed.
Solar Photovoltaic Panel System Installation - Beatty Park	71,688	71,688	71,688	0	0%	-	Works completed.
Beatty Park - Ceiling renewal passive pool slides	45,000	-	-	0	0%	19,545	Works in progress
Beatty Park - Roof sheet and screw renewal	37,378	37,378	37,378	(0)	0%	12,162	Works completed.
Beatty Park - Ground floor switchboards and cabling	12,510	12,510	13,010	500	4%	-	Remainder of the project deferred to 20/21 due to COVID-19.
Beatty Park - Replacement of gym carpet	80,000	80,000	9,410	(70,590)	-88%	59,889	Works in progress.
Beatty Park - Replacement of studio 2 carpet	28,320	28,320	28,320	0	0%	-	Works completed.
<b>LIBRARY</b>							
Library - Reception Desk Fit-Out Renewal	1,986	1,986	1,986	0	0%	-	Works completed.
Co-location of reception to library	200,891	200,891	204,927	4,036	2%	4,036	Works completed.
<b>DEPARTMENT OF SPORTS AND RECREATION</b>							
Carpet Replacement - DSR	28,180	28,180	28,180	0	0%	-	Works completed
Sub water meter installation - DSR	29,682	29,682	29,682	(0)	0%	-	Works completed
<b>MISCELLANEOUS</b>							
Mt Hawthorn main hall Renewal/Upgrade	198,516	198,516	198,516	(0)	0%	-	Works completed.
Mt Hawthorn - Additional Flooring	40,100	40,100	40,100	0	0%	-	Works completed.
Loftus Recreation Centre - Change room upgrade	184,000	184,000	3,000	(181,000)	-98%	201,631	Project carried forward to 20/21.
Charles Veryard - Change Room Renewal/Upgrade	50,249	50,249	50,249	(0)	0%	-	Works completed.
Leederville Oval Stadium - Electrical renewal - 3 boards	12,750	12,750	17,000	4,250	33%	-	Works completed.
Air Conditioning & HVAC Renewal - Depot	75,000	75,000	69,740	(5,260)	-7%	-	Works completed.
Air Conditioning & HVAC Renewal - Belgravia Leisure	96,000	96,000	-	(96,000)	-100%	40,000	Works in progress.
Air Conditioning & HVAC Renewal - Menzies Pavilion	10,000	10,000	-	(10,000)	-100%	11,950	Works are completed. Awaiting invoices.
Air Conditioning & HVAC Renewal - Mt Hawthorn main hall	53,188	53,188	53,188	(0)	0%	-	Works completed.
North Perth bowling club-removal of ACM and reinstatement of soffit	45,000	45,000	-	(45,000)	-100%	-	Works are completed. Awaiting invoices.
Public Toilet - Hyde park east - renewal	95,000	95,000	-	(95,000)	-100%	75,168	Project carried forward to 20/21.
<b>FOR LAND &amp; BUILDING ASSETS</b>	<b>2,302,786</b>	<b>2,117,786</b>	<b>1,588,331</b>	<b>(529,455)</b>	<b>-25%</b>	<b>555,705</b>	

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

Description	Revised Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
<b>INFRASTRUCTURE ASSETS</b>							
<b>TRAFFIC MANAGEMENT</b>							
Improved pedestrian crossings at signalised intersections (Walcott St. & William St. , Bulwer St. Fitzgerald St.)	25,000	25,000	3,300	(21,700)	-87%	24,399	Works to be carried forward to 20/21.
40kph area wide speed zone trial	35,000	35,000	27,610	(7,390)	-21%	105,847	Trial in progress.
Intersection Modifications Scarborough Beach Road, Green, Main and Brady Streets	-	-	-	0	0%	-	
Minor Traffic Management Improvement Program	85,000	65,000	66,393	1,393	2%	1,728	Works in progress
Alma/Claverton Local Area Traffic Management	2,887	2,887	2,502	(385)	-13%	385	Project deferred to 20/21 due to COVID-19.
Britannia Rd Traffic Calming - Seabrook St to Federation St	220	220	220	0	0%	-	Project not going ahead.
Cliveden and Hunter St Intersection	6,040	6,040	6,425	385	6%	-	Works completed. Project balance reallocated.
Harold and Lord St Intersection	570	570	570	0	0%	-	Project deferred to 20/21 due to COVID-19.
<b>LOCAL ROADS PROGRAM</b>							
Norfolk St - North Perth/Mt Lawley - Burt to Monmouth St	107,900	107,900	107,900	0	0%	-	Works completed.
Blake St - North Perth - Knutsford St to Norham St	51,272	51,272	51,272	0	0%	-	Works completed.
East St - Mt Hawthorn - Berryman St to Ashby St	71,841	71,841	71,841	0	0%	-	Works completed.
East St - Mt Hawthorn - Ashby St to Anzac Rd	75,163	75,163	75,163	(0)	0%	-	Works completed.
Larne St - Mt Hawthorn - The Boulevard to Matlock St	26,195	26,195	26,195	(0)	0%	-	Works completed.
Wyllie 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	32,541	32,541	32,541	(0)	0%	-	Works completed.
Buxton - Mt Hawthorn - Anzac Rd to Britannia Rd	28,450	28,450	28,450	(0)	0%	-	Works completed.
<b>BLACK SPOT PROGRAM</b>							
Intersection Lincoln and Wright Streets Roundabout	13,835	13,835	9,676	(4,159)	-30%	4,159	Works Completed. On hold until 20/21 pending public engagement and Council approval. Project to be carried forward to 20/21.
Vincent - Fitzgerald St to Chelmsford Rd	75,000	75,000	2,200	(72,800)	-97%	2,900	

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

Description	Revised Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
<b>STREETSCAPE IMPROVEMENTS</b>							
Greening (Streetscapes)	180,912	180,912	178,722	(2,190)	-1%	300	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	15,250	(7,250)	-32%	245	Works in progress.
<b>ROADWORKS - REHABILITATION (MRRG PROGRAM)</b>							
William St 2 Way Project	547,336	547,336	522,474	(24,862)	-5%	-	Works Completed.
Newcastle Street, Loftus Street to Charles Street	11,171	11,171	-	(11,171)	-100%	7,495	Works Completed in 18/19. Budget amount can be retained.
Bulwer St - Beaufort St to Williams St	194,400	194,400	126,246	(68,154)	-35%	54,360	Majority works complete except for line marking to be completed by Main Roads.
Newcastle St EB - Fitzgerald St to Money St	192,100	192,100	127,788	(64,312)	-33%	-	Majority works complete except for line marking to be completed by Main Roads.
Vincent St - Loftus St to Morriston St	76,700	76,700	78,745	2,045	3%	-	Works completed.
Loftus St - Bourke St to Scarborough Beach Rd	619,300	619,300	398,508	(220,792)	-36%	14,716	Majority works complete except for line marking to be completed by Main Roads.
<b>RIGHTS OF WAY</b>							
Annual review based upon the most recent condition assessment survey	75,000	56,250	52,045	(4,205)	-7%	600	Works in progress
<b>ROADS TO RECOVERY</b>							
R2R - Ellesmere St - Mt Hawthorn - Scar Bch to matlock St	131,219	131,219	131,219	(0)	0%	-	Works completed.
Summer St - Joel Terrace to Swan River	42,000	20,000	-	(20,000)	-100%	237	Works to commence in June 2020.
Vincent St - Mitchell FW overpass to Leederville P	60,521	60,521	43,630	(16,891)	-28%	2,762	Works in progress.
<b>SLAB FOOTPATH PROGRAMME</b>							
Footpath upgrade and construction	16,500	16,500	557	(15,943)	-97%	-	Works in progress
Footpath - Ellesmere St shared path-stage 4	42,821	42,821	51,419	8,598	20%	-	Works completed.
Tactile Indicators Installation Program	12,000	12,000	9,706	(2,294)	-19%	-	Works completed, surplus funds can be returned to Muni (confirmed by Craig).
Charles Street - Footpath Upgrade & Cons	38,755	38,755	38,755	0	0%	-	Works completed
Oxford St - Footpath Upgrade and Const	5,249	5,249	5,249	0	0%	-	Works completed.
Clieveden St - Footpath Upgrade and Cons	8,743	8,743	8,743	(0)	0%	-	Works completed.
Stirling St - Footpath Upgrade and Const	4,013	4,013	4,013	(0)	0%	-	Works completed.
Vincent St - Footpath Upgrade and Const	56,000	56,000	38,239	(17,761)	-32%	-	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%	6,650	Works to be completed in June 2020.
<b>BICYCLE NETWORK</b>							
Bike Network Implementation (Loftus Street - Vincent to Richmond St)	65,500	65,500	65,740	240	0%	1,881	Works completed.
Bike Parking	-	-	3,268	3,268	100%	-	Project Completed.

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

Description	Revised Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
<b>DRAINAGE</b>							
Drainage - Britannia Rd Drain Inspection	9,458	9,458	9,458	(0)	0%	-	Works completed.
Minor drainage improvement program	70,000	55,000	-	(55,000)	-100%	-	Works in progress.
Gully Soak-well program	80,000	80,000	90,124	10,124	13%	55	Works completed.
<b>CAR PARK DEVELOPMENT</b>							
The Avenue carpark, stage 1 upgrade lights to LED	30,000	30,000	23,613	(6,387)	-21%	96	Works completed.
Frame court carpark, stage 1 upgrade lights to LED	7,661	7,661	7,661	0	0%	-	Works completed.
Brisbane St carpark WSUD Project	138,879	138,879	138,879	(0)	0%	-	Works completed.
<b>PARKS AND RESERVES</b>							
Public Open Space Strategy Implementation	99,663	43,363	107,638	64,275	148%	-	Remainder of the project deferred to 21/22.
Banks Reserve Master Plan Implementation - Stage 1	686,610	657,000	173,716	(483,284)	-74%	359,766	Works in progress.
Central Control Irrigation System	58,358	58,358	58,358	0	0%	-	Works completed.
Netball Installation Public Open Space	5,572	5,572	5,572	0	0%	-	Works completed.
Greening Plan - Brisbane St carpark redevelopment (stage 2)	205,997	125,997	205,747	79,750	63%	250	Works completed.
Greening Plan - Redfern St	18,750	12,750	18,750	6,000	47%	-	Works completed.
Greening Plan - Clieveden St	13,271	7,271	13,271	6,000	83%	-	Works completed.
Greening Plan - Sydney St	18,340	8,340	18,880	10,540	126%	-	Works completed.
Greening Plan - Berryman St	9,361	9,361	9,361	0	0%	-	Works completed.
Brenthan st reserve - installation of pathways (greenway link)	110,592	110,592	112,411	1,819	2%	-	Works completed.
Blackford st reserve - replace playground rubber soft fall	25,728	25,728	25,728	0	0%	-	Works completed.
Les Lilleyman Reserve - Fencing	50,752	50,752	50,752	(1)	0%	-	Works completed.
Lynton Street Park Upgrade	25,000	25,000	4,258	(20,743)	-83%	16,870	Works in progress
Leederville Oval - Various assets renewal work	187,740	162,740	187,740	25,000	15%	-	Works completed.
Eco Zoning - Brentham St reserve	4,703	4,703	4,703	(0)	0%	-	Project deferred due to COVID-19.
<b>PARKS FURNITURE</b>							
Gladstone St reserve - replace electric BBQ	11,768	11,768	11,768	(0)	0%	-	Works completed.
Fencing - Beatty park reserve - replacement bollard fencing	41,483	41,483	41,483	0	0%	-	Works completed.
Fencing - Leake/Alma reserve - replacement pine-log fencing	20,294	20,294	20,294	0	0%	-	Works completed.
Fencing - Birdwood square - replacement chain wire fencing	42,310	42,310	42,310	0	0%	-	Works completed.
Hyde park - replacement of existing high pressure sodium park lights with LED (stage 2 of 2)	49,784	49,784	49,784	(0)	0%	-	Works completed.



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

Description	Revised Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
<b>PLAYGROUND EQUIPMENT</b>							
<b>RETICULATION</b>							
Reticulation - Auckland/Hobart st reserve - upgrade irrigation system	1,400	1,400	1,400	0	0%	-	Project deferred due to COVID-19.
Reticulation - Robertson park reserve - replace irrigation cubicle	12,200	12,200	12,200	0	0%	-	Works completed
Reticulation - Brisbane/Wase st reserve - replace irrigation cubicle	9,099	9,099	9,099	0	0%	-	Works completed
<b>STREET FURNITURE</b>							
Bus Shelter Replacement	29,179	24,179	29,179	5,000	21%	-	Works completed.
Upgrade lighting at Oxford st/Anzac Rd roundabout	12,000	12,000	2,880	(9,120)	-76%	12,379	Works completed. Awaiting final invoices.
Street Lighting - Kadina, Albert St and Tay Place, North Perth	50,000	50,000	43,172	(6,829)	-14%	4,767	Works completed. Awaiting final invoices.
<b>MISCELLANEOUS</b>							
Laneway Lighting Program (Right of Way)	86,654	86,654	86,654	0	0%	-	Works completed.
Laneway Lighting Between Fairfield st & Oxford st, leederville. Laneway	2,000	2,000	1,807	(193)	-10%	-	Works completed.
Laneway Lighting Between Pennant st and Coronation st North Perth	13,750	13,750	13,750	0	0%	-	Works completed.
Laneway 4	7,128	7,128	7,128	0	0%	-	Works completed.
<b>FOR INFRASTRUCTURE ASSETS</b>	<b>5,369,020</b>	<b>5,067,860</b>	<b>4,100,645</b>	<b>(967,215)</b>	<b>-19%</b>	<b>638,172</b>	
<b><u>PLANT &amp; EQUIPMENT ASSETS</u></b>							
<b>LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME</b>							
Light Fleet - Annual Changeover	630,500	630,500	553,080	(77,420)	-12%	25,280	Fleet replacement programme progressing as planned with identified savings implemented in the May Revised Budget.
<b>MAJOR PLANT REPLACEMENT PROGRAMME</b>							
Single Axle Truck (Flocon)	214,557	214,557	214,557	0	0%	-	Truck delivered.
Single Axle Truck (Parks Mowing Operations)	128,602	128,602	128,602	(0)	0%	-	Truck delivered.
Replace Existing Rear Loader (Rubbish Truck)	392,368	392,368	399,929	7,561	2%	-	Truck delivered.
Replace Existing Side Loader (Rubbish Truck)	420,333	420,333	420,333	(0)	0%	-	Truck delivered.
Ride on Mower	33,227	33,227	33,227	0	0%	-	Mower delivered.
Single Axle Tipper Truck	145,000	145,000	-	(145,000)	-100%	138,482	Carry forward to 2020/21
Gang Mower	12,000	12,000	12,000	0	0%	-	Mower delivered.
Road Sweeper	-	-	-	0	0%	-	Carry forward to 2020/21
Single Axle Truck	80,000	80,000	84,533	4,533	6%	-	Truck delivered.

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

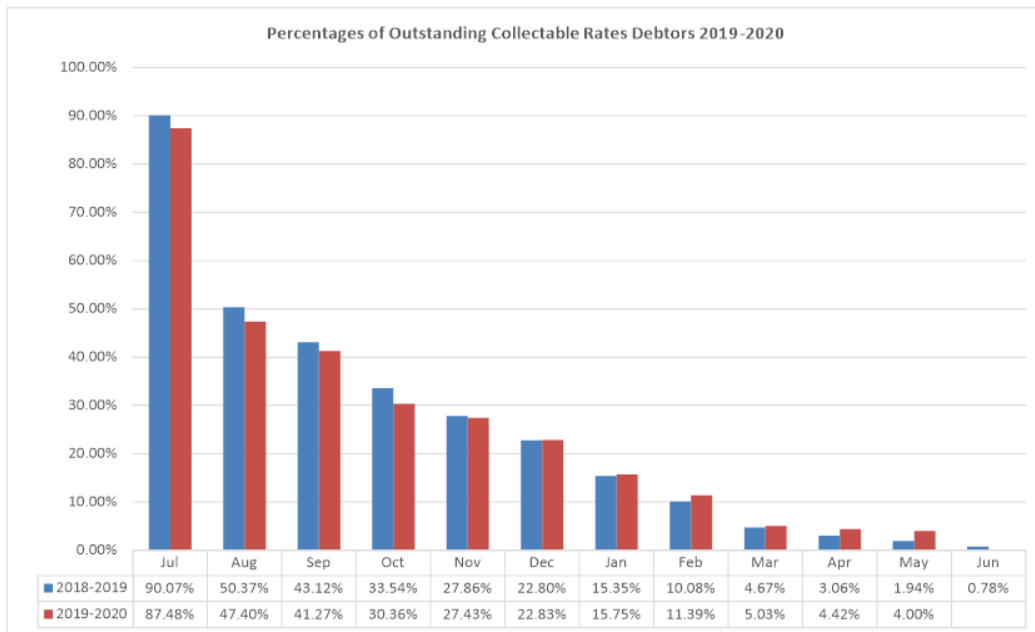
Description	Revised Budget 2019/20	YTD Budget 2019/20	YTD Actual 2019/20	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
<b>MISCELLANEOUS</b>							
Water and Energy Efficiency Initiatives	115,000	115,000	109,815	(5,185)	-5%	3,835	Works completed.
Beaufort Street CCTV Network Upgrade	305,510	305,510	254,557	(50,953)	-17%	2,407	Works completed.
Relocate UMS supply for the CCTV Camera in Oxford street	22,313	22,313	23,594	1,281	6%	-	Works completed.
Parking Sensors Pilot Project	51,410	51,410	39,600	(11,810)	-23%	-	Due for completion in July 2020.
<b>TOTAL EXPENDITURE</b>							
<b>FOR PLANT &amp; EQUIPMENT ASSETS</b>	<b>2,550,820</b>	<b>2,550,820</b>	<b>2,273,828</b>	<b>(276,992)</b>	<b>-11%</b>	<b>170,003</b>	
<b><u>FURNITURE &amp; EQUIPMENT ASSETS</u></b>							
<b>ADMINISTRATION &amp; CIVIC CENTRE</b>							
<b>INFORMATION TECHNOLOGY</b>							
Replacement of CARs system	11,826	11,826	9,698	(2,129)	-18%	-	Works completed.
Upgrade of IT Firewall	1,065	1,065	1,065	0	0%	-	Works completed.
Online Lodgement of Applications	16,163	16,163	-	(16,163)	-100%	-	Works in progress.
Wi-Fi Installation	19,065	19,065	19,065	0	0%	-	Works completed.
ICT Strategy Implementation	58,804	58,804	7,845	(50,960)	-87%	225,767	Remainder of the project carried forward to 20/21.
Disc for Storage System	9,900	9,900	9,900	0	0%	-	Works completed.
<b>MARKETING &amp; COMMUNICATIONS</b>							
Mount Lawley/ Highgate Town Centre Streetscape Upgrades	50,000	50,000	49,922	(78)	0%	-	Works completed.
COV-ID19 Artwork relief project	525,600	50,000	-	(50,000)	-100%	-	Carried forward to 20/21.
<b>MISCELLANEOUS</b>							
Purchase of portable water fountain/refill station	6,140	6,140	6,140	0	0%	-	Works completed.
Install colour change LED up-lights for Albert square Ficus tree	9,120	9,120	9,120	0	0%	-	Works completed.
Install additional Christmas tree lights in large spotted gum inter. Carr place and Newcastle st	8,614	8,614	8,614	0	0%	-	Works completed.
Miscellaneous Assets Renewal	199,106	160,000	124,020	(35,980)	-22%	-	Works in progress.
<b>TOTAL EXPENDITURE</b>							
<b>FOR FURNITURE &amp; EQUIPMENT ASSETS</b>	<b>915,403</b>	<b>400,697</b>	<b>245,388</b>	<b>(155,309)</b>	<b>-39%</b>	<b>225,767</b>	
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>11,138,029</b>	<b>10,137,163</b>	<b>8,208,192</b>	<b>(1,928,971)</b>	<b>-19%</b>	<b>1,589,647</b>	

CITY OF VINCENT  
NOTE 6 - CASH BACKED RESERVES  
AS AT 31 MAY 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 31/05/2020 \$	Budget Interest Earned 30/06/2020 \$	YTD Actual Interest Earned 31/05/2020 \$	Budget Transfers from Reserve 30/06/2020 \$	YTD Actual Transfers from Reserve 31/05/2020 \$	Budget Closing Balance 30/06/2020 \$	Actual Closing Balance 31/05/2020 \$
Asset Sustainability Reserve	4,198,844	4,135,364	1,450,000	250,000	66,860	77,369	(374,349)	(374,349)	5,341,355	4,088,384
Beatty Park Leisure Centre Reserve	99,278	99,246	1	0	1,926	1,865	0	0	101,205	101,111
Cash in Lieu Parking Reserve	1,846,678	1,867,959	30,000	20,492	32,968	35,100	0	0	1,909,646	1,923,551
Hyde Park Lake Reserve	156,142	156,166	0	0	3,030	2,934	0	0	159,172	159,100
Land and Building Acquisition Reserve	291,632	291,677	(0)	0	5,658	5,478	0	0	297,290	297,155
Leederville Oval Reserve	163,981	164,016	57,261	0	1,920	2,659	(130,000)	(130,000)	93,162	36,675
Loftus Community Centre Reserve	31,475	31,481	4,748	4,748	611	635	0	0	36,834	36,864
Loftus Recreation Centre Reserve	117,941	118,291	51,864	43,819	2,288	2,471	0	0	172,093	164,581
Office Building Reserve - 246 Vincent Street	445,105	421,187	0	0	7,196	7,723	(28,181)	(28,180)	424,120	400,730
Parking Facility Reserve	103,535	103,550	0	0	2,009	1,945	0	0	105,544	105,495
Percentage For Public Art Reserve	200,000	200,000	320,200	260,240	7,380	8,130	(525,600)	0	1,980	468,370
Plant and Equipment Reserve	188,701	188,734	0	0	3,562	3,545	(170,000)	(170,000)	22,263	22,279
State Gymnastics Centre Reserve	102,652	102,201	5,561	5,093	1,992	1,957	0	0	110,205	109,251
Strategic Waste Management Reserve	21,962	21,965	970,000	970,000	4,202	4,946	0	0	996,164	996,911
Tamala Park Land Sales Reserve	4,258,875	4,259,422	250,000	0	50,218	48,820	(4,217,436)	(4,217,436)	341,657	90,806
Underground Power Reserve	205,930	205,961	(1)	0	3,996	3,867	0	0	209,925	209,828
Waste Management Plant and Equipment Reserve	215,632	215,665	1	0	4,184	4,051	0	0	219,817	219,716
	12,648,362	12,582,885	3,139,635	1,554,392	200,000	213,495	(5,445,566)	(4,919,965)	10,542,431	9,430,807

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



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



	Rateable Value	Rate in Dollar Cents	Budget	Actual	Rates Levied to Budget
	\$		\$	\$	%
<b>Rate Revenue</b>					
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	376,645	171.2%
Rates Waiver	0		(145,000)	(138,421)	95.5%
<b>Total Amount Made up from Rates</b>	511,990,474		35,526,498	35,678,835	
<b>Non Payment Penalties</b>					
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	36,243,306	
<b>Other Revenue</b>					
Exempt Bins - Non Rated Properties			155,021	172,898	111.5%
Commercial / Residential Additional Bins			166,223	152,836	91.9%
Swimming Pools Inspection Fees			18,800	13,602	72.4%
			36,501,542	36,582,642	
<b>Opening Balance</b>				648,084	
<b>Total Collectable</b>			36,501,542	37,230,726	102.00%
<b>Less</b>					
Cash Received				34,678,440	
Rebates Allowed				1,093,396	
Rates write off				0	
<b>Rates Balance To Be Collected</b>			36,501,542	1,458,891	4.00%
<b>Add</b>					
ESL Debtors				64,191	
Pensioner Rebates Not Yet Claimed				51,425	
ESL Rebates Not Yet Claimed				6,428	
<b>Less</b>					
Deferred Rates Debtors				(103,602)	
<b>Current Rates Debtors Balance</b>				1,477,332	

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



DESCRIPTION	CURRENT	31-59 DAYS	60-89 DAYS	OVER 90 DAYS	BALANCE
	\$	\$	\$	\$	\$
DEBTOR CONTROL - HEALTH LICENCES	682	1,387	1,669	95,667	99,405
DEBTOR CONTROL - RUBBISH CHARGES	0	0	0	0	0
DEBTOR CONTROL - CASH IN LIEU CAR PARKING *	0	0	0	159,665	159,665
DEBTOR CONTROL - PROPERTY INCOME	27,088	(75,366)	62,005	103,260	116,987
DEBTOR CONTROL - RECOVERABLE WORKS	0	(7,607)	0	0	(7,607)
DEBTOR CONTROL - BEATTY PARK LEISURE CENTRE	0	0	0	0	0
DEBTOR CONTROL - OTHER	79,650	0	64	76,167	155,871
DEBTOR CONTROL - PLANNING SERVICES FEES	480	100	270	550	1,400
DEBTOR CONTROL - INFRINGEMENT *	46,440	6,665	48,553	1,761,984	1,863,642
PROVISION FOR DOUBTFUL DEBT	0	(186,666)	0	(196,072)	(382,738)
IMPAIRMENT OF RECEIVABLES	0	0	0	(155,806)	(155,806)
<b>TOTAL DEBTORS OUTSTANDING AS AT 31/05/2020</b>	<b>154,340</b>	<b>(261,487)</b>	<b>112,561</b>	<b>1,845,405</b>	<b>1,850,819</b>

ACCRUED INCOME	47,552
ACCRUED INTEREST	98,428
PREPAYMENTS	128,148
<b>TOTAL TRADE AND OTHER RECEIVABLES</b>	<b>2,124,947</b>

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.
13/02/2020	Belgravia Health & Leisure Group	3,000.30	Actual Vos 2018/19 payable	Due to Covid-19 lockdown payment follow up put on hold.
25/02/2015	East Perth Football Club	79,110.17	Turf maintenance & top dressing	On going discussion to finalise the Centre's position relating to the debt.
21/02/2019	Loftus Community Centre	5,275.41	Building Ins. Lease, Utility & maintenance	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 fortnight from 14.4.20
21/01/2019	Matthew Slinger	21,800.30	Cost for court fine	Due process followed - Mail returned, unable to locate. Send to debt collectors.
09/07/2019	R Cox	1,170.00	Breach of condition of hall hire	Due process followed - Mail returned, unable to locate. Send to debt collectors.
22/08/2019	Primed Projects Pty Ltd	6,053.86	Outstanding court costs awarded to COV	Final reminder issued before proceeding with legal action.
22/08/2019	Liam Howard	1,538.42	Outstanding court costs awarded to COV	On fortnightly payment plan.
28/11/2019	A Kindu	2,339.25	Damage/vandalism to hired venue	Due process followed - Mail returned, unable to locate. Send to debt collectors.
<b>BALANCE OF 90 DAY DEBTORS OVER \$500.00</b>		<b>185,473.11</b>		

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



	Revised Budget 2019/20 \$	YTD Budget May-20 \$	YTD Actuals May-20 \$	YTD Actuals May-19 \$	Month Actuals May-20 \$	Month Actuals May-19 \$
<b>ADMINISTRATION</b>						
Revenue	0	81	(2,295)	0	0	0
Expenditure	0	(224,701)	2,295	48,197	(0)	(19)
Surplus/(Deficit)	0	(224,620)	0	48,197	(0)	(19)
<b>SWIMMING POOLS AREA</b>						
Revenue	1,736,855	1,595,840	1,733,047	2,303,930	2,648	183,954
Expenditure	(4,075,482)	(3,331,419)	(3,643,655)	(3,684,525)	(293,539)	(322,665)
Surplus/(Deficit)	(2,338,627)	(1,735,579)	(1,910,608)	(1,380,594)	(290,892)	(138,710)
<b>SWIM SCHOOL</b>						
Revenue	1,186,310	1,048,366	1,196,791	2,078,673	(1)	199,400
Expenditure	(1,045,318)	(899,485)	(951,306)	(1,628,666)	(40,599)	(148,196)
Surplus/(Deficit)	140,992	148,881	245,486	450,007	(40,599)	51,204
<b>CAFÉ</b>						
Revenue	534,703	495,907	534,928	909,925	39	76,668
Expenditure	(678,710)	(598,929)	(648,267)	(1,002,837)	(13,948)	(74,138)
Surplus/(Deficit)	(144,007)	(103,022)	(113,339)	(92,913)	(13,909)	2,530
<b>RETAIL SHOP</b>						
Revenue	425,618	384,551	413,939	511,066	1,546	31,891
Expenditure	(430,966)	(385,627)	(334,789)	(438,852)	(11,735)	(41,326)
Surplus/(Deficit)	(5,348)	(1,076)	79,150	72,214	(10,189)	(9,435)
<b>HEALTH &amp; FITNESS</b>						
Revenue	1,270,829	1,135,413	1,277,651	498,820	(170)	48,294
Expenditure	(1,259,296)	(1,045,340)	(1,115,047)	(1,485,952)	(69,488)	(134,616)
Surplus/(Deficit)	11,533	90,073	162,603	(987,132)	(69,657)	(86,322)
<b>GROUP FITNESS</b>						
Revenue	487,881	433,533	490,307	271,862	(58)	26,328
Expenditure	(541,455)	(462,309)	(500,673)	(638,695)	(23,405)	(57,669)
Surplus/(Deficit)	(53,574)	(28,776)	(10,365)	(366,833)	(23,462)	(31,341)
<b>AQUAROBICS</b>						
Revenue	187,660	167,020	188,661	50,762	(24)	3,608
Expenditure	(157,479)	(126,548)	(135,297)	(214,640)	(9,071)	(18,451)
Surplus/(Deficit)	30,181	40,472	53,364	(163,878)	(9,096)	(14,844)
<b>CRECHE</b>						
Revenue	52,116	46,363	52,311	226,296	(5)	23,885
Expenditure	(298,280)	(251,366)	(270,283)	(463,654)	(15,113)	(39,439)
Surplus/(Deficit)	(246,164)	(205,003)	(217,973)	(237,358)	(15,118)	(15,553)
<b>Net Surplus/(Deficit)</b>	<b>(2,605,014)</b>	<b>(2,018,650)</b>	<b>(1,711,682)</b>	<b>(2,658,288)</b>	<b>(472,922)</b>	<b>(242,491)</b>
Less: Depreciation	(1,367,317)	(1,253,374)	(1,252,589)	(998,850)	(111,327)	(94,669)
<b>Cash Surplus/(Deficit)</b>	<b>(1,237,697)</b>	<b>(765,276)</b>	<b>(459,093)</b>	<b>(1,659,439)</b>	<b>(361,595)</b>	<b>(147,822)</b>

<b>7.6</b>	<b>ADOPTION OF 2020/21 ANNUAL BUDGET</b>
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REPORT TO BE ISSUED PRIOR TO COUNCIL BRIEFING 21 JULY 2020



**8 CHIEF EXECUTIVE OFFICER****8.1 REPORT AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 30 JUNE 2020**

**Attachments:** 1. **Audit Committee Minutes 30 June 2020**  

**RECOMMENDATION:****That Council:**

1. **RECEIVES** this report from the Audit Committee meeting of 30 June 2020 and the minutes of that meeting at Attachment 1; and
2. **APPROVES** the recommendations of the Audit Committee as follows:
  - 2.1 **NOTES** the status of the City's Audit Log as at 24 June 2020;
  - 2.2 **NOTES** the update on the City's Asset Management Framework and approach to reversing a long term decline in the Asset Sustainability Ratio;
  - 2.3 **NOTES** the City's COVID-19 risk assessment; and
  - 2.4 **NOTES** the COVID-19 financial impact report.

**PURPOSE OF REPORT:**

To report to Council the proceedings of the Audit Committee at its meeting held on 30 June 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 30 June 2020, the Audit Committee considered four agenda items as follows:

- 5.1 Review of the City's Audit Log
- 5.2 Asset Sustainability Ratio
- 5.3 COVID-19 Risk Assessment
- 5.4 COVID-19 Financial Impacts

In respect to Item 5.1, the Audit Committee noted that completion of two items, including the Asset Sustainability Ratio non-compliance. It was noted that the City has met the compliance requirements by providing the Council and Audit Committee minutes to the Minister and presented a report to the Audit Committee setting out the factors that resulted in the non-compliance and how they have been addressed. This report was Item 5.2 in the Agenda.

Item 5.2 detailed the City's approach to long term financial and asset management to reverse the downward trend in the City's asset sustainability ratio. The key action the City will take is prioritisation of expenditure on renewal and replacement over upgrading and new infrastructure/ facilities.

Item 5.3 explained the classification of the COVID-19 pandemic as an extreme risk and noted that with the easing of restrictions (Phase 4) the risk likelihood may have reduced, and would be reassessed following the adoption of the 2020/21 budget.

Item 5.4 provided a summary of the revised budget for 2019/20 and the budget assumptions for the 2020/21 budget.

Under general business the issue of cybersecurity was raised as well as the WA Public Sector's Audit Committee Best Practice Guidelines. The Guidelines will be reviewed by Administration and a report on any areas for improvement will be presented to the Audit Committee at its 1 September 2020 meeting.

**CONSULTATION/ADVERTISING:**

Nil.

**LEGAL/POLICY:**

Clause 2.21 of the City's Meeting Procedures Local Law 2008 states that the report and minutes of a Committee meeting are to provided to Council.

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 30 June 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**

**30 June 2020**

## AUDIT COMMITTEE MINUTES

30 JUNE 2020

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## AUDIT COMMITTEE MINUTES

30 JUNE 2020

MINUTES OF CITY OF VINCENT  
AUDIT COMMITTEE  
HELD AS E-MEETING AND  
AT THE ADMINISTRATION AND CIVIC CENTRE  
244 VINCENT STREET, LEEDERVILLE  
ON TUESDAY, 30 JUNE 2020 AT 1PM

<b>PRESENT:</b>	Mr Conley Manifis	Independent External Member (Chair)
	Cr Joshua Topelberg	South Ward (Deputy Chair)
	Cr Dan Loden	North Ward (joined at 1.13pm, during Item 5.1 )
	Cr Ashley Wallace	South Ward
	Cr Susan Gontaszewski	South Ward (joined at 1.13pm, during Item 5.1)
<b>IN ATTENDANCE:</b>	Mr Robert Piper	Independent External Member
	Ms Elizabeth Hunt	Independent External Member
	David MacLennan	Chief Executive Officer
	Virginia Miltrup	Executive Director Community & Business Services
	Andrew Murphy	Executive Director Infrastructure & Environment
	Vanisha Govender	Executive Manager Financial Services
	Meluka Bancroft	Executive Manager Corporate Strategy & Governance
	Wendy Barnard	Council Liaison Officer

**1 INTRODUCTION AND WELCOME**

The Presiding Member, Conley Manifis, declared the meeting open at 1.09pm 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**

The Audit Committee noted that Cr Gontaszewski's leave of absence from 29 June 2020 to 4 September 2020 inclusive has been cancelled.

**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:** Cr Topelberg, **Seconded:** Cr Wallace

That the minutes of the Audit Committee held on 5 May 2020 be confirmed.

**CARRIED UNANIMOUSLY (5-0)**

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

AUDIT COMMITTEE MINUTES

30 JUNE 2020

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Against: Nil

(Cr Loden was absent from the Council Chamber and did not vote.)

(Cr Gontaszewski was absent from the Council Chamber and did not vote.)

## AUDIT COMMITTEE MINUTES

30 JUNE 2020

**5 BUSINESS ARISING****5.1 REVIEW OF THE CITY'S AUDIT LOG**

Attachments: 1. Audit Log as at 24 June 2020  

**RECOMMENDATION:**

That the Audit Committee recommends to Council that it NOTES the status of the City's Audit Log as at 24 June 2020, at Attachment 1.

**COMMITTEE DECISION ITEM 5.1**

**Moved:** Cr Topelberg, **Seconded:** Mr Piper

That the recommendation be adopted.

**CARRIED UNANIMOUSLY (7-0)**

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

**Against:** Nil





## CITY OF VINCENT AUDIT LOG

AUDIT DETAILS	MANAGEMENT RESPONSE	ACTION	PROPOSED COMPLETION DATE
<p><b>Asbestos Review 2019 (2)</b> <b>Development of an Asbestos Management Plan</b></p> <p><b>Findings:</b> 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><b>Recommendation:</b> At the 26 February 2019 Audit Committee it was resolved that:</p> <p><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:</p> <p><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><b>Risk Rating (prior to controls)</b> High</p> <p><b>Risk Rating (with current controls):</b> Medium</p>	<p><b>Responsible Officer:</b> Executive Director Infrastructure &amp; Environment</p> <p><b>Comments:</b> City to prepare an Asbestos Management Plan as recommended by the legal advice dated 5 April 2019.</p>	<p><b>April 2019:</b> 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><b>November 2019:</b> 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><b>February 2020:</b> LGIS has been engaged to prepare the framework and draft framework is estimated to be available by end of April 2020.</p> <p><b>March 2020:</b> 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><b>June 2020</b> LGIS has provided the draft framework. City officers are meeting with LGIS to review and finalise the framework. The updated framework will be presented to the 1 September 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>1/09/2020</p>
<p><b>EA: 2019/6</b> <b>Office of the Auditor General’s Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations</b></p> <p><b>Finding:</b></p> <ol style="list-style-type: none"> <li>1. Entities have not implemented a coordinated approach to manage their fraud risk.</li> <li>2. Entities could make themselves more fraud resistant if they strengthen their controls; and</li> <li>3. Better reporting avenues would help entities detect and respond to fraud.</li> </ol> <p><b>Recommendation:</b> Assess fraud risks across business</p> <p><b>Risk Rating (prior to controls):</b> High</p> <p><b>Risk Rating (with current controls):</b> Medium</p>	<p><b>Responsible Officer:</b> Executive Manager Corporate Strategy and Governance</p> <p><b>Comments:</b> Governance will manage the annual review of fraud risks via the City’s Corporate Risk Register.</p>	<p><b>November 2019:</b> 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><b>February 2020:</b> 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><b>March 2020</b> 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><b>May 2020</b> Presented to 5 May 2020 meeting.</p>	<p>30/06/2020</p> <p>Completed</p>

CITY OF VINCENT AUDIT LOG

<p><b>EA: 2019/7</b> <b>Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations</b></p> <p><b>Finding:</b> 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><b>Recommendation:</b> Develop a fraud and corruption control plan and review at least every 2 years.</p> <p><b>Risk Rating (prior to controls):</b> High</p> <p><b>Risk Rating (with current controls):</b> N/A</p>	<p><b>Responsible Officer:</b> Executive Manager Corporate Strategy and Governance</p> <p><b>Comments:</b> 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><b>November 2019:</b> 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><b>February 2020:</b> Yet to commence. Further resourcing or a consultant is required.</p> <p><b>March 2020</b> 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><b>June 2020</b> No progress to date</p>	<p>30/06/2020</p> <p>31/12/2020</p>
<p><b>EA: 2019/8</b> <b>Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations</b></p> <p><b>Finding:</b> 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><b>Recommendation:</b> Develop and implement a periodic fraud awareness and training program</p> <p><b>Risk Rating (prior to controls):</b> High</p> <p><b>Risk Rating (with current controls):</b> N/A</p>	<p><b>Responsible Officer:</b> Executive Manager Corporate Strategy and Governance Executive Manager Human Resources</p> <p><b>Comments:</b> 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><b>November 2019:</b> Development of the training program will commence in September 2020. Requires linkage to the Fraud Management Plan and Risk Management Framework.</p> <p><b>February 2020:</b> No progress to date.</p> <p><b>March 2020</b> No progress to date</p> <p><b>June 2020</b> No progress to date</p>	<p>30/9/2020</p>

## AUDIT COMMITTEE MINUTES

30 JUNE 2020

## CITY OF VINCENT AUDIT LOG

<p><b>EA: 2019/10</b> <b>Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations</b></p> <p><b>Finding:</b> 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><b>Recommendation:</b> Have policies and procedures in place to verify the identity and integrity of employees and suppliers</p> <p><b>Risk Rating (prior to controls)</b> Medium</p> <p><b>Risk Rating (with current controls):</b> Low</p>	<p><b>Responsible Officer:</b> Procurement Contracts Officer Executive Manager Human Resources</p> <p><b>Comments:</b> 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><b>November 2019:</b> 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><b>February 2020:</b> 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.</p> <p><b>March 2020</b> 1) Recruitment, Selection and Appointment procedure completed, subject to Executive approval at its 23 April Meeting.</p> <p><b>June 2020</b> 1) Recruitment, Selection and Appointment procedure completed, and approved by Executive Management Committee. Implementation in July 2020.</p>	<p>1) 30/4/2020</p> <p><del>2) 30/3/2020</del></p> <p>1) 31/5/2020</p> <p>31/7/2020</p>
<p><b>EA: 2019/11</b> <b>Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations</b></p> <p><b>Finding:</b> 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><b>Recommendation:</b> Collect, review and manage fraud information and identify trends and emerging issues</p> <p><b>Risk Rating (prior to controls):</b> High</p> <p><b>Risk Rating (with current controls):</b> N/A</p>	<p><b>Responsible Officer:</b> Executive Manager Corporate Strategy and Governance</p> <p><b>Comments:</b> 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><b>November 2019</b> 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><b>February 2020:</b> No progress to date.</p> <p><b>March 2020:</b> No progress to date.</p> <p><b>June 2020</b> No progress to date</p>	<p>31/12/2020</p>

CITY OF VINCENT AUDIT LOG

<p>EA: 2019/12(6) Butler Settineri – Payroll – Internal Audit Review</p> <p>LEAVE</p> <p>General Findings:</p> <p>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:</p> <p>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:</p> <p>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>June 2020 Preparation of training material is taking place for training in July 2020.</p>	<p>30/04/2020</p> <p>31/072020</p>
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CITY OF VINCENT AUDIT LOG

<p><b>EA: 2019/12(9)</b> <b>Butler Settineri – Payroll – Internal Audit Review</b></p> <p><b>Recommendation - Specific Findings:</b> 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><b>Risk Rating (prior to controls)</b> Low</p> <p><b>Risk Rating (with current controls)</b> Low</p>	<p><b>Responsible Officer:</b> Executive Manager Human Resources</p>	<p><b>November 2019</b> 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><b>February 2020:</b> No progress to date.</p> <p><b>March 2020:</b> 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><b>June 2020</b> Civica requires more information, it is envisaged that changing the hard code per the recommendation will be costly to the City. A quote has been requested.</p>	<p>30/6/2020</p>
<p><b>EA: 2019/13</b> <b>Moore Stephens / OAG – Audited Financial Statements and Concluding Memorandum</b></p> <p><b>General Findings:</b> 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><b>Recommendation:</b> 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><b>Risk Rating (prior to controls):</b> High</p> <p><b>Risk Rating (with current controls):</b> High</p>	<p><b>Responsible Officer:</b> Executive Director Community and Business Services</p> <p><b>Comments:</b> 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><b>December 2019</b> 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><b>February 2020:</b> 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><b>March 2020:</b> 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><b>June 2020</b> Report to be provided to Audit Committee meeting on 30 June 2020 regarding the factors that resulted in the non-compliance and how they have been addressed.</p>	<p>31/3/2020</p> <p>31/12/2020</p> <p>30/06/2020</p> <p><b>Completed</b></p>



## AUDIT COMMITTEE MINUTES

30 JUNE 2020

## 5.2 ASSET SUSTAINABILITY RATIO

Attachments: 1. LTFP - Capital Works Schedule [↓](#) 

## RECOMMENDATION:

That the Audit Committee recommends to Council that it NOTES the update on the City's Asset Management Framework and approach to reversing a long term decline in the Asset Sustainability Ratio.

COMMITTEE DECISION ITEM 5.2

Moved: Cr Topelberg, Seconded: Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (7-0)

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

**Against:** Nil





AUDIT COMMITTEE MINUTES

30 JUNE 2020

BASE - 30 June 2020

City of Vincent												
Forecast Statement of Capital Funding - for the period 2020 - 2030												
- Version 2.1												
Sum of Capital Project Value for Year												
		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	Grand Total
Buildings	Buildings - Renewal	4,564,000	4,135,080	3,689,920	4,200,780	4,588,920	4,527,600	4,701,760	4,795,795	4,891,711	4,989,545	48,021,112
	Buildings - Upgrade	310,000	153,000	104,000	62,434	63,612	119,790	121,968	124,407	126,896	129,433	2,686,740
	Buildings - New	116,750	218,990	268,600	21,200							1,373,540
	Buildings Total	4,990,750	4,507,070	4,062,520	4,284,414	4,652,532	4,647,390	4,823,728	4,920,203	5,018,607	5,118,979	52,081,392
Footpaths	Infrastructure - Renewal	180,000	453,027	597,451	613,070	618,028	637,763	649,359	853,359	870,426	887,834	6,565,317
	Infrastructure - Upgrade	20,000		31,200		32,400	33,000	33,600	34,272	34,957	35,657	455,086
	Infrastructure - New											62,000
	Footpaths Total	200,000	453,027	628,651	613,070	650,428	670,763	682,959	887,631	905,383	923,491	7,082,403
Plant and Equipment	Plant Replacement											
	Plant and Equipment - Renewal	100,000	1,059,780	1,483,560	1,236,490	1,648,080	1,524,050	1,512,560	1,542,811	1,573,667	1,605,141	17,603,540
	Plant and Equipment - Upgrade											590,510
	Plant and Equipment - New											216,400
	Plant Disposal											
Plant and Equipment Total	100,000	1,059,780	1,483,560	1,236,490	1,648,080	1,524,050	1,512,560	1,542,811	1,573,667	1,605,141	18,410,450	
Drainage	Infrastructure - Renewal	80,000	81,600									161,600
	Infrastructure - Upgrade	50,000	51,000	62,400	74,200	129,600	132,000	134,400	137,088	139,830	142,626	1,383,144
	Infrastructure - New	60,000	61,200	62,400	63,600	64,800	66,000	67,200	68,544	69,915	71,313	759,972
	Drainage Total	190,000	193,800	124,800	137,800	194,400	198,000	201,600	205,632	209,745	213,940	2,304,716
Roads	Infrastructure - Renewal	2,199,891	2,381,895	3,250,537	3,546,461	3,729,445	3,765,089	3,955,118	4,646,220	5,045,144	5,554,047	42,237,401
	Infrastructure - Upgrade	360,000	446,250	226,200	39,750	148,500	151,250	154,000	157,080	160,222	163,426	3,305,214
	Infrastructure - New		51,000									2,558,314
	Roads Total	2,559,891	2,879,145	3,476,737	3,586,211	3,877,945	3,916,339	4,109,118	4,803,300	5,205,366	5,717,473	48,100,928
Rights of Ways	Infrastructure - Renewal	75,000	81,600	83,200	90,100	91,800	99,000	100,800	102,816	104,872	106,970	1,086,158
	Infrastructure - Upgrade											
	Infrastructure - New											
	Rights of Ways Total	75,000	81,600	83,200	90,100	91,800	99,000	100,800	102,816	104,872	106,970	1,086,158
Park Development	Infrastructure - Renewal	60,000	477,870	979,680	916,900	1,498,500	1,059,300	1,181,600	1,205,232	1,229,337	1,253,923	10,506,342
	Infrastructure - Upgrade	40,000	244,800	83,200	865,411	37,800						3,043,211
	Infrastructure - New	110,000	494,700	348,400	318,000	324,000	572,000	336,000	342,720	349,574	356,566	4,308,960
	Park Development Total	210,000	1,217,370	1,411,280	2,100,311	1,860,300	1,631,300	1,517,600	1,547,952	1,578,911	1,610,489	17,858,513
Car Park Development	Infrastructure - Renewal	44,800	573,750	404,581	463,644	534,654	452,947	875,672	893,185	911,049	929,270	6,542,553
	Infrastructure - Upgrade	40,200	230,010	71,760	45,262	29,808	11,000					503,040
	Infrastructure - New	45,000										143,000
	Car Park Development Total	130,000	803,760	476,341	508,906	564,462	463,947	875,672	893,185	911,049	929,270	7,188,593
Other Infrastructure Assets	Infrastructure - Renewal	20,000	161,160	183,040	201,930	192,780	196,900	206,080	210,202	214,406	218,694	1,987,191
	Infrastructure - Upgrade		5,100	5,200	5,300	5,400	5,500	5,600	5,712	5,826	5,943	158,171
	Infrastructure - New	500,000	1,692,690	65,000	66,250	67,500	68,750	70,000	71,400	72,828	74,285	2,837,703
	Other Infrastructure Assets Total	520,000	1,858,950	253,240	273,480	265,680	271,150	281,680	287,314	293,060	298,921	4,983,065
Office Furniture and Equipment	Office Furniture and Equipment - Renewal	27,500	901,374	1,152,476	525,283	348,624	528,495	869,624	989,016	1,008,797	1,028,973	7,740,073
	Office Furniture and Equipment - Upgrade	444,000	321,300	36,400		162,000	231,000	180,320				1,865,020
	Office Furniture and Equipment - New		16,320	10,400	10,600							682,320
	Office Furniture and Equipment Total	471,500	1,238,994	1,199,276	535,883	510,624	759,495	1,049,944	989,016	1,008,797	1,028,973	10,287,413
Grand Total		9,447,141	14,293,496	13,199,605	13,366,664	14,316,252	14,181,434	15,155,660	16,179,860	16,809,457	17,553,646	169,383,630
	Renewal	7,351,191	10,307,136	11,824,445	11,794,658	13,250,832	12,791,144	14,052,572	15,238,637	15,849,409	16,574,397	135,532,412
	Upgrade	1,264,200	1,451,460	620,360	1,092,357	609,120	683,540	629,888	458,559	467,731	477,085	9,931,300
	New	831,750	2,534,900	754,800	479,650	456,300	706,750	473,200	482,664	492,317	502,164	9,130,495
		9,447,141	14,293,496	13,199,605	13,366,664	14,316,252	14,181,434	15,155,660	16,179,860	16,809,457	17,553,646	154,594,206



AUDIT COMMITTEE MINUTES

30 JUNE 2020

5.3 COVID-19 RISK ASSESSMENT

Attachments: Nil

RECOMMENDATION:

That the Audit Committee recommends to Council that it NOTES the City's COVID-19 risk assessment.

COMMITTEE DECISION ITEM 5.3

Moved: Cr Gontaszewski, Seconded: Cr Wallace

That the recommendation be adopted.

CARRIED UNANIMOUSLY (7-0)

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

**Against:** Nil

**AUDIT COMMITTEE MINUTES****30 JUNE 2020**

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**5.4 COVID-19 FINANCIAL IMPACTS****Attachments:** Nil**RECOMMENDATION:**

That the Audit Committee recommends to Council that it **NOTES** the COVID-19 financial impact report.

**COMMITTEE DECISION ITEM 5.4****Moved:** Cr Gontaszewski, **Seconded:** Cr Topelberg

That the recommendation be adopted.

**CARRIED UNANIMOUSLY (7-0)**

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

**Against:** Nil

## AUDIT COMMITTEE MINUTES

30 JUNE 2020

**6 GENERAL BUSINESS****6.1 Cybersecurity**

Mr Piper asked if there have been any cybersecurity issues at the City. The Executive Manager ICT advised that the City is not aware of any.

Cr Wallace asked how susceptible the City is to a ransomware attack. The Executive Manager ICT advised that an investigation is being undertaken to improve the City's ability to recover information.

The Chair, Mr Manifis, queried what training staff had been given regarding cyber threats. The Executive Manager ICT advised that training opportunities have been identified, specifically in respect to access control.

**6.2 Western Australian Public Sector Audit Committee – Better Practice Guide**

Mr Piper asked if the Western Australian Public Sector Audit Committee Better Practice Guide, issued by the Office of the Auditor General, could be reviewed by the City.

**MOTION BE PUT**

**Moved: Mr Piper, Seconded: Cr Gontaszewski**

**That the motion be now put that the Chief Executive Officer undertake a gap analysis of the Western Australian Public Sector Audit Committee – Better Practice Guide and report back to the next Audit Committee meeting on 1 September 2020.**

**COMMITTEE DECISION 6.2**

**Moved: Mr Piper, Seconded: Cr Gontaszewski**

**That the Chief Executive Officer reviews the Western Australian Public Sector Audit Committee – Better Practice Guide and prepares a gap analysis report for the Audit Committee Meeting on 1 September 2020.**

**CARRIED UNANIMOUSLY (7-0)**

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

**Against:** Nil

**7 NEXT MEETING**

1 September 2020

**8 CLOSURE**

There being no further business the meeting closed at 1.58pm.

**AUDIT COMMITTEE MINUTES****30 JUNE 2020**




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These Minutes were confirmed by the Audit Committee as a true record and accurate of the Audit Committee meeting held on 30 June 2020.

Signed: Conley Manifis

Dated

**8.2 ADVERTISING OF NEW MEETING PROCEDURES POLICY**

- Attachments:**
1. Policy 4.2.3 - Council Briefings, Meetings and Forums - Format, Procedures and Maximum Duration [↓](#) 
  2. DRAFT - Meeting Procedures Policy [↓](#) 
  3. Council Briefing Guidelines [↓](#) 

**RECOMMENDATION:****That Council:**

1. **APPROVES** the repeal of the City's Policy 4.2.3 - '*Council Briefings, Meetings and Forums - Format, Procedure and Maximum Duration*' at Attachment 1;
2. **APPROVES** the draft new policy '*Meeting Procedures Policy*', at Attachment 2;
3. **AUTHORISES** the Chief Executive Officer to provide local public notice of the repeal of the current policy in Recommendation 1. above, and the draft new policy in Recommendation 2. above, and invite public comments for a period of at least 21 days; and
4. **NOTES** that at the conclusion of the public notice period any submissions received would be presented to Council for consideration.

**PURPOSE OF REPORT:**

To consider:

- repealing the City's Policy 4.2.3 - '*Council Briefings, Meetings and Forums - Format, Procedure and Maximum Duration*;' (Policy 4.2.3) and
- providing public notice of the draft new '*Meeting Procedures Policy*'.

**BACKGROUND:**

On 25 March 2020 Parliament approved amendments to the *Local Government (Administration) Regulations 1996* (Regulations) which allow Council and Committee meetings to be held electronically during a public health emergency or state of emergency.

Electronic meetings are not contemplated in the City's [Meeting Procedures Local Law 2008](#) or Policy 4.2.3.

At its 7 April 2020 Council Meeting Council approved [Guidelines for Electronic Council Proceedings](#) and requested that Administration review Policy 4.2.3.

**DETAILS:**

Administration has undertaken this review and is proposing that Council repeal Policy 4.2.3 and replace it with the proposed Meeting Procedures Policy at **Attachment 1**.

The substantive changes to the policy are as follows:

- Council Forums have been removed from the policy. The City has replaced Council Forums with Council Workshops. Council Workshops provide an opportunity for Elected Members and Administration to exchange information and ideas which assists in the development of the objective, scope and deliverables for projects, strategies, plans and policies. Council Workshops are not decisions making forums and are not governed by the *Local Government Act 1995* (LGA) or the City's *Meeting Procedures Local Law 2008*. It is also not necessary for Council to adopt a policy position in respect to Council Workshops. The purpose and process for Council Workshops is instead documented in the draft Governance Framework, which will be presented to Council for adoption later this year;

- Pre-Council Meeting protocols and procedures have been removed from the policy. These protocols and procedures were very prescriptive and went beyond the requirements of the LGA. Council Briefings provide Elected Members with the opportunity to ask questions and clarify issues relevant to the agenda items due to be presented to the Ordinary Council Meeting, and the new policy provides high level guidance on the Council Briefing process. The procedure for dealing with amendments which significantly alter an officer recommendation is prescribed in clause 5.18 of the City's *Meeting Procedures Local Law 2008* and does not need to be further clarified in the policy.
- Maximum duration for Council Briefings and Meetings has been removed from the policy. Permissible procedural motions for the adjournment or closing of a Council or Committee meeting is prescribed in the City's *Meeting Procedures Local Law 2008*;
- Consideration of Electronic Council Proceedings has been included in the policy; and
- Clarification of agenda content and direction in relation to the publication of late reports has been included in the policy. Late reports are discouraged strongly. If a report is not able to be included in the agenda then a reason will be provided.

**CONSULTATION/ADVERTISING:**

In accordance with the City's Policy 4.1.1 – '*Adoption and Review of Policies*', public notice of the proposed repeal of Policy 4.2.3 and adoption of a new policy will be provided for a period exceeding 21 days in the following ways:

- notice on the City's website, social media and e-newsletter;
- notice in the local newspapers; and
- notice on the notice board at the City's Administration and Library and Local History Centre.

**LEGAL/POLICY:**

City's Policy 4.1.1 – '*Adoption and Review of Policies*' sets out the process for repealing and adopting policies.

**RISK MANAGEMENT IMPLICATIONS:**

**Low:** It is low risk for Council to provide local public notice of the new policy.

**STRATEGIC IMPLICATIONS:**

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

Innovative and Accountable

*Our community is aware of what we are doing and how we are meeting our goals.*

*We are open and accountable to an engaged community.*

**SUSTAINABILITY IMPLICATIONS:**

Nil.

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.



**POLICY NO: 4.2.3****COUNCIL BRIEFINGS, MEETINGS & FORUMS – FORMAT, PROCEDURES AND  
MAXIMUM DURATION****OBJECTIVE**

To provide:

- a format and guidelines for Council Briefings, Council Meetings and Forums to ensure efficient and effective discussion, debate and decision making;
- protocols and procedures for the orderly and efficient processing of Council Member pre-Council Meeting enquires and requests; and
- a maximum duration in order that Council Briefings, Council Meetings and Forums do not continue longer than a reasonable time.

**POLICY STATEMENT****1. COUNCIL BRIEFINGS AND COUNCIL MEETINGS**

Council Briefings will be held for the purpose of and in accordance with the guidelines provided in Attachment 1, as adopted by Council on 20 January 2015 (Item 9.5.2).

Council Meetings shall be conducted in accordance with the requirements of the Local Government Act 1995, its regulations and the City of Vincent Local Law relating to Standing Orders.

This policy is in addition to the legislative requirements.

**1.1 Maximum Duration**

The Council shall aim to conclude Council Briefings and Council Meetings by 10:00pm or in any case after a maximum duration of four (4) hours.

**1.2 Issue of Agendas**

- The Council Briefing Agenda will be issued to Council Members on Wednesday of the week before the Council Briefing and published on the City's Website at the same time; and
- The Council Meeting Agenda will be issued to Council Members on the Friday immediately following the Council Briefing and published on the City's website at the same time.

**1.3 Pre-Council Meeting Protocols and Procedures**

Pre-Council Meeting requests and enquiries shall be in accordance with the Guidelines and Procedures included as Attachment 2.

## 2. FORUMS

There is a need for the Council to meet and discuss matters relating to the operation and affairs of the City outside the formal Council Meeting framework prescribed by the *Local Government Act 1995* which sets out the formal procedures that apply to such meetings. The Council may from time-to-time wish to conduct Forums which are not prescribed under the *Local Government Act 1995*.

This policy sets out the requirements which apply to Forums.

### 2.1 Maximum Duration

It is aimed to conclude Forums by 9:00pm or in any case after a maximum duration of three hours.

### 2.2 Forum Guidelines

- (a) The conduct of Forums is controlled by the City of Vincent Local Law relating to Standing Orders Clause 12.9 which states:

*"The Council may prescribe guidelines and procedures for the management of Forums."*

- (b) Forums shall be conducted in accordance with the *"Forum Guidelines"* adopted at the Ordinary Meeting of Council held on 10 August 2004 subsequently amended from time-to-time.

This Policy is to be read in conjunction with the following Guidelines and Procedures.

Date Adopted:	28 October 1996
Date Amended:	23 November 2010; 20 January 2015
Date Reviewed:	22 July 2003, 22 April 2008, 23 November 2010; 20 January 2015
Date of Next Review:	November 2017

**\*AS AMENDED BY CEO UNDER DELEGATED AUTHORITY OF COUNCIL ON 20 JANUARY 2015 (ITEM 9.5.2).**

**POLICY NO. 4.2.3 – ATTACHMENT 1**

**COUNCIL BRIEFING GUIDELINES:**

1. Unless otherwise determined by Council, Council Briefings will be held in the Council Chamber on the Tuesday of the week prior to the Ordinary Council Meeting, to provide the opportunity for Elected Members and members of the public to ask questions and clarify issues relevant to the specific agenda items due to be presented to Council in the following week.
2. The Council Briefing is not a decision-making forum and the Council has no power to make decisions at the Briefing.
3. In order to ensure full transparency, Council Briefings will be open to the public to observe the process and to ask Public Questions, similar to the Council Meeting process.
4. Where matters are of a confidential nature, they will be deferred to the conclusion of the Briefing and at that point, the Briefing will be closed to the public.
5. The reports provided to Council Briefings are the reports that the Administration intends to submit to Council formally in the subsequent week. While it is acknowledged that Elected Members may raise issues that have not been considered in the formulation of the report or its recommendation, and these may be addressed in the subsequent report to Council, Council Briefings cannot be used as a forum for Elected Members to direct Officers to alter their opinions or recommendations. However, having regard to any questions or clarification sought by Elected Members, the Chief Executive Officer and Directors may choose to amend Administration reports, or withdraw and not present certain items listed on the Council Briefing Agenda to the subsequent Council Meeting in the following week.
6. Council Briefings will commence at 6.00 pm and will be chaired by the Mayor or in his/her absence the Deputy Mayor. In the absence of both, Councillors will elect a chairperson from amongst those present. In general, Standing Orders will apply, except that Members may speak more than once on any item. There is no moving or seconding items.
7. Members of the public present at Council Briefings may observe the process and will have an opportunity to ask Public Questions relating only to the business on the agenda.
8. Where an interest is declared in relation to an item on the Council Briefing Agenda, the same procedure which applies to Ordinary Council meetings will apply. All interests must be declared in accordance with the City's Code of Conduct. The Briefing will consider items on the agenda only and will proceed to deal with each item as it appears in the Agenda. The process will be for the Presiding Member to call each item number in sequence and invite questions or requests for clarification from Elected Members. Where there are no questions regarding the item, the Briefing will proceed to the next item.

9. Notwithstanding 8. above, the Council Briefing process does not and is not intended to prevent an Elected Member from raising further questions or seeking further clarification after the Council Briefing and before or at the Council Meeting in the subsequent week.
10. While every endeavour is made to ensure that all items to be presented to Council at the Ordinary Council Meeting are included in the Council Briefing papers, there may be occasions when, due to necessity, items will not be ready in time for the Council Briefing and will instead be included on the Council Meeting Agenda to be presented directly to Council for determination.
11. There may also be occasions when items are tabled at the Council Briefing rather than the full report being provided in advance. In these instances, Administration will endeavour to include the item on the Council Briefing agenda as a late item, noting that a report will be tabled at the meeting.
12. Unless otherwise determined by the Presiding Member, deputations will generally not be heard at Council Briefings and will instead be reserved for the Ordinary Council meeting, consistent with the City's Standing Orders Local Law.
13. The record of the Council Briefing session will be limited to notes regarding any agreed action to be taken by Administration or Elected Members. The Council Briefing is not a decision-making forum and does not provide recommendations to Council as a Committee might and, as such, the action notes from Council Briefings will be retained for administrative purposes only and will not be publicly distributed unless authorised by the Chief Executive Officer.
14. Questions or statements made at a Council Briefing must relate only to matters listed on the Council Briefing Agenda. Public speaking time will be strictly limited to three (3) minutes per member of the public. Questions or statements made at an Ordinary Council meeting can relate to any matters that affect the City. Questions or statements made at a Special Meeting of the Council must only relate to the purpose for which the meeting has been called.

**POLICY NO. 4.2.3 – ATTACHMENT 2****1. Pre-Council Meeting Protocols and Procedures**

Pre-Council Meeting requests and enquiries shall be in accordance with the attached Guidelines.

Objective:

To improve efficiency, reduce duplication, better co-ordination and use of resources and to minimise pressure on Employees and Council Members for pre-Council Meeting enquiries and requests.

**(a) Closing Time for Council Member Requests and Enquiries**

Council Member requests and enquiries should preferably be submitted to the City's Administration by **midday on the Friday and no later than 9.00am on the Monday** before the Ordinary Council Meeting on Tuesday.

**(b) Enquiries received after Closing Time**

Any enquiries received after the 9.00am closing time (on Monday prior to the meeting) are to be referred to the Chief Executive Officer for consideration.

**(c) Enquiries to be copied to the Chief Executive Officer**

Where Council Members send an email direct to a Director, a copy is also to be sent to the Chief Executive Officer. This will ensure that enquiries are not duplicated and the most appropriate officer researches the matter.

**(d) Nature of Enquiry**

The Local Government Act prescribes that Council Members are only entitled to be provided with sufficient information for them to *"make an informed decision and to perform their duties"*.

To comply with good governance requirements, it is requested that Council Members keep this in mind when submitting a request for information.

**(e) Multiple or complex Enquiries about an Item/Matter**

Where a Council Member has multiple (or complex) enquiries about an item/matter, it is preferable for them to send an email and to also request a meeting with the appropriate Director (or Chief Executive Officer if applicable). This will ensure that the matter can be more efficiently/better explained and will minimise the impact on resources.

**(f) Requests for Amendments**

The Administration will provide *"alternative recommendations"* and amendments of a substantial or complex nature. If the request is received by the Monday morning cut-off time, these will be prepared and emailed on the Monday evening (or prior to the meeting) – this will allow Council Members to check the amendment and to ensure that they are satisfied that it meets their request.

Straightforward and simple amendments should be moved at the Meeting.

# MEETING PROCEDURES POLICY



Responsible directorate	Office of the CEO.
Responsible team	Corporate Strategy and Governance.
Responsible officer	Executive Manager, Corporate Strategy and Governance.
Affected teams	Elected Members and Administration
Legislation / local law requirements	Section 5.25 of the <i>Local Government Act 1995</i> Regulation 14 of the <i>Local Government (Administration) Regulations 1996</i> . <i>Meeting Procedures Local Law 2008</i>
Relevant delegations	Nil
Related policy procedures and supporting documentation	Council Briefing Guidelines D20/91040 <a href="#">Electronic Council Proceedings Guidelines</a> D20/58142

## PURPOSE

To guide staff, Elected Members and the community on the format and procedure of the City's Council Proceedings, which includes Ordinary and Special Council Meetings, Council Briefings, Committee Meetings and the Annual General Meeting of Electors, where the *Local Government Act 1995*, the associated Regulations and/or the City of Vincent [Meeting Procedures Local Law 2008](#) do not provide direction.

## OBJECTIVE

To facilitate transparent and accountable Council decision making.

## SCOPE

This policy applies to Elected Members and employees of the City of Vincent.

## POLICY

### 1. Electronic Council Proceedings

All electronic meetings are to be conducted in accordance with the City's Electronic Council Proceedings Guidelines.

### 2. Publication of Agendas

2.1 The Agenda of each Council Proceeding will comprise of:

- notification of the date, time and place of the meeting;
- a contents page setting out the order of business;
- recommendations that clearly define each action that Administration is proposing; and

# MEETING PROCEDURES POLICY



- a comprehensive report for each recommendation, that provides sufficient and relevant information to support each recommendation.
- 2.2 Council and Committee Meeting Agendas will be issued to Elected Members on or before the Friday of the week before the meeting and published on the City's Website at the same time.
  - 2.3 Council Briefing Agendas will be issued to Elected Members on or before the Wednesday of the week before the Council Briefing and published on the City's Website at the same time;
  - 2.4 Agendas for Special Council Meetings will be made available as soon as practicable after the CEO has convened the meeting; and
  - 2.5 Late reports are discouraged but may supplement an Agenda in the following circumstances:
    - the urgency of the business is such that the business cannot await inclusion at a subsequent meeting; or
    - the delay in referring the business to a subsequent meeting could have adverse legal or financial implications for the City.
  - 2.6 Late reports included in the Agenda in accordance with clause 2.5 above are to include justification for inclusion, which considers the impact that late publication may have on community engagement.
3. Council Briefings
    - 3.1 Council Briefings will be held for the purpose of and in accordance with the City of Vincent [Meeting Procedures Local Law 2008](#) and Council Briefing Guidelines.
    - 3.2 Council Briefings shall be open to the public except for confidential items.
  4. Approval of Guidelines

Amendments to the guidelines supporting this Policy are to be approved by Council.

OFFICE USE ONLY	
Initial Council adoption	DATE: <APPROVAL DATE>, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>,

# COUNCIL BRIEFING GUIDELINES



Responsible directorate	Office of the CEO.
Responsible team	Corporate Strategy and Governance.
Responsible officer	Executive Manager, Corporate Strategy and Governance.
Affected teams	Elected Members, Administration and public
Related policy / legislation / local law	Meeting Procedures Policy <i>Meeting Procedures Local Law 2008</i> <i>Local Government (Administration) Regulations 1996</i> Council Proceedings – Recording and Web Streaming Policy
Relevant delegations	Nil
Supporting documents / forms	Nil

## PURPOSE

To set out the purpose, structure and relevant proceedings of the City's Council Briefings in accordance with clause 12.9 of the City's *Meeting Procedures Local Laws 2008*

## OBJECTIVE

To ensure that Council Briefings are conducted in a consistent, efficient and transparent manner.

## GUIDELINES

1. Council Briefings will be held on the Tuesday of the week prior to the Ordinary Council Meeting, to provide the opportunity for Elected Members and members of the public to ask questions and clarify issues relevant to the specific agenda items due to be presented to Council in the following week.
2. The Council Briefing is not a decision-making forum and the Council has no power to make decisions at the Briefing.
3. In order to ensure full transparency, Council Briefings will be open to the public to observe the process and to ask Public Questions, similar to the Council Meeting process.
4. Where matters are of a confidential nature, they will be deferred to the conclusion of the Briefing and at that point, the Briefing will be closed to the public.
5. The reports provided to Council Briefings are the reports that the Administration intends to submit to Council formally in the subsequent week. While it is acknowledged that Elected Members may raise issues that have not been considered in the formulation of the report or its recommendation, and these may be addressed in the subsequent report to Council, Council Briefings cannot be used as a forum for Elected Members to direct Officers to alter their opinions or recommendations.



# COUNCIL BRIEFING GUIDELINES



However, having regard to any questions or clarification sought by Elected Members, the Chief Executive Officer and Executive Directors may choose to amend Administration reports, or withdraw and not present certain items listed on the Council Briefing Agenda to the subsequent Council Meeting in the following week.

6. Council Briefings will commence at 6.00 pm and will be chaired by the Mayor or in his/her absence the Deputy Mayor. In the absence of both, Elected Members will elect a chairperson from amongst those present. In general the provisions of the City's *Meeting Procedures Local Law* will apply, except that Members may speak more than once on any item. There is no moving or seconding items.
7. Members of the public present at Council Briefings may observe the process and will have an opportunity to ask questions relating only to the business on the agenda.
8. Where an interest is declared in relation to an item on the Council Briefing Agenda, the same procedure which applies to Ordinary Council meetings will apply. All interests must be declared in accordance with the City's Code of Conduct. The Briefing will consider items on the agenda only and will proceed to deal with each item as it appears in the Agenda. The process will be for the Presiding Member to call each item number in sequence and invite questions or requests for clarification from Elected Members. Where there are no questions regarding the item, the Briefing will proceed to the next item.
9. Notwithstanding 8. above, the Council Briefing process does not and is not intended to prevent an Elected Member from raising further questions or seeking further clarification after the Council Briefing and before or at the Council Meeting in the subsequent week.
10. While every endeavour is made to ensure that all items to be presented to Council at the Ordinary Council Meeting are included in the Council Briefing papers, there may be occasions when, due to necessity, items will not be ready in time for the Council Briefing and will instead be included on the Council Meeting Agenda to be presented directly to Council for determination.
11. There may also be occasions when items are tabled at the Council Briefing rather than the full report being provided in advance. In these instances, Administration will endeavour to include the item on the Council Briefing agenda as a late item, noting that a report will be tabled at the meeting.
12. Items that are presented in circumstances outlined in clause 10 or 11 above are to include justification of urgency and consideration of the impact that late publication may have on community engagement in accordance with clause 2.5 and 2.6 of the City's Meeting Procedures Policy.
13. Unless otherwise determined by the Presiding Member, deputations will generally not be heard at Council Briefings and will instead be reserved for the Ordinary Council meeting, consistent with the City's Meeting Procedures Local Law 2008.
14. Council Briefings are recorded and streamed live on the City's website in accordance with the City's *Council Proceedings – Recording and Web Streaming Policy*.

## SCOPE

These guidelines apply to Elected Members, all staff and members of the public involved in the Council Briefing.

# COUNCIL BRIEFING GUIDELINES



OFFICE USE ONLY	
Endorsed at EMC	DATE: <APPROVAL DATE>, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date (Concurrent with the review of any policy, local law or legislation to which it supports)	DATE: <REVIEW DATE>,

**8.3 APPOINTMENT OF ELECTED MEMBERS AND COMMUNITY REPRESENTATIVES TO ADVISORY GROUPS**

- Attachments:**
1. Community Nominations for Children and Young People Advisory Group - Confidential
  2. Nominations for Arts Advisory Group - Confidential
  3. Nominations for Sustainability and Transport Advisory Group - Confidential
  4. Summary of nominations and recommendations for CYPAG - Confidential
  5. Summary of nominations and recommendations for Arts Advisory Group - Confidential
  6. Summary of nominations and recommendations for Sustainability and Transport Advisory Group - Confidential

**RECOMMENDATION:**

**That Council:**

1. **APPOINTS** the following Elected Members as Council's representatives on the below advisory groups for a term expiring on 16 October 2021:

- 1.1. **Arts Advisory Group (2 Elected Members)**

**Members:**

1. Cr .....
2. Cr .....

and the Chair of the Advisory Group will be Cr.....;

- 1.2. **Children and Young People Advisory Group (2 Elected Members)**

**Members:**

1. Cr .....
2. Cr .....

and the Chair of the Advisory Group will be Cr.....;

- 1.3. **Sustainability and Transport Advisory Group (2 Elected Members)**

**Members:**

1. Cr .....
2. Cr .....

and the Chair of the Advisory Group will be Cr.....;

2. **RECEIVES** the community nominations at Confidential Attachments 1, 2 and 3;

3. **APPOINTS** the following community representatives to the City's advisory groups for a term expiring on 16 October 2021:

- 3.1 **Arts Advisory Group (up to 10 community members), as detailed in Confidential Attachment 4**

1. Applicant 2;
2. Applicant 3;
3. Applicant 6;
4. Applicant 7;
5. Applicant 9;
6. Applicant 12;
7. Applicant 13;
8. Applicant 17;

9. Applicant 18; and
10. Applicant 5 or 14.

**3.2 Children and Young People Advisory Group (up to 6 community members), as detailed in Confidential Attachment 5;**

1. Applicant 1;
2. Applicant 2;
3. Applicant 3;
4. Applicant 4; and
5. Applicant 5.

**3.3 Sustainability and Transport Advisory Group (up to 10 community members), as detailed in Confidential Attachment 6.**

1. Applicant 1;
2. Applicant 2;
3. Applicant 3;
4. Applicant 4;
5. Applicant 6;
6. Applicant 7;
7. Applicant 8;
8. Applicant 9;
9. Applicant 10; and
10. Applicant 11.

**PURPOSE OF REPORT:**

To appoint Elected Members and community representatives to the City's Children and Young People Advisory Group (CYPAG), Arts Advisory Group (Arts) and Sustainability and Transport Advisory Group (Sustainability).

**BACKGROUND:**

At the 19 May 2020 Council Meeting (Item 12.5) Council approved the Chief Executive Officer inviting nominations from community members for the CYPAG, Arts and Sustainability advisory groups for the period 28 July 2020 to 16 October 2021.

Nominations were invited for the period 25 May 2020 to 29 June 2020 in the following ways:

- on the City's website and social media pages;
- in the local newspapers (30 May edition of the Perth Voice and 28 May edition of the Eastern Reporter);
- in the City's e-newsletter; and
- direct correspondence to previous members and members of relevant community groups.

**DETAILS:**

The City received a total of 35 nominations for the three advisory groups. These nominations have been assessed by Administration in terms of the relevant skills and experience of each applicant. The nominations are as follows:

- CYPAG – 5 nominations – as summarised at **Confidential Attachment 1**
- Arts – 20 nominations - as summarised at **Confidential Attachment 2**
- Sustainability – 11 nominations - as summarised at **Confidential Attachment 3**

Administration has reviewed the nominations and recommends that the community representatives as set out in **Confidential Attachments 4 – 6** are appointed to the three advisory groups. These attachments include a review of each nominee's application.

The Terms of Reference of the Sustainability and Transport Advisory Group will be reviewed at its first meeting and presented to Council for approval.

The Advisory Groups will commence meeting in August 2020.

**CONSULTATION/ADVERTISING:**

Nil.

**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](#).

**RISK MANAGEMENT IMPLICATIONS:**

**Low/Medium:** There is low risk in the City appointing new Elected Members and community representatives to 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 IMPLICATION**

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

**8.4 ADVERTISING OF NEW LEASE OF PORTION OF THE BEATTY PARK LEISURE CENTRE TO BEATTY PARK PHYSIOTHERAPY PTY LTD**

Attachments: 1. Valuation Report for Beatty Park Physio February 2020 - Confidential

**RECOMMENDATION:**

That Council:

1. **APPROVES** providing local public notice pursuant to section 3.58 of the *Local Government Act 1995* of the proposed lease to Beatty Park Physiotherapy Pty Ltd (ACN 614 728 095) for a portion of the Beatty Park Leisure Centre, 220 Vincent Street, North Perth (Centre) on the following key terms:

- |        |   |   |
|--------|---|---|
| 1.1    | Initial term:   | 5 years (subject to redevelopment clause) commencing 1 October 2020 (or such other date as agreed by the parties);  |
| 1.2    | Option:   | 5 years (at City's discretion and subject to redevelopment clause);   |
| 1.3    | Premises area:  | 365.20m <sup>2</sup> (including pilates studio);  |
| 1.4    | Rent:   | \$82,170 per annum including GST \$225 per m <sup>2</sup> including GST for a Premises area of 365.20m <sup>2</sup> ;   |
| 1.5    | Rent review:  | annual CPI rent review to occur on 1 July each year of the Lease commencing from 1 July 2021;   |
| 1.6    | Outgoings:  | flat outgoings amount for new lease is proposed at \$21,912 per annum including GST, equivalent to \$60 per m <sup>2</sup> for a Premises area of 365.20m <sup>2</sup> , subject to a CPI increase annually on 1 July of each year of the Lease;  |
| 1.7    | Repair/maintenance:   | the tenant is responsible for general minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps, re-painting of painted surfaces within the premises to ensure they remain in good repair and cleaning (including carpets annually);                |
| 1.8    | Capital upgrades:   | The tenant is responsible for capital upgrade and capital expansion of all assets within the leased area and the maintenance of the Premises fit-out;   |
| 1.9    | Responsibilities of City:   | maintenance of roofing, mechanical services (excluding air-conditioning system at the Premises) and main structure of the Premises (unless the damage is caused by the tenant), capital renewal and upgrade of existing assets at the City's discretion and cleaning of the common areas within the Centre; |
| 1.10   | Redevelopment (excl. Premises):   |   |
| 1.10.1 | the City may undertake alterations, redevelopment, repair or major works to the Centre (other than the Premises) at any time, subject to providing the tenant with 3 months' notice.  |   |
| 1.10.2 | No compensation will be payable to the tenant for any loss of business as a result of such works. If the tenant suffers loss as a result of a downturn in foot traffic/customers which is a direct result of the works, the City will provide the tenant with a rent abatement in line with the reduction in customers. |   |

**1.11 Redevelopment (incl. Premises):**

- 1.11.1** The City may undertake alterations, redevelopment, repair or major works (Redevelopment Works) to the Centre (including the Premises) at any time after the second anniversary of the commencement date of the lease.
- 1.11.2** If the Redevelopment Works require vacant possession of the Premises or access to and operation of the business from the Premises would be impractical, the City may terminate the lease subject to providing the tenant with a minimum of 6 months' notice.
- 1.11.3** If the Lease is terminated within the first four years of the term, the City may, in its absolute discretion, assist the tenant with a contribution towards relocation costs to move the business to another premises or location.

**1.12 Licence to use pool:** a licence fee of \$3,840 per annum (\$320 per month) including GST is payable by the tenant. The licence fee will be reviewed annually at CPI on 1 July of each year of the Lease. A maximum of 130 clients may use the pools over the course of any calendar month, any clients using/accessing the pools (over and above the 130 maximum) will be charged to the tenant at a rate of \$5.00 per additional client.

**1.13 Use of gym:** the tenant's clients may use the Centre gym subject to the client being in the presence of a physiotherapist from the tenant's business at all times, a charge of \$10 per entry per client and the total client visits will be invoiced to the tenant at the end of each calendar month.

- 2.** If no submissions are received for alternative leasing proposals as a result of the public notice period in recommendation 1. above, **DELEGATES BY ABSOLUTE MAJORITY** to the Chief Executive Officer the power to enter into the lease in recommendation 1. above, and **AUTHORISES** the Mayor and Chief Executive Officer to affix the common seal and execute the lease.
- 3.** **NOTES** that if any submissions for alternative leasing proposals are received as a result of the public notice period in recommendation 1. above, the Chief Executive Officer will provide the submissions to Council for consideration and Council will determine whether to proceed with the proposed lease to BP Physio.
- 4.** **NOTES** that the COVID-19 Relief and Recovery Committee approved financial relief to the BP Physio at its 12 May 2020 Meeting (Item 7.3), and **APPROVES** an amendment to the financial assistance as detailed below, noting that BP Physio will request no further financial assistance:

**"1.2 Beatty Park Physiotherapy Pty Ltd (BP Physio) – estimated downturn of 60%:**

**1.2.1** waiver of BP Physio's obligation to pay an estimated 30% of rent and variable outgoings becoming due and payable between 1 April 2020 and ~~30 June 2020~~ **30 September 2020**;

**1.2.1** ~~deferral of the BP Physio's obligation to pay an estimated 30% of rent and variable outgoings becoming due and payable between 1 April 2020 and 30 June;~~

**PURPOSE OF REPORT:**

To consider providing local public notice of the proposed new lease to Beatty Park Physiotherapy Pty Ltd (ACN 614 728 095) (BP Physio) at Beatty Park Leisure Centre.

**BACKGROUND:**

BP Physio has leased a portion of the Beatty Park Leisure Centre (Centre) since 26 July 2017 when it took an assignment of the prior physiotherapy tenant's lease which commenced in 2014. The original premises area comprised approximately 296m<sup>2</sup>, located in a portion of the old gymnasium at the Centre. BP Physio has since extended its premises to incorporate a new pilates studio and the new premises area is 365.20m<sup>2</sup> (Premises).

The original lease was for a term of 5 years, commencing on 1 June 2014, with a further term of 5 years commencing on 1 June 2019. As BP Physio did not exercise its option for the further term and the lease area has been altered since the commencement of the original lease, a new lease is required.

Administration engaged a commercial property valuer to complete a market rent appraisal of the Premises in February 2020 at **Confidential Attachment 1**. Due to the disruptions caused by the COVID-19 restrictions and BP Physio's request for financial/lease assistance, the negotiations of the new lease were put on hold. As the COVID-19 restrictions are easing, Administration has re-commenced negotiations with BP Physio.

**DETAILS:**Tenant financial assistance

BP Physio applied for the City's rent abatement and relief assistance and, on 12 May 2020, the COVID-19 Relief and Recovery Committee (Committee) approved the grant of a 30% rent and variable outgoings waiver and a 30% rent and variable outgoings deferral for BP Physio for the period 1 April to 30 June 2020. The approval was agreed to by the Committee based on the 60% calculated downturn of BP Physio's business during the COVID-19 restrictions period.

BP Physio has subsequently requested that the deferral of rent and variable outgoings be cancelled, and instead they receive a 30% waiver of rent and variable outgoings for the period 1 July 2020 to 30 September 2020. This has the same financial impact as the rent and variable outgoings previously approved by the Committee. Administration supports this amendment to the rent relief subject to BP Physio entering into this new lease.

New lease terms

In May 2020, Administration proposed commercial lease terms to BP Physio based on the market rent valuation received for the Premises. Administration has confirmed with the valuer that the market has not yet been affected by the pandemic crisis and the valuation provided in February 2020 remains current. However, the valuer indicated that the market is currently favouring tenants and, as a result, the City may need to compromise in order to reach final agreement with BP Physio.

BP Physio has countered Administration's initial proposal with alternative commercial lease terms. In line with the valuer's advice and in the context of BP Physio's prior financial assistance application, Administration has responded with a suggested compromise between the initial proposal and BP Physio's proposed terms. The below table sets out the current commercial lease terms, Administration's initial commercial terms, BP Physio's proposed terms and Administration's updated terms (in blue). BP Physio has agreed to Administration's updated lease terms.

Lease terms	Original Lease terms (2014 – 2020)	Administration's initial commercial terms (May 2020)	BP Physio's proposed terms	Administration's updated lease terms
<b>Rent</b>	\$94,197.00 pa incl. GST (\$318.23 p/m <sup>2</sup> for 296m <sup>2</sup> )	\$91,300 pa incl. GST (\$250p/m <sup>2</sup> for 365.20m <sup>2</sup> )	\$73,040.00 pa incl. GST (\$200p/m <sup>2</sup> for 365.20m <sup>2</sup> )	<b>\$82,170.00 pa incl. GST</b> <b>(\$225/m<sup>2</sup> for 365.20m<sup>2</sup>)</b>
<b>Outgoings</b>	\$23,144.28 pa incl. GST (\$78.19p/m <sup>2</sup> for 296m <sup>2</sup> )	\$25,564 pa incl. GST (\$70p/m <sup>2</sup> for 365.20m <sup>2</sup> )	\$18,260.00 pa incl. GST (\$50p/m <sup>2</sup> for 365.20m <sup>2</sup> )	<b>\$21,912.00 pa incl. GST</b> <b>(\$60p/m<sup>2</sup> for 365.20m<sup>2</sup>)</b>
<b>Licence fee</b>	N/A	N/A	\$3,600 pa (\$300 p/mth)	<b>\$3,840 pa (\$320 p/mth)</b>
<b>Casual pool entry charge</b>	N/A	N/A	\$5 per client over 130 max. clients per month	<b>\$5 per client over 130 max. clients per month</b>

Administration proposes a five year lease term with a further five year option term, subject to a redevelopment clause. This allows the lease to be terminated at any time after the second year of the initial



lease term, in order for the City to redevelop the Centre or Premises, which may be an outcome of the Beatty Park Options Project 2062. The option term is also at the City's discretion.

The current lease provides that BP Physio must pay a flat outgoings amount as the contribution to all charges for water consumption, gas, electricity, utilities or facilities directly relating to the Premises or the use or occupation of the Premises by BP Physio. There is no sub meter for BP Physio's Premises, and apportioning utilities based on the number of fixtures and fittings or the proportion of the building BP Physio occupies is not deemed to be a fair and equitable method, given that this is a swimming pool centre and the plant and equipment associated with this is the main utility consumer. As a result, a flat outgoings amount of \$60 per m<sup>2</sup> of the Premises or \$21,912.00 per annum including GST is proposed for the new lease.

Both the proposed rent and flat outgoings contribution will be subject to CPI review annually on 1 July of each year of the lease term.

BP Physio provides its clients with a discounted rate to access the pool(s) at the Centre for therapy purposes. Previously, Centre management has been required to invoice BP Physio in arrears for casual entry/use of the pools. In order to reduce administrative burden on Centre management and to provide BP Physio with a discounted rate of entry for up to 130 clients per month, a licence fee of \$4,080.00 per annum (\$340 per month) is proposed as part of the new lease terms. Any additional clients (over the 130 monthly maximum) will be charged at a rate of \$5.00 each.

The key commercial lease terms are set out in Recommendation 1.

### CONSULTATION/ADVERTISING:

In accordance with section 3.58 of the *Local Government Act* local public notice of the proposed lease would be provided for a period of at least two weeks, commencing in early August and closing in late August/early September. Local public notice would be provided in the following ways:

- advertisements in the City's local newspapers and the West Australian in December and January;
- public notice on the City, Library and Local History Centre and Beatty Park Leisure Centre notice boards; and
- notices on the City's website, social media platforms and in the e-newsletter.

### LEGAL/POLICY:

Section 3.58(3) of the *Local Government Act 1995* (Act) provides that:

- "(2) Except as stated in this section, a local government can only dispose of property to -
- (a) the highest bidder at public auction; or
  - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property -
- (a) it gives local public notice of the proposed disposition -
    - (i) describing the property concerned; and
    - (ii) giving details of the proposed disposition; and
    - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
  - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
- (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and
  - (c) the market value of the disposition —
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition."

**RISK MANAGEMENT IMPLICATIONS:**

**Low:** It is low risk for Council to provide public notice of the proposed new lease with BP Physio.

**STRATEGIC IMPLICATIONS:**

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

Connected Community

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

Innovative and Accountable

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

**FINANCIAL/BUDGET IMPLICATIONS:**

The current rent for the Premises is \$94,197.00 per annum including GST with outgoings contribution of \$23,144.28 per annum including GST. Due to changing market conditions and the long-term effect of COVID-19 shutdowns on local businesses and services, the rent for the new lease is proposed at \$82,170.00 including GST per annum and the proposed outgoings contribution is \$21,912.00 including GST per annum. The rent and outgoings contribution are proposed to be increased by CPI annually during each year of the lease.

**8.5 NEW LEASE OF ROBERTSON PARK TENNIS CENTRE TO TENNIS ASSOCIATION OF WESTERN AUSTRALIA**

**Attachments:** Nil

**RECOMMENDATION:**

**That Council:**

- 1. APPROVES a short term lease to the Tennis Association of Western Australia (Tennis West) in respect to the tennis centre located at Robertson Park, 176 Fitzgerald Street, Perth (Tennis Centre), on the following key terms:**

- 1.1 Term:** 13 months commencing 1 August 2020 and expiring on 30 September 2021.
- 1.2 Rent:** \$772.00 per month excluding GST.
- 1.3 Rent review:** 1 October annually at CPI.
- 1.4 Rates and taxes:** Tennis West to pay all rates and taxes including rubbish and recycling bin charges and emergency services levy for the Tennis Centre.
- 1.5 Repairs/maintenance:** Tennis West to keep the Tennis Centre clean and in good repair having regard to the current condition of the Tennis Centre. This includes repairing any damage due to fair wear and tear and to keep the Tennis Centre safe and secure. For the avoidance of doubt, Tennis West is not required to rectify damage to the courts that occurred prior to the commencement date.
- 1.6 Structural repairs:** At the discretion of the City, this includes any structural repairs to the heritage huts. The City does not intend to undertake this work prior to 1 July 2021.
- 1.7 Capital works:** At the discretion of the City, this includes replacement and/or resurfacing of the tennis courts, bore and lighting. The City does not intend to undertake this work prior to 1 July 2021.
- 1.8 Emergency works:** At the discretion of the City, this includes any major/structural emergency works, such as the failure of the bore. Council approval of the work will be required, and will depend on the cost and implications for the use of the Tennis Centre.
- 1.9 Minimum services:** Tennis West to reimburse the City for cost of annual statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing) and pest inspections and treatment.
- 1.10 Insurance:** Tennis West to effect a public liability policy, with cover not less than \$20 million, and to reimburse the City's annual building insurance premium for the Tennis Centre.
- 1.11 Indemnification:** Tennis West to indemnify the City against all costs and claims arising in respect to the Tennis Centre.
- 1.12 Permitted purpose:** Sporting and recreation facility, with associated commercial sporting and recreation purpose. Permitted hours of use are 6am to 10.30pm daily.

- 1.13 Shared use:** Tennis West will make the hardcourts available for use by the City, free of charge, when not required for coaching or pennants, for community sport.
- 1.14 Sub-lease/licence:** The Lessor acknowledges that the Lessee has/will enter/ed into an agreement with Tennis Central Australia Pty Ltd ACN 626 307 042 (Tennis Central) in respect to tennis coaching and associated or ancillary services at the Tennis Centre. As part of the provision of ancillary services at the Tennis Centre by Tennis Central, Tennis Central may enter into agreements with commercial operators. These agreements will be subject to the City's consent, which will not be withheld provided the purpose is ancillary to the use of the premises as a tennis centre.
- 1.15 Development plan:** The parties acknowledge the City intends to redevelop the Tennis Centre within the next 24 – 36 months. The development plan will inform which and how many tennis courts are retained at the premises and/or repurposed for alternative sports/recreational use. It is anticipated that the redevelopment works will not commence prior to 1 July 2021.
- 2. Subject to final satisfactory negotiations being carried out by the Chief Executive Officer, AUTHORISES the Mayor and Chief Executive Officer to affix the common seal and execute the lease in recommendation 1. above.**

#### **PURPOSE OF REPORT:**

To consider entering into a short-term lease with the Tennis Association of Western Australia (Tennis West) in regard to the Robertson Park Tennis Centre.

#### **BACKGROUND:**

The Robertson Park Tennis Centre is located at 176 Fitzgerald Street, Perth (Tennis Centre) on land owned in freehold by the City. The Tennis Centre comprises 38 tennis courts and a large social space/function room with a bar, commercial kitchen, office space and undercover area. The Tennis Centre was previously leased by Tennis Seniors Association of Western Australia (Tennis Seniors) and Tennis Central Australia Pty Ltd (ACN 626 307 042) (Tennis Central) operated coaching, court hire and pennants competitions from the Tennis Centre pursuant to an agreement with Tennis Seniors.

Tennis Seniors terminated their lease on 31 October 2019 and, in order to allow tennis to continue at the Tennis Centre, Tennis West entered into an Interim Management Agreement with the City, which commenced on 12 November 2019 (approved by Council at the 12 November 2019 Ordinary Meeting of Council). Tennis Central entered into an agreement with Tennis West and has continued to operate the coaching, court hire and pennants competitions from the Tennis Centre.

Tennis West currently occupies the Tennis Centre as a monthly tenant pursuant to the holding over provision of the interim management arrangement. Tennis West has advised that it will continue to occupy the Tennis Centre in the short term to maintain the status quo until the long term use is determined.

#### **DETAILS:**

The future use of the Tennis Centre needs to align with the preparation and implementation of a Development Plan for Robertson Park. The purpose of the Development Plan is to consider the future use options for the Tennis Centre and surrounding park. This includes consideration of the future operation of the Tennis Centre – for example by a provide operator, and whether other sports can be co-located at the site. The preparation of the Development Plan is scheduled for completion by the end of 2020, and would not be implemented until after 1 July 2021. It is predicted that no works will be undertaken to the Tennis Centre until after September 2021.

In order to allow for the continued use of the Tennis Centre for coaching, court hire, pennants, tournaments and other ancillary purposes while the Development Plan is prepared, Administration proposes a short-term lease to Tennis West. Tennis West (in liaison with Tennis Central) has managed the Tennis Centre well since taking possession in November 2019.

It is not proposed that Tennis West would be involved with the Tennis Centre in the long term.

Under the proposed lease terms, any structural repairs or upgrades, including upgrades to the tennis courts, lighting, reticulation or bore, would be at the discretion of the City. If upgrade work was required during the term of the lease Tennis West could undertake this at its cost, subject to the approval of the City.

Pursuant to the agreement between the parties, Tennis West intends that Tennis Central will remain operating the tennis coaching, court hire and ancillary services at the Tennis Centre during the lease term. As part of the provision of ancillary services at the Tennis Centre, Tennis Central may enter into agreements with commercial operators – for example a remedial massage therapist and/or small café operator. Administration considers that these types of commercial operators will assist to increase the use of the Park and Tennis Centre by members of the community. As a result, it is proposed that Tennis West and/or Tennis Central must obtain the City's consent prior to entering into these agreements, which consent will not be withheld provided the commercial operation in question is ancillary to the use of the premises as a tennis centre

Tennis West has confirmed that the proposed lease terms (set out in Recommendation 1. above) are acceptable.

#### **CONSULTATION/ADVERTISING:**

As Tennis West is a not for profit state sporting body providing public notice of the proposed lease is not a statutory requirement.

Tennis West has confirmed that the proposed terms of the lease are acceptable and notes that it is not interested in entering into a longer-term arrangement at this stage.

#### **LEGAL/POLICY:**

The *Local Government Act 1995* (Act) section 3.58, 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 a 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 s 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.”

Tennis West is a state government agency, therefore, Reg. 30 applies and the City is exempt from complying with section 3.58.

#### **RISK MANAGEMENT IMPLICATIONS:**

**Low:** There is low risk in Council granting a new interim lease to Tennis West, as it is the state governing body for tennis and has the resources to manage the Tennis Centre on a short-term basis.

#### **STRATEGIC IMPLICATIONS:**

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

##### Connected Community

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

Thriving Places

*Our physical assets are efficiently and effectively managed and maintained.*

Innovative and Accountable

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

**SUSTAINABILITY IMPLICATIONS:**

Nil.

**FINANCIAL/BUDGET IMPLICATIONS:**

The monthly rent of \$772 per month is based on 10% of the gross rental valuation for the Tennis Centre, as calculated by Landgate. This is consistent with the City's proposed approach for new leases, which will be formalised in the City's draft Property Management Framework.

All outgoings associated with the Tennis Centre, including the utilities, building insurance premium, bin changes and emergency services levy, will be payable by Tennis West for the period of this lease.

**8.6 ENABLING MODEL FOR SERVICE DELIVERY AND BEST PRACTICE REGULATION**

**Attachments:** 1. **Enabling Approach and Ideas Program** 

**RECOMMENDATION:**

**That Council NOTES this report on transitioning to an enabling model for service delivery and best practice regulation, red tape reduction and streamlining local government approval processes.**

**PURPOSE OF REPORT:**

To provide a report to Council on transitioning to an enabling model for service delivery and best practice regulation.

**BACKGROUND:**

CEO KPI 2.1.2 for the 2019/2020 financial year was to provide a report to Council on transitioning to an enabling model for service delivery and best practice regulation, red tape reduction and streamlining local government approval processes. This report addresses this KPI.

An enabling model of service delivery contains the following attributes:

- A system which focuses on self-improvement where effectiveness is promoted;
- Internal processes which achieve positive outcomes that harmonise complex, interdependent interactions;
- Enhancement of our customer focus to incorporate community empowerment;
- Achieving best practice and benchmarking through cooperative relationships, collaboration and shared knowledge; and
- Alignment of our community shared values.

Better regulation involves focusing on being a risk-based regulator, which encompasses:

- Utilising technical expertise to make decisions, in addition to legal considerations;
- Cultivating an environment which supports identification and management of risks;
- A broad range of tools, both regulatory and non-regulatory, to achieve positive outcomes and solve problems;
- Innovating and exploring different ways of managing risks; and
- Engaging in partnerships to mitigate risks.

These two principles contain common themes which are espoused within the City's strategic management framework and the Vincent Ideas Program. This is a program designed to support innovation and improvement by affirming an organisational culture and designing systems that are clever, creative and courageous. The interrelated elements of the program are:

**Projects & Programs:** Our actions to achieve Council's vision in the Strategic Community Plan and implement the Corporate Business Plan

**Involving Everyone:** Listening and understanding the needs of our community and customers

**Innovation:** Putting ideas into action

**Improvement:** Business planning, maturing modelling and benchmarking to improve our services and customer experience

**IT:** Creating a Smart City through technology, efficiency, automation and mobility

**Services & Systems:** Process and system improvements to deliver better outcomes for our community and customers.

**Attachment 1** provides a visual diagram of this program which reinforces a whole of organisation move towards an enabling approach for service delivery and better regulation.

**DETAILS:**

The City's Administration has been continuing to embed the enabling approach into service delivery. The thinking surrounding the concepts of enablement and better regulation is supported within the organisation.

Teams have been working together internally and engaging with external stakeholders to achieve better streamlined outcomes for our customers. A key example of this is process mapping which has involved service units mapping their functions and identifying process improvements to minimise time and costs.

The enabling approach has also been enshrined within the City's strategic management framework. This includes identifying shared values which are part of business and service plans. These documents provide a link between on-the-ground service delivery and the Strategic Community Plan vision and priorities.

The emergence of COVID-19 catalysed a further shift in the City's approach, requiring even stronger alignment of service objectives with an enabling approach. This assisted the City to strategically manage this substantial change and achieve timely and beneficial community outcomes. People within and external to the organisation collaborated to make significant adjustments to services, projects and programs; and this has been reflected through the COVID-19 Relief and Recovery Strategy.

Some examples to demonstrate the transition towards the enabling model for service delivery include:

**Office of the Chief Executive Officer**

- Process mapping to streamline approvals and other functions;
- Information technology and communication functionality to work remotely;
- Flexible working arrangements and workforce optimisation strategies;
- Prioritisation of services during COVID-19;
- Council eMeetings via zoom webinar; and
- Development on City owned and managed land policy - purpose is to streamline development on City land and reduce approvals and fees required.

**Community and Business Services**

- Library online/remote service delivery including e-books, mystery bags and books on wheels;
- Beatty Park Healthy at Home program;
- Movement towards community hub model with a focus on customer service optimisation;
- Implementation of customer request management system;
- Vincent Community Support Network;
- Financial assistance including waiving of rates interest and booking refunds;
- Budget planning with an aim to preserve services and workforce;
- Leederville Gardens Trust fund for vulnerable people and Arts Relief Fund for local artists;
- Smooth transfer to direct management of the Community Centre; and
- COVID safety systems and culture at Beatty Park and other facilities.

**Infrastructure and Environment**

- Realignment of Ranger Services to focus on community safety during COVID-19;
- A system for alfresco permits which had already met the WA Premier's request for flexibility from local governments to support business;
- Service efficiency through optimisation of waste collection routes;
- E-permits implementation;
- Completed roll out and set up of the Central Control Irrigation system, resulting in improved use of staff resources and reduced groundwater usage; and
- Fleet replacement with hybrids, including the first hybrid truck.

**Strategy and Development**

- COVID-19 Relief and Recovery Strategy;
- Community empowerment enshrined in business plans which encourages effective neighbour and business communications about planning, building and health issues;
- Online submission of development applications;



- Substantial progress towards harmonisation of processes across planning, building, health and compliance frameworks;
- Engagement across technical areas when supporting businesses with new development proposals, using a place based approach, and improvements to internal referrals;
- Change of use information sheets for small bars, restaurants and consulting rooms;
- Planning exemptions to support Beaufort Street and during COVID-19; and
- On-the-ground business support and public health advisory service during COVID-19.

The City is continuing to deliver on this important piece of work. In the coming financial year the priorities will be to:

1. Support economic and public health rebound through service, project and program delivery;
2. Focus on harmonising processes to create a more streamlined customer experience which connects approvals across service units (e.g. planning, building and health);
3. Continue to support an enabling workplace and stakeholder engagement culture;
4. Actively identify areas for improvement, make changes and advocate for changes in regulatory systems; and
5. Implement benchmarking outcomes.

#### **CONSULTATION/ADVERTISING:**

Nil.

#### **LEGAL/POLICY:**

It is intended the enabling model of service delivery and best practice regulation should be applied to the application of legislation, strategy and policy by the City.

#### **RISK MANAGEMENT IMPLICATIONS:**

**Low:** It is a low risk for Council to consider and note this work.

#### **STRATEGIC IMPLICATIONS:**

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

##### Innovative and Accountable

*Our community is aware of what we are doing and how we are meeting our goals.*

#### **SUSTAINABILITY IMPLICATIONS:**

Nil.

#### **FINANCIAL/BUDGET IMPLICATIONS:**

Nil.

## ENABLING APPROACH

### PROJECTS AND PROGRAMS

Our actions to achieve Council's vision in the Strategic Community Plan and implement the Corporate Business Plan

### INVOLVING EVERYONE

Listening and understanding the needs of our community and customers

### INNOVATION

Putting ideas into action

### IMPROVEMENT

Business planning, maturity modeling and benchmarking to improve our services and customer experience

### IT

**Creating a Smart City through**  
Technology – Efficiency – Automation – Mobility

### SERVICES AND SYSTEMS

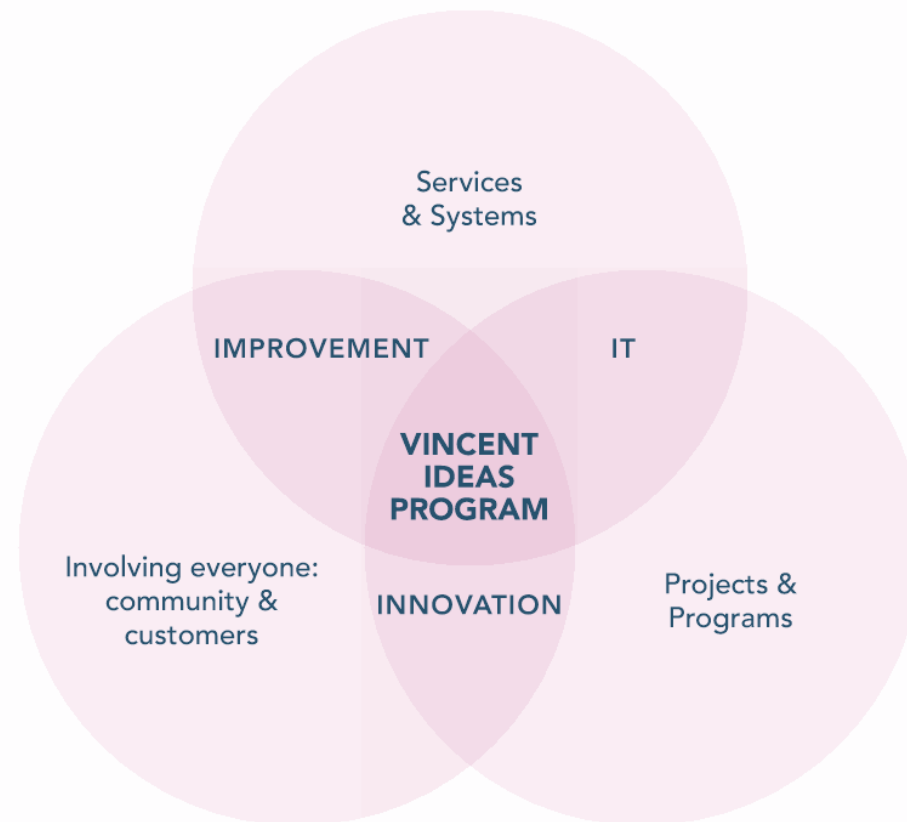
Process and system improvements to deliver better outcomes for our community and customers



CITY OF VINCENT

VINCENT IDEAS  
PROGRAM

CLEVER | CREATIVE | COURAGEOUS



Involvement | Ideas | Improvement | IT | Innovation

**8.7 ADVERTISING OF NEW LOCAL GOVERNMENT PROPERTY LOCAL LAW 2020 AND NEW ELECTION SIGNS POLICY**

- Attachments:
1. Draft City of Vincent Local Government Property Local Law 2020 [↓](#) 
  2. Table of amendments [↓](#) 
  3. Draft Election Signs Policy [↓](#) 

**RECOMMENDATION:****That Council:**

1. **AUTHORISES** the Chief Executive Officer to provide statewide and local public notice in accordance with section 3.12 of the *Local Government Act 1995*, for a period of at least 6 weeks, that:
  - 1.1 it is proposed to repeal the [City of Vincent Local Government Property Local Law 2008](#) and replace it with the City of Vincent Local Government Property Local Law 2020 at Attachment 1;
  - 1.2 the purpose of repealing the City of Vincent Local Government Property Local Law 2008 and replacing it with the City of Vincent Local Government Property Local Law 2020 is to:
    - 1.2.1 increase the efficiency in the management of signs located on local government property;
    - 1.2.2 provide the City with a discretion to require a permit for the erection or display of an election sign on local government property;
    - 1.2.3 remove provisions regarding animals;
    - 1.2.4 assist with the management and regulation of security deposits and bank guarantees provided by developers constructing on private land;
    - 1.2.5 increase the deterrent for causing damage to local government property or using local government property for a commercial activity without a permit;
    - 1.2.6 increase the efficiency in the management (beautification) of verges;
    - 1.2.7 deter damage or removal of trees on verges, thoroughfares or local government property;
    - 1.2.8 prohibit and effectively deter the use of recording devices within change rooms;
    - 1.2.9 amend the local laws in accordance with prior advice received from the Department of Local Government, Sport and Cultural Industries; and
    - 1.2.10 make administrative modifications so that the local law aligns with common practice and the City's current objectives and processes;
  - 1.3 the effect of the repeal and replacement of the City of Vincent Local Government Property Local Law 2008 with the City of Vincent Local Government Property Local Law 2020 is that:
    - 1.3.1 conditions relating to when a sign permit will be required are now provided;
    - 1.3.2 election signs placed on local government property will now be governed by the proposed City of Vincent Election Signs Policy;

- 1.3.3 provisions relating to animals will be incorporated into the proposed City of Vincent Animals Local Law 2020;
- 1.3.4 when and how the City may use security deposits or bank guarantees to rectify damage to local government property is regulated;
- 1.3.5 increased penalties will apply for causing damage to local government property or using local government property for a commercial activity without a permit;
- 1.3.6 the conditions relating to management (beautification) of verges, prescribed in the City's relevant policy, are incorporated in the local law;
- 1.3.7 increased penalties will apply for damage or removal of trees on verges, thoroughfares or local government property;
- 1.3.8 the use of recording devices within change rooms is prohibited and an appropriate penalty is applicable; and
- 1.3.9 amendments are incorporated in the local law in line with the Department of Local Government, Sport and Cultural Industries recommendations;
- 1.3.10 administrative modifications are made to ensure the local law aligns with common practice and the City's current objectives and processes;
- 1.4 copies of the proposed local law are available for inspection at the City's Administration and Civic Centre, Library and Local History Centre and on the City's website; and
- 1.5 submissions on the proposed local law are invited for a period of not less than six weeks after public notice is given;
- 2. NOTES that in accordance with Section 3.12(3)(b) of the *Local Government Act 1995* a copy of the proposed local laws and public notice will be provided to the Minister for Local Government;
- 3. NOTES that any submissions received as a result of the public notice provided as set out in 1. above will be presented to Council for consideration;
- 4. APPROVES the draft Election Signs Policy, at Attachment 3;
- 5. AUTHORISES the Chief Executive Officer to provide local public notice of the new policy in Recommendation 4. above, and invite public comments for a period of at least 21 days; and
- 6. NOTES that at the conclusion of the public notice period any submissions received in relation to Recommendation 5. above will be presented to Council for consideration.

#### **PURPOSE OF REPORT:**

To consider giving public notice of the City of Vincent Local Government Property Local Law 2020 (2020 Local Law) and draft Elections Signs Policy.

#### **BACKGROUND:**

At the 2 April 2019 Council meeting, Council resolved to provide public notice of the proposed City of Vincent Local Government Property Amendment Local Law 2019. In accordance with Section 3.12(3)(b) of the *Local Government Act 1995* (Act), a copy of the proposed City of Vincent Local Government Property Amendment Local Law 2019 was provided to the Department of Local Government, Sports and Culture (DLGSC) for review and comment.

DLGSC advised that:

- the City of Vincent Local Government Property Local Law 2008 (2008 Local Law) should be repealed and replaced with a single, consolidated local law;
- the new local law should be formatted to reflect current drafting style practices (for example, the format used by Parliament); and
- in accordance with the advice of Parliament's Delegated Legislation Committee, local laws should not directly state that a person is required to comply with a local government policy. As a result, the City should either replace references to policy with a reference to local government approval or the relevant provisions of the policy should be set out in the clause or added as a Schedule to the local law.

As a result of DLGSC's comments, Administration has drafted a new Local Government Property Local Law:

- taking into account the DLGSC's advice and recommendations;
- incorporating the changes previously proposed in the amendment local law; and
- undertaking a complete, critical review of the 2008 Local Law to ensure it reflects the City's current practices, policies and plans.

At the 12 November 2019 Ordinary Meeting of Council Councillor Fotakis' Notice of Motion for the CEO to review the City's Local Government Property Local Law was approved. This Notice of Motion specifically related to the review of the provisions relating to election signs.

Administration has drafted an Election Signs Policy, at **Attachment 3**, to clarify the display of election signs on local government property.

#### **DETAILS:**

##### 2020 Local Law

The draft 2020 Local Law proposes comprehensive amendments to Parts 1, 6, 8 and 9. A copy of the draft 2020 Local Laws is at **Attachment 1**. A table setting out the main amendments to these Parts and the reasons for the amendments, is at **Attachment 2**.

##### Election Signs Policy

Administration's proposed Policy does not prohibit or restrict the display of political signs on private land as that would likely breach the constitutional right of freedom of political communication. Further, the proposed Policy does not include onerous restrictions on the display of political signs on local government property, as if those restrictions do not serve a legitimate end they may be considered unconstitutional.

The 2020 Local Law has been amended to provide that the City has the discretion to require a permit in order for a candidate to display an election sign. The Policy then specifies that if the candidate's election sign meets the requirements set out in the Policy, a permit under the 2020 Local Law is not required.

The Policy imports the requirements previously set out in the 2008 Local Law but also includes further regulations regarding the placement of election signs on City properties as follows:

- (a) to ensure the amenity and safe use of City parks and reserves election signs are not permitted to be displayed on or within any City parks and/or reserves; and
- (b) to reduce the risk that a sign on City facilities or a City property is interpreted as having the endorsement of the City, election signs are not permitted on or adjacent to municipal buildings, including Beatty Park Leisure Centre, Loftus Recreation Centre, Library, Civic Centre and Administration Building.

Paragraph (b) above does not apply to any City property or facility that is used as a polling place on an election day.

The enforcement provisions of the Policy allow for the removal and impounding of any signs that:

- (a) pose a health or safety risk;
- (b) are displayed in a City park, reserve or on or adjacent to City municipal buildings;
- (c) are displayed on City property and are not free standing; or
- (d) the City has received a legitimate complaint about and are non-compliant with the Policy.

#### **CONSULTATION/ADVERTISING:**

In accordance with section 3.12 of the *Local Government Act 1995* public notice of the repeal and replacement of the 2008 Local Law will be provided in the following ways:

- notice in the *West Australian* newspaper;
- notice in local newspapers; and
- notice on the City's website and in social media and e-newsletter,

which notice will state that:

- the City proposes to repeal the 2008 Local Law and replace it with the 2020 Local Law (the purpose and effect of which is set out in recommendations 1.2 and 1.3 above);
- a copy of the 2020 Local Law may be obtained or inspected at the City's Administration and Civic Centre, Library and Local History Centre; and
- submissions about the 2020 Local Law may be made to the City by a date specified in the notice (being no less than 6 weeks after the notice is given),

and a copy of the notice and 2020 Local Law will be provided to the Minister for Local Government.

In accordance with the City's Policy 4.1.1 – '*Adoption and Review of Policies*', public notice of the proposed new policy will be provided for a period exceeding 21 days in the following ways:

- notice on the City's website, social media and e-newsletter;
- notice in the local newspapers; and
- notice on the notice board at the City's Administration and Civic Centre, Library and Local History Centre.

#### **LEGAL/POLICY:**

Section 3.12 of the *Local Government Act 1995* sets out the requirements for making a local law.

City's Policy 4.1.1 – '*Adoption and Review of Policies*' sets out the process for repealing and adopting policies.

#### **RISK MANAGEMENT IMPLICATIONS:**

**Low:** It is low risk for Council to provide local public notice of the new local law and policy.

#### **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.

## **City of Vincent**

### **Local Government Act 1995**

### **Local Government Property Local Law 2020**

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Local Government Property Local Laws 2020



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**LOCAL GOVERNMENT ACT 1995****CITY OF VINCENT****LOCAL GOVERNMENT PROPERTY LOCAL LAW 2020**

Under the powers conferred by the Local Government Act 1995 and under all other powers enabling it, the Council of the City of Vincent resolved on (date) to make the following local law.

**Part 1 - Preliminary****1.1 Citation**

This local law may be cited as the City of Vincent Local Government Property Local Law 2020.

**1.2 Objective**

- (1) The objective of this local law is to provide for the regulation, control and management of activities and facilities on local government property, thoroughfares and public places within the district.
- (2) The effect of this local law is to establish the requirements with which any person using or being on local government property, thoroughfares and public places within the district must comply.

**1.3 Commencement**

This local law comes into operation 14 days after the date of its publication in the Government Gazette.

**1.4 Repeal**

The following local laws adopted by the City of Vincent:

- (a) Local Government Property Local Law 2008, published in the Government Gazette on 15 April 2008;
- (b) Local Government Property Amendment Local Law 2008, published in the Government Gazette on 7 October 2008;
- (c) Local Government Property Amendment Local Law 2009, published in the Government Gazette on 27 February 2009; and
- (d) Local Government Property Local Law No.1, 2013, published in the Government Gazette on 21 May 2013,

are repealed on the day this local law comes into operation.

**1.5 Application**

- (1) This local law applies throughout the district.
- (2) Unless otherwise provided for in this local law, the local government may –
  - (a) hire local government property to any person; or
  - (b) enter into an agreement with any person regarding the use and/or occupation of any local government property.

## City of Vincent Local Government Property Local Law 2020

## 1.6 Definitions

In this local law unless the context requires otherwise –

- (1) *Act* means the Local Government Act 1995;
- (2) *applicant* means a person who applies to the local government to use local government property, in accordance with this local law;
- (3) *authorised person* means a person authorised by the local government under section 9.10 of the Act to perform any of the functions of an authorised person under this local law;
- (4) *boat* means any ship, structure or vessel, capable of being used in navigation by water, however propelled or moved, and includes a jet ski or dinghy;
- (5) *carriageway* means the bitumen or paved portion of a thoroughfare used or intended for use by vehicles;
- (6) *CEO* means the Chief Executive Officer of the local government;
- (7) *change room* means the room or area designated as a change room, bathroom or toilet in a public place such as a pool premises;
- (8) *commencement day* means the day on which this local law comes into operation;
- (9) *community facility* means a facility being local government property operated for the benefit of the public, and includes a hall, public swimming pool, library, leisure centre, recreation centre, child care centre, child health clinic, aged persons centre and the like;
- (10) *Council* means the Council, from time to time, of the local government;
- (11) *decency* means wearing of proper and adequate clothing for the occasion, so as to prevent indecent exposure;
- (12) *determination* means a determination made under clause 2.1;
- (13) *district* means the district of the local government;
- (14) *drone* means a powered aerial vehicle that does not carry a human operator and is piloted remotely;
- (15) *face of kerb* means the side of the kerb adjacent to the carriageway;
- (16) *fence* means any artificially created barrier whether temporary or permanent including post and rails, chain, metal, wire or pipe;
- (17) *firework* means a device such as a Catherine wheel, a roman candle, a rocket or the like, in which combustible materials are ignited and produce coloured smoke, flames and (sometimes) an explosion or loud noise and *fireworks display* means a show of a number of fireworks set off over a pre-arranged period;
- (18) *fishing* means to use any line, lure, rod, pot or other method for the purpose of catching marine life;
- (19) *footpath* means a path set aside for use by pedestrians and cyclists that is on or runs through a road reserve, park, reserve or thoroughfare, and includes all that part of a thoroughfare lying between the edge of the carriageway and the property boundary nearest to that edge on the same side of the thoroughfare;
- (20) *function* means an event or activity characterised by all or any of the following –
  - (a) formal organisation and preparation;
  - (b) its occurrence is generally advertised or notified in writing to particular persons;
  - (c) organised by or on behalf of a club;

## City of Vincent Local Government Property Local Law 2020

- (d) payment of a fee to attend it; and
- (e) systematic recurrence in relation to the day, time and place,
- (21) **indecent exposure** means the revealing to view of those parts of the body, especially the genitals, which by law and convention should be covered by clothing under the given circumstances;
- (22) **garden** means a verge or other area within a local government property that is planted, developed or treated, otherwise than as a lawn, with one or more plants;
- (23) **kerb** means the edge of a carriageway;
- (24) **landscaping feature** means any:
  - (a) raised garden beds;
  - (b) rocks, stones or logs;
  - (c) compacted crushed gravel pathways;
  - (d) paved pathways or bin stand areas;
  - (e) seating or benches; and/or
  - (f) decorations and lighting installed within a garden or verge;
- (25) **lawn** means a verge or other area within a local government property which is planted only with grass, or with a similar plant, but will include any other plant provided that it has been planted by the local government such as a tree;
- (26) **liquor** has the same meaning as is given to it in section 3 of the *Liquor Control Act 1988* from time to time:
 

**liquor** means —

  - (a) a substance intended for human consumption which at 20° Celsius contains more than 1.15% ethanol by volume, or such other proportion as is prescribed; and
  - (b) any other substance prescribed as being liquor for the purposes of this Act; and
  - (c) any thing that, for the purposes of sale, is held out to be such a substance;

*Liquor Control Act 1988 – section 3.*
- (27) **local government** means the City of Vincent;
- (28) **local government property** means anything except a thoroughfare –
  - (a) which is owned or leased by the local government;
  - (b) of which the local government is the management body under the *Land Administration Act 1997*; or
  - (c) which is an “otherwise unvested facility” within the district as defined in section 3.53 of the Act;
- (29) **local public notice** has the same meaning as is given to it in section 1.7(1) of the Act from time to time:

- (1) Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be —

  - (a) published in a newspaper circulating generally throughout the district; and
  - (b) exhibited to the public on a notice board at the local government’s offices; and

## City of Vincent Local Government Property Local Law 2020

- (c) exhibited to the public on a notice board at every local government library in the district.
- Local Government Act 1995 – section 1.7(1)*

- (30) **lot** means a defined portion of land in accordance with the meaning given to it in section 4(1) of the *Planning and Development Act 2005* from time to time;

<b>lot</b> means a defined portion of land —	
(a)	depicted on a plan or diagram available from, or deposited with, the Authority and for which a separate Crown grant or certificate of title has been or can be issued; or
(b)	depicted on a diagram or plan of survey of a subdivision approved by the Commission; or
(c)	which is the whole of the land the subject of —
(i)	a Crown grant issued under the Land Act 1933 2 ; or
(ii)	a certificate of title registered under the Transfer of Land Act 1893; or
(iii)	a survey into a location or lot under section 27(2) of the Land Administration Act 1997 or a certificate of Crown land title the subject of such a survey; or
(iv)	a part-lot shown on a diagram or plan of survey of a subdivision deposited with the Authority; or
(v)	a conveyance registered under the Registration of Deeds Act 1856.
but does not include a lot in relation to a strata scheme, a lot in relation to a survey-strata scheme, or a lot shown as common property on a survey-strata plan, as those terms are defined in the Strata Titles Act 1985.	
<i>Planning and Development Act 2005 – section 4(1)</i>	

- (31) **Manager** means the person for the time being employed by the local government to control and manage a community facility or other facility which is local government property and includes the person's assistant or deputy;
- (32) **Notice** means a written notice (in any form, including electronic) issued by the local government or an authorised person under these local laws;
- (33) **nuisance** means any activity, thing, condition, circumstance or state of affairs caused or contributed to by a person which:
- (a) is injurious or dangerous to the health of another person of normal susceptibility; or
- (b) which has a disturbing effect on the state of the physical, mental or social well-being of another person of normal susceptibility;
- (34) **permit** means written confirmation from the local government of an applicant's right to use local government property in accordance with this local law and may include electronic confirmation and/or a reference number;
- (35) **permit holder** means a person who holds a valid permit;
- (36) **person** means a natural person, body corporate (as defined in the *Corporations Act 2001* (Cth)) or other legal entity such as an incorporated association, government or government agency but does not include the local government;
- (37) **premises** means a building, stadium or structure which is located on local government property, but excludes an open public space such as a park or a playing field;

## City of Vincent Local Government Property Local Law 2020

- (38) **private property** means any real property, parcel of land or lot that has a separate certificate of title, which is in private ownership or the subject of a lease or agreement with a person enabling its use for private purposes and includes any building or structure thereon;
- (39) **publication date** means, where local public notice is required to be given of a matter under this local law, the date on which notice of the matter is published in a newspaper circulating generally throughout the district;
- (40) **public place** means any thoroughfare or place which the public are allowed to use, whether the thoroughfare or place is or is not on private property and includes parklands, squares, reserves, beaches and other lands set apart for the use and enjoyment of the public, including local government property, but does not include a building or structure on private property from which trading is lawfully conducted;
- (41) **Regulations** means the *Local Government (Functions and General) Regulations 1996*;
- (42) **Relevant Authority**:
- (a) any government or government authority in any jurisdiction, whether federal, state, territorial or local (including the Western Australian Planning Commission);
  - (b) any provider of public utility services, whether statutory or not; and
  - (c) any other person, authority, instrumentality or body having jurisdiction, rights, powers, duties or responsibilities over the affected land or any part of them;
- (43) **sign** includes a notice, flag, mark, structure or device on which may be shown words, numbers, expressions or symbols;
- (44) **street tree** means a tree in a thoroughfare;
- (45) **thoroughfare** has the same meaning as defined in section 1.4 of the Act, from time to time, and includes a footpath that is local government property;

**thoroughfare** means a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits, and nothing is prevented from being a thoroughfare only because it is not open at each end.

*Local Government Act 1995 – section 1.4*

- (46) **trading** means selling or hiring, or offering for sale or hire, goods or services, and includes displaying goods for the purpose of:
- (a) offering them for sale or hire;
  - (b) inviting offers for their sale or hire;
  - (c) soliciting orders for them; or
  - (d) carrying out any other transaction in relation to them;
  - (e)
- (47) **valid** in relation to a permit issued under this local law means current, with all relevant conditions met and for which all the associated fees have been paid in full;
- (48) **vehicle** includes –
- (a) every conveyance and object capable of being propelled or drawn on wheels, tracks or by any means;
  - (b) an animal being ridden or driven; and
  - (c) a vehicle described or prescribed by the *Road Traffic (Vehicles) Act 2014*;



## City of Vincent Local Government Property Local Law 2020

but excludes a –

- (d) wheel-chair or any device designed for use by physically impaired persons on a footpath;
  - (e) pram, stroller or similar device;
  - (f) wheeled recreational device, wheeled toy or a scooter used by a person aged under 12 years; and
  - (g) train, boat or aircraft;
- (49) **verge** means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare, but does not include any footpath or kerb; and
- (50) **wheeled recreational device** means a wheeled device built to transport a person (whether propelled by human power, electricity, motor or gravity) including:
- (a) a bicycle or unicycle;
  - (b) in-line skates, roller-skates, a skateboard or similar device; and
  - (c) a scooter being used by a person aged 12 years or older.

**1.7 Interpretation**

In this local law unless the context requires otherwise a reference to local government property includes a reference to any part of that local government property.

**1.8 Fees and Charges**

All fees and charges applicable under this local law shall be determined by the local government from time to time in accordance with sections 6.16 to 6.19 of the Act and will be specified in the local government's Schedule of Fees & Charges as amended from time to time.

City of Vincent Local Government Property Local Law 2020

## **Part 2 - Determinations in respect of Local Government Property**

### ***Division 1 - Determinations***

#### **2.1 Determinations as to use of local government property**

- (1) The local government may make a determination in accordance with clause 2.2—
  - (a) setting aside specified local government property for the pursuit of all or any of the activities referred to in clause 2.7;
  - (b) prohibiting a person from pursuing all or any of the activities referred to in clause 2.8 on specified local government property;
  - (c) as to the matters in clauses 2.7(2) and 2.8(2); and
  - (d) as to any matter ancillary or necessary to give effect to a determination.
- (2) The determinations in Schedule 2 —
  - (a) are to be taken to have been made in accordance with clause 2.2;
  - (b) may be amended or revoked in accordance with clause 2.6; and
  - (c) have effect on the commencement day.

#### **2.2 Procedure for making a determination**

- (1) The local government is to give local public notice of its intention to make a determination.
- (2) The local public notice referred to in subclause (1) is to state that —
  - (a) the local government intends to make a determination, the purpose and effect of which is summarised in the notice;
  - (b) a copy of the proposed determination may be inspected and obtained from the offices of the local government; and
  - (c) submissions in writing about the proposed determination may be lodged with the local government within 21 days after the publication date.
- (3) If no submissions are received in accordance with subclause (2)(c), the Council is to decide to —
  - (a) give local public notice that the proposed determination has effect as a determination on and from the publication date;
  - (b) amend the proposed determination, in which case subclause (5) will apply; or
  - (c) not continue with the proposed determination.
- (4) If submissions are received in accordance with subclause (2)(c), the Council is to —
  - (a) consider those submissions; and
  - (b) decide —
    - (i) whether or not to amend the proposed determination; or
    - (ii) not to continue with the proposed determination.
- (5) If the Council decides to amend the proposed determination, it is to give local public notice —

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## City of Vincent Local Government Property Local Law 2020

- (a) of the effect of the amendments; and
- (b) that the proposed determination has effect as a determination on and from the publication date.
- (6) If the Council decides not to amend the proposed determination, it is to give local public notice that the proposed determination has effect as a determination on and from the publication date.
- (7) A proposed determination is to have effect as a determination on and from the publication date of the local public notice referred to in subclauses (3), (5) and (6).
- (8) A decision under subclause (3) or (4) is not to be delegated by the Council.

**2.3 Discretion to erect sign**

The local government may erect a sign on any local government property to give notice of the effect of a determination which applies to that property.

**2.4 Determination to be complied with**

A person must comply with a determination.

**2.5 Register of determinations**

- (1) The local government is to keep a register of determinations made under clause 2.1, and of any amendments to or revocations of determinations made under clause 2.6.
- (2) Sections 5.94 and 5.95 of the Act are to apply to the register referred to in subclause (1) and for that purpose the register is to be taken to be information within section 5.94(u)(i) of the Act.

**2.6 Amendment or revocation of a determination**

- (1) The Council may amend or revoke a determination.
- (2) The provisions of clause 2.2 are to apply to an amendment of a determination as if the amendment were a proposed determination.
- (3) If the Council revokes a determination, it is to give local public notice of the revocation and the determination is to cease to have effect on the publication date.

***Division 2 – Activities which may be pursued or prohibited under a determination*****2.7 Activities which may be pursued on specified local government property**

- (1) A determination may provide that specified local government property is set aside as an area on which a person may –
  - (a) bring, ride or drive an animal;
  - (b) take, ride or drive a vehicle, or a particular class of vehicle;
  - (c) fly or use a motorised model aeroplane, drone or other similar remotely piloted device;
  - (d) use a children's playground provided that the person is under an age specified in the determination, but the determination is not to apply to a person having the charge of a person under the specified age;
  - (e) launch, beach or leave a boat;
  - (f) take or use a boat, or a particular class of boat;

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- (g) deposit refuse, rubbish or liquid waste, whether or not of particular classes, and whether or not in specified areas of that local government property;
  - (h) play or practice –
    - (i) golf or archery;
    - (ii) pistol or rifle shooting, but subject to the compliance of that person with the Firearms Act 1973; or
    - (iii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;
  - (i) use a wheeled recreational device; and
  - (j) wear no clothing.
- (2) A determination may specify the extent to which and the manner in which an activity referred to in subclause (1) may be pursued and in particular –
- (a) the days and times during which the activity may be pursued;
  - (b) that an activity may be pursued on a class of local government property, specified local government property or all local government property;
  - (c) that an activity is to be taken to be prohibited on all local government property other than that specified in the determination;
  - (d) may limit the activity to a class of vehicles, boats, equipment or things, or may extend it to all vehicles, boats, equipment or things;
  - (e) may specify that the activity can be pursued by a class of persons or all persons; and
  - (f) may distinguish between different classes of the activity.

**2.8 Activities which may be prohibited on specified local government property**

- (1) A determination may provide that a person is prohibited from pursuing all or any of the following activities on specified local government property:
- (a) smoking;
  - (b) using a wheeled recreational device;
  - (c) taking, riding or driving a vehicle or a particular class of vehicle;
  - (d) riding or driving a vehicle of a particular class or any vehicle above a specified speed;
  - (e) taking or using a boat, or a particular class of boat;
  - (f) the playing or practice of:
    - (i) golf, archery, pistol shooting or rifle shooting; or
    - (ii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;
  - (g) the playing or practice of any ball game which may cause detriment to the property or any fauna on the property;
  - (h) the traversing of sand dunes or land which in the opinion of the local government has environmental value warranting such protection, either absolutely or except by paths provided for that purpose; and

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- (i) the use of a motorised model aeroplane, drone or other similar remotely piloted device.
- (2) A determination may specify the extent to which and the manner in which a person is prohibited from pursuing an activity referred to in subclause (1) and, in particular –
  - (a) the days and times during which the activity is prohibited;
  - (b) that an activity is prohibited on a class of local government property, specified local government property or all local government property;
  - (c) that an activity is prohibited in respect of a class of vehicles, boats, equipment or things, or all vehicles, boats, equipment or things;
  - (d) that an activity is prohibited in respect of a class of persons or all persons; and
  - (e) may distinguish between different classes of the activity.

***Division 3 – Transitional considerations*****2.9 Signs taken to be determinations**

- (1) Where a sign erected on local government property has been erected under a local law that is repealed by this local law, then it is to be taken to be and have effect as a determination on and from the commencement day, except to the extent that the sign is inconsistent with any provision of this local law or any determination made under clause 2.1.
- (2) Clause 2.5 does not apply to a sign referred to in subclause (1).

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## Part 3 - Permits

### *Division 1 – Application of this Part*

#### 3.1 Terms used

In this Part:

- (1) **Property** means a local government property or a thoroughfare or a portion thereof; and
- (2) **facility** means a caravan park or camping ground in accordance with section 5(1) of the *Caravan Parks and Camping Grounds Act 1995*.

**camping ground** means an area of land on which camps, but not caravans, are situated for habitation but does not include any land prescribed for the purposes of this definition; caravan means a vehicle that is fitted or designed for habitation, and unless the contrary intention appears, includes an annexe;

**caravan park** means an area of land on which caravans, or caravans and camps, are situated for habitation;

*Caravan Parks and Camping Grounds Act 1995 – section 5(1)*

#### 3.2 Application of this Part 3

- (1) This Part does not apply to a person who uses or occupies local government property under a written agreement with the local government, including (but not limited to) a lease, licence, management agreement or shared use agreement.
- (2) This Part applies to any application for a permit to use a Property.

### *Division 2 – Applying for a Permit*

#### 3.3 Application for Permit

- (1) A person required to obtain a permit under this local law, must apply for the permit in accordance with subclause (2).
- (2) An application for a permit under this local law must –
  - (a) be in the form determined by the local government;
  - (b) provide the information and any further documentation required by the form, including (but not limited to) plans, specifications and/or photographs; and
  - (c) be forwarded to the local government together with any fee specified in the form or as specified in the local government's Schedule of Fees and Charges.
- (3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.
- (4) The local government may, prior to granting a permit, give local public notice of the application for a permit by an applicant to.
- (5) The local government may refuse to consider an application for a permit –
  - (a) which does not comply with the requirements in subclause (2);
  - (b) which is not properly completed; or

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- (c) where any required documentation, plan, specification or photograph does not in the opinion of the CEO or an authorised person, contain sufficient information or is not sufficiently clear to enable the local government to properly consider the application.

**3.4 Relevant considerations in determining application for permit**

Where a clause of this local law refers to matters which the local government is to have regard to in determining an application for a permit, the local government shall have regard to those matters prior to making a decision on an application for a permit under clause 3.5 and, in addition, may have regard to the following matters:

- (a) the desirability of the proposed activity;
- (b) the location of the proposed activity; and
- (c) such other matters as the local government may consider to be relevant in the circumstances of the case.

**3.5 Decision on application for permit**

- (1) The local government may –
  - (a) approve an application for a permit unconditionally or subject to any conditions, including but not limited to those conditions in clause 3.7 ; or
  - (b) refuse to approve an application for a permit on any of the grounds specified in clause 3.6, or for any other reason determined at the sole discretion of the local government.
- (2) If the local government approves an application for a permit, it will provide the applicant with Notice accordingly.
- (3) If the local government refuses to approve an application for a permit, it is to give Notice of that refusal to the applicant.
- (4) It is not necessary for the local government to provide reasons for the refusal.

**3.6 Grounds on which an application may be refused**

The local government may refuse an application for a permit under this Division on any one or more of the following grounds:

- (a) that within the preceding 5 years the applicant has committed a breach of any provision of this local law, or any other written law or condition of a lease or licence or hire arrangement between the applicant and the local government relevant to the activity in respect of which the permit is sought;
- (b) that the applicant in the opinion of the local government is not a fit and proper person to hold a permit;
- (c) that –
  - (i) the applicant is an undischarged bankrupt or is in liquidation; or
  - (ii) the applicant has entered into any composition or arrangement with Creditors;
  - (iii)
- (d) the local government deems the permit application to be for an activity which is not appropriate for the local government property or thoroughfare for which the permit is sought; or
- (e) such other grounds as the local government may consider to be relevant in the circumstances of the case.

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***Division 3 - Conditions*****3.7 Conditions which may be imposed on a permit**

Without limiting the generality of clause 3.5(1)(a), the local government may approve an application for a permit subject to conditions relating to –

- (a) the payment of fees, charges and bonds, as determined by the local government in accordance with sections 6.16 and 6.19 of the Act and specified in the local government's Schedule of Fees and Charges, as amended from time to time;
- (b) compliance with a standard or policy of the local government adopted by the local government;
- (c) the duration and commencement of the permit;
- (d) the commencement of the permit being contingent on the happening of an event;
- (e) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
- (f) the approval of another application for a permit which may be required by the local government under any written law;
- (g) the area of the district to which the permit applies;
- (h) where a permit is issued for an activity which will or may cause damage to local government property, the payment of a deposit, bond or secure sum against such damage; and
- (i) the obtaining of public liability insurance in an amount and on terms reasonably required by the local government as set out in clause 13.4.

**3.8 Compliance with permit conditions**

Where an application for a permit has been approved for an activity defined in clause 3.18(1) subject to conditions, the permit holder shall comply with each of those conditions.

**3.9 Amendment of permit conditions**

- (1) A permit holder may apply in writing to the local government to vary or amend any of the terms or conditions of the permit.
- (2) The local government may, in respect of an application under sub-clause (1) –
  - (a) amend the permit, either in accordance with the application or otherwise as it sees fit; or
  - (b) refuse to amend the permit.
- (3) The local government may, at any time, amend any of the terms or conditions of a permit, subject to providing the permit holder with Notice of the reasons for the amendment.
- (4) If the local government amends a permit under this clause, it is to notify the permit holder in writing of the amendment as soon as practicable and the amended condition(s) shall apply from the date of notification, unless otherwise specified in the amendment.



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*Division 4 – General***3.10 Erection of a building**

- (1) Where a person applies for a permit to erect a building on local government property, the local government may enter into an agreement with the permit holder in respect of the ownership of the materials in the building.
- (2) The person is required to obtain all other necessary approvals to govern the erection of a building, including but not limited to development approval, if applicable, and a permit for use of the local government property.

**3.11 Duration of permit**

A permit is valid for one year from the date on which it is issued, unless:

- (a) it is otherwise stated in this local law or the permit; or
- (b) cancelled in accordance with clause 3.15..

**3.12 Renewal of permit**

- (1) A permit holder may apply to the local government in writing prior to the expiry of a permit for the renewal of the permit.
- (2) The provisions of this Part shall apply to an application for the renewal of a permit with all necessary modifications.

**3.13 Transfer of permit**

- (1) An application for the transfer of a valid permit is to –
  - (a) be made in writing;
  - (b) be signed by the permit holder and the proposed transferee of the permit;
  - (c) provide such information as the local government may require to enable the application to be determined; and
  - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (2) The local government may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.
- (3) Where the local government approves an application for the transfer of a permit, it will provide written confirmation to the former permit holder and the transferee.

**3.14 Production of permit**

A permit holder is to produce evidence of a permit to an authorised person immediately upon being required to do so by that authorised person. Evidence may include the written confirmation (electronic version acceptable) provided by the local government or the permit number (if applicable).

**3.15 Cancellation of permit**

- (1) Subject to clause 12.1, a permit may be cancelled by the local government on any one or more of the following grounds:
  - (a) the permit holder has not complied with –

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- (i) condition of the permit; or
- (ii) provision of this local law or any other written law relating to the activity regulated by the permit.
- (b) the permit holder is convicted of an offence against this local law;
- (c) the permit holder fails to maintain any required public liability insurance or ceases to indemnify the local government against damages in connection with loss or damage in connection with an activity conducted by the permit holder under the permit;
- (d) the permit holder has become bankrupt or gone into liquidation;
- (e) the permit holder has entered into any composition or arrangement with creditors;a
- (f) if the permit holder's application is subsequently found to be incomplete, insufficient or not containing a required document;
- (g) if the permit holder's application is subsequently found to contain incorrect or falsified information and/or documents;
- (h) if the local government reasonably considers that the activity permitted by the permit may create a public health, safety or amenity issue;
- (i) if valid development approval is required and not held for the abutting premises at which the business relating to the activity authorised by the permit is conducted; or
- (j) another permit for an outdoor eating area, goods display or portable advertising sign (as the case may be) has been granted, and remains in effect, in relation to the building or business premises related to the permit.
- (2) On the cancellation of a permit, the local government will provide the permit holder with Notice that the permit has been cancelled.
- (3) On receiving Notice that the permit has been cancelled in accordance with subclause (2):
  - (a) the permit holder must immediately cease using the local government property or the thoroughfare unless the Notice provides otherwise; and
  - (b) any fees paid by the permit holder in respect of the permit are forfeited and will not be refunded by the local government.

**3.16 Suspension of permit holder's rights and privileges**

- (1) The rights and privileges granted to a permit holder on the issue of a permit, shall be automatically suspended, where the public liability insurance required as a condition of a permit, lapses, is cancelled or is no longer current.
- (2) The rights and privileges granted to a permit holder on the issue of a permit, may be suspended by the local government by Notice to the permit holder for the purpose of and during the carrying out of any works by or on behalf of the State, or an agency or instrumentality of the Crown, or the local government, in or adjacent to the area the subject of the permit.
- (3) The rights and privileges granted to a permit holder on the issue of a permit may be suspended by the local government where –
  - (a) the permit holder's application is subsequently found to be incomplete, insufficient or not containing a required document;
  - (b) the permit holder's application is subsequently found to contain incorrect or falsified information and/or documents; or
  - (c) the local government considers the activity permitted by the permit may create a public health, safety or amenity issue,

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until the defect in the permit holder's application is rectified to the satisfaction of the local government and/or the local government considers that the activity may be conducted in a manner which does not create a public health, safety or amenity issue.

**3.17 Other approvals**

The requirement for a permit under this local law is additional to the requirement, if any, for any other approvals, including but not limited to development approval.

***Division 5 – When a permit is required*****3.18 Activities on local government property or thoroughfares needing a permit**

- (1) A person shall not without a permit –
- (a) subject to subclause (3), use a Property for any purpose which amounts to exclusive use of the whole or a portion of the Property for any period of time;
  - (b) advertise anything by any means on a Property, except where the person holds a permit issued under another local law of the local government authorising such advertising in that location;
  - (c) erect a structure for public amusement or for any performance, whether for gain or otherwise, on a Property;
  - (d) plant any plant, sow any seeds or install any other landscaping feature on local government property, unless in accordance with clause 9.4 of this local law;
  - (e) carry on any trading on local government property unless the trading is conducted in accordance with a permit issued under the City's Trading in Public Places Local Law [insert date] (as amended from time to time);
  - (f) unless an employee of the local government in the course of their duties or on an area set aside for that purpose –
    - (i) drive or ride or take any vehicle onto local government property; or
    - (ii) park or stop any vehicle on local government property;
  - (g) conduct a function or public gathering on local government property;
  - (h) charge any person for entry to local government property, unless the charge is for entry to area or a building hired or leased from the local government, and that hire or lease arrangement provides that a fee for entry may be charged;
  - (i) light a fire on a Property except in a facility provided by the local government for that purpose;
  - (j) parachute, hang glide, abseil or base jump from or onto a Property;
  - (k) erect a building or a refuelling site on local government property;
  - (l) make any excavation on or erect or remove any fence on local government property;
  - (m) erect or install any structure above or below ground, which is local government property, for the purpose of supplying any water, power, sewer, communication, television or similar service to a person;
  - (n) depasture any horse, sheep, cattle, goat, camel, ass or mule on local government property;
  - (o) light or set off any fireworks or conduct a fireworks display on local government property;

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- (p) operate any broadcasting or public address system or sound amplification equipment or apparatus on local government property;
  - (q) erect, display, post, stick, stamp, stencil, paint or otherwise affix or cause to be erected, displayed, posted, stuck, stamped, stencilled or otherwise affixed any sign, banner, placard, handbill, notice, advertisement, writing or picture whatsoever upon any tree, plant, building, structure, fitting or soil being local government property or on any other local government property, except where the person holds a permit issued under another local law of the local government authorising such an activity in that location;
  - (r) carry out filming, shooting or take a recording on local government property or within a thoroughfare where exclusive use of portion of the local government property or thoroughfare is required; or
  - (s) construct anything or place any infrastructure on a Property, including but not limited to paving, planter boxes and outdoor seating.
- (2) A person shall not without a permit carry out works in a thoroughfare or on local government property, including but not limited to –
- (a) verge treatments, unless the verge treatment is in accordance with clause 9.4 of this local law;
  - (b) vehicle crossovers;
  - (c) crossing a footpath with a vehicle which is likely to cause or causes damage to the footpath;
  - (d) locating construction materials on a verge or thoroughfare; or
  - (e) undertaking construction activities adjacent to a verge or thoroughfare which results in the use of the verge or thoroughfare.
- (3) A person shall not without a permit use local government property or a community facility for a profit purpose, including but not limited to:
- (a) group fitness classes;
  - (b) life coaching or counselling;
  - (c) meetings or seminars; or
  - (d) guided walks or tours.
- (4) The local government may, at its sole discretion, exempt a person from compliance with subclauses (1), (2) or (3) on the application of that person by providing Notice to that person.
- (5) The local government may exempt specified local government property or a class of local government property from the application of subclause (1)(a).

**3.19 Permit required to camp outside a facility**

- (1) A person shall not without a permit –
- (a) camp on, lodge at or occupy any structure at night for the purpose of sleeping on local government property;
  - (b) erect any tent, camp, hut, or similar structure on local government property other than a beach shade or windbreak erected for use during the hours of daylight and which is dismantled during those hours on the same day; or
  - (c) camp on or occupy any vehicle at night for the purpose of sleeping in a public place.

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- (2) The maximum period for which the local government may approve an application for a permit in respect of subclause (1)(a) or (1)(b) is that provided in regulation 11(2)(a) of the *Caravan Parks and Camping Grounds Regulations 1997*.
- (3) This clause does not apply to a facility operated by the local government.

**3.20 Permit required for possession and consumption of liquor**

A person on local government property, shall not consume any liquor or have in their possession or under their control any liquor, unless –

- (a) permitted under the *Liquor Control Act 1988*;
- (b) a permit has been obtained for that purpose; or
- (c) consumption is in accordance with the relevant local government policy, as amended from time to time, and does not, in the reasonable opinion of the local government, result in any anti-social behaviour.

***Division 6 – Responsibilities of permit holder*****3.21 Responsibilities of permit holder**

A holder of a permit shall, in respect of local government property to which the permit relates –

- (a) ensure that an authorised person has unobstructed access to the local government property for the purpose of inspecting the property or enforcing any provision of this local law;
- (b) leave the local government property in a clean and tidy condition after its use;
- (c) ensure that the local government property is fully locked or secured after its use where it can be so locked or secured;
- (d) report any damage or defacement of the local government property to the local government; and
- (e) prevent the consumption of any liquor on the local government property unless the permit allows it and a licence has been obtained under the *Liquor Control Act 1988* for that purpose.

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## **Part 4 - Behaviour on Local Government Property**

### ***Division 1 – Behaviour on and interference with local government property***

#### **4.1 Personal behaviour**

A person shall not, in or on any local government property, behave in a manner which -

- (a) causes or is likely to cause injury to, or to interrupt, disturb or interfere with the enjoyment of, a person who might use the property; or
- (b) may be considered disorderly or offensive by a person on the local government property.

#### **4.2 Only specified gender to use entry of toilet block or change room**

- (1) Subject to clause 4.2(2), where a sign on a toilet block or change room specifies that a particular toilet block or change room is to be used by –
  - (a) females, then a person of the male gender over the age of 6 years shall not use that toilet block or change room;
  - (b) males, then a person of the female gender over the age of 6 years shall not use the toilet block or change room; or
  - (c) families, then, where the toilet block or change room is being used by a family, only an immediate member of that family may use that toilet block or change room.
- (2) Subclause (1) does not apply to a toilet block or change room where a sign designates that particular toilet block or change room as unisex.
- (3) A person over the age of 6 years shall not, on any local government property or public place –
  - (a) loiter outside or act in an unacceptable manner, in any portion of a toilet block or change room, or
  - (b) enter, or attempt to enter, a cubicle or compartment of a toilet block or change room which is already occupied or in use.

#### **4.3 Proper and adequate clothing**

- (1) A person over the age of 6 years shall not on any local government property or public place appear in public unless decently clothed.
- (2) Where an authorised person considers that a person on any local government property or public place appearing in public is not decently clothed, the authorised person may direct that person to put on clothing so as to be decently clothed and that person shall comply with the direction immediately.
- (3) In this clause, decently clothed means the wearing of proper and adequate clothing for the occasion, so as to prevent indecent exposure.

#### **4.4 Behaviour detrimental to property**

- (1) In this clause 4.4, *detrimental to the property* includes –
  - (a) removing any thing from local government property such as a sign, rock, plant or seat provided for the use of any person;
  - (b) destroying, defacing or damaging any thing on the local government property, such as a sign, plant, tree or a seat provided for the use of any person; and

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- (c) climbing on or over local government property.
- (2) A person shall not behave in or any local government property in a way which is or might be detrimental to the property.

**4.5 Taking or injuring any fauna or flora**

- (1) In this clause –
  - (a) *fauna* means any animal indigenous to or which periodically migrates to any State or Territory of the Commonwealth or the territorial waters of the Commonwealth and includes in relation to any such animal –
    - (i) any class of animal or individual member;
    - (ii) the eggs or larvae; or
    - (iii) the carcass, skin, plumage or fur; and
  - (b) *flora* means all vascular plants other than plants recognised as weeds.
- (2) A person shall not, on or above any local government property, unless that person is authorised under a written law to do so –
  - (a) take, injure, kill or attempt to take, injure or kill any fauna; or
  - (b) take on to, set or use, or attempt to take on to, set or use any animal trap, bird trap, fish trap, net or similar device; or
  - (c) remove, prune or damage any flora.

**4.6 Intoxicated persons not to enter local government property**

A person shall not enter or remain on any local government property while under the influence of liquor (unless pursuant to a permit issued under clause 3.20) or a prohibited drug or substance.

**4.7 No prohibited drugs or substances**

A person shall not take a prohibited drug or substance, consume or use a prohibited drug or substance, on any local government property.

***Division 2 – Signs*****4.8 Signs**

- (1) A local government may erect a sign on local government property specifying any conditions of use which apply to that property.
- (2) A person shall comply with a sign erected under subclause (1).
- (3) A condition of use specified on a sign erected under subclause (1) is –
  - (a) not to be inconsistent with any provision of this local law or any determination; and
  - (b) to be for the purpose of giving notice of the effect of a provision of this local law.

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## Part 5 - Matters relating to particular local government property

### *Division 1 – Community facilities*

#### 5.1 Definitions

In this Division –

- (a) **administration centre** means the local government's administration centre which is currently located on Crown Land Lot 502, being Reserve 50345 and having an address of 244 Vincent Street, Leederville; and
- (b) **pool premises** means the place or premises provided by the local government for the purpose of swimming or bathing, and includes Beatty Park Leisure Centre which is located on portion of Crown Land Lot 1618, being Reserve 884 and having an address of 220 Vincent Street, North Perth, and includes all buildings, fences, gardens, car parks, structures, fittings, fixtures, machinery, chattels, furniture and equipment forming part of the place or premises or used in connection with it.

#### 5.2 Direction of Manager or authorised person to be observed

- (1) The Manager or an authorised person may refuse admission to, may direct to leave, or may remove or cause to be removed from the administration centre or a community facility, a person who –
  - (a) in her or his opinion is –
    - (i) under the age of 12 years and who is unaccompanied in the water by a responsible person 16 years or older;
    - (ii) under the age of 5 years and who is unaccompanied in the water by a responsible person 16 years or older;
    - (iii) suffering from any contagious, infectious or cutaneous disease or complaint;
    - (iv) in an unclean condition; or
    - (v) under the influence of liquor or a prohibited mind altering drug or substance;
  - (b) is to be refused admission under and in accordance with a decision of the local government for breaching any clause of this local law.
- (2) Subject to subclause (1), a person shall, on being requested by the Manager or an authorised person to do so, leave the administration centre or community facility immediately, quietly and peaceably.
- (3) A person who fails to comply with a request under subclause (2) may be removed from the administration centre or community facility by the Manager, an authorised person or a Police Officer.

#### 5.3 Responsibilities of users of a community facility

A person while in the administration centre or a community facility, shall not –

- (a) smoke, consume foodstuffs or drinks in any specific area in which smoking or food consumption is prohibited;
- (b) climb up or upon any roof, fence, wall, partition or other structure not intended for climbing;



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- (c) enter the premises if suffering from a contagious, infectious or cutaneous disease or whilst in an unclean condition;
- (d) use soap or shampoo in any part of the premises other than in a change-room;
- (e) use any detergent, substance or oil in any pool or spa;
- (f) foul or pollute the water in any shower, pool or spa;
- (g) bring into any part of the pool premises or place thereon any chemical substance, liquid or powder;
- (h) bring into any part of the pool premises any glass containers;
- (i) smoke tobacco or any other substance in or about a community facility;
- (j) deliberately waste or wastefully use fresh or potable water in a community facility;
- (k) spit or expectorate in any part of a community facility, other than in a water closet;
- (l) enter a pool or spa on the pool premises in a dirty or unclean condition; and
- (m) use a mobile phone, camera or other similar recording device in a change room at a community facility.

***Division 2 – Fishing and boat launching*****5.4 Definition**

In this Division, *river* means the Swan River as referred to in the *Swan and Canning Rivers Management Act 2006*.

**5.5 Boat launching**

- (1) A person shall not launch a boat into the river other than at a boat launching ramp designed, constructed and approved for that purpose, or from the river where this activity is permitted and designated by signs.
- (2) A person shall not launch a personal water craft into the river other than at a boat launching ramp designed, constructed and approved for that purpose.

**5.6 Fishing**

- (1) A person shall not fish on or from any local government property where fishing is prohibited or restricted and the prohibition or restriction is designated by signs.
- (2) A person shall not on any local government property whether fishing is permitted or not –
  - (a) clean fish or cut bait such that it may cause a nuisance to river users; or
  - (b) leave or deposit fish offal or bait on land or in the river.

***Division 3 – Fenced or closed property*****5.7 No entry to fenced or closed local government property**

A person shall not enter local government property which has been fenced off or closed to the public by a sign or otherwise, unless that person is authorised to do so by the local government.

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***Division 4 – Air conditioning units over thoroughfares***

**5.8 Definition**

In this Division, ***air conditioning unit*** means any machine, device, equipment, plant or part thereof which constitutes or is part of any mechanical system of ventilation or air conditioning.

**5.9 Siting and design of air conditioning units**

- (1) A person shall not install an air conditioning unit on or over a thoroughfare without the approval of the local government, which may be granted or withheld by the local government at its absolute discretion.
- (2) If the local government provides approval in accordance with subclause (1), the air conditioning unit shall not:
  - (a) project over any part of a thoroughfare unless provision is made, to the satisfaction of the CEO or an authorised person, for the collection of water discharged from such unit and for its disposal into the stormwater drainage system provided that where such unit is installed above a verandah, balcony or awning no such provision shall be necessary;
  - (b) project over any part of a thoroughfare unless the bottom of such unit is not less than 2,750 millimetres above such thoroughfare;
  - (c) project more than 300 millimetres over any part of a thoroughfare not more than 10 metres in width;
  - (d) project more than 450 millimetres over any part of a thoroughfare more than 10 metres in width.
- (3) No air conditioning unit which exhausts foul or vitiated air over or into a thoroughfare shall be installed under a verandah, balcony or awning which projects over any part of a thoroughfare.

***Division 5 – Awnings, balconies and verandahs over thoroughfares***

**5.10 Definitions**

In this Division –

- (a) ***awning*** means a roof-like covering to shelter persons or protect parts of a building from the effects of sun or rain, which extends or can be made to extend over any part of a thoroughfare;
- (b) ***balcony*** means an open or covered platform attached to an upper part of a building, projecting from or recessed into the face of a wall and protected by a railing or balustrade and accessible from an adjacent room;
- (c) ***permanent structure*** means a structure which is affixed to the ground and is considered to form part of the ground, including verandah posts and canopy structures;
- (d) ***road*** means Crown land dedicated at common law or reserved, declared or otherwise dedicated under an act as an alley, bridge, court, lane, road, street, thoroughfare or yard for the passage of pedestrians or vehicles or both and which the local government has care, control and management of, pursuant to section 55(2) of the *Land Administration Act 1997*;
- (e) ***road reserve*** means that area of a road which is reserved but not used as a carriageway and includes the verge, kerb and footpath; and
- (f) ***verandah*** means a roofed structure attached to a building with the outer edge supported on posts and covered either by the main roof or a separate, lower roof, of which any part extends over any part of a thoroughfare.

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**5.11 Approval to erect or maintain an awning, balcony or verandah**

The local government may approve an awning, balcony or verandah over a thoroughfare provided it complies with the dimensions and design requirements as set out in clauses 5.12 and 5.13.

**5.12 Dimensions of awnings, balconies and verandahs**

An awning, balcony or verandah erected over a thoroughfare must have:

- (a) a minimum clearance of 2,750 millimetres above the thoroughfare;
- (b) a maximum fascia depth of 300 millimetres; and
- (c) a minimum distance of 600 millimetres from the face of kerb.

**5.13 Design of awnings, balconies and verandahs**

The following design requirements apply for an awning, balcony or verandah erected over a thoroughfare are:

- (a) the design, colour and materials shall be compatible with the aesthetics and character of the thoroughfare, in the opinion of the local government;
- (b) the height and width shall be uniform with other verandahs and awnings over the thoroughfare;
- (c) the form shall be cantilevered or suspended, unless otherwise approved by the local government; and
- (d) the design shall not allow water to be retained on the structure or allow water to fall onto the thoroughfare.

**5.14 Maintenance and public safety**

The owner and occupier for the time being of any building to which any awning, balcony or verandah is attached shall keep the awning, balcony or verandah clean, painted, watertight, in a sound and safe structural condition and in good and substantial repair.

**5.15 Permanent structures within a thoroughfare or road reserve**

Subject to obtaining any other approvals required, including development approval and any approvals required by a Relevant Authority, a person shall not erect or maintain a permanent structure within a road reserve or thoroughfare without the prior written approval of the local government.

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## Part 6 - Signs

### Division 1 – Preliminary

#### 6.1 Definitions

In this Part, unless the context otherwise requires –

- (a) **advertising sign** means a sign, which may or may not be permanently attached to a structure or fixed on or to the ground, that is –
  - (i) used or intended to be used for the purpose of advertising any premises, services, property, business, function, event, product or thing; and
  - (ii) not a portable advertising sign under the local government's Trading in Public Places Local Law [insert date];
- (b) **direction sign** means a sign which indicates the direction of another place, activity or event, but does not include any such sign erected or affixed by the local government or the Commissioner of Main Roads;
- (c) **election sign** means a sign which advertises any aspect of a forthcoming Federal, State or Local Government election;
- (d) **frame sign** means a folding sign which is hinged at the top to provide a stable structure when open;
- (e) **minor nature development** means a sign that is characterised as:
  - (i) small in scale and composition and which will not unduly adversely affect the local government property;
  - (ii) of a temporary nature occurring on one-off occasions (although may occur on a number of days) but not of any permanent nature or reoccurrence; and
  - (iii) uses which will not adversely affect the amenity, streetscape or day-to-day activities of the local government property or any other use which, in the opinion of the local government, constitutes a minor use;
- (f) **permit holder** means the person to whom a sign permit has been issued;
- (g) **portable direction sign** means a portable free standing direction sign;
- (h) **sign** includes a notice, poster, flag, mark, word, letter, model, placard, structure, device or representation and includes advertising signs, portable direction signs and election signs; and
- (i) **sign permit** means a permit to display a sign.

### Division 2 – Advertising signs and portable direction signs

#### 6.2 Advertising signs

- (1) Subject to subclause (2), a person shall not display an advertising sign on local government property unless that person is the holder of a valid sign permit.
- (2) Notwithstanding subclause (1), a sign permit is not required to display an advertising sign on local government property if the advertising sign is:
  - (a) a minor nature development;
  - (b) does not exceed 500mm in height nor 0.5m<sup>2</sup> in area, on any side; and

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- (c) is not illuminated and does not incorporate reflective or fluorescent materials;  
provided that:
  - (d) no more than one (1) advertising sign shall be erected in relation to the one building or business without a sign permit; and
  - (e) a person requiring more than one (1) advertising sign per building or business must obtain a sign permit for each additional advertising sign.
- (3) The local government may grant approval for the erection or display of an advertising sign for the duration of the period specified in the sign permit.
- (4) No clause of this local law will be taken to permit the permanent display of an advertising sign on local government property.

**6.3 Portable direction signs**

- (1) Subject to subclause (2), a person shall not, without a sign permit erect or place portable direction sign on local government property.
- (2) Notwithstanding subclause (1), a permit is not required in respect of a portable direction sign which is:
  - (a) a minor nature development;
  - (b) does not exceed 750mm in height nor 0.5sqm in area, on any side; and
  - (c) placed or erected on a thoroughfare or local government property on an infrequent or occasional basis and only to direct attention to a place, activity or event during the hours of that activity or event;  
provided that:
  - (d) no more than one (1) portable direction sign shall be erected in relation to the one building or business without a sign permit; and
  - (e) a person requiring more than one (1) portable direction sign per building or business must obtain a sign permit for each additional portable direction sign.

**6.4 Location, maintenance and design of an advertising sign or portable direction sign**

- (1) Notwithstanding any provision of this local law, a person shall not erect or place an advertising sign or portable direction sign –
  - (a) over any footpath where the resulting vertical clearance between the sign and footpath is less than 2,700 millimetres;
  - (b) on or within 600 millimetres from the face of kerb;
  - (c) in any other location where, in the opinion of the local government or an authorised person, the sign is likely to obstruct lines of sight along a thoroughfare or cause danger to any person using the thoroughfare; or
  - (d) on any natural feature, including a rock or tree, on a thoroughfare, or on any bridge or the structural approaches to a bridge.
- (2) A person erecting or placing an advertising sign or portable direction sign on local government property must:
  - (a) maintain the sign in a safe and serviceable condition at all times and remove the sign upon it ceasing to be serviceable;

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- (b) ensure that the sign is of a stable design and is not readily moved by the wind, and does not by the nature of its design or anything else cause any hazard or danger to any person using local government property;
- (c) ensure the free passage at all times of persons using the local government property; and
- (d) if it relates to a business or event, be removed each day at the close of the business or event to which it relates and not be erected again until the business or event next opens for trading.

***Division 3 – Applications and Conditions on sign permits*****6.5 Matters to be considered in determining application for a sign permit**

In determining an application for a permit for an advertising sign or a portable direction sign, the local government is to have regard to –

- (a) any other written law regulating the erection or placement of signs within the district;
- (b) the dimensions of the sign;
- (c) other signs already approved or erected in the vicinity of the proposed location of the signs;
- (d) whether or not the signs will create a hazard to persons using a thoroughfare;
- (e) the amount of the public liability insurance cover, if any, to be obtained by the applicant;
- (f) whether the sign would –
  - (i) obstruct the visibility or clear sight lines of any person at an intersection of thoroughfares; or
  - (ii) impede pedestrian access; and
- (g) whether the sign may obstruct or impede the use of the footpath for the purpose for which it is used.

**6.6 Conditions on sign permits**

- (1) If the local government approves an application for a sign permit for an advertising sign or portable direction sign, the application is to be taken to be approved subject to the following conditions –
  - (a) the sign shall –
    - (i) not exceed 1,000 millimetres in height;
    - (ii) not exceed an area of 0.8 square metres on any side;
    - (iii) if a portable direction sign, relate only to directions to the place described on the permit;
    - (iv) not be placed closer than 600 millimetres to the face of kerb or further than 1200 millimetres from the kerb so as to ensure the free passage of persons using the footpath;
    - (v) if it relates to a business or event, be removed each day at the close of the business or event to which it relates and not be erected again until the business or event next opens for trading;
    - (vi) be secured in position in accordance with any requirements of the local government;

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- (vii) be placed so as not to obstruct or impede the reasonable use of a thoroughfare or access to a place by any person or the sight line of any vehicle drivers; and
- (viii) be maintained in good condition; and
- (b) no more than one advertising sign or portable direction sign shall be erected in relation to the one building or business, unless otherwise approved by the local government.
- (2) The permit holder of a permit for an advertising sign or portable direction sign shall comply with each of the conditions in subclause (1) in addition to any other conditions imposed on the sign permit by the local government.

**6.7 Obligations of permit holder**

The permit holder shall –

- (a) maintain the sign in a safe and serviceable condition at all times;
- (b) display the permit number provided by the local government in a conspicuous place on the sign and whenever requested by an authorised person to do so, produce the sign permit to that person;
- (c) ensure that the sign is of a stable design and is not readily moved by the wind, and does not by the nature of its design or anything else cause any hazard or danger to any person using local government property;
- (d) where a sign is to be displayed on a footpath, display that sign in the location approved by the local government and as specified in the permit; and
- (e) ensure the free passage at all times of persons using the local government property.

**6.8 Election signs**

The local government may issue a permit for the erection or display of an election sign on local government property.

***Division 4 – sign requirements*****6.9 Safety of persons**

A person shall not cause or permit a sign to be erected or displayed in such condition, which in the opinion of an authorised person, causes or is likely to cause injury or danger to any person or damage to the clothing or possessions of any person.

**6.10 Removal of sign for works**

When directed to do so by an authorised person, a person who has displayed a sign on local government property will ensure that the sign is removed to permit the local government property to be swept or to permit any other authorised work to be carried out.

**6.11 Removal of sign which does not comply**

A person shall remove any sign which does not comply with the requirements of this local law, from any local government property when directed to do so by an authorised person.

**6.12 Unlawful placement of signs**

A person who places, causes or permits to be placed on any local government property any sign which does not comply with the requirements of this local law, commits an offence.

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## **Part 7 - Obstructing Shopping Trolleys**

### ***Division 1 – Shopping trolleys***

#### **7.1 Definitions**

In this Part, unless the context otherwise requires –

- (a) ***retailer*** means a proprietor of a shop which provides shopping trolleys for the use of customers of the shop; and
- (b) ***shopping trolley*** means a container or receptacle on wheels provided by a retailer for the transport of goods.

#### **7.2 Name of owner of shopping trolley**

A retailer shall clearly mark its name or trading name on any shopping trolley made available for the use of customers and which may be left on a public place by the customer.

#### **7.3 Shopping trolleys in public places**

- (1) A person shall not leave a shopping trolley in a public place or on local government property, other than in an area set aside for the storage of shopping trolleys.
- (2) A shopping trolley left in a public place or on local government property is not obstructing unless it is left for a period exceeding three (3) hours.



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## Part 8 - Bank Guarantee or Security Deposit

### 8.1 Definitions

In this Part, unless the context otherwise requires –

- (a) **approval** means approval of a development application granted by the local government to a developer in accordance with the Planning Act;
- (b) **bank guarantee** means an unconditional, irrevocable bank guarantee provided by an Australian trading bank carrying on business in Western Australia, in favour of the local government;
- (c) **building permit** means a building permit granted (subject to conditions or otherwise) by the local government to a developer, in accordance with the *Building Act 2011* as amended from time to time, to build a development;
- (d) **developer** means the developer, builder or land owner or occupier proposing to undertake the development;
- (e) **development** has the same meaning as defined in section 4 of the Planning Act, as amended from time to time, but includes proposals to subdivide or amalgamate land;

<p><b>development</b> means the development or use of any land, including –</p> <ul style="list-style-type: none"> <li>(a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;</li> <li>(b) the carrying out on the land of any excavation or other works;</li> <li>(c) in the case of a place to which a protection order made under the <i>Heritage Act 2018</i> Part 4 Division 1 applies, any act or thing that – <ul style="list-style-type: none"> <li>(i) is likely to change the character of that place or the external appearance of any building; or</li> <li>(ii) would constitute an irreversible alteration of the fabric of any building.</li> </ul> </li> </ul> <p style="text-align: right;"><i>Planning and Development Act 2005 – Section 4</i></p>
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- (f) **development application** has the same meaning as defined in section 4 of the Planning Act, from time to time;

<p><b>development application</b> means an application under a planning scheme, or under an interim development order, for approval of development.</p> <p style="text-align: right;"><i>Planning and Development Act 2005 – Section 4</i></p>
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- (g) **land** means privately owned land the subject of a development application; and
- (h) **Planning Act** means the *Planning and Development Act 2005*, as amended from time to time.

### 8.2 Security for restoration and reinstatement

- (1) Where a developer proposes to undertake a development, the local government may require the developer to pay a security deposit or provide a bank guarantee of a kind and to a value determined by the local government as a condition of an approval or a building permit and payable before the issue of the approval or building permit, for the purpose of ensuring that –
  - (a) hired local government property, including fixtures and fittings can be cleaned, replaced or repaired;

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- (b) a footpath or local government property damaged, removed or destroyed during the development on adjacent land, can be repaired or reinstated; and/or
  - (c) conditions of an approval or building permit insofar as they relate to local government property or a thoroughfare, are complied with.
- (2) A security deposit required under subclause (1) is to be held in an account established by the local government for the purpose of this clause prior to any work on the development commencing, unless otherwise agreed by the local government.

**8.3 Restoration or reinstatement of local government property**

- (1) If a developer fails to carry out or complete reinstatement works on affected local government property as required by the building permit or approval conditions, or by a Notice served by the local government, either –
- (a) within the time specified in that clause, those conditions or the Notice (as the case may be);
  - (b) where no such time has been specified, a reasonable time from the expiration of the building permit or approval to complete the restoration or reinstatement works; or
  - (c) within 14 days or such time as specified in the Notice,
- then, the local government may carry out or cause to be carried out, the required restoration and reinstatement works or as much work as remains undone (**restoration works**). All costs incurred by the local government relating to the restoration works are a debt owing by the developer to the local government.
- (2) Where a bank guarantee or security deposit has been provided by the developer and the costs of the restoration works exceed the bank guarantee or security deposit amount, the balance of the costs will be a debt owing by the developer to the local government.
- (3) The developer shall pay to the local government on demand all administrative, legal, contractor and other costs including, but not limited to loss of income, estimated or incurred by the local government to restore and reinstate the site or which the local government may be required to pay under this clause.
- (4) The local government may apply the proceeds of any bank guarantee or security deposit obtained under clause 8.2 to meet any costs incurred by it under this clause.
- (5) The liability of the developer to pay the local government's costs under this clause is not limited to the amount, if any, secured under clause 8.2.

**8.4 Obligation to provide bank guarantee or security deposit**

When required under this local law, a developer must provide the local government with a bank guarantee or pay a security deposit in the amount determined by the local government.

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## **Part 9 - Works on or affecting a thoroughfare**

### ***Division 1 – Works affecting a thoroughfare***

#### **9.1 No damage to thoroughfare**

A person shall not damage, without lawful authority, a thoroughfare or anything belonging to or under the care, control or management of the local government that is on a thoroughfare, including but not limited to a footpath, verge or street tree.

#### **9.2 Footpath, verge and street tree protection**

- (1) The owner, occupier, licensee or contractor who undertakes works on a private property adjacent to a footpath, verge or street tree, shall –
  - (a) take all necessary precautions to ensure that the footpath, verge or street tree is not damaged during the course of the works;
  - (b) take all necessary action to ensure that the footpath remains in a safe functional state suitable for use by the public; and
  - (c) notify the local government of any existing damage to the footpath, verge or street tree prior to the commencement of the works.
- (2) A person who carries out any building or other operations or works on private property necessitating the crossing of a footpath with vehicles that may cause damage to the footpath, verge or a street tree, shall ensure that –
  - (a) all reasonable precautions are taken to prevent damage to the footpath, verge or street tree during the course of the works; and
  - (b) heavy vehicles that access the private property, are to cross the footpath at the designated area for the proposed vehicle crossing for that private property.
- (3) If a person fails to comply with subclause (1) or (2) and a footpath, verge or street tree is thereby damaged, the local government may by Notice to that person require that person within the time stated in the Notice to pay the costs of reinstating or repairing the footpath, verge or street tree.
- (4) On a failure to comply with a Notice issued under subclause (3), the local government may recover the costs referred to in the Notice as a debt due to it in a court of competent jurisdiction.

#### **9.3 Liability for damage to thoroughfare**

- (1) Where a person unlawfully damages a thoroughfare or any thing belonging to or under the care, control or management of the local government that is on a thoroughfare, the local government may by Notice to that person require that person within the time stated in the Notice to, at the option of the local government, pay the costs of –
  - (a) reinstating the thoroughfare or thing to the state it was in prior to the occurrence of the damage; or
  - (b) replacing that thing.
- (2) On a failure to comply with a Notice issued under subclause (1), the local government may recover the costs referred to in the Notice as a debt due to it in a court of competent jurisdiction.

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***Division 2 – Verge treatments*****9.4 Definitions**

In this Part, unless the context otherwise requires –

- (a) ***garden*** means a verge that is planted, developed or treated, otherwise than as a lawn, with one or more plants that:
  - (i) where possible, are waterwise or native;
  - (ii) are not prickly and do not have spines;
  - (iii) are not known to be poisonous or cause allergic reactions;
- (b) ***lawn*** means a verge which is planted only with grass, or with a similar plant but does not include synthetic turf or lawn;
- (c) ***owner*** means an owner or occupier of land adjacent to a verge; and
- (d) ***verge treatment*** means a:
  - (i) garden;
  - (ii) lawn; and/or
  - (iii) landscaping feature,installed in a verge and includes reticulation pipes and sprinklers but excludes paving or other treatments for the purpose of parking vehicles.

**9.5 Verge treatment**

An owner may install a verge treatment, in accordance with the requirements of this Part 9 Division 2, to beautify the verge.

**9.6 Maintenance of verge treatments**

An owner who installs or maintains a verge treatment must ensure:

- (a) the verge treatment is maintained:
  - (i) in good condition, including removing litter and build-up of leaves and grass clippings; and
  - (ii) to ensure clear lines of sight for pedestrians, cyclists and motorists are provided at all times;
- (b) if the treatment includes lawn, the lawn is regularly mowed;
- (c) the verge treatment is setback from and provides clear access to any infrastructure such as power poles and underground services within, under or over the verge; and
- (d) any footpath running alongside the verge is kept clear of plants and landscaping features.

**9.7 Permitted landscaping features**

Unless otherwise approved by the local government, the following restrictions apply to landscaping features installed in a verge:

- (1) raised garden beds, seating or benches, decorations and lighting must:

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- (a) be constructed of durable material, securely installed with no sharp edges, corners or fixtures;
- (b) be built to a height not exceeding 0.5 metres;
- (c) provide a minimum 0.5 metre setback from any street tree;
- (d) provide a minimum 0.5 metre setback from the face of the kerb;
- (e) maintain clear access for parked cars at all times; and
- (f) only solar lighting is permitted within a verge;
- (2) rocks, stones or logs must:
  - (a) maintain clear access for parked vehicles at all times; and
  - (b) be of a size and installed securely so as to not be easily moved;
- (3) compacted gravel pathways must provide a minimum 0.5 metre setback from any street trees; and
- (4) paved pathways and bin stands (for non-parking purposes) must:
  - (a) be finished level to be flush with the adjacent footpath, driveway, kerb and verge soil level; and
  - (b) provide a minimum 0.5 metre setback from any street trees;

**9.8 Damage to local government property**

Any damage to the footpath, kerb, thoroughfare or carriageway caused by a person installing a verge treatment must be repaired or made good, to the satisfaction of the local government, by that person at his or her cost.

**9.9 Removal of verge treatments**

The local government may remove any verge treatment at any time if it considers the verge treatment is contrary to these local laws or poses a hazard to or interference with persons or property.

**9.10 Enforcement**

The local government may give a Notice to an owner who has installed or maintained a verge treatment in front of their land, requiring that owner, within the time specified in the Notice, to make good any breach of this Division, or to remove all or any part of a verge treatment that does not comply with this Division.

***Division 3 – Public works*****9.11 Public works on verges**

- (1) For the purpose of carrying out any works the local government or any authority empowered by law to dig up a thoroughfare or carry out any other works on a thoroughfare, may without notice and without being liable to compensate any person, dig up all or part of a thoroughfare and disturb any verge treatment placed there by an owner or occupier of adjacent land.
- (2) Where the local government digs up or carries out any works in a verge which has a verge treatment which complies with Division 2, then the local government shall use its best endeavours to –
  - (a) replace and restore any reticulation pipes and sprinklers; and

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- (b) back fill with sand any garden or lawn, but otherwise shall not be liable to replace or restore any verge treatment and in particular any plant, or other vegetation or any surface or in any event, shall not be liable to any person for any damage or disturbance caused.

**9.12 Contribution towards construction of standard vehicle crossings**

For the purpose of determining the local government's contribution towards the construction of a standard vehicle crossing as stipulated in regulation 15 of the *Local Government (Uniform Local Provisions) Regulations 1996*, a **standard crossing** is a standard vehicle crossing for a residential area.

**9.13 Temporary vehicle crossings**

- (1) Where it is likely that works on a lot will involve vehicles leaving on a thoroughfare and entering the lot, the person responsible for the works shall obtain a permit for the construction of a temporary crossing to protect the existing carriageway, kerb, drains and footpath, where –
  - (a) a crossing does not exist; or
  - (b) a crossing does exist, but the nature of the vehicles and their loads is such that they are likely to cause damage to the crossing.
- (2) The **person responsible for the works** in subclause (1) is to be taken to be –
  - (a) the builder named on the building licence issued under the *Local Government (Miscellaneous Provisions) Act 1960*, if one has been issued in relation to the works; or
  - (b) the registered proprietor of the lot, if no building licence has been issued under the *Local Government (Miscellaneous Provisions) Act 1960* in relation to the works.
- (3) If the local government approves an application for a permit for the purpose of subclause (1), the permit is taken to be issued on the condition that until such time as the temporary crossing is removed, the permit holder shall keep the temporary crossing in good repair and in such a condition so as not to create any danger or obstruction to persons using the thoroughfare.

**9.14 Removal of redundant vehicles crossings**

- (1) Where works on a lot will result in a crossing no longer giving access to an internal driveway or constructed parking amenity on the lot, the crossing is to be removed and the kerb, drain, footpath, verge and any other part of the thoroughfare affected by the removal are to be reinstated to the satisfaction of the local government.
- (2) The local government may give Notice to the owner or occupier of a lot requiring her or him to –
  - (a) remove any part or all of a crossing which does not give access to the lot; and
  - (b) reinstate the kerb, drain, footpath, verge and any other part of the thoroughfare, which may be affected by the removal, within the period of time stated in the Notice, and the owner or occupier of the lot shall comply with that Notice.

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**Part 10 - Activities on thoroughfares and local government property****10.1 General prohibitions**

A person shall not –

- (a) plant any tree or plant which exceeds or may exceed 500 millimetres in height on a thoroughfare so that the plant is within 10 metres from the truncation of an intersection;
- (b) damage a lawn or a garden or remove a plant or part of a plant from local government property unless –
  - (i) the person is the owner or the occupier of the land abutting that portion of the thoroughfare and the lawn or the garden or the particular plant has not been installed or planted by the local government; or
  - (ii) the person is acting under the authority of a written law;
- (c) place on any footpath any fruit, fruit skins or other substance or fluid (whether vegetable or otherwise, but not water) which may create a hazard for any person using the footpath;
- (d) unless at the direction of the local government, damage, remove or interfere with any signpost, direction plate, guidepost, notice, shelter, shed, fence or any structure erected on a thoroughfare by the local government or a person acting under the authority of a written law;
- (e) within a mall, arcade or verandah of a shopping centre, ride any wheeled recreational device or similar device; or
- (f) prune, injure, poison, remove or kill by felling, poisoning or other means, any tree on a thoroughfare or any local government property, unless the person is:
  - (i) acting under the authority of the local government; or
  - (ii) acting under authority of a written law.

**10.2 Activities allowed with a permit**

- (1) The local government may grant a permit to allow a person to:
  - (a) dig or otherwise create a trench through or under a kerb, carriageway or footpath;
  - (b) subject to Part 9 of this local law, throw, place or deposit any thing on a verge except for removal by the local government under a bulk rubbish collection, and then only during the period of time advertised in connection with that collection by the local government;
  - (c) cause any obstruction to a vehicle or a person using a thoroughfare as a thoroughfare;
  - (d) cause any obstruction to a water channel or a water course in a thoroughfare;
  - (e) throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare;
  - (f) damage a thoroughfare;
  - (g) light any fire or burn any thing on a thoroughfare;
  - (h) fell any tree onto a thoroughfare;
  - (i) if installing a verge treatment in accordance with any requirements specified in this local law, to –
    - (i) lay pipes under or provide taps on any verge; or

## City of Vincent Local Government Property Local Law 2020

- (ii) place or install any thing on any part of a thoroughfare, and without limiting the generality of the foregoing, any gravel, stone, flagstone, cement, concrete slabs, blocks, bricks, pebbles, plastic sheeting, kerbing, wood chips, bark or sawdust;
  - (j) provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare;
  - (k) on a public place use anything or do anything so as to create a nuisance;
  - (l) place or cause to be placed on a thoroughfare a bulk rubbish container;
  - (m) interfere with the soil of, or anything in a thoroughfare or take anything from a thoroughfare; or
  - (n) place or cause to be placed on a footpath or thoroughfare, a planter box or pots.
- (2) The local government may grant a permit in accordance with subclause (1) subject to conditions.



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## **Part 11 - Notices of breach**

### **11.1 Offence to fail to comply with Notice**

Whenever the local government serves a Notice under this local law requiring a person to do any thing, if a person fails to comply with the Notice, that person commits an offence.

### **11.2 Local government may undertake requirements of Notice**

Where a person fails to comply with a Notice referred to in clause 11.1, the local government may by its employees, agents or contractors carry out the works and do all things specified in the Notice and may recover from that person, as a debt, the costs incurred in so doing.

### **11.3 Notice to remove, redirect or repair sprinkler**

Where a lawn or a garden is being watered with a sprinkler which is on the lawn or the garden, in a manner which causes or may cause an inconvenience or obstruction to any person using a thoroughfare, the local government or an authorised person may give a Notice to the owner or the occupier of the land abutting on the lawn or the garden, requiring the owner or the occupier or both to either remove, move or alter the direction of the sprinkler or other watering equipment.

### **11.4 Hazardous plants**

Where a plant or tree in a garden creates or may create a hazard for any person using a thoroughfare, the local government or an authorised person may give a Notice to the owner or the occupier of the land abutting on the garden to remove, cut, move or otherwise deal with that plant so as to remove the hazard.

### **11.5 Notice to repair damage to thoroughfare**

Where any portion of a thoroughfare, verge or footpath has been damaged, or is in the opinion of an authorised person, dangerous to the public, the local government or an authorised person may by Notice to the person who caused the damage or dangerous condition, order the person to repair or replace that portion of the thoroughfare, verge or footpath to the satisfaction of the local government, and within the timeframe stipulated in the Notice. If the person does not comply with the Notice to the satisfaction of the local government, the person commits an offence.

### **11.6 Notice to remove thin unlawfully placed on thoroughfare**

Where any thing is placed on a thoroughfare in contravention of this local law, the local government may by Notice to the owner or the occupier of the land abutting on that portion of the thoroughfare where the thing has been placed, or such other person who may be responsible for the thing being so placed, requiring that person or the owner or occupier, as the case may be, to remove the thing within the time specified in the above Notice.

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## **Part 12 -       Objections and review**

### **12.1       Application of Division 1, Part 9 of the Act**

When the local government makes a decision as to whether it will –

- (a)       grant a person a permit, approval or consent under this local law; or
- (b)       renew, vary or cancel a permit, approval or consent that a person has under this local law, the provisions of Division 1 of Part 9 of the Act and regulation 33 of the Regulations apply to that decision.

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## **Part 13 - Miscellaneous**

### **13.1 Authorised person to be obeyed**

A person on local government property shall obey any lawful direction of a Manager or an authorised person.

### **13.2 Persons may be refused admission or directed to leave local government property or a community facility**

- (1) An authorised person or Manager may refuse admission or direct a person to leave local government property where:
  - (a) the authorised person or Manager reasonably suspects that the person has –
    - (i) contravened a provision of this local;
    - (ii) behaved in a disorderly manner;
    - (iii) used indecent, offensive, profane or insulting language;
    - (iv) created or taken part in any disturbance whereby a crowd has gathered;
    - (v) committed an act of indecency; or
  - (b) the person has been deemed undesirable by the local government or the authorised person by reason of his or her past conduct.
- (2) A person shall, on being requested by the authorised person to do leave the local government property, do so immediately, quietly and peaceably.
- (3) A person who fails to comply with a request under subclause (2) may be removed from the local government property by an authorised person or a Police Officer.

### **13.3 Liability for damage to local government property**

Where a person unlawfully damages or causes damage to or detrimentally affects the appearance or nature of any local government property, the local government may by Notice to that person require that person within the time specified in the Notice to, at the option of the local government, pay the costs of –

- (a) reinstating the property to the state it was in prior to the occurrence of the damage; or
- (b) replacing that property.

### **13.4 Public liability insurance policy**

- (1) Where, as a condition of a permit, the permit holder is required to obtain and maintain a public liability insurance policy, the permit holder shall –
  - (a) effect and maintain a policy of insurance in the name of the permit holder in respect to any injury to any person or any damage to any property which may occur in connection with the use of the local government property by the permit holder;
  - (b) ensure that any policy of insurance referred to in subclause (1)(a) indemnifies the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the local government property by the permit holder;
  - (c) effect and maintain the policy of insurance referred to in subclause (1)(a) for the duration of the permit;

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## City of Vincent Local Government Property Local Law 2020

- (d) immediately notify the local government if the policy of insurance cover lapses, in which case the permit may be cancelled by the local government in accordance with clause 3.15;
  - (e) at any time requested by the local government, provide the local government with a certificate of currency confirming that public liability insurance cover is in place;
  - (f) ensure that, as a minimum, the permit holder's public liability insurance policy provides coverage of \$20 million (twenty million dollars), or such other amount as the local government considers appropriate to the risk and liability involved in the activity authorised by the permit;
  - (g) upon the request of the local government (in its absolute discretion), increase the minimum value of coverage at the public liability insurance policy renewal date; and
  - (h) ensure that the public liability insurer of the permit holder is a reputable insurer licensed to conduct insurance business in Australia in accordance with the guidelines issued by the Australian Prudential Regulatory Authority.
- (2) A permit holder who refuses to or cannot provide a current certificate of insurance at least 14 days prior to the commencement of any activity, action or thing performed or erected in accordance with the permit, as required in accordance with subclause (1) commits an offence.
  - (3) A permit holder must provide the local government with a copy of their certificate of insurance currency at any time requested by the local government, including at the permit application stage.

**13.5 Payment of application fees**

Where a fee or charge applies to the entry to, use of or participation in an activity on or in any local government property, a person shall not enter that property without first paying the applicable fee or charge, unless that person has been exempted by the local government from paying that fee or charge.

**13.6 No unauthorised entry to function**

- (1) A person shall not enter local government property on such days or during such times as the property may be set aside for a function for which a charge for admission is authorised, except –
  - (a) through the proper entrance for that purpose; and
  - (b) on payment of the fee chargeable for admission at the time.
- (2) The local government may exempt a person from compliance with subclause (1)(b).

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## **Part 14 - Offences**

### ***Division 1 – Offences and penalties***

#### **14.1 Offences and general penalties**

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law is prohibited from doing, commits an offence.
- (2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not less than \$300 and not exceeding \$5,000 and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

#### **14.2 Prescribed offences**

- (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purpose of section 9.16(1) of the Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.
- (3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorised person should be satisfied that –
  - (a) commission of the prescribed offence is a relatively minor matter; and
  - (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

#### **14.3 Infringement notices and infringement withdrawal notices**

- (1) For the purpose of this local –
  - (a) where a vehicle is involved in the commission of an offence, the form of the infringement notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
  - (b) the form of the infringement notice referred to in section 9.16 and 9.17 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
  - (c) the form of the withdrawal notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.
- (2) Where an infringement notice is given under section 9.16 of the Act in respect of an alleged offence against clause 2.4, the notice is to contain a description of the alleged offence.

#### **14.4 Evidence of a determination**

- (1) In any legal proceedings, evidence of a determination may be given by tendering the register referred to in clause 2.5 or a copy of an extract from the register certified as a true copy by the CEO.
- (2) It is to be presumed, unless the contrary is proved, that the determination was properly made and that every requirement for it to be made and have effect has been satisfied.
- (3) Subclause (2) does not make valid a determination that has not been properly made.

City of Vincent Local Government Property Local Law 2020

**Schedule 1***Prescribed offences*

<b>Clause</b>	<b>Description</b>	<b>Modified Penalty \$</b>
1.8	Failure to pay the fees and charges fixed by the local government from time to time	100
2.4	Failure to comply with determination	100
3.8	Failure to comply with conditions of a permit	100
3.14	Failure to produce permit when required by an authorised person	100
3.18(1)	Failure to obtain a permit	250
3.18(2)	Failure to obtain a permit to carry out works on local government property	500
3.18(3)	Failure to obtain a permit to use local government property or a community facility for a for profit purpose	500
3.19(1)	Failure to obtain a permit to camp outside a facility or erect structure	100
3.20	Consumption or possession of liquor without a permit	100
3.21	Failure of permit holder to comply with responsibilities	100
4.2(1)	Failure to use correct toilet block or change room	100
4.2(3)(a)	Loiter outside or act in an unacceptable manner in any toilet block	100
4.2(3)(b)	Enter or attempt to enter an occupied cubicle or compartment	100
4.3(1)	Failure to wear adequate clothing to secure decency	100
4.3(2)	Failure to comply with direction of authorised person, to wear adequate clothing	250
4.4(2)	Behaviour detrimental to property	100
4.5(2)(a)	Take, injure or kill, or attempt to take, injure or kill any fauna	250
4.5(2)(b)	Take onto, set or use any animal, bird or fish trap while on any local government property	250
4.5(2)(c)	Remove, prune or damage any flora	250
4.6	Under influence of liquor or prohibited drug or substance	100
4.7	Take, consume or use a prohibited drug or substance on local	250

## City of Vincent Local Government Property Local Law 2020

	government property	
4.8(2)	Failure to comply with sign on local government property	100
5.3(a)	Smoke or consume food or drink in a prohibited area	100
5.3(b)	Climbing up or upon a community facility	100
5.3(c)	Enter or use, or attempt to enter or use a community facility whilst unclean or suffering from a contagious, infectious or cutaneous disease	100
5.3(d)	Using soap or shampoo in any part of the pool area other than in the change rooms	100
5.3(e)	Using any detergent, substance or oil in any pool or spa	100
5.3(f)	Fouling or polluting the water in any shower, pool or spa	100
5.3(g)	Bringing into any part of the pool area or place thereon any chemical substance, liquid or powder	100
5.3(h)	Bringing into any part of the pool area any glass containers	100
5.3(i)	Smoking tobacco or any other substance in or about the community facility	100
5.3(j)	Deliberately waste or wastefully use fresh or potable water in the pool area	100
5.3(k)	Spitting or expectorating in any part of the community facility, other than in a water closet	100
5.3(l)	Entering a pool or spa in a dirty or unclean condition	100
5.3(m)	Using a mobile phone, camera or other recording device in a change room at a community facility	500
5.5(1)	Launch a boat into river other than from an approved boat launching ramp or area permitted by signs	100
5.5(2)	Launch personal water craft into river other than from a boat launching ramp	100
5.6(1)	Fishing in an area where fishing is prohibited or restricted by signs	100
5.6(2)(a)	Clean fish or cut bait that causes a nuisance to river users	100
5.6(2)(b)	Leave or deposit fish offal or bait on land or in the river	100
5.7	Unauthorised entry to an area fenced off or closed to the public	250
5.9(1)	Installing an air conditioning unit without approval	250
5.11	Erecting or maintaining an awning, balcony or verandah without a permit or approval	250

## City of Vincent Local Government Property Local Law 2020

5.12	Erecting an awning, balcony or verandah that does not comply with dimensions	250
5.13	Erecting an awning, balcony or verandah that does not comply with design	250
5.15	Erecting a permanent structure within a thoroughfare or road reserve without approval	250
6.2(1)	Displaying an advertising sign that requires a sign permit on local government property without a sign permit	250
6.3(1)	Erecting or placing a portable direction sign that requires a sign permit on local government property without a sign permit	250
6.4(1)	Placing or erecting an advertising sign or portable direction sign in a prohibited area	250
6.4(2)(a)	Failing to maintain a sign in safe and serviceable condition at all times	100
6.4(2)(b)	Failing to ensure that a sign is of a safe and stable design	100
6.4(2)(c)	Failing to ensure the free passage of persons using footpath at all times	100
6.4(2)(d)	Failing to remove sign at close of business each day or end of event	100
6.6(2)	Failing to display a sign in accordance with conditions of sign permit	100
6.7(a)	Failing to maintain sign in safe and serviceable condition at all times	100
6.7(b)	Refusing to conspicuously display the sign permit number on a sign	50
6.7(c)	Failing to ensure that a sign is of a safe and stable design	100
6.7(d)	Failing to display sign in the approved location	100
6.7(e)	Failing to ensure the free passage of persons using the footpath	100
6.8	Erecting or displaying an election sign without a permit when a permit is required by the local government	500
6.9	Permitting a sign to be displayed in an unsafe or dangerous manner	250
6.10	Refusing or failing to remove a sign to allow sweeping, cleaning or other authorised works	100
6.11	Refusing or failing to remove a sign when requested to do so	250
6.12	Placing or permitting a sign contrary to the requirements of the	250



## City of Vincent Local Government Property Local Law 2020

	local law	
7.3(1)	Leaving a shopping trolley in public place other than trolley bay	100
7.3(2)	Leaving a shopping trolley for a period in excess of 3 hours	100
8.3(1)	Failure to carry out or complete reinstatement works on affected local government property	500
8.4	Failure to provide a bank guarantee or pay a security deposit when required by local government	500
9.1	Damaging a thoroughfare or anything belonging to or under the care control and management of the local government that is on a thoroughfare	500
9.2(1)(a)	Failing to take necessary precautions to ensure footpaths, verges or trees are not damaged during works	500
9.2(1)(b)	Failing to ensure footpath remains in a safe and functioning state suitable for use by the public	500
9.2(1)(c)	Failing to notify local government of existing footpath damage prior to commencement of works	100
9.2(2)(a)	Failing to take reasonable precautions to prevent damage to footpath, verge or street tree	500
9.4	Failure to install or maintain a verge in accordance with the local laws	250
9.7	Installing or placing a prohibited landscaping feature on a verge	250
9.8	Failing to rectify damage caused to footpath, kerb, thoroughfare or carriageway when installing a verge	250
9.13(1)	Failing to obtain permit for temporary crossing	200
9.14(2)	Filing to comply with notice to remove crossing and reinstate kerb	250
10.1(a)	Planting of tree or plant which exceeds 500mm in height on local government property within 10metres from the truncation of an intersection	100
10.1(b)	Damaging lawn or garden, or remove any plant without authority	100
10.1(c)	Placing any fruit, substance or fluid on footpath which may create a hazard	100
10.1(d)	Damaging or interfering with signpost or structure on thoroughfare	200
10.1(e)	Riding any wheeled recreational device in a mall, arcade or verandah of a shopping centre	100
10.1(f)	Damaging pruning, injuring, poisoning, removing or killing a	500

## City of Vincent Local Government Property Local Law 2020

	tree, which includes a tree on a verge, thoroughfare or local government property without the approval of the local government	
10.2(1)(a)	Digging a trench through a kerb or footpath without a permit	200
10.2(1)(b)	Throwing or placing anything on a verge without a permit	200
10.2(1)(c)	Causing obstruction to vehicle or person on thoroughfare without a permit	200
10.2(1)(d)	Causing obstruction to water channel on thoroughfare without a permit	200
10.2(1)(e)	Placing or draining offensive fluid on thoroughfare without a permit	200
10.2(1)(f)	Damaging a thoroughfare	200
10.2(1)(g)	Lighting a fire on a thoroughfare without a permit	200
10.2(1)(h)	Felling tree onto thoroughfare without a permit	200
10.2(1)(i)	Installing pipes or stone on thoroughfare without a permit	200
10.2(1)(j)	Installing a hoist or other thing on a structure or land for use over a thoroughfare without a permit	200
10.2(1)(k)	Creating a nuisance on a public place without a permit	200
10.2(1)(l)	Placing a bulk rubbish container on a thoroughfare without a permit	100
10.2(1)(m)	Interfering with anything on a thoroughfare without a permit	200
10.2(1)(n)	Placing a planter box or pot on a footpath or thoroughfare	100
11.1	Failing to comply with notice given under local law where not specified in Schedule 1	500
13.4(2)	Failure to hold or provide a current certificate of currency to an authorised person when requested	250
13.5	Failing to pay the applicable fee to enter, use or participate in an activity on local government property	100
13.6(1)	Entering local government property or building other than through the proper entrance or without payment of the admission fee	100
14.1(1)	Other offences not specified	100

City of Vincent Local Government Property Local Law 2020

## Schedule 2

### *Determinations*

The following determinations are to be taken to have been made by the local government under clause 2.1.

#### PART 1 – PRELIMINARY

##### 1.1 Definitions

In these determinations unless the context requires otherwise –

*local law* means the City of Vincent Local Government Property Local Law 2019.

##### 1.2 Interpretation

Unless the context requires otherwise, where a term is used but not defined in a determination and that term is defined in the local law then the term shall have the meaning given to it in the local law.

##### 1.3 Determinations

As at the date of gazettal of this local law, the local government has not made any determinations.

Date of Council Resolution	Date of Gazettal	Details of Amendment
08.07.2008	01.10.2008	Title and Schedule 2, Clause 1.1 – delete 2007 and replace it with 2008  Clause 5.2 – subclause (1) delete “or a community facility” also delete subclauses (1)(c), (1)(d), (4) and (5).  Clause 13.4 – amended to be brought in line with the current standard wording for public liability insurance policies.
10.02.2009	27.02.2009	To amend the process for applications and permits, specify obligations of permit holders and conditions for signs.

This local law was made by the City of Vincent at an Ordinary Meeting held on (date).

The Common Seal of the City of Vincent was affixed by authority of a resolution of the Council in the presence of –

EMMA COLE,

MAYOR

DAVID MACLENNAN,

CHIEF EXECUTIVE OFFICER

Table of Amendments		
Clause	Amendment	Reason
1.6	Definitions amended and/or deleted	Redundant definitions removed, definitions amended in accordance with current terminology/practice. Where a definition refers to another Act, that definition has been inserted below for ease of reference.
2.7(1)(c) and 2.8(1)(i)	Inclusion of 'drones' in regard to activities/prohibited activities such as flying/using a motorised aeroplane on certain properties	Suggestion based on increasing use of drones in public areas. Amendments reflect similar provisions in the Stirling Property Local Laws.
4.2	Additional clause inserted to deal with family change rooms etc. Specifies unisex change rooms/toilet blocks, cubicles may be used by any gender.	Reflects the change from designated male/female change rooms/toilets to unisex.
4.5	Removed definition of 'animal' and included a definition of 'flora' and a provision regarding damage/removal of flora.	Definition of animal is likely unnecessary as fauna is sufficiently descriptive. Inclusion of flora to prohibit damage/removal of flora from City property unless by an authorised person.
5.15	Re-ordering of how this clause is expressed and the inclusion of approvals that may be required by another relevant authority (e.g. WAPC, DPLH etc.).	Clarifies that the applicant may be required to obtain approval(s) from parties other than the City.
Part 6 (incl. 6.1(e))	Definition of 'minor nature development' (taken from Minor Nature Development Policy) and amendments to reflect relevant provisions of Signs and Advertising Policy.	DLGSC has advised that local laws should not refer to policy terms that are required to be complied with under the local law. Instead, relevant policy terms should be reflected in the provisions of the local laws. This is particularly relevant where it is proposed to enforce compliance with a clause of the local laws.
6.2	Amendments to remove requirement for permit for advertising signs in certain situations.	A permit for an advertising sign is not required if the sign is a minor nature development, does not exceed 500m in height or 0.5m <sup>2</sup> in area and is not illuminated/incorporate reflective materials. Advertising sign may not be permanently displayed on City property. Only one advertising sign per building or business may be displayed without a sign permit, all additional advertising signs (for building/business) must have a sign permit.
6.3	Amendments to conditions around portable direction signs that do not require a sign permit.	Increase to height restriction (from 500mm to 750mm) on signs. Only one portable direction sign per building or business may be displayed without a sign permit, all additional signs (for building/business) must have a sign permit.

6.4(2)	New sub-clause specifies requirements for person placing an advertising sign or portable direction sign on City property.	Provides for the maintenance, stable design and removal of the sign by the person displaying it.
6.8	Has been deleted and a simple discretion for the City to require a permit to display an election sign has been inserted.	<p>Legal advice received by the City confirms that the requirement for a permit to display an election sign on City property may be considered unconstitutional as it interferes with the freedom of political communication. Case law also suggests that a prohibition on placing/displaying an election sign on City land may also be unconstitutional unless it can be shown that the prohibition is for a legitimate purpose – e.g. retaining amenity of the area or protecting against health and safety hazards.</p> <p>As a result, this clause has been deleted and replaced with a simple provision allowing the City to (in its discretion) require a permit to display an election sign. In conjunction with this, Administration has drafted an Election Sign Policy to regulate the display of election signs on City land. The Policy specifies that a permit under the local law will <u>not</u> be required if the candidate complies with the requirements of the Policy in regard to the placement of his/her election signs.</p> <p>The benefit of using the Policy to regulate election sign placement, is that the process of amending a policy is much simpler and faster than amending local laws. Therefore, if further case law develops on the subject of election signs, the Policy can be amended to reflect accordingly.</p>
Part 7, Division 1	Division 1, clause 7.1 and 7.2 deleted.	These clauses are being moved to the Animals local laws.
Part 8	Significant amendments are required to fix the inconsistencies between this Part and the local law as a whole. The proposed amendments are set out below.	All permits granted under these local laws relate to the right to use local government property, they do not deal with approvals/permits granted under the P&D Act and related legislation.
8.1	New definitions section inserted.	New definitions provide clarity as to how this Part operates – i.e. the City requires security around building/development works where those works could damage local government property or infrastructure. As the local laws (as currently drafted) only provide for permits/approvals granted under the local laws themselves (not development approvals or building permits granted pursuant to the P&D Act or the Building Act), these definitions are required in order for the Part to function properly.

8.2	Inclusion of a bank guarantee as an alternative option to a bond or security deposit.	In order to perfect an interest in a security deposit or bond, the City would need to register the deposit/bond on the Personal Property Securities Register. There is an argument that registration would not apply to bank guarantees. As PPSR registration is time consuming and causes significant administrative burden, a bank guarantee is suggested as an alternative option to a security deposit, at the City's discretion.
8.4	New clause requiring a 'developer' to provide a bank guarantee or security deposit to the City where required to do so under the local laws.	Allows for the inclusion of a penalty for failure to provide the bank guarantee/security deposit. Engineering has requested this inclusion to deal with continued issues with developers/builders refusing to pay.
Part 9 (Div 2)	Amendments to Part 9 to incorporate relevant terms of Policy No. 2.2.4 - Verge Treatments, Plantings and Beautification.	DLGSC has advised that local laws should not refer to policy terms that are required to be complied with under the local law. Instead, relevant policy terms should be reflected in the provisions of the local laws. This is particularly relevant where it is proposed to enforce compliance with a clause of the local laws.
13.4(1)(f)	Minimum public liability insurance amount increased from \$10million to \$20million.	This reflects the current requirements, including under the City's property management framework and leases.
Throughout	References to 'City' have been removed and replaced with 'local government'.	Local government is defined (as the City of Vincent), 'City' is not a defined term. Ensures consistency throughout.
Schedule	Updated clause references to refer to correct/amended clause numbers and inserted new clauses where penalties are to apply.	Reflects above amendments.

# ELECTION SIGNS POLICY



Responsible directorate	Office of the Chief Executive Officer
Responsible team	Corporate Strategy and Governance
Responsible officer	Executive Manager Corporate Strategy and Governance
Affected teams	Corporate Strategy and Governance, Rangers, Policy & Place
Legislation / local law requirements	<i>Local Government Act 1995 (WA)</i> <i>Land Administration Act 1997 (WA)</i> <i>Commonwealth of Australia Constitution Act</i> <i>Electoral Act 1907 (WA)</i>
Relevant delegations	Nil.
Related policy procedures and supporting documentation	<i>City of Vincent Local Government Property Local Laws 2020</i> <i>Clause 3 (vi) of City of Vincent Local Planning Policy No. 7.5.2 Signs and Advertising</i> Local Planning Scheme No. 2

## PURPOSE

This Election Signs Policy (**Policy**) governs how election signs may be displayed within the boundaries of the City of Vincent (**City**) during Federal, State or local elections. The Policy establishes a clear framework regulating how, where and for what period of time an election sign may be displayed.

## OBJECTIVE

This Policy recognises the need for election signs to be displayed within the City during election periods while working to minimise health and safety hazards and ensuring the amenity of City Land is retained at all times.

## SCOPE

This Policy applies to political parties and candidates promoting a party or individual participating in a State, Federal or local government election. The Policy does not apply to individuals, companies and businesses promoting or advertising a commercial business, trade, service or goods (see Local Planning Policy No. 7.5.2 Signs and Advertising).

## POLICY

### 1. Election signs on private land

# ELECTION SIGNS POLICY



Signs on private land are subject to the objectives and requirements of the Local Planning Scheme and Local Planning Policy No. 7.5.2 Signs and Advertising Policy. The City **may** require the removal of a sign on private property if it poses a health or safety hazard.

## 2. Election signs on City Land

- (a) The City's Local Government Property Local Law 2020 (**Local Law**) generally requires a permit for signs on or within City Land.
- (b) Subject to the terms of this Policy, a permit for an election sign to be displayed on City Land will not be required under the Local Law where the sign is:
  - (i) only displayed during the election period and removed within 48 hours after the election day;
  - (ii) free standing and not affixed to any existing sign, post, power or light pole, or similar structure;
  - (iii) at least 3 metres from the edge of the carriageway and 0.5 metres from the footpath;
  - (iv) erected at least 50 metres from any intersection of thoroughfares
  - (v) not closer than 120 metres to a signalised intersection or 70 metres before any speed indicator sign;
  - (vi) not placed on a median strip, roundabout or other traffic control device;
  - (vii) not placed within an intersection;
  - (viii) not located in, or within 150 metres of, a 40kph school zone;
  - (ix) not placed so as to obstruct or impede:
    - (A) a footpath, thoroughfare or carriageway;
    - (B) the reasonable and/or safe use of City Land; or
    - (C) access to a place by any person;
  - (x) placed so as not to obstruct or impede the vision of a driver of a vehicle entering or leaving a thoroughfare or crossing; and
  - (xi) not placed within 100 metres of any works on the City Land;
  - (xii) maintained in good condition;
  - (xiii) securely installed;
  - (xiv) not displaying only part of a message which is to be read with other separate signs in order to obtain the whole message; and
  - (xv) not located in a position which would suggest that the sign has the endorsement of the City, including on premises leased from the City by third parties.

## 3. Dimensions, materials and content of election signs

All election signs must not:



# ELECTION SIGNS POLICY



- (a) be more than 1.5 square metres in area and no higher than 1.2 metres from the top of the sign to the natural ground level;
- (b) be illuminated (externally or internally), move, flash, be reflective, be fluorescent, rotate or otherwise cause a distraction to road users;
- (c) be self-adhesive;
- (d) advertise any organisation or person other than a political party or a registered candidate; or
- (e) use the City's logo or crest.

## 4. No election signs on City parks, reserves or City facilities

- (a) To ensure the amenity and safe use of City parks and reserves election signs are not permitted to be displayed on or within any City parks and/or reserves.
- (b) To reduce the risk that a sign on City facilities or City Land is interpreted as having the endorsement of the City, election signs are not permitted on or adjacent to municipal buildings, including Beatty Park Leisure Centre, Loftus Recreation Centre, Library, Civic Centre and Administration Building.
- (c) Paragraph 4(b) does not apply to any City Land or facility that is used as a polling place on an election day and signs may be displayed on City Land or City facilities that are used as a polling place on the election day.

## 5. Enforcement

- (a) Where a sign breaches this Policy, the Local Law or any other relevant law, or poses a health and safety hazard, the City will exercise its powers to ensure compliance and/or remove any health and safety hazard as appropriate.
- (b) In exercising its power under clause 5(a), the City will adopt the following approach:
  - (i) where an election sign is:
    - (A) displayed in a City park, reserve or on or adjacent to City municipal buildings;
    - (B) displayed on City Land and is not free standing (i.e. it is affixed to an existing sign, post, power or light pole, or similar structure on City Land); or
    - (C) poses a health or safety hazard in the opinion of a City officer,
 the City may immediately remove and impound the election sign or issue an infringement notice for failure to obtain an election sign permit in accordance with the Local Law;
  - (ii) notwithstanding paragraph 5(b)(i), the City may remove and impound an election sign that is not in compliance with this Policy in response to a legitimate complaint (as determined by the City in its absolute discretion) being made to the City, subject to advising the candidate that the sign has been removed and impounded;
  - (iii) the following process will apply to the removal and impounding of signs:
    - (A) before removing the sign, the City will take a photograph of the sign in situ at the location where it has been displayed and mark the sign as non-complying;
    - (B) the sign will be held by the City for 48 hours during which time it will be available for collection by the candidate;
    - (C) if the sign is not collected within the 48 hours, the sign may be destroyed by the City;
    - (D) if an impounded sign is collected by the candidate and re-displayed in a location or manner that does not conform with this Policy, the sign will be removed and destroyed by the City without further warning; and
    - (E) signs that are not removed within two (2) days after the election day will be removed and destroyed without warning,

# ELECTION SIGNS POLICY



- (c) Signs must comply with the requirements of the *Local Government Act 1995* (WA) and *Electoral Act 1907* (WA) in regard to electoral material and ensure that the name and address of the person authorising the sign, and where relevant the name of the printer, appear at the foot or end of the sign. Similar provisions apply in relation to State and Federal elections. The City will refer any breaches of this requirement to the relevant Returning Officer.
- (d) Some thoroughfares within the district of the City are controlled by Main Roads Western Australia (MRWA) under the *Main Roads (Control of Advertising) Regulations 1996* (WA). MRWA should be contacted before erecting a sign on a main road.

## 6. Election promotion

- (a) The Australian Electoral Commission and/or the Western Australian Electoral Commission may promote an election by displaying a sign on the City Land without a permit.
- (b) This Policy does not apply to the City promoting an election by displaying a sign on City Land.

## DEFINITIONS

**Carriageway** means the bitumen or paved portion of a thoroughfare used or intended for use by vehicles.

**City Land** means all land held in fee simple or under the care, control or management of the City and includes road reserves.

**Election day** means the date of voting or polling for a Federal, State or local government election (as the case may be).

**Election period** means the period of sixty (60) days prior to a State or Federal election, or from the close of candidate nominations for a local government election (which occurs 37 days prior to the local government election day), and two (2) days after that election day.

**Election sign** means any sign which advertises any aspect of a forthcoming Federal, State or local government election and may include promoting a registered candidate or political party.

**Footpath** means a path set aside for use by pedestrians and cyclists that is on or runs through a road reserve, park, reserve or thoroughfare, and includes all that part of a thoroughfare lying between the edge of the carriageway and the property boundary nearest to that edge on the same side of the thoroughfare.

**Private land** means land within the boundaries of the City that is not City Land.

**Sign** includes a notice, flag, mark, structure or device on which may be shown words, numbers, expressions or symbols.

**Thoroughfare** means a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits such as a footpath.

### OFFICE USE ONLY

Initial Council adoption

DATE: <APPROVAL DATE>, REF# <TRIM REF>

Reviewed / Amended

DATE: <APPROVAL DATE>, REF#: <TRIM REF>

Next Review Date

DATE: <REVIEW DATE>,

**8.8 PROPOSED TRANSFER OF ANZAC COTTAGE TO THE NATIONAL TRUST OF WESTERN AUSTRALIA**

- Attachments:**
1. Transfer proposal from the National Trust dated 7 July 2020 [↓](#) 
  2. Details of the National Trust [↓](#) 

**RECOMMENDATION:****That Council:**

1. **RECEIVES** the proposal from the National Trust of Western Australia (National Trust) for the City of Vincent to transfer ANZAC Cottage, located at 38 Kalgoorlie Street, Mount Hawthorn (ANZAC Cottage), to the National Trust, as at Attachment 1;
2. **REQUESTS** the Chief Executive Officer to provide local public notice of the proposed transfer of ANZAC Cottage to the National Trust for a period of 14 days;
3. **NOTES** the Chief Executive Officer will report back to Council on the outcome of the public consultation period in Recommendation 2. above; and
4. **NOTES** the proposed mutual surrender of the lease of ANZAC Cottage, between the City and the Vietnam Veterans Association Australia WA Branch, would occur concurrently with the proposed transfer of ANZAC Cottage to the National Trust.

**PURPOSE OF REPORT:**

To consider providing public notice of the proposed transfer of ANZAC Cottage to the National Trust of Western Australia (National Trust)

**BACKGROUND:**Heritage Significance of ANZAC Cottage

ANZAC Cottage, located at 38 Kalgoorlie Street, Mt Hawthorn (ANZAC Cottage) is owned by the City of Vincent. ANZAC 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.

Ownership and Leasing of ANZAC Cottage

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, Council endorsed the following:

*“That the Council;*

- (i) NOTES the outcome of the lease negotiations between the Town and the Vietnam Veterans Association relating to Anzac Cottage as detailed in this report;*
- (ii) 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*
- (iii) 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*
- (iv) AUTHORISES the Mayor and the Chief Executive Officer to sign the lease and affix the Council Common Seal.”*

In 2005 the VVAAWA approached the City in respect to the transfer of ANZAC Cottage, subject to the City entering into a long term lease with the VVAAWA. At the 17 January 2006 Council Meeting the transfer and lease were approved by Council. The lease has an initial term of 21 years (expiring 30 September 2026) and three further option terms of five years each, the final term expiring on 30 September 2041.

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, transferred or otherwise dealt with without the VVAAWA's consent, as the VVAAWA would be required to withdraw the caveat in order for any dealing on the property to be completed.

VVAWA retains exclusive occupation and possession rights in respect of ANZAC Cottage.

ANZAC Cottage is in a very good condition.

Friends of ANZAC Cottage Inc

The Friends of ANZAC Cottage Inc. (Friends) were formed in 2006 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.

The volunteers of Friends are dedicated to preserving and sharing the remarkable story of ANZAC Cottage. Friends are continuing with education and engagement activities relating to ANZAC Cottage in an online capacity.

**DETAILS:**

The National Trust approached the City in June 2020 in respect to the acquisition of ANZAC Cottage. The National Trust's proposal is at **Attachment 1**.

The National Trust works to raise knowledge, awareness, understanding and commitment to Western Australia's natural and cultural heritage. This is achieved through the conservation and interpretation of heritage places managed by the National Trust on behalf of the community and government of Western Australia, through education and learning programs, and through community consultation and engagement. Further details of the National Trust's purpose is at **Attachment 2**.

The National Trust proposes that ANZAC Cottage would be a significant addition to its collection of places and stories which tell the story of the ANZAC spirit. In proposing to purchase ANZAC Cottage, the National Trust undertakes that ANZAC Cottage would remain open to the Mt Hawthorn and broader community as a memorial to those who fought in World War I and that it would encourage a high level of community participation in the heritage values of the place.

The National Trust recognises that ANZAC Cottage is leased to VVAAWA and that an appropriate Memorandum of Understanding would need to be negotiated with VVAAWA to enable continued access and enjoyment of ANZAC Cottage by VVAAWA. Similarly, the National Trust proposes to enter into a

Memorandum of Understanding with Friends that would provide for the continued education and community outreach programs that are managed by Friends.

#### Surrender of Lease

VVAAWA and Friends have agreed in principle to the transfer of ANZAC Cottage to the National Trust.

A mutual surrender of VVAAWA's lease would be required to occur before or concurrently with the proposed transfer of ANZAC Cottage to the National Trust. In addition, VVAAWA would need to withdraw its caveat over the title of the property in order to allow the transfer to the National Trust to proceed.

Administration supports the proposed transfer to the National Trust as it would allow ANZAC Cottage to continue to be used by the public, and ensures its appropriate conversation and management in the future.

#### **CONSULTATION/ADVERTISING:**

Pursuant to Regulation 30 of the *Local Government (Functions and General) Regulations 1996* there is no statutory requirement for public notice of the proposed transfer to the National Trust. However, Administration recommends 14 days public notice be provided in local papers and on the City's website.

#### **LEGAL/POLICY:**

- Lease of ANZAC Cottage, 38 Kalgoorlie Street, Mount Hawthorn, between the Vietnam Veterans Association of Australia WA Branch Incorporated and the Town of Vincent, dated 24 January 2006.
- City of Vincent Policy No. 4.1.5 – Community Consultation.
- Section 3.58 of the *Local Government Act 1995* (Disposing of property) does not apply to the proposed transfer of ANZAC Cottage as the National Trust is a registered charity and Regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996* applies.

#### **RISK MANAGEMENT IMPLICATIONS:**

**Low risk:** It is low risk for the City to provide public notice of the proposed transfer of ANZAC Cottage to the National Trust.

#### **STRATEGIC IMPLICATIONS:**

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

##### Connected Community

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

##### Thriving Places

*Our physical assets are efficiently and effectively managed and maintained.*

##### Innovative and Accountable

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

#### **FINANCIAL/BUDGET IMPLICATIONS:**

The transfer of ANZAC Cottage to the National Trust would reduce the City's financial liability, as the City would no longer be responsible to repair or upgrade ANZAC Cottage. The National Trust does propose the City assist with any unforeseen maintenance issues that arise over the next 3-5 years. We would need to clarify exact responsibilities and liabilities with the Trust prior to progressing the proposal.



7 July 2020

Mr David MacLennan  
Chief Executive Officer  
City of Vincent  
PO Box 82,  
Leederville WA 6902

Dear David

The National Trust proposes the City of Vincent transfer the title of ANZAC Cottage in Mt Hawthorn to the National Trust to ensure the enduring care and conservation of the place and to ensure that the communities of Mt Hawthorn and City of Vincent and Australia more broadly can access and be uplifted by the special stories which tell of the ANZAC spirit embedded in the place's history.

In making this submission the National Trust undertakes that ANZAC Cottage would remain open to the Mt Hawthorn and broader community as a memorial to those who fought in World War I and subsequent wars and that it would encourage a high level of community participation in the heritage values of the place. We recognise the special place the cottage holds in the heart of Mt Hawthorn people and in particular the relationship that exists between the local schools and the cottage. Moreover, there is also a special connection between the wider Western Australian community and the cottage and it is our intention to reach out to all who value the opportunity to participate in the cottage's rich and evolving history.

The National Trust understands that ANZAC Cottage is currently leased to the VVAA(WA) and it is our understanding that the VVAA(WA) is prepared to forfeit the lease in return for continued access to the cottage and that it supports the transfer of the title to the National Trust. An appropriate MOU and User Agreement would be struck which would provide the VVAA(WA) with access and enjoyment of the place. Friends of ANZAC Cottage are also invested in the place, in particular through the long association of Anne Chapple's family. The National Trust would respect this connection and likewise strike an MOU and User Agreement that would provide for the continued education and community outreach programs so successfully managed by the Friends group.

Conversations held recently with both groups evidence a willingness to cooperate as significant stakeholders who hold a mutual bond with the cottage and whose aims are aligned in sharing and telling the stories of the cottage.

The National Trust of Australia (WA) | ABN 83 697 381 616

The Old Observatory, 4 Havelock Street, West Perth | PO Box 1162, West Perth WA 6872 e [trust@ntwa.com.au](mailto:trust@ntwa.com.au) t (08) 9321 6088 | [www.nationaltrust.org.au/wa](http://www.nationaltrust.org.au/wa)



It is a rare opportunity to propose the acquisition of a place of such state and national significance and the Trust believes the transfer of title in favor of the National Trust meets the City's objectives for the cottage.

National Trust Senior Manager Asset management and Trust CEO recently inspected the cottage with the City's Coordinator Asset Management, Mr James Hopper. The outcome of the inspection provides the Trust with confidence to take on the cottage, in the knowledge that it will not present a substantial liability in maintenance and capital costs for the foreseeable future. We propose for further discussion, that the City assist with any unforeseen maintenance that arises over say, the next 3-5 years, so as to ensure that the liability presented by ANZAC Cottage can be managed within the Trust's resources.

In welcoming the community to ANZAC Cottage, we would apply a fee to visitation, in the same way the Trust does for all its places open to the public, which would be used to offset maintenance and capital expenses in the future. Such a fee can be moderated for community and education groups.

The National Trust of Western Australia aspires to awaken people to the value of heritage. In so doing the National Trust aims to enhance people's understanding of why heritage is important, how it enables us to explore our identity and our place in the world and how an understanding of the value of heritage contributes to a sense of well-being in society. We aim to achieve this through activities which conserve the places in our care; by educating people about the value of heritage; by raising awareness for the vital role of heritage in our society; by engaging the community, by making places accessible; and by encouraging participation in heritage based experiences through activation of the many places in our care.

Many of the places the Trust cares for explore the stories of colonisation and settlement in the nineteenth century. However, a significant association exists between places currently under the custodianship of the Trust which tell the story of World War I and the ANZAC spirit. Charles Harper was a successful businessman and politician who built Woodbridge at Guildford. Two of his sons died at the battle of the Nek, at Gallipoli. Thomas Hardey settled his family on what was to be known as Peninsula Farm in Maylands in 1830. His grandson fought in World War I and his descendants attend an ANZAC Day service there each year. The Trust's care of these places assures future generations will have access to appropriately conserved buildings and well told stories.

Community is at the heart of the National Trust's mission. Inviting the community into our places to share stories and reaching out to the community to better understand the significance of place and identity is central to all we do.

We look forward to continuing our discussion with a view to finalising the transfer of ANZAC Cottage to the National Trust of Western Australia so that the community of Mt Hawthorn, City of Vincent and the broader West Australian and indeed national community can continue to commemorate the spirit of ANZAC so magnificently enshrined in the place.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Julian Donaldson', written in a cursive style.

Julian Donaldson

Chief Executive Officer





## INTRODUCING THE NATIONAL TRUST OF WESTERN AUSTRALIA

### Statutory Status

The National Trust was founded in 1959 and constituted as a Statutory Authority under the National Trust of Australia (WA) Act 1964. The Act provides for a Council to administer the Trust. Council comprises 16 councillors elected from the membership of the Trust and 9 appointed councillors. The Trust has broad powers including: power to accept a gift of real or personal property; invest funds; sell or dispose of property; mortgage, charge or lease property vested in it; accept a covenant. The National Trust is a registered charity.

### Purpose

The Trust pioneered heritage conservation in Western Australia and is chartered to conserve and interpret the natural, Aboriginal and historic heritage of our state.

What makes the National Trust unique is its focus on place. No other organisation within the history and heritage sector has this remit.

### Strategy

The aim of the National Trust's strategic plan is to *Awaken Our Community to the Value of Heritage*

It aims to achieve this by connecting communities to the value of Western Australia's heritage diverse natural and cultural heritage.

Preserving and promoting the stories of place is at the heart of the Trust's purpose. Stories connect West Australians with their heritage.

By awakening people to the value of heritage the Trust aims to enhance people's understanding of why heritage is important, how it enables us to explore our identity and our place in the world, and how an understanding of the value of heritage contributes to a sense of well-being in society.

The Trust will achieve its aims by continuing to conserve the places in its care; by educating people about the value of heritage; by raising awareness of the vital role heritage plays in our society; by engaging the community; by making places accessible; by finding new and compatible uses for our properties; and by encouraging participation in heritage-based experiences.

The National Trust of Australia (WA) | ABN 83 697 381 616

The Old Observatory, 4 Havelock Street, West Perth | PO Box 1162, West Perth WA 6872 e [trust@ntwa.com.au](mailto:trust@ntwa.com.au) t (08) 9321 6088 | [www.nationaltrust.org.au/wa](http://www.nationaltrust.org.au/wa)

**Scope of Activities**

- The National Trust cares for 63 places, comprising some 240 buildings, from the Masonic Lodge in Cue in the north to the Israelite Bay Telegraph Station in the south east including the heritage values of the Goldfields Water Supply Scheme from Mundaring to Kalgoorlie and a diverse collection of places in between.
- Some are open to the public: Peninsula Farm in Maylands, Strawberry Hill in Albany, Woodbridge in Guildford, Ellensbrook in Margaret River, Samson House in Fremantle, Old Blythewood in Pinjarra, the York Courthouse.
- Some are leased for which we receive a commercial return, such as 57 Murray Street and Old Boys School in Perth, Wanslea in Cottesloe, North Fremantle Primary School, and the Victoria Hospital in Geraldton.
- Others are vacant – such as the wonderful collection of places on the historic Greenough Flats
- Gallop House, in Dalkeith is home to a composer in residence as a part of our community engagement program.
- The East Perth Cemeteries is the burial place for most of Perth's citizens between 1829 and 1900 and is rich in history and significance.
- Our places represent the state's earliest farming endeavours from Strawberry Hill in Albany, to Peninsular Farm in Maylands, Gallop House in Dalkeith, Woodbridge in Guildford and Avondale, once a State agricultural research farm, in Beverley.
- There is a strong ANZAC storyline that connects Woodbridge in Guildford and Peninsula Farm in Maylands.
- The Trust contributes to Aboriginal heritage in a number of ways:
  - By providing a means for communities to become sustainable through foundations established in partnership with resource companies and Aboriginal Corporations.
  - Through language reclamation delivered in the Goldfields where we operate the Goldfields Aboriginal Language Centre whose aim is to rescue, revive and maintain over a dozen endangered Aboriginal languages.
  - A land management program to conserve the internationally significant rock art of the Woodstock Abydos region.
- Funding heritage conservation
  - The Trust manages numerous appeals which provide tax deductible donations for people wishing to contribute to the conservation of places they are passionate about
- Heritage advice
  - The Trust provides advice to all levels of government and the broad community on heritage issues.
- Natural heritage

- The Trust has some 66,000 hectares under covenant and employs two officers to inspect these places.
- Education
  - The Trust runs a large education program that can see up to 10,000 students in a year participate in curriculum aligned programs at places such as Woodbridge in Guildford, Samson House in Fremantle, Peninsula Farm in Maylands, East Perth Cemeteries and Wonnerup in Busselton.
- Collections
  - The Trust has a sizable collection of artefacts – some of which are provenanced to place and some are not. Digitisation and sharing the collection on line is making this collection more broadly available to the community.
- Archaeology
  - This is important work that goes hand in hand with conservation.
- Public Programs
  - The Heritage Festival is our largest public program, which runs for a month over April and May each year and which sees over 40,000 people participate in a range of heritage activities across the state.
  - We have a composer in residence at Gallop House, and throughout the year there are a number of events which showcase the composer and his or her work as well as offering people the opportunity to view the house.
  - A Writer in Residence program launched this year and will see four writers respond to one of the Trust's places.
  - We present the CY O'Connor and Curtin Family Home lecture each year.
  - An ANZAC Day Service is held at Peninsula Farm, Christmas Carols at Peninsula Farm, and Remembrance Day is commemorated at Woodbridge.
  - Numerous small events are held to provide the community with the opportunity to participate in heritage experiences.
- Archive
  - The Trust manages an archive of historic data relating to the identification and assessment of heritage places in Western Australia which has been gathered over more than half a century.

#### **Revenue**

The Trust turns over around \$8,000,000 a year and receives around 40% of its operating revenue through an appropriation from the State, this covers around two thirds of our staffing costs and contributes approximately \$600,000 to operating expenditure. The balance of our income comes from leases and grants.

**Priorities**

1. Increase visitation and public participation in heritage places by telling the stories of pre-settlement, settlement, and the development of Western Australia's contemporary multicultural society through the lens of the places in our care.
2. We aspire to enhance the conservation and interpretation of priority places over the next three years: Samson House in Fremantle, Peninsula Farm in Maylands, Wonnerup House in Busselton and Old Blythewood in Pinjarra.
3. We aim to significantly increase our membership and our volunteer cohort.
4. We aim to diversify and increase our income.
5. Capitalise on cultural tourism opportunities.

**8.9 ADVERTISING OF AMENDED DEVELOPMENT ON CITY OWNED AND MANAGED LAND POLICY**

- Attachments:**
1. Updated Draft Policy - Development on City Owned and Managed Land Policy  
  2. Table of Submissions and Administration's Comments  

**RECOMMENDATION:****That Council:**

1. **APPROVES** the amended draft policy '*Development on City Owned and Managed Land Policy*', as at Attachment 1;
2. **AUTHORISES** the Chief Executive Officer to provide local public notice of the amended new policy in Recommendation 1. above and invite public comments for a period of at least 21 days; and
3. **NOTES** that at the conclusion of the public notice period any submissions received would be presented to Council for consideration.

**PURPOSE OF REPORT:**

To consider providing public notice of the amended new policy '*Development on City Owned and Managed Land Policy*' (Policy), as at **Attachment 1**.

**BACKGROUND:**

The City currently has no documented approach to deal with proposals for development on City land, which includes road reserves and parks / public open spaces.

Administration presented a draft policy to govern these types of developments, which include temporary community signage, street furniture and permanent structures, to Council at the Ordinary Meeting of Council 17 March 2020 (Item 12.4). Council resolved to advertise the proposed new [Development on City Owned and Managed Land Policy](#). The advertising period commenced on 28 April 2020 and concluded on 29 May 2020. Public notice of the policy was provided in the following ways:

- Eastern Reporter 23 April 2020 edition
- Perth Voice 25 April 2020 edition
- City's Administration and Library Notice Boards
- City's website, socials and online newsletter on 23 April 2020
- Emails to local organisations, businesses and interested individuals (38 groups contacted)

Responses included six community submissions as well as a response from Main Roads WA and Department of Planning, Lands and Heritage (DPLH). A summary of the comments and Administration's response to each comment are at **Attachment 2**.

**DETAILS:**

In response to the submissions, Administration has made significant amendments to the draft Policy, in order to make it easier for the public to understand the requirements and streamline the approval proposes for the three key types of developments on City land. The key substantive changes to the Policy are shown in red in the updated Policy at **Attachment 1**.

The policy proposes that Street Furniture does not require a Development Application, in order to streamline the assessment process and encourage these types of development – as they align with the City's Strategic Community Plan thriving places and sensitive design priorities.

In accordance with the City's Policy 7.5.1 – Minor Nature Development, a Development Application is currently required for fixed umbrellas. This is noted in the draft policy. The exemption of fixed umbrellas from

requiring a Development Application will be considered as part of the review of the City's Policy 7.5.1 – Minor Nature Development, which is scheduled for this financial year.

Administration has further considered the proposed fee of \$30/m<sup>2</sup> for structures and shelters. The alternative fee options are a higher per square meter fee or a fixed fee of between \$1,000 and \$1,500 per annum. It is proposed that a fee of \$30/m<sup>2</sup> is retained for the reasons set out below.

Permanent structures and shelters are intended to allow businesses to increase their business space (for example, food service area) while at the same time activating the street or public space and providing amenity for the public when the business is not operating. Increasing the business space means that permanent structures and shelters provide a financial benefit to that business. This financial benefit is likely to be greater than the benefit provided by a temporary alfresco area (which are governed by the City's outdoing eating permits, which are free) as the structure or shelter is permanent and therefore can be created in a way to create amenity for patrons of the business (for example, provide shelter from the elements and include planter boxes and lighting). On this basis it is recommended that businesses pay a fee for the use of City land.

On the other hand, these structures and shelters must be provided for a public benefit (activate the street / public space) so charging a commercial fee would not align with the City's Strategic Community Plan priorities, particularly thriving places and sensitive design.

Based on the permanent structures and shelters currently erected and proposed in Vincent, it is considered that \$30 per square meter reasonably balances the financial benefit to the business owner with the public benefit provided by these structures. The area of these structures currently erected or proposed in Vincent, and the fees that would be payable in line with this draft policy (noting that the policy is not proposed to apply retrospectively) fees are set out below.

Business	Address	Area(m <sup>2</sup> )	\$30/m <sup>2</sup>
Oxford Hotel	368 Oxford Street, Leederville	24	\$720
Birraz	404 Oxford Street, Mount Hawthorn	36	\$1,080
Spritz	148-158 Scarborough Beach Road, Mount Hawthorn	42	\$1,260
Zesto	59 Parry Street, Perth	59	\$1,770
Brika	3/177 Stirling Street, Perth	85	\$2,550

It is noted that a fee per square meter does not take into account the fact that the financial benefit to the business is not directly proportionate to the area of the structure. This is because other factors impact the financial benefit derived from the use of the City's land, such as the location (town centre in comparison to a less frequented area of the City) and layout of the area (width of the road reserve, location of public infrastructure).

On balance, it is Administration's view that a fee of \$30/m<sup>2</sup> is most aligned to with the objectives of this policy.

It is noted that structures or shelters that privatise a space (to the exclusion of the public) are not within the scope of this policy. If Council (and the Minister for Lands, if consent required) chose to support this type of development, the licence fee would be at Council's (and the Minister for Land's) discretion, and would be based on the commercial value of the space. This updated policy sets this out in the scope section.

The substantive amendments to the policy are summarised in the below table:

Section	Amendment	Rationale
Policy objective	Added reference to the City's SCP priorities thriving places and sensitive design, and provided further clarity on the objectives, which are to activate and add amenity to the public realm for the public benefit	This policy should assist the City in achieving these SCP priorities. The updated objective makes it clear that developments which are not for the public benefit are outside the scope of the policy.

Policy scope and clarity of types of development	<p>The development types (previously tiers) have been renamed as follows:</p> <ul style="list-style-type: none"> <li>• Temporary Signs (formerly Tier 1)</li> <li>• Street Furniture (formerly Tier 3)</li> <li>• Structures and Shelters (formerly Tier 4)</li> </ul> <p>Developments that are public works or for a purely private purpose are outside the scope of the policy, which is specified in the Policy Scope.</p>	<p>Public works (formerly Tier 2) are dealt with under the <i>Public Works Act 1902</i> and <i>Main Roads Act 1930</i>. Therefore it is not necessary for this policy to set out the process for dealing with these works.</p> <p>Developments for a purely private purpose (formerly Tier 5) are not consistent with the objective of the Policy (do not activate the street / park or provide public amenity). Therefore they are outside the scope of the policy. In the Scope section these types of developments are referenced, and it is noted that if a proposal is received the CEO may consider it at his discretion, and Council would be required to determine whether to approve it, and on what terms. A Development Application would also be required.</p>
Development Type and approval requirements summary table	This table has been updated to include only the three types of developments, and list the application checklist (requirements), the decision maker and the approval / fee required for each.	<p>This table now provides a simple summary for applicants of what is required for each type of development.</p> <p>The checklist and clearly stating who the decision maker is (Council or CEO) and what form of approval is required should assist applicants in preparing their application.</p>
Application Assessment Process for Street Furniture	<p>The requirement for a \$100 application fee and licence is considered unnecessary for street furniture, as it is low risk and easily removable.</p> <p>The City seeks to encourage street furniture, so a simplified online approval process is proposed.</p> <ol style="list-style-type: none"> <li>1. Online form, including plans, submitted.</li> <li>2. City Officers conduct site visit to ensure suitable placement.</li> <li>3. Applicant signs undertaking</li> </ol>	<p>An online form prompting the City to schedule a site meeting would further streamline the process.</p> <p>The online form would require plans to be submitted which meet the design requirements.</p> <p>The risks associated with the street furniture is mitigated by requiring applicants to accept liability, provide evidence of public liability insurance and acknowledge that the City reserves the right to remove unsafe structures and recover the cost. This will be set out in the undertaking, which must be signed before the street furniture is installed.</p>
Structures and Shelters	Fee of \$30/m <sup>2</sup> per annum (indexed by CPI)	<p>The fixed fee acknowledges that these permanent structures and shelters have a financial benefit to the adjacent business, but the benefit is not necessarily proportionate the area of the structure.</p> <p>The benefit is deemed to be greater than that provided by a parklet, so a fee higher than the \$500 pa parklet fee is appropriate.</p>
Street Furniture/ Structures and Shelters	<p>Updated design requirements to provide clear guidance to applicants.</p> <p>Diagrams will be included in the final version of the policy</p>	<p>The Policy needs to clearly set out what types of structures are permissible, with examples.</p> <p>Details of set back from the kerb and other structures are conveyed best through diagrams.</p>

**CONSULTATION/ADVERTISING:**

In accordance with the City's Policy 4.1.1 – '*Adoption and Review of Policies*', public notice of the proposed new policy will be provided for a period exceeding 21 days in the following ways:

- notice on the City's website, social media and e-newsletter;

- notice in the local newspapers; and
- notice on the notice board at the City's Administration and Library and Local History Centre.

In addition to the above requirements, in accordance with Policy 4.1.5 – Community Consultation Administration will:

- prepare and distribute letters to local businesses and community groups (Policy 4.1.5 Appendix 2, item 10).

**LEGAL/POLICY:**

- Policy 4.1.1 – '*Adoption and Review of Policies*' sets out the process for repealing and adopting policies.
- Policy 4.1.5 – Community Consultation requires local public notice for at least 21 days and a letter to be sent to local businesses and community groups.

**RISK MANAGEMENT IMPLICATIONS:**

**Low:** It is low risk for Council to consider a new policy on development on City owned and managed land.

**STRATEGIC IMPLICATIONS:**

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

Thriving Places

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

*Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority.*

*We are recognised as a City that supports local and small business.*

**SUSTAINABILITY IMPLICATIONS:**

Nil.

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.



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Responsible directorate	Office of the CEO
Responsible team	Corporate Strategy and Governance - Lands
Responsible officer	Executive Manager Corporate Strategy and Governance
Affected teams	Lands, Development and Design, Engineering, Policy and Place
Legislation / local law requirements	<i>Land Administration Act 1997; Local Government Act 1995; Planning and Development Act 2005</i>
Relevant delegations	Nil
Related policy procedures and supporting documentation	Policy 2.2.13 – Parklets Policy 7.4.9 – Encroachments over Crown lands Local Planning Policy 7.1.1 – Built Form Local Planning Policy 7.5.1 – Minor Nature Development

## PURPOSE

To provide a consistent and efficient process for the City to assess third party (**Applicant**) proposals to install temporary community signage or permanent structures (**Developments**) on City owned and managed land, which includes verges, footpaths, parks and other public open spaces.

## OBJECTIVE

To enable temporary community signage and permanent structures on City owned and managed land that meets the following objectives:

- Aligns with the following Strategic Community Plan priorities:
  - Thriving Places – *create, enhance and promote great places and spaces for everyone to enjoy*
  - Sensitive Design – *create unique, high quality developments that respect the City's character and respond to specific local circumstances.*
- Activates the space for the benefit of the community, which could be in the form of creating public seating, tables or shelter;
- Does not privatise or enclose the space to the detriment of other users of the space;
- Adds to the amenity of the streetscape or park; and
- Does not dominate the streetscape or inhibit the normal use of the street.

## SCOPE

The policy covers Developments on the following land (together defined as **City Land**):

- City freehold land:** land which the City owns beneficially and is listed as the registered proprietor on the Certificate of Title, such as a park or other public open space;

## Development on City owned and managed land policy



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- **Road reserve:** the verge, kerb and footpath areas adjacent to roads which the City has care, control and management of under section 55(2) of the *Land Administration Act 1997 (LAA)*;
- **Crown reserve:** parks or public recreation areas reserved by the Minister for Lands for a purpose in the public interest and vested (pursuant to a Management Order) in the City under section 46 of the LAA.

For the purpose of this policy the City is considered the "landowner" of City Land.

Developments or infrastructure on City land proposed by a local or public authority or government department are to be considered in accordance with the *Public Works Act 1902*, the *Main Roads Act 1930* or other enabling legislation, and are not governed by this Policy.

Developments or infrastructure on City land that solely benefits the applicant or privatises the spaces to the exclusion of the public is not governed by this Policy. If a proposal is submitted to the City it would be dealt with as follows:

- (a) A landowner assessment fee of \$300 per application (as set out in the City's Schedule of Fees and Charges, as amended from time-to-time) and plans that are of a standard required for a Development Application must be submitted to the City.
- (b) The CEO will consider the proposal with reference to any relevant plans and strategies (including the Strategic Community Plan and Public Open Space Strategy) and the impact on the use of the City Land by the community. If the proposal does not align with the City's relevant plans and strategies, the CEO may refuse the proposal. The CEO may, at his absolute discretion, present the proposal to Council for consideration.
- (c) If the proposal is presented to Council, Council may, at its absolute discretion, approve the use of the City Land for this proposal, subject to the applicant entering into a licence on terms determined by a resolution of Council.
- (d) Depending on the type and purpose of the development, the consent of the Minister for Lands may be required, and if the development is for a commercial purpose the Minister for Lands may require the applicant to enter into a lease or licence or similar legal arrangement with the Minister for Lands, as opposed to the City;
- (e) If the approval of Council and/or the Minister for Lands is obtained, the development would then be progressed by the CEO in accordance with the Structures and Shelters process as outlined in this Policy, with the next step being the submission of a Development Application.

# Development on City owned and managed land policy



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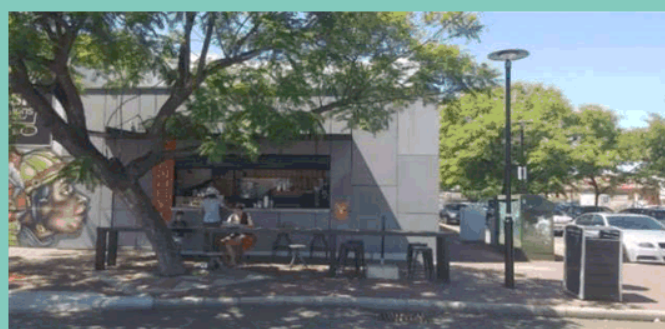
## POLICY

This Policy provides guidance on what type of temporary community signage and permanent structures would be permitted on City Land. Depending on the scale and location of the permanent structure it may be necessary for the application to be considered by Council on a case-by-case basis. Council has discretion to approve or refuse permanent structures and shelters, as detailed in this Policy.

The permitted design of permanent structures on City owned or managed land will depend on the location and the streetscape.

The table below details the application, design and approval requirements for the three types of Developments governed by this Policy.

TYPE	DEVELOPMENT DESCRIPTION	APPLICATION CHECKLIST	DECISION MAKER	APPROVAL & FEE
<b>Temporary Signs</b>	Advertising a local community event that has free admission or a free service within the City <i>Examples: carols by candlelight banners and hawker's market signage located in a park or public space.</i>	<ul style="list-style-type: none"> <li>✓ No application fee</li> <li>✓ No DA</li> <li>✓ Plan of sign (dimensions, material and colours)</li> <li>✓ Location plan</li> </ul>	Administration (CEO)	No permit, licence or fee  City to issue letter of approval
<b>Street Furniture</b>	Fixed furniture within the road reserve that <u>does not</u> enclose space and provides public benefit by activating the street/town centre <i>Examples: free standing fixed bench, fixed seating, fixed umbrellas* or large fixed planter boxes within the verge/footpath area, which public can easily walk around</i> <i>*fixed umbrellas currently require a DA</i>	<ul style="list-style-type: none"> <li>✓ No application fee</li> <li>✓ No DA (refer to <a href="#">Policy 7.5.1</a>)</li> <li>✓ Plan of street furniture, including dimensions</li> <li>✓ Location plan</li> <li>✓ Complete online nomination</li> </ul>	Administration (CEO)  Site visit required	No fee  City to issue letter of approval with undertaking
<b>Structures and Shelters</b>	Structures or shelters that create a separate space, but do not privatise it, and provide public benefit by activating the street/town centre, OR any permanent development within a park/public open space that is open to the public <i>Examples: structures the public can walk into - canopy structure, enclosed verandah or deck within verge/footpath/park</i>	<ul style="list-style-type: none"> <li>✓ \$200 application fee</li> <li>✓ Site plan, floor plan and elevations</li> <li>✓ Location plan</li> <li>✓ Proposal summary</li> <li>✓ DA required (to be submitted if licence approved)</li> </ul>	Council approval of licence required  DA can be approved under delegated authority	Licence  Annual fee of \$30/m <sup>2</sup>



Street Furniture: fixed benches in Mt Lawley and West Perth activate the verge area

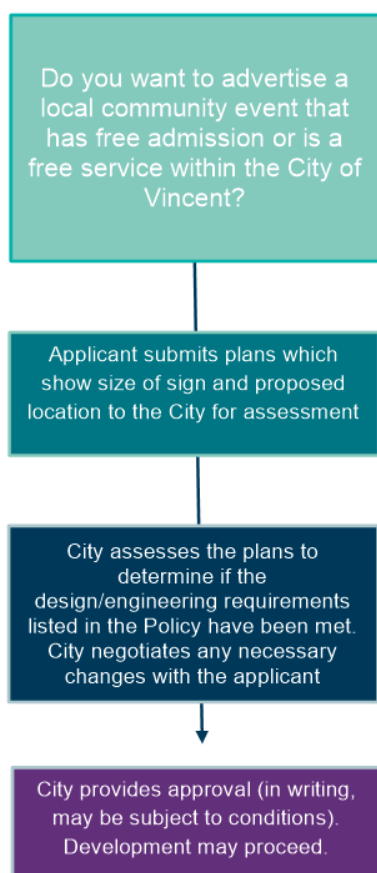
# Development on City owned and managed land policy



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## Application assessment processes

### Temporary Signs



### Street Furniture



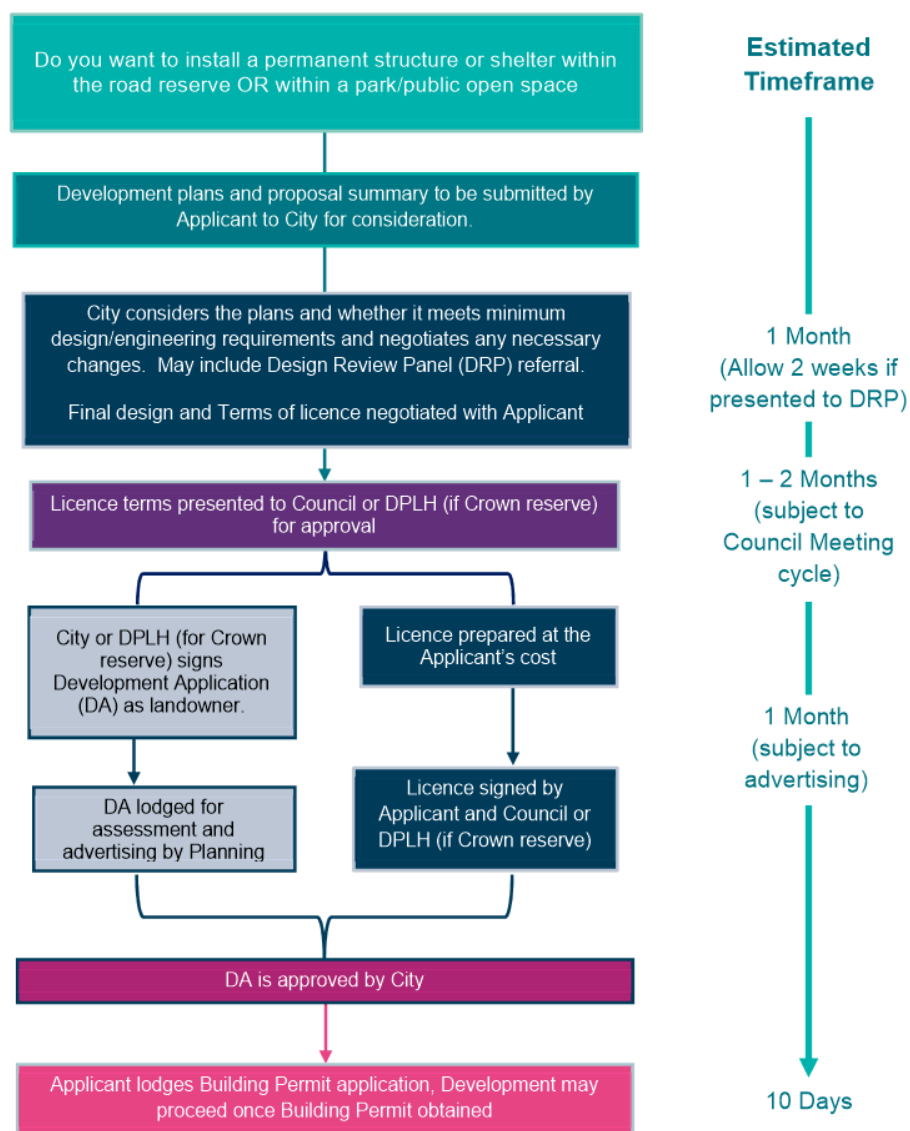
# Development on City owned and managed land policy



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## Application assessment processes

### Structures and Shelters



# Development on City owned and managed land policy



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## 1) Temporary community signs

- (a) To install a temporary community sign or sign for a free community event within the City of Vincent a location plan and plan of the sign shall be submitted [online here](#).
- (b) The sign must meet the following requirements –

1	advertising a local community event with free admission that is open to the general public or a free service that is located or accessible within the City;
2	located minimum 1.5 m away from any traffic signage and located as to not impede sight lines for pedestrians or vehicles;
3	does not exceed 1.5m in height and does not exceed an area of 1.5 m <sup>2</sup> ;
4	is not attached to a tree;
5	is placed so as not to obstruct or impede use of any pedestrian path;
6	is not attached to any existing street furniture;
7	is not located within or adjacent to the road reserve of Charles Street or East Parade;
8	is made of non-reflective material and is not of a colour distracting to vehicle drivers;
9	relates only to the event or service, with the exception that a third party sponsoring the event may include a logo or similar acknowledgement on the sign, provided it does not occupy more than 20% of the sign's face area. This does not include the City's logo;
10	can only be installed for a period of no more than 30 days;
11	is removed within 24 hours after the date of the event or, if advertising a service, immediately on the conclusion of the 30 day period;
12	complies with the City Local Government Property Local Law – signage provisions.

- (c) Any sign that does not comply with the provisions above and does not have Development Approval from the City will be removed by the City immediately and held for 24 hours before disposal.





## Development on City owned and managed land policy



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### 2) Street Furniture within the road reserve (verge/footpath) that does not enclose space

- (a) To install Street Furniture submit plans [online here](#).
- (b) The Street Furniture must meet the below design requirements.
- (c) The Street Furniture is generally exempt from requiring a Development Application, as set out in the [City's Policy 7.5.1. - Minor Nature Development](#).
- (d) A site visit by City Officers would be required and scheduled once the proposed plans are submitted online.
- (e) The City may at its discretion remove any Street Furniture that does not meet the design requirements. It will be kept for 48 hours before disposal.



	DESIGN REQUIREMENTS FOR STREET FURNITURE
1	The Street Furniture must be all times open and inviting to enjoyment by the general public;
2	There must be a minimum 2m clear pedestrian zone (reduction to 1.5m at City's sole discretion) aligned to the front boundary of the adjacent building, unless justified to abut the <b>kerb buffer</b> ;
3	There must be 600mm minimum space maintained clear at all times between the face of the kerb and the start of either the frontage zone or the clear pedestrian zone;
4	The Street Furniture must be located wholly within the frontage zone of the Applicant's business or land;
5	The Street Furniture is located outside of any clear corner zone as measured at a 45° angle from the corner of the business to the kerb;
6	For any structures extending greater than 4m in length adjacent to the carriageway a break must be provided to allow pedestrian access to the kerb;
7	A minimum clearance of 2.4 metres shall be provided from finished ground level to the lowest part of the canopy, umbrella, arbour, shade sail or other similar shelter;
8	Any existing street trees/plantings must be incorporated into the design;
9	If the Street Furniture is above or within 1m of any public utility service pit, the Street Furniture must be capable of removal without damage to the Street Furniture or the service pit.

	UNDERTAKING TERMS
1	Applicant to hold a valid annual Outdoor Eating Permit ( <a href="#">apply online here</a> ), which includes public liability insurance.
2	Applicant to indemnify the City and the Minister for Lands (if Crown land or Crown road reserve);
3	Applicant to maintain and repair the Street Furniture at the Applicant's cost;
4	A new undertaking will be required with new business/land owner on sale/transfer of business/land;
5	Applicant to remove the Street Furniture and make good to the satisfaction of the City at the request of the City, public utility provider or the Minister for Lands (if Crown land or Crown road reserve); and
6	Applicant to immediately remove any street furniture that is not in accordance with the design requirements, or in the event the City removes the structure as it is unsafe or not in compliance, pay the costs associated with the removal within 14 days of the City issuing notice of the costs.

## Development on City owned and managed land policy



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### 3) Structures within the Road Reserve and Public Open Space

- (a) **Council will consider these structures** on a case by case basis, considering the design requirements set out below. Council at its discretion may grant a licence on the terms set out below.
- (b) The purpose of the structure is to activate the public space by providing shelter and amenity to the street, town centre or public space, without privatising, enclosing or unduly restricting pedestrian access to the road, footpath and adjacent shops.
- (c) A landowner assessment fee of \$200 per application (as set out in the City's Schedule of Fees and Charges as amended from time to time) is required. If a licence is granted by Council a DA with applicable fee must be submitted to the City.
- (d) The structure must align with the existing streetscape and provide a public benefit consistent with the existing use of the space.
- (e) Structures/ shelters on City land may form part of a development on the adjacent private land. The Development Application for the development on the private land can be progressed independently of the structure/ shelter proposed on City land. In the event that the Applicant wants the development to be considered as a whole, the Chief Executive Officer's approval to sign the DA as the landowner of the City land can be sought. The signing of the DA does not indicate that the City supports the proposed development and is at the Chief Executive Officer's sole discretion, and will be subject to the Applicant undertaking to enter into a licence if the DA is approved.

	DESIGN REQUIREMENTS
1	Is at all times unenclosed and inviting to enjoyment by the general public, adding amenity to the street,
2	There is a minimum 2m clear pedestrian zone (reduction to 1.5m at Council's sole discretion) aligned to the front boundary of the business, unless justified to abut the kerb buffer;
3	600mm minimum space maintained clear at all times between the face of the kerb and the start of either the frontage zone or the clear pedestrian zone;
4	The structure is located wholly within the frontage zone of the Applicant's business or land;
5	The structure is located outside of any clear corner zone as measured at a 45° angle from the corner of the business to the kerb;
6	For any structures extending greater than 4m in length adjacent to the carriageway a break must be provided to allow pedestrian access to the kerb;
7	A minimum clearance of 2.4 metres shall be provided from finished ground level to the lowest part of the canopy, umbrella, arbour, shade sail or other similar shelter;
8	The structure incorporates any existing verge trees;
9	15% of the structure area is plantings (including planter boxes) or tree canopy;
10	The structure does not obstruct access to any public utility service pit or infrastructure;
11	The structure does not fully enclose more than 60% of any side (which means at least 40% of each side of the structure is open)
12	Any café blinds forming part of or in any way attached to the structure are to be made of transparent material, be removable and be removed daily at closure of the business.



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	LICENCE REQUIREMENT/TERMS – SUBJECT TO COUNCIL APPROVAL
1	licence fee of \$30/m <sup>2</sup> (indexed annually by CPI);
2	term of up to 5 years with a 5 year licence extension option;
3	hold public liability insurance to a minimum value of \$20,000,000 (per claim);
4	indemnify City and the Minister for Lands (if Crown land or Crown road reserve);
5	maintain and repair the Development at the Applicant's cost;
6	assign the licence to new business/land owner on sale/transfer of business/land;
7	remove the Development and make good to the satisfaction of the City at the request of the City, public utility provider or the Minister for Lands (if Crown land or Crown road reserve) or on termination of the licence;
8	no compensation is payable for disruption or damage when the City, a public utility provider or the Minister makes a request under subclause (7) above; and
9	City may require a caveat to be registered against the Applicant's land/business premises.
10	The City's cost of preparing the licence, caveat (if required) and registration of the caveat will be payable by the Applicant.

### SIGNING OF DEVELOPMENT APPLICATIONS AS THE LANDOWNER

Development Applications are required for **Structures and Shelters** only\*.

If the site of the Development is located:

- (a) on a road reserve or Crown reserve **and the proposal is inconsistent with the reserve's purpose**, the Development Application is required to be signed by the Minister for Lands as the landowner prior to lodgement with the City for planning assessment; or
- (b) on City owned freehold land **or Crown reserve where the proposal is consistent with the reserve's purpose**, the City will sign the Development Application as landowner.

For (a), the City will forward the Development Application to the Minister for Lands once the City has assessed the Development Application and the Applicant undertakes to enter into the licence on the terms approved by Council.

\*A DA is currently required for fixed umbrellas, as set out in the City's Policy 7.5.1 – Minor Nature Development

# Development on City owned and managed land policy



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## GLOSSARY

**activity corridor** means the areas identified by the same name in the City's Planning Policy 7.1.1 – Built Form;

**carriageway** means the part of the road reserve built for the movement and parking of powered, wheeled vehicles;

**clear corner zone** means the area as measured at a 45° angle from the building corner left clear of any structures and street furniture including litter bins, signs and the like must remain for the free passage of the public within the pedestrian path and the carriageway;

**clear pedestrian zone** means the area between 2m and 1.5m wide left clear of any structures and street furniture including litter bins, signs and the like must at all times be maintained for the free passage of the public within the pedestrian path part of the road reserve;

**frontage zone** means the area immediately adjacent to the abutting property between the property boundary and the end of the kerb buffer, excluding the clear pedestrian zone;

**kerb buffer** means the 600mm minimum space maintained clear at all times between the face of the kerb and the start of either the frontage zone or the clear pedestrian zone;

**pedestrian path** means the part of the road reserve built for the movement and rest of pedestrians, and can include street furniture so long as a clear pedestrian zone is maintained;

**public benefit** means the unrestricted use of a space, fitting, structure or item of street furniture for rest, shelter or the use intended by design without any obligation or implied obligation to pay any fee or purchase any product from an adjacent or associated business;

**street furniture** means any structure, bench, seat, litter bin, bicycle rack, payphones, street kiosks, vending machines, table, free standing unit and other items that may be reasonably characterised as street furniture for the use or enjoyment of the public within the Road Reserve; and

**town centre** means the areas identified by the same name in the City's Planning Policy 7.1.1 – Built Form.

### OFFICE USE ONLY

Initial Council adoption

DATE: &lt;APPROVAL DATE&gt;, REF# &lt;TRIM REF&gt;

Reviewed / Amended

DATE: &lt;APPROVAL DATE&gt;, REF#: &lt;TRIM REF&gt;

Next Review Date

DATE: &lt;REVIEW DATE&gt;,

### Development on City Owned and Managed Land Policy: Summary of Submissions

#### Community Submissions

Relevant Development Type	Comment or Query	Administration Response
Tier1/ Community Signage	<p>Silent on support/opposition.</p> <ol style="list-style-type: none"> <li>Forms for application should be simple and specific for each type of development.</li> <li>Previous signage has been approved and hung within 20 metres of signalled intersections. Why has this requirement changed?</li> </ol>	<ol style="list-style-type: none"> <li>Agreed. Applications for signs and street furniture can be made via an online form (specific form for each type). The online form will be simple and require minimal information – location plan and plan showing dimensions. Applications for structures will require higher level of detail.</li> <li>Setting signage away from an intersection reduces the exposure of the sign to passing traffic, particularly traffic stopped at traffic lights. However, signs at intersections create concerns around distraction for drivers when navigating cycle, pedestrian and cross-directional traffic.</li> </ol>
Tier 3/ Street Furniture	<p>Silent on support/opposition.</p> <ol style="list-style-type: none"> <li>It is proposed that small developments should not incur a fee (Tier 3).</li> <li>We have in consideration now a wide scope for small projects. This proposed system increases the challenges here for us financially and detracts from the motivation.</li> </ol>	<ol style="list-style-type: none"> <li>No application fee is payable for signs and street furniture. \$200 application fee payable for structures and shelters.</li> <li>Noted and agreed – fee removed. It is understood that the nominal fee may have an unintended impact discouraging proposals being presented to the City.</li> </ol>
Tier 3/ Street Furniture	<p>Silent on support/opposition.</p> <ol style="list-style-type: none"> <li>Does this system of compliance apply to Town Team initiatives?</li> <li>Does this mean every project proposed under Tier 3 will incur a fee?</li> <li>With very small scale projects, what specific support exists at least in principle to Town Team initiatives like ours now resulting from this revision process?</li> </ol>	<ol style="list-style-type: none"> <li>Yes. The policy will apply to any permanent fixtures installed on City freehold or Crown land (including road reserves) by private party.</li> <li>Application fee has been removed for street furniture.</li> <li>There is the opportunity for collaboration with the City on small projects. The City's Place Managers can assist with this.</li> </ol>

Tier 3/ Street Furniture Tier 4/ Structures and Shelters	<p>Opposed</p> <ol style="list-style-type: none"> <li>1. There are already examples where development on verge areas creates conflict between business workers and patrons with pedestrians and bike riders. These conflict areas create the potential for collisions and injury.</li> <li>2. The policy should include greater consideration about the consequences where footpaths are taken over by the types of development that the policy deals with. If such development means that footpath cannot be used as a transport route for riders and pedestrians, then the policy should require an alternative to be provided. For example, take away road space used for parking and repurpose it for pedestrians and riders.</li> <li>3. The placement of large structures on footpaths can create enclosed hidden spaces where the risk of physical assault is heightened. The creation of places where people are hidden form an unlicensed view is against the principle of safe community design (CPTED).</li> </ol>	<ol style="list-style-type: none"> <li>1. The City reserves right of removal for any development in the road reserve. Should any Street Furniture or Structures or Shelters result in an increase in physical injury, the City will respond accordingly. Further, the City has reviewed all insurance claims for injury from public street furniture or within town centres for the past five years, with no incidents on record.</li> <li>2. The proposed policy looks to enable Street Furniture and Structures and Shelters within the City's town centres. The City's town centres include infrastructure to improve conditions for sharing of the whole road including shared cycling areas and traffic calming. It is anticipated that further development along the kerb will have a further traffic calming effect and improving the environment for walking and cycling in the whole of the street. It is noted that a firm requirement that 2m-1.5m clear zone be maintained for pedestrian passage.</li> <li>3. The City is unaware of any increase in crime associated with installation of street furniture or Parklets within the City's town centres. Should an issue emerge the City will take appropriate action which may include removal of installations.</li> </ol>
Whole Document	<p>Opposed</p> <ol style="list-style-type: none"> <li>1. It is not clear early in the document that Tiers 3/Street Furniture and Tier 4/Structures and Shelters exclude proposals that privatise portions of the public domain, and even then, it is not absolutely clear and inconsistently defined. The Tier 3/Street Furniture examples given on page 2 of 'developments' appear to have privatised part of the footpath and is inconsistent with the requirement to not privatise the site.</li> </ol>	<ol style="list-style-type: none"> <li>1. It is agreed that privatisation of the public realm does not align with the purpose of this policy. The policy purpose and objective has been updated, and the scope of the policy changes to remove any developments that are for a purely private purpose of exclude public use.</li> <li>2. It is considered that the distinction between Street Furniture and Structures and Shelters is in risk, scale and impact. To capture this</li> </ol>

	<p>2. Why is there a distinction between proposals that seek to enclose an area and those that don't, if the intention is that they both should be available to everybody?</p> <p>3. Why pay \$30/m<sup>2</sup> (which is way too low) if everybody can use the space but you have 'enclosed' it rather than left it unenclosed.</p> <p>4. The design requirement for Tier 3/Street Furniture explicitly says '<i>does not privatise the site</i>' yet the corresponding clause for Tier 4/Structures and Shelters drops the '<i>does not privatise the site</i>' but still keeps the remainder of the statement '<i>with or without association of the Applicant's business</i>'. The requirement should be the same for both.</p> <p>5. It needs to be made clear in the descriptions of Tiers 3/Street Furniture and Tier 4/ Structures and Shelters (table on page 2) that public access and the public's ability to use the infrastructure must be maintained and not be tied to the adjacent business. Any intention to obtain exclusive private access should be considered as a Tier 5/Private infrastructure proposal. I think Tier 3/Street Furniture and Tier 4/ Structures and Shelters should be treated in a similar way to a Parklet in that anybody may use it and there must be a sign to that effect.</p> <p>6. It is also not clear why public notice is required for Tier 4/Structures and Shelters but not for Tier 3/Street Furniture. I accept there may be a requirement for public notice if the market value is greater than \$5,000 per annum. However I think the key words are 'market value' – that is not the same as licence fee. This calls into question exactly what</p>	<p>distinction, street furniture (an object in space) is separated from larger shelters or structures (the enclosure of space). All developments are intended to be accessible outside of the adjacent businesses trading hours.</p> <p>3. It is acknowledged that installation of a more substantial Structures and Shelters will be intended to provide financial benefit to the adjacent business. However, as the road reserve is Crown land it is problematic to obtain valuations for the land impacted. \$30/m<sup>2</sup> is a nominal rate fee and subject to reconsideration.</p> <p>4. It is agreed that the current language around privatisation and open to the general public is inconsistent and may be confusing. It is agreed the statement around public access should be consistent across both development types.</p> <p>5. City will consider requirement for a sign similar to the requirement from the City's Parklet Policy 2.2.13 cl. 10.4 – 'Public Parklet' Sign and section 12. – Maintenance.</p> <p>6. Regarding public notification, the <i>Local Government Act 1995</i> requires public notice of any leased or licenced property unless granted exemption in a regulation. <i>Local Government (Functions and General) Regulations 1996</i>, Regulation 30(2)(a) exempts property with a market value less than \$5,000. As market value is problematic to determine the provision is included at cl. 4(c) to make clear the City's legislative requirement may be relevant.</p> <p>7. Each comment has been addressed in turn below:</p>
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	<p>market value is, how it is determined, who determines it, and why it does not apply for Tier 3/Street Furniture sites. I'd suggest that there is a connection between 'market value' and the cost of the proposed infrastructure that needs recognition and may provide a better way of differentiation between Tier 3/Street Furniture and Tier 4/ Structures and Shelters.</p> <p>7. The distinction between Tiers 3/Street Furniture and Tier 4/ Structures and Shelters needs review and should consider:</p> <ul style="list-style-type: none"> <li>a. The proposition that Tiers 3/Street Furniture and Tier 4/ Structures and Shelters are equivalents of a Parklet, albeit one that is on the footpath rather than the road;</li> <li>b. That there really isn't a difference between enclosed and unenclosed areas if the intention is that neither will privatise the footpath;</li> <li>c. That both enclosed and unenclosed proposals should have signs that make it clear that anybody can use them;</li> <li>d. That there will be a penalty if a business tries to claim that only their patrons may use such a facility;</li> <li>e. Is the distinction between Tiers 3/Street Furniture and Tier 4/ Structures and Shelters actually the market value (however defined)? Should proposals with a lower market value should be treated differently than those with a higher market value.</li> </ul> <p>8. The fact that 'Design Requirements' and 'Licence Requirements' are in one table makes it look as if the two are related. They should be split into two tables.</p>	<ul style="list-style-type: none"> <li>a. It is acknowledged that Structures and Shelters could be considered the equivalent of a Parklet allowed under City Policy 2.2.13. It is considered that Tier 3 developments are of lower impact and are more comparable with City owned public seating, bins, bike racks or other typical street furniture.</li> <li>b. The wording around privatisation of the area is problematic as addressed in comment 4. above. Is it considered that there is an appreciable impact and risk distinction between Street Furniture and Structures and Shelters.</li> <li>c. As stated in comment 5. above, the provisions of Parklet Policy 2.2.13 will be reviewed.</li> <li>d. Penalties beyond removal of development at cost of owner have not been considered at this time.</li> <li>e. The proposed policy intends to adopt a more permissible approach to Tiers 3/Street Furniture than Tier 4/ Structures and Shelters in recognition of distinction in risk and impact.</li> </ul> <p>8. Agreed. This is a formatting issue and alternative layouts have been drafted.</p> <p>9. Requirement for Section 70A notifications for Street Furniture has been removed. Regarding the caveat for Structures and Shelters, an absolute caveat over the adjacent property would enable the City to enforce the obligations of the installing party or the landowner.</p> <p>10. It is intended that Street Furniture be considered in the City's Planning Policy – Minor nature Developments pending review as development that is exempt from</p>
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	<p>9. The requirements for Section 70A (Tier 3/Street Furniture) and a caveat (Tier 4/Structures and Shelters) need review. What is the caveat supposed to cover? If it is the potential cost of removing a structure than it just reinforces the concept that the differences between development types are related to the size/cost of the structure rather than whether it is enclosed or not.</p> <p>10. It is not clear why a DA is required for an enclosed structure but not an unenclosed structure - does the <i>Planning and Development Act 2005</i> allow this?</p> <p>11. The minimum height for 'above head canopy, umbrella etc.' should be from the footpath immediately under the component and not the adjacent road surface – it is about people on the footpath, not the cars on the road.</p> <p>12. The definition of clear pedestrian zone should indicate a minimum width of 1.5 metres to reinforce the need to allow free pedestrian access, particularly for those in wheelchairs.</p> <p>13. The definition/use of 'frontage zone' is confusing and not consistent with the photo on page 5. Is it supposed to define the limits along the length of the building rather than the distance from a building?</p> <p>14. The policy should have a number to make easier to reference.</p> <p>15. The 'heading block' with the responsible directorate is of minor importance and should be moved to the end of the document for that the 'policy' component takes precedence.</p>	<p>requiring a development application.</p> <p>11. Agreed. Wording of minimum above head heights will be considered.</p> <p>12. 2m – 1.5m minimum clear pedestrian zone is included as design requirement 1 for both Tier 3 and 4.</p> <p>13. The definition of 'frontage zone' can be considered for rewording.</p> <p>14. Numbering of the policy will be in accordance with the City's standards at time of adoption.</p> <p>15. Final formatting and style is yet to be determined. Diagrams will be included to clarify design requirements.</p>
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Whole Document	<p>Silent on support/opposition.</p> <ol style="list-style-type: none"> <li>1. Is it worth providing a definition for public benefit?</li> <li>2. For Tier 1/Temporary Signs, an area of 1m<sup>2</sup> is pretty small. This would be useful for pedestrians. Moving vehicles would struggle to see/read.</li> <li>3. Is there something the City can build in about identifying locations where these services would be appropriate and reallocating service nodes?</li> <li>4. Is Tier 2/Public Infrastructure this covered in the act elsewhere?</li> <li>5. The requirement for public liability of Tier 3/Street Furniture, is 20 million too high for many businesses?</li> <li>6. Do you need a note here about distances from intersections? Not for over regulation but these pinch points can get a little tight if there is too much 'public realm content' there.</li> <li>7. How will you co-ordinate between several of these in a row. Good problem to have – but access through is important too. Is this between different operators? Who gets priority if 2 in a row?</li> <li>8. 2.4 from the surface of the adjacent carriage way. Shouldn't this be from the footpath? (kerb depths vary everywhere and will reduce your 2.4m )</li> <li>9. For Tier 4 licence fees, will you pro-rata if just for part of the year?</li> <li>10. How will power access be managed?</li> <li>11. Gas cannisters on heaters?</li> </ol>	<ol style="list-style-type: none"> <li>1. Definition has been included for 'public benefit'.</li> <li>2. Agreed. Current 1m<sup>2</sup> limit on signage may be considered too small to be of benefit applicant proposing a sign. Balance needs to be found between sign readability, distraction to vehicle operators and impact.</li> <li>3. For Street Furniture, wording will be included in reference to accessing service pits. For Shelters and Structures, such concerns will be raised during the design process.</li> <li>4. Policy has been updated to reference relevant legislation for public works.</li> <li>5. Public liability coverage for Street Furniture to be reviewed alongside existing requirements of Outdoor Eating Permit.</li> <li>6. Agreed. Exclusion controls around trafficable corners may be required.</li> <li>7. The role of the Place Managers for each town centre is to balance competing interests and needs. Place Managers will take action as necessary to maintain the useability of the public realm.</li> <li>8. Yes, wording updated.</li> <li>9. The anticipated licence term for Structures and Shelters is 5 years with a 5 year option. It is not expected that developments of this scale and expense will be in place for less than one year.</li> <li>10. Power solutions will have to be either provided from the adjacent business or through non-grid means (ie. solar lights).</li> </ol>
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	<p>12. Overhead catenary lighting?</p> <p>13. How will the balance be struck between permitting development and not impeding long term plans for the town centres?</p> <p>14. What happens when temporary in nature development need to be removed if they become beloved community features but impeded a larger purpose?</p> <p>15. Only applies to 'city streets' Main Roads etc may have a different view. Is it worth distinguishing this?</p>	<p>11. Heating and micro climate solutions can be negotiated with Administration during the design stages.</p> <p>12. As above.</p> <p>13. The risk level of each development type is considered in-line with relative application complexity. For lower risk proposals (Temporary Signage and Street Furniture) it is proposed the City accept the low level risk alongside reservation of rights to remove any installation. For the remaining higher impact developments careful consideration will be required before granting any proposal approval to build.</p> <p>14. The City has a number of alternative options for businesses, community groups and residents to engage with City Land. Should a development need be removed opportunity will be explored to provide similar service in another format if deemed appropriate by the City as the issue arises.</p> <p>15. Agreed. Roads under management of Main Roads of Western Australia do not fit within the definition of 'City Land' and therefore are not suitable for consideration under this Policy.</p>
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#### State Government Submissions

Main Roads Western Australia		
Whole Document	<p>Supportive</p> <p>1. Any proposals for Tier 1/Temporary Signs proposed along State controlled roads (East Parade and Charles Street) should be submitted as a development application and referred to Main Roads.</p>	<p>1. The City does not have care, control and management of State controlled roads, therefore it is inappropriate for proposals to be considered in such locations under this Policy as noted above. Exclusion of State controlled roads from the operation of the Policy on</p>

	<p>2. Any proposals for Tiers 3/Street Furniture and Tier 4/ Structures and Shelters proposals within land reserved Primary Regional Road under the City's LPS2 (East Parade, Lord Street, Leederville Parade, Mitchell Freeway and Graham Farmer Freeway) should also be submitted as a development application and referred to Main Roads.</p>	<p>that basis that these roads are managed by Main Roads.</p> <p>2. Land reserved as Primary Regional Road are largely State controlled roads as noted above and are not considered under this Policy. Other land reserved are considered unlikely to attract proposals, Administration can deal with any applications as they arise from time to time.</p>
Department of Planning, Lands and Heritage (Lands Team)		
Whole Document	<p>Supportive</p> <p>Notes on developments in road reserves:</p> <ol style="list-style-type: none"> <li>1. Commercial signage on a road reserve is usually unsupported.</li> <li>2. Development proposals that take exclusive use of the road and/or generate commercial benefit to other than the adjacent business will usually require tenure under the <i>Land Administration Act 1997</i>, this may involve the sale of the land or closure of the road, easement or lease.</li> </ol> <p>Notes on signing development applications as landowner:</p> <ol style="list-style-type: none"> <li>3. The City may sign on behalf of the Minister for Lands on Crown Reserves with a Management Order in favour of the City and the development is not for commercial benefit, or if the land is a road and proposal considered a 'minor building encroachment'.</li> </ol>	<ol style="list-style-type: none"> <li>1. Agreed. Temporary Signage permits signs advertising a local community event or service to include third party sponsorship or acknowledgement to a maximum of 20% sign face area.</li> <li>2. Noted. The Policy, particularly Structures and Shelters includes the requirement for proposals to be freely accessible to the public. Any other proposals will be referred to the Department of Lands.</li> <li>3. Noted. Any proposals under the Policy on Crown Reserves will be referred as appropriate. Proposals under the Policy are not anticipated to be consistent with the definition of 'minor building encroachment'.</li> </ol>

**8.10 ELECTED MEMBERS PROFESSIONAL DEVELOPMENT REGISTER - 2019/2020**

**Attachments:** 1. Elected Members Professional Development Register 2019/2020 

**Recommendation:**

**That Council:**

1. **NOTES** the Elected Members Professional Development Register 2019/2020 at Attachment 1; and
2. **APPROVES** publication of this register on the City's website in accordance with Section 5.127 of the *Local Government Act 1995* and the [Elected Member Continuing Professional Development Policy](#).

**PURPOSE OF REPORT:**

To consider the training completed by Elected Members for the 2019/2020 financial year.

**BACKGROUND:**

On 27 June 2019 changes to the *Local Government Act 1995* (LGA) were passed by Parliament which requires all Elected Members to undertake training within the first 12 months of being elected.

Section 5.127 of the LGA requires a local government to prepare a report for each financial year on the training completed by Elected Members and publish the report on the local government's official website.

In accordance with section 5.127 of the LGA the Elected Members Professional Development Register 2019/2020 at **Attachment 1** has been prepared by Administration and will be published to the City's website.

**DETAILS:**

The following Elected Members were elected at the 19 October 2019 local government election and must complete the mandatory courses by October 2020.

- Mayor Cole
- Cr Gontaszewski
- Cr Wallace
- Cr Smith
- Cr Loden

The mandatory courses are:

- Understanding Local Government;
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interests; and
- Understanding financial reports and budgets.

The Elected Members Professional Development Register 2019/2020 at **Attachment 1** sets out the mandatory courses and the progress towards completion of each mandatory course.

Only Cr Fotakis completed a training course that was not part of the mandatory course.

**CONSULTATION/ADVERTISING:**

The register will be updated on the City's website throughout the year as further training is completed by Elected Members.

**LEGAL/POLICY:**

The City is required to prepare and publish a report for each financial year on the training completed by Elected Members in accordance with Section 5.127 of the LGA.

**RISK MANAGEMENT IMPLICATIONS:**

**Low:** It is low risk for Council to publish the Elected Members Professional Development Register 2019/2020.

**STRATEGIC IMPLICATIONS:**

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

Innovative and Accountable

*Our community is aware of what we are doing and how we are meeting our goals.*

*We are open and accountable to an engaged community.*

**SUSTAINABILITY IMPLICATIONS:**

Nil.

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.

## Elected Members Professional Development Register - 2019/2020
















Elected Member	Course Title	Mandatory Council Member Essential – TBC by October 2020	Progress
Mayor Emma Cole	Serving on Council	Y	Enrolled
Mayor Emma Cole	Meeting Procedures	Y	Enrolled
Mayor Emma Cole	Understanding Local Government	Y	Enrolled
Mayor Emma Cole	Conflicts of Interest	Y	Enrolled
Mayor Emma Cole	Understanding Financial Reports and Budgets	Y	Course completed - assessment required
Cr Susan Gontaszewski	Serving on Council	Y	Enrolled
Cr Susan Gontaszewski	Meeting Procedures	Y	Enrolled
Cr Susan Gontaszewski	Understanding Local Government	Y	Enrolled
Cr Susan Gontaszewski	Conflicts of Interest	Y	Enrolled
Cr Susan Gontaszewski	Understanding Financial Reports and Budgets	Y	Course completed - assessment required
Cr Joanne Fotakis	Planning Practices - The Essentials	N	Completed 18/09/2019
Cr Dan Loden	Serving on Council	Y	Enrolled
Cr Dan Loden	Meeting Procedures	Y	Completed 23/01/2020
Cr Dan Loden	Understanding Local Government	Y	Completed 17/01/2020
Cr Dan Loden	Conflicts of Interest	Y	Completed 17/01/2020

## Elected Members Professional Development Register - 2019/2020



Elected Member	Course Title	Mandatory Council Member Essential – TBC by October 2020	Progress
Cr Dan Loden	Understanding Financial Reports and Budgets	Y	Enrolled
Cr Ashley Wallace	Serving on Council	Y	Course completed 04/11/2019 and 05/11/2019
Cr Ashley Wallace	Meeting Procedures	Y	Course completed 10/12/2019
Cr Ashley Wallace	Understanding Local Government	Y	Enrolled
Cr Ashley Wallace	Conflicts of Interest	Y	Enrolled
Cr Ashley Wallace	Understanding Financial Reports and Budgets	Y	Course completed 09/12/2019
Cr Sally Smith	Serving on Council	Y	Course completed 04/11/2019 and 05/11/2019
Cr Sally Smith	Meeting Procedures	Y	Course completed - assessment required
Cr Sally Smith	Understanding Local Government	Y	Enrolled
Cr Sally Smith	Conflicts of Interest	Y	Enrolled
Cr Sally Smith	Understanding Financial Reports and Budgets	Y	Course completed 09/12/2019

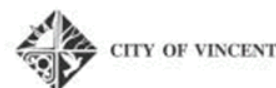
**8.11 INFORMATION BULLETIN**

- Attachments:**
1. Minutes Reconciliation Action Plan Working Group (RAPWG) 25 May 2020  
[↓](#) 
  2. COVID-19 Relief and Recovery Committee Meeting Minutes - 2 June 2020 [↓](#)  

  3. COVID-19 Relief and Recovery Committee Minutes 9 June 2020 [↓](#) 
  4. COVID-19 Relief and Recovery Committee Minutes 16 June 2020 [↓](#) 
  5. COVID-19 Relief and Recovery Committee Minutes 23 June 2020 [↓](#) 
  6. COVID-19 Relief and Recovery Committee Minutes 30 June 2020 [↓](#) 
  7. Statistics for Development Services Applications as at end of June 2020 [↓](#)  

  8. Register of Legal Action and Prosecutions Monthly - Confidential
  9. Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 8 July 2020 [↓](#) 
  10. Register of Applications Referred to the MetroWest Development Assessment Panel - Current [↓](#) 
  11. Register of Applications Referred to the Design Review Panel - Current [↓](#)  

  12. Register of Petitions - Progress Report - July 2020 [↓](#) 
  13. Register of Notices of Motion - Progress Report - July 2020 [↓](#) 
  14. Register of Reports to be Actioned - Progress Report - July 2020 [↓](#) 

**RECOMMENDATION:**

That Council RECEIVES the Information Bulletin dated July 2020.

# MINUTES



## RECONCILIATION ACTION PLAN WORKING GROUP

### RECONCILIATION ACTION PLAN WORKING GROUP (RAPWG)

Monday, 25 May 2020 at 5:30

Venue: via Zoom Link

#### Attendees:

##### City of Vincent Councillors

Cr Dan Loden (Chair)

Cr Joshua Topelberg

Cr Jonathan Hallett

##### Community Representatives

Marilyn Lyford (ML)

Mikayla King (MK)

Jodey Brockhurst (JB)

Gordon Cole (GC)

Maxine Brahim (MB)

##### City of Vincent Officers

Virginia Miltrup – Executive Director Community & Business Services (VM)

Rosslind Ellis – Manager Marketing & Communications (RE)

Karen Balm – Senior Community Partner (KB)

Greg Hire – Community Partner (GH)

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#### 1. Welcome/Declaration of Opening

The meeting was opened at 5.36pm with Gordon Cole Welcoming the Group to Country.

#### 2. Apologies

##### Community Representatives

Ian Hale

Roslyn Harley

#### 3. Confirmation of the Minutes – 1 July 2019

The Minutes from the previous meeting held on 1 July 2019 were confirmed as a true and correct record.

#### 4. Items for Discussion

##### 4.1 The Role of a Working Group – Terms of Reference

The RAPWG introductions were made with members providing a brief overview.

VM advised that the primary role of the RAPWG is to ensure the deliverables contained within the Innovate Reconciliation Action Plan are actioned and completed appropriately. VM stated that the RAPWG were engaged to provide advice and support to the City and requires 6 community members present at each meeting to ensure a quorum.

The RAPWG will meet every two (2) months with the meetings scheduled for the last Monday of every second month.

**ACTION:** GH to organise for a calendar invite for upcoming meetings to be sent to RAPWG



Cr Loden commented on NAIDOC Week & Reconciliation Week and stated that the previous RAPWG's played a key role in providing comments and input into projects being developed by the City such as Banks Reserve Master Plan.

GC spoke of Whadjuk Northside's continued interest obtaining a community facility stating that they had recently submitted an Expression of Interest for the use of the Woodville Reserve facility. Whadjuk Northside have a facility in Balga, however, ideally, they would also like to be located within the City of Vincent.

Cr Topelberg commented on a great example of an idea that was generated by GC regarding Woodville Reserve and what the RAPWG can achieve stating that the RAPWG is a melting pot of ideas, which assists Council and adds community value.

VM spoke about the responsibilities of the RAPWG and stated that members of this group are the custodians of the Innovate Reconciliation Action Plan. The City is excited to receive the group's input and to have their assistance in bringing it to life.

JB enquired about the process for the next Reconciliation Action Plan (RAP). VM advised that Officers will commence developing the next RAP (Stretch) in early January for review by the RAPWG prior to being endorsed by Council and Reconciliation Australia.

Cr Loden asked how much time was needed for the next RAP which VM said would need to be finalised by July 2021. Cr Loden suggested that as with the Reflect RAP, the City should target Reconciliation Week or NAIDOC Week for the launch. JB enquired about the review process and allowing adequate time for this to occur and VM advised that Officers will review how the launch can be aligned to a milestone date.

Cr Loden remarked that Council needs to approve the RAP so Officers need to allow adequate time for the endorsement process.

#### 4.2 City of Vincent 'Innovate' Reconciliation Action Plan

GC asked how the current RAP was progressing. KB provided a general update of the 'Innovate' RAP and advised that the City of Vincent were on schedule to meet the timeframes outlined for the deliverables. Like others, the City has been hindered due to COVID-19 but have adapted with online events being developed.

Cr Loden requested that the RAP Tracker be circulated to the RAPWG.

**ACTION:** 1) GH to arrange distribution of the RAP Tracker to the RAPWG with the minutes.  
2) GH to place a review of the RAP Tracker on the Agenda for next meeting.

Expanding on GC's question, JB enquired as to how the community felt about the RAP and the feedback that has been received in terms of 'What's the feeling of the 'Innovate' RAP'.

KB commented that the community feedback received during events had been good. Externally the general feel was that the City was making progress and they were happy with the delivery to date. The community has been very receptive.

Cr Topelberg stated that City Staff and Council had engaged in Cultural Awareness training which proved invaluable to all.

#### 4.3 Reconciliation Week Activities

GH provided an update on what was planned for National Reconciliation Week including:

- Online video of Welcome to Country from Uncle Noel with Acknowledgement of Country from Mayor Emma Cole. The video also highlights the City's 9 registered Aboriginal sites;
- Online cooking classes with Marissa Verma from Bindi Bindi Dreaming with recipes;
- Online musical performance by Aboriginal Artist, Dan Riches.
- Internal Q & A with Carol Innes from Reconciliation WA; and
- Beaufort Street Sign and North Perth Common lights lit up in Reconciliation Week colours and traditional Aboriginal and Torres Strait Islander Colours

Cr Loden requested information and potential ideas be circulated to the RAPWG for NAIDOC Week.

**ACTION:** 1) GH to circulate information and ideas to RAPWG with minutes

**5. General Business**

VM advised that there are grants available due to COVID-19 for Community Groups to apply for through the Leederville Gardens Trust. Groups and organisations who are Public Benevolent Institutions can apply, and out of cycle applications will be considered. The grant applications should target vulnerable people that are in distress or experiencing hardships.

VM also advised the group of the Arts Relief Funding that is currently available through the City which is for the production of artwork including paintings, sculptures and performance art. The City is encouraging Aboriginal artists to apply.

JB had asked whether this was advertised on Instagram. RE advised that as will all our grants, these are advertised on the City's social media platforms as well as the website.

KB informed the group that there was an Administrative error in regards to Terms of Reference for the RAPWG in the Council Report relating to membership tenure. Membership is for up to 2 years and as such the date will be amended at the June Ordinary Meeting of Council to reflect membership ending in October 2021, not October 2020.

GC requested that provision of finding a home for Whadjuk Northside Community Centre in the City of Vincent be placed as a re-occurring Agenda item. GC would also like to explore a City of Vincent local Aboriginal and Torres Strait Islander database to assist with engaging better with the local community and to enable them to get more involved. GC questioned how many students that attend Aranmore Catholic College actually reside in the City.

KB advised the group that the City had an Aboriginal Business Directory that is used by staff. It was agreed that a database of City of Vincent local Aboriginal and Torres Strait Islanders would assist the City in developing better relationships with the local community and would appreciate GC's assistance with this.

JB raised concerns around privacy. VM stated that the City would create a privacy statement that would detail how it was accessed, used and how we would protect the resident's information. KB stated that the information obtained would be internal only and would not be distributed. Participation in a database would be voluntary.

VM requested the removal of the Banner Project from Action Items as this has been completed.

**ACTION:** 1) GH to add Whadjuk Northside Community Centre as a standing item on the Agenda.  
2) GH to work with GC to develop an Aboriginal and Torres Strait Islander database.

**6. Close/Next Meeting**

The Chairperson closed the meeting at 6:34pm. The next meeting is scheduled to be held on 27 July 2020.

Signed

\_\_\_\_\_  
Councillor (Chairperson)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Attachment to RAPWG Minutes – 25 May 2020

Summary of Actions	Date	Status
GH to organise for a calendar invite for upcoming meetings to be sent to RAPWG	30 June 2020	In progress
GH to arrange distribution of the RAP Tracker to the RAPWG with the minutes	30 June 2020	In progress
GH to place RAP Tracker on Agenda for next meeting.	30 June 2020	In progress
GH to continue to work with GC to connect and consult with the local Whadjuk residents and develop a voluntary Aboriginal and Torres Strait Islander database, accompanied by a private statement.	30 July 2020	Not started
GH to provide information and ideas on NAIDOC Week events to RAPWG with minutes	30 June 2020	In progress
Human Resources to review the CATonline free demo	30 July 2020	Ongoing
GH to work with GC in obtaining a facility for Whadjuk Northside in City of Vincent	30 July 2020	In progress



**CITY OF VINCENT**

# **MINUTES**

## **COVID-19 Relief and Recovery Committee**

**2 June 2020**

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

2 JUNE 2020

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

2 JUNE 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, 2 JUNE 2020 AT 5.00PM

<b>PRESENT:</b>	<b>Mayor Emma Cole</b> <b>Cr Susan Gontaszewski</b> <b>Cr Alex Castle</b>	<b>Presiding Member</b> <b>South Ward</b> <b>North Ward</b>
<b>IN ATTENDANCE:</b>	<b>David MacLennan</b> <b>Andrew Murphy</b>  <b>Virginia Miltrup</b>  <b>Meluka Bancroft</b>  <b>Mark Fallows</b> <b>Wendy Barnard</b>	<b>Chief Executive Officer</b> <b>Executive Director Infrastructure &amp; Environment</b> <b>Executive Director Community &amp; Business Services</b> <b>Executive Manager Corporate Strategy &amp; Governance</b> <b>Manager Built Environment &amp; Wellbeing</b> <b>Council Liaison Officer</b>
<b>Media:</b>	Nil	
<b>Public:</b>	One member of the public.	

**1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY**

The Presiding Member, Mayor Emma Cole declared the meeting open at 5.01pm and read the following Acknowledgement of Country statement:

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

**2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE**

Nil

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

No questions or statements were submitted prior to the Meeting. Public Question Time closed at approximately 5.01pm.

**(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**4 DECLARATIONS OF INTEREST**

Nil

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

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COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

2 JUNE 2020

**6 CONFIRMATION OF MINUTES**COMMITTEE DECISIONMoved: Cr Castle, Seconded: Cr Gontaszewski

That the minutes of the COVID-19 Relief and Recovery Committee held on 26 May 2020 be confirmed.

CARRIED UNANIMOUSLY (3-0)**For:** Mayor Cole, Cr Gontaszewski and Cr Castle**Against:** Nil

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

2 JUNE 2020

**7 BUSINESS ARISING****7.1 COVID-19 WEEKLY UPDATE AND WA ROADMAP PHASE 3 UPDATE**

- Attachments:
1. COVID-19 Relief & Recovery Implementation Plan [↓](#) 
  2. Communication 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 and the WA Roadmap for easing COVID-19 restrictions.

**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

2 JUNE 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 at 21 May 2020	Weekly update at 27 May 2020
				Short	Medium	Long			
<b>1. Our Health and Wellbeing</b>	1.2 Communications Plan developed including community messaging through website, social media and display at the City's facilities.	Marketing	Built Environment & Wellbeing	•				Focus this week has been on the communicating the reopening of facilities.	Updated via separate attachment to Weekly Update Report.
	1.5 Draft Public Health Plan, community education campaign and stakeholder engagement.	Built Environment & Wellbeing	Marketing		•	•		To be presented to Council Workshop.	Presented to Council Workshop with COVID-19 actions incorporated. Draft PHP presented to the July OMC.
	1.8 Ensure there is a strong presence to manage public health issues, as advocated by the Department of Health.	Built Environment & Wellbeing		•	•	•		FAQ's updated to most recent information. Most recent health department videos will be shared 21/05.	Sharing latest Health Department videos that align to Aboriginal Health outcomes.
	1.9 Continue to promote our role to maintain social distancing, hand hygiene, respiratory hygiene, stay home when sick and download the COVIDSafe app; and develop signage and tools to ensure consistent messaging across the City's facilities and parks. (Phase 2 Action).	Built Environment & Wellbeing Marketing		•			✓	<ul style="list-style-type: none"> <li>- Shared and used the WA Health Departments flu season messaging across all City channels. Photo and media statement relating to Mayors flu jab</li> <li>- Signage plan developed for all City facilities – Beatty Park and Customer Service installed.</li> </ul>	Ongoing – a suite of documents, signs and tools have been developed and have been applied across the City's facilities, public spaces, and to businesses.
<b>2. Our Community</b>	2.3 Consideration of impacts of COVID-19 on City rate debtors.	Finance		•				City's Rates Hardship policy is currently being prepared and will be presented to Council for approval.	
	2.5 Budget and financial strategy for 2020/21 to consider a 0 yield increase and 0 fees and charges increase.	Finance			•			To form part of budget to OMC.	To form part of budget to OMC.
	2.7 Deliver programs funded through the Leederville Gardens trust fund and provide regular updates on progress of fundees.			•	•			Update to be provided as programs commence.	Update to be provided as programs commence.
	2.14 Consider arts industry relief using developer contribution cash-in-lieu funds from Percent for Art fund.	Marketing	Policy & Place Development & Design	•				EOI open.	EOI closed with 51 applications. Review to be completed by 9 June
	2.19 Consider events and initiatives to assist with economic rebound.	Policy & Place Marketing			•	•		Currently providing ongoing support to local businesses and meeting fortnightly with local town teams to discuss economic rebound opportunities.	<p>Currently providing ongoing support to local businesses and meeting fortnightly with local town teams to discuss economic rebound opportunities.</p> <p>Leederville Connect arranged some entertainment to complement dine in at Leederville Village Square.</p>
	2.20 Support local businesses and buy local. Maintain contact with local businesses to understand the support they need and share reputable information.	Policy & Place Marketing		•	•	•		<p>Phase 2 of Open for Business now in development. Focus on business reopening stories and directory.</p> <p>Business Newsletter sent on 15 May 2020 to local businesses and town teams.</p> <p>The City is continuing to provide an advisory service to support local businesses in responding to the new restrictions.</p> <p>Leederville Village Square closed from 18 May 2020 for four weeks.</p>	<p>Phase 2 of Open for Business now in development. Focus on business reopening stories and directory.</p> <p>Business Newsletter sent on 15 May 2020 to local businesses and town teams.</p> <p>The City is continuing to provide an advisory service to support local businesses in responding to the new restrictions.</p> <p>Leederville Village Square closed from 18 May 2020 for four weeks.</p>
	2.22 Consider the use of cash in lieu for parking funds.	Policy & Place		•	•			Report to this COVID-19 meeting.	Update provided to COVID-19 Committee meeting on 26 May 2020.

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

2 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

	Key Action	Responsible Team	Support Team	Timing			Completed	Status at 21 May 2020	Weekly update at 27 May 2020
				Short	Medium	Long			
	2.23 Consider preparing a community benefit incentive based policy position under Design WA.	Policy & Place	Development & Design	•	•	•	✓	The State Government announced amendments to the <i>Planning and Development Act 2005</i> that propose to allow developer contributions for the purpose of community benefit items. This will be considered as part of this action.	
	2.24 Consider measures to continue support for homeless community.	Ranger Services	Community Partnerships	•	•	•		Continuing to actively engage with stakeholders and WA Police.	
	2.29 Gathering limit increase to 20 monitored in public spaces. (Phase 2 Action).	Ranger Services Parks		•			✓	Ongoing monitoring.	Monitoring systems have been put in place.
	2.30 Bookings permitted for groups of up to 20 in parks and community halls, and weddings of up to 30 in parks. (Phase 2 Action).	Marketing and Partnerships	Ranger Services	•	•		✓	Relaunch of Space to Co. Community Centre staff speaking with user groups re the restrictions & working to facilitate bookings again with an email acknowledgement/agreement from groups to abide by numbers (after hours bookings)	Community Facilities will re-open on 2 June.  34% of regular hirers are recommending their activities from this date with 62% awaiting further easing of restrictions before recommencing and 4% cancelling all bookings this year.  All sporting clubs on parks have recommenced training, however, only certain grades have commenced. Phase 3 may see the return of more teams.
	2.32 Reopen the Community Centre, and ensure Seniors programs are reviewed to minimise infection risk. (Phase 2 Action).	Customer & Library Services	Built Environment & Wellbeing	•			✓	Community Centre due to reopen Monday 25 May 2020 – staff rearranging timetable of seniors programs to ensure maximum number is adhered to and to minimise cross over of participants. Updated the portal with new opening information.	
	2.33 Reopen the Beatty Park swimming pools with a limit of 20 patrons per pool. (Phase 2 Action).	Beatty Park Leisure Centre		•			✓	COVID Safe Plans completed. - Opening 21 May 2020 Mon to Friday 8:00am to 4:00pm. - Members only for first 10 days to test systems. - Indoor 25m pool and outdoor 50m pool only (max 20 people) and need to be booked through online app. - All current memberships remain on suspension – additional trial membership created for all current members.	
	2.34 Recommence Beatty Park fitness classes, with this area being segregated into a separate facility, with strictly no internal access to the pools. (Phase 2 Action).	Beatty Park Leisure Centre		•			✓	COVID Safe Plans completed. - Opening 21 May 2020 Mon to Friday 8:00am to 4:00pm. - Members only for first 10 days to test systems. - Fitness studio 1 only (max 20 people) and need to be booked through online app. - All current memberships remain on suspension – additional trial membership created for all current members.	Additional fitness classes have been added as these are well attended.
	2.35 Provide advice to sporting clubs on non-contact training. (Phase 2 Action).	Marketing & Partnerships	Built Environment & Wellbeing	•			✓	Ongoing communication with sporting clubs to inform requirements and provide checklists to address COVID safe requirements. Sporting clubs have recommenced non-contact training.	

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

2 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

	Key Action	Responsible Team	Support Team	Timing			Completed	Status at 21 May 2020	Weekly update at 27 May 2020
				Short	Medium	Long			
	2.36 Commence recommissioning of drinking fountains and provide signage on healthy hygiene in proximity to the fountains. (Phase 2 Action).	Parks		•			✓	Remainder of drinking fountains to be considered for Phase 3.	
	2.37 Provide an advisory service to assist businesses and community facilities to develop COVID Safety Plans and complete COVID training. (Phase 2 Action).	Built Environment & Wellbeing	Policy & Place Marketing & Partnerships	•				Open for Business newsletter went out Thursday will information. Portal updated.	Continuing to provide an advisory service to local business to respond to Phase 2 restrictions.
	2.38 Support the resumption of dine-in at restaurants, cafes, bars and pubs; including providing assistance to measure floor areas to determine maximum permitted numbers based on the 4 square metre density rule. (Phase 2 Action).	Built Environment & Wellbeing Policy & Place	Development & Design	•			✓	This service is being provided by the Strategy and Development Directorate across the City's businesses and community.	
	2.39 Engage with food businesses and other stakeholders to consider feasibility of outdoor eating areas in public spaces in town centres, noting Phase 2 and anticipating Phase 3 restrictions. (Phase 2 Action).	Policy & Place	Built Environment & Wellbeing Engineering	•				Process ongoing. Leederville Village Square closed from 18 May 2020 for four weeks to allow additional space to meet social distancing requirements.	Process ongoing. Leederville Village Square closed from 18 May 2020 for four weeks to allow additional space to meet social distancing requirements. Planning underway for potential Phase 3 requirements.
	2.40 Encourage people to return to their usual places of work and learning and encourage patrons to return to using public transport to support their local economy within public health requirements and guidelines. (Phase 2 Action).	Marketing		•				Messaging will be incorporated into COVID-19 related marketing where appropriate.	Will be part of the story telling component for Phase 2 of Open For Business
3. Our Organisation	3.3 Realign and reprioritise services, projects, staff and resources towards relief and recovery.	Office of the CEO		•	•	•	✓	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	•	•	•		Full service review underway to inform CBP and financial review.	
	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		•			✓		
	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			•	•		To be presented to OMC.	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		•	•			To be presented to OMC.	
	3.12 Develop best practice for returning to office where appropriate. (Phase 2 Action).	Human Resources	Built Environment & Wellbeing	•			✓		Finalised and circulated to staff 29 May 2020.
	3.13 Develop a technology roadmap to facilitate ongoing working from home and the office	ICT		•				Plan being developed.	Plan being developed.

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

2 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan****2.2. Completed actions**

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
<b>1. Our Health &amp; Wellbeing</b>	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	•			✓
	1.3 Maintain customer service support and consider a range of measures to support ongoing community engagement using online and innovative practices.	Customer Service	Beatty Park Library & Local History Centre	•			✓
	1.4 Consider developing a local campaign for flu season vaccinations.	Built Environment & Wellbeing	Marketing		•		✓
	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	•	•		✓
	1.7 Explore new opportunities for delivering fitness programs.	Beatty Park Leisure Centre		•	•		✓
	1.10 Provide hand hygiene stations at all City buildings. (Phase 2 Action).	Beatty Park Customer & Library Services	Built Environment & Wellbeing	•			✓
	1.11 Support the WA Government to develop COVID Safety Plans and Guidelines. (Phase 2 Action).	Built Environment & Wellbeing	CEO's Office	•			✓
<b>2. Our Community</b>	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	•			✓
	2.4 Move to fortnightly payment of creditors.	Finance		•			✓
	2.6 Consider Expression of Interest for disbursement of significant Leederville Gardens trust funds to assist vulnerable residents impacted by COVID-19.	CEO Office	Finance	•			✓
	2.8 Expand Vincent Library e-book loans and Books on Wheels service.	Library & Local History Centre		•			✓
	2.9 Promote Meals on Wheels Service.	Customer and Library Services (Community Centre)	Marketing Community Partnerships	•			✓
	2.10 Explore opportunities to expand online library services.	Library & Local History Centre		•			✓
	2.11 Discuss with local businesses to implement changes to car parking to support take away and home delivery services.	Engineering	Policy & Place	•			✓
	2.12 Launched online planning applications for lodgement and tracking.	Development & Design	ICT	•			✓
	2.13 Expand Beaufort Street amnesty for change of use planning applications across Vincent.	Policy & Place	Development & Design	•			✓
	2.15 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		•			✓
	2.16 Consider timing of rollout of FOGO.	Waste		•			✓
	2.17 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			•		✓
	2.18 Consider sponsorship, grants and relief packages for community groups, sporting clubs and local businesses.	Policy & Place Community Partnerships	Finance		•		✓
	2.21 Advocate for rent relief for businesses affected by restrictions.	Policy & Place		•			✓
	2.25 Monitor public open space to educate community on social distancing measures.	Ranger Services Parks & Urban Green	Built Environment & Wellbeing	•	•	•	✓
	2.27 Maintain online information on health, building and planning requirements for Businesses.	Built Environment & Wellbeing Development & Design		•			✓

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COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
	2.28 Monitor and respond to easing of COVID-19 restrictions on food and other businesses.	Built Environment & Wellbeing	Marketing Policy and Place	•	•		✓
	2.26 Vincent Community Support Network.	Community and Business Services		•	•	•	✓
	2.31 Reopen the Library and Local History Centre commencing with book borrowing services only, considering the 20 patron limit. (Phase 2 Action).	Customer & Library Services		•			✓
	2.41 Facilitate enhancements to Loftus Centre including WIFI.	ICT		•			✓
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		•			✓
	3.6 Seek deferral of OAG performance audit of Information Technology.	Governance	ICT	•			✓

2.3. 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: <a href="https://www.wa.gov.au/sites/default/files/2020-03/Declaration%20of%20State%20of%20Emergency.pdf">https://www.wa.gov.au/sites/default/files/2020-03/Declaration%20of%20State%20of%20Emergency.pdf</a>	• Communication through emergency management networks.
16 March 2020	Declaration of Public Health State of Emergency: <a href="https://www.wa.gov.au/sites/default/files/2020-03/Western%20Australia%20Declaration%20of%20Public%20Health%20State%20of%20Emergency.pdf">https://www.wa.gov.au/sites/default/files/2020-03/Western%20Australia%20Declaration%20of%20Public%20Health%20State%20of%20Emergency.pdf</a>	• 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: <a href="https://www.dlgsc.wa.gov.au/docs/default-source/news/public-authorities-(delivery-of-goods-and-collection-of-rubbish-and-refuse)-directions.pdf">https://www.dlgsc.wa.gov.au/docs/default-source/news/public-authorities-(delivery-of-goods-and-collection-of-rubbish-and-refuse)-directions.pdf</a> .	• Consider as part of Item 2.16.

2.4. 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: <a href="https://treasury.gov.au/coronavirus">https://treasury.gov.au/coronavirus</a> .	• Noted.
13 March 2020	Advice against holding non-essential public gatherings of more than 500 people from 16 March 2020: <a href="https://www.pm.gov.au/media/advice-coronavirus">https://www.pm.gov.au/media/advice-coronavirus</a> .	• 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: <a href="https://www.pm.gov.au/media/coronavirus-measures-endorsed-national-cabinet">https://www.pm.gov.au/media/coronavirus-measures-endorsed-national-cabinet</a> .	• 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: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/COVID-19-economic-response-Relief-for-businesses-and-households.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/COVID-19-economic-response-Relief-for-businesses-and-households.aspx</a> .	• Noted.
18 March 2020	Non-essential indoor gathering limited to 100 people, social distancing of 1.5metres and hygiene measures required: <a href="https://www.pm.gov.au/media/update-coronavirus-measures">https://www.pm.gov.au/media/update-coronavirus-measures</a> .	• 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: <a href="https://www.pm.gov.au/media/update-coronavirus-measures-0">https://www.pm.gov.au/media/update-coronavirus-measures-0</a> .	• 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). <a href="https://www.pm.gov.au/media/update-coronavirus-measures-220320">https://www.pm.gov.au/media/update-coronavirus-measures-220320</a> .	• 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: <a href="https://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020">https://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020</a> .	• Local businesses advised of this announcement.



## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

2 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

Date	Announcement	Response
29 March 2020	Public gatherings limited to two people, with some exceptions. Playgrounds, skate parks and outdoor gyms to close: <a href="https://www.pm.gov.au/media/national-cabinet-statement">https://www.pm.gov.au/media/national-cabinet-statement</a> .	<ul style="list-style-type: none"> <li>Playgrounds, skate parks and outdoor gym equipment closed.</li> <li>Public spaces monitored.</li> </ul>
30 March 2020	\$130 billion JobKeeper wage subsidy program announced: <a href="https://www.pm.gov.au/media/130-billion-jobkeeper-payment-keep-australians-job">https://www.pm.gov.au/media/130-billion-jobkeeper-payment-keep-australians-job</a> .	<ul style="list-style-type: none"> <li>Information reviewed by the City.</li> </ul>
31 March 2020	Minister Stephen Dawson (Environment) announced container deposit scheme June 2 launch has been deferred <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Start-of-Containers-for-Change-deferred-due-to-COVID-19.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Start-of-Containers-for-Change-deferred-due-to-COVID-19.aspx</a> .	<ul style="list-style-type: none"> <li>Information reviewed by the City.</li> </ul>
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. <a href="https://www.pm.gov.au/media/update-coronavirus-measures-030420">https://www.pm.gov.au/media/update-coronavirus-measures-030420</a> . Minister Rita Saffioti (Planning) announced Planning legislation changes to support COVID-19 response and recovery: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Planning-changes-support-COVID-19-response-and-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Planning-changes-support-COVID-19-response-and-recovery.aspx</a> .	<ul style="list-style-type: none"> <li>Noted. Awaiting State response.</li> <li>Information reviewed by City. Awaiting further announcement of state wide measures to be implemented.</li> <li>City advocating on support for local governments.</li> </ul>
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: <a href="https://www.pm.gov.au/sites/default/files/files/national-cabinet-mandatory-code-ofconduct-sme-commercial-leasing-principles.pdf">https://www.pm.gov.au/sites/default/files/files/national-cabinet-mandatory-code-ofconduct-sme-commercial-leasing-principles.pdf</a> .	<ul style="list-style-type: none"> <li>Currently being reviewed to consider implications for Vincent businesses.</li> </ul>
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: <a href="https://www.pm.gov.au/media/update-coronavirus-measures-3">https://www.pm.gov.au/media/update-coronavirus-measures-3</a> .	<ul style="list-style-type: none"> <li>Council at its Special Council Meeting 30 March 2020 agreed to freeze rates for 20/21 Budget year; defer debt recovery.</li> </ul>
11 April 2020	Minister Rita Saffioti (Planning) issued exemption notice for local planning approvals to support COVID-19 response: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Minister-issues-exemption-notice-for-local-planning-approvals.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Minister-issues-exemption-notice-for-local-planning-approvals.aspx</a> .	<ul style="list-style-type: none"> <li>Report has been prepared for COVID-19 Committee to consider Minister's exemptions and those planning exemptions approved by Council 30 March 2020.</li> </ul>
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: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/New-laws-to-provide-support-for-commercial-and-residential-tenants-and-landlords.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/New-laws-to-provide-support-for-commercial-and-residential-tenants-and-landlords.aspx</a> .	<ul style="list-style-type: none"> <li>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.</li> <li>Potential relief for Business tenants across the City.</li> </ul>
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"> <li>modifications or suspension of legislative provisions; and</li> <li>local government local laws.</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Local-Government-Act-changes-to-support-COVID-19-response.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Local-Government-Act-changes-to-support-COVID-19-response.aspx</a> .	<ul style="list-style-type: none"> <li>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.</li> <li>Awaiting release of information.</li> </ul>
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"> <li>Noted.</li> </ul>
21 April 2020	Hon. Mark McGowan MLA and Hon John Quigley MLA announced moratorium and code of conduct to protect WA businesses. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Eviction-moratorium-and-code-of-conduct-to-protect-WA-businesses.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Eviction-moratorium-and-code-of-conduct-to-protect-WA-businesses.aspx</a> .	<ul style="list-style-type: none"> <li>Advocacy successful. Measures to be communicated to businesses on the City's Business support page.</li> </ul>
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"> <li>This information is being assessed.</li> </ul>
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"> <li>Weddings (increased from 5) and funerals;</li> <li>Outdoor personal training (no shared equipment); and</li> <li>Home opens and display village inspections.</li> </ul>	<ul style="list-style-type: none"> <li>This will likely result in an increase in the number of groups training within the City's public reserves;</li> <li>Continued monitoring to be undertaken by Ranger services to ensure social distancing requirements are being maintained; and</li> <li>Recommence issuing permits for personal training groups.</li> </ul>
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"> <li>Understanding COVID-19 and venue restrictions;</li> <li>Reporting personal health issues;</li> <li>Maintaining personal and work environment hygiene practices, specific to COVID-19;</li> <li>Reducing cross contamination through procedures, specific to COVID-19; and</li> <li>Effective cleaning and sanitising practices, specific to COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation required as to who will be responsible for monitoring accreditation and compliance, potentially additional responsibility for Environmental Health Officers.</li> </ul>
7 May 2020	WA Government announces \$100m short term lending facility to support local governments and universities through COVID-19. This takes advantage of record low interest rates to provide low cost access to liquidity for these essential sectors with no loan guarantee fee charged on borrowings.	<ul style="list-style-type: none"> <li>Information being considered.</li> </ul>

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

2 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

Date	Announcement	Response
8 May 2020	National Cabinet announces three-step plan to gradually remove baseline restrictions and make Australia COVID-safe. <ul style="list-style-type: none"> <li>Step 1 will focus on carefully reopening the economy, and giving Australians opportunities to return to work and social activities, including gatherings of up to 10 people, up to 5 visitors in the family home and some local and regional travel;</li> <li>Step 2 builds on this with gatherings of up to 20, and more businesses reopening, including gyms, beauty services and entertainment venues like galleries and cinemas;</li> <li>Step 3 will see a transition to COVID safe ways of living and working, with gatherings of up to 100 people permitted. Arrangements under step 3 will be the 'new normal' while the virus remains a threat. International travel and mass gatherings over 100 people will remain restricted;</li> </ul> <a href="https://www.pm.gov.au/media/update-coronavirus-measures-08may20">https://www.pm.gov.au/media/update-coronavirus-measures-08may20</a> .	<ul style="list-style-type: none"> <li>Noted.</li> </ul>
10 May 2020	WA Government announces roadmap for easing COVID-19 restrictions with phase 2 coming into effect 18 May 2020 encouraging Western Australians to return to work, so the WA economy can further rebuild in a safe and measured way. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/The-WA-roadmap-for-easing-COVID-19-restrictions.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/The-WA-roadmap-for-easing-COVID-19-restrictions.aspx</a> .	<ul style="list-style-type: none"> <li>Noted. CoV roadmap presented to 12 May 2020 Committee meeting.</li> </ul>
11 May 2020	Hon. Roger Cook and Hon. Paul Papalia announce COVID safety plans key to reopening WA businesses with template being developed in consultation with key stakeholders, to be released later this week. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/COVID-Safety-Plans-key-to-reopening-WA-businesses.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/COVID-Safety-Plans-key-to-reopening-WA-businesses.aspx</a> .	<ul style="list-style-type: none"> <li>Awaiting template release to distribute to applicable businesses.</li> <li>Need to consider how to assist non English speakers with completing.</li> </ul>
12 May 2020	Hon. David Templeman announces Local Government sector urged to take leadership role during phase 2 easing of restrictions. Mr Templeman urged the sector to focus on a number of initiatives over the coming week, including: <ul style="list-style-type: none"> <li>Re-opening libraries and other local government facilities that comply with the new requirements;</li> <li>Helping the restaurant and hospitality sector by being as flexible as possible in letting businesses open up again, particularly regarding alfresco operations;</li> <li>Moving back to conducting council and shire chamber meetings in person - while observing social distancing at all times - and with the public attending where possible;</li> <li>Promoting the new regional travel guidelines;</li> <li>Re-opening sport and recreation facilities where practicable;</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Local-Government-sector-urged-to-take-leadership-role.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Local-Government-sector-urged-to-take-leadership-role.aspx</a> .	<ul style="list-style-type: none"> <li>Noted. CoV roadmap presented to 12 May 2020 Committee meeting.</li> <li>Actions underway to support.</li> </ul>
15 May 2020	WA Government announces COVID Safety Plan to be completed for WA Businesses to reopen particularly food businesses and sport and recreation venues. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Supporting-WA-businesses-re-opening-through-COVID-19.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Supporting-WA-businesses-re-opening-through-COVID-19.aspx</a> .	Health team and community partnerships have been working with local food businesses and sporting clubs and community groups to provide guidance and checklists for completing COVID Safe plans.
20 May 2020	WA government announces major planning reforms to drive economic recovery including: <ul style="list-style-type: none"> <li>New approval process for significant developments.</li> <li>Small business exemptions.</li> <li>Minor residential development exemptions.</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Major-planning-reforms-to-drive-economic-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Major-planning-reforms-to-drive-economic-recovery.aspx</a> .	Noted. Reforms largely align with Council's exemptions approved 30 March 2020.
21 May 2020	WA Government fast tracks community sports grants to assist with COVID-19 recovery" <ul style="list-style-type: none"> <li>\$12 million in Community Sporting and Recreation Facilities Fund (CSRFF) grants brought forward to allow projects to commence sooner.</li> <li>Funding available for local governments, not-for-profit sport, recreation or community groups to improve local sporting facilities.</li> <li>Applications for grants of up to \$2 million will now open on 25 May 2020.</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/McGowan-Government-fast-tracks-community-sport-grants-to-assist-with-COVID-19-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/McGowan-Government-fast-tracks-community-sport-grants-to-assist-with-COVID-19-recovery.aspx</a> .	For consideration.
22 May 2020	Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program for local governments.	\$270,557 being granted to the City of Vincent.
25 May 2020	The McGowan Government has approved a \$1.5 million support package for Western Australian artists during the COVID-19 emergency: <ul style="list-style-type: none"> <li>The initiative was developed by the Art Gallery of WA Board and the Art Gallery of WA Foundation.</li> <li>Aboriginal art centres and independent artists will share in up to \$525,000 towards a targeted acquisition program to purchase existing works for the State Art Collection.</li> <li>In addition, more than 350 WA artists will receive \$2,000 towards creating a State Art Collection archive.</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Support-for-WA-artists-through-1-5-million-COVID-support-program.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Support-for-WA-artists-through-1-5-million-COVID-support-program.aspx</a> .	Potential opportunity for Vincent residents.

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COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
27 May 2020	<p>The McGowan Government has announced a State Recovery Advisory Group has been appointed to guide WA's COVID-19 recovery:</p> <ul style="list-style-type: none"><li>Group includes representatives from business, industry, not-for-profit organisations, UnionsWA, the public sector, local government and the community.</li><li>State Government Ministers to lead industry stakeholder roundtable discussions to support development of State Recovery Plan and Impact Statement.</li></ul> <p><a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/State-Recovery-Advisory-Group-to-guide-WAs-COVID-19-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/State-Recovery-Advisory-Group-to-guide-WAs-COVID-19-recovery.aspx</a></p>	

2.5. 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"><li>Consider as part of Action 2.5.</li></ul>
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.	<ul style="list-style-type: none"><li>Consider as part of Action 2.15.</li></ul>

2.6. 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"><li>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.</li><li>Advocate for rent relief for businesses affected by restrictions.</li><li>Consider the use of percent for art funds for activations once restrictions are lifted.</li><li>Consider the use of cash in lieu for parking funds.</li><li>Consider preparing a community benefit incentive based policy position under Design WA.</li></ol>	<p>Response:</p> <ul style="list-style-type: none"><li>Include a new action in the Implementation Table above.</li><li>Include a new action in the Implementation Table above.</li><li>Consider as part of Action 2.15.</li><li>Include a new action in the Implementation Table above.</li><li>Include a new action in the Implementation Table above.</li></ul> <p><b>Completed.</b></p>

2.7. 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"><li>N/A</li></ul>

2.8. 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: <a href="https://www.facebook.com/watch/?v=687702681996307">https://www.facebook.com/watch/?v=687702681996307</a> .
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.
6 May 2020	Working with the City's Health team Blake Street Merchant in North Perth have effectively adapted their café into a small corner store selling food essentials in response to the COVID-19 restrictions and reduced supplies.
11 May 2020	First drive through COVID clinic in WA opened at No.391 Oxford Street, Mount Hawthorn.

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

2 JUNE 2020

**COVID-19 Relief and Recovery Communication Status Report**

Monday 18 May 2020 – Monday 1 June 2020

Communication Action	No. Action Alignment COVID-19 Relief & Recovery Strategy	Release Dates	Target Market	Communication Tools	Outcome
Reopening of Beatty Park, Library and Local History Centre members	1.1 1.2 1.3 1.7	Library – 15 May Beatty Park – 15 May	Residents Library Members Beatty Park Members Parents Seniors Home educators	Corporate Website – COVID-19 Portal City of Vincent Library and Local History Website Beatty Park Website City of Vincent Facebook City of Vincent Instagram City of Vincent Library Facebook City of Vincent Library Instagram E-newsletters x3	Library Website Updated 28 May to remove any reference to closure. Beatty Park Update website 19 May with trial timetables. Beatty Park Members week 1 survey 27 May was sent to all attendees to collect data relating to how the reopening was managed and seek any concerns. Healthy at Home content still supporting the physical classes and operation.
Signage plan to ensure consistent messaging across the City's facilities and parks	1.11 1.9 2.24	First set of installation 18 May Facility installation 28 May	Facility Users Community Groups Residents Business Owners	Printed material Digital Screens Handwashing stations Cleaning information	Customer Service Signage – Complete. Facility Signage – 28 May. Beatty Park Signage – Complete. Library Signage – Complete.
City involvement in Porch Place making international campaign with the Town Team Movement	1.3 1.5 2.27	28 May	Residents Ratepayers Business Owners Local and State Media	Media Release Corporate Website City of Vincent Facebook City of Vincent Instagram	Media pick up – TBC. 1043 reach on Facebook. 912 Website.
Inform community during preparation of City's annual budget in COVID-19 environment	2.5 2.19 2.21 3.3 3.5 3.8 3.9 3.11	21 May	Residents Ratepayers Business Owners Local and State Media	Media Release	21 May – Budget Review Media Release.
Promote the WA Health Department's messaging across all City channels	1.4 1.8	15 May Flu 16 May Flu 24 May Mental Health 24 May COVID Safe App 28 May Aboriginal Health	Residents	Corporate Website City of Vincent Facebook	Focus this week was on mental health, COVID Safe App, and Aboriginal Health.  4000 reached on social media.
Reopening of City Facilities for Community and Commercial users	1.1 1.2 1.6 2.3 2.16 2.17	20 May direct update 27 May website update 28 May Media	Facility User – Commercial Facility User – Community	Media Release Corporate Website	Direct communication with regular users starting 20 May. Space to Go to relaunch 2 June. Media Release 29 May.
Sports Clubs communications to return to facilities	2.11 2.21	11 May direct 18 May broader 28 May broader	Facility Users Community Groups Media	Media Release Corporate Website City of Vincent Facebook	28 May First week of training update and album.
Promote the closure of Leederville Village Square	2.22	11 May Media 20 May Socials	Residents Visitors Business Owners Local and State Media	Media Release Corporate Website City of Vincent Facebook Leederville Connect	873 Positive Response to Event.

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COVID-19 Relief and Recovery Communication Status Report


Upcoming Communications Projects					
Communication Action	No. Action Alignment COVID-19 Relief & Recovery Strategy	Release Dates	Target Market	Communication Tools	Outcome
Promotion of online council meetings and provide easy simple instructions for access	1.3 3.1	12 May Meeting Module Launched 1 June	Residents Ratepayers Business Owners Local and State Media	Corporate Website City of Vincent Facebook City of Vincent Instagram E-newsletters City of Vincent You Tube	Future communications – week 1 June (TBC)
Development of specific support areas of the website for clubs, community groups and stakeholders who use community facilities and sportsgrounds	2.19 2.21	Est 12 June	Community Groups Sporting Groups Peak Bodies	Corporate Website City of Vincent Facebook	Facility, sportsground, club and community group information included on main COVID-19 webpage.
Open for Business Phase Two	2.19 2.20 2.37 2.38 2.39	Est 12 June	Residents Ratepayers Business Owners Local and State Media Town Teams	Corporate Website City of Vincent Facebook	Working with Place and Health teams to develop phase two and update directory.
Promotion of sponsorship, grants and relief packages for community groups, sporting clubs and local businesses	2.21 2.22 2.12 2.11	TBC	Community Groups Sporting Groups Peak Bodies Business Owners Town Teams	Corporate Website City of Vincent Facebook	Notification of funding support available through Lotterywest and other agencies promoted to local businesses via E-news directly.
Development of broad community engagement and communication plan for Art Project	2.16	TBC	Creative Community NGO's Residents Ratepayers Business Owners Local and State Media	Corporate Website City of Vincent Facebook City of Vincent Instagram E-newsletters Postcards	Future Communications – pending.

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COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES2 JUNE 2020

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## 7.2 COVID-19 BUDGET UPDATE

Attachments: 1. Executive Summary - Budget Setting Process for 2020/21 - COVID-19 [↓](#) 

## RECOMMENDATION

That the COVID-19 Relief and Recovery Committee NOTES the Budget setting process for 2020/21, given the impact of COVID-19 on the City's finances.

COMMITTEE DECISION ITEM 7.2

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

## Budget Focus Areas – 2020/20201

- Hardship provisions for ratepayers, tenants and community groups
- Ongoing support for vulnerable people
- Continuation of capital works ~ maintain assets
- Focus on core, quality service delivery
- Maintain employment of permanent staff
- Economic rebound support for businesses and the local economy

COVID-19 BUDGET UPDATE – 2 JUNE 2020



## Budget Approach

Revenue Forecast = reduction of \$9.8M

### Our approach:

- Conservative and pessimistic outlook to estimates
- Use special purpose cash reserves to fund Community Grants
- Reduction in Discretionary Expenditure
- Maintain permanent employment of staff
- Quarterly budget reviews through the year

### Key impacts to Revenue Forecast:

- No increase to fees & charges
- No increase to rates yield
- Ministerial order dictating interest rate changes
- Mandatory Code of Conduct on Commercial Leases ~ waive and defer lease payments
- Beatty Park Revenue – 50% reduction
- Parking Revenue – 50% reduction

Budget is currently under development and these details are subject to change

COVID-19 BUDGET UPDATE – 2 JUNE 2020



CITY OF VINCENT

## Capital Works Prioritisation

Capital Works = reduction of \$1.5M

### Our approach:

- Projects remain on-hold for the year, unless:
  - The project can be **resourced in-house**, using existing employees ie keeps workforce gainfully employed
  - Business case presents an attractive cost benefit analysis, for example:
    - The project is **cheaper to deliver** now than later eg while facilities are closed
    - The project will **deliver current or future savings** eg solar panel installation
    - The project is **urgent and necessary** in the COVID-19 environment, ie community benefit
  - But in all cases, the City's **capacity to pay ultimately** determines project feasibility

COVID-19 BUDGET UPDATE – 2 JUNE 2020

### Capital Program Highlights:

- ✓ SOLAR PVC CONTINUES
- ✓ GREENING PROGRAM CONTINUES
- ✓ PARKS & OPEN SPACE MAINTAINED
- ✓ BEATTY PARK MAINTAINED
- ✓ COMMUNITY HUB ~ LOFTUS COMMUNITY CENTRE UPGRADE
- ✓ CITY IMPROVES ITS ASSET SUSTAINABILITY RATIO

Budget is currently under development and these details are subject to change



CITY OF VINCENT

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

2 JUNE 2020

## 7.3 FINANCIAL ASSISTANCE RECOMMENDATIONS FOR CITY TENANTS - EAST PERTH FOOTBALL CLUB INC.

- Attachments:
1. Summary of East Perth Football Club Inc.'s Financial Assistance Application - Confidential
  2. Proposed Financial Assistance to East Perth Football Club Inc [↓](#) 

## RECOMMENDATION

That the COVID-19 Relief and Recovery Committee (Committee):

1. NOTES the amounts currently due and payable by East Perth Football Club Inc.'s (EPFC) to the City as follows:
  - 1.1 \$54,221.40 (including GST) for variable outgoings instalments 1 July 2019 to 30 March 2020; and
  - 1.2 \$19,398.04 (including GST) for turf maintenance charges incurred by the City between 25 May 2015 and 31 March 2017;
2. In accordance with section 6.12 of the *Local Government Act 1995*, APPROVES the following financial assistance to EPFC which is proportionate to EPFC's reduction in turnover calculated by the Chief Executive Officer as 70%:
  - 2.1 waiver of EPFC's obligation to pay 35% of rent and variable outgoings contributions becoming due and payable between 1 April 2020 and 30 June 2020, totalling \$7,057.77; and
  - 2.2 deferral of the EPFC's obligation to pay 35% of rent and variable outgoings contributions becoming due and payable between 1 April 2020 and 30 June 2020, totalling \$7,057.77;
3. APPROVES the Chief Executive Officer entering into a payment arrangement with EPFC for the payment of the deferred portion of EPFC's lease obligations (at Recommendation 2.2. above) along with the outstanding amounts (at Recommendation 1.1 above), totalling \$80,677.21, whereby the:
  - 3.1 repayment period will be 36 months taking into account EPFC's remaining lease term;
  - 3.2 repayment period will not commence prior to 1 October 2020 or such later date as agreed by the Chief Executive Officer; and
  - 3.3 repayment instalments will be made by equal monthly instalments of the deferred amount over the duration of the repayment period; and
4. NOTES that the Chief Executive Officer will review EPFC's financial position in July 2020 and present a recommendation to the Committee in respect to any further financial assistance (if required).



COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

2 JUNE 2020

COMMITTEE DECISION ITEM 7.3

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

2 JUNE 2020

Proposed Financial Assistance		
<b>East Perth Football Club – Rent \$697.09 per month (including GST) VOs \$6,024.60 per month (including GST)</b>		
35% Rent waiver	= \$243.98 p/m x 3 =	\$731.94
35% VOs waiver	= \$2,108.61 p/m x 3 =	\$6,325.83
<b>Total waived \$:</b>		<b>\$7,057.77</b>
35% Rent deferral	= \$243.98 p/m x 3 =	\$731.94
35% VOs deferral	= \$2,108.61 p/m x 3 =	\$6,325.83
<b>Total deferred \$:</b>		<b>\$7,057.77</b>
30% balance of Rent payable by tenant	= \$209.13 p/m x 3 =	\$627.38
30% balance of VOs payable by tenant	= \$1,807.38 p/m x 3 =	\$5,422.14

Repayment plan		
Deferred Rent and VOs	\$731.94 + \$6,325.83 =	\$7,057.77
VOs 2019/2020	1 July 2019 – 31 March 2020	\$54,221.40
Turf maintenance charges	25/5/2015 – 31/3/2017	\$19,398.04
<b>Total owing \$:</b>		<b>\$80,677.21</b>
Repayment plan	\$2,241.03 p/m x 36* months =	\$80,677.21

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

2 JUNE 2020

**8 ANNOUNCEMENTS BY PRESIDING MEMBER (WITHOUT DISCUSSION)**

The Presiding Member acknowledged the work that the Administration is doing, particularly that reactions to the changing environment have been prompt and informative.

**9 GENERAL BUSINESS**

Nil

**10 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil

**11 NEXT MEETING****9 June 2020**

- COVID-19 Weekly Update
- Community Benefit Incentives Policy

**16 June 2020**

- COVID-19 Weekly Update
- Financial Assistance Recommendations for City Tenants – Belgravia Leisure

**12 CLOSURE**

There being no further business, the Presiding Member, Mayor Emma Cole, declared the meeting closed at 5.46pm with the following persons present:

<b>PRESENT:</b>	<b>Mayor Emma Cole</b> <b>Cr Susan Gontaszewski</b> <b>Cr Alex Castle</b>	<b>Presiding Member</b> <b>South Ward</b> <b>North Ward</b>
<b>IN ATTENDANCE:</b>	<b>David MacLennan</b> <b>John Corbellini</b>  <b>Andrew Murphy</b>  <b>Virginia Miltrup</b>  <b>Meluka Bancroft Executive</b>  <b>Mark Fallows</b> <b>Wendy Barnard</b>	<b>Chief Executive Officer</b> <b>Executive Director Strategy &amp; Development</b> <b>Executive Director Infrastructure &amp; Environment</b> <b>Executive Director Community &amp; Business Services</b> <b>Manager Corporate Strategy &amp; Governance</b> <b>Manager Built Environment &amp; Wellbeing</b> <b>Council Liaison Officer</b>
<b>Public:</b>	One member 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 2 June 2020.

Signed: Mayor Emma Cole

Dated



**CITY OF VINCENT**

# **MINUTES**

## **COVID-19 Relief and Recovery Committee**

**9 June 2020**

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

9 JUNE 2020

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

9 JUNE 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/)  
 AND ADMINISTRATION AND CIVIC CENTRE  
 244 VINCENT STREET, LEEDERVILLE  
 ON TUESDAY, 9 JUNE 2020 AT 5.00PM

<b>PRESENT:</b>	<b>Mayor Emma Cole</b>	<b>Presiding Member</b>
	<b>Cr Susan Gontaszewski</b>	<b>South Ward</b>
	<b>Cr Alex Castle</b>	<b>North Ward</b>
<b>IN ATTENDANCE:</b>	<b>David MacLennan</b>	<b>Chief Executive Officer</b>
	<b>Andrew Murphy</b>	<b>Executive Director Infrastructure &amp; Environment</b>
	<b>Virginia Miltrup</b>	<b>Executive Director Community &amp; Business Services</b>
	<b>Meluka Bancroft</b>	<b>Executive Manager Corporate Strategy &amp; Governance</b>
	<b>Mark Fallows</b>	<b>Manager Built Environment &amp; Wellbeing</b>
	<b>Wendy Barnard</b>	<b>Council Liaison Officer</b>

**Public:** No members of the public.

## 1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Mayor Emma Cole declared the meeting open at 5.11pm 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. Administrations' responses will be provided in the Agenda for the 16 June 2020 COVID-19 Relief and Recovery Committee Meeting.

### 3.1 Dudley Maier

#### Item 7.3 Leederville Gardens Trust

At the 30 March meeting of Council I asked if funds from the Leederville Gardens Trust fund will be limited to projects within the City. The response stated that "*the EOI specifies that the funds are being made available for the provision of relief and support of residents (including homeless residents) within the municipality of Vincent*".

Further, clause 1 of Item 7.3 refers to "*the provisions of urgent relief to people in the City of Vincent*". I take these to mean that the funds can only be spent on residents within Vincent, including homeless residents.

1. Given the response to my previous question, what steps have the Administration put in place to ensure that the funds given to Foodbank will only be spent on Vincent residents?
2. What steps have the Administration put in place to ensure that the funds shown in Attachment 1 will only be spent on residents of the City of Vincent?

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**COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES****9 JUNE 2020**

3. Will the community have access to the acquittal reports of all funds identified in Attachment 1? If not, why not?
4. On 28 April the Committee approved \$20,000 to be distributed to "*eligible seniors, people in hardship and the vulnerable*" without clearly identifying what the criteria are for this group or groups. Given that the distribution of these funds has been delegated to a third party, People Who Care, what criteria will be applied and how will the City determine that the recipients meet those criteria?

**Arts Relief Grants**

5. Given that a requirement to obtain an Arts Relief Grant is an ABN, which in turn qualifies the artist to apply for JobKeeper payments if they demonstrate a loss of income due to Covid restrictions, will the City only be providing grants to artists who are not already receiving JobKeeper payments, or will people receiving JobKeeper payments also be eligible?
6. Will the City only consider artists who had an ABN prior to 25 May?
7. If the answer to that is 'no', does the City consider that people requesting a grant but who previously did not have an ABN to be genuine artists who relied on their art to provide an income?

There being no further speakers, Public Question Time closed at approximately 5.14pm.

**(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 2 June 2020 be confirmed.**

**CARRIED UNANIMOUSLY (3-0)**



**For:** Mayor Cole, Cr Gontaszewski and Cr Castle

**Against:** Nil

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

9 JUNE 2020

**7 BUSINESS ARISING****7.1 COVID-19 WEEKLY UPDATE**

Attachments: 1. COVID-19 Relief & Recovery Implementation Plan [↓](#)   
2. Communication 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

9 JUNE 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 at 28 May 2020	Weekly update as at 4 June 2020
				Short	Medium	Long			
<b>1. Our Health and Wellbeing</b>	1.2 Communications Plan developed including community messaging through website, social media and display at the City's facilities.	Marketing	Built Environment & Wellbeing	•				Updated via separate attachment to Weekly Update Report.	Updated via separate attachment to Weekly Update Report.
	1.5 Draft Public Health Plan, community education campaign and stakeholder engagement.	Built Environment & Wellbeing	Marketing		•	•		Presented to Council Workshop with COVID-19 actions incorporated. Draft PHP to be presented to the July OMC.	
	1.8 Ensure there is a strong presence to manage public health issues, as advocated by the Department of Health.	Built Environment & Wellbeing		•	•	•		Sharing latest Health Department videos that align to Aboriginal Health outcomes.	
	1.12 Revise all of the City's COVID Safety plans to accommodate Phase 3 requirements	Built Environment & Wellbeing	Various Teams		•				COVID Safety Plans are being updated prior to implementing Phase 3.
<b>2. Our Community</b>	2.3 Consideration of impacts of COVID-19 on City rate debtors.	Finance		•					Will be covered as part of the City's hardship guidelines. Planned to go to OMC on the 16 June 2020
	2.5 Budget and financial strategy for 2020/21 to consider a 0 yield increase and 0 fees and charges increase.	Finance			•			To form part of budget to OMC.	This has been incorporated into the 2020/21 budget and will be considered by council at the 28 July 2020 OMC
	2.7 Deliver programs funded through the Leederville Gardens trust fund and provide regular updates on progress of fundees.	Governance		•	•			Update to be provided as programs commence.	Funds allocated to five PBIs- People Who Care Inc, St Vincent de Paul, Ruah, UnitingCare West and YMCA. Grant agreements are being finalised by these PBI'S. All grants will be subject to an acquittal process.  Local food service providers have been invited to submit a proposal for the allocation of funds. The proposals will be presented to the 9 June 2020 Committee Meeting.
	2.14 Consider arts industry relief using developer contribution cash-in-lieu funds from Percent for Art fund.	Marketing	Policy & Place Development & Design	•				EOI closed with 51 applications. Review to be completed by 9 June	Review to be completed by 9 June 2020.
	2.19 Consider events and initiatives to assist with economic rebound.	Policy & Place Marketing			•	•		Currently providing ongoing support to local businesses and meeting fortnightly with local town teams to discuss economic rebound opportunities.  Leederville Connect arranged some entertainment to complement dine in at Leederville Village Square.	
	2.20 Support local businesses and buy local. Maintain contact with local businesses to understand the support they need and share reputable information.	Policy & Place Marketing		•	•	•		Phase 2 of Open for Business now in development. Focus on business reopening stories and directory.  Business Newsletter sent on 15 May 2020 to local businesses and town teams.  The City is continuing to provide an advisory service to support local businesses in responding to the new restrictions.  Leederville Village Square closed from 18 May 2020 for four weeks.	Business Newsletter to be sent the week of 2 June 2020 with relevant updates for Phase 3.  The City is continuing to provide an advisory service to support local businesses in responding to the new restrictions in Phase 3.  Leederville Village Square closed from 18 May 2020 for four weeks. The City has received feedback that a closure for a part of the week may be more suitable than full closure 24 hours a day, seven days per week. The City is currently investigating this matter to determine if it is able to adjust the closure in response to this feedback.

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

9 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

	Key Action	Responsible Team	Support Team	Timing			Completed	Status at 28 May 2020	Weekly update as at 4 June 2020
				Short	Medium	Long			
	2.22 Consider the use of cash in lieu for parking funds.	Policy & Place		•	•			Update provided to COVID-19 Committee meeting on 26 May 2020.	The City is currently developing a cash in lieu expenditure plan and procedure in consultation with the Town Teams to support projects in the City's Town Centre's.
	2.24 Consider measures to continue support for homeless community.	Ranger Services	Community Partnerships	•	•	•			Ongoing engagement with outreach providers and WAPOL. Participation in six-weekly Outreach Collaboration Meetings to keep informed about developments across the sector. Participation in weekly meetings with City of Perth, WALGA and other LGAs to discuss rough sleeper observations, responses and opportunities for collaboration in this space. Some accredited service providers within the City of Perth who would usually operate from the dedicated Moore Street homeless services precinct have been providing approved roving services within the City of Perth during COVID-19. Expanded service delivery from the Moore Street site is expected to re-commence from 6 June with the easing of physical distancing restrictions
	2.37 Provide an advisory service to assist businesses and community facilities to develop COVID Safety Plans and complete COVID training. (Phase 2 Action).	Built Environment & Wellbeing	Policy & Place Marketing & Partnerships	•				Continuing to provide an advisory service to local business to respond to Phase 2 restrictions.	Continuing into Phase 3.
	2.39 Engage with food businesses and other stakeholders to consider feasibility of outdoor eating areas in public spaces in town centres, noting Phase 2 and anticipating Phase 3 restrictions. (Phase 2 Action).	Policy & Place	Built Environment & Wellbeing Engineering	•				Process ongoing. Leederville Village Square closed from 18 May 2020 for four weeks to allow additional space to meet social distancing requirements. Planning underway for potential Phase 3 requirements.	Leederville Village Square closed from 18 May 2020 for four weeks. The City has received feedback that a closure for a part of the week may be more suitable than full closure 24 hours a day, seven days per week. The City is currently investigating this matter to determine if it is able to adjust the closure in response to this feedback.  The City is continuing to relax requirements to enable businesses to use parklets and alfresco dining options to comply with restrictions during Phase 3.
	2.40 Encourage people to return to their usual places of work and learning and encourage patrons to return to using public transport to support their local economy within public health requirements and guidelines. (Phase 2 Action).	Marketing		•				Will be part of the story telling component for Phase 2 of Open For Business	
	2.42 Broaden scope of services at the Library and Local History Centre, Community Centre, Beatty Park Leisure Centre and community halls in line with Phase 3.	Library and Customer Services Beatty Park Community Partnerships	Built Environment and Wellbeing		•				This will be implemented. Refer to weekly update report.
	2.43 Re-open playgrounds, skate parks and outdoor gym equipment	Parks			•				Planned for 6 June 2020.

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

9 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

	Key Action	Responsible Team	Support Team	Timing			Completed	Status at 28 May 2020	Weekly update as at 4 June 2020
				Short	Medium	Long			
<b>3. Our Organisation</b>	3.4 Review planned asset maintenance programs to reschedule works to support recovery.	Engineering Parks	Finance	•	•	•			Wholly dependent upon budget allocations. At this time we have assumed a nil increase in operating budgets for 2020/21 and as a result there are limited opportunities to increase asset maintenance over that already planned. At best we can bring some maintenance forward but it will likely impact upon the second half of the year.
	3.7 Workforce optimisation strategies.	Human Resources		•	•	•			
	3.8 Consider project readiness for potential State and Federal grant funding and further stimulus packages.	Engineering Policy & Place			•	•		Ongoing.	
	3.9 Investigation of rate smoothing payments.	Finance		•	•			To be presented to OMC.	
	3.10 Health, Safety and wellness of organisation.	Human Resources		•	•	•		To be presented to OMC.	
	3.11 Gross Rental Value re-evaluation.	Finance		•	•			Ongoing.	Rates smoothing will be implemented for 2020/21 rate year.
	3.13 Develop a technology roadmap to facilitate ongoing working from home and the office	ICT		•				Plan being developed.	The revaluation has been incorporated into the 2020/21 budget.

**2.2. Completed actions**

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
<b>1. Our Health &amp; Wellbeing</b>	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	•			✓
	1.3 Maintain customer service support and consider a range of measures to support ongoing community engagement using online and innovative practices.	Customer Service	Beatty Park Library & Local History Centre	•			✓
	1.4 Consider developing a local campaign for flu season vaccinations.	Built Environment & Wellbeing	Marketing		•		✓
	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	•	•		✓
	1.7 Explore new opportunities for delivering fitness programs.	Beatty Park Leisure Centre		•	•		✓
	1.9 Continue to promote our role to maintain social distancing, hand hygiene, respiratory hygiene, stay home when sick and download the COVIDSafe app; and develop signage and tools to ensure consistent messaging across the City's facilities and parks. (Phase 2 Action).	Built Environment & Wellbeing Marketing		•			✓
	1.10 Provide hand hygiene stations at all City buildings. (Phase 2 Action).	Beatty Park Customer & Library Services	Built Environment & Wellbeing	•			✓
	1.11 Support the WA Government to develop COVID Safety Plans and Guidelines. (Phase 2 Action).	Built Environment & Wellbeing	CEO's Office	•			✓
<b>2. Our Community</b>	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	•			✓
	2.4 Move to fortnightly payment of creditors.	Finance		•			✓
	2.6 Consider Expression of Interest for disbursement of significant Leederville Gardens trust funds to assist vulnerable residents impacted by COVID-19.	CEO Office	Finance	•			✓
	2.8 Expand Vincent Library e-book loans and Books on Wheels service.	Library & Local History Centre		•			✓

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

9 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
	2.9 Promote Meals on Wheels Service.	Customer and Library Services (Community Centre)	Marketing Community Partnerships	•			✓
	2.10 Explore opportunities to expand online library services.	Library & Local History Centre		•			✓
	2.11 Discuss with local businesses to implement changes to car parking to support take away and home delivery services.	Engineering	Policy & Place	•			✓
	2.12 Launched online planning applications for lodgement and tracking.	Development & Design	ICT	•			✓
	2.13 Expand Beaufort Street amnesty for change of use planning applications across Vincent.	Policy & Place	Development & Design	•			✓
	2.15 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		•			✓
	2.16 Consider timing of rollout of FOGO.	Waste		•			✓
	2.17 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			•		✓
	2.18 Consider sponsorship, grants and relief packages for community groups, sporting clubs and local businesses.	Policy & Place Community Partnerships	Finance		•		✓
	2.21 Advocate for rent relief for businesses affected by restrictions.	Policy & Place		•			✓
	2.23 Consider preparing a community benefit incentive based policy position under Design WA.	Policy & Place	Development & Design	•	•	•	✓
	2.25 Monitor public open space to educate community on social distancing measures.	Ranger Services Parks & Urban Green	Built Environment & Wellbeing	•	•	•	✓
	2.27 Maintain online information on health, building and planning requirements for Businesses.	Built Environment & Wellbeing Development & Design		•			✓
	2.28 Monitor and respond to easing of COVID-19 restrictions on food and other businesses.	Built Environment & Wellbeing	Marketing Policy and Place	•	•		✓
	2.26 Vincent Community Support Network.	Community and Business Services		•	•	•	✓
	2.29 Gathering limit increase to 20 monitored in public spaces. (Phase 2 Action).	Ranger Services Parks		•			✓
	2.30 Bookings permitted for groups of up to 20 in parks and community halls, and weddings of up to 30 in parks. (Phase 2 Action).	Marketing and Partnerships	Ranger Services	•	•		✓
	2.31 Reopen the Library and Local History Centre commencing with book borrowing services only, considering the 20 patron limit. (Phase 2 Action).	Customer & Library Services		•			✓
	2.32 Reopen the Community Centre, and ensure Seniors programs are reviewed to minimise infection risk. (Phase 2 Action).	Customer & Library Services	Built Environment & Wellbeing	•			✓
	2.33 Reopen the Beatty Park swimming pools with a limit of 20 patrons per pool. (Phase 2 Action).	Beatty Park Leisure Centre		•			✓
	2.34 Recommence Beatty Park fitness classes, with this area being segregated into a separate facility, with strictly no internal access to the pools. (Phase 2 Action).	Beatty Park Leisure Centre		•			✓
	2.35 Provide advice to sporting clubs on non-contact training. (Phase 2 Action).	Marketing & Partnerships	Built Environment & Wellbeing	•			✓
	2.36 Commence recommissioning of drinking fountains and provide signage on healthy hygiene in proximity to the fountains. (Phase 2 Action).	Parks		•			✓
	2.38 Support the resumption of dine-in at restaurants, cafes, bars and pubs; including providing assistance to measure floor areas to determine maximum permitted numbers based on the 4 square metre density rule. (Phase 2 Action).	Built Environment & Wellbeing Policy & Place	Development & Design	•			✓

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COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
	2.41 Facilitate enhancements to Loftus Centre including WIFI.	ICT		•			✓
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		•	•	•	✓
	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		•			✓
	3.6 Seek deferral of OAG performance audit of Information Technology.	Governance	ICT	•			✓
	3.12 Develop best practice for returning to office where appropriate. (Phase 2 Action).	Human Resources	Built Environment & Wellbeing	•			✓

2.3. 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: <a href="https://www.wa.gov.au/sites/default/files/2020-03/Declaration%20of%20State%20of%20Emergency.pdf">https://www.wa.gov.au/sites/default/files/2020-03/Declaration%20of%20State%20of%20Emergency.pdf</a>	• Communication through emergency management networks.
16 March 2020	Declaration of Public Health State of Emergency: <a href="https://www.wa.gov.au/sites/default/files/2020-03/Western%20Australia%20Declaration%20of%20Public%20Health%20State%20of%20Emergency.pdf">https://www.wa.gov.au/sites/default/files/2020-03/Western%20Australia%20Declaration%20of%20Public%20Health%20State%20of%20Emergency.pdf</a>	• 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: <a href="https://www.dlgsc.wa.gov.au/docs/default-source/news/public-authorities-(delivery-of-goods-and-collection-of-rubbish-and-refuse)-directions.pdf">https://www.dlgsc.wa.gov.au/docs/default-source/news/public-authorities-(delivery-of-goods-and-collection-of-rubbish-and-refuse)-directions.pdf</a> .	• Consider as part of Item 2.16.

2.4. 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: <a href="https://treasury.gov.au/coronavirus">https://treasury.gov.au/coronavirus</a> .	• Noted.
13 March 2020	Advice against holding non-essential public gatherings of more than 500 people from 16 March 2020: <a href="https://www.pm.gov.au/media/advice-coronavirus">https://www.pm.gov.au/media/advice-coronavirus</a> .	• 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: <a href="https://www.pm.gov.au/media/coronavirus-measures-endorsed-national-cabinet">https://www.pm.gov.au/media/coronavirus-measures-endorsed-national-cabinet</a> .	• 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: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/COVID-19-economic-response-Relief-for-businesses-and-households.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/COVID-19-economic-response-Relief-for-businesses-and-households.aspx</a> .	• Noted.
18 March 2020	Non-essential indoor gathering limited to 100 people, social distancing of 1.5metres and hygiene measures required: <a href="https://www.pm.gov.au/media/update-coronavirus-measures">https://www.pm.gov.au/media/update-coronavirus-measures</a> .	• 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: <a href="https://www.pm.gov.au/media/update-coronavirus-measures-0">https://www.pm.gov.au/media/update-coronavirus-measures-0</a> .	• 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). <a href="https://www.pm.gov.au/media/update-coronavirus-measures-220320">https://www.pm.gov.au/media/update-coronavirus-measures-220320</a> .	• Beatty Park, Library and other community facilities closed. • Local businesses advised of this announcement. • Monitoring of local businesses implemented by the City.

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

9 JUNE 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: <a href="https://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020">https://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020</a> .	<ul style="list-style-type: none"> <li>Local businesses advised of this announcement.</li> </ul>
29 March 2020	Public gatherings limited to two people, with some exceptions. Playgrounds, skate parks and outdoor gyms to close: <a href="https://www.pm.gov.au/media/national-cabinet-statement">https://www.pm.gov.au/media/national-cabinet-statement</a> .	<ul style="list-style-type: none"> <li>Playgrounds, skate parks and outdoor gym equipment closed.</li> <li>Public spaces monitored.</li> </ul>
30 March 2020	\$130 billion JobKeeper wage subsidy program announced: <a href="https://www.pm.gov.au/media/130-billion-jobkeeper-payment-keep-australians-job">https://www.pm.gov.au/media/130-billion-jobkeeper-payment-keep-australians-job</a> .	<ul style="list-style-type: none"> <li>Information reviewed by the City.</li> </ul>
31 March 2020	Minister Stephen Dawson (Environment) announced container deposit scheme June 2 launch has been deferred <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Start-of-Containers-for-Change-deferred-due-to-COVID-19.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Start-of-Containers-for-Change-deferred-due-to-COVID-19.aspx</a> .	<ul style="list-style-type: none"> <li>Information reviewed by the City.</li> </ul>
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. <a href="https://www.pm.gov.au/media/update-coronavirus-measures-030420">https://www.pm.gov.au/media/update-coronavirus-measures-030420</a> . Minister Rita Saffioti (Planning) announced Planning legislation changes to support COVID-19 response and recovery: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Planning-changes-support-COVID-19-response-and-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Planning-changes-support-COVID-19-response-and-recovery.aspx</a> .	<ul style="list-style-type: none"> <li>Noted. Awaiting State response.</li> <li>Information reviewed by City. Awaiting further announcement of state wide measures to be implemented.</li> <li>City advocating on support for local governments.</li> </ul>
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: <a href="https://www.pm.gov.au/sites/default/files/files/national-cabinet-mandatory-code-ofconduct-sme-commercial-leasing-principles.pdf">https://www.pm.gov.au/sites/default/files/files/national-cabinet-mandatory-code-ofconduct-sme-commercial-leasing-principles.pdf</a> .	<ul style="list-style-type: none"> <li>Currently being reviewed to consider implications for Vincent businesses.</li> </ul>
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: <a href="https://www.pm.gov.au/media/update-coronavirus-measures-3">https://www.pm.gov.au/media/update-coronavirus-measures-3</a> .	<ul style="list-style-type: none"> <li>Council at its Special Council Meeting 30 March 2020 agreed to freeze rates for 20/21 Budget year; defer debt recovery.</li> </ul>
11 April 2020	Minister Rita Saffioti (Planning) issued exemption notice for local planning approvals to support COVID-19 response: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Minister-issues-exemption-notice-for-local-planning-approvals.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Minister-issues-exemption-notice-for-local-planning-approvals.aspx</a> .	<ul style="list-style-type: none"> <li>Report has been prepared for COVID-19 Committee to consider Minister's exemptions and those planning exemptions approved by Council 30 March 2020.</li> </ul>
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: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/New-laws-to-provide-support-for-commercial-and-residential-tenants-and-landlords.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/New-laws-to-provide-support-for-commercial-and-residential-tenants-and-landlords.aspx</a> .	<ul style="list-style-type: none"> <li>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.</li> <li>Potential relief for Business tenants across the City.</li> </ul>
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"> <li>modifications or suspension of legislative provisions; and</li> <li>local government local laws.</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Local-Government-Act-changes-to-support-COVID-19-response.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Local-Government-Act-changes-to-support-COVID-19-response.aspx</a> .	<ul style="list-style-type: none"> <li>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.</li> <li>Awaiting release of information.</li> </ul>
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"> <li>Noted.</li> </ul>
21 April 2020	Hon. Mark McGowan MLA and Hon John Quigley MLA announced moratorium and code of conduct to protect WA businesses. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Eviction-moratorium-and-code-of-conduct-to-protect-WA-businesses.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Eviction-moratorium-and-code-of-conduct-to-protect-WA-businesses.aspx</a> .	<ul style="list-style-type: none"> <li>Advocacy successful. Measures to be communicated to businesses on the City's Business support page.</li> </ul>
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"> <li>This information is being assessed.</li> </ul>
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"> <li>Weddings (increased from 5) and funerals;</li> <li>Outdoor personal training (no shared equipment); and</li> <li>Home opens and display village inspections.</li> </ul>	<ul style="list-style-type: none"> <li>This will likely result in an increase in the number of groups training within the City's public reserves;</li> <li>Continued monitoring to be undertaken by Ranger services to ensure social distancing requirements are being maintained; and</li> <li>Recommence issuing permits for personal training groups.</li> </ul>
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"> <li>Understanding COVID-19 and venue restrictions;</li> <li>Reporting personal health issues;</li> <li>Maintaining personal and work environment hygiene practices, specific to COVID-19;</li> <li>Reducing cross contamination through procedures, specific to COVID-19; and</li> <li>Effective cleaning and sanitising practices, specific to COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation required as to who will be responsible for monitoring accreditation and compliance, potentially additional responsibility for Environmental Health Officers.</li> </ul>

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

9 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

Date	Announcement	Response
7 May 2020	WA Government announces \$100m short term lending facility to support local governments and universities through COVID-19. This takes advantage of record low interest rates to provide low cost access to liquidity for these essential sectors with no loan guarantee fee charged on borrowings.	<ul style="list-style-type: none"> <li>Information being considered.</li> </ul>
8 May 2020	<p>National Cabinet announces three-step plan to gradually remove baseline restrictions and make Australia COVID-safe.</p> <ul style="list-style-type: none"> <li>Step 1 will focus on carefully reopening the economy, and giving Australians opportunities to return to work and social activities, including gatherings of up to 10 people, up to 5 visitors in the family home and some local and regional travel;</li> <li>Step 2 builds on this with gatherings of up to 20, and more businesses reopening, including gyms, beauty services and entertainment venues like galleries and cinemas;</li> <li>Step 3 will see a transition to COVID safe ways of living and working, with gatherings of up to 100 people permitted. Arrangements under step 3 will be the 'new normal' while the virus remains a threat. International travel and mass gatherings over 100 people will remain restricted;</li> </ul> <p><a href="https://www.pm.gov.au/media/update-coronavirus-measures-08may20">https://www.pm.gov.au/media/update-coronavirus-measures-08may20</a>.</p>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>
10 May 2020	<p>WA Government announces roadmap for easing COVID-19 restrictions with phase 2 coming into effect 18 May 2020 encouraging Western Australians to return to work, so the WA economy can further rebuild in a safe and measured way.</p> <p><a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/The-WA-roadmap-for-easing-COVID-19-restrictions.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/The-WA-roadmap-for-easing-COVID-19-restrictions.aspx</a>.</p>	<ul style="list-style-type: none"> <li>Noted. CoV roadmap presented to 12 May 2020 Committee meeting.</li> </ul>
11 May 2020	<p>Hon. Roger Cook and Hon. Paul Papalia announce COVID safety plans key to reopening WA businesses with template being developed in consultation with key stakeholders, to be released later this week.</p> <p><a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/COVID-Safety-Plans-key-to-reopening-WA-businesses-.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/COVID-Safety-Plans-key-to-reopening-WA-businesses-.aspx</a>.</p>	<ul style="list-style-type: none"> <li>Awaiting template release to distribute to applicable businesses.</li> <li>Need to consider how to assist non English speakers with completing.</li> </ul>
12 May 2020	<p>Hon. David Templeman announces Local Government sector urged to take leadership role during phase 2 easing of restrictions.</p> <p>Mr Templeman urged the sector to focus on a number of initiatives over the coming week, including:</p> <ul style="list-style-type: none"> <li>Re-opening libraries and other local government facilities that comply with the new requirements;</li> <li>Helping the restaurant and hospitality sector by being as flexible as possible in letting businesses open up again, particularly regarding alfresco operations;</li> <li>Moving back to conducting council and shire chamber meetings in person - while observing social distancing at all times - and with the public attending where possible;</li> <li>Promoting the new regional travel guidelines;</li> <li>Re-opening sport and recreation facilities where practicable;</li> </ul> <p><a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Local-Government-sector-urged-to-take-leadership-role.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Local-Government-sector-urged-to-take-leadership-role.aspx</a>.</p>	<ul style="list-style-type: none"> <li>Noted. CoV roadmap presented to 12 May 2020 Committee meeting.</li> <li>Actions underway to support.</li> </ul>
15 May 2020	<p>WA Government announces COVID Safety Plan to be completed for WA Businesses to reopen particularly food businesses and sport and recreation venues.</p> <p><a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Supporting-WA-businesses-re-opening-through-COVID-19-.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Supporting-WA-businesses-re-opening-through-COVID-19-.aspx</a>.</p>	Health team and community partnerships have been working with local food businesses and sporting clubs and community groups to provide guidance and checklists for completing COVID Safe plans.
20 May 2020	<p>WA government announces major planning reforms to drive economic recovery including:</p> <ul style="list-style-type: none"> <li>New approval process for significant developments.</li> <li>Small business exemptions.</li> <li>Minor residential development exemptions.</li> </ul> <p><a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Major-planning-reforms-to-drive-economic-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Major-planning-reforms-to-drive-economic-recovery.aspx</a>.</p>	Noted. Reforms largely align with Council's exemptions approved 30 March 2020.
21 May 2020	<p>WA Government fast tracks community sports grants to assist with COVID-19 recovery"</p> <ul style="list-style-type: none"> <li>\$12 million in Community Sporting and Recreation Facilities Fund (CSRFF) grants brought forward to allow projects to commence sooner.</li> <li>Funding available for local governments, not-for-profit sport, recreation or community groups to improve local sporting facilities.</li> <li>Applications for grants of up to \$2 million will now open on 25 May 2020.</li> </ul> <p><a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/McGowan-Government-fast-tracks-community-sport-grants-to-assist-with-COVID-19-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/McGowan-Government-fast-tracks-community-sport-grants-to-assist-with-COVID-19-recovery.aspx</a>.</p>	For consideration.
22 May 2020	Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program for local governments.	\$270,557 being granted to the City of Vincent.

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COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
25 May 2020	The McGowan Government has approved a \$1.5 million support package for Western Australian artists during the COVID-19 emergency: <ul style="list-style-type: none"><li>The initiative was developed by the Art Gallery of WA Board and the Art Gallery of WA Foundation.</li><li>Aboriginal art centres and independent artists will share in up to \$525,000 towards a targeted acquisition program to purchase existing works for the State Art Collection.</li><li>In addition, more than 350 WA artists will receive \$2,000 towards creating a State Art Collection archive.</li></ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Support-for-WA-artists-through-1-5-million-COVID-support-program.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Support-for-WA-artists-through-1-5-million-COVID-support-program.aspx</a>	Potential opportunity for Vincent residents.
27 May 2020	The McGowan Government has announced a State Recovery Advisory Group has been appointed to guide WA's COVID-19 recovery: <ul style="list-style-type: none"><li>Group includes representatives from business, industry, not-for-profit organisations, UnionsWA, the public sector, local government and the community.</li><li>State Government Ministers to lead industry stakeholder roundtable discussions to support development of State Recovery Plan and Impact Statement.</li></ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/State-Recovery-Advisory-Group-to-guide-WA-s-COVID-19-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/State-Recovery-Advisory-Group-to-guide-WA-s-COVID-19-recovery.aspx</a>	
29 May 2020	Phase 3 of the WA COVID Roadmap was released. See: <a href="https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap#phase3">https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap#phase3</a> .	This was reported to the COVID Committee as a supplementary agenda report on 2 June 2020.

2.5. 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"><li>Consider as part of Action 2.5.</li></ul>
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"><li>Consider as part of Action 2.15.</li></ul>

2.6. 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"><li>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.</li><li>Advocate for rent relief for businesses affected by restrictions.</li><li>Consider the use of percent for art funds for activations once restrictions are lifted.</li><li>Consider the use of cash in lieu for parking funds.</li><li>Consider preparing a community benefit incentive based policy position under Design WA.</li></ol>	Response: <ul style="list-style-type: none"><li>Include a new action in the Implementation Table above.</li><li>Include a new action in the Implementation Table above.</li><li>Consider as part of Action 2.15.</li><li>Include a new action in the Implementation Table above.</li><li>Include a new action in the Implementation Table above.</li></ul> <b>Completed.</b>

2.7. 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"><li>N/A</li></ul>

COVID-19 Relief and Recovery Implementation Plan

2.8. 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: <a href="https://www.facebook.com/watch/?v=687702681996307">https://www.facebook.com/watch/?v=687702681996307</a> .
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.
6 May 2020	Working with the City's Health team Blake Street Merchant in North Perth have effectively adapted their café into a small corner store selling food essentials in response to the COVID-19 restrictions and reduced supplies.
11 May 2020	First drive through COVID clinic in WA opened at No.391 Oxford Street, Mount Hawthorn.
30 May 2020	Beaufort Street Network held their second online interactive quiz night with over 100 participants, keeping connected while remaining safe.

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

9 JUNE 2020

**COVID-19 Relief and Recovery Communication Status Report**

Monday 1 June 2020 – 9 June 2020

Communication Action	No. Action Alignment COVID-19 Relief & Recovery Strategy	Release Dates	Target Market	Communication Tools	Outcome
Reopening of Beatty Park, Library and Local History Centre members	1.1 1.2 1.3 1.7	Library – 15 May Beatty Park – 29 May	Residents Library Members Beatty Park Members Parents Seniors Home educators	Corporate Website – COVID-19 Portal City of Vincent Library and Local History Website Beatty Park Website E-newsletters- Beatty Park database 3500	Beatty Park Holding statement Phase 3 – 29 May, 2 June. Phase 3 Opening times and timetables update 5 June. Healthy at Home content still supporting the physical classes and operation.
Signage plan to ensure consistent messaging across the City's facilities and parks	1.11 1.9 2.24	First set of installation 18 May Facility installation 28 May	Facility Users Community Groups Residents Business Owners	Printed material Digital Screens Handwashing stations Cleaning information Wayfinding	Customer Service Signage – Complete. Facility Signage – Complete. Beatty Park Signage – Complete. Library Signage – Complete.
Reopening of City Facilities for Community and Commercial users	1.1 1.2 1.6 2.3 2.16 2.17	2 June	Facility User – Commercial Facility User – Community	Media Release Corporate Website – Homepage rotator COVID Portal City of Vincent Facebook City of Vincent Instagram City of Vincent Linked In Space to Co.	Direct communication with regular users starting 20 May. Space to Co relaunch 2 June. Media Release 29 May. Signage installation 28 May. Website Header 2 June.
Open for Business Phase Two	2.19 2.20 2.37 2.38 2.39	4 June	Residents Ratepayers Business Owners Local and State Media Town Teams	E-newsletter	E-newsletter sent to 920 businesses for Phase 3  Working with Place and Health teams to develop phase two and update directory.
Development of specific support areas of the website for clubs, community groups and stakeholders who use community facilities and sportsgrounds	2.19 2.21	2 June	Community Groups Sporting Groups Peak Bodies	Corporate Website – Homepage rotator COVID Portal	Facility, sportsground, club and community group information included on facility's section of the COVID-19 portal 2 June.
Sports Clubs communications to return to facilities	2.11 2.21	11 May direct 18 May broader 28 May broader 7 June direct	Facility Users Community Groups Media	Corporate Website E-newsletters	28 May First week of training update and album. 7 June update on contact sport requirements.
Promotion of online council meetings and provide easy simple instructions for access	1.3 3.1	9 June	Residents Ratepayers Business Owners Local and State Media	Media Release Corporate Website City of Vincent Facebook	TBC.
Promotion of sponsorship, grants and relief packages for community groups, sporting clubs and local businesses	2.21 2.22 2.12 2.11	9 June	Community Groups Sporting Groups	Media Release Corporate Website – Homepage rotator COVID Portal City of Vincent Facebook	Notification of funding support available through Lotterywest for sporting groups.

COVID-19 Relief and Recovery Communication Status Report

Upcoming Communications Projects					
Communication Action	No. Action Alignment COVID-19 Relief & Recovery Strategy	Release Dates	Target Market	Communication Tools	Outcome
Development of broad community engagement and communication plan for Art Project	2.16	TBC	Creative Community NGO's Residents Ratepayers Business Owners Local and State Media	Corporate Website City of Vincent Facebook City of Vincent Instagram E-newsletters Postcards	Future Communications – pending.
Inform community during preparation of City's annual budget in COVID-19 environment	2.5 2.19 2.21 3.3 3.5 3.8 3.9 3.11	21 May	Residents Ratepayers Business Owners Local and State Media	Media Release Community Newspaper Public Notice	21 May – Budget Review Media Release TBC – Differential rates adoption advertisement
Promote the WA Health Department's messaging across all City channels	1.4 1.8	15 May Flu 16 May Flu 24 May Mental Health 24 May COVID Safe App 28 May Aboriginal Health TBC	Residents	Corporate Website City of Vincent Facebook	Update when next batch of videos are released.






## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

9 JUNE 2020

**7.2 FINANCIAL ASSISTANCE RECOMMENDATIONS FOR CITY TENANTS - SUBIACO FOOTBALL CLUB**

- Attachments:
1. Summary of Tenant Application - Confidential
  2. Proposed Financial Assistance [↓](#) 

**RECOMMENDATION**

That the COVID-19 Relief and Recovery Committee:

1. in accordance with section 6.12 of the Local Government Act 1995, APPROVES the following financial assistance to Subiaco Football Inc. (SFC) which is proportionate to SFC's reduction in turnover calculated by the Chief Executive Officer as 70% as follows:
  - 1.1 waiver of SFC's obligation to pay 35% of rent and variable outgoings becoming due and payable between 1 April 2020 and 30 June 2020;
  - 1.2 deferral of SFC's obligation to pay 35% of rent and variable outgoings becoming due and payable between 1 April 2020 and 30 June 2020.
2. APPROVES the Chief Executive Officer entering into a payment arrangement with SFC for the payment of the deferred portion of SFC's lease obligations as specified in Recommendation 1.2 above, whereby:
  - 2.1 repayment period will be a minimum of 24 months or an alternative period as agreed by the Chief Executive Officer and SFC;
  - 2.2 repayment period will not commence prior to 1 October 2020 or such later date as agreed by the Chief Executive Officer and SFC; and
  - 2.3 repayment instalments will be made by equal monthly instalments of the deferred amount over the duration of the repayment period.
3. NOTES that the Chief Executive Officer will review SFC's financial position in July 2020 and present a recommendation to the COVID-19 Relief and Recovery Committee in respect to any further financial assistance, if required.

**COMMITTEE DECISION ITEM 7.2**

**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

9 JUNE 2020


Proposed Financial Assistance		
<b>SUBIACO FOOTBALL CLUB – Rent \$654.55 per month (including GST) VOs \$6,005.26 per month (including GST)</b>		
35% Rent waiver	= \$229.09 p/m x 3 =	\$687.27
35% VOs waiver	= \$2,101.84 p/m x 3 =	\$6,305.52
<b>Total waived =</b>		<b>\$6,992.80</b>
35% Rent deferral	= \$229.09 p/m x 3 =	\$687.27
35% VOs deferral	= \$2,101.84 p/m x 3 =	\$6,305.52
Repayment plan for deferred rent	\$116.55 p/m x 60 months =	<b>\$6,992.80</b>
30% balance of Rent payable by tenant	= \$196.37 p/m x 3 =	\$589.10
30% balance of VOs payable by tenant	= \$1,801.58 p/m x 3 =	\$5,404.73



## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

9 JUNE 2020

**7.3 LEEDERVILLE GARDEN INC. TRUST - COVID-19 RELIEF FUND RECOMMENDATIONS -  
FOODBANK, AND ADDITIONAL ALLOCATION OF FUNDS**

- Attachments:
1. Foodbank of Western Australia Inc. Submission - Confidential
  2. Evaluation summary of Foodbank's proposal - Confidential
  3. Summary of allocation to date of Leederville Garden's Trust Funds [↓](#) 

**RECOMMENDATION**

That the COVID-19 Relief and Recovery Committee:

1. RECEIVES the submission from Foodbank of Western Australia Inc. (Foodbank), at Confidential Attachment 1, 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;
2. As trustee of the Leederville Gardens Inc. trust funds APPROVES the allocation of \$178,476 from the Leederville Gardens Inc. trust to Foodbank;
3. NOTES that the Chief Executive Officer will enter into a funding agreement with Foodbank in respect to the acquittal of these funds, which includes negotiating the time frames, deliverables and reporting requirements, and will provide an update to the COVID-19 Relief and Recovery Committee on the service uptake and expenditure of funds three months after the service commencement;
4. NOTES that:
  - 4.1 \$221,724 of the \$1 million approved by Council (which includes the allocation of funding in Recommendation 2. above) for urgent relief for people in need as a direct or indirect consequence of the conditions imposed by COVID-19, is yet to be allocated, as set out at Attachment 3;
  - 4.2 the Chief Executive Officer will present any further expressions of interest received in respect to the allocation of the funds in 4.1 above to the COVID-19 Relief and Recovery Committee;
5. REQUESTS the Chief Executive Officer to present a report to the Council or the COVID-19 Relief and Recovery Committee in respect to the potential allocation of further funds from the Leederville Gardens Inc. trust to assist people in a need during the recovery phase of COVID-19.

**COMMITTEE DECISION ITEM 7.3**

**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

9 JUNE 2020

## Leederville Gardens Inc. Trust Funds: Funding Allocation Summary

Total Funds Allocated to 5 June 2020			
Funds Required	Service Type	Service Details	Administration's Justification
<b>YMCA</b>			
\$100,000.00 + \$20,000.00 + \$18,000.00 = \$138,000.00	Youth/ Mental Health	Immediate and post-pandemic recovery services, including training sessions to upskill residents, case management support and tailored program.	Re-prioritisation of proposal focus to mental health, case worker resourcing and flexible programming creates a strong support network for the City's youth. Proposal does not specify the relationship to existing funding provided by the City.
<b>People Who Care Inc.</b>			
\$85,000.00 + \$20,000.00 = \$105,000.00	Financial assistance	Supporting and extending the program 'Power a Pensioner' that provides financial relief to seniors struggling with medical and utility costs. People Who Care Inc. have confirmed they are willing and able to distribute \$20,000.00 of emergency relief financial aid as requested by the City.	Submission well detailed and outlined. Questions around whether the proposal is a new program and whether there are other funding alternatives. Request for funding to replace donation loss.
<b>Ruah Community Services</b>			
\$27,800.00	Domestic crisis support/ Financial assistance/ Technology distribution	Supporting women experiencing family or domestic violence in entering stable housing, transportation, digital connectivity and dependent children's education.	Merit to proposal. Proposal represents a support package that is expected to provide a range of support options to clients based on the needs of each case.
<b>St Vincent de Paul Society WA Inc.</b>			
\$200,000.00	Homelessness and at risk - Youth Support centre	Support continued service of Passages Youth Engagement Hub to Vincent's youth experiencing or at risk of homelessness.	High impact service which is critical at this time. Proven capacity to deliver the service. Funds are required to replace donations which are no longer available due to COVID-19.

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

9 JUNE 2020

			Funding for staff wages can be supported via Federal Government. Administration will negotiate on scope of service and funding required.
<b>UnitingCare West</b>			
\$129,000.00	Homelessness direct support	Introduction of afternoon and weekend on-ground outreach services for homeless in Vincent.	Identified need for this service, exacerbated by COVID-19. Noting that funding for this program will likely not be a service that expires in the short term.
<b>Total Funds = \$599,800.00</b>			
<b>Funds Remaining from \$1 Million = \$400,200.00</b>			

<b>Total Funds Allocated Including Foodbank Submission</b>			
<b>Funds Required</b>	<b>Service Type</b>	<b>Service Details</b>	<b>Administration's Justification</b>
<b>Foodbank</b>			
\$178,476	Food distribution	Funding of food emergency relief hampers to those experiencing unemployment and financial distress.	Assembly of emergency food hampers to a range of organisations including the City, Anglicare, Cahoots and Aranmore Catholic College for a low cost per meal.
<b>Total Funds = \$778,276.00</b>			
<b>Funds Remaining from \$1 Million = \$221,724.00</b>			

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

9 JUNE 2020

**8 ANNOUNCEMENTS BY PRESIDING MEMBER (WITHOUT DISCUSSION)**

Nil

**9 GENERAL BUSINESS**

Nil

**10 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil

**11 NEXT MEETING****16 June 2020**

- COVID-19 Weekly Update

**23 June 2020**

- COVID-19 Weekly Update
- Financial Assistance Recommendations for City Tenants – Belgravia Leisure

**12 CLOSURE**

There being no further business, the Presiding Member, Mayor Emma Cole, declared the meeting closed at 5.34pm with the following persons present:

<b>PRESENT:</b>	<b>Mayor Emma Cole</b> <b>Cr Susan Gontaszewski</b> <b>Cr Alex Castle</b>	<b>Presiding Member</b> <b>South Ward</b> <b>North Ward</b>
<b>IN ATTENDANCE:</b>	<b>David MacLennan</b> <b>Andrew Murphy</b> <b>Virginia Miltrup</b> <b>Meluka Bancroft</b> <b>Mark Fallows</b> <b>Wendy Barnard</b>	<b>Chief Executive Officer</b> <b>Executive Director Infrastructure &amp; Environment</b> <b>Executive Director Community &amp; Business Services</b> <b>Executive Manager Corporate Strategy &amp; Governance</b> <b>Manager Built Environment &amp; Wellbeing</b> <b>Council Liaison Officer</b>

**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 9 June 2020.

Signed: Mayor Emma Cole

Dated



**CITY OF VINCENT**

# **MINUTES**

## **COVID-19 Relief and Recovery Committee**

**16 June 2020**

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

16 JUNE 2020

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

16 JUNE 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/)  
 AND ADMINISTRATION AND CIVIC CENTRE  
 244 VINCENT STREET, LEEDERVILLE  
 ON TUESDAY, 16 JUNE 2020 AT 5.00PM

<b>PRESENT:</b>	<b>Mayor Emma Cole</b>	<b>Presiding Member</b>
	<b>Cr Susan Gontaszewski</b>	<b>South Ward</b>
	<b>Cr Alex Castle</b>	<b>North Ward</b>
<b>IN ATTENDANCE:</b>	<b>David MacLennan</b>	<b>Chief Executive Officer</b>
	<b>Andrew Murphy</b>	<b>Executive Director Infrastructure &amp; Environment</b>
	<b>Virginia Miltrup</b>	<b>Executive Director Community &amp; Business Services</b>
	<b>Meluka Bancroft</b>	<b>Executive Manager Corporate Strategy &amp; Governance</b>
	<b>Mark Fallows</b>	<b>Manager Built Environment &amp; Wellbeing</b>
	<b>Wendy Barnard</b>	<b>Council Liaison Officer</b>

**Public:** 1 member 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 Executive Manager Corporate Strategy & Governance. Administrations' responses will be provided in the Agenda for the 23 June 2020 COVID-19 Relief and Recovery Committee.

### Dudley Maier of Highgate - Item 10.1 - Arts Relief Grants Funding

At the 30 March Special Meeting of Council the full council approved spending up to \$500,000 of the Percent for Art money on projects to provide relief for local artists.

At the same meeting, Council approved spending up to \$1 million from the Leederville Gardens Trust on 'relief funding', established the COVID Committee, and delegated some powers to them.

One of the powers was to accept tenders over \$250,000. I assume that this included accepting tenders of less than \$250,000 but this was not explicitly stated.

I have serious concerns about the 'relief funding', and the possibility that it will be used for activities that are not as a consequence of COVID-19, in accordance with the council's decision.

I am particularly concerned about the expenditure on 'arts relief' and that it may go to people who did not genuinely depend on income from their art. In addition, I am concerned that there will be a flood of money so the City will be funding projects that may not have normally been considered worthy.

**COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES****16 JUNE 2020**

The Commonwealth government has made it clear that artists who have an ABN (i.e. are 'registered' as artists) and who can demonstrate a loss of income are eligible for JobKeeper payments. My concern is that the City will be funding people who previously did not have an ABN prior to this project, and are just people who dabble in the arts rather than practitioners who rely on it for income.

The delegation that was approved on 30 March explicitly referred to 'tenders', and made reference to section 3.57 of the Local Government Act 1995 and regulation 18 of the Local Government (Functions and General) Regulations 1996. There was no other explicit financial delegation other than for tenders.

1. Given that the full Council is meeting an hour after the COVID Committee, why wasn't the art item taken to full council for consideration and approval, with all council members given the opportunity to comment and decide?
2. Given that there was no explicit financial delegation to the COVID Committee other than the one concerning tenders, have all approvals for the disbursement of the Leederville Gardens Trust money been done by way of a tender?
3. Is the money proposed to be disbursed from the Percent for Arts Reserve being done by way of a tender?
4. Given that the Terms of Reference for the Committee, and the Council approval of 30 March, did not explicitly delegate powers to act as trustees for the Leederville Gardens Trust, did the committee have the authority to act as the trustee for the fund when approving the use of funds from the Trust?
5. Has the City complied with all requirements for tenders as specified in the Local Government Act and associated Regulations for both the disbursement of the Leederville Gardens Trust money and the Percent for Art money?
6. Why doesn't the City's Tender Register contain details of the funds that have been disbursed from the Trust so far?

There being no further speakers, Public Question Time closed at approximately 5.10pm.

**(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

The following questions were asked at the COVID-19 Relief and Recovery Committee meeting on 9 June 2020.

**Dudley Maier of Highgate - Item 7.3 Leederville Gardens Trust**

At the 30 March meeting of Council I asked if funds from the Leederville Gardens Trust fund will be limited to projects within the City. The response stated that *"the EOI specifies that the funds are being made available for the provision of relief and support of residents (including homeless residents) within the municipality of Vincent"*.

Further, clause 1 of Item 7.3 refers to *"the provisions of urgent relief to people in the City of Vincent"*. I take these to mean that the funds can only be spent on residents within Vincent, including homeless residents.

1. Given the response to my previous question, what steps have the Administration put in place to ensure that the funds given to Foodbank will only be spent on Vincent residents?

*This will be a term of the grant agreement between the City and Foodbank.*

2. What steps have the Administration put in place to ensure that the funds shown in Attachment 1 will only be spent on residents of the City of Vincent?

*It is a term of the grant agreement between the City and the PBI allocated the funds. The grant agreement includes acquittal and reporting requirements, so the City can verify how the funds are spent.*

3. Will the community have access to the acquittal reports of all funds identified in Attachment

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**COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES****16 JUNE 2020**

1? If not, why not?

*A summary report will be made available to the community on a quarterly basis, following the grant reporting process.*

4. On 28 April the Committee approved \$20,000 to be distributed to “eligible seniors, people in hardship and the vulnerable” without clearly identifying what the criteria are for this group or groups. Given that the distribution of these funds has been delegated to a third party, People Who Care, what criteria will be applied and how will the City determine that the recipients meet those criteria?

*The requirements are included in the grant agreement between the City and People Who Care. The grant agreement includes acquittal and reporting requirements, so the City can verify how the funds are spent.*

**Arts Relief Grants**

5. Given that a requirement to obtain an Arts Relief Grant is an ABN, which in turn qualifies the artist to apply for JobKeeper payments if they demonstrate a loss of income due to Covid restrictions, will the City only be providing grants to artists who are not already receiving JobKeeper payments, or will people receiving JobKeeper payments also be eligible?

*There is no requirement in the EOI for an artist to declare if they are receiving Job Keeper payments.*

6. Will the City only consider artists who had an ABN prior to 25 May?

*The artists can get an ABN at any stage, and we can't award them a grant without an ABN.*

7. If the answer to that is 'no', does the City consider that people requesting a grant but who previously did not have an ABN to be genuine artists who relied on their art to provide an income?

*Proof of delivery is part of the grant selection process.*

**4 DECLARATIONS OF INTEREST**

Nil

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**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 9 June 2020 be confirmed.**

**CARRIED UNANIMOUSLY (3-0)**


**For:** Mayor Cole, Cr Gontaszewski and Cr Castle

**Against:** Nil

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

16 JUNE 2020

**7 BUSINESS ARISING****7.1 COVID-19 WEEKLY UPDATE**

- Attachments:
1. COVID-19 Relief & Recovery Implementation Plan [↓](#)
  2. Communication 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

16 JUNE 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 at 4 June 2020	Weekly update as at 11 June 2020
				Short	Medium	Long			
<b>1. Our Health and Wellbeing</b>	1.2 Communications Plan developed including community messaging through website, social media and display at the City's facilities.	Marketing	Built Environment & Wellbeing	•				Updated via separate attachment to Weekly Update Report.	
	1.5 Draft Public Health Plan, community education campaign and stakeholder engagement.	Built Environment & Wellbeing	Marketing		•	•			PHP going to July Council Meeting
	1.8 Ensure there is a strong presence to manage public health issues, as advocated by the Department of Health.	Built Environment & Wellbeing		•	•	•			Ongoing
	1.12 Revise all of the City's COVID Safety plans to accommodate Phase 3 requirements	Built Environment & Wellbeing	Various Teams		•		✓	COVID Safety Plans are being updated prior to implementing Phase 3.	
<b>2. Our Community</b>	2.3 Consideration of impacts of COVID-19 on City rate debtors.	Finance		•				Will be covered as part of the City's hardship guidelines. Planned to go to OMC on the 16 June 2020.	
	2.5 Budget and financial strategy for 2020/21 to consider a 0 yield increase and 0 fees and charges increase.	Finance			•			This has been incorporated into the 2020/21 budget and will be considered by council at the 28 July 2020 OMC.	
	2.7 Deliver programs funded through the Leederville Gardens trust fund and provide regular updates on progress of fundees.	Governance		•	•			Funds allocated to five PBIs- People Who Care Inc, St Vincent de Paul, Ruah, UnitingCare West and YMCA. Grant agreements are being finalised by these PBI'S. All grants will be subject to an acquittal process.  Local food service providers have been invited to submit a proposal for the allocation of funds. The proposals will be presented to the 9 June 2020 Committee Meeting.	Funds allocated to six PBIs- People Who Care Inc, St Vincent de Paul, Ruah, UnitingCare West, YMCA and Foodbank. Grant agreements are being finalised by these PBI'S. All grants will be subject to an acquittal process.  Administration is reviewing a further submission and will present a recommendation to the Committee within the next two weeks
	2.14 Consider arts industry relief using developer contribution cash-in-lieu funds from Percent for Art fund.	Marketing	Policy & Place Development & Design	•				Review to be completed by 9 June 2020.	Assessments completed by administration and working group. Report will come to COVID Committee 16/6.
	2.19 Consider events and initiatives to assist with economic rebound.	Policy & Place Marketing			•	•			The City is currently preparing its approach to assist with economic rebound.
	2.20 Support local businesses and buy local. Maintain contact with local businesses to understand the support they need and share reputable information.	Policy & Place Marketing		•	•	•		Business Newsletter to be sent the week of 2 June 2020 with relevant updates for Phase 3.  The City is continuing to provide an advisory service to support local businesses in responding to the new restrictions in Phase 3.  Leederville Village Square closed from 18 May 2020 for four weeks. The City has received feedback that a closure for a part of the week may be more suitable than full closure 24 hours a day, seven days per week. The City is currently investigating this matter to determine if it is able to adjust the closure in response to this feedback.	The City is continuing to provide an advisory service to support local businesses in responding to the new restrictions in Phase 3. Leederville Village Square was reopened to vehicles between Monday 8 June 2020 and Thursday 11 June 2020. It was closed again to vehicles and open for use by businesses and the community on between the 12 June 2020 and Monday 15 June 2020.
	2.22 Consider the use of cash in lieu for parking funds.	Policy & Place		•	•			The City is currently developing a cash in lieu expenditure plan and procedure in consultation with the Town Teams to	The City is continuing to develop a cash in lieu expenditure plan and procedure in consultation with the Town Teams to support projects in the City's Town Centres.

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

16 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

	Key Action	Responsible Team	Support Team	Timing			Completed	Status at 4 June 2020	Weekly update as at 11 June 2020
				Short	Medium	Long			
								support projects in the City's Town Centre's.	
2.24	Consider measures to continue support for homeless community.	Ranger Services	Community Partnerships	•	•	•		Ongoing engagement with outreach providers and WAPOL. Participation in six-weekly Outreach Collaboration Meetings to keep informed about developments across the sector. Participation in weekly meetings with City of Perth, WALGA and other LGAs to discuss rough sleeper observations, responses and opportunities for collaboration in this space. Some accredited service providers within the City of Perth who would usually operate from the dedicated Moore Street homeless services precinct have been providing approved roving services within the City of Perth during COVID 19. Expanded service delivery from the Moore Street site is expected to re-commence from 6 June with the easing of physical distancing restrictions	
2.37	Provide an advisory service to assist businesses and community facilities to develop COVID Safety Plans and complete COVID training.	Built Environment & Wellbeing	Policy & Place Marketing & Partnerships	•				Continuing into Phase 3.	The City has now visited 233 businesses to provide direct support. COVID Safety Plans have been released in Arabic, Thai, Chinese and Vietnamese. These are being distributed to applicable businesses.
2.39	Engage with food businesses and other stakeholders to consider feasibility of outdoor eating areas in public spaces in town centres, noting Phase 2 and anticipating Phase 3 restrictions.	Policy & Place	Built Environment & Wellbeing Engineering	•				Leederville Village Square closed from 18 May 2020 for four weeks. The City has received feedback that a closure for a part of the week may be more suitable than full closure 24 hours a day, seven days per week. The City is currently investigating this matter to determine if it is able to adjust the closure in response to this feedback.  The City is continuing to relax requirements to enable businesses to use parklets and alfresco dining options to comply with restrictions during Phase 3.	Leederville Village Square was reopened to vehicles between Monday 8 June 2020 and Thursday 11 June 2020. It was closed again to vehicles and open for use by businesses and the community on between the 12 June 2020 and Monday 15 June 2020. Businesses are using Mary Street Piazza to expand their footprint and serve more customers in their COVID recovery  The City is continuing to relax requirements to enable businesses to use parklets and alfresco dining options to comply with restrictions during Phase 3.
2.40	Encourage people to return to their usual places of work and learning and encourage patrons to return to using public transport to support their local economy within public health requirements and guidelines.	Marketing		•					
2.42	Broaden scope of services at the Library and Local History Centre, Community Centre, Beatty Park Leisure Centre and community halls in line with Phase 3.	Library and Customer Services Beatty Park	Built Environment and Wellbeing		•		✓	This will be implemented. Refer to weekly update report.	Refer to weekly update report.
2.43	Re-open playgrounds, skate parks and outdoor gym equipment	Parks			•		✓	Planned for 6 June 2020.	Completed with signage erected in accordance with WA Government guidelines. Drinking fountains and barbecues have also re-opened.
2.44	Community resilience scorecard study	Marketing and Partnerships			•				The City is collaborating with Department of Local Government, Sport and Cultural Industries, Local Government Professionals WA and CATALYSE to measure local community resilience. The City is aiming to survey 300

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

16 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

	Key Action	Responsible Team	Support Team	Timing			Completed	Status at 4 June 2020	Weekly update as at 11 June 2020
				Short	Medium	Long			
									residents in the next two weeks, in the first 30 hours 69 residents had completed the survey.
3. Our Organisation	3.4 Review planned asset maintenance programs to reschedule works to support recovery.	Engineering Parks	Finance	•	•	•		Wholly dependent upon budget allocations. At this time we have assumed a nil increase in operating budgets for 2020/21 and as a result there are limited opportunities to increase asset maintenance over that already planned. At best we can bring some maintenance forward but it will likely impact upon the second half of the year.	
	3.7 Workforce optimisation strategies.	Human Resources		•	•	•	✓		Teams are returning to the Administration building and other locations.
	3.8 Consider project readiness for potential State and Federal grant funding and further stimulus packages.	Engineering Policy & Place			•	•			
	3.9 Investigation of rate smoothing payments.	Finance		•	•				
	3.10 Health, Safety and wellness of organisation.	Human Resources		•	•	•	✓		
	3.11 Gross Rental Value re-evaluation.	Finance		•	•			Rates smoothing will be implemented for 2020/21 rate year.	
	3.13 Develop a technology roadmap to facilitate ongoing working from home and the office	ICT		•				The revaluation has been incorporated into the 2020/21 budget.	

**2.2. Completed actions**

	Key Action	Responsible Team	Support Team	Timing			Completed
				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	•			✓
	1.3 Maintain customer service support and consider a range of measures to support ongoing community engagement using online and innovative practices.	Customer Service	Beatty Park Library & Local History Centre	•			✓
	1.4 Consider developing a local campaign for flu season vaccinations.	Built Environment & Wellbeing	Marketing		•		✓
	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	•	•		✓
	1.7 Explore new opportunities for delivering fitness programs.	Beatty Park Leisure Centre		•	•		✓
	1.9 Continue to promote our role to maintain social distancing, hand hygiene, respiratory hygiene, stay home when sick and download the COVIDSafe app; and develop signage and tools to ensure consistent messaging across the City's facilities and parks. (Phase 2 Action).	Built Environment & Wellbeing Marketing		•			✓
	1.10 Provide hand hygiene stations at all City buildings. (Phase 2 Action).	Beatty Park Customer & Library Services	Built Environment & Wellbeing	•			✓
	1.11 Support the WA Government to develop COVID Safety Plans and Guidelines. (Phase 2 Action).	Built Environment & Wellbeing	CEO's Office	•			✓
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	•			✓
	2.4 Move to fortnightly payment of creditors.	Finance		•			✓
	2.6 Consider Expression of Interest for disbursement of significant Leederville Gardens trust funds to assist vulnerable residents impacted by COVID-19.	CEO Office	Finance	•			✓

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

16 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
	2.8 Expand Vincent Library e-book loans and Books on Wheels service.	Library & Local History Centre		•			✓
	2.9 Promote Meals on Wheels Service.	Customer and Library Services (Community Centre)	Marketing Community Partnerships	•			✓
	2.10 Explore opportunities to expand online library services.	Library & Local History Centre		•			✓
	2.11 Discuss with local businesses to implement changes to car parking to support take away and home delivery services.	Engineering	Policy & Place	•			✓
	2.12 Launched online planning applications for lodgement and tracking.	Development & Design	ICT	•			✓
	2.13 Expand Beaufort Street amnesty for change of use planning applications across Vincent.	Policy & Place	Development & Design	•			✓
	2.15 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		•			✓
	2.16 Consider timing of rollout of FOGO.	Waste		•			✓
	2.17 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			•		✓
	2.18 Consider sponsorship, grants and relief packages for community groups, sporting clubs and local businesses.	Policy & Place Community Partnerships	Finance		•		✓
	2.21 Advocate for rent relief for businesses affected by restrictions.	Policy & Place		•			✓
	2.23 Consider preparing a community benefit incentive based policy position under Design WA.	Policy & Place	Development & Design	•	•	•	✓
	2.25 Monitor public open space to educate community on social distancing measures.	Ranger Services Parks & Urban Green	Built Environment & Wellbeing	•	•	•	✓
	2.27 Maintain online information on health, building and planning requirements for Businesses.	Built Environment & Wellbeing Development & Design		•			✓
	2.28 Monitor and respond to easing of COVID-19 restrictions on food and other businesses.	Built Environment & Wellbeing	Marketing Policy and Place	•	•		✓
	2.26 Vincent Community Support Network.	Community and Business Services		•	•	•	✓
	2.29 Gathering limit increase to 20 monitored in public spaces. (Phase 2 Action).	Ranger Services Parks		•			✓
	2.30 Bookings permitted for groups of up to 20 in parks and community halls, and weddings of up to 30 in parks. (Phase 2 Action).	Marketing and Partnerships	Ranger Services	•	•		✓
	2.31 Reopen the Library and Local History Centre commencing with book borrowing services only, considering the 20 patron limit. (Phase 2 Action).	Customer & Library Services		•			✓
	2.32 Reopen the Community Centre, and ensure Seniors programs are reviewed to minimise infection risk. (Phase 2 Action).	Customer & Library Services	Built Environment & Wellbeing	•			✓
	2.33 Reopen the Beatty Park swimming pools with a limit of 20 patrons per pool. (Phase 2 Action).	Beatty Park Leisure Centre		•			✓
	2.34 Recommence Beatty Park fitness classes, with this area being segregated into a separate facility, with strictly no internal access to the pools. (Phase 2 Action).	Beatty Park Leisure Centre		•			✓
	2.35 Provide advice to sporting clubs on non-contact training. (Phase 2 Action).	Marketing & Partnerships	Built Environment & Wellbeing	•			✓
	2.36 Commence recommissioning of drinking fountains and provide signage on healthy hygiene in proximity to the fountains. (Phase 2 Action).	Parks		•			✓
	2.38 Support the resumption of dine-in at restaurants, cafes, bars and pubs; including providing assistance to measure floor areas to determine maximum permitted numbers based on the 4 square metre density rule. (Phase 2 Action).	Built Environment & Wellbeing	Development & Design	•			✓

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	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
		Policy & Place					
	2.41 Facilitate enhancements to Loftus Centre including WIFI.	ICT		•			✓
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		•	•	•	✓
	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		•			✓
	3.6 Seek deferral of OAG performance audit of Information Technology.	Governance	ICT	•			✓
	3.12 Develop best practice for returning to office where appropriate. (Phase 2 Action).	Human Resources	Built Environment & Wellbeing	•			✓

2.3. 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: <a href="https://www.wa.gov.au/sites/default/files/2020-03/Declaration%20of%20State%20of%20Emergency.pdf">https://www.wa.gov.au/sites/default/files/2020-03/Declaration%20of%20State%20of%20Emergency.pdf</a>	• Communication through emergency management networks.
16 March 2020	Declaration of Public Health State of Emergency: <a href="https://www.wa.gov.au/sites/default/files/2020-03/Western%20Australia%20Declaration%20of%20Public%20Health%20State%20of%20Emergency.pdf">https://www.wa.gov.au/sites/default/files/2020-03/Western%20Australia%20Declaration%20of%20Public%20Health%20State%20of%20Emergency.pdf</a>	• 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: <a href="https://www.dlgsc.wa.gov.au/docs/default-source/news/public-authorities-(delivery-of-goods-and-collection-of-rubbish-and-refuse)-directions.pdf">https://www.dlgsc.wa.gov.au/docs/default-source/news/public-authorities-(delivery-of-goods-and-collection-of-rubbish-and-refuse)-directions.pdf</a>	• Consider as part of Item 2.16.

2.4. 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: <a href="https://treasury.gov.au/coronavirus">https://treasury.gov.au/coronavirus</a> .	• Noted.
13 March 2020	Advice against holding non-essential public gatherings of more than 500 people from 16 March 2020: <a href="https://www.pm.gov.au/media/advice-coronavirus">https://www.pm.gov.au/media/advice-coronavirus</a> .	• 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: <a href="https://www.pm.gov.au/media/coronavirus-measures-endorsed-national-cabinet">https://www.pm.gov.au/media/coronavirus-measures-endorsed-national-cabinet</a> .	• 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: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/COVID-19-economic-response-Relief-for-businesses-and-households.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/COVID-19-economic-response-Relief-for-businesses-and-households.aspx</a> .	• Noted.
18 March 2020	Non-essential indoor gathering limited to 100 people, social distancing of 1.5metres and hygiene measures required: <a href="https://www.pm.gov.au/media/update-coronavirus-measures">https://www.pm.gov.au/media/update-coronavirus-measures</a> .	• 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: <a href="https://www.pm.gov.au/media/update-coronavirus-measures-0">https://www.pm.gov.au/media/update-coronavirus-measures-0</a> .	• 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). <a href="https://www.pm.gov.au/media/update-coronavirus-measures-220320">https://www.pm.gov.au/media/update-coronavirus-measures-220320</a> .	• Beatty Park, Library and other community facilities closed. • Local businesses advised of this announcement. • Monitoring of local businesses implemented by the City.

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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: <a href="https://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020">https://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020</a> .	<ul style="list-style-type: none"> <li>Local businesses advised of this announcement.</li> </ul>
29 March 2020	Public gatherings limited to two people, with some exceptions. Playgrounds, skate parks and outdoor gyms to close: <a href="https://www.pm.gov.au/media/national-cabinet-statement">https://www.pm.gov.au/media/national-cabinet-statement</a> .	<ul style="list-style-type: none"> <li>Playgrounds, skate parks and outdoor gym equipment closed.</li> <li>Public spaces monitored.</li> </ul>
30 March 2020	\$130 billion JobKeeper wage subsidy program announced: <a href="https://www.pm.gov.au/media/130-billion-jobkeeper-payment-keep-australians-job">https://www.pm.gov.au/media/130-billion-jobkeeper-payment-keep-australians-job</a> .	<ul style="list-style-type: none"> <li>Information reviewed by the City.</li> </ul>
31 March 2020	Minister Stephen Dawson (Environment) announced container deposit scheme June 2 launch has been deferred <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Start-of-Containers-for-Change-deferred-due-to-COVID-19.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Start-of-Containers-for-Change-deferred-due-to-COVID-19.aspx</a> .	<ul style="list-style-type: none"> <li>Information reviewed by the City.</li> </ul>
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. <a href="https://www.pm.gov.au/media/update-coronavirus-measures-030420">https://www.pm.gov.au/media/update-coronavirus-measures-030420</a> . Minister Rita Saffioti (Planning) announced Planning legislation changes to support COVID-19 response and recovery: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Planning-changes-support-COVID-19-response-and-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Planning-changes-support-COVID-19-response-and-recovery.aspx</a> .	<ul style="list-style-type: none"> <li>Noted. Awaiting State response.</li> <li>Information reviewed by City. Awaiting further announcement of state wide measures to be implemented.</li> <li>City advocating on support for local governments.</li> </ul>
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: <a href="https://www.pm.gov.au/sites/default/files/files/national-cabinet-mandatory-code-ofconduct-sme-commercial-leasing-principles.pdf">https://www.pm.gov.au/sites/default/files/files/national-cabinet-mandatory-code-ofconduct-sme-commercial-leasing-principles.pdf</a> .	<ul style="list-style-type: none"> <li>Currently being reviewed to consider implications for Vincent businesses.</li> </ul>
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: <a href="https://www.pm.gov.au/media/update-coronavirus-measures-3">https://www.pm.gov.au/media/update-coronavirus-measures-3</a> .	<ul style="list-style-type: none"> <li>Council at its Special Council Meeting 30 March 2020 agreed to freeze rates for 20/21 Budget year; defer debt recovery.</li> </ul>
11 April 2020	Minister Rita Saffioti (Planning) issued exemption notice for local planning approvals to support COVID-19 response: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Minister-issues-exemption-notice-for-local-planning-approvals.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Minister-issues-exemption-notice-for-local-planning-approvals.aspx</a> .	<ul style="list-style-type: none"> <li>Report has been prepared for COVID-19 Committee to consider Minister's exemptions and those planning exemptions approved by Council 30 March 2020.</li> </ul>
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: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/New-laws-to-provide-support-for-commercial-and-residential-tenants-and-landlords.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/New-laws-to-provide-support-for-commercial-and-residential-tenants-and-landlords.aspx</a> .	<ul style="list-style-type: none"> <li>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.</li> <li>Potential relief for Business tenants across the City.</li> </ul>
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"> <li>modifications or suspension of legislative provisions; and</li> <li>local government local laws.</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Local-Government-Act-changes-to-support-COVID-19-response.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Local-Government-Act-changes-to-support-COVID-19-response.aspx</a> .	<ul style="list-style-type: none"> <li>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.</li> <li>Awaiting release of information.</li> </ul>
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"> <li>Noted.</li> </ul>
21 April 2020	Hon. Mark McGowan MLA and Hon John Quigley MLA announced moratorium and code of conduct to protect WA businesses. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Eviction-moratorium-and-code-of-conduct-to-protect-WA-businesses.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Eviction-moratorium-and-code-of-conduct-to-protect-WA-businesses.aspx</a> .	<ul style="list-style-type: none"> <li>Advocacy successful. Measures to be communicated to businesses on the City's Business support page.</li> </ul>
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"> <li>This information is being assessed.</li> </ul>
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"> <li>Weddings (increased from 5) and funerals;</li> <li>Outdoor personal training (no shared equipment); and</li> <li>Home opens and display village inspections.</li> </ul>	<ul style="list-style-type: none"> <li>This will likely result in an increase in the number of groups training within the City's public reserves;</li> <li>Continued monitoring to be undertaken by Ranger services to ensure social distancing requirements are being maintained; and</li> <li>Recommence issuing permits for personal training groups.</li> </ul>
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"> <li>Understanding COVID-19 and venue restrictions;</li> <li>Reporting personal health issues;</li> <li>Maintaining personal and work environment hygiene practices, specific to COVID-19;</li> <li>Reducing cross contamination through procedures, specific to COVID-19; and</li> <li>Effective cleaning and sanitising practices, specific to COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation required as to who will be responsible for monitoring accreditation and compliance, potentially additional responsibility for Environmental Health Officers.</li> </ul>

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

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**COVID-19 Relief and Recovery Implementation Plan**

Date	Announcement	Response
7 May 2020	WA Government announces \$100m short term lending facility to support local governments and universities through COVID-19. This takes advantage of record low interest rates to provide low cost access to liquidity for these essential sectors with no loan guarantee fee charged on borrowings.	<ul style="list-style-type: none"> <li>Information being considered.</li> </ul>
8 May 2020	National Cabinet announces three-step plan to gradually remove baseline restrictions and make Australia COVID-safe. <ul style="list-style-type: none"> <li>Step 1 will focus on carefully reopening the economy, and giving Australians opportunities to return to work and social activities, including gatherings of up to 10 people, up to 5 visitors in the family home and some local and regional travel;</li> <li>Step 2 builds on this with gatherings of up to 20, and more businesses reopening, including gyms, beauty services and entertainment venues like galleries and cinemas;</li> <li>Step 3 will see a transition to COVID safe ways of living and working, with gatherings of up to 100 people permitted. Arrangements under step 3 will be the 'new normal' while the virus remains a threat. International travel and mass gatherings over 100 people will remain restricted;</li> </ul> <a href="https://www.pm.gov.au/media/update-coronavirus-measures-08may20">https://www.pm.gov.au/media/update-coronavirus-measures-08may20</a> .	<ul style="list-style-type: none"> <li>Noted.</li> </ul>
10 May 2020	WA Government announces roadmap for easing COVID-19 restrictions with phase 2 coming into effect 18 May 2020 encouraging Western Australians to return to work, so the WA economy can further rebuild in a safe and measured way. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/The-WA-roadmap-for-easing-COVID-19-restrictions.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/The-WA-roadmap-for-easing-COVID-19-restrictions.aspx</a> .	<ul style="list-style-type: none"> <li>Noted. CoV roadmap presented to 12 May 2020 Committee meeting.</li> </ul>
11 May 2020	Hon. Roger Cook and Hon. Paul Papalia announce COVID safety plans key to reopening WA businesses with template being developed in consultation with key stakeholders, to be released later this week. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/COVID-Safety-Plans-key-to-reopening-WA-businesses-.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/COVID-Safety-Plans-key-to-reopening-WA-businesses-.aspx</a> .	<ul style="list-style-type: none"> <li>Awaiting template release to distribute to applicable businesses.</li> <li>Need to consider how to assist non English speakers with completing.</li> </ul>
12 May 2020	Hon. David Templeman announces Local Government sector urged to take leadership role during phase 2 easing of restrictions.           Mr Templeman urged the sector to focus on a number of initiatives over the coming week, including: <ul style="list-style-type: none"> <li>Re-opening libraries and other local government facilities that comply with the new requirements;</li> <li>Helping the restaurant and hospitality sector by being as flexible as possible in letting businesses open up again, particularly regarding alfresco operations;</li> <li>Moving back to conducting council and shire chamber meetings in person - while observing social distancing at all times - and with the public attending where possible;</li> <li>Promoting the new regional travel guidelines;</li> <li>Re-opening sport and recreation facilities where practicable;</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Local-Government-sector-urged-to-take-leadership-role.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Local-Government-sector-urged-to-take-leadership-role.aspx</a> .	<ul style="list-style-type: none"> <li>Noted. CoV roadmap presented to 12 May 2020 Committee meeting.</li> <li>Actions underway to support.</li> </ul>
15 May 2020	WA Government announces COVID Safety Plan to be completed for WA Businesses to reopen particularly food businesses and sport and recreation venues. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Supporting-WA-businesses-re-opening-through-COVID-19-.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Supporting-WA-businesses-re-opening-through-COVID-19-.aspx</a> .	Health team and community partnerships have been working with local food businesses and sporting clubs and community groups to provide guidance and checklists for completing COVID Safe plans.
20 May 2020	WA government announces major planning reforms to drive economic recovery including: <ul style="list-style-type: none"> <li>New approval process for significant developments.</li> <li>Small business exemptions.</li> <li>Minor residential development exemptions.</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Major-planning-reforms-to-drive-economic-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Major-planning-reforms-to-drive-economic-recovery.aspx</a> .	Noted. Reforms largely align with Council's exemptions approved 30 March 2020.
21 May 2020	WA Government fast tracks community sports grants to assist with COVID-19 recovery" <ul style="list-style-type: none"> <li>\$12 million in Community Sporting and Recreation Facilities Fund (CSRFF) grants brought forward to allow projects to commence sooner.</li> <li>Funding available for local governments, not-for-profit sport, recreation or community groups to improve local sporting facilities.</li> <li>Applications for grants of up to \$2 million will now open on 25 May 2020.</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/McGowan-Government-fast-tracks-community-sport-grants-to-assist-with-COVID-19-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/McGowan-Government-fast-tracks-community-sport-grants-to-assist-with-COVID-19-recovery.aspx</a> .	For consideration.
22 May 2020	Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program for local governments.	\$270,557 being granted to the City of Vincent.

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Date	Announcement	Response
25 May 2020	The McGowan Government has approved a \$1.5 million support package for Western Australian artists during the COVID-19 emergency: <ul style="list-style-type: none"><li>The initiative was developed by the Art Gallery of WA Board and the Art Gallery of WA Foundation.</li><li>Aboriginal art centres and independent artists will share in up to \$525,000 towards a targeted acquisition program to purchase existing works for the State Art Collection.</li><li>In addition, more than 350 WA artists will receive \$2,000 towards creating a State Art Collection archive.</li></ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Support-for-WA-artists-through-1-5-million-COVID-support-program.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Support-for-WA-artists-through-1-5-million-COVID-support-program.aspx</a>	Potential opportunity for Vincent residents.
27 May 2020	The McGowan Government has announced a State Recovery Advisory Group has been appointed to guide WA's COVID-19 recovery: <ul style="list-style-type: none"><li>Group includes representatives from business, industry, not-for-profit organisations, UnionsWA, the public sector, local government and the community.</li><li>State Government Ministers to lead industry stakeholder roundtable discussions to support development of State Recovery Plan and Impact Statement.</li></ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/State-Recovery-Advisory-Group-to-guide-WA-s-COVID-19-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/State-Recovery-Advisory-Group-to-guide-WA-s-COVID-19-recovery.aspx</a>	
29 May 2020	Phase 3 of the WA COVID Roadmap was released. See: <a href="https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap#phase3">https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap#phase3</a> .	This was reported to the COVID Committee as a supplementary agenda report on 2 June 2020.

2.5. 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"><li>Consider as part of Action 2.5.</li></ul>
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.	<ul style="list-style-type: none"><li>Consider as part of Action 2.15.</li></ul>

2.6. 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"><li>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.</li><li>Advocate for rent relief for businesses affected by restrictions.</li><li>Consider the use of percent for art funds for activations once restrictions are lifted.</li><li>Consider the use of cash in lieu for parking funds.</li><li>Consider preparing a community benefit incentive based policy position under Design WA.</li></ol>	Response: <ul style="list-style-type: none"><li>Include a new action in the Implementation Table above.</li><li>Include a new action in the Implementation Table above.</li><li>Consider as part of Action 2.15.</li><li>Include a new action in the Implementation Table above.</li><li>Include a new action in the Implementation Table above.</li></ul> <b>Completed.</b>

2.7. 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"><li>N/A</li></ul>

2.8. 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: <a href="https://www.facebook.com/watch/?v=687702681996307">https://www.facebook.com/watch/?v=687702681996307</a> .
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.

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COVID-19 Relief and Recovery Implementation Plan

Date	Story
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.
6 May 2020	Working with the City's Health team Blake Street Merchant in North Perth have effectively adapted their café into a small corner store selling food essentials in response to the COVID-19 restrictions and reduced supplies.
11 May 2020	First drive through COVID clinic in WA opened at No.391 Oxford Street, Mount Hawthorn.
30 May 2020	Beaufort Street Network held their second online interactive quiz night with over 100 participants, keeping connected while remaining safe.
12 June 2020	The Leedy giveaway campaign was launched by Leederville Connect, which the City promoted.

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

16 JUNE 2020

**COVID-19 Relief and Recovery Communication Status Report**

Monday 1 June 2020 – 9 June 2020

Communication Action	No. Action Alignment COVID-19 Relief & Recovery Strategy	Release Dates	Target Market	Communication Tools	Outcome
Reopening of Beatty Park, Library and Local History Centre members	1.1 1.2 1.3 1.7	Library – 15 May Beatty Park – 29 May	Residents Library Members Beatty Park Members Parents Seniors Home educators	Corporate Website – COVID-19 Portal City of Vincent Library and Local History Website Beatty Park Website E-newsletters- Beatty Park database 3500	Beatty Park Holding statement Phase 3 – 29 May, 2 June. Phase 3 Opening times and timetables update 5 June. Healthy at Home content still supporting the physical classes and operation.
Signage plan to ensure consistent messaging across the City's facilities and parks	1.11 1.9 2.24	First set of installation 18 May Facility installation 28 May	Facility Users Community Groups Residents Business Owners	Printed material Digital Screens Handwashing stations Cleaning information Wayfinding	Customer Service Signage – Complete. Facility Signage – Complete. Beatty Park Signage – Complete. Library Signage – Complete.
Reopening of City Facilities for Community and Commercial users	1.1 1.2 1.6 2.3 2.16 2.17	2 June	Facility User – Commercial Facility User – Community	Media Release Corporate Website – Homepage rotator COVID Portal City of Vincent Facebook City of Vincent Instagram City of Vincent Linked In Space to Co.	Direct communication with regular users starting 20 May. Space to Co relaunch 2 June. Media Release 29 May. Signage installation 28 May. Website Header 2 June.
Open for Business Phase Two	2.19 2.20 2.37 2.38 2.39	4 June	Residents Ratepayers Business Owners Local and State Media Town Teams	E-newsletter	E-newsletter sent to 920 businesses for Phase 3.  Working with Place and Health teams to develop phase two and update directory.
Development of specific support areas of the website for clubs, community groups and stakeholders who use community facilities and sportsgrounds	2.19 2.21	2 June	Community Groups Sporting Groups Peak Bodies	Corporate Website – Homepage rotator COVID Portal	Facility, sportsground, club and community group information included on facility's section of the COVID-19 portal 2 June.
Sports Clubs communications to return to facilities	2.11 2.21	11 May direct 18 May broader 28 May broader 7 June direct	Facility Users Community Groups Media	Corporate Website E-newsletters	28 May First week of training update and album. 7 June update on contact sport requirements.
Promotion of online council meetings and provide easy simple instructions for access	1.3 3.1	9 June	Residents Ratepayers Business Owners Local and State Media	Media Release Corporate Website City of Vincent Facebook	TBC.
Promotion of sponsorship, grants and relief packages for community groups, sporting clubs and local businesses	2.21 2.22 2.12 2.11	9 June	Community Groups Sporting Groups	Media Release Corporate Website – Homepage rotator COVID Portal City of Vincent Facebook	Notification of funding support available through Lotterywest for sporting groups.

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COVID-19 Relief and Recovery Communication Status Report

Upcoming Communications Projects					
Communication Action	No. Action Alignment COVID-19 Relief & Recovery Strategy	Release Dates	Target Market	Communication Tools	Outcome
Development of broad community engagement and communication plan for Art Project	2.16	TBC	Creative Community NGO's Residents Ratepayers Business Owners Local and State Media	Corporate Website City of Vincent Facebook City of Vincent Instagram E-newsletters Postcards	Future Communications – pending.
Inform community during preparation of City's annual budget in COVID-19 environment	2.5 2.19 2.21 3.3 3.5 3.8 3.9 3.11	21 May	Residents Ratepayers Business Owners Local and State Media	Media Release Community Newspaper Public Notice	21 May – Budget Review Media Release TBC – Differential rates adoption advertisement
Promote the WA Health Department's messaging across all City channels	1.4 1.8	15 May Flu 16 May Flu 24 May Mental Health 24 May COVID Safe App 28 May Aboriginal Health TBC	Residents	Corporate Website City of Vincent Facebook	Update when next batch of videos are released.



## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

16 JUNE 2020

**8 ANNOUNCEMENTS BY PRESIDING MEMBER (WITHOUT DISCUSSION)**

Nil

**9 GENERAL BUSINESS****9.1 Transitioning to fortnightly meetings commencing 30 June 2020**

A report will be presented to the 23 June 2020 COVID-19 Relief and Recovery Committee meeting with proposed dates.

**10 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED****10.1 ARTS RELIEF GRANTS FUNDING RECOMMENDATIONS**

Attachments: Nil

**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 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 5.26 pm the meeting recording and the livestreaming were stopped.

**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 5.55pm the recording and livestreaming recommenced.

The Mayor, Emma Cole, read out the following decision which was made behind closed doors.

**COMMITTEE DECISION 10.1**

**Moved:** Cr Gontaszewski, **Seconded:** Cr Castle

That the COVID-19 Relief and Recovery Committee ENDORSES artists 1, 5 and 6 to be the recipients of the Arts Relief Grant funding as outlined in this report.

COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

16 JUNE 2020

CARRIED UNANIMOUSLY (3-0)

**For:** Mayor Cole, Cr Gontaszewski and Cr Castle

**Against:** Nil



## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

16 JUNE 2020

**11 NEXT MEETING**

23 June 2020 – To Be Confirmed

30 June 2020 – To Be Confirmed

**12 CLOSURE**

There being no further business, the Presiding Member, Mayor Emma Cole, declared the meeting closed at 5.56pm with the following persons present:

<b>PRESENT:</b>	<b>Mayor Emma Cole</b> <b>Cr Susan Gontaszewski</b> <b>Cr Alex Castle</b>	<b>Presiding Member</b> <b>South Ward</b> <b>North Ward</b>
<b>IN ATTENDANCE:</b>	<b>David MacLennan</b> <b>Andrew Murphy</b> <b>Virginia Miltrup</b> <b>Meluka Bancroft</b> <b>Mark Fallows</b> <b>Wendy Barnard</b>	<b>Chief Executive Officer</b> <b>Executive Director Infrastructure &amp; Environment</b> <b>Executive Director Community &amp; Business Services</b> <b>Executive Manager Corporate Strategy &amp; Governance</b> <b>Manager Built Environment &amp; Wellbeing</b> <b>Council Liaison Officer</b>

**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 16 June 2020.

Signed: Mayor Emma Cole

Dated



**CITY OF VINCENT**

# **MINUTES**

## **COVID-19 Relief and Recovery Committee**

**23 June 2020**

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

23 JUNE 2020

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

23 JUNE 2020

MINUTES OF CITY OF VINCENT  
 COVID-19 RELIEF AND RECOVERY COMMITTEE  
 HELD AT THE E-MEETING, STREAMED LIVE VIA THE CITY'S WEBSITE  
[HTTP://WEBCAST.VINCENT.WA.GOV.AU/](http://webcast.vincent.wa.gov.au/)  
 AND ADMINISTRATION AND CIVIC CENTRE  
 244 VINCENT STREET, LEEDERVILLE  
 ON TUESDAY, 23 JUNE 2020 AT 5.00PM

<b>PRESENT:</b>	Mayor Emma Cole Cr Susan Gontaszewski Cr Alex Castle	Presiding Member South Ward North Ward
<b>IN ATTENDANCE:</b>	David MacLennan Andrew Murphy  Virginia Miltrup  John Corbellini  Meluka Bancroft Executive  Mark Fallows Wendy Barnard	Chief Executive Officer Executive Director Infrastructure & Environment Executive Director Community & Business Services Executive Director Strategy & Development Manager Corporate Strategy & Governance Manager Built Environment & Wellbeing Council Liaison Officer

**Public:** No members of the public.

## 1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Mayor Emma Cole declared the meeting open at 5.03pm 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 Executive Manager Corporate Strategy and Governance:

### 3.1 Dudley Maier of Highgate - Item 10.1 Arts Grants

At last week's Covid-19 Committee meeting the committee endorsed 3 artists to be recipients of an Arts Relief Grant. The artists weren't named, just given Orwellian numbers; the amounts they would receive was not identified; and the work they would produce was not described. As well as stopping the livestreaming, the minutes show that the recording of that portion of the meeting was stopped.

Approximately three hours later the full council adopted a Recording and Web Streaming Policy. The first point in the policy states that meetings will be recorded, including when council resolves to go behind closed doors. However, the policy does allow the presiding member to stop recording when the matter is considered behind closed doors.

I did object to the clause which allowed the presiding member to stop recording but my comments were not adequately represented or considered by the staff. I said that I could not think of a valid situation which would justify stopping the recording, and I likened it to the 'moral' equivalent of destroying evidence.

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

23 JUNE 2020

Tonight's agenda has a similar item to last week's and the reason for the secrecy remains the same – it would reveal information that has commercial value to a person.

Let's contrast this to the first item in the agenda for this evening's City of Perth Briefing. This involves the grant of \$35,000 for the design, construction and installation of a sign in Northbridge and is part of the activation of the area. It is linked to the development of the Rechabite Hall as a multi-level arts and hospitality complex. The grant is part of the City's discretionary COVID-19 recovery action plan.

The report identifies the recipient - Happy Heart Pty Ltd which is a company formed by Adrian Fini and Marcus Canning; it identifies how much they will receive - \$35,000; and it identifies what the money will be spent on – a sign based on the Venice sign in Venice Beach, California.

As well, the report contains an Assessment Scorecard. The scorecard shows 12 criteria in six groupings. A score out of five is shown for each criterion.

The report also addresses eligibility criteria such as community benefit, community support and alignment with the city's COVID-19 response. The report is thorough and in the public domain prior to the council making a decision.

Compare this with Vincent's approach. Where everything is secret and even the final decision is clouded in unnecessary mystery.

The Vincent Council makes out that it is transparent and accountable – the treatment of the Arts Relief Grants by the Administration and the Committee is yet more evidence that this is not correct.

**The following response was provided by Administration at the Meeting:**

*The Manager Corporate Strategy and Governance advised that Council Meetings and Briefings are recorded in full so that Administration has a complete record of the proceeding, as is set out in the City's new policy. At the 16 June 2020 COVID-19 Relief and Recovery Committee Meeting the recording was paused for the confidential item due to an administrative oversight. It was not at the direction of the Presiding Member. Tonight's meeting, and all future meetings, will be recorded in full, with the recording for any confidential items removed from the copy of the recording uploaded to the City's website.*

*The Executive Director Community and Business Services advised that the City's process reflects the Expression of Interest, which is in accordance with Local Government Act and its associated regulations. The City has a working group which constitutes three Elected Members, which reviews the assessment and recommendations from Administration in line with the assessment criteria and assessment process. The COVID-19 Relief and Recovery Committee then provides an independent assessment.*

*The Presiding Member, Emma Cole advised that the City is dealing with 53 arts relief applications. Once all the applications have been reviewed details of the costs and artistic concepts of the successful applicants will be publicly released. The City intends to be transparent and open in this process.*

There being no further statements, Public Question Time closed at approximately 5.10pm.

**(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**3.1 Dudley Maier of Highgate - Item 10.1 Arts Grants**

1. Given that the full Council is meeting an hour after the Covid Committee, why wasn't the art item taken to full council for consideration and approval, with all council members given the opportunity to comment and decide?

*The allocation of the percent for arts funds falls within the scope of the COVID-19 Relief and Recovery Committee's Terms of Reference. Therefore it is appropriate for the Committee to consider the grants.*

2. Given that there was no explicit financial delegation to the Covid Committee other than the one concerning tenders, have all approvals for the disbursement of the Leederville Gardens Trust money been done by way of a tender?

*The COVID-19 Relief and Recovery Committee Terms of Reference provide that the Committee*

**COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES****23 JUNE 2020**

*may make decisions on the allocation of the Leederville Gardens Inc Trust Funds. The Local Government Act 1995 tender requirement (section 3.57) is not applicable to the allocation of the trust funds, as the disbursement of trust funds is not a contract for the supply of goods or services.*

3. Is the money proposed to be disbursed from the Percent for Arts Reserve being done by way of a tender?

*The percent for arts funds will be allocated through an expression of interest process.*

4. Given that the Terms of Reference for the Committee, and the Council approval of 30 March, did not explicitly delegate powers to act as trustees for the Leederville Gardens Trust, did the committee have the authority to act as the trustee for the fund when approving the use of funds from the Trust?

*The COVID-19 Relief and Recovery Committee's Terms of Reference include the allocation of the Leederville Gardens Trust funds as a power of the Committee. Council had the power to include this in the Committee's Terms of Reference.*

5. Has the City complied with all requirements for tenders as specified in the Local Government Act and associated Regulations for both the disbursement of the Leederville Gardens Trust money and the Percent for Art money?

*As noted above, section 3.57 of the Local Government Act 1995 does not apply in respect to the disbursement of funds held on trust. The Percent for Art grants applications have been received through an expression of interest process, which is not yet complete, and the City is compliant with the requisite Act and Regulations.*

6. Why doesn't the City's Tender Register contain details of the funds that have been disbursed from the Trust so far?

*It is not a Local Government Act 1995 tender process, so the allocation of the trust funds do not need to be included in the City's tender register.*

**4 DECLARATIONS OF INTEREST**

- 4.1 Cr Susan Gontaszewski disclosed an impartiality interest in Item 10.1 - Arts Relief Grants Tranche 2. The extent of her interest is that she has an association with applicants 7 and 10.
- 4.2 Cr Alex Castle disclosed an impartiality interest in Item 10.1 - Arts Relief Grants Tranche 2. The extent of her interest is that she has a personal acquaintance with applicant 7.
- 4.3 Mayor Emma Cole disclosed an impartiality interest in Item 10.1 - Arts Relief Grants Tranche 2. The extent of her interest is that she has a personal acquaintance with two of the applicants, applicants 4 and 7.

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

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COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

23 JUNE 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 16 June 2020 be confirmed.

**CARRIED UNANIMOUSLY (3-0)**

**For:** Mayor Cole, Cr Gontaszewski and Cr Castle



**Against:** Nil

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COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

23 JUNE 2020

**7 BUSINESS ARISING****7.1 COVID-19 WEEKLY UPDATE**

Attachments: 1. COVID-19 Relief & Recovery Implementation Plan [↓](#)   
2. Communication 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

23 JUNE 2020

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

23 JUNE 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 at 11 June 2020	Weekly update as at 18 June 2020
				Short	Medium	Long			
<b>1. Our Health and Wellbeing</b>	1.2 Communications Plan developed including community messaging through website, social media and display at the City's facilities.	Marketing	Built Environment & Wellbeing	•			✓		Communication actions are now being reported to the Committee through the weekly update report.
	1.5 Draft Public Health Plan, community education campaign and stakeholder engagement.	Built Environment & Wellbeing	Marketing		•	•		PHP going to July Council Meeting.	Public health bodies are supportive of COVID-19 being encompassed within the drafting of the City's PHP.
	1.8 Ensure there is a strong presence to manage public health issues, as advocated by the Department of Health.	Built Environment & Wellbeing		•	•	•	✓	Ongoing.	The City has continued to provide public health services and awareness in accordance with Department of Health guidelines.
<b>2. Our Community</b>	2.3 Consideration of impacts of COVID-19 on City rate debtors.	Finance		•					
	2.5 Budget and financial strategy for 2020/21 to consider a 0 yield increase and 0 fees and charges increase.	Finance			•				
	2.7 Deliver programs funded through the Leederville Gardens trust fund and provide regular updates on progress of fundees.	Governance		•	•			Funds allocated to six PBIs- People Who Care Inc, St Vincent de Paul, Ruah, UnitingCare West, YMCA and Foodbank. Grant agreements are being finalised by these PBI'S. All grants will be subject to an acquittal process.  Administration is reviewing a further submission and will present a recommendation to the Committee within the next two weeks	
	2.14 Consider arts industry relief using developer contribution cash-in-lieu funds from Percent for Art fund.	Marketing	Policy & Place Development & Design	•				Assessments completed by administration and working group. Report will come to COVID Committee 16/6.	Further reports being presented to the Committee.
	2.19 Consider events and initiatives to assist with economic rebound.	Policy & Place Marketing			•	•		The City is currently preparing its approach to assist with economic rebound.	The City is currently preparing its approach to assist with economic rebound.
	2.20 Support local businesses and buy local. Maintain contact with local businesses to understand the support they need and share reputable information.	Policy & Place Marketing		•	•	•		The City is continuing to provide an advisory service to support local businesses in responding to the new restrictions in Phase 3. Leederville Village Square was reopened to vehicles between Monday 8 June 2020 and Thursday 11 June 2020. It was closed again to vehicles and open for use by businesses and the community on between the 12 June 2020 and Monday 15 June 2020.	The City is continuing to provide an advisory service to support local businesses in responding to the new restrictions in Phase 3. This support is also being delivered through the COVID-19 portal.
	2.22 Consider the use of cash in lieu for parking funds.	Policy & Place		•	•			The City is continuing to develop a cash in lieu expenditure plan and procedure in consultation with the Town Teams to support projects in the City's Town Centres.	
	2.24 Consider measures to continue support for homeless community.	Ranger Services	Community Partnerships	•	•	•			

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

23 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

	Key Action	Responsible Team	Support Team	Timing			Completed	Status at 11 June 2020	Weekly update as at 18 June 2020
				Short	Medium	Long			
	2.37 Provide an advisory service to assist businesses and community facilities to develop COVID Safety Plans and complete COVID training.	Built Environment & Wellbeing	Policy & Place Marketing & Partnerships	•				The City has now visited 233 businesses to provide direct support. COVID Safety Plans have been released in Arabic, Thai, Chinese and Vietnamese. These are being distributed to applicable businesses.	This service is continuing.
	2.39 Engage with food businesses and other stakeholders to consider feasibility of outdoor eating areas in public spaces in town centres, noting Phase 2 and anticipating Phase 3 restrictions.	Policy & Place	Built Environment & Wellbeing Engineering	•			✓	Leederville Village Square was reopened to vehicles between Monday 8 June 2020 and Thursday 11 June 2020. It was closed again to vehicles and open for use by businesses and the community on between the 12 June 2020 and Monday 15 June 2020. Businesses are using Mary Street Piazza to expand their footprint and serve more customers in their COVID recovery.  The City is continuing to relax requirements to enable businesses to use parklets and alfresco dining options to comply with restrictions during Phase 3.	Complete
	2.40 Encourage people to return to their usual places of work and learning and encourage patrons to return to using public transport to support their local economy within public health requirements and guidelines.	Marketing		•					This action will be completed during phase 4 of the COVID Safety Roadmap.
	2.44 Community resilience scorecard study	Marketing and Partnerships			•			The City is collaborating with Department of Local Government, Sport and Cultural Industries, Local Government Professionals WA and CATALYSE to measure local community resilience. The City is aiming to survey 300 residents in the next two weeks, in the first 30 hours 69 residents had completed the survey.	79 responses so far.
<b>3. Our Organisation</b>	3.4 Review planned asset maintenance programs to reschedule works to support recovery.	Engineering Parks	Finance	•	•	•			
	3.8 Consider project readiness for potential State and Federal grant funding and further stimulus packages.	Engineering Policy & Place			•	•			
	3.9 Investigation of rate smoothing payments.	Finance		•	•				
	3.11 Gross Rental Value re-evaluation.	Finance		•	•				
	3.13 Develop a technology roadmap to facilitate ongoing working from home and the office	ICT		•					

**2.2. Completed actions**

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
<b>1. Our Health &amp; Wellbeing</b>	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	•			✓
	1.3 Maintain customer service support and consider a range of measures to support ongoing community engagement using online and innovative practices.	Customer Service	Beatty Park Library & Local History Centre	•			✓
	1.4 Consider developing a local campaign for flu season vaccinations.	Built Environment & Wellbeing	Marketing		•		✓

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

23 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
	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	•	•		✓
	1.7 Explore new opportunities for delivering fitness programs.	Beatty Park Leisure Centre		•	•		✓
	1.9 Continue to promote our role to maintain social distancing, hand hygiene, respiratory hygiene, stay home when sick and download the COVIDSafe app; and develop signage and tools to ensure consistent messaging across the City's facilities and parks. (Phase 2 Action).	Built Environment & Wellbeing Marketing		•			✓
	1.10 Provide hand hygiene stations at all City buildings. (Phase 2 Action).	Beatty Park Customer & Library Services	Built Environment & Wellbeing	•			✓
	1.11 Support the WA Government to develop COVID Safety Plans and Guidelines. (Phase 2 Action).	Built Environment & Wellbeing	CEO's Office	•			✓
	1.12 Revise all of the City's COVID Safety plans to accommodate Phase 3 requirements	Built Environment & Wellbeing	Various Teams		•		✓
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	•			✓
	2.4 Move to fortnightly payment of creditors.	Finance		•			✓
	2.6 Consider Expression of Interest for disbursement of significant Leederville Gardens trust funds to assist vulnerable residents impacted by COVID-19.	CEO Office	Finance	•			✓
	2.8 Expand Vincent Library e-book loans and Books on Wheels service.	Library & Local History Centre		•			✓
	2.9 Promote Meals on Wheels Service.	Customer and Library Services (Community Centre)	Marketing Community Partnerships	•			✓
	2.10 Explore opportunities to expand online library services.	Library & Local History Centre		•			✓
	2.11 Discuss with local businesses to implement changes to car parking to support take away and home delivery services.	Engineering	Policy & Place	•			✓
	2.12 Launched online planning applications for lodgement and tracking.	Development & Design	ICT	•			✓
	2.13 Expand Beaufort Street amnesty for change of use planning applications across Vincent.	Policy & Place	Development & Design	•			✓
	2.15 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		•			✓
	2.16 Consider timing of rollout of FOGO.	Waste		•			✓
	2.17 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			•		✓
	2.18 Consider sponsorship, grants and relief packages for community groups, sporting clubs and local businesses.	Policy & Place Community Partnerships	Finance		•		✓
	2.21 Advocate for rent relief for businesses affected by restrictions.	Policy & Place		•			✓
	2.23 Consider preparing a community benefit incentive based policy position under Design WA.	Policy & Place	Development & Design	•	•	•	✓
	2.25 Monitor public open space to educate community on social distancing measures.	Ranger Services Parks & Urban Green	Built Environment & Wellbeing	•	•	•	✓
	2.26 Vincent Community Support Network.	Community and Business Services		•	•	•	✓
	2.27 Maintain online information on health, building and planning requirements for Businesses.	Built Environment & Wellbeing Development & Design		•			✓

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

23 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
	2.28 Monitor and respond to easing of COVID-19 restrictions on food and other businesses.	Built Environment & Wellbeing	Marketing Policy and Place	•	•		✓
	2.29 Gathering limit increase to 20 monitored in public spaces. (Phase 2 Action).	Ranger Services Parks		•			✓
	2.30 Bookings permitted for groups of up to 20 in parks and community halls, and weddings of up to 30 in parks. (Phase 2 Action).	Marketing and Partnerships	Ranger Services	•	•		✓
	2.31 Reopen the Library and Local History Centre commencing with book borrowing services only, considering the 20 patron limit. (Phase 2 Action).	Customer & Library Services		•			✓
	2.32 Reopen the Community Centre, and ensure Seniors programs are reviewed to minimise infection risk. (Phase 2 Action).	Customer & Library Services	Built Environment & Wellbeing	•			✓
	2.33 Reopen the Beatty Park swimming pools with a limit of 20 patrons per pool. (Phase 2 Action).	Beatty Park Leisure Centre		•			✓
	2.34 Recommence Beatty Park fitness classes, with this area being segregated into a separate facility, with strictly no internal access to the pools. (Phase 2 Action).	Beatty Park Leisure Centre		•			✓
	2.35 Provide advice to sporting clubs on non-contact training. (Phase 2 Action).	Marketing & Partnerships	Built Environment & Wellbeing	•			✓
	2.36 Commence recommissioning of drinking fountains and provide signage on healthy hygiene in proximity to the fountains. (Phase 2 Action).	Parks		•			✓
	2.38 Support the resumption of dine-in at restaurants, cafes, bars and pubs; including providing assistance to measure floor areas to determine maximum permitted numbers based on the 4 square metre density rule. (Phase 2 Action).	Built Environment & Wellbeing Policy & Place	Development & Design	•			✓
	2.41 Facilitate enhancements to Loftus Centre including WIFI.	ICT		•			✓
	2.42 Broaden scope of services at the Library and Local History Centre, Community Centre, Beatty Park Leisure Centre and community halls in line with Phase 3.	Library and Customer Services Beatty Park	Built Environment and Wellbeing		•		✓
	2.43 Re-open playgrounds, skate parks and outdoor gym equipment.	Parks			•		✓
<b>3. Our Organisation</b>	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		•	•	•	✓
	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		•			✓
	3.6 Seek deferral of OAG performance audit of Information Technology.	Governance	ICT	•			✓
	3.7 Workforce optimisation strategies.	Human Resources		•	•	•	✓
	3.10 Health, Safety and wellness of organisation.	Human Resources		•	•	•	✓
	3.12 Develop best practice for returning to office where appropriate. (Phase 2 Action).	Human Resources	Built Environment & Wellbeing	•			✓

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COVID-19 Relief and Recovery Implementation Plan

2.3. 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: <a href="https://www.wa.gov.au/sites/default/files/2020-03/Declaration%20of%20State%20of%20Emergency.pdf">https://www.wa.gov.au/sites/default/files/2020-03/Declaration%20of%20State%20of%20Emergency.pdf</a>	<ul style="list-style-type: none"><li>• Communication through emergency management networks.</li></ul>
16 March 2020	Declaration of Public Health State of Emergency: <a href="https://www.wa.gov.au/sites/default/files/2020-03/Western%20Australia%20Declaration%20of%20Public%20Health%20State%20of%20Emergency.pdf">https://www.wa.gov.au/sites/default/files/2020-03/Western%20Australia%20Declaration%20of%20Public%20Health%20State%20of%20Emergency.pdf</a>	<ul style="list-style-type: none"><li>• City implemented all directives.</li><li>• City monitoring the situation in the community and liaising with WA Police who hold emergency powers.</li></ul>
20 March 2020	Direction regarding deliveries and waste collection: <a href="https://www.dlgsc.wa.gov.au/docs/default-source/news/public-authorities-(delivery-of-goods-and-collection-of-rubbish-and-refuse)-directions.pdf">https://www.dlgsc.wa.gov.au/docs/default-source/news/public-authorities-(delivery-of-goods-and-collection-of-rubbish-and-refuse)-directions.pdf</a>	<ul style="list-style-type: none"><li>• Consider as part of Item 2.16.</li></ul>

2.4. 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: <a href="https://treasury.gov.au/coronavirus">https://treasury.gov.au/coronavirus</a> .	<ul style="list-style-type: none"><li>• Noted.</li></ul>
13 March 2020	Advice against holding non-essential public gatherings of more than 500 people from 16 March 2020: <a href="https://www.pm.gov.au/media/advice-coronavirus">https://www.pm.gov.au/media/advice-coronavirus</a> .	<ul style="list-style-type: none"><li>• Outdoor events &gt;500 people cancelled and advertising ceased.</li><li>• Event stakeholders engaged on this announcement.</li></ul>
16 March 2020	Self-isolation required for all people entering Australia for a period of 14 days: <a href="https://www.pm.gov.au/media/coronavirus-measures-endorsed-national-cabinet">https://www.pm.gov.au/media/coronavirus-measures-endorsed-national-cabinet</a> .	<ul style="list-style-type: none"><li>• Directive implemented by the City.</li></ul>
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: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/COVID-19-economic-response-Relief-for-businesses-and-households.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/COVID-19-economic-response-Relief-for-businesses-and-households.aspx</a> .	<ul style="list-style-type: none"><li>• Noted.</li></ul>
18 March 2020	Non-essential indoor gathering limited to 100 people, social distancing of 1.5metres and hygiene measures required: <a href="https://www.pm.gov.au/media/update-coronavirus-measures">https://www.pm.gov.au/media/update-coronavirus-measures</a> .	<ul style="list-style-type: none"><li>• Documented management systems implemented at Beatty Park, Library and other facilities.</li><li>• Local businesses advised of this announcement.</li></ul>
20 March 2020	Four square metre density applied to indoor gatherings: <a href="https://www.pm.gov.au/media/update-coronavirus-measures-0">https://www.pm.gov.au/media/update-coronavirus-measures-0</a> .	<ul style="list-style-type: none"><li>• Local businesses advised of this announcement.</li></ul>
22 March 2020	The following facilities were restricted from opening from midday local time 23 March 2020: <ul style="list-style-type: none"><li>• Pubs, registered and licenced clubs (excluding bottle shops attached to these venues), hotels (excluding accommodation).</li><li>• Gyms and indoor sporting venues.</li><li>• Cinemas, entertainment venues, casinos, and night clubs.</li><li>• Restaurants and cafes will be restricted to takeaway and/or home delivery.</li><li>• 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).</li></ul> <a href="https://www.pm.gov.au/media/update-coronavirus-measures-220320">https://www.pm.gov.au/media/update-coronavirus-measures-220320</a> .	<ul style="list-style-type: none"><li>• Beatty Park, Library and other community facilities closed.</li><li>• Local businesses advised of this announcement.</li><li>• Monitoring of local businesses implemented by the City.</li></ul>
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: <a href="https://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020">https://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020</a> .	<ul style="list-style-type: none"><li>• Local businesses advised of this announcement.</li></ul>
29 March 2020	Public gatherings limited to two people, with some exceptions. Playgrounds, skate parks and outdoor gyms to close: <a href="https://www.pm.gov.au/media/national-cabinet-statement">https://www.pm.gov.au/media/national-cabinet-statement</a> .	<ul style="list-style-type: none"><li>• Playgrounds, skate parks and outdoor gym equipment closed.</li><li>• Public spaces monitored.</li></ul>
30 March 2020	\$130 billion JobKeeper wage subsidy program announced: <a href="https://www.pm.gov.au/media/130-billion-jobkeeper-payment-keep-australians-job">https://www.pm.gov.au/media/130-billion-jobkeeper-payment-keep-australians-job</a> .	<ul style="list-style-type: none"><li>• Information reviewed by the City.</li></ul>
31 March 2020	Minister Stephen Dawson (Environment) announced container deposit scheme June 2 launch has been deferred <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Start-of-Containers-for-Change-deferred-due-to-COVID-19.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Start-of-Containers-for-Change-deferred-due-to-COVID-19.aspx</a> .	<ul style="list-style-type: none"><li>• Information reviewed by the City.</li></ul>
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. <a href="https://www.pm.gov.au/media/update-coronavirus-measures-030420">https://www.pm.gov.au/media/update-coronavirus-measures-030420</a> . Minister Rita Saffioti (Planning) announced Planning legislation changes to support COVID-19 response and recovery: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Planning-changes-support-COVID-19-response-and-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Planning-changes-support-COVID-19-response-and-recovery.aspx</a> .	<ul style="list-style-type: none"><li>• Noted. Awaiting State response.</li><li>• Information reviewed by City. Awaiting further announcement of state wide measures to be implemented.</li><li>• City advocating on support for local governments.</li></ul>

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

23 JUNE 2020

**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: <a href="https://www.pm.gov.au/sites/default/files/files/national-cabinet-mandatory-code-ofconduct-sme-commercial-leasing-principles.pdf">https://www.pm.gov.au/sites/default/files/files/national-cabinet-mandatory-code-ofconduct-sme-commercial-leasing-principles.pdf</a> .	<ul style="list-style-type: none"> <li>Currently being reviewed to consider implications for Vincent businesses.</li> </ul>
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: <a href="https://www.pm.gov.au/media/update-coronavirus-measures-3">https://www.pm.gov.au/media/update-coronavirus-measures-3</a> .	<ul style="list-style-type: none"> <li>Council at its Special Council Meeting 30 March 2020 agreed to freeze rates for 20/21 Budget year; defer debt recovery.</li> </ul>
11 April 2020	Minister Rita Saffioti (Planning) issued exemption notice for local planning approvals to support COVID-19 response: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Minister-issues-exemption-notice-for-local-planning-approvals.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Minister-issues-exemption-notice-for-local-planning-approvals.aspx</a> .	<ul style="list-style-type: none"> <li>Report has been prepared for COVID-19 Committee to consider Minister's exemptions and those planning exemptions approved by Council 30 March 2020.</li> </ul>
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: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/New-laws-to-provide-support-for-commercial-and-residential-tenants-and-landlords.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/New-laws-to-provide-support-for-commercial-and-residential-tenants-and-landlords.aspx</a> .	<ul style="list-style-type: none"> <li>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.</li> <li>Potential relief for Business tenants across the City.</li> </ul>
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"> <li>modifications or suspension of legislative provisions; and</li> <li>local government local laws.</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Local-Government-Act-changes-to-support-COVID-19-response.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Local-Government-Act-changes-to-support-COVID-19-response.aspx</a> .	<ul style="list-style-type: none"> <li>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.</li> <li>Awaiting release of information.</li> </ul>
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"> <li>Noted.</li> </ul>
21 April 2020	Hon. Mark McGowan MLA and Hon John Quigley MLA announced moratorium and code of conduct to protect WA businesses. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Eviction-moratorium-and-code-of-conduct-to-protect-WA-businesses.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Eviction-moratorium-and-code-of-conduct-to-protect-WA-businesses.aspx</a> .	<ul style="list-style-type: none"> <li>Advocacy successful. Measures to be communicated to businesses on the City's Business support page.</li> </ul>
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"> <li>This information is being assessed.</li> </ul>
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"> <li>Weddings (increased from 5) and funerals;</li> <li>Outdoor personal training (no shared equipment); and</li> <li>Home opens and display village inspections.</li> </ul>	<ul style="list-style-type: none"> <li>This will likely result in an increase in the number of groups training within the City's public reserves;</li> <li>Continued monitoring to be undertaken by Ranger services to ensure social distancing requirements are being maintained; and</li> <li>Recommence issuing permits for personal training groups.</li> </ul>
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"> <li>Understanding COVID-19 and venue restrictions;</li> <li>Reporting personal health issues;</li> <li>Maintaining personal and work environment hygiene practices, specific to COVID-19;</li> <li>Reducing cross contamination through procedures, specific to COVID-19; and</li> <li>Effective cleaning and sanitising practices, specific to COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation required as to who will be responsible for monitoring accreditation and compliance, potentially additional responsibility for Environmental Health Officers.</li> </ul>
7 May 2020	WA Government announces \$100m short term lending facility to support local governments and universities through COVID-19. This takes advantage of record low interest rates to provide low cost access to liquidity for these essential sectors with no loan guarantee fee charged on borrowings.	<ul style="list-style-type: none"> <li>Information being considered.</li> </ul>
8 May 2020	National Cabinet announces three-step plan to gradually remove baseline restrictions and make Australia COVID-safe. <ul style="list-style-type: none"> <li>Step 1 will focus on carefully reopening the economy, and giving Australians opportunities to return to work and social activities, including gatherings of up to 10 people, up to 5 visitors in the family home and some local and regional travel;</li> <li>Step 2 builds on this with gatherings of up to 20, and more businesses reopening, including gyms, beauty services and entertainment venues like galleries and cinemas;</li> <li>Step 3 will see a transition to COVID safe ways of living and working, with gatherings of up to 100 people permitted. Arrangements under step 3 will be the 'new normal' while the virus remains a threat. International travel and mass gatherings over 100 people will remain restricted;</li> </ul> <a href="https://www.pm.gov.au/media/update-coronavirus-measures-08may20">https://www.pm.gov.au/media/update-coronavirus-measures-08may20</a> .	<ul style="list-style-type: none"> <li>Noted.</li> </ul>

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

23 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

Date	Announcement	Response
10 May 2020	WA Government announces roadmap for easing COVID-19 restrictions with phase 2 coming into effect 18 May 2020 encouraging Western Australians to return to work, so the WA economy can further rebuild in a safe and measured way. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/The-WA-roadmap-for-easing-COVID-19-restrictions.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/The-WA-roadmap-for-easing-COVID-19-restrictions.aspx</a> .	<ul style="list-style-type: none"> <li>Noted. CoV roadmap presented to 12 May 2020 Committee meeting.</li> </ul>
11 May 2020	Hon. Roger Cook and Hon. Paul Papalia announce COVID safety plans key to reopening WA businesses with template being developed in consultation with key stakeholders, to be released later this week. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/COVID-Safety-Plans-key-to-reopening-WA-businesses.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/COVID-Safety-Plans-key-to-reopening-WA-businesses.aspx</a> .	<ul style="list-style-type: none"> <li>Awaiting template release to distribute to applicable businesses.</li> <li>Need to consider how to assist non English speakers with completing.</li> </ul>
12 May 2020	Hon. David Templeman announces Local Government sector urged to take leadership role during phase 2 easing of restrictions. Mr Templeman urged the sector to focus on a number of initiatives over the coming week, including: <ul style="list-style-type: none"> <li>Re-opening libraries and other local government facilities that comply with the new requirements;</li> <li>Helping the restaurant and hospitality sector by being as flexible as possible in letting businesses open up again, particularly regarding alfresco operations;</li> <li>Moving back to conducting council and shire chamber meetings in person - while observing social distancing at all times - and with the public attending where possible;</li> <li>Promoting the new regional travel guidelines;</li> <li>Re-opening sport and recreation facilities where practicable;</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/L-Local-Government-sector-urged-to-take-leadership-role.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/L-Local-Government-sector-urged-to-take-leadership-role.aspx</a> .	<ul style="list-style-type: none"> <li>Noted. CoV roadmap presented to 12 May 2020 Committee meeting.</li> <li>Actions underway to support.</li> </ul>
15 May 2020	WA Government announces COVID Safety Plan to be completed for WA Businesses to reopen particularly food businesses and sport and recreation venues. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Supporting-WA-businesses-re-opening-through-COVID-19.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Supporting-WA-businesses-re-opening-through-COVID-19.aspx</a> .	Health team and community partnerships have been working with local food businesses and sporting clubs and community groups to provide guidance and checklists for completing COVID Safe plans.
20 May 2020	WA government announces major planning reforms to drive economic recovery including: <ul style="list-style-type: none"> <li>New approval process for significant developments.</li> <li>Small business exemptions.</li> <li>Minor residential development exemptions.</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Major-planning-reforms-to-drive-economic-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Major-planning-reforms-to-drive-economic-recovery.aspx</a> .	Noted. Reforms largely align with Council's exemptions approved 30 March 2020.
21 May 2020	WA Government fast tracks community sports grants to assist with COVID-19 recovery" <ul style="list-style-type: none"> <li>\$12 million in Community Sporting and Recreation Facilities Fund (CSRFF) grants brought forward to allow projects to commence sooner.</li> <li>Funding available for local governments, not-for-profit sport, recreation or community groups to improve local sporting facilities.</li> <li>Applications for grants of up to \$2 million will now open on 25 May 2020.</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/McGowan-Government-fast-tracks-community-sport-grants-to-assist-with-COVID-19-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/McGowan-Government-fast-tracks-community-sport-grants-to-assist-with-COVID-19-recovery.aspx</a> .	For consideration.
22 May 2020	Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program for local governments.	\$270,557 being granted to the City of Vincent.
25 May 2020	The McGowan Government has approved a \$1.5 million support package for Western Australian artists during the COVID-19 emergency. <ul style="list-style-type: none"> <li>The initiative was developed by the Art Gallery of WA Board and the Art Gallery of WA Foundation.</li> <li>Aboriginal art centres and independent artists will share in up to \$525,000 towards a targeted acquisition program to purchase existing works for the State Art Collection.</li> <li>In addition, more than 350 WA artists will receive \$2,000 towards creating a State Art Collection archive.</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Support-for-WA-artists-through-1-5-million-COVID-support-program.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Support-for-WA-artists-through-1-5-million-COVID-support-program.aspx</a> .	Potential opportunity for Vincent residents.
27 May 2020	The McGowan Government has announced a State Recovery Advisory Group has been appointed to guide WA's COVID-19 recovery: <ul style="list-style-type: none"> <li>Group includes representatives from business, industry, not-for-profit organisations, UnionsWA, the public sector, local government and the community.</li> <li>State Government Ministers to lead industry stakeholder roundtable discussions to support development of State Recovery Plan and Impact Statement.</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/State-Recovery-Advisory-Group-to-guide-WA-s-COVID-19-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/State-Recovery-Advisory-Group-to-guide-WA-s-COVID-19-recovery.aspx</a> .	
29 May 2020	Phase 3 of the WA COVID Roadmap was released. See: <a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap#phase3">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap#phase3</a> .	This was reported to the COVID Committee as a supplementary agenda report on 2 June 2020.

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**COVID-19 Relief and Recovery Implementation Plan**

**2.5. 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"><li>Consider as part of Action 2.5.</li></ul>
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"><li>Consider as part of Action 2.15.</li></ul>

**2.6. 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"><li>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.</li><li>Advocate for rent relief for businesses affected by restrictions.</li><li>Consider the use of percent for art funds for activations once restrictions are lifted.</li><li>Consider the use of cash in lieu for parking funds.</li><li>Consider preparing a community benefit incentive based policy position under Design WA.</li></ol>	<p>Response:</p> <ul style="list-style-type: none"><li>Include a new action in the Implementation Table above.</li><li>Include a new action in the Implementation Table above.</li><li>Consider as part of Action 2.15.</li><li>Include a new action in the Implementation Table above.</li><li>Include a new action in the Implementation Table above.</li></ul> <p><b>Completed.</b></p>

**2.7. 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"><li>N/A</li></ul>

**2.8. 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: <a href="https://www.facebook.com/watch/?v=687702681996307">https://www.facebook.com/watch/?v=687702681996307</a> .
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.
6 May 2020	Working with the City's Health team Blake Street Merchant in North Perth have effectively adapted their café into a small corner store selling food essentials in response to the COVID-19 restrictions and reduced supplies.
11 May 2020	First drive through COVID clinic in WA opened at No.391 Oxford Street, Mount Hawthorn.
30 May 2020	Beaufort Street Network held their second online interactive quiz night with over 100 participants, keeping connected while remaining safe.
12 June 2020	The Leedy giveaway campaign was launched by Leederville Connect, which the City promoted.
17 June 2020	It is encouraging that businesses are planning community events which meet the COVID-19 Phase 3 restrictions. An example is the Truffle'n'Jazz event to be held in Mt Hawthorn in July.
18 June 2020	Exemption granted for Beatty Park Leisure Centre to operate with 485 patrons.

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

23 JUNE 2020

**COVID-19 Relief and Recovery Communication Status Report**

Monday 8 June 2020 – 18 June 2020

Communication Action	No. Action Alignment COVID-19 Relief & Recovery Strategy	Release Dates	Target Market	Communication Tools	Outcome
Reopening of Beatty Park, Library and Local History Centre members	1.1 1.2 1.3 1.7	Library – 15 May Beatty Park – 12 June	Residents Library Members Beatty Park Members Parents Seniors Home educators	Corporate Website – COVID-19 Portal City of Vincent Library and Local History Website Beatty Park Website E-newsletters- Beatty Park database 3500	Beatty Park Timetable update 15 June Membership reactivation E-newsletter 12 June
Signage plan to ensure consistent messaging across the City's facilities and parks	1.11 1.9 2.24	First set of installation 18 May Facility installation 28 May	Facility Users Community Groups Residents Business Owners	Printed material Digital Screens Handwashing stations Cleaning information Wayfinding	Customer Service Signage – Updated sandwich board signage
Development of specific support areas of the website for clubs, community groups and stakeholders who use community facilities and sportsgrounds	2.19 2.21	2 June	Community Groups Sporting Groups Peak Bodies	Corporate Website – Homepage rotator COVID Portal E-newsletters City of Vincent Facebook	Catalyse Resilience Survey launched.
Sports Clubs communications to return to facilities	2.11 2.21	8 June	Facility Users Community Groups Media	Corporate Website E-newsletters	Club Renovation Toolkit Club Renovation Webinar Series launch 30-minute webinars will provide sporting clubs and community groups with access to the information required to become more inclusive. The weekly webinars will cover the following topics: <ul style="list-style-type: none"> <li>• Club attitudes Values</li> <li>• Mission &amp; Vision</li> <li>• Unlocking Assets</li> <li>• Creating Opportunities</li> <li>• Providing Choice to Members &amp; Volunteers</li> <li>• Effective Communication</li> <li>• Creating Positive Partnerships</li> <li>• Accessibility Future Proofing</li> <li>• Understanding your Facebook analytics</li> <li>• Developing promotional materials</li> <li>• Utilising email automation</li> </ul>
Promotion of online council meetings and provide easy simple instructions for access	1.3 3.1	9 June	Residents Ratepayers	Corporate Website City of Vincent Facebook	Hybrid council meeting promoted via social and websites
Inform community during preparation of City's annual budget in COVID-19 environment	2.5 2.19 2.21 3.3 3.5 3.8 3.9 3.11	18 June	Residents Ratepayers Business Owners Local and State Media	Mayoral Statement EHQ – Imagine Vincent Corporate Website Community Newspaper Public Notice City of Vincent Facebook	Differential rates community consultation
Survey the community and assess need and priority service levels	2.19 2.20 2.37 2.38 2.39 2.5 2.19 2.21 3.3 3.5 3.8 3.9 3.11	11 June	Residents Ratepayers Council Business Owners Facility Users Community Groups Media	Corporate Website COVID Portal E-newsletters	Catalyse Resilience Survey launched across all channels. 79 responses to date

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COVID-19 Relief and Recovery Communication Status Report

Upcoming Communications Projects					
Communication Action	No. Action Alignment COVID-19 Relief & Recovery Strategy	Release Dates	Target Market	Communication Tools	Outcome
Development of broad community engagement and communication plan for Art Project	2.16	TBC	Creative Community NGO's Residents Ratepayers Business Owners Local and State Media	Corporate Website City of Vincent Facebook City of Vincent Instagram E-newsletters Postcards	First successful artists have been notified. Larger release will be done once all artists selected.
Promote the WA Health Department's messaging across all City channels	1.4 1.8	15 May Flu 16 May Flu 24 May Mental Health 24 May COVID Safe App 28 May Aboriginal Health TBC	Residents	Corporate Website City of Vincent Facebook	Update when next batch of videos are released.
Open for Business Phase Two	2.19 2.20 2.37 2.38 2.39	4 June	Residents Ratepayers Business Owners Local and State Media Town Teams	E-newsletter	On Hold pending Policy and Place review
Promotion of sponsorship, grants and relief packages for community groups, sporting clubs and local businesses	2.21 2.22 2.12 2.11	9 June	Community Groups Sporting Groups	Media Release Corporate Website – Homepage rotator COVID Portal City of Vincent Facebook	Notification of funding support available through Lotterywest for sporting groups.

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COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

23 JUNE 2020

## 7.2 SETTING OF DATES FOR COVID-19 RELIEF AND RECOVERY COMMITTEE MEETINGS

Attachments: Nil

## RECOMMENDATION

That the COVID-19 Relief and Recovery Committee:

1. APPROVES the COVID-19 Relief and Recovery Committee meeting on the following dates, at 1:00pm, at the City of Vincent's Administration and Civic Centre, 244 Vincent Street, Leederville, with the meetings also conducted as eMeetings:
  - Tuesday, 7 July 2020;
  - Tuesday 21 July 2020;
  - Tuesday 4 August 2020; and
  - Tuesday 8 September 2020; and
2. NOTES that the Chief Executive Officer will provide local public notice of the proposed meetings in accordance with Regulation 12(1) of the *Local Government (Administration) Regulations 1996*.

COMMITTEE DECISION ITEM 7.2Moved: Cr Gontaszewski, Seconded: Cr Castle

That the recommendation be adopted.

CARRIED UNANIMOUSLY (3-0)

For: Mayor Cole, Cr Gontaszewski and Cr Castle

Against: Nil

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COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

23 JUNE 2020

**8 ANNOUNCEMENTS BY PRESIDING MEMBER (WITHOUT DISCUSSION)**

Nil

**9 GENERAL BUSINESS**

Nil

**10 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED****10.1 ARTS RELIEF GRANTS TRANCHE 2****PROCEDURAL MOTION****Moved: Cr Castle, Seconded: Cr Gontaszewski****PROCEDURAL MOTION**

Pursuant to Section 5.23(2) of the *Local Government Act 1995* and clause 2.14 of the 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 5.22pm the livestreaming was stopped.

**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 6.06pm the livestreaming recommenced.

The Mayor, Emma Cole, read the following decision which was made behind closed doors.

**COMMITTEE DECISION ITEM 10.1****Moved: Cr Castle, Seconded: Cr Gontaszewski****That the COVID-19 Relief and Recovery Committee:**

- 1. ENDORSE the awarding of Arts Relief Grant funding to applicants 1, 2, 3, 4, 5, 9 and 10, as detailed in this report.**

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**COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES**

23 JUNE 2020

2. REQUEST further information be presented to the next meeting of the COVID-19 Relief and Recovery Committee in relation to applicants 6, 7, 11 and 12.

**CARRIED UNANIMOUSLY (3-0)**

**For:** Mayor Cole, Cr Gontaszewski and Cr Castle

**Against:** Nil

**11 NEXT MEETING**

30 June 2020

7 July 2020

**12 CLOSURE**

There being no further business, the Presiding Member, Mayor Emma Cole, declared the meeting closed at 6.08pm with the following persons present:

<b>PRESENT:</b>	<b>Mayor Emma Cole</b> <b>Cr Susan Gontaszewski</b> <b>Cr Alex Castle</b>	<b>Presiding Member</b> <b>South Ward</b> <b>North Ward</b>
<b>IN ATTENDANCE:</b>	<b>David MacLennan</b> <b>Andrew Murphy</b>  <b>Virginia Miltrup</b>  <b>John Corbellini</b>  <b>Meluka Bancroft Executive</b>  <b>Mark Fallows</b> <b>Wendy Barnard</b>	<b>Chief Executive Officer</b> <b>Executive Director Infrastructure &amp; Environment</b> <b>Executive Director Community &amp; Business Services</b> <b>Executive Director Strategy &amp; Development</b> <b>Manager Corporate Strategy &amp; Governance</b> <b>Manager Built Environment &amp; Wellbeing</b> <b>Council Liaison Officer</b>
<b>Public:</b>	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 23 June 2020.

Signed: Mayor Emma Cole

Dated



**CITY OF VINCENT**

# **MINUTES**

## **COVID-19 Relief and Recovery Committee**

**30 June 2020**



## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

30 JUNE 2020

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

30 JUNE 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/](http://webcast.vincent.wa.gov.au/)  
AND AT THE ADMINISTRATION AND CIVIC CENTRE,  
244 VINCENT STREET, LEEDERVILLE  
ON TUESDAY, 30 JUNE 2020 AT 5.00PM

<b>PRESENT:</b>	Mayor Emma Cole Cr Susan Gontaszewski Cr Alex Castle	Presiding Member South Ward North Ward
<b>IN ATTENDANCE:</b>	David MacLennan Andrew Murphy  Virginia Miltrup  John Corbellini  Meluka Bancroft  Mark Fallows Wendy Barnard	Chief Executive Officer Executive Director Infrastructure & Environment Executive Director Community & Business Services Executive Director Strategy & Development Executive Manager Corporate Strategy & Governance Manager Built Environment & Wellbeing Council Liaison Officer

**Public:** There were no members of the public present.

## 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

No questions or statements were submitted prior to the Meeting and no members of the public were present at the meeting.

There being no speakers, Public Question Time closed at approximately 5.07pm.

## (B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

## 4 DECLARATIONS OF INTEREST

- 4.1** Mr David MacLennan disclosed an impartiality interest in Item 7.3 - Leederville Gardens Inc. Trust - COVID-19 Relief Fund recommendations - Derbarl Yerrigan Health Service Aboriginal Corporation. The extent of his interest is that he is married to an employee at Derbarl Yerrigan Health Service Aboriginal Corporation. He has had no involvement in the preparation of the report, and will not remain in the Chamber when the item is discussed.

**COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES****30 JUNE 2020**

- 4.2** Cr Alex Castle disclosed an impartiality interest in Item 10.1 - Arts Relief Grants Tranche 3. The extent of her interest is that she has an association with applicant 10.
- 4.3** Mayor Emma Cole disclosed an impartiality interest in Item 10.1 - Arts Relief Grants Tranche 3. The extent of her interest is that she has an association with applicant 10.
- 4.4** Cr Susan Gontaszewski disclosed an impartiality interest in Item 10.1 - Arts Relief Grants Tranche 3. The extent of her interest is that she has an association with applicant 10.

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

The COVID-19 Relief and Recovery Committee noted that Cr Gontaszewski's leave of absence from 29 June 2020 to 4 September 2020 inclusive has been cancelled.

**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 23 June 2020 be confirmed.**

**CARRIED UNANIMOUSLY (3-0)**



**For:** Mayor Cole, Cr Gontaszewski and Cr Castle

**Against:** Nil

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

30 JUNE 2020

**7 BUSINESS ARISING****7.1 COVID-19 WEEKLY UPDATE**

Attachments: 1. COVID-19 Relief & Recovery Implementation Plan [↓](#)   
2. Communication 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

30 JUNE 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 at 18 June 2020	Weekly update as at 25 June 2020
				Short	Medium	Long			
<b>1. Our Health and Wellbeing</b>	1.5 Draft Public Health Plan, community education campaign and stakeholder engagement.	Built Environment & Wellbeing	Marketing		•	•		Public health bodies are supportive of COVID-19 being encompassed within the drafting of the City's PHP.	Report to August Council Meeting.
<b>2. Our Community</b>	2.3 Consideration of impacts of COVID-19 on City rate debtors.	Finance		•					Budgetary actions are being addressed and will be reported to the July Council Meeting.
	2.5 Budget and financial strategy for 2020/21 to consider a 0 yield increase and 0 fees and charges increase.	Finance			•				Budgetary actions are being addressed and will be reported to the July Council Meeting.
	2.7 Deliver programs funded through the Leederville Gardens trust fund and provide regular updates on progress of fundees.	Governance		•	•				Further report being presented to the Committee.
	2.14 Consider arts industry relief using developer contribution cash-in-lieu funds from Percent for Art fund.	Marketing	Policy & Place Development & Design	•				Further reports being presented to the Committee.	Further reports being presented to the Committee.
	2.19 Consider events and initiatives to assist with economic rebound.	Policy & Place Marketing			•	•		The City is currently preparing its approach to assist with economic rebound.	Place rebound plan being developed.
	2.20 Support local businesses and buy local. Maintain contact with local businesses to understand the support they need and share reputable information.	Policy & Place Marketing		•	•	•	✓	The City is continuing to provide an advisory service to support local businesses in responding to the new restrictions in Phase 3. This support is also being delivered through the COVID-19 portal.	Phases 4 and 5 will see businesses returning to normal operations. The focus is now on action 2.19: place rebound.
	2.22 Consider the use of cash in lieu for parking funds.	Policy & Place		•	•				
	2.24 Consider measures to continue support for homeless community.	Ranger Services	Community Partnerships	•	•	•			
	2.37 Provide an advisory service to assist businesses and community facilities to develop COVID Safety Plans and complete COVID training.	Built Environment & Wellbeing	Policy & Place Marketing & Partnerships	•				This service is continuing.	Ongoing during phase 4.
	2.40 Encourage people to return to their usual places of work and learning and encourage patrons to return to using public transport to support their local economy within public health requirements and guidelines.	Marketing		•				This action will be completed during phase 4 of the COVID Safety Roadmap.	This action will be documented in the Communication Plan at future Committee meetings.
<b>3. Our Organisation</b>	2.44 Community resilience scorecard study	Marketing and Partnerships			•			79 responses so far.	The survey is still open and further information will be provided at future Committee meetings.
	3.4 Review planned asset maintenance programs to reschedule works to support recovery.	Engineering Parks	Finance	•	•	•			
	3.8 Consider project readiness for potential State and Federal grant funding and further stimulus packages.	Engineering Policy & Place			•	•			
	3.9 Investigation of rate smoothing payments.	Finance		•	•		✓		Rate setting has been advertised
	3.11 Gross Rental Value re-evaluation.	Finance		•	•		✓		Rate setting has been advertised
	3.13 Develop a technology roadmap to facilitate ongoing working from home and the office.	ICT		•			✓		

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

30 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan****2.2. Completed actions**

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
<b>1. Our Health &amp; Wellbeing</b>	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	•			✓
	1.3 Maintain customer service support and consider a range of measures to support ongoing community engagement using online and innovative practices.	Customer Service	Beatty Park Library & Local History Centre	•			✓
	1.4 Consider developing a local campaign for flu season vaccinations.	Built Environment & Wellbeing	Marketing		•		✓
	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	•	•		✓
	1.7 Explore new opportunities for delivering fitness programs.	Beatty Park Leisure Centre		•	•		✓
	1.8 Ensure there is a strong presence to manage public health issues, as advocated by the Department of Health.	Built Environment & Wellbeing		•	•	•	✓
	1.9 Continue to promote our role to maintain social distancing, hand hygiene, respiratory hygiene, stay home when sick and download the COVIDSafe app; and develop signage and tools to ensure consistent messaging across the City's facilities and parks. (Phase 2 Action).	Built Environment & Wellbeing Marketing		•			✓
	1.10 Provide hand hygiene stations at all City buildings. (Phase 2 Action).	Beatty Park Customer & Library Services	Built Environment & Wellbeing	•			✓
	1.11 Support the WA Government to develop COVID Safety Plans and Guidelines. (Phase 2 Action).	Built Environment & Wellbeing	CEO's Office	•			✓
	1.12 Revise all of the City's COVID Safety plans to accommodate Phase 3 requirements	Built Environment & Wellbeing	Various Teams		•		✓
<b>2. Our Community</b>	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	•			✓
	2.4 Move to fortnightly payment of creditors.	Finance		•			✓
	2.6 Consider Expression of Interest for disbursement of significant Leederville Gardens trust funds to assist vulnerable residents impacted by COVID-19.	CEO Office	Finance	•			✓
	2.8 Expand Vincent Library e-book loans and Books on Wheels service.	Library & Local History Centre		•			✓
	2.9 Promote Meals on Wheels Service.	Customer and Library Services (Community Centre)	Marketing Community Partnerships	•			✓
	2.10 Explore opportunities to expand online library services.	Library & Local History Centre		•			✓
	2.11 Discuss with local businesses to implement changes to car parking to support take away and home delivery services.	Engineering	Policy & Place	•			✓
	2.12 Launched online planning applications for lodgement and tracking.	Development & Design	ICT	•			✓
	2.13 Expand Beaufort Street amnesty for change of use planning applications across Vincent.	Policy & Place	Development & Design	•			✓
	2.15 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		•			✓
	2.16 Consider timing of rollout of FOGO.	Waste		•			✓
	2.17 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			•		✓

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

30 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
	2.18 Consider sponsorship, grants and relief packages for community groups, sporting clubs and local businesses.	Policy & Place Community Partnerships	Finance		•		✓
	2.21 Advocate for rent relief for businesses affected by restrictions.	Policy & Place		•			✓
	2.23 Consider preparing a community benefit incentive based policy position under Design WA.	Policy & Place	Development & Design	•	•	•	✓
	2.25 Monitor public open space to educate community on social distancing measures.	Ranger Services Parks & Urban Green	Built Environment & Wellbeing	•	•	•	✓
	2.26 Vincent Community Support Network.	Community and Business Services		•	•	•	✓
	2.27 Maintain online information on health, building and planning requirements for Businesses.	Built Environment & Wellbeing Development & Design		•			✓
	2.28 Monitor and respond to easing of COVID-19 restrictions on food and other businesses.	Built Environment & Wellbeing	Marketing Policy and Place	•	•		✓
	2.29 Gathering limit increase to 20 monitored in public spaces. (Phase 2 Action).	Ranger Services Parks		•			✓
	2.30 Bookings permitted for groups of up to 20 in parks and community halls, and weddings of up to 30 in parks. (Phase 2 Action).	Marketing and Partnerships	Ranger Services	•	•		✓
	2.31 Reopen the Library and Local History Centre commencing with book borrowing services only, considering the 20 patron limit. (Phase 2 Action).	Customer & Library Services		•			✓
	2.32 Reopen the Community Centre, and ensure Seniors programs are reviewed to minimise infection risk. (Phase 2 Action).	Customer & Library Services	Built Environment & Wellbeing	•			✓
	2.33 Reopen the Beatty Park swimming pools with a limit of 20 patrons per pool. (Phase 2 Action).	Beatty Park Leisure Centre		•			✓
	2.34 Recommence Beatty Park fitness classes, with this area being segregated into a separate facility, with strictly no internal access to the pools. (Phase 2 Action).	Beatty Park Leisure Centre		•			✓
	2.35 Provide advice to sporting clubs on non-contact training. (Phase 2 Action).	Marketing & Partnerships	Built Environment & Wellbeing	•			✓
	2.36 Commence recommissioning of drinking fountains and provide signage on healthy hygiene in proximity to the fountains. (Phase 2 Action).	Parks		•			✓
	2.38 Support the resumption of dine-in at restaurants, cafes, bars and pubs; including providing assistance to measure floor areas to determine maximum permitted numbers based on the 4 square metre density rule. (Phase 2 Action).	Built Environment & Wellbeing Policy & Place	Development & Design	•			✓
	2.39 Engage with food businesses and other stakeholders to consider feasibility of outdoor eating areas in public spaces in town centres, noting Phase 2 and anticipating Phase 3 restrictions.	Policy & Place	Built Environment & Wellbeing Engineering	•			✓
	2.41 Facilitate enhancements to Loftus Centre including WIFI.	ICT		•			✓
	2.42 Broaden scope of services at the Library and Local History Centre, Community Centre, Beatty Park Leisure Centre and community halls in line with Phase 3.	Library and Customer Services Beatty Park	Built Environment and Wellbeing		•		✓
	2.43 Re-open playgrounds, skate parks and outdoor gym equipment.	Parks			•		✓
<b>3. Our Organisation</b>	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		•	•	•	✓

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

30 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
	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		•			✓
	3.6 Seek deferral of OAG performance audit of Information Technology.	Governance	ICT	•			✓
	3.7 Workforce optimisation strategies.	Human Resources		•	•	•	✓
	3.10 Health, Safety and wellness of organisation.	Human Resources		•	•	•	✓
	3.12 Develop best practice for returning to office where appropriate. (Phase 2 Action).	Human Resources	Built Environment & Wellbeing	•			✓

**2.3. 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: <a href="https://www.wa.gov.au/sites/default/files/2020-03/Declaration%20of%20State%20of%20Emergency.pdf">https://www.wa.gov.au/sites/default/files/2020-03/Declaration%20of%20State%20of%20Emergency.pdf</a>	• Communication through emergency management networks.
16 March 2020	Declaration of Public Health State of Emergency: <a href="https://www.wa.gov.au/sites/default/files/2020-03/Western%20Australia%20Declaration%20of%20Public%20Health%20State%20of%20Emergency.pdf">https://www.wa.gov.au/sites/default/files/2020-03/Western%20Australia%20Declaration%20of%20Public%20Health%20State%20of%20Emergency.pdf</a>	• 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: <a href="https://www.dlgsc.wa.gov.au/docs/default-source/news/public-authorities-(delivery-of-goods-and-collection-of-rubbish-and-refuse)-directions.pdf">https://www.dlgsc.wa.gov.au/docs/default-source/news/public-authorities-(delivery-of-goods-and-collection-of-rubbish-and-refuse)-directions.pdf</a> .	• Consider as part of Item 2.16.

**2.4. 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: <a href="https://treasury.gov.au/coronavirus">https://treasury.gov.au/coronavirus</a> .	• Noted.
13 March 2020	Advice against holding non-essential public gatherings of more than 500 people from 16 March 2020: <a href="https://www.pm.gov.au/media/advice-coronavirus">https://www.pm.gov.au/media/advice-coronavirus</a> .	• 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: <a href="https://www.pm.gov.au/media/coronavirus-measures-endorsed-national-cabinet">https://www.pm.gov.au/media/coronavirus-measures-endorsed-national-cabinet</a> .	• 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: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/COVID-19-economic-response-Relief-for-businesses-and-households.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/COVID-19-economic-response-Relief-for-businesses-and-households.aspx</a> .	• Noted.
18 March 2020	Non-essential indoor gathering limited to 100 people, social distancing of 1.5metres and hygiene measures required: <a href="https://www.pm.gov.au/media/update-coronavirus-measures">https://www.pm.gov.au/media/update-coronavirus-measures</a> .	• 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: <a href="https://www.pm.gov.au/media/update-coronavirus-measures-0">https://www.pm.gov.au/media/update-coronavirus-measures-0</a> .	• 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). <a href="https://www.pm.gov.au/media/update-coronavirus-measures-220320">https://www.pm.gov.au/media/update-coronavirus-measures-220320</a> .	• 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: <a href="https://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020">https://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020</a> .	• Local businesses advised of this announcement.

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

30 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

Date	Announcement	Response
29 March 2020	Public gatherings limited to two people, with some exceptions. Playgrounds, skate parks and outdoor gyms to close: <a href="https://www.pm.gov.au/media/national-cabinet-statement">https://www.pm.gov.au/media/national-cabinet-statement</a> .	<ul style="list-style-type: none"> <li>Playgrounds, skate parks and outdoor gym equipment closed.</li> <li>Public spaces monitored.</li> </ul>
30 March 2020	\$130 billion JobKeeper wage subsidy program announced: <a href="https://www.pm.gov.au/media/130-billion-jobkeeper-payment-keep-australians-job">https://www.pm.gov.au/media/130-billion-jobkeeper-payment-keep-australians-job</a> .	<ul style="list-style-type: none"> <li>Information reviewed by the City.</li> </ul>
31 March 2020	Minister Stephen Dawson (Environment) announced container deposit scheme June 2 launch has been deferred <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Start-of-Containers-for-Change-deferred-due-to-COVID-19.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Start-of-Containers-for-Change-deferred-due-to-COVID-19.aspx</a> .	<ul style="list-style-type: none"> <li>Information reviewed by the City.</li> </ul>
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. <a href="https://www.pm.gov.au/media/update-coronavirus-measures-030420">https://www.pm.gov.au/media/update-coronavirus-measures-030420</a> . Minister Rita Saffioti (Planning) announced Planning legislation changes to support COVID-19 response and recovery: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Planning-changes-support-COVID-19-response-and-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Planning-changes-support-COVID-19-response-and-recovery.aspx</a> .	<ul style="list-style-type: none"> <li>Noted. Awaiting State response.</li> <li>Information reviewed by City. Awaiting further announcement of state wide measures to be implemented.</li> <li>City advocating on support for local governments.</li> </ul>
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: <a href="https://www.pm.gov.au/sites/default/files/files/national-cabinet-mandatory-code-ofconduct-sme-commercial-leasing-principles.pdf">https://www.pm.gov.au/sites/default/files/files/national-cabinet-mandatory-code-ofconduct-sme-commercial-leasing-principles.pdf</a> .	<ul style="list-style-type: none"> <li>Currently being reviewed to consider implications for Vincent businesses.</li> </ul>
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: <a href="https://www.pm.gov.au/media/update-coronavirus-measures-3">https://www.pm.gov.au/media/update-coronavirus-measures-3</a> .	<ul style="list-style-type: none"> <li>Council at its Special Council Meeting 30 March 2020 agreed to freeze rates for 20/21 Budget year; defer debt recovery.</li> </ul>
11 April 2020	Minister Rita Saffioti (Planning) issued exemption notice for local planning approvals to support COVID-19 response: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Minister-issues-exemption-notice-for-local-planning-approvals.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Minister-issues-exemption-notice-for-local-planning-approvals.aspx</a> .	<ul style="list-style-type: none"> <li>Report has been prepared for COVID-19 Committee to consider Minister's exemptions and those planning exemptions approved by Council 30 March 2020.</li> </ul>
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: <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/New-laws-to-provide-support-for-commercial-and-residential-tenants-and-landlords.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/New-laws-to-provide-support-for-commercial-and-residential-tenants-and-landlords.aspx</a> .	<ul style="list-style-type: none"> <li>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.</li> <li>Potential relief for Business tenants across the City.</li> </ul>
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"> <li>modifications or suspension of legislative provisions; and</li> <li>local government local laws.</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Local-Government-Act-changes-to-support-COVID-19-response.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Local-Government-Act-changes-to-support-COVID-19-response.aspx</a> .	<ul style="list-style-type: none"> <li>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.</li> <li>Awaiting release of information.</li> </ul>
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"> <li>Noted.</li> </ul>
21 April 2020	Hon. Mark McGowan MLA and Hon John Quigley MLA announced moratorium and code of conduct to protect WA businesses. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Eviction-moratorium-and-code-of-conduct-to-protect-WA-businesses.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Eviction-moratorium-and-code-of-conduct-to-protect-WA-businesses.aspx</a> .	<ul style="list-style-type: none"> <li>Advocacy successful. Measures to be communicated to businesses on the City's Business support page.</li> </ul>
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"> <li>This information is being assessed.</li> </ul>
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"> <li>Weddings (increased from 5) and funerals;</li> <li>Outdoor personal training (no shared equipment); and</li> <li>Home opens and display village inspections.</li> </ul>	<ul style="list-style-type: none"> <li>This will likely result in an increase in the number of groups training within the City's public reserves;</li> <li>Continued monitoring to be undertaken by Ranger services to ensure social distancing requirements are being maintained; and</li> <li>Recommence issuing permits for personal training groups.</li> </ul>
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"> <li>Understanding COVID-19 and venue restrictions;</li> <li>Reporting personal health issues;</li> <li>Maintaining personal and work environment hygiene practices, specific to COVID-19;</li> <li>Reducing cross contamination through procedures, specific to COVID-19; and</li> <li>Effective cleaning and sanitising practices, specific to COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation required as to who will be responsible for monitoring accreditation and compliance, potentially additional responsibility for Environmental Health Officers.</li> </ul>
7 May 2020	WA Government announces \$100m short term lending facility to support local governments and universities through COVID-19. This takes advantage of record low interest rates to provide low cost access to liquidity for these essential sectors with no loan guarantee fee charged on borrowings.	<ul style="list-style-type: none"> <li>Information being considered.</li> </ul>

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## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

30 JUNE 2020

**COVID-19 Relief and Recovery Implementation Plan**

Date	Announcement	Response
8 May 2020	National Cabinet announces three-step plan to gradually remove baseline restrictions and make Australia COVID-safe. <ul style="list-style-type: none"> <li>Step 1 will focus on carefully reopening the economy, and giving Australians opportunities to return to work and social activities, including gatherings of up to 10 people, up to 5 visitors in the family home and some local and regional travel;</li> <li>Step 2 builds on this with gatherings of up to 20, and more businesses reopening, including gyms, beauty services and entertainment venues like galleries and cinemas;</li> <li>Step 3 will see a transition to COVID safe ways of living and working, with gatherings of up to 100 people permitted. Arrangements under step 3 will be the 'new normal' while the virus remains a threat. International travel and mass gatherings over 100 people will remain restricted;</li> </ul> <a href="https://www.pm.gov.au/media/update-coronavirus-measures-08may20">https://www.pm.gov.au/media/update-coronavirus-measures-08may20</a> .	<ul style="list-style-type: none"> <li>Noted.</li> </ul>
10 May 2020	WA Government announces roadmap for easing COVID-19 restrictions with phase 2 coming into effect 18 May 2020 encouraging Western Australians to return to work, so the WA economy can further rebuild in a safe and measured way. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/The-WA-roadmap-for-easing-COVID-19-restrictions.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/The-WA-roadmap-for-easing-COVID-19-restrictions.aspx</a> .	<ul style="list-style-type: none"> <li>Noted. CoV roadmap presented to 12 May 2020 Committee meeting.</li> </ul>
11 May 2020	Hon. Roger Cook and Hon. Paul Papalia announce COVID safety plans key to reopening WA businesses with template being developed in consultation with key stakeholders, to be released later this week. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/COVID-Safety-Plans-key-to-reopening-WA-businesses.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/COVID-Safety-Plans-key-to-reopening-WA-businesses.aspx</a> .	<ul style="list-style-type: none"> <li>Awaiting template release to distribute to applicable businesses.</li> <li>Need to consider how to assist non English speakers with completing.</li> </ul>
12 May 2020	Hon. David Templeman announces Local Government sector urged to take leadership role during phase 2 easing of restrictions. Mr Templeman urged the sector to focus on a number of initiatives over the coming week, including: <ul style="list-style-type: none"> <li>Re-opening libraries and other local government facilities that comply with the new requirements;</li> <li>Helping the restaurant and hospitality sector by being as flexible as possible in letting businesses open up again, particularly regarding alfresco operations;</li> <li>Moving back to conducting council and shire chamber meetings in person - while observing social distancing at all times - and with the public attending where possible;</li> <li>Promoting the new regional travel guidelines;</li> <li>Re-opening sport and recreation facilities where practicable;</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Local-Government-sector-urged-to-take-leadership-role.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Local-Government-sector-urged-to-take-leadership-role.aspx</a> .	<ul style="list-style-type: none"> <li>Noted. CoV roadmap presented to 12 May 2020 Committee meeting.</li> <li>Actions underway to support.</li> </ul>
15 May 2020	WA Government announces COVID Safety Plan to be completed for WA Businesses to reopen particularly food businesses and sport and recreation venues. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Supporting-WA-businesses-re-opening-through-COVID-19.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Supporting-WA-businesses-re-opening-through-COVID-19.aspx</a> .	Health team and community partnerships have been working with local food businesses and sporting clubs and community groups to provide guidance and checklists for completing COVID Safe plans.
20 May 2020	WA government announces major planning reforms to drive economic recovery including: <ul style="list-style-type: none"> <li>New approval process for significant developments.</li> <li>Small business exemptions.</li> <li>Minor residential development exemptions.</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Major-planning-reforms-to-drive-economic-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Major-planning-reforms-to-drive-economic-recovery.aspx</a> .	Noted. Reforms largely align with Council's exemptions approved 30 March 2020.
21 May 2020	WA Government fast tracks community sports grants to assist with COVID-19 recovery" <ul style="list-style-type: none"> <li>\$12 million in Community Sporting and Recreation Facilities Fund (CSRFF) grants brought forward to allow projects to commence sooner.</li> <li>Funding available for local governments, not-for-profit sport, recreation or community groups to improve local sporting facilities.</li> <li>Applications for grants of up to \$2 million will now open on 25 May 2020.</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/McGowan-Government-fast-tracks-community-sport-grants-to-assist-with-COVID-19-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/McGowan-Government-fast-tracks-community-sport-grants-to-assist-with-COVID-19-recovery.aspx</a> .	For consideration.
22 May 2020	Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program for local governments.	\$270,557 being granted to the City of Vincent.
25 May 2020	The McGowan Government has approved a \$1.5 million support package for Western Australian artists during the COVID-19 emergency: <ul style="list-style-type: none"> <li>The initiative was developed by the Art Gallery of WA Board and the Art Gallery of WA Foundation.</li> <li>Aboriginal art centres and independent artists will share in up to \$525,000 towards a targeted acquisition program to purchase existing works for the State Art Collection.</li> <li>In addition, more than 350 WA artists will receive \$2,000 towards creating a State Art Collection archive.</li> </ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Support-for-WA-artists-through-1-5-million-COVID-support-program.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Support-for-WA-artists-through-1-5-million-COVID-support-program.aspx</a> .	Potential opportunity for Vincent residents.

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COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
27 May 2020	The McGowan Government has announced a State Recovery Advisory Group has been appointed to guide WA's COVID-19 recovery: <ul style="list-style-type: none"><li>Group includes representatives from business, industry, not-for-profit organisations, UnionsWA, the public sector, local government and the community.</li><li>State Government Ministers to lead industry stakeholder roundtable discussions to support development of State Recovery Plan and Impact Statement.</li></ul> <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/State-Recovery-Advisory-Group-to-guide-WAs-COVID-19-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/State-Recovery-Advisory-Group-to-guide-WAs-COVID-19-recovery.aspx</a>	Noted.
29 May 2020	Phase 3 of the WA COVID Roadmap was released. See: <a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap#phase3">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap#phase3</a> .	This was reported to the COVID Committee as a supplementary agenda report on 2 June 2020.
22 June 2020	Phase 4 of the WA COVID Roadmap was released. See: <a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap#phase4">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap#phase4</a> .	Noted.

2.5. 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"><li>Consider as part of Action 2.5.</li></ul>
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"><li>Consider as part of Action 2.15.</li></ul>

2.6. 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"><li>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.</li><li>Advocate for rent relief for businesses affected by restrictions.</li><li>Consider the use of percent for art funds for activations once restrictions are lifted.</li><li>Consider the use of cash in lieu for parking funds.</li><li>Consider preparing a community benefit incentive based policy position under Design WA.</li></ol>	Response: <ul style="list-style-type: none"><li>Include a new action in the Implementation Table above.</li><li>Include a new action in the Implementation Table above.</li><li>Consider as part of Action 2.15.</li><li>Include a new action in the Implementation Table above.</li><li>Include a new action in the Implementation Table above.</li></ul> <b>Completed.</b>

2.7. 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"><li>N/A</li></ul>

COVID-19 Relief and Recovery Implementation Plan

2.8. 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: <a href="https://www.facebook.com/watch/?v=687702681996307">https://www.facebook.com/watch/?v=687702681996307</a> .
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.
6 May 2020	Working with the City's Health team Blake Street Merchant in North Perth have effectively adapted their café into a small corner store selling food essentials in response to the COVID-19 restrictions and reduced supplies.
11 May 2020	First drive through COVID clinic in WA opened at No.391 Oxford Street, Mount Hawthorn.
30 May 2020	Beaufort Street Network held their second online interactive quiz night with over 100 participants, keeping connected while remaining safe.
12 June 2020	The Leedy giveaway campaign was launched by Leederville Connect, which the City promoted.
17 June 2020	It is encouraging that businesses are planning community events which meet the COVID-19 Phase 3 restrictions. An example is the Truffle'n'Jazz event to be held in Mt Hawthorn in July.
18 June 2020	Exemption granted for Beatty Park Leisure Centre to operate with 485 patrons.

COVID-19 Relief and Recovery Communication Status Report

Monday 22 June 2020 – 29 June 2020

Communication Action	No. Action Alignment COVID-19 Relief & Recovery Strategy	Release Dates	Target Market	Communication Tools	Outcome
Reopening of Beatty Park, Library and Local History Centre members	1.1 1.2 1.3 1.7	Beatty Park – 23 June	Residents Library Members Beatty Park Members Parents Seniors Home educators	Beatty Park Website E-newsletters- Beatty Park database 3500 Beatty Park Facebook Beatty Park Instagram	Beatty Park Gym Reopening
Inform community during preparation of City's annual budget in COVID-19 environment	2.5 2.19 2.21 3.3 3.5 3.8 3.9 3.11	18 June	Residents Ratepayers Business Owners Local and State Media	Mayoral Statement EHQ – Imagine Vincent Corporate Website Community Newspaper Public Notice City of Vincent Facebook COVID-19 Portal	Differential rates community consultation still open
Survey the community and assess need and priority service levels	2.19 2.20 2.37 2.38 2.39 2.44 2.5 2.19 2.21 3.3 3.5 3.8 3.9 3.11	22 June	Residents Ratepayers Council Business Owners Facility Users Community Groups Media	Corporate Website COVID Portal E-newsletters	Catalyse Resilience Survey launched across all channels.

Upcoming Communications Projects					
Communication Action	No. Action Alignment COVID-19 Relief & Recovery Strategy	Release Dates	Target Market	Communication Tools	Outcome
Development of broad community engagement and communication plan for Art Project	2.16	TBC	Creative Community NGO's Residents Ratepayers Business Owners Local and State Media	Corporate Website City of Vincent Facebook City of Vincent Instagram E-newsletters Postcards	First successful artists have been notified. Larger release will be done once all artists selected. Working Group are developing a Communications plan that may include a curated publication of all acquired artworks.
Development of specific support areas of the website for clubs, community groups and stakeholders who use community facilities and sportsgrounds	2.19 2.21	10 July	Community Groups Sporting Groups Peak Bodies	Corporate Website – Homepage rotator COVID Portal E-newsletters City of Vincent Facebook	Catalyse Resilience Survey launched. Templates and information in development.
Encourage people to return to their usual places of work and learning and encourage patrons to return to using public transport to support their local economy within public health requirements and guidelines.	2.40	1 July	Large Vincent based businesses	Postcards E-newsletter Signage	TBC






## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

30 JUNE 2020

## 7.2 FINANCIAL ASSISTANCE RECOMMENDATIONS FOR CITY TENANTS - BELGRAVIA LEISURE GROUP PTY LTD

Attachments: 1. Assessment of Belgravia's Application - Confidential  
2. Summary of Financial Assistance for Belgravia [↓](#) 

## RECOMMENDATION

That the COVID-19 Relief and Recovery Committee:

1. In accordance with section 6.12 of the *Local Government Act 1995*, APPROVES the following financial assistance to Belgravia Leisure Group Pty Ltd (Belgravia) which is proportionate to Belgravia's reduction in turnover calculated by the Chief Executive Officer as 54 percent, as follows:
  - 1.1 waiver of Belgravia's obligation to pay 27 percent of rent, variable outgoings, sinking fund contributions and loan repayments becoming due and payable between 1 April 2020 and 31 July 2020; and
  - 1.2 deferral of Belgravia's obligation to pay 27 percent of rent, variable outgoings, sinking fund contributions and loan repayments becoming due and payable between 1 April 2020 and 31 July 2020;
2. APPROVES the Chief Executive Officer entering into a payment arrangement with Belgravia for the payment of the deferred portion of Belgravia's lease obligations as specified in Recommendation 1.2 above, whereby:
  - 2.1 repayment period will be a minimum of 24 months or an alternative period as agreed by the Chief Executive Officer and Belgravia;
  - 2.2 repayment period will not commence prior to 1 October 2020 or such later date as agreed by the Chief Executive Officer and Belgravia; and
  - 2.3 repayment instalments will be made by equal monthly instalments of the deferred amount over the duration of the repayment period; and
3. RECOMMENDS to Council a one year extension of the lease and contract between the City and Belgravia, commencing on 1 January 2022, to facilitate the payment arrangement specified in Recommendation 2 above.

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

30 JUNE 2020

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:

That the COVID-19 Relief and Recovery Committee:

1. In accordance with section 6.12 of the *Local Government Act 1995*, APPROVES the following financial assistance to Belgravia Leisure Group Pty Ltd (Belgravia) which is proportionate to Belgravia's reduction in turnover calculated by the Chief Executive Officer as 54 percent, as follows:
  - 1.1 waiver of Belgravia's obligation to pay 27 percent of rent, variable outgoings, sinking fund contributions and loan repayments becoming due and payable between 1 April 2020 and 31 July 2020; and
  - 1.2 deferral of Belgravia's obligation to pay 27 percent of rent, variable outgoings, sinking fund contributions and loan repayments becoming due and payable between 1 April 2020 and 31 July 2020;
2. APPROVES the Chief Executive Officer entering into a payment arrangement with Belgravia for the payment of the deferred portion of Belgravia's lease obligations as specified in Recommendation 1.2 above, whereby:
  - 2.1 repayment period will be a minimum of 24 months or an alternative period as agreed by the Chief Executive Officer and Belgravia;
  - 2.2 repayment period will not commence prior to 1 October 2020 or such later date as agreed by the Chief Executive Officer and Belgravia; and
  - 2.3 repayment instalments will be made by equal monthly instalments of the deferred amount over the duration of the repayment period; and
3. **NOTES that Administration intends to recommend RECOMMENDS** to Council a one year extension of the lease and contract between the City and Belgravia, commencing on 1 January 2022, to facilitate the payment arrangement specified in Recommendation 2 above.

AMENDMENT CARRIED (3-0)

**For:** Mayor Cole, Cr Gontaszewski and Cr Castle

**Against:** Nil

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

30 JUNE 2020

AMENDMENT 2Moved: Cr Gontaszewski, Seconded: Cr Castle

That the recommendation be amended as follows:

That the COVID-19 Relief and Recovery Committee:

1. In accordance with section 6.12 of the *Local Government Act 1995*, APPROVES the following financial assistance to Belgravia Leisure Group Pty Ltd (Belgravia) which is proportionate to Belgravia's reduction in turnover calculated by the Chief Executive Officer as 54 percent, as follows:
  - 1.1 waiver of Belgravia's obligation to pay 27 percent of rent, variable outgoings and sinking fund contributions and loan repayments becoming due and payable between 1 April 2020 and 31 July 2020; and
  - 1.2 deferral of Belgravia's obligation to pay 27 percent of rent, variable outgoings, sinking fund contributions and loan repayments becoming due and payable between 1 April 2020 and 31 July 2020;
2. APPROVES the Chief Executive Officer entering into a payment arrangement with Belgravia for the payment of the deferred portion of Belgravia's lease obligations as specified in Recommendation 1.2 above, whereby:
  - 2.1 repayment period will be a minimum of 24 months or an alternative period as agreed by the Chief Executive Officer and Belgravia;
  - 2.2 repayment period will not commence prior to 1 October 2020 or such later date as agreed by the Chief Executive Officer and Belgravia; and
  - 2.3 repayment instalments will be made by equal monthly instalments of the deferred amount over the duration of the repayment period; and
3. NOTES that Administration intends to recommend to Council a one year extension of the lease and contract between the City and Belgravia, commencing on 1 January 2022, to facilitate the payment arrangement specified in Recommendation 2 above.

AMENDMENT CARRIED (3-0)**For:** Mayor Cole, Cr Gontaszewski and Cr Castle**Against:** Nil

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

30 JUNE 2020

AMENDMENT 3Moved: Cr Castle, Seconded: Cr Gontaszewski

That the recommendation be amended as follows:

That the COVID-19 Relief and Recovery Committee:

1. In accordance with section 6.12 of the *Local Government Act 1995*, APPROVES the following financial assistance to Belgravia Leisure Group Pty Ltd (Belgravia) which is proportionate to Belgravia's reduction in turnover calculated by the Chief Executive Officer as 54 percent, as follows:
  - 1.1 waiver of Belgravia's obligation to pay 27 percent of rent, variable outgoings and sinking fund contributions becoming due and payable between 1 April 2020 and 31 July 2020; and
  - 1.2 deferral of Belgravia's obligation to pay 27 percent of rent, variable outgoings and sinking fund contributions and loan-repayments becoming due and payable between 1 April 2020 and 31 July 2020;
2. APPROVES the Chief Executive Officer entering into a payment arrangement with Belgravia for the payment of the deferred portion of Belgravia's lease obligations as specified in Recommendation 1.2 above, whereby:
  - 2.1 repayment period will be a minimum of 24 months or an alternative period as agreed by the Chief Executive Officer and Belgravia;
  - 2.2 repayment period will not commence prior to 1 October 2020 or such later date as agreed by the Chief Executive Officer and Belgravia; and
  - 2.3 repayment instalments will be made by equal monthly instalments of the deferred amount over the duration of the repayment period; and
3. NOTES that Administration intends to recommend to Council a one year extension of the lease and contract between the City and Belgravia, commencing on 1 January 2022, to facilitate the payment arrangement specified in Recommendation 2 above.

AMENDMENT CARRIED (3-0)**For:** Mayor Cole, Cr Gontaszewski and Cr Castle**Against:** Nil

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COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

30 JUNE 2020

COMMITTEE DECISION ITEM 7.2

That the recommendation be amended as follows:

That the COVID-19 Relief and Recovery Committee:

1. In accordance with section 6.12 of the *Local Government Act 1995*, APPROVES the following financial assistance to Belgravia Leisure Group Pty Ltd (Belgravia) which is proportionate to Belgravia's reduction in turnover calculated by the Chief Executive Officer as 54 percent, as follows:
  - 1.1 waiver of Belgravia's obligation to pay 27 percent of rent, variable outgoings and sinking fund contributions becoming due and payable between 1 April 2020 and 31 July 2020; and
  - 1.2 deferral of Belgravia's obligation to pay 27 percent of rent, variable outgoings and sinking fund contributions becoming due and payable between 1 April 2020 and 31 July 2020;
2. APPROVES the Chief Executive Officer entering into a payment arrangement with Belgravia for the payment of the deferred portion of Belgravia's lease obligations as specified in Recommendation 1.2 above, whereby:
  - 2.1 repayment period will be a minimum of 24 months or an alternative period as agreed by the Chief Executive Officer and Belgravia;
  - 2.2 repayment period will not commence prior to 1 October 2020 or such later date as agreed by the Chief Executive Officer and Belgravia; and
  - 2.3 repayment instalments will be made by equal monthly instalments of the deferred amount over the duration of the repayment period; and
3. NOTES that Administration intends to recommend to Council a one year extension of the lease and contract between the City and Belgravia, commencing on 1 January 2022, to facilitate the payment arrangement specified in Recommendation 2 above.

CARRIED UNANIMOUSLY (3-0)

**For:** Mayor Cole, Cr Gontaszewski and Cr Castle

**Against:** Nil

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES


30 JUNE 2020

Proposed Financial Assistance – Belgravia Leisure Group Pty Ltd		
<b>TENANT</b> – Rent \$13,230.41 per month (including GST)    VOs \$6,452.38 per month (including GST) Sinking fund \$5,327.210 per month (including GST)    Loan repayments \$23,332.00 per month (including GST)		
27% Rent waiver	= \$3,572.21 p/m x 4 =	\$14,288.84
27% VOs waiver	= \$1,742.14 p/m x 4 =	\$6,968.56
27% Sinking fund waiver	= \$1,438.35 p/m x 4 =	\$5,753.4
27% Loan repayments waiver	= \$6,299.64 p/m x 4 =	\$25,198.56
<b>Total waived \$:</b>		<b>\$52,209.36</b>
27% Rent deferral	= \$3,572.21 p/m x 4 =	\$14,288.84
27% VOs deferral	= \$1,742.14 p/m x 4 =	\$6,968.56
27% Sinking fund deferral	= \$1,438.35 p/m x 4 =	\$5,753.4
27% Loan repayments deferral	= \$6,299.64 p/m x 4 =	\$25,198.56
<b>Total deferral \$:</b>		<b>\$52,209.36</b>
46% balance of Rent payable by tenant	= \$6,085.99 p/m x 4 =	\$24,343.96
46% balance of VOs payable by tenant	= \$2,968.09 p/m x 4 =	\$11,872.36
46% balance of Sinking fund payable by tenant	= \$2,450.52 p/m x 4 =	\$9,802.08
46% balance of Loan repayments payable by tenant	= \$10,732.72 p/m x 4 =	\$42,930.88
Repayment plan for deferred rent	\$2,175.39 p/m x 24* months =	<b>\$52,209.36</b>
*subject to extension of lease by approximately 12 months		

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

30 JUNE 2020

**7.3 LEEDERVILLE GARDENS INC. TRUST - COVID-19 RELIEF FUND RECOMMENDATIONS - DERBARL YERRIGAN HEALTH SERVICE ABORIGINAL CORPORATION**

- Attachments:
1. Derbarl Yerrigan Health Service Inc. Submission - Confidential
  2. Evaluation of Derbarl Yerrigan Health Service's Proposal - Confidential
  3. Summary of allocation to date of Leederville Gardens' Trust Funds [↓](#) 

**RECOMMENDATION**

That the COVID-19 Relief and Recovery Committee:

1. RECEIVES the submission from Derbarl Yerrigan Health Service Aboriginal Corporation (Derbarl Yerrigan), at Confidential Attachment 1, 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;
2. As trustee of the Leederville Gardens Inc. trust funds APPROVES the allocation of \$68,559 from the Leederville Gardens Inc. trust to Derbarl Yerrigan; and
3. NOTES that the Executive Director, Community & Business Services will enter into a funding agreement with Derbarl Yerrigan in respect to the acquittal of these funds, which includes negotiating the time frames, deliverables and reporting requirements, and will provide an update to the COVID-19 Relief and Recovery Committee on the service uptake and expenditure of funds three months after the service commencement;
4. NOTES that:
  - 4.1 \$153,165 of the \$1 million approved by Council (which includes the allocation of funding in Recommendation 2. above) for urgent relief for people in need as a direct or indirect consequence of the conditions imposed by COVID-19, is yet to be allocated, as set out at Attachment 3; and
  - 4.2 the Chief Executive Officer will present any further expressions of interest received in respect to the allocation of the funds in 4.1 above to the COVID-19 Relief and Recovery Committee.

At 5.28pm, David MacLennan left the meeting

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COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

30 JUNE 2020

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:

1. RECEIVES the submission from Derbarl Yerrigan Health Service Aboriginal Corporation (Derbarl Yerrigan), at Confidential Attachment 1, 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;
2. As trustee of the Leederville Gardens Inc. trust funds APPROVES the allocation of \$68,559 from the Leederville Gardens Inc. trust to Derbarl Yerrigan; and
3. NOTES that the Executive Director, Community & Business Services will enter into a funding agreement with Derbarl Yerrigan in respect to the acquittal of these funds, which includes negotiating the time frames, deliverables, **expansion of services beyond the need for isolation support** and reporting requirements, and will provide an update to the COVID-19 Relief and Recovery Committee on the service uptake and expenditure of funds three months after the service commencement;
4. NOTES that:
  - 4.1 \$153,165 of the \$1 million approved by Council (which includes the allocation of funding in Recommendation 2. above) for urgent relief for people in need as a direct or indirect consequence of the conditions imposed by COVID-19, is yet to be allocated, as set out at Attachment 3; and
  - 4.2 the Chief Executive Officer will present any further expressions of interest received in respect to the allocation of the funds in 4.1 above to the COVID-19 Relief and Recovery Committee.

AMENDMENT CARRIED (3-0)

**For:** Mayor Cole, Cr Gontaszewski and Cr Castle

**Against:** Nil

COMMITTEE DECISION ITEM 7.3

1. RECEIVES the submission from Derbarl Yerrigan Health Service Aboriginal Corporation (Derbarl Yerrigan), at Confidential Attachment 1, 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;
2. As trustee of the Leederville Gardens Inc. trust funds APPROVES the allocation of \$68,559 from the Leederville Gardens Inc. trust to Derbarl Yerrigan; and
3. NOTES that the Executive Director, Community & Business Services will enter into a funding agreement with Derbarl Yerrigan in respect to the acquittal of these funds, which includes negotiating the time frames, deliverables, expansion of services beyond the need for isolation support and reporting requirements, and will provide an update to the COVID-19 Relief and Recovery Committee on the service uptake and expenditure of funds three months after the service commencement;
4. NOTES that:
  - 4.1 \$153,165 of the \$1 million approved by Council (which includes the allocation of funding in

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Item 7.3

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**COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES****30 JUNE 2020**

Recommendation 2. above) for urgent relief for people in need as a direct or indirect consequence of the conditions imposed by COVID-19, is yet to be allocated, as set out at Attachment 3; and

- 4.2 the Chief Executive Officer will present any further expressions of interest received in respect to the allocation of the funds in 4.1 above to the COVID-19 Relief and Recovery Committee.

**CARRIED UNANIMOUSLY (3-0)**

**For:** Mayor Cole, Cr Gontaszewski and Cr Castle

**Against:** Nil

At 5.44pm David MacLennan returned to the meeting.

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

30 JUNE 2020

## Allocation of Leederville Gardens Inc. Trust Funds: Compiled from 28 April, 5 May, 12 May and 9 June Meetings

Funds Required	Service Type	Service Details	Administration's Justification
<b>YMCA</b>			
\$100,000.00 + \$20,000.00 + \$18,000.00 = \$138,000.00	Youth/ Mental Health	Immediate and post-pandemic recovery services, including training sessions to upskill residents, case management support and tailored program.	Re-prioritisation of proposal focus to mental health, case worker resourcing and flexible programming creates a strong support network for the City's youth. Proposal does not specify the relationship to existing funding provided by the City.
<b>People Who Care Inc.</b>			
\$85,000.00 + \$20,000.00 = \$105,000.00	Financial assistance	Supporting and extending the program 'Power a Pensioner' that provides financial relief to seniors struggling with medical and utility costs. People Who Care Inc. have confirmed they are willing and able to distribute \$20,000.00 of emergency relief financial aid as requested by the City.	Submission well detailed and outlined. Questions around whether the proposal is a new program and whether there are other funding alternatives. Request for funding to replace donation loss.
<b>Ruah Community Services</b>			
\$27,800.00	Domestic crisis support/ Financial assistance/ Technology distribution	Supporting women experiencing family or domestic violence in entering stable housing, transportation, digital connectivity and dependent children's education.	Merit to proposal. Proposal represents a support package that is expected to provide a range of support options to clients based on the needs of each case.
<b>St Vincent de Paul Society WA Inc.</b>			
\$200,000.00	Homelessness and at risk - Youth Support centre	Support continued service of Passages Youth Engagement Hub to Vincent's youth experiencing or at risk of homelessness.	High impact service which is critical at this time. Proven capacity to deliver the service. Funds are required to replace donations which are no longer available due to COVID-19.

## COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

30 JUNE 2020

			Funding for staff wages can be supported via Federal Government. Administration will negotiate on scope of service and funding required.
<b>UnitingCare West</b>			
\$129,000.00	Homelessness direct support	Introduction of afternoon and weekend on-ground outreach services for homeless in Vincent.	Identified need for this service, exacerbated by COVID-19. Noting that funding for this program will likely not be a service that expires in the short term.
<b>Foodbank WA</b>			
\$178,476	Emergency relief	Supply of food hampers to residents in need, distributed through partner organisations.	Identified need, ability to work with any community group or not for profit organisation in Vincent to distribute food to people in need, targets a wide demographic.
<b>Total Funds = \$778,276</b>			
<b>Funds Remaining from \$1 Million = \$221,724</b>			

<b>Total Funds Allocated Including Derbarl Yerrigan Health Service Submission</b>			
<b>Funds Required</b>	<b>Service Type</b>	<b>Service Details</b>	<b>Administration's Justification</b>
<b>Derbarl Yerrigan Health Service</b>			
\$68,559	Health Services and emergency assistance for Aboriginal residents	Home visits and GP consultations for vulnerable Aboriginal people, flu vaccinations and emergency assistance	Targets a key vulnerable cohort providing an essential service. Aligns with our Reconciliation Action Plan.
<b>Total Funds = \$846,835</b>			
<b>Funds Remaining from \$1 Million = \$153,165</b>			

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COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES

30 JUNE 2020

**8 ANNOUNCEMENTS BY PRESIDING MEMBER (WITHOUT DISCUSSION)**

Nil

**9 GENERAL BUSINESS**

Nil

**10 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED****PROCEDURAL MOTION****Moved:** Cr Castle, **Seconded:** Cr Gontaszewski**PROCEDURAL MOTION**

Pursuant to Section 5.23(2) of the *Local Government Act 1995* and clause 2.14 of the 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 livestreaming was stopped.

**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 5.58pm the livestreaming resumed.

**COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES****30 JUNE 2020****10.1 ARTS RELIEF GRANTS TRANCHE 3**

The Presiding Member, Emma Cole, read out the following decision, which was made behind closed doors.

**COMMITTEE DECISION 10.1**

**That the COVID-19 Relief and Recovery Committee:**

- 1. ENDORSES the Arts Relief Grant funding to applicants 1, 2, 4, 5, 7 and 13.**
- 2. SEEKS further information about the public art elements in applications 10 and 12.**

**CARRIED UNANIMOUSLY (3-0)**

**For:** Mayor Cole, Cr Gontaszewski and Cr Castle

**Against:** Nil

**11 NEXT MEETING**

**7 July 2020 – 1pm**

- COVID-19 Weekly Update
- Community Benefit Incentives Policy

**21 July 2020 – 1pm**

- COVID-19 Weekly Update

**12 CLOSURE**

There being no further business, the Presiding Member, Mayor Emma Cole, declared the meeting closed at 6.01pm with the following persons present:

<b>PRESENT:</b>	<b>Mayor Emma Cole</b> <b>Cr Susan Gontaszewski</b> <b>Cr Alex Castle</b>	<b>Presiding Member</b> <b>South Ward</b> <b>North Ward</b>
<b>IN ATTENDANCE:</b>	<b>David MacLennan</b> <b>Andrew Murphy</b>  <b>Virginia Miltrup</b>  <b>John Corbellini</b>  <b>Meluka Bancroft</b>  <b>Mark Fallows</b> <b>Wendy Barnard</b>	<b>Chief Executive Officer</b> <b>Executive Director Infrastructure &amp; Environment</b> <b>Executive Director Community &amp; Business Services</b> <b>Executive Director Strategy &amp; Development</b> <b>Executive Manager Corporate Strategy &amp; Governance</b> <b>Manager Built Environment &amp; Wellbeing</b> <b>Council Liaison Officer</b>
<b>Public:</b>	There were no members of the public present.	

**COVID-19 RELIEF AND RECOVERY COMMITTEE MINUTES****30 JUNE 2020**

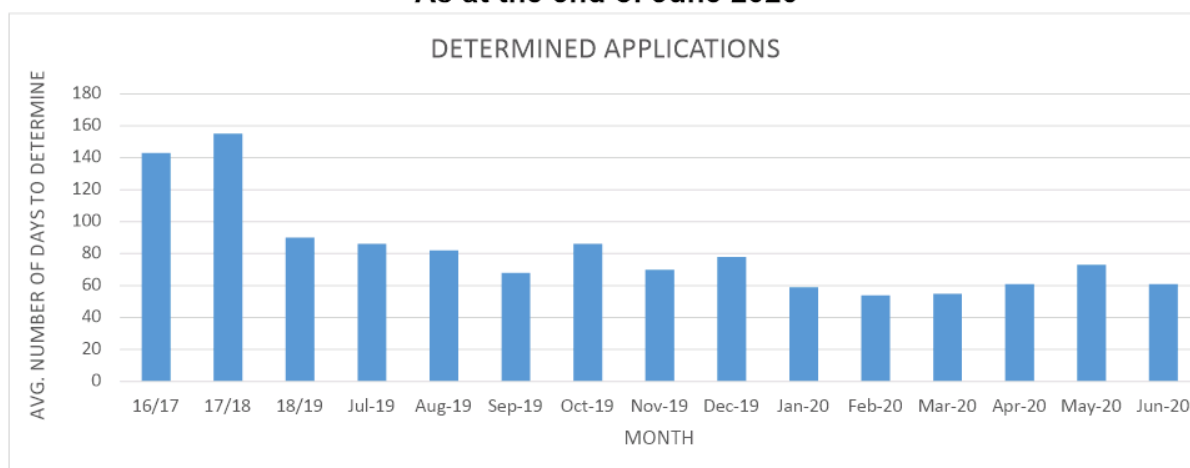
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These Minutes were confirmed by the Committee as a true and accurate record of the Meeting of the COVID-19 Relief and Recovery Committee held on 30 June 2020.

Signed: Mayor Emma Cole

Dated

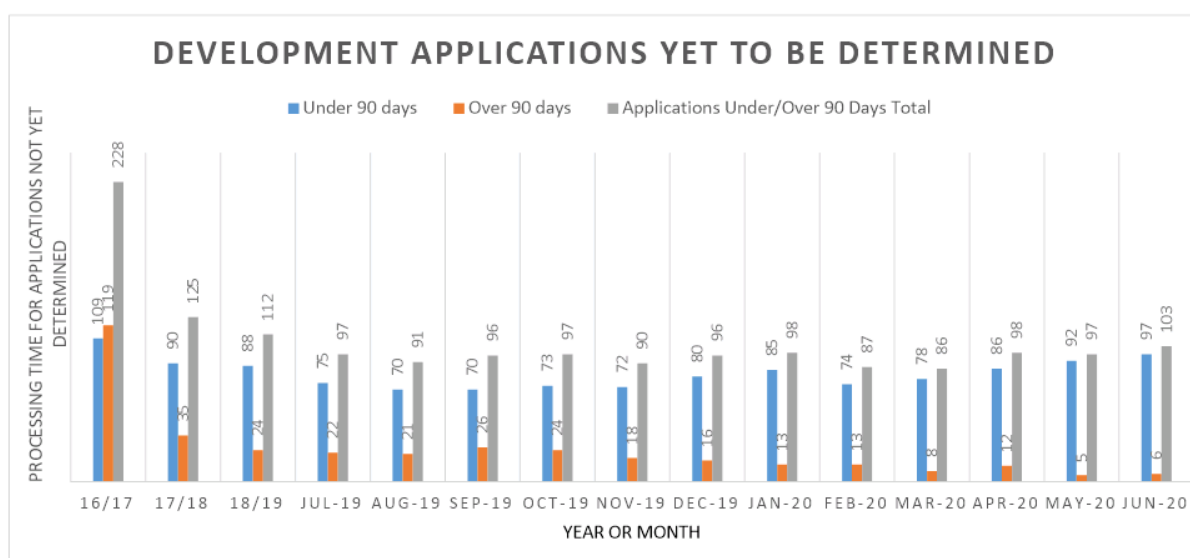
### Statistics for Development Applications As at the end of June 2020



**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	1	6
Average	143	155	84.72	86	82	69	79	70	78	59	54	55	61	73	61
Maximum	924	1008	787	321	230	236	251	449	188	269	149	266	168	263	190

	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	32	40
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	34.68	12.64



**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	34	44
DA's to be Determined	97	91	96	97	90	96	98	87	86	98	97	103
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	27.4	39.9

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS  
AS AT 8 JULY 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 540m<sup>2</sup> 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. Matter listed to further Mediation on 8 June 2020. Following mediation SAT invited the City to reconsider its decision on or before 10 July 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 will be delivered on or before 29 July 2020.</p> <p>*****</p> <p><i>Representation by: McLeods</i></p>



**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS  
AS AT 8 JULY 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 was been listed for a further Mediation on 31 March 2020. Mediation vacated with a Directions Hearing listed for 22 May 2020. Further mediations held on 15 June 2020 and 7 July 2020. Mediation vacated for a Directions Hearing to be held on 14 August 2020.</p> <p>*****</p> <p><i>Representation by: McLeods</i></p>
4.	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 then scheduled for 31 March 2020, which was vacated. It remains that the JDAP has been invited to reconsider its decision on or by 27 May 2020. Extension of time granted for the JDAP to reconsider its decision on or by 17 June 2020. Application approved by DAP at meeting on 17 June 2020. On 23 June 2020 the applicant confirmed that the application for review had been withdrawn. <b>Completed.</b></p> <p>*****</p> <p><i>Representation by: JDAP</i></p>
5.	No. 12 Newcastle Street, Perth (DR 73 of 2020)	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>City attended Directions Hearing on 15 May 2020. Mediation scheduled for 22 June 2020 vacated. Mediation held on 2 July 2020, with the SAT inviting the City to reconsider its decision on or before 15 September 2020.</p> <p>*****</p> <p><i>Representation by: McLeods</i></p>
6.	No. 50 Barlee Street, Mount Hawthorn (DR 135 of 2020)	30 June 2020	Davor Nikolic	<p>Application for review of Council decision to refuse application for Single House on 16 June 2020.</p> <p>*****</p> <p>Directions Hearing scheduled for 17 July 2020.</p> <p><i>Representation by: Administration</i></p>

Page 2 of 2

**METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)  
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT  
AS AT 8 JULY 2020**

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	Nos. 29-47 Lindsay Street, Perth	Urbis	Form 1 – Section 31 Reconsideration Commercial Development	24 June 2019	17 June 2020	Application approved 17 June 2020 consistent with officer recommendation minutes available <a href="#">here</a> .  Voting: carried unanimously.
2.	Nos. 160-166 Palmerston Street, Perth	Alan Stewart	Form 1 – Alterations and Additions to Existing Motel	15 April 2020	Not yet scheduled	Currently under assessment.  Responsible Authority Report due 14 July 2020.
3.	No. 612 Beaufort Street, Mount Lawley	Urbanista Planning	Form 2 – Amendment to Condition	30 April 2020	Not yet scheduled	Currently under assessment.  Awaiting Responsible Authority Report due date.
4.	No. 333 Oxford Street, Leederville	Aljn Built Forms	Form 2 – Amendment to Condition	8 May 2020	Not yet scheduled	Currently under assessment.  Responsible Authority Report due 29 July 2020.
5.	No. 742 Newcastle Street, Leederville	Urbis	Form 1 – Alterations and Additions to Hotel	3 June 2020	Not yet scheduled	Currently under assessment.  Awaiting Responsible Authority Report due date.

**CITY OF VINCENT DESIGN REVIEW PANEL (DRP)  
REGISTER OF APPLICATIONS CONSIDERED BY DRP  
AS AT 8 JULY 2020**

NO.	ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
1.	No. 373 Fitzgerald Street, North Perth	Element Advisory	Mixed Use Development	17 June 2020	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. 59 Galwey Street, Leederville	Ian Collins Homes Pty Ltd	Grouped Dwellings (4)	17 June 2020	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). DA lodged.
3.	No. 122 Angove Street, North Perth	Alan Woodward	Alfresco Addition in Road Reserve	17 June 2020	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). DA lodged.



CITY OF VINCENT

# INFORMATION BULLETIN

<b>TITLE:</b>	<b>Register of Petitions – Progress Report – July 2020</b>
<b>DIRECTORATE:</b>	<b>Chief Executive Officer</b>

## 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.

<b>Key Index:</b>	
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
<b>Council Meeting – 7 April 2020</b>			
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	<b>Completed.</b> Report to presented to Council Briefing 9 June 2020 and Council Meeting 16 June 2020. Given VVAWA's current lease, the petition was noted and the petitioners were notified of the outcome that the City was unable to cancel VVAWA's lease.



# INFORMATION BULLETIN

<b>TITLE:</b>	<b>Register of Notices of Motion – Progress Report – July 2020</b>
<b>DIRECTORATE:</b>	<b>Chief Executive Officer</b>

## 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.

<b>Key Index:</b>	
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
<b>12 November 2019 – Submitted by Cr Fotakis</b>		
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 and Election Signs Policy will be presented to Council at the 28 July Council Meeting for approval to advertise.
<b>20 August 2019 – Submitted by Cr Loden</b>		
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. Draft PHP presented to <del>July</del> August 2020 OMC.



# INFORMATION BULLETIN

<b>TITLE:</b>	<b>Register of Reports to be Actioned – Progress Report – July 2020</b>
<b>DIRECTORATE:</b>	<b>Chief Executive Officer</b>

## 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
<b>Council Meeting – 16 June 2020</b>				
9.4	Outcomes of Advertising Amendment No. 2 to Local Planning Policy No. 7.1.1 – Built Form; Appendix No. 16 Design Guidelines for Perth; and Appendix No. 18 – Design Guidelines for William Street	EDSD	The Built Form Policy will be published in July 2020. The provisions that require the approval of the WAPC will be forwarded in July 2020.	Policy to be published and forwarded in July 2020.
11.5	Differential Rating Strategy 2020/21	EDCBS	Differential Rating has been advertised. Feedback period closes 17 July. The item will then be included in the Budget Adoption at OMC 28 July 2020	31 July 2020.
12.1	Annual Review of Council Delegations and proposed amendments to the Execution of Documents Policy	CEO	Public notice of proposed amendments to the Execution of Documents Policy to be provided in late June. Outcomes of public notice to be provided to Council at 18 August Meeting.	18 August 2020 Council Meeting.
<b>Council Meeting – 19 May 2020</b>				
9.1	Amendment No. 6 to Local Planning Scheme No. 2 and Amendment No. 1 to Local Planning Policy No. 7.4.5 - Temporary Accommodation	EDSD	Administration has forwarded Amendment No. 6 to Local Planning Scheme No. 2 to the Environmental Protection Authority for comment. The City has been notified that the EPA has no comment so the Scheme and Policy will now be advertised in accordance with Council's resolution.	Advertising to be completed by end of August 2020.
12.2	Nomination of Elected Members for the vacant local government position on the Central Perth Land Redevelopment Committee	CEO	Administration will notify the Minister of the City's two nominees by 1 June 2020.	<b>Completed.</b> 1 June 2020.
12.3	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 transfer of Lots 303 & 304 on Deposited Plan 28000 to the Crown	CEO	Administration has commenced the land transfer process. This is expected to be completed by December 2020. The easement has been finalised.	December 2020.
12.4	Lease of 246 Vincent Street, Leederville to the Minister for Works - Department of Local Government, Sport and Cultural Industries - Amendment to Incentive condition	CEO	Lease has been finalised and with Department of Works for signing.	End of June 2020. July 2020.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
12.5	Update on the City's Advisory Groups - seeking nominations for community representatives	CEO	The Expressions of Interest (EOI) for new advisory group members closed on 29 June 2020. Recommendations for new community members will be provided to the 28 July 2020 Council Meeting.	28 July 2020.
<b>Council Meeting – 7 April 2020</b>				
12.3	Sale of miscellaneous portions of City Freehold Land	CEO	Sale of 150 Charles Street, West Perth and 202 Vincent Street, North Perth is being advertised. Administration finalising community consultation plan in respect to Brentham St and Monmouth St Lots. Administration liaising with adjacent owners regarding Barlee St car park lot.	Community consultation plan to be finalised by mid-June 2020. December 2020.
12.4	Review of Guidelines for Electronic Council Proceedings	CEO	Policy 4.2.3 – 'Council Briefings, Meetings & Forums – Format, Procedure and Maximum Duration' has been updated to reference eMeetings and will be presented to Council at the 28 July 2020 meeting for advertising.	28 July 2020
<b>Council Meeting – 17 March 2020</b>				
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. The City has been notified that the grant application has been approved.	<b>Completed.</b> 30 June 2020.
11.6	Draft City Property Management Framework and new Property Management Policy	CEO EDCBS	The draft City Property Management Framework has been advertised for consultation which concluded on 29 May 2020. Administration is currently rewording the PMF and adding specific maintenance responsibilities to the document. This will be presented to Council Workshop on 4 August.	OMC 16 June 2020. OMC 18 August 2020.
12.1	Consideration of Submissions on Proposal to lease Beatty Park Café	CEO	Lease commencement date is being renegotiated due to re-opening of Beatty Park Leisure Centre – currently proposed at 1 September 2020.	<del>Late 2020.</del> November 2020.
12.4	Advertising of Development of City Owned and Managed Land Policy	CEO	Public notice provided and submissions considered May 2020. Updated policy to be presented to Council for further advertisement at 28 July 2020 meeting.	28 July 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	Draft lease currently being prepared, proposed commencement date 1 August 2020.	<del>July 2020.</del> August 2020.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
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.	<b>Completed.</b> 16 June 2020. Updated Policy on website.
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.	<b>Completed.</b> 16 June 2020. Updated Policy on website.
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.	<b>Completed.</b> 16 June 2020. Updated Policy on website.
12.14	Lease of community building at Woodville Reserve, 10 Farmer Street, North Perth – Ethnic Community Council of WA Inc.	CEO EDCBS	Report presented to Council Workshop on 23 June 2020 advising that Community Partners had reviewed the previous report and held discussions with the three parties interested in the lease, being Ethnic Communities Council, Transition Town Vincent and Whadjuk Northside. It was recommended that the lease be offered to Whadjuk Northside. Whadjuk Northside are currently reviewing the terms and conditions with a report to be presented to Council at Council Briefing on 11 August 2020.	<del>Late 2020.</del> 30 September 2020.
12.15	Lease of 245 Vincent Street, Leederville to Town Team Movement	CEO	Lease signed.	<del>30 June 2020.</del> <b>Completed.</b> June 2020.
<b>Council Meeting – 11 February 2020</b>				
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 2020.
11.7	Vincent Men's Shed License for Storage Containers - 10 Farmer Street, Woodville Reserve	EDCBS	The licence has been signed by the Vincent Men's Shed and the City. Confirmation is currently being sought for the Development Application.	<del>30 June 2020.</del> 31 July 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 June 2020. Request will be made to Minister for Lands in August 2020.	Minister for Lands estimated to make a decision by <del>December</del> 2020 February 2021.
17.1	Amendment to Licence – 152 Joel Terrace, East Perth	CEO	Licence being finalised for signing. Amendment to Management Order lodged with Landgate for registration.	<del>June 2020.</del> July 2020.
<b>Special Council Meeting – 28 January 2020</b>				
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 is being advertised for public comment between 15 June 2020 and 13 July 2020 in accordance with Council's resolution and a report will be	A report will be presented to Council on the results of the consultation during 2020.



Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			presented to Council on the results of the consultation.	
<b>Council Meeting – 10 December 2019</b>				
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/August 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	Department of Planning, Lands and Heritage considering the request.	Minister for Lands estimated to make a decision by October 2020.
<b>Council Meeting – 12 November 2019</b>				
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/August 2020.
<b>Council Meeting – 15 October 2019</b>				
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	Licence signed and executed. Approval received from Department of Biodiversity, Conservation and Attractions. Letter of consent received from Department of Planning, Lands and Heritage.	Licence expected to be finalised by May 2020. <b>Completed.</b> 7 July 2020.
<b>Council Meeting – 17 September 2019</b>				
12.1	Consideration of Submissions on Acquisition of Luce Lane, North Perth	CEO	Acquisition completed.	<b>Completed.</b> June 2020.
<b>Council Meeting – 23 July 2019</b>				
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 have been reviewed and the revised draft Policy was presented to Council on 16 June 2020.	<b>Completed.</b> 16 June 2020.
<b>Council Meeting – 25 June 2019</b>				
10.1	Waste Strategy Project 2 - Bulk Hard Waste (Junk) Service Options Appraisal	EDIE	Implementing Council's decision with further reports being	Council Workshop May 2020 provided an update on progress (including

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			prepared and presented at Council Workshop May 2020.	Community Engagement Panel findings and proposed community consultation). Report being prepared for OMC July 2020.
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 June August 2020.
<b>Council Meeting – 28 May 2019</b>				
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. Anticipated completion September 2020.
11.3	Land exchange and reclassification of land (amendment no. 4 to Local Planning Scheme No. 2) - portion of lot 75 Brentham Street (Brentham Street Reserve) for portion of lot 100 (no. 20) and Lot 37 (no. 26) Brentham Street (Aranmore Catholic Primary School) - consideration of submissions and conditional contract of sale	CEO	The subdivision conditions were satisfied in February 2020. The scheme amendment was approved in February 2020. The building on lot 37 (music house) was demolished in early February 2020. The transfer of land is scheduled to occur in late March 2020, and the fences will be realigned within two weeks of the transfer. Lot 37 will be eco-zone landscaped following the transfer.	30 June 2020, August 2020.
<b>Council Meeting – 30 April 2019</b>				
11.4	Transfer and dedication of lots as road - Charles Street, North Perth	CEO	Main Roads to organise State Solicitors Office to prepare transfer documents. Acquisition of Lot 66 on hold due to adverse possession claim.	Awaiting documents from Department of Lands and Main Roads, expected completion by December 2020. Anticipated September 2020. Resolution of adverse possession claim waiting on Landgate decision.
<b>Council Meeting – 2 April 2019</b>				
11.4	Amendments to the Trading in Public Places Local Law 2008 and Local Government Property Local Law 2008	CEO	Local Government Property Local Laws and new Election Signs Policy report to Council 28 July 2020 for approval to advertise.	28 July 2020.
<b>Council Meeting – 5 March 2019</b>				
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 regard 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.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
<b>Council Meeting – 4 April 2018</b>				
11.1	Lease of Leederville Oval by East Perth Football Club (EPFC) Inc. & Subiaco Football Club Inc. (SFC) - Request for waiver and write-off of fees and variation of leases	CEO	Financial assistance granted to clubs in June 2020. EPFC agreed to pay outstanding arrears from 2015/2016.	<del>June 2020.</del> July 2020.
<b>Council Meeting – 27 June 2017</b>				
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 with the Norwood Neighbourhood Association. An update will be provided to Council following the site meeting in March 2020.	<del>30 June 2020.</del> September 2020.
<b>Council Meeting – 30 May 2017</b>				
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.
<b>Council Meeting – 7 March 2017</b>				
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.	<del>June 2020.</del> Delay due to COVID-19 response. Working on combined Animal Local Law and Health Local Law. Anticipated completion September 2020.
<b>Council Meeting – 18 October 2016</b>				
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.	<del>Scheduled to go to Council in June 2020.</del> <b>Completed.</b> OMC 16 June 2020 (Item 10.1).
<b>Council Meeting – 27 October 2015</b>				
9.3.6	Portion of No. 10 (Lot 2545) Farmer Street, North Perth – Approval of a Sub-lease to Vincent Men's Shed (Inc.) (SC351/SC2087)	CEO	To be addressed through the Draft City Property Management Framework proposed to go to OMC 18 August 2020.	<del>30 June 2020.</del> 30 September 2020.
<b>Council Meeting – 18 November 2014</b>				
9.1.4	Car Parking Strategy Implementation – Progress Report No. 1 (PRO0084/SC1345)	EDSD / EDIE	The option of having parking benefit districts will be reviewed as part of the review of the Car Parking Strategy and preparation of an Integrated Transport Plan. The City has a policy to guide the issuing of parking permits and has the ability to issue commercial parking permits. Administration issues permits in accordance with this policy.	The 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.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			<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>	
<b>Council Meeting – 7 October 2014</b>				
9.3.2	Lease for North Perth Tennis Club – Lease of Premises at Woodville Reserve, 10 Farmer Street, North Perth (SC351/SC621)	CEO	The Woodville Reserve Master Plan is scheduled to commence in the FY 2020/21 and is anticipated that it will be completed by 30 June 2021. The master plan will consider the best use of this site in terms of future community needs, financial sustainability and multiple and shared use of facilities. The North Perth Tennis Club facility and tennis courts will be considered as part of this planning process.	30 June 2020. 30 June 2021.
<b>Council Meeting – 23 September 2014</b>				
9.3.6	Lease for Leederville Tennis Club – Lease of premises at 150 Richmond Street, Leederville (SC351 & PR25077)	CEO	Subject to the City's Property Management Framework.	30 June 2020. 30 September 2020.
<b>Council Meeting – 27 May 2014</b>				
9.3.4	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. September 2020.

**9        MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**10       REPRESENTATION ON COMMITTEES AND PUBLIC BODIES**

**11       CLOSURE**