



CITY OF VINCENT

AGENDA

Council Briefing

13 October 2020

Time: 6pm
**Location: E-Meeting and Administration and
Civic Centre**
244 Vincent Street, Leederville

David MacLennan
Chief Executive Officer

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The City's Council Briefings, Ordinary Council Meetings, Special Council Meetings and COVID-19 Relief and Recovery Committee Meetings are held in the Council Chamber located upstairs in the City of Vincent Administration and Civic Centre. Physical distancing measures are in place. Meetings are also held electronically (as eMeetings), and live streamed so you can continue to watch our meetings and briefings online at <https://www.vincent.wa.gov.au/council-meetings/livestream>

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Questions or statements made at a Council Briefing, Special Meeting of the Council or a Committee Meeting must only relate to the purpose for which the meeting has been called.

Public Questions will be strictly limited to three (3) minutes per person.

The following conditions apply to public questions and statements:

1. Questions and statements can be made in person or by emailing governance@vincent.wa.gov.au with the questions/ statements prior to 3pm on the day of a Council Briefing or Meeting or prior to 10am on the day of a Committee Meeting. Please include your full name and suburb in your email. Questions / statements emailed will be read out by the CEO or his delegate during public question time.
2. Shortly after the commencement of the meeting, the Presiding Member will ask members of the public to come forward to address the Council and to give their name and the suburb in which they reside or, where a member of the public is representing the interests of a business, the suburb in which that business is located and Agenda Item number (if known).
3. Questions/statements are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on an Elected Member or City Employee.
4. Where practicable, responses to questions will be provided at the meeting. Where the information is not available or the question cannot be answered, it will be *"taken on notice"* and a written response will be sent by the Chief Executive Officer to the person asking the question. A copy of the reply will be included in the Agenda of the next Ordinary meeting of the Council.
5. It is not intended that public speaking time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

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- All Council proceedings are recorded and livestreamed in accordance with the Council Proceedings – Recording and Web Streaming Policy.
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- All livestreams can be accessed at <https://www.vincent.wa.gov.au/council-meetings/livestream>
- All live stream recordings can be accessed on demand at <https://www.vincent.wa.gov.au/council-meetings>
- Images of the public gallery are not included in the webcast, however the voices of people in attendance may be captured and streamed.
- If you have any issues or concerns with the live streaming of meetings, please contact the City's Governance Team on 08 9273 6500.

Order Of Business

1	Declaration of Opening / Acknowledgement of Country	6
2	Apologies / Members on Leave of Absence	6
3	Public Question Time and Receiving of Public Statements	6
4	Declarations of Interest	6
5	Strategy & Development	7
5.1	No. 382 (Lot: 1; STR: 23150) Bulwer Street, West Perth - Proposed Grouped Dwelling	7
5.2	No. 58 (Lot: 301 & 302; D/P: 34680) Kalgoorlie Street, Mount Hawthorn - Single House (Amendment to Approved)	107
5.3	No. 2 (Lot: 119; D/P: 12521) Deague Court, North Perth - Two Grouped Dwellings	149
5.4	Public Health Plan 2020 - 2025 - Outcome of Public Consultation	188
5.5	Adoption of Amendments to Mobile Food Vendor Policy and Consideration of a Commercial Kiosk Proposal at Hyde Park	274
5.6	Draft Haynes Street Reserve Development Plan	303
5.7	Accessible City Strategy	330
6	Infrastructure & Environment	404
6.1	Update on Homelessness Support	404
7	Community & Business Services	405
7.1	Beatty Park Leisure Centre Renewals Business Case	405
7.2	Final endorsement of Youth Action Plan	424
7.3	Adoption of amendments to Community Funding Policy - Emergency Relief Donations	448
7.4	Investment Report as at 31 August 2020	473
7.5	Authorisation of Expenditure for the Period 1 August 2020 to 31 August 2020	481
7.6	Financial Statements as at 31 August 2020	498
8	Chief Executive Officer	566
8.1	Annual review of updated Project Plans for the 26 Strategic Projects in the Corporate Business Plan 2020/21 - 2023/24	566
8.2	Request to the Minister for Lands to Acquire Six Rights of Way as Crown Land and Reserve as Public Rights of Way - Perth Precinct	595
8.3	Sale of 150 (Lot 12) Charles Street, West Perth [ABSOLUTE MAJORITY DECISION REQUIRED]	600
8.4	Licence to locate a permanent alfresco structure in the Grosvenor Road road reserve adjacent to 639-643 (Lot 1) Beaufort Street, Mount Lawley	605
8.5	Transfer of ANZAC Cottage, 38 Kalgoorlie Street, Mount Hawthorn, to the National Trust of Western Australia	617
8.6	Extension of Lease - Barlee Street Car Park, 596 (Lots 49 & 50) Beaufort Street, Mount Lawley [ABSOLUTE MAJORITY DECISION REQUIRED]	629
8.7	Approval of Policy Document Register and Review Plan and repeal of policies	632
8.8	Appointment of community member to the City of Vincent Audit Committee	686
8.9	Appointment of Tamala Park Regional Council representative	687
8.10	Information Bulletin	689
9	Motions of Which Previous Notice Has Been Given	757

10 Representation on Committees and Public Bodies757

11 Closure757

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE








Nil

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

5 STRATEGY & DEVELOPMENT

5.1 NO. 382 (LOT: 1; STR: 23150) BULWER STREET, WEST PERTH - PROPOSED GROUPED DWELLING

Ward: South

- Attachments:
1. Consultation and Location Map [↓](#) 
 2. Development Plans [↓](#) 
 3. Applicant's Supporting Documents [↓](#) 
 4. Advertised Plans (Superseded) [↓](#) 
 5. Summary of Submissions - Administration Response [↓](#) 
 6. Summary of Submissions - Applicant Response [↓](#) 
 7. Determination Advice Notes [↓](#) 

RECOMMENDATION:

That Council in accordance with the provisions of the City of Vincent Local Planning Scheme No.2 and the Metropolitan Region Scheme, APPROVES the application for a Grouped Dwelling at No. 382 (Lot: 1; STR: 23150) Bulwer Street, West Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions and the associated advice notes in Attachment 7:

1. Development Plans

This approval is for a Grouped Dwelling as shown on the approved plans dated 10 September 2020. No other development forms part of this approval;

2. Boundary Walls

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

3. Stormwater

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

4. External Fixtures

All external fixtures, such as television antennas (of a non-standard type), radio and other antennae, satellite dishes, solar panels, external hot water heaters, air conditioners, and the like, shall not be visible from the street(s), are designed integrally with the building, and be located so as not to be visually obtrusive;

5. Landscaping

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

- The location and type of existing and proposed trees and plants;
- Areas to be irrigated or reticulated; and

- The provision of a minimum of 12 percent deep soil area, 3 percent planting areas and 22.5 percent canopy cover at maturity, as defined by the City's Policy No. 7.1.1 – Built Form; and

5.2 All works shown in the plans as identified in Condition 5.1 above shall be undertaken in accordance with the approved plans to the City's satisfaction, prior to occupancy or use of the development and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;

6. Visual Privacy

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

7. Colours and Materials

The colours, materials and finishes of the development shall be in accordance with the details and annotations as indicated on the approved plans which forms part of this approval or as otherwise agreed, to the satisfaction of the City;

8. Fencing

8.1 The breezeblocks shall provide a minimum of 50 percent of the total surface area as unobstructed when viewed directly from the street, to the satisfaction of the City; and

8.2 The pedestrian access gate is required to open wholly within the subject lot, to the satisfaction of the City;

9. Sight Lines

No walls, letterboxes or fences above 0.75 metres in height to be constructed within 1.0 metre of where the driveway meets the right of way, unless the further approval of the City is obtained;

10. Car Parking and Access

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

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

10.3 No goods or materials being stored, either temporarily or permanently, in the parking or landscape areas or within access driveways. All goods and materials are to be stored within the buildings or storage yards, where provided; and

11. Dilapidation and Engineering Reports

11.1 A Dilapidation Report for No. 384 Bulwer Street, West Perth shall be submitted and approved by the City prior to the demolition; and

11.2 An Engineering Report for No. 384 Bulwer Street, West Perth shall be submitted and approved by the City prior to the demolition to ascertain the potential undermining of foundations and walls and the extent of permanent grout injection required.

PURPOSE OF REPORT:

To consider an application for development approval for a two storey Grouped Dwelling at No. 382 Bulwer Street, West Perth (subject site).

PROPOSAL:

The application proposes the construction of a new two storey Grouped Dwelling fronting Bulwer Street.

The Grouped Dwelling consists of two portions, with the main dwelling located at the middle of the site and containing the living areas and three bedrooms. The second portion at the rear contains the garage with an office above and is separated from the main dwelling by an open courtyard. Vehicle access is provided from the rear right-of-way (ROW) and the primary pedestrian access to the dwelling is provided from Bulwer Street.

A location plan is included as **Attachment 1**. The proposed development plans have been included as **Attachment 2**. The applicants supporting documents including an Urban Design Study and an Environmentally Sustainable Design report are included in **Attachment 3**.

BACKGROUND:

Landowner:	Jonathan McIntosh and Peter Casserly
Applicant:	Residential Building WA Pty Ltd
Date of Application:	17 March 2020
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R80
Built Form Area:	Residential
Existing Land Use:	Grouped Dwelling
Proposed Use Class:	Grouped Dwelling
Lot Area:	204m ²
Right of Way (ROW):	Yes – 3.0m wide, drained and sealed.
Heritage List:	No

The subject site is bound by Bulwer Street to the south-west, single storey dwellings to the north-west and south-east and a ROW to the north-east. A location plan is included as **Attachment 1**.

The subject site and all surrounding properties are zoned Residential R80 under the City's Local Planning Scheme No. 2 (LPS2). The subject site along with the neighbouring dwelling at No. 384 Bulwer Street are part of a built strata located on the same parent lot.

The subject site and all surrounding properties are within the Residential Built Form Area and have a permitted building height of three storeys as prescribed under the City's Policy No. 7.1.1 – Built Form (Built Form Policy).

DETAILS:**Summary Assessment**

The table below summarises the planning assessment of the proposal against the provisions of the City of Vincent LPS2, the City's Built Form Policy and the State Government's State Planning Policy 7.3 Residential Design Codes Volume 1 (R Codes Volume 1). In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Deemed-to-Comply	Requires the Discretion of Council
Street Setback		✓
Lot Boundary Setbacks/Boundary Walls		✓
Open Space	✓	
Building Height/Storeys	✓	
Setback of Garages and Carports	✓	

Planning Element	Deemed-to-Comply	Requires the Discretion of Council
Garage Width		✓
Street Surveillance	✓	
Street Walls and Fences		✓
Outdoor Living Areas	✓	
Landscaping (R Codes Volume 1)	✓	
Parking & Access	✓	
Site Works/Retaining Walls	✓	
Visual Privacy	✓	
Solar Access	✓	
Essential Facilities	✓	
External Fixtures	✓	
Environmentally Sustainable Design		✓
Urban Design Study		✓
Development on Rights of Way		✓

Detailed Assessment

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

Street Setback	
Deemed-to-Comply Standard	Proposal
Built Form Policy Volume 1 Clause 5.2	
Street setback required: 6.0m	First floor street setback proposed: 5.3m
Balconies on upper floors setback 1.0m behind the ground floor predominant building line	First floor balcony proposed to sit 0.9m forward of the ground floor predominant building line
Lot Boundary Setbacks / Boundary Walls	
Deemed-to-Comply Standard	Proposal
R Codes Volume 1 Clause 5.1.3	
<u>Lot Boundary Setbacks</u>	
<i>North-West boundary:</i> First floor (balcony to bed 3): 2.2m	First floor (balcony to bed 3): 1.2m
<i>South-East boundary:</i> First floor (balcony to bed 3): 2.3m Ground floor (ensuite to bed 2): 1.5m	First floor (balcony to bed 3): 1.0m Ground floor (ensuite to bed 2): 1.2m
<u>Boundary Walls</u> Average wall height permitted: 3.0m	Ground floor walk-in robe wall (south-east) average height proposed: 3.2m
Garage Width	
Deemed-to-Comply Standard	Proposal
Built Form Policy Volume 1 Clause 5.5	
For lots less than 10m wide Garage width permitted 4.0m	Garage width proposed: 5.4m
Street Walls and Fences	
Deemed-to-Comply Standard	Proposal
Built Form Policy Volume 1 Clause 5.7	
Maximum height of solid wall permitted: 1.8m	Maximum height of solid wall proposed: 2.0m
Development on Rights of Way	
Deemed-to-Comply Standard	Proposal
Built Form Policy Volume 1 Clause 5.13	

ROW setback required following ROW widening: 1.0m	Setbacks proposed following ROW widening: Garage: 0.3m First Floor Office: Nil
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The above elements of the proposal do not meet the specified deemed-to-comply standards and are discussed in the comments section below.

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* for a period of 14 days from 26 June 2020 to 9 July 2020. The method of consultation included notice on the City's website and 23 letters mailed to all owners and occupiers of the properties adjoining the subject site, as shown in **Attachment 1**.

At the conclusion of the consultation period a total of seven submissions were received, all of which objected to the proposal. The submissions raised the following concerns:

- Design and street setbacks are not consistent with the established streetscape and surrounding locality;
- Adverse impacts of bulk and overshadowing to neighbouring outdoor areas;
- Not taking advantage of the three storey height limit at the detriment of adjoining properties, natural light access and landscaping;
- High number of walls built up to boundaries;
- Lack of canopy coverage would be detrimental to neighbouring properties and the surrounding area. Existing mature trees on-site should be retained;
- Overlooking to adjoining properties; and
- Inadequate space for safe vehicle manoeuvring.

A copy of the plans that were advertised to adjoining properties are included in **Attachment 4**.

The applicant submitted amended plans to address the deemed-to-comply variations proposed; comments from the Design Review Panel (DRP) Chair; and the concerns raised during the community consultation period. These changes related to increased landscaping; the addition of a front fence; the relocation of the first floor office; and design changes to the first floor elevations.

The amended plans were re-advertised to previous submitters for a period of seven days from 1 September 2020 to 7 September 2020. Two submissions were received, one in support and one in objection to the amended plans. Both submitters previously objected to the proposal. The submissions raised the following concerns:

- Overlooking from the relocated office and through the balcony louvres;
- Inadequate space for safe vehicle manoeuvring;
- Adverse impacts of bulk and overshadowing to neighbouring properties; and
- Lack of canopy coverage would be detrimental to the character of the surrounding area.

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

Department of Planning, Lands and Heritage (DPLH)

In accordance with the Western Australian Planning Commission's (WAPC) delegations under the MRS, the application was referred to DPLH as the subject site abuts Bulwer Street, which is an Other Regional Road. DPLH provided a letter of no objection to the proposed development on regional transport grounds, subject to all vehicle access to the site being obtained from the ROW.

Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred to the Chair of the City's Design Review Panel for comments. The plans initially referred are included in **Attachment 2**. The following key comments were provided:

- The first floor overhang to Bulwer Street is acceptable in this context. Suggested to reduce the overhang to allow additional light to the ground floor;
- The overall street setback reflects the adjoining dwellings and is supported;
- The first floor width is the minimum to achieve a functional space and the lot boundary setback variations are expected with a 6 metre wide block;
- Increased uncovered usable space would improve natural light access to the rear of the dwelling. Look at opportunities to improve natural light access to the balcony and rear courtyard;
- The lack of canopy coverage indicates a lack of outdoor space and over-developed proposal;
- The skillion roof effectively minimises building bulk on the adjoining properties. Suggest reducing the size of the solid panel above the balcony opening to decrease impacts of bulk on the street;
- The contemporary cladding and white first floor colour palette ties in with the verandah detailing on many character houses. Suggest removing the recess and change in colour of the first floor elevations to enable a more refined and contextual design;
- The architectural language doesn't link to the surrounding context in terms of fine grain detailing, materiality, textures and colours. The front ground floor elevation and front fence are opportunities to improve this while maintaining a contemporary style. Suggest including a front fence and integrating breezeblocks and red face brick into the design;
- Suggest reducing the number of rooms or length of the first floor to improve resident amenity and decrease bulk impacts on adjoining properties; and
- Suggest updating the plans and perspectives to show the adjoining dwellings and context.

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

- Relocation of the office to provide increased uncovered usable space and improve natural light access to the rear rooms of the dwelling;
- Revision of the balcony design to introduce openings on both sides of the balcony. The size of the solid panel above the balcony was also decreased;
- Increased landscaping and canopy coverage in the front setback area and the rear courtyard;
- Provision of a red face brick front fence that includes breezeblock design features to respond to the streetscape. The front fence recycles the bricks from the existing house and fence; and
- Revision of the first floor elevations to remove the change in colour and recess.

The final set of plans that the applicant is seeking approval for are included as **Attachment 2**.

The DRP Chair reviewed the amended plans and advised that the changes significantly improve the level of internal amenity for residents and have improved the developments relationship with the surrounding context and streetscape in terms of colours and materials.

The DRP Chair advised that the impact of bulk and scale on adjoining properties has improved through the relocation of the office and skillion roof design. Concerns were maintained in relation to the dwellings size in relation to the site. The acceptability of bulk and scale is discussed in the Comments section below.

LEGAL/POLICY:

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

Delegation to Determine Applications:

This matter is being referred to Council in accordance with the City's Delegated Authority Register as the delegation does not extend to applications for development approval that received more than five objections during the City's community consultation period.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:Street Setback

The Built Form Policy requires a minimum setback of 6.0 metres from Bulwer Street. It also requires upper floor balconies to be setback a minimum of 1 metre behind the ground floor predominant building line.

The development proposes the first floor to be setback 5.3 metres from Bulwer Street and the first floor balcony to sit 0.9 metres forward of the ground floor predominant building line.

Administration received submissions during community consultation that raised concerns that the design, upper floor overhang and street setback are not consistent with the existing streetscape.

The proposed setbacks meet the local housing objectives of the Built Form Policy and the design principles of the R Codes Volume 1 for the following reasons:

- The street setback of the adjoining properties is highly varied, with the setbacks of the five properties on either side ranging from 3.3 metres to 9.1 metres. The majority of the streetscape is currently single storey but this is expected to change as this section of Bulwer Street is zoned R80 and has a three storey building height permissibility;
- The setback of the first floor to Bulwer Street is largely in line with the setbacks of the immediate neighbours. The first floor setback is sufficient in this context and would set an appropriate standard for future development which would not compromise the existing or future streetscape;
- The development incorporates predominant features of the streetscape through its colours and materials. The face brick finish of the ground floor references many existing dwellings on Bulwer Street and the white colour palette of the first floor reflects the verandah and gable roof detailing of neighbouring dwellings. The proposed front fence incorporates face brick and breezeblocks that are also features of the streetscape;
- The development clearly distinguishes the ground and first floors, and is well articulated and minimises visual bulk through the following:
 - A compliant ground floor setback is provided and the setback across both floors is varied, providing depth and reducing the mass and scale of the development;
 - The windows provided on the ground and first floors and the provision of an open balcony reduce impacts of solid blank walls and subsequent bulk as viewed across and along the street;
 - Contrasting materials and colours between the ground and floors break up the impact of bulk;
- The proposal incorporates deep soil zones, planting areas and canopy coverage within the front setback area, including five mature trees. The provision of landscaping assists in ameliorating the bulk and scale of the development as viewed from the street. The landscaping would soften the appearance of the dwelling and contribute to the landscape amenity of the street; and

- The DRP Chair supports the first floor overhang and overall street setback of the development in relation to the neighbouring dwellings. The DRP also support the colours and materials of the street elevation and front fence in terms of how the development integrates into the surrounding context.

Lot Boundary Setbacks

North-West

The R Codes Volume 1 require a minimum setback of 2.2 metres of the first floor (balcony to bed 3) from the north-west boundary. The development proposes a setback of 1.2 metres.

Administration received submissions during community consultation that raised concerns in relation to excessive bulk and overshadowing impacts to adjoining properties as a result of the lot boundary setback variations.

The proposed setbacks meet the local housing objectives of the Built Form Policy and the design principles of the R Codes Volume 1 for the following reasons:

- The affected property to the north-west is a single storey dwelling that is built up to the shared boundary for its full length. The first floor does not directly abut major openings to habitable rooms and outdoor living areas of the north-west adjoining dwelling;
- The north-western elevation is well articulated and incorporates multiple openings of different styles to break up the impact of solid blank walls when viewed from the adjoining property and the street;
- Due to the favourable orientation of the lots, the development would not adversely impact the adjoining north-western properties access to direct sunlight. The stepping back of the first floor and the open courtyard at the rear ensures adequate ventilation is provided to the adjoining north-western property;
- The openings from the north-western elevation meet the R Codes Volume 1 Visual Privacy deemed-to-comply standards. The reduced lot boundary setbacks would not result in any adverse overlooking and subsequent loss of privacy to the adjoining property; and
- The DRP Chair supports the colours and materials of the first floor elevation. They acknowledged that the variation is expected with a 6 metre wide block and the first floor at its minimum functional width.

South-East

The R Codes Volume 1 requires a minimum setback of 2.3 metres of the first floor (balcony to bed 3) and 1.5 metres of the ground floor (ensuite to bed 2) from the south-east boundary. The development proposes a setback of 1.0 metre and 1.2 metres respectively.

The R Codes Volume 1 requires boundary walls to have a maximum average wall height of 3.0 metres. The development proposes the ground floor walk-in robe south-east boundary wall to have an average height of 3.2 metres.

Administration received submissions during community consultation that raised concerns that the reduced lot boundary setbacks would result in excessive bulk and overshadowing impacts on adjoining properties.

The proposed setbacks meet the local housing objectives of the Built Form Policy and the design principles of the R Codes Volume 1 for the following reasons:

- The south-east adjoining property contains a single storey dwelling. The first floor and ground floor would partially abut the south-east adjoining properties outdoor living area and would directly abut a major opening to a habitable room at the centre of the neighbouring dwelling;
- The south-east elevation is well articulated and incorporates multiple openings to break up the impact of building bulk when viewed from the adjoining property and the street. The elevation incorporates contrasting colours and materials including face brick, dark render and white cladding that assists in breaking up the ground and first floor walls when viewed from the adjoining property;
- The areas affected by the reduced setback of the ground floor and the over height boundary wall would already be shadowed by the first floor. The subject site has a three storey height limit and the development is only two storeys, with the first floor skillion roof designed to fall away to the rear to

reduce shadowing impacts on the major opening and outdoor living area of the adjoining dwelling. The overshadowing generated by the proposal meets the deemed-to-comply requirements;

- The stepping back of the ground and first floors and the open courtyard at the rear ensures adequate ventilation is provided to the adjoining south-eastern property;
- The openings from the south-east elevation meet the R Codes Volume 1 Visual Privacy deemed-to-comply standards. The reduced lot boundary setbacks would not result in any adverse overlooking and subsequent loss of privacy to the adjoining property;
- The boundary wall is located behind the street setback line and would be partially concealed by the adjoining dwelling. This would not be prominently located as viewed from the street. The boundary wall is also finished with face brick consistent with the adjoining dwelling and streetscape; and
- The DRP Chair supported the colours and materials of the elevation. They acknowledged that the variations are expected with a 6 metre wide block and a first floor at its minimum functional width.

Garage Width

The Built Form Policy requires garages to have a maximum width of 4 metres where lots are less than 10 metres wide. The development proposes a garage with a width of 5.4 metres to the ROW.

Administration received submissions during community consultation that raised concerns with the garage width in relation to it being built up to both side lot boundaries.

The proposed garage width meets the local housing objectives of the Built Form Policy and the design principles of the R Codes Volume 1 for the following reasons:

- The location of the garage from the ROW is preferable to reduce impacts of building bulk to Bulwer Street;
- The existing ROW contains a number of single and double garages, vehicle access points and outbuildings that face the ROW. It is expected that as the adjoining properties are redeveloped that further garages and vehicle access points would be proposed from the ROW;
- The ROW has limited visual character and the proposed garage is consistent with the current and expected future use of the ROW. The visual impact to the ROW is positive as a result of the contrasting materials and the provision of a major opening from the Office, facing the ROW;
- Visual connectivity between the ROW and the dwelling is maintained by the major opening to the first floor office that would provide surveillance to the ROW; and
- The additional width is required to provide compliant vehicle parking and manoeuvring space for one vehicle with the additional area providing space for a workbench, bicycle storage and access to the courtyard.

Street Walls and Fences

The Built Form Policy requires solid walls to have a maximum height of 1.8 metres where two significant design features are provided. The development proposes a solid wall with a maximum height of 2.0 metres.

The proposed fence to Bulwer Street meets the local housing objectives of the Built Form Policy and the design principles of the R Codes Volume 1 for the following reasons:

- The fence is solid to a height of 1.8 metres on the north-west side of the lot and to height of 2.0 metres on the south-east side of the lot. This results from the slope of the site along the street. The additional height allows the top of the fence to remain level and the bin store to be screened from the street;
- A section of the fence is proposed as visually permeable breezeblocks to provide views between dwelling and the street. This section of the fence ensures street surveillance is maintained;
- The fence is compatible with the proposed development and existing streetscape in terms of style and materials. The high solid wall and face brick finish is consistent with a number of fences in the existing streetscape. The fence uses both new face brick and recycled brick from the existing dwelling to tie into contemporary style of the development and reference the existing face brick in dwellings and fences along the street. The breezeblocks are a feature of other fences in the existing streetscape and tie into the contemporary style of the development;
- Bulwer Street is a 'District Distributor B' road and the solid portion of wall would provide privacy and noise screening to the front yard and ground floor; and
- The DRP Chair supports the front fence materials and style, advising that the fence appropriately references and integrates with the surrounding context.

Development on Rights of Way*ROW widening*

The redevelopment of this property is subject to ROW widening in accordance with the Built Form Policy and the Western Australian Planning Commission's Planning Bulletin 33: Rights of Way or Laneways in Established Areas - Guidelines (PB33). The current ROW that borders the site to the north-east is 3.0 metres in width. The recommended 6.0 metre ROW width standard included in PB33 would require future widening of 1.5 metres to be provided for this site to ensure appropriate space is available to manoeuvre a vehicle in and out of a garage, carport or parking space at right angles to the ROW.

Car parking on the subject lot is proposed to be accessed from the ROW and the 1.5 metre widening on the north-eastern side of the lot is necessary to provide adequate manoeuvring for vehicles to and from this car parking area. The garage and first floor office have been set back outside of the future ROW widening area, with no permanent structures or active open space proposed within this area. The ROW widening area cannot be ceded to the City until subdivision stage but this area is required to be set aside for future widening at the earliest opportunity being the development application stage.

ROW setback

The Built Form Policy requires a 1.0 metre setback from the ROW after 1.5 metres of road widening has been applied. The development proposes a 0.3 metre setback from the garage and a nil setback of the first floor office from the current ROW boundary.

Administration received submissions during community consultation that raised concerns with vehicle manoeuvring and safety from the garage.

The proposed setback meets the local housing objectives of the Built Form Policy for the following reasons:

- The 1.8 metre set back of the garage from the ROW ensures that compliant sightlines are provided and compliant vehicle manoeuvring space is provided in accordance with the Australian Standards (AS2890.1);
- The major opening from the first floor office breaks up the bulk of the wall and provides passive surveillance to the ROW. The change in materials of the garage and first floor office along with the overhang and reduced width (3.0 metres) of the first floor to the ROW further reduces and breaks up the impact of bulk on the ROW;
- The development is setback a minimum of 1.5 metres from the current ROW, allowing for future ROW widening if required; and
- The development provides pedestrian access to the public street (Bulwer Street) for postal, rubbish collection and public utilities. Suitable space is available for service areas and waste management. The proposed ROW setbacks do not detrimentally impact pedestrian or vehicle access to the site.

Landscaping

In addition to the deemed-to-comply standards of the R Codes Volume 1, the application has also been assessed against the landscaping provisions of the Built Form Policy that sets out additional deemed-to-comply standards. The deemed-to-comply landscaping standards set out in the Built Form Policy have not yet been approved by the WAPC and as such, these provisions are given due regard in the assessment of the application.

The Built Form Policy requires a minimum of 30 percent of the site to be provided as canopy coverage at maturity. The application proposes 22.5 percent of the site as canopy coverage at maturity. Compliant planting areas and deep soil zones are provided.

Administration received comments during community consultation that raised concerns with the lack of landscaping and canopy coverage proposed.

The proposed landscaping meets the local housing objectives of the Built Form Policy for the following reasons:

- The provided deep soil zones and planting areas accommodate a number of mature trees. The landscaping includes portions of canopy cover which extend outside of the lot boundaries, contributing

to the reduction of the impact of the urban heat island effect and increasing urban air quality of the locality. It would also provide additional shade to the Bulwer Street pedestrian path and verge;

- The location of five mature trees in the front setback area would soften the appearance of the dwelling from the street and adjoining properties. The landscaping provided positively contributes to the overall landscape amenity of the development site as well as the development when viewed from the street and adjoining properties;
- The consolidated area of canopy coverage in the rear courtyard is consistent with that of adjoining properties. This ensures that a sense of open space between buildings is maintained;
- The proposal has incorporated a variety of species that create interest and soften the building edge when viewed from the street and adjoining residential properties. The landscaping locations also provide an increased amenity for residents and future occupants;
- The proposal provides compliant deep soil zones and planting areas, allowing for future mature planting opportunities. The applicant has stated in **Attachment 6** that the owner intends on engaging a landscape architect to progress the concept of a micro-orchard in the front setback area and herb wall gardens to the courtyard. This would provide additional canopy coverage and landscaping and further reduce the impact of the development on the street and adjoining properties; and
- While existing mature trees on-site are proposed to be removed, the development proposes to increase the canopy coverage on-site from the existing 11.9 percent to 22.5 percent through the provision of ten new trees. This ensures that overall amount of landscaping is increasing and an effective contribution would be made to the City's green canopy.

Environmentally Sustainable Design

Clause 5.11 of the Built Form Policy provides local housing objectives for environmentally sustainable design. The applicant has provided justification and a Life Cycle Assessment (LCA) to demonstrate how the development has incorporated features of environmentally sustainable design and satisfied these local housing objectives. These are provided as **Attachment 3** and include the following:

- Maximising the number of openings on the north-west elevation of the first floor;
- Provision of space for a future rainwater tank;
- Water efficient taps, toilets and heat pump hot water systems to be installed;
- Adaptive reuse of the bricks and Metters stove from the existing dwelling;
- Solar panels with a battery storage system to be installed;
- Inclusion of a central courtyard to maximise access to northern light;
- Roof solar absorptance rate of 0.43; and
- A 50 percent reduction in global warming potential and net fresh water use against the Perth statistical average for residences.

Administration has reviewed the attached justification and LCA and is satisfied that the development has incorporated sufficient environmentally sustainable design features to meet the local housing objectives.

Urban Design Study

Clause 5.12 of the Built Form Policy provides local housing objectives which applications are to consider as part of an urban design study. The applicant's Urban Design Study is included as **Attachment 3** and details the key built form references and details of the streetscape and surrounding area considered within the proposal, including the following:

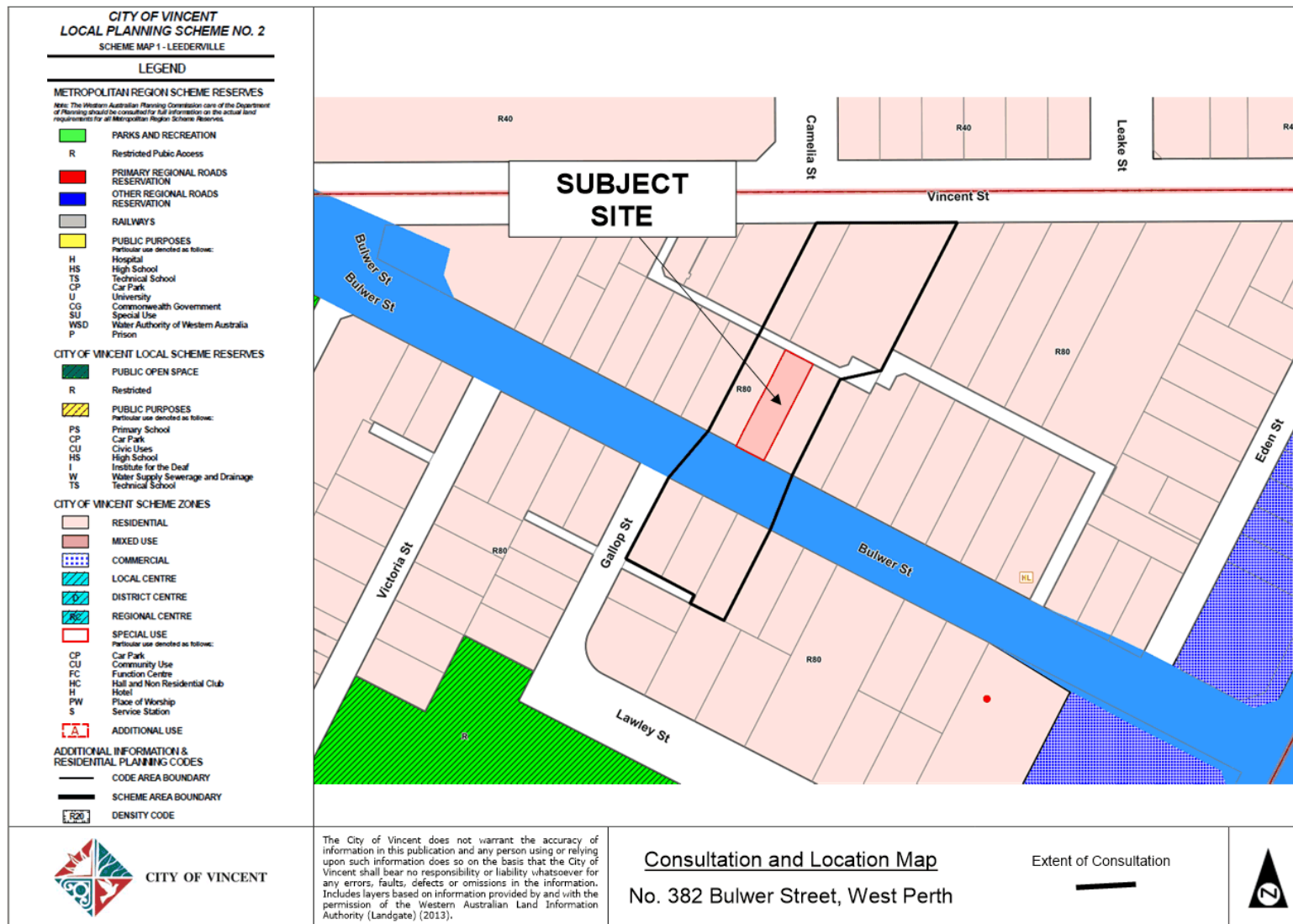
- Face brick as a predominant feature of the streetscape seen in the facades of dwellings and front fences;
- Light colours in the rendered finish of dwelling facades and in the architectural detailing on verandahs, gables roofs and the like of character dwellings along Bulwer Street;
- Breezeblock features in front fences along Bulwer Street; and
- Landscaping and canopy coverage provided in the front setback area.

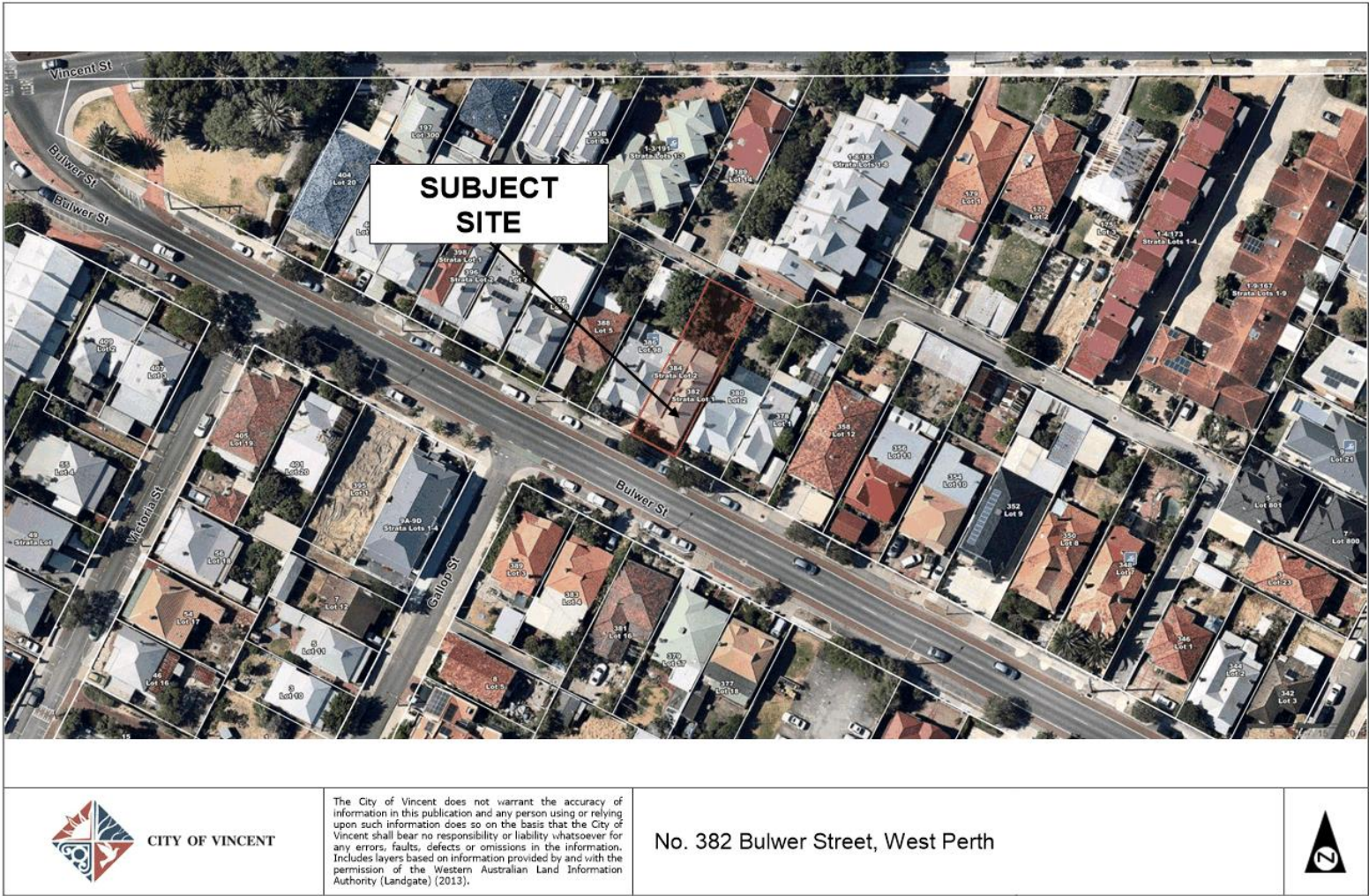
As per the Street Setback and Street Walls and Fences comments above and the final comments received from the DRP Chair, the development has incorporated design features that ensure the development appropriately references and integrates with the surrounding built form context and streetscape.

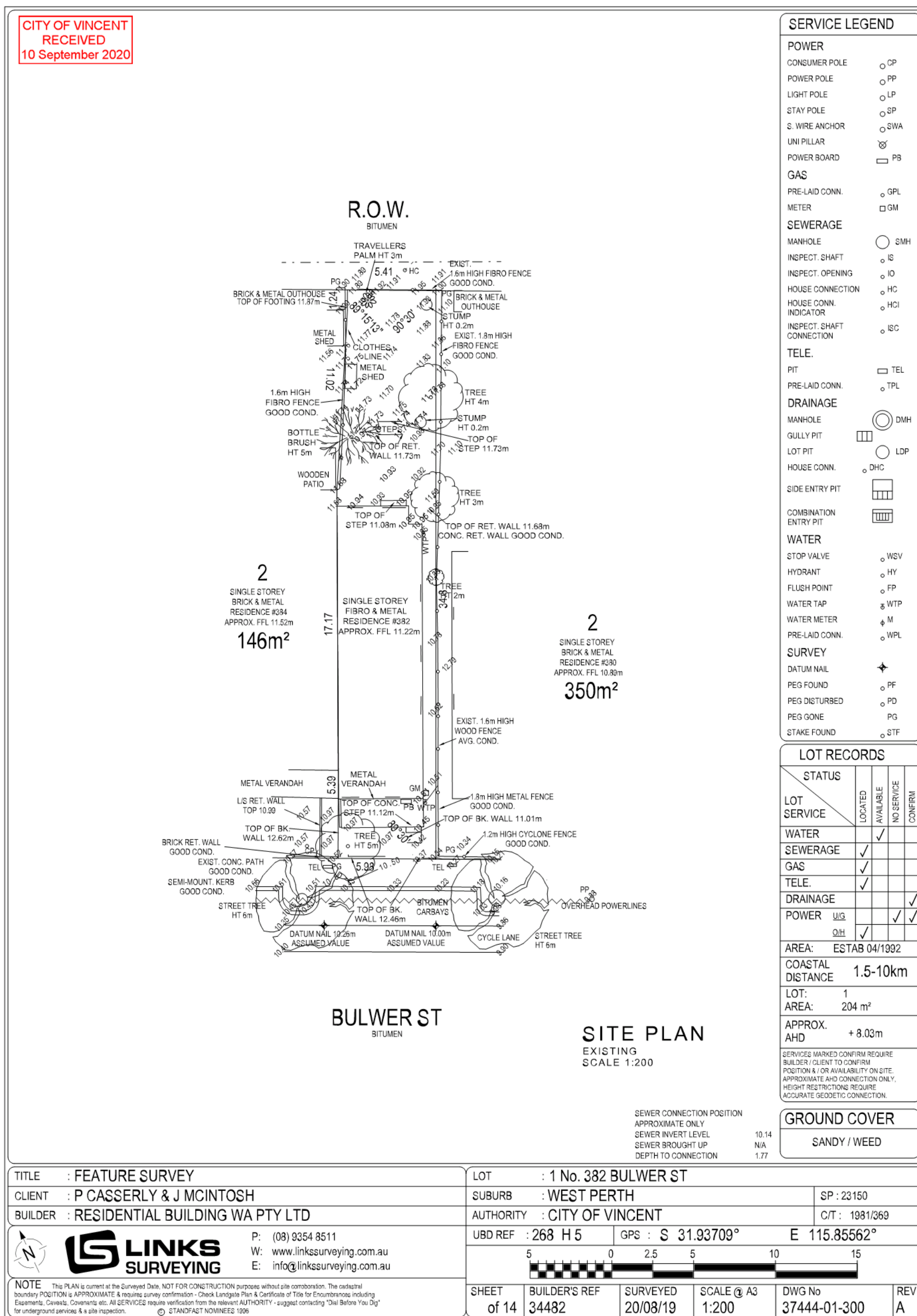
Dilapidation and Engineering Report

Administration received submissions during community consultation that requested that an independent dilapidation report be completed to ensure any damage to No. 384 Bulwer Street during construction can be rectified. An independent engineering report was also requested to ascertain potential undermining of No. 384 Bulwer Street's foundations and walls and the extent of permanent grout injection required.

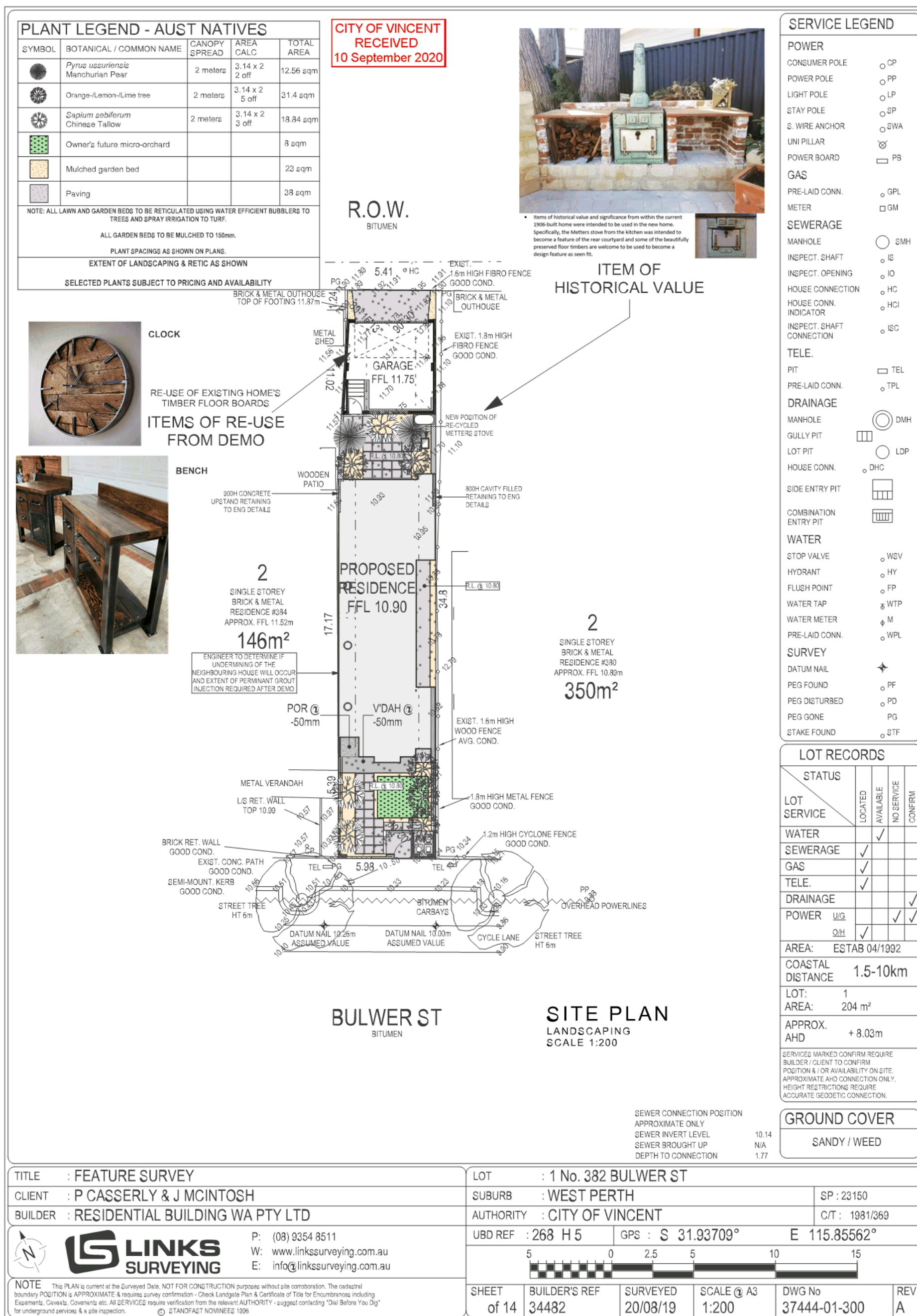
The applicant has agreed to provide these reports and a condition of approval is recommended to ensure that these reports are submitted and approved by Administration prior to demolition of the existing dwelling.



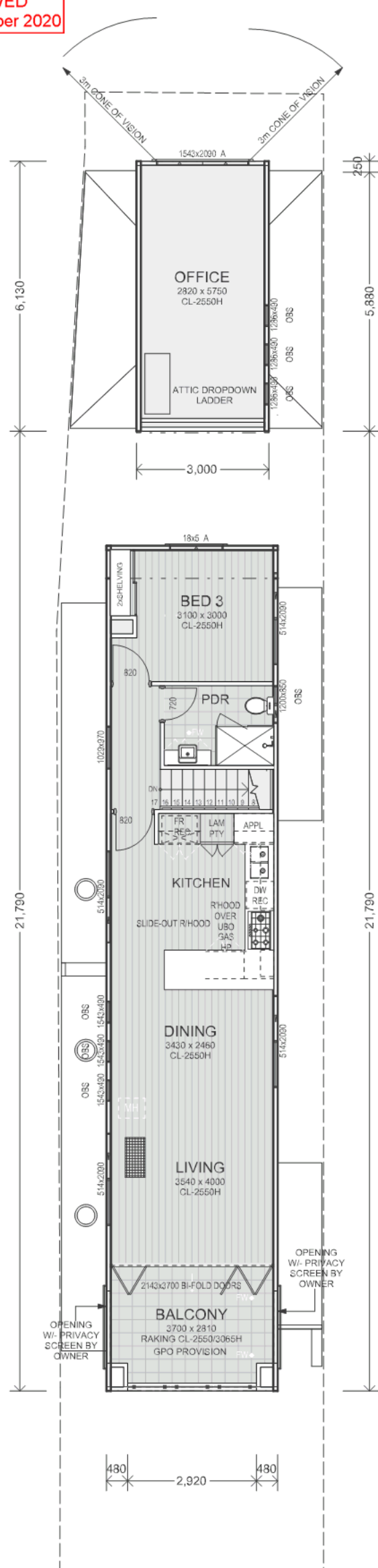




Page 22



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JWH Floor Area Calculation - All Floors			
Floor	Location	Area	Perimeter
1st floor	HOUSE	61.65	40.980
	OFFICE	18.39	18.260
	BALCONY	10.90	13.380
		90.94 m²	

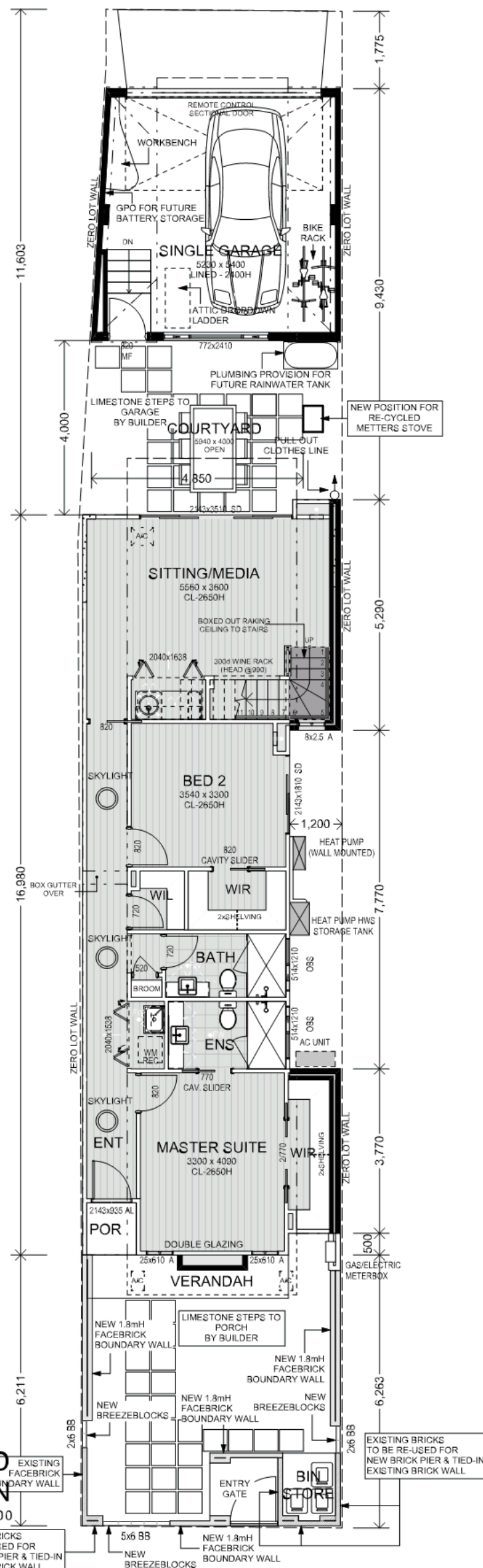
JWH Roof Area Calculation - All Floors			
Floor	Pitch	Area (flat)	Area (pitched)
Ground floor			
	3° 0' 0"	17.01	17.03
	25° 22' 0"	23.85	26.29
		40.86 m²	43.42 m²

JWH Roof Area Calculation - All Floors			
Floor	Pitch	Area (flat)	Area (pitched)
1st floor			
	3° 0' 0"	71.50	71.68
	10° 0' 0"	18.50	18.78
		90.09 m²	90.46 m²
		130.95 m²	133.88 m²

GROUND FLOOR PLAN

SCALE 1:100

EXISTING BRICKS TO BE RE-USED FOR NEW BRICK PIER & TIED-IN EXISTING BRICK WALL



PROPOSED McINTOSH & CASSERLEY RESIDENCE ©

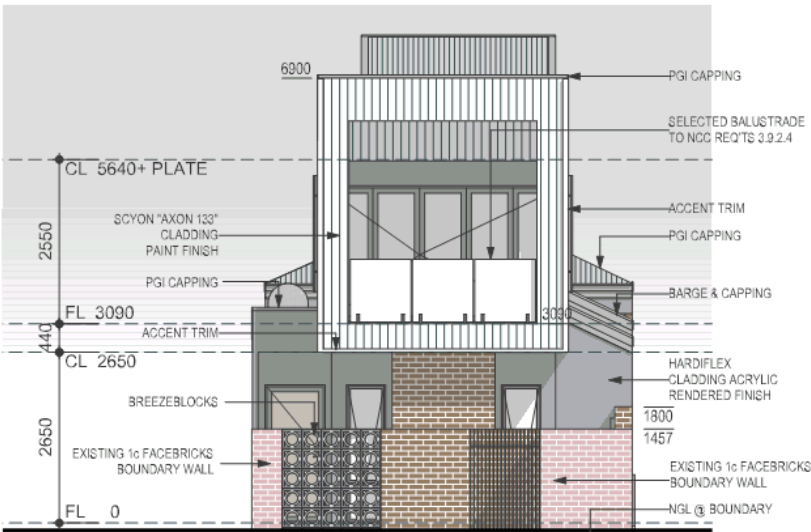
LOT S/L 1 (#382) BULWER ST, WEST PERTH
CUSTOM DESIGN
CONSULTANT RBWA DESIGNER JEH

perth.jwh.com.au/RBWA/Data/In-Vogue Jobs/34000 - 34500/34482 - Casserley & McIntosh/Drawings/02 Working Drawings/Amended sketch proposal - Sept 2020/34482 amended sketch - 09 Sept 2020.pln

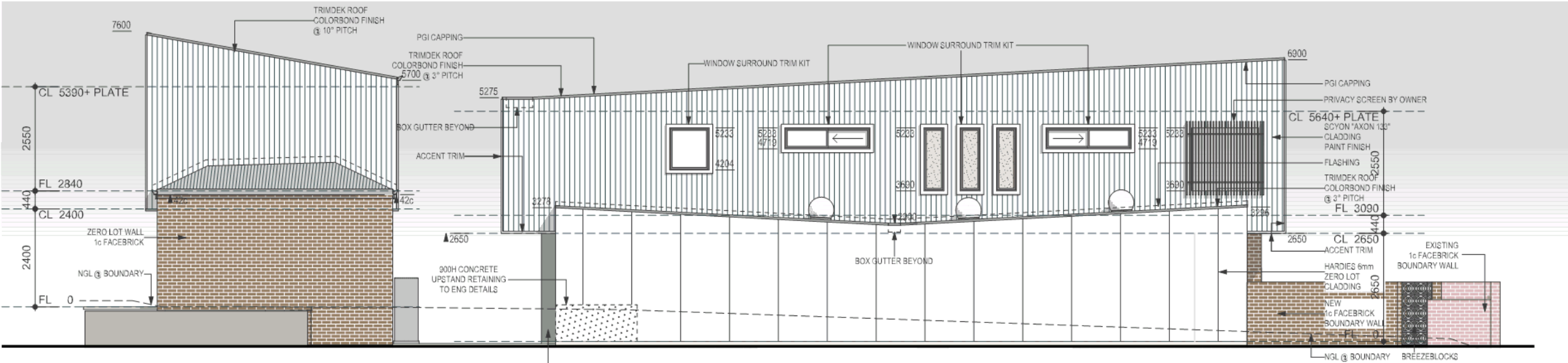
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PAGE 1 OF 7

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SOUTH ELEVATION
SCALE 1:100



WEST ELEVATION
SCALE 1:100

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Floor	Location	Area	Perimeter
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		90.94 m²	
Ground floor			
	HOUSE	90.34	53.580
	GARAGE	31.96	22.629
	VERANDAH	4.01	11.902
	PORCH	1.48	4.860
		127.79 m²	
		218.73 m²	

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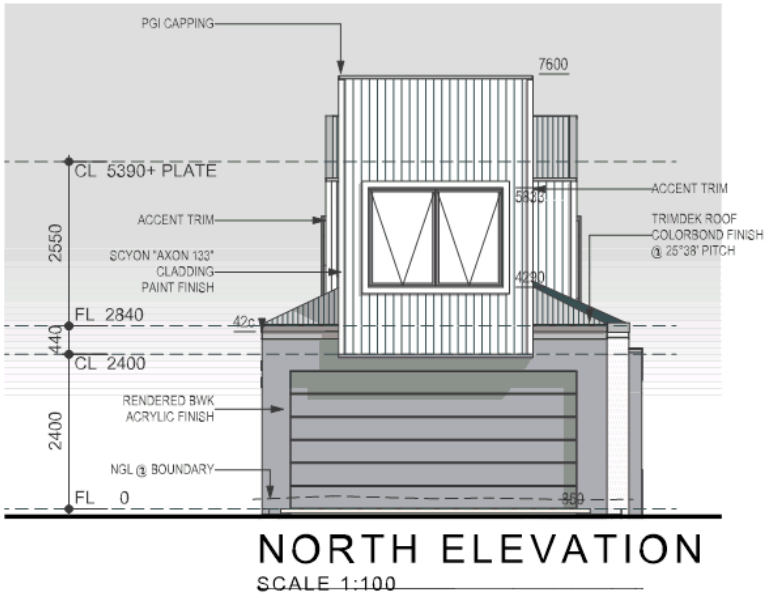


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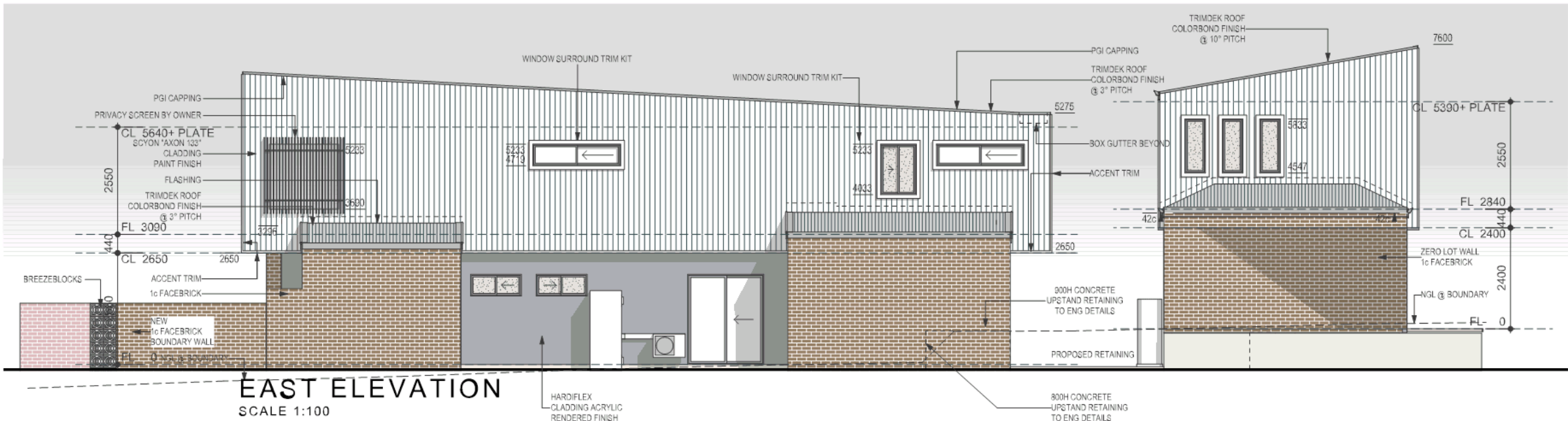
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STREET VIEWS
NOT TO SCALE
(images only for illustration purposes)



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CUSTOM DESIGN
CONSULTANT RBWA DESIGNER JEH

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RESIDENTIAL BUILDING WA

Residential Building WA
ABN: 81 106 2
65 Walters Drive, Osborn
P (08) 920
F (08) 920
residentialbuildingwa.c
sales@residentialbuildingwa.c

Eight new home specialists. One focus. You.

COLOUR SCHEDULE

CLIENT	Jonathan McIntosh & Peter Casserly
BUILDERS REF	34482
ADDRESS	Lot 382 Strata 1 Bulwer Street West Perth
COUNCIL REF	
Feature Brick	Midland 1C Restoration Red standard with white mortar
Main Render Colour	Wattyl Astor White to upper floor
Contrasting Render Colour	Wattyl C/B Basalt to the ground floor
	<div style="background-color: #444; color: white; padding: 20px; width: 150px; margin: 0 auto;">BASALT®</div>
	<div style="background-color: #444; color: white; padding: 20px; width: 150px; margin: 0 auto;">BASALT®</div>
Roof Type & Colour	Colorbond Trimdeck - Colour Shale Grey
Window Colour & Supplier	Jason - Charcoal Lustre
Front door Colour & Profile	Aluminium frame Charcoal Lustre with white translucent glass
Cladding type	Scyon Axon 133 and Hardies 6mm to zero lot walls
Cladding colour	Wattyl Astor White
Fascia /Gutter	Not Applicable

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Down Pipes & Rainheads

Colorbond TO MATCH WALL COLOUR

Garage Door

Fineline profile - colour Basalt

Paving

Midland Master Pave - 200 x 200 colour Steel Grey

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Urban Design Study:

Please outline how each of the following elements have been addressed and attach any relevant or supporting photos, images, diagrams or drawings where applicable.

Description	Applicant comment
Context & Character <i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i>	
Demonstrate how you have reviewed the natural environment including topography, local flora and fauna.	Bulwer Street is part of the CoV's eclectic residential and also nearby historical places of interest. Our development is a modern slant on the traditional two storey terrace home with front facing balcony overhang that forms the ground floor primary street facing verandah with a front wall of old and new materials with lush leafy front garden; reference to 158 Lake Street - we have included the use of the red brick and white mortar against modern sustainable lightweight framed construction materials. In sync with "Cities of the Future" we have adhered to the CoV's preferred canopy species belonging to definite, national or cultural relevance; re-use of materials from demolition in the form front wall and outdoor BBQ have also been incorporated to create a connection to the old built form.
Demonstrate consideration of the site's streetscape character.	Proposed built form is generous of traditional red brick and white mortar as front feature of the dwelling. Sections existing brickwork to remain to front wall; transition of old brickwork to new brickwork has been achieved by the grey breeze block panel. Leafy canopy cover of a Jacaranda tree at maturity and Owners' future micro-orchard of lemon and lime trees, approved by CoV Parks & Sustainability Dept. including the existing creeper vine to remain on the adjoining front fence between #382 & #384 Bulwer St add to the pedestrian experience together with regard to neighbourhood interaction.
Demonstrate review of the built and natural environment of the local context to a radius of 400m – 1000m.	Proposed built form is generous of red brick and white mortar, canopy cover, mulched open space and deep soil planting area and a micro-orchard, of lemon and lime trees as approved by CoV Parks & Sustainability Dept. for the purpose of tradition, with regard to neighbourhood interaction; Special interest in pedestrian experience and more importantly neighbour surveillance and interaction of R.O.W.
Demonstrate how the site's context and character influenced the development.	Consideration was taken into account for this R80 zoned site to maintain the single residential dwelling context of an area that has a long standing traditional post war Australian and later post war immigrant workforce who became home owners and local businesses; such as the Laconi family who were part of the local community at a time when the corner shop was still king (reference to Corner Delicatessen at #1 Bulwer St) and a sense of pride prevailed by home owners, being it a small abode or the upper floor residence of a bank building (reference to #452 Fitzgerald St), through to the single and two storey red brick homes (reference to #158 Lake St). Throughout the CoV and in particular Bulwer St through to Fitzgerald St buildings span some 100+ years of architectural styles. We consider that our design's modern context and traditional front fence, front garden, leafy trees, organic produce and the use of traditional coloured red brick (in sync with #380 Bulwer St's red coloured brick) with white mortar, open verandah with pathway leading to the front gate, open balcony for pedestrian and neighbourhood interaction and street surveillance lend to a style that is where #452 Fitzgerald St Bank Building with upper floor residential accommodation (originally with open upper floor verandah for the bank manager to survey a bustling main street) meets the style of #158 Lake St's red brick two storey terraced home with similar front wall, greenery within the front setback area, set close to the pedestrian footpath with an overhanging open balcony forming the roof of the street level verandah. A modern aspect is achieved from the R.O.W. elevation where the Owners' intention is to open the garage door when crafting at the workshop bench for interaction and a friendly chat with pedestrians and neighbouring residents; the upper floor office further enhances the occupants' scope for further surveillance, observation and supervision of the laneway as willing neighbourhood watch participants. Furthermore, the intention is that one of the residents would be occupying the loft office on a regular daily basis during a working week.
Consider the following: <ul style="list-style-type: none"> History of the local area; Heritage listed buildings in the area; High quality contemporary buildings in the area; Materials, textures, patterns from high quality heritage / character as well as contemporary buildings in the area; and Movement patterns / laneways. 	
Landscape quality <i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i>	
Demonstrate review of the existing landscaping of the site and the street including mature trees, species and natural features	Please refer to landscaping plan amended as per recommendations to meet the open air and increased canopy cover to the site.
Demonstrate how the landscape quality of the streetscape and surrounding context has been incorporated into the building and landscape design.	The features of and eclectic materials of the front wall, retention of creeping vine to section of front wall adjoining #384 Bulwer St and the overhang of the future mature Jacaranda tree to service as shaded leafy canopy cover to the existing pedestrian footpath.

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Description	Applicant comment
Built Form & Scale <i>Good design provides development with massing and height that is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.</i>	
What is the building massing and height of the streetscape? How has this been incorporated into the design?	The building scale and built form massing is in line with the Council's vision for the area, responding to the height envelopes set for the site and neighbouring areas. Setbacks and heights are designed to transition the development and provide adequate solar access to adjoining properties. Principle 4- Sustainability Good design combines positive environmental, social and economic outcomes.
How does the development respond and contribute to the built form and scale of the streetscape?	The built form defines the public domain, contributes to the desired finishes and desired future character of the street and surrounding buildings, inclusive of considerations of building alignments, proportions, building type, articulation and the manipulation of building elements.
Demonstrate how the development encourages an activated and vibrant streetscape environment.	The development proposes a high emphasis on the importance of public expectation and pedestrian interaction of the present and future traditional surrounding and neighbourhood component of how people experience, perceive and identify with their surroundings and neighbourhood precinct.
Functionality & Build Quality <i>Good design meets the needs of users efficiently and effectively, balancing functional requirements to deliver optimum benefit and performing well over the full life-cycle.</i>	
Demonstrate how the proposed design complements the use of the building.	The two storey lightweight framed construction choice was considered to be the most suitable sustainable building product and component which compliments the spatial arrangement for livable internal room widths on such a narrow lot; most suitable for the function of the occupiers, optimizing the full extent of build-able area where framed wall thicknesses are considerably less as compared to traditional double brick with wall cavity. Please refer to the Life Cycle Lite Assessment Report from eTool for benefits of performance and full life-cycle.
Sustainability <i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i>	
Demonstrate how the building performance has been optimised using suitable orientation and layout of internal spaces.	Multiojective design optimization of the of building space layout has been the dictatorship of the internal spaces on this extremely narrow site where the street facing orientation resulted in an upper floor living room facing the street and connection to front balcony with verandah below for the purpose of street surveillance and a secondary main ground floor area facing the northernmost aspect and open courtyard. The upper floor Bedroom 3 glazing to window was amended to clear to suit the solar radiation for natural heating and optimum natural light; additional living space with a northernmost aspect was achieved when we amended the design to the removal of the Study from the central upper floor position and recreated a larger office space by providing a loft style Office over the Garage. The Office now performs as a secondary function of providing a lived-in presence and surveillance of the laneway, creating a greater connection to the neighbourhood inhabitants.
Amenity <i>Good design optimises internal and external amenity for occupants, visitors and neighbours, contributing to living and working environments that are comfortable and productive.</i>	
Demonstrate how the development optimises amenity for occupants, adjoining neighbours and onlookers	The use of verandahs, low front walls between adjoining neighbours, upper floor balcony for street surveillance to ensure neighbourhood safety and interaction, use of traditional red brick to all ground floor boundary walls and the beautifying the laneway by way of the Office loft detracting from the dominance of a garage structure and sectional door. The open-style workshop within the multi-function garage space also affords a connective and vibrant human presence to the laneway as it is the occupants' intention.
Legibility <i>Good design results in buildings and places that are legible, with clear connections and memorable elements to help people find their way around.</i>	
Demonstrate how the design allow users and visitors to navigate through the development.	Clear visitor parking is available on-street to the front verge of the dwelling, connecting to a pedestrian footpath and leading to a front wall with personnel gate. Landscaped front garden with dedicated path to the entry, flowing into the passageway that navigates the user to the ground floor sitting room, being a connection to the courtyard. The courtyard having a landscaped deep soil area with dedicated path leading to the garage entrance where the pull down stairs to loft are within clear view on entrance through the garage personnel door. Working back to the ground floor sitting room a clear view of the stairs in the open plan layout of the connected media room flows through to a defined passage through to the upper floor open plan kitchen, dining, living and balcony. Bedrooms and bathrooms are appropriately position
Safety <i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i>	
Demonstrate how the layout of buildings on site provides safe and high level of amenity for residents.	Visual privacy, site access, building entry, vehicular ingress and egress, flat natural ground levels to landscaped and paved areas and a clear travel path internally and externally for occupants, users and visitors has been achieved.

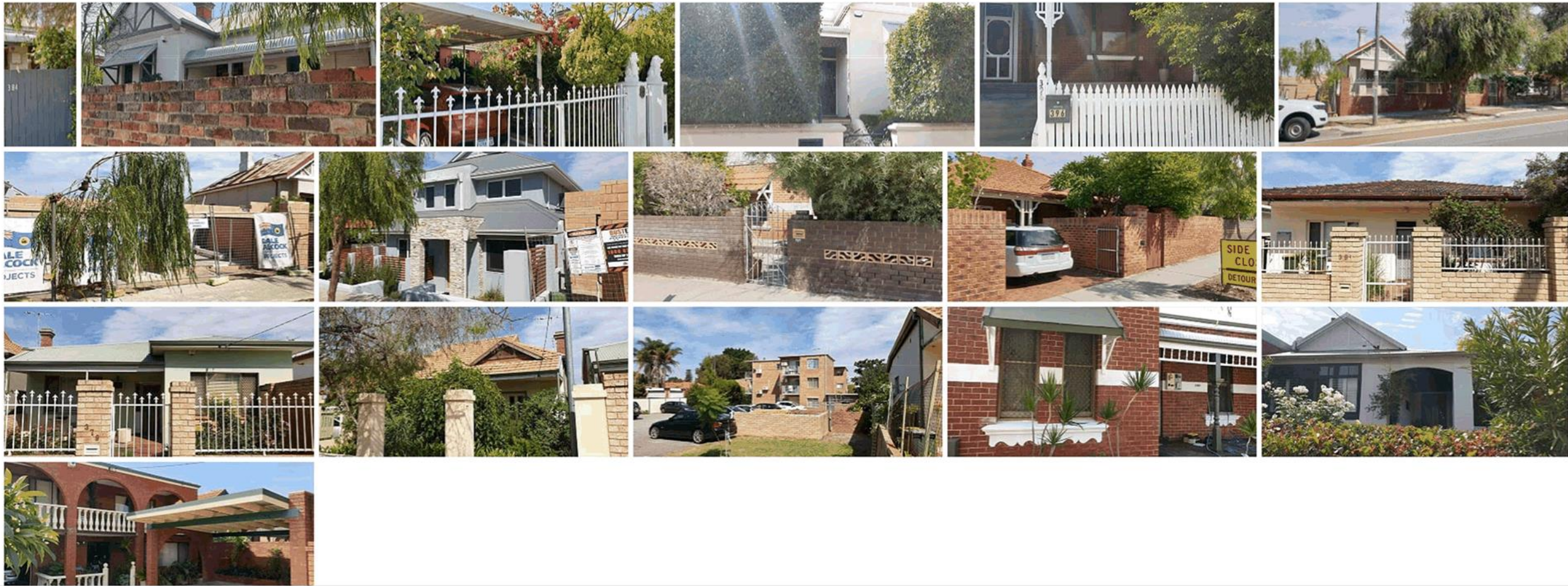
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Description	Applicant comment
Community <i>Good design responds to local community needs as well as the wider social context, providing buildings and spaces that support a diverse range of people and facilitate social interaction.</i>	
Demonstrate how the development contributes to a sense of community, encouraging social engagement and enabling stronger communities.	The reuse of original front wall bricks and new red brick connection as a feature of the front elevation of the dwelling is the first community connection and expectation of the upholding of the valued architectural social values of this old residential precinct. The leafy front yard front verandah and open upper floor balcony encourages engagement with local residents and pedestrians. Likewise, the laneway connection is open to local pedestrian interaction as mentioned previously with additional social presence and laneway ownership being met through the loft style office facing the laneway.
Aesthetics <i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i>	
Demonstrate how the surrounding context and character has been incorporated into the design of the development.	Use of non-uniformed original existing Colonial style red bricks for a section of remaining front wall adjoining #384 Bulwer St (and remaining overgrown creeping vine), transitioning to mid-century modernism by way of the grey breeze blocks front wall panel through to an epitomized traditional red brick with white mortar to the remaining front fence adjoining #380 Bulwer St's Victorian style red brick dwelling with wire mesh front fence. Further incorporation of the traditional red brick to the front elevation of the home. Street character is further enhanced by the use of leafy front garden, verandah and open balcony.

Please complete all sections of this application and send to mail@vincent.wa.gov.au along with all relevant attachments. Alternatively, you can submit your application in person at our **Administration Centre (244 Vincent Street, Leederville)** or post to **PO Box 82, Leederville, 6902**.

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EXISTING FRONT WALL

ADJOINING NEIGHBOUR'S #384 & #382 BULWER STREET



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REUSE OF EXISTING FRONT WALL BRICKS FROM DEMOLITION

#382 BULWER STREET, WEST PERTH

OWNERS' METTERS STOVE TO BE REUSED FROM ORIGINAL KITCHEN:

- Items of historical value and significance from within the current 1906-built home were intended to be used in the new home. Specifically, the Metters stove from the kitchen was intended to become a feature of the rear courtyard and some of the beautifully preserved floor timbers are welcome to be used to become a design feature as seen fit.



EXAMPLE OF REUSE OF FRONT WALL BRICKS AND RECYCLE TIMBER FLOORING TO COURTYARD OUTDOOR OVEN



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Environmentally Sustainable Design Requirements for Single Houses and Grouped Dwellings

The City's Built Form Policy includes Local Housing Objectives related to achieving a development which incorporates Environmentally Sustainable Design (ESD) principles.

These principles seek to achieve new developments which have a reduced environmental impact, improved energy and water efficiency, and reduced reliance on non-renewable energy sources. The development of energy efficient buildings also delivers medium to long-term savings for owners and occupants.

By considering these principles of ESD through the development application process, a more holistic approach can be taken towards incorporating ESD principles into the building design, rather than retrospectively once the building design has been completed.

The Local Housing Objectives in the Built Form Policy are performance-based, which requires consideration as to how each of these have been achieved.

To assist landowners and applicants in preparing a development application, the below table outlines the Local Housing Objectives applicable to Single Houses and Grouped Dwellings, and information on how these can be addressed through principles of ESD.

For further information and further examples of what you could provide, please refer to the City's Environmentally Sustainable Design Information Sheet [HERE](#). Alternatively, feel free to contact the City's Development and Design team on 9273 6000.

Please outline how each of the following elements have been addressed and attach any relevant or supporting photos, images, diagrams or drawings where applicable.

What Does This Mean and How Can I Achieve This?	Applicant Comment – How I have achieved this objective
Environmental Impact <i>Development that considers the whole of life environmental impact of the building and incorporates measures to reduce this impact.</i>	
<p>The environmental impact of developments can be impact by considerations such as building orientation, design and construction materials. Construction materials which are durable and are low maintenance generally have a low environmental impact.</p> <p>Some examples of building materials and design choices with reduced environmental impacts include:</p> <ul style="list-style-type: none"> • Incorporating an east-west orientation (where possible); • Minimising the extent of the building footprint; 	<p>A northernmost orientation to ground floor living, open courtyard, bed 3 and office have been achieved on this narrow 5.98m wide SSW front facing orientation that narrows down to 5.41m wide NNE facing the laneway. Use of construction materials has resulting in a sustainable timber framed system with R2.0 wall insulation, concrete ground floor slab and light weight suspended truss system for the upper floor to achieve greater liveable internal widths of rooms and internal spaces as opposed to double brick with a 50mm cavity. Double brick has been proposed to strategic places to suit the local precinct red brick desired</p>

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What Does This Mean and How Can I Achieve This?	Applicant Comment – How I have achieved this objective
<ul style="list-style-type: none"> • Incorporating good solar-passive design; • Reverse brick veneer (internal thermal mass, external insulation); • Low emission concrete; • Lightweight, recycled, non-toxic, minimally processed and recyclable materials; • Gabion walls filled with demolition waste; • High quality (durable), energy and water saving fixtures and fittings (such as reversible ceiling fans, water efficient taps and toilets); and • Installation of appropriate and effective insulation. 	<p>amenity facades to streetscape and adjoining neighbours. Large windows have been incorporated to Northernmost liveable areas and open courtyard. Small clear glazed windows have been added to the amended proposal to all side elevations spanning from Northeast to Northwest aspects of the dwelling, together with solar tubes to the ground floor entrance. Water efficient taps and toilets have been specified including roof insulation, solar PV panels, heat trap water heater from solar collection, electric car charging station & battery storage from solar power, grey water provisions, rainwater tank, reuse of demolition materials + original front wall Colonial bricks to remain. Breeze paths are assisted by the deep soil tree planting areas to front yard and rear courtyard, including organic micro-orchard of orange, lemon & lime trees (refer to landscaping plan for reuse of materials and deep soil planting).</p>
Thermal Performance	
<i>Development that optimises thermal performance of the building throughout the year through design elements and material selection.</i>	
<p>Thermal performance relates to the efficiency of buildings and materials to retain or transmit heat. In summer, a development with poor thermal performance will often absorb and retain more heat, resulting in the inside of the building feeling hotter.</p> <p>Design elements which can assist with achieving a high level of thermal performance relate to solar-passive design and includes the orientation and layout of the building, the placement of thermal mass, and the use of insulation.</p> <p>Material selection which can assist with achieving a high level of thermal performance can include those which have thermal mass (such as concrete, brick, tile, rammed earth) and insulation properties (such lightweight cladding, wood, recycled plastic composite, range of insulation materials, strategic use of air gaps).</p>	<p>Thermal performance is maximised through the use of concrete ground floor slab for thermal mass heat accumulation during Winter months in the ground floor main living area; similarly, the garage ground floor performs as a thermal mass for the loft office when the garage sectional door is opened during daytime.</p> <p>High level of thermal performance is achieved through lightweight timber framed wall system incorporating R2.0 insulation and ceiling insulation to both home and loft office. Tiled flooring to ground floor living area also add to the thermal mass all contributing to heat retention for Winter months. Breeze paths are achieved via SW facing major opening windows to upper floor balcony to assist cold air retention during Summer months.</p>
Solar Passive Design	
<i>Development shall incorporate site planning principles that maximise solar passive design opportunities for both summer and winter</i>	

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What Does This Mean and How Can I Achieve This?	Applicant Comment – How I have achieved this objective
<ul style="list-style-type: none"> Where the long axis of building runs east-west, the majority of glazing being provided to the north, with limited glazing provided to the east and west; and/or The inclusion of a central light well or courtyard can help to maximise access to northern light. 	<p>Small fixed windows facing East and West have been added to provide natural lighting with major openings of clear glazing to the Northmost aspects across the design. An open North facing courtyard creates a natural light well and access to Northern light and Easterly breezes. Solar tubes are specified to the ground floor long entry passage to create more natural daylight.</p>
Sunlight and Ventilation <i>The provision of natural ventilation and daylight penetration to reduce energy consumption</i>	
<ul style="list-style-type: none"> Rooms provided with ventilation openings on both sides to allow cross-flow of air; Maximum glazing provided to north-facing living areas; Bedrooms being located on the south; and/or Utility rooms and garages being located on east and west sides of a dwelling. 	<p>Maximum glazing has been achieved to Bed 3, ground floor living and office loft. Due to street surveillance being a local planning requirement the South facing upper floor living and balcony were required to face the street resulting in assisting to cool the main residence by allowing SWesterly breezes to flow through the whole of home via the upper floor living area, through the upper floor passage and down the stairwell to the ground floor main living; suitable on Summer nights for cooling of the upper floor bedrooms and ground floor living when the balcony would be utilized as an additional outdoor sitting room. The garage was mandatorily required to face the laneway however by creating a loft style office the utilization of the Northern aspect has allowed for an additional living space to achieve solar gain and a SW to NW cross breeze to this loft style living space.</p>
Solar Heating <i>The provision of daytime areas with north-facing glazing to allow passive solar heating during winter</i>	
<ul style="list-style-type: none"> Up to 80% of the glazing provided to north facing living areas being unshaded in winter, and fully shaded by external structures in summer. 	<p>Majority of major opening windows are North facing. Bed 3 overhang allows for low Winter solstice sun to heat up the ground floor sitting room while providing Summer shade. Albeit the garage is not considered to be a habitable room the workshop incorporated in the garage will in effect be another living space that achieves low Winter sun and benefits from the overhang of the loft office for Summer shade as it is the intention of the Occupiers to use this space on a regular daily basis including the loft office.</p>
Cross Ventilation	

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What Does This Mean and How Can I Achieve This?	Applicant Comment – How I have achieved this objective
<i>The provision of openable windows and/or ceiling fans to habitable rooms or occupied spaces that allow natural and cross ventilation</i>	
<ul style="list-style-type: none"> Windows located on north and south side of the dwelling being openable to utilise cooling breezes in summer; and/or Reversible ceiling fans facilitate cooling in summer and improve air dispersion for more efficient heating in winter. 	<p>Windows to ground floor living, bed 3 and loft office are openable and clear glazed. The assistance of bed 2, bath and ensuite East facing windows allow for morning breezes to cool and also dry out wet areas. The master bedroom awning windows allow for SWesterly cooling breezes to run throughout the ground floor while the upper floor balcony also allows creates a cooling improve for natural breezes. Reverse cycle mechanical air conditioning has been specified however the Owners have yet to finalise where they would like strategic ceiling fans to be positioned; suggestion is for ground and upper floor living areas plus the balcony.</p>
Water Re-use <i>The provision of recovery and re-use of rainwater, storm water, grey water and/or black water for non-potable water applications</i>	
<ul style="list-style-type: none"> Rainwater captured in tank/s above or below ground and plumbed into toilet and laundry; Greywater used for garden irrigation, or hand basin draining into toilet cistern for flushing; and/or Soft landscaping is maximised to increase on-site stormwater infiltration. 	<p>The build design and specification allow for:</p> <ul style="list-style-type: none"> Rainwater tank plumbed to grey water provisions Greywater provisions to laundry waste water for garden. Soft landscaping is as nominated on the landscaping plan.
Solar Gain <i>Incorporation of shading devices to reduce unwanted solar gain in summer and increase passive solar gain in winter</i>	
<ul style="list-style-type: none"> Eaves, pergolas and other external shade structures designed to the correct depth to provide 0% shading in mid-winter and 100% shading in mid-summer. Such structures may also be movable, (e.g. mobile screens and adjustable pergolas) to allow increased control over light and heat gain. 	<p>Owners are considerate of a removable shade sail to the BBQ courtyard area once development approval is granted, so as to decide if this is to be an inclusion by builder or an add on by Owner after handover. Owners have requested we show the outdoor 6-seater dining table and chairs to further progress this item.</p>
Energy Consumption <i>Integration of renewable energy and energy storage systems to optimise energy consumption.</i>	
<ul style="list-style-type: none"> Solar photovoltaic system (with or without battery storage) for electricity generation; Solar or heat pump hot water system; and/or 	<p>Add on inclusions are:</p> <ul style="list-style-type: none"> Solar PV system with battery storage for electricity generation back to home and also an electric powered vehicle. Solar assisted heat pump hot water system

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What Does This Mean and How Can I Achieve This?	Applicant Comment – How I have achieved this objective
<ul style="list-style-type: none"> Smart-wired home to enable automated diversion of excess solar energy to power air conditioners and other appliances and reduce energy use at other times. 	<ul style="list-style-type: none"> Smart-wired home is an option the Owners are considering but would like to wait for development approval to be achieved before further progressing the Intelligent Home wiring.
<p>Solar Absorptance Flat roof structures that are not visible from the street or adjacent properties shall have a maximum solar absorptance rating of 0.4 or Pitched roof structures or roof structures that are visible from the street or adjacent properties shall have a maximum solar absorptance rating of 0.5, unless a suitable alternative is identified in the Urban Design Study</p>	
<p>Solar absorptance rating is a measure of how much solar energy a material absorbs and therefore how hot it gets when exposed to the sun. A rating of zero means no absorption and the material remains cool. A rating of 1 is 100% absorption and the material becomes very hot.</p> <p>As a general rule, light roof colours have lower absorptance values than dark roof colours. Roofing material suppliers can provide the absorptance values of their colour range.</p> <p>Roofs that are visible from the street or adjacent properties are permitted a higher absorptance value because lighter colours (which have lower absorptance values) may be visually less comfortable for some neighbours.</p>	<p>The nominated selection of Colorbond roof cover is Shale Grey which achieves a solar absorption rate of 0.43.</p>
<p>Environmental Performance Demonstrate that the development is capable of achieving the following performance standards when compared against the Perth statistical average for residences:</p> <ul style="list-style-type: none"> 50% reduction in global warming potential (greenhouse gas emissions); and 50% reduction in net fresh water use. <p>The acceptable method for demonstrating this is an independently reviewed EN15978 compliant Target Setting life cycle assessment (LCA) with a 20% factor of safety applied to improvement strategies</p>	
<p>Applications for new Single Houses and Grouped Dwellings should be accompanied by a target setting LCA which measures the environmental performance of the building over its lifetime, to understand how the design contribute towards reduced environmental impacts.</p>	<p>Refer to eTool Life Cycle Assessment Lite Report.</p>

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What Does This Mean and How Can I Achieve This?	Applicant Comment – How I have achieved this objective
<p>You can find an LCA assessor by contacting the Australian Life Cycle Assessment Society (ALCAS) or by doing a general internet search. Please ensure that you or the assessor you engage use methodologies compliant with:</p> <ul style="list-style-type: none"> • Environmental standard EN15978 – Sustainability of construction works – Assessment of environmental performance of buildings – Calculation method; and • That the system boundary includes all Life Cycle Modules (A1-2, B1-7, C1-4 and D) in addition to non-integrated energy (plug loads). <p>As an alternative to the LCA for Single and Grouped Dwellings, the City may accept an 8 star NatHERS rating, in conjunction with the development meeting the other local housing objectives listed above.</p> <p>The City can also consider other environmental sustainable design reports, however it is recommended these be discussed with the City prior to engaging someone, to ensure that the report will be accepted by the City.</p>	<p>Refer to eTool Life Cycle Assessment Lite Report.</p>

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Life Cycle Assessment

Proposed Design, 382 Bulwer st, West Perth

City of Vincent

Date : 16 September 2020

Authors : Richard Haynes

Phone : 0411 141 246

Address : 99 Loftus St, Leederville

Email : info@email.com

Peer Reviewer : Fei Ngeow

Version : 2





eToolLCD Software Disclaimer

The LCA predictions of embodied and operational impacts (including costs) conducted in eToolLCD software, by their very nature, cannot be exact. It is not possible to track all the impacts associated with a product or service back through history, let alone do this accurately. eToolLCD software has been built and tested to enable informed decisions when comparing design options. Generic cost and environmental impact coefficients do not necessarily correspond to those of individual brands of the same product or service due to differences within industries in the way these products and services are delivered.

eTool PTY LTD cannot make assurances regarding the accuracy of these reports for the above reasons.

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Executive Summary

This Life Cycle Assessment has been completed for a number of design options for McIntosh and Casserley Residence, City of Vincent located at 382 Bulwer st, West Perth. The Author of the study is Richard Haynes of eTool PTY LTD and the critical review has been conducted by Fei Ngeow of eTool PTY LTD.

The goal of this study is to profile and improve the environmental performance of the construction works at 382 Bulwer st, West Perth. The life cycle performance of the project is compared to other designs. The study has been conducted in accordance with ISO 14044 and EN15978.

Characterised Impacts Per Occupant Per Year		Benchmark Design	Proposed Design	Proposed Design Savings Against Benchmark Design
Environmental Impacts				
Global Warming Potential, GWP	kg CO2 eq	3.66e+3	9.11e+2	75%
Ozone Depletion Potential, ODP	kg CFC-11 eq	1.69e-4	2.67e-4	50%
Acidification Potential for Soil and Water, AP	kg SO2 eq	1.01e+1	5.8922	41%
Eutrophication potential, EP	kg PO4--- eq	3.29e+0	2.56e+0	22%
Photochemical Ozone Creation Potential, POCP	kg ethylene	6.57e-1	6.49e-1	1%
Abiotic Depletion Potential - Elements, ADPE	kg antimony	1.15e-1	2.01e-1	50%
Abiotic Depletion Potential - Fossil Fuels, ADPF	MJ	4.99e+4	1.29e+4	74%
Resource Use				
Net use of fresh water, FW	m3	9.26e+4	4.61e+4	50%

Table 1: Summary of Results

The Proposed Design shows an expected performance improvement against Business as Usual for 6 of the 8 environmental indicators.

The following low impact strategies are included in the Proposed Design:

Design Strategy Performance	GWP	ODP	AP	EP	POCP	ADPE	ADPF	FW
Daikin Air Conditioner RZQ125LV1	-1.88%	-0.21%	-0.80%	-0.82%	-0.34%	-0.28%	-1.12%	-0.10%
HWS: Heat Pump	2.77%	-0.93%	-0.38%	0.02%	2.78%	0.23%	5.47%	-0.52%
Rainwater Tank	-0.49%	-0.93%	-0.63%	-0.82%	-0.79%	-0.99%	-0.80%	2.13%
Proposed Water Efficient Fixtures and Fittings	1.04%	0.42%	0.81%	1.62%	0.68%	0.53%	0.93%	11.83%
6.6kW Solar PV (Grid Connected)	51.49%	8.22%	28.93%	25.05%	9.27%	43.46%	49.12%	4.28%
5kWh Battery Storage	1.49%	2.28%	2.84%	5.38%	-0.56%	-39.40%	1.37%	0.15%
Colorbond Roof Sheetting (Improved Corrosion Resistance and Warranty Period)	0.07%	0.07%	0.18%	0.31%	0.23%	0.76%	0.04%	0.00%

Table 2: Design Strategies in Proposed Design



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Page 3 of 4



Proposed Design Performance against Benchmark



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Table of Contents

1 Introduction	6
2 Goal of the study	6
3 Scope of the study	6
4 Inventory Analysis	11
5 Life Cycle Impact Assessment	15
6 Life Cycle Interpretation	18
7 Low Impact Strategies	27
8 Conclusions	37
9 References	38
Appendix A: Environmental Indicators Description	39
Appendix B: Detailed Structure Scope Diagram	40



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1 Introduction

Managing the environmental impacts that arise from the construction and operation of Building is of key importance in mitigating the damage caused directly and indirectly on the biosphere. Life Cycle Assessment (LCA) is the leading industry standard in clearly identifying optimum strategies for reducing environmental impacts. This report presents the results of the LCA completed for the Proposed Design, City of Vincent Project located at 382 Bulwer st, West Perth. eToolLCD software has been used to model the infrastructure's environmental impacts.

The study has been conducted in accordance with the following standards:

- International Standards 14040 and 14044.
- European Standard EN 15978: *Sustainability of Construction Works – Assessment of Environmental Performance of Buildings – Calculation Method*

The Author of the study is Richard Haynes (Lead) of eTool PTY LTD and the critical review has been conducted by Fei Ngeow of eTool PTY LTD.

2 Goal of the study

The goal of this study is to provide profile and improve the environmental performance of the construction works at 382 Bulwer st, West Perth. The life cycle performance of the project is compared to other designs and as such this is a comparative study. The results of the study are intended to be made public.

3 Scope of the study

The LCA study has been conducted in accordance with the EN 15978 standard to assess the direct and indirect potential environmental impacts associated with the construction works at 382 Bulwer st, West Perth as part of the City of Vincent project.

3.1 Functional Unit

The function of the Building must reflect the core purpose of the asset such that it can be compared accurately to different designs. In this case the functional focus is the Residence and the chosen functional unit is the provision of this function for one Occupant over one year.

The estimated design life of the design is 30 years which has been adopted for the LCA study period. This takes into consideration the structural service life limit (150 years), as well as redevelopment pressure on the asset such as surrounding density, asset ownership structures, and the architectural design quality.

Note that products with expected service lives of less than the life span of the project are assumed to be replaced at increments reflecting their service life.

3.2 System Boundary

The system boundary, shown in Figure 1, follows guidance given in EN15978.



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Page 6 of 44

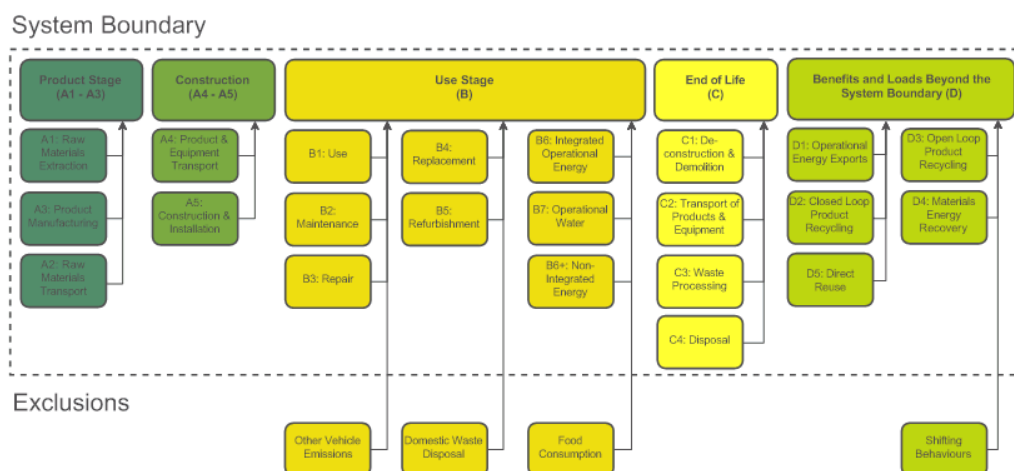


Figure 1: System Boundary Diagram

3.3 Environmental Indicators

The environmental indicators have been included in the study are detailed in Table 2. For further information regarding the environmental indicators please refer to Appendix A.

Environmental Indicator	Unit	Abbreviation	Characterisation Method
Environmental Impacts			
Global Warming Potential, GWP	kg CO ₂ eq	GWP	CML-IA baseline V4.5
Ozone Depletion Potential, ODP	kg CFC-11 eq	ODP	CML-IA baseline V4.5
Acidification Potential for Soil and Water, AP	kg SO ₂ eq.	AP	CML-IA baseline V4.5
Eutrophication potential, EP	kg PO ₄ -eq	EP	CML-IA baseline V4.5
Photochemical Ozone Creation Potential, POCP	kg ethylene	POCP	Institute of Environmental Sciences (CML)
Abiotic Depletion Potential - Elements, ADPE	kg antimony	ADPE	CML-IA baseline V4.5
Abiotic Depletion Potential - Fossil Fuels, ADPF	MJ	ADPF	CML-IA baseline V4.5
Resource Use			
Net use of fresh water, FW	m ³	FW	Not Applicable - 1:1 factor on H ₂ O Consumed

Table 2: Environmental Indicators Included in LCA study.

3.4 System Description

The object of the assessment is the structure itself. The assessment includes all the upstream and downstream processes needed to provide the primary function of the structure from construction, maintenance, operation, and finally demolition and disposal. The



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inventory includes the extraction of raw materials or energy and the release of substances back to the environment or to the point where inventory items exit the system boundary either during or at the end of the project life cycle.

The area of the project is the City of Vincent local government in Western Australia. This local government authority covers an area of approximately 10.4 square kilometres in metropolitan Perth, the capital of Western Australia, and lies about 3 km from the Perth CBD. It includes the suburbs of Highgate, Leederville, Mount Hawthorn, North Perth, as well as parts of Coolbinia, East Perth, Mount Lawley, Osborne Park, Perth and West Perth. The City of Vincent maintains 139 km of roads and 104 ha of parks and gardens.

New developments in the area must comply with the city's [built form policy released in 2020](#).

The project location is shown in figures 2 and 3.



Figure 2: Location of the project - Global View.

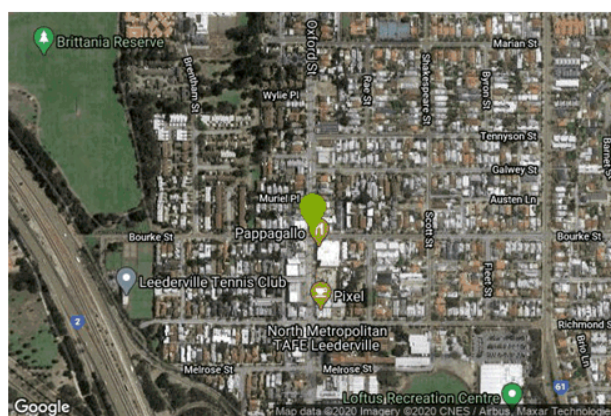


Figure 3: Location of the project - Locality View.

The building being assessed an optimised is a three bedroom home with home office. The owners intend living in the dwelling which provides an opportunity for life cycle cost savings in additional environmental impact reduction. The designs being assessed in the LCA include:

- Residential Benchmark building for City of Vincent representing a statistical average dwelling
- Business As Usual baseline design which represents a code compliant / standard practice version of the same design
- Proposed design representing the design options selected by the owners during the life cycle design feedback workshop



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Page 8 of 44



Table 3 below shows the key characteristics of the design.

	AU WA Res Ave Code Compl CZ 5 (10 dwellings)	Proposed Design
Design Details		
Design Purpose	Business as Usual	Proposed Design
Stories (#)	2	1
Primary Function	Single Family Residence	Residence
Structural Service Life Limit	100	150
Predicted Design Life	54	30
Functional Characteristics		
Dwellings	10	1
Bedrooms	30	4
Occupants	24	3
Total Floor Areas		
Usable Floor Area	2,140	192
Net Lettable Area	0	0
Fully Enclosed Covered Area	3,010	214
Unenclosed Covered Area	0	5
Gross Floor Area	3,010	220
Usable and Lettable Yield	71 %	87 %

Table 3: Design Characteristics Compared

Table 4 and 5 show the scope (structural and operational) of the inventory collection for the LCA. For further details on structure scope please refer to Appendix B.

Summary Structure Scope Diagram

Category Name	Key: ✓ In Scope ✓ Partial ✗ Out of Scope	
	Benchmark Design	Proposed Design
Substructure	✓	✓
Superstructure	✓	✓
Internal finishes	✓	✓
Fittings, furnishings and equipment	✓	✓
Services equipment	✓	✓
Prefabricated buildings and building units	✗	✗
Work to existing building	✗	✗
External works	✓	✓
Facilitating works	✗	✗
Project/design team	✓	✓
Undefined	✓	✓

Table 4: Structural scope of LCI collection

Operational Scope diagram

Category Name	Key: ✓ In Scope ✗ Out of Scope	
	Benchmark Design	Proposed Design
Appliances Dishwashers	✓	✓
Appliances Entertainment	✓	✓
Appliances Laundry Appliances	✓	✓
Appliances Office Workstations	✓	✓
Communications	✓	✓
Cooking and Food Preparation	✓	✓
Domestic Water Heating	✓	✓
Electrical Parasitic Loads	✓	✓
Fire Protection	✗	✗
HVAC	✓	✓
Industrial & Manufacturing Equipment	✗	✗
Lifts, Elevators and Conveying	✗	✗
Lighting	✓	✓



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Category Name	Benchmark Design	Proposed Design
Miscellaneous	✗	✗
Monitoring, Control and Automation	✓	✓
Power Generation and Storage	✓	✓
Refrigeration	✓	✓
Safety and Security	✓	✓
Swimming Pools	✓	✓
Water Pumping	✓	✓
Water Removal and Treatment	✓	✓
Water Supply	✓	✓
Workshops, Garage & Misc	✓	✓

Table 5: Operational scope of LCI collection

3.5 Cut off Criteria

The EN15978 cut-off criteria were used to ensure that all relevant potential environmental impacts were appropriately represented:

- Mass – if a flow is less than 1% of the mass at either a product-level or individual-process level, then it has been excluded, provided its environmental relevance is not of concern.
- Energy – if a flow is less than 1% of the energy at either a product-level or individual-process level, then it has been excluded, provided its environmental relevance is not a concern.
- The total of neglected input flows per module, e.g. per module A1-A3, A4-A5, B1-B5, B6-B7, C1-C4 and module D shall be a maximum of 5% of energy usage and mass.
- Environmental relevance – if a flow meets the above criteria for exclusion, but is considered to potentially have a significant environmental impact, it has been included. All material flows which leave the system (emissions) and whose environmental impact is higher than 1% of an impact category, have been included.

The Operational Guidance for Life Cycle Assessment Studies (Wittstock et al. 2012) states:

The apparent paradox is that one must know the final result of the LCA (so one can show that the omission of a certain process is insignificant for the overall results) to be able to know which processes, elementary flows etc. can be left out.

The approach taken in this study is to continue modelling smaller inputs until confidence is gained that the criteria is safely met.

3.6 Allocation

Allocation rules follow those of EN15804 as given below:

- Allocation will respect the main purpose of the studied processes. If the main purpose of combined processes cannot be defined (e.g. combined mining and extraction of nickel and precious metals), economic allocation may be used to divide resources and emissions between the products.
- The principle of modularity is maintained. Where processes influence the product's environmental performance during its life cycle, they will be assigned to the module where they occur.
- The sum of the allocated inputs and outputs of a unit process are equal to the inputs and outputs of the unit process before allocation. This means no double counting of inputs or outputs is permissible.

3.7 Independent Review

The critical review has been undertaken in accordance with ISO14044.



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Page 10 of 44



4 Inventory Analysis

The inventory analysis was aided by the following design document:

- Other Design Documentation: Take off (from LCD Lite Helper Sheet), September 2020 by eTool, Richard Haynes.

The design has been modelled using the available eToolLCD elements, templates and EPDs as shown in Table 6.

eToolLCD Item Type	Count In Design	
	Benchmark	Proposed Design
Design Templates	24	107
Equipment and People Elements	495	155
Material Elements	841	284
Energy Elements	38	18
Water Elements	12	13
EPDs	0	0

Table 6: Count of elements, templates and EPDs in the design

The eToolLCD library templates are customisable and users may submit templates for validation. The template validation process is undertaken by experienced LCA practitioners and is a process of checking the user inputs and ensuring the assumptions are adequately referenced. Table 7 shows the extend to which validated templates were used in the model.

eToolLCD Item Type	Validated (%)	
	Benchmark	Proposed Design
Total Design Templates	8.33	54.21
Equipment and People Elements	1.01	63.87
Material Elements	.48	46.13
Energy Elements	0	0
Water Elements	0	0

Table 7: Use of validated templates

4.1 Templates Comparison

The eToolLCD templates found in each design are provided in Table 8.

Parent Template Name	Units	Quantity
		Proposed Design
Fittings, furnishings and equipment		
Appliances Residential Average (AUS) Op&Em (Appliances, Residential Average (AUS) Op&Em)	#	1
Cooking Res Gas Stove Electric Oven Op&Em (Cooking, Res Gas Stove Electric Oven Op&Em)	#	1
Kitchen Medium sized (incl Equipment) ([ARCHIVED] Kitchen Fittings, Furnishings & Equipment - medium sized)	#	1
Refrigeration Residential Detailed (AUS) Op&Em (Refrigeration, Residential Detailed (AUS) Op&Em)	#	1
Standard 1st Bathroom - WC/Shower-bath/Basin/WallTiles (Standard 1st Bathroom - WC/Shower-bath/Basin/WallTiles)	#	3.5
Services equipment		
Battery 180W (Proxy for for Lithium Ion Batter)	Other	28
Electrical Fittings - sockets power points wiring embodied only (m2) (Electrical Fittings - sockets, power points, wiring, embodied only (m2))	m2	219.48
High Efficiency Fittings Mains Water and Offsite Treatment (Average Water Use & Treatment WA/AUS (no pool))	#	1
HVAC Residential Split System Air Source Heat Pump (MEPs Average) (HVAC Residential Split System Air Source Heat Pump (MEPs Average))	#	1
HWS - Heat Pump High Efficiency 134a (180L)	#	1
Lighting Residential LED Med Natural Light (Lighting Residential LED Med Natural Light)	#	1
Rainwater tank and Pump for Residence (Above Ground)	m3	6
Solar PV System Residential - Zone 3 (Perth, Sydney etc)	Other	6.6
Utilities Connection to Site Residential (Utilities Connection to Site, Residential)	#	1
Substructure		
Concrete Floor - 100mm slab on ground 30MPa 3.8% reo (Portland Cement) (Concrete Floor - 100mm slab on ground, 30MPa, 3.8% reo (Portland Cement))	m2	120.7916



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Parent Template Name	Units	Quantity
		Proposed Design
Floor Covering - 25mm timber nail down (Substructure) (Floor Covering - 25mm timber, nail down (Substructure))	m2	58.51392
Facilitating works		
Demolition - Residential (End-of-Life) (Demolition - Residential (End-of-Life))	#	1
Superstructure		
Door - HollowCoreTimber/WoodenJam/painted (Door - HollowCoreTimber/WoodenJam/painted)	#	8.5
Door - SolidCoreTimber/SteelJam/Painted (#) (Door - SolidCoreTimber/SteelJam/Painted (#))	#	2
Garage Door (number of car bays) (Garage Door (number of car bays))	#	1.5
Other External Wall Construction (Masonry Wall - Single Brick (110mm)+fd)	m2	11
Other External Wall Finish (Coloured Cement Render External Finish)	m2	11
Roof - TimberTruss/SteelSheeting/25°Pitch (Roof - TimberTruss/SteelSheeting/25°Pitch)	m2	138.91034
Staircase Concrete (40Mpa 2% reo by volume) (Staircase, Timber, with timber handrail)	Other	1
Timber Floor Superstructure - 140mm elevated frame 19mm particleboard covering (Floor, Superstructure, 140mm Elevated Timber Frame, 19mm particleboard covering (m2))	m2	98.6884
Wall External Framed steel frame fibre cement weatherboard clad insulated with foundations and finishes (Wall, External, Framed, steel frame fibre cement weatherboard clad insulated with foundations and finishes)	m2	179.8981567
Wall External Masonry and Framed brick veneer 12-90-50-110 insulated with foundations and finishes (Wall, External, Masonry and Framed, brick veneer 12-90-50-110 insulated with foundations and finishes)	m2	22.36
Wall Internal Framed Timber Stud Plasterboard and paint finish (Wall, Internal, Framed, Timber Stud Plasterboard and paint finish)	m2	154.5505
Windows Residential Aluminium Single Glaze fly screen (Windows, Residential Aluminium Single Glaze, fly screen)	m2	43.01808
Internal finishes		
Floor Covering - Carpet (glue down/Nylon) (Floor Covering - Carpet (glue down/Nylon))	m2	46.1952
Floor Covering - Tiles (ceramic/5mm) (Floor Covering - Tiles (ceramic/5mm))	m2	87.77088
External works		
Rainwater tank - steel (embodied)	Other	2000

Table 8: Templates Comparison (showing master templates only)

4.2 eToolLCD software

eToolLCD software was used to model life cycle impacts of the project. eToolLCD uses third party background processes aggregated as mid-point indicators and stored in a number of libraries within the software which are coupled with algorithms and user inputs to output the environmental impact assessment. A map of user inputs, data sources and algorithms (outputs) is given in Figure 4.



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Page 12 of 44

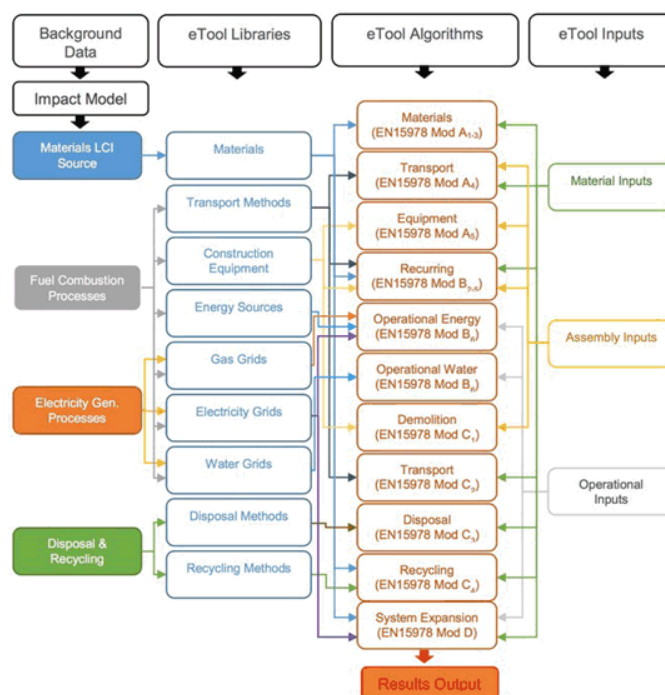


Figure 4: Relationship between LCI background data, eToolLCD software library, inputs and algorithms.

4.3 Data Quality

The data quality requirements for the background data are detailed in Table 9. Each of the criteria has been assessed for compliance and results presented below.

Criteria	Background Data Requirement	Compliance	
		Benchmark	Proposed Design
Temporal Relevancy	For annually fluctuating processes like Grid electricity fuel mixes the datasets must have been updated within the last 2 years. More static processes like materials production must have been updated within the last 10 years. Product specific EPDs must have been updated in the last 5 years.	Passed Grid Passed Materials	Passed Grid Passed Materials
Geographical Relevancy	The background data should be specifically compiled for the same country (preferable) or continent as the project location.	Passed (Same Continent)	Passed (Same Country)
Precision	No requirement specified however a qualitative review undertaken to ensure no erroneous values	Passed	Passed
Completeness	Qualitative assessment of the process to ensure no obvious exclusions	Passed	Passed
Technological Relevancy	Ensure that technology assumptions are representative for the product or product group.	Passed	Passed
Consistency	The study methodology holds for the background data.	Passed	Passed
Reproducibility	The information available about the methodology and the data values reported should allow an independent practitioner to reproduce the results reported in the study.	Passed	Passed

Table 9: Summary of data quality requirements for the study.

Criteria	Inventory Collection Requirement (eToolLCD User Inputs)	Compliance	
		Benchmark	Proposed Design
Temporal Relevancy	All inputs into eToolLCD to be reflective of the project being assessed and if assumptions are made these are to be based on industry practices that are consistent with the project commissioning date.	Passed 0/5 Checks	Passed 1/1 Checks



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Page 13 of 44



Criteria	Inventory Collection Requirement (eToolLCD User Inputs)	Compliance	
		Benchmark	Proposed Design
Geographical Relevancy	All inputs into eToolLCD must be reflective of the project being assessed and if assumptions are made these are based on the current practices employed in the project country.	Passed 0/5 Checks	Passed 3/3 Checks
Precision	To avoid aggregated errors a high level of precision is expected inputs into eToolLCD software, being either to 3 significant figures or: <ul style="list-style-type: none"> Two significant figures or nearest 10 hours for equipment run time Two significant figures or nearest 10kg for material quantities Two significant figures or nearest 100MJ / annum for operational energy Two significant figures or nearest 100kL / annum for operational water use 	Passed 0/3 Checks	Passed 0/1 Checks
Completeness	Inputs to cover all life cycle phases and elements identified in the system boundary. The link between background data, eToolLCD algorithms and subsequent LCA results is not to introduce significant gaps in the data.	Passed 0/9 Checks	Passed 5/5 Checks
Technological Relevancy	All inputs into eToolLCD must be reflective of the project being assessed and if assumptions are made these must be drawn from appropriate examples of like technology.	Passed 0/5 Checks	Passed 1/1 Checks
Consistency	All inputs into eToolLCD must be reflective of the project being assessed and if assumptions are made these are drawn from the same reference library.	Passed 0/9 Checks	Passed 3/3 Checks
Reproducibility	The information available about the methodology and the data values reported should allow an independent practitioner to reproduce the results reported in the study.	Passed 0/10 Checks	Passed 2/2 Checks

Table 10: Summary of data quality requirements for the study.

4.4 Completeness

The study aims to follow EN15804 procedures for exclusion of inputs and outputs:

- All inputs and outputs to a (unit) process shall be included in the calculation, for which data are available.
- Data gaps may be filled by conservative assumptions with average or generic data. Any assumptions for such choices shall be documented.
- In case of insufficient input data or data gaps for a unit process, the cut-off criteria shall be 1 % renewable and non-renewable primary energy usage and 1 % of the total mass input of that unit process.
- The total of neglected input flows per module, e.g. per module shall be a maximum of 5 % of energy usage and mass.
- Conservative assumptions in combination with plausibility considerations and expert judgement can be used to demonstrate compliance with these criteria.
- Particular care should be taken to include material and energy flows known to have the potential to cause significant emissions into air and water or soil related to the environmental indicators.

Two major tests were run to determine the compliance with the above cut-off rules.

4.3.1 Inventory Mass Quantities

The cumulative mass of inventory entries is shown in Figure 5. Given that 164 material elements within the LCA base design make up the last 1% of mass inventory entries a high level of confidence exists that the cut off rules have been upheld.



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Page 14 of 44

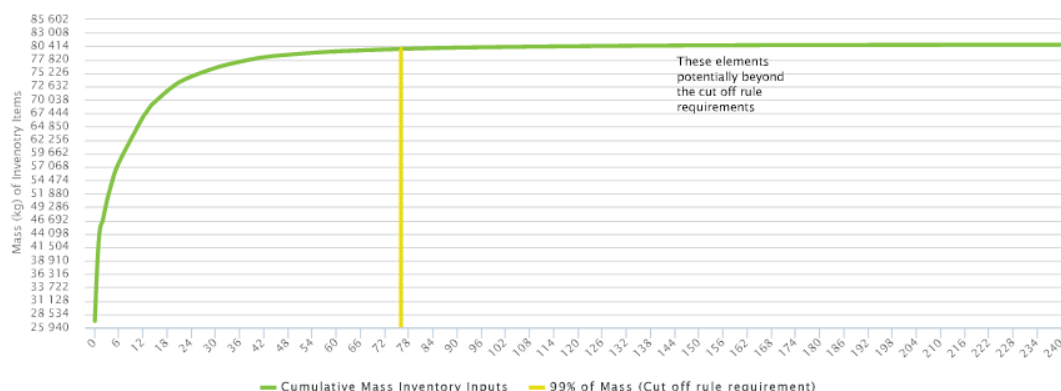


Figure 5: Cumulative Mass Inventory Entries. In this case 68.05% make up the last 5% of mass inventory entries.

4.3.2 Inventory Energy Analysis

The cumulative embodied energy of inventory entries is shown in Figure 6. Given that 213 elements within the LCA base design make up the last 1% of embodied energy inventory entries a high level of confidence exists that the cut off rules have been upheld.

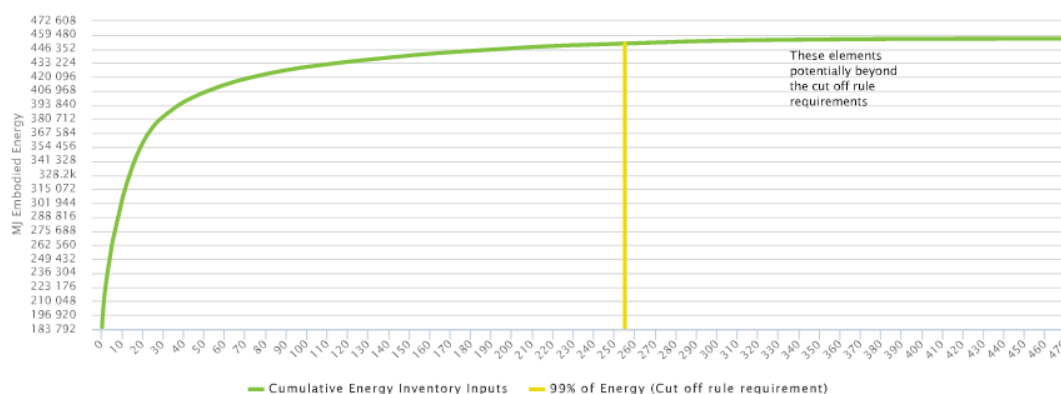


Figure 6: Cumulative Energy Inventory Entries. In this case 45.42% make up the last 5% of energy inventory entries.

5 Life Cycle Impact Assessment

The Life Cycle Impact Assessment (LCIA) results are provided in Table 11 and subsequent tables in the EN15978 reporting format. The heat map highlights the highest impacts for each indicators assessed and conversely in the comparison tables the highest savings observed. For further details on the LCIA please refer to interpretation.



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5.1 Proposed Design Environmental Impacts Indicators

Characterised Impacts Per Occupant Per Year		Materials and Construction			Use Stage							End of Life Stage				Benefits and Loads Beyond the System Boundary	Total	
		A1-A3	A4	A5	B1	B2	B3	B4	B5	B6	B6+	B7	C1	C2	C3	C4		D
Benchmark																		
GWP	kg CO2 eq	6.18e+2	267.66	96.551	0	0	MNA	6.95e+2	0	9.40e+2	8.22e+2	1.66e+2	0	65.904	0	69.335	-76.099	3.66e+3
ODP	kg CFC-11 eq	3.00e-5	3.76e-5	1.49e-5	0	0	MNA	5.86e-5	0	4.88e-6	6.59e-6	3.61e-6	0	1.06e-5	0	4.61e-6	-2.27e-6	1.69e-4
AP	kg SO2 eq.	3.52e-3	0.8573	0.2703	0	0	MNA	3.088	0	1.1599	1.5239	0.3678	0	0.1978	0	0.0906	-0.9942	1.01e+1
EP	kg PO4--- eq	1.25e+0	2.36e-1	4.71e-2	0	0	MNA	1.01e+0	0	3.81e-1	5.09e-1	2.43e-1	0	0.0432	0	1.94e-2	-4.81e-1	3.29e+0
POCP	kg ethylene	2.24e-1	5.13e-2	3.62e-2	0	0	MNA	2.03e-1	0	8.29e-2	4.24e-2	2.40e-2	0	1.31e-2	0	1.40e-2	-3.36e-2	6.57e-1
ADPE	kg antimony	5.55e-2	6.78e-3	2.61e-4	0	0	MNA	5.31e-2	0	4.21e-3	6.09e-3	2.88e-3	0	2.03e-3	0	1.11e-4	-1.88e-2	1.15e-1
ADPF	MJ	7674.4	3980.6	1310.7	0	0	MNA	9926.2	0	1.36e+3	1.06e+4	2002.3	0	1013.1	0	464	-864.5	4.99e+4
Proposed Design																		
GWP	kg CO2 eq	4.43e+2	2.93e+2	55.959	-0.788	35.852	MNA	4.12e+2	0	-1.16e+3	7.26e+2	95.665	25.952	28.295	7.696	2.20e+2	-2.81e+2	9.11e+2
ODP	kg CFC-11 eq	9.07e-5	3.89e-5	4.34e-6	0	8.69e-6	MNA	1.17e-4	0	-9.81e-6	5.90e-6	2.22e-6	3.99e-6	4.51e-6	1.55e-6	2.17e-6	-2.72e-6	2.67e-4
AP	kg SO2 eq.	5.18e-3	0.9758	0.1058	0	0.0895	MNA	1.3929	0	-2.2545	1.3648	0.2175	0.0803	0.087	0.0186	0.0459	-1.4179	5.8922
EP	kg PO4--- eq	2.33e+0	2.88e-1	1.47e-2	0	2.85e-2	MNA	0.5349	0	-0.7541	4.56e-1	1.63e-1	1.99e-2	0.0193	4.05e-3	9.95e-3	-5.61e-1	2.56e+0
POCP	kg ethylene	4.53e-1	5.75e-2	2.84e-2	0	5.11e-3	MNA	1.08e-1	0	-5.79e-2	3.80e-2	1.41e-2	5.48e-3	5.77e-3	0.0007	3.24e-2	-4.77e-2	6.49e-1
ADPE	kg antimony	1.05e-1	9.20e-3	1.31e-4	0	9.42e-4	MNA	1.10e-1	0	-9.07e-3	5.45e-3	1.87e-3	5.00e-4	1.03e-3	6.66e-5	5.04e-5	-2.44e-2	2.01e-1
ADPF	MJ	9227.4	4331.5	425.3	0	378.1	MNA	4762.3	0	-1.47e+4	9514.2	1138.8	386.8	437.7	98.1	214.8	-3308.2	1.29e+4
Savings (Proposed Design Compared to Benchmark)																		
GWP	kg CO2 eq	1.75e+2	-25.504	40.591	0.788	-35.852	MNA	2.82e+2	0	2.10e+3	85.796	69.933	-25.952	37.609	-7.696	-1.51e+2	204.79	75.13%
ODP	kg CFC-11 eq	-6.07e-5	-1.22e-6	1.05e-6	0	-8.69e-6	MNA	-5.80e-5	0	1.47e-5	6.88e-7	1.39e-6	-3.99e-6	6.11e-6	-1.55e-6	2.44e-6	4.53e-7	-57.86%
AP	kg SO2 eq.	-1.677	-0.1185	0.1645	0	-0.0895	MNA	1.6951	0	3.4144	0.159	0.1503	-0.0803	0.1108	-0.0186	0.0447	0.4236	41.49%
EP	kg PO4--- eq	-1.0518	-5.21e-2	3.24e-2	0	-2.85e-2	MNA	4.78e-1	0	1.14e+0	5.31e-2	8.03e-2	-1.99e-2	0.0239	-4.05e-3	9.49e-3	8.01e-2	22.34%
POCP	kg ethylene	-2.35e-1	6.20e-3	7.82e-3	0	-5.11e-3	MNA	9.44e-2	0	1.41e-1	4.43e-3	9.92e-3	-5.48e-3	7.32e-3	-0.0007	-1.85e-2	1.41e-2	1.18%
ADPE	kg antimony	-4.64e-2	2.42e-3	1.31e-4	0	-9.42e-4	MNA	-5.70e-2	0	1.33e-2	6.36e-4	1.01e-3	-5.00e-4	9.96e-4	-6.66e-5	6.06e-5	5.64e-3	-74.23%
ADPF	MJ	-1553	-350.9	885.4	0	-378.1	MNA	-5163.9	0	2.85e+4	1108.7	863.6	-386.8	575.5	-98.1	249.2	2443.7	74.19%

Table 11: Environmental Impacts Impact of Each Life Cycle Phase.

INA: Indicator Not Assessed. MNA: Module Not Assessed.

Impact Key: ■ Top 10% ■ Top 20% ■ Top 30%

Savings Key: ■ Top 10% ■ Top 20% ■ Top 30%



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5.2 Proposed Design Resource Use Indicators




Characterised Impacts Per Occupant Per Year		Materials and Construction			Use Stage								End of Life Stage				Benefits and Loads Beyond the System Boundary	Total	
		A1-A3	A4	A5	B1	B2	B3	B4	B5	B6	B6+	B7	C1	C2	C3	C4	D		
Benchmark																			
 FW	m3	3.29e+3	554.93	173.5	0	0	MNA	2.15e+3	0	1.20e+3	1.76e+3	8.22e+3	0	121.48	0	494.8	-291.68	9.26e+4	
PERE	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0	
PERM	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0	
PERT	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0	
PENRE	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0	
PENRM	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0	
PENRT	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0	
SM	KG	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0	
RSF	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0	
NRSF	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0	
Proposed Design																			
 FW	m3	3951	636.7	59.3	0	59.3	MNA	968.5	0	-2619.6	1574.3	4.22e+3	47.8	54.6	131.4	214.4	-1229.6	4.61e+4	
PERE	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0	
PERM	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0	
PERT	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0	
PENRE	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0	
PENRM	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0	
PENRT	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0	
SM	KG	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0	
RSF	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0	
NRSF	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0	
Savings (Proposed Design Compared to Benchmark)																			
 FW	m3	-656.5	-61.3	114.2	0	-59.3	MNA	1183	0	-3822.3	183.4	-4.09e+4	-47.8	66.9	-131.4	280.4	937.9	50.25%	
PERE	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0%	
PERM	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0%	
PERT	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0%	
PENRE	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0%	
PENRM	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0%	
PENRT	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0%	
SM	KG	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0%	
RSF	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0%	
NRSF	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0%	

Table 12: Resource Use Impact of Each Life Cycle Phase.

INA: Indicator Not Assessed. MNA: Module Not Assessed.

Impact Key: ■ Top 10% ■ Top 20% ■ Top 30%

Savings Key: ■ Top 10% ■ Top 20% ■ Top 30%



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6 Life Cycle Interpretation

The following sections provide more detailed results of the life cycle impact assessment for each environmental indicator with the aim of identifying the largest areas of impact. A one page profile for each indicator is provided on the subsequent pages giving detailed information about the indicator. Each chart provided is explained below.

Impact Time Series Chart:

A chart displaying when impacts occur during the life of a design. This enables users to gain insights such the “environmental payback period” of a design compared to alternatives, or when there are jumps in an impact value during the life of the project (for example, relating to a large replacement item).

Top Five Charts

Each top 5 chart categorises the buildings and expresses the environmental impacts by these categories. This enables a detailed understanding of what is responsible for the greatest environmental burdens and also compares these burdens between designs. The pie chart associated with each bar chart shows the proportion of the building that is represented in the bar chart. A brief description of the categories is provided below:

- **LC Module Impacts:** The EN15978 Life Cycle Modules. Generally 100% building impacts will be included in the bar chart.
- **Construction Category:** The breakdown of the impacts by construction category. The bar chart will generally only part of the total building impacts.
- **Operational Demand:** The building end use demands that are driving environmental impacts.
- **Energy Supply:** The supply of fuels to the building, in effect the upstream fuel sources supplying energy for on site use during construction, operational and demolition.
- **Materials:** The materials (grouped into common categories) that are driving the environmental impacts.
- **Equipment and People:** The equipment and people required during construction, maintenance and demolition and all associated transport trips that are driving the environmental impacts

All impact figures are quoted per the functional unit selected for the study.

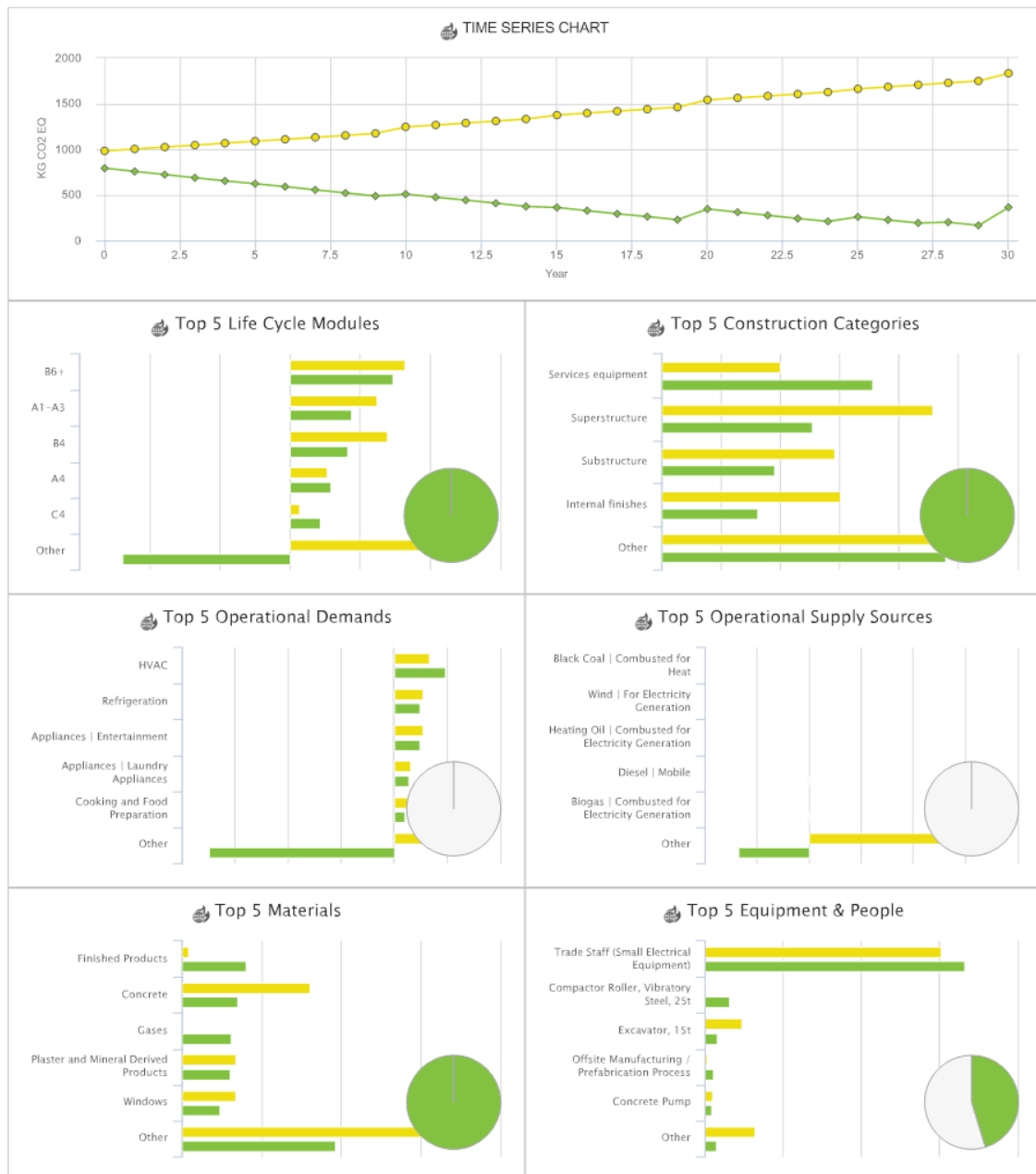


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6.1 Global Warming Potential, GWP Profile

■ Business as Usual ■ Proposed Design



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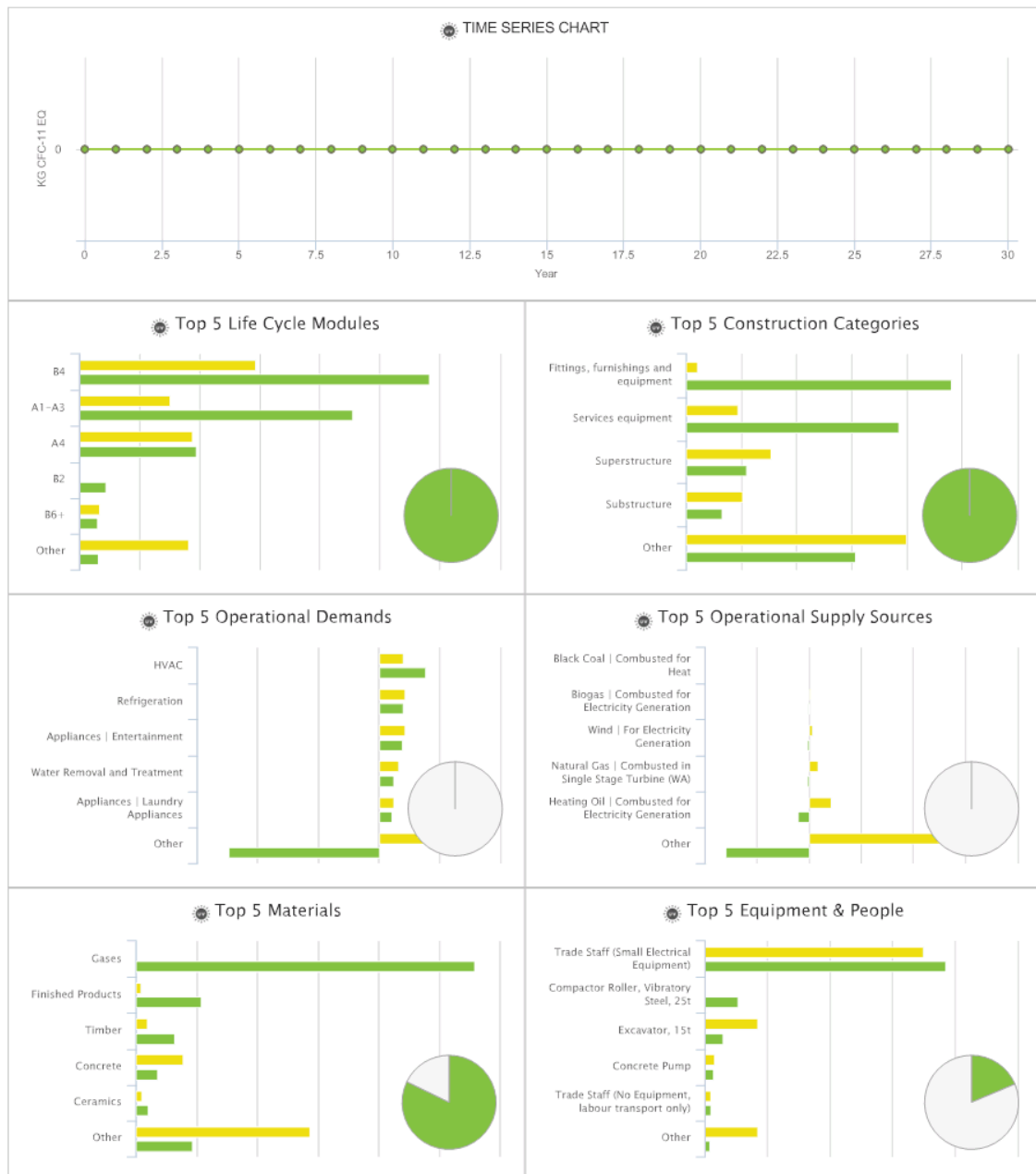


Page 19 of 44



6.2 Ozone Depletion Potential, ODP Profile

■ Business as Usual ■ Proposed Design



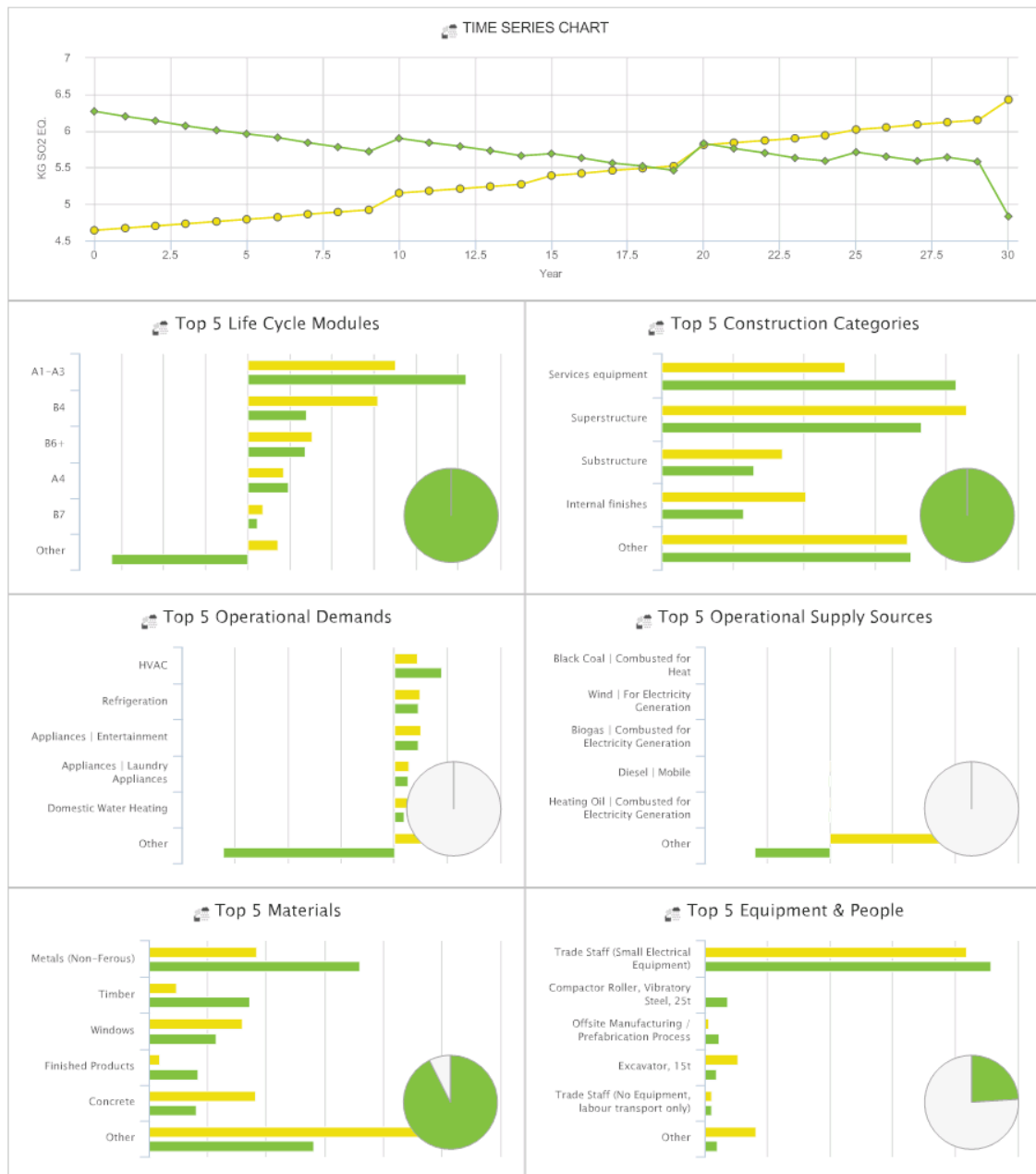
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6.3 Acidification Potential for Soil and Water, AP Profile

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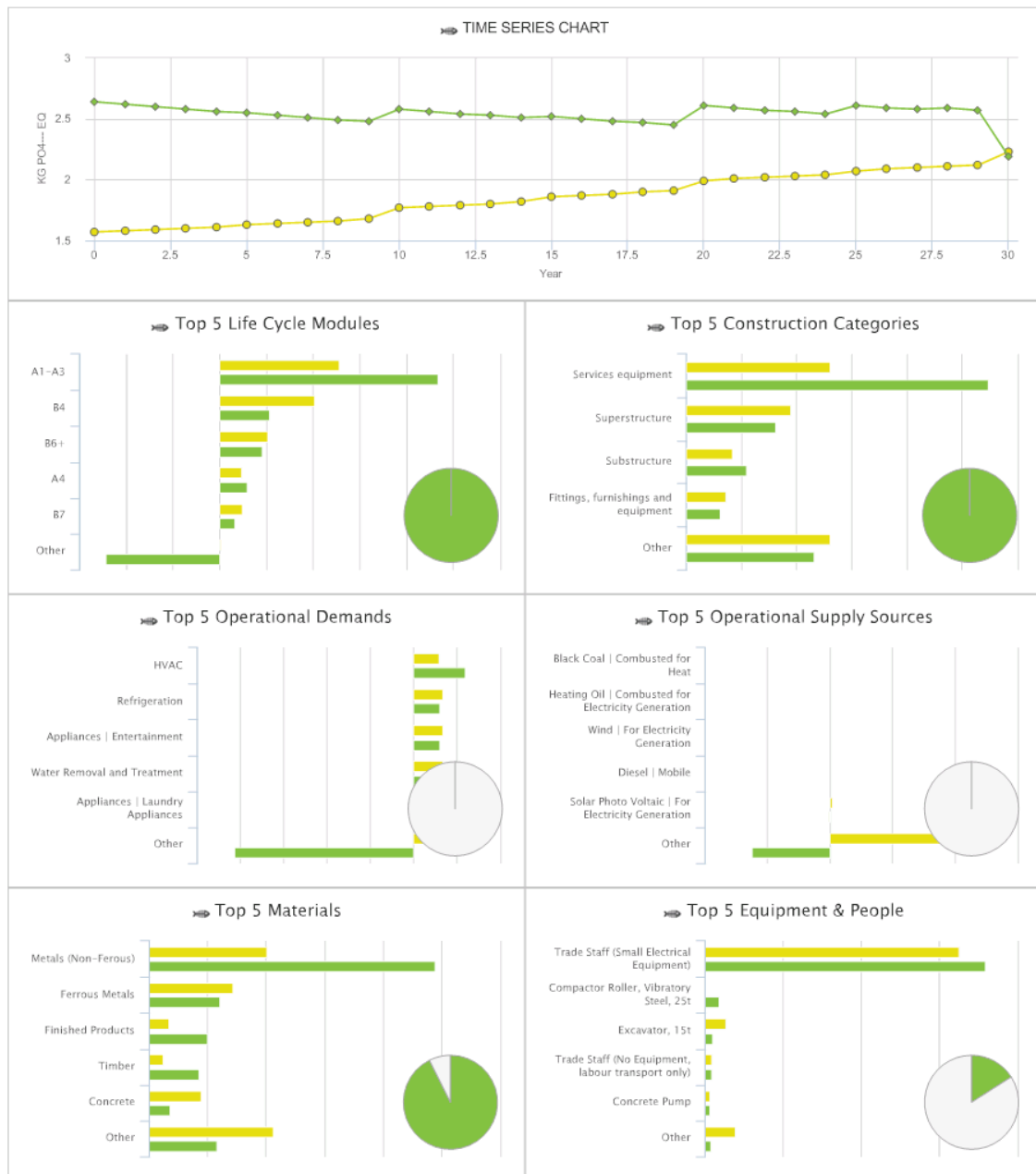
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6.4 Eutrophication potential, EP Profile

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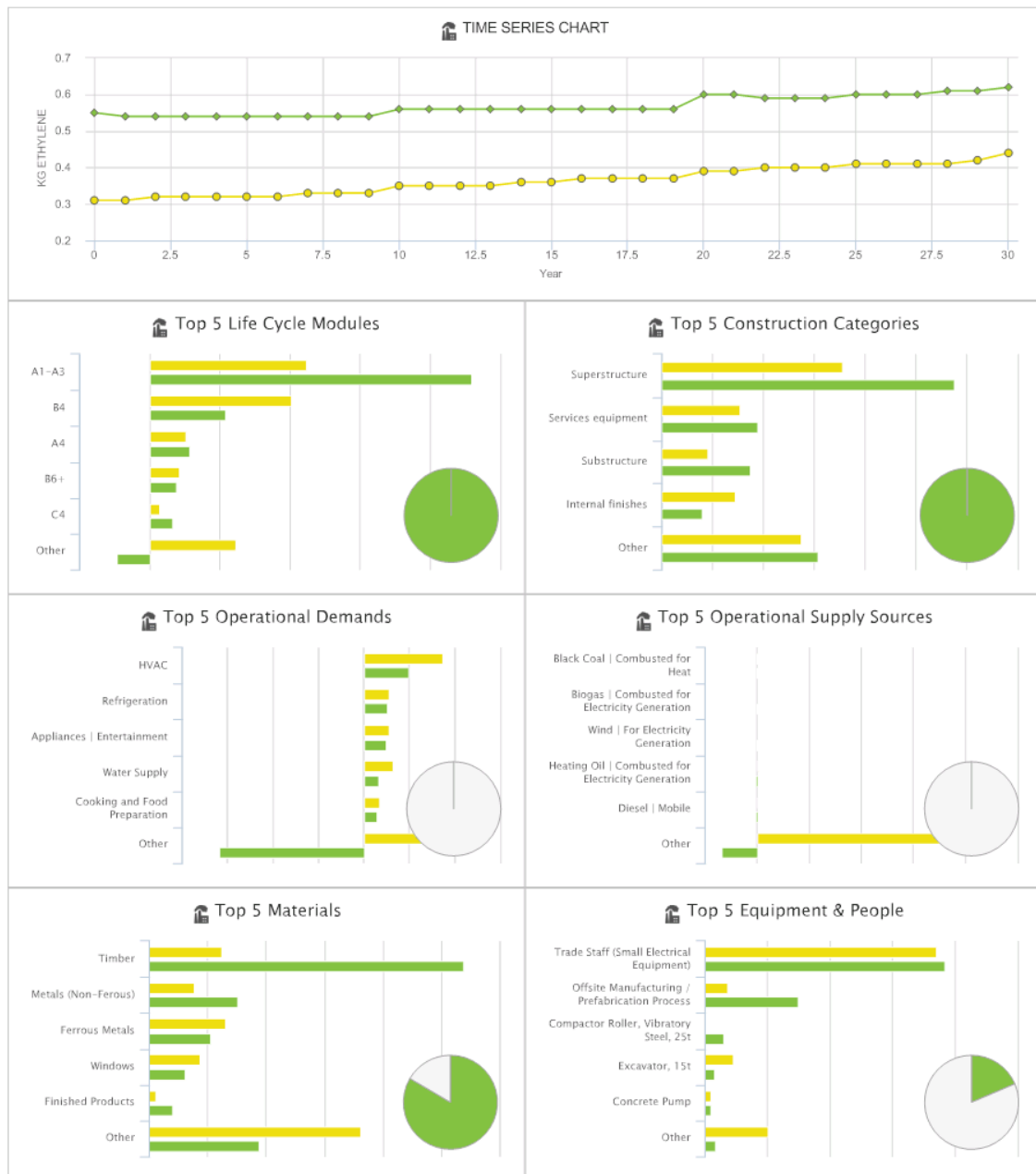
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6.5 Photochemical Ozone Creation Potential, POCP Profile

■ Business as Usual ■ Proposed Design



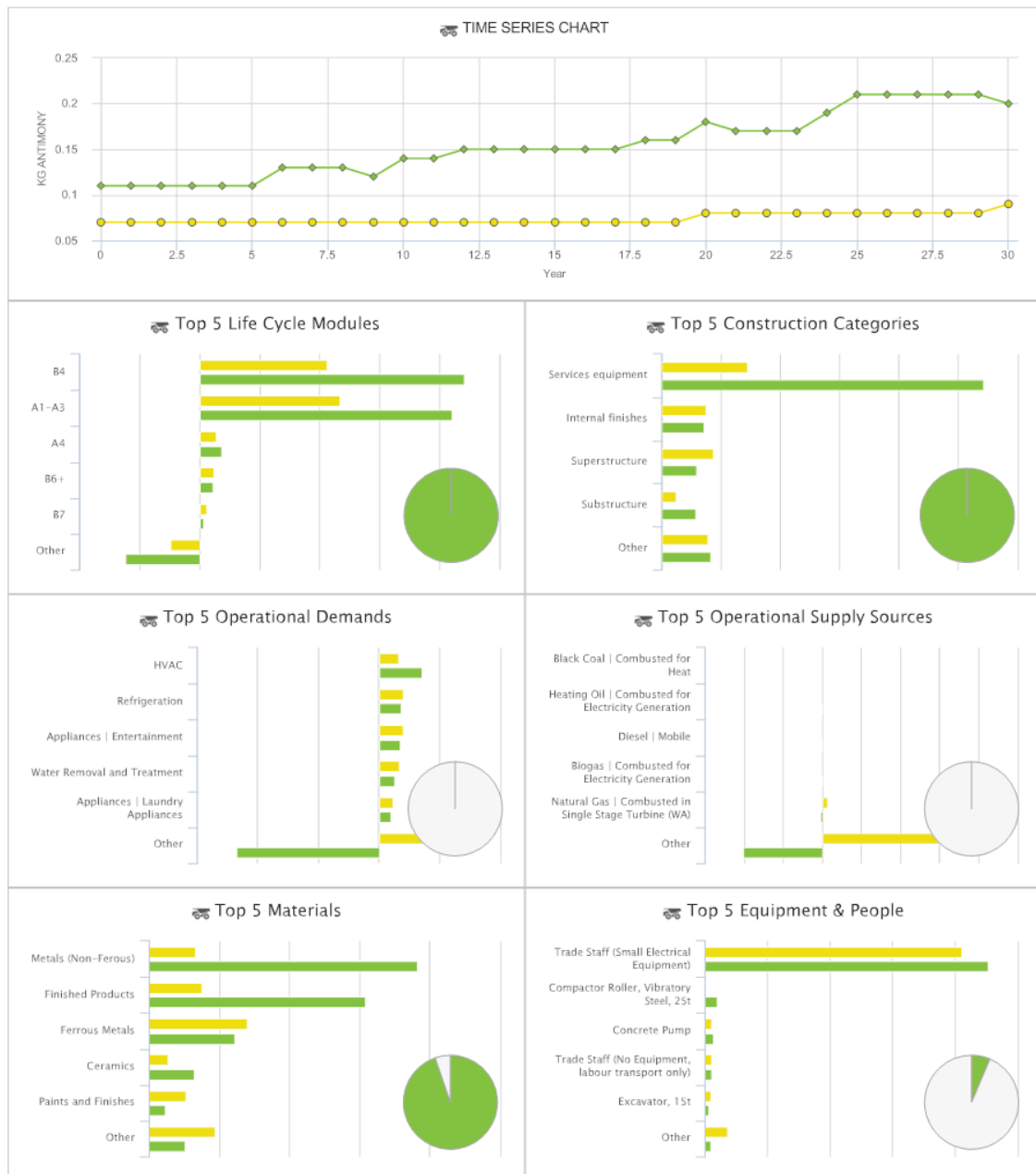
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6.6 Abiotic Depletion Potential - Elements, ADPE Profile

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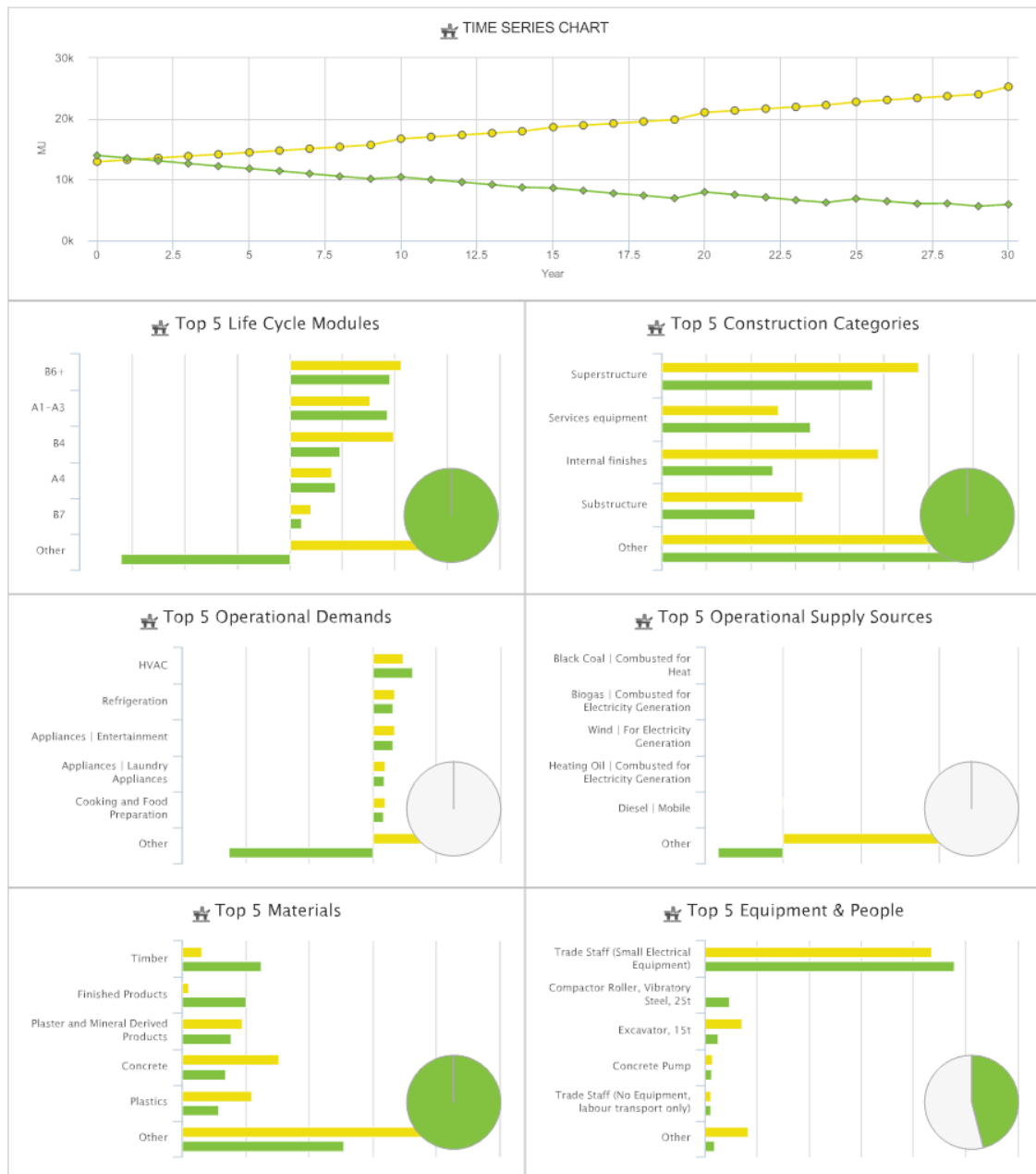


Page 24 of 44



6.7 Abiotic Depletion Potential - Fossil Fuels, ADPF Profile

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6.8 Net use of fresh water, FW Profile

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Page 26 of 44



7 Low Impact Strategies

The following potential low impact design strategies were modelled in the LCA study to determine the relative benefits and aid the design decision making process.

The following low impact strategies are included in the Proposed Design:

Design Strategy Performance	GWP	ODP	AP	EP	POCP	ADPE	ADPF	FW
Daikin Air Conditioner RZQ125LV1	-1.18%	-0.21%	-0.80%	-0.82%	-0.34%	-0.28%	-1.12%	-0.10%
HWS: Heat Pump	2.77%	-0.93%	-0.38%	0.02%	2.78%	0.23%	5.47%	-0.10%
Rainwater Tank	-0.49%	-0.93%	-0.63%	-0.82%	-0.79%	-0.99%	-0.80%	2.13%
Proposed Water Efficient Fixtures and Fittings	1.04%	0.42%	0.81%	1.62%	0.68%	0.53%	0.93%	11.83%
6.6kW Solar PV (Grid Connected)	51.49%	-0.02%	28.93%	25.05%	9.27%	-43.46%	49.12%	-4.28%
5kWh Battery Storage	1.49%	2.28%	2.84%	5.38%	-0.56%	-89.40%	1.37%	0.15%
Colorbond Roof Sheetting (Improved Corrosion Resistance and Warranty Period)	0.07%	0.07%	0.18%	0.31%	0.23%	0.76%	0.04%	0.00%

Table 11: Design Strategies in Proposed Design

For each design strategy, the relative savings for all indicators is provided and given in context to the other strategies. A basic description of the strategy is also provided.

7.1 Proposed Design Strategies



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7.1.1 Daikin Air Conditioner RZQ125LV1

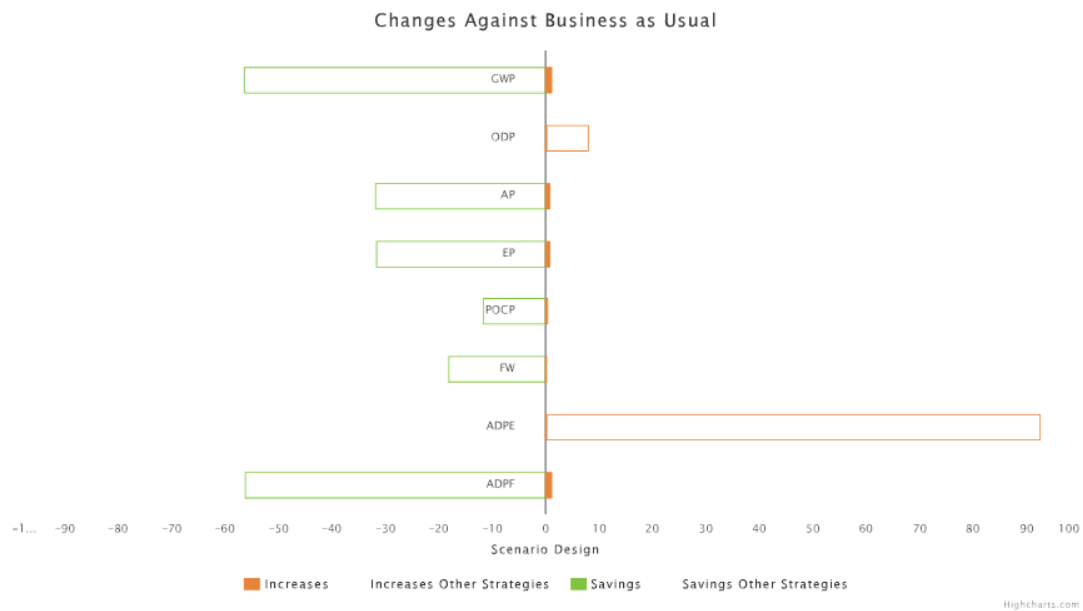


Figure 7: Impact savings (or increases) associated with the Daikin Air Conditioner RZQ125LV1 as a percentage of the base design.

The Daikin inverter air conditioner has a slightly lower EER/COP than average.

- EER (Cooling): 3.02 verse an average of 3.4
- COP (Heating): 3.35 verse an average of 3.6



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7.1.2 HWS: Heat Pump

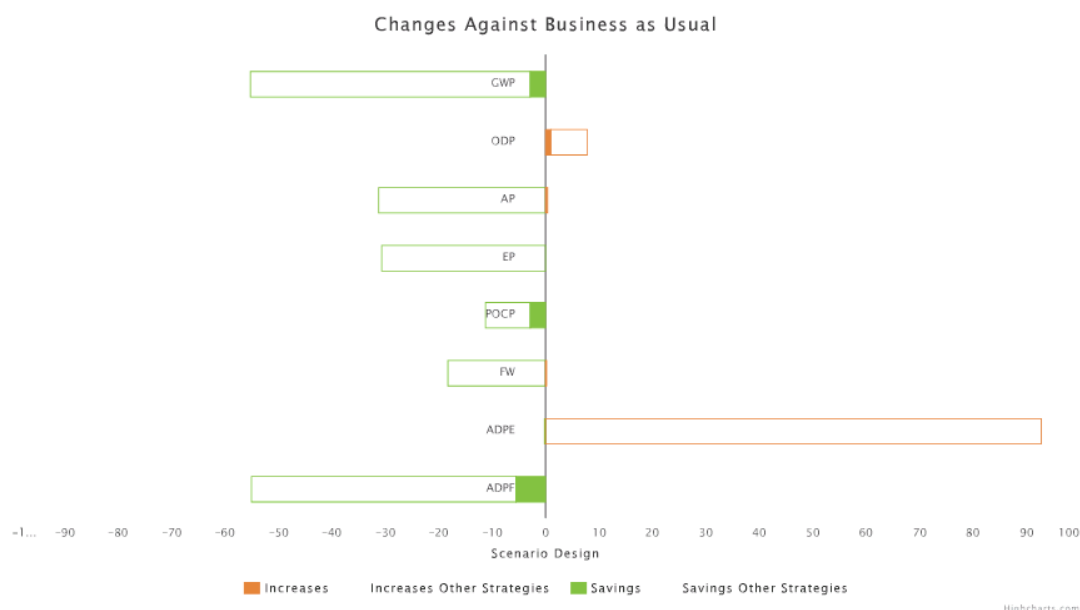


Figure 8: Impact savings (or increases) associated with the HWS: Heat Pump as a percentage of the base design.

Heat pump hot water systems operate on the same principle as heat pump air conditioning, meaning that they operate at a much higher efficiency than conventional electric hot water systems and offer significant carbon savings over these systems. Both indoor and outdoor systems are available, but they do require storage tanks as they do not create sufficient heat to provide instant hot water. This can make them impractical for smaller properties such as apartments or flats.

Important considerations when selecting a heat pump hot water system are:

- The refrigerant gas the system uses - many systems use R134a, but some are available which use CO₂
- The COP (Coefficient Of Performance) of the system - these vary significantly depending on the model, with some operating with a COP as low as 2.9 and others with a COP as high as 5.9

A standard heat pump hot water system can reduce global warming potential from hot water heating by around 66%. However, by selecting a system that uses CO₂ as the refrigerant and has a COP of 5.9, the global warming potential from hot water heating can be reduced by a further 50%.



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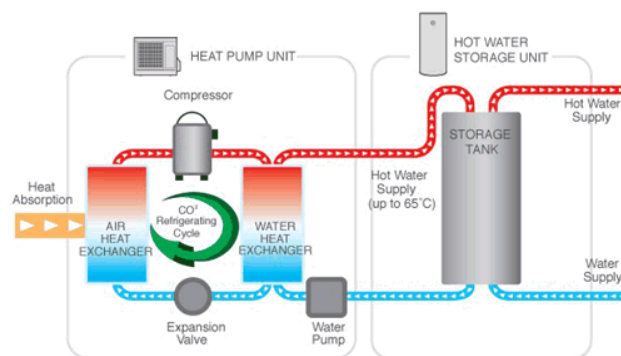


Image Source: <https://www.sanden-hot-water.com.au/>

The up front cost of heat pump hot water systems is considerably more than for conventional electric or gas systems at between \$3000 - \$5000, though they are often cost competitive with solar thermal hot water systems. They do, however, offer substantial energy savings compared to conventional systems giving them an advantage when it comes to life cycle cost. Small-scale Technology Certificates are also available for heat pump hot water systems installed in Australia.



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7.1.3 Rainwater Tank

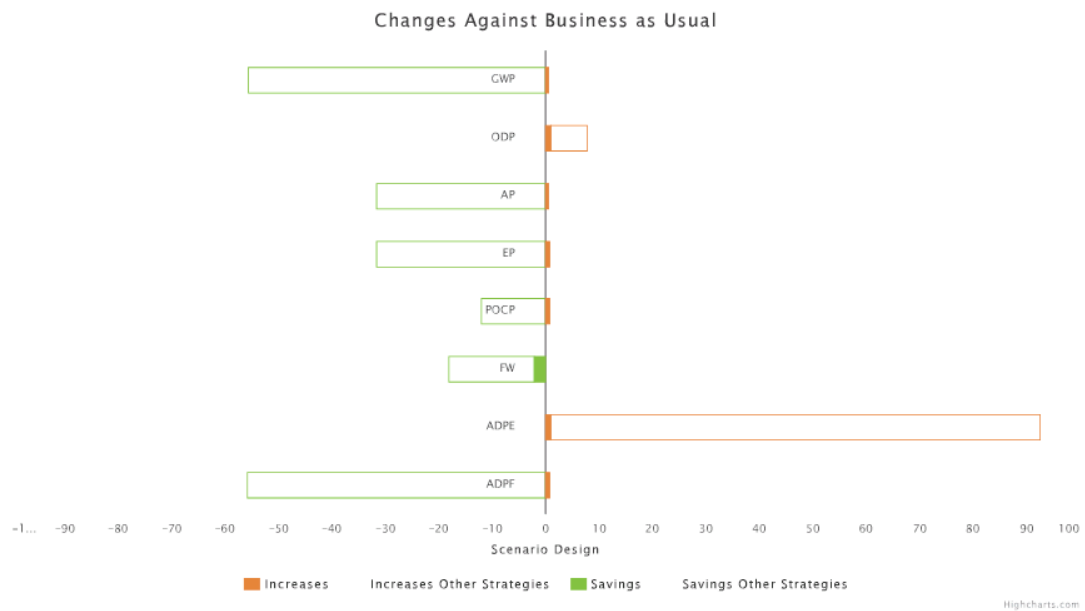


Figure 9: Impact savings (or increases) associated with the Rainwater Tank as a percentage of the base design.

2000L rainwater tank to supplement irrigation water.



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7.1.4 Proposed Water Efficient Fixtures and Fittings

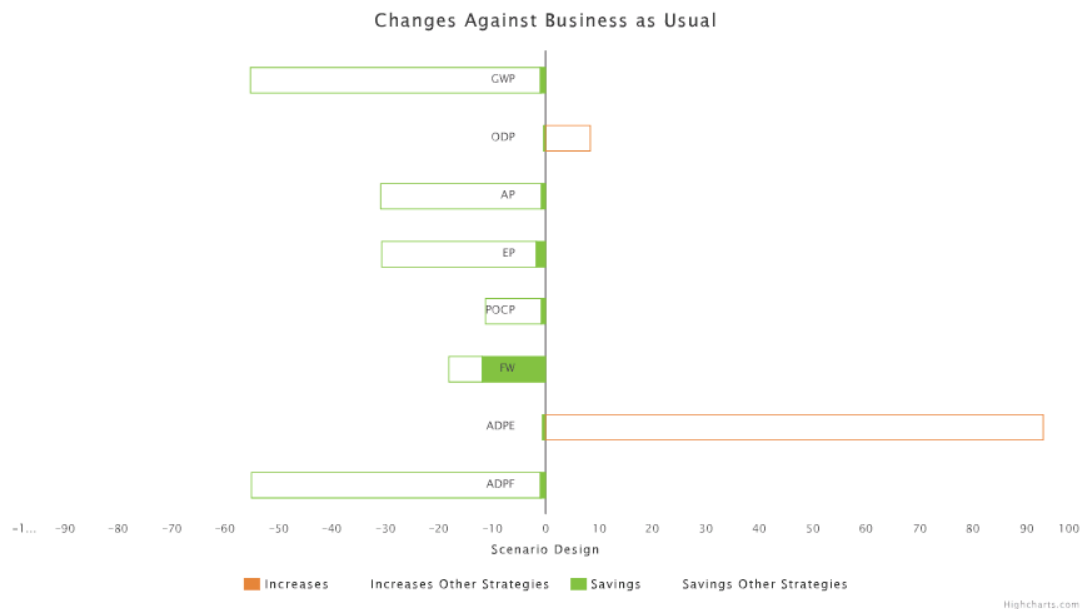


Figure 10: Impact savings (or increases) associated with the Proposed Water Efficient Fixtures and Fittings as a percentage of the base design.

Water fixtures in proposed design:

- Basin Mixer: WELS 6 Star (50% water saving vs code compliant)
- Sink Mixer: WELS 6 Star (50% water saving vs code compliant)
- Shower Rose: WELS 4 Star 7.5L/min (17% water saving vs code compliant and 11% saving in hot water energy)
- Toilet: WELS 6 Star 4.7L/ full flush and 2.5L/average flush (37.5% saving vs code complaint)
- Washing Machine: Not defined
- Dish Washer: Not Defined



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7.1.5 6.6kW Solar PV (Grid Connected)

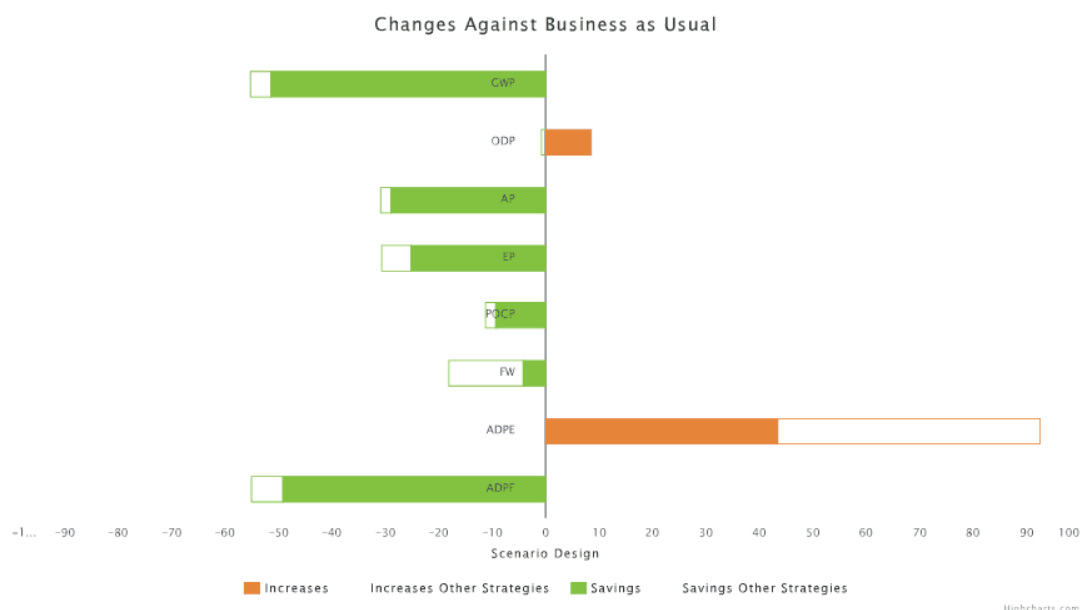


Figure 11: Impact savings (or increases) associated with the 6.6kW Solar PV (Grid Connected) as a percentage of the base design.

With the rising price of electricity, the economics of solar are very favourable and add to the value of the property. 22% of total Australian dwellings now have solar technologies on their roof. Using solar generated power on site results in much lower emissions associated with the dwelling compared to using the fossil fuel powered grid. Feeding out to the grid assumes a net environmental credit as the electricity will be consumed by a neighbouring consumer therefore reducing the demand on the grid.

By connecting the system to the grid electricity it produces that is not used onsite will feed back into the (predominantly fossil fuel fired grid). This can be thought of as offsetting the carbon associated with the materials used in constructing and maintaining the dwelling.

The embodied impacts of the solar PV system is included in the calculations.

eTool have assumed a conservative price of approximately \$3000/kW however recent quotes on projects suggest costs more in the range of \$1500-\$2000/kW. If the implementation of this strategy is outside of the project budget the developer may offer the strategy as an upgrade package for purchasers. This eliminates the need for upfront capital while promoting best practices and educating the public. Another option to save on upfront costs is to consider companies such as Amanda Energy (<https://amandaenergy.com.au/>) that rent your roof space to install solar PV while passing down the benefits to the tenant in the form of lower power bills.

Worst case panel dimensions 1070mm x 1685mm.



(Image source: www.forceofthesun.com)



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7.1.6 5kWh Battery Storage

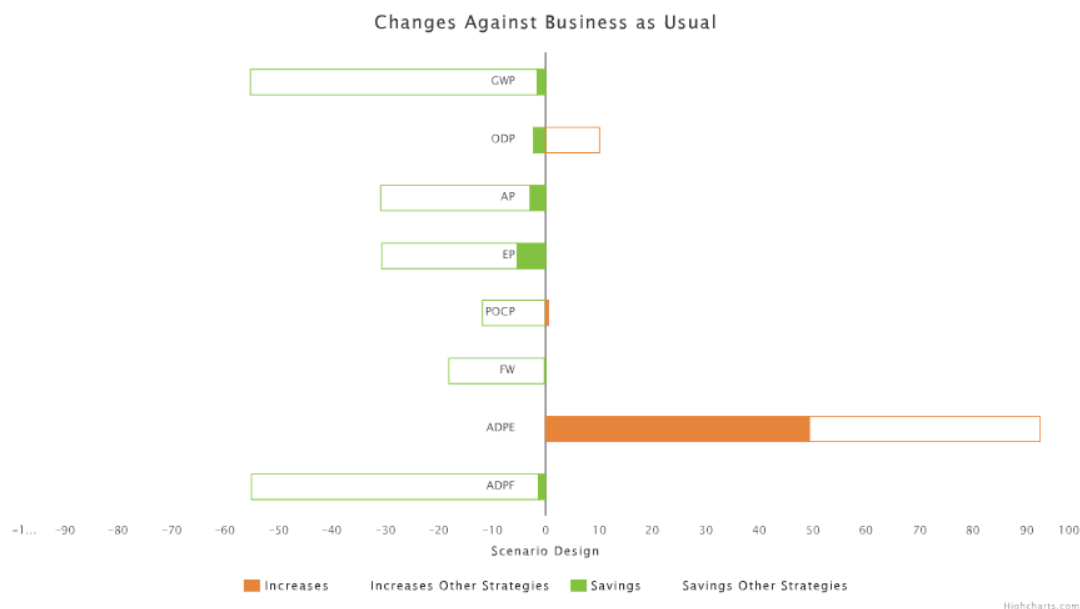


Figure 12: Impact savings (or increases) associated with the 5kWh Battery Storage as a percentage of the base design.

Battery storage is a solution to store the electricity generated by renewables (such as PV) and make it available at useful times of the day. The technology only has a small net benefit on immediate environmental impacts due to a lower allocation of grid transmission and distribution impacts associated with the building (more of the generated power is used directly on site, rather than exported and then re-imported). In addition to the environmental savings, batteries can have economic benefits as the tariffs paid for buying from the grid are usually much higher than those received for selling into the grid (hence using your power on site rather than exporting and re-importing is far more economical). If the batteries can be used in a way that exploit time of use tariffs (eg off peak power vs peak power) the financial savings can be even higher.

Longer term, batteries are a key technology for a renewable intensive grid, and hence there are further environmental benefits that are not immediately measurable in the LCA.

In this case we have assumed that exported power is reduced to 10% of total renewable energy generated.



7.1.7 Colorbond Roof Sheetting (Improved Corrosion Resistance and Warranty Period)

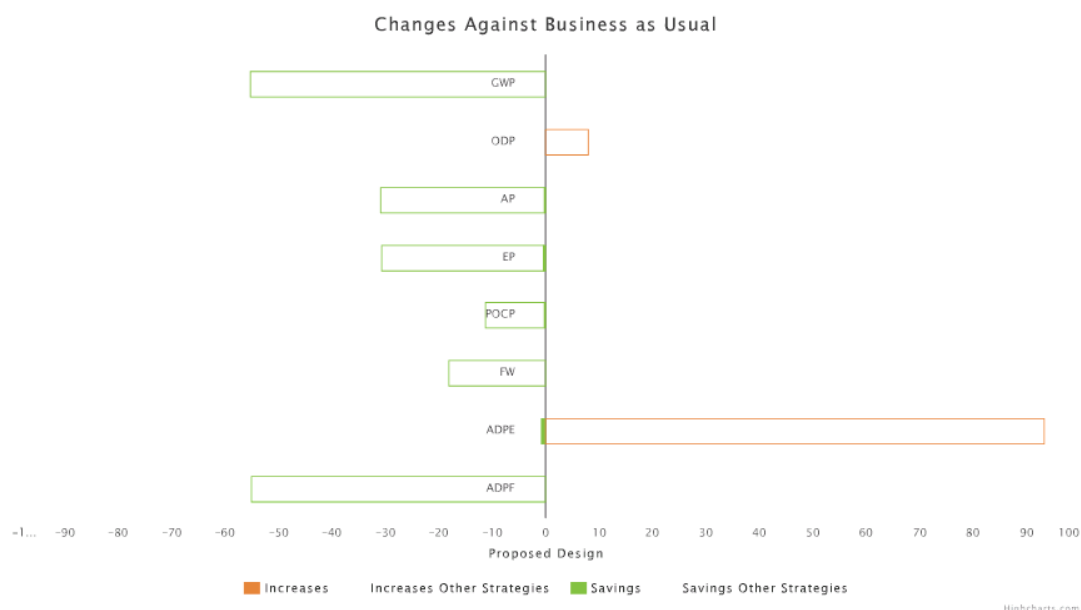


Figure 13: Impact savings (or increases) associated with the Colorbond Roof Sheetting (Improved Corrosion Resistance and Warranty Period) as a percentage of the base design.

Steel roof sheetting corrosion prevention has evolved over time with three main generations of protection:

- 1st Generation: Zinc coating of steel
- 2nd Generation: Aluminium and zinc coating
- 3rd Generation: Aluminium, Magnesium and zinc coating (the magnesium acting as an advanced sacrificial anode reducing oxidation)

Bluescope is an example of a manufacturers are employing third generation technologies which significantly increase corrosion resistance, the magnesium acting as a sacrificial anode.

In this strategy we have assumed the use of a 3rd generation coating with extended warranty periods (20 years minimum) expected to last 33% longer than 2nd generation coatings.



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8 Conclusions

The Proposed Design shows an expected performance improvement against Business as Usual for 6 indicators.



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9.4 Environmental Product Declarations

No EPD references were recorded.



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Appendix A: Environmental Indicators Description

Global Warming Potential, GWP

Anthropogenic global warming is caused by an increase of greenhouse gasses (GHG) in the earth's atmosphere. These gasses reflect some of the heat radiated from the earth's surface that would normally escape into space back to the surface of the earth. Overtime this warms the earth. Common GHGs include CO₂, N₂O, CH₄ and volatile organic compounds (VOCs). Global Warming Potential (GWP) is expressed in equivalent GHGs released, usually in kgCO₂e.

Ozone Depletion Potential, ODP

Ozone is formed and depleted naturally in the earth's stratosphere (between 15-40 km above the earth's surface). Halocarbon compounds are persistent synthetic halogen containing organic molecules that can reach the stratosphere leading to more rapid depletion of the ozone. As the ozone in the stratosphere is reduced more of the ultraviolet rays in sunlight can reach the earth's surface where they can cause skin cancer and reduced crop yields. Ozone Depletion Potential (ODP) is expressed in equivalent ozone depleting gasses (normally kgCFC11e).

Acidification Potential for Soil and Water, AP

Acidification is a consequence of acids (and other compounds which can be transformed into acids) being emitted to the atmosphere and subsequently deposited in surface soils and water. Increased acidity can result in negative consequences for flora and fauna in addition to increased corrosion of manmade structures (buildings vehicles etc.). Acidification Potential (AP) is an indicator of such damage and is usually measured in kgSO₂e

Eutrophication potential, EP

Over enrichment of aquatic ecosystems with nutrients leading to increased production of plankton, algae and higher aquatic plants leading to a deterioration of the water quality and a reduction in the value and/or the utilisation of the aquatic ecosystem. Eutrophication is primarily caused by surplus nitrogen and phosphorus. Sources of nutrients include agriculture (fertilisers and manure), aquaculture, municipal wastewater, and nitrogen oxide emissions from fossil fuel combustion.

Photochemical Ozone Creation Potential, POCP

Photochemical Ozone Creation Potential (POCP), commonly known as smog, is toxic to humans in high concentration. Although ozone is protective in the stratosphere at low levels it is problematic from both a health and nuisance perspective. Plant growth is also effected through damaged leaf surfaces and reduced photosynthesis. POCP is formed when sunlight and heat react with Volatile Organic Compounds (VOCs).

Abiotic Depletion Potential - Elements, ADPE

Abiotic Resource Depletion of energy (ADPE) is a measure of the extraction and consumption of primary resources from the earth. Such exploitation reduces resources available to future generations and as such must be managed.

Abiotic Depletion Potential - Fossil Fuels, ADPF

Abiotic Resource Depletion of energy (ARDE) is a measure of the extraction and consumption of non-renewable energy sources (primarily fossil fuels, but also inclusive of other energy sources such as uranium). Primary energy content of non-renewable energy sources including the embodied energy to extract, process and deliver the non renewable fuels, or manufacture, transport and install the renewable generator. Hence there is usually and non-renewable energy content associated with renewable fuels also.

Net use of fresh water, FW

The pressure on global freshwater resources arises from the demand for everyday goods and services which use water in their production. The interconnected nature of global economic systems means that water abstraction can occur far from where final consumption occurs. Globally, water use has been increasing at more than twice the rate of population growth, and most withdrawals are in watersheds already experiencing water stress. Managing water resources is extremely important for the health of the environment and our current and future agricultural, industrial and personal water requirements. Fresh water can be derived from renewable sources (rain water) and somewhat non-renewable resources (aquifers). Consumptive water (H₂O C) use is abstracted water that is no longer available for other uses because it has evaporated, transpired, been incorporated into products and crops, or consumed by man or livestock.



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Page 39 of 44



Appendix B: Detailed Structure Scope Diagram

Key: ✓ In Scope, In Design ✓ In Scope, Not In Design ✓ Partial ✗ Out of Scope

Parent Name	Sub Category Name	Benchmark Design	Proposed Design
Substructure	Substructure	✓	✓
	Standard foundations	✓	✓
	Specialist foundations	✓	✓
	Lowest floor construction	✓	✓
	Insulation	✓	✓
	Basement excavation	✓	✓
	Basement retaining walls	✓	✓
Superstructure	Frame	✓	✓
	Frame	✓	✓
	Upper floors	✓	✓
	Floors	✓	✓
	Insulation	✓	✓
	Balconies	✓	✓
	Drainage to balconies	✓	✓
	Roof	✓	✓
	Insulation	✓	✓
	Roof structure	✓	✓
	Roof coverings	✓	✓
	Specialist roof systems	✓	✓
	Roof drainage	✓	✓
	Rooflights, skylights and openings	✓	✓
	Roof features	✗	✗
	Stairs and ramps	✓	✓
	Stair/ramp structures	✓	✓
	Stair/ramp finishes	✓	✓
	Stair/ramp balustrades and handrails	✓	✓
	Ladders/chutes/slides	✓	✓
	External walls	✓	✓
	External Paint, Textures and Renders	✓	✓
	External enclosing walls above ground level	✓	✓
	Insulation	✓	✓
	External enclosing walls below ground level	✓	✓
	Solar/rain screening	✓	✓
	External soffits	✓	✓
	Subsidiary walls, balustrades and proprietary balconies	✓	✓
	Façade access/cleaning systems	✓	✓
	Windows and external doors	✓	✓
	External windows	✓	✓
	Security and Fly Screens	✓	✓
	External doors	✓	✓
	Internal walls and partitions	✓	✓
	Walls and partitions	✓	✓
	Insulation	✓	✓
	Balustrades and handrails	✓	✓
	Moveable room dividers	✓	✓
	Cubicles	✓	✓
	Internal doors	✓	✓
	Internal doors	✓	✓
Internal finishes	Wall finishes	✓	✓
	Wall finishes	✓	✓
	Cornices & Shadowlines	✓	✓
	Paint - Walls	✓	✓
	Wet Area Walls	✓	✓
	Floor finishes	✓	✓
	Finishes to floors	✓	✓
	Wet Area Floors	✓	✓
	Raised access floors	✓	✓
	Raised access floors	✓	✓



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Parent Name	Sub Category Name	Benchmark Design	Proposed Design
Fittings, furnishings and equipment	Ceiling finishes	✓	✓
	Finishes to ceilings	✓	✓
	False ceilings	✓	✓
	Demountable suspended ceilings	✓	✓
	Fittings, furnishings and equipment	✓	✓
	General fittings, furnishings and equipment	✓	✓
	Domestic kitchen fittings and equipment	✓	✓
	Special purpose fittings, furnishings and equipment	✗	✗
	Signs/notices	✗	✗
	Works of art	✗	✗
	Non-mechanical and non-electrical equipment	✗	✗
	Internal planting	✗	✗
Services equipment	Bird and vermin control	✗	✗
	Sanitary installations	✓	✓
	Sanitary appliances	✓	✓
	Sanitary ancillaries	✓	✓
	Services equipment	✓	✓
	Services equipment	✓	✓
	Disposal installations	✓	✓
	Foul drainage above ground	✓	✓
	Chemical, toxic and industrial liquid waste disposal	✗	✗
	Refuse disposal	✓	✓
	Water installations	✓	✓
	Mains water supply	✓	✓
	Cold water distribution	✓	✓
	Hot water distribution	✓	✓
	Local hot water distribution	✓	✓
	Steam and condensate distribution	✗	✗
	Heat source	✓	✓
	Heat source	✓	✓
	Space heating and air conditioning	✓	✓
	Central heating	✓	✓
	Local heating	✓	✓
	Central cooling	✓	✓
	Local cooling	✓	✓
	Central heating and cooling	✓	✓
	Local heating and cooling	✓	✓
	Central air conditioning	✓	✓
	Local air conditioning	✓	✓
	Ventilation systems	✓	✓
	Central ventilation	✓	✓
	Local and special ventilation	✓	✓
	Smoke extract/control	✓	✓
	Electrical installations	✓	✓
	Electric mains and sub-mains distribution	✓	✓
	Power installations	✓	✓
	Lighting installations	✓	✓
	Specialist lighting installations	✓	✓
	Local electricity generation systems	✓	✓
	Earthing and bonding systems	✓	✓
	Fuel installations	✗	✗
	Fuel storage	✗	✗
	Fuel distribution systems	✗	✗
	Lift and conveyor installations	✓	✓
	Lifts and enclosed hoists	✓	✓
	Escalators	✓	✓
	Moving pavements	✓	✗
	Powered stairlifts	✗	✗
	Conveyors	✗	✗
	Dock levellers and scissor lifts	✗	✗



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Parent Name	Sub Category Name	Benchmark Design	Proposed Design
	Cranes and unenclosed hoists	X	X
	Car lifts, car stacking systems, turntables and the like	X	X
	Document handling systems	✓	✓
	Other lift and conveyor installations	✓	✓
	Fire and lightning protection	X	✓
	Fire-fighting systems	X	✓
	Fire suppression systems	X	✓
	Lightning protection	X	✓
	Communication, security and control systems	✓	✓
	Communication systems	✓	✓
	Security systems	✓	✓
	Central control/building management systems	✓	✓
	Specialist installations	✓	✓
	Specialist piped supply installations	X	X
	Specialist refrigeration systems	X	X
	Specialist mechanical installations	X	X
	Specialist electrical/electronic installations	X	X
	Water features	X	X
	Civil Engineering Structure	✓	✓
	Builder's Work in Connection (BWIC) with Services	X	X
	BWIC with services	X	X
Prefabricated buildings and building units	Prefabricated buildings and building units	X	X
	Complete buildings	X	X
	Building units	X	X
	Pods	X	X
Work to existing building	Minor demolitions and alterations	X	X
	Minor Demolitions and Alterations	X	X
	Repairs to existing services	X	X
	Repairs to existing services	X	X
	Damp proof course/fungus and beetle eradication	X	X
	Damp Proof Course/Fungus and Beetle Eradication	X	X
	Façade Retention	X	X
	Façade Retention	X	X
	Cleaning Existing Surfaces	X	X
	Cleaning Existing Surfaces	X	X
	Renovation work	X	X
	Renovation Work	X	X
External works	Site preparation works	✓	✓
	Site clearance	✓	✓
	Preparatory groundworks	✓	✓
	Roads, paths and pavings	✓	✓
	Roads, paths and pavings	✓	✓
	Special surfacings and pavings	✓	✓
	Soft landscaping, planting and irrigation systems	✓	✓
	Seeding and turfing	✓	✓
	External planting	✓	✓
	Irrigation systems	✓	✓
	Fencing, railings and walls	✓	✓
	Fencing and railings	✓	✓
	Walls and screens	✓	✓
	Retaining walls	✓	✓
	Barriers and guardrails	✓	✓
	External fixtures	X	X
	Site/street furniture and equipment	X	X
	Ornamental features	X	X
	External drainage	✓	✓
	Surface water and foul water drainage	X	X
	Ancillary drainage systems	X	X
	External chemical, toxic and industrial liquid waste drainage	X	X
	Land drainage	✓	✓



info@email.com | 0411 141 246



Parent Name	Sub Category Name	Benchmark Design	Proposed Design
	External services	✓	✓
	Water mains supply	✓	✓
	Electricity mains supply	✓	✓
	External transformation devices	✓	✓
	Electricity distribution to external plant and equipment	✓	✓
	Gas mains supply	✓	✓
	Telecommunications and other communication system connections	✓	✓
	External fuel storage and piped distribution systems	✓	✓
	External security systems	✓	✓
	External/street lighting systems	✓	✓
	Local/district heating installations	✓	✓
	BWIC with external services	✓	✓
	Minor building works and ancillary buildings	✗	✗
	Minor building works	✗	✗
Facilitating works	Ancillary buildings and structures	✗	✗
	Underpinning to external site boundary walls	✗	✗
	Toxic/hazardous/contaminated material treatment	✗	✗
	Toxic/hazardous material removal	✗	✗
	Contaminated land	✗	✗
	Eradication of plant growth	✗	✗
	Major demolition works	✓	✓
	Demolition works	✓	✓
	Soft strip works	✓	✓
	Temporary support to adjacent structures	✗	✗
	Temporary support to adjacent structures	✗	✗
	Specialist groundworks	✗	✗
	Site dewatering and pumping	✗	✗
	Soil stabilisation measures	✗	✗
Project/design team	Ground gas venting measures	✗	✗
	Temporary diversion works	✗	✗
	Temporary diversion works	✗	✗
	Extraordinary site investigation	✗	✗
	Archaeological investigation	✗	✗
	Reptile/wildlife mitigation measures	✗	✗
	Other extraordinary site investigation	✗	✗
	Consultants	✓	✓
	Planning & Approvals	✓	✓
	Main contractor's pre-construction design	✓	✓
	Project Management	✓	✓
	Main contractor's design	✓	✓
	Sales and Marketing	✓	✓
	Undefined		



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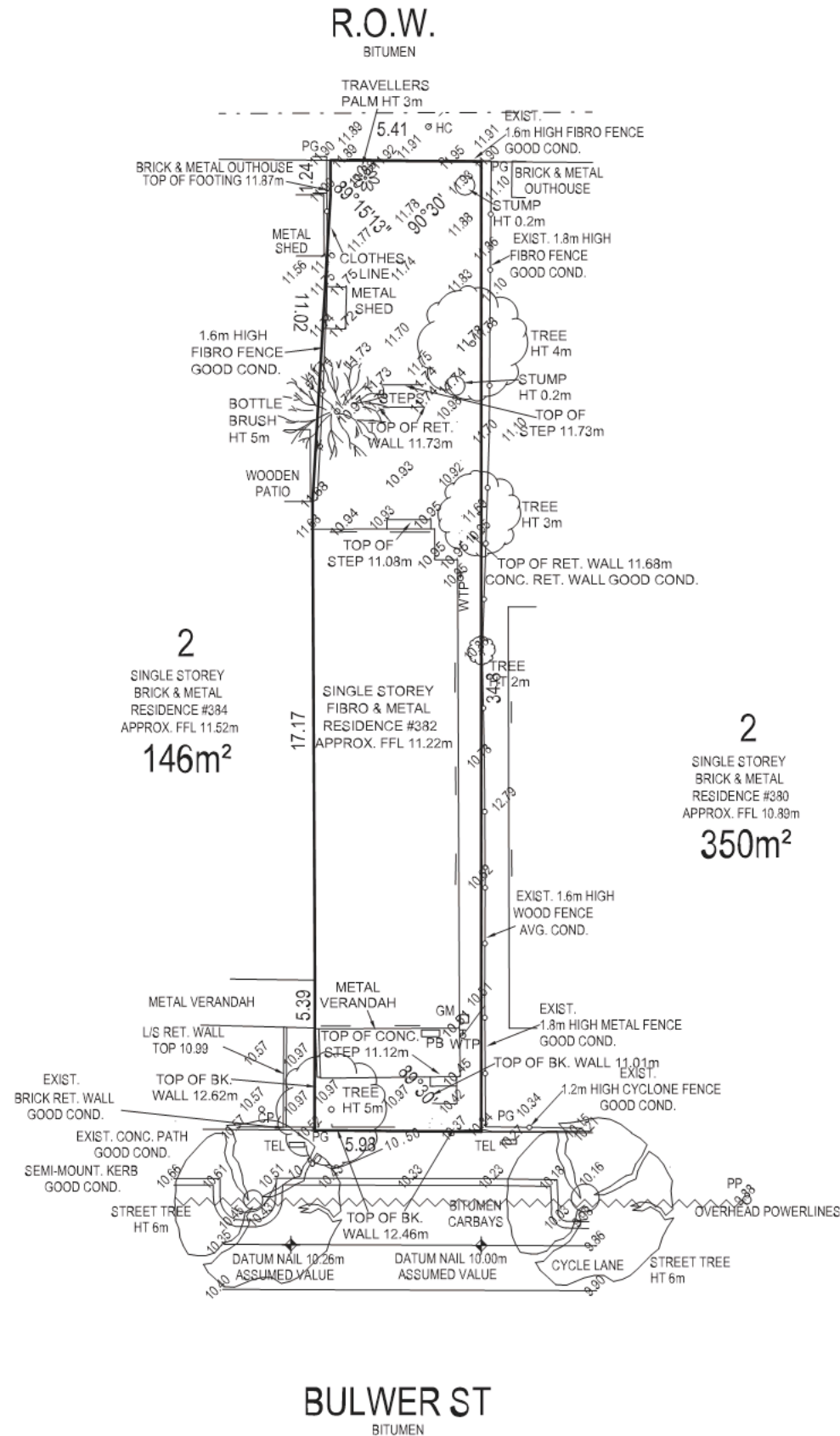
WORKING DRAWINGSTHIS IS ONE OF THE DRAWINGS
REFERRED TO IN THE CONTRACT.

DATED:.....

OWNER WITNESS

OWNER WITNESS

BUILDER WITNESS

Previously Advertised**CITY OF VINCENT
RECEIVED
30 April 2020****EXISTING SITE PLAN**

1:200

SEWER CONNECTION POSITION
APPROXIMATE ONLY
SEWER INVERT LEVEL 10.14
SEWER BROUGHT UP N/A
DEPTH TO CONNECTION 1.77**SERVICE LEGEND****POWER**

CONSUMER POLE ○ CP
POWER POLE ○ PP
LIGHT POLE ○ LP
STAY POLE ○ SP
S. WIRE ANCHOR ○ SWA
UNI PILLAR ○
POWER BOARD □ PB

GAS

PRE-LAID CONN. ○ GPL
METER □ GM

SEWERAGE

MANHOLE ○ SMH
INSPECT. SHAFT ○ IS
INSPECT. OPENING ○ IO
HOUSE CONNECTION ○ HC
HOUSE CONN. INDICATOR ○ HCI
INSPECT. SHAFT CONNECTION ○ ISC

TELE.

PIT □ TEL
PRE-LAID CONN. ○ TPL

DRAINAGE

MANHOLE ○ DMH
GULLY PIT □
LOT PIT ○ LDP
HOUSE CONN. ○ DHC
SIDE ENTRY PIT □
COMBINATION ENTRY PIT □

WATER

STOP VALVE ○ WSV
HYDRANT ○ HY
FLUSH POINT ○ FP
WATER TAP ○ WTP
WATER METER ○ M
PRE-LAID CONN. ○ WPL

SURVEY

DATUM NAIL ★
PEG FOUND ○ PF
PEG DISTURBED ○ PD
PEG GONE ○ PG
STAKE FOUND ○ STF

LOT RECORDS

STATUS	LOCATED	AVAILABLE	NO SERVICE	CONFIRM
LOT SERVICE				
WATER		✓		
SEWERAGE	✓			
GAS	✓			
TELE.	✓			
DRAINAGE				✓
POWER	U/G		✓	✓
	O/H	✓		

AREA: ESTAB 04/1992

COASTAL DISTANCE 1.5-10km

LOT: 1

AREA: 204 m²

APPROX. AHD + 8.03m

SERVICES MARKED CONFIRM REQUIRE
BUILDER / CLIENT TO CONFIRM
POSITION & / OR AVAILABILITY ON SITE.
APPROXIMATE AHD CONNECTION ONLY.
HEIGHT RESTRICTIONS REQUIRE
ACCURATE GEODETIC CONNECTION.

GROUND COVER

SANDY / WEED

TITLE : FEATURE SURVEY

CLIENT : P CASSERLY & J MCINTOSH

BUILDER : RESIDENTIAL BUILDING WA PTY LTD

P: (08) 9354 8511
W: www.linkssurveying.com.au
E: info@linkssurveying.com.au

NOTE This PLAN is current at the Surveyed Date, NOT FOR CONSTRUCTION purposes without site corroboration. The cadastral boundary POSITION is APPROXIMATE & requires survey confirmation - Check Landgate Plan & Certificate of Title for Encumbrances including Easements, Caveats, Covenants etc. All SERVICES require verification from the relevant AUTHORITY - suggest contacting "Dial Before You Dig" for underground services & a site inspection.
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LOT : 1 No. 382 BULWER ST

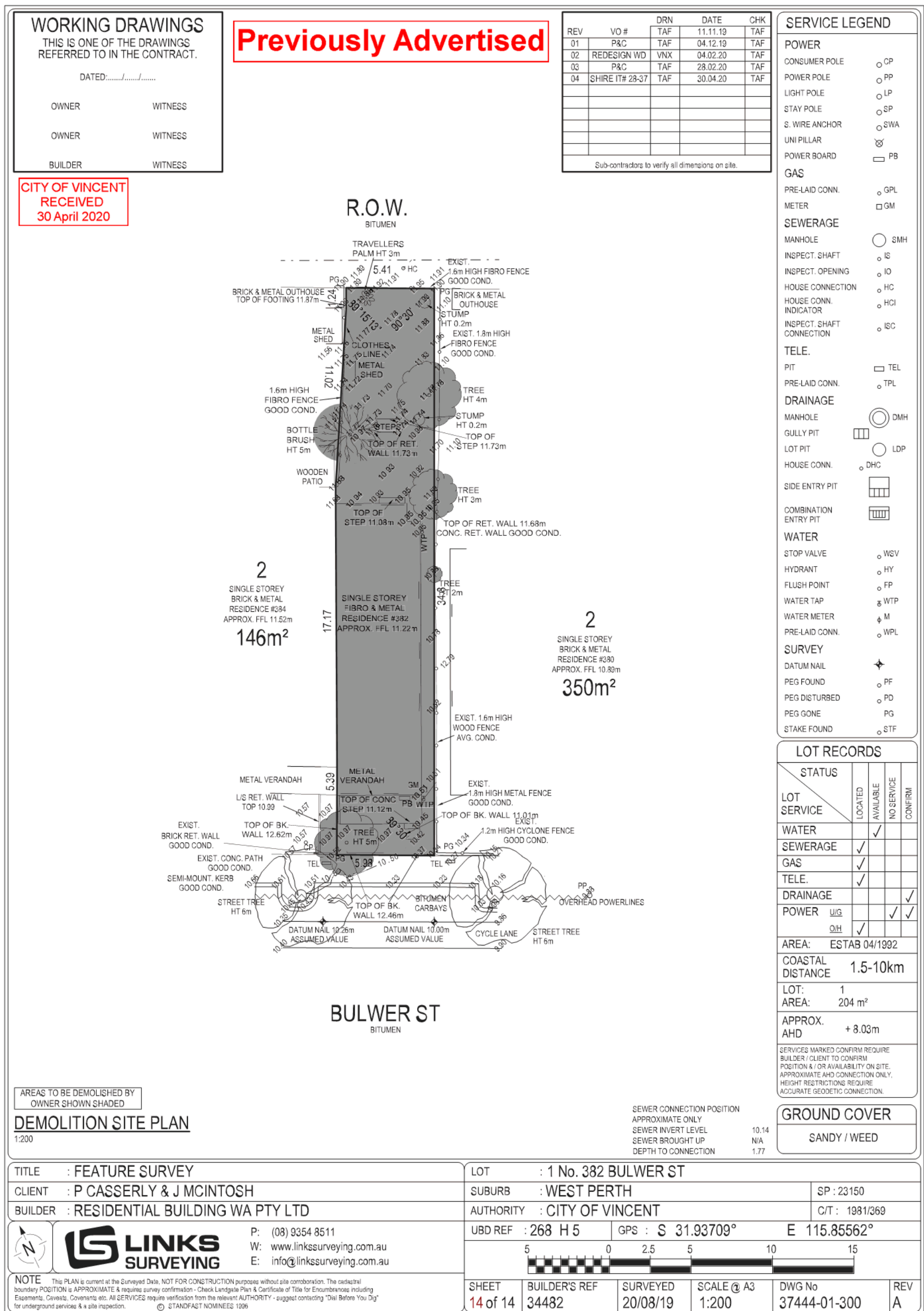
SUBURB : WEST PERTH

AUTHORITY : CITY OF VINCENT

UBD REF : 268 H 5 GPS : S 31.93709° E 115.85562°

5 0 2.5 5 10 15

SHEET 11 of 14 BUILDER'S REF 34482 SURVEYED 20/08/19 SCALE @ A3 1:200 DWG No 37444-01-300 REV A



Page 89

WORKING DRAWINGS

THIS IS ONE OF THE DRAWINGS
REFERRED TO IN THE CONTRACT.

DATED:.....

OWNER WITNESS

OWNER WITNESS

BUILDER WITNESS

Previously Advertised

REV	VO #	DRN	DATE	CHK
01	P&C	TAF	11.11.19	TAF
02	REDESIGN WD	VNX	04.12.19	TAF
03	P&C	TAF	28.02.20	TAF
04	SHIRE IT 28-37	TAF	30.04.20	TAF
05	SHIRE IT 117-120	TAF	05.06.20	TAF

Sub-contractors to verify all dimensions on site.

SERVICE LEGEND

POWER

CONSUMER POLE	○ CP
POWER POLE	○ PP
LIGHT POLE	○ LP
STAY POLE	○ SP
S. WIRE ANCHOR	○ SWA
UNI PILLAR	⊗
POWER BOARD	□ PB

GAS

PRE-LAID CONN.	○ GPL
METER	□ GM

SEWERAGE

MANHOLE	○ SMH
INSPECT. SHAFT	○ IS
INSPECT. OPENING	○ IO
HOUSE CONNECTION	○ HC
HOUSE CONN. INDICATOR	○ HCI
INSPECT. SHAFT CONNECTION	○ ISC

TELE.

PIT	□ TEL
PRE-LAID CONN.	○ TPL

DRAINAGE

MANHOLE	○ DMH
GULLY PIT	□
LOT PIT	○ LDP
HOUSE CONN.	○ DHC
SIDE ENTRY PIT	□
COMBINATION ENTRY PIT	□

WATER

STOP VALVE	○ WSV
HYDRANT	○ HY
FLUSH POINT	○ FP
WATER TAP	○ WTP
WATER METER	○ M
PRE-LAID CONN.	○ WPL

SURVEY

DATUM NAIL	✦
PEG FOUND	○ PF
PEG DISTURBED	○ PD
PEG GONE	○ PG
STAKE FOUND	○ STF

LOT RECORDS

STATUS	LOCATED	AVAILABLE	NO SERVICE	CONFIRM
LOT SERVICE				
WATER		✓		
SEWERAGE	✓			
GAS	✓			
TELE.	✓			
DRAINAGE				✓
POWER	U/G		✓	✓
	O/H	✓		

AREA: ESTAB 04/1992

COASTAL DISTANCE 1.5-10km

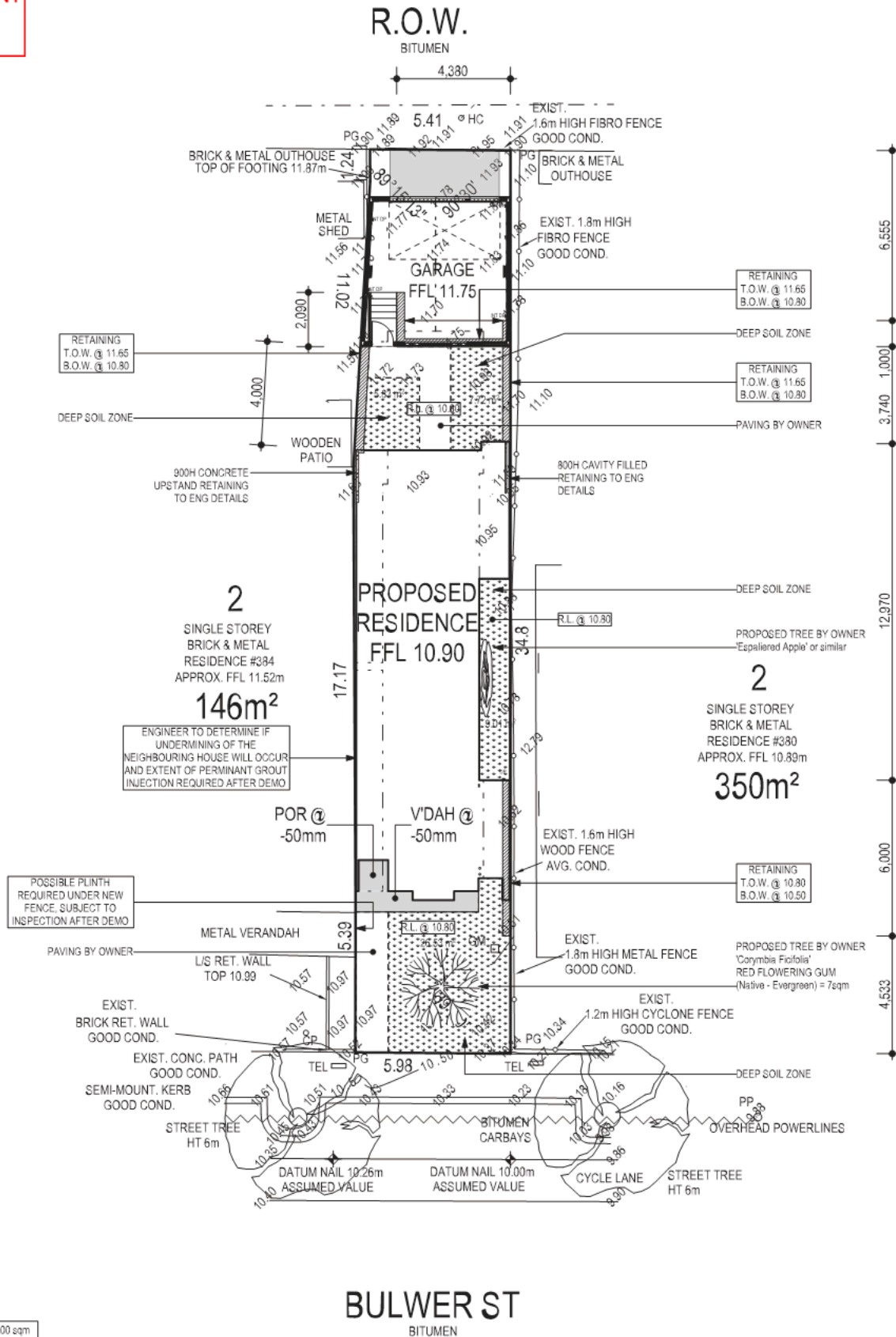
LOT: 1
AREA: 204 m²

APPROX. AHD + 8.03m

SERVICES MARKED CONFIRM REQUIRE
BUILDER / CLIENT TO CONFIRM
POSITION & / OR AVAILABILITY ON SITE.
APPROXIMATE AHD CONNECTION ONLY.
HEIGHT RESTRICTIONS REQUIRE
ACCURATE GEODETIC CONNECTION.

GROUND COVER

SANDY / WEED

DEEP SOIL ZONE TOTAL AREA = 48.00 sqm
/ 204 sqm TOTAL SITE AREA = 23.53%

RETAINING & LANDSCAPING PLAN

1:200

- NOTE:**
- LIMESTONE RETAINING WALLS BY OWNER TO ENGINEERS DETAILS.
 - BOTTOM LEVEL OF RETAINING WALLS EXCLUDES RETAINING EMBEDMENT.

SEWER CONNECTION POSITION
APPROXIMATE ONLY
SEWER INVERT LEVEL 10.14
SEWER BROUGHT UP N/A
DEPTH TO CONNECTION 1.77

TITLE : FEATURE SURVEY	LOT : 1 No. 382 BULWER ST
CLIENT : P CASSERLY & J MCINTOSH	SUBURB : WEST PERTH
BUILDER : RESIDENTIAL BUILDING WA PTY LTD	SP : 23150
	AUTHORITY : CITY OF VINCENT
	C/T : 1981/369
	UBD REF : 268 H 5
	GPS : S 31.93709° E 115.85562°
	5 0 2.5 5 10 15
	SHEET 13 of 14
	BUILDER'S REF 34482
	SURVEYED 20/08/19
	SCALE @ A3 1:200
	DWG No 37444-01-300
	REV A

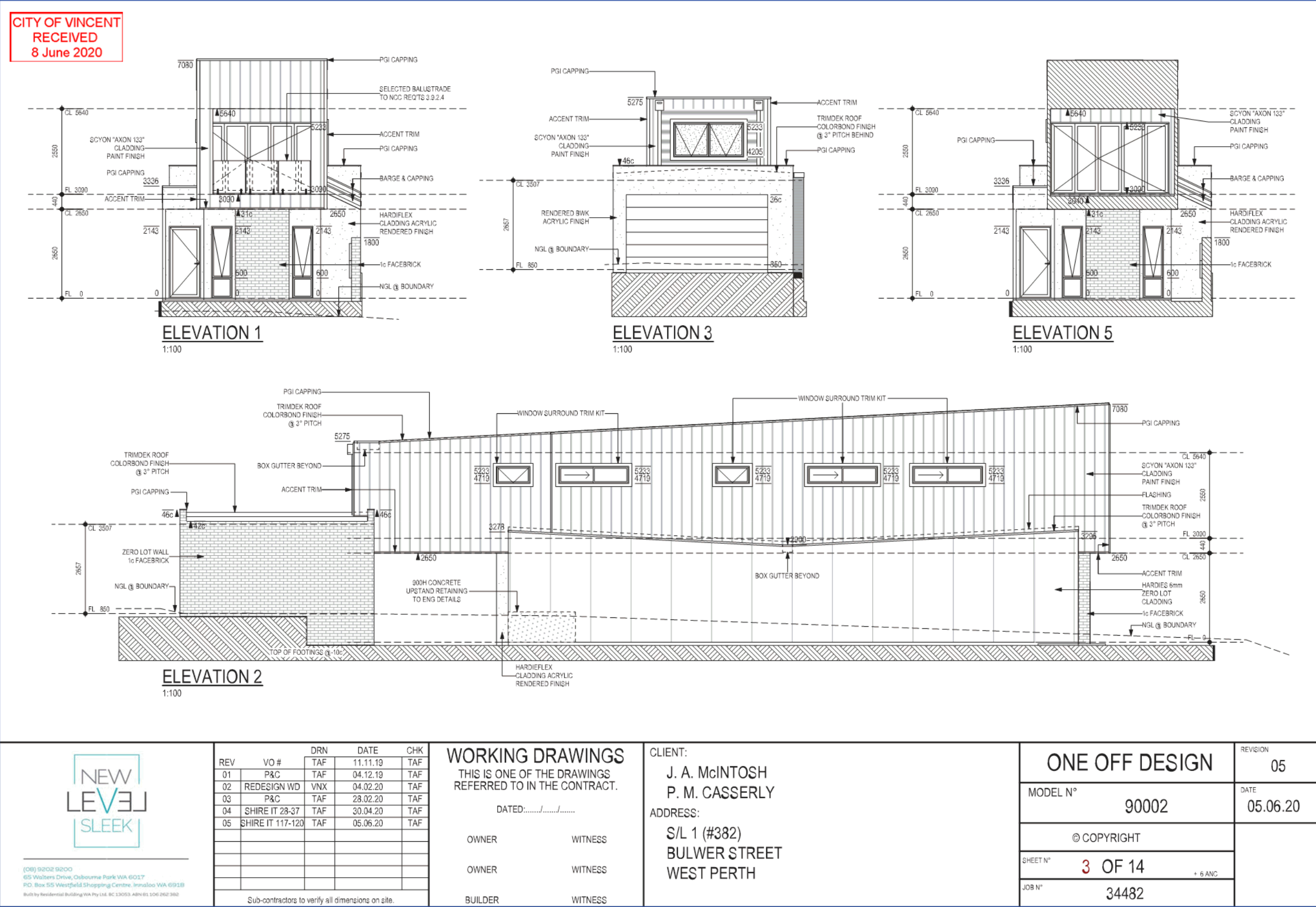


LINKS SURVEYING

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Previously Advertised

CITY OF VINCENT
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8 June 2020

ELEVATION 4
1:100

ELEVATION 6
1:100

ELEVATION 7
1:100

ELEVATION 8
1:100

(08) 9202 9200
65 Walters Drive, Osborne Park WA 6017
P.O. Box 55 Westfield Shopping Centre, Innaaroo WA 6918
Built by Residential Building WA Pty Ltd. BC 13053. ABN 61 106 262 362

REV	VO #	DRN	DATE	CHK
01	P&C	TAF	11.11.19	TAF
02	REDESIGN WD	VNX	04.02.20	TAF
03	P&C	TAF	28.02.20	TAF
04	SHIRE IT 28-37	TAF	30.04.20	TAF
05	SHIRE IT 117-120	TAF	05.06.20	TAF

Sub-contractors to verify all dimensions on site.

WORKING DRAWINGS

THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT.

DATED:.....

OWNER	WITNESS
OWNER	WITNESS
BUILDER	WITNESS

CLIENT:
J. A. McINTOSH
P. M. CASSERLY

ADDRESS:
S/L 1 (#382)
BULWER STREET
WEST PERTH

ONE OFF DESIGN		REVISION
MODEL N°	90002	05
© COPYRIGHT		DATE
SHEET N°	4 OF 14	05.06.20
JOB N°	34482	

CITY OF VINCENT
RECEIVED
16 June 2020

Previously Advertised



STREET VIEWS
NOT TO SCALE
(images only for illustration purposes)



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CITY OF VINCENT
RECEIVED
16 June 2020

Previously Advertised

RESIDENTIAL BUILDING WA

Eight new home specialists. One focus. You.



Residential Building WA Pty Ltd
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65 Walters Drive, Osborne Park
P (08) 9202 9200
F (08) 9202 9201
residentialbuildingwa.com.au
sales@residentialbuildingwa.com.au

The Residential Building WA family

JAMES GROUP

COLOUR SCHEDULE

CLIENT	Jonathan McIntosh & Peter Casserly
BUILDERS REF	34482
ADDRESS	Lot 382 Strata 1 Bulwer Street West Perth
COUNCIL REF	
Feature Brick	Midland 1C Restoration Red standard with white mortar
Main Render Colour	Wattyl Astor White to upper floor
Contrasting Render Colour	Wattyl C/B Basalt to the ground floor
	
Upper floor recess colour	Wattyl Dark Amethyst
	 Dark Amethyst D50W
Roof Type & Colour	Colorbond Trimdeck - Colour Shale Grey
Window Colour & Supplier	Jason - Charcoal Lustre
Front door Colour & Profile	Aluminium frame Charcoal Lustre with white translucent glass
Cladding type	Scyon Axon 133 and Hardies 6mm to zero lot walls
Cladding colour	Wattyl Astor White

CITY OF VINCENT
RECEIVED
16 June 2020

Previously Advertised

Fascia /Gutter	<u>Not Applicable</u>
Down Pipes & Rainheads	<u>Colorbond Basalt</u>
Garage Door	<u>Fineline profile - colour Basalt</u>
Paving	<u>Midland Master Pave - 200 x 200 colour Steel Grey</u>

Summary of Submissions:

The tables below summarise the comments received during the advertising period of the proposal, together with Administrations response to each comment. Where additional comments were received during the second advertising period of the proposal these have been included and a response provided.

Comments Received in Support:	Officer Technical Comment:
Support the amended plans which were advertised during the second advertising period and all areas of discretion sought.	Comments for support are noted by Administration.
Comments Received in Objection:	Officer Technical Comment:
<u>Design</u> <ul style="list-style-type: none"> The design and layout would set an undesirable precedent which if reciprocated by adjoining properties would result in a compromised living environment, limited separation between buildings, reduced access to natural light and a lack of consolidated greenspace. A three-storey development with nil side setbacks would prevent the above and be more consistent with the future development context. There is limited northern solar access to primary living spaces on the ground and first floors. There is also no protection to first floor windows. Further clarification on the finishes and top of wall heights of the development is sought. 	<p>The applicant has submitted amended plans which removed the first floor overhang of the rear courtyard. This has created an opportunity for increased access to northern light and has increased landscaping and canopy coverage proposed on-site.</p> <p>The future occupants are seeking to age in place and the three storey design would provide significant challenges to this.</p> <p>Two storey development is respectful of the prevailing streetscape where the majority of dwellings are single storey. The applicant has submitted amended plans which incorporate predominant features of the streetscape including a white colour palette, face brick and breezeblocks to ensure that development integrates with the existing streetscape. A schedule of colours and materials is included as part of the development plans.</p>
<u>Street Setback</u> <ul style="list-style-type: none"> The proposed first floor overhang is not consistent with the existing streetscape. If the proposal was closer to the street it would be more consistent with the setbacks of adjacent dwellings and would alleviate some of the setback issues at the rear. 	<p>Following community consultation the applicant submitted amended plans which incorporate predominant features of the streetscape including a white colour palette, face brick and breezeblocks to ensure that development is respectful of the existing streetscape. The development clearly distinguishes the first floor from the ground floor and breaks up the impact of bulk on the streetscape through the use of varying colours, materials and setbacks along with the open nature of the first floor balcony. As such, the proposed first floor overhang is supported by Administration.</p> <p>The street setback provided is supported. The setbacks of the adjoining properties from Bulwer Street is highly varied, with the setbacks of the five properties on either side ranging from 3.3 metres to 9.1 metres. The setback of ground floor is compliant and the setback of first floor from Bulwer Street is in line with the immediate neighbours. The setback of the first floor is sufficient in this context and would set an appropriate standard for future development to adjoining properties which would not compromise the existing or future streetscape.</p>

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
<p><u>Lot Boundary Setback</u></p> <ul style="list-style-type: none"> The range of reduced setbacks are not appropriate to the nature of the site, its lot dimensions and proximity of neighbours. A three storey building in the front half of the site which aligns with the building lines of the existing neighbours and has nil setbacks to the western boundary would be more appropriate. The cumulative effect of the various setbacks, site coverage and extent of walls built up to the boundary is minimising the ability to achieve the required canopy coverage and resulting in unnecessary building bulk and overshadowing to neighbouring outdoor areas. Reducing the extent of walls built up to the boundary by making the car parking area open and not enclosed would assist in reducing these impacts. <p><i>Second Advertising Period</i></p> <ul style="list-style-type: none"> The first floor lacks modulation and the reduced first floor lot boundary setbacks would result in significant overshadowing and bulk impacts on adjacent properties. 	<p>The applicant has submitted amended plans which removed the first floor overhang of the courtyard. These also reduced the length of the first floor of the main dwelling and incorporated further openings in the side elevations.</p> <p>The lot boundary setback and boundary wall variations proposed are supported. The north-west and south-east elevations of the development are well articulated and incorporate multiple openings, varying materials, varying colours and varying setbacks to break up the impact of building bulk and scale.</p> <p>The lot boundary setback variations are also a consequence of the site which is only 6 metres wide, is zoned R80 and has a building height limit of three storeys. The current width of the first floor is also the minimum width to achieve a functional first floor and would not be able to be reduced further.</p>
<p><u>Building Height</u></p> <p>Not utilising the full height limit does not positively contribute to the future development context, nor is respectful of the existing context.</p>	<p>The future occupants are seeking to age in place and the three storey design would provide significant challenges to this. There is not requirement for three storeys to be provided.</p> <p>Two storey development is respectful of the prevailing streetscape. The applicant has submitted amended plans which incorporate predominant features of the streetscape including a white colour palette, face brick and breezeblocks to ensure that development is respectful of the existing streetscape.</p>
<p><u>Garage Width</u></p> <p>There is an excessive number of walls built to the boundary. A garage with a reduced width or an open carport would be more appropriate.</p>	<p>The proposed garage boundary walls comply with the Boundary Wall deemed-to-comply height and length requirements of the Built Form Policy and the R Codes and are not subject to discretion.</p> <p>The proposed garage width is supported in the current and future development context of the ROW. The ROW contains a number of garages and vehicle access points with this number expected to increase as adjoining properties are redeveloped. The visual impact of the garage has been reduced by the first floor overhang, change in materials and limited scale of the first floor and the major opening to the office.</p>

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
<p><u>Landscaping</u></p> <ul style="list-style-type: none"> The proposed canopy coverage is a major reduction from the minimum, with none proposed at the rear of the dwelling. This would set a poor example for development on tight sites, as the proposal does not utilise the full height limit at the expense of canopy coverage. 9.6 percent of the site canopy coverage is inadequate and is detrimental to neighbouring lots and the general area. Concerned about the lack of landscaping, particularly, tree growth opportunity as the rear outdoor area is proposed to be considerably covered by the upper storey. 30 percent canopy coverage is crucial to managing the heat island effect in the City of Vincent and to maintaining the character of its leafy streets. There are also mature trees on the site that should be retained and integrated into the design of the development. An open air car parking area would allow space for existing and future trees. <p><i>Second Advertising Period</i></p> <ul style="list-style-type: none"> The reduced canopy coverage is also of concern as landscape is an intrinsic characteristic of inner suburban areas and imperative to reduce heat island effect. 	<p>The applicant has submitted amended plans which increase the canopy coverage proposed at maturity from 9.6 percent of the site area to 22.5 percent. The overhang of the rear courtyard by the first floor has been removed and additional trees and canopy coverage are now proposed in this area.</p> <p>The proposed landscaping is supported. Although existing mature trees on-site are being removed, overall the number of trees and the extent of canopy coverage on-site is increasing as part of the proposal. This ensures that the development will make an effective contribution to the City's green canopy and will contribute to decreasing the impact of the urban heat island effect. The proposed locations of the landscaping will soften the appearance of the development from the street and adjoining properties. It will also provide a consolidated area of canopy coverage which is consistent with the front and rear setback areas of the adjoining properties.</p>
<p><u>Visual Privacy</u></p> <ul style="list-style-type: none"> Visual privacy for surrounding residents could be easily achieved through a considered design. The setbacks are inadequate and raise privacy concerns. The bedroom 3 window will overlook the front courtyard of the northern adjoining property. This variation could be addressed by window hoods which would afford sunscreening to the North. <p><i>Second Advertising Period</i></p> <ul style="list-style-type: none"> The office window will overlook the front courtyard of the northern adjoining property and will affect their privacy and amenity. The window is not setback in accordance with the R Codes requirements. The louvres to the first floor Balcony appear to be operable which would facilitate overlooking. 	<p>The applicant has submitted amended plans which demonstrate compliance with the Visual Privacy deemed-to-comply standards of the R Codes Volume 1.</p> <p>The office window is required to be set back 3.0 metres within the cone of vision from lot boundaries. A set back of greater than 3.0 metres is provided to the northern lot boundaries and the window is compliant.</p> <p>The applicant has submitted amended plans which removed the operable louvres from the Balcony openings and replaced them with fixed screening. A condition of approval is recommended to ensure that the screening is provided in accordance with the R Codes Volume 1 requirements.</p>

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
<p><u>Development on Rights of Way</u></p> <ul style="list-style-type: none">• A compliant setback would assist vehicle manoeuvring in the laneway.• The reduced rear boundary setback to the garage could result in manoeuvring issues due to the right-of-way only being 3.0m wide. There are also no truncations to allow drivers to see each other. <p><i>Second Advertising Period</i></p> <ul style="list-style-type: none">• The vehicle manoeuvring space provided does not comply with the Australian Standards (AS2890.1).	<p>The City's Technical Officers have reviewed the proposed set back of the garage and has confirmed that compliant sightlines are provided and that compliant vehicle manoeuvring space is provided in accordance with the Australian Standards (AS2890.1). The increased width of the garage door in comparison to the standard width of a single garage door ensures that compliant vehicle manoeuvring space is achieved.</p>
<p><u>Engineering and Dilapidation Report</u></p> <ul style="list-style-type: none">• An independent engineering report is requested to be undertaken to ascertain the potential undermining of 384 Bulwer Street's foundations and walls and the extent of permanent grout injection required.• An independent dilapidation report is requested to be undertaken to ensure any damage to 384 Bulwer Street during construction can be rectified at the cost of 382 Bulwer Street.	<p>The applicant has agreed to provide these reports and a condition of approval has been recommended to ensure the applicant completes the independent engineering and dilapidation report prior to demolition of the existing dwelling.</p>

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

COMMENTS	APPLICANT RESPONSE
<p><u>Design</u></p> <p>If the design and layout of the proposal was reciprocated by adjacent neighbours in the future it will result in a compromised living environment with limited separation between buildings, limited access to natural light and no room for consolidated greenspace. A three-storey development with nil side setbacks to one boundary would allow room for consolidated greenspace and maintain natural light access to northern outdoor spaces. Future development in the area is also likely to be more consistent with three stories.</p> <p>There is limited northern solar access to primary living spaces on the ground or first floors. There is also no protection to upper windows on the north, east and west. Further clarification on the finishes and top of wall heights of the development is sought.</p>	<p><u>AMENDED PLANS:</u></p> <ul style="list-style-type: none"> • CONSOLIDATED GREEN SPACE ACHIEVED THROUGH HOUSE REDESIGN TO REDUCE UF OVERHANG TO COURTYARD. • NATURAL LIGHT HAS BEEN ACHIEVED, AMENDED PLANS SHOW 4MX4M MANDATORY OPEN COURTYARD WITH DEEP SOIL PLANTING OF APPROVED TREES. • OWNERS' PREFERENCE IS FOR DOUBLE STOREY IN LIEU OF THREE STOREY DESIGN, DUE TO AGING OWNER/OCCUPIERS EXPECTING TO LIVE OUT THEIR DAYS IN THIS DWELLING. • DEVELOPMENT IS ADAPTABLE FOR THIRD STOREY TO BE ADDED FOR FUTURE RENOVATIONS & ADDITIONS TO ACCOMMODATE FUTURE OCCUPANT LIVING REQUIREMENTS. • REDESIGN HAS ALLOWED THE GF SITTING AND REPOSITIONED OFFICE OVER THE GARAGE TO HAVE NORTHERN FACING ASPECTS ACHIEVING GREATER NATURAL EXPOSURE TO SUN PATH. ADDITIONAL SMALL CLEAR GLAZED EAST AND WEST WINDOWS PROVIDED, OPENINGS TO BALCONY ADDED & SOLAR TUBES TO GF ENTRY/PASSAGE ALSO ADDED. • PLEASE REFER TO AMENDED COLOUR & MATERIALS SCHEDULE + COLOR RENDERINGS FOR UF FINISHES. • OWNERS' FUTURE WINDOW TREATMENTS & PELMETS WILL BE SELECTED TO SPECIFICALLY TAKE INTO ACCOUNT NORTHERN WINDOW PROTECTION AND CAPTURE OF WINTER SUN. BED 3 UF OVERHANG FORMS WEATHERSHIELD AND SHADING TO GF SITTING/MEDIA ROOM.

<p><u>Street Setback</u></p> <p>The proposed upper floor projection is at odds with the existing context, as this pocket of Bulwer Street has a number of houses of a similar era creating a consistent streetscape in terms of form and scale.</p> <p>If the proposal was closer to the street it would be more consistent with the setbacks of the adjacent dwellings and would alleviate some of the setback issues with the rear portion.</p>	<p>AMENDED PLANS:</p> <ul style="list-style-type: none"> • UF BALCONY OVERHANG FORMS THE ROOF AND WEATHERSHIELD + SHADING TO VERANDAH, BEING CONSIDERED AN OUTDOOR SITTING AREA FOR NEIGHBOUR & PEDESTRIAN INTERACTION IN KEEPING WITH THE PREVAILING CONTEXT OF THE PRECINCT. • SETBACK CONSISTENT WITH #380 BULWER STREET CURRENT BUILT FORM WHEN CONSIDERING PROPOSED POSITION OF #382 BULWER STREET VERANDAH AND LANDSCAPED FRONT SETBACK AREA. • PROPOSED MATERIALS & NEW BUILT FORM IS IN SCALE & CONTEXT OF FUTURE ADJOINING DEVELOPMENT WITH THE NEW ZONING ENABLING NEIGHBOURING DEVELOPMENTS TO PROPOSE A SINGLE DWELLING THREE STOREY DESIGN AS INDICATED AS THE INTENTION OF THE OWNER OF #384 BULWER STREET IN THE FORM OF DIRECT COMMUNICATION WITH THE OWNERS OF #382 BULWER STREET. • SETBACK ALLOWS FOR OWNERS' FUTURE AMENDED LANDSCAPING PROPOSAL TO SUBMIT A NEW LANDSCAPING PLAN OUTLINING THE MICRO-ORCHARD TO FRONT SETBACK AREA BEHIND THE FRONT WALL (BEING LEMON & LIME TREES AS REFERRED TO CITY OF VINCENT'S PARKS AND SUSTAINABILITY DEPT. BY THE OWNERS FOR SUITABILITY AND FURTHER INCLUSION TO THE CANOPY COVER & DEEP SOIL PLANTING).
<p><u>Lot Boundary Setback</u></p> <p>The range of reduced setbacks are not appropriate to the nature of the site, its lot dimensions and proximity of neighbours. A three storey building in the front half of the site which aligns with the building lines of the existing neighbours and has nil setbacks to the western boundary would be more appropriate.</p> <p>The cumulative effect of the various setbacks, site coverage and extent of walls built up to the boundary is minimising the ability to achieve the required canopy coverage and resulting in unnecessary building bulk and overshadowing to neighbouring outdoor areas. Reducing the extent of walls built up to the boundary by making the car parking area open and not enclosed would assist in reducing these impacts.</p>	<p>AMENDED PLANS:</p> <ul style="list-style-type: none"> • UF BALCONY OVERHANG FORMS FRONT VERANDAH ROOF COVER AND SHADING FOR THE PURPOSE OF BOTH THE BALCONY AND VERANDAH BEING OUTDOOR SITTING ROOMS IN CONTEXT WITH DESIRED NEIGHBOUR INTERACTION WITH NEIGHBOURING RESIDENTS AND PASSING PEDESTRIAN IN KEEPING WITH LIVEABLE NEIGHBOURHOODS GUIDELINES. • CONSIDERATION SHOULD BE GIVEN TO THE GF FRONT VERANDAH BEING AN OUTDOOR LIVING AREA THAT REDUCES THE FRONT SETBACK AMELIORATING THE EFFECT OF THE BALCONY OVERHANG. • FRONT SETBACK LANDSCAPED AREA BEHIND THE FRONT WALL HAS OPPORTUNITY FOR OWNERS' FUTURE MICRO-ORCHARD AS PREVIOUSLY MENTIONED IN STREET SETBACK ABOVE FOR PURPOSE OF ADDITIONAL CANOPY COVER, DEEP SOIL PLANTING AREA CONSISTENT WITH THE OWNER/OCCUPIERS WISHES TO INCORPORATE SUSTAINABLE & ORGANIC HOME GARDENING PRINCIPLES. • THREE STOREY DEVELOPMENT IS NOT DESIRED BY THE OWNER/OCCUPANTS AS PREVIOUSLY MENTIONED IN DESIGN POINT. • BEST USE OF THIS NARROW LOT, BEING ONLY 5.98M WIDE AND NARROWING TO 5.41M WIDE AT THE REAR, HAS LED TO DESIGN HAVING TWO GROUND FLOOR BOUNDARY WALLS IN ORDER TO MAINTAIN LIVABLE SIZED INTERNAL ROOMS AND TRAVEL PATHS. • CONSIDERATION SHOULD BE TAKEN INTO ACCOUNT THAT AMENDED PLANS SHOW GREATER THAN 30% CANOPY COVER AND DEEP SOIL PLANTING, OPEN COURTYARD, IMPROVED NATURAL LIGHT TO THE PROPOSED DWELLING AND ADJOINING PROPERTIES THEREFORE NULIFYING ANY SAID "CUMULATIVE" EFFECT AND IMPACT ON ADJOINING NEIGHBOURING SITES.
<p><u>Building Height</u></p> <p>Not utilising the full height limit does not positively contribute to the future development context, nor is respectful of the existing context.</p>	<p>AMENDED PLANS:</p> <ul style="list-style-type: none"> • THREE STOREY DEVELOPMENT IS NOT DESIRED BY THE OWNER/OCCUPANTS AS PREVIOUSLY MENTIONED IN DESIGN POINT. • TWO STOREY DEVELOPMENT IS CONSIDERED RESPECTFUL OF PREVAILING STREETSCAPE (REFER TO MONTAGE OF BULWER STREET'S PREVAILING STREETSCAPE WITHIN CONTEXTUAL PRECINCT).
<p><u>Garage Width</u></p> <p>There is an excessive number of walls built to the boundary. A garage with a reduced width or an open carport would be more appropriate.</p>	<p>AMENDED PLANS:</p> <ul style="list-style-type: none"> • GARAGE OPENING & DOOR REDUCED TO SUIT SINGLE VEHICLE INGRESS AND EGRESS. • ENCLOSED GARAGE PREFERRED FOR REASONS RELATING TO SECURITY FACING RIGHT OF WAY. • WORKSHOP BENCH, BATTERY STORAGE AREA & CHARGING STATION PLUS BICYCLE STORAGE ALL REQUIRE AN ENCLOSED AND SECURE OUTBUILDING.

<p><u>Landscaping</u></p> <p>The proposed canopy coverage is a major reduction from the minimum, with none proposed at the rear of the dwelling. This would set a poor example for development on tight sites, as the proposal does not utilise the full height limit at the expense of canopy coverage.</p> <p>9.6% of the site canopy coverage is inadequate and is detrimental to neighbouring lots and the general area.</p> <p>Concerned about the lack of landscaping, particularly, tree growth opportunity as the rear outdoor area is proposed to be considerably covered by the upper storey.</p> <p>30% canopy coverage is crucial to managing the heat island effect in the City of Vincent and to maintaining the character of its leafy streets. There are also mature trees on the site that should be retained and integrated into the design of the development. An open air car parking area would allow space for existing and future trees.</p>	<p>AMENDED PLANS:</p> <ul style="list-style-type: none"> • AMENDED PLANS ACHIEVE GREATER THAN 30% CANOPY COVER WITH OPEN AIR. • JACARANDA TREE AT MATURITY WILL GREATLY CONTRIBUTE TO THE PREVAILING AND FUTURE "LEAFY STREETS" CONTEXT IN SYNC WITH THE PRECINCT. • REFER TO AMENDED LANDSCAPING PLAN FOR TREES AND DEEP SOIL PLANTING IN GENERAL WITH PARTICULAR REFERENCE TO OPEN AIR COURTYARD NOMINATED TREES. • LANDSCAPING PLAN AMENDED, REFER TO DRAWINGS. • SECURE ENCLOSED GARAGE HAS A MULTI-PURPOSE OUTBUILDING CONTEXT WHERE THE GARAGE DOOR WILL BE OPENED TO ALLOW FOR NEIGHBOURHOOD INTERACTION AND OCCUPANT PRESENCE TO THE RIGHT OF WAY. • OWNERS' INTENTION IS TO SUBMIT A FINALISED AMENDED LANDSCAPING PLAN AFTER DEVELOPMENT APPROVAL BY ENGAGING A QUALIFIED LANDSCAPE ARCHITECT TO PROGRESS THE CONCEPT OF ORGANIC AND SUSTAINABLE HOME GROWN PRODUCE, E.G. MICRO-ORCHARD TO FRONT SETBACK AREA AND HERB WALL GARDENS TO COURTYARD WALLS AND POTENTIALLY OTHER PRODUCE AS RECOMMENDED BY LANDSCAPE ARCHITECT TO SUIT OUTDOOR BBQ, BEING A RECYCLED METTERS OVEN FROM THE ORIGINAL HOME AND REUSE OF BRICKS FROM DEMOLITION AS SUGGESTED ON NOTATIONS ON AMENDED LANDSCAPING PLAN.
<p><u>Visual Privacy</u></p> <p>Visual privacy for surrounding residents could be easily achieved through a considered design.</p> <p>The setbacks are inadequate and raise privacy concerns.</p> <p>The bedroom 3 window will overlook the front courtyard of the northern adjoining property.</p> <p>This variation could be addressed by window hoods which would afford suncreening to the North.</p>	<p>AMENDED PLANS:</p> <ul style="list-style-type: none"> • VISUAL PRIVACY IS ACHIEVED AND IS DEEMED COMPLIANT UNDER THE R-CODES. • REFER TO AMENDED BEDROOM 3 WINDOW AND COMPLIANCE WITHIN VISUAL SIGHTLINES SHOWN ON AMENDED FLOOR PLAN. • OWNERS WILL ENGAGE A WINDOW TREATMENT SPECIALIST TO ACHIEVE DESIRED SUNSCREENING AND WINTER SUN HEAT RETENTION THEREFORE NO EXTERNAL SCREENING OR HOODS REQUIRED.
<p><u>Development on Rights of Way</u></p> <p>A compliant setback would assist vehicle manoeuvring in the laneway.</p> <p>The reduced rear boundary setback to the garage could result in manoeuvring issues due to the right-of-way only being 3.0m wide. There are also no truncations to allow drivers to see each other.</p>	<p>AMENDED PLANS:</p> <ul style="list-style-type: none"> • VEHICLE INGRESS & EGRESS FOR KING SIZED SINGLE CAR GARAGE EASILY ACHIEVES MANOEUVRING AND DRIVEWAY GRADIENT COMPLIANCE UNDER THE APPLICABLE AUSTRALIAN STANDARDS. • RIGHT OF WAY SETBACK IS A MINOR VARIATION AND WORTHY OF CONSIDERATION DUE TO ABILITY TO ILLUSTRATE AUSTRALIAN STANDARD COMPLIANCE AS MENTIONED ABOVE.
<p><u>Other</u></p> <p>An independent engineering report is requested to be undertaken to ascertain the potential undermining of 384 Bulwer Street's foundations and walls and the extent of permanent grout injection required.</p> <p>An independent dilapidation report is requested to be undertaken to ensure any damage to 384 Bulwer Street during construction can be rectified at the cost of 382 Bulwer Street.</p>	<p>AMENDED PLANS:</p> <ul style="list-style-type: none"> • CONFIRMATION THAT THE OWNERS WILL REQUEST STRUCTERRE ENGINEERS TO CARRY OUT A DILAPIDATION AND SITE INSPECTION AND THEREBY PRODUCE A DILAPIDATION AND SITE INSPECTION REPORT TO THE OWNERS OF #384 BULWER STREET TO ASCERTAIN ANY POTENTIAL UNDERMINING OF #384 BULWER STREET'S FOUNDATIONS AND WALLS; PRIOR TO COMMENCEMENT OF CONSTRUCTION. • ALL OTHER NEIGHBOUR CONSENT REQUIREMENTS WILL BE CARRIED OUT BY WAY OF APPLICABLE BUILDING COMMISSION FORM(S).

Determination Advice Notes:

1. The owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls;
2. No further consideration shall be given to the disposal of stormwater 'offsite' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of stormwater 'offsite' be subsequently provided, detailed design drainage plans and associated calculations for the proposed stormwater disposal shall be lodged together with the building permit application working drawings;
3. The City encourages landscaping methods and species selection which do not rely on reticulation;
4. Clause 5.4.1 C1.2 Visual Privacy requirements of the R Codes states that *screening devices such as obscure glazing, timber screens, external blinds, window hoods and shutters are to be at least 1.6m in height, at least 75 percent obscure, permanently fixed, made of durable material and restrict view in the direction of the overlooking into any adjoining property;*
5. A security bond for the sum of \$2,000, shall be lodged with the City by the applicant, prior to the issue of a building permit. This bond will be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure in the Right of Way and the Verge along Bulwer Street, including verge trees, has been repaired/reinstated to the satisfaction of the City. An application for the refund of the security bond shall be made in writing. The bond is non-transferable;
6. The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5 metres) shall be maintained for all users at all times during construction works. If the safety of the path is compromised resulting from either construction damage or as a result of a temporary obstruction appropriate warning signs (in accordance with AS1742.3) shall be erected. Should a continuous path not be able to be maintained, an 'approved' temporary pedestrian facility suitable for all path users shall be put in place. If there is a request to erect scaffolding, site fencing etc. or if building materials are required to be stored within the road reserve, once a formal request has been received, the matter will be assessed by the City and if considered appropriate a permit shall be issued by the City. No permit will be issued if the proposed encroachment into the road reserve is deemed to be inappropriate;
7. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws;
8. If the development the subject of this approval is not substantially commenced within a period of two years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect;
9. A further two years is added to the date by which the development shall be substantially commenced, pursuant to Schedule 4, Clause 4.2 of the Clause 78H Notice of Exemption from Planning Requirements During State of Emergency signed by the Minister for Planning on 8 April 2020; and
10. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

5.2	NO. 58 (LOT: 301 & 302; D/P: 34680) KALGOORLIE STREET, MOUNT HAWTHORN - SINGLE HOUSE (AMENDMENT TO APPROVED)
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Ward: North

- Attachments:**
1. Consultation and Location Map [!\[\]\(065aacad479feea1b3f501fa02b79a7a_img.jpg\)](#) [!\[\]\(f90d8b6badff022f4fa9e71b17a20969_img.jpg\)](#)
 2. Proposed Development Plans [!\[\]\(aedc732acbf023768f1c9cdaebdbc316_img.jpg\)](#) [!\[\]\(76d395b5ba40c2fcb8efc1d8802b90f2_img.jpg\)](#)
 3. Minutes of the 5 March 2019 and 2 April 2019 Ordinary Meetings of Council [!\[\]\(958302261281a004a5c61bd3a0252d0b_img.jpg\)](#) [!\[\]\(1feb34783a458dc8a9947808fbe07d90_img.jpg\)](#)
 4. State Administrative Tribunal Decision Notice and Approved Plans [!\[\]\(110653b75fcec8d107e4c0c489903595_img.jpg\)](#) [!\[\]\(72b14bd552cd234e38796f2a9a16d9cf_img.jpg\)](#)
 5. Summary of Submissions - Administration Response [!\[\]\(aa6ca21b90c433f26b35599c5df4fd25_img.jpg\)](#) [!\[\]\(8e938cc0ab430b62cf8a2153e14529c4_img.jpg\)](#)
 6. Summary of Submissions - Applicant Response [!\[\]\(24f26c46c53976cd3338d11c6dbca2a4_img.jpg\)](#) [!\[\]\(5fec18590cee79de7466f48a5b19e7ae_img.jpg\)](#)

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for a proposed Single House (Amendment to Approved) at No. 58 (Lot: 301 & 302; D/P: 34680) Kalgoorlie Street, Mount Hawthorn, in accordance with the plans provided in Attachment 2, subject to the following conditions:

1. All conditions, requirements and advice notes detailed on State Administrative Tribunal decision DR 55/2019 dated 27 June 2020 continue to apply to this approval.

PURPOSE OF REPORT:

To consider an application for development approval for an amendment to a previous approval for a Single House at No. 58 Kalgoorlie Street, Mount Hawthorn (the subject site).

PROPOSAL:

The subject site is located at No. 58 Kalgoorlie Street, Mount Hawthorn, as shown in the location plan as included in **Attachment 1**.

A Single House was approved at the subject site by the State Administrative Tribunal (SAT) on 27 June 2019 and is currently under construction.

The proposed development application seeks amendments to the previously approved development.

These amendments include the introduction of a spiral staircase located to the rear of the development site. The staircase would provide pedestrian access from the rear backyard to the first floor internal terrace. The first floor terrace is currently only accessible from the internal staircase.

All other aspects of the development remain as per the previous approval. It is not within the scope of this application to re-consider the acceptability of the overall design of the development and its impact on the streetscape or locality. This application may only consider the amendments proposed.

The proposed development plans are included in **Attachment 2**.

BACKGROUND:

Landowner:	Caitlin Kyron
Applicant:	Urbanista Town Planning
Date of Application:	24 July 2020
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R30
Built Form Area:	Residential
Existing Land Use:	Single House
Proposed Use Class:	Single House

Lot Area:	Lot 301: 374 square metres Lot 302: 250 square metres Total Lot Area: 624 square metres
Right of Way (ROW):	No
Heritage List:	No

The subject site is bound by Kalgoorlie Street to the west and residential properties to the north, east and south. The surrounding residential developments are single-storey and two-storey single houses. On the opposite side of Kalgoorlie Street are single-storey and two-storey single houses and grouped dwelling developments (refer to the location plan included in **Attachment 1**).

The subject site and adjoining properties are zoned Residential R30 under the City's Local Planning Scheme No. 2 (LPS2) and are within the Residential Built Form Area as prescribed under the City's Local Planning Policy No. 7.1.1 – Built Form (Built Form Policy).

Previous Approval

An application for a Single House was lodged with the City on 3 October 2018. The development application was presented to Council at its Ordinary Council Meeting on 5 March 2019. The application was deferred by Council to enable the applicant time to address Council's reasons for deferral relating to the front façade, engagement to the streetscape and the overall bulk of the development.

The applicant submitted an application for review to the State Administrative Tribunal for a deemed refusal on 7 March 2019. On 22 March 2019 the applicant provided the City and the SAT with written consent to proceed with the determination of the application at the 2 April 2019 Ordinary Meeting of Council based on a set of amended plans that sought to address Council's reasons for deferral.

The amended development plans were presented to Council at its Ordinary Council Meeting on 2 April 2019 and the application was refused. The Minutes of the 5 March 2019 and 2 April 2019 Ordinary Meetings of Council are included in **Attachment 3**.

The application proceeded to a final hearing at the SAT on 14 June 2019. The SAT resolved to set aside Council's decision made on 2 April 2019 and approved the development subject to conditions on 27 June 2019. A copy of the SAT Decision Notice and the approved plans are included as **Attachment 4**.

A Building Permit was issued in April 2020 the Single House is currently under construction.

DETAILS:

Summary Assessment

The table below summarises the planning assessment of the amended proposal against the provisions of the City of Vincent Local Planning Scheme No. 2 (LPS2), the City's Policy No. 7.1.1 – Built Form and the State Government's State Planning Policy 7.3 Residential Design Codes – Volume 1 (R Codes Volume 1). In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Use Permissibility/ Deemed-to-Comply	Previously approved	Requires further Discretion
Street Setback	✓		
Front Fence		✓	
Building Setbacks/Boundary Wall			✓
Building Height/Storeys	✓		
Open Space	✓		
Outdoor Living Areas	✓		
Landscaping	✓		
Privacy			✓
Parking & Access	✓		
Solar Access			✓
Site Works/Retaining Walls	✓		

Planning Element	Use Permissibility/ Deemed-to-Comply	Previously approved	Requires further Discretion
Essential Facilities	✓		
External Fixtures	✓		
Surveillance	✓		

Detailed Assessment

The deemed-to-comply assessment of the elements that require the discretion of Council are as follows:

Lot Boundary Setback	
Deemed-to-Comply Standard	Proposal
Built Form Policy Clause 5.2 The spiral staircase requires a 1.1m setback to the southern lot boundary.	The spiral staircase provides a 0.7m setback to the southern lot boundary.
Visual Privacy	
Deemed-to-Comply Standard	Proposal
R Codes Volume 1 Clause 5.4.1 Screening devices are to be 1.6m in height, at least 75% obscure and permanently fixed to restrict view in the direction of overlooking to any adjoining property.	The proposal has provided 1.6m screens around the perimeter of the first floor internal terrace. All of these screens are at least 75% obscure. All screens are permanently fixed with the exception of the gate, which is openable to provide access to the spiral staircase.
Solar Access	
Deemed-to-Comply Standard	Proposal
R Codes Volume 1 Clause 5.4.2 Shadow projection permitted to southern adjoining properties: 35%.	Shadow projection to Lot 303: 71.8%.

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

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, for a period of 14 days commencing on 19 August 2020 and concluding on 1 September 2020. Community consultation was undertaken by means of written notification being sent to five surrounding landowners, as shown in **Attachment 1**, and a notice on the City's website.

The City received 10 submissions, all objecting to the proposal. The concerns raised in the submissions are summarised as follows:

- Adverse impacts of building bulk to adjoining properties;
- Adverse amenity impacts to adjoining properties;
- Overlooking to adjoining properties;
- Overshadowing to adjoining properties; and
- Lack of deep soil zones and the impact this would have on local amenity.

Following the consultation period, the applicant responded to the objections through the submission of amended plans, which involved the following modifications:

- Increased deep soil areas to the rear of the site. This increased the deep soil zones provided on-site from 13.2 percent to 18 percent; and
- Provision of additional 1.6 metre high privacy screens located on the sides of the spiral staircase landing; and
- Provision of a 1.6 metre high self-closing privacy screen gate to external perimeter of the first floor internal terrace.

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

Design Review Panel (DRP):

Referred to DRP: Not required

LEGAL/POLICY:

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

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

Delegation to Determine Applications:

The application is being referred to Council for determination in accordance with the City's Register of Delegations, Authorisations and Appointments.

The application proposes to amend a development approval previously determined by Council that proposes further departures to deemed-to-comply standards of the R Codes Volume 1 and the Built Form Policy. The proposal also received more than five objections during the consultation period.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

Lot Boundary Setbacks

The spiral staircase is proposed to be setback 0.7 metres from the southern lot boundary in lieu of the 1.1 metre deemed-to-comply standard set in the R Codes Volume 1.

Administration received submissions during community consultation that raised concerns with the aesthetic impact and building bulk of the staircase, and impacts relating to amenity, overlooking and overshadowing. The southern adjoining property did not provide comments in relation to the reduced setback and subsequent impacts to their property. The southern adjoining property affected by the lot boundary setback departure did not provide comments in relation to setback impact to their property.

The proposed lot boundary setback meets the local housing objectives of the City's Built Form Policy and Design Principles of the R Codes Volume 1 for the following reasons:

- The staircase is only 2.2 metres in length and due to curve of the structure, only a small portion of the structure is setback 0.7 metres from the southern boundary. The setback provided increases from the southern boundary as the stairs curve; The curved design of the staircase creates visual interest when viewed from the southern adjoining property and the open nature of the structure reduces impacts of building bulk;
- All other walls to the southern lot boundary meet the deemed-to-comply setbacks provided under the R Codes Volume 1.
- The shadow from the spiral staircase falls onto an outbuilding located on the southern property. The reduced setback from the spiral staircase does not restrict sunlight to major openings or the rear outdoor living area of the southern adjoining property;
- Staircases are not subject to cone of vision setback requirements of the R Codes Clause 5.4.1 Visual Privacy as they do not fall within the R Code definitions of *habitable rooms* or *active habitable spaces*. This is because staircases are occupied infrequently, without noise, and by relatively few people, therefore being more easily tolerated than overlooking from active areas. The provision of privacy screens along the southern edge of the first floor terrace and landing of the staircase ensure there is no overlooking and subsequent loss of privacy to the southern adjoining property.

Solar Access

The R Codes Volume 1 permit 35 percent shadowing to the site area of adjoining properties coded R30.

The previously approved shadow was 70.8 percent of the site area of Lot 303 Kalgoorlie Street. The shadow has since increased by 2.5 square metres as a result of proposed spiral staircase, resulting in a total shadow of 71.8 percent to Lot 303 Kalgoorlie Street.

The City received objections during community consultation with concerns relating to the amount of shadowing proposed to adjoining properties and subsequent loss of direct sunlight. The southern adjoining property affected by the shadow did not provide comments in relation to overshadowing impacts to their property.

The proposal meets the Design Principles of the R Codes Volume 1 for the following reasons:

- While the shadow projection falls across two lots to the south of the subject site, there is only one single house (No. 56 Kalgoorlie Street Mount Hawthorn) constructed across the two lots affected. The two lots have not been recently subdivided, and have existed in their current form for a number of decades. The immediately affected lot (Lot: 303) is 248 square metres and does not meet current site area requirements for a R30 coded site. It is also likely that this lot would be largely overshadowed from a compliant development due to its unfavourable location, dimensions and orientation;
- If Lot 303 and Lot 23 were to be amalgamated to a total site area of 751 square metres, the proposed development would shadow 28.2 percent of the site and would meet the deemed-to-comply requirements for Clause 5.4.2 Solar Access of the R Codes. The development provides a sufficient shadow projection to the adjoining southern site.

Visual Privacy

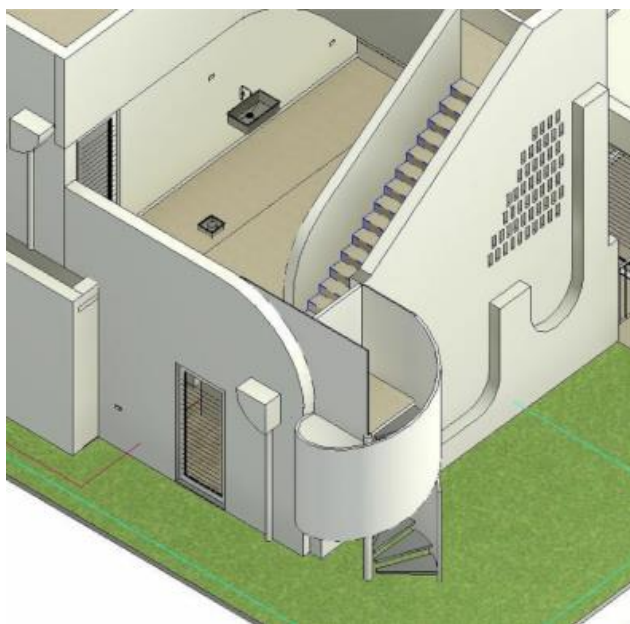
The R Codes Volume 1 require screening devices to be 1.6m in height, at least 75 percent obscure and permanently fixed to restrict view in the direction of overlooking to any adjoining property.

The proposal has provided 1.6m screens around the perimeter of the first floor internal terrace. All of these screens including the gate are at least 75 percent obscure. All screens are permanently fixed with the exception of the gate, which is openable to provide access to the spiral staircase.

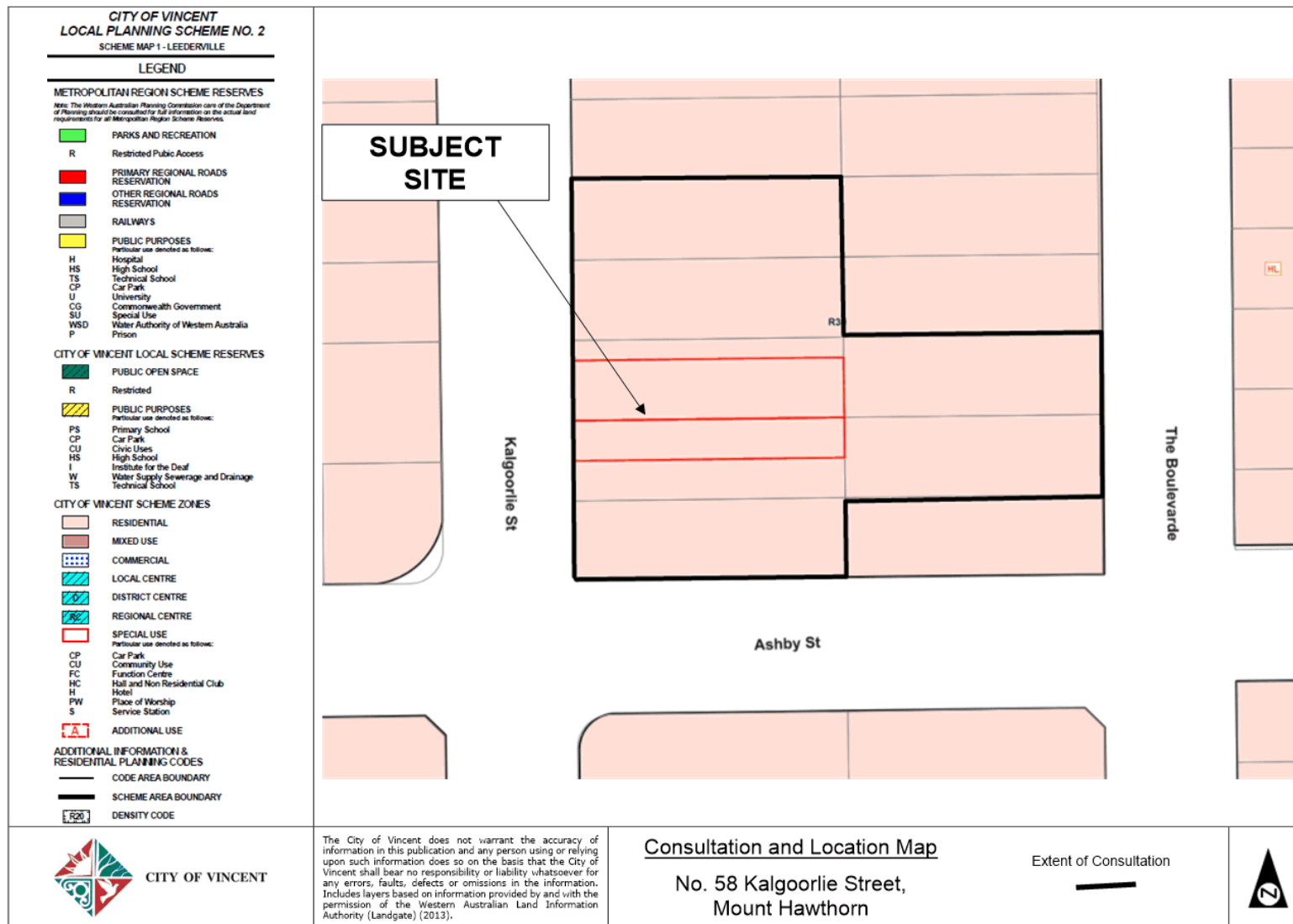
As the gate is not permanently fixed, overlooking from the first floor terrace to the adjoining property at No. 55 The Boulevard, Mount Hawthorn is possible when the gate is open. This results in a variation to the R Codes Volume 1 Clause 5.4.1 - C1.2.

The proposed overlooking meets the Design Principles of the R Codes Volume 1 for the following reasons:

- As shown in the below perspective, the development provides 1.6 metre privacy screens to all sides of the first floor terrace. 1.6 metre high privacy screens are also provided on the sides of the spiral staircase landing in effort to further reduce any overlooking to adjoining properties;
- As a result of the privacy screens provided to the first floor internal terrace, only 2.5 square metres of the adjoining eastern property at No. 55 The Boulevard is overlooked when the gate is open. This overlooking falls over an outbuilding roof and open space area that is well separated from the dwelling and the primary outdoor living area of No. 55 The Boulevard Street, Mount Hawthorn;
- The plans indicate the gate is self-closing to ensure the gate would only be open when someone is accessing the terrace or stairs. The privacy screens and self-closing gate provided ensures no direct overlooking to habitable rooms or outdoor living areas of adjoining properties that are considered to be sensitive areas; and
- Staircases are not subject to cone of vision setback requirements of the R Codes Clause 5.4.1 Visual Privacy as they do not fall within the R Code definitions of *habitable rooms* or *active habitable spaces*. This is because staircases are occupied infrequently, without noise, and by relatively few people, therefore being more easily tolerated than overlooking from active areas. The provision of privacy screens along the southern edge of the first floor terrace and landing of the staircase ensure there is no overlooking and subsequent loss of privacy to the southern adjoining property.



Location of privacy screens to first floor internal terrace and spiral staircase





NAME _____

ADDRESS _____

DATE _____

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LEVEL 2, 11 RUTH ST PERTH 6000
WESTERN AUSTRALIA
PH: 9328 6679

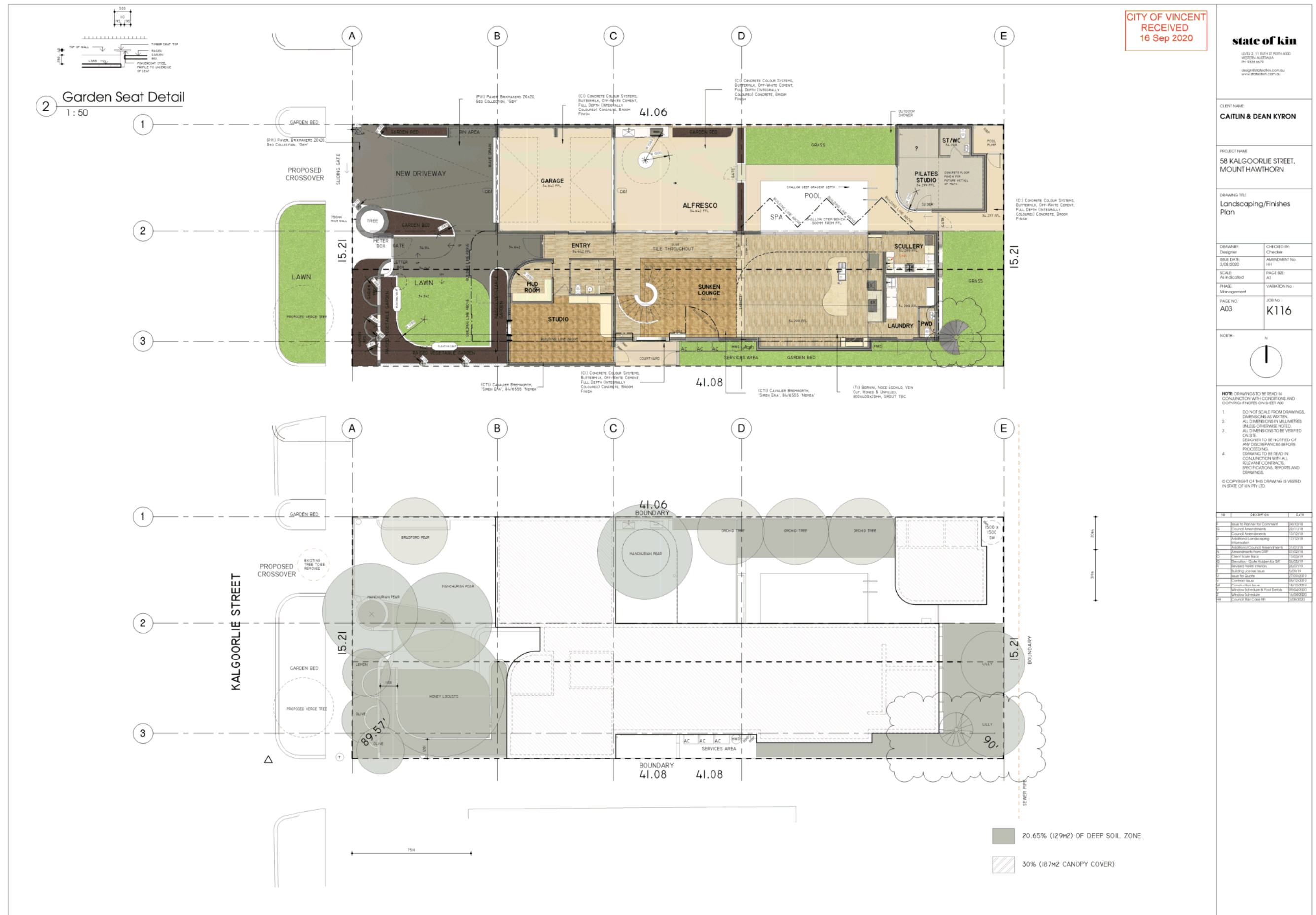
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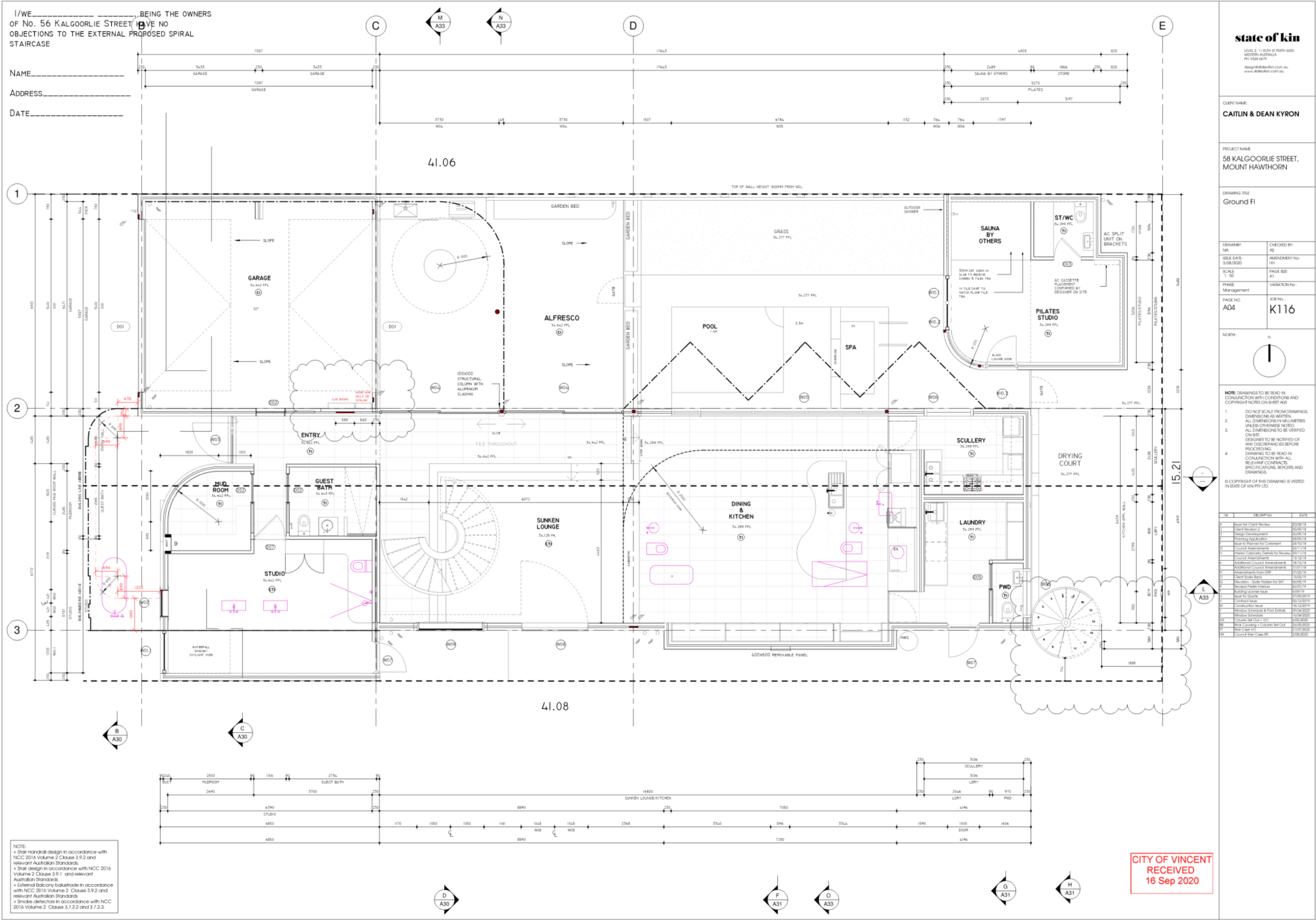
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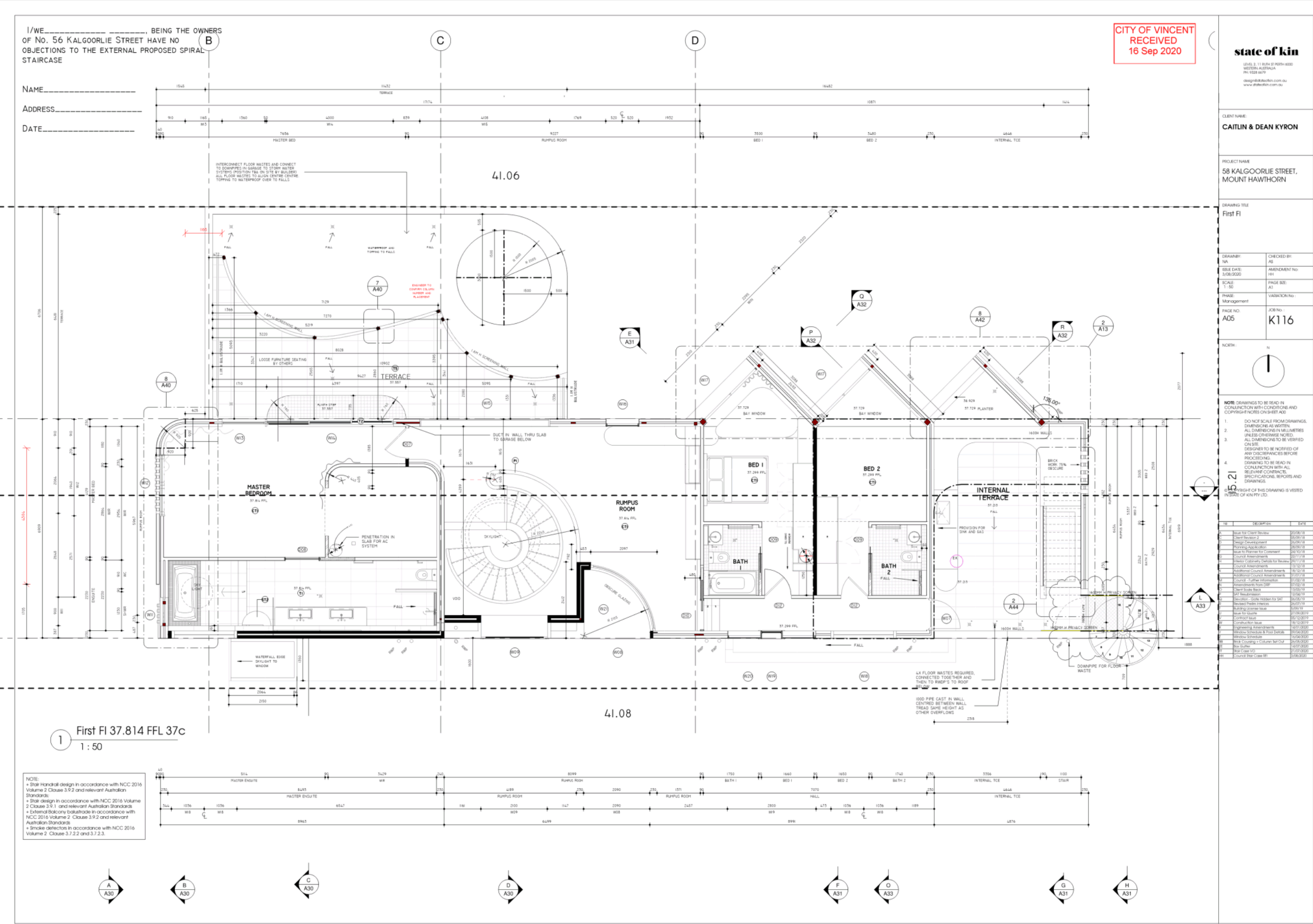
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A	Issue for Client Review	20/08/08
B	Client Revision	21/08/08
C	Client Revision 2	25/08/08
D	Design Development	25/08/08
E	Planning Application	26/08/08
F	Issue to Planner for Comment	26/08/08
G	Council Amendments	27/11/08
H	Council Amendments	13/12/08
I	Accepted Council Amendments	13/12/08
J	Additional Council Amendments	13/01/09
K	Amendments from OHP	07/02/09
L	Client Scope (back)	13/03/09
M	Decorations - Gate Hedges for SAT	05/04/09
N	Revised Plans	26/07/09
O	Building License Issue	26/07/09
P	Issue for Quotes	27/08/09
Q	Contract Issue	05/12/09
R	Construction Issue	18/12/09
S	Window Schedules & Foot Details	15/01/10
T	Window Schedule	15/01/10
U	Start Case VO	21/07/2010
WH	Council Start Case SR	16/08/2010

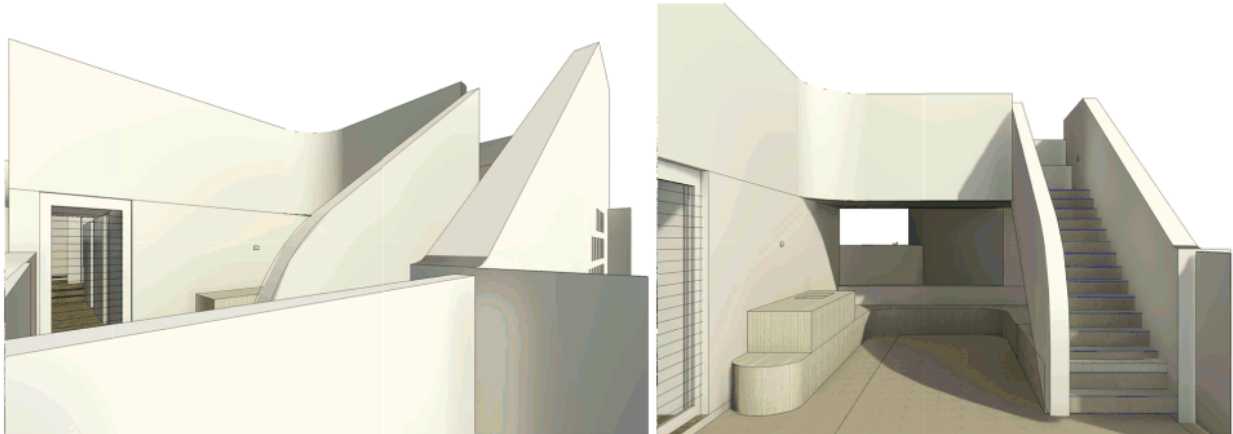
LAND AREA	624 M2
BUILDING FOOTPRINT	302.723 M2
OPEN SPACE AREA	321.277 M2
% OPEN SPACE AREA	51.49%

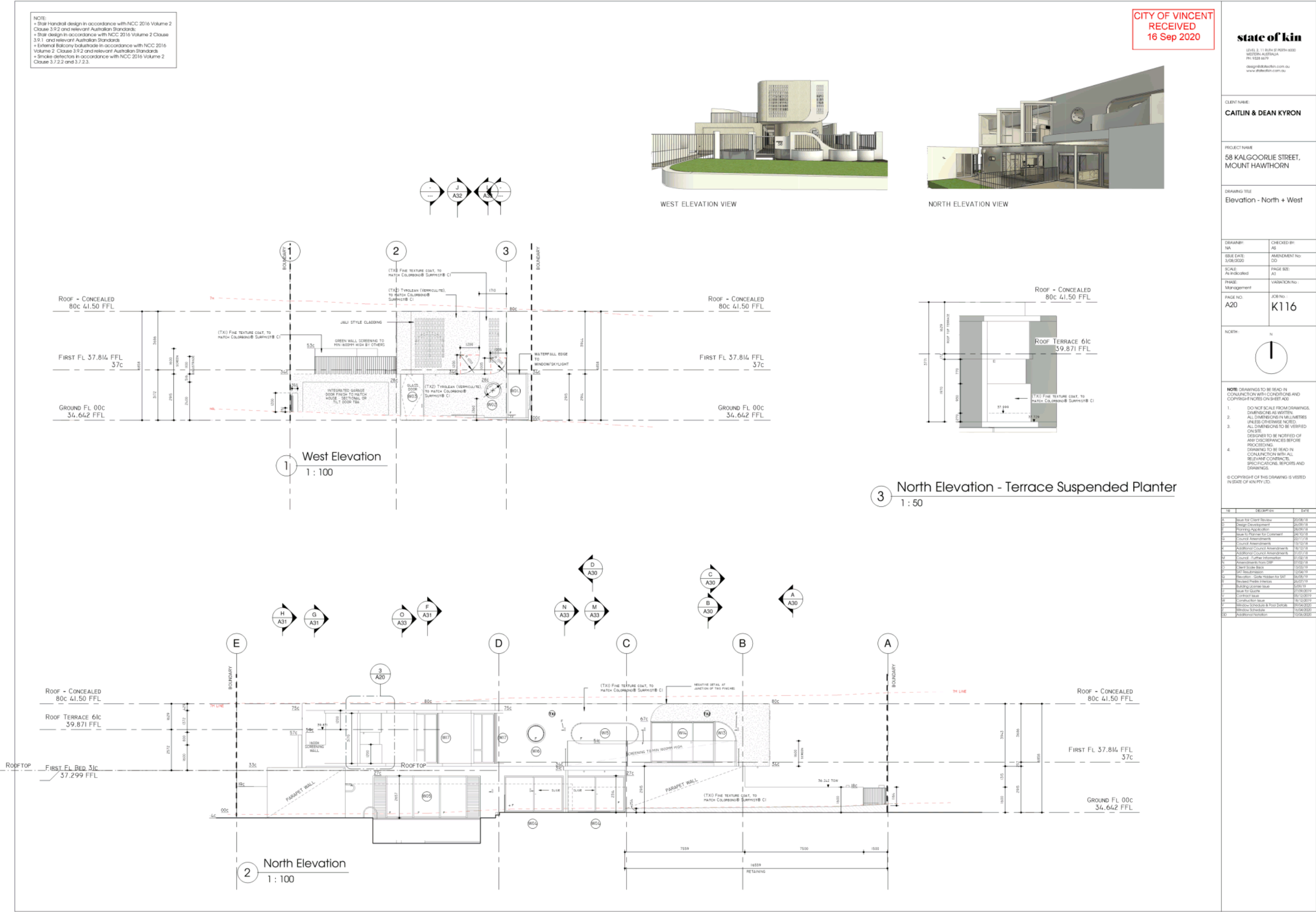
1 Site Plan
1 : 100





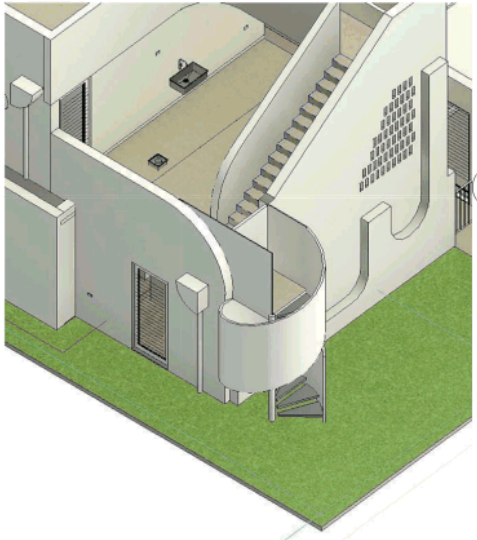
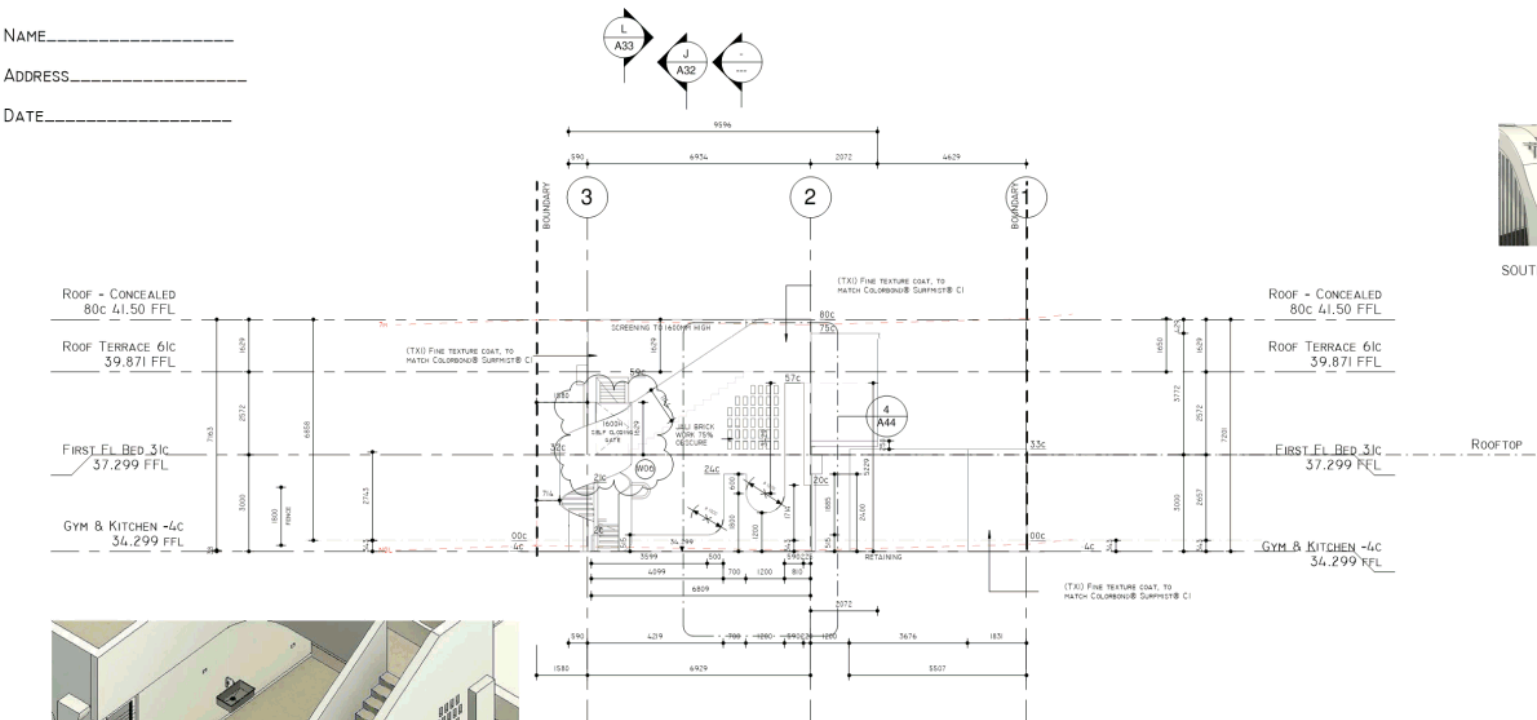




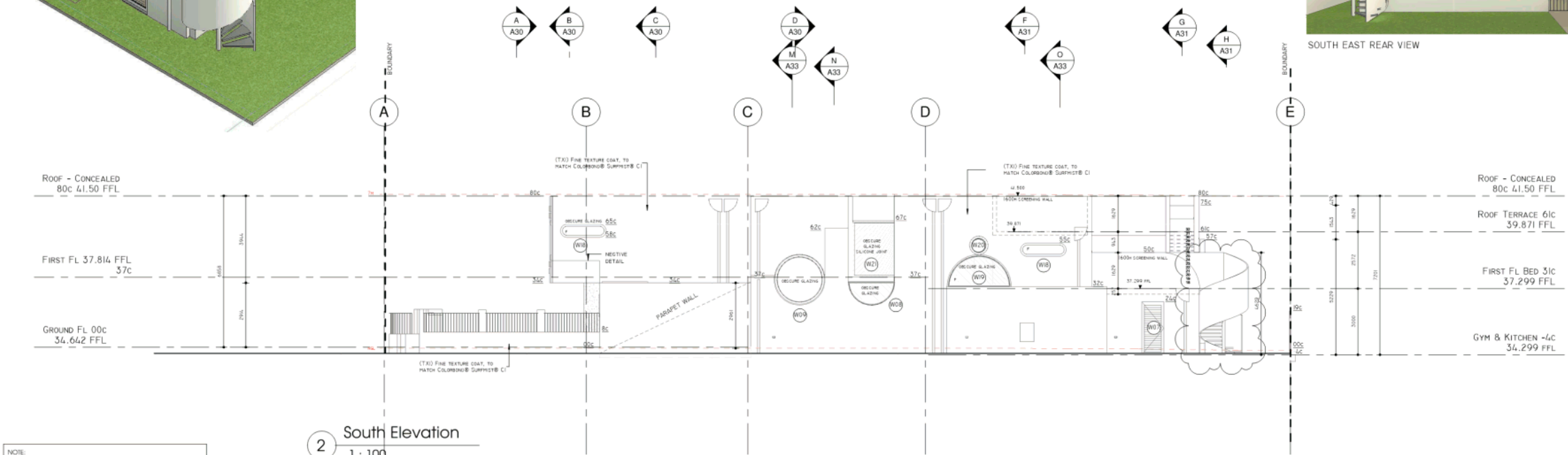


I/WE _____, BEING THE OWNERS
OF No. 56 KALGOORLIE STREET HAVE NO
OBJECTIONS TO THE EXTERNAL PROPOSED SPIRAL
STAIRCASE

NAME _____
ADDRESS _____
DATE _____

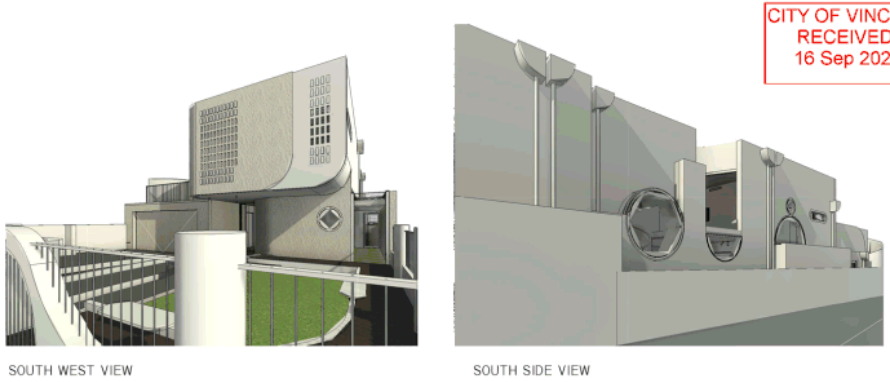


1 East Elevation
1 : 100

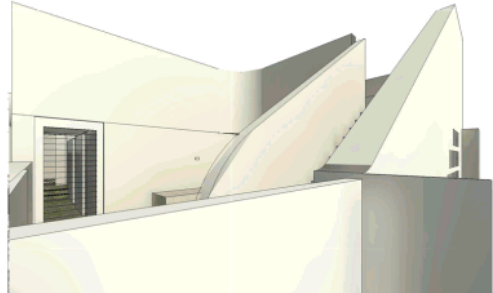


2 South Elevation
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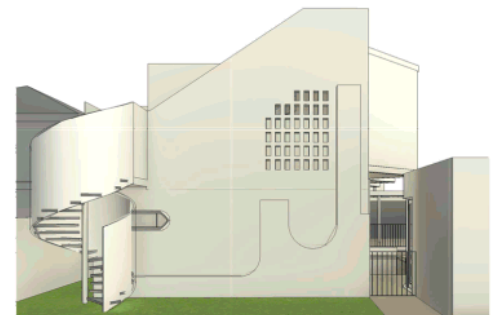
NOTE:
+ Spiral staircase design in accordance with NCC 2016 Volume 2
Clause 3.9.2 and relevant Australian Standards;
+ Spiral staircase design in accordance with NCC 2016 Volume 2 Clause
3.9.1 and relevant Australian Standards;
+ External balcony balustrade in accordance with NCC 2016
Volume 2 Clause 3.9.2 and relevant Australian Standards;
+ Smoke detector in accordance with NCC 2016 Volume 2
Clause 3.7.2.2 and 3.7.2.3.



SOUTH WEST VIEW SOUTH SIDE VIEW



SOUTH EAST REAR VIEW



SOUTH EAST REAR VIEW

CITY OF VINCENT
RECEIVED
16 Sep 2020

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MOUNT KIN, AUSTRALIA
PH: 08 9438 6079
design@stateofkin.com.au
www.stateofkin.com.au

CLIENT NAME:
CAITLIN & DEAN KYRON

PROJECT NAME:
58 KALGOORLIE STREET,
MOUNT HAWTHORN

DRAWING TITLE:
Elevation - East + South

DRAWN BY:
NA
CHECKED BY:
AS
ISSUE DATE:
3/08/2020
SCALE:
1 : 100
PAGE NO.:
A1
PHASE:
Management
VARIATION NO.:
JOB NO.:
K116



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DRAWINGS.

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NO	DESCRIPTION	DATE
1	Design Development	26/07/19
2	Planning Application	26/07/19
3	Blue to Review for Comment	26/07/19
4	Council Approval	26/07/19
5	Architectural Council Approval	13/12/19
6	Architectural Council Approval	13/12/19
7	Architectural Council Approval	13/12/19
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100	Architectural Council Approval	13/12/19

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CITY OF VINCENT

MINUTES

Ordinary Council Meeting

5 March 2019

ORDINARY COUNCIL MEETING MINUTES

5 MARCH 2019




9.7 NO. 58 (LOT: 301 & 302; D/P: 34680) KALGOORLIE STREET, MOUNT HAWTHORN - SINGLE HOUSE

TRIM Ref: D19/14892

Author: Karsen Reynolds, Urban Planner

Authoriser: John Corbellini, Director Development Services

Ward: North

- Attachments:
1. Attachment 1 - Consultation and Location Map 
 2. Attachment 2 - Development Plans 
 3. Attachment 3 - Design Review Panel Comments 
 4. Attachment 4 - Applicant Response to First Community Consultation Submissions 
 5. Attachment 5 - Applicant Response to Second Community Consultation Submissions 
 6. Attachment 6 - Administration's Response to Summary of Submissions 
 7. Attachment 7 - Applicant Justification 
 8. Attachment 8 - Photos of Site and Surrounding Context 
 9. Attachment 9 - Streetscape Analysis 

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, REFUSES the application for a proposed Single House at No. 58 (Lot: 301 & 302; D/P: 34680) Kalgoorlie Street, Mount Hawthorn, in accordance with the plans provided in Attachment 2, for the following reason:

1. As a consequence of the large blank walls to the front façade the proposal:
 - 1.1 results in a bulk, scale and dominating appearance that is not compatible with and complementary to the established residential area in which it is located (Clause 67(m) of the deemed provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*) and is inconsistent with an objective of the Residential zone under the Scheme;
 - 1.2 would detract from the amenity and character of the residential neighbourhood (Clause 67(n) of the deemed provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*) and is inconsistent with an objective of the Residential zone under the Scheme;
 - 1.3 is not an appropriate design for the context of place and is inconsistent with Objective 1.3.1(a) of State Planning Policy 3.1: Residential Design Codes; and
 - 1.4 does not does not interact with the street and is inconsistent with Objective 1.3.1(c) of State Planning Policy 3.1: Residential Design Codes.

At 8:11 pm, Cr Joshua Topelberg left the meeting.

Moved: Cr Loden, **Seconded:** Cr Gontaszewski

That the recommendation be adopted.

ORDINARY COUNCIL MEETING MINUTES5 MARCH 2019

AMENDMENT

Moved: Cr Gontaszewski, Seconded: Cr Fotakis

That a new Recommendation 2 be inserted as follows:

“2. The development does not satisfy the design principles of Clause 5.1.3 (Lot Boundary Setbacks) of State Planning policy 3.1: Residential Design Codes, as the setback to the rooftop terrace setback to the southern lot boundary does not reduce the impact of building bulk on the southern adjoining property.”

AMENDMENT CARRIED (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Hallett, Cr Harley, Cr Loden and Cr Murphy

Against: Nil

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

COUNCIL DECISION ITEM 9.7

Moved: Cr Gontaszewski, Seconded: Cr Harley

That the motion be DEFERRED to a future Council Meeting to allow the applicant to consider the commentary of Council in relation to;

- The front façade;
- Engagement to the streetscape; and
- The overall bulk of the development.

CARRIED (7-1)

For: Mayor Cole, Cr Gontaszewski, Cr Fotakis, Cr Hallett, Cr Harley, Cr Loden and Cr Murphy

Against: Cr Castle

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



CITY OF VINCENT

MINUTES

Ordinary Council Meeting

2 April 2019

ORDINARY COUNCIL MEETING MINUTES

2 APRIL 2019








9.8 NO. 58 (LOT: 301 & 302; D/P: 34680) KALGOORLIE STREET, MOUNT HAWTHORN - SINGLE HOUSE

TRIM Ref: D19/40426

Author: Karsen Reynolds, Urban Planner

Authoriser: John Corbellini, Executive Director Development Services

Ward: North

- Attachments:
1. Attachment 1 - Consultation and Location Map 
 2. Attachment 2 - Development Plans Deferral 
 3. Attachment 3 - Development Plans 
 4. Attachment 4 - Applicant Justification and Supporting Information 
 5. Attachment 5 - Design Review Panel Comments 
 6. Attachment 6 - Applicant Response to First Community Consultation Submissions 
 7. Attachment 7 - Applicant Response to Second Community Consultation Submissions 
 8. Attachment 8 - Administration's Response to Summary of Submissions 
 9. Attachment 9 - Photos of Site and Surrounding Context 
 10. Attachment 10 - Streetscape Analysis 

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, REFUSES the application for a proposed Single House at No. 58 (Lot: 301 & 302; D/P: 34680) Kalgoorlie Street, Mount Hawthorn, in accordance with the plans provided in Attachment 2, for the following reason:

1. As a consequence of the large blank walls to the front façade the proposal:
 - 1.1 results in a bulk, scale and dominating appearance that is not compatible with and complementary to the established residential area in which it is located (Clause 67(m) of the deemed provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*) and is inconsistent with an objective of the Residential zone under the Scheme;
 - 1.2 would detract from the amenity and character of the residential neighbourhood (Clause 67(n) of the deemed provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*) and is inconsistent with an objective of the Residential zone under the Scheme; and
 - 1.3 is not an appropriate design for the context of place and is inconsistent with Objective 1.3.1(a) of State Planning Policy 3.1: Residential Design Codes.

ORDINARY COUNCIL MEETING MINUTES

2 APRIL 2019

COUNCIL DECISION ITEM 9.8

Moved: Cr Loden, Seconded: Cr Castle

At 8:06 pm, Cr Joshua Topelberg left the meeting

That the recommendation be adopted.

CARRIED UNANIMOUSLY (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Hallett, Cr Harley, Cr Loden and Cr Murphy

Against: Nil

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

At 8:16 pm, Cr Joshua Topelberg returned to the meeting.



Jurisdiction:	<i>Planning and Development Act 2005</i>
Application:	Review of a decision under a local planning scheme or region planning scheme
Parties:	Caitlin KYRON (Applicant) City of Vincent (Respondent)
Matter Number:	DR 55/2019
Application Lodged:	7 March 2019
Hearing Type:	Oral Reasons
Date of Decision:	27 June 2019
Decision of:	Member Patric De Villiers

1. The application for review is allowed.
2. In accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, the application for a proposed Single House at No. 58 (Lot: 301 & 302; D/P: 34680) Kalgoorlie Street, Mount Hawthorn, in accordance the amended plans dated 12 April 2019 is approved subject to the following conditions:
 1. Amalgamation of the subject lots (lots 301 and 302) onto one Certificate of Title shall occur prior to the occupation, to the satisfaction of the City.
 3. The owners of the subject land shall finish and maintain the surface of all boundary walls in a good and clean condition prior to the practical completion of the development and thereafter maintained to the satisfaction of the City. The finish of the walls to be fully rendered or face brick to the satisfaction of the City.
 4. All external features including any metre box are to be:
 - a) Not visible from the street and surrounding properties; or
 - b) Integrated with the design of the building
 to the satisfaction of the City.
 5. No walls, letter boxes or fences above 0.75 m in height to be constructed within the 1.5 m of where:
 - a) walls, letter boxes or fences adjoining vehicular access points to the site, or
 - b) a driveway meets a public street,
 unless the further approval of Council is obtained.





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

7. The car parking and access areas shall be sealed, drained and paved in accordance with the approved plans and to comply with the requirements of AS2890.1 prior to occupation or use of the development and thereafter to the satisfaction of the City.

8. A detailed landscape and reticulation plan for the development site shall be lodged with an approved by the City prior to the commencement of the development. The plan shall be drawn at a scale of 1:100 and show the following:

- a) The location and type of existing and proposed trees and plants;
- b) Areas to be irrigated or reticulated;
- c) Location of canopy cover at maturity equating to no less than 30% of the site;
- d) The existing verge tree shall be removed at the applicant/landowners cost;

e) The provision of one tree within the verge of Kalgoorlie Street adjoining the development shall be provided at the applicant/landowners cost. The tree species shall be Jacaranda ('Jacaranda Mimosaeifolia') and shall be of the same level of maturity as the existing verge tree.

All works shown in the landscape plan shall be undertaken in accordance with the approved plans to the City's satisfaction, prior to occupation or use of the development and shall be maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers.

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

10. Prior to the commencement of development and detailed schedule of external finishes (including materials and colour schemes and details) shall be submitted to and approved by the City. The development shall be finished in accordance with the approved schedule prior to the use or occupation of the development.

11. Fencing infill panels above the approved solid portions of the wall shall be visually permeable in accordance with the Residential Design Codes of WA, to the satisfaction of the City.

12. The proposed fence and gate infill within the 1.5 m driveway siteline area must achieve a 1:4 ratio infill spacing requirement.

13. The proposed crossover shall be designed and constructed in accordance with the City's Crossover Policy prior to occupation, to the satisfaction of the City.

14. Any existing crossovers not included as part of the proposed development on the approved plan are to be removed. New kerbing and verge to be reinstated prior to occupation to the satisfaction of the City.





3. Under the provisions of s 74 and s 79 of the State Administrative Tribunal Act 2004 the parties are to be given a transcript of the oral reasons delivered on 27 June 2019.



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3458_KYRON

DEVELOPMENT APPLICATION - CITY OF VINCENT

SAT Approved Plans
27 June 2019



Sheet List				
Sheet Number	Sheet Name	Validation No	Current Revision	Current Revision Date
A00	COVER PAGE		P	12/04/19
A01	SITE SURVEY		N	07/02/18
A02	SITE PLAN & OVERSHADOWING		O	Date 15
A03	LANDSCAPING PLAN		O	Date 15
A04	GROUND FLOOR		O	Date 15
A05	FIRST FLOOR		P	12/04/19
A06	ROOF TERRACE		P	12/04/19
A10	LAU WINDOW DETAILS		P	12/04/19
A20	ELEVATIONS		P	12/04/19
A21	ELEVATIONS		P	12/04/19

state of kin

LEVEL 2, 11 BUSH ST MORN ADOO
WESTERN AUSTRALIA
PH: 08 9438 6079
design@stateofkin.com.au
www.stateofkin.com.au

CLIENT NAME:

CAITLYN & DEAN
KYRON

PROJECT NAME:

58 KALGOORLIE STREET,
MOUNT HAWTHORN

DRAWING TITLE:

COVER PAGE

DRAWN BY:

JN

CHECKED BY:

AS

ISSUE DATE:

07-02-18

AMENDMENT NO:

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SCALE:

A1

PAGE SIZE:

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PHASE:

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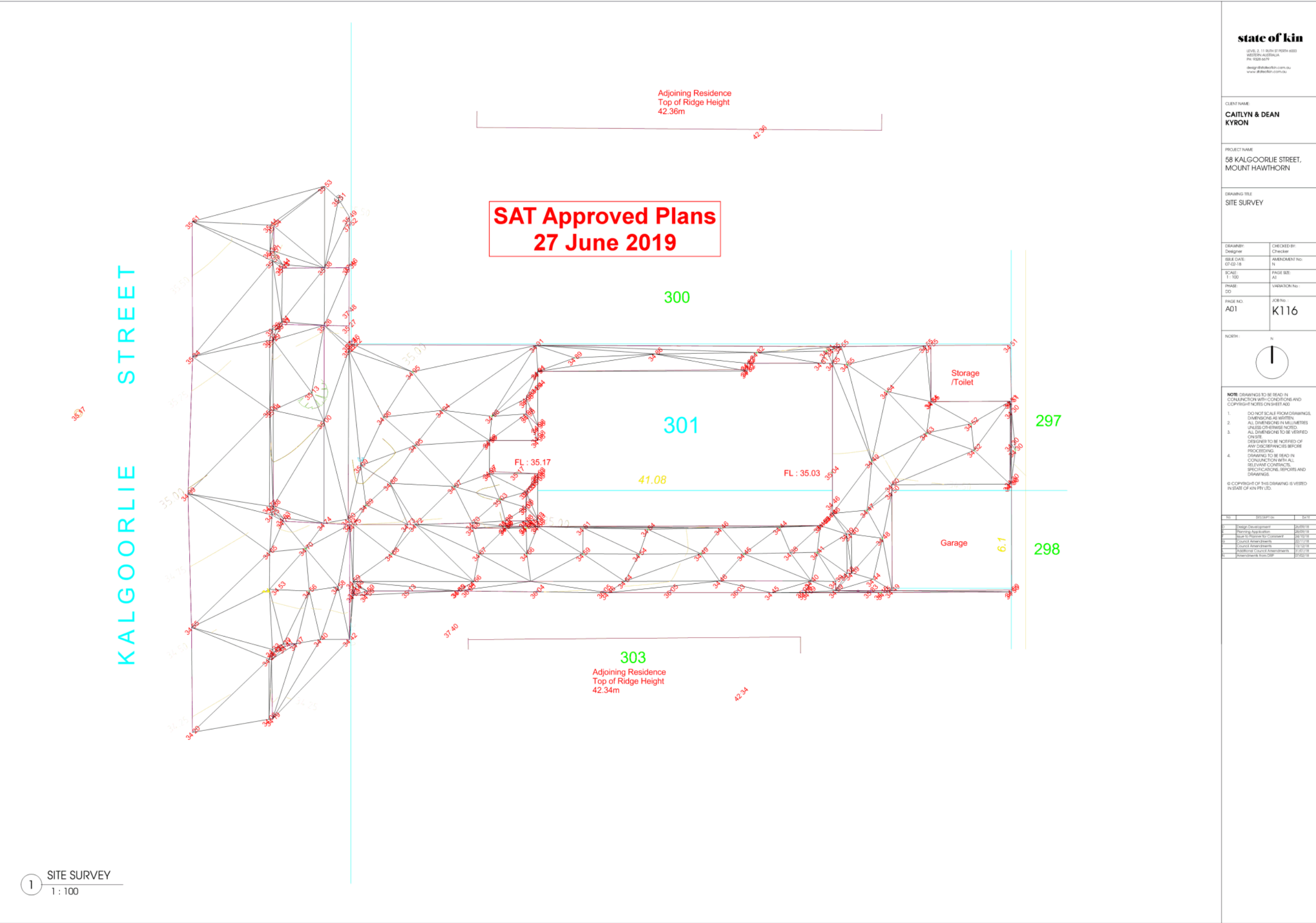


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NO.	DESCRIPTION	DATE
1	Design Development	06/07/18
2	Planning Application	06/07/18
3	Blue Print Review for Consent	06/07/18
4	Council Amendments	07/12/18
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6	Additional Council Amendments	18/12/18
7	Additional Council Amendments	19/01/19
8	Amendments from DMR	07/02/19
9	Client Scale Book	09/04/19
10	SAT Resubmission	12/04/19



state of kin
LEVEL 2, 11 BUSH ST MURK 4000
WESTERN AUSTRALIA
PH: 08 9438 6079
design@stateofkin.com.au
www.stateofkin.com.au

CLIENT NAME:
**CAITLYN & DEAN
KYRON**

PROJECT NAME:
**58 KALGOORLIE STREET,
MOUNT HAWTHORN**

DRAWING TITLE:
SITE SURVEY

DRAWN BY: Designer	CHECKED BY: Checker
ISSUE DATE: 07-02-18	AMENDMENT NO: N
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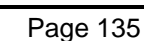
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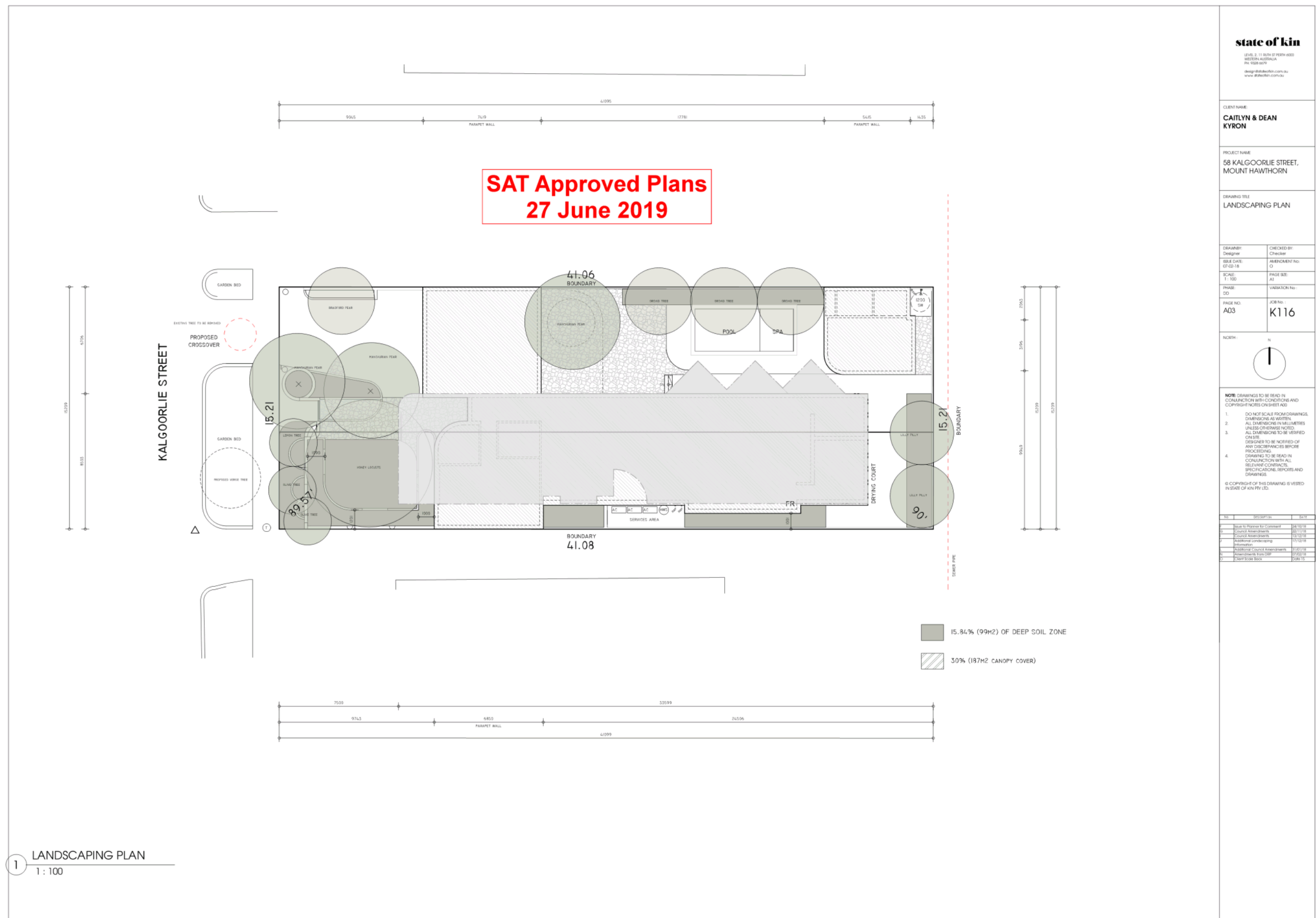
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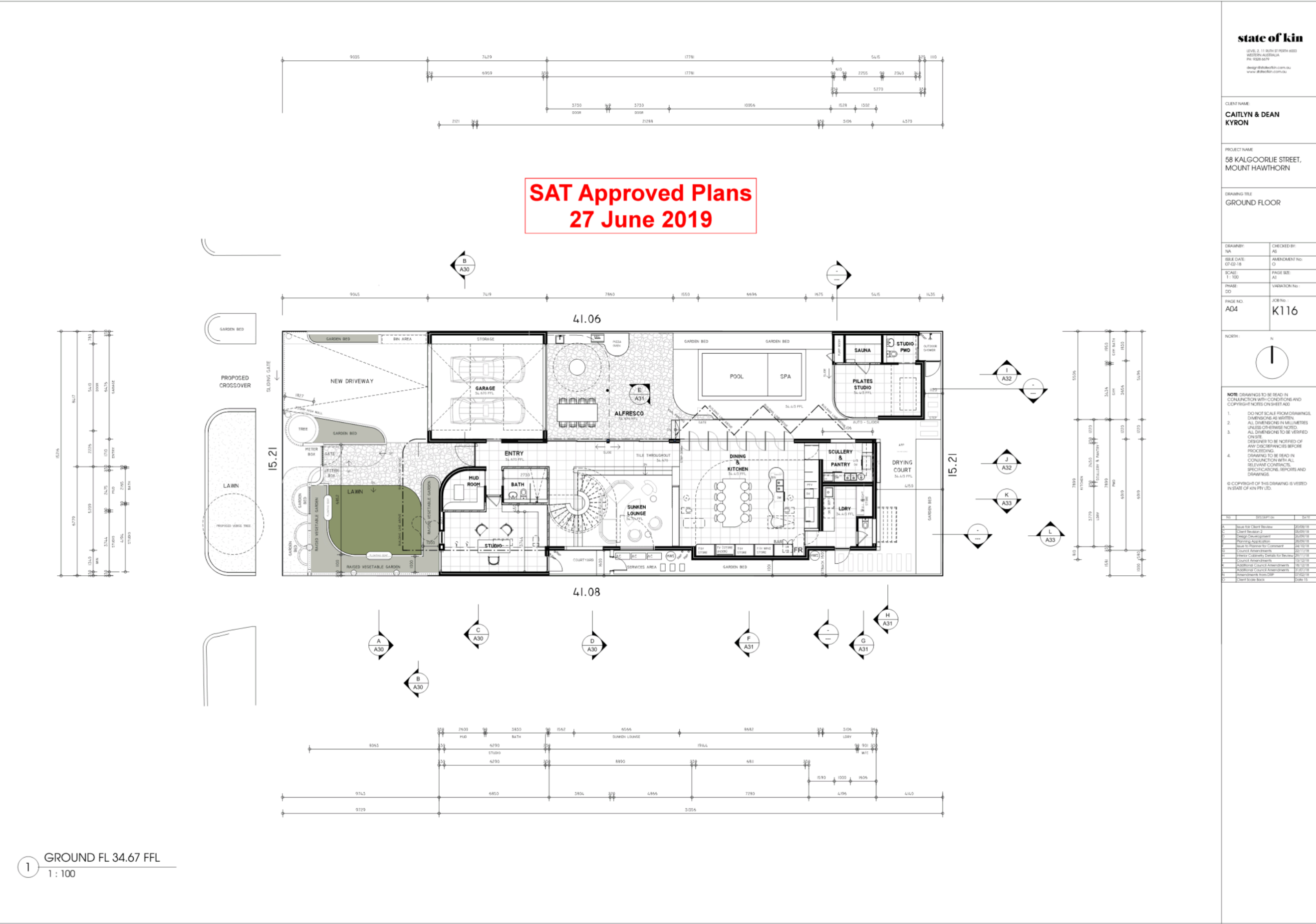
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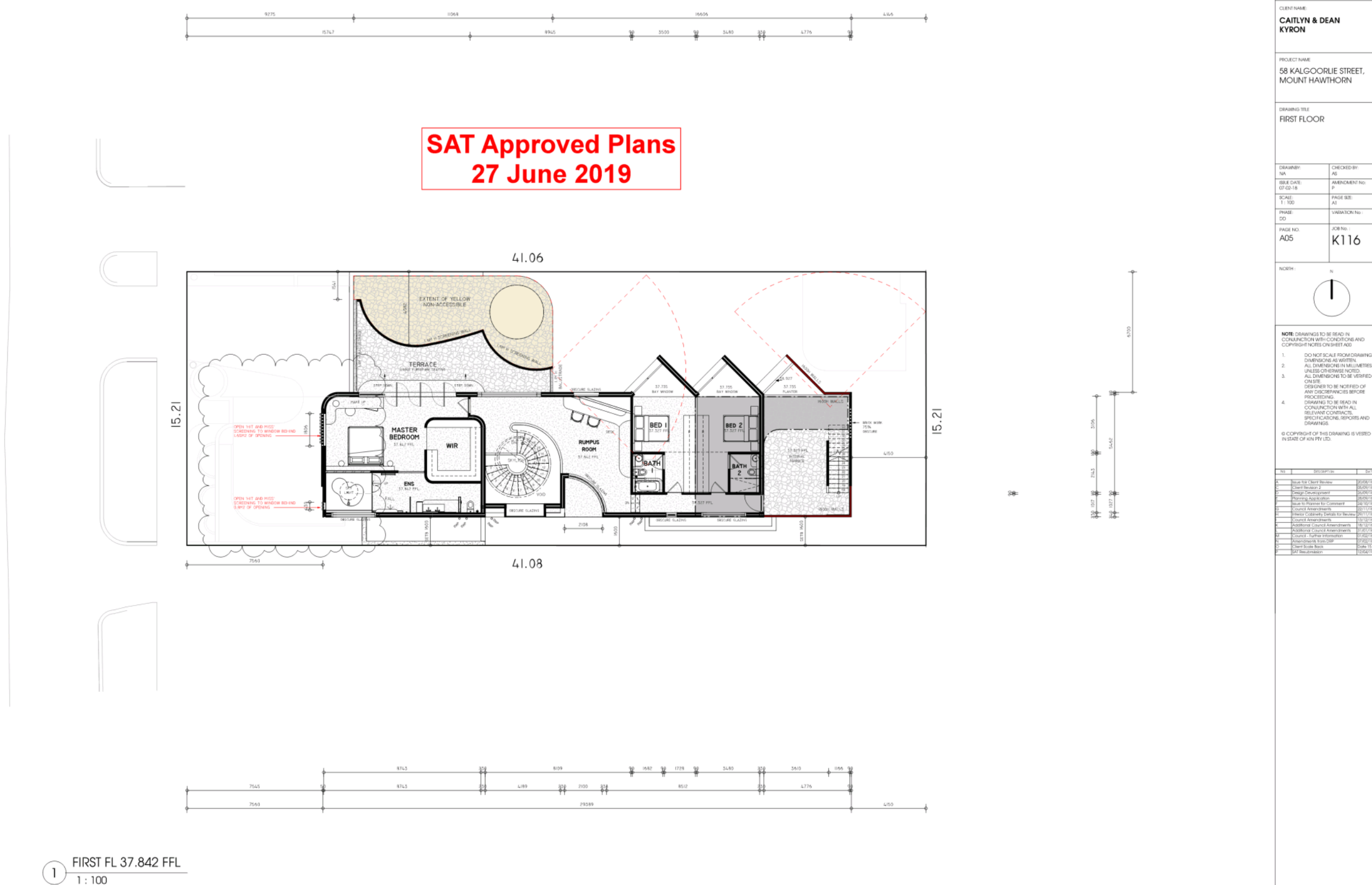
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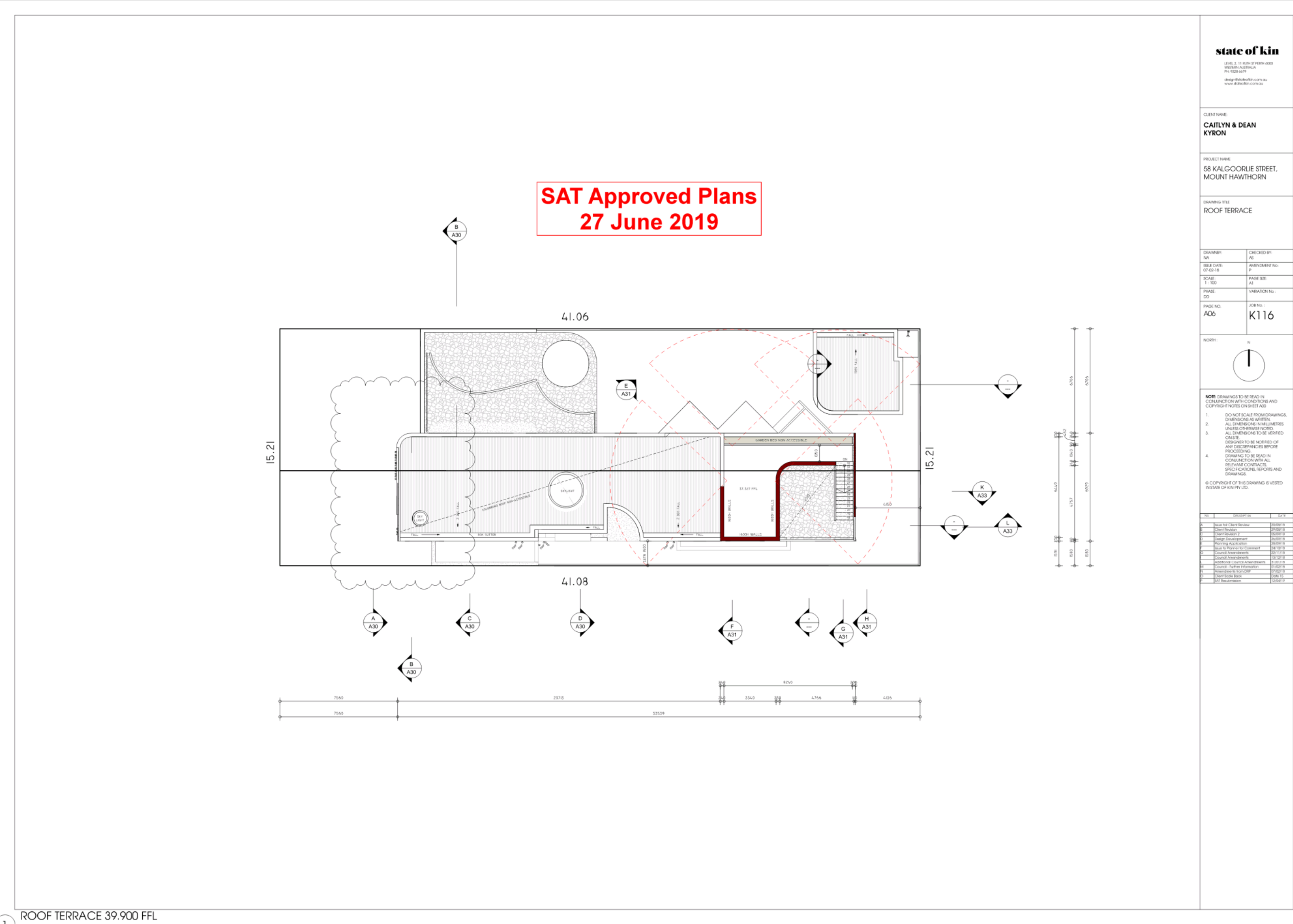
NO.	DESCRIPTION	DATE
1	Design Development	26/07/18
2	Planning Application	26/07/18
3	Plan to Proceed for Consent	26/07/18
4	Council Amendments	27/12/18
5	Council Amendments	27/12/18
6	Additional Council Amendments	11/01/19
7	Amendments from DGP	27/02/19

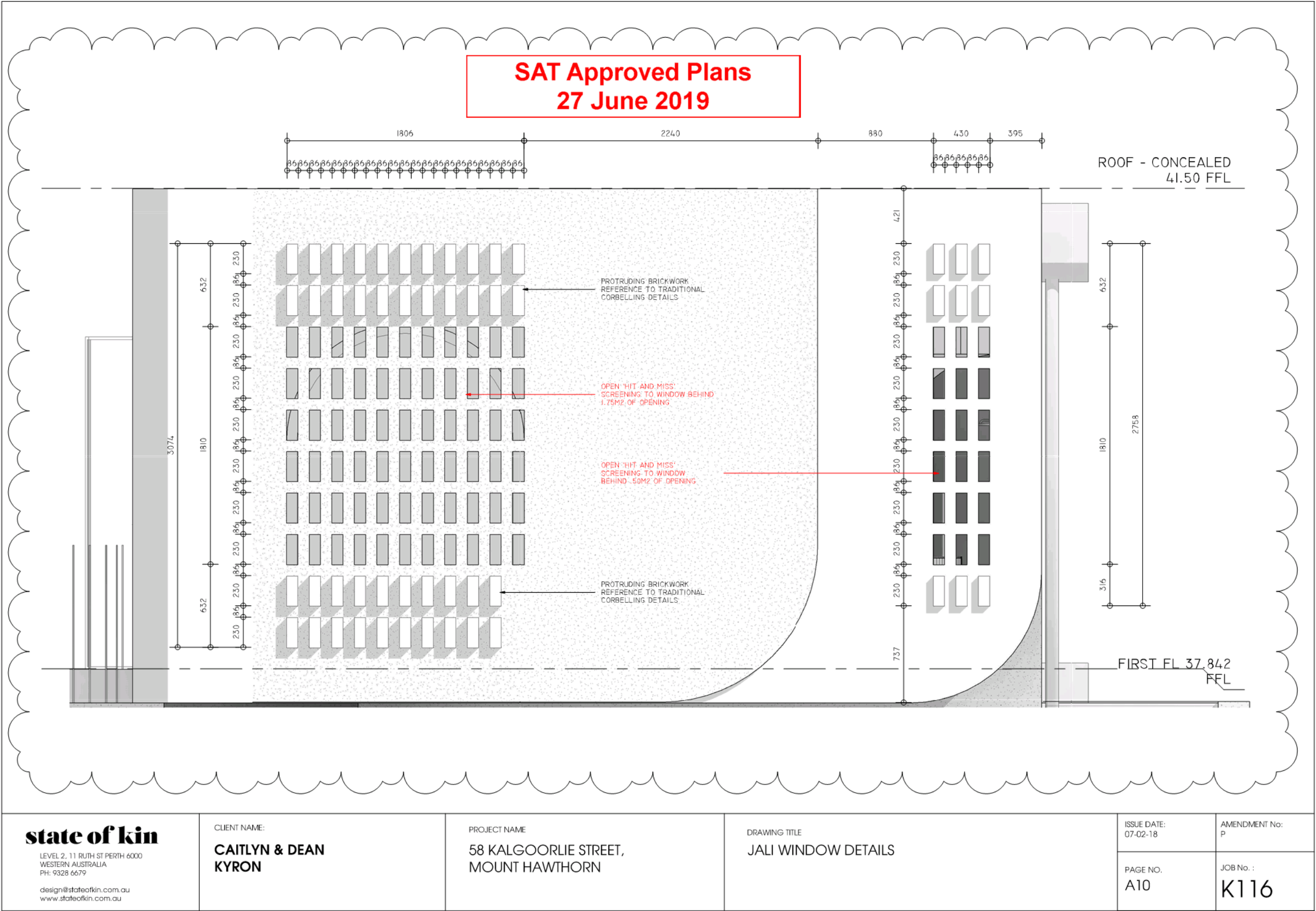


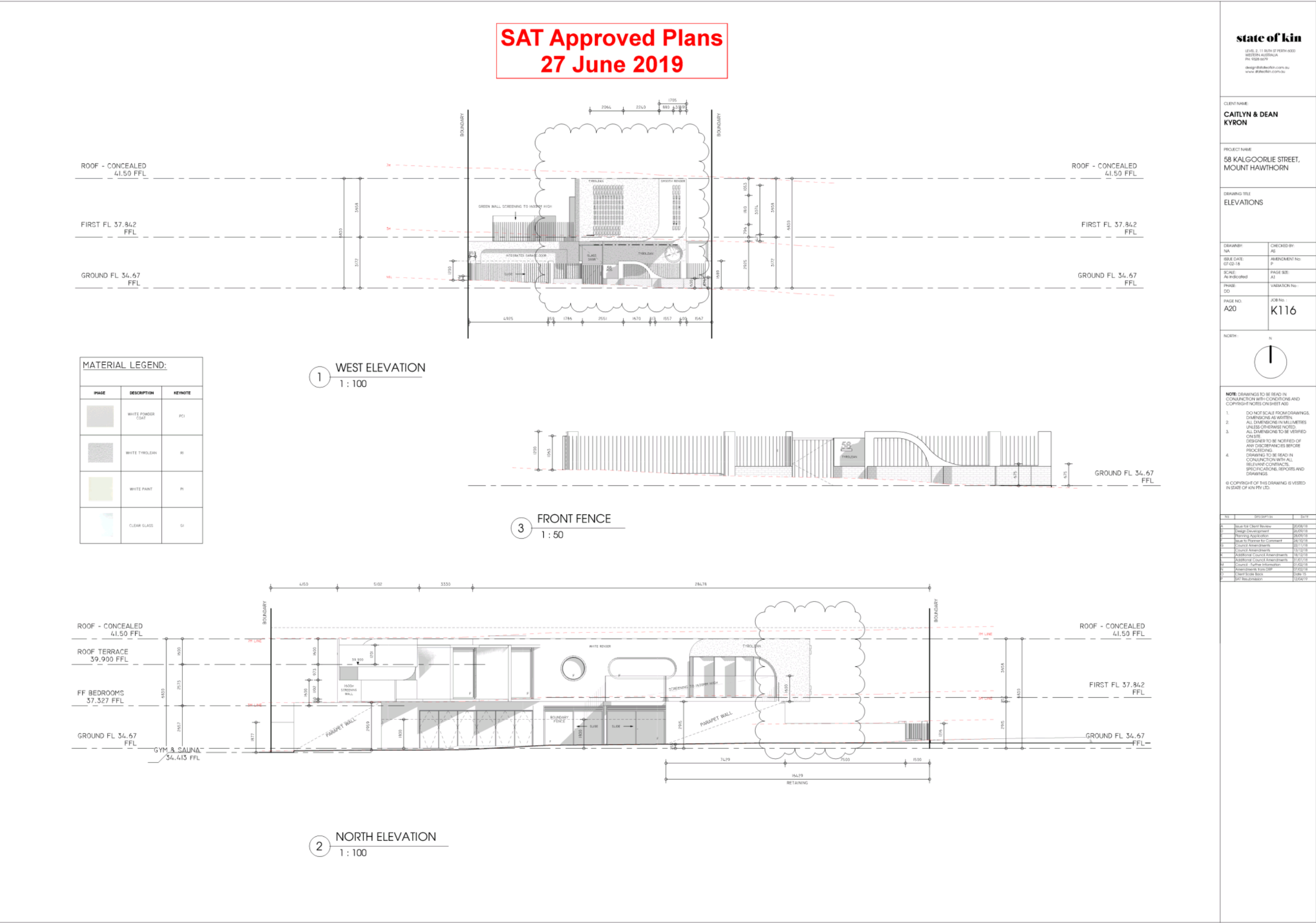












state of kin

LEVEL 2, 11 SOUTH ST PERIM 4000
MOUNT HAWTHORN
PH 9328 6079
design@stateofkin.com.au
www.stateofkin.com.au

CLIENT NAME:

CAITLYN & DEAN KYRON

PROJECT NAME:

58 KALGOORLIE STREET, MOUNT HAWTHORN

DRAWING TITLE:

ELEVATIONS

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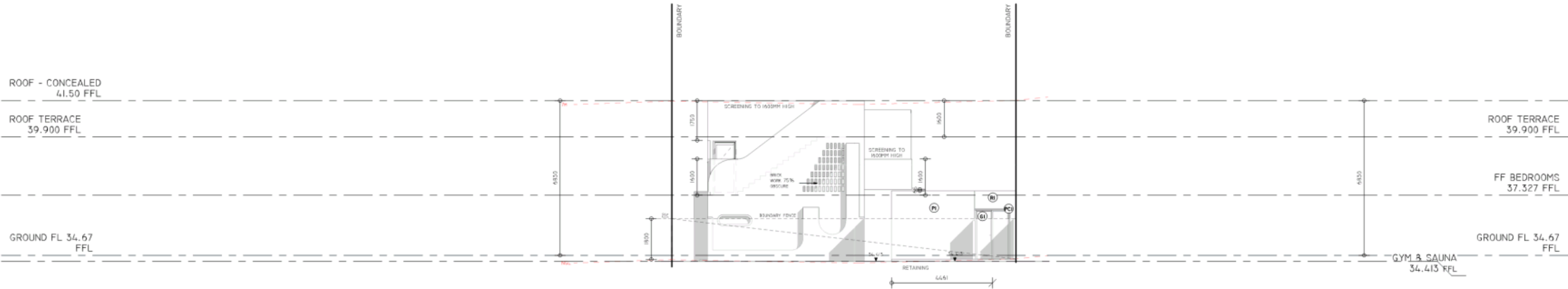
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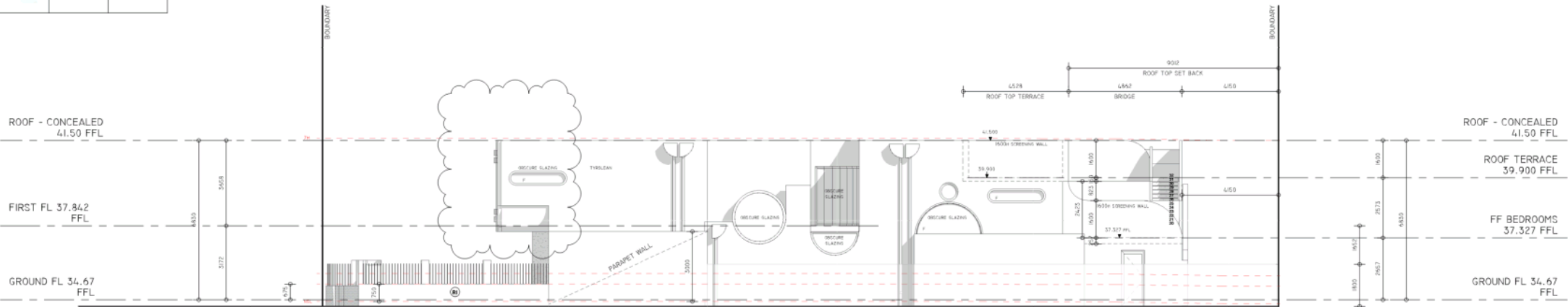
NO.	DESCRIPTION	DATE
1	Issue for Client Review	20/08/18
2	Design Development	04/09/18
3	Planning Application	26/09/18
4	Issue to Council for Consent	24/10/18
5	Council Amendments	22/11/18
6	Council Amendments	15/12/18
7	Issued for Council Amendments	15/12/18
8	Additional Council Amendments	17/01/19
9	Council - Further Information	21/02/19
10	Amendments from CDP	27/02/19
11	Final Scale Book	29/04/19
12	SAT Submission	12/04/19

SAT Approved Plans
27 June 2019



1 EAST ELEVATION
1 : 100

MATERIAL LEGEND:		
IMAGE	DESCRIPTION	KEYNOTE
	WHITE POWDER COAT	PC1
	WHITE THROLEAN	TR
	WHITE PAINT	PI
	CLEAR GLASS	GL



2 SOUTH ELEVATION
1 : 100

state of kin

LEVEL 2, 11 SOUTH ST PERIM 4000
WESTERN AUSTRALIA
PH: 08 9238 6079
design@stateofkin.com.au
www.stateofkin.com.au

CLIENT NAME:

CAITLYN & DEAN
KYRON

PROJECT NAME:

58 KALGOORLIE STREET,
MOUNT HAWTHORN

DRAWING TITLE:

ELEVATIONS

DRAWN BY:

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NO.	DESCRIPTION	DATE
1	Design Development	26/07/18
2	Planning Application	26/07/18
3	Blue Print Review for Consent	26/07/18
4	Consent Amendment	26/07/18
5	Consent Amendment	26/07/18
6	Additional Consent Amendment	18/10/18
7	Additional Consent Amendment	17/07/19
8	Consent - Further Information	27/02/19
9	Amendment from DDP	27/02/19
10	Final Scale Book	26/09/19
11	Final Amendment	23/04/19

Summary of Submissions:

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

Comments Received in Objection:	Officer Technical Comment:
<p><u>Lot boundary setbacks</u></p> <p>Reduced setbacks will impact the amenity of adjoining properties, resulting from additional building bulk.</p>	<p>The lot boundary setback provided from the spiral staircase to the eastern boundary meets the deemed-to-comply standards of the City's Built Form Policy Clause 5.2 Lot boundary setbacks.</p> <p>The staircase does not provide impacts of building bulk to the southern adjoining property given it is only 2.2 metres in length. Due to curve of the structure, only a small portion of the structure is setback 0.7 metres from the southern boundary. The setback provided increases from the southern boundary as the stairs curve. The curved design of the staircase creates visual interest when viewed from the southern adjoining property and the open nature of the structure reduces impacts of building bulk.</p>
<p><u>Visual privacy</u></p> <ul style="list-style-type: none"> Screening should be separated from the staircase or two screens should be provided Concerns in relation to the ability for the gate to be opened and the overlooking to adjoining properties that will occur when the gate is open It is possible that the gate will be wedged open for convenience, resulting in increased overlooking Concerns in relation to the ability for people to overlook adjoining properties from the external staircase. Screening should be provided at a height of 1.6m along the entire staircase Concerns in relation to the perforated brick screen on the rear terrace that has the ability to overlook adjoining properties. 	<p>Following the community consultation period the applicant submitted amended plans with 1.6 metre privacy screens provided on the side of spiral staircase landing, to further restrict any impacts of overlooking to adjoining properties when the gate is open.</p> <p>Amended plans were also provided with a self-closing gate to ensure it would only be open when someone is accessing the terrace or stairs. The privacy screens and self-closing gate provided ensures no direct overlooking to habitable rooms or outdoor living areas of adjoining properties that are considered to be sensitive areas.</p> <p>Staircases are not subject to cone of vision setback requirements of the R Codes Clause 5.4.1 Visual Privacy as they do not fall within the R Code definitions of <i>habitable rooms</i> or <i>active habitable spaces</i>. This is because staircases are occupied infrequently, without noise, and by relatively few people, therefore being more easily tolerated than overlooking from active areas. The provision of privacy screens along the southern edge of the first floor terrace and landing of the staircase ensure there is no overlooking and subsequent loss of privacy to the southern adjoining property.</p> <p>The perforated brick screen on the rear terrace was approved under the previous application. The brickwork in this location is provided so that it is 75 percent obscure, in compliance with the requirements of the R Codes Volume 1 Clause 5.4.1 Visual Privacy screening requirements. This was further conditioned as part of the approval, as detailed within Attachment 4.</p>

Page 1 of 2

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
<p><u>Landscaping</u></p> <ul style="list-style-type: none"> The requirement for 15% deep soil zones should be an absolute non-negotiable. We're trying to 'green' our cities and the 15% is a well-known requirement for all new builds and simply has to be something that is planned for. Reduced deep soil results in the house being visually imposing on adjoining neighbours and reducing the amenity of the area. 	<p>Following the community consultation period, the applicant provided amended plans to provide increased deep soil zones on-site. The deep soil zones on-site were increased from 13.2 percent to 18 percent, meeting the deemed-to-comply standards of the Built Form Policy Clause 5.9 Landscaping.</p>
<p><u>Overall development and general comments</u></p> <ul style="list-style-type: none"> The proposal will set an undesirable precedence for other developments within the area The building is not appropriate for this suburb in terms of building bulk If this is approved, it means similar developments are possible on any other block in Mt Hawthorn Approving this building makes a mockery of any heritage protection There is already an internal staircase that provides suitable access to the terraces The height and detail of the balustrade at this landing is not shown or noted on the plans. 	<p>The relationship of the development to the street and locality has already been considered and approved by the State Administration Tribunal on 27 June 2019. It is not within the scope of this application to re-consider the acceptability of the overall design of the development and its impact on the streetscape or locality. This application is only to consider the amendments proposed.</p> <p>The subject site and adjoining properties are not listed on the City's Municipal Heritage Inventory or on the State Register of Heritage Places. The development is not subject to the requirements of the City's Policy No. 7.6.1 – Heritage Management.</p> <p>There are no restrictions that impedes the applicant from proposing an additional staircase. The staircase has been assessed against the applicable framework and is considered to appropriately meet the relevant deemed-to-comply standards and design principles of the R Codes Volume 1 and the Built Form Policy.</p> <p>Following the community consultation period the applicant submitted amended plans showing the correct heights and locations of the balustrading on the proposed plans.</p>

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



11 September 2020

Karsen Reynolds
City of Vincent
244 Vincent Street
LEEDERVILLE WA 6007

Dear Karsen,

NO. 58 KALGOORLIE STREET, MOUNT HAWTHORN RESPONSE TO COMMUNITY SUBMISSIONS

Urbanista Town Planning have prepared a response to the submissions received during the community consultation period for the subject development application currently being considered by the City. A total of 10 objections were received relating to the proposed development. These matters have been identified and addressed below.

PLANNING RESPONSE

The issues raised have been summarised by category, indicating the number of times the matter was raised, and response to the concerns.

Design Principle	Issue / Comment	Applicant Response
5.1.3 Lot Boundary Setbacks	<ul style="list-style-type: none"> Reduced setbacks will impact the amenity of adjoining properties, resulting from additional building bulk. 	<p>It should be noted that this proposal is only for the addition of the staircase and the residential development has previously been approved by council.</p> <p>The building bulk will not increase substantially from the addition of the staircase as it will be situated at the rear of the property. Therefore, the amenity of adjoining properties will not be adversely impacted by the addition of the staircase due to the privacy screening which will be provided. Although the gate provided will be openable to access the stairway, it will be kept closed and 'fixed' predominantly.</p> <p>Furthermore, the privacy screening provided will minimise the extent of overlooking and any loss of privacy on the adjoining property.</p>

Design Principle	Issue / Comment	Applicant Response
		<p>Given the proposed staircase will be located on the southern side of the property, the ability of the (already approved) dwelling to receive adequate direct sun and ventilation will not be adversely affected.</p> <p>The development has also been demonstrated to comply with open space, so the reduced setbacks also do not negatively impact this aspect of the development.</p>
5.4.1 Visual Privacy	<ul style="list-style-type: none"> Concerns in relation to the ability for the gate to be opened and the overlooking to adjoining properties that will occur when the gate is open. 	As discussed in the previous section, the gate will only be opened to access the staircase and will not be permanently left opened at any given time. Furthermore, the gate will not be permeable. Therefore, adequate screening will be provided.
	<ul style="list-style-type: none"> It is possible that the gate will be wedged open for convenience, resulting in increased overlooking. 	Refer to the above.
	<ul style="list-style-type: none"> Concerns in relation to the ability for people to overlook adjoining properties from the external staircase. Screening should be provided at a 1.6m along the entire staircase. 	The plans have been amended to include 1.6m screening along this section of the development to reduce overlooking.
	<ul style="list-style-type: none"> Screening should be separated from the staircase or two screens should be provided. 	Refer to the above.
	<ul style="list-style-type: none"> The height and detail of the balustrade at this landing is not shown or noted on the plans. 	The plans have been amended to include the height of the balustrade at the landing.
Landscaping (Built Form Policy 1.	<ul style="list-style-type: none"> The requirement for 15% deep soil zones should be an absolute non-negotiable. We're trying to 'green' our cities and the 15% is a well-known requirement for all new builds and simply has to be something that is planned for. 	The plans have been amended and the Deep Soil Area is now compliant.



Design Principle	Issue / Comment	Applicant Response
	<ul style="list-style-type: none"> Reduced deep soil results in the house being visually imposing on adjoining neighbours and reducing the amenity of the area. 	The plans have been amended and the Deep Soil Area is now compliant.
Not Applicable	<ul style="list-style-type: none"> The proposal will set an undesirable precedence for other developments within the area. 	This is not applicable to the proposal.
	<ul style="list-style-type: none"> The staircase will impact on the visual attractiveness of the neighbourhood. 	This is not applicable to the proposal.
	<ul style="list-style-type: none"> The building is not appropriate for this suburb in terms of building bulk. 	This is not applicable to the proposal.
	<ul style="list-style-type: none"> If this is approved, it means similar developments are possible on any other block in Mt Hawthorn. 	This is not applicable to the proposal.
	<ul style="list-style-type: none"> Approving this building makes a mockery of any heritage protection. 	Subject properties are not on any State or Municipal heritage inventory for Indigenous Australian or other heritage. Lawfully gazetted and approved Local Planning Scheme sets-out built-form intent for this area, which is for urban densification, which otherwise permits and encourages the proposed built form. Not applicable to this development.
	<ul style="list-style-type: none"> There is already an internal staircase that provides suitable access to the terraces. 	This is not applicable to the proposal.
	<ul style="list-style-type: none"> Concerns in relation to the perforated brick screen on the rear terrace that has the ability to overlook adjoining properties (already approved). 	This is not applicable to the proposal.



CONCLUSION

Based on the information presented in this submission Urbanista Town Planning respectfully requests that the City support the proposed development at 58 Kalgoorlie Street, Mount Hawthorn. The applicant looks forward to working with the City to reach an amicable and timely solution in development approval.

Should you have any question in relation to the details provided in this submission, please contact Morgan Hutton on [6444 9171](tel:64449171) or morgan@urbanistaplanning.com.au.

Yours Sincerely,

A handwritten signature in dark ink that reads "Morgan Hutton".









Morgan Hutton

Urban Planner | Urbanista Town Planning

Level 1, 231 Bulwer Street, Perth, W.A. 6000
admin@urbanistaplanning.com.au | urbanistaplanning.com.au

5.3 NO. 2 (LOT: 119; D/P: 12521) DEAGUE COURT, NORTH PERTH - TWO GROUPED DWELLINGS

Ward: North

- Attachments:**
1. Consultation and Location Map [↓](#) 
 2. Development Plans [↓](#) 
 3. Urban Design Study [↓](#) 
 4. Environmentally Sustainable Design Study [↓](#) 
 5. Administration Streetscape Analysis [↓](#) 
 6. Applicant Justification [↓](#) 
 7. Summary of Submissions - Administration Response [↓](#) 
 8. Summary of Submissions - Applicant Response [↓](#) 

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, REFUSES the application for Two Grouped Dwellings at No. 2 (Lot: 119; D/P: 12521) Deague Court, North Perth in accordance with the plans shown in Attachment 2 for the following reasons:

1. The proposed street setback of proposed Lot 1 and Lot 2 does not meet the Local Housing Objectives of Clause 5.1 of the City's Built Form Policy 7.1.1 – Built Form and Design Principles of Clause P5.1.2 (P2.1 and P2.2) of State Planning Policy 7.3: Residential Design Codes – Volume 1. The reduced setback and street interface of the dwellings does not preserve or enhance the visual character of the existing streetscape;
2. The proposed open space does not meet the Design Principles of Clause 5.1.4 (P4) of State Planning Policy 7.3: Residential Design Codes – Volume 1. The reduced open space contributes to the reduced street setback, resulting in a development that would not incorporate suitable open space to reflect the existing and/or desired streetscape character or reduce the impacts of building bulk on Deague Court;
3. The proposed setback of the garages of Lot 1 and Lot 2 do not meet the Local Housing Objectives of Clause 5.4 of the City's Built Form Policy No. 7.1.1 – Built Form and Design Principles of Clause P5.2.1 (P1) of State Planning Policy 7.3: Residential Design Codes – Volume 1. The setback of the garages in line with the predominant building line of the dwellings does not preserve or enhances the visual character of the existing streetscape and does not reduce vehicle access points to the street; and
4. As a consequence of the departures sought in relation to street setback, open space and setback of garages, the proposed development is not consistent with the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* as it:
 - 4.1 Is not compatible with its setting Clause 67(m);
 - 4.2 Would have an adverse amenity impact and detrimental impact on the character of the locality Clause 67(n); and
 - 4.3 Would not enhance the amenity and character of the existing neighbourhood and is not compatible with the established area in accordance with the objectives of the Scheme.

PURPOSE OF REPORT:

To consider an application for development approval for two grouped dwellings at No. 2 Deague Court, North Perth.

PROPOSAL:

The application proposes two grouped dwellings in a side by side configuration, with vehicle and pedestrian access achieved from Deague Court. The dwellings are proposed to a building height of two storeys. The proposed development plans have been included as **Attachment 2**.

BACKGROUND:

Landowner:	Quentin Chester
Applicant:	Quentin Chester
Date of Application:	3 June 2020
Zoning:	MRS: Urban LPS2: Residential R Code: R60
Built Form Area:	Residential
Existing Land Use:	Single House
Proposed Use Class:	Grouped Dwelling
Lot Area:	397m ²
Right of Way (ROW):	Not applicable
Heritage List:	Not applicable

The subject site is bound by Deague Court to the south, single and two storey dwellings to the east and north. An unconstructed dedicated road is located to the west of the site, and is currently used in conjunction with Charles Veryard Reserve as an additional portion of public open space. The City does not have plans to construct and formalise this road connection. A location plan is included as **Attachment 1**.

The subject site and the adjoining properties to the north, east and south are zoned Residential R60 under the City's Local Planning Scheme No. 2 (LPS2). Charles Veryard Reserve to the west is reserved Public Open Space under LPS2. The subject site and the adjoining properties to the north, east and south are within the Residential Built Form Area and have a building height limit of three storeys under the City's Policy No. 7.1.1 – Built Form (Built Form Policy).

DETAILS:**Summary Assessment**

The table below summarises the planning assessment of the proposal against the provisions of LPS2, the City's Policy No. 7.1.1 – Built Form and the State Planning Policy 7.3 Residential Design Codes. In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Street Setback		✓
Lot Boundary Setback		✓
Building Height	✓	
Open Space		✓
Street Surveillance	✓	
Setback of Garages and Carports		✓
Outdoor Living Areas		✓
Landscaping (R Codes)	✓	
Visual Privacy	✓	
Car Parking & Vehicle Access	✓	
Solar Access	✓	
Site Works and Retaining Walls	✓	
External Fixtures, Utilities and Facilities	✓	

Detailed Assessment

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

Street Setback	
Deemed-to-Comply Standard	Proposal
<p>The primary street setback is to be the average of the five properties adjoining the proposed development: 6.3 metre average setback.</p> <p>Walls on upper floors setback a minimum of 2 metres behind the ground floor predominant building line (excluding any porch or verandah), as determined by the City.</p> <p>Balconies on upper floors setback a minimum of 1 metre behind the ground floor predominant building line (excluding any porch or verandah), as determined by the City.</p> <p>A porch, balcony, verandah, chimney or the equivalent may project not more than 1m into the street setback area.</p>	<p><u>Ground Floor</u> Studio/Garage: 3.0 metres</p> <p><u>Upper Floor</u> Balcony: 2.5 metres Living: 5.1 metres</p> <p>Upper floor projects 0.5 metres forward of ground floor alignment</p> <p>Nil (0 metre) setback of balcony behind ground floor</p> <p>Balcony projects more than 1 metre into front setback</p>
Lot Boundary Setback	
Deemed-to-Comply Standard	Proposal
<p><u>Unit 1 West</u> Balcony – Bath: 3.2 metres Bed 1 – Ensuite (bulk): 5.7 metres</p> <p><u>Unit 2 West</u> Bed 1 – Ensuite (bulk): 2.8 metres</p> <p><i>Lot Boundary Walls</i> Boundary walls to two (2) sides</p> <p>Maximum height: 3.5 metres Average height: 3.0 metres</p>	<p><u>Unit 1 West</u> Balcony – Bath: 1.5 metre Bed 1 – Ensuite (bulk): 2.6 metres</p> <p><u>Unit 2 East</u> Bed 1 – Ensuite (bulk): 2.6 metres</p> <p><i>Lot boundary Walls</i> Lot boundary walls to three (3) sides</p> <p><u>Unit 1 (Entry)</u> Maximum height : 3.9 metres Average height : 3.85 metres</p> <p><u>Unit 2 (Entry)</u> Maximum height : 3.2 metres Average height : 3.1 metres</p>
Open Space	
Deemed-to-Comply Standard	Proposal
40% open space	<p><u>Unit 1</u> 38.4% open space</p> <p><u>Unit 2</u> 37.8% open space</p>
Setback of Garages & Carports	
Deemed-to-Comply Standard	Proposal
Garages are to be setback a minimum of 500mm behind the dwelling alignment (excluding any porch, portico, verandah, balcony or the like)	<p><u>Unit 1 and Unit 2</u> Garages project forward of dwelling alignment</p>
Outdoor Living Areas	
Deemed-to-Comply Standard	Proposal
Minimum length and width dimension of 4m	<p><u>Unit 1 and Unit 2</u> 3.4 metre minimum dimension</p>

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

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, for a period of 14 days commencing on 31 August 2020 and closing on 14 September 2020. Community consultation was undertaken by means of written notifications with 10 letters sent to surrounding landowners, as shown in **Attachment 1** and a notice on the City's website.

At the conclusion of the community consultation period, 25 submissions were received, 23 were received in support of the proposal from surrounding properties and 2 were received in objection. The key concerns raised in objection to the proposal are summarised as follows:

- Concerns regarding Unit 2 rear facing windows in ensuite overlooking neighbouring dwelling;
- Concerns regarding Unit 2 rear fencing master bedroom partially overlooks neighbouring dwelling;
- Oppose ground and upper floor setbacks proposed;
- Concerns regarding privacy to habitable rooms from balconies;
- Consistency of dwellings with original constructions in Deague Court;
- Strongly oppose garage not setback behind dwelling; and
- Issues with parking in the street and how this will be managed with new dwellings and during construction.

A summary of the submissions received along with Administration's comments on each are provided in **Attachment 7**. The applicant's written justification for the proposal, as well as written response to the submissions received are provided as **Attachment 6** and **Attachment 8** respectively.

Design Review Panel (DRP):

Referred to DRP: Yes

The application was referred to a member of the City's Design Review Panel (DRP) for comments on the initial plans which proposed two dwellings addressing Deague Court as the primary street. The City arranged an onsite meeting with the City officers, the applicant and the DRP member to resolve fundamental built form and site planning issues associated with the proposed garage width, street setback and upper floor overhang. During the onsite meeting, the City and DRP member raised queries with the applicant as to whether alternative site configurations had been contemplated, to alleviate the dominance of the double garages addressing Deague Court and to allow for a northern aspect to outdoor living areas for both dwellings.

Following this meeting the DRP member drafted a preliminary design for a battle axe configuration which was provided to the applicant for review and consideration, which demonstrated opportunities to utilise the northern aspect and locate vehicle access via a shared driveway, screened from the street. The applicant reviewed the battleaxe concept but ultimately decided to maintain a side by side lot configuration with the dwellings addressing Deague Court.

The applicant submitted amended plans following the DRP members initial review, these plans are included in **Attachment 2** and were referred back to the DRP, with the following comments being provided:

- Street setback is not consistent with established setbacks in the streetscape, and the reduced setback has potential to reduce privacy and open space;
- Landscape planning and the space provided requires further review to provide increased canopy coverage;
- The location of the dwelling entry behind the garage and upper floor does not reduce impact of upper storey massing to street frontages, this is inconsistent with the established streetscape, where front setbacks play a major part;
- While some articulation, stepping and shift in material and colour has been provided, it is minimal and does not offset the departures proposed;
- Based on the current design proposed, the location of the garage and front balcony does appear to present a high level of bulk to the street and neighbouring dwellings. The garage placement along with general massing does not appear to be consistent with adjoining setbacks and is set forward of the adjoining properties further contributing to the bulk of the dwelling. While improved passive surveillance

is provided with the studio at the ground level this portion of the building is in line with the garage and does not provide any articulation at the ground level and is effectively viewed as part of the garage form. Further refinement of materials, colours and size of glazing should be considered to define form;

- Due to the placement of stores and bathrooms on the northern end of the dwellings, access to north light has been limited impacts future occupant amenity.

The applicant was provided a copy of the DRP Chair's comments which also included some suggested design modifications, however did not seek to make any modifications to the proposal.

LEGAL/POLICY:

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

Delegation to Determine Applications:

This matter is being presented to Council at the written request of the applicant.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

Street Setback

The Built Form Policy requires walls on upper floors to be setback 2 metres behind, and balconies to be setback 1 metre behind the ground floor predominant building line. The development proposes a street setback of 3 metres to the garage and studio on the ground floor, and 2.5 metres to the balcony on the upper floor, projecting forward of the ground floor predominant building line in lieu of the deemed-to-comply 6.3 metre setback.

The applicant's written justification for the proposed street setback is summarised as follows:

- Work has been done to create a dwelling with an exceedance of interaction between the private domain and the adjacent public open space;
- Deague Court is a streetscape that is undergoing transition as intended under the City's Local Planning Scheme No. 2 to provide infill development. Consideration of the intended higher density and future use of the site and surrounding area should be considered;
- The proposed 3 metre setback is considerate and pragmatic of the intended future R60 use and desired

requirements. Development and siting of garage is driven by both infrastructure easements and the previous determinations of Council to minimise visual impact of garages under Clause 5.2.2 of the Residential Design Codes;

- The R Codes Table 1 requires a 2 metre setback, and the application is seeking 3 metres. The required setback does however call for a sound and logical planning outcome where the setbacks are 'stepped' down the street towards the eventual 1 metre.

The applicant has also provided justification with respect to the built form outcome of the dwellings in the form of an urban design study which is included as **Attachment 4**. The study details the built form justification and references provided by the applicant are summarised:

- There is no streetscape to consider as the target radius is under transition. The dominant streetscape is already 'modern contemporary';
- Proximity to Transit Corridor and character of recent adjacent development to Kayle Street means a fair argument is to be made future development will be of a multiple rather than grouped dwelling nature;
- There is a clear development trend that has resulted in two storey side by side development with garages;
- Against a three storey height limit, the height proposed is highly considerable;
- The design is very responsive to an active streetscape offering significant open frontage to the adjacent park, and between public and private spaces; and
- The most significant surrounding context relates to the public open space and established trees. Both have been incorporated by sympathetic timber materials.

The proposed street setback is not considered to satisfy the relevant design principles and local housing objectives of the R Codes and Built Form Policy, and is not acceptable for the following reasons:

- The ground floor setback of both dwellings would be 3 metres from the street boundary, forward of the 6.3 metre average street setback. The first floor balconies of both dwellings would be setback 2.5 metres from the street boundary, being 0.5 metres forward of the ground floor setback. The dwellings with cantilevering upper floor balconies would sit well forward of, and would not be consistent with, the existing dwellings in the streetscape;
- The proposed dwellings do not interpret or demonstrate a connection with the character and identity of existing dwellings within Deague Court. The concealed roof form and appearance of Unit 1 is in contrast to the physical scale and appearance of the established Deague Court streetscape and does not compliment the established streetscape character and identity;
- The upper floor projection results in lack of articulation of the dwelling which does not provide depth to the front and side elevation of the dwelling. Limited articulation to the front façade contributes to actual and perceived bulk and massing of the dwellings as viewed from neighbouring properties and the street;
- The front façades of the dwellings do not introduce varying materials, finishes and colours which provide visual breaks and articulation of the walls. Expanses of grey render and timber accents do not effectively distinguish one part of the dwelling from another. The minimal colours and materials incorporated in the design are also impacted by the incongruous window forms and sizes. These design approaches detract from positive and consistent built form outcomes and do not create visual interest to reduce the impact of building bulk of the development on the streetscape;
- The upper floor balconies cantilever 0.5 metres forward of the ground floor results in vertical and horizontal massing of the development within the street setback area forward of neighbouring dwellings, detracting from the established setbacks and built form of neighbouring dwellings and Deague Court;
- Although only a single garage is proposed to each dwelling, the massing of development from the garage and studio creates the appearance of blank facades which project forward of the average street setback accounting for 79 percent of the overall lot frontage, imposing bulk on the street and public realm;
- The location and projection of the garage partially obscures the entry and porch of the dwelling and as a result the garage presents as the main arrival point and dominant component of the dwelling as viewed from the street;
- Administration has undertaken a streetscape analysis of Deague Court and determined that the area consists of predominantly single and two storey dwellings of a similar built form character, materiality and architectural design. This analysis depicting images of existing dwellings that form the character of the streetscape has been included as **Attachment 5**. Key elements of the streetscape as observed by Administration include:
 - Pitched roof forms;
 - Facebrick of varying colours and earthy tones;
 - Single car garages and carports located behind the predominant building line; and

- Balcony details projecting forward of the ground floor dwelling alignment;

The development does not incorporate design features such as contrasting colours and materials, articulations of walls and stepping of the upper floor behind the predominant ground floor building line to reduce the bulk and scale of the development when viewed from the street. As per the final comments received from the DRP Chair, the proposal does not reflect a development scale, materiality and setback which is compatible within its setting and is unsympathetic to the established and emerging streetscape.

Lot Boundary Setbacks

The application proposes departures to the lot boundary setback deemed-to-comply standards along the western boundary on the ground and first floors to Unit 1. The proposed western boundary setbacks satisfy the relevant design principles and local housing objectives of the R Codes and Built Form Policy for the following reasons:

- The reduced setbacks to the western boundary are to the unconstructed dedicated road and public open space (Charles Veryard Reserve). The reduced setback does not have detrimental to the visual privacy and residential amenity of the neighbouring site, as the western elevation does not abut development of a residential nature;
- The upper floor of the dwelling is stepped back to a 2.6 metre setback from the western boundary, 0.8 metres behind the ground floor. A stepped setback provides articulation and separation between the ground and upper floors. The façade also features major openings and highlight windows to the dining room, kitchen and bedrooms break up the western façade, and mitigate impacts of building bulk as viewed from the public realm; and
- The orientation of the dwelling ensures the reduced setback does not exacerbate overshadowing to neighbouring dwellings. The reduced setback does not compromise access to sunlight and ventilation for the occupants of the dwelling or neighbouring dwellings.

The application proposes departures to the lot boundary setback deemed-to-comply standards of bed 1 to ensuite along the eastern boundary on the first floor of Unit 2. The proposed western boundary setbacks satisfy the relevant design principles and local housing objectives of the R Codes and Built Form Policy for the following reasons:

- The lot boundary setback is to the overall wall length of the dwelling. The eastern elevation of Unit 2 is stepped at a 1.5 metre to 3.8 metre setback. The eastern elevation is well articulated and incorporates mixed materials such as cladding, render and louvre window treatments to the ground and upper floors to provide visual interest and reduce the appearance of solid, blank walls;
- The reduced eastern setback abuts the bedroom, bathroom and laundries of the neighbouring dwellings. Two openings are existing, these are to the bathroom and laundry which are not habitable rooms. As no major openings to habitable rooms are proposed, there are no implications on visual and privacy amenity for the occupants of the neighbouring dwelling;
- The reduced lot boundary setback does not exacerbate impacts of overlooking on the adjacent property as no major openings from habitable rooms are proposed which fall outside of the lot boundaries. The proposed setback does not result in an adverse impact on the neighbouring property in terms of visual privacy; and
- The development meets the deemed-to-comply requirements in regards to solar access, and the reduced lot boundary setback does not result in unacceptable overshadowing to the adjoining eastern property.

Lot Boundary Setbacks - Lot Boundary Walls

The application proposes boundary walls to the northern, western and eastern boundaries. The deemed-to-comply provisions permit a boundary wall length of 14 metres, with an average height of 3 metres and a maximum height of 3.5 metres up to two lot boundaries. The acceptability of the boundary walls proposed are detailed below.

West – Unit 1

The boundary wall proposed to the entry portion of the dwelling is proposed with an average height of 3.85 metres and a maximum height of 3.9 metres. The western boundary wall satisfies the relevant design principles and local housing objectives of the R Codes and Built Form Policy for the following reasons:

- The proposed boundary wall abuts the unconstructed dedicated road and Charles Veryard Reserve to the west. The wall is located behind the street setback and is not considered to impact the amenity of the adjoining reserve;
- The remainder of the western elevation is setback from the boundary and incorporates varying contrasting render to reduce the bulk of the development to the adjacent property. Openings to the living/dining and activity rooms reduce the portions of blank solid wall to the western elevation;
- The boundary wall is proposed to be constructed and finished with face brick and render, consistent with the finish found in the Deague Court streetscape;
- The property to the rear, No. 7 Hanover Place has a boundary wall with a length of 3.7 metres to the western lot boundary abutting the unconstructed dedicated road. The existing wall is of a finish and scale that is reflective of the wall proposed to Unit 1 which ensures the location and height of the boundary wall is consistent with neighbouring dwellings;
- The proposed wall is located on the western boundary and does not compromise access to direct sunlight for the subject dwelling, or adversely impact adjoining property with respect to overshadowing; and
- The boundary wall does not incorporate major openings and would not result in overlooking to the adjoining site.

East – Unit 2

The boundary wall proposed to the entry portion of the ground floor of the dwelling would have an average height of 3.2 metres and a maximum height of 3.1 metres. The eastern boundary wall satisfies the relevant design principles and local housing objectives of the R Codes and Built Form Policy for the following reasons:

- The proposed boundary wall is located behind the street setback line of the dwelling, and would be partially concealed by the dwelling at No. 4 Deague Court. This would ensure the wall is not prominently located as viewed from the street;
- The proposed boundary wall is of a single storey scale, and varies in height due to the natural contours and slope of the site;
- The boundary wall does not abut the adjoining property's primary outdoor living area or major openings to habitable rooms. The boundary wall also does not incorporate major openings and would not result in overlooking to the adjoining site. As a result the proposed boundary wall does not impact the privacy or residential amenity of the neighbouring property;
- The proposed wall is located on the eastern boundary and does not compromise access to direct sunlight for the subject dwelling, or adversely impact the adjoining property with respect to overshadowing; and
- The eastern elevation incorporates contrasting render and glazing to the living/dining and activity rooms to reduce the portions of blank solid wall and perceived bulk of the development to the adjacent property.

Building on the boundary to three Lot Boundaries

The application proposes boundary walls of varying heights and lengths to the northern, western and eastern (side and rear) boundaries. Development to three boundaries would satisfy the relevant design principles and local housing objectives of the R Codes and Built Form Policy for the following reasons:

- The total boundary wall length and locations are acceptable as they are separated into small portions on the ground floor and would be largely concealed by the existing walls of the neighbouring properties;
- The aggregate length of the boundary walls would be below the 14 metres that is permitted and would not present a continuous bulk or mass along the boundaries and from neighbouring dwellings; and
- The boundary wall to the rear of the site is to the stores of Units 1 and 2 and has a height of 2.8 metres which is compliant with the 3 metre average height and 3.5 metre maximum height permitted.

Setback of Garages & Carports

The Built Form Policy requires garages to be setback a minimum of 0.5 metres behind the dwelling alignment (excluding any porch portico verandah or balcony or the like). The proposed garages would have a 3 metre setback from Deague Court and are not stepped behind the dwelling alignment. The setback of the garages to Unit 1 and Unit 2 are not considered to satisfy the relevant design principles and local housing objectives of the R Codes and Built Form Policy, and are not acceptable for the following reasons:

- The reduced setback of the garages is exacerbated by the reduced primary street setback of the dwelling, which results in the overall dwelling projecting forward of the average street setback and adjoining properties. The garage projection is considered incongruent and inconsistent with the established streetscape;
- The garages are proposed to be located in line with the studio of each dwelling, and are not stepped behind the building line so as to reduce actual and perceived appearance of vehicle parking spaces and access to the site;
- The proposed garages are stepped 0.5 metres behind the balcony of the dwellings which is inconsistent with the Built Form Policy which seeks to reduce the impact of the upper floor balconies on the streetscape by setting them back 1 metre behind the ground floor predominant building line. When the dwellings are viewed from the street on approach to the dwelling on the east and west, the reduced setback of the garages in conjunction with the cantilevered balconies exacerbate the vertical massing of the dwellings and does not provide sufficient articulation of the front façade to mitigate the impact of the development on the streetscape;
- The development has not incorporated design features to reduce bulk and scale of the development when viewed from the street. The solid nature of the garage doors to match the colour and or finish of the ground floor façade does not provide articulation and distinction of the garage structures which creates a flat and monotonous ground floor façade in line with the dwelling alignment and contributes to the actual and perceived horizontal building bulk of the front façade at the ground floor level;
- The location and projection of the garages partially obscures the entry and porch of the dwelling and as a result the garage presents as the main arrival point and dominant component of the dwelling as viewed from the street.

Open Space

The R Codes requires developments on lots coded R60 to provide 40 percent open space. The proposed development provides 38.4 percent open space for Unit 1 and 37.8 percent open space for Unit 2. The departures to open space are not considered to meet the design principles of the R Codes for the following reasons:

- The development seeks departures to the street setback standards of the Built Form Policy, resulting in excessive building bulk to the street and neighbouring properties which is exacerbated by reduced open space provision for the site. Reduced open space to the lots, particularly within the street setback area does not provide sufficient building separation from the public realm resulting in development which is not reflective of the existing and desired streetscape character;
- As a consequence of the site planning, the units would not receive adequate access to natural sunlight as:
 - The boundary walls and minor openings provided to the north limits the dwellings capacity to access northern light and provide circulation around the site;
 - The parapet wall that runs along the length of the shared boundary results in the open space and major opening to habitable rooms of each unit having east or west orientation only. To Unit 1, the useability of these areas would be reduced as a result of the afternoon sun and absence of any shading. To Unit 2, the major openings are screened to prevent overlooking and are shaded due to the orientation;
 - The siting of open space will limit comprehensive passive and active use of the open space and outdoor living areas in the afternoon when the area will largely be shaded by the dwelling;
- The dwellings have been designed with the garage/studio forward of the front door with a pedestrian path alongside, this has provided limited opportunity for future location of external fixtures such as power boards to be provided in an accessible location and will likely result in this being located on the approach to the dwelling within the front setback. Location of external fixtures has not been shown on the development plans as such assessment against clause 5.4.4 External fixtures, utilities and facilities has not been undertaken;
- The site is within a three storey dwelling height area, designing a dwelling to the permitted height could provide greater opportunity for optimising dwelling orientation to the northern aspect and reducing the dwelling footprint to provide increased useable open space areas around the dwelling.

Outdoor Living Areas

The R Codes requires dwellings to be provided with an outdoor living area with a minimum length and width dimension of 4 metres. The application proposes a 3.4 metre width for the outdoor living areas of Unit 1 and Unit 2. The outdoor living areas satisfy the design principles of the R Codes for the following reasons:

- The overall size of the outdoor living areas for the dwellings exceed the 16 square metre deemed to comply requirement, providing 45 square metres of accessible and useable outdoor living spaces;
- The outdoor living areas provided are accessible from a habitable room, the living and dining rooms of the dwelling, meeting the deemed-to-comply requirement and ensuring the space provided is accessible and usable for the occupants of the dwellings;
- The outdoor living areas to each dwelling are uncovered spaces which are shaded by the tree planting proposed (Crepe Myrtle – *Lagerstroemia Indica*). The open nature of the alfresco spaces for adequate ventilation to the dwelling;
- Although the outdoor living area of Unit 1 is located to address Charles Veryard Reserve, the outdoor living area provided is appropriately screened for privacy and acoustics by the proposed street wall;
- The location of the outdoor living areas allows the clothes drying areas to be contained to the rear of the dwellings (screened from public view). The location and scale of the outdoor living are considered to be a better outcome for the dwelling and broader locale than clothes drying and services areas which may appear obtrusive;
- The proposed dwelling does not compromise the amenity and use of the adjacent properties. The proposed outdoor living area provided meets the visual privacy deemed-to-comply requirements.

Environmentally Sustainable Design

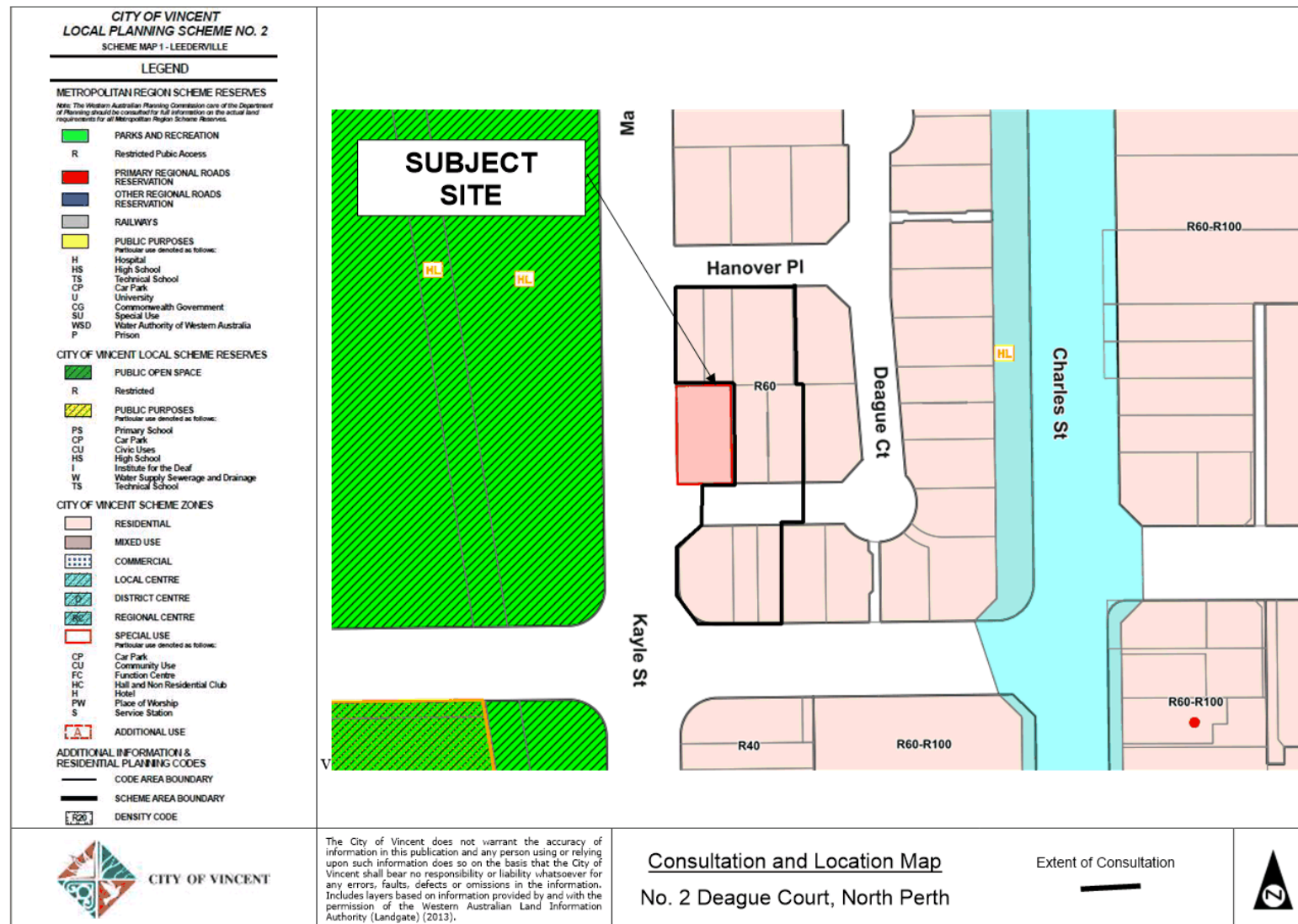
Clause 5.11 of the Built Form Policy provides local housing objectives relating to environmentally sustainable design. The applicant was advised of the City's environmentally sustainable design objectives however, elected to not provide a lifecycle assessment report or recognised equivalent to satisfy local housing objective 1.8.6 of the Built Form Policy.

The applicant has provided written justification addressing the remaining environmentally sustainable design local housing objectives (1.8.1 - 1.8.5) which is included in **Attachment 4**, to demonstrate how the development has incorporated features of environmentally sustainable design and satisfied these local housing objectives. The applicant's written justification is summarised as follows:

- The dwelling is to be constructed of high thermal performance double brick and concrete materials with high solar mass. West and South exterior cavity walls will be insulated;
- Dwellings have oversize 800mm eaves upper, and an additional 800mm lower overhang eave;
- In response to overshadowing from the north to 25 percent of the block, the site is oriented around open space light wells open to the north and shaded to the south;
- The south/south western orientation is utilised to take advantage of predominant south western wind direction to allow natural ventilation to the dwellings;
- The side by side construction limits the potential for light and ventilation to unit 2 which has east facing openings only;
- Openable windows and ceiling fans to all living areas and bedrooms in lieu of air-conditioning use;
- Southern aspect oriented around large deep covered balconies that provide a high level of shading to any south glazing into living spaces; and
- No flat roof structures, all roofs have a 26.5 percent pitch.

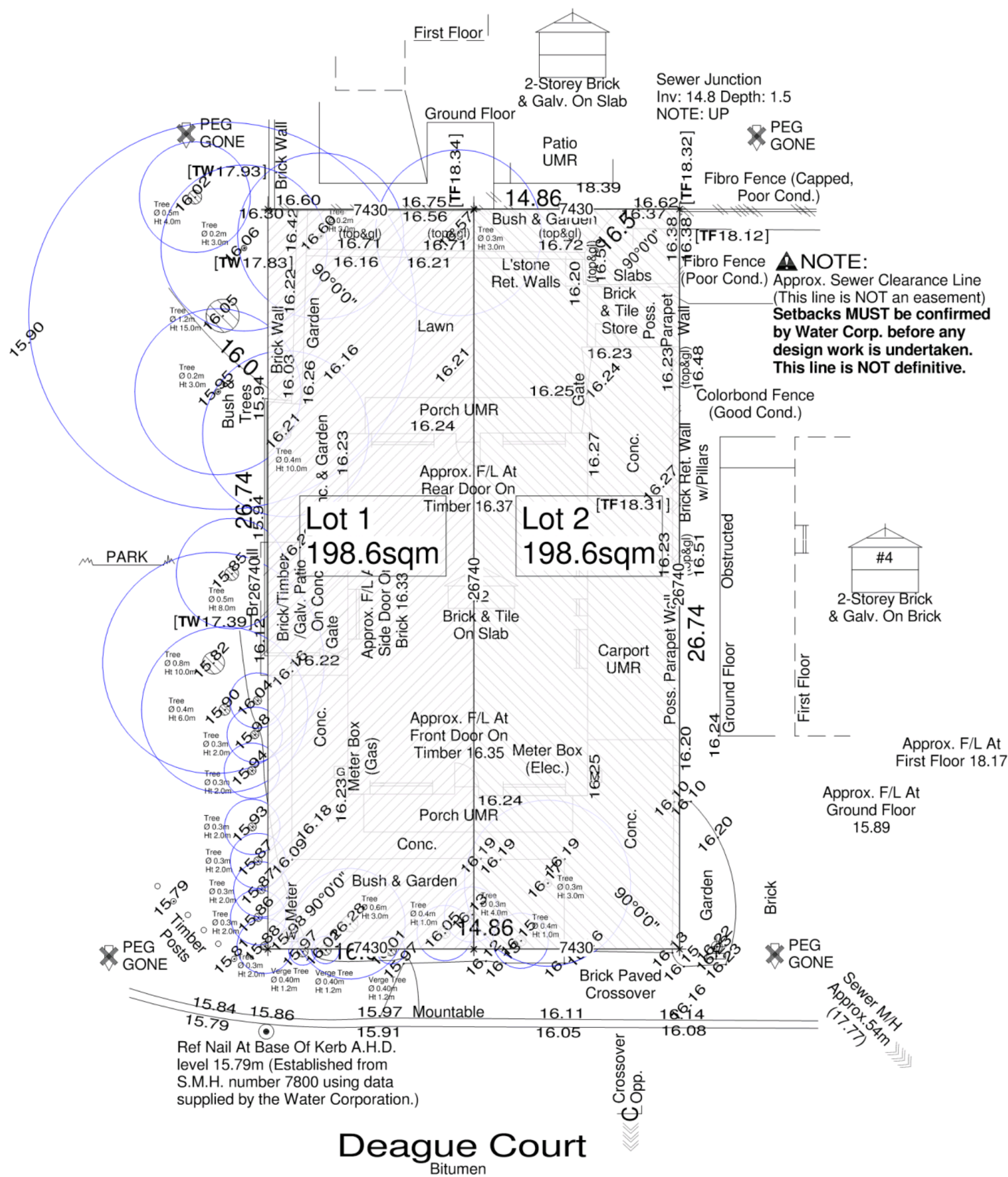
The development has not provided a Lifecycle Assessment and does not ~~to~~ address the relevant local housing objective of the Built Form Policy.

Administration has considered the constraints of the site and the site planning and is satisfied that the initiatives outlined in the applicant's written justification included in **Attachment 4** would meet the objectives of LPS2 specifically, to promote and encourage design that incorporates sustainability principles, including solar passive design, energy efficiency, water conservation, waste management and recycling.





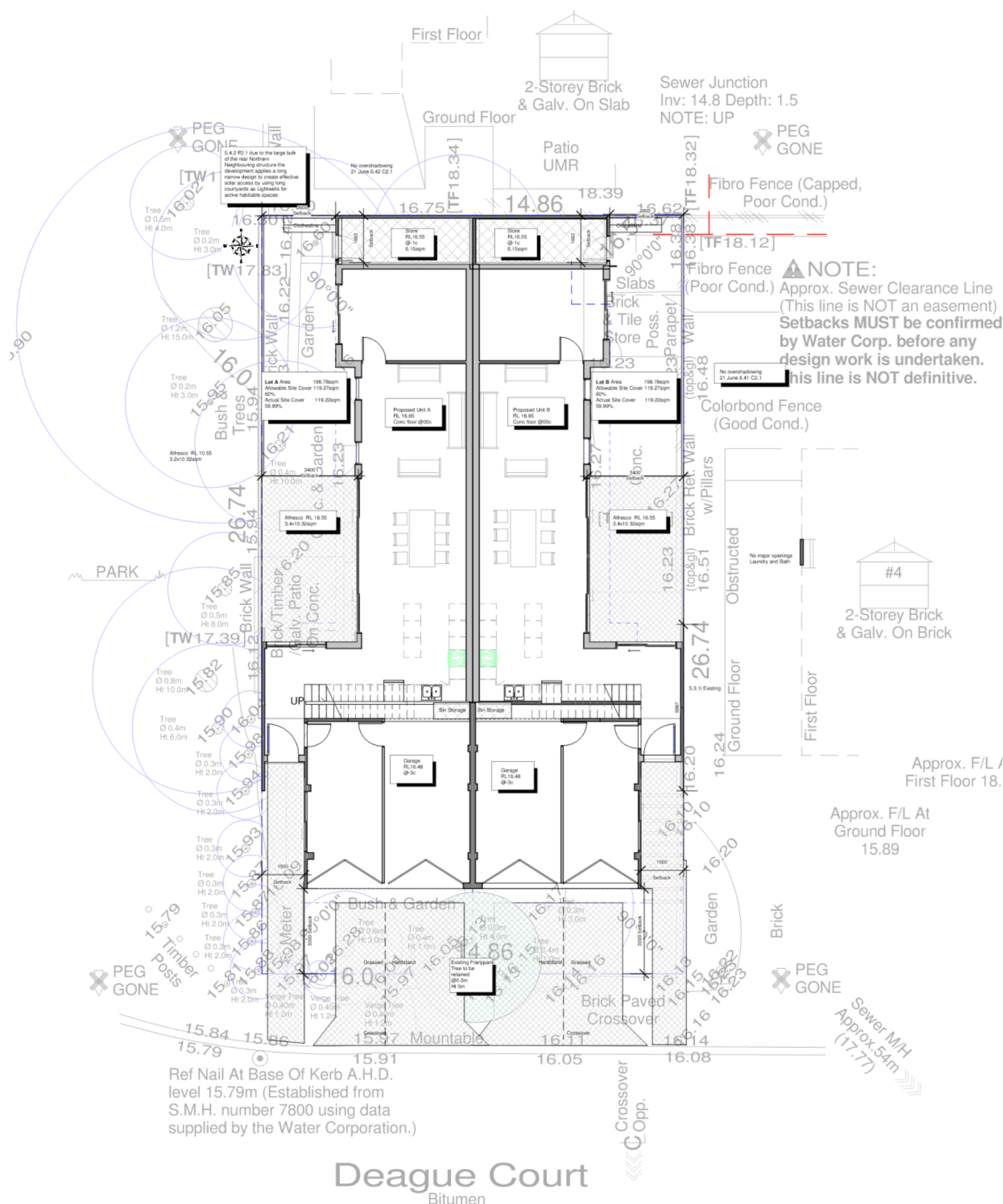




1 Subdivision Plan
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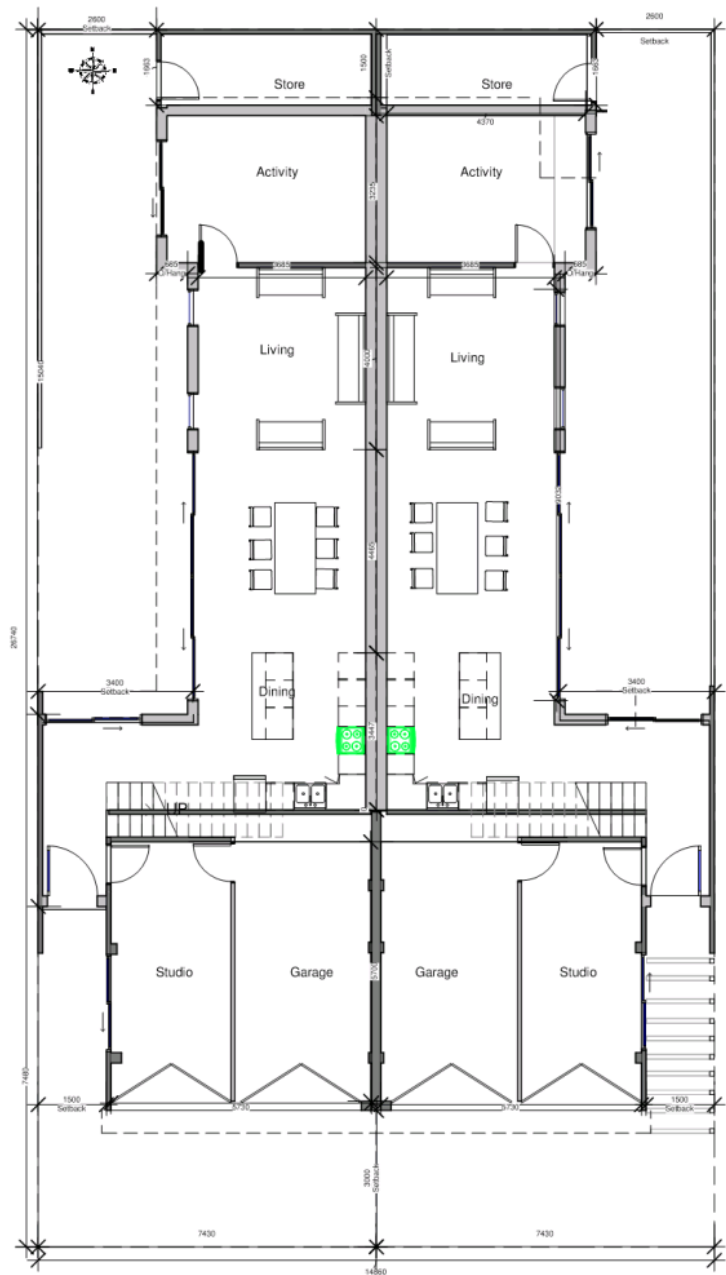
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Project - Proposed Duplex Lot 119		Plan
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Issued for - Development Approval		Scale - 1 : 100
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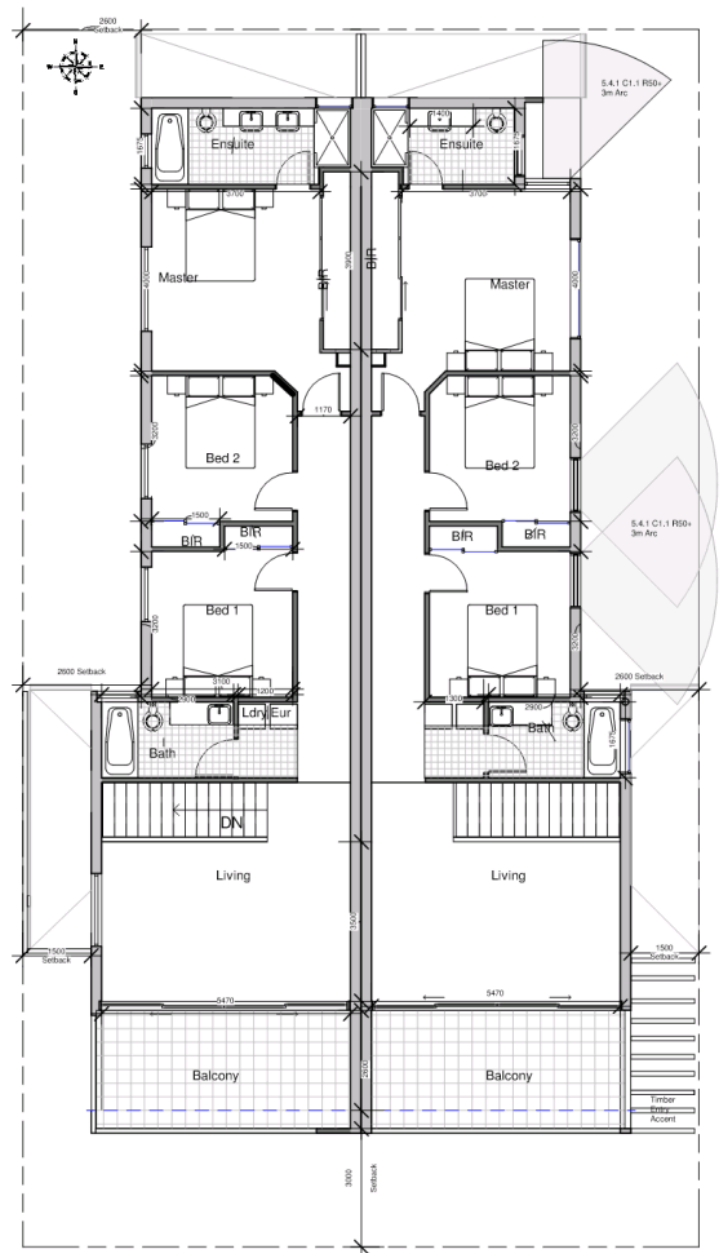
1 Site Plan
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23 September 2020

Client Quentin Chester	BESQ Design and Construct www.BESQ.org	Sheet Name - Site Plan
Project - Proposed Duplex Lot 119		Sheet # - 2
Address - 2 Deague Ct North Perth 6006		Scale - 1 : 100
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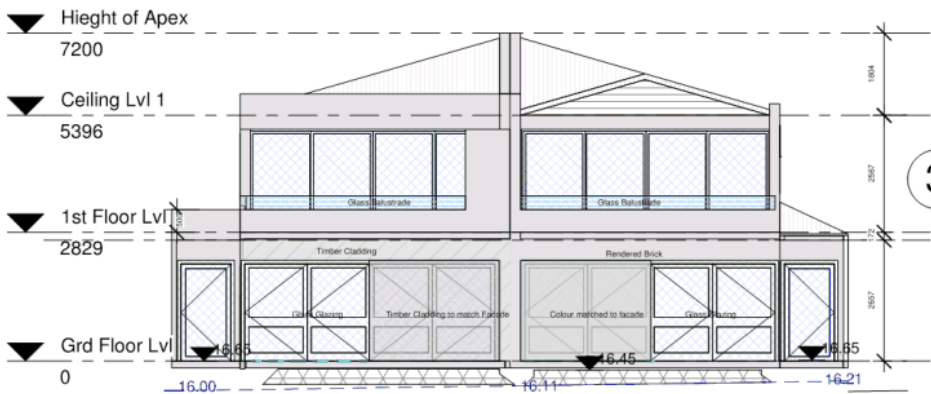
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Client - Quentin Chester
Project - Proposed Duplex Lot 119
Address - 2 Deague Ct North Perth 6006
Issued for - Development Approval

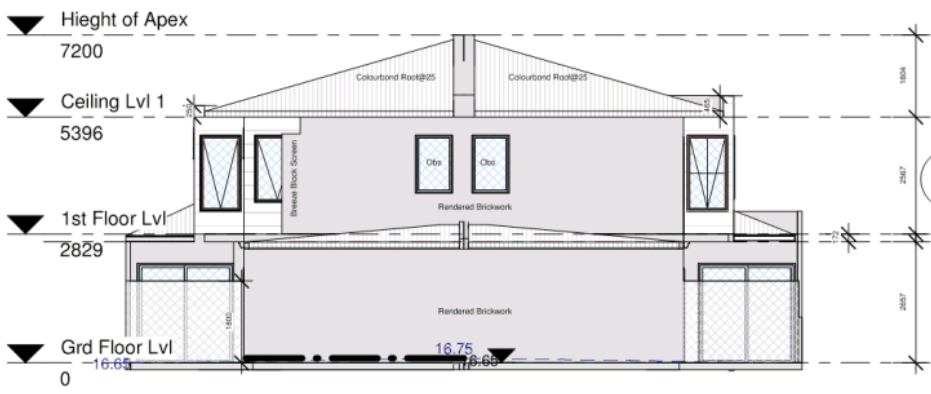
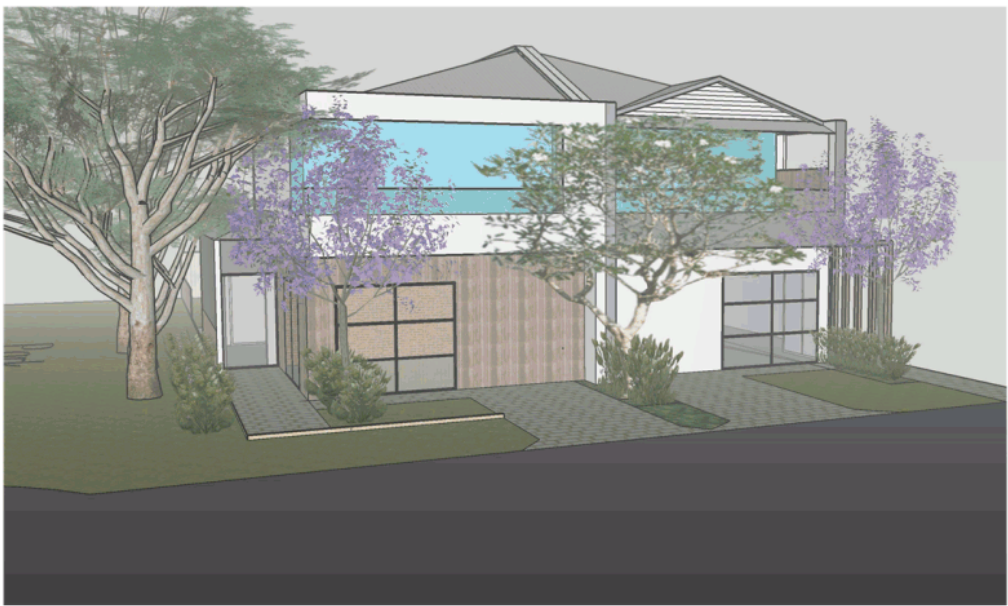
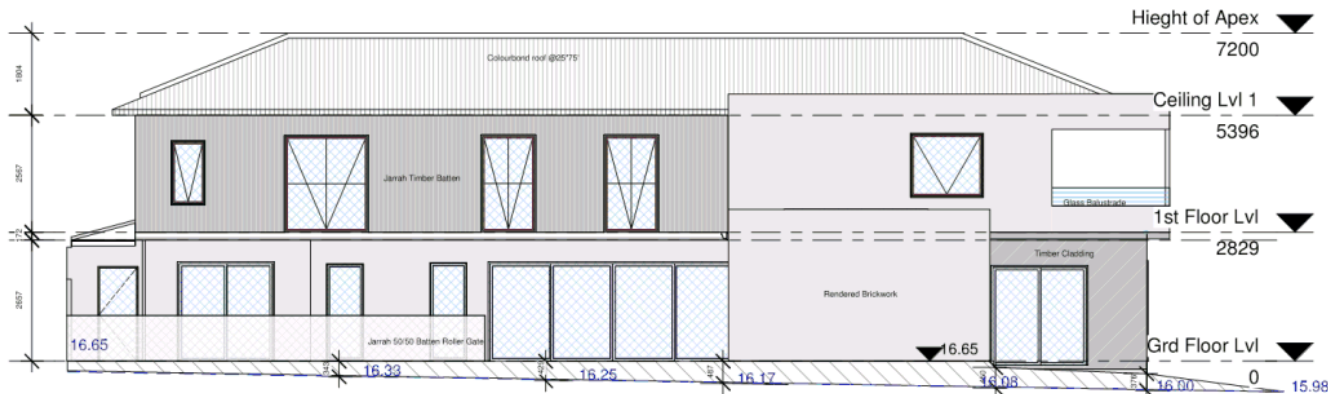
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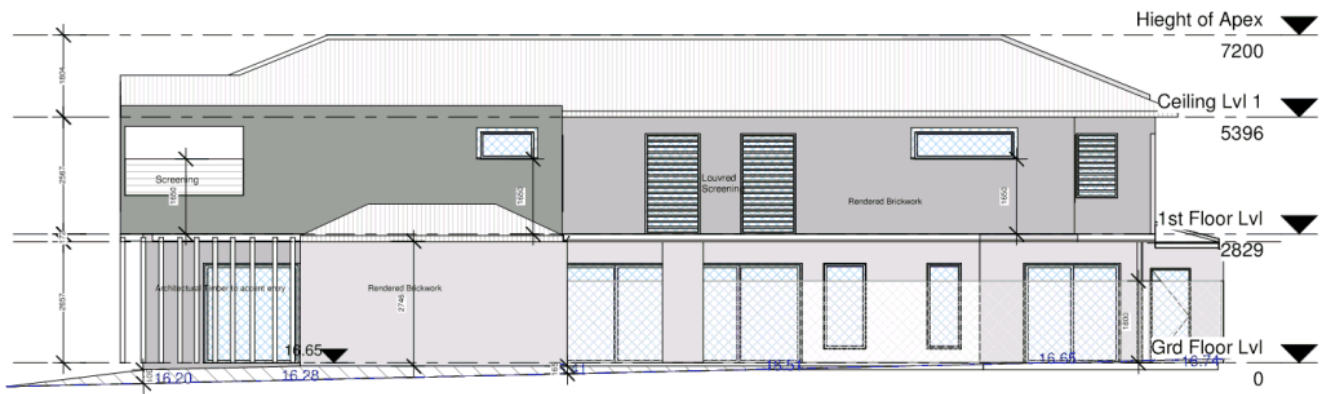
Sheet Name - Floor Plans
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3 South 1 : 100 4 West 1 : 100



2 North 1 : 100 1 East 1 : 100



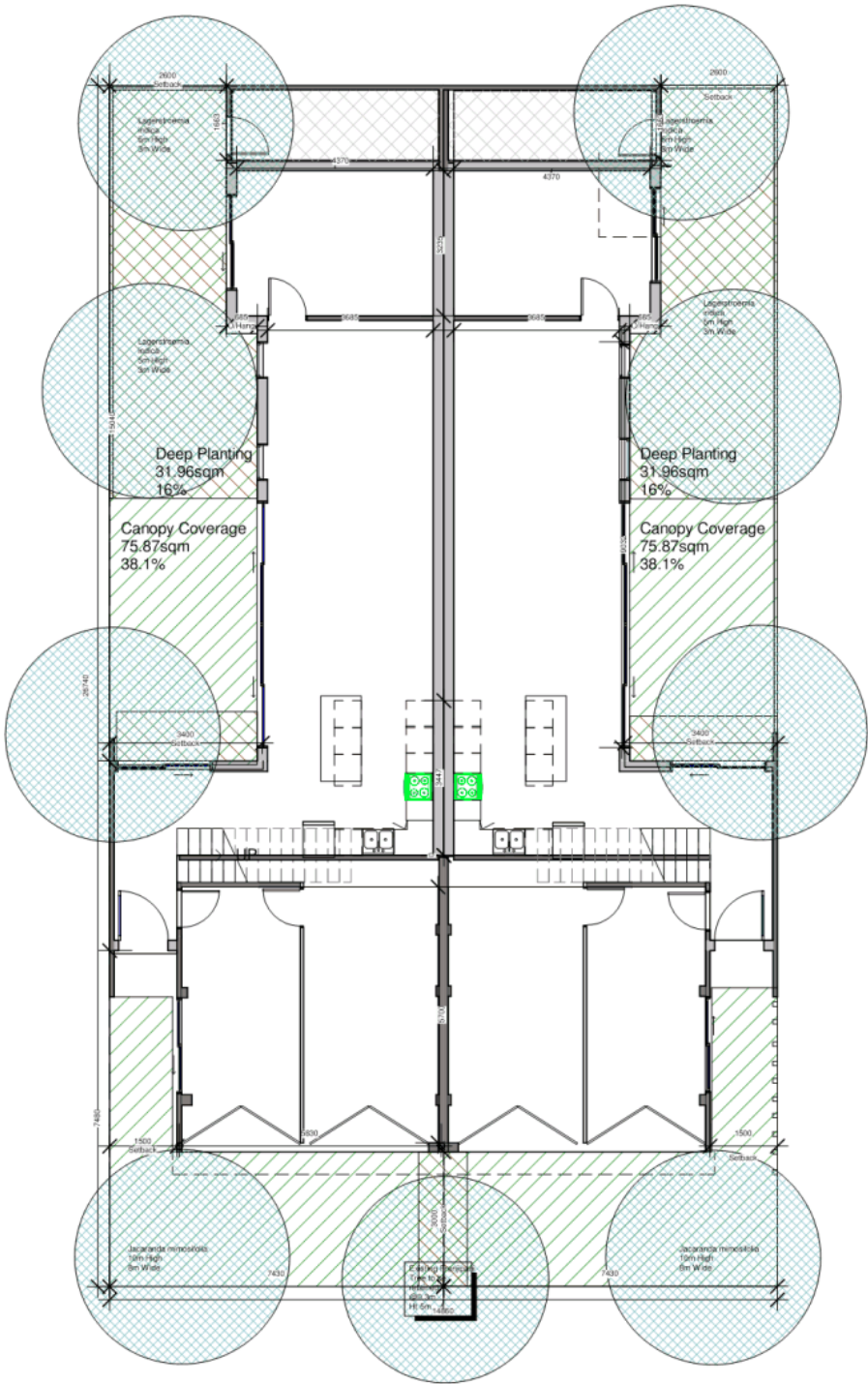
Client - Quentin Chester
Project - Proposed Duplex Lot 119
Address - 2 Deague Ct North Perth 6006
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1 Landscape Plan
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Client Quentin Chester	BESQ Design and Construct www.BESQ.org	Sheet Name - Landscape Plan
Project - Proposed Duplex Lot 119		Sheet # - 11
Address - 2 Deague Ct North Perth 6006		Scale - 1 : 100
Issued for - Development Approval		23/09/2020 8:55:25 AM

Development Application - Urban Design Study

Please outline how each of the following elements have been addressed and attach any relevant or supporting photos, images, diagrams or drawings where applicable.

Description
1. Context & Character <i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i>
<p>Demonstrate how you have reviewed the natural environment including topography, local flora and fauna.</p> <p>Applicant comment: The dominant natural environment is the adjacent park Charles Veryard Reserve and Smiths Lake this is a predominantly grassed and landscaped area utilised for a variety of uses Deague Court itself (aside from the target site) is rather deficient in flora there is no to minimal street trees in place and residents have resisted attempts for them to be installed</p> <p>Target Sight West Elevation : All these trees are able to be retained under THIS proposal</p> 
<p>Demonstrate consideration of the site's streetscape character.</p> <p>Applicant comment: The Deague Hanover Macedonia street subdivision was completed in 1980 to a poor standard at an R25 density anomalous with its intended future high density r60 .</p> <p>Typical Existing Deague Court Dwellings</p>



Additional to the high density R60 zoning the area is in receipt of an increased 3 story height limit .

Under the LPS2 this is an appropriate opportunity for infill development as a bonus it can be done without affecting heritage, character areas or streetscapes worthy of retention.

Under the LPS appendix2 There is no identified streetscape character to consider: This streetscape in the target Radium is under transition and the dominant streetscape already is Modern Contemporary

In the locality there is surrounding already considerable apartments and across Charles st larger character housing but little opportunity for small lot infill

Recent development in Kayle st means it is a concern of residents that future development in the street will be of a Multiple rather than Grouped nature This is unsupported by the residents of Deague and Hanover pl who prefer it to remain Grouped .

- To the east this area is separated from the more traditional by the Charles street High density transit corridor and Charles street itself

-To the South the dominant natural features are Smiths Lake to the south In visual view from lot 119 is an area comprising high density multiple story dwellings

To the North is an area of high density multiple and grouped dwellings and commercially zoned areas.

Deague Court forms the only exception of landholdings adjacent to Charles street to inclusion in the LPS transit corridor- This is only for a technical rather than planning reason

Demonstrate review of the built and natural environment of the local context to a radius of 400m-1000m.

Applicant comment: Dominant Streetscape in radium-

The radium represents a modern development pocket of North Perth.

- To the east this area is separated from the more traditional by the Charles street High density transit corridor and Charles street itself

-To the South the dominant natural features are Smiths Lake to the south In visual view from lot 119 is an area comprising high density multiple story dwellings

To the North is an area of high density multiple and grouped dwellings and commercially zoned areas.

Deague Court forms the only exception of landholdings adjacent to charles street to inclusion in the LPS transit corridor- This is only for a technical rather than planning reason

Under objective 18 of the LPS Built Form policy *where appropriate a range of housing typologies to address the demographics and needs of the communities should be supported*

Around Charles Veryard being a large public open space there is a strong demand for small lot family housing which benefits from proximity to the park

In that it does not impact heritage or character areas presents an appropriate opportunity for Vincent to achieve infill targets

Visible and adjacent to lot 119 there is already a clear development trend supported by Sales and DA patterns that has resulted in two story side by side development of a modern contemporary nature

Housing style in line with my proposal has already become a dominant aspect of the streetscape in radium

Streetscape Study Addendum



<p>Demonstrate how the site's context and character influenced the development.</p> <p>Consider the following:</p> <ul style="list-style-type: none"> - History of the local area; - Heritage listed buildings in the area; - High quality contemporary buildings in the area; - Materials, textures, patterns from high quality heritage / character as well as contemporary buildings in the area; and - Movement patterns / laneways.
<p>Applicant comment: The above consideration of the radius is that this is further supported by the the existing streetscape being precluded from Appendix 2 of the BFP 7.11 There is no heritage issues to consider The radius is particularly modern and high density The proposal facilitates and encourages high quality design with regard to their presentation to the streetscape; and enhances the amenity and character of the residential neighbourhood in a form that is compatible within the area.</p>
<p>Landscape quality</p> <p><i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i></p> <p>Demonstrate review of the existing landscaping of the site and the street including mature trees, species and natural features</p>
<p>Applicant comment:This design is all about parks and trees 5.81 has been a significant factor in the creation of my proposal</p> <div data-bbox="248 875 871 1341" data-label="Image"> </div> <p>Target Site viewed from the west . All these trees are able to be retained under this proposal</p> <p>Any holistic consideration of this proposal needs to give significant weight to LPS 5.81,5.81,5.82,5.83 as the retention of existing trees 5.8.8 ,5.8.5 along my western verge and designing the proposed structure to be sympathetic to these trees and the public open space adjacent</p>
<p>Demonstrate how the landscape quality of the streetscape and surrounding context has been incorporated into the building and landscape design.</p>

<p>Applicant comment:It facilitates and encourages high quality design with regard to the existing the streetscape in increasing the amount of trees in streetscape from 0 to 3 ; and enhances the amenity and character of the residential neighbourhood in a form that is compatible within the area.The above consideration of the radium is that this is further supported by the the existing streetscape being precluded from Appendix 2 of the BFP 7.11 There is no heritage issues to consider</p>
<p>Built Form & Scale <i>Good design provides development with massing and height that is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.</i></p>
<p>What is the building massing and height of the streetscape? How has this been incorporated into the design?</p>
<p>Applicant comment Against a 3 story height limit it is very considerate of height considerable thought has been applied to balance setbacks and mass of a functional structure and learning from neighbouring developments considerable thought has been applied to the use of landscaping to soften the mass. You cant even see the proposed development It facilitates and encourages high quality design with regard to their presentation to the streetscape; and enhances the amenity and character of the residential neighbourhood in a form that is compatible within the area. The above consideration of the radium is that this is further supported by the the existing streetscape being precluded from Appendix 2 of the BFP 7.11 There is no heritage issues to consider</p>
<p>How does the development respond and contribute to the built form and scale of the streetscape?</p>
<p>It facilitates and encourages high quality design with regard to the existing the streetscape; and enhances the amenity and character of the residential neighbourhood in a form that is compatible within the area.The above consideration of the radium is that this is further supported by the the existing streetscape being precluded from Appendix 2 of the BFP 7.11 There is no heritage issues to consider</p>
<p>Demonstrate how the development encourages an activated and vibrant streetscape environment.</p>
<p>Applicant comment The design is very responsive to an active streetscape in offering significant open frontage to the adjacent park where the community congregates. Its a significant part of my lifestyle reflected in the design that I seek to invite interaction between the private and public realms.</p>
<p>Functionality & Build Quality <i>Good design meets the needs of users efficiently and effectively, balancing functional requirements to deliver optimum benefit and performing well over the full life-cycle.</i></p>
<p>Demonstrate how the proposed design complements the use of the building.</p>
<p>Applicant comment::The design incorporates a modest 3 bedroom family home within the block utilising only 60% of the width meaning almost 40% of the width is devoted setbacks The design required to satisfy 5.4.1 Solar access issues has also allowed a high level of function on a minimal floorplate whereby the areas devoted to internal access ways are minimised and none are replicated. Thought has been given to accessibility a level floor plate and with ground floor areas that can function as living areas or accommodation for residents with accessibility issues</p>
<p>Sustainability <i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i></p>
<p>Demonstrate how the building performance has been optimised using suitable orientation and layout of internal spaces.</p>
<p>Applicant comment::The design is very responsive to orientation (particularly solar) in maximising setbacks where possible, aggregating outdoor space adjacent to internal living areas. The accommodation areas are also aggregated furthest 'into' the dwelling and are able to be closed off from the rest of the house to increase energy efficiency and reduce heating and cooling requirements</p>
<p>Amenity <i>Good design optimises internal and external amenity for occupants, visitors and neighbours, contributing to living and working environments that are comfortable and productive.</i></p>

Demonstrate how the development optimises amenity for occupants, adjoining neighbours and onlookers
<p>Applicant comment:</p> <p>To the adjoining east property the design incorporates significant setbacks of 3.4m downstairs and 2.6m upstairs. Glazing is orientated so as to ensure no overlooking on outside areas of the east with the only openings to habitable rooms adjoining a blank external wall devoid of major openings</p> <p>To the North the setbacks mirror the adjoining properties bulk and effort has been made to separate the outside living areas with 'quiet elements' such as stores and drying courtyards being placed adjacent to the neighbouring outside living areas</p> <p>Onlookers is from the adjacent public space and this elevation is smartly hidden behind a screen of trees and further use of timber materials blends the dwelling into its surroundings</p>
<p>Legibility</p> <p><i>Good design results in buildings and places that are legible, with clear connections and memorable elements to help people find their way around.</i></p>
Demonstrate how the design allows users and visitors to navigate through the development.
<p>Applicant comment: Both dwellings orientate the entries to a logical position opening immediately up to the open living plans and direct access to the outside living space both the outside living areas and open living plans are connected by multiple stacker doors further obscuring the threshold between inside and outside</p>
<p>Safety</p> <p><i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i></p>
Demonstrate how the layout of buildings on site provides safe and high level of amenity for residents.
<p>Applicant comment: The design incorporates a very functional design with wide access level floors with no trip points. Space flows logically from living spaces adjacent and welcoming from the public realm into more and more private areas the further the dwelling is navigated</p>
<p>Community</p> <p><i>Good design responds to local community needs as well as the wider social context, providing buildings and spaces that support a diverse range of people and facilitate social interaction.</i></p>
Demonstrate how the development contributes to a sense of community, encouraging social engagement and enabling stronger communities.
<p>Applicant comment: The design has considered a high interaction with the public open space and a high level of interactivity between public and private spaces.</p>
<p>Aesthetics</p> <p><i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i></p>
Demonstrate how the surrounding context and character has been incorporated into the design of the development.
<p>Applicant comment: The most significant surrounding context to relate to is the public open space and significant established trees along the properties western verge. Both have been incorporated into the design by both sympathetic timber materials and orientation of living areas and building bulk to work with the placement of these trees</p>

Development Application -Environmental Design Study

P1.8.1 Development that considers the whole of life environmental impact of the building and incorporates measures to reduce this impact.

Response - The dwelling is to be constructed of predominate 100 year life materials Double Brick and Concrete Roof Structure 70 year life materials. While of a higher embodied energy the extended life allows this embedded energy to be amortised over a longer life

P1.8.2 Development that optimises thermal performance of the building throughout the year through design elements and material selection.

Response - At this early stages of planning, advice from assessors engaged by the builder is that Cavity Insulation or Air permeability insulation (Blown) is the most effective way to achieve NATHERS assessment at the Building permit stage

The dwelling is to be constructed of high thermal performance double brick and concrete materials with high solar mass. Additionally West and South Exterior cavity walls will be insulated with R2.5 Cavity Insulation, East with R1.5. Ceilings will be R4

South Lower Glazing will be Sun Control Window Film Prestige Exterior Series reducing IR by 90% while allowing 90% visible light transmission.

The dwellings also have oversize 800mm eaves upper with an additional 800mm lower overhang eave

P1.8.3 Development shall incorporate:

(a) Site planning principles that maximise solar passive design opportunities for both summer and winter;

Response - In response to overshadowing from the north dwelling to 25% of the block the site is orientated around open space light wells open to the north and shaded to the south. This allows maximum northern solar east west paths aspects and minimised southern summer solar east west paths

The dwellings also have oversize 800mm eaves upper with an additional 800mm lower overhang eave

(b) Natural ventilation and daylight penetration to reduce energy consumption;

Response- The SSW orientation is utilised to take advantage of predominant SW wind direction to allow natural ventilation to the dwellings. To encourage egress of dominant wind direction roof ventilation is situated to the north west end of the dwellings upper stories as an exit for wind pressure

Response- Daylight Penetration - In response to overshadowing from the north dwelling to 25% of the block the site is orientated around open space light wells open to the north and shaded to the south. This allows maximum northern solar east west paths aspects and minimised southern summer solar east west paths

(c) Daytime areas with north-facing glazing to allow passive solar heating during winter;

Response - There is now 45sqm of North facing glazing and another 60sqm east and west orientated along the light wells to maximise North East and North west daylight penetration

(d) Openable windows and/or ceiling fans to habitable rooms or occupied spaces that allow natural and cross ventilation

Response -Openable windows and Ceiling Fans to all living areas and bedrooms in lieu of aircon use

(e) Recovery and re-use of rainwater, storm water, grey water and/or black water for non-potable water applications;

Underground Rainwater tanks to utilise roof run off.

(f) Shading devices to reduce unwanted solar gain in summer and increase passive solar gain in winter; and

As above in item a) - dwelling is designed around lightwells shaded to the south and open to the north light this maximises north east and North west

The southern aspect is orientated around large deep covered balconies that provide a high level of shading to any South glazing into living spaces.

Ground floor South glazing is to be Sun Control Window Film Prestige Exterior Series reducing IR transmission by 90% while allowing visible light transmission of 90%

(g) Integration of renewable energy and energy storage systems to optimise energy consumption.

4kw 15 panels solar system to the 26.5% pitch on a east west orientation

P1.8.4 Flat roof structures that are not visible from the street or adjacent properties shall have a maximum solar absorptance rating of 0.4.

Response - No flat roof structures all roofs 26.5% pitch

P1.8.5 Pitched roof structures or roof structures that are visible from the street or adjacent properties shall have a maximum solar absorptance rating of 0.5, unless a suitable alternative is identified in the Urban Design Study.


Response - All 26.5% pitch roofs in light coloured colorbond - Solar Absorptance Colour Classification (Volume Two NCC 2019) <0.4

No. 2 Deague Court Streetscape Analysis

Address	Built Form Comments	Streetscape Images
4 and 6 Deague Court	<ul style="list-style-type: none">• Pitched roof form• Single garage structure• Garage stepped behind building line• Facebrick and Colorbond materiality	

8 Deague Court	<ul style="list-style-type: none">• Pitched roof form• Single storey• Single garage structure stepped behind building line• Facebrick materiality	
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1 Deague Court	<ul style="list-style-type: none">• Pitched roof form• Single garage structure• Garage stepped behind building line• Facebrick materiality	
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3 and 3A Deague Court	<ul style="list-style-type: none">• Skillion roof form• Single garage structure• Three storey development• Garage stepped behind building line• Mixed render and Colorbond materiality	 A photograph of a modern, three-story residential building. The house features a light-colored, possibly white or cream, render finish. It has a prominent skillion roof with dark-colored gables. Large, multi-paned windows are visible on the upper floors. A single garage structure is integrated into the design, appearing to be stepped back from the main building line. The front of the property is paved with light-colored gravel or concrete. A small, dark-colored car is parked on the right side of the driveway. The sky is clear and blue.
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5 Deague Court	<ul style="list-style-type: none">• Pitched roof form• Single garage structure• Two storey development• Garage in line with predominant building line• Facebrick materiality	
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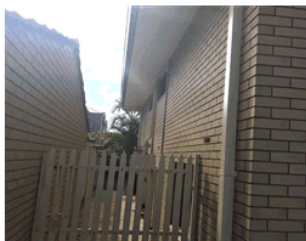
7 Deague Court	<ul style="list-style-type: none">• Pitched roof form• Single garage structure• Two storey development• Carport stepped behind predominant building line• Facebrick materiality	
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9 – 13 Deague Court	<ul style="list-style-type: none">• Pitched roof form• Single garage structure• Single and two storey development• Garage in line with predominant building line• Facebrick materiality	
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15 Deague Court	<ul style="list-style-type: none">• Pitched roof form• Single garage structure• Two storey development• Garage in line with predominant building line• Facebrick materiality	
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R-Codes and the City of Vincent policy framework

Proposed Development R60 Lot 119 2 Deague Court North Perth

Code	Deemed to Comply	Justification
5.1.2	Street Setbacks	To discuss at briefing
5.31 C1.1	Outdoor Living Area >4m minimum dimension	The rear north neighbouring property presents large solar overshadowing to the back third of lot 119. To ensure under 5.4.2 P2.1 that active habitable spaces receive adequate solar access the proposed development has utilised a long -narrow design to utilise the outdoor living areas adjacent to all active habitable as solar 'light wells ' The proposed outdoor living area are also larger than the 16m required (32sqm) but of dimensions of 3.4mx10m which is a very useable outdoor living area.
5.14 Open Space	37%v40% Deemed to comply	The proposed open space is configured to maximise setbacks from adjoining properties, maximise solar access (5.3.1 P1.1 ,5.4.1) and aggregated together with living areas (5.3.1 P1.1) to the highest possible livability and usability of this open space. Nothing is wasted. Any reconfiguration would be a worse outcome against these design principles
5.2.3	Street Surveillance	Comments from Administration and DRP do not adequately (or at all) acknowledge the 27m of open frontage orientation and surveillance to the adjacent public open space additional to Deague court surveillance. DRP Comments as to the limited use of balconies is subjective and does not consider either their quite usable size or placement adjacent to living areas which is in line with good planning practice Unit 1 entry is highly visible Unit 2 has been accented by architectural feature
5.4.1 C1.1	Visual privacy R60 3m arcs	The proposed development has 3m Bedroom arcs (due to the generous 2.6m upper floor side setback)that only encroach the east property line by a maximum of 40cm. The area in which these arcs intersect is adjacent to a large blank wall on the neighbouring property with only glazed openings to non habitable spaces (Laundry and Bathroom) so do not conflict with 5.4.1 P1.1 
5.32 Landscaping	30% Canopy Coverage	Added two additional Jacaranda mimosifolia in the front setback area to bring canopy coverage over the requirement .

Summary of Submissions:

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

Comments Received in Objection:	Officer Technical Comment:
<p><u>Street Setback</u></p> <ul style="list-style-type: none"> • Objection to the proposed 3 metre setback to the ground floor and 2.5 metre setback to the upper floor. • Objection to the upper floor projecting forward of ground floor alignment and agree that a minimum of 2 metres behind the ground floor should be provided. • Objection to the nil setback of balcony behind the ground floor and agree that a minimum of 1 metre behind the ground floor building line should be provided. 	<p>The City acknowledges comments regarding the street setback of the dwelling. As per Administration's report, the proposed setback of the dwelling and upper floor projection would not preserve and enhance the established streetscape; would not provide sufficient articulation of walls to distinguish upper floors from lower storeys and would not implement design and built form mechanisms to minimise the visual bulk of the development as viewed from Deague Court and neighbouring dwellings. Administration is not supportive of the proposed street setback.</p>
<p><u>Dwelling Form</u></p> <p>Does this building comply with the appearance of the other original constructions in the street? Construction of neighbouring dwellings within Deague Court has created an eyesore to the rest of the dwellings.</p>	<p>The application has been referred to a member of the City's Design Review Panel (DRP), to provide the applicant with comments and recommendations as to how the dwellings site planning and design could be revised to preserve and enhance the Deague Court streetscape. In its current form Administration believe the scale, mass and setback of the dwellings would not be complimentary and respectful of the established streetscape or locality. The applicant has reviewed the recommendations of the DRP and elected not to implement the recommended revisions.</p>
<p><u>Visual Privacy</u></p> <ul style="list-style-type: none"> • Concerns regarding the height of balustrade to balconies addressing Deague Court. The low balustrade and location of balconies will present an invasion of privacy to neighbouring dwellings. • Concern regarding Unit 2 rear facing windows from ensuite and master bedroom, and the overlooking to neighbouring dwellings. 	<ul style="list-style-type: none"> • The balconies indicate a balustrade 0.8 metres above the finished floor level, these balconies would be required to meet the requirements of the Building Code of Australia (BCA). The 7.5 metre cone of vision from the balconies falls within the subject lot and adjacent road reserve, and meets the deemed to comply requirements of clause 5.4.1 of the Residential Design Codes (R Codes) – Volume 1. • Openings to the rear of the site, from the master suite and ensuite are compliant with the deemed to comply requirements of clause 5.4.1 of the R Codes – Volume 1 as the master suite cone of vision is contained within the site and the ensuite is not a habitable room. Notwithstanding, the applicant has amended the proposal to demonstrate obscure window treatments to the identified openings.

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
<p><u>Garage Setback</u></p> <p>Strongly object to the garage projecting forward of dwelling alignment, the garage should comply with the minimum of 500mm behind the dwelling alignment.</p>	<p>The reduced setback of the garages is exacerbated by the reduced primary street setback of the dwelling, which results in the overall dwelling projecting forward of the average street setback and adjoining properties. The garages are proposed to be located in line with the studio of each dwelling which would not provide sufficient articulation or visual interest as viewed from the street. Administration is not supportive of the proposed garage setback.</p>
<p><u>Landscaping</u></p> <p>Landscaping should comply with the 30% canopy specified.</p>	<p>The applicant has submitted a revised landscaping plan which now provides for 30% canopy cover at maturity.</p>
<p><u>Parking</u></p> <ul style="list-style-type: none"> • Query what plan has been made for the provision of the visitors and workmen parking at this new proposed development. • Query that if construction proceeds, where will the additional cars be parked if the cul-de-sac is already occupied with other cars in the street. • The proposed plans for 2 Deague Court display a single garage to accommodate only one vehicle, shouldn't the dwelling incorporate a double garage and eliminate the studio, to allow for an extra car to be parked and avoid this extra car parking on the street. 	<ul style="list-style-type: none"> • The development has provided the minimum required on-site car parking spaces in accordance with Clause 5.3.3 of the R Codes – Volume 1. The car parking spaces and manoeuvring areas are designed in accordance with Australian Standard (AS2890.1). The dwellings are located within a 'Location A' area, within 250 metres of a high frequency bus route on Charles Street and are therefore required to provide a minimum of 1 on site car bay for each dwelling. • Any vehicles required to facilitate construction of the dwellings would be required to park in bays and locations in accordance with the City's allocated parking locations. Non-compliance with the street parking provisions and obstructions of private dwellings would be resolved by the City's Rangers.

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

Summary of Submissions:

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

Comments Received in Objection:	Applicant Comment:
<u>Street Setback</u> <ul style="list-style-type: none"> Objection to the proposed 3 metre setback to the ground floor and 2.5 metre setback to the upper floor. Objection to the upper floor projecting forward of ground floor alignment and agree that a minimum of 2 metres behind the ground floor should be provided. Objection to the nil setback of balcony behind the ground floor and agree that a minimum of 1 metre behind the ground floor building line should be provided. 	<ul style="list-style-type: none"> The upper floor walls are setback 2.1 meters behind the ground floor dwelling alignment, 3.1 metres behind the Residential Design Codes setbacks and 5.1 metres from the lot boundary.
<u>Dwelling Form</u> <ul style="list-style-type: none"> Does this building comply with the appearance of the other original constructions in the street? Construction of neighbouring dwellings within Deague Court has created an eyesore to the rest of the dwellings. 	<ul style="list-style-type: none"> No comments provided
<u>Visual Privacy</u> <ul style="list-style-type: none"> Concerns regarding the height of balustrade to balconies addressing Deague Court. The low balustrade and location of balconies will present an invasion of privacy to neighbouring dwellings. Concern regarding Unit 2 rear facing windows from ensuite and master bedroom, and the overlooking to neighbouring dwellings. 	<ul style="list-style-type: none"> Landscaping has been implemented within the front setback area to screen development from neighbouring properties and the public domain. A large tree has also been retained within the front setback, which also enable street surveillance. While deemed to comply, the windows have been amended to an obscure window treatment.
<u>Garage Setback</u> <ul style="list-style-type: none"> Strongly object to the garage projecting forward of dwelling alignment, the garage should comply with the minimum of 500mm behind the dwelling alignment. 	<ul style="list-style-type: none"> No comments provided
<u>Landscaping</u> <ul style="list-style-type: none"> Landscaping should comply with the 30% canopy specified. 	<ul style="list-style-type: none"> No comments provided
<u>Parking</u> <ul style="list-style-type: none"> Query what plan has been made for the provision of the visitors and workmen parking at this new proposed development. Query that if construction proceeds, where will the additional cars be parked if the cul-de-sac is already occupied with other cars in the street. The proposed plans for 2 Deague Court display a single garage to accommodate only one vehicle, shouldn't the dwelling incorporate a double garage and eliminate the studio, to allow for an extra car to be parked and avoid this extra car parking on the street. 	<ul style="list-style-type: none"> Issue well considered and applicant hopes to liaise with City of Vincent Ranger Services in implementing effective site access and traffic management of the site during the build.

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

5.4	PUBLIC HEALTH PLAN 2020 - 2025 - OUTCOME OF PUBLIC CONSULTATION
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- Attachments:**
1. **Community and Stakeholder Consultation - 19 August - 11 September 2020 - Draft Public Health** [↓](#) 
 2. **City of Vincent Public Health Plan - 2020 - 2025** [↓](#) 
 3. **Health Services Policy Review** [↓](#) 

RECOMMENDATION:**That Council:**

1. **NOTES** the public comment submissions received in relation to the Draft Public Health Plan in Attachment 1;
2. **ADOPTS** the Public Health Plan with minor amendments included as Attachment 2;
3. **NOTES** that following adoption, the Public Health Plan 2020 – 2025 will be modified to improve formatting, styling and graphic design, as determined by the Chief Executive Officer; and
4. **APPROVES** the repeal of the following health policies at Attachment 3;
 - 4.1 **Policy No. 3.8.4 – Safe Needle Syringe Collection and Disposal Strategy;**
 - 4.2 **Policy No. 3.8.6 – Public Buildings - Use of Open Fires;**
 - 4.3 **Policy No. 3.8.8 – Rodent and Vermin Control - Assistance to Ratepayers;**
 - 4.4 **Policy No. 3.8.9 – Healthy Vincent; and**
 - 4.5 **Policy No. 3.8.10 – Food Act 2008.**

PURPOSE OF REPORT:

To consider submissions received during the recent public consultation period (**Attachment 1**) on the City's Draft Public Health Plan 2020 – 2025. To seek Council adoption of the Plan (**Attachment 2**) and to approve the repeal of five health policies (**Attachment 3**).

BACKGROUND:

At the Ordinary Council Meeting on 18 August 2020, it was resolved that Council:

1. *APPROVES the draft Public Health Plan 2020-2025 at Attachment 1 for public comment for a period of 21 days in accordance with the City's Policy No. 4.1.5 – Community Consultation in Attachment 1; subject to*
 - 1.1 *Amending the target to read “smoke free town centres by 2025”; and*
 - 1.2 *the term ‘lifestyle choices’ being replaced with either ‘health behaviours’ or ‘behavioural determinants’, where applicable dependent on context.*
2. **NOTES:**
 - 2.1 *a further report will be presented to the Ordinary Meeting of Council in October 2020 detailing any submissions received during the public comments period; and*
 - 2.2 *the draft Public Health Plan 2020–2025 will be subject to further formatting, styling and graphic design as determined by the Chief Executive Officer prior to publication.*

DETAILS:

In accordance with Council's resolution on 18 August 2020, the Draft Public Health Plan (the Plan) was advertised for public comment for a period of 23 days between 19 August and 11 September 2020. The following consultation methods were utilised to raise community awareness during the public comment period:

- Project page and online survey on the City's Imagine Vincent portal;
- Notices on the City's website, social media channels and the City's August e-Newsletter;
- Public Notice in Stirling-Vincent Reporter and Perth Voice local newspapers;
- Direct emails to previous survey respondents and stakeholders consulted during preparation of the Plan;
- Direct e-mails to City of Vincent town teams;
- Direct phone calls to licenced business owners; and
- In person engagement with customers at Beatty Park Leisure Centre and Vincent Library & Local History Centre.

Community and stakeholder consultation

The comments received during the community consultation period have been collated along with Administration responses within **Attachment 1**. A total of 56 comments were received during the consultation period, including:

- 33 community responses via Imagine Vincent survey and direct e-mails;
- 8 submissions by health-based organisations – North Metropolitan Public Health Unit, Mental Health Commission, Cancer Council WA, Heart Foundation, Australian Medical Association, Australian Council on Smoking and Health, Communicable Disease Control Directorate (Department of Health), and Injury Matters; and
- 15 liquor licenced business owners were contacted by telephone as a preliminary survey to gauge their response to the target of Smoke-free Town Centres by 2025.

The level of community support for the Public Health Plan was 93 percent, with 85 percent of people supporting the smoke-free target, as demonstrated in the following table. As expected, health-based organisations support both the Plan and the target, and are willing to support the City to achieve the deliverables of the Plan.

• Overall, do you support the City's Draft Public Health Plan 2020 – 2025?	• Total	• Percentage
• Yes	• 28	• 93%
• No	• 1	• 3%
• Unsure	• 1	• 3%
• Do you support the target of 'Smoke-Free Town Centres by 2025'?	• Total	• Percentage
• Yes	• 29	• 85%
• No	• 3	• 9%
• Unsure	• 2	• 6%

Sixty percent of licensed business owners who participated in a preliminary survey either supported or would consider the smoke-free target, as demonstrated in the following table. This industry sector would be engaged further during the development of the framework to support the target. It appears most businesses do not have a designated smoking area, and of those who do, more than half are located on private land.

• Licensed business owners support the target of 'Smoke-Free Town Centres by 2025'	• Total	• Percentage
• Yes	• 7	• 47%
• No	• 6	• 40%
• Consider – Would require further information	• 2	• 13%

Changes to the Plan

Minor changes to the Plan are recommended in response to the comments received within **Attachment 1**. The following table details the changes to the Plan and the reasons why. Please note the bold text is the new text for the Plan from the original wording.

Health Pillar	Proposed changes	Reason
Public Health Leadership <ul style="list-style-type: none"> Page 19 Priority area 4 	'Smoke-free Town Centres by 2025' has now been included as a priority area in the action plan with three deliverables including: <ul style="list-style-type: none"> 4.1 - Design and implement a smoke-free Town Centre project which considers policy and regulatory options with involvement from health partners and local businesses. 4.2 - Deliver a public awareness campaign to focus on the benefits of smoke-free environments. 4.3 - Review proposals to introduce new smoke-free environments on City owned land. 	<ul style="list-style-type: none"> The deliverables will support the target of Smoke-free Town Centres by 2025. The deliverables were recommended by stakeholders.
Social Environment <ul style="list-style-type: none"> Page 20 Priority area 5 	The deliverable has been updated to <ul style="list-style-type: none"> 5.1 - Increase healthy food and drink options at City venues, public open spaces, events, festivals and community activities. 	<ul style="list-style-type: none"> Public open spaces has been included within the deliverable to capture all environments within the City.
Built Environment <ul style="list-style-type: none"> Page 21 Priority area 13 	The deliverable has been updated to <ul style="list-style-type: none"> Support and partner with external stakeholders to deliver programs to seniors including reducing injuries associated with falls. 	<ul style="list-style-type: none"> The original deliverable appeared to limit programs for seniors to only addressing falls (comments from an external stakeholder). Administration intends to partner with external stakeholders to achieve this deliverable.
Natural Environment <ul style="list-style-type: none"> Page 21 Priority area 15 	The deliverable has been updated to <ul style="list-style-type: none"> 15.1 - Deliver active and passive parks, playgrounds and additional public open spaces for all ages and abilities to enjoy. 	<ul style="list-style-type: none"> In response to comments from an external stakeholder and local resident, this deliverable has been changed to ensure all ages and abilities are identified when designing, creating and updating public open space.
	The long term health outcome for '15.3 - Partner with organisations to develop and implement sun protection strategies' has been updated to: <ul style="list-style-type: none"> Reduced exposure to ultraviolet radiation. 	<ul style="list-style-type: none"> The original outcome was 'increased physical activity'. Recommendation from an external stakeholder provided administration with a more suitable health outcome.
Health Protection <ul style="list-style-type: none"> Page 23 Priority area 18 	The deliverable has been updated to <ul style="list-style-type: none"> 18.2 - Support the implementation of alcohol and or smoke free environments including festivals, events, activities and or clubs. 	<ul style="list-style-type: none"> It was suggested the original deliverable was too broad. The deliverable has been changed to ensure it is more targeted.
	The deliverable has been updated to <ul style="list-style-type: none"> 18.4 - Advocate for reduced exposure to alcohol and tobacco advertising, marketing, promotion and sponsorship. 	<ul style="list-style-type: none"> The original deliverable has been changed to include sponsorship.

Smoke-free town centres by 2025

One of the first priorities of the Plan will be to develop a project plan detailing the steps required to achieve smoke-free town centres by 2025. It is anticipated that the project plan could be delivered over two years with actions including:

- Develop partnerships and engage with local businesses and public health stakeholders to scope out the project and encourage local businesses and residents to become smoke-free advocates;
- Consider policy and regulatory options including enshrining the target in a Local Law;
- Create a map with clear descriptions of smoke-free Town Centre boundaries and signage;
- Deliver a public awareness campaign to focus on benefits of reduced second hand smoke in public areas including increased health of our community, decreased litter and improved air quality;
- Monitor exposure of second-hand smoke during regular assessments in Town Centres, cigarette butt counts, feedback and complaints through local businesses and community members, and reviewing local businesses promotion of smoke-free town centre messages;
- Review proposals to introduce new smoke-free environments on City owned land;
- Advocate for local businesses to make their private land smoke-free, considering designated smoking areas are currently permitted on licensed and other premises; and
- Embed the smoke-free Town Centre target into future City plans and strategies.

Actions throughout 2020/2021 financial year

As well as focusing on the smoke-free target in the first year of the Plan, it is anticipated the following deliverables would also be a focus of Administration:

- Civic Leadership
Deliverable 1.1 - Incorporate public health, wellbeing and health equity principles and priorities into City policies, plans, reports, programs and activities.
 - Embed public health implications in Council report templates; and
 - Commence introduction of public health principles into new or updated City policies, plans, reports, programs and activities.
- Public awareness and engagement
Deliverable 3.2 - Develop a communication plan to inform, engage and educate residents, visitors, businesses and community organisations on the priority health topics for the City.
- Healthy Eating
Deliverable 5.1 - Increase healthy food and drink options at City venues, public open spaces, events, festivals and community activities.
 - Research the development of a healthy food and drink framework to include catering for venues, public open spaces, events, festivals and community activities.
- Alcohol and smoking
Deliverable 18.1 - Develop partnerships with the community, organisations and licenced premises to reduce the risk of antisocial behaviour and alcohol related harm in the community.
Deliverable 18.2 - Support the implementation of alcohol and or smoke free environments including festivals, events, activities and or clubs.
 - Review and update the City's Health policies 3.8.3 Concerts and events; and 3.8.7 Alcohol Management; and
 - Research evidence based projects and programs that could help with reducing risks of antisocial behaviour and alcohol related harm in the community.
- COVID-19 recovery
Public health recovery from the COVID-19 pandemic is an important theme in the Plan and has been incorporated into many deliverables within the Plan.
 - Examine ways the City can support mental health and wellbeing of the community;
 - Focusing on community activities, programs and events that encourage social connection and reduce isolation;
 - Supporting our priority population groups who may have been more adversely impacted by the pandemic; and
 - Contributing a continued public health focus in the Vincent Rebound Plan.

Health Policy Review

There are nine policies which have been adopted by Council that relate to public health. As part of the adoption of the Public Health Plan, these policies have been assessed to determine if they are still relevant and/or required. This assessment is included at **Attachment 3**.

It is proposed that five policies are repealed when the Plan is adopted by Council (in accordance with section 2.7 of the *Local Government Act 1995*). The contents of the policies are either superseded by the Plan; the policies are operational documents that have no legal, legislative or regulatory requirements; and/or there is the policy replicates existing legislation. These policies are:

- Policy No. 3.8.4 – Safe Needle Syringe Collection and Disposal Strategy;
- Policy No. 3.8.6 – Public Buildings - Use of Open Fires;
- Policy No. 3.8.8 – Rodent and Vermin Control - Assistance to Ratepayers;
- Policy No. 3.8.9 – Healthy Vincent; and
- Policy No. 3.8.10 – Food Act 2008.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Policy No. 4.1.5 – Community Consultation.

Section 45 of the *Public Health Act 2016* sets out the requirements for all local governments to prepare a Public Health Plan that applies to its local government district.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to consider adoption of the Plan.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

*Our parks and reserves are maintained, enhanced and well utilised.
We have minimised our impact on the environment.*

Accessible City

Our pedestrian and cyclist networks are well designed, connected, accessible and encourage increased use.

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.*

Thriving Places

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

Sensitive Design

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

Innovative and Accountable

Our 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:

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

Sustainable Transport

FINANCIAL/BUDGET IMPLICATIONS:

The budget for this financial year is \$41,577 (\$34,577 FTE cost and \$7,000 project costs). The estimated costs which will be subject to Council consideration over the next three financial years include:

- 21/22 - \$59,577 (\$34,577 FTE cost and \$25,000 project costs).
- 22/23 – \$59,577 (\$34,577 FTE cost and \$25,000 project costs).
- 23/24 – \$41,577 (\$34,577 FTE cost and \$7,000 project costs).

It should be noted that the Plan complements existing budgeted services, projects and programs. External grant funding opportunities will be sought as opportunities arise, and the City will be partnering with the Department of Health and non-government sector to share resources and progress deliverables.

COMMENTS:

The City is committed to improving the health and wellbeing of our community, and the Plan will guide the integration of a public health focus into existing services, programs and future public health initiatives over the next five years. The implementation of the deliverables in the Plan are to be reported to Council annually, through Corporate Business Plan updates and when supporting policies and/or local laws require adoption.

Draft Public Health Plan 2020 2025

Community and Stakeholder Consultation 19 August 2020 to 11 September 2020

- | | |
|----------------------------|---------|
| 1. Data Summary | Page 2 |
| 2. Community Consultation | Page 3 |
| 3. Stakeholder Submissions | Page 14 |

1 Data Summary

1. Number of responses

Consultation (Total responses 56)	Total	Percentage
Community responses (Imagine Vincent and direct e-mails)	33	64%
Stakeholder responses	8	16%
Licensed business owner responses to Smoke-free Town Centres by 2025	15	20%
TOTAL	56	100%

2. Overall, do you support the proposed smoke-free town centres by 2025?

Consultation (Total responses 30)	Total	Percentage
Yes	28	93%
No	1	4%
Unsure	1	3%

3. Do you support the proposed smoke-free town centres by 2025?

Community and stakeholder consultation (Total responses 34)	Total	Percentage
Yes	29	85%
No	3	9%
Unsure	2	6%

4. Licensed Premises consultation

Licensed Premises consultation (Total responses 15)	Total	Percentage
Yes	7	47%
No	6	40%
Consider – Would require further information	2	13%

Do you have a designated smoking area?

Licensed Premises consultation (Total responses 15)	Total	Percentage
Yes	5	33%
No	10	67%

Of those who answered yes, where is this located?

Licensed Premises consultation (Total responses 5)	Total	Percentage
Private land	3*	50%
Public land	3*	50%

**Note, one premises has two smoking areas, one on private land the other on public land.*

2 Community Consultation

Comments Received	Administration Response
Smoke Free Town Centre	
Smoke free areas yes but allow smoking environments for people who choose to.	<p>There is clear evidence that exposure to second-hand smoke is harmful. Public support for smoke-free spaces is high; with 89% of people supporting smoke-free dining and 72% of people supporting smoke-free shopping centres, according to the Australian Institute of Health and Welfare (2004).</p> <p>This target would ensure everyone can enjoy a smoke-free environment without being exposed to harmful second-hand tobacco smoke. It would support better community health, reduce litter from cigarette butts and discourage normalising of smoking to young people.</p> <p>Many local governments have already implemented smoke-free policies including five in WA. Smoke-free public places have also been implemented at beaches, reserves, town centres and facilities in other local governments.</p> <p>Administration would focus on raising awareness that smoke-free environments support public health and the environment.</p> <p>Administration will engage with licenced premises and local businesses throughout the project to discuss options for becoming smoke free.</p> <p>The target could be formalised through the <i>Local Government Property Local Law 2008</i> providing the option of issuing infringement notices.</p> <p>Other factors, including smoke-free boundaries and considering smoking locations would be scoped if the draft Plan was endorsed by Council. Administration would then present a proposal to Council on implementation of the target.</p> <p>Future budgets will be subject to Council consideration and external grant funding / partnership opportunities sought to achieve the deliverables in the Plan.</p>
People who smoke should have some place to smoke.	
I support smoke free, as long as it does not have a financial cost and therefore increase my rates.	
I don't think it is the role of a council to dictate people's behaviour, to decide what they can and can't do.	
The plan aims to deliver smoke-free town centres, without specifying the size and location of those town centres. Is this information in another document elsewhere? For example, is the garden bar of the Rosemount Hotel in North Perth within the zone for a smoke-free town centre?	
Smoking should not be permitted outside pubs and cafes etc. as it discourages others from sitting outside. It spoils the pleasure of a meal or drink outside.	
People who smoke put other lives in danger especially kids.	
Pubs that allow smoking and have designated areas that are away from the general public need to be allowed.	<p>The <i>Tobacco Products Control Act 2006</i> (WA) permits liquor licenced venues (other than restaurants) to designate up to 50% of an outdoor eating area as a smoking zone.</p> <p>It is important to note that there are a number of liquor licenced premises that have allocated an area within their private property as a smoking zone. The City would not be able to prohibit smoking on private land but would encourage owner/occupiers of licenced premises to reduce or eliminate tobacco smoke exposure to their patrons and smoking in their premises.</p> <p>This is an important goal both to reduce exposure to second-hand smoke, but also because there is convincing evidence that the consumption of alcohol in social settings triggers relapse among those attempting to quit smoking.</p>
Prevalence of smoking is less in Vincent than for the state generally, so why is there a focus on smoke-free centres?	<p>The City's Town Centres are frequented by more than our local residents. Although only 8% of our community smoke, this figure will be different when looking at visitors to our Town Centres.</p> <p>Smoke-free environments are important to our local residents. The public health plan community consultation in April 2020 concluded that 86% of residents highlighted that smoke-free environments were important to allow residents to lead a healthy and happy life.</p>

Comments Received	Administration Response
Smoke Free Town Centre	
Smoking in public affects all innocent passers-by as well as the person smoking so I think this is a legitimate public health issue. Whereas eating fast food every day may assist to raise obesity levels, however there are indirect affects on the populace such as increased public health costs in dealing with people who develop heart disease and Type 2 diabetes.	Noted. Administration are encouraged to see the overall positive response to the Smoke Free Town Centre target.
As housing densities increase, secondary smoke from neighbours is becoming a greater issues. There needs to be some sort of protections to stops secondary cigarette smoke from the street and neighbours, especially in apartment buildings affecting private properties.	
Surprised it doesn't already exist	
Positive. May impact people coming to town centres	
Never has experienced a smoker in Vincent. Linked between alcohol and smoking.	
Non smoker	
I'm a non smoker so support the target	
Great initiative	
Gained members from going smoke free!! - Marmion Angling and Aquatic Club. Lost a handful of members but gained a lot!!	
Smoking important to tackle	
I would love to see it achieved earlier	
Very impressed that Vincent have this target	
This target is specific to a particular health issue.	
I was concerned to read the proposal to outlaw smoking and vaping in the area of City of Vincent. Firstly, what do you hope to achieve by this, other than putting the Rosemount out of business?	This is an important goal both to reduce exposure to second hand smoke, but also because there is convincing evidence that the consumption of alcohol in social settings triggers relapse among those attempting to quit smoking.
Hardly anyone is smoking in public places these days anyway, and the odd person smoking in a park is hardly a problem. The few pubs that have a designated outdoor smoking area are going to be adversely affected. It's not just their business, but the whole lively vibe that exists in pubs like the Rosemount. They attract a certain crowd, some of whom still like to smoke or vape, and contained in the modest smoking area, it is not a problem. However, if they all spilled out onto the street, it would certainly cause annoyance, and this would put pressure on the police to enforce it. At present there is a vibrant pub and a happy crowd with a small outdoor smoking area. Why spoil it?	
The pubs have struggled enough recently with coronavirus closures. They do not deserve further pressure put on them. It seems that the people who come up with these ideas are never the ones affected by the consequences.	
	The <i>Tobacco Products Control Act 2006</i> (WA) permits liquor licensed venues (other than restaurants) to designate up to 50% of an outdoor eating area as a smoking zone.
	Administration will work closely with liquor licensed venues to encourage them to voluntarily remove smoking zones.
	The evidence on vaping is being assessed by the City as health-based organisations support including 'vaping' within the definition of 'smoking'.

Comments Received	Administration Response
Smoke Free Town Centre	
What can be gained from this ban? If you are going to argue for saving lives, you should not, as was written, extend the ban to vaping. Vaping is mostly taken up by smokers wanting a safer (and less offensive) way to have nicotine. It is 95% less harmful than cigarettes. In the UK it is actively encouraged for smokers to switch to vaping, and as a healthcare worker, I agree with that policy. I believe it would be counterproductive to ban vaping in public. Unfortunately, Australia lags behind the rest of the world on vaping, and attitudes need to change.	
In conclusion, please don't implement this ban as it is unnecessary and likely to be counterproductive.	

Comments Received	Administration Response
Public Health Leadership	
I support this, as long as it does not have a financial cost and therefore increase my rates.	The Plan and future budgets will be subject to Council consideration. External grant funding and partnership opportunities will be sought to assist in achieving the deliverables of the Plan.
Leadership and encouraging good health and wellbeing in the community are excellent priority areas.	Noted.
We would like to particularly support the inclusion of public health leadership by ensuring public health outcomes are embedded into everything the council does, recognising that public health is linked with other strategic goals.	Administration agree that the leadership pillar will assist in embedding public health principles into every day decision making at the City.
Advocacy is really important	Noted.

Comments Received	Administration Response
Social Environment Pillar	
Healthy Eating	
It is difficult to promote healthy eating when the major supermarkets are actively promoting unhealthy eating with their recipes and the products they offer. A good example is "sourdough" bread that is not sourdough.	Administration will consider developing a healthy food and beverage framework for catering at City venues, public open spaces, events, festivals and community activities; increasing nutrition education to food businesses; promote and support local community gardens and farmers markets; offer workshops on how to grow, access and cook healthy meals; promote and celebrate local food suppliers; and research and promote food security for vulnerable population groups.
I support this, as long as: a) the CoV does not tell business owners what food to sell; and b) it does not have a financial cost and therefore increase my rates.	
Again, I don't think it's the role of a council to "promote healthy eating". There are plenty of organisations in Australia that do this, and I think the residents of Vincent Council, indeed most people in Australia, understand what good diet is.	The City will partner with leading agencies/organisations to advocate and influence environments to encourage healthy eating.
People who want to have unhealthy food should be able to - agree to promote healthy choices - need to be cheaper - competitive to unhealthy options	
Social connection didn't appear to be included as an outcome/measure, but one of the key themes raised by community. If it's important, it should be measured over time along with more tangible outcomes. Mental health potentially an issue with lots of people living alone (apartments) or share houses and away from family.	The objective of the Social Environment Pillar states 'Strengthen community connections and champion physical, mental and social health and wellbeing of our community.' Many of the deliverables contributes to increased social connections such as 6.2, 7.2, 8.1 and 9.1.

Comments Received	Administration Response
Social Environment Pillar	
Farmers markets – Support - Easy to eat healthy eating	Administration will implement this through deliverable 5.2 of the Plan which states: 'Promote and support healthy and sustainable food environments, particularly to our priority population groups.'
Capacity Building of Clubs	
We need to invest in grass roots activities to help build the social fabric at all levels of the community. Things like supporting local sporting clubs, local artists and events is crucial.	The Plan includes two deliverables that will help achieve this, including: 8.1 - Deliver and promote festivals and events that encourage community connections, reduce social isolation and cultural barriers; and 9.1 - Build the capacity of local clubs, groups and organisations to deliver health and wellbeing activities and encourage participation of priority population groups including females in sport.
Building the capacity of clubs, groups and organisations to deliver health and wellbeing activities in a practical and feasible deliverable - but 'promoting healthy eating' or 'fostering an inclusive community' are very broad and vague goals.	The Plan includes a number of deliverables that are embedded within each of the priority areas of 'Healthy Eating' and 'Inclusive Communities'.
Festivals and Events	
I would like to see something reflecting a reduced focus on alcohol generally and especially at Festivals and Events. Too often, events are very much focussed around the provision of alcohol which makes it very difficult for people experiencing difficulty in managing alcohol consumption to participate. I would like to see the city focus less on alcohol, instead focussing on other strengths of our community such as great food, culture etc. The priority outcome might be something like Reduced harm from alcohol consumption, or Reduced harm from provision of alcohol.	Administration will implement this through two deliverables of the Plan: 5.1 - Increase healthy food and drink options at City venues, public open spaces, events, festivals and community activities; and 18.2 - Support the implementation of alcohol and or smoke free environments including festivals, events, activities and or clubs.
Events and activities in town centres - street festivals	Noted.
Love the festivals. Go to different events - go with a friend.	Noted.
General	
Not everyone is on internet - e.g. seniors. Other forms of communication	Administration will ensure that a variety of communication methods will be used to engage with our community, through deliverable 3.2 of the Plan which states: '3.2 - Develop a communication plan to inform, engage and educate residents, visitors, businesses and community organisations on the priority health topics for the City.'
I want more activities for seniors e.g Tai Chi	Administration will implement this through deliverable 12.2 of the Plan which states: 12.2 - Establish partnerships and deliver programs to seniors including reducing injuries associated with falls.
Children's Mental Health is important. Healthy Eating too.	Noted.
Big part of week - Beatty Park - Health reasons - so many facilities in one place - Yoga.	
Very important in these uncertain times to prioritise the wellbeing of our community.	
Mixing with the Beatty Park bears - Fellowship and fun - Men to connect.	
Beatty park did a great job after Covid-19. Members were really supported and felt safe. Suspension of membership	

Comments Received	Administration Response
Built Environment Pillar	
Active Transport	
Pedestrian amenity has to become a priority for active transport. Our footpaths are not wide enough and often partially blocked with vehicles and vegetation. Cyclists have also assumed dominance on footpaths even when there is a dedicated cycle path adjacent	This has been considered as part of the development of the City's draft Accessible City Strategy (ACS). The Strategy looks to apply a transport user hierarchy to the transport network which looks to prioritise pedestrians, followed by cyclists, followed by public transport, and then by those who choose to drive. This user hierarchy will be applied to a number of actions to address these concerns.
Increasing cycling and walking may require reducing or eliminating car traffic in some areas like town centers.	
Some of the paths are narrow.	Administration recognise the current lack of directional signage and wayfinding across the internal shared path network is a barrier for those wanting to choose active transport modes as their primary way of getting around. One of the proposed actions of the draft ACS is to develop and implement a consistent wayfinding and signage strategy across the City. This will consider pedestrian transport modes and the connection they provide in and around the city, inclusive of their connection to public transport infrastructure. The wayfinding strategy is currently in its early stages. Measures to encourage drivers to slow down is something that can be considered as part of its development. Further to this the City also looks into different street treatments which can be applied such as safe active streets and other traffic calming measures which can be implemented to slow speeds and create a better street environment.
The deliverables relating to these priorities - such as 'wayfinding strategy' are not clearly described in the document. How is a wayfinding strategy going to improve walkability? Does a wayfinding strategy include measures to encourage drivers to be more courteous and less aggressive to pedestrians and cyclists so residents don't run the gauntlet of crossing major roads?	
Encouraging the use of active transport is very important. The City of Vincent has excellent access to public transport, however the wayfinding to these transit corridors can definitely be improved.	One of the proposed actions of the draft ACS is to develop and implement a consistent wayfinding and signage strategy across the City. This will consider pedestrian transport modes and the connection they provide in and around the city, inclusive of their connection to public transport infrastructure. The draft ACS emphasises the point that public transport infrastructure is ideal to prioritise as it can enable the movement of the highest number of people in the smallest amount of space. A frequent and convenient public transport network will support a vibrant, sustainable and connected city. The draft ACS proposes the actions of advocating for additional bus priority infrastructure along corridors and using the link and place framework to incorporate an appropriate level of pedestrian amenity along bus priority routes.
I also believe investing in bus priority infrastructure is vital in attracting more people from their private vehicles to public transport and improving health and environmental outcomes.	
I would like to see the city investing more in initiatives to attract people to public transport. Bus priority infrastructure (and better management of bus lanes), wayfinding to transit corridors and activation of bus stops and pedestrian areas, as well as cycle ways and paths.	The draft ACS acknowledges that within Vincent, verges along major roads are often narrow, lacking street trees and shade and are cluttered with street furniture and road signs, reducing pedestrian amenity. Opportunities to clear pedestrian environments of obstructions should be taken wherever possible. This may include suspending street lights from buildings or awnings, consolidating signage and maintaining street furniture. Beyond town centres, there is further opportunity to reallocate road and verge parking to enhance the pedestrian and cycling network as there is generally lower demand for parking in these areas. This would provide for cyclists of a greater range of abilities and confidence. Extension of cycling infrastructure, even at the cost of on street parking and vehicle capacity is necessary to support cycling as a viable transport mode. Cycling facilities should
In terms of the Built environment, despite active transport always being stated to be a priority, in reality walking, cycling and public transport always come second to car traffic and parking needs in the City's outcomes. Road reserve space needs to be taken away from cars and given to walking, cycling and public transport.	
Role of the city Build: Ensure built infrastructure is safe and accessible to all. (For example the miles of roads and footpaths built or repaired by the city every year. All roads should be built to be safe for all road users, all intersections should be designed to provide safe crossings, all pram ramps should provide a smooth transition accessible to wheelchairs, gophers and prams etc)	

Comments Received	Administration Response
Built Environment Pillar	
	<p>follow primary desire lines and provide fine grained access to all areas of Vincent.</p> <p>The reallocation of parking to support active transport modes is a way of encouraging transport network users to travel via active modes of transport. Though this may be perceived as removing accessibility to locations based on the current preference for people to use private vehicles as their primary mode of transport, eventual mode shift will mean that these bays are no longer required.</p> <p>As a response to the above, the draft ACS proposed a link and place framework which has been mapped across the City's street network. This framework categorises streets within the network according to their specific combined place and link function. This framework recognises that a liveable and successful city needs a variety of street types that serve different roles and functions in different places.</p>
Active transport - I see this as tree lined streets, limited car parking, slow traffic. The emphasis is on walking and cycling and use of public transport.	Noted.
Working on active transport is important	Noted.
Road safety important e.g. Charles street.	Noted.
Public Transport not too accessible. Easier to take Car as local shops and public transport too far away.	<p>The draft ACS acknowledges that while connections into and out of the Perth CBD are frequent, connections between Vincent's town centres or beyond is poor. Existing public transport options frequently require patrons travel first into Perth City before transferring to an outgoing service to reach a different activity centre within Vincent. This is inefficient and time consuming.</p> <p>Consultation previously undertaken for the draft ACS revealed a desire for greater interconnectedness within Vincent. The existing provides for limited access between town centres, forcing people who would prefer to use active and sustainable modes of transport to drive.</p> <p>Vincent will continue to advocate for and support the provision of connected and reliable transport as a way of improving accessibility throughout the City.</p> <p>The draft ACS proposes the action of improving east-west public transport connectivity.</p>
CAT bus system idea for the local area - Seniors. Keeping people local - specific times - some days	
More bike parking around.	<p>Funds are allocated to the installation of new bike parking each year. The location of this is determined based on areas where shortfalls are recognised. Administration endeavours to ensure bike parking is in the most appropriate locations.</p>
<p>Built Environment/Priority Health Outcomes</p> <p>Add "Increased participation in Active Transport (cycling, walking) and reduced car use.</p> <p>I would love to see a safe crossing across London Street to allow easier access to Les Lilleyman Park</p>	<p>The draft ACS acknowledges that pedestrian activity and connectivity are important factors in the effectiveness and vitality of Vincent. The pedestrian environment must be carefully considered, particularly along primary pedestrian routes.</p> <p>The draft ACS proposes the action of develop and implement a high-quality, safe pedestrian path network by:</p> <ul style="list-style-type: none"> • Undertaking an audit of network crossings and mid-block crossings. Priority should be given to areas surrounding schools, key routes to town centres and mixed use areas, activity corridors, and transit nodes; • Identifying mid-block crossing opportunities. Provision should be made for crossings for blocks over 150m long;

Comments Received	Administration Response
Built Environment Pillar	
	<ul style="list-style-type: none"> At intersections, ensure pedestrian priority traffic lights are in place allowing sufficient time for crossings; and Use planning requirements to manage streetscape development along activity corridors to allow for safe pedestrian environments.
City Buildings and Facilities	
Use facilities in Vincent more than Stirling (Beatty Park and Library)	Noted.
I don't visit the Town Centres too much	Noted.
Safer Communities	
13 Safer communities The wording appears to limit programs for seniors to addressing falls. Perhaps reword to: 13.2 - Establish partnerships and deliver programs to seniors including reducing injuries associated with falls	Administration support this suggestion and the deliverable has been updated.
There hasn't been any mention of dementia in the plan. A problem which affects isolated seniors is that if they develop dementia, they may not realise what is happening to themselves (or their partner), and if they do not visit a Doctor, it may be that they only people who notice that they are increasingly forgetful or confused are people such as bank tellers, retail staff, library staff. It would be beneficial for the City to promote the education of people in these roles in recognising dementia in elderly people and how to respond appropriately. I believe Dementia WA may be able to advise.	Administration will consider projects such as these through deliverable 7.1 of the Plan which states: '7.1 - Deliver and promote inclusive health and wellbeing programs and services, particularly through supporting stakeholders that provide health and community support to our priority population groups.' The City is likely to play a supporting role, through advocacy and awareness of existing programs.
Lighting - Street lighting - Female safety issues. Walking in the evening	As part of the Safer Vincent Plan, street lighting is included as an action. This includes an action of 'Improve and expand lighting infrastructure within the public realm'
Air pollution reduced Local community economy - Supporting local businesses.	Noted.

Comments Received	Administration Response
Natural Environment Pillar	
Greening the Community	
Yes - in streets, soft landscaped verges with trees and not bricked over for cars please! Health principles should include STREETS, not only parks.	Administration will implement this through deliverable 14.1 of the Plan which states: 14.1 – 'Increase the number of trees and green spaces to support the health and wellbeing of our community.' This can include streets. As part of the City's Greening Plan 2018–2023, the Community can engage with the Adopt a Verge Program. This program incentivises and assists residents to create native verge gardens and thereby contribute links to the chain of "biodiversity islands" being established by the City. Administration will also be promoting and supporting local community gardens via the Social Environment Pillar.
More concrete measures within the scope of local government to address relating to the nature environment should relate to verges not just parks. Can the City do more to encourage verge plantings that suppress weeds which exacerbate hayfever and sinus problems in many residents.	
Could include support for community gardens or verge planting programs growing fresh produce.	
Planted street verge - City to support Community involved in tree planting	
more wild flowers in street verges please	Noted.
The more green the better!!	Noted.
Issues with trees and solar energy access	Administration recognise the emerging conflict between increasing tree canopy and household solar energy generation. Mechanisms for managing this conflict are currently being investigated.

Comments Received	Administration Response
Natural Environment Pillar	
Parks, Reserves and Open Spaces	
BBQ stations in park Need more equipment in parks	Administration will implement this through deliverable 15.1 of the Plan which states: 15.1 - 'Deliver active and passive parks, playgrounds and additional public open spaces for the public for all ages and abilities to enjoy.' An action includes providing and maintaining active and passive parks, playground and additional public open spaces for the public to enjoy equipped with playgrounds, lighting, fencing, pathways, BBQ's, exercise equipment and furniture.
Recently I and some other residents opposed a proposed cycle path which was marked to go straight through Hyde Park. Hyde Park is heavily used by pedestrians, the vast majority taking a gentle stroll, totally incompatible with commuting cyclists. While the cycle path has been removed from the draft cycle map, a number of elderly residents spoke to me, after the issue was discussed in the local paper, that they felt unsafe walking around the lakes in Hyde Park due to children cycling around the lake. If an elderly person has a bicycle, even at slow speed, collide with them, they could suffer very debilitating and painful injuries. I think as a general principle, I would like the needs of more vulnerable park users to be recognised. Vulnerable park users could be elderly, children, people with disabilities. In the specific case mentioned above I am not suggesting that cycling should be banned from Hyde Park, but the problem should be recognised and perhaps education signage to show the park is a slow cycling speed area. So perhaps add something like 15.4 – Ensure that parks are accessible to all including vulnerable users.	Noted. Deliverable 14.1 of the Plan has been updated to state: 14.1 'Deliver active and passive parks, playgrounds and additional public open spaces for the public to enjoy all ages and abilities to enjoy.'
Yes - park opposite house. It's great.	Noted.
Walking - Toilets important.	
Use Britannia reserve - fresh air, walks - get outside	
Parks are great in the local area. Britannia and Hyde Park	
Love the parks	
Hyde Park is great.	
Family orientated parks	
Family fun at the park. Good for all ages.	
Love the parks - no complaints	
Banks reserve - Great park - keeping green	
Plot ratio for houses - Too much and no green space on new builds. small strips of gardens - 20% green on a block e.g. grow your own food.	

Comments Received	Administration Response
Health Protection	
Screening and Immunisations	
I cannot see how screening or immunisation campaigns are a local government responsibility. This should be funded by the State or Federal government.	Administration has an opportunity to engage with health service providers to promote immunisation and screening programs to community members via social media campaigns.
Again, I don't think it's the role of a Council to "promote screening and immunisation campaigns". Plenty of more appropriate organisations already do this and I think it's a waste of Council resources.	
COVID-19 immunisation messages will be important when a vaccine is developed.	
Alcohol and Smoking	
Promotion/incentives to local businesses selling alcohol to have a good quality low- or non-alcoholic offering (mocktails, low cal sodas etc) could help reduce drinking.	Administration will implement this through deliverable 18.1 of the Plan which states: 18.1 – 'Develop partnerships with the community, organisations and licenced premises to reduce the risk of antisocial behaviour and alcohol related harm in the community'. Administration will work with local businesses to explore projects that will help reduce the risk of antisocial behaviour and alcohol related harm in the community.
No alcohol free events!!	Noted.
I strongly support 18.1, 18.2, 18.3, 18.4 I hope that broken glass from alcoholic drinks is considered "alcohol related harm". Around entertainment precincts, such as Beaufort St, people purchase alcoholic drinks at bottle shops and drink them in carparks and residential streets before going to licensed venues. The bottles and cans are left on the verges and glass bottles often get broken, leading broken glass for morning walkers to discover, leading to unsafe streets and nasty cuts if people are wearing lightweight footwear. I have found it difficult for anyone to take responsibility for cleaning this up. At present it is often the residents who aren't responsible.	Noted.
Comfortable in the evenings - Alcohol not an issue within Leederville, Mount Hawthorn, North Perth	
Alcohol and smoke free environments are important	
Alcohol in controlled areas is fine.	
General Comments	
17.5 What about lead in house paint? (a legacy issue which could affect many properties across the city due to the era in which they were painted). Can that be added to the list of issues along with asbestos.	Administration will respond to environmental health risks under the deliverable 17.5 and may consider lead in house paint. 17.5 – 'Review and improve the City's frameworks to respond to environmental health risks such as urban and environmental noise, asbestos and food safety to reduce their impact on human health.'
With all due respect, I'd prefer the Council spend our money on things like street beautification rather than engaging so strongly with public health. Public health is the job of public health organisations. The streets and verges and other Council land around my house are covered in weeds all the time, or are simply sand bowls. This is the job of Council. And it doesn't get done. It depresses me to walk around and see so many weeds and dirt bowls everywhere. If you want to engage with public health then cheer everyone up by doing more about street beautification.	The <i>Public Health Act 2016</i> (the Act) sets out the requirements for all local governments to prepare a Public Health Plan. Local government plans must be consistent with the State Public Health Plan and can be adapted where necessary to meet the specific needs of local communities. Health and wellbeing is influenced by the built, natural, social and economic environments in which we live, work and play. The City has a role to ensure these environments are healthy, safe, clean, green and accessible.
The document does not differentiate between residents and visitors to the City	

Comments Received	Administration Response
Health Protection	
It is good that the City is embarking on this process, however what is presented is not a Public Health Plan, it's a Health Promotion Plan and these are two very different activities.	<p>The City is also considered to be 'closest to the people' not only because of the range of services the City provides to the community, but because of the positive effect that these services have on the communities health and wellbeing.</p> <p>The Plan provides a framework to support the health and wellbeing of our community, enhancing the City's proactive service delivery approach and focuses efforts and resources on creating communities that support health.</p>
The focus is too broad - alcohol, smoking and mental health are not traditionally local government responsibilities	<p>The Plan has been created in response to consultation, local demographics, health statistics and policy review. These pillars capture where the City can have the greatest influence in community health and wellbeing.</p> <p>Administration will continue to engage with key partners and stakeholders to share skills and knowledge on health topics, collaborate and join resources, improve communication and seek opportunities to cross promote health and wellbeing programs.</p>
it's not clear from the very vague infographic health data how smoking rates or obesity rates compare with the rest of the state.	<p>Although the States statistics are not included in the infographic, it is clear from the Vincent Statistics that the health and wellbeing of the community could be improved including:</p> <p>63% are either overweight or obese and 30% drink alcohol at levels risking long term harm.</p>
The City could work more closely in collaboration with Dept of Health on areas where the city has lower state average (immunisation, falls in seniors) and focus on what the city can do within its functions to help address these problems.	Administration will continue ongoing collaboration with stakeholders to share skills and knowledge on health topics, collaborate and join resources, improve communication and seek opportunities to cross promote health and wellbeing programs.
Again - priority areas are too broad brush and vague.	<p>The deliverables will be supported by an annual work plan that will identify specific actions, resources, responsibilities and timeframes. These actions will be communicated and reported to Council and the community on an annual basis.</p> <p>Noted.</p>
There are no KPI's to measure how effective this change has been.	
The Action Statements are generally not actions and are rather statements of aspirations.	
Introduction (Pg 4) environmental health surveillance and education to prevent disease and control environmental health hazards, including tobacco control, alcohol management, water and food safety, noise and air pollution and mosquitoes; Include alcohol management in the introduction given it's listed as the top priority health topic.	
<p>The focus areas of....</p> <ul style="list-style-type: none"> • Alcohol; • Physical activity; • Healthy eating; • Mental health and wellbeing; • Smoking; and • Environmental health. <p>... are fairly stock-standard, pointy-end health promotion issues focusing on tertiary responses.</p>	
Despite the statements in the document connecting these focus areas back to "social determinants of health" there is no analysis or use of statistics about which of these determinants are predominant or impacting in the City.	<p>The plan provides clear links to the social determinants of health and these were considered when creating the priority areas and deliverables within the Plan.</p>
There is no indication as to how proposed actions in the Plan may change the social determinants that are operating in the City	

Comments Received	Administration Response
Health Protection	
There is with very little research into, or links to, the City's existing programs or other organisations that are operating in this space and could be incorporated into this Plan as real Actions.	Administration mapped out current City programs and services that impacts the Health and Wellbeing of the community when developing the Plan. Administration also connected with external organisations. This research helped develop the deliverables within the Plan.
Given the links between mental health and alcohol use, and both being priorities in the Plan, activities that consider reducing the focus on alcohol in key settings for community connection (e.g. in association with junior sport) etc. would be of value.	Administration support this comment and has changed the deliverable within the plan to appropriately reflect this: 18.2 – 'Support projects that encourage alcohol and or smoke free environments including festivals, events, activities and or clubs.'
I agree with most things, I just don't want to the CoV focus on State and Federal government responsibilities	Noted.
Excellent initiative, well done on the principled civic mindedness of this - it's about the greater good for the public over individuals who sometimes shout the loudest with inaccurate messages about public health (such as anti- vaxxers and conspiracy theorists who deal in generating fear and thereby control).	Noted.
17. Alcohol and Smoking – 17.1 Develop partnerships with the community, organisations and licensed premises to reduce the risk of antisocial behaviour and alcohol-related harm in the community. Recommend this is done with a backdrop of partnership guidelines of some sort for the City that support them to uptake evidence based or evidence informed actions and avoid activities associated with particular partnership groups that may work to undermine the deliverables. E.g along similar lines to sponsorship guidelines achieve.	Administration will ensure proposed projects within the Plan will be evidence based. Administration will make the best possible use of our resources and collaborate with the community and external organisations on evidence based best practice.
Excellent initiative, well done on the principled civic mindedness of this - it's about the greater good for the public over individuals who sometimes shout the loudest with inaccurate messages about public health (such as anti- vaxxers and conspiracy theorists who deal in generating fear and thereby control).	Noted. Administration are encouraged to see the overall positive response the Plan.
Vincent is on the right track but more won't hurt!	
I support parts of the draft plan, particularly those that relate to environmental health that have clear and specific deliverables. There needs to be more clarity on why particular priority areas have been identified and how these relate specifically to identified issues or trends in Vincent.	
I support parts of the draft plan, particularly those that relate to environmental health that have clear and specific deliverables. There needs to be more clarity on why particular priority areas have been identified and how these relate specifically to identified issues or trends in Vincent.	
Very happy to be a resident of City of Vincent	

3 Stakeholder Submissions

Cancer Council WA Submission

Comments Received	Administration Response
Smoke-Free Town Centre	
We would, however, like to see the key performance indicators referred to in the Draft Plan (p. 16) made explicit and transparent in the Plan, as this will enable more targeted strategies where necessary and more in-depth feedback during the review process.	Administration will be monitoring and tracking the success of the Plan over time through key performance indicators. These are included in the internal action plan for Administration, to support each deliverable.
Smoke Free Town Centres by 2025. The scope and purposes of the target are clear from this statement and Cancer Council WA would like to see it included in the Plan, along with the statements around Smoke-free Town Centres already in the Draft Plan (p. 19). While it is not necessary to identify in the Plan how the target will be implemented, Cancer Council WA suggests the City have explicit and robust guidelines in place to help administer it. It may also be useful to clarify whether the target will form part of City policy, and whether it may become enacted in local law. Other helpful measures may include phasing in the target, providing community awareness (eg: newsletters, bulletins, community announcements in print, social and broadcast media, flyers, posters, billboards and other signage), educating local businesses and licenced venues, and training Environmental Health and Public Health Officers to support compliance.	Administration will engage with Cancer Council WA during the development and implementation of the Smoke Free Town Centre project. The project is likely to include developing a governance framework, engagement with the community, local business and local licenced premises, and a public awareness campaign.
We would recommend that the City of Vincent work closely with liquor licenced venues to encourage them to voluntarily remove any smoking zones.	Administration agrees with this sentiment. Engaging with licenced premises will be a key contributor in delivering a Smoke Free Town Centre.
Smoke-free Policy a. Implement a smoke-free policy for all City-owned buildings and facilities b. Adopt a smoke-free workplace policy for City of Vincent staff and volunteers	These recommendations will be discussed when developing the project plan for Smoke-free Town Centres
Community Events 2. Promote smoke-free messages at community events	Supported. Deliverable 18.2 of the Plan has been amended to: 'Support projects that encourage alcohol and/or smoke free environments including festivals, events, activities and or clubs'.
3. Promote smoke-free open spaces and other smoke-free precincts	Exploring other areas within the City to become smoke free will be included in the scope of the 'Smoke-free Town Centres' project.
4. Adopt smoke-free signage through creative communication	This will be considered when developing the project plan for Smoke-free Town Centres.
5. Promote smoking cessation initiatives to encourage staff and residents to quit smoking	This will be considered when developing the project plan for Smoke-free Town Centres.
6. Develop targeted actions for Aboriginal people and other priority groups in relation to smoking	This will be considered when developing the project plan for Smoke-free Town Centres.
Alcohol	
1. Lead by example when encouraging alcohol free environments There are opportunities for the City to lead by example in this space by being an alcohol-free workplace.	A workplace alcohol policy for staff and elected members can be explored via deliverable 1.3 of the Plan which states: 'Support a healthy and happy workplace for City staff with a focus on wellbeing and work life balance, and promote this approach to our stakeholders'.

Comments Received	Administration Response
2. Include a Deliverable that explicitly addresses the availability of alcohol in the City There are opportunities for Local Governments to reduce the availability of alcohol through amending local planning schemes, or adopting and implementing a local planning policy that introduces measures to control the number of liquor outlets, as well as land use definitions of liquor outlet	This can be considered in deliverable 18.3 of the Plan: 18.3 - Incorporate public health principles into applications involving the sale and supply of alcohol.
3. Expand Deliverable 17.4 to strengthen action on alcohol marketing	Administration supports this recommendation. Deliverable 18.4 of the Plan has been amended to: 'Advocate for reduced exposure to alcohol and tobacco advertising, marketing, promotion, and sponsorship'.
Alcohol	
1. Lead by example when encouraging healthy eating There are opportunities for the City to lead by example in this space by implementing catering guidelines for all food and drinks served or available at internal or external meetings, functions and events where the City is providing catering for staff, clients and visitors.	Deliverable 5.1 of the Plan states – 'Increase healthy food and drink options at City venues, public open spaces, events, festivals and community activities.' This is likely to capture internal and external meetings, functions and events.
2. Expand Priority Area 18 and Deliverable 18.4 to strengthen action on unhealthy food and drink marketing We recommend Priority Area 18 be expanded to include "unhealthy food and drink". "Reduce children and young people's exposure to alcohol, unhealthy food and drinks, and tobacco advertising, marketing, promotion, and sponsorship within the City."	Priority Area 5 of the Plan is 'Healthy Eating' and the deliverables listed, along with the implementation action plan will likely incorporate this recommendation.
Skin Cancer Prevention	
1. Expand Deliverable 10.1 and Deliverable 15.2 to incorporate shade planning 2. Expand Priority Area 1 'Civic leadership' to include a Deliverable to UVR exposure for City staff	Deliverable 15.3 - Partner with organisations to develop and implement sun protection strategies may include: <ul style="list-style-type: none"> • reviewing and updating the City's Shade and SunSmart Policy; and • improving sun protection for City staff, volunteers and elected officials who participate in outdoor work or activities. Administration will partner with Cancer Council WA's SunSmart team and consider The Shade Handbook - A practical guide for shade development in WA, when actioning. Administration will consult the Cancer Council WA's Skin cancer and outdoor work: a work health and safety guide.
3. Specify tree species or types in Deliverable 14.1 While Deliverable 14.1 is an excellent basis for shade provision and green architecture, it could be expanded to state that certain trees are preferred and will be sourced, to ensure quality shade canopy and reduce carcinogenic UVR exposure.	The City's Greening Plan 2018 – 2023 captures these ideas.
4. Include a mirror Deliverable 15.3 under the Built Environments Public Health Pillar Deliverable 15.3 "Partner with organisations to develop and implement sun protection strategies" is excellent but we believe it should appear equally under the Plan's Built Environment Public Health Pillar, not just as a priority for the Natural Environment.	Administration could consider the built shade when reviewing and updating the City's Shade and SunSmart Policy.

Comments Received	Administration Response
5. Expand Deliverable 17.5 to include UVR as one of the listed environmental health risks Cancer Council WA believes UVR should be included in the list of environmental harms because it is a Type 1 carcinogen, alongside asbestos.	The City is committed to 'reduced exposure to ultraviolet radiation' via deliverable 15.3 - Partner with organisations to develop and implement sun protection strategies.
6. Amend Deliverable 15.3 to reflect an health outcome relevant to UVR exposure We recommend amending the health outcome associated with Deliverable 15.3 "Partner with organisations to develop and implement sun protection strategies" from 'increased physical activity' to 'reduced exposure to ultraviolet radiation'.	Administration support this recommendation. The health outcome for deliverable 15.3 of the Plan has been amended to 'reduced exposure to ultraviolet radiation'.

Heart Foundation Submission

Comments Received	Administration Response
Smoke-Free Town Centres	
We also would encourage the inclusion of e-cigarettes in the smoke free target as there is accumulating evidence of the very serious health effects of vaping.	Administration agrees that there is growing evidence to suggest the use of e-cigarettes/vaping damages health. Vaping will be considered within the Smoke free Town Centres project.
Additionally, we discourage strongly the use of dedicated smoking areas as it undermines progress already made to de-normalise smoking.	Smoking-free areas will be discussed when scoping the project. A project plan will be presented to Council in 2021 to detail the steps needed to achieve this target. This will include project objectives, key performance indicators, community and business engagement, location of smoke-free town centres, timeframes, budget and risk management assessment.
Healthy Active by Design	
It is pleasing to see HAbD referenced within the draft Public Health Plan as a way of guiding the planning and development of city buildings, facilities and public open spaces as well as measures across the social, built and natural environments. The Heart Foundation believes there is further scope to utilise HAbD and its resources. Incorporating specifics of the Heart Foundation's HAbD design features will strengthen the City's commitments to its guiding pillars and priority health topics. There are opportunities to draw on key design features to specifically address the priority areas of the draft public health plan.	Administration will look to utilise the tools, resources, checklists and case studies to support and guide implementation of Healthy Active By Design to address priority areas within the Public Health Plan. Priority Areas include <ul style="list-style-type: none"> • Civic leadership (1.1) • Healthy eating (5.2) • City buildings and facilities (10.1) • Active transport (11.1) • Town centres (12.1) • Parks, reserves and other open spaces (15.1, 15.2).

Australian Medical Association Submission

Comments Received	Administration Response
Smoke-Free Town Centres	
The AMA (WA) strongly supports the City of Vincent's proposal to introduce smoke-free town centres as part of the five-year Public Health Plan.	Noted.
The AMA (WA) believes West Australians have a fundamental right to clean, safe environments. There is no safe level of exposure to tobacco smoke. Just 30 minutes of exposure to tobacco smoke changes the way in which blood flows and clots, increasing the risk of heart attack and stroke. Completely smoke-free environments — with no exceptions — are the only proven way to protect people.	Smoking-free areas will be discussed when scoping the project and administration have noted that there are no safe level of exposure to tobacco smoke. A project plan will be presented to Council in 2021 to detail the steps needed to achieve this target. This will include project objectives, key performance indicators, community and business engagement, location of smoke-free town centres, timeframes, budget and risk management assessment.

Comments Received	Administration Response
It is imperative that e-cigarette aerosols are included in smoke-free policies. There is overwhelming and accumulating evidence on the harms caused by e-cigarettes to the lungs, heart and blood vessels. The full extent of the damage caused by e-cigarette aerosols is not yet known and so, we must take a precautionary approach to limit their potential harm of vaping in public areas.	Administration agrees that there is growing evidence to suggest the use of e-cigarettes/vaping damages health. Vaping will be considered within the Smoke free Town Centres project.

Australian Council on Smoking and Health

Comments Received	Administration Response
Smoke-Free Town Centres	
ACOSH strongly supports the City of Vincent's proposal to achieve smoke-free town centres by 2025.	Noted.
ACOSH does not support dedicated smoking areas for a number of reasons: <ul style="list-style-type: none"> The prevalence of smoking in West Australia is at an all-time low of circa 10% and I note that from recent surveys the prevalence is even lower in the City of Vincent. Smoke-free policies help to drive down the prevalence of smoking and protect non-smokers from exposure to dangerous second-hand smoke. Smoke-free environments encourage smokers to make quit attempts and support ex-smokers. Dedicated smoking areas undermine the massive denormalization of smoking that has occurred over the past 40 years in Australia. Dedicated smoking areas are expensive to construct and there is no evidence that they are well patronised by the remaining smokers in the community. These areas may also encourage people to smoke, undermining the achievement of smoke-free town centres. Smokers who visit licenced premises can already smoke in the exempted outdoor areas of hotels. 	Smoking-free areas will be discussed when scoping the project. A project plan will be presented to Council in 2021 to detail the steps needed to achieve this target. This will include project objectives, key performance indicators, community and business engagement, location of smoke-free town centres, timeframes, budget and risk management assessment.
While e-cigarettes are a relatively recent phenomenon, there is now accumulating evidence about the serious health effects of vaping, and the epidemic of use by young people in the US, Canada and elsewhere. It would be a disaster to undermine progress in tobacco control by allowing a proliferation of vaping in existing non-smoking areas. ACOSH strongly recommends including a prohibition on vaping in all non-smoking policies.	Administration agrees that there is growing evidence to suggest the use of e-cigarettes/vaping damages health. Vaping will be considered within the Smoke free Town Centres project.

Injury Matters Submission (online survey submission)

Comments Received	Administration Response
Smoke-Free Town Centres	
This target is specific to a particular health issue. Addressing a broader public health target such as physical activity would address multiple chronic diseases and injuries. A physical activity target would support the Cities profile, which outlines that 63% of residents are overweight and obese and 35% do not meet the minimum physical activity guidelines	Although only 8% of the Vincent community smoke, smoke-free environments are important to our residents, businesses and visitors. The public health plan community consultation in April 2020 concluded that 86% of residents highlighted that smoke-free environments were important to allow residents to lead a healthy and happy life.
Injury Matters suggest the inclusion of safety as a domain for deliverable item 3.1 i.e. Partner with external agencies and community groups on projects and activities that empower and enable people to live healthy, safe happy and connected lives.	Whilst not specifically included within the deliverable, safety is captured within the long-term health outcome 'Reduced injuries and a safer community'.

Comments Received	Administration Response
Deliverable 9.1 Injury Matters acknowledges the Cities recognition of priority population groups. If identifying specific groups such as females, Injury Matters suggest Seniors should be considered a named priority for participation. Injury Matters recommend physical activity programs which specifically address the needs of seniors. Increasing access to community-based exercise programs for older adults are necessary for the reduction of falls. Suggested activities could include: Provide accessible and affordable local exercise classes for older adults that incorporate leg strength and balance exercises.	Administration support this recommendation. An action within the implementation plan will likely include 'Provide accessible and affordable local exercise classes for older adults that incorporate leg strength and balance exercises.'
Injury Matters suggests the inclusion of other modes of transport in deliverable 11.1 to ensure pedestrian and road user safety	Noted.
Injury Matters suggest that Deliverable 15.1 could be modified to ensure that playground equipment can be for all ages. The development of playgrounds and equipment for promoting strength and balance among older adults improve falls outcomes. Exploration of this equipment should be considered when developing parks, reserves, and open spaces	Administration support this recommendation. Deliverable 15.1 of the Plan has been amended to 'Deliver active and passive parks, playgrounds and additional public open spaces for all ages and abilities to enjoy'.
Injury Matters suggest that falls risk screening could be included as an example in deliverable 20.1 i.e. Promote screening and immunisation campaigns to local residents around childhood immunisations, flu vaccination and screening (e.g. cervical cancer and fall risk). Falls risk screening is an important intervention for identifying and making modifications for those at risk of falls. Falls are the leading cause of injury fatality and injury hospitalisation for the City with falls 1.28 times the state average	Administrations consider this can be address through deliverable 13.2 of the Plan which states: 'Establish partnerships and deliver programs to seniors including reducing injuries associated with falls.'
As a lead injury prevention not-for-profit organisation in WA, and organisation based in the City of Vincent, Injury Matters commends the City of Vincent on your draft public health plan. It is a comprehensive plan that utilises the social determinants of health to address disease and injury. Injury Matters also commends the City on the inclusion of injury prevention as a long-term health outcome for the City. This is particularly evident through the Built Environment objective. There are opportunities in the plan through to strengthen the awareness of the preventable nature of injury. For example in the Community Profile section of the plan Injury Matters suggests the following change: 4.0 Community Profile Priority population groups Some population groups are at a greater risk of chronic disease and injury and require..... support our priority groups with a higher prevalence of risk factors for chronic disease and injury. Falls are the leading cause of injury hospitalisation and fatality in the City, as such Injury Matters commends the inclusion of falls as a health issue that is directly addressed in the plan. Injury Matters looks forward to partnering together to reduce injuries and create a safer community for residents and visitors to the City of Vincent. For further activities that the City of Vincent could consider to reduce injury and create a safer community please see Injury Matters Guide to Promoting Safety and Preventing Injury For Local Government.	Administration looks forward to engaging and partnering with Injury Matters as a local agency, to assist in delivering on our long-term health outcome 'reduced injuries and safer community'.

Sexual Health and Blood-borne Virus Program, Communicable Disease Control Directorate, Department of Health WA

Comments Received	Administration Response
<p>Page 9 - Priority population groups: Some of the listed priority groups align with priority populations in the WA Sexual Health and Blood-borne Virus Strategies (Aboriginal & Torres Strait Islander peoples; Culturally and Linguistically Diverse (CaLD) populations; people living with a disability), therefore sexually transmissible infection (STI) and blood-borne virus (BBV) issues would be highly relevant for these groups.</p> <p>Please also consider including other populations in the Plan including young people, and sexually and gender diverse people.</p>	<p>A Youth Action Plan has been developed for the City which includes actions to support, connect and empower our Youth.</p> <p>This recommendation will be passed onto the business unit responsible for the Youth Action Plan.</p> <p>The Plan has identified six priority population groups but it is not limited to these. The Plan is intended to be a flexible and living document, allowing for new opportunities to be added as they arise over the life of the Plan.</p>
<p>Page 14 - Public Health Pillars - Built Environment: Community sharps disposal would fall under this broad pillar, as would the potential for condom vending machines in public toilets.</p> <p>There is scope to include support for young people and sexually and gender diverse young people, linking these priority population groups in with local support services (Freedom Centre; M-clinic for example – both located in City of Vincent). Some examples of other activities could include development of relationships and sexuality education programs in youth centres, offer of free Department of Health WA resources in health centres/clinics and schools (e.g. Talk soon. Talk often, Get the Facts, Growing and Developing Healthy Relationships, Puberty books, Relationships, sex and other stuff, Let's Yarn, Could I have it?).</p>	
<p>Please reconsider language with a negative connotation – 'unhealthy behaviours' (paragraph 2) for example, may be better presented as 'modifiable risk factors'.</p>	<p>Administration agrees with this comment and has amended wording accordingly.</p>
<p>Page 18 - Public Health Pillars - Built Environment: Consider inclusion of community sharps disposal facilities and support for needle and syringe programs (NSP). Under 'Priority Health Outcomes' this would be linked to achieving reduced injuries and a safer community.</p> <p>Social Environment: Suggest inclusion of increased relationships and sexuality education; increased access to gender and sexually inclusive services.</p> <p>Health Protection: Needle and syringe programs (NSP), community sharps disposal and increased access to relationships and sexual health services/resources could be included here as 'prevention and control of communicable diseases' is directly linked to these activities.</p>	<p>Under reviewing and improving the City's frameworks (17.5 - Review and improve the City's frameworks to respond to environmental health risks such as urban and environmental noise, asbestos and food safety to reduce their impact on human health), administration will be reviewing and updating the community sharps disposal in the City.</p> <p>Administration can engage with partners to update and strengthen the program.</p> <p>Administration will include long term health outcome of 'reduced injuries and a safer community' under deliverable 17.5.</p>
<p>Page 21 – Built Environment - Safer Communities: 13.1 - Implement the Safer Vincent Plan to improve community safety outcomes - The Safer Vincent Plan does not mention sharps/injecting drug use, although does make reference to drug use and the council's relationship with non-government agencies that deal with complex issues such as homelessness, drug and alcohol use and cultural isolation. Needle and syringe programs (NSP) could work in this space to help achieve health outcomes to reduce injuries and provide a safer community.</p>	

Comments Received	Administration Response
Page 14 - Public Health Pillars - Built Environment: Community sharps disposal would fall under this broad pillar, as would the potential for condom vending machines in public toilets.	
Page 19 - Public Health Leadership: Is this page referring to the target of having 'smoke-free town centres by 2025', as the content in the table seems much broader? If it is more broader scoping, then communicable disease topics (reduced exposure to blood-borne viruses and sexually transmitted infections; improved relationships and sexual health outcomes for example) could fit into many of the deliverables and long term health outcomes for the City.	Smoke-free Town Centres by 2025 has now been included as a priority area within the table.
Page 20 - Social Environment - Long term health outcomes for the City: Aligning with 'community activities and programs' and 'inclusive communities' Improved relationships and sexual health outcomes could be long term health outcomes for the City.	The long term health outcomes have been identified from the priority areas within the State Public Health Plan and analysis of population health data for the City of Vincent.
Page 10 - The Health of the Community: Relationships and sexuality education links inextricably to mental health and wellbeing – particularly in terms of connectiveness, respectful relationships, family and domestic violence (FDV) and sexual assault. Consider including relationships and sexuality education/related topics in interventions that target mental health and wellbeing.	
In related activities, consider inclusion of relationships and sexuality education resources in services, condom vending machines, referrals to local relationships and sexuality support services.	Noted.
Page 23 - Health Protection - Environmental health: 17.3 - Monitor, investigate and report current and emerging trends in communicable diseases - What will be put in place for this, and how will this be communicated with the Department of Health WA?	The City's Environmental Health team play a critical role in the prevention and control of communicable disease. This includes the likes of inspecting food businesses to reduce food-borne disease risks, investigating and reporting back to WA Health on disease outbreaks, monitoring and controlling levels of vectors of vector borne disease and managing the City's syringe disposal program. Advocacy and awareness is an area which the City can influence when it comes to communicable disease.
Page 15 - Health Protection: Opportunity to include relationships and sexual health topics in this section. A recent metropolitan outbreak of syphilis has prompted an urgent public health response through the Department of Health WA – this particularly impacts on people experiencing homelessness and women of child bearing age. Provision of prevention and education strategies may fit in this section.	A communications plan will be a key driver in raising awareness of priority public health campaigns throughout the year and will target Vincent population groups.
20.1 - Promote screening and immunisation campaigns to local residents around childhood immunisations, flu vaccination and screening (e.g. cervical cancer) – As related specifically to the work that the SHBBVP/CDCD conducts, we suggest including hepatitis B vaccine promotion (childhood and adult program), and HPV vaccination (acknowledging that cervical cancer has already been suggested).	

Note: Comments Received are direct quotes from submissions. Spelling and grammar errors have not been corrected by Administration.



CITY OF VINCENT

Public Health Plan

2020 – 2025

A strategy for a healthy,
happy and connected
community for all



Acknowledgement of Country

The City of Vincent acknowledges the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past, present and emerging. We recognise the unique and incomparable contribution the Whadjuk people have made and continue to make to our culture and in our community. We will continue to seek the input of the Traditional Owners. The land on which we live, meet and thrive as a community always was and always will be Noongar land.

Contents

Acknowledgement of Country	2
Mayors Messages	3
1.0 Introduction	4
2.0 Vision	6
3.0 The Social Determinants of Health.....	7
4.0 Community Profile	8
5.0 The Health of the Community.....	10
6.0 Community and Stakeholder Consultation.....	12
7.0 Public Health Pillars	13
8.0 Evaluation & Reporting	16
9.0 Strategic Action Plan	17
10.0 Case Studies	25

Mayors Messages

TBC

1.0 Introduction

The City of Vincent's Public Health Plan 2020-2025 (the Plan) provides a framework for the health and wellbeing of the local community. This Plan is the City's roadmap to continue to enable our community to enjoy healthy, happy and connected lives in a supportive environment.

Health and wellbeing is influenced by the built, natural, social and economic environments in which we live, work and play. The City has a role to ensure these environments are healthy, safe, clean, green and accessible.

Local governments are often considered to be 'closest to the people' not only because of the range of services we provide to the community, but because of the effect that these services have on community health and wellbeing. These services include:

- **infrastructure and property services**, including parking, local roads, footpaths, drainage and waste and recycling;
- **recreation facilities**, such as parks, sports fields and stadiums, swimming pools, sport centres and halls;
- **environmental health surveillance and education** to prevent disease and control environmental health hazards, including tobacco control, water and food safety, noise and air pollution and mosquitoes;
- **planning and building approvals** involving assessment of development proposals and review of designs;
- **community programs and events** including support for community groups, workshops and cultural events; and
- **cultural facilities and services**, such as our library.

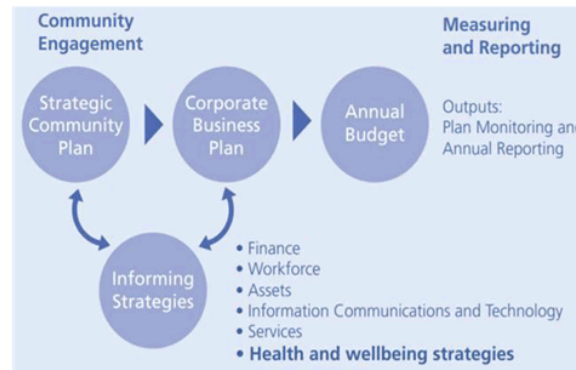
Public Health is defined as *"the health and wellbeing of the community and the combination of safeguards, policies and programmes designed to protect, maintain, promote and improve the health of individuals and their communities to prevent and reduce the incidence of illness and disability"* (Public Health Act 2016 (the Act)).

With local public health planning a requirement of the Act, the City has collaboratively developed the Public Health Plan 2020 – 2025. The Plan provides a framework to support the health and wellbeing of our community, enhancing the City's proactive service delivery approach and focuses efforts and resources

on creating communities that support health. It identifies deliverables to support public health and encourages the community to practice healthy behaviours which prevent chronic disease.

The Plan forms part of the City's suite of informing strategies as shown below:

Figure 1. Public Health Plan as an informing strategy.



At the same time that the Plan has been created, the world has seen the emergence of the COVID-19 pandemic. This pandemic has demonstrated that public health issues have the potential to affect millions of people and has significantly disrupted and changed the way we live our daily lives in Australia. The City's proactive response led the community through the pandemic, with actions implemented to promote and recover the local economy, environment and social connection and wellbeing of our community. The Plan includes deliverables which, at a strategic and operational level, support our community's health and wellbeing throughout the recovery phase of the COVID-19 pandemic.

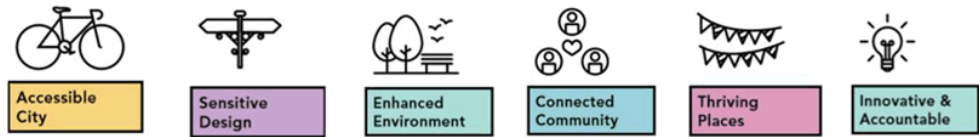
The Plan will ensure that the City will make the best possible use of our resources and continue to collaborate with the community and external organisations for the benefit of current and future generations.

2.0 Vision

‘A healthy, happy and connected community for all’.

This vision has been developed with clear links to the City’s Strategic Community Plan 2018-2028 priorities (figure 2) and other informing strategies and plans.

Figure 2 – City of Vincent Strategic Community Plan 2018-2028 priorities



3.0 The Social Determinants of Health

Public health programs and plans across the world are guided by the Social Determinants of Health. These are the conditions in which a person is born, grows up, lives, works and ages; and in turn influences their opportunity to be healthy, their risk of illness and life expectancy.

The social determinants of health are broad and include socioeconomic status, employment, education, housing, social support, access to health care and other services, transport, food security and community safety.

Influencing these determinants of health is a shared responsibility and is beyond the scope of any one agency or level of government. Improving health outcomes starts with giving people more opportunities to make choices that support individuals to lead healthier, more active lives, regardless of their income, education or cultural background.

Through the development of the Plan, the City recognises that working to address all of these factors using a holistic approach will have the greatest impact on health and wellbeing. The following image illustrates this concept and the opportunities that local governments have to positively impact the social determinants of health.

Figure 3 – The Social determinants of health and wellbeing - A visual will be produced similar to this diagram



Reference: Campbell F, 2010 Improvement and Development Agency, United Kingdom

4.0 Community Profile

The social determinants of health demonstrates that public health is closely linked with many other components of a community's profile. The following population overview provides a snapshot of the City's demographic and social profile (Australian Bureau of Statistics (Census 2016)).

Figure 4 - Population overview of the City of Vincent – Infographic will be created

General population			
The City encompasses a number of inner-city suburbs which covers an area of 11.4 square kilometres.	Population of 36,500 people	35% of residents were born overseas (England, Italy, New Zealand, Ireland and Vietnam the most common countries of birth outside Australia)	Median age of residents are 34 years
Employment and Income			
Labour force participation was 69%	6% were unemployed and looking for work.	3% of families had an annual income of less than \$20,800.	
Education and Volunteering			
Year 12 or equivalent was the highest year of school completed for almost 70% of people.	41% of people had a tertiary qualification.	22% people were involved in voluntary work for an organisation or group.	
Housing			
51% of residents live within medium to high density housing	3% of households were dwellings rented from the government housing authority		
Transport			
8% of residents do not own a vehicle.	15% took public transport to work	12% travelled to work by bike or walked	

Priority population groups

Some population groups are at a greater risk of chronic disease and require some targeted support as part of this Plan. The City is committed to an evidence-based, population wide approach. This approach will be accompanied by complementary targeted approaches to support our priority population groups with a higher prevalence of risk factors for chronic disease.

The City has other plans in place that support a number of the following priority population groups. Public health and wellbeing priorities will be embedded into future plans to help reduce health inequity in our community.

- **Aboriginal and Torres Strait Islander peoples** - 1% of the population are Aboriginal and Torres Strait Islander peoples
- **People living in low socioeconomic circumstances** – 6% unemployment rate, but likely higher due to COVID-19 pandemic
- **People living with a disability** - 4% of people had a disability with need for assistance.
- **People experiencing homelessness** - 1% of people are experiencing homelessness.
- **Seniors** - 15% are aged 60 years and over.
- **Culturally and Linguistically Diverse (CALD) populations, particularly those people who have recently arrived in Australia** - 22% of the population spoke a language other than English at home including Italian, Mandarin, and Vietnamese.

Reference: Australian Bureau of Statistics (Census 2016)

5.0 The Health of the Community

Healthy behaviours play an important part of people leading longer and healthier lives. These include increasing physical activity, improving diet, looking after mental health and wellbeing, and reducing risky behaviours such as smoking and drinking alcohol.

Many chronic diseases such as cardiovascular disease, type 2 diabetes, respiratory disease and some cancers are associated with risk factors such as being overweight or obese, having a poor diet, getting insufficient physical activity, smoking, and consuming alcohol at harmful levels. These chronic diseases can have a profound impact on an individual's health and wellbeing. Some of the behavioural determinants and biomedical risks that affect the City's population are displayed in Figure 5.

There are opportunities to improve the health of the population by raising awareness and creating healthier environments across the community to make it easier and more accessible to choose healthy behaviours. Following analysis of the City's health data, the following six priority health topics have been identified, which will be a focus for the Plan:

- **Alcohol;**
- **Physical activity;**
- **Healthy eating;**
- **Mental health and wellbeing;**
- **Smoking; and**
- **Environmental health.**

This list includes environmental health – an area where the City also plays an important role in public health protection.

Statistics and other research has also resulted in the identification of additional health topics that the Plan will seek to address by influencing and advocating for programs and services. These are areas where the City can improve:

- **Immunisation** - 85% of children over 5 years are immunised (Lower than state average);
- **Screening** - 38% participate in Cervical Cancer Screening (Lower than state average); and
- **Falls in seniors** - Hospitalisations for accidental falls in Elderly (65 years and older) 5,979 per 100,000 persons (Higher than state average).

Figure 5. Health & Wellbeing Profile and other health statistics



Reference: Population profile for the City of Vincent, WA Department of Health, Epidemiology Branch.

6.0 Community and Stakeholder Consultation

This Plan has been informed by ideas gathered from our community, external organisations, Council Members and the City's Administration.

Community members were invited to provide their comments via an online survey on 'Imagine Vincent' and also through face-to-face conversations. Feedback received highlighted seven common themes that are important for community members to lead a healthy, happy and connected life in the local community.

- **Being socially connected;**
- **Up to date public health information;**
- **Recreation and community facilities;**
- **Parks and open spaces;**
- **Opportunities to walk and cycle;**
- **Festivals, events and activities; and**
- **Vibrant town centres and high streets.**

These common themes have shaped the public health pillars within the Plan. Ongoing consultation and engagement will be essential to the success of the Plan and will be embedded throughout the next five years of this Plan. This will involve our community being consulted on new programs.

There are many non-government organisations, in addition to the Department of Health, North Metropolitan Public Health Service who have a role to support a healthy, happy and connected community. Many of the organisations are based in the City, and support priority population groups and/or advocate and deliver programs on important health topics. These stakeholders provided information on the type of public health priorities that could be addressed in the Plan during the consultation process. Organisations have indicated a desire to work with the City on topics such as mental health and wellbeing, reducing overweight and obesity and promoting healthy messages to the community.

Ongoing collaboration with stakeholders will continue to share skills and knowledge on health topics, collaborate and join resources, improve communication and seek opportunities to cross promote health and wellbeing programs.

7.0 Public Health Pillars

Five public health pillars (Figure 6) have been created in response to consultation, local demographics, health statistics and policy review. These pillars capture where the City can have the greatest influence in community health and wellbeing.

Deliverables have been created under each pillar which link to a long term health outcome for the City. The deliverables will be supported by an annual work plan that will identify actions, resources, responsibilities and timeframes.

The Plan also recognises the effect of COVID-19 and identifies deliverables which will involve recovery initiatives to address current and future impacts of the pandemic.

Figure 6 – Public Health Pillars



1. Public Health Leadership

The City aims to ensure public health outcomes are embedded within everything that we do, for the benefit of the community. This involves a commitment to lead, influence and advocate for optimal public health. Public health leadership encourages shared responsibility, both within the organisation and through stakeholder partnerships. It recognises that public health is closely linked to our other strategic goals.

Strategic Community Plan link - Innovative & Accountable

2. Social Environment

A social environment supports optimal physical, mental and social health and wellbeing for people who work, live and visit the City. Social groups, programs and events provide valuable local networks and form an important part of people's identity. The main benefit of social connectedness and inclusion is improvement to quality of life and mental health and wellbeing. Social connections in the community include volunteering, joining a club or social group and, of course, spending time with our friends, family and neighbours.

Strategic Community Plan link - Connected Community; Thriving Places; Innovative & Accountable

3. Built Environment

Access to a built environment for people who live, work and visit the City includes all the human-made physical spaces and built form including infrastructure, buildings, roads, footpaths and cycle ways. The built environment can support our health and wellbeing by having good walkability, space for bike riding, allowing ease of access to organised and incidental physical activity and all modes of transport and opportunities for social and community interactions. It is also important to provide accessible community spaces that are well utilised and activated by residents and local businesses.

Strategic Community Plan link - Accessible City; Sensitive Design; Connected Community; Innovative & Accountable

4. Natural Environment

Access to a healthy natural environment offers residents and visitors opportunities to be physically active and in turn increase mental health and wellbeing. Public open spaces are vital connectors for local walking and cycling networks, enabling people to opt for active transport modes, translating health and wellbeing benefits including an increase incidence of physical activity. The impact of climate change is a concern for our community and we believe that local action is an important part of the solution to deliver a sustainable, natural environment for the local community. It's important that the City plans for and responds to emerging risks associated with climate change to protect the public and the environment from the harmful health impacts of climate change.

Strategic Community Plan link – Enhanced Environment; Accessible City; Sensitive Design; Innovative & Accountable

5. Health Protection

Health protection for people who live, work and visit the City is facilitated by a suite of essential services, awareness programs and legislative measures. These include the delivery of environmental and public health legislation, leading the local response in emergency situations, promoting screening and immunisation programs and advocacy for smoke and alcohol free environments. The many and varied monitoring, promotion and surveillance functions of the City contribute to the protection of health and wellbeing in the local community. These functions enable our local businesses to incorporate public health assurances into their operations and encourage our residents to look after the health of their household and their neighbours.

Strategic Community Plan link - Thriving Places; Enhanced Environment; Innovative & Accountable

8.0 Evaluation & Reporting

This Plan will be used to inform the City's Corporate Business Plan, Long Term Financial Plan and annual budgets. It is intended to be a flexible and living document, allowing for new opportunities to be added as they arise over the life of the Plan.

Monitoring progress in reducing chronic disease and changes in health behaviours in a population is complex. There is also often a considerable delay between health promotion activity and changes in health behaviour and ultimately health outcomes.

Taking these factors into consideration, the City will monitor and track the success of the Plan over time. Our success will be measured through key performance indicators developed to support internal actions for each deliverable.

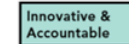
Reporting of the Plan will occur annually in the form of a Council Information Bulletin prepared at the end of each financial year and Corporate Business Plan updates. Our community will also be updated on the delivery of actions via the City's Annual Report and a range of communication methods including social media platforms, newsletters and relevant publications.

After five years, the Plan will be evaluated and reviewed including what worked well, what needs to be done differently and lessons learnt. A new Plan will be developed detailing existing and new opportunities into a new Plan for 2025 – 2030.

9.0 Strategic Action Plan

Page 17 of 27

Vision				
A healthy, happy and connected community for all.				
Public Health Pillars				
Public Health Leadership	Social Environment	Built Environment	Natural Environments	Health Protection
<ul style="list-style-type: none"> Target: Smoke-free town centres by 2025 Civic leadership Advocacy Public awareness and engagement 	<ul style="list-style-type: none"> Healthy eating Activities and programs Inclusive communities Festivals and events Sporting clubs, community groups and non-government organisations 	<ul style="list-style-type: none"> Buildings and facilities Active transport Town centres Safer communities 	<ul style="list-style-type: none"> Greening the community Parks, reserves and other open spaces Climate change 	<ul style="list-style-type: none"> Environmental health Alcohol and smoking Emergency management Screening and immunisations
Priority Health Outcomes				
<ul style="list-style-type: none"> All priority health outcomes detailed in associated pillars 	<ul style="list-style-type: none"> Increased healthy eating Increased mental health and wellbeing Increased physical activity 	<ul style="list-style-type: none"> Increased physical activity Reduced injuries and a safer community Increased mental health and wellbeing Reduced harmful alcohol use 	<ul style="list-style-type: none"> Increased physical activity Increased mental health and wellbeing Reduced exposure to environmental health risks Reduced exposure to ultraviolet radiation. 	<ul style="list-style-type: none"> Reduced exposure to environmental health risks Increased healthy eating Prevent and control of communicable diseases Reduced harmful alcohol use Reduced smoking Mitigate the impact of public health emergencies Promote screening and immunisation
Priority Population Groups				
Aboriginal and Torres Strait Islander peoples; People living in low socioeconomic circumstances; People living with a disability; People who are experiencing homelessness; Seniors; and Culturally and Linguistically Diverse (CALD) populations, particularly those people who have recently arrived in Australia.				
Role of the City				
Services: Provide services to people in the City that contribute to their health and wellbeing Policy & Planning: Prioritise and embed public health into the City's policies and planning processes Advocate: Be a local community leader for health and wellbeing of the community		Promote: Actively raise awareness of health and wellbeing in the City through marketing, media, programs and events Partner: Work together with external stakeholders on health and wellbeing programs		



Public Health Leadership

Objective – Lead by example and influence public health commitment through leadership, advocacy and engagement.

Target – As public health leaders, we are committed to setting a target for 2020 – 2025. Our target for this plan is: **Smoke-free Town Centres by 2025**. While this target is placed under the Public Health Leadership pillar, it also provides benefits to the social, built and natural environments as well as providing health protection. Deliverables to achieve this target are detailed below.

The City is committed to achieving this target to limit community exposure to second-hand smoke, help change attitudes towards smoking and improve health. The City will raise community awareness on the risks of exposure to second-hand smoke, advocate for community leaders, reduce the visibility of smoking to the community and minimise cigarette butt littering within town centres.

Priority Area	Deliverables	COVID-19 Recovery	Long term health outcomes for the City
1 - Civic leadership	1.1 - Incorporate public health, wellbeing and health equity principles and priorities into City policies, plans, reports, programs and activities.		Increased physical activity
	1.2 - Pursue grant funding opportunities to increase the health and wellbeing of our community through projects, activities and services.		Increased mental health and wellbeing
	1.3 - Support a healthy and happy workplace for City staff with a focus on wellbeing and work life balance, and promote this approach to our stakeholders	Y	Reduced harmful alcohol use
2 - Advocacy	2.1 - Advocate to improve public health and wellbeing outcomes on behalf of our community to State and Federal government, agencies, private organisations and peak bodies for our priority population groups #	Y	Reduced smoking
			Reduced exposure to environmental health risks
3 - Public awareness and engagement	3.1 - Partner with external agencies and community groups on projects and activities that empower and enable people to live healthy, happy and connected lives.	Y	Increased healthy eating
	3.2 - Develop a communication plan to inform, engage and educate residents, visitors, businesses and community organisations on the priority health topics for the City ##	Y	Reduced injuries and a safer community
4 - Smoke-free Town Centres by 2025	4.1 - Design and implement a smoke-free Town Centre project which considers policy and regulatory options with involvement from health partners and local businesses.		Prevent and control of communicable diseases
	4.2 - Deliver a public awareness campaign to focus on the benefits of smoke-free environments.		Mitigate the impact of public health emergencies
	4.3 - Review proposals to introduce new smoke-free environments on City owned land.		Promote screening and immunisation

Social Environment



Objective - Strengthen community connections and champion physical, mental and social health and wellbeing of our community.

Priority Area	Deliverables	COVID-19 Recovery	Long term health outcomes for the City
5 - Healthy eating	5.1 - Increase healthy food and drink options at City venues, public open spaces, events, festivals and community activities.		Increased healthy eating
	5.2 - Promote and support healthy and sustainable food environments, particularly to our priority population groups. #	Y	Increased healthy eating
6 - Community activities and programs	6.1 - Deliver and promote activities and programs that contribute to increased physical activity and mental health and wellbeing; including local sports, fitness, community groups and cultural activities.	Y	Increased mental health and wellbeing Increased physical activity
	6.2 - Develop new and promote current initiatives that encourage residents to connect with their neighbours and local community, and encourage neighbour connection through the City's service delivery.	Y	Increased mental health and wellbeing
7 - Inclusive communities	7.1 - Deliver and promote inclusive health and wellbeing programs and services, particularly through supporting stakeholders that provide health and community support to our priority population groups. #	Y	Increased mental health and wellbeing
	7.2 – Ensure meaningful engagement with our priority population groups that are at risk of or experiencing social exclusion and advocate for health equity within policies, programs and services #	Y	Increased mental health and wellbeing
	7.3 - Provide support to organisations working with people experiencing socio-economic hardship including homelessness.	Y	Increased mental health & wellbeing
8 - Festivals and events	8.1 - Deliver and promote festivals and events that encourage community connections, reduce social isolation and cultural barriers.	Y	Increased mental health and wellbeing
9 - Sporting clubs, community groups and non-government organisations	9.1 - Build the capacity of local clubs, groups and organisations to deliver health and wellbeing activities and encourage participation of priority population groups including females in sport. #	Y	Increased mental health and wellbeing Increased physical activity

Built Environment



Objective - Build, enhance and maintain well designed places and infrastructure to support the health, wellbeing and growth of our community.

Priority Area	Deliverables	COVID-19 Recovery	Long term health outcomes for the City
10 - City buildings and facilities	10.1 – Incorporate public health principles including Healthy Active by Design into City plans and strategies to influence the planning, and development of the built environment. ###		Increased physical activity Reduced injuries and a safer community
	10.2 - Provide and promote welcoming and accessible facilities to encourage greater utilisation by our community and priority population groups. #	Y	Increased physical activity Reduced injuries and a safer community
11 - Active transport	11.1 - Develop a wayfinding strategy and promote programs to improve walkability of the City.		Increased physical activity Reduced injuries and a safer community
	11.2 - Deliver programs and events that promote active transport to support the community to be more physically active.	Y	Increased physical activity
12 - Town centres	12.1 - Deliver active spaces within our town centres to increase community connection	Y	Increased mental health and wellbeing
13 - Safer communities	13.1 - Implement the Safer Vincent Plan to improve community safety outcomes		Reduced injuries and a safer community Reduced harmful alcohol use
	13.2 - Support and partner with external stakeholders to deliver programs to seniors including reducing injuries associated with falls.		Reduced injuries and a safer community Increased physical activity

Natural Environment



Objective - Provide a sustainable natural environment for the health and wellbeing of our community.

Priority Area	Deliverables	COVID-19 Recovery	Long term health outcomes for the City
14 - Greening the community	14.1 - Increase the number of trees and green spaces to support the health and wellbeing of our community.		Increased physical activity Increased mental health and wellbeing
15 - Parks, reserves and other open spaces	15.1 - Deliver active and passive parks, playgrounds and additional public open spaces for all ages and abilities to enjoy.	Y	Increased physical activity Increased mental health and wellbeing
	15.2 - Incorporate Healthy Active by Design principles to enhance parks, reserves and other public open spaces ###		Increased physical activity Increased mental health and wellbeing
	15.3 - Partner with organisations to develop and implement sun protection strategies		Reduced exposure to ultraviolet radiation
16 - Climate Change	16.1 – Encourage, empower and support the community to make choices that consider the health and environmental impacts of climate change.	Y	Reduced exposure to environmental health risks

Health Protection



Objective - Deliver evidence based health protection services and programs for our community.

Priority Area	Deliverables	COVID-19 Recovery	Long term health outcomes for the City
17 - Environmental health	17.1 - Deliver quality environmental health services and programs to improve public health outcomes.	Y	Reduced exposure to environmental health risks
	17.2 - Support and encourage our local businesses to provide safe and healthy food environments to our community.		Increased healthy eating
	17.3 - Monitor, investigate and report current and emerging trends in communicable diseases.	Y	Mitigate the impact of public health emergencies Prevent and control of communicable diseases
	17.4 - Increase the City's understanding to assess the risks of climate change to environmental health.		Reduced exposure to environmental health risks
	17.5 - Review and improve the City's frameworks to respond to environmental health risks such as urban and environmental noise, asbestos and food safety to reduce their impact on human health.		Reduced exposure to environmental health risks Reduced injuries and a safer community
18 - Alcohol and smoking	18.1 - Develop partnerships with the community, organisations and licenced premises to reduce the risk of antisocial behaviour and alcohol related harm in the community.		Reduced harmful alcohol use
	18.2 - Support the implementation of alcohol and or smoke free environments including festivals, events, activities and or clubs.		Reduced harmful alcohol use Reduced smoking
	18.3 - Incorporate public health principles into applications involving the sale and supply of alcohol.		Reduced harmful alcohol use
	18.4 - Advocate for reduced exposure to alcohol and tobacco advertising, marketing, promotion and sponsorship.		Reduced harmful alcohol use Reduced smoking
19 - Emergency management	19.1 - Lead the development of innovative approaches to care for the health and wellbeing of the community when responding to and recovering from emergencies.	Y	Mitigate the impact of public health emergencies
20 - Screening and immunisation	20.1 - Promote screening and immunisation campaigns to local residents around childhood immunisations, flu vaccination and screening (e.g. cervical cancer).		Promote screening and immunisation

Priority Population Groups - Aboriginal and Torres Strait Islander peoples; People living in low socioeconomic circumstances; People living with a disability; People experiencing homelessness; Seniors; and Culturally and Linguistically Diverse (CALD) populations, particularly those people who have recently arrived in Australia.

Top priority health topics - Alcohol; Physical activity; Healthy eating; Mental health and wellbeing; Smoking; Environmental Health.

Healthy Active by Design - Best practice planning and design of buildings, streets, towns and cities that can assist with the development of healthy and active neighbourhoods. Tools to support built environment professionals to integrate healthy planning principles into developments that will have a positive impact on the health and wellbeing of the community.

10.0 Case Studies

Shakespeare Street – A Safe Active Street

The City of Vincent is committed to creating an accessible city and this includes improving opportunities to walk and cycle within the City. This may be through installing new cycling infrastructure, increasing shade cover or encouraging and rewarding those that use active transport through education and events.

In recent years the City has created several new walking and cycling routes to create a safer environment and encourage residents to walk and cycle more often, including the Safe Active Street on Shakespeare Street. A mix of traffic calming measures and new landscaping has helped significantly reduce the speed on Shakespeare Street and create a street that is much safer for pedestrians and riders of all ages and abilities. The Safe Active Street also forms an important part of the City's Bike Network providing cyclists with a quiet and safe route from the north of the City to Leederville and other cycle routes such as the Principal Shared Path.



Banks Reserve Nature Playground and Active Zone

With the existing playground due for an upgrade, one of the essential outcomes of the Banks Reserve Master Plan was to create a space that made the most of the unique landscape and location as the City of Vincent's only riverfront park.

Community consultation and engagement occurred via the community reference group, observing users of the park at different times throughout a week and utilising comments from an online survey and a pop up engagement session.

The final design includes a nature playground, mini court recreational area, picnic zone and skate elements. The space includes:

- a variety of fun and challenging play experiences for a range of ages;
- use of natural materials such as timber and stone;
- natural shade from existing mature trees and shady slopes;
- Noongar Aboriginal art work features; and
- accessible footpath for wheelchair users.



The Angelfish Program

The Angelfish Program is an inclusive swimming program for people with a disability. The program provides individuals with a wide range of lifelong aquatic skills.

The program has grown rapidly since its inception in 2008 and consistently sees maximum numbers of 120 students enrolled yearly.

The Angelfish Program focuses heavily on inclusion and integration with suitable mainstream classes. This way, students have the opportunity to not only learn but also interact socially with their peers.

To make this program affordable it is subsidised by the City of Vincent, allowing Beatty Park to offer this program at the same cost of a regular lesson.

**Pop Up Play**

The Pop Up Play project was created in 2019 after an independent audit of parks and public spaces found there was a lack of play equipment for older teenagers and children in the City.

To tackle this, the City set up a parkour-inspired playground at Birdwood Square, free-play nature spaces at Woodville Reserve and Beatty Park, a parkour play space at Loftus Recreation Centre and a nature bike trail and pop up pump track at Britannia Reserve.

These areas provide youth with adventurous outdoor spaces where they can play creatively and freely. They have been hugely popular with the community and have encouraged kids to get outside and connect with each other.



Kambarang Sport and Cultural Showcase

About 250 young Aboriginal athletes from around WA came to the City for the Kambarang Sport and Cultural Showcase late last year.

The showcase, which focused on AFL and basketball, gave Aboriginal teens from around the State the chance to play a sport they love with local youth.

The initiative was part of the City's work towards reconciliation and an action from the City's Reconciliation Action Plan.

It was designed to empower Aboriginal teens and create meaningful experiences and opportunities.

The teens who took part in the basketball and football carnivals came from within the City as well as the Mid-West, Kimberley and Pilbara.

**Providing safe and healthy food environments**

With more than 500 food businesses in our local community, cafes, restaurants, pubs, bars and food retail contribute to the vibrancy of our town centres. The City's Environmental Health Officers (EHOs) support the local food industry through a surveillance and education program. This program involves sharing information on food safety standards and helping businesses to provide public health assurances for residents and visitors to the City.

The City has been exploring new ways to work with our local industry, which has recently included participating in a national pilot to measure food safety culture. A strong food safety culture ensures safe food is provided to customers at all times. This comes from all levels of staff understanding the importance of making safe food, and undertaking safe practices which helps to protect the business' reputation and financial viability.

The EHOs have also been providing direct advice and support to businesses during the COVID-19 pandemic, supporting over 300 businesses to develop COVID Safety Plans in 2020.



Health Policy Review – Appendix 3

Health Policies	Last reviewed	Next review	Comments	Update or Repeal
3.8.3 Concerts and Events	March 2014	June 2018	Review and update as part of the Public Health Plan (under the festivals and events priority area – 7)	Update
3.8.4 Safe Needle Syringe Collection and Disposal Strategy	Feb 2013	Feb 2018	<p>This an operational document that has no legal, legislative or regulatory requirements.</p> <p>Procurement and service deliverables for the provision and maintenance of syringe disposal units, and the disposal of syringes is captured within the Contract between supplier and City. Existing operational budget agreed by Council.</p> <p>The City's Officers collect loose syringes which are located on City land if reported by community members and/or they are identified during normal work activities.</p>	Repeal
3.8.6 Public Buildings - Use of Open Fires	Feb 2012	Feb 2017	This Policy replicates existing legislation (<i>Health (Public Buildings) Regulations 1992</i>). Content to be reviewed and if necessary, internal guidelines for the application of legislative provisions to be developed.	Repeal
3.8.7 Alcohol Management	April 2010	April 2015	Review and update as part of the Public Health Plan (under the alcohol and smoking priority area – 17)	Update
3.8.8 Rodent and Vermin Control - Assistance to Ratepayers	Feb 2012	Feb 2017	<p>This is an operational document and does not require to be a policy. There are no legal, legislative or regulatory requirements within this policy.</p> <p>Operational budget agreed by Council for the purchase of rodent and vermin baits for residents.</p>	Repeal
3.8.9 Healthy Vincent	Dec 2009	Dec 2014	The Public Health Plan will be the guiding document for the City in relation to health and wellbeing so this policy will no longer be required. There are no legal, legislative or regulatory requirements within this policy.	Repeal
3.8.10 Food Act 2008	Mar 2014	Feb 2019	This Policy replicates existing legislation (<i>Food Act 2008</i>). Content to be reviewed and if necessary, internal guidelines for the application of legislative provisions to be developed.	Repeal
3.8.11 Shade and Sunsmart	Aug 2016	Aug 2021	<p>Review and update as part of the Public Health Plan (under the parks, reserves and other open spaces priority area – 14)</p> <p>The policy will be updated in Aug 2021 when developing the Sun Protection Policy for the City.</p>	Update
3.8.12 Mobile Food Vendors - Vending Vincent	Aug 2016	Aug 2021	Policy reviewed and community consultation conducted. Report presented to Council at October OMC to adopt the updated Policy.	Adopt updated Policy

CITY OF VINCENT POLICY MANUAL
COMMUNITY SERVICES - HEALTH SERVICES
POLICY NO: 3.8.4
SAFE NEEDLE & SYRINGE COLLECTION AND DISPOSAL STRATEGY

POLICY: 3.8.4**SAFE NEEDLE & SYRINGE COLLECTION AND
DISPOSAL STRATEGY****OBJECTIVES**

- To maintain the City's highly successful needle and syringe collection and disposal programme.
- To promote a safe environment in which to work, recreate, reside and visit.

POLICY STATEMENT

The City strives to provide safe public places for the use and enjoyment of all persons residing, working, recreating or visiting the area. The Policy outlines tried and tested procedures which minimise the risk of inappropriately discarded needles on City property and public land.

The Policy does not apply to the disposal of needles and syringes on private property.

Date Adopted:	22 September 1997
Date Amended:	26 February 2002
Date Reviewed:	13 May 2008, 26 February 2013
Date of Next Review:	February 2018

GUIDELINES AND PROCEDURE FOR SAFE NEEDLE & SYRINGE COLLECTION AND DISPOSAL

Background

The Council's needle and syringe collection and disposal programme initiative was developed in 1997 in collaboration with the Department of Health's Sexually Transmissible Disease Branch, the Western Australian Substance Users Association, the WA Police Service and the City of Perth, as a pilot programme for WA with respect to mitigating the adverse environmental, public health, and community perception issues created by the inappropriate disposal of needles and syringes throughout the community.

The policy has proven highly successful in reducing the number of inappropriately disposed needles and syringes within public areas of the City. To ensure that the policy continues to deliver successful outcomes to our community, it is imperative that the policy be regularly reviewed and provided with appropriate funding to ensure the policy objectives are achieved.

Guidance for City of Vincent Employees with Respect to Inappropriately Discarded Needles and syringes.

1. Location of public needle and syringe disposal points – identification process

- 1.1** All needles and syringes collected by the City's Officers and all reports received by members of the public, regarding the location of inappropriately discarded needles and syringes, are to be logged for data collection and hotspot identification purposes.
- 1.2** Officers from Health Services, Rangers and Community Safety Services, Technical Services, Engineering Services, Parks Services shall be responsible for recording and maintaining a log book with specific details of inappropriately discarded needles and syringes.
- 1.3** The City's Health Services shall periodically assess the needle and syringe collection/public location report data to examine the suitability of each specific rigid metal sharps bin location throughout the City.
- 1.4** The City's Health Services are authorised to exercise discretion with respect to coordinating the removal, relocation or increase in the number of collection points throughout the City.
- 1.5** All log books maintained by the following services areas shall be submitted to the City's Health Services each quarter, for review and data compilation purposes:
 - Health Services;
 - Rangers and Community Safety Services;
 - Parks Services;
 - Technical Services; and
 - Engineering Services.

2. Safety and Handling

2.1 Procedure for the Safe Collection of Inappropriately Discarded Needles from Public Areas

2.1.1 Officers must use the following procedure during the collection and disposal of needles and syringes:

- (i) Use an approved yellow sharps disposal container, or if unavailable at the time, find a strong, rigid walled, plastic container with a screw-top lid, e.g. a fruit juice bottle (no glass bottles as they can shatter).
- (ii) Take the container to the needle and syringe (not the reverse), place the container on the ground next to the needle and syringe. Do not hold the container when depositing the needle and syringe.
- (iii) Pick the syringe up by the barrel end only, and never touch the sharp end. Puncture resistant gloves or long handled tongs should be made available as personal protective equipment by each service area, and used by all staff members who are responsible for the collection of needles and syringes.
- (iv) Never try to re-cap the syringe or break off the needle.
- (v) Take the syringe to the container and put the syringe inside it.
- (vi) Screw the lid on tightly.
- (vii) Never throw the syringe or container down toilets, into gutters or drains. Dispose in a waste receptacle, or provide to Health Services.
- (viii) Provide full sharps disposal containers to Health Services for appropriate disposal by a registered medical waste operator in accordance with the Department of Health *"Guidelines for the Storage, Transport and Disposal of Medical Waste"*.

2.2 Authorised Persons for the Collection of Inappropriately Discarded Needles and syringes

2.2.1 The following officers are duly authorised for the collection and disposal of needles and syringes reported by members of the public during office hours:

- Environmental Health Officers; and
- Rangers.

2.2.2 The following officers are duly authorised for the collection and disposal of needles and syringes upon identification whilst operating in the field:

- Environmental Health Officers;
- Rangers; and
- All members of the City's Outdoor Workforce provided with appropriate needle and syringe collection equipment.

2.2.3 The City's Rangers are duly authorised for the collection and disposal of needles and syringes after hours, in the event that a customer contacts the after-hours emergency number 9273 6061.

2.3 Information to be provided to Customers Regarding Safe Handling and Disposal:

In instances where customers are willing to dispose of the waste themselves, the customer should be advised how to minimise the risks of needle stick injuries by disposing of needles and syringes in accordance with the procedure outlined in 2.1 of this Policy.

2.4 Reasonable Precautions

All reasonable measures and precautions are to be taken by officers and private operators to protect their own, and community members health and safety, in accordance with the procedures of this Policy and as required by the Occupational Health and Safety Act 1984, during both the collection, disposal and transport of such waste.

2.5 Sharps Waste Generated by Commerce, Government Agencies and Persons with Medical Conditions Requiring Intravenous Injections

2.5.1 Syringes accumulated by a resident with a medical condition may be disposed of in a rigid plastic bottle, for example a soft drink bottle, and the lid screwed on tightly and placed in a normal domestic rubbish bin. The City is not obliged to collect or accept for disposal, material from private citizens.

2.5.2 Syringes and other medical waste generated by commercial premises and government owned properties must be disposed of by a registered medical waste operator in accordance with the Department of Health *"Guidelines for the Storage, Transport and Disposal of Medical Waste"* and the City of Vincent Health Local Law 2004. The City is not obliged to collect or accept for disposal, material from such establishments.

2.6 Procedure in case of Needle Stick Injury

- 2.6.1 The procedure to be taken where an employee sustains a needle stick injury:

An employee should immediately:

Step 1 Wash the injury thoroughly with soap and water. DO NOT squeeze the area around the injury to encourage bleeding.

Step 2 Retain the needle/syringe and report the injury immediately to their Supervisor. The Supervisor should also initiate a careful search of the area where the injury took place, in order to recover any other items.

Step 3 The employee, together with the actual needle/syringe, should be taken to the Manager, Health Services & Manager, Human Resources, so that the appropriate medical follow-up to the injury can be immediately arranged.

Step 4 Complete a workplace incident, accident and injury report form in accordance with requirements of the Occupational Health & Safety Act 1984.

3.1 Service provider responsibilities/ Conditions of Contract

- (a) Rigid metal sharps bins to be provided with single use plastic inserts, at all needle and syringe disposal and collection locations throughout the City.
- (b) The Service Provider is to be responsible for the installation, provision, repair and maintenance of all rigid metal sharps bins and single use plastic inserts.
- (c) Any disposal and collection point which is damaged, rusted, missing a rigid metal sharps bin or substandard must be reported to the City's Health Services and be replaced by the contractor upon approval from Health Services.
- (d) Each needle and syringe disposal and collection point is to be serviced as per agreed frequencies determined between the Service Provider and Health Services.
- (e) All service work must be completed to the satisfaction of the City's Health Services.

CITY OF VINCENT POLICY MANUAL
COMMUNITY SERVICES - HEALTH SERVICES
POLICY NO: 3.8.4
SAFE NEEDLE & SYRINGE COLLECTION AND DISPOSAL STRATEGY

- (f) No service work is to be undertaken before 0700 hours or after 1700 hours weekdays, or on weekend days or public holidays, unless otherwise specifically approved by the Manager, Health Services.
- (g) Appropriate verbal warning must be given before entering any public toilet facilities where the operator is of the opposite sex.
- (h) Needles must not be clipped, bent, broken, recapped or otherwise manipulated by hand and all precautions must be taken to prevent injury.
- (i) PVC or appropriate hand-protecting gloves must be worn during this service, but note that these are not impervious to needles and due care is to be taken.
- (j) The sharps container sites shall be cleared, and left clean and tidy to the satisfaction of the City's Health Services.
- (k) The Service Provider must maintain an up to date Register detailing dates, times, operator's signature, containers (and their approved locations) emptied, and date that batch was incinerated) in accordance with the Department of Health "*Guidelines for the Storage, Transport and Disposal of Medical Waste*" and the City of Vincent Health Local Law 2004). This register may be inspected at any time by the City's Officers. A copy of each service rendered and service report outlining the weight of needles collected and condition of containers/bins are to be provided to the City's Health Services each month, but by no later than the last Friday of the first full working week of each month. The condition of the bins at each location is to be monitored, and their status reported on when requested, or voluntarily should problems be detected.
- (l) The contractor shall not vary any of the service works or conditions unless specifically authorised by the Manager Health Services in writing.
- (m) Should any element of the service or related works by the Service Provider be substandard or not to the satisfaction of the City's Health Services, no payment will be made until the matter has been reasonably resolved between the two parties.

3.2 Service Provider Contract Renewal and Quotation Submission Process

3.2.1 Contract Renewal

Quotations are to be sought from three (3) appropriate medical waste service providers for renewal, every two (2) years, to collect and dispose of needles and syringes from all public disposal points located throughout the City, and to maintain, repair or replace all rigid metal sharps bin, when required, upon approval by Manager Health Services or the Senior Environmental Health Officer. Due to the small number of service providers available to deal with the collection and disposal of medical waste within the Perth metropolitan area, it is considered unsustainable to seek quotations for this contract every 6-months. As such, renewal timeframes of this policy are exempt from standard requirements of Council Policy 1.2.3 Purchasing.

3.2.2 Quotation Submission Process

Quotation submissions must include a response/acknowledgement to the following criteria:

- (a) A statement acknowledging that the 'Service Provider Responsibilities/Conditions of Contract' will be complied with at all times;
- (b) Demonstrated knowledge of compliance with relevant legislation and protocols;
- (c) Manual removal;
- (d) Secure and safe transportation;
- (e) Incineration (period of time between collection and incineration, approved incineration facility etc);
- (f) Previous experience managing a similar contract for a local government authority or large commercial organisation;
- (g) First Aid Training of all operators;
- (h) Procedure policy on needle stick injury;
- (i) Immunisation of all operators against Hepatitis and other transmissible blood carrying diseases that may be immunised against;
- (j) Training of all operators in the safe collection and disposal of sharps;
- (k) A copy of a relevant and current Public liability Insurance Policy to the sum of no less than ten (10) million dollars;
- (l) Workers compensation insurance to an amount not less than ten (10) million dollars;
- (m) Professional indemnity insurance of not less than five (5) million dollars;
- (n) Confidentiality of documents supplied to companies for quoting, or to the approved Service Provider and subsequent records must be maintained;

- (o) The Service Provider shall be wholly responsible for Industrial Relations associated with the Service. The General Conditions of Contract AS 2124-1992 are applicable where an aspect is not covered in this document; and
- (p) The Contractor must indemnify the City, and its employees, in writing as part of the submission, against all/any claims arising out of the services and works and it must include loss of or damage to own property, personal injury, disease, death, public liability and non-compliance with any relevant legislation, standards and protocols or guides. The Contractor must, before any service or works commence and thereafter maintain, valid insurance for public liability, personal injuries and occupational diseases, workers compensation and loss of or damage to own or other property, comprehensive motor vehicles insurance, third party comprehensive general liability insurance. Labour relations and the health and safety of the service staff is the Contractors sole responsibility.

Footnotes:

- If the Service Provider is unable to comply with any of the 'Service Provider Responsibilities/Conditions of Contract' listed in this procedure, the Service Provider shall submit in writing, justification for being unable to adhere with the relevant condition(s).
- Should the number of locations/bins be increased after the date of agreement, a *pro rata* additional payment will be applicable.

POLICY NO: 3.8.6**PUBLIC BUILDINGS – USE OF OPEN FIRES****OBJECTIVE**

To provide an objective basis by which to determine the suitability of approving the use of open fireplaces in public buildings.

POLICY STATEMENT

The use of open fires including fire places at public buildings located within the City of Vincent is not permitted unless written approval has been obtained from the City.

In order to request approval from the City, the applicant must demonstrate the following:

That:

1. (a) The majority of staff have successfully completed at minimum an annual 'Fire Extinguisher Demonstration' or equivalent to be conducted by an accredited commercial training provider, with staff certificates of participation to be provided to the City's Health Services annually; and
(b) All management staff to have successfully completed annual 'Fire Warden Training' with a certificate of participation/completion to be provided to the City's Health Services upon training having been completed.
2. There shall be a fire safety certified member of staff on-duty at any given time, with the premises specific minimum number of fire wardens to also be present during operating hours.
3. Fixed fire grills to a minimum height of 1.2 metres are to be provided in front of each fire place and be affixed with a swinging hinge on one side of the grill, with a secure latch on the opposite side.
4. All fire grills to be designed, constructed and located so as not to create a tripping hazard.
5. Open fireplaces to be constructed in accordance with the *Building Code of Australia (BCA)* Part G2 (G2.3), and AS/NZS 2918.
6. An annual emergency evacuation drill overseen by an approved fire/emergency consultant is to be conducted by all staff, with an accreditation report to be provided to the City.

CITY OF VINCENT POLICY MANUAL
COMMUNITY SERVICES - HEALTH SERVICES
POLICY NO: 3.8.6
PUBLIC BUILDINGS – USE OF OPEN FIRES

7. Professional chimney sweeps to be undertaken annually, prior to the venue commencing use of the chimney, with the chimney sweeper to provide a report on the structural integrity of the chimney flue.
8. Should the chimney flue be structurally unsound (for example, as a result of mortar degradation or rusting of steel flues), the underlying fireplace is not to be used until the proprietor of the venue, provides the City with a certificate that the chimney flue has been rendered structurally sound.
9. Any other requirements considered appropriate by the City's Manager Health Services being complied with.

The approval to use open fireplaces at public buildings can be withdrawn upon justifiable concerns being identified, or upon new statutory requirements being introduced prohibiting such use.

Date Adopted:	11 September 2007
Date Amended:	-
Date Reviewed:	28 February 2012
Date of Next Review:	February 2017

POLICY NO: 3.8.8**RODENT AND VERMIN CONTROL – ASSISTANCE TO
RATEPAYERS****OBJECTIVES**

To provide guidelines for provision of assistance by the City in the control of rodents and other vermin.

POLICY STATEMENT

It is recognised that rodents and some vermin have the potential to spread disease, are a risk to public health and may cause a nuisance to residents.

To assist in the control of rodents the City will provide owners/occupiers with an allocation of rodent baits and other forms of pest control assistance where human health may be jeopardised, as follows:

- Owners/occupiers who have demonstrated that they have taken appropriate action to control rodents through appropriate property maintenance, upkeep and protection of stored foodstuffs, and which have been deemed unsuccessful. In these cases the City will provide a *one-off* allocation of rodent bait;
- Owners/occupiers who are Pensioners (aged or disability); and
- Where in the opinion of the Chief Executive Officer or relevant Manager cases of hardship or where extenuating or mitigating circumstances exist.

Prior to any assistance being carried out, the owner/occupier is required to:

- provide proof of residency/ownership;
- sign the necessary disclaimer/indemnity form, which indemnifies the City and removes all liability in the event of a claim; and
- acknowledge that they have read the rodent bait Material Safety Data Sheet.

Date Adopted:	23 January 2007
Date Amended:	28 February 2012
Date Reviewed:	28 February 2012
Date of Next Review:	February 2017

POLICY NO: 3.8.9**'HEALTHY VINCENT' POLICY****OBJECTIVES**

- To demonstrate the City's commitment to Federal and State Government public health promotion and initiatives, specific to advancing the health and wellbeing status and reducing the burden of preventable disease on the City's community.
- To develop and review public health policy and programmes relevant to the needs of the City's community, in accordance with best practice and strategic direction of Healthway, Department of Health and other key public health related organisations.
- To provide direction for the development and implementation of strategies and programmes that recognise 'Priority Areas' of the *Western Australian Health Promotion Strategic Framework 2007-2011*. The six 'Priority Areas' specified in the framework document are:
 - Preventing Smoking
 - Healthy Eating
 - Physical Activity
 - Healthy Weight
 - Low Risk Alcohol Use
 - Preventing Injury
- To mandate the funding and development of a 'public health plan', to meet local government authority obligations of the *Public Health Bill* (upon enactment).

POLICY STATEMENT**Our Mission**

'Strive to provide and advocate for the delivery of progressive health and wellbeing initiatives for the benefit of the City's community'.

Whilst the State and Federal Governments have the ultimate responsibility for providing appropriate health funding and policy direction, it is acknowledged that the City plays a key role in establishing, expressing and catering for its community's health and wellbeing needs. This Policy provides a platform to further develop strategies designed to provide for the needs of the local community, and strategies that support broader Federal and State Government initiatives, relevant to public health.

The primary focus is to identify the health and wellbeing needs of our community and provide commensurate support at the local level. This will be achieved through consultation, and assessment of demographic related health statistics and guidance provided by Healthway and the Department of Health. The six 'Priority Areas' of the *Western Australian Health Promotion Strategic Framework 2007-2011* link with the currently implemented health promotion focus of various service areas within the City, and will provide direction for the development of future strategies and programmes and the implementation of existing programmes.

A public health plan will further guide future resourcing and decision making in relation to the City's statutory public health obligations and complementary strategies and programmes. The Plan will endeavour to ensure that the City identifies and utilises its resources to deliver meaningful public health outcomes in the most effective and sustainable manner. Existing policies, procedures and plans will also be reviewed and referenced within the Plan, which will assist in recognising the City's commitment and investment in promoting the health and wellbeing of its community to date.

Date Adopted:	December 2009
Date Amended:	
Date Reviewed:	
Date of Next Review:	December 2014



CITY OF VINCENT

“FOOD ACT 2008”

POLICY NO. 3.8.10

**(Adopted at the Ordinary Meeting of Council
held on 1 December 2009)**

POLICY NO: 3.8.10**"FOOD ACT 2008"****Index**

OBJECTIVES	1
POLICY STATEMENT	1
GUIDELINES AND POLICY PROCEDURES	3
INTERPRETATION	3
1. Notification and Registration Requirements	4
1.1 Notification	4
1.2 Registration	4
1.3 Certificate of Registration	4
1.4 Temporary Food Businesses (TFB)	5
1.5 Fees and Charges	5
1.6 Charity and Community Events	7
2. Food Business Risk Profiling	8
2.1 FSANZ – Food Safety: The Priority Classification System for Food Business	8
2.2 WA Food Regulation: Food Business Risk Profiling	8
2.3 Examples of Typical Food Business Risk Profiling	8
2.4 Inspection Frequency	8
3. Food Safety Programs and Auditing	9
4. Compliance and Enforcement Procedures	10
4.1 Inspection/Sampling Compliance Flow Chart	10
4.2 Infringement Notice	11
4.3 Improvement Notice	11
4.4 Prohibition Order	12
4.5 Prosecution	13
4.6 Notification of Convictions	13
4.7 Food Seizure	14
4.8 Food Sampling	15
5. Construction of Food Premises and Operational Considerations	16
5.1 Assessment of Plans for Construction and Fit-Out of Food Premises	16
5.2 Residential Food Businesses (Home Occupation)	16
5.3 Food Recalls	17
6. Education and Training	17
6.1 Education	17
6.2 Training – Skills and Knowledge	17
7. Useful Links	18

POLICY NO: 3.8.10**"FOOD ACT 2008"****OBJECTIVES**

To:

- provide clear direction regarding the ongoing management of the *Food Act 2008*, *Food Regulations 2009*, and the Australia New Zealand Food Standards Code (in particular Chapter 3);
- develop consistent approach to the application of food safety enforcement tools including the issuing of infringement notices, improvement notices and prohibition orders, in addition to the option of prosecution;
- provide consistent guidance to food businesses in relation to the expectations and application of the *Food Act 2008*, including the administrative, skills and knowledge, enforcement and approvals (construction and fit out of food premises) components; and
- ensure risk management principles and best practice approaches are adopted, consistent with the nationally adopted Code, Department of Health and Food Standards Australia and New Zealand guidelines.

POLICY STATEMENT

The *Food Act 2008* (the Act) and *Food Regulations 2009* (the Regulations) were proclaimed on 23 October 2009, in conjunction with a repeal of Part VIII of the *Health Act 1911* and the *Health (Food Hygiene) Regulations 1993*, becoming the principal legislation governing food control within Western Australia. The objectives of the Act include the following:

- to ensure food for sale is both safe and suitable for human consumption;
- to prevent misleading conduct in connection with the sale of food; and
- to provide for the application of the *Australia New Zealand Food Standards Code* ('the Code').

The new Act will ensure that food enforcement and education is more relevant, incorporating the principles of risk management and best practice, in a nationally consistent manner by adoption of the Code.

It also moves away from inflexible, prescriptive legislation to a more outcome and risk based approach. The new Act allows greater flexibility for local government and food business proprietors in achieving acceptable food safety outcomes. It also incorporates significant changes to enforcement provisions; specifically, the introduction of Infringement Notices, Improvement Notices and Prohibition Orders and an increase of maximum penalties from \$50 to \$10,000 to between \$50,000 and \$500,000 for convictions in a court of law.

The Council acknowledges that the move to nationally consistent legislation is a welcomed change, and represents a significant shift in the regulation of the Western Australian food industry. A guiding policy is considered necessary, to ensure the consistent application of the new legislation by the City's Officers, and to provide clear guidance to food business proprietors on the City's expectations in relation to public health and food safety.

This Policy should be read in conjunction with the *Food Act 2008*, *Food Regulations 2009* and *Australia New Zealand Food Standards Code*.

Date Adopted:	December 2009
Date Amended:	11 March 2014
Date Reviewed:	11 March 2014
Date of Next Review:	February 2019

GUIDELINES AND POLICY PROCEDURES RELATING TO THE FOOD ACT 2008

INTERPRETATION

Food Act 2008

The City's 'Environmental Health Officers' are approved as 'Authorised Officers' under the *Food Act 2008* (the Act); the terms are interchangeable in this document.

'*Food Business*' is defined as: 'a business, enterprise or activity (other than primary food production), that involves the handling of food for sale, or the sale of food; regardless of whether, subject to section 6, the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.'

'*Sell*' (i.e. sale of food) includes: 'barter, offer or attempt to sell; receive or have in possession for sale; display for sale; cause or permit to permit to sold or offered sale; send, forward or deliver for sale; dispose of by any method for valuable consideration; dispose of to an agent for sale on consignment; provide under a contract of service; supply food as a meal or part of a meal to an employee in accordance with a term of an award governing the employment of the employee or a term in the employee's contract of service, for consumption by the employee at the employees place of work; dispose of by way of raffle, lottery or other game of chance; offer as a prize or reward; give away for the purpose of advertisement or in furtherance of trade or business; supply food under a contract)whether or not the contract is made with the consumer of the food), together with accommodation, service or entertainment, in consideration of an inclusive charge for the food supplied and the accommodation, service or entertainment; supply food (whether or not for consideration) in the course of providing services to patients or inmates in public institutions; and sell for the purpose or resale.'

'*Premises*' includes: 'land; the whole or part of any building, tent, stall or other structure (whether of a permanent or temporary nature); a pontoon; or a vehicle (other than a food transport vehicle while it is engaged in the transport of food).'

Australia New Zealand Food Standards Code (the Code)

The following standards are listed in Chapter 3 – Food Safety Standards, of the Code:

- Standard 3.1.1 – Interpretation and Application
- Standard 3.2.1 – Food Safety Programs
- Standard 3.2.2 – Food Safety Practices and General Requirements
- Standard 3.2.3 – Food Premises and Equipment,
- Standard 3.3.1 – Food Safety Programs for Food Service to Vulnerable Persons

The Code, generally requires food businesses to:

- comply with the requirements for food safety practices and food premises and equipment;
- ensure that staff have skills and knowledge in food hygiene and safety matters commensurate with their work activities;
- have in place a system for food recall; and
- notify the relevant authority about the business.

1. NOTIFICATION AND REGISTRATION REQUIREMENTS

1.1 Notification

In accordance with the notification requirements detailed in Clause 4, Standard 3.2.2 of the Code, all food businesses must, before the food business commences any food handling operations, notify the City of:

- their contact details;
- nature of the food business; and
- location of all food premises associated with that food business (within the City).

This notification process is a once-off requirement, and attracts a notification fee. Notification is also required whenever there is a change to the nature of the business, and/or proprietor.

Failure to notify the City of a food business activity creates an offence under the Act.

1.2 Registration

All food businesses must 'notify' the City of their intention to operate, regardless of whether they are required to 'register' the business in accordance with the Act. In order to comply with Section 109, a food business must ensure that any premises used in conjunction with the sale of food is approved by the City, as part of the food business' 'registration'.

1.3 Certificate of Registration

A formal certificate of registration will be issued to all approved food businesses within the City. Registration and invoicing of annual fees will occur annually, and be valid for the financial year. A registration is considered to be cancelled when, for example, annual fees are not paid by the due date or the business changes hands. Failure to cease operation of the food business, or re-register in these circumstances, respectively creates an offence.

1.4 Temporary Food Businesses (TFB)

Temporary Food Businesses typically include: food vehicles, market and barbecue stalls, including those operating at events and these businesses must:

- undertake the notification process within the Local Authority in which they are housed (i.e. food van), or where the food business is located (i.e. where food is manufactured for). TFB will be approved and inspected by the City's Environmental Health Officers prior to commencement of trade, and being permitted to operate. *NOTE: Food may not be prepared in a residential premises, unless it is registered with the relevant Local Authority.*
- apply for registration within the Local Authority in which they intend to operate (i.e. Special Events Permit). Where registration is sought, the City's Environmental Health Officers will assess the suitability of the TFB operating within the City, and will issue an approval to trade, if the TFB meets the appropriate requirements.
- in accordance with Council Policy 3.8.3 – Concerts and Events, if more than five (5) individual food service outlets are proposed, the event organiser/promoter will be required to coordinate the collection and submission of application forms, including relevant payments.

1.5 Fees and Charges

Fees are set under Part 6, Division 5, Subdivision 2 of the *Local Government Act 1995*, and are adopted by Council in the 'Schedule of Fees and Charges' for the relevant financial year.

- Notification - existing food businesses that have already completed the notification process with the City, prior to the proclamation of the Act will not be charged. New food businesses, or those that had not previously notified the City will be charged in accordance with the 'Fees and Charges' adopted by the Council.
- Registration – annual registration fees will be charged for all food businesses in accordance with a risk based fee structure, i.e. High/Medium/Low/Very Low Risk. Further details are found in Clause No. 2 – Food Business Risk Profiling.
- Re-inspection fees – food premises will be charged for inspections that result from an identified non-compliance.
- Temporary Food Businesses will also be charged a risk based registration fee, for each temporary food premises in the form of a one-off event (up to two consecutive days) or an annual permit for a particular event/location (i.e. NIB Stadium; regular Weekend Markets).
- Mobile Temporary Food Premises have traditionally not been approved by the City (formerly known as 'Itinerant Vendors' i.e. ice-cream vans that stop for custom on public property, when hailed by a customer). It is considered that this Policy formalises this position that mobile temporary food premises will not be approved within the City. In consultation with the City's Ranger and Community Safety Services section and Planning, Building and Heritage section, the following details were identified:

- The City is well serviced by permanent food premises;
- Mobile vendors do not necessarily contribute to the sustainment or development of the City's District, Commercial and Local Centres;
- Potential road traffic hazards (i.e. stopping for trade in no-stopping areas, obstructing driveways), and ability for the mobile food operator to stop for trade outside a permanent premises selling similar goods; and the difficulty in monitoring approved versus unapproved vendors.
 - Charitable/Community Temporary Food Premises will not be charged registration fees, except in the case where a food business demonstrates non-compliance with the City's requirements on the day of the event (invoicing will be undertaken post-event). Further details on requirements and exemptions specific to charity and community events are detailed below.
- Exempt Premises under Food Regulations 2009 (the Regulations)
 - Food businesses conducted as fundraising events (see Clause 1.6 - Charity and Community events for further details).
 - Food businesses that register an office or warehouse within the City for storage purposes only (i.e. a premises where food is not prepared, handled or sold).
 - Food businesses that provide complimentary drinks in conjunction with another kind of business, e.g. hairdresser providing complimentary beverages.
 - Food businesses conducted in premises that are, or form part of a registered establishment - as per the definition given in the *Export Control Act 1982* (Commonwealth) section 3.

The following categories of food premises are also considered by the City to be eligible for an exemption. These premises will be required to undertake the Notification process, and Register with the City, but will not be charged any notification/annual registration fees, unless the premises is identified to have serious non-compliance issues or a history of non-compliance during routine inspections.

- Public School Canteens, where funds are directly benefit the school (i.e. not operated by an external contractor).
- Registered not-for-profit organisations, e.g. community child care groups.

1.6 Charity and Community Events

Charity and Community Fundraising Events are exempt from some of the requirements under the Act and Regulations provided that:

- all the money raised is for a community or charitable cause; and
- foods produced are not potentially hazardous (i.e. low risk cakes and slices), or are cooked thoroughly for immediate consumption (i.e. sausage sizzles).

The specific exemptions relate to:

- Fees associated with Notification. *NOTE: Temporary Food Permit fees (for assessment and surveillance are only exempt when deemed so by the City.*
- Skills and knowledge requirements of food handlers in Standard 3.2.2 of the Code. *NOTE: volunteers are required to meet the health and hygiene requirements for food handlers, such as taking all practicable measures to ensure that they do not contaminate food when producing food, and observe basic hygiene requirements.*
- Food labelling requirements. *NOTE: information relating to food allergens must be provided to potential customers and the easiest way to provide this is on a label.*

Volunteers who donate food such as cakes, slices and preserves for fundraisers are only permitted to make these foods from home as long as the food they are producing is not 'potentially hazardous' and if the City's approval has been obtained. Premises used for the preparation of non-potentially-hazardous food by volunteers will not need to be registered. However, these types of food businesses will still be required to notify the City of their proposed food preparation activities, and submit the necessary application forms to operate a Temporary Food Premises.

Preparation of potentially hazardous foods must be undertaken in an approved food premises (i.e. commercial kitchen, approved school canteen facility). In this instance, Notification and Registration requirements apply to Charitable and Commercial Events. Waiving of fees is at the discretion of the City (refer to 1.5 - Fees and Charges above). *NOTE: 'Potentially hazardous' food products include examples such as: cream cakes, fried rice, sushi, salads, curries, soups and casseroles.*

2. FOOD BUSINESS RISK PROFILING

2.1 FSANZ – Food Safety: The Priority Classification System for Food Businesses

All food businesses in the City are currently assessed using the Food Standards Australia and New Zealand Priority Classification System for Risk Assessment. This risk-based scoring system is designed to classify businesses into priority ratings, based on the risk they present to public health and safety.

The following major risk factors are considered:

- the type of food;
- activity of the business;
- method of processing; and
- customer base (e.g. vulnerable groups).

This Risk Assessment tool has been formally adopted by the City, and will be used to determine whether a premises is profiled as High, Medium or Low Risk.

2.2 WA Food Regulation: Food Business Risk Profiling

The Department of Health document provides further guidance to the classification of food businesses. This model also introduces a fourth category of Very Low Risk, which has been adopted by the City for the purposes of Risk Profiling. This relates to the exempt premises as specified in the Act.

2.3 Examples of Typical Food Business Risk Profiling

- High Risk – child care centre, nursing home, smallgoods manufacturer, caterers.
- Medium Risk – restaurant/cafe, delicatessen, bakery, manufacturer, butcher, fast food chain, school canteen.
- Low Risk – liquor shop, fruit and vegetable shop.
- Very Low Risk – newsagency/pharmacy selling confectionary and potato crisps.

NOTE: profiling also depends on individual premises assessment and takes into account the factors detailed in Clause 2.4 – Inspection Frequency.

2.4 Inspection Frequency

All premises will be allocated an initial inspection frequency based on their risk profile, however the following factors must also be taken into consideration:

- performance history of the food business;
- changes to food production or fit-out that affect the inherent risk;
- substantiated complaints; and
- risk reduction programs that may be implemented by a food business (i.e. demonstrated good food safety practices and compliance with an audited food safety program - refer to No. 3 for further details).

Base inspection frequencies adopted by the City are as follows:

- High Risk – 4 to 6 monthly.
- Medium Risk – 6 to 9 monthly.
- Low Risk – 12 to 18 monthly.
- Very Low Risk – unlikely to require inspection however may be undertaken annually, based on health risk and complaints.

NOTE: the above inspection frequencies are considered appropriate to the City, and are higher than the national guidelines, that is, a balance between the historical frequencies recommended by the Department of Health, and those currently identified by FSANZ.

The above factors will be used to determine the fees associated with food surveillance activities undertaken by the City. This will allow more equitable allocation of costs across the food industry and reflect the level of resourcing allocated by the City. Should a large number of non-compliances or a serious non-compliance be identified, additional inspections will be required and charged for accordingly, as detailed in Clause - 1.5 Fees and Charges. This will ensure that compliant premises do not absorb service costs due to the re-inspection of non-compliant premises.

3. FOOD SAFETY PROGRAMS AND AUDITING

Food Safety Programs are a risk management/hazard control document that provide for the monitoring and control of hazards in a food premises, and require regular auditing. Food Safety Programs are now legally required for specific high-risk food businesses such as hospitals, child care centres, nursing homes and specific high risk food processes:

- Standard 3.3.1 of the Code specifically regulates Food Safety Programs for Food Service to Vulnerable Persons; and
- Standard 4.2.4 of the Code regulates the Primary Production and Processing Standard for Dairy Products.

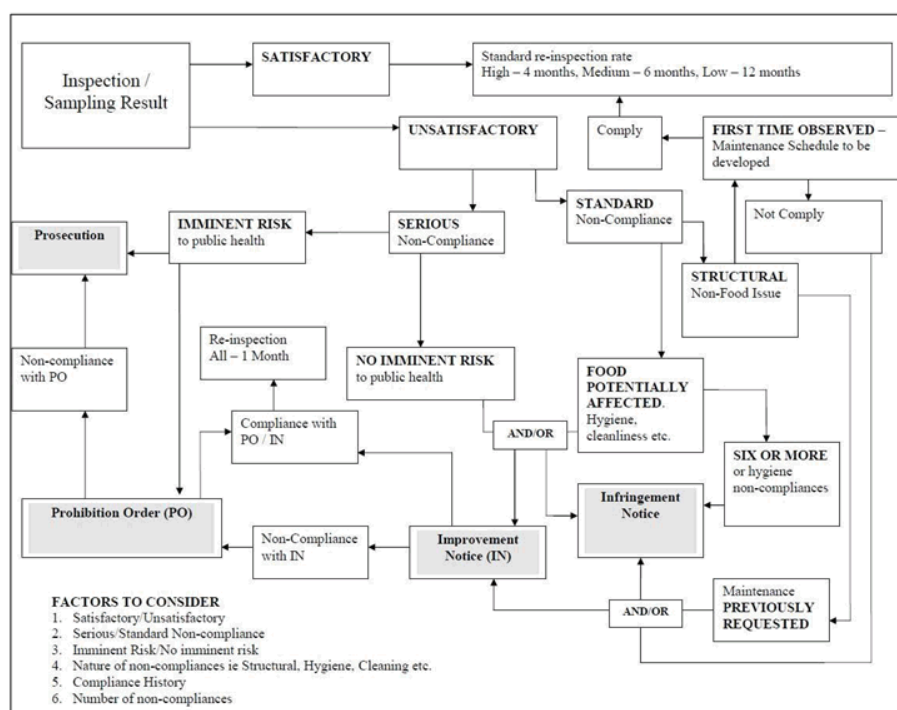
Part 8 of the Act, specific to Auditing comes into effect for WA food businesses in October 2010. Auditing and Food Safety requirements will be guided by the WA Food Safety Auditing Framework, currently being drafted by the Department of Health. This document will set out how regulatory food safety auditing will be managed and operated in Western Australia.

The City's Environmental Health Officers will request to view the Food Safety Program during routine inspections, and will maintain a copy of a food business's Food Safety Program on the relevant premises file, should a copy be voluntarily provided to the City.

Audits of Food Safety Programs will not be undertaken by the City's Environmental Health Officers due to resourcing implications relating to training, administration and Officer time; liability implications; and potential conflict of interest. Food Businesses will need to obtain the services of an authorised Food Safety Auditor to ensure their Food Safety Program is audited within the required timeframes (to be set by the WA Food Safety Auditing Framework). Food Safety Auditors will be approved by the Chief Executive Officer of the Department of Health, with a list of approved auditors being made publicly available.

The flow chart on the following page, details the likely enforcement pathways, subject to inspection and/or food sampling outcomes.

4.1 Inspection/Sampling Compliance Flow Chart



4.2 Infringement Notice

Section 126 of the Act allows for the issue of an Infringement Notice for 'prescribed offences', within 28 days of the alleged offence being committed. Schedule 3 of the Regulations details recognised offences and associated modified penalties.

Examples of modified penalties which can be issued 'on the spot' or within 28 days, by the City's Authorised Officers are as follows:

Offence under <i>Food Act 2008</i>	Modified penalty (individual)	Modified penalty (body corporate)
s. 22(1) – Failure to comply with a requirement of the Food Standards Code	\$250	\$1000
s. 22(2) – Sale of food that does not comply with a requirement of the Food Standards Code	\$500	\$1000
s. 107(1) – Conducting food business without meeting Notification requirements	\$250	\$1000
s. 109(1) – Conducting food business without meeting Registration requirements	\$500	\$1000

NOTE: associated re-inspection fees will be charged in accordance with Clause 1.5 – Fees and Charges.

4.3 Improvement Notice

Section 62 of the Act allows for the service of an Improvement Notice on the proprietor of a food business if the Authorised Officer believes, on reasonable grounds that a food business is operating a food premises that is:

- unclean or insanitary, or unfit for purpose intended to be used;
- does not comply with a provision of the Food Safety Standards;
- not adequately implementing its food safety program; or
- contravening the Food Standards Code in relation to handling of food intended for sale.

An Improvement Notice (in the form of an order) may be served on the proprietor of the food businesses for non-compliance, and require certain measures to be taken within a specified time frame (minimum 24 hours) - e.g. equipment to be replaced, premises to be cleaned to the satisfaction of an Authorised Officer. In accordance with Section 72, the Notice:

- must specify the provision of the Code to which it relates; and
- may specify particular action to be taken by a person to ensure compliance with the provision of the Code to which it relates.

The Authorised Officer may, prior to the end of the period specified in the Notice, extend the compliance timeframe. The Improvement Notice may also include ancillary or incidental directions. Compliance with a Notice must:

- be noted with the date of compliance on a copy of the Notice; and
- if requested, the City must provide a copy to the person served.

NOTE: associated re-inspection fees will be charged in accordance with Clause 1.5 – Fees and Charges.

4.4 Prohibition Order

A Prohibition Order issued under section 65 of the Act requires that no food be handled in the circumstances defined in the order, until a certificate of clearance order has been issued. A Prohibition Order may be issued if an Improvement Notice has not been complied with, within the specified time or if the initial non-conformance is severe enough to cause an immediate danger to public health. In accordance with Section 72, the Order:

- must specify the provision of the Code to which it relates; and
- may specify particular action to be taken by a person to ensure compliance with the provision of the Code to which it relates.

A Prohibition Order can result in part or all of a food premises being prohibited for use, for the handling or conveyance of food, or specified equipment or activities being restricted. Ultimately, this is likely to result in the food business needing to cease operation to comply, and subsequently, the issue of a prohibition order must be carefully considered. A proprietor may be eligible for compensation under Section 70 of the Act if it is determined that there were insufficient grounds for making the order, and the proprietor suffered loss as a result of the City making the order.

All prohibition orders and associated Certificates of Clearance must be signed by the CEO (under delegated authority). An Authorised Officer must request the CEO to issue a Certificate of Clearance in accordance with Section 66, once a prohibition order has been complied with. If a request for a Certificate of Clearance is refused, the proprietor may, in accordance with section 69, request a review of that decision, by the State Administrative Tribunal (within 28 days of the notification of the decision).

Re-inspections will be actioned as soon as practicable by the City's Authorised Officers. A proprietor may make a written request for a re-inspection to be undertaken by an Authorised Officer in accordance with Section 67. In the instance that the re-inspection is not undertaken within 48 hours of receipt of the request, a certificate of clearance is taken to have been given to the proprietor of the food business.

Offence under Food Act 2008 – Infringement Notice	Modified penalty (individual)	Modified penalty (body corporate)
s. 68 – Contravention of, or failure to comply with a Prohibition Order	\$500	\$1000
Offence under Food Act 2008 – Prosecutable Offence*	Penalty (individual)	Penalty (body corporate)
s. 68 – Contravention of, or failure to comply with a Prohibition Order	\$50,000	\$250,000

** Due to the severity of non-conformity with a Prohibition Order, it is likely to be more appropriate to initiate legal proceedings in this situation.*

NOTE: associated re-inspection fees will be charged in accordance with Clause 1.5 – Fees and Charges.

4.5 Prosecution

Prosecution will be initiated by the City in accordance with the Council Prosecution Policy No. 4.1.22. The penalties associated with a successful prosecution are significant, and are to be used in the case of serious non-conformance with the legislative requirements. The Act specifies that legal proceedings must be instituted within twelve (12) months of the date of the offence, or within 6 months of when a food sample was obtained.

Examples of prosecutable offences are listed as follows (using the same examples detailed in the Infringement Notices above):

Offence under <i>Food Act 2008</i>	Penalty (individual)	Penalty (body corporate)
s. 22(1) – Failure to comply with a requirement of the Food Standards Code	\$50,000	\$250,000
s. 22(2) – Sale of food that does not comply with a requirement of the Food Standards Code	\$50,000	\$250,000
s. 107(1) – Conducting food business without meeting Notification requirements	\$10,000	\$50,000
s. 109(1) - Conducting food business without meeting Registration requirements	\$10,000	\$50,000

4.6 Notification of Convictions

All food related convictions proved in a court of law must be reported to the Department of Health within fourteen (14) days, and will remain on the state-wide 'Name and Shame' Notification of Convictions register for a period of twenty four (24) months from the date of conviction.

In particular circumstances, the City may apply to have a conviction removed from the register prior to the twenty four (24) month period (i.e. when a food business changes hands, or when conditions have significantly improved over a sustained period). A proprietor may also apply to the City to have this reviewed.

4.7 Food Seizure

Section 49 of the Act permits an item (i.e. equipment, food) to be seized and detained in the premises, or removed to another place and detained there. As soon as practicable after the seizure, an Authorised Officer must provide written notification of the seizure in accordance with Section 50, including:

- a description of the item seized;
- the reason for the seizure;
- an explanation of the person's right to make application to the court under section 57 for an order disallowing the seizure;
- the address of the place where the item is held if the item has been removed from the premises where it was seized; and
- the name of the enforcement agency to whom the authorised officer reports (i.e. City of Vincent).

Where an Authorised Officer who has seized food is satisfied that the food consists wholly or partly of filthy, decomposed or putrid matter, or that it poses an immediate risk to health or property, the Authorised Officer (disregarding any provision to the contrary in this Part) may cause the food to be destroyed.

For the purposes of interpretation, the Macquarie Dictionary defines:

'Filthy' – foul with, characterised by, or having the nature of filth disgusting, dirty; vile, obscene; highly offensive or objectionable.

'Decomposed' – to rot; putrefy.

'Putrid' – in a state of foul decay or decomposition, as animal or vegetable matter; rotten.

In relation to food that is considered to be an immediate risk to public health, the Code deems the following as 'unsafe and unsuitable':

- food contaminated by biological or chemical agent, or other matter or substance that is foreign to the nature of the food (i.e. vermin/pests/faeces/glass/mould/bleach);
- food that is damaged, deteriorated or perished to an extent that affects its reasonable intended use (i.e. dented canned, perforated vacuum sealed meat);
- product of a diseased animal, or an animal that has died otherwise than by slaughter, and has not been declared safe for human consumption; and/or
- potentially hazardous food that has been exposed to temperatures which will adversely affect the microbiological safety of the food (i.e. between 5°C and 60°C, where the business cannot demonstrate that maintenance of food at this temperature for the period of time for which it will be maintained, will not adversely affect the microbiological safety of the food).

Where an item is not willingly destroyed onsite by the proprietor or employee of the food business, to the satisfaction of the Authorised Officer, the owner of that item (i.e. proprietor) is liable for any costs incurred by the City to arrange for the lawful destruction or disposal of the item (including storage costs). For example, cost for the City's waste disposal truck to attend food premises, refuse site tipping costs, or freezer storage unit to store seized food.

4.8 Food Sampling

Part 7 of the Act allows the City to take samples for analysis to determine compliance with the Code. The City will take samples in the following circumstances:

- from premises listed as manufacturers by the Local Health Authorities Analytical Committee (LHAAC)/Department of Health;
- as a part of sampling studies conducted by the Department of Health WA Food Monitoring Program, the Metropolitan Food Monitoring Group or by the City, itself; and
- in relation to a food complaint, or in the event of a food premises being associated with a food-borne illness outbreak.

Section 78 of the Act details the legal process that is required to take samples. When taking a legal sample, the City must purchase three samples – one to be forwarded to the approved analyst and the other two to be kept by the City and business owner respectively, should a dispute arise regarding the results. The City's Authorised Officers will also ensure that correct 'chain-of-evidence' techniques are strictly followed in the case of legal sampling. As detailed in Clause 4.5 – Prosecution, prosecution must be initiated within six months of a legal sample having been obtained by the City.

Non-legal sampling (taking only one sample for analysis) is the preferred method of sampling by the City and will be used when general monitoring is undertaken, in order to minimise costs and resourcing burdens associated with legal sampling. For follow-up investigations and/or should a complaint be received, legal sampling techniques, detailed in Section 78 of the Act, will be followed as far as is practicable.

NOTE: The City is not permitted to undertake a prosecution should substandard results be determined following analysis of a non-legal sample.

When obtaining a sample, the Authorised Officer will pay, or tender payment to the person from whom the sample is obtained, in accordance with Section 75 of the Act.

Laboratories and analysts must be approved by the CEO of the Department of Health. The City will submit samples to:

- PathWest for microbiological analysis.
- The analyst(s) approved by the LHAAC for chemical analysis.

5. CONSTRUCTION OF FOOD PREMISES AND OPERATIONAL CONSIDERATIONS

5.1 Assessment of Plans for Construction and Fit-Out of Food Premises

The assessment of plans for food premises via the Development Application, Building Licence or Food Premises Fit-Out process will be undertaken by the City's Environmental Health Officers in accordance with Standard 3.2.3 of the Code, and Australian Standard 4674:2004 - Design, Construction and Fit-Out of Food Premises.

New construction standards are outcome based and less prescriptive than those detailed in the repealed *Health (Food Hygiene) Regulations 1993*. However, to assist food businesses in achieving appropriate outcomes, the City's Environmental Health Officers will utilise AS 4674:2004 as a recognised design guide and detail examples of compliance with legislative requirements in the.

5.2 Residential Food Businesses (Home Occupation)

The Act does not prohibit food preparation in residential premises, but requires all food businesses to ensure compliance with the Act, which adopts the Code in full (i.e. all food businesses must comply with its requirements).

Chapter 3 of the Code contains the structural and hygiene outcomes that all food businesses must meet. Allowance is made within the Code for some exemptions relating to requirements for food premises that are used principally as a private dwelling if the proprietor has the approval in writing of the appropriate enforcement agency [e.g. Standard 3.2.2 clause 17(2)].

Prior to a food business receiving approval to operate from a residential food premises within the City, the following must be met:

- Planning Approval for a Home Occupation is required to be obtained, if the proposal involves the installation of a commercial grade kitchen and if the Home Occupation does not comply with the City's Minor Nature Development Policy.
- Relevant notification/registration requirements in accordance with the Act;
- The structure/fit-out of the premises must be deemed appropriate for the proposed food handling activities, in accordance with Standard 3.2.3 of the Code (i.e. all facilities to be located within the one room); and
- The risk of the food preparation activities assessed (i.e. low risk operations only).

Consideration will also be given to whether the activity is for commercial gain, or for fundraising/charitable purposes.

The Department of Health policy on food businesses that operate from premises that are used principally as a private dwelling, is that the approval for the exemptions contained within the Code should only be granted for those food businesses that have been classified as 'low risk'. Examples include the manufacture of 'cottage industry' goods such as jams, biscuits and preserves. It is considered appropriate that the City adopt the DOH policy in this regard, meaning that medium and high risk food businesses will not be approved to operate from residential food premises.

5.3 Food Recalls

A food recall is defined as 'an action taken to remove from distribution, sale and consumption, food which may pose a health and safety risk to consumers'. All food businesses involved in the wholesale food supply, manufacture or importation of food must ensure they have a food recall system in place, and a food recall contact, in accordance with Standard 3.3.2 of the Code.

The FSANZ Food Recall Protocol has been developed to help food businesses plan for and respond to an incident, where the recall of potentially unsafe food is required, and details:

- the legal requirements for food businesses in relation to food recall, specified in Standard 3.2.2 Food Safety Practices and General Requirements in the *Australia New Zealand Food Standards Code* (the Code);
- the roles and responsibilities of food businesses and government agencies when a recall is necessary;
- the key steps in the recall process; and
- important elements of a recall plan.

6. EDUCATION AND TRAINING

6.1 Education

The City's Health Services have an active education program targeted at ensuring food businesses are aware of the implications of the Act on their operations, and other relevant issues.

Information is disseminated to food businesses by the following means:

- *Food Safety Matters* newsletter (quarterly publication).
- Formal notification via mail-outs.
- Education during inspections.
- Fact sheets available on the City's website.
- Information Sessions on topical issues.
- City of Vincent quarterly newsletter.
- Telephone/email queries.

6.2 Training – Skills and Knowledge

All food businesses must ensure that persons undertaking or supervising food handling operations have appropriate skills and knowledge in relation to food safety and food hygiene matters, in accordance with Standard 3.2.2 of the Code.

Approximately 90% of the food industry within the City is involved in the hospitality industry, which traditionally has a relatively high staff turn-over, particularly casual staff. It is strongly recommended that at least one managerial staff member complete the nationally accredited 'Hygiene for Handlers' Certificate, obtained by completing the Online Food Handler Training Course offered by the City in conjunction with Challenger TAFE (see useful links for further information). All other sectors of the food industry are strongly encouraged to seek appropriate training specific to their industry from a Registered Training Organisation.






All food business proprietors and other trained staff members are strongly encouraged to impart food safety knowledge to other staff members who are not formally trained, e.g. providing information at team meetings, demonstrating skills, and displaying posters regarding correct practices.

The City's Health Services also actively promote a variety of health promotion initiatives, including MenuWise and the Vincent Food Hall of Fame. Further details can be found in Council's 'Healthy Vincent' Policy No. 3.8.9 and on the City's website.

7. USEFUL LINKS:

- **Food Act 2008 and the Food Regulations 2009** are available at online via the State Law Publisher: www.slp.wa.gov.au (click on WA Legislation and Legislative Information Databases)
- **Food Safety Standards** are available at: www.foodstandards.gov.au (use the Quick Links drop down menu for Food Safety Standards, Fact Sheets, Safe Food Australia and Industry User Guides)
- **FSANZ Food Industry Recall Protocol - A Guide to Conducting a Food Recall and Writing a Food Recall Plan:**
http://www.foodstandards.gov.au/srcfiles/Food%20Recall_WEB.pdf
- **Department of Health:** www.public.health.wa.gov.au (click on Food)
- **Department of Health WA Food Regulation – Food Business Risk Profiling**
<http://www.public.health.wa.gov.au/cproot/2624/2/WA%20Food%20Regulation%20-%20Food%20Business%20Risk%20Profiling.pdf>
- **Publication of Notification of Offenders (DOH Name and Shame Register)**
http://www.public.health.wa.gov.au/2/825/2/publication_of_names_of_offenders.pm
- **City of Vincent - Health Services**
Food Premises Guideline - Guide to Operation, Design and Construction of Food Premises; Temporary Food Premises Guide:
http://www.vincent.wa.gov.au/3/497/1/food_premises.pm
Online Accredited Food Handler Training:
http://www.vincent.wa.gov.au/3/636/1/food_handling_course.pm

5.5 ADOPTION OF AMENDMENTS TO MOBILE FOOD VENDOR POLICY AND CONSIDERATION OF A COMMERCIAL KIOSK PROPOSAL AT HYDE PARK

- Attachments:**
1. **Summary of Community Consultation and Submissions** [↓](#) 
 2. **Policy No. 3.8.12 - Mobile Food Vendors Proposed Amendments** [↓](#) 
 3. **Plan of location of proposed Hyde Park kiosk** [↓](#) 
 4. **Photos of current storage shed at Hyde Park** [↓](#) 
 5. **Concept sketch of kiosk at Hyde Park** [↓](#) 

RECOMMENDATION:

That Council:

1. **NOTES** the responses received during public advertising of draft Policy No. 3.8.12 – Mobile Food Vendor at Attachment 1;
2. **ADOPTS** the updated Mobile Food Vendor Policy at Attachment 2;
3. **NOTES** that the Mobile Food Vendor Policy will be converted to the new policy format following adoption; and
4. **APPROVES** the Chief Executive Officer consulting with the community on locating a commercial kiosk at Hyde Park in the location shown at Attachment 3.

PURPOSE OF REPORT:

To consider:

- the submissions received during the recent public advertising period on the City's draft Policy No. 3.8.12 – Mobile Food Vendor as at **Attachment 1** and adopt the updated Mobile Food Vendor Policy at **Attachment 2**; and
- consulting with the community on locating a commercial kiosk within Hyde Park, Perth in the location shown at **Attachment 3**.

BACKGROUND:

The Policy No. 3.8.12 – Mobile Food Vendor was first endorsed by Council for trial purposes over a three-month period following the Ordinary Meeting of Council (OMC) held on 2 December 2014. Following the trial, the Mobile Food Vendor Policy was adopted at the OMC held on 25 August 2015, with amendments, subject to a review in 12 months.

Following the 12 month review, Policy No. 3.8.12 – Mobile Food Vendor was endorsed in its current form at the OMC held on 23 August 2016.

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

'That Council:

1. *MODIFIES* the Policy No. 3.8.12 – Mobile Food Vendor by deleting Location 1 from the map of Hyde Park (Section 3, Page 3)
2. *INITIATES* a review of the Policy No. 3.8.12 – Mobile Food Vendors and requires a report to be presented to Council by no later than 30 April 2019 to consider a revised policy for the purposes of public consultation. That review is to consider:
 - 2.1 *Councils Approach to the use of City parks and reserves for commercial purposes;*
 - 2.2 *Maximum number of hours that a vendor may remain in one location; and*
 - 2.3 *Permitted trading locations throughout the district.'*

A review of the Policy was undertaken by Administration and the outcomes of the review were considered by Council at the OMC held on 28 May 2019, where it was resolved:

That Council:

1. *AUTHORISES the Chief Executive Officer to provide local public notice of the proposed amendments to Policy No. 3.8.12 – ‘Mobile Food Vendor’ as at Attachment 1; and*
2. *NOTES that at the conclusion of the public consultation period any submissions received will be presented to Council for consideration.*

DETAILS:

In accordance with Council's resolution, the draft Policy 3.8.12 – Mobile Food Vendor was advertised for public consultation for a period of 21 days between 22 July and 12 August 2020. The following consultation methods were utilised to raise community awareness, including:

- Written notification to landowner/occupiers directly adjacent to Reserves listed in the Policy;
- Written notification to current permit holders;
- Notice in the Perth Voice and Guardian Express once per week for three weeks;
- Notice on the City's website and social media platforms;
- Signage within the parks and reserves captured by the Mobile Food Vendor Policy; and
- Feedback forms (by means of submission via the Imagine Vincent campaign).

Consultation Outcomes

During the public comment period, there were 146 visitations to the Mobile Food Vendor Policy review project page through the Imagine Vincent portal. Thirty-six (36) submissions were received during the public consultation period. Of these, 26 were via the Imagine Vincent portal, eight by email, one through the City's Contact Us website portal and one by mail.

Community feedback showed overall support for the six Policy amendments proposed on 28 May 2019, being:

1. Waste management – provision of three bins by vendors;
2. Vehicle management – safe entry and exit of vehicles;
3. Single use plastics being limited;
4. Alternative trading locations being at the discretion of the CEO;
5. An amendment to the trading location at Britannia Reserve; and
6. Trading not being permitted at Charles Veryard Reserve on Sundays.

Eighty-four percent (84 percent) of respondents agreed that mobile food vendors positively contribute to the energy and activation of the City's parks and reserves. A summary of the online survey results and comments received on the draft amendments to the Policy with Administration responses can be found in **Attachment 1**.

The City also received six free text submissions from the community, which highlighted concerns relating to noise generated by the Mobile Food Vendors.

Noise complaints are typically addressed by provisions in the Environmental Protection (Noise) Regulations 1997. The assigned levels in these regulations are not applicable to receivers who are co-located in a reserve, which creates surveillance and enforcement challenges for the City's authorised officers.

Generators are inherent to the operation of Mobile Food Vendors and in the absence of fixed power, will remain so. Administration has sought a quote to provide fixed power to the Hyde Park Trading Zone, which would cost \$13,145. This has not been budgeted for in the 20/21 operational budget. There is currently no scope within the City's fees and charges schedule to recover these costs, nor measure the usage.

It is more practical for Mobile Food Vendors to continue to provide their own power source and take measures to reduce their sound output. This approach has resolved noise complaints relating to one Vendor at Hyde Park. In this case the Vendor built an enclosure that surrounds the generator. This has reduced noise output to a level where no further complaints have been received.

Resolution of noise complaints would be further supported by Clause 1.5 which states that “Mobile Food Vendors must consider measures to reduce sound emitted by mechanical devices and/or activities associated with Mobile Food Vendor operations to mitigate potential impacts on amenity of park users”. The City would work with Vendors on a case by case basis to ensure they actively investigate and apply sound attenuation measures to the noise source (likely generator noise) to minimise the impact.

During the consultation period, feedback was also sought from internal service units which has resulted in three amendments to the Policy and is shown in **Attachment 2**. The following table provides a summary of these amendments with proposed wording additions shown in bold and deletions shown in ‘strikethrough’.

Further amendments to Policy	Administration comments
<p>Clause 4.4.</p> <p>No waste or litter may be disposed of in Council City rubbish bins. Mobile Food Vendors must provide three bins (general waste, recycling and FOGO, when applicable) for collection and storage of waste generated by their business. Vendors should for use and ensure the area around their position is kept clear of rubbish and refuse at all times and all waste generated/collected by the Vendor should be removed from site by the vendor. The City does not permit any commercial waste or waste generated by Vendors to be disposed of in public space rubbish or recycling bins; and</p>	<p>Wording relating to the provision of food organic and garden organic (FOGO) bins has been amended due to postponement of the introduction City’s FOGO service. This Clause will be implemented when FOGO comes into effect.</p> <p>Existing Vendors are aware of this provision and will be provided notice once FOGO has been introduced. All new Vendors will be advised of this requirement.</p>
<p>Clause 8.3:</p> <p>Development approval is not required for as long as all other requirements of this policy are satisfied, pursuant to cl. 61(2)(b) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p> <p>No permanent fixtures and/or changes to the public realm are not permitted. As a result, Development Approval is not required.</p>	<p>Clause 8.3 has been amended to clarify the head of power through which development approval is not required.</p> <p>This will enable effective and consistent application of this Clause.</p>
<p>Clause 9.2.3</p> <p>Public safety and comprehensiveness of information provided in the application (NOTE: Vendors selling high-risk, potentially hazardous foods will not be considered); and</p>	<p>Section 9.2.3 has been amended as food safety risks are managed under the <i>Food Act 2008</i>.</p> <p>The City’s Environmental Health Officers would review the food risk rating of each Vendor.</p>

Whilst not included within the scope of this review, a priority health topic of the City’s Draft Public Health Plan 2020 – 2025 (the Plan) is healthy eating. Following adoption of the Plan, the City will be scoping how healthy food and drink options at City venues, public open spaces, events, festivals and community activities could be improved. Policy 3.8.12 – Mobile Food Vendor would be considered as part of this scoping exercise.

Kiosk in Hyde Park

Another option for activating Hyde Park that could be considered is a permanent kiosk which is operated commercially. Administration has considered fixed food and beverage opportunities within Hyde Park for a number of years as either an alternative or in addition to Mobile Food Vendors.

A potential proposal could involve the western storage shed being adapted to become a kiosk. This shed is a brick and tile structure with 32m² of internal space which is not required for storage space. Photos of the storage shed are at **Attachment 4**.

If the storage shed was to be used as a kiosk it would require upgrading to food service standards of either a warm kitchen or a full commercial kitchen. A full commercial kitchen can use fryers, stoves and hotplates to prepare any food. However, this comes with increased upfront costs, statutory approvals and higher

requirements for exhausts and water waste. The warm and full commercial kitchen requirements and costs are outlined below:

Considerations	Warm Kitchen	Full Commercial Kitchen
Food examples	Coffee, baked goods, fresh food, sandwiches, other items brought in and reheated.	Any foods. Equipment: hot plate, gas stove, deep-fryer.
Exhaust	Nil.	Mechanical exhaust.
Water treatment	Nil.	Grease trap.
Additional utilities	Ceiling and lights, additional power points, floor sealed to food standard with vinyl or tile, walls to food standard with tile, roller-door hatch (serving window).	All requirements of a warm kitchen, plus water pump, grease trap, gas, increase power capacity to 20-32 amp.
Estimated upgrade cost	\$30,000-\$35,000	\$150,000
Heritage Approvals	Nil (if works contained to within existing building).	Section 18 approval under <i>Aboriginal Heritage Act 1972</i> .

Administration recommends that a warm kitchen is appropriate for Hyde Park. A warm kitchen would also have reduced heritage implications – as Hyde Park is heritage listed. The storage shed is noted as intrusive in the Hyde Park Conservation Plan and provided the works are contained within the building footprint there are no heritage implications or approvals required.

Administration is proposing that the kiosk is commercially operated and would invite expressions of interest for the operation of the kiosk. A concept sketch of a kiosk at this location is at **Attachment 5**.

CONSULTATION/ADVERTISING:

Prior to inviting expressions of interest for the operation of a commercial kiosk at Hyde Park, Administration is proposing to consult with the community in respect to locating a kiosk at Hyde Park. The consultation will be in respect to locating a kiosk in addition or as an alternative to food trucks. The consultation would also provide the opportunity to seek the community's feedback on healthy food options being provided at a kiosk and mobile food vendors, with consideration to the City's Public Health Plan.

Consultation would occur in the following ways:

- brochures to residents within walking distance of Hyde Park;
- brochures to local businesses and the mobile food vendors currently operating in Hyde Park;
- a sign on the storage shed; and
- notice on the City's website and in social media.

If the community is supportive of the kiosk proposal Administration would seek Council approval to invite expressions of interest for the lease of the kiosk. The City would be responsible for upgrading the storage shed so it is suitable for use as a warm kitchen. This would occur simultaneously with the upgrade to the public toilets and the lighting, which is scheduled to occur in 2021/22 in accordance with the City's Long Term Financial Plan. The tenant would be responsible for the kiosk fit out.

LEGAL/POLICY:

- *Local Government Act 1995*;
- *City of Vincent Trading in Public Places Local Law 2008*;
- *City of Vincent Health Local Law 2004*;
- *Environmental Protection (Noise) Regulations 1997*;
- *Environmental Protection (Unauthorised Discharges) Regulations 1997*;
- *Food Act 2008*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- Australia New Zealand Food Standards Code;
- Policy No 3.8.12 – Mobile Food Vendor; and
- Policy No. 4.1.1 – Adoption and Review of Policies.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for the City to adopt the amendments to the Mobile Food Vendor Policy as they are primarily administrative in nature and are designed to improve the effectiveness of its application, and to consult with the community on locating a kiosk at Hyde Park.

STRATEGIC IMPLICATIONS

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

Enhanced Environment

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

Connected Community

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

Thriving Places

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

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

*Waste Reduction***FINANCIAL/BUDGET IMPLICATIONS:**

Consultation in respect to the kiosk is estimated at \$2,000 (sign and brochures) and is included in the current operational budget.

COMMENTS:

The amendments proposed by Council to Policy No. 3.8.12 – Mobile Food Vendors have been supported during community consultation. Adoption of these amendments is supported with the City working with vendors to ensure the intent and objectives of the Policy are met.

Further consultation is proposed to consider the potential for a kiosk in Hyde Park, which would gauge whether a commercial kiosk in addition or instead of the food trucks is supported.

Subject to the outcomes of this consultation and the subsequent decision around a locating a kiosk at Hyde Park, Policy No. 3.8.12 – Mobile Food Vendor may require further amendment.

Attachment 1: Policy No. 3.8.12 – Mobile Food Vendor

Community Consultation 22 July to 12 August 2020

Summary of online submissions (26 online responses)	
Question: Do you support the following amendments/inclusions to the Policy No. 3.8.12 – Mobile Food Vendor?	Options provided to respond: Yes/No/Unsure/No response
1. Waste Management Vendors must provide three bins (general waste, recycling and FOGO) and all waste generated must be removed from the site by the vendor and not placed in council bins.	Yes: 22 No: 2 Unsure: 2 No response: 0
2. Vehicle Management As part of the application process, vendors must demonstrate safe entry and exit from the trading zones.	Yes: 22 No: 1 Unsure: 3 No response: 0
3. Single use plastics All serving ware must be fully compostable and single use plastic limited to the sale of bottled drinks only.	Yes: 25 No: 1 Unsure: 0 No response: 0
4. Alternative trading location In case of extenuating circumstances, the CEO may approve an alternative temporary trading location. For example: where temporary construction works are being facilitated by the City, the vendors may be approved to trade in an alternative location on the same reserve.	Yes: 22 No: 2 Unsure: 1 No response: 0
5. Britannia Reserve An amendment to the trading location in Britannia Reserve is proposed to increase visibility of the food trucks.	Yes: 16 No: 1 Unsure: 9 No response: 0
6. Charles Veryard Trading at Charles Veryard Reserve is proposed to cease on Sundays, to not interfere with the canteen sales of local clubs.	Yes: 10 No: 5 Unsure: 10 No response: 1
Question: Roughly how often do you buy food or beverage from a mobile food vendor operating within the City's parks?	Less than once a year: 2 Once a year: 3 Once every few months: 8 Once a month: 8 More than once a week: 1 Once a week: 3 No response: 1
Question: Do you think that mobile food vendors positively contribute to the energy and activation of the City's parks and reserves?	Yes: 22 No: 1 Unsure: 3 No response: 0

1. Waste Management Vendors must provide three bins (general waste, recycling and FOGO) and all waste generated must be removed from the site by the vendor and not placed in council bins.	
Comments Received	Administration response
I'm supportive of mobile food vendors but I think waste is an issue, hence I welcome the proposed new rules.	Support for proposed amendments is noted.

Attachment 1: Policy No. 3.8.12 – Mobile Food Vendor

Community Consultation 22 July to 12 August 2020

1. Waste Management Vendors must provide three bins (general waste, recycling and FOGO) and all waste generated must be removed from the site by the vendor and not placed in council bins.	
Comments Received	Administration response
I support having FOGO and recycling bins, but suggest for council to provide these, so they can be used by park goers.	<p>The policy currently requires Mobile Food Vendors to provide rubbish bins and to not dispose of waste or litter in Council rubbish bins.</p> <p>The decision to provide council FOGO bins in parks is outside the scope of this Policy.</p> <p>At the 30 March 2020 Special Council Meeting, Council voted to defer the introduction of the three-bin system until October 2021. If this amendment is adopted by Council, this provision of the Mobile Food Vendor Policy it is not be expected to be enacted until October 2021. A sufficient lead in/grace period will be afforded to Mobile Food Vendors to implement.</p>
2. Vehicle Management As part of the application process, vendors must demonstrate safe entry and exit from the trading zones.	
Comments Received	Administration response
Feels like an over complication to what can be obviously instructed.	This proposed change does not require a formal submission of a traffic management plan. It prompts food vendors to consider safe vehicle management in public places.
3. Single use plastics All serving ware must be fully compostable and single use plastic limited to the sale of bottled drinks only.	
Comments Received	Administration response
Love the initiative to reduce single use plastic. We support this 100%.	Support for this proposed amendment is noted. There was a high level of support in the survey with 25 out of 26 responses in favour of this amendment.
Plastic is cheaper	Noted.
4. Alternative trading location In case of extenuating circumstances, the CEO may approve an alternative temporary trading location. For example: where temporary construction works are being facilitated by the City, the vendors may be approved to trade in an alternative location on the same reserve.	
Comments Received	Administration response
Locations need to be carefully chosen so as not to overwhelm the peace of the park.	<p>Temporary alternative trading locations are proposed to only be provided in extenuating circumstances for a short period. Locations selected would be appropriate to the circumstances. As extenuating circumstances require flexible decision making, including alternative locations in the Policy is not supported.</p>
There should be an established alternative, that takes into account the policy and that it be clear that this is only in the situation that there is construction etc.	
5. Britannia Reserve An amendment to the trading location in Britannia Reserve is proposed to increase visibility of the food trucks.	
Comments Received	Administration response
I've been wondering for a while why there are no mobile coffee trucks near Brittania. it wold make a lot of sense as there is quite a lot of foot traffic and i totally see dog owners and fitness enthusiasts buying a cup of coffee from time to time.	While trading at Britannia Reserve is and has always been permitted, no Mobile Food Vendors have applied to trade since the Policy was endorsed in 2016.
It should be in the left bottom corner at the end of Burke Street. Away from homes visible from the bike track. there is a dead area there since the tree came down.	The proposed amended location was selected due to its size, visibility, ease of access and to encourage vendors to use the location.

Attachment 1: Policy No. 3.8.12 – Mobile Food Vendor

Community Consultation 22 July to 12 August 2020

6. Charles Veryard	
Trading at Charles Veryard Reserve is proposed to cease on Sundays, to not interfere with the canteen sales of local clubs.	
Comments Received	Administration response
Unless the "local clubs" provide a broader variety of choices, the customers should not need to suffer inconveniences caused by such protectionist measures especially given that Sundays would be some of the most active days	<p>While trading at Charles Veryard Reserve is permitted, no Mobile Food Vendors have applied to trade since the Policy was endorsed in 2016.</p> <p>Mount Hawthorn Cardinals are a not for profit organisation. The canteen is used to generate income for the club and the City understands it is the only means of income for the club aside from membership fees. Allowing food vendors to trade at Charles Veryard or any other active sporting ground with facilities would impact the clubs ability to generate income through canteen sales.</p> <p>A large portion of the occupancy at Charles Veryard on Sundays comprises of club members for the sole purpose of participating in the sporting activity. Given that all members of Mount Hawthorn Cardinals were not invited to provide feedback as part of the consultation, these responses do not provide equitable justification to retain the provisions that permit Mobile Food Vendors to trade on Sundays during games.</p> <p>Administration supports the proposed amendment to prevent Mobile Food Vendors trading on Sundays to support the club's canteen operations.</p>
Charles Veryard - if they want to cease food truck sales on Sundays, then the canteen needs to provide better food options.	
More food options for the general public can encourage more to attend the sporting event	
If local clubs aren't operating, trading should be allowed	

Other comments on the Vending Vincent Policy	
Comments Received	Administration response
General support for policy	
I wanted to write to you in support of local food vans throughout Vincent, and particular in Hyde Park. The food trucks I think are a very important part of the fabric of the area & also now the park. As a young professional, I like access to the food trucks (particularly the coffee!!) as it's not something directly associated with families or a set event.	The comments indicate overall support for the Policy.
Given the restrictions set in the earlier parts of this year on being able to socialise, Hyde Park drew large numbers of people, numbers I have not seen before and particularly on even cold mornings. We were using the Park as a place to walk, exercise, and relax. The Mobile Vendors were an added feature and appreciated. I have read your letter listing points to control and maintain orderliness with Mobiles Vendors and their Patrons on a continuing basis. I support these points.	
I am in favour mobile food vendors and the policy changes.	
I love to see this happen more	
Food vendors 100% positively impact the community as they give a sense of culture, togetherness, and simplicity to the community. It is what a community needs to keep our public areas feeling safe and vibrant!!	

Attachment 1: Policy No. 3.8.12 – Mobile Food Vendor

Community Consultation 22 July to 12 August 2020

Other comments on the Vending Vincent Policy	
Comments Received	Administration response
The food trucks in Hyde Park were very important during the COVID lockdown as they provided a focal point for families and individuals exercising in the Park. I think the vans are a much better solution than a permanent kiosk as they provide more variety of product, and are not at risk of being vandalised after hours.	
Alternative proposals	
While the Hyde Park vendors are currently serving a purpose, they should be phased out and the City should be investigating a permanent cafe within a converted existing building where the funds go towards the management and maintenance of the park. Nearby cooking school, Kingston College could use it as a live 'classroom' where it can train students and / or it could be used to find employment for disadvantaged youth. We need to think outside the box for the future sustainability and activation of the park while also engaging with our community.	Administration is considering a kiosk proposal at Hyde Park. Additional information is included in the report and Attachments 3 and 4.
The introduction of such initiatives makes the area far more approachable for everyone, particularly families, however there has definitely been a lack of food & beverage facilities. I had often thought to myself that the addition of a cafeteria style eatery near the Western toilets would have been great, but then I noticed the arrival of the food vans and was more than pleased.	
Can there be a separate, streamlined permit for the likes of beverage carts e.g. coffee carts / stands, juice stands. ie small carts which sell beverages and do not cook or sell food? Can the council consider additional trading locations at smaller neighborhood parks, e.g. Woodville reserve, Robinson park, Stuart st Reserve, Hyde st reserve? Perhaps at reduced trading days and times to be more palatable	<p>The information gathered within the application form is to satisfy the requirements of the Policy.</p> <p>The Policy in its current form can accommodate 21 vendors at any one time (three at each trading location). In the past three years the City has issued no more than six permits at any one time (2018-2019 – five permits, 2019-2020 – four permits, 2020-2021 – six permits).</p> <p>Administration consider there is not sufficient demand to increase or expand the Policy to include smaller reserves.</p>
Hyde Park - one of the food trucks brings its own table and chairs for customers to sit on and marquee to sit under. Council should build more permanent seating, tables, marquee where truck sets up as this is awesome and definitely used by the community, but when the food truck sets this up themselves it detracts from the natural beauty of the park.	The Policy allows for and encourages Mobile Food Vendors to provide these amenities.
Mobile food vendors should share the locations and be different from each other. For example, one week the Thai vendor could be in Hyde Park, the next week it could be the pancake and coffee vendor.	Administration could consider a rotating roster system if there was a sufficient pool of Mobile Food Vendor applicants. This financial year three Mobile Food Vendors applied to trade at Hyde Park, and they have been issued Permits that allow them to trade at any time in accordance with the provisions of the Policy.

Attachment 1: Policy No. 3.8.12 – Mobile Food Vendor

Community Consultation 22 July to 12 August 2020

Other comments on the Vending Vincent Policy	
Comments Received	Administration response
Would love to see at least a mobile coffee van at Britannia Reserve on weekend mornings esp when school sport happening. Cannot see demand for it other times or food vans as very much an exercise/dog walking park later in day. Maybe have one in the Brentham Street park one evening but not Friday as we have the one at top of Oxford Street.	While trading at Britannia Reserve is permitted, no Mobile Food Vendors have applied to trade since the Policy was endorsed in 2016.
I would ask only that if you do allow food trucks there is a degree of consistency. As way of an example, most weekends there is a coffee cart nr Braithwaite Park. However because it is only most days – I tend to buy my wife's coffee elsewhere. If there is going to be a food truck nr Braithwaite Park it needs to be regular – not necessarily the same truck but at least one truck on the same day in the same place. (If that is possible.)	Subject to trading within the hours and dates of trade permitted in the Policy, the City has no ability to require food vendors to agree to a fixed schedule. Patrons are encouraged to discuss times and dates of trade with vendors directly.
Noise amenity	
The generator and motor noises and emissions are in my opinion at maximum acceptable level and an increase of these would spoil the ambience of the park.	Feedback on noise and amenity of parks has been noted. The City has received three complaints regarding generators in the 2019-2020 financial year, all relating to Hyde Park.
Wouldn't be more advantageous for all if vendors were allowed to draw power at an agreed monthly fee? This would negate the need for noisy, polluting generators.	Noise complaints are typically addressed by provisions the <i>Environmental Protection (Noise) Regulations 1997</i> , however this legislation is not applicable for noise emissions within a park.
Provision of a lockable mains electricity supply for food trucks only use at approved food truck locations would be an environmental improvement as this would then remove the reliance on compressor use, thus removing the associated noise and exhaust fumes currently generated. I am particularly aware of this issue in Hyde Park.	The use of generators is inherent to the operations of a mobile food vendor. Currently there is no power supply available to vendors in the City's Reserves.
I think three vendors at any one time in Hyde Park is too many. It disrupts the peaceful ambience of the park, especially the use of noisy generators that run all day when the vendors are there. Put three vendors near each other all with generators running and it is truly awful noise pollution. Vincent should supply power for vendors which they pay for in their permit.	Administration has sought a quote to provide fixed power to the Hyde Park Trading Zone, which would cost \$13,145. This has not been budgeted for in the 20/21 operational budget. There is currently no scope within the City's fees and charges schedule to recover these costs, nor measure the usage.
Personally, I find it detracts from the serenity of the park. At Hyde Park, I avoid the side where the food vendors are, as instead of listening to bird life, the major sound is the hum of generators and refrigeration.	The proposed Policy amendment that permits alternative locations to be provided in exceptional circumstances would be more difficult to administer if an external power supply must be provided for Mobile Food Vendors. It is more practical for Mobile Food Vendors to continue to provide their own power source and take measures to reduce their sound output. This approach has resolved noise complaints relating to one Vendor at Hyde Park. In this case the Vendor built an enclosure that surrounds the generator. This has reduced noise output to a level where no further complaints have been received. The City's administration supports maintaining provisions for food vendors to be self-sufficient in terms of electricity. Administration supports the inclusion of Clause 1.5 for vendors to <i>consider measures to reduce sound emitted by mechanical devices and/or activities associated with Mobile Food Vendor operations to mitigate potential impacts on amenity of park users.</i>

Attachment 1: Policy No. 3.8.12 – Mobile Food Vendor

Community Consultation 22 July to 12 August 2020

Other comments on the Vending Vincent Policy	
Comments Received	Administration response
I would like to suggest a noise abatement policy, to stop ice cream vans playing loud jingles while they drive around the streets next to Britannia Park on weekends.	No itinerant ice cream vans have applied for a Permit this financial year, and no complaints have been received by Administration relating to ice cream van music. Administration does not recommend amending provisions relating to music for Itinerant Vendors.
Limitation on number of vendors at Hyde Park	
I think that no more than two food vendors should be permitted to trade there. The two that have set up business have provided (1) coffee shop refreshments and (2) predominantly ice cream. This is a good amenity and positioned in a convenient position. I would not like to see any more than two vendors.	Three food vendors have been approved to trade at Hyde Park this financial year. The Policy allows for 3 food vendors to trade at any listed trading zone at a time.
Having the "what the flip" mobile food van in Hyde Park really added to the enjoyment of the park. It is definitely a balance of not too many, but definitely two different food vans there was wonderful.	

State Government Submissions	
Comments Received	Administration response
Water Corporation	
The proposed Policy and Amendments does not appear to impact on the Water Corporation assets. A plan of Reserves showing Water Corporation Infrastructure was provided for information.	Noted. The proposed Policy amendments will have no impact on Water Corporation drainage, sewage or water supply infrastructure.
Department of Planning, Lands and Heritage (Land Use Planning)	
The purpose of the amendments, as we understand, is to improve vehicular and waste management and reduce impact of mobile food vendors activity on parks. We have no issues to raise and no objections to the proposal.	Noted

Current Food Vendor Submissions	
Comments Received	Administration response
My suggestion is that once a vendor has identified and traded in a certain spot for some time at Hyde Park, that it remains exclusive to that vendor until the spot is relinquished. The council needs to allocated each vendor a spot so that no future conflicts occur between vendors, especially when there has already been an agreement reached and not upheld by the other vendor. Three trading spots are identified by past and present traders as the preferred spots in which vendors trade at Hyde Park. One we feel is best suited to our van due to safety of entry and set up. We have used this site for many years due to it's safe level surface for a fixed wheelbase van we have. There is no need to use a levelling mechanism like that which is fitted to most detachable trailers. Benefits to all users are: Removes potential confrontational public displays of disagreement. Resulting in a better unified workspace. Increased unsafe vehicle movement. By identifying an allotted trading spot, vendors are aware where	Administration does not support allocating spaces to vendors based on their history. This would require consideration to tender and lease agreements which are beyond the scope of this Policy. Mobile Food Vendors are encouraged to cooperate with each other in terms of location and times of trade.

Attachment 1: Policy No. 3.8.12 – Mobile Food Vendor

Community Consultation 22 July to 12 August 2020

Current Food Vendor Submissions	
Comments Received	Administration response
<p>they will trade and can mitigate some safety issues with mapping safe effective access and egress of the park and their allotted trading spot.</p> <p>Example</p> <p>The main entry for our use is off Glendower St. To facility a safe forward fronting entry into the park. There is no need for us to reverse, perform a U turn, transverse lawned areas, or put pedestrians at greater risk, or unnecessarily increase vehicle movement.</p> <p>On the occasion another vendor has moved into our preferred safe spot, we have found ourselves unaligned with the areas available to trade resulting in excessive movement that can impact the area. Unlevel areas not suited to our van, an ice-cream van and the need to use levellers to try and level our van but still not able to do so.</p> <p>There also needs to be common courtesy and respect towards each other.</p>	

Note: Comments Received are direct quotes from submissions. Spelling and grammar errors have not been corrected by Administration.

POLICY NO: 3.8.12**MOBILE FOOD VENDOR POLICY****OBJECTIVE**

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

POLICY STATEMENT

1. The City encourages the use of parks and reserves for outdoor Mobile Food Vendors as a means of enhancing community activity that flows from this activation of our public spaces.
2. The City supports Mobile Food Vendors when vendors practice safe food handling in accordance with the *Food Act 2008* and consider the needs of all users of the area, including the safety of consumers and pedestrians.
3. The City encourages entrepreneurs to activate parks and reserves with appropriate food vending activities, and recognises that granted rights over the relevant public space do not exclude the general public from the public realm.
4. The City seeks vendors whose vehicle presentation contributes to the character and energy of the area.
5. The Policy outlines requirements for Mobile Food Vendors and Itinerant Vendors.

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

'VENDING VINCENT' Mobile Food Vendor Guidelines

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

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

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

1. AMENITY AND APPEARANCE

Mobile Food Vendors must:

- 1.1 Not obstruct, cover, remove, relocate or modify trees, public art, benches, bins, bus shelters or other City owned infrastructure as a result of a Mobile Food Vendor operation;
- 1.2 Not sell alcohol or tobacco products at any time;
- 1.3 Have a vehicle whose presentation contributes to the character ~~and energy~~ of the area; ~~and~~
- 1.4 Ensure all advertising is fixed to the food vehicle and not encroach on the public realm; ~~and~~
- 1.5 Consider measures to reduce sound emitted by mechanical devices and/or activities associated with Mobile Food Vendor operations to mitigate potential impacts on amenity of park users.

2. REGISTRATION CONDITIONS FOOD TRUCKS AND CARAVANS

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

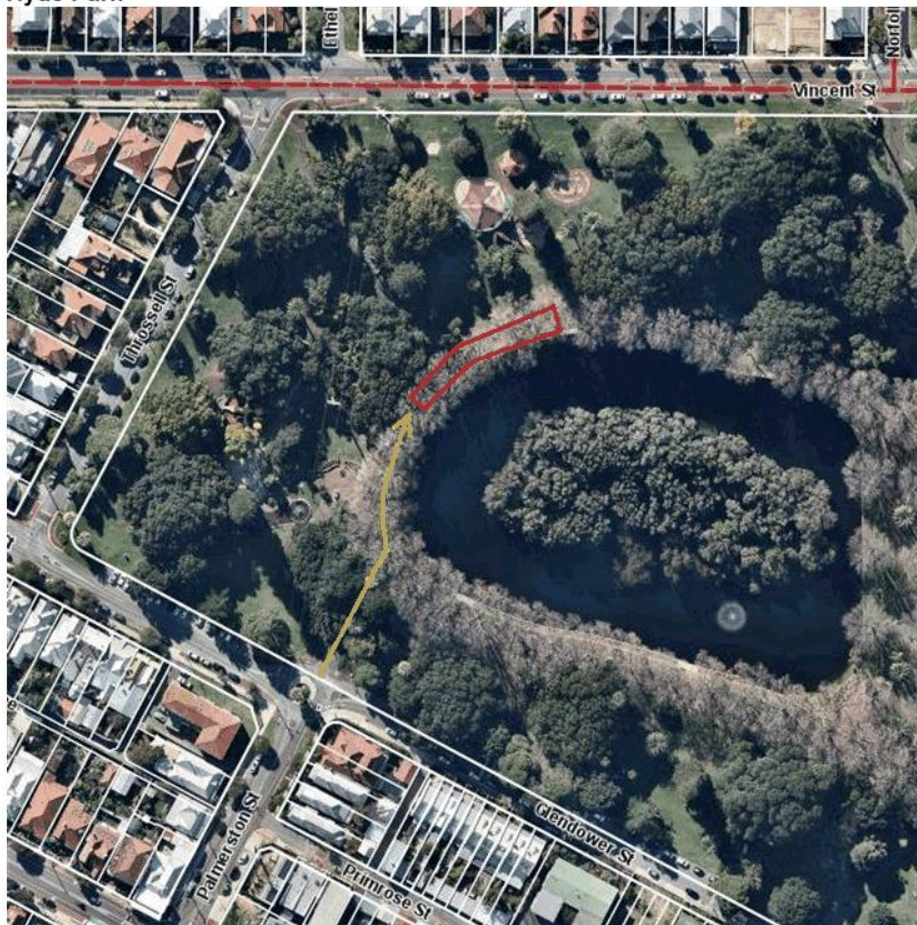
- 2.1 Hold a valid City of Vincent Mobile Food Vendor Permit also known as a 'Vending Vincent' Permit;
- 2.2 Hold a current *Food Act 2008* Certificate of Registration from a Western Australian Local Government;
- 2.3 The Permit Holder is restricted ONLY to the Trading Zones allocated to Mobile Food Vendors (unless they are an itinerant vendor – see Section 6);

- 2.4 The vehicle must not require an external power connection; and
- 2.5 Parking for towing vehicles is not permitted at the same site as the vendor. The Mobile Food Vendor needs to be dropped off to location and a legitimate park found for the towing vehicle.

3. LOCATION AND SITING

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

Hyde Park



Area outlined in Red ONLY

Yellow arrows indicated points of access and egress

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

Braithwaite Park

Area outlined in Red ONLY

Yellow arrows indicated points of access and egress

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

Banks Reserve

Area outlined in Red ONLY

Yellow arrows indicated points of access and egress

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

Charles Veryard Reserve (Location 1, 2 and 3)



Area outlined in Red ONLY

Yellow arrows indicated points of access and egress

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

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

Britannia Reserve

Area outlined in Red ONLY

Yellow arrows indicated points of access and egress

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

3.1 General location and siting requirements include:

- 3.1.1 A maximum of three (3) Mobile Food Vendors are allowed at any one location at the same time, and any conflicts in Trading Zones (i.e. which Mobile Food Vendor is to be at which location at which time) must be resolved by the Mobile Food vendors;
- 3.1.2 Vending Vincent Permit Holders are responsible for preparing and advertising a roster system that determines when and at which Trading Zone a Mobile Food Vendor trades;
- 3.1.3 Is not within 100 metres of a permanent food business;
- 3.1.4 Trading Zones will be located so as to avoid encroachment on bicycle and/or pedestrian lanes and to not obstruct pedestrian flow and vehicular traffic;
- 3.1.5 Trading Zones will be located so as to ensure that wheelchair access to pedestrian ramps ('pram ramps') and footpaths is not compromised;
- 3.1.6 Mobile Food Vending will not be supported where vehicle size or layout may compromise public access, circulation, safety or other street activities. If concerns are raised by local businesses or the community on the operation or location of a Mobile Food Vendor, the City may require the vending operation to relocate; and
- 3.1.7 An alternative trading location within the listed reserve may be considered in extenuating circumstances, at the sole discretion of the CEO for a maximum period of 4 months within a financial year.

4. MAINTENANCE AND CLEANING

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

- 4.1 The Mobile Food Vehicle and fixtures must be kept in a safe and well-maintained condition at all times;
- 4.2 Mobile Food Vendors must ensure that the Vehicle and food handling activities comply at all times with the requirements of the *Food Act 2008* and *Food Standards Australia and New Zealand (FSANZ) Food Standards Code*;
- 4.3 The Trading Zones (including food preparation areas) must be regularly cleaned during all hours of operation presenting a continuous well cared for image; and
- 4.4 No waste or litter may be disposed of in Council City rubbish bins. Mobile Food Vendors must provide three bins (general waste, recycling and FOGO, when applicable) for collection and storage of waste generated by their business. Vendors should for-use-and ensure the area around their position is kept clear of rubbish and refuse at all times and all waste generated/collected by the Vendor should be removed from site by the vendor The City does not permit any commercial waste or waste generated by Vendors to be disposed of in public space rubbish or recycling bins; and

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

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

5. MANAGEMENT

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

The following principles apply:

- 5.1 Permanent fixtures and elements are not permitted. Following trade, the Mobile Food Vehicle and all related fixtures must be removed from the site;
- 5.2 Only vehicles with a maximum weight of 2 tonnes will be permitted on the site;
- 5.3 Any fixtures relating to the Mobile Food Vendor (for example; umbrellas, signs, waste bins etc.) should be sturdy and windproof, made of quality materials and be well designed and constructed to be safe to use, without sharp edges or other features likely to cause injury;
- 5.4 Fixtures must not be placed where they present a barrier and subsequent danger to pedestrians crossing the street or kerbside usage by motorists;
- 5.5 Vehicles must be positioned to allow reasonable access to service covers and existing services;
- 5.6 All items belonging to the Permit Holder positioned within the Trading Zone are the Permit Holder's responsibility;
- 5.7 Mobile Food Vendors must not remain at site when not in use for trade;
- 5.8 All food products shall be kept secured under lock and key at all times should the vending unit be unattended (for example, for bathroom breaks);
- 5.9 Each Permit will be allocated a trading period between 7am and 9pm and it is the responsibility of the Permit Holder to ensure that trading does not occur outside of these permitted hours;
- 5.10 Mobile Food Vehicles must not require external power, gas or water connections;

-
- 5.11 Background music may only be played from the Mobile Food Vendor if the noise levels comply with the Assigned Levels prescribed in the *Environmental Protection (Noise) Regulations 1997*. Generator noise must also comply with the *Assigned Levels in the Environmental Protection (Noise) Regulations 1997*. Should justified complaints be received regarding amplified music from the Mobile Food Vehicle, the City reserves the right to prohibit the emission of music at the site;
 - 5.12 When a community event approved by the City is being held within the Trading Area (for example, community fairs and concerts), any 'Vending Vincent' Permits allocated to that area will be rendered void for the duration of that Event;
 - 5.13 Mobile Food Vendors are not permitted to be adjacent to a roadway or footpath construction zone during the period of the project;
 - 5.14 Trading times are between 7am and 9pm;
 - 5.15 The Permit Holder is responsible for ensuring access to the Trading Zone is closed once trading has ceased; and
 - 5.16 Seating is strongly encouraged for patrons in trading locations where there is sufficient space.

6. ITINERANT VENDORS

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

- 6.1 Hold a valid 'Vending Vincent' Permit;
- 6.2 Hold a current Food Act 2008 Certificate of Registration from a Western Australian Local Government;
- 6.3 Comply with the overall provisions and intent of this Policy;
- 6.4 Serve ice creams, confectionary and drinks only;
- 6.5 Can only trade between the hours of 9am to 5pm, Monday to Sunday;
- 6.6 Must not trade within 100 metres of a permanent food business of the same food type;
- 6.7 Only remain at a particular location for as long as there is a customer making a purchase. If there is no customer making a purchase, the permit holder must move on from that location within a reasonable time of the last purchase having been; and
- 6.8 Music, or any other forms of noise to attract customers, is not permitted to be played whilst the van is parked.

7. PUBLIC RISK MANAGEMENT

- 7.1 Vending Vincent Permit Holders must take out and keep current a public and product liability insurance policy noting specifically City of Vincent as an interested party. The policy must insure for the amount of at least TEN MILLION DOLLARS (\$10,000,000) and must cover injury, loss or damage to persons or property arising out of the activity carried out under this Permit or the granting of this Permit by the Council. A lesser amount public and product liability insurance might be accepted by the Council but this decision will be subject to a risk assessment process. A Certificate of Currency for the policy must accompany the application or renewal of a 'Vending Vincent' Permit;
- 7.2 Safety measures may be required in Trading Zones and will be assessed on a case-by-case basis by the City. If public safety cannot be reasonably addressed, Permits will not be issued;
- 7.3 BBQs, grills and heat sources must be protected to prevent public access and accidental burning and fire risk;
- 7.4 All Permit Holders are required to comply with all health and food safety aspects of the entire operation as required by the *Food Act 2008* and *FSANZ Food Safety Standards*; and
- 7.5 The Permit Holder assumes responsibility for any liability issues which arise and that are associated with the Mobile Food Vending area.

8. HOW TO APPLY FOR A VENDING VINCENT PERMIT

8.1 Where to Apply

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

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

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

8.3 Do I Need Development Approval?

Development approval is not required for as long as all other requirements of this policy are satisfied, pursuant to cl. 61(2)(b) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. No — permanent

~~fixtures and/or changes to the public realm are not permitted. As a result, Development Approval is not required.~~

9. APPROVAL PROCESS

- 9.1 Mobile Food Vendors are not automatically guaranteed approval if they have been previously issued with approval to trade in another Local Government Authority or in the City of Vincent;
- 9.2 Applications will be assessed on a case by case basis. Vending Vincent permits will be allocated to Mobile Food Vendors at the discretion of the City in accordance with the following Evaluation Criteria:
- 9.2.1 Demonstrated compliance with the *Food Act 2008* and *Food Safety Standards*;
- 9.2.2 Competition against local businesses;
- 9.2.3 Public safety and comprehensiveness of information provided in the application ~~(NOTE: Vendors selling high-risk, potentially hazardous foods will not be considered)~~; and
- 9.2.4 Quality and uniqueness of the business, its vehicle and its food offering.

10. FEES

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

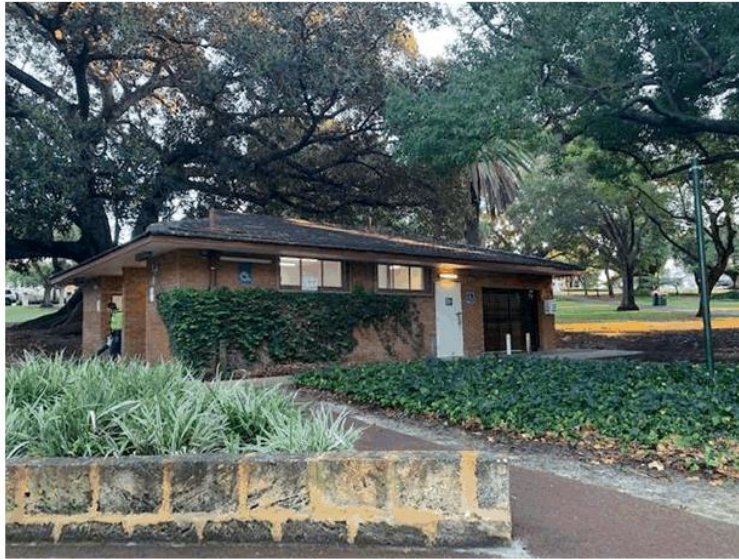
11. PERMIT MONITORING, RENEWAL AND CANCELLATION

- 11.1 The City's Authorised Officers will conduct unannounced inspections of vans/stalls to determine compliance with the conditions of the 'Vending Vincent' Permit, *Local Government Act 1995*, *City of Vincent Trading in Public Places Local Law 2008*; *City of Vincent Health Local Law 2004*, *Environmental Protection (Noise) Regulations 1997*, *Environmental Protection (Unauthorised Discharge) Regulations 2004*, *Food Act 2008* and *FSANZ Food Safety Standards*; and
- 11.2 A 'Vending Vincent' Permit is valid until 30 June annually upon approval, and may be cancelled or amended if the Permit Holder fails to comply with the Permit conditions.

Enquiries

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










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5.6 DRAFT HAYNES STREET RESERVE DEVELOPMENT PLAN

- Attachments:**
1. **Community Consultation 15 June 2020 - 13 July 2020** [↓](#) 
 2. **Haynes Street Reserve Development Plan - Final Outcome, Transition Plan and Landscape Plan - Final Version** [↓](#) 
 3. **Haynes Street Reserve Development Plan - Original as Advertised** [↓](#) 
 4. **Revised Landscape Plan** [↓](#) 
 5. **Amenity Element Examples** [↓](#) 

RECOMMENDATION:**That Council:**

1. **NOTES** the submissions received during the public comment period in relation to the draft Haynes Street Development Plan Attachment 1; and
2. **ADOPTS** the Haynes Street Development Pan (includes proposed final outcome, proposed transition plan and proposed landscaping concept plan), included as Attachment 2.

PURPOSE OF REPORT:

To consider submissions received during the recent public comment period (**Attachment 1**) on the draft Haynes Street Reserve Development Plan and to seek Council adoption of the Plan (**Attachment 2**).

BACKGROUND:

The City owns No. 15 (Lot 9) Haynes Street, and No. 25 (Lot 93) and No. 31 (Lot 100) Sydney Street, North Perth (Haynes Street Reserve) in freehold. Haynes Street Reserve is currently used for the purpose of a child care centre, a playgroup, a dental health clinic and a car park.

Kidz Galore has leased No. 15 (Lot 9) Haynes Street from the City of Vincent since 2004. Kidz Galore contacted the City in 2016 requesting to purchase No. 15 (Lot 9) Haynes Street to gain certainty on their use of the site into the future. At this time, it was discovered that No. 15 (Lot 9) Haynes Street was subject to a Deed of Trust which provides that the land is to be used for public recreation. In addition, the City's Public Open Space Strategy, adopted by Council in December 2018, identified a lack of local public open space in the North Perth area. Following discussions with Kidz Galore over the implications of the Deed of Trust and the Public Open Space Strategy, Kidz Galore submitted a further proposal to purchase a modified portion of the site in April 2019.

Council considered this offer and declined the proposal at the Council Meeting on 28 May 2019 (Item 11.7). The basis of this decision was that the land is encumbered by a Deed of Trust which provides that the land is to be used for the purpose of public recreation, and a commercial child care centre is inconsistent with this purpose. Council also resolved that it did not support varying the Deed of Trust to remove Lot 9 on the basis that the land is not considered to be in excess to the City's public recreation requirements. It was also not considered "impossible, impractical or inexpedient" for the land to remain subject to the trust.

As part of this decision Council requested the Chief Executive Officer prepare a Development Plan identifying the type and size of public open space suitable for the site and the level of amenities required.

Consultation to prepare the initial plan and understand the views on the size of public open space and level of amenities required was conducted with the community in October and November 2019. The draft Haynes Street Development Plan was finalised in January 2020. At a Special Council Meeting on 28 January 2020 Council authorised the Mayor to submit the draft Haynes Street Reserve Development Plan (**Attachment 3**) to the Attorney General, and subject to the approval of the Attorney General, advertise the Plan for public comment for a period of 28 days.

The Attorney General approved the draft Haynes Street Development Plan on 5 March 2020.

The draft Development Plan will guide the future development of the City owned land at No. 15 (Lot 9) Haynes Street, No. 25 (Lot 93) and No. 31 (Lot 100) Sydney Street, North Perth (Haynes Street Reserve).

The plan provides for future public open space in the North Perth area which was identified through the Public Open Space Strategy as an area which is currently lacking adequate provision of public open space. This approach also acknowledges the important role of the current services by transitioning them from the site gradually over a period of time.

DETAILS:

In accordance with Council's resolution, the draft Haynes Street Development Plan was advertised for public comment for a period of 28 days, between 15 June and 13 July 2020. The following consultation methods were utilised to raise community awareness during the public comment period:

- Mail out to owners and occupiers within 5 minute walking radius and additional phone call to adjacent resident at 12 Eton Street, North Perth;
- Email to all previous survey respondents and workshop attendees;
- Display on the City's Imagine Vincent website, with respondents invited to indicate their level of support for the three sections of the Development Plan and to provide comments;
- Posts on the City's social media pages; and
- Advertisement in the Perth Voice and Stirling Reporter local newspaper.

At the conclusion of the advertising period 36 submissions were received; 34 of these were received via the Imagine Vincent website and two submissions were received via email. Respondents were asked to indicate their level of support for the following three sections of the Development Plan and were able to provide comments:

- Development Plan (Final outcome) – the ultimate outcome for the entire site;
- Transition Plan – how the site will be converted and the relevant timeframes; and
- Landscape Plan – the design of the public open space including amenities and features.

Comments in the submissions received have been responded to by Administration in **Attachment 1**, and a summary of the level of support for the three sections of the plan is detailed below.

Development Plan (Final Outcome)

Now that you have reviewed the draft Haynes Street Reserve Development Plan (final outcome), please indicate your level of support.	EHQ Survey	Email	Total	Percentage
I support the plan	27	0	27	75%
I object to the plan	4	1	5	14%
I neither support nor object	3	1	4	11%

- A few comments received indicated that a park was unnecessary and those respondents had concerns with the cost associated with implementation and maintenance.
 - No changes have been made by Administration to the Development Plan (Final Outcome)
- Attachment 2.**

Transition Plan

Now that you have reviewed the draft Haynes Street Reserve Transition Plan, please indicate your level of support.	EHQ Survey	Email	Total	Percentage
I support the plan	23	0	23	64%
I object to the plan	6	1	7	19%
I neither support nor object	5	1	6	17%

- No changes have been made to the Transition Plan by Administration **Attachment 2**, as the current timeline will reduce the impact on the community, with children already enrolled in Kidz Galore able to continue and still allow the childcare centre adequate time to relocate. Kidz Galore also would have the opportunity to vacate the building earlier once they do find a suitable site.

Landscape Plan

Now that you have reviewed the draft Haynes Street Reserve Landscape Plan, please indicate your level of support.	EHQ Survey	Email	Total	Percentage
I support the plan	26	0	26	72%
I object to the plan	5	1	6	17%
I neither support nor object	3	1	4	11%

- The original Landscape Plan that was advertised for public comment has been included as **Attachment 3**.
- A revised Landscape Plan was prepared to incorporate feedback received during the consultation process, which is reflected in **Attachment 1**. This included specific amenity requests such as drink fountains through to more general comments about the balance of uses within the park such as increasing turf areas and reducing play areas. Administration has reviewed all comments received and where possible, reflected changes into the revised Landscape Plan **Attachment 4**.
- The following changes were incorporated into the revised Landscape Plan by Administration:
 - The No.31 (Lot 100) Sydney Street section of public open space will be constructed from July 2021 as part of Stage 1. No. 15 (Lot 9) Haynes Street will be constructed from January 2026 as part of Stage 2. These stages have been clearly defined in the revised Landscape Plan;
 - Inclusive play equipment options will be prioritised during play equipment selection;
 - The basketball court received a few comments in opposition and some alternatives were considered for the area. As this section of the reserve will be installed from 2026, it was determined that further consultation with youth in the area could occur prior to construction of the park to ensure a suitable amenity is provided. The area has been noted as 'to be confirmed';
 - The scooter course will consist of simple pathways, which can be maintained within the general maintenance budget;
 - Increase turf area in Stage 1 and reduce the nature play, creating a better balance for a range of activities. The nature play area will be moved west, with half delivered in Stage 1 and the remaining delivered in Stage 2;
 - Replace the section of play equipment in the southern boundary with a seating area, increased planting and a bird bath to create a quiet, relaxing space. A bird bath was prioritised over a water feature or pond. This will be cleaned when necessary during regular maintenance but will not require any specialised servicing, example in **Attachment 5**;
 - Add lighting along paths;
 - Add a drinking fountain and water tap at the BBQ area;
 - An optional relocation of the footpath along Haynes Street, north of the mature trees with the installation of bollards;
 - The scooter course will consist of a figure 8 pathway and can provide opportunities to integrate other play equipment such as a swing, example in **Attachment 5**; and
 - The pathways around the bird bath can be reconsidered to reduce maintenance costs. However, as other paths are already being maintained onsite, these paths would not create a significant additional ongoing cost and would be maintained within the general maintenance budget.

Current tenants transition update

Lot	Address	Lessee/Licensee	Current Expiry
9	15 Haynes Street, North Perth	Kidz Galore Pty Ltd (Child care)	31 December 2020
Comment			
<p>The draft Development Plan recommends an extension to Kidz Galore's lease to remain on site until 31 December 2025. Council approved the lease extension, subject to providing public notice, at its 15 September 2020 Council Meeting.</p> <p>The City has received a Development Application from Kidz Galore for a new Child Care Centre located at No. 6 London Street North Perth. The application proposes to demolish the existing Midland Brickwork showroom and to build a new single-storey centre that fronts London Street and Haynes Street. The application is currently under assessment and will be advertised for public comment between 5 October 2020 and 18 October 2020.</p>			
Lot	Address	Lessee/Licensee	Current Expiry
9	15 Haynes Street, North Perth	North Perth Playgroup Inc (portion)	30 June 2021

Comment			
The North Perth Playgroup's lease will not be extended beyond 30 June 2021. The building they currently operate out of will be demolished to construct Stage 1 of the Development Plan. Due to lack of members, the North Perth Playgroup are determining whether the group will continue. The City will assist the remaining members to relocate to another premises or to join with other playgroups within the City.			
Lot	Address	Lessee/Licensee	Current Expiry
100	31 Sydney Street, North Perth	North Perth Playgroup Inc (portion)	30 June 2021
Comment			
As above.			
Lot	Address	Lessee/Licensee	Current Expiry
100	31 Sydney Street, North Perth	Department of Health (Dental Health Services)	30 June 2021
Comment			
The Dental Health Services' lease will not be extended beyond 30 June 2021. The building they currently operate will be demolished to construct Stage 1 of the Development Plan. The City will assist the Dental Health Services, where possible, over the next 9 months to find a suitable relocation site.			
Lot	Address	Lessee/Licensee	Current Expiry
93	25 Sydney Street, North Perth	Department of Health (Dental Health Services) (car park licence)	30 June 2021
Comment			
The Dental Health Service's licence of the car park bays expires 30 June 2021.			
Lot	Address	Lessee/Licensee	Current Expiry
93	25 Sydney Street, North Perth	Kidz Galore Pty Ltd (car park licence)	30 June 2021
Comment			
Kidz Galore has been granted a three year licence over the car park bays, expiring 31 December 2023.			

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

- *Local Government Act 1995;*
- *Charitable Trusts Act 1962;*
- Policy No. 4.1.5 – Community Consultation; and
- Public Open Space Strategy 2018.

RISK MANAGEMENT IMPLICATIONS:

Low: It is considered low risk for Council to endorse a Development Plan following public comment which the Attorney General approved, and majority of respondents supported.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

*Our parks and reserves are maintained, enhanced and well utilised.
Our urban forest/canopy is maintained and increased.*

Innovative and Accountable

We are open and accountable to an engaged community.

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

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

Urban Greening and Biodiversity

FINANCIAL/BUDGET IMPLICATIONS:

The City has considered the below financial considerations in preparing the draft Development Plan:

Past and future revenue

- Past revenue to the value of \$134,241.12 obtained from the use of No.15 (Lot 9) Haynes Street, since the 2015/16 financial year, will be used to return No. 15 (lot 9) Haynes Street to public open space.
- Future revenue from No. 15 (Lot 9) Haynes Street under the proposed Transition Plan will be used to return the land to public open space.
- Council approved a new lease, subject to providing public notice, at its 15 September 2020 meeting. The proposed lease fee is \$35,000 indexed by 5% per annum, plus GST and outgoings. Based on this lease fee, the revenue over the 5 years of the new lease would be approximately \$193,000.
- Council also approved a licence of the car parking bays for a 3 year term. The licence fee is \$2,600 indexed by 5% per annum. The revenue from the licence over the 3 years would be \$8,200.
- The potential sale of No. 25 (Lot 93) Sydney Street, could fund the construction of the park. The 561 square metres property was given a market value by Landgate of \$785,000 on 9 April 2019. The sale would be subject to a future Council decision and would need to be sold in compliance with section 3.58 of the *Local Government Act 1995*.

Implementation Costs

- The financial impacts have been considered in the formation of the City's Long Term Financial Plan 2018/19 – 2027/28.
- Demolition of buildings is approximately \$50,000 per building, with exception of the demountable building on No. 15 (Lot 9) Haynes Street, which would be removed by Kidz Galore.
- The cost to establish public open space and required amenities is estimated to be from \$250,000 to \$320,000 including landscaping treatments to the verge. There will also be ongoing maintenance costs, varying depending on the individual amenities provided in the reserve.

Lifecycle Costs

- Based on the maintenance levels of service required for a similar area of passive open space, the annual maintenance costs, based on 2020 costing estimates, would include the following:

Type of Maintenance	Annual Cost
General maintenance (includes maintenance of pathways, water features etc)	\$5,250
Lighting/electrical maintenance	\$250
Fencing maintenance	\$150
Cleaning (BBQ's etc)	\$500
Vandalism (Graffiti etc.)	\$400
Turf maintenance (includes mowing, fertilising and any turf renovation requirements)	\$4,500
Furniture/equipment maintenance (includes maintenance of furniture & any playground items)	\$2,500
Trees/shrubs/garden maintenance (includes maintenance of large Camphor Laurel verge trees)	\$6,500
Reticulation maintenance	\$2,250
Weed control	\$500
Refuse collection (includes rubbish picking, emptying of rubbish bins & waste collection)	\$7,500
Refuse site tipping costs	\$750
Total	\$31,050

- An additional \$9,000 would be required every 4 years for regular planned bore and pump maintenance for the existing groundwater bore/pump onsite.
- Based on a useful life of 50 years and an estimated cost of \$320,000, an annual depreciation amount would be approximately \$6,400.

Optional amendments to Landscape Plan

- The cost to convert car parking on Eton Street to park space is estimated at \$30,000.
- Installation of a new path north of the mature trees on Haynes Street and removal of existing footpath to integrate mature trees into the park area is estimated to cost \$20,000.

COMMENTS:

The Haynes Street Development Plan provides for future public open space in the North Perth area, while acknowledging the important role of the current services by transitioning them from the site over a period of time. Based on the feedback received and high level of support, it is recommended that Council adopt the Haynes Street Development Plan including the original Development Plan (final outcome), Transition Plan and revised Landscape Plan.

Draft Haynes Street Reserve Development Plan

Community Consultation 15 June 2020 to 13 July 2020

Development Plan	
Comments Received	Administration response
I prefer there to be some portion of the land used for community purpose other than open space. For example, a building that contains child care (very important for the area) and Play Group facilities for the local community.	The current use at No. 15 (Lot 9) Haynes Street is in breach of the Deed of Trust dated 2 October 1941. The Deed of Trust requires that the land be used for the purpose of public recreation. The City considered the option of child-care on the adjacent lots No. 25 (Lot 93) and No. 31 (Lot 100) and determined that this option would result in a more constrained and inaccessible open space at No. 15 (Lot 9) Haynes Street. In addition, the City would be required to comply with the land disposition process set out in the <i>Local Government Act 1995</i> . As part of this, the City would need to advertise future lease or sale arrangements such that the current leasee's would not be guaranteed tenure. Development on the site would also require relevant development and building approval which would also be subject to separate approval and would not be guaranteed.
I would like to see commercial uses which offset rates and provide valuable services to the community remain on site. I do not support use of ratepayers money to provide more open space. Please provide alternate plan and cost benefit analysis to support any proposal on these sites.	
No mention anywhere of cost not only to construct the park but also its ongoing upkeep. Should also be compared against the cost for the site's current configuration. Vesting intention is irrelevant if required change doesn't increase revenue or decrease costs site should be handed back.	
The current proposal is not suitable for the surrounding neighbourhood, which is already congested by cars from two nearby cafes (Chinta and Hobart St Deli). There are multiple parks nearby. A park targeted at young adults and families already exists closely (Albert St park has a basketball hoop area and so does Les Lilleyman Reserve). Also there is a park nearby on Hobart st which is targeted at and suitable for younger children.	The loss of lease and licence revenue was considered in the Special Council Meeting on the 28 January 2020. All future revenue from No. 15 (Lot 9) Haynes Street under the proposed Transition Plan will be used to return the land to public open space upon expiry of the lease. The past revenue to the value of \$134,241.13 obtained from the use of No. 15 (Lot 9) Haynes Street, since the 2015/16 financial year (when the Deed of Trust was discovered), will also be used to fund the implementation of the public open space.
The current setup services a lot more than some "green" plan. How many parks in this area do you need? Some random distance for a house to be located from a park. What is the science behind this distance or is it someone with no real works experience who come up with it	
Leave the area alone. The day care center services this area so much more. Walk a 200m up the road and there's a park there	
Another example of Vincent's poor record of prioritising spending in the wrong areas.	The sale of No. 25 (Lot 93) Sydney Street could also contribute to the cost of constructing and maintaining the park. The 561 square metre property was given a market value by Landgate of \$785,000 on 9 April 2019. Due to the shape, size and location of No. 25 (Lot 93) Sydney Street, it could be considered the most appropriate for disposal without affecting the overall amenity or function of public open space on adjoining lots. The lot would likely be sold as is to be used for residential purposes and this would be subject to a future Council decision. The demolition of the buildings is approximately \$50,000 per building and the cost to establish the public open space is estimated to be from \$250,000 to \$320,000. These estimates were provided to Council at the 28 January 2020 Special Council Meeting. These costs will vary depending on the specific amenities provided such as custom play equipment. There will also be ongoing maintenance requirements that will be factored into the relevant yearly budgets.
The final outcome is just wonderful. We especially like the attention given to native greenery and a relaxing place to enjoy for all. The residents of Haynes Street and Sydney street would like to thank all those involved in the creation of a superb park/open space for the future.	
Fully support the final development plan.	
Excellent plan.	Noted.

Draft Haynes Street Reserve Development Plan

Community Consultation 15 June 2020 to 13 July 2020

Development Plan	
Comments Received	Administration response
Excellent initiative bringing an additional park to this area, it's needed and a great use for this space. Great opportunity to make this a place for local families to enjoy with kids of all ages.	Noted.
This is an excellent plan.	Noted.
On the whole, very supportive of the plan. It is vital for the health and wellbeing of residents and the wider public to have access to more open and green spaces. I feel concerned for Kidz Galore but confident that they have the means to find another suitable site with the support of COV. I would love for the plan to go ahead sooner rather than later. Thank you for the opportunity to comment.	
I support the proposal.	Noted.
Yes this is a surprising good thing for us all. Thank you. I first heard about the plan when someone from the Childcare unexpectedly knocked on my door and asked me to sign a petition to keep the daycare centre. Now... my three children all now in their twenties have all attended the Playgroup when it was in its hey day and we made many additions to the centre, my first son attended the daycare when it was the Kyilla preschool and i have been a teacher for 36 years. My response was to smile and say '...a park, down the street? I'm sorry i will not be signing your petition because i think this is a great idea. I would love an open space down my street.' I think that says it all for me.	Noted.
Great work City of Vincent. Super impressed with your persistence on this issue and passion for more green /open space in the the community.	Noted
Well done to everyone involved, please try and encourage and assist the child care entity to move out as soon as possible.	Noted

Landscape Plan	
Comments Received	Administration response
Traffic and parking	
The reserve needs to consider road safety at the two stop controlled intersections adjacent to the future reserve. This has been raised with the city by multiple residents with no action/responde so far and the risk will only be exacerbated by having more pedestrians and cyclists heading to and moving around the reserve.	As a local open space, the park is intended to service the immediate population rather than become a destination, such as Hyde Park, that attracts large numbers of visitors by vehicle. Traffic is also impacted by the two commercial businesses that currently reside on these sites. A study on traffic will be conducted to identify and rectify any issues, including considering crossings and access.

Draft Haynes Street Reserve Development Plan

Community Consultation 15 June 2020 to 13 July 2020

Landscape Plan	
Comments Received	Administration response
<p>This is supported by crash history at these intersections and by 25 years of observing people run these stop signs.</p> <ol style="list-style-type: none"> 1. People do NOT stop at the stop signs along Haynes street 2. People rat run at High speeds down Haynes street (avoiding lights from Charles Street to a Scarborough Beach Road). <p>Traffic management devices really should be installed along Haynes Street or at least in the proximity of the reserve to promote a safe active street environment. This is a really important opportunity to make some low cost amendments to really improve the amenity for this street.</p>	<p>These studies can be conducted prior to Stage 1 of the park development and be reviewed at each stage and adjusted as necessary.</p>
<p>You must control the amount of traffic. I bought a house in this street for quiet traffic. This proposed plan is going to greatly increase the amount of traffic and cause more accidents or close call that already occur.</p>	
<p>As a local resident in close proximity to the site, the Landscape plan would increase the traffic within the immediate area and transform this quiet street to being plagued by increased traffic, parking, noise and unwanted visitors. There are many parks within a 1km radius that serve the same purpose as the proposed landscape plan, including Braithwaite Park, Hobart Street Park and Les Lillyman Reserve. I do not want my street to be transformed in the same way Hardy Street has been due to Chinta Cafe. I purchased my house on Haynes Street largely due to its quiet surrounds. If this Landscape plan is to proceed, i will likely sell my property to avoid such disruption.</p> <p>I would be very supportive of a quiet garden landscape similar to the Smith Lake Reserve on Kayle Street in North Perth.</p>	
<p>By introducing another children's playground will increase the amount of traffic in a quiet suburban street. There is already significance traffic that 'rat race' down Haynes Street to avoid the traffic lights on corner of Scarb Beach road and Charles Street.</p> <p>There is currently an increase in traffic in the area due to Chinta cafe and overflow parking. There are several accidents of people driving straight through the stop sign (often on purpose) at Eton and Sydney Street. There needs to be a study into the traffic flow and speed in this area before introducing a children's play ground.</p>	

Draft Haynes Street Reserve Development Plan

Community Consultation 15 June 2020 to 13 July 2020

Landscape Plan	
Comments Received	Administration response
Parking	
Will there be adequate parking?	The existing parking bays on Eton Street will be retained, which will provide ample parking for a Local Open Space. As this park is to service the needs of the immediate population, it is not considered appropriate to provide additional parking.
Would like off street parking along Haynes and Sydney Streets.	
I support it, it might be worthwhile providing additional verge parking on Haynes St as parking is in high demand in this area due to the cafe on Scarb Beach Rd adjacent the site.	
Should there be more allocated parking or at the very least a 2hour parking limit on Haynes/Sydney street. Many commuters to the city, park in these streets all day but with the addition of the park, perhaps a 2 hour limit would be more appropriate. I understand that most will walk to the park but as we have seen on Hobart street, it is inevitable that there will be more parking/traffic in area.	
It is likely that such a park would increase the traffic and limit the car parks which are available to residents.	
Fencing	
Also fencing given the level of traffic.	Comments received during the first consultation on this plan noted that they wanted an open space that felt different to Hobart Street Park, which is for young children. As this space was designed for all ages, the priority is to ensure the space feels welcoming and open for a variety of uses.
Might be worthwhile adding a fence to the entire garden area, similar to the Hobart Street Park.	
Should there be fencing surrounding the park (to prevent balls, kids, dogs running on road?)	
Nature play	
Children could be catered for with a treehouse or ground level forest den.	A nature play area is included in the site which will reduce concrete and plastic use. This will also integrate well with the native plantings.
Minimal concrete or plastic, using wood and stone for paths and seating.	
One small request.. since a special needs dentist used to occupy the site..it would be a nice gesture to have a special needs swing to be placed in the area where kids equipment is going to be, so our vulnerable in society can enjoy the space as well.	Inclusive play equipment that allows people of all different abilities to be able to play together, and provide challenges on different levels is preferred in public areas. When selecting individual play equipment pieces for this park, this will be a key consideration.
BBQ	
Picnic BBQ facilities?	A BBQ and picnic tables are included in the landscape plan.
Birthday Party entertainment function?	
Please have a water tap at the BBQ.	A water tap and drinking fountain has been added next to the BBQ area on the plan.
Water	
Consider incorporating some water play for summer in the nature play area.	A water feature will be included in the seating area to create a calming and relaxing space.

Draft Haynes Street Reserve Development Plan

Community Consultation 15 June 2020 to 13 July 2020

Landscape Plan	
Comments Received	Administration response
There are cafes nearby that can cater for takeaway drinks, and water fountains can be installed. Water features might be a bit tricky, but some serious dense planting will make this a cool place.	
Nature play is good. Yokine reserve nature playground a good example to follow (obviously this is smaller scale). Perhaps the same design team considered? It would be nice to see a water play element incorporated.	
Basketball Area	
No basketball area please.	The area proposed to have the basketball ring is now noted to be confirmed at a later stage. Feedback received during the initial consultation indicated that this plan should focus on a space for all ages and particularly cater for youth, as there is a younger age group facility in close proximity (Hobart Street Reserve). As this section of the reserve (Stage 2) is not going to be delivered until 2026, further consultation with youth in the area can be conducted closer to implementation of Stage 2.
Noise from the basketball ring is a concern as the houses are so close – is a basketball ring really essential to the plan?	
I DO NOT support the basketball ring. This is not suitable for close neighbours with a constant bounce noise.	
Strongly support the basketball courts would also ask that council look into the reported benefits of providing nets for rings in helping to activate these courts with minimal maintenance.	
Dogs	
Since Vincent has plenty of dog exercise areas, I'd suggest dogs be excluded, for quiet and hygiene.	The City recognises the need to have public places where dogs can be walked and encourages all residents to get active and head onto the streets and to the parks and reserves for some exercise. Dogs must be held on a leash by a person capable of controlling the dog in any public place within the boundaries of the City of Vincent, except in approved dog exercise areas. (Dogs are only allowed off leash in these areas if the reserve is not being used for an approved activity, e.g. cricket or football matches.) This reserve is not planned as an off lead dog exercise area, however access will still be permitted to dogs on lead.
Safety	
I am slightly wary of the impact with regards to increased traffic around the area/ parking etc. as well as loitering/ vandalism as mentioned.	The City has considered Crime Prevention Through Environmental Design principles in the design of this open space. The City can continue to identify and act on any threats, risks and vulnerabilities once the park is being used. We can prioritise natural surveillance and ensuring visibility through the park, while still ensuring that the native greenery creates a relaxing and enjoyable space. Lighting will be placed along the paths. We want to find the balance between the desire for seclusion and a quiet space and the aspect of safety. Gating and locking a park is not considered favourable as a safety feature and could make an area less safe by restricting access to people walking through and generating natural surveillance.
I would like to know what measures are in place to maintain security of the site and protect neighbouring properties from potential vandalism, vagrancy etc.	
I think consideration should be given to keeping the existing parking lot to cater for parking for this reserve. This would help to reduce the potential street congestion?	
Plantings and landscaping of area should seek to provide aesthetics but avoid secluded areas which may attract illicit activities (e.g. drug use, public drinking).	

Draft Haynes Street Reserve Development Plan

Community Consultation 15 June 2020 to 13 July 2020

Landscape Plan	
Comments Received	Administration response
I would like City of Vincent to ensure that the proposed park remains safe especially at night. Whilst I support the park as a development - I have concerns of the relatively close proximity to 2 bottle shops - Liquorland Charles St and the Charles Street hotel - which may encourage antisocial/street-drinking to occur at the park. The current street lighting in the area is currently very poor. There will need to be adequate lighting in the park and if necessary regular park ranger patrols to help reduce antisocial behaviour which may occur.	<p>This also applies to the implementation of security measures which may prohibit the enjoyment of the space overall.</p> <p>With a staged implementation plan where half the park is implemented in 2021, and the remaining in 2026, it will allow us to continually respond to any challenges faced and adjust the design as necessary.</p>
Will there be lighting in the park for evening (especially around BBQ and seating areas?). Not only for practical reasons but for safety/security.	
Although the intent for lighting is not shown on the landscaping plan would also seriously raise the issue of lighting and other devices for Crime Prevention Through Environmental Design (CPTED) this area still has a level of antisocial activity due to the Proximity to the service station Dolls House and Brothel situated on The Charles street/Scarab Beach road intersection. The opening of the reserve here needs to consider how this will be managed so this doesn't become a future problem area.	
I have concerns about people being able to hide in the park at night - it is essential that it is gated and lockable so as to be safe for the very close residents at night. Safety from people loitering in the area particularly at night is our biggest fear.	
Please please please consider the safety of our children and residents. There are so many houses close by we do not want the park to become a place where people loiter and hang around particularly after dark. We have a lot of people walking up and down the street especially at night on the weekends - I would hate for the park to become a place where people gather at night. Can you please ensure safety is considered with appropriate fencing and security.	
The plan, if it was to go ahead, would likely cause a lot of noise and disruption to the surrounding area, which is generally fairly quiet. It could also increase anti social behaviour at night time.	
Toilet	
A single toilet should be considered that is appropriate design eg Beaufort st toilet in car park almost like a capsule opposite acton real estate. Landscaping could be used in this instance to improve visual appeal.	<p>No public toilets feature on this plan, as a local open space to service the immediate population it is not considered appropriate to have this level of infrastructure.</p>
Is the Council proposing to include public toilets? It think it is necessary if there are going to be BBQs etc.	
No public toilets please.	

Page 6 of 11

Draft Haynes Street Reserve Development Plan

Community Consultation 15 June 2020 to 13 July 2020

Landscape Plan	
Comments Received	Administration response
Shade	
Shade/rain cover to the seating and BBQ.	All play areas in the plan are located in the shade of mature trees. In addition, more trees will be planted throughout the space.
As much shade as possible (ie similar to Hyde Park or Hobart St), otherwise there are big chunks of the day and year where it won't be used	
Plan looks good. Ensure kids play area is undercover to protect from sun exposure.	
More trees the better	
More plantings	
As a local resident in close proximity to the site, i would welcome a quiet garden landscape similar to the Smith Lake Reserve on Kayle Street in North Perth.	Noted. More plantings have been included in the plan instead of an additional play equipment space.
I was hoping for a relaxing garden park as there are so many children playgrounds already in close proximity. It would be enjoyable and relaxing to have a park without children's play equipment. Hobart Street park is very close.	
I fully support the native gardens and leisure areas. I fully support the nature planting- please only plant native Western Australian plants that are native to this area.	
Landscape is brilliant!! Lots of native space for both local wildlife and residence to enjoy; whilst still plenty of amenities and open space for kids to play around in. Everyone should be congratulated.	Noted.
love the idea and love the mix use in the landscape plan	Noted.
better balance of play vs garden	
The Plan does not consider the demographic of the residents nearby (early 30s and empty nesters).Propose that the development should be more scenic and aesthetically pleasing - perhaps a man made lake, grassed area for seating, a footpath and picnic benches to sit at. Similar to the park on Kayle St and Bourke Street (Smith Lake), or similar to the acne Scarborough Beach Rd and Anzac Road (which is not heavily used because of its proximity to a main road) this would allow more than just young adults and kids to enjoy the park, and would allow the nearby residents to continue to enjoy their property, the quiet streets and enjoy the park and surrounding area.	During the initial consultation for this plan, the main type of park that the community wanted was a place for all ages to play. These changes have been reflected in the new plan to achieve a better balance: <ul style="list-style-type: none">- increased the amount of gardens and plantings.- removed a section of play equipment and replaced with a seating area with a water feature.- move the nature playground to increase turf area in the Stage 1 development.- a winding path will improve access to all of the amenities.
While I support a form of play area being present would question if there is a need to have such a large proportion as play space. I think this demographic is already catered to by the Hobart street park which is essentially not usable to people without kids. Owning both a property on	North Perth's top 3 service age groups are 23.1% parents and homebuilders (35 to 49), 19% young workforce (25 to 34) and 13.2% older workers and pre-retirees (50-59). As a local open space, the park is intended to service and benefit the immediate residential population.

Draft Haynes Street Reserve Development Plan

Community Consultation 15 June 2020 to 13 July 2020

Landscape Plan	
Comments Received	Administration response
Haynes street and in Eton court there is a large proportion of The young adult to middle aged demographic (with a high disposable income) that won't be as well served by this park with predominantly play area.	
We largely support the park. We live directly across the road on the corner of Sydney and Haynes. We have young children. We would like to see as much wide open space on the stage 1 development site as possible. Currently it looks as though the nature playground takes up a lot of the space. We want as much space as possible for our kids to kick the football, play cricket etc - I don't feel a big nature playground will be utilised or appreciated as much as wide open space.	
I would like to see a space that functions more similarly to Hyde park and provides an opportunity to activate the existing and emerging small businesses around e.g grab a coffee from chinta and walk to Haynes street reserve to consume.	
A well designed garden could make the space available in Haynes St seem like a huge green world, full of small spaces and vistas. Somewhere people don't gather in huge groups, but can find solitude or be quietly with a friend or two and not have to stay home to do it.	
We need nature. A big, forested, dense, interesting park. I'd like to propose something for the other people not usually catered for – the elderly, hearing impaired, mentally challenged, isolated, lonely, anxious people among us who would find great benefit in connecting with nature. Not everyone has a garden, or can find anywhere that lets them leave their home and get out into a place of peace and contemplation. Not everyone can drive to King's Park to enjoy the magnificent gardens and not everyone is religious so a place of worship is not for them. The usual parks and high streets can be too noisy and distracting with dogs, kids, leaf blowers, traffic etc.	
Watching Monty Don's series on hugely popular Japanese gardens and reading how much being quietly with nature during the Covid crisis has helped people reduce their anxiety and fears leads me to urge the council to try something different – an urban forest designed to be a place of peace and contemplation. A quiet space in a noisy city, a cool place in a heating world. It can be a botanic garden, featuring native species, eucalypts here and grevilleas there..with winding paths and natural materials. Birds and small wildlife will quickly find a haven (and with so many mature trees dying, this is a	

Draft Haynes Street Reserve Development Plan

Community Consultation 15 June 2020 to 13 July 2020

Landscape Plan	
Comments Received	Administration response
critical issue) and in turn delight visitors. People will be inspired to improve their own gardens, if they have them. Designing and maintaining such a garden would give Council staff something a bit more interesting to do and a pleasant place to work. Lines of street trees, tiny patches of grass and sporting ovals are all essential to our cities, but here's a chance to plant something that will be enjoyed by residents for many years, that recognises the trauma we are going through and goes a long way to helping people find some comfort in nature. There are plenty of examples in cities overseas, and people flock to them, but Vincent has yet to provide a genuine urban forest or botanic garden for residents. Please give us such a place.	
My son is a scientist and in his studies for his masters at UWA he studied the Lake system and wet lands of Perth. The T of V did a great job with Smiths lakes. It would be wise to consult with people of knowledge of wetlands and environment to check out if this is a possibility. How great is would be to restore some of this natural beauty to the area.	The landscape plan has been developed in conjunction with our Leisure Planning and Parks & Urban Green teams.
Other comments	
Boring, unimaginative and lacking what the area wants	The draft plan was designed from feedback received in the original consultation and has been refined based on feedback received through this consultation.
Designate it a quiet area, no ghetto blasters or concerts.	As a local open space, this area would not be suitable for concerts or large gatherings.
This looks great!	Noted.
Boring.	Noted.
Love the mix use of the area	Noted.
Should be fantastic to have an area like that with the existing trees on the north boundary.	Noted.
I like the inclusion of various recreation facilities in addition to a standard playground and turfed area. Good to have a BBQ too.	Noted.
I like that it seems to cater for all ages and that there will be more green space for the public to use and enjoy.	Noted.
Looks great! Love the native only focus.	Noted.
I like the proposed plan.	Noted.
Love the plan overall. I think it is a much needed addition to the community, particularly for older kids/teenagers.	Noted.

Draft Haynes Street Reserve Development Plan

Community Consultation 15 June 2020 to 13 July 2020

Transition Plan	
Comments Received	Administration response
I think too much time/years have been given to the childcare to move out.. crazy 5 years..too generous. We can only hope now that they can see the writing on the wall, that they ship out sooner rather than later and let the reserve be the true larger space everyone is craving for.	<p>The timeline in the transition plan was proposed after extensive consultation with the leaseholders and community, which was then approved by Council at the Special Council Meeting on 28 January 2020. As the land at No. 15 (Lot 9) Haynes Street is in breach of the Deed of Trust, the City then gained approval from the Attorney General on this transition plan prior to advertising to the community.</p> <p>This timeline considers the value of the current service on site, and the importance of delivering public open space to the community.</p> <p>If the leaseholders find a suitable site to relocate prior to December 2025, the conversion to public open space is able to commence sooner than January 2026.</p> <p>In an effort to provide public open space to the community in the short term, the land at No. 31 (Lot 100) Sydney Street will be converted to public open space from July 2021.</p>
A five year timeline is unnecessary for the daycare. Students enter Kindy the year they turn 4 by June 30. Children can be relocated to the kindy of the school they will be attending by three and a half. I work at a school and this leads to far less disruption for the child than keeping the child at Kids Galore past this point. The child has the chance to start establishing long term friendships and adjust to their school from Kindergarten. This leads to less anxiety and better learning.	
As far as I'm concerned a two year transition for the Day care centre is reasonable. Time for parents to adjust and to find a suitably located day care and with a ethos and personnel that suit if they choose or for Kids Galore to relocate. There are many vacant buildings with great locations. If Bob Hawke College can be built in two years then a new day care can certainly be created. Time to accept and move on. Creativity comes from challenges and things can be better.	
I feel disappointed it will take until 2025 to complete. I know it is very selfish but there are a number of children in the neighbourhood now (including ours) who are at a perfect age to greatly benefit from some open space to get off their screens and out of the house. 5 years is a significant time in their lives. Many will have finished school and possibly moved out of home by the time it is completed. Is there scope to complete earlier if Kidz Galore find a suitable option for their move earlier than this time? Or can temporary basketball/netball rings and play equipment be put on the Sydney street end until the Kidz Galore site is ready to go?	
Very slow progress for final outcome	
Understanding that there are minimum periods that needs to be provided to relocate the existing lessees but can this transition be accelerated at all ? Seems like an overly long period.	
I support that there is a gradual transition, particularly for the child care, though as per my previous comments I prefer that there would be some child care & play group space retained in the final plan.	
Very slow progress for the final outcome.	

Draft Haynes Street Reserve Development Plan

Community Consultation 15 June 2020 to 13 July 2020

Transition Plan	
Comments Received	Administration response
Five years is far too long. This decision is indicative to me that the emotional loud voices of a few people of whom even fewer reside in the area have clearly dominated the voices of the many who pay rates, live in the area and who would benefit from this natural reserve. This is all without mentioning the lack of respect shown for the person who donated this land to the council and whose wishes have been ignored for a time span which should be of more concern.	
I understand that Kids Galore needs time to transition out of the site but I feel that 5 years is quite a long and generous time frame. Are they being encouraged to try and transition earlier if possible and if they do manage to find an alternative site sooner, will construction on the second have the park commence sooner?	
25 Sydney Street is available to be residential at July 2021. Leaving it as an open car park until 2025 does not make sense.	The existing parking lot at No. 25 (Lot 93) Sydney Street is not considered to be required long-term, and Council may consider to sell this lot in the future. As the car park is partially leased to the childcare at No.15 (Lot 9) Haynes Street, a potential sale may only occur after the childcare has relocated or when the car park is not financially viable. It is recommended that this property be developed to a vacant residential standard and sold to offset the cost to develop the park. This disposal would be subject to a separate Council decision and the requirements of the <i>Local Government Act 1995</i> .
The only question i would have is if and when 25 Sydney street will be offered for sale?	
I support the plan.	Noted.
Support allowing the day care to transition over the period to 2025.	Noted.

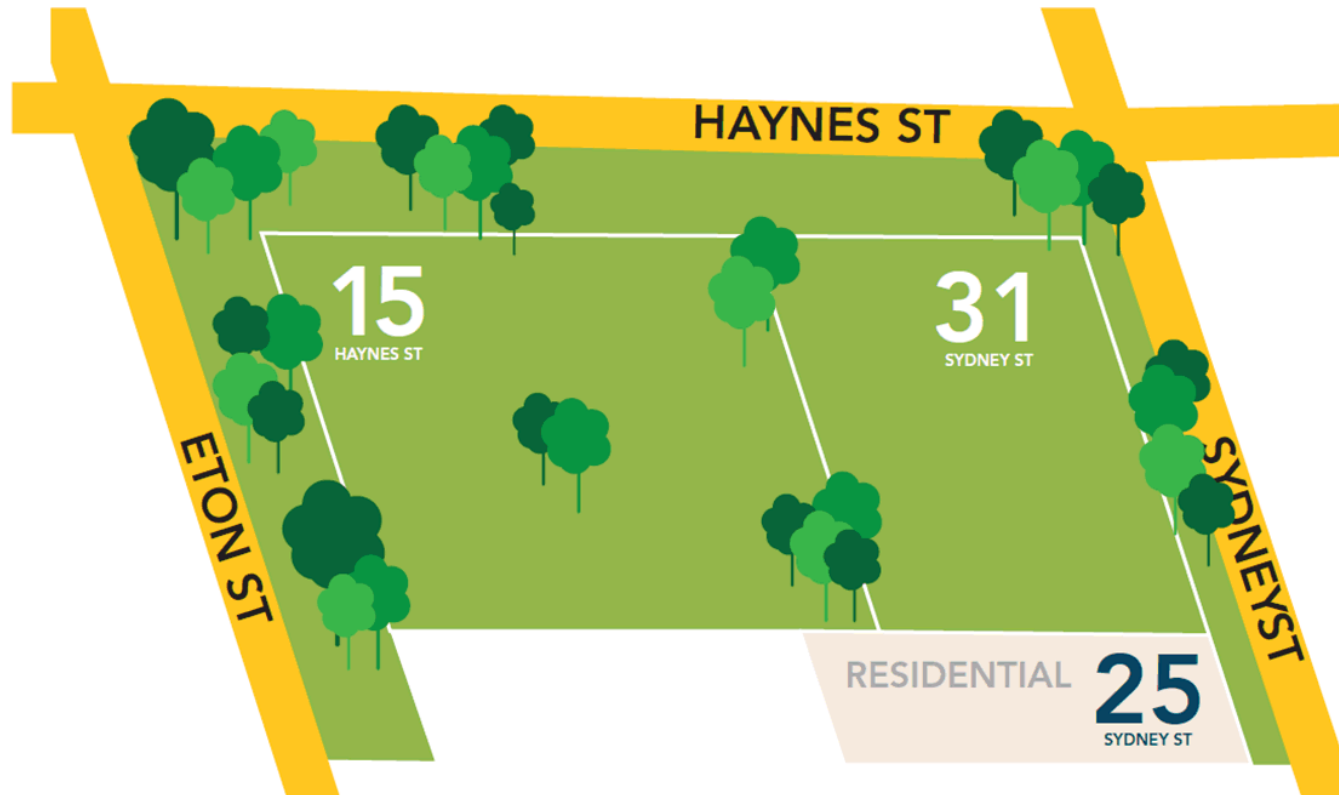
Note: Comments Received are direct quotes from submissions. Spelling and grammar errors have not been corrected by Administration.

HAYNES STREET RESERVE Development Plan

Final Outcome



CITY OF VINCENT



HAYNES STREET RESERVE Development Plan

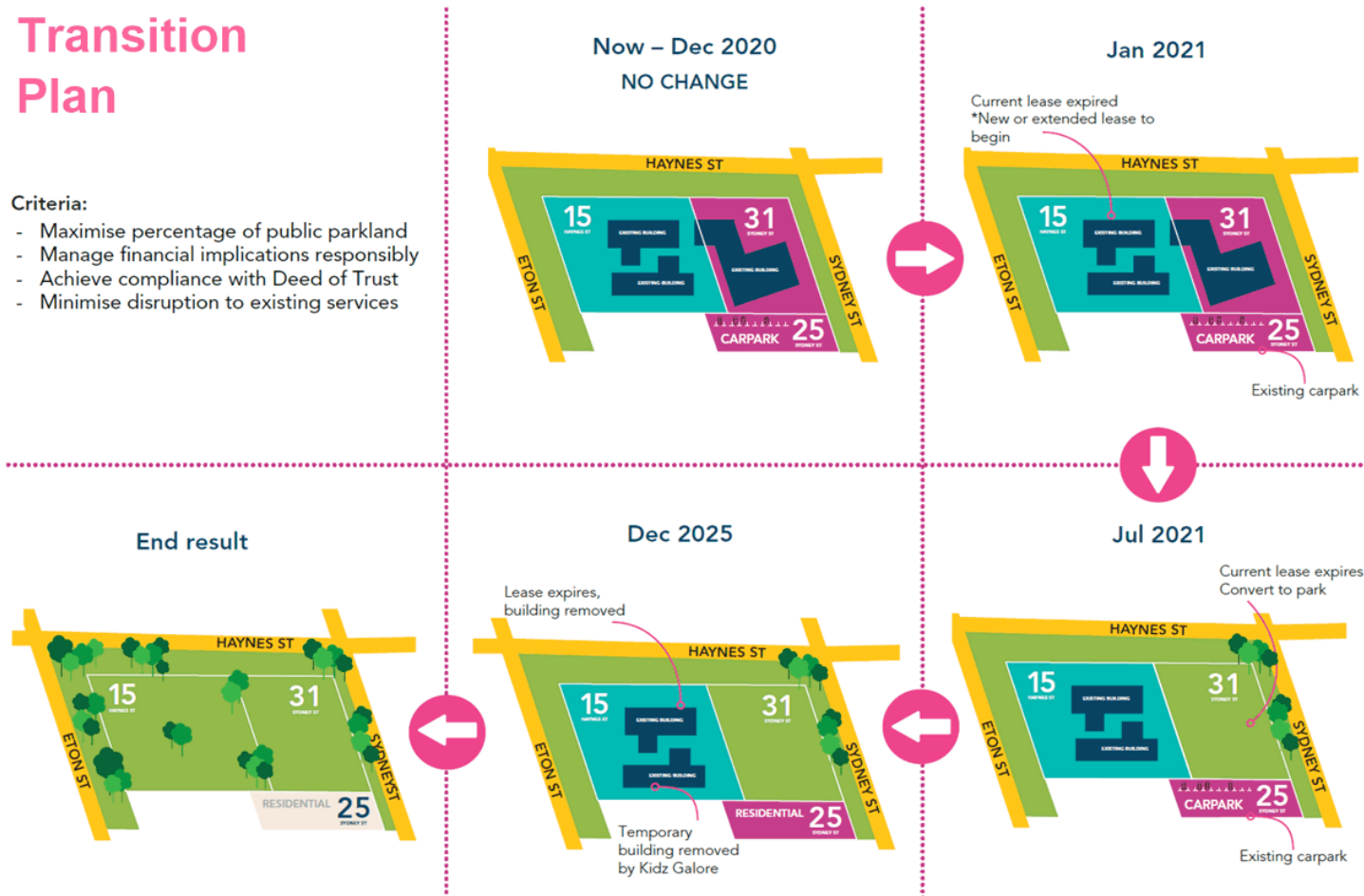


CITY OF VINCENT

Transition Plan

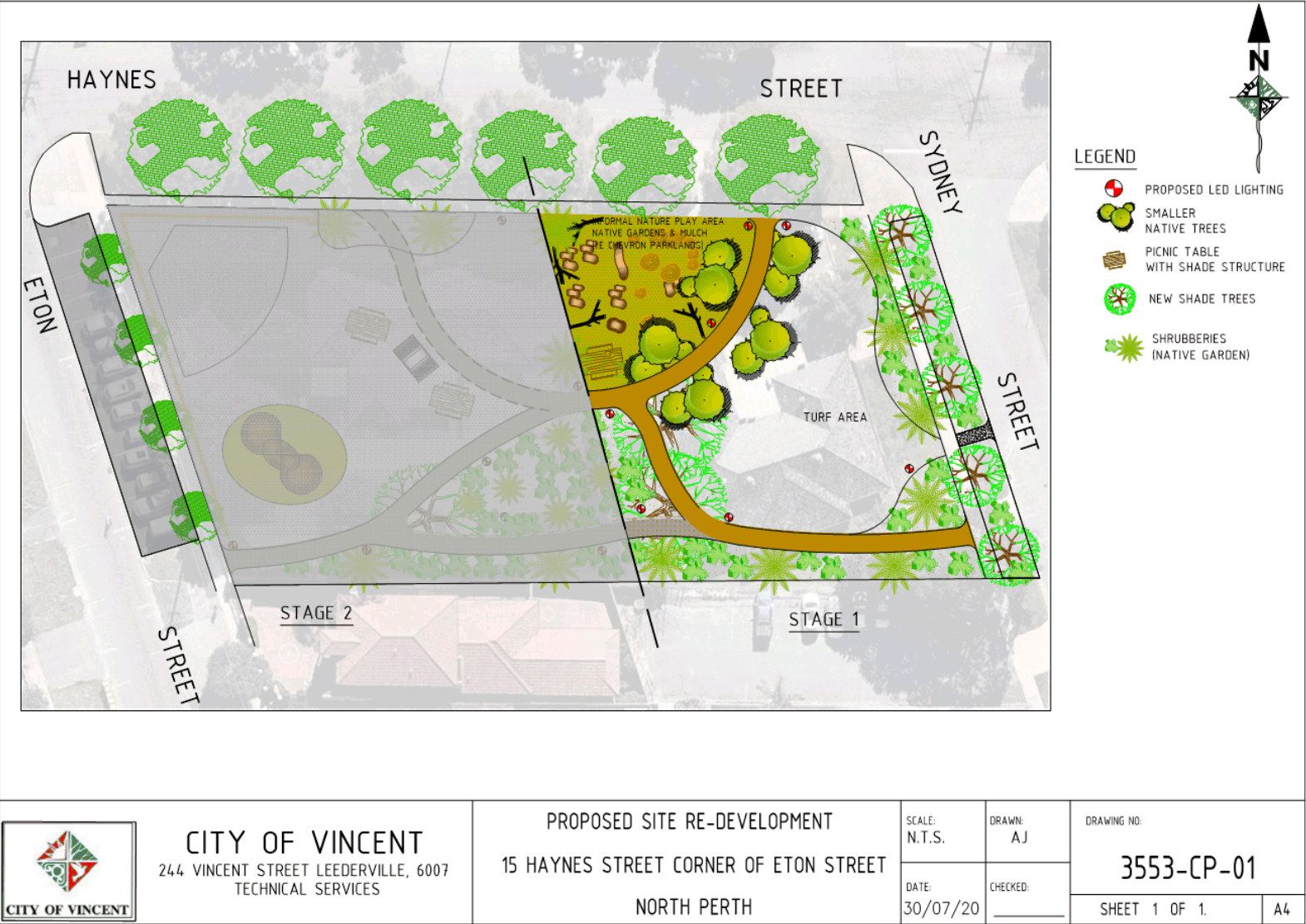
Criteria:

- Maximise percentage of public parkland
- Manage financial implications responsibly
- Achieve compliance with Deed of Trust
- Minimise disruption to existing services

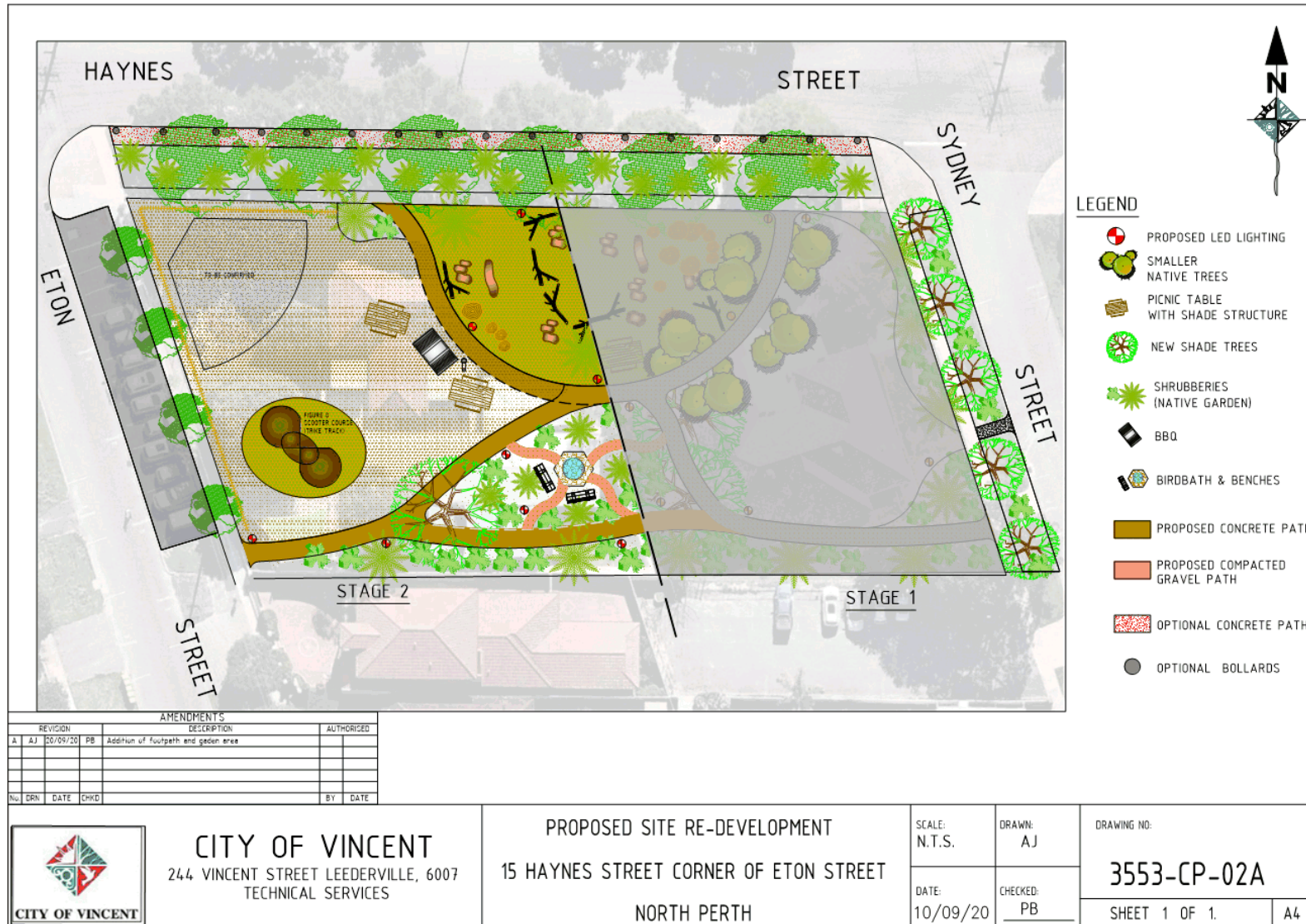


2

Landscape Plan - Stage 1



Landscape Plan - Stage 2



HAYNES STREET RESERVE

Development Plan



CITY OF VINCENT



Ultimate Layout

HAYNES STREET RESERVE Development Plan

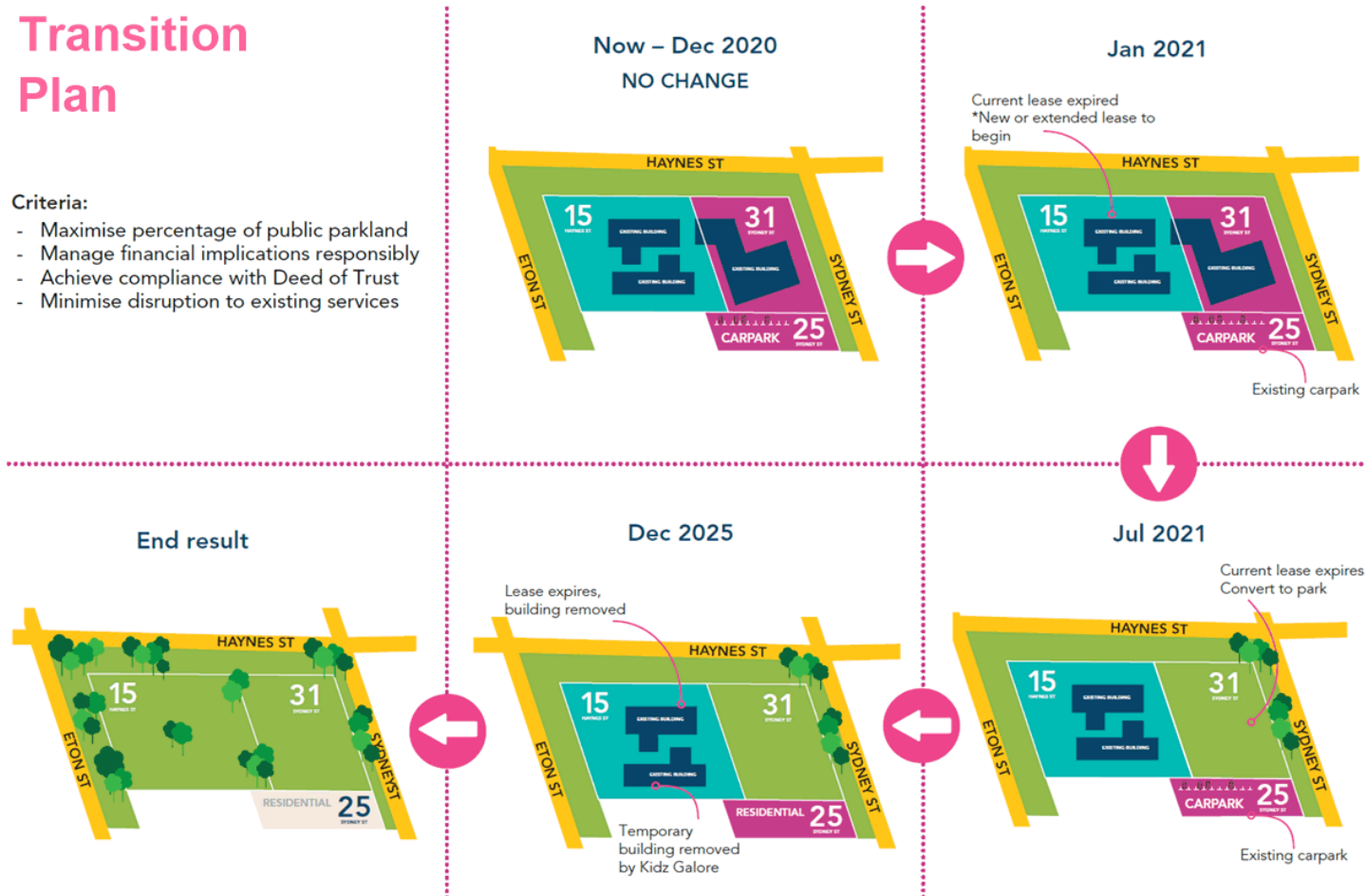


Attachment 1
CITY OF VINCENT

Transition Plan

Criteria:

- Maximise percentage of public parkland
- Manage financial implications responsibly
- Achieve compliance with Deed of Trust
- Minimise disruption to existing services



Page 2 of 3

HAYNES STREET RESERVE Development Plan

(Proposed Landscaping Concept Plan)



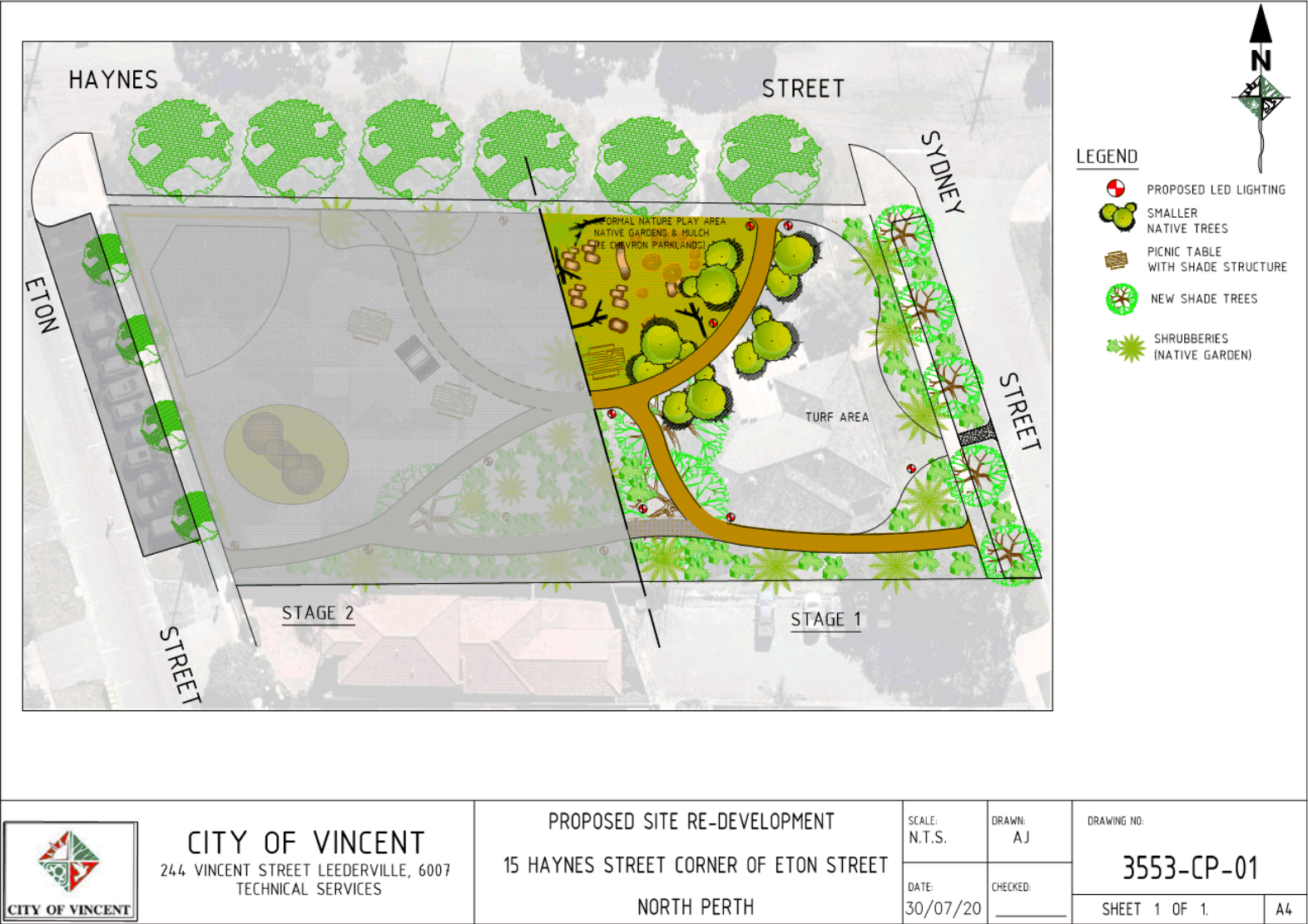
Attachment 1

CITY OF VINCENT

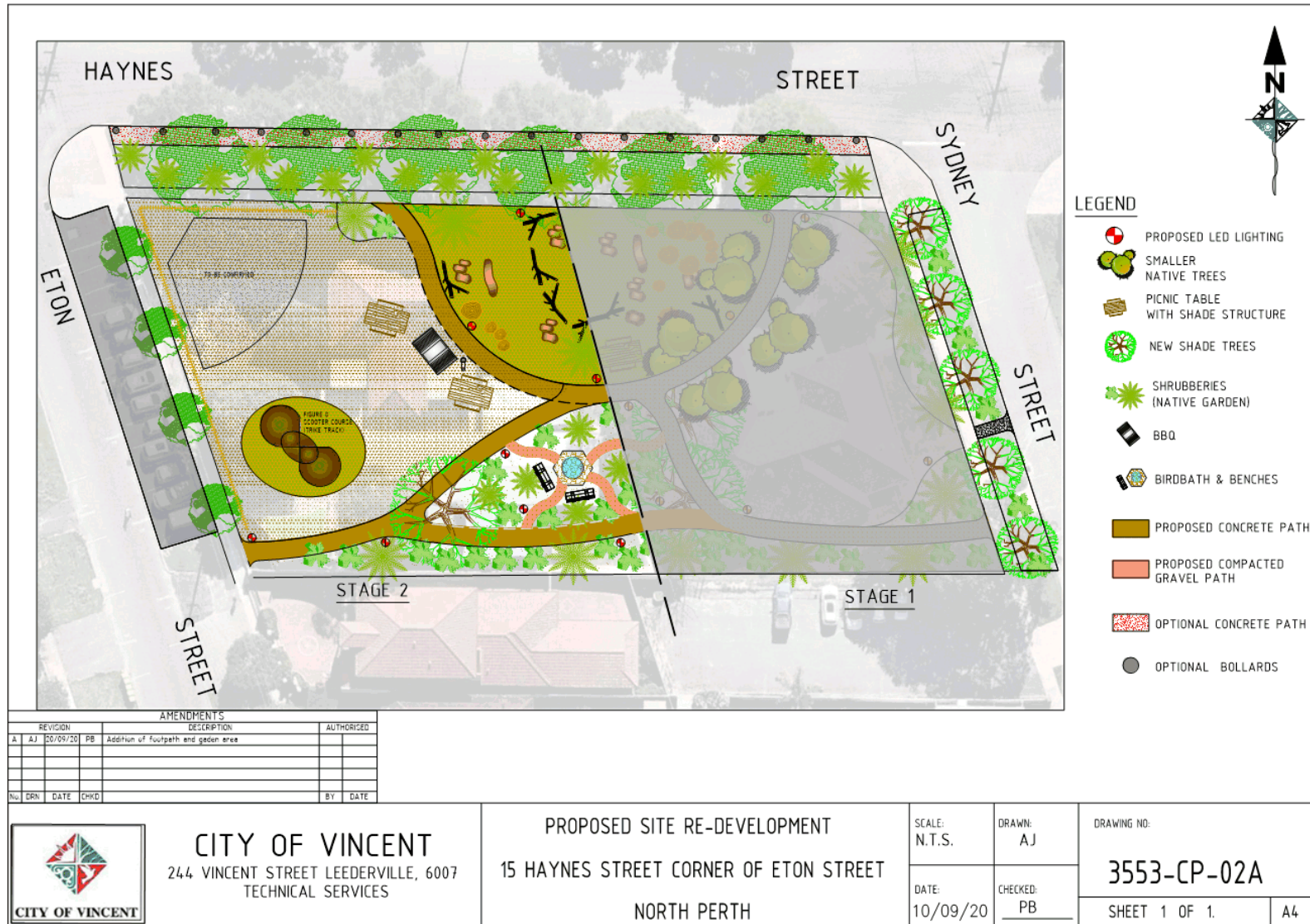


Page 3 of 3

Landscape Plan - Stage 1



Landscape Plan - Stage 2



Haynes Street Reserve Development Plan

Examples of elements



CITY OF VINCENT



Image 1: Scooter Figure 8 example with accessible swing. Deakin Park, Silverwater NSW



Image 2: Sandstone Plinth Bird Bath, Mallee Design

5.7 ACCESSIBLE CITY STRATEGY

Attachments: 1. Draft Accessible City Strategy  

Recommendation:

That Council:

1. **APPROVES** the draft Accessible City Strategy 2020-2030 at Attachment 1 for advertising for a period of 42 days in accordance with the City's Policy No. 4.1.5 – Community Consultation;
2. **NOTES:**
 - 2.1 a further report will be presented to the Ordinary Meeting of Council detailing any submissions received during the public comments period;
 - 2.2 the draft Accessible City Strategy 2020-2030 will be subject to further formatting, styling and graphic design as determined by the Chief Executive Officer prior to publication;
 - 2.3 the positive summary 12 month trial evaluation results in speed reduction and crash benefits from the City of Vincent 40km/h speed zone trial in North Perth; and
 - 2.4 the full 12 month trial evaluation report on the City of Vincent 40km/h trial undertaken in conjunction with the Road Safety Commission will be released publicly during Road Safety Week in November which will coincide with public consultation on the draft Accessible City Strategy 2020-2030; and
3. **ENDORSES** a target in the draft Accessible City Strategy to implement a 40km/h traffic speed zone in all residential areas of the City of Vincent by 2023.

PURPOSE OF REPORT:

To provide an overview of the development of the draft Accessible City Strategy 2020-2030 and to present this Strategy for public comment.

BACKGROUND:

Transport systems are crucial in creating connection and supporting opportunities for people to access all aspects of daily life, including work, education, shopping, leisure, healthcare and other services.

The Accessible City Priority of the City's Strategic Community Plan (SCP) identifies the need to create a future plan for the transport network which has an integrated approach in order to guide the City's future transport infrastructure and advocacy. Council appointed Cardno at its meeting on 16 October 2018 to commence the Accessible City Strategy (ACS).

The City has not previously had an overarching strategic document to holistically guide changes to the transport network. The draft ACS presents an opportunity to integrate planning and transport to support economic, environmental and social activities, in a safe, easy, connected, environmentally friendly and enjoyable City.

In the current context, private vehicles frequently offer the most convenient and attractive way to get around. This is typically due to historic patterns of car-centric considerations and design. As the growing environmental costs of transport are recognised, active and sustainable transport options are becoming increasingly important.

Desktop research and SWOT analysis of Vincent's transport network.

The City began the process of developing the ACS by undertaking a series of investigations to identify the strengths, weaknesses, opportunities and threats (SWOT) associated with the existing transport and land use network. This investigation included:

- Car parking occupancy and utilisation surveys;
- Bicycle counts;
- Land use surveys;
- Intersection turning movement;
- Travel time surveys;
- Public Transport Authority smart rider data;
- Off-street and on-street pedestrian and cycling provision;
- 2016 Census data for journey to work mode share, household size, vehicle occupancy etc.;
- Household travel survey for mode share by trip purpose; and
- Modelling the existing traffic network to determine available strategic network capacity along major corridors and key intersections, to determine traffic and growth capability.

The outcomes of the SWOT analysis were used to start discussions with the community and stakeholders inclusive of the City's advisory group.

Consultation

Initial community consultation and stakeholder engagement was undertaken as follows:

- Community consultation was undertaken in person and via online surveys. The in-person consultation occurred on 30 March 2019. Attendees had the opportunity to provide comment on their transport concerns and experiences within the City as part of a free form workshop and discussion. Approximately 40 people attended the event. An online survey was made available to the community from 18 March 2019 to 13 April 2019. Respondents were provided the opportunity to make mode specific and general comments in relation to transport within the City, 60 responses were received;
- Detailed input was sought from a range of government and community stakeholder groups including; adjoining local governments, the Department of Planning, Lands and Heritage (DPLH), the Department of Transport (DoT), Public Transport Authority (PTA), and Main Roads Western Australia (MRWA);
- The draft ACS was presented to the City's Sustainability and Transport Advisory Group (STAG). Discussion was centred on the proposed actions and whether these are sufficient in achieving the aim and objectives of the draft ACS. Overall support of the draft ACS was received but questions were raised around the reasoning behind the actions and what these may look like once delivered, and how they could be further improved. Minor modifications have been made to the draft ACS based on the input received; and
- Detailed Council feedback was provided on the draft as a whole, in relation to consultation of the document, and what can be achieved by engaging with community and various stakeholders on the draft ACS.

The draft ACS has been refined based on the feedback provided, and an updated version is included as **Attachment 1** for consideration.

DETAILS:

The draft ACS supports the provision of a people-focused transport network which emphasises the role of active transport options. The draft ACS explores the current provision for transport and compares this infrastructure to the current and future needs of the community, across all transport modes, to support the long-term success and viability of Vincent.

Structure of the Draft ACS

The draft ACS is structured around three key focus areas:

1. Where are we now? - Sets out the strengths, weaknesses, opportunities and threats of Vincent's current transport network and the results of stakeholder engagement surrounding this.
2. Where do we want to be? - Determines the vision and associated objectives and plans that will respond to the data and consultation collected in the 'where are we now?' focus area. This will

enhance and improve Vincent's transport network. The supporting tools which will be used to achieve this are also outlined.

3. How do we get there? - Outlines the actions which contribute to achieving the vision, objectives, and plans of the Accessible City Strategy.

A summary of each key focus area is as follows:

Where are we now?

Some of the key findings of consultation and stakeholder engagement were:

- A preference for overall reduction in congestion on the road network and shortcuts on residential streets associated with that congestion;
- The need to recognise Vincent as being primarily a place for people rather than the movement and storage of vehicles;
- Dissatisfaction with connectivity in Vincent, particularly east-west and circular public transport, as well as cycle route connectivity;
- Appreciation of the Greening Program and support for further commitment to expanding this;
- Concern for pedestrian and cycling safety, specifically across major streets, at roundabouts, and when using cycle lanes; and
- A strong desire for Vincent to be a leader in innovation.

The SWOT analysis, community consultation and stakeholder engagement helped to establish 'where do we want to be?' Through this we are able to define realistic, clear and measurable goals for an integrated transport system throughout Vincent, providing a list of actions that directly respond to the opportunities and threats over the next five to ten years. This consultation reaffirmed the community engagement undertaken as part of the development of the SCP.

Further to this, the City examined how the ACS would respond to the City's existing strategies and policies.

Where do we want to be?

In support of changing the way we travel two supporting tools have been introduced. These are the transport user hierarchy, and link and place framework.

The transport user hierarchy is intended to summarise the needs of people travelling within the City in order of priority to guide improvements to the transport network.

The proposed transport user hierarchy is as follows:

- People who are walking;
- People who are cycling;
- People who are catching public transport; and
- People who choose to drive.

The link and place framework compliments the user hierarchy as a way of connecting users to places. The link and place framework represent the current and expected use of the City's network categorising all streets in the network according to their specific combined place and link (movement) function, as detailed below:

- Places are locations with individual and specific combinations of land use and design elements and the interactions between elements. This includes the mix and type of retail, commercial, residential, food and beverage and entertainment options in the area, how people move through and to the space, how people spend time in the space, kerbside environments, building architecture and urban design elements. The City identifies a number of specific place types within the existing planning framework.
- Link refers to the passage of people along streets and roads. The level of movement is understood in terms of number of people, including pedestrians, cyclists, public transit users, and those in cars, rather than just the number of vehicles per day. Using the link and place framework, movement is understood in terms of people carrying capacity, rather than simply private vehicle movement.

The draft ACS identifies the Vision of:

A connected City that puts people first, where getting around is safe, easy, environmentally friendly, and enjoyable.

This is supported by the four key objectives and associated plans to:

1. Create a safe transport environment;
 - Create active, sustainable transport networks that are safe and legible; and
 - Ensure pedestrian and cycling routes (including schools) are of a high quality and safe for all users.
2. Ensure easy accessibility into and around Vincent;
 - Advocate for connected and reliable transit;
 - Reallocate road and verge space, including on street parking, throughout the City to prioritise vulnerable users according to the user hierarchy; and
 - Be a leader in adaptability and technology.
3. Prioritise environmentally friendly transport modes and initiatives;
 - Reduce carbon emissions caused by the transport network;
 - Prioritise and encourage the use of active and sustainable transport modes;
 - Manage car parking (including supply and pricing) to improve efficiency and support mode shift;
 - Use residential density to support transit; and
 - Obtain relevant data to inform decisions and monitor progress.
4. Have an enjoyable City to get around;
 - Increase pedestrian amenity on residential streets; and
 - Increase pedestrian amenity in town centres.

To measure whether the City has achieved the vision and objectives, mode share targets have been created. Mode share describes the proportion of people using each of the various types of transportation modes. Mode shift refers to changing mode share over time. Extensive growth in development and population across Vincent and throughout the entire region will generate additional transport demand that must be assigned to a movement network already approaching capacity. The road network within Vincent has a limited capacity, and regional and local development will place further pressure on the existing on the existing transport network. Mode shift from private vehicles to more sustainable and active modes of transport is necessary to more efficiently use the existing road capacity.

How do we get there?

The draft ACS outlines the actions that have been developed to ensure that the vision, objectives and plans are being met. These actions highlight the partners that the City will work with and the timeframes to progress these actions. A measurement has been provided for each of the actions and is a way of measuring the individual items implementation, its impact and level of success.

40km/h trial background and proposed new target

In April 2019, the City of Vincent, Road Safety Commission, WA Police, and Main Roads WA commenced a trial of a 40 kilometres per hour (km/h) local speed limit area in the southern section of the City of Vincent. Various quantitative and qualitative data was collected by the City of Vincent before and during the trial to support a formal evaluation.

GHD were engaged by the Road Safety Commission to provide advice and monitoring of the data collection and research design, to undertake data analysis, and to evaluate the outcomes of the trial.

The summary finding by GHD is that the 40 km/h trial within the City of Vincent has resulted in some speed reduction and crash benefits. This result is in line with what would be expected based on previous research in this field. The evidence also suggests that local street amenity has somewhat improved. The increase in the total number of pedestrian and cyclists observed triangulates with the slight improvement in perceived street safety and amenity reported by respondents.

It is not possible to completely exclude the impacts of COVID-19 on these results. However, the triangulation of multiple sources of data (collected mostly before the pandemic) generally supports these findings.

Complementary street design, road user awareness, and enforcement measures to reinforce the 40 km/h speed limit may result in the realisation of a greater level of total benefits. If left in place, it is possible that vehicle speeds within the trial area would continue to mediate below the new limit – particularly if supporting measures are introduced. Future evaluation would be useful in assessing the longer-term effects and potential effectiveness of supporting measures.

The full 12th month trial evaluation report by GHD is expected to be released publicly during Road Safety Week in November which will coincide with the public consultation on the draft Accessible City Strategy.

This will enable full public consultation and engagement with the community on the proposed target to implement a 40km/h zone in all residential areas of the City of Vincent by 2023.

CONSULTATION/ADVERTISING:

As per Council Policy No. 4.1.5 – Community Consultation, it is proposed to seek community feedback and input on the draft ACS through a 42-day public comment period. This will include:

1. Notices on the City's webpage, social media and e-newsletter;
2. Dedicated project page on the City's Imagine Vincent community engagement portal providing an opportunity to comment on the document as a whole, as well as a survey on the key areas of the draft ACS (the transport user hierarchy, the link and place framework, the aim, the objectives, plans and associated actions, and targets) and a map for people to pin personal experiences to understand place specific issues and feedback;
3. Notices at the City's Library and Local History Centre and community buildings;
4. Targeted engagement with key stakeholders; and
5. An Open Day workshop inviting people to comment in person on the draft ACS.

The intent of the consultation beyond seeking feedback on the draft ACS in its entirety is to achieve the following:

1. Specifically explore those actions which have been identified as having the potential to create a more significant amount of change than others and may require further consideration through community consultation e.g. compact roundabouts and parking permits;
2. Understand how broader actions directly affect the community so that their implementation can be targeted and effective; and
3. Gain further knowledge of the experiences people have with Vincent's transport network.

To ensure that a broad cross section of respondents is captured, in addition to the consultation methods stated above, flyers promoting the consultation exercise will be distributed at a number of locations across the City including but not limited to train stations, town centres, primary schools and high schools, child care centres, and aged care facilities. The data that has been collated to date will be presented both through the draft ACS and highlighted in community consultation. Nationwide consultation will also be undertaken to receive feedback on the implementation of some of the actions which are firsts for Western Australia. This would further inform the success of actions and the change they have enabled in order to determine whether they are appropriate to be implemented in Vincent.

LEGAL/POLICY:

Council Policy No. 4.1.5 – Community Consultation sets out the requirements for formal advertising of the document.

Further to this, the draft ACS is intended to respond to the City's existing strategies and policies. From a strategic perspective, The ACS aligns with, clarifies and supports the following already established positions in Imagine Vincent:

- Strategic Community Plan 2018-2028;
- Sustainable Environment Strategy 2019-2024;
- Greening Plan 2018-2023; and
- Local Planning Strategy 2014.

From a policy/action plan perspective, the ACS is intended to guide the review of the Bicycle Network Plan (2013) and the Precinct Parking Management Plans (2009) and replace the Car Parking Strategy (2008).

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to adopt the draft Accessible City Strategy for the purpose of advertising.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

We have minimised our impact on the environment.

Accessible City

*Our pedestrian and cyclist networks are well designed, connected, accessible and encourage increased use.
We have better integrated all modes of transport and increased services through the City.
We have embraced emerging transport technologies.*

Connected Community

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

Thriving Places

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

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

Sustainable Transport

FINANCIAL/BUDGET IMPLICATIONS:

The total cost of the standalone project items included in the Strategy's Implementation Plan is \$3,985,000, of this \$230,000 is included in the City's Annual Budget or LTFP. Ongoing projects have a total cost of \$3,440,000 per annum for the life of the strategy, of this \$280,000 is included in the City's Annual Budget or LTFP.

Where appropriate there is opportunity for projects to gain external funding or be funded through the City's Cash in Lieu Reserve.

Each initiative that is not currently budgeted will require its own business case or project plan prior to commencement. At this point the financial viability of each project will be further investigated.

COMMENTS:

The City is committed to improving Vincent's transport network to focus on Vincent being a connected City that puts people first, where getting around is safe, easy, environmentally friendly, and enjoyable.

The draft ACS is intended to guide the integration of the transport network over the next ten years with a major review of progress being undertaken in 2025.

Focus will be on creating a safe transport environment, ensuring easy accessibility into and around Vincent, prioritising environmentally friendly transport modes and initiatives, and having an enjoyable City to get around.

The intent is to enable a more strategic approach to the changes and growth of the transport network as an overarching vision and guide for the City's transport related policies and works. The draft ACS is not likely to remain static.

As it is reviewed, new information will be included that may modify previously accepted positions. As we continue to deliver and refine actions, we will make sure to keep an open and transparent dialogue with our community.

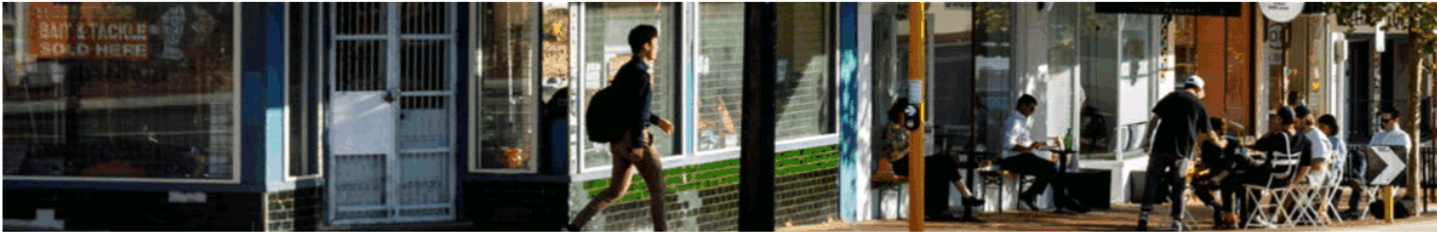


CITY OF VINCENT

ACCESSIBLE CITY STRATEGY

2020 – 2030





STRATEGY ON A PAGE

VISION

A connected City that puts people first, where getting around is safe, easy, environmentally friendly, and enjoyable.

OBJECTIVES

- Provide a **safe** transport environment
- Ensure the City is **accessible** and **connected**
Ensure our streets, town centres, park and facilities are well connected and accessible for everyone
- Promote **environmentally friendly** transport modes and initiatives
- Create an **enjoyable** city to get around



STRATEGIES

Safe

- Create active and sustainable transport networks that are safe and understandable.
- Ensure pedestrian and cycling routes (including schools) are of a high-quality and safe for all users.

Accessible and Connected

- Advocate for connected and reliable public transit.
- Reallocate road and verge space, including on-street parking, throughout the City to prioritise vulnerable users according to user hierarchy and road hierarchy.
- Be a leader in adaptability and technology.

Environmentally Friendly

- Reduce carbon emissions caused by the transport network.
- Prioritise and encourage the use of active and sustainable transport modes.
- Manage car parking (including supply and pricing) to improve efficiency and support mode shift.
- Use residential density to support transit.
- Obtain relevant data to inform decisions and monitor progress.

Enjoyable

- Increase pedestrian amenity on residential streets.
- Increase pedestrian amenity in town centres.

ACTIONS

According to implementation plan and subsidiary documents.



CONTENTS

INTRODUCTION	2
CONTEXT.....	3
WHERE ARE WE NOW?	9
PARKING.....	11
PUBLIC TRANSPORT	15
PRIVATE VEHICLES	18
CYCLING.....	21
PEDESTRIANS.....	23
STAKEHOLDER ENGAGEMENT	27
WHERE DO WE WANT TO BE?	29
SUPPORTING TOOLS	29
VISION, OBJECTIVES AND ACTIONS	36
1. CREATE A SAFE TRANSPORT ENVIRONMENT.....	37
2. ENSURE EASY ACCESSIBILITY INTO AND AROUND VINCENT.....	40
3. PRIORITISE ENVIRONMENTALLY FRIENDLY TRANSPORT MODES AND INITIATIVES.....	44
4. HAVE AN ENJOYABLE CITY TO GET AROUND.	49
TARGETS.....	53
FUNDING.....	54
MONITORING AND REVIEW	55
HOW DO WE GET THERE?	56
IMPLEMENTATION PLAN	56

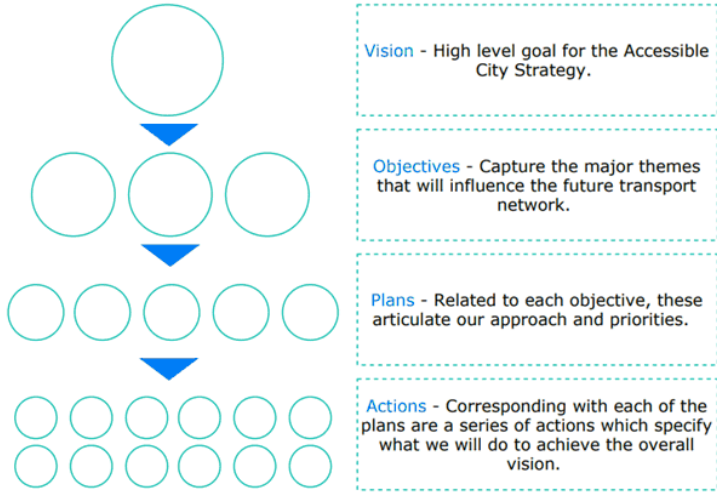
HOW TO READ THIS DOCUMENT

The Accessible City Strategy (ACS) is structured around three Key Focus Areas:

- WHERE ARE WE NOW? – Sets out the strengths, weaknesses, opportunities and threats of Vincent’s current transport network and the results of the stakeholder engagement surrounding this.
- WHERE DO WE WANT TO BE? – Sets out the vision and associated objectives and plans that will respond to the data and consultation collected in the ‘where are we now’ focus area, to enhance and improve Vincent’s transport network. The supporting tools which will be used to achieve this are also outlined.
- HOW DO WE GET THERE? – Outlines the actions which contribute to achieving the vision, objectives, and plans of the Accessible City Strategy.



HOW DO THE VISION, OBJECTIVES, PLANS, AND ACTIONS RELATE?



INTRODUCTION

Transport systems are crucial in creating connection and supporting opportunities for people to access all aspects of daily life, including work, education, shopping, leisure, healthcare and other services.

The City of Vincent's Strategic Community Plan 2018-2028 – Imagine Vincent, identifies the need for an Accessible City Strategy (ACS) to guide Vincent's future transport infrastructure and advocacy.

Ensuring that our transport network is equitable and efficient means combating a number of challenges, including:

- population growth;
- congestion pressures; and
- the environmental costs of transport.

These challenges have arisen due to historic patterns of car-centric considerations and design. A shift towards active and sustainable transport options is becoming increasingly important in addressing this.

The City of Vincent has an opportunity to create and influence a high-quality transport network that supports the economy, environment, and social activities in Vincent.

The transport network includes:

- The pedestrian environment that forms the basis for transport and land-use connections, which must be considered in the context of the road environment and adjacent land uses; and
- Other modes of transport that provide crucial links and efficient access between and within different areas. This includes current modes and possible modes in the future.

The transport network is reliant on achieving a balance between pedestrian demands and the requirements of other modes.

This ACS explores the current provision for transport and compares this infrastructure to the current and future needs of the community, across all transport modes, to support the long term success and viability of Vincent.

The main 'vision' and 'objectives' of the ACS supported by the 'plans' and 'actions' seek to create a more liveable, sustainable, healthy, equitable and prosperous Vincent through placing emphasis on walking, cycling, and public transport.

KEY TERMS

A **mode** refers to different ways by which people travel to destinations. Walking, cycling, catching public transport and driving are all examples of transportation modes.



Mode share describes the proportion of people using each of the various types of transportation modes.

Mode shift refers to changing mode share over time.



Mobility is the capacity for all people to freely move through spaces.

Places are location with specific combinations of, and interactions between land uses, activities, environments, buildings, urban design elements, and transport needs.



Movement refers to the passage of people along streets and roads. The level of movement is understood in terms of the number of people, rather than the number of vehicles.



VINCENT SNAPSHOT

AGE

VINCENT

- The median age is **34**.
- People aged **1-14** years make up **14.2%** of the population.
- People aged **65+** make up **10.8%**



WESTERN AUSTRALIA

- The median age is **36**.
- People aged **1-14** years make up **19.2%** of the population.
- People aged **65+** make up **14%**

COUNTRY OF BIRTH

VINCENT

- Australia - **56.8%**
- England - **6%**
- Italy - **2.9%**
- New Zealand - **2.1%**
- Ireland - **1.7%**
- Vietnam - **1.6%**



WESTERN AUSTRALIA

- Australia - **60.3%**
- England - **7.8%**
- Italy - **0.8%**
- New Zealand - **3.2%**
- Ireland - **0.7%**
- Vietnam - **0.6%**

EMPLOYMENT

VINCENT

- Work full time - **61%**
- Work part time - **28%**
- Away from work - **4.4%**
- Unemployed - **6.1%**



WESTERN AUSTRALIA

- Work full time - **57%**
- Work part time - **30%**
- Away from work - **5.2%**
- Unemployed - **7.8%**

OCCUPATION

VINCENT

- Professionals - **38.1%**
- Managers - **14.9%**
- Clerical and Admin - **11.5%**
- Technicians and Trade - **10.4%**
- Community and Personal Services - **9.2%**
- Sales workers - **6.7%**
- Labourers - **5.5%**
- Machinery Operators and drivers - **2.4%**



WESTERN AUSTRALIA

- Professionals - **20.5%**
- Managers - **12%**
- Clerical and Admin - **13%**
- Technicians and Trade - **16.2%**
- Community and Personal Services - **10.6%**
- Sales workers - **8.8%**
- Labourers - **9.7%**
- Machinery Operators and drivers - **7.5%**

MEDIAN WEEKLY INCOME

VINCENT

- Personal - **\$992**
- Family - **\$2553**
- Household - **\$2019**



WESTERN AUSTRALIA

- Personal - **\$724**
- Family - **\$1910**
- Household - **\$1595**

FAMILY COMPOSITION

VINCENT

- Couple without children - **48%**
- Couple with children - **38.8%**
- One parent family - **10.6%**
- Other family - **2.5%**



WESTERN AUSTRALIA

- Couple without children - **38.5%**
- Couple with children - **45.3%**
- One parent family - **14.5%**
- Other family - **1.7%**

DWELLING TYPE

VINCENT

- Separate house - **51.2%**
- Semi detached, town or terrace house etc - **21.4%**
- Apartment - **26.6%**
- Other Dwelling - **0.4%**



WESTERN AUSTRALIA

- Separate house - **79.1%**
- Semi detached, town or terrace house etc - **14.1%**
- Apartment - **5.7%**
- Other Dwelling - **0.7%**

HOUSE HOLD COMPOSITION

VINCENT

- Family household - **58.9%**
- Single person household - **31.2%**
- Group household - **9.9%**



WESTERN AUSTRALIA

- Family household - **72.2%**
- Single person household - **23.6%**
- Group household - **3.8%**

NUMBER OF VEHICLES PER HOUSEHOLD

VINCENT

- None - **9.1%**
- One vehicle - **42.9%**
- Two vehicles - **34.2%**
- Three or more vehicles - **11%**



WESTERN AUSTRALIA

- None - **4.9%**
- One vehicle - **31.6%**
- Two vehicles - **38.9%**
- Three or more vehicles - **21.5%**

Data source - ABS 2016 Census Data

Vincent’s transport network is influenced by several different bodies including the City, the community, and external agencies.

WHAT IS THE CITY’S ROLE?

We are the key point of contact for our community. We are responsible for balancing the needs of residents, schools, community groups, and local businesses with legislative requirements and an established strategic direction.

We have authority over a series of localised infrastructure including local streets, footpaths, shared paths and cycle infrastructure, and street furniture including street lighting. We also have the ability to influence transport mode choice by supporting behaviour change programs, adjusting the supply and pricing of parking, and modifying street layouts.

Those visiting Vincent generate significant activity in town centres and other places throughout the City. The needs of visitors are often different from those of residents and employees.

Our role also requires us to be financially responsible. It is important that considerations of cost and identifying additional funding mechanisms be explored where possible. There are also a number of ways in which transport choices can be influenced that do not require large amounts of funding, including amendments to the City’s Planning Policies and other statutory instruments.

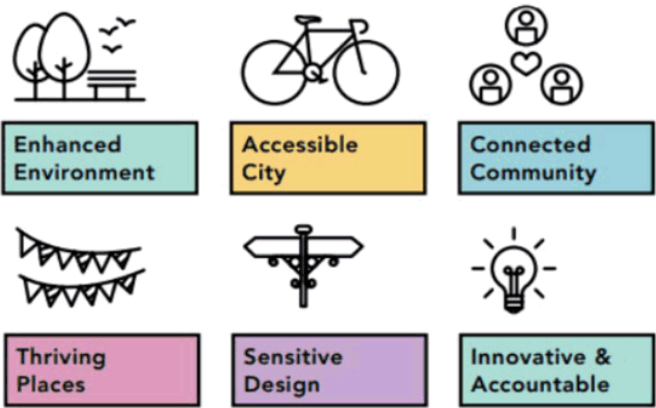
We have an important advocacy role to play to state government bodies that control movement to and through the City.

STRATEGIC CONTEXT




All local governments are required to have a plan for the future. This takes the form of a Strategic Community Plan, which is an overarching document informed by extensive community consultation. It sets the strategic direction for the entire organisation and is supported by a number of informing strategies and plans. One of these is the Accessible City Strategy.




The vision for the City of Vincent has been agreed as:

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



The relationship between the Guiding Principles of Imagine Vincent and the outcomes the ACS are highlighted below:

Guiding Principle	Imagine Vincent Intent	Application to the ACS
 Enhanced Environment	<p>The natural environment contributes greatly to our inner-city community. We want to protect and enhance it, making best use of our natural resources for the benefit of current and future generations.</p>	<ul style="list-style-type: none"> Our parks and reserves are maintained, enhanced and well utilised; Our urban forest/canopy is maintained and increased; We have improved resource efficiency and waste management; and We have minimised our impact on the environment.
 Accessible City	<p>We want to be a leader in making it safe, easy, environmentally friendly and enjoyable to get around Vincent.</p>	<ul style="list-style-type: none"> Our pedestrian and cycle networks are well designed, connected, accessible and encourage increased use; We have better integrated modes of transport and increased services through the City; and We have embraced emerging transport technologies.
 Connected Community	<p>We are a diverse, welcoming and engaged community. We want to celebrate what makes us unique and connect with those around us to enhance our quality of life.</p>	<ul style="list-style-type: none"> We have enhanced opportunities for our community to build relationships and connections with each other and the City; Our community facilities and spaces are well known and well used; and We are an inclusive, accessible and equitable City for all.

 Thriving Places	<p>Our vibrant places and spaces are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy.</p>	<ul style="list-style-type: none"> We are recognised as the City that supports local and small business; Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority; We encourage innovation in business, social enterprise and imaginative uses of space, both public and private; and Our physical assets are managed and maintained efficiently and effectively.
 Sensitive Design	<p>Design that 'fits in' to our neighbourhoods is important to us. We want to see unique, high quality developments that respect our character and identity and respond to specific local circumstances.</p>	<ul style="list-style-type: none"> Our planning framework supports quality design, sustainable urban built form, and is responsive to our community and local context.
 Innovative & Accountable	<p>The City of Vincent has a significant role to play in supporting our community to realise its vision. To achieve this, we will be an innovative, honest, engaged and responsible organisation that manages resources well, communicates effectively and takes our stewardship role seriously.</p>	<ul style="list-style-type: none"> Our resources and assets are planned and managed in an efficient and sustainable manner; and Our community is satisfied with the service we provide.

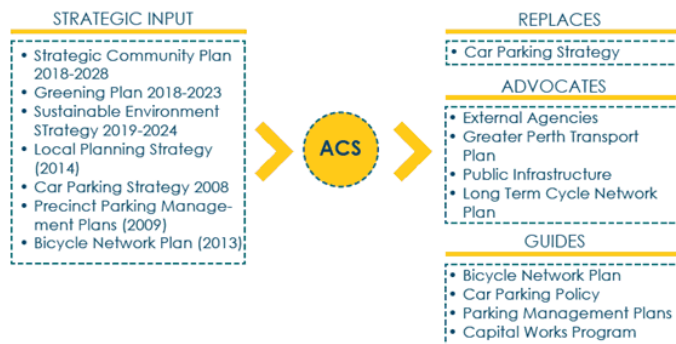
There are a number of council strategic documents (Strategies and Plans) which also inform the ACS.

The relationship between the Accessible City Strategy, the Strategic Community Plan (SCP), and other strategic documents is represented below. Together these strategies and plans inform the City's four-year Corporate Business Plan and Annual Budget.



ELEMENTS OF INTEGRATED PLANNING AND REPORTING FRAMEWORK

The role of the ACS is demonstrated below. The ACS intends to guide the review or amendment of the below documents, in accordance with the implementation plan. An advocacy role is also undertaken when Vincent is being consulted by other agencies.



WHAT ROLE DOES THE COMMUNITY HAVE?

The community help to establish the strategic direction of the City of Vincent through the Strategic Community Plan. Our community has determined that we should be a leader in making it safe, easy, environmentally friendly and enjoyable to get around Vincent.

As a community, to achieve effective outcomes, we also need to consider the individual decisions we make about transport to help us achieve the strategic direction, rather than just meeting the status quo. These decisions are instrumental in the future sustainability of the transport network.

As a community, there is the opportunity to make behavioural changes to support healthy and sustainable ways of living. This includes replacing short car-trips with active modes and public transit. Examples of this include walking 500m to the local park, taking the bus to the local services and facilities or the workplace, and cycling 1km to meet friends for coffee.

The community's involvement extends to land development and land use. While the City's local planning scheme has a broad influence over density and zoning, the City cannot control market-led proposals.

WHAT ROLE DO AGENCIES HAVE?

Vincent does not have control over some aspects of the broader transport system. State Government and other agencies play a critical role in planning for and managing the major road/freeway network, in operating the various components of the public transport system, and also ensuring consistency across various local government authority areas. These agencies' various responsibilities and relevant strategies and plans which they look to produce and implement, are below.

The ACS guides our advocacy role in the development and implementation of these strategies and plans:

Department	Responsibilities	Relevant Strategies and Plans
Federal	<ul style="list-style-type: none"> Grants and infrastructure funding 	N/A
Main Roads WA (MRWA)	<ul style="list-style-type: none"> Management of Primary Distributor roads across the state of Western Australia. In the City of Vincent, this includes Charles Street, East Parade, and Guildford Road. Approval is required for traffic signals, signs and lines on all roads 	Central Area Transport Plan; Perth and Peel @ 3.5 Million; Transport @ 3.5 Million; and Policy for Cycling Infrastructure (2000).
Public Transport Authority (PTA)	<ul style="list-style-type: none"> Train services Number and frequency of bus routes throughout the City Ensuring that bus stops comply with the Disability Standards for Accessible Public Transport, including constructing level concrete hard-stand boarding areas and up to 3m of pathway connecting to existing footpath networks Supporting the implementation of transit-supportive infrastructure by LGAs, including roadside bus shelters 	Central Area Transport Plan; Public Transport for Perth in 2031 (draft); Perth and Peel @ 3.5 Million; Transport @ 3.5 Million; and Accessibility policy (2007).

	<ul style="list-style-type: none"> Work collaboratively with MRWA and local government to introduce bus priority lanes 	
Department of Transport (DoT)	<ul style="list-style-type: none"> Working collaboratively with local government to develop strategic cycling networks for the region Providing grant funding for implementation of Western Australian Bicycle Network (WABN) routes 	Central Area Transport Plan; Public Transport for Perth in 2031; Perth and Peel @ 3.5 Million; Transport @ 3.5 Million; and WA Bicycle Network.
Department of Planning (DoP)	<ul style="list-style-type: none"> Land use and Spatial Planning 	State Planning Strategy directions 2031; Perth and Peel @ 3.5 Million; Central Sub-regional Planning Framework; and Capital City Planning Framework (2013)
Metropolitan Redevelopment Authority (MRA)	<ul style="list-style-type: none"> Development of various land parcels, including the East Perth Power Station site. 	Various site/precinct plans and design guides.
Neighbouring Local Government Authorities	<ul style="list-style-type: none"> Working collaboratively to ensure strong connections between localities. 	Various Planning Schemes; Transport and Urban Design plans and policies; and Parking approaches.

WHERE ARE WE NOW?

We have undertaken a series of investigations to identify the strengths, weaknesses, opportunities, and threats associated with the existing transport and land use network.

The following data sources inform Vincent's TransPriority Assessment across the areas of parking, bus services, train services, private vehicles, cycling infrastructure and pedestrian infrastructure.

VINCENT TRANSPRIORITY ASSESSMENT		
Car parking occupancy and utilisation surveys ; PTA Smart Rider Data		
2016 Census data for journey to work and mode share by trip purpose.		
Land Use Surveys	Bicycle counts	Intersection turning movement, link count and travel time surveys.
Off-street and on-street pedestrian and cycling provision.		
Modeling the existing traffic network to determine available strategic network capacity along major corridors and key intersections to determine traffic growth capability.		

By analysing the strengths, weakness, opportunities, and threats of the existing transport network we can build on what we do well, address what is lacking, minimise risks and take the greatest possible advantage of chances for success.

This summary of data has been broken into modes and looks to create a Vincent specific snapshot of how each mode operates within the local transport network. This contributes to the items identified in the strengths, weaknesses, opportunities, and threats.





PARKING

The needs for parking differ greatly across Vincent. These needs are influenced by the activity, density and variety of development in the area, as well as the availability of alternative transport modes. Parking is an effective bridge between land-use and transport mode choice.

Parking is an essential and inherent component of both the transport and land use system, and unique in that behaviour can be influenced directly at the planning and policy stage rather than solely through infrastructure provision. An appropriate supply of quality, well located car parking is a critical issue for people and businesses.

Parking management has the ability to influence a reduction in private vehicle trip generation and to create a more sustainable land-use and transport environment.

PARKING DEMAND – CENTRES

Data has been collected and assessed to calculate the theoretical parking demand for each town centre. This has taken into consideration the different land use types in each of the town centres and the walking catchment which surrounds them.

Parking demand varies considerably between the town centres. Leederville generates a substantial proportion of the overall requirement for parking in Vincent's town centres. However, this needs to be considered in the context of Leederville being the largest town centre.

PARKING DEMAND – CORRIDORS

Parking along corridors is primarily provided on-site (particularly for employees), along the primary street frontage, and in adjacent minor roads.

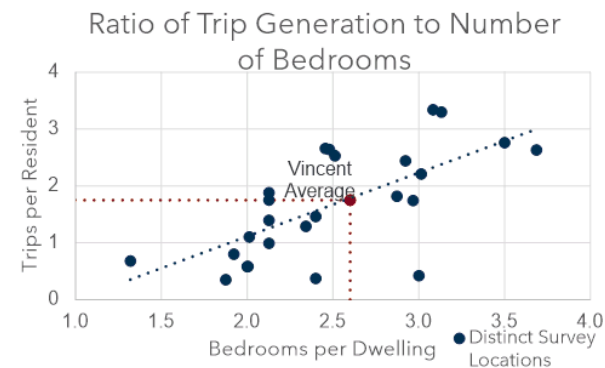
Due to the concentration of existing development along corridors in Vincent, there is less opportunity to create a large, communal public car park. As such, demand can spill over to on-street parking. For this reason, parking management is increasingly important



RESIDENTIAL PARKING

There is a strong relationship between residential density, car parking and trip generation. This largely determines the potential traffic impacts a residential property can have on the surrounding area.

Data taken from the NSW Roads and Maritime Services Guide to Traffic Generation Developments, 2013 (a resource of surveyed trip rates for residential dwellings), indicates that low density residential development and high private vehicle ownership, create an environment with significantly higher household vehicle trip generation.



Vehicle ownership in the City of Vincent (1.48 cars per household) is lower than the Greater Perth Average (1.78 cars per household), with fewer than 50% of households owning 2+ cars. This suggests that households are already moving away from multi-car ownership. With this trend continuing, the need for parking will decrease. This will be further supported by the provision of more attractive alternative modes of transport.

However, due to the difference in household demographics, the number of cars per resident is marginally higher in Vincent than in Greater Perth.

PUBLIC PARKING SUPPLY

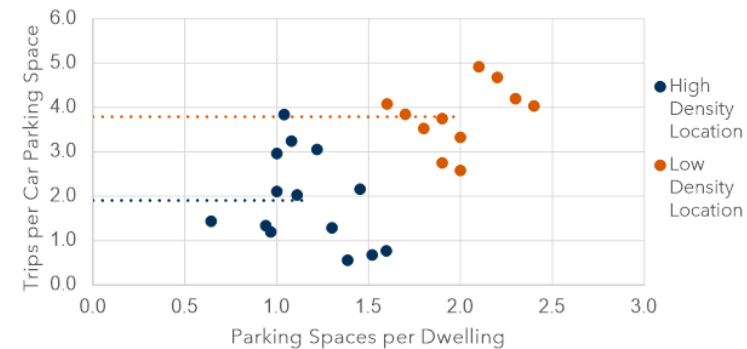
Parking surveys have been undertaken for all public parking spaces within the City of Vincent. Public parking in Vincent can be summarised as;

- > More than 17,500 spaces, distributed across the LGA.
- > 2,000 bays in off-street car parks.
- > 1,600 bays paid bays (1,100 off-street and 500 on-street bays).
- > 6,000 unrestricted (free all-day) parking bays, located primarily in residential neighbourhood streets
- > 8,000 time-restricted bays (paid or free), located within or adjacent to Activity Centres or Corridors, or in other areas of increased demand.
- > 500 on-street spaces are subject to some form of residential permit (either as a restriction or an exemption).

Public parking is available for use by residents, employees and visitors. This is in addition to the off-street private supply.

The provision of private and public parking is significantly greater than the demand for car parking, but it may not necessarily be located in the right areas.

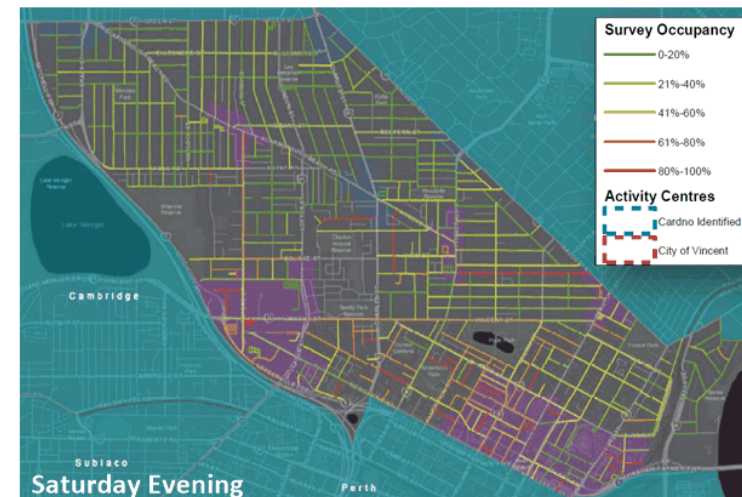
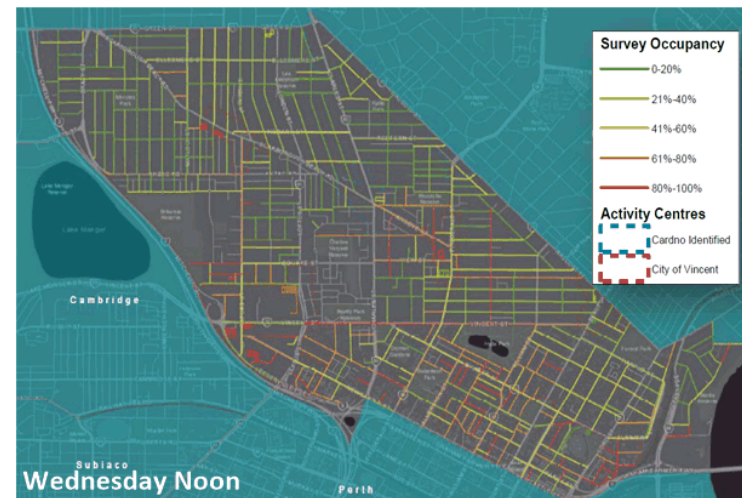
Ratio of Trip Generation to Parking Spaces

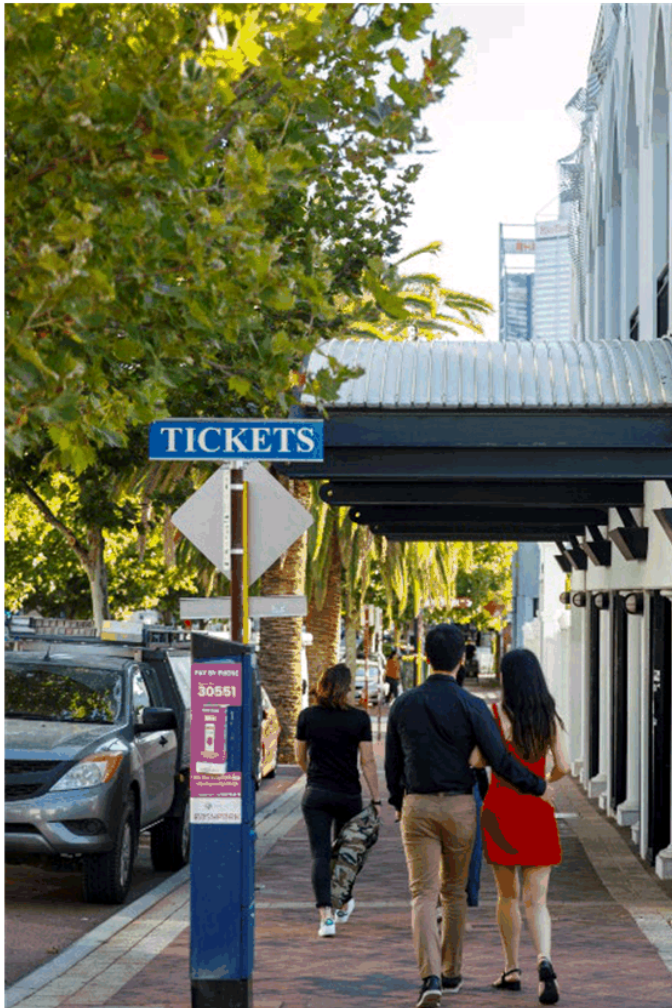


The provision of private and public parking is significantly greater than the demand for car parking, but it may not necessarily be located in the right areas.

The extent of parking demand has been measured directly through occupancy surveys across three periods (Wednesday, Friday and Saturday, 9am-8pm in November 2018). The adjacent maps show the difference in demand at two contrasting times.

- Parking occupancy generally peaks at midday. During this period, on-street and off-street parking has an average of 50% occupancy, some individual streets and car parks are approaching 100% occupancy.
- Parking demand is concentrated in town centres, and within the mixed-use commercial zone south of Vincent Street.
- South of Vincent Street, the greater intensity of commercial land uses results in a higher demand for on-street parking, with occupancy rates generally between 60% and 80% occupancy throughout the day.
- North of Vincent Street, large areas of residential development generate consistent levels of public parking demand throughout the day. As much as 25% of public parking in these residential streets is used by residents for on-street vehicle storage.
- There are parking demand hotspots around schools in the City including Highgate Primary, St Albans Anglican Church and North Perth Primary Schools. The roads adjacent to these areas have occupancy over 80% throughout most of the day, reducing in the 6pm-8pm window.
- The Leederville, North Perth/Fitzgerald Street, and Mount Hawthorn precincts are obvious demand hotspots, with higher parking occupancy rates than their surrounding areas (60%-80% vs 20%-40%).
- Majority of ticketed parking is located within town centres. Only View Street and the Leederville town centre car parks appear to be approaching capacity. This suggests that there is an abundance of free parking available outside of the ticketed parking areas which reduces demand for paid parking.
- There were also high occupancy rates observed near the East Perth Station. This may reflect an overspill of park 'n' ride commuters into the adjacent street network.





PARKING SWOT ANALYSIS

STRENGTHS

- Recent parking policy amendments align with planning function and framework.
- Vincent residents are more likely to own one or zero cars and are more likely to use active modes.
- Paid parking is well developed in many locations across Vincent.

WEAKNESSES

- Free, unrestricted on street car parking in residential areas means that residents may own more cars than available car spaces on the property.
- Kerbside parking reduces the capacity for active transport.

OPPORTUNITIES

- Road upgrades or future centre plans will create opportunity to modify parking management and supply.
- Development in town centres can help fund public parking.
- An increase in electric vehicles will require an increase in vehicle charging stations and public parking.
- Increased residential density allows for reductions in private parking, including zero parking minimums.
- Strata title laws increase flexibility for developments to provide shared parking.

THREATS

- Businesses and residents have an extreme emotional attachment to free proximal parking.
- The cost of additional parking or increased management must be borne by the Local Government.
- Future technologies are likely to impact the viability of parking investments.

PUBLIC TRANSPORT

Public transport networks (bus and train services) are a core component of Vincent's transport network. *Perth and Peel@3.5million* and the *Central Sub-Regional Planning Framework* indicate that there is likely to be extensive growth in development across the City of Vincent and throughout the entire region.

This will generate additional transport demand that must be assigned to a network already approaching capacity. There is insufficient road capacity to accommodate this transport growth under the current paradigm of predominantly peak-hour private vehicle trips. The focus on moving cars and trucks in traffic lanes limits the people-moving capacity of the corridor to current, or minor incremental improvements.

As such, an alternative framework and infrastructure solution should be considered which prioritises the movement of people and goods over traffic.

Public transport is an ideal mode, able to provide regional travel for large numbers of people within a relatively small footprint.

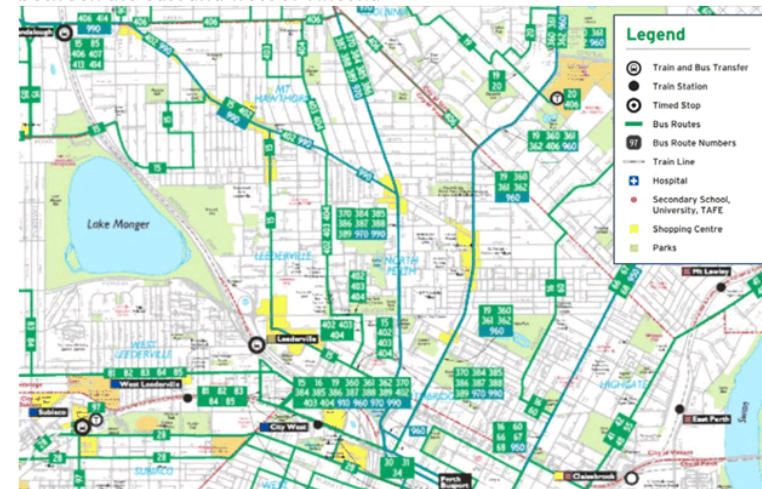
BUS ROUTES AND SERVICE

Due to its proximity to the Perth CBD, the City of Vincent has the advantage of substantial public transport service provision, running in a dense array of north-south alignments. The 29 Transperth bus Routes operating within the road network include four high-frequency (Superbus) services.

The number of bus routes into the CBD creates very effective 'turn up and go' service during the peak period. Off-peak service remains very good along many corridors, but less than ten-minute wait times are not maintained throughout the whole City.

East-west (radial) services are much more limited. There are no services that run from the western suburbs of Vincent through to the east. There are minimal services along Green Street and Walcott Street to the Mount Lawley ECU Campus, and these do not continue through to the Mount Lawley town centre.

Compounding this separation, bus routes to the west of Fitzgerald Street terminate or continue through the Perth Busport, while routes to the east of Fitzgerald Street operate out of the Esplanade Busport. There is effectively no interchange opportunity for public transport connection between the east and west of Vincent.



Effective Bus Frequency		
Road Corridor	Peak	Off-Peak
Lord Street	3½ min	14 min
Beaufort Street	1½ min	5 min
William Street	6 min	14 min
Fitzgerald Street	5 min	7 min
Charles Street	1½ min	3 min
Loftus Street	7 min	12 min
Oxford Street	11 min	30 min
Scarborough Beach Road	10 min	10 min
Vincent Street	No service	
Walcott Street	No Service east of Fitzgerald St	
Green Street	21 min	30 min

BUS PRIORITY

Public transport is at its most effective when it is provided in dedicated corridors and given priority at key congestion points. Bus priority in Vincent is currently available along key corridors including:

- Beaufort Street
- Fitzgerald Street.
- Charles Street (near the bus bridge)
- Newcastle Street / Cleaver Street

Despite the high volume of peak period buses along Charles Street and Lord Street, there are no bus priority facilities along these roads. Both of these have been identified by Vincent as Transit Corridors.

BUS STOPS

The level of priority bus services have is partially indicated by the location of bus stops and whether these are bus embayment's or in-lane stopping.

Bus embayment's are generally constructed to limit the impact of bus service on traffic flow. This infrastructure is therefore indicative of corridors where private vehicle traffic is given priority over public transport. buses must wait to re-enter traffic flow, causing adverse consequences to travel time and consistency of the bus service.

A review of bus stop infrastructure shows that the majority of services do stop in the traffic lane.

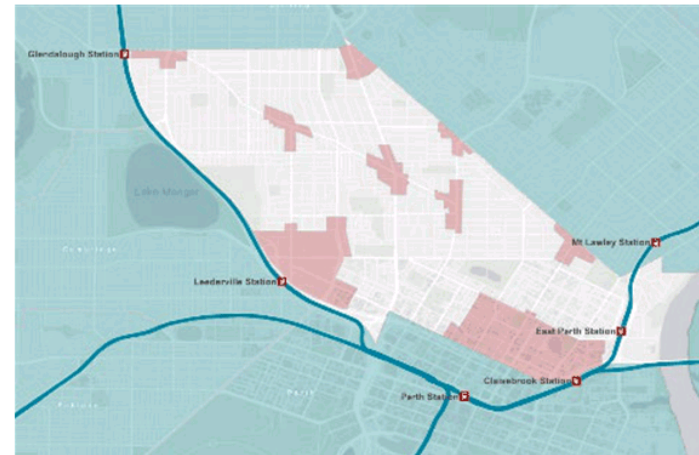
Shelters are located along major bus routes, increasing stop amenity and year-round service viability (see below).

TRAIN SERVICE

The City of Vincent is served by two train lines:

Train Line	Train Stops	Frequency
Midland Line	<ul style="list-style-type: none"> • Claisebrook Station • East Perth Station • Mount Lawley Station 	<ul style="list-style-type: none"> • Peak - every 10 minutes • Non-Peak - every 15 minutes
Joondalup Line	<ul style="list-style-type: none"> • Leederville Station • Glendalough Station 	<ul style="list-style-type: none"> • Peak - every 5 minutes • Non-Peak - every 15 minutes

The stopping pattern for Midland Line trains means that service to East Perth and Mt Lawley Stations actually drops during the peak period, as every second train runs express past the stations.



PUBLIC TRANSPORT SWOT ANALYSIS

STRENGTHS

- North-south bus service along key corridors is efficient during the day.
- Bus connections in and out of the Perth CBD are frequent.
- In general, train service frequency is good across the day, particularly to Leederville and Glendalough.
- The Leederville town centre can leverage the train service for employee and visitor trips, increasing pedestrian activity and reducing car dependency.
- Glendalough station provides for effective interchange to east-west bus routes.

WEAKNESSES

- East-west bus services are limited.
- Due to the configuration of routes, even bus-to-bus interchange across Vincent is infeasible.
- The connection between town centres is poor.
- Shared bus/cycle lanes reduce public transport capacity.
- Bus routes along key corridors create barriers for passenger crossing.
- The East Perth and Mount Lawley train stations are not located near dense centres and service very limited catchments. This creates a high demand for park 'n' ride.
- The express service negatively impacts the viability of train services to and from Mount Lawley.

OPPORTUNITIES

- Current high frequency bus routes may be sufficient for high capacity bus and light rail.
- Bus transit will induce PTA to continue to improve service levels.
- Connectivity between town centres could be addressed through a CAT type free bus service.
- Mobility as a service has the potential to improve transport options and cost transparency.
- Further priority measures including extended bus lanes and 'bus sensing' signals, would maximise the efficiency of transit corridors.
- Service frequency is likely to continue to increase as part of network-wide improvements across the system.
- Optus stadium has the potential to increase activity within Vincent prior to and post events.
- There is the potential to increase utilisation of the East Perth and Mount Lawley stations by developing access strategies to address shortfalls in patronage. Increasing accessibility to town centres which are otherwise disconnected from train services

THREATS

- Future expansion of public transport may need to come at the cost of parking or by mixed traffic.
- Dense development is dependent on high-capacity public transport, however this may precede any road corridor upgrades.
- Access and parking constraint principles will be required along transit corridors.
- Any peak period congestion in the system will be felt by the inner city stations closest to the Perth CBD.

PRIVATE VEHICLES

The City of Vincent road network exists as both a regional distributor network, with large amount of through regional traffic connecting neighbourhoods, and a local connector servicing residents, town centres and mixed-use areas.

Vincent is expected to grow in population by approximately 2% per year. This growth combined with existing car ownership levels places an unstable load on the road network in the long run.

ROAD HIERARCHY

The function of private vehicles in the road network is partially defined by each road's position in the Main Roads Functional Hierarchy (MRFH) (see mapping below).

The MRFH classifies road corridors based on role, varying between high volume, fast moving urban and rural roads to low traffic volume, pedestrian and cyclist friendly access roads throughout residential areas. This classification can dictate the number of access points, number of lanes and speed limit of each road. The MRFH considers road function only in terms of private vehicle and freight movement.



Road Hierarchy Function				
Road Type	Responsibility	Predominant Purpose	Indicative Traffic Volume	Recommended Operating Speed
Primary Distributor	Main Roads WA	Major network. Movement of interregional and/or cross town/city traffic, e.g. freeways, highways and main roads.	Over 35,000 vehicles per day.	60-110km/h (depending on design characteristics).
Distributor A	Local Government	Important network. High capacity traffic movements between industrial, commercial and residential areas.	20,000 to 35,000 vehicles per day.	60-80km/h
Distributor B	Local Government	Less important network. Reduced capacity, but high traffic volumes travelling between industrial, commercial and residential areas.	7,000 to 20,000 vehicles per day.	60-70 km/h
Local Distributor	Local Government	Minor Distribution network. Movement of traffic within local areas and connect access roads to higher order distributors.	3,000 to 7,000 vehicles per day.	50-60km/h (desired speed)
Access Road	Local Government	Forms part of local distribution network. Provision of vehicle access to abutting properties.	Maximum desirable volume of 3,000 vehicles per day	40-50km/h (desired speed)

TRAFFIC SPEEDS

Posted speed limits tend to relate directly to the road hierarchy providing safety and convenience.

In several locations, the City has imposed lower traffic speeds to improve pedestrian amenity and safety. This is one key step in creating more effective, navigable spaces for activity.

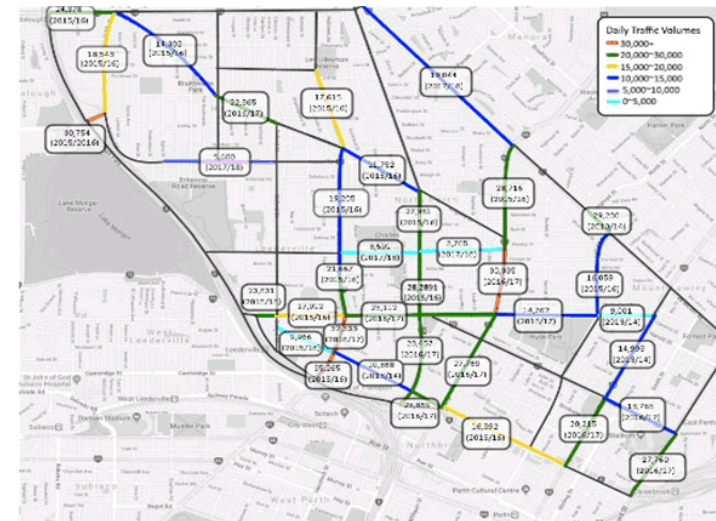
These areas include:

- Leederville town centre (Oxford St/Newcastle St)
- North Perth town centre (Fitzgerald St)
- Mt Hawthorn town centre (Scarborough Beach Rd)
- Mount Lawley town centre (Walcott St)

TRAFFIC VOLUMES

Traffic congestion occurs when peak period demand exceeds the carrying capacity of the road. A comparison of MRFH map to the observed traffic volumes shows that there is only a loose relationship between road hierarchy and traffic volume, with many Distributor Roads carrying traffic close to or in excess of 30,000vpd, while others carry less than 10,000vpd.

Traffic volumes along key roads across the City are at a level that suggests demand is at or near the practical capacity during peak periods. Any future growth in transport demand cannot occur under a 'business as usual' scenario; there is no road space to support more cars travelling at peak times.



FREIGHT

Vincent is predominantly a residential city acting as a thoroughfare for freight traffic in some areas to neighbouring suburbs.

The City of Vincent road network currently accommodates freight vehicles which are a maximum length of 36.5 metres and have a maximum mass of 87.5 tonne (RAV2) along Lord Street, Brady Street and Scarborough Beach Road.

In an effort to improve vehicular traffic flow, and cyclist and pedestrian safety, it is vital that freight is managed away from built up areas and active transport networks into the future.



PRIVATE VEHICLES SWOT ANALYSIS

STRENGTHS

- Distributor roads within Vincent result in an efficient strategic transport network, despite the demands placed on its inner-city location.
- The extent of the strategic network reduces the degree of bypass or 'rat-running' trips through residential streets.

WEAKNESSES

- The majority of Distributor Roads are operating at or close to capacity.
- There is no additional space in the existing road reserve to expand the carrying capacity, resulting in a need for adoption of alternative transport modes.

OPPORTUNITIES

- Future private vehicle travel is likely to be dominated by electric vehicles.
- Autonomous vehicle transport will have a fundamental impact on the way people travel.
- 30km/hr residential speed limits allow for an integration of mixed traffic cycling and significantly improved road safety outcomes.
- In combination with low ownership policies, car sharing schemes have been shown to be extremely effective in providing mobility to residents while heavily reducing kilometres travelled.
- Parking policies imposed on employees, visitors and residents can be used to reduce traffic generation and maintain effective road corridors.

THREATS

- A high proportion of traffic along the Distributor Road network in Vincent originates in suburbs beyond the Local Government area. Vincent therefore has less control over the generation of this traffic.
- As congestion increases, traffic will become necessary to retain resident amenity.
- Autonomous vehicles have the potential to disrupt the transport network.

CYCLING

Extensive growth in residential and employment density across the Perth Metropolitan Area, particularly in inner city locations will trigger the need for substantial changes in the transport network and mode shift will need to occur. Mode shift will result in an increase in the number of cyclists and the demographic of those who cycle will widen to include the full "8-to-80" age and ability spectrum.

CYCLE INFRASTRUCTURE

Vincent through the 2013 Bike Network Plan has the objective of having a cycle network which is safe, linking communities and facilities for all types of cyclists.

An evaluation of the 2013 network has shown that the majority of routes through the City were "Average" in quality. The City has made progress in implementing its vision, with significant investment in cycling infrastructure along key routes greatly improving connectivity.

Cycling infrastructure is varied in Vincent and caters to different levels of cycling confidence. Majority of the infrastructure across the City is provided in shared paths of varying widths and quality. These paths tend to give priority to cars, with crossing controls and amenity suitable for small volumes of cyclists only.

Sealed shoulders along Oxford Street, Palmerston Street, Stirling Street and several more define routes for 'medium' confidence cyclists, though these are largely provided adjacent to on-street parking, without a buffer to traffic.

Cycling is permitted within the bus lanes on Beaufort Street and Fitzgerald Street, though there are inherent conflicts between high-frequency bus services and commuter cyclists that are likely to limit the uptake of these corridors to the most confident cyclists.

Quiet residential neighbourhood streets and slow-speed Activity Centre corridors allow safe cycling in mixed traffic, however the use of these relies on residents and visitors having a reasonable cycling proficiency and confidence.

Recent investment in the strategic cycling network has created higher-quality, more attractive and efficient on-street facilities, in the form of buffered bike lanes along Bulwer Street and Scarborough Beach Road and the Shakespeare Street 'Safe Active Street'. This form of infrastructure substantially increases the cycling capacity of these corridors.



NETWORK PROVISION

From a network perspective, sections of high-quality separated bike lanes and wide shared paths give local access and mobility, but do not connect to each other. This represents the largest deficiency in the City's cycling provision.



POTENTIAL DEVELOPMENTS

Further investment in high-quality separated on-street and off-street cycling provision is required to fill in the gaps between existing components. A strong skeleton of such facilities is necessary to support the future growth of cycling.

CYCLING INFRASTRUCTURE SWOT ANALYSIS

STRENGTHS

- Safe sections of cycle-friendly infrastructure along strategic commuter routes.
- Vincent has a well established active transport culture.

WEAKNESSES

- A lack of network connectivity.
- On street cycle lanes are compromised by their proximity to traffic and parking, in the form of door zone cycle lanes or shared bike/bus lanes.
- The priority of movement is still generally in favour of cars.
- Crossing facilities for cyclists tend to be rudimentary.

OPPORTUNITIES

- Current on street separated cycling infrastructure already built in Vincent provides a strong foundation to extend into a fully-fledged cycling network.
- Passive wayfinding and signage can assist to define the high quality network.
- Priority should be afforded to cyclists, particularly in neighbourhood streets.
- An audit of all street crossing facilities along the bike network, focusing on high traffic crossings.
- E-bike and E-scooter hire schemes.
- Multimodal trips can be supported and encouraged by increased cycle infrastructure.

THREATS

- Demand for private vehicle road space and parking poses an ongoing threat to cycling in Vincent.

PEDESTRIANS

Pedestrian activity and connectivity are factors in the effectiveness and vitality of town centres and activity corridors and Vincent as a whole. For this reason, the pedestrian environment must be carefully considered, particularly along primary pedestrian routes. By allocating suitable resources to the pedestrian environment, the number of people choosing to walk as a way of getting around will grow, reducing the demand for other modes as well as the requirement for parking.

Pedestrian travel is much more localised than other transport modes, and vital for the function of all land use and transport systems. Outside of centres, high quality pedestrian facilities should support residential travel to services and facilities, schools, and recreation, and provide a connection to public transport facilities.

An attractive and safe pedestrian realm results in improved health and social outcomes for residents. Attractive pedestrian environments can also improve economic outcomes attracting more residents and businesses.

PEDESTRIAN LEVEL OF SERVICE

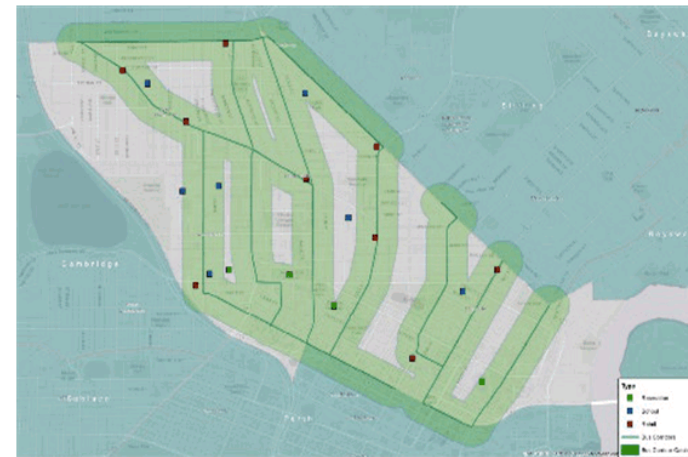
A pedestrian level of service approach considers the quality of the pedestrian experience across the length of the trip. Pedestrian level of service is a key measure of the distance pedestrians are willing to walk depending on the type of activity (shopping, commuting, recreation) and the quality of the built environment.

The table below (*Adapted from Butcher, 1994*) is the serviceability matrix outlining the distance and relevant LoS associated with the pedestrian environment. What is apparent is the greater the environmental control along the path (eg. shade) the further pedestrians are willing to walk to get to the activity node.

Destination	High Amenity	Low Amenity
Train Station	800m	600m
School	700m	400m
Shops	400m	200m
Recreation	250m	100m

The most common elements contributing to the existence of a high-quality pedestrian environment relate to aesthetics, safety, and ease of movement. Specific features include:

- Path width, to enable passing and provide for people with varied abilities;
- Safety, including path maintenance, lighting and sight lines;
- Amenity, including ground level activity, type and frequency of street trees, street furniture, public art, and general clutter of the path environment;
- Legibility of the network, wayfinding, and being in proximity of destinations worth walking to; and
- Climate, with shade provided by street trees and awnings.



200m walking catchment along public transport corridors



400m walking catchment around residential destinations (school, activity centres, and recreation areas).



800m walking catchment around train stations.

PEDESTRIAN INFRASTRUCTURE

The City of Vincent pedestrian path network is highly variable, with built up Activity Centres including Leederville and Beaufort Street, each maintaining 3m wide paths. These areas also benefit from a combination of tree canopy and shopfront awnings providing shelter, resulting in an attractive pedestrian environment.

Pedestrian crossing priority is lacking within key activity areas, with vehicular traffic prioritised over pedestrians.

The provision of numerous shared paths, such as along Mitchell Freeway and East Parade, allow for commuters to freely pass through Vincent to the outer suburbs.

There is a lack of direction and wayfinding results throughout the internal network. As a result, pedestrians are apprehensive to walk between centres.

Low volume residential streets are found to accommodate continuous, dual concrete footpaths, approximately 1.6m in width with varying coverings. These are considered low priority paths and exist to transport low volumes of pedestrians to key transit corridors and smaller activity generators. These vary in quality and condition, but currently they are considered adequate for their purpose.

Pedestrian accessibility to Leederville Station is good, however wayfinding and signage is subpar. East Perth station accessibility and wayfinding is severely lacking, with pedestrian linkages to surrounding residential and activity centres undefined.

Provisions around major schools are intended to minimise potential pedestrian conflict zones. For example, Mount Hawthorn Primary incorporates an overpass across Scarborough Beach Road and wide medians. These are accessible by residents via the 1.5m minor pathway network, present on both sides of most residential streets.



PEDESTRIAN INFRASTRUCTURE SWOT ANALYSIS

STRENGTHS

- Extensive path network on most streets within Vincent.

WEAKNESSES

- Lack of network of wide shared paths to support higher pedestrian volumes or improved amenity.
- Distributor roads lack sufficient safe crossing infrastructure.
- Verges along major roads are often narrow, reducing pedestrian amenity.
- Lighting is inconsistent and insufficient to provide a feeling of safety.

OPPORTUNITIES

- Underground power unlocks additional room for pedestrian amenity.
- Growth of activity corridors.
- The reprioritisation of corridors to public transport and activity based spaces can provide the nexus for reallocation of road space to pedestrians - necessary to support these other purposes.
- Capitalising on existing seating infrastructure to support pedestrian movement.
- Increased pedestrian movement will support economic vitality.

THREATS

- Competing modes of transport often sacrifice the pedestrian environment.

Existing TransPriority Map



STAKEHOLDER ENGAGEMENT

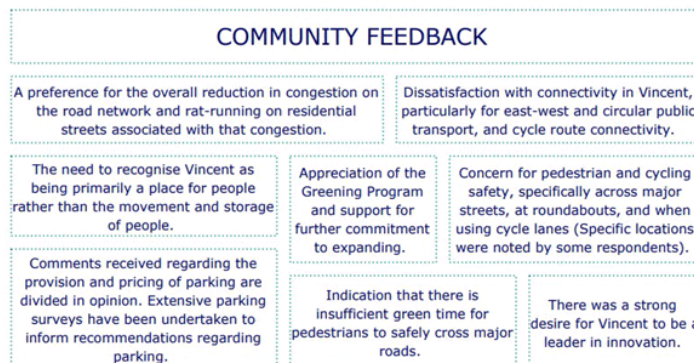
COMMUNITY ENGAGEMENT

The engagement process for the ACS builds on the broad community engagement undertaken as part of the development of *Imagine Vincent - the Strategic Community Plan 2018 - 2028 (SCP)*. The consultation process for Imagine Vincent included an online community survey containing broad questions about transport.

Community consultation consisted of a workshop and an online survey. In both instances, an initial snapshot of Vincent was produced detailing the strengths, weaknesses, opportunities and threats for the Vincent transport network.

The workshop was held at North Perth Hall on Saturday March 30. This focused on individuals transport experiences and concerns and was designed to be a free form discussion with comments received on any transport mode and/or land use topic. Approximately 40 local residents and community stakeholders attended.

The Online survey was held from the 18 March to 13 April 2019 and was taken by 60 people. The surveys collected a combination of ratings regarding different modes as well as mode specific comments. The feedback we received included:



TECHNICAL STAKEHOLDER ENGAGEMENT

Detailed input was also sought during this period from a range of government and community stakeholder groups, including the following:

- > Adjoining local governments: The Cities of Perth, Bayswater, and Stirling;
- > Department of Planning, Lands and Heritage (DPLH);
- > Department of Transport (DoT);
- > Public Transport Authority (PTA);
- > Main Roads Western Australia (MRWA); and
- > City of Vincent's Urban Mobility Advisory Group (UMAG).

Input was gathered at individual meetings held with the stakeholders, as well as a group meeting with multiple stakeholders.

Developments and infrastructure changes/improvements in the adjoining LGAs and the broader region were discussed with relevant stakeholders. Developments were considered in the context of Vincent and how these are likely to integrate with the community's vision for Vincent's transport networks.

- > City of Perth discussed their plans for the road network, and their emphasis on Stirling Street bike route as an alternative to Beaufort Street.
- > City of Stirling expects significant increases in density and has had success in dropping private vehicle trip generation over the last 5 years. The need for greater cycling route connectivity was raised.
- > The need for high-capacity transit was reiterated amongst the neighbouring LGAs.

The group stakeholder meeting was centred on specific corridors within Vincent. The session revealed stakeholders' conflicting priorities regarding the function of these corridors. The function of Charles Street in particular was divisive amongst stakeholders.

UMAG provided a range of significant comments. These included identifying strategic priorities such as an emphasis on people rather than vehicle movement, a reduction in the number of on street parking spaces, and the introduction of more street trees. Specific areas of concern were also discussed. These included the pedestrian catchment around schools, and the need to further promote slow vehicle speeds within residential areas.

The ACS consultation feedback is in line with Imagine Vincent in terms of the broad objectives of the ACS and specific community concerns raised.

The above SWOT analysis and community engagement helps us to establish 'where do we want to be?' Through this we are able to define realistic, clear and measurable goals for an integrated transport system throughout Vincent, providing a list of actions that directly respond to the opportunities and threats over the next 5 to 10 years.



WHERE DO WE WANT TO BE?

Vincent's transport network needs to be thought of as one system, not individual projects or modes. This enables the City to get the balance right in managing demand, make the most of existing assets, take up new technologies, and plan for major infrastructure. This helps in the consideration of future changes and identification of options to adapt to changing needs.

The City will consider all transport modes in our planning so that they work in harmony to move people and freight effectively and efficiently. Where modes share the same space, it is imperative that they do so in a way that balances the needs of different users.

The two tools that assist in achieving this are a user hierarchy and the link and place theory.

SUPPORTING TOOLS

PEOPLE – USER HIERARCHY

Many streets and roads support specialised transport networks. This includes walking, public transport routes, cycling, heavy vehicle routes, and service and delivery. These specialised transport networks have different requirements and it is important that their role is recognised and understood as part of the wider network.

Different networks also often compete for the same space and conflict with each other, particularly where roads are narrow or crowded.

A road should operate under a hierarchy of use where infrastructure is provided to support that use. In the context of high-traffic corridors, the existing priority is for cars. There is limited capacity to support the prioritisation of private vehicles as the network densifies. A change is required.

Vincent community has already identified a preference for prioritising pedestrians and better connections with cycling and public transport facilities. A future transport hierarchy of use must therefore preference mobility for people, not cars, through greatly improved pedestrian, cycle, and public transport infrastructure.

In support of the ACS, a user hierarchy has been established for Vincent. This hierarchy is intended to summarise the needs of people travelling within Vincent in order of priority for improvements to the transport network.

The hierarchy is based on a people first philosophy, which prioritises vulnerable people and supports active and sustainable modes of transport before traditional considerations of private vehicle movement.

User Hierarchy:



On Vincent's roads, existing priority is typically for people who choose to drive. In upgrading and/or making changes to these roads, pedestrian infrastructure will be the first focus. This may generate the need for more pedestrian paths, verge space, street trees and shade, median treatments and safe crossing points.

Secondly, the City will ensure that safe and convenient access is provided to people who are cycling.

Thirdly, the City will ensure that public transit is safe, accessible, and convenient. This may include supporting queue jumps at intersections and bus priority lanes above the needs of people who choose to travel using private vehicles.

Application of the hierarchy may require the reallocation of road space to support mobility for people rather than for cars.

This hierarchy is consistent with the opportunities and threats identified in the SWOT and is supported by the feedback obtained during consultation.

LINK AND PLACES

Many of our roads are limited in widths by existing infrastructure which means we need to consider how the function of these roads can be better utilised to meet growing demand. We need a new approach to designing, planning and delivering a modern transport system that meets the increasing needs of people and businesses whilst creating and improving the great places that make up Vincent.

Streets perform multiple functions. Transport links not only move people from A to B, they also serve as key places and destinations. There is a natural tension between these two functions. As a movement corridor, every link aims to minimise travel time and keep people and goods moving. Alternatively, as a destination it aims to increase visitor amenity.

Not all streets can be popular destinations, just as not all streets can prioritise vehicle movement. It is important to recognise the competing demands between movement on our roads and streets. Finding the right balance between the two is fundamental to integrated transport planning.

This way of thinking means that when we plan and develop the transport network, we need to consider the breadth of community needs, expectations and aspirations for the places and the roads and streets they pass through.

A combination of dedicated private vehicle and mixed traffic (buses and cars) can achieve movement of 1,600 - 2,800 person-trips/hour/lane. We can increase this capacity by applying the user hierarchy to prioritise pedestrians, cyclists and those catching public transport before private vehicle users.

Using the Link and Place framework, movement is understood in terms of **people carrying capacity**, rather than simply private vehicle movement.

Link refers to how people move along streets and roads. The Link or level of movement is understood in terms of the number of people moving, including pedestrians, cyclists, people catching public transit, and those in cars, rather than the number of vehicles per day.

Places are locations which are of specific interest to people or where people undertake activities. Place considers the mix and type of retail, commercial, residential, food and beverage, and entertainment options in an area, and how people move through and to the space. Different streets in Vincent are intended to support different intensities of activity. These places are identified in the City's Local Planning Policy 7.1.1 Built Form as 'Built Form Areas'.



FRAMEWORK

In the Link and Place Framework, streets within the network are categorised according to their specific combined place and link function. The combination of place and link is shown in the below matrix (Figure 6.1). This framework recognises that a liveable and successful city needs a variety of street types that serve different roles and functions in different places.

The typical features for link and place and predominant users of each category have been listed in the corresponding tables.



	Place	Link
Core Road	<ul style="list-style-type: none"> Medium to high density Big block commercial 	<ul style="list-style-type: none"> Lower levels of pedestrian activity Public transport priority in peak AM and PM High trafficked roads
L3/P1		
High Link/ Low Place	Users	<ul style="list-style-type: none"> Pedestrians walking to public transport High levels of through movement Fewer pedestrian and cyclist movement High levels of public transport

	Place	Link
Connector	<ul style="list-style-type: none"> Low intensity land use Low to medium density residential and commercial Lower level of movement functionality than core roads, higher level than local streets Neighbourhood and local centres 	<ul style="list-style-type: none"> Low traffic capacity Low speed zone Mostly through traffic Key connectors between town centres Cycle routes for pedestrians to homes and various destinations including schools On street parking
L2/P1		
Medium Link/ Low Place	Users	<ul style="list-style-type: none"> Pedestrians walking to public transport and local centres Mix of all modes Popular cycle routes Low volumes of heavy goods vehicles

	Place	Link
Local Street	<ul style="list-style-type: none"> Residential is the predominant use Low to medium density housing Higher density developing near public transport, local shops and mixed use Increased trees planting and traffic calming increase 	<ul style="list-style-type: none"> Low speed environment Pedestrian priority around key attractors Used by locals as primary access to residential Quiet routes for cycling and walking Low volumes of goods and service vehicles
L1/P1		
Low Link/ Low Place	Users	<ul style="list-style-type: none"> Mix of all modes Public transport provides access for people on defined routes Levels of traffic change over the day Pedestrians walking to public transport stops Cycling for local trips and/or commuting

High Road L3/P2 High Link/ Medium Place	Place	Link
	<ul style="list-style-type: none"> Low to medium density mixed use zones Supports a moderate level of social and economic activity Moderate density of commercial, civic and residential Street and public realm support street edge activity 	<ul style="list-style-type: none"> Large volume of mixed traffic Bus routes and interchanges at peak times Significant through movement Peak hour congestion near denser urban areas Provision for pedestrian and cycling amenity
Users <ul style="list-style-type: none"> High pedestrian movement in centres People using public transport interchanges Public transport provides efficient movement for people Cycle routes General traffic 		

City Hub L3/P3 High Link/ High Place	Place	Link
	<ul style="list-style-type: none"> Main streets High quality public realm Significant destinations in their own right Well used Support intense concentration of activity High density residential nearby 	<ul style="list-style-type: none"> Emphasis on pedestrian activity and priority High number of pedestrians Large volumes of mixed traffic at peak times Emphasis on public transport in peak times Cycle routes
Users <ul style="list-style-type: none"> High pedestrian levels especially afternoon peak and evening Cycle access is important Buses and cars are a significant portion of traffic Parking on street or side street 		

High Street L2/P2 Medium Link/ Medium Place	Place	Link
	<ul style="list-style-type: none"> Moderate level of street-side activity Mix of residential, commercial and civic uses Medium density residential Shops Civic institutions 	<ul style="list-style-type: none"> Efficient public transport providing Traffic peaks in the AM Pedestrian movement is high in the evening Cycle routes On street parking Direct access to local businesses and properties
Users <ul style="list-style-type: none"> A mix of all modes with public transport providing access for people on defined routes Pedestrians walking to bus stops and local centres 		

City Street L2/P3 Medium Link/ High Place	Place	Link
	<ul style="list-style-type: none"> Continuous street frontages Shops, restaurants, and cafes Offices Civic function Well known destinations 	<ul style="list-style-type: none"> High pedestrian priority Low speed zone Important movement corridors (high pedestrian activity and movements) Mix of all modes Significant through movements and peak hour commuters
Users <ul style="list-style-type: none"> Pedestrian movement is high throughout the day Cyclist volumes increase as facilities improve Public transport particularly important for people movement A mix of all modes, can be high in volumes 		

Town Square L1/P2 Low Link/ Medium Place	Place	Link
	<ul style="list-style-type: none"> Medium to high density residential Offices, retail and mixed use Street markets Medium level of active frontage Support main streets 	<ul style="list-style-type: none"> Emphasis on pedestrians Mixed traffic provision Short term parking Low speed environment Local street serving local people Congested conditions in peaks
Users <ul style="list-style-type: none"> Pedestrian movement is high throughout the day Cyclist volumes increase as facilities improve Public transport is important for people movement A mix of all modes, can be high in volumes 		

City Place L1/P3 Low Link/ High Place	Place	Link
	<ul style="list-style-type: none"> Shared Spaces Plazas Town squares High quality public spaces High quality retail Important social spaces May support high density Civic land uses 	<ul style="list-style-type: none"> Pedestrian orientated activity prioritised Low speed environment No provision for significant through routes High quality lighting Service vehicle provision Bike parking Public transport access
Users <ul style="list-style-type: none"> Mostly pedestrians, access for vehicles is restricted Cyclists Service and Delivery 		

Building on what has been identified through the SWOT analysis and taking into consideration the User Hierarchy, the Link and Place framework has been applied to Vincent to develop a road function map to guide the future Vincent transport network.

The road and street types have been developed based on link and place functions for now and how they could be into the future, ensuring more efficient, liveable, sustainable and inclusive transport outcomes. The street types establish the roles and priorities of the street.

As per the Link and Place Matrix, the road designations guide what types of infrastructure or other improvements may typically be required to support place, activity and movement.

This evaluation considers the pedestrian amenity, streetscape activation and development accessibility criteria of an area, and uses this to affect the form of the transport infrastructure that will best support the desired land use planning outcomes.

Where activity levels are high (high level of Place - P3), infrastructure is designed to improve pedestrian amenity, street trees, furniture, al fresco dining opportunities, on-street parking, etc. This enables the street environment to act as an extension of the land use. This is typical of town centre main streets such as Oxford Street, Leederville.



A road that serves primarily to provide mobility would be built to ensure efficient travel for appropriate modes (high link function M3). This might involve high frequency bus lanes, access control, bike lanes, etc., all of which focus on the movement of people through an area. This is typical of arterial roads between Activity Centres, including Beaufort Street, Mount Lawley or Walcott Street, North Perth.

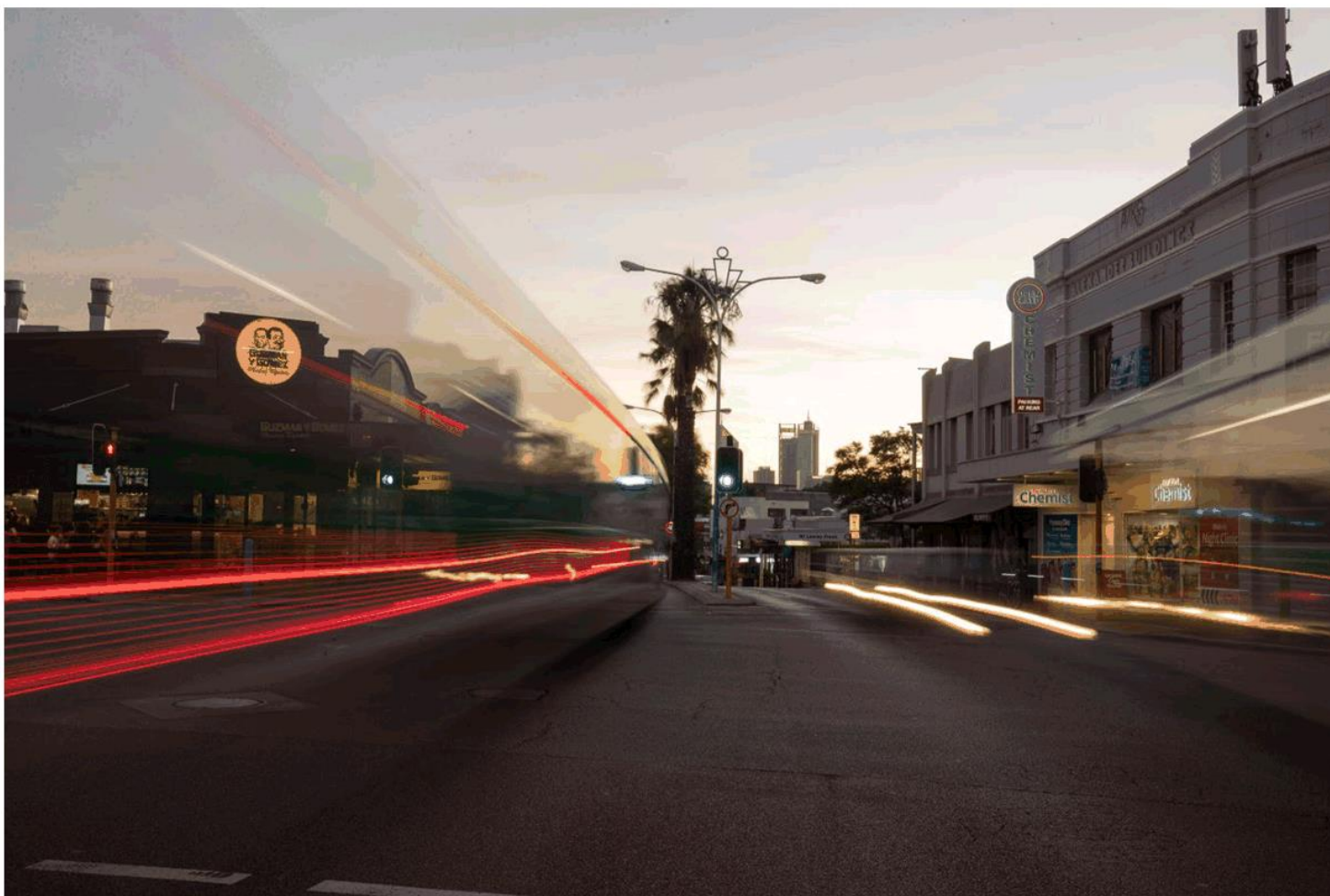


There are many locations which function as Activity Corridors (with a high place function - P3) as well as Mobility Corridors (with a high movement function - M3) the Link and Place classification being a 'City Hub'. Careful consideration is required to ensure that the transport infrastructure is consistent with the desired environment (high link (M3) and Place (P3) function). This may involve construction of high-capacity but slow-speed traffic lanes, well-defined pedestrian crossing points, and deep footpaths/verges to create pedestrian amenity and shade (where street trees are present).

Beaufort Street is an excellent example of the benefits of multi-modal corridors: during peak periods buses carry over 60% of the people in 5% of the vehicles, while operating well below the carrying capacity of the bus lane.

At a time when communities are expecting to have a greater say in transport and infrastructure decision making, movement and place provides opportunities to have discussions about how we can address and prioritise our future transport challenges.





VISION, OBJECTIVES AND ACTIONS

After establishing where we are now, we determined what our major opportunities and threats would be in the future. Community consultation reinforced what we found and reaffirmed the findings of the Imagine Vincent consultation undertaken in 2017. The resulting vision integrates the opportunities within each mode of transport, as follows:

A connected City that puts people first, where getting around is safe, easy, environmentally friendly, and enjoyable.

The Vision feeds into four key objectives. Within each objective are several plans. These plans are achieved by the actions listed in the Implementation Plan.



Objective	Plan
Create a safe transport environment.	<ul style="list-style-type: none"> • Create active, sustainable transport networks that are safe and legible. • Ensure pedestrian and cycling routes (including schools) are of a high-quality and safe for all users.
Ensure easy accessibility into and around Vincent.	<ul style="list-style-type: none"> • Advocate for connected and reliable public transit. • Reallocate road and verge space, including on-street parking, throughout the City to prioritise vulnerable users according to user hierarchy and road hierarchy. • Be a leader in adaptability and technology.
Prioritise environmentally friendly transport modes and initiatives.	<ul style="list-style-type: none"> • Reduce carbon emissions caused by the transport network. • Prioritise and encourage the use of active and sustainable transport modes. • Manage car parking (including supply and pricing) to improve efficiency and support mode shift. • Use residential density to support transit. • Obtain relevant data to inform decisions and monitor progress
Have an enjoyable City to get around.	<ul style="list-style-type: none"> • Increase pedestrian amenity on residential streets. • Increase pedestrian amenity in town centres.

I. CREATE A SAFE TRANSPORT ENVIRONMENT

Vincent's streets will be safe places for people of all ages and abilities. People will be protected from the risk of moving vehicles. Innovative design will enhance the quality of the public realm without compromising the amenity of our streets for people walking and resting. People are encouraged to shift their routines to more active modes of transport.



1.1 CREATE ACTIVE, SUSTAINABLE TRANSPORT NETWORKS THAT ARE SAFE AND LEGIBLE.

Assuming an increase in population, there is likely to also be an increase in residential and employment density across the Perth Metropolitan Area, particularly in inner-city locations such as Vincent. This will trigger the need for substantial changes in the way people travel so that the network can accommodate travel demand growth.

Vincent's pedestrian and cycle network is generally comprehensible, with paths available on at least one side of most streets across the City. Though comprehensible, pedestrian and cycle crossing priority is lacking within key activity areas, with vehicular traffic prioritised compromising safety in favour of traffic flow. Distributor roads often lack sufficient safe crossing infrastructure, in the form of signalised intersections or pelican crossings, pram ramps and median islands.

Consultation identified a lack of confidence and safety as the biggest barriers to cycling in Vincent. Infrastructure that creates a safe space for cyclists and indicates to drivers that cycling is a viable transport mode, can help to alleviate these concerns.

Improving the connectivity and quality of the network is also aligned with the objectives of the Department of Transport's draft *Long Term Cycle Network*, which looks to create safe and attractive links between key destinations.

Action 1.1.1: Review Vincent's Bike Network Plan taking into consideration relevant State Planning Policy to ensure the provision of a dense network of cycling routes to support cycling as an alternative transport mode to private vehicles. The review of the Bike Network Plan will consider:

Action 1.1.2: Implementation of the Bike Network Plan.

The current lack of directional signage and wayfinding across the internal shared path network is a barrier for those wanting to choose active transport modes as their primary way of getting around.

Comprehensive directional and wayfinding signage is crucial to the safety, ease and success of increasing the number of trips taken by active transport modes within Vincent.

Vincent's wayfinding strategy currently provides for car parking and some pedestrian signage throughout the City. To promote safe active transport, wayfinding for pedestrians and cyclists should be included in Vincent's wayfinding strategy, focusing on key strategic routes and destinations.

Vincent looks to support improved connection across the pedestrian and cycle networks in turn creating a safe and understandable transport network to assist in shifting people's behaviour from prioritising private vehicular travel to more active and sustainable modes of transport.

Action 1.1.3: Develop and implement a consistent wayfinding and signage strategy across the City. This should consider pedestrian transport modes, cycling, and parking, providing appropriate localised details for each centre and corridor.



1.2 ENSURE PEDESTRIAN AND CYCLING ROUTES (INCLUDING SCHOOLS) ARE OF A HIGH QUALITY AND SAFE FOR ALL USERS.

Pedestrian activity and connectivity are important factors in the effectiveness and vitality of Vincent. The pedestrian environment must be carefully considered, particularly along primary pedestrian routes

By allocating suitable resources to the pedestrian environment, the number of people choosing to walk as a way of getting around will grow, reducing the demand for other modes as well as the requirement for parking.

Action 1.2.1: Develop a high quality, safe pedestrian path network.

- Audit of network crossings including intersections and mid-block crossings. Priority should be given to areas surrounding schools, key routes to town centres and mixed-use areas, activity corridors, and transit nodes;
- Identifying midblock crossing opportunities;
- At intersections, ensure pedestrian priority traffic lights are in place; and
- Use planning requirements to manage streetscape development.

Action 1.2.2: Upgrade and improve paths based on the condition assessment undertaken every 3 years. Ensure a high-quality pedestrian environment is maintained throughout Vincent.

Roundabouts are a function of the transport network which are increasingly problematic for active transport users, they were flagged as a consistent risk for cyclists during consultation.

Roundabouts are generally designed to support the high-speed movement of cars in all directions, and the high-speed design of these facilities can adversely impact pedestrian and cycling safety. Roundabouts restrict the opportunities for pedestrian and cycle crossing of roads and limit the potential for dedicated cycling facilities.

Alternative arrangements to either modify the standard roundabout form or improve crossings at roundabouts is a priority.

This can be delivered in the form of compact roundabouts. These use raised platforms, narrow lanes, and restricted sightlines to slow speeds and increase safety for pedestrians and cyclists.

Existing roundabouts can be easily retrofitted to support a compact configuration, with the introduction of infill medians at roundabout entries.

Action 1.2.3: Promote compact roundabout geometry through the City to reduce vehicle speeds.

Schools act as a major trip generator within Vincent which has a mix of primary, secondary and tertiary educational facilities. Primary and secondary schools are typically located within residential areas, with tertiary located within activity and transit corridors.

Provisions around major schools have already been made to protect pedestrians. For example, Mount Hawthorn Primary incorporates an overpass across Scarborough Beach Road and wide medians ensuring adequate protection.

The quality of the infrastructure directly impacts the mode choice of parents and students and it has the ability to encourage active lifestyles.

To further promote pedestrian and cycling mode share for those travelling to and from schools, street environments within residential areas need to promote safe, legible, and sensible routes to destinations.

In particular, cycling connections to schools should be designed for all ages and abilities. This includes safe, slow speed roads, high quality crossing points and wide well-maintained pathways.

Within the Safe Active Street and Crossing Audit program, Vincent will ensure streets near schools will be the highest priority.

Action 1.2.4: Develop a comprehensive program to support school children to travel using sustainable and active transport modes.

The use of active and sustainable transport modes for the journey to and from school is data which can be measured and utilised to understand travel behaviour and the ways in which it can be influenced to create mode shift.

Your Move is a free program helping students get active by increasing walking, scooting and riding to school. Students are educated on ways to tackle traffic issues and are provided with practical tool to teach and develop sustainable travel behaviour.

Your Move collects journey to school data from schools who have subscribed to the program. By encouraging all primary schools and high schools to join the Your Move program we will be able to better understand the needs of these transport network users and monitor travel behaviour and create targets for mode shift for journey to school.

Action 1.2.5: Work with schools to support active travel through resources and programs, including route maps and education programs. Encourage schools to join the Your Move program so that journey to school data can be collected and appropriate mode shift targets created.

Claisebrook station is located to the south-west of Vincent. This station provides an important connection to residential and mixed-use development within Vincent. It also plays an important role in providing transportation to events held at Perth Oval.

Providing for high quality, accessible, legible, and safe pedestrian and cycling routes from Claisebrook Station to destinations within Vincent is a priority.

Action 1.2.6: In collaboration with the DoT and PTA, develop a high quality and safe active transport environment between Claisebrook station and Perth Oval.

2. ENSURE EASY ACCESSIBILITY INTO AND AROUND VINCENT.

Vincent's transport network will provide equal opportunity for all users to access work, entertainment and necessities via active and sustainable transport modes.

2.1 ADVOCATE FOR CONNECTED AND RELIABLE PUBLIC TRANSIT.

Perth and Peel@3.5million indicates that there is likely to be extensive growth in development and population across Vincent and the broader region. Growth in development and population will generate additional transport demand. There is insufficient road capacity available within Vincent to accommodate this growth if private vehicle use grows at the same rate.

Prioritising private vehicles in traffic lanes limits the people moving capacity of the network. For this reason, infrastructure improvements should prioritise the movement of people and goods over traffic.

The level of priority afforded to bus transport is dependent on whether the stop has an embayment or is in the lane of traffic. Public transport is at its most effective when it is provided in dedicated corridors with priority at key congestion points.

Bus priority in Vincent is currently available along key corridors including Beaufort Street (peak period transit lanes), Fitzgerald Street (peak period transit lanes), and Charles Street (portion of full-time priority).

Service reliability was flagged as an issue during the consultation process. Poor service reliability occurs due to combinations of road congestion and limited bus priority infrastructure. Improved bus priority infrastructure could include extended bus lanes and 'bus sensing' signals.

Public transport infrastructure is ideal to prioritise as it can enable the movement of the highest number of people in the smallest amount of space. A frequent and convenient public transport service would support a vibrant, sustainable and connected city.

Provision for public transport should not compromise the safety and accessibility of the pedestrian environment. Instead, public transport facilities should be well integrated in streetscape environments to complement and connect with pedestrian amenities.

Action 2.1.1: Advocate for additional bus-priority infrastructure along corridors.

Action 2.1.2: Using the Link and Place framework, incorporate an appropriate level of pedestrian amenity along bus priority routes.

While connections into and out of the Perth CBD are frequent, connection between Vincent's town centres (Leederville town centre, Mount Hawthorn town centre, North Perth town centre, Beaufort St, Mount Lawley, and William St, Northbridge) or beyond is poor. Existing public transport options frequently require patrons to travel first into Perth City before transferring to an outgoing service to reach a different activity centre within Vincent, this is inefficient and time-consuming.

Consultation revealed a desire for greater interconnectedness within Vincent. The existing network provides for limited access between town centres, forcing people who would prefer to use active and sustainable modes of transport to drive.

Vincent will continue to advocate for and support the provision of connected and reliable transport as a way of improving accessibility throughout the City.

Action 2.1.3: Improve east-west public transit connectivity.

2.2 REALLOCATE ROAD AND VERGE SPACE, INCLUDING ON-STREET PARKING, THROUGHOUT VINCENT TO PRIORITISE VULNERABLE USERS ACCORDING TO USER HIERARCHY AND ROAD HIERARCHY.

Within Vincent, verges along major roads are often narrow, lacking street trees and shade, and are cluttered with street furniture and road signs, reducing pedestrian amenity. Further to this, lighting is inconsistent, predominantly relying on street-light spill to illuminate paths. This is often insufficient to provide a feeling of security, and the effect is exacerbated where tree cover obscures the lighting.

One of the primary constraints for Vincent's town centres is the lack of verge width. This limits the area available to define high-quality pedestrian environments. To provide this extra space, town centres should consider removing on-street parking along at least one side of the activated corridor; with the need for parking fulfilled elsewhere in the area, along peripheral streets or in consolidated off-street parking. Opportunities to clear pedestrian environments of obstructions should be taken wherever possible. This may include suspending streetlights from buildings or awnings, consolidating signage and maintaining street furniture.

Beyond town centres, there is further opportunity to reallocate road and verge parking to enhance the pedestrian and cycling network as there is generally lower demand for parking in these areas. This would provide for cyclists of a greater range of abilities and confidence. Extension of cycling infrastructure, even at the cost of on-street parking and vehicle capacity, is necessary to support cycling as a viable transport mode. Cycling facilities should follow primary desire lines and provide fine-grained access to all areas of Vincent. They can take on a number of forms including:

- High quality shared paths;
- Bi-directional protected bike lanes;
- Protected on-road bike lanes; and
- Safe Active Streets (Bicycle Boulevards).

Unprotected on-road bike lanes are generally not considered as appropriate cycling infrastructure since they only provide for confident cyclists. These should only be used as a last resort on low traffic volume streets.

The reallocation of parking to support active transport modes is a way of encouraging transport network users to travel via active modes of transport. Though this may be perceived as removing accessibility to locations based on the current preference for people to use private vehicles as their primary mode of transport, eventual mode shift will mean that these bays are no longer required.

Action 2.2.1: Develop a set of link and place guidelines to guide future streetscape improvements.

Currently, the City pays approximately \$400,000 per year towards the Perth Parking Management Area fund. This fund pays for the free transit zone and CBD CAT bus, which are considered to provide minimal benefit for Vincent residents.

Action 2.2.2: Advocate for use of the Perth Parking Management Area (PPMA) funds for Vincent public transport services, transport studies, and transport infrastructure improvements.



2.3 BE A LEADER IN ADAPTABILITY AND TECHNOLOGY.

Future change in transport technology is likely to have an ever-increasing impact on travel behaviour. Specific emerging technologies in transport include autonomous and connected vehicles, electrified transport, car and bike sharing, ride sourcing, and mobility as a service. These technologies will have a range of different effects on Vincent's transport networks and development planning.

Dependent on the manner in which emerging technologies enter the market, there is a risk that the uptake of new technologies may impact congestion in a negative way. If managed effectively, the result can be positive. The role of local government in this space is significantly lower than that of the State Government, in terms of the ability to legislate and regulate these markets.

Autonomous or driverless vehicle technology is in its infancy but developing quickly. No one can predict if and when autonomous vehicles will enter the market on a mass scale. Vincent's role is to remain responsive to ensure that the street networks and wider transport networks are enhanced, not hindered, by any autonomous vehicle technology.

The basic principles of urban transport planning will require vehicles regardless of the technology driving them, to be sensitive to active street environments. This means that people will remain the top priority on our streets, with vehicle use managed so it does not deteriorate the economic, environmental, and social function of the street.

Transit corridors should provide high frequency, fast, reliable travel. When services are upgraded to provide this, people become more inclined to use the service.

This is already being experienced along Beaufort Street where peak, high-frequency services are running near or at capacity. The existing congested traffic conditions reduce the reliability and efficiency of these services.

To further accommodate demand, the capacity of the corridor needs to be increased, this can be done by creating full time transit priority and/or changing to an alternative high capacity mode of transport.

Traditionally, light rail has been used as the foundation of a high capacity transit network, but trackless trams are a recent innovation that may provide an alternative.

Vincent's role during a technology transition period should be to enable and advocate for implementation in a manner that contributes to achieving the City's Vision.

Action 2.3.1: Recognise emerging transport technologies and the benefits they can provide, as well as the potential negative impacts and how these may be mitigated.

Electric vehicle (EV) technology has the potential to make motorised travel significantly cleaner than the current petrol and diesel motors that dominate the network. This would improve air quality and reduce noise pollution.

Advocating for the use of electric buses would also improve the amenity and quality of our street environment, especially on the high frequency routes through town centres.

Supporting the transition to electric vehicles can be done through the introduction of development requirements to ensure new developments have access to EV charging points.

Action 2.3.2: Require car parking configurations be adaptable to alternative uses for future development.

Action 2.3.3: Ensure all new and existing high-density residential development has access to EV charging bays.

E-bikes can reduce barriers to cycling and therefore facilitate increased uptake of sustainable and active transport. They can achieve this by allowing for reduced travel times and increased ease of journey compared to traditional bicycles. E-bikes allow for extended range and for quicker journey times.

Vincent can support reduced emissions and help to ease vehicle congestion pressures by enabling the uptake of e-bikes. One way to foster the uptake of e-bikes is through the introduction of charging facilities at key nodes. While Vincent does not have a specific role in the development of private bike-share services using e-bikes, there may be a role for Vincent in supporting and advocating for community interests including supporting private e-bike share schemes.

E-bikes can also be used for cargo. This may assist in reducing traffic generated by delivery and loading/unloading from constrained town centres. Parking for loading activities may be reallocated to the periphery of the centres, with cargo bikes used as an alternate form of delivery inside the town centre. In particular e-cargo has the potential to assist small, local deliveries as well as allowing greater convenience for private trips.

Bike and scooter sharing platforms are currently popular in many cities around the world. These platforms allow for one-way travel and dockless systems are convenient for users.

Action 2.3.4: Explore locating bike share docks within town centres and mixed-use areas. One option is to locate bike share docks within existing car parking bays.

The rise of autonomous vehicles is occurring in tandem with a shift away from traditional ownership models, towards sharing and on-demand services. These two changes both have similar impacts in a variety of ways.

Car sharing includes traditional daily rental, by-the-hour services and one way car sharing. Changing consumer preferences provides for an increased focus on access rather than ownership. While there is currently no operator in Western Australia, Vincent can support car sharing through the designation of specific bays on-street parking and/or in public parking lots.

Action 2.3.5: Ensure there is adequate policy to support the introduction of car sharing within Vincent.



3. PRIORITISE ENVIRONMENTALLY FRIENDLY TRANSPORT MODES AND INITIATIVES.

Vincent sees a response to climate change through encouraging mode shift as necessary. Vincent has several policies related to sustainability and the environment, including the Sustainable Environment Strategy and the Greening Plan. Consultation identified resident's dedication to maintain a sustainable environment, praising the City's street tree planting and seeking opportunities to reduce their private vehicle use. The ACS presents the opportunity to develop long-term sustainable networks, embrace alternative fuel sources, active travel, and reinforce the value of canopy cover across Vincent.

3.1 REDUCE CARBON EMISSIONS CAUSED BY THE TRANSPORT NETWORK.

Vincent has already declared a climate emergency. Climate change presents a series of threats for our people, our environment and our cities, including contributing to hotter, drier climates and greater frequency of extreme weather events. These conditions threaten buildings, utilities, and transport networks, as well as damaging ecosystems which contribute to maintaining clean air and fresh water.

Strategic State planning is premised on the likelihood of extensive growth in development and population throughout the entire Perth and Peel region. Within Vincent, the population is expected to increase. Significant population increase causes higher transport demand which will in turn increase pressure on the existing road network and the environment.

In a global context, transport networks contribute significantly to carbon emissions and climate change. Providing for effective urban mobility and reduction in the use of traditional private vehicles is an essential step in reducing carbon emissions and addressing climate change.

If anticipated growth continues to utilise the transport network as it does currently, the liveability of Vincent will be affected. The ACS intends to support the mobility of all users and reduce reliance on private vehicles. Reducing congestion pressure requires network and infrastructure changes to shift modes of travel away from private vehicle trips and

foster the use of active and sustainable modes. The ACS provides the opportunity to support this shift.

A transport emissions budgeting process encourages active and public transport usage through economic support for active and public transport use and economic deterrent for private vehicle use. This can be achieved in a range of financial arrangements including economic support such as subsidised public transport provision and the supply of free active transport infrastructure including bikes and electric scooters. This support can be funded through a budget that is created through the collection of funds due to initiatives including increased fees for ride share pick-up and drop-off in congested areas and increased parking fees.

Action 3.1.1: Introduce a transport emissions budgeting process to support a reduction in fossil fuel emissions caused by transport and promote the objectives of the Sustainable Environment Strategy.

3.2 PRIORITISE AND ENCOURAGE THE USE OF ACTIVE AND SUSTAINABLE TRANSPORT MODES.

The current trend of prioritising private vehicles as peoples primary travel choice means that many users of the transport network are not aware of the alternative travel options that are available to them.

The effective promotion of these alternative modes and education around the amenity which is available to people is a way of influencing mode shift. This does not apply only to the path taken to get to the destination but also the services which are available once the destination has been reached.

Action 3.2.1: Develop marketing campaign/education program to increase community awareness of existing public transit and walking/cycling options to destinations within Vincent.

Appropriate end of trip facilities are vital for commuter and leisure cyclists.

For leisure and entertainment trips, bicycle parking should meet the needs of those using it while also considering the adjacent land uses. Consideration should be given to utilising on-street parking areas for bike parking in pedestrian priority areas where cycling is expected to occur within the roadway and potential risk of pedestrian/cycle conflict is high.

For town centres catering to a dense mix of uses including commercial and business uses, end of trip facilities may be provided by individual private businesses. To further encourage commuter cycling, Vincent can support the development of public end of trip facilities through policy measures and funding ongoing maintenance.

Providing high quality amenity to active transport users and ensuring that they are aware of its availability is a successful way of influencing the mode choice of transport network users.

Action 3.2.2: Ensure appropriate end of trip facilities are provided within town centres and mixed use centres in accordance with LPP 7.7.1.

3.3 MANAGE CAR PARKING (INCLUDING SUPPLY AND PRICING) TO IMPROVE EFFICIENCY AND SUPPORT MODE SHIFT.

The needs of parking differ greatly across Vincent. These needs are dependent on the level of activity in the area, the density and variety of development, and the availability of alternative transport modes. Parking should be considered as an ecosystem consisting of public and private, on street and off street, and considering all the many needs of people who use those bays. The optimal parking system would be one where all parking is used efficiently, with the minimum amount of space devoted to parking.

Parking is an effective bridge between land-use and transport mode choice. Constraining parking through planning policy can be an effective method to allocate road space for particular trip purposes

(residents, employees, and visitors). This helps to reduce private vehicle trip generation and to create a more sustainable land use and transport environment.

Parking infrastructure is an essential and inherent component of both the transport and land use system and is unique in that behaviour can be influenced directly at the planning and policy stage rather than solely through infrastructure provision. An appropriate supply of well-located car parking is a critical issue for people and businesses.

Vincent's objective for parking is to maintain an appropriate supply of affordable, secure, convenient and appealing parking, that is accessible to all.

Supply of public parking should be located in proximity to major activity generators and be managed so that bays with a high turnover are closest to the centre, and vulnerable users are prioritised. The hierarchy applies primarily to on-street parking but should be considered with respect to off-street supply and include specific provisions within public and private car parks for high priority users. This helps to ensure that the on-street space is utilised efficiently and effectively in locations with high demand for parking.

The usage of public parking should be monitored to determine hot spots and low utilisations areas so that refinements to parking restrictions can be made. This will ensure a robust system that maximises efficient use of available parking and minimises the capital investment required to accommodate demand.



Parking availability is a useful tool in determining the way in which a transport user will reach their destination. Vincent will look to utilise this to the best of its ability whilst maintaining an appropriate level of accessibility to destinations for all users.

Action 3.3.1: Establish a business plan for the management of parking within Vincent with a view to the following:

- Prepare precinct-specific parking management plans, with priority given to precincts already at capacity; and
- Expand paid parking using the 'demand responsive pricing' methodology.

Action 3.3.2: Ensure activity centre plans provide for appropriate parking supply to support reduced car dependence.

Private vehicle ownership should be consistent with resident's capacity for on-site storage. Parking within residential areas is primarily provided on-site, however in many locations, on-street parking is used to supplement or replace car-parking on site. This has repercussions on the availability of parking for residential visitors, service/delivery and other needs, and prevents repurposing of on-street parking for other modes of transport or amenity uses.

Policy options for Vincent's low-density areas effectively revolve around the management of on-street parking supplies as a way of reinforcing a theoretical cap on parking supply and in turn vehicle ownership.

On-street parking in Vincent's residential areas is primarily unrestricted, creating an incentive for outside use; overflow from adjacent corridors and centres. Many streets are time limited during the day, and unrestricted after 6pm. This reduces overspill but creates an undesirable effect on travel behaviour: residents that store their surplus vehicles on street are forced to drive to work or risk an infringement.

Nevertheless, restricting parking in residential streets to 1-hour or 2-hour parking is an appropriate first step wherever peak period demand exceeds 85% of capacity along a street block. This has been applied to a

number of locations across Vincent, including the area surrounding Hyde Park, The areas adjacent to a number of high frequency transit corridors and at the periphery of town centres.

The reason for parking demand on residential streets is varied but is generally related to the use of residential streets for employee park 'n' ride commuters, as well as for visitors.

Action 3.3.3: Better manage the supply of on street parking through the implementation of various restrictions by:

- Limiting roadside residential parking, confining parking to the property;
- Restricting parking to 3P or less within 2 blocks of train stations or transit nodes, with residential permit exemptions;
- Restricting parking to 3P or less within 1 block of high-frequency transit corridors, with residential permit exemptions;
- Restricting parking to 2P or less within 2 blocks of town centres or mixed-use areas, with residential permit exemptions;

A residential parking permit system can be used to allow limited on-street parking for residents. Dependent on the fee, the amount of people willing to use the system will vary. As such, the following should be considered.

- Residents parking their vehicles on-street do so either because the number of vehicles owned is greater than the amount of parking they have available on site, or that parking has been repurposed for other uses (a home gym, extra bedroom, storage etc.)
- Shifting parking to the street by repurposing an onsite parking space results in a substantial gain in value through land or the cost of construction.

An annual parking permit fee allows vehicle owners to adequately account for the cost of parking infrastructure and consider storage as part of the real cost of vehicle ownership. Where residents have insufficient parking, the introduction of a permit fee provides an

opportunity to shift the burden of storage onto the City but provides funds for the maintenance of that infrastructure at an equivalent market rate.

Alternatively, residents may choose to retain their vehicles wholly on-site, or reduce the number of vehicles they own.

It is expected that any form of on-street parking permit model would involve a relatively low introductory price, with gradual increases over time to manage uptake and on-street usage.

If it is assumed that on-street parking in residential areas is provided to support visitors and service/delivery, then the existing oversupply of parking becomes even more clear. Changes to parking management create opportunities to repurpose on street parking along residential streets, using this space to increase pedestrian amenity, introduce strategic on-street cycling infrastructure, plant more street trees or create safe active streets. perfect

Action 3.3.4: Investigate the implementation of a pricing mechanism for residential parking permits at a rate which reflects the benefit to the landowner of the value of parking which is available on public land.

It is significantly more challenging to achieve objectives when large scale parking is available and managed in different ways. Achieving a consolidated parking management approach in Vincent would provide more consistency and strategic delivery of parking supply across both private and public car parks.

Action 3.3.5: Liaise with owners of large-scale private car parks adjacent to activity and transit corridors to transfer management to Local Government.

Action 3.3.6: Undertake a strategic review of all land holdings to investigate the viability of sites to provide publicly accessible parking.



3.4 USE RESIDENTIAL AND MIXED-USE DENSITY TO SUPPORT TRANSIT.

Some of the most effective transport networks can be delivered through the way we manage and plan the built form. Increasing density through creating opportunities for more residential and mixed-use developments, can have significant transport benefits. There is a strong relationship between residential density, car parking, and trip generation which largely determines the potential traffic impacts of development.

The majority of Vincent's residents have access to a private vehicles, but household ownership is substantially less than the metro average: As of 2016, 54% of Vincent households owned one or less vehicles, compared to the Perth Metro average of 35%.

Reduced car ownership means that residents rely heavily on alternative transport modes for all trip purposes including to and from local employment, retail and recreational destinations. The lower-than-average vehicle ownership rate also contributes to a reduced requirement for parking throughout Vincent.

As density intensifies, and residential parking supply declines, vehicle trip generation drops. This occurs due to a number of reasons: smaller household sizes, greater accessibility to alternative transport and proximal activity and reduced reliance on private motor vehicles.

By increasing the number of people living within a walkable/cycle distance from their place of employment and reducing the need for

people to travel by car, the efficiency and sustainability of accessing Vincent can be significantly improved.

The Local Planning Strategy will be a major tool in implementing land use change over time.

As transport accessibility improvements are planned and delivered, land use controls in areas that benefit from increased access will need to be revised and updated. The continual revision of land use controls in the context of changing transport service provision will be an ongoing priority for Vincent.

Action 3.4.1: Use planning policy to encourage people to use public and active modes of transport by developing diverse housing types within the City which don't require the number of car parking bays currently mandated by the R-codes, particularly along transit corridors and within transit nodes to support public transport uptake.

At nodes that have been identified for high-density development, the pedestrian environment is a particular priority. High quality streetscapes are required to support residential amenity and commercial activity in these areas.

These pedestrian environments further support the use of public transport. Public transport can be used by everyone, this includes people with disabilities, school children and the elderly, the pedestrian environment should reference the needs of all users.

Action 3.4.2: Locate and design transit stops along transit corridors to support high-capacity services. Increase residential density at these nodes.

3.5 OBTAIN RELEVANT DATA TO INFORM DECISIONS AND MONITOR PROGRESS.

Gaining a greater understanding of the transport network in Vincent will help us to continually improve the way in which it functions. We need

data to underpin our decisions, and there are many new and innovative techniques we can use to collect it and increase our knowledge.

This will involve ongoing research aimed at gaining a greater understanding of the network and how it contributes to Vincent's economy, environment, health, social, and cultural value. This will also involve collaborating with external agencies to obtain data which can be used to measure and forecast changes to the transport network in the future.

Action 3.5.1: Repeat parking surveys at 3-5year intervals on a rolling basis across the City. A schedule of priority areas based on the data collected has been produced, with surveys recommended to start in Leederville Town centre and surrounding area.



4. HAVE AN ENJOYABLE CITY TO GET AROUND.

Vincent's transport network will extend beyond the function of movement and be enhanced to encourage people to stay and enjoy the areas that they are in. Vincent's transport network will function equally as both a way to reach a destination and a place which is to be enjoyed.

4.1 INCREASE PEDESTRIAN AMENITY ON RESIDENTIAL STREETS.

Residential areas are key to the effectiveness of active transport modes as a viable choice of travel. The low traffic volumes and speeds combined with wide verges, mean that there is an immense opportunity for growth in these trips.

Residents begin their journeys in relatively quiet neighbourhood streets. However, these areas are not inherently designed for shared use by cars, pedestrians and bikes.

Community consultation revealed significant issues with excessive numbers of vehicles and excessive speeds in residential areas. To reinforce a safe pedestrian environment, vehicle speeds should be reduced, and unnecessary vehicle movements eliminated.

The current 50km/hr speed of local streets creates an unsafe speed variance between active modes of transport and driving. Decreasing vehicle speeds allow mixed-traffic movement networks that become attractive to active transport users. The higher degree vehicle speeds are reduced, the more attractive, safe and accessible they become.

International research strongly supports lowering speed limits within built up areas to increase driver, pedestrian and cyclist safety and amenity. Reduced speed limits make roads safer for all road users, but they also contribute to more active and liveable neighbourhoods. Some of the benefits of slower speeds are:

- Low speeds encourage better interaction between drivers, pedestrians and cyclists;
- They help create more attractive and connected communities;
- They make neighbourhoods safer;

- The risk of trauma in an accident reduces at slower speeds;
- There is less noise pollution; and
- Slower speeds do not cut travel time significantly.

Vincent is currently trialling 40km/h speed zone in the area bounded by Newcastle, Vincent and Charles Streets and the Swan River. Main distributor roads have stayed at their current speed limits, with the exception of part of Vincent Street near Hyde Park. The evidence and findings from the 40km/h zone trial will be evaluated and learnings taken into account in the expansion of the 40km/h zone to all residential areas of Vincent.

Action 4.1.1: Work with the State Government and Inner-City Group of Councils to implement a 40km/h zone in all residential areas of the City of Vincent by 2023.

Road geometry is required to change to reinforce appropriate speeds. **Safe Active Streets** is a program being promoted by the Department of Transport which delivers road environments that support slower traffic speeds along quiet residential streets. They are predicated on a slow speed, low volume environment using local area travel management (including horizontal and vertical deflection, narrow lanes, street trees and traffic redirection) to reinforce a 30km/hr travelling speed.

Vincent is one of the early champions of this program (Shakespeare Street) and will endeavour to continue working with the Department of Transport to deliver more Safe Active Streets.

Action 4.1.2: Develop the City's residential streets in line with the principles of Safe Active Streets with slow design speeds to promote safety and amenity. The aspirational long-term vision is that all residential streets will have Safe Active geometry.

Play streets is an initiative which has been successfully implemented throughout cities across the world. To reinforce the concept that residential streets should ensure the safety of pedestrian users,

particularly children, Play Streets temporarily close residential streets to through traffic so that children are empowered with the freedom to play outside in a safe environment.

Play streets support the approach to residential streets as being primarily people-focused areas, supporting behaviour change and a shift away from private vehicles in residential areas. Vincent's continued support of Play Streets is a valued mechanism to support slow residential vehicle speeds and streetscapes designed for all ages and abilities.

Action 4.1.3: Continue to support Play Streets within the City.



The density of high frequency public transport routes is unique to Vincent (within the metro area). This makes attractive pedestrian connections to these Transit and Activity Corridors extremely important.

In this instance, the quality of the path is not nearly as critical as the availability of safe crossings, the density of street trees to provide cover and shade and the quality of street lighting in creating a feeling of safety and security.

Pedestrian connections to destinations within residential environments are critical. Major destinations within residential areas are schools, parks, and public open spaces.

Action 4.1.4: Improve streetscapes to enhance pedestrian experience as per the link and place design guidelines, including the provision of additional street trees, lighting, street furniture, etc.

4.2 INCREASE PEDESTRIAN AMENITY IN TOWN CENTRES.

Vincent's town centres are vibrant places supporting the liveability, amenity and economic success of the community. Access to and around the town centres must be via a combination active transport modes. The viability of the town centres is directly linked to providing a variety of transport modes.

Given the highly car dependent nature of cities, and limited provision of alternative transport networks, car parking remains a primary factor in determining economic viability. Parking infrastructure to support this has an enormous cost directly to construction and maintenance, and inadvertent costs in landscape, streetscape amenity, development density and proximity.

Due to the intensity of activity, town centres are usually located adjacent to busy arterial roads. These constrained environments are precisely where infill development is planned, resulting in an ever-increasing pressure on the function of the transport network.

Therefore, if town centres are to function effectively, we need to manage the internal land use and transport infrastructure, as well as the capacity of the key transport corridors that provide access. Mode share needs to shift to active modes of transport.

Pedestrian activity and connections are critical in creating this sustainable transport environment. For this reason, the pedestrian environment must be carefully considered. This includes the construction of high-quality paths, shade trees and street furniture to provide amenity. Pedestrians are most important where activated building frontages and public spaces are proposed, as these rely on pedestrian traffic to retain their commercial viability and place making appeal.

All streets within the town centres must provide some form of off-street pedestrian path, with a higher standard of provision along critical and high-demand links. A fine-grained network of pedestrian paths allows the networks to more closely match the desire lines of commuters, residents and visitors.

By allocating suitable resources to the pedestrian environment, the uptake and use of these facilities will grow, resulting in a positive feedback loop, reducing demand for other modes and requirement for parking.

Creating mode shift in town centres will make them both easy to access and increase people's desire to want to stay longer, utilising the pedestrian amenity which is available to them.

Action 4.2.1: Place plans should identify methods to improve pedestrian and cycling safety in the public realm.

Parking bays for loading/unloading activities in town centres can negatively impact the viability of active transport modes. There is currently limited understanding of the needs of businesses regarding the delivery of goods.

Vincent will investigate the viability of the relocation of this service to the periphery of the town centres as a way of enhancing the amenity of the town centres.

Action 4.2.2: Support the vitality of town centres and mixed-use areas for pedestrians by providing parking bays for loading/unloading activities at the periphery.





TARGETS

By looking at the outcomes which need to be achieved for transport in Vincent, there is a greater understanding of the problems and the wider opportunities that stem from every transport decision.

To ensure the Aim and Objectives of the ACS are being achieved, mode share targets have been created. Mode share describes the proportion of people using each of the various types of transportation modes. Mode shift refers to changing mode share over time.

Extensive growth in development and population across Vincent and throughout the entire region will generate additional transport demand that must be assigned to a movement network already approaching capacity.

The road network within Vincent has a limited capacity, and regional and local development will place further pressure on the existing transport network. Mode shift from private vehicles to more sustainable and active modes of transport is necessary to more efficiently use the existing road capacity.

Behavioural changes will need to be made by residents, employees, and visitors to achieve this mode shift. Behavioural change can be supported by the provision of alternative transport, improved infrastructure, densification of mixed-use centres, and appropriate management of parking.




A measurable outcome of the ACS is the journey to work mode share targets. This includes a 5-year target and a 10-year vision. Achieving these mode share targets will contribute towards achieving the aim of the ACS.

The targets for the 5-year interim timeframe represent the *bare minimum* change required to allow for a sustainable network. Additional private vehicle travel beyond these limits will ultimately result in unacceptable access and mobility for residents, employees and visitors, and reduce Vincent's development potential.

The target for the 10-year vision represents Vincent's potential to become an even more accessible destination; improving environmental, health and economic outcomes for everyone.

JOURNEY TO WORK

Most commonly, mode share for cities is expressed in terms of journey to work for residents. For the purposes of easy comparisons to the Census and to other local government areas, the current and target **journey to work** mode share has also been calculated for the City, below.

	Current Journey to Work	5 Year Target	10 Year Vision
	15% of residents use active transport modes including walking and cycling	17% of residents will use active transport modes	20% of residents will use active transport
	18% of people catch public transit including buses and trains	25% of residents will catch public transit	32% of residents will catch public transit
	67% of residents drive or are a passenger in a vehicle	58% of residents will drive or be a passenger in a vehicle	48% of residents will drive or be a passenger in a vehicle

The ACS will further inform a number of strategic documents that will contribute to an increase in the number of people using active transport and creating mode shift.

These documents will influence the transport networks legibility and functionality improving it so that all users including those visiting Vincent will feel comfortable and confident getting around. There will be measurable targets included in these documents which will further support in achieving the Aim and Objectives of the ACS.

FUNDING

Implementing a diverse range of transport infrastructure generally requires significant funding commitments. Ultimately funding is limited, and there are a number of alternative funding sources that may be identified and embraced in the implementation of any action.

The City of Vincent has a key role in supporting the development of a sustainable, safe, efficient and effective transport network through investment in high-quality infrastructure and targeted improvements in key Centres, along critical corridors and in neighbourhoods.

The cost of a full implementation of this Plan is considered to be beyond the existing funding available from the City alone. However, the primary function of Local Government is not merely to provide funding, but to determine and direct development of transport infrastructure that best supports community needs.

Infrastructure funding may in fact be derived from a range of sources. For example:

- Projects aligning with State or Federal Government priorities attract their own **budget allocation**, in particular in the context of road capacity or safety upgrades, the provision of public transport or the construction of strategic cycling facilities.
- Alternatively, **grant funding** can assist the City to fast-track construction of transport improvements. Potential grant sources include:
 - Department of Transport WA *Bicycle Network Grants*
 - Road Safety Commission *Project Grants*
 - Australian Federal Government Stronger Communities Program or Built Environment and Prevention Research Scheme
 - Australian Federal Government *Roads to Recovery*
 - State and National Black Spot funding
 - Metropolitan Regional Roads Grants

- Local improvements to streetscapes or the construction of public facilities, including public parking, are ideally suited to funding via **developer contributions or cash-in-lieu provisions**.
- **Paid parking and parking permit revenue** naturally pays for the installation and maintenance of parking infrastructure but is ideally allocated to funding local improvements within individual parking precincts. This can include everything from road network and footpath upgrades to landscaping and canopy treatments, providing direct benefit to the areas affected by the scheme.



MONITORING AND REVIEW

As planning progresses, development intensifies and road corridors become more congested, mode share targets will need to be revised to meet the next challenge.

Future mode share targets will further consider the needs of Vincent with respect to car parking and the surrounding road network. These targets will be informed by future master planning, ensuring that land use and transport considerations are truly integrated.

Reporting is important for the City to be able to measure and monitor progress of the actions identified in the Strategy. We are committed to reviewing the Strategy to ensure we are working towards the objectives and delivering great outcomes.

It is important to note that this Strategy will likely not remain static. As it is reviewed, new information will be included that may modify previously accepted positions. As we continue to deliver and refine the actions, we will make sure to keep an open and transparent dialogue with our community.

We will undertake a desktop review of this plan annually, in alignment with the Capital Works Program and Corporate Business Planning processes. This will include updating any necessary data, checking whether our objectives are still relevant, and updating whether we've delivered on each action.

The next major review of this document will occur in 2025.



HOW DO WE GET THERE?

IMPLEMENTATION PLAN

The following table demonstrates the actions that will be undertaken in order to meet the objectives of the Strategy. They highlight the partners The City will work with, the timeframes to progress these actions, and the estimated costs of each action. A measurement has been provided for each of the actions and is a way of measuring the individual item implementation, its impact and level of success.

1	Create a Safe Transport Environment		
1.1	Create active and sustainable transport networks that are safe and understandable.	1.1.1	Review Vincent's Bike Network Plan taking into consideration relevant state planning policy to ensure the provision of a dense network of cycling routes to support cycling as an alternative transport mode to private vehicles. The review of the Bike Network Plan will consider: <ul style="list-style-type: none"> ▪ Appropriate network links to destinations within the City; ▪ Implementing a wayfinding strategy to support the Bike network; ▪ Providing infrastructure consistent with current standard; ▪ Focus on improving network crossings. Including the provision of toucan crossings at intersections and safe mid-block crossings; ▪ Provide access to and through all areas of open space within the City; ▪ Where possible, consider the introduction of segregated cycle lanes along activity corridors; ▪ Consider the introduction of parallel route connections to activity and transit corridors where there are corridor constraints and segregated cycle lanes are not feasible; ▪ Advocate for slow vehicle speeds where on-street cycle lanes are unable to be segregated; ▪ Extend existing infrastructure to fill network gaps; and ▪ Ensure sufficient connection exists to and within with transit nodes.
			Timing: 2-3 years Measurement: Completed review of Vincent's existing Bike Network Plan. Responsibility: Local government. Opportunities for State government funding is available and should be pursued.
			Cost: \$60k
		1.1.2	Implementation of the Bike Network Plan.
			Timing: 5+ years. Measurement: Bike Network Infrastructure implemented.

1.2	Ensure pedestrian and cycling routes (including schools) are high-quality and safe for all users.	1.1.3	Develop and implement a consistent wayfinding and signage plan across the City. This should consider parking, cycling and pedestrian transport modes, and provide appropriate localised details for each Centre and Corridor.	Cost: \$1M p.a. (Seek grant opportunities where available). *potential for cash-in-lieu
				Timing: 2 - 3 years.
				Measurement: Adoption and implementation of wayfinding and signage plan.
				Responsibility: Local government. For Western Australian Bike Network routes, DoT and local government are to collaborate on wayfinding.
				Cost: \$50k (Strategy) \$500k (Signage & Linemarking)
		1.2.1	Develop and implement a high-quality, safe pedestrian path network by: <ul style="list-style-type: none"> ▪ Undertaking an audit of network crossings including intersections and mid-block crossings. Priority should be given to areas surrounding schools, key routes to town centres and mixed-use areas, activity corridors, and transit nodes; ▪ Identifying midblock crossing opportunities. Provision should be made for crossings for blocks over 150m long; ▪ At intersections, ensure pedestrian priority traffic lights are in place, and allowing sufficient time for crossings; and ▪ Use planning requirements to manage streetscape development along activity corridors to allow for safe pedestrian environments. 	Timing: 3 - 5 years.
				Measurement: Captured within existing asset management framework and reflected in audit.
				Responsibility: Local government and MRWA.
				Cost: \$250kp.a. (Audit, Design and Construction) *potential for cash-in-lieu
		1.2.2	Upgrade and improve paths based on the condition assessment, undertaken every 3 years. Ensure a high-quality pedestrian environment is maintained throughout Vincent.	Timing: Ongoing.
				Measurement: Condition assessment undertaken and actioned every 3 years.
				Responsibility: Local government.
				Cost: \$200k p.a. (Maintenance/Works)
		1.2.3	Promote compact roundabout geometry through the City to reduce vehicle speeds: <ul style="list-style-type: none"> ▪ Support only compact alignment on new and upgraded roundabouts; and ▪ Retrofit existing roundabout alignments to compact alignment with priority given to those located close to schools. 	Timing: Ongoing.
				Measurement: Number of compact roundabouts and reduction in crash statistics.
				Responsibility: Local government
				Cost: \$20k-50k per location / \$100k p.a. (Design & Construction)

2	Ensure Accessibility and Connectivity into and around the City	1.2.4	Develop and implement a comprehensive program to support school children to travel using sustainable and active transport modes, including: <ul style="list-style-type: none">▪ Ensure safe crossing opportunities close to schools, specifically along key routes and near school entrances;▪ Ensure access to schools is provided at-grade where possible;▪ Support safe desireline paths;▪ Use traffic management techniques (including the development of Safe Active Streets) to reduce traffic speeds and volumes on streets surrounding schools;▪ Work with schools to support active travel through resources and programs, including route maps and education programs;▪ Encourage bicycle and scooter parking to be located in accessible, safe areas close to school entrances;▪ Locate school drop-off points away from entrances; and▪ Conduct access and safety audits for key pedestrian and cycling routes to schools, including assessing kerb alignments and cuts; surface conditions; eye-level hazards; shade; orientation, etc.	Timing: 2 - 3 years.
				Measurement: Number of children using active transport to get to school.
				Responsibility: Local government in collaboration with individual schools and with the support of Department of Transport.
				Cost: \$100k p.a.
		1.2.5	Work with schools to support active travel through resources and programs, including route maps and education programs. Encourage schools to join the Your Move program so that journey to school data can be collected and appropriate mode shift targets created.	Timing: 1 -2 years.
				Measurement: Mode shift targets created for journey to school
				Responsibility: Local government in collaboration with individual schools and with the support of Department of Transport.
		1.2.6	In collaboration with DoT and PTA, develop a high quality and safe pedestrian environment between Claisebrook Station and Perth Oval.	Cost: 50k p.a. (personnel)
				Timing: 5+ years
				Measurement: Improved safety and quality.
				Responsibility: Local government in collaboration with DoT and PTA.
				Cost: \$500k (Design and Construct)

2.1	Advocate for connected and reliable public transit.	2.1.1	Advocate for additional bus-priority infrastructure along corridors including: <ul style="list-style-type: none"> Modifying road layouts to introduce bus-priority infrastructure along corridors where it is not existing; and Extending existing bus-priority along Charles St. 	Timing: 5+ years.
				Measurement: Bus-priority introduced of Charles St.
				Responsibility: Local government will be required to liaise with MRWA and PTA.
		2.1.2	Using the Place and Link framework, incorporate an appropriate level of pedestrian amenity along bus priority routes.	Cost: \$20k p.a. (personnel)
				Timing: 5+ years.
				Measurement: Increased pedestrian amenity.
2.2	Reallocate road and verge space, including on-street parking, throughout the City to prioritise vulnerable users according to user hierarchy and road hierarchy.	2.1.3	Improve east-west public transit connectivity. <ul style="list-style-type: none"> Prepare a business case to put to PTA for a Vincent circular service to connect the City's town centres; and Advocate to PTA for additional bus routes which provide east-west links. 	Responsibility: Local government will be required to liaise with MRWA and PTA.
				Cost: \$20k p.a. (personnel)
				Timing: 5+ years.
		2.1.2	Using the Place and Link framework, incorporate an appropriate level of pedestrian amenity along bus priority routes.	Measurement: Increased pedestrian amenity.
				Responsibility: Local government.
				Cost: 1M+
2.3	Be a leader in adaptability and technology.	2.2.1	Develop a set of link and place guidelines to guide future streetscape improvements.	Timing: 1 -2 years.
				Measurement: Additional services provided.
				Responsibility: Local government to prepare circle route business case. Advocate for additional east-west routes with PTA.
		2.2.2	Advocate for use of the Perth Parking Management Area (PPMA) funds for Vincent public transport services, transport studies, and transport infrastructure improvements.	Cost: \$50k (Business Case) \$1M p.a. (Service Cost) *potential for cash-in-lieu
				Timing: Ongoing.
				Measurement: Process for infrastructure upgrades.
2.3	Be a leader in adaptability and technology.	2.3.1	Be aware of emerging transport technologies and the benefits they can provide, as well as the potential negative impacts and how these may be mitigated.	Responsibility: Local government.
				Cost: \$100k (Design Guidelines) *potential for cash-in-lieu
				Timing: 5+ years.
		2.3.2	Advocate for use of the Perth Parking Management Area (PPMA) funds for Vincent public transport services, transport studies, and transport infrastructure improvements.	Measurement: PPMA funding applied to Vincent Transport Network.
				Responsibility: CoP, DoT.
				Cost: \$10k internal

				Cost: \$50k (Strategy)
		2.3.2	Require car parking configurations be adaptable to alternative uses for future development.	Timing: 5+ years. Measurement: Inclusion of adaptability measures in planning framework. Responsibility: Local government. Cost: \$5k (Policy)
		2.3.3	Ensure all new and existing high-density residential development has access to EV charging bays: <ul style="list-style-type: none"> Amend LPP 7.7.1 to require EV parking bays for new developments; Support the retrofit of existing private car parking to provide EV bays; and Provide EV charging bays in public lots. 	Timing: 5+ years. Measurement: Inclusion in planning framework. Increased number of EV bays in public lots. Responsibility: Local government to require new development to provide EV bays. Local government to liaise with landowners. Cost: \$5k (Policy) \$50kp.a. (Infrastructure roll-out)
		2.3.4	Explore locating bike share docks within town centres and mixed-use areas. One option is to locate bike share docks within existing car parking bays.	Timing: 5+ years. Measurement: Increased number of bike share docks. Responsibility: Local government. Cost: \$20k (Strategy/Policy) *potential for cash-in-lieu
		2.3.5	Ensure there is adequate policy to support the introduction of car sharing within Vincent.	Timing: 5+ years. Measurement: Inclusion in planning framework. Responsibility: Local government. Cost: \$5k (Policy)
3	Promote Environmentally Friendly Transport Modes and Initiatives			
3.1	Reduce carbon emissions caused by the transport network.	3.1.1	Introduce a transport emissions budgeting process to support a reduction in fossil fuel emissions caused by transport and promote the objectives of the Sustainable Environment Strategy.	Timing: 5+ years. Measurement: Introduction of budget. Responsibility: Local government. Cost: \$50k (Strategy)
3.2	Prioritise and encourage the use of active and sustainable transport modes.	3.2.1	Develop marketing campaign/education program to increase community awareness of existing public transit and walking/cycling options to destinations within the City.	Timing: 2 - 3 years. Measurement: Program developed. Responsibility: Local government. Cost: \$20k (Strategy)
		3.2.2		Timing: 3 - 5 years.

			Ensure appropriate end of trip facilities are provided within town centres and mixed use centres in accordance with LPP 7.7.1.	Measurement: Updated and enforceable planning policy. Responsibility: Local government. Cost: \$20kp.a. (Infrastructure roll-out) *potential for cash-in-lieu
3.3	Manage car parking (including supply and pricing) to improve efficiency and support mode shift.	3.3.1	Establish a business plan for the management of parking within the City with a view to the following: <ul style="list-style-type: none"> Prepare precinct-specific parking management plans, with priority given to precincts already at capacity; and Expand paid parking using the 'demand responsive pricing' methodology. 	Timing: 3 - 5 years. Measurement: Production of business case. Responsibility: Local government. Cost: \$50k (Business Case) *potential for cash-in-lieu
		3.3.2	Ensure activity centre plans provide for appropriate parking supply to support reduced car dependence.	Timing: 3 - 5 years. Measurement: Inclusion of parking supply and rates during town centre planning. Responsibility: Local government. Cost: \$50k (additional cost to Strategies)
		3.3.3	Better manage the supply of on street parking through the implementation of various restrictions by: <ul style="list-style-type: none"> Limiting roadside residential parking, confining parking to the property; Restricting parking to 3P or less within 2 blocks of train stations or transit nodes, with residential permit exemptions; Restricting parking to 3P or less within 1 block of high-frequency transit corridors, with residential permit exemptions; Restricting parking to 2P or less within 2 blocks of town centres or mixed-use areas, with residential permit exemptions; 	Timing: 5+ years. Measurement: Assessment of residential street parking environments against the recommendations. Responsibility: Local government. Cost: \$50k (Strategy and Policy) \$100kp.a. (Signage and Infrastructure) *potential for cash-in-lieu
		3.3.4	Investigate the implementation of a pricing mechanism for residential parking permits at a rate which reflects the benefit to the landowner of the value of parking which is available on public land.	Timing: 3-5 years. Measurement: number of parking permits issued; Census data for vehicle ownership in the City; parking occupancy data. Responsibility: Local government. Cost: \$40k p.a. operating cost. * action is intended to raise revenue for the City
		3.3.5		Timing: 2 - 3 years.

			Liaise with owners of large-scale private car parks adjacent to activity and transit corridors to transfer management to Local Government.	Measurement: Number of bays transferred.
				Responsibility: Local government.
				Cost: \$10k (Internal) *potential for cash-in-lieu
				Timing: 5+ years.
		3.3.6	Undertake a strategic review of all land holdings to investigate the viability for development of sites to provide publicly accessible parking.	Measurement: As part of asset management framework.
				Responsibility: Local government.
				Cost: \$100k
3.4	Use residential and mixed-use density to support transit.	3.4.1	Use planning policy to encourage people to use public and active modes of transport by developing diverse housing types within the City which don't require the number of car parking bays currently mandated by the R-codes, particularly along transit corridors and within transit nodes to support public transport uptake.	Timing: 5+ years.
				Measurement: Inclusion in planning framework.
				Responsibility: Local government.
				Cost: \$20k (Policy)
		3.4.2	Locate and design transit stops along transit corridors to support high-capacity services. Increase residential density at these nodes. When identifying future transit nodes, the following should be considered: <ul style="list-style-type: none">▪ Density of existing development;▪ Transit interchange opportunities;▪ Pedestrian amenity;▪ Cycling connectivity; and▪ Distance between other nodes.	Timing: 5+ years.
				Measurement: Inclusion of new transit nodes and high capacity stops in future planning documents.
				Responsibility: Local government.
				Cost: \$50k (Strategy/Policy)
3.5	Obtain relevant data to inform decisions and monitor progress.	3.5.1	Repeat parking surveys at 3-5 year intervals on a rolling basis across the City. A schedule of priority areas based on the data collected has been produced, with surveys recommended to start in Leederville town centre and surrounding area.	Timing: Ongoing.
				Measurement: Reliable data to inform decisions.
				Responsibility: Local government.
				Cost: \$50k p.a. *potential for cash-in-lieu.
4	Have an Enjoyable City to Get Around			
4.1	Increase pedestrian amenity on residential streets.	4.1.1	Work with the State Government and Inner-City Group of Councils to implement a 40km/h zone in all residential areas of the City of Vincent by 2023.	Timing: 1-2 years
				Measurement: Number of streets transformed to 40km/h speed limits and reduction in vehicle incidents
				Responsibility: Local Government and Main Roads
				Cost: \$50k p.a. personnel \$200k infrastructure (signage)

		4.1.2	Develop the City's local streets in line with the principles of Safe Active Streets with slow design speeds to promote safety and amenity and utilise 40km/h zones as a tool to transition to lower speeds where appropriate. The aspirational long-term vision is that all residential streets will have Safe Active Street geometry. Priority should be given to the following: <ul style="list-style-type: none">Streets identified as part of the WABN (DoT);Cycling local routes;Streets surrounding schools;Any residential streets that have been earmarked for resurfacing projects; andAny residential streets where reallocation of road space is proposed.	Timing: 5+ years (Aspirational, long-term achievement).
				Measurement: Catalogue of residential streets and whether or not they implement SAS geometries.
				Responsibility: Coordination with MRWA for future speed reductions on residential streets. State government funding opportunities are available for the development of Safe Active Streets.
				Cost: \$1M p.a. (Shakespeare Street SAS construction cost approximately \$835,000). *potential for cash-in-lieu
		4.1.3	Continue to support Play Streets within the City.	Timing: 5+ years.
				Measurement: An increase in the uptake of Play Streets within Vincent.
4.2	Increase pedestrian amenity in town centres.	4.1.4	Improve streetscapes to enhance pedestrian experience as per the link and place design guidelines, including the provision of additional street trees, lighting, street furniture, etc.	Responsibility: Local government.
				Cost: \$10k p.a. (Promotion, Technical Support and Infrastructure)
				Timing: Ongoing
				Measurement: Public satisfaction with pedestrian experience.
		4.2.1	Place plans should identify methods to improve pedestrian and cycling safety in the public realm.	Responsibility: Local government.
				Cost: \$400k p.a.
				Timing: 2 years.
				Measurement: Included in Place Plans.
		4.2.2	Support the vitality of town centres and mixed use areas for pedestrians by providing parking bays for loading/unloading activities at the periphery.	Responsibility: Local government.
				Cost: \$10k
				*potential for cash-in-lieu
				Timing: 5+ years.
		4.2.2	Support the vitality of town centres and mixed use areas for pedestrians by providing parking bays for loading/unloading activities at the periphery.	Measurement: number of loading zones.
				Responsibility: Local government and business owners.
		4.2.2	Support the vitality of town centres and mixed use areas for pedestrians by providing parking bays for loading/unloading activities at the periphery.	Cost: \$20k per Centre
				*potential for cash-in-lieu

6 INFRASTRUCTURE & ENVIRONMENT

6.1 UPDATE ON HOMELESSNESS SUPPORT

REPORT TO BE ISSUED BEFORE THE COUNCIL BRIEFING ON 13 OCTOBER 2020.

This report was delayed due to an incident at the North Perth Town Hall diverting resources.

7 COMMUNITY & BUSINESS SERVICES

7.1 BEATTY PARK LEISURE CENTRE RENEWALS BUSINESS CASE

- Attachments:**
1. **Business Case and Project Plan - Beatty Park Indoor Pool and Change Room Redevelopment 2020** [↓](#) 
 2. **Beatty Park Upgrade Business Case - Images of Key Areas** [↓](#) 

RECOMMENDATION:

That Council:

1. **APPROVES** the Business case for the Beatty Park Leisure Centre Upgrade as listed in the CBP 2020/21 – 2023/24 as item 23;
2. **NOTES** Tenders for the Pool tiling and water treatment will be advertised in October 2020; and
3. **NOTES** Council will be provided with the opportunity to review and comment on final designs for the change room upgrades prior to the change room upgrades going to tender.

PURPOSE OF REPORT:

To consider the business plan for the Beatty Park Leisure Centre Indoor pool renewals project as included in the City's Corporate Business Plan 2020/21 – 2023/24 (CBP) as Item 23: Beatty Park Leisure Centre Upgrade.

BACKGROUND:

Beatty Park Leisure Centre (BPLC) services approximately 900,000 patrons annually, with numbers increasing over the last three years.

The swim school is a popular activity at BPLC. 70% of the 2,300 adults and children enrolled in the swim school originate from neighbouring Councils, demonstrating that BPLC is a regional facility. The swim school utilises the indoor heated shared passive and 25m pool (SPP).

BPLC underwent a redevelopment in 1994, at which time the SPP was built in place of the original 1962 outdoor practice pool. Stages 3 and 4 of the project, then managed by City of Perth, did not occur. As a result, the toilets on the northern elevation remain as constructed in 1962. The toilets do not provide changing areas and are the only facilities in that area for patrons using the SPP. The plant room also remains as designed in 1962.

In 2011, BPLC underwent a major upgrade to the aquatic centre, new lanes were added to the 50m pool with accessible ramp, and a new 12m pool was built. All other pools were stripped and retiled. In addition, the gym was built and a new entrance and reception area was added. Stages 3 and 4 of the project were unable to be funded at the time. The filtration plant servicing the SPP was not upgraded as planned (stage 3) and renovations to the grandstand and northern toilets did not proceed (stage 4). The latter sets of toilets remain in original 1962 condition.

DETAILS:

Scope of this Business Case

Council adopted the 20/21 budget funding \$2.93 million for the following five projects:

1. SPP tiling,
2. SPP filtration,
3. Change room renewal to the northern elevation, and other SPP improvements,
4. Electrical renewal to the grandstand structure and associated tenancies and

5. Critical maintenance to the grandstand as identified in the 2019 Peter Baxendale structural assessment.

This business case covers projects 1 to 3.

This business plan **excludes** projects 4 and 5. \$600,000 of the budgeted \$2.93M funding has been set aside to deliver projects 4 and 5.

Project Descriptions

A business case for the three projects is at **Attachment 1**. The following provides a description of each project.

Included at **Attachment 2** are images of the key project areas for ease of reference.

Project 1 – SPP Tiling

Tiling to walls and the floor of the SPP has begun to fail. Tiles are delaminating from the concrete shell, allowing water behind the adjacent tiles, causing further delamination. If not treated this failure will continue and will lead to catastrophic unplanned failure, closure of the pool with no notice, and the potential for injury to users. Temporary remediation measures have occurred on three occasions within the last 18 months. Complete removal and replacement of tiles is now required.

Project 2 – SPP Filtration Plan

The 30 year old SPP filtration plant is well past end of life, having lasted double the twelve to fifteen years recommended by the manufacturer and service contractors. The filtration plant, when installed, provided the water turnover rates acceptable at the time (1994) however these rates are well below current standards.

When tiles are removed from the pool shell (Project 1) we have access to the filtration pipework. A further invasive inspection will be undertaken at this time, and there is a likelihood that reticulation filtration pipework will require replacement prior to retiling. Thus, it is critical the two projects (filtration and tiling) are managed concurrently.

The LTFP proposes funding for basic annual renewal of non-fixed plant on failure such as pumps and valves. It is expected that on completion of the SPP plant renewal this year, major capital investment within the plant room will not be required again for another seven to ten years.

Project 3 – Change Room Renewal and other SPP improvements – Northern Elevation

3a Change Room Renewal

The SPP zone enjoys high use by families, children, elderly and persons with disability. It is the destination facility for swim school and rehabilitation providers.

The toilets located on the northern elevation provide basic sanitary facilities (10 toilets, 1 urinal and 4 hand basins), however the fit out remains as built in 1962. Access is down a flight of stairs and it does not provide acceptable functionality for persons with mobility issues.

There are no shower facilities in this zone, which then places undue strain on the eastern toilets/showers and family change rooms.

An initial concept design has been completed and detailed design work is now underway for all components of Project 3 taking into consideration DAIP Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Improvements include providing additional “on deck” showers for patrons, creation of new change rooms and toilets on the same level as the pool deck and accessible facilities for persons with disability and mobility issues.

The 26 year old concrete slides may need to be removed to fit the new facilities and the new design will incorporate a replacement slide, as this is a much used element.

3b Improvement to storage for swim school

Works are planned to improve swim school storage, improving security of equipment, and improved safety for swim school staff. This will involve creating a lockable space for staff access, improved lighting and possibly a toilet.

3c Improvement to sauna

The sauna and spa areas are high demand and subject to overcrowding during peak periods. Known as the "wellness area", the sauna/spa facility generates approximately \$300,000 a year in revenue. However BPLC has had cancellation or suspension of memberships due to overcrowding.

An expansion of the sauna in the wellness area is seen as an opportunity to cater for the current high demand on this area.

BPLC proposes to expand the sauna which will add approx. 12% or \$36,000 per year in casual income and will add 3% or \$78,000 per year increase in membership income.

It is proposed to complete this work while the SPP is being updated, to minimise disruption to customers.

CONSULTATION/ADVERTISING:

The main user of the SPP area is the Beatty Park Swim School which has been consulted extensively throughout the process. Changing facilities for patrons has been the number one concern for many years especially with the multi award winning Angelfish program attracting a wide range of people with accessibility issues. Currently they are required to share the one fully accessible change room and 3 smaller family/accessible change rooms all of which are not within the SPP area.

As part of the detailed design for the change rooms our Swim School parents/carers and accessible users groups will be consulted to ensure the final design caters for their clients. This will achieve DAIP Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

LEGAL/POLICY:

Nil

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to approve the business case. Approving the business case mitigates asset maintenance risks, improves the safety of staff and customers.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment (select the priority outcome below or delete if not applicable)

We have improved resource efficiency and waste management.

Connected Community (select the priority outcome below or delete if not applicable)

*We are an inclusive, accessible and equitable City for all.
Our community facilities and spaces are well known and well used.*

Thriving Places (select the priority outcome below or delete if not applicable)

Our physical assets are efficiently and effectively managed and maintained.

Innovative and Accountable (select the priority outcome below or delete if not applicable)

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

Our community is satisfied with the service we provide.

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

Sustainable Energy Use

FINANCIAL/BUDGET IMPLICATIONS:

The budget for these projects is included in the annual budget 2020/21, CBP and LTFP.

The project is planned for completion during the summer months, as the Swim School is not in operation for 7 weeks, and the outdoor pools will be available for both Vacation Swimming and casual swimming.

Closing the facility in summer (Dec to April) will reduce revenue by \$755K, while closing the facility in Winter (May to Sep) will reduce revenue by \$1.1M.

This is detailed in the business case.

COMMENTS:

BPLC is an \$80 million regional heritage asset managed by the City of Vincent and renewal investment in the past four years has ensured the centre continues to provide a level of service expected by patrons in a highly competitive market.

The projects noted and supported by the business case **attached** are crucial in providing a safe, compliant and fit for purpose facility into the future. Projects 1 and 2 are critical and without action in the short term will lead to a forced unplanned shutdown of the centre and the associated income and reputational imposts to the City.

Project 3 will bring the provision of changing rooms and the level of accessibility up to current standards while also providing additional income for the facility.



CITY OF VINCENT

**PROJECT MANAGEMENT FRAMEWORK
CONFIRMATION: BUSINESS CASE**


Has Finance confirmed that funding is available for this project? YES

Date:	21/04/2020 (Updated 17/08/20, 29/09/20)
Project Name:	Beatty Park Indoor Pool and Change Room Redevelopment 2020 (CBP Item 23)
Project Manager:	James Hopper
Directorate:	Infrastructure and Environment
Project Code:	(only enter if funding is required)
Accountable Director:	Andrew Murphy
Sponsor:	David MacLennan

Priority Rating:		Click on icon to calculate the Priority Rating and Score
Priority Score:		

Estimated Timeframe:	5 MONTHS	Completion date	
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Total Expenditure:	\$	Click on icon to calculate the internal Resource Cost
Total Salary Cost:	\$	
Total Project Cost:	\$2,330,000	Click on icon for Resource Cost example
Number of FTE		

OBJECTIVES**Description**

To carry out urgent renew, repair, upgrade work on the indoor pool and associated areas to enhance the provision of services to the community for the next 10 years.

The objectives of this project are:

- Replace the delaminating indoor pool tiling and replace outdated pool water features,
- Provide changing facilities to cater for the need of the following groups that use the indoor pool area:
 - People with a disability
 - Families
 - Children
 - Seniors
 - Patrons undertaking rehabilitation
 - Swim School staff (as well as adequate storage spaces for Swim school)
- Upgrade the pool water filtration system to current standards (current system built in 1994),
- Improve wellness facilities (Spa, Sauna, Steam room) and increase Sauna capacity

BENEFITS, DELIVERABLES, MEASURABLES

Problem Definition and Urgency

The Beatty Park Leisure Centre services approx. 900,000 patrons annually with numbers increasing over the last 3 years. The indoor pool area is used by the in house Swim School program, the Education Department, community groups, physiotherapists, seniors, children and families. It can be classed as a truly regional facility with 70% of the 2300 children and adults enrolled in the Swim School coming from neighbouring Councils. There are several issues which are causing concern about our ongoing ability to provide this valued service to the community as follows:

1. *Indoor pool tiles delaminating - The indoor pool tiles are coming away from the pool shell and urgent underwater repair works have been carried out but are not guaranteed to hold for any length of time. At best we have been advised of an 18 month critical failure likelihood (this was 6 months ago). Pool has been repaired 3 times in the last 15 months by a specialist underwater repair company.*
2. *Ageing pool water filtration system – The indoor pool water filtration system does not meet current standards and filter shells and pipework are past end of life as they were built in 1994 (reasonable life span has been indicated at 15 – 20 years by the manufacturer). The water distribution outlets in the pool may need to be reviewed and relocated to improve flow and water treatment efficiency in the pool as recommended in a 2017 report on the pool.*
3. *No Indoor pool specific change rooms in the facility - No change rooms are currently available in the indoor pool area for families, people with a disability or those undertaking rehabilitation. They are required to go at least 100m through the facility to an unheated area to shared change rooms with the outdoor pool. The provision of changing facilities in this area will also assist in current/future social distancing requirements and cleaning needs by providing additional facilities. The current amenities in this area consist of 1 non-compliant family change room, 1 on deck shower installed 18 months ago, 2 change cubicles installed 1 month ago and the original 1962 toilet only block (10 toilets and 1 urinal) which is accessed by a stairwell. Preferred location may require removal of 26 year old concrete slides but a suitable replacement will be investigated as part of detailed design work.*
4. *Swim School storage and staff areas no longer meeting current needs – the current area has been converted from part of the old diving tower and lacks staff amenities and suitable storage areas to allow for the security of assets and personal items.*
5. *Current wellness areas (Spa, Sauna, Steam room) are oversubscribed - members and casual users waiting to use at peak times and reducing the ability to generate income.*

The benefits of the project are:

- Continued provision of water safety education for the community in a safe and complaint facility
- Increased income
- Enhanced provision of health and wellbeing benefits for the community
- Greatly improved accessibility to change rooms
- Reduced pressure on existing changing facilities
- Enhanced water quality and reduced maintenance costs associated with pool plant
- Opportunity to include modern energy saving and monitoring technologies in plant room upgrades to align with the Sustainable Environment Strategy

How does the project align to the Strategic Community Plan?

Enhanced Environment – Integration of new pool filtration system into the building management system will allow for enhanced monitoring and control of water quality

Community Connection – The project will create a more engaging facility through better accessibility and amenities.

Innovative and Accountable – Opportunity to upgrade assets to more efficient and sustainable models

Thriving Places – The project will enhance and maintain the asset of Beatty Park Leisure Centre which will increase ongoing activation of the facility.

The project deliverables are:

- Retile indoor pool and renew water features.
- Upgrade the pool water filtration system for the indoor pool
- Provide changing facilities in the indoor pool hall to meet the needs of current user groups

- Improve Swim School staff amenities and provide secure storage in indoor pool area
- Upgrade Spa, Sauna, Steam room area (wellness area) by expanding spaces where possible and adding toilet facility

How will the success of this project be measured?

The success of the project will be measured by the following:

- Increased use of facilities (attendance, swim school enrolments, number of community groups requesting bookings, sauna, spa, steam room use)
- Positive feedback from Beatty Park members, casuals and user groups
- Increase in income (15% increase in sauna, spa, steam room casual income, 3 % membership income increase, 5 % casual swimming use increase – estimated at \$184,000 per year)
- Reliable infrastructure reducing ongoing running and maintenance costs
- Construction renewal to keep within 15% contingency budget
- Minimum displacement to business

If applicable, outline how the project will impact or be impacted by other departmental or government initiatives

- Possible building of pool in City of Perth in next few years may affect use and future income depending on scope of the project they propose.
- Covid 19 restrictions imposed by the State Government may lead to reduced capacity limits in the future. Additional change facilities may assist with this requirement.

APPROACH

Recommended option and Reason:

Option 2a - Retile indoor pool, replace the indoor pool water treatment system, build new change rooms for the indoor pool area, upgrade wellness area and Swim School staff amenities (December 2020 to March 2021)

This option resolves the failing indoor pool tiles issue as soon as possible. It also solves the other major issues (no change rooms, water filtration beyond end of life) that could lead to unplanned future closures, safety risks, reputational loss for the City and a lack of services to the community for extended periods of time.

Conducting the work over the upcoming Summer period (Nov to March shutdown) will reduce income for the Council by approx. \$750,000 as opposed to an approx. \$1.1 million income reduction during our Winter period. (May to Sept). This is because the outdoor pools will be able to be utilised extensively in the Summer months for swimming lessons, rehabilitation and casual swimming which is not able to be done in the winter months. A winter shutdown would lead to a significant reduction in income for the City, severely restricted ability to run swim lessons and no employment for swim teachers (40-50 casual staff would have little to no work in Winter but would be able to be employed to run lessons outdoors in Summer).

Reduction in revenue comparison - Summer to Winter shutdown period

	Dec to April Normal average income	Dec to April est. Reduction in income	May to Sept Normal average income	May to Sept est. Reduction in income
Swim School	\$515,000	\$257,500 (50%)	\$679,000	\$645,000 (95%)
Swim Pool	\$938,500	\$469,250 (50%)	\$559,000	\$419,000 (75%)
Pool Membership	\$114,000	\$28,500 (25%)	\$106,000	\$53,000 (50%)
Total	\$1,567,500	\$755,250	\$1,344,000	\$1,117,000

Carrying out the work during this period would be beneficial as the facility is still rebounding from the COVID 19 pandemic and only operating at approx. 85% (End of August 2020). Delaying until mid next year when we are looking to be back to full operations would create a larger impact on users.

Completing all works at the one time (tiling, water treatment, change rooms, wellness area, and Swim School staff amenities) would also produce an estimated \$184,000 per year increase in revenue.

The advantages and disadvantages for each option are summarised below:	
Option 1: Maintain the Status Quo	
Advantages: <ul style="list-style-type: none"> Continued income stream from indoor pool and Swim Lessons Continued provision of service to community 	Disadvantages: <ul style="list-style-type: none"> Pool tiling may fail at any time meaning the pool will be shut for costly underwater repairs on a regular basis or be subject to a full shutdown without notice. This will then require a procurement process to be undertaken and, as has been seen at City of Wanneroo, leave the pool closed for many additional months while this is undertaken and Contractors engaged when available No changing facilities for user groups in indoor pool area (poor accessibility) Water treatment system at end of life and could fail leading to costly repairs and downtime for pool and lessons. No opportunity to increase income through better amenities
Option 2a: Retile pool, replace water treatment system, build new change rooms, upgrade wellness areas and improve staff amenities (December 2020 to March 2021)	
Advantages: <ul style="list-style-type: none"> Reduce indoor pool and pool plant maintenance costs Increased accessibility to change rooms and pools Improved water quality and energy efficiencies Opportunity to include designs in pool floor to assist with Swim Lessons and enhance appeal for families and children. Complement the current Reconciliation Action Plan. Increased income from better amenities (est. \$184,000 per year) Downtime for pools could be up to 5 months costing up to \$750,000 in lost revenue during Summer which is less than the \$1.1 million in lost revenue that would be lost in the winter period as the outdoor pools are available for lessons and general public 	Disadvantages: <ul style="list-style-type: none"> Cost \$2.3 million Indoor pools closed over summer months leading to heavy load on outdoor pools from user groups and general public
Option 2b: Retile pool, replace water treatment system, build new change rooms, upgrade wellness areas and improve staff amenities (May 2021 to Sept 2021)	
Advantages: <ul style="list-style-type: none"> Reduce indoor pool and pool plant maintenance costs Increased accessibility to change rooms and pools Improved water quality and energy efficiencies Opportunity to include designs in pool floor to assist with Swim Lessons and enhance appeal for families and children. Complement the current Reconciliation Action Plan. Increased income from better amenities (est. \$184,000 per year) Facility is only back to 85% operation and Phase 5 has been moved back to Oct 24 	Disadvantages: <ul style="list-style-type: none"> Pool tiling may fail at any time meaning the pool will be shut for costly underwater repairs on a regular basis or be subject to a full shutdown without notice. This will then require a procurement process to be undertaken and, as has been seen at City of Wanneroo, leave the pool closed for many additional months while this is undertaken and Contractors engaged when available Water treatment system at end of life and could fail leading to costly repairs and downtime for pool and lessons. Cost \$2.3 million Downtime for pools could be up to 5 months costing up to approx. \$1.1 million in lost revenue during Winter Loss of income and provision of swimming lessons to public as it is winter and only a small number of classes would be run in the outdoor pools. Facility will be back to full operations so it will be a greater disruption
Option 3: Retile pool only	
Advantages: <ul style="list-style-type: none"> Lower cost approx. \$900,000 Opportunity to include designs in pool floor to assist with Swim Lessons and enhance appeal for families and children. 	Disadvantages: <ul style="list-style-type: none"> Does not provide changing facilities for user groups in indoor pool area (poor accessibility) Water treatment system at end of life and could fail leading to costly repairs and downtime for pool and lessons.

- Downtime for pools could be up to 5 months costing up to approx. \$1.1 million in lost revenue during Winter or approx. \$750,000 during Summer
- No opportunity to increase income through better amenities

SCOPE

What will be included as part of this project?

- Remove current indoor pool tiling and preparation of pool shell for new tiles
- Install new internal pool tiling, expansion gaps and reline pool water return channels.
- Investigate replacement of pool slides with more family friendly and contemporary water features
- Changing facilities in the indoor pool area with family and accessible features
- Water treatment system replacement (new filters, new pumps, circulation pipework in pool to plant, chemical dosing equipment, integration with building management system for maximum efficiency and reporting capabilities)
- Upgrade Swim School storage and staff amenities
- Upgrade Sauna, spa, steam room area (larger sauna, steam room renovated, accessible toilet installed and balcony extended)

What will not be included as part of this project?

- Works to BPLC grandstand or outdoor pool.

BUDGET

Project Budget?

- A Project cost of \$2,330,000 was approved and is currently allocated as part of the 2020/21 annual budget
- A revenue reduction of \$755,250 is estimated if the works are completed over the summer months as per option 2a.
- A revenue reduction of \$1,117,000 is estimated if the works are completed over the winter months as per option 2b.
- A forecast long term favourable financial outcome of \$184,000 per year is anticipated with options 2a and 2b due to the improvements to the wellness area and upgraded changing and accessible facilities. This has not been included in the budget at this stage but will be adjusted during quarterly reviews once the timing and extent of work is confirmed.
- Further savings may be made through energy reduction and reduced chemical costs due to the upgrade of the water treatment system but these are not yet calculated or factored into the current budget.



CITY OF VINCENT

Beatty Park Business Case

Photos of key areas

Dale Morrissy

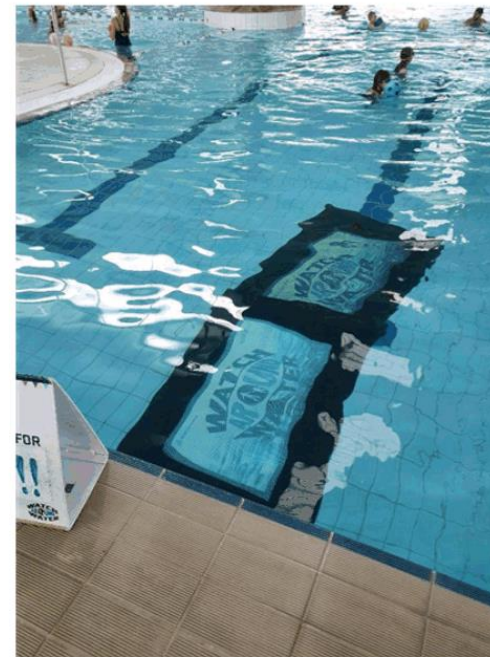


SPP Tiling

Delaminating tiles



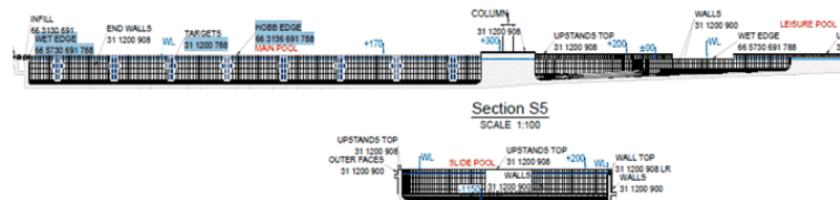
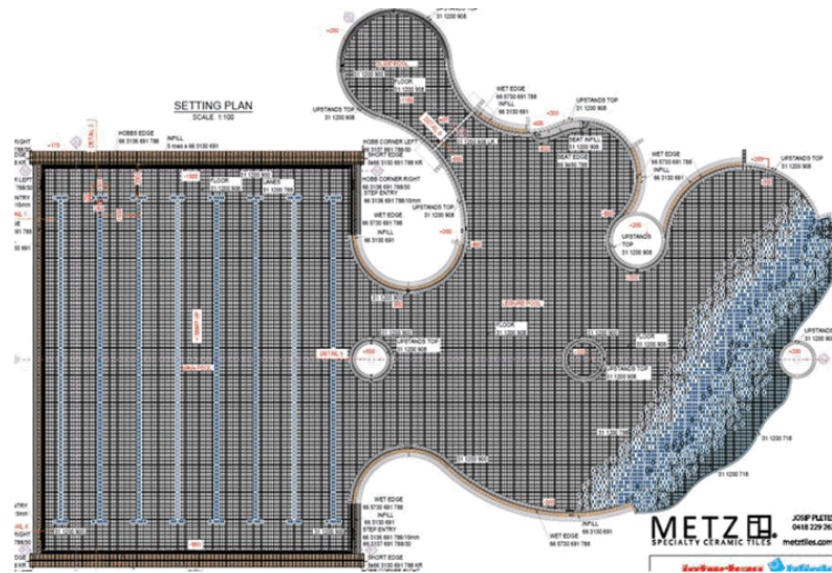
25m pool and leisure play areas



















CITY OF VINCENT

SPP Tiling

New tiling scope out for Tender



Pool walls 31 1200 900	Floor/targets/lanes 31 1200 788	First row 31 1200 781	Floor/Upslands top 31 1200 908	Floor 31 1200 718	Hobb edge/niche steps 66 3136 691 788	Infill 66 3130 691	Hobb corners Left 66 3137 691 788/90
							
244 x 119 x 7,5 mm	244 x 119 x 7,5 mm	244 x 119 x 7,5 mm	244 x 119 x 7,5 mm	244 x 119 x 7,5 mm	244 x 119 x 10 mm	244 x 119 x 10 mm	244 x 119 x 10 mm
Hobb corners Right 66 3136 691 788/90	Hobb short edge 66 3130 691 788 KR	Wiel edge 66 5730 691 788	Niche steps entry 66 3136 691 788/15mm	Wall top 31 1200 908 LR	Niche steps 31 1200 900 KR	Hobb vertical edges 66 9450 900	Seel edge 66 9450 788
							
244 x 119 x 10 mm	244 x 119 x 10 mm	244 x 119 x 15/25 mm	244 x 119 x 15 mm	244 x 119 x 7,5 mm	244 x 119 x 7,5 mm	244 x 30 x 7,5 mm	244 x 30 x 7,5 mm



CITY OF VINCENT

SPP Filtration upgrade

1994 filtration system



Equipment past end of life



Change room renewal

Current entry is down stairs



Family change room from 1994



CITY OF VINCENT

Change room renewal

1962 Toilets have no showers



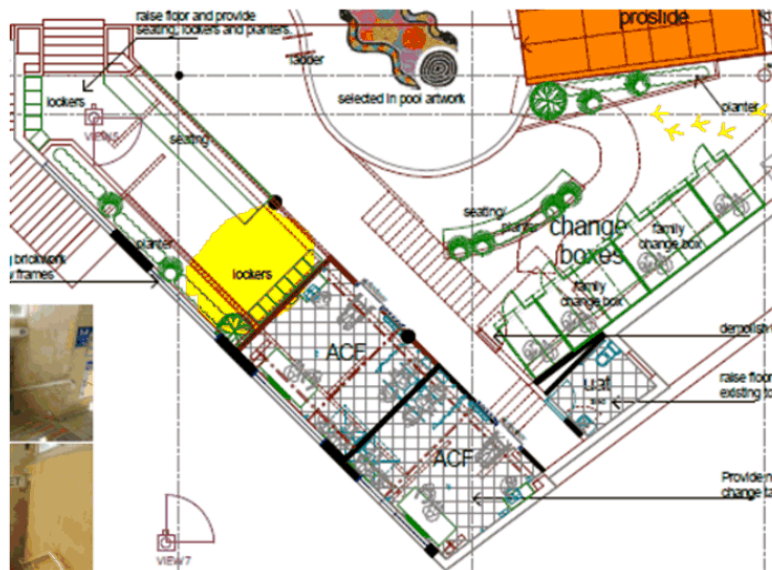
Flooring and urinals in mens from 1962



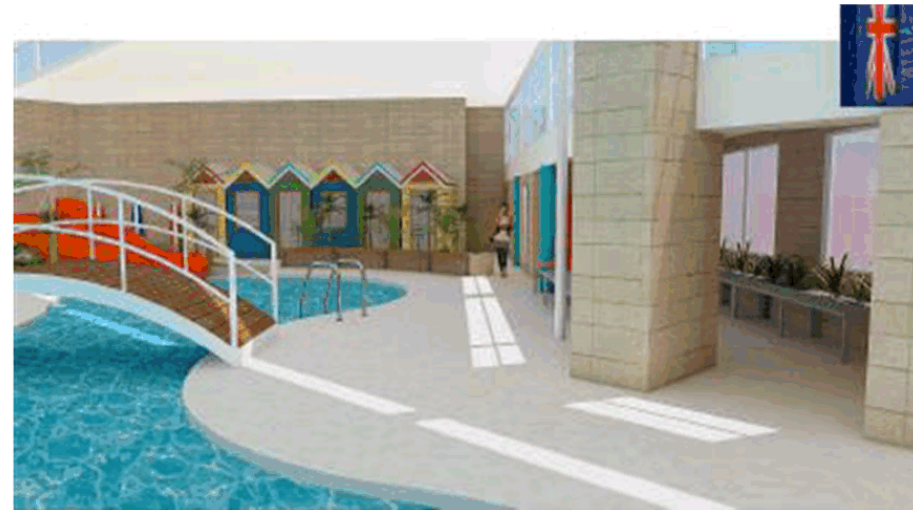
CITY OF VINCENT

Change room renewal

Concept plan – additional toilets to be added in highlighted area



Concept plan – floor level raised, change cubicles included, new water slide design being investigated



view 4

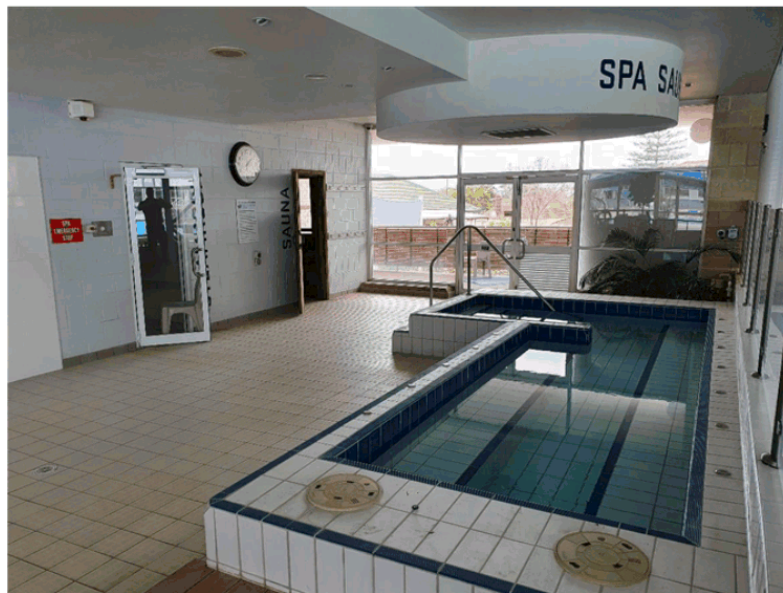
view capturing the pool side change facilities



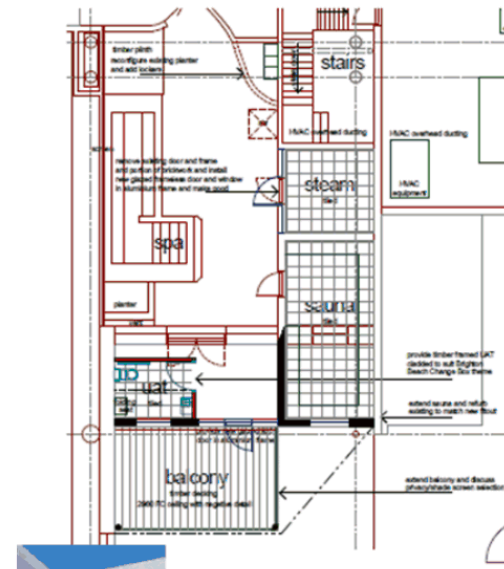
CITY OF VINCENT

Wellness area renewal

Wellness area – Unable to adequately cope with current demand of 3,200+ members



Concept - Upgrade area and increase size of Sauna



CITY OF VINCENT

Swim School - staff and storage area renewal

Entry to current storage and staff preparation area



Basic flooring, not secure, no staff amenities



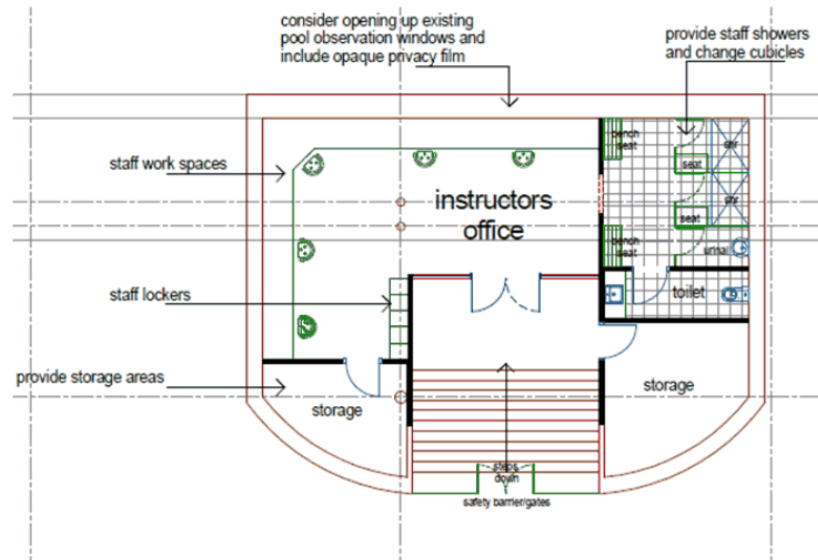
CITY OF VINCENT

Swim School staff and storage area renewal

Current dungeon like storage and staff preparation area






Concept plan – safe and secure area including staff amenities



CITY OF VINCENT

7.2 FINAL ENDORSEMENT OF YOUTH ACTION PLAN

- Attachments:**
1. Youth Action Plan community consultation comments [↓](#) 
 2. Youth Action Plan Workshop recommendations [↓](#) 
 3. Youth Action Plan 2020 - 2022 [↓](#) 

RECOMMENDATION:**That Council:**

1. **NOTES** the responses received during the advertising of the Youth Action Plan 2020 – 2022 during the public comment period at Attachment 1 and recommendations from the Youth Action Plan Workshop held on 9 September 2020 at Attachment 2;
2. **ADOPTS** the Youth Action Plan 2020 – 2022 at Attachment 3; and
3. **NOTES** that final editorial, design and formatting of the document will be determined by the Chief Executive Officer prior to publication.

PURPOSE OF REPORT:

To seek Council adoption of the Youth Action Plan 2020 – 2022 incorporating the recommendations made by the Youth Action Plan Working Group.

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 YAP was included as Objective 3.10 within the City of Vincent's Corporate Business Plan 2019-2020.

Following Council endorsement, an extensive consultation campaign commenced from October 2019 to April 2020. To ensure the consultation was from a diverse a range of our youth, as well as from local service providers and the broader community, the consultation was carefully designed to ensure a range of qualitative and quantitative information was collected. The information collected during this first consultation phase informed the development of the YAP with a range of formal and informal engagement tools utilised to reach as many networks as possible.

Administration spoke with over 400 youth, parents and service providers from across Vincent about the issues that matter the most to them. Through these conversations, forums, surveys and focus groups, the community have helped the City develop a Youth Action Plan that reflects the diversity of our young people along with their thoughts on youth priorities, issues and opportunities.

A range of formal and informal engagement tools were used so as to reach as many networks as possible with small incentives provided to complete online surveys. Administration also conducted general 'street based' conversations that allowed for the gathering of qualitative incidental information. Officers presented at community events, pop-up stalls/stations and ad hoc activities.

Following the completion of the first community consultation, Officers drafted a Youth Action Plan that centred around four (4) key themes being:

- Support and Opportunity;
- Community and Participation;
- Wellbeing and Resilience; and
- Organisational Capacity.

Subsequently, at the Ordinary Meeting of Council on 21 July 2020, Council resolved to:

- “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.”*

DETAILS:

Administration commenced the final consultation for the draft Youth Action Plan on 17 August 2020. An extensive consultation campaign was conducted through:

- General community feedback sought through:
 - The City's consultation portal Imagine Vincent
 - Notices on the City's website, social media channels, Library and Local History Centre and Beatty Park; and
 - Attendance at pop up events at Leederville Skatepark and Britannia Reserve pump track.
- 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;
 - direct conversations and contact with CYPAG members and the Vincent Youth Network;
 - direct communication and distribution to all regular community facility hirers whose programs encompass children and young people; and
 - Direct communication and distribution to all junior sporting clubs.

In addition to the above, a Youth Action Plan 2020 -2022 workshop was held on 9 September 2020, with members of the Children and Young People Advisory Group, along with representatives from the Vincent Youth Network (VYN) in attendance, to review the draft Youth Action Plan prior to final submission to Council. The working group proposed some amendments that will be incorporated into the draft Youth Action Plan 2020 – 2022 following endorsement by Council as detailed in **Attachment 2**.

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.

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 deliverables have been developed under the umbrella of four focus areas, or themes, identified through stakeholder feedback obtained during the initial community consultation period. An operational-level implementation plan is being developed by Administration to support the delivery 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.

Public advertising of the YAP 2020 – 2022 has now been undertaken in accordance with Council Policy No. 4.1.5 – Community Consultation as contained within **Attachment 1** with eighteen formal responses being received.

Public notice was provided from 17 August 2020 to 7 September 2020 for the required 21 days, in the following ways:

- on the City's website – 17 August 2020;
- on the notice board at the City's Administration and Library and Local History Centre – 17 August 2020;
- Perth Voice – 20 August 2020; and
- Social media and Instagram posts – 17 and 28 August and 1 September 2020.

CONSULTATION/ADVERTISING:

No further consultation is required.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS:

Low: There is low risk to Council adopting 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.

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

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

Thriving Places

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

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.

Attachment 1 – Youth Action Plan community consultation comments

Do you support Focus Area 1 - Support and Opportunity?	Do you have any comments about Focus Area 1?	Do you support Focus Area 2 - Community and Participation?	Do you have any comments about Focus Area 2?	Do you support Focus Area 3 - Resilience and Wellbeing?	Do you have any comments about Focus Area 3?	Do you support Focus Area 4 - Organisational Capacity?	Do you have any comments about Focus Area 4?	Do you support the draft Youth Action Plan?	Do you have any further thoughts, comments or ideas?
Yes	No	Yes	As a younger person, I feel strongly towards this and would love to achieve a more inclusive community	Yes	No	Yes	I think it is very important to generate more jobs in the community which university graduates can successfully get. As a recent Uni graduate, I feel I am not taken as seriously in the work force because of my age and the idea that I seem inexperienced.	Yes	No
Yes		Yes		Yes		Yes		Yes	
Yes	I like the promoting leadership opportunities.	Yes	Offering spaces for people to get involved sounds good, getting people involved in the community and out of the house.	Yes	Getting service providers involved is good, it could make them more approachable in the future.	Yes		Yes	
Yes	I like the opportunity and diversity of the plan.	Yes	I very much support the establishment of safe spaces and nurturing a sense of belonging and society.	Yes	Supporting and cooperating with services providers would be a very effective strategy to address wellbeing from one front.	Yes	Giving youth responsibility and making them heard would address young people's issues very well and benefit the wider community.	Yes	I think the most important aspect (at this point because the plan is excellent) would be ensuring that young people are very aware that this is happening. Some would brush it off regardless of how good it is, but a lot of young people would support and participate in this plan if they knew about it. Other than that it's just the execution of the plan because I think it sounds really good.
Yes		No		Yes		No		Yes	Do a competition or an indoor skatepark
Yes		Yes		Yes		Yes		Yes	Very supportive. Great to see an initiative to engage kids/ youth.
Yes		Unsure		Yes		Yes		Yes	Cooking
Yes	Kids should be seen and heard, should have indoor and outdoor opportunities	Yes		Yes		Yes		Yes	It would be good to see some specifics. The notions are great but I don't know how you plan to achieve them. Love the 'unconstructed' play opportunities such as the bush next to the bike track and the pile of sand next to Beatty Park. Is there a web place to look up where these things are? (I looked up Braithwaite Park a couple of years ago when it was closed, no info why closed or how long.)

Yes		Yes		Yes		Yes		Yes	
Yes		Yes		Yes		Yes		Yes	Cooking (making snacks)
Yes	But none of the actions are actual measurable targets or projects.	Yes		Yes	There needs to be actual projects in the actions – strong healthy communities need cycle areas are (sic).	Yes		Yes	
Yes		No		Unsure		Yes		Unsure	
Yes		Unsure		Yes		Unsure		Yes	A street area for the little kids
Yes		Yes		Yes		Yes		Yes	New skatepark in Leederville, scooter comps
Yes		Unsure		Yes		Yes		Yes	
Yes		Unsure		Yes		Yes		Yes	
Yes		Yes		Yes	I've already seen that Youth Mental Health First Aid Training is being offered to residents which is a great start	Yes		Yes	Initially I thought that the document was very long and inaccessible but then realised a large portion is findings/results which made it more accessible. From the Youth Action Plan Draft it seems that the City of Vincent is generally appreciated and on the right track. It appears that the City has listened to young people and is committed to continuing to listen to and include a wide range of voices for the benefit of the whole community. The young people I work with are often excluded from participating in such tasks but I appreciate the effort made to capture their voices and include their perspectives.
Yes		Yes		Yes		Yes		Yes	

Page/s	Proposed Amendment	Rationale
11	Key for Acronyms (LGBTQI+, CaLD, ATSI and SCP)	CYPAG workshop feedback
14	Insert comma between the words 'priority' and 'experience' on the second line	Proofing error
21,23,25,27	Insert the word 'Delivery Year' above '2020-21' and '2021-22'	CYPAG workshop feedback
21,23,25,27	Change symbols to stars	CYPAG workshop feedback
21	Update first deliverable to: 'Develop a workshop calendar, identifying opportunities to deliver engaging sessions to support connection and provide employment skills, life skills and soft skills.'	CYPAG workshop feedback and public comments
21	Update third deliverable to: 'Promote and develop connections, networks and access to resources.'	CYPAG workshop feedback and public comments
21	Update fourth deliverable to: Investigate establishment of a youth traineeship program, work experience and targeted employment opportunities within the City of Vincent	CYPAG workshop feedback and public comments
21	Update second last deliverable: 'Review and expand (where appropriate) Vincent's youth social media strategy and other communication methods for young people to engage with the City	CYPAG workshop feedback
23	Update first deliverable to: Ensure all the events funded or provided by the City consider and include events and activities with a youth element (where appropriate)	CYPAG workshop feedback
23	Update second deliverable to: Liaise with established community groups (Town Teams, Sporting Clubs etc.) to identify opportunities for young people to contribute and participate in their local community	CYPAG workshop feedback
23	Insert hyper-link to webpage about Town Teams in second deliverable	CYPAG workshop feedback
23	Change 'i.e.' to 'e.g.' in last deliverable	Proofing error
25	Update second deliverable to: Continue to develop relationships with service providers and support them where possible to promote awareness of their services and create links with the wider community	CYPAG workshop feedback
25	Update fourth deliverable to: Facilitate creation of positive experiences and constructive freedom of expression through art, music or other creative platforms via events, performance opportunities and workshops	CYPAG workshop feedback and public comments
25	Insert new deliverable under 'Support a positive sense of self': Advocate for youth mental health and other key youth services	CYPAG workshop feedback

Page/s	Proposed Amendment	Rationale
25	Correct the spelling of partnership in the last deliverable	Proofing error
27	Update fourth deliverable to: Consider a youth perspective 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.)	CYPAG workshop feedback
27	Update fifth deliverable to: Ensure the City's community engagement includes opportunity for young people to contribute where possible and that this is reflected in the Community Engagement Charter	CYPAG workshop feedback and public comments
27	Insert new deliverable under Encourage integrated decision-making: 'Ensure youth representation is considered when determining membership of the City's Advisory and Working Groups'	CYPAG workshop feedback
27	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 and implement feedback where appropriate.	CYPAG workshop feedback
28	Add Instagram and Facebook messenger options for contacting the City	CYPAG workshop feedback



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Cover art and assets by ADRIAN du BUISSON

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.

4
ABOUT THIS PLAN

5
INTRODUCTION FROM
THE MAYOR

6
ABOUT OUR
YOUTH ACTION PLAN

6
OUR FIVE YEAR VISION

7
OUR GUIDING PRINCIPLES

7
OUR TWO YEAR PLAN

8
DEVELOPMENT
OF PLAN

11
CITY OF VINCENT YOUTH PROFILE

12
WHO WE ENGAGED WITH AND HOW

13
WHAT WE HEARD

15
A YOUTH VOICE

15
THE IMPACT OF COVID-19

17
KEY FOCUS AREAS

18
EVALUATION AND REVIEW

19
DELIVERABLES PLAN

20
SUPPORT AND OPPORTUNITY

22
COMMUNITY AND PARTICIPATION

24
RESILIENCE AND WELLBEING

26
ORGANISATIONAL CAPACITY



ABOUT THIS PLAN

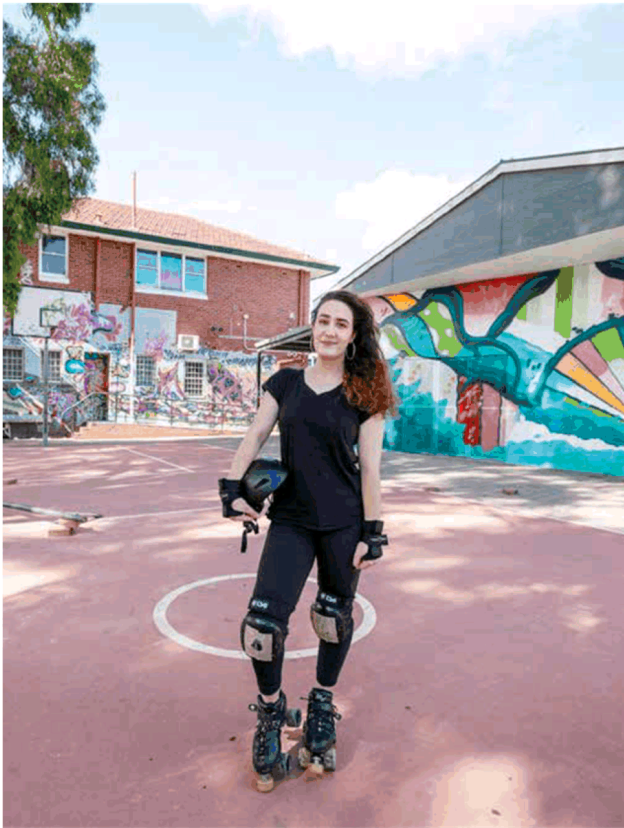
4 | City of Vincent



INTRODUCTION FROM THE MAYOR

TO BE DRAFTED

YOUTH ACTION PLAN | 5



6 | City of Vincent

ABOUT OUR YOUTH ACTION PLAN

This Plan has been developed to align with, and actively contribute to, the City's Strategic Community Plan 2018-2028 which identifies the community's vision and strategic priorities for Vincent – linked to the community's aspirations for the future. In particular the Plan supports our key priorities of Connected Community, Thriving Places and Innovative and Accountable by providing a roadmap for delivering relevant and meaningful services and support for our youth, as an integral part of the fabric of our community. It will guide our actions in the youth space to ensure we continue working towards a thriving and positive experience for all youth in our community.

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.



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.

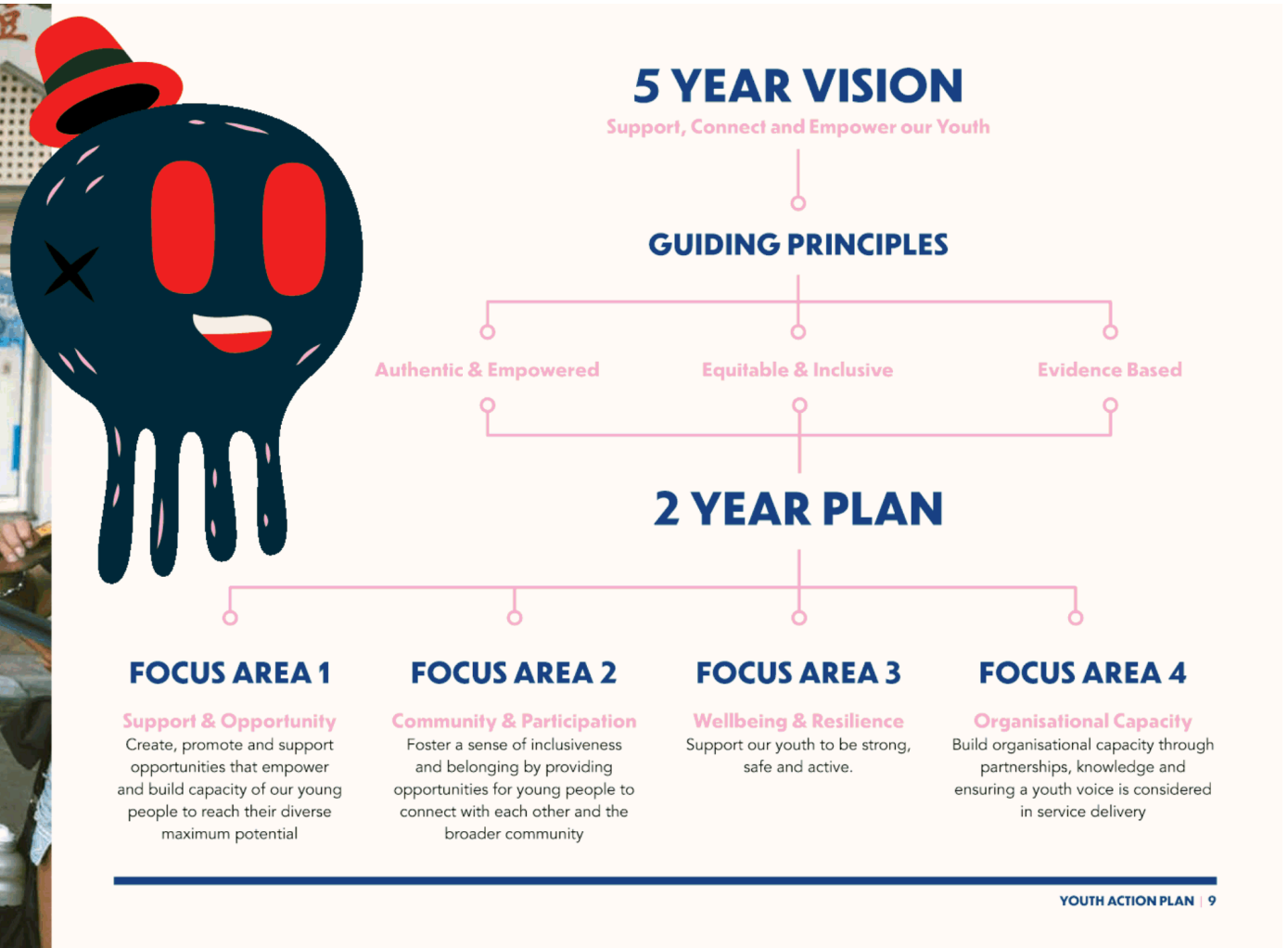
Evidence based

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.

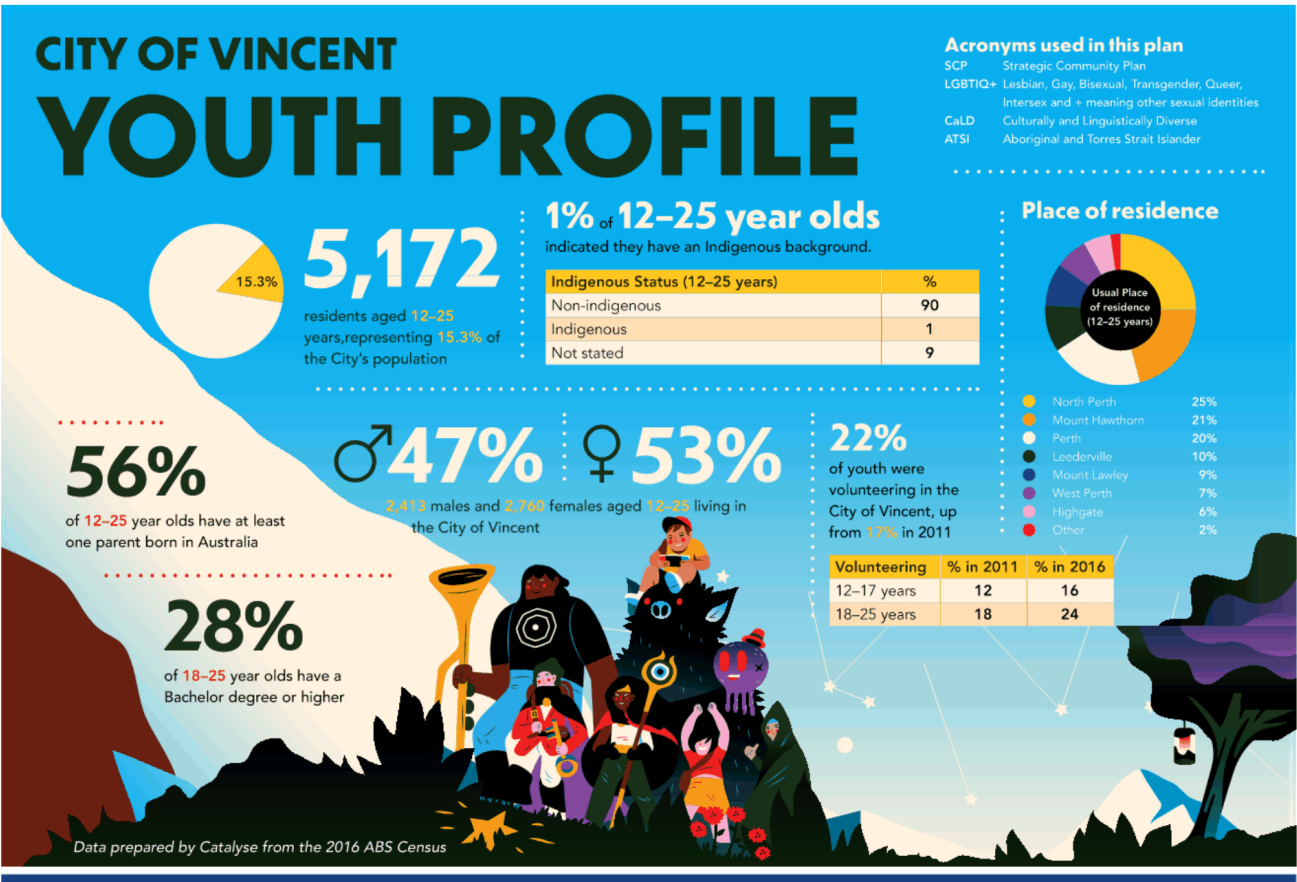
OUR TWO YEAR PLAN

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.

YOUTH ACTION PLAN | 7



DEVELOPMENT OF PLAN



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.

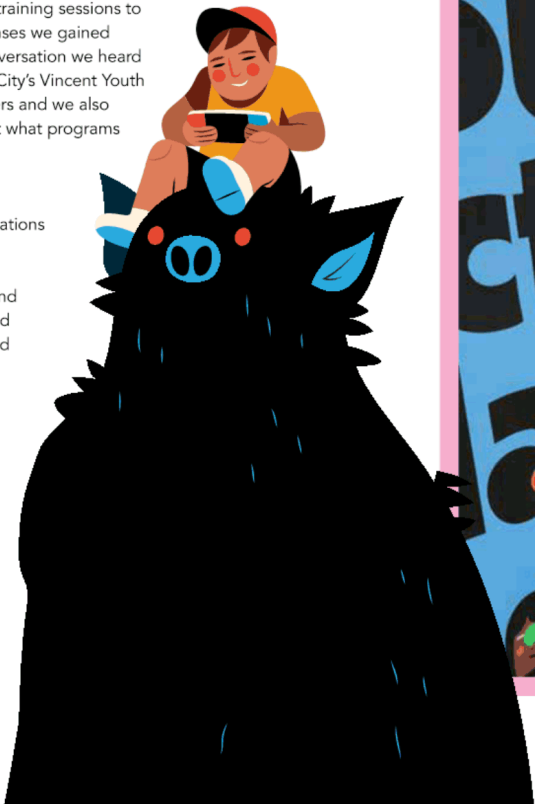
Youth and community consultation

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 not to 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 were 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.



16 | City of Vincent

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

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.

DELIVERABLES PLAN

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	Delivery year	
			2020-21	2021-22
Ensure youth has access to information, resources and opportunities to support their potential	<ul style="list-style-type: none">Develop a workshop calendar, identifying opportunities to deliver engaging sessions to support connection and provide employment skills, life skills and soft skillsPromote and increase awareness of community and organisational initiatives with a youth componentPromote and develop connections, networks and access to resources	Connected Community; Thriving Places	★	★
Support, promote and create leadership and empowerment opportunities for youth	<ul style="list-style-type: none">Investigate establishment of a youth traineeship program, to provide work experience and targeted employment opportunities within the City of VincentReview the composition and function of existing youth networks coordinated by the CityEnsure 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 interestsAdvocate for a youth voice in public consultation forums	Connected Community; Thriving Places	★	
Promote the valuable contribution of young people to our community	<ul style="list-style-type: none">Showcase and celebrate the contributions of youth to the diversity and vibrancy of our communityPartner with local schools, local businesses and youth service providers to identify and recognise personal or professional achievements, efforts and contributions of youth	Connected Community; Thriving Places	★	★
Communicate with youth in an age-appropriate manner to maximise reach and uptake	<ul style="list-style-type: none">Review and expand (where appropriate) Vincent's youth social media strategy and other communication methods for young people to engage with the CityEnsure content is constructed and delivered in youth-friendly formats to maximise uptake and increase awareness	Connected Community; Thriving Places	★	



THEME

COMMUNITY AND PARTICIPATION

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



Actions	Deliverable	SCP objective	Delivery year	
			2020-21	2021-22
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">Ensure all the events funded or provided by the City consider a youth element (where appropriate)Liaise with established community groups (Town Teams, Sporting Clubs etc.) to identify opportunities for young people to contribute and participate in their local community	Connected Community; Thriving Places	★	★
Provide opportunity for youth to be actively involved in community initiatives	<ul style="list-style-type: none">Seek broad youth input into the events and activities organised for WA Youth WeekPromote volunteering opportunitiesEnsure events offered/available to youth throughout the year allow participation in different capacities (i.e. spectating, volunteering, leading, participating etc.)	Connected Community; Thriving Places	★	★
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">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)Review the City's facilities and spaces to identify ways to integrate youth-friendly activities and opportunities	Connected Community; Thriving Places		★
Consider accessibility and inclusion in all aspects of youth planning and service delivery	<ul style="list-style-type: none">Ensure a range of services, activities and events to be inclusive and accessible and appeal to the diversity of our youth, reflecting varied interests, hobbies, ages, backgrounds and demographic profiles (e.g. LGBTQ+, ATSI, CaLD, at-risk, People living with Disability) of our youth cohort	Connected Community; Thriving Places	★	★

THEME

RESILIENCE AND WELLBEING

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



Actions	Deliverable	SCP objective	Delivery year	
			2020-21	2021-22
Support service providers in their advocacy efforts and in their service delivery to youth	<ul style="list-style-type: none">Establish regular exchange of information to ensure contemporary knowledge of issues affecting young peopleContinue to develop relationships with service providers and support them where possible to promote awareness of their services and create links with the wider communityStay informed of current and emerging trends and issues evidenced in the youth space	Connected Community; Thriving Places	★	★
Support a positive sense of self	<ul style="list-style-type: none">Facilitate creation of positive experience and constructive freedom of expression through creative platforms including art, music, events, performance opportunities and workshopsFoster wellness by ensuring youth has knowledge of, and access to, services that enhance their wellbeing, sense of safety and belongingAdvocate for youth mental health and other key youth services	Connected Community; Thriving Places	★	★
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">Explore workshop opportunities focussed on mental health and wellbeing in order to promote confidence and support the transition to adulthoodContinue to explore current and potential relationship and partnership opportunities with mental health service providers	Connected Community; Thriving Places	★	★

THEME

ORGANISATIONAL CAPACITY

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



Actions	Deliverable	SCP objective	Delivery year	
			2020-21	2021-22
Build understanding of our youth sector and its evolving nature	<ul style="list-style-type: none">Develop an expanding library of quantitative and qualitative information on the CoV youthInvestigate ways to improve linkages and data sharing between youth service providersStay informed of State, Federal and local Government policy agendas and reform programs with a youth focus	Innovative & Accountable	★	★
Encourage integrated decision-making	<ul style="list-style-type: none">Consider a youth perspective 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.)Ensure the City's community engagement includes opportunity for young people to contribute where possible and that this is reflected in the Community Engagement CharterEnhance internal capacity to promote holistic, responsive and proactive youth servicesUse youth-focused communication channels to ensure true engagement with young peopleEnsure youth representation is considered when determining membership of City's Advisory and Working Groups	Innovative & Accountable	★	
Explore opportunities for greater partnerships with service providers, educational institutions and peak bodies	<ul style="list-style-type: none">Continue participation in cross-agency collaborations, networks and working groupsConsider collaborative opportunities with local service providers and businesses with youth focussed initiativesSupport service providers with their youth advocacy efforts where possible	Innovative & Accountable	★	★
Offer open and inviting platforms for youth to share and communicate their needs, issues and aspirations	<ul style="list-style-type: none">Review existing methods of engagement with young people and identify opportunities to expand/improveEngage 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 and implement feedback where appropriateConsider formal platforms/advisory groups in which youth have an active or leading voice	Innovative & Accountable	★	

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CITY OF VINCENT

CONTACT US

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

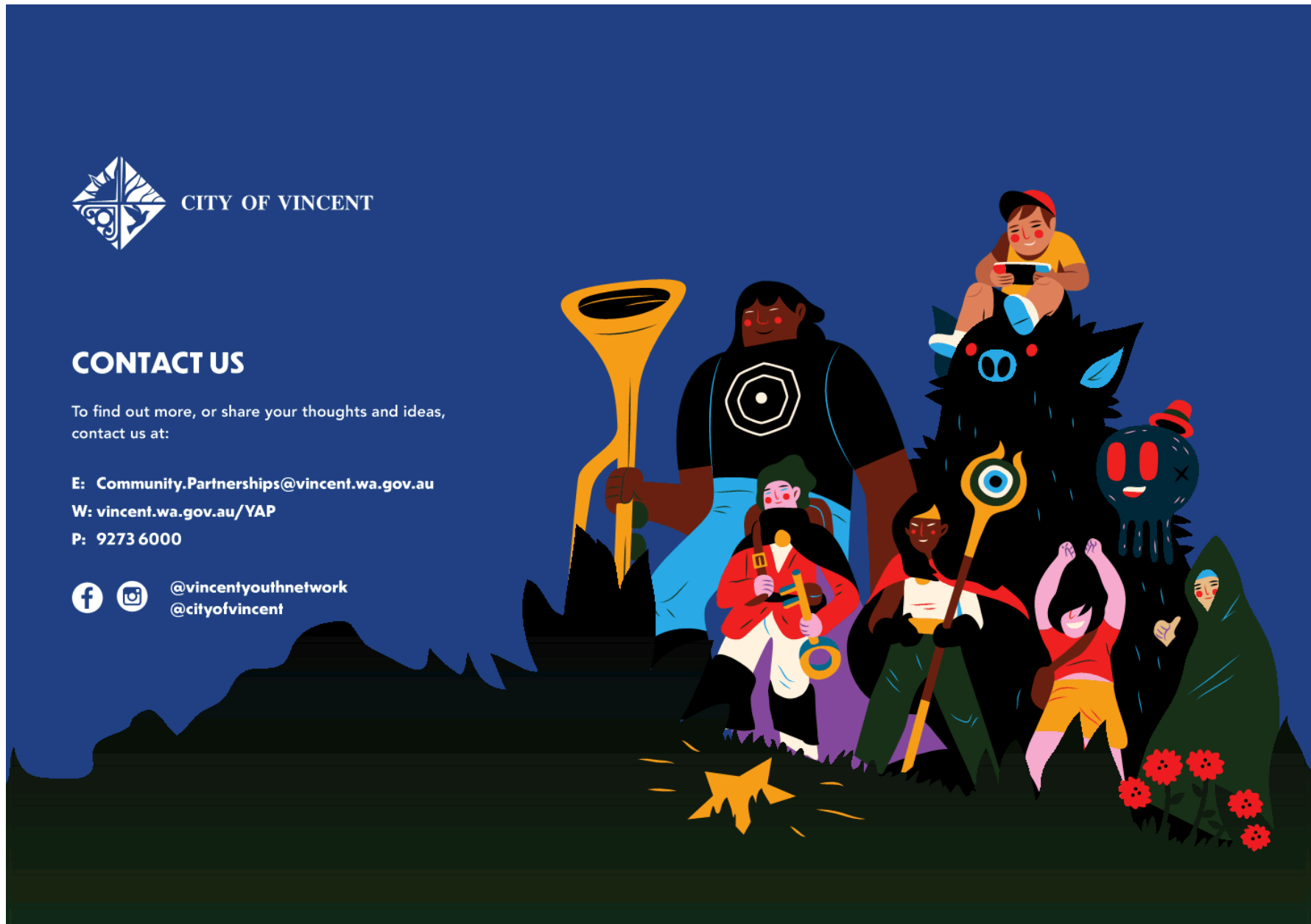
E: Community.Partnerships@vincent.wa.gov.au

W: vincent.wa.gov.au/YAP

P: 9273 6000



@vincentyouthnetwork
@cityofvincent



7.3 ADOPTION OF AMENDMENTS TO COMMUNITY FUNDING POLICY - EMERGENCY RELIEF DONATIONS

- Attachments:**
1. **Community Consultation Comments** [↓](#) 
 2. **Community Funding Policy - New Version** [↓](#) 
 3. **Community Funding Policy - Original Version** [↓](#) 

RECOMMENDATION:**That Council:**

1. **NOTES** that one submission was received during the advertising of the draft '*Community Funding Policy*' comment period, as summarised at Attachment 1; and
2. **ADOPTS** the Community Funding Policy at Attachment 2.

PURPOSE OF REPORT:

To present the submission received as a result of the public consultation and seek approval of the proposed amendments to the Community Funding Policy (**Attachment 2**) to specifically include a funding category for 'Emergency Relief Donations'.

BACKGROUND:

The Community Funding Policy (**Attachment 3**) 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.

The addition of emergency relief in this Policy arises from our experience in responding to hardship arising during the COVID-19 lockdown period. It will enable the City to provide immediate relief to people who are vulnerable, experiencing disadvantage or at risk, with emergency relief grocery deliveries during periods in any declared State or Local Emergency, and where no other support is available.

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.

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 Emergency Relief Donations 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.

Residents would be eligible for up to \$500 worth of emergency relief assistance under this program, within 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 strong support would be received from local grocery stores for this initiative and delivery could be provided via the existing Vincent Community Support Network.

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.

At the Ordinary Meeting of Council on 28 July 2020, it was resolved 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."*

Public advertising of the amendments to the Community Funding Policy for emergency relief donations has now been undertaken in accordance with Policy 4.1.5 – Community Consultation as contained within **Attachment 1**.

In accordance with the City's Policy 4.1.1 – Adoption and Review of Policies, public notice was provided from 7 August 2020 to 31 August 2020, which is in excess of the 21 days required, in the following ways:

- on the City's website – 7 August 2020;
- on the notice board at the City's Administration and Library and Local History Centre – 7 August 2020;
- Social media post – 13 August 2020; and
- Perth Voice – 20 August 2020.

Administration received one submission, as at **Attachment 1**. This feedback related to funding for Heritage Assistance Funding and will be considered during the review of the associated Council Policy No. 7.6.9 – Heritage Assistance Fund.

CONSULTATION/ADVERTISING:

No further consultation is required.

LEGAL/POLICY:

Section 2.7(2)(b) of the Act provides Council with the power to determine policies.

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

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

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

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Administration expects that up to \$5,000 could be allocated from the existing budget. No budgetary impact.

Attachment 1 – Community consultation comments

Comments Received	Administrations Response
<p>1 While I accept the change to the policy only deals with emergency relief I believe that the Heritage Assistance Fund category should be amended to limit grants to properties that are assessed as “A - Conservation Essential”.</p> <p>Category A properties are those with the ‘highest possible heritage significance’. There is a real pressure placed on owners to maintain the properties as demolition is not supported, and there the listing is sometimes imposed without the owner’s consent. The community should recognise this and contribute where it is essential to maintain the heritage value of the property, whatever that is assessed as being. In many local governments the required Heritage List would only consist of properties equivalent to Vincent’s Category A.</p> <p>Category B assessment, on the other hand, does not mandate conservation and is essentially a voluntary scheme. Most properties in the category are very similar to their neighbours which are not listed. Properties in Category B are eligible for grants while neighbouring properties may not be eligible even though the properties may be identical.</p> <p>Most grants I have seen in the past have been given to Category B properties. They have been used to increase the value of the property at the community’s expense with very little or no real benefit to the community. There have been examples of owners receiving grants to improve internal elements of the property which can not be seen from the public domain, are not structural in nature and are simply an aesthetic change.</p> <p>It is little more than another type of middle-class welfare.</p> <p>I would like to see the grants only available to ‘true’ heritage places – those in Category A; or to have Category B grants restricted to a much smaller amount – say \$1,000; or grants for Category B be restricted to elements that can be seen from the public domain.</p> <p>I also believe that the policy should restrict grants to a single grant per property.</p> <p>As with a lot of the recent policy documents I still think the ‘information block’ at the beginning should be moved to the end of the policy. This information is really meta data that does not relate to the policy contents as such, and is of very little interest to anybody other than those managing the policy. Most people reading the policy want to know the reason for having the policy (the purpose), what is intended to be achieved (the objective), and how it will be done (the policy body). Who is responsible for the policy is of no real interest.</p>	<p>Administration we will consider all the comments made during the review of the Heritage Assistance Fund Policy.</p> <p>Noted.</p>

Community Funding Policy



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

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 assists 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.

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.

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.

"Emergency Relief Donation" is a charitable contribution of essential goods and/or services made to eligible residents during a declared state of emergency.

"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	
RESPONSIBLE OFFICER	Manager Marketing and Partnerships
INITIAL COUNCIL ADOPTION	Date: 24/07/2018, Ref# D17/67260
REVIEWED / AMENDED	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
Seeding Grants	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$5,000	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Community Support Grants	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$10,000	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Youth Development Grants	Not-for-profit organisations, clubs, associations, social enterprises, registered charities and individuals	\$1,000	Applications accepted throughout the year	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Collaborative Grants	Service delivery agencies, not-for-profit organisations, social Enterprises and registered charities	\$85,000	Annually in September or as specific community needs are identified by Council.	Assessment Panel comprising Council and Administration representatives will assess applications based on category guidelines and criteria

Community Funding Policy



Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
Female Sports Participation Grants	Not-for-profit organisations, State Sporting associations and sport and recreation clubs.	\$2,000	Applications accepted throughout the year.	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Festival and Event Sponsorship	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	N/A	Annually in March	Administration will assess applications based on category guidelines and criteria, and prepare a report for consideration at an Ordinary Meeting of Council
Town Team Grants	Beaufort Street Network, Leederville Connect, Mount Hawthorn Hub, North Perth Local, Northbridge Common and West End Arts Precinct	Subject to Annual Budget	Applications accepted throughout the year until specific Town Team funds are exhausted	Administration will assess applications based on Town Centre Place Plans, Town Team Action Plans, and category guidelines and criteria
Environmental Grants	Schools, not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$2,000	Annually in March	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Heritage Assistance Fund	Property owners with a place on the City of Vincent Municipal Heritage Inventory and/or State Register of Heritage Places or within a heritage area	50% of the total cost of works up to \$5,000 maximum	Applications accepted throughout the year until funds are exhausted or as specific needs are identified by Heritage Officers	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities

Community Funding Policy



Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
Heritage Plaques Program	Property owners and not-for-profit organisations	50% contribution up to \$1,000 maximum	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Active Transport Schools Grants	Schools	\$1,000	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Active Transport Community Initiatives Grants	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$2,500	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Transport Assistance	Residents with demonstrated difficulty accessing transport to attend medical appointments	\$100 for individuals or \$150 for couples	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, and the availability of alternative Home and Community Care (HaCC) services
Special Assistance Welfare	Residents requiring property repairs to prevent serving of a notice under Section 135 of the <i>Health Act 1911</i> or Schedule 3.1 of the <i>Local Government Act 1995</i>	N/A	N/A	Administration will assess situations where such assistance is required on a case-by-case basis

Community Funding Policy



Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
Donations	Non-profit-organisations and registered charities	\$500	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Waiving of Fees	Not-for-profit organisations, clubs, associations, social enterprises, registered charities and individuals	\$2,000	Applications accepted throughout the year	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Emergency Relief Donations	Residents	\$500	Applications are accepted during a declared emergency or disaster	Administration will assess applications based on category guidelines and criteria, and the availability of alternative emergency relief services

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 assists 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

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
Seeding Grants	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$5,000	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Community Support Grants	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$10,000	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Youth Development Grants	Not-for-profit organisations, clubs, associations, social enterprises, registered charities and individuals	\$1,000	Applications accepted throughout the year	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Collaborative Grants	Service delivery agencies, not-for-profit organisations, social Enterprises and registered charities	\$85,000	Annually in September or as specific community needs are identified by Council.	Assessment Panel comprising Council and Administration representatives will assess applications based on category guidelines and criteria

Community Funding Policy



Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
Female Sports Participation Grants	Not-for-profit organisations, State Sporting associations and sport and recreation clubs.	\$2,000	Applications accepted throughout the year.	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Festival and Event Sponsorship	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	N/A	Annually in March	Administration will assess applications based on category guidelines and criteria, and prepare a report for consideration at an Ordinary Meeting of Council
Town Team Grants	Beaufort Street Network, Leederville Connect, Mount Hawthorn Hub, North Perth Local, Northbridge Common and West End Arts Precinct	Subject to Annual Budget	Applications accepted throughout the year until specific Town Team funds are exhausted	Administration will assess applications based on Town Centre Place Plans, Town Team Action Plans, and category guidelines and criteria
Environmental Grants	Schools, not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$2,000	Annually in March	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Heritage Assistance Fund	Property owners with a place on the City of Vincent Municipal Heritage Inventory and/or State Register of Heritage Places or within a heritage area	50% of the total cost of works up to \$5,000 maximum	Applications accepted throughout the year until funds are exhausted or as specific needs are identified by Heritage Officers	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities

Community Funding Policy



Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
Heritage Plaques Program	Property owners and not-for-profit organisations	50% contribution up to \$1,000 maximum	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Active Transport Schools Grants	Schools	\$1,000	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Active Transport Community Initiatives Grants	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$2,500	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Transport Assistance	Residents with demonstrated difficulty accessing transport to attend medical appointments	\$100 for individuals or \$150 for couples	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, and the availability of alternative Home and Community Care (HaCC) services
Special Assistance Welfare	Residents requiring property repairs to prevent serving of a notice under Section 135 of the <i>Health Act 1911</i> or Schedule 3.1 of the <i>Local Government Act 1995</i>	N/A	N/A	Administration will assess situations where such assistance is required on a case-by-case basis

Community Funding Policy



Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
Donations	Non-profit-organisations and registered charities	\$500	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Waiving of Fees	Not-for-profit organisations, clubs, associations, social enterprises, registered charities and individuals	\$2,000	Applications accepted throughout the year	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities

7.4 INVESTMENT REPORT AS AT 31 AUGUST 2020

Attachments: 1. Investment Statistics as at 31 August 2020  

RECOMMENDATION:

That Council **NOTES** the Investment Statistics for the month ended 31 August 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 August 2020 and the interest amounts 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 August 2020, the total funds held in the City's operating account (including on call) is \$26,788,392. The total funds include an amount of \$10,549,531 that relates to monies held in a non-interest bearing account (CBA 'everyday' account).

The balance of funds held in term deposit investments for the period ending 31 August 2020 is \$16,238,861 compared to \$49,641,317 to the period ending 31 August 2019.

Investment activity has decreased significantly compared to last year due to the following reasons: -

1. The current low interest rates available in the market for short to medium term maturity periods. Instead of investing funds Administration have transferred Municipal funds (only) to an Online Saver account that offers similar competitive interest rate of 0.65% for a six month period.
2. The option of transferring to the Saver accounts offers the City flexibility as the monies can be withdrawn at any time without incurring any additional fees.
3. All Reserve and Leederville Trust monies are being invested as normal, however, due to the lower interest rates available, interest yield on these investments have decreased significantly.

It is important to highlight that with the current economic downturn it is anticipated that interest rates will either remain the same or decrease even further to help stimulate the economy.

As a result, Administration will ensure that funds held in the non-interest bearing account will be reviewed and transferred to the Saver account on a daily basis to take advantage of the favourable interest rate in the saver account.

The following table shows funds under management for the previous and current year: -

Month Ended	2019/20		2020/21	
	Total funds held	Total term deposits	Total funds held	Total term deposits
July	\$32,209,493	\$32,209,493	\$21,740,955	\$17,906,824

Month Ended	2019/20		2020/21	
	Total funds held	Total term deposits	Total funds held	Total term deposits
August	\$49,641,327	\$49,641,327	\$26,788,392	\$16,238,861
September	\$44,876,698	\$44,876,698		
October	\$46,846,286	\$46,846,286		
November	\$46,118,236	\$46,118,236		
December	\$38,557,295	\$38,557,295		
January	\$37,915,806	\$37,915,806		
February	\$35,377,640	\$35,377,640		
March	\$33,969,162	\$33,969,162		
April	\$30,832,893	\$30,832,893		
May	\$28,935,398	\$28,935,398		
June	\$25,079,463	\$17,565,310		

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

Total Accrued Interest Earned on Investment	Budget Adopted	Budget YTD	Actual YTD	% of FY Budget
Municipal	\$230,000	\$38,334	\$11,195	29.20%
Reserve	\$180,205	\$30,034	\$20,766	69.14%
Subtotal	\$410,205	\$68,368	\$31,961	46.75%
Leederville Gardens Inc Surplus Trust*	\$0	\$0	\$10,645	0.00%
Total	\$410,205	\$68,368	\$42,606	62.32%

*Interest estimates for Leederville Gardens Inc. Surplus Trust were not included in the 2020/21 Budget as actual interest earned is restricted.

The City has obtained a weighted average interest rate of 0.62% for current investments including the operating account. The Reserve Bank 90 days accepted bill rate for August 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](https://www.marketforces.org.au) to assist in assessing whether a bank promotes non-investments in fossil fuel related entities.

As at 31 August 2020, \$2,591,726 (16%) of the City's investments are held in financial institutions considered to be investing in non-fossil fuel related activities.

The following guidelines have been established to manage the City's investments, including maximum investment ratios:

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%	12.5%	30%	Nil	90%	56.0%
A-1	25%	16.0%	30%	Nil	80%	16.0%
A-2	20%	15.7%	n/a	Nil	60%	28.0%

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

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

"6.14. Power to invest"

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

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

19. Investments, control procedures for

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

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

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

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

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

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

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

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

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

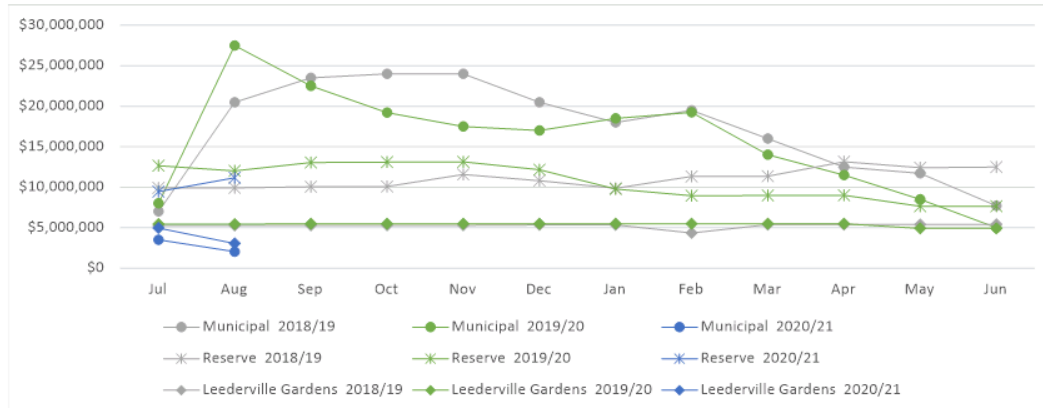
	Municipal	Reserve	Trust	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	\$	%
BY INVESTMENT HOLDINGS						
Everday Municipal Account	10,549,531	0	0	0	10,549,531	39.4%
Online Saver	2,035,330	0	0	0	2,035,330	7.6%
Term Deposits	0	11,163,533	0	3,039,998	14,203,531	53.0%
Equity Shares	0	0	0	0	0	0.0%
	12,584,861	11,163,533	0	3,039,998	26,788,392	100.0%
BY INSTITUTION						
Bank of Queensland	0	1,100,396	0	892,499	1,992,895	7.4%
Commonwealth Bank of Australia	12,584,861	0	0	0	12,584,861	47.0%
National Australia Bank	0	2,221,726	0	0	2,221,726	8.3%
Westpac Banking Corp	0	2,696,315	0	2,147,499	4,843,814	18.1%
AMP Bank	0	2,553,370	0	0	2,553,370	9.5%
Macquarie Bank	0	2,591,726	0	0	2,591,726	9.7%
	12,584,861	11,163,533	0	3,039,998	26,788,392	100.0%
BY CREDIT RATINGS (SHORT-TERM ISSUE)						
A-1+	12,584,861	4,918,041	0	2,147,499	19,650,401	73.3%
A-1	0	2,591,726	0	0	2,591,726	9.7%
A-2	0	3,653,766	0	892,499	4,546,265	17.0%
	12,584,861	11,163,533	0	3,039,998	26,788,392	100.0%
BY TERMS						
0-30 days	12,584,861	0	0	0	12,584,861	47.0%
31-90 days	0	1,110,863	0	0	1,110,863	4.1%
91-180 days	0	1,864,233	0	0	1,864,233	7.0%
181-270 days	0	3,796,711	0	892,499	4,689,210	17.5%
270-365 days	0	4,391,726	0	2,147,499	6,539,225	24.4%
> 1 year	0	0	0	0	0	0.0%
	12,584,861	11,163,533	0	3,039,998	26,788,392	100.0%
BY MATURITY						
0-30 days	12,584,861	753,370	0	0	13,338,231	49.8%
31-90 days	0	2,221,727	0	0	2,221,727	8.3%
91-180 days	0	3,702,589	0	0	3,702,589	13.8%
181-270 days	0	4,485,847	0	892,499	5,378,346	20.1%
270-365 days	0	0	0	2,147,499	2,147,499	8.0%
> 1 year	0	0	0	0	0	0.0%
	12,584,861	11,163,533	0	3,039,998	26,788,392	100.0%
BY FOSSIL FUEL EXPOSURE (as determined by www.marketforces.org.au)						
Fossil Fuel Lending	12,584,861	8,571,807	0	3,039,998	24,196,666	90.3%
Non Fossil Fuel Lending	0	2,591,726	0	0	2,591,726	9.7%
	12,584,861	11,163,533	0	3,039,998	26,788,392	100.0%

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

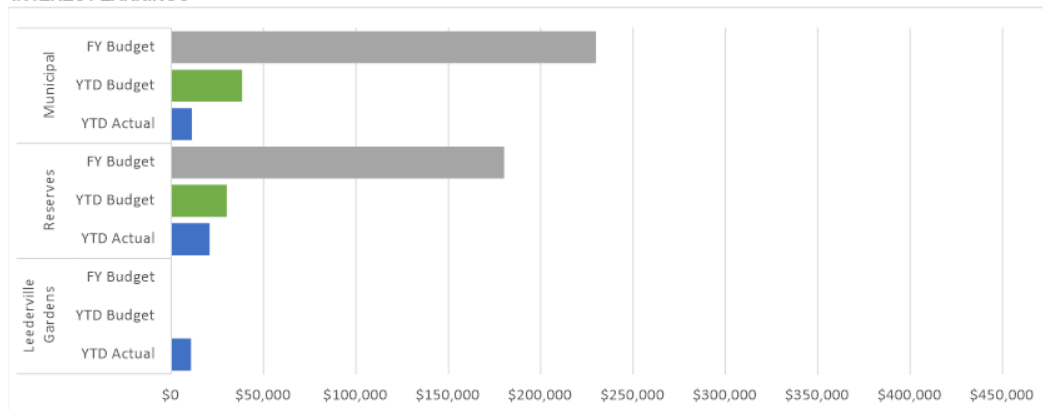
Funds	Institution	Investment Date	Maturity Date	Term	Interest Rate	Principal \$
<u>OPERATING ACCOUNTS</u>						
Municipal	Commonwealth Bank of Australia					10,549,531
Total Operating Funds						10,549,531
<u>TERM DEPOSITS</u>						
Municipal Online Saver	Commonwealth Bank of Australia		Ongoing	180	0.65%	2,035,330
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
Reserve	Bank of Queensland	18/06/2020	15/03/2021	270	1.08%	1,100,396
Leederville Gardens Inc Surplus Trust	Bank of Queensland	18/06/2020	15/03/2021	270	1.08%	892,499
Reserve	National Australia Bank	22/07/2020	19/10/2020	89	0.82%	1,110,863
Reserve	National Australia Bank	22/07/2020	23/11/2020	124	0.83%	1,110,863
Reserve	Westpac Banking Corp	22/07/2020	25/01/2021	187	0.85%	1,110,863
Leederville Gardens Inc Surplus Trust	Westpac Banking Corp	22/07/2020	28/06/2021	341	0.95%	2,147,499
Reserve	Westpac Banking Corp	18/08/2020	12/04/2021	237	0.75%	1,585,450
Reserve	AMP Bank	18/08/2020	17/05/2021	272	0.80%	1,800,000
Leederville Gardens Inc Surplus Trust	Westpac Banking Corp	01/09/2020	16/08/2021	349	0.80%	0
Total Term Deposits						16,238,861
Total Investment Including At Call						26,788,392

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

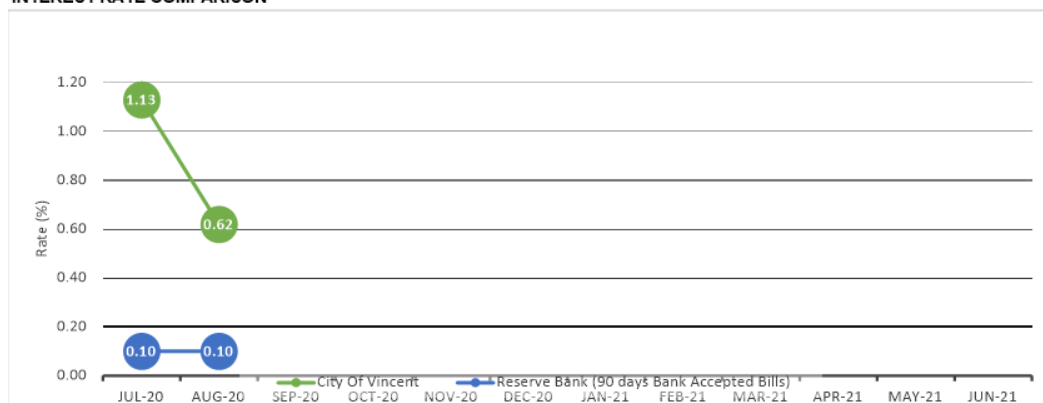
FUNDS INVESTED OVER 3 YEARS



INTEREST EARNINGS

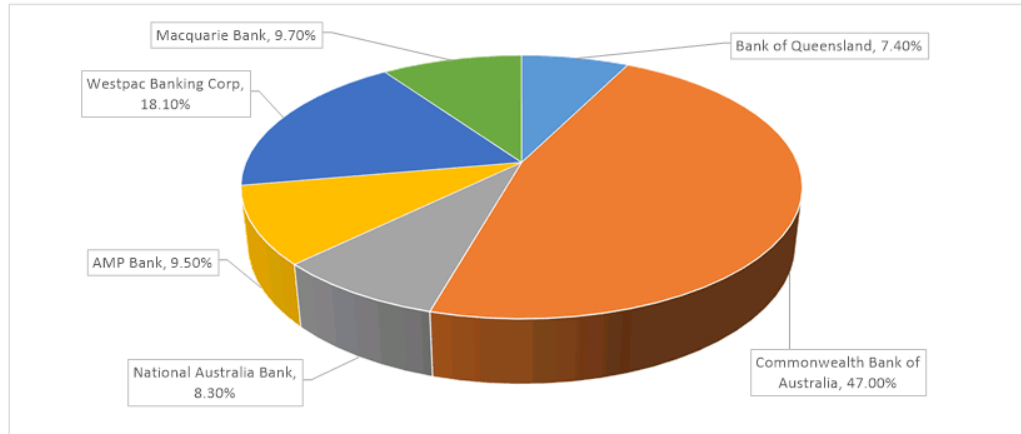


INTEREST RATE COMPARISON

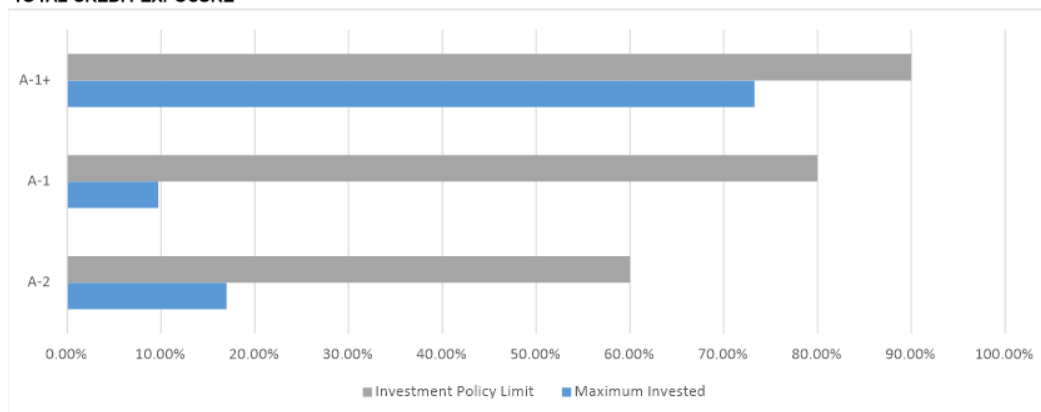


**CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 31 AUGUST 2020**

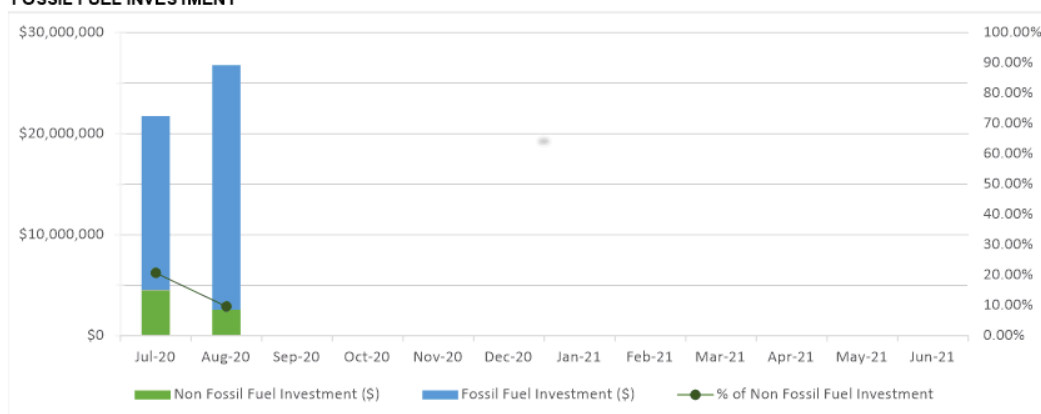
TOTAL PORTFOLIO EXPOSURE



TOTAL CREDIT EXPOSURE




FOSSIL FUEL INVESTMENT



* Selection of non fossil fuel investments is based on information provided by www.marketforces.org.au.

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

RECOMMENDATION:

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

EFT payments, including payroll	\$4,202,979.42
Cheques	\$456.55
Direct debits, including credit cards	\$163,311.87
Total payments for August 2020	\$4,366,747.84

PURPOSE OF REPORT:

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

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT Payments	2570 – 2581	\$2,988,810.33
Payroll by Direct Credit	August 2020	\$1,214,169.09
Sub Total		\$4,202,979.42
Cheques		
Cheques	82608 - 82609	\$456.55
Sub Total		\$456.55

Direct Debits (including Credit Cards)

Lease Fees	\$395.84
Loan Repayments	\$100,782.60
Bank Charges – CBA	\$55,253.51
Credit Cards	\$6,879.92
Sub Total	\$163,311.87

Total Payments**\$4,366,747.84****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 and Payroll 01/08/20 to 31/08/20			
Date	Payee	Description	Amount
05/08/2020	A Austin	Fitness instructor fees	\$ 56.84
25/08/2020	A Doysuree	Expense reimbursement - fuel for City vehicle	\$ 53.08
05/08/2020	A J Uchanski	Crossover subsidy	\$ 584.00
20/08/2020	A M Pasalich	Part refund of Beatty Park Leisure Centre fees	\$ 239.00
05/08/2020	A Pugliese	Refund of infrastructure bond	\$ 1,200.00
20/08/2020	A Team Printing	Printing services - BPLC	\$ 101.20
05/08/2020	A1 Pools Pty Ltd	Refund of infrastructure bond	\$ 1,500.00
20/08/2020	Academy Services WA Pty Ltd	Cleaning services and cleaning materials - various locations	\$ 19,823.79
20/08/2020	Acurix Networks Pty Ltd	Public Wi Fi service - various locations	\$ 2,838.00
20/08/2020	AECOM Australia	Refund of grounds bond	\$ 250.00
05/08/2020	Alinta Energy	Gas charges - various locations	\$ 1,749.40
20/08/2020	Allerding & Associates	Professional fees - SAT appeal 120 and 122 Richmond Street	\$ 813.29
20/08/2020	Allmark and Associates Pty Ltd	Name plate - Council chamber	\$ 154.00
05/08/2020	Anna Cappelletta	Fitness instructor fees	\$ 602.70
20/08/2020	Anna Cappelletta	Fitness instructor fees	\$ 482.16
05/08/2020	Antonelli Investments Pty Ltd T/as Vision One Home	Refund of infrastructure bond	\$ 5,000.00
05/08/2020	APARC	Parking meter test transactions	\$ 2.00
20/08/2020	APARC	Central management system, software licensing, meter maintenance, parking meter test transactions and Ticketor enforcement	\$ 9,041.45
05/08/2020	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations	\$ 3,579.33
20/08/2020	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations	\$ 824.70
05/08/2020	Aquawellbeing.com	Fitness instructor fees	\$ 455.00
05/08/2020	Archival Survival	Library archival stationery	\$ 172.15
05/08/2020	ARM Security	Alarm monitoring - various locations	\$ 5,749.74
20/08/2020	ARM Security	Alarm monitoring - various locations	\$ 61.97
20/08/2020	Asphalttech Pty Ltd	Asphalt supplies	\$ 2,640.45
20/08/2020	Assistance Dogs Australia	Refund of grounds bond	\$ 250.00
05/08/2020	Assured Group WA Pty Ltd	Certification services - William Street	\$ 605.00
20/08/2020	ATF Services Pty Ltd	Security fence - Cheriton Street	\$ 144.21
20/08/2020	Atrium Homes (WA) Pty Ltd	Refund of infrastructure bond	\$ 2,000.00
05/08/2020	Ausblue Pty Ltd	Ad blue supplies - additive to reduce truck carbon emissions	\$ 950.40
20/08/2020	Australasian Performing Right Association Ltd	Music licence fees - various halls	\$ 1,035.98
20/08/2020	Australia Post	Postage charges	\$ 4,170.98
05/08/2020	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations	\$ 2,690.60
10/08/2020	Australian HVAC Services Pty Ltd	Supply and install two air conditioning units and fan - Menzies Pavilion	\$ 13,145.00

Date	Payee	Description	Amount
20/08/2020	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations	\$ 847.00
04/08/2020	Australian Services Union	Payroll deduction	\$ 259.00
10/08/2020	Australian Services Union	Payroll deduction	\$ 310.80
25/08/2020	Australian Services Union	Payroll deduction	\$ 310.80
05/08/2020	Australian Swim Schools Association	Conference attendance	\$ 330.00
04/08/2020	Australian Taxation Office	Payroll deduction	\$ 196,585.00
07/08/2020	Australian Taxation Office	Payroll deduction	\$ 179,580.80
25/08/2020	Australian Taxation Office	Payroll deduction	\$ 180,348.00
20/08/2020	Award Contracting	Locating services - various locations	\$ 5,255.25
05/08/2020	AWB Co	Plumbing services - various locations	\$ 1,094.70
20/08/2020	AWB Co	Plumbing services - Charles Veryard Reserve	\$ 515.52
20/08/2020	B Christmass	Expense reimbursement - online conference	\$ 216.00
20/08/2020	BCITF Building & Construction Industry Training	Levy collection	\$ 8,075.18
20/08/2020	Benara Nurseries	Supply of plants	\$ 6,405.08
20/08/2020	Benerin Electrical Services	Install bus shelter mesh panels - Lord Street	\$ 632.50
20/08/2020	BikeDr Cycle Services Pty Ltd	Supply of gift voucher for Bike month	\$ 120.00
05/08/2020	Blackwoods	Hardware supplies - Depot	\$ 823.61
20/08/2020	Blackwoods	Hardware supplies - Depot	\$ 1,062.69
20/08/2020	BOC Limited	Medical oxygen supplies - BPLC	\$ 119.34
05/08/2020	Bonfire Digital Pty Ltd	Beatty Park – Member engagement and communication – during/post COVID	\$ 8,547.00
20/08/2020	Boral Construction Materials Group Limited	Concrete supplies	\$ 720.54
05/08/2020	Boya Equipment	Purchase of spray nozzles	\$ 114.51
05/08/2020	Boyan Electrical Services	Electrical services - various locations	\$ 9,371.92
10/08/2020	Boyan Electrical Services	Electrical services - various locations	\$ 4,767.40
20/08/2020	Boyan Electrical Services	Electrical services - various locations	\$ 4,487.46
05/08/2020	Bridgestone Australia Ltd	Tyre services	\$ 24.75
20/08/2020	Briskleen Supplies	Toiletry and cleaning products - BPLC	\$ 759.98
20/08/2020	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 3,646.68
05/08/2020	Bunnings Trade	Hardware supplies - Depot	\$ 284.79
20/08/2020	Bunnings Trade	Hardware supplies - various locations; supply of compost bins	\$ 7,662.29
05/08/2020	C Dryden	Refund of parking permit	\$ 180.00
20/08/2020	C F Visaggio	Refund of infrastructure bond	\$ 5,000.00
20/08/2020	Caltex Australia Petroleum Pty Ltd	Fuel and oils	\$ 24,674.05
05/08/2020	Cancer Council of Western Australia (Inc)	Refund of hall bond	\$ 250.00
20/08/2020	Carramar Coastal Nursery	Supply of plants	\$ 2,156.00
20/08/2020	Cat Haven	Cat impound fees	\$ 100.00
05/08/2020	Chadson Engineering Pty Ltd	Repairs to aquatic wheel chair	\$ 215.60
20/08/2020	Chadson Engineering Pty Ltd	Repairs to aquatic wheel chair	\$ 359.70
05/08/2020	Charmaine Amanda Magness	Fitness instructor fees	\$ 227.36

Page 2 of 11

Date	Payee	Description	Amount
04/08/2020	Child Support Agency	Payroll deduction	\$ 887.14
10/08/2020	Child Support Agency	Payroll deduction	\$ 890.45
25/08/2020	Child Support Agency	Payroll deduction	\$ 910.26
05/08/2020	Chittering Valley Worm Farm	Worms and castings	\$ 150.00
05/08/2020	Churchlands Senior High School	Refund of key deposit	\$ 250.00
25/08/2020	City Of Joondalup	Long service liability	\$ 5,681.99
20/08/2020	City Of Perth	BA archive retrievals	\$ 146.73
20/08/2020	City of South Perth	Dog impound fees	\$ 528.00
20/08/2020	City of Stirling	Rates - Depot 2020/21	\$ 27,177.13
04/08/2020	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 1,469.84
10/08/2020	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 1,376.66
25/08/2020	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 1,376.66
04/08/2020	City of Vincent Staff Social Club	Payroll deduction	\$ 486.00
10/08/2020	City of Vincent Staff Social Club	Payroll deduction	\$ 486.00
25/08/2020	City of Vincent Staff Social Club	Payroll deduction	\$ 494.00
05/08/2020	Cleanaway	Recycling contract	\$ 81,814.50
20/08/2020	Cleantex Pty Ltd	Washroom consumables - Admin	\$ 322.17
20/08/2020	Coates Hire Operations Pty Ltd	Plant hire - Depot	\$ 434.62
20/08/2020	Cockburn Cement Limited	Cement and pallets	\$ 562.32
20/08/2020	Cockburn Party Hire	Chair hire - Citizenship ceremony	\$ 415.00
20/08/2020	Colleagues Nagels	Integrated transferable parking permits	\$ 906.40
20/08/2020	Compu-Stor	Records digitisation and off-site storage	\$ 1,255.75
20/08/2020	Corsign WA Pty Ltd	Sign supplies - various	\$ 2,706.00
14/08/2020	Cr A Castle	Council meeting fee	\$ 1,935.83
14/08/2020	Cr Ashley Wallace	Council meeting fee	\$ 1,935.83
14/08/2020	Cr D Loden	Council meeting fee	\$ 1,935.83
25/08/2020	Cr D Loden	Expense reimbursement - child care expenses	\$ 100.00
14/08/2020	Cr J Fotakis	Council meeting fee	\$ 1,935.83
14/08/2020	Cr J Hallett	Council meeting fee	\$ 1,935.83
14/08/2020	Cr J Topelberg	Council meeting fee	\$ 1,935.83
14/08/2020	Cr S Gontaszewski	Council meeting fee	\$ 3,255.70
14/08/2020	Cr Sally Smith	Council meeting fee	\$ 1,935.83
20/08/2020	Cundall	Consultancy services - Built form policy sustainability requirements	\$ 440.00
20/08/2020	D & A Hot Water And Heating	Boiler repairs - BPLC	\$ 231.00
20/08/2020	D Condidorio	Crossover subsidy	\$ 677.00
05/08/2020	D Dama	Fitness instructor fees	\$ 56.84
20/08/2020	D Dixon	Part refund of Beatty Park Leisure Centre fees	\$ 95.20
05/08/2020	D Timkov	Refund of infrastructure bond	\$ 2,000.00
05/08/2020	Dalin Electrical Controls	Service geothermal system - BPLC	\$ 880.00

Page 3 of 11

Date	Payee	Description	Amount
20/08/2020	Daniela Toffali	Fitness instructor fees	\$ 260.00
05/08/2020	Daniels Printing Craftsmen	Printing services - bin stickers	\$ 3,311.00
20/08/2020	Delta T Technologies WA Pty Ltd	Service heat exchanger - BPLC	\$ 484.00
20/08/2020	Department of Mines, Industry Regulation and Safety	Building services levy collection	\$ 11,294.51
05/08/2020	Department of Planning Lands and Heritage	Amended DAP fee	\$ 241.00
20/08/2020	Department of Transport	Vehicle ownership searches	\$ 2,512.60
04/08/2020	Depot Social Club	Payroll deduction	\$ 56.00
10/08/2020	Depot Social Club	Payroll deduction	\$ 56.00
25/08/2020	Depot Social Club	Payroll deduction	\$ 56.00
20/08/2020	Design Right Pty Ltd	Design services - various projects	\$ 9,350.00
05/08/2020	Devco Builders	Maintenance and repairs - various locations	\$ 25,413.76
20/08/2020	Devco Builders	Maintenance and repairs - various locations	\$ 32,378.85
05/08/2020	Diversity Cleaning Services Pty Ltd	Window cleaning services - BPLC	\$ 300.00
05/08/2020	Domus Nursery	Supply of plants	\$ 374.84
20/08/2020	Donegan Enterprises Pty Ltd	Playground safety inspection - Braithwaite Park	\$ 110.00
05/08/2020	Downer EDI Engineering Power Pty Ltd	CCTV repairs - various locations	\$ 935.00
20/08/2020	Downer EDI Engineering Power Pty Ltd	Communication mast repairs - Leederville IGA	\$ 187.00
05/08/2020	Driver Risk Management Pty Ltd	Staff training - driver assessment	\$ 220.00
25/08/2020	E H Mitchell	Rates refund - due to overpayment	\$ 261.06
20/08/2020	EcoAdvance	Feasibility assessment - solar carport BPLC	\$ 2,673.00
20/08/2020	Ellenby Tree Farm Pty Ltd	Supply of plants and trees	\$ 4,499.00
05/08/2020	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations	\$ 410.93
20/08/2020	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations	\$ 650.08
20/08/2020	Elyse Amy Johnstone	Fitness instructor fees	\$ 454.72
20/08/2020	Enigin Partners Pty Ltd	Energy monitoring service - various City locations	\$ 4,207.50
05/08/2020	Enviroblast Cannington	Pressure cleaning services	\$ 1,707.20
20/08/2020	Envirodry Towels	Supply of disposable gym towels - BPLC	\$ 211.20
20/08/2020	Ergolink	Ergonomic supplies	\$ 227.40
20/08/2020	Eric Preston Pty Ltd t/as Specialist Mail Services	Print and mailout - bulk verge consultation	\$ 2,415.85
05/08/2020	F L Bow	Part refund of Beatty Park Leisure Centre fees	\$ 122.40
05/08/2020	Farinosi & Sons Pty Ltd	Hardware supplies	\$ 449.90
20/08/2020	Farinosi & Sons Pty Ltd	Hardware supplies	\$ 112.60
05/08/2020	FE Technologies Pty Ltd	Annual maintenance smart shelf - Library software	\$ 2,046.00
05/08/2020	Flexi Staff Pty Ltd	Temporary staff - various departments	\$ 23,002.62
20/08/2020	Flexi Staff Pty Ltd	Temporary staff - Waste	\$ 13,559.06
20/08/2020	Flick Anticimex Pty Ltd	Pest control services - various locations	\$ 794.44
05/08/2020	Floreat Athena Soccer Club Inc	Female participation in sport grant 2020/21	\$ 2,000.00
05/08/2020	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	\$ 20,002.42
10/08/2020	Foodbank of Western Australia Inc	Leederville Gardens trust grant agreement	\$ 196,323.60

Page 4 of 11

Date	Payee	Description	Amount
05/08/2020	Forrest Park Croquet Club Inc	Hall hire for Local History Centre event	\$ 140.00
20/08/2020	Frostbland Pty Ltd	Merchandise - BPLC	\$ 953.88
20/08/2020	G Da Silveira	Part refund of Beatty Park Leisure Centre fees	\$ 637.50
05/08/2020	Galadesign Pty Ltd T/As Belle Construction	Refund of infrastructure bond	\$ 3,000.00
25/08/2020	Geared Construction Pty Ltd	Hyde Park East toilets refurbishment - third claim	\$ 34,578.61
20/08/2020	Green Building Council of Australia	Annual membership renewal	\$ 2,695.00
05/08/2020	Gymcare	Gym equipment repairs and maintenance	\$ 2,555.45
20/08/2020	Gymcare	Gym equipment repairs and maintenance	\$ 6,702.91
25/08/2020	Gymcare	Gym equipment repairs and maintenance	\$ 341.97
20/08/2020	H North	Refund of parking permit	\$ 180.00
04/08/2020	Health Insurance Fund of WA	Payroll deduction	\$ 244.00
10/08/2020	Health Insurance Fund of WA	Payroll deduction	\$ 244.00
25/08/2020	Health Insurance Fund of WA	Payroll deduction	\$ 239.85
20/08/2020	Holcim (Australia) Pty Ltd	Concrete supplies	\$ 1,161.82
20/08/2020	I S Ramirez Pineda	Expense reimbursement - high risk work licence	\$ 53.00
05/08/2020	Initial Hygiene	Sharps disposal services	\$ 812.54
20/08/2020	Inner City Newsagency	Newspaper delivery	\$ 12.36
20/08/2020	Inspire Fitness	Refund of grounds bond	\$ 250.00
25/08/2020	Insurance Commission of WA	Refund of payment made in error to COV	\$ 158.40
20/08/2020	InterStream Pty Ltd	Webcast and hosting service	\$ 1,386.00
05/08/2020	Isubscribe Pty Ltd	Library magazine subscriptions	\$ 1,032.74
20/08/2020	Isubscribe Pty Ltd	Library magazine subscriptions	\$ 279.98
05/08/2020	J & K Hopkins	Office furniture supplies - various departments	\$ 995.00
05/08/2020	J A Brownlow	Supply and install carpet - BPLC	\$ 3,388.00
05/08/2020	J M Williams	Refund of infrastructure bond	\$ 1,000.00
05/08/2020	J Speirs	Part refund of Beatty Park Leisure Centre fees	\$ 561.20
05/08/2020	J Van Den Bok	Expense reimbursement - fuel paid from own funds	\$ 55.55
20/08/2020	Jack Lockers	Locker hire - BPLC	\$ 1,221.00
05/08/2020	K Harcus	Fitness instructor fees	\$ 780.00
20/08/2020	K Harcus	Fitness instructor fees	\$ 540.00
05/08/2020	K Kinnear	Refund of infrastructure bond	\$ 3,000.00
05/08/2020	K Reynolds	Expense reimbursement - parking for external meeting	\$ 14.13
05/08/2020	K Roach	Fitness instructor fees	\$ 113.64
20/08/2020	K Roach	Fitness instructor fees	\$ 113.68
20/08/2020	Kelyn Training Services	Traffic management training - Engineering	\$ 1,370.00
05/08/2020	Kerbing West	Kerbing services - various locations	\$ 1,538.90
20/08/2020	Kerbing West	Kerbing services - various locations	\$ 5,446.76
20/08/2020	Kleen West Distributors	Cleaning supplies - gloves	\$ 198.00
20/08/2020	Kleenheat Gas	Forklift gas supplies - Depot	\$ 76.52

Page 5 of 11

Date	Payee	Description	Amount
20/08/2020	Kott Gunning	Professional fees - SAT appeal 120 and 122 Richmond Street	\$ 467.28
05/08/2020	KS Black Pty Ltd	Bore and pump maintenance - Gladstone Street Reserve	\$ 7,135.70
20/08/2020	Kuditj (as a partner of Sodexo)	Catering services - Citizenship ceremony	\$ 2,222.00
05/08/2020	Kyilla Primary School	Refund of key deposit	\$ 250.00
05/08/2020	L J Robotham	Refund of cat registration, paid twice	\$ 20.00
05/08/2020	L L Aitken	Refund of infrastructure bond	\$ 3,000.00
04/08/2020	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
10/08/2020	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
25/08/2020	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
05/08/2020	Landgate	Gross rental valuations for interims	\$ 292.64
20/08/2020	Landgate	Gross rental valuations for interims	\$ 548.16
05/08/2020	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$ 18,381.00
20/08/2020	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$ 7,689.00
20/08/2020	Les Mills Asia Pacific	Licence fees for fitness classes	\$ 1,286.59
10/08/2020	LGISWA	Various insurance contributions - 2020/21 first instalment	\$ 415,366.58
20/08/2020	Limitless Promotions	Supply of animal registration tags	\$ 430.00
05/08/2020	Line Marking Specialists	Line marking services - various locations	\$ 6,528.50
20/08/2020	Line Marking Specialists	Line marking services - various locations	\$ 3,029.40
20/08/2020	Lion Dairy and Drinks (LD&D) Australia Pty Ltd	Milk supplies - various departments	\$ 339.29
05/08/2020	Little Kickers Perth	Refund of hall bond	\$ 250.00
05/08/2020	LO-GO Appointments	Temporary staff - Engineering	\$ 2,374.24
20/08/2020	LO-GO Appointments	Temporary staff - Engineering	\$ 8,622.24
05/08/2020	M G Jajko	Fitness instructor fees	\$ 56.84
25/08/2020	M G Jajko	Fitness instructor fees	\$ 56.84
05/08/2020	M Hishmeh	Part refund of Beatty Park Leisure Centre fees	\$ 80.97
20/08/2020	M Ieiri and M Sacco	Part refund of Beatty Park Leisure Centre fees	\$ 34.34
05/08/2020	M L Humich	Fitness instructor fees	\$ 284.20
05/08/2020	M L Jones	Part refund of dog registration	\$ 150.00
05/08/2020	M Manson	Part refund of Beatty Park Leisure Centre fees	\$ 67.44
20/08/2020	M Stojanoski	Expense reimbursement - high risk work licence	\$ 53.00
20/08/2020	M2M One Pty Ltd	Mobile SIMs for parks reticulation devices	\$ 291.41
20/08/2020	Market Creations	Website dedicated IP address	\$ 88.00
10/08/2020	Marketforce Pty Ltd	Advertising services - various departments	\$ 336.18
20/08/2020	Marketforce Pty Ltd	Advertising services - various departments	\$ 413.75
05/08/2020	Massey's Herd	Milk supplies - Depot	\$ 420.75
20/08/2020	Maxima Group Training	School based trainees - Apprenticeship Cert II in business	\$ 813.46
14/08/2020	Mayor E Cole	Council meeting fee and Mayoral allowance	\$ 7,875.25
20/08/2020	McLeods Barristers & Solicitors	Legal services - compliance matters and Leederville Gardens advice	\$ 7,491.82

Date	Payee	Description	Amount
05/08/2020	Messages on Hold	Ownership agreements	\$ 1,564.20
20/08/2020	Meter Australia Pty Ltd	Library supplies - slide binders	\$ 110.00
20/08/2020	Metro Count	Hire of classifier for 40km per hour trial	\$ 355.30
20/08/2020	Midland Brick Company	Supply of brick pavers	\$ 12,783.46
05/08/2020	Mindarie Regional Council	Processable and non processable waste	\$ 162,231.63
20/08/2020	Mindarie Regional Council	Processable and non processable waste	\$ 92,056.37
20/08/2020	Mobile Laser Quest	Refund of grounds bond	\$ 250.00
20/08/2020	My Media Intelligence Pty Ltd	Copyright charges for press articles	\$ 106.11
05/08/2020	New Dimension Mechanical Services	Cool room, freezer room and air conditioning maintenance - BPLC	\$ 1,939.30
05/08/2020	Nightlife Music Pty Ltd	Crowd DJ - BPLC	\$ 922.09
20/08/2020	Node1 Internet	Fixed wireless internet charges	\$ 199.00
25/08/2020	Nordic Fitness Equipment	Cleaning wipes for gym	\$ 560.00
05/08/2020	North Perth United football Club	Refund of key deposit	\$ 300.00
20/08/2020	Northsands Resources	Sand supplies	\$ 585.20
05/08/2020	Northshore Unit Inc. - SES	FESA SES contribution - 1st quarter 2021	\$ 11,676.51
05/08/2020	NovoFit WA Pty Ltd	Gym equipment repairs - BPLC	\$ 55.00
20/08/2020	NVMS Pty Ltd	Calibration of sound level meters	\$ 2,035.00
20/08/2020	Officeworks Ltd	Office supplies and consumables	\$ 271.20
05/08/2020	Optus Billing Services Pty Ltd	Telephone and internet charges - various locations	\$ 12,140.02
20/08/2020	Osborne Park Volkswagen	Vehicle service and repairs	\$ 2,412.05
20/08/2020	P Bai	Refund of infrastructure bond	\$ 750.00
05/08/2020	P Chen	Crossover subsidy	\$ 952.00
05/08/2020	P D Ashcroft	Refund of infrastructure bond	\$ 1,000.00
20/08/2020	P N Tran	Part refund of Beatty Park Leisure Centre fees	\$ 816.25
05/08/2020	Paraquad Industries	Library van delivery service 20/21	\$ 6,426.42
25/08/2020	Pavigym Australia Pty Ltd	Extra edging for gym floor - BPLC	\$ 379.51
05/08/2020	PeopleSense by Altius	Workplace management fee	\$ 921.36
10/08/2020	Perth Commercial Property Pty Ltd	Transfer of rental monies from DoH and DLGSC to new management company	\$ 140,752.96
20/08/2020	Perth Patterned Concrete Pty Ltd	Concrete stencilling services - various	\$ 5,609.17
20/08/2020	Pickles Auctions Pty Ltd	Asset revaluation - heavy and light fleet	\$ 8,250.00
20/08/2020	Pirtek Malaga	Plant repairs and maintenance	\$ 281.49
20/08/2020	Playgroup WA (Inc)	Reimbursement of membership fees collected	\$ 45.00
05/08/2020	Print and Sign Co	Printing services - various departments	\$ 458.15
20/08/2020	Print and Sign Co	Printing services - various departments	\$ 464.20
05/08/2020	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 11,376.75
20/08/2020	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 3,410.00
05/08/2020	Protector Fire Services Pty Ltd	Fire equipment maintenance - Admin	\$ 572.00
20/08/2020	Protector Fire Services Pty Ltd	Fire equipment maintenance - various locations	\$ 3,440.25
05/08/2020	Quality Press	Printing services - verge collection flyers	\$ 470.42

Page 7 of 11

Date	Payee	Description	Amount
05/08/2020	R A and N M Decent	Crossover subsidy and refund of infrastructure bond	\$ 668.00
05/08/2020	R Duff	Refund of grounds bond	\$ 250.00
05/08/2020	R J Ostle	Expense reimbursement - parking fee at Department of Transport	\$ 8.20
05/08/2020	R Pauley	Part refund of Beatty Park Leisure Centre fees	\$ 170.66
20/08/2020	R Sanders	Vehicle repairs and maintenance	\$ 330.00
05/08/2020	Rada & Neso Services	Carpet cleaning services - BPLC	\$ 330.00
05/08/2020	Realmark Urban	Marketing fees - sale of 150 Charles St, West Perth	\$ 2,837.00
20/08/2020	Reclink Australia	Refund of grounds bond	\$ 250.00
20/08/2020	Red Spear Pty Ltd	Welcome to Country - Citizenship ceremonies	\$ 1,200.00
20/08/2020	Regal Cement & Sales Pty Ltd	Supply of soakwells	\$ 1,422.00
05/08/2020	Regent Motors Pty Ltd	Refund of grounds bond	\$ 250.00
05/08/2020	Regents Commercial	Rent and variable outgoings - Barlee Street car park	\$ 12,620.74
20/08/2020	Renew Property Maintenance	Clearing rights of way and tipping fees - various locations	\$ 3,278.00
20/08/2020	Rentokil Initial Pty Ltd	Pest control services - BPLC	\$ 2,033.76
05/08/2020	Repco	Auto part supplies	\$ 40.59
05/08/2020	Replants.com Pty Ltd	Design advisory fees	\$ 2,200.00
20/08/2020	Ringie	Onsite support - Cisco telephony service	\$ 2,640.00
05/08/2020	Roadline Removal (WA)	Line marking removal services	\$ 495.00
20/08/2020	Royal W.A. Historical Society Inc.	Annual membership 20/21	\$ 95.00
20/08/2020	RPG Auto Electrics	Plant repairs and maintenance	\$ 158.07
20/08/2020	RTRfm 92.1	Arts grant funding	\$ 11,000.00
05/08/2020	RugbyWA Juniors Inc	Refund of key deposit	\$ 100.00
20/08/2020	S Brambilla	Part refund of Beatty Park Leisure Centre fees	\$ 239.92
20/08/2020	S E Pratico	Refund of planning application fee	\$ 278.40
05/08/2020	S Hall	Refund of infrastructure bond	\$ 1,000.00
05/08/2020	S Patchett	Fitness instructor fees	\$ 135.00
05/08/2020	Sacred Heart Primary School	Refund of key deposit	\$ 250.00
20/08/2020	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	\$ 440.00
20/08/2020	Sanax Medical & First Aid Supplies	First aid supplies - BPLC	\$ 436.78
20/08/2020	SAS Locksmiths	Key cutting and lock maintenance service - various locations	\$ 252.00
05/08/2020	Scarboro Toyota	Vehicle service and repairs	\$ 1,731.05
20/08/2020	Securus	Security services - Loftus Recreation Centre	\$ 192.50
20/08/2020	Shamir OHS Pty Ltd	Supply of safety glasses - Depot	\$ 2,112.00
05/08/2020	Shenton College	Refund of hall bond	\$ 250.00
20/08/2020	Sigma Chemicals	Pool equipment repairs and pool chemicals - BPLC	\$ 3,878.44
05/08/2020	Smart Start Educational Services	Refund of key deposit	\$ 150.00
04/08/2020	Smartsalary Pty Limited	Payroll deduction	\$ 1,382.25
10/08/2020	Smartsalary Pty Limited	Payroll deduction	\$ 1,382.25
25/08/2020	Smartsalary Pty Limited	Payroll deduction	\$ 1,382.25

Date	Payee	Description	Amount
05/08/2020	Soundtown	Accessories to PA system - BPLC	\$ 834.00
20/08/2020	Source Foods	Catering services - various functions	\$ 1,793.40
20/08/2020	SpacetoCo Pty Ltd	Facilities weekly reporting and financial handling	\$ 660.00
20/08/2020	Sports Turf Technology Pty Ltd	Soil and leaf testing - various locations	\$ 2,420.00
05/08/2020	Sportsworld Of WA	Merchandise - BPLC	\$ 2,317.15
20/08/2020	Statewide Oil Distributors	Supply of hydraulic oil	\$ 2,731.70
20/08/2020	Steann Pty Ltd	Bulk green waste collection	\$ 88,422.95
25/08/2020	Step Into Life WA	Refund of grounds bond	\$ 250.00
20/08/2020	Stephen Carrick Architects Pty Ltd	Heritage advice	\$ 880.00
05/08/2020	Stott Hoare	Supply of computer accessories - laptop cases	\$ 891.00
20/08/2020	Stott Hoare	Supply of computer accessories and camera	\$ 1,672.00
20/08/2020	StrataGreen	Supply of fertiliser and garden equipment	\$ 4,811.32
05/08/2020	Sublime Ultimate Club	Refund of grounds hire	\$ 252.00
20/08/2020	Suez Medical Solutions Pty Ltd	Supply of sharps containers	\$ 148.65
05/08/2020	Supafit Seat Covers	Supply of vehicle seat covers	\$ 486.20
05/08/2020	Switch Projects Pty Ltd	Refund of infrastructure bond	\$ 2,000.00
05/08/2020	Synergy	Electricity and gas charges - various locations	\$ 23,513.38
20/08/2020	Synergy	Electricity and gas charges - various locations	\$ 14,593.17
25/08/2020	Synergy	Electricity and gas charges - various locations	\$ 21,316.57
20/08/2020	T Collins	Refund of parking permits	\$ 360.00
20/08/2020	T&H Wilkes Pty Ltd	Supply of gravel	\$ 1,100.00
20/08/2020	Tamala Park Regional Council	GST for sale of land	\$ 1,666.39
05/08/2020	Technology One Ltd	GIS consulting services	\$ 1,967.90
20/08/2020	Technology One Ltd	GIS consulting services	\$ 6,279.90
05/08/2020	Teena Smith	Fitness instructor fees	\$ 120.00
20/08/2020	Teena Smith	Fitness instructor fees	\$ 330.00
05/08/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 421.53
20/08/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 857.67
25/08/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 42.90
20/08/2020	The BBQ Man	Bin, BBQ and pressure cleaning services - various locations	\$ 5,925.69
05/08/2020	The Bin Guys	Skip bin hire - various locations	\$ 1,780.00
20/08/2020	The Children's Book Council Of Australia (WA Branch)	Library supplies - promotional materials	\$ 109.00
20/08/2020	The Good Guys	Purchase of kitchen equipment - Admin	\$ 99.00
05/08/2020	The Owners of 144 Lincoln Street Highgate SP 5065	Reimbursement from heritage assistance fund	\$ 5,000.00
05/08/2020	The Royal Life Saving Society Western Australia Inc	Watch around water wristbands - BPLC	\$ 385.00
20/08/2020	The Royal Life Saving Society Western Australia Inc	Servicing of AIDS memorial fountain	\$ 1,574.89
25/08/2020	The Royal Life Saving Society Western Australia Inc	Servicing of AIDS memorial fountain	\$ 940.50
05/08/2020	Time & People Pty Ltd	Annual subscription - Visitor management system	\$ 924.00
05/08/2020	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 7,775.90

Page 9 of 11

Date	Payee	Description	Amount
20/08/2020	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 2,623.50
20/08/2020	Total Eden Pty Ltd	Reticulation supplies	\$ 64.98
20/08/2020	Totally Workwear	Uniform supplies - various departments	\$ 2,287.80
20/08/2020	T-Quip	Plant repairs and maintenance	\$ 459.75
20/08/2020	Traffic Systems West (Ennis Traffic Safety Solutions Pty Ltd)	Supply and install traffic control product - Bulwer Street	\$ 30,405.38
20/08/2020	Tree Amigos	Street trees and parks pruning/removal - various locations	\$ 95,129.14
05/08/2020	Trisley's Hydraulic Services Pty Ltd	Pool equipment maintenance - BPLC	\$ 563.09
20/08/2020	Trisley's Hydraulic Services Pty Ltd	Water treatment - BPLC	\$ 594.00
20/08/2020	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	\$ 1,563.59
20/08/2020	The Folan Family Trust t/a Inspired Development Solutions	Staff training - Executive coaching	\$ 330.00
05/08/2020	Tyres 4U Pty Ltd	Tyre replacements and maintenance	\$ 2,189.33
20/08/2020	Tyres 4U Pty Ltd	Tyre replacements and maintenance	\$ 1,766.60
20/08/2020	Universal Diggers	Plant hire - Depot	\$ 4,306.50
05/08/2020	Vigilant Traffic Management Group Pty Ltd	Traffic management services - Brady Street	\$ 2,194.50
20/08/2020	Vigilant Traffic Management Group Pty Ltd	Traffic management services - various locations	\$ 9,652.26
25/08/2020	Vision Surveys Consulting	Feature survey - 590-596 Beaufort Street	\$ 3,080.00
20/08/2020	W.A. Hino Sales & Service	Purchase of tipper truck, as per fleet management programme; plant repairs and maintenance	\$ 152,675.73
20/08/2020	W.A. Limestone Co	Supply of limestone	\$ 1,131.20
20/08/2020	WA Bluemetal	Supply of bluemetal	\$ 64.06
05/08/2020	WALGA	Councillor training - Infrastructure asset management	\$ 525.00
20/08/2020	WALGA	Annual membership subscription - 2020/2021	\$ 51,793.35
05/08/2020	Water Corporation	Water charges - various locations	\$ 10,166.19
20/08/2020	Water Corporation	Water charges - various locations	\$ 696.18
20/08/2020	WC Convenience Management Pty Ltd	Maintenance of exeloos - various locations	\$ 3,992.44
05/08/2020	Welink	Refund of infrastructure bond	\$ 5,000.00
20/08/2020	West Australian Marathon Club	Refund of grounds bond	\$ 250.00
20/08/2020	West Australian Newspapers Limited	Library newspaper delivery	\$ 288.00
05/08/2020	Western Resource Recovery Pty Ltd	Grease trap maintenance - BPLC	\$ 484.00
20/08/2020	Western Resource Recovery Pty Ltd	Grease trap maintenance - Charles Veryard Reserve	\$ 212.30
20/08/2020	West-Sure Group Pty Ltd	Cash collection services - Admin	\$ 156.75
05/08/2020	Wilson Security	Security services - Depot	\$ 71.50
20/08/2020	Wilson Security	Security services - various locations	\$ 170.50
05/08/2020	Winc Australia Pty Ltd	Office supplies and consumables	\$ 66.78
20/08/2020	Winc Australia Pty Ltd	Office supplies and consumables	\$ 211.85
05/08/2020	Woodlands Distributors Pty Ltd	Supply of compostable dog waste bags	\$ 7,319.40
20/08/2020	Work Metrics Pty Ltd	Online inductions - BPLC	\$ 110.00
20/08/2020	Worldwide East Perth	Printing services - rolls of warning tape	\$ 1,650.00
05/08/2020	YogaNut	Fitness instructor fees	\$ 240.00

Date	Payee	Description	Amount
25/08/2020	YogaNut	Fitness instructor fees	\$ 240.00
05/08/2020	Yoshino Sushi	Catering services - BPLC	\$ 50.00
25/08/2020	Yoshino Sushi	Catering services - BPLC	\$ 50.00
05/08/2020	Youth With A Mission (Perth) Inc	Refund of infrastructure bond	\$ 5,000.00
05/08/2020	ZIP Heaters Aust Pty Ltd	Hydrotap maintenance - various locations	\$ 3,255.34
20/08/2020	ZIP Heaters Aust Pty Ltd	Hydrotap maintenance - various locations	\$ 617.16
20/08/2020	Zumba Fitness Patricia Rojo	Fitness instructor fees	\$ 186.00
20/08/2020	Zurich Australian Insurance Ltd	Insurance excess	\$ 500.00
			\$ 2,988,810.33
Payroll			
04/08/2020	Pay 3		\$ 616,265.66
12/08/2020	Ad hoc		\$ 1,941.66
18/08/2020	Pay 4		\$ 580,075.01
20/08/2020	Ad hoc		\$ 15,886.76
Total Payroll			\$ 1,214,169.09
Total Payments			\$ 4,202,979.42

Creditors Report - Payments by Cheque				
01/08/20 to 31/08/20				
Creditor	Date	Payee	Description	Amount
00082608	05/08/2020	Petty Cash - Library	Petty cash recoup	\$ 163.95
00082609	19/08/2020	Petty Cash - Beatty Park Leisure Centre	Petty cash recoup	\$ 292.60
Total Nett Cheque Payments				\$ 456.55

Creditors Report - Payments by Direct Debit				
01/08/20 to 31/08/20				
Credit Card Transactions for the Period 7 July 2020 - 6 August 2020				
Card Holder	Date	Payee	Description	Amount
Manager Marketing and Communications	07/07/2020	Uber	Unknown payment, currently under dispute	\$ 19.62
	07/07/2020	Planoly	Instagram management tool	\$ 13.00
	07/07/2020	International transaction fee	Instagram management tool	\$ 0.33
	10/07/2020	Mailchimp	Email campaign	\$ 274.08
	17/07/2020	Wufoo.com	Software for creation of online forms	\$ 27.28
	17/07/2020	International transaction fee	Software for creation of online forms	\$ 0.68
	19/07/2020	Creately	Diagram templates for Marketing	\$ 7.17
	19/07/2020	International transaction fee	Diagram templates for Marketing	\$ 0.18
	21/07/2020	Uber Eats	Unknown payment, currently under dispute	\$ 14.49
	22/07/2020	Asana.com	Subscription - Project management tool	\$ 337.22
	22/07/2020	International transaction fee	Subscription - Project management tool	\$ 8.43
	24/07/2020	Shutterstock	Image download subscription	\$ 99.00
	25/07/2020	Apple	Music subscription	\$ 11.99
	01/08/2020	Createsend.com	Email campaign	\$ 29.73
				\$ 843.20
Manager ICT	07/07/2020	Simply Headsets	Supply of headsets	\$ 533.00
	07/07/2020	Sendgrid	Application programming interface software	\$ 129.89
	07/07/2020	International transaction fee	Application programming interface software	\$ 3.25
	07/07/2020	Exclaimer	Email footer service	\$ 515.00
	08/07/2020	Telrex	IT accessories	\$ 535.45
	08/07/2020	EB Dhanushkaso	IT accessories	\$ 31.90
	09/07/2020	Compliance Forge	Information security programme	\$ 1,428.98
	09/07/2020	International transaction fee	Information security programme	\$ 35.72
	14/07/2020	Simply Headsets	Supply of headset accessories	\$ 140.00
	19/07/2020	Zoom	Video conferencing	\$ 492.67
	20/07/2020	Dell Australia Pty Ltd	Hard drive - server storage expansion	\$ 638.00
	02/08/2020	Assetsonar.com	IT asset management software	\$ 238.09
	02/08/2020	International transaction fee	IT asset management software	\$ 5.95
				\$ 4,727.90
Manager Community Partnerships	09/07/2020	Australian Book Review	Library magazine subscription	\$ 120.00
	28/07/2020	Magpies Magazine	Library magazine subscription	\$ 51.00

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
	28/07/2020	Magshop Online	Library magazine subscription	\$ 74.99
	06/08/2020	Booktopia Pty Ltd	Supply of books	\$ 86.70
				\$ 332.69
Procurement and Contracts Officer	07/07/2020	The Re-Store	Gift card for Fit 24 competition prize	\$ 50.00
	16/07/2020	Western Power	Modification of streetlight	\$ 497.92
	22/07/2020	Tenderlink.com	Tender advertising	\$ 184.80
	22/07/2020	Tenderlink.com	Tender advertising	\$ 184.80
	05/08/2020	Woolworths	Catering supplies - TravelSmart breakfast	\$ 58.61
				\$ 976.13
Total Corporate Credit Cards				\$ 6,879.92
Direct Debits				
Lease Fees	21/08/2020	Pitney Bowes Leasing	Postal scales	\$ 395.84
Loan Repayments		Treasury Corporation	Department Sport and Recreation Building, Loftus Centre, Loftus Underground Car Park and Beatty Park Leisure Centre	\$ 100,782.60
Bank Fees and Charges		Commonwealth Bank	Bank fees	\$ 55,253.51
Total Direct Debits including Credit Cards				\$ 163,311.87

7.6 FINANCIAL STATEMENTS AS AT 31 AUGUST 2020

Attachments: 1. Financial Statements as at 31 August 2020  

RECOMMENDATION:

That Council **RECEIVES** the Financial Statements for the month ended 31 August 2020 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 31 August 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.

The 2019/2020 financials are in the process of being finalised and audited, therefore the balances provided in this report are provisional and subject to change.

DETAILS:

The following documents, included as **Attachment 1**, comprise the statement of financial activity for the period ending 31 August 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	6-46
5.	Capital Expenditure and Funding graph and Capital Works Schedule	47-52
6.	Cash Backed Reserves	53
7.	Rating Information and Graph	54-55
8.	Debtors Report	56
9.	Beatty Park Leisure Centre Financial Position	57

Comments on the Statement of Financial Activity (as at Attachment 1)

Operating revenue is reported separately by 'Program' and 'Nature or Type' respectively. The significant difference between the two reports is that operating revenue by 'Program' includes 'Profit on sale of assets' and the report for 'Nature or Type' includes 'Rates revenue'.

Revenue by Program is tracking favourable compared to the YTD budget by an amount by \$865,338 (37%). The following items materially contributed to this position: -

- A favourable variance of \$265,005 as a result of recognising income relating to rubbish services for exempt properties and properties requiring additions bins. The budget phasing variance will be adjusted at the October budget review (**Community Amenities**);
- A favourable variance of \$350,215 due to an increase in revenue generated from Beatty Park (**Recreation and Culture**);
- A favourable variance of \$467,867 due to an increase in revenue generated from parking activities (**Transport**); and
- An unfavourable variance of \$289,321 due to a timing variance relating to rates instalment charge and the associated interest earnings. In addition, interest earnings from term deposits has reduced due to current economic climate (**General Purpose funding**).

Revenue by Nature or Type is tracking favourable compared to the YTD budget by \$965,412 (2.6%). The following items materially contributed to this position: -

- A favourable variance of \$963,145 for revenue generated from Fees and charges primarily from Beatty Park and parking facilities (**Fees and charges**).

Expenditure by Program reflects an under spend of \$793,734 (11.8%) compared to the year to date budget. The following items materially contributed to this position: -

- An under-spend of \$450,032 mainly contributed by the timing variance relating to the annual renewal payment for parking permit licenses. This payment is scheduled for September 2020 (**Transport**);
- An under-spend of \$117,900 mainly contributed by a timing variance relating to waste tipping costs (**Community Amenities**); and
- An under-spend of \$108,299 contributed by a cumulative timing variance of works across multiple areas that are individually immaterial (**Other Property and services**).

Expenditure by Nature or Type reflects an under-spend of \$780,193 (11.6%) compared to the year to date budget. The following items materially contributed to this position: -

- **Employee costs** reflects an over-spend of \$564,360. This variance is materially contributed by the following areas: -
 - Beatty Park - \$223,000. Beatty Park staff being deployed back to work as a result of operations resuming at Beatty Park. This will be reviewed at the October Budget Review.
 - Rangers shift allowances - \$100,000. This amount was omitted from the original budget workings and will be adjusted at the October budget review.
- **Other Expenditure** reflects an under-spend of \$257,245. This variance is materially contributed by the following areas: -
 - Software maintenance costs - \$130,000; and
 - Lease incentive payments of \$93,000 for the Department of Sports & Recreation building as per the lease agreement. This payment will be paid in September 2020.
- **Materials and contracts** reflects an under-spend of \$899,396. This variance is mainly contributed by the timing variance in the payment of the renewal of parking permit licenses - \$415,000. This will be paid in September 2020.

The remaining under-spend relates to timing variance of works within multiple areas. These timing differences will be reviewed at the October budget review.

Surplus Position – 2020/21

The provisional surplus position brought forward to 2020/21 is \$2,963,903 compared to the adopted budget amount of \$1,615,763. The actual opening surplus figure will be adjusted once the end of year audit has been finalised.

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 – 46)

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 47 - 52)

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.

	Revised Budget	YTD Budget	YTD Actual	Remaining Budget
	\$	\$	\$	%
Land and Buildings	4,886,398	432,000	41,358	99.2%
Infrastructure Assets	4,199,844	233,000	238,499	94.3%
Plant and Equipment	346,810	200,000	138,550	60.1%
Furniture and Equipment	1,037,100	75,000	64,756	93.8%
Total	10,470,152	940,000	483,162	95.4%
FUNDING	Revised Budget	YTD Budget	YTD Actual	Remaining Budget
	\$	\$	\$	%
Own Source Funding - Municipal	5,237,019	840,000	392,992	92.5%
Cash Backed Reserves	3,365,850	100,000	0	100.0%
Capital Grant and Contribution	1,777,283	0	90,170	94.9%
Other (Disposals/Trade In)	90,000	0	0	100.0%
Total	10,470,152	940,000	483,162	95.4%

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

6. Cash Backed Reserves (Note 6 Page 53)

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 August 2020 is \$11,109,200.

7. Rating Information (Note 7 Page 54 - 55)

The notices for rates and charges levied for 2019/20 were issued on 7 August 2020. *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	18 September 2020
Second Instalment	13 November 2020
Third Instalment	8 January 2021
Fourth Instalment	12 March 2021

Rates debtors for 2020/21 was raised on 29 July 2020 after the adoption of the budget.

The outstanding rates debtors balance as at 31 August 2020 is \$35,805,765 excluding deferred rates (\$253,840) and including ESL debtors and pensioner rebates. The outstanding rates percentage for

2020/21 is 82% compared to 47% for similar period in 2019/20. The increased percentage is due to timing of the budget being adopted in July this year instead of the norm of June.

8. Receivables (Note 8 Page 56)

Total trade and other receivables as at 31 August 2020 is \$2,323,537.

Below is a summary of the significant items that have been outstanding for over 90 days:

- \$1,636,542 (89%) relates to unpaid infringements (plus costs) over 90 days. Infringements that remain unpaid for more than two months are sent to the Fines Enforcement Registry (FER), which then collects the outstanding balance on behalf of the City for a fee.

\$971,183 of this amount has been transferred to long-term infringement debtors (non-current portion).

Furthermore, as some of the unpaid infringements are aged, 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). This provisional amount is subject to change once the 19/20 financial statements have been Audited and approved.

- \$159,944 (9.5%) relates to cash-in-lieu of car parking debtors. In accordance with the *City's Policy 7.7.1 Non-residential parking*, Administration has entered into special payment arrangements with long outstanding cash in lieu parking debtors to enable them to pay their debt 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: -

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

- Tenancies are being dealt with in accordance to the direction approved by the COVID committee.
- Health licenses debtors are being followed up with final reminders. Thereafter, these debts will be sent to the debt collectors for further follow up.

9. Beatty Park Leisure Centre – Financial Position report (Note 9 Page 57)

As at 31 August 2020, the Centre's operating surplus position is \$26,142 (excluding depreciation) compared to the year to date budgeted deficit amount of \$67,287. This is primarily contributed by the increased activity relating to the swim school and fitness initiatives at the Centre.

10. Explanation of Material Variances

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 2020/21 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 August 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.

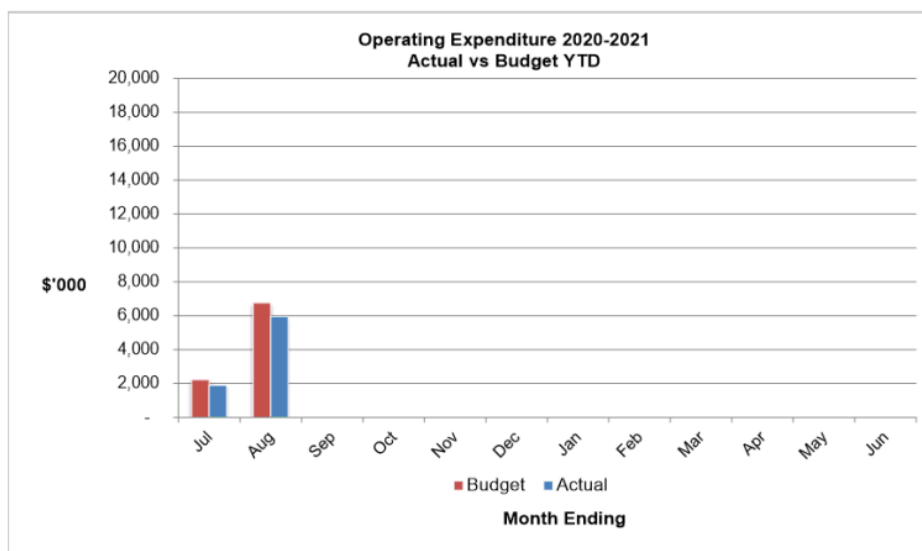
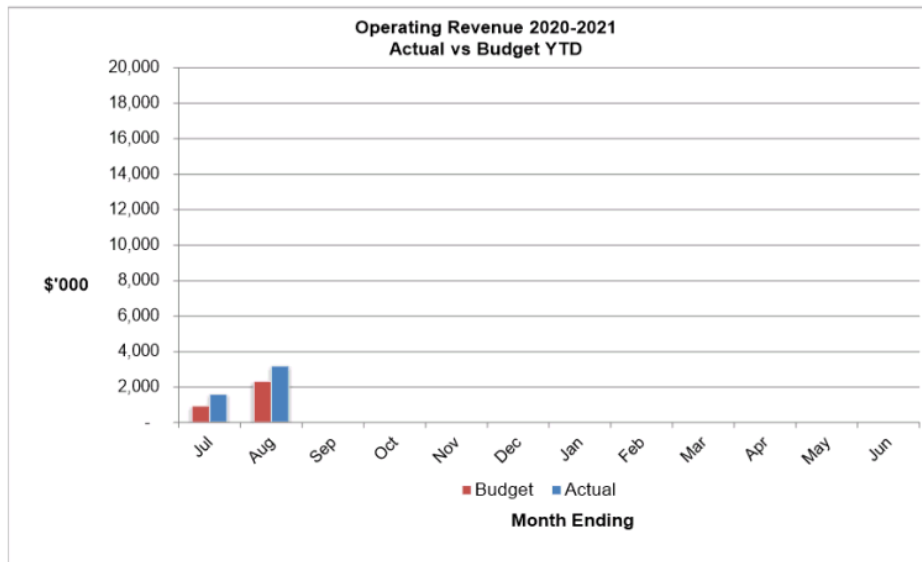
CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM
FOR THE PERIOD ENDED 31 AUGUST 2020



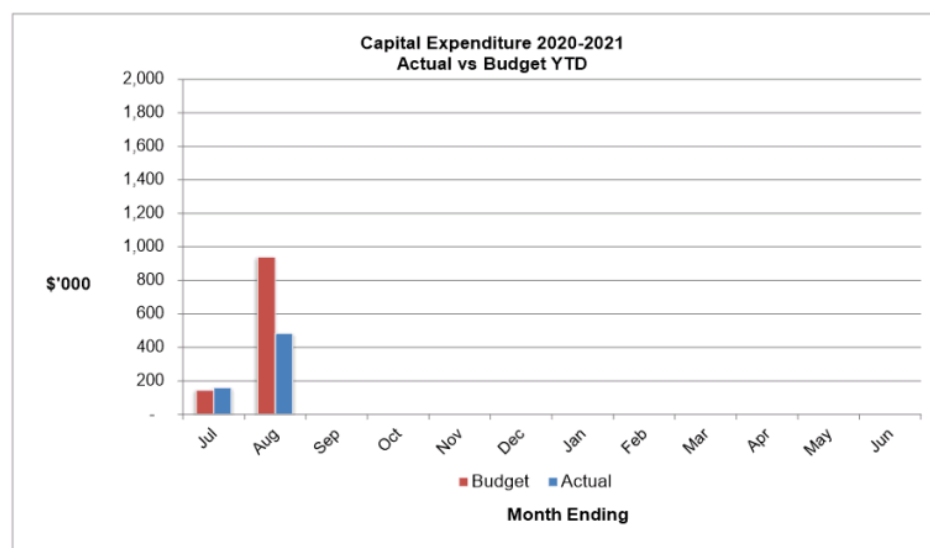
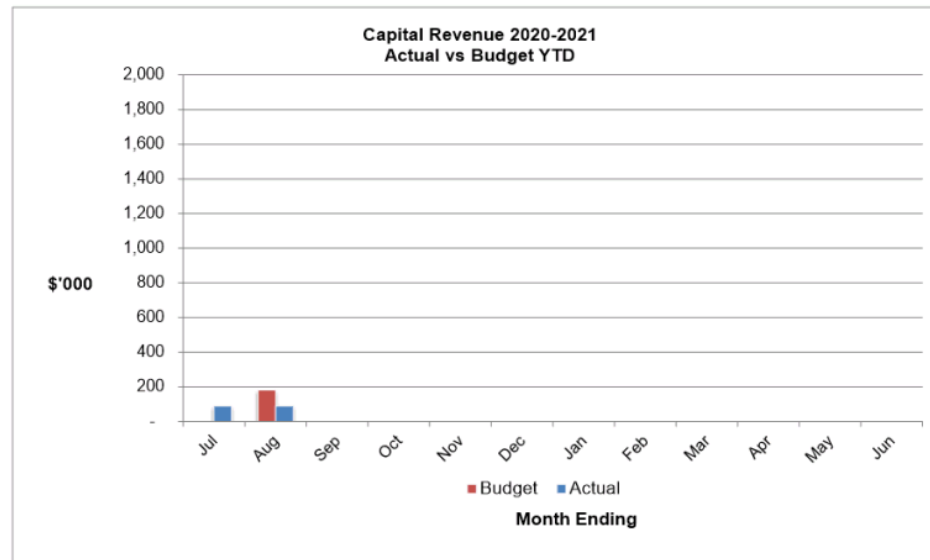
	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	YTD Variance %
Opening Funding Surplus/(Deficit)	1,615,763	1,615,763	2,963,903	1,348,140	83.4%
Revenue from operating activities					
Governance	43,000	5,834	10,741	4,907	84.1%
General Purpose Funding	1,566,205	558,674	269,353	(289,321)	-51.8%
Law, Order and Public Safety	300,000	22,950	25,933	2,983	13.0%
Health	261,517	45,425	26,297	(19,128)	-42.1%
Education and Welfare	98,647	1,244	28,490	27,246	2190.2%
Community Amenities	777,134	120,014	385,019	265,005	220.8%
Recreation and Culture	4,911,558	765,903	1,116,118	350,215	45.7%
Transport	4,109,953	765,198	1,233,065	467,867	61.1%
Economic Services	199,960	32,672	50,312	17,640	54.0%
Other Property and Services	508,388	23,331	61,255	37,924	162.5%
	12,776,362	2,341,245	3,206,583	865,338	37.0%
Expenditure from operating activities					
Governance	(3,338,549)	(490,631)	(449,797)	40,834	-8.3%
General Purpose Funding	(817,358)	(141,652)	(62,249)	79,403	-56.1%
Law, Order and Public Safety	(1,590,766)	(209,566)	(224,927)	(15,361)	7.3%
Health	(1,715,207)	(239,240)	(216,094)	23,146	-9.7%
Education and Welfare	(354,944)	(14,167)	(16,313)	(2,146)	15.1%
Community Amenities	(12,202,555)	(1,624,509)	(1,506,609)	117,900	-7.3%
Recreation and Culture	(19,879,577)	(2,103,350)	(2,110,462)	(7,112)	0.3%
Transport	(12,978,459)	(1,638,399)	(1,188,367)	450,032	-27.5%
Economic Services	(544,015)	(77,117)	(78,378)	(1,261)	1.6%
Other Property and Services	(2,365,855)	(209,248)	(100,949)	108,299	-51.8%
	(55,787,285)	(6,747,879)	(5,954,145)	793,734	-11.8%
Add Deferred Rates Adjustment	0	0	10,139	10,139	0.0%
Add Back Depreciation	11,875,779	0	0	0	0.0%
Adjust (Profit)/Loss on Asset Disposal	(243,199)	12,844	0	(12,844)	-100.0%
	11,632,580	12,844	10,139	(2,705)	-21.1%
Amount attributable to operating activities	(31,378,343)	(4,393,790)	(2,737,423)	1,656,367	-37.7%
Investing Activities					
Non-operating Grants, Subsidies and Contributions	1,777,283	181,000	90,170	(90,830)	-50.2%
Purchase Land and Buildings	(4,886,398)	(432,000)	(41,358)	390,642	-90.4%
Purchase Infrastructure Assets	(4,199,844)	(233,000)	(238,497)	(5,497)	2.4%
Purchase Plant and Equipment	(346,810)	(200,000)	(138,550)	61,450	-30.7%
Purchase Furniture and Equipment	(1,037,100)	(75,000)	(64,757)	10,243	-13.7%
Proceeds from Joint Venture Operations	250,000	0	0	0	0.0%
Proceeds from Disposal of Assets	90,000	26,800	59,508	32,708	122.0%
Amount attributable to investing activities	(8,352,869)	(732,200)	(333,484)	398,716	-54.5%
Financing Activities					
Principal elements of finance lease payments	(91,377)	(22,844)	(22,844)	0	0.0%
Repayment of Debentures	(887,431)	(129,365)	(129,363)	2	0.0%
Proceeds from New Debentures	0	0	0	0	0.0%
Transfer to Reserves	(809,450)	(92,312)	(187,362)	(95,050)	103.0%
Transfer from Reserves	4,057,183	719,194	54,688	(664,506)	-92.4%
Amount attributable to financing activities	2,268,925	474,673	(284,881)	(759,554)	-160.0%
Surplus/(Deficit) before general rates	(35,846,524)	(3,035,554)	(391,885)	2,643,669	-87.1%
Total amount raised from general rates	35,664,317	35,364,317	35,463,696	99,379	0.3%
Closing Funding Surplus/(Deficit)	(182,207)	32,328,763	35,071,811	2,743,048	8.5%

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



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



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



	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	YTD Variance %
Revenue					
Rates	35,664,317	35,364,317	35,463,696	99,379	0%
Operating Grants, Subsidies and Contributions	794,656	157,463	148,531	(8,932)	-5.7%
Fees and Charges	10,094,536	1,888,976	2,852,121	963,145	51.0%
Interest Earnings	663,205	213,112	75,618	(137,494)	-64.5%
Other Revenue	967,463	81,694	131,008	49,314	60.4%
	<u>48,184,177</u>	<u>37,705,562</u>	<u>38,670,974</u>	<u>965,412</u>	<u>2.6%</u>
Expenses					
Employee Costs	(22,859,760)	(3,354,178)	(3,918,538)	(564,360)	16.8%
Materials and Contracts	(15,922,056)	(2,703,178)	(1,803,782)	899,396	-33.3%
Utility Charges	(1,501,040)	(233,026)	(83,310)	149,716	-64.2%
Depreciation on Non-Current Assets	(11,875,779)	0	0	0	0.0%
Interest Expenses	(491,960)	(73,018)	(36,780)	36,238	-49.6%
Insurance Expenses	(510,179)	(85,030)	(83,072)	1,958	-2.3%
Other Expenditure	(2,613,208)	(286,605)	(29,360)	257,245	-89.8%
	<u>(55,773,982)</u>	<u>(6,735,035)</u>	<u>(5,954,842)</u>	<u>780,193</u>	<u>-11.6%</u>
	<u>(7,589,805)</u>	<u>30,970,527</u>	<u>32,716,132</u>	<u>1,745,605</u>	<u>5.6%</u>
Non-operating Grants, Subsidies and Contributions	1,777,283	181,000	90,170	(90,830)	-50.2%
Profit on Disposal of Assets	6,502	0	0	0	0.0%
Loss on Disposal of Assets	(13,303)	(12,844)	0	12,844	-100.0%
Profit on Assets Held for Sale (TPRC Joint Venture)	250,000	0	0	0	0.0%
	<u>2,020,482</u>	<u>168,156</u>	<u>90,170</u>	<u>(77,986)</u>	<u>-46.4%</u>
Net result	(5,569,323)	31,138,683	32,806,302	1,667,619	5.4%
Other comprehensive income					
<i>Items that will not be reclassified subsequently to profit or loss</i>					
Total other comprehensive income	0	0	0	0	0.0%
Total comprehensive income	(5,569,323)	31,138,683	32,806,302	1,667,619	5.4%

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



	Note	YTD Actual 31/08/2020 \$	FY Actual 30/06/2020 \$
Current Assets			
Cash Unrestricted		9,614,434	9,108,463
Cash Restricted		11,109,200	10,976,525
Investments		11,000	11,000
Receivables - Rates	7	35,805,765	1,066,726
Receivables - Other	8	2,323,537	2,123,159
Inventories		199,128	185,473
		<u>59,063,064</u>	<u>23,471,346</u>
Less: Current Liabilities			
Payables		(9,866,192)	(6,456,900)
Provisions - employee		(4,270,311)	(4,321,632)
		<u>(14,136,503)</u>	<u>(10,778,532)</u>
Unadjusted Net Current Assets		44,926,561	12,692,814
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	6	(11,109,199)	(10,976,525)
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		894,266	887,431
Add: Infringement Debtors transferred to non current asset		971,183	971,183
		<u>(9,854,750)</u>	<u>(9,728,911)</u>
Adjusted Net Current Assets		35,071,811	2,963,903

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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Chief Executive Officer						
Chief Executive Officer Expenditure						
Employee Costs	478,873	62,706	79,703	16,997	27%	
Other Employee Costs	25,566	2,710	3,865	1,155	43%	
Other Expenses	120,700	882	47,749	46,867	5314%	Budget phasing variance. Expenditure relating to WALGA annual membership fees.
Chief Executive Officer Expenditure Total	625,139	66,298	131,316	65,018	98%	
Chief Executive Officer Indirect Costs						
Allocations	(625,139)	(66,298)	(131,316)	(65,018)	98%	
Chief Executive Officer Indirect Costs Total	(625,139)	(66,298)	(131,316)	(65,018)	98%	
Chief Executive Officer Total	0	0	0	0		
Members of Council						
Members Of Council Expenditure						
Employee Costs	86,645	13,405	17,154	3,749	28%	
Other Employee Costs	20,000	3,334	0	(3,334)	-100%	
Other Expenses	352,600	53,014	51,486	(1,528)	-3%	
Members Of Council Expenditure Total	459,245	69,753	68,640	(1,113)	-2%	
Members Of Council Indirect Costs						
Allocations	44,760	5,238	4,920	(318)	-6%	
Members Of Council Indirect Costs Total	44,760	5,238	4,920	(318)	-6%	
Members of Council Total	504,005	74,991	73,559	(1,432)	-2%	

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



	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Corporate Strategy and Governance Expenditure						
Corporate Strategy and Governance Expenditure						
Employee Costs	713,547	110,688	121,652	10,964	10%	
Other Employee Costs	12,000	2,000	0	(2,000)	-100%	
Other Expenses	154,950	25,828	13,650	(12,178)	-47%	
Operating Projects	52,000	8,500	12,955	4,455	52%	
Corporate Strategy and Governance Expenditure Total	932,497	147,016	148,257	1,241	1%	
Corporate Strategy and Governance Expenditure Total	932,497	147,016	148,257	1,241	1%	
Corporate Strategy and Governance Indirect Costs						
Corporate Strategy and Governance Indirect Costs						
Allocations	383,758	46,688	44,712	(1,976)	-4%	
Corporate Strategy and Governance Indirect Costs Total	383,758	46,688	44,712	(1,976)	-4%	
Corporate Strategy and Governance Indirect Costs Total	383,758	46,688	44,712	(1,976)	-4%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Human Resources						
Human Resources Revenue						
Revenue	(35,000)	(5,834)	(10,555)	(4,721)	81%	
Human Resources Revenue Total	(35,000)	(5,834)	(10,555)	(4,721)	81%	
Human Resources Expenditure						
Employee Costs	763,726	103,074	163,428	60,354	59%	Timing variance for \$41,000 parental leave payment and other negative variances are individually immaterial.
Other Employee Costs	152,100	24,710	1,555	(23,155)	-94%	Timing variance of various employee related initiatives.
Other Expenses	95,829	23,538	7,574	(15,964)	-68%	
Human Resources Expenditure Total	1,011,655	151,322	172,556	21,234	14%	
Human Resources Indirect Costs						
Allocations	(976,655)	(145,488)	(162,002)	(16,514)	11%	
Human Resources Indirect Costs Total	(976,655)	(145,488)	(162,002)	(16,514)	11%	
Human Resources Total	0	0	(0)	0	100%	
Information Technology						
Information Technology Expenditure						
Employee Costs	477,253	62,545	74,957	12,412	20%	
Other Employee Costs	6,000	0	0	0		
Other Expenses	1,369,900	214,150	54,484	(159,666)	-75%	Timing variance relating to software maintenance costs and consultant fees.
Operating Projects	80,000	13,340	0	(13,340)	-100%	
Information Technology Expenditure Total	1,933,153	290,035	129,441	(160,594)	-55%	
Information Technology Indirect Costs						
Allocations	(1,933,153)	(290,035)	(129,441)	160,594	-55%	
Information Technology Indirect Costs Total	(1,933,153)	(290,035)	(129,441)	160,594	-55%	
Information Technology Total	0	0	(0)	0	100%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Records Management						
Records Management Revenue						
Revenue	0	0	(186)	(186)	100%	
Records Management Revenue Total	0	0	(186)	(186)	100%	
Records Management Expenditure						
Employee Costs	286,907	37,602	47,647	10,045	27%	
Other Employee Costs	4,000	107	(550)	(657)	-614%	
Other Expenses	38,650	3,940	1,441	(2,499)	-63%	
Operating Projects	40,000	6,000	450	(5,550)	-92%	
Records Management Expenditure Total	369,557	47,649	48,989	1,340	3%	
Records Management Indirect Costs						
Allocations	(369,557)	(47,649)	(48,803)	(1,154)	2%	
Records Management Indirect Costs Total	(369,557)	(47,649)	(48,803)	(1,154)	2%	
Records Management Total	0	0	0	0	100%	
Director Community and Business Services						
Director Community and Business Services						
Employee Costs	336,224	44,031	55,779	11,748	27%	
Other Employee Costs	3,671	612	745	133	22%	
Other Expenses	4,250	706	16	(690)	-98%	
Director Community and Business Services Total	344,145	45,349	56,540	11,191	25%	
Director Community and Business Services Total	344,145	45,349	56,540	11,191	25%	
Director Community and Business Ser Indirect Costs						
Director Community and Business Ser Indirect Costs						
Allocations	(344,145)	(45,349)	(56,540)	(11,191)	25%	
Director Community and Business Ser Indirect Costs Total	(344,145)	(45,349)	(56,540)	(11,191)	25%	
Director Community and Business Ser Indirect Costs Total	(344,145)	(45,349)	(56,540)	(11,191)	25%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Finance Services						
Finance Services Revenue						
Revenue	(800)	(134)	(564)	(430)	321%	
Finance Services Revenue Total	(800)	(134)	(564)	(430)	321%	
Finance Services Expenditure						
Employee Costs	810,530	106,227	141,449	35,222	33%	Budget phasing variance.
Other Employee Costs	9,100	16	0	(16)	-100%	
Other Expenses	238,100	19,316	10,899	(8,417)	-44%	
Finance Services Expenditure Total	1,057,730	125,559	152,347	26,788	21%	
Finance Services Indirect Costs						
Allocations	(1,056,930)	(125,425)	(151,784)	(26,359)	21%	
Finance Services Indirect Costs Total	(1,056,930)	(125,425)	(151,784)	(26,359)	21%	
Finance Services Total	0	0	0	0	100%	
Insurance Premium						
Insurance Premium Expenditure						
Other Expenses	510,179	85,030	83,072	(1,958)	-2%	
Insurance Premium Expenditure Total	510,179	85,030	83,072	(1,958)	-2%	
Insurance Premium Recovery						
Allocations	(510,179)	(85,030)	(83,072)	1,958	-2%	
Insurance Premium Recovery Total	(510,179)	(85,030)	(83,072)	1,958	-2%	
Insurance Premium Total	0	0	0	0		



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Insurance Claim						
Insurance Claim Recoup Revenue	(65,000)	0	(33,131)	(33,131)	100%	Recoups received earlier than anticipated.
Insurance Claim Recoup Total	(65,000)	0	(33,131)	(33,131)	100%	
Insurance Claim Expenditure Other Expenses	5,000	1,578	500	(1,078)	-68%	
Insurance Claim Expenditure Total	5,000	1,578	500	(1,078)	-68%	
Insurance Claim Total	(60,000)	1,578	(32,631)	(34,209)	-2168%	
Mindarie Regional Council						
Mindarie Regional Council Revenue	(122,629)	(15,438)	(17,336)	(1,898)	12%	
Mindarie Regional Council Revenue Total	(122,629)	(15,438)	(17,336)	(1,898)	12%	
Mindarie Regional Council Expenditure Other Expenses	32,000	0	0	0		
Mindarie Regional Council Expenditure Total	32,000	0	0	0		
Mindarie Regional Council Total	(90,629)	(15,438)	(17,336)	(1,898)	12%	
General Purpose Revenue						
General Purpose Revenue Revenue	(1,023,205)	(214,436)	(162,099)	52,337	-24%	Interest income lower than anticipated.
General Purpose Revenue Total	(1,023,205)	(214,436)	(162,099)	52,337	-24%	
General Purpose Revenue Total	(1,023,205)	(214,436)	(162,099)	52,337	-24%	

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



	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Rates Services						
Rates Services Revenue						
Revenue	(36,207,317)	(35,708,555)	(35,570,950)	137,605	0%	
Rates Services Revenue Total	(36,207,317)	(35,708,555)	(35,570,950)	137,605	0%	
Rates Services Expenditure						
Employee Costs	259,233	40,307	44,156	3,849	10%	
Other Expenses	158,950	21,384	1,683	(19,701)	-92%	
Operating Projects	250,000	62,500	0	(62,500)	-100%	Timing variance relating to financial hardship waivers.
Rates Services Expenditure Total	668,183	124,191	45,840	(78,351)	-63%	
Rates Services Indirect Costs						
Allocations	149,175	17,461	16,410	(1,051)	-6%	
Rates Services Indirect Costs Total	149,175	17,461	16,410	(1,051)	-6%	
Rates Services Total	(35,389,959)	(35,566,903)	(35,508,701)	58,202	0%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Marketing and Communications						
Marketing and Communications Revenue						
Revenue	(8,000)	0	0	0		
Marketing and Communications Revenue Total	(8,000)	0	0	0		
Marketing and Communications Expenditure						
Employee Costs	709,751	110,258	124,670	14,412	13%	
Other Employee Costs	1,000	250	0	(250)	-100%	
Other Expenses	347,643	51,066	7,478	(43,588)	-85%	Timing variance relating to website development and art maintenance works.
Operating Projects	50,000	10,800	0	(10,800)	-100%	
Marketing and Communications Expenditure Total	1,108,394	172,374	132,148	(40,226)	-23%	
Marketing and Communications Indirect Costs						
Allocations	367,981	43,070	40,568	(2,502)	-6%	
Marketing and Communications Indirect Costs Total	367,981	43,070	40,568	(2,502)	-6%	
Marketing and Communications Total	1,468,375	215,444	172,715	(42,729)	-20%	
Art and Culture						
Art and Culture						
Other Expenses	46,000	1,250	175	(1,075)	-86%	
Art and Culture Total	46,000	1,250	175	(1,075)	-86%	
Art and Culture Indirect Costs						
Allocations	0	0	0	0		
Art and Culture Indirect Costs Total	0	0	0	0		
Art and Culture Total	46,000	1,250	175	(1,075)	-86%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Community Partnerships Revenue</u>						
Community Partnerships Revenue						
Revenue	0	0	(145)	(145)	100%	
Community Partnerships Revenue Total	0	0	(145)	(145)	100%	
Community Partnerships Revenue Total	0	0	(145)	(145)	100%	
<u>Community Partnership Expenditure</u>						
Community Partnership Expenditure						
Employee Costs	420,153	65,539	69,476	3,937	6%	
Other Employee Costs	9,430	5,738	1,054	(4,684)	-82%	
Other Expenses	222,000	8,681	1,972	(6,709)	-77%	
Community Partnership Expenditure Total	651,583	79,958	72,502	(7,456)	-9%	
Community Partnership Expenditure Total	651,583	79,958	72,502	(7,456)	-9%	
<u>Community Partnerships Indirect Costs</u>						
Community Partnerships Indirect Costs						
Allocations	231,602	27,250	25,673	(1,577)	-6%	
Community Partnerships Mgmt Admin Alloca	0	0	0	0		
Community Partnerships Indirect Costs Total	231,602	27,250	25,673	(1,577)	-6%	
Community Partnerships Indirect Costs Total	231,602	27,250	25,673	(1,577)	-6%	
<u>Beatty Park Leisure Centre Administration</u>						
Beatty Park Leisure Centre Admin Revenue						
Revenue	(1,321,350)	(293,490)	(410,333)	(116,843)	40%	Revenue higher than anticipated.
Beatty Park Leisure Centre Admin Revenue Total	(1,321,350)	(293,490)	(410,333)	(116,843)	40%	
Beatty Park Leisure Centre Admin Indirect Revenue						
Allocations	1,321,350	293,490	410,333	116,843	40%	
Beatty Park Leisure Centre Admin Indirect Revenue Total	1,321,350	293,490	410,333	116,843	40%	
Beatty Park Leisure Centre Admin Expenditure						
Employee Costs	740,668	97,025	106,154	9,129	9%	
Other Employee Costs	19,128	2,337	1,939	(398)	-17%	
Other Expenses	122,100	4,816	17,745	12,929	268%	
Beatty Park Leisure Centre Admin Expenditure Total	881,896	104,178	125,838	21,660	21%	
Beatty Park Leisure Centre Admin Indirect Costs						
Allocations	(881,896)	(104,178)	(125,838)	(21,660)	21%	
Beatty Park Leisure Centre Admin Indirect Costs Total	(881,896)	(104,178)	(125,838)	(21,660)	21%	
Beatty Park Leisure Centre Administration Total	0	0	0	(0)	100%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Beatty Park Leisure Centre Building</u>						
Beatty Park Leisure Centre Building Revenue	(166,966)	(2,630)	(12,445)	(9,815)	373%	
Beatty Park Leisure Centre Building Revenue Total	(166,966)	(2,630)	(12,445)	(9,815)	373%	
Building Maintenance	399,850	58,881	30,539	(28,342)	-48%	Timing variance of works.
Ground Maintenance	41,800	7,202	2,033	(5,169)	-72%	
Other Expenses	2,028,257	87,894	63,806	(24,088)	-27%	Timing variance relating to interest expenses and utility costs.
Beatty Park Leisure Centre Occupancy Costs Total	2,469,907	153,977	96,378	(57,599)	-37%	
Beatty Park Leisure Centre Indirect Costs						
Allocations	(2,302,941)	(151,347)	(83,353)	67,994	-45%	
Beatty Park Leisure Centre Indirect Costs Total	(2,302,941)	(151,347)	(83,353)	67,994	-45%	
Beatty Park Leisure Centre Building Total	0	0	580	580	100%	
<u>Swimming Pool Areas</u>						
Swimming Pool Areas Revenue	(1,071,600)	(152,900)	(138,301)	14,599	-10%	
Swimming Pool Areas Revenue Total	(1,071,600)	(152,900)	(138,301)	14,599	-10%	
Swimming Pool Areas Indirect Revenue						
Allocations	(213,134)	(47,342)	(66,228)	(18,886)	40%	
Swimming Pool Areas Indirect Revenue Total	(213,134)	(47,342)	(66,228)	(18,886)	40%	
Swimming Pool Areas Expenditure						
Employee Costs	621,038	97,182	150,027	52,845	54%	Operations have commenced as normal. Budget to be adjusted accordingly at the October review.
Other Employee Costs	16,500	3,448	960	(2,488)	-72%	
Other Expenses	133,170	17,191	10,322	(6,869)	-40%	
Swimming Pool Areas Expenditure Total	770,708	117,821	161,308	43,487	37%	
Swimming Pool Areas Indirect Costs						
Allocations	2,487,977	210,679	171,542	(39,137)	-19%	
Swimming Pool Areas Indirect Costs Total	2,487,977	210,679	171,542	(39,137)	-19%	
Swimming Pool Areas Total	1,973,951	128,258	128,321	63	0%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Swim School						
Swim School Revenue						
Revenue	(176,500)	(50,852)	(211,960)	(161,108)	317%	Operations have commenced as normal. Budget to be adjusted accordingly at the October review.
Swim School Revenue Total	(176,500)	(50,852)	(211,960)	(161,108)	317%	
Swim School Indirect Revenue						
Allocations	(2,511)	(557)	(739)	(182)	33%	
Swim School Indirect Revenue Total	(2,511)	(557)	(739)	(182)	33%	
Swim School Expenditure						
Employee Costs	272,792	42,490	154,475	111,985	264%	Operations have commenced as normal. Budget to be adjusted accordingly at the October review.
Other Employee Costs	6,000	0	546	546	100%	
Other Expenses	14,250	458	2,897	2,439	533%	
Swim School Expenditure Total	293,042	42,948	157,918	114,970	268%	
Swim School Indirect Costs						
Allocations	176,166	16,626	17,370	744	4%	
Swim School Indirect Costs Total	176,166	16,626	17,370	744	4%	
Swim School Total	290,197	8,165	(37,412)	(45,577)	-558%	
Café						
Café Revenue						
Revenue	0	0	(1,890)	(1,890)	100%	
Café Revenue Total	0	0	(1,890)	(1,890)	100%	
Café Indirect Revenue						
Allocations	0	0	0	0		
Café Indirect Revenue Total	0	0	0	0		
Café Expenditure						
Employee Costs	0	0	34,280	34,280	100%	Redundancy payment resulting from the closure of the Café. Budget to be adjusted at the October review.
Other Expenses	0	0	1,744	1,744	100%	
Café Expenditure Total	0	0	36,024	36,024	100%	
Café Indirect Costs						
Allocations	0	0	0	0		
Café Indirect Costs Total	0	0	0	0		
Café Total	0	0	34,134	34,134	100%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Retail						
Retail Revenue						
Revenue	(260,000)	(15,000)	(72,975)	(57,975)	387%	Revenue higher than anticipated.
Retail Revenue Total	(260,000)	(15,000)	(72,975)	(57,975)	387%	
Retail Indirect Revenue						
Allocations	(529)	(117)	(164)	(47)	40%	
Retail Indirect Revenue Total	(529)	(117)	(164)	(47)	40%	
Retail Expenditure						
Employee Costs	41,087	6,400	10,096	3,696	58%	
Other Employee Costs	250	0	0	0		
Other Expenses	123,700	1,482	26,422	24,940	1683%	Timing variance of stock purchase.
Retail Expenditure Total	165,037	7,882	36,517	28,635	363%	
Retail Indirect Costs						
Allocations	72,922	7,390	6,951	(439)	-6%	
Retail Indirect Costs Total	72,922	7,390	6,951	(439)	-6%	
Retail Total	(22,570)	155	(29,671)	(29,826)	-19243%	
Health and Fitness						
Health and Fitness Revenue						
Revenue	(45,600)	(10,039)	(22,520)	(12,481)	124%	
Health and Fitness Revenue Total	(45,600)	(10,039)	(22,520)	(12,481)	124%	
Health and Fitness Indirect Revenue						
Allocations	(731,235)	(162,417)	(227,078)	(64,661)	40%	
Health and Fitness Indirect Revenue Total	(731,235)	(162,417)	(227,078)	(64,661)	40%	
Health and Fitness Expenditure						
Employee Costs	399,625	62,495	87,676	25,181	40%	Operations have commenced as normal. Budget to be adjusted accordingly at the October review.
Other Employee Costs	8,700	1,800	0	(1,800)	-100%	
Other Expenses	66,500	350	8,067	7,717	2205%	
Health and Fitness Expenditure Total	474,825	64,645	95,743	31,098	48%	
Health and Fitness Indirect Costs						
Allocations	510,434	49,947	43,053	(6,894)	-14%	
Health and Fitness Indirect Costs Total	510,434	49,947	43,053	(6,894)	-14%	
Health and Fitness Total	208,424	(57,864)	(110,803)	(52,939)	91%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Group Fitness						
Group Fitness Revenue						
Revenue	(30,000)	(8,008)	(13,048)	(5,040)	63%	
Group Fitness Revenue Total	(30,000)	(8,008)	(13,048)	(5,040)	63%	
Group Fitness Indirect Revenue						
Allocations	(248,281)	(55,146)	(77,102)	(21,956)	40%	
Group Fitness Indirect Revenue Total	(248,281)	(55,146)	(77,102)	(21,956)	40%	
Group Fitness Expenditure						
Employee Costs	165,694	25,839	46,054	20,215	78%	Operations have commenced as normal. Budget to be adjusted accordingly at the October review.
Other Employee Costs	3,500	0	0	0		
Other Expenses	62,745	2,301	16,509	14,208	617%	
Group Fitness Expenditure Total	231,939	28,140	62,563	34,423	122%	
Group Fitness Indirect Costs						
Allocations	180,034	13,633	12,338	(1,295)	-9%	
Group Fitness Indirect Costs Total	180,034	13,633	12,338	(1,295)	-9%	
Group Fitness Total	133,692	(21,381)	(15,249)	6,132	-29%	
Aqua Fitness						
Aqua Fitness Revenue						
Revenue	(12,000)	(2,780)	(2,136)	644	-23%	
Aqua Fitness Revenue Total	(12,000)	(2,780)	(2,136)	644	-23%	
Aqua Fitness Indirect Revenue						
Allocations	(105,180)	(23,362)	(32,662)	(9,300)	40%	
Aqua Fitness Indirect Revenue Total	(105,180)	(23,362)	(32,662)	(9,300)	40%	
Aqua Fitness Expenditure						
Employee Costs	18,295	2,396	3,837	1,441	60%	
Other Employee Costs	450	0	0	0		
Other Expenses	14,800	16	391	375	2345%	
Aqua Fitness Expenditure Total	33,545	2,412	4,228	1,816	75%	
Aqua Fitness Indirect Costs						
Allocations	100,317	8,626	9,402	776	9%	
Aqua Fitness Indirect Costs Total	100,317	8,626	9,402	776	9%	
Aqua Fitness Total	16,682	(15,104)	(21,168)	(6,064)	40%	

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



	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Crèche						
Crèche Revenue						
Revenue	(5,000)	(1,123)	(2,404)	(1,281)	114%	
Crèche Revenue Total	(5,000)	(1,123)	(2,404)	(1,281)	114%	
Crèche Indirect Revenue						
Allocations	(20,480)	(4,549)	(6,360)	(1,811)	40%	
Crèche Indirect Revenue Total	(20,480)	(4,549)	(6,360)	(1,811)	40%	
Crèche Expenditure						
Employee Costs	145,515	22,781	26,741	3,960	17%	
Other Employee Costs	750	0	0	0		
Other Expenses	2,110	250	2	(248)	-99%	
Crèche Expenditure Total	148,375	23,031	26,744	3,713	16%	
Crèche Indirect Costs						
Allocations	89,604	7,699	7,147	(552)	-7%	
Crèche Indirect Costs Total	89,604	7,699	7,147	(552)	-7%	
Crèche Total	212,499	25,058	25,126	68	0%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Customer Service Centre						
Customer Services Centre Expenditure						
Employee Costs	550,434	72,199	82,414	10,215	14%	
Other Employee Costs	6,050	1,008	0	(1,008)	-100%	
Other Expenses	24,950	4,242	1,330	(2,912)	-69%	
Customer Services Centre Expenditure Total	581,434	77,449	83,744	6,295	8%	
Customer Services Centre Indirect Costs						
Allocations	(574,520)	(76,791)	(83,744)	(6,953)	9%	
Customer Services Centre Indirect Costs Total	(574,520)	(76,791)	(83,744)	(6,953)	9%	
Customer Service Centre Total	6,914	658	0	(658)	-100%	
Library Services						
Library Services Revenue						
Revenue	(12,500)	(2,080)	(5,620)	(3,540)	170%	
Library Services Revenue Total	(12,500)	(2,080)	(5,620)	(3,540)	170%	
Library Services Expenditure						
Employee Costs	975,403	151,559	152,932	1,373	1%	
Other Employee Costs	7,100	1,182	0	(1,182)	-100%	
Other Expenses	101,000	16,840	9,187	(7,653)	-45%	
Library Services Expenditure Total	1,083,503	169,581	162,119	(7,462)	-4%	
Library Services Indirect Costs						
Allocations	419,499	55,275	54,580	(695)	-1%	
Community Partnerships Mgmt Admin Alloca	0	0	0	0		
Library Occupancy Costs Allocations	12,791	1,218	3,065	1,847	152%	
Library Services Indirect Costs Total	432,290	56,493	57,646	1,153	2%	
Library Services Total	1,503,293	223,994	214,144	(9,850)	-4%	
Library Building						
Library Occupancy Costs						
Building Maintenance	94,700	18,132	9,088	(9,044)	-50%	
Ground Maintenance	5,000	0	0	0		
Other Expenses	154,564	5,654	3,378	(2,276)	-40%	
Library Occupancy Costs Total	254,264	23,786	12,466	(11,320)	-48%	
Library Indirect Costs						
Allocations	5,753	958	1,030	72	8%	
Library Occupancy Costs Recovery	(52,003)	(4,949)	(12,466)	(7,517)	152%	
Library Indirect Costs Total	(46,250)	(3,991)	(11,436)	(7,445)	187%	
Library Building Total	208,014	19,795	1,030	(18,765)	-95%	

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



	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Loftus Community Centre Revenue</u>						
Loftus Community Centre Revenue						
Revenue	(51,000)	(8,500)	(8,880)	(380)	4%	
Loftus Community Centre Revenue Total	(51,000)	(8,500)	(8,880)	(380)	4%	
Loftus Community Centre Revenue Total	(51,000)	(8,500)	(8,880)	(380)	4%	
<u>Loftus Community Centre Expenditure</u>						
Loftus Community Centre Expenditure						
Employee Costs	89,626	13,977	22,263	8,286	59%	
Other Employee Costs	1,500	250	0	(250)	-100%	
Building Maintenance	16,272	2,712	0	(2,712)	-100%	
Other Expenses	42,360	5,821	1,857	(3,964)	-68%	
Loftus Community Centre Expenditure Total	149,758	22,760	24,119	1,359	6%	
Loftus Community Centre Expenditure Total	149,758	22,760	24,119	1,359	6%	
<u>Loftus Community Centre Indirect Costs</u>						
Loftus Community Centre Indirect Costs						
Allocations	43,924	5,787	5,712	(75)	-1%	
Loftus Community Centre Indirect Costs Total	43,924	5,787	5,712	(75)	-1%	
Loftus Community Centre Indirect Costs Total	43,924	5,787	5,712	(75)	-1%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Senior and Disability Services Revenue						
Senior and Disability Services Revenue Revenue	(15,500)	0	0	0		
Senior and Disability Services Revenue Total	(15,500)	0	0	0		
Senior and Disability Services Expenditure						
Employee Costs	0	0	0	0		
Other Expenses	20,000	2,500	4,000	1,500	60%	
Operating Projects	0	0	0	0		
Senior and Disability Services Expenditure Total	20,000	2,500	4,000	1,500	60%	
Senior and Disability Services Indirect Costs						
Senior and Disability Services Indirect Costs Allocations	0	0	103	103	100%	
Senior and Disability Services Indirect Costs Total	0	0	103	103	100%	
Senior and Disability Services Indirect Costs Total	0	0	103	103	100%	
Director Strategy and Development Services						
Director Strategy and Development Services Employee Costs	316,643	49,298	56,755	7,457	15%	
Other Employee Costs	1,100	184	240	56	31%	
Other Expenses	1,800	300	48	(252)	-84%	
Director Strategy and Development Services Total	319,543	49,782	57,042	7,260	15%	
Director Strategy and Development Services Total	319,543	49,782	57,042	7,260	15%	
Director Strategy and Development Ser Indirect Co						
Director Strategy and Development Ser Indirect Co Allocations	(319,543)	(41,939)	(57,042)	(15,103)	36%	
Director Strategy and Development Ser Indirect Co Total	(319,543)	(41,939)	(57,042)	(15,103)	36%	
Director Strategy and Development Ser Indirect Co Total	(319,543)	(41,939)	(57,042)	(15,103)	36%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Health Administration and Inspection						
Health Administration and Inspection Revenue						
Revenue	(232,020)	(45,425)	(11,812)	33,613	-74%	Timing variance relating to food premises licence fees.
Health Administration and Inspection Revenue Total	(232,020)	(45,425)	(11,812)	33,613	-74%	
Health Administration and Inspection Expenditure						
Employee Costs	997,926	155,094	147,615	(7,479)	-5%	
Other Employee Costs	22,815	3,804	2,425	(1,379)	-36%	
Other Expenses	52,750	8,792	3,364	(5,428)	-62%	
Health Administration and Inspection Expenditure Total	1,073,491	167,690	153,404	(14,286)	-9%	
Health Administration and Inspection Indirect Cost						
Allocations	547,292	65,059	59,989	(5,070)	-8%	
Health Administration and Inspection Indirect Cost Total	547,292	65,059	59,989	(5,070)	-8%	
Health Administration and Inspection Total	1,388,763	187,324	201,581	14,257	8%	
Food Control						
Food Control Revenue						
Revenue	(500)	0	0	0		
Food Control Revenue Total	(500)	0	0	0		
Food Control Expenditure						
Other Expenses	12,500	1,916	0	(1,916)	-100%	
Food Control Expenditure Total	12,500	1,916	0	(1,916)	-100%	
Food Control Total	12,000	1,916	0	(1,916)	-100%	
Health Clinics						
Health Clinics Revenue						
Revenue	(28,997)	0	(14,485)	(14,485)	100%	
Health Clinics Revenue Total	(28,997)	0	(14,485)	(14,485)	100%	
Health Clinics Expenditure						
Building Maintenance	18,600	3,213	1,482	(1,731)	-54%	
Ground Maintenance	0	0	66	66	100%	
Other Expenses	61,507	1,058	826	(232)	-22%	
Health Clinics Expenditure Total	80,107	4,271	2,373	(1,898)	-44%	
Health Clinics Indirect Costs						
Allocations	1,817	304	328	24	8%	
Health Clinics Indirect Costs Total	1,817	304	328	24	8%	
Health Clinics Total	52,927	4,575	(11,784)	(16,359)	-358%	

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



	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Statutory Planning Services						
Statutory Planning Services Revenue						
Revenue	(290,987)	(51,080)	(40,297)	10,783	-21%	
Statutory Planning Services Revenue Total	(290,987)	(51,080)	(40,297)	10,783	-21%	
Statutory Planning Services Expenditure						
Employee Costs	1,098,670	170,659	167,031	(3,628)	-2%	
Other Employee Costs	11,074	1,846	1,782	(64)	-3%	
Other Expenses	183,960	32,324	4,269	(28,055)	-87%	Services not required as yet.
Statutory Planning Services Expenditure Total	1,293,704	204,829	173,083	(31,746)	-15%	
Statutory Planning Services Indirect Costs						
Allocations	551,481	64,772	60,601	(4,171)	-6%	
Statutory Planning Services Indirect Costs Total	551,481	64,772	60,601	(4,171)	-6%	
Statutory Planning Services Total	1,554,198	218,521	193,387	(25,134)	-12%	
Compliance Services						
Compliance Services Revenue						
Revenue	(24,500)	(4,084)	(26,200)	(22,116)	542%	Revenue higher than anticipated.
Compliance Services Revenue Total	(24,500)	(4,084)	(26,200)	(22,116)	542%	
Compliance Services Expenditure						
Employee Costs	444,579	69,075	73,003	3,928	6%	
Other Employee Costs	8,221	1,370	1,081	(289)	-21%	
Other Expenses	67,100	11,182	6,719	(4,463)	-40%	
Compliance Services Expenditure Total	519,900	81,627	80,803	(824)	-1%	
Compliance Services Indirect Costs						
Allocations	255,662	30,272	28,305	(1,967)	-6%	
Compliance Services Indirect Costs Total	255,662	30,272	28,305	(1,967)	-6%	
Compliance Services Total	751,062	107,815	82,908	(24,907)	-23%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Policy and Place Services						
Policy and Place Services Revenue						
Revenue	(1,800)	(300)	(284)	16	-5%	
Policy and Place Services Revenue Total	(1,800)	(300)	(284)	16	-5%	
Policy and Place Serv Expenditure						
Employee Costs	1,231,520	191,582	193,570	1,988	1%	
Other Employee Costs	13,600	2,266	1,939	(327)	-14%	
Other Expenses	586,721	21,894	967	(20,927)	-96%	Timing variance of works relating to place management programmes.
Operating Projects	0	0	0	0		
Policy and Place Serv Expenditure Total	1,831,841	215,742	196,477	(19,265)	-9%	
Policy and Place Services Indirect Cost						
Allocations	672,250	78,981	74,235	(4,746)	-6%	
Policy and Place Services Indirect Cost Total	672,250	78,981	74,235	(4,746)	-6%	
Policy and Place Services Total	2,502,291	294,423	270,428	(23,995)	-8%	
Building Control						
Building Control Revenue						
Revenue	(196,050)	(32,672)	(50,312)	(17,640)	54%	
Building Control Revenue Total	(196,050)	(32,672)	(50,312)	(17,640)	54%	
Building Control Expenditure						
Employee Costs	317,625	49,432	55,326	5,894	12%	
Other Employee Costs	9,282	1,548	1,673	125	8%	
Other Expenses	10,850	1,810	256	(1,554)	-86%	
Building Control Expenditure Total	337,757	52,790	57,255	4,465	8%	
Building Control Indirect Costs						
Allocations	184,258	21,827	20,720	(1,107)	-5%	
Building Control Indirect Costs Total	184,258	21,827	20,720	(1,107)	-5%	
Building Control Total	325,965	41,945	27,663	(14,282)	-34%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Director Infrastructure and Environment Expe						
Director Infrastructure and Environment Expe						
Employee Costs	394,560	51,669	69,199	17,530	34%	
Other Employee Costs	7,518	1,252	2,096	844	67%	
Other Expenses	48,450	1,349	60	(1,289)	-96%	
Director Infrastructure and Environment Expe Total	450,528	54,270	71,355	17,085	31%	
Director Infrastructure and Environment Expe Total	450,528	54,270	71,355	17,085	31%	
Director Infrastructure and Environment Indirect						
Director Infrastructure and Environment Indirect						
Allocations	(450,528)	(54,270)	(71,355)	(17,085)	31%	
Director Infrastructure and Environment Indirect Total	(450,528)	(54,270)	(71,355)	(17,085)	31%	
Director Infrastructure and Environment Indirect Total	(450,528)	(54,270)	(71,355)	(17,085)	31%	
Ranger Services Administration						
Ranger Services Administration Revenue						
Revenue	(3,000)	(416)	(581)	(165)	40%	
Ranger Services Administration Revenue Total	(3,000)	(416)	(581)	(165)	40%	
Ranger Services Administration Expenditure						
Employee Costs	2,080,438	272,701	375,197	102,496	38%	Ranger shift allowances not accounted for in the budget. Budget to be adjusted in October budget review.
Other Employee Costs	51,034	8,397	7,038	(1,359)	-16%	
Other Expenses	156,000	17,305	7,478	(9,827)	-57%	
Lease Expenses	3,263	816	816	(0)	0%	
Ranger Services Administration Expenditure Total	2,290,735	299,219	390,529	91,310	31%	
Ranger Services Administration Indirect Costs						
Allocations	(2,287,735)	(298,803)	(389,948)	(91,145)	31%	
Ranger Services Administration Indirect Costs Total	(2,287,735)	(298,803)	(389,948)	(91,145)	31%	
Ranger Services Administration Total	0	0	(0)	(0)	100%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Fire Prevention</u>						
Fire Prevention Revenue						
Revenue	(1,500)	0	0	0		
Fire Prevention Revenue Total	(1,500)	0	0	0		
Fire Prevention Expenditure						
Other Expenses	100	0	0	0		
Fire Prevention Expenditure Total	100	0	0	0		
Fire Prevention Indirect Costs						
Allocations	32,593	4,281	5,140	859	20%	
Fire Prevention Indirect Costs Total	32,593	4,281	5,140	859	20%	
Fire Prevention Total	31,193	4,281	5,140	859	20%	
<u>Animal Control</u>						
Animal Control Revenue						
Revenue	(92,150)	(3,986)	(12,637)	(8,651)	217%	
Animal Control Revenue Total	(92,150)	(3,986)	(12,637)	(8,651)	217%	
Animal Control Expenditure						
Other Expenses	14,500	2,707	963	(1,744)	-64%	
Animal Control Expenditure Total	14,500	2,707	963	(1,744)	-64%	
Animal Control Indirect Costs						
Allocations	260,845	34,263	41,134	6,871	20%	
Animal Control Indirect Costs Total	260,845	34,263	41,134	6,871	20%	
Animal Control Total	183,195	32,984	29,460	(3,524)	-11%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Local Laws (Law and Order)						
Local Laws (Law and Order) Revenue						
Revenue	(153,350)	(18,548)	(12,715)	5,833	-31%	
Local Laws (Law and Order) Revenue Total	(153,350)	(18,548)	(12,715)	5,833	-31%	
Local Laws (Law and Order) Indirect Costs						
Allocations	417,350	54,820	65,815	10,995	20%	
Local Laws (Law and Order) Indirect Costs Total	417,350	54,820	65,815	10,995	20%	
Local Laws (Law and Order) Total	264,000	36,272	53,100	16,828	46%	
Abandoned Vehicles						
Abandoned Vehicles Revenue						
Revenue	(9,500)	(384)	0	384	-100%	
Abandoned Vehicles Revenue Total	(9,500)	(384)	0	384	-100%	
Abandoned Vehicles Expenditure						
Other Expenses	6,000	897	0	(897)	-100%	
Abandoned Vehicles Expenditure Total	6,000	897	0	(897)	-100%	
Abandoned Vehicles Indirect Costs						
Allocations	365,181	47,967	57,588	9,621	20%	
Abandoned Vehicles Indirect Costs Total	365,181	47,967	57,588	9,621	20%	
Abandoned Vehicles Total	361,681	48,480	57,588	9,108	19%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Inspectorial Control</u>						
Inspectorial Control Revenue						
Revenue	(1,278,250)	(225,498)	(333,824)	(108,326)	48%	Revenue higher than anticipated as a result of more activity within the City.
Inspectorial Control Revenue Total	(1,278,250)	(225,498)	(333,824)	(108,326)	48%	
Inspectorial Control Expenditure						
Other Expenses	843,423	465,042	68,710	(396,332)	-85%	Timing variance relating to the payment of car park licenses which is scheduled to be paid in September 2020.
Inspectorial Control Expenditure Total	843,423	465,042	68,710	(396,332)	-85%	
Inspectorial Control Indirect Costs						
Allocations	2,347,588	308,362	370,208	61,846	20%	
Inspectorial Control Indirect Costs Total	2,347,588	308,362	370,208	61,846	20%	
Inspectorial Control Total	1,912,761	547,906	105,094	(442,812)	-81%	
<u>Car Park Control</u>						
Car Park Control Revenue						
Revenue	(1,430,816)	(292,463)	(478,612)	(186,149)	64%	Revenue higher than anticipated as business operations have resumed back to normal resulting in an increase in visitor numbers.
Car Park Control Revenue Total	(1,430,816)	(292,463)	(478,612)	(186,149)	64%	
Car Park Control Expenditure						
Ground Maintenance	149,000	21,134	19,099	(2,035)	-10%	
Other Expenses	616,770	58,803	51,451	(7,352)	-13%	
Car Park Control Expenditure Total	765,770	79,937	70,550	(9,387)	-12%	
Car Park Control Total	(665,046)	(212,526)	(408,062)	(195,536)	92%	
<u>Kerbside Parking Control</u>						
Kerbside Parking Control Revenue						
Revenue	(1,262,978)	(228,419)	(415,949)	(187,530)	82%	Revenue higher than anticipated as a result of increased visitor activity within the City.
Kerbside Parking Control Revenue Total	(1,262,978)	(228,419)	(415,949)	(187,530)	82%	
Kerbside Parking Control Expenditure						
Other Expenses	474,829	26,343	33,026	6,683	25%	
Kerbside Parking Control Expenditure Total	474,829	26,343	33,026	6,683	25%	
Kerbside Parking Control Total	(788,149)	(202,076)	(382,922)	(180,846)	89%	
<u>Dog Pound Expenditure</u>						
Dog Pound Expenditure						
Building Maintenance	1,500	0	128	128	100%	
Dog Pound Expenditure Total	1,500	0	128	128	100%	
Dog Pound Expenditure Total	1,500	0	128	128	100%	

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



	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Community Connections Revenue						
Community Connections Revenue	(50,000)	0	0	0		
Community Connections Revenue Total	(50,000)	0	0	0		
Community Connections Revenue Total	(50,000)	0	0	0		
Community Connections						
Community Connections Expenditure						
Employee Costs	50,558	6,626	6,812	186	3%	
Other Expenses	98,880	226	12,505	12,279	5433%	
Operating Projects	50,000	6,800	848	(5,952)	-88%	
Community Connections Expenditure Total	199,438	13,652	20,164	6,512	48%	
Community Connections Indirect Costs						
Allocations	23,620	3,113	3,536	423	14%	
Community Partnerships Mgmt Admin Alloca	0	0	0	0		
Library Occupancy Costs Allocations	718	68	172	104	153%	
Community Connections Indirect Costs Total	24,338	3,181	3,709	528	17%	
Community Connections Total	223,776	16,833	23,873	7,040	42%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Engineering Design Services						
Engineering Design Services Revenue						
Revenue	(7,000)	(500)	(521)	(21)	4%	
Engineering Design Services Revenue Total	(7,000)	(500)	(521)	(21)	4%	
Engineering Design Services Expenditure						
Employee Costs	557,507	86,541	87,809	1,268	1%	
Other Employee Costs	32,713	5,743	13,150	7,407	129%	
Other Expenses	115,950	19,294	12,971	(6,323)	-33%	
Engineering Design Services Expenditure Total	706,170	111,578	113,931	2,353	2%	
Engineering Design Services Indirect Costs						
Allocations	294,996	36,312	35,840	(472)	-1%	
Engineering Design Services Indirect Costs Total	294,996	36,312	35,840	(472)	-1%	
Engineering Design Services Total	994,166	147,390	149,250	1,860	1%	
Bike Station Expenditure						
Bike Station Expenditure						
Other Expenses	20,000	0	140	140	100%	
Bike Station Expenditure Total	20,000	0	140	140	100%	
Bike Station Expenditure Total	20,000	0	140	140	100%	
Street Lighting						
Street Lighting Revenue						
Revenue	(24,500)	0	0	0		
Street Lighting Revenue Total	(24,500)	0	0	0		
Street Lighting Expenditure						
Other Expenses	756,000	121,666	(9,095)	(130,761)	-107%	Timing variance.
Street Lighting Expenditure Total	756,000	121,666	(9,095)	(130,761)	-107%	
Street Lighting Total	731,500	121,666	(9,095)	(130,761)	-107%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Bus Shelter						
Bus Shelter Revenue						
Revenue	(64,000)	0	0	0		
Bus Shelter Revenue Total	(64,000)	0	0	0		
Bus Shelter Expenditure						
Other Expenses	97,005	2,100	4,214	2,114	101%	
Bus Shelter Expenditure Total	97,005	2,100	4,214	2,114	101%	
Bus Shelter Total	33,005	2,100	4,214	2,114	101%	
Parking and Street Name Signs Expenditure						
Parking and Street Name Signs Expenditure						
Other Expenses	90,000	15,000	1,589	(13,411)	-89%	
Parking and Street Name Signs Expenditure Total	90,000	15,000	1,589	(13,411)	-89%	
Parking and Street Name Signs Expenditure Total	90,000	15,000	1,589	(13,411)	-89%	
Crossovers						
Crossovers Revenue						
Revenue	(500)	0	0	0		
Crossovers Revenue Total	(500)	0	0	0		
Crossovers Expenditure						
Other Expenses	15,000	2,500	5,194	2,694	108%	
Crossovers Expenditure Total	15,000	2,500	5,194	2,694	108%	
Crossovers Total	14,500	2,500	5,194	2,694	108%	
Roads Linemarking Expenditure						
Roads Linemarking Expenditure						
Other Expenses	68,000	11,334	4,880	(6,454)	-57%	
Roads Linemarking Expenditure Total	68,000	11,334	4,880	(6,454)	-57%	
Roads Linemarking Expenditure Total	68,000	11,334	4,880	(6,454)	-57%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Tree Lighting Leederville Expenditure						
Tree Lighting Leederville Expenditure						
Other Expenses	70,000	0	0	0		
Tree Lighting Leederville Expenditure Total	70,000	0	0	0		
Tree Lighting Leederville Expenditure Total	70,000	0	0	0		
Parklets Expenditure						
Parklets Expenditure						
Other Expenses	3,500	0	55	55	100%	
Parklets Expenditure Total	3,500	0	55	55	100%	
Parklets Expenditure Total	3,500	0	55	55	100%	
Environmental Services						
Environmental Services Revenue						
Revenue	(7,000)	(1,166)	(2,629)	(1,463)	125%	
Environmental Services Revenue Total	(7,000)	(1,166)	(2,629)	(1,463)	125%	
Environmental Services Expenditure						
Employee Costs	90,320	11,836	1,187	(10,649)	-90%	
Other Expenses	87,290	9,048	34,695	25,647	283%	Timing variance relating to the local plant sales.
Environmental Services Expenditure Total	177,610	20,884	35,882	14,998	72%	
Environmental Services Indirect Costs						
Allocations	44,738	5,966	6,025	59	1%	
Environmental Services Indirect Costs Total	44,738	5,966	6,025	59	1%	
Environmental Services Total	215,348	25,684	39,278	13,594	53%	

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



	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Property Management Administration						
Property Management Administration Revenue						
Revenue	(2,000)	(334)	(387)	(53)	16%	
Property Management Administration Revenue Total	(2,000)	(334)	(387)	(53)	16%	
Property Management Administration Expenditure						
Employee Costs	306,390	40,138	52,709	12,571	31%	
Other Employee Costs	5,100	850	1,184	334	39%	
Other Expenses	0	0	17	17	100%	
Property Management Administration Expenditure Total	311,490	40,988	53,909	12,921	32%	
Property Management Administration Indirect Costs						
Allocations	149,068	20,370	19,061	(1,309)	-6%	
Property Management Administration Indirect Costs Total	149,068	20,370	19,061	(1,309)	-6%	
Property Management Administration Total	458,558	61,024	72,584	11,560	19%	
Civic Centre Building						
Civic Centre Building Expenditure						
Building Maintenance	115,000	36,750	22,856	(13,894)	-38%	Timing variance of works.
Ground Maintenance	52,050	9,090	774	(8,316)	-91%	
Other Expenses	895,891	18,000	11,055	(6,945)	-39%	
Civic Centre Building Expenditure Total	1,062,941	63,840	34,685	(29,155)	-46%	
Civic Centre Building Indirect Costs						
Allocations	(1,062,941)	(63,840)	(34,685)	29,155	-46%	
Civic Centre Building Indirect Costs Total	(1,062,941)	(63,840)	(34,685)	29,155	-46%	
Civic Centre Building Total	0	0	0	0		



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Child Care Centres and Play Groups						
Child Care Centres and Play Groups Revenue						
Revenue	(9,474)	(82)	(323)	(241)	294%	
Child Care Centres and Play Groups Revenue Total	(9,474)	(82)	(323)	(241)	294%	
Child Care Centres and Play Groups Expenditure						
Building Maintenance	7,150	0	6,863	6,863	100%	
Ground Maintenance	500	84	0	(84)	-100%	
Other Expenses	47,359	634	265	(369)	-58%	
Child Care Centres and Play Groups Expenditure Total	55,009	718	7,129	6,411	893%	
Child Care Centres and Play Groups Indirect Costs						
Allocations	2,253	376	408	32	9%	
Child Care Centres and Play Groups Indirect Costs Total	2,253	376	408	32	9%	
Child Care Centres and Play Groups Total	47,788	1,012	7,214	6,202	613%	
Pre Schools and Kindergartens						
Pre Schools and Kindergartens Revenue						
Revenue	(42,528)	(948)	(21,757)	(20,809)	2195%	Favourable variance relating to the lease income .
Pre Schools and Kindergartens Revenue Total	(42,528)	(948)	(21,757)	(20,809)	2195%	
Pre Schools and Kindergartens Expenditure						
Building Maintenance	2,725	352	0	(352)	-100%	
Other Expenses	50,577	1,084	470	(614)	-57%	
Pre Schools and Kindergartens Expenditure Total	53,302	1,436	470	(966)	-67%	
Pre Schools and Kindergartens Indirect Costs						
Allocations	1,615	270	292	22	8%	
Pre Schools and Kindergartens Indirect Costs Total	1,615	270	292	22	8%	
Pre Schools and Kindergartens Total	12,389	758	(20,996)	(21,754)	-2870%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Community and Welfare Centres						
Community and Welfare Centres Revenue						
Revenue	(31,145)	(214)	(6,410)	(6,196)	2895%	
Community and Welfare Centres Revenue Total	(31,145)	(214)	(6,410)	(6,196)	2895%	
Community and Welfare Centres Expenditure						
Building Maintenance	31,050	4,627	1,257	(3,370)	-73%	
Ground Maintenance	8,350	1,392	81	(1,311)	-94%	
Other Expenses	176,277	1,666	1,295	(371)	-22%	
Community and Welfare Centres Expenditure Total	215,677	7,685	2,633	(5,052)	-66%	
Community and Welfare Centres Indirect Costs						
Allocations	7,088	1,182	1,280	98	8%	
Community and Welfare Centres Indirect Costs Total	7,088	1,182	1,280	98	8%	
Community and Welfare Centres Total	191,620	8,653	(2,497)	(11,150)	-129%	
Department of Sports and Recreation Building						
Dept of Sports and Recreation Building Revenue						
Revenue	(965,500)	(160,916)	(32,227)	128,689	-80%	Timing variance with the receipt of payments relating to the lease as it is now being managed by a Property Manager.
Dept of Sports and Recreation Building Revenue Total	(965,500)	(160,916)	(32,227)	128,689	-80%	
Dept of Sports and Recreation Building Expenditure						
Building Maintenance	97,000	22,334	5,143	(17,191)	-77%	
Ground Maintenance	8,250	1,374	0	(1,374)	-100%	
Other Expenses	863,005	93,106	18	(93,089)	-100%	Lease incentive paid in September 2020.
Dept of Sports and Recreation Building Expenditure Total	968,255	116,814	5,161	(111,653)	-96%	
Dept of Sports and Recreation Building Indirect Costs						
Allocations	11,857	1,976	2,136	160	8%	
Dept of Sports and Recreation Building Indirect Costs Total	11,857	1,976	2,136	160	8%	
Department of Sports and Recreation Building Total	14,612	(42,126)	(24,930)	17,196	-41%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
nib Stadium						
nib Stadium Revenue						
Revenue	(27,847)	(27,847)	(27,847)	(0)	0%	
nib Stadium Revenue Total	(27,847)	(27,847)	(27,847)	(0)	0%	
nib Stadium Expenditure						
Other Expenses	17,786	0	0	0		
nib Stadium Expenditure Total	17,786	0	0	0		
nib Stadium Total	(10,061)	(27,847)	(27,847)	(0)	0%	
Leederville Oval						
Leederville Oval Revenue						
Revenue	(149,342)	(21,984)	(12,130)	9,854	-45%	
Leederville Oval Revenue Total	(149,342)	(21,984)	(12,130)	9,854	-45%	
Leederville Oval Expenditure						
Building Maintenance	19,700	4,200	3,294	(906)	-22%	
Ground Maintenance	100,000	16,666	4,966	(11,700)	-70%	
Other Expenses	453,697	12,832	10,621	(2,211)	-17%	
Leederville Oval Expenditure Total	573,397	33,698	18,881	(14,817)	-44%	
Leederville Oval Indirect Costs						
Allocations	12,340	2,056	2,228	172	8%	
Leederville Oval Indirect Costs Total	12,340	2,056	2,228	172	8%	
Leederville Oval Total	436,395	13,770	8,979	(4,791)	-35%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Loftus Centre						
Loftus Centre Revenue						
Revenue	(553,288)	(8,798)	(83,834)	(75,036)	853%	Budget phasing variance relating to Belgravia Leisure Centre lease income and loan repayment. To be adjusted in October budget review.
Loftus Centre Revenue Total	(553,288)	(8,798)	(83,834)	(75,036)	853%	
Loftus Centre Expenditure						
Building Maintenance	234,500	29,541	14,009	(15,532)	-53%	
Ground Maintenance	41,450	9,240	353	(8,887)	-96%	
Other Expenses	787,850	22,458	11,587	(10,871)	-48%	
Loftus Centre Expenditure Total	1,063,800	61,239	25,949	(35,290)	-58%	
Loftus Centre Indirect Costs						
Allocations	22,550	3,760	4,072	312	8%	
Loftus Centre Indirect Costs Total	22,550	3,760	4,072	312	8%	
Loftus Centre Total	533,062	56,201	(53,813)	(110,014)	-196%	
Public Halls						
Public Halls Revenue						
Revenue	(12,659)	(168)	(29,297)	(29,129)	17339%	Revenue higher than anticipated as a result of increased activity within these facilities.
Public Halls Revenue Total	(12,659)	(168)	(29,297)	(29,129)	17339%	
Public Halls Expenditure						
Building Maintenance	190,500	22,493	11,284	(11,209)	-50%	
Ground Maintenance	18,000	2,000	0	(2,000)	-100%	
Other Expenses	268,352	5,522	4,197	(1,325)	-24%	
Public Halls Expenditure Total	476,852	30,015	15,481	(14,534)	-48%	
Public Halls Indirect Costs						
Allocations	6,039	1,006	1,072	66	7%	
Public Halls Indirect Costs Total	6,039	1,006	1,072	66	7%	
Public Halls Total	470,232	30,853	(12,743)	(43,596)	-141%	

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



	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Reserves Pavilions and Facilities						
Reserves Pavilions and Facilities Revenue						
Revenue	(5,915)	(649)	(2,328)	(1,679)	259%	
Reserves Pavilions and Facilities Revenue Total	(5,915)	(649)	(2,328)	(1,679)	259%	
Reserves Pavilions and Facilities Expenditure						
Building Maintenance	371,901	47,618	18,315	(29,303)	-62%	Timing variance of works.
Ground Maintenance	6,500	0	0	0		
Other Expenses	298,711	9,326	5,204	(4,122)	-44%	
Reserves Pavilions and Facilities Expenditure Total	677,112	56,944	23,519	(33,425)	-59%	
Reserves Pavilions and Facilities Indirect Costs						
Allocations	6,001	1,002	1,082	80	8%	
Reserves Pavilions and Facilities Indirect Costs Total	6,001	1,002	1,082	80	8%	
Reserves Pavilions and Facilities Total	677,198	57,297	22,273	(35,024)	-61%	
Sporting Clubs Buildings						
Sporting Clubs Buildings Revenue						
Revenue	(128,493)	(12,871)	(8,084)	4,787	-37%	
Sporting Clubs Buildings Revenue Total	(128,493)	(12,871)	(8,084)	4,787	-37%	
Sporting Clubs Buildings Expenditure						
Building Maintenance	180,200	30,296	13,315	(16,981)	-56%	
Ground Maintenance	2,000	0	0	0		
Other Expenses	739,965	14,528	7,648	(6,880)	-47%	
Sporting Clubs Buildings Expenditure Total	922,165	44,824	20,963	(23,861)	-53%	
Sporting Clubs Buildings Indirect Costs						
Allocations	28,755	4,794	5,190	396	8%	
Sporting Clubs Buildings Indirect Costs Total	28,755	4,794	5,190	396	8%	
Sporting Clubs Buildings Total	822,427	36,747	18,069	(18,678)	-51%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Parks and Reserves Administration						
Parks and Reserves Administration Revenue						
Revenue	(3,200)	(534)	(533)	1	0%	
Parks and Reserves Administration Revenue Total	(3,200)	(534)	(533)	1	0%	
Parks and Reserves Administration Expenditure						
Employee Costs	1,048,623	137,802	175,402	37,600	27%	Budget phasing variance.
Other Employee Costs	72,825	12,140	12,926	786	6%	
Other Expenses	151,758	14,998	3,356	(11,642)	-78%	
Parks and Reserves Administration Expenditure Total	1,273,206	164,940	191,683	26,743	16%	
Parks and Reserves Administration Indirect Costs						
Allocations	1,457,289	196,981	192,903	(4,078)	-2%	
On Costs Recovery	(1,497,018)	(249,502)	(223,179)	26,323	-11%	
Parks and Reserves Administration Indirect Costs Total	(39,729)	(52,521)	(30,277)	22,244	-42%	
Parks and Reserves Administration Total	1,230,277	111,885	160,874	48,989	44%	
Parks and Reserves						
Parks and Reserves Revenue						
Revenue	0	0	(1,323)	(1,323)	100%	
Parks and Reserves Revenue Total	0	0	(1,323)	(1,323)	100%	
Parks and Reserves Expenditure						
Ground Maintenance	2,196,850	348,782	347,181	(1,601)	0%	
Other Expenses	545,581	0	1,956	1,956	100%	
Parks and Reserves Expenditure Total	2,742,431	348,782	349,137	355	0%	
Parks and Reserves Indirect Costs						
Allocations	336	56	60	4	7%	
Parks and Reserves Indirect Costs Total	336	56	60	4	7%	
Parks and Reserves Total	2,742,767	348,838	347,874	(964)	0%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Sporting Grounds						
Sporting Grounds Revenue						
Revenue	(1,134)	0	(15,471)	(15,471)	100%	
Sporting Grounds Revenue Total	(1,134)	0	(15,471)	(15,471)	100%	
Sporting Grounds Expenditure						
Ground Maintenance	1,224,350	197,566	186,838	(10,728)	-5%	
Other Expenses	564,444	0	608	608	100%	
Sporting Grounds Expenditure Total	1,788,794	197,566	187,445	(10,121)	-5%	
Sporting Grounds Total	1,787,660	197,566	171,975	(25,591)	-13%	
Road Reserves Expenditure						
Road Reserves Expenditure						
Ground Maintenance	328,005	53,942	37,833	(16,109)	-30%	
Other Expenses	0	0	848	848	100%	
Road Reserves Expenditure Total	328,005	53,942	38,681	(15,261)	-28%	
Road Reserves Expenditure Total	328,005	53,942	38,681	(15,261)	-28%	
Parks Other						
Parks Other Revenue						
Revenue	(2,000)	0	0	0		
Parks Other Revenue Total	(2,000)	0	0	0		
Parks Other Expenditure						
Other Expenses	1,456,300	300,220	340,819	40,599	14%	Timing variance of works mainly relating to street tree maintenance.
Money/Monger Street Trees Surgery	22,000	11,000	0	(11,000)	-100%	
Parks Other Expenditure Total	1,478,300	311,220	340,819	29,599	10%	
Parks Other Total	1,476,300	311,220	340,819	29,599	10%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Processable Waste Collection						
Processable Waste Collection Revenue						
Revenue	(374,954)	(62,490)	(317,750)	(255,260)	408%	Budget phasing variance. This will be rectified in the October review.
Processable Waste Collection Revenue Total	(374,954)	(62,490)	(317,750)	(255,260)	408%	
Processable Waste Collection Expenditure						
Employee Costs	992,995	146,989	164,335	17,346	12%	
Other Employee Costs	57,428	9,572	8,964	(608)	-6%	
Other Expenses	3,864,811	637,508	537,675	(99,833)	-16%	Timing variance relating to tipping costs.
Operating Projects	80,000	12,000	0	(12,000)	-100%	
Processable Waste Collection Expenditure Total	4,995,234	806,069	710,974	(95,095)	-12%	
Processable Waste Collection Indirect Costs						
Allocations	861,971	115,422	115,147	(275)	0%	
On Costs Recovery	(876,250)	(146,042)	(134,780)	11,262	-8%	
Processable Waste Collection Indirect Costs Total	(14,279)	(30,620)	(19,633)	10,987	-36%	
Processable Waste Collection Total	4,606,001	712,959	373,590	(339,369)	-48%	
Other Waste Services						
Other Waste Services Revenue						
Revenue	(10,065)	(1,676)	(1,184)	492	-29%	
Other Waste Services Revenue Total	(10,065)	(1,676)	(1,184)	492	-29%	
Other Waste Services Expenditure						
Other Expenses	570,692	52,176	136,190	84,014	161%	Bulk verge collection completed in July/August. Budget phasing will be adjusted accordingly in the October review.
Household Hazardous Waste Collection Day	2,200	2,200	0	(2,200)	-100%	
Other Waste Services Expenditure Total	572,892	54,376	136,190	81,814	150%	
Other Waste Services Total	562,827	52,700	135,006	82,306	156%	
Recycling Expenditure						
Recycling Expenditure	1,051,725	67,497	0	(67,497)	-100%	Timing variance of works. In addition there is a delay in the receipt of invoices.
Recycling Expenditure Total	1,051,725	67,497	0	(67,497)	-100%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Public Works Overhead						
Public Works Overhead Revenue						
Revenue	(61,700)	(7,049)	(9,510)	(2,461)	35%	
Public Works Overhead Revenue Total	(61,700)	(7,049)	(9,510)	(2,461)	35%	
Public Works Overhead Expenditure						
Employee Costs	438,504	57,638	65,582	7,944	14%	
Other Employee Costs	45,059	7,510	6,973	(537)	-7%	
Other Expenses	58,850	1,922	1,132	(790)	-41%	
Public Works Overhead Expenditure Total	542,413	67,070	73,687	6,617	10%	
Public Works Overhead Indirect Costs						
Allocations	631,197	85,263	82,683	(2,580)	-3%	
On Costs Recovery	(191,782)	(31,964)	(81,562)	(49,598)	155%	
Public Works Overhead Indirect Costs Total	439,415	53,299	1,122	(52,177)	-98%	
Public Works Overhead Total	920,128	113,320	65,299	(48,021)	-42%	
Plant Operating						
Plant Operating Expenditure						
Other Expenses	1,491,587	121,832	101,305	(20,527)	-17%	Favourable variance relating to plant operating costs.
Plant Operating Expenditure Total	1,491,587	121,832	101,305	(20,527)	-17%	
Plant Operating Indirect Costs						
Allocations	(1,117,785)	(184,774)	(225,344)	(40,570)	22%	
Plant Operating Indirect Costs Total	(1,117,785)	(184,774)	(225,344)	(40,570)	22%	
Plant Operating Total	373,802	(62,942)	(124,039)	(61,097)	97%	
Recoverable Works						
Recoverable Works Revenue						
Revenue	(12,309)	(2,052)	(2,051)	1	0%	
Recoverable Works Revenue Total	(12,309)	(2,052)	(2,051)	1	0%	
Recoverable Works Expenditure						
Other Expenses	12,309	2,052	5,211	3,159	154%	
Recoverable Works Expenditure Total	12,309	2,052	5,211	3,159	154%	
Recoverable Works Total	0	0	3,160	3,160	100%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Drainage Expenditure</u>						
Drainage Expenditure						
Other Expenses	374,547	11,332	17,459	6,127	54%	
Drainage Expenditure Total	374,547	11,332	17,459	6,127	54%	
Drainage Expenditure Total	374,547	11,332	17,459	6,127	54%	
<u>Footpaths/Cycleways Expenditure</u>						
Footpaths/Cycleways Expenditure						
Other Expenses	1,041,319	49,875	64,684	14,809	30%	
Footpaths/Cycleways Expenditure Total	1,041,319	49,875	64,684	14,809	30%	
Footpaths/Cycleways Expenditure Total	1,041,319	49,875	64,684	14,809	30%	
<u>Rights of Way Expenditure</u>						
Rights of Way Expenditure						
Other Expenses	281,467	12,668	12,033	(635)	-5%	
Rights of Way Expenditure Total	281,467	12,668	12,033	(635)	-5%	
Rights of Way Expenditure Total	281,467	12,668	12,033	(635)	-5%	
<u>Roads Expenditure</u>						
Roads Expenditure						
Other Expenses	3,091,204	25,782	24,145	(1,637)	-6%	
Roads Expenditure Total	3,091,204	25,782	24,145	(1,637)	-6%	
Roads Expenditure Total	3,091,204	25,782	24,145	(1,637)	-6%	
<u>Street Cleaning Expenditure</u>						
Street Cleaning Expenditure						
Other Expenses	1,345,615	224,270	186,235	(38,035)	-17%	Timing variance of works.
Street Cleaning Expenditure Total	1,345,615	224,270	186,235	(38,035)	-17%	
Street Cleaning Expenditure Total	1,345,615	224,270	186,235	(38,035)	-17%	



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

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Traffic Control for Roadworks Expenditure</u>						
Traffic Control for Roadworks Expenditure						
Other Expenses	85,000	8,347	5,924	(2,423)	-29%	
Traffic Control for Roadworks Expenditure Total	85,000	8,347	5,924	(2,423)	-29%	
Traffic Control for Roadworks Expenditure Total	85,000	8,347	5,924	(2,423)	-29%	
<u>Roadwork Signs and Barricades Expenditure</u>						
Roadwork Signs and Barricades Expenditure						
Other Expenses	2,000	0	0	0		
Roadwork Signs and Barricades Expenditure Total	2,000	0	0	0		
Roadwork Signs and Barricades Expenditure Total	2,000	0	0	0		
<u>Sump Expenditure</u>						
Sump Expenditure						
Other Expenses	500	3	3	(0)	-9%	
Sump Expenditure Total	500	3	3	(0)	-9%	
Sump Expenditure Total	500	3	3	(0)	-9%	
<u>Works Depot Revenue</u>						
Works Depot Revenue						
Revenue	(1,259)	(210)	(194)	16	-8%	
Works Depot Revenue Total	(1,259)	(210)	(194)	16	-8%	
Works Depot Revenue Total	(1,259)	(210)	(194)	16	-8%	



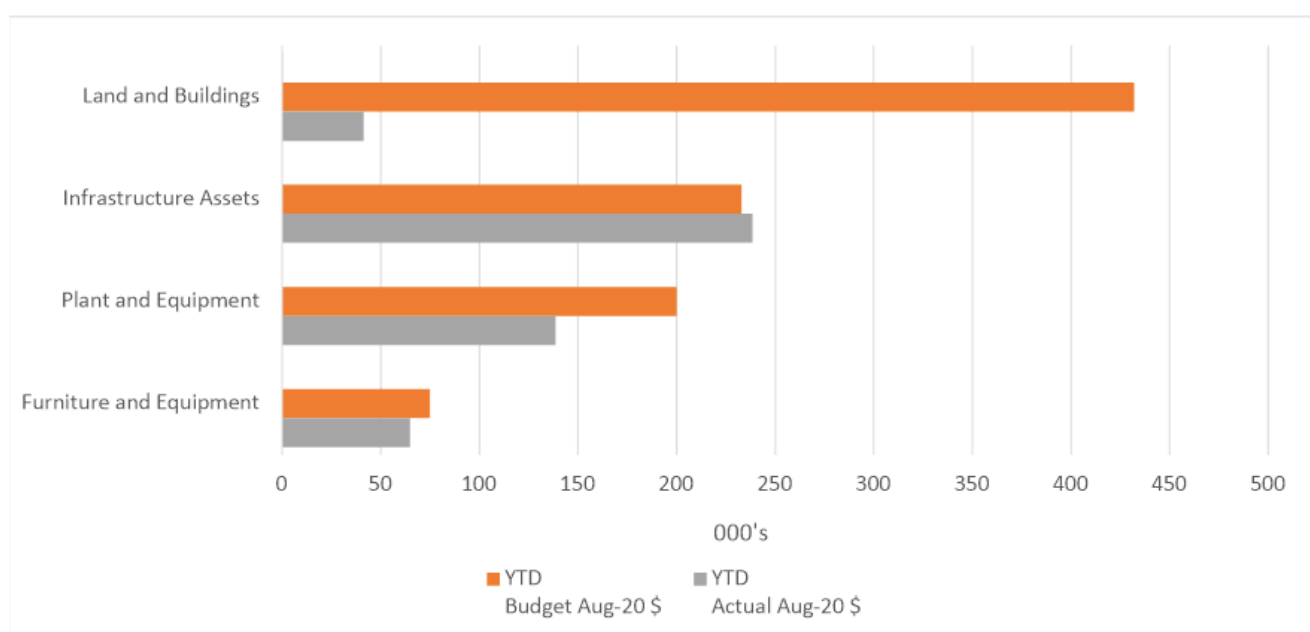
CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 AUGUST 2020

	Adopted Budget 2020/21 \$	YTD Budget 31/08/2020 \$	YTD Actual 31/08/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Works Depot						
Works Depot Expenditure						
Employee Costs	184,063	24,118	27,569	3,451	14%	
Other Employee Costs	2,500	416	134	(282)	-68%	
Other Expenses	9,750	1,626	157	(1,469)	-90%	
Works Depot Expenditure Total	196,313	26,160	27,860	1,700	6%	
Works Depot Indirect Costs						
Allocations	(195,054)	(25,950)	(27,666)	(1,716)	7%	
Works Depot Indirect Costs Total	(195,054)	(25,950)	(27,666)	(1,716)	7%	
Works Depot Total	1,259	210	194	(16)	-8%	
Depot Building						
Depot Occupancy Costs						
Building Maintenance	90,000	16,500	26,882	10,382	63%	
Ground Maintenance	0	0	171	171	100%	
Other Expenses	251,052	32,666	29,751	(2,915)	-9%	
Depot Occupancy Costs Total	341,052	49,166	56,804	7,638	16%	
Depot Indirect Costs						
Allocations	(341,052)	(49,166)	(56,804)	(7,638)	16%	
Depot Indirect Costs Total	(341,052)	(49,166)	(56,804)	(7,638)	16%	
Depot Building Total	0	0	0	0		
Net Operating	7,589,805	(30,970,527)	(32,716,133)	(1,745,606)	6%	

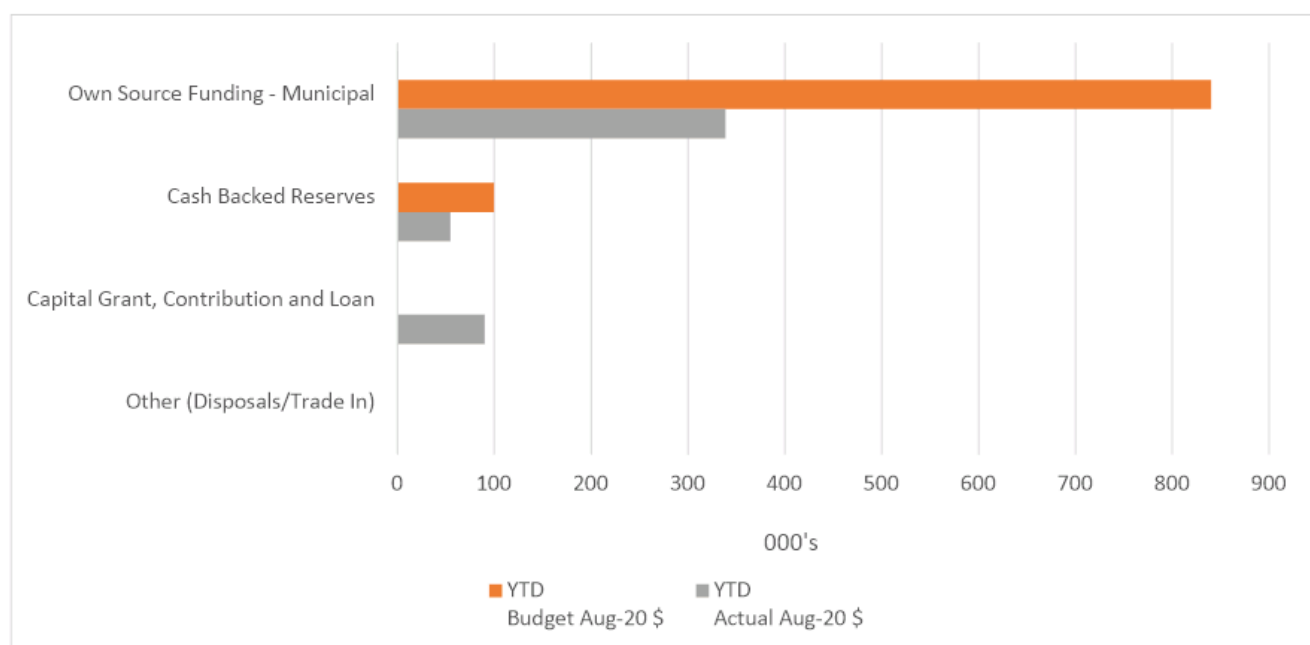
CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 AUGUST 2020



CAPITAL EXPENDITURE	Current Budget 2020/21	YTD Budget Aug-20	YTD Actual Aug-20	YTD Variance	Variance
	\$	\$	\$	\$	%
Land and Buildings	4,886,398	432,000	41,358	(390,642)	-90%
Infrastructure Assets	4,199,844	233,000	238,499	5,499	2%
Plant and Equipment	346,810	200,000	138,550	(61,450)	-31%
Furniture and Equipment	1,037,100	75,000	64,756	(10,245)	-14%
Total	10,470,152	940,000	483,162	(456,838)	-49%



FUNDING	Current Budget 2020/21	YTD Budget Aug-20	YTD Actual Aug-20	YTD Variance	Variance
	\$	\$	\$	\$	%
Own Source Funding - Municipal	5,237,019	840,000	338,445	(501,555)	-60%
Cash Backed Reserves	3,365,850	100,000	54,548	(45,453)	-45%
Capital Grant, Contribution and Loan	1,777,283	0	90,170	90,170	100%
Other (Disposals/Trade In)	90,000	0	0	0	0%
Total	10,470,152	940,000	483,162	(456,838)	-49%



CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 AUGUST 2020

Description	Adopted Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
LAND & BUILDING ASSETS							
ADMIN CENTRE							
Air Conditioning & HVAC Renewal - Admin Building HVAC	300,000	-	-	0	0%	-	
BEATTY PARK LEISURE CENTRE							
Beatty Park Leisure Centre - Facilities Infrastructure Renewal	2,930,000	100,000	-	(100,000)	-100%	119,127	Project at planning stage, expected to start the works in November 2020.
Beatty Park - Replacement of gym carpet	-	-	9,345	9,345	100%	506	Carried forward from 19/20. Budget to be adjusted at the next review.
LIBRARY							
Upgrade Library counter to enhance customer service delivery	50,000	-	-	0	0%	1,500	
LOFTUS CENTRE							
Loftus Community Centre – ceiling fabric and lighting renewal	170,000	-	-	0	0%	73,470	
Loftus Centre - Stormwater Retention tank	120,000	-	-	0	0%	-	
DEPARTMENT OF SPORTS AND RECREATION							
DLGSC renewal/upgrade-Lease obligation	196,000	-	-	0	0%	3,636	
MISCELLANEOUS							
Solar Photovoltaic Panel System Installation - Mt Hawthorn Community Centre	8,900	-	-	0	0%	-	
Solar Photovoltaic Panel System Installation - North Perth Town Hall	8,900	-	-	0	0%	-	
Solar Photovoltaic Panel System Installation - Vincent Community Centre	20,150	-	-	0	0%	-	
Solar Photovoltaic Panel System Installation - Britannia Reserve Pavilion	8,900	-	-	0	0%	-	
Solar Photovoltaic Panel System Installation - Perth Soccer Club							
LED floodlight upgrade - Leederville Tennis Club	21,548	-	-	0	0%	-	
Royal Park Hall - Kitchen and amenities renewal	190,000	-	28	28	100%	1,273	Works in progress.
Roofing Renewal-Loton Park Tennis Club Room	180,000	-	-	0	0%	600	
Air Conditioning & HVAC Renewal - Belgravia Leisure Centre	50,000	-	-	0	0%	-	
Leederville Oval Stadium - Electrical renewal - 3 boards	300,000	-	-	0	0%	-	
Public Toilet - Hyde park east - renewal	151,000	151,000	31,985	(119,015)	-79%	-	Project complete. Budget to be adjusted in carry forward budget review.
Loftus Recreation Centre - Change room upgrade	181,000	181,000	-	(181,000)	-100%	126,085	Works completed. Awaiting final invoice from supplier.
FOR LAND & BUILDING ASSETS	4,886,398	432,000	41,358	(390,642)	-90%	326,197	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 AUGUST 2020

Description	Adopted Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
<u>INFRASTRUCTURE ASSETS</u>							
LOCAL ROADS PROGRAM							
Eton St - Gill St to Hobart St	76,500	12,000	12,471	471	4%	57,084	Works in progress.
Coronation St - Chamberlain St to Scarborough Beach Rd	111,500	-	-	0	0%	-	
Edinboro St-Hobart St to Scarborough Beach Rd	42,000	-	-	0	0%	-	
Edinboro St-Hobart St to Edinboro St Reserve	108,000	35,000	39,320	4,320	12%	16,305	Works in progress.
Seabrook St-Anzac Rd to Brentham St	30,000	10,000	7,085	(2,915)	-29%	23,297	Works in progress.
Lake St-Glendower St to Bulwer St	69,500	-	325	325	100%	-	
Lake St-Stuart St to Brisbane St	94,500	-	325	325	100%	-	
Cantlie St-Lord St to West Parade	74,500	15,000	17,170	2,170	14%	7,835	Works in progress.
Chapman St-Lord St to West Parade	89,000	-	325	325	100%	-	
Thorley St-Brewer St to Edward St	52,000	15,000	12,435	(2,565)	-17%	2,300	Works in progress.
Blackford St-Egina St to Cul-dee-sac	29,000	10,000	42,257	32,257	323%	2,296	Works completed. Additional asphalt required on site due to scoping changes.
The Boulevard-Scarborough Beach Rd to Berryman St	52,000	-	-	0	0%	-	
Kalgoorlie St-Berryman St too Scarborough Beach Rd	68,000	20,000	16,987	(3,013)	-15%	54,952	Works in progress.
Ellesmere St-Matlock St to Flinders St	69,000	-	325	325	100%	-	
Laneway Rear of Leederville Hotel-Oxford Street to rear of 226 Carr Place	23,500	-	-	0	0%	-	
Norfolk St-Burt St to Forrest St	88,000	-	325	325	100%	-	Traffic Management costs.
Kadina St-Pennant St to Bourke St	5,000	-	-	0	0%	-	
Howlett St-Pennant St to Hardy St	2,500	-	-	0	0%	-	
Chamberlain St-Coronation St to Pennant St	1,250	-	-	0	0%	-	
Eton St-Hobart St to Haynes St	2,500	-	-	0	0%	-	
Emmerson St-Morrison St to Loftus St	1,800	-	-	0	0%	-	
Cleaver St-Newcastle St to Old Aberdeen Place	88,950	-	2,613	2,613	100%	-	Project at planning stage.
ROAD TO RECOVERY							
Sasse Avenue-Purslowe St to Anzac Rd	212,190	35,000	39,069	4,069	12%	35,363	Works in progress.
The Avenue-Vincent Street to Car Park	31,500	-	1,995	1,995	100%	1,354	Works in progress.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 AUGUST 2020

Description	Adopted Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
TRAFFIC MANAGEMENT							
Alma/Claverton Local Area Traffic Management	50,000	-	-	0	0%	-	
Harold and Lord St Intersection	26,000	-	-	0	0%	-	
BLACK SPOT PROGRAM							
Vincent - Fitzgerald St to Chelmsford Rd	72,800	-	-	0	0%	2,380	
Intersection of Brady and Milton St, Mt Hawthorn	30,000	-	-	0	0%	-	
Intersection of Bulwer and Stirling St, Perth	100,000	-	-	0	0%	-	
Intersection of Green, Tyler & Merredin St, Mt Hawthorn/Joondanna	30,000	-	-	0	0%	-	
Intersection of Beaufort and Harold Streets, Highgate	100,000	-	-	0	0%	-	
Intersection of Loftus and Vincent Streets, West Perth/Leederville	250,000	-	-	0	0%	-	
Intersection of Fitzgerald Street & Raglan Road, North Perth	80,000	-	-	0	0%	-	
Minor Traffic Management Improvement Program	80,000	-	733	733	100%	5,543	Project at planning stage.
STREETSCAPE IMPROVEMENTS							
Minor streetscape improvements	30,000	5,000	-	(5,000)	-100%	11,138	Works in progress.
Streetscape Improvements-Cleaver St	50,000	-	-	0	0%	-	
Streetscape Improvements-Angove St and Fitzgerald St	13,000	-	-	0	0%	-	
ROADWORKS - REHABILITATION (MRRG PROGRAM)							
Bulwer St - Beaufort St to Williams St	68,154	20,000	16,730	(3,270)	-16%	25,354	Works in progress.
Loftus St - Bourke St to Scarborough Beach Rd	50,000	-	-	0	0%	14,716	
Newcastle St-Beaufort St to Lord St - Eastbound	143,800	-	1,995	1,995	100%	156	Project at planning stage.
Smith St-Bulwer to Lincoln St	127,500	15,000	3,273	(11,727)	-78%	71,823	Works in progress.
Brisbane St-Bulwer St to Stirling St	130,900	15,000	545	(14,455)	-96%	113,282	Works in progress.
RIGHTS OF WAY							
Annual review based upon the most recent condition assessment survey	75,000	-	-	0	0%	-	
SLAB FOOTPATH PROGRAMME							
Golding St-Newcastle St to Old Aberdeen St	38,180	-	-	0	0%	-	
Brisbane Trc (North)-Lake St to Brisbane Plc	27,920	-	-	0	0%	-	
Brisbane Trc (South)-Lake St to Brisbane Plc	26,761	-	-	0	0%	-	
Lake St-Brisbane Trc to Robinson Avenue	5,603	-	-	0	0%	-	
Lake St-Newcastle St to Forbes Rd	2,310	-	-	0	0%	-	
Leeder St-Jugan St to Cul-de-sac	3,353	-	-	0	0%	-	
Caversham St-Claisebrook Rd to Cul-de-sac	12,669	-	-	0	0%	-	
Mary St (North)-William St to Mereny Lane	8,800	-	-	0	0%	-	
Mary St (South)-William St to Mereny Lane	8,800	-	-	0	0%	-	
Broome St-Smith St to Brigatti Gardens	5,500	-	-	0	0%	-	
London St-Intersection of Scarborough Beach Road	60,104	-	-	0	0%	-	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 AUGUST 2020

Description	Adopted Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
BICYCLE NETWORK							
Florence/Strathcona/Golding Safe Active Street	300,000	-	-	0	0%	8,479	
Design for Norfolk St N/S Route	50,000	-	-	0	0%	-	
Design for Glendalough to Brady	15,000	-	-	0	0%	-	
DRAINAGE							
Britannia Reserve Main Drain Renewal stage 1&2	80,000	-	-	0	0%	-	
Minor drainage improvement program	50,000	-	-	0	0%	-	
Gully Soak-well program	60,000	-	-	0	0%	1,885	
CAR PARK DEVELOPMENT							
Car Parking Upgrade-Melrose St angled parking	55,000	-	-	0	0%	-	
Car Parking Upgrade-Strathcona St angled parking	20,000	-	-	0	0%	-	
Car Parking Upgrade-Albert St angled parking Stage 3	55,000	-	-	0	0%	-	
Depot - Car park lighting Renewal	60,000	10,000	-	(10,000)	-100%	29,397	Project at planning stage.
PARKS AND RESERVES							
Banks Reserve Master Plan Implementation - Stage 1	130,000	10,000	7,962	(2,038)	-20%	185,197	Works in progress.
Greening Plan-Pansy Street carpark	25,000	-	-	0	0%	-	
Greening Plan-Pansy Street	5,000	-	-	0	0%	-	
Greening Plan-West End Arts Precinct	30,000	-	-	0	0%	-	
Greening Plan-Norham Street	15,000	-	-	0	0%	-	
Greening Plan-Highlands Road	10,000	-	-	0	0%	-	
Greening Plan-Hawthorn Street	10,000	4,000	-	(4,000)	-100%	-	Works not commenced as yet.
Greening Plan-Little Walcott Street	5,000	2,000	-	(2,000)	-100%	-	Works not commenced as yet.
Lynton Street Park Upgrade	-	-	14,235	14,235	100%	3,910	Carry forward project. Budget to be adjusted in carry forward budget review.
RETICULATION							
Britannia Reserve - renew groundwater bore (south) No.40	45,000	-	-	0	0%	40,381	
Kyilla Park - replace irrigation cubicle	15,000	-	-	0	0%	-	
STREET FURNITURE							
Bus Shelter Replacement	20,000	-	-	0	0%	-	
Bus Shelter-William St	15,000	-	-	0	0%	-	
FOR INFRASTRUCTURE ASSETS	4,199,844	233,000	238,499	5,499	7	714,427	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 AUGUST 2020

Description	Adopted Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
<u>PLANT & EQUIPMENT ASSETS</u>							
LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME							
Light Fleet - Annual Changeover	190,000	55,000	-	(55,000)	-100%	56,900	Fleet replacement programme progressing as planned.
MAJOR PLANT REPLACEMENT PROGRAMME							
Single Axle Tipper Truck	145,000	145,000	138,550	-	6,450	-4%	Truck delivered in July.
MISCELLANEOUS							
Parking Sensors Pilot Project	11,810	-	-	0	0%		
TOTAL EXPENDITURE FOR PLANT & EQUIPMENT ASSETS	346,810	200,000	138,550	(61,450)	-31%	56,900	
<u>FURNITURE & EQUIPMENT ASSETS</u>							
INFORMATION TECHNOLOGY							
Enterprise Applications upgrade	290,000	20,000	11,422	(8,579)	-43%	-	Implementation & training of Contracts management module.
Building Management System software-Admin	120,000	-	-	0	0%	-	
MARKETING & COMMUNICATIONS							
COVID-19 Artwork relief project	525,600	50,000	43,126	(6,874)	-14%	88,250	Monies disbursed to the successful applicants.
DEPARTMENT OF SPORTS AND RECREATION							
Beatty Park Leisure Centre - Non Fixed Assets Renewal	71,500	-	-	0	0%	3,195	
MISCALLENEOUS							
Miscellaneous Assets Renewal	30,000	5,000	10,208	5,208	104%	7,926	Works in progress at various locations.
TOTAL EXPENDITURE FOR FURNITURE & EQUIPMENT ASSETS	1,037,100	75,000	64,756	(10,245)	-14%	99,371	
TOTAL CAPITAL EXPENDITURE	10,470,152	940,000	483,162	(456,838)	-49%	1,196,895	

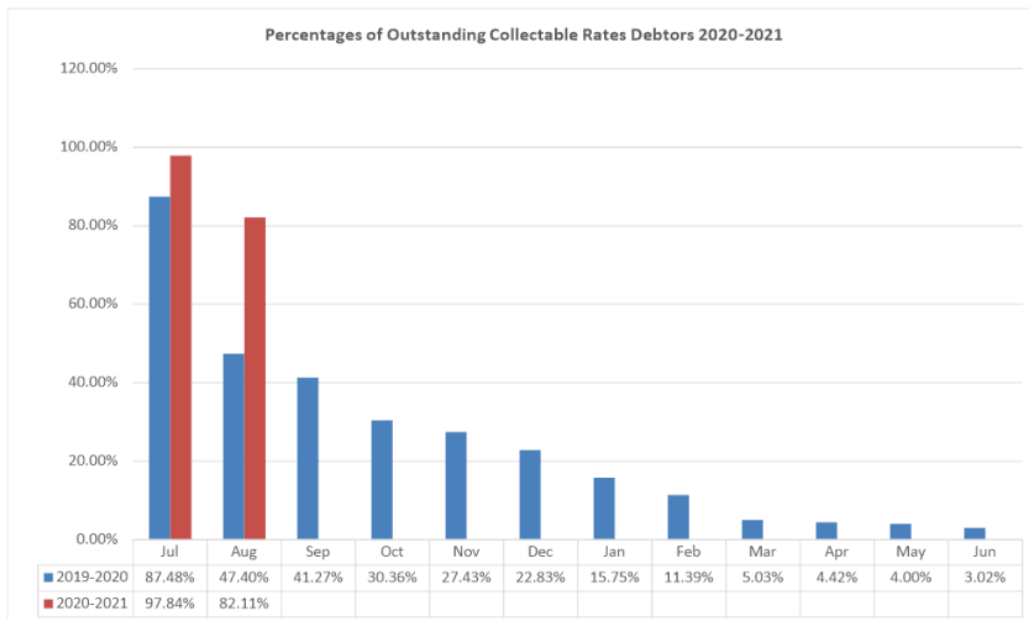
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CITY OF VINCENT
NOTE 6 - CASH BACKED RESERVES
AS AT 31 AUGUST 2020



Reserve Particulars	Budget Opening Balance 01/07/2020 \$	Actual Opening Balance 01/07/2020 \$	Budget Transfers to Reserve 30/06/2021 \$	YTD Actual Transfers to Reserve 31/08/2020 \$	Budget Interest Earned 30/06/2021 \$	YTD Actual Interest Earned 31/08/2020 \$	Budget Transfers from Reserve 30/06/2021 \$	YTD Actual Transfers from Reserve 31/08/2020 \$	Budget Closing Balance 30/06/2021 \$	Actual Closing Balance 31/08/2020 \$
Asset Sustainability Reserve	5,295,417	5,293,197	160,000	0	85,341	9,835	(2,819,583)	(11,422)	2,721,175	5,291,610
Beatty Park Leisure Centre Reserve	101,281	101,218	(0)	0	1,632	188	0	0	102,913	101,406
Cash in Lieu Parking Reserve	1,926,742	1,926,192	0	886	31,052	3,579	(516,000)	(140)	1,441,794	1,930,517
Hyde Park Lake Reserve	159,367	159,269	(0)	0	2,568	296	0	0	161,935	159,565
Land and Building Acquisition Reserve	297,653	297,471	(0)	0	4,797	552	0	0	302,450	298,023
Leederville Oval Reserve	94,178	94,069	0	0	1,518	175	0	0	95,696	94,244
Loftus Community Centre Reserve	36,922	36,901	(0)	0	595	68	0	0	37,517	36,969
Loftus Recreation Centre Reserve	172,850	171,525	51,664	7,184	2,786	321	0	0	227,300	179,030
Office Building Reserve - 246 Vincent Street	401,432	401,156	0	0	6,470	745	(196,000)	0	211,902	401,901
Parking Facility Reserve	105,672	105,607	(0)	0	1,703	196	0	0	107,375	105,803
Percentage For Public Art Reserve	529,109	488,867	(0)	0	8,527	983	(525,600)	(43,126)	12,036	446,724
Plant and Equipment Reserve	22,601	22,483	(0)	0	364	42	0	0	22,965	22,525
State Gymnastics Centre Reserve	109,897	110,197	9,682	627	1,771	204	0	0	121,350	111,028
Strategic Waste Management Reserve	997,361	997,471	0	0	16,074	1,853	0	0	1,013,435	999,324
Tamala Park Land Sales Reserve	345,244	340,902	250,000	0	5,564	641	0	0	600,808	341,543
Underground Power Reserve	210,180	210,051	(0)	0	3,387	390	0	0	213,567	210,441
Waste Management Plant and Equipment Reserve	220,084	219,949	0	0	3,547	409	0	0	223,631	220,358
POS reserve - Haynes Street	0	0	157,899	157,899	2,509	289	0	0	160,408	158,188
	11,025,989	10,976,526	629,245	166,596	180,205	20,766	(4,057,183)	(54,688)	7,778,256	11,109,200

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



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



	Rateable Value	Rate in Dollar	Budget	Actual	Rates Levied to Budget
	\$	Cents	\$	\$	%
Rate Revenue					
General Rate					
10680 Residential	239,707,499	0.0779	18,663,900	18,744,512	100.4%
166 Vacant Residential	4,361,060	0.0725	316,177	297,975	94.2%
1621 Other	124,078,059	0.0672	8,335,564	8,249,742	99.0%
203 Vacant Commercial	2,242,570	0.1282	287,430	301,888	105.0%
Minimum Rate					
6355 Residential @ \$1,211.9	86,934,020		7,701,624	7,684,658	99.8%
156 Other @ \$1,197.7	1,763,734		186,841	179,655	96.2%
Interim Rates	0		300,000	5,267	1.8%
Rates Waiver	0		(127,220)	0	0.0%
Total Amount Made up from Rates	459,086,942		35,664,316	35,463,696	
Non Payment Penalties					
Instalment Interest @ 5.5%			160,000	45,172	28.2%
Penalty Interest @ 8%			93,000	0	0.0%
Administration Charge - \$8 per instalment			220,000	45,840	20.8%
			36,137,316	35,554,708	
Other Revenue					
Exempt Bins - Non Rated Properties			185,420	169,811	91.6%
Commercial / Residential Additional Bins			174,534	145,064	83.1%
Swimming Pools Inspection Fees			18,800	14,362	76.4%
			36,516,070	35,883,945	
Opening Balance				983,329	
Total Collectable			36,516,070	36,867,274	100.96%
Less					
Cash Received				5,813,340	
Rebates Allowed				1,072,051	
Rates write off				0	
Rates Balance To Be Collected			36,516,070	29,981,882	82.11%
Add					
ESL Debtors				4,747,118	
Pensioner Rebates Not Yet Claimed				1,064,122	
ESL Rebates Not Yet Claimed				253,840	
Less					
Deferred Rates Debtors				(241,196)	
Current Rates Debtors Balance				35,805,765	

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

DESCRIPTION	CURRENT	31-59 DAYS	60-89 DAYS	OVER 90 DAYS	BALANCE
	\$	\$	\$	\$	\$
DEBTOR CONTROL - HEALTH LICENCES	6,045	4,788	955	101,613	113,400
DEBTOR CONTROL - RUBBISH CHARGES	0	0	0	0	0
DEBTOR CONTROL - CASH IN LIEU CAR PARKING *	1,771	0	0	158,173	159,944
DEBTOR CONTROL - PROPERTY INCOME	160,165	0	67,052	29,624	256,841
DEBTOR CONTROL - RECOVERABLE WORKS	0	0	0	0	0
DEBTOR CONTROL - BEATTY PARK LEISURE CENTRE	0	0	0	0	0
DEBTOR CONTROL - OTHER	7,200	64,678	(0)	71,349	143,228
DEBTOR CONTROL - PLANNING SERVICES FEES	420	0	100	650	1,170
DEBTOR CONTROL - INFRINGEMENT *	92,515	73,395	38,929	1,636,542	1,841,381
PROVISION FOR DOUBTFUL DEBT	0	0	0	(382,738)	(382,738)
IMPAIRMENT OF RECEIVABLES	0	0	0	(155,806)	(155,806)
TOTAL DEBTORS OUTSTANDING AS AT 31/8/2020	268,115	142,861	107,036	1,459,407	1,977,419

ACCRUED INCOME	33,616
ACCRUED INTEREST	31,975
PREPAYMENTS	280,527
TOTAL TRADE AND OTHER RECEIVABLES	2,323,537

DATE	SUNDRY DEBTORS OVER 90 DAYS	AMOUNT	DEBT DETAILS	Comments
11/03/2019	Tennis Seniors Western Australia	5,728.05	Building Insurance 2018/19 & 2019/20	Payment extension provided up to September 2020.
25/02/2015	Subiaco Football Club	17,058.43	Turf maintenance & top dressing	In the process of finalising.
13/02/2020	Belgravia Health & Leisure Group	3,000.30	Vos 2018/19 & March charges	Centre manager is following up payment
01/03/2020	Perth Soccer Club	3,861.13	Monthly Lease	Due to Covid-19 lockdown payment follow up put on hold
04/11/2016	C Caferelli	28,600.00	Breaches of Planning Development Act	Have been handed over to FER
22/08/2018	C D Hunter	14,655.25	Outstanding court costs awarded to COV	Have been handed over to FER
21/01/2019	Matthew Slinger	21,800.30	Outstanding court costs awarded to COV	Have been handed over to FER
09/07/2019	R Cox	1,170.00	Breach of condition of hall hire	Final notice issued August, mail returned September. To go Legal
22/08/2019	Primed Projects Pty Ltd	2,207.71	Outstanding court costs awarded to COV	On fortnightly payment plan
22/08/2019	Liam Howard	576.87	Outstanding court costs awarded to COV	On fortnightly payment plan
28/11/2019	A Kindu	2,339.25	Damage/vandalism to hired venue	To proceed with legal action
BALANCE OF 90 DAY DEBTORS OVER \$500.00		100,997.29		

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



	Adopted Budget 2020/21 \$	YTD Budget Aug-20 \$	YTD Actuals Aug-20 \$	YTD Actuals Aug-19 \$	Month Actuals Aug-20 \$	Month Actuals Aug-19 \$
ADMINISTRATION						
Revenue	0	0	0	(2,295)	0	0
Expenditure	0	0	(580)	(146,117)	(833)	(143,023)
Surplus/(Deficit)	0	0	(580)	(148,412)	(833)	(143,023)
SWIMMING POOLS AREA						
Revenue	1,284,734	200,242	204,529	292,091	104,644	139,825
Expenditure	(3,258,685)	(328,500)	(332,850)	(450,022)	(230,452)	(248,672)
Surplus/(Deficit)	(1,973,951)	(128,258)	(128,321)	(157,930)	(125,807)	(108,847)
SWIM SCHOOL						
Revenue	179,011	51,409	212,699	327,358	139,191	144,489
Expenditure	(469,208)	(59,574)	(175,287)	(178,888)	(125,565)	(93,063)
Surplus/(Deficit)	(290,197)	(8,165)	37,412	148,470	13,626	51,426
CAFÉ						
Revenue	0	0	1,890	97,482	879	48,455
Expenditure	0	0	(36,024)	(104,924)	(32,746)	(64,199)
Surplus/(Deficit)	0	0	(34,134)	(7,442)	(31,867)	(15,744)
RETAIL SHOP						
Revenue	260,529	15,117	73,139	65,209	40,599	31,552
Expenditure	(237,959)	(15,272)	(43,468)	(42,252)	(28,726)	(71,740)
Surplus/(Deficit)	22,570	(155)	29,671	22,956	11,873	(40,188)
HEALTH & FITNESS						
Revenue	776,835	172,456	249,599	271,315	119,780	132,730
Expenditure	(985,259)	(114,592)	(138,796)	(174,180)	(96,482)	(83,225)
Surplus/(Deficit)	(208,424)	57,864	110,803	97,135	23,298	49,505
GROUP FITNESS						
Revenue	278,281	63,154	90,150	106,188	43,708	52,324
Expenditure	(411,973)	(41,773)	(74,901)	(73,957)	(49,354)	(42,131)
Surplus/(Deficit)	(133,692)	21,381	15,249	32,231	(5,647)	10,194
AQUAROBIQS						
Revenue	117,180	26,142	34,799	40,244	16,115	20,834
Expenditure	(133,862)	(11,038)	(13,630)	(22,222)	(9,801)	(9,879)
Surplus/(Deficit)	(16,682)	15,104	21,168	18,023	6,314	10,954
CRECHE						
Revenue	25,480	5,672	8,764	11,823	4,365	6,111
Expenditure	(237,979)	(30,730)	(33,890)	(43,641)	(24,039)	(22,779)
Surplus/(Deficit)	(212,499)	(25,058)	(25,126)	(31,818)	(19,674)	(16,667)
Net Surplus/(Deficit)	(2,812,875)	(67,287)	26,142	(26,787)	(128,718)	(202,390)
Less: Depreciation	(1,373,247)	0	0	(228,295)	0	(114,147)
Cash Surplus/(Deficit)	(1,439,628)	(67,287)	26,142	201,508	(128,718)	(88,242)

8 CHIEF EXECUTIVE OFFICER**8.1 ANNUAL REVIEW OF UPDATED PROJECT PLANS FOR THE 26 STRATEGIC PROJECTS IN THE CORPORATE BUSINESS PLAN 2020/21 - 2023/24**

Attachments: 1. **Project Plans for the 26 Strategic Projects** [↓](#) 

RECOMMENDATION:

That Council APPROVES the updated project plans for the 26 Strategic Projects in the Corporate Business Plan 2020/21 – 2023/24 as at Attachment 1.

PURPOSE OF REPORT:

To consider the updated project plans for the City's 26 strategic projects in the City's Corporate Business Plan 2020/21 – 2023/24 (CBP).

BACKGROUND:

Council adopted the CBP at its 15 September 2020 Meeting. The CBP is aligned with the City's Long-Term Financial Plan (LTFP), which was adopted at the 18 August Council Meeting, and the City's annual budget 2020/21.

The CBP includes a list of 26 strategic projects, which are aligned to the most relevant SCP priority. These projects have greatest City wide impact and importance.

DETAILS:

The 2020/21 budget for these 26 strategic projects was approved through the adoption of the City's annual budget and CBP.

A number of the projects and programs were commenced prior to 2020/21. Administration has reviewed the delivery timeframe and scope for each of the strategic projects to ensure alignment with the 2020/21 budget and CBP and to take into account stakeholder feedback received to date.

Each strategic project or program has a "Project on a Page" (PoAP) or "Program on a Page" (PROaP) which provides a summary of the project/program plan and a status update. This outlines the project milestones and timeframes, budget, scope, risks and key stakeholders. The PoAP/PROaP includes a health assessment at the top, which requires the overall health, time, cost and quality (scope) of the project / program to be rated as "on track", "some issues" or "at risk".

As part of the development of the City's Project Management Framework, this report is seeking an annual endorsement by Council of the revised or updated project plans for the current Strategic Projects included in the CBP and funded in the annual budget.

Each year there is likely to be proposed amendments to the timing and scope of projects and programs which can be a result of a changing external environment or feedback received from stakeholders. Some projects/programs are not on track due to delays arising from the disruption caused by COVID-19 or other issues and this has been identified in the health assessment. If budget for the implementation of the project or program has not been allocated in the CBP or LTFP the budget is noted as "at risk".

The project start and finish dates are also included, which refer to the project in its entirety, and also the percentage completed of the entire project / program.

In accordance with the CEO's Key Performance Indicator No. 3, Council approval of the project plans of 7 of the strategic projects is required. Administration is presenting the revised/updated project plans for all 26 strategic projects to Council for annual endorsement.

The PoAPs for the strategic project, as listed below, are at **Attachment 1**:

1. Implementation of the Sustainable Environment Strategy
2. Three Bin Food Organics Garden Organics Collection System
3. Accessible City Strategy
4. Monitor and report on the 40kph speed zone trial
5. Bicycle Network Improvements
6. Wayfinding Strategy
7. Arts Relief Project
8. Arts Development Action Plan
9. Youth Action Plan (YAP)
10. Community Engagement Framework?
11. Woodville Reserve Master Plan
12. Britannia Reserve West Development Plan
13. Leederville Oval Master Plan
14. Public Open Space Strategy
15. Banks Reserve Master Plan
16. North Perth Common
17. Robertson Park Development Plan
18. Axford Park Upgrade
19. Vincent Rebound Plan
20. Leederville Activity Centre Plan
21. Character Retention and Precinct Planning
22. Beatty Park 2062
23. Beatty Park Leisure Centre Upgrade
24. Asset Management and Sustainability Strategy
25. Implementation of the City's Public Health Plan 2020–2025
26. Marketing Plan & Communications Plan

An update on the implementation of the Strategic Projects (overall health, time, scope and budget) will be reported to Council quarterly. The next update is scheduled for the February Meeting.

Administration will also provide monthly updates on the following 7 strategic projects to Council at the Council Workshop.

- 3 Accessible City Strategy
- 10 Community Engagement Framework
- 24 Asset Management and Sustainability Strategy
- 22 Beatty Park 2062
- 12 Britannia Reserve West Development Plan (business case being developed)
- 20 Leederville Activity Centre Plan
- 26 Marketing & Communications Plan

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Regulation 19DA of the *Local Government (Administration) Regulations 1996* provides that:

- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk and good practice for Council to review and endorse the updated Strategic Project plans.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable







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


SUSTAINABILITY IMPLICATIONS:

Nil







FINANCIAL/BUDGET IMPLICATIONS:


The budget for the strategic projects is included in the annual budget for 2020/21, CBP and LTFP.





<div></div> <div>CITY OF VINCENT</div>				PROGRAM ON A PAGE				Health	Time	Cost	Quality	% Complete 25%	Start 01/07/2019	Finish 01/7/2024				
Project Name:		Sustainable Environment Strategy Implementation						✓	Green symbol denotes the project has been completed or is on track; ⚠ Orange symbol denotes 'caution' as the item has been delayed/extended or there is a cost/quality risk; and ✖ Red symbol would denote the project is at risk of not being complete									
Corporate Business Plan 20/21/-23/24 Strategic Project		CBP No. 1						Project Status		Project Manager:		Anita Marriott		Directorate:		Office of the CEO		
		Previous 2019/20 CBP No. 1.1						Project Delivery		Executive Sponsor:		Chief Executive Officer		Service Area:		Corp Strat & Gov		
Asset Class (If applicable)		Not Applicable								Expenditure Type:		Not Applicable		Container & Record No:		D20/7152, SC3381		
Timeframe:		5 Years		OBJECTIVES				STATUS UPDATE										
Decision Maker		EMC		Implementation of tasks that are identified as actions in the City's Sustainable Environment Strategy and accompanying Implementation Plan. The Sustainable Environment Strategy (SES) was adopted by Council at its 23 July 2019 Meeting.				Large number of actions in progress. Few delays due to COVID-19. Majority of strategies are in the 'Do' phase of implementation. Council Report with progress update presented at Council Meeting 18 August 2020.										
Project Classification: 47		Major or Complex																
% of FTE Time per week		50%		Note: This Program details and sets out budgets only for SES actions being delivered directly by the Sustainability Officers and which are not large enough to have their project/program plan.				The Sustainable Environment Strategy contains forty strategies across five key opportunity areas. The status of the actions underpinning these forty strategies is as follows. It is noted that the delay of 15% of the items is primarily a result of reprioritisation due to COVID-19.										
FTE cost (2020/21):		0.5 of current FTE		Key Issues (what has been identified) • Competing priorities. • Support required from other service areas				Key Risks (what may happen) • Exceeding project deadline due to competing priorities										
Total Project Cost		\$ 126,000.00																
Account No. (Finance to allocate)		current project budget: 2.3404.5802.714 (former project budget: 2.3378.5801.0625)																
Program Milestones and Forecast Expenditure (Optional Phasing and Gantt Charts tabs available)				Comments		Program Period			Key Impacted Stakeholders									
						2020/21			2021/22			2022/23			• Community • Council • Advisory Groups			
1.		Yearly program of sustainability education and events				\$ 4,000			\$ 5,000			\$ 5,000						
2.		Community education resources – brochures, adverts, marketing material etc.				\$ 1,000			\$ 2,000			\$ 2,000						
3.		Manage sustainability-related subscriptions, data collection, monitoring and cross-organisational collaboration				\$ 23,000			\$ 28,000			\$ 33,000						
4.		One Million Women App (\$5,000 joining fee 2021/22 while we trial the app) annual subscription fee to be added to subscription budget in subsequent years if we make this permanent							\$ 5,000									
5.		ClimateClever Program funding for Vincent schools and households				\$ 6,000			\$ 6,000			\$ 6,000						
Total						\$ 34,000			\$ 46,000			\$ 46,000						
KPIs, Benefits & Project Success Indicators								Deliverables										
Benefits: • Environmental performance will be improved, tracked and measured into the future.								What the project delivers: • A structured program for evaluating and progressing innovative ideas to implementation This program is relevant to delivery of all six SCP priorities:										
Project Success is (KPIs): • Implementation of actions listed within the SES and measurable progress is made toward targets.								<div><div></div><div>ENHANCED ENVIRONMENT</div></div> <div><div></div><div>ACCESSIBLE CITY</div></div> <div><div></div><div>CONNECTED COMMUNITY</div></div> <div><div></div><div>SENSITIVE DESIGN</div></div> <div><div></div><div>INNOVATIVE & ACCOUNTABLE</div></div>										
What happens if we don't do the project? • Environmental sustainability of the City will decline.																		
What happens if we don't do the project? • Environmental sustainability of the City will decline.																		
Staff changes/skillset or improvements required for this project to succeed				Process/Policy changes or improvements required for this project to succeed				ICT System changes or improvements required for this project										
• Increased focus on and resourcing of environmental sustainability across all teams in the organisation.				• Cross-unit collaboration to ensure communication with relevant stakeholders.				• Monitoring and reporting on progress toward the Strategy's targets may require changes to exiting systems to enable relevant data to be captured.										
What's Out of Scope?																		
• This program does not cover/include/manage: The SES will be a strategic document, not an implementation plan. The recommended actions that will be included in the SES will be high-level and may be delivered in a variety of ways through projects included in the City's Corporate Business																		









 CITY OF VINCENT		PROJECT ON A PAGE				Health !	Time !	Cost ✓	Quality ✓	% Complete 20%	Start 17/01/19	Finish 31/01/22	
Project Name:		Three Bin Food Organics And Garden Organics (FOGO) Collection System				Project Status		Project Manager:		Manager Waste & Recycling		Directorate:	Infrastructure & Environment
Corporate Business Plan 20/21/-23/24 Strategic Project		CBP No. 2				Project Planning		Executive Sponsor:		ED Infrastructure & Environment		Service Area:	Waste & Recycling
Asset Class (If applicable)		Not Applicable						Expenditure Type:				Container & Record No:	D19/23834
Timeframe:		Weeks	OBJECTIVES				STATUS UPDATE						
Decision Maker		Council	Delivery of a three bin FOGO collection service to approximately 16,500 households throughout the City of Vincent				Business Case approved by Council 05/03/19. Community Waste Scorecard to evaluate community priorities and to measure Council's performance against key indicators in the Strategic Community Plan completed September 2019. Change request adopted by Council on 16 June 2020 and placed on hold until October 2021 due to COVID-19. Note health check shown as 'On Hold' for noting only that the deferral has occurred.						
Project Classification:		Major or Complex											
% of FTE Time per week													
FTE cost:		1 additional FTE – Education Officer (Fixed Term). i.e. Full-time yr 1 (circa \$78k) then part time (0.5 FTE) year 2 onwards (circa \$42k per annum). 2 x additional CS Officers: during the roll out only. Circa \$45k for the 4mths month only. Total Additional FTE \$123,000 in 21/22 (included in total project cost below)				Key Issues/Risks (what has been identified)							
Project Cost:		21/22 Budget: \$1,378,556 – Estimated one off roll out costs (excludes \$80k for implementation of Communications Strategy in 20/21 budget) Total Budget: \$1,458,556 (excludes standard operational cost post-implementation).				• Capacity of Internal Stakeholders (i.e. Corporate Services/Marketing/IT/Customer Services – see below) • Effective Roll-out – with Adequate Supervision • Bin Supply/Delivery delays on long lead items i.e. Bins/Receptacles (High demand - with other LGA's also planning for FOGO implementation) • Options for Commercial Waste - not compatible with FOGO system (for the most part) Community acceptance of a three bin FOGO system, which includes fortnightly collection of residual waste • Lack of established FOGO processing Infrastructure • New collection and processing contracts not in place on time • MRC gate fee increases as each member councils remove their organics from the RRF							
Program Milestones and Forecast Expenditure (Optional Phasing and Gantt Charts tabs available)			Comments		Program Period				Key Impacted Stakeholders				
									EXTERNAL				
									• City of Vincent Residents/Community • New Waste Contractors (i.e. Waste Collection, Bin Supply/Roll Out, Waste Processing Facilities)				
									INTERNAL				
									IT Team				
									• Support is extracting detailed information from the City's property system • Support with data management from roll out activities				
									Corporate Services (Rates/Contracts/Purchasing)				
									• Support developing processes/procedures for application of FOGO associated fees and charges (e.g. 'opt out' considerations, larger infrastructure)				
									• Procurement & Contract Management Support (Waste Tenders)				
									Customer Services				
									•Management of customer enquiries, requests and concerns/complaints				
									Marketing Team				
									• Assistance in development and delivery of Community Engagement and Communications Campaign				
KPIs, Benefits & Project Success Indicators						Deliverables							
How is success measured e.g., timeframe, budget, targets						What the project delivers:							
• Increased diversion from landfill – measured and reported annually to the Department of Water and Environmental Regulation (DWER) in accordance with regulation 18C of the Waste Avoidance and Resource Recovery (WARR) Regulations 2008.						Approvals/Reports							
• Low contamination (<5%) - demonstrates an effective Communications Strategy and scheme acceptance						• Business Case (including financial modelling - March 2019)							
• High customer satisfaction (Customer Surveys)						• Project Management Plan (including detailed Gantt)							
• Monthly Project Status reports						• Consultation and Community Engagement Plan (March 2019)							
Benefits:						Funding Opportunities							
• Aligned with the City's Waste Strategy 2018-2023 Vision to deliver zero waste to landfill by 2028						• Investigate funding opportunities (e.g. Better Bins Plus: Go FOGO or other Waste Authority Funding)							
• Aligned with the Western Australia's Waste Strategy (Waste Avoidance and Resource Recovery Strategy 2030) target for "All local governments in the Perth and Peel region provide consistent three bin kerbside collection systems that include separation of FOGO from other waste categories" by 2025.						Pre-Roll Out Activities							
• Potential cost savings as a result of increased diversion from landfill and potentially lower FOGO processing costs						• Benchmarking - Best Practise/lessons learnt							
Project Success is:						• MUD's Review/Assessment and Action Plan (Waste Strategy Project 3)							
• Increased diversion of waste from landfill						• Delivery of Communications Campaign							
• Reduced waste processing costs						• Developing processes/procedures to administer FOGO associated fees and charges (e.g. larger or additional infrastructure)							
• Aligned to Best Practice Collection Systems						• 'Opt out' considerations/process							
• Working towards delivery of City's Waste Strategy Objective of zero waste to landfill by 2028.						• Develop Ranger Non-Compliance support procedures							
• Elevated Community Awareness						• Procurement Activities – i.e. Waste Tenders for: Waste Collections, Waste Processing (Recycling and FOGO) and Bin/Caddy Supply and roll out							
What happens if we don't do the project?						• Data Management							
• Will not meet government landfill diversion targets						• Scheduling/Activities							
• Will not deliver City Waste Strategy Vision						• Operational Processes – e.g. collection schedule amendments and communications							
• Increased disposal costs (increased gate fee and waste levy)						Post Roll-Out Activities							
						• Customer Visits							
						• Bin Tagging/Waste Audits							
						• Non compliance / enforcement activities							
Staff changes/skillset or improvements required for this project to succeed			Process/Policy changes or improvements required for this project to succeed			ICT System changes or improvements required for this project							
• Waste Education Officer (New - Proposed Fixed Term)			• Opt out procedure (i.e. for those that opt out of 140 litre bin, or upgrade recycling bin)			• Maintenance of appropriate Business System to capture bin roll out data, Customers Enquires (CRM), etc. Functionality to upload asset data to existing business/property system							
• Part time Waste Ambassadors (for customer support and waste audits)			• Procedure for administering FOGO associated fees and charges (additional payments/amendments to rates, etc)			• Ability to export existing property database for roll out and scheduling activities							
• Additional Customer Service personnel to assist with call handling during the roll out (Assumed 2 x CSU for 4 months - circa \$45k)													
• Additional Ranger Support initially – to assist with potential non-compliance/enforcement activities													
What's Out of Scope?													
• This project does not cover/include/manage: Changes to the following operations: Bulk Waste Collections (Hard and Green Waste), Illegal Dumping, Street Cleansing/Litter Collection regimes, and Waste Drop of Events (i.e. Charity Clothing, HHW, E-waste)													












CITY OF VINCENT		PROJECT ON A PAGE										Health	Time	Cost	Quality	% Complete	Start	Finish																	
Project Name:		Accessible City Strategy										🟢	⚠️	🟢	🟢	70%	5/12/18	31/03/21																	
Corporate Business Plan 20/21 - 23/24 Strategic Project		CBP No. 3										Project Status		Project Manager:		Strategic Planning Officer		Directorate:		Strategy & Development															
Project Code:		n/a										Project Delivery		Executive Sponsor:		ED Strategy & Development		Service Area:		Policy & Place															
Asset Class <i>select from drop down</i>		Not Applicable												Expenditure Type:		Not Applicable		Container & Record No:		SC2594 D20/2906															
Timeframe:		6 Months										STATUS UPDATE										Key Impacted Stakeholders													
Decision Maker		Council										<p>Description : The City of Vincent Accessible City Strategy (ACS) is a guide to navigating the challenges we face, as we seek to develop our connected City.</p> <p>This ACS explores the current provision for transport and compares this infrastructure to the current and future needs of the community, across all transport modes, to support the long term success and viability of Vincent.</p> <p>The draft ACS is to be presented to October Council Briefing and Council Meeting for approval to advertise. Following this, advertising of the draft is to occur for a period of 42 days as per Council Policy 4.1.5 - Community Consultation. The results of consultation will be presented back to Council following this period and revisions made accordingly.</p>										<ul style="list-style-type: none"> • Council; • The City of Vincent community; • Town Teams; • City of Vincent advisory groups; • Western Australian Planning Commission; • Department of Planning; • Main Roads WA; • Adjoining Local Governments; • Relevant State government Agencies; 													
Project Classification:		Major or Complex																																	
% of FTE Time pw (project manager + Team)		50%																																	
Total FTE cost (estimated):		0.5 current FTE										Key Risks (what may happen)										Key Issues (what has been identified)													
Project Cost: (budget)		\$280,000										<ul style="list-style-type: none"> • Conflicting visions and priorities between the City and stakeholders may cause tension; • If the community provides limited comment there is a risk that they will not be supportive when it comes time to implement the plan. 										<ul style="list-style-type: none"> • Community understanding of the role of the plan; • Various Stakeholders' opposing interests. 													
Account No. (Finance to allocate)		2.2533.5801.624																																	
Project Milestones and Forecast Expenditure <i>(Optional Phasing and Gantt Charts tabs available)</i>												Comments		2020 / 21																21 / 22		22 / 23		23 / 24	
												Budget		JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN																					
1 Existing situation report and SWOT analysis (inclusive of parking surveys and review of car parking strategy)												Completed 2018/2019		\$185,000																					
2 Stakeholder engagement program and workshops with Stakeholders												Completed 2018/2019		\$15,000																					
3 Testing and drafting of the ITS												Paid 2019/20		\$40,000																					
4 Preparation of the Leederville Transport impact Assessment												Carry forward budget		\$20,000																					
5 Formal community consultation and finalise the ITS document												Carry forward budget		\$20,000																					
Total														\$ 280,000.00																					
KPI's, Benefits & Project Success Indicators												Deliverables																							
<p>How is success measured e.g., timeframe, budget, targets</p> <p>Benefits:</p> <ul style="list-style-type: none"> • A highly developed planned list of projects to guide transport related infrastructure provision within the City over a designated period of time (5-10 years); • Strong advocacy position to advocate for transport infrastructure and funding from State Government agencies; • Enhanced connection and advocacy with surrounding Local Governments; and • A clear and concise implementation plan to create a complete transport network. • Delivery of actions as per the implementation plan (measurements provided) • Mode shift as per the 5 and 10 year targets too active modes of transport. <p>Project Success is:</p> <ul style="list-style-type: none"> • A consolidated vision and implementation plan for the overall transport network. • Guidance regarding the required and/or desirable transport infrastructure over the next 5-10 years, identifying potential costs and revenue streams, including cash in lieu expenditure. • Direction of the City's future advocacy to State Government agencies and local community members. <p>What happens if we don't do the project?</p> <ul style="list-style-type: none"> • The City will remain without a strong documented vision and priorities for the provision and advocacy of transport; • A lack of data and guidance for community and ad-hoc nature of dealing with community feedback. 												<p>What the project delivers:</p> <ul style="list-style-type: none"> • A report which explains the extent and effectiveness of the current document framework and transport network, including data collection results and an analysis of the strengths, weaknesses, opportunities and threats; • Stakeholder engagement program; • Workshops with Council, technical stakeholders and the community regarding the vision and priorities of the Integrated Transport Strategy; • Drafting of an Integrated Transport Strategy based on the results of the above deliverables; • Stakeholder Consultation of the Draft Integrated Transport Strategy; and • Final Integrated transport Strategy adopted by Council. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>ENHANCED ENVIRONMENT</p> </div> <div style="text-align: center;">  <p>ACCESSIBLE CITY</p> </div> <div style="text-align: center;">  <p>CONNECTED COMMUNITY</p> </div> <div style="text-align: center;">  <p>THRIVING PLACES</p> </div> <div style="text-align: center;">  <p>SENSITIVE DESIGN</p> </div> <div style="text-align: center;">  <p>INNOVATIVE & ACCOUNTABLE</p> </div> </div>																							
Staff changes/skillset or improvements required for this project to succeed												Process/Policy changes or improvements required for this project to succeed												ICT System changes or improvements required for this project											
• Nil												• Nil												<ul style="list-style-type: none"> • Nil during the project. • Following the successful completion of the project - The City's website will need to be updated to ensure that the transport priorities and vision are reflected clearly for all stakeholders. • The City's intramaps will be updated to reflect the additional data collected and used to inform future decisions. 											
What's Out of Scope?																																			
• This program does not cover/include/manage: N/A																																			

 CITY OF VINCENT		PROGRAM ON A PAGE				✓	✓	✓	✓		
		Monitor and report on the 40 KMH Speed Zone Trial					Craig Wilson			Infrastructure & Environment	
		CBP No. 4			Project Delivery		ED Infrastructure & Environment			Engineering	
		Infrastructure					Upgrade			SC3380, D19/1998	
		Weeks									
		Council	Undertake community consultation to determine the level of community support for implementing a 40km/h speed zone trial in the south of the City of Vincent (CoV). Subject to community support and Council approval implement the trial in 2018/19. This trial was approved at the Council meeting of 16 October 2018.			Trial proceeding as per schedule. The trial at 50% by 1 May 2020. May be some impact to the data due to Covid-19.					
		Service Delivery BAU	A key element will be a two year research project coordinated by the Road Safety Commission (RSC). Note: the scope of this project was reduced to one year by the RSC.			RSC research project now complete and draft report is awaiting ministerial approval before wider release. CoV continuing to collect data through second year of trial and needs to consider possibility of funding further research into the second year results as this is outside the scope of the RSC project.					
		30%									
		2020/21 - 0.02 FTE (annualised)									
		\$150,000, approx. 75% expended in 2019/20, remaining funds to finalise data collection in 2020/21 from Operating Budget		• WA Police have already advised they will not enforce, the argument being that strict enforcement would skew the outcome of the trial, as it is not a true indication of driver behaviour.		• Broader community pays no attention to the reduced speed zone signage • The trial may reveal no benefits to this reduced speed zone					

 CITY OF VINCENT				PROGRAM ON A PAGE				Health	Time	Cost	Quality	% Complete	Start	Finish			
Project Name:				Bicycle Network Improvements				Project Status		Project Manager:		Active Transport Officer		Directorate:		Infrastructure & Environment	
Corporate Business Plan 20/21 – 23/24 Strategic Project				CBP No.5				Project Planning		Executive Sponsor:		ED Infrastructure & Development		Service Area:		Engineering	
Asset Class (If applicable)				Infrastructure						Expenditure Type:		Upgrade		Container & Record No:		D19/16350, FY111, SC2593	
Timeframe:		52 Weeks		OBJECTIVES				STATUS UPDATE									
Decision Maker		Council		The bicycle network improvements covered by this code include the design and construction of significant cycling infrastructure such as bike lanes and bike boulevards. Program adjusted due to COVID-19				Florence Street upgrades completed in September 2020. Consultation with affected residents regarding Strathcona and Golding Safe Active Street began on 2nd October and will close on 23rd October. Quotations on Norfolk St Safe Active Street feasibility study and concept design to be requested in October 2020. Applications for WA Bicycle Network (WABN) grant funding for design of Summers St/Claisebrook St route and new Bike Network Plan have been submitted with outcome expected in January 2021.									
Priority Rating:		High Priority															
Project Size:		Large															
% of FTE Time per week		10%															
FTE cost:				Key Issues (what has been identified)				Key Risks (what may happen)									
Project Cost:		\$920,000		• The perception of neglected and tired infrastructure • Assets are often subject to vandalism • Trip hazards leading to increased public liability • Budgetary considerations as cycling infrastructure is expensive				• Stakeholders expectations not met									
Account No. (Finance to allocate)																	
Program Milestones and Forecast Expenditure (Optional Phasing and Gantt Charts tabs available)				Comments		Program Period						Key Impacted Stakeholders					
						2020/21		2021/22		2022/23		2023/24		• City of Vincent Residents • Visitors to the City • Businesses in the City • Department of Transport • Main Road WA • Bicycling WA • Westcycle			
1.	Bike Network Plan - Construct Florence/Strathcona/Golding					\$300,000											
2.	Bike Network Plan - Design Norfolk St N/S Route					\$50,000											
3.	Bike Network Plan - Construct Norfolk St N/S Route Stage 1			Dependent on Department of Transport funding				\$300,000									
4.	Bike Network Plan - Design Glendalough to Eucla					\$15,000											
5.	Bike Network Plan - Construct Glendalough to Eucla			Dependent on Department of Transport funding						\$180,000							
6.	Bike Network Plan - Design Summers St/Claisebrook St							\$25,000									
7.	Bike Network Plan - Develop new plan							\$50,000									
8.	Bike Network Plan - Construct Summers St/Claisebrook St. Construction estimate yet to be determined as dependent upon on outcome of feasibility study and design, subject to Department of Transport design guidelines (currently under review) and approval. 2023/24 financial year projects to be determined.			Dependent on Department of Transport funding													
				Total		\$365,000		\$375,000		\$180,000							
KPIs, Benefits & Project Success Indicators										Deliverables							
How is success measured e.g., timeframe, budget, targets										What the project delivers: • Enhanced and more numerous bike parking facilities • More cycling infrastructure • More bike path connections • Increased community satisfaction <div><div> ENHANCED ENVIRONMENT</div><div> ACCESSIBLE CITY</div><div> CONNECTED COMMUNITY</div></div>							
Benefits: • Increased cyclist activity around the City, improved cycling infrastructure which caters to a broad range of bike users, residents perception of safer bike infrastructure																	
Project Success is: More people riding bikes to destinations and within the City																	
What happens if we don't do the project? • Less incentive for people to cycle to locations • Greater incidence of bike theft due to lack of provision of bike parking opportunities																	
Staff changes/skillset or improvements required for this project to succeed				Process/Policy changes or improvements required for this project to succeed						ICT System changes or improvements required for this project							
• On-going staff training to stay abreast of new products and funding opportunities. • Asset identification system needed for all items • Staff training and involvement in Active Transport industry to identify innovations in				• Improve the asset management procedures						• An Asset Management System to record changes to the assets.							
What's Out of Scope?																	
• This program does not cover/include/manage: Road maintenance that may be required as a result of third party works, i.e. service authorities.																	

 CITY OF VINCENT		PROJECT ON A PAGE														% Complete 5%	Start 01/07/20	Finish 01/01/22						
Project Name:		Wayfinding Strategy					Project Status		Project Manager:		Strategic Planning Officer		Directorate:		Strategy & Development									
Corporate Business Plan 20/21 – 23/24 Strategic Project		CBP No. 6					Project Planning		Executive Sponsor:		ED Infrastructure & Environment		Service Area:		Policy & Place									
Asset Class <i>select from drop down</i>		Not Applicable							Expenditure Type:		Upgrade		Container & Record No:		SC3498 D20/154492									
Timeframe:		1.5 year	OBJECTIVES					STATUS UPDATE								Key Impacted Stakeholders								
Decision Maker:		Council	Description: The Wayfinding Strategy seeks to create clear legibility for the City of Vincent's users. It will improve the way people move around the City by foot, bike and public transport, making it easier for people to access town centres and more attractive for people to use active transport.					Not initiated								<ul style="list-style-type: none">• Council• City Advisory Groups• Town Teams• Rate Payers• Businesses• PTA• DOT• Main Roads• Adjoining local governments - City of Perth, City of Stirling and Town of Cambridge								
Project Classification:		Major or Complex																						
% of FTE Time pw (project manager + Team)		30%																						
Total FTE cost (estimated):		0.33 current FTE		Key Risks (what may happen)						Key Issues (what has been identified)														
Project Cost: (budget)		\$120,000 (strategy and first stage implementation)		<ul style="list-style-type: none">• public perceptions and expectations not met;• Council perceptions and expectations not met;• implementation funding availability;• procurement/consultant limitations and resurgence of COVID-19 - few consultants in Perth offer wayfinding services and COVID-19 limits ability to engage consultants from other states; and• dissatisfied stakeholders.						<ul style="list-style-type: none">• managing public perceptions and expectations about what the Strategy will deliver;• managing Council perceptions and expectations about what the Strategy will deliver;• implementation and delivery funding availability - flow on effect of strategy including costs to deliver/implement proposed infrastructure;• managing competing stakeholder interests and competing priorities (DAiP, LTfP, ADAP, VTCPP, ACS); and• procurement/consultant limitations and resurgence of COVID-19 - few consultants in Perth offer wayfinding services and COVID-19 limits ability to engage consultants from other states.														
Account No. (Finance to allocate)		2.3506.5802.0714																						
Project Milestones and Forecast Expenditure (Optional Phasing and Gantt Charts tabs available)				Comments		2020 / 21												21 / 22	22 / 23	23 / 24				
						Budget	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN						
1.	Project Inception, Scope and Procurement																							
4	Background Analysis & Draft Objectives: inclusive of stakeholder engagement program																							
5	Testing and Drafting of Strategy																							
6	Prepare Draft Wayfinding Strategy: preparation of draft Strategy for internal review and circulation to elected members																							
8	Draft Wayfinding Strategy Report to Council & Advertising - Council to approve for advertising, review of community feedback and Strategy amendments and advertising of Strategy (42 days) inclusive of workshops/community engagement activities etc.																							
9	Wayfinding Strategy Report to Council - Council to adopt revised Strategy following community consultation																							
10	Implement first stage of proposed recommendations (Note: The implementation of recommendations may extend into 2021/22)																							
Total						\$120,000																		
KPI's, Benefits & Project Success Indicators												Deliverables												
How is success measured e.g., timeframe, budget, targets Benefits: <ul style="list-style-type: none">• An adopted Strategy that clearly defines where signage, landmarks and other wayfinding queues should be located to improve the legibility of the public realm for active transport users and town centre visitors• An adopted Strategy that balances stakeholder needs and expectations and can be implemented within the City's financial capacity• An adopted Strategy which assists with the development and implementation of key initiatives outlined in the City's DAiP, APA, ACS and VTCPP• An increase in the number of people using active transport modes following the implementation of the Strategy												What the project delivers: <ul style="list-style-type: none">• A wayfinding strategy that will improve the way people move around the City of Vincent by foot, bike and public transport connections in order to easily access each Town Centre.												
Project Success is: <ul style="list-style-type: none">• The development and adoption of a Wayfinding Strategy that balances the needs and expectations of key stakeholders and can reasonably be implemented within the City's financial capacity• A Strategy which assists with the development and implementation of key initiatives outlined in the City's DAiP, APA, ACS and VTCPP, and guides the City's placement of all wayfinding cues including signage, landmarks and artwork• A Strategy which once implemented, contributes positively to Vincent's identity, branding and sense of place												Delete the SCP Priority that's not aligned to your project:												
What happens if we don't do the project? <ul style="list-style-type: none">• There will continue to be no guidance for the location of wayfinding cues including signage and artwork and the City will continue to locate ad-hoc wayfinding cues in ad-hoc locations• Active transport users and town centre visitors will continue to struggle to locate transport routes, activity nodes/destinations and parking• The City may inadvertently contribute to diminishing the legibility of the public realm												  												
Staff changes/skillset or improvements required for this project to succeed				Process/Policy changes or improvements required for this project to succeed								ICT System changes or improvements required for this project												
• There are no staff changes required in 2020/21.				• NA								• NA												
What's Out of Scope?																								
• This program does not cover/include the full implementation of the Strategy. It covers/includes the implementation of the first stage of recommendations which are currently attributed \$35,000																								

 CITY OF VINCENT			PROJECT ON A PAGE			Health	Time	Cost	Quality	% Complete 10%	Start	Finish									
Project Name: Arts Relief Project			Project Status			Project Manager: Tegan Patrucco			Directorate: Community & Business Services												
Corporate Business Plan 20/21/-23/24 Strategic Project CBP No. 7			Project Delivery			Executive Sponsor: ED Community &Business Services			Service Area: Marketing & Part												
Asset Class select from drop down Not Applicable						Expenditure Type: New			Container & Record No: SC3441 D20/153253												
Timeframe: years		OBJECTIVES			STATUS UPDATE						Key Impacted Stakeholders										
Decision Maker Council		Description : Strategic use of the Percent for Art cash-in-lieu reserves to provide relief for the City's creative community and high quality public art outcomes for the general public Description of the project (what are we trying to achieve?) Funding programs and commission opportunities developed in consultation with the Arts Relief Working Group and the Arts Advisory Group. High quality public art outcomes with innovative engagement and interaction with the Vincent community will be sought. The program aims to provide the Vincent creative community with opportunities for funded work during the COVID-19 pandemic, while also meeting the criteria of the Percent for Art policy in providing artwork of a high quality which is freely accessible to the public.			16 Public Art projects have been funded through our Arts Relief Grants, with \$151,000 allocated. All projects have been contracted and are in progress, with delivery from now until April 2021. A draft EOI for a major Entry Statement artwork is with the Arts Advisory Group for feedback and will go to council workshop in October.						• Artists in the City of Vincent • Arts Organisations in the City of Vincent • General Vincent Community										
Project Classification Major or Complex																					
% of FTE Time pw (project manager + Team) 70%																					
Total FTE cost (estimated): 0.7 of current FTE		Key Risks (what may happen)				Key Issues (what has been identified)															
Project Cost: (budget) 525,000		• High demand on arts funding due to COVID-19, possibility of second wave of COVID-19 effecting funded arts projects (changing restrictions)				• Cost of ongoing maintenance of commissioned artworks															
Account No. (Finance to allocate) 01.2020140.6057.657																					
Project Milestones and Forecast Expenditure (Optional Phasing and Gantt Charts tabs available)				Comments	2020 / 21												21 / 22	22 / 23	23 / 24		
					Budget	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				
1.	Arts Relief Grants round one allocated				\$151,000																
2.	EOI developed for Entry Statement Artwork				TBA																
3.	Further Strategic funding rounds developed with Arts Advisory Group				TBA																
4.	Entry Statement artwork commissioned				TBA																
5.	Arts Relief Grants round one delivered				N/A																
6.																					
7.																					
8.																					
9.																					
10.																					
				Total	\$ 151,000.00																
KPI's, Benefits & Project Success Indicators						Deliverables															
How is success measured e.g., timeframe, budget, targets Benefits: •Funding allocated to arts projects selected via scoring against strategic criteria						What the project delivers: • <div><div> CONNECTED COMMUNITY</div><div> THRIVING PLACES</div><div> SENSITIVE DESIGN</div><div> INNOVATIVE & ACCOUNTABLE</div></div>															
Project Success is: A variety of high-quality public art outcomes available to the City of Vincent public which have supported the local creative community																					
What happens if we don't do the project? No financial resources to deliver arts projects in the City of Vincent, local creative community under great stress during COVID-19 •																					
Staff changes/skillset or improvements required for this project to succeed			Process/Policy changes or improvements required for this project to succeed			ICT System changes or improvements required for this project															
•None			• Review of Percent for Art Policy			• None															
What's Out of Scope?																					
• This program does not cover/include/manage: Other arts programs run by the City, including mural co-funding, the Film Project, Lightbox Laneway																					


 CITY OF VINCENT				PROGRAM ON A PAGE				Health	Time	Cost	Quality	Percent Completed 5%	Start 01/08/2020	Finish 01/08/2022
Project Name: Arts Development Action Plan				Project Status		Project Manager: Arts and Activation Officer		Directorate: Community & Business Services						
Corporate Business Plan 20/21/-23/24 Strategic Project: CBP No. 8				Project Planning		Executive Sponsor: ED Community & Business Services		Service Area: Marketing & Part						
Asset Class (If applicable): Not Applicable						Expenditure Type: New		Container & Record No:						
Timeframe: Months		OBJECTIVES		STATUS UPDATE										
Decision Maker: Council		Description : Following successful implementation and closure of the Arts Development Action Plan 2018 - 2020, a new Arts Development Action Plan is to be developed using internal staff resources and consultation with the Arts Advisory Group. The new ADAP will set the strategic direction and goals for arts in the City of Vincent for a 2-year period. This Program on a Page refers only to the development of the ADAP, not the implementation.		Delivery of the Arts Development Action Plan will be June 2021 (updated from January 2021).										
Priority Rating: Possible														
Project Size: 13														
% of FTE Time per week: 40%														
FTE cost: 0.4 of current FTE		Key Issues (what has been identified)				Key Risks (what may happen)								
Project Cost: \$ 1,000.00						•								
Account No. (Finance to allocate)														
Program Milestones and Forecast Expenditure (Optional Phasing and Gantt Charts tabs available)			Comments		Program Period				Key Impacted Stakeholders					
					2020/21		2021/22		2022/23		2023/24		professional artists, emerging artists, general community, arts organisations, local venues and businesses, Arts Advisory Group	
1. Consultation with local artist community					\$1,000.00									
2. Delivery of draft Arts Development Action Plan to Arts Advisory Group for feedback														
3. Delivery of Arts Development Action Plan to council for endorsement														
			Total		1,000									
KPIs, Benefits & Project Success Indicators								Deliverables						
How is success measured e.g.. timeframe, budget, targets <ul style="list-style-type: none"> • Delivery of a strategic Arts Development Action Plan outlining the goals for arts in the City of Vincent for a two-year period - Endorsement of Arts Development Action Plan by the Arts Advisory Group and by council by end of financial year 2020/21 								SCP Priority aligned to the project. <div>  CONNECTED COMMUNITY  THRIVING PLACES  INNOVATIVE & ACCOUNTABLE </div>						
Project Success is: <ul style="list-style-type: none"> - High-quality Arts Development Action Plan document in place for implementation at the start of financial year 2021/22 														
What happens if we don't do the project? <ul style="list-style-type: none"> • The City of Vincent will be without a guiding strategic framework for arts development and expenditure 														
Staff changes/skillset or improvements required for this project to succeed				Process/Policy changes or improvements required for this project to succeed				ICT System changes or improvements required for this project						
• None				• None				• None						
What's Out of Scope?														
• Implementation of the Arts Development Action Plan, policy reviews														




CITY OF VINCENT

PROGRAM ON A PAGE

				Health ✓	Time ✓	Cost ✓	Quality ✓	% Complete 95%	Start 01/01/20	Finish 15/10/20		
Project Name: Youth Action Plan (YAP)				Project Status		Project Manager: Senior Community Partner		Directorate: Community & Business Services				
Corporate Business Plan 20/21/-23/24 Strategic Project CBP No 9				Project Development		Executive Sponsor: ED Community & Business Services		Service Area: Marketing & Part				
Asset Class (if applicable) Not Applicable						Expenditure Type: Not Applicable		Container & Record No:				
Timeframe: 104 Weeks		OBJECTIVES				STATUS UPDATE						
Decision Maker: Council		The plan will strengthen the City's understanding of the demographics, needs and priorities of young people identify key focus areas, current gaps and actions to address these.				<p>Approved to advertise the draft for comment at Council Meeting 28 July. Document will be available for public comment (promoted through various social media platforms) from 17 August.</p> <p>Children & Young People Working Group - Youth Action Plan Workshop was held on 9 September 2020.</p> <p>Community Consultation has concluded with a report being presented to Council Briefing on 8 October 2020 for final endorsement.</p>						
Priority Rating: Desirable												
Project Size: Large												
% of FTE Time per week: 100%												
FTE cost: 1 current FTE		Key Issues (what has been identified)				Key Risks (what may happen)						
Project Cost: \$ 20,000.00		<ul style="list-style-type: none"> Program scope not defined as Plan is in development phase. Cohort needs are not defined as Plan is in development phase. Wide demographic (12-25yrs) encompassing a variety of different sub-groups Youth historically difficult to engage Scope creep Budget Constraints 				<ul style="list-style-type: none"> Outcomes of plan once developed may require a higher budget/ FTE or other resource requirement than anticipated Needs of young people may change during the program 						
Account No. (Finance to allocate) Youth Action Plan Operating Projects - \$30,000 - 2.3375.5802.0714 Consultants - \$20,000 - 2160.335.562												
			Comments		Program Period				Key Impacted Stakeholders			
					2020/21		2021/22		2022/23		2023/24	
Establishment of identified youth engagement tools (eg. Relevant digital and online platforms etc)					\$ 5,000.00							
Plan and implement Vincent Youth Network annual program of events and meetings					\$ 5,000.00		\$ 5,000.00					
Continue to conduct youth gap and needs analysis					\$ -							
Plan and implement identified youth development events and workshops					\$ 10,000.00		\$ 10,000.00					
Investigate opportunities for facilities improvements							\$ 40,000.00					
Partner with service providers to deliver events and / or services as appropriate					\$ -							
Digital updates and maintenance					\$ -		\$ 10,000.00					
Total					\$ 20,000.00		\$ 65,000.00					
KPIs, Benefits & Project Success Indicators												
How is success measured e.g. timeframe, budget, targets						<p>What the project delivers:</p> <ul style="list-style-type: none"> Events, programs and services for young people that are aligned to their needs and wants. Opportunities for young people to have input into City community engagement and decision making. <div> </div>						
Benefits:												
<ul style="list-style-type: none"> Ensuring delivery and partnership in youth services is meeting identified needs and priorities Maximising engagement of young people in City of Vincent decision making Responding to a key area of concern and interest for Council 												
Project Success is:												
<ul style="list-style-type: none"> Development of Youth Action Plan Successful delivery of the actions in the Youth Action Plan, within the specified timeframes. Increased engagement of young people aged 12-25 with City of Vincent community engagement, programs, events and facilities 												
What happens if we don't do the project?												
<ul style="list-style-type: none"> Status quo with programs and events for young people. City loses credibility/ community trust by not implementing the plan that was developed. Lack of coordinated approach to youth 												
Staff changes/skillset or improvements required for this project to succeed			Process/Policy changes or improvements required for this project to succeed				ICT System changes or improvements required for this project					
Nil			N/A				N/A					
What's Out of Scope?												
<ul style="list-style-type: none"> This program does not cover/include/manage: Services for children aged 11 and under, or adults over the age of 25 												

CITY OF VINCENT		PROJECT ON A PAGE		Health	Time	Cost	Quality	% Complete	Start	Finish								
				!	!	✓	!	5%	07/01/2019	30/06/22								
Project Name:	Community Engagement Framework			Project Status		Project Manager:		Senior Strategic Planning Officer		Directorate:								
Corporate Business Plan 20/21 – 23/24 Strategic Project	CBP No. 10			Project Planning		Executive Sponsor:		ED Strategy & Development		Service Area:								
Asset Class	Not Applicable					Expenditure Type:		Not Applicable		Container & Record No:								
Timeframe:	18 months	OBJECTIVES		STATUS UPDATE					Key Impacted Stakeholders									
Decision Maker	Council	Description : Prepare a Community Engagement Charter and prepare a new Community Engagement Policy that will establish the framework and tools to guide how we speak with and listen to our community.		Project re-scoped. Next step is to host a Council workshop to clarify the problem definition.					<ul style="list-style-type: none"> Planning staff; Project staff in all Business Units; Records staff; Council; Community; and Digital marketing staff 									
Project Classification:	Minor																	
% of FTE Time pw (project manager + Team)	25%																	
Total FTE cost (estimated):	0.25 of current FTE	Key Risks (what may happen)		Key Issues (what has been identified)														
Project Cost: (budget)	\$ -	<ul style="list-style-type: none"> Over-complication of framework, policy and materials; and Rejection by community and/or key stakeholders 		<ul style="list-style-type: none"> Addressing comments and opinions from the community, Administration, Council and key stakeholders which may directly contradict one another; and Managing community and key stakeholders expectations on the outcomes generated from the project. 														
Account No. (Finance to allocate)	N/A																	
Project Milestones and Forecast Expenditure (Optional Phasing and Gantt Charts tabs available)		Comments	Budget	2020 / 21												21 / 22	22 / 23	23 / 24
				JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN			
1	Review information prepared to date and determine what should be included in the project going forward.																	
2	Prepare problem definition with Council and staff.																	
3	Undertake community workshops to identify common themes, opinions and attitudes towards current practices and establish what the community believes high quality community engagement looks like.																	
4	Prepare draft Community Engagement Charter (CEC).																	
5	Present draft CEC to working group and Council workshop																	
6	Draft CEC presented to Council for endorsement.																	
7	Undertake formal consultation on draft CEC.																	
8	Review submissions received from formal consultation and amend draft CEC to address any relevant concerns raised.																	
9	Present final draft CEC to working group and Council workshop																	
10	Present final version of CEC to Council for formal adoption.																	
11	Roll out CEC to the community and internal and external stakeholders.																	
12	Review current policy and supporting materials and amend documents. Amendments to policy and materials informed by adopted CEC.																	
13	Draft policy and supporting materials presented to Council for endorsement.																	
14	Undertake formal consultation on draft policy and supporting materials.																	
15	Review submissions and amend draft policy and supporting materials.																	
16	Present final version of policy and supporting materials to Council for formal adoption.																	
17	Roll out to internal and external stakeholders and the community.																	
Total		\$	-															
KPI's, Benefits & Project Success Indicators				Deliverables														
How is success measured e.g., timeframe, budget, targets Benefits: <ul style="list-style-type: none"> Better understanding of community engagement within COV and the methods and tools we can use to consult with our community; More assurance for community, staff and Council on how and why we engage with our community; and Align expenditure with better engagement outcomes, thereby improving the efficiency of community consultaion processes. 				What the project delivers: <ul style="list-style-type: none"> New community engagement framework (charter) New policy framework Tools and templates for staff Staff training 														
Project Success is: <ul style="list-style-type: none"> New policy and related documents approved by staff, Council and our community, communicated well internally and then communicated well to our community. 																		
What happens if we don't do the project? <ul style="list-style-type: none"> Lack of clarity on engagement expectations for all stakeholders. 																		
Staff changes/skillset or improvements required for this project to succeed				Process/Policy changes or improvements required for this project to succeed							ICT System changes or improvements required for this project							
• None.				• None.							• None.							
What's Out of Scope?																		
• This program does not cover/include/manage: Increasing the number or changing the digital platforms we currently use for community engagement. This project plan assumes we will be using existing resources, rather than setting up new systems that require addition resourcing to research, implement, embed and train into the organisation. The outcomes from the project may identify alternative methods/platforms/mechanisms which may be implemented in the future through additional/follow up projects.																		



CITY OF VINCENT

PROGRAM ON A PAGE

Health

Time

Cost

Quality

% Complete

Start

Finish

Project Name:

Woodville Reserve Master Plan

Project Status

Project Manager:

Katherine Birch

Directorate:

Strategy & Development

Corporate Business Plan 20/21 – 23/24 Strategic Project

CBP No. 11

Executive Sponsor:

Strategy & Development

Service Area:

Policy & Place

Asset Class (If applicable)

Land & Building

Expenditure Type:

Upgrade

Container & Record No:

SC3340 & D20/3684

Timeframe:

5years +

OBJECTIVES

STATUS UPDATE

Decision Maker

Council

Prepare and implement the Woodville Reserve Master Plan to identify future use, management and development of the site, whilst aligning with the City's focus on more inviting green and open space. The objectives

Woodville Reserve Masterplan is due to start early 2021

Project Classification:

Major or Complex

1. Respond to current and future community needs;

2. Maximise land use and asset sustainability;

3. Focus on functionality and multiuse community and sporting facilities;

4. Identify future development needs and whole-of-life costs.

% of FTE Time per week

35%

FTE cost:

0.35 current FTE

Key Issues (what has been identified)

Key Risks (what may happen)

Project Cost:

\$0

• Rationalisation of single use facilities

• Infrastructure nearing or at end of life

• Potential revenue grants are subject to applying, approval & funding implementation

• Non-compliant infrastructure fails prior to upgrade.

• Conflicting needs of the multiple users of the site.

Account No. (Finance to allocate)

• The City would require additional revenue / budget (i.e. grants from State Government & other agencies)

Program Milestones and Forecast Expenditure (Optional Phasing and Gantt Charts tabs available)

Comments

Program Period

Key Impacted Stakeholders

2020/21

2021/22

2022/23

2023/24

• Woodville Reserve and Pavilion user groups

• Local residents and community

• North Perth Community Garden

• Men's Shed

• North Perth United Soccer Club

• North Perth Bowls Club

• North Perth Tennis Club

1.

Review and Prepare Woodville Reserve Master Plan

2.

Implement Woodville Reserve Master Plan

3.

4.

5.

6.

Total

\$0

\$0

\$0

\$0

KPIs, Benefits & Project Success Indicators

Deliverables

How is success measured e.g.. timeframe, budget, targets

What the project delivers:

• Implementation costs (inc capital, upgrades, renewals) & lifecycle costs are identified and budgeted for.

Rationalisation of single use community buildings


• Multiuse / multishare facilities for a wider range of users & community.

- Clear future vision for the site


Project Success is:

Upgrades & improvements to the site


• Creating spaces and amenities that are relevant to meet future community, sport and recreation needs.




ENHANCED ENVIRONMENT



CONNECTED COMMUNITY



THRIVING PLACES



INNOVATIVE & ACCOUNTABLE

• All research, relevant studies & business cases are endorsed by Council.

• Better utilisation of land and assets for the Vincent community.

What happens if we don't do the project?

• Community needs will not be met.

• The City will continue to be at risk due to the non-compliant infrastructure & financial burden.

Staff changes/skillset or improvements required for this project to succeed

Clear future vision for the site





ICT System changes or improvements required for this project







• Nil








• Nil




• Nil






What's Out of Scope?

CITY OF VINCENT			PROGRAM ON A PAGE			Health	Time	Cost	Quality	% Complete 10%	Start	Finish															
						!	!	!	!		12/11/19	30/06/24															
Project Name:			Britannia North West Reserve Development Plan					Project Status		Project Manager:		Wayne Grimes		Directorate:	Strategy & Development												
Corporate Business Plan 20/21 – 23/24 Strategic Project			CBP No. 12					Project Planning		Executive Sponsor:		Strategy & Development		Service Area:	Policy & Place												
Asset Class (If applicable)			Land & Building							Expenditure Type:		Upgrade		Container & Record No:	SC3346 & D19/201971												
Timeframe:			5+ Years	OBJECTIVES					STATUS UPDATE																		
Decision Maker			Council	Original project objectives <ul style="list-style-type: none">Review, prepare and implement Britannia Reserve Master Plan; completed in 2019/2020 which identified; It is not recommended to progress the Corporate Business Plan 2018/19-2021/22 item 4.2 to 'Review, prepare and implement Britannia Reserve Master Plan' for a number of reasons;Continuing a Master Planning process without available budget to execute any outcomes of this plan will create unrealistic expectations for the community and be a waste of Administration resourcesThe Britannia North West Development Plan; aims to address a number of issues including improving the connection between Litis Stadium and Britannia Reserve and opening up the area to the general community. There are a number of deteriorating assets that require upgrades or rationalising. This can be actioned utilising a Federal Grant and can reduce financial impact on the City.Public Open Space Strategy; This overarching Strategy guides decision making across public open space, and can assist in planning for any future changes to Britannia Reserve without the need for a Master Plan. Revised project objectives <ul style="list-style-type: none">Prepare a Development Plan for Britannia Reserve (North West portion) including Litis Stadium.Utilise the \$3 million Community Development Grant Program in collaboration with Floreat Athena Football ClubCreate a strong connection between Litis Stadium and Britannia ReserveEnsure that any funding opportunity, or resources that are invested in the site, are used to further an overall vision for the siteReducing costs such as identifying opportunities for multi-purpose infrastructure and reducing on-going maintenance expenses.					Britannia Reserve Master Plan project scope has been amended to 'Prepare the Britannia North West Development Plan'. Presentation of Design Review Panel report to Council Workshop September 2020																		
Project Classification:			Major or Complex																								
% of FTE Time per week			35%																								
FTE cost:			0.35 of current FTE		Key Issues (what has been identified)				Key Risks (what may happen)																		
Project Cost:			\$3,050,000		<ul style="list-style-type: none">External funding is still subject to approval of concepts and detailed designCurrent infrastructure nearing or at end of life and requires investment to rationalise or upgrade and retain				<ul style="list-style-type: none">Potential revenue grants are subject to applying, approval & amount approved.Conflicting needs of the multiple users of the site.Non-compliant infrastructure fails prior to upgrade.Implementation not currently funded due to uncertainty of GrantThe Federal Government \$3m grant opportunity may not be approved, placing more financial pressure on the City to fund remedial works.																		
Account No. (Finance to allocate)																											
Program Milestones and Forecast Expenditure (Optional Phasing and Gantt Charts tabs available)				Comments	Program Period				Key Impacted Stakeholders																		
					2020/21	2021/22	2022/23	2023/24	<ul style="list-style-type: none">City of VincentFloreat Athena Football ClubFootball WestFederal GovernmentReserve User Groups (current & potential)Leederville Cricket ClubFriends of Britannia ReserveLocal Residents																		
1.	Review, prepare and implement Britannia Reserve Master Plan			Review completed 2019/2020																							
2.	Britannia North West Reserve Development Plan - Project prioritised due to funding availability																										
3.	Concept Plan and Detail Design prepared for the \$3 million Community Development Grant program at Litis Stadium				\$50,000																						
4.	Implementation of the Concept Plan					\$1,000,000	\$1,000,000	\$1,000,000																			
5.																											
6.																											
7.																											
8.																											
9.																											
10.																											
Total					\$50,000	\$1,000,000	\$1,000,000	\$1,000,000																			
KPIs, Benefits & Project Success Indicators							Deliverables																				
How is success measured e.g., timeframe, budget, targets							What the project delivers:																				
Benefits: <ul style="list-style-type: none">Implementation costs (capital, upgrades, renewals) & lifecycle costs are identified and budgeted for.Multiuse / multishare facilities for a wider range of users & community.Reduce risk on the City in regards to a non-compliant facility and infrastructure.Britannia North West concept deliverable within the \$3 million Community Development Grant program Project Success is: <ul style="list-style-type: none">Creating spaces and amenities that are relevant to meet future community, sport and recreation needs.Federal Government financial contributions received. What happens if we don't do the project? <ul style="list-style-type: none">The City will continue to be at risk due to the non-compliant infrastructure & financial burden.The Federal Government \$3m grant opportunity will be lost, placing more financial pressure on the City.							<ul style="list-style-type: none">Agreed future vision of Britannia North WestGrant application & Business Plans completed and utilised to attract funding / revenue.Rationalisation of community buildings.Upgrades & improvements to the site for the wider community. <div><div> ENHANCED ENVIRONMENT</div><div> CONNECTED COMMUNITY</div><div> THRIVING PLACES</div><div> INNOVATIVE & ACCOUNTABLE</div></div>																				
Staff changes/skillset or improvements required for this project to succeed				Process/Policy changes or improvements required for this project to succeed				ICT System changes or improvements required for this project																			
• Nil				• Nil				• Nil																			
What's Out of Scope?																											
• This program does not cover/include/manage: Nil																											






 CITY OF VINCENT			PROGRAM ON A PAGE				Health	Time	Cost	Quality	% Complete FY 20/21 15%		Start 01/07/19	Finish 30/06/24			
Project Name:			Leederville Oval Master Plan					Project Status		Project Manager:		Wayne Grimes		Directorate:		Strategy & Development	
Corporate Business Plan 20/21 – 23/24 Strategic Project			CB No. 13					Project Delivery		Executive Sponsor:		ED Strategy & Development		Service Area:		Policy & Place	
Asset Class (If applicable)			Land & Building							Expenditure Type:		Upgrade		Container & Record No:		SC2450 & D19/201634	
Timeframe:			5+ Years		OBJECTIVES					STATUS UPDATE							
Decision Maker			Council		<p>To plan the short, medium and long term development options from the Leederville Oval Master Plan. This incorporates identifying, planning and negotiating all possible funding opportunities, including an estimated five year process for the development of a business case in order to attract State and Federal funding. The draft plans produced as the Master Plan for Leederville Oval incorporate:</p> <ul style="list-style-type: none">• The short term (funding constrained: 1-5 years in planning and delivery).• The medium term (phased development in accordance with available funding program and negotiations with Treasury/Government Departments: 3-10 years in planning and delivery) to provide an opportunity to rectify current deficiencies with the site and to provide the appropriate timeline to develop a business case, secure statutory approvals and secure funding.• The long term development options which are subject to further detailed negotiations with State Government and potential commercial partners (particularly centered around the potential mixed use residential and commercial development).					<p>A draft of the Leederville Oval Master Plan will be presented to Council to endorse for public comment. The project will be advertised in conjunction with the Leederville Activity Centre Plan and the Leederville Town Centre Place Plan.</p>							
Project Classification:			Major or Complex														
% of FTE Time per week			30%														
FTE cost:			.30 of current FTE		Key Issues (what has been identified)					Key Risks (what may happen)							
Project Cost:			35,000														
Account No. (Finance to allocate)																	
Program Milestones and Forecast Expenditure (Optional Phasing and Gantt Charts tabs available)					Comments		Program Period				Key Impacted Stakeholders						
							2020/212021/222022/232023/24				<ul style="list-style-type: none">• City of Vincent• WA Football Commission• Subiaco Football Club• East Perth Football Club• Department of Local Government, Sport and Cultural Industries• WA State and Federal government departments• Nyoongar Wellbeing & Sports Association						
1.	Finalise the Leederville Oval Master Plan and prepare Business Case					35,000											
Total						35,000		0		0		0					
KPIs, Benefits & Project Success Indicators									Deliverables								
<p>How is success measured e.g.. timeframe, budget, targets</p> <ul style="list-style-type: none">• Draft Master Plan approved by Council to be advertised for public comment• WA State Government Treasury 'Strategic Asset Management Framework' Business Case completed & submitted.									<p>What the project delivers:</p> <ul style="list-style-type: none">• An agreed future vision for Leederville Oval, with upgraded Leederville Oval and certainty for future planning. <div></div> <div>ENHANCED ENVIRONMENTCONNECTED COMMUNITYTHRIVING PLACESSENSITIVE DESIGNINNOVATIVE & ACCOUNTABLE</div>								
<p>Project Success is:</p> <ul style="list-style-type: none">• Draft Master Plan approved by Council to be advertised for public comment• Final Master Plan endorsed by Council• Business Case prepared and submitted to WA State Government																	
<p>What happens if we don't do the project?</p> <p>will be unable to implement the Leederville Oval Master Plan.</p> <ul style="list-style-type: none">• The City will continue to be at risk due to the non-compliant infrastructure and will be unable to diversify the uses of Leederville Oval due to its inability to cater for events.• The current WAFL Club tenants would look elsewhere for other opportunities, putting the Leederville Town Centre at economic detriment.																	
Staff changes/skillset or improvements required for this project to succeed					Process/Policy changes or improvements required for this project to succeed					ICT System changes or improvements required for this project							
• Complex grant writing training					• Nil					• Nil							
What's Out of Scope?																	
• This program does not cover/include/manage: Nil																	





 CITY OF VINCENT				PROGRAM ON A PAGE				Health	Time	Cost	Quality	% Complete	Start	Finish
Project Name: Public Open Space Strategy				Project Status		Project Manager: Wayne Grimes		Directorate: Strategy & Development						
Corporate Business Plan 20/21 – 23/24 Strategic Project: CBP No. 14				Project Planning		Executive Sponsor: Strategy & Development		Service Area: Policy & Place						
Asset Class (If applicable): Land & Building						Expenditure Type: Upgrade		Container & Record No: SC2478 & D19/201969						
Timeframe: 5+ Years		OBJECTIVES		Provide a strategic framework that guides the management, provision, use of and investment in parks, reserves and other open spaces.		Project Status								
Decision Maker: Council						Public Open space amenities review to be undertaken in 2020/21								
Project Classification: 44 Major or Complex														
% of FTE Time per week: 30%														
FTE cost: .30 of current FTE		Key Issues (what has been identified)				Key Risks (what may happen)								
Project Cost: \$1,130,000		<ul style="list-style-type: none"> Resources required to implement all key actions is not available Opportunities to repurpose land or obtain additional land subject to external factors 				<ul style="list-style-type: none"> Potential revenue grants are subject to applying, approval & amount approved. Community pressure for action prior to proper planning being completed. Missed opportunities to acquire or hold onto land create financial pressures on the City. Trends of usage of POS change due to external environmental, social or political changes. 								
Account No. (Finance to allocate)														
Program Milestones and Forecast Expenditure (Optional Phasing and Gantt Charts tabs available)				Comments		Program Period				Key Impacted Stakeholders				
						2020/21 2021/22 2022/23 2023/24				<ul style="list-style-type: none"> City of Vincent Local Residents & Community Members Sporting Clubs & Community Groups Schools WA State Government departments Whadjuk Working Party Private Landowners 				
To implement the Public Open Space Strategy's short (1-3 years) and short – medium (1-7 years) key actions.						\$50,000 \$300,000 \$780,000								
Total						\$50,000 \$300,000 \$780,000								
KPIs, Benefits & Project Success Indicators						Deliverables								
How is success measured e.g.. timeframe, budget, targets • POS Strategy actions implemented						What the project delivers: • Maximise the value of open spaces through improved amenity and functionality. • Respond to the impacts of development and population growth, identify opportunities to improve access to and functionality of open spaces. • Establish appropriate levels of service across the public open space hierarchy to ensure diversity across the network.								
Project Success is: • Maximizing the value of open spaces for the community through improved amenity and functionality; • Identifying and responds to the impacts of development, population growth and demographic change on the open space network; • Identify opportunities to improve access to and functionality of open spaces, and achieve a targeted increase in overall open space provision through innovative practices; • To establish appropriate levels of service across the public open space hierarchy to guide decision making and ensure diversity across the open space network.						Delete the SCP Priority that's not aligned to your project: <div>  ENHANCED ENVIRONMENT  ACCESSIBLE CITY  CONNECTED COMMUNITY  THRIVING PLACES  SENSITIVE DESIGN  INNOVATIVE & ACCOUNTABLE </div>								
What happens if we don't do the project?						• The City will continue to react on an ad hoc basis in relation to public open space, wasting valuable resources.								
Staff changes/skillset or improvements required for this project to succeed				Process/Policy changes or improvements required for this project to succeed				ICT System changes or improvements required for this project						
Nil.				Nil.				Nil.						
What's Out of Scope?														
• This program does not cover/include/manage: Nil														

<div></div> <div>CITY OF VINCENT</div>				PROGRAM ON A PAGE				<div>Health</div> <div>!</div>	<div>Time</div> <div>✖</div>	<div>Cost</div> <div>✖</div>	<div>Quality</div> <div>!</div>	<div>% Complete</div> <div>15%</div>	<div>05/03/2019</div>	<div>01/07/2030</div>			
Project Name: Banks Reserve Master Plan				Project Status		Project Manager: Philippa Baker		Directorate: Strategy & Development									
Corporate Business Plan 20/21/-23/24 Strategic Project CBP No. 15				Project Development		Executive Sponsor: Strategy & Development		Service Area: Policy & Place									
Asset Class (If applicable) Land & Building						Expenditure Type: New		Container & Record No: SC1823 & D19/187992									
Timeframe: 10 years pending budget		OBJECTIVES				STATUS UPDATE											
Decision Maker: Council		Implement key outcomes of the Banks Reserve Master Plan				Implementation of all new assets on hold due to no allocation of funding for forward years.											
Priority Rating: 36 High Priority																	
Project Size: Large																	
% of FTE Time per week: 10%																	
FTE cost: 0.1 of current FTE		Key Issues (what has been identified)				Key Risks (what may happen)											
Project Cost: \$70,000		<ul style="list-style-type: none">Budget required to complete the implementation, no budget has been allocated within the next 4 financial years for construction of new assets.Due to budget constraints, the City is prioritising the budget for maintaining and upgrading current assets and rationalising assets that are no longer fit for purpose or reaching end of life, such as the Banks Reserve pavilion.				<ul style="list-style-type: none">Current assets may be damaged, fail or reach end of life and budget is not available to replace with infrastructure that aligns with the Master Plan.Endorsed Master Plan timelines are not met and may not meet community expectations.											
Account No. (Finance to allocate)																	
Program Milestones and Forecast Expenditure (Optional Phasing and Gantt Charts tabs available)			Comments		Program Period				Key Impacted Stakeholders								
					2020/21		2021/22		2022/23		2023/24		<ul style="list-style-type: none">City of Vincent residents and surrounding community including Traditional OwnersBanks Reserve Action GroupDepartment of Biodiversity, Conservation & AttractionsPerth Paddlers Kayak ClubWestern Australian Planning CommissionWhadjuk Working PartyDevelopment WA				
1	Rationalise Banks Reserve Pavilion, in accordance with Banks Reserve Masterplan (this is an operational cost included in the Capital Works Program)				\$70,000												
2	Implementation of all other works subject to allocation of funding through the annual budget process. No budget allocated within the Corporate Business Plan 4 year period for new assets																
			Total		\$70,000				\$0		\$0						
KPIs, Benefits & Project Success Indicators									Deliverables								
<div>How is success measured e.g.. timeframe, budget, targets</div> <div>Benefits:</div> <ul style="list-style-type: none">Improved and additional facilities.Increased usability of public open space.Opportunities for increased use of the space through activation with small concerts and other community based activities. <div>Project Success is:</div> <ul style="list-style-type: none">Achievement of the objectives in the Master PlanDelivered as scheduled and on budgetStakeholder and customer satisfaction.Quality of the finished project. <div>What happens if we don't do the project?</div> <ul style="list-style-type: none">Issues identified when developing the Master Plan will go unresolved (conflict between cyclists and pedestrians, lack of interaction with river, lack of diverse recreation opportunities, lack of functionality for events and activation). Growing community frustration at lack of action.Master Plan implementation does not occur and may not meet community expectations.Assets will eventually need to be replaced, removed or renewed and will not be consistent with the Master Plan outcomesReserve will not meet the current or future needs of the community									<div>Completed</div> <ul style="list-style-type: none">Temporary modus style toiletsWheelchair charging pointActive Zone detailed designLighting upgrades (shared path)Active Zone construction <div>Partially complete</div> <ul style="list-style-type: none">Summers Street car park upgrade <div>Upcoming</div> <ul style="list-style-type: none">Banks Reserve Pavilion demolition <div>On hold</div> <ul style="list-style-type: none">Plaza and boardwalk detailed designBoardwalk constructionRecreational shared path renewalConstruction of Plaza, beach area, car park, lightingConstruction of toilets, kayak and container cafeConstruction of oval path, Walters Brook bridge <div>Subject to Feasibility studies and a Business Case</div> <ul style="list-style-type: none">New community facility and extension to carpark <div>SCP Priority aligned to the project:</div> <div><div></div><div>ENHANCED ENVIRONMENT</div><div></div><div>THRIVING PLACES</div></div>								
Staff changes/skillset or improvements required for this project to succeed			Process/Policy changes or improvements required for this project to succeed						ICT System changes or improvements required for this project								
Nil			Nil						Nil								
What's Out of Scope?																	
<ul style="list-style-type: none">This program does not cover/include/manage: Nil																	







CITY OF VINCENT		PROJECT ON A PAGE										Health	Time	Cost	Quality	% Complete	Start	Finish			
												✓	✓	✓	✓	20%	01/09/20	30/06/21			
Project Name:	North Perth Common										Project Status		Project Manager:		Place Manager		Directorate:		Strategy & Development		
Corporate Business Plan 20/21 - 23/24 Strategic Project	CBP No. 16										Project Delivery		Executive Sponsor:		ED Strategy & Development		Service Area:		Policy & Place		
Asset Class <i>select from drop down</i>	Not Applicable												Expenditure Type:		Not Applicable		Container & Record No:		SC3380 D20/154182		
Timeframe:	44 wks	OBJECTIVES										STATUS UPDATE					Key Impacted Stakeholders				
Decision Maker	Council	Undertake a review of North Perth Common to understand how the space has functioned in its first year, and identify ways to improve the functionality of the space, and understand the general perception of the space from the local community. A part of the project will be to develop a methodology/framework for public space review which will be tested on North Perth Common, and applied to other public spaces within the CoV in the future to better understand the way our spaces are functioning and performing against their objectives. The outcomes of this project will influence Phase 2: View Street Car Park Urban Design Concept, which is scheduled to begin in July 2021.										Working group meeting held on 4 September 2020 to discuss review process. Presented at 16 September 2020 Design Review Panel regarding possible future design phases of North Perth Common. Site meeting scheduled with panel member on Monday 5 October 2020. Traffic management options are currently being explored.					<ul style="list-style-type: none"> Local Residents Town Team (North Perth Local) North Perth Public Open Space Working Group Local Businesses Council Local MLA 				
Project Classification:	Service Delivery BAU																				
% of FTE Time pw (project manager + Team)	20%																				
Total FTE cost (estimated):	0.2 current resource		Key Risks (what may happen)										Key Issues (what has been identified)								
Project Cost: (budget)	nil		<ul style="list-style-type: none"> Continued underutilisation of North Perth Common Delay of Phase 2: View Street Car Park Urban Design Concept 										<ul style="list-style-type: none"> The space does not function to its full potential The space does not self activate The amount and speed of traffic poses safety issues for day to day use The local community is not happy with the outcome of the space 								
Account No. (Finance to allocate)																					
Project Milestones and Forecast Expenditure <i>(Optional Phasing and Gantt Charts tabs available)</i>			Comments		2020 / 21														21 / 22	22 / 23	23 / 24
					Budget	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				
1.	North Perth Public Open Space Working Group meeting (project initiation)																				
2.	Create a methodology/framework for public space review																				
3.	Collect relevant data for the review of North Perth Common																				
4.	Undertake public life study (3rd instalment)																				
5.	Collate data, analysis, and initial findings																				
6.	Report initial findings to North Perth Public Open Space Working Group																				
7.	Council Workshop																				
8.	Council Meeting																				
9.																					
10.																					
Total					nil																
KPI's, Benefits & Project Success Indicators										Deliverables											
<p>How is success measured e.g., timeframe, budget, targets</p> <p>Benefits:</p> <ul style="list-style-type: none"> Methodology created for measuring/monitoring public spaces in the City Ongoing ability to report back on the objectives of North Perth Common and other public spaces <p>Project Success is:</p> <ul style="list-style-type: none"> Completion of North Perth Common Review report Development of a program of initiatives to improve the functionality and use of the space <p>What happens if we don't do the project?</p> <ul style="list-style-type: none"> The space will continue to underperform The community will lose trust in Council's ability to deliver projects and be accountable for the outcomes of the projects Phase 2: View Street Car Park Urban Design Concept will be less informed, potentially not supported by the community, or delayed. 										<p>What the project delivers:</p> <ul style="list-style-type: none"> A report reviewing the functionality and use of North Perth Common over the first 12 months; A program of strategic initiatives which could improve the functionality and use of the space based on the findings of the review report; A methodology/framework for measuring and monitoring public spaces in town centres <p>Delete the SCP Priority that's not aligned to your project:</p> <div>  ENHANCED ENVIRONMENT  ACCESSIBLE CITY  CONNECTED COMMUNITY  THRIVING PLACES  INNOVATIVE & ACCOUNTABLE </div>											
Staff changes/skillset or improvements required for this project to succeed					Process/Policy changes or improvements required for this project to succeed					ICT System changes or improvements required for this project											
• N/A for the duration of the project					• N/A for the duration of the project					• N/A for the duration of the project											
What's Out of Scope?																					
<p>This program does not cover/include/manage:</p> <ul style="list-style-type: none"> The implementation of any findings from the project Regular/ongoing meetings with the North Perth Public Open Space Working Group Activities related to Phase 2: View Street Car Park Urban Design Concept 																					


CITY OF VINCENT				PROGRAM ON A PAGE				Health	Time	Cost	Quality	% Complete	Start	Finish
								!	!	✖	!	20%	01/12/2019	30/06/2024
Project Name: Robertson Park Development Plan				Project Status:		Project Manager: Katherine Birch				Directorate: Strategy & Development				
Corporate Business Plan 20/21 – 23/24 Strategic Project: CBP No. 17				Project Planning		Executive Sponsor: Strategy & Development				Service Area: Policy & Place				
Asset Class (If applicable): Land & Building						Expenditure Type: Upgrade				Container & Record No: SC3341 & D20/3121				
Timeframe: 4.5 years				OBJECTIVES				STATUS UPDATE						
Decision Maker: Council				A medium complexity plan will ensure consistency with the key actions in the Public Open Space Strategy to guide future use, management and development of the site. A development plan still represents a comprehensive study that will ensure a well-informed outcome with the local community. The key outcomes of the Development Plan are as follows: 1. Develop a vision for the park; 2. Respond to current and future community needs; 3. Maximise land use and asset sustainability by identifying future development and whole-of-life costs; 4. Focus on functionality and tennis courts by excluding. Lee Hops Cottage, the HIV Memorial and the Tennis Clubrooms				The Draft Development Plan including community engagement process particularly with the Friends of Robertson Park is being prepared for Elected Member feedback in early 2021.						
Project Classification: Major or Complex														
% of FTE Time per week: 35%														
FTE cost: 0.35 of current FTE				Key Issues (what has been identified)				Key Risks (what may happen)						
Project Cost: \$0				• Robertson Park tennis courts requires capital improvements • Lease arrangements with Tennis West (interim) • Funding not available for implementation • The City would require additional revenue / budget (i.e. grants from WA State & Fed Government / Tennis Australia)				• Non-compliant infrastructure fails prior to upgrade. • Conflicting needs of the multiple users of the site.						
Account No. (Finance to allocate)														
Program Milestones and Forecast Expenditure (Optional Phasing and Gantt Charts tabs available)				Comments		Program Period				Key Impacted Stakeholders				
						<div>2020/21</div> <div>2021/22</div> <div>2022/23</div> <div>2023/24</div>				• Local residents & community • Friends of Robertson Park • Tennis West • Tennis Stakeholders (i.e. Professional / commercial coach, Tennis Seniors WA, Tennis players & visitors) • Jigsaw Search & Contact • Robertson Park Arts Group • Whadjuk Working Party				
1. Prepare Development Plan														
2. Implement Development Plan														
3.														
4.														
5.														
6.														
7.														
8.														
Total						<div>\$0</div> <div>\$0</div> <div>\$0</div> <div>\$0</div>								
KPIs, Benefits & Project Success Indicators										Deliverables				
How is success measured e.g.. timeframe, budget, targets • Addressing aging assets • Implementation costs (capital, upgrades, renewals) & lifecycle costs are identified and budgeted for. • Multiuse / multishare facilities for a wider range of users & community.										What the project delivers: - Clear Vision for Robertson Park Upgrades & improvements to the Park - Upgraded and improved Tennis Facilities				
Project Success is: • Creating spaces and amenities that are relevant to meet future community, sport and recreation needs. • All research, relevant studies & business cases are endorsed by Council. • Better utilisation of land and assets for the Vincent community.										<div> ENHANCED ENVIRONMENT CONNECTED COMMUNITY THRIVING PLACES SENSITIVE DESIGN INNOVATIVE & ACCOUNTABLE </div>				
What happens if we don't do the project? • Community need will not be met. • The City will continue to be at risk due to the non-compliant infrastructure & financial burden.														
Staff changes/skillset or improvements required for this project to succeed				Process/Policy changes or improvements required for this project to succeed				ICT System changes or improvements required for this project						
What's Out of Scope?														

 CITY OF VINCENT						PROJECT ON A PAGE										Health	Time	Cost	Quality	% Complete 5%	Finish 30/06/24										
Project Name:		Axford Park Upgrade						Project Status		Project Manager:		Georgia Lawrence				Directorate:			Strategy & Development												
Corporate Business Plan 20/21 – 23/24 Strategic Project		CBP No 18						Project Planning		Executive Sponsor:		ED Strategy & Development				Service Area:			Policy & Place												
Asset Class <i>select from drop down</i>		Infrastructure								Expenditure Type:		Upgrade				Container & Record No:			D20/3791, SC3380												
Timeframe:		3 years		OBJECTIVES						STATUS UPDATE										Key Impacted Stakeholders											
Decision Maker		Council		Design of the first phase of Axford Park Upgrade to create a space for people to dwell, socialise and engage.						Funding opportunities being explored. Project timing depends on funding available.										<ul style="list-style-type: none">• Council;• Park Users;• Hawkers Market Operator;• RSLWA Mount Sub-Branch;• Mount Hawthorn Town Centre Resident;• Mount Hawthorn Town Centre Visitors; and• Mount Hawthorn Town Centre Businesses.											
Project Classification: 30		Minor																													
% of FTE Time pw (project manager + Team)		20%																													
Total FTE cost (estimated):		0.20 current FTE		Key Risks (what may happen)						Key Issues (what has been identified)																					
Project Cost: (Phase 1 cost)		\$ 996,500.00		<ul style="list-style-type: none">• Business, RSL and Community perceptions and expectations - concerns in delay of delivery, loss of parking, noise during construction, physical outcome• Hawkers Market disruption• Internal Resourcing - Project Management/Construction Management• Engaging a Landscape Architect in a separate year to construction risks funding drawings and costings which become redundant if construction is not funded in the subsequent year• Delivering the construction Stages A, B and C over separate years will increase the total project costs. Architectural fees work on a percentage fee scale and delivering smaller elements separately increases the total fee percentage• Potential State funding for skate infrastructure may be allocated to elsewhere						<ul style="list-style-type: none">• Project/Construction Management• Loss of parking• Construction and delivery cost																					
Account No. (Finance to allocate)																															
Project Milestones and Forecast Expenditure				Comments		2020 / 21														21/22		22 / 23		23 / 24		24 / 25					
						Total Budget		JUL		AUG		SEP		OCT		NOV		DEC		JAN		FEB		MAR		APR		MAY		JUN	
1	Landscape Architecture Fees - Detailed Design for Stages A, B & C and Contract Documentation and Costing for Stage B.					\$ 40,000.00																									
2	Landscape Architecture Fees Stage B - Tender, Contract Administration and Defects Liability			At 40 % (16% Percentage Fee)		\$ 13,300.00																									
3	Construction of Stage B (330m²) - Terraced Decking - skateable furniture, lighting			including 15% contingency		\$ 206,700.00																									
4	Landscape Architecture Fees Stage A - Tender, Contract Administration and Defects Liability			At 40 % (10% Percentage Fee)		\$ 17,900																									
5	Construction of Stage A (1014m²) - Promenade - seating wall, lighting, improved cycling and pedestrian connectivity			including 15% contingency		\$ 447,200																									
6	Landscape Architecture Fees Stage C - Tender, Contract Administration and Defects Liability			At 40 % (14% Percentage Fee)		\$ 14,400																									
7	Construction of Stage C (1165m²) - Yoga Lawn - additional grassed area, seating and lighting			including 15% contingency		\$ 257,000																									
				Total		\$ 996,500																									
KPI's, Benefits & Project Success Indicators										Deliverables																					
How is success measured e.g., timeframe, budget, targets										<div>What the project delivers:</div> <ul style="list-style-type: none">• Stage A - Promenade for better cycling and pedestrian connectivity• Stage B - Terraced decking including skateable furniture• Stage C - Yoga lawn including additional grassed area, seating and lighting <div><div> ENHANCED ENVIRONMENT</div><div> ACCESSIBLE CITY</div><div> CONNECTED COMMUNITY</div><div> THRIVING PLACES</div></div>																					
<div>Benefits:</div> <ul style="list-style-type: none">• Improved pedestrian environment and connection between Axford Park and town centre tenancies along Scarborough Beach Road and Hobart Street.• Additional space to sit, linger and interact with other town centre visitors; and• Additional people visiting and using Axford Park and visiting, staying and investing in the Mount Hawthorn Town Centre.																															
<div>Project Success is:</div> <ul style="list-style-type: none">• Delivery of a public infrastructure upgrade that the community identifies with, attracts people to linger longer with and is a value for money investment for the City.																															
<div>What happens if we don't do the project?</div> <ul style="list-style-type: none">• Mount Hawthorn Town Centre does not have a high quality public space or public place for people to comfortably gather.																															
Staff changes/skillset or improvements required for this project to succeed				Process/Policy changes or improvements required for this project to succeed						ICT System changes or improvements required for this project																					
• There are no staff changes required in 2021/22-2021/24.				• Nil						• Nil																					
What's Out of Scope?																															
• This program does not cover/include/manage: Any future phases of the Axford Park Upgrade.																															

 CITY OF VINCENT		PROJECT ON A PAGE		Health	Time	Cost	Quality	% Complete	10%	Start	01/07/20	Finish	30/06/22								
Project Name:				Vincent Rebound Plan		Project Status		Project Manager:		Georgia Lawrence		Directorate:		Strategy & Development							
Corporate Business Plan 20/21/-23/24 Strategic Project				CBP No. 19		Project Planning		Executive Sponsor:		ED Strategy & Development		Service Area:		Policy & Place							
Asset Class <i>select from drop down</i>				Not Applicable				Expenditure Type:		Not Applicable		Container & Record No:		SC3423-04							
Timeframe:		2 years		OBJECTIVES				Key Impacted Stakeholders				STATUS UPDATE									
Decision Maker		Council		Description : The City of Vincent Rebound Plan (Rebound Plan) seeks to build on the City's COVID-19 response and relief actions completed to date and guide the recovery and rebound phase of the City of Vincent COVID-19 Relief and Recovery Strategy. It is a locally responsive action plan designed to support the City's community and businesses return to strong economic performance by making it easier to do business in the City and supporting initiatives to encourage community connection.				<ul style="list-style-type: none">• Council• All Service Units• Town Teams• City Advisory Groups• Businesses• Residents• Visitors• Ratepayers				The Vincent Rebound Plan was endorsed at 15 September 2020 Council Meeting. Vincent Rebound Plan to be reported monthly to the Rebound Roundtable and COVID-19 Committee and quarterly to Council.									
Project Classification:		Major or Complex																			
% of FTE Time pw (project manager + Team)		30%																			
Total FTE cost (estimated):		0.33 current FTE		Key Risks (what may happen)				Key Issues (what has been identified)													
Project Cost: (budget)		NA		<ul style="list-style-type: none">• Town Team, business, community and Council perceptions and expectations not met• business and consumer confidence fails to return to post COVID-19 levels following the implementation of the Rebound Plan• second wave of COVID-19 forces tightening of restrictions which are too significant to be mitigated and managed effectively by the City• Loss of employment and increased household personal stress results in antisocial behaviour which is too significant to mitigate or manage through the implementation of the Rebound Plan				<ul style="list-style-type: none">• managing Town Team, business, community and Council perceptions and expectations about what the Rebound Plan will deliver and what the City does and does not have the capacity and/or authority to deliver, influence or change• managing competing stakeholder interests and competing priorities• capacity to fund implementation - must ensure all actions and deliverables can be appropriately funded													
Account No. (Finance to allocate)		NA																			
Project Milestones and Forecast Expenditure <i>(Optional Phasing and Gantt Charts tabs available)</i>				Comments		2020 / 21												21 / 22	22 / 23	23 / 24	
						Budget	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN			
1.	Project Inception & Development of the draft Rebound Plan - presentation to Town Teams and Council																				
2.	Draft Rebound Plan Report to Council - Council to consider endorsing at 15 September Council Meeting																				
3.	Rebound Plan Implementation - monthly implementation, reporting and review																				
4.																					
5.																					
6.																					
7.																					
8.																					
9.																					
10.																					
				Total		\$	-														
KPI's, Benefits & Project Success Indicators								Deliverables													
How is success measured e.g. timeframe, budget, targets								What the project delivers:													
Benefits:								• An action focused Rebound Plan to support the City's community and businesses return to strong economic performance by making it easier to do business in the City, cutting red tape and supporting initiatives to encourage community connection.													
• An endorsed plan which balances the needs and expectations of key stakeholders and is supported by Town Teams, local businesses and the community								<div><div> CONNECTED COMMUNITY</div><div> THRIVING PLACES</div><div> INNOVATIVE & ACCOUNTABLE</div></div>													
• An endorsed plan which effectively monitors the economic rebound initiatives being implemented by the City and ensures they are supported by the local community, resourced appropriately and delivered on time and within budget																					
• An endorsed plan which guides the City's new ways of operating and assists to improve the City's operations and service delivery to support the City's places, businesses and community																					
• An endorsed plan which is robust enough to support the City's places, business and community through potential future outbreaks of COVID-19																					
Project Success is:																					
• A Rebound Plan which balances the needs and expectations of key stakeholders, is supported by Town Teams, businesses and the community and successfully supports the City's community and businesses return to strong economic performance																					
• A Rebound Plan which effectively results in improvements to the City's operations, service delivery, approach to advocacy and approvals processes to make it easier to do business in the City and support a connected, resilient and empowered community																					
What happens if we don't do the project?																					
• The City's suite of community and business support measures will continue to be poorly tracked and communicated to the community																					
• The community may be unaware of the initiatives the City is working on to support local businesses and community reconnection																					
• The City may return to a business as usual approach and not leverage, build on or learn from the resilience and innovation the organisation showed through COVID-19 restrictions																					
Staff changes/skillset or improvements required for this project to succeed				Process/Policy changes or improvements required for this project to succeed				ICT System changes or improvements required for this project													
• There are no staff changes required.				• Recommended process and policy changes will be identified through the implementation of the Rebound Plan and will be reported as appropriate				• NA													
What's Out of Scope?																					
• This Rebound Plan considers initiatives and actions to guide the recovery and rebound phase of the COVID-19 Relief and Recovery Strategy (Strategy), it does not cover/include the response and relief phase of the Strategy and this will need to be considered should a second wave of COVID-19 eventuate.																					

CITY OF VINCENT		PROJECT ON A PAGE										Health	Time	Cost	Quality	% Complete	Start	Finish				
												!	!	✓	✓	30%	30/01/19	31/10/21				
Project Name:	Leederville Centre Activity Plan										Project Status		Project Manager:		Senior Strategic Planning Officer		Directorate:		Strategy & Development			
Corporate Business Plan 20/21 – 23/24 Strategic Project	CBP No. 20										Project Delivery		Executive Sponsor:		ED Strategy & Development		Service Area:		Policy & Place			
Asset Class <i>select from drop down</i>	Not Applicable												Expenditure Type:		New		Container & Record No:		D20/250, SC3380, SC3196			
Timeframe:	1 Year		OBJECTIVE										STATUS UPDATE						Key Impacted Stakeholders			
Decision Maker	Council		To provide an up-to-date and comprehensive planning framework which responds to the current and future needs of the Leederville Activity Centre Plan area and provides guidance on decision making for the planning and development of the town centre. It is expected that such a framework will also be used to inform advocacy and collaboration with relevant key stakeholders in relation to the town centre and guide the City's investment in the town centre.										Additional information on the opportunities and constraints presented to Council members for the opportunity for feedback. This is tabled for Council Workshop in October.						<ul style="list-style-type: none"> • Council; • The Leederville Community; • Leederville Connect; • Landowners, Residents and Business owners in Leederville; • City of Vincent advisory groups; • Design Review Panel; • Western Australian Planning Commission; • Adjoining Local Governments; 			
Project Classification: 41	Major or Complex																					
% of FTE Time pw (project manager + Team)	45%																					
Total FTE cost (estimated):	0.45 current FTE		Key Risks (what may happen)										Key Issues (what has been identified)									
Project Cost: (budget)	\$ 176,000.00		<ul style="list-style-type: none"> • Leederville community experiencing consultation fatigue; • Key stakeholders' agreement; and • WAPC not satisfied with process or resulting draft. 										<ul style="list-style-type: none"> • Community understanding of the role of the plan; and • Various stakeholders opposing interests. 									
Account No. (Finance to allocate)	2.2532																					
Project Milestones and Forecast Expenditure <i>(Optional Phasing and Gantt Charts tabs available)</i>			Comments		2020												21 / 22		22 / 23		23 / 24	
					Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
1.	Review of the context of Leederville and SWOT analysis		19/20																			
2.	Stakeholder engagement program and workshops with Council		19/20		40,000																	
3.	Testing and drafting of the Activity Centre Plan		19/20		104,000																	
4.	Formal community consultation		20/21		22000 carry fwd																	
5.	Reporting and submission to WAPC		20/21		10000 carry fwd																	
6.	Determination by the WAPC		21/22		-																	
Total					\$ 176,000.00																	
KPI's, Benefits & Project Success Indicators										Deliverables												
The success and quality of the project will be measured against the satisfaction of each specific deliverable.										What the project delivers: <ul style="list-style-type: none"> • A report which explains the current context of Leederville, how the centre is currently performing, and the results of the data collection and an analysis of the strengths, weaknesses, opportunities and threats; • Stakeholder engagement program; • Workshops with Council, Technical Stakeholders and the Community regarding the vision and priorities for the Leederville Activity Centre Plan Area; • Testing of the vision and priorities with the results presented to and discussed with Council; • Drafting of an Activity Centre Plan for Leederville based on the results of the above deliverables; • Community consultation of the Draft Activity Centre Plan; • Review of the consultation undertaken and presentation and discussion with Council. Review of the plan as following discussion with Council; and • Submit the draft Activity Centre Plan to the WAPC for determination. 												
Project success is: <ul style="list-style-type: none"> • Reach and engagement of consultation; • Whether each issue raised in consultation has been adequately responded to and addressed; • Following drafting and formal consultation, a survey of customer satisfaction; and • Whether the ACP is submitted to the satisfaction of the WAPC or whether additional information is required. What happens if we don't do the project? <ul style="list-style-type: none"> • The current planning framework will remain and development will be largely unguided as the planning framework does not sufficiently contemplate future growth and how to sensibly and sustainably achieve it. 																						
Staff changes/skillset or improvements required for this project to succeed					Process/Policy changes or improvements required for this project to succeed					ICT System changes or improvements required for this project												
Nil.					<ul style="list-style-type: none"> • Nil during the project. • Following the successful completion of the project development applications in the Leederville Activity Centre Plan area will need to be assessed using the new framework. 					<ul style="list-style-type: none"> • Nil during the project; • Following completion of the project, the City's website and on-line mapping system will need to be updated to reflect the change in planning framework applicable to the Leederville Town Centre. 												
What's Out of Scope? <ul style="list-style-type: none"> • This program does not cover/include/manage: The assessment of individual development proposals against the ACP. 																						

 CITY OF VINCENT		<h1>PROJECT ON A PAGE</h1>				Health 	Time 	Cost 	Quality 	% Complete 70%	Start 1/7/20	Finish 30/6/24							
Project Name: Character Retention and Precinct Planning		Project Status:		Project Manager: Strategic Planning Officer		Directorate: Strategy & Development													
Corporate Business Plan 20/21 – 23/24 Strategic Project CBP No. 21		Project Delivery		Executive Sponsor: ED Strategy & Development		Service Area: Policy & Place													
Asset Class <i>select from drop down</i> Not Applicable				Expenditure Type: Renewal		Container & Record No: D19/199256													
Timeframe: 4 years	OBJECTIVES		STATUS UPDATE						Key Impacted Stakeholders										
Decision Maker Executive	Implement a proactive approach to character retention within Vincent by identifying high value/high risk areas, engaging/assisting residents and improving the policy/process to further streamline the approach (e.g. develop a baseline set of guidelines covering height, setbacks, visibility of additions from the primary street etc.).		Amendment to Local Planning Policy 7.5.15 to include Mount Hawthorn Guidelines advertising has been undertaken, outcomes to be presented to Dec Ordinary Council Meeting. Norfolk precinct and Investigation of outstanding nominations to occur in early 2021.						<ul style="list-style-type: none"> • Council; • Community members; • Western Australian Planning Commission; and • Internal stakeholders. 										
Project Priority High Priority																			
Project Size Minor																			
% of FTE Time pw (project manager + Team) 50%																			
Total FTE cost (estimated): 0.5 current FTE	Key Risks (what may happen)		Key Issues (what has been identified)																
Project Cost: (budget) Nil	Operating budget		<ul style="list-style-type: none"> • Lack of Council and/or community support for implementing the preferred measures to protect character within the City. • Any proposed controls during the process could lead to increased demolition or modification of character dwellings in the interim. • Lack of support from the Western Australian Planning Commission for modifications to the City's current planning framework. 		<ul style="list-style-type: none"> • Various stakeholder and community with opposing interests and views; • Seeking support from the Western Australian Planning Commission to adequately protect character areas within the City. 														
Account No. (Finance to allocate)																			
Project Milestones and Forecast Expenditure <i>(Optional Phasing and Gantt Charts tabs available)</i>			Comments	2020 / 21												21 / 22	22 / 23	23 / 24	
				Budget	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN			
1 Complete Mount Hawthorn Demonstration Project including amendment to LPP 7.5.15																			
2 Investigate outstanding nominations - Florence Street, Starthcona Street, Ivy Street, Prospect Place, Hamond Street and Wilberforce Street.																			
3 Finalise a solution for Norfolk Precinct - Scheme Amendment 5																			
4 Marketing campaign to engage identified streets																			
5 Ongoing - implement character retention in one street/area per year																			
Total			\$	-															
KPI's, Benefits & Project Success Indicators				Deliverables															
How is success measured e.g. timeframe, budget, targets Benefits: <ul style="list-style-type: none"> • The unique character and diverse range of housing stock that currently exists within the City will be maintained and protected; • A reduction in the number of character dwellings that are being demolished within the City and the design of new dwellings within the identified Character Retention Areas being more compatible with the existing streetscape. 				What the project delivers: <ul style="list-style-type: none"> • A map of Identified Character Retention Areas within the City; • A streamlined process for identifying and protecting Character Retention Areas within the City; • A better understanding of the community's attitude, views and perceived value of character and heritage protection; and • Implement a new planning framework or revise the existing planning framework to include the identified Character Retention Areas and ensure protection of and sensitive design around these areas. 															
Project Success is: The implementation of a streamlined framework for identifying and protecting character streets within the City.																			
What happens if we don't do the project? <ul style="list-style-type: none"> • The unique character areas within the City will continue be eroded over time through inconsistent development. 																			
Staff changes/skillset or improvements required for this project to succeed				Process/Policy changes or improvements required for this project to succeed								ICT System changes or improvements required for this project							
• Nil																			
What's Out of Scope?																			
• This program does not cover/include/manage: N/A																			



CITY OF VINCENT

PROJECT ON A PAGE

Health

Time

Cost

Quality

% Complete
5%

Start
01/07/19

Finish
30/06/21

Project Name:

Beatty Park 2062

Corporate Business Plan 20/21 – 23/24 Strategic Project

CBP No. 22

Asset Class
select from drop down

Land & Building

Timeframe:

1 year

OBJECTIVES

Decision Maker

Council

Description: Development of an improvement plan and long-term approach to preserve the cultural heritage significance of the 1962 grandstand, and other major elements of the site, which balances various stakeholder expectations and informs the asset management and improvement of the Beatty Park Leisure Centre.

Project Classification:
50

Major or Complex

% of FTE Time pw (project manager + Team)

30%

Total FTE cost (estimated):

0.33 current FTE

Project Cost:
(budget)

Nil

- Perception and expectations
- Funding capability

Account No.
(Finance to allocate)

Project Status

Project Manager:

Place Manager

Directorate:

Strategy & Development

Business Case

Executive Sponsor:

ED Infrastructure & Environment

Service Area:

Policy & Place

Expenditure Type:

Renewal

Container & Record No:

SC3269 D20/4385

Key Impacted Stakeholders

STATUS UPDATE

Delayed due to Covid-19. Meeting with Minister Mick Murray held on site on Tuesday 29 October. Project Steering Committee Meeting scheduled for 21 October 2020.

Key Issues (what has been identified)

- Cultural heritage significance
- Compliance with current standards
- Funding capability

Project Milestones and Forecast Expenditure
(Optional Phasing and Gantt Charts tabs available)

Comments

2020 / 21

Budget

JUL

AUG

SEP

OCT

NOV

DEC

JAN

FEB

MAR

APR

MAY

JUN

21 / 22

22 / 23

23 / 24

Future Project Milestones to be determined by Beatty Park 2062 Project Steering Committee (PSC)

Total

\$

-

KPI's, Benefits & Project Success Indicators

Deliverables

How is success measured e.g. timeframe, budget, targets

Benefits:

- An improvement plan which balances the various stakeholder expectations to deliver the most cost effective solution.
- A framework to consider prioritisation of related renewal requirements.
- A plan to deliver a long term solution.

Project Success is:


- The development and adoption of an improvement plan that is supported by the Heritage Council and DPLH.
- An improvement plan that is recognised as delivering a suitable solution to improve the utilisation of BPLC to better cater for the needs of the community and to guide the long term asset management and improvement of BPLC.

What happens if we don't do the project?


- Lack of guidance for prioritising renewal work.
- Less ability to secure external funding.
- BPLC becomes underutilised, inefficiently managed and maintained.

What the project delivers:


- Improvement plan - business case & feasibility study
- Strategic Community Plan outcomes including: Our parks and reserves are maintained, enhanced and well utilised; Our community facilities and spaces are well known and well used; We encourage innovation in business, social enterprise and imaginative uses of space, both public and private; Our physical assets are efficiently and effectively managed and maintained; Our built form character and heritage is protected and enhanced




ENHANCED ENVIRONMENT




CONNECTED COMMUNITY



THRIVING PLACES



SENSITIVE DESIGN



INNOVATIVE & ACCOUNTABLE

Staff changes/skillset or improvements required for this project to succeed

Process/Policy changes or improvements required for this project to succeed

ICT System changes or improvements required for this project



- There are no staff changes required in 2020/21.












- NA







- Asset Management software may be beneficial in preventing the need for similar projects in the future as well as improve the record keeping of any future renewal and maintenance of BPLC.

What's Out of Scope?

- This program does not cover/include/manage road maintenance that may be required as a result of third party works, i.e. service authorities.



 CITY OF VINCENT		PROGRAM ON A PAGE		Health	Time	Cost	Quality	% Complete	Start	Finish	
				✓	✓	✓	✓	5%	01/08/2020	01/04/2022	
Project Name:		Beatty Park Leisure Centre - Facilities Infrastructure Renewal		Project Status		Project Manager:		Coordinator City Buildings		Directorate:	Infrastructure & Environment
Corporate Business Plan 20/21/-23/24 Strategic Project		CBP No. 23		Business Case		Executive Sponsor:		Chief Executive Officer		Service Area:	Beatty Park
Asset Class (If applicable)		Land & Building				Expenditure Type:		Renewal		Container & Record No:	D20/7781, SC3380
Timeframe:		Years	OBJECTIVES			Status Update					
Decision Maker		Council	Description : Major renewal primarily to 1994 passive pool and supporting infrastructure, additional renewal to steam room, sauna and associated facilities, construction of pool deck change rooms and toilets, additional pool deck showers and provision of office facilities within the Grotto. Electrical infrastructure renewal within grandstand. Description of the project : Planning, development and implementation of a project schedule to conduct renewal to the passive pool shell, supporting water filtration and, associated infrastructure, found to be failing moderately and nearing the potential point of critical failure (i.e.: tiles delaminating from pool shell and allowing water ingress into concrete structure forcing shutdown). The project must exist in totality as interrelated project components rely on the milestones of others and all exist on the complete removal of water from the pool shell. The pool remains as constructed in 1994 with the exception of a surface retile in 2011, now found to be failing . Supporting leisure infrastructure, playtime slides etc. are worn, outdated & nearing end of life . Water filtration remains as designed and constructed in 1994 and legislation has since changed for water turnover capacity. The absence of pool deck family changing rooms and reliance on toilets constructed in 1962 places on impost on service levels and customer expectation . The third year focuses renewal on gym and fitness room change facilities by that stage will be 10+ years old and will require modernisation to sustain market leadership and customer satisfaction in a extremely competitive environment. Renewal across the facility is detailed in the milestones below.			*First year budget adopted Council Meeting 28 July 2020; *Business Case to 20 October OMC 2020; *Approvals sought and received from WA Health; *Detailed design, scope and specification complete for pool filtration, tender ready for market; Detailed design, scope and specification complete for pool tiling, tender ready for market; and *Preliminary concept design drafted for change rooms, slide, sauna, steam room and Grotto concept. *Additional \$270K funding received for pool filtration, from Federal Government grants COVID19 stimulus program. (not shown in figures below as the below reflect the adopted year 1 budget only); Detailed design, scope, specification and project plan complete for electrical renewal.					
Priority Rating:		High Priority									
Project Size:		Large									
% of FTE Time per week		100%									
FTE cost:		\$	120,000.00	Key Issues (what has been identified)			Key Risks (what may happen)				
Project Cost:		\$	4,562,000.00	<ul style="list-style-type: none">* Pool tiles failing & delaminating from pool shell potentially causing forced emergency shutdown;* Pool filtration equipment past serviceable life;* Failure to meet expected levels of service in change facilities;* General presentation of passive pool no longer to an acceptable service level;* Continued and additional repair and maintenance costs for aging infrastructure; and* Non-compliance with accessibility standards.			<ul style="list-style-type: none">* Unplanned component failure resulting in forced shutdown of one or multiple pools;* Business continuity breakdown and reduction of income and reputation;* Damage to existing plant infrastructure and building infrastructure should partial failures go unnoticed or be deferred for further periods;* The project runs over budget and time due to latent conditions; and* Users may find other attractive modern alternatives.				
Account No. (Finance to allocate)											
Program Milestones and Forecast Expenditure (Optional Phasing and Gantt Charts tabs available)			Comments		Program Period				Key Impacted Stakeholders		
					2020/21	2021/22	2022/23	2023/24	<ul style="list-style-type: none">* All directorates within the administration of the City of Vincent;* BPLC staff;* BPLC members;* Competing leisure centre facilities; and* Potential funding sources within state politics.		
1	Passive pool filtration detail design and construction renewal (\$270,000 grant funding not allocated prior to adoption of CBP)				\$ 700,000						
2	Detail design and construction passive pool tile renewal;				\$ 900,000						
3	Detail design and construction pool deck change rooms, steam room, sauna and Grotto renewal;				\$ 1,000,000						
4	Construct gym and fitness change room renewal;						\$ 250,000				
5	Energy efficiency measures						\$ 30,000				
6	Risk Renewals - Renewal and backlog maintenance critical to the integrity of the grandstand structure as identified by the 2019 Peter Baxendale structural assessment; and				\$ 100,000	\$ 250,000	\$ 250,000				
7	Risk Renewals - Grandstand electrical.				\$ 500,000						
8	Major Plant HVAC and Flooring Renewal						\$ 266,000	\$ 316,000			
			Total		\$ 3,200,000	\$ 250,000	\$ 796,000	\$ 316,000			
KPIs, Benefits & Project Success Indicators					Deliverables						
How is success measured e.g., timeframe, budget, targets					What the project delivers:						
Benefits:					<ul style="list-style-type: none">* A fully functional, accessible, compliant reliable swimming and leisure facility reducing whole of life running costs and that is attractive enough to increase membership.						
<ul style="list-style-type: none">* Compliance in all respects to an aquatic leisure facility;* Reliability of renewed infrastructure across the passive pool and reduction of costs and risks associated with breakdowns;* Increased consumer satisfaction and membership renewal due to an improved level of service; and* Significant reduction of maintenance cost burden using current compliant filtration practices.											
Project Success is:					Delete the SCP Priority that's not aligned to your project:						
<ul style="list-style-type: none">* Completion of all steps of the process with the minimal possible impost to business;* Broad acceptance of the over-all plan for the passive pool infrastructure and approval to move ahead to detail planning;* Approval of project plan through Executive Management and business case through Council;* Approval of detail planning and scheduling including shut down periods;* Funding, be it locally, grant state or federal;* Detailed and strategic Community Engagement keeping the community aware of all steps of the process;* Appointment of dedicated project superintendent to focus purely on the project;* Construction and renewal to keep within 15% contingency budget;* Minimal latent conditions;* Completion within specified time period, to for construction drawings and to compliance;* Satisfied BPLC members and a resultant increase in membership; and* Reliable infrastructure, reducing ongoing running and maintenance costs.											
What happens if we don't do the project?											
<ul style="list-style-type: none">* High risk of unplanned failure resulting in shutdown, income reduction and poor reputation, members will choose to swim (lessons) and stay elsewhere;* Personal, building and reputational injury;* Increased ongoing breakdowns;* Increased ongoing maintenance costs, not adding any value to the infrastructure; and* Infrastructure continues to age and appearance no longer to an acceptable level of service to the users.											
Staff changes/skillset or improvements required for this project to succeed			Process/Policy changes or improvements required for this project to succeed			ICT System changes or improvements required for this project					
<input type="checkbox"/> Dedicated project superintendent through all stages of work, ensuring one line of accountability.						<input type="checkbox"/> N/A					
What's Out of Scope?											
<ul style="list-style-type: none">* Anything not listed above.											

 CITY OF VINCENT				PROJECT ON A PAGE														Health 	Time 	Cost 	Quality 	% Complete 60%	Start 21/07/01	Finish 30/04/21										
Project Name:				Asset Management and Sustainability Strategy										Project Status		Project Manager:		Zoe Templar		Directorate:		Infrastructure & Environment												
Corporate Business Plan 20/21 – 23/24 Strategic Project				CBP No. 24										Project Delivery		Executive Sponsor:		ED Infrastructure & Environment		Service Area:		Engineering												
Asset Class <i>select from drop down</i>				Not Applicable												Expenditure Type:		Not Applicable		Container & Record No:		SC3492 D20/153486												
Timeframe:				6 months	OBJECTIVES The purpose of the City of Vincent Asset Management and Sustainability Strategy (AMSS) is to provide a strategic framework that guides the planning, management and provision of assets; the renewal and investment in assets; and the utilisation and rationalisation of assets. Objectives - Our assets are well maintained, well-designed and safe. - We maximise the life span of our assets through planning for lifecycle costs. - We account for the impacts of population growth, demographic change and community needs.										Key Impacted Stakeholders										Project Status									
Decision Maker				Council											<ul style="list-style-type: none">• Community• Council• Local sporting groups- CoV Assets Team• CoV Parks Team• Cov Strategic Planning Team• State Sporting Associations										The Asset Management Sustainability Strategy has been drafted and a meeting has been arranged with interested Council members and Administration on Thursday 15 October.									
Project Classification:				Minor																														
% of FTE Time pw (project manager + Team)				25%																														
Total FTE cost (estimated):				0.25 of current FTE					Key Risks (what may happen)										Key Issues (what has been identified)															
Project Cost: (budget)				\$ 1,000.00					<ul style="list-style-type: none">• Not achieving the objectives of the SCP• Lower level of service• Loss of amenity• Loss of reputation• Higher maintenance costs• Ongoing renewal funding gap										<ul style="list-style-type: none">• Asset renewal demand exceeds our ability to fully resource asset renewal investment• Assets with significant service deficiencies have not been fully costed in the Long Term Financial Plan (LTFP)• Public Open Space Strategy (POS) costing estimate for the planning and implementation of the 32 key actions listed in the Strategy is in the order of \$37.6 million which is unlikely to be achievable with current funding levels• Development and Masterplans have not been provided timelines or modelling cost (including lifecycle costs)															
Account No. (Finance to allocate)																																		
Project Milestones and Forecast Expenditure <i>(Optional Phasing and Gantt Charts tabs available)</i>										Comments		2020 / 21																21 / 22	22 / 23	23 / 24				
										Budget		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN											
1.	Develop first draft of vision and objectives to present to Council																																	
2.	Email draft objectives and vision to Council for feedback																																	
3.	Develop draft Strategy																																	
4.	Presentation of Draft Strategy at Workshop																																	
5.	Finalise Communication Plan																																	
6.	Hold Community Panel																																	
7.	Draft Strategy presented to Council to endorse for advertising																																	
8.	Present final version of Strategy to Council for formal adoption																																	
9.	Roll out to internal and external stakeholders																																	
										Total		\$	1,000.00																					
KPI's, Benefits & Project Success Indicators										Deliverables																								
Completion of an asset management strategy that identifies key issues in the City's asset management (i.e. gap in renewal funding and masterplans and development plans not fully costed in LTFP) supports asset sustainability management principles and ensures an approach that takes into account service level requirements and to improve operating efficiencies.										What the project delivers: Extensive consultation through community panels with specific focus on community service level requirements, asset values and shared decision making for asset rationalisation <ul style="list-style-type: none">• An updated Asset Management and Sustainability Strategy that includes:<ul style="list-style-type: none">- Analysis of the current environment;- Vision and objectives/targets;- Actions and priorities; and- Measurable KPIs. <div><div> ENHANCED ENVIRONMENT</div><div> ACCESSIBLE CITY</div><div> CONNECTED COMMUNITY</div><div> THRIVING PLACES</div><div> SENSITIVE DESIGN</div><div> INNOVATIVE & ACCOUNTABLE</div></div>																								
Project Success is: Sound asset management that will maximise asset service delivery potential, ensure assets are fit-for-purpose and meet community needs and changing expectations and environment.																																		
What happens if we don't do the project? <ul style="list-style-type: none">• User safety• Financial liability• Community dissatisfaction• Will not meet our corporate KPIs																																		
Staff changes/skillset or improvements required for this project to succeed					Process/Policy changes or improvements required for this project to succeed					ICT System changes or improvements required for this project																								
Recruitment of Asset Management Officer to implement deliverables. Skill staff in utilisation of GIS to inform more up-to-date asset information on intramaps					• Nil during the project.					• Nil during the project.																								
What's Out of Scope?																																		
• This program does not cover detailed asset management tasks as these are covered by the Asset Management Plans																																		

CITY OF VINCENT		PROGRAM ON A PAGE		Health	Time	Cost	Quality	% Complete 10%	Start 01/07/2020	Finish 30/06/2024	
Project Name:	Implement the Public Health Plan 2020 - 2025			Project Status	Project Manager:		Manager Built Environment & Wellbeing		Directorate:	Strategy & Development	
Corporate Business Plan 20/21-23/24 Strategic Project	CBP No. 25			Project Development	Executive Sponsor:		ED Strategy & Development		Service Area:	Built Env & Wellbeing	
Asset Class (if applicable)	Not Applicable				Expenditure Type:		New		Container & Record No:	D20/10735	
Timeframe:	5 Years	OBJECTIVES			STATUS UPDATE						
Decision Maker	Council	OBJECTIVES Deliver a suite of projects, programs and services in collaboration with our community and external organisations to work towards a happy, healthy and connected community for all.			Community Consultation has concluded with a report being presented to Council Briefing on 13 October 2020 and for final endorsement at October OMC.						
Priority Rating:	Highest Priority										
Project Size:	Medium										
% of FTE Time per week	40%										
FTE cost:	0.8 FTE (20/21) 0.4 FTE (21/22) 0.4 FTE (22/23) 0.4 FTE (23/24)	Key Issues (what has been identified)			Key Risks (what may happen)						
Project Cost:	Total budget for 4 years (FTE + Operational) \$246,731	<ul style="list-style-type: none"> The City is required to produce a Public Health Plan in accordance with the Public Health Act 2016. Without a Plan, the City has limited capacity to focus on the public health priorities of our community, and the objectives of the State Public Health Plan. Support is required from other business units to achieve the deliverables. 			<ul style="list-style-type: none"> Not meeting our statutory obligations of the Public Health Act 2016. Not resourcing the Plan/lack of commitment to achieving deliverables. Not delivering the objectives of the City's Strategic Community Plan. Decline in internal and external stakeholder engagement. Exceeding project deadline due to competing priorities for the City. 						
Account No. (Finance to allocate)	Project budget: 02.2203.5801.0621										
Program Milestones and Forecast Expenditure (Optional Phasing and Gantt Charts tabs available)		Comments	Program Period				Key Impacted Stakeholders				
			2020/21	2021/22	2022/23	2023/24	<ul style="list-style-type: none"> Council; Internal (All Directorates); Community members; Businesses; WA State Government departments; Not for profit organisations. 				
1.	Consult on final draft of Public Health Plan 2020 - 2025										
2.	Seek final approval from Council										
3.	Develop - annual work plan										
4.	Deliver - A suite of projects and programs										
5.	Deliver - Advocate for PH principles and priorities to be include in City policies, plans and reports.										
6.	Deliver - Smoke-free project										
7.	Review and update annual work plan										
8.	Monitor and evaluate Public Health Plan										
9.	Prepare new Public Health Plan										
10.											
Total			\$86,000	\$59,577	\$59,577	\$41,577					
KPIs, Benefits & Project Success Indicators					Deliverables						
How is success measured e.g., timeframe, budget, targets <ul style="list-style-type: none"> Projects, programs, services, policies and plans are implemented on time and on budget Community and stakeholder engagement is sought to evaluate the success of the Plan to contribute towards a happy, health and connected community for all 					What the project delivers: <ul style="list-style-type: none"> A suite of projects, programs, services, policies and plans that work towards a happy, healthy and connected community for all, which aligns with the Strategic Community Plan 2018-2028. 						
Project Success is: <ul style="list-style-type: none"> 80% of the actions within the annual work plan implemented Increased collaboration with community members and external organisations on new projects, programs and services Increased external funding towards projects, programs and services Increased public health and wellbeing principles and priorities in City policies, plans, reports, programs and activities The plan is reviewed effectively to measure progress, performance and desired outcomes 					This program is relevant to delivery of all six SCP priorities: <div>  ENHANCED ENVIRONMENT  ACCESSIBLE CITY  CONNECTED COMMUNITY  THRIVING PLACES  SENSITIVE DESIGN  INNOVATIVE & ACCOUNTABLE </div>						
What happens if we don't do the project? <ul style="list-style-type: none"> City will not meet our statutory obligation (Public Health Act 2016) to have a Public Health Plan The City will not be extending so far as practicable to meet our public health duty The health and wellbeing of the City's population will likely remain static or decline 											
Staff changes/skillset or improvements required for this project to succeed		Process/Policy changes or improvements required for this project to succeed			ICT System changes or improvements required for this project						
1. Dedicated Senior Public Health Officer role as proposed (0.4 FTE). 2. Cross organisation ownership and understanding of Public Health Plan deliverables and actions. 3. Public health advocacy and awareness training for internal business units		1. Reporting process required to be implemented post adoption of Public Health Plan. 2. Review of all existing Health Policies. 3. Improved cross-directorate communication to ensure that relevant internal business units are included in projects at the appropriate time.			1. Development of website specific content.						
What's Out of Scope?											

[illegible]

8.2 REQUEST TO THE MINISTER FOR LANDS TO ACQUIRE SIX RIGHTS OF WAY AS CROWN LAND AND RESERVE AS PUBLIC RIGHTS OF WAY - PERTH PRECINCT

- Attachments:
1. Plan showing location of ROWs within suburb of Perth - Precinct 1 [↓](#) 
 2. Plan of precincts within suburb of Perth [↓](#) 

RECOMMENDATION:**That Council:**

1. **REQUESTS** the Minister for Lands to acquire as Crown land the following private rights of way (ROW) located within the suburb of Perth, as shown in the plan at Attachment 1, :
 - 1.1 Lot 66 on Plan 2411, comprised in Certificate of Title Volume 252 Folio 186;
 - 1.2 Lot 66 on Plan 379, comprised in Certificate of Title Volume 2655 Folio 125;
 - 1.3 Lot 66 on Plan 1641, comprised in Certificate of Title Volume 93 Folio 188;
 - 1.4 Lot 66 on Plan 1177, comprised in Certificate of Title Volume 79 Folio 136;
 - 1.5 Lot 67 on Diagram 2962, comprised in Certificate of Title Volume 569 Folio 177;
 - 1.6 Lot 14 on Plan 91, comprised in Certificate of Title Volume 20 Folio 168;

pursuant to section 52(1)(b) of the *Land Administration Act 1997* (LAA), subject to the Chief Executive Officer:

 - 1.7 notifying the owners of each ROW, or their decedents, of the proposed acquisition;
 - 1.8 notifying the owners and occupiers adjacent to each ROW of the proposed acquisition;
 - 1.9 advising all suppliers of public utility services to each ROW of the proposed acquisition;
 - 1.10 stating in the notices in Recommendation 1.9 and 1.10 above that submissions must be provided to the City within 31 days of the date of the notice;
 - 1.11 considering and responding to any submissions or objections received;
2. **NOTES** that any submissions or objections received in accordance with Recommendation 1. above will be considered by the Chief Executive Officer and incorporated into the request to the Minister for Lands; and
3. **Following** the acquisition of the lots, **REQUESTS** the Minister for Lands to reserve these lots for the purpose of public rights of way and place the care, control and management in the City pursuant to sections 41 and 46(1) of the LAA.

PURPOSE OF REPORT:

To request the Minister for Lands to acquire as Crown land six private rights of way (ROWs) located in the suburb of Perth, in accordance with section 52(1)(b) of the *Land Administration Act 1997* (LAA), and reserve them as public rights of way pursuant to sections 41 and 46(1) of the LAA.

BACKGROUND:

108 of the City's 280 ROWs are privately owned. The City's aim is to transfer the ROWs to the Crown so that they become public ROWs. This resolves potential liability issues associated with the use of private ROW by the public, and ensures that the ROWs are appropriately managed, maintained and upgraded as required.

Administration has prepared an internal ROW action plan prioritising privately owned ROW for transfer to the Crown. The suburb of Perth has 40 of the City's privately owned ROWs, which is almost half. The City of Perth is also zoned for infill development, which can be facilitated by privately owned ROWs becoming public ROWs. On this basis Perth's ROWs have been prioritised. The suburb of Perth has been split into 5 precincts, as shown in the plan at **Attachment 2**. It is anticipated that the transfer of these Perth ROWs to the Crown will take 12 – 24 months.

DETAILS:

There are six privately owned ROWs within the suburb of Perth precinct bounded by Vincent, Fitzgerald, Bulwer and Beaufort Streets, as shown in the plan at **Attachment 1**.

The ROWs are summarised below:

ROW	Private Owner	Comments
Lot 66 on Plan 2411	Arthur Meeres, Cecil Throssell and George Lionel Throssell.	Named in part Cielo Lane, located between Fitzgerald , Vincent, Throssell and Glendower Streets
Lot 66 on Plan 379	Alice Illingworth	Running from Glendower to Bulwer Street, between Palmerston, Glendower, Lake and Bulwer Streets.
Lot 66 on Plan 1641	Edward Refuurdson	Between Lake, Primrose, Irene and Bulwer Streets.
Lot 66 on Plan 1177	Anastasia Murphy	Running from William Street to Bulwer Avenue, between William Street, Lincoln Street, Bulwer Avenue and Bulwer Street.
Lot 67 on Diagram 2962	Hyem Hester	Small spur off Lot 66 on Plan 1177, between Knebworth Avenue, Lincoln Street, Bulwer Avenue and Bulwer Street.
Lot 14 on Plan 91	John Rodgers	Between Grant, Lincoln, Beaufort and Bulwer Streets.

The above owners are all assumed to be deceased. Administration has lodged probate searches with the Supreme Court. Any living relatives identified will be notified as part of the public notice process.

CONSULTATION/ADVERTISING:

In accordance with the LAA, the *Land Administration Regulations 1998* (Regulations) and Policy 4.1.5 – Community Consultation (Consultation Policy), Administration will:

- Use reasonable means to notify the owners or descendants of the ROWs, which will be done by undertaking probate searches and providing notice at the owner's last known address;
- publish notification in the local papers;
- send a letter to the adjacent owners and occupiers of each ROW;
- send a letter to any public utility providers with infrastructure in any of the properties.

LEGAL/POLICY:

Section 52(1) of the LAA enables the City to request the Minister for Lands acquire a private road the public has had access to for greater than 10 years.

Sections 41 and 46(1) of the LAA allows Crown land to be vested in the City for a public purpose – such as a public ROW.

RISK MANAGEMENT IMPLICATIONS:

Low: It is a low risk for the City to request the Minister to acquire the private right of ways.

STRATEGIC IMPLICATIONS:

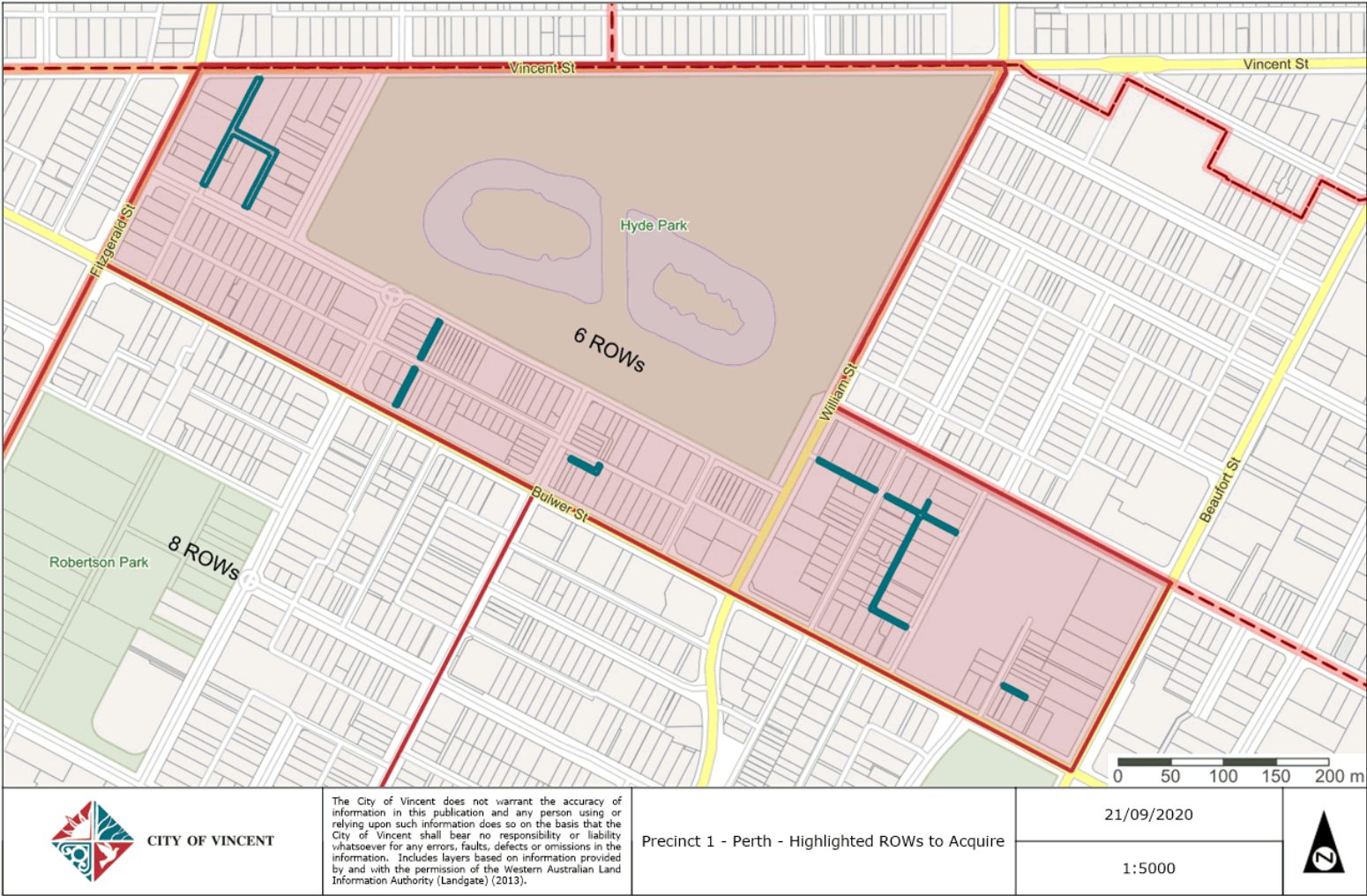
This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

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

FINANCIAL/BUDGET IMPLICATIONS:

The costs associated with title and probate searches and consultation for the 6 ROWs is approximately \$2,000. This is included in the City's operating budget.





8.3 SALE OF 150 (LOT 12) CHARLES STREET, WEST PERTH

- Attachments:**
1. Summary of offers received for 150 Charles Street, West Perth - Confidential
 2. Valuation Report for 150 Charles Street, West Perth - February 2020 - Confidential
 3. Survey of 150 Charles Street showing Planning Control Area [↓](#) 

RECOMMENDATION:**That Council:**

1. **RECEIVES** the offers submitted through the set date sale process for 150 Charles Street, West Perth, known as Lot 12 on Plan 1151 and comprising the whole of Certificate of Title Volume 1176 Folio 497 (150 Charles Street) as at Confidential Attachment 1;
2. **NOTES** that none of the offers meet the minimum price of \$225,000 as set by the COVID-19 Relief and Recovery Committee at its 26 May 2020 Meeting (Item 7.4);
3. **DECLARES** the market valuation of \$225,000, dated 4 February 2020, as at Confidential Attachment 2, to be a true indication of the current value for 150 Charles Street;
4. **APPROVES** the transfer of 150 Charles Street for the sum of \$208,000 including GST, subject to the Chief Executive Officer providing local public notice in accordance with section 3.58 of the *Local Government Act 1995* (Act);
5. **AUTHORISES** the Mayor and Chief Executive Officer to affix the common seal and execute the Offer and Acceptance Form in respect to the transfer in Recommendation 4;
6. **AUTHORISES** the Chief Executive Officer to provide local public notice of the transfer in accordance with section 3.58 of the Act, and **DELEGATES BY ABSOLUTE MAJORITY** the power to consider any submissions received and determine whether to proceed with the proposed transfer to the Chief Executive Officer; and
7. **SUBJECT TO** the Chief Executive Officer determining to proceed with the transfer as set out in Recommendation 6. **AUTHORISES** the Mayor and Chief Executive Officer the affix the common seal and execute the Transfer of Land.

PURPOSE OF REPORT:

To consider the sale of 150 (Lot 12) Charles Street, West Perth, known as Lot 12 on Plan 1151 and comprising the whole of Certificate of Title Volume 1176 Folio 497 (150 Charles Street), for a sum of \$208,000 including GST.

BACKGROUND:

At Ordinary Meeting of Council 7 April 2020 (Item 12.3), Council approved the sale of 150 Charles subject to the COVID-19 Relief and Recovery Committee (COVID-19 Committee) determining the appropriate timing, minimum price, method of sale and compliance with section 3.58 of the *Local Government Act 1995* (LGA).

At the COVID-19 Relief and Recovery Committee Meeting on 26 May 2020 (Item 7.4), the COVID-19 Committee resolved in part as follows:

- ‘4. *APPROVES the advertising of 150 Charles Street, West Perth for sale by a suitable qualified real-estate agent, with public notice to be provided in accordance with section 3.58 of the Local Government Act 1995, SUBJECT TO:*
- 4.1 *Timing:* Marketing commencing June 2020 and closing after a minimum of 21 days;
 - 4.2 *Minimum Price:* \$225,000; and

4.3 *Method of Sale:* Set date sale followed by a private treaty if no satisfactory offers received.

6. APPROVES the Chief Executive Officer providing public notice in accordance with section 3.58 of the Local Government Act 1995 of the best offer, subject to it meeting the relevant minimum price in recommendations 4. or 5. above.
7. NOTES that the offers and any submissions received will be presented to Council for consideration and approval.'

Administration engaged a local real-estate agent to manage the sale. The set date sale commenced on 10 August 2020 and closed on 31 August 2020.

DETAILS:

The City received five offers as a result of the set date sale process. One offer was subsequently withdrawn. The remaining offers are set out in **Confidential Attachment 1**. The offers range from \$176,000 to \$210,000. The highest offer is subject to clarity on parking being provided and is subject to finance. The second highest offer, of \$208,000, is a cash offer (Offer 2). The settlement term is 45 days from acceptance of the offer.

Administration recommends that Offer 2 is accepted as it is unconditional and would result in the settlement occurring by the end of 2020 (which allows time for the statutory public notice period).

Administration has included a special condition in the Offer and Acceptance Form which provides that the City's acceptance of the offer is subject to the City complying with the public notice requirements under section 3.58 of the *Land Administration Act 1997*. If Council approves this sale, the Offer and Acceptance Form will be signed.

150 Charles is impacted by Planning Control Area No.125 (PCA) on the western boundary for the future widening of Charles Street. The extent of the PCA's impact on 150 Charles is shaded light red in **Attachment 3** (plan of survey and PCA). Any development on 150 Charles would be required to be located outside of the PCA area unless otherwise approved by Main Roads.

In accordance with Section 186 of the *Planning and Development Act 2005* compensation may be payable in respect of land that is located within a Planning Control Area. Main Roads would be required to negotiate with the future landowner to acquire the portions of land currently located within the Planning Control Area, where the parties are unable to reach an agreement for compensation then the responsible authority (Main Roads) may use Section 187 of the *Planning and Development Act 2005* for compulsory acquisition. A number of lots that have subdivided along Charles Street ceded the PCA area as a condition of subdivision free of cost to the Crown.

The City's valuations and market appraisals take into account the impact of PCA 125 on the value of 150 Charles. The COVID-19 Committee set the minimum sale price of \$225,000 in consideration of the valuation report provided in February 2020, as at **Confidential Attachment 2**.

CONSULTATION/ADVERTISING:

If the offer is accepted, public notice is required in accordance with section 3.58 of the Act. Public notice will be provided for a minimum of 14 days in the following ways:

- on the City's website;
- in the local paper; and
- on the City's notice boards at the Administration and Civic Centre and Library.

LEGAL/POLICY:

Local Government Act 1995

In accordance with Section 3.58 of the Act a local government can dispose of land in the following ways:

- public auction;

- public tender; or
- directly to a third party conditional on a public notice period and consideration of any submissions received. Public notice must include the purchase price, name of the purchaser and valuation details.

Section 5.42 of the *Local Government Act 1995* provides that a local government may delegate powers and duties to the Chief Executive Officer.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to sell 150 Charles Street as proposed.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

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

SUSTAINABILITY IMPLICATIONS:

Nil.

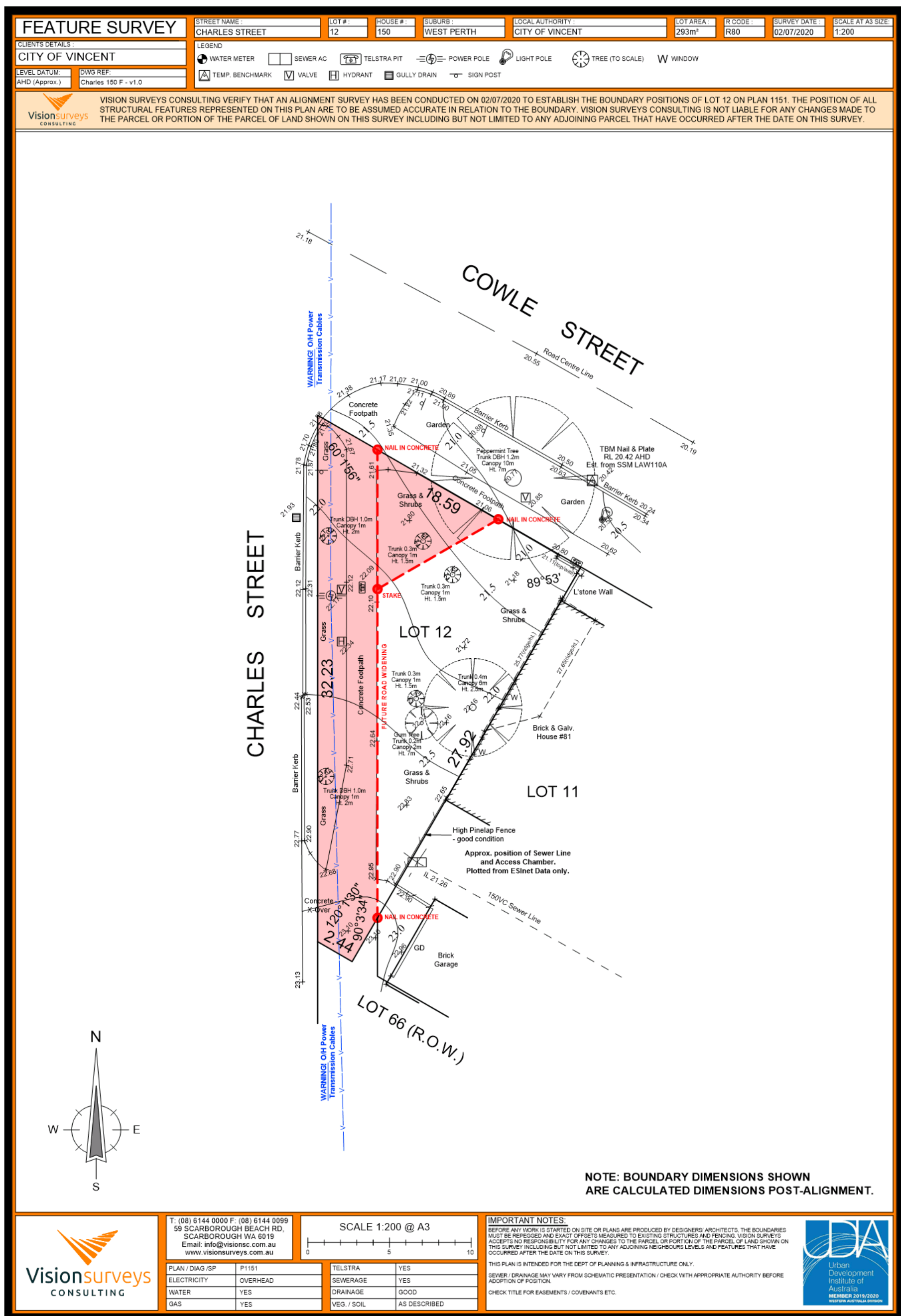
FINANCIAL/BUDGET IMPLICATIONS:

The costs associated with the sale are as follows:

Real estate agent marketing	\$2,837
Agent seller fee (2.25% of sale price \$208,000)	\$4,680
Notices in Perth Voice and Eastern Reporter	\$608
Transfer preparation and registration costs	\$1,000

The proposed sale would result in extraordinary income of just over \$200,000, which has not been included in the City's current budget and Long Term Financial Plan. This additional revenue would be accounted for in the City's first quarterly budget review in October 2020.

The \$200,000 in revenue would be held in the POS Reserve. This Reserve will be created as part of the October budget review.



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8.4 LICENCE TO LOCATE A PERMANENT ALFRESCO STRUCTURE IN THE GROSVENOR ROAD ROAD RESERVE ADJACENT TO 639-643 (LOT 1) BEAUFORT STREET, MOUNT LAWLEY

- Attachments:**
1. Plan of Licence Area [!\[\]\(38441ceaa711016e0bf2ad46ad394ff4_img.jpg\)](#) [!\[\]\(6e027340d4263908f264926b1ad81c5e_img.jpg\)](#)
 2. Design Review Panel 29 July Minutes [!\[\]\(781510d64f329bf3c880acf086e884d6_img.jpg\)](#) [!\[\]\(93cdf5b84f2bfec404f7441e84b6ba5c_img.jpg\)](#)
 3. Plans of proposed alfresco deck structure [!\[\]\(0f0f932ce3b5577a82f34ad23239a6e5_img.jpg\)](#) [!\[\]\(eae2be0f6c865f0a2febc97c99fc2475_img.jpg\)](#)

RECOMMENDATION:

That Council

1. **APPROVES** the City granting a licence to Bonnie Brew Pty Ltd (ACN 642 782 081), tenant of Lot 1 on Deposited Plan 1237, Certificate of Title Volume 2111 Folio 336, known as 639-643 Beaufort Street, Mount Lawley (639-643 Beaufort Street), for part of the road reserve adjacent to 639-643 Beaufort Street and Grosvenor Road, as shown in Attachment 1, on the following key terms:

- | | | |
|------|-----------------------------|---|
| 1.1 | Term: | 5 years with a 5 year option term; |
| 1.2 | Licence Area: | 118m ² (37.6m x 3.15m) of Grosvenor Road road reserve (verge area); |
| 1.3 | Licence fee: | \$3,500 per annum plus GST, indexed by CPI annually on 1 July; |
| 1.4 | Permitted use: | alfresco structure with balustrade and decking for casual outdoor dining and liquor consumption, as shown in the plan at Attachment 3; |
| 1.5 | Non-Exclusive use: | Applicant is granted non-exclusive use of the Licence Area; |
| 1.6 | Removal of furniture: | all furniture used within the Licence Area must be temporary and removed by the Applicant at the close of each business day; |
| 1.7 | Cleaning: | Applicant must, at its cost, keep the Licence Area clean and tidy at all times; |
| 1.8 | Insurance: | Applicant must effect and maintain public liability insurance to a minimum value of \$20,000,000 (per claim); |
| 1.9 | Indemnity: | Applicant will indemnify the City and the Minister for Lands against loss or damage to property or persons occurring as a result of the Applicant's fixtures, fittings and use of the Licence Area; |
| 1.10 | Maintenance: | Applicant must, at its cost, keep the Licence Area in good repair including repairing damage to structures, fittings or fixtures on the Licence Area; |
| 1.11 | Outdoor Eating Area Permit: | Applicant must (for the duration of the Licence) maintain a valid Outdoor Eating Permit for the Licence Area; |
| 1.12 | Assignment: | Applicant must ensure the licence is assigned to the new business owner or registered proprietor on the transfer/sale of the business or 639-643 Beaufort Street; |

- 1.13 **Removal and make good:** all the Applicant's fixtures and fittings (including the structure and decking) must be removed and the Licence Area made good by Applicant (to the City's satisfaction) on request of the City, Minister for Lands, a utility service provider or a public authority or on the termination or expiry of the Licence;
- 1.14 **Compensation:** no compensation will be payable to the Applicant if the City, Minister for Lands, a utility service provider or a public authority make a request in accordance with recommendation 1.13 above;
- 1.15 **Caveat:** the City will be permitted to register a caveat against the Certificate of Title to 639-643 Beaufort Street to secure the terms of the licence; and
- 1.16 **Costs:** all costs incurred by the City in preparing the licence, caveat and the subsequent registration and withdrawal of caveat costs are payable by the Applicant.
2. **Subject to final satisfactory negotiations being carried out by the Chief Executive Officer, AUTHORISES the Mayor and Chief Executive Officer to affix the common seal and execute the licence in recommendation 1. above.**

PURPOSE OF REPORT:

To consider granting a licence to Bonnie Brew Pty Ltd (ACN 642 782 081) (Applicant) to use a portion of the Grosvenor Road reserve to install a decked alfresco area for outdoor dining in the location shown at **Attachment 1**.

BACKGROUND:

The Applicant is the tenant of Lot 1 on Deposited Plan 1237, Certificate of Title Volume 2111 Folio 336, known as 639-643 Beaufort Street, Mount Lawley (which was formerly operated as the Flying Scotsman).

On 22 July 2020, the City received a proposal from the Applicant to locate an alfresco deck structure within the Grosvenor Road road reserve (footpath area) beneath the existing awning at 639-643 Beaufort Street.

The Applicant presented the alfresco deck structure to the Design Review Panel (DRP) at their 29 July 2020 meeting for preliminary comment. The minutes from the DRP meeting are at **Attachment 2**. On 2 September 2020, the Applicant submitted a development application for the alfresco deck proposal. The development application addressed the comments made by the DRP. The plans included in **Attachment 3** reflect the comments of the DRP and have been referred to the Chair of the DRP to confirm their acceptability as part of the assessment of the development application.

As the Applicant is proposing to locate a permanent structure within a road reserve it is necessary for the Minister for Lands to sign the development application as the "owner" of the road reserve. The Minister for Lands signed the development application on 10 September 2020, on the condition that the City enter into an appropriate tenure arrangement with the Applicant. The tenure arrangement would need to ensure the Minister for Lands was indemnified from any damage or loss and that the road reserve was open to the public outside of the Applicant's trading hours.

The development application was subsequently lodged with the City on 11 September 2020 for assessment against the requirements of the local planning framework. The development application cannot be determined until tenure is granted for the portion of road reserve it will be located on (Licence Area).

639-643 Beaufort Street is listed on the City's Municipal Heritage Inventory as Management Category B – Conservation Recommended. The proposed structure does not adversely impact on the heritage value of the building, and could be removed at a later date without any irreversible damage to the façade.

DETAILS:

The alfresco deck structure will be located below the existing awning facing Grosvenor Road. The dimensions are approximately 37m by 3m. The decking will be level with the interior of the existing tavern. The structure includes a balustrade parallel to Grosvenor Road with three access points, one at-grade and two accessed by steps. The deck is open at each end, facilitating access by the public. The plans are at **Attachment 3**.

Administration has assessed the design of the alfresco structure against the City's draft Development on City Owned and Managed Land Policy (Draft Policy), which was approved by Council for advertising at its 28 July 2020 Meeting. The proposed structure generally aligns with the policy objectives as it adds to the amenity of and contributes towards activating the streetscape without inhibiting the normal use of the street. It is noted that it does partially enclose a portion of the verge area, however, the structure is open allowing interaction with the street, and outside of trading hours the public can benefit from the shelter provided by the structure. The structure is also positioned within the footprint of the current balcony, so it does not change the streetscape or add additional bulk.

The proposed structure varies with several of the design requirements for 'Structure and Shelters' in the Draft Policy due to its length and balustrade. Notwithstanding these slight variations, Administration is supportive of the structure as it will assist in activating the street and improves the current alfresco area beneath the awning / balcony.

The structure has a 37m frontage to Grosvenor Road. This frontage provides for three access points which breaks up the sections of balustrading. The length of the balustrading sections vary between 6m and 10.4m, with the three access points varying between 2m and 2.9m wide. Administration supports these balustrade lengths (noting that they are longer than the 4m length proposed in the Draft Policy) due to the design and location of the structure – particularly the fact that the footprint of the structure aligns with the current awning of the building and is not creating additional bulk. The footpath width in this area is also sufficient to accommodate the structure without negatively impacting the movement of the public.

The proposed licence terms are consistent with the City's Draft Policy. The Department of Planning, Lands and Heritage has confirmed that the proposed licence terms satisfy the Minister for Land's requirements.

The Applicant has agreed to the proposed licence terms with the exception of term 1.5 – Non-Exclusive Use. The Applicant has requested exclusive use of the Licence Area at all times to allow it to extend its current liquor licence to cover the Licence Area.

Administration does not support the grant of exclusive use of the Licence Area for a number of reasons. In particular, granting exclusive use is inconsistent with:

- (a) the City's draft Development on City Owned and Managed Land Policy;
- (b) the City's prior grants of tenure over road reserve areas for the purpose of alfresco service;
- (c) the Minister's signing of the Application as landowner; and
- (d) the grant of a licence (the grant of exclusive use/occupation of an area at all times is a lease).

It is Administration's view that the public realm, which includes road reserves, should remain available for use by the general public. On this basis the structure is supported, but not exclusive use. The proposed licence terms ensure that the public can access the structure when it is not in use by the Applicant (which is outside of trading hours).

Administration also notes that it is common practice for business owners with alfresco area permits/licences to obtain an Extended Trading Permit (ETP) in order to serve alcohol within their alfresco area. Therefore, if exclusive use of the Licence Area is not granted, the Applicant can obtain an ETP in order to serve alcohol to all customers seated in the Licence Area.

On this basis it is recommended that the non-exclusive use provisions is retained in the licence.

It is noted that minor changes to the design of the structure may occur during the development application assessment process. Any changes proposed by the applicant in respect to the design of the structure would:

- be referred back to the DRP for feedback regarding its acceptability, and

- need to demonstrate that it does not inhibit public use of the space, maintains interaction and integration with the street, and ensures that the relationship with the heritage significance of the place is not lost.

In granting the licence Council is approving the use of this portion of the road reserve for the proposed structure. If the footprint of the structure changed Council's approval of a variation to the licence area would be required.

CONSULTATION/ADVERTISING:

In accordance with section 3.58 of the *Local Government Act 1995* (LGA) and regulation 30 of the *Local Government (Functions and General) Regulations 1996* (Regulations), the licence meets the requirements of an exempt disposition (Regulation 30(2)(a)). As a result, local public notice of the proposed licence is not necessary.

Community consultation for the development application is currently being undertaken in accordance with the City's Policy No. 4.1.5 – Community Consultation for a period of 14 days. Consultation commenced on 22 September 2020 and will conclude on 6 October 2020.

LEGAL/POLICY:

Section 55(2) of the *Land Administration Act 1997* places responsibility for the care, control and management of road reserves (within the district of the City) with the City.

Section 3.58 of the LGA sets out the process for disposing of City owned and managed property and section 3.58(5) provides for exceptions as set out in the Regulations, as follows:

Regulation 30. Dispositions of property excluded from Act s.3.58

- (2) a disposition of land is an exempt disposition if –
 - (a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and –
 - (i) its market value is less than \$5,000; and
 - (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;

Regulation 17 of the *Local Government (Uniform Local Provisions) Regulations 1996* provides:

- (a) that the City may grant permission to a person to construct a specified thing on, over, or under a public thoroughfare or public place that is local government property; and

1.

- (b) specifies the requirements for the permission to be granted.

Local Government (Uniform Local Provisions) Regulations 1996

Regulation 17 Private works on, over, or under public places — Sch. 9.1 cl. 8

- (3) A person may apply to the local government for permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property.
- (4) Permission granted by the local government under this regulation —
 - (a) must be in writing; and
 - (b) must specify the period for which it is granted; and
 - (c) must specify each condition imposed under subregulation (5); and
 - (d) may be renewed from time to time; and

- (e) may be cancelled by giving written notice to the person to whom the permission was granted.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to enter into a licence for part of the road reserve which addresses the risk to the City in respect to the development application, including indemnity, liability, maintenance and removal.

STRATEGIC IMPLICATIONS:

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

Thriving Places

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

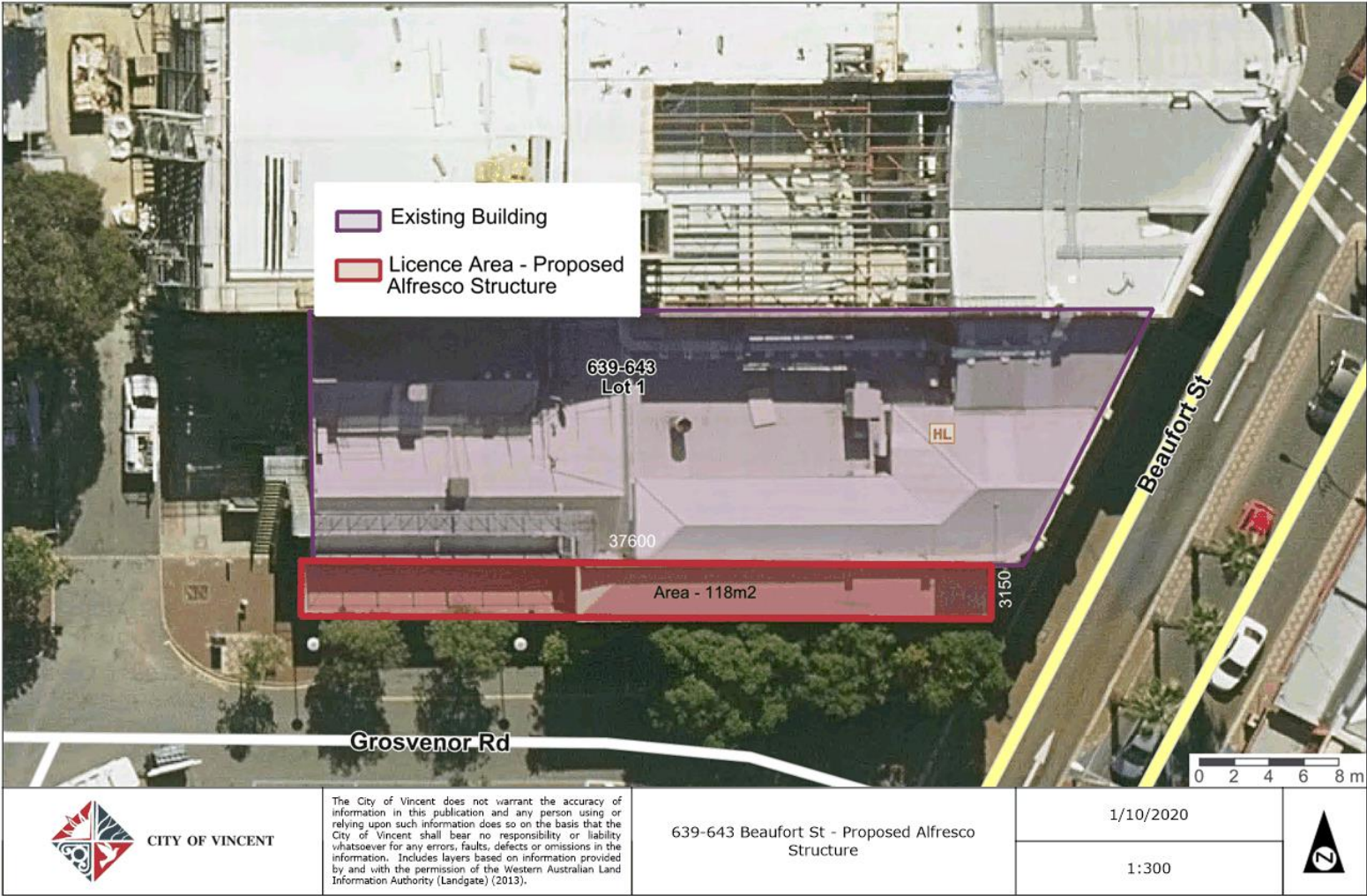
We are recognised as a City that supports local and small business.

Sensitive Design

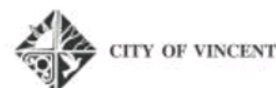
Our built form character and heritage is protected and enhanced.

FINANCIAL/BUDGET IMPLICATIONS:

In accordance with the draft Policy, a licence fee of \$30/m² per annum, indexed annually by CPI, is recommended. This equates to an annual licence fee of \$3,500.



MINUTES



DESIGN REVIEW PANEL

Wednesday 29 July 2020 at 3.30pm

Venue: Function Room

City of Vincent

Administration and Civic Centre

244 Vincent Street Leederville

Attendees:

Design Review Panel Members

Simon Venturi

Damien Pericles

Stephen Carrick

City of Vincent Officers

Joslin Colli

Mitchell Hoad

Karsen Reynolds

Applicant – Item 3.1

Brandon Cross

Cross Design

Sam Bruno

Owner

Applicant – Item 3.2

Meluka Bancroft

Daniel Janssen

1. Welcome/Declaration of Opening

Simon declared the meeting open at 4.00pm

2. Apologies

3. Business

Applicant's Presentation




3.1 **Address:** 639-643 Beaufort Street, Mount Lawley

Proposal: Alterations and Additions to Tavern

Applicant: Cross and Design Group

Reason for Referral:

The applicant is seeking preliminary comment from the Design Review Panel in regards to the proposed concept and the appropriateness of the development within the surrounding context.

Design review comments from 29 July 2020	
Design quality evaluation	
	Supported
	Pending further attention
	Not supported
Strengths of the Proposal	

<ul style="list-style-type: none"> The general intent to improve the functionality of the existing alfresco area is supported Supportive of how the development relates to the heritage significance of the existing building 	
Design Principles	
Principle 1 - Context and character	<p><u>Principle</u> <i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i></p> <ul style="list-style-type: none"> There is a good informality to the existing alfresco area. The alfresco is at the same grade as the adjacent footpath so that you can interact with people walking by. This quality is lost under the current proposal as the balustrading closes off connection between the alfresco and the adjoining public spaces, resulting in privatisation of the space As this area is outside the property boundary it is for both the public as well as private patrons. Conceptually, look at how to improve the commercial functionality of the space without losing some of the interactive qualities that the space has at the moment. Suggest looking at how the space would work for the public as well as private patrons
Principle 2 - Landscape quality	<p><u>Principle</u> <i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i></p> <ul style="list-style-type: none"> Encourage the applicant to look at opportunities to integrate soft landscaping in planter boxes, as well as bench seating particularly where the deck levels are higher to soften the edge and encourage public use of the space
Principle 3 - Built form and scale	<p><u>Principle</u> <i>Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.</i></p>
	<ul style="list-style-type: none"> Nil
Principle 4 - Functionality and build quality	<p><u>Principle</u> <i>Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.</i></p> <ul style="list-style-type: none"> Encourage the applicant to consider high-quality composite decking materials, especially on a heritage / character building. The fine grain details are important and should be followed through to the construction stage of work. Detailing, such as the alignment of the proposed decking to the existing columns and the junction of the timber decking and the brick paving to the eastern end need to be considered Think about the type of furniture proposed and how this integrates with the space. Look to provide a variety of different experiences and opportunities for people to sit and move within the space. Think about whether it is a welcoming space when the business is not operating The furniture is proposed as loose furniture, rather than fixed furniture, which will be moved into the space before and after opening hours. Note fixed furniture in this space would be subject to a further Planning Approval
Principle 5 - Sustainability	<p><u>Principle</u> <i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i></p> <ul style="list-style-type: none"> Nil
Principle 6 - Amenity	<p><u>Principle</u> <i>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i></p> <ul style="list-style-type: none"> Levelling and decking is supported, however the balustrading extends for a long length which formalises a 'them and us' situation between the alfresco and adjacent public realm. Consider removing the balustrade and using planters with integrated bench

	<p>seating as an alternative. There is an opportunity to activate the edge of the deck as a seat</p> <ul style="list-style-type: none"> Look to soften the space so that you are not creating a space that is purely private. Consider the public and how they can engage and relate to the space. For example, you could remove the side balustrading where it is close to pavement level and where the deck is higher, soften the edge with planters and benches
Principle 7 - Legibility	<p><u>Principle</u> <i>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</i></p> <ul style="list-style-type: none"> Consider alternative entry points by breaking up or removing the balustrading. This will allow people to move within the space and access the space more easily
Principle 8 - Safety	<p><u>Principle</u> <i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i></p>
	<ul style="list-style-type: none"> Look to integrate the decking with the existing brick paving on the eastern edge for safety and accessibility. Fine grain level resolution is to be demonstrated at the junction of deck and existing pavement grades in order to ensure DDA compliant access to the deck
Principle 9 - Community	<p><u>Principle</u> <i>Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.</i></p> <ul style="list-style-type: none"> The electric blinds have the ability to be closed all of the time which would remove interaction with the street. The blinds are not encouraged and only supported if they are open during bad weather only, particularly given it is south facing. The blinds should be open the majority of the time so that the alfresco appropriately interacts with the Town Centre. This should be a condition of the Planning Approval if the blinds are retained Re-think the balustrading as a seating edge which would increase interaction with the adjacent public realm. As this space is outside the boundary design for the public as well as patron use of the space
Principle 10 - Aesthetics	<p><u>Principle</u> <i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i></p> <ul style="list-style-type: none"> Consider the impact of the balustrading when people are seated in the space. Remove the balustrading or look at ways to reduce the bulkiness of balustrading so that people can look down the street while seated
Other comments provided by the DRP	
	<ul style="list-style-type: none"> The overall intent to improve the functionality of the alfresco area is supported. The additions relationship to the heritage building is also supported. Look at ways to soften the edge between alfresco space and the public footpath so the public are also encouraged to use the space
Other general comments provided by the City	
	<ul style="list-style-type: none"> The City will discuss the requirements of the land tenure with the applicant through a separate meeting.

Applicant's Presentation

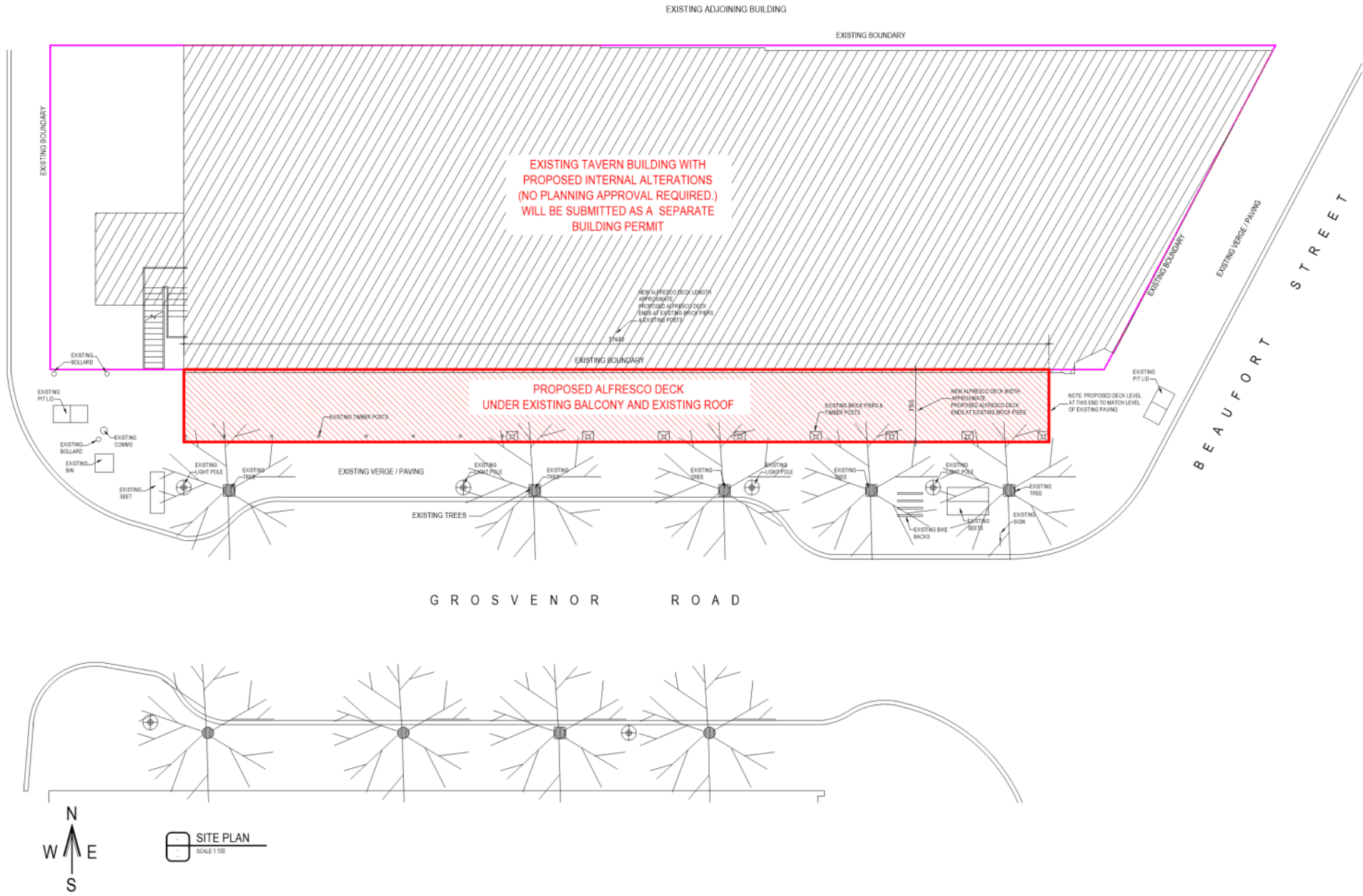
3.2 **Address:** 245 Vincent Street, Leederville

Proposal: Potential redevelopment opportunities for No. 245 Vincent Street, Leederville

Applicant: City of Vincent

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THE FLYING SCOTSMAN ALTERATIONS



REV	DESCRIPTION	DATE
A	STEPS ADDED TO WEST END OF PROPOSED ALFRESCO DECK & TOP RAIL AND DROP DOWN BLIND REMOVED FROM WEST END OF ALFRESCO DECK. EXISTING TIMBER ADDED TO THE EXISTING VERGE	24.09.20

DRAWING SET		
		
SUITE 1 LEVEL 2, No. 88 SOUTH PERTH ESTABLANCE, SOUTH PERTH, 6151, WESTERN AUSTRALIA, PO BOX 258, SOUTH PERTH, WA 6001 PH: (08) 9367 6274		
status:	DESIGN DRAWINGS	
project:	PROPOSED ALTERATIONS TO EXISTING TAVERN	
at:	639 BEAUFORT STREET MT LAWLEY WA 6050	
for:	THREE POUND GROUP	
job started:	local Authority:	
AUGUST 2019	CITY OF VINCENT	
scale:	drawn by:	
AS SHOWN ON A1	JST	
project No:	drawing No:	revision:
200020	A01	A
© COPYRIGHT CROSSB DESIGN. RESERVED BY DESIGNER		
THIS DRAWING & THE INFORMATION IT CONTAINS IS TO BE USED IN CONNECTION WITH ALL OTHER RELEVANT DRAWINGS & INFORMATION RELATED TO THE PROJECT. FOR ACCURATE COORDINATION, THE USER MUST CONSULT WITH THE DESIGNER & OBTAIN INFORMATION SHOWN ON THIS DRAWING BEFORE THE COMMENCEMENT OF ANY WORKS. IF DISCREPANCIES OR AMBIGUITIES ARE ENCOUNTERED, THE USER MUST CONTACT THE DESIGNER TO CLARIFY THE DESIGNER'S OR ENGINEER'S OR SURVEYOR'S PRECEDENCE.		

THE FLYING SCOTSMAN ALTERATIONS

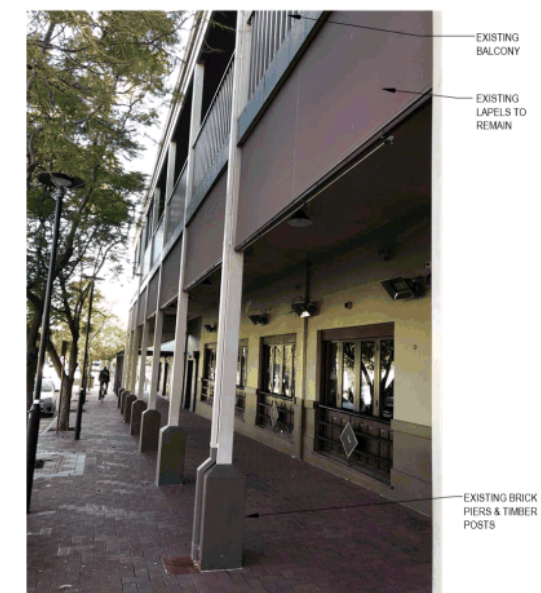
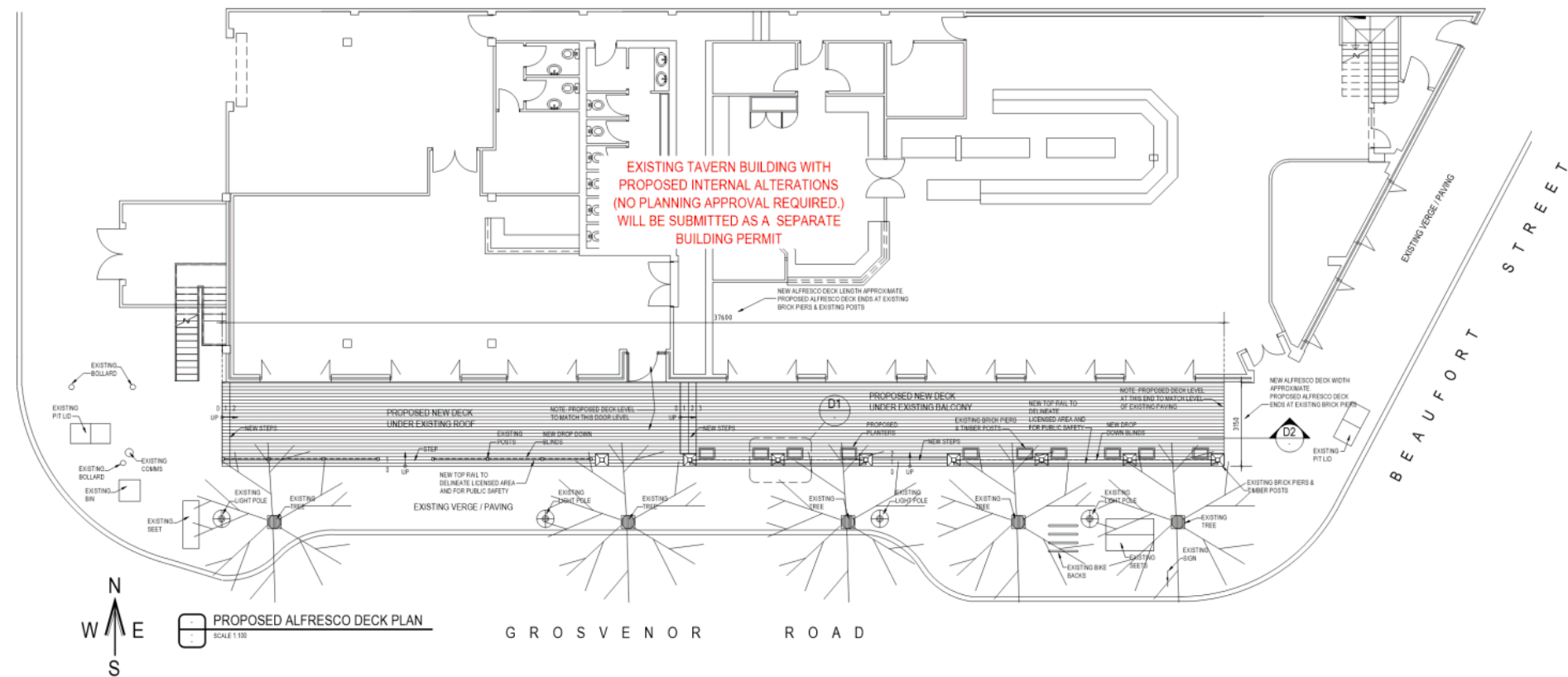
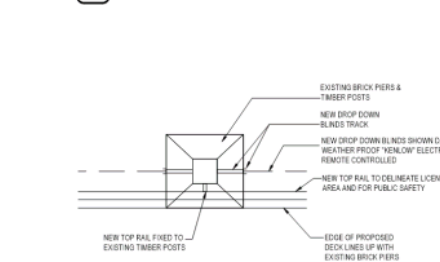
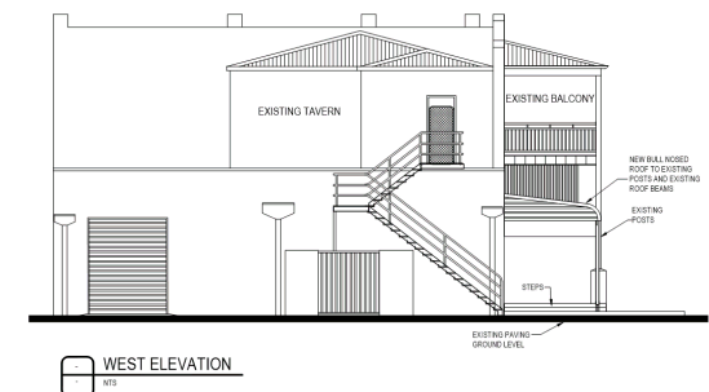
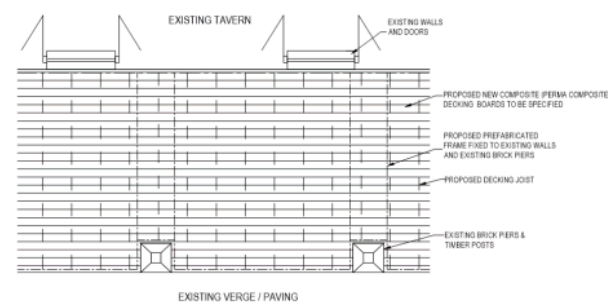


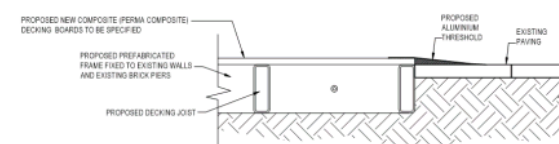
IMAGE OF EXISTING ON GROSVENOR ROAD



D1	HAND RAIL & DROP DOWN BLINDS PLAN DETAIL
-	SCALE 1:20



PROPOSED DECK PLAN DETAIL



D2	NEW DECK AND EXISTING PAVING DETAIL
-	SCALE 1/10

REV	DESCRIPTION:	DATE:	Job started	local Authority
A	ITEMS AGREE TO BE REMOVED/IMPROVED AFFRICO DECK & TOP RAIL AND PROF CORN BLIND REMOVED AND INST NEW AFFRICO DECK EXISTING ITEMS AGREE TO THE EXISTING VERGE	03.09.20	AUGUST 2019	CITY OF VINCENT
			scale:	drawn by:
			AS SHOWN ON A2	-
			project No	drawing No
			200020	A02
				revision
				A
			© COPYRIGHT CROSS DESIGN - RESERVEED BY DESIGNER THIS DRAWING OR INFORMATION CONTAINED IS TO BE READ IN CONJUNCTION WITH ALL OTHER RELEVANT DRAWINGS & INFORMATION RELATES TO THE PROJECT OR ACCURATE INFORMATION. THE ISSUED CONTRACTOR IS TO CHECK ALL DIMENSIONS & INFORMATION SPECIES ON THIS DRAWING BEFORE THE COMMENCEMENT OF ANY WORKS. IT IS THE RESPONSIBILITY OF ANY CONTRACTOR TO VERIFY THE INFORMATION. IT IS THE RESPONSIBILITY OF THE DESIGNER TO ADOPT THE MOST ADVISORY/SAFE PRACTICE.	

8.5 TRANSFER OF ANZAC COTTAGE, 38 KALGOORLIE STREET, MOUNT HAWTHORN, TO THE NATIONAL TRUST OF WESTERN AUSTRALIA

- Attachments:**
1. **Public submissions on ANZAC Cottage transfer** [↓](#) 
 2. **Details of the National Trust** [↓](#) 

RECOMMENDATION:**That Council:**

1. **NOTES** the submissions received by members of the public during the local public notice period, at Attachment 1;
2. **APPROVES** the proposed transfer of ANZAC Cottage, located at 38 Kalgoorlie Street, Mount Hawthorn (ANZAC Cottage) from the City to the National Trust of Western Australia (National Trust) for no monetary consideration;
3. **AUTHORISES** Chief Executive Officer and Mayor to affix the common seal and execute the transfer of land to transfer ANZAC Cottage to the National Trust in accordance with Recommendation 2. above; and
4. **APPROVES** a surrender of the lease of ANZAC Cottage by the Vietnam Veterans Association Australia WA Branch, to occur concurrently with the transfer of ANZAC Cottage to the National Trust, and **AUTHORISES** the Chief Executive Officer and Mayor to affix the common seal and execute the surrender of lease.

PURPOSE OF REPORT:

To consider the proposed transfer of ANZAC Cottage, located at 38 Kalgoorlie Street, Mount Hawthorn (ANZAC Cottage) from the City to the National Trust of Western Australia (National Trust).

BACKGROUND:

The National Trust approached the City in June 2020 in respect to the acquisition of ANZAC Cottage.

The National Trust has a significant portfolio of heritage and conservation sites across the State. Sites are managed and maintained in accordance with an asset management plan and the National Trust retains a database of all maintenance/management items of sites on its portfolio. The National Trust has the resources and funds to ensure that ANZAC Cottage is maintained in a manner that ensures its heritage value is retained for future generations. Details of the National Trust's strategy, scope of activities and revenue is at **Attachment 2**.

The National Trust has confirmed 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 is also committed to entering into an agreement with each of the Vietnam Veterans Association of Australia WA (VVAAWA) and Friends of ANZAC Cottage (Friends) to ensure continued access and enjoyment of ANZAC Cottage by VVAAWA and Friends. It also encourages the continued education and community outreach programs that are managed by Friends in respect of ANZAC Cottage.

At its Ordinary Meeting of 28 July 2020, Council considered National Trust's proposal to acquire ANZAC Cottage and requested the Chief Executive Officer to provide local public notice of the proposed transfer of ANZAC Cottage to the National Trust for a period of 21 days.

Local public notice was provided by:

- (a) an article published in The Voice newspaper on 5 September 2020;
- (b) a survey on the imagine.vincent.wa.gov.au website from 23 August 2020 until 22 September 2020.

- (c) a sign on display at ANZAC Cottage;
- (d) notices on the City's social media sites and website; and
- (e) letters to residents on Kalgoorlie Street.

DETAILS:

Administration received 6 responses to its Imagine Vincent survey on the proposed transfer. The majority of the responses (four) were in favour of the transfer, one response was unsure and one response was against. The City also received two further submissions, one in support and one in opposition to the transfer. A table containing all 8 submissions received and Administration's response, if relevant, is at **Attachment 1**.

A submission by email on behalf of Marjorie Williams (nee Porter) was one of the further submissions. Mrs Williams is a member of the original family who lived in ANZAC Cottage. A copy of the full submission made on behalf of Mrs Williams is included in **Attachment 1**, the following statement is an excerpt from that submission:

'Whilst the family acknowledges the assistance and support that has been given to the Cottage by the City of Vincent, it is appreciated that the City, like all local government bodies has a huge agenda of issues and responsibilities with which to deal. Because of this and because the National Trust focus is purely centred on heritage, we feel that the transference of ownership will be beneficial to the Cottage and to the City as well, relieving the City of maintenance costs and the responsibility of caring for a building that is over a century old and was built in one day!! The National Trust staff and associates have a high level of expertise in dealing with heritage buildings and this knowledge and skills will ensure that any work carried out on the Cottage is in keeping with its heritage and the era in which it was built.'

In line with support received from the public, Administration recommends the proposed transfer of ANZAC Cottage to the National Trust. The National Trust has the resources to properly maintain and manage ANZAC Cottage to ensure its heritage value is retained while also providing for continued access to ANZAC Cottage by VVAAWA, Friends and members of the public.

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. VVAAWA has agreed to do this.

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

- 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: It is low risk for Council to approve the transfer of ANZAC Cottage to the National Trust of WA.

STRATEGIC IMPLICATIONS:

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

Connected Community

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

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

The transfer of ANZAC Cottage to the National Trust would reduce the City's ongoing maintenance costs for the cottage. The City does not receive any income from VVAAWA's lease of ANZAC Cottage.

No monetary consideration would be payable by the National Trust in exchange for the transfer of ANZAC Cottage.

The National Trust has agreed to share equally with the City the cost associated with effecting the transfer (estimated at \$1,000 plus GST).

In support of transfer?	Additional comments	Administration response (if any)
Yes	This would be a great option for the National Trust. I support it especially because the Friends of ANZAC Cottage and the Vietnam Vets in principle.	N/A
Yes	<p>The NTWA are a perfect non-political organisation to take on management of this highly significant heritage asset. As a local resident it would be great to have this used as a venue where families could visit and have family fun days that both activated the building and provoked interest and further learning about the site's history.</p> <p>The current interpretation is dated and while well intentioned, does little to encourage visitation or young people to engage with local history.</p> <p>NTWA will invariably prepare a conservation and interpretation plan that will conserve and enhance this asset for the benefit of the local community.</p>	N/A
No	<p>NTWA did a very poor job of interpreting the ANZAC story at Woodbridge, Guildford. What was a very successful story telling event, NTWA made it into a film which was basically an advertisement for Guildford Grammar.</p> <p><u>Additional comments via email:</u> expected more questions in the survey and didn't give my full opinion re the transfer of Anzac Cottage to NTWA which I completely disagree with.</p> <p>Also, I couldn't easily see where it says giving your personal details is confidential and will not be shared with NTWA.</p>	<p>Administration responded as follows: Welcome to submit additional comments via email. Comments received will be included in Council report, however, details will not be released to any third parties.</p>
Yes	What an excellent initiative ... this means the cottage will be around long after we have all gone.	N/A
Yes	As a resident of Kalgoorlie Street, my family and I would like to lend our support to this proposal and in particular note the great work of the Friends of ANZAC Cottage over the years and the richness and value they have brought to both the Cottage and the local community.	N/A

	<p>We would also like to acknowledge the importance of the extremely hard work that was carried out by the Vietnam Veterans Association of Australia (WA) to renovate the Cottage, under the leadership of Peter Ramsay, during the 1990s when it was in such terrible dis-repair.</p> <p>We were very relieved that the Friends of ANZAC Cottage have recently returned to continue their excellent community engagement program. It's wonderful to see so many people visiting and enjoying the Cottage once again!</p> <p>We were also very pleased to hear of the proposed transfer of ownership of the Cottage from the City of Vincent to the National Trust of Western Australia. We believe that this body is much more suited to managing such an important and valuable monument to keep the ANZAC spirit alive.</p> <p>We would hope that the National Trust of Western Australia will apply its commitment to not only to maintain community connection to the Cottage, but to ensure that the story of the Cottage is factual and honoured at all times. The other important aspect of transferring ownership is for the National Trust of Western Australia to ensure that both the Friends of ANZAC Cottage and the VVAAAWA can continue appropriate access into the future.</p> <p>Thank you for the opportunity to comment and provide our support for the proposed transfer of ownership to occur.</p>	
Unsure	<p>I'm concerned who will open the cottage and conduct tours etc. as NT has limited resources. While Friends have supported transfer, does that mean they will continue to open & look after? And at what cost and how often? NT's usual fee is about \$15 which is too much for a small residence one can tour in a short time. Alternatively, NT gives free entry in Heritage Week only which doesn't encourage other visits and a reason to 'manage' the cottage eg. Woodbridge House.</p>	<p>Administration provided the applicant with the following information (provided by National Trust):</p> <p>National Trust Members - FREE Adults - \$10.00 Adult/Student Concession - \$7.00 Children (5 - 17 yrs) - \$5.00 Children (under 5 yrs) - FREE Family group of four - \$25.00</p>

		<p>Group bookings (10 or more people) - from \$7.00 per person</p> <p>School Bookings by appointment and dependent upon program selected (generally \$7.00 for a half day and \$8.50 for a full day)</p> <p>National Trust is amenable to having free open days on commemorative occasions – likely ANZAC Day, Remembrance Day, the anniversary of the Cottage and possible one or two more occasions (determined in consultation with VVAAWA and Friends).</p>
Yes	<p>Please note: this comment is on behalf of Marjorie Williams (nee Porter), a member of the original family who lived in ANZAC Cottage and her family. Marjorie was born in the front bedroom of ANZAC Cottage and lived in the Cottage from her birth in 1921 through until 1946. Marjorie has continued her association with and interest in the Cottage through until the present day, with financial contributions and support for projects.</p> <p>The original Porter family who lived in ANZAC Cottage from April 16, 1916 through an agreement with the Mount Hawthorn Progress Association, support the current proposal of transference of ownership from the City of Vincent to the National Trust. The question of the Cottage ownership has been a contentious point throughout the history of this building. Evidence shows that there were attempts to take over ownership dating back as far as 1966, probably triggered by the death of the original recipient, John Porter in 1964. Whilst this came to nothing, again in the late 1970s, there was another attempt which lead to a family inhabiting the Cottage, possibly through an illegal arrangement. When this family left in the late 1980s there was yet another attempt to take over ownership. This was subject to litigation, initiated and paid for by Marjorie Williams, her son and daughter in law. The outcome of this resulted in the Cottage ownership being transferred to the Vietnam Veterans Association of Australia Western Australian branch. This organisation subsequently gifted the Cottage to the Town (now City) of Vincent in 2006.</p> <p>This chequered past belies the intent of those early residents of Mount Hawthorn who built the Cottage as a memorial to those who had fought at Gallipoli and as a home for</p>	N/A

	<p>a returned wounded soldier and his family. The generosity and dedication of these people who were living in straitened circumstances because of the war has lead to a much commented upon 'spirit' of the Cottage - an intangible heritage which is still evident today in the care and pride that Mount Hawthorn people in particular and many of those further afield take with regard to the Cottage.</p> <p>Whilst the family acknowledges the assistance and support that has been given to the Cottage by the City of Vincent, it is appreciated that the City, like all local government bodies has a huge agenda of issues and responsibilities with which to deal. Because of this and because the National Trust focus is purely centred on heritage, we feel that the transference of ownership will be beneficial to the Cottage and to the City as well, relieving the City of maintenance costs and the responsibility of caring for a building that is over a century old and was built in one day!! The National Trust staff and associates have a high level of expertise in dealing with heritage buildings and this knowledge and skills will ensure that any work carried out on the Cottage is in keeping with its heritage and the era in which it was built.</p> <p>It is also acknowledged that the National Trust ownership will build awareness of the Cottage and its significance on a national basis and enable the promotion of the Cottage to a broader audience than the current not for profit organisation, the Friends of ANZAC Cottage can achieve.</p>	
No	<p>Having resided for 48 years diagonally across from the Curtin house in Cottesloe, I have observed the changing status of this house, from the residential home of Mr Curtin's daughter to the short term accommodation it is currently operated as.</p> <p>When the property was taken over by the National trust these observations became more concerning.</p> <p>There had always been numerous individuals and groups wandering Jarrad St, trying to accurately locate the ex-prime minister's house.</p> <p>On one of the few open days I approached Mr Julian Donaldson of the National trust as to why there was no identifying signage,** The response was " signage would impinge on the tenants privacy and amenity". On this occasion I also drew Mr Donaldson's attention to the fact that possibly some of the short-term tenants weren't necessarily appropriate, for a home of this calibre, I cited various groups of fifo workers carrying in quantities of beer and alcohol and the fact that one of their guests</p>	<p>Noted. The National Trust have confirmed that ANZAC Cottage will remain open to the public, a high level of community participation will be encouraged and have provided evidence to demonstrate that they can appropriately maintain it.</p>

	<p>had an offensive sticker on his rear windscreen intimating "if you didn't like it in Australia fu*k off"</p> <p>His response to this was that they had no control over who the booking agent let the property to.</p> <p>On another occasion I approached a gardner demolishing the shrubbery and was told that it was on the instructions of the agent because of comments and complaints from tenants. It is blatantly obvious that this property's commercial reality presides over its cultural relevance. I am to understand the booking agent is through the sea Pines on the beach and is being treated as nothing more than a Cottesloe holiday let!</p> <p>There is no acknowledgement or recognition of this house's importance to our state and nation, as to its historical significance. (The residence of a war time PM) I am of the understanding that it is only, one of two ex-PM's houses in Australia available with public access.</p> <p>I have no axe to grind with the National trust, but would ask your decision-makers and stakeholders to take a look at how some of the properties under the control of the National trust are administered.</p> <p>It is not to be assumed that they will be treated with the reverence or respect their stature and cultural significance dictate.</p> <p>Recently the Cottesloe town council, on instigation from the National trust (Sept '19) amended its Local planning scheme No3, to legitimise in-place practices i.e. short stay accommodation and community purpose.</p> <p>When asked why the Curtin house was not treated by the National trust as the important place it is, response from Mr Donaldson was that the National trust doesn't have the funds to operate all properties as public amenities, if this is so why would they want another suburban cottage that can never be an efficient income generator?</p> <p>**there is now (upon insistence to CTC) a small identifying plaque in-bedded in the footpath outside the house, for most of the year is covered in Moss and leaf litter, rendering its purpose totally ineffectual.</p>	
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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 t (08) 9321 6088 | 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.

8.6 EXTENSION OF LEASE - BARLEE STREET CAR PARK, 596 (LOTS 49 & 50) BEAUFORT STREET, MOUNT LAWLEY

- Attachments:**
1. Market valuation report - 590 and 596 Beaufort Street, Mount Lawley - Confidential
 2. Preliminary assessment and concept plan - Beaufort Town Square / park - Confidential

RECOMMENDATION:**That Council:**

1. **APPROVES** providing local public notice pursuant to section 3.58 of the *Local Government Act 1995* of the proposed extension of the current lease of Lots 49 and 50 on Deposited Plan 692, known as 596 Beaufort Street, Mount Lawley (Premises) by the City from Theo Anthony Palassis, George Anthony Palassis and Palassis Holdings Pty Ltd (ACN 008 779 128) (Owners) on the following key terms:
 - 1.1 the lease will be extended for one year commencing on 14 February 2021 and expiring on 13 February 2022; and
 - 1.2 rent for the Premises will be \$60,000 per annum plus GST, outgoings and management fees.
2. If no submissions are received as a result of the public notice period in recommendation 1. above, **DELEGATES BY ABSOLUTE MAJORITY** to the Chief Executive Officer the power to enter into a deed of variation of lease to extend the lease term by one year as set out in Recommendation 1. above, and **AUTHORISES** the Mayor and Chief Executive Officer to affix the common seal and execute the deed of variation of lease.
3. **NOTES** that if any submissions 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 extension of lease.
4. **RECIEVES** the market valuation for 590 (Lot 48) Beaufort Street, Mount Lawley, as at Confidential Attachment 1.
5. **NOTES** the proposal from the Owners of 596 Beaufort Street, Mount Lawley for an equal area land exchange (Lot 48 for an equal area of Lot 50), as shown in Confidential Attachment 2, noting that it would be subject to the City using the acquired land as a park, the City consulting with the Owners in respect to the design of the park and the Owners obtaining development approval for their acquired land.
6. **NOTES** that community consultation on the potential sale of Lot 48 will commence in 2020, which will include the proposal for a land exchange as in Recommendation 5. above.

PURPOSE OF REPORT:

To consider a proposed extension of the lease by the City of Lots 49 and 50 on Deposited Plan 692, known as 596 Beaufort Street, Mount Lawley (Premises) from Theo Anthony Palassis, George Anthony Palassis and Palassis Holdings Pty Ltd (ACN 008 779 128) (Owners).

BACKGROUND:

The City owns Lot 48 on Deposited Plan 692, known as 590 Beaufort Street, Mount Lawley (Lot 48) and, pursuant to a lease dated 29 March 2001, leases the Premises (located on the two Lots adjacent to Lot 48) from the Owners. The lease expires on 13 February 2021.

The Premises and Lot 48 together comprise the Barlee Street carpark.

At Ordinary Meeting of Council held on 7 April 2020 (Item 12.3), Council approved the City consulting with the community, including through on-site signage, regarding the potential sale of Lot 48. Administration has discussed the potential sale of Lot 48 with the Owners. The Owners have expressed interest in an equal area land exchange (Lot 48 for an equal area of Lot 50), subject to the acquired land becoming a park. The land exchange would allow the Owners to construct their development so it opened onto and interacted with the park. The land exchange would result in a park / town square of approximately 700m² adjacent to Barlee Street. A concept plan and preliminary assessment of the proposed park / town square is at **Confidential Attachment 2**.

It is estimated that a land exchange, which would require public notice and the subdivision and amalgamation of the lots, would require 2-3 years to complete. The Owners are supportive of Lot 48 remaining as part of the carpark (managed by the City) in the short term until they either sell their Lots independently or the land exchange occurs.

Administration has obtained a current market valuation of Lot 48 as well as valuations for the Owners lots currently and following a potential land exchange as detailed above. The valuation report is at **Confidential Attachment 1**. The valuations indicate that the land exchange would increase the value of the Owners' lots by approximately \$300,000, by virtue of their lots being adjacent to and opening onto a 700m² park / Town Square.

DETAILS:

The lease cost (rent, outgoings and management fees) for the 2019/20 financial year was \$151,000. The Owners have agreed to extend the current lease for twelve months for a reduced rent of \$60,000 per annum plus GST, outgoings and management fees. Administration is supportive of this offer as it would allow the City the necessary time to undertake consultation in respect to the best option for the future use of Lot 48.

If the lease is extended, the City will continue to manage the carpark and receive the parking revenue (approximately \$75,000 per annum incl. GST). The carpark currently costs the City approximately \$85,000 per annum to operate, as shown in the table below. It is noted that in the 2019/20 financial year less parking income was received than usual due to COVID-19.

Income/Expense (incl GST)	2019/20	2018/19	2017/18
Rental fee	-\$122,746.40	-\$121,052.08	-\$119,393.44
Management fee	-\$9,900.00	-\$9,900.00	-\$9,900.00
Rates and Levy costs	-\$29,250.94	-\$28,234.12	-\$28,374.92
Parking income	\$57,366.13	\$75,425.98	\$79,413.18
End of Year Position	-\$104,531.21	-\$84,089.84	-\$80,610.04

The rent proposed by the Owners would significantly improve the City's position, resulting in an annual loss of about \$30,000 incl GST.

CONSULTATION/ADVERTISING:

In accordance with section 3.58 of the *Local Government Act 1995* (Act) local public notice of the proposed lease would be provided for a period of at least two weeks, commencing in late October and closing in early November. Local public notice would be provided in the following ways:

- notice in the City's local newspapers;
- public notice on the City Administration and Civic Centre, Library and Local History Centre notice boards; and
- notices on the City's website, social media platforms and in the e-newsletter.

Community consultation in respect to the best future use and potential sale of Lot 48 would occur simultaneously, through a sign on the, social media exposure and brochures to local businesses and residents. This consultation will be separate to the local public notice advertising the proposed extension of the lease.

LEGAL/POLICY:

Section 3.58(3) of the Act sets out the public notice requirements for disposal of property to a commercial entity.

Community Consultation Policy No. 4.1.5 sets out the required means of consultation.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to consider a short-term extension of the current lease of the Premises.

STRATEGIC IMPLICATIONS:

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

Thriving Places

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

Innovative and Accountable

We are open and accountable to an engaged community.





SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

The rent under the proposed extension of lease would result in an annual loss of about \$30,000 incl. GST for the Barlee Street carpark. This is an approximate reduction of \$55,000 from the loss currently experienced by the City in regard to this carpark.

8.7 APPROVAL OF POLICY DOCUMENT REGISTER AND REVIEW PLAN AND REPEAL OF POLICIES

- Attachments:
1. Policy Document Register and Review Plan  
 2. Policies recommended for repeal - compiled  

RECOMMENDATION:**That Council**

1. **APPROVES** the Policy Document Register and Review Plan at Attachment 1;
2. **REPEALS** the following policies compiled at Attachment 2:
 - 2.1 Residential Parking – Verge Information Signage (3.9.4);
 - 2.2 Hiring of Banner Poles and Displaying Promotional Banners (3.10.1);
 - 2.3 Student Citizenship Award (4.1.2);
 - 2.4 Community - Precinct Groups (4.1.6);
 - 2.5 Recognition of Ratepayers - Residents - Centenary Birthday - Golden Wedding Anniversary (4.1.28);
 - 2.6 Active Citizens Award Policy (4.1.35);
 - 2.7 Council Meetings - Preserving Order (4.2.02); and
 - 2.8 Council Members Requests - Contact with City Employees (4.2.05); and
3. **NOTES** that the Policy Document Register and Review Plan will be reviewed annually and the outcome of that review will be presented to Council.

PURPOSE OF REPORT:

To seek approval of the Policy Document Register and Review Plan at **Attachment 1** and repeal the outdated policies at **Attachment 2**.

BACKGROUND:

At its 15 September 2020 Meeting, Council approved providing public notice of the Policy Development and Review Policy at **Attachment 1**, which is proposed to replace the City's [Policy 4.1.01 – Policy Manual – Adoption and Review](#).

The policy provides guidance on the development, implementation, review and repeal of the City's Strategies, Policies and Action Plans (Policy Documents).

Public consultation on the proposed policy has commenced and the outcomes of advertising is scheduled to be presented to Council at its 15 December 2020 meeting.

DETAILS:

A key objective of the policy is that all Policy Documents align with the priorities of the Strategic Community Plan (SCP) and are developed and reviewed in close consultation with Elected Members and the community (as required).

To support the implementation of this policy, particularly a systematic review of Policy Documents, and provide a centralised location for all Policy Documents, Administration has developed a Policy Document Register and Review Plan (Plan), as at **Attachment 1**.

The Plan aligns the Policy Documents with the priorities of the SCP. The date of adoption, last review, comment on the review process / need for review and a proposed review date are listed.

Administration has identified a number of policies that either no longer align with the City's practices, or the content is operational only, and policy direction from Council is not required.

It is proposed that the following policies are repealed:

Policy Name	Commentary
Residential Parking – Verge Information Signage (3.9.4)	The content is operational - relates to size and content of information signs on verges and the process for erecting a sign. This information will be contained in an internal procedure.
Hiring of Banner Poles and Displaying Promotional Banners (3.10.1)	Not required as the City no longer hires banner poles.
City of Vincent Student Citizenship Award (4.1.2)	The content is operational. A documented policy position is unnecessary. Procedural content will form part of the suite of programs and initiatives offered annually to all local schools within the City of Vincent.
Precinct Groups (4.1.6)	The content is operational. The City's Community Funding Policy ensures that financial support is available to community groups and clubs through waiving of fees and through the pool of funding allocated for donations and grants. The proposed Property Management Framework also provides an avenue of financial support for City tenants.
Recognition of Ratepayers - Residents - Centenary Birthday - Golden Wedding Anniversary (4.1.28)	This policy is outdated, does not represent current practice and does not align with the City's current method of recognition.
Active Citizens Award Policy (4.1.35)	Not required as the City no longer runs these awards. It is noted that the Mayor hosts an annual Christmas event for community members and volunteers, which is a way of recognising and celebrating community members' involvement.
Council Meetings - Preserving Order (4.2.02)	The high-level principles covered in this policy are addressed in the City's Meeting Procedures Local law. Further clarification of these principles is not necessary.
Council Members Requests - Contact with City Employees (4.2.05)	This policy is outdated and does not reflect current practice (including the CMR process). The Governance Framework addresses Elected Member requests and response time.

Administration is also proposing the repeal of the following five policies on the adoption of the City's Public Health Plan, as these policies are either superseded by the Public Health Plan; are operational documents that have no legal, legislative or regulatory requirements; and/or the policy replicates existing legislation.

- Policy No. 3.8.4 – Safe Needle Syringe Collection and Disposal Strategy;
- Policy No. 3.8.6 – Public Buildings - Use of Open Fires;
- Policy No. 3.8.8 – Rodent and Vermin Control - Assistance to Ratepayers;
- Policy No. 3.8.9 – Healthy Vincent; and
- Policy No. 3.8.10 – Food Act 2008.

The repeal of these three policies is addressed in the Public Health Plan 2020-2025 – Outcome of Public Consultation report in this Council Agenda.

Administration has also recently reviewed the below three policies. The outcome of these reviews and proposed amendments will be discussed with Elected Members at the 27 October 2020 Council Workshop.

- [Library Collection Management \(3.11.1\)](#)
- [Local History Collection Management \(3.11.2\)](#)
- [Access Equity \(3.10.2\)](#)

These policies will be transferred to the new policy template as part of the review.

The proposed policy amendments will subsequently be presented to Council for approval to advertise.

Policy Document Review Process

The Plan identifies policies that are scheduled for review over the next quarter. It is proposed that the outcome of the review of each of these policies is presented to Council at the Council Workshop in February 2021.

A collective approach will assist with consistency in the review and drafting of the Policy Documents and enable collaborative community consultation:

The policies being reviewed over the next four months are as follows:

- [Parks, Reserves and Hall Facilities – Conditions of Hire and Use \(2.1.7\)](#)
- [Graffiti – Control and Removal \(2.1.3\)](#)
- [BPLC - Awarding of Life Membership \(1.3.1\)](#)
- [Closed Circuit Television \(3.9.12\)](#)
- [Memorial in Parks and Public Reserves \(2.1.5\)](#)
- [Percent for Public Art \(7.5.13\)](#)
- [Council Members and Employees Business Dealings with the City \(4.2.10\)](#)
- [Council Member Contact with Developers \(4.2.15\)](#)
- [Council Members – Allowances, fees and reimbursement of expenses policy](#)
- [Parklets \(2.2.13\)](#)

Administration is proposing to review the Plan annually and present the outcome of each review to Council in accordance with clause 5.3 of the proposed Policy Development and Review Policy.

CONSULTATION/ADVERTISING:

Public consultation on the repeal of the above policies or adoption of the Plan is not required.

LEGAL/POLICY:

Section 2.7 of the *Local Government Act 1995* provides that Council is to determine the City's policies. Policies provide guidance to the City's Administration and Elected Members.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to repeal the above policies which no longer align with the City's practices and adopt the Policy Document Register and Review Plan

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.

COMMENTS:

The following health policies are also recommended for repeal in conjunction with the adoption of the Public Health Plan. The repeal of these policies will be presented to Council along with the recommended adoption of the Public Health Plan, which is a separate item in the Council Agenda.

- [Safe Needle Syringe Collection and Disposal Strategy \(3.8.4\);](#)
- [Public Buildings - Use of Open Fires \(3.8.6\);](#)
- [Rodent and Vermin Control - Assistance to Ratepayers \(3.8.8\);](#)
- [Healthy Vincent \(3.8.9\); and](#)
- [Food Act 2008 \(3.8.10\)](#)

The repeal of each policy will also be recorded in the Plan.

Policy Document Register and Review Plan



<div> <div>ENHANCED ENVIRONMENT</div> <div> </div> </div> <div> <p>The natural environment contributes greatly to our inner-city community. We want to protect and enhance it, making best use of our natural resources for the benefit of current and future generations.</p> </div>				
Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Sustainable Environment Strategy 2019 - 2024	Executive Manager Corporate Strategy and Governance	Adopted 23/07/2019	On track for review 2024	Early/mid 2024
Public Open Space Strategy 2018	Manager Policy & Place	Adopted 11/12/2018	On track for review 2023	2023
Waste Strategy 2018 - 2023	Executive Director Infrastructure and Environment	Adopted 18/09/2018	On track for review 2023	2023
Waste Management (2.2.11)	Manager Waste and Recycling	Adopted 22/09/1997 Last review 13/05/2008 Review was due May 2013	Reviewed as part of the Commercial Options Appraisal February 2020. Next review scheduled for July 2021, when commercial, bulk hard waste and FOGO service details/changes are confirmed.	July 2021
Graffiti – Control and Removal (2.1.3)	Manager Parks & Urban Green	Adopted 22/03/2000 Last review 11/2010 Review was due November 2015	Review as part of Graffiti Management Review Project –November 2020.	Present outcome of review to Council Workshop February 2021
Greening Plan 2018-2023	Senior Sustainability and Innovation Advisor	Adopted 18/09/2018	Proposed review in 2023.	2023
Water Efficiency Action Plan (WEAP)	Manager Parks & Urban Green	Completed 2016	On track for review 2020	2020

Policy Document Register and Review Plan



<div> <div>ACCESSIBLE CITY</div> <p>We want to be a leader in making it safe, easy, environmentally friendly and enjoyable to get around Vincent.</p> </div>				
Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Car Parking Strategy	Manager Policy & Place	09/03/2010	Currently being reviewed.	
Parking Permits (3.9.3)	Manager Ranger Services	20/09/2016	Next review is required in May 2021	May 2021
Residential Parking – Verge Information Signage (3.9.4)	Manager Ranger Services	23/11/2010 Review was due November 2015	Recommended for repeal – operational content. Relevant content will be transferred to an internal procedure.	Recommended for repeal - October 2020
Non-residential Development Parking Requirements (7.7.1)	Manager Policy & Place	Adoption not documented	Review originally scheduled for 20/21. Recruitment delays due to COVID mean that this project is now proposed to be completed in 21/22 instead.	2021/22
Car Sharing Policy (7.7.2)	Manager Policy & Place	Adopted 30/06/2015 Review was due June 2020	Review scheduled for 24/25.	2024/25
Precinct Parking Management Plan	Manager Policy and Place	25/11/2009	Review to be undertaken as action of Integrated Transport Strategy.	3 – 5 years

Policy Document Register and Review Plan



CONNECTED COMMUNITY



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

Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Community Engagement Strategy	Manager Marketing & Communications	Being developed		
BPLC - Awarding of Life Membership (1.3.1)	Manager Beatty Park Leisure Centre	Adopted 12/06/01 Last review 28/02/12 Review was due February 2017	Review scheduled for October / November 2020	Present outcome of review to CW February 2021
Parks Reserves and Hall Facilities - Conditions of Hire of Use (2.1.7)	Manager Marketing and Partnerships	Adopted 14/04/1998 Last review 22/02/2011 Review was due February 2016	Policy review is recommended prior to the development of the Sport and Recreation Facilities Plan however this review cannot be scheduled until May /June 2021 due to resourcing limitations. Review will be undertaken in consultation with Policy and Place	May/June 2021
Concerts and Events (3.8.3)	Senior Public Health Officer	Last review 03/2014 Review was due June 2018	Review and update as part of the Public Health Plan - scheduled July 2021	July 2021
Safe Needle Syringe Collection and Disposal Strategy (3.8.4)	Senior Public Health Officer	Adopted Last review 02/2013 Review was due February 2018	This is an operational document that has no legal, legislative or regulatory requirements.	Recommended for repeal at 20 October 2020 OMC, on adoption of Public Health Plan
Public Buildings - Use of Open Fires (3.8.6)	Senior Public Health Officer	Adopted Last review 02/2012	This replicates existing legislation – <i>Health (Public Buildings) Regulations 1992</i> . The legislative requirements will	

Policy Document Register and Review Plan



CONNECTED COMMUNITY



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Alcohol Management (3.8.7)	Senior Public Health Officer	Review was due February 2017 Adopted Last review 04/2015 Review was due April 2015	be reviewed and if necessary internal guidelines developed. Under review as part of the Public Health Plan implementation.	Recommended for repeal at 20 October 2020 OMC, on adoption of Public Health Plan July 2021
Rodent and Vermin Control - Assistance to Ratepayers (3.8.8)	Senior Public Health Officer	Adopted Last review 02/2012 Review was due February 2017	This is an operational document. There is no legal, legislative or regulatory requirements that need to be included in the policy.	Recommended for repeal at 20 October 2020 OMC, on adoption of Public Health Plan
Healthy Vincent (3.8.9)	Senior Public Health Officer	Adopted Last review 12/2009 Review was due December 2014	The Public Health Plan will be the guiding document for the City on health and wellbeing, so this policy is no longer required.	Recommended for repeal at 20 October 2020 OMC, on adoption of Public Health Plan
Food Act 2008 (3.8.10)	Senior Public Health Officer	Adopted Last review 03/2014 Review was due March 2019	This policy replicates existing legislation (Food Act 2008). The legislative requirements will be reviewed and if necessary an internal procedure drafted.	Recommended for repeal at 20 October 2020 OMC, on adoption of Public Health Plan

Policy Document Register and Review Plan



CONNECTED COMMUNITY



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Shade and Sunsmart (3.8.11)	Senior Public Health Officer	Adopted Last review 08/2016	Review proposed for August 2021 when developing the Sun Protection Policy for the City.	August 2021
Mobile Food Vendors - Vending Vincent (3.8.12)	Senior Public Health Officer	Adopted 08/2016 Last review 2019	Under review – policy has been amended and community consulted	Outcomes of consultation and amended policy presented to 20 October OMC.
Closed Circuit Television (3.9.12)	Manager Ranger Services	Adopted 13/04/2010 Review was due April 2015	This policy is being reviewed as part of the new CCTV Strategy. Proposing to report back to Council in December this year to align with the CCTV Strategy. – being developed.	Present outcome of review to CW February 2021
Community Funding (3.10.11)	Manager Marketing and Partnerships	Adopted 23/01/2007 Last Review 27/06/2017, further amendments July and September 2018	Amendments to the policy were approved by Council in July 2020. Amended policy is being advertised	Present outcomes of advertising to Council in October 2020
Library Collection Management (3.11.1)	Manager Customer and Library Services	Adopted 13/05/2014	Under review	Present outcomes of review October 2020
Local History Collection Management (3.11.2)	Manager Customer and Library Services	Adopted 13/05/2014	Under review	Present outcomes of review October 2020
Student Citizenship Awards (4.1.02)	Manager Marketing & Communications	Adopted 11/1997 Review was due February 2018	Operational document - recommended for repeal	Recommended for repeal

Policy Document Register and Review Plan



CONNECTED COMMUNITY



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

Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Community Consultation (4.1.05) Appendix 1, Appendix 2, Appendix 3, Appendix 4, Appendix 5, Community Consultation Guidelines	Manager Policy and Place	Adopted 25/09/2001 Last review 22/07/2014 Review was due July 2019	Project re-scoped to align with marketing and communications review. Next step is to host a Council Workshop to clarify the problem definition. Original project scope not met due to recruitment delays as a result of COVID and inability to hold community workshops. Still to be delivered this financial year.	July 2021
Precinct groups (4.1.6)	Manager Community Partnership	Adopted 28/07/1997 Last review 01/02/2010 Review was due 01/02/2015	The content is operational. The City's Community Funding Policy ensures that financial support is available to community groups and clubs through waiving of fees and through the pool of funding allocated for donations and grants. The proposed Property Management Framework also provides an avenue for City tenants.	Recommended for repeal in October.
Disaster Appeals - Donations and Assistance (4.1.27)	Executive Manager Financial Services	Adopted 22/11/2005 Last review 04/04/2018	This policy sets out appropriate financial limits to financial and non-financial support for disaster appeals. Policy amounts are updated to reflect CPI to July 2017. Review scheduled July 2021	July 2021
Recognition of Ratepayers - Residents - Centenary	Manager Marketing & Communications	Adopted 23/07/2007	Policy has not been used recently and does not align with the City's current priorities and methods of recognition.	Recommended for repeal in October.

Policy Document Register and Review Plan



CONNECTED COMMUNITY



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

Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Birthday - Golden Wedding Anniversary (4.1.28)		Last review 28/02/2012 Review was due 28/02/2017		
Advisory Groups (4.2.12)	Policy and Place	Adopted 09/02/2010 Last review 11/10/2011 Review was due October 2016	The review is occurring as part of the community engagement review in 20/21.	July 2021
Multicultural Plan 2013-2017	Manager Marketing & Communications	2013		TBC
Reconciliation Action Plan 2019 - 2021 Innovate	Manager Marketing & Communications	2019	Develop a new RAP.	2021
Public Health Plan	Senior Public Health Officer	Currently being developed	Currently being developed and consulted on	Present to Council at October 2020 OMC for adoption

Policy Document Register and Review Plan



THRIVING PLACES



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

Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Economic Development Strategy 2011 - 2016	Manager Policy & Place	November 2010	Currently under review to be finalised following progression of Vincent Rebound Plan.	2021/22
Affordable Housing Strategy	Manager Policy & Place	24/2/2009	Review scheduled for 2024/25. It would be most appropriate to undertake this review at the same time as the Local Planning Strategy Review.	2024/25
Street Trees (2.1.2)	Manager Parks & Urban Green	Adopted 22/05/2007 Last review 22/05/2018	Next review – May 2022	May 2022
Memorial in Parks and Public Reserves (2.1.5)	Manager Parks & Urban Green	Adopted 22/08/1997 Last review 09/02/2010 Review was due February 2015	Review is scheduled for November 2020	Present outcome of review to CW February 2021
Verge Treatments Plantings and Beautification (2.2.4)	Manager Parks & Urban Green and Manager Engineering	Adopted 14/08/2007 Updated 21 August 2018	Update not required currently. Next review 2022	2020
Truncations (2.2.6)	Manager Engineering	Adopted 08/05/2007 Last review 28/02/2012 Review was due February 2017	Requires review. Sections of Policy now covered by State Planning Act and Main Roads Act.	July 2021
Stormwater Drainage Connections (2.2.10)	Manager Engineering	Adopted 22/09/1997	Review required.	December 2021

Policy Document Register and Review Plan



<div> <div>THRIVING PLACES</div> <p>Our vibrant places and spaces are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy.</p> </div>				
Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
		Review was due February 2018		
Parklets (2.2.13)	Manager Policy & Place	Approval to advertise amendments to this policy was carried at OMC 5 March 2019.	Review and amendment currently underway.	Present outcome of review to CW February 2021
Hiring of Banner Poles and Displaying Promotional Banners (3.10.1)	Manager Marketing and Partnerships	Adopted 12/09/2000 Last review 22/10/2005 Review was due November 2010	The City no longer hires the banner poles	Recommended for repeal October 2020
Access and Equity (3.10.2)	Manager Marketing and Partnerships	Adopted 25/06/2002 Last review 01/02/2010	Under review – proposed presentation to Council Workshop October 2020	October 2020
Street Activation Policy (3.10.3)	Manager Marketing and Communications	Adopted 13/11/2018	Next review 13/11/2022	November 2022
Art Collection Policy (3.10.7)	Manager Marketing and Communications	Adopted 09/02/2015 Last Review 22/08/2017	Next review 22/08/2021	August 2021
Public Art (3.10.8)	Manager Marketing and Communications	Adopted 22/08/2017 Last	Next review 22/08/2021	August 2021
Public Murals (3.10.9)	Manager Marketing and Communications	Adopted 13/09/2011 Last review March 2017	Next review March 2021	August 2021

Policy Document Register and Review Plan



THRIVING PLACES



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Flying and Displaying of Flags and Banners (4.1.09)	Manager Ranger Services	Adopted 14/10/1996 Last review 22/02/2011 Review was due in February 2016	Policy requires review.	July 2021
Temporary Accommodation (7.4.5)	Manager Policy & Place	Adopted 26/02/2015 Amended 19/20	Currently under review. Name changing to Short Term Accommodation.	Present outcome of review to CW February 2021
Education and Care Services (7.5.3)	Manager Policy & Place	Adopted 27/03/2001 Amended 12/03/2013 Review was due March 2018	Review scheduled for 22/23	2022/23
Licensed Premises (7.5.7)	Manager Policy & Place	Adopted 11/03/2014 Review was due Due 17/03/2020	Review scheduled for 23/24.	2023/24
Home Business Home Occupation Home Office and Home Store (7.5.9)	Manager Policy & Place	Adopted 23/09/2014 review was due 23/09/2019	Review originally scheduled for 20/21. This will not be met as a result of recruitment delays due to COVID. Now scheduled to be delivered in 21/22.	2021/22
Percent for Public Art (7.5.13)	Manager Policy & Place	Adopted 24/08/1998 Amendment 22 September 2015	Currently under review.	Present outcome of review to CW February 2021

Policy Document Register and Review Plan



<div> <div>THRIVING PLACES</div> <p>Our vibrant places and spaces are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy.</p> </div>				
Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Consulting Rooms Policy (7.5.22)	Manager Policy & Place	Adopted 21/11/2006 amended 12/03/2013 Review was due March 2018	Currently under review.	July 2021.
Disability Access and Inclusion Plan 2017 – 2022	Manager Marketing & Communications	2017		
Art Development Action Plan 2018-2020	Manager Marketing & Communications		Currently being developed.	

Policy Document Register and Review Plan



SENSITIVE DESIGN



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Local Planning Scheme No. 2 (As amended)	Manager Policy & Place	2018	Review scheduled for 24/25	2024/25
Local Planning Strategy	Manager Policy & Place	2018	Review scheduled for 24/25	2024/25
Built Form (7.1.1)	Manager Policy & Place	Amendment 2 complete 19/20	Currently researching and scoping Amendment 3 as a result of State Government planning reform changes. Amendment 2 progressing through WAPC.	2021
Aged or Dependent Persons Dwellings (7.4.2)	Manager Policy & Place	Adopted 27/03/2001 Amended 12/02/2013 Review was due December 2015	Review scheduled for 21/22. However, this policy is not urgent enough to be reviewed as a high priority. Proposed to shift to 2022/23.	2022/23
Encroachments Over Crown Lands (7.4.9)	Manager Policy & Place	Adopted 14/04/2009 No amendment documented	Review originally scheduled for 21/22. However, this policy is not urgent enough to be reviewed as a high priority. Proposed to shift to 2022/23.	2022/23
Minor Nature Development (7.5.1)	Manager Policy & Place	Minor Amend 19/20	Currently under review. Relies on timing of State Government planning reform so may be completed late 2020 or early 2021.	2020/21

Policy Document Register and Review Plan



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Signs and Advertising (7.5.2)	Manager Policy & Place	Adopted 20/11/2001 Amended 30/08/2011	Review scheduled for 21/22	2021/22
Substantial Commencement of Development (7.5.4)	Manager Policy & Place	Adopted 27 August 2013 Review was due August 2018	Review scheduled for 20/21. This will not be met as a result of recruitment delays due to COVID. Now scheduled to be delivered in 22/23. Not urgent enough to be delivered as a priority next year.	2022/23
Domestic Satellite Dishes Microwave Antennae and Tower Masts (7.5.5)	Manager Policy & Place	Adopted 21/03/2001 Amended 23/03/2010	Review scheduled for 22/23.	2022/23
Telecommunication Facilities (7.5.6)	Manager Policy & Place	No adoption date or amendment date documented	Review scheduled for 23/24.	2023/24
Temporary Viewing Platform (7.5.8)	Manager Policy & Place	Adopted 8/04/2014 Review was due April 2017	Review scheduled for 22/23.	2022/23
Sustainable Design (7.5.10)	Manager Policy & Place	Adopted 22/03/2011	Review scheduled for 21/22	2021/22
Character Retention and Heritage Areas (7.5.15)	Manager Policy & Place	Adopted 22/09/2015 Review was due December 2017 Commenced 19/20	Currently being amended to incorporate Mt Hawthorn.	Present outcome of review to CW February 2021

Policy Document Register and Review Plan



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Amalgamation Condition On Planning Approvals (7.5.19)	Manager Policy & Place	Adopted 23/05/2006 Amended 19/20	Review scheduled for 23/24.	2023/24
Street Addressing (7.5.20)	Manager Policy & Place	Adopted 27/03/2001 Amended 14/07/2009 Review was due July 2014	Review scheduled for 24/25.	2024/25
Sound Attenuation (7.5.21)	Manager Policy & Place	Adopted 23/05/2006 Amended 24/07/2012	Review scheduled for 24/25.	2024/25
Construction Management Plans (7.5.23)	Manager Policy & Place	Adopted 26/10/2010 amended 24/06/2014 review was due June 2019	Review scheduled for 23/24.	2023/24
Heritage Management - Development Guidelines for Heritage and Adjacent Properties (7.6.1)	Manager Policy & Place	Adopted 27/06/2006 Reviewed 8/10/2013 review was due July 2015	Review originally scheduled for 20/21. Unlikely to be met this financial year due to other policies like Built Form and Minor Nature Development taking priority. These nine policies are a major body of work and should be undertaken simultaneously.	2022/23

Policy Document Register and Review Plan



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Heritage Management - Assessment (7.6.2)	Manager Policy & Place	Adopted 17/01/2006 Last reviewed 10/07/2012 Review was due July 2015	As above.	2022/23
Trees of Significance (7.6.3)	Manager Policy & Place	Adopted 27/03/2001 Last reviewed 25/06/2013 review was due June 2018	As above.	2022/23
Heritage Management - Interpretation (7.6.4)	Manager Policy & Place	Adopted 21/12/2005 Last Review 10/07/2012 review was due July 2015	As above.	2022/23
Heritage Management - Amending MHI (7.6.5)	Manager Policy & Place	Adopted 21/06/2006 Last reviewed 30/06/2015 review was due July 2017	As above.	2022/23
Heritage Management - The Heritage List MHI (7.6.6)	Manager Policy & Place	Adopted 22/11/2005	As above.	2022/23
Heritage Management - Bonuses (7.6.7)	Manager Policy & Place	Adopted 11/06/2006	As above.	2022/23
Heritage Management - Enquiries (7.6.8)	Manager Policy & Place	Adopted 11/06/2006	As above.	2022/23

Policy Document Register and Review Plan



SENSITIVE DESIGN



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Heritage Assistance Fund (7.6.9)	Manager Policy & Place	Adopted 05/04/2016 Review is due April 2021	As above.	2022/23
Heritage Strategic Plan 2013 – 2017	Manager Policy & Place	2013	Review scheduled for 22/23.	2022/23

Policy Document Register and Review Plan



INNOVATIVE AND ACCOUNTABLE



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Asset Management Strategy	Executive Director Infrastructure and Environment		Asset Management and Sustainability Strategy 2020-2030 is currently being developed.	
Information and Communications Technology - Conditions of Use (1.1.1)	Executive Manager Information and Communication Technology	Adopted 13/06/2000 Last review November 2010 Review as due in November 2015	This policy should be repealed. Content updated and moved to Code of Conduct and procedure. Proposed repeal with adoption of updated Code of Conduct for staff and Code of Conduct for Elected Members. October / November 2020	October / November 2020
Terms of Lease (1.2.1)	Executive Manager, Corporate Strategy and Governance	Adopted 11/10/1999 Last review 01/02/2010	Property Management Policy is proposed to replace this policy	Recommended for repeal at October 2020 OMC
Code of Tendering (1.2.2)	Executive Manager Financial Services	Adopted 11/07/2000 Last reviewed November 2010 Review was due in November 2015	A contract management policy is being developed which will replace this policy.	February 2021.
Purchasing Policy (1.2.3)	Executive Manager Financial Services	Adopted 06/03/2018	Currently under review to bring in line with amendments to the <i>Local Government (Functions and General) Regulation 1996</i> to increase the tender threshold to \$250,000 presentation Review presented at September OMC, recommended for advertising.	Outcomes of advertising will be presented to December 2020 OMC

Policy Document Register and Review Plan



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Investment Policy (1.2.4)	Executive Manager Financial Services	Adopted 4/02/1997 Amended 06/12/2017	The Investment Guidelines have been updated. The Policy content aligns with current practices. Next review is due 6/12/2022	December 2022
Corporate Credit Cards (1.2.8)	Executive Manager Financial Services	Adopted 30/04/2019	Next review - April 2021	April 2021
Rates and Service Charges (1.2.12)	Executive Manager Financial Services	Adopted 08/06/2010 Review was due June 2015	Review required.	July 2021.
Recovery of Debts Rates and Service Charges (1.2.13)	Executive Manager Financial Services	Adopted 08/06/2010 Review was due in June 2015	Review required.	July 2021.
Asset Management (2.2.12)	Manager Engineering	Adopted 10/03/2009 Review was due March 2015	To be reviewed as part of the review of the Strategy	
Policy Manual - Adoption and Review (4.1.01)	Executive Manager, Corporate Strategy and Governance	Adopted 23/01/2007 Last review February 2012	New policy being advertised and will be presented to December 2020 OMC	December 2020
Customer Service Complaints (4.1.03)		Adopted 27/09/2005	Review scheduled as part of the customer service charter review	July 2021

Policy Document Register and Review Plan



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
	Library and Customer Service	Last review November 2010 Review was due in November 2015		
Freedom of Information Requests (4.1.04)	Executive Manager Information and Communication Technology	Adopted 14/04/1998 Last reviewed 04/04/2018	Next review 04/04/2022	April 2022
Organisational Structure and Designation of Senior Employees (4.1.7)	Executive Manager, Corporate Strategy and Governance	Adopted 09/02/2010 Last review 05/03/2019	Next review 05/03/2023	March 2023
Nuclear Free Zone (4.1.08)	Executive Manager, Corporate Strategy and Governance	Adopted 24/07/1995 Last reviewed 04/04/2018	Next review 04/04/2022	April 2022
Execution of Documents Policy (4.1.10)	Executive Manager, Corporate Strategy and Governance	Adopted 04/11/2003 Reviewed 2020 Updates adopted 15/09/2020	Next review 15/09/2024	September 2024
Council Logo (4.1.11)	Manager Marketing and Communications	Adopted 4/11/2003	Review due.	December 2021.

Policy Document Register and Review Plan



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
		Last review 26/02/2013 Review was due in February 2018		
Vehicle Management (4.1.16)	Manager Engineering	Original Policy adopted 22/09/1997 Amended 10/06/2008 Last review 28/09/2010 Review was due in February 2015	Review due.	December 2021.
Fraud and Corruption Prevention Policy (4.1.17)	Executive Manager, Corporate Strategy and Governance	Adopted 26/02/2013	Review is occurring as part of the development of the City's fraud management plan, which is scheduled to be completed by December 2020.	Present outcome of review to CW February 2021
Naming of City Facilities (4.1.18)	Policy and Place	Adopted 22/09/1997 Last review 26/02/2013 Review was due February 2018	Review required.	December 2021.

Policy Document Register and Review Plan



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Social Media Protocol (4.1.20)	Manager Marketing and Communications	Adopted 28/02/2012 Last review 23/10/2012 Review was due October 2017	Review required It is proposed that this policy will be combined with Media (4.1.25) , as part of the review Need to review and check that the policy aligns with WALGA's updated social media guidelines	December 2021.
Prosecution and Enforcement (4.1.22)	Manager Built Environment and Wellbeing	Adopted 22/02/2005 Last review 01/02/2010 Review was due February 2015	Review occurring.	July 2021
State Administrative Tribunal (4.1.23)	Executive Director Strategy and Development	Adopted 24/05/2005 Last review 01/02/2010 Review was due February 2015	The policy sets out the procedure for Administration to deal with SAT appeals, and is consistent with current SAT practices and requirements. Therefore a review is not a priority, and will occur in 2021/22.	July 2022.
Media (4.1.25)	Manager Marketing and Communications	Adopted 23/01/2007 Last review 25/05/2010 Review was due May 2015	Review required It is proposed that this policy will be combined with Social Media Protocol (4.1.20) as part of the review	December 2021.

Policy Document Register and Review Plan



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Civic Functions - hospitality etc. (4.1.29)	Manager Marketing and Communications	Adopted 8/07/1996 Last review 28/02/2012 Review was due February 2017	Under review	July 2021.
Recognition of Noongar Boodjar Culture and History through Welcome to Country and Acknowledgement of Country (4.1.30)	Manager Marketing and Partnerships	Adopted 11/2010 Last review 06/2018	Next review – June 2022	June 2022
Privacy Management (4.1.31)	Executive Manager, Corporate Strategy and Governance	Adopted 11/2010 Review was due November 2015	Review is required - scheduled for early 2021	Present outcome of review to CW July 2021
Sponsorship to the City (4.1.32)	Marketing and Partnerships	Adopted 11/2010 Review was due November 2015	Review scheduled	July 2021.
Third Party Mediation - Citizens Advice Bureau (4.1.33)	Executive Manager Corporate Strategy and Governance	Adopted 10/05/2011 Last review 04/04/2018	Next review – 04/04/2022	April 2022
Active Citizens Award Policy (4.1.35)	Manager Marketing and Partnerships	Adopted 27/08/2013 Review was due 27/08/2018	The City no longer runs these awards. An annual Christmas event is hosted by the Mayor to recognise community members and volunteers.	Recommended for repeal October 2020

Policy Document Register and Review Plan



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Legal Representation for Council Members and Employees (4.2.01)	Executive Manager Corporate Strategy and Governance	Adopted 23/07/2002, Last review 04/04/2018	Next review – 04/04/2022	April 2022
Council Meetings - Preserving Order (4.2.02)	Executive Manager Corporate Strategy and Governance	Adopted 27/06/2006 Last review 28/02/2012 Review was due 28/02/2019	The content of this policy is addressed in the City's Meeting Procedures Local law - recommended for repeal.	Recommended for repeal October 2020
Council Members Requests - Contact with City Employees (4.2.05)	Executive Manager Corporate Strategy and Governance	Adopted 09/04/1996 Last review 22/04/2008 Review was due 22/04/2013	This policy is outdated and does not reflect current practices (including the CMR process). The Governance Framework will address Elected Member requests and response time, so recommended that this policy is repealed.	Recommended for repeal October 2020
Council Members - Allowances etc. (4.2.07)	Executive Manager Corporate Strategy and Governance	Adopted 23/07/2002 Last review 06/03/2018	Next review – 06/03/2021. Recommended for early review in response to the City of Perth Inquiry findings.	Present outcome of review to CW February 2021

Policy Document Register and Review Plan



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Council Members and Employees Business Dealings with the City (4.2.10)	Governance / HR	Adopted 28/06/2005 Last review 01/02/2010 Review was due 01/02/2015	Review occurring over the next four months	Present outcome of review to CW February 2021
Local Government Elections (4.2.14)	Executive Manager Corporate Strategy and Governance	Adopted 12/02/2014 Review was due February 2018	Will review prior to next election. Commence review February 2021	Present outcome of review to CW June/July 2021
Council Member Contact with Developers (4.2.15)	Executive Manager Corporate Strategy and Governance	Adopted 02/06/2015 Last review 18/10/2016	Next review – 18/10/2020	Present outcome of review to CW February 2021
CEO Annual Performance Review (4.2.16)	Executive Manager Human Resources	Adopted 14/11/2017	Next review – 14/11/2020	Present outcome of review to CW February 2021
Council Election Period Policy	Executive Manager Corporate Strategy and Governance	Adopted 20/08/2019	Next review – 20/08/2023	August 2023
Council Proceedings - Recording and Web Streaming Policy	Executive Manager Corporate Strategy and Governance	Adopted 16/06/2020	Next review – 16/06/2025	June 2025
Elected Members Continuing Professional Development Policy	Executive Manager Corporate Strategy and Governance	Adopted 16/06/2020	This policy must be reviewed after each ordinary election.	October 2021
Risk Management Policy	Executive Manager Corporate Strategy and Governance	Adopted 16/06/2020	Next review – 16/06/2025	June 2025

Policy Document Register and Review Plan



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Meeting Procedures Policy & supporting guidelines: <ul style="list-style-type: none"> Electronic Meeting Guidelines Council Briefing Guidelines 	Executive Manager Corporate Strategy and Governance	Adopted 15/09/2020	Next review – 24/09/2024 (Policy) Electronic Meeting Guidelines requested review December 2020	Policy – 2024 Electronic Meeting Guidelines - December 2020
Workforce Plan	Executive Manager Human Resources		The Workforce Plan is a 1-year plan for the 2020/2021 financial year. A 5-year workforce plan will be developed by February next year.	February 2021
Asset Management Plan	Manager Engineering		TBC	TBC

Policy Document Register and Review Plan



Repealed policies

Policy	Responsible Officer	Date repealed	Comments
4.2.6 – Council Members – Purchase of Items and Equipment upon Retirement	Executive Manager Corporate Strategy and Governance	Repealed at OMC 04/04/2017 (Item 9.3.4)	The provisions of policies 4.2.6 and 4.2.8 were incorporated into the Elected Members – Allowances, Fees and Reimbursement of Expenses Policy .
4.2.8 – Council Members – Acknowledgement of Service and Purchase of Retirement Gift	Executive Manager Corporate Strategy and Governance	Repealed at OMC 04/04/2017 (Item 9.3.4)	The provisions of policies 4.2.6 and 4.2.8 were incorporated into the Elected Members – Allowances, Fees and Reimbursement of Expenses Policy .
2.1.1 Public Open Space - Maintenance of Naturally Vegetated Areas	Manager Parks & Urban Green	Repealed at OMC 28/05/2019 (Item 10.2)	Policy content is contained within the Greening Plan and Sustainable Environment Strategy and the remainder is operational content.
2.1.6 Parks and Reserves – Playgrounds, Barbeques, Outdoor Exercise Equipment and Lights.	Manager Parks & Urban Green	Repealed at OMC 28/05/2019 (Item 10.2)	Policy provides guidelines for the installation of various items of parks furniture and infrastructure. Administration considers that this policy is no longer necessary as the Public Open Space strategy now outlines the required levels of service for each respective park category.
2.1.8 Parks and Reserves - Water Conservation Design Guidelines	Manager Parks & Urban Green	Repealed at OMC 28/05/2019 (Item 10.2)	Policy contains operational content that does not require a specific policy.
2.2.1 Directional Signs	Manager Engineering	Repealed at OMC 25/06/2019 (Item 12.3)	No longer required. Minor in nature and an administrative function.
2.2.2 Undergrounding of Power	Manager Engineering	Repealed at OMC 25/06/2019 (Item 12.3)	No longer required. Given the significant financial implications any City/Ratepayer funded major Underground Power Project's, albeit under the State Program or by the City directly, requires Council approval (Sections 1 and 2). Section 3 is now covered by a Planning Policy.
2.2.3 Electricity Supply - Installation of Substations	Manager Engineering	Repealed at OMC 25/06/2019 (Item 12.3)	No longer required. Administered by Western Power under its own State Act.

Policy Document Register and Review Plan



Policy	Responsible Officer	Date repealed	Comments
2.2.5 Kerbside House Numbering	Manager Engineering	Repealed at OMC 25/06/2019 (Item 12.3)	No longer required. Enacted at the time. Created in response to predatory sales tactics by contractor.
2.2.7 Street Parties	Manager Engineering	Repealed at OMC 25/06/2019 (Item 12.3)	No longer required. Superseded by Community Engagement's 'Street Activation Policy' policy 3.10.3
2.2.9 Street Lighting	Manager Engineering	Repealed at OMC 25/06/2019 (Item 12.3)	No longer required. An administrative function and restricts the City's ability to install streetlights other than by Western Power.
4.2.09 Council Members - Professional Development	Executive Manager Corporate Strategy and Governance	Repealed OMC 17/03/2020 (Item 12.10)	These policies were replaced with the Elected Members Continuing Professional Development Policy to consolidate content and satisfy the requirements of section 5.128 of the <i>Local Government Act 1995</i> .
Policy 4.1.15 – Conferences	Executive Manager Corporate Strategy and Governance	Repealed OMC 17/03/2020 (Item 12.10)	
Risk Management Policy (4.1.26)	Executive Manager Corporate Strategy and Governance	Repealed OMC 17/03/2020 (Item 12.8)	Policy was replaced with the Risk Management Policy. The risk likelihood and consequence tables have been updated, and high and extreme risks must be reported to Council (via the Audit Committee) for approval of the risk management actions.
Council Meetings and Forums - Format Procedures and Maximum Duration (4.2.03)	Executive Manager Corporate Strategy and Governance	Repealed OMC 15/09/2020 (Item 12.4)	Policy was replaced with the Meeting Procedures Policy.

POLICY NO: 3.9.4**RESIDENT PARKING – VERGE INFORMATION SIGNAGE****OBJECTIVES**

To provide clear guidelines for the issue and use of Resident Parking – Verge Information Signage.

POLICY STATEMENT**1. RESIDENTIAL VERGE PARKING****Local Law**

- (a) The City of Vincent Local Law relating to Parking and Parking Facilities 2007 Clause 4.11(1) and (2) specifies that:

“(1) A person shall not –

- (a) park a vehicle;*
- (b) park a commercial vehicle or bus, or a trailer or caravan unattached to a motor vehicle; or*
- (c) park a vehicle during any period when the parking of vehicles on that verge is prohibited by a sign adjacent and referable to that verge,*

so that any portion of it is on a verge.”

- (2) *Subclause (1)(a) does not apply to the person if he or she is the owner or occupier of the premises adjacent to that verge, or is a person authorised by the occupier of those premises to park the vehicle so that any portion of it is on the verge.*

Register

The City’s Ranger and Community Safety Services Section will accurately maintain a register of all Resident Verge Parking Signage (and Password, or Personal Identification Number (PIN), where applicable).

2. VERGE SIGNAGE

- (a) The City will make available signage approved by the Chief Executive Officer, which complies with this policy, to residents/occupiers wishing to place a sign on the verge immediately adjacent to the premises, at a cost prescribed in the Council’s Annual Budget.

This is a “once-off” fee and extensively damaged or stolen signs are replaced free of cost. Where a replacement sign is requested, on the basis of being stolen, the resident/occupier shall report the matter to the Police (either in person or online) and provide the City with the Incident Report Number or the “Stolen Property Item Reference Number” (if applicable).

A maximum of one (1) free replacement sign shall be provided. Additional signs may be purchased (beyond the one (1) free sign) in the event that these are stolen on more than one (1) occasion.

(b) Residences

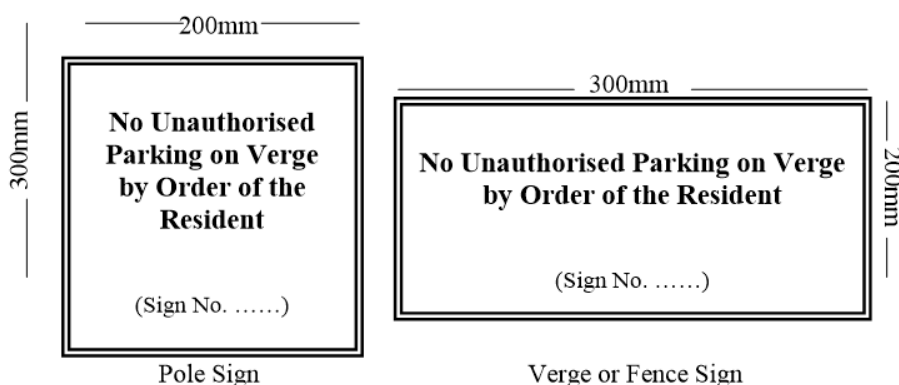
The resident will be required to complete and submit an appropriate Form to register their Resident Verge Parking Signage.

Units

In the case of units, the Management Agent or a representative authorised in writing by the Council of Owners/Body Corporate must submit the appropriate form and is to provide a written decision of the Council of Owners/Body Corporate and also confirmation that all owners and residents have been informed of the application for signage.

- (c) A maximum of two (2) signs per residential property/verge is permitted. Corner properties are permitted up to two (2) signs for each frontage.
- (d) It is the resident's/occupier's responsibility to ensure that the signage is located in an appropriate position and installed to the City's specifications, in consultation with the City, which does not cause a safety issue or hazard to pedestrians or other persons.
- (e) A City of Vincent Authorised Person may direct the verge signage to be either removed and/or relocated, where they are of the opinion that it is a safety concern or hazard to pedestrians and/or other persons.
- (f) It is the resident's/occupier's responsibility to pay the costs associated with the provision of any signage.
- (g) The Resident Parking – Verge Information sign shall:
 - A. be not less than 300mm x 200mm size;
 - B. use lettering of Times New Roman or Arial, white font and on a dark green background; and
 - C. be worded as follows:

"No Unauthorised Parking on Verge by Order of Resident"



3. **ENFORCEMENT**

- (a) The City's Ranger and Community Safety Services Section will maintain a register of Residential Verge Parking Signage.
- (b) In the event that unauthorised parking occurs the resident/occupier must be:
 - A. either in attendance at the premises at the time of lodging their complaint;
 - or alternatively
 - B. provide a Password or Personal Identification Number (PIN) which has been preregistered with the City's Ranger and Community Safety Services Section;to clearly identify any offending vehicle(s) to the City's Rangers.
- (c) Residents may register a Password or Personal Identification Number (PIN) with the City's Ranger and Community Safety Services Section, even if they do not have an approved sign installed. The registration of a password or PIN will enable residents to report unauthorised parking of vehicles on their verge, without the need to point out the offending vehicles, when the City's Rangers investigate the matter.
- (d) In the event that the resident/occupier seeks to have the infringement notice withdrawn, an Administrative Fee as prescribed by the Council must be paid, before this can occur.
- (e) The City's Rangers will only act on a complaint to investigate unauthorised parking on the relevant resident's verge.
- (f) A resident may park on their verge or authorise anybody else to park on their verge.

Date Adopted:	23 November 2010
Date Amended:	-
Date Reviewed:	-
Date of Next Review:	November 2015

POLICY NO: 3.10.1**HIRING OF BANNER POLES AND DISPLAYING
PROMOTIONAL BANNERS****OBJECTIVES**

To enhance the visual appearance of the City of Vincent through the use of well designed and appropriate banners/flags on a user pays principle and a full cost recovery practice.

To convey information about events regarding sporting, tourism, cultural and community events, and to encourage sponsor involvement in these events through promotional acknowledgment.

POLICY STATEMENT

The following conditions apply to the erection of banners within the City of Vincent:

1. APPLICATION

This policy applies to banner poles in public places which are under the control of the City.

2. PRINCIPLES

Events to be promoted on the City's banner poles must be:

- 2.1 an event run by a non-profit organisation;
- 2.2 an event run by a government organisation that is of interest to the general public; or
- 2.3 a major event, including sporting events, that attracts large numbers of local, interstate and overseas visitors to the City of Vincent and promotes the City through local, interstate and international press and television coverage.
- 2.4 Priority will be given to events which:
 - 2.4.1 Increase visitation to the City
 - 2.4.2 Provide direct benefits to the City and residents
 - 2.4.3 Reflect the culture of Vincent and Western Australia
- 2.5 The City has the discretion to accept or reject applications for hire of the banner/flag poles.

CITY OF VINCENT POLICY MANUAL
COMMUNITY SERVICES - COMMUNITY DEVELOPMENT
POLICY NO: 3.10.1
HIRING OF BANNER POLES AND DISPLAYING PROMOTIONAL BANNERS

3. HIRING BANNER/FLAG POLES - FEE SCHEDULE

The schedule of fees is based on the City of Vincent recovering the charges of its approved contractors and shall be those adopted by the Council in its Annual Budget.

4. PUBLIC LIABILITY

Applicants are required to supply proof of Public Liability Insurance to a value not less than \$5 million, prior to the erection of a banner.

5. ASSOCIATED GUIDELINES

This policy will be subject to associated guidelines which will identify the following:

- A. Applications And Bookings
- B. Payments/Sponsorship Requests
- C. Design Guidelines
- D. Banner Erection
- E. Responsibility of Banner

Date Adopted:	12 September 2000
Date Amended:	22 October 2005, November 2010
Date Reviewed:	22 October 2005
Date of Next Review:	November 2015

**GUIDELINES AND POLICY PROCEDURES FOR
HIRING OF BANNER POLES AND DISPLAYING
PROMOTIONAL BANNERS
POLICY NO. 3.10.1**

A. APPLICATIONS AND BOOKINGS

- (i) The minimum hire period for banner poles is one (1) week and a maximum of six (6) weeks per booking, with the hire period being from Monday to Monday, unless otherwise approved. All banners to be removed immediately upon completion of the event.
- (ii) All banner and flag pole bookings coordinated through the Customer Service Officer (Community Development).
- (iii) Bookings can be made up to one (1) year in advance, on a first come, first serve basis. Organisations or event organisers are limited to making two (2) bookings per year for the same event, unless otherwise approved.
- (iv) All bookings should be made in writing at least four (3) months prior to the date required.
- (v) The applicant must accept and acknowledge full responsibility for public risk and fully indemnify Council from and against all claims, judgements and the like arising from the erection or display of the banners/flags.
- (vi) The City of Vincent may remove and impound any banner/flag which does not comply with this policy without compensation to the applicant.
- (vii) The City of Vincent will always be given priority. It is acknowledged that in some cases this will conflict with an organisation that has a prior booking.

B. PAYMENTS/SPONSORSHIP REQUESTS

These fees will not apply to City of Vincent service areas. The service area using the banner poles will pay for the cost of installation and de-installation only.

The costs of banner production and fasteners will be funded from service areas budgets.

- (i) A deposit of 10% of the total booking fee is required two (2) months prior to the banner/flag erection date to secure the booking. Refer to the attached Fee Schedule for current charges.
- (ii) Payment in full must be made at least two (2) weeks prior to the erection date of the banners/flags.
- (iii) Notice of a booking cancellation is required in writing at least two (2) months in advance, in which case the 10% deposit will be refunded. If later, no refund is payable.

- (iv) The final hire charge shall incorporate the cost of installation and removal of the banners/flags which shall be carried out by the City.
- (v) The City will not reimburse the applicant for any damage or theft incurred to their banners/flags whilst being displayed.
- (vi) Sponsorship requests to provide for the reimbursement of the hire fee of banner and flag poles will be considered only for non-commercial organisations, not-for-profit groups and/or community groups. Special rates may require certification as a registered non profit organisation if requested.
- (vii) If the City agrees to reimburse any portion of the booking fee, the organiser/applicant must acknowledge the support of the City of Vincent in a mutually agreed context.
- (viii) The cost of production of the banners and flags and the provision of fasteners will be met in full by the organiser/applicant, unless otherwise negotiated with the Council.

C. DESIGN GUIDELINES

- (i) Applications should be accompanied by full details of the proposed display, including a sketch of each separate banner/flag design, dates requested for hiring and quantity of poles required. This must be received at least three (3) months prior to the proposed booking.
- (ii) All advertising and sponsorship on banners/flags is limited to 10% of the total banner/flag area. Advertising is considered to be any information on the banner/flag that is devoted to a sponsor or organisation that will benefit from having its logo or name displayed on the banner/flag.
- (iii) The banner/flag is to contain no commercial or election advertising whatsoever. There is to be no tobacco advertising on the banner/flag.
- (iv) All banners/flags are to be of a high standard of presentation, containing strong colourful graphics, concise wording and easily read by motorists and pedestrians.
- (v) The standard banner size is 2900mm high x 1500mm wide (+/- 20mm).
- (vi) The banners are to be made from a durable material of adequate strength to withstand the forces exerted by the wind without fraying or tearing for the duration of the period they are in place. The recommended banner material is PVC Banner Fabric or Fire Retardant PVC Coated Tarpaulin Fabric with UV Protection. All corners need to be gusseted in double thickness and eyelets on each corner need to be reinforced. The two eyelets at the top and the four are at the bottom.
- (vii) Applicants are required to make their own arrangements for the manufacture of their banner.

CITY OF VINCENT POLICY MANUAL
COMMUNITY SERVICES - COMMUNITY DEVELOPMENT
POLICY NO: 3.10.1
HIRING OF BANNER POLES AND DISPLAYING PROMOTIONAL BANNERS

- (viii) All banner/flag designs are to be approved prior to installation by the Chief Executive Officer, who reserves the right to refuse any designs which are not appropriate.
- (ix) The City will not install any banners/flags which fail to comply with the design guidelines or which have not been made in accordance with design specifications. These are available from the Customer Service Officer.
- (x) Banners/flags may be reused for future bookings provided they are well maintained and of a high standard of presentation.

D. BANNER ERECTION

- (i) The banners are to be erected and removed by the Council.
- (ii) The banners are to be delivered by the applicant to Customer Service Officer at the Administration Centre, 244 Vincent Street, Leederville, before 12 noon on the Thursday prior to erection.
- (iii) The erection of banners delivered after this date may be held over or incur additional erection costs.
- (iv) The banners are to be collected from the Administration Centre the Monday after dismantling.

E. RESPONSIBILITY OF BANNER

The City accepts no responsibility for damage incurred to the banner. In the event that the banner is required to be dismantled before the hire period has expired the fee is non-refundable. Should the applicant require another banner to be erected a further **\$624** (Indexed by CPI on 1 July of each year – includes 2014 increase) is payable. A 24-hour contact number should be provided.

CITY OF VINCENT POLICY MANUAL
COMMUNITY SERVICES - COMMUNITY DEVELOPMENT
POLICY NO: 3.10.1
HIRING OF BANNER POLES AND DISPLAYING PROMOTIONAL BANNERS

**HIRING OF BANNER POLES AND DISPLAYING
PROMOTIONAL BANNERS
POLICY NO: 3.10.1**

CPI INCREASES FROM JULY 2009
(Perth Based CPI)

Year	CPI	Clause E	Rounding
July 2008		\$540	
July 2009	1.4%	\$547.56	\$548
July 2010	3.5%	\$566.72	\$567
July 2011	3.0%	\$583.72	\$584
July 2012	1.0%	589.55	\$589
July 2013	2.5%	604.28	\$604
July 2014	3.3%	624.22	\$624

CITY OF VINCENT POLICY MANUAL
CHIEF EXECUTIVE OFFICER
POLICY NO: 4.1.2
CITY OF VINCENT STUDENT CITIZENSHIP AWARD

POLICY NO: 4.1.2**CITY OF VINCENT STUDENT CITIZENSHIP AWARD****OBJECTIVES**

To support annual school awards and acknowledge/s the contributions made by our youth to the City of Vincent.

POLICY STATEMENT

As part of a programme to raise the awareness of the City and local government in general, an annual "student Citizenship Award" be made to one male and one female student in the final years of Primary School, Junior High School (Year 10) and Senior High School (Year 12) attending schools located in the City of Vincent.

The award being a \$293* cheque to the school and a \$88* book voucher for a male and female student together with a certificate. Associated costs to be charged to "Public Relations".

The amount will be increased by CPI each year.

(* Indexed by CPI on 1 July of each year – includes 2015 increase)

The prize and certificate are to be presented by either the Mayor, a Ward Councillor or the Chief Executive Officer, if Council Members are unavailable, at the end of year function.

CRITERIA

The School Principal and teaching staff would have responsibility for selecting worthy recipients based on the following;

- Qualities of citizenship, such as enthusiasm, interest, fairness and participation in school and community affairs;
- Personal qualities;
- Personal development, academic achievement; and
- A good knowledge of Government, Local Government and the City of Vincent.

Date Adopted:	November 1997
Date Amended:	22 April 2008
Date Reviewed:	22 July 2003, 22 April 2008, 26 February 2013
Date of Next Review:	February 2018

CITY OF VINCENT POLICY MANUAL
CHIEF EXECUTIVE OFFICER
POLICY NO: 4.1.2
CITY OF VINCENT STUDENT CITIZENSHIP AWARD

**CITY OF VINCENT STUDENT CITIZENSHIP AWARD
POLICY NO: 4.1.2**

**CPI INCREASES FROM JULY 2009
(Perth Based CPI)**

Year	CPI	Clause 1(ii)(a)	Rounding	Clause 1(ii)(b)	Rounding
July 2008		\$250		\$75	
July 2009	1.4%	\$253.50	\$253	\$76.05	\$76
July 2010	3.5%	\$262.37	\$262	\$78.71	\$79
July 2011	3.0%	\$270.24	\$270	\$81.07	\$81
July 2012	1.0%	\$272.94	\$273	\$81.88	\$82
July 2013	2.5%	279.76	\$280	\$83.92	\$84
July 2014	3.3%	288.99	\$289	\$86.68	\$87
July 2015	1.2%	292.45	\$293	\$87.72	\$88

CITY OF VINCENT POLICY MANUAL
CHIEF EXECUTIVE OFFICER
POLICY NO: 4.1.6
COMMUNITY/PRECINCT GROUPS

POLICY NO: 4.1.6**COMMUNITY/PRECINCT GROUPS****OBJECTIVES**

To provide guidelines for the development and support of community based groups within the City.

POLICY STATEMENT

That the Council adopt the policy of supporting the establishment of incorporated community groups on the following basis:-

1. (i) the groups be established within the geographic context of groups under the Draft City of Vincent Town Planning Scheme No 1;
- (ii) (a) the City provide direct financial assistance to each of the groups on the basis of **\$568** (Indexed by CPI on 1 July of each year – includes 2015 increase) in the first year to assist with incorporation expenses, photocopying, postage and administration costs;
- (b) the City provide an annual grant of **\$316** (Indexed by CPI on 1 July of each year – includes 2015 increase) to incorporated Community/Precinct Groups who are in their second and subsequent years of operation, to cover ongoing costs associated with the administration/operations (e.g. photocopying, printing, postage, telephone and sundries), subject to;
 - (1) grant to be paid in September of each year; and
 - (2) payment will only be made where the Community/Precinct Group provides Agendas, Minutes on a regular basis and either unaudited Annual Financial Statement or Certified Annual Bank Statements (for the preceding financial year) to the City; and
 - (3) the Group holding a minimum of four (4) public meetings in any one (1) year.
- (iii) the City provide access to a local hall or facility (if possible) free of charge for up to 3 hours per month for each group;
- (iv) the City provide copies of Agendas and Minutes of the Council meetings for each of the groups; and
- (v) groups to provide copies of Meeting Agenda and Minutes and Audited Annual Financial statements to the City for distribution to Elected Members.

Page 1 of 3

2. Insurance Policy

The City will provide a Public Liability Insurance Policy on behalf of its incorporated Community/Precinct Groups (known as the Club's Broadform Liability Proposal) subject to the following conditions:

- (a) Coverage will be for Precinct Group Members, as shown in the Group's adopted AGM Minutes and also for members of the public attending approved meetings as advertised by the Precinct Group and limited to persons who sign the Group's meeting attendance sheet.
- (b) Coverage will only be in City owned buildings or public buildings not owned by the City. It will not be applicable to private residences.
- (c) The City will keep current the Policy. The City will include in its Annual Budget an amount to cover the cost of the Policy for the approved Community/Precinct Group.
- (d) Each Community/Precinct Group shall be liable for the payment of the Excess Amount, in the event of a claim being lodged with respect to that Group.
- (e) In the event of a claim being lodged, it will be the responsibility of the Community/Precinct Group (which is the subject of the claim) to pay the Policy Excess Amount.

3. At the Council meeting held on January 1997 it was resolved:

That the Council:

- (a) adopt as a model constitution for intending community groups the constitution as currently used by the Cleaver Precinct Group Inc. as the preferred model as shown laid on the table; and
- (b) encourage all community groups to develop their constitution along the lines of the model constitution and any constitution developed by community groups will need to be endorsed by Council for the group to receive formal recognition by the Council.

4. The amounts in this policy shall be increased by the Consumer Price Index (Perth) on 1 July of each year.

5. **Attendance of City Employees at Ratepayer and Community/Precinct Group Meetings**

City employees will be available, subject to the discretion and approval of the Chief Executive Officer, to attend meetings to provide information on specific matters.

Date Adopted:	28 July 1997
Date Amended:	22 October 2005, 27 June 2006, 1 February 2010
Date Reviewed:	22 October 2005, 1 February 2010
Date of Next Review:	February 2015

CITY OF VINCENT POLICY MANUAL
CHIEF EXECUTIVE OFFICER
POLICY NO: 4.1.6
COMMUNITY/PRECINCT GROUPS

COMMUNITY/PRECINCT GROUPS
POLICY NO: 4.1.6

CPI INCREASES FROM JULY 2009
(Perth Based CPI)

Year	CPI	Clause 1(ii)(a)	Rounding	Clause 1(ii)(b)	Rounding
July 2008		\$485.00	-	\$270.00	-
July 2009	1.4%	\$491.79	\$492	\$273.78	\$274
July 2010	3.5%	\$509.00	\$509	\$283.36	\$283
July 2011	3.0%	\$524.27	\$524	\$291.86	\$292
July 2012	1.0%	\$529.51	\$530	\$294.77	\$295
July 2013	2.5%	\$542.74	\$543	\$302.15	\$303
July 2014	3.3%	\$560.65	\$561	\$312.12	\$312
July 2015	1.2%	\$567.37	\$568	\$315.86	\$316

CITY OF VINCENT POLICY MANUAL
CHIEF EXECUTIVE OFFICER
POLICY NO: 4.1.28
RECOGNITION OF RATEPAYERS/RESIDENTS – CENTENARY BIRTHDAY/
GOLDEN WEDDING ANNIVERSARY

POLICY NO: 4.1.28**RECOGNITION OF RATEPAYERS/RESIDENTS –
CENTENARY BIRTHDAY/GOLDEN WEDDING ANNIVERSARY****OBJECTIVES**

To provide a guideline for acknowledging ratepayers/residents who attain the age of 100 years or celebrate a 50 year or subsequent milestone wedding anniversary.

POLICY STATEMENT

1. The Council recognises its Senior Citizens of the City and is proud to acknowledge persons who attain the age of 100 years or who celebrate their 50 year (or subsequent milestone) wedding anniversary.
2. Upon attaining the age of 100 years, the City will recognise this milestone event by:
 - (i) sending a congratulatory card and flowers. (These may be personally presented by the Mayor, if appropriate); and
 - (ii) a congratulatory notice in a local paper.
3.
 - (i) The City recognises the following wedding anniversaries:
 - 50 years – Golden Wedding
 - 60 years – Diamond Wedding
 - 70 years – Platinum Wedding
 - (ii) Upon celebrating their 50, 60 or 70 year wedding celebration, the City will recognise the milestone occasions by sending a congratulatory card and flowers. (These may be personally presented by the Mayor, if appropriate.)
4. The arrangements for card/letter/flowers are to be made through the Chief Executive Officer's Office.

Date Adopted:	23 January 2007
Date Amended:	-
Date Reviewed:	28 February 2012
Date of Next Review:	February 2017

POLICY NO: 4.1.35**ACTIVE CITIZENS AWARD****OBJECTIVE**

To publicly recognise and award residents who go above and beyond their civic duties to contribute to the community in a constructive and positive way.

POLICY STATEMENT**1. Policy Intent**

To create fair guidelines and an assessment process in awarding and recognising residents who go above and beyond their civic duties to contribute to the community in a constructive and positive way.

2. Award Nominations and eligibility guidelines

- 2.1 Nominations can be submitted by City of Vincent residents, rate payers, business owners or operators or community organisation.
- 2.2 The nominee must be a City of Vincent resident or business proprietor.
- 2.3 Nomination must be submitted in writing to the Chief Executive Officer, highlighting the nominee's actions or contributions to the community, the nominee's name, address and contact details and the nominator's name, affiliation to Vincent and contact details.
- 2.4 The Nominee can only be considered once per calendar year for an Active Citizens Award.
- 2.5 Nominations for sponsorship of events or financial contribution to the City will not be considered.

3. Procedure

The procedure for assessing nominations and awarding successful nomination is as follows:

- 3.1 Once a nomination is received, it will be assessed in accordance with the policy and guidelines by the Manager Community Development. If the nomination is considered to be worthy of an award a recommendation for an award will be made to the Council for approval. Once approval has been granted, the Nominee and Nominator will receive a letter notifying them of the award and inviting them to a Council Meeting to receive the award. This assessment process can take approximately four weeks with an additional two weeks to be presented with the award at the next available Council Meeting.
- 3.2 A recommendation for an award will be made on a confidential basis to the Council for approval.

GUIDELINES

1. The Nominee for the Active Citizen Award (ACA) must be a City of Vincent Resident.
2. The Nominee for the ACA can only be considered for a ACA once per calendar year.
3. The Nominee must be nominated by a City of Vincent rate payer, resident, business owner or operator or community organisation.
4. Nominations for sponsorship of events or financial contribution to the City will not be considered.
5. The Nomination must be submitted to the Chief Executive Officer in writing and must outline the details of how the Nominee has benefited or contributed to the community with their actions.
6. The Nomination will be assessed by the City's Officers within 30 days of receiving the Nomination and the Nominator will be informed of the outcome.
7. If the Nomination is successful the Nominee and Nominator will be invited to attend an Ordinary Meeting of Council at their convenience.

Date Adopted:	27 August 2013
Date Amended:	
Date Reviewed:	
Date of Next Review:	December 2018

POLICY NO: 4.2.2**COUNCIL MEETINGS – PRESERVING ORDER****OBJECTIVES**

To provide guidance for dealing with disruptive behaviour by the public at Council Meetings.

POLICY STATEMENT

1. The Council acknowledges that;
 - (a) there can be instances at a Council Meeting where disruptive behaviour by a member of the public makes the conduct of Council business more difficult and stressful, reducing the efficiency and effectiveness of Council Meetings. Disruptive behaviour also denies other members of the public the opportunity to participate in and observe Council proceedings; and
 - (b) it is appropriate to have procedures for dealing with disruptive and inappropriate behaviour.

2. Legal Right to Deal with Disruptive and Inappropriate Behaviour

Disruptive and inappropriate behaviour by the public at Council meetings will be dealt with under the City of Vincent Local Law Relating to Standing Orders and in accordance with this Policy.

The City of Vincent Local Law Relating to Standing Orders states:

Section 9.9 – Serious Disorder

- “(1) If at a meeting of the Council the Presiding Member is of the opinion that by reason of disorder or otherwise the business of the Council cannot effectively be continued, the meeting shall be adjourned for a period of not more than fifteen (15) minutes.*
- (2) After the adjournment in paragraph (1) the Council is to re-assemble and decide whether business is to be proceeded with, and that question is to be decided forthwith and without debate.*
- (3) Where after any proceedings under paragraphs (1) and (2), the Presiding Member is again of the opinion that the business of the Council cannot effectively be continued, the meeting may be closed or adjourned.”*

Section 9.11 – Prevention of Disturbance

- “(1) No person, other than a Member, shall interrupt or interfere with the proceedings of any meeting of the Council or committee, whether by expressing approval or dissent, by loudly conversing or by any other means.*
- (2) A person who fails to comply with paragraph (1) when so directed by the Presiding Member, shall immediately leave the Council Chamber or meeting room.*
- (3) A person directed to leave the Council Chamber or meeting room and failing to do so may, by order of the Presiding member, be removed from the Council Chamber or meeting room.*
- (4) The direction of the Presiding Member is final and may not be challenged by moving dissent with the ruling.”*

3. Inappropriate Behaviour

Inappropriate behaviour includes (but is not limited to):

- constant interjection, particularly when the Presiding Member or Elected Members present at the meeting are speaking;
- use of offensive, abusive and/or inflammatory language when addressing Council with a question or making a statement;
- aggressive/threatening behaviour towards either Elected Members, Council employees or members of the public;
- members of the public calling for points of order;
- booing individuals, Members or the Council;
- contemptuous laughter or derisive comments at decisions or during debate;
- refusal to give up the floor to allow other members of the public to ask questions or demanding to ask questions before others in contradiction of a request by the Presiding Member;
- refusal to accede to a Presiding Member's instructions, particularly when asked to desist from disruptive behaviour; and
- unnecessarily repetitive questioning.

4. Dealing with Disruptive/Inappropriate Behaviour by Members of the Public

In instances where a member of the public behaves inappropriately and causes disruption during a Council Meeting and refuses to accede to the directions of the Presiding Member, the Presiding Member shall ask them to behave with dignity and modify their behaviour.

5. Dealing with a Continuation of Disruptive Behaviour

If the disruptive/inappropriate behaviour does not cease the following action shall be taken:

- (a) the Presiding Member shall call an adjournment for a specific time period;
- (b) the Chief Executive Officer (CEO) shall discuss the situation with the offending persons during the adjournment and ask them to behave appropriately whilst in a place of government;
- (c) the Mayor and other Elected Members should retain the dignity of their office by not interacting in any way with the offending persons during the adjournment;
- (d) on resuming the meeting, the Presiding Member shall issue a warning that further continuation of the disruptive/inappropriate behaviour could lead to stronger action; and
- (e) Depending on the nature and intensity of the disruptive/inappropriate behaviour the Presiding Member may decide that more warnings will be issued before asking the CEO to request the person or persons to leave or the Police being called.
- (f) if after resuming the meeting, the disruptive behaviour continues, the Presiding Member will again adjourn the meeting and instruct the CEO to ask the offending person or persons to leave the premises.

(Note: The CEO must take this action as while the Presiding Member is in charge of the meeting.

It is the CEO who (through section 5.41(d) of the Local Government Act, has control or management of the local government's buildings, including the Council Chamber and meeting rooms and is the "person in authority" in relation to Section 70A of the Criminal Code.)

6. Instructions by CEO to Offending Persons

- (a) Once the meeting has been again adjourned, the CEO shall advise the person or persons that they are requested to leave the premises and that if they remain they will be committing the offence of trespass under Section 70A of the Criminal Code and could be prosecuted.
- (b) Should the person or persons refuse to leave, the CEO shall advise them that the Police will be called to remove them and the local government may instigate legal proceedings.

7. Apprehension and Detention

- (a) It is acknowledged that if a person or persons refuses to leave Council property, they may be apprehended and detained under Section 49 of the Police Act 1892, by the CEO, or a person authorised by him or her, may apprehend and detain any person found committing an offence punishable in a summary manner until the person can be delivered into the custody of the Police.

- (b) In view of the potential risks of personal injury, risk to the offending persons and potential for litigation, persons refusing to leave Council property will not normally be apprehended and detained.
- (c) Apprehension and detention of a person will only be carried out in extreme situations (eg to prevent violence or injury to another person) and will only be used as a final resort and/or where no alternative options are available. In these cases the CEO or a person authorised by him/her will issue the necessary instructions.
- (d) It is acknowledged that it is preferable to await the assistance of the Police to take the appropriate action.

8. Police Powers

A Police Officer has the power under Section 50(1) of the Police Act to order a person to leave a public place if he or she suspects that the person "is hindering, obstructing or preventing any lawful activity that is being, or is about to be, carried out by another person".

9. Legal Action

Prosecution for a breach of section 70A of the Criminal Code may be commenced by the CEO who is acting in the course of his or her duties. (A prosecution is initiated by a prosecution notice under section 24 of the Criminal Procedure Act 2004.)

Note: Section 70A of the Criminal Code authorises the CEO to request a person to leave not only the building where the meeting is taking place, but also the local government property. This would address the situation where a person leaves the meeting but waits outside to challenge the Elected Members or employees after the meeting.

10. Section 70A of the Criminal Code

70A. Trespass

"(1) In this section –

"person in authority", in relation to a place, means –

- (a) *in the case of a place owned by the Crown, or an agency or instrumentality of the Crown – the occupier or person having control or management of the place or a police officer; or*
- (b) *in any other case –*
 - (i) *the owner, occupier or person having control or management of the place; or*
 - (ii) *a police officer acting on a request by a person referred to in subparagraph (i);*

"police officer" means a person who holds an appointment under Part I, III or IIIA of the Police Act 1892, other than a police cadet;

"Trespass" on a place, means –

- (a) to enter or be in the place without the consent or licence of the owner, occupier or person having control or management of the place;*
 - (b) to remain in the place after being requested by a person in authority to leave the place; or*
 - (c) to remain in a part of the place after being requested by a person in authority to leave that part of the place.*
- (2) A person who, without lawful excuse, trespasses on a place is guilty of an offence and is liable to imprisonment for 12 months and a fine of \$12 000.*
- (3) In a prosecution for an offence under subsection (2), the accused has the onus of proving that the accused had a lawful excuse."*

Date Adopted:	27 June 2006
Date Amended:	-
Date Reviewed:	28 February 2012
Date of Next Review:	February 2017

POLICY NO: 4.2.5**COUNCIL MEMBERS – REQUESTS/
CONTACT WITH CITY EMPLOYEES****OBJECTIVE**

To identify the procedure for Council Members to submit their requests.

POLICY STATEMENT

1. The Mayor and Councillors are to refer their requests to the Chief Executive Officer, or if appropriate, the relevant Director; and
2. Requests/complaints are to be forwarded (preferably in writing) direct to the Chief Executive Officer for entering into the Register of Council Members' Requests. Routine requests may be forwarded direct to the relevant Director.
3. Council Member requests will be actioned within ten (10) working days and a written response will be provided to the Council Member advising of the action taken.
4. Where Council Members' Request requires a diversion of considerable staff resources (eg more than one (1) days research) or where the matter has not been included in the City's current Budget, the CEO will discuss the request with the relevant Council Member.

Date Adopted:	9 April 1996
Date Amended:	22 July 2003
Date Reviewed:	22 July 2003, 22 April 2008
Date of Next Review:	April 2013

8.8 APPOINTMENT OF COMMUNITY MEMBER TO THE CITY OF VINCENT AUDIT COMMITTEE

REPORT TO BE ISSUED PRIOR TO COUNCIL BRIEFING 13 OCTOBER 2020.

Expressions of Interest for a new member to join City of Vincent Audit Committee have been requested with a closing date of 12 October 2020.

8.9 APPOINTMENT OF TAMALA PARK REGIONAL COUNCIL REPRESENTATIVE

Attachments: Nil

RECOMMENDATION:

That Council:

1. **APPOINTS the following Elected Members to represent the City of Vincent on the Tamala Park Regional Council for the term 21 October 2020 to the next ordinary local government election, being 16 October 2021:**

Member:

1.;

Alternative Member:

1.;

PURPOSE OF REPORT:

To appoint an Elected Member to be the City's representative on the Tamala Park Regional Council (TPRC), as the current appointed member, Mayor Emma Cole, has stepped down.

BACKGROUND:

The TPRC comprises of representatives of the seven local government owner Councils. The establishment agreement of TPRC provides that the membership is to align with the local government election cycle. The City's current representative, Mayor Emma Cole, has given notice that she intends to step down from the TPRC effective 20 October 2020.

The establishment agreement for the TPRC allows an alternative member to be appointed. Cr Fotakis was appointed as the alternative member at the 22 October 2019 Ordinary Council Meeting and her term as City of Vincent Elected Member expires on 16 October 2021. Cr Fotakis will attend the 8 October 2020 TPRC meeting as the alternative member, as Mayor Cole will be on leave.

Cr Fotakis has expressed interest in nominating as the City's representative from 21 October 2020.

Council may need to consider appointing a new member and alternative member.

DETAILS:

The key details of the TPRC are as follows:

Location of Meetings:	Member Councils on a rotation basis
Time of Meetings:	6.00pm
Meeting Occurrence:	Bi-monthly
Day of Meetings:	Thursday
Dates of Meetings for the remainder of 2020:	<u>Council Meetings:</u> 8 October, 10 December <u>Committee Meetings:</u> <ul style="list-style-type: none">• <i>Management Committee</i>: alternate bi-monthly (5 per year): 12 November• <i>Audit Committee Meetings</i>: ad hoc (approximately 3-4 per year)

- *CEO Performance Review Committee: ad hoc (approximately 3-4 per year)*

Note: the Member is encouraged to nominate for at least one Committee

No. of Meetings held in 2020 so far:	4 Meetings
Responsible Liaison Officer:	Chief Executive Officer
Purpose of Council:	To make decisions concerning the Tamala Park land and its redevelopment.
Member Sitting Fees (as per SAT decision):	<ul style="list-style-type: none">• \$10,560 per annum• \$0 per meeting for Alternate Member

More detailed information about [Tamala Park Regional Council](#) can be found on its website.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Division 4 of the *Local Government Act 1995* sets out the requirements for forming a regional Council.

RISK MANAGEMENT IMPLICATIONS:

Low: Appointing representatives to the TPRC is in accordance with the establishment agreement and allows the City to participate in TPRC's decision making.

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:

There are no budget implications for the City in respect to appointing members to the TPRC. The member sitting fee is paid by the TPRC.

8.10 INFORMATION BULLETIN

- Attachments:**
1. Minutes Children and Young People Advisory Group (CYPAG) 26 August 2020 [↓](#) 
 2. Minutes of the Mindarie Regional Council meeting held on 24 September 2020 [↓](#) 
 3. Quarterly Street Tree Removal Information [↓](#) 
 4. Statistics for Development Services Applications as at end of September 2020 [↓](#) 
 5. Register of Legal Action and Prosecutions Monthly - Confidential
 6. Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 1 October 2020 [↓](#) 
 7. Register of Applications Referred to the MetroWest Development Assessment Panel - Current [↓](#) 
 8. Register of Applications Referred to the Design Review Panel - Current [↓](#) 
 9. Register of Petitions - Progress Report - October 2020 [↓](#) 
 10. Register of Notices of Motion - Progress Report - October 2020 [↓](#) 
 11. Register of Reports to be Actioned - Progress Report - October 2020 [↓](#) 

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated October 2020.

MINUTES



CHILDREN AND YOUNG PEOPLE ADVISORY GROUP

Wednesday 26 August 2020 at 6pm

Venue: Committee Room
City of Vincent
Administration and Civic Centre
244 Vincent Street Leederville

Attendees:

City of Vincent Councillors

Cr Alex Castle (Chairperson)
Cr Sally Smith (SS)

Community Representatives

Suzanne Lawrence (SL)
Laura Dunlop – o/b David Reid (LD)
Shari Stockdale (SS)
Abid Imam (AI)
Daniel Langlands (DL)

City of Vincent Officers

Virginia Miltrup – Executive Director Community & Business Services (VM)
Rossling Ellis – Manager Marketing and Communications (RE)
Kate Allen – Community Partner (KA)

1. Welcome/Declaration of Opening

The Chairperson opened the meeting at 6.05pm and delivered the Acknowledgement of Country.

2. Apologies

Nil

3. Business

4.1 Introduction to Advisory Group

The Chairperson asked all members to introduce themselves to the group. VM outlined the purpose and core role of the Advisory Group and provided some housekeeping information. Chairperson provided some information on the history of the group and previous projects.

4.2 Vincent Youth Network update

KA provided an overview of the Vincent Youth Network (VYN) and explained that the group is for young people aged between 12-25 who want to help create and plan events as well as provide a sounding board for the City for all matters relating to youth. KA outlined events which the VYN have planned and delivered including Vincent Goldrush (Amazing Race), Kids Christmas Market, Movie Night and Barista Course.

The Chairperson added that the previous CYPAG group had discussed getting a VYN member or members to attend the CYPAG in as well, in order to provide young people's perspective. The VYN has started meeting again following a break during COVID-19 restrictions and is also looking to recruit members. KA advised information about this will be sent to the group.

ACTION: 1) KA to distribute information regarding VYN membership drive to the group.

4.3 Terms of Reference review

VM went through the draft Terms of Reference and discussed the minor changes proposed including addition of VYN members to participate, references to the Youth Action Plan and clarity around the focus of the group including all ages from 0-25 years.

The Chairperson requested the group's endorsement of the Terms of Reference and these were unanimously approved.

ACTION: 1) RE and KA to provide Terms of Reference for Council endorsement at OMC.

4.4 Draft Youth Action Plan

The Chairperson provided some background to the Youth Action Plan (YAP). KA advised of the process undertaken for the development of the plan, starting with consultation with the VYN on how best to obtain input from young people for the Plan, followed by the Youth Forum, survey and then development of the draft. RE provided additional information regarding the early closure of the survey and changes that were made to the plan as a result of COVID-19 including reducing the plan to 2 years with a vision for the next 5 years and aligning deliverables to the current needs of young people during COVID-19.

LD advised that this information provides good context for the plan and maybe could be mentioned earlier in the document. The group agreed. SS advised that the advocacy element to the plan could also be included in the objectives. AI advised that the demographic references were a really good quick reference to help understand the plan and which cohorts we are servicing.

KA advised that a link to the consultation and some suggested email wording would be provided to all CYPAG members for distribution to networks. SS suggested that a condensed version of the documents be available for review as some people may be put off by a 50 page document. The group agreed and RE advised that a version with just the objectives and actions would be put together for distribution.

The Chairperson also advised the group that a workshop meeting would be held following the closure of the consultation for the group to review the feedback received and make any suggestions before the document is presented to Council for endorsement. The VYN will also be invited to the workshop to meet the CYPAG members and provide their feedback on the consultation comments.

ACTION: 1) RE to arrange for a condensed summary version of the YAP to be available on Imagine Vincent

2) KA to send CYPAG members YAP consultation materials for distribution to networks.

4.5 Other Business

LD advised that YMCA HQ have recently moved to their new servicing model at HQ and started up their drop-in space during the week after school. Advised that there would be an open day for all ages to come down and check out the space in a few weeks. KA will distribute this information to the group to share with networks once marketing materials are available.

ACTION: 1) KA to distribute information regarding YMCA HQ Open Day once this is available.

5. Close/Next Meeting

The group agreed that Wednesday at 6pm would be the regular meeting time, approximately every 2 months. Meeting dates will be sent to the group. The Chairperson closed the meeting at 7.25pm.

Signed

Councillor (Chairperson)

Dated this _____ day of _____ 20__

Attachment to CYPAG Minutes – 26 August 2020

Summary of Actions	Due Date	Status
KA to distribute information regarding VYN membership drive to the group.	18 September	In progress
RE and KA to provide Terms of Reference for Council endorsement at OMC.	TBC	In progress
RE to arrange for a condensed summary version of the YAP to be available on Imagine Vincent	28 August	Completed
KA to send CYPAG members YAP consultation materials for distribution to networks.	1 September	Completed
KA to distribute information regarding YMCA HQ Open Day once this is available.	TBC	In progress



MINUTES

ORDINARY COUNCIL MEETING

TIME: 6.30 PM

24 SEPTEMBER 2020

CITY OF VINCENT

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*



MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 2

CONTENTS

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	3
2	ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE	3
3	DECLARATION OF INTERESTS	4
4	PUBLIC QUESTION TIME	4
5	ANNOUNCEMENTS BY THE PRESIDING PERSON	5
6	APPLICATIONS FOR LEAVE OF ABSENCE	5
7	PETITIONS / DEPUTATIONS / PRESENTATIONS	5
8	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	6
8.1	ORDINARY COUNCIL MEETING – 02 JULY 2020	6
8.2	SPECIAL COUNCIL MEETING – 30 JULY 2020	6
8.3	SPECIAL COUNCIL MEETING – 20 AUGUST 2020	6
9.1	CHIEF EXECUTIVE OFFICER REPORTS.....	7
9.1	FINANCIAL STATEMENTS FOR THE MONTHS ENDED	7
	31 MAY 2020 AND 30 JUNE 2020	7
9.2	LIST OF PAYMENTS MADE FOR THE MONTHS ENDED.....	10
	31 MAY 2020 AND 30 JUNE 2020	10
9.3	EXTERNAL AUDIT COMMITTEE MEMBER APPOINTMENT	12
9.4	MINDARIE REGIONAL COUNCIL WASTE FACILITY SITE LOCAL LAW 2013 - AMENDMENT	14
9.5	MINDARIE REGIONAL COUNCIL MEETING PROCEDURES LOCAL LAW 2020.....	19
9.6	REVIEW OF COUNCIL POLICIES AND DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER.....	26
9.7	SPECIAL RATE FOR DISPOSAL OF RECYCLABLE MATERIAL AT TAMALA PARK	32
10	MEMBERS INFORMATION BULLETIN – ISSUE NO. 55.....	40
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	40
12	URGENT BUSINESS	40
13	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	40
14	MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC	41
14.1	PROPOSED RRFA KPI SUSPENSION	42
14.2	CEO PERFORMANCE REVIEW	43
15	NEXT MEETING	44
16	CLOSURE.....	44

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 3

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.33 pm

2 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**Councillor Attendance**

Cr D Boothman, JP (Chair)	City of Stirling
Cr K Vernon (Deputy Chair)	Town of Victoria Park
Cr C May	City of Joondalup
Cr A Jacob, JP	City of Joondalup
Cr J Ferrante	City of Stirling
Cr S Proud, JP	City of Stirling
Cr K Sargent	City of Stirling
Cr E Cole	City of Vincent
Cr F Cvitan, JP	City of Wanneroo
Cr D Newton, JP	City of Wanneroo

Apologies

Cr L Kosova	City of Perth
Cr K Shannon	Town of Cambridge

Leave of Absence

Cr R Fishwick, JP	City of Joondalup
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Absent

Nil

MRC Officers

Mr G Hoppe (Chief Executive Officer)
Ms A Slater (Director Corporate Services)
Ms D Toward (Executive Support)

Member Council Observers

Mr M MacPherson (City of Joondalup)
Mr R Bryant (City of Stirling)
Mr A Murphy (City of Vincent)
Ms Y Plimbley (City of Vincent)
Mr H Singh (City of Wanneroo)
Mr S Cairns (City of Wanneroo)
Mr C Kopec (City of Perth)
Mr K Hincks (Town of Cambridge)
Mr J Wong (Town of Victoria Park)

MRC Observers

Mr A Griffiths
Mr B Twine
Ms S Cherico
Mr J Shepherd

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 4

3 DECLARATION OF INTERESTS

Interest Type	Financial Interest
Name and Position of Person	Gunther Hoppe, Chief Executive Officer
Report No and Topic	14.2 CEO Performance Review
Name of Interest	May affect remuneration

4 PUBLIC QUESTION TIME

The following public questions from Mr David Wake were submitted prior to the Council meeting on 23 September 2020.

Mr Wake was seated in the public gallery and invited by the Chair to read out his questions. The Chair asked the Chief Executive Officer to respond to the questions.

The questions and responses are as follows:

Q1. Was the termination of employment of waste education team members considered at the special council meeting held on August 20, 2020?

CEO Response: Item 7.3 MRC Future Waste Options Review was considered as a confidential item at the Special Council Meeting on 20 August 2020. This report considered various matters relating to the future of the MRC, including its function as a provider of regional education services.

Q2. Will further information on the decision, marked as a confidential item, be made public in the interests of transparency?

CEO Response: Given the commercial nature of information contained in the confidential report to council on the matter, the report will remain confidential.

Q3. Why did the Mindarie Regional Council decide to discontinue its waste education program which I would say was a positive way to engage with the community and build awareness and skills to encourage waste reduction, reuse and recycling?

CEO Response: The decision to discontinue the waste education program wasn't taken lightly and was made as part of a larger restructuring of the way that the MRC provides services to its stakeholders. The restructuring will allow the MRC to provide a sustainable, fit-for-purpose service to its member councils and community going forward.

Q4. When did the Mindarie Regional Council start running Earthcarers training courses? How many people were trained to be able to adopt and promote wastewise practices to others?

CEO Response: Earthcarer courses as run by the MRC started in 2008 and put roughly 550 people through the program.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 5

Q5. Has the Mindarie Regional Council communicated its decision to terminate the waste education team and its activities to Earthcarers or other community stakeholders? If yes, how has this been done? If no, will this be done?

CEO Response: As part of the restructure we kept the Waste manager on and he is in consultation with waste teams, and regional teams. We are in the final stages of distributing assets to the councils and providing guidance to the member council education teams. As part of this process, community stakeholders and Earth Carers have been, or will be, notified of the cessation of the MRC education program and future opportunities. The restructure has also been picked up by Perth Now and is noted on the MRC's website. By next week there will be specific information to the Earth carers.

Q6. Did the council consider working with member councils to coordinate waste education efforts and retain the knowledge and skills of staff in making a determination on the future of the waste education team and program?

CEO Response: The MRC has been and continues to be in active dialogue with its member councils as they consider their waste education programs in the context of the MRC no longer providing a regional education service, including providing access to our education resources and intellectual property. Should they wish to incorporate into their programs this is a fairly seamless process.

Q7. How will the Mindarie Regional Council contribute towards attainment of goals in WA's Waste Strategy without a waste education program?

CEO Response: As a region, the MRC's member councils will continue to engage with their communities on waste education matters. The MRC remains committed to its vision of Winning Back Waste and will continue to advocate for better waste outcomes through our onsite activities including the Re-use shop, the Household Hazardous Waste program and our various recycling programs.

As far as education this will be picked up by each individual council to fulfil this space.

5 ANNOUNCEMENTS BY THE PRESIDING PERSON

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 6

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**8.1 ORDINARY COUNCIL MEETING – 02 JULY 2020**

The Minutes of the Ordinary Council Meeting held on 02 July 2020 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting of Council held on 02 July 2020 be confirmed as a true record of the proceedings.

8.2 SPECIAL COUNCIL MEETING – 30 JULY 2020

The Minutes of the Special Council Meeting held on 30 July 2020 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION

That the Minutes of the Special Council Meeting of Council held on 30 July 2020 be confirmed as a true record of the proceedings.

8.3 SPECIAL COUNCIL MEETING – 20 AUGUST 2020

The Minutes of the Special Council Meeting held on 20 August 2020 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION

That the Minutes of the Special Council Meeting of Council held on 20 August 2020 be confirmed as a true record of the proceedings.

Moved Cr Sargent, seconded Cr Newton

RESOLVED

That the recommendations for items 8.1, 8.2 and 8.3 be adopted
(CARRIED UNANIMOUSLY 10/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 7

9.1 CHIEF EXECUTIVE OFFICER REPORTS

9.1	FINANCIAL STATEMENTS FOR THE MONTHS ENDED 31 MAY 2020 AND 30 JUNE 2020
File No:	FIN/5-09
Appendix(s):	Appendix No. 1 Appendix No. 2 Appendix No. 3
Date:	18 AUGUST 2020
Responsible Officer:	DIRECTOR CORPORATE SERVICES

SUMMARY

The purpose of this report is to provide financial reporting in line with statutory requirements which provides useful information to stakeholders of the Council.

BACKGROUND

Reporting requirements are defined by Financial Management Regulations 34 of the Local Government (Financial Management) Regulations 1996.

The financial statements presented for each month consist of:

- Operating Statement by Nature – Combined
- Operating Statement by Nature – RRF Only
- Operating Statement by Function
- Statement of Financial Activity
- Statement of Reserves
- Statement of Financial Position
- Statement of Investing Activities
- Information on Borrowings
- Tonnage Report

DETAIL

The Financial Statements are for the months ended 31 May 2020 and 30 June 2020 and are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report for the 12 months to 30 June 2020 is attached at **Appendix No. 3**.

The financial statements are pending external auditor approval and are subject to change.

The complete suite of Financial Statements which includes the Operating Statements, Statement of Financial Position, Statement of Financial Activity and other related information are reported on a monthly basis.

The estimates for Provisions for Amortisation of Cell Development, Capping and Post Closure expenditure are based on the estimated rates per tonne calculated with reference to estimated excavation cost of various stages of the landfill and the life of the landfill. An adjustment is made (if necessary) at the end of the year based on actual tonnages on a survey carried out to assess the "air space" remaining and other relevant information.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 8

Summary of results for the year to date period ended 30 June 2020

	Actual	Budget	Variance
	t	t	t
Tonnes – Members	247,263	243,244	4,019
Tonnes – Others	13,828	14,385	(557)
TOTAL TONNES	261,091	257,629	3,462
<hr/>			
	\$	\$	\$
Revenue – Members	50,698,504	49,868,244	830,260
Revenue – Other	5,494,110	5,834,917	(340,807)
TOTAL REVENUE	56,192,614	55,703,161	489,453
 Expenses	 56,966,662	 57,744,363	 777,701
 Profit on sale of assets	 59,331	 257,260	 (197,929)
Loss on sale of assets	350,266	118,380	(231,886)
Impairment of assets	-	-	-
 NET DEFICIT	 (1,064,983)	 (1,902,322)	 837,339

Commentary

Tonnages for the financial year ended 30 June 2020 were 3,462 tonnes more than budgeted, mainly attributable to the Cities of Stirling and Wanneroo.

The net deficit result variance against budget of \$837,339 is mainly attributable to non-member budgeted tonnage related expenditure, the sale of assets within the year and the adoption of AASB 16 Leases.

RRF

The Resource Recovery Facility residue tonnes are marginally below phased budget by 122 tonnes delivering 59,013 tonnes in total to Tamala Park year to date.

Trade & Casuals

The Casual and Trade tonnages are 557 tonnes lower than forecast for the financial year as trade customers find alternative options for waste disposal.

VOTING REQUIREMENT

Simple Majority

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 9

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Receive the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 May 2020 and 30 June 2020, respectively.

Moved Cr Cvitan, seconded Cr Vernon

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 10/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 10

9.2	LIST OF PAYMENTS MADE FOR THE MONTHS ENDED 31 MAY 2020 AND 30 JUNE 2020
File No:	FIN/5-09
Appendix(s):	Appendix No. 4 Appendix No. 5
Date:	19 August 2020
Responsible Officer:	Director Corporate Services

SUMMARY

The purpose of this report is to provide details of payments made during the periods identified. This is in line with the requirement under the delegated authority to the Chief Executive Officer (CEO), that a list of payments made from the Municipal Fund since the last Ordinary Council meeting be presented to Council.

COMMENT

The lists of payments for the months ended 31 May 2020 and 30 June 2020 are at **Appendix 4 and 5** to this Item and are presented to Council for noting. Payments have been made in accordance with the delegated authority to the CEO which allows payments to be made between meetings. At the Ordinary Council Meeting held on 19 September 2019, the Council delegated to the CEO the exercise of its power to make payments from the Municipal Fund. In order to satisfy the requirements of Clause 13(2) of the Local Government (Financial Management) Regulations, a list of payments made must be submitted to the next Council meeting following such payments.

It should be noted that generally all payments are GST inclusive and the Mindarie Regional Council is able to claim this tax as an input credit when GST remittances are made each month to the Australian Tax Office.

Months Ended	Account	Vouchers	Amount
31 May 2020	General Municipal	Cheques	\$3,632.35
		EFT	\$3,219,510.91
		DP	\$211,170.38
		Inter account transfers	\$0.00
		Total	\$3,434,313.64
30 June 2020	General Municipal	Cheques	\$24,882.52
		EFT	\$3,897,898.59
		DP	\$260,678.02
		Inter account transfers	\$2,000,000.00
		Total	\$6,183,459.13

VOTING REQUIREMENT

Simple Majority

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 11

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 May 2020 and 30 June 2020.

Moved Cr Sargent, seconded Cr May

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 10/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 12

9.3	EXTERNAL AUDIT COMMITTEE MEMBER APPOINTMENT
File No:	GF-20-0000042
Appendix(s):	None
Date:	8 September 2020
Responsible Officer:	Director Corporate Services

SUMMARY

The Mindarie Regional Council (MRC) has historically appointed an external audit committee member to the MRC's Audit Committee in line with good governance practice.

BACKGROUND

The incumbent external audit committee member's term expired at the end of June 2020. After discussion with the Chair of the Audit Committee, the recruitment process to appoint a new external audit committee member commenced in July 2020.

DETAIL

The advert was placed in the West Australian and on the Australian Institute of Company Directors (AICD) website. The adverts resulted in three suitable applications being received. The MRC arranged a face-to-face informal chat with each of the applicants, at which stage one applicant withdrew his application.

The resumes of the remaining two candidates, one of whom was the incumbent member, were presented to the Audit Committee for consideration at the meeting held on 30 July 2020.

The Audit Committee discussed the two applicants and recommended that Phillip Draber be put forward as the most suitable candidate.

There is no remuneration payable for this position, however the member can be compensated for expenses associated with enabling them to discharge their duties of the role up to an annual limit of \$1,000.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Nil

STRATEGIC/COMMUNITY AND CORPORATE/BUSINESS PLAN IMPLICATIONS

Nil

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 13

FINANCIAL IMPLICATIONS

There is no remuneration payable for this position, however the member can be compensated for expenses associated with enabling them to discharge their duties of the role up to an annual limit of \$1,000.

COMMENT

It continues to be challenging to attract interest in external audit committee member roles in Local Government, given the restrictions in place as regards remuneration of the position.

Fortunately, both candidates who applied for the role were of a high calibre, providing the MRC with credible options.

VOTING REQUIREMENT

Absolute Majority

AUDIT COMMITTEE RECOMMENDATION

That Council:

Appoint Phillip Draber as the MRC external audit committee member, subject to his acceptance of the appointment, for the period from 24 September 2020 to 16 October 2021, the date of the next Local Government elections.

Moved Cr Proud, seconded Cr Ferrante

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 10/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 14

9.4	MINDARIE REGIONAL COUNCIL WASTE FACILITY SITE LOCAL LAW 2013 - AMENDMENT
File No:	GF-20-0000550
Appendix(s):	Appendix 6 – Proposed Mindarie Regional Council Waste Facility Site Local Law 2020 Appendix 7 – Proposed Mindarie Regional Council Waste Facility Site Local Law 2020 Summary Purpose and Effect Appendix 8 – Proposed Mindarie Regional Council Waste Facility Site Local Law 2020 Tracked Changes
Date:	7 September 2020
Responsible Officer:	Chief Executive Officer

SUMMARY

The purpose of this report is to seek Council's approval to amend the Mindarie Regional Council Waste Facility Site Local Law 2013 to take into account current updates that are required.

BACKGROUND

The existing Mindarie Regional Council Waste Facility Site Local Law 2013 ("the Local Law") was adopted by Council on 7 March 2013. Section 3.16 of the Local Government Act 1995 ("the Act") requires a periodic review of the Local Law, which for the Mindarie Regional Council falls due on 7 March 2021.

In summary, the review process requires:

- A statewide and local public notice to be given, this is to include:
 - a summary of the proposed amendments and their effect;
 - an invitation of submissions regarding the changes to the proposed amended Local Law before the date specified in the notice.
- The MRC's Administration is to prepare a report to the Council the outlining any submissions / changes / recommendations and their merit.
- The MRC is then to consider the recommendations in the report and may, by an absolute majority, proceed with the Local Law as proposed, or make minor alterations to the extent that the final document is not significantly different to that which was put to public notice.
- The adopted Local Law is to be published in the Government Gazette, with a copy to be sent to the Minister, and a memorandum to be sent to the Parliament's Joint Standing Committee.
- A final local public notice is to be given after publication in Gazette.

DETAIL

The MRC Administration has completed an internal review of the Local Law in preparation for the formal review in line with Section 3.16 of the Act, see Appendix 6 *Proposed Mindarie Regional Council Waste Facility Site Local Law 2020*.

Section 3.12(2) of the Act states that the first action in the process of making a local law is for the Presiding Member to give notice to the meeting of the purpose and effect of the proposed

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 15

local law. Regulation 3 of the Local Government (Functions and General) Regulations 1996 states that this is achieved by ensuring that:

- (a) the purpose and effect of the proposed local law is included in the agenda for that meeting
- (b) the minutes of the meeting of the Council include the purpose and effect of the proposed local law.

The **purpose** of the proposed changes is to provide the MRC with a contemporary Local Law that governs activities at the Tamala Park waste facility.

The **effect** of the amendment is to assist the MRC administration to implement changes that reflect the MRC's current operating environment and to provide relevant fees and charges for enforceable offences at the Tamala Park waste facility.

A detailed summary of the proposed amendments' purpose and effect is detailed in Attachment 2.

CONSULTATION

The development of local laws requires statutory advertising and consultation with members of the public throughout the local law-making process. This includes:

- giving state-wide public notice advertising the proposed local law and inviting submissions to be made within no less than six weeks from the date of advertising, including:
 - advertising in a newspaper circulating throughout the state
 - displaying a public notice at the MRC Administration Building
 - displaying a public notice at the Member Council's public libraries and customer service centres
 - advertising on the MRC website
 - providing a copy of the notice and a copy of the proposed local law to the Minister responsible for the Act under which the proposed local law is being made.

STATUTORY ENVIRONMENT

The process for advertising the Local law is covered in s1.7 and s1.8 of the *Local Government Act 1995*, which reads as follows:

1.7. Local public notice

(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*
- (c) *exhibited to the public on a notice board at every local government library in the district.*

(2) *Unless expressly stated otherwise it is sufficient if the notice is —*

- (a) *published under subsection (1)(a) on at least one occasion; and*
- (b) *exhibited under subsection (1)(b) and (c) for a reasonable time, being not less than —*
 - (i) *the time prescribed for the purposes of this paragraph; or*
 - (ii) *if no time is prescribed, 7 days.*

1.8. Statewide public notice

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 16

Where under this Act Statewide public notice of a matter is required to be given, section 1.7 applies except that the newspaper referred to in section 1.7(1)(a) is required to circulate generally throughout the State."

The process for amending the text of a Local Law is covered in s3.12 of the *Local Government Act 1995*, which reads as follows:

"3.12 Procedure for making local laws

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
 - (2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
 - (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
 - (3) *The local government is to —*
 - (a) *give local public notice stating that —*
 - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
 - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
 - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*
 - and*
 - (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
 - (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
 - (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.*
- * Absolute majority required.*
- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
 - (6) *After the local law has been published in the Gazette the local government is to give local public notice —*
 - (a) *stating the title of the local law; and*
 - (b) *summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
 - (c) *advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.*
-

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 17

-
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) *In this section —*
making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.
- 3.13. *Procedure where significant change in proposal*
If during the procedure for making a proposed local law the local government decides to make a local law that would be significantly different from what it first proposed, the local government is to recommence the procedure.
- 3.14. *Commencement of local laws*
(1) Unless it is made under section 3.17, a local law comes into operation on the 14th day after the day on which it is published in the Gazette or on such later day as may be specified in the local law.
(2) A local law made under section 3.17 comes into operation on the day on which it is published in the Gazette or on such later day as may be specified in the local law.
[Section 3.14 amended: No. 1 of 1998 s. 9.]
- 3.15. *Local laws to be publicised*
A local government is to take reasonable steps to ensure that the inhabitants of the district are informed of the purpose and effect of all of its local laws.
- 3.16. *Periodic review of local laws*
(1) Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.
(2) The local government is to give local public notice stating that —
(a) the local government proposes to review the local law; and
(b) a copy of the local law may be inspected or obtained at any place specified in the notice; and
(c) submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.
(3) After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.

(4) When its council has considered the report, the local government may determine whether or not it considers that the local law should be repealed or amended.*

** Absolute majority required."*
-

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 18

STRATEGIC/COMMUNITY AND CORPORATE/BUSINESS PLAN IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Advertising cost of \$2000 for the statewide and local public notices.

COMMENT

Nil

VOTING REQUIREMENT

Absolute majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. Approves the proposed amendment to the Mindarie Regional Council Waste Facility Site Local Law 2020 as detailed in Appendix 8 for the purposes of public advertising, under section 3.16 of the Local Government Act 1995; and
2. Notes that the MRC is to invite submissions to the amended Mindarie Regional Council Waste Facility Site Local Law 2020 by way of a statewide public notice; and
3. Notes that a copy of the proposed amendment to the Mindarie Regional Council Waste Facility Site Local Law 2020 will be sent to the Minister for Local Government under section 3.12 of the Act; and
4. Notes that the matter will be referred back to the Council after the last day for submissions in relation to the proposed amendment to the Mindarie Regional Council Waste Facility Site Local Law 2020.

Moved Cr Jacob, seconded Cr May

RESOLVED

That the recommendation be adopted

CARRIED UNANIMOUSLY (10/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 19

9.5	MINDARIE REGIONAL COUNCIL MEETING PROCEDURES LOCAL LAW 2020	
File No:	GF-20-0000550	
Attachment(s):	Appendix 9	Proposed Mindarie Regional Council Meeting Procedures Local Law 2020
	Appendix 10	Comparison Table
	Appendix 11	Mindarie Regional Council Standing Orders Amendment Local Law 2013
Date:	7 September 2020	
Responsible Officer:	Chief Executive Officer	

SUMMARY

The purpose of this report is to seek Council's approval to repeal the Mindarie Regional Council Standing Orders Local Law 2013 (Standing Orders) and propose the new Mindarie Regional Council Meeting Procedures Local Law 2020 (Local Law).

BACKGROUND

The existing Mindarie Regional Council Standing Orders Local Law 2013 (Amended) was adopted by Council on 4 July 2013. Section 3.16 of the Local Government Act 1995 (the Act) requires a periodic review of the Local Law, which for the Mindarie Regional Council falls due on 4 July 2021.

In summary, the review process requires:

- A statewide and local public notice to be given, this is to include:
 - a summary of the proposed amendments and their effect;
 - an invitation of submissions regarding the changes to the proposed amended Local Law before the date specified in the notice.
- The MRC's Administration is to prepare a report to the Council outlining any submissions / changes / recommendations and their merit.
- The MRC is then to consider the recommendations in the report and may, by an absolute majority, proceed with the Local Law as proposed, or make minor alterations to the extent that the final document is not significantly different to that which was put to public notice.
- The adopted Local Law is to be published in the Government Gazette, with a copy to be sent to the Minister, and a memorandum to be sent to the Parliament's Joint Standing Committee.
- A final local public notice is to be given after publication in Gazette.

DETAIL

The MRC Administration has completed an internal review of the Standing Orders in preparation for the formal review in line with Section 3.16 of the Act, see Appendix 9 *Proposed Mindarie Regional Council Meeting Procedures Local Law 2020*.

The review identified a number of opportunities to improve the overall arrangement and operation of the Local Law. The MRC used the WALGA template as the basis for the proposed

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 20

Local Law, and in addition, a number of member council local laws were referred to for comparison.

Due to the number of changes identified to the existing Standing Orders it is proposed that the current Standing Orders be repealed and a new local law created.

A comparison table is provided at Appendix 10 which demonstrates how the provisions of the Standing Orders have been incorporated into the proposed Local Law.

The procedure for making local laws is detailed in the Act and is a specific legislative process that must be adhered to in order for the local law to be accepted by the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

Section 3.12(2) of the Act states that the first action in the process of making a local law is for the Presiding Member to give notice to the meeting of the purpose and effect of the proposed local law. Regulation 3 of the Local Government (Functions and General) Regulations 1996 states that this is achieved by ensuring that:

- (a) the purpose and effect of the proposed local law is included in the agenda for that meeting
- (b) the minutes of the meeting of the Council include the purpose and effect of the proposed local law.

The **purpose** of the proposed Mindarie Regional Council Meeting Procedures Local Law 2020 is to provide the rules that apply to the conduct of meetings of the Council and its committees.

The **effect** of the Mindarie Regional Council Meeting Procedures Local Law 2020 is intended to result in:

- (a) better decision making by the Council and its committees
- (b) the orderly conduct of meetings dealing with Council business
- (c) better understanding of the process of conducting meetings
- (d) more efficient and effective use of time at meetings.

CONSULTATION

The development of local laws requires statutory advertising and consultation with members of the public throughout the local law-making process. This includes:

- giving state-wide public notice advertising the proposed local law and inviting submissions to be made within no less than six weeks from the date of advertising, including:
 - advertising in a newspaper circulating throughout the state
 - displaying a public notice at the MRC Administration Building
 - displaying a public notice at the Member Council's public libraries and customer service centres
 - advertising on the MRC website
- providing a copy of the notice and a copy of the proposed local law to the Minister responsible for the Act under which the proposed local law is being made.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 21

STATUTORY ENVIRONMENT

The process for advertising the Local law is covered in s1.7 and s1.8 of the *Local Government Act 1995*, which reads as follows:

“1.7. Local public notice

- (1) *Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be —*
- (d) *published in a newspaper circulating generally throughout the district; and*
 - (e) *exhibited to the public on a notice board at the local government’s offices; and*
 - (f) *exhibited to the public on a notice board at every local government library in the district.*
- (2) *Unless expressly stated otherwise it is sufficient if the notice is —*
- (c) *published under subsection (1)(a) on at least one occasion; and*
 - (d) *exhibited under subsection (1)(b) and (c) for a reasonable time, being not less than —*
 - (i) *the time prescribed for the purposes of this paragraph; or*
 - (ii) *if no time is prescribed, 7 days.*

1.8. Statewide public notice

Where under this Act Statewide public notice of a matter is required to be given, section 1.7 applies except that the newspaper referred to in section 1.7(1)(a) is required to circulate generally throughout the State.”

The process for amending the text of a Local Law is covered in s3.12 of the *Local Government Act 1995*, which reads as follows:

“3.12 Procedure for making local laws

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
- (d) *give local public notice stating that —*
 - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
 - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
 - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*
- and*
-

- (e) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
- (f) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*

- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.*

** Absolute majority required.*

- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice —*
 - (d) *stating the title of the local law; and*
 - (e) *summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
 - (f) *advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) *In this section —*
 - making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.*

3.13. *Procedure where significant change in proposal*

If during the procedure for making a proposed local law the local government decides to make a local law that would be significantly different from what it first proposed, the local government is to recommence the procedure.

3.14. *Commencement of local laws*

- (1) *Unless it is made under section 3.17, a local law comes into operation on the 14th day after the day on which it is published in the Gazette or on such later day as may be specified in the local law.*
- (2) *A local law made under section 3.17 comes into operation on the day on which it is published in the Gazette or on such later day as may be specified in the local law.*

[Section 3.14 amended: No. 1 of 1998 s. 9.]

3.15. *Local laws to be publicised*

A local government is to take reasonable steps to ensure that the inhabitants of the district are informed of the purpose and effect of all of its local laws.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 23

3.16. *Periodic review of local laws*

- (1) *Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.*
- (2) *The local government is to give local public notice stating that —*
 - (d) *the local government proposes to review the local law; and*
 - (e) *a copy of the local law may be inspected or obtained at any place specified in the notice; and*
 - (f) *submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.*
- (3) *After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.*
- (4) *When its council has considered the report, the local government may determine* whether or not it considers that the local law should be repealed or amended.*

** Absolute majority required."*

STRATEGIC/COMMUNITY AND CORPORATE/BUSINESS PLAN IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Advertising costs of approximately \$2,000 for statewide, local public notices and Government Gazette.

COMMENT

Nil

VOTING REQUIREMENT

Absolute majority

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 24

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. Approves the proposed Mindarie Regional Council Meeting Procedures Local Law 2020 as detailed in Attachment 1 for the purposes of public advertising, under section 3.16 of the Local Government Act 1995; and
2. Notes that the MRC is to invite submissions to the Mindarie Regional Council Meeting Procedures Local Law 2020 by way of a statewide public notice; and
3. Notes that a copy of the proposed Mindarie Regional Council Meeting Procedures Local Law 2020 will be sent to the Minister for Local Government under section 3.12 of the Act; and
4. Notes that the matter will be referred back to the Council after the last day for submissions in relation to the proposed Mindarie Regional Council Meeting Procedures Local Law 2020.

Moved Cr Cole, seconded Cr Proud

AMENDMENT 1 to the Meeting Procedures Local Law 2020, Part 6 Public Participation, Clause 6.7 (8) to delete the word 'two' and replace with the word three, so that the new clause reads 'A member of the public shall have three minutes to ask a question.

(CARRIED UNANIMOUSLY 10/0)

Moved Cr Cole, seconded Cr May

AMENDMENT 2 to the Meeting Procedures Local Law 2020, Part 6 Public Participation, Clause 6.9 to add the word 'Statement' so that the title of clause 6.9 now reads 'Deputations and Statements'; and that any consequential changes required to give effect to amendments 1 and 2 be made.

(CARRIED UNANIMOUSLY 10/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 25

Moved Cr Cole, seconded Cr Cvitan
RESOLVED

That Council,

1. Approves the proposed Mindarie Regional Council Meeting Procedures Local Law 2020 as detailed in Attachment 1 for the purposes of public advertising, under section 3.16 of the Local Government Act 1995 with:
 - a) Clause 6.7 (8) deleting the word 'two' and replacing with the word 'three', so that the new clause reads 'A member of the public shall have three minutes to ask a question';
 - b) Clause 6.9 adding the word 'Statement' so that the title of clause 6.9 now reads 'Deputations and Statements';
 - c) including any consequential changes to give effect to a) and b); and
2. Notes that the MRC is to invite submissions to the Mindarie Regional Council Meeting Procedures Local Law 2020 by way of a statewide public notice; and
3. Notes that a copy of the proposed Mindarie Regional Council Meeting Procedures Local Law 2020 will be sent to the Minister for Local Government under section 3.12 of the Act; and
4. Notes that the matter will be referred back to the Council after the last day for submissions in relation to the proposed Mindarie Regional Council Meeting Procedures Local Law 2020.

(CARRIED UNANIMOUSLY 10/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 26

9.6	REVIEW OF COUNCIL POLICIES AND DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER
File No:	GF-20-0000032
Appendix(s):	Appendix 12 - Council Policies – with tracked changes Appendix 13 - Council Policies – clean copy
Attachment(s):	Attachment 1 - Register of Delegations
Date:	8 September 2020
Responsible Officer:	Chief Executive Officer

SUMMARY

The report seeks endorsement of the review undertaken by the Chief Executive Officer (CEO) on the current Council Policies and delegations to the CEO.

BACKGROUND

Sections 5.18 and 5.46 of the *Local Government Act 1995* (the Act) require that at least once every financial year, delegations are to be reviewed by the Council.

The MRC's Corporate Business plan requires that the Council Policies are relevant and reviewed by Council.

Council are requested to endorse the reviewed Delegations Register and Council Policies to ensure they are operating effectively, providing for efficient and timely administrative decisions and services in relation to discretionary decisions the Council has the ability to make by virtue of the Act and other statutes.

DETAIL

The 2020 annual review of the Register of Delegations of Authority and Council Policies and was undertaken to determine the appropriateness of existing delegations and Council Policies.

The Chief Executive Officer's review of the Register of Delegations and Council Policies identified a number minor changes.

Proposed amendments/additions to the Register of Delegations and Council Policies are submitted in Attachment 1 (Register of Delegations) and Appendices 12 and 13 (Council Policies).

The Register of Delegations identified only minor changes to text which can be found at Attachment 1.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 27

A summary of the changes for the Council Policies is as follows:

CP01 – Annual Fees, Allowances and Expenses for Councillors

No change

CP02 – Affixing of the Common Seal

No change

CP03 – Councillor Arrangements when attending an Overseas/Interstate/Intrastate Conference

No Change

CP04 – Employee Arrangements when attending an Overseas/Interstate/Intrastate Conference

No change

CP05 - Deleted (removed by approval at OCM on 06/08/2018)

CP06 - Purchase of Goods and Services

Minor changes to incorporate State of Emergency conditions.

CP07 – Deleted (removed by approval at OCM on 20/8/2015)

CP08 - Provision and Use of Council Vehicles

No change

CP09 - Investments

No change

CP10 – Donations – Financial Assistance/Support

Minor change

CP11 – Use of Corporate Credit Cards

No change

CP12 – Gate Fee Setting

No change

CP13 – Budget Variance Reporting Threshold

No change

CP14 – Acting Chief Executive Officer Appointment

No change

CP15 – Employer/Employee Matching Community Contributions

No change

CP16 – Legal Representation for Mindarie Regional Council Elected Members, Committee Members, Committee Members and Employees

No Change

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 28

CP17 – Continuing professional development for Council Members
New draft policy for Council adoption

CP18 - IT Policy
New draft policy for Council adoption

EP01 – Environmental Policy
Minor change

CONSULTATION
Nil

STATUTORY ENVIRONMENT
Local Government Act 1995

The following extracts from the Act relate to Council's obligations in the areas of policy development and delegations to the CEO.

- "2.7. *Role of Council*
(1) *The Council —*
(a) *governs the local government's affairs; and*
(b) *is responsible for the performance of the local government's functions.*
(2) *Without limiting subsection (1), the Council is to —*
(a) *oversee the allocation of the local government's finances and resources; and*
(b) *determine the local government's policies.*
- 5.42. *Delegation of some powers and duties to CEO*
(1) *A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
(a) *this Act other than those referred to in section 5.43; or*
(b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*
** Absolute majority required.*
(2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*
- 5.43. *Limits on delegations to CEO*
A local government cannot delegate to a CEO any of the following powers or duties —
(a) *any power or duty that requires a decision of an absolute majority of the council;*
(b) *accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
(c) *appointing an auditor;*
(d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
(e) *any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
(f) *borrowing money on behalf of the local government;*

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 29

- (g) *hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) *the power under section 9.49A (4) to authorise a person to sign documents on behalf of the local government;*
- (h) *any power or duty that requires the approval of the Minister or the Governor;*
- (i) *such other powers or duties as may be prescribed."*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC/COMMUNITY AND CORPORATE/BUSINESS PLAN IMPLICATIONS

Strategic Community Plan 2018 -2037		
OBJECTIVE 1		Long Term Viability
Sub Objective		Good Corporate Governance
This report is required by legislation to ensure that the Council has the opportunity to review its current policies and the delegations it has provided to the Chief Executive Officer thus maintaining the relevance of the documents.		
Corporate Business Plan 2018 – 2037		
Strategies	Actions	Responsible Officer
1.1.2	Ensure Council Policies are relevant and reviewed by Council	CEO
1.1.3	Review the relevance of the delegations from the Council and report findings to Council	CEO
These actions ensure that an officer within the organisation, in this case the CEO, has a direct responsibility to review the current Council Policies and Instrument of Delegation and report the review findings to Council.		

COMMENT

The MRC is to keep a register of the delegations made and review the delegations at least once every financial year.

VOTING REQUIREMENT

Simple/Absolute Majority

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 30

RESPONSIBLE OFFICER RECOMMENDATION

That the Council:

1. Approve the addition of policy CP17 - Continuing professional development for Council Members.
2. Approve the addition of policy CP18 - IT Policy.
3. Retain the remaining Council Policies with changes as contained in Appendix 6.
4. Endorses the delegations made to the Chief Executive Officer as detailed in Attachment 1 of this report.
(absolute majority required)

Moved Cr Cole, seconded Cr Newton

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 10/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 31

ATTACHMENT 1
MINDARIE REGIONAL COUNCIL – Delegations of Authority Register
COUNCIL TO CHIEF EXECUTIVE OFFICER

1. GOVERNANCE				
No.	Reference	Delegation	Condition(s)	Assignee(s)?
1.1	LGAct 1995 s.9.10	Appoint persons or classes of persons to be authorised for the purposes of performing particular functions	Each authorised person to be issued with a certificate of authorisation	NO
1.2	LGAct 1995 s.5.42	Appoint an employee of the MRC to the position of Acting CEO where the CEO is unable, or expected to be unable by reason of illness, temporary absence from WA, or any other reason, to perform the functions of the position	Not exceeding 3 months in any period of 12 months	NO
2. FINANCE				
2.1	LG (Functions and General) Regulations 1996 Reg. 11A	Approve requisitions and purchase orders for the supply of goods and services	Requisitions and purchase orders to be within the budget allocation as reviewed from time to time	YES
2.2	LG(Financial Management Regulations) 1996 Reg.8	Open and close bank accounts, access accounts electronically and transfer funds electronically		YES
2.3	LG(Financial Management Regulations) 1996 Reg. 11, 12 and 13	Approve and make payment of accounts	1. In accordance with approved procedure set out in Reg.11; 2. Where funds have been provided in the budget and the accounts are acquitted prior to payment; 3. List of accounts paid to be reported to Council as required by Reg.13	YES
2.4	LG(Financial Management Regulations) 1996 Reg.34(1)(a)	Prepare monthly financial reports	In accordance with Reg.34	YES
2.5	LGAct s.6.14	Invest funds surplus to the immediate needs of the Council	Subject to the internal control procedures set out in Reg.19	YES
2.6	LGAct s.6.12	Waive Fees and Write Off Debts	1. Not exceeding a total of \$10,000 for any one debtor in any financial year; 2. Ensure all reasonable effort has been made to recover the debt; 3. Where fees or debts have been waived, or concessions granted, they are to be reported in the mid-year budget review	NO
2.7	LGAct s.3.57	Seek Expressions of Interest and/or call tenders for goods or services	For items listed on the budget and subsequently approved for proceeding by Council	YES
2.8	LG(Functions & General) Regs.14(2a) and 20	Vary contracts up to \$50,000 or 10% of the contract value, whichever is the lesser	1. For the RRFA only if it incurs no additional risk or liability to the MRC; 2. Variations approved for significant contracts, including all contracts awarded following public tenders, to be reported to the next following Council meeting	NO
2.9	LGAct s.3.58(5) and LG(Functions & General) Regs.30(3)	Dispose, which includes writing off, of property (assets)	1. The value of the property (assets) is less than \$20,000; 2. Ensure all reasonable effort has been made to secure current market prices for the item or material	NO

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 32

9.7	SPECIAL RATE FOR DISPOSAL OF RECYCLABLE MATERIAL AT TAMALA PARK
File No:	GF-20-0001436
Appendix(s):	Nil
Date:	8 September 2020
Responsible Officer:	Chief Executive Officer

At the Ordinary Council Meeting held on 2 July 2020, a procedural motion was carried to hold this item over to the next Council Meeting.

SUMMARY

The purpose of this report is to present to Council the additional information requested at the Ordinary Council Meeting (OCM) of 23 April 2020.

BACKGROUND

A fire at Cleanaway's Material Recovery Facility (MRF) in South Guildford on 25 November 2019 rendered the processing infrastructure used by a number of the Mindarie Regional Council's (MRC) member councils unavailable.

This resulted in some recyclable material being landfilled at Tamala Park. A request for the consideration of a discounted rate for member councils in respect of this material was received from a member council, discussed at the Strategic Working Group (SWG) meeting in December 2019 and presented to Council for consideration.

In response to reports on this matter presented to Council at the OCM of 27 February 2020 and at the OCM of 23 April 2020, at the OCM on 23 April 2020, it was resolved:

That Council:

- 1. Authorise the CEO and the Chairman to engage with the Environment Minister on the creation of additional strategic recycling capacity in the northern corridor, through the identification of preferred sites, and through the provision of incubation funding from the WARR account for a defined period of time.*
 - 2. Requests a further report investigating the option to provide a special rate to Member Councils for the disposal of recycling materials at Tamala Park Landfill between 25 November 2019 and 30 June 2020 taking into consideration the recycling processing market rate/s at the time and the information stipulated in the reasons for the amendment.*
-

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 33

The reasons for amendment included the following narrative and nine specific points:

A reduced rate equivalent to the current market recycling processing rate is considered to be a fairer proposition. To enable an informed decision on this matter, the report needs to provide further information as per the following questions:

- 1. It appears that not all questions asked by Councillors at MRC OCM on 27 February 2020 have been answered in the additional information to Item 9.3. Could Administration provide a copy of all questions that were asked by Councillors relating to this item and Administration's answers in the order they were asked?*
- 2. Was the offer of a reduced rate to accept recycling materials at Tamala Park Landfill made to all member councils or to only some of them?*
- 3. What was the basis of this offer – presumably to demonstrate a regional approach? Could Administration advise and confirm that this is the case?*
- 4. When this issue was first discussed at the December SWG meeting, how was the proposal to provide a potentially reduced gate fee to affected member councils received?*
- 5. Please provide financial modelling on the anticipated financial impact of the COVID-19 Pandemic on MRC and how this impacts on the revised recommendation, as presented by Administration;*
- 6. An \$80/tonne difference between the rates of \$205/tonne and \$125/tonne will equate to \$294,800. Does Administration think that this additional revenue to MRC will have a material impact on the Gate Fee for 2020/21?*
- 7. Why has no comment been provided within the officer's report to offer a non-member's gate fee for any affected member councils?*
- 8. Why was no consideration given to offer a rate equivalent to the current market recycling processing rate, which would have been a fairer proposition?*
- 9. Could Administration confirm if this potential offer to member councils was first discussed and proposed when the impact of the Cleanaway fire was unknown on the four of the seven member councils that had Cleanaway as a contractor? If yes and had there been an opportunity for MRC to consider a reduced rate then, would Administration have recommended a reduced rate or not?*

DETAIL

The MRC does not have direct access to information on market rates for recycling of yellow bin material. Only two councils responded to the MRC's request for information on their per tonne recycling rates. Based on research into publicly available information, it would appear that recycling rates currently range anywhere between \$50 and \$140 per tonne¹.

¹ <https://www.watoday.com.au/national/western-australia/please-keep-recycling-perth-urged-to-trust-the-system-after-landfill-crisis-20200226-p544oa.html>

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 34

The MRC currently charges member councils \$205 per tonne for waste delivered to the MRC.

The original officer recommendation in the 27 February 2020 report to Council recommended a discounted rate of \$125 per tonne in respect of kerbside recycling material that would otherwise have gone to Cleanaway for processing, applicable to the recycling material sent to the MRC between 25 November 2019 and 30 June 2020.

Council has the option to provide a discounted rate, that it determines is appropriate, to member councils for the disposal of recycling materials at Tamala Park for the period specified, through an absolute majority decision.

Responses to the specific questions raised at the OCM on 23 April 2020 are provided below.

Q0. *A reduced rate equivalent to the current market recycling processing rate is considered to be a fairer proposition.*

A0. It is unclear to whom this would present a 'fairer proposition' and given that market rates range between \$50 and \$140 per tonne, it is unclear on what basis an objective 'market rate' would be determined.

Q1. *It appears that not all questions asked by Councillors at MRC OCM on 27 February 2020 have been answered in the additional information to Item 9.3. Could Administration provide a copy of all questions that were asked by Councillors relating to this item and Administration's answers in the order they were asked?*

A1. The MRC has the following questions recorded from the OCM on 27 February 2020 in no particular order:

Q1.1 *Should the councillors from councils affected by the proposal have made a declaration of interest?*

MRC. This would seem to be impractical and inappropriate given that every item that MRC councillors deal with which has a financial impact, by default, has an impact on their nominating local government.

Q1.2 *Would it not be more appropriate to charge the affected councils the casual (non-members') gate rate?*

MRC. Refer the answer to Question 7.

Q1.3 *Would it not be a better proposition to charge the affected councils the market rate for recycling?*

MRC. Refer the answer to Question 8.

Q1.4 *Would providing the reduced rate to the affected Councils not simply be subsidising Cleanaway?*

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 35

MRC. The MRC is not privy to the member councils' commercial arrangements with Cleanaway and what contractual protections they might contain to recover additional cost / losses from Cleanaway. The individual member councils would be better placed to be able to answer this question.

Q1.5 What other recycling processing capacity is there in Perth?

MRC. There are only three MRF operators in Perth, Cleanaway, SUEZ and the Southern Metropolitan Regional Council (SMRC).

SUEZ and the SMRC have expanded their operations by adding additional shifts to run their MRFs for longer and at a higher throughput.

Based on the information we have, all the contents of the yellow-lidded bins coming from the MRC's member councils are now being processed through a MRF, rather than going to landfill.

Q1.6 Which member councils had been impacted by the fire and which councils had brought recycling tonnes to the MRC?

MRC. The Cities of Joondalup, Wanneroo and Vincent and the Town of Victoria Park all had contracts with Cleanaway. Only the City of Wanneroo has delivered any recycling tonnes to the MRC.

Q2. Was the offer of a reduced rate to accept recycling materials at Tamala Park Landfill made to all member councils or to only some of them?

A2. The report submitted to the 27 February 2020 OCM refers. The original proposal put to Council was to provide a discounted rate to all member councils impacted by the Cleanaway fire.

Q3. What was the basis of this offer – presumably to demonstrate a regional approach? Could Administration advise and confirm that this is the case?

A3. The Comments section of the report submitted to the 27 February 2020 OCM refers, where the intent of the report was expressed.

"The unforeseen failure of a significant commercial contractor in the WA market has resulted in a crisis situation for a number of member councils.

Rather than take full commercial advantage of the situation, the MRC is looking to support affected member councils through the provision of a discounted rate for recyclable materials that would otherwise have been processed by Cleanaway."

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 36

Q4. *When this issue was first discussed at the December SWG meeting, how was the proposal to provide a potentially reduced gate fee to affected member councils received?*

A4. There was a neutral response to the proposition – it was neither strongly endorsed, nor strongly opposed.

Q5. *Please provide financial modelling on the anticipated financial impact of the COVID-19 Pandemic on MRC and how this impacts on the revised recommendation, as presented by Administration;*

A5. As a result of the COVID-19 Pandemic, the re-use shop has been closed for roughly 4 months, resulting in direct loss of revenue of approximately \$140,000. The MRC has also had an increase in staff costs as a result of changes to rosters as a result of the pandemic. Overall however, it is not anticipated that COVID-19 will have had a material impact on the MRC's financial position for 2019/20.

Where the pandemic will have a material impact, is on the 2020/21 financial year as the MRC budgets toward a zero increase in the members' gate fee in support of its member councils. Based on the initial budget presentation for 2020/21, the MRC is forecasting a \$3.3 million deficit.

Q6. *An \$80/tonne difference between the rates of \$205/tonne and \$125/tonne will equate to \$294,800. Does Administration think that this additional revenue to MRC will have a material impact on the Gate Fee for 2020/21?*

A6. \$80 per tonne applied to the 3,685 tonnes of recycling material that the City of Wanneroo delivered to the MRC during the period under consideration equates to \$294,800.

The MRC is set to incur a \$3.3 million deficit in 2020/21 based on the first version of the budget. Given that \$294,800 represents close to 10% of that forecast deficit, it could be considered to be material.

Q7. *Why has no comment been provided within the officer's report to offer a non-member's gate fee for any affected member councils?*

A7. The non-members' gate fee is currently \$194 per tonne and does not represent a significant discount to the members' gate fee of \$205 per tonne. The intention at the time for first drafting was to provide a more meaningful discounted rate that covered the MRC's direct costs of landfilling the material and yielded a reasonable contribution margin.

Q8. *Why was no consideration given to offer a rate equivalent to the current market recycling processing rate, which would have been a fairer proposition?*

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 37

- A8. Based on publicly available information, market rates at the time were as low as - \$50 per tonne in some instances or as high as \$150 per tonne. The \$125 rate originally proposed was closer to the top end of that range.

It is also worth noting that there is no uniform '*current market recycling processing rate*'. Member councils have individual contracts with different recyclers at a variety of rates and so it is unclear on what basis an objective 'market rate' would be determined.

- Q9. *Could Administration confirm if this potential offer to member councils was first discussed and proposed when the impact of the Cleanaway fire was unknown on the four of the seven member councils that had Cleanaway as a contractor? If yes and had there been an opportunity for MRC to consider a reduced rate then, would Administration have recommended a reduced rate or not?*

- A9. The idea of a discounted rate was first discussed at the Strategic Working Group meeting on 4 December 2019. A report was subsequently distributed to Council on 14 February 2020. On the same day, the SMRC issued a press release noting that they had reached a processing agreement with Cleanaway.² Up to that point, there was no certainty as to the future of the recyclables originating from the member councils contracted with Cleanaway. As a result, the MRC's report issued on the same day was advocating for a discounted rate for the affected member councils.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Nil

STRATEGIC/COMMUNITY AND CORPORATE/BUSINESS PLAN IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

In the period from 25 November 2019 and 30 June 2020 the MRC has received 3,685 tonnes of recyclable material from the City of Wanneroo at the members' gate fee of \$205 per tonne, generating \$775,425 in unbudgeted revenue.

Based on the proposed budgeted for 2020/21 the MRC has kept its members' gate fee static at \$205 per tonne, which will yield a forecast deficit of \$3.3 million.

COMMENT

When the matter of a discounted rate for recyclables being sent to landfill at Tamala Park was first discussed in December 2019, there was an expectation that more than one of the member councils may make use of Tamala Park to dispose of their material.

² <https://smrc.com.au/media-release-agreement-reached-to-divert-recyclables/>

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 38

At the time the original report and recommendation were drafted, the continuation of Cleanaway's temporary arrangement with the SMRC for processing recyclables was uncertain.

Given the recent impact of the COVID-19 pandemic on the MRC's member councils and their ratepayers, it seems more appropriate that the MRC focus on reducing its forecast budget deficit for 2020/21 rather than providing a discounted rate for the material in question.

VOTING REQUIREMENT

Simply majority

ORIGINAL RESPONSIBLE OFFICER RECOMMENDATION

That Council note the officer's report.

Moved Cr Fishwick, seconded Cr Cole

Cr Newton foreshadowed an alternate motion:

FORESHADOWED ALTERNATE MOTION

That Council:

1. note the officer's report;
2. approves the charging of a discounted rate of \$150 per tonne, equivalent to an estimate of the currently available recycling market rate, effective from 25 November 2019 and to be reviewed annually as part of the budget process, to any member council for comingled recyclable materials disposed of at Tamala Park Landfill, in the event that those member councils' respective recycling contractor's facility is not available to receive recyclable materials; and
3. approves that the funding of the retrospective application of the discounted rate in 2) as part of the 2020/21 midyear budget review.
(Absolute majority required)

REASON FOR ALTERNATE MOTION

It is important for Mindarie Regional Council to provide a regional service to all members. The amendment offers the members a provision to dispose of their recyclable materials at Tamala Park at the rate equivalent to the recycling market rate at that time in the event their respective recycling facility is unavailable as was the case in November 2019 when Cleanaway's facility was destroyed in a fire.

A reduced rate equivalent to the prevailing market recycling processing rate is considered to be a fairer proposition.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 39

PROCEDURAL MOTION

Moved Cr Newton, seconded Cr Cvitan

RESOLVED

To defer the item to the next Council meeting.

(CARRIED 7/4)

For Crs Boothman, Cvitan, Cole, Ferrante, Newton, Shannon, Vernon

Against: Crs Fishwick, Proud, Sargent, Taylor

ADDITIONAL COMMENTARY PROVIDED FOR OCM 24 SEPTEMBER 2020

Based on its preliminary financial position for the 2019/2020 financial year, the MRC is expected to reflect a \$1 million deficit.

Based on the final 2020/2021 budget, the MRC is expecting to reflect a \$4.2 million deficit, prior to any impact of the recent business restructuring. This is as a direct result of the MRC not increasing its gate fees for members in the year to assist them in managing the impacts of the COVID-19 pandemic.

With the cumulative effective of these successive deficit result results, it is not recommended that any discounts be provided to member councils for any of their recyclable materials brought to landfill at Tamala Park.

REVISED RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. note the officer's report; and
2. resolves not to provide a discounted fee to member councils in respect of any of their recyclable materials brought to landfill at Tamala Park.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 40

At the Ordinary Council meeting on 24 September 2020, Council voted on the substantive motion moved by Cr Fishwick at the Ordinary Council meeting on 02 July 2020.

(LOST 0/10)

An alternative motion was then moved in line with the officer's revised recommendation.

Moved Cr Jacob, seconded Cr Cole
RESOLVED

That Council:

- 1. note the officer's report; and**
- 2. resolves not to provide a discounted fee to member councils in respect of any of their recyclable materials brought to landfill at Tamala Park.**

(CARRIED 8/2)

For: Crs Boothman, Proud, Ferrante, Sargent, Jacob, May, Cole, Vernon

Against: Crs Cvitan, Newton

10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 55

RESPONSIBLE OFFICER RECOMMENDATION

That the Members Information Bulletin Issue No. 55 be received.

Moved Cr Proud, seconded Cr Sargent
RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 10/0)

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 URGENT BUSINESS

Nil

13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 41

14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

The Chair requested that in accordance with clause 7.1(e) of the Mindarie Regional Council Standing Orders Local Law 2012 and s5.23 of the Local Government Act 1995, Council proceed to meet "behind closed doors" to allow the Council to consider items 14.1 and 14.2 as the items are of a confidential nature.

The Chair invited MRC Officers and members of the MRC Project Working Group (PWG) and MRC officers to remain in the meeting in the meeting for item 14.1. The Chair requested members of the public to leave the public gallery.

The Chair announced that there were no limitations on the number of speeches made in accordance with clause 7.9(4) of the Mindarie Regional Council Standing Orders Local Law 2012.

Moved Cr Boothman, seconded Cr Proud

RESOLVED

To close the meeting to the public

(CARRIED UNANIMOUSLY 10/0)

Doors closed at 7.28 pm.

The MRC officers and members of the PWG remained in the public gallery. There was one member of the public present and this person left the Council Chambers.

Note: The Chief Executive Officer has not released the reports for items 14.1 and 14.2 for public information.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 42

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (c) of the *Local Government Act 1995* as the report deals with a matter where a contract is entered into.

14.1	Proposed RRFA KPI suspension
File No:	GF – 20 - 0000811
Attachments(s):	Nil
Date:	9 September 2020
Responsible Officer:	Chief Executive Officer

RESPONSIBLE OFFICER RECOMMENDATION

That the Council:

Endorse the indefinite suspension of the QC KPIs in respect of Soluble Phosphorus and Electrical Conductivity under the RRFA.

Moved Cr Newton, seconded Cr May

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 10/0)

The meeting remained closed to the public for the next item, item 14.2 CEO Performance Review.

The Chair requested that the following persons leave the Council Chambers/Public Gallery:

- MRC Chief Executive Officer
- MRC Director Corporate Services
- All other MRC Officers except for Manager HR and Governance Officer
- All Member Council PWG Officers

All officers left the meeting at 7.32 pm, Ms Cherico and Ms Toward remained in their seats.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 43

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (a) of the <i>Local Government Act 1995</i> as the report deals with a matter affecting an employee.	
14.2 CEO PERFORMANCE REVIEW	
File No:	GOVERNANCE – MRC Membership – Committees GF – 20 - 0000044
Attachments(s):	1. Summary Report to Council – CEO Performance Review 2019/20
Date:	21 September 2020
Responsible Officer:	Manager Human Resources

RECOMMENDATION

That Council:

1. Notes that the appraisal of Gunther Hoppe, Chief Executive Officer, has been undertaken for the period of 7 September 2019 to 6 September 2020.
2. Endorses the findings of the 2019/2020 Performance Review Report as presented by Price Consulting.
3. Endorses that no increase will be applied to the CEO's Total Remuneration package this year.
4. Approves the CEO's Performance Criteria for the 2020/2021 period, as per attachment 1.

Moved Cr Jacob, seconded Cr May

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 10/0)

Motion to reopen the meeting

Moved Cr Proud, Seconded Cr Cvitan

RESOLVED

That the meeting be reopened
(CARRIED UNANIMOUSLY 10/0)

Doors were reopened 7.48 pm and the Chair declared the meeting reopened.

Mr Hoppe and Ms Slater returned to their seats. No other persons returned to the Public Gallery. The Chair noted the resolutions passed behind closed doors.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
24 SEPTEMBER 2020

Page 44

15 NEXT MEETING

The next Ordinary Council meeting to be held on Thursday 22 October 2020 in the Council Chambers at the Town of Victoria Park commencing at 6.30 pm.

16 CLOSURE

The Chair closed the meeting at 7.48pm and thanked the City of Vincent for their hospitality and use of their meeting facilities.

SignedChair

Dated day of2020



CITY OF VINCENT

INFORMATION BULLETIN

SUBJECT:	Street Tree Removal Requests
DATE:	25 September 2020
AUTHOR:	Tracy Bilyk, Executive Assistant John Gourdis, Supervisor Parks Services
AUTHORISER:	Andrew Murphy, Executive Director Infrastructure & Environment

PURPOSE:

To present Council with a quarterly update on street tree removal requests within the City of Vincent.

BACKGROUND:

At the Ordinary Meeting of Council on the 5 December 2017, a Notice of Motion was presented requesting Administration provide a monthly Information Bulletin to Council summarising all requests for street tree removal within the City and the outcome of each.

This decision was subsequently altered to require the report be provided on a quarterly basis at the 3 December 2019 Ordinary Meeting of Council.

COMMENTS:

Please find below listing for the period 1 July to 30 September 2020.



CITY OF VINCENT

INFORMATION BULLETIN

Date	Requested By	Location / Address	Reason for Removal	Tree Species	Inspection Comments	Number of Trees Removed	Approved for Removal (Y/N)	Replacement Tree (Y/N - species)
01/07/2020	Resident	3 Mignonette Street, North Perth	Resident request/dead tree	<i>Lagerstromia indica</i>	Ring barking by mowing contractors (non CoV) resulting in disease entry and stunted growth. Tree is in decline removal recommended	1	Yes	<i>Melaleuca viridiflora</i>
07/07/2020	Supervisor Parks	129-130 Raglan Road, Mount Lawley	Dead tree	<i>Callistemon K.P.S</i>	Tree is confirmed dead	1	Yes	<i>Callistemon viminalis</i>
07/07/2020	Supervisor Parks	104 Raglan Road, Mount Lawley	Dead tree	<i>Callistemon viminalis</i>	Tree is confirmed dead	1	Yes	<i>Callistemon viminalis</i>
07/07/2020	Supervisor Parks	186 Vincent Street, North Perth (Camellia St Verge)	Dead tree	<i>Callistemon K.P.S</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
07/07/2020	Supervisor Parks	15 Farmer Street, North Perth	Dead tree	<i>Callistemon K.P.S</i>	Tree is confirmed dead	3	Yes	<i>Ulmus parvifolia</i>
07/07/2020	Supervisor Parks	195 Lake Street, Northbridge	Dead tree	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
07/07/2020	Supervisor Parks	178 Grosvenor Road, North Perth	Dead tree	<i>Callistemon K.P.S</i>	Tree is confirmed dead	1	Yes	<i>Callistemon viminalis</i>
07/07/2020	Supervisor Parks	11 Campsie Road, North Perth	Dead tree	<i>Lophostemon confertus</i>	Tree is confirmed dead	1	Yes	<i>Jacaranda mimosaeifolia</i> Note: resident request to match existing streetscape
07/07/2020	Supervisor Parks	14 Campsie Road, North Perth	Dead tree	<i>Lophostemon confertus</i>	Tree is confirmed dead	1	Yes	<i>Jacaranda mimosaeifolia</i> Note: resident request to match existing streetscape
08/07/2020	Supervisor Parks	47 Alma Road, Mount Lawley	Dead tree	<i>Lophostemon confertus</i>	Tree is confirmed dead	1	Yes	<i>Jacaranda mimosaeifolia</i> Note: resident request to match existing streetscape

D19/165389

Page 2 of 6



INFORMATION BULLETIN

08/07/2020	Supervisor Parks	178a Alma on Persimmon verge	Dead tree	<i>Lophostemon confertus</i>	Tree is confirmed dead	1	Yes	<i>Jacaranda mimosaeifolia</i> Note: resident request to match existing streetscape
08/07/2020	Supervisor Parks	140 Palmerston Street, Northbridge	Dead tree	<i>Callistemon K.P.S.</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
14/07/2020	Supervisor Parks	106 Palmerston Street, Northbridge	Dead tree	<i>Callistemon K.P.S.</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
14/07/2020	Supervisor Parks	69 View Street, North Perth	Dead tree	<i>Callistemon K.P.S.</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
15/07/2020	Supervisor Parks	24 Camellia Street, North Perth	Dead trees	<i>Callistemon K.P.S.</i>	Trees are confirmed all dead	2	Yes	<i>Callistemon viminalis</i>
15/07/2020	Supervisor Parks	52 Buxton Street, Mount Hawthorn (Ashby Street verge)	Dead tree	<i>Callistemon K.P.S.</i>	Tree is Dead	1	Yes	<i>Callistemon viminalis</i>
15/07/2020	Supervisor Parks	31 Woodstock Street, Mount Hawthorn	Dead tree	<i>Callistemon K.P.S.</i>	Tree is Dead	1	Yes	<i>Callistemon viminalis</i>
15/07/2020	Supervisor Parks	25 Buxton Street, Mount Hawthorn	Dead tree	<i>Lophostemon confertus</i>	Tree is Dead	1	Yes	<i>Corymbia eximia</i>
15/07/2020	Supervisor Parks	14 Melrose Street, Leederville	Dead tree	<i>Callistemon viminalis</i>	Tree is Dead	1	Yes	<i>Melaleuca viridiflora</i>
15/07/2020	Supervisor Parks	20 Melrose Street, Leederville	Dead tree	<i>Callistemon viminalis</i>	Tree is Dead	1	Yes	<i>Melaleuca viridiflora</i>
15/07/2020	Supervisor Parks	18 Franklin Street, Leederville	Dead tree	<i>Citharexylum spinosum</i>	Tree is Dead	1	Yes	<i>Corymbia eximia</i>
15/07/2020	Supervisor Parks	45 Eton Street, North Perth	Insurers (LGIS) recommend removal	<i>Ficus hillii</i>	Live tree, significant encroaching roots causing property damage	1	Yes	<i>Corymbia eximia</i>
15/07/2020	Supervisor Parks	102 Eton Street, North Perth	Dead tree	<i>Callistemon K.P.S.</i>	Tree is Dead	1	Yes	TBD, currently liaising with resident
17/07/2020	Resident	Cnr 61 Walcott Street and Roy Street, Mount Lawley	Resident request/dead tree	<i>Agonis flexuosa</i>	Tree is Dead	1	Yes	<i>Agonis flexuosa</i>



INFORMATION BULLETIN

21/07/2020	Resident	493 Charles Street, North Perth	Resident request due to poor past pruning practices	<i>Callistemon K.P.S.</i>	Tree is in decline however is still in reasonable health and will be monitored for further decline.	0	No	N/A
27/07/2020	Resident	125/129 Carr Street, West Perth	Resident request/dead trees	<i>Lophostemon confertus/Jacaranda mimosaefolia</i>	Trees are confirmed all dead	1	Yes	<i>Jacaranda mimosaefolia</i> Note: resident request to match existing streetscape
27/07/2020	Supervisor Parks	2 Roy Street, Mount Lawley (Barlee Street verge)	Dead tree	<i>Lophostemon confertus</i>	Tree is Dead	1	Yes	<i>Jacaranda mimosaefolia</i>
27/07/2020	Supervisor Parks	1 Roy Street, Mount Lawley (Barlee Street verge)	Dead tree	<i>Lophostemon confertus</i>	Tree is Dead	1	Yes	<i>Jacaranda mimosaefolia</i>
27/07/2020	Supervisor Parks	5 Roy Street, Mount Lawley	Dead tree	<i>Agonis flexuosa</i>	Tree is Dead	1	Yes	<i>Agonis flexuosa</i>
27/07/2020	Supervisor Parks	65 Barlee Street, Mount Lawley	Dead tree	<i>Lophostemon confertus</i>	Tree is Dead	1	Yes	<i>Agonis flexuosa</i>
27/07/2020	Supervisor Parks	6a Barney Street, Mount Hawthorn	Dead tree	<i>Jacaranda mimosaefolia</i>	Tree is Dead	1	Yes	<i>Agonis flexuosa</i>
27/07/2020	Supervisor Parks	77 Anzac Road, Mount Hawthorn	Dead tree	<i>Lophostemon confertus</i>	Tree is Dead	1	Yes	<i>Corymbia eximia</i>
27/07/2020	Supervisor Parks	56 Egina Street, Mount Hawthorn (Ashby Street verge)	Dead tree	<i>Callistemon K.P.S.</i>	Trees are Dead	2	Yes	<i>Melaleuca viridiflora</i>
27/07/2020	Supervisor Parks	25 Buxton Street, Mount Hawthorn	Dead tree	<i>Lophostemon confertus</i>	Tree is Dead	1	Yes	<i>Corymbia eximia</i>
27/07/2020	Supervisor Parks	52 Buxton Street, Mount Hawthorn	Dead tree	<i>Callistemon K.P.S.</i>	Tree is Dead	1	Yes	<i>Corymbia eximia</i>
27/07/2020	Supervisor Parks	20 Brady Street, Mount Hawthorn	Dead tree	<i>Agonis flexuosa</i>	Tree is Dead	1	Yes	<i>Agonis flexuosa</i>
27/07/2020	Supervisor Parks	42a Brady Street, Mount Hawthorn	Dead tree	<i>Agonis flexuosa</i>	Tree is Dead	1	Yes	<i>Agonis flexuosa</i>
27/07/2020	Supervisor Parks	52 Brady Street, Mount Hawthorn	Dead tree	<i>Callistemon K.P.S.</i>	Tree is Dead	1	Yes	<i>Agonis flexuosa</i>



INFORMATION BULLETIN

27/07/2020	Supervisor Parks	76 Richmond Street, North Perth	Dead tree	<i>Lophostemon confertus</i>	Tree is Dead	1	Yes	<i>Jacaranda mimosaeifolia</i> Note: resident request to match existing streetscape
27/07/2020	Supervisor Parks	43 View Street, North Perth	Insurers (LGIS) recommend removal	<i>Ficus hillii</i>	Live tree, significant encroaching roots causing property damage	1	Yes	<i>Pyrus ussuriensis</i> Manchurian Pear
27/07/2020	Supervisor Parks	137 London Street, North Perth	Tree is confirmed Dead	<i>Callistemon viminalis</i>	Tree is Dead	1	Yes	<i>Melaleuca viridiflora</i>
27/07/2020	Supervisor Parks	116 Chelmsford Road, North Perth	Tree is confirmed Dead	<i>Brachychiton</i>	Tree is Dead	1	Yes	<i>Sapium sebiferum</i>
27/07/2020	Supervisor Parks	5 Emmerson Street, North Perth	Tree is confirmed Dead	<i>Lophostemon confertus</i>	Tree is Dead	1	Yes	<i>Corymbia eximia</i>
29/07/2020	Resident	118 Fairfield Street, Mount Hawthorn	Tree is constantly dropping branches and is not healthy. If removal is not approved, please call Carmela.	<i>Melaleuca linarifolia</i>	Tree is in good health. Dead wood has been removed. Resident was on site and has accepted the outcome.	0	No	N/A
06/08/2020	Supervisor Parks	38a Kadina Street, North Perth	Ongoing complaints from residents in Kadina Street in regards to various issues around this species.	<i>Podocarpus elatus</i>	Authorised by Manager Parks for removal following consultation with adjacent residents.	1	Yes	<i>Olea europa</i> Note: Local community harvest fruit in this area
06/08/2020	Supervisor Parks	45 Kadina Street, North Perth	Ongoing complaints from residents in Kadina Street in regards to various issues around this species.	<i>Podocarpus elatus</i>	Authorised by Manager Parks for removal following consultation with adjacent residents.	1	Yes	<i>Olea europa</i> Note: Local community harvest fruit in this area
06/08/2020	Supervisor Parks	49 Kadina Street, North Perth	Ongoing complaints from residents in Kadina Street in regards to various issues around this species.	<i>Podocarpus elatus</i>	Authorised by Manager Parks for removal following consultation with adjacent residents.	2	Yes	<i>Olea europa</i> Note: Local community harvest fruit in this area
06/08/2020	Supervisor Parks	51 Kadina Street, North Perth	Ongoing complaints from residents in Kadina Street in regards to various issues around this species.	<i>Podocarpus elatus</i>	Authorised by Manager Parks for removal following consultation with adjacent residents.	1	Yes	<i>Olea europa</i> Note: Local community harvest fruit in this area



INFORMATION BULLETIN

06/08/2020	Supervisor Parks	2 Pennant Street, North Perth (Kadina Street verge)	Ongoing complaints from residents in Kadina Street in regards to various issues around this species. I have emailed the council on numerous occasions over the years relating to the lifting and damage of the footpath, which is again lifted post grinding, overhanging my property and encroachment of line of site from my garage.	<i>Podocarpus elatus</i>	Authorised by Manager Parks for removal following consultation with adjacent residents.	1	Yes	<i>Olea europaea</i> Note: Local community harvest fruit in this area
13/08/2020	Resident	1 Pennant Street, North Perth		<i>Podocarpus elatus</i>	Authorised by Manager Parks for removal.	2	Yes	<i>Olea europaea</i> Note: Local community harvest fruit in this area
14/08/2020	Developer	267 Walcott Street, North Perth (Redfern Street verge)	Tree is declining in health	<i>Agonis Flexuosa</i>	Tree is 75% in decline	1	Yes	TBD, currently liaising with resident
18/08/2020	Parks Officer	63 Parry Street, Perth (median)	Confirmed dead and on dangerous lean	<i>Jacaranda mimosaeifolia</i>	Hit by car - Loose in ground, no root set.	1	Yes	<i>Jacaranda mimosaeifolia</i> Note; Existing median planting theme
18/08/2020	Parks Officer	93 Pary Street, Perth (median)	Dangerous lean - hit by traffic	<i>Jacaranda mimosaeifolia</i>	Hit by car - Loose in ground, no root set.	1	Yes	<i>Jacaranda mimosaeifolia</i> Note; Existing median planting theme
28/08/2020	Resident	8 Ethel Street, North Perth	Tree is dying and weak.	<i>Jacaranda mimosaeifolia</i>	Live tree, deciduous	0	No	N/A
10/09/2020	Resident	33 Loch Street, North Perth	Remove dead bottlebrushes and replace. Requesting Fissifolia or melaleuca	<i>Callistemon K.P.S.</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>

Statistics for Development Applications As at the end of September 2020

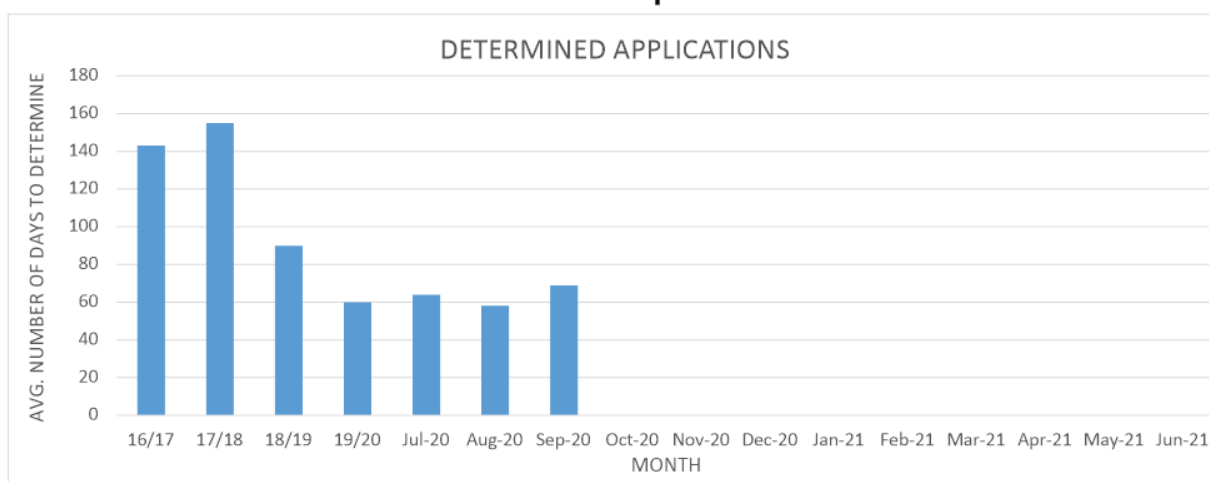


Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2019.

Processing Days	16/17	17/18	18/19	19/20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Minimum	7	1	0	0	14	0	23									
Average	143	155	85	60	64	58	69									
Maximum	924	1008	787	499	113	132	191									

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
DA's Determined	31	35	28									
Value of Determined DA's (in millions)	10.2	23.20	18.89									

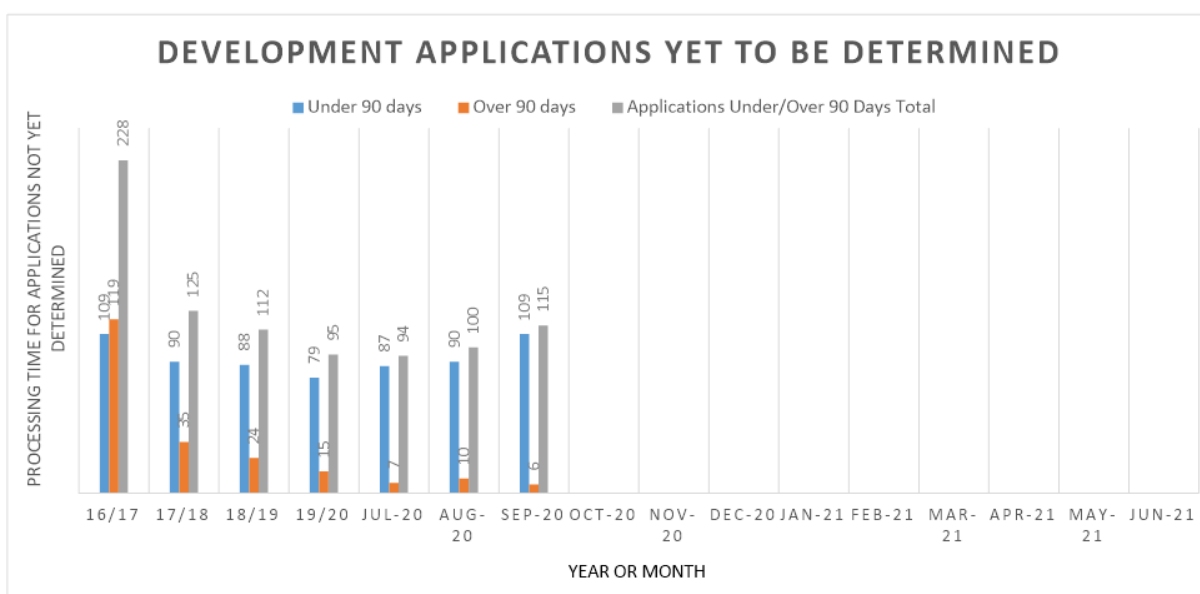


Table 2: No. of DA's to be determined

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
DA's lodged	26	42	47									
DA's to be Determined	94	100	115									
Value of DA's to be Determined (in millions)	36.73	35.17	42.58									

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 1 OCTOBER 2020**

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
1.	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. The matter is scheduled for another Directions Hearing on 28 February 2020. 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. Directions Hearing held on 14 August 2020. SAT advised cannot reopen withdrawn SAT matter advised a new Development Application may be submitted. Applicant advised that this could be lodged within 2-3 weeks (by 4 September 2020). Matter adjourned to further Directions Hearing 9 October 2020. New development application lodged with City on 11 September 2020. Currently under assessment by Administration.</p> <p><i>Representation by: McLeods</i></p>
2.	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. S.31 reconsideration refused by Council 15 September 2020. Applicant withdrew SAT appeal 24 September 2020.</p> <p>Completed.</p> <p><i>Representation by: McLeods</i></p>
3.	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 held 17 July 2020. Mediation scheduled for 4 August 2020. Mediation vacated until 1 September 2020 to allow the applicant to consider the issues. Administration met with the applicant on 11 August 2020, with the applicant to provide amended plans prior to next Mediation. Mediation scheduled for 21 October 2020.</p> <p><i>Representation by: Administration</i></p>

**METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 1 OCTOBER 2020**

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	No. 612 Beaufort Street, Mount Lawley	Urbanista Planning	Form 2 – Amendment to Condition	30 April 2020	3 September 2020	Application approved with amendment to officer recommendation 3 September 2020. Minutes available here . Approved unanimously.
2.	No. 742 Newcastle Street, Leederville	Urbis	Form 1 – Alterations and Additions to Hotel	3 June 2020	3 September 2020	Approved as per officer recommendation 3 September 2020. Minutes available here . Approved unanimously.
3.	Nos. 636-640 Newcastle Street, Leederville	Megara	Form 2 – Change of Use to Childcare Centre	24 August 2020	Not date set	Responsible Authority Report due 13 November 2020. Application currently being assessed.
4.	No. 379 Beaufort Street, Perth	Serneke	Form 1 – Mixed Use Development	15 September 2020	Not date set	Responsible Authority Report due 30 November 2020. Application currently being assessed.

**CITY OF VINCENT DESIGN REVIEW PANEL (DRP)
REGISTER OF APPLICATIONS CONSIDERED BY DRP
AS AT 1 OCTOBER 2020**

NO.	ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
1.	Nos. 320-324 Oxford Street and 51 Marian Street, Leederville	Stewart Urban Planning	Child Care Centre	2 September 2020	The applicant is seeking preliminary comments from the Design Review Panel in regards to the proposed child care centre and the appropriateness of the development within the surrounding context.
2.	Nos. 384-392 Oxford Street, Leederville	MJA Studio	Mixed Use Development	16 September 2020	The applicant is seeking preliminary comments from the Design Review Panel in regards to the proposed mixed use development, the appropriateness of the additional building height and the appropriateness of the development within the surrounding context.
3.	Corner of View Street and Fitzgerald Street, North Perth	City of Vincent	North Perth Common Future Design Stages	16 September 2020	To discuss opportunities to improve the functionality of North Perth Common with the DRP. We would specifically like advice on how the existing design can be adapted with minimal cost to increase softscaping and areas for spending time and socialisation. We would like to discuss how this could be achieved through a staged re-design to reduce the carriageway on View Street to create a more pedestrianised environment.



INFORMATION BULLETIN

TITLE:	Register of Petitions – Progress Report – October 2020
DIRECTORATE:	Chief Executive Officer

DETAILS:

Petitions received by the City of Vincent are read out at the Council Meeting and are referred to the appropriate Director for investigation and report. This normally takes 6-8 weeks and the purpose of this report is to keep the Council informed on the progress of the petitions which have been reported to the Council.

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following petitions still require action or are in the process of being actioned.

Key Index:

CEO:	Office of the CEO
EDC&BS:	Executive Director Community & Business Services
EDI&E:	Executive Director Infrastructure & Environment
EDS&D:	Executive Director Strategy & Development

No outstanding Petitions as at 10 October 2020



INFORMATION BULLETIN

TITLE:	Register of Notices of Motion – Progress Report – October 2020
DIRECTORATE:	Chief Executive Officer

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

Key Index:

CEO:	Office of the CEO
EDCBS:	Executive Director Community & Business Services
EDIE:	Executive Director Infrastructure & Environment
EDSP:	Executive Director Strategy & Development

Details	Action Officer	Comment
20 August 2019 – Submitted by Cr Loden		
Asbestos Awareness	EDSP	Notice of Motion requests noted and has been considered as part of the development of the Public Health Plan. The City participates in Asbestos Awareness Week in November. Final PHP to be presented to October 2020 OMC.



INFORMATION BULLETIN

TITLE:	Register of Reports to be Actioned – Progress Report – October 2020
DIRECTORATE:	Chief Executive Officer

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following reports still require action or are in the process of being actioned.

Key Index:

CEO:	Office of the CEO
EDCBS:	Executive Director Community & Business Services
EDSD:	Executive Director Strategy & Development
EDIE:	Executive Director Infrastructure & Environment

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
15 September 2020				
9.4	City of Vincent Rebound Plan	EDS&D	The Rebound Plan is a living document that will constantly update and evolve to meet the changing needs of businesses and the community. The plan will be updated and reported monthly to the Rebound Roundtable and COVID-19 Relief and Recovery Committee, and quarterly to Council. First update to council due December. With following updates each quarter.	First update to Council in December 2020, with quarterly updates thereafter.
10.1	Waste Strategy Project - 8 Commercial Waste Collections (Update Report)	EDC&BS	Administration currently preparing next steps for ending commercial services as per council approved Communications Strategy	Implementation review report to Council on the discontinuation of the commercial waste service will be provided six months after implementation
10.2	Manna Inc. Meal Service at Weld Square - Update	EDC&BS	Report being presented to OMC 20 October 2020	Further update in March at completion of Trial accreditation by City of Perth.
11.1	Lease of Community Building at Woodville Reserve, 10 Farmer Street, North Perth, Wadjak Northside Aboriginal Community Group	EDC&BS	Administration is currently preparing a draft lease for Wadjak Northside Aboriginal Community Group and will progress finalising the lease.	18 October 2020
11.2	Advertising of amendments - Purchasing Policy	EDC&BS	Public Notice to be provided September/October 2020	Report to Council on outcomes of Public Notice 17 November 2020
12.2	Repeal of the City of Vincent Parking and Parking Facilities Amendment Local Law 2020	EMCS&G	The Joint Standing Committee has been advised of Council's decision. Public notice of the repeal of the amendment local law will be provided in September / October 2020. The public comments will be provided to	31 March 2021.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			Council at the December 2020 meeting. A new local law is being drafted for Council's review by 31 March 2021.	
12.4	Outcome of advertising and adoption of Meeting Procedures policy	EMCS&G	The Electronic Meeting Guidelines will be reviewed and updated in respect to the public question time process.	15 December 2020
12.5	Advertising of new policy - Policy Development and Review Policy	EMCS&G	Public notice of the new policy will be provided in September / October 2020. The public comments will be provided to Council at the December 2020 meeting.	15 December 2020
12.6	New lease to Bethanie Group Inc. - Royal Park, 413 Bulwer Street, West Perth	EMCS&G	Lease will be drafted and provided to Bethanie for review and signing.	31 October 2020
12.7	Sale of 202 (Lot 43) Vincent Street, North Perth to Main Roads WA	EMCS&G	The Transfer of Land is being drafted by the State Solicitors Office.	31 October 2020
12.8	Report and Minutes of the Audit Committee Meeting held on 1 September 2020 and amendment to Audit Committee Terms of Reference	EMCS&G	Expressions of interest for a new external Audit Committee member are being invited in September 2020, and will be presented to Council.	20 October 2020
12.10	New lease to Kidz Galore Pty Ltd - 15 Haynes Street, North Perth	EMCS&G	Public notice of the new lease will be provided in September 2020. Depending on whether submissions are received, the lease will be finalised for signing.	30 November 2020
Council Meeting – 18 August 2020				
9.2	Draft Public Health Plan 2020-2025	MBE&W	Consultation of draft PHP underway and report following this to be presented back to Council.	Report to Council in October 2020.
12.1	Progress update on the Sustainable Environment Strategy 2019-2024	EMCS&G MBE&W	Consider the C40 principles as part of SES and Public Health Plan implementation.	Report back to Council on SES and PHP by March 2021.
12.5	Approval of Governance Framework	EMCS&G	Incorporate the Public Health Plan impact assessment.	March 2021.
Council Meeting – 28 July 2020				
10.1	Waste Strategy Project 2 - Bulk Hard Waste Options Appraisal - Progress Report	EDIE	Consultation underway	Consultation results presented at council workshop 22 September 2020.
11.1	Draft Youth Action Plan 2020-2022	EDCBS	Consultation commences 15 August 2020 for 21 days	Report to Council in October 2020.
11.2	Advertising of Amendment to Community Funding Policy - Emergency Relief Donations for Seniors and the Vulnerable	EDCBS	Public Notice to be provided in August 2020	Report to Council on outcomes of public notice in September/October 2020.
12.3	Appointment of Elected Members and Community Representatives to Advisory Groups	CEO	Meetings to be convened with new members Terms of Reference for Sustainability and Transport	Updated Terms of Reference will be presented to 15 December 2020 Council Meeting

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			Advisory group to be updated.	
12.4	Advertising of new lease of portion of the Beatty Park Leisure Centre to Beatty Park Physiotherapy Pty Ltd	CEO	Public notice to be provided in August 2020.	Report to Council on outcomes of public notice in September October 2020.
12.5	New Lease of Robertson Park Tennis Centre to Tennis Association of Western Australia	CEO	New lease to be drafted.	To be finalised by October 2020.
12.7	Advertising of new Local Government Property Local Law 2020 and new Election Signs	CEO	Public notice to be provided in August 2020. Minister for Local Government to be provided with draft for comment.	Report to Council on outcomes of public notice in November 2020.
12.8	Proposed Transfer of Anzac Cottage to the National Trust of Western Australia	CEO	Consultation on proposed sale to be provided in August 2020	Report to Council on outcomes of consultation by October 2020.
12.9	Advertising of amended Development on City Owned and Managed Land Policy	CEO	Public notice to be provided in August 2020.	Report to Council on outcomes of public notice in September October 2020.
Council Meeting – 19 May 2020				
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 commenced at end of August 2020, closing on 17 October.
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.
Council Meeting – 7 April 2020				
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. 202 Vincent Street – Complete 15 September 2020 – Item 12.7 150 Charles Street offers being presented to Council at 20 October 2020 Meeting. Community consultation to be completed from September to December 2020.
Council Meeting – 17 March 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	OMC 16 June 2020. OMC 18 August 2020 OMC 15 September 2020 OMC 17 November 2020

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			presented to Council Workshop on 4 August.	
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.	July 2020. August 2020.
Council Meeting – 11 February 2020				
9.5	Amendment No. 4 to Local Planning Policy No. 7.5.15 - Character Retention Areas and Heritage Areas to include Guidelines for The Boulevard, Kalgoorlie Street and Buxton Street	EDSD	The draft amendment will be advertised and a report will be presented to Council on the results of advertising.	The draft amendment has been advertised and a report will be presented to Council on the results of advertising in December 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 December 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.	June 2020. July 2020. September 2020
Special Council Meeting – 28 January 2020				
5.1	Haynes Street Reserve Development Plan – No. 15 Haynes Street, Nos. 25 and 31 Sydney Street, North Perth	EDSD	The Endorsed Development Plan was approved by the Attorney General on 3 March 2020. The Development Plan 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 presented to Council on the results of the consultation.	A report will be presented to Council on the results of the consultation during 2020 at the OMC on 20 October 2020
Council Meeting – 10 December 2019				
10.3	City Homelessness Framework Committee Action Plan Update	EDIE	Administration will provide a further update report within the next six months.	Please refer to combined responses/updates in association with Manna Inc. report OMC 15 September 2020 Item 10.2 from this point forward.
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.
Council Meeting – 15 October 2019				
9.1	No. 51 (Lot: 192; D/P: 56091) Albert Street, North Perth – Proposed Alterations and Additions to the Club Premises and Change of Use from Club Premises to Club Premises and Child Care Premises and Licence for Use of Car Park at No. 160 Albert Street, North Perth	CEO	Car parking licence has been drafted and sent to applicant for review. Waiting on start date of childcare centre to be determined, as that will be commencement date of licence.	Waiting on applicant.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
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.
Council Meeting – 23 July 2019				
9.8	Beaufort Street Change of Use Exemption and Amendment to Policy No. 7.5.1 - Minor Nature Development	EDSD	The trial has been implemented along with a number of additional exemptions implemented through the State Government in response to the COVID-19 pandemic. The draft Policy will be reviewed in the context of the current situation and will be advertised and presented back to Council for consideration.	The revised draft Policy will be presented to Council for consideration in the 2020/21 financial year.
Council Meeting – 25 June 2019				
10.1	Waste Strategy Project 2 - Bulk Hard Waste (Junk) Service Options Appraisal	EDIE	Implementing Council's decision with further reports being prepared and presented at Council Workshop May 2020.	Council Workshop May 2020 provided an update on progress (including Community Engagement Panel findings and proposed community consultation). Report being prepared for OMC July-November 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. Scope of works to be extended to incorporate a possible partial closure at View & Fitzgerald Streets (North Perth Common) for inclusion in the Community engagement to commence in September 2020 subject to Council endorsement.
Council Meeting – 28 May 2019				
9.3	Review of Policy No. 3.8.12 – Mobile Food Vendor	EDSD	Administration will arrange advertising before presenting submissions and final amendment to Council for determination.	Public consultation on the draft Policy has occurred. Consultation results are being reported to October 2020 OMC..
Council Meeting – 30 April 2019				
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.	To be signed by 30 October 2020. Resolution of adverse possession claim waiting on Landgate decision.
Council Meeting – 2 April 2019				
11.4	Amendments to the Trading in Public Places Local Law 2008 and Local Government Property Local Law 2008	CEO	Local Government Property Local Laws and new Election Signs Policy report to Council 28 July 2020 for approval to advertise.	28 July 2020. LGPLL completed (Item 12.7 28 July 2020). TPPLL to be completed 30 June 2021.
Council Meeting – 5 March 2019				

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
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.
Council Meeting – 4 April 2018				
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.	June 2020. July 2020. October 2020
Council Meeting – 27 June 2017				
9.5	Submission to WALGA – Third Party Appeal Rights in Planning	EDSD	Administration has forwarded the submission to WALGA. The Minister for Planning and the Attorney General were not advised of Council's position in relation to Third Party Appeal Rights.	Administration is preparing advice to the Minister for Planning and the Attorney General on WALGA's revised preferred model for Third Party Appeal Rights. This is scheduled to be sent in 2020.
12.1	No. 34 (Lot 1) Cheriton Street, Perth – Progress Report No. 8	CEO	City is discussing tenure options and the feasibility of the community garden on this site with the Norwood Neighbourhood Association. An update will be provided to Council following the site meeting in March 2020.	30 June 2020. September 2020. October 2020
Council Meeting – 30 May 2017				
12.5	Perth Parking Levy	EDIE	Awaiting outcomes of the Perth CBD Transport Plan and specific recommendations regarding the Perth Parking Levy.	Update scheduled to be provided in December 2020 late 2021.
Council Meeting – 7 March 2017				
9.3.5	Review of City of Vincent Local Laws under Section 3.16 of the Local Government Act 1995 (SC2688)	EDSD	The Health Local Law is being reviewed. Presentation to Council made at Council Workshop held on 20 November 2018. Further presentation to Council Workshop on 25 February 2020. Anticipated completion June 2020.	June 2020. Report to be prepared for October November 2020 OMC, to ensure correct local law development process is followed. Administration is waiting on feedback from the Department of Local Government, Sport and Cultural Industries in respect to the new Local Government Property Local Law prior to progressing the drafting of the Animal Local Law. The feedback is expected to be received by mid October 2020. The Animal Local Law will be drafted taking into account any feedback from DLGSC. Administration is exercising its discretion in applying the poultry provisions of the current Health Local Law.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
Council Meeting – 27 October 2015				
9.3.6	Portion of No. 10 (Lot 2545) Farmer Street, North Perth – Approval of a Sub-lease to Vincent Men's Shed (Inc.) (SC351/SC2087)	CEO	To be addressed through the Draft City Property Management Framework proposed to go to OMC 18 August 2020.	30 June 2020. 30 September 2020. 30 November 2020
Council Meeting – 18 November 2014				
9.1.4	Car Parking Strategy Implementation – Progress Report No. 1 (PRO0084/SC1345)	EDSD / EDIE	<p>The option of having parking benefit districts will be reviewed as part of the review of the Car Parking Strategy and preparation of an Integrated Transport Plan.</p> <p>The City has a policy to guide the issuing of parking permits and has the ability to issue commercial parking permits. Administration issues permits in accordance with this policy.</p> <p>The City takes an approach to parking restrictions where we receive complaints, conduct parking occupancy surveys and report to Council on the results of these surveys.</p> <p>The replacement of the CALE ticket machines throughout the City is complete. Paid parking on William Street was approved by Council on 25 July 2017 (Item 10.2), ticket machines have been modified and signs installed 22 August 2017.</p>	<p>The draft Integrated Transport Plan will be presented to Council for consideration in the 2019/20 financial year 2020 where the option of parking benefit districts will be considered and resolved.</p> <p>The draft Accessible City Strategy is being presented 20 October 2020 OMC to guide sustainable transport in Vincent.</p>
Council Meeting – 7 October 2014				
9.3.2	Lease for North Perth Tennis Club – Lease of Premises at Woodville Reserve, 10 Farmer Street, North Perth (SC351/SC621)	CEO	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.
Council Meeting – 23 September 2014				
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. 30 November 2020
Council Meeting – 27 May 2014				
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	Management Committee meeting postponed due to

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			discussions with Football Clubs.	COVID-19. Will be rescheduled by June 2020. September 2020. November 2020

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

- Cr Gontaszewski – Seasonal sporting ground allocation and dog exercise areas
- Mayor Cole – Graffiti removal services in laneways / rights of way
- Cr Topelberg – amendments to the City's Policy 7.5.2 - Signs and Advertising

10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES**11 CLOSURE**