CITY OF VINCENT

MINUTES

Ordinary Council Meeting

17 November 2020

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MINUTES OF CITY OF VINCENT
ORDINARY COUNCIL MEETING
E-MEETING AND AT THE ADMINISTRATION AND CIVIC CENTRE
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 17 NOVEMBER 2020 AT 6PM

PRESENT:	**Mayor Emma Cole**	**Presiding Member**
	Cr Susan Gontaszewski	**South Ward**
	Cr Alex Castle	**North Ward**
	Cr Joanne Fotakis	**North Ward**
	Cr Dan Loden	**North Ward**
	Cr Joshua Topelberg	**South Ward**
	Cr Sally Smith	**North Ward**
	Cr Ashley Wallace	**South Ward**
IN ATTENDANCE:	**David MacLennan**	**Chief Executive Officer**
	Andrew Murphy	**Executive Director Infrastructure & Environment**
	Virginia Miltrup	**Executive Director Community & Business Services**
	Mark Fallows	**A/Executive Director Strategy &Development**
	Emily Williams	**A/Executive Manager Corporate Strategy & Governance**
	Jay Naidoo	**Manager Development & Design**
	Vanisha Govender	**Executive Manager Financial Services**
	Tara Gloster	**Manager Policy & Place**
	Wendy Barnard	**Council Liaison Officer**

Public: Approximately 10 members of the public.

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Mayor Emma Cole declared the meeting open at 6.00pm and read the following Acknowledgement of Country statement:

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

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Cr Jonathan Hallett is an apology for this meeting.

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

The following is a summary of questions and statements received at the meeting. This is not a verbatim record of questions and statements made at the meeting.

3.1 Mudji Nielsen of Tuart Hill – Item 11.6

- Spoke on behalf of the Rotary Club North Perth.
- Speaking in relation to the Hyde Park Fair 2021.
- Hyde Park Fair will run for the 24th year from 28 February – 1 March 2021.
- The Club is grateful for the City's ongoing support.
- This event provides financial support for a range of projects including donating a range of white goods to victims of domestic abuse, drug awareness programs and blood banks.
- Also raised money for the stage which is in Hyde Park.

- 80% of survey respondents recognise the Fair as a City of Vincent event, and 95% of respondents believe that it is well managed and enjoyable event.
- Free entry for all, entertainment and food for budget conscious families.
- 200 stalls, demonstrations, free exercise classes, petting zoo and other entertainment.
- COVID safe event.
- Asks Council to continue financial support for this event.

The Presiding Member, Emma Cole, thanked Mr Nielsen for his comments.

3.2 Peter Arnoldi of North Perth – Item 9.2

- Lives 11m from the rear of Fibre Active Gym.
- Objects to the proposal.
- Noise management plan is not the solution, it will just extend the problem, not solve it.
- The issue is the roller door, the dropping of weights and the loud music.
- Asks Council to consider the residents when making their decision.

The Presiding Member, Emma Cole, thanked Mr Arnoldi for his comments.

3.3 Monique Arnoli of North Perth – Item 9.2

- Objects to the proposal.
- There are many gyms in the area.
- Already a parking issue in the area.
- Their houses were built before the gym took occupation.
- The noise has escalated since Mr Voon took over the warehouse.
- Queries if the vibration from the gym could disturb the asbestos fibres in the roof, causing asbestos dust to penetrate the gym.
- The commercial zone is Fitzgerald Street, the rear faces Eden Street, which is residential.
- Asks Council to consider residents in their decision.

The Presiding Member, Emma Cole, thanked Ms Arnoldi for her comments.

3.4 Sandra Anderson of North Perth – Item 9.2

- Owns the commercial building next door, has an adjoining wall.
- The vibration from the gym affects the office every day.
- The current mats are too thin.
- Asks Council to decline the application until the acoustic report has been completed.

The Presiding Member, Emma Cole, thanked Ms Anderson for her comments.

3.5 Dudley Maier of Highgate

Question 1
Answer to Sally Lake's question on page 10 of agenda, (reproduced below for ease of reference):

[Sally Lake

In the past it has been the tradition that anybody that made a submission was informed the meeting. Queried if the City made a decision to stop advising people who made a submission, or was it an oversight? Queried if the people who made submissions on Items 9.4, 9.5, 9.6, 9.7, 11.2, 11.3 and 12.5 were advised of this meeting.

Response for 9.6:

The key stakeholders relating to the new Haynes Reserve including the current tenants of the site were informed of the Council meeting agenda item.]

Who takes responsibility for providing this evasive answer? Were the 36 Committee members who made submissions notified before the meeting?

Question 2
Can you confirm that 10 Monmouth Street, shown in the Public Open Space Strategy, is local POS and that up until recently was shown on Intramaps as a reserve? Can you confirm that Intramaps was recently changed to show that the lot is vacant land. Who authorised this change?

Question 3
The audit log shows that items EA2019/7 and EA2019/8 concerning fraud prevention both have a high risk rating. Audit Committee minutes show that the CEO and Executive Manager Corporate Strategy & Governance attended every Committee meeting this year. The log also shows that there has been no progress to date for these items. Does the CEO consider this lack of response to be acceptable and who is responsible for the lack of progress in this high risk area?

Question 4
Can you confirm that some of the changes to the Purchasing policy were not shown in tracked changes in the version that was presented to Council, and subsequently advertised for public comment? Specifically section 6.6. Can you confirm that the report to Council also did not identify or discuss these changes. If not, why not?

Question 5
Can you confirm that the unidentified changes to the last paragraph of section 6.6 is contrary to legislation and gives the CEO unlimited power to award contracts without going to tender. Who made and who approved this change to the section prior to it coming to Council?

Question 6
The changes to the Purchasing Policy approved by Council on 6 March 2018 were presented to the Audit Committee on 18 July 2017. Were the recently advertised changes to the policy provided to the Audit Committee for comment prior to advertising? If not, why not?

Question 7
Can you confirm that the community engagement project, which was commenced at the beginning of 2019, the only progress in the first 21 months has been to review information and work out what to do? Does the CEO consider this acceptable, and does the CEO see how the community could see this as reflecting the Administration's lack of commitment to improve community engagement?

Question 8
Has the Fair Work Commission case brought by Mr Lincoln Stewart in 2016 been resolved? If so, when was it resolved? Did the City make any payments to Mr Stewart as a result of this case?

Question 9
On page 2 of Attachment 1 to Item 12.2 Sustainable Environment Strategy 2019-2024 Progress, [Table 2 states that *"Average household consumption decreased despite more time spent at home in 2019/20 (due to COVID-19). Requirements in the City's Built Form Policy for better energy performance will have played some part in this."]*

Exactly which policy provisions are responsible for the reduction? Doesn't the reduction simply reflect the 74% increases in solar capacity, which is a direct result of significantly reduced installation costs?

For our household, the introduction of e-permits has been a breeze, and Chris Dixon should be congratulated on his/her proactive, customer focus.

The Presiding Member, Emma Cole, thanked Mr Maier for his comments.

The following statement was submitted prior to the Meeting and Mr Gartner spoke to it at the meeting.

3.6 John Gartner, President of Forrest Park Croquet Club – Item 11.2 Property Management Framework – Council Meeting 17 November 2020

Summary

This paper covers the following issues:-

- Acknowledges the achievements realized to date in respect to facility maintenance.
- Proposes partnership amortisation for insurance excesses, bore maintenance costs and that the City of Vincent be responsible for organising all works on bores.
- Discusses achieving a City of Vincent modified GRV methodology to remove location bias in property specific rents.
- Demonstrates the unfair treatment of clubs based on whether they have exclusive or non-exclusive use of grounds.
- That the Matrix is inappropriate and should be removed.

These measures need to be incorporated into the Property Management Framework prior to its adoption by Council.

The recommendation that Council adopt the Property Management Framework raises concerns as follows:-

- That the framework shouldn't be delegated to the CEO.
- Proposal to allow amendments to the Property Management Framework after Council has adopted the Framework shouldn't be allowed. Council should have direct control over the Property Management Framework.
- The Property Management Policy requires transparency and equity but the Framework doesn't adopt that principal.

These and numerous other issues make adopting the Property Management Framework unsafe by the City of Vincent.

Acknowledgement

I thank the Mayor, Emma Cole and City of Vincent staff for our meeting, the objective was to achieve a better outcome for clubs and organisations from this framework.
A substantial change occurred when the City decided to assume the long-term maintenance responsibilities for the facilities following that meeting. A subsequent meeting with city officials fine-tuned that responsibility.

Partnership

The City of Vincent through the Property Management framework adopts a style that is adversarial towards the clubs and organisations that use its facilities. The more appropriate style would be to acknowledge that clubs and organisations are partners with the City in contributing to the City of Vincent's Strategic Community Plan. These clubs and organisations aren't businesses in the same sense as development protagonists or other commercial operations.

The tone of the Framework documents is that it engenders unfairness to clubs and organisations. The draconian subsidy Matrix which penalizes clubs if they stray from a perceived ideal of council staff about what is beneficial to the city in relation to clubs and organization demonstrates that point. This submission will deal with that Matrix in more detail later in this document.

Property Management Framework Impacts on Clubs and Organisation

This framework doesn't take into any consideration the effects of its impacts on clubs and organisation that use its facilities.

Clubs and organisations generally have very constrained budgets and can't readily find funds to meet large unexpected financial events. I will illustrate through two examples.

Insurance Excesses. The framework clearly passes to clubs and organisations the insurance excesses should a claim be made under the city's insurance policy. I understand the excess is $1000 per claim. While this is relatively small amount, the amount can be disruptive to a club or organisation. Clubs would have no real objection to paying the excess if they caused the claim, however many of the insurable events will be

beyond their control and are really a community issue, i.e. vandalism and graffiti. Yet they will still be required to absorb the insurance excess charges from the city.

A more partnering approach would be for the City to amortise these likely insurance excesses into the rent.
Bore Maintenance. Changes incorporated into Bore Maintenance obligations which include the City being responsible for annual inspection and determining the schedule for maintenance and repair are provisionally welcomed as it makes compliance with licensing conditions easer for the City. However, the unknown costs of bore maintenance is being proposed to be handled on a case by case basis without Council oversight, that is unwelcome. These costs are significant. The maintenance of the bore at Forrest Park Croquet Club about three years ago was around $13,000. That cost was incurred by the City prior to including the bore maintenance costs in the Forrest Park Croquet Club lease. Recently North Perth Tennis Club had an issue with its bore and had to seek the assistance of the City to assist with funding the bore repairs. I understand the costs were significant at around $15,000. Very few clubs can meet the expenses of $10,000 to $15,000 without assistance.

A more partnering approach would be for the City to amortise the costs across the clubs and organisations with bore maintenance responsibility.

Transferring bore maintenance to clubs and organisations moves responsibilities from a known level of competency and expertise into the unknown. Most clubs and organisations lack the technical competency to satisfactorily undertake the works. A more sensible approach is for the City to retain maintenance of the bore.

A more partnering approach would be for the City to arrange the repairs on behalf of the clubs and organisations with bore maintenance responsibility.

Use of Gross Rental Value to determine Rents (rewrite dependent on answers to questions)

The Framework uses the Gross Rental Value (GRV) as a basis of determining the rent for a facility. It is understood that the GRV used is for an adjacent property. That makes the rent a locality-based rent.
Clubs and organisations had little say on where they are located. In the case of Forrest Park Croquet Club, it was relocated there by an initiative of the City to replace a defunct Bowling Club 20 years ago.
This partly explains the discrepancy in rents for similar sized facilities. The GRV for Highgate Playgroup is evidently higher than for Mt Hawthorn Playgroup.

If the City persists with the GRV as proposed, then Clubs and organisations may essentially engage in aberrant behaviour by applying to the Valuer General to establish individual GRV's for their facilities. It would only take one successful application to the Valuer General for other clubs and organisations to follow suit, throwing the Framework into disarray.

A more partnering approach, thereby treating all clubs and organisations using City facilities similarly would be to strike a single value for rent application. The suggestion made to City Officers was an average GRV for the City.

The Mayor's suggestion of capping rents proposed at the Briefing meeting of last week cuts across the strategy contained within the Property Management Framework making it difficult to ensure fairness in future years.

Exclusive Use of facilities

City Officers have a view that a club or organization using a facility surround by a fence have exclusive use of that facility. On that basis, those clubs and organisations are expected to pay all the outgoing and operational costs (except the long-term building maintenance costs). Past arguments indicated that the City is saving a significant expenditure through this arrangement because it doesn't have to fund the maintenance of grounds within these facilities. It would have to pay if the facilities were untenanted just to keep them presentable. In the case of Forrest Park Croquet Club that saving is estimated at about $6,000.
The primary need for fencing is to contain errant balls within the playing field. It's secondary purpose is to restrict the public, especially the unruly public from damaging the playing surface. It isn't about denying the rate payers of the City of Vincent access to the grounds. Essentially most clubs are more than welcoming for the public to enjoy the facilities they use.

In comparison, clubs with nonexclusive use of facilities, partially restrict the public access to the grounds. They do this by taking possession of the grounds and playing sports and other activities that are potentially

injurious to the public. Hockey and cricket balls as examples hurt and other interactions cause collisions with players. The consequence is that for periods, rate payers of the City are excluded from the grounds. The exclusion period could amount to about 10 hours per week. On a similar basis, that exclusion applies a subsidy to clubs and organisations of about $4,000 per facilities, i.e. the hockey club and cricket club at Charles Veryard Oval would share that saving at about $2,000 each.

The Framework includes this inequity which doesn't conform to the City Strategic Community Plan. It is therefore unfair.

Exclusive use by Forrest Park Croquet Club

In relation to Forrest Park Croquet Club, the club does not have complete control over access to its grounds. All access points to the grounds are excluded from its lease, the driveway and carpark are excluded from the lease. The main entrance gates are controlled Monday to Friday by City employees. The access gate to the playgroup is normally left open but is controlled principally by them. The playgroups grounds are generally open to the public as they are usually unlocked. The carpark is used by the Perth Soccer Club, by users of the playgroup and by City employees accessing the works depot. The Perth Soccer Club members use the playgroup gate to transit through the playgroup grounds to Forrest Park. One of the issues at Forrest Park Croquet Club is the management of rough sleepers. This all demonstrates that Forrest Park Croquet Club doesn't have exclusive use of its grounds.

Matrix – Criteria for determining level of subsidy for Leases and Licences for not-for -profit organisations (re-write dependent on answers to questions)

Forrest Park Croquet Club maintains its objections to this Matrix, principally because it is subjective in its application. It also create work for City employees which can only be counter to a good partnering approach.
In response to questions by Councillors at last week's Briefing meeting City staff indicated that most category 2 clubs would get the full discount. They also advised that all category 1 clubs also would get the discount. This essentially makes the need for the Matrix superfluous.

More specifically Forrest Park Croquet Club will detail its concerns about each of the criteria.

Criteria	Concern
Organisational Status and Structure	This is a compliance issue. While Forrest Park Croquet Club would score 4, many other clubs might achieve a lesser score, but it involves the City in detailed analysis of the lessee.
Capacity to undertake range of administrative and management responsibilities	Forrest Park Croquet Club would score 4, many other clubs might achieve a lesser score, but it involves the City in detailed analysis of the lessee.
Extent of service provided by organisation	Forrest Park Croquet Club could score either 4,3, or 2, dependent on the viewpoint of the assessor. many other clubs might achieve different scores, but it involves the City in detailed analysis of the lessee.
Extent of Accessibility of facility to the Community	Forrest Park Croquet Club could score either 4,3, or 2, dependent on the viewpoint of the assessor. many other clubs might achieve different scores, but it involves the City in detailed analysis of the lessee.
Social and Community Benefit	Forrest Park Croquet Club doesn't know how to assess its score for this criterion. It is unlikely to score highly, putting itself at a less advantage position in relation to lease negotiations with the City. Again, it involves the City in detailed analysis of the lessee.
Ability to Charge Fees and Raise Revenue	Forrest Park Croquet Club may score poorly in this category, therefore subjecting it to potential rent increases in future years. Again, it involves the City in detailed analysis of the lessee.

Diversity, Access, Inclusion and Equity	Forrest Park Croquet Club may score well on this category. However, its knowledge of members circumstances and preferences is limited and is irrelevant to running a croquet club. Again, it involves the City in detailed analysis of the lessee. Note that having men in the club may be assessed as a disadvantage.
Link to Strategic Community Plan	Forrest Park Croquet Club has difficulty in determining a score for this criterion for itself. Accordingly, the same would be true for the City. Again, it involves the City in detailed analysis of the lessee

The point being made is that for the City of Vincent to have enough information to assess the criteria, it needs substantial information above what is currently collected by the City through the Community Group Health Check.

This is not a partnering arrangement, because it will force clubs and organisations to submit more detailed information than they need to run themselves. The imposition of obtaining detailed information from members of clubs and organization would be administratively a nightmare and have the potential to alienate potential members from the club, because intrusive information is being sought.

Council Meeting Agenda Item 11.2 Adoption of Property Management Framework

Forrest Park Croquet Club notes that point 4 delegates the entering into leases, licenses and management agreements to the Chief Executive Officer. This is of concern in that it may make information about other clubs and organisations leases, licences or management agreements with the City of Vincent subject to commercial in confidence or other similar character which would preclude their disclosure to third parties, i.e. other clubs and organization. Making negotiation difficult and equity impossible to be seen to be achieved. It also prevents Council exercising oversight of the renewals.

Forrest Park Croquet Club notes that point 8 provides the City with the power to completely re-write the Framework without reference to the Council. This has the potential to change the entire Property Management Framework without any further reference back to Council.

Financial/Budget Implications indicates a modest change in revenue, however is silent on the cost change at the end of the 4-year transition period. It also doesn't state any financial implications of the application of the Matrix which may raise fees considerably as the subsidy is reduced.

Property Management Policy – Attachment 5. This document includes the following objective:-

To ensure transparency and equity, all financial and in-kind subsidization by the City will be recognized where the City owned and managed properties are used to meet demonstrated community needs
As demonstrated above clubs are treated differently dependent on whether they have exclusive or non-exclusive use of grounds. Therefore the framework doesn't comply with the Policy and therefore shouldn't be adopted.

Conclusion
To improve the operation of the Property Management framework and make it more palatable to clubs, the cost of insurance excesses and bore maintenance costs should be amortised.
That the City of Vincent establish a single GRV value for all clubs to remove the locality bias with using individual GRVs.

That all category 2 clubs be treated equally by incorporating the subsidies provided to clubs with non-exclusive leases within the Framework.

Remove the Matrix from the Framework as it is unworkable and involves the City Administration in additional work obtaining the necessary information.

There should be no delegation to the CEO of any lease agreement made between Clubs and the City of Vincent.

No amendments should be allowed to the Framework by the City Administration without reference to Council.
The Property Management Policy and Framework are out of step in relation to equity and in-kind subsidization.

Sarah Wright from the Perth Soccer Club has endorsed Mr Gartner's proposal.

The following statements were submitted prior to the Meeting and were read out by the A/Executive Manager Corporate Strategy & Governance.

3.7 Richard Zielinski of West Perth – Item 9.2

Unfortunately I am unable to be here this evening as I am recovering from a hip replacement. I wish to reiterate my objection for the approval of and or extended operating hours for the Active Fibre Gym at 305 Fitzgerald Street West Perth.

This unbearable noise pollution and vibration that is occurring from the gyms activity next door on our building has to stop. We have pleaded with Council over the years and have written to Council on this matter which seems to fall on deaf ears.

This gym should not be operating in a commercial residential area. It should be operating in an industrial area as is there other gym in Embleton.

We now understand a Noise Strategy Plan has been submitted to Council by the Owners. What good is this going to be when they've shown over the past years they haven't complied to any of the Council rules anyway .

Can I ask council who is going to monitor this noise strategy?

Who is going to be enforcing this should they be in breach?
Who's going to follow up on noise and vibration breaches?

What penalties will be imposed?

Will they be able to continue trading when in breach ?

How many warnings will be given?

With the Constant continuance of the noise and vibration would they ever be closedown?

So Council can I have your positive responses to my questions above should you approve this resolution?
We have previously agreed with Council to have noise and vibration monitors on our Property which is adjacent to the gym. This has not happened. Council were supposed to be putting Noise and vibration monitors on our site on 18th September 2020. This was agreed with our existing tenants. No one turned up from Council on that day. It's now been nearly two months since that date and I get a email last week asking me, do you have the email address of the tenant as we have been trying to contact him to arrange a suitable date for the sound monitoring. It's amazing nearly 2 months go by and then a email just prior to this resolution being submitted for approval!

As ratepayers we are being unjustifiably ignored with a problem that no one seems to want to deal with. Please remember that they are dropping weights 60 to 80 kg from above their head onto the floor with very little padding.

This is not a matter of whether our premises in which we own and do work from is commercial or residential, it's a matter of an acceptable and a bearable noise and vibration level.

The Council has taken one noise monitor reading which shows the decibels to be above residential noise standards. I believe this in itself vindicates the fact that there is a real problem.

Being commercial or residential we expect to have quietness and calm in our immediate environment. If at any stage we wish to move to a residential property which we are entitled to do, why should this be a problem if the gym is still operating?

Please do not go forward with this approval as we have endured too much for too long as it is.

The following is a summary of an additional statement received at the meeting, after the Mayor had closed public question time. The Mayor agreed that a further statement could be received. This is not a verbatim record of the statement made at the meeting.

3.8 Bjorn Voon of Mount Lawley – Item 9.2

- Owner of Fibre Active
- Small business owner
- Mats are 40mm thick and are doubled up
- Encourages Council to approve the application.

The Presiding Member, Emma Cole, thanked Mr Voon for his comments.

Administrations' responses to the questions will be provided in the Agenda for the 15 December 2020 Ordinary Council Meeting.

There being no further speakers, Public Question Time closed at approximately 6.34pm.

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.1 Dudley Maier of Highgate

1. Options are currently being presented to the community for the lot at 10 Monmouth Street. The only options given are: sell it; leave as it is; and an unspecified 'other'. Why hasn't the city developed a landscape plan for the lot and presented that to the community?

   The purpose of the consultation is to get community feedback on the potential sale of this lot. It is not proposed that the City will change the management of the lot if it is not sold – it would remain in its current condition. Therefore the development of a landscape plan is not necessary at this stage.

2. The concept plan on the Barlee Street Carpark was confidential in the Briefing Agenda, and has only been made public because of council intervention. The report also did not contain any information about parking utilisation. I'm not sure but I believe we have the Mayor to thank for those being included in this agenda.

   Why did the Administration make the concept plan confidential and why didn't they include any parking data until prompted by Council? Why isn't there a parking impact statement included in this report – have the staff actually considered it? By the way there were 36 cars parked there at 6:45 last night – a Monday night.

   The attachment at the Council Briefing included an assessment of the market valuation as well as a concept plan. The assessment of the market valuation was considered confidential. Following discussion at the Council Briefing the concept plan and summary/assessment of the market valuation were separated and attached separately. The concept plan could therefore be made public.

   The parking data will form part of the consideration by the community and Council when investigating alternative uses for the City's land, however, it did not form part of the consideration for approving the extension of lease.

3. Why are changes to documents like the Public Health Plan, and others on tonight's agenda, no longer shown with 'tracked changes' so that the community can see any changes, if any? By the way, I did compare the advertised health plan and the plan on the agenda and the only changes were to add some words about smoking, and adding a couple of points about ultraviolet radiation, and minor changes – nothing substantive!

   Minor changes were made to the Public Health Plan in response to the comments received from the community and stakeholders. The changes to the Plan were outlined within the report along with the reasons why the changes were made.

4. On 20 September 2018 the City paid Kott Gunning Lawyers a sum of $60,000 which was described as "settlement of a legal matter". What was the legal matter – was it related to an unfair dismissal claim? Who approved the payment – was it the former CEO?

   The legal matter was confidential, payment of the settlement sum was approved by the former CEO.

5. In response to your answer to my question 2 at the last meeting. Can you confirm that transport depot, fuel depot, service station, and corrective institution uses are exempt from a DA in non-residential zones under the Vincent's approach, but would require a DA under the Minister's order?

   If a change of use was proposed then these uses would be exempt from development approval. The exemptions extend to use only and not works. Where works are proposed i.e. installation of fuel tanks and associated infrastructure this would require development approval. The City's COVID exemptions were intended to provide flexibility for existing businesses who may need to adapt their operations in response to the pandemic and also endeavour to cut red tape for any new business who may wish to commence in the City within an existing premises.

Item 9.7 Accessible City

The document is OK but is pretty vague – more of a plan for plan.

It has errors. On page 13 it says that South of Vincent there is higher on-street parking demand because of greater commercial land use. The reality is that most properties south of Vincent were developed before cars were a thing. Why is this important – because the suggestion is that residents be charged for parking permits. On page 12 it says that households are moving away from multi-car ownership. Data from the last 3 censuses shows the opposite – the number of zero car households has dropped from 14.2% to 9.4%; household ownership has gone up from 1.38 to 1.52 cars per household; and multi-car households have gone from 40.7% to 46.5%.

One of the opportunities listed on page 20 is the ability to significantly improve road safety outcomes by going to 30kph limits; the Safe Active Streets are at 30kph; documentation about compact roundabouts says they are only safe for cyclists if the speed is less than 30kph; Austroads Safe System principle states that speeds less than 30 kph significantly decrease death and serious injury. Yet Vincent sticks with 40kph!

The data contained on page 13 represents a summary of parking within Vincent at the stated point in time. The development of properties within Vincent before cars is a reality in many areas across Vincent. The proposed action regarding the pricing of residential parking permits was intended to be an investigative exercise. The action to investigate the pricing of parking permits has now been removed from the draft Accessible City Strategy (ACS). The observation which has been made regarding car ownership is correct. In light of this the City will correct the assumption which has been made in the draft ACS.

Noting that the desirable speed of private vehicles for pedestrians and cyclists is 30km/hr. It is recommended that the best way to achieve this long-term change is through various initiatives and treatments of the road. The 40km/h areas are one very positive way of getting to this ideal outcome.

3.2 Sonia Grinceri of Leederville

- Questioned the lack of public parking during office hours on the east side of Oxford Street, Newcastle Street and Carr Place.

  There is extensive public parking available along the streets identified as well as Frame Court and The Avenue Car Parks. Rangers patrol the Leederville Town Centre each day to ensure the parking restrictions are adhered to and that the required parking turnover is achieved.

- Problem exacerbated by on street seating.

  Parklets and on street seating are provided on request by businesses and are seen as important in our town centres to promote vibrancy and enhance pedestrian activity. Businesses must apply for parklets and through this application must provide evidence of support from neighbouring businesses.

- The lack of public parking is affecting businesses in this area.

There is adequate public parking in and around the Leederville Town Centre and there is not a shortfall. The City is not ignoring the needs of business operators and respond to any parking complaints received in addition to maintaining regular patrols in the area.

- What plans are in place to compensate for loss of short term on street parking due to hospitality use?

  There are no plans nor is there a requirement to compensate businesses for changes in parking.

- Why did Council abandon its proposal to build multistorey parking on Frame Court?

  The Leederville Activity Centre Plan is currently being drafted and will be available for community consultation in 2021. This consultation process will gather feedback on what the community's vision is for Leederville now and into the future. This will address specific spaces in Leederville such as Frame Court as well as specific issues including what parking and other transport infrastructure is required in the future.

3.3 Lisa Fanciulli of Perth

Spoke against the e-parking permits and advised that there is not an issue with the existing parking permit process.

- Residents do not want to have to ask their visitors to register their number plates

  Residents will be the account holder and so will manage the registrations on their account. A resident may choose to register the visitor's vehicle before they arrive or once the visitor arrives. Once the registration has been entered and made active that vehicle will be live on the system instantly. The registration can be retained in the system for future visits so it will only need to be entered once. Please note that residents will only need the registration, no other details will be required.

- Will their number plates be logged all over the City?

  No.

- Asked how the City will ensure data security and privacy?

  Data is hosted within Microsoft's Australian Azure data platform which itself is certified to ISO 27001, the same information security standard that the City of Vincent bases its security framework on.

  The Licence Plate Recognition technology (LPR) used by Rangers to identify vehicle registrations does not identify the vehicle owner it simply confirms if the registration is active and eligible to park.

3.4 Sally Lake of Highgate

- In the past it has been the tradition that anybody that made a submission was informed the meeting. Queried if the City made a decision to stop advising people who made a submission, or was it an oversight? Queried if the people who made submissions on Items 9.4, 9.5, 9.6, 9.7, 11.2, 11.3 and 12.5 were advised of this meeting.

  Response for 9.4:

  Respondents for the Public Health Plan community consultation were contacted via e-mail between 12 –19 October 2020 to thank them for their submission and were provided with a link to the council agenda and report. It is acknowledged that the notice period may have been too short in some instances.

  Response for 9.5:

  The City acknowledged Vending Vincent Policy consultation submissions upon receipt and advised the anticipated Ordinary Meeting of Council (OMC) would be held in September 2020. Respondents were not further advised of the change of date to the October OMC which was an oversight. The responsible team have put mechanisms in place to ensure notification is provided in the future.

Response for 9.6:

The key stakeholders relating to the new Haynes Reserve including the current tenants of the site were informed of the Council meeting agenda item.

Response for 9.7:

The Accessible City Strategy (ACS) is now going to be released for consultation. Submission providers will be notified of the date of the Council Meeting when the ACS will be tabled for adoption.

Response for 11.2:

Community consultation was customised to suit the Youth audience and their advocates. Consultation process is detailed in the paper. Final review of consultation process and input was conducted with the Children and Young People Advisory Group who were informed of the meeting.

Response for 11.3:

One community comment was received which related to heritage. Comment was unrelated to the policy changes proposed. Community member was advised their feedback had been passed on to the appropriate officer.

Response for 12.5:

All persons submitting a response to the City's EHQ page on the proposed transfer of ANZAC Cottage to the National Trust were informed by email dated 8 October 2020 of the upcoming Council briefing and meeting, a link to the Council Agenda was included in the email. The National Trust of WA, VVAAWA and the Friends of ANZAC Cottage (as interested parties) were also notified by email.

3.5 Andrew Main of North Perth – Item 9.7

Question 1
In the 12 month period it took the City of Fremantle to prepare its integrated transport strategy, drafts of the strategy were regularly provided to a formal Council Committee for its consideration and feedback. As such, the draft strategy was a public document as were the changes made.

In keeping with the City Of Vincent's value of being accountable, will the City make public a copy of the draft Strategy that was initially submitted to the City by its consultants, and indicate the changes made to the strategy as a result of requests by officers and councillors since that time?

The version which has been presented to Council is an evolved version of the original submitted to the City by the consultant. The changes made to this version have provided additional context and ensured that the draft aligns with vision and values of Vincent. Any previous version of the document is not considered to be complete and correctly reflect the intent of the project. This is a working document which has evolved and will continue to evolve following the next round of community consultation.

Question 2
When the city prepares documents of a similar nature to the Accessible City Strategy, feedback received during the consultation process, and the City's response to this feedback, is publicly available.

Formal resident consultation on the strategy took place in May 2019 and there has been engagement by the City with state government agencies. However, a consultation report on feedback received has not been put in the public domain. As such, when will the city make public a report which includes the feedback received from both residents, ratepayers and state government agencies?

A summary of the consultation to date has been included in the draft strategy. Following the advertising of the draft document, a consultation report will be finalised detailing all consultation which has occurred as part of the project.

Question 3
To prepare the strategy, it is clear that there has been a considerable amount of research, as well as field surveys, carried out by the consultants. To aid members of the public and other stakeholders that wish to provide comment on the strategy, will the city provide the data that has been collected and used to prepare the strategy and the findings and recommendations within it?

The data which is believed to be most relevant has been included in the draft ACS. During the consultation period, stakeholders would be able to express a view on the information which has been included, and whether it provides enough support for the recommendations which have been made.

Question 4
Low traffic neighbourhoods are precincts that have been treated so that through traffic, or 'rat running', is discouraged through the use of measures including modal filtering. Was the consultant asked to consider, or did they provide advice, on the concept of low traffic neighbourhoods? Why was the concept not discussed in the strategy or a recommendation made to implement them in the City?

The issue of rat running was identified through community consultation. This is to be addressed by the draft ACS through Actions 1.2.3, 4.1.1, 4.1.2 and 4.1.4.

Though there is no direct reference to rat running and the reduction of it, the combination of these actions would address the issue and create streets which are safer for pedestrians and active transport users.

Question 5
It is noted that the strategy includes mode share targets for journeys to work. Why doesn't the strategy include mode share targets for all trips, and/or trips to school, shops, recreational facilities, sporting facilities etc? In addition, why doesn't the strategy include targets for cycling trips along key cycling routes, of which data is collected through the 'Super Tuesday' count?

Most commonly, mode share for cities is expressed in terms of journey to work for residents. For the purpose of easy comparisons to the Census and other local government areas, the current journey to work mode share has been calculated. Journey to work is also the most common trip made by a resident/worker in Vincent, as such a shift in this will create the most notable change.

This is not the only mode shift that is required to change and be used as a measurable target.

Additional actions have been created which look to collect data which can be used to calculate different journey mode shift in the future. This includes:

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.

Question 6
The draft strategy aims for modal shift in the community but one area where the City has greatest control of modal shift is its own workforce. Why doesn't the strategy explicitly include any actions and targets for modal shift in the City's workforce so that the City can be seen to lead by example? In addition, why aren't similar mode shift targets recommended for elected members given the strong support this would provide for the concept?

The City of Vincent has a program to encourage active transport options for its staff to its various work locations. Council has demonstrated strong support for active transport through its endorsement of a range of projects, strategies and plans including the development of this Accessible City Strategy.

Question 7
There are a number of tables and maps in the draft strategy document which are difficult to read due to their low resolution.

Will the city make all tables and maps separate documents so that they are legible to those that wish to view them?

Those requiring higher resolution versions of tables and maps contained with the Strategy, can contact the Policy & Place Team on 9273 6556 to obtain these.

4 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5 THE RECEIVING OF PETITIONS, DEPUTATIONS AND PRESENTATIONS

Council received the following deputation:

5.1 Vernon Gardam of Mount Lawley – Item 11.2 Adoption of Property Management Framework

- Is aware that staff have been working with community stakeholders since the briefing last week.
- Referred to 10 March 2020 Briefing Agenda.
- Stated that there is a large variation in lease fees between Tennis Clubs.
- Referred to the assessment that Vincent cannot charge differing fees for the same facilities in the City.
- Felt that additional information should be included in the report.
- States that there is no uniformity in leases.
- Feels that the City should hold responsibility for maintenance of bores.
- Referred to budget and financial implications.
- States that there are problems with the matrix, one of which is that the assumption that clubs make a profit. There are also issues relating to privacy and confidentiality.
- Feels that the feedback from CEO's consultation was no appropriate.

The Presiding Member, Emma Cole, thanked Mr Gardam for his involvement in this process over the years.

6 CONFIRMATION OF MINUTES

COUNCIL DECISION

Moved: Cr Castle, Seconded: Cr Smith

That the minutes of the Ordinary Meeting held on 20 October 2020 be confirmed.

CARRIED UNANIMOUSLY (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.)

7 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

The Presiding Member Emma Cole made the following announcement:

7.1 NAIDOC WEEK

NAIDOC Week has just been celebrated, and it was one of the best yet. This is partly due to the partnerships the City has with other organisations. The week included workshops, art, film and sport, including the AFL Carnival. They Mayor acknowledged the hard work of all involved.

7.2 PRIDE FEST

This year there is no Pride Parade or Pride Fair, but there are 45 events during a two week period. Although the format is different the spirit is strong.

8 DECLARATIONS OF INTEREST

8.1 Cr Alex Castle declared an impartiality interest in Item 11.2 Adoption of Property Management Framework. The extent of her interest is she is a social member of the North Perth Bowls Club.

8.2 Mayor Cole declared an impartiality interest in Item 11.2 Adoption of Property Management Framework. The extent of her interest is she is a social member of the North Perth Bowls Club and her son is a junior member of the Floreat Athena Football Club.

8.3 Cr Sally Smith declared an impartiality interest in Item 11.2 Adoption of Property Management Framework. The extent of her interest is she is a social member of the North Perth Bowls Club.

8.4 Cr Joshua Topelberg declared a proximity interest in Item 9.2 No. 305 (lot: 4, D/P: 1602) Fitzgerald Street, West Perth - change of use from warehouse to recreation private (amendment to approved) (unauthorised existing development). The extent of his interest is that his business is two doors away from the subject property. He is not seeking approval to participate in the debate or to remain in Chambers or vote in the matter.

8.5 Cr Sally Smith declared an impartiality interest in Item 12.3 Reports and Minutes of the Audit Committee Meeting held on 20 October 2020. The extent of her interest is her husband is a member of the Audit Committee.

REPORTS

The Presiding Member, Mayor Emma Cole, advised the meeting of:

(a) **Items which are the subject of a question, comment or deputation from Members of the Public, being:**

Items 9.2, 11.1, 11.2, 11.6, 12.3 12.5.

(b) **Items which require an Absolute Majority decision which have not already been the subject of a public question/comment, being:**

Items 12.1.

(c) **Items which Council Members/Officers have declared a financial or proximity interest, being:**

Items 9.2, 11.2, 12.3.

The Presiding Member, Mayor Emma Cole, requested Council Members to indicate:

(d) **Items which Council Members wish to discuss which have not already been the subject of a public question/comment or require an absolute majority decision and the following was advised:**

COUNCIL MEMBER	ITEMS TO BE DISCUSSED
Cr Gontaszewski	12.1 and 12.6
Cr Loden	9.4 and 12.2
Cr Topelberg	9.1 and 12.3

The Presiding Member, Mayor Emma Cole therefore requested the Chief Executive Officer, David MacLennan, to advise the meeting of:

(e) **Unopposed items which will be moved "En Bloc", being:**

Items 9.3, 9.5, 11.3, 11.4, 11.5, 12.4 and 12.79.3, 9.5, 11.3, 11.4, 11.5, 12.4 and 12.7

(f) **Confidential Reports which will be considered behind closed doors, being: Nil**

ITEMS APPROVED *"EN BLOC"*:

The following Items were adopted unopposed and without discussion *"En Bloc"*, as recommended:

COUNCIL DECISION

Moved: Cr Castle, Seconded: Cr Wallace

That the following unopposed items be adopted "En Bloc", as recommended:

Items 9.3, 9.5, 11.3, 11.4, 11.5, 12.4 and 12.7

CARRIED UNANIMOUSLY (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.)

9.3 NOS. 103-105 (LOT: 38; D/P: 28) SUMMERS STREET, PERTH - PROPOSED CHILD CARE PREMISES (AMENDMENT TO APPROVED)

Ward: South

Attachments:
1. Location Plan
2. Previous Minutes of Approval and Plans
3. Development Plans

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 Change of Use to Child Care Premises (Amendment to Approved) at Nos. 103-105 (Lot: 38; D/P: 28) Summers Street, Perth, in accordance with the plans shown in Attachment 3 dated 5 October 2020, subject to the following:

1. All conditions and advice notes detailed on development approval 5.2015.586.1 granted on 20 September 2016 continue to apply to this approval, except as follows:

1.1 Condition 1 is amended to read as follows:

1.1 A maximum of 63 children and 15 staff are permitted on site at any one time;

1.2 The Child Care Premises shall only operate between:

- **Monday to Friday: 7:00am – 6:30pm; and**
- **Closed Saturday, Sunday and Public Holidays.**

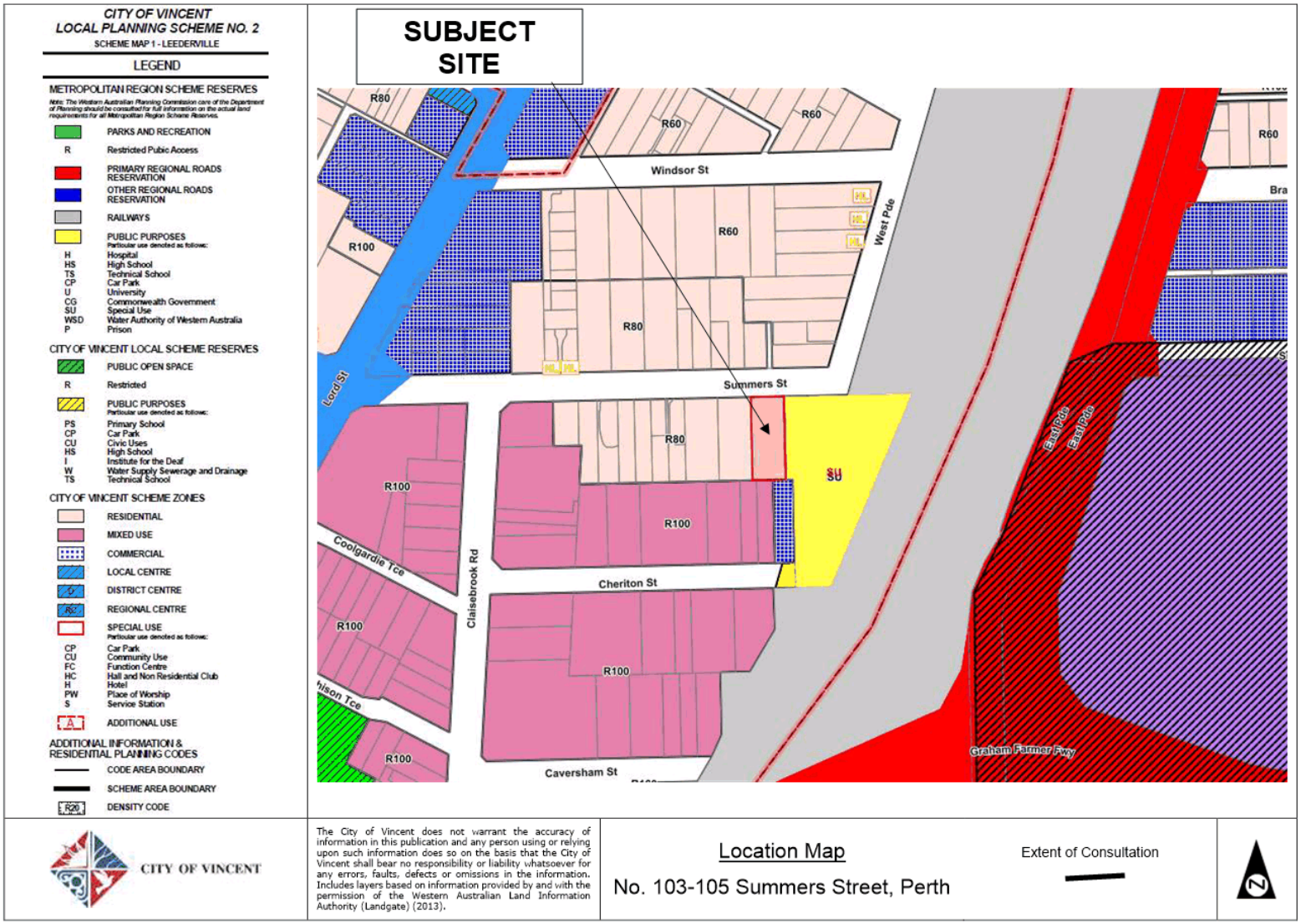
COUNCIL DECISION ITEM 9.3

Moved: Cr Castle, Seconded: Cr Wallace

That the recommendation be adopted.

CARRIED UNANIMOUSLY "*EN BLOC*" (8-0)

(Cr Hallett was an apology for the Meeting.)


CITY OF VINCENT
LOCAL PLANNING SCHEME NO. 2
SCHEME MAP 1 - LEEDERVILLE
LEGEND
METROPOLITAN REGION SCHEME RESERVES
PARKS AND RECREATION
R Restricted Pubic Access
PRIMARY REGIONAL ROADS RESERVATION
OTHER REGIONAL ROADS RESERVATION
RAILWAYS
PUBLIC PURPOSES
H Hospital
HS High School
TS Technical School
CP Car Park
U University
CG Commonwealth Government
SU Special Use
WSD Water Authority of Western Australia
P Prison
CITY OF VINCENT LOCAL SCHEME RESERVES
PUBLIC OPEN SPACE
R Restricted
PUBLIC PURPOSES
PS Primary School
CP Car Park
CU Civic Uses
HS High School
I Institute for the Deaf
W Water Supply Sewerage and Drainage
TS Technical School
CITY OF VINCENT SCHEME ZONES
RESIDENTIAL
MIXED USE
COMMERCIAL
LOCAL CENTRE
DISTRICT CENTRE
REGIONAL CENTRE
SPECIAL USE
CP Car Park
CU Community Use
FC Function Centre
HC Hall and Non Residential Club
H Hotel
PW Place of Worship
S Service Station
ADDITIONAL USE
ADDITIONAL INFORMATION & RESIDENTIAL PLANNING CODES
CODE AREA BOUNDARY
SCHEME AREA BOUNDARY
DENSITY CODE
SUBJECT SITE
R80
R60
Windsor St
West Pde
R100
Lord St
Summers St
SU
Coolgardie Tce
Claisebrook Rd
Cheriton St
Caversham St
Graham Farmer Fwy
East Pde
CITY OF VINCENT
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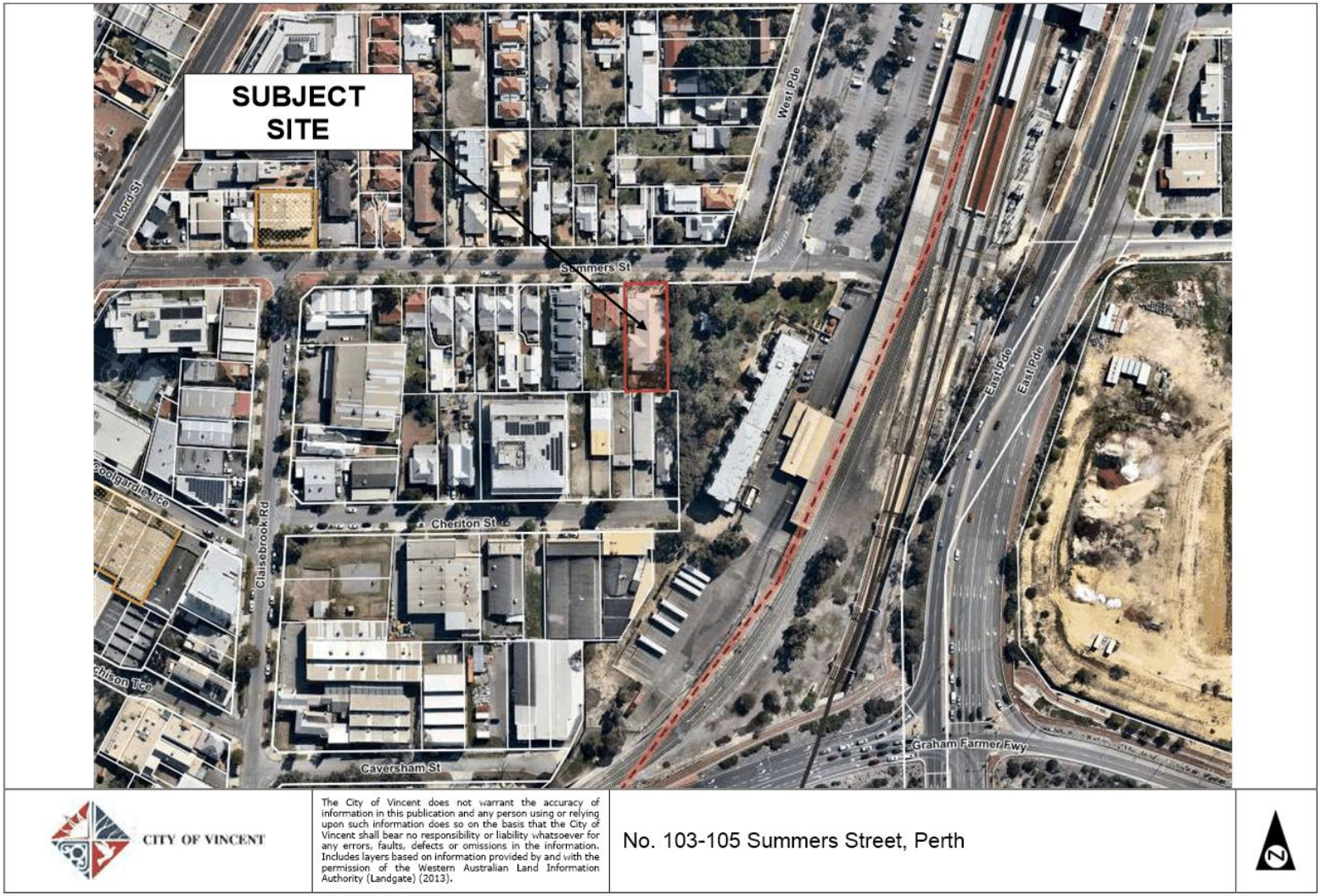
Location Map
No. 103-105 Summers Street, Perth
Extent of Consultation
N


SUBJECT SITE
Lord St
West Pde
Summers St
East Pde
Cheriton St
Claisebrook Rd
Caversham St
Graham Farmer Fwy
CITY OF VINCENT
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No. 103-105 Summers Street, Perth
N

9.1.1 FURTHER REPORT: Nos. 103-105 (Lot: 38; D/P: 28) Summers Street, Perth – Proposed Change of Use from Grouped Dwelling to Community Use (Day Care Centre)

Ward:	South	**Date:**	2 September 2016
Precinct:	EPRA Precinct 15 – Claisebrook Road North	**File Ref:**	PR50539; 5.2015.586.1
Attachments:	1 – Consultation Map 2 – Amended Development Application Plans 3 – KCTT Traffic Impact Assessment dated July 2016 4 – DVC Independent Traffic Review 5 – Acoustic Report revised July 2016 6 – Additional Information from applicant dated 13 July 2016 7 – Determination Advice Notes 8 – Car Parking Table		
Tabled Items:	Nil		
Reporting Officer:	C Sullivan, Statutory Planning Officer		
Responsible Officer:	P Di Perna, Acting Director Development Services		

RECOMMENDATION:

That Council, pursuant to its powers under the Local Government (Change of District Boundaries) Order 2007 and the *Local Government (Constitution) Regulations 1998*, Regulation 5(4)(c), allowing the City of Vincent to, in effect, administer the City of Perth Town Planning Scheme as if it were its own Scheme, and in accordance with the provisions of the Metropolitan Region Scheme, APPROVES the application for Change of Use from Grouped Dwelling to Community Use (Day Care Centre) at Nos. 103-105 (Lot: 38; D/P: 28) Summers Street, Perth in accordance with plans date stamped 29 July 2016, as shown on Attachment 2, subject to the Determination Advice Notes in Attachment 7 and the following conditions:

1. **Use of the Premises**

   1.1 **A maximum of 60 children and 15 staff are permitted on site at any one time;**

   1.2 **The Day Care Centre shall only operate between:**

   - **Monday to Friday: 7:00am – 6:30pm and**
   - **Closed Saturday, Sunday and Public Holidays;**

2. **Boundary Wall**

   The owners of the subject land shall finish and maintain the surface of the boundary (parapet) wall facing No. 107 Summers Street to the west and Norwood Park to the east in a good and clean condition. The finish of the wall is to be fully rendered or face brickwork to the satisfaction of the City;

3. **Car Parking and Access**

   3.1 **A minimum of four car parking bays shall be provided onsite;**

   3.2 **The car park shall only be used by visitors directly associated with the development;**

3.3 The staff shall not park in the onsite car park during the hours of 7:00am – 10:00am and 3:00pm to 6:30pm;

3.4 At all times at least 1 car bay shall be available for pick up/drop off;

3.5 The car parking and access areas are to comply with the requirements of AS2890.1;

3.6 Vehicle and pedestrian access points are required to match into existing footpath levels;

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

3.8 Prior to occupancy or use of the development the car parking areas on the subject land shall be sealed, drained, paved and line marked in accordance with the approved plans, completed to the satisfaction of the City and maintained thereafter by the owner(s)/occupier(s);

4. External Fixtures

All external fixtures shall not be visually obtrusive from Summers Street and neighbouring properties. External fixtures are such things as television antennas (of a non-standard type), radio and other antennas, satellite dishes, external hot water heaters, air conditioners, and the like;

5. Verge Trees

No verge trees shall be removed. The verge trees shall be retained and protected from any damage including unauthorised pruning;

6. Parking Management Plan

A Management Plan is to be submitted as part of the application for building permit and shall be approved by the City prior to the commencement of the development, a copy of which is to be provided to all parents and staff, detailing but not limited to, the following:

6.1 Drop off and pick up procedure;
6.2 Staff parking;
6.3 Services/delivery vehicle procedure; and
6.4 All points detailed in Condition 3 – Car Parking and Access;

7. Acoustic Report and Noise Management Plan

7.1 The recommended measures of the report dated July 2016 shall be implemented and shall include a Noise Management Plan to be submitted and approved by the City prior to the use or occupation of the development and, as a minimum addresses the following:

7.1.2 Operating Hours;
7.1.2 Predicted noise levels from Indoor Child Play and applicable noise management practices to control sound levels;
7.1.3 Predicted noise levels from Outdoor Child Play and applicable noise management practices to control sound levels;
7.1.4 Use and style of amplified music;
7.1.5 Duration and frequency of 'play times' applicable to each and all age groups;
7.1.6 Time and frequency of waste collection and deliveries at the premises; and
7.1.7 Community relations/complaint management procedure;

7.2 Certification from an acoustic consultant shall be provided to the City that the recommended measures identified in the acoustic report have been undertaken to the City's satisfaction, prior to occupancy or use of the development;

8. Landscape and Reticulation Plan

8.1 A detailed landscape and reticulation plan for the development site and adjoining road verge is to form part of the application for a Building Permit and shall be approved by the City prior to commencement of the development. The plan shall be drawn to a scale of 1:100 and show the following:

8.1.1 The location and type of existing and proposed trees and plants with specific emphasis on landscaping forward of the building line;
8.1.2 Areas to be irrigated or reticulated; and
8.1.3 The removal of redundant crossovers;

8.2 All works shown in the plans approved with the Building Permit 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;

9. Waste Management

9.1 A Waste Management Plan is to form part of the application for a Building Permit and shall be approved by the City prior to commencement of the development detailing a bin store to accommodate the City's specified bin requirement; and

9.2 Waste management for the development shall thereafter comply with the approved Waste Management Plan;

10. Stormwater

Prior to occupancy or use of the development all storm water collected on the subject land shall be retained onsite, by suitable means to the satisfaction of the City; and

11. Where any of the above conditions have a time limitation for compliance, and the condition is not met in the required time frame, the obligation to comply with the requirements of the condition continues whilst the approved development exists.

Moved Cr Murphy, Seconded Cr Harley

That the recommendation be adopted.

Debate ensued.

PROPOSED AMENDMENT:

Moved Cr Cole, Seconded Cr Topelberg

That the following Conditions 7.3 and 7.4 be inserted as follows:

"**7.3 The acoustic report be amended to the satisfaction of the City, prior to the commencement of development, to include provision of an acoustic barrier along the western boundary for the length of the babies play area and include recommendations in relation to the implementation of the barrier; and**

7.4 The proposal include, as part of the submission for building permit, the installation of an acoustic barrier along the western boundary for the length of the babies play area to the satisfaction of the City;"

Debate ensued.

AMENDMENT PUT AND CARRIED (7-1)

For: Presiding Member Mayor John Carey, Cr Buckels, Cr Cole, Cr Harley, Cr Gontaszewski, Cr McDonald and Cr Topelberg
Against: Cr Murphy

(Cr Loden was on approved leave of absence for the Meeting.)

Debate ensued.

MOTION AS AMENDED PUT AND CARRIED (6-2)

For: Cr Cole, Cr Harley, Cr Gontaszewski, Cr McDonald, Cr Murphy and Cr Topelberg
Against: Presiding Member Mayor John Carey and Cr Buckels

(Cr Loden was on approved leave of absence for the Meeting.)

COUNCIL DECISION ITEM 9.1.1

That Council, pursuant to its powers under the Local Government (Change of District Boundaries) Order 2007 and the *Local Government (Constitution) Regulations 1998*, Regulation 5(4)(c), allowing the City of Vincent to, in effect, administer the City of Perth Town Planning Scheme as if it were its own Scheme, and in accordance with the provisions of the Metropolitan Region Scheme, APPROVES the application for Change of Use from Grouped Dwelling to Community Use (Day Care Centre) at Nos. 103-105 (Lot: 38; D/P: 28) Summers Street, Perth in accordance with plans date stamped 29 July 2016, as shown on Attachment 2, subject to the Determination Advice Notes in Attachment 7 and the following conditions:

1. Use of the Premises

1.1 A maximum of 60 children and 15 staff are permitted on site at any one time;

1.2 The Day Care Centre shall only operate between:

- **Monday to Friday: 7:00am – 6:30pm and**
- **Closed Saturday, Sunday and Public Holidays;**

2. Boundary Wall

The owners of the subject land shall finish and maintain the surface of the boundary (parapet) wall facing No. 107 Summers Street to the west and Norwood Park to the east in a good and clean condition. The finish of the wall is to be fully rendered or face brickwork to the satisfaction of the City;

3. Car Parking and Access

3.1 A minimum of four car parking bays shall be provided onsite;

3.2 The car park shall only be used by visitors directly associated with the development;

3.3 The staff shall not park in the onsite car park during the hours of 7:00am – 10:00am and 3:00pm to 6:30pm;

3.4 At all times at least 1 car bay shall be available for pick up/drop off;

3.5 The car parking and access areas are to comply with the requirements of AS2890.1;

3.6 Vehicle and pedestrian access points are required to match into existing footpath levels;

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

3.8 Prior to occupancy or use of the development the car parking areas on the subject land shall be sealed, drained, paved and line marked in accordance with the approved plans, completed to the satisfaction of the City and maintained thereafter by the owner(s)/occupier(s);

4. External Fixtures

All external fixtures shall not be visually obtrusive from Summers Street and neighbouring properties. External fixtures are such things as television antennas (of a non-standard type), radio and other antennas, satellite dishes, external hot water heaters, air conditioners, and the like;

5. Verge Trees

No verge trees shall be removed. The verge trees shall be retained and protected from any damage including unauthorised pruning;

6. Parking Management Plan

A Management Plan is to be submitted as part of the application for building permit and shall be approved by the City prior to the commencement of the development, a copy of which is to be provided to all parents and staff, detailing but not limited to, the following:

6.1 Drop off and pick up procedure;
6.2 Staff parking;
6.3 Services/delivery vehicle procedure; and
6.4 All points detailed in Condition 3 – Car Parking and Access;

7. Acoustic Report and Noise Management Plan

7.1 The recommended measures of the report dated July 2016 shall be implemented and shall include a Noise Management Plan to be submitted and approved by the City prior to the use or occupation of the development and, as a minimum addresses the following:

7.1.2 Operating Hours;
7.1.2 Predicted noise levels from Indoor Child Play and applicable noise management practices to control sound levels;
7.1.3 Predicted noise levels from Outdoor Child Play and applicable noise management practices to control sound levels;
7.1.4 Use and style of amplified music;

7.1.5 Duration and frequency of 'play times' applicable to each and all age groups;
7.1.6 Time and frequency of waste collection and deliveries at the premises; and
7.1.7 Community relations/complaint management procedure;

7.2 Certification from an acoustic consultant shall be provided to the City that the recommended measures identified in the acoustic report have been undertaken to the City's satisfaction, prior to occupancy or use of the development;

7.3 The acoustic report be amended to the satisfaction of the City, prior to the commencement of development, to include provision of an acoustic barrier along the western boundary for the length of the babies play area and include recommendations in relation to the implementation of the barrier; and

7.4 The proposal include, as part of the submission for building permit, the installation of an acoustic barrier along the western boundary for the length of the babies play area to the satisfaction of the City;

8. Landscape and Reticulation Plan

8.1 A detailed landscape and reticulation plan for the development site and adjoining road verge is to form part of the application for a Building Permit and shall be approved by the City prior to commencement of the development. The plan shall be drawn to a scale of 1:100 and show the following:

8.1.1 The location and type of existing and proposed trees and plants with specific emphasis on landscaping forward of the building line;
8.1.2 Areas to be irrigated or reticulated; and
8.1.3 The removal of redundant crossovers;

8.2 All works shown in the plans approved with the Building Permit 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;

9. Waste Management

9.1 A Waste Management Plan is to form part of the application for a Building Permit and shall be approved by the City prior to commencement of the development detailing a bin store to accommodate the City's specified bin requirement; and

9.2 Waste management for the development shall thereafter comply with the approved Waste Management Plan;

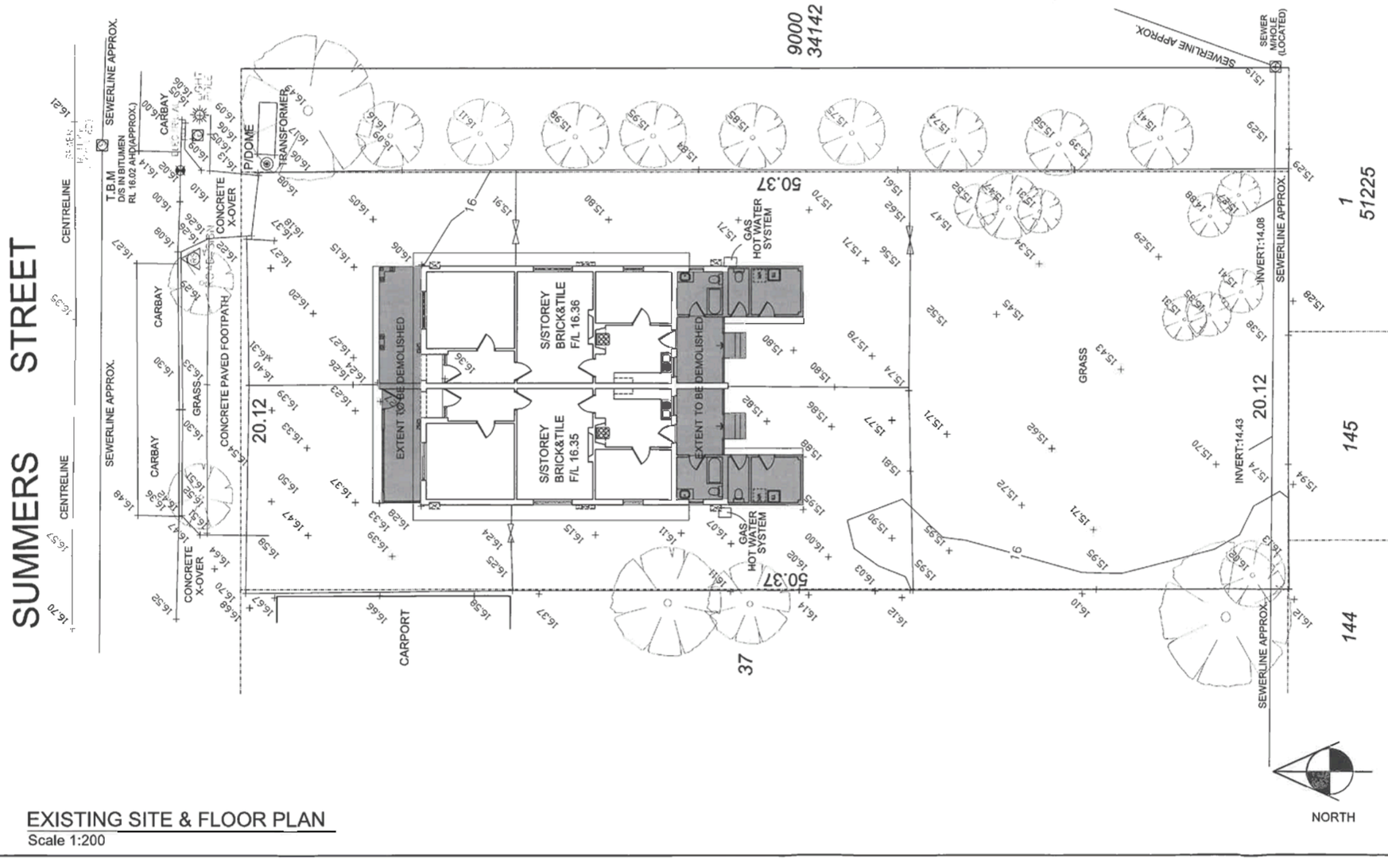
10. Stormwater

Prior to occupancy or use of the development all storm water collected on the subject land shall be retained onsite, by suitable means to the satisfaction of the City; and

11. Where any of the above conditions have a time limitation for compliance, and the condition is not met in the required time frame, the obligation to comply

with the requirements of the condition continues whilst the approved development exists.

FOR DEVELOPMENT APPROVAL



NOTES

CITY OF VINCENT
DA SERIAL No 5.2015.586.1
06 OCT 2016
APPROVED OMC 20191116
MANAGER APPROVAL SERVICES

REV:	DETAILS:	DATE:
G	FOR DEVELOPMENT APPROVAL	29.07.16
F	FOR DEVELOPMENT APPROVAL	13.07.16
E	FOR DEVELOPMENT APPROVAL	08.07.16
D	FOR DEVELOPMENT APPROVAL	22.04.16
C	FOR DEVELOPMENT APPROVAL	13.04.16
B	FOR INFO - COUNCIL MEETING	04.04.16
A	FOR INFORMATION - COUNCIL	21.03.16

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DRAWING TITLE
EXISTING SITE & FLOOR PLAN

DATE	DRAWN BY	DRAWING NO.
13.07.2016	NM & SM	001
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EXISTING SITE & FLOOR PLAN
Scale 1:200

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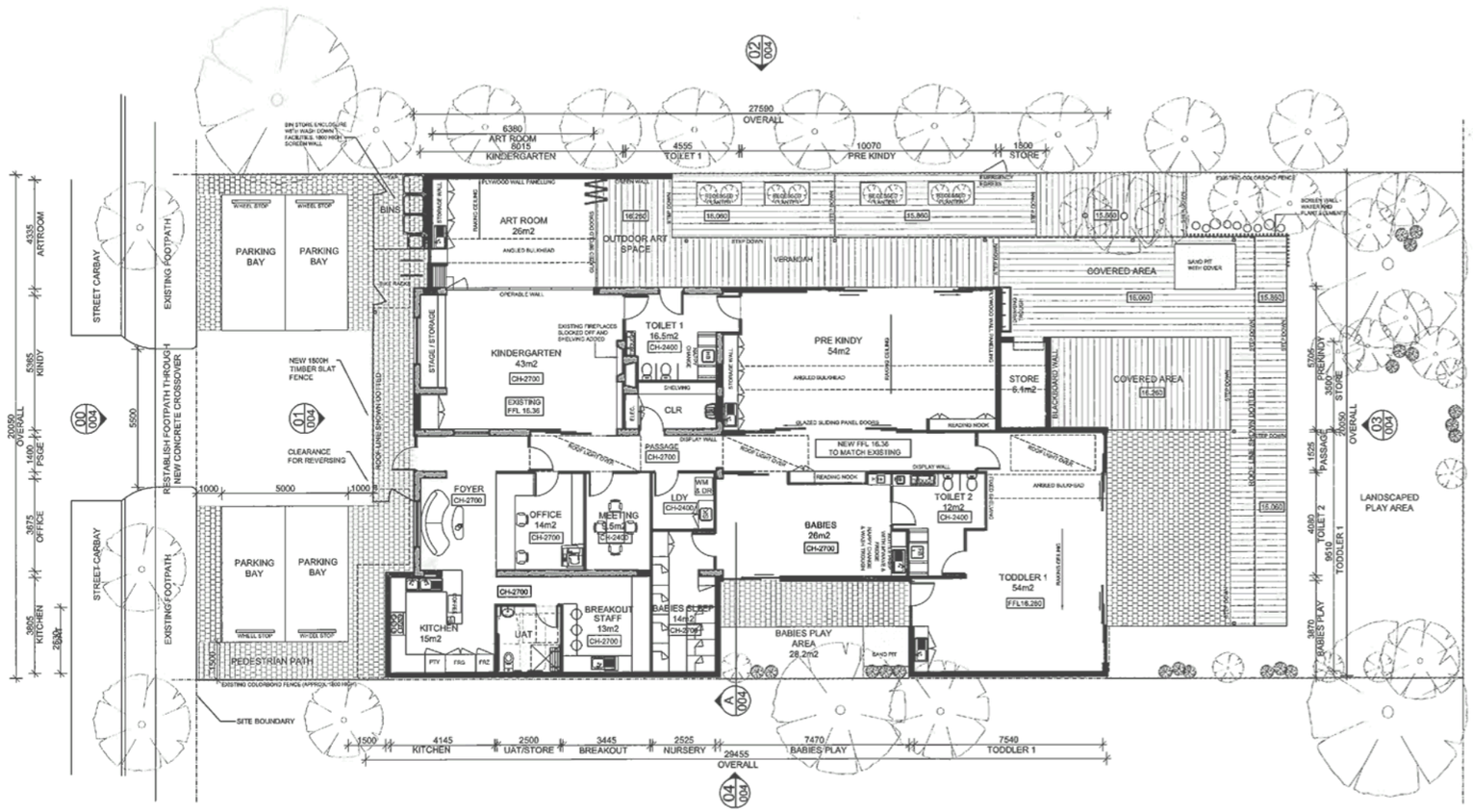

PROPOSED SITE & FLOOR PLAN - GRD FL
Scale 1:200

NORTH

NOTES

CITY OF VINCENT
DA SERIAL No 5.2016.586.1
06 OCT 2016
APPROVED OMC 20191116
MANAGER APPROVAL SERVICES

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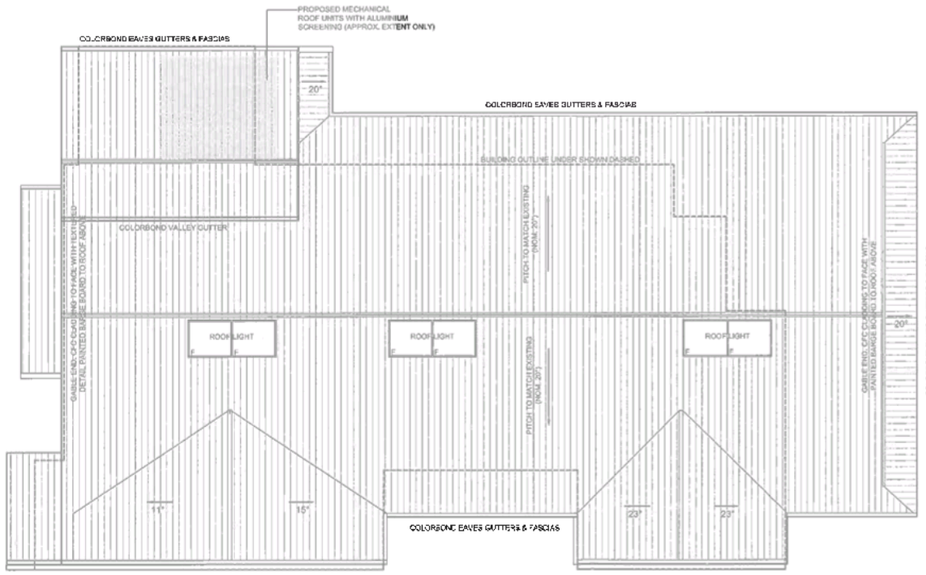

PROPOSED ROOF PLAN
Scale 1:200

NORTH

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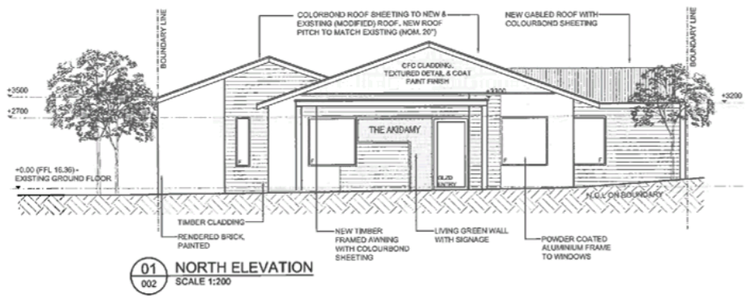

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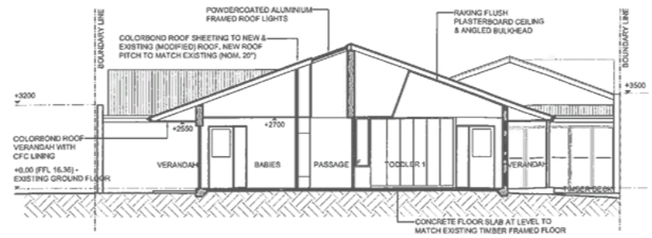

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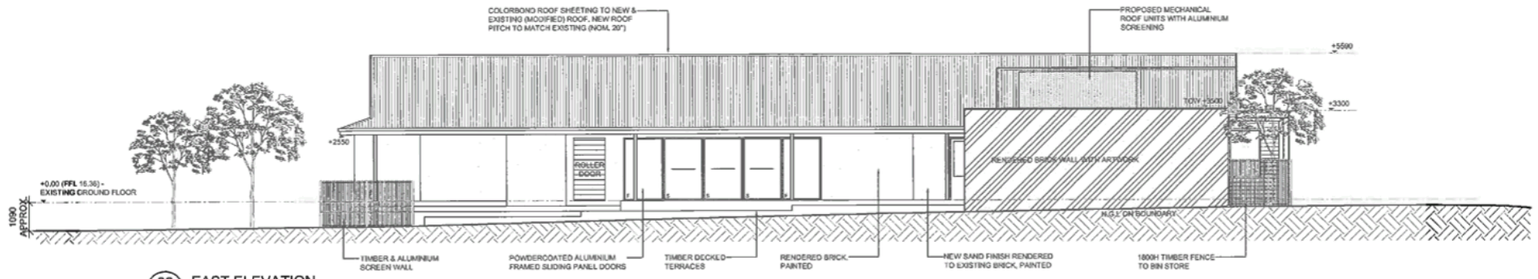

02 / 002 EAST ELEVATION
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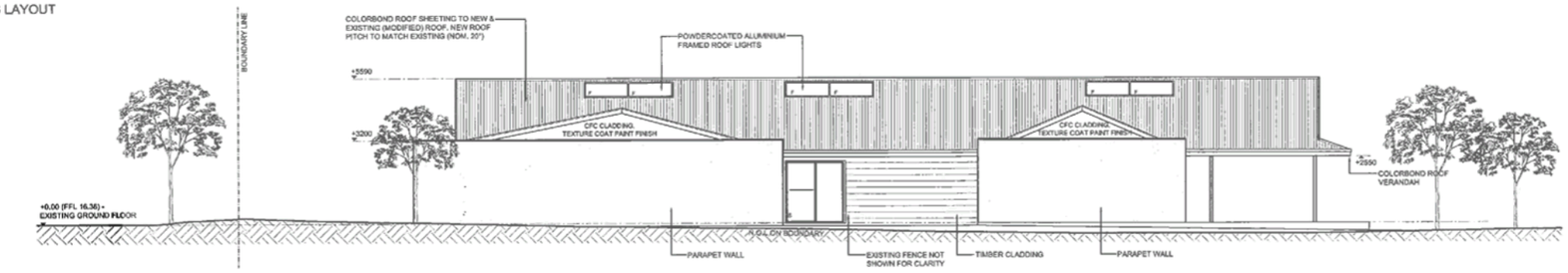
OOF LINE HAS NOT BEEN CHANGED TO SUIT NEW RKING LAYOUT



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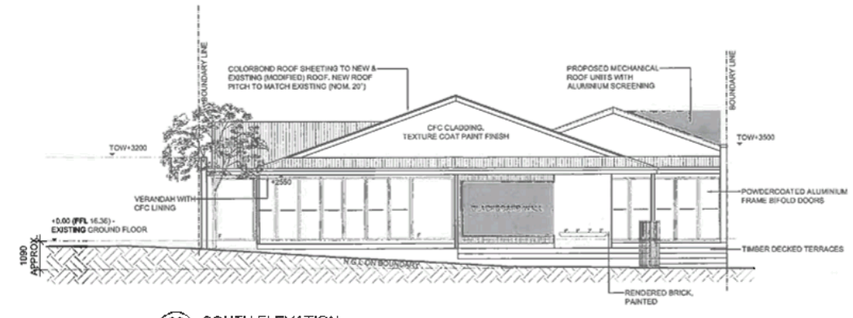

03 / 002 SOUTH ELEVATION
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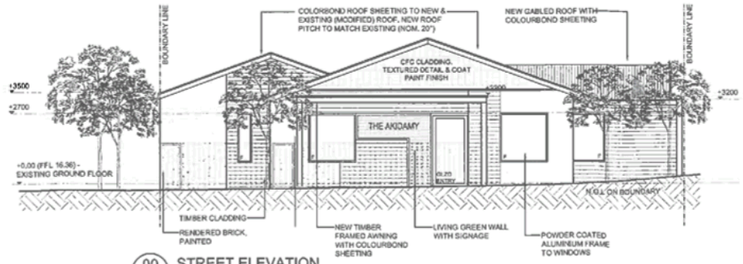

00 / 002 STREET ELEVATION
SCALE 1:200

NOTES

CITY OF VINCENT
DA SERIAL No 5.2015.586.1
06 OCT 2016
APPROVED OMC 20/9/16
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F: (08) 9441 8411
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PROPOSED ELEVATIONS : E1 TO E4

DATE	DRAWN BY	DRAWING NO.
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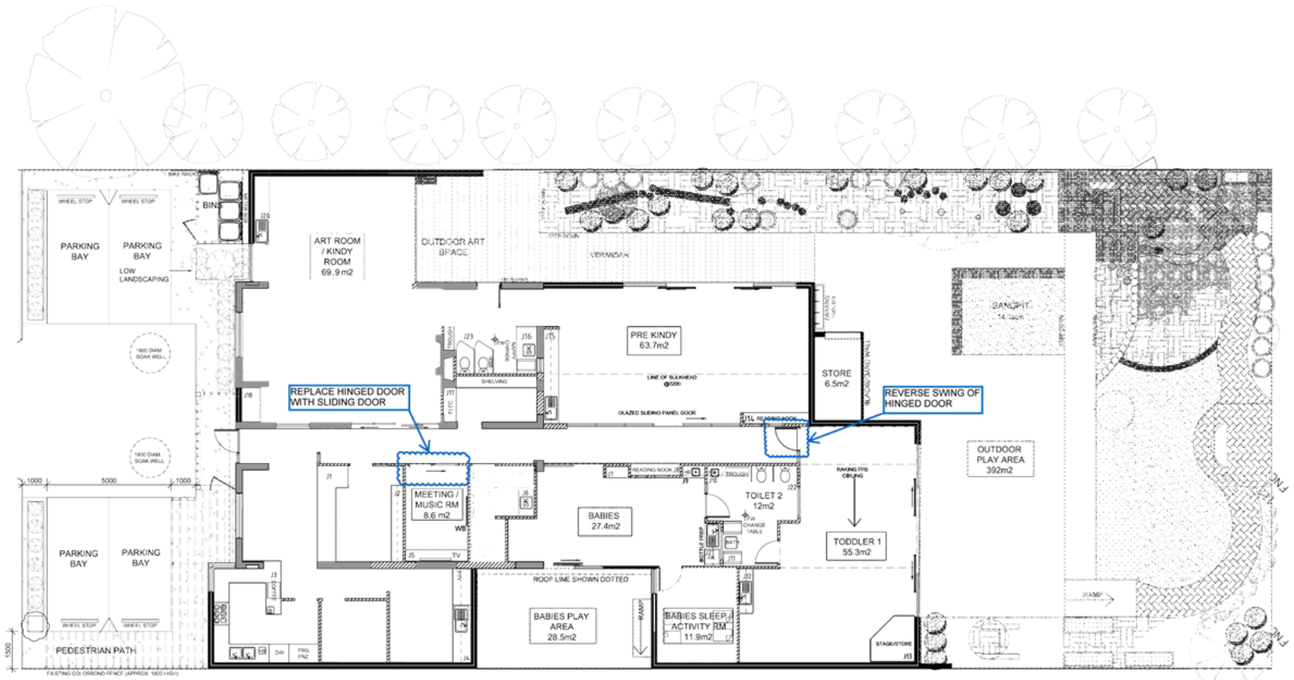

CLASSROOM CAPACITY	
BABIES	8
TODDLER	16
PRE KINDY	20
ART / KINDY RM	19
TOTAL	63

OUTDOOR PLAY AREA	
BABIES:	28.5 sq m
TODDLER & KINDY:	392 sq m
TOTAL:	420.5 sq m / 7 = 60 CHILDREN
COVERED OUTDOOR PLAY	
TODDLER & KINDY:	150 sq m = 36% UNDERCOVER PLAY SPACE AREA

TOTAL CAPACITY (EXCLUDING B. ACTIVITY)
224.9 sq m (INTERNAL)+ 420.5 sq m (EXTERNAL) = 645.4 / 10.25
63.0 CHILDREN

USABLE AREA - FLOOR PLAN
Scale 1:150

0 1 2 3 5

LEGEND

NOTES

IT IS THE RESPONSIBILITY OF THE CONTRACTOR ENGAGED TO BE UP TO DATE WITH THE LATEST NCC AND AUSTRALIAN STANDARDS WITH IN THEIR INDUSTRY TO ENSURE CONSTRUCTION COMPLIES AS REQUIRED.

REV: DETAILS: DATE:

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AKIDAMY
103 to105 SUMMERS ST PERTH, WA

P.A.I.D ARCHITECTURE

DRAWING TITLE

USABLE SPACE PLAN

DATE	DRAWN BY	DRAWING NO.
11.09.2020	LT	13
SCALE	REVISION	
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9.5 PLACE PLAN MINOR ANNUAL REVIEW

Attachments:

1. **Vincent Town Centre Place Plan (VTCPP)**
2. **North Perth Town Centre Place Plan (NPTCPP)**
3. **Mount Hawthorn Town Centre Place Plan (MHTCPP)**
4. **Implementation Framework Progress Update VTCPP**
5. **Implementation Framework Progress Update NPTCPP**
6. **Implementation Framework Progress Update MHTCPP**
7. **Vincent Town Centre Place Plan Review**
8. **North Perth Town Centre Place Plan Review**
9. **Mount Hawthorn Town Centre Place Plan Review**

RECOMMENDATION:

That Council:

1. **ENDORSES the revisions made to the Vincent Town Centre Place Plan, North Perth Town Centre Place Plan, and Mount Hawthorn Town Centre Place Plan, shown in Attachment 7, Attachment 8, and Attachment 9; and**

2. **NOTES the annual review of the Place Plans for 2020 where Administration will finalise the revisions to the Vincent Town Centre Place Plan, North Perth Town Centre Place Plan, and Mount Hawthorn Town Centre Place Plan to be presented for endorsement at 17 November 2020 Ordinary Council Meeting.**

COUNCIL DECISION ITEM 9.5

Moved: Cr Castle, Seconded: Cr Wallace

That the recommendation be adopted.

CARRIED UNANIMOUSLY "*EN BLOC*" (8-0)

(Cr Hallett was an apology for the Meeting.)

VINCENT
TOWN CENTRE
PLACE PLANS
VOLUME 01
CITY OF VINCENT

TOWN CENTRE PLACE PLAN VOLUME SERIES

The City of Vincent Town Centre Place Plans Volume Series has been developed as a set of 'place based' strategic documents to guide the direction of funding and resources in the City's town centres. The documents guide the implementation of all major initiatives in the town centres.

The Town Centre Place Plans (Place Plans) are split into the following volumes:

VOLUME 01 sets out the strategic direction for **all** of the City's town centres and outlines the projects (including associated funding and resources) which are common to all town centres.

VOLUME 02 to 06 include the Place Plans specific to each town centre. Each volume relates to one of the City's five town centres and outlines the funding and resources the City has specifically committed to each individual town centre. Volumes 02 to 06 have been developed as comprehensive, standalone documents which build upon the detailed information relating to all of the town centres in Volume 01.

The Place Plans direct the City's service units to deliver a range of place-based initiatives and enable the City to effectively support and coordinate change.

VOLUME 01
VINCENT TOWN CENTRE PLACE PLANS
00 INTRODUCTION
01 ACTIVITY
02 MOVEMENT
03 CHARACTER
04 IMPLEMENTATION FRAMEWORK

VOLUME 02
NORTH PERTH TOWN CENTRE PLACE PLAN
00 INTRODUCTION
01 ACTIVITY
02 MOVEMENT
03 CHARACTER
04 IMPLEMENTATION FRAMEWORK

VOLUME 03
MOUNT HAWTHORN TOWN CENTRE PLACE PLAN
00 INTRODUCTION
01 ACTIVITY
02 MOVEMENT
03 CHARACTER
04 IMPLEMENTATION FRAMEWORK

VOLUME 04
LEEDERVILLE TOWN CENTRE PLACE PLAN
00 INTRODUCTION
01 ACTIVITY
02 MOVEMENT
03 CHARACTER
04 IMPLEMENTATION FRAMEWORK

VOLUME 05
MOUNT LAWLEY/HIGHGATE TOWN CENTRE PLACE PLAN
00 INTRODUCTION
01 ACTIVITY
02 MOVEMENT
03 CHARACTER
04 IMPLEMENTATION FRAMEWORK

VOLUME 06
NORTHBRIDGE TOWN CENTRE PLACE PLAN
00 INTRODUCTION
01 ACTIVITY
02 MOVEMENT
03 CHARACTER
04 IMPLEMENTATION FRAMEWORK

CONTENTS

00 INTRODUCTION 4

01 ACTIVITY 12

02 MOVEMENT 18

03 CHARACTER 22

04 IMPLEMENTATION FRAMEWORK 24

DISCLAIMER

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DATE	DETAILS	STATUS
09/04/18	Vincent Town Centre Place Plans	Final
19/06/19	Vincent Town Centre Place Plans	Review I

00 INTRODUCTION

The City of Vincent (City) has five major town centres – North Perth, Mt Hawthorn, Leederville, Mt Lawley/ Highgate and Northbridge.

The town centres are classified as District Centres in the State Planning Framework, with the exception of Leederville which is classified as a Secondary Centre. The State and local planning framework identify the town centres as important opportunities for targeted infill development that are expected to redevelop over time to meet changing community needs.

TOWN CENTRE TOWN TEAMS

Each of the town centres has a 'town team'. The town teams are independently formed incorporated bodies that aim to make their respective town centres the best places they can possibly be. The town teams include:

- Mt Hawthorn Hub >> Mount Hawthorn Town Centre;
- Leederville Connect >> Leederville Town Centre;
- North Perth Local >> North Perth Town Centre;
- Beaufort Street Network >> Mount Lawley/Highgate Town Centre; and
- Northbridge Common >> Northbridge Town Centre.

The town teams are not an affiliate of the City but can access funding for community driven initiatives. The town teams are made up of a diverse range of members that include business owners, land owners and local residents. Each town team member brings a different set of skills and life experiences to the table and these collectively shape the direction, composition and identity of the five town teams.

The town teams and the City enjoy a symbiotic relationship. The City engages directly with each town team on a variety of issues that are specific to their respective town centres and the town teams are able to effectively communicate issues, solutions and ideas to the City through their respective Action Plans. The City works collaboratively with the town teams to deliver locally based activities/events, physical improvements and economic and community development initiatives.

Ellesmere Street
Mount Hawthorn Town Centre
Mount Hawthorn
Scarborough Beach Road
Oxford Street
Loftus Street
Fitzgerald Street
North Perth Town Centre
View Street
North Perth
Leederville
William Street
Mt Lawley / Highgate Town Centre
Vincent Street
Highgate
Leederville Town Centre
Newcastle Street
Bulwer Street
Beaufort Street
Lord Street
Perth
Northbridge Town Centre
Inglewood
Menora
Mount Lawley
West Leederville
Northbridge
West Perth

A PLACE MANAGEMENT APPROACH

The City's Place Management team is responsible for coordinating and influencing the City's service units to deliver great place outcomes. The Place Management team delivers and influences a variety of projects and is responsible for coordinating the delivery of the Place Plans.

The City of Vincent employs a Place Management approach to streamline and improve the management of the wide range of issues, challenges and opportunities that face the City's town centres.

Place Management was established at the City in 2013 and has since evolved through a three phase process. This evolution process is outlined in the **Evolution of Place Management Diagram** below. The implementation of the Place Plans is set to occur during the 'Manage' phase.

ESTABLISH

1.1	Establish working relationships with Administration
1.2	Build relationships with town centre communities
1.3	Develop working relationships with the City's service units and establish a focus on places
1.4	Facilitate creation and growth of Town Teams and assist the development of their Action Plans
1.5	Identify and address 'easy to solve' physical deficiencies
1.6	Establish Place Management as a core component of Vincent's service offer
1.7	Champion good place outcomes and focus on: people first, entrepreneurial principles, customer service and placemaking
1.8	Identify and deliver 'easy to solve' procedural improvements
1.9	Identify and amend 'easy to solve' policy anomalies
1.10	Manage projects through to completion

PLAN

2.1	Prepare, implement and refine strategic Place Plans
2.2	Ensure Service Unit Plans are delivering the projects in the Place Plans
2.3	Place Managers to transition from project management function to advisory and coordination role
2.4	Prepare Town Centre Performance Measurement Strategy and begin to collect and collate key data sets
2.5	Continue to support the growth and maturity of the Town Teams
2.6	Manage the Town Team Grant Program
2.7	Guide the creation and implementation of place activation initiatives
2.8	Guide the creation and implementation of a Place Branding and Marketing Campaign for the town centres
2.9	Identify emerging industries and develop support strategies within the Place Plans
2.10	Work with the Business Advisory Group to develop and improve the local economy
2.11	Review how Place Management interacts with Executive Management and Elected Members
2.12	Improve Place Manager mobility to be more present in town centres
2.13	Support development and review of Town Team Strategic Documents/Action Plans
2.14	Help improve broader industry practice and be recognised as a leader in place led governance
2.15	Continue to champion great place outcomes at the City

MANAGE

3.1	Identify potential resource and funding support streams with State and Federal Agencies
3.2	Advocate for major town centre improvements at a State and Federal level
3.3	Support Town Teams to become more profitable, sustainable place based entities
3.4	Continue to develop and refine Town Centre Performance Measurement Strategy
3.5	Oversee the implementation of the Place Plans
3.6	Review and update the Place Plans
3.7	Continue to develop support strategies for emerging industries
3.8	Identify the need for new Policies and Policy changes
3.9	Be a well-known example of best practice in Place Management nationally
3.10	Perform key role in the strategic planning and development of City of Vincent land in town centres
3.11	Investigate other areas that would benefit from a Place Management approach and outline funding and resourcing requirements
3.12	Continue to champion great place outcomes in the organisation
3.13	Identify and manage the design component of major town centre projects
3.14	Coordinate the City's Place Based Structure and Place Teams

PLACE PLAN PROCESS

The Place Plans capture and build upon existing strategies and plans prepared by the City.

The projects within the Town Centre Place Plans are either existing town centre based projects from other strategies – or – plans or new projects that have been identified by analysing and applying information from the following three sources:

A. the content and identified actions within the town team Action Plans;

B. best practice; and

C. data collected through the Town Centre Performance Measurement Strategy.

The diagram below identifies the process in which Place Plan actions are prepared.

A TOWN TEAM ACTION PLANS

The town team Action Plans provide the opportunity for town teams to influence the strategic direction and management of their town centre. Town team Action Plans are prepared by local people who have a deep knowledge and feel for the place. The Action Plans are critical to the City better understanding the needs and aspirations of the local community. Key actions from the town team Action Plans are assessed by the City and considered for inclusion in the relevant Place Plan.

B BEST PRACTICE

Best practice case studies and current urban trends from both Australia and overseas inform the strategies and actions included in the Place Plans. Similarly, the City is informed and kept up to date with emerging trends and practices through partnerships with local universities. These partnerships bring new strategies and actions to light which are then considered for inclusion in the Place Plans.

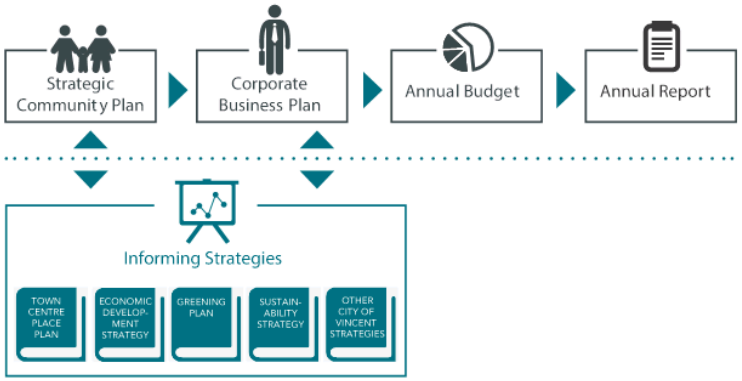
C TOWN CENTRE DATA

The City has prepared a Town Centre Performance Measurement Strategy to help guide the data collected in town centres. This is an internal document that guides the data collection activities of Administration. By collecting and analysing data in a structured and deliberate manner, decision-making becomes better informed. Through the collection of good quality data Administration is able to recommend targeted strategies and interventions.

The collection and analysis of data is a key component in the formulation of actions and strategies within the Place Plans.

PLACE PLAN PURPOSE

The Place Plans form a part of the City's suite of informing strategies. The Integrated Planning and Reporting Framework outlined by the *Local Government (Administration) Regulations 1996* requires the City to adopt a Strategic Community Plan and a Corporate Business Plan. The creation of the Place Plans is identified in the City's Corporate Business Plan, adopted 25 July 2017, and their relationship with the City's future Strategic Community Plan and Corporate Business Plan is illustrated in the diagram below.



STRATEGIC COMMUNITY PLAN 2018-2028

The City of Vincent Strategic Community Plan 2018–2028 includes the vision that:

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

This vision is underpinned by a number of key priorities including: Enhanced Environment, Accessible City, Connected Community, Thriving Places, Sensitive Design and Innovative & Accountable

All of which directly align with the purpose and objectives of the Town Centre Place Plans.

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.

MONITORING & REVIEW

Each action within the Place Plans is a project and therefore required to be managed appropriately including the use of project schedules and project plans. Major projects will also need to be highlighted in the Corporate Business Plan.

Place Management is responsible for coordinating with the City's service units to work through the action items within the Place Plans and ensure the work is undertaken on time and on budget.

Progress reporting to Council on the implementation of the Place Plans is required annually. Progress reports will be prepared by Place Management with input from applicable service units at the City.

The Place Plans are intended to be iterative documents which evolve over time. The plans will be reviewed as follows:

MINOR REVIEW:

High-level annual review may include but is not limited to:

a. including town team priority projects and initiatives which are supported by best practice, data and Council priorities;
b. reflecting changes to the Corporate Business Plans and Strategic Community Plan; and
c. including priority projects, initiatives and items which may arise in relation to shifts in best practice, in response to specific data acquired and/or external funding opportunities from private organisations, state and/or federal agencies.

MAJOR REVIEW:

A four year review will include major changes to the Place Plan documents including possible structure revisions and graphic design updates. It will also reflect changes to the town team structures and project implementation processes as applicable.

MEASURING PERFORMANCE

The City has access to a range of data that is dispersed across a variety of organisations and information platforms. Current data on hand includes:

- vehicle speeds and volumes;
- development approvals;
- permit approvals ;
- demographic data (via .id);
- limited public transport data provided by the Public Transport Authority;
- parking numbers and restrictions;
- a diverse range of previous engagement results;
- community asset mapping; and
- rates information.

Place Management has prepared a Town Centre Performance Measurement Strategy which outlines the key datasets the City needs to better understand in order to manage and improve the performance of its town centres. These datasets are outlined on the adjacent page.

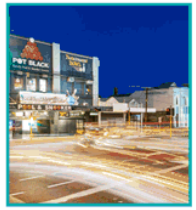
Gathering and analysing data is critical to informed decision making. The data sets below will provide a thorough understanding of the place and continue to highlight required action that emerges through the review process.

HOW TO READ THIS DOCUMENT!

The Vincent Town Centre Place Plans Volume Series is structured around three Key Focus Areas:

01 ACTIVITY Sets out the actions and projects which assist the City to enhance activity in its town centres so they can reach their activation and economic potential.

02 MOVEMENT Sets out the actions and projects which enhance walkability, improve the use of public transport, deliver parking efficiencies and create more pedestrian and cycle friendly town centres.



03 CHARACTER Sets out the actions and projects which contribute to Vincent's town centres unique sense of place.

The City of Vincent is committed to 'Greening Vincent' by increasing overall canopy cover, creating more liveable and walkable neighbourhoods and fostering biodiversity within the City of Vincent. Major greening projects are identified in:

- the City's Greening Plan Implementation Schedule; and
- the actions in the Place Plan Volume Series that are demarcated with the Vincent Greening Icon below.

GREENING Any action that has a greening component is marked with the City of Vincent's Greening Plan Icon.

IMPLEMENTATION FRAMEWORK Sets out the actions, time frames and the responsible teams for the delivery of all of the identified projects.

Each project is explained using the following three step process:

STEP 1

DIAGNOSIS
Diagnosing the issue or opportunity evident in the town centres. These may be identified in town team Action Plans, as an opportunity to achieve best practice or through the analysis of data.

STEP 2

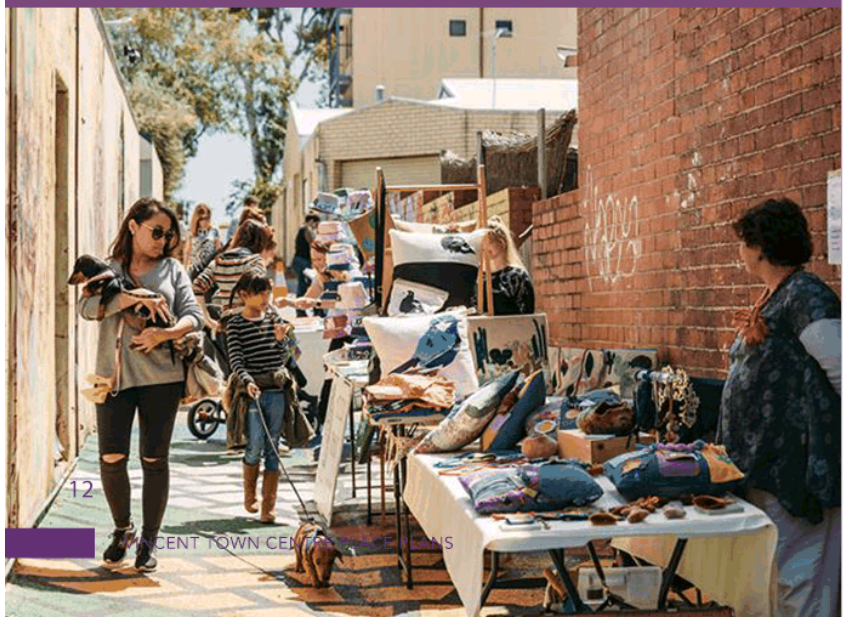
ANALYSIS
Analysing the detail of the issue or opportunity to understand the best path forward.

STEP 3

SOLUTION
Proposing a solution that solves the issue or seizes the opportunity.

01 ACTIVITY

THE ACTIVITY FOCUS AREA RELATES TO THOSE PROJECTS AND INITIATIVES THAT HELP TO BRING THE STREETS TO LIFE. IT RELATES TO ACTIVATION, EVENTS, PUBLIC SPACES, MARKETING, THE LOCAL ECONOMY AND FUTURE DEVELOPMENT.



EVENTS AND ACTIVATION

ITEM 1.1 - PUBLIC SPACE ACTIVATION

Many of the public spaces in Vincent's town centres are not well activated.

A carefully curated events program in a town centre can amplify the local economy, connect the community, and raise the profile of the place to the broader public. A range of events that vary in scale and style that are designed for the local demographic should be programmed by either the City, town teams and/or businesses (or together in partnership).

Events and activities must be carefully designed to cater for the range of people who visit Vincent's town centres. Active and engaging public spaces attract people and encourage them to 'linger longer'. The City recognises the value of engaging visitors to stay longer and the Activation Schedule will be developed to facilitate this.

The City needs to prepare an activation program for each of its town centre public spaces.

Prepare and implement **Town Centre Public Space Activation** schedules

EVENTS AND ACTIVATION

ITEM 1.2 - ONLINE HIRE PLATFORM

It is difficult to hire the public space in Vincent's town centres.

The City has recently improved the hiring process for town centre public spaces but there is still room for improvement. Town teams and the local business community are encouraged to hire the town centre public spaces to run events and activities. The hiring process needs to be promoted, simplified and a more user friendly online platform investigated.

Review hire fees and create an improved **Online Hire Platform** and booking system for town centre public spaces

EVENTS AND ACTIVATION

ITEM 1.3 - STREAMLINE EVENT APPROVALS PROCESSES

Events often require multiple approvals from the City, sometimes resulting in a complex and long process.

The City's approval processes need to be refined and streamlined to make it easier for town teams and the community to run events in town centre public spaces.

The City's service units would benefit from an improved understanding of the events approvals processes, as a multidisciplinary approach is needed in order to deliver information and approvals in a timely manner.

User friendly online systems could be implemented to simplify the approvals processes.

Streamline the City's **Event Approvals** processes

EVENTS AND ACTIVATION

ITEM 1.4 - SUPPORT EVENTS

Major events require financial and administrative support from the City of Vincent.

Events are important for the local economy as well as bringing the community together. The City should continue to provide ongoing support for festivals and events in Vincent's town centres.

Provide ongoing support for **Town Team Events & Other Public Events**

CUSTOMER SERVICE

ITEM 1.5 - SERVICE & MAINTENANCE

Vincent's town centres require a high level of service and maintenance.

The City is currently investigating the viability of increasing service and maintenance levels in town centres through prioritisation of specialised town centre works schedules and improvements to reporting.

Clean, curated and attractive public spaces are more inviting, encouraging people to linger longer.

Specialising the maintenance works and frequencies for the town centres will improve the way the City is able to deliver a higher level of ongoing service in each of the town centres.

Improve and monitor the level of **Service & Maintenance** provided in the town centres

TOWN CENTRE TIDY TEAMS will deliver a higher level of maintenance and care to landscaped areas in Vincent town centres.

ACTIVITY 01

CUSTOMER SERVICE

ITEM 1.6 - TOWN TEAM GRANT PROGRAM

Town teams require financial support to deliver outcomes for their respective town centres and to make themselves more sustainable entities.

Town teams can access grant funding through the Town Team Grant Program. This funding can be used to facilitate events, activities and/or initiatives that engage the local community, contribute to the local economy or improve the sustainability of the town team.

Manage the **Town Team Grant Program**

MARKETING & BRANDING

ITEM 1.7 - MARKETING & BRANDING

Vincent's town centres do not have strong and cohesive brands or benefit from a coordinated marketing approach.

The town centres are primarily branded through the town team websites, WA Tourism and independent place promoters such as Urban List and Broadsheet Perth. A carefully considered and targeted marketing strategy will further promote each town centre. Further work needs to be undertaken to understand the best approach to marketing, whether it is led by the City of Vincent, the town teams, or both.

Prepare and implement **Town Centre Marketing & Branding Plans**

MARKETING & BRANDING

ITEM 1.8 - DESTINATION MARKETING

The City does not partner with other inner city local governments to promote destination tourism of its town centres.

A partnership between the City and inner city local governments should be developed to better promote key inner city destinations.

Work collaboratively with the Inner Perth Assembly to develop and deliver **Destination Marketing**

BUSINESS SUPPORT

ITEM 1.9 - LOCAL LAWS REVIEW

The Trading in Public Places Local Law 2008 and Local Government Property Local Law 2008 make it difficult for businesses to use and activate the public realm.

Vibrant places have active footpaths that include alfresco dining, goods displays and street performers.

Amendments to the Trading in Public Places and Local Government Property Local Laws will make it easier for businesses to utilise the public space in front of their shopfronts by enabling an online self-administering process that reduces paperwork and approval time frames.

Amend the **Trading in Public Places Local Law 2008 & Local Government Property Local Law 2008**

BUSINESS SUPPORT

ITEM 1.10 - BUSINESS ENGAGEMENT PROGRAM

The City of Vincent does not provide any specific business support measures.

We know the local community love the mix of independent traders in Vincent's town centres. There are a variety of trends affecting businesses, including but not limited to the below:

- the use of technology to consume, engage and experience;
- people want to experience urban environments;
- customers are fashion conscious;
- customers are culturally in tune (music, film, books, theatre, art, etc);
- restaurants and bars provide the experience customers want;
- a transition to online shopping;
- a focus on networking (social media, etc);
- many customers is Vincent are career driven and time poor;
- customers have progressive attitudes and are socially conscious; and
- customers have relatively high incomes (or capacity for high income).

The City of Vincent should create a Business Engagement Program that includes a digital platform that businesses can access to review emerging trends, link into existing training and funding opportunities, obtain business support and be a forum for knowledge exchange.

This Engagement Program will include trends and tips about catering to the local community and could also include networking events.

Implement a **Business Engagement Program**

AFTER-HOURS ACTIVITY

ITEM 1.11 - LIVE MUSIC VENUE PROTECTION

Live music venues are at risk of conflicting with new and nearby residential development.

The City has a number of well-established performance venues which attract visitors from all over Perth to view and listen to a diverse range of music acts.

Current legislation could result in live music venues having to alter the way they function to mitigate their impact on new neighbouring sensitive land uses (residential).

These live music venues contribute significantly to the economy of their respective town centres. They are well known and respected cultural institutions which must be promoted and protected.

Advocate for **Live Music Venue Protection**

DEVELOPMENT OPPORTUNITIES

ITEM 1.12 - CITY OF VINCENT OWNED LAND

The City does not have a strategy outlining how its landholdings in the town centres could be used.

The City should plan for the future of its current and future landholdings. A strategy could be developed to explore the strategic acquisition of land or use of City owned land for a variety of purposes which could include affordable housing, parking improvements, enhanced town centre connections and opportunities for office sites to support day trade activities and consideration of renewable energy opportunities.

Prepare a Strategy for **City of Vincent Owned Land** within the town centres

PLANNING FRAMEWORK

ITEM 1.13 - TOWN CENTRE PLANNING FRAMEWORKS

Vincent's town centres are expected to grow over the coming years in line with population projections and in response to the state planning framework. The town centres are distinctive in their own ways and are places that local people identify with and deeply care about. They require careful management to ensure that future development contributes to their success while preserving and enhancing their uniquely different characters.

Draft Local Planning Strategy Action 1.4.2 – Economy and Employment states that the City should *"Appropriately zone and/or prepare structure plans for planned growth areas to facilitate a mix of compatible residential and commercial development opportunities."*

Further to this, four of Vincent's town centres are identified in State Planning Policy 4.2 – Activity Centres for Perth and Peel (SPP4.2). Leederville is identified as a Secondary Centre and requires the preparation of an Activity Centre Structure Plan, while North Perth (Fitzgerald Street), Mount Hawthorn and Mount Lawley are identified as District Centres and also require the preparation of an Activity Centre Structure Plan but only requiring WAPC approval if the amount of proposed floorspace exceeds 20,000m2.

Perth (William Street) is not listed in SPP4.2. However, a place specific planning framework will need to be investigated for this town centre if its growth and development is to be appropriately managed.

Investigate a **Planning Framework** for each of the town centres

02 MOVEMENT

THE MOVEMENT FOCUS AREA IS ABOUT CREATING A MORE WALKABLE ENVIRONMENT AND ENCOURAGING GREATER USE OF PUBLIC TRANSPORT. IT'S ABOUT CREATING THE ENVIRONMENT THAT ENCOURAGES CYCLING AS A VIABLE ALTERNATIVE TO DRIVING A CAR.

RETHINKING MOVEMENT IN THE TOWN CENTRES

ITEM 2.1 - INTEGRATED TRANSPORT PLAN

The City does not currently have a strategic position on how it prefers its residents and visitors to 'get around'.

An Integrated Transport Plan that outlines actions relating to walking, cycling, public transport and cars (including car parking) is required. The Integrated Transport Plan should provide recommendations for additional cycling routes and improved connections to and through the town centres.

The 2016 Census data shows that car ownership in Vincent remains high. Most people still drive to work. A preference for cars impacts on the volume of vehicles moving through the local road network.

Instead of focusing on reducing vehicle congestion, attention should be given to promoting alternate travel methods and the improvement of non-car related infrastructure. Actions to improve and enhance walking, cycling and public transport should be developed and outlined in the Integrated Transport Plan.

Prepare an **Integrated Transport Plan**

RETHINKING MOVEMENT IN THE TOWN CENTRES

ITEM 2.2 - TRANSPORT INFRASTRUCTURE

Public transport is currently not as efficient and convenient as driving a car. There are very few east – west public transport connections between Vincent's town centres.

There are currently three east-west bus routes in the City of Vincent. The No. 15 bus runs between Leederville Town Centre and Charles Street before diverting southward to the City and the No. 402 and 990 connect Glendalough to Mount Hawthorn Town Centre before diverting southward on Loftus Street and Scarborough Beach Roads respectively, before continuing on to the City.

The poor east-west connections result in town centre visitors and workers being left with limited options other than to drive. Public transport bus and train services are all designed to service Perth, which means that a 10 minute east-west drive from Beaufort Street to Leederville can result in a 40 minute train ride. This increase in journey time is a deterrent for people to use public transport.

The CAT Service is a popular and highly effective short range bus service operating primarily in the City of Perth. The CAT Service does not extend into the City if Vincent's town centres but opportunities to extend this service and to improve east-west connections across Vincent should be explored.

Advocate to State Transport Authorities for **Transport Infrastructure Improvements** including improved east-west connections

RETHINKING MOVEMENT IN THE TOWN CENTRES

ITEM 2.3 - TRANSPORT EDUCATION PROGRAM

The impact that car parking has on the functionality and livability of Vincent's town centres seems to be misunderstood.

The high social and physical cost of car parking is often not realised or acknowledged. Developing additional car parking in established town centres can be difficult without large scale redevelopment. Continuing to develop at-grade, free and unrestricted parking to cater for increasing population and demand, is also a threat to the fabric of Vincent's town centres because it encourages driving, increases traffic and undermines public transport, cycling and walking.

The negative effect of too much car parking should be explained through an overall Transport Education Program. The Transport Education Program would need to effectively explain the benefits of improving car parking management processes and utilising alternative transport options.

Implement a **Transport Education Program**

RETHINKING MOVEMENT IN THE TOWN CENTRES

ITEM 2.4 - AFTER-HOURS TRANSPORT OPTIONS

Vincent's town centres can be difficult to access and/or leave via public transport after-hours.

Vincent's town centres are currently difficult to access at night by public transport. If you live nearby walking and cycling are viable options, but cars, ride share and taxis are generally the only other viable means of transport. Leederville and Beaufort Street are well serviced by trains and buses during the day, but service levels fall away significantly in the evening.

Changes need to be made to promote the use of public transport after dark and the City should work closely with ride share companies to encourage them to manage their drivers to minimise their impacts on the movement network.

Advocate for **After-hours Transport Options**

IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.5 - WAYFINDING STRATEGY

Wayfinding in Vincent's town centres is cluttered, unclear and limited.

Wayfinding is a critical component to the legibility and walkability of a place. Wayfinding can help determine how people decide to move through spaces. The decisions people make when moving through places are guided by architecture, urban design, landmarks and views. Those decisions are also supported by signage and tactile interventions (such as textured paving).

Wayfinding in Vincent's town centres has significant room for improvement. An over proliferation of signage and styles competes for attention and can result in confusion.

A Wayfinding Strategy should be prepared to:

- create a comprehensive, clear and consistent visual communication system with concise messaging; and
- only include the information that is relevant to the space, location and navigation path.

Develop a **Wayfinding Strategy**

IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.6 - LANEWAY NAMING

The City's Policy for naming Laneways and Rights of Way is difficult to use and has resulted in laneways being difficult to name.

Wayfinding improvements must encompass the naming of currently unnamed laneways in Vincent's town centres. Policy No. 2.2.8 Laneways and Rights of Way has presented some administrative difficulties and will need to be reviewed to make the naming process more efficient.

Review the naming requirements within the **Laneways and Rights of Way Policy 2.2.8**

IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.7 - BUS NOISE EMISSION IMPROVEMENTS

The noise generated by frequently passing buses is having an impact on the amenity of Vincent's town centres.

Further studies are required to confirm these impacts and assist further advocacy to the Public Transport Authority to invest in improvements to reduce noise emissions from their bus fleet.

Advocate to the Public Transport Authority for **Bus Noise Emission Improvements**

IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.8 - UNDERGROUND POWER

Overhead powerlines in Vincent's town centres are unattractive and stop trees from reaching full maturity.

Mature street trees are a simple yet vital component of the public realm, providing not only a more attractive and comfortable pedestrian environment, but also sensory stimulation with sound, movement and dappled natural light. Street trees enclose the street space with green canopies and provide a connection to the natural world from which urban dwellers can often have perceived disconnect.

Trees cannot reach maturity underneath overhead power lines due to Western Power's separation requirements. An investigation into the costs and benefits of underground power is necessary.

Investigate the costs and benefits of **Underground Power** in Vincent's town centres

UNDERGROUND POWER will contribute to Greening Vincent by allowing trees to mature, increasing canopy coverage and improving walkability.

03 CHARACTER

WHAT ARE THOSE SPECIAL ELEMENTS OF A PLACE THAT MAKE IT DISTINCTIVE? IT IS THE BUILDINGS, THE BUSINESSES, THE PEOPLE, THE INSTITUTIONS, THE LOCAL STORIES, THE HISTORY? – IT'S THE TAPESTRY OF PLACES.

CREATING PLACES FOR PEOPLE

ITEM 3.1 - HIGH QUALITY GROUND FLOOR DESIGN

The standard of ground floor design needs to be improved in all new developments.

Good ground floor design outcomes are a fundamental component to walkability and are crucial to the saleability of new ground floor tenancies and the long term success of businesses.

The City is committed to enforcing and promoting good, high quality ground floor design outcomes and will advocate to developers and businesses to achieve this.

Advocate for **High Quality Ground Floor Design** to the development industry and business community

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VOLUME 01 - VINCENT TOWN CENTRE PLACE PLANS IMPLEMENTATION FRAMEWORK

	KEY ACTION/ PROJECT	RESPONSIBLE TEAM*	SUPPORT TEAM*	TOWN CENTRE WIDE**	TIMING 18/19	19/20	20/21	21/22
KEY FOCUS AREA 1: ACTIVITY								
EVENTS & ACTIVATION								
V1.1	Prepare and implement **Town Centre Public Space Activation** schedules	C&B	P&P	✓	✓	✓	✓	✓
V1.2	Review hire fees and create an improved **Online Hire Platform** and booking system for town centre public spaces	C&B		✓	✓	✓		
V1.3	Streamline the City's **Event Approvals** processes	C&B	P&P/I&E	✓	✓	✓	✓	✓
V1.4	Provide ongoing support for **Town Team Events & Other Public Events**	C&B	P&P/I&E	✓	✓	✓	✓	✓
CUSTOMER SERVICE								
V1.5	Improve and monitor the level of **Service & Maintenance** provided in the town centres	I&E	P&P	✓		✓	✓	✓
V1.6	Manage the **Town Team Grant Program**	P&P	C&B/I&E	✓	✓	✓	✓	✓
MARKETING & BRANDING								
V1.7	Prepare and implement **Town Centre Marketing & Branding Plans**	C&B	P&P	✓	✓	✓	✓	
V1.8	Work collaboratively with the Inner Perth Assembly to develop and deliver **Destination Marketing**	C&B	P&P	✓	✓	✓	✓	
BUSINESS SUPPORT								
V1.9	Amend the **Trading in Public Places Local Law 2008 & Local Government Property Local Law 2008**	P&P	CEO	✓	✓	✓		
V1.10	Implement a **Business Engagement Program**	P&P	C&B	✓	✓	✓	✓	✓
NIGHT TIME ECONOMY								
V1.11	Advocate for **Live Music Venue Protection**	P&P		✓	✓	✓	✓	✓
DEVELOPMENT OPPORTUNITIES								
V1.12	Prepare a Strategy for **City of Vincent Owned Land** within the town centres	CEO	P&P	✓			✓	✓
PLANNING FRAMEWORK								
V1.13	Investigate a **Planning Framework** for each of the town centres	P&P		✓		✓	✓	

*Community & Business Services (C&B), Planning & Place (P&P), Infrastructure & Environment (I&E), Information & Communications Technology (ICT), Office of the CEO (CEO)
**Actions and projects which occur in all City of Vincent town centres (V). For additional information refer Volume 01 - Vincent Town Centres Place Plans

VOLUME 01 - VINCENT TOWN CENTRE PLACE PLANS IMPLEMENTATION FRAMEWORK

	KEY ACTION/ PROJECT	RESPONSIBLE TEAM*	SUPPORT TEAM*	TOWN CENTRE WIDE**	TIMING 18/19	19/20	20/21	21/22
KEY FOCUS AREA 2: MOVEMENT								
RETHINKING MOVEMENT IN THE TOWN CENTRES								
V2.1	Prepare an **Integrated Transport Plan**	P&P	I&E	✓	✓	✓		
V2.2	Advocate to State Transport Authorities for **Transport Infrastructure Improvements** including improved east-west connections	P&P	I&E	✓	✓	✓	✓	✓
V2.3	Implement a **Transport Education Program**	I&E	P&P/C&B	✓		✓	✓	✓
V2.4	Advocate for **After-hours Transport Options**	P&P	I&E	✓	✓	✓	✓	✓
IMPROVING TOWN CENTRE ACCESSIBILITY								
V2.5	Develop a **Wayfinding Strategy**	C&B	P&P/I&E	✓		✓	✓	
V2.6	Review the naming requirements within the **Laneways and Rights of Way Policy 2.2.8**	P&P	C&B/I&E	✓	COMPLETE			
V2.7	Advocate to the Public Transport Authority for **Bus Noise Emission Improvements**	P&P	I&E	✓			✓	✓
V2.8	Investigate the costs and benefits of **Underground Power** in Vincent's town centres	I&E	CEO	✓	✓	✓	✓	✓
KEY FOCUS AREA 3: CHARACTER								
CREATING PLACES FOR PEOPLE								
V3.1	Advocate for **High Quality Ground Floor Design** to the development industry and business community	P&P		✓	✓	✓	✓	✓

*Community & Business Services (C&B), Planning & Place (P&P), Infrastructure & Environment (I&E), Information & Communications Technology (ICT), Office of the CEO (CEO)
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NORTH PERTH
TOWN CENTRE
PLACE PLAN
VOLUME 02
CITY OF VINCENT
LOCALE
CUCINA & ESPRESSO BAR
LOCALE

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DISCLAIMER

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DATE	DETAILS	STATUS
09/04/18	North Perth Town Centre Place Plan	Final
19/06/19	North Perth Town Centre Place Plan	Review I

00 INTRODUCTION

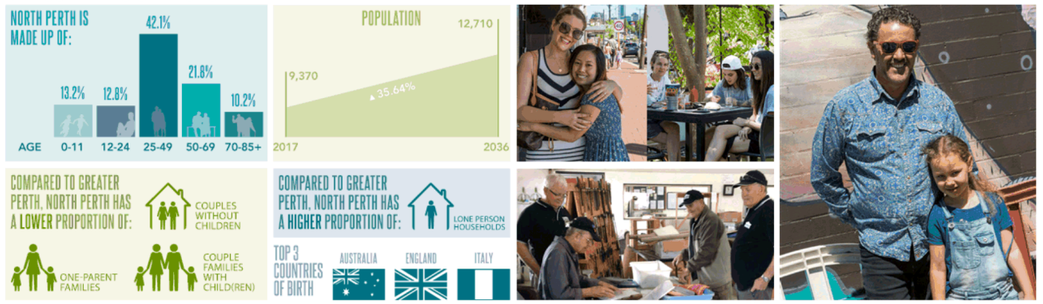
The North Perth Town Centre Place Plan (Place Plan) has been developed as a 'place based' strategic plan to guide the direction of funding and resources in the North Perth Town Centre.

North Perth Town Centre is defined by its unique character, diverse mix of businesses and rich cultural history. Its characters, iconic businesses and heritage buildings contribute to its distinct sense of identity and are why it is like no other place.

After establishing as a commercial area in the late 19th century, North Perth Town Centre has reinvented itself a number of times. From commercial outpost, to bustling northern suburb with the state's largest primary school, to the settling place for immigrants that have imbued the place with layers upon layers of cultural diversity. North Perth Town Centre is emerging as a vibrant and highly liveable destination. There are great challenges ahead, but also great opportunities.

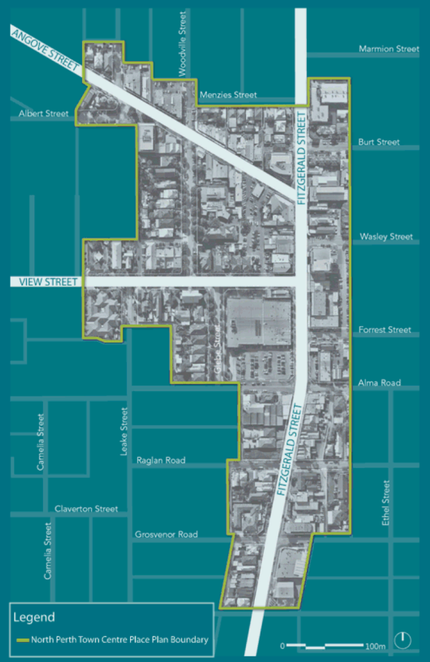
HISTORIC SNAPSHOT

DEMOGRAPHIC SNAPSHOT



ECONOMIC SNAPSHOT

NORTH PERTH TOWN CENTRE BOUNDARY MAP



PLACE PLAN PURPOSE & PROCESS

The Place Plan outlines the funds and resources the City has specifically committed to the North Perth Town Centre. The boundary of North Perth Town Centre (refer **North Perth Town Centre Boundary Map**) extends beyond the City of Vincent's Town Planning Scheme No. 2 District Centre Scheme Zone, to incorporate the commercial, cultural, and community offering in the immediate vicinity of Angove Street and Fitzgerald Street.

The Place Plan lists the implementation schedule for all of the major initiatives being undertaken in the North Perth Town Centre by the City of Vincent. Such initiatives include but are not limited to public realm upgrades, marketing initiatives, economic and community development projects and/or policy and procedural improvements. The Place Plans provide a robust, planned and integrated approach to project identification and delivery.

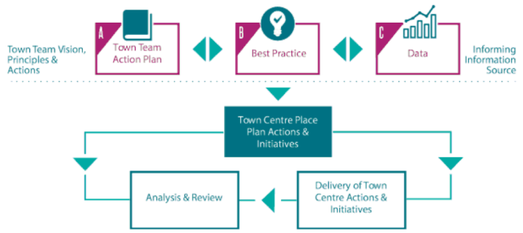
The strategies and actions within the Place Plan are cross checked against the following three sources:

A. the content and identified actions within the North Perth Local Action Plan;

B. best practice; and

C. data collected through the Town Centre Performance Measurement Strategy.

The diagram below identifies the process in which Place Plan actions are prepared.



The Place Plan will be reviewed and updated annually. Anyone who wants to know what the City of Vincent is doing in the North Perth Town Centre can read this document and learn about the broad range of projects the City is undertaking, and the direction the City is taking to support and improve the town centre.

The Implementation Framework sets out the actions, time frames and teams who are responsible for the delivery of the actions and projects.

NORTH PERTH LOCAL

Each of the City of Vincent town centres has a 'town team'. The town teams are independently formed incorporated bodies that aim to make their respective town centres the best places they can possibly be. The town teams are not an affiliate of the City but do receive funding for community driven initiatives. The town teams are made up of a diverse range of members that include business owners, land owners and local residents. Each town team member brings a different set of skills and life experiences to the table and these collectively shape the direction, composition and identity of the five town teams.

The town teams and the City enjoy a symbiotic relationship. The City engages directly with each town team on a variety of issues that are specific to their respective town centres and the town teams are able to effectively communicate issues, solutions and ideas to the City through their strategic Action Plans. The City works collaboratively with the town teams to deliver locally based activities/events, physical improvements and economic and community development initiatives.

North Perth Local is the town team operating in the North Perth Town Centre. North Perth Local's Action Plan outlines a range of objectives and principles as well as their key focus areas.

HOW TO READ THIS DOCUMENT!

The North Perth Town Centre Place Plan is structured around three Key Focus Areas:

01 ACTIVITY Sets out the actions and projects which assist the City to enhance activity in the town centre in order for it to reach its activation and economic potential.

02 MOVEMENT Sets out the actions and projects which enhance walkability, improve the use of public transport, deliver parking efficiencies and create a more pedestrian and cycle friendly town centre.

03 CHARACTER Sets out the actions and projects which contribute to North Perth's unique sense of place.

The City of Vincent is committed to 'Greening Vincent' by increasing overall canopy cover, creating more liveable and walkable neighbourhoods and fostering biodiversity within the City of Vincent. Major greening projects are identified in:

- the City's Greening Plan Implementation Schedule; and
- the actions in the Place Plan that are demarcated with the Vincent Greening Icon below.

GREENING Any action that has a greening component is marked with the City of Vincent's Greening Plan Icon.

IMPLEMENTATION FRAMEWORK Sets out the actions, time frames and the responsible teams for the delivery of all of the identified projects.

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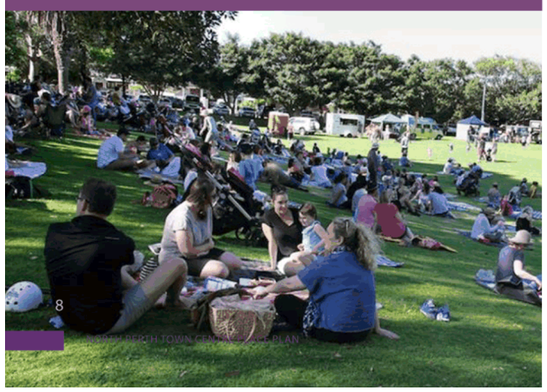
ANALYSIS
Analysing the detail of the issue or opportunity to understand the best path forward.

STEP 3

SOLUTION
Proposing a solution that solves the issue or seizes the opportunity.

01 ACTIVITY

NORTH PERTH TOWN CENTRE WILL CONTINUE TO BE A BEAUTIFUL PLACE WHERE THE COMMUNITY LIVE, WORK AND PLAY AND WHERE A THRIVING LOCAL ECONOMY SUPPORTS PROSPEROUS AND PASSIONATE LOCAL, INDEPENDENT BUSINESSES.



EVENTS & ACTIVATION

ITEM 1.1 - NORTH PERTH COMMON (TOWN SQUARE)

There is limited activity in North Perth Town Centre and not enough comfortable urban open space in the North Perth Town Centre.

Currently there are only two formal public spaces in the North Perth Town Centre and these are both located on the western fringe of the town centre boundary (refer **Existing Public Open Space Map**).

The North Perth Master Plan 2012 identifies the need for a centrally located public space in the town centre. The Master Plan shows a piazza space at the corner of View Street and Fitzgerald Street but the concept in the Master Plan is constrained by private ownership. Following a detailed investigation, Council approved the design and development of a public space at the corner of View Street and Fitzgerald Street including the development of a shared space called North Perth Common on the View Street road reserve.

North Perth Common was designed and delivered in 2018/2019 to be utilised for curated events and activities. The City should facilitate the activation of this space to attract and encourge people to 'linger longer'.

Facilitate the ongoing activation of **North Perth Common** (Town Square)

PUBLIC OPEN SPACE

ITEM 1.2 - WOODVILLE RESERVE MASTER PLAN

Woodville Reserve contains a number of community uses including the North Perth Tennis Club, North Perth Bowls Club, Vincent Men's Shed and North Perth Community Garden. These uses and associated facilities are disconnected from one another and from the North Perth Town Centre.

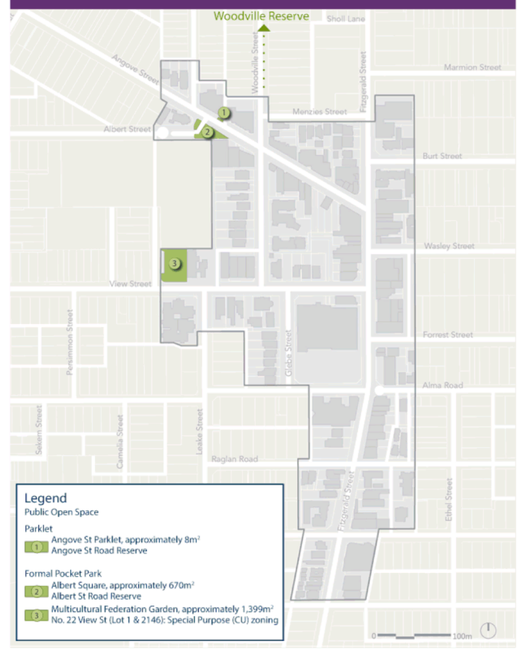
The community facilities at Woodville Reserve have developed incrementally over time. They are well patronised but spatially disconnected. The poor physical relationships between them has inhibited the building of strong relationships between the community groups who inhabit them.

The City is committed to preparing a master plan for Woodville Reserve. Opportunities to develop a positive synergy between Woodville Reserve, the surrounding community uses and the North Perth Town Centre will be explored. The master plan will consider the legibility of this site and how the activity generated by the community uses can better link to the town centre.

Prepare **Woodville Reserve Master Plan**

WOODVILLE RESERVE MASTER PLAN will contribute to the greening of Vincent by making better use of the existing green space and by exploring opportunities to increase canopy cover.

EXISTING PUBLIC OPEN SPACE MAP



NIGHT TIME ECONOMY

ITEM 1.3 - NORTH PERTH'S NIGHT TIME ECONOMY

North Perth Town Centre has a weak night time economy compared with other nearby town centres.

The **After hours Trading Map** shows the businesses that are open after 6pm. The primary generators of after hours activity in the North Perth Town Centre are the supermarket in the North Perth Plaza shopping centre and the Rosemount Hotel. Both of these uses attract specific target audiences with different habits and behaviours. Reviewing the City's car parking requirements for night time related land uses may improve the affordability of setting up after hours venture. Similarly, a review of the land use permissibility in the City's Town Planning Scheme may remove the need for community advertising and Council approval or even the need for planning approval altogether.

There is an opportunity to leverage the activity generated after hours by the local supermarket and the future North Perth Common (Town Square) to encourage after hour's uses in the immediate area.

Ensure updates to the planning and policy framework facilitate the development of **North Perth's Night Time Economy**

TOWN CENTRE SAFETY

ITEM 1.4 - CCTV NETWORK

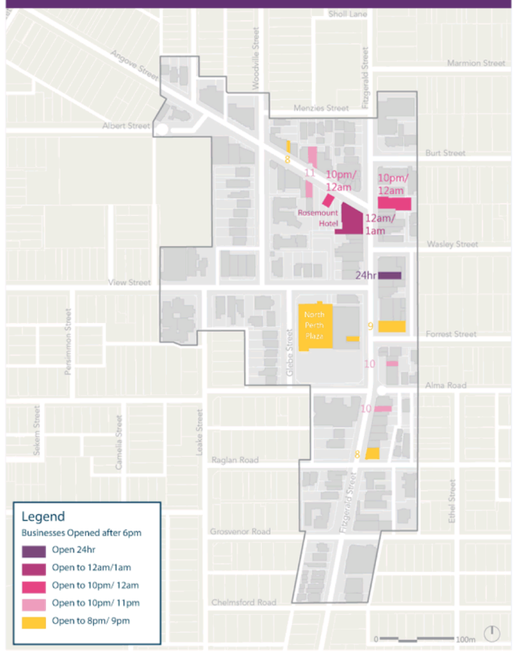
There is no City of Vincent CCTV in the North Perth Town Centre.

The City is required to review the City's CCTV Strategy and this review may result in specific recommendations for the North Perth Town Centre. A CCTV network can contribute to community safety and security, especially after hours.

The **North Perth Local Action Plan** identifies a need to focus on community safety.

Implement the recommendations of the 2017/18 review of the City's **CCTV Network**

AFTER HOURS TRADING MAP



TOWN CENTRE SAFETY

ITEM 1.5 - LIGHTING IMPROVEMENTS

There are some poorly lit areas in the North Perth Town Centre.

Pedestrian safety and the quality of lighting in the North Perth Town Centre is generally considered to be good. The lighting on secondary streets and key walking routes that lead to the town centre could be improved to enhance the pedestrian environment after hours.

The **North Perth Local Action Plan** identifies a need to focus on community safety.

Investigate **Lighting Improvements** on View Street and Angove Street

DEVELOPMENT OPPORTUNITIES

ITEM 1.6 - NORTH PERTH PLAZA

The North Perth Plaza is an unattractive, underdeveloped, car oriented shopping centre located in the heart of the North Perth Town Centre.

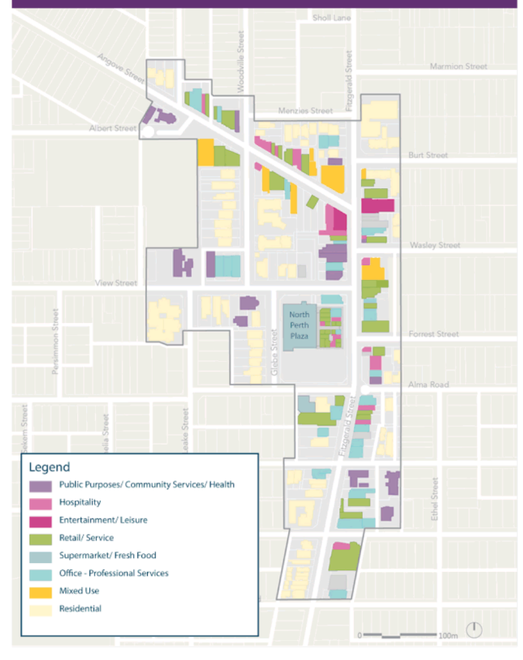
It is yet to reach its potential as a key destination and lacks connectivity to the street.

The ownership of North Perth Plaza presents some constraints for redevelopment in the short term but the sites location presents significant redevelopment opportunity in the longer term. The City is well positioned to support and advocate for redevelopment in the future.

The City should advocate to North Perth Plaza landowners and/or interested third parties to develop a future design for the site that delivers the right mix of land uses, compliments the local character and includes high quality public spaces and the integration of the adjacent North Perth Plaza bus stop.

Facilitate stakeholder negotiations to redevelop the **North Perth Plaza**

LAND USE MAP



ACTIVITY 01

DEVELOPMENT OPPORTUNITIES

ITEM 1.7 - VIEW STREET CAR PARK URBAN DESIGN CONCEPT

The City has limited land holdings in the town centre (refer **City Owned Land Map**). The use of the premium, centrally located, City owned land at Lots 15, 16 and 40 View Street is not currently of significant benefit to the town centre. Lot 15 supports an underutilised dwelling and the remaining lots form a car park with limited efficiencies.

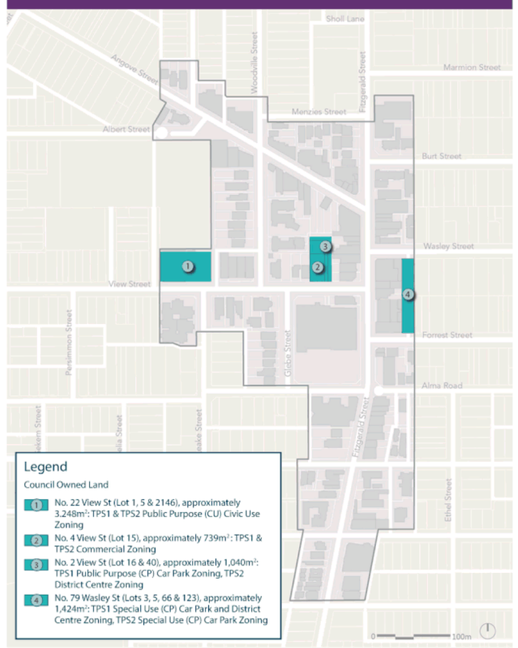
The City does not have a strategy outlining how its town centre landholdings should be used but it is evident that Lots 15,16 and 40 View Street are not fulfilling their potential. The land is located adjacent to the neighbouring Rosemount Hotel Car Park and presents an opportunity to improve parking efficiencies, pedestrian links and deliver high quality infill development and urban open space.

This opportunity was identified in the North Perth Master Plan 2012 and the City is now in a position to determine how this land could be utilised for the benefit of the town centre.

Prepare an **Urban Design Concept for View Street Car Park** and surrounds

VIEW STREET CAR PARK URBAN DESIGN CONCEPT will incorporate additional tree planting along identified key pedestrian links that will contribute to the greening of Vincent.

COUNCIL OWNED LAND MAP



IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.1 - ANGOVE/FITZGERALD ST INTERSECTION

The Angove/Fitzgerald Street Intersection is difficult for pedestrians to cross.

The pedestrian environment at the Angove Street and Fitzgerald Street intersection is currently poor and somewhat difficult to cross. Improvements to the design and management of this intersection should be explored to enhance pedestrian and cyclist movement. Cycling starter boxes should also be considered at this intersection.

Plan **Angove/Fitzgerald Street Intersection** Improvements

IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.2 - ALBERT/ANGOVE JUNCTION SHARED SPACES

The Albert/Angove Junction could be Vincent's highest quality pedestrian environment.

The Albert/Angove Junction was upgraded in 2016 from an unusable verge space to a comfortable public space. It is now able to host a range of activities and small scale events.

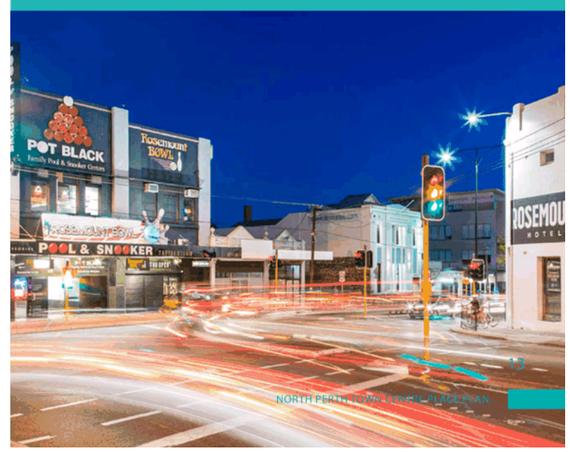
The location of the space lends itself to further refinement, being enclosed by well-designed ground floor tenancies, medium density residential, the North Perth Primary School and the Macedonian Orthodox Church.

This space has the potential to be expanded into the surrounding road network via a series of shared spaces that would give greater priority to active transport modes.

Plan and implement **Shared Spaces at Angove Street and Albert Street junction** adjacent to Albert Square public open space

02 MOVEMENT

THE NORTH PERTH TOWN CENTRE WILL FIND THE RIGHT BALANCE BETWEEN CARS, BUSES, BICYCLES AND PEDESTRIANS, BECOMING A GREAT PLACE FOR PEOPLE AND BUSINESS.



IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.3 - FITZGERALD STREET UPGRADES

Fitzgerald Street is not a comfortable place for pedestrians.

Fitzgerald Street is classified as an 'Other Regional Road' in the Metropolitan Region Scheme. This means Fitzgerald Street is considered an important road for connecting people and goods. Our state roads authority, Main Roads Western Australia (MRWA) advise and assist the City of Vincent in the management of Fitzgerald Street.

Fitzgerald Street has another important purpose. It is a place for people. It connects people between businesses on the eastern and western side of the street. It contains the street trees that shade people as they walk on its footpaths and the public art that people admire as they sit on public benches.

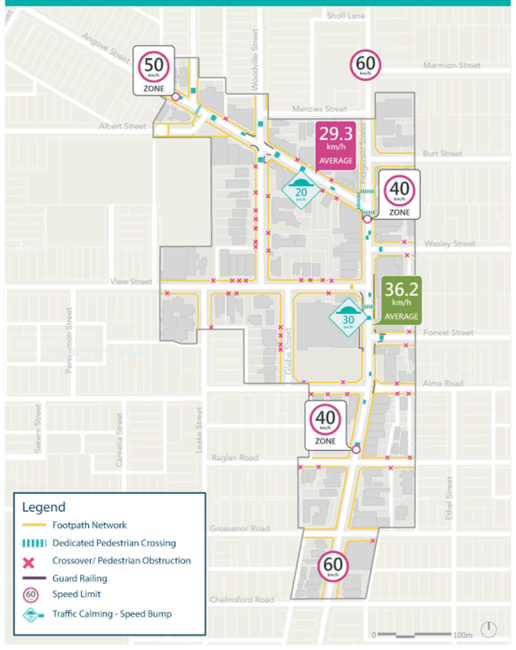
Data shows that on average vehicle speeds on Fitzgerald Street do not exceed the speed limit and are comparable to neighbouring Beaufort Street. Yet Beaufort Street functions better as a place for people – why? Observational studies show that noise, constant traffic movement, narrow footprint widths, and buses passing close to pedestrians are impacting pedestrian comfort in a negative way.

It is difficult to cross Fitzgerald Street. Guard rails installed to improve safety actually reduce the ability for pedestrians and cyclists to cross the road and inadvertently reduce driver focus.

The attractiveness of North Perth Town Centre is also impacted by streetscape clutter. This includes road signs, guard rails, business signage and poorly located street furniture. Removing much of this clutter will improve the attractiveness of the town centre.

Improvements to the streetscape including investigating an increase in footprint widths, reducing intersection sizes and further investigating the need for more bicycle parking will induce more walking and cycling. Where possible active transport modes should gain priority over vehicles.

PEDESTRIAN LEGIBILITY & VEHICLE SPEED MAP



A raised plateau on Fitzgerald Street should be investigated to improve pedestrian movement across Fitzgerald Street. This is consistent with the North Perth Master Plan 2012.

Plan and implement **Upgrades to Fitzgerald Street**

FITZGERALD STREET UPGRADES will include further street tree plantings and potential landscaping that will contribute to the greening of Vincent.

IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.4 - NORTH PERTH BUS STOP UPGRADE & NAMING

The North Perth Plaza bus stop is bland, standard and without an identity.

Giving important locations a sense of identity is a central principle of wayfinding and this is especially relevant to North Perth's most centrally located public transport node.

Naming the bus stop and affirming it as a key public transport node may provide further impetus to the revitalisation of North Perth Plaza and other landholdings.

Advocate to the Public Transport Authority for **North Perth Plaza Bus Stop Upgrade and Naming**

MOVEMENT NETWORK MAP

03 CHARACTER

NORTH PERTH TOWN CENTRE SHOULD EMBRACE WHAT MAKES IT DISTINCTIVE. WHAT ARE THOSE SPECIAL ASPECTS THAT MAKE IT DIFFERENT FROM OTHER PLACES? IS IT THE BUILDINGS, THE BUSINESSES, THE PEOPLE, THE INSTITUTIONS, THE LOCAL STORIES, THE HISTORY? - IT'S ALL OF THOSE THINGS OF COURSE.

THESE SPECIAL THINGS CAN AND WILL BE CELEBRATED THROUGH THE BRANDING & MARKETING OF THE TOWN CENTRE. HOWEVER, THERE ARE SOME SPECIFIC ACTIONS THE CITY CAN TAKE TO IMPROVE FITZGERALD STREET & CAPITALISE ON THE TRADITIONAL HERITAGE BUILDINGS ON VIEW STREET.

CREATING PLACES FOR PEOPLE

ITEM 3.1 - NORTH PERTH PLAZA SITE IMPROVEMENTS

North Perth Plaza is an unattractive ageing shopping centre that does not add positively to the character of the town centre or provide a comfortable walking environment for pedestrians.

North Perth Plaza is a centrally located, key destination for town centre visitors. It is passed by more than 24,000 vehicles per day, heading both north and south along Fitzgerald Street and its prominent location sets the scene for the surrounding town centre.

The footpath adjacent to the North Perth Plaza is cluttered with bollards, poorly located seating and empty planter boxes. De-cluttering the streetscape and upgrading the laneway on the north side of the Plaza will improve pedestrian comfort, enhance the Plazas visual appeal and make the site a better place for people. Carefully located and designed bicycle parking would also be beneficial especially in close proximity to the North Perth Plaza bus stop.

Encourage **North Perth Plaza Site Improvements**

NORTH PERTH PLAZA SITE IMPROVEMENTS will contribute to the greening of Vincent by providing opportunities for additional planting on this key town centre site.

HERITAGE

ITEM 3.2 - NORTH PERTH TOWN HALL

The North Perth Town Hall is a significant asset to the town centre but is currently underutilised.

The recently renovated North Perth Town Hall has the potential to be used more effectively. The North Perth Town Hall should be accessible to the entire community and a place where people come to meet. It is an ideal location for more community events and work will be undertaken to increase its use.

Maximise the use of the **North Perth Town Hall** and capitalise on its cultural significance and character

HERITAGE

ITEM 3.3 - VIEW STREET LANDSCAPE LINK

The traditional heritage buildings on View Street are hidden from the rest of the town centre.

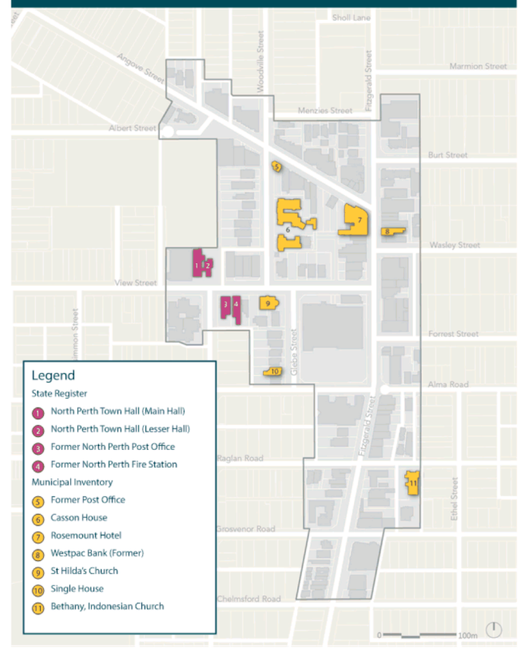
The pedestrian connections between Fitzgerald Street and the traditional heritage town centre along View Street are currently poor. The implementation of a green link and improved wayfinding would improve the pedestrian connectivity between Fitzgerald Street and the State Registered heritage buildings. The link could include additional landscaping such as verge upgrades and street tree plantings.

North Perth Master Plan 2012 identified the opportunity to develop this landscape link and the City is now in a position to implement it.

Plan & implement a **View Street Landscape Link** along View Street between Fitzgerald Street and the traditional heritage buildings

VIEW STREET LANDSCAPE LINK will contribute to the greening of Vincent by increasing the canopy cover and planting along View Street.

HERITAGE MAP



VOLUME 02 - NORTH PERTH TOWN CENTRE PLACE PLAN IMPLEMENTATION FRAMEWORK

	KEY ACTION/ PROJECT	RESPONSIBLE TEAM*	SUPPORT TEAM*	TOWN CENTRE WIDE**	TIMING 18/19	19/20	20/21	21/22
KEY FOCUS AREA 1: ACTIVITY								
EVENTS & ACTIVATION								
V1.1	Prepare and implement **Town Centre Public Space Activation** schedules	C&B	P&P	✓	✓	✓	✓	✓
V1.2	Review hire fees and create an improved **Online Hire Platform** and booking system for town centre public spaces	C&B		✓	✓	✓		
V1.3	Streamline the City's **Event Approvals** processes	C&B	P&P/I&E	✓	✓	✓	✓	✓
V1.4	Provide ongoing support for **Town Team Events & Other Public Events**	C&B	P&P/I&E	✓	✓	✓	✓	✓
1.1	Facilitate the ongoing activation of **North Perth Common** (Town Square)	C&B	P&P		✓	✓	✓	✓
CUSTOMER SERVICE								
V1.5	Improve and monitor the level of **Service & Maintenance** provided in the town centres	I&E	P&P	✓	✓	✓		
V1.6	Manage the **Town Team Grant Program**	P&P	C&B/I&E	✓	✓	✓	✓	✓
MARKETING & BRANDING								
V1.7	Prepare and implement **Town Centre Marketing & Branding Plans**	C&B	P&P	✓	✓	✓	✓	
V1.8	Work collaboratively with the Inner Perth Assembly to develop and deliver **Destination Marketing**	C&B	P&P	✓	✓	✓	✓	
BUSINESS SUPPORT								
V1.9	Amend the **Trading in Public Places Local Law 2008 & Local Government Property Local Law 2008**	P&P	CEO	✓	✓			
V1.10	Implement a **Business Engagement Program**	P&P	C&B	✓	✓	✓	✓	✓
PUBLIC OPEN SPACE								
1.2	Prepare **Woodville Reserve Master Plan**	C&B	P&P/I&E			✓		
NIGHT TIME ECONOMY								
V1.11	Advocate for **Live Music Venue Protection**	P&P		✓	✓	✓	✓	✓
1.3	Ensure updates to the planning and policy framework facilitate the development of **North Perth's Night Time Economy**	P&P			✓	✓	✓	✓
TOWN CENTRE SAFETY								
1.4	Implement the recommendations of the 2017/18 review of the City's **CCTV Network**	C&B	I&E		✓	✓		
1.5	Investigate **Lighting Improvements** on View Street and Angove Street	P&P	I&E			✓	✓	
DEVELOPMENT OPPORTUNITIES								
V1.12	Prepare a Strategy for **City of Vincent Owned Land** within the town centres	CEO	P&P	✓			✓	✓
1.6	Facilitate stakeholder negotiations to **Redevelop the North Perth Plaza**	P&P			✓	✓	✓	✓
1.7	Prepare an **Urban Design Concept for View Street Car Park** and surrounds	P&P	CEO/I&E		✓	✓		
PLANNING FRAMEWORK								
V1.13	Investigate a **Planning Framework** for each of the town centres	P&P		✓		✓	✓	

*Community & Business Services (C&B), Planning & Place (P&P), Infrastructure & Environment (I&E), Information & Communications Technology (ICT), Office of the CEO (CEO)
**Actions and projects which occur in all City of Vincent town centres (V). For additional information refer Volume 01 - Vincent Town Centres Place Plans

VOLUME 02 - NORTH PERTH TOWN CENTRE PLACE PLAN IMPLEMENTATION FRAMEWORK

	KEY ACTION/ PROJECT	RESPONSIBLE TEAM*	SUPPORT TEAM*	TOWN CENTRE WIDE**	TIMING 18/19	19/20	20/21	21/22
KEY FOCUS AREA 2: MOVEMENT								
RETHINKING MOVEMENT IN THE TOWN CENTRES								
V2.1	Prepare an **Integrated Transport Plan**	P&P	I&E	✓	✓	✓		
V2.2	Advocate to State Transport Authorities for **Transport Infrastructure** improvements including improved east-west connections	P&P	I&E	✓	✓	✓	✓	✓
V2.3	Implement a **Transport Education Program**	I&E	P&P/C&B	✓		✓	✓	✓
V2.4	Advocate for **After hours Transport Options**	P&P	I&E	✓	✓	✓	✓	✓
IMPROVING TOWN CENTRE ACCESSIBILITY								
V2.5	Develop a **Wayfinding Strategy**	C&B	P&P/I&E	✓		✓	✓	
V2.6	Review the naming requirements within the **Laneways and Rights of Way Policy 2.2.8**	P&P	C&B/I&E	✓	COMPLETE			
V2.7	Advocate to the Public Transport Authority for **Bus Noise Emission Improvements**	P&P	I&E	✓			✓	✓
V2.8	Investigate the costs and benefits of **Underground Power** in Vincent's town centres	I&E	CEO	✓	✓	✓		
2.1	Plan **Angove/Fitzgerald Street Intersection** improvements	I&E	P&P			✓	✓	
2.2	Plan and implement **Shared Spaces at Angove Street and Albert Street Junction** adjacent to Albert Square public open space	P&P	I&E				✓	✓
2.3	Plan and implement **Upgrades to Fitzgerald Street**	P&P	I&E		✓	✓		
2.4	Advocate to the Public Transport Authority for **North Perth Plaza Bus Stop Upgrade and Naming**	P&P	I&E		✓	✓		
KEY FOCUS AREA 3: CHARACTER								
CREATING PLACES FOR PEOPLE								
V3.1	Advocate for **High Quality Ground Floor Design** to the development industry and business community	P&P		✓	✓	✓	✓	✓
3.1	Encourage **North Perth Plaza Site Improvements**	P&P	I&E		✓	✓	✓	✓
HERITAGE								
3.2	**Maximise the Use of the North Perth Town Hall** and capitalise on its cultural significance and character	C&B	P&P/I&E		✓	✓		
3.3	Plan and implement a **View Street Landscape Link** along View Street between Fitzgerald Street and the traditional heritage buildings	I&E	P&P		✓	✓	✓	

*Community & Business Services (C&B), Planning & Place (P&P), Infrastructure & Environment (I&E), Information & Communications Technology (ICT), Office of the CEO (CEO)
**Actions and projects which occur in all City of Vincent town centres (V). For additional information refer Volume 01 - Vincent Town Centres Place Plans

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MT HAWTHORN
TOWN CENTRE
PLACE PLAN
VOLUME 03
CITY OF VINCENT

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DATE	DETAILS	STATUS
23/08/19	Mount Hawthorn Town Centre Place Plan	Final

00 INTRODUCTION

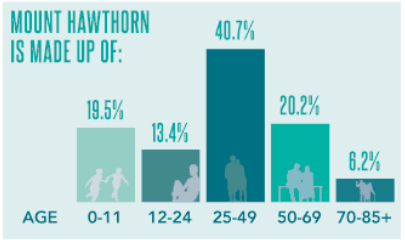
The Mount Hawthorn Town Centre Place Plan (Place Plan) has been developed as a 'place based' strategic plan to guide the direction of funding and resources in the Mount Hawthorn Town Centre.

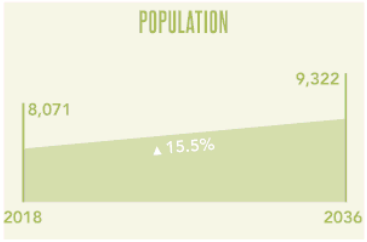
Mount Hawthorn Town Centre is defined by its unique landscape character and rich history. It extends from Braithwaite Park in the west to Britannia Road in the south and incorporates Axford Park. Traditional fine-grain shops front Scarborough Beach Road with an emerging mix of businesses along the north of Oxford Street.

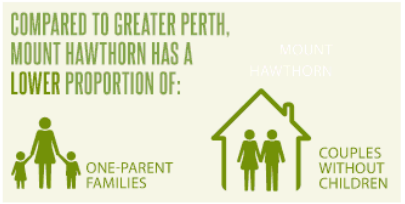
Mount Hawthorn has evolved from a satellite centre serviced by trams in the late 19th century, to a cosmopolitan migrant settlement, to a community oriented suburban village with a bustling local centre. Mount Hawthorn Town Centre is a highly valued, attractive local destination which presents opportunities to better service the local community and accommodate additional residents.

HISTORIC SNAPSHOT

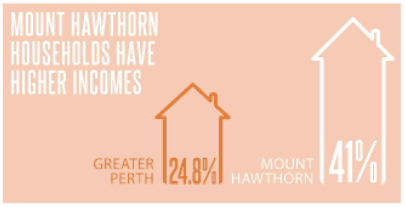
DEMOGRAPHIC SNAPSHOT

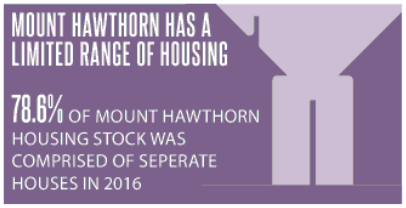


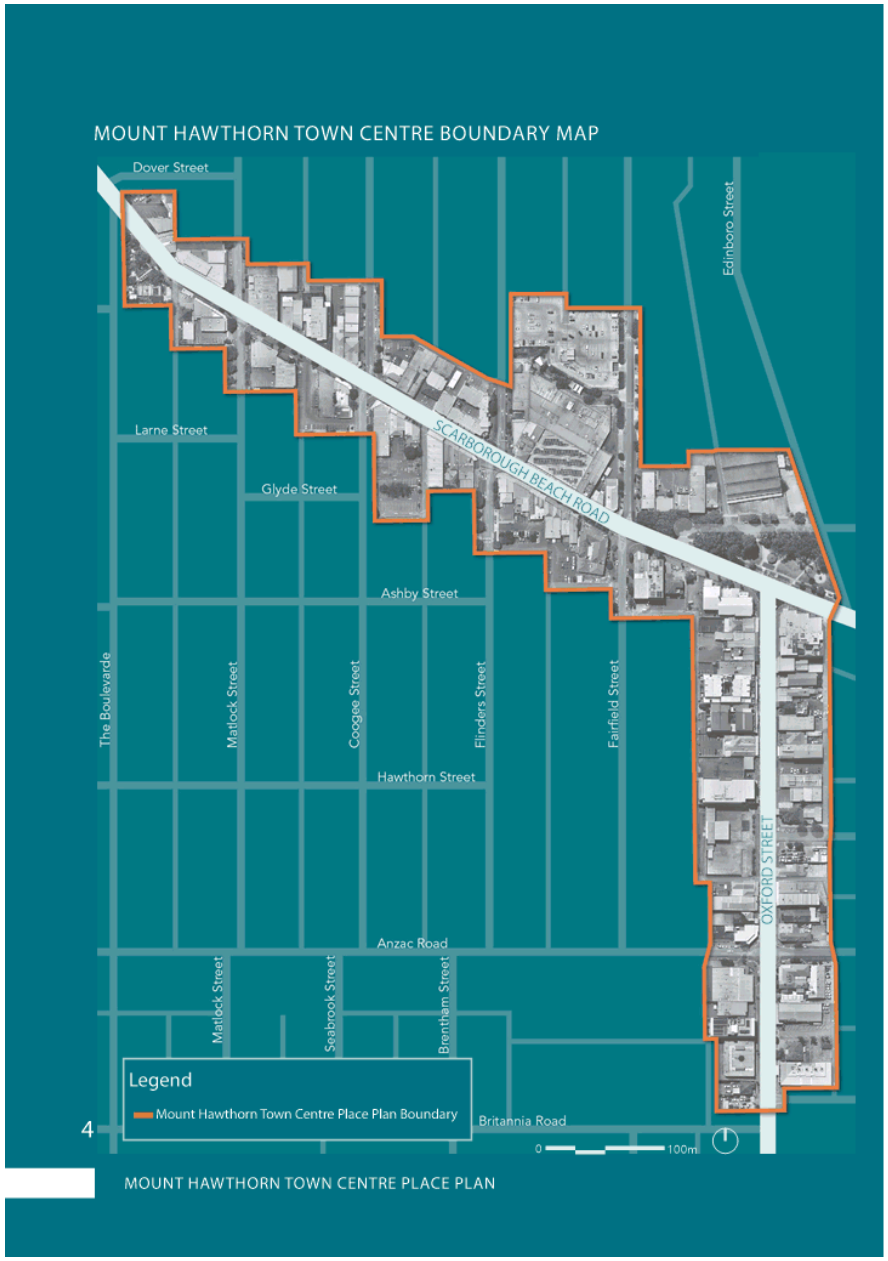




ECONOMIC SNAPSHOT







PLACE PLAN PURPOSE & PROCESS

The Place Plan outlines the funds and resources the City has specifically committed to the Mount Hawthorn Town Centre. The boundary of Mount Hawthorn Town Centre (refer **Mount Hawthorn Town Centre Boundary Map**) extends beyond the City of Vincent's Town Planning Scheme No. 2 District Centre Scheme Zone, to incorporate the commercial offering in the immediate vicinity of Oxford Street and Scarborough Beach Road.

The Place Plan lists the implementation schedule for all of the major initiatives being undertaken in the Mount Hawthorn Town Centre by the City of Vincent. Such initiatives include but are not limited to public realm upgrades, marketing initiatives, economic and community development projects and/or policy and procedural improvements. The Place Plans provide a robust, planned and integrated approach to project identification and delivery.

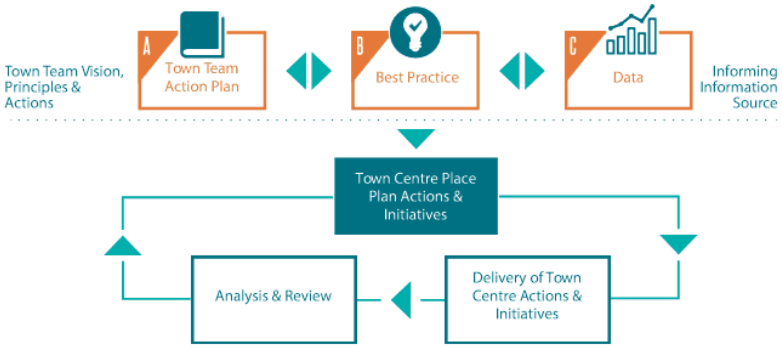
following three sources:

A. the content and identified actions within the Mount Hawthorn Hub Action Plan;

B. best practice; and

C. data collected through the Town Centre Performance Measurement Strategy.

The diagram below identifies the process in which Place Plan actions are prepared.



The Place Plan will be reviewed and updated annually. Anyone who wants to know what the City of Vincent is doing in the Mount Hawthorn Town Centre can read this document and learn about the broad range of projects the City is undertaking, and the direction the City is taking to support and improve the town centre.

The Implementation Framework sets out the actions, time frames and teams who are responsible for the delivery of the actions and projects.

MOUNT HAWTHORN HUB

Each of the City of Vincent town centres has a 'town team'. The town teams are independently formed incorporated bodies that aim to make their respective town centres the best places they can possibly be. The town teams are not an affiliate of the City but do receive funding for community driven initiatives. The town teams are made up of a diverse range of members that include business owners, land owners and local residents. Each town team member brings a different set of skills and life experiences to the table and these collectively shape the direction, composition and identity of the five town teams.

The town teams and the City enjoy a symbiotic relationship. The City engages directly with each town team on a variety of issues that are specific to their respective town centres and the town teams are able to effectively communicate issues, solutions and ideas to the City through their strategic Action Plans. The City works collaboratively with the town teams to deliver locally based activities/events, physical improvements and economic and community development initiatives.

Mount Hawthorn Hub is the town team operating in the Mount Hawthorn Town Centre. Mount Hawthorn Hub's Action Plan outlines a range of objectives and principles as well as their key focus areas.

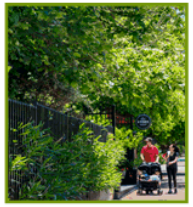
HOW TO READ THIS DOCUMENT!

Mount Hawthorn Town Centre Place Plan is structured around three Key Focus Areas:

01 ACTIVITY Sets out the actions and projects which assist the City to enhance activity in the town centre in order for it to reach its activation and economic potential.

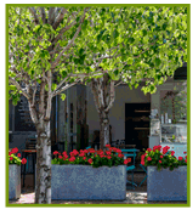
02 MOVEMENT Sets out the actions and projects which enhance walkability, improve the use of public transport, deliver parking efficiencies and create a more pedestrian and cycle friendly town centre.

03 CHARACTER Sets out the actions and projects which contribute to Mount Hawthorn's unique sense of place.



The City of Vincent is committed to 'Greening Vincent' by increasing overall canopy cover, creating more liveable and walkable neighbourhoods and fostering biodiversity within the City of Vincent. Major greening projects are identified in:

- the City's Greening Plan Implementation Schedule; and
- the actions in the Place Plan that are demarcated with the Vincent Greening Icon below.



GREENING Any action that has a greening component is marked with the City of Vincent's Greening Plan Icon.

IMPLEMENTATION FRAMEWORK Sets out the actions, time frames and the responsible teams for the delivery of all of the identified projects.

Each project is explained using the following three step process:

STEP 1

DIAGNOSIS
Diagnosing the issue or opportunity evident in Mount Hawthorn Town Centre. These may be identified in Mount Hawthorn Hub's Action Plan, as an opportunity to achieve best practice or through the analysis of data.

STEP 2

ANALYSIS
Analysing the detail of the issue or opportunity to understand the best path forward.

STEP 3

SOLUTION
Proposing a solution that solves the issue or seizes the opportunity.

01 ACTIVITY

MOUNT HAWTHORN TOWN CENTRE WILL CONTINUE TO BE A BEAUTIFUL PLACE WHERE THE COMMUNITY LIVE, WORK AND PLAY AND WHERE A THRIVING LOCAL ECONOMY SUPPORTS PROSPEROUS AND PASSIONATE LOCAL, INDEPENDENT BUSINESSES.

EVENTS & ACTIVATION

ITEM 1.1 - FREE WIFI

There is currently no free WiFi in Mount Hawthorn Town Centre.

The City has committed to investigating options for enhanced telecommunications infrastructures and services such as free public WiFi as outlined in the City's Strategic Community Plan.

Free public WiFi supports mobility, and attracts workers, students and other potential visitors to commercial places such as town centres. Opportunities to implement Free WiFi in public town centre spaces, such as Axford Park, should be explored to determine potential benefits and priority locations.

The **Mt Hawthorn Hub Action Plan** identifies Free WiFi across the town centre as necessary to support the positive growth of Mount Hawthorn.

✓ Determine options to implement **Free WiFi** in priority town centre locations

MARKETING & BRANDING

ITEM 1.2 - BANNER POLES

Town centre banner poles are not installed along Oxford Street North.

Oxford Street North is an integral component of the Mount Hawthorn Town Centre and is the southern entry from Leederville into the town centre. The lack of banner poles make it difficult for the City to consistently market and brand the whole town centre and Mount Hawthorn events and initiatives.

The **Mt Hawthorn Hub Action Plan** identifies Place Branding as an area for improvement.

✓ Investigate the installation of **Banner Poles** along Oxford Street North

PUBLIC OPEN SPACE

ITEM 1.3 - AXFORD PARK UPGRADE

Axford Park is a significantly underutilised town centre asset.

Axford Park is centrally located in the town centre, connecting Oxford Street with the traditional main street along Scarborough Beach Road (refer **Existing Public Open Space Map**)

The City's Public Open Space Strategy identifies the need to establish a high quality civic open space within the town centre and a Concept Design to deliver this at Axford Park was adopted by Council in 2018.

The Concept Design considers Axford Park as the 'Front Yard of Mount Hawthorn' and takes inspiration from the character housing seen throughout the suburb. The design depicts the long term plan for the park and is split into stages to enable the park to be upgraded over time in a sustainable, staged manner.

Although a number of stages are poised to be delivered in the immediate future, other stages are reliant on the redevelopment of adjacent lots and/or modal shift away from private vehicle use.

To ensure the park reaches its potential as a well utilised community gathering space in the short term, the City should invest in the design and delivery of the upgrade stages which aren't reliant on external factors.

Design and deliver the first phase of **Axford Park Upgrade**

AXFORD PARK UPGRADE will contribute to the greening of Vincent by making better use of the existing green space and converting underperforming road reserve to additional town centre green space.

EXISTING PUBLIC OPEN SPACE MAP

ACTIVITY 01

NIGHT TIME ECONOMY

ITEM 1.4 - NIGHT TIME ECONOMY

Mount Hawthorn Town Centre has a weak night time economy compared with other nearby town centres.

The **After Hours Trading Map** shows the businesses that are open after 6pm.

There is an opportunity to leverage the activity generated after hours by restaurants and bars along Scarborough Beach Road and the Mount Hawthorn Hawkers Market on Friday evenings to encourage after hour's uses in the immediate area.

The **Mt Hawthorn Hub Action Plan** identifies a need to support and encourage activities that strengthen the night-time economy. Prior to supporting the development of the night time economy, the City needs to better understand why more night time activities are not attracted to the town centre and what the barriers inhibiting existing businesses from extending trading hours are.

Identify barriers inhibiting Mount Hawthorn's **Night Time Economy** in consultation with local businesses and determine actions to address these

TOWN CENTRE SAFETY

ITEM 1.5 - LED STREET LIGHTS

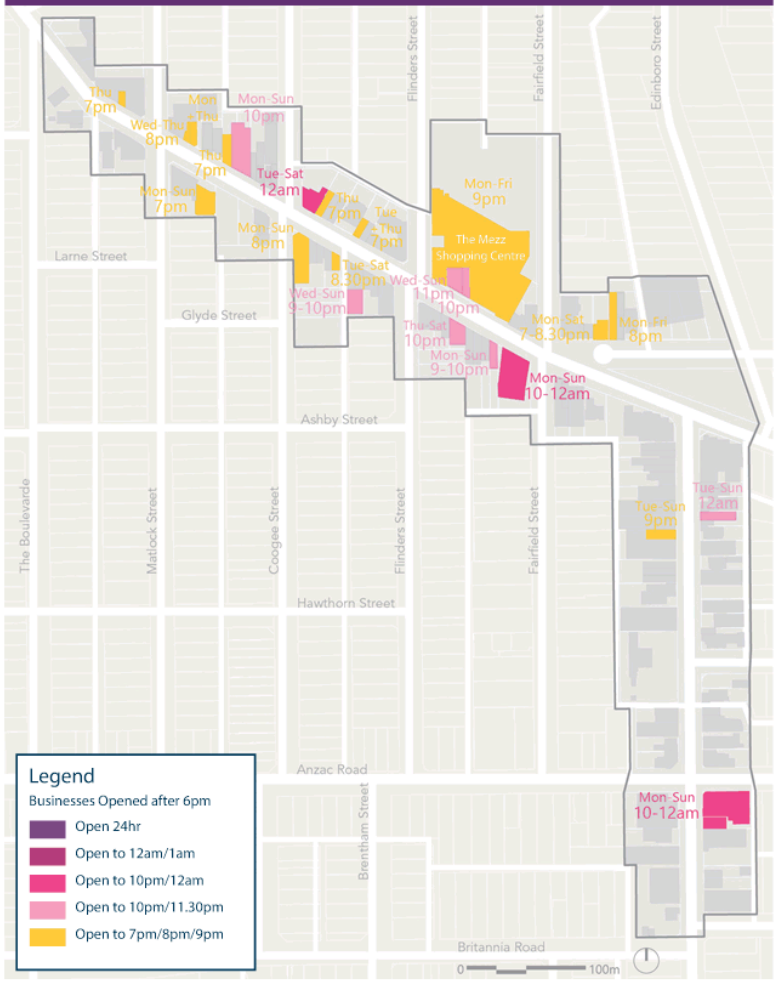
The street lights along Scarborough Beach Road and Oxford Street function poorly at night and are not energy efficient.

The Western Power street lights along Scarborough Beach Road and Oxford Street are high pressure sodium (yellow) lamps which do not efficiently or consistently light the streets at night. The lights are poorly maintained and delays to repair them often leave the town centre main streets in darkness.

Western Power LED high efficiency long life luminaires are now available and the **Mt Hawthorn Hub Action Plan** identifies a need to improve lighting in the town centre.

Install **LED Street Lights** along Scarborough Beach Road and Oxford Street

AFTER HOURS TRADING MAP



TOWN CENTRE SAFETY

ITEM 1.6 - CAR PARK LIGHTING IMPROVEMENTS

Flinders Street Car Park is poorly illuminated at night.

There is an opportunity to replace existing luminaires in the City's car park with LED pole mounted or post top luminaires to promote safety and security.

The **Mt Hawthorn Hub Action Plan** identifies a need to improve lighting in the town centre.

Investigate **Lighting Improvements** in the Flinders Street Car Park

TOWN CENTRE SAFETY

ITEM 1.7 - LANE LIGHTING IMPROVEMENTS

The lanes between Flinders Street and Oxford Street are poorly illuminated at night.

The City currently receives reports of anti-social behaviour occurring in these lanes. Through the Australian Government Safer Communities Program, there is an opportunity to install solar lighting to promote safety and security.

Implement **Lane Lighting Improvements** in the lanes between Flinders Street and Oxford Street

DEVELOPMENT OPPORTUNITIES

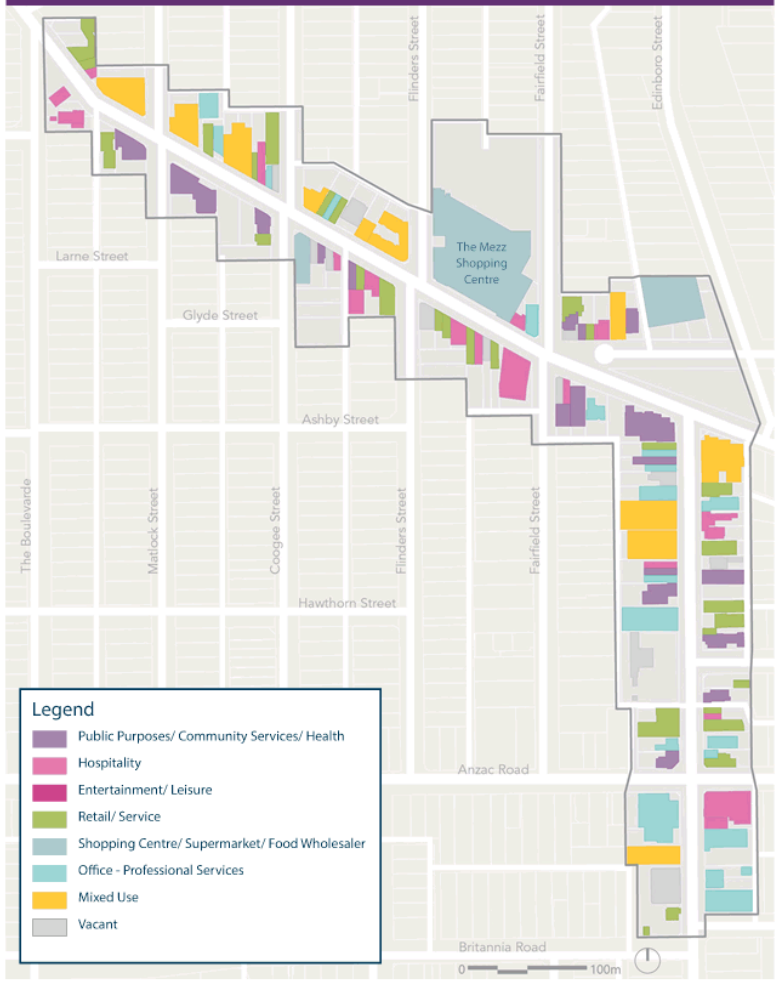
ITEM 1.8 - FUTURE YOUTH SPACE

There is a significant gap in the provision of infrastructure to service the needs of teenagers and young adults in Mount Hawthorn.

The City's Public Open Space Strategy identifies a significant accessibility gap for youth oriented infrastructure in Mount Hawthorn and the **Mt Hawthorn Hub Action Plan** identifies a need to undertake an engagement strategy to inform the development of a permanent youth space for residents.

Undertake consultation to identify a preferred location for a **Future Youth Space** in the town centre or surrounds

LAND USE MAP



ACTIVITY 01

02 MOVEMENT

THE MOUNT HAWTHORN TOWN CENTRE WILL FIND THE RIGHT BALANCE BETWEEN CARS, BUSES, BICYCLES AND PEDESTRIANS, BECOMING A GREAT PLACE FOR PEOPLE AND BUSINESS.

RETHINKING MOVEMENT IN THE TOWN CENTRE

ITEM 2.1 - INTERSECTION IMPROVEMENTS

The Scarborough Beach Rd/Oxford St intersection is not pedestrian friendly.

The pedestrian environment at the Scarborough Beach Road and Oxford Street intersection is poor and vehicle dominated. Improvements to the design and management of this intersection should be explored to enhance aesthetics and improve pedestrian and cyclist movement. Private as well as public infrastructure could be upgraded to enhance this key location.

The **Mt Hawthorn Hub Action Plan** identifies an opportunity to incorporate street art to improve the streetscape and to create a point of interest which signals to drivers to slow down.

Plan and facilitate Scarborough Beach Road/Oxford Street **Intersection Improvements**

RETHINKING MOVEMENT IN THE TOWN CENTRE

ITEM 2.2 - PARKING MANAGEMENT

The parking restrictions in lots adjoin Flinders Street Car Park are inconsistent and cause confusion.

There are three separately owned car parks adjoin the City's Flinders Street Car Park. The boundaries of these car park areas are unclear and the varied restrictions and signage confusing. The fragmentation of the car parking inevitably means the available parking is not fully utilized.

An opportunity exists to consolidate the management of these car parks to maximise the use of available car parking. With consistent external and internal signage there will be more effective sharing of parking and improved perceptions of the availability of public parking.

Rationalise the **Parking Management** of adjoining car parks between Fairfield Street and Flinders Street

MOVEMENT NETWORK MAP

RETHINKING MOVEMENT IN THE TOWN CENTRE

ITEM 2.3 - FORMALISE EDINBORO STREET PARKING

Verge parking along Edinboro Street is a common occurrence and parking in this area is poorly managed.

Verge parking to accommodate parking overflow to the north of Hobart Street along Edinboro Street has become an increasingly prevalent issue due to the large unrestricted verges, the streets proximity to the town centre and the limited formalised bays.

Formalising parking along the Edinboro Street road reserve, directly north of Hobart Street, may increase parking provision at the eastern end of the town centre and enable the City to better manage the efficient and effective use of parking in this area.

Investigate the potential to **Formalise Parking** along Edinboro Street

MOVEMENT

02

PEDESTRIAN LEGIBILITY & VEHICLE SPEED MAP

RETHINKING MOVEMENT IN THE TOWN CENTRE

ITEM 2.4 - OXFORD STREET NORTH UPGRADE

Oxford Street North has no discernible entry from the southern approach.

To improve pedestrian, cyclist and visitor amenity along Oxford Street North and to bring the area in line with its counterpart along Scarborough Beach Road, the City has recently implemented a number of streetscape upgrades.

The upgrades have included street tree planting for enhanced shade and beautification, red asphalt to denote the town centre area, a central median for pedestrian refuge and improved walkability, new motorcycle bays and bike racks as well as speed humps to accommodate a potential 30km/h zone to slow traffic and create a place for people.

The streetscape has never looked better but the southern entry could be better defined. To signify entry into this pedestrian first environment, the installation of decorative lighting at the Anzac Road entry point should be implemented.

Install decorative lighting at the Anzac Road roundabout to denote the southern town centre entry and complete the **Oxford Street North Upgrade**

OXFORD STREET NORTH UPGRADE has included significant street tree planting which has contributed to the greening of Vincent.

IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.5 - OXFORD STREET NORTH 30KM/H SPEED ZONE

Oxford Street North has a 50km/h speed limit which is not ideal for a people first, town centre environment.

The City recently implemented a number of traffic calming measures including reducing the carriageway width, denoting the town centre with red asphalt, planting median and footpath street trees and installing low profile speed humps and shared space symbols along Oxford Street North.

To prioritise active transport, complement these physical interventions and create a safer environment for pedestrians and cyclists, the City should negotiate the reduction of the 50km/h speed zone to 30km/h.

This speed limit reduction will require approval from the state roads authority, Main Roads Western Australia (MRWA) and will require supporting data such as traffic and speed counts.

Acquire traffic data and advocate for a **30km/h Speed Zone** along Oxford Street North

IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.6 - 40KM/H SPEED ZONE EXTENSION

The 40km/h speed along Scarborough Beach Road does not start at the eastern or western extent of the town centre.

The City should negotiate the extension of the 40km/h speed zone further east along Scarborough Beach Road to incorporate Edinboro Street and address the Shakespeare Street Bike Boulevard and further west along Scarborough Beach Road to meet the 40km/h school zone.

Drivers approach the town centre from the east with little awareness they are entering a people first environment and are currently required to change speeds from 40km/h to 50km/h back to 40km/h at the western end of the town centre. The extension of the 40km/h speed zone will ensure drivers slow down well before entering the town centre which will enhance pedestrian comfort, particularly at the Scarborough Beach Road/Oxford Street intersection and at Axford Park.

Advocate for the extension of the **40km/h Speed Zone** east and west along Scarborough Beach Road

03 CHARACTER

MOUNT HAWTHORN TOWN CENTRE SHOULD EMBRACE WHAT MAKES IT DISTINCTIVE. WHAT ARE THOSE SPECIAL ASPECTS THAT MAKE IT DIFFERENT FROM OTHER PLACES? IS IT THE BUILDINGS, THE BUSINESSES, THE PEOPLE, THE INSTITUTIONS, THE LOCAL STORIES, THE HISTORY? – IT'S ALL OF THOSE THINGS OF COURSE.

THESE SPECIAL THINGS CAN AND WILL BE CELEBRATED THROUGH THE BRANDING & MARKETING OF THE TOWN CENTRE. HOWEVER, THERE ARE SOME SPECIFIC ACTIONS THE CITY CAN TAKE TO IMPROVE OXFORD STREET, AXFORD PARK & CAPITALISE ON THE TRADITIONAL FINE GRAIN TOWN CENTRE DEVELOPMENT.

CREATING PLACES FOR PEOPLE

ITEM 3.1 - STREETSCAPE AUDIT

Mount Hawthorn Town Centre incorporates the most greenery of the City's town centres and is well serviced by street furniture. However, there is an opportunity to rationalise the location of existing street furniture and potential to accommodate additional planting, furniture and streetscape improvements.

The City understands the importance of canopy cover and street furniture and the role they play in encouraging people to linger longer. In 2015 the City undertook a streetscape audit in conjunction with the Mt Hawthorn Hub to identify 'gaps' in the street furniture and 'hot spots' for additional planting.

In response to the audit, the City installed 12 new bins, 8 benches, 30 planter boxes, 53 trees, 1 bike repair station and 18 bike racks.

To build on the extensive streetscape upgrades delivered to date, an audit should be undertake to determine any current deficiencies in the streetscape and identify opportunities to build on the town center's inviting and green character including opportunities for additional planting, beautification, urban design improvements, street art and street furniture rationalisation and upgrades.

Undertake a **Streetscape Audit** to determine opportunities for streetscape improvements.

A STREETSCAPE AUDIT will contribute to Greening Vincent by dentifying opportunities for additional town centre trees, verge and median planting.

CREATING PLACES FOR PEOPLE

ITEM 3.2 - STREETSCAPE PALETTE

Mount Hawthorn Town Centre has a distinct character and largely consistent streetscape palette.

Unlike other town centres, Mount Hawthorn Town Centre has a unique streetscape palette which contributes to the distinct character of the town centre.

The streetscape palette was developed in collaboration with the Mt Hawthorn Hub and incorporates street furniture such as the benches and bins as well as the street tree and planting species used to green the verges, footpaths, median strips and planter boxes.

To ensure additional planting and street furniture remain consistent and in keeping with the character of the area, the City should create a streetscape palette to guide the future renewal and upgrade of these key town centre components.

Develop a Mount Hawthorn Town Centre **Streetscape Palette**

CREATING PLACES FOR PEOPLE

ITEM 3.3 - ICONIC TOWN CENTRE ARTWORK

Mount Hawthorn Town Centre does not have a strong sense of arrival from the western approach.

Iconic elements and entry statements can announce the approach and arrival into a precinct or town centre, creating a welcoming environment. Mount Hawthorn is known for its suburban village atmosphere but lacks physical infrastructure and artwork to celebrate its endearing style and charm.

The **Mt Hawthorn Hub Action Plan** identifies a need to investigate the development of a Welcome Statement to celebrate Mount Hawthorn's identity.

Determine a preferred location and design for an **Iconic Town Centre Artwork** in consultation with the community

CREATING PLACES FOR PEOPLE

ITEM 3.4 - UNDERGROUND POWER

The overhead power lines along Oxford Street North and Hobart Street are unattractive, limit the useability of the road reserve and will prevent street trees from reaching full maturity.

Western Power's power poles are located along the footpath, limiting the use and appeal of alfresco areas along Oxford Street North and the potential use of Hobart Street road reserve for additional parking.

Western Power's separation requirements inhibit trees from reaching maturity. It is necessary to investigate the costs and benefits of underground power prior to requiring the pruning of the recently planted Oxford Street North trees.

Investigate the potential to **Underground Power** along Oxford Street North and Hobart Street

UNDERGROUND POWER will contribute to Greening Vincent by allowing trees to mature, increasing canopy coverage and improving walkability.

CREATING PLACES FOR PEOPLE

ITEM 3.5 - BEAUTIFICATION OF LOT 100

The planting at Lot 100 on the corner of Oxford Street and Scarborough Beach Road is not maintained to a high standard.

The City has received multiple requests to maintain or remove the four palm trees and raised garden bed at Lot 100 Scarborough Beach Road.

Lot 100 is not owned by the City, it is owned by Telstra Corporation Limited. The City is therefore unable to undertake maintenance work or implement upgrades without the permission of Telstra, as owner.

There is an opportunity to improve the maintenance and planting at Lot 100 to bring it in line with the City managed and maintained streetscapes.

Negotiate the **Beautification of Lot 100** Scarborough Beach Road with Telstra Corporation Limited

VOLUME 03 - MOUNT HAWTHORN TOWN CENTRE PLACE PLAN IMPLEMENTATION FRAMEWORK

	KEY ACTION/ PROJECT	RESPONSIBLE TEAM*	SUPPORT TEAM*	TOWN CENTRE WIDE**	TIMING 19/20	20/21	21/22	22/23
KEY FOCUS AREA 1: ACTIVITY								
EVENTS & ACTIVATION								
V1.1	Prepare and implement **Town Centre Public Space Activation** schedules	C&B	S&D	✓	✓	✓	✓	✓
V1.2	Review hire fees and create an improved **Online Hire Platform** and booking system for town centre public spaces	C&B		✓	✓			
V1.3	Streamline the City's **Event Approvals** processes	C&B	S&D/I&E	✓	✓	✓	✓	✓
V1.4	Provide ongoing support for **Town Team Events & Other Public Events**	C&B	S&D/I&E	✓	✓	✓	✓	✓
1.1	Determine options to implement **Free WiFi** in priority town centre locations	ITC	I&E			✓		
CUSTOMER SERVICE								
V1.5	Improve and monitor the level of **Service & Maintenance** provided in the town centres	I&E	S&D	✓	✓	✓	✓	✓
V1.6	Manage the **Town Team Grant Program**	S&D	C&B/I&E	✓	✓	✓	✓	✓
MARKETING & BRANDING								
V1.7	Prepare and implement **Town Centre Marketing & Branding Plans**	C&B	S&D	✓	✓	✓		
V1.8	Work collaboratively with the Inner Perth Assembly to develop and deliver **Destination Marketing**	C&B	S&D	✓	✓	✓		
1.2	Investigate the Installation of **Banner Poles** along Oxford Street North	S&D	I&E		✓			
BUSINESS SUPPORT								
V1.9	Amend the **Trading in Public Places Local Law 2008 & Local Government Property Local Law 2008**	S&D	CEO	✓	✓			
V1.10	Implement a **Business Engagement Program**	S&D	C&B	✓	✓	✓	✓	✓
PUBLIC OPEN SPACE								
1.3	Design and deliver the first phase of **Axford Park Upgrade**	S&D	I&E		✓	✓		
NIGHT TIME ECONOMY								
V1.11	Advocate for **Live Music Venue Protection**	S&D		✓	✓	✓	✓	✓
1.4	Identify barriers inhibiting Mount Hawthorn's **Night Time Economy** in consultation with local businesses and determine actions to address these	S&D	C&B		✓	✓	✓	✓
TOWN CENTRE SAFETY								
1.5	Install **LED Street Lights** along Scarborough Beach Road and Oxford Street	C&B	I&E		✓	✓		
1.6	Investigate **Lighting Improvements** in the Flinders Street Car Park	I&E	S&D		✓			
1.7	Implement **Lane Lighting Improvements** in the lanes between Flinders Street and Oxford Street	C&B	I&E		✓			
DEVELOPMENT OPPORTUNITIES								
V1.12	Prepare a Strategy for **City of Vincent Owned Land** within the town centres	CEO	S&D	✓		✓	✓	
1.8	Undertake consultation to identify a preferred location for a **Future Youth Space** in the town centre or surrounds	C&B	S&D		✓	✓		
PLANNING FRAMEWORK								
V1.13	Investigate a **Planning Framework** for each of the town centres	S&D		✓	✓	✓		

*Community & Business Services (C&B), Strategy & Development (S&D), Infrastructure & Environment (I&E), Information & Communications Technology (ICT), Office of the CEO (CEO)
**Actions and projects which occur in all City of Vincent town centres (V). For additional information refer Volume 01 - Vincent Town Centres Place Plans

VOLUME 03 - MOUNT HAWTHORN TOWN CENTRE PLACE PLAN IMPLEMENTATION FRAMEWORK

	KEY ACTION/ PROJECT	RESPONSIBLE TEAM*	SUPPORT TEAM*	TOWN CENTRE WIDE**	TIMING 19/20	20/21	21/22	22/23
KEY FOCUS AREA 2: MOVEMENT								
RETHINKING MOVEMENT IN THE TOWN CENTRES								
V2.1	Prepare an **Integrated Transport Plan**	S&D	I&E	✓	✓			
V2.2	Advocate to State Transport Authorities for **Transport Infrastructure** improvements including improved east-west connections	S&D	I&E	✓	✓	✓	✓	✓
V2.3	Implement a **Transport Education Program**	I&E	S&D/C&B	✓		✓	✓	✓
V2.4	Advocate for **After hours Transport Options**	S&D	I&E	✓	✓	✓	✓	✓
2.1	Plan and facilitate Scarborough Beach Road/Oxford Street **Intersection Improvements**	S&D	I&E		✓	✓		
IMPROVING TOWN CENTRE ACCESSIBILITY								
V2.5	Develop a **Wayfinding Strategy**	C&B	S&D/I&E	✓	✓	✓		
V2.6	Review the naming requirements within the **Laneways and Rights of Way Policy 2.2.8**	S&D	C&B/I&E	✓	COMPLETE			
V2.7	Advocate to the Public Transport Authority for **Bus Noise Emission Improvements**	S&D	I&E	✓		✓	✓	
V2.8	Investigate the costs and benefits of **Underground Power** in Vincent's town centres	I&E	CEO	✓	✓	✓	✓	✓
2.2	Rationalise the **Parking Management** of adjoining car parks between Fairfield Street and Flinders Street	S&D	I&E			✓		
2.3	Investigate the potential to **Formalise Parking** along Edinboro Street	I&E	S&D		✓			
2.4	Install decorative lighting at the Anzac Road roundabout to denote the southern town centre entry and complete the **Oxford Street North Upgrade**	S&D	I&E		✓			
2.5	Acquire traffic data and advocate for a **30km/h Speed Zone** along Oxford Street North	I&E	C&B		✓			
2.6	Advocate for the extension of the **40km/h Speed Zone** east and west along Scarborough Beach Road	I&E			✓			
KEY FOCUS AREA 3: CHARACTER								
CREATING PLACES FOR PEOPLE								
V3.1	Advocate for **High Quality Ground Floor Design** to the development industry and business community	S&D		✓	✓	✓	✓	✓
3.1	Undertake a **Streetscape Audit** to determine opportunities for streetscape improvements.	S&D	I&E		✓			
3.2	Develop a Mount Hawthorn Town Centre **Streetscape Palette**	S&D	C&B		✓			
3.3	Determine a preferred location and design for an **Iconic Town Centre Artwork** in consultation with the community	C&B	S&D		✓			
3.4	Investigate the potential to **Underground Power** along Oxford Street North and Hobart Street	I&E	CEO		✓	✓		
3.5	Negotiate the **Beautification of Lot 100** Scarborough Beach Road with Telstra Corporation Limited	S&D	I&E		✓			

*Community & Business Services (C&B), Strategy & Development (S&D), Infrastructure & Environment (I&E), Information & Communications Technology (ICT), Office of the CEO (CEO)
**Actions and projects which occur in all City of Vincent town centres (V). For additional information refer Volume 01 - Vincent Town Centres Place Plans

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VOLUME 1 - VINCENT TOWN CENTRE PLACE PLAN: IMPLEMENTATION FRAMEWORK										
REF #	**KEY ACTION**	**RESPONSIBLE TEAM**	**SUPPORT TEAM**	**TOWN CENTRE WIDE**	**18/19**	**19/20**	**20/21**	**21/22**	**Update and Comments**	**Document Changes**
V1.1	Prepare and implement Town Centre Public Space Activation Schedules	C&B	S&D	X	X	X	X	X	Funding for activations and events was reallocated for the 20/21 financial year due to the uncertainty of COVID-19. This action is captured in the Vincent Rebound Plan actions 1.6 and 3.2.	
V1.2	Review hire fees and create an improved Online Hire Platform and booking system for town centre public spaces	C&B		X	X	X			On track. This is captured in the Vincent Rebound Plan action 1.1.	
V1.3	Streamline the City's Event Approvals Processes	C&B	S&D	X	X	X	X	X	Streamlining and improvement of the events approval process and is expected to be finalised by January 2021. COVID-19 considerations are being added into the events process. The City's Environmental Health Officers have been appointed as public health authorised officers under the new Directions and will be responsible for approving COVID Event Plans for low and medium risk events. This action is captured in the Vincent Rebound Plan action 1.1.	
V1.3			I&E							
V1.4	Provide ongoing support for Town Team Events & Other Public Events	C&B	S&D	X	X	X	X	X	The City delivered $132,315 in funding to the Town Teams and assisted in delivery of events during 19/20.	
V1.4			I&E							
V1.5	Improve and monitor the level of Service &	I&E	S&D	X		X	X	X	Precinct Cleaning Schedules- which is inclusive of waste/litter removal and street sweeping at	

VOLUME 1 - VINCENT TOWN CENTRE PLACE PLAN: IMPLEMENTATION FRAMEWORK										
REF #	KEY ACTION	RESPONSIBLE TEAM	SUPPORT TEAM	TOWN CENTRE WIDE	18/19	19/20	20/21	21/22	Update and Comments	Document Changes
	Maintenance provided in the town centres								the main precincts. Precinct cleaning 6 days per week (exc. Saturdays), Waste Bin Servicing 7 days. Monthly schedule for bin enclosure cleaning (subcontracted) Graffiti Removal - Upon request and some proactive work, where capacity allows. Administration has recently commenced a service review to evaluate the current graffiti policy and service provision. This action is captured in the Vincent Rebound Plan action 1.3.	
V1.6	Manage the Town Team Grant Program	S&D	C&B	X	X	X	X	X	Town teams received a total of $36,966 in grant funding during 19/20.	
V1.6			I&E							
V1.7	Prepare and implement Town Centre Marketing & Branding Plans	C&B	S&D	X	X	X	-		This was cancelled as a corporate project to reallocate resources to the Visit Perth collaboration.	End this action and combine with V1.8 to create new action.
V1.8	~~Work collaboratively with the Inner Perth Assembly to develop and deliver destination marketing~~ Work collaboratively with the Inner Perth Assembly to promote and improve Visit Perth website.	C&B	S&D	X	X	X	X		This was cancelled as a corporate project to reallocate resources to the Visit Perth collaboration. Launched and promote Visit Perth Neighbourhood Map and Visit Perth Directory and increase local buy-in and use. This action is captured in the Vincent Rebound Plan action 2.3.	Change wording as follows: Work collaboratively with the Inner Perth Assembly to promote and improve Visit Perth website.
V1.9	Amend the Trading in Public Places Local Law 2008 & Local	CEO	S&D	X	X	X	X	X	The new Local Government Property Local Law 2020 was approved by Council for	Continuation of action.

VOLUME 1 - VINCENT TOWN CENTRE PLACE PLAN: IMPLEMENTATION FRAMEWORK										
REF #	**KEY ACTION**	**RESPONSIBLE TEAM**	**SUPPORT TEAM**	**TOWN CENTRE WIDE**	**18/19**	**19/20**	**20/21**	**21/22**	**Update and Comments**	**Document Changes**
	Government Property Local Law 2008								advertising at its 28 July 2020 Meeting (Item 12.7). The local law is currently being advertised, and a report will be presented to Council in February 2021 to present the outcomes of the public advertising and seek adoption of the new local law. The amendment Trading in Public Places Local Law requires redrafting as a new local law. This will be progressed by Administration (S&D) in 2021	Change responsible team to CEO.
V1.9			C&B							Change from responsible team to support team.
V1.9			I&E							
V1.10	Implement a Business Engagement Program	S&D	C&B	X	X	X	X	X	This action is captured in the Vincent Rebound Plan action 2.3.	
V1.11	Advocate for Live Music Venue Protection	S&D		X	X	X	X	X	The City continues to work with the Department of Planning Lands and Heritage and the Department of Water and Environmental Regulation on proposed regulatory reform around the Northbridge Entertainment Precinct and its potential for broader application to the State.	
V1.12	Prepare a Strategy for City of Vincent Owned Land within the town centres	CEO	S&D	X			X	X	A consolidated version of the Register of City land with sale or development potential was presented to Council at its 7 April 2020 Meeting (Item 12.3). Council approved the sale of two parcels of land, one of which has now been sold (202	

VOLUME 1 - VINCENT TOWN CENTRE PLACE PLAN: IMPLEMENTATION FRAMEWORK										
REF #	KEY ACTION	RESPONSIBLE TEAM	SUPPORT TEAM	TOWN CENTRE WIDE	18/19	19/20	20/21	21/22	Update and Comments	Document Changes
									Vincent Street, North Perth) and the other of which has been approved by Council to be sold, subject to provision of public notice (150 Charles Street, West Perth). Administration is consulting with the community in respect to the potential sale of four other lots. The proceeds of any sales will be held in POS Acquisition Reserve fund.	
V2.1	Prepare an Integrated Transport Plan	S&D	I&E	X	X	X	X		A draft of the Accessible City Strategy was developed and presented to council for approval to consult in October 2020. Public consultation of the draft document will now occur. The document is due to be finalised early 20/21.	Continuation of action.
V2.2	Advocate to State Transport Authorities for Improvements to Transport Infrastructure including improved east-west connections	I&E	S&D	X	X	X	X	X	Captured in the Draft Accessible City Strategy – Action 2.1.3 to improve East West Public Transit Connectivity – prepare a business case and advocacy action.	
V2.3	Implement a Transport Education Program	I&E	S&D	X		X	X	X	This has been captured in the Draft Accessible City Strategy actions 1.2.4, 1.2.5, and 3.2.1.	
V2.4	Advocate for After-hours Transport Options	I&E	S&D	X	X	X	X	X	Existing after-hours transport options were removed by PTA during COVID-19. This has not included in the Draft Accessible City Strategy. Administration will continue to advocate to the PTA.	
V2.5	Develop a Wayfinding Strategy	S&D	I&E	X		X	X	X	Funding for the strategy and first year implementation has been secured through cash-in-	Continuation of action.

VOLUME 1 - VINCENT TOWN CENTRE PLACE PLAN: IMPLEMENTATION FRAMEWORK										
REF #	KEY ACTION	RESPONSIBLE TEAM	SUPPORT TEAM	TOWN CENTRE WIDE	18/19	19/20	20/21	21/22	Update and Comments	Document Changes
									lieu funds. The scoping of the project is currently being undertaken.	Change responsible team to S&D.
V2.5			C&B							Change from responsible team to support team.
V2.6	Review the naming requirements within the Laneways and Rights of Way Policy 2.2.8	S&D	C&B/I&E	X	Complete					
V2.7	Advocate for Bus Noise Emissions Improvements to Public Transport Authority	S&D	I&E	X			X	X	Advocacy to begin this financial year and was not included in the Draft Accessible City Strategy.	
V2.8	Investigate the costs and benefits of Underground Power in Vincent's town centres	I&E	CEO	X	X	X	X	X	There are currently significant cost implications making the implementation currently unfeasible. Ongoing investigation will continue to be done for each town centre.	
V3.1	Advocate for High Quality Ground Floor Design to the development industry and business community	S&D		X	X	X	X	X	The City implements the Built Form Policy which includes controls for the Design of Ground Floor Spaces. Amendment 2 of the Policy was endorsed by Council 16 June 2020 and is currently with the WAPC for approval. With the release of Design WA the City's controls will continue to apply as Acceptable Outcomes. Ongoing advocacy to continue. A program schedule for the improvements to the planning framework of all of the Town Centres is currently being	

VOLUME 1 - VINCENT TOWN CENTRE PLACE PLAN: IMPLEMENTATION FRAMEWORK										
REF #	KEY ACTION	RESPONSIBLE TEAM	SUPPORT TEAM	TOWN CENTRE WIDE	18/19	19/20	20/21	21/22	Update and Comments	Document Changes
									investigated and will consider high quality ground floor design.	

VOLUME 2 - NORTH PERTH TOWN CENTRE PLACE PLAN: IMPLEMENTATION FRAMEWORK										
REF #	KEY ACTION	RESPONSIBLE TEAM	SUPPORT TEAM	TOWN CENTRE WIDE	18/19	19/20	20/21	21/22	Update and Comments	Document Changes
1.1	~~Facilitate the ongoing activation of North Perth Common (Town Square)~~ Review North Perth Common Stage 1 to inform future public space design and activation (CBP No. 16)	S&D	C&B		X	X	X	-	An EOI process was undertaken for free community use of the space. The City ran a series of 17 events over the 2019/20 summer season. Activation and use of the space will be community lead on an ongoing basis. "Talking benches" were installed to enhance the activation of the space, and art easels and games are planned for the 2020/21 financial year.	Update the action to reflect the CBP strategic project. Remove ongoing aspect of the action.
1.1			I&E							
1.2	Prepare Woodville Reserve Master Plan	S&D	I&E			X	X	X	Delayed until the completion of the Sport and Recreation Plan. The preparation of the Master Plan will commence in January 2021.	Change in responsible team. Change in years to reflect the delay.
1.3	Ensure updates to the planning and policy framework facilitate the development of North Perth's night time economy.	S&D			X	X	X	X	Town Centre planning framework investigation report findings and recommendations to be reported to Council early in 2021.	Change in responsible team name.
1.4	Implement the recommendations of the 2017/18 review of the City's CCTV Network	I&E	S&D		X	X	X		An overarching document addressing the installation of CCTV systems to be reported to Council early 2021. Implementation of specific actions will be investigated once this document has been completed.	Change in responsible and support team. Continuation of the action.
1.5	Investigate Lighting Improvements on View Street and Angove Street	I&E	S&D			X	X		Delayed due to COVID. Currently investigating if cash in lieu reserves can be used to fund any lighting improvements.	Change in responsible team.
1.6	Facilitate stakeholder negotiations to	S&D			X	X	X	X	Advocacy of the redevelopment of the Plaza is ongoing.	

VOLUME 2 - NORTH PERTH TOWN CENTRE PLACE PLAN: IMPLEMENTATION FRAMEWORK										
REF #	KEY ACTION	RESPONSIBLE TEAM	SUPPORT TEAM	TOWN CENTRE WIDE	18/19	19/20	20/21	21/22	Update and Comments	Document Changes
	redevelop the North Perth Plaza									
1.7	Prepare an Urban Design Concept for View Street Car Park and surrounds.	S&D	I&E		X	X	X	X	Funding for this project has been delayed due to COVID. The results from the 12-month review of North Perth Common in 20/21 will be used to inform the urban design concept. A cost benefit analysis of the City owned building asset to be completed.	Extend the action to 20/21 and 21/22
1.7			CEO							
2.1	Plan Angove/Fitzgerald Street intersection improvements.	I&E	S&D			X	X		MRWA has changed the requirements for the interventions which were investigated -- cycling starter boxes, and all way crossings. These are currently not options at this location. We will continue to advocate to MRWA and investigate additional improvements for this intersection.	
2.2	Plan and implement shared spaces at Angove Street and Albert Street Junction adjacent to Albert Square public open space	S&D	I&E				X	X	Scoping for this project is planned for this year. Currently investigating having the utility box in Albert Square painted to continue improvements in the vibrancy of the space.	
2.3	Plan and implement upgrades to Fitzgerald Street	I&E	S&D		X	X	X		New planter boxes to be installed on Fitzgerald Street in October 2020. The majority of the fencing has been removed, and businesses have expressed the desire to keep what is remaining. Additional greening opportunities are limited. Officers are continuing to seek opportunities to remove clutter and improve the pedestrian environment on Fitzgerald Street.	Changes to assigned team. Extend action.
2.4	Advocate to the Public Transport Authority for North	I&E	S&D		X	X	X	X	Ongoing advocacy to the Public Transport Authority for upgrades to this bus stop.	Changes to assigned team. Extend action.

VOLUME 2 - NORTH PERTH TOWN CENTRE PLACE PLAN: IMPLEMENTATION FRAMEWORK										
REF #	KEY ACTION	RESPONSIBLE TEAM	SUPPORT TEAM	TOWN CENTRE WIDE	18/19	19/20	20/21	21/22	Update and Comments	Document Changes
	Perth Plaza bus stop upgrade and naming									
3.1	Encourage North Perth Plaza Site Improvements	S&D	I&E		X	X	X	X	Ongoing advocacy for site improvements and collaboration with the City.	Changes to assigned team.
3.2	~~Maximise~~ Increase the use of North Perth Town Hall by 5% annually and capitalise on its cultural significance and character	C&B	S&D		X	X	X	X	North Perth Town Hall continues to be promoted as part of the North Perth History Walk. The hall is also being promoted for bookings on Space to Co. Citizenship ceremonies have been relocated to the hall, along with other City managed events such as Halloween and Pride.	Extend the action to continue promoting the use of the hall. Introduce a target of 5% increase in hours booked/income.
3.2			I&E							
3.3	Plan and implement a View Street landscape link between Fitzgerald Street and the traditional heritage buildings.	I&E	S&D		X	X	X	X	Landscape link to be informed by the trees and planting at North Perth Common and urban design concept of View Street Car Park.	Extend action to integrate with the View Street Car Park urban design concept and the 12-month review of North Perth Common.

VOLUME 3 - MOUNT HAWTHORN TOWN CENTRE PLACE PLAN: IMPLEMENTATION FRAMEWORK									
REF #	**KEY ACTION**	**RESPONSIBLE TEAM**	**SUPPORT TEAM**	**19/20**	**20/21**	**21/22**	**22/23**	**Update and Comments**	**Document Changes**
1.1	Determine options to implement Free Wifi in priority town centre locations	ICT	I&E		X			Preliminary investigations commenced. Approximate costs for public wifi in Axford Park include: • One-off Basic Installation $2,500 • Monthly service fee $300 • Monthly bandwidth $120 Options to be provided to Elected Members in 2020/21 to inform the preparation of future budgets.	
1.2	~~Investigate the~~ Install~~ation of~~ Banner Poles along Oxford Street North	S&D	I&E	~~X~~		X		A location plan has been prepared and quotes for the manufacture and delivery of 7 banner poles along the central median of Oxford Street North have been obtained. Multi-functional light and banner poles were costed at $42,500 (ex GST – excluding installation) and banner poles to replicate those along Scarborough Beach Road were costed at $18,000 (ex GST - excluding installation). The installation of the $18,000 banner poles was costed at $31,000. The $49,000 purchase and installation of banner poles was considered a discretionary spend and not proposed as part of 2020/21 budget prepared during the COVID-19 pandemic. Project details and costings to inform the preparation of the 2021/22 budget.	Amend Key Action text to remove 'Investigate'. Extend timing to 2021/22.
1.3	Design and deliver the first phase of Axford Park Upgrade	S&D	I&E	~~X~~	~~X~~	X	~~X~~	The 2019/20 budget included $40,000 for the detailed design of the first phase of Axford Park Upgrade. The preparation of the detailed design was considered a discretionary spend and not progressed in 2019/20. The CBP notes that the first phase of Axford Park Upgrade will be delivered 2021/22-2023/24.	Extend timing to align with CBP.
1.4	Identify barriers inhibiting Mount Hawthorn's Night Time Economy in consultation with local businesses and determine actions to address these	S&D	C&B	X	~~X~~	~~X~~	X	Administration commenced discussions with businesses in 2019/20 to identify barriers and determine opportunities to encourage businesses to stay open longer. Initial findings included: • businesses unable to trial longer hours given staffing resource requirements; and • businesses suggesting evening activations would increase the likelihood of opening longer.	Amend timing to align with Vincent Rebound Plan implementation.

VOLUME 3 - MOUNT HAWTHORN TOWN CENTRE PLACE PLAN: IMPLEMENTATION FRAMEWORK									
REF #	**KEY ACTION**	**RESPONSIBLE TEAM**	**SUPPORT TEAM**	**19/20**	**20/21**	**21/22**	**22/23**	**Update and Comments**	**Document Changes**
								The night time economy in Mount Hawthorn is continuing to improve organically with new and emerging small bars. The Mt Hawthorn Hub has approached the Paddington Alehouse and Oxford Hotel to promote opportunities to host Fringe events to diversify night time offerings. In response to the COVID-19 pandemic, consultation regarding the night time economy ceased and Business Health Checks commenced. Supporting businesses following COVID-19 restrictions has become a focus for the City and is being addresses through the City of Vincent Rebound Plan (Rebound Plan). Consultation regarding the night time economy will recommence following the implementation of the Rebound Plan which is scheduled to be implemented 2020/21-2021/22.	
1.5	Install LED Street Lights along Scarborough Beach Road and Oxford Street	~~C&B~~ I&E	~~I&E~~ S&D	X	X	X		Teams incorrectly allocated. Changes reflect correct responsible team and support team. Potential to use cash-in-lieu for car parking funding, to replace existing lights with LED lights, to be considered as part of the next budget review or alternatively listed for consideration in the 2021/22 budget. Application made to Western Power to undertake works.	Change responsible team to I&E and support team to S&D. Continuation of action. Extend timing to 2021/22.
1.6	Investigate Lighting Improvements in the Flinders Street Car Park	I&E	S&D	~~X~~ Complete				Investigation complete in 2019/20. Lighting improvements costed at $7,000 (ex GST) and included in 2020/21 budget. Improvements scheduled to be complete in 2020/21 and include supply and install: • SL3 30W LED to the existing light fitting; • SL2 30W single solar light with new pole; and • Double SL2 30W solar lights with new pole.	Mark as complete.
1.7	Implement Lane Lighting			~~X~~				Project complete. Solar lighting installed in 2019.	Mark as complete.

VOLUME 3 - MOUNT HAWTHORN TOWN CENTRE PLACE PLAN: IMPLEMENTATION FRAMEWORK									
REF #	**KEY ACTION**	**RESPONSIBLE TEAM**	**SUPPORT TEAM**	**19/20**	**20/21**	**21/22**	**22/23**	**Update and Comments**	**Document Changes**
	Improvements in the lanes between Flinders Street and Oxford Street			Complete					
1.8	Undertake consultation to identify a preferred location for a Future Youth Space in the town centre or surrounds	~~C&B~~ S&D	~~S&D~~ C&B	X	X			Formal consultation on this project has not commenced. In August 2020, John Carey MLA started a 'community conversation' on facebook and undertook a community survey regarding potential locations for skate/scooter facilities in Mount Hawthorn. Informal consultation with the Mt Hawthorn Hub regarding the potential location of skate infrastructure at Britannia Reserve and/or the western end of Axford Park has also occurred. Both Britannia Reserve and the western end of Axford Park were largely supported, as potential skate infrastructure locations, by facebook respondents and the Mt Hawthorn Hub. Leisure Planning has moved from Community & Business Services to Strategy and Development.	Change responsible team to S&D and support team to C&B.
2.1	Plan and facilitate Scarborough Beach Road/Oxford Street Intersection Improvements	S&D	I&E	X	X	X	X	The original plans for the upgrade of Oxford Street North included an advanced stop line at the junction of Oxford Street and Scarborough Beach Road. This was not approved by Main Roads Western Australia (MRWA) due to a lack of road space for a lead in lane. Administration is seeking for this decision to be reconsidered to ensure consistency along Oxford Street and Scarborough Beach Road. Advanced stop lines are currently in place at all other legs of the junction between Oxford Street and Scarborough Beach Road as well as along the rest of these routes. Administration believes it is essential to treat this junction consistently in order to prevent confusion and maintain highest possible level of safety. Administration has sought approval from MRWA to make the westbound left hand lane on Scarborough Beach Road left turn only into Oxford Street as there is insufficient space for the two lanes to merge	Continuation of action. Extend timing to 2022/23

VOLUME 3 - MOUNT HAWTHORN TOWN CENTRE PLACE PLAN: IMPLEMENTATION FRAMEWORK									
REF #	**KEY ACTION**	**RESPONSIBLE TEAM**	**SUPPORT TEAM**	**19/20**	**20/21**	**21/22**	**22/23**	**Update and Comments**	**Document Changes**
								through the junction and an increasing number of complaints and reports have been received from residents and businesses requesting improvements. These improvements are considered the first stage of improving this intersection. Given the ongoing negotiations with MRWA, Administration will continue to investigate opportunities to reduce conflict at this intersection and the potential to incorporate art into any improvements that are supported by MRWA. To reflect this change, the timing of this initiative will be extended as the project will likely only be realised through ongoing, staged negotiation with MRWA.	
2.2	Rationalised the Parking Management of adjoining car parks between Fairfield Street and Flinders Street	S&D	I&E		X			Project scheduled to be undertaken in the first half of 2021.	
2.3	Investigate the potential to Formalise Parking along Edinboro Street	I&E	S&D	~~X~~		X		Preliminary investigations costed the formalisation of parking at $52,000 (ex GST). A detailed design has not been prepared as the delivery of this project was planned and scheduled to coincide with the delivery of the detailed design for Axford Park Upgrade. As Item 1.3 Axford Park Upgrade was postponed and rescheduled to commence in 2021/22 in line with the CBP, it is proposed the investigation of the potential to formalise the parking be rescheduled to 2021/2.	Extend timing to align with Item 1.3 Axford Park Upgrade.
2.4	Install decorative lighting at the Anzac Road roundabout to denote the southern town centre entry and complete the Oxford Street North Upgrade	S&D	I&E	~~X~~ Complete				Project complete. Lighting installed in 2019/20.	Mark as complete.

2.5	~~Acquire traffic data and a A~~dvocate for a 30km/h Speed Zone along Oxford Street North	I&E	C&B	X	X	X	X	Traffic data acquired in 2019. Findings concluded the average speed reduced more than 10km/h in response to the design interventions implemented as part of the Oxford Street North Upgrade. In February 2020 Administration requested Main Roads Western Australia (MRWA) conduct a speed zone review of Oxford Street North to consider the 30km/h proposal. The proposed 30km/h speed limit was rejected by MRWA. However, the history of reforms to lowering speed zones in WA indicates that MRWA is most accepting of incremental reductions of 10km/h and in October 2020, MRWA approved the existing 50km/h limit be reduced to 40km/h. The 40km/h limit will come into effect 9 November 2020. Although a 40km/h zone along Oxford Street North is a significant step forward, the City should continue to advocate for 30km/h in the future and the Key Action text has been amended to reflect this. The following text has been included to highlight the reduced speed data information and 40km/h speed zone reduction accomplishment. Data acquired in 2019 recorded the average speed along sections of Oxford Street. This included the section of Oxford Street between Anzac Road and Wilberforce Street as well as the section between Wilberforce Street and Scarborough Beach Road. This was recorded to be 31.6km/h and 28.5km/h respectively. In 2020 the City successfully negotiated the reduction of the 50km/h speed zone to 40km/h. The reduced 40km/h speed zone will come into effect 9 November 2020 and the City will continue to negotiate with MRWA to achieve the desired 30km/h.	Amend Key Action text to remove 'Acquire traffic data'. Extend action to 2020/21-2022/23. Include the adjacent text highlighted in red.
2.6	Advocate for the extension of the 40km/h Speed Zone	I&E		~~X~~ Complete				Traffic data acquired in 2019. In February 2020 Administration requested MRWA conduct a speed zone review to consider a new regulatory speed limit	Mark as complete.

VOLUME 3 - MOUNT HAWTHORN TOWN CENTRE PLACE PLAN: IMPLEMENTATION FRAMEWORK									
REF #	**KEY ACTION**	**RESPONSIBLE TEAM**	**SUPPORT TEAM**	**19/20**	**20/21**	**21/22**	**22/23**	**Update and Comments**	**Document Changes**
	east ~~and west~~ along Scarborough Beach Road							of 30km/h from Kilarney St to Edinboro Street along Scarborough Beach Road. The proposed 30km/h speed limit was rejected by MRWA. However, in October 2020, MRWA approved the existing 60km/h limit be reduced to 40km/h between Faraday Street and Fairfield Street. The 40km/h limit will come into effect 9 November 2020. The component of Item 2.6 referencing the extension of the speed zone east is now considered complete. Item 2.6 has now been updated to reflect this and Item 2.7 has been included to reference the remaining component of the action relating to the extension of the 40km/h speed zone west.	
2.7	Advocate for the extension of the 40km/h Speed Zone west along Scarborough Beach Road	I&E		X	X	X	X	In February 2020 Administration requested MRWA conduct a speed zone review to consider extending the 40km/h town centre zone to the 40km/h school zone along Scarborough Beach Road. The proposed 40km/h speed limit extension was rejected by MRWA. Item 2.7 previously formed part of Item 2.6 which has now been marked as complete. Item 2.7 will ensure the City continues to advocate for the extension of the 40km/h speed zone west to meet the school zone. The following text has been included to highlight the remaining item to be actioned. Item 2.7 – 40km/h Speed Zone Extension West The 40km/h speed along Scarborough Beach Road does not start at the western extent of the town centre. The City should negotiate the extension of the 40km/h speed zone further west along Scarborough Beach Road to meet the 40km/h school zone.	Include new Item 2.7 and the adjacent text highlighted in red.

VOLUME 3 - MOUNT HAWTHORN TOWN CENTRE PLACE PLAN: IMPLEMENTATION FRAMEWORK									
REF #	**KEY ACTION**	**RESPONSIBLE TEAM**	**SUPPORT TEAM**	**19/20**	**20/21**	**21/22**	**22/23**	**Update and Comments**	**Document Changes**
								Drivers approaching the town centre from the west are currently required to change speeds from 40km/h (through the existing school zone) to 50km/h back to 40km/h. The extension of the 40km/h speed zone will ensure drivers slow down well before entering the town centre from the west and the school zone from the east.	
3.1	Undertake a Streetscape Audit to determine opportunities for streetscape improvements	S&D	I&E	X	X			Streetscape 'street walk' audit undertaken with Mt Hawthorn Hub in December 2019. Improvements opportunities identified including additional planting and street furniture. A detailed plan of the town centre streetscape audit and costings to be prepared in 2020/21 to inform capital works program and LTFP updates.	Continuation of action. Extend timing to 2020/21.
3.2	Develop a Mount Hawthorn Town Centre Streetscape Palette	S&D	C&B	X	X			Project commenced but not delivered in 2019/20. Timing to be extended to 2020/21.	Continuation of action. Extend timing to 2020/21.
3.3	Determine a preferred location ~~and design~~ for an Iconic Town Centre Artwork in consultation with the community	C&B	S&D	X	X	X		Potential Mount Hawthorn locations for a major public artwork, to be funded as part of the COVID-19 Arts Relief Grant funding, were identified and provided to the Arts Working Group in May 2020. The major public artwork location is yet to be identified. A preferred location for a future iconic town centre artwork will be identified during the preparation of the Wayfinding Strategy and opportunities to engage with the community on the preferred location will occur as part of the Wayfinding Strategy consultation. The Key Action wording has been updated to reflect this and the timing has been extended to align with the timing of the delivery of the Wayfinding Strategy.	Amend Key Action text to remove 'design' and 'in consultation with the community'. Continuation of action. Extend timing to 2021/22.

VOLUME 3 - MOUNT HAWTHORN TOWN CENTRE PLACE PLAN: IMPLEMENTATION FRAMEWORK									
REF #	**KEY ACTION**	**RESPONSIBLE TEAM**	**SUPPORT TEAM**	**19/20**	**20/21**	**21/22**	**22/23**	**Update and Comments**	**Document Changes**
3.4	Investigate the potential to Underground Power along Oxford Street North and Hobart Street	I&E	CEO	X	X			Costings to be obtained and implementation options to be provided to Elected Members for consideration as part of future budget process.	
3.5	Negotiate the Beautification of Lot 100 Scarborough Beach Road with Telstra Corporation Limited	S&D	I&E	~~X~~ Complete				Beautification negotiated with Telstra Corporation Limited December 2019 - February 2020. Removal of four Cocos palm trees and planting of native species complete.	Mark as complete.

VINCENT
TOWN CENTRE
PLACE PLANS
VOLUME 01
CITY OF VINCENT

TOWN CENTRE PLACE PLAN VOLUME SERIES

The City of Vincent Town Centre Place Plans Volume Series has been developed as a set of 'place based' strategic documents to guide the direction of funding and resources in the City's town centres. The documents guide the implementation of all major initiatives in the town centres.

The Town Centre Place Plans (Place Plans) are split into the following volumes:

VOLUME 01 sets out the strategic direction for **all** of the City's town centres and outlines the projects (including associated funding and resources) which are common to all town centres.

VOLUME 02 to 06 include the Place Plans specific to each town centre. Each volume relates to one of the City's five town centres and outlines the funding and resources the City has specifically committed to each individual town centre. Volumes 02 to 06 have been developed as comprehensive, standalone documents which build upon the detailed information relating to all of the town centres in Volume 01.

The Place Plans direct the City's service units to deliver a range of place-based initiatives and enable the City to effectively support and coordinate change.

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VINCENT TOWN CENTRE PLACE PLANS
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02 MOVEMENT
03 CHARACTER
04 IMPLEMENTATION FRAMEWORK

VOLUME 02
NORTH PERTH TOWN CENTRE PLACE PLAN
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VOLUME 03
MOUNT HAWTHORN TOWN CENTRE PLACE PLAN
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VOLUME 05
BEAUFORT STREET TOWN CENTRE PLACE PLAN
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DISCLAIMER

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DATE	DETAILS	STATUS
09/04/18	Vincent Town Centre Place Plans	Final
19/06/19	Vincent Town Centre Place Plans	Review I
20/10/20	Vincent Town Centre Place Plans	Review II

00 INTRODUCTION

The City of Vincent (City) has five major town centres – North Perth, Mt Hawthorn, Leederville, Beaufort Street and William Street.

The town centres are classified as District Centres in the State Planning Framework, with the exception of Leederville which is classified as a Secondary Centre. The State and local planning framework identify the town centres as important opportunities for targeted infill development that are expected to redevelop over time to meet changing community needs.

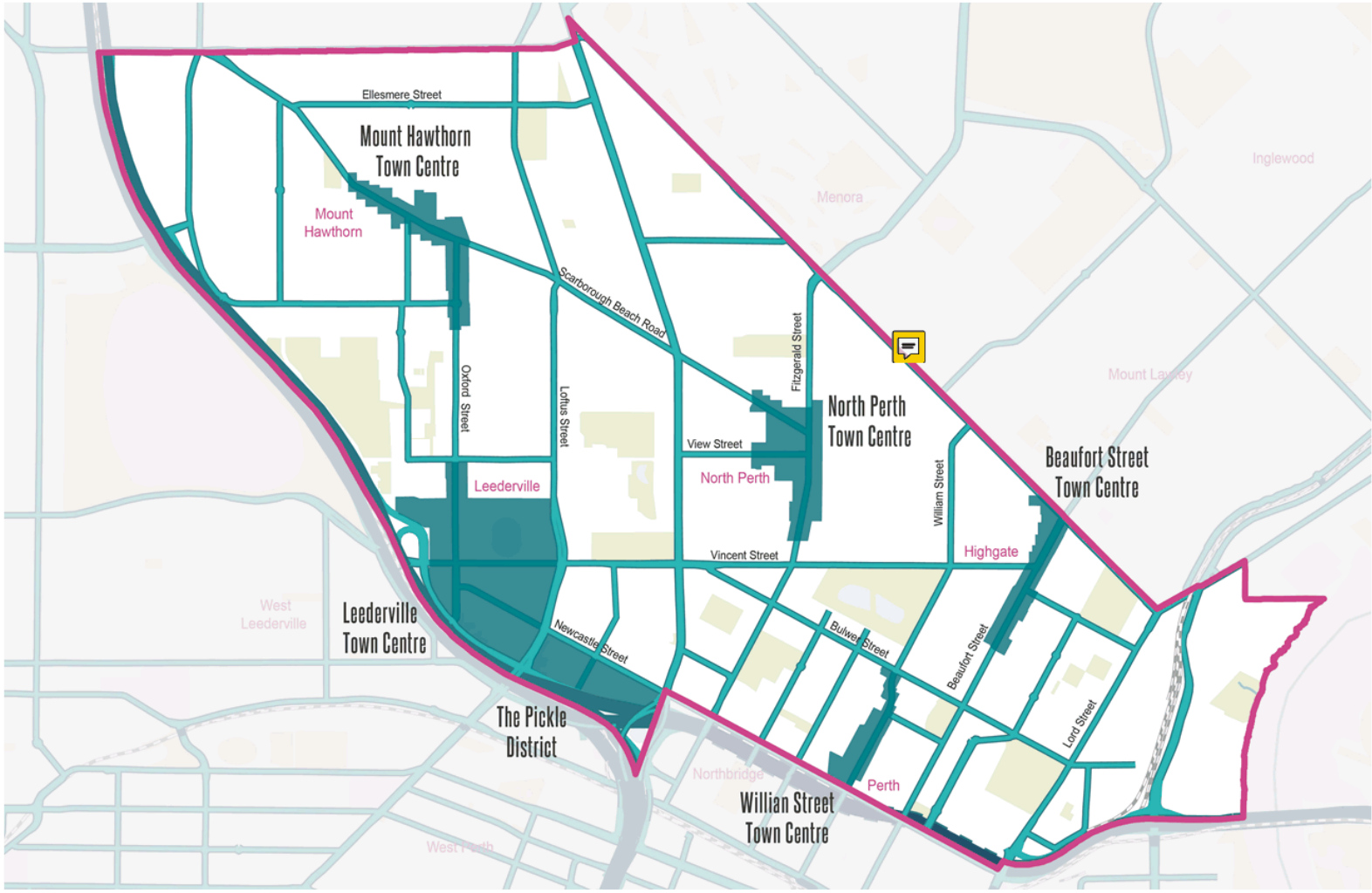
~~TOWN CENTRE~~ TOWN TEAMS

Each of the town centres has a 'town team', but a town team can emerge outside of a town centre as well. The town teams are independently formed incorporated bodies that aim to make their respective town centres and areas the best places they can possibly be. The town teams include:

- Mt Hawthorn Hub >> Mount Hawthorn Town Centre;
- Leederville Connect >> Leederville Town Centre;
- North Perth Local >> North Perth Town Centre;
- Beaufort Street Network >> Beaufort Street Town Centre;
- Northbridge Common >> William Street Town Centre; and
- The Pickle District >> West Perth.

The town teams are not an affiliate of the City but can access funding for community driven initiatives. The town teams are made up of a diverse range of members that include business owners, land owners and local residents. Each town team member brings a different set of skills and life experiences to the table and these collectively shape the direction, composition and identity of the five town teams.

The town teams and the City enjoy a symbiotic relationship. The City engages directly with each town team on a variety of issues that are specific to their respective town centres and the town teams are able to effectively communicate issues, solutions and ideas to the City through their respective Action Plans. The City works collaboratively with the town teams to deliver locally based activities/events, physical improvements and economic and community development initiatives.


Ellesmere Street
Mount Hawthorn Town Centre
Mount Hawthorn
Scarborough Beach Road
Oxford Street
Loftus Street
Fitzgerald Street
North Perth Town Centre
View Street
North Perth
Leederville
William Street
Beaufort Street Town Centre
Highgate
Vincent Street
Leederville Town Centre
Newcastle Street
Bulwer Street
Beaufort Street
Lord Street
The Pickle District
Willian Street Town Centre
Perth
Inglewood
Menora
Mount Lawley
West Leederville
Northbridge
West Perth

A PLACE MANAGEMENT APPROACH

The City's Place Management team is responsible for coordinating and influencing the City's service units to deliver great place outcomes. The Place Management team delivers and influences a variety of projects and is responsible for coordinating the delivery of the Place Plans.

The City of Vincent employs a Place Management approach to streamline and improve the management of the wide range of issues, challenges and opportunities that face the City's town centres.

Place Management was established at the City in 2013 and has since evolved through a three phase process. This evolution process is outlined in the **Evolution of Place Management Diagram** below. The implementation of the Place Plans is set to occur during the 'Manage' phase.

ESTABLISH

1.1	Establish working relationships with Administration
1.2	Build relationships with town centre communities
1.3	Develop working relationships with the City's service units and establish a focus on places
1.4	Facilitate creation and growth of Town Teams and assist the development of their Action Plans
1.5	Identify and address 'easy to solve' physical deficiencies
1.6	Establish Place Management as a core component of Vincent's service offer
1.7	Champion good place outcomes and focus on: people first, entrepreneurial principles, customer service and placemaking
1.8	Identify and deliver 'easy to solve' procedural improvements
1.9	Identify and amend 'easy to solve' policy anomalies
1.10	Manage projects through to completion

PLAN

2.1	Prepare, implement and refine strategic Place Plans
2.2	Ensure Service Unit Plans are delivering the projects in the Place Plans
2.3	Place Managers to transition from project management function to advisory and coordination role
2.4	Prepare Town Centre Performance Measurement Strategy and begin to collect and collate key data sets
2.5	Continue to support the growth and maturity of the Town Teams
2.6	Manage the Town Team Grant Program
2.7	Guide the creation and implementation of place activation initiatives
2.8	Guide the creation and implementation of a Place Branding and Marketing Campaign for the town centres
2.9	Identify emerging industries and develop support strategies within the Place Plans
2.10	Work with the Business Advisory Group to develop and improve the local economy
2.11	Review how Place Management interacts with Executive Management and Elected Members
2.12	Improve Place Manager mobility to be more present in town centres
2.13	Support development and review of Town Team Strategic Documents/Action Plans
2.14	Help improve broader industry practice and be recognised as a leader in place led governance
2.15	Continue to champion great place outcomes at the City

MANAGE

3.1	Identify potential resource and funding support streams with State and Federal Agencies
3.2	Advocate for major town centre improvements at a State and Federal level
3.3	Support Town Teams to become more profitable, sustainable place based entities
3.4	Continue to develop and refine Town Centre Performance Measurement Strategy
3.5	Oversee the implementation of the Place Plans
3.6	Review and update the Place Plans
3.7	Continue to develop support strategies for emerging industries
3.8	Identify the need for new Policies and Policy changes
3.9	Be a well-known example of best practice in Place Management nationally
3.10	Perform key role in the strategic planning and development of City of Vincent land in town centres
3.11	Investigate other areas that would benefit from a Place Management approach and outline funding and resourcing requirements
3.12	Continue to champion great place outcomes in the organisation
3.13	Identify and manage the design component of major town centre projects
3.14	Coordinate the City's Place Based Structure and Place Teams

PLACE PLAN PROCESS

The Place Plans capture and build upon existing strategies and plans prepared by the City.

The projects within the Town Centre Place Plans are either existing town centre based projects from other strategies – or – plans or new projects that have been identified by analysing and applying information from the following three sources:

A. the content and identified actions within the town team Action Plans;

B. best practice; and

C. data collected through the Town Centre Performance Measurement Strategy.

The diagram below identifies the process in which Place Plan actions are prepared.

A TOWN TEAM ACTION PLANS

The town team Action Plans provide the opportunity for town teams to influence the strategic direction and management of their town centre. Town team Action Plans are prepared by local people who have a deep knowledge and feel for the place. The Action Plans are critical to the City better understanding the needs and aspirations of the local community. Key actions from the town team Action Plans are assessed by the City and considered for inclusion in the relevant Place Plan.

B BEST PRACTICE

Best practice case studies and current urban trends from both Australia and overseas inform the strategies and actions included in the Place Plans. Similarly, the City is informed and kept up to date with emerging trends and practices through partnerships with local universities. These partnerships bring new strategies and actions to light which are then considered for inclusion in the Place Plans.

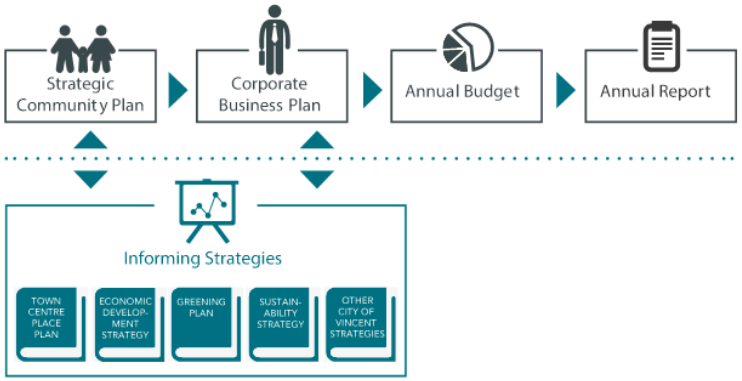
C TOWN CENTRE DATA

The City has prepared a Town Centre Performance Measurement Strategy to help guide the data collected in town centres. This is an internal document that guides the data collection activities of Administration. By collecting and analysing data in a structured and deliberate manner, decision-making becomes better informed. Through the collection of good quality data Administration is able to recommend targeted strategies and interventions.

The collection and analysis of data is a key component in the formulation of actions and strategies within the Place Plans.

PLACE PLAN PURPOSE

The Place Plans form a part of the City's suite of informing strategies. The Integrated Planning and Reporting Framework outlined by the *Local Government (Administration) Regulations 1996* requires the City to adopt a Strategic Community Plan and a Corporate Business Plan. The creation of the Place Plans is identified in the City's Corporate Business Plan, adopted 25 July 2017, and their relationship with the City's future Strategic Community Plan and Corporate Business Plan is illustrated in the diagram below.



STRATEGIC COMMUNITY PLAN 2018-2028

The City of Vincent Strategic Community Plan 2018–2028 includes the vision that:

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

This vision is underpinned by a number of key priorities including: Enhanced Environment, Accessible City, Connected Community, Thriving Places, Sensitive Design and Innovative & Accountable

All of which directly align with the purpose and objectives of the Town Centre Place Plans.

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.

MONITORING & REVIEW

Each action within the Place Plans is a project and therefore required to be managed appropriately including the use of project schedules and project plans. Major projects will also need to be highlighted in the Corporate Business Plan.

Place Management is responsible for coordinating with the City's service units to work through the action items within the Place Plans and ensure the work is undertaken on time and on budget.

Progress reporting to Council on the implementation of the Place Plans is required annually. Progress reports will be prepared by Place Management with input from applicable service units at the City.

The Place Plans are intended to be iterative documents which evolve over time. The plans will be reviewed as follows:

MINOR REVIEW:

High-level annual review may include but is not limited to:

a. including town team priority projects and initiatives which are supported by best practice, data and Council priorities;
b. reflecting changes to the Corporate Business Plans and Strategic Community Plan; and
c. including priority projects, initiatives and items which may arise in relation to shifts in best practice, in response to specific data acquired and/or external funding opportunities from private organisations, state and/or federal agencies.

MAJOR REVIEW:

A four year review will include major changes to the Place Plan documents including possible structure revisions and graphic design updates. It will also reflect changes to the town team structures and project implementation processes as applicable.

MEASURING PERFORMANCE

The City has access to a range of data that is dispersed across a variety of organisations and information platforms. Current data on hand includes:

- vehicle speeds and volumes;
- development approvals;
- permit approvals ;
- demographic data (via .id);
- limited public transport data provided by the Public Transport Authority;
- parking numbers and restrictions;
- a diverse range of previous engagement results;
- community asset mapping; and
- rates information.

Place Management has prepared a Town Centre Performance Measurement Strategy which outlines the key datasets the City needs to better understand in order to manage and improve the performance of its town centres. These datasets are outlined on the adjacent page.

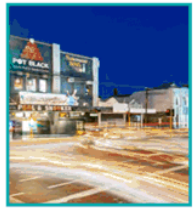
Gathering and analysing data is critical to informed decision making. The data sets below will provide a thorough understanding of the place and continue to highlight required action that emerges through the review process.

HOW TO READ THIS DOCUMENT!

The Vincent Town Centre Place Plans Volume Series is structured around three Key Focus Areas:

01 ACTIVITY Sets out the actions and projects which assist the City to enhance activity in its town centres so they can reach their activation and economic potential.

02 MOVEMENT Sets out the actions and projects which enhance walkability, improve the use of public transport, deliver parking efficiencies and create more pedestrian and cycle friendly town centres.



03 CHARACTER Sets out the actions and projects which contribute to Vincent's town centres unique sense of place.

The City of Vincent is committed to 'Greening Vincent' by increasing overall canopy cover, creating more liveable and walkable neighbourhoods and fostering biodiversity within the City of Vincent. Major greening projects are identified in:

- the City's Greening Plan Implementation Schedule; and
- the actions in the Place Plan Volume Series that are demarcated with the Vincent Greening Icon below.

GREENING Any action that has a greening component is marked with the City of Vincent's Greening Plan Icon.

IMPLEMENTATION FRAMEWORK Sets out the actions, time frames and the responsible teams for the delivery of all of the identified projects.

Each project is explained using the following three step process:

STEP 1

DIAGNOSIS
Diagnosing the issue or opportunity evident in the town centres. These may be identified in town team Action Plans, as an opportunity to achieve best practice or through the analysis of data.

STEP 2

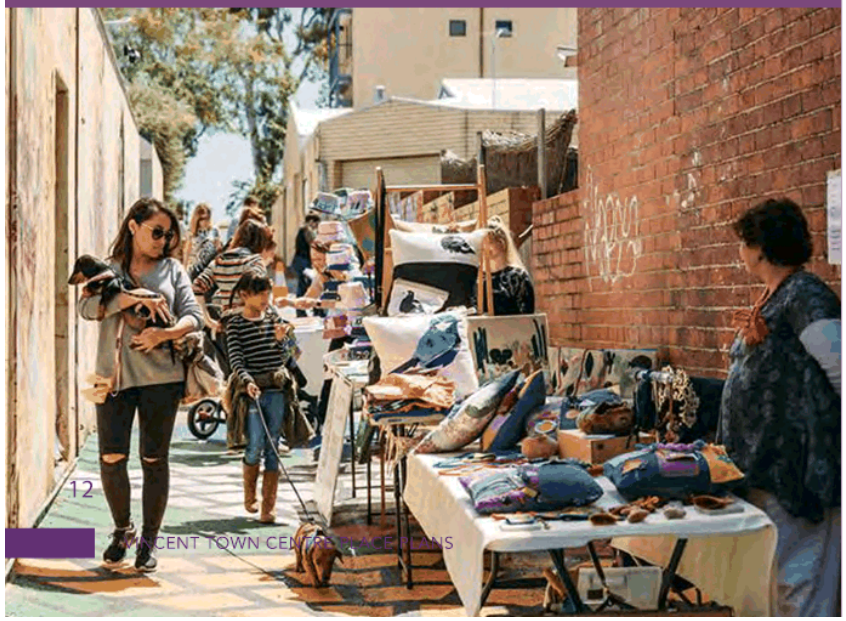
ANALYSIS
Analysing the detail of the issue or opportunity to understand the best path forward.

STEP 3

SOLUTION
Proposing a solution that solves the issue or seizes the opportunity.

01 ACTIVITY

THE ACTIVITY FOCUS AREA RELATES TO THOSE PROJECTS AND INITIATIVES THAT HELP TO BRING THE STREETS TO LIFE. IT RELATES TO ACTIVATION, EVENTS, PUBLIC SPACES, MARKETING, THE LOCAL ECONOMY AND FUTURE DEVELOPMENT.



EVENTS AND ACTIVATION

ITEM 1.1 - PUBLIC SPACE ACTIVATION

Many of the public spaces in Vincent's town centres are not well activated.

A carefully curated events program in a town centre can amplify the local economy, connect the community, and raise the profile of the place to the broader public. A range of events that vary in scale and style that are designed for the local demographic should be programmed by either the City, town teams and/or businesses (or together in partnership).

Events and activities must be carefully designed to cater for the range of people who visit Vincent's town centres. Active and engaging public spaces attract people and encourage them to 'linger longer'. The City recognises the value of engaging visitors to stay longer and the Activation Schedule will be developed to facilitate this.

The City needs to prepare an activation program for each of its town centre public spaces.

Prepare and implement **Town Centre Public Space Activation** schedules

EVENTS AND ACTIVATION

ITEM 1.2 - ONLINE HIRE PLATFORM

It is difficult to hire the public space in Vincent's town centres.

The City has recently improved the hiring process for town centre public spaces but there is still room for improvement. Town teams and the local business community are encouraged to hire the town centre public spaces to run events and activities. The hiring process needs to be promoted, simplified and a more user friendly online platform investigated.

Review hire fees and create an improved **Online Hire Platform** and booking system for town centre public spaces

EVENTS AND ACTIVATION

ITEM 1.3 - STREAMLINE EVENT APPROVALS PROCESSES

Events often require multiple approvals from the City, sometimes resulting in a complex and long process.

The City's approval processes need to be refined and streamlined to make it easier for town teams and the community to run events in town centre public spaces.

The City's service units would benefit from an improved understanding of the events approvals processes, as a multidisciplinary approach is needed in order to deliver information and approvals in a timely manner.

User friendly online systems could be implemented to simplify the approvals processes.

Streamline the City's **Event Approvals** processes

EVENTS AND ACTIVATION

ITEM 1.4 - SUPPORT EVENTS

Major events require financial and administrative support from the City of Vincent.

Events are important for the local economy as well as bringing the community together. The City should continue to provide ongoing support for festivals and events in Vincent's town centres.

Provide ongoing support for **Town Team Events & Other Public Events**

CUSTOMER SERVICE

ITEM 1.5 - SERVICE & MAINTENANCE

Vincent's town centres require a high level of service and maintenance.

The City is currently investigating the viability of increasing service and maintenance levels in town centres through prioritisation of specialised town centre works schedules and improvements to reporting.

Clean, curated and attractive public spaces are more inviting, encouraging people to linger longer.

Specialising the maintenance works and frequencies for the town centres will improve the way the City is able to deliver a higher level of ongoing service in each of the town centres.

Improve and monitor the level of **Service & Maintenance** provided in the town centres

TOWN CENTRE TIDY TEAMS will deliver a higher level of maintenance and care to landscaped areas in Vincent town centres.

ACTIVITY 01

CUSTOMER SERVICE

ITEM 1.6 - TOWN TEAM GRANT PROGRAM

Town teams require financial support to deliver outcomes for their respective town centres and to make themselves more sustainable entities.

Town teams can access grant funding through the Town Team Grant Program. This funding can be used to facilitate events, activities and/or initiatives that engage the local community, contribute to the local economy or improve the sustainability of the town team.

Manage the **Town Team Grant Program**

MARKETING & BRANDING

ITEM 1.7 - MARKETING & BRANDING

Vincent's town centres do not have strong and cohesive brands or benefit from a coordinated marketing approach.

The town centres are primarily branded through the town team websites, WA Tourism and independent place promoters such as Urban List and Broadsheet Perth. A carefully considered and targeted marketing strategy will further promote each town centre. Further work needs to be undertaken to understand the best approach to marketing, whether it is led by the City of Vincent, the town teams, or both.

This project has changed due to resourcing and budget changes. The funds have been reallocated to Visit Perth website. Refer to Item 1.8.

MARKETING & BRANDING

ITEM 1.8 - DESTINATION MARKETING

The City does not partner with other inner city local governments to promote destination tourism of its town centres.

A partnership between the City and inner city local governments should be developed to better promote key inner city destinations.

Work collaboratively with the Inner Perth Assembly to promote and improve Visit Perth website.

BUSINESS SUPPORT

ITEM 1.9 - LOCAL LAWS REVIEW

The Trading in Public Places Local Law 2008 and Local Government Property Local Law 2008 make it difficult for businesses to use and activate the public realm.

Vibrant places have active footpaths that include alfresco dining, goods displays and street performers.

Amendments to the Trading in Public Places and Local Government Property Local Laws will make it easier for businesses to utilise the public space in front of their shopfronts by enabling an online self-administering process that reduces paperwork and approval time frames.

Amend the **Trading in Public Places Local Law 2008 & Local Government Property Local Law 2008**

BUSINESS SUPPORT

ITEM 1.10 - BUSINESS ENGAGEMENT PROGRAM

The City of Vincent does not provide any specific business support measures.

We know the local community love the mix of independent traders in Vincent's town centres. There are a variety of trends affecting businesses, including but not limited to the below:

- the use of technology to consume, engage and experience;
- people want to experience urban environments;
- customers are fashion conscious;
- customers are culturally in tune (music, film, books, theatre, art, etc);
- restaurants and bars provide the experience customers want;
- a transition to online shopping;
- a focus on networking (social media, etc);
- many customers is Vincent are career driven and time poor;
- customers have progressive attitudes and are socially conscious; and
- customers have relatively high incomes (or capacity for high income).

The City of Vincent should create a Business Engagement Program that includes a digital platform that businesses can access to review emerging trends, link into existing training and funding opportunities, obtain business support and be a forum for knowledge exchange.

This Engagement Program will include trends and tips about catering to the local community and could also include networking events.

Implement a **Business Engagement Program**

AFTER-HOURS ACTIVITY

ITEM 1.11 - LIVE MUSIC VENUE PROTECTION

Live music venues are at risk of conflicting with new and nearby residential development.

The City has a number of well-established performance venues which attract visitors from all over Perth to view and listen to a diverse range of music acts.

Current legislation could result in live music venues having to alter the way they function to mitigate their impact on new neighbouring sensitive land uses (residential).

These live music venues contribute significantly to the economy of their respective town centres. They are well known and respected cultural institutions which must be promoted and protected.

Advocate for **Live Music Venue Protection**

DEVELOPMENT OPPORTUNITIES

ITEM 1.12 - CITY OF VINCENT OWNED LAND

The City does not have a strategy outlining how its landholdings in the town centres could be used.

The City should plan for the future of its current and future landholdings. A strategy could be developed to explore the strategic acquisition of land or use of City owned land for a variety of purposes which could include affordable housing, parking improvements, enhanced town centre connections and opportunities for office sites to support day trade activities and consideration of renewable energy opportunities.

Prepare a Strategy for **City of Vincent Owned Land** within the town centres

PLANNING FRAMEWORK

ITEM 1.13 - TOWN CENTRE PLANNING FRAMEWORKS

Vincent's town centres are expected to grow over the coming years in line with population projections and in response to the state planning framework. The town centres are distinctive in their own ways and are places that local people identify with and deeply care about. They require careful management to ensure that future development contributes to their success while preserving and enhancing their uniquely different characters.

Draft Local Planning Strategy Action 1.4.2 – Economy and Employment states that the City should *"Appropriately zone and/or prepare structure plans for planned growth areas to facilitate a mix of compatible residential and commercial development opportunities."*

Further to this, four of Vincent's town centres are identified in State Planning Policy 4.2 – Activity Centres for Perth and Peel (SPP4.2). Leederville is identified as a Secondary Centre and requires the preparation of an Activity Centre Structure Plan, while North Perth (Fitzgerald Street), Mount Hawthorn and Mount Lawley are identified as District Centres and also require the preparation of an Activity Centre Structure Plan but only requiring WAPC approval if the amount of proposed floorspace exceeds 20,000m2.

Perth (William Street) is not listed in SPP4.2. However, a place specific planning framework will need to be investigated for this town centre if its growth and development is to be appropriately managed.

Investigate a **Planning Framework** for each of the town centres

02 MOVEMENT

THE MOVEMENT FOCUS AREA IS ABOUT CREATING A MORE WALKABLE ENVIRONMENT AND ENCOURAGING GREATER USE OF PUBLIC TRANSPORT. IT'S ABOUT CREATING THE ENVIRONMENT THAT ENCOURAGES CYCLING AS A VIABLE ALTERNATIVE TO DRIVING A CAR.

RETHINKING MOVEMENT IN THE TOWN CENTRES

ITEM 2.1 - INTEGRATED TRANSPORT PLAN

The City does not currently have a strategic position on how it prefers its residents and visitors to 'get around'.

An Integrated Transport Plan that outlines actions relating to walking, cycling, public transport and cars (including car parking) is required. The Integrated Transport Plan should provide recommendations for additional cycling routes and improved connections to and through the town centres.

The 2016 Census data shows that car ownership in Vincent remains high. Most people still drive to work. A preference for cars impacts on the volume of vehicles moving through the local road network.

Instead of focusing on reducing vehicle congestion, attention should be given to promoting alternate travel methods and the improvement of non-car related infrastructure. Actions to improve and enhance walking, cycling and public transport should be developed and outlined in the Integrated Transport Plan.

Prepare an **Integrated Transport Plan**

RETHINKING MOVEMENT IN THE TOWN CENTRES

ITEM 2.2 - TRANSPORT INFRASTRUCTURE

Public transport is currently not as efficient and convenient as driving a car. There are very few east – west public transport connections between Vincent's town centres.

There are currently three east-west bus routes in the City of Vincent. The No. 15 bus runs between Leederville Town Centre and Charles Street before diverting southward to the City and the No. 402 and 990 connect Glendalough to Mount Hawthorn Town Centre before diverting southward on Loftus Street and Scarborough Beach Roads respectively, before continuing on to the City.

The poor east-west connections result in town centre visitors and workers being left with limited options other than to drive. Public transport bus and train services are all designed to service Perth, which means that a 10 minute east-west drive from Beaufort Street to Leederville can result in a 40 minute train ride. This increase in journey time is a deterrent for people to use public transport.

The CAT Service is a popular and highly effective short range bus service operating primarily in the City of Perth. The CAT Service does not extend into the City if Vincent's town centres but opportunities to extend this service and to improve east-west connections across Vincent should be explored.

Advocate to State Transport Authorities for **Transport Infrastructure Improvements** including improved east-west connections

RETHINKING MOVEMENT IN THE TOWN CENTRES

ITEM 2.3 - TRANSPORT EDUCATION PROGRAM

The impact that car parking has on the functionality and livability of Vincent's town centres seems to be misunderstood.

The high social and physical cost of car parking is often not realised or acknowledged. Developing additional car parking in established town centres can be difficult without large scale redevelopment. Continuing to develop at-grade, free and unrestricted parking to cater for increasing population and demand, is also a threat to the fabric of Vincent's town centres because it encourages driving, increases traffic and undermines public transport, cycling and walking.

The negative effect of too much car parking should be explained through an overall Transport Education Program. The Transport Education Program would need to effectively explain the benefits of improving car parking management processes and utilising alternative transport options.

Implement a **Transport Education Program**

RETHINKING MOVEMENT IN THE TOWN CENTRES

ITEM 2.4 - AFTER-HOURS TRANSPORT OPTIONS

Vincent's town centres can be difficult to access and/or leave via public transport after-hours.

Vincent's town centres are currently difficult to access at night by public transport. If you live nearby walking and cycling are viable options, but cars, ride share and taxis are generally the only other viable means of transport. Leederville and Beaufort Street are well serviced by trains and buses during the day, but service levels fall away significantly in the evening.

Changes need to be made to promote the use of public transport after dark and the City should work closely with ride share companies to encourage them to manage their drivers to minimise their impacts on the movement network.

Advocate for **After-hours Transport Options**

IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.5 - WAYFINDING STRATEGY

Wayfinding in Vincent's town centres is cluttered, unclear and limited.

Wayfinding is a critical component to the legibility and walkability of a place. Wayfinding can help determine how people decide to move through spaces. The decisions people make when moving through places are guided by architecture, urban design, landmarks and views. Those decisions are also supported by signage and tactile interventions (such as textured paving).

Wayfinding in Vincent's town centres has significant room for improvement. An over proliferation of signage and styles competes for attention and can result in confusion.

A Wayfinding Strategy should be prepared to:

- create a comprehensive, clear and consistent visual communication system with concise messaging; and
- only include the information that is relevant to the space, location and navigation path.

Develop a **Wayfinding Strategy**

IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.6 - LANEWAY NAMING

The City's Policy for naming Laneways and Rights of Way is difficult to use and has resulted in laneways being difficult to name.

Wayfinding improvements must encompass the naming of currently unnamed laneways in Vincent's town centres. Policy No. 2.2.8 Laneways and Rights of Way has presented some administrative difficulties and will need to be reviewed to make the naming process more efficient.

Review the naming requirements within the **Laneways and Rights of Way Policy 2.2.8**

IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.7 - BUS NOISE EMISSION IMPROVEMENTS

The noise generated by frequently passing buses is having an impact on the amenity of Vincent's town centres.

Further studies are required to confirm these impacts and assist further advocacy to the Public Transport Authority to invest in improvements to reduce noise emissions from their bus fleet.

Advocate to the Public Transport Authority for **Bus Noise Emission Improvements**

IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.8 - UNDERGROUND POWER

Overhead powerlines in Vincent's town centres are unattractive and stop trees from reaching full maturity.

Mature street trees are a simple yet vital component of the public realm, providing not only a more attractive and comfortable pedestrian environment, but also sensory stimulation with sound, movement and dappled natural light. Street trees enclose the street space with green canopies and provide a connection to the natural world from which urban dwellers can often have perceived disconnect.

Trees cannot reach maturity underneath overhead power lines due to Western Power's separation requirements. An investigation into the costs and benefits of underground power is necessary.

Investigate the costs and benefits of **Underground Power** in Vincent's town centres

UNDERGROUND POWER will contribute to Greening Vincent by allowing trees to mature, increasing canopy coverage and improving walkability.

03 CHARACTER

WHAT ARE THOSE SPECIAL ELEMENTS OF A PLACE THAT MAKE IT DISTINCTIVE? IT IS THE BUILDINGS, THE BUSINESSES, THE PEOPLE, THE INSTITUTIONS, THE LOCAL STORIES, THE HISTORY? – IT'S THE TAPESTRY OF PLACES.

CREATING PLACES FOR PEOPLE

ITEM 3.1 - HIGH QUALITY GROUND FLOOR DESIGN

The standard of ground floor design needs to be improved in all new developments.

Good ground floor design outcomes are a fundamental component to walkability and are crucial to the saleability of new ground floor tenancies and the long term success of businesses.

The City is committed to enforcing and promoting good, high quality ground floor design outcomes and will advocate to developers and businesses to achieve this.

Advocate for **High Quality Ground Floor Design** to the development industry and business community

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VOLUME 01 - VINCENT TOWN CENTRE PLACE PLANS IMPLEMENTATION FRAMEWORK

	KEY ACTION/ PROJECT	RESPONSIBLE TEAM*	SUPPORT TEAM*	TOWN CENTRE WIDE**	TIMING 18/19	19/20	20/21	21/22
KEY FOCUS AREA 1: ACTIVITY								
EVENTS & ACTIVATION								
V1.1	Prepare and implement **Town Centre Public Space Activation** schedules	C&B	S&D	✓	✓	✓	✓	✓
V1.2	Review hire fees and create an improved **Online Hire Platform** and booking system for town centre public spaces	C&B		✓	✓	✓		
V1.3	Streamline the City's **Event Approvals** processes	C&B	S&D/I&E	✓	✓	✓	✓	✓
V1.4	Provide ongoing support for **Town Team Events & Other Public Events**	C&B	S&D/I&E	✓	✓	✓	✓	✓
CUSTOMER SERVICE								
V1.5	Improve and monitor the level of **Service & Maintenance** provided in the town centres	I&E	S&D	✓		✓	✓	✓
V1.6	Manage the **Town Team Grant Program**	S&D	C&B/I&E	✓	✓	✓	✓	✓
MARKETING & BRANDING								
V1.7	Prepare and implement **Town Centre Marketing & Branding Plans**	C&B	S&D	✓	✓	✓	-	
V1.8	Work collaboratively with the Inner Perth Assembly to **promote and improve Visit Perth website**	C&B	S&D	✓	✓	✓	✓	
BUSINESS SUPPORT								
V1.9	Amend the **Trading in Public Places Local Law 2008 & Local Government Property Local Law 2008**	CEO	S&D	✓	✓	✓	✓	✓
V1.10	Implement a **Business Engagement Program**	S&D	C&B	✓	✓	✓	✓	✓
NIGHT TIME ECONOMY								
V1.11	Advocate for **Live Music Venue Protection**	S&D		✓	✓	✓	✓	✓
DEVELOPMENT OPPORTUNITIES								
V1.12	Prepare a Strategy for **City of Vincent Owned Land** within the town centres	CEO	S&D	✓			✓	✓
PLANNING FRAMEWORK								
V1.13	Investigate a **Planning Framework** for each of the town centres	S&D		✓		✓	✓	

*Community & Business Services (C&B), Strategy & Development S&D), Infrastructure & Environment (I&E), Information & Communications Technology (ICT), Office of the CEO (CEO) **Actions and projects which occur in all City of Vincent town centres (V). For additional information refer Volume 01 - Vincent Town Centres Place Plans

VOLUME 01 - VINCENT TOWN CENTRE PLACE PLANS IMPLEMENTATION FRAMEWORK

	KEY ACTION/ PROJECT	RESPONSIBLE TEAM*	SUPPORT TEAM*	TOWN CENTRE WIDE**	TIMING 18/19	19/20	20/21	21/22
KEY FOCUS AREA 2: MOVEMENT								
RETHINKING MOVEMENT IN THE TOWN CENTRES								
V2.1	Prepare an **Integrated Transport Plan**	S&D	I&E	✓	✓	✓	✓	
V2.2	Advocate to State Transport Authorities for **Transport Infrastructure Improvements** including improved east-west connections	S&D	I&E	✓	✓	✓	✓	✓
V2.3	Implement a **Transport Education Program**	I&E	S&D/C&B	✓		✓	✓	✓
V2.4	Advocate for **After-hours Transport Options**	S&D	I&E	✓	✓	✓	✓	✓
IMPROVING TOWN CENTRE ACCESSIBILITY								
V2.5	Develop a **Wayfinding Strategy**	S&D	C&B/I&E	✓		✓	✓	✓
V2.6	Review the naming requirements within the **Laneways and Rights of Way Policy 2.2.8**	S&D	C&B/I&E	✓	COMPLETE			
V2.7	Advocate to the Public Transport Authority for **Bus Noise Emission Improvements**	S&D	I&E	✓			✓	✓
V2.8	Investigate the costs and benefits of **Underground Power** in Vincent's town centres	I&E	CEO	✓	✓	✓	✓	✓
KEY FOCUS AREA 3: CHARACTER								
CREATING PLACES FOR PEOPLE								
V3.1	Advocate for **High Quality Ground Floor Design** to the development industry and business community	S&D		✓	✓	✓	✓	✓

*Community & Business Services (C&B), Strategy & Development (S&D), Infrastructure & Environment (I&E), Information & Communications Technology (ICT), Office of the CEO (CEO) **Actions and projects which occur in all City of Vincent town centres (V). For additional information refer Volume 01 - Vincent Town Centres Place Plans

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NORTH PERTH
TOWN CENTRE
PLACE PLAN
VOLUME 02
CITY OF VINCENT
LOCALE
CUCINA & ESPRESSO BAR
LOCALE

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DISCLAIMER

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DATE	DETAILS	STATUS
09/04/18	North Perth Town Centre Place Plan	Final
19/06/19	North Perth Town Centre Place Plan	Review I
20/10/2020	North Perth Town Centre Place Plan	Review II

00 INTRODUCTION

The North Perth Town Centre Place Plan (Place Plan) has been developed as a 'place based' strategic plan to guide the direction of funding and resources in the North Perth Town Centre.

North Perth Town Centre is defined by its unique character, diverse mix of businesses and rich cultural history. Its characters, iconic businesses and heritage buildings contribute to its distinct sense of identity and are why it is like no other place.

After establishing as a commercial area in the late 19th century, North Perth Town Centre has reinvented itself a number of times. From commercial outpost, to bustling northern suburb with the state's largest primary school, to the settling place for immigrants that have imbued the place with layers upon layers of cultural diversity. North Perth Town Centre is emerging as a vibrant and highly liveable destination. There are great challenges ahead, but also great opportunities.

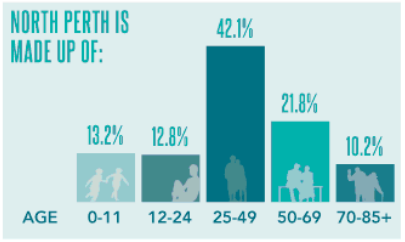
HISTORIC SNAPSHOT

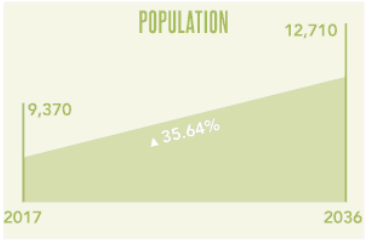
LOOKING SOUTH DOWN FITZGERALD STREET

ANGOVE STREET LOOKING EAST TOWARD THE ROSEMOUNT HOTEL

FITZGERALD ST LOOKING NORTH-EAST

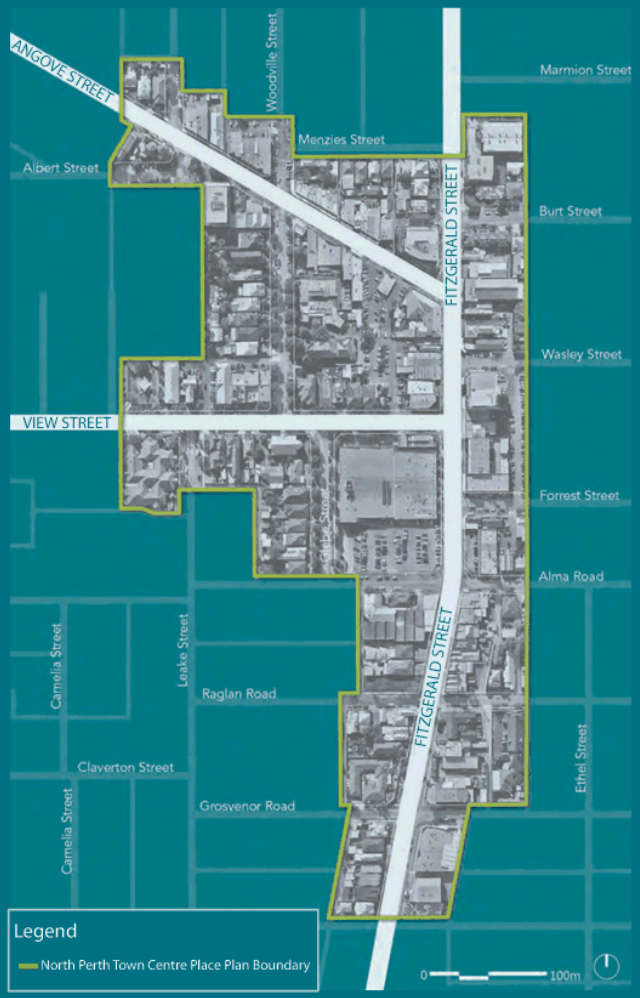
DEMOGRAPHIC SNAPSHOT





ECONOMIC SNAPSHOT

NORTH PERTH TOWN CENTRE BOUNDARY MAP



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NORTH PERTH TOWN CENTRE PLACE PLAN

PLACE PLAN PURPOSE & PROCESS

The Place Plan outlines the funds and resources the City has specifically committed to the North Perth Town Centre. The boundary of North Perth Town Centre (refer **North Perth Town Centre Boundary Map**) extends beyond the City of Vincent's Town Planning Scheme No. 2 District Centre Scheme Zone, to incorporate the commercial, cultural, and community offering in the immediate vicinity of Angove Street and Fitzgerald Street.

The Place Plan lists the implementation schedule for all of the major initiatives being undertaken in the North Perth Town Centre by the City of Vincent. Such initiatives include but are not limited to public realm upgrades, marketing initiatives, economic and community development projects and/or policy and procedural improvements. The Place Plans provide a robust, planned and integrated approach to project identification and delivery.

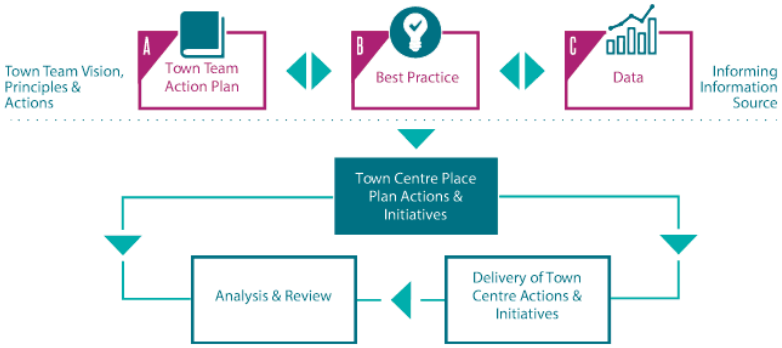
The strategies and actions within the Place Plan are cross checked against the following three sources:

A. the content and identified actions within the North Perth Local Action Plan;

B. best practice; and

C. data collected through the Town Centre Performance Measurement Strategy.

The diagram below identifies the process in which Place Plan actions are prepared.



The Place Plan will be reviewed and updated annually. Anyone who wants to know what the City of Vincent is doing in the North Perth Town Centre can read this document and learn about the broad range of projects the City is undertaking, and the direction the City is taking to support and improve the town centre.

The Implementation Framework sets out the actions, time frames and teams who are responsible for the delivery of the actions and projects.

NORTH PERTH LOCAL

Each of the City of Vincent town centres has a 'town team'. The town teams are independently formed incorporated bodies that aim to make their respective town centres the best places they can possibly be. The town teams are not an affiliate of the City but do receive funding for community driven initiatives. The town teams are made up of a diverse range of members that include business owners, land owners and local residents. Each town team member brings a different set of skills and life experiences to the table and these collectively shape the direction, composition and identity of the five town teams.

The town teams and the City enjoy a symbiotic relationship. The City engages directly with each town team on a variety of issues that are specific to their respective town centres and the town teams are able to effectively communicate issues, solutions and ideas to the City through their strategic Action Plans. The City works collaboratively with the town teams to deliver locally based activities/events, physical improvements and economic and community development initiatives.

North Perth Local is the town team operating in the North Perth Town Centre. North Perth Local's Action Plan outlines a range of objectives and principles as well as their key focus areas.

HOW TO READ THIS DOCUMENT!

The North Perth Town Centre Place Plan is structured around three Key Focus Areas:

01 ACTIVITY Sets out the actions and projects which assist the City to enhance activity in the town centre in order for it to reach its activation and economic potential.

02 MOVEMENT Sets out the actions and projects which enhance walkability, improve the use of public transport, deliver parking efficiencies and create a more pedestrian and cycle friendly town centre.

03 CHARACTER Sets out the actions and projects which contribute to North Perth's unique sense of place.

The City of Vincent is committed to 'Greening Vincent' by increasing overall canopy cover, creating more liveable and walkable neighbourhoods and fostering biodiversity within the City of Vincent. Major greening projects are identified in:

- the City's Greening Plan Implementation Schedule; and
- the actions in the Place Plan that are demarcated with the Vincent Greening Icon below.

GREENING Any action that has a greening component is marked with the City of Vincent's Greening Plan Icon.

IMPLEMENTATION FRAMEWORK Sets out the actions, time frames and the responsible teams for the delivery of all of the identified projects.

Each project is explained using the following three step process:

STEP 1

DIAGNOSIS
Diagnosing the issue or opportunity evident in North Perth Town Centre. These may be identified in North Perth Local's Action Plan, as an opportunity to achieve best practice or through the analysis of data.

STEP 2

ANALYSIS
Analysing the detail of the issue or opportunity to understand the best path forward.

STEP 3

SOLUTION
Proposing a solution that solves the issue or seizes the opportunity.

01 ACTIVITY

NORTH PERTH TOWN CENTRE WILL CONTINUE TO BE A BEAUTIFUL PLACE WHERE THE COMMUNITY LIVE, WORK AND PLAY AND WHERE A THRIVING LOCAL ECONOMY SUPPORTS PROSPEROUS AND PASSIONATE LOCAL, INDEPENDENT BUSINESSES.

EVENTS & ACTIVATION

ITEM 1.1 - NORTH PERTH COMMON (TOWN SQUARE)

There is limited activity in North Perth Town Centre and not enough comfortable urban open space in the North Perth Town Centre.

Currently there are only two formal public spaces in the North Perth Town Centre and these are both located on the western fringe of the town centre boundary (refer **Existing Public Open Space Map**).

The North Perth Master Plan 2012 identifies the need for a centrally located public space in the town centre. The Master Plan shows a piazza space at the corner of View Street and Fitzgerald Street but the concept in the Master Plan is constrained by private ownership. Following a detailed investigation, Council approved the design and development of a public space at the corner of View Street and Fitzgerald Street including the development of a shared space called North Perth Common on the View Street road reserve.

North Perth Common was designed and delivered in 2018/2019 to be utilised for curated events and activities. The City should facilitate the activation of this space to attract and encourge people to 'linger longer'.

Review North Perth Common Stage 1 to inform future public space design and activation (CBP No. 16)

PUBLIC OPEN SPACE

ITEM 1.2 - WOODVILLE RESERVE MASTER PLAN

Woodville Reserve contains a number of community uses including the North Perth Tennis Club, North Perth Bowls Club, Vincent Men's Shed and North Perth Community Garden. These uses and associated facilities are disconnected from one another and from the North Perth Town Centre.

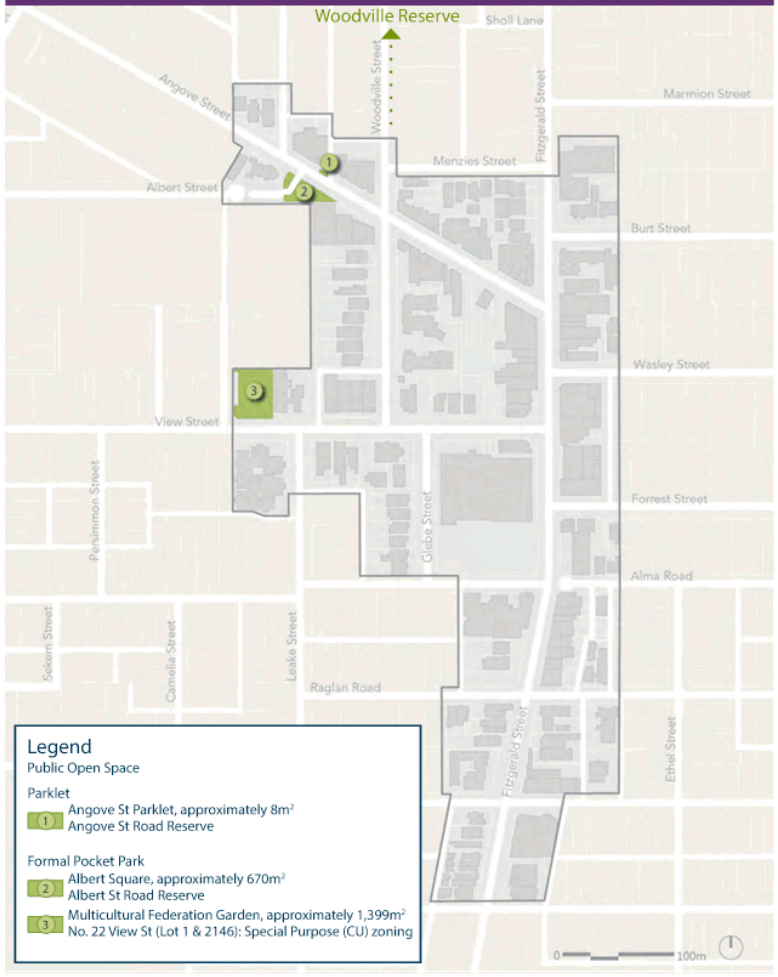
The community facilities at Woodville Reserve have developed incrementally over time. They are well patronised but spatially disconnected. The poor physical relationships between them has inhibited the building of strong relationships between the community groups who inhabit them.

The City is committed to preparing a master plan for Woodville Reserve. Opportunities to develop a positive synergy between Woodville Reserve, the surrounding community uses and the North Perth Town Centre will be explored. The master plan will consider the legibility of this site and how the activity generated by the community uses can better link to the town centre.

Prepare **Woodville Reserve Master Plan**

WOODVILLE RESERVE MASTER PLAN will contribute to the greening of Vincent by making better use of the existing green space and by exploring opportunities to increase canopy cover.

EXISTING PUBLIC OPEN SPACE MAP



NIGHT TIME ECONOMY

ITEM 1.3 - NORTH PERTH'S NIGHT TIME ECONOMY

North Perth Town Centre has a weak night time economy compared with other nearby town centres.

The **After hours Trading Map** shows the businesses that are open after 6pm. The primary generators of after hours activity in the North Perth Town Centre are the supermarket in the North Perth Plaza shopping centre and the Rosemount Hotel. Both of these uses attract specific target audiences with different habits and behaviours. Reviewing the City's car parking requirements for night time related land uses may improve the affordability of setting up after hours venture. Similarly, a review of the land use permissibility in the City's Town Planning Scheme may remove the need for community advertising and Council approval or even the need for planning approval altogether.

There is an opportunity to leverage the activity generated after hours by the local supermarket and the future North Perth Common (Town Square) to encourage after hour's uses in the immediate area.

Ensure updates to the planning and policy framework facilitate the development of **North Perth's Night Time Economy**

TOWN CENTRE SAFETY

ITEM 1.4 - CCTV NETWORK

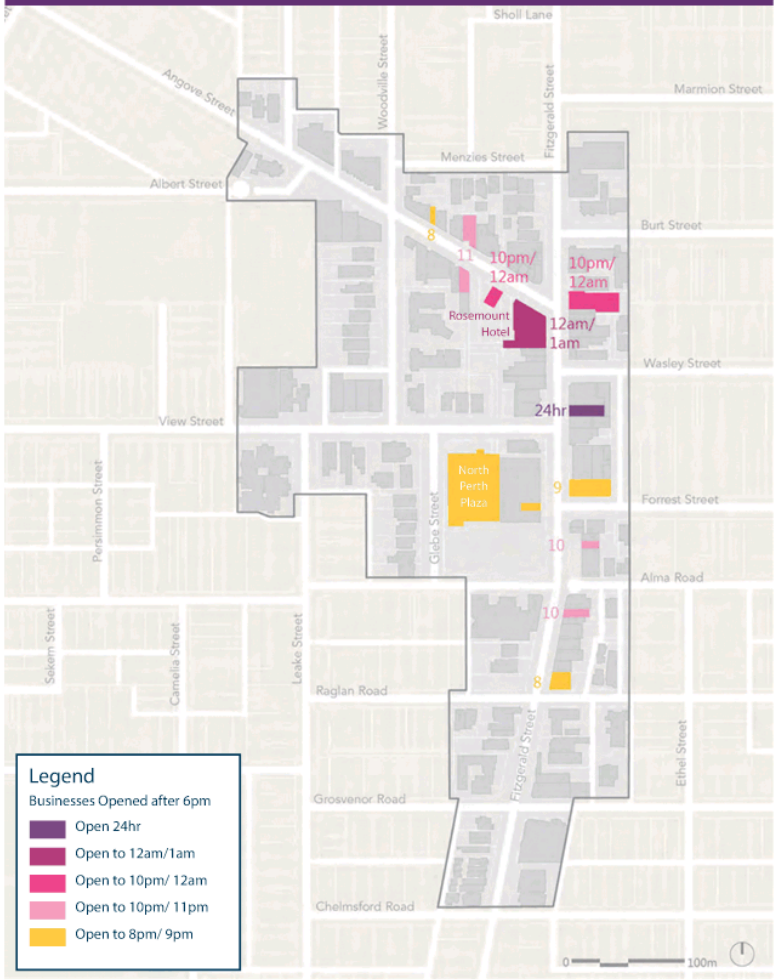
There is no City of Vincent CCTV in the North Perth Town Centre.

The City is required to review the City's CCTV Strategy and this review may result in specific recommendations for the North Perth Town Centre. A CCTV network can contribute to community safety and security, especially after hours.

The **North Perth Local Action Plan** identifies a need to focus on community safety.

Implement the recommendations of the 2017/18 review of the City's **CCTV Network**

AFTER HOURS TRADING MAP



TOWN CENTRE SAFETY

ITEM 1.5 - LIGHTING IMPROVEMENTS

There are some poorly lit areas in the North Perth Town Centre.

Pedestrian safety and the quality of lighting in the North Perth Town Centre is generally considered to be good. The lighting on secondary streets and key walking routes that lead to the town centre could be improved to enhance the pedestrian environment after hours.

The **North Perth Local Action Plan** identifies a need to focus on community safety.

Investigate **Lighting Improvements** on View Street and Angove Street

DEVELOPMENT OPPORTUNITIES

ITEM 1.6 - NORTH PERTH PLAZA

The North Perth Plaza is an unattractive, underdeveloped, car oriented shopping centre located in the heart of the North Perth Town Centre.

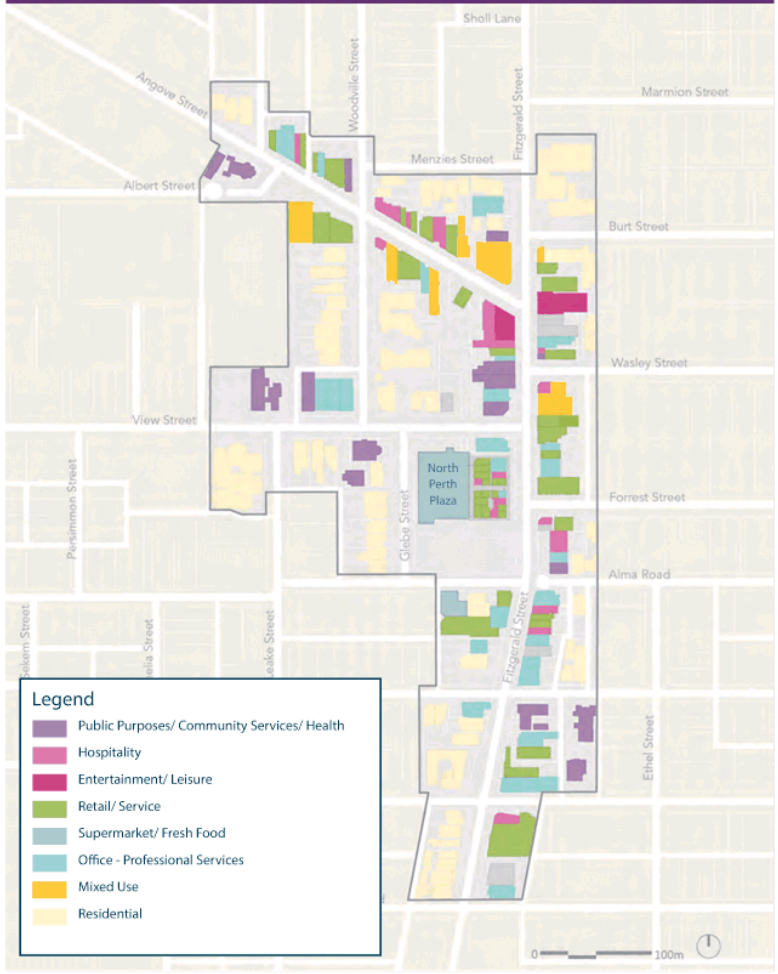
It is yet to reach its potential as a key destination and lacks connectivity to the street.

The ownership of North Perth Plaza presents some constraints for redevelopment in the short term but the sites location presents significant redevelopment opportunity in the longer term. The City is well positioned to support and advocate for redevelopment in the future.

The City should advocate to North Perth Plaza landowners and/or interested third parties to develop a future design for the site that delivers the right mix of land uses, compliments the local character and includes high quality public spaces and the integration of the adjacent North Perth Plaza bus stop.

Facilitate stakeholder negotiations to redevelop the **North Perth Plaza**

LAND USE MAP



ACTIVITY 01

DEVELOPMENT OPPORTUNITIES

ITEM 1.7 - VIEW STREET CAR PARK URBAN DESIGN CONCEPT

The City has limited land holdings in the town centre (refer **City Owned Land Map**). The use of the premium, centrally located, City owned land at Lots 15, 16 and 40 View Street is not currently of significant benefit to the town centre. Lot 15 supports an underutilised dwelling and the remaining lots form a car park with limited efficiencies.

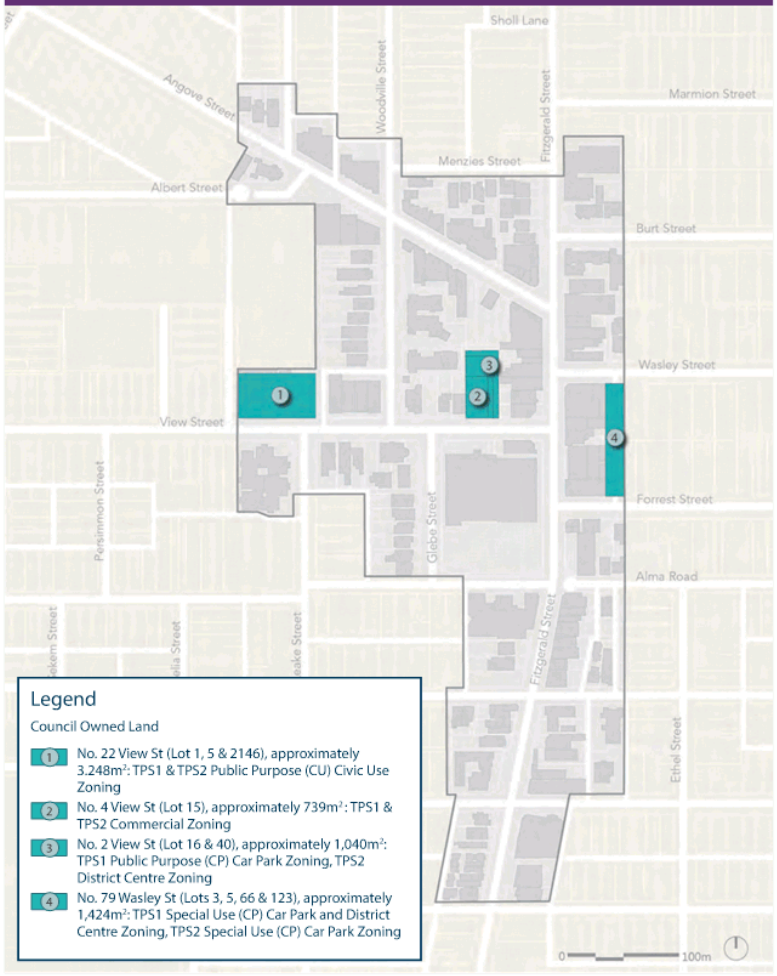
The City does not have a strategy outlining how its town centre landholdings should be used but it is evident that Lots 15,16 and 40 View Street are not fulfilling their potential. The land is located adjacent to the neighbouring Rosemount Hotel Car Park and presents an opportunity to improve parking efficiencies, pedestrian links and deliver high quality infill development and urban open space.

This opportunity was identified in the North Perth Master Plan 2012 and the City is now in a position to determine how this land could be utilised for the benefit of the town centre.

Prepare an **Urban Design Concept for View Street Car Park** and surrounds

VIEW STREET CAR PARK URBAN DESIGN CONCEPT will incorporate additional tree planting along identified key pedestrian links that will contribute to the greening of Vincent.

COUNCIL OWNED LAND MAP



IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.1 - ANGOVE/FITZGERALD ST INTERSECTION

The Angove/Fitzgerald Street Intersection is difficult for pedestrians to cross.

The pedestrian environment at the Angove Street and Fitzgerald Street intersection is currently poor and somewhat difficult to cross. Improvements to the design and management of this intersection should be explored to enhance pedestrian and cyclist movement. Cycling starter boxes should also be considered at this intersection.

Plan **Angove/Fitzgerald Street Intersection** Improvements

IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.2 - ALBERT/ANGOVE JUNCTION SHARED SPACES

The Albert/Angove Junction could be Vincent's highest quality pedestrian environment.

The Albert/Angove Junction was upgraded in 2016 from an unusable verge space to a comfortable public space. It is now able to host a range of activities and small scale events.

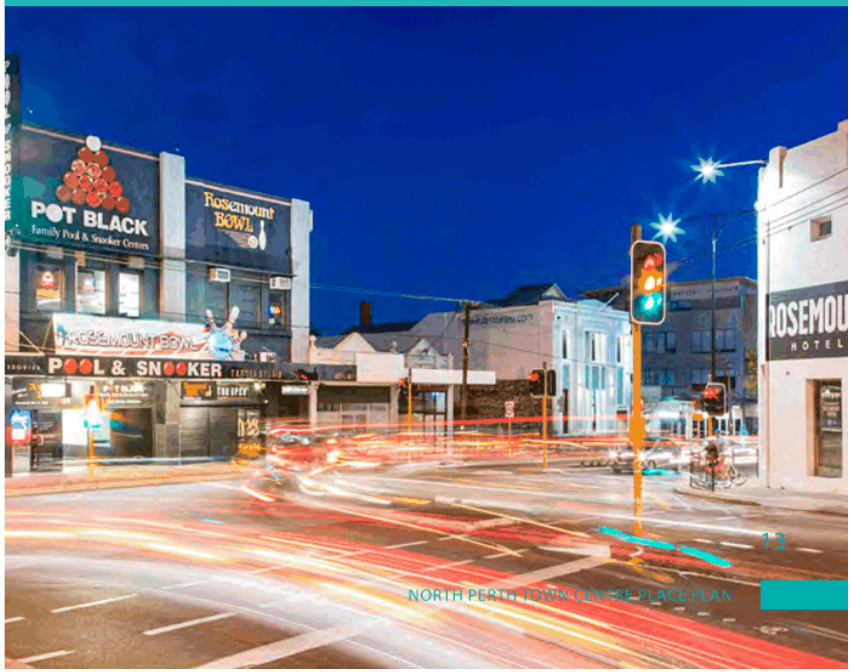
The location of the space lends itself to further refinement, being enclosed by well-designed ground floor tenancies, medium density residential, the North Perth Primary School and the Macedonian Orthodox Church.

This space has the potential to be expanded into the surrounding road network via a series of shared spaces that would give greater priority to active transport modes.

Plan and implement **Shared Spaces at Angove Street and Albert Street junction** adjacent to Albert Square public open space

02 MOVEMENT

THE NORTH PERTH TOWN CENTRE WILL FIND THE RIGHT BALANCE BETWEEN CARS, BUSES, BICYCLES AND PEDESTRIANS, BECOMING A GREAT PLACE FOR PEOPLE AND BUSINESS.



IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.3 - FITZGERALD STREET UPGRADES

Fitzgerald Street is not a comfortable place for pedestrians.

Fitzgerald Street is classified as an 'Other Regional Road' in the Metropolitan Region Scheme. This means Fitzgerald Street is considered an important road for connecting people and goods. Our state roads authority, Main Roads Western Australia (MRWA) advise and assist the City of Vincent in the management of Fitzgerald Street.

Fitzgerald Street has another important purpose. It is a place for people. It connects people between businesses on the eastern and western side of the street. It contains the street trees that shade people as they walk on its footpaths and the public art that people admire as they sit on public benches.

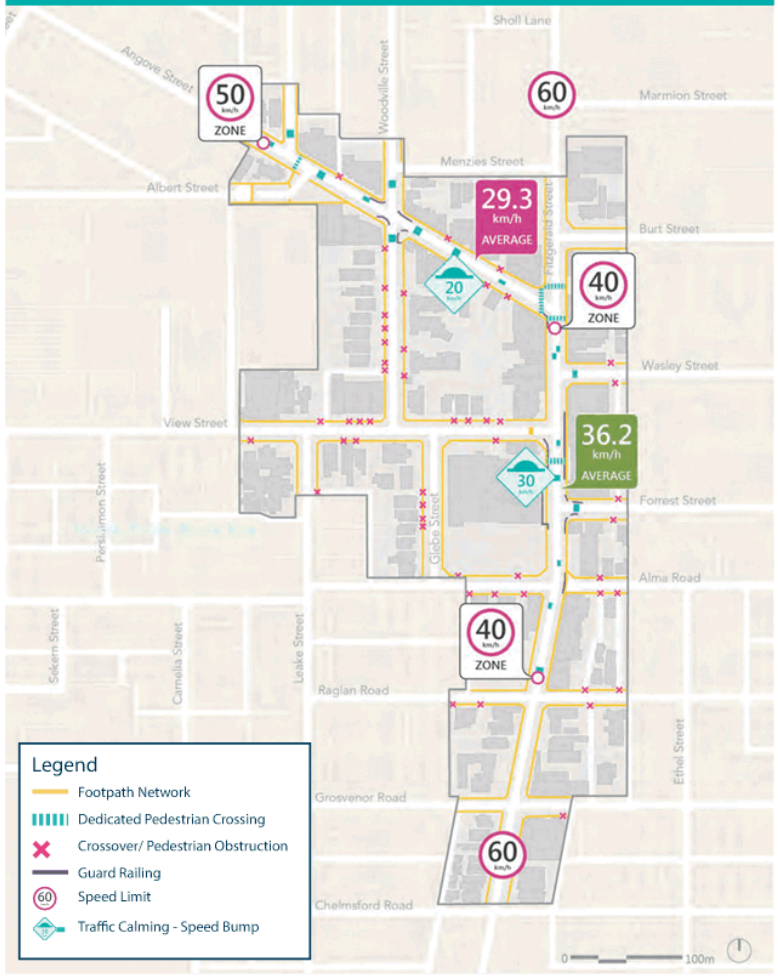
Data shows that on average vehicle speeds on Fitzgerald Street do not exceed the speed limit and are comparable to neighbouring Beaufort Street. Yet Beaufort Street functions better as a place for people – why? Observational studies show that noise, constant traffic movement, narrow footpath widths, and buses passing close to pedestrians are impacting pedestrian comfort in a negative way.

It is difficult to cross Fitzgerald Street. Guard rails installed to improve safety actually reduce the ability for pedestrians and cyclists to cross the road and inadvertently reduce driver focus.

The attractiveness of North Perth Town Centre is also impacted by streetscape clutter. This includes road signs, guard rails, business signage and poorly located street furniture. Removing much of this clutter will improve the attractiveness of the town centre.

Improvements to the streetscape including investigating an increase in footpath widths, reducing intersection sizes and further investigating the need for more bicycle parking will induce more walking and cycling. Where possible active transport modes should gain priority over vehicles.

PEDESTRIAN LEGIBILITY & VEHICLE SPEED MAP



A raised plateau on Fitzgerald Street should be investigated to improve pedestrian movement across Fitzgerald Street. This is consistent with the North Perth Master Plan 2012.

Plan and implement **Upgrades to Fitzgerald Street**

FITZGERALD STREET UPGRADES will include further street tree plantings and potential landscaping that will contribute to the greening of Vincent.

IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.4 - NORTH PERTH BUS STOP UPGRADE & NAMING

The North Perth Plaza bus stop is bland, standard and without an identity.

Giving important locations a sense of identity is a central principle of wayfinding and this is especially relevant to North Perth's most centrally located public transport node.

Naming the bus stop and affirming it as a key public transport node may provide further impetus to the revitalisation of North Perth Plaza and other landholdings.

Advocate to the Public Transport Authority for **North Perth Plaza Bus Stop Upgrade and Naming**

MOVEMENT NETWORK MAP

03 CHARACTER

NORTH PERTH TOWN CENTRE SHOULD EMBRACE WHAT MAKES IT DISTINCTIVE. WHAT ARE THOSE SPECIAL ASPECTS THAT MAKE IT DIFFERENT FROM OTHER PLACES? IS IT THE BUILDINGS, THE BUSINESSES, THE PEOPLE, THE INSTITUTIONS, THE LOCAL STORIES, THE HISTORY? – IT'S ALL OF THOSE THINGS OF COURSE.

THESE SPECIAL THINGS CAN AND WILL BE CELEBRATED THROUGH THE BRANDING & MARKETING OF THE TOWN CENTRE. HOWEVER, THERE ARE SOME SPECIFIC ACTIONS THE CITY CAN TAKE TO IMPROVE FITZGERALD STREET & CAPITALISE ON THE TRADITIONAL HERITAGE BUILDINGS ON VIEW STREET.

CREATING PLACES FOR PEOPLE

ITEM 3.1 - NORTH PERTH PLAZA SITE IMPROVEMENTS

North Perth Plaza is an unattractive ageing shopping centre that does not add positively to the character of the town centre or provide a comfortable walking environment for pedestrians.

North Perth Plaza is a centrally located, key destination for town centre visitors. It is passed by more than 24,000 vehicles per day, heading both north and south along Fitzgerald Street and its prominent location sets the scene for the surrounding town centre.

The footpath adjacent to the North Perth Plaza is cluttered with bollards, poorly located seating and empty planter boxes. De-cluttering the streetscape and upgrading the laneway on the north side of the Plaza will improve pedestrian comfort, enhance the Plazas visual appeal and make the site a better place for people. Carefully located and designed bicycle parking would also be beneficial especially in close proximity to the North Perth Plaza bus stop.

Encourage **North Perth Plaza Site Improvements**

NORTH PERTH PLAZA SITE IMPROVEMENTS will contribute to the greening of Vincent by providing opportunities for additional planting on this key town centre site.

HERITAGE

ITEM 3.2 - NORTH PERTH TOWN HALL

The North Perth Town Hall is a significant asset to the town centre but is currently underutilised.

The recently renovated North Perth Town Hall has the potential to be used more effectively. The North Perth Town Hall should be accessible to the entire community and a place where people come to meet. It is an ideal location for more community events and work will be undertaken to increase its use.

Increase the use of the **North Perth Town Hall** by 5% annually and capitalise on its cultural significance and character

HERITAGE

ITEM 3.3 - VIEW STREET LANDSCAPE LINK

The traditional heritage buildings on View Street are hidden from the rest of the town centre.

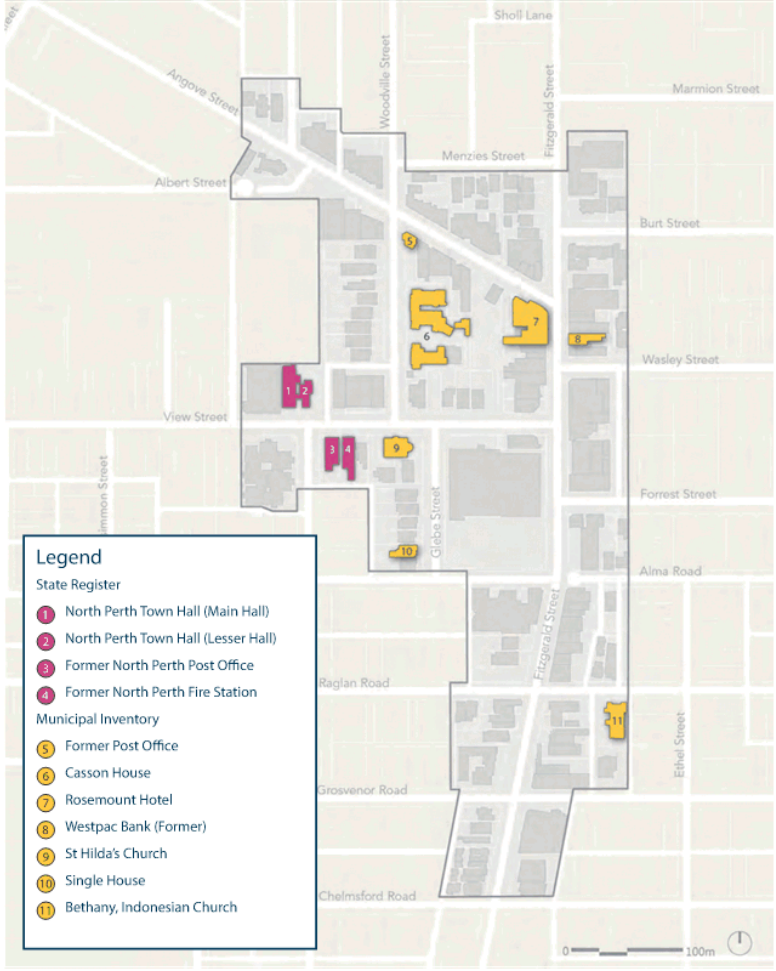
The pedestrian connections between Fitzgerald Street and the traditional heritage town centre along View Street are currently poor. The implementation of a green link and improved wayfinding would improve the pedestrian connectivity between Fitzgerald Street and the State Registered heritage buildings. The link could include additional landscaping such as verge upgrades and street tree plantings.

North Perth Master Plan 2012 identified the opportunity to develop this landscape link and the City is now in a position to implement it.

Plan & implement a **View Street Landscape Link** along View Street between Fitzgerald Street and the traditional heritage buildings

VIEW STREET LANDSCAPE LINK will contribute to the greening of Vincent by increasing the canopy cover and planting along View Street.

HERITAGE MAP



VOLUME 02 - NORTH PERTH TOWN CENTRE PLACE PLAN IMPLEMENTATION FRAMEWORK

	KEY ACTION/ PROJECT	RESPONSIBLE TEAM*	SUPPORT TEAM*	TOWN CENTRE WIDE**	TIMING 18/19	19/20	20/21	21/22
KEY FOCUS AREA 1: ACTIVITY								
EVENTS & ACTIVATION								
V1.1	Prepare and implement **Town Centre Public Space Activation** schedules	C&B	S&D	✓	✓	✓	✓	✓
V1.2	Review hire fees and create an improved **Online Hire Platform** and booking system for town centre public spaces	C&B		✓	✓	✓		
V1.3	Streamline the City's **Event Approvals** processes	C&B	S&D/I&E	✓	✓	✓	✓	✓
V1.4	Provide ongoing support for **Town Team Events & Other Public Events**	C&B	S&D/I&E	✓	✓	✓	✓	✓
1.1	Review North Perth Common Stage 1 to inform future public space design and activation (CBP No. 16)	S&D	I&E/C&B		✓	✓	✓	-
CUSTOMER SERVICE								
V1.5	Improve and monitor the level of **Service & Maintenance** provided in the town centres	I&E	S&D	✓	✓	✓		
V1.6	Manage the **Town Team Grant Program**	S&D	C&B/I&E	✓	✓	✓	✓	✓
MARKETING & BRANDING								
V1.7	Prepare and implement **Town Centre Marketing & Branding Plans**	C&B	S&D	✓	✓	✓	✓	
V1.8	Work collaboratively with the Inner Perth Assembly to develop and deliver **Destination Marketing**	C&B	S&D	✓	✓	✓	✓	
BUSINESS SUPPORT								
V1.9	Amend the **Trading in Public Places Local Law 2008 & Local Government Property Local Law 2008**	S&D	CEO	✓	✓			
V1.10	Implement a **Business Engagement Program**	S&D	C&B	✓	✓	✓	✓	✓
PUBLIC OPEN SPACE								
1.2	Prepare **Woodville Reserve Master Plan**	S&D	I&E			✓	✓	✓
NIGHT TIME ECONOMY								
V1.11	Advocate for **Live Music Venue Protection**	S&D		✓	✓	✓	✓	✓
1.3	Ensure updates to the planning and policy framework facilitate the development of **North Perth's Night Time Economy**	S&D			✓	✓	✓	✓
TOWN CENTRE SAFETY								
1.4	Implement the recommendations of the 2017/18 review of the City's **CCTV Network**	I&E	S&D		✓	✓	✓	
1.5	Investigate **Lighting Improvements** on View Street and Angove Street	I&E	S&D			✓	✓	
DEVELOPMENT OPPORTUNITIES								
V1.12	Prepare a Strategy for **City of Vincent Owned Land** within the town centres	CEO	S&D	✓			✓	✓
1.6	Facilitate stakeholder negotiations to **Redevelop the North Perth Plaza**	S&D			✓	✓	✓	✓
1.7	Prepare an **Urban Design Concept for View Street Car Park** and surrounds	S&D	I&E/CEO		✓	✓	✓	✓
PLANNING FRAMEWORK								
V1.13	Investigate a **Planning Framework** for each of the town centres	S&D		✓		✓	✓	

*Community & Business Services (C&B), Strategy & Development (S&D), Infrastructure & Environment (I&E), Information & Communications Technology (ICT), Office of the CEO (CEO)

**Actions and projects which occur in all City of Vincent town centres (V). For additional information refer Volume 01 - Vincent Town Centres Place Plans

VOLUME 02 - NORTH PERTH TOWN CENTRE PLACE PLAN IMPLEMENTATION FRAMEWORK

	KEY ACTION/ PROJECT	RESPONSIBLE TEAM*	SUPPORT TEAM*	TOWN CENTRE WIDE**	TIMING 18/19	19/20	20/21	21/22
KEY FOCUS AREA 2: MOVEMENT								
RETHINKING MOVEMENT IN THE TOWN CENTRES								
V2.1	Prepare an **Integrated Transport Plan**	S&D	I&E	✓	✓	✓		
V2.2	Advocate to State Transport Authorities for **Transport Infrastructure** improvements including improved east-west connections	S&D	I&E	✓	✓	✓	✓	✓
V2.3	Implement a **Transport Education Program**	I&E	S&D/C&B	✓		✓	✓	✓
V2.4	Advocate for **After hours Transport Options**	S&D	I&E	✓	✓	✓	✓	✓
IMPROVING TOWN CENTRE ACCESSIBILITY								
V2.5	Develop a **Wayfinding Strategy**	C&B	S&D/I&E	✓		✓	✓	
V2.6	Review the naming requirements within the **Laneways and Rights of Way Policy 2.2.8**	S&D	C&B/I&E	✓	COMPLETE			
V2.7	Advocate to the Public Transport Authority for **Bus Noise Emission Improvements**	S&D	I&E	✓			✓	✓
V2.8	Investigate the costs and benefits of **Underground Power** in Vincent's town centres	I&E	CEO	✓	✓	✓		
2.1	Plan **Angove/Fitzgerald Street Intersection** improvements	I&E	S&D			✓	✓	
2.2	Plan and implement **Shared Spaces at Angove Street and Albert Street Junction** adjacent to Albert Square public open space	S&D	I&E				✓	✓
2.3	Plan and implement **Upgrades to Fitzgerald Street**	I&E	S&D		✓	✓	✓	
2.4	Advocate to the Public Transport Authority for **North Perth Plaza Bus Stop Upgrade and Naming**	I&E	S&D		✓	✓		
KEY FOCUS AREA 3: CHARACTER								
CREATING PLACES FOR PEOPLE								
V3.1	Advocate for **High Quality Ground Floor Design** to the development industry and business community	S&D		✓	✓	✓	✓	✓
3.1	Encourage **North Perth Plaza Site Improvements**	S&D	I&E		✓	✓	✓	✓
HERITAGE								
3.2	**Increase the Use of the North Perth Town Hall by 5% annually** and capitalise on its cultural significance and character	C&B	S&D/I&E		✓	✓	✓	✓
3.3	Plan and implement a **View Street Landscape Link** along View Street between Fitzgerald Street and the traditional heritage buildings	I&E	S&D		✓	✓	✓	✓

*Community & Business Services (C&B), Strategy & Development (S&D), Infrastructure & Environment (I&E), Information & Communications Technology (ICT), Office of the CEO (CEO)
**Actions and projects which occur in all City of Vincent town centres (V). For additional information refer Volume 01 - Vincent Town Centres Place Plans

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MT HAWTHORN
TOWN CENTRE
PLACE PLAN
VOLUME 03
CITY OF VINCENT

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DATE	DETAILS	STATUS
23/08/19	Mount Hawthorn Town Centre Place Plan	Final
20/10/20	Mount Hawthorn Town Centre Place Plan	Review I

00 INTRODUCTION

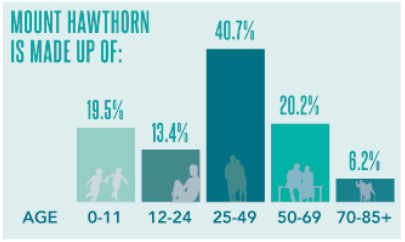
The Mount Hawthorn Town Centre Place Plan (Place Plan) has been developed as a 'place based' strategic plan to guide the direction of funding and resources in the Mount Hawthorn Town Centre.

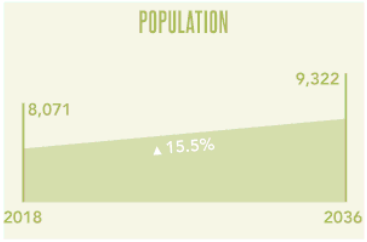
Mount Hawthorn Town Centre is defined by its unique landscape character and rich history. It extends from Braithwaite Park in the west to Britannia Road in the south and incorporates Axford Park. Traditional fine-grain shops front Scarborough Beach Road with an emerging mix of businesses along the north of Oxford Street.

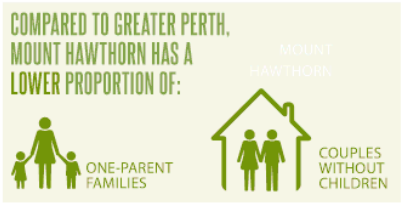
Mount Hawthorn has evolved from a satellite centre serviced by trams in the late 19th century, to a cosmopolitan migrant settlement, to a community oriented suburban village with a bustling local centre. Mount Hawthorn Town Centre is a highly valued, attractive local destination which presents opportunities to better service the local community and accommodate additional residents.

HISTORIC SNAPSHOT

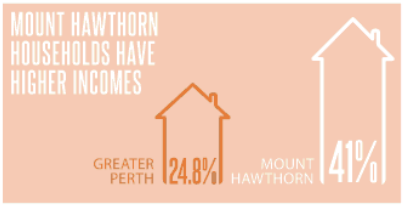
DEMOGRAPHIC SNAPSHOT

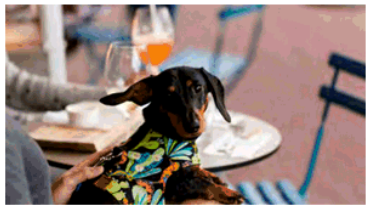


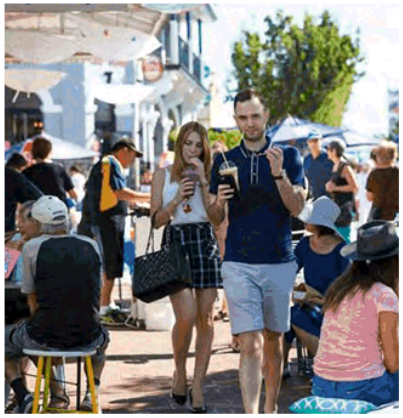


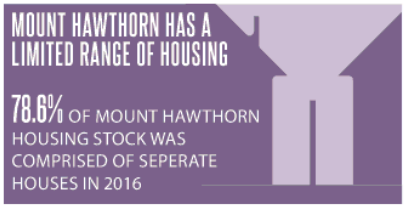


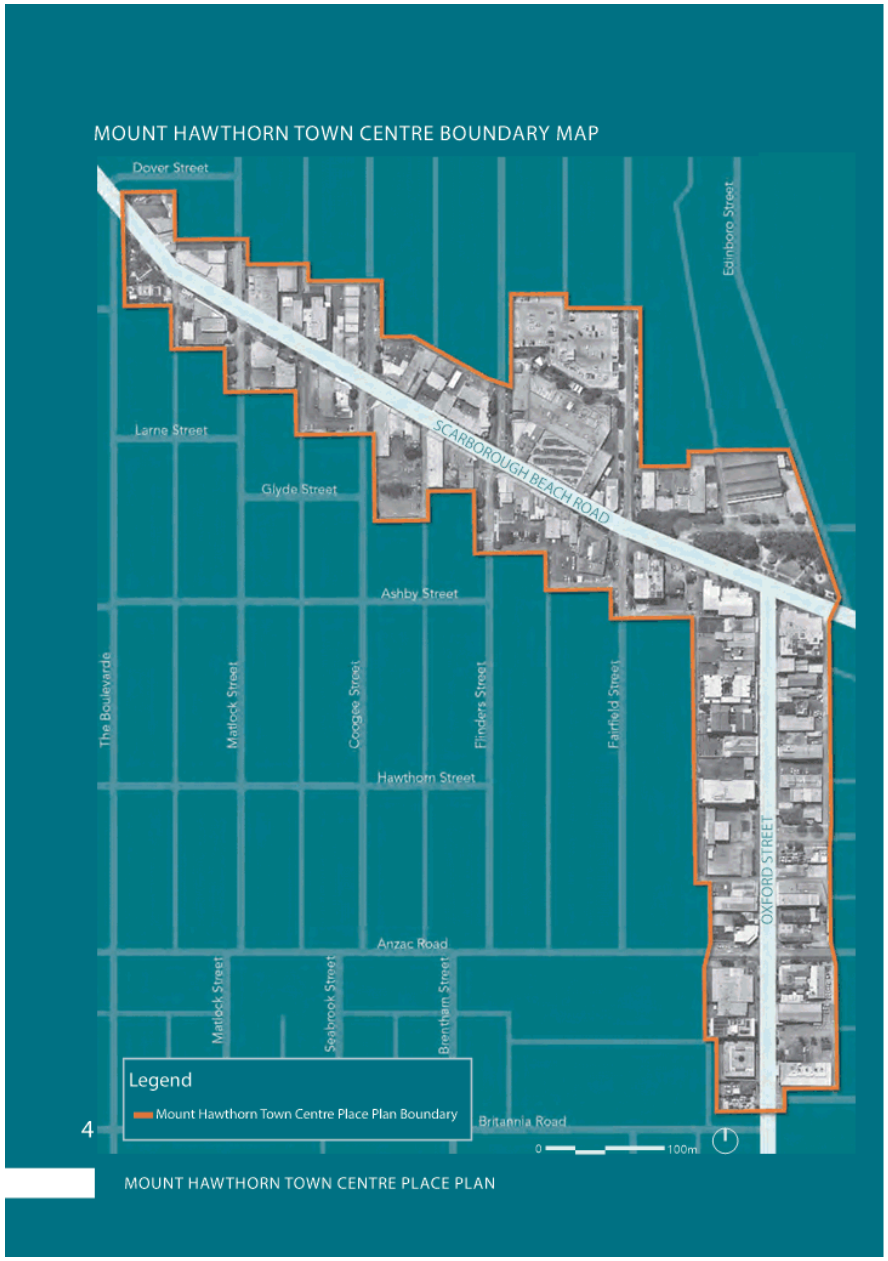
ECONOMIC SNAPSHOT











PLACE PLAN PURPOSE & PROCESS

The Place Plan outlines the funds and resources the City has specifically committed to the Mount Hawthorn Town Centre. The boundary of Mount Hawthorn Town Centre (refer **Mount Hawthorn Town Centre Boundary Map**) extends beyond the City of Vincent's Town Planning Scheme No. 2 District Centre Scheme Zone, to incorporate the commercial offering in the immediate vicinity of Oxford Street and Scarborough Beach Road.

The Place Plan lists the implementation schedule for all of the major initiatives being undertaken in the Mount Hawthorn Town Centre by the City of Vincent. Such initiatives include but are not limited to public realm upgrades, marketing initiatives, economic and community development projects and/or policy and procedural improvements. The Place Plans provide a robust, planned and integrated approach to project identification and delivery.

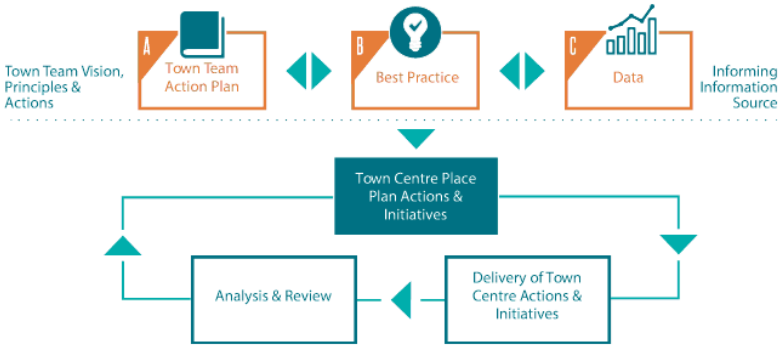
following three sources:

A. the content and identified actions within the Mount Hawthorn Hub Action Plan;

B. best practice; and

C. data collected through the Town Centre Performance Measurement Strategy.

The diagram below identifies the process in which Place Plan actions are prepared.



The Place Plan will be reviewed and updated annually. Anyone who wants to know what the City of Vincent is doing in the Mount Hawthorn Town Centre can read this document and learn about the broad range of projects the City is undertaking, and the direction the City is taking to support and improve the town centre.

The Implementation Framework sets out the actions, time frames and teams who are responsible for the delivery of the actions and projects.

MOUNT HAWTHORN HUB

Each of the City of Vincent town centres has a 'town team'. The town teams are independently formed incorporated bodies that aim to make their respective town centres the best places they can possibly be. The town teams are not an affiliate of the City but do receive funding for community driven initiatives. The town teams are made up of a diverse range of members that include business owners, land owners and local residents. Each town team member brings a different set of skills and life experiences to the table and these collectively shape the direction, composition and identity of the five town teams.

The town teams and the City enjoy a symbiotic relationship. The City engages directly with each town team on a variety of issues that are specific to their respective town centres and the town teams are able to effectively communicate issues, solutions and ideas to the City through their strategic Action Plans. The City works collaboratively with the town teams to deliver locally based activities/events, physical improvements and economic and community development initiatives.

Mount Hawthorn Hub is the town team operating in the Mount Hawthorn Town Centre. Mount Hawthorn Hub's Action Plan outlines a range of objectives and principles as well as their key focus areas.

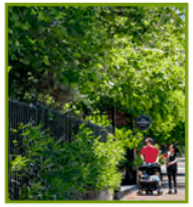
HOW TO READ THIS DOCUMENT!

Mount Hawthorn Town Centre Place Plan is structured around three Key Focus Areas:

01 ACTIVITY Sets out the actions and projects which assist the City to enhance activity in the town centre in order for it to reach its activation and economic potential.

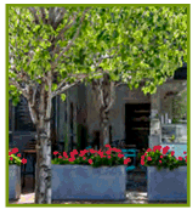
02 MOVEMENT Sets out the actions and projects which enhance walkability, improve the use of public transport, deliver parking efficiencies and create a more pedestrian and cycle friendly town centre.

03 CHARACTER Sets out the actions and projects which contribute to Mount Hawthorn's unique sense of place.



The City of Vincent is committed to 'Greening Vincent' by increasing overall canopy cover, creating more liveable and walkable neighbourhoods and fostering biodiversity within the City of Vincent. Major greening projects are identified in:

- the City's Greening Plan Implementation Schedule; and
- the actions in the Place Plan that are demarcated with the Vincent Greening Icon below.



GREENING Any action that has a greening component is marked with the City of Vincent's Greening Plan Icon.

IMPLEMENTATION FRAMEWORK Sets out the actions, time frames and the responsible teams for the delivery of all of the identified projects.

Each project is explained using the following three step process:

STEP 1

DIAGNOSIS
Diagnosing the issue or opportunity evident in Mount Hawthorn Town Centre. These may be identified in Mount Hawthorn Hub's Action Plan, as an opportunity to achieve best practice or through the analysis of data.

STEP 2

ANALYSIS
Analysing the detail of the issue or opportunity to understand the best path forward.

STEP 3

SOLUTION
Proposing a solution that solves the issue or seizes the opportunity.

01 ACTIVITY

MOUNT HAWTHORN TOWN CENTRE WILL CONTINUE TO BE A BEAUTIFUL PLACE WHERE THE COMMUNITY LIVE, WORK AND PLAY AND WHERE A THRIVING LOCAL ECONOMY SUPPORTS PROSPEROUS AND PASSIONATE LOCAL, INDEPENDENT BUSINESSES.

EVENTS & ACTIVATION

ITEM 1.1 - FREE WIFI

There is currently no free WiFi in Mount Hawthorn Town Centre.

The City has committed to investigating options for enhanced telecommunications infrastructures and services such as free public WiFi as outlined in the City's Strategic Community Plan.

Free public WiFi supports mobility, and attracts workers, students and other potential visitors to commercial places such as town centres. Opportunities to implement Free WiFi in public town centre spaces, such as Axford Park, should be explored to determine potential benefits and priority locations.

The **Mt Hawthorn Hub Action Plan** identifies Free WiFi across the town centre as necessary to support the positive growth of Mount Hawthorn.

✓ Determine options to implement **Free WiFi** in priority town centre locations

MARKETING & BRANDING

ITEM 1.2 - BANNER POLES

Town centre banner poles are not installed along Oxford Street North.

Oxford Street North is an integral component of the Mount Hawthorn Town Centre and is the southern entry from Leederville into the town centre. The lack of banner poles make it difficult for the City to consistently market and brand the whole town centre and Mount Hawthorn events and initiatives.

The **Mt Hawthorn Hub Action Plan** identifies Place Branding as an area for improvement.

✓ Install **Banner Poles** along Oxford Street North

PUBLIC OPEN SPACE

ITEM 1.3 - AXFORD PARK UPGRADE

Axford Park is a significantly underutilised town centre asset.

Axford Park is centrally located in the town centre, connecting Oxford Street with the traditional main street along Scarborough Beach Road (refer **Existing Public Open Space Map**)

The City's Public Open Space Strategy identifies the need to establish a high quality civic open space within the town centre and a Concept Design to deliver this at Axford Park was adopted by Council in 2018.

The Concept Design considers Axford Park as the 'Front Yard of Mount Hawthorn' and takes inspiration from the character housing seen throughout the suburb. The design depicts the long term plan for the park and is split into stages to enable the park to be upgraded over time in a sustainable, staged manner.

Although a number of stages are poised to be delivered in the immediate future, other stages are reliant on the redevelopment of adjacent lots and/or modal shift away from private vehicle use.

To ensure the park reaches its potential as a well utilised community gathering space in the short term, the City should invest in the design and delivery of the upgrade stages which aren't reliant on external factors.

Design and deliver the first phase of **Axford Park Upgrade**

AXFORD PARK UPGRADE will contribute to the greening of Vincent by making better use of the existing green space and converting underperforming road reserve to additional town centre green space.

EXISTING PUBLIC OPEN SPACE MAP

NIGHT TIME ECONOMY

ITEM 1.4 - NIGHT TIME ECONOMY

Mount Hawthorn Town Centre has a weak night time economy compared with other nearby town centres.

The **After Hours Trading Map** shows the businesses that are open after 6pm.

There is an opportunity to leverage the activity generated after hours by restaurants and bars along Scarborough Beach Road and the Mount Hawthorn Hawkers Market on Friday evenings to encourage after hour's uses in the immediate area.

The **Mt Hawthorn Hub Action Plan** identifies a need to support and encourage activities that strengthen the night-time economy. Prior to supporting the development of the night time economy, the City needs to better understand why more night time activities are not attracted to the town centre and what the barriers inhibiting existing businesses from extending trading hours are.

Identify barriers inhibiting Mount Hawthorn's **Night Time Economy** in consultation with local businesses and determine actions to address these

TOWN CENTRE SAFETY

ITEM 1.5 - LED STREET LIGHTS

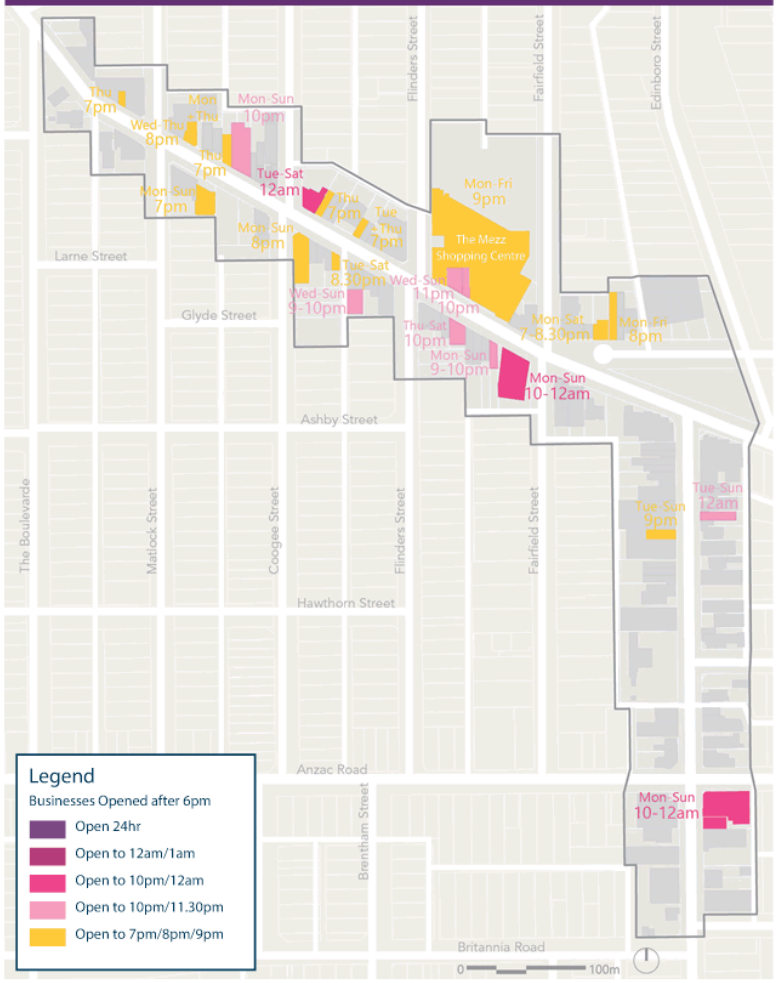
The street lights along Scarborough Beach Road and Oxford Street function poorly at night and are not energy efficient.

The Western Power street lights along Scarborough Beach Road and Oxford Street are high pressure sodium (yellow) lamps which do not efficiently or consistently light the streets at night. The lights are poorly maintained and delays to repair them often leave the town centre main streets in darkness.

Western Power LED high efficiency long life luminaires are now available and the **Mt Hawthorn Hub Action Plan** identifies a need to improve lighting in the town centre.

Install **LED Street Lights** along Scarborough Beach Road and Oxford Street

AFTER HOURS TRADING MAP



TOWN CENTRE SAFETY

ITEM 1.6 - CAR PARK LIGHTING IMPROVEMENTS

Flinders Street Car Park is poorly illuminated at night.

There is an opportunity to replace existing luminaires in the City's car park with LED pole mounted or post top luminaires to promote safety and security.

The **Mt Hawthorn Hub Action Plan** identifies a need to improve lighting in the town centre.

Investigate **Lighting Improvements** in the Flinders Street Car Park

TOWN CENTRE SAFETY

ITEM 1.7 - LANE LIGHTING IMPROVEMENTS

The lanes between Flinders Street and Oxford Street are poorly illuminated at night.

The City currently receives reports of anti-social behaviour occurring in these lanes. Through the Australian Government Safer Communities Program, there is an opportunity to install solar lighting to promote safety and security.

Implement **Lane Lighting Improvements** in the lanes between Flinders Street and Oxford Street

DEVELOPMENT OPPORTUNITIES

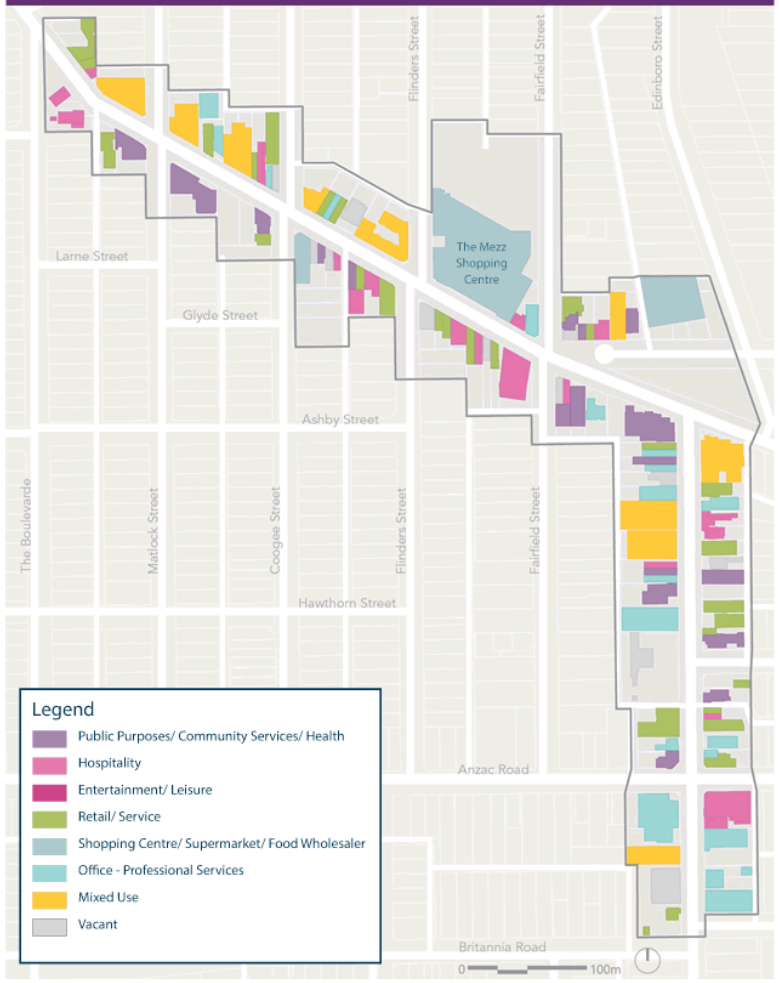
ITEM 1.8 - FUTURE YOUTH SPACE

There is a significant gap in the provision of infrastructure to service the needs of teenagers and young adults in Mount Hawthorn.

The City's Public Open Space Strategy identifies a significant accessibility gap for youth oriented infrastructure in Mount Hawthorn and the **Mt Hawthorn Hub Action Plan** identifies a need to undertake an engagement strategy to inform the development of a permanent youth space for residents.

Undertake consultation to identify a preferred location for a **Future Youth Space** in the town centre or surrounds

LAND USE MAP



ACTIVITY 01

02 MOVEMENT

THE MOUNT HAWTHORN TOWN CENTRE WILL FIND THE RIGHT BALANCE BETWEEN CARS, BUSES, BICYCLES AND PEDESTRIANS, BECOMING A GREAT PLACE FOR PEOPLE AND BUSINESS.

RETHINKING MOVEMENT IN THE TOWN CENTRE

ITEM 2.1 - INTERSECTION IMPROVEMENTS

The Scarborough Beach Rd/Oxford St intersection is not pedestrian friendly.

The pedestrian environment at the Scarborough Beach Road and Oxford Street intersection is poor and vehicle dominated. Improvements to the design and management of this intersection should be explored to enhance aesthetics and improve pedestrian and cyclist movement. Private as well as public infrastructure could be upgraded to enhance this key location.

The **Mt Hawthorn Hub Action Plan** identifies an opportunity to incorporate street art to improve the streetscape and to create a point of interest which signals to drivers to slow down.

Plan and facilitate Scarborough Beach Road/Oxford Street **Intersection Improvements**

RETHINKING MOVEMENT IN THE TOWN CENTRE

ITEM 2.2 - PARKING MANAGEMENT

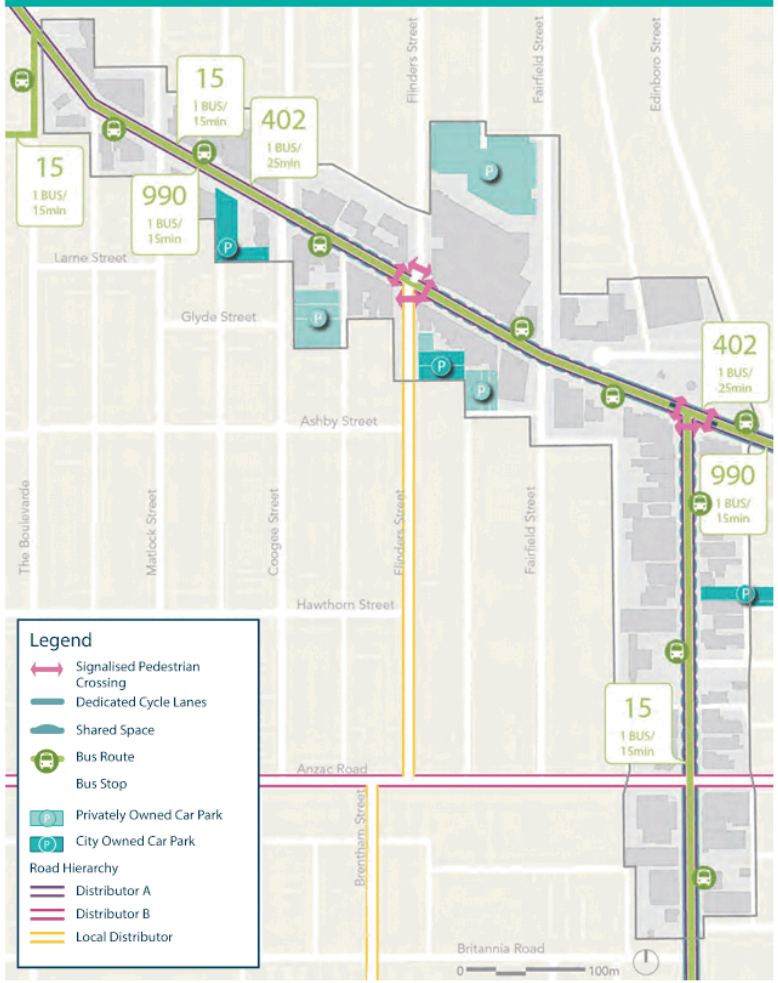
The parking restrictions in lots adjoin Flinders Street Car Park are inconsistent and cause confusion.

There are three separately owned car parks adjoin the City's Flinders Street Car Park. The boundaries of these car park areas are unclear and the varied restrictions and signage confusing. The fragmentation of the car parking inevitably means the available parking is not fully utilized.

An opportunity exists to consolidate the management of these car parks to maximise the use of available car parking. With consistent external and internal signage there will be more effective sharing of parking and improved perceptions of the availability of public parking.

Rationalise the **Parking Management** of adjoining car parks between Fairfield Street and Flinders Street

MOVEMENT NETWORK MAP



RETHINKING MOVEMENT IN THE TOWN CENTRE

ITEM 2.3 - FORMALISE EDINBORO STREET PARKING

Verge parking along Edinboro Street is a common occurrence and parking in this area is poorly managed.

Verge parking to accommodate parking overflow to the north of Hobart Street along Edinboro Street has become an increasingly prevalent issue due to the large unrestricted verges, the streets proximity to the town centre and the limited formalised bays.

Formalising parking along the Edinboro Street road reserve, directly north of Hobart Street, may increase parking provision at the eastern end of the town centre and enable the City to better manage the efficient and effective use of parking in this area.

Investigate the potential to **Formalise Parking** along Edinboro Street

MOVEMENT

02

PEDESTRIAN LEGIBILITY & VEHICLE SPEED MAP

RETHINKING MOVEMENT IN THE TOWN CENTRE

ITEM 2.4 - OXFORD STREET NORTH UPGRADE

Oxford Street North has no discernible entry from the southern approach.

To improve pedestrian, cyclist and visitor amenity along Oxford Street North and to bring the area in line with its counterpart along Scarborough Beach Road, the City has recently implemented a number of streetscape upgrades.

The upgrades have included street tree planting for enhanced shade and beautification, red asphalt to denote the town centre area, a central median for pedestrian refuge and improved walkability, new motorcycle bays and bike racks as well as speed humps to accommodate a potential 30km/h zone to slow traffic and create a place for people.

The streetscape has never looked better but the southern entry could be better defined. To signify entry into this pedestrian first environment, the installation of decorative lighting at the Anzac Road entry point should be implemented.

Install decorative lighting at the Anzac Road roundabout to denote the southern town centre entry and complete the **Oxford Street North Upgrade**

OXFORD STREET NORTH UPGRADE has included significant street tree planting which has contributed to the greening of Vincent.

IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.5 - OXFORD STREET NORTH 30KM/H SPEED ZONE

Oxford Street North has a 50km/h speed limit which is not ideal for a people first, town centre environment.

The City implemented a number of traffic calming measures in 2019, including reducing the carriageway width, denoting the town centre with red asphalt, planting median and footpath street trees and installing low profile speed humps and shared space symbols along Oxford Street North.

To prioritise active transport, complement these physical interventions and create a safer environment for pedestrians and cyclists, the City should negotiate the reduction of the 50km/h speed zone to 30km/h.

Speed limit reductions require approval from the state roads authority, Main Roads Western Australia (MRWA) and supporting data such as traffic and speed counts. Data acquired in 2019 recorded the average speed along sections of Oxford Street. This included the section of Oxford Street between Anzac Road and Wilberforce Street as well as the section between Wilberforce Street and Scarborough Beach Road. This was recorded to be 31.6km/h and 28.5km/h respectively.

In 2020 the City successfully negotiated the reduction of the 50km/h speed zone to 40km/h.

The reduced 40km/h speed zone will come into effect 9 November 2020 and the City will continue to negotiate with MRWA to achieve the desired 30km/h.

Advocate for a **30km/h Speed Zone** along Oxford Street North

IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.6 - 40KM/H SPEED ZONE EXTENSION EAST

The 40km/h speed along Scarborough Beach Road does not start at the eastern extent of the town centre.

The City should negotiate the extension of the 40km/h speed zone further east along Scarborough Beach Road to incorporate Edinboro Street and address the Shakespeare Street Bike Boulevard.

Drivers approach the town centre from the east with little awareness they are entering a people first environment. The extension of the 40km/h speed zone will ensure drivers slow down before entering the town centre which will enhance pedestrian comfort, particularly at the Scarborough Beach Road/ Oxford Street intersection and at Axford Park.

Advocate for the extension of the **40km/h Speed Zone** east along Scarborough Beach Road

IMPROVING TOWN CENTRE ACCESSIBILITY

ITEM 2.7 - 40KM/H SPEED ZONE EXTENSION WEST

The 40km/h speed along Scarborough Beach Road does not start at the western extent of the town centre.

The City should negotiate the extension of the 40km/h speed zone further west along Scarborough Beach Road to meet the 40km/h school zone.

Drivers approaching the town centre from the west are currently required to change speeds from 40km/h (through the existing school zone) to 50km/h back to 40km/h. The extension of the 40km/h speed zone will ensure drivers slow down well before entering the town centre from the west and the school zone from the east.

Advocate for the extension of the **40km/h Speed Zone** west along Scarborough Beach Road

03 CHARACTER

MOUNT HAWTHORN TOWN CENTRE SHOULD EMBRACE WHAT MAKES IT DISTINCTIVE. WHAT ARE THOSE SPECIAL ASPECTS THAT MAKE IT DIFFERENT FROM OTHER PLACES? IS IT THE BUILDINGS, THE BUSINESSES, THE PEOPLE, THE INSTITUTIONS, THE LOCAL STORIES, THE HISTORY? – IT'S ALL OF THOSE THINGS OF COURSE.

THESE SPECIAL THINGS CAN AND WILL BE CELEBRATED THROUGH THE BRANDING & MARKETING OF THE TOWN CENTRE. HOWEVER, THERE ARE SOME SPECIFIC ACTIONS THE CITY CAN TAKE TO IMPROVE OXFORD STREET, AXFORD PARK & CAPITALISE ON THE TRADITIONAL FINE GRAIN TOWN CENTRE DEVELOPMENT.

CREATING PLACES FOR PEOPLE

ITEM 3.1 - STREETSCAPE AUDIT

Mount Hawthorn Town Centre incorporates the most greenery of the City's town centres and is well serviced by street furniture. However, there is an opportunity to rationalise the location of existing street furniture and potential to accommodate additional planting, furniture and streetscape improvements.

The City understands the importance of canopy cover and street furniture and the role they play in encouraging people to linger longer. In 2015 the City undertook a streetscape audit in conjunction with the Mt Hawthorn Hub to identify 'gaps' in the street furniture and 'hot spots' for additional planting.

In response to the audit, the City installed 12 new bins, 8 benches, 30 planter boxes, 53 trees, 1 bike repair station and 18 bike racks.

To build on the extensive streetscape upgrades delivered to date, an audit should be undertake to determine any current deficiencies in the streetscape and identify opportunities to build on the town center's inviting and green character including opportunities for additional planting, beautification, urban design improvements, street art and street furniture rationalisation and upgrades.

Undertake a **Streetscape Audit** to determine opportunities for streetscape improvements.

A STREETSCAPE AUDIT will contribute to Greening Vincent by dentifying opportunities for additional town centre trees, verge and median planting.

CREATING PLACES FOR PEOPLE

ITEM 3.2 - STREETSCAPE PALETTE

Mount Hawthorn Town Centre has a distinct character and largely consistent streetscape palette.

Unlike other town centres, Mount Hawthorn Town Centre has a unique streetscape palette which contributes to the distinct character of the town centre.

The streetscape palette was developed in collaboration with the Mt Hawthorn Hub and incorporates street furniture such as the benches and bins as well as the street tree and planting species used to green the verges, footpaths, median strips and planter boxes.

To ensure additional planting and street furniture remain consistent and in keeping with the character of the area, the City should create a streetscape palette to guide the future renewal and upgrade of these key town centre components.

Develop a Mount Hawthorn Town Centre **Streetscape Palette**

CREATING PLACES FOR PEOPLE

ITEM 3.3 - ICONIC TOWN CENTRE ARTWORK

Mount Hawthorn Town Centre does not have a strong sense of arrival from the western approach.

Iconic elements and entry statements can announce the approach and arrival into a precinct or town centre, creating a welcoming environment. Mount Hawthorn is known for its suburban village atmosphere but lacks physical infrastructure and artwork to celebrate its endearing style and charm.

The **Mt Hawthorn Hub Action Plan** identifies a need to investigate the development of a Welcome Statement to celebrate Mount Hawthorn's identity.

Determine a preferred location and design for an **Iconic Town Centre Artwork** in consultation with the community

CREATING PLACES FOR PEOPLE

ITEM 3.4 - UNDERGROUND POWER

The overhead power lines along Oxford Street North and Hobart Street are unattractive, limit the useability of the road reserve and will prevent street trees from reaching full maturity.

Western Power's power poles are located along the footpath, limiting the use and appeal of alfresco areas along Oxford Street North and the potential use of Hobart Street road reserve for additional parking.

Western Power's separation requirements inhibit trees from reaching maturity. It is necessary to investigate the costs and benefits of underground power prior to requiring the pruning of the recently planted Oxford Street North trees.

Investigate the potential to **Underground Power** along Oxford Street North and Hobart Street

UNDERGROUND POWER will contribute to Greening Vincent by allowing trees to mature, increasing canopy coverage and improving walkability.

CREATING PLACES FOR PEOPLE

ITEM 3.5 - BEAUTIFICATION OF LOT 100

The planting at Lot 100 on the corner of Oxford Street and Scarborough Beach Road is not maintained to a high standard.

The City has received multiple requests to maintain or remove the four palm trees and raised garden bed at Lot 100 Scarborough Beach Road.

Lot 100 is not owned by the City, it is owned by Telstra Corporation Limited. The City is therefore unable to undertake maintenance work or implement upgrades without the permission of Telstra, as owner.

There is an opportunity to improve the maintenance and planting at Lot 100 to bring it in line with the City managed and maintained streetscapes.

Negotiate the **Beautification of Lot 100** Scarborough Beach Road with Telstra Corporation Limited

VOLUME 03 - MOUNT HAWTHORN TOWN CENTRE PLACE PLAN IMPLEMENTATION FRAMEWORK

	KEY ACTION/ PROJECT	RESPONSIBLE TEAM*	SUPPORT TEAM*	TOWN CENTRE WIDE**	TIMING 19/20	20/21	21/22	22/23
KEY FOCUS AREA 1: ACTIVITY								
EVENTS & ACTIVATION								
V1.1	Prepare and implement **Town Centre Public Space Activation** schedules	C&B	S&D	✓	✓	✓	✓	✓
V1.2	Review hire fees and create an improved **Online Hire Platform** and booking system for town centre public spaces	C&B		✓	✓			
V1.3	Streamline the City's **Event Approvals** processes	C&B	S&D/I&E	✓	✓	✓	✓	✓
V1.4	Provide ongoing support for **Town Team Events & Other Public Events**	C&B	S&D/I&E	✓	✓	✓	✓	✓
1.1	Determine options to implement **Free WiFi** in priority town centre locations	ITC	I&E			✓		
CUSTOMER SERVICE								
V1.5	Improve and monitor the level of **Service & Maintenance** provided in the town centres	I&E	S&D	✓	✓	✓	✓	✓
V1.6	Manage the **Town Team Grant Program**	S&D	C&B/I&E	✓	✓	✓	✓	✓
MARKETING & BRANDING								
V1.7	Prepare and implement **Town Centre Marketing & Branding Plans**	C&B	S&D	✓	✓	✓		
V1.8	Work collaboratively with the Inner Perth Assembly to promote and improve **Visit Perth** website	C&B	S&D	✓	✓	✓		
1.2	Install **Banner Poles** along Oxford Street North	S&D	I&E				✓	
BUSINESS SUPPORT								
V1.9	Amend the **Trading in Public Places Local Law 2008 & Local Government Property Local Law 2008**	CEO	S&D	✓	✓	✓	✓	
V1.10	Implement a **Business Engagement Program**	S&D	C&B	✓	✓	✓	✓	✓
PUBLIC OPEN SPACE								
1.3	Design and deliver the first phase of **Axford Park Upgrade**	S&D	I&E				✓	✓
NIGHT TIME ECONOMY								
V1.11	Advocate for **Live Music Venue Protection**	S&D		✓	✓	✓	✓	✓
1.4	Identify barriers inhibiting Mount Hawthorn's **Night Time Economy** in consultation with local businesses and determine actions to address these	S&D	C&B		✓			✓
TOWN CENTRE SAFETY								
1.5	Install **LED Street Lights** along Scarborough Beach Road and Oxford Street	I&E	S&D		✓	✓	✓	
1.6	Investigate **Lighting Improvements** in the Flinders Street Car Park	I&E	S&D		COMPLETE			
1.7	Implement **Lane Lighting Improvements** in the lanes between Flinders Street and Oxford Street	C&B	I&E		COMPLETE			
DEVELOPMENT OPPORTUNITIES								
V1.12	Prepare a Strategy for **City of Vincent Owned Land** within the town centres	CEO	S&D	✓		✓	✓	
1.8	Undertake consultation to identify a preferred location for a **Future Youth Space** in the town centre or surrounds	S&D	C&B		✓	✓		
PLANNING FRAMEWORK								
V1.13	Investigate a **Planning Framework** for each of the town centres	S&D		✓	✓	✓		

*Community & Business Services (C&B), Strategy & Development (S&D), Infrastructure & Environment (I&E), Information & Communications Technology (ICT), Office of the CEO (CEO)
**Actions and projects which occur in all City of Vincent town centres (V). For additional information refer Volume 01 - Vincent Town Centres Place Plans

VOLUME 03 - MOUNT HAWTHORN TOWN CENTRE PLACE PLAN IMPLEMENTATION FRAMEWORK

	KEY ACTION/ PROJECT	RESPONSIBLE TEAM*	SUPPORT TEAM*	TOWN CENTRE WIDE**	TIMING 19/20	20/21	21/22	22/23
KEY FOCUS AREA 2: MOVEMENT								
RETHINKING MOVEMENT IN THE TOWN CENTRES								
V2.1	Prepare an **Integrated Transport Plan**	S&D	I&E	✓	✓	✓		
V2.2	Advocate to State Transport Authorities for **Transport Infrastructure** improvements including improved east-west connections	S&D	I&E	✓	✓	✓	✓	✓
V2.3	Implement a **Transport Education Program**	I&E	S&D/C&B	✓		✓	✓	✓
V2.4	Advocate for **After hours Transport Options**	S&D	I&E	✓	✓	✓	✓	✓
2.1	Plan and facilitate Scarborough Beach Road/Oxford Street **Intersection Improvements**	S&D	I&E		✓	✓	✓	✓
IMPROVING TOWN CENTRE ACCESSIBILITY								
V2.5	Develop a **Wayfinding Strategy**	S&D	C&B/I&E	✓	✓	✓	✓	
V2.6	Review the naming requirements within the **Laneways and Rights of Way Policy 2.2.8**	S&D	C&B/I&E	✓	COMPLETE			
V2.7	Advocate to the Public Transport Authority for **Bus Noise Emission Improvements**	S&D	I&E	✓		✓	✓	
V2.8	Investigate the costs and benefits of **Underground Power** in Vincent's town centres	I&E	CEO	✓	✓	✓	✓	✓
2.2	Rationalise the **Parking Management** of adjoining car parks between Fairfield Street and Flinders Street	S&D	I&E			✓		
2.3	Investigate the potential to **Formalise Parking** along Edinboro Street	I&E	S&D				✓	
2.4	Install decorative lighting at the Anzac Road roundabout to denote the southern town centre entry and complete the **Oxford Street North Upgrade**	S&D	I&E		COMPLETE			
2.5	Advocate for a **30km/h Speed Zone** along Oxford Street North	I&E	C&B		✓	✓	✓	✓
2.6	Advocate for the extension of the **40km/h Speed Zone** east along Scarborough Beach Road	I&E			COMPLETE			
2.7	Advocate for the extension of the **40km/h Speed Zone** west along Scarborough Beach Road	I&E			✓	✓	✓	✓
KEY FOCUS AREA 3: CHARACTER								
CREATING PLACES FOR PEOPLE								
V3.1	Advocate for **High Quality Ground Floor Design** to the development industry and business community	S&D		✓	✓	✓	✓	✓
3.1	Undertake a **Streetscape Audit** to determine opportunities for streetscape improvements.	S&D	I&E		✓	✓		
3.2	Develop a Mount Hawthorn Town Centre **Streetscape Palette**	S&D	C&B		✓	✓		
3.3	Determine a preferred location and design for an **Iconic Town Centre Artwork** in consultation with the community	C&B	S&D		✓	✓	✓	
3.4	Investigate the potential to **Underground Power** along Oxford Street North and Hobart Street	I&E	CEO		✓	✓		
3.5	Negotiate the **Beautification of Lot 100** Scarborough Beach Road with Telstra Corporation Limited	S&D	I&E		COMPLETE			

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**Actions and projects which occur in all City of Vincent town centres (V). For additional information refer Volume 01 - Vincent Town Centres Place Plans

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11.3 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 SEPTEMBER 2020 TO 30 SEPTEMBER 2020

Attachments:
1. **Payments by EFT, BPAY and Payroll September 20**
2. **Payments by Cheque September 20**
3. **Payments by Direct Debit September 20**

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 September 2020 to 30 September 2020 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including BPAY and payroll	$7,686,809.35
Cheques	$608.90
Direct debits, including credit cards	$144,535.27
Total payments for September 2020	**$7,831,953.52**

COUNCIL DECISION ITEM 11.3

Moved: Cr Castle, Seconded: Cr Wallace

That the recommendation be adopted.

CARRIED UNANIMOUSLY "*EN BLOC*" (8-0)

(Cr Hallett was an apology for the Meeting.)

	Creditors Report - Payments by EFT, BPAY and Payroll	
	01/09/20 to 30/09/20	
Date	***Payee***	***Description***
17/09/2020	37 Stuart Street Pty Ltd	Rates refund - due to overpayment
17/09/2020	A Austin	Fitness instructor fees
17/09/2020	A Caruso	Part refund of Beatty Park Leisure Centre fees
02/09/2020	A D Shipp	Crossover subsidy
02/09/2020	A Giacci	Crossover subsidy
02/09/2020	A Ho	Part refund of Beatty Park Leisure Centre fees
02/09/2020	A Kerr	Part refund of dog registration
02/09/2020	A Lazarus	Fitness instructor fees
02/09/2020	A Mitchell	Refund for cancellation of white goods collection
02/09/2020	Academy Services WA Pty Ltd	Cleaning services and cleaning materials - various locations
08/09/2020	Academy Services WA Pty Ltd	Cleaning services and cleaning materials - various locations
17/09/2020	Advance Press (2013) Pty Ltd	Printing services - food business inspection books
02/09/2020	Advancetag Pty Ltd	Label supplies - BPLC
17/09/2020	Alice McCullagh	COVID-19 acquisitional arts grant - public art project
17/09/2020	Alinta Energy	Gas charges - Banks Reserve
08/09/2020	Allerding & Associates	Professional fees - SAT appeal 120 and 122 Richmond Street
08/09/2020	Allmark and Associates Pty Ltd	Stand for Council chambers nameplate
17/09/2020	Alsco Pty Ltd	Air freshener supplies
02/09/2020	Anna Cappelletta	Fitness instructor fees
17/09/2020	Antiskid Industries Pty Ltd	Skid resistant coloured surface treatment to bicycle lane - Newcastle Street
02/09/2020	Apace Aid (INC.)	Supply of plants
02/09/2020	APARC	Central management system, meter maintenance and credit card transactions
17/09/2020	APARC	Central management system, software licensing, meter maintenance and Ticketor enforcement
02/09/2020	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations
17/09/2020	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations
02/09/2020	Aquawellbeing.com	Fitness instructor fees
17/09/2020	Aquawellbeing.com	Fitness instructor fees
17/09/2020	Aqueo Import & Distribution Pty Ltd	Merchandise - BPLC
17/09/2020	Assured Group WA Pty Ltd	Certification services - Loftus Recreation Centre change rooms
17/09/2020	ATF Services Pty Ltd	Security fence - Cheriton Street
02/09/2020	Atom Supply	Hardware supplies - shovels
17/09/2020	Australia Post	Postage charges
08/09/2020	Australia Post (Agency Commission)	Commission charges

Date	Payee	Description
02/09/2020	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations
17/09/2020	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations
14/09/2020	Australian Services Union	Payroll deduction
21/09/2020	Australian Services Union	Payroll deduction
08/09/2020	Australian Taxation Office	Payroll deduction
21/09/2020	Australian Taxation Office	Payroll deduction
02/09/2020	Award Contracting	Locating services - Claisebrook Street
17/09/2020	Award Contracting	Locating services - various locations
02/09/2020	AWB Co	Plumbing services - various locations
17/09/2020	AWB Co	Plumbing services - Ellesmere Street Reserve
02/09/2020	Azility	Environmental monitoring service 2020/21
24/09/2020	BAFC Settlements	Rates refund - due to overpayment
17/09/2020	BCITF Building & Construction Industry Training	Levy collection
02/09/2020	Benara Nurseries	Supply of plants
17/09/2020	BikeWise	Cycling instruction and Ride to Work support
02/09/2020	Blackwoods	Hardware supplies - Depot
17/09/2020	Blackwoods	Hardware supplies - Depot
02/09/2020	Blue Tang (WA) Pty Ltd ATF The Reef Unit Trust	Consultancy services - North Perth Common (final)
02/09/2020	Boral Construction Materials Group Limited	Concrete supplies
02/09/2020	Boyan Electrical Services	Electrical services - various locations
08/09/2020	Boyan Electrical Services	Electrical services - Salas Lane
17/09/2020	Boyan Electrical Services	Electrical services - various locations
02/09/2020	Bridgestone Australia Ltd	Tyre services
17/09/2020	Bridgestone Australia Ltd	Tyre services
02/09/2020	Briskleen Supplies	Toiletry and cleaning products - BPLC
08/09/2020	Briskleen Supplies	Sanipod service - BPLC
02/09/2020	Bucher Municipal Pty Ltd	Plant repairs and maintenance
17/09/2020	Bucher Municipal Pty Ltd	Plant repairs and maintenance
24/09/2020	Bunn Mee	Catering services - Council briefing
17/09/2020	Bunnings Trade	Hardware supplies - various locations
17/09/2020	Business Law WA Pty Ltd	Consultancy - Enterprise agreement variation
02/09/2020	C J Fogarty	Rates refund - due to overpayment
02/09/2020	C Saffer	Fitness instructor fees
17/09/2020	C Saffer	Fitness instructor fees
17/09/2020	Caltex Australia Petroleum Pty Ltd	Fuel and oils
02/09/2020	Capic	Water treatment services - BPLC
02/09/2020	Centrestage Promotions Pty Ltd	COVID-19 acquisitional arts grant - public art project
02/09/2020	Charmaine Amanda Magness	Fitness instructor fees
14/09/2020	Child Support Agency	Payroll deduction

Date	Payee	Description
21/09/2020	Child Support Agency	Payroll deduction
17/09/2020	Chindarsi Architects	Design advisory fees
02/09/2020	Christou Nominees Pty Ltd	Design advisory fees
14/09/2020	City of Vincent	Payroll deduction - staff contributions to vehicles
21/09/2020	City of Vincent	Payroll deduction - staff contributions to vehicles
14/09/2020	City of Vincent Staff Social Club	Payroll deduction
21/09/2020	City of Vincent Staff Social Club	Payroll deduction
02/09/2020	Civica Pty Limited	BIS upgrade including project administration
24/09/2020	Civica Pty Limited	Change request for CRM project
17/09/2020	Clarity Corporate Communications Pty Ltd	Council workshops and desktop communications review
02/09/2020	Cleantex Pty Ltd	Washroom consumables - Admin
02/09/2020	Coates Hire Operations Pty Ltd	Plant hire - Depot
17/09/2020	Coates Hire Operations Pty Ltd	Plant hire - Depot
02/09/2020	Cobblestone Concrete Pty Ltd	Concrete path repairs - Tennyson Street
14/09/2020	Commissioner of State Revenue	Perth parking licence fee
17/09/2020	Compu-Stor	Records digitisation and off-site storage
02/09/2020	Connect Call Centre Services	After hours calls service
17/09/2020	Connect Security Systems	Relocate CCTV cameras - BPLC
15/09/2020	Cr A Castle	Council meeting fee
15/09/2020	Cr Ashley Wallace	Council meeting fee
15/09/2020	Cr D Loden	Council meeting fee
15/09/2020	Cr J Fotakis	Council meeting fee
15/09/2020	Cr J Hallett	Council meeting fee
15/09/2020	Cr J Topelberg	Council meeting fee
15/09/2020	Cr S Gontaszewski	Council meeting fee
15/09/2020	Cr Sally Smith	Council meeting fee
17/09/2020	CS Legal	Debt recovery services
17/09/2020	CSP Group Pty Ltd	Plant repairs and maintenance
17/09/2020	D Dama	Fitness instructor fees
08/09/2020	D Durrant	Part refund of Beatty Park Leisure Centre fees
02/09/2020	Danica Zuks Photography	Photographic services - Citizenship ceremony
17/09/2020	Daniela Toffali	Fitness instructor fees
17/09/2020	Department of Finance	Landlord contribution for lease at 246 Vincent Street - first instalment; refund of payment, due to the property manager rather than COV
17/09/2020	Department of Fire and Emergency Services (DFES)	Emergency services levy - first quarter
02/09/2020	Department of Planning Lands and Heritage	Amended DAP fee
17/09/2020	Department of Planning Lands and Heritage	Amended DAP fee
17/09/2020	Department of Transport	Vehicle ownership searches
14/09/2020	Depot Social Club	Payroll deduction

Date	Payee	Description
21/09/2020	Depot Social Club	Payroll deduction
02/09/2020	Derbarl Yerrigan Health Service Aboriginal Corporation	Leederville Gardens trust grant agreement - COVID-19
02/09/2020	Design Out Crime and CPTED Centre	Supply of WiFi CCTV camera
02/09/2020	Devco Builders	Maintenance and repairs - various locations
17/09/2020	Devco Builders	Maintenance and repairs - various locations
17/09/2020	DFES Direct Brigade Alarm Monitoring	Annual fire alarm monitoring - various locations
02/09/2020	Dial-A-Nappy	Merchandise - BPLC
02/09/2020	Dominic Snellgrove	Design advisory fees
17/09/2020	Domus Nursery	Supply of plants
02/09/2020	Donegan Enterprises Pty Ltd	Playground repairs and maintenance - various locations
17/09/2020	Donegan Enterprises Pty Ltd	Supply and install swing - Ivy Park
02/09/2020	Dsatco Pty Ltd	Supply of mulch
08/09/2020	E Bentley	Expense reimbursement - Les Mills workshop and digital kits
17/09/2020	E L Oldham	Part refund of dog registration
02/09/2020	Elite Blockwork	Refund of infrastructure bond
02/09/2020	Ellenby Tree Farm Pty Ltd	Supply of plants and trees
02/09/2020	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations
17/09/2020	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations
17/09/2020	Elyse Amy Johnstone	Fitness instructor fees
17/09/2020	Enviroblast Cannington	Pressure cleaning services
02/09/2020	Erban Development Pty Ltd	Refund of infrastructure bond
02/09/2020	F D'Alonzo	Refund of infrastructure bond
17/09/2020	F D'Alonzo	Refund of crossover bond
24/09/2020	FE Technologies Pty Ltd	Circulation Assist annual maintenance - Library software
17/09/2020	Flex Fitness Equipment	Supply of fitness equipment - BPLC
02/09/2020	Flexi Staff Pty Ltd	Temporary staff - various departments
17/09/2020	Flexi Staff Pty Ltd	Temporary staff - Waste
02/09/2020	Flick Anticimex Pty Ltd	Pest control services and supply of sanitary units- various locations
08/09/2020	Flick Anticimex Pty Ltd	Pest control services - North Perth Bowling Club
17/09/2020	Flick Anticimex Pty Ltd	Pest control services - various locations
17/09/2020	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support
17/09/2020	Forpark Australia	Supply and install slide - Hyde Park
17/09/2020	Frankensound	COVID-19 acquisitional arts grant - public art project
17/09/2020	Future Shelter	COVID-19 acquisitional arts grant - public art project
08/09/2020	G Dennison	Expense reimbursement - high risk work licence
24/09/2020	G Murray	Rates refund - due to overpayment
17/09/2020	Geoff Ninnes Fong & Partners Pty Ltd	Consultancy services - tiling, reticulation and filtration scope - BPLC
02/09/2020	Gymcare	Gym equipment supplies - BPLC
17/09/2020	Gymcare	Gym equipment supplies - BPLC

Date	Payee	Description
17/09/2020	Harry Perkins Institute	Refund of grounds bond
17/09/2020	Harvey Norman CityWest	Supply of headsets - Customer service
02/09/2020	Haskins Settlements & Conveyancing Services	Refund - rates, orders and requisitions
17/09/2020	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff - Finance
14/09/2020	Health Insurance Fund of WA	Payroll deduction
21/09/2020	Health Insurance Fund of WA	Payroll deduction
02/09/2020	Hepworth Constructions Pty Ltd	Refund of infrastructure bond
02/09/2020	Indian Ocean Building Company	Refund of infrastructure bond
02/09/2020	Inner City Newsagency	Newspaper delivery
08/09/2020	J Goodwin	Part refund of Beatty Park Leisure Centre fees
02/09/2020	J R Westergaard	Refund of planning application fee
02/09/2020	J Sparling	Crossover subsidy
02/09/2020	J Vojkovich	Refund of infrastructure bond
02/09/2020	Jackson McDonald	Audit letter
02/09/2020	Janet Verburg	Fitness instructor fees
17/09/2020	Janet Verburg	Fitness instructor fees
17/09/2020	Jonathan Epps Arboriculturist	Arboricultural services - Mabel Street
08/09/2020	K Harcus	Fitness instructor fees
24/09/2020	K Harcus	Fitness instructor fees
02/09/2020	K Roach	Fitness instructor fees
02/09/2020	Kate Penning & Colin Moore	Part refund of dog registration
02/09/2020	Katharina Babette Popp	Part refund of dog registration
02/09/2020	KBMG Pty Ltd	Rates refund - due to overpayment
02/09/2020	Kerbing West	Kerbing services - Kalgoorlie Street
08/09/2020	Kone Elevators Pty Ltd	Lift service fee - Mount Hawthorn Community Centre
02/09/2020	Konica Minolta Business Solutions Australia Pty Ltd	Copy costs - various departments
17/09/2020	Kott Gunning	Legal services - compliance matter
02/09/2020	Krazy Keys	Spare key for COV vehicle
02/09/2020	KS Black Pty Ltd	Bore and pump maintenance - Gladstone Street Reserve
08/09/2020	KS Black Pty Ltd	Bore and pump maintenance - various locations
02/09/2020	L A Lacrimini	Expense reimbursement - catering for City meeting
02/09/2020	L F Cheng	Refund of parking permit - pro rata
02/09/2020	L M Jones	Refund of infrastructure bond
17/09/2020	L Tey	Refund of parking permit
14/09/2020	L.G.R.C.E.U.	Payroll deduction
21/09/2020	L.G.R.C.E.U.	Payroll deduction
02/09/2020	Landgate	Land enquiries
17/09/2020	Landgate	Gross rental valuations for interims
24/09/2020	Landgate	Gross rental valuations for interims

Date	Payee	Description
02/09/2020	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations
17/09/2020	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations
17/09/2020	Les Mills Asia Pacific	Licence fees for fitness classes
02/09/2020	Line Marking Specialists	Line marking services - Depot
17/09/2020	Line Marking Specialists	Line marking services - various locations
08/09/2020	Lion Dairy and Drinks (LD&D) Australia Pty Ltd	Milk supplies - BPLC
02/09/2020	LIWA Aquatics	Annual membership and accreditation fees
24/09/2020	Liz Gray	COVID-19 acquisitional arts grant - public art project
08/09/2020	Local Government Professionals Australia WA	Annual subscription 2020/21
17/09/2020	Local Health Authorities Analytical Committee	Analytical services 2020/21
02/09/2020	LO-GO Appointments	Temporary staff - Engineering
17/09/2020	LO-GO Appointments	Temporary staff - Engineering
17/09/2020	M Armstrong	Rates refund - due to overpayment
17/09/2020	M E McKahey	Expense reimbursement - catering for COV function
02/09/2020	M G Jajko	Fitness instructor fees
17/09/2020	M G Jajko	Fitness instructor fees
02/09/2020	M Godfrey	COVID-19 acquisitional arts grant - public art project
02/09/2020	M L Humich	Fitness instructor fees
02/09/2020	M R Moyle	Crossover subsidy
02/09/2020	M Slater	Fitness instructor fees
17/09/2020	M Slater	Fitness instructor fees
17/09/2020	Major Motors Pty Ltd	Truck repairs and maintenance
02/09/2020	Marketforce Pty Ltd	Advertising services - various departments
17/09/2020	Massey's Herd	Milk supplies - Depot
17/09/2020	Matrix Traffic and Transport Data Pty Ltd	Bicycle and pedestrian data collection
02/09/2020	Maxima Group Training	School based trainees - Apprenticeship Cert II in business
17/09/2020	Maxima Group Training	School based trainees - Apprenticeship Cert II in business
15/09/2020	Mayor E Cole	Council meeting fee and Mayoral allowance
02/09/2020	McGees Property	Market rental valuation - 594-596 Beaufort Street, Mount Lawley
02/09/2020	McLeods Barristers & Solicitors	Legal services - compliance matter
04/09/2020	Mercer Spectrum	Superannuation
17/09/2020	Metal Artwork Creations	Supply of staff name badges - BPLC
17/09/2020	Metro Count	Supply of traffic data collection equipment
02/09/2020	Mindarie Regional Council	Processable and non processable waste
17/09/2020	Mindarie Regional Council	Processable and non processable waste
17/09/2020	MMJ Real Estate (WA) Pty Ltd ATF Lake Cryov Unit Trust	Market rental valuation - 15 Haynes St, North Perth
17/09/2020	My Best Friend Veterinary Centre	Vet services
24/09/2020	My Media Intelligence Pty Ltd	Media monitoring subscription 2020/21
17/09/2020	N Stokes	Expense reimbursement - purchase of coffee machines to promote R U OK Day

Date	Payee	Description
24/09/2020	Nardeep and Kiran Sunner	Rates refund - due to overpayment
08/09/2020	National Heart Foundation of Australia	Supply of skipping ropes - BPLC
17/09/2020	Natural Area Holdings Pty Ltd	Vegetation management - Smiths Lake
02/09/2020	Nightlife Music Pty Ltd	Crowd DJ - BPLC
02/09/2020	Noma Pty Ltd	Design advisory fees
17/09/2020	Noma Pty Ltd	Design advisory fees
02/09/2020	North Perth Community Garden	Expense reimbursement - public liability insurance
17/09/2020	North Perth Cricket Club	Share of turf wicket subsidy 2019/20
02/09/2020	NovoFit WA Pty Ltd	Gym equipment repairs - BPLC
17/09/2020	NovoFit WA Pty Ltd	Gym equipment repairs - BPLC
02/09/2020	Nyoongar Patrol Systems Inc.	Nyoongar patrol services
17/09/2020	O Corp Pty Ltd ATF The Stuart Street Unit Trust	Rates refund - due to overpayment
17/09/2020	Officeworks Ltd	Office supplies and consumables
02/09/2020	Opal Australian Paper	Supply of envelopes
17/09/2020	Optima Press	Printing services - infringement reminder notices
24/09/2020	Optus Billing Services Pty Ltd	Telephone and internet charges - various locations
17/09/2020	Orbit Health & Fitness Solutions Pty Ltd	Gym equipment repairs - BPLC
02/09/2020	Paula Hart	COVID-19 acquisitional arts grant - public art project (part payment)
17/09/2020	PeopleSense by Altius	Counselling services
08/09/2020	Perth Church of Christ Limited	Partial refund for hall hire, due to incorrect rate charged
17/09/2020	Pirtek Malaga	Plant repairs and maintenance
08/09/2020	Playgroup WA (Inc)	Reimbursement of membership fees collected
02/09/2020	Powerlux WA	Supply and upgrade lighting - various locations
02/09/2020	Print and Sign Co	Printing services - various departments
17/09/2020	Print and Sign Co	Printing services - various departments
02/09/2020	Pro Turf Services	Plant repairs and maintenance
02/09/2020	Professional Tree Surgeons	Tree pruning and removal services - various locations
17/09/2020	Professional Tree Surgeons	Tree pruning and removal services - various locations
17/09/2020	Proficiency Group Pty Ltd	Annual support and maintenance - Safeguard Cyber
17/09/2020	Programmed Integrated Workforce Ltd	Temporary staff - Parks
02/09/2020	Protector Fire Services Pty Ltd	Fire equipment maintenance - BPLC
08/09/2020	Protector Fire Services Pty Ltd	Upgrade fire detection and alarm system - Loftus Community Centre (50%)
02/09/2020	Public Libraries Western Australia Inc	Annual membership 2020/21
17/09/2020	R Cribbin	Part refund of Beatty Park Leisure Centre fees
17/09/2020	R E Same	Part refund of Beatty Park Leisure Centre fees
24/09/2020	R Farr	Rates refund - due to overpayment
02/09/2020	R J Stewart	Refund of infrastructure bond
02/09/2020	R J White	Rates refund - due to overpayment
17/09/2020	R Jacobs	Refund of parking permit

Date	Payee	Description
17/09/2020	R Ma	Part refund of Beatty Park Leisure Centre fees
02/09/2020	R Sanders	Vehicle repairs and maintenance
02/09/2020	Rada & Neso Services	Carpet cleaning services - BPLC
17/09/2020	Rada & Neso Services	Cleaning services - BPLC
17/09/2020	Rawlinsons (WA)	Cost estimate report - Loftus Community Centre; surveying services - BPLC
08/09/2020	Raymond Sleeman	Fitness instructor fees
24/09/2020	Raymond Sleeman	Fitness instructor fees
02/09/2020	Regents Commercial	Rent and variable outgoings - Barlee Street car park
02/09/2020	Renew Property Maintenance	Clearing rights of way and tipping fees - various locations
02/09/2020	Repeat Plastics (WA)	Supply of wheel stops and spikes
17/09/2020	Ringie	Onsite support - Cisco telephony service
02/09/2020	RPG Auto Electrics	Plant repairs and maintenance
17/09/2020	RPG Auto Electrics	Plant repairs and maintenance
17/09/2020	S De Vita	Refund of parking permit
08/09/2020	S Jamieson	Expense reimbursement - TravelSmart breakfast catering
17/09/2020	S M Aniere	Rates refund - due to overpayment
02/09/2020	S Patchett	Fitness instructor fees
17/09/2020	S Patchett	Fitness instructor fees
17/09/2020	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations
02/09/2020	SAS Locksmiths	Key cutting and lock maintenance service - various locations
02/09/2020	Scarboro Toyota	Vehicle service and repairs
17/09/2020	Scarboro Toyota	Vehicle service and repairs
17/09/2020	Securus	Security services - various locations
24/09/2020	Securus	Security services - Admin
02/09/2020	Signbiz WA Pty Ltd	Sign supplies - Admin
08/09/2020	Smart Urban Pty Ltd	Supply of tools
14/09/2020	Smartsalary Pty Limited	Payroll deduction
21/09/2020	Smartsalary Pty Limited	Payroll deduction
02/09/2020	Smoke and Mirrors AV	Supply of PA system - Citizenship ceremonies
02/09/2020	Solo Resource Recovery	Pressure cleaning services - various locations
17/09/2020	Soundtown	Repairs to PA system - BPLC
17/09/2020	Source Foods	Catering services - Community and business services planning day
24/09/2020	Source Foods	Catering services - various Council meetings
17/09/2020	SpacetoCo Pty Ltd	Facilities weekly reporting and financial handling
02/09/2020	Speedo Australia Pty Ltd	Merchandise - BPLC
02/09/2020	Sportsworld Of WA	Merchandise - BPLC
17/09/2020	Sportsworld Of WA	Merchandise - BPLC
17/09/2020	State Library of WA	Better beginnings program annual delivery 20/21
02/09/2020	Steann Pty Ltd	Bulk green waste collection

Date	Payee	Description
17/09/2020	Steann Pty Ltd	Bulk green waste collection
02/09/2020	Stephen Carrick Architects Pty Ltd	Design advisory fees
17/09/2020	Stott Hoare	Supply of computers and accessories
02/09/2020	Suez Recycling & Recovery Pty Ltd	Waste collection - BPLC
03/09/2020	SuperChoice Services Pty Ltd	Superannuation
02/09/2020	Swan Taxis Pty Ltd	Taxi vouchers - Seniors transport assistance program
02/09/2020	Synergy	Electricity and gas charges - various locations
08/09/2020	Synergy	Electricity and gas charges - various locations
14/09/2020	Synergy	Electricity and gas charges - various locations
17/09/2020	Synergy	Electricity and gas charges - various locations
24/09/2020	Synergy	Electricity and gas charges - various locations
17/09/2020	T Frost	Part refund of dog registration
24/09/2020	Tamala Park Regional Council	GST for sale of land
02/09/2020	Tangent Nominees Pty Ltd	Refund of infrastructure bond
24/09/2020	Technology One Ltd	GIS consulting services
02/09/2020	Teena Smith	Fitness instructor fees
17/09/2020	Teena Smith	Fitness instructor fees
02/09/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations
17/09/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations
24/09/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations
17/09/2020	The BBQ Man	Bin, BBQ and pressure cleaning services - various locations
02/09/2020	The Re Store Pty Ltd	Beverage supplies for Council
17/09/2020	The Royal Life Saving Society Western Australia Inc	Servicing of AIDS memorial fountain
02/09/2020	The Saint Andrew Society of WA	Refund of hall bond
03/09/2020	The Trustee for Fergco Family Super Fund	Superannuation
03/09/2020	The Trustee for Guild Retirement Fund	Superannuation
17/09/2020	TJ Depiazzi & Sons	Supply of mulch
02/09/2020	Tom Lawton - Bobcat Hire	Bobcat hire and tipping fees
17/09/2020	Tom Lawton - Bobcat Hire	Bobcat hire
08/09/2020	Tom's Towbars	Vehicle repairs and maintenance
02/09/2020	Totally Workwear	Uniform supplies - various departments
17/09/2020	Totally Workwear	Uniform supplies - Operations
02/09/2020	Tree Amigos	Street trees and parks pruning/removal - various locations
02/09/2020	Trisley's Hydraulic Services Pty Ltd	Pool equipment maintenance - BPLC
17/09/2020	Trisley's Hydraulic Services Pty Ltd	Pool equipment maintenance and water treatment - BPLC
02/09/2020	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance
02/09/2020	Truleader Pty Ltd	Refund of infrastructure bond
02/09/2020	Turf Developments (WA) Pty Ltd	Turf maintenance - various locations
17/09/2020	Turfmaster Facility Management	Turf maintenance - Leederville Oval (2 months)

Date	Payee	Description
17/09/2020	Tyres 4U Pty Ltd	Tyre replacements and maintenance
17/09/2020	Uni Camp for Kids	Refund of grounds bond
02/09/2020	Universal Diggers	Plant hire - Depot
02/09/2020	Vigilant Traffic Management Group Pty Ltd	Traffic management services - various locations
17/09/2020	Vigilant Traffic Management Group Pty Ltd	Traffic management services - various locations
17/09/2020	Volleyball WA	Refund of grounds bond
02/09/2020	Vorgee Pty Ltd	Merchandise - BPLC
02/09/2020	W.A. Hino Sales & Service	Plant repairs and maintenance
17/09/2020	W.A. Hino Sales & Service	Plant repairs and maintenance
17/09/2020	WA Profiling & Stabilisation Pty Ltd	Profiling services - various locations
02/09/2020	Water Corporation	Water charges - various locations
08/09/2020	Water Corporation	Water charges - various locations
17/09/2020	Water Corporation	Water charges - various locations
24/09/2020	Water Corporation	Water charges - various locations
17/09/2020	WC Convenience Management Pty Ltd	Maintenance of exeloos - various locations
02/09/2020	Western Resource Recovery Pty Ltd	Grease trap maintenance - various locations
02/09/2020	West-Sure Group Pty Ltd	Cash collection services - parking
17/09/2020	West-Sure Group Pty Ltd	Cash collection services - Admin
17/09/2020	Wheelers Books	Supply of library books
02/09/2020	Wilson Security	Security services - Loftus Recreation Centre
02/09/2020	Winc Australia Pty Ltd	Office supplies and consumables
17/09/2020	Winc Australia Pty Ltd	Office supplies and consumables
17/09/2020	Work Metrics Pty Ltd	Online inductions - BPLC
02/09/2020	Worldwide East Perth	Printing services - Citizenship booklets
17/09/2020	Y Gharsallah	Part refund of Beatty Park Leisure Centre fees
02/09/2020	YogaNut	Fitness instructor fees
17/09/2020	Yolande Gomez	Fitness instructor fees
17/09/2020	Youth Affairs Council Of WA	Annual membership subscription 2020/21
17/09/2020	Zumba Fitness Patricia Rojo	Fitness instructor fees
08/09/2020	Zurich Australian Insurance Ltd	Insurance excess
Payroll		
01/09/2020	Pay 5	
15/09/2020	Pay 6	
25/09/2020	Pay 7	
30/09/2020	Ad hoc	
Total Payroll		
Total Payments		

Amount	
$	10,745.71
$	170.52
$	115.60
$	582.00
$	810.00
$	53.32
$	30.00
$	56.84
$	62.00
$	905.85
$	14,658.30
$	374.00
$	220.00
$	7,372.00
$	40.90
$	709.61
$	27.50
$	58.51
$	542.43
$	5,434.00
$	3,293.84
$	44,907.75
$	39,678.37
$	2,510.05
$	9,893.50
$	260.00
$	260.00
$	1,686.02
$	880.00
$	144.21
$	473.35
$	3,801.49
$	87.18

Amount	
$	924.00
$	4,378.00
$	310.80
$	310.80
$	202,630.00
$	184,955.00
$	1,254.00
$	1,743.50
$	1,985.95
$	933.46
$	7,348.00
$	167.93
$	16,953.93
$	1,732.10
$	220.00
$	423.20
$	2,413.07
$	3,195.50
$	864.33
$	22,475.52
$	2,624.60
$	19,115.33
$	425.70
$	24.75
$	2,761.69
$	711.02
$	646.16
$	4,352.58
$	210.00
$	469.53
$	3,918.75
$	4,466.56
$	130.00
$	260.00
$	23,580.71
$	211.20
$	26,598.00
$	227.36
$	950.51

Amount	
$	950.51
$	440.00
$	825.00
$	1,350.03
$	1,286.12
$	490.00
$	484.00
$	4,266.90
$	1,185.25
$	5,720.00
$	639.98
$	434.62
$	400.75
$	3,299.12
$	402,054.30
$	1,959.56
$	1,054.24
$	995.00
$	1,935.83
$	1,935.83
$	1,935.83
$	1,935.83
$	1,935.83
$	1,935.83
$	3,255.70
$	1,935.83
$	50.00
$	267.35
$	227.36
$	292.90
$	375.00
$	260.00
$	707,444.05
$	2,094,520.56
$	241.00
$	5,603.00
$	3,678.00
$	56.00

Amount	
$	56.00
$	75,414.90
$	143.00
$	39,930.47
$	141,406.75
$	5,522.79
$	416.00
$	400.00
$	653.44
$	2,398.00
$	3,520.00
$	1,956.37
$	19.09
$	150.00
$	500.00
$	8,937.50
$	10,740.22
$	2,700.50
$	454.72
$	1,719.30
$	1,500.00
$	12,000.00
$	275.00
$	495.00
$	583.86
$	20,230.40
$	23,850.77
$	10,956.95
$	276.58
$	5,301.90
$	6,565.90
$	4,539.92
$	5,500.00
$	10,450.00
$	53.00
$	1,357.66
$	28,875.00
$	1,499.50
$	325.27

Amount	
$	250.00
$	300.00
$	151.00
$	1,603.77
$	239.85
$	239.85
$	700.00
$	4,000.00
$	16.48
$	69.24
$	295.00
$	724.00
$	1,000.00
$	132.00
$	625.24
$	170.52
$	360.00
$	600.00
$	660.00
$	113.68
$	10.00
$	30.00
$	10,480.19
$	1,456.95
$	909.15
$	1,767.53
$	1,711.80
$	150.00
$	1,903.00
$	12,625.80
$	27.59
$	102.85
$	2,500.00
$	180.00
$	20.50
$	20.50
$	87.03
$	2,956.75
$	874.87

Amount	
$	6,336.00
$	11,220.00
$	1,341.09
$	203.28
$	2,645.50
$	81.17
$	1,056.00
$	9,600.00
$	2,200.00
$	4,585.77
$	2,374.24
$	8,715.96
$	126.97
$	120.31
$	56.84
$	56.84
$	3,946.00
$	341.04
$	668.00
$	180.87
$	120.58
$	3,042.80
$	4,875.93
$	461.55
$	6,820.00
$	450.30
$	406.72
$	7,875.25
$	2,200.00
$	2,626.18
$	9,008.46
$	185.90
$	310.20
$	112,011.98
$	48,195.44
$	3,300.00
$	2,902.71
$	10,164.00
$	678.60

Amount	
$	1,557.78
$	252.00
$	1,346.90
$	518.77
$	1,100.00
$	440.00
$	881.00
$	2,583.71
$	212.45
$	159.48
$	13,750.00
$	13,284.29
$	260.00
$	700.51
$	1,345.30
$	2,743.23
$	120.54
$	5,500.00
$	2,718.90
$	1,698.75
$	265.24
$	120.00
$	10,454.40
$	783.20
$	2,100.45
$	2,783.11
$	7,172.00
$	7,865.00
$	19,910.00
$	3,921.83
$	465.03
$	7,295.75
$	250.00
$	365.49
$	161.38
$	614.06
$	500.00
$	361.50
$	180.00

Amount	
$	22.95
$	550.00
$	770.00
$	13,571.99
$	6,710.00
$	227.36
$	227.36
$	15,136.65
$	8,563.50
$	2,601.20
$	1,320.00
$	2,880.85
$	2,884.49
$	180.00
$	24.10
$	2,603.03
$	540.00
$	270.00
$	4,488.00
$	918.00
$	666.77
$	264.57
$	1,255.33
$	157.50
$	203.50
$	297.00
$	1,382.25
$	1,380.82
$	975.00
$	6,509.80
$	171.60
$	375.00
$	2,276.55
$	660.00
$	11,546.59
$	4,690.95
$	3,502.95
$	1,661.00
$	53,645.13

Amount	
$	108,239.29
$	440.00
$	19,489.80
$	481.25
$	325,061.20
$	2,200.00
$	30,036.98
$	2,086.99
$	60,460.17
$	81,624.69
$	4,298.17
$	150.00
$	1,734.43
$	6,000.00
$	4,312.00
$	330.00
$	260.00
$	527.68
$	440.49
$	24.05
$	5,001.69
$	419.00
$	1,036.98
$	600.00
$	2,881.11
$	696.23
$	6,519.70
$	17,308.50
$	5,243.70
$	600.00
$	1,762.82
$	190.00
$	97,341.46
$	247.50
$	1,104.40
$	642.77
$	5,000.00
$	1,633.50
$	9,828.50

Amount	
$	441.65
$	1,000.00
$	643.50
$	25,192.24
$	15,690.47
$	250.00
$	1,342.66
$	370.59
$	582.65
$	19,905.89
$	1,913.45
$	14,733.86
$	2,923.01
$	15,366.59
$	3,992.44
$	470.80
$	1,421.15
$	438.90
$	307.59
$	71.50
$	539.81
$	586.60
$	110.00
$	216.00
$	86.55
$	240.00
$	225.00
$	275.00
$	310.00
$	500.00
$	**5,897,895.67**
$	610,058.91
$	589,113.27
$	588,967.08
$	774.42
$	**1,788,913.68**
$	**7,686,809.35**

Creditors Report - Payments by Cheque				
01/09/20 to 30/09/20				
Creditor	***Date***	***Payee***	***Description***	***Amount***
00082610	02/09/2020	Petty Cash - Library	Petty cash recoup 27.8.20	$ 116.70
00082611	16/09/2020	Petty Cash - Finance	Petty cash recoup 16.9.20	$ 337.70
00082612	16/09/2020	Petty Cash - Library	Petty cash recoup 16.9.20	$ 154.50
00082613	16/09/2020	Petty Cash - Finance	Petty cash recoup 16.9.20	$ 337.70
00082614	16/09/2020	Petty Cash - Library	Petty cash recoup 16.9.20	$ 154.50
				$ 1,101.10
Cancelled Cheques				
00082611	16/09/2020	Petty Cash - Finance	Cheque spoilt and replaced by cheque 00082613	-$ 337.70
00082612	16/09/2020	Petty Cash - Library	Cheque spoilt and replaced by cheque 00082614	-$ 154.50
Total Cancelled Cheques				**-$ 492.20**
Total Nett Cheque Payments				**$ 608.90**

Creditors Report - Payments by Direct Debit				
01/09/20 to 30/09/20				
Credit Card Transactions for the Period 7 August 2020 - 7 September 2020				
Card Holder	***Date***	***Payee***	***Description***	***Amount***
CEO	24/08/2020	Eventbrite	Seminar - Governance & misconduct	$ 23.52
	24/08/2020	Eventbrite	Seminar - Good government and decision making	$ 23.52
	31/08/2020	Western Australian Newspapers Limited	Newspaper subscription	$ 83.60
				$ 130.64
Director Community & Business Services	11/08/2020	Planoly	Instagram management tool	$ 251.89
	11/08/2020	International transaction fee	Instagram management tool	$ 6.30
	14/08/2020	Survey Monkey	Online survey tool	$ 384.00
	20/08/2020	Wufoo.com	Software for creation of online forms	$ 26.62
	20/08/2020	International transaction fee	Software for creation of online forms	$ 0.67
	22/08/2020	Asana.com	Subscription - Project management tool	$ 335.85
	22/08/2020	International transaction fee	Subscription - Project management tool	$ 8.40
	24/08/2020	Shutterstock	Image download subscription	$ 99.00
	28/08/2020	Officeworks	Stationery - Directorate planning day	$ 85.53
	02/09/2020	Leederville Foods	Catering - Inner Perth marketing group	$ 28.03
	04/09/2020	Target	Unknown transaction - disputed	$ 386.00
				$ 1,612.29
Manager Marketing and Communications	07/08/2020	Simple Booklet	E-book system tool	$ 20.94
	07/08/2020	International transaction fee	E-book system tool	$ 0.52
	07/08/2020	Planoly	Instagram management tool	$ 12.57
	07/08/2020	International transaction fee	Instagram management tool	$ 0.31
	08/08/2020	Uber	Unknown transaction - disputed	$ 36.08
	10/08/2020	Mailchimp	Email campaign	$ 379.49
	11/08/2020	Facebook	Advertising	$ 33.00
				$ 482.91
Manager ICT	07/08/2020	The Streaming Guys	Video screen controller - Council chambers	$ 429.00
	10/08/2020	Sendgrid	Application programming interface software	$ 125.96
	10/08/2020	International transaction fee	Application programming interface software	$ 3.15
	17/08/2020	Assetsonar.com	IT asset management software	$ 21.62
	17/08/2020	International transaction fee	IT asset management software	$ 0.54
	18/08/2020	Bing Technology	Hardcopy mail digitisation pilot software	$ 680.00

Card Holder	*Date*	*Payee*	*Description*	*Amount*
	19/08/2020	Zoom	Video conferencing	$ 369.47
	27/08/2020	Officeworks	PC streaming and universal screen remote	$ 305.45
	02/09/2020	Assetsonar.com	IT asset management software	$ 271.44
	02/09/2020	International transaction fee	IT asset management software	$ 6.79
	03/09/2020	Sendgrid	Application programming interface software	$ 123.78
	03/09/2020	International transaction fee	Application programming interface software	$ 3.09
				$ 2,340.29
Manager Community Partnerships	07/08/2020	Book Depository	Supply of books	$ 229.58
	12/08/2020	Sanity	CD and DVD for library	$ 40.44
	14/08/2020	Office National	Stationery supplies - Archival binding covers	$ 89.38
	02/09/2020	Booktopia	Supply of books	$ 73.25
	02/09/2020	DBCA	Library magazine subscription	$ 33.00
	02/09/2020	Eckersley's Arts and Crafts	Craft supplies - knife and blades	$ 46.75
	02/09/2020	Buy Subscriptions	Library magazine subscription	$ 128.00
	03/09/2020	Mags Connect	Library magazine subscription	$ 89.97
				$ 730.37
Procurement and Contracts Officer	01/09/2020	Techstreet-Clarivate	Purchase of Standards Australia contract templates	$ 333.63
	02/09/2020	Woolworths	Catering supplies - TravelSmart breakfast	$ 65.75
	03/09/2020	Western Power	Application fee for streetlight upgrade - Harwood Place	$ 497.92
				$ 897.30
Total Corporate Credit Cards				**$ 6,193.80**
Direct Debits				
Lease Fees	22/09/2020	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	**$ 37,163.03**
Total Direct Debits including Credit Cards				**$ 144,535.27**

11.4 INVESTMENT REPORT AS AT 30 SEPTEMBER 2020

Attachments: **1. Investment statistics as at 30 September 2020**

RECOMMENDATION:

That Council NOTES the Investment Statistics for the month ended 30 September 2020 as detailed in Attachment 1.

COUNCIL DECISION ITEM 11.4

Moved: Cr Castle, Seconded: Cr Wallace

That the recommendation be adopted.

CARRIED UNANIMOUSLY "*EN BLOC*" (8-0)

(Cr Hallett was an apology for the Meeting.)

CITY OF VINCENT
INVESTMENT PORTFOLIO
AS AT 30 SEPTEMBER 2020

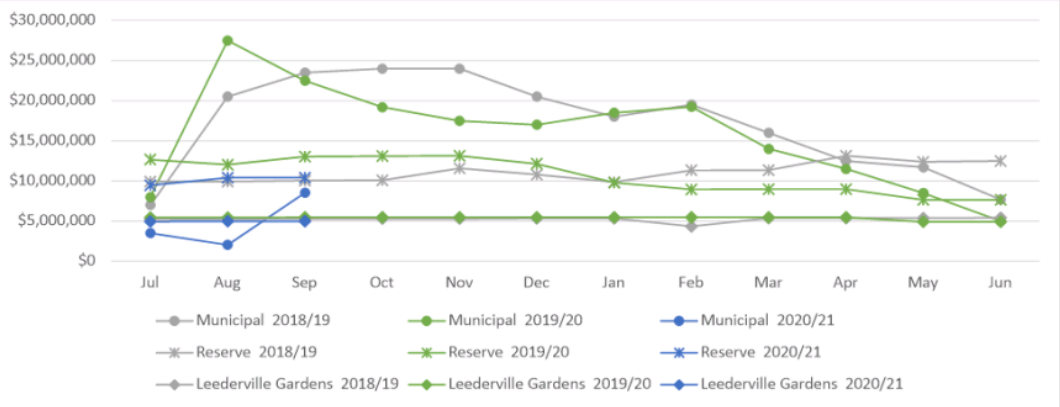
	Municipal	Reserve	Leederville Gardens Inc Surplus Trust	Total	Total
	$	$	$	$	%
BY INVESTMENT HOLDINGS					
Municipal Account	14,485,146	53,906	0	14,539,051	37.8%
Online Saver	8,531,011	0	0	8,531,011	22.2%
Term Deposits	0	10,410,164	4,980,146	15,390,310	40.0%
Equity Shares	0	0	0	0	0.0%
	23,016,156	**10,464,070**	**4,980,146**	**38,460,372**	**100.0%**
BY INSTITUTION					
Bank of Queensland	0	1,100,396	892,499	1,992,895	5.2%
Commonwealth Bank of Australia	23,016,156	53,906	0	23,070,062	60.0%
National Australia Bank	0	2,221,727	0	2,221,727	5.8%
Westpac Banking Corp	0	2,696,315	4,087,647	6,783,962	17.6%
AMP Bank	0	1,800,000	0	1,800,000	4.7%
Macquarie Bank	0	2,591,726	0	2,591,726	6.7%
	23,016,156	**10,464,070**	**4,980,146**	**38,460,372**	**100.0%**
BY CREDIT RATINGS (SHORT-TERM ISSUE)					
A-1+	23,016,156	4,971,948	4,087,647	32,075,751	83.4%
A-1	0	2,591,726	0	2,591,726	6.7%
A-2	0	2,900,396	892,499	3,792,895	9.9%
	23,016,156	**10,464,070**	**4,980,146**	**38,460,372**	**100.0%**
BY TERMS					
0-30 days	23,016,156	53,906	0	23,070,062	60.0%
31-90 days	0	1,110,863	0	1,110,863	2.9%
91-180 days	0	1,110,864	0	1,110,864	2.9%
181-270 days	0	3,796,711	892,499	4,689,210	12.2%
270-365 days	0	4,391,726	4,087,647	8,479,373	22.0%
> 1 year	0	0	0	0	
	23,016,156	**10,464,070**	**4,980,146**	**38,460,372**	**100.0%**
BY MATURITY					
0-30 days	23,016,156	1,164,770	0	24,180,926	62.9%
31-90 days	0	3,702,590	0	3,702,590	9.6%
91-180 days	0	2,211,259	892,499	3,103,758	8.1%
181-270 days	0	3,385,451	0	3,385,451	8.8%
270-365 days	0	0	4,087,647	4,087,647	10.6%
	23,016,156	**10,464,070**	**4,980,146**	**38,460,372**	**100.0%**
BY FOSSIL FUEL EXPOSURE *(as determined by www.marketforces.org.au)*					
Fossil Fuel Lending	23,016,156	7,872,344	4,980,146	35,868,646	93.3%
Non Fossil Fuel Lending	0	2,591,726	0	2,591,726	6.7%
	23,016,156	**10,464,070**	**4,980,146**	**38,460,372**	**100.0%**

CITY OF VINCENT
CURRENT INVESTMENT HOLDING
AS AT 30 SEPTEMBER 2020

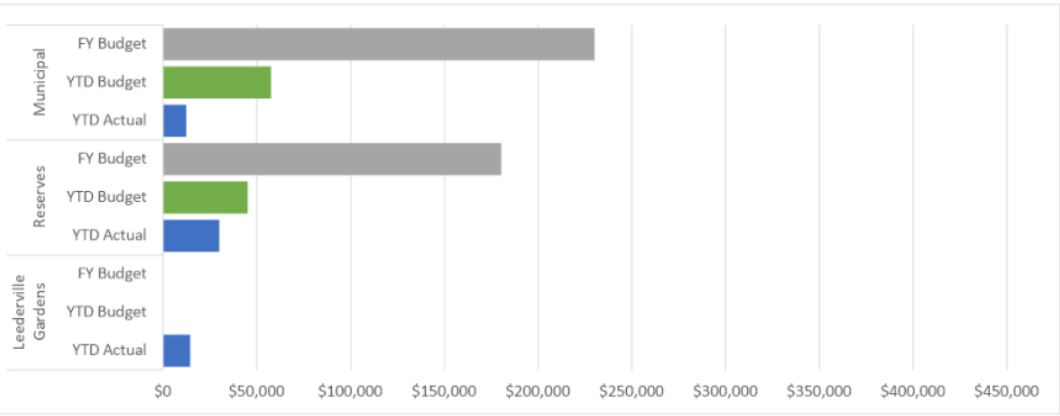
Funds	Institution	Investment Date	Maturity Date	Term	Interest Rate	Principal $
OPERATING ACCOUNTS						
Municipal	Commonwealth Bank of Australia					14,485,145
Reserve	Commonwealth Bank of Australia					53,906
Total Operating Funds						**14,539,051**
TERM DEPOSITS						
Municipal	Commonwealth Bank of Australia - Online Saver	Ongoing		180	0.65%	8,531,011
Reserve	Macquarie Bank	12/03/2020	14/12/2020	277	1.65%	2,591,726
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	23/07/2020	19/10/2020	88	0.82%	1,110,863
Reserve	National Australia Bank	23/07/2020	23/11/2020	123	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%	1,585,451
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%	1,940,148
Total Term Deposits						**23,921,321**
Total Investment Including At Call						**38,460,372**

CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 30 SEPTEMBER 2020

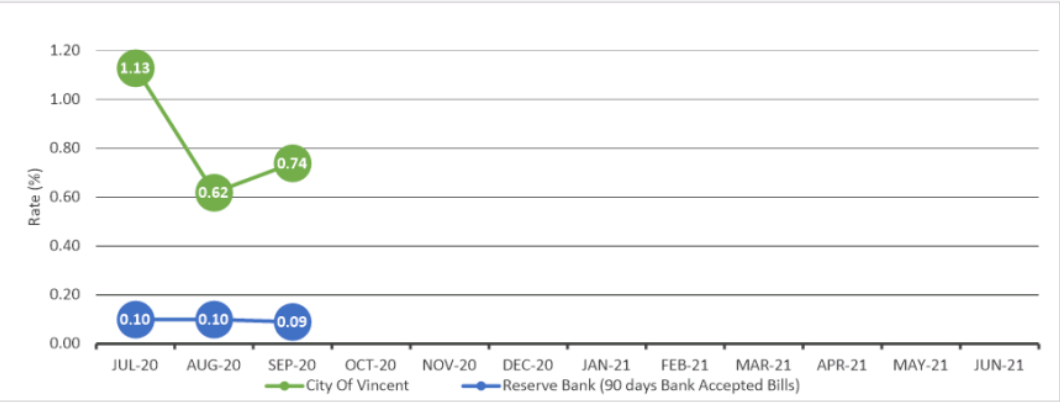
FUNDS INVESTED



INTEREST EARNINGS

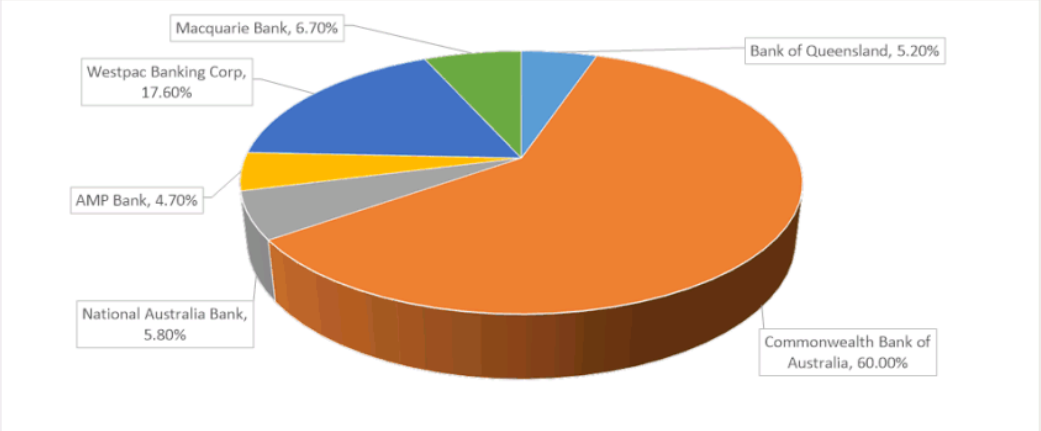


INTEREST RATE COMPARISON

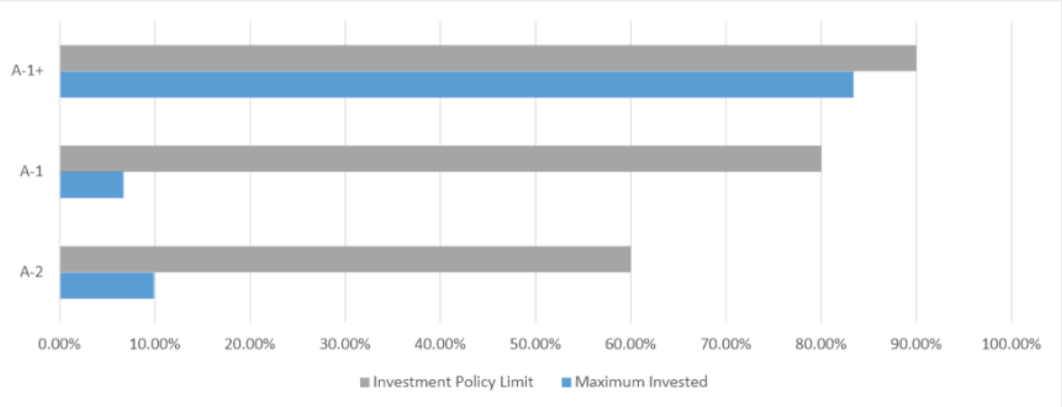


CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 30 SEPTEMBER 2020

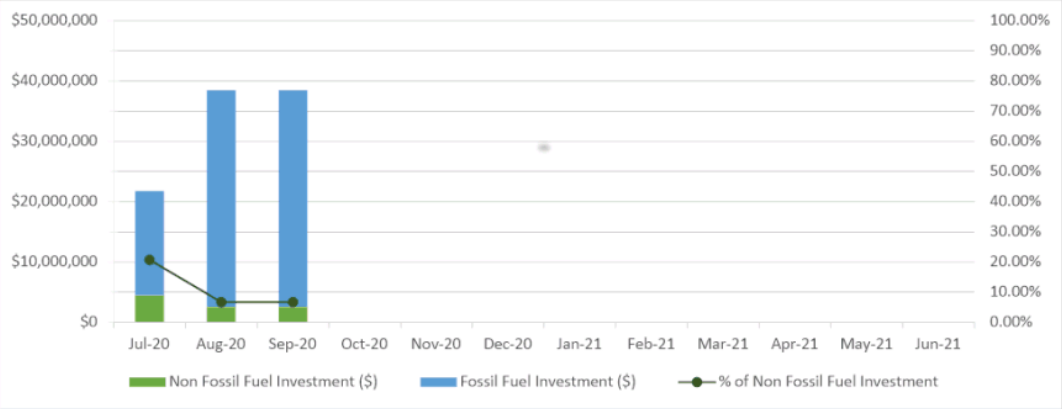
TOTAL PORTFOLIO EXPOSURE



TOTAL CREDIT EXPOSURE



FOSSIL FUEL INVESTMENT



** Selection of non fossil fuel investments is based on information provided by www.marketforces.org.au.*

CITY OF VINCENT
INVESTMENT INTEREST EARNINGS
AS AT 30 SEPTEMBER 2020

	YTD 30/09/2020 $	YTD 30/09/2019 $	FY 2020/21 $	FY 2019/20 $
MUNICIPAL FUNDS				
Budget	57,501	105,000	230,000	250,000
Interest Earnings	12,318	72,077	12,318	297,684
% Income to Budget	21.42%	68.64%	5.36%	119.07%
RESERVE FUNDS				
Budget	45,051	69,672	180,205	200,000
Interest Earnings	29,912	74,671	29,912	223,720
% Income to Budget	66.40%	107.18%	16.60%	111.86%
LEEDERVILLE GARDENS INC SURPLUS TRUST				
Budget	0	0	0	0
Interest Earnings	14,390	29,316	6,373	29,316
% Income to Budget	0.00%	0.00%	0.00%	0.00%
TOTAL				
Budget	102,552	174,672	410,205	450,000
Interest Earnings	56,620	176,064	48,603	550,720
% Income to Budget	55.21%	100.80%	11.85%	122.38%
Variance	(45,932)	1,392	(361,602)	100,720
% Variance to Budget	-44.79%	0.80%	-88.15%	22.38%
TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)				
Budget	102,552	174,672	410,205	450,000
Interest Earnings	42,230	146,748	42,230	521,404
% Income to Budget	41.18%	84.01%	10.29%	115.87%
Variance	(60,322)	(27,924)	(367,975)	71,404
% Variance to Budget	-58.82%	-15.99%	-89.71%	15.87%

11.5 FINANCIAL STATEMENTS AS AT 30 SEPTEMBER 2020

Attachments: 1. Financial Statements as at 30 September 2020

RECOMMENDATION:

That Council RECEIVES the Financial Statements for the month ended 30 September 2020 as shown in Attachment 1.

COUNCIL DECISION ITEM 11.5

Moved: Cr Castle, Seconded: Cr Wallace

That the recommendation be adopted.

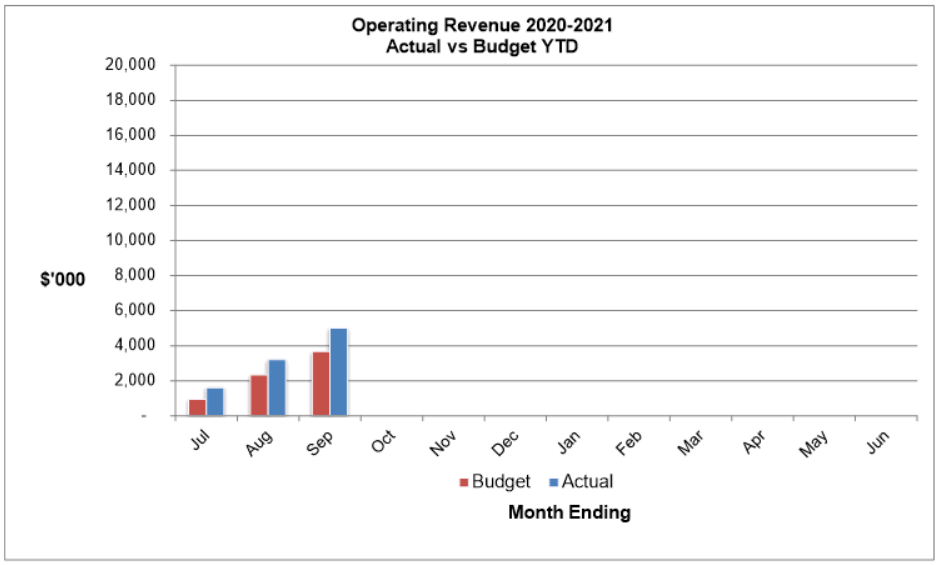
CARRIED UNANIMOUSLY *"EN BLOC"* (8-0)

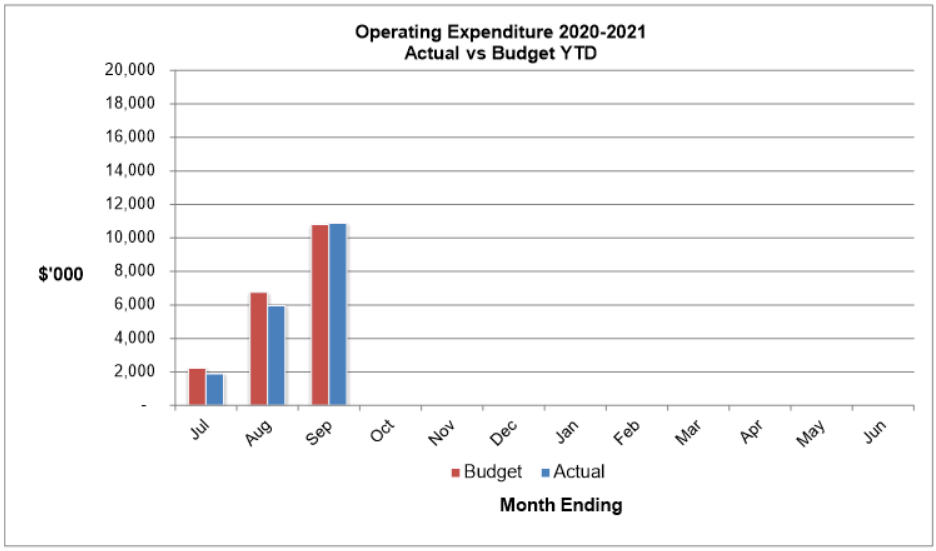
(Cr Hallett was an apology for the Meeting.)

CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

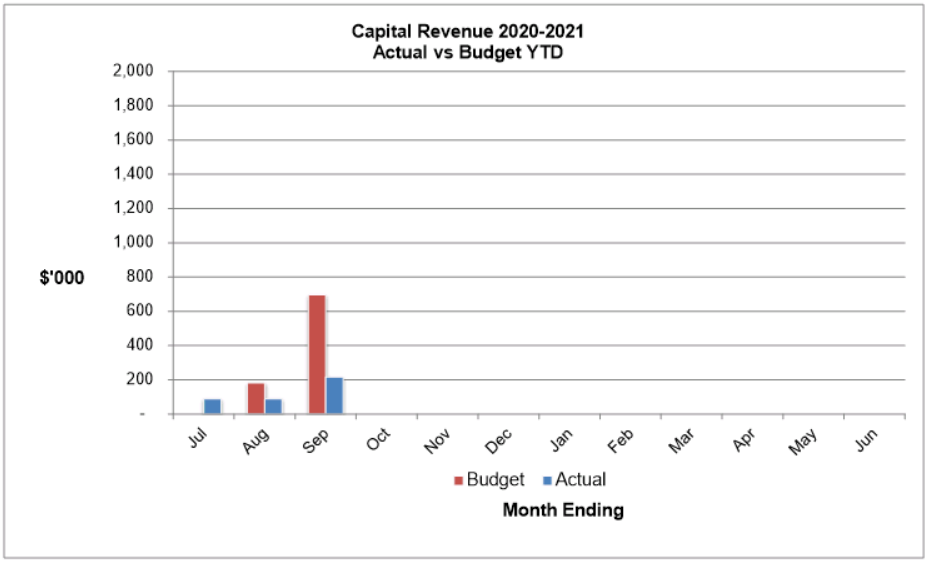
	Adopted Budget 2020/21	YTD Budget 30/09/2020	YTD Actual 30/09/2020	YTD Variance	YTD Variance
	$	$	$	$	%
Opening Funding Surplus/(Deficit)	**1,615,763**	**1,615,763**	**2,963,903**	**1,348,140**	**83.4%**
Revenue from operating activities					
Governance	43,000	8,751	21,295	12,544	143.3%
General Purpose Funding	1,566,205	645,104	446,418	(198,686)	-30.8%
Law, Order and Public Safety	300,000	92,529	44,376	(48,153)	-52.0%
Health	261,517	71,597	306,224	234,627	327.7%
Education and Welfare	98,647	7,361	35,934	28,573	388.2%
Community Amenities	777,134	425,928	434,063	8,135	1.9%
Recreation and Culture	4,911,558	1,224,403	1,729,431	505,028	41.2%
Transport	4,109,953	1,099,902	1,813,551	713,649	64.9%
Economic Services	199,960	50,008	74,145	24,137	48.3%
Other Property and Services	508,388	51,803	95,572	43,769	84.5%
	12,776,362	3,677,386	5,001,009	1,323,623	36.0%
Expenditure from operating activities					
Governance	(3,338,549)	(734,329)	(740,271)	(5,942)	0.8%
General Purpose Funding	(817,358)	(222,114)	(117,652)	104,462	-47.0%
Law, Order and Public Safety	(1,590,766)	(362,776)	(342,098)	20,678	-5.7%
Health	(1,715,207)	(363,160)	(341,926)	21,234	-5.8%
Education and Welfare	(354,944)	(33,274)	(31,384)	1,890	-5.7%
Community Amenities	(12,202,555)	(2,415,752)	(2,483,580)	(67,828)	2.8%
Recreation and Culture	(19,879,577)	(3,917,974)	(4,117,044)	(199,070)	5.1%
Transport	(12,978,459)	(2,361,413)	(2,377,977)	(16,564)	0.7%
Economic Services	(544,015)	(115,706)	(123,357)	(7,651)	6.6%
Other Property and Services	(2,365,855)	(282,475)	(196,334)	86,141	-30.5%
	(55,787,285)	(10,808,973)	(10,871,623)	(62,650)	0.6%
Add Deferred Rates Adjustment	0	0	10,824	10,824	0.0%
Add Back Depreciation	11,875,779	0	0	0	0.0%
Adjust (Profit)/Loss on Asset Disposal	(243,199)	13,303	0	(13,303)	-100.0%
	11,632,580	13,303	10,824	(2,479)	-18.6%
Amount attributable to operating activities	**(31,378,343)**	**(7,118,284)**	**(5,859,790)**	**1,258,494**	**-17.7%**
Investing Activities					
Non-operating Grants, Subsidies and Contributions	1,777,283	696,326	216,151	(480,175)	-69.0%
Purchase Land and Buildings	(4,886,398)	(572,000)	(209,986)	362,014	-63.3%
Purchase Infrastructure Assets	(4,199,844)	(819,554)	(565,157)	254,397	-31.0%
Purchase Plant and Equipment	(346,810)	(246,000)	(196,848)	49,152	-20.0%
Purchase Furniture and Equipment	(1,037,100)	(150,000)	(127,282)	22,718	-15.1%
Proceeds from Joint Venture Operations	250,000	0	0	0	0.0%
Proceeds from Disposal of Assets	90,000	36,800	91,208	54,408	147.8%
Amount attributable to investing activities	**(8,352,869)**	**(1,054,428)**	**(791,914)**	**262,514**	**-24.9%**
Financing Activities					
Principal elements of finance lease payments	(91,377)	(22,844)	(22,844)	0	0.0%
Repayment of Debentures	(887,431)	(194,465)	(194,462)	3	0.0%
Proceeds from New Debentures	0	0	0	0	0.0%
Transfer to Reserves	(809,450)	(138,468)	(262,230)	(123,762)	89.4%
Transfer from Reserves	4,057,183	1,014,291	774,686	(239,605)	-23.6%
Amount attributable to financing activities	**2,268,925**	**658,514**	**295,150**	**(363,364)**	**-55.2%**
Surplus/(Deficit) before general rates	(35,846,524)	(5,898,435)	(3,392,651)	2,505,784	-42.5%
Total amount raised from general rates	35,664,317	35,445,254	35,467,688	22,434	0.1%
Closing Funding Surplus/(Deficit)	**(182,207)**	**29,546,819**	**32,075,037**	**2,528,218**	**8.6%**

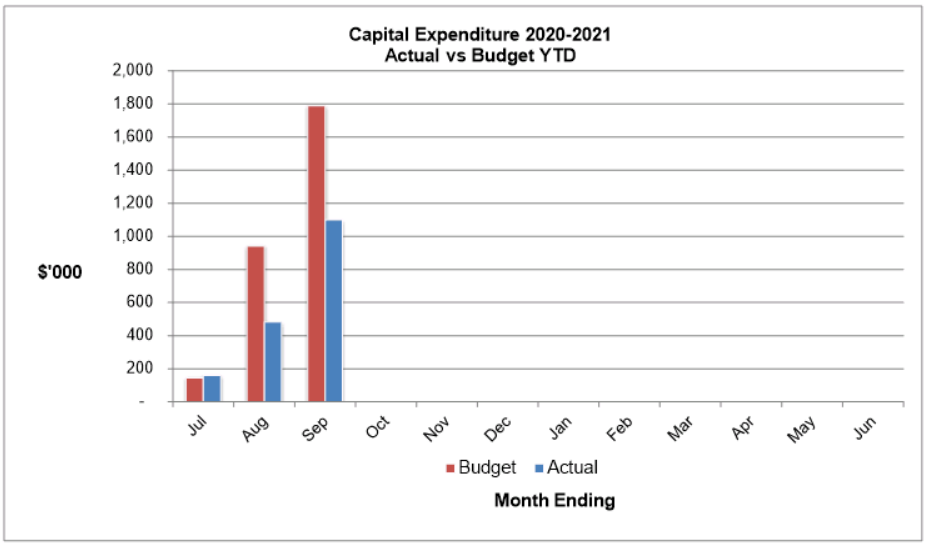
CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM - GRAPH
AS AT 30 SEPTEMBER 2020





CITY OF VINCENT
NOTE 1 - CAPITAL REVENUE / EXPENDITURE PROGRAM
AS AT 30 SEPTEMBER 2020





CITY OF VINCENT
NOTE 2 - STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	YTD Variance %
Revenue					
Rates	35,664,317	35,445,254	35,467,688	22,434	0%
Operating Grants, Subsidies and Contributions	794,656	178,900	132,283	(46,617)	-26.1%
Fees and Charges	10,094,536	3,002,950	4,488,460	1,485,510	49.5%
Interest Earnings	663,205	269,725	169,420	(100,305)	-37.2%
Other Revenue	967,463	225,811	210,847	(14,964)	-6.6%
	48,184,177	39,122,640	40,468,698	1,346,058	3.4%
Expenses					
Employee Costs	(22,859,760)	(5,148,304)	(5,766,987)	(618,683)	12.0%
Materials and Contracts	(15,922,056)	(4,122,049)	(3,624,873)	497,176	-12.1%
Utility Charges	(1,501,040)	(352,341)	(284,985)	67,356	-19.1%
Depreciation on Non-Current Assets	(11,875,779)	0	0	0	0.0%
Interest Expenses	(491,960)	(108,702)	(72,464)	36,238	-33.3%
Insurance Expenses	(510,179)	(127,545)	(124,608)	2,937	-2.3%
Other Expenditure	(2,613,208)	(936,729)	(997,707)	(60,978)	6.5%
	(55,773,982)	(10,795,670)	(10,871,624)	(75,954)	0.7%
	(7,589,805)	28,326,970	29,597,074	1,270,104	4.5%
Non-operating Grants, Subsidies and Contributions	1,777,283	696,326	216,151	(480,175)	-69.0%
Profit on Disposal of Assets	6,502	0	0	0	0.0%
Loss on Disposal of Assets	(13,303)	(13,303)	0	13,303	-100.0%
Profit on Assets Held for Sale (TPRC Joint Venture)	250,000	0	0	0	0.0%
	2,020,482	683,023	216,151	(466,872)	-68.4%
Net result	**(5,569,323)**	**29,009,993**	**29,813,225**	**803,232**	**2.8%**
Other comprehensive income					
Items that will not be reclassified subsequently to profit or loss					
Total other comprehensive income	0	0	0	0	0.0%
Total comprehensive income	**(5,569,323)**	**29,009,993**	**29,813,225**	**803,232**	**2.8%**

CITY OF VINCENT
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
NOTE 3 - NET CURRENT FUNDING POSITION
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

	Note	YTD Actual	FY Actual
		30/09/2020	30/06/2020
		$	$
Current Assets			
Cash Unrestricted		21,970,241	9,108,463
Cash Restricted		10,464,070	10,976,525
Investments		11,000	11,000
Receivables - Rates	7	18,649,163	1,066,726
Receivables - Other	8	1,938,287	2,123,159
Inventories		225,008	185,473
		53,257,769	23,471,346
Less: Current Liabilities			
Payables		(7,645,428)	(6,456,900)
Provisions - employee		(4,331,124)	(4,321,632)
		(11,976,552)	(10,778,532)
Unadjusted Net Current Assets		**41,281,217**	**12,692,814**
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	6	(10,464,069)	(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		897,707	887,431
Add: Infringement Debtors transferred to non current asset		971,183	971,183
		(9,206,179)	(9,728,911)
Adjusted Net Current Assets		**32,075,038**	**2,963,903**

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 SEPTEMBER 2020

	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Chief Executive Officer						
Chief Executive Officer Expenditure						
Employee Costs	478,873	99,557	111,166	11,609	12%	
Other Employee Costs	25,566	8,715	4,065	(4,650)	-53%	
Other Expenses	120,700	1,323	58,851	57,528	4348%	Budget phasing variance. Expenditure relating to WALGA annual membership fees.
Chief Executive Officer Expenditure Total	**625,139**	**109,595**	**174,082**	**64,487**	**59%**	
Chief Executive Officer Indirect Costs						
Allocations	(625,139)	(109,595)	(174,082)	(64,487)	59%	
Chief Executive Officer Indirect Costs Total	**(625,139)**	**(109,595)**	**(174,082)**	**(64,487)**	**59%**	
Chief Executive Officer Total	**0**	**0**	**0**	**(0)**	**100%**	
Members of Council						
Members Of Council Expenditure						
Employee Costs	86,645	20,073	26,628	6,555	33%	
Other Employee Costs	20,000	5,001	0	(5,001)	-100%	
Other Expenses	352,600	79,521	78,732	(789)	-1%	
Members Of Council Expenditure Total	**459,245**	**104,595**	**105,360**	**765**	**1%**	
Members Of Council Indirect Costs						
Allocations	44,760	8,246	9,059	813	10%	
Members Of Council Indirect Costs Total	**44,760**	**8,246**	**9,059**	**813**	**10%**	
Members of Council Total	**504,005**	**112,841**	**114,419**	**1,578**	**1%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 SEPTEMBER 2020

	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Corporate Strategy and Governance Expenditure						
Corporate Strategy and Governance Expenditure						
Employee Costs	713,547	165,608	179,584	13,976	8%	
Other Employee Costs	12,000	3,000	950	(2,050)	-68%	
Other Expenses	154,950	38,742	22,963	(15,779)	-41%	
Operating Projects	52,000	12,500	12,955	455	4%	
Corporate Strategy and Governance Expenditure Total	**932,497**	**219,850**	**216,452**	**(3,398)**	**-2%**	
Corporate Strategy and Governance Expenditure Total	**932,497**	**219,850**	**216,452**	**(3,398)**	**-2%**	
Corporate Strategy and Governance Indirect Costs						
Corporate Strategy and Governance Indirect Costs						
Allocations	383,758	73,040	80,130	7,090	10%	
Corporate Strategy and Governance Indirect Costs Total	**383,758**	**73,040**	**80,130**	**7,090**	**10%**	
Corporate Strategy and Governance Indirect Costs Total	**383,758**	**73,040**	**80,130**	**7,090**	**10%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 SEPTEMBER 2020

	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Human Resources						
Human Resources Revenue						
Revenue	(35,000)	(8,751)	(21,109)	(12,358)	141%	
Human Resources Revenue Total	**(35,000)**	**(8,751)**	**(21,109)**	**(12,358)**	**141%**	
Human Resources Expenditure						
Employee Costs	763,726	162,394	225,154	62,760	39%	Timing variance relating to parental leave payments.
Other Employee Costs	152,100	37,065	4,430	(32,635)	-88%	Timing variance relating to employee related initiatives.
Other Expenses	95,829	34,807	17,280	(17,527)	-50%	
Human Resources Expenditure Total	**1,011,655**	**234,266**	**246,864**	**12,598**	**5%**	
Human Resources Indirect Costs						
Allocations	(976,655)	(225,515)	(225,755)	(240)	0%	
Human Resources Indirect Costs Total	**(976,655)**	**(225,515)**	**(225,755)**	**(240)**	**0%**	
Human Resources Total	**0**	**0**	**(0)**	**(0)**	**100%**	
Information Technology						
Information Technology Expenditure						
Employee Costs	477,253	99,281	111,525	12,244	12%	
Other Employee Costs	6,000	1,500	0	(1,500)	-100%	
Other Expenses	1,369,900	364,975	451,691	86,716	24%	Timing variance relating to software annual maintenance costs.
Operating Projects	80,000	20,006	6,307	(13,699)	-68%	
Information Technology Expenditure Total	**1,933,153**	**485,762**	**569,523**	**83,761**	**17%**	
Information Technology Indirect Costs						
Allocations	(1,933,153)	(485,762)	(569,523)	(83,761)	17%	
Information Technology Indirect Costs Total	**(1,933,153)**	**(485,762)**	**(569,523)**	**(83,761)**	**17%**	
Information Technology Total	**0**	**0**	**0**	**0**	**100%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 SEPTEMBER 2020

	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	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	59,687	67,802	8,115	14%	
Other Employee Costs	4,000	107	(550)	(657)	-614%	
Other Expenses	38,650	5,910	2,723	(3,187)	-54%	
Operating Projects	40,000	9,400	3,386	(6,014)	-64%	
Records Management Expenditure Total	**369,557**	**75,104**	**73,360**	**(1,744)**	**-2%**	
Records Management Indirect Costs						
Allocations	(369,557)	(75,104)	(73,174)	1,930	-3%	
Records Management Indirect Costs Total	**(369,557)**	**(75,104)**	**(73,174)**	**1,930**	**-3%**	
Records Management Total	**0**	**0**	**0**	**0**	**100%**	
Director Community and Business Services						
Director Community and Business Services						
Employee Costs	336,224	69,906	73,978	4,072	6%	
Other Employee Costs	3,671	918	502	(416)	-45%	
Other Expenses	4,250	1,059	122	(937)	-88%	
Director Community and Business Services Total	**344,145**	**71,883**	**74,602**	**2,719**	**4%**	
Director Community and Business Services Total	**344,145**	**71,883**	**74,602**	**2,719**	**4%**	
Director Community and Business Ser Indirect Costs						
Director Community and Business Ser Indirect Costs						
Allocations	(344,145)	(71,883)	(74,602)	(2,719)	4%	
Director Community and Business Ser Indirect Costs Total	**(344,145)**	**(71,883)**	**(74,602)**	**(2,719)**	**4%**	
Director Community and Business Ser Indirect Costs Total	**(344,145)**	**(71,883)**	**(74,602)**	**(2,719)**	**4%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 SEPTEMBER 2020

	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Finance Services						
Finance Services Revenue						
Revenue	(800)	(201)	(663)	(462)	230%	
Finance Services Revenue Total	**(800)**	**(201)**	**(663)**	**(462)**	**230%**	
Finance Services Expenditure						
Employee Costs	810,530	168,617	209,054	40,437	24%	Budget phasing variance.
Other Employee Costs	9,100	2,024	0	(2,024)	-100%	
Other Expenses	238,100	28,074	12,739	(15,335)	-55%	
Finance Services Expenditure Total	**1,057,730**	**198,715**	**221,792**	**23,077**	**12%**	
Finance Services Indirect Costs						
Allocations	(1,056,930)	(198,514)	(221,130)	(22,616)	11%	
Finance Services Indirect Costs Total	**(1,056,930)**	**(198,514)**	**(221,130)**	**(22,616)**	**11%**	
Finance Services Total	**0**	**0**	**(0)**	**(0)**	**100%**	
Insurance Premium						
Insurance Premium Expenditure						
Other Expenses	510,179	127,545	124,608	(2,937)	-2%	
Insurance Premium Expenditure Total	**510,179**	**127,545**	**124,608**	**(2,937)**	**-2%**	
Insurance Premium Recovery						
Allocations	(510,179)	(127,545)	(124,608)	2,937	-2%	
Insurance Premium Recovery Total	**(510,179)**	**(127,545)**	**(124,608)**	**2,937**	**-2%**	
Insurance Premium Total	**0**	**0**	**0**	**0**		

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Insurance Claim						
Insurance Claim Recoup						
Revenue	(65,000)	(16,250)	(38,785)	(22,535)	139%	Recoups received earlier than anticipated.
Insurance Claim Recoup Total	**(65,000)**	**(16,250)**	**(38,785)**	**(22,535)**	**139%**	
Insurance Claim Expenditure						
Other Expenses	5,000	1,052	1,500	448	43%	
Insurance Claim Expenditure Total	**5,000**	**1,052**	**1,500**	**448**	**43%**	
Insurance Claim Total	**(60,000)**	**(15,198)**	**(37,285)**	**(22,087)**	**145%**	
Mindarie Regional Council						
Mindarie Regional Council Revenue						
Revenue	(122,629)	(23,157)	(39,643)	(16,486)	71%	
Mindarie Regional Council Revenue Total	**(122,629)**	**(23,157)**	**(39,643)**	**(16,486)**	**71%**	
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)**	**(23,157)**	**(39,643)**	**(16,486)**	**71%**	
General Purpose Revenue						
General Purpose Revenue						
Revenue	(1,023,205)	(248,620)	(172,367)	76,253	-31%	Interest income lower due to low interest rates.
General Purpose Revenue Total	**(1,023,205)**	**(248,620)**	**(172,367)**	**76,253**	**-31%**	
General Purpose Revenue Total	**(1,023,205)**	**(248,620)**	**(172,367)**	**76,253**	**-31%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Rates Services						
Rates Services Revenue						
Revenue	(36,207,317)	(35,841,738)	(35,741,739)	99,999	0%	
Rates Services Revenue Total	**(36,207,317)**	**(35,841,738)**	**(35,741,739)**	**99,999**	**0%**	
Rates Services Expenditure						
Employee Costs	259,233	60,261	66,788	6,527	11%	
Other Expenses	158,950	71,868	20,653	(51,215)	-71%	Timing variance relating to bank charges.
Operating Projects	250,000	62,500	0	(62,500)	-100%	Timing variance relating to financial hardship waivers. Budget phasing to be adjusted accordingly.
Rates Services Expenditure Total	**668,183**	**194,629**	**87,441**	**(107,188)**	**-55%**	
Rates Services Indirect Costs						
Allocations	149,175	27,485	30,211	2,726	10%	
Rates Services Indirect Costs Total	**149,175**	**27,485**	**30,211**	**2,726**	**10%**	
Rates Services Total	**(35,389,959)**	**(35,619,624)**	**(35,624,087)**	**(4,463)**	**0%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	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	184,886	184,215	19,329	12%	
Other Employee Costs	1,000	250	0	(250)	-100%	
Other Expenses	347,643	73,667	49,239	(24,428)	-33%	Timing variance relating to website development and art maintenance works.
Operating Projects	50,000	12,300	0	(12,300)	-100%	
Marketing and Communications Expenditure Total	**1,108,394**	**251,103**	**233,455**	**(17,648)**	-7%	
Marketing and Communications Indirect Costs						
Allocations	367,981	67,787	74,706	6,919	10%	
Marketing and Communications Indirect Costs Total	**367,981**	**67,787**	**74,706**	**6,919**	**10%**	
Marketing and Communications Total	**1,468,375**	**318,890**	**308,161**	**(10,729)**	-3%	
Art and Culture						
Art and Culture						
Other Expenses	46,000	5,750	175	(5,575)	-97%	
Art and Culture Total	**46,000**	**5,750**	**175**	**(5,575)**	**-97%**	
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**	**5,750**	**175**	**(5,575)**	**-97%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Community Partnerships Revenue						
Community Partnerships Revenue						
Revenue	0	0	(242)	(242)	100%	
Community Partnerships Revenue Total	**0**	**0**	**(242)**	**(242)**	**100%**	
Community Partnerships Revenue Total	**0**	**0**	**(242)**	**(242)**	**100%**	
Community Partnership Expenditure						
Community Partnership Expenditure						
Employee Costs	420,153	97,879	100,873	2,994	3%	
Other Employee Costs	9,430	6,107	1,107	(5,000)	-82%	
Other Expenses	222,000	53,431	2,763	(50,668)	-95%	Timing variance relating to donations and sponsorships.
Community Partnership Expenditure Total	**651,583**	**157,417**	**104,743**	**(52,674)**	**-33%**	
Community Partnership Expenditure Total	**651,583**	**157,417**	**104,743**	**(52,674)**	**-33%**	
Community Partnerships Indirect Costs						
Community Partnerships Indirect Costs						
Allocations	231,602	42,852	47,316	4,464	10%	
Community Partnerships Mgmt Admin Alloca	0	0	0	0		
Community Partnerships Indirect Costs Total	**231,602**	**42,852**	**47,316**	**4,464**	**10%**	
Community Partnerships Indirect Costs Total	**231,602**	**42,852**	**47,316**	**4,464**	**10%**	
Beatty Park Leisure Centre Administration						
Beatty Park Leisure Centre Admin Revenue						
Revenue	(1,321,350)	(427,459)	(616,243)	(188,784)	44%	Revenue higher than anticipated.
Beatty Park Leisure Centre Admin Revenue Total	**(1,321,350)**	**(427,459)**	**(616,243)**	**(188,784)**	**44%**	
Beatty Park Leisure Centre Admin Indirect Revenue						
Allocations	1,321,350	427,459	616,243	188,784	44%	
Beatty Park Leisure Centre Admin Indirect Revenue Total	**1,321,350**	**427,459**	**616,243**	**188,784**	**44%**	
Beatty Park Leisure Centre Admin Expenditure						
Employee Costs	740,668	154,029	160,332	6,303	4%	
Other Employee Costs	19,128	8,311	2,209	(6,102)	-73%	
Other Expenses	122,100	18,799	30,064	11,265	60%	
Beatty Park Leisure Centre Admin Expenditure Total	**881,896**	**181,139**	**192,604**	**11,465**	**6%**	
Beatty Park Leisure Centre Admin Indirect Costs						
Allocations	(881,896)	(181,139)	(192,604)	(11,465)	6%	
Beatty Park Leisure Centre Admin Indirect Costs Total	**(881,896)**	**(181,139)**	**(192,604)**	**(11,465)**	**6%**	
Beatty Park Leisure Centre Administration Total	**0**	**0**	**0**	**(0)**	**100%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Beatty Park Leisure Centre Building						
Beatty Park Leisure Centre Building Revenue						
Revenue	(166,966)	(3,945)	(12,864)	(8,919)	226%	
Beatty Park Leisure Centre Building Revenue Total	**(166,966)**	**(3,945)**	**(12,864)**	**(8,919)**	**226%**	
Building Maintenance	399,850	80,590	72,118	(8,472)	-11%	
Ground Maintenance	41,800	10,803	4,710	(6,093)	-56%	
Other Expenses	2,028,257	130,936	127,287	(3,649)	-3%	
Beatty Park Leisure Centre Occupancy Costs Total	**2,469,907**	**222,329**	**204,115**	**(18,214)**	**-8%**	
Beatty Park Leisure Centre Indirect Costs						
Allocations	(2,302,941)	(218,384)	(190,671)	27,713	-13%	
Beatty Park Leisure Centre Indirect Costs Total	**(2,302,941)**	**(218,384)**	**(190,671)**	**27,713**	**-13%**	
Beatty Park Leisure Centre Building Total	**0**	**0**	**580**	**580**	**100%**	
Swimming Pool Areas						
Swimming Pool Areas Revenue						
Revenue	(1,071,600)	(242,885)	(234,847)	8,038	-3%	
Swimming Pool Areas Revenue Total	**(1,071,600)**	**(242,885)**	**(234,847)**	**8,038**	**-3%**	
Swimming Pool Areas Indirect Revenue						
Allocations	(213,134)	(68,950)	(99,462)	(30,512)	44%	
Swimming Pool Areas Indirect Revenue Total	**(213,134)**	**(68,950)**	**(99,462)**	**(30,512)**	**44%**	
Swimming Pool Areas Expenditure						
Employee Costs	621,038	144,974	224,108	79,134	55%	Operations have commenced as normal. Budget to be adjusted accordingly at the November review.
Other Employee Costs	16,500	4,948	1,100	(3,848)	-78%	
Other Expenses	133,170	26,944	20,717	(6,227)	-23%	
Swimming Pool Areas Expenditure Total	**770,708**	**176,866**	**245,926**	**69,060**	**39%**	
Swimming Pool Areas Indirect Costs						
Allocations	2,487,977	326,876	319,063	(7,813)	-2%	
Swimming Pool Areas Indirect Costs Total	**2,487,977**	**326,876**	**319,063**	**(7,813)**	**-2%**	
Swimming Pool Areas Total	**1,973,951**	**191,907**	**230,680**	**38,773**	**20%**	

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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Swim School						
Swim School Revenue						
Revenue	(176,500)	(78,422)	(358,427)	(280,005)	357%	Operations have commenced as normal. Budget to be adjusted accordingly at the November review.
Swim School Revenue Total	**(176,500)**	**(78,422)**	**(358,427)**	**(280,005)**	**357%**	
Swim School Indirect Revenue						
Allocations	(2,511)	(812)	(1,109)	(297)	37%	
Swim School Indirect Revenue Total	**(2,511)**	**(812)**	**(1,109)**	**(297)**	**37%**	
Swim School Expenditure						
Employee Costs	272,792	63,495	229,446	165,951	261%	Operations have commenced as normal. Budget to be adjusted accordingly at the November review.
Other Employee Costs	6,000	2,250	546	(1,704)	-76%	
Other Expenses	14,250	2,825	6,409	3,784	144%	
Swim School Expenditure Total	**293,042**	**68,370**	**236,401**	**168,031**	**246%**	
Swim School Indirect Costs						
Allocations	176,166	27,401	28,880	1,479	5%	
Swim School Indirect Costs Total	**176,166**	**27,401**	**28,880**	**1,479**	**5%**	
Swim School Total	**290,197**	**16,537**	**(94,256)**	**(110,793)**	**-670%**	
Café						
Cafe Revenue						
Revenue	0	0	0	0		
Cafe Revenue Total	**0**	**0**	**0**	**0**		
Cafe Indirect Revenue						
Allocations	0	0	0	0		
Cafe Indirect Revenue Total	**0**	**0**	**0**	**0**		
Cafe Expenditure						
Employee Costs	0	0	34,280	34,280	100%	Redundancy payment resulting from the closure of the Cafe. Budget to be adjusted at the November review.
Other Expenses	0	0	1,493	1,493	100%	
Cafe Expenditure Total	**0**	**0**	**35,773**	**35,773**	**100%**	
Cafe Indirect Costs						
Allocations	0	0	0	0		
Cafe Indirect Costs Total	**0**	**0**	**0**	**0**		
Café Total	**0**	**0**	**35,773**	**35,773**	**100%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Retail						
Retail Revenue						
Revenue	(260,000)	(25,000)	(117,897)	(92,897)	372%	Revenue higher than anticipated.
Retail Revenue Total	**(260,000)**	**(25,000)**	**(117,897)**	**(92,897)**	**372%**	
Retail Indirect Revenue						
Allocations	(529)	(171)	(247)	(76)	44%	
Retail Indirect Revenue Total	**(529)**	**(171)**	**(247)**	**(76)**	**44%**	
Retail Expenditure						
Employee Costs	41,087	9,565	15,523	5,958	62%	
Other Employee Costs	250	125	0	(125)	-100%	
Other Expenses	123,700	28,349	47,109	18,760	66%	
Retail Expenditure Total	**165,037**	**38,039**	**62,632**	**24,593**	**65%**	
Retail Indirect Costs						
Allocations	72,922	11,873	12,089	216	2%	
Retail Indirect Costs Total	**72,922**	**11,873**	**12,089**	**216**	**2%**	
Retail Total	**(22,570)**	**24,741**	**(43,422)**	**(68,163)**	**-276%**	
Health and Fitness						
Health and Fitness Revenue						
Revenue	(45,600)	(14,111)	(35,474)	(21,363)	151%	Operations have commenced as normal. Budget to be adjusted accordingly at the November review.
Health and Fitness Revenue Total	**(45,600)**	**(14,111)**	**(35,474)**	**(21,363)**	**151%**	
Health and Fitness Indirect Revenue						
Allocations	(731,235)	(236,555)	(340,639)	(104,084)	44%	
Health and Fitness Indirect Revenue Total	**(731,235)**	**(236,555)**	**(340,639)**	**(104,084)**	**44%**	
Health and Fitness Expenditure						
Employee Costs	399,625	93,249	152,745	59,496	64%	Operations have commenced as normal. Budget to be adjusted accordingly at the November review.
Other Employee Costs	8,700	1,800	0	(1,800)	-100%	
Other Expenses	66,500	7,250	14,990	7,740	107%	
Health and Fitness Expenditure Total	**474,825**	**102,299**	**167,734**	**65,435**	**64%**	
Health and Fitness Indirect Costs						
Allocations	510,434	78,534	77,941	(593)	-1%	
Health and Fitness Indirect Costs Total	**510,434**	**78,534**	**77,941**	**(593)**	**-1%**	
Health and Fitness Total	**208,424**	**(69,833)**	**(130,438)**	**(60,605)**	**87%**	

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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Group Fitness						
Group Fitness Revenue						
Revenue	(30,000)	(11,513)	(19,997)	(8,484)	74%	
Group Fitness Revenue Total	**(30,000)**	**(11,513)**	**(19,997)**	**(8,484)**	**74%**	
Group Fitness Indirect Revenue						
Allocations	(248,281)	(80,319)	(115,792)	(35,473)	44%	
Group Fitness Indirect Revenue Total	**(248,281)**	**(80,319)**	**(115,792)**	**(35,473)**	**44%**	
Group Fitness Expenditure						
Employee Costs	165,694	38,593	52,377	13,784	36%	
Other Employee Costs	3,500	750	17	(733)	-98%	
Other Expenses	62,745	3,561	27,028	23,467	659%	Operations have commenced as normal. Budget to be adjusted accordingly at the November review.
Group Fitness Expenditure Total	**231,939**	**42,904**	**79,423**	**36,519**	**85%**	
Group Fitness Indirect Costs						
Allocations	180,034	21,689	21,830	141	1%	
Group Fitness Indirect Costs Total	**180,034**	**21,689**	**21,830**	**141**	**1%**	
Group Fitness Total	**133,692**	**(27,239)**	**(34,537)**	**(7,298)**	**27%**	
Aqua Fitness						
Aqua Fitness Revenue						
Revenue	(12,000)	(4,379)	(3,098)	1,281	-29%	
Aqua Fitness Revenue Total	**(12,000)**	**(4,379)**	**(3,098)**	**1,281**	**-29%**	
Aqua Fitness Indirect Revenue						
Allocations	(105,180)	(34,026)	(49,053)	(15,027)	44%	
Aqua Fitness Indirect Revenue Total	**(105,180)**	**(34,026)**	**(49,053)**	**(15,027)**	**44%**	
Aqua Fitness Expenditure						
Employee Costs	18,295	3,804	5,811	2,007	53%	
Other Employee Costs	450	225	0	(225)	-100%	
Other Expenses	14,800	5,274	1,041	(4,233)	-80%	
Aqua Fitness Expenditure Total	**33,545**	**9,303**	**6,852**	**(2,451)**	**-26%**	
Aqua Fitness Indirect Costs						
Allocations	100,317	14,442	15,435	993	7%	
Aqua Fitness Indirect Costs Total	**100,317**	**14,442**	**15,435**	**993**	**7%**	
Aqua Fitness Total	**16,682**	**(14,660)**	**(29,865)**	**(15,205)**	**104%**	

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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Crèche						
Crèche Revenue						
Revenue	(5,000)	(1,591)	(3,866)	(2,275)	143%	
Crèche Revenue Total	**(5,000)**	**(1,591)**	**(3,866)**	**(2,275)**	**143%**	
Crèche Indirect Revenue						
Allocations	(20,480)	(6,626)	(9,552)	(2,926)	44%	
Crèche Indirect Revenue Total	**(20,480)**	**(6,626)**	**(9,552)**	**(2,926)**	**44%**	
Crèche Expenditure						
Employee Costs	145,515	33,980	39,458	5,478	16%	
Other Employee Costs	750	375	0	(375)	-100%	
Other Expenses	2,110	649	157	(492)	-76%	
Crèche Expenditure Total	**148,375**	**35,004**	**39,615**	**4,611**	**13%**	
Crèche Indirect Costs						
Allocations	89,604	12,322	12,487	165	1%	
Crèche Indirect Costs Total	**89,604**	**12,322**	**12,487**	**165**	**1%**	
Crèche Total	**212,499**	**39,109**	**38,684**	**(425)**	**-1%**	

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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Customer Service Centre						
Customer Services Centre Expenditure						
Employee Costs	550,434	114,579	119,591	5,012	4%	
Other Employee Costs	6,050	1,512	0	(1,512)	-100%	
Other Expenses	24,950	6,238	4,000	(2,238)	-36%	
Customer Services Centre Expenditure Total	**581,434**	**122,329**	**123,591**	**1,262**	**1%**	
Customer Services Centre Indirect Costs						
Allocations	(574,520)	(121,372)	(123,591)	(2,219)	2%	
Customer Services Centre Indirect Costs Total	**(574,520)**	**(121,372)**	**(123,591)**	**(2,219)**	**2%**	
Customer Service Centre Total	**6,914**	**957**	**(0)**	**(957)**	**-100%**	
Library Services						
Library Services Revenue						
Revenue	(12,500)	(3,120)	(4,755)	(1,635)	52%	
Library Services Revenue Total	**(12,500)**	**(3,120)**	**(4,755)**	**(1,635)**	**52%**	
Library Services Expenditure						
Employee Costs	975,403	226,636	231,683	5,047	2%	
Other Employee Costs	7,100	1,773	714	(1,059)	-60%	
Other Expenses	101,000	25,260	16,914	(8,346)	-33%	
Library Services Expenditure Total	**1,083,503**	**253,669**	**249,310**	**(4,359)**	**-2%**	
Library Services Indirect Costs						
Allocations	419,499	88,533	100,520	11,987	14%	
Community Partnerships Mgmt Admin Alloca	0	0	0	0		
Library Occupancy Costs Allocations	12,791	1,770	7,331	5,561	314%	
Library Services Indirect Costs Total	**432,290**	**90,303**	**107,852**	**17,549**	**19%**	
Library Services Total	**1,503,293**	**340,852**	**352,407**	**11,555**	**3%**	
Library Building						
Library Occupancy Costs						
Building Maintenance	94,700	24,048	24,234	186	1%	
Ground Maintenance	5,000	2,500	0	(2,500)	-100%	
Other Expenses	154,564	7,987	5,579	(2,408)	-30%	
Library Occupancy Costs Total	**254,264**	**34,535**	**29,814**	**(4,721)**	**-14%**	
Library Indirect Costs						
Allocations	5,753	1,437	1,545	108	8%	
Library Occupancy Costs Recovery	(52,003)	(7,195)	(29,814)	(22,619)	314%	
Library Indirect Costs Total	**(46,250)**	**(5,758)**	**(28,269)**	**(22,511)**	**391%**	
Library Building Total	**208,014**	**28,777**	**1,545**	**(27,232)**	**-95%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 SEPTEMBER 2020

	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Loftus Community Centre Revenue						
Loftus Community Centre Revenue						
Revenue	(51,000)	(12,750)	(10,621)	2,129	-17%	
Loftus Community Centre Revenue Total	**(51,000)**	**(12,750)**	**(10,621)**	**2,129**	**-17%**	
Loftus Community Centre Revenue Total	**(51,000)**	**(12,750)**	**(10,621)**	**2,129**	**-17%**	
Loftus Community Centre Expenditure						
Loftus Community Centre Expenditure						
Employee Costs	89,626	20,876	32,957	12,081	58%	
Other Employee Costs	1,500	375	0	(375)	-100%	
Building Maintenance	16,272	4,068	0	(4,068)	-100%	
Other Expenses	42,360	8,419	2,910	(5,509)	-65%	
Loftus Community Centre Expenditure Total	**149,758**	**33,738**	**35,868**	**2,130**	**6%**	
Loftus Community Centre Expenditure Total	**149,758**	**33,738**	**35,868**	**2,130**	**6%**	
Loftus Community Centre Indirect Costs						
Loftus Community Centre Indirect Costs						
Allocations	43,924	9,269	10,516	1,247	13%	
Loftus Community Centre Indirect Costs Total	**43,924**	**9,269**	**10,516**	**1,247**	**13%**	
Loftus Community Centre Indirect Costs Total	**43,924**	**9,269**	**10,516**	**1,247**	**13%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 SEPTEMBER 2020

	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Senior and Disability Services Revenue						
Senior and Disability Services Revenue						
Revenue	(15,500)	(3,875)	0	3,875	-100%	
Senior and Disability Services Revenue Total	**(15,500)**	**(3,875)**	**0**	**3,875**	**-100%**	
Senior and Disability Services Expenditure						
Employee Costs	0	0	0	0		
Other Expenses	20,000	6,250	4,469	(1,781)	-28%	
Operating Projects	0	0	0	0		
Senior and Disability Services Expenditure Total	**20,000**	**6,250**	**4,469**	**(1,781)**	**-28%**	
Senior and Disability Services Indirect Costs						
Senior and Disability Services Indirect Costs						
Allocations	0	0	91	91	100%	
Senior and Disability Services Indirect Costs Total	**0**	**0**	**91**	**91**	**100%**	
Senior and Disability Services Indirect Costs Total	**0**	**0**	**91**	**91**	**100%**	
Director Strategy and Development Services						
Director Strategy and Development Services						
Employee Costs	316,643	73,664	81,956	8,292	11%	
Other Employee Costs	1,100	276	37	(239)	-87%	
Other Expenses	1,800	450	85	(365)	-81%	
Director Strategy and Development Services Total	**319,543**	**74,390**	**82,078**	**7,688**	**10%**	
Director Strategy and Development Services Total	**319,543**	**74,390**	**82,078**	**7,688**	**10%**	
Director Strategy and Development Ser Indirect Co						
Director Strategy and Development Ser Indirect Co						
Allocations	(319,543)	(66,547)	(82,078)	(15,531)	23%	
Director Strategy and Development Ser Indirect Co Total	**(319,543)**	**(66,547)**	**(82,078)**	**(15,531)**	**23%**	
Director Strategy and Development Ser Indirect Co Total	**(319,543)**	**(66,547)**	**(82,078)**	**(15,531)**	**23%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Health Administration and Inspection						
Health Administration and Inspection Revenue						
Revenue	(232,020)	(68,301)	(291,505)	(223,204)	327%	Timing variance relating to food premises licence fees.
Health Administration and Inspection Revenue Total	**(232,020)**	**(68,301)**	**(291,505)**	**(223,204)**	**327%**	
Health Administration and Inspection Expenditure						
Employee Costs	997,926	231,899	212,598	(19,301)	-8%	
Other Employee Costs	22,815	5,706	1,927	(3,779)	-66%	
Other Expenses	52,750	13,188	5,284	(7,904)	-60%	
Health Administration and Inspection Expenditure Total	**1,073,491**	**250,793**	**219,809**	**(30,984)**	**-12%**	
Health Administration and Inspection Indirect Cost						
Allocations	547,292	102,145	110,793	8,648	8%	
Health Administration and Inspection Indirect Cost Total	**547,292**	**102,145**	**110,793**	**8,648**	**8%**	
Health Administration and Inspection Total	**1,388,763**	**284,637**	**39,097**	**(245,540)**	**-86%**	
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	2,874	4,669	1,795	62%	
Food Control Expenditure Total	**12,500**	**2,874**	**4,669**	**1,795**	**62%**	
Food Control Total	**12,000**	**2,874**	**4,669**	**1,795**	**62%**	
Health Clinics						
Health Clinics Revenue						
Revenue	(28,997)	(3,296)	(14,719)	(11,423)	347%	
Health Clinics Revenue Total	**(28,997)**	**(3,296)**	**(14,719)**	**(11,423)**	**347%**	
Health Clinics Expenditure						
Building Maintenance	18,600	5,305	3,480	(1,825)	-34%	
Ground Maintenance	0	0	578	578	100%	
Other Expenses	61,507	1,587	2,106	519	33%	
Health Clinics Expenditure Total	**80,107**	**6,892**	**6,164**	**(728)**	**-11%**	
Health Clinics Indirect Costs						
Allocations	1,817	456	492	36	8%	
Health Clinics Indirect Costs Total	**1,817**	**456**	**492**	**36**	**8%**	
Health Clinics Total	**52,927**	**4,052**	**(8,063)**	**(12,115)**	**-299%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 SEPTEMBER 2020

	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Statutory Planning Services						
Statutory Planning Services Revenue						
Revenue	(290,987)	(72,745)	(81,068)	(8,323)	11%	
Statutory Planning Services Revenue Total	**(290,987)**	**(72,745)**	**(81,068)**	**(8,323)**	**11%**	
Statutory Planning Services Expenditure						
Employee Costs	1,098,670	255,220	249,720	(5,500)	-2%	
Other Employee Costs	11,074	2,769	1,699	(1,070)	-39%	
Other Expenses	183,960	47,486	16,962	(30,524)	-64%	Timing variance.
Statutory Planning Services Expenditure Total	**1,293,704**	**305,475**	**268,381**	**(37,094)**	**-12%**	
Statutory Planning Services Indirect Costs						
Allocations	551,481	101,885	112,324	10,439	10%	
Statutory Planning Services Indirect Costs Total	**551,481**	**101,885**	**112,324**	**10,439**	**10%**	
Statutory Planning Services Total	**1,554,198**	**334,615**	**299,638**	**(34,977)**	**-10%**	
Compliance Services						
Compliance Services Revenue						
Revenue	(24,500)	(6,126)	(26,394)	(20,268)	331%	Revenue higher than anticipated.
Compliance Services Revenue Total	**(24,500)**	**(6,126)**	**(26,394)**	**(20,268)**	**331%**	
Compliance Services Expenditure						
Employee Costs	444,579	103,295	108,568	5,273	5%	
Other Employee Costs	8,221	2,055	1,933	(122)	-6%	
Other Expenses	67,100	16,773	11,998	(4,775)	-28%	
Compliance Services Expenditure Total	**519,900**	**122,123**	**122,499**	**376**	**0%**	
Compliance Services Indirect Costs						
Allocations	255,662	47,557	52,700	5,143	11%	
Compliance Services Indirect Costs Total	**255,662**	**47,557**	**52,700**	**5,143**	**11%**	
Compliance Services Total	**751,062**	**163,554**	**148,805**	**(14,749)**	**-9%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Policy and Place Services						
Policy and Place Services Revenue						
Revenue	(1,800)	(450)	(381)	69	-15%	
Policy and Place Services Revenue Total	**(1,800)**	**(450)**	**(381)**	**69**	**-15%**	
Policy and Place Serv Expenditure						
Employee Costs	1,231,520	286,372	292,934	6,562	2%	
Other Employee Costs	13,600	3,399	3,115	(284)	-8%	
Other Expenses	586,721	32,591	24,267	(8,324)	-26%	
Operating Projects	0	0	0	0		
Policy and Place Serv Expenditure Total	**1,831,841**	**322,362**	**320,316**	**(2,046)**	**-1%**	
Policy and Place Services Indirect Cost						
Allocations	672,250	124,229	137,132	12,903	10%	
Policy and Place Services Indirect Cost Total	**672,250**	**124,229**	**137,132**	**12,903**	**10%**	
Policy and Place Services Total	**2,502,291**	**446,141**	**457,067**	**10,926**	**2%**	
Building Control						
Building Control Revenue						
Revenue	(196,050)	(49,008)	(74,145)	(25,137)	51%	Revenue higher than anticipated.
Building Control Revenue Total	**(196,050)**	**(49,008)**	**(74,145)**	**(25,137)**	**51%**	
Building Control Expenditure						
Employee Costs	317,625	73,880	82,390	8,510	12%	
Other Employee Costs	9,282	2,322	1,659	(663)	-29%	
Other Expenses	10,850	2,715	674	(2,041)	-75%	
Building Control Expenditure Total	**337,757**	**78,917**	**84,723**	**5,806**	**7%**	
Building Control Indirect Costs						
Allocations	184,258	34,289	38,231	3,942	11%	
Building Control Indirect Costs Total	**184,258**	**34,289**	**38,231**	**3,942**	**11%**	
Building Control Total	**325,965**	**64,198**	**48,809**	**(15,389)**	**-24%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 SEPTEMBER 2020

	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Director Infrastructure and Environment Expe						
Director Infrastructure and Environment Expe						
Employee Costs	394,560	82,032	100,536	18,504	23%	
Other Employee Costs	7,518	1,878	2,242	364	19%	
Other Expenses	48,450	1,623	5,512	3,889	240%	
Director Infrastructure and Environment Expe Total	**450,528**	**85,533**	**108,290**	**22,757**	**27%**	
Director Infrastructure and Environment Expe Total	**450,528**	**85,533**	**108,290**	**22,757**	**27%**	
Director Infrastructure and Environment Indirect						
Director Infrastructure and Environment Indirect						
Allocations	(450,528)	(85,533)	(108,290)	(22,757)	27%	
Director Infrastructure and Environment Indirect Total	**(450,528)**	**(85,533)**	**(108,290)**	**(22,757)**	**27%**	
Director Infrastructure and Environment Indirect Total	**(450,528)**	**(85,533)**	**(108,290)**	**(22,757)**	**27%**	
Ranger Services Administration						
Ranger Services Administration Revenue						
Revenue	(3,000)	(832)	(847)	(15)	2%	
Ranger Services Administration Revenue Total	**(3,000)**	**(832)**	**(847)**	**(15)**	**2%**	
Ranger Services Administration Expenditure						
Employee Costs	2,080,438	432,850	551,748	118,898	27%	Ranger shift allowances not accounted for in the budget which will be adjusted in November budget review.
Other Employee Costs	51,034	11,101	6,938	(4,163)	-38%	
Other Expenses	156,000	23,977	11,914	(12,063)	-50%	
Lease Expenses	3,263	816	816	(0)	0%	
Ranger Services Administration Expenditure Total	**2,290,735**	**468,744**	**571,416**	**102,672**	**22%**	
Ranger Services Administration Indirect Costs						
Allocations	(2,287,735)	(467,912)	(570,569)	(102,657)	22%	
Ranger Services Administration Indirect Costs Total	**(2,287,735)**	**(467,912)**	**(570,569)**	**(102,657)**	**22%**	
Ranger Services Administration Total	**0**	**0**	**0**	**(0)**	**100%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 SEPTEMBER 2020

	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Fire Prevention						
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	6,740	8,115	1,375	20%	
Fire Prevention Indirect Costs Total	**32,593**	**6,740**	**8,115**	**1,375**	**20%**	
Fire Prevention Total	**31,193**	**6,740**	**8,115**	**1,375**	**20%**	
Animal Control						
Animal Control Revenue						
Revenue	(92,150)	(5,335)	(18,978)	(13,643)	256%	
Animal Control Revenue Total	**(92,150)**	**(5,335)**	**(18,978)**	**(13,643)**	**256%**	
Animal Control Expenditure						
Other Expenses	14,500	4,446	3,787	(659)	-15%	
Animal Control Expenditure Total	**14,500**	**4,446**	**3,787**	**(659)**	**-15%**	
Animal Control Indirect Costs						
Allocations	260,845	53,943	64,943	11,000	20%	
Animal Control Indirect Costs Total	**260,845**	**53,943**	**64,943**	**11,000**	**20%**	
Animal Control Total	**183,195**	**53,054**	**49,752**	**(3,302)**	**-6%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Local Laws (Law and Order)						
Local Laws (Law and Order) Revenue						
Revenue	(153,350)	(73,862)	(24,551)	49,311	-67%	Budget phasing variance relating to work zones licences fees and permits.
Local Laws (Law and Order) Revenue Total	**(153,350)**	**(73,862)**	**(24,551)**	**49,311**	**-67%**	
Local Laws (Law and Order) Indirect Costs						
Allocations	417,350	86,308	103,909	17,601	20%	
Local Laws (Law and Order) Indirect Costs Total	**417,350**	**86,308**	**103,909**	**17,601**	**20%**	
Local Laws (Law and Order) Total	**264,000**	**12,446**	**79,358**	**66,912**	**538%**	
Abandoned Vehicles						
Abandoned Vehicles Revenue						
Revenue	(9,500)	(692)	(225)	467	-67%	
Abandoned Vehicles Revenue Total	**(9,500)**	**(692)**	**(225)**	**467**	**-67%**	
Abandoned Vehicles Expenditure						
Other Expenses	6,000	1,094	0	(1,094)	-100%	
Abandoned Vehicles Expenditure Total	**6,000**	**1,094**	**0**	**(1,094)**	**-100%**	
Abandoned Vehicles Indirect Costs						
Allocations	365,181	75,519	90,921	15,402	20%	
Abandoned Vehicles Indirect Costs Total	**365,181**	**75,519**	**90,921**	**15,402**	**20%**	
Abandoned Vehicles Total	**361,681**	**75,921**	**90,696**	**14,775**	**19%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 SEPTEMBER 2020

	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Inspectorial Control						
Inspectorial Control Revenue						
Revenue	(1,278,250)	(326,098)	(472,243)	(146,145)	45%	Revenue higher than anticipated as a result of more activity within the City.
Inspectorial Control Revenue Total	**(1,278,250)**	**(326,098)**	**(472,243)**	**(146,145)**	**45%**	
Inspectorial Control Expenditure						
Other Expenses	843,423	496,215	498,579	2,364	0%	
Inspectorial Control Expenditure Total	**843,423**	**496,215**	**498,579**	**2,364**	**0%**	
Inspectorial Control Indirect Costs						
Allocations	2,347,588	485,480	584,490	99,010	20%	
Inspectorial Control Indirect Costs Total	**2,347,588**	**485,480**	**584,490**	**99,010**	**20%**	
Inspectorial Control Total	**1,912,761**	**655,597**	**610,826**	**(44,771)**	**-7%**	
Car Park Control						
Car Park Control Revenue						
Revenue	(1,430,816)	(408,599)	(694,723)	(286,124)	70%	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)**	**(408,599)**	**(694,723)**	**(286,124)**	**70%**	
Car Park Control Expenditure						
Ground Maintenance	149,000	31,176	27,417	(3,759)	-12%	
Other Expenses	616,770	81,218	88,548	7,330	9%	
Car Park Control Expenditure Total	**765,770**	**112,394**	**115,965**	**3,571**	**3%**	
Car Park Control Total	**(665,046)**	**(296,205)**	**(578,758)**	**(282,553)**	**95%**	
Kerbside Parking Control						
Kerbside Parking Control Revenue						
Revenue	(1,262,978)	(336,853)	(638,155)	(301,302)	89%	Revenue higher than anticipated as a result of increased visitor activity within the City.
Kerbside Parking Control Revenue Total	**(1,262,978)**	**(336,853)**	**(638,155)**	**(301,302)**	**89%**	
Kerbside Parking Control Expenditure						
Other Expenses	474,829	56,119	66,957	10,838	19%	
Kerbside Parking Control Expenditure Total	**474,829**	**56,119**	**66,957**	**10,838**	**19%**	
Kerbside Parking Control Total	**(788,149)**	**(280,734)**	**(571,198)**	**(290,464)**	**103%**	
Dog Pound Expenditure						
Dog Pound Expenditure						
Building Maintenance	1,500	0	296	296	100%	
Ground Maintenance	0	0	24	24	100%	
Dog Pound Expenditure Total	**1,500**	**0**	**320**	**320**	**100%**	
Dog Pound Expenditure Total	**1,500**	**0**	**320**	**320**	**100%**	

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CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Community Connections Revenue						
Community Connections Revenue						
Revenue	(50,000)	(12,500)	0	12,500	-100%	
Community Connections Revenue Total	**(50,000)**	**(12,500)**	**0**	**12,500**	**-100%**	
Community Connections Revenue Total	**(50,000)**	**(12,500)**	**0**	**12,500**	**-100%**	
Community Connections						
Community Connections Expenditure						
Employee Costs	50,558	10,517	11,061	544	5%	
Other Expenses	98,880	40,530	17,226	(23,304)	-57%	Timing variance relating to community safety programmes.
Operating Projects	50,000	9,600	1,304	(8,296)	-86%	
Community Connections Expenditure Total	**199,438**	**60,647**	**29,591**	**(31,056)**	**-51%**	
Community Connections Indirect Costs						
Allocations	23,620	4,984	6,176	1,192	24%	
Community Partnerships Mgmt Admin Alloca	0	0	0	0		
Library Occupancy Costs Allocations	718	99	411	312	316%	
Community Connections Indirect Costs Total	**24,338**	**5,083**	**6,587**	**1,504**	**30%**	
Community Connections Total	**223,776**	**65,730**	**36,178**	**(29,552)**	**-45%**	

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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Engineering Design Services						
Engineering Design Services Revenue						
Revenue	(7,000)	(1,125)	(890)	235	-21%	
Engineering Design Services Revenue Total	**(7,000)**	**(1,125)**	**(890)**	**235**	**-21%**	
Engineering Design Services Expenditure						
Employee Costs	557,507	129,452	135,479	6,027	5%	
Other Employee Costs	32,713	8,177	25,235	17,058	209%	
Other Expenses	115,950	27,691	20,706	(6,985)	-25%	
Engineering Design Services Expenditure Total	**706,170**	**165,320**	**181,420**	**16,100**	**10%**	
Engineering Design Services Indirect Costs						
Allocations	294,996	56,806	64,536	7,730	14%	
Engineering Design Services Indirect Costs Total	**294,996**	**56,806**	**64,536**	**7,730**	**14%**	
Engineering Design Services Total	**994,166**	**221,001**	**245,066**	**24,065**	**11%**	
Bike Station Expenditure						
Bike Station Expenditure						
Other Expenses	20,000	5,000	140	(4,860)	-97%	
Bike Station Expenditure Total	**20,000**	**5,000**	**140**	**(4,860)**	**-97%**	
Bike Station Expenditure Total	**20,000**	**5,000**	**140**	**(4,860)**	**-97%**	
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	188,999	109,480	(79,519)	-42%	Timing variance.
Street Lighting Expenditure Total	**756,000**	**188,999**	**109,480**	**(79,519)**	**-42%**	
Street Lighting Total	**731,500**	**188,999**	**109,480**	**(79,519)**	**-42%**	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Bus Shelter						
Bus Shelter Revenue						
Revenue	(64,000)	(13,750)	(5,055)	8,695	-63%	
Bus Shelter Revenue Total	**(64,000)**	**(13,750)**	**(5,055)**	**8,695**	**-63%**	
Bus Shelter Expenditure						
Other Expenses	97,005	3,150	7,180	4,030	128%	
Bus Shelter Expenditure Total	**97,005**	**3,150**	**7,180**	**4,030**	**128%**	
Bus Shelter Total	**33,005**	**(10,600)**	**2,125**	**12,725**	**-120%**	
Parking and Street Name Signs Expenditure						
Parking and Street Name Signs Expenditure						
Other Expenses	90,000	22,500	6,178	(16,322)	-73%	
Parking and Street Name Signs Expenditure Total	**90,000**	**22,500**	**6,178**	**(16,322)**	**-73%**	
Parking and Street Name Signs Expenditure Total	**90,000**	**22,500**	**6,178**	**(16,322)**	**-73%**	
Crossovers						
Crossovers Revenue						
Revenue	(500)	(125)	0	125	-100%	
Crossovers Revenue Total	**(500)**	**(125)**	**0**	**125**	**-100%**	
Crossovers Expenditure						
Other Expenses	15,000	3,750	5,194	1,444	39%	
Crossovers Expenditure Total	**15,000**	**3,750**	**5,194**	**1,444**	**39%**	
Crossovers Total	**14,500**	**3,625**	**5,194**	**1,569**	**43%**	
Roads Linemarking Expenditure						
Roads Linemarking Expenditure						
Other Expenses	68,000	17,001	8,460	(8,541)	-50%	
Roads Linemarking Expenditure Total	**68,000**	**17,001**	**8,460**	**(8,541)**	**-50%**	
Roads Linemarking Expenditure Total	**68,000**	**17,001**	**8,460**	**(8,541)**	**-50%**	

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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	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)	(1,749)	(5,262)	(3,513)	201%	
Environmental Services Revenue Total	**(7,000)**	**(1,749)**	**(5,262)**	**(3,513)**	**201%**	
Environmental Services Expenditure						
Employee Costs	90,320	18,788	1,877	(16,911)	-90%	
Other Expenses	87,290	50,572	68,199	17,627	35%	
Environmental Services Expenditure Total	**177,610**	**69,360**	**70,076**	**716**	**1%**	
Environmental Services Indirect Costs						
Allocations	44,738	9,256	10,646	1,390	15%	
Environmental Services Indirect Costs Total	**44,738**	**9,256**	**10,646**	**1,390**	**15%**	
Environmental Services Total	**215,348**	**76,867**	**75,460**	**(1,407)**	**-2%**	

CITY OF VINCENT
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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Property Management Administration						
Property Management Administration Revenue						
Revenue	(2,000)	(501)	(581)	(80)	16%	
Property Management Administration Revenue Total	**(2,000)**	**(501)**	**(581)**	**(80)**	**16%**	
Property Management Administration Expenditure						
Employee Costs	306,390	63,719	75,852	12,133	19%	
Other Employee Costs	5,100	1,275	1,275	0	0%	
Other Expenses	0	0	7,190	7,190	100%	
Property Management Administration Expenditure Total	**311,490**	**64,994**	**84,317**	**19,323**	**30%**	
Property Management Administration Indirect Costs						
Allocations	149,068	31,481	34,228	2,747	9%	
Property Management Administration Indirect Costs Total	**149,068**	**31,481**	**34,228**	**2,747**	**9%**	
Property Management Administration Total	**458,558**	**95,974**	**117,964**	**21,990**	**23%**	
Civic Centre Building						
Civic Centre Building Expenditure						
Building Maintenance	115,000	45,625	45,404	(221)	0%	
Ground Maintenance	52,050	13,010	1,021	(11,989)	-92%	
Other Expenses	895,891	27,000	18,121	(8,879)	-33%	
Civic Centre Building Expenditure Total	**1,062,941**	**85,635**	**64,546**	**(21,089)**	**-25%**	
Civic Centre Building Indirect Costs						
Allocations	(1,062,941)	(85,635)	(64,546)	21,089	-25%	
Civic Centre Building Indirect Costs Total	**(1,062,941)**	**(85,635)**	**(64,546)**	**21,089**	**-25%**	
Civic Centre Building Total	**0**	**0**	**0**	**0**	**100%**	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Child Care Centres and Play Groups						
Child Care Centres and Play Groups Revenue						
Revenue	(9,474)	(123)	(2,030)	(1,907)	1550%	
Child Care Centres and Play Groups Revenue Total	**(9,474)**	**(123)**	**(2,030)**	**(1,907)**	**1550%**	
Child Care Centres and Play Groups Expenditure						
Building Maintenance	7,150	3,575	8,375	4,800	134%	
Ground Maintenance	500	126	0	(126)	-100%	
Other Expenses	47,359	951	727	(224)	-24%	
Child Care Centres and Play Groups Expenditure Total	**55,009**	**4,652**	**9,102**	**4,450**	**96%**	
Child Care Centres and Play Groups Indirect Costs						
Allocations	2,253	564	612	48	9%	
Child Care Centres and Play Groups Indirect Costs Total	**2,253**	**564**	**612**	**48**	**9%**	
Child Care Centres and Play Groups Total	**47,788**	**5,093**	**7,684**	**2,591**	**51%**	
Pre Schools and Kindergartens						
Pre Schools and Kindergartens Revenue						
Revenue	(42,528)	(1,422)	(24,827)	(23,405)	1646%	Timing variance relating to the receipt of lease income .
Pre Schools and Kindergartens Revenue Total	**(42,528)**	**(1,422)**	**(24,827)**	**(23,405)**	**1646%**	
Pre Schools and Kindergartens Expenditure						
Building Maintenance	2,725	1,015	1,744	729	72%	
Other Expenses	50,577	1,626	1,017	(609)	-37%	
Pre Schools and Kindergartens Expenditure Total	**53,302**	**2,641**	**2,761**	**120**	**5%**	
Pre Schools and Kindergartens Indirect Costs						
Allocations	1,615	405	438	33	8%	
Pre Schools and Kindergartens Indirect Costs Total	**1,615**	**405**	**438**	**33**	**8%**	
Pre Schools and Kindergartens Total	**12,389**	**1,624**	**(21,629)**	**(23,253)**	**-1432%**	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Community and Welfare Centres						
Community and Welfare Centres Revenue						
Revenue	(31,145)	(1,941)	(9,076)	(7,135)	368%	
Community and Welfare Centres Revenue Total	**(31,145)**	**(1,941)**	**(9,076)**	**(7,135)**	**368%**	
Community and Welfare Centres Expenditure						
Building Maintenance	31,050	12,402	9,157	(3,245)	-26%	
Ground Maintenance	8,350	2,088	152	(1,936)	-93%	
Other Expenses	176,277	2,499	2,683	184	7%	
Community and Welfare Centres Expenditure Total	**215,677**	**16,989**	**11,992**	**(4,997)**	**-29%**	
Community and Welfare Centres Indirect Costs						
Allocations	7,088	1,773	1,920	147	8%	
Community and Welfare Centres Indirect Costs Total	**7,088**	**1,773**	**1,920**	**147**	**8%**	
Community and Welfare Centres Total	**191,620**	**16,821**	**4,836**	**(11,985)**	**-71%**	
Department of Sports and Recreation Building						
Dept of Sports and Recreation Building Revenue						
Revenue	(965,500)	(241,374)	(106,735)	134,639	-56%	Timing variance with the receipt of payments relating to the lease which is now being managed by a property manager.
Dept of Sports and Recreation Building Revenue Total	**(965,500)**	**(241,374)**	**(106,735)**	**134,639**	**-56%**	
Dept of Sports and Recreation Building Expenditure						
Building Maintenance	97,000	24,501	21,380	(3,121)	-13%	
Ground Maintenance	8,250	2,061	146	(1,915)	-93%	
Other Expenses	863,005	558,383	558,382	(1)	0%	
Dept of Sports and Recreation Building Expenditure Total	**968,255**	**584,945**	**579,909**	**(5,036)**	**-1%**	
Dept of Sports and Recreation Building Indirect Costs						
Allocations	11,857	2,964	3,204	240	8%	
Dept of Sports and Recreation Building Indirect Costs Total	**11,857**	**2,964**	**3,204**	**240**	**8%**	
Department of Sports and Recreation Building Total	**14,612**	**346,535**	**476,378**	**129,843**	**37%**	

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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	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)	(32,976)	1,863	34,839	-106%	Timing variance relating to the deferred variable outgoing amounts.
Leederville Oval Revenue Total	**(149,342)**	**(32,976)**	**1,863**	**34,839**	**-106%**	
Leederville Oval Expenditure						
Building Maintenance	19,700	5,450	5,921	471	9%	
Ground Maintenance	100,000	24,999	14,391	(10,608)	-42%	
Other Expenses	453,697	19,248	16,407	(2,841)	-15%	
Leederville Oval Expenditure Total	**573,397**	**49,697**	**36,719**	**(12,978)**	**-26%**	
Leederville Oval Indirect Costs						
Allocations	12,340	3,084	3,342	258	8%	
Leederville Oval Indirect Costs Total	**12,340**	**3,084**	**3,342**	**258**	**8%**	
Leederville Oval Total	**436,395**	**19,805**	**41,925**	**22,120**	**112%**	

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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Loftus Centre						
Loftus Centre Revenue						
Revenue	(553,288)	(99,197)	(107,186)	(7,989)	8%	
Loftus Centre Revenue Total	**(553,288)**	**(99,197)**	**(107,186)**	**(7,989)**	**8%**	
Loftus Centre Expenditure						
Building Maintenance	234,500	53,874	40,302	(13,572)	-25%	
Ground Maintenance	41,450	14,860	646	(14,214)	-96%	
Other Expenses	787,850	33,475	22,869	(10,606)	-32%	
Loftus Centre Expenditure Total	**1,063,800**	**102,209**	**63,817**	**(38,392)**	**-38%**	
Loftus Centre Indirect Costs						
Allocations	22,550	5,640	6,108	468	8%	
Loftus Centre Indirect Costs Total	**22,550**	**5,640**	**6,108**	**468**	**8%**	
Loftus Centre Total	533,062	8,652	(37,261)	(45,913)	-531%	
Public Halls						
Public Halls Revenue						
Revenue	(12,659)	(252)	(45,754)	(45,502)	18056%	Revenue higher than anticipated as a result of increased activity within these facilities.
Public Halls Revenue Total	**(12,659)**	**(252)**	**(45,754)**	**(45,502)**	**18056%**	
Public Halls Expenditure						
Building Maintenance	190,500	88,583	52,360	(36,223)	-41%	Timing variance of works.
Ground Maintenance	18,000	15,000	0	(15,000)	-100%	
Other Expenses	268,352	8,283	8,394	111	1%	
Public Halls Expenditure Total	**476,852**	**111,866**	**60,753**	**(51,113)**	**-46%**	
Public Halls Indirect Costs						
Allocations	6,039	1,509	1,608	99	7%	
Public Halls Indirect Costs Total	**6,039**	**1,509**	**1,608**	**99**	**7%**	
Public Halls Total	470,232	113,123	16,608	(96,515)	-85%	

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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Reserves Pavilions and Facilities						
Reserves Pavilions and Facilities Revenue						
Revenue	(5,915)	(649)	(3,936)	(3,287)	507%	
Reserves Pavilions and Facilities Revenue Total	**(5,915)**	**(649)**	**(3,936)**	**(3,287)**	**507%**	
Reserves Pavilions and Facilities Expenditure						
Building Maintenance	371,901	124,542	77,880	(46,662)	-37%	Timing variance of works.
Ground Maintenance	6,500	3,250	0	(3,250)	-100%	
Other Expenses	298,711	14,049	12,492	(1,557)	-11%	
Reserves Pavilions and Facilities Expenditure Total	**677,112**	**141,841**	**90,372**	**(51,469)**	**-36%**	
Reserves Pavilions and Facilities Indirect Costs						
Allocations	6,001	1,503	1,623	120	8%	
Reserves Pavilions and Facilities Indirect Costs Total	**6,001**	**1,503**	**1,623**	**120**	**8%**	
Reserves Pavilions and Facilities Total	**677,198**	**142,695**	**88,058**	**(54,637)**	**-38%**	
Sporting Clubs Buildings						
Sporting Clubs Buildings Revenue						
Revenue	(128,493)	(19,031)	(14,041)	4,990	-26%	
Sporting Clubs Buildings Revenue Total	**(128,493)**	**(19,031)**	**(14,041)**	**4,990**	**-26%**	
Sporting Clubs Buildings Expenditure						
Building Maintenance	180,200	68,400	25,143	(43,257)	-63%	Timing variance of works.
Ground Maintenance	2,000	1,000	0	(1,000)	-100%	
Other Expenses	739,965	21,767	13,986	(7,781)	-36%	
Sporting Clubs Buildings Expenditure Total	**922,165**	**91,167**	**39,130**	**(52,037)**	**-57%**	
Sporting Clubs Buildings Indirect Costs						
Allocations	28,755	7,191	7,785	594	8%	
Sporting Clubs Buildings Indirect Costs Total	**28,755**	**7,191**	**7,785**	**594**	**8%**	
Sporting Clubs Buildings Total	**822,427**	**79,327**	**32,873**	**(46,454)**	**-59%**	

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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Parks and Reserves Administration						
Parks and Reserves Administration Revenue						
Revenue	(3,200)	(801)	(799)	2	0%	
Parks and Reserves Administration Revenue Total	**(3,200)**	**(801)**	**(799)**	**2**	**0%**	
Parks and Reserves Administration Expenditure						
Employee Costs	1,048,623	218,585	258,809	40,224	18%	Budget phasing variance. To be adjusted in the November review.
Other Employee Costs	72,825	18,210	15,054	(3,156)	-17%	
Other Expenses	151,758	22,497	9,411	(13,086)	-58%	
Parks and Reserves Administration Expenditure Total	**1,273,206**	**259,292**	**283,273**	**23,981**	**9%**	
Parks and Reserves Administration Indirect Costs						
Allocations	1,457,289	305,339	342,678	37,339	12%	
On Costs Recovery	(1,497,018)	(374,253)	(310,697)	63,557	-17%	
Parks and Reserves Administration Indirect Costs Total	**(39,729)**	**(68,914)**	**31,981**	**100,895**	**-146%**	
Parks and Reserves Administration Total	**1,230,277**	**189,577**	**314,456**	**124,879**	**66%**	
Parks and Reserves						
Parks and Reserves Revenue						
Revenue	0	0	(2,872)	(2,872)	100%	
Parks and Reserves Revenue Total	**0**	**0**	**(2,872)**	**(2,872)**	**100%**	
Parks and Reserves Expenditure						
Ground Maintenance	2,196,850	575,173	529,071	(46,102)	-8%	
Other Expenses	545,581	0	8,297	8,297	100%	
Parks and Reserves Expenditure Total	**2,742,431**	**575,173**	**537,367**	**(37,806)**	**-7%**	
Parks and Reserves Indirect Costs						
Allocations	336	84	90	6	7%	
Parks and Reserves Indirect Costs Total	**336**	**84**	**90**	**6**	**7%**	
Parks and Reserves Total	**2,742,767**	**575,257**	**534,585**	**(40,672)**	**-7%**	

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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Sporting Grounds						
Sporting Grounds Revenue						
Revenue	(1,134)	0	(3,601)	(3,601)	100%	
Sporting Grounds Revenue Total	**(1,134)**	**0**	**(3,601)**	**(3,601)**	**100%**	
Sporting Grounds Expenditure						
Ground Maintenance	1,224,350	315,849	303,695	(12,154)	-4%	
Other Expenses	564,444	0	2,046	2,046	100%	
Sporting Grounds Expenditure Total	**1,788,794**	**315,849**	**305,741**	**(10,108)**	**-3%**	
Sporting Grounds Total	**1,787,660**	**315,849**	**302,140**	**(13,709)**	**-4%**	
Road Reserves Expenditure						
Road Reserves Expenditure						
Ground Maintenance	328,005	82,913	59,548	(23,365)	-28%	Timing variance of works.
Other Expenses	0	0	1,558	1,558	100%	
Road Reserves Expenditure Total	**328,005**	**82,913**	**61,105**	**(21,808)**	**-26%**	
Road Reserves Expenditure Total	**328,005**	**82,913**	**61,105**	**(21,808)**	**-26%**	
Parks Other						
Parks Other Revenue						
Revenue	(2,000)	(1,000)	0	1,000	-100%	
Parks Other Revenue Total	**(2,000)**	**(1,000)**	**0**	**1,000**	**-100%**	
Parks Other Expenditure						
Other Expenses	1,456,300	450,330	519,066	68,736	15%	Timing variance of works.
Money/Monger Street Trees Surgery	22,000	11,000	0	(11,000)	-100%	
Parks Other Expenditure Total	**1,478,300**	**461,330**	**519,066**	**57,736**	**13%**	
Parks Other Total	**1,476,300**	**460,330**	**519,066**	**58,736**	**13%**	

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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Processable Waste Collection						
Processable Waste Collection Revenue						
Revenue	(374,954)	(329,651)	(318,979)	10,672	-3%	
Processable Waste Collection Revenue Total	**(374,954)**	**(329,651)**	**(318,979)**	**10,672**	**-3%**	
Processable Waste Collection Expenditure						
Employee Costs	992,995	223,460	238,795	15,335	7%	
Other Employee Costs	57,428	14,358	10,007	(4,351)	-30%	
Other Expenses	3,864,811	956,262	777,376	(178,886)	-19%	Timing variance relating to waste tipping costs.
Operating Projects	80,000	18,800	0	(18,800)	-100%	
Processable Waste Collection Expenditure Total	**4,995,234**	**1,212,880**	**1,026,178**	**(186,702)**	**-15%**	
Processable Waste Collection Indirect Costs						
Allocations	861,971	179,204	202,349	23,145	13%	
On Costs Recovery	(876,250)	(219,063)	(194,864)	24,199	-11%	
Processable Waste Collection Indirect Costs Total	**(14,279)**	**(39,859)**	**7,485**	**47,344**	**-119%**	
Processable Waste Collection Total	**4,606,001**	**843,370**	**714,684**	**(128,686)**	**-15%**	
Other Waste Services						
Other Waste Services Revenue						
Revenue	(10,065)	(2,514)	(1,962)	552	-22%	
Other Waste Services Revenue Total	**(10,065)**	**(2,514)**	**(1,962)**	**552**	**-22%**	
Other Waste Services Expenditure						
Other Expenses	570,692	63,764	236,634	172,870	271%	Timing variance relating to bulk verge collection. Budget phasing to be adjusted as part of the November review.
Household Hazardous Waste Collection Day	2,200	2,200	0	(2,200)	-100%	
Other Waste Services Expenditure Total	**572,892**	**65,964**	**236,634**	**170,670**	**259%**	
Other Waste Services Total	**562,827**	**63,450**	**234,672**	**171,222**	**270%**	
Recycling Expenditure						
Recycling Expenditure	1,051,725	72,914	94,531	21,617	30%	Timing variance of works including a delay in the receipt of invoices.
Recycling Expenditure Total	**1,051,725**	**72,914**	**94,531**	**21,617**	**30%**	

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	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Public Works Overhead						
Public Works Overhead Revenue						
Revenue	(61,700)	(10,755)	(15,350)	(4,595)	43%	
Public Works Overhead Revenue Total	**(61,700)**	**(10,755)**	**(15,350)**	**(4,595)**	**43%**	
Public Works Overhead Expenditure						
Employee Costs	438,504	91,421	95,869	4,448	5%	
Other Employee Costs	45,059	11,285	8,638	(2,627)	-23%	
Other Expenses	58,850	5,711	9,462	3,751	66%	
Public Works Overhead Expenditure Total	**542,413**	**108,397**	**113,969**	**5,572**	**5%**	
Public Works Overhead Indirect Costs						
Allocations	631,197	132,180	145,597	13,417	10%	
On Costs Recovery	(191,782)	(47,946)	(123,550)	(75,604)	158%	
Public Works Overhead Indirect Costs Total	**439,415**	**84,234**	**22,047**	**(62,187)**	**-74%**	
Public Works Overhead Total	**920,128**	**181,876**	**120,666**	**(61,210)**	**-34%**	
Plant Operating						
Plant Operating Expenditure						
Other Expenses	1,491,587	182,748	160,871	(21,877)	-12%	Reduction in plant operating costs.
Plant Operating Expenditure Total	**1,491,587**	**182,748**	**160,871**	**(21,877)**	**-12%**	
Plant Operating Indirect Costs						
Allocations	(1,117,785)	(316,940)	(341,583)	(24,643)	8%	
Plant Operating Indirect Costs Total	**(1,117,785)**	**(316,940)**	**(341,583)**	**(24,643)**	**8%**	
Plant Operating Total	**373,802**	**(134,192)**	**(180,712)**	**(46,520)**	**35%**	
Recoverable Works						
Recoverable Works Revenue						
Revenue	(12,309)	(3,078)	(3,169)	(91)	3%	
Recoverable Works Revenue Total	**(12,309)**	**(3,078)**	**(3,169)**	**(91)**	**3%**	
Recoverable Works Expenditure						
Other Expenses	12,309	3,078	8,587	5,509	179%	
Recoverable Works Expenditure Total	**12,309**	**3,078**	**8,587**	**5,509**	**179%**	
Recoverable Works Total	**0**	**0**	**5,419**	**5,419**	**100%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 SEPTEMBER 2020

	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Drainage Expenditure						
Drainage Expenditure						
Other Expenses	374,547	20,998	22,069	1,071	5%	
Drainage Expenditure Total	**374,547**	**20,998**	**22,069**	**1,071**	**5%**	
Drainage Expenditure Total	**374,547**	**20,998**	**22,069**	**1,071**	**5%**	
Footpaths/Cycleways Expenditure						
Footpaths/Cycleways Expenditure						
Other Expenses	1,041,319	89,710	101,691	11,981	13%	
Footpaths/Cycleways Expenditure Total	**1,041,319**	**89,710**	**101,691**	**11,981**	**13%**	
Footpaths/Cycleways Expenditure Total	**1,041,319**	**89,710**	**101,691**	**11,981**	**13%**	
Rights of Way Expenditure						
Rights of Way Expenditure						
Other Expenses	281,467	19,002	13,239	(5,763)	-30%	
Rights of Way Expenditure Total	**281,467**	**19,002**	**13,239**	**(5,763)**	**-30%**	
Rights of Way Expenditure Total	**281,467**	**19,002**	**13,239**	**(5,763)**	**-30%**	
Roads Expenditure						
Roads Expenditure						
Other Expenses	3,091,204	38,953	32,108	(6,845)	-18%	
Roads Expenditure Total	**3,091,204**	**38,953**	**32,108**	**(6,845)**	**-18%**	
Roads Expenditure Total	**3,091,204**	**38,953**	**32,108**	**(6,845)**	**-18%**	
Street Cleaning Expenditure						
Street Cleaning Expenditure						
Other Expenses	1,345,615	336,405	274,976	(61,429)	-18%	
Street Cleaning Expenditure Total	**1,345,615**	**336,405**	**274,976**	**(61,429)**	**-18%**	
Street Cleaning Expenditure Total	**1,345,615**	**336,405**	**274,976**	**(61,429)**	**-18%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 SEPTEMBER 2020

	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Traffic Control for Roadworks Expenditure						
Traffic Control for Roadworks Expenditure						
Other Expenses	85,000	14,636	5,924	(8,712)	-60%	
Traffic Control for Roadworks Expenditure Total	**85,000**	**14,636**	**5,924**	**(8,712)**	**-60%**	
Traffic Control for Roadworks Expenditure Total	**85,000**	**14,636**	**5,924**	**(8,712)**	**-60%**	
Roadwork Signs and Barricades Expenditure						
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**		
Sump Expenditure						
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%**	
Works Depot Revenue						
Works Depot Revenue						
Revenue	(1,259)	(315)	(242)	73	-23%	
Works Depot Revenue Total	**(1,259)**	**(315)**	**(242)**	**73**	**-23%**	
Works Depot Revenue Total	**(1,259)**	**(315)**	**(242)**	**73**	**-23%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 SEPTEMBER 2020

	Adopted Budget 2020/21 $	YTD Budget 30/09/2020 $	YTD Actual 30/09/2020 $	YTD Variance $	Variance %	Variance Commentary
Works Depot						
Works Depot Expenditure						
Employee Costs	184,063	38,286	42,638	4,352	11%	
Other Employee Costs	2,500	624	334	(290)	-46%	
Other Expenses	9,750	2,439	600	(1,839)	-75%	
Works Depot Expenditure Total	**196,313**	**41,349**	**43,572**	**2,223**	**5%**	
Works Depot Indirect Costs						
Allocations	(195,054)	(41,034)	(43,330)	(2,296)	6%	
Works Depot Indirect Costs Total	**(195,054)**	**(41,034)**	**(43,330)**	**(2,296)**	**6%**	
Works Depot Total	**1,259**	**315**	**242**	**(73)**	**-23%**	
Depot Building						
Depot Occupancy Costs						
Building Maintenance	90,000	25,125	44,437	19,312	77%	
Ground Maintenance	0	0	171	171	100%	
Other Expenses	251,052	34,499	31,824	(2,675)	-8%	
Depot Occupancy Costs Total	**341,052**	**59,624**	**76,432**	**16,808**	**28%**	
Depot Indirect Costs						
Allocations	(341,052)	(59,624)	(76,432)	(16,808)	28%	
Depot Indirect Costs Total	**(341,052)**	**(59,624)**	**(76,432)**	**(16,808)**	**28%**	
Depot Building Total	**0**	**0**	**0**	**0**		
Net Operating	**7,589,805**	**(28,326,970)**	**(29,597,074)**	**(1,270,104)**	**4%**	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 30 SEPTEMBER 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%	-	Project at design phase.
BEATTY PARK LEISURE CENTRE							
Beatty Park Leisure Centre - Facilities Infrastructure Renewal	2,930,000	200,000	108,211	(91,789)	-46%	569	Project at the design stage.
Beatty Park - Replacement of gym carpet	-	-	9,345	9,345	100%	506	Carried forward from 19/20. Budget to be adjusted at the November budget review.
LIBRARY							
Upgrade Library counter to enhance customer service delivery	50,000	-	-	0	0%	1,500	Project at the design stage.
LOFTUS CENTRE							
Loftus Community Centre – ceiling fabric and lighting renewal	170,000	-	-	0	0%	81,370	Works expected to start in October/November.
Loftus Centre - Stormwater Retention tank	120,000	-	-	0	0%	-	Quotes being sought in the market.
Loftus Recreation Centre - Change room upgrade	181,000	181,000	59,098	(121,902)	-67%	72,269	Works completed. Awaiting final invoice from supplier.
DEPARTMENT OF SPORTS AND RECREATION							
DLGSC renewal/upgrade-Lease obligation	196,000	40,000	-	(40,000)	-100%	3,636	Works in progress.
MISCELLANEOUS							
Solar Photovoltaic Panel System Installation - Mt Hawthorn Community Centre	8,900	-	-	0	0%	-	Quotes being sought in the market.
Solar Photovoltaic Panel System Installation - North Perth Town Hall	8,900	-	-	0	0%	-	Quotes being sought in the market.
Solar Photovoltaic Panel System Installation - Vincent Community Centre	20,150	-	-	0	0%	-	Quotes being sought in the market.
Solar Photovoltaic Panel System Installation - Britannia Reserve Pavilion	8,900	-	-	0	0%	-	Quotes being sought in the market.
LED floodlight upgrade - Leederville Tennis Club	21,548	-	-	0	0%	-	Project at planning stage.
Royal Park Hall - Kitchen and amenities renewal	190,000	-	748	748	100%	180,992	Works in progress.
Roofing Renewal-Loton Park Tennis Club Room	180,000	-	600	600	100%	1,000	Project has progressed to the conceptual design stage.
Air Conditioning & HVAC Renewal - Belgravia Leisure Centre	50,000	-	-	0	0%	-	Project at planning stage.
Leederville Oval Stadium - Electrical renewal - 3 boards	300,000	-	-	0	0%	-	Quotes being sought in the market.
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.
FOR LAND & BUILDING ASSETS	**4,886,398**	**572,000**	**209,986**	**(362,014)**	**-63%**	**341,843**	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 30 SEPTEMBER 2020

Description	Adopted Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
INFRASTRUCTURE ASSETS							
LOCAL ROADS PROGRAM							
Eton St - Gill St to Hobart St	76,500	66,500	58,345	(8,155)	-12%	138	Woks completed.
Coronation St - Chamberlain St to Scarborough Beach Rd	111,500	-	-	0	0%	5,135	Works at planning stage.
Edinboro St-Hobart St to Scarborough Beach Rd	42,000	-	650	650	100%	55,107	Works completed and awaiting final invoice from suppliers.
Edinboro St-Hobart St to Edinboro St Reserve	108,000	40,000	45,982	5,982	15%	63,195	Works completed and awaiting final invoice from suppliers.
Seabrook St-Anzac Rd to Brentham St	30,000	30,000	26,318	(3,682)	-12%	-	Works completed.
Lake St-Glendower St to Bulwer St	69,500	-	325	325	100%	1,360	Works in progress.
Lake St-Stuart St to Brisbane St	94,500	-	325	325	100%	13,227	Works in progress.
Cantle St-Lord St to West Parade	74,500	20,000	21,661	1,661	8%	8,246	Works in progress.
Chapman St-Lord St to West Parade	89,000	-	325	325	100%	12,744	Works in progress.
Thorley St-Brewer St to Edward St	52,000	15,000	13,308	(1,692)	-11%	2,300	Works in progress.
Blackford St-Egina St to Cul-dee-sac	29,000	12,000	42,027	30,027	250%	1,185	Works completed. Additional asphalt required on site due to scoping changes. Budget to be adjusted at November budget review.
The Boulevard-Scarborough Beach Rd to Berryman St	52,000	-	-	0	0%	545	Works in progress.
Kalgoorlie St-Berryman St too Scarborough Beach Rd	68,000	68,000	69,259	1,259	2%	-	Works completed.
Ellesmere St-Matlock St to Flinders St	69,000	-	325	325	100%	-	Works in progress.
Laneway Rear of Leederville Hotel-Oxford Street to rear of 226 Carr Place	23,500	-	-	0	0%	-	Project delayed.
Norfolk St-Burt St to Forrest St	88,000	-	325	325	100%	-	Works in progress.
Kadina St-Pennant St to Bourke St	5,000	-	-	0	0%	-	Project at planning stage.
Howlett St-Pennant St to Hardy St	2,500	-	-	0	0%	-	Project at planning stage.
Chamberlain St-Coronation St to Pennant St	1,250	-	-	0	0%	-	Project at planning stage.
Eton St-Hobart St to Haynes St	2,500	-	-	0	0%	-	Project at planning stage.
Emmerson St-Morriston St to Loftus St	1,800	-	-	0	0%	-	Project at planning stage.
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	75,000	78,176	3,176	4%	33,263	Works in progress.
The Avenue-Vincent Street to Car Park	31,500	31,500	16,953	(14,547)	-46%	27,819	Works complete and awaiting final invoice from suppliers.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 30 SEPTEMBER 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%	-	Project at planning stage.
Harold and Lord St Intersection	26,000	-	-	0	0%	-	Project at planning stage.
BLACK SPOT PROGRAM							
Vincent - Fitzgerald St to Chelmsford Rd	72,800	5,000	5,202	202	4%	15,177	Works in progress.
Intersection of Brady and Milton St, Mt Hawthorn	30,000	-	-	0	0%	-	Project at planning stage.
Intersection of Bulwer and Stirling St, Perth	100,000	-	-	0	0%	-	Project at planning stage.
Intersection of Green, Tyler & Merredin St, Mt Hawthorn/Joondanna	30,000	-	-	0	0%	-	Project at planning stage.
Intersection of Beaufort and Harold Streets, Highgate	100,000	-	-	0	0%	2,820	Works in progress.
Intersection of Loftus and Vincent Streets, West Perth/Leederville	250,000	-	-	0	0%	4,558	Works in progress.
Intersection of Fitzgerald Street & Raglan Road, North Perth	80,000	-	-	0	0%	3,620	Works in progress.
Minor Traffic Management Improvement Program	80,000	6,500	6,468	(32)	0%	177	Works in progress.
STREETSCAPE IMPROVEMENTS							
Minor streetscape improvements	30,000	7,500	6,944	(556)	-7%	8,524	Works in progress.
Streetscape Improvements-Cleaver St	50,000	-	-	0	0%	-	Project at planning stage.
Streetscape Improvements-Angove St and Fitzgerald St	13,000	-	-	0	0%	-	Project at planning stage.
ROADWORKS - REHABILITATION (MRRG PROGRAM)							
Bulwer St - Beaufort St to Williams St	68,154	58,154	16,730	(41,424)	-71%	25,354	Works in progress.
Loftus St - Bourke St to Scarborough Beach Rd	50,000	15,000	-	(15,000)	-100%	14,716	Works complete. Awaiting final invoice from Main Roads.
Newcastle St-Beaufort St to Lord St - Eastbound	143,800	15,000	6,877	(8,123)	-54%	165,509	Works complete. Awaiting final invoice from Main Roads.
Smith St-Bulwer to Lincoln St	127,500	127,500	49,272	(78,228)	-61%	10,219	Works in progress.
Brisbane St-Bulwer St to Stirling St	130,900	130,900	4,019	(126,881)	-97%	113,282	Works in progress.
RIGHTS OF WAY							
Annual review based upon the most recent condition assessment survey	75,000	-	638	638	100%	3,274	Works in progress.
SLAB FOOTPATH PROGRAMME							
Golding St-Newcastle St to Old Aberdeen St	38,180	-	-	0	0%	-	Works to be scheduled.
Brisbane Trc (North)-Lake St to Brisbane Plc	27,920	-	-	0	0%	-	Works to be scheduled.
Brisbane Trc (South)-Lake St to Brisbane Plc	26,761	-	-	0	0%	-	Works to be scheduled.
Lake St-Brisbane Trc to Robinson Avenue	5,603	-	-	0	0%	4,622	Works in progress.
Lake St-Newcastle St to Forbes Rd	2,310	-	-	0	0%	3,188	Works in progress.
Leeder St-Jugan St to Cul-de-sac	3,353	-	-	0	0%	-	Works to be scheduled.
Caversham St-Claisebrook Rd to Cul-de-sac	12,669	-	-	0	0%	-	Works to be scheduled.
Mary St (North)-William St to Mereny Lane	8,800	-	-	0	0%	-	Works to be scheduled.
Mary St (South)-William St to Mereny Lane	8,800	-	-	0	0%	-	Works to be scheduled.
Broome St-Smith St to Brigatti Gardens	5,500	-	-	0	0%	-	Works to be scheduled.
London St-Intersection of Scarborough Beach Road	60,104	-	-	0	0%	-	Works to be scheduled.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 30 SEPTEMBER 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	10,000	5,816	(4,184)	-42%	11,215	Works in progress.
Design for Norfolk St N/S Route	50,000	-	-	0	0%	-	Project at planning stage.
Design for Glendalough to Brady	15,000	-	-	0	0%	4,700	Project at planning stage.
DRAINAGE							
Britannia Reserve Main Drain Renewal stage 1&2	80,000	-	-	0	0%	-	Works to be scheduled.
Minor drainage improvement program	50,000	-	-	0	0%	-	Works to be scheduled.
Gully Soak-well program	60,000	10,000	7,203	(2,797)	-28%	1,300	Works in progress.
CAR PARK DEVELOPMENT							
Car Parking Upgrade-Melrose St angled parking	55,000	-	-	0	0%	545	Works in progress.
Car Parking Upgrade-Strathcona St angled parking	20,000	-	-	0	0%	-	Project at planning stage.
Car Parking Upgrade-Albert St angled parking Stage 3	55,000	-	-	0	0%	-	Project at planning stage.
Depot - Car park lighting Renewal	60,000	30,000	-	(30,000)	-100%	27,579	Works in progress.
PARKS AND RESERVES							
Banks Reserve Master Plan Implementation - Stage 1	130,000	20,000	64,837	44,837	224%	277,004	Works in progress.
Greening Plan-Pansy Street carpark	25,000	5,000	-	(5,000)	-100%	-	Works in progress.
Greening Plan-Pansy Street	5,000	1,000	-	(1,000)	-100%	-	Works in progress.
Greening Plan-West End Arts Precinct	30,000	6,000	-	(6,000)	-100%	1,755	Works in progress.
Greening Plan-Norham Street	15,000	3,000	-	(3,000)	-100%	-	Project at planning stage.
Greening Plan-Highlands Road	10,000	2,000	-	(2,000)	-100%	-	Project at planning stage.
Greening Plan-Hawthorn Street	10,000	6,000	-	(6,000)	-100%	-	Project at planning stage.
Greening Plan-Little Walcott Street	5,000	3,000	-	(3,000)	-100%	-	Project at planning stage.
Lynton Street Park Upgrade	-	-	14,235	14,235	100%	3,910	Carry forward project. Budget to be adjusted at November budget review.
RETICULATION							
Britannia Reserve - renew groundwater bore (south) No,40	45,000	-	-	0	0%	40,381	Works in progress.
Kyilla Park - replace irrigation cubicle	15,000	-	-	0	0%	-	Works to be scheduled.
STREET FURNITURE							
Bus Shelter Replacement	20,000	-	-	0	0%	-	Project at planning stage.
Bus Shelter-William St	15,000	-	-	0	0%	2,055	Works in progress.
FOR INFRASTRUCTURE ASSETS	**4,199,844**	**819,554**	**565,158**	**- 254,396**	**1**	**969,748**	

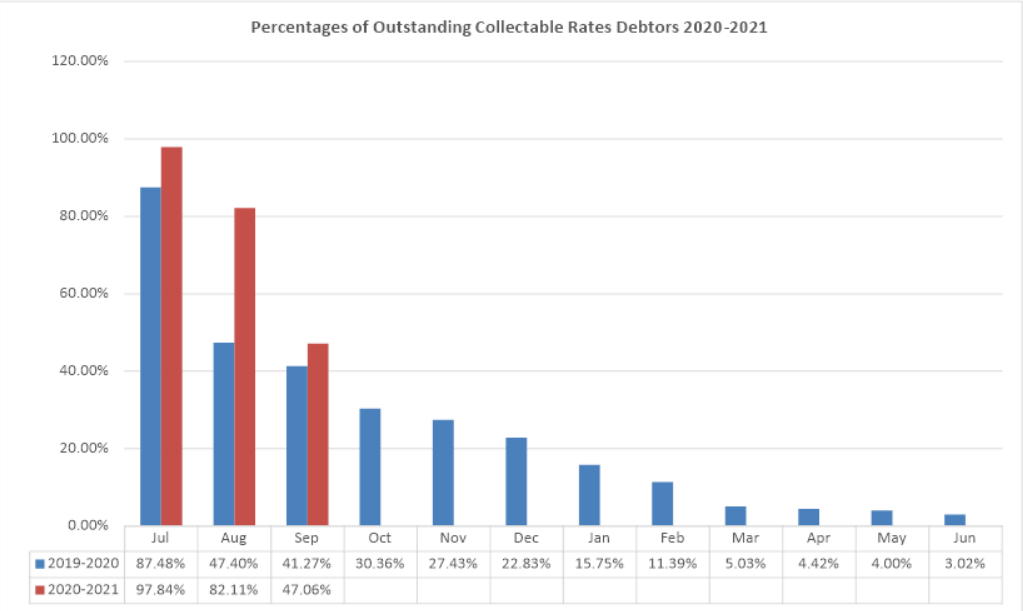
CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 30 SEPTEMBER 2020

Description	Adopted Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
PLANT & EQUIPMENT ASSETS							
LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME							
Light Fleet - Annual Changeover	190,000	101,000	58,298	(42,702)	-42%	122,800	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%	-	Not commenced as yet.
TOTAL EXPENDITURE							
FOR PLANT & EQUIPMENT ASSETS	**346,810**	**246,000**	**196,848**	**(49,152)**	**-20%**	**122,800**	
FURNITURE & EQUIPMENT ASSETS							
INFORMATION TECHNOLOGY							
Enterprise Applications upgrade	290,000	20,000	11,422	(8,579)	-43%	52,923	Implementation & training of Contracts management module.
Building Management System software-Admin	120,000	-	-	0	0%	-	Not commenced as yet.
ICT Strategy Implementation	-	-	2,997	2,997	100%	197,635	Carry forward project. Budget to be adjusted at November budget review.
MARKETING & COMMUNICATIONS							
COVID-19 Artwork relief project	525,600	120,000	91,638	(28,362)	-24%	49,609	Monies disbursed to the successful applicants.
DEPARTMENT OF SPORTS AND RECREATION							
Beatty Park Leisure Centre - Non Fixed Assets Renewal	71,500	-	-	0	0%	-	Not commenced as yet.
MISCALLENEOUS							
Miscellaneous Assets Renewal	30,000	10,000	21,225	11,225	112%	7,926	Works in progress at various locations.
TOTAL EXPENDITURE							
FOR FURNITURE & EQUIPMENT ASSETS	**1,037,100**	**150,000**	**127,281**	**(22,719)**	**-15%**	**308,093**	
TOTAL CAPITAL EXPENDITURE	**10,470,152**	**1,787,554**	**1,099,272**	**(688,282)**	**-39%**	**1,742,484**	

CITY OF VINCENT
NOTE 6 - CASH BACKED RESERVES
AS AT 30 SEPTEMBER 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 30/09/2020	Budget Interest Earned 30/06/2021	YTD Actual Interest Earned 30/09/2020	Budget Transfers from Reserve 30/06/2021	YTD Actual Transfers from Reserve 30/09/2020	Budget Closing Balance 30/06/2021	Actual Closing Balance 30/09/2020
	$	$	$	$	$	$	$	$	$	$
Asset Sustainability Reserve	5,295,417	5,293,197	160,000	69,920	85,341	14,169	(2,819,583)	(677,966)	2,721,175	4,699,320
Beatty Park Leisure Centre Reserve	101,281	101,218	(0)	0	1,632	271	0	0	102,913	101,489
Cash in Lieu Parking Reserve	1,926,742	1,926,192	0	1,329	31,052	5,155	(516,000)	(5,082)	1,441,794	1,927,594
Hyde Park Lake Reserve	159,367	159,269	(0)	0	2,568	426	0	0	161,935	159,695
Land and Building Acquisition Reserve	297,653	297,471	(0)	0	4,797	795	0	0	302,450	298,266
Leederville Oval Reserve	94,178	94,069	0	0	1,518	252	0	0	95,696	94,321
Loftus Community Centre Reserve	36,922	36,901	(0)	0	595	98	0	0	37,517	36,999
Loftus Recreation Centre Reserve	172,850	171,525	51,664	3,198	2,786	462	0	0	227,300	175,185
Office Building Reserve - 246 Vincent Street	401,432	401,156	0	0	6,470	1,073	(196,000)	0	211,902	402,229
Parking Facility Reserve	105,672	105,607	(0)	0	1,703	282	0	0	107,375	105,889
Percentage For Public Art Reserve	529,109	488,867	(0)	0	8,527	1,416	(525,600)	(91,638)	12,036	398,645
Plant and Equipment Reserve	22,601	22,483	(0)	0	364	60	0	0	22,965	22,543
State Gymnastics Centre Reserve	109,897	110,197	9,682	(28)	1,771	294	0	0	121,350	110,463
Strategic Waste Management Reserve	997,361	997,471	0	0	16,074	2,669	0	0	1,013,435	1,000,140
Tamala Park Land Sales Reserve	345,244	340,902	250,000	0	5,564	923	0	0	600,808	341,825
Underground Power Reserve	210,180	210,051	(0)	0	3,387	562	0	0	213,567	210,613
Waste Management Plant and Equipment Reserve	220,084	219,949	0	0	3,547	589	0	0	223,631	220,538
POS reserve - Haynes Street	0	0	157,899	157,899	2,509	416	0	0	160,408	158,315
	11,025,989	**10,976,525**	**629,245**	**232,318**	**180,205**	**29,912**	**(4,057,183)**	**(774,686)**	**7,778,256**	**10,464,069**

CITY OF VINCENT
NOTE 7 - RATING INFORMATION
AS AT 30 SEPTEMBER 2020



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019-2020	87.48%	47.40%	41.27%	30.36%	27.43%	22.83%	15.75%	11.39%	5.03%	4.42%	4.00%	3.02%
2020-2021	97.84%	82.11%	47.06%									

CITY OF VINCENT
NOTE 7 - RATING INFORMATION
FOR THE MONTH ENDED 30 SEPTEMBER 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	9,258	3.1%
Rates Waiver	0		(127,220)	0	0.0%
Total Amount Made up from Rates	459,086,942		35,664,316	35,467,688	
Non Payment Penalties					
Instalment Interest @ 5.5%			160,000	128,745	80.5%
Penalty Interest @ 8%			93,000	1,515	1.6%
Administration Charge - $8 per instalment			220,000	116,064	52.8%
Legal Costs Recovered			0	50	100.0%
			36,137,316	35,714,062	
Other Revenue					
Exempt Bins - Non Rated Properties			185,420	170,298	91.8%
Commercial / Residential Additional Bins			174,534	144,776	83.0%
Swimming Pools Inspection Fees			18,800	14,362	76.4%
			36,516,070	36,043,498	
Opening Balance				**983,329**	
Total Collectable			**36,516,070**	**37,026,827**	**101.40%**
Less					
Cash Received				18,762,059	
Rebates Allowed				1,078,664	
Rates Balance To Be Collected			**36,516,070**	**17,186,103**	**47.06%**
Add					
ESL Debtors				964,542	
Pensioner Rebates Not Yet Claimed				612,020	
ESL Rebates Not Yet Claimed				127,695	
Less					
Deferred Rates Debtors				(241,196)	
Current Rates Debtors Balance				**18,649,163**	

CITY OF VINCENT
NOTE 8 - DEBTOR REPORT
FOR THE MONTH ENDED 30 SEPTEMBER 2020

DESCRIPTION	CURRENT	31-59 DAYS	60-89 DAYS	OVER 90 DAYS	BALANCE
	$	$	$	$	$
DEBTOR CONTROL - HEALTH LICENCES	273,866	0	0	84,606	358,472
DEBTOR CONTROL - RUBBISH CHARGES	0	0	0	0	0
DEBTOR CONTROL - CASH IN LIEU CAR PARKING *	0	0	0	140,983	140,983
DEBTOR CONTROL - PROPERTY INCOME	73,420	54,164	0	92,854	220,438
DEBTOR CONTROL - RECOVERABLE WORKS	1,229	0	0	0	1,229
DEBTOR CONTROL - BEATTY PARK LEISURE CENTRE	0	0	0	0	0
DEBTOR CONTROL - OTHER	14,803	0	95,280	0	110,083
DEBTOR CONTROL - PLANNING SERVICES FEES	705	0	0	550	1,255
DEBTOR CONTROL - INFRINGEMENT *	71,655	55,522	51,892	1,632,664	1,811,733
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 30/9/2020	**435,678**	**109,686**	**147,172**	**1,413,113**	**2,105,648**

ACCRUED INCOME	-70,504
ACCRUED INTEREST	35,752
PREPAYMENTS	-132,609
TOTAL TRADE AND OTHER RECEIVABLES	**1,938,287**

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	Considering to send to debt collection agency
25/02/2015	Subiaco Football Club	16,202.10	Turf maintenance & top dressing	In the process of finalising
13/02/2020	Belgravia Health & Leisure Group	69,996.00	Loan repayment April - June'20	Seeking Covid-19 Financial Assistance
01/03/2020	Perth Soccer Club	3,373.65	Monthly Lease amd utility	Due to Covid-19 lockdown payment follow up put on hold
24/06/2020	Vietnam Veterans Association	1,101.08	Service fire equipment, Termite treatment	Have been handed over to FER
04/11/2016	C Caferelli	28,600.00	Outstanding court costs awarded to COV	Have been handed over to FER
22/08/2018	C D Hunter	14,655.25	Outstanding court costs awarded to COV	Fortnightly payment arrangement to be resumed from November.
21/01/2019	Matthew Slinger	21,800.30	Cost for court fine	Have been handed over to FER
09/07/2019	R Cox	1,170.00	Breach of condition of hall hire	Sent to debt collection agency
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	Sent to debt collection agency
BALANCE OF 90 DAY DEBTORS OVER $500.00		**167,750.26**		

CITY OF VINCENT
NOTE 9 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION
AS AT 30 SEPTEMBER 2020

	Adopted Budget 2020/21 $	YTD Budget Sep-20 $	YTD Actuals Sep-20 $	YTD Actuals Sep-19 $	Month Actuals Sep-20 $	Month Actuals Sep-19 $
ADMINISTRATION						
Revenue	0	0	0	(2,295)	0	0
Expenditure	0	0	(580)	(260,264)	0	(114,147)
Surplus/(Deficit)	**0**	**0**	**(580)**	**(262,558)**	**0**	**(114,147)**
SWIMMING POOLS AREA						
Revenue	1,284,734	311,835	334,308	448,750	129,779	156,658
Expenditure	(3,258,685)	(503,742)	(564,989)	(720,248)	(232,139)	(270,226)
Surplus/(Deficit)	**(1,973,951)**	**(191,907)**	**(230,680)**	**(271,498)**	**(102,359)**	**(113,568)**
SWIM SCHOOL						
Revenue	179,011	79,234	359,537	505,647	146,838	178,289
Expenditure	(469,208)	(95,771)	(265,281)	(312,953)	(89,994)	(134,066)
Surplus/(Deficit)	**(290,197)**	**(16,537)**	**94,256**	**192,693**	**56,844**	**44,223**
CAFÉ						
Revenue	0	0	0	149,109	(1,890)	51,627
Expenditure	0	0	(35,773)	(170,725)	250	(65,801)
Surplus/(Deficit)	**0**	**0**	**(35,773)**	**(21,617)**	**(1,639)**	**(14,174)**
RETAIL SHOP						
Revenue	260,529	25,171	118,143	102,602	45,004	37,393
Expenditure	(237,959)	(49,912)	(74,721)	(72,447)	(31,252)	(30,195)
Surplus/(Deficit)	**22,570**	**(24,741)**	**43,422**	**30,154**	**13,751**	**7,198**
HEALTH & FITNESS						
Revenue	776,835	250,666	376,113	393,168	126,514	121,853
Expenditure	(985,259)	(180,833)	(245,675)	(278,088)	(106,880)	(103,909)
Surplus/(Deficit)	**(208,424)**	**69,833**	**130,438**	**115,079**	**19,635**	**17,945**
GROUP FITNESS						
Revenue	278,281	91,832	135,789	154,065	45,640	47,877
Expenditure	(411,973)	(64,593)	(101,253)	(123,569)	(26,352)	(49,612)
Surplus/(Deficit)	**(133,692)**	**27,239**	**34,537**	**30,496**	**19,288**	**(1,735)**
AQUAROBICS						
Revenue	117,180	38,405	52,151	59,179	17,352	18,935
Expenditure	(133,862)	(23,745)	(22,287)	(33,869)	(8,656)	(11,647)
Surplus/(Deficit)	**(16,682)**	**14,660**	**29,865**	**25,311**	**8,696**	**7,288**
CRECHE						
Revenue	25,480	8,217	13,418	16,891	4,654	5,068
Expenditure	(237,979)	(47,326)	(52,102)	(75,118)	(18,212)	(31,477)
Surplus/(Deficit)	**(212,499)**	**(39,109)**	**(38,684)**	**(58,227)**	**(13,558)**	**(26,409)**
Net Surplus/(Deficit)	**(2,812,875)**	**(160,562)**	**26,799**	**(220,167)**	**658**	**(193,379)**
Less: Depreciation	(1,373,247)	0	0	(342,442)	0	(114,147)
Cash Surplus/(Deficit)	**(1,439,628)**	**(160,562)**	**26,799**	**122,275**	**658**	**(79,232)**

12.4 COUNCIL BRIEFING AND ORDINARY MEETING OF COUNCIL DATES FOR 2021

Attachments: **Nil**

RECOMMENDATION:

That Council ADOPTS the 2021 monthly cycle of Council Briefings and Ordinary Meetings of Council, consisting of:

1. **Eleven (11) Council Briefings, commencing on Tuesday 9 February 2021; and**
2. **Eleven (11) Ordinary Meetings of Council, commencing on Tuesday 16 February 2021.**

COUNCIL DECISION ITEM 12.4

Moved: Cr Castle, Seconded: Cr Wallace

That the recommendation be adopted.

CARRIED UNANIMOUSLY "*EN BLOC*" (8-0)

(Cr Hallett was an apology for the Meeting.)

12.7 INFORMATION BULLETIN

Attachments:

1. Minutes Arts Advisory Group (AAG) 2 September 2020
2. Minutes of the Tamala Park Regional Council Meeting held on 8 October 2020
3. Minutes of the Mindarie Regional Council Meeting held on 22 October 2020
4. Minutes Children and Young People Advisory Group (CYPAG) 21 October 2020
5. Statistics for Development Services Applications as at end of October 2020
6. Register of Legal Action and Prosecutions Monthly - Confidential
7. Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 28 October 2020
8. Register of Applications Referred to the MetroWest Development Assessment Panel - Current
9. Register of Applications Referred to the Design Review Panel - Current
10. Register of Petitions - Progress Report - October 2020
11. Register of Notices of Motion - Progress Report - October 2020
12. Register of Reports to be Actioned - Progress Report - October 2020
13. Minutes of Sustainability and Transport Advisory Group 3 September 2020
14. Minutes of Sustainability and Transport Advisory Group 29 October 2020

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated November 2020.

COUNCIL DECISION ITEM 12.7

Moved: Cr Castle, Seconded: Cr Wallace

That the recommendation be adopted.

CARRIED UNANIMOUSLY "*EN BLOC*" (8-0)

(Cr Hallett was an apology for the Meeting.)

MINUTES

CITY OF VINCENT

ARTS ADVISORY GROUP

Wednesday 2 September 2020 at 6.00pm

Venue: Committee Room
City of Vincent
Administration and Civic Centre
244 Vincent Street Leederville

Attendees:

City of Vincent Councillors

Cr Joanne Fotakis (Chairperson) (JF)

Community Representatives

Ms Sioux Tempestt (ST)
Mr Simon Venturi (SV)
Mr Nathan Giles (NG)
Ms Paula Hart (PH)
Ms Suzanne Worner (SW)
Mx Johnny Doan (JD)
Ms Alexandra Thomson (AT)

City of Vincent Officers

Rosslind Ellis, Manager Marketing and Partnerships (RE)
Tegan Patrucco, Arts and Activation Officer (TP)

Apologies

Ms Claudia Alessi
Virginia Miltrup, Executive Director Community and Business Services
Mr Eduardo Cossio
Ms Sharmila Wood
Cr Sally Smith

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1. Welcome/Declaration of Opening

Councillor Fotakis opened the meeting at 6.09pm and delivered the Acknowledgement of Country.

2. Apologies

Apologies from Ms Claudia Alessi, Virginia Miltrup, Mr Eduardo Cossio, Ms Sharmila Wood and Cr Sally Smith were noted.

4. Business

4.1 Introductions around the table

Cr Fotakis welcomed the Arts Advisory Group members and emphasised the importance of the group to the City of Vincent and the strategic role the group has played in the past two years.

Each member of the Arts Advisory Group introduced themselves and gave a brief summary of their connection to The City of Vincent and the arts industry. The wide range of arts expertise represented in the group was noted.

4.2 Role of Advisory Groups and Strategic Community Plan

RE summarised the development of the Strategic Community Plan including the Imagine Vincent consultation project. It was noted that the arts were a strong theme in the community feedback gathered, and that this is reflected in the Strategic Community Plan.

RE explained that the Corporate Business Plan sits under the Strategic Community Plan, and that a number of more specific strategic plans sit under the CBP including Place Plans, the Reconciliation Action Plan, masterplans, and the Arts Development Action Plan.

RE summarised the role of Advisory Groups at the City of Vincent, noting that they are not able to make decisions, award tenders, or act on behalf of the City. RE noted that the City highly values its Advisory Groups to provide expertise and advise on the City's programs, policies and projects.

RE emphasised that conflicts of interests must be declared to the group. It was noted that Arts Advisory Group members are able to apply for City of Vincent arts commissions and opportunities, however must declare their interest from the outset and be excused from any discussions of the commission or opportunity.

RE summarised the development of the Arts Development Action Plan 2018 – 2020 and noted that it was an ambitious plan that allowed the City to try out some new projects and see what worked. RE stated that the next Arts Development Action Plan would be developed with learnings from the first.

4.2 Terms of Reference

The draft Terms of Reference document was tabled for consideration. The following comments were made:

a) Councillor Fotakis recommended that item 2.3 include policies and programs.
b) Councillor Fotakis noted that council has approved 11 community members of the Arts Advisory Group rather than 12.
c) It was agreed that a minimum frequency of meetings be included.

4.3 Arts Development Action Plan 2018 – 2020 summary

TP presented a summary PowerPoint of the Arts Development Action Plan 2018 – 2020. This included the following highlights:

- 9 commissioned or co-funded murals completed
- Jazz Precinct project launched
- Platform Temporary Art Project pilot completed
- Partnerships developed with Perth International Jazz Festival, Perth Festival, Town Teams, Noongar Radio, Pride WA, Revelation Film Festival, Perth Public Art Foundation
- 6 Film Project films completed, winning multiple international awards
- 5 Traffic Control Box murals commissioned
- 6 Lightbox Laneway exhibitions completed

TP noted the following challenges during the Arts Development Action Plan implementation:

- Staff resources
- Budget limitations in regard to scope of ambitions (eg Urban Artwalk)
- Mural co-funding program outcomes
- Lack of Aboriginal representation
- Artwork maintenance

The following comments were made:

a) PH gave feedback on the recent Arts Relief Grants that the relatively small grant amount allows artists to focus primarily on their art.

b) SW suggested that the City could focus on recognising the artistic talent within the local community and allowing more artists to connect with the City.
c) JD suggested that mentorship is a key element of building Aboriginal representation within arts in the City of Vincent.
d) SV reported that Leedy Connect are currently putting together a public art guide for Leederville, particularly in relation to Percent for Art artworks, which will include recommendations for strengthening the Percent for Art policy.
e) NG noted that the Urban Artwalk project requires a master plan and a long term vision to be successful.

4.4 Sub Groups

TP called for volunteers for a Percent for Art Sub Group, the members of which will provide feedback on applications for developer Percent for Art contributions against the Percent for Art criteria. SV, AT, NG and PH volunteered for this Sub Group.

TP called for volunteers for a Major Artwork Sub Group, the members of which will provide feedback on the draft commission EOI, and sit on the assessment panel for the commission. NG, ST, and SW volunteered for this Sub Group.

It was noted that further Sub Groups will be required in the future.

ACTION:

5. Close/Next Meeting

The Chairperson closed the meeting at 8.02pm. The next meeting is scheduled to be held on 14 October 2020.

Signed _____
Councillor (Chairperson)

Dated this_____day of_____20___

TAMALA PARK REGIONAL COUNCIL
Building a sustainable community

Ordinary Meeting of Council

MINUTES

Thursday 8 October 2020, 6:00pm
City of Wanneroo
23 Dundebar Road, Wanneroo

Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park

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TAMALA PARK REGIONAL COUNCIL

MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Andres Timmermanis (DEPUTY CHAIR)	Cr Gary Mack
City of Joondalup	Cr John Chester Cr Phillipa Taylor	Cr Christopher May Cr Suzanne Thompson
City of Perth	Cmr Andrew Hammond	Cmr Gaye McMath
City of Stirling	Cr Karen Caddy (CHAIR) Cr David Lagan Cr Suzanne Migdale Cr Bianca Sandri	Cr Karlo Perkov
Town of Victoria Park	Cr Claire Anderson	
City of Vincent	Mayor Emma Cole	Cr Joanne Fotakis
City of Wanneroo	Cr Brett Treby Cr Domenic Zappa	Cr Natalie Sangalli Cr Vinh Nguyen

PRESENT

Chair	Cr Karen Caddy
Councillors	Cr Claire Anderson Cr John Chester Cmr Andrew Hammond Cr Bianca Sandri Cr Brett Treby
Alternate Members	Cr Joanne Fotakis
Staff	Mr Michael Quirk (Acting Chief Executive Officer) Mr Simon O'Sullivan (Manager Project Coordination) Ms Vickie Wesolowski (Executive Assistant)
Apologies Councillors	Mayor Emma Cole Cr David Lagan Cr Suzanne Migdale Cr Philippa Taylor Cr Andres Timmermanis Cr Domenic Zappa
Leave of Absence	Mr Tony Arias (Chief Executive Officer)
Absent	Nil
Consultants	Mr Alan Abel (Satterley Property Group) Mr Carl Buckley (Satterley Property Group) Ms Renata Steenland (Satterley Property Group) Ms Bryony Yuill (Satterley Property Group)
Apologies Participant Councils' Advisers	Mr Stuart Jardine (City of Stirling) Mr John Giorgi (Town of Cambridge) Mr Anthony Vuleta (Town of Victoria Park) Ms Michelle Reynolds (City of Perth) Mr Daniel Simms (City of Wanneroo) Mr David MacLennan (City of Vincent)
In Attendance Participant Councils' Advisers	Mr Garry Hunt (City of Joondalup) Mr Mat Humfrey (City of Joondalup) Mr Stevan Rodic (City of Stirling) Ms Noelene Jennings (City of Wanneroo)
Members of the Public	Nil
Press	Nil

1. OFFICIAL OPENING

The Chair declared the meeting open at 6:13pm and welcomed Cr Fotakis to the Tamala Park Regional Council Meeting.

DISCLOSURE OF INTERESTS

Cr Fotakis advised a Disclosure of Interest – Impartial Interest in relation to Item 10.1 (there has been an association with one of the consultants under the tender).

2. PUBLIC STATEMENT/QUESTION TIME

Nil

3. APOLOGIES AND LEAVE OF ABSENCE

Apologies: Mayor Cole
Cr Lagan
Cr Migdale
Cr Taylor
Cr Timmermanis
Cr Zappa

Leave of Absence: Mr Arias

4. PETITIONS

Nil

5. CONFIRMATION OF MINUTES

Ordinary Meeting of Council – 20 August 2020

Moved Cr Treby, Seconded Cr Sandri.

That the minutes of the Ordinary Meeting of Council of 8 August 2020 be confirmed, and signed by the Chair, as a true and correct record of proceedings.

The Motion was put and declared CARRIED (7/0).

5A BUSINESS ARISING FROM MINUTES

Nil

6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

Nil

7. MATTERS FOR WHICH MEETING MAY BE CLOSED

9.5 Review of Deliverables – Development Manager's Key Performance Indicators - Confidential
9.6 Key Personnel – Development Manager / Project Resourcing – Confidential
9.7 Mindarie Regional Council Landfill Buffer – Groundwater Monitoring Update - Confidential
10.1 Built Form Partnership – Stage 18 – Confidential
10.2 Catalina Central Local Centre Site – Change of Ownership - Confidential

8. COUNCIL REPORTS 8.1 – 8.6

8.1 BUSINESS REPORT – PERIOD ENDING 24 SEPTEMBER 2020

Moved Cr Treby, Seconded Cr Chester.

[The recommendation in the agenda]

That the Council RECEIVES the Business Report to 24 September 2020.

The Motion was put and declared CARRIED (7/0).

8.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 1 OCTOBER 2020

Moved Cr Sandri, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council RECEIVES the Sales and Settlement Report to 1 October 2020.

The Motion was put and declared CARRIED (7/0).

The recommendations for Items 8.2, 8.3, 8.4 and 8.6 were moved and seconded en bloc.

Moved Cr Treby, Seconded Cr Chester.

8.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF JULY & AUGUST 2020

[The recommendation in the agenda]

That the Council RECEIVES and NOTES the Statements of Financial Activity for the months ending:

- **31 July 2020; and**
- **31 August 2020.**

8.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF JULY & AUGUST 2020

[The recommendation in the agenda]

That the Council RECEIVES and NOTES the list of accounts paid under Delegated Authority by the CEO for the months of July and August 2020:

- **Month ending 31 July 2020 (Total $274,849.97)**
- **Month ending 31 August 2020 (Total $200,189.45)**
- **Total Paid - $475,039.42**

8.4 PROJECT FINANCIAL REPORT – AUGUST 2020

[The recommendation in the agenda]

That the Council RECEIVES the Project Financial Report (August 2020) submitted by the Satterley Property Group.

8.6 COUNCIL MEETING SCHEDULE 2021

[The recommendation in the agenda]

1. **That the schedule of Ordinary Council meetings dates be APPROVED for 2021 as follows:**
   - **18 February 2021 (Town of Cambridge)**
   - **15 April 2021 (City of Joondalup)**
   - **17 June 2021 (City of Perth)**
   - **19 August 2021 (City of Stirling)**
   - **14 October 2021 (City of Wanneroo)**
   - **9 December 2021 (City of Vincent)**
2. **That the commencement time for Council meetings be 6:00pm.**
3. **That Council meetings be held on a rotational basis at participant Council premises.**
4. **That the schedule of Management Committee meetings dates be APPROVED for 2021 as follows:**
   - **18 March 2021**
   - **20 May 2021**
   - **15 July 2021**
   - **16 September 2021**
   - **18 November 2021**
5. **That the Management Committee meetings be held at the City of Stirling and the commencement time be 6:00pm.**
6. **That the schedule of meeting dates be advertised as required by the *Local Government Act 1995.***

The Motions were put and declared CARRIED en bloc (7/0).

The recommendations for Items 9.1, 9.2, 9.3 and 9.4 were moved and seconded en bloc.

Moved Cr Sandri, Seconded Cr Fotakis.

9. COMMITTEE REPORTS 9.1 - 9.7

AUDIT COMMITTEE (17 SEPTEMBER 2020)

9.1 REVIEW OF THE AUDITOR'S REPORT FOR THE FINANCIAL YEAR ENDED 30 JUNE 2020

[The recommendation in the agenda]

That the Council:

1. **RECEIVES the Auditor's Report for the financial year ended 30 June 2020.**
2. **In relation to Item 2 - Presentation of Financial Activity Statement of the Audit Report APPROVE the Audit Committee meeting on a bi-monthly basis, on alternative months to Council meetings, to consider Statements of Financial Activity; and that the monthly Statements of Financial Activity be circulated to Council members on a monthly basis.**
3. **NOTES that the Council's Auditor (Butler Settineri) met with the Audit Committee at its meeting of 17 September 2020 to discharge the statutory obligation to meet with the Local Government at least once per annum.**

9.2 TPRC ANNUAL FINANCIAL REPORT FOR THE YEAR 1 JULY 2019 TO 30 JUNE 2020

[The recommendation in the agenda]

That the Council RECEIVES the Annual Financial Report for the year ended 30 June 2020 and that it be INCLUDED in the Annual Report.

9.3 FINANCIAL MANAGEMENT – SIGNIFICANT ACCOUNTING POLICIES REVIEW 2020

[The recommendation in the agenda]

That the Council APPROVES the Financial Management – Significant Accounting Policies (September 2020).

MANAGEMENT COMMITTEE (17 SEPTEMBER 2020)

9.4 CATALINA PROJECT WEBSITE

[The recommendation in the agenda]

That the Council NOTES the Satterley Property Group advice dated 20 July 2020 in relation to the Catalina Project website.

The Motions were put and CARRIED en bloc (7/0).

Moved Cr Sandri, Seconded Cr Treby.

That the Meeting be CLOSED to the public.

The Motion was put and declared CARRIED (7/0).

9.5 REVIEW OF DELIVERABLES - DEVELOPMENT MANAGER'S KEY PERFORMANCE INDICATORS – CONFIDENTIAL

Moved Cr Sandri, Seconded Cr Chester.

[The recommendation in the Agenda]

That the Item be held over to the Management Committee meeting of 12 November 2020 and that the Satterley Property group be requested to provide information on the achievement of the measures as required by the revised Development Manager's KPIs, approved 20 February 2020.

The Motion was put and declared CARRIED (7/0).

9.6 KEY PERSONNEL – DEVELOPMENT MANAGER / PROJECT RESOURCING – CONFIDENTIAL

Moved Cr Sandri, Seconded Cr Treby.

[The recommendation in the Agenda]

That the Council APPROVES the appointment of the following key personnel pursuant to Clause 4.5 of the Development Management Agreement:

Name of Replacement Person	Position
Julia Nelson	Development Manager

9.7 MINDARIE REGIONAL COUNCIL LANDFILL BUFFER – GROUNDWATER MONITORING UPDATE - CONFIDENTIAL

Moved Cr Treby, Seconded Cr Anderson.

That the Council RECEIVES the update on groundwater monitoring.

The Motion was put and declared CARRIED (7/0).

Moved Cr Sandri, Seconded Cr Treby.

That Standing Orders be suspended to allow Confidential Item 10.1 to be discussed.

The Motion was put and CARRIED (7/0).

10.1 BUILT FORM PARTNERSHIP – STAGE 18 – UPDATE - CONFIDENTIAL

Moved Cr Sandri, Seconded Cr Treby.

That Standing Orders be resumed.

The Motion was put and CARRIED (7/0).

[The recommendation in the agenda]

That the Council:

1. NOTES that negotiations with Schlager Group/David Barr Architects/Josh Burns and Associates as the preferred tenderer on Tender 05/19 have failed to reach agreement on satisfactory project management and development arrangements for the Stage 18 grouped housing site.

2. AGREES to cease negotiations with Schlager Group/David Barr Architects/Josh Burns and Associates.

3. ADVISES Schlager Group/David Barr Architects/Josh Burns and Associates of the Council's decision to cease negotiations and EXPRESSES its thanks for their effort in attempting to negotiate a suitable development outcome.

4. REQUIRES the Satterley Property Group to prepare an appropriate subdivision and development option, consistent with the Council's objectives for the Stage 18 site and cognisant of market conditions.

Moved Cr Chester, Seconded Cmr Hammond.

[An Alternative Motion]

That the Council:

1. **AGREES to provide Schlager Group/David Barr Architects/Josh Burns and Associates an additional 14 days to provide the following information to inform the preparation of a Project Plan and Project Budget that sets out satisfactory project management and development arrangements for the Stage 18 grouped housing site including:**

   i) **Details and pricing of the proposed sustainability initiatives to be incorporated into the development;**

   ii) **Dwelling design plans that comply with the Catalina Central Design Guidelines; and**

   iii) **Detailed dwelling construction costs and included specifications.**

2. **In the event that satisfactory information set out in 1. above is not provided CEASES negotiations with Schlager Group/David Barr Architects/Josh Burns and Associates:**

i) **expresses its thanks for their effort in attempting to negotiate a suitable development outcome;**

ii) **requires the Satterley Property Group to prepare an appropriate subdivision and development option for the Stage 18 site that is consistent with the Council's objectives, is cognisant of market conditions and provides opportunities to achieve sustainable and innovative built form within the development.**

The Motion was put and declared CARRIED (7/0).

10.2 CATALINA CENTRAL LOCAL CENTRE SITE – CHANGE OF OWNERSHIP AND AMENDED CONTRACTUAL TERMS – CONFIDENTIAL

Moved Cr Treby, Seconded Cr Chester.

[The recommendation in the agenda]

That the Council:

1. **AGREES to the proposed sale of Lot 646 Aviator Boulevard, Clarkson from Catalina Gateway Site Pty Ltd as trustee for the Catalina Gateway Site Trust to Auswide International Investments (Cardup) Pty Ltd, subject to the latter preparing a deed of agreement setting out suitable development terms including the following construction milestones:**

   i) **Amended development application to be submitted by 31 October 2020.**

   ii) **Construction of the child care centre to be substantially commenced by 1 May 2021.**

   iii) **Practical completion of the entire development within 30 months from 30 November 2020 or the date of settlement of the sale, whichever occurs sooner.**

2. **AUTHORISES the CEO to sign a deed of agreement with Auswide International Investments (Cardup) Pty Ltd to establish suitable contractual terms for the development of Lot 646 Aviator Boulevard, Clarkson.**

The Motion was put and declared CARRIED (7/0).

11. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

12. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

13. URGENT BUSINESS APPROVED BY THE CHAIR

Nil

14. MATTERS BEHIND CLOSED DOORS

9.5 Review of Deliverables – Development Manager's Key Performance Indicators - Confidential
9.6 Key Personnel – Development Manager / Project Resourcing – Confidential
9.7 Mindarie Regional Council Landfill Buffer – Groundwater Monitoring Update - Confidential
10.1 Built Form Partnership – Stage 18 – Confidential
10.2 Catalina Central Local Centre Site – Change of Ownership - Confidential

15. GENERAL BUSINESS

Nil

16. FORMAL CLOSURE OF MEETING

The Chair declared the meeting closed at 7:33pm.

These minutes were confirmed at a meeting on ……..……..

SIGNED this …… day of ……..……..…….…… 2020

as a true record of proceedings.

_____

CHAIR

MINUTES

ORDINARY COUNCIL MEETING

TIME: 6.30 PM

22 OCTOBER 2020

TOWN OF VICTORIA PARK

Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.30 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 R Fishwick, JP	City of Joondalup
Cr A Jacob, JP	City of Joondalup
Cr S Proud, JP *entered at 6.37 pm*	City of Stirling
Cr K Sargent	City of Stirling
Cr E Cole *entered at 6.33 pm*	City of Vincent
Cr F Cvitan, JP	City of Wanneroo
Cr D Newton, JP	City of Wanneroo
Cr K Shannon	Town of Cambridge

Apologies

Cr J Ferrante	City of Stirling

Leave of Absence

Nil

Absent

Vacant Position	City of Perth

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 M Littleton (City of Stirling)
Mr A Murphy (City of Vincent)
Mr H Singh (City of Wanneroo)
Mr C Kopec (City of Perth)
Mr J Wong (Town of Victoria Park)

MRC Observers

Mr B Twine
Mr A Griffiths

3 DECLARATION OF INTERESTS

Nil

4 PUBLIC QUESTION TIME

Nil

5 ANNOUNCEMENTS BY THE PRESIDING PERSON

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 ORDINARY COUNCIL MEETING – 24 September 2020

The Minutes of the Ordinary Council Meeting held on 24 September 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 24 September 2020 be confirmed as a true record of the proceedings.

Moved Cr Newton seconded Cr Cvitan
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 8/0)

6.33 pm Cr Cole entered the Council Chambers

9.1 CHIEF EXECUTIVE OFFICER REPORTS

9.1	FINANCIAL STATEMENTS FOR THE MONTHS ENDED 31 JULY 2020 AND 31 AUGUST 2020
File No:	**GF-20-0000184**
Appendix(s):	**Appendix No. 1** **Appendix No. 2** **Appendix No. 3**
Date:	**5 October 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 July 2020 and 31 August 2020 and are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report for the 2 months to 31 August 2020 is attached at **Appendix No. 3.**

The financial statements are pending external auditor approval of the 2019/2020 final accounts.

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.

Summary of results for the year to date period ended 31 August 2020

	Actual	Budget	Variance
	t	t	t
Tonnes – Members	40,752	41,297	(545)
Tonnes – Others	2,483	2,172	311
TOTAL TONNES	**43,235**	**43,469**	**(234)**
	$	$	$
Revenue – Members	8,354,956	8,465,861	(110,905)
Revenue – Other	987,078	679,921	307,157
TOTAL REVENUE	9,342,034	9,145,782	196,252
Expenses	10,338,820	10,084,193	(254,627)
Profit on sale of assets	-	-	-
Loss on sale of assets	-	-	-
Impairment of assets	-	-	-
NET DEFICIT	**(996,786)**	**(938,411)**	**(58,375)**

Commentary
Tonnages for the financial period ended 31 August 2020 were 234 tonnes less than budgeted, variances are mainly attributable to the Cities of Vincent, Stirling and Wanneroo.

The net deficit result variance against budget of $58,375 is mainly attributable to RRF expenditures abated by unbudgeted income received.

RRF
The Resource Recovery Facility residue tonnes are below phased budget by 433 tonnes delivering 9,822 tonnes in total to Tamala Park year to date.

Trade & Casuals
The Casual and Trade tonnages are 311 tonnes higher than forecast for the financial year to date.

VOTING REQUIREMENT
Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Receive the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 July 2020 and 31 August 2020, respectively.

Moved Cr Vernon, seconded Cr Cvitan
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 9/0)

9.2	LIST OF PAYMENTS MADE FOR THE MONTHS ENDED 31 JULY 2020 AND 31 AUGUST 2020
File No:	GF-20-0000184
Appendix(s):	Appendix No. 4 Appendix No. 5
Date:	5 October 2020
Responsible Officer:	Director of 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 July 2020 and 31 August 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 24 September 2020, 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 July 2020	General Municipal	Cheques	$5,080.88
		EFT	$7,460,186.70
		DP	$78,282.25
		Inter account transfers	$0.00
		Total	**$7,543,549.83**
31 August 2020	General Municipal	Cheques	$1,607.95
		EFT	$4,904,721.22
		DP	$109,920.05
		Inter account transfers	$2,000,000.00
		Total	**$7,016,249.22**

VOTING REQUIREMENT

Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:
Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 July 2020 and 31 August 2020.

Moved Cr Sargent, seconded Cr Jacob
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 9/0)

9.3	EXPANSION OF GROUNDWATER MONITORING ACTIVITIES AT TAMALA PARK
File No:	GF-2-0000616
Appendix(s):	Nil
Date:	22 October 2020
Responsible Officer:	Chief Executive Officer

SUMMARY

This report seeks Council approval for the reallocation of budgeted funds in support of expanded groundwater monitoring activities at Tamala Park.

BACKGROUND

In 2007, elevated contaminants of concern were identified in groundwater samples in the area surrounding the Tamala Park landfill. These elevated readings were subsequently registered with the Department of Water and Environmental Regulations, Contaminated Sites Branch (CSB) as required by the Contaminated Sites Act 2003. Since this time, the results of groundwater and landfill gas monitoring have continued to be reported to the CSB on an annual basis.

As a consequence of the altered groundwater flow direction and the complexity of the site, the CSB also requested that a Mandatory Audit Report (MAR) be undertaken to further assist in understanding the site and the associated groundwater movement. The MAR was completed in February 2020 and presented to Council at the Ordinary Council Meeting (OCM) on 27 February 2020.

This report relates to the funding for the implementation of the recommendations contained within the MAR.

DETAIL

The MAR contained a recommendation to consider the "Installation of additional sampling locations on and off-site to vertically and laterally delineate the extent of contamination."

The monitoring and assessment regime was to be governed by the development of a Sampling Analysis and Quality Plan (SAQP). Throughout August and September 2020, the MRC commissioned the installation of an additional ten groundwater monitoring well sites, five within the landfill site itself (MW06-10 A/B/C) and five within the Catalina development (MW01-05 A/B/C), see *Figure 1* below. Each well site comprises a nest of three wells, bringing the total number of additional groundwater wells requiring monitoring to 30.

The MRC also requested that the current contracted provider for groundwater monitoring, the CSRIO, undertake this additional work on behalf of the MRC over three separate sampling periods (September and October 2020, and March 2021). The quoted cost summary associated with this additional monitoring is $204,090.

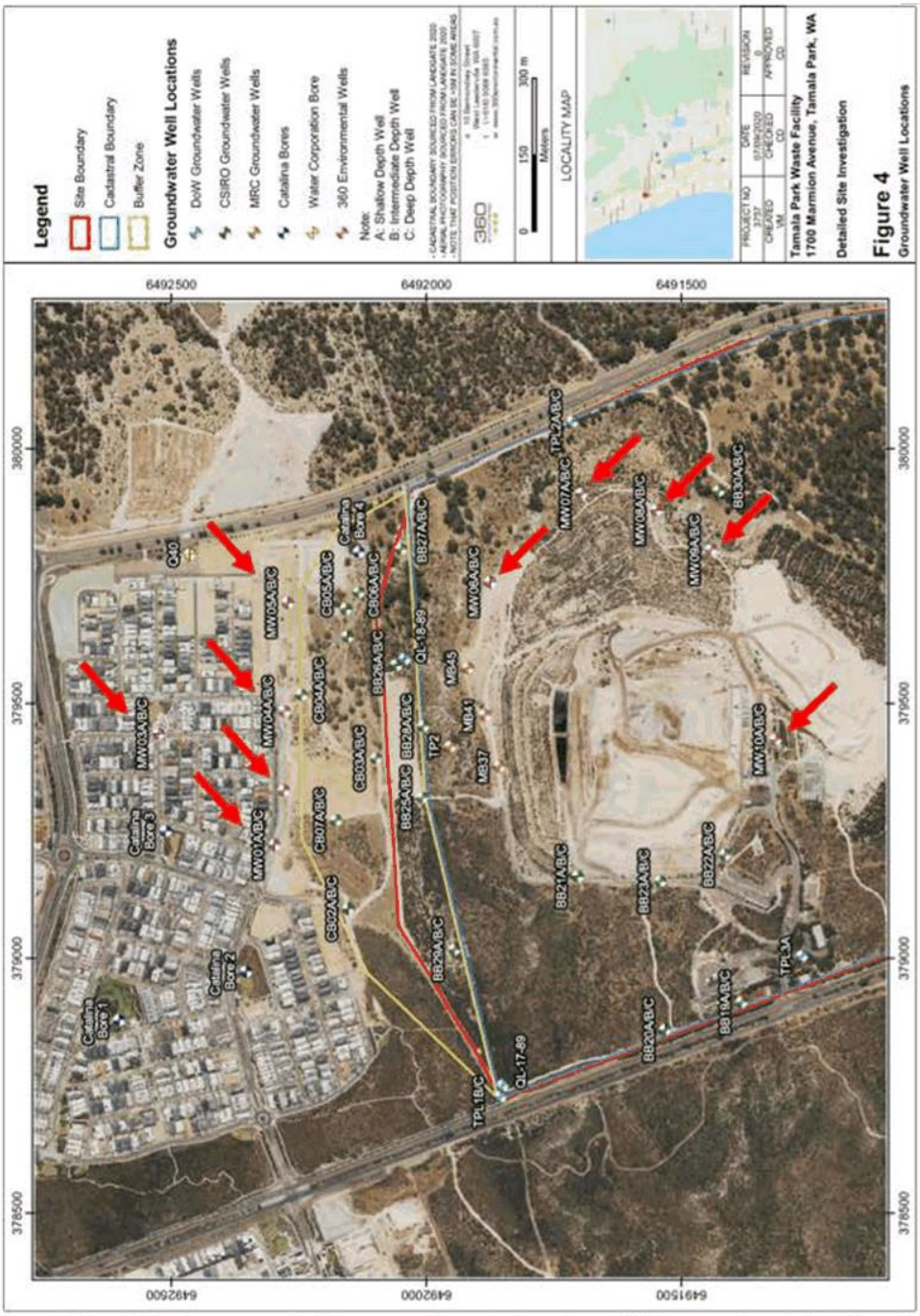


Figure 1: Detailed Site Investigation - Soil Investigation Figure 4 - Groundwater Well Locations, Tamala Park Waste Facility

CONSULTATION
The MRC continues to work with the CSB, as well as the independent auditor Senversa, to ensure that the MRC fulfils its obligations with respect to groundwater contamination monitoring. The next revision of the MAR is due to be completed in the first half of 2021, with the final report to be presented to Council thereafter.

LEGAL COMPLIANCE
Legal advice was sought upon receipt of the MAR to understand the extent of the liability to which the MRC may be exposed, and what portion of any liability may be attributable to other parties such as the Water Corporation, should offsite groundwater contamination or landfill gas migration adversely impact the areas surrounding the Tamala Park site.

Upon receipt of the next revision of the MAR, the MRC will, upon review of any recommendations made, reassess the need to update this advice.

POLICY IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
It is proposed that the funds required for this additional work will be reallocated from the savings made in relation to the recycling/drop off area business restructuring. This reallocation of funds is in addition to the existing budgeted $300,000 for groundwater monitoring and will be reflected in the half-year budget review. This reallocation will not result in the MRC exceeding the overall approved budget expenditure for FY 2020/21, and a result, will not result in any increase in the members' gate fee.

VOTING REQUIREMENT
Absolute Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. **Authorises the CEO to reallocate the required funds quoted in the report from the recycling and recovery to groundwater testing, for the purpose of supporting additional groundwater monitoring activities, which will be reflected in the half budget review.**

6.37pm Cr Proud entered the Council Chambers

Moved Cr Shannon, seconded Cr Cvitan
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 10/0)

9.4	MINDARIE REGIONAL COUNCIL ORDINARY COUNCIL MEETING AND STRATEGY WORKSHOP DATES FOR 2021
File No:	GF-20-0000072
Appendix(s):	Nil
Date:	5 October 2020
Responsible Officer:	Director of Corporate Services

SUMMARY

The purpose of this report is to provide notice of the dates, times and locations for the Mindarie Regional Council's (MRC) Ordinary Council Meetings (OCM) and Strategy Workshops (SW) for 2021.

BACKGROUND

The MRC is required to schedule OCM's for the forthcoming calendar year and provide public notice of their dates, times and locations. In addition, the dates are set for two SWs.

DETAIL

In setting the dates for the 2021 OCM's consideration is given to the following:

- The Tamala Park Regional Council meeting dates for 2021
- The WALGA Metropolitan Zone meeting dates for 2021
- Availability of Member Councils' Chambers.

It is noted that previous meeting schedules have not allowed for the MRC to consistently present financial reports within 2 months after the end of the month to which the statement of financial activity relates in accordance with s.6.4 of the Local Government Act 1995 and s.34(4) of the Local Government (Financial Management) Regulations 1996.

Given that Regional Councils typically meet every 2 months this problem is not unique to the MRC and also affects other entities such as the Tamala Park Regional Council. With a view to trying to achieve compliance, and at the same time being mindful of conflicting priorities and meeting dates, please see the following two options for consideration:

OPTION 1

Achieves compliance – 8 meetings for the year

• Ordinary Council Meeting	28 January 2021	(City of Joondalup)
• Ordinary Council Meeting	25 March 2021	(City of Wanneroo)
• Ordinary Council Meeting (Strategy Workshop)	27 May 2021	(City of Stirling)
• Ordinary Council Meeting	24 June 2021	(City of Stirling)
• Ordinary Council Meeting	12 August 2021	(Town of Cambridge)
• Ordinary Council Meeting (Strategy Workshop)	16 September 2021	(City of Vincent)
• Ordinary Council Meeting	11 November 2021	(Town of Victoria Park)
• Ordinary Council Meeting	16 December 2021	(City of Perth)

OPTION 2
Non-compliant – 6 meetings for the year

- Ordinary Council Meeting 04 February 2021 (City of Joondalup)
- Ordinary Council Meeting (Strategy Workshop) 22 April 2021 (City of Wanneroo)
- Ordinary Council Meeting 08 July 2021 (City of Stirling)
- Ordinary Council Meeting (Strategy Workshop) 16 September 2021 (City of Vincent)
- Ordinary Council Meeting 11 November 2021 (Town of Victoria Park)
- Ordinary Council Meeting 16 December 2021 (City of Perth)

Traditionally the MRC also holds two strategic workshops which are included in the meeting schedule. These workshops are important as they provide Councillors, member council CEOs and representatives on the Strategic Working Group and MRC management an opportunity to review and discuss the MRC's strategic direction.

STATUTORY ENVIRONMENT
Part 12 (1) and (2) of the Local Government (Administration) Regulations 1996 requires local government to issue public notice of its meeting dates at least once per year stating:

"12. Meetings, public notice of (Act s. 5.25(1)(g))

(1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —

(a) the ordinary council meetings; and

(b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,

are to be held in the next 12 months.

(2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).

S.1.7 of the Local Government Act 1995 prescribes local public notice as:

"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."

POLICY IMPLICATIONS
Nil

STRATEGIC IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
Nil

COMMENT
The proposed schedule for OCM's for 2021 is submitted for approval.

VOTING REQUIREMENT
Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That the Council:

1. Adopt the meeting dates in Option 1

.

- Ordinary Council Meeting – 28 January 2021 (City of Joondalup)
- Ordinary Council Meeting – 25 March 2021 (City of Wanneroo)
- Ordinary Council Meeting - 27 May 2021 (City of Stirling)
- Ordinary Council Meeting – 24 June 2021 (City of Stirling)
- Ordinary Council Meeting – 12 August 2021 (Town of Cambridge)
- Ordinary Council Meeting – 16 September 2021 (City of Vincent)
- Ordinary Council Meeting – 11 November 2021 (Town of Victoria Park)
- Ordinary Council Meeting – 16 December 2021 (City of Perth.

2. Issue a Public Notice on the meetings location, dates and times as detailed in (1) above in accordance with Part 12 (1) of the *Local Government (Administration) Regulations 1996* and the *Local Government Act 1995.*

3. Adopt two Strategy Workshops for 2021, following the Ordinary Council meeting on the following dates:

- **27 May 2021**
- **16 September 2021**

Moved Cr Cvitan, seconded Cr Sargent
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 10/0)

10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 56

RESPONSIBLE OFFICER RECOMMENDATION

That the Members Information Bulletin Issue No. 56 be received.

Moved Cr Proud, seconded Cr Jacob
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

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 Strategic Working Group (SWG) and MRC officers to remain in the meeting in the meeting for items 14.1 and 14.2. The Chair requested members of the public to vacate the public gallery, no members of the public were present in the 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 Proud, seconded Cr Sargent
RESOLVED
To close the meeting to the public
(CARRIED UNANIMOUSLY 10/0)

Doors closed at 6.45 pm.

The MRC officers and members of the SWG remained in the public gallery.
There were no members of the public present.
Note: The Chief Executive Officer has not released the reports for items 14.1 and 14.2 for public information.

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	**TENDER RELEASE FOR THE PROVISION OF LANDFILL SERVICES**
File No:	**GF – 20 - 0001521**
Attachments(s):	**Nil**
Date:	**2 October 2020**
Responsible Officer:	**Chief Executive Officer**

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. **Authorises the CEO to release a public request for tender for the proposed provision of landfill services at Tamala Park,**

2. **Requests that, prior to tender award, the CEO bring a report back to Council containing recommendations related to the award of tonnage tranches.**

Moved Cr Cole, seconded Cr Newton
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 10/0)

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	
14.2	**REPLACEMENT OF ONE LANDFILL COMPACTOR AT TAMALA PARK**
File No:	**GF – 20 – 0001579**
Attachments(s):	**Nil**
Date:	**2 October 2020**
Responsible Officer:	**Chief Executive Officer**

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. **Authorise the CEO to award the supply of one Landfill Compactor to WesTrac Pty Ltd at the price detailed within the report.**

2. **Authorise the CEO to advise the unsuccessful tenderers of the outcome of the tender process.**

Moved Cr Sargent, seconded Cr Cvitan
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 10/0)

Moved Cr Boothman, seconded Cr Cole
RESOLVED
That the meeting be reopened
(CARRIED UNANIMOUSLY 10/0)

Doors were reopened 6.49 pm and the Chair declared the meeting reopened.

The Chair noted the resolutions passed behind closed doors.

15 NEXT MEETING

The next Ordinary Council meeting to be held on Thursday 17 December 2020 in the Council Chambers at the City of Perth commencing at 6.30 pm.

16 CLOSURE

The Chair closed the meeting at 6.50 pm and thanked the Town of Victoria Park for their hospitality and use of their meeting facilities.

Signed .....Chair

Dated ..... day of 2020

MINUTES

CITY OF VINCENT

CHILDREN AND YOUNG PEOPLE ADVISORY GROUP

Wednesday 21 October 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
Laura Dunlop – o/b David Reid (LD)
Abid Imam (AI)

City of Vincent Officers
Virginia Miltrup – Executive Director Community & Business Services (VM)
Kate Allen – A/ Senior Community Partner (KA)
Carla Stevens – Community Partner (CS)

1. Welcome/Declaration of Opening

The Chairperson opened the meeting at 6.05pm and delivered the Acknowledgement of Country.

2. Apologies

Daniel Langlands
Shari Stockdale
Suzanne Lawrence
Rosslind Ellis
Karen Balm

3. Business

Late Agenda Item – Pop Up Play Consultation

KA advised that a late item had been requested to be discussed, that was not on the agenda. KA introduced CS who is researching options for new Pop Up Play locations and ideas. CS advised that from reviewing the previous Pop Up Play, our Public Open Space Strategy and consulting with our Parks team, that 4 parks had been identified as possible new Pop Up Play sites:

- Leake St Reserve
- Edinboro St Reserve
- Blackford St Reserve
- Redfern St Reserve

Following discussion, the group agreed that Leake & Alma St Reserve and Edinboro St Reserve would be their preferred locations. It was suggested that Leake St Reserve could have a sand play area and/ or a swings/ ropes play area. Cubby building, obstacle course and climbing equipment were suggested for Edinboro St Reserve, under the shade of the trees.

It was also suggested that Matlock St Reserve and Shakespeare St Reserve be considered.

The group were also keen to see pop up skateable objects/ furniture at other parks or open spaces across the City.

Al advised that as he was experienced in working with kids on functional movement and obstacle course type equipment through his gymnastics work, that he would be happy to provide assistance with the design of these types of play areas.

CS advised the group that their feedback would be taken back and incorporated into planning for the public consultation, which will see signage placed at the proposed reserves with options for people to submit feedback on what they would like to see.

KA advised implementation was proposed for around March next year, before Easter School Holidays. The Chairperson asked whether the implementation could be brought forward for any small projects eg sand play areas, as they would be quick and easy to do for summer holidays.

ACTION: Administration to explore feasibility of implementing Pop up projects prior to Summer Holidays

4.1 Adoption of the Youth Action Plan

The Chairperson advised that the Youth Action Plan was formally endorsed at the Ordinary Meeting of Council on Tuesday 20 October. The Chairperson advised that this was a great achievement and congratulated everyone involved in the development of the Plan.

KA advised that work was now beginning on implementation of the plan, particularly considering actions that address key areas such as mental health – with workshops being planned with Headspace and employability – with research being conducted into subsidising some skills courses and employment skills sessions. Other activities such as BMX learning sessions were also being investigated.

4.2 Young Makers Christmas Market

KA advised that the Young Makers Christmas Market (formerly the Kids Christmas Market) was being planned for Sunday 6 December. The City is currently accepting applications for stallholders and the group were encouraged to refer any under 18s who were interested. Advised that marquees and tables would be provided, with stallholders required to bring their products, cash for change and chairs.

LD asked whether it was possible for under 25s to be accepted. KA advised that if there were young people linked with youth services who were under 25 and really keen to be involved that we would accept these applications.

KA advised there were around 25 stallholders already registered following a callout to last years' stallholders and we had 40 last year but were looking to have a few extra this year as the space could accommodate this. Advised that there was a range of products last year from baked goods, jewellery, art, Christmas cards, plants as well as old toys and second hand goods. This year the aim is to attract more homemade products, arts and crafts. Last year there was a coffee cart, unsure yet whether this will return this year. It was suggested that there could be a deal with the nearby bubble tea store (Utopia) if they were interested in participating. KA advised she would investigate however as they are a franchise it may be difficult.

KA advised that there were also opportunities for emerging musicians to play at this event and confirmed this would be a paid opportunity.

SS asked whether there were additional requirements this year for COVID-19 safety and KA advised that discussions with the Environmental Health team confirmed that we would just need to complete a COVID-19 Safety Plan and the usual measures would be taken with regards to food sales (permits required etc) with extra handwashing facilities and hand sanitiser to be available.

ACTION: 1) KA to distribute promotional information for the Young Makers Christmas Market to the CYPAG members.

4.3 Vincent Youth Network Update

KA advised that the Vincent Youth Network (VYN) had been meeting around once a month and had confirmed that the Barista Course which was cancelled due to COVID-19 earlier this year should be rescheduled. The VYN were also interested in seeing some events such as employment networking for young people with panels of employers and social events eg BBQs. There was further discussion around VYN and Youth Action Plan events such as Responsible Service of Alcohol (RSA) courses, other basic job skills courses etc. Jobs skills courses were discussed – the group agreed these were important skills to learn but could be difficult to attract attendees. It was noted that the City would need to consider if RSA training was appropriate – KA will check this with the Environmental Health Team who are currently developing the Public Health Plan.

LD also brought up that driving licences were a big barrier for many young people, particularly if they did not have family who were able to teach them or access to a car. LD mentioned that there was a course in City of Swan that was a 10 week program teaching young people DJ-ing skills but also teaching them other skills alongside this such as how to set up an ABN, how to self-promote and build a business. This kind of program appealed to young people but was also very useful in the modern day 'gig' economy.

Other suggested employment opportunities that could be targeted were tutoring and childcare. It was noted that working with children checks and other checks and certificates were items that could possibly help young people to gain employment and the City could consider assisting with these.

AI suggested that Gymnastics WA would be keen to participate in any employment networking events as they employed many young people in coaching roles as did certain other sports. The Female Participation in Sports grants were also suggested as a means to train more young people as coaches for female sports teams or athletes.

ACTION: 1) KA to send out information about the Barista Course to the CYPAG members.
2) KA to speak to the Health Officers about appropriateness of offering RSA training.

4.4 Other Business

LD advised that YMCA HQ and WA Aids Council were partnering to deliver a peer support mental health event on 30 October and 1 November at HQ. The event will combine fun activities with opportunities to learn about supporting peers with their mental health needs.

AI noted that lots of comments had been received from users about the new toilets at the Loftus Recreation Centre, advising that the basins and equipment are too high for young children to use. WA Gymnastics have had to bring in stools to help young kids use the bathrooms. He asked whether future renovations could consider this. VM advised she would follow this up with the Engineering team.

AI also asked whether the Female Sports Participation grants were still available and KA confirmed they are.

ACTION: 1) VM to follow up with engineering team regarding the height of new toilets at Loftus Recreation Centre

5. Close/Next Meeting

Signed _____
Councillor (Chairperson)

Dated this _____ day of _____ 20__

Statistics for Development Applications
As at the end of October 2020

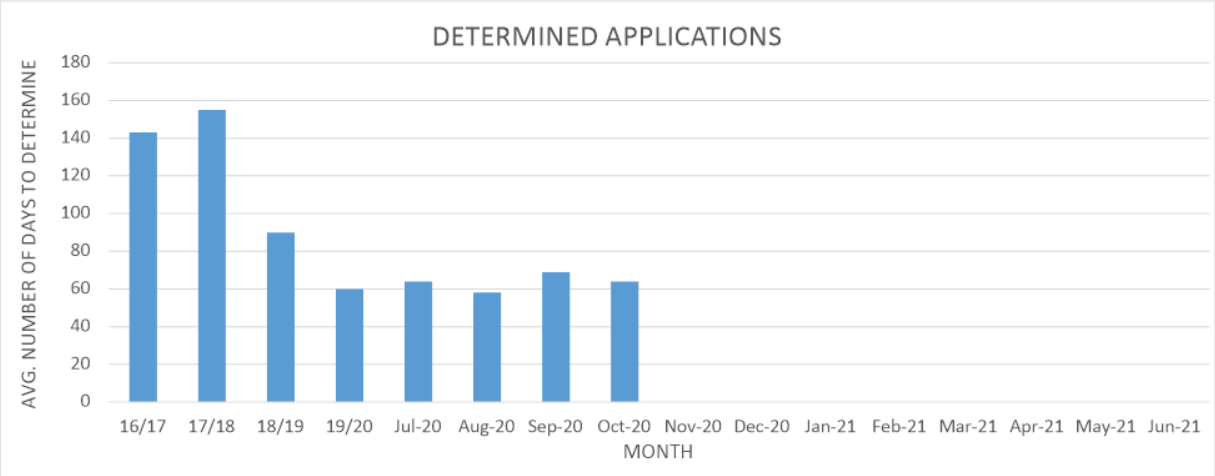


Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2019.

Processing Days	16/17	17/18	18/19	19/20	Jul-20	Aug-20	Sept-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	20								
Average	143	155	85	60	64	58	69	64								
Maximum	924	1008	787	499	113	132	191	110								

	Jul-20	Aug-20	Sept-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	36								
Value of Determined DA's (in millions)	10.2	23.20	18.89	33.8								

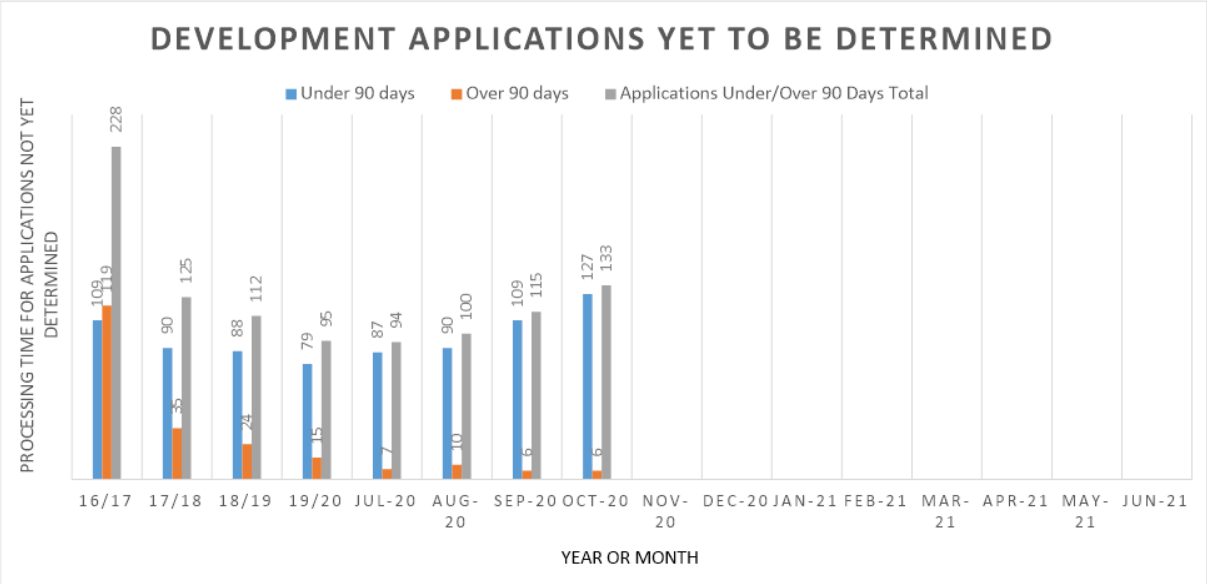


Table 2: No. of DA's to be determined

	Jul-20	Aug-20	Sept-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	57								
DA's to be Determined	94	100	115	133								
Value of DA's to be Determined (in millions)	36.73	35.17	42.58	57.68								

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 28 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	Application for review of decision to give a direction under Section 214 of the *Planning and Development Act 2005* (Reinstatement of Façade). ********** Directions hearing held on 25 October 2019, matter listed for single Mediation only on 22 November 2019. 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. At Directions Hearing on 9 October 2020 matter adjourned to 4 December 2020 to await determination of the development application. *Representation by: McLeods*
2.	No. 50 Barlee Street, Mount Hawthorn (DR 135 of 2020)	30 June 2020	Davor Nikolic	Application for review of Council decision to refuse application for Single House on 16 June 2020. ********** 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. Mediation vacated and rescheduled until 30 November 2020. *Representation by: Administration*
3.	No. 19 Leake Street, North Perth (DR220/2020)	24 September 2020	Urbanista Town Planning	Application for review of Administration decision to refuse application for Single House on 2 September 2020. ********** Directions hearing scheduled for 16 October. Vacated and matter scheduled for Mediation on 18 November 2020.

METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 28 OCTOBER 2020

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	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.
2.	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 28 OCTOBER 2020

NO.	ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
1.	No. 6 London Street, North Perth	Element	Child Care Centre	30 September 2020	The proposal will likely benefit from the referral to the DRP in terms of the City's Built Form Local Planning Policy No. 7.1.1 (LPP 7.1.1). No DA Lodged.
2.	No. 379 Beaufort Street, Perth	Serneke Pty Ltd	Mixed Use Development	30 September 2020	The proposal will likely benefit from the referral to the DRP in terms of the City's Built Form Local Planning Policy No. 7.1.1 (KPP 7.1.1). DA Lodged.
3.	No. 235 Charles Street, North Perth	Mick Rule Design	Multiple Dwellings (5)	14 October 2020	The proposal will likely benefit from the referral to the DRP in terms of the City's Built Form Local Planning Policy No. 7.1.1 (LPP 7.1.1), No DA Lodged

CITY OF VINCENT

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:	Chief Executive Officer
EDCBS:	Executive Director Community & Business Services
EDIE:	Executive Director Infrastructure & Environment
EDSD:	Executive Director Strategy & Development

Date Rcd	Subject	Action Officer	Action Taken
Council Meeting – 20 October 2020			
20/10/20	Petition, with 26 signatures, requesting that the City's decision to introduce an electronic permit system be reviewed, and community consultation is undertaken before it is implemented.	EDIE	Report being prepared for the Council meeting to be held on 17 November 2020.

CITY OF VINCENT

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 October 2020 – Submitted by Mayor Cole		
Review of Graffiti Removal Service in City Owned Rights of Way	**EDIE**	Currently being investigated and a report will be presented to Council in February 2021
20 October 2020 – Submitted by Cr Topelberg		
Review of Local Planning Policy No. 7.5.2 - Signs and Advertising	**EDCBS**	Notice of Motion was moved and with the timeframe amended to state the revised completion date of December 2021. Administration working on amending the policy to include the words ", excluding Clause 3(iii)," after the words "particular standard or provision of this Policy", pursuant to clause 5(1) of Schedule 2 of *Planning and Development (Local Planning Schemes) Regulations 2015*. Administration also investigating the suitability of Billboard Signs in the City of Vincent.

CITY OF VINCENT

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
20 October 2020				
9.3	No. 2 (Lot: 119; D/P: 12521) Deague Court, North Perth - Two Grouped Dwellings	**MD&D**	Application deferred until 17 November 2020 OMC	17 November 2020
9.4	Public Health Plan 2020 - 2025 - Outcome of Public Consultation	**MBE&W**	Council adopted PHP. Council approved the repeal of 5 health polices. Governance team to action. Council approved amendments to the City's Governance Framework. Governance team and Health Services to implement.	**Completed**. 20 October 2020
9.5	Adoption of Amendments to Mobile Food Vendor Policy and Consideration of a Commercial Kiosk Proposal at Hyde Park	**MDE&W** **EMCS&G**	Consultation will occur in early 2021. The results of the consultation will be provided to the March 2021 Council Meeting.	31 March 2021
9.6	Draft Haynes Street Reserve Development Plan	**MP&P**	Development plan complete.	Implementation phase to commence in 2021.
9.7	Accessible City Strategy	**MP&P**	Strategy approved for advertising with amendment.	Advertising to commence in November 2020.
10.1	Update on Manna Inc Meal Service at Weld Square	**MRS**	Actioning items as per Council outcomes.	Initial meeting to occur in October 2020, end of service due 31 December 2020. Further report to Council in October 2021.
11.1	Beatty Park Leisure Centre Renewals Business Case	**MBPLC**	Council authorised Business case OMC 20 October 2020 Work on detailed design and costings for change room, sauna and swim school storage areas underway as noted. Report to OMC 15 December 2020	Report to Council in December 2020 on Pool filtration tender and tiling tender for approval.
11.2	Final endorsement of Youth Action Plan	**SCP**	Mayor's foreword currently being drafted, document to	**Completed** **30 October 2020**

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			be uploaded to website once complete.	
11.3	Adoption of amendments to Community Funding Policy - Emergency Relief Donations	**SCP**	Updated policy added to website. No further actions required	**Completed 30 October 2020**
12.1	Annual review of updated Project Plans for the 26 Strategic Projects in the Corporate Business Plan	**EMCS&G**	The updated projects for 5 of the projects will be presented to the 17 November 2020 Council Meeting.	17 November 2020
12.2	Request to the Minister for Lands to Acquire Six Rights of Way as Crown Land and Reserve as Public Rights of Way - Perth Precinct	**EMCS&G**	Public notice of the proposed acquisition will be provided in late November. It is expected that a request will be made to the Minister for Lands in early 2021. Assessment by the Minister may take up to a year.	Expected completion 31 December 2021.
12.3	Sale of 150 (Lot 12) Charles Street, West Perth	**EMCS&G**	Public notice of the proposed sale will be provided in November 2021. .	Expected that the transfer of land will occur by 31 December 2020.
12.4	Licence to locate a permanent alfresco structure in the Grosvenor Road road reserve	**EMCS&G**	Licence to be drafted and finalised for signing, once development approval issued.	Expected completion by 30 November 2020.
12.5	Transfer of ANZAC Cottage, 38 Kalgoorlie Street, Mount Hawthorn, to the National Trust of Western Australia		Transfer of land to be prepared and surrender of lease drafted and finalised for signing.	Transfer expected to occur by 31 December 2021.
12.6	Extension of Lease - Barlee Street Car Park, 596 (Lots 49 & 50) Beaufort Street, Mount Lawley		Public notice for extension of lease occurring, extension to be drafted and finalised for signing. Consultation on the potential sale of Lot 48 and the town square concept will commence in early 2021.	Extension of lease to be signed by February 2021. A report will be presented to Council in March 2021.
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 20202	Further update in March at completion of Trial accreditation by City of Perth.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
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 Council at the December 2020 meeting. A new local law is being drafted for Council's review by 31 March 2021.	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 Commitee 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.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
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 Advisory group to be updated.	Updated Terms of Reference will be presented to 15 December 2020 Council Meeting
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. Minster 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	~~Community consultation plan to be finalised by mid-June 2020~~. 202 Vincent Street – **Complete 15 September 2020 – Item 12.7**

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			and Monmouth St Lots. Administration liaising with adjacent owners regarding Barlee St car park lot.	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 presented to Council Workshop on 4 August.	~~OMC 16 June 2020.~~ ~~OMC 18 August 2020~~ OMC 15 September 2020 OMC 17 November 2020
12.6	Reimbursing the external members of the City's Audit Committee	CEO	Administration to present a report to Council prior to inviting expressions of interest for new external Audit Committee members in September 2021.	No later than July 2021.
12.7	Lease of 4 View Street, North Perth – Pride WA Inc.	CEO	Draft lease currently being prepared, proposed commencement date 1 August 2020.	~~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 Boulevarde, 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 between15 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.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
				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.
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..

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
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				
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.	~~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

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			Anticipated completion June 2020.	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.
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	The option of having parking benefit districts will be reviewed as part of the review of the Car Parking Strategy and preparation of an Integrated Transport Plan. The City has a policy to guide the issuing of parking permits and has the ability to issue commercial parking permits. Administration issues permits in accordance with this policy. The City takes an approach to parking restrictions where we receive complaints, conduct parking occupancy surveys and report to Council on the results of these surveys. The replacement of the CALE ticket machines throughout the City is complete. Paid parking on William Street was approved by Council on 25 July 2017 (Item 10.2), ticket machines have been modified and signs installed 22 August 2017.	~~The draft Integrated Transport Plan will be presented to Council for consideration in the 2019/20 financial year 2020 where the option of parking benefit districts will be considered and resolved.~~ The draft Accessible City Strategy is being presented 20 October 2020 OMC to guide sustainable transport in Vincent.
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	~~30 June 2020.~~ 30 June 2021.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			multiple and shared use of facilities. The North Perth Tennis Club facility and tennis courts will be considered as part of this planning process.	
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 discussions with Football Clubs.	~~Management Committee meeting postponed due to COVID-19. Will be rescheduled by June 2020.~~ ~~September 2020.~~ November 2020

CITY OF VINCENT

SUSTAINABILITY AND TRANSPORT ADVISORY GROUP MEETING

3 September 2020 AT 6:00PM

Venue: City of Vincent – Committee Room

CONFIRMED MINUTES

Attendees:

City of Vincent Councillors:
Cr Loden *(Chair),* Cr Hallett

Community Representatives:
Chris Cutress, Chris Wilson, Helen Griffiths, Ian Kininmonth, Jacinta Key, Julian Ledger, Katherine Celenza, Adam Wilmot, Catrina Wold, Suzannah Randle

City of Vincent Officers:
Executive Director Infrastructure and Engineering Services, Manager Engineering Services, Active Transport Officer, Sustainability & Innovation Advisors

****

1. Welcome/Declaration of Opening – Acknowledgement of Country

The Chair opened the meeting at 6.03pm and provided acknowledgement of the traditional owners of the land.

2. Apologies - none

3. Confirmation of Minutes - NA

4. Business

4.1 Name of Group

Following several options being explored, the group provided support for the name Sustainability and Transport Advisory Group (STAG).

4.2 Terms of Reference

The group discussed the Draft Terms of Reference.

Outcome: The Group requested:
1. To see the terms of reference of other similar groups prior to the next meeting; and

2. That stylistic differences between the sustainability and transport sections of the draft terms of reference be resolved and the two sections be consolidated into one.

4.3 Draft Accessible City Strategy

The Strategic Planning Officer, Coordinator and Manager of Policy and Place entered the meeting at this point and the Strategic Planning Officer provided a presentation to the group regarding the City's Draft Accessible City Strategy and discussed with the group actions under the following key strategy areas:

1. Create a Safe Transport Environment
2. Ensure Easy Accessibility into and around Vincent
3. Prioritise environmentally friendly transport modes and initiatives
4. Have an enjoyable City to get around

Outcome: The group were invited to provide further comments to the Responsible Officer in writing (sara.orsi@vincent.wa.gov.au). These will be forwarded to the Strategic Planning Officer for consideration.

4.4 Future Climate Technology Review

A report by Administration has been prepared to inform the City's investment in future climate technology.

Outcome: Report to be circulated to the Group for review ahead of the next meeting.

4.5 Previous Agenda Items – status update - NA

5. Close

The Chair closed the meeting at 7.44 pm

These Minutes were confirmed as a true and correct record of the meeting of the Sustainability and Transport Advisory Group held on 3 September 2020.

Signed: ..... Chairperson

Dated: This ..... day of 2020

CITY OF VINCENT

SUSTAINABILITY AND TRANSPORT ADVISORY GROUP MEETING

29 October 2020 AT 6:00PM

Venue: City of Vincent – Committee Room

UNCONFIRMED MINUTES

Attendees:

City of Vincent Councillors:
Cr Loden *(Chair),* Cr Hallett

Community Representatives:
Chris Wilson, Helen Griffiths, Jacinta Key, Julian Ledger, Katherine Celenza, Suzannah Randle

City of Vincent Officers:
Executive Director Infrastructure and Engineering Services, Manager Engineering Services, Sustainability & Innovation Advisors

****

1. Welcome/Declaration of Opening – Acknowledgement of Country

The Chair opened the meeting at 6.03pm and provided acknowledgement of the traditional owners of the land.

2. Apologies

Ian Kininmonth, Adam Wilmot, Chris Cutress, Catrina Wold

3. Confirmation of Minutes – Minutes of the meeting of 3 September were confirmed.

4. Business

4.1 Terms of Reference

The Draft terms of reference of the group were unanimously supported.

4.2 Future Climate Technology

The Senior Sustainability & Innovation Advisor led the group discussion on the Future Climate Technology report (prepared by Administration to inform Council decision making on relevant matters) following the key areas in the report below:

- Electric/hydrogen vehicles
- Battery Energy Storage Systems
- Power Ledger
- Microgrids
- Power Purchase Agreements

Outcome:

This report to be presented to Council for noting at an Ordinary Meeting to ensure it is on the public record (following some minor changes and additions as recommended by the Group).

4.3 Status Update of Previous Agenda Items

Item	Current Status	Next Step
Terms of Reference	Draft Terms of Reference supported by STAG.	Council to approve STAG Draft Terms of Reference at the November 17 2020 meeting.
Accessible City Strategy	Advertising for Public Comment.	To be presented to Council for approval pending changes following Public Consultation.
Future Climate Technology Review	Discussed at 29 October 2020 STAG.	To be presented to Council to note once changes have been made.

4.4 Other Business

The Chair raised an item North Perth Traffic Management and the following update was provided by the Manager of Engineering Services:

- North Perth: Traffic surveys completed in past and slow points a key recommendation (6 recommended in the report). This information can be shared with STAG. More community consultation will now take place. A report to be prepared to Council in December to seek approval for this;
- North Perth (View Street); request by the Place Team to reduce traffic flow through intersection with Fitzgerald. Proposal to make intersection left turn in/left turn out only for one year trial by installing a median on Fitzgerald. Previous closures of intersection (for construction) and review had indicated will have little impact on North Perth traffic. Intention to undertake the one year trial will be reported to Council in December;
- Vincent's aspiration is to have 40km/hr speed limit on all residential access streets and is a key aspiration in the draft Accessible City Strategy (now approved for public consultation);
- Main Roads has asked Vincent to pilot mini roundabouts to improve safety – this issue is going to Council in December to seek approval for community consultation; and
- Golding/Strathcona Bike Project community consultation outcome is going to the Council meeting in December.

It was agreed to add a standing Item to future agendas. Katherine Celenza to provide a road safety update as she used to do for UMAG. Katherine noted that a major Road Safety campaign is starting in November and will continue through to January.

5. Close

The Chair closed the meeting at 7.16 pm

These Minutes were confirmed as a true and correct record of the meeting of the Sustainability and Transport Advisory Group held on 29 October 2020.

Signed: …… Chairperson

Dated: This …… day of …… 2020

ITEMS WITH DISCUSSION

11.6 FIRST QUARTERLY BUDGET REVIEW

Attachments:

1. **Operating Statement by Nature or Type**
2. **Operating Statement by Program**
3. **Rate Setting Statement**
4. **Cash Back Reserves**
5. **Capital Budget**
6. **Schedule of further amendments to the 2020/2021 Annual Budget**
7. **First Quarter Budget Summary**

RECOMMENDATION:

That Council BY ABSOUTE MAJORITY APPROVES the following amendments to the 2020/2021 Annual Budget:

a) **A net increase in the Operating Budget of $1,054,630 as per Attachments 1 and 2;**
1.
b) **A net increase in Special Purpose Reserves totalling $639,000 as per Attachments 3 and 4;**

c) **A net increase in the Capital Expenditure Budget of $112,336 as per Attachment 5;**

d) **A net increase in the closing surplus of $1,132,110, resulting in a forecast year end surplus at 30 June 2021 of $952,403, as per Attachment 3;**
2.
e) **Pursuant to Section 6.16 of the *Local Government Act 1995*, ADOPTS the amendment of Fees and Charges for parklet fees; and**
3.
f) **Further amendments to the 2020/2021 budget, totalling $926,000, as detailed in Tables 6.1, 6.2, 6.3 and 6.4 in Attachment 6.**

Moved: Cr Gontaszewski, Seconded: Cr Wallace

That the recommendation be adopted.

AMENDMENT 1

Moved: Cr Gontaszewski, Seconded: Cr Fotakis

That the Recommendation be amended as follows:

Approved subject to:

(g) The reduction in the transfer to Special Purpose Reserve (Asset Sustainability) by $50,000 and the allocation of $50,000 to Operating Expenditure for Festivals and Events (January – June 2021).

REASON:

The City delayed the annual Expression of Interest for Festivals and Events Grant funding last financial year due to COVID-19 health restrictions. Given that WA is in Phase 4 of the COVID-19 Roadmap and that the City of Vincent has entered a recovery phase, it is important for events funding to resume as part of our economic rebound approach.

AMENDMENT CARRIED (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.)

AMENDMENT 2

Moved: Cr Gontaszewski, Seconded: Cr Fotakis

That the recommendation be added as follows:

2. REQUESTS Administration to prepare a report to Council outlining the self-supporting loan mechanism referred to as part of the loan to Perth Soccer Club for solar photovoltaic, prior to the release of funds for that project.

AMENDMENT CARRIED (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.)

COUNCIL DECISION ITEM 11.6

That Council BY ABSOUTE MAJORITY APPROVES the following amendments to the 2020/2021 Annual Budget:

1 a) A net increase in the Operating Budget of $1,054,630 as per Attachments 1 and 2;

b) A net increase in Special Purpose Reserves totalling $639,000 as per Attachments 3 and 4;

c) A net increase in the Capital Expenditure Budget of $112,336 as per Attachment 5;

d) A net increase in the closing surplus of $1,132,110, resulting in a forecast year end surplus at 30 June 2021 of $952,403, as per Attachment 3;

e) Pursuant to Section 6.16 of the *Local Government Act 1995*, ADOPTS the amendment of Fees and Charges for parklet fees; and

f) Further amendments to the 2020/2021 budget, totalling $926,000, as detailed in Tables 6.1, 6.2, 6.3 and 6.4 in Attachment 6.

(g) The reduction in the transfer to Special Purpose Reserve (Asset Sustainability) by $50,000 and the allocation of $50,000 to Operating Expenditure for Festivals and Events (January – June 2021).

2. REQUESTS Administration to prepare a report to Council outlining the self - supporting loan mechanism referred to as part of the loan to Perth Soccer Club for solar photovoltaic, prior to the release of funds for that project.

CARRIED BY ABSOLUTE MAJORITY (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.)

CITY OF VINCENT **Attachment - 1**
FIRST QUARTERLY BUDGET REVIEW (INCLUDING CARRY FORWARDS) 2020/21

STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE

	Adopted Budget	Proposed Revised Budget	Budget Increase/ (Decrease)
	2020/21	2020/21	2020/21
	$	$	$
Revenue			
Rates	35,664,317	35,613,430	(50,887)
Operating grants, subsidies and contributions	794,656	791,934	(2,722)
Fees and charges	10,094,536	13,152,532	3,057,996
Interest earnings	663,205	483,205	(180,000)
Other revenue	967,463	1,022,010	54,547
	48,184,177	51,063,111	2,878,934
Expenses			
Employee costs	(22,859,760)	(23,826,276)	(966,516)
Materials and contracts	(15,922,056)	(16,139,825)	(217,769)
Utility charges	(1,501,040)	(1,575,540)	(74,500)
Depreciation on non-current assets	(11,875,779)	(11,857,595)	18,184
Interest expenses	(491,960)	(491,960)	0
Insurance expenses	(510,179)	(512,653)	(2,474)
Other expenditure	(2,613,208)	(2,957,637)	(344,429)
	(55,773,982)	(57,361,486)	(1,587,504)
Gross result	(7,589,805)	(6,298,375)	1,291,430
Non-operating grants, subsidies and contributions	1,777,283	1,704,483	(72,800)
Profit on asset disposals	6,502	6,502	0
(Loss) on asset disposals	(13,303)	(177,303)	(164,000)
Profit on Assets Held for Sale (TPRC Joint Venture)	250,000	250,000	0
Net result	**(5,569,323)**	**(4,514,693)**	**1,054,630**
Other comprehensive income			
Items that will not be reclassified subsequently to profit or loss			
Changes on revaluation of non-current assets	0	0	0
Total other comprehensive income	**0**	**0**	**0**
Total comprehensive income	**(5,569,323)**	**(4,514,693)**	**1,054,630**

CITY OF VINCENT **Attachment - 2**
FIRST QUARTERLY BUDGET REVIEW (INCLUDING CARRY FORWARDS) 2020/21
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM

	Adopted Budget	Proposed Revised Budget	Proposed Budget Amendments
	2020/21	2020/21	2020/21
	$	$	$
Revenue			
Governance	43,000	43,186	186
General purpose funding	37,230,522	36,915,187	(315,335)
Law, order, public safety	300,000	300,000	0
Health	261,517	321,517	60,000
Education and welfare	98,647	119,968	21,321
Community amenities	775,806	909,016	133,210
Recreation and culture	4,908,294	6,810,697	1,902,403
Transport	4,109,953	5,119,621	1,009,668
Economic services	198,050	248,050	50,000
Other property and services	258,388	275,869	17,481
	48,184,177	51,063,111	2,878,934
Expenses			
Governance	(3,338,549)	(3,397,544)	(58,995)
General purpose funding	(817,358)	(831,533)	(14,175)
Law, order, public safety	(1,040,901)	(1,295,525)	(254,624)
Health	(1,715,207)	(1,712,720)	2,487
Education and welfare	(354,944)	(352,855)	2,089
Community amenities	(12,132,096)	(12,104,131)	27,965
Recreation and culture	(19,444,773)	(20,492,696)	(1,047,923)
Transport	(13,528,324)	(13,705,432)	(177,108)
Economic services	(544,015)	(543,025)	990
Other property and services	(2,365,855)	(2,434,065)	(68,210)
	(55,282,022)	(56,869,526)	(1,587,504)
Finance Costs			
Recreation and culture	(491,960)	(491,960)	0
	(491,960)	(491,960)	0
	(7,589,805)	(6,298,375)	1,291,430
Non-operating grants, subsidies and contributions	1,777,283	1,704,483	(72,800)
Profit on disposal of assets	6,502	6,502	0
(Loss) on disposal of assets	(13,303)	(177,303)	(164,000)
Profit on Assets Held for Sale (TPRC Joint Venture)	250,000	250,000	0
	2,020,482	1,783,682	(236,800)
Net result	**(5,569,323)**	**(4,514,693)**	**1,054,630**
Other comprehensive income			
Items that will not be reclassified subsequently to profit or loss			
Changes on revaluation of non-current assets	0	0	0
Total other comprehensive income	**0**	**0**	**0**
Total comprehensive income	**(5,569,323)**	**(4,514,693)**	**1,054,630**

CITY OF VINCENT
FIRST QUARTERLY BUDGET REVIEW (INCLUDING CARRY FORWARDS) 2020/21
RATE SETTING STATEMENT

Attachment - 3

	Adopted Budget 2020/21 $	Proposed Revised Budget 2020/21 $	Budget Increase/ (Decrease) 2020/21 $
OPERATING ACTIVITIES			
Net current assets at start of financial year - surplus/(deficit)	1,615,763	1,615,763	0
	1,615,763	1,615,763	0
Revenue from operating activities (excluding rates)			
Governance	43,000	43,186	186
General purpose funding	1,566,205	1,301,757	(264,448)
Law, order, public safety	300,000	300,000	0
Health	261,517	321,517	60,000
Education and welfare	98,647	119,968	21,321
Community amenities	777,134	910,344	133,210
Recreation and culture	4,911,558	6,813,961	1,902,403
Transport	4,109,953	5,119,621	1,009,668
Economic services	199,960	249,960	50,000
Other property and services	508,388	525,869	17,481
	12,776,362	15,706,183	2,929,821
Expenditure from operating activities			
Governance	(3,338,549)	(3,397,544)	(58,995)
General purpose funding	(817,358)	(831,533)	(14,175)
Law, order, public safety	(1,040,901)	(1,295,525)	(254,624)
Health	(1,715,207)	(1,712,720)	2,487
Education and welfare	(354,944)	(352,855)	2,089
Community amenities	(12,132,555)	(12,104,590)	27,965
Recreation and culture	(19,949,577)	(21,082,500)	(1,132,923)
Transport	(13,528,324)	(13,705,432)	(177,108)
Economic services	(544,015)	(622,025)	(78,010)
Other property and services	(2,365,855)	(2,434,065)	(68,210)
	(55,787,285)	(57,538,789)	(1,751,504)
Net Operating excluding Rates	(43,010,923)	(41,832,606)	1,178,317
Operating activities excluded			
(Profit) on disposal of assets	(6,502)	(6,502)	0
Loss on disposal of assets	13,303	177,303	164,000
Depreciation and amortisation on assets	11,875,779	11,857,595	(18,184)
Profit/loss on Assets Held for Sale - TPRC Joint Venture	(250,000)	(250,000)	0
	11,632,580	11,778,396	145,816
Amount attributable to operating activities	(31,378,343)	(30,054,210)	1,324,133
INVESTING ACTIVITIES			
Non-operating grants, subsidies and contributions	1,777,283	1,704,483	(72,800)
Proceeds from disposal of assets	90,000	773,000	683,000
Proceeds from Joint Ventures	250,000	250,000	0
Purchase of property, plant and equipment	(6,270,308)	(6,218,513)	51,795
Purchase and construction of infrastructure	(4,199,844)	(4,363,975)	(164,131)
Amount attributable to investing activities	(8,352,869)	(7,855,005)	497,864
FINANCING ACTIVITIES			
Proceeds from Self Supporting Loan	0	2,500	0
Principal elements of finance lease payments	(91,377)	(91,377)	0
Repayment of long term borrowings	(887,431)	(887,431)	0
Transfers to reserves (restricted assets)	(809,450)	(1,442,450)	(633,000)
Transfers from reserves (restricted assets)	4,057,183	4,051,183	(6,000)
Amount attributable to financing activities	2,268,925	1,632,425	(639,000)
Surplus(deficiency) before general rates	(35,846,524)	(34,661,027)	1,182,997
Total amount raised from general rates	35,664,317	35,613,430	(50,887)
Net current assets at June 30 c/fwd - surplus/(deficit)	**(182,207)**	**952,403**	**1,132,110**

CITY OF VINCENT
FIRST QUARTERLY BUDGET REVIEW 2020/21
CASH BACKED RESERVES

Attachment - 4

Reserve Particulars		Fisrt Qtr Review		Fisrt Qtr Review		Fisrt Qtr Review		Fisrt Qtr Review	
	Opening Balance 01/07/2020	Adopted Budget Transfers to Reserve 30/06/2021	Proposed Budget Transfers to Reserve 30/06/2021	Adopted Budget Interest Earned 30/06/2021	Proposed Budget Interest Earned 30/06/2021	Adopted Budget Transfers from Reserve 30/06/2021	Proposed Budget Transfers from Reserve 30/06/2021	Adopted Budget Closing Balance 30/06/2021	Proposed Budget Closing Balance 30/06/2021
	$	$	$	$	$	$	$	$	$
Asset Sustainability Reserve	5,293,197	160,000	843,000	85,341	61,887	(2,819,583)	(2,819,583)	2,721,176	3,378,501
Beatty Park Leisure Centre Reserve	101,218	0	0	1,632	1,183	0	0	102,913	102,401
Cash in Lieu Parking Reserve	1,926,192	0	0	31,052	22,521	(516,000)	(510,000)	1,441,793	1,438,713
Hyde Park Lake Reserve	159,269	0	0	2,568	1,862	0	0	161,935	161,131
Land and Building Acquisition Reserve	297,471	0	0	4,797	3,478	0	0	302,450	300,949
Leederville Oval Reserve	94,069	0	0	1,518	1,100	0	0	95,696	95,169
Loftus Community Centre Reserve	36,901	0	0	595	431	0	0	37,517	37,332
Loftus Recreation Centre Reserve	171,525	51,664	51,664	2,786	2,005	0	0	227,300	225,194
Office Building Reserve - 246 Vincent Street	401,156	0	0	6,470	4,690	(196,000)	(196,000)	211,902	209,846
Parking Facility Reserve	105,607	0	0	1,703	1,235	0	0	107,375	106,842
Percentage For Public Art Reserve	488,867	0	0	8,527	5,716	(525,600)	(525,600)	12,036	(31,017)
Plant and Equipment Reserve	22,483	0	0	364	263	0	0	22,966	22,746
State Gymnastics Centre Reserve	110,197	9,682	9,682	1,771	1,288	0	0	121,350	121,167
Strategic Waste Management Reserve	997,471	0	0	16,074	11,662	0	0	1,013,434	1,009,133
Tamala Park Land Sales Reserve	340,902	250,000	250,000	5,564	3,986	0	0	600,808	594,888
Underground Power Reserve	210,051	0	0	3,387	2,456	0	0	213,567	212,507
Waste Management Plant and Equipment Reserve	219,949	0	0	3,547	2,572	0	0	223,631	222,521
POS reserve - Haynes Street	0	157,899	157,899	2,509	1,818	0	0	160,408	159,717
	10,976,525	**629,245**	**1,312,245**	**180,205**	**130,153**	**(4,057,183)**	**(4,051,183)**	**7,778,255**	**8,367,740**

CITY OF VINCENT
CAPITAL BUDGET INCLUDING CARRIED FORWARD BUDGET 2020/21 (FIRST QUARTERLY BUDGET REVIEW)

Attachment - 5

	Carry Forward 2020/21 $	New Capital 2020/21 $	Curent Budget 2020/21 $	Proposed Revised Budget 2020/21 $	Difference 2020/21 $	Comments
LAND & BUILDING ASSETS						
ADMIN CENTRE						
Air Conditioning & HVAC Renewal - Admin Building HVAC		300,000	300,000	300,000		
BEATTY PARK LEISURE CENTRE						
Beatty Park Leisure Centre - Facilities Infrastructure Renewal		2,930,000	2,930,000	2,930,000		
Beatty Park - Replacement of gym carpet		-	-	9,851	9,851	2019/20 project and budget was not carried forward. Works completed in 2020/21.
LIBRARY						
Upgrade Library counter to enhance customer service delivery		50,000	50,000	50,000		
LOFTUS CENTRE						
Loftus Community Centre – ceiling fabric and lighting renewal		170,000	170,000	170,000		
Loftus Centre - Stormwater Retention tank		120,000	120,000	120,000		
DEPARTMENT OF SPORTS AND RECREATION						
DLGSC renewal/upgrade-Lease obligation		196,000	196,000	196,000		
MISCELLANEOUS						
Solar Photovoltaic Panel System Installation - Mt Hawthorn Community Centre		8,900	8,900	8,900		
Solar Photovoltaic Panel System Installation - North Perth Town Hall		8,900	8,900	8,900		
Solar Photovoltaic Panel System Installation - Vincent Community Centre		20,150	20,150	20,150		
Solar Photovoltaic Panel System Installation - Britannia Reserve Pavilion		8,900	8,900	8,900		
Solar Photovoltaic Panel System Installation - Perth Soccer Club		-	-	30,000	30,000	Additional request for solar installation for Perth Soccer Club and funded by the club with a self supporting loan.
LED floodlight upgrade - Leederville Tennis Club		21,548	21,548	21,548		
Royal Park Hall - Kitchen and amenities renewal		190,000	190,000	190,000		
Roofing Renewal-Loton Park Tennis Club Room		180,000	180,000	180,000		
Air Conditioning & HVAC Renewal - Belgravia Leisure Centre		50,000	50,000	50,000		
Leederville Oval Stadium - Electrical renewal - 3 boards		300,000	300,000	300,000		
Public Toilet - Hyde park east - renewal	151,000	-	151,000	31,985	- 119,015	Reduced as the funds were spent in 2019/20.
Loftus Recreation Centre - Change room upgrade	181,000	-	181,000	131,367	- 49,633	Project complete.
FOR LAND & BUILDING ASSETS	**332,000**	**4,554,398**	**4,886,398**	**4,757,601**	**- 128,797**	
INFRASTRUCTURE ASSETS						
LOCAL ROADS PROGRAM						
Eton St - Gill St to Hobart St	-	76,500	76,500	61,029	- 15,471	$14,212 transfer to Blackford St-Egina St to Cul-dee-sac and $1,259 transfer to Kalgoorlie St-Berryman St to Scarborough Beach Rd
Coronation St - Chamberlain St to Scarborough Beach Rd	-	111,500	111,500	111,500		
Edinboro St-Hobart St to Scarborough Beach Rd	-	42,000	42,000	42,000		
Edinboro St-Hobart St to Edinboro St Reserve	-	108,000	108,000	108,000		
Seabrook St-Anzac Rd to Brentham St	-	30,000	30,000	27,238	- 2,762	Fund transfer to Vincent St - Mitchell FW overpass to Leederville Parade.
Lake St-Glendower St to Bulwer St	-	69,500	69,500	69,500		
Lake St-Stuart St to Brisbane St	-	94,500	94,500	94,500		
Cantle St-Lord St to West Parade	-	74,500	74,500	74,500		
Chapman St-Lord St to West Parade	-	89,000	89,000	89,000		
Thorley St-Brewer St to Edward St	-	52,000	52,000	52,000		
Blackford St-Egina St to Cul-dee-sac	-	29,000	29,000	43,212	14,212	Fund transfer from Coronation St - Chamberlain St to Scarborough Beach Rd.
The Boulevard-Scarborough Beach Rd to Berryman St	-	52,000	52,000	52,000		
Kalgoorlie St-Berryman St to Scarborough Beach Rd	-	68,000	68,000	69,259	1,259	Fund transfer from Coronation St - Chamberlain St to Scarborough Beach Rd.
Ellesmere St-Matlock St to Flinders St	-	69,000	69,000	69,000		
Laneway Rear of Leederville Hotel-Oxford Street to rear of 226 Carr Place	-	23,500	23,500	23,500		
Norfolk St-Burt St to Forrest St	-	88,000	88,000	88,000		
Kadina St-Pennant St to Bourke St	-	5,000	5,000	5,000		
Howlett St-Pennant St to Hardy St	-	2,500	2,500	2,500		
Chamberlain St-Coronation St to Pennant St	-	1,250	1,250	1,250		
Eton St-Hobart St to Haynes St	-	2,500	2,500	2,500		
Emmerson St-Morriston St to Loftus St	-	1,800	1,800	1,800		
Cleaver St-Newcastle St to Old Aberdeen Place	-	88,950	88,950	88,950		
ROAD TO RECOVERY						
Vincent St - Mitchell FW overpass to Leederville P				2,762	2,762	Fund transfer from Seabrook St-Anzac Rd to Brentham St.
Sasse Avenue-Purslowe St to Anzac Rd	-	212,190	212,190	212,190		
The Avenue-Vincent Street to Car Park	-	31,500	31,500	44,277	12,777	Increased due to additional works required. Funds to be reallocated from other project cost savings in next budget required.
TRAFFIC MANAGEMENT						
Improved Pedestrian crossings		-	-	24,100	24,100	Budget was not carried forward.
Alma/Claverton Local Area Traffic Management		50,000	50,000	50,000		
Harold and Lord St Intersection		26,000	26,000	26,000		

CITY OF VINCENT
CAPITAL BUDGET INCLUDING CARRIED FORWARD BUDGET 2020/21 (FIRST QUARTERLY BUDGET REVIEW) **Attachment - 5**

	Carry Forward 2020/21	New Capital 2020/21	Curent Budget 2020/21	Proposed Revised Budget 2020/21	Difference 2020/21	Comments
BLACK SPOT PROGRAM						
Vincent - Fitzgerald St to Chelmsford Rd	72,800	-	72,800	72,800		
Intersection of Brady and Milton St, Mt Hawthorn		30,000	30,000	30,000		
Intersection of Bulwer and Stirling St, Perth		100,000	100,000	100,000		
Intersection of Green, Tyler & Merredin St, Mt Hawthorn/Joondanna		30,000	30,000	30,000		
Intersection of Beaufort and Harold Streets, Highgate		100,000	100,000	100,000		
Intersection of Loftus and Vincent Streets, West Perth/Leederville		250,000	250,000	250,000		
Intersection of Fitzgerald Street & Raglan Road, North Perth		80,000	80,000	80,000		
Minor Traffic Management Improvement Program		80,000	80,000	80,000		
STREETSCAPE IMPROVEMENTS						
Minor streetscape improvements		30,000	30,000	30,000		
Streetscape Improvements-Cleaver St		50,000	50,000	50,000		
Streetscape Improvements-Angove St and Fitzgerald St		13,000	13,000	13,000		
ROADWORKS - REHABILITATION (MRRG PROGRAM)						
Bulwer St - Beaufort St to Williams St	68,154	-	68,154	68,154		
Loftus St - Bourke St to Scarborough Beach Rd	50,000	-	50,000	50,000		
Newcastle St-Beaufort St to Lord St - Eastbound	-	143,800	143,800	143,800		
Smith St-Bulwer to Lincoln St	-	127,500	127,500	127,500		
Brisbane St-Bulwer St to Stirling St	-	130,900	130,900	130,900		
RIGHTS OF WAY						
Annual review based upon the most recent condition assessment survey		75,000	75,000	75,000		
SLAB FOOTPATH PROGRAMME						
Golding St-Newcastle St to Old Aberdeen St		38,180	38,180	38,180		
Brisbane Trc (North)-Lake St to Brisbane Plc		27,920	27,920	27,920		
Brisbane Trc (South)-Lake St to Brisbane Plc		26,761	26,761	26,761		
Lake St-Brisbane Trc to Robinson Avenue		5,603	5,603	5,603		
Lake St-Newcastle St to Forbes Rd		2,310	2,310	2,310		
Leeder St-Jugan St to Cul-de-sac		3,353	3,353	3,353		
Caversham St-Claisebrook Rd to Cul-de-sac		12,669	12,669	12,669		
Mary St (North)-William St to Mereny Lane		8,800	8,800	8,800		
Mary St (South)-William St to Mereny Lane		8,800	8,800	8,800		
Broome St-Smith St to Brigatti Gardens		5,500	5,500	5,500		
London St-Intersection of Scarborough Beach Road		60,104	60,104	60,104		
BICYCLE NETWORK						
Florence/Strathcona/Golding Safe Active Street	-	300,000	300,000	300,000		
Design for Norfolk St N/S Route		50,000	50,000	50,000		
Design for Glendalough to Brady		15,000	15,000	15,000		
DRAINAGE						
Britannia Reserve Main Drain Renewal stage 1&2		80,000	80,000	80,000		
Minor drainage improvement program		50,000	50,000	50,000		
Gully Soak-well program		60,000	60,000	60,000		
CAR PARK DEVELOPMENT						
Car Parking Upgrade-Melrose St angled parking		55,000	55,000	55,000		
Car Parking Upgrade-Strathcona St angled parking		20,000	20,000	20,000		
Car Parking Upgrade-Albert St angled parking Stage 3		55,000	55,000	55,000		
Depot - Car park lighting Renewal		60,000	60,000	60,000		
PARKS AND RESERVES						
Banks Reserve Master Plan Implementation - Stage 1	130,000	-	130,000	239,109	109,109	Due to additional costs incurred for construction of active area.
Greening Plan-Pansy Street carpark		25,000	25,000	25,000		
Greening Plan-Pansy Street		5,000	5,000	5,000		
Greening Plan-West End Arts Precinct		30,000	30,000	30,000		
Greening Plan-Norham Street		15,000	15,000	15,000		
Greening Plan-Highlands Road		10,000	10,000	10,000		
Greening Plan-Hawthorn Street		10,000	10,000	10,000		
Greening Plan-Little Walcott Street		5,000	5,000	5,000		
Lynton Street Park Upgrade				18,145	18,145	Budget was not carried forward.
RETICULATION						
Britannia Reserve - renew groundwater bore (south) No,40		45,000	45,000	45,000		
Kyilla Park - replace irrigation cubicle		15,000	15,000	15,000		
STREET FURNITURE						
Bus Shelter Replacement		20,000	20,000	20,000		
Bus Shelter-William St		15,000	15,000	15,000		
FOR INFRASTRUCTURE ASSETS	**320,954**	**3,878,890**	**4,199,844**	**4,363,975**	**164,131**	

CITY OF VINCENT
CAPITAL BUDGET INCLUDING CARRIED FORWARD BUDGET 2020/21 (FIRST QUARTERLY BUDGET REVIEW)

Attachment - 5

	Carry Forward 2020/21	New Capital 2020/21	Curent Budget 2020/21	Proposed Revised Budget 2020/21	Difference 2020/21	Comments
PLANT & EQUIPMENT ASSETS						
LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME						
Light Fleet - Annual Changeover*	-	190,000	190,000	190,000		
MAJOR PLANT REPLACEMENT PROGRAMME						
Single Axle Tipper Truck	145,000	-	145,000	138,550	- 6,450	Truck delivered in July. Savings return to Muni.
MISCELLANEOUS						
Parking Sensors Pilot Project	11,810	-	11,810	11,810		
TOTAL EXPENDITURE						
FOR PLANT & EQUIPMENT ASSETS	**156,810**	**190,000**	**346,810**	**340,360**	- **6,450**	
FURNITURE & EQUIPMENT ASSETS						
INFORMATION TECHNOLOGY						
Enterprise Applications upgrade		290,000	290,000	290,000		
Building Management System software-Admin		120,000	120,000	120,000		
MARKETING & COMMUNICATIONS						
COVID-19 Artwork relief project	525,600		525,600	525,600		
DEPARTMENT OF SPORTS AND RECREATION						
Beatty Park Leisure Centre - Non Fixed Assets Renewal		71,500	71,500	71,500		
MISCALLENEOUS						
Miscellaneous Assets Renewal		30,000	30,000	75,000	45,000	Additional funds to cover for unplanned failure of City's assets.
Water and Energy Efficiency Initiatives		-	-	38,452	38,452	Minor Renewal works are required to be conducted for energy efficiency improvements
TOTAL EXPENDITURE						
FOR FURNITURE & EQUIPMENT ASSETS	**525,600**	**511,500**	**1,037,100**	**1,120,552**	**83,452**	
TOTAL CAPITAL EXPENDITURE	**1,335,364**	**9,134,788**	**10,470,152**	**10,582,488**	**112,336**	

ATTACHMENT 6 – Schedule of further amendments to the 2020/2021 Annual Budget

Table 6.1 – Increases to Operating Expenditure

OPERATING EXPENDITURE	Ref-No	Amount	Percent	Comment
Community Defibrillators	OPEX-1	$10,000	4%	Les Lilleyman, NP Town Hall, Kyilla, Banks
Sport Facilities Plan	OPEX-2	$20,000	9%	Facilities - Asset Audit/Review
Community Engagement	OPEX-3	$20,000	9%	Strategic Project
Reconciliation Action Plan	OPEX-4	$30,000	13%	Anthropological study Hyde Park – RAP requirement
Marketing - Events	OPEX-5	$40,000	18%	Vincent Rebound Plan
Beatty Park 2062	OPEX-6	$15,000	7%	Strategic Project
Britannia - change room & flood lighting	OPEX-7	$86,000	38%	Detailed design
Woodville	OPEX-8	$5,000	2%	Feature Site Survey
Total		**$226,000**	**100%**	

Table 6.2 – Increases to Capital Expenditure - Infrastructure

CAPITAL EXPENDITURE - INFRASTRUCTURE	Ref-No	Value	%	Comment
Forrest Park Floodlight Renewal	CAPEX-1	$ 130,000	52%	Poles and lights are past end of life and failing - structural engineers report received - renewal of poles also required. Sports field is under hire arrangement for night time use - ongoing failures causing continual issues and reactive maintenance expense.
Litis Stadium and Brittania reserve - end of lease - reflects City's responsibilities to maintain assets.	CAPEX-2	$ 40,000	16%	Urgent renewal
CCTV Renewal Civic and Loftus Precinct	CAPEX-3	$ 40,000	16%	Critical for building security and currently not functioning. Renewal required.
Birdwood Square Floodlight Renewal	CAPEX-4	$ 20,000	8%	Lights are past end of life, agreement in place for for night time use, ongoing failures causing continual issues and reactive maintenance expense.
Minor infrastructure improvements	CAPEX-5	$ 20,000	8%	eg Soccer goals, park benches
Total		**$ 250,000**	**100%**	

Table 6.3 – Increases to Capital Expenditure - Technology

CAPITAL EXPENDITURE - TECHNOLOGY	Ref-no	Value	%	Comment
ICT Security	CAPEX-6	$ 60,000	40%	Audit Response
Business Systems Improvements	CAPEX-7	$ 90,000	60%	Updates to Financial System
Total		**$ 150,000**	**100%**	

Table 6.4 – Transfer to Special Purpose Reserve

Reserve Particulars	Ref-no	Value
Asset Sustainability (Transfer to)	RES-1	$ 300,000

CITY OF VINCENT

QUARTERLY REVIEW BUDGET 2020-2021

COUNCIL BRIEFING

10 NOVEMBER 2020

Budget Themes – 2020/21

- Conservative & pessimistic outlook
- Hardship support for property owners
- Use of special purpose cash reserves to support comm
- Reduced discretionary expenditure
- Maintained permanent employment of staff
- Quarterly budget reviews

2020/21 Revenue outlook – Sept Rev

Assumptions:

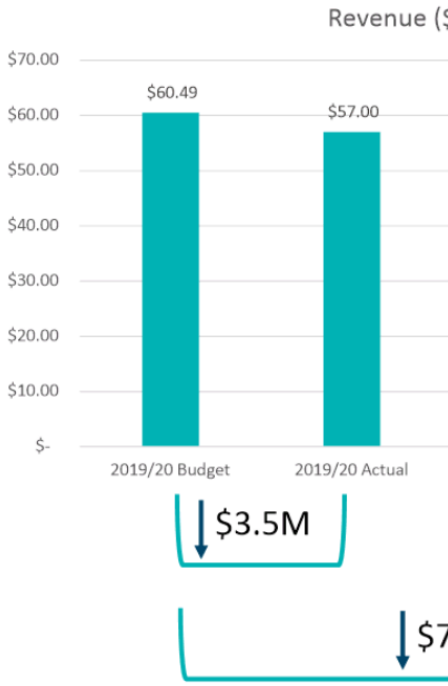
- Total rates yield reduced by $291,464 from 2019/20
- Beatty Park ~ ~~50%~~ 70%
- Parking revenue ~ ~~50%~~ 70%
- Interest reduction ~ Ministerial order ~ whole year
- Lease waivers for community groups who are tenants ~ Q1 only
- Lease waivers & deferrals for commercial tenants ~ Q1 only

COVID impact ~ 10.97M revenue reduction:

- Reduction of $3.5M in revenue in 2019/20
- Forecast reduction of $7.47M in revenue in 2020/21 (Sep review) - improved $2.53M compared to budget

Revenue recovery due to:

- Improved Parking revenue and Beatty Park revenue,
- Improved revenue from Building and Planning fees,
- However, offset by a reduction in interest earnings



Totals include:
Rates, profit on asset disposals, operating sub
capital grants, fees & charges, interest earnir
revenue

2020/21 Expenditure outlook – Sept

Assumptions:

- Reduced discretionary expenditure
- Employees voted to freeze salaries ~ $380K
- Curtailed marketing and events
- Reduction in interest charges on loans

COVID response:

- Expenditure reduced $5.23M in 2020/21 (Sep review) – compared to 2019/20
- Expenditure increase of $1.72M in Sep review, to deliver revenue increase of $2.8M in 2020/21
- Some expenditure relates to community grants and activities funded from reserves

Expenditure increase relates to:

- Beatty park expenses
- Technology hardware
- Ranger allowances (existing EBA provision)

Totals include:
Employee costs, materials & contracts, u
charges, interest expenses, insurance ex
asset disposals, depreciation and other e

Special Purpose Reserves

Special Purpo
Major M

$(0.50)
$(0.50)
$(1.00)
$(2.00)

Major Moveme
Beatty Park
Asset Sustainab
Cash-in-lieu Pa
Percent for Art
Tamala Park
Haynes Street
Proceeds Land
Total

Surplus Position

Land sale transactions

- Sale of 150 Charles St for $208K
- Sale of 202 Vincent St for $475K
- Anticipated proceeds of $683K
- Loss on sale of $177K (vs book value)
- Proceeds transferred to Reserve

Net Surplus at 30 June 2021:
$952,283

RATE SETTING STATEMENT - M

[A]	**OPENING DEFICIT**
	OPERATING ACTIVITIES
	Revenue
	Expenditure
	Net Operating
	Operating Activities excluded:
	Loss on sale of land
	Depreciation
	Sub total
[B]	Attributable to Operating
	INVESTING ACTIVITIES
	Non operating grants
	Proceeds from disposal of assets
	Purchase of plant & equip
	Purchas & construction of infrastructure
[C]	Attributable to Investments
	FINANCING ACTIVITIES
[D]	Transfer to Reserve
	Surplus before rates
	Raised from rates
[A+B+C+D]	**NET SURPLUS AT 30 JUNE 21**

Rates Collection & Financial Hardshi

Category	2019	2020	Date/D
Rates Collection			
1st instalment rates collected	54%	51%	18-S
Current Rates Collected		61%	20-0
No of Reminder Notices Issued	1869	1983	06-N
No of 2nd Instalment Reminders Issued	6424	6100	18-N
Direct Debit		324	20-0
Financial Hardship Requests		24	20-0

Summary:

- Rates collection – slightly lower collection rate due to uptake of Direct Debit (count=324)
- 24 x Financial Hardship cases are currently on 6 month deferral period and no financial hardship cash al have been made at this stage

At 7.15pm Cr Joshua Topelberg left the meeting

9.2 NO. 305 (LOT: 4, D/P: 1602) FITZGERALD STREET, WEST PERTH - CHANGE OF USE FROM WAREHOUSE TO RECREATION PRIVATE (AMENDMENT TO APPROVED) (UNAUTHORISED EXISTING DEVELOPMENT)

Ward: South

Attachments:
1. Consultation and Location Map
2. Development Plans
3. Applicant's Supporting Information
4. Previous Development Approvals
5. Summary of Submissions - Administration's 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 to amend Development Approval dated 5.2014.124.1 dated 4 June 2014 for Change of Use from Warehouse to Recreation Private (Amendment to Approved) at No. 305 (Lot: 4; D/P: 1602) Fitzgerald Street, West Perth, in accordance with the plans shown in Attachment 2, subject to the following and with the associated determination advice notes included in Attachment 7:

1. All conditions and requirements detailed on development approval 5.2014.124.1 dated 4 June 2014 continue apply to this approval, except as follows:

1.1 Condition 2 is deleted;

1.2 Condition 3 is deleted and replaced with:

1.2.1 The maximum total number of clients shall be limited to twenty (20) at any one time;

1.3 Condition 4 is deleted and replaced with:

4. Hours of Operation

4.1 Prior to the provision of the amended Noise Management Plan in satisfaction of Condition 8 below, the hours of operation shall be limited to 6:00am to 9:00am and 5:00pm to 8:00pm Monday to Friday and 7:00am to 12:00pm Saturday; and

4.2 Upon provision of the amended Noise Management Plan to the City in satisfaction of Condition 8 below, the hours of operation shall be limited to 5:30am to 8:00pm Monday to Friday and 7:00am to 5:00pm Saturday;

1.4 Condition 8 is added:

8. Noise Management Plan

8.1 Within 28 days of the issue of this approval, the Applicant must engage a suitably qualified acoustic consultant to:

(a) Review the Fibre Active West Noise Management Plan dated 26 October 2020 (NMP) submitted with this application to ascertain whether the measures specified in the NMP are sufficient to ensure noise emissions from activities at the premises will not exceed the assigned levels specified in the *Environmental Protection (Noise) Regulations 1997* (Assigned Levels) at all times during which the premises operates, namely 5:30am to 8:00pm Monday to Friday and

7:00am to 5:00pm Saturday;

(b) Consider whether any additional measures are required to ensure noise emissions from activities at the premises will not exceed the Assigned Levels at all times during which the premises operates; and

(c) Prepare a report which states whether the measures specified in the NMP will ensure noise emissions from activities at the premises will not exceed the Assigned Levels at any time and identifies any additional measures required to ensure noise emissions from activities at the premises do not exceed the Assigned Levels (Report);

8.2 Within 35 days of the issue of this approval, provide a copy of the Report (referred to in Condition 8.1(c)) to the City;

8.3 Within 42 days of the issue of this approval, provide an amended noise management plan (amended NMP) to the City which incorporates any additional measures specified in the Report and which:

(a) provides mitigation measures to ensure noise emissions at the premises do not exceed the Assigned Levels at any time during which the premises is operating, namely 5:30am to 8:00pm Monday to Friday and 7:00am to 5:00pm Saturday;

(b) incorporates any additional measures specified in the Report; and

(c) a procedure for dealing with complaints and breaches of the amended NMP, to the City's satisfaction; and

8.4 All recommended measures in the Report shall be undertaken in accordance with the Report, to the City's satisfaction, prior to the commencement of the hours of operation 5:30am to 6:00am and 9:00am to 8:00pm Monday to Friday and 12:00pm to 5:00pm Saturday as well as the increase of patron numbers to a maximum of 20 during any operating hours, and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers. The use shall at all times operate in compliance with the amended NMP.

Moved: **Cr Loden,** **Seconded:** **Cr Castle**

That the recommendation be adopted.

COUNCIL DECISION ITEM 9.2

Moved: **Cr Wallace,** **Seconded:** **Cr Fotakis**

That the motion be deferred.

CARRIED (5-2)

For: Mayor Cole, Cr Fotakis, Cr Loden, Cr Smith and Cr Wallace

Against: Cr Gontaszewski and Cr Castle

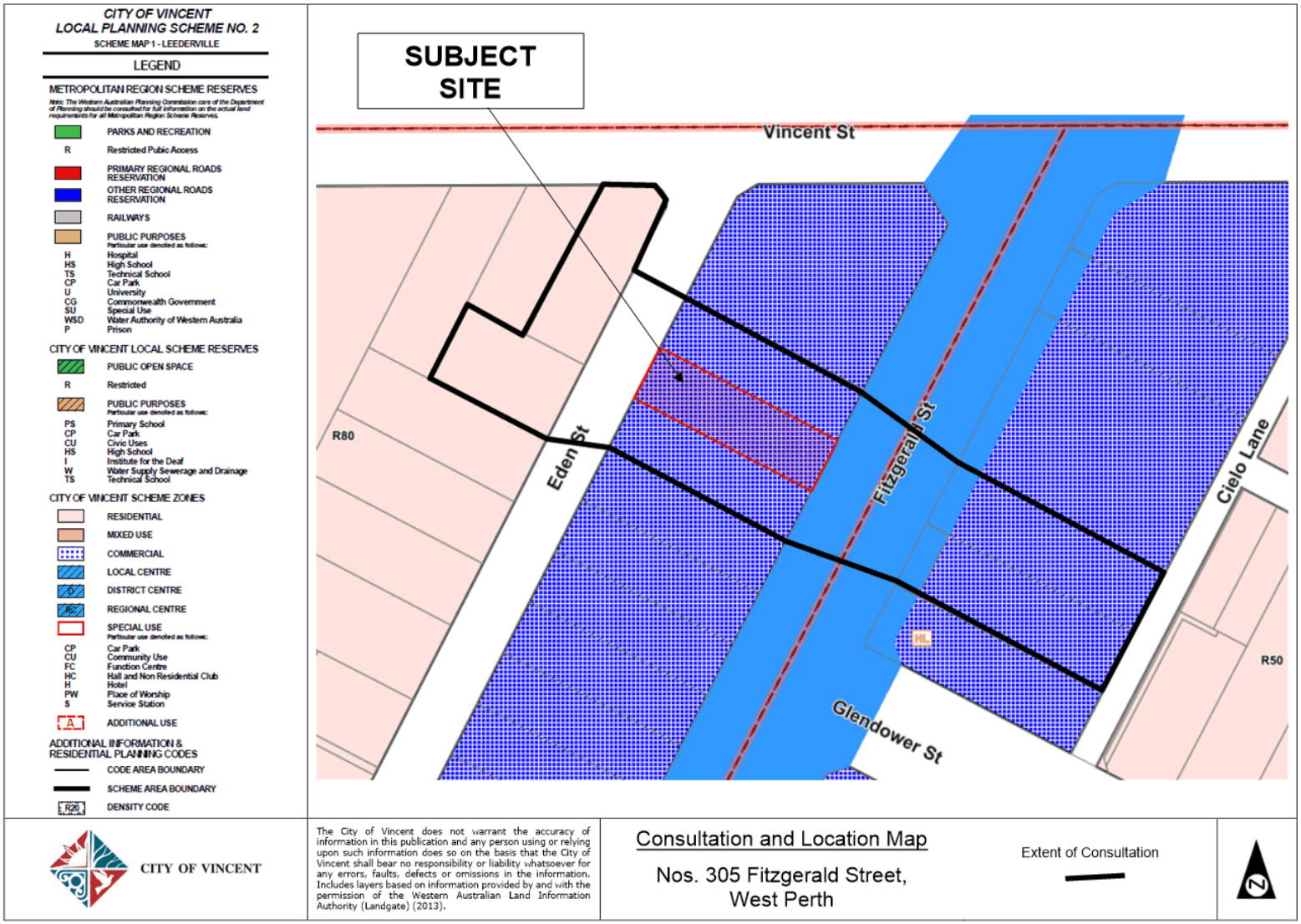
(Cr Topelberg was absent from the Council Chamber and did not vote)

(Cr Hallett was an apology for the Meeting.)

REASON:

Council requires the provision of an acoustic report that addresses noise and vibration from the applicant, and proposed measures in response to the recommendation therein.

At 7:35 pm, Cr Joshua Topelberg returned to the meeting.


CITY OF VINCENT
LOCAL PLANNING SCHEME NO. 2
SCHEME MAP 1 - LEEDERVILLE
LEGEND
METROPOLITAN REGION SCHEME RESERVES
PARKS AND RECREATION
R Restricted Pubic Access
PRIMARY REGIONAL ROADS RESERVATION
OTHER REGIONAL ROADS RESERVATION
RAILWAYS
PUBLIC PURPOSES
H Hospital
HS High School
TS Technical School
CP Car Park
U University
CG Commonwealth Government
SU Special Use
WSD Water Authority of Western Australia
P Prison
CITY OF VINCENT LOCAL SCHEME RESERVES
PUBLIC OPEN SPACE
R Restricted
PUBLIC PURPOSES
PS Primary School
CP Car Park
CU Civic Uses
HS High School
I Institute for the Deaf
W Water Supply Sewerage and Drainage
TS Technical School
CITY OF VINCENT SCHEME ZONES
RESIDENTIAL
MIXED USE
COMMERCIAL
LOCAL CENTRE
DISTRICT CENTRE
REGIONAL CENTRE
SPECIAL USE
CP Car Park
CU Community Use
FC Function Centre
HC Hall and Non Residential Club
H Hotel
PW Place of Worship
S Service Station
A ADDITIONAL USE
ADDITIONAL INFORMATION & RESIDENTIAL PLANNING CODES
CODE AREA BOUNDARY
SCHEME AREA BOUNDARY
R20 DENSITY CODE
SUBJECT SITE
Vincent St
Eden St
Fitzgerald St
Cielo Lane
Glendower St
R80
R50
CITY OF VINCENT
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Consultation and Location Map
Nos. 305 Fitzgerald Street, West Perth
Extent of Consultation
N

SUBJECT SITE
Leake
Vincent St
158A
315
163
165
307A-311
307
305
301
299
293
293
291
289
285
175
1-4/173
1-9/167
23
21
17
13
9
5
7
3
350
348
Eden St
Fitzgerald St
318A
316
314
1-8/149
308-312
304
1-4/300
296
136A
136B
134
136
130,130A-C
7A
Cielo Lane
Glendower St
CITY OF VINCENT
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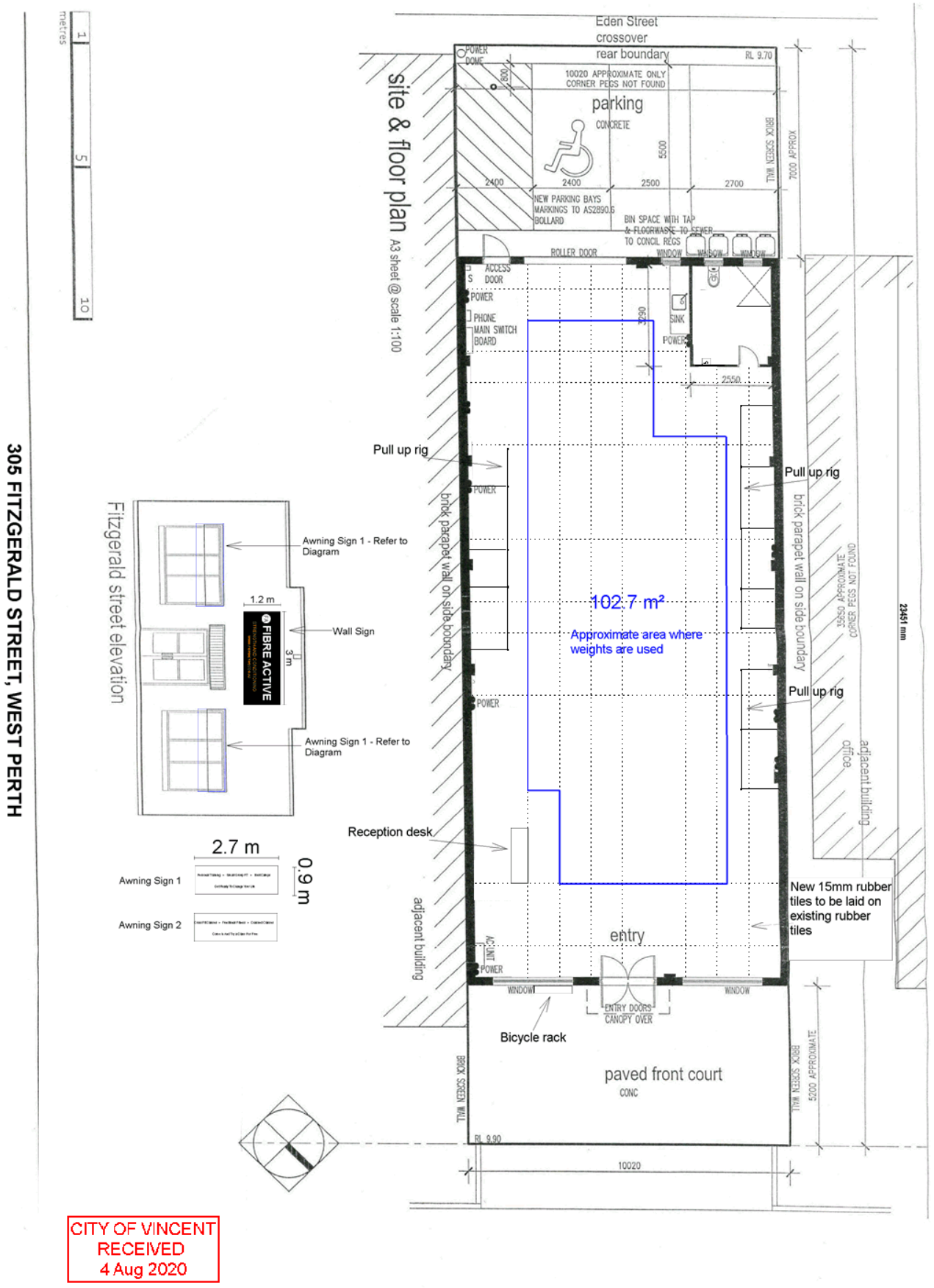
No. 305 Fitzgerald Street,
West Perth
N



CITY OF VINCENT
RECEIVED
4 Aug 2020

Applicant Justification

Chief Executive Officer
City of Vincent
PO Box 82
LEEDERVILLE WA 6902

mail@vincent.wa.gov.au

Application for Retrospective Development Approval – Fibre Active (305 Fitzgerald St, West Perth)

Please find attached an application for retrospective development approval to help our community fitness operation continue to contribute to our community and recover from the impacts of COVID-19.

Fibre Active is a family owned business run by Bjorn and Jess. It is focused on the health and well-being of its community members. In addition to providing the local community a facility to get fit, Fibre's mantra extends to social, and environmental well-being.

Many of our members love to train as a mental health break during their busy lives and many of us get on board with healthy living initiatives which have a broader effect improving our health and the environment by carefully choosing the foods we eat.

Being a small facility, we are in tune with our members and the community and do our best to fit in locally. We love to help people reach their goals at all levels and always keep our neighbours in mind in trying to minimise any impact we may have.

In the community, we like to hang out at local coffee shops after classes and enjoy organising social events in nearby locales.

We welcome all feedback from the City of Vincent and the community on how we can continue to positively contribute to our diverse local community.

Our development application is consistent with the City's planning framework and we are available to answer any questions if required.

Yours sincerely

Bjorn and Jess

Applicant Justification

Application for Retrospective Development Approval 305 Fitzgerald Street, WEST PERTH

Application to Retrospectively Amend Existing Development Approval

Retrospective development approval is sought to amend the existing approval for number 305 Fitzgerald Street, West Perth (Lot 4 on Deposited Plan 1602) issued by the City of Vincent on 04 June 2014 (Reference Number: PRO5938 5.2014.124.1) as follows.

1. Delete Condition 2 relating to the maximum number of employees.
2. Amend Condition 3 relating to the maximum number of clients to allow up to 20 clients.
3. Amend Condition 4 relating to the hours of operation to:
    a. Allow the premises to operate from 05:30 to 20:00 Monday to Friday;
    b. Allow the premises to operate from 07:00 to 17:00 on Saturday; and
    c. Remove the requirement to have a 15-minute interval between classes.
4. Seek development approval for one toilet and end of trip facility.
5. Seek development approval for three signs on the Fitzgerald Street elevation:
    a. One wall sign; and
    b. Two awning signs.

The application proposes to install an additional layer of rubber mats which have 15mm thickness on top of the existing rubber mats to assist in vibration and noise attenuation.

Background

Subject Site and Context

The subject site is located at number 305 Fitzgerald Street, West Perth (Lot 4 on Deposited Plan 1602. The lot area is 355m^2 and the site is improved with an existing warehouse which has been converted into a contemporary fitness premises. The warehouse is approximately 219m^2 in size and has a net lettable area of approximately 205m^2.

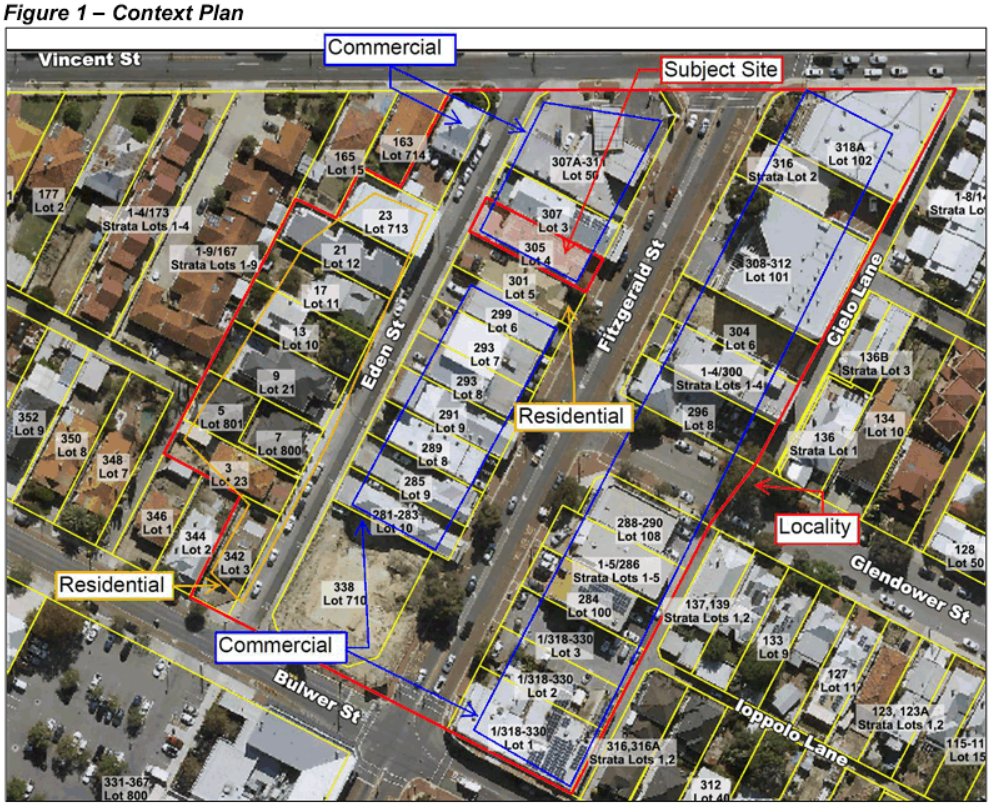
For this application, the locality is described as lots fronting Fitzgerald Street (between Vincent and Bulwer Streets) and lots fronting Eden Street (see **Figure 1**).

The subject site is bounded by Fitzgerald Street to the east and Eden Street to the west which provides vehicular access. The site abuts a shop/cafe to the north and a single dwelling to the south which has recently been converted from an office.

Applicant Justification

Application for Retrospective Development Approval 305 Fitzgerald Street, WEST PERTH

Figure 1 – Context Plan



Previous Approvals

The subject site was approved as a Recreation Facility by the City of Vincent Council at its 26 March 2013 Ordinary Council Meeting and an extract of the minutes is provided at **Attachment** *. An amended approval was issued by the City on 04 June 2014.

The subject site has been operating as a community fitness facility since approval and in April 2019, the facility was rebranded to Fibre Active.

Local Planning Strategy

The amended development application is consistent with the objectives of the City of Vincent Local Planning Strategy as follows.

Table 1 – Local Planning Strategy Objectives

To promote and safeguard the health, safety and convenience and general welfare of the inhabitants of the City.
The recreation facility provides an avenue for residents to improve physical and mental wellbeing through a community focussed and small-scale fitness operation.
To recognise the historical development of the municipality and its contribution to the identity of the City's residential and commercial centres and associated sense of place

Applicant Justification

Application for Retrospective Development Approval 305 Fitzgerald Street, WEST PERTH

The proposal maintains the existing warehouse and scale of development on Fitzgerald Street.
To co-ordinate and ensure that development is carried out in an efficient and sustainable responsible manner that integrates consideration of economic, social and environmental goals and reduces the City's carbon footprint.
The proposal seeks minimal changes to the building. A new shower is installed to assist with people commuting to and from work and the facility does not have air conditioning systems which require significant energy. The health and well being of local members improve through training activities and local businesses are stimulated as active community members generally support local shops and businesses.
Improve access into and around the district, and ensure safe and convenient movement of people, including pedestrians, cyclists, public transport users and motorists.
The proposal includes a variety of methods for members to access the facility. Its small-scale community focus results in localised transport.
To assist employment and economic growth by ensuring suitable planning provisions to support a variety retail, commercial, entertainment and tourism developments in key locations, to provide employment self-sufficiency and self-containment.
Fibre Active is a small business which is family owned and operated. Members and coaches live and work in the local community and contribute to the local economic market.

Local Planning Scheme No. 2

Land Use

The applicable land use for the subject application is *Recreation – Private* under the City of Vincent Local Planning Scheme No. 2 (LPS 2) as follows.

> ***recreation – private*** *means premises that are – (a) used for indoor or outdoor leisure, recreation or sport; and (b) not usually open to the public without charge*

The existing approval issued in June 2014 described the premises as *Recreational Facilities* which was the appropriate land use nomenclature in former Town Planning Scheme No. 1

> ***recreational facilities*** *means any land or building or part of a building used for: (a) public tennis courts; (b) public or private swimming pools; (c) squash courts or centres; (d) basketball centres; (e) gymnasia; (f) ice and roller skating rinks; (g) physical health studios; and (h) any other similar purpose; in respect of which a charge is made for the use thereof*

The use of the premises is not proposed to change and remains consistent with the existing approved use.

Zoning

The subject site is zoned *Commercial* under LPS 2. Surrounding lots in the locality which have access to Fitzgerald Street are also zoned *Commercial.* The wider locality is characterised by medium to high density residential zoned land.

Fitzgerald and Bulwer streets are reserved as *Other Regional Roads* under the *Metropolitan Region Scheme* and are designated State Route 56 and 72, respectively. Other Regional

Applicant Justification

Application for Retrospective Development Approval 305 Fitzgerald Street, WEST PERTH

Roads provide a regional road network to accommodate current and future transport needs on roads and are designed to cater for significant traffic movement.

Figure 2 – Zoning Plan

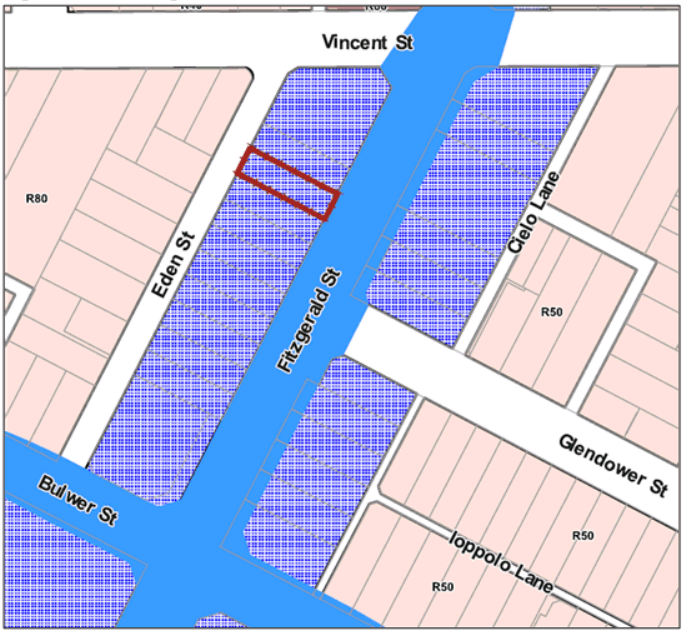


Table 2 - Local Planning Scheme 2 objectives for the Commercial zone

To facilitate a wide range of compatible commercial uses that support sustainable economic development within the City.
A recreation-private facility fits within the commercial context of the locality. The facility provides a positive contribution to nearby hospitality businesses as members regular frequent local shops around classes.
To ensure development design incorporates sustainability principles, with particular regard to waste management and recycling and including but not limited to solar passive design, energy efficiency and water conservation.
The works component of the development installed a shower which caters to members to change before/after a workout. The facility does not have air conditioning and focuses on fans and the hydration of members to stay cool, and the workouts themselves are sufficient in warming up members during cooler weather.
To maintain compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.
The built form of the building is not proposed to change and is representative of the varied commercial development in the area. The signage proposed is generally relates to the facility and is generally consistent with signage for a recreation facility.

Applicant Justification

Application for Retrospective Development Approval 305 Fitzgerald Street, WEST PERTH

To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality.
The amendments proposed do not have additional impact on the amenity of the surrounding locality during day-time hours. Measures are proposed to limit any impact on surrounding residential land uses in the small time increase sought from 05:30-06:00 on weekday mornings.

Car and Bicycle Parking

Parking consideration is to be given due regard with Local Planning Policy 7.7.1 – *Non-Residential Development Parking Requirements* (LPP 7.7.1).

Table 1 of LPP 7.7.1 sets out the car parking requirements. The following considerations are applicable:

- The subject site is within an Activity Corridor as defined in LPP 7.7.1.
- The proposed land use is *Recreation – Private*.
- The total number of persons is 22 being made up of
    - The maximum number of clients for any one class is 20.
    - The maximum number of trainers for any one class is two.

The amount of parking required is detailed below.

- Short Term Bicycle Parking – 1 space required
    - 22 persons x 0.019 = 0.418.
- Long Term Bicycle Parking – 1 space required
    - 22 persons x 0.042 = 0.924.
- Car parking – 5 spaces required
    - 22 persons x 0.22 = 4.84.

The subject site provides for three parking bays accessed from Eden Street and 4 bicycle parking bays accessed from Fitzgerald Street. A single unisex shower is provided as appropriate end of trip facilities and the reception desk provides for a secure place for staff members to store personal belongings. Storage spaces are provided in the facility for members to store personal belongings.

This leaves a shortfall of 2 car parking bays which has been addressed in the original approval considered by Council in March 2013.

The original approval by Council considered the proposal to have a 2.058 car bay shortfall (5.058 required and 3 provided) and imposed a cash-in-lieu condition accordingly requiring payment of $7,203. This amount has been provided to the City who will have expended the funds to improve parking in the locality.

Class Limitation

Contemporary business requires flexibility and adaptability to effectively operate. Planning is must carefully consider these measures against the strategic intent of an area and the amenity of locality.

The current approval limits classes on Monday through to Friday between 06:00-09:00 and 17:00-20:00 and on Saturday between 07:00-12:00. The amended application seeks to allow class times between 05:30-20:00 Monday to Friday and 07:00-17:00 on Saturday.

Applicant Justification

Application for Retrospective Development Approval 305 Fitzgerald Street, WEST PERTH

The operation of a Recreation – Private facility is consistent with LPS 2 and the City's Local Planning Strategy with key matters addressed below.

Noise

The extension to allow operation from 05:30 will consider the following noise mitigation measures:

1. From 05:30-06:00 the roller door facing Eden Street will be closed.
2. No amplified music is to be played.
3. At the start of a class, coaches introduce the workout, and this normally takes around 5 minutes. Workouts include a warmup component which generally requires 10-15 minutes and set up of the workout can take up to 5 minutes. Considering this, any noise emission is likely to remain at low levels during the first part of class before increasing to medium levels inside the premises.

The extension of operating times during the day will not introduce any undue impacts on the commercial nature of the locality. When considering amenity, it is appropriate to consider the commercial nature of the locality and its proximity to its surroundings.

As detailed above, the locality is predominantly commercial in nature and is subject to high volumes of traffic given the other regional road reservation of the road network. It is not considered that additional classes during the day will unduly impact the amenity of the locality.

Access to classes

The premises provided the required cash-in-lieu contribution for parking. Notwithstanding, the additional classes retain the same limit on persons and additional parking is not required.

A parking management plan is provided at **Attachment** * and access to classes is summarised in **Table 3**.

Table 3 – Summary of access to classes

Time (current schedule)	**Description**	**Access**
Morning 05:30-06:30 06:30-07:30	Morning classes cater for members who schedule exercise before their working day.	While many members live close and walk/cycle to the gym, parking is generally available in the locality and parking demand is not at peak. On street parking is available on Fitzgerald Street, Eden Street, Bulwer Street, Glendower Street and other local streets.
Mid-Morning 09:00-10:00	Mid-morning classes cater for those with flexibility in the day and/or may be on holidays.	These classes have lower attendance and appropriate parking can generally be provided on site and on surrounding local streets.
Midday 13:00-14:00	Lunch time classes for nearby workers as a healthy break from the working day.	Members walk over from nearby businesses. Limited to no parking for members is required and can be accommodated onsite.

Applicant Justification

Application for Retrospective Development Approval 305 Fitzgerald Street, WEST PERTH

Evening 17:30-18:30 18:30-19:30	Evening classes for members who exercise after work.	Evening classes generally have the highest amount of people using alternative modes of transport (walking/cycling/public transport) to attend classes. At this time of day, local businesses have generally finished work and there is less demand for on street parking. There is also less demand for parking around Hyde Park as daytime visitors return home. Sufficient parking is provided in surrounding streets as detailed above.

Interval between classes

The existing approval requires an interval between classes which is understood to be based on car parking availability. This condition is not considered to be a valid planning condition and is requested to be deleted as follows.

A valid planning condition must:

- be imposed for a planning purpose;
- fairly and reasonably relate to the development for which permission is given; and
- be reasonable, that is, be a condition which a reasonable planning authority, properly advised, might impose.

Considering the above, the condition is not considered valid and applicable for the following reasons

- Purpose
  - The condition is not referenced to any relevant planning policy requiring an interval in land use activities for car parking change over.
  - An interval may serve the purpose of freeing up to three car parking bays on-site, however, as demonstrated in the parking management plan, sufficient parking in the locality exists.
  - The condition does not consider alternative modes of access and transport.
- Relevance
  - It is not considered there is a sufficient nexus between the relatively small-scale operation of the premises and availability of parking in the locality.
  - In general, the availability of parking is only usually impacted with large scale events at surrounding locations such as Hyde Park and Dorrien Gardens.
- Reasonableness
  - As sufficient parking exists, the interval period is considered unreasonable in the context of class scheduling and operation of the premises.

Car parking is generally provided to operate at near capacity, with users having an expectation that it may not be readily available. For example, members understand the time required to commute to the facility and plan appropriately.

Classes are not open to the public and must be reserved online, this provides certainty to the numbers attending a class and will not result in an unprecedented amount of people

Applicant Justification

attending the facility. Should members of the public seek to join, this is normally by appointment with a coach.

In considering other land uses and the inner-city nature of the locality, it is not appropriate to impose time restrictions on operations. For example, it would not be appropriate to limit the sales of a shop nearby to certain intervals to allowing car parking to regenerate.

Noise Attenuation

The City's Local Planning Policy 7.5.21 – *Sound Attenuation* includes guidelines for the preparation of acoustic reports in support of applications for development approval.

The preparation of an acoustic report is not required in this instance as follows.

1. The locality includes a mix of commercial and residential land uses near significant roads.
2. The proposed change in the operating schedule to allow daytime classes does not unduly impact on the amenity for commercial and residential land uses.
3. The change to allow classes to commence at 05:30 will have additional measures to minimise any noise as detailed earlier in this application.
4. The nearest residential land uses have been developed or converted to residential after the commencement of the operation of the recreation facility and are the agent of change in this instance. Such developments will have been required to be constructed to the appropriate Australian Standard.
5. It is not unreasonable to consider some level of noise in a commercial locality, and the recreation facility has arguably less impact on amenity compared to other commercial land uses which are permissible and which may rely on a high turnover of customers and delivery of goods.
6. The findings of an acoustic report are unlikely able to be implemented at a reasonable cost given the age of the building and of those in the locality.
7. The recreation facility has not been found to exceed relevant noise levels.

In considering the above, an Acoustic Report is not required for the subject application.

Signage

The City's Local Planning Policy 7.5.2 – *Signs and Advertising* (LPP 7.5.2) includes the considerations for signage.

The application proposes retrospective approval for three signs including one wall sign and two awning signs on the Fitzgerald Street wall elevation (**Table 4**). All signs include advertising for the subject premises.

The Fitzgerald Street wall elevation is approximately 59m^2 in size and is set back 5.2m from the street boundary.

Table 4 – Signage

Sign	Size (dimensions)	Percent of wall (59m^2)
Wall sign	3.6m^2 (1.2m x 3m)	6.1%
Awning 1	2.4m^2 (0.9m x 2.7m)	4.06%
Awning 2	2.4m^2 (0.9m x 2.7m)	4.06%
Total	***8.4m^2***	***14.2%***

Applicant Justification

Application for Retrospective Development Approval 305 Fitzgerald Street, WEST PERTH

The wall sign has a black background and measurement is taken from the full outline of the sign.

The two awning signs are minimalistic in nature, have a predominant white background which matches the wall facia and have simple black text. The sign measurements in Table 4 include the full dimensions of the awning signs and should the measurements be taken from the black text; the total signage will not exceed 10% of the total area of the building wall.

The signage is consistent with the City's LPP 7.5.2 and can be supported.

Applicant Noise Management Plan

Fibre Active West Perth Noise Management Plan

Date Updated – 26 October 2020

Purpose
The noise management plan has been prepared to assist Fibre Active in continuing to operate whilst maintaining appropriate noise and vibration levels to not unduly impact the amenity of the locality.

Administration
The following measures are introduced to ensure the noise management plan is appropriately implemented:

1. The noise management plan is provided to all coaches.
2. The noise management plan is provided to surrounding properties and the City of Vincent.
3. Tables 1 and 2 of the noise management plan is available at the reception desk in hard copy.
4. The noise management plan is reviewed and updated periodically as necessary.

Programming workouts
Workouts are programmed with a warm-up, discussion and strength building components which take from 15 minutes and up to 30 minutes. This allows for the portion of workouts with the most intense activity to commence from 06:00 during morning classes.

During the class briefing, coaches are to remind patrons of the need to keep noise levels reasonable and to use mats for weights.

Barbells and weights under control
Coaches are to instruct patrons at all times that barbells should only be dropped in a situation where the athlete cannot safely control a lift. There should be no unnecessary dropping of barbells.

Applicant Noise Management Plan

Use of Mats
The use of 40mm mats has been tested with neighbouring properties where owners and occupiers have generally agreed to their use.

The use of mats is for movements where there is a possibility that barbells may be dropped. At all times however, coaches instruct patrons to control barbells.

Mats will be required to supplement barbells in the following circumstances:

- Olympic/power lifting movements where the working weight is not a warm up, generally exceeding 60% of an athlete's 1 repetition maximum.

  This requirement captures workouts and weightlifting that are strength based and not done on a timer for example. The purpose is to ensure a warm up can be done and mats are used when greater weight is added.

- Cardio workouts where the barbell weight is equal to or greater than:
  - When using a 15kg barbell, 25kg (two 5kg plates).
  - When using a 20kg barbell, 40kg (two 10kg plates).

  This requirement captures cardio workouts where athletes perform various exercises. It is not limited to Olympic or power lifts. The weights included are the minimum weights where it is safe to drop a barbell.

- In both cases above, where the barbell weight has the potential to be dropped from over the shoulder (jerk, press movements for example) two mats are to be used.

Management and Coaching Staff Obligations
Coaches have been instructed to use only the keyboard volume control and to not use the equaliser controls for volume control.

In addition to that, coaches have been instructed to not use the equaliser controls as this can have an impact on the sound levels that have been mentioned in the testing.

A table of the Recommended Volume Control Levels will be printed out and pasted on the wall above the keyboard, control panels and the television to ensure that coaches have immediate reference to the volume control measures.

A meeting of the coaches will be held to ensure that all coaches will know, understand and cooperate with the set sound levels. An email will also be sent out to the coaches so that they have the appropriate material to refer to. All YouTube videos of testing will also be sent out to Coaches.

Recommended Volume Control
In order to satisfy the City of Vincent's Development application the following volume testing was conducted to determine the levels of music to be played at Fibre Active West Perth and recommended Volume Control Levels have been determined to satisfy our obligations for operating at the new proposed times with minimum noise impact to surrounding neighbours.

Applicant Noise Management Plan

The controls in place are:

- Noise Control to be controlled from the keyboard.
- All application volumes have been set to max on Spotify, Online Apps.
- Equaliser has been set to have the best sound quality on with minimum bass levels on.
- Song used for Testing: Prodigy – Firestarter.
- The Bar represents the on screen computer volume control of the iMac. This is the indicator of how loud the volume control is.

The following tests have been conducted to consider volume control.

Table 1 – Volume Control Testing

Level	Description of sound	Applicable times
0 Bar	Zero bar - Zero Noise 05:30 – 06:00	Mon-Fri 05:30 – 06:00
1-2 Bars	Audible Sound Low level sound inside premises *Use during warmup/workout*	
3 Bars	Audible Sound Above Talking Voice Low level sound inside premises *Use during warmup/workout*	
4-6 Bars	Audible Sound inside premises. Low level sound outside premises *Use during workout*	Mon-Fri 09:00 – 17:00 Sat 12:00 – 17:00
>7 Bars	Audible Sound becomes more distinct outside premises.	Not permitted.

The above recommended Volume Control Levels will be included in the updated Noise Management Plan poster that has already been posted on the wall under the television.

Mitigation Measures

The mitigation measures in Table 2 are to be implemented. The measures in Table 2 apply to classes should they be scheduled at the relevant time.

Contact

Fibre Active provides the following contact details to surrounding properties to assist with a quick response to noise mitigation – Bjorn Voon (0450 397 578).

Applicant Noise Management Plan

Table 2 – Mitigation measures as they relate to the increased operating hours

Time	Activity	Mitigation Measures
05:30 – 06:00	Amplified Music	No amplified music.
	Roller Door	Closed.
	Barbell	Weights under control (no unnecessary dropping).
	Voice levels	Controlled voice levels for coaches and members, no yelling.
09:00 – 17:00	Amplified Music	Reasonable level to allow coach to control class. Maximum volume level – 6 bars.
	Roller Door	Open as required.
	Barbell	Barbells not dropped and do not require additional mats. This is for low barbells and strict movements where no dropping is undertaken (for example warm-ups, strict movements, deadlifts etc.). Barbells dropped from shoulder height on 40mm thick mats. Barbells dropped from higher than shoulder height on two 40mm thick mats.
All times of operation	• Use bumper plates during heavy lifts. • Reminder that barbells should always be controlled where possible. Control to be demonstrated to coaches as required. • Coaches to consider noise during workouts to ensure reasonableness. • If patrons run on public roads, they are to be reminded to keep voice levels down.	

Applicant's Parking Management Plan

APPENDIX 2 – PARKING MANAGEMENT PLAN FRAMEWORK

Owner/Applicant Details	
Name:	Bjorn Voon
Address:	305 Fitzgerald Street West Perth, 6004
Phone:	0450397578
Email:	hello@fibreactive.com.au
Applicant Signature:	*Bjorn Voon*

Property Details	
Lot Number:	305 Fitzgerald Street West Perth, 6004
Address:	305 Fitzgerald Street West Perth, 6004

Parking Allocation:

The following tables outline the parking available for the different users of this development application.

Parking Allocation	
Total Number Car Parking Spaces:	3
Total Number Short Term Bicycle Parking Spaces:	4

Applicant's Parking Management Plan

Development Type	Development Users	Parking Allocation			
		Type / Duration	No. Car spaces	No. Bicycle Spaces	No. Other Spaces
Short term accommodation and residence	No Staff	No Employees (> 3 hours)	1	1	-
	Customers	Visitor	2	3	-
	Other	Residence	-	-	-
	Other	Disabled	-	-	-

Alternative Transport:

The following table outlines the alternative transport options available to users of this development application.

Transport Option	Type & Level of Service
Public Transport	
Train	
Bus	There are bus stops in both directions on Fitzgerald Street. Bus numbers 60, 960 and 990 stop outside the gym and across the road. All buses are around 10 minutes apart on weekdays.
Paths	There are good accessible 5 foot walkways that are around the area.
Facilities	
Cycling	
Paths	City of Vincent is full of wide walk ways.

Applicant's Parking Management Plan

Facilities	4 A bicycle rack has been installed in front of the venue and allows for 4 bicycles to be secured on.
Secure Bicycle Parking	Nil
Lockers	16 Cube Ikea Cubby hole cabinets has been included in the amenities of the building. These are enough for a wallet/mobile phone to be placed in one of the lockers.
Showers/Change Room	1

Figure 1: Designated Cycle Racks

Applicant's Parking Management Plan

Public Parking:

Identify the number of on street and off street public parking in the vicinity in the following table.

	No. Marked Spaces	Location	Parking Restrictions
On Street Parking	8	Fitzgerald Street (front of the gym)	No Stopping 4-6pm - Mon – Fri Mix of 1P and 3P (No signs)
Off Street Parking	76 15	Glendower Street (Half of Street before the Roundabout) Eden Street	Mix of 1P and 3P (No signs)

Parking Management Strategies

The parking management plan together with the strategies listed below are provided to assist guests in understanding the frequent modes of transport that are available in the Perth city and suburbs and for parking of vehicles and cycles on the subject property.:

1. The owner will be responsible for management, operation and maintenance of parking. Attached together with this is our own Parking Management Plan that has been communicated to Coaches, current members and also new members.
2. Car bays will be numbered and parking management and allocation will be advised to guests via on line booking and on check in.
3. There are no staff/employees. Owner and contractors will carry out cleaning and maintenance.
4. The parking management plan and instructions on check-in will be used to ensure efficient use of parking facilities; and
5. Bicycle, public transport and pedestrian modes of transport will be highly promoted to guests. The subject property is within close proximity to the Perth City and to Northbridge.

CITY OF VINCENT

"Enhancing and celebrating our diverse community"

MINUTES

26 MARCH 2013

This document is available in the following alternative formats upon request for people with specific needs; large print, Braille and computer disk

9.1.5 No. 305 (Lot 4; D/P 1602) Fitzgerald Street, North Perth (Proposed Change of Use from Showroom/Warehouse to Recreational Facility (Crossfit Gym)

Ward:	South	**Date:**	15 March 2013
Precinct:	Hyde Park, P12	**File Ref:**	PRO5938; 5.2013.3.1
Attachments:	001 – Property Information Report and Development Application Plans 002 – Applicant Submission 003 – Applicant Submission to Council		
Tabled Items:	Nil		
Reporting Officer:	A Dyson, Planning Officer (Statutory)		
Responsible Officer:	C Eldridge, Director Planning Services		

OFFICER RECOMMENDATION:

That the Council;

in accordance with the provisions of the City of Vincent Town Planning Scheme No. 1 and the Metropolitan Region Scheme, APPROVES the application submitted by Platform Crossfit, on behalf of the owner, Jedan Holdings Pty Ltd, for Proposed Change of Use from Showroom/Warehouse to Recreational Facility (Crossfit Gym) at No. 305 (Lot 4; D/P: 1602) Fitzgerald Street, North Perth, and as shown on plans stamp-dated 3 January 2013 and amended plans stamp dated 16 January 2013, subject to the following conditions:

1. **The maximum gross floor area of the recreational facility shall be limited to 205 square metres, as depicted on the plans;**

2. **The maximum total number of employees shall be limited to three (3) at any one time;**

3. **The maximum total number of clients shall be limited to eight (8) at any one time;**

4. **This approval is valid for a period of one (1) year after which time the applicant will be required to have obtained a further planning approval;**

5. **The hours of operation shall be limited to 6.00am to 9.00am and 5.00pm to 8.00pm Monday to Friday and 7.00am to 12.00pm Saturday, inclusive and accordingly, the classes shall be scheduled to allow a 15 minute interval between classes to enable sufficient time for patrons to arrive and leave the facility;**

6. **The doors, windows and adjacent floor areas fronting Fitzgerald Street shall maintain an active and interactive relationship with this street;**

7. **WITHIN 28 DAYS OF THE ISSUE OF THE SUBJECT 'APPROVAL TO COMMENCE DEVELOPMENT', a detailed Parking Management Plan for the Recreational facility shall be submitted to and approved by the City. The Management Plan is to detail the following aspects:**

   7.1 Operational Management - to minimise any potential impact on the surrounding locality from patrons parking at the premises and/or surrounding streets; and

7.2 Communications Strategy - outlining a complaint handling system which provides:

7.2.1 a telephone number and email address to log complaints and enquiries;

7.2.2 a procedure how complaints will be handled and associated timeframes for responding to such complaints; and

7.2.3 a record of complaints and enquires logged, and the applicant's response, is to be provided on a 6 monthly basis to the City of Vincent for its information; and

8. WITHIN TWENTY-EIGHT (28) DAYS OF THE ISSUE DATE OF THIS 'APPROVAL TO COMMENCE DEVELOPMENT', the owner(s) or the applicant on behalf of the owner(s) shall comply with the following requirements;

8.1 Cash in Lieu

Pay a cash-in-lieu contribution of $7,203 for the equivalent value of 2.058 car parking spaces, based on the cost of $3,500 per bay as set out in the City's 2012/2013 Budget; OR lodge an appropriate assurance bond/bank guarantee of a value of $7,203 to the satisfaction of the City. This assurance bond/bank guarantee will only be released in the following circumstances:

8.1.1 To the City at the date of issue of the Building Permit for the development, or first occupation of the development, whichever occurs first; or

8.1.2 To the owner(s)/applicant following receipt by the City of a Statutory Declaration of the prescribed form endorsed by the owner(s)/applicant and stating that they will not proceed with the subject 'Approval to Commence Development'; or

8.1.3 To the owner(s)/applicant where the subject 'Approval to Commence Development' did not commence and subsequently expired; and

9. PRIOR TO THE FIRST OCCUPATION OF THE DEVELOPMENT, the following shall be completed to the satisfaction of the City:

9.1 Car Parking

The car parking area(s) on the subject land 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(s)/occupier(s) to the satisfaction of the City; and

10. the development is to comply with all Building, Health, Engineering and Parks Services conditions and requirements to the satisfaction of the City's Chief Executive Officer.

ADVICE NOTES:

1. **all external fixtures, such as television antennas (of a non-standard type), radio and other antennas, satellite dishes, 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 from Eden and Fitzgerald Streets;**

2. **Any new street/front wall, fence and gate within the Fitzgerald Street setback area, including along the side boundaries within this street setback area, shall comply with the City's Policy provisions relating to Street Walls and Fences.**

3. **All signage that does not comply with the City's Policy relating to Signs and Advertising shall be subject to a separate Planning Application and all signage shall be subject to a separate Sign Licence application, being submitted to and approved by the City prior to the erection of the signage;**

COUNCIL DECISION ITEM 9.1.5

Moved Cr Topelberg, Seconded Cr Maier

That the recommendation be adopted.

Debate ensued.

MOTION PUT AND CARRIED UNANIMOUSLY (8-0)

(Cr Wilcox was on approved leave of absence.)

PURPOSE OF REPORT:

The report is referred to a meeting of Council as more than five (5) objections have been received.

BACKGROUND:

Nil.

History:

Nil.

Previous Reports to Council:

Not Applicable.

DETAILS:

Landowner:	Jedan Holdings Pty Ltd
Applicant:	Platform Crossfit (Mr B Dominguez & Ms N Haines)
Zoning:	Commercial
Existing Land Use:	Showroom/Warehouse
Use Class:	Recreational Facility
Use Classification:	"AA"
Lot Area:	355 square metres
Right of Way:	N/A

The proposal is for a change of use from Showroom/Warehouse to a Recreational Facility (Cross fit Gym). The Cross fit gym is essentially a structured fitness class under the guidance of a coach. The activity consists of a combination of free weight exercises, skipping, rowing, plyometric and bodyweight movements conducted at high intensity.

The applicant proposes classes (which operate for 1 hour) to take place between 6-9 am and from 5 -8pm, from Monday to Friday and 7.00am – 12.00pm on Saturday. The maximum employees at any one time proposed will be three (3) persons, with one (1) receptionist and two (2) coaches and classes are proposed to be a maximum of eight (8) people.

The subject property is located adjoining commercial offices within close proximity to the Gull Petrol Station, Bikram Yoga; and residential dwellings are located to the rear.

ASSESSMENT:

Town Planning Scheme/Parking and Access Policy Initial Assessment

Design Element	Complies 'Acceptable Development' or TPS Clause	OR	'Performance Criteria' Assessment or TPS Discretionary Clause
Density/Plot Ratio	N/A		
Streetscape	N/A		
Front Fence	N/A		
Front Setback	N/A		
Building Setbacks	N/A		
Boundary Wall	N/A		
Building Height	N/A		
Building Storeys	N/A		
Open Space	N/A		
Bicycles	✓		
Access & Parking			✓
Privacy	N/A		
Solar Access	N/A		
Site Works	N/A		
Essential Facilities	N/A		
Surveillance	N/A		

Town Planning Scheme/Parking and Access Policy Detailed Assessment

Car Parking Calculation

Car Parking	
Car parking requirement (nearest whole number) Proposed Recreation (Internal) (1 car parking bay per 30 square metres of gross floor area – 205.16 square metres) – 6.839 car parking bays	= 7.0 car bays
Apply the adjustment factors. • 0.85 (The proposed development is within 400 metres of a bus stop) • 0.85 (The proposed development is within 400 metres of one or more existing public car parking place(s) with in excess of a total of 75 car parking spaces.	(0.7225) = 5.058 car bays
Minus the car parking provided on-site	3.0 car bays
Minus the most recently approved on-site car parking shortfall	Nil car bays
Resultant Shortfall	2.058 car bays

If the proposal were to be supported a cash-in-lieu payment of $7,203 would be required.

Bicycle Parking Calculation

Bicycle Parking	
Recreation – Nil required	None Proposed

CONSULTATION/ADVERTISING:

Required by legislation:	Yes	Required by City of Vincent Policy:	Yes

Comments Period:	8 February 2013 – 21 February 2013
Comments Received:	Seven (7) comments were received during the neighbour consultation period with six (6) objections received and one (1) noting concern.

Summary of Comments Received:	Officers Technical Comment:
Issue: Car Parking	
Note that car parking is a significant problem within the area.	Noted. It is considered that parking within the area is at a premium, however the use provides for a minimal car parking shortfall on site of 2.058 car parking bays, which is not considered of a significant impact and can be accommodated by the utilisation of other transport options to the site. Within walking distance of the premises there is a public car parking as well as opportunities for public transport.
Note that there is limited parking for the site for a business of this type, with the tenants likely to occupy the available bays, leaving the clientele to park along Eden Street.	Noted. There are three (3) proposed car parking bays for the operators and the clientele for the premises at the rear of the property. It is considered that during the peak hours of operation at 8.00am in the morning and before 6.00pm that parking will be at a premium in the vicinity. However all parking bays within the vicinity are able to be utilised by any of the businesses in the area, subject to time constraints, and the nature of the use is not considered.
Concern that an existing Recreational facility in the area along with other uses including the Service Station/Hyde Park Hotel/Office Building have created parking issues within the area and noted that many of the cars from these facilities park at the rear of the subject tenancy along Eden Street, further limiting parking in the area. Furthermore residential property owners find it difficult to park along Eden Street.	Noted. Whilst there are a number of other uses to the proposed use in the vicinity, it is considered this section of Fitzgerald Street is of a Commercial zoning and is designed to function as an active area to accommodate various businesses. A by product of this will inevitably be a high utilisation of persons using a vehicle to access the properties. It is therefore considered that any use of the subject premises as a recreational facility will require its clientele to find alternative transport solutions if adequate parking is not available at the different parts of the day the facility operates.

Summary of Comments Received:	Officers Technical Comment:
Issue: Noise Concern regarding noise emanating from the gym.	Dismiss. It is considered that the subdued use of music for the premises is not considered unreasonable for a commercially zoned property. Any concerns relating to the level of noise can be considered according to the Environmental (Noise) Regulations 1997, which provide controls for the level of noise and by the City's Health Services.
Issue: Use Note the prevalence of other Gym and Pilates studios within close proximity to the proposed tenancy.	Dismiss. The City's Town Planning Scheme does not restrict/control the prevalence of a use.

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

The applicant has provided the following response to the objections:

The following are responses to the neighbours' concerns:

"1) Note the prevalence of other Gym and Pilates Studios within close proximity to the proposed tenancy."

"Cross Fit is not your usual gym; it is an instructor lead exercise class with limited class sizes. As far as we are aware there are presently no other Cross Fit Gyms in the City of Vincent. We hope to foster relationships with those businesses around us to refer clients to the Pilates/Yoga business to increase our clients' flexibility and core control as well as help promote local business with our members. In addition we hope to engage our residential neighbours with a 1 month free membership to help them improve their health and fitness."

"2) Note that car parking is a significant problem within the area.

3) Note the limited parking for the site for a business of this type, with the tenants likely to occupy the available bays, leaving the clientele to park along Eden Street.

4) Concern that an existing Recreational facility in the area along with other uses including the Service Station/Hyde Park Hotel/Office Building have created parking issues within the area and noted that many of the cars from these facilities park at the rear of the subject tenancy along Eden Street, further limiting parking in the area. Furthermore residential property owners find it difficult to park along Eden Street."

"We are aware that car parking is currently a problem in this area and that is why we will be asking our members to adhere to the following:

1) If possible use public transport; there are multiple bus routes that stop outside the property that can take people to and from work/home.
2) Use a bike as a bike rack will be provided.
3) Prohibit member parking on Eden Street to prevent further congestion on this street.
4) Offer incentives to those that car pool and catch public transport."

"4) Concern regarding noise emanating from the gym (music)."

"The purpose of the music in a work out is to help the gym members get through the work out, however this is not to the detriment of being able to hear the coach taking the class as it is imperative that they can be heard above the music for safety and technique correction. Therefore the music will be kept at level that will not cause a disturbance to our neighbours."

Design Advisory Committee:

Referred to Design Advisory Committee: No

LEGAL/POLICY:

- City of Vincent Town Planning Scheme No. 1;
- Hyde Park Precinct Policy 3.1.12; and
- Planning and Access Policy 3.7.1.

RISK MANAGEMENT IMPLICATIONS:

Should the Council refuse the application for development approval, the applicant may have the right to have the decision reviewed in accordance with Part 14 of the *Planning and Development Act*.

STRATEGIC IMPLICATIONS:

The City's *Strategic Plan 2011-2016* states:

"Natural and Built Environment

1.1 Improve and maintain the natural and built environment and infrastructure.

1.1.2 Enhance and maintain the character and heritage of the City."

SUSTAINABILITY IMPLICATIONS:

The City's Strategic Plan 2011-2016 states:

"Encourage the incorporation of sustainable design principles and features in existing and new development within the City as standard practice."

The following tables outline the applicable sustainability issues for this proposal:

ENVIRONMENTAL	
Issue	**Comment**
More efficient use of the subject land by utilising an existing building rather than redeveloping the site. The adaptive re-use of this existing space has a lower environmental impact compared to constructing a new building for this purpose.	

SOCIAL	
Issue	**Comment**
The use of an indoor space for a recreation use will enhance the liveability of the area and provide opportunities for exercise. The proposal also provides for access to a wider range of services to the local community.	

ECONOMIC	
Issue	**Comment**
Employment opportunities for persons who work in the premises and short term employment opportunities for the fit out of the premises.	

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS & CONCLUSION:

It is considered that the use of the former Warehouse/Showroom premises as a Recreational Facility for a Cross fit Gym would, given the zoning of the property (Commercial), be an appropriate use for the area. Any concerns relating to the existing parking or impact of the business on the area will be controlled by the conditions of approval allowing for a finite number of clients to the business (eight).

The proposed hours of business from 6.00am – 9.00am and 5.00pm to 8.00pm Monday to Friday and Saturdays from 7.00am – 12.00pm, are mainly outside the core business hours of other uses in the vicinity, which will assist in minimising any disruption by way of parking in the area. In addition a condition is recommended to provide intervals between the classes so that clientele can leave the premises prior to new classes commencing, alleviating parking build-up further.

In light of the above, it is recommended the application be supported subject to the conditions listed above.

THIS IS NOT A BUILDING PERMIT

Fifth Schedule Clause 42
For Office Use Only
Serial No. 5.2014.124.1

CITY OF VINCENT TOWN PLANNING SCHEME
APPROVAL TO COMMENCE DEVELOPMENT

LOT: 4 D/P: 1602 **STRATA LOT NO.:**

PROPERTY ADDRESS: No. 305 Fitzgerald Street, WEST PERTH

OWNER: Jedan Holdings Pty Ltd
C/- Ray White Commercial Perth
PO Box 700
SUBIACO WA 6904

Approval to commence development in accordance with the application for Town Planning Approval dated 11 March 2014, received 17 March 2014 for Proposed Change of Use Renewal from Warehouse to Recreational Facility and the attached plans stamp dated 17 March 2014 was GRANTED in accordance with the provisions of the City of Vincent Town Planning Scheme No. 1 and the Metropolitan Region Scheme, subject to the following conditions:

1. The maximum gross floor area of the recreational facility shall be limited to 205 square metres, as depicted on the plans;

2. The maximum total number of employees shall be limited to five (5) at any one time;

3. The maximum total number of clients shall be limited to fifteen (15) at any one time;

4. The hours of operation shall be limited to 6:00am to 9:00am and 5:00pm to 8:00pm Monday to Friday and 7:00am to 12:00pm Saturday, inclusive and accordingly, the classes shall be scheduled to allow a 15 minute interval between classes to enable sufficient time for patrons to arrive and leave the facility;

5. The doors, windows and adjacent floor areas fronting Fitzgerald Street shall maintain an active and interactive relationship with the street;

6. **WITHIN 28 DAYS OF THE ISSUE OF THE SUBJECT 'APPROVAL TO COMMENCE DEVELOPMENT',** the owner(s) or the applicant on behalf of the owner(s) shall comply with the following requirements:

   6.1 Bicycle Bays
   One (1) Class 1 or 2 and Two (2) Class 3 bicycle bays shall be provided. Bicycle bays must be provided at a location convenient to the entrance, publically accessible and within the development and bicycle bays for the clients and employees must be located within the development. The bicycle facilities shall be designed in accordance with AS2890.3.

7. The development is to comply with all Building, Health and Engineering and Parks Services conditions and requirements to the satisfaction of the City's Chief Executive Officer.

ADVICE NOTES:

1. All external fixtures, such as television antennas (of a non-standard type), radio and other antennas, satellite dishes, 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 from Fitzgerald Street and Eden Street.

2. Any new street/front wall, fence and gate within the Fitzgerald Street setback areas, including along the side boundaries within these street setback areas, shall comply with the City's Policy provisions relating to Street Walls and Fences.

3. All signage that does not comply with the City's Policy No. 7.5.2 relating to Signs and Advertising shall be subject to a separate Planning Application, and all signage shall be subject to a separate Building Permit application, being submitted to and approved by the City prior to the erection of the signage.

NOTES:

THE RELEVANT ENVIRONMENTAL HEALTH, ENGINEERING A ND BUILDING REQUIREMENTS APPLICABLE TO THIS DEVELOPMENT IS CONTAINED IN THE ATTACHMENTS.

PLEASE NOTE THAT ANY ADDITIONAL PROPERTY NUMBERING TO THE ABOVEMENTIONED ADDRESS, WHICH IS RESULTANT FROM THIS APPLICATION, IS TO BE ALLOCATED BY THE CITY OF VINCENT AND NO OTHER PARTIES. IT IS RECOMMENDED THAT YOU LIAISE WITH THE CITY'S PLANNING SECTION ON THE ABOVE MATTER, DURING THE BUILDING PERMIT ISSUE STAGE.

PERSON(S), OWNER(S), BUILDER(S) AND DEVELOPER(S) UNDERTAKING DEVELOPMENT/CONSTRUCTION OF ANY KIND ARE HEREBY ADVISED OF A RESPONSIBILITY TO COMPLY WITH THE REQUIREMENTS OF THE DISABILITY DISCRIMINATION ACT 1992. FOR FURTHER INFORMATION ON THIS ACT, ENQUIRIES SHOULD BE DIRECTED TO THE DISABILITY SERVICES COMMISSION ON TELEPHONE NUMBER (08) 9426 9200.

SHOULD THE APPLICANT BE AGGRIEVED BY THE DECISION A RIGHT OF APPEAL MAY EXIST UNDER THE PROVISIONS OF THE TOWN PLANNING SCHEME OR THE METROPOLITAN REGION SCHEME.

This approval is valid for a period of TWO years only. If the development is not substantially commenced within this period, a fresh approval must be obtained before commencing or continuing the development.

DATE OF DECISION: 4 June 2014
DATE OF ISSUE: 4 June 2014

A/MANAGER
PLANNING AND BUILDING SERVICES

ENGINEERING SPECIFIC REQUIREMENTS

The following requirements are also applicable to the above development, in addition to the planning conditions contained in the attached Approval to Commence Development Serial No. 5.2014.124.1:

(1) The car parking a rea(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.

(2) **A Road and Verge security bond for the sum of $850** shall be lodged with the City by the applicant, prior to the issue of a building permit, and will be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure, including verge trees, has been repaired/reinstated to the satisfaction of the City's Technical Services Directorate. An application for the refund of the security bond shall be made in writing. The bond is non-transferable.

(3) All pedestrian access and vehicle driveway/crossover levels shall match into existing verge, footpath and Road levels to the satisfaction of the City's Technical Services Directorate.

(4) 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 1.5m) 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 a request to erect scaffolding, site fencing etc or if building materials is 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's Ranger Services Section. No permit will be issued if the proposed encroachment into the road reserve is deemed to be inappropriate.

(5) All storm water produced on the subject land shall be retained on site, by suitable means to the full satisfaction of the City's Technical Services Directorate.

(6) The City accepts no liability for the relocation of any public utility and/or any other services that may be required as a consequence of this development. The applicant/owner shall ensure that the location of all services is identified prior to submitting an application for a building permit. The cost of relocating any services shall be borne by the applicant/owner.

(7) A bin store is required to be provided, of sufficient size to accommodate the City's maximum bin requirement, as assessed by the City's Technical Services Directorate.

(8) Standard 'Visual Truncations', in accordance with the City's Policy 2.2.6 and/or to the satisfaction of the City's Technical Services Directorate are to be provided at the intersection of the road reserve or Right of Way boundary, and all internal vehicle access points to ensure that the safety of pedestrians and other road users is not compromised. Details of all required visual truncations shall be included on the building permit application working drawings.

ENVIRONMENTAL HEALTH SPECIFIC REQUIREMENTS

The following requirements are also applicable to the above development, in addition to the planning conditions contained in the attached Approval to Commence Development Serial No. 5.2014.124.1:

(1) The proposed development is satisfactory to the Health Services subject to compliance with the following legislation (as amended)-

- Health Act 1911 (as amended);
- Local Government Act 1995;
- Occupational Safety and Health Act/Regulations (dust control, safe work practices – governed by Worksafe WA);
- City of Vincent Health Local Law 2004;
- Metropolitan Water Supply, Sewerage & Drainage Board Local Laws 1981;
- Food Act 2008;
- FSANZ Food Standards Code;
- Liquor Control Act 1988;
- Tobacco Control Act (provision of break-out areas);
- Health Act (Carbon Monoxide) Regulations;
- Environmental Protection Act 1986 (Noise and Unauthorised Discharge Emissions);
- Sewerage (Lighting, Ventilation and Construction) Regulations 1971;
- Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974; and
- Health (Temporary Sanitary Provisions) Regulations 1997.

(2) *Should an Applicant be dissatisfied with a particular health services condition/s, a written submission detailing reason/s or alternative proposal can be made to the Manager Health Services as soon as practicable but within 14 days of the date of the Building Licence. Such a submission shall not operate as a stay of the condition/s but the submission will be considered and a written decision will be provided within a reasonable period of time - normally within 14 days after receipt.*

(3) Health Services to be advised upon alterations during construction being proposed and upon completion of construction so that a preliminary and final inspection can be arranged accordingly.

(4) If it is intended to use the premises as a "public building" as defined in Section 173 of the *Health Act 1911* (as amended) it is necessary to make application for a Certificate of Approval - Maximum Accommodation Notice from the City's Health Services before commencing use of the building as a "public building". A completed **Form 1** application is to be submitted, along with the designated fee – contact the City's Health Services on 9273 6000 for further details.

(5) An authorised licensed electrical contractor is to certify that all electrical work of the public building conforms to the relevant provisions of the *Health (Public Buildings) Regulations 1992* (as amended), and the *Electricity (Licensing) Regulations 1991*. Certification is to be submitted in the form of a **Form 5** application/certificate of approval – contact the City's Health Services on 9273 6533 for further details.

(6) A copy of the City of Vincent Health Services publication entitled- "Public Buildings - Guidelines for Owners, Architects & Builders" can be obtained from the City's Health Services on 9273 6533 or via email- mail@vincent.wa.gov.au.

(7) Adequate enclosing wall or guard rails shall be provided around the edges of raised or tiered seating and at any change in level which may present a hazard to the public.

Steps and landings shall be provided with hand rails on each side that is not stepped unless the City of Vincent otherwise approves.

(8) All public building exits shall be marked with a sign that conforms to AS/NZS 2293.
Exit signs shall be provided as follows:
(a) Every doorway used as an exit and every passage leading to an exit to be provided with an approved illuminated exit sign placed conspicuously over the doorway or passage;
(b) An exit sign that obtains it's illumination from a battery charge, battery source or an electrical supply is to be illuminated while the premises are open to or occupied by the public.
(c) An illuminated exit sign shall be visible from all floor locations within a public building; and
(d) Approved illuminated directional exit signs to be provided in those portions of the public building where the emergency exits are not clearly visible to the public.

(9) Provide a notice on the external side of any emergency exit which abuts a road, thoroughfare, passageway, lane or right-of-way bearing the words "Emergency Exit" in letters not less than 100mm high and 12mm wide.

(10) Emergency lighting shall be provided in a public building in accordance with the BCA and AS/NZS 2293 -"Emergency Evacuation Lighting in Buildings".

(11) The premises are to be equipped with lights sufficient to illuminate the exterior exits and passages leading to public thoroughfares. Such lights are to-
(a) have a minimum horizontal illuminance of one (1) lux;
(b) be illuminated at all times when the premises are open to the public.

(12) Every classroom, lecture theatre, drawing room, laboratory, manual training room, assembly hall or any other teaching area shall be provided with an artificial lighting system capable of providing the illumination recommended in relation to such an area under Australian Standard 1680 -"Code of Practice for Interior Lighting and the Visual Environment". Luminaries in gymnasiums, recreation facilities shall be so designed and placed to provide protection against damage from normal activities in such an area.

(13) All exit doors, barriers and gates in a public building are to open outwards, in the direction of egress, except where automatic sliding doors are provided. Sliding doors shall only be provided where the building can accommodate no more than 50 persons. Sliding doors shall be provided with a manual override button in case of electronic failure. A building with only 1 designated exit shall accommodate no more than 50 persons.

(14) Except where sliding exit doors are provided exit doors in any public building that is intended to accommodate less than 400 persons shall be fitted with-

- spagnolette central handle bolts;
- automatic panic bolts; and
- strap bolts.

(15) Separate dressing rooms, water closets and hand wash basins to be provided for both male and female performers.

(16) An electric fan, other than ceiling fans, in any area of a public building to which members of the public have access shall be installed in a permanent position and so that the blades of the fan are-

- not less than 2000mm above floor level; and
- protected by a robust guard

(17) A ceiling fan in a public building shall be installed so that the blades are not less than 2400mm above the floor level unless the blades are protected by guards that prevent accidental contact with them.

(18) Heating devices to be as follows:

(a) Radiant electrical heater provided in a public area of a public building shall be installed in a fixed position. Every part of the heating element is to be not less than 2100mm from the level of the floor and not less than 600 mm from any ceiling that is made of a combustible material.

(b) Any oil, fuel or electrical fan type heater shall be fitted with over temperature protection.

(19) An electricity generator in a public building shall be placed under the control of a competent person;

(a) Any room in which an electricity generator is installed shall not be used for the storage of combustible materials other than those directly required for the generator;

(b) The fuel facilities for an electricity generator shall conform to the requirements of Australian Standard AS1940 - "Storage and Handling of Flammable and Combustible Liquids" unless otherwise provided by a written law;

(c) Any room holding an electricity generator shall be ventilated so that-

- exhaust gases of the plant are conducted to outside air in such a manner as to prevent contamination of any air intake systems of the public building; and
- explosive concentration of gas or vapour or both cannot occur.

(d) Where ventilation for a room housing an electricity generator is provided by mechanical means the ventilator shall not be turned off while the electricity generator is operating.

(e)

(20) The applicant to provide Certification from the Mechanical Services Consultant or Installation Contractor that the mechanical services, as installed, will ventilate the premises in accordance with Regulation 4 of the *Health (Public Buildings) Regulations 1992* (as amended).

(21) An Emergency Evacuation plan to be prepared and submitted and endorsed by the Fire Emergency Services Association (FESA) and the City's Health Services prior to opening the premises. The plan is to comply with Australian Standard 3745-1995 - "Emergency Control Organisation and Procedures for Buildings."

(22) As the public building or place or part of a public building may assemble 5000 people or more a Risk Management Plan is to be developed in accordance with AS/NZS 4360. Furthermore the occupier of the public building shall ensure continual compliance with the Risk Management Plan.

(23) Applicant must contact the City's Health Services within 28 days from date of Planning Approval to apply for the Registration of the Premises as a Public Building in accordance with the Health (Public Buildings) Regulations 1992.

Advisory Notes

(1) Detailed plans and specifications of the public building to be submitted to the City's Health Services for approval prior to any construction or alterations. The plans to include details of –

(a) Location of approved exit signs in the Building over all designated exits, directional exit signs where necessary and emergency lighting in accordance with the Building Code of Australia and Australian/New Zealand Standard 2293 – Emergency Evacuation Lighting in Buildings.

(b) Areas where normal lighting is dimmed or extinguished shall be provided with permanent effective safety lighting for –

- Foyers and passages;
- Floors that are ramped at an inclination steeper than 1 in 12;
- Main aisles between blocks of fixed seats; and
- The tread of each step;

(c) Provision of approved exit door locks/fittings and the directions in which doors swing (to be in the direction of egress).

(d) Provision of hand rails to steps, stairways and any other changes in floor level, which may present a hazard to the public

(e) Decorative treatments in the building that are not referred to in the BCA shall be made of non-toxic, fire retardant materials

(f) Public Building application incur a fee to vary, alter, construct or amend a Public Building. Contact the City's Health Services to obtain and complete a **Form 1** application, along with payment of the designated fee. Public Building applications will not be progressed until a Form 1 application has been received.

(2) The applicant to advise of required maximum accommodation numbers (number of patrons permitted at the premises at any one time) for the proposed public building prior to Planning Approval being granted. The factors restricting the maximum accommodation number are as follows;

- Floor Area (calculated at 1 person per 0.85 square metres), in accordance with the *Health (Public Building) Regulations 1992*;
- Sanitary Provisions (WC's, Hand basins and Urinals), in accordance with the *Health (Public Building) Regulations 1992;*
- Exit width and designated exit provisions in accordance with the *Health (Public Building) Regulations 1992*;
- Parking provisions under the City's Town Planning Scheme, No.1 (calculated at 1 person per 1.0 square metre).

NOTE: Due to the discrepancy that exists between the *Health (Public Building) Regulations 1992* (a) 1 person per 0.85 square metres, and the City's Town Planning Scheme No. 1; (b) 1 person 1.0 square metre; CARE must be taken in arriving at, and stipulating the required maximum accommodation number for the premises in your application. E.g. for a premises with a publicly accessible floor area of 500 square metres the maximum accommodation number would be calculated as **575** persons, in accordance with the *Health (Public Building) Regulations 1992*, but only **500** persons in accordance with the City's Town Planning Scheme No. 1. The application needs to be cognisant of the limiting factor (planning requirements) when establishing maximum numbers.

BUILDING SPECIFIC REQUIREMENTS

The following requirements are also applicable to the above development, in addition to the planning conditions contained in the attached Approval to Commence Development Serial No. 5.2014.124.1:

A Person must not do building work unless a Building Permit is in effect for the building work or in accordance with the Building Act 2011 Part 2, Division 1, s9.

The Applicant shall ensure that all works necessary or reasonable to, or resulting from those proposed building works, are carried out in accordance with the valid Building Permit and attached conditions of both the Planning Approval and the Building Permit.

Before any new construction, alteration or shop fabrication is commenced the contractor must check all drawings & dime ... against the intent of the drawing: & is to notify the superintendent of any discrepancies or omissio ... will prevent or inhibit the satisfactory performance of the work. Details indicated on this document apply solely to this project.
Such details must not be used out of this context or for other building work without prior discussion with & approval from . ... responsible for the original design.
© COPYRIGHT to this drawing is reserved by KYRIA DESIGN & must not be retained or reproduced without their written pe... on.

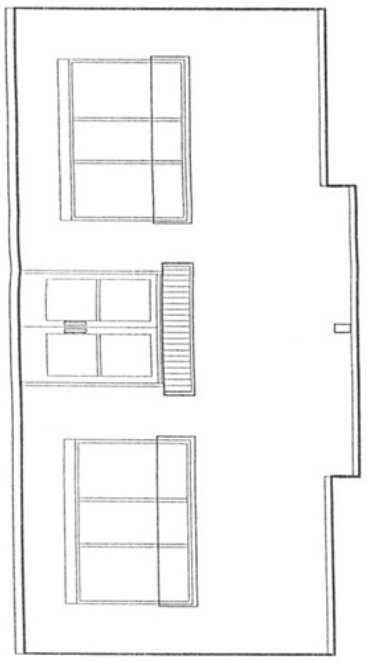
this drawing is issued for council usage change application only

metres 1 5 10

site & floor plan A3 sheet @ scale 1:100

Eden Street
crossover
rear boundary
RL 9.70
POWER DOME
800
10020 APPROXIMATE ONLY
CORNER PEGS NOT FOUND
parking
CONCRETE
5500
BRICK SCREEN WALL
7000 APPROX
2400
2400
2500
2700
NEW PARKING BAYS
MARKINGS TO AS2890.6
BOLLARD
BIN SPACE WITH TAP
& FLOORWASTE TO SEWER
TO CONCIL REQS
ROLLER DOOR
WINDOW
WINDOW
WINDOW
ACCESS DOOR
POWER
PHONE
MAIN SWITCH BOARD
3290
SINK
POWER
WC
WC
2550
PLATFORM
2.4m X 1.8m
POWER
POWER
vacant warehouse
CONCRETE FLOOR
EXPOSED STEEL ROOF FRAME
355m2 SITE AREA approx
219m2 INTERNAL FLOOR AREA
new
rubber mat
flooring
23007
brick parapet wall on side boundary
3630 TO UNDER SIDE OF GUTTER
3410 TO UNDER SIDE OF PORTAL BEAM
SAW TOOTH SKYLIGHT
NEW PLATFORMS
strip
NEW PULLUP BARS (on wall)
POWER
EDGE OF CEILING
POWER
POWER
POWER
POWER
vacant showroom
EXG TILES ON CONCRETE
PLASTER BOARD CEILING AT 2610
FLOOR LEVEL 10.000
9520
brick parapet wall on side boundary
CORNER PEGS NOT FOUND
3650 APPROXIMATE
adjacent building
office
adjacent building
AC UNIT
POWER
RECEPTION DESK
ALARM
entry
WINDOW
WINDOW
ENTRY DOORS
CANOPY OVER
BRICK SCREEN WALL
paved front court
CONC
BRICK SCREEN WALL
6200 APPROXIMATE
RL 9.90
10020

Fitzgerald street elevation



KYRIA design
304 Newcastle St Perth WA 6000
www.kyriadesign.com.au
kyria@iinet.net.au
T 08 9227 5058
M 0419 948 693

PROJECT existing property at
lot 4 #305 Fitzgerald st West Perth
for change of usage application to council

DRAWING existing floor & site plan

revised issue for council application @ 16/01/13

RECEIVED
17 MAR 2016
CITY OF VINCENT

CITY OF VINCENT
AMENDED PLANS
16 JAN 2013

CITY OF VINCENT
PLANNING & BUILDING SERVICES
APPROVED/REFUSED
IN ACCORDANCE WITH
FORM M.R.S.2 ISSUED
AND AMENDMENTS SHOWN IN RED
Manager, Planning & Building Services
9 APR 2013

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 Support:	Administration Comment:
• Support for the amended operating times. The range in operating times proposed allows for greater flexibility/work life balance for the surrounding residents nearby and members from other areas. The proposal to allow members to train at 5:30am before works is crucial as some residents cannot go to the gym after work; • The gym will lose a number of members if they cannot train at 5:30am; • The midday classes allow office workers a break during the day and a stress relief; • The gym is part of the community and is a social hub and support network for many people providing them with a way to be healthy and fit, both mentally and physically; • The gym has actively been reducing the noise impacts to the surrounding properties including providing thick rubber mats to prevent barbells from making noise when they are dropped and playing no/soft music in the mornings; • Since complaints were received, the coaches and members have been very considerate of noise levels by following the noise management plan to ensure neighbouring residents are not impacted. Members would continue to do this to ensure the gym can still operate; • The gym is located in appropriately zoned commercial strip on a major arterial road, being exactly the kind of location the City should be encouraging for this kind of use. Fitzgerald Street is not a residential area and shouldn't be treated like one - this is a great thriving business that the community should support and prioritise; • Local cafes and businesses benefit from the gym especially on the weekends due to the social aspect of the gym; • The gym is a specialist training centre not seen anywhere else in the surrounding area; • Given that there is a 24 hour service station just two doors down and a yoga studio across the road starting classes at 5:45am and their last class finishes at 9:00pm, the requested variation is consistent with other local businesses nearby; • Never had issues with parking around the gym. Parking near Hyde Park provides additional parking when there is none at the gym. The gym is very conveniently placed with plenty of places to park for free; • Most members walk, cycle or use public transport as they live close or they come from work in the City;	Comments received in support are noted by Administration.

Summary of Submissions:

Comments Received in Support:	Administration Comment:
• Small businesses in the area benefit from the gym (restaurants, cafes, shops, service stations tec). In the post COVID times we must support small businesses where we have the power to do so. Being seen to be doing otherwise is harmful and damaging; • The use is supported by surrounding businesses including Munro's and Circles which frequent the gym; and • Would prefer there not be a 15-minute gap between classes as it would prevent the members from socialising between classes. Members have a bit of chat / catch-up with the people in the previous class. Having the classes directly flow on from each other allows more socialisation and makes the gym more of a community.	

Comments Received in Objection:	Administration Comment:
• Concerns in relation to excessive noise and vibration as a result of weights being dropped and the impact on adjoining properties; • Neighbours have attempted to resolve previous noise complaints with no assistance from the gym owners; • Noise issues have been ongoing since 2014; • A number of tenants at adjoining properties have been lost over the years as a result of the noise and vibration emanating from the gym. This results in loss of rent due to the need to terminate leases; • The Noise Management Plan suggests that 40mm mats are suitable to contain the noise and vibration of heavy weights being dropped from shoulder height and 2 x 40mm mats is suitable to absorb the impact from above head height. The impact of this proposed solution needs to be proven with a controlled demonstration, witnessed by the City in each of the adjoining properties that have expressed concern before the Management Plan should be agreed; • The applicant's submission in relation to the Local Planning Strategy Objectives is misleading in a number of ways. - The decision not to alter the existing building has had a detrimental impact on the noise and vibration abatement for the current use and this has been evidenced by ongoing complaints to the current and previous owner / operator of the business. This is not a plus- it is just evidence of the operator avoiding making appropriate modifications to suit the intended occupancy; - The Objectives highlight that the business should be self-contained, which it is not. The business frequently instructs its clients to run laps around Fitzgerald & Eden Streets which has an impact on the local amenity and a sense of the locality being dominated by this one business;	Following the community consultation period the Applicant submitted an amended Noise Management Plan to address concerns raised by the community consultation submissions as well as the City's concerns. The proposed Noise Management Plan is included in **Attachment 3** and proposes the following measures: • The use of rubber mats when certain weights may be dropped. The use of mats are for movements where there is a possibility that barbells may be dropped. Administration staff have attended the site and confirmed the use of these mats; • Requirements for barbells and weights to be under control. The noise management plan states the only time weights will be dropped is when a person cannot safety control the weight; • Implementation of volume control levels for different times of the day; • Noise mitigation measures for amplified music, voice levels and the opening of roller door for different parts of the day; • Contact details of the Gym owner provided to all surrounding properties to assist in quick response to noise matters; and • If patrons run on public roads, they are reminded to keep voice levels down. In addition to the Noise Management Plan measures proposed, the use would still be required to comply with the *Environmental Protection (Noise) Regulations 1997* at all times. Administration consider the proposed noise management strategies will go some way to mitigating the impact of activities from the Gym, so long as the

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
- The health benefits of gym attendance are not disputed, but the health impact of the constant noise and vibration issues from this business should also be acknowledged as they are detrimental to the health and wellbeing of the surrounding occupants and/or land owners; - The fact that there have been consistent noise complaints from all adjoining occupiers - including across the road on Eden Street – over many years, indicates that despite being located adjacent to one of the busiest roads in the locality, the business has been incapable of operating without causing significant stress and concern to its neighbours; • Point 5 on Page 8 of the applicant's noise submission is refuted. It is entirely theoretical. It ignores the reality that the conduct of the patrons of this business is encouraged by the owner and their coaches and they have not been prepared to appropriately invest in noise and vibration mitigation measures to deal with it. This is not about "some level of noise in a commercial locality" - this is about the frequent throwing of heavy weights from above head height onto an inadequate flooring system that is causing vibration and noise to be heard and felt by occupants two properties away; • The Gyms roller door opens out to Eden Street is open all day during summer or when it is hot & at other times due to more than 15 people in the gym. The yelling of trainers above extremely loud music along with the dropping of weights can be heard from residential properties across the laneway; • Construction work noise is not allowed to start before 7am -5pm & 8am on Saturdays. Why should a gym be any different; and • The instructors train patrols up and down the rear laneway, creating noise and safety issues for other road users.	Gym rules are administered and any breaches of those rules are investigated and the Noise Management Plan updated. The Applicant proposes to provide the Noise Management Plan to all coaches surrounding property owners as well as the City. The Noise Management Plan provides a commitment for the applicant to comply with what has been written within the Plan and would be a daily tool which to be used to manage the Gym. Administration recommends a condition of development approval requiring an amended Noise Management Plan to be submitted to the satisfaction of the City outlining measures that will be implemented to address any breaches to the Plan's requirements and the compliance measures that will be undertaken where breaches of these requirements are identified. This requirement would assist to minimise the impact of noise on surrounding residents and tenancies. In response to concerns received relating to lack of technical input on the noise management measures, Administration has recommended a condition of approval requiring a technical review to be undertaken by an acoustic consultant that demonstrates that the noise management strategies set out in the Noise Management Plan are effective at mitigating the impact of noise and achieves compliance with the assigned levels of the *Environmental Protection (Noise) Regulations 1997*. This would provide assurance to both the City and neighbouring properties that the measures implemented by the Noise Management Plan would be effective in mitigation the impact of noise. Nevertheless, the use would still be required to comply with the *Environmental Protection (Noise) Regulations 1997* at all times, irrespective of any conditions imposed on the development application. This safeguards the requirement to comply with the assigned levels at all times. Administration does not consider the use of the gym to be comparable to construction work noise. Construction sites can generate significantly more noise given they are open air and involve the use of power tools. Running on the laneway is considered acceptable by the City if noise levels are kept down. This is would be similar to the public using pathways for running and cycling. There is no evidence to suggest that vacant tenancies within the area are as a result of the gym use. Loss of income is also not a relevant planning consideration. Furthermore, the City does not have any planning policies that

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
	restrict operating hours for gyms. The *Environmental Protection (Noise) Regulations 1997* also do not restrict construction work.
Patron Numbers The premises is not large enough to take the proposed additional 5 patrons and 5 trainers.	In terms of car parking, the development does not result in a further shortfall to the previously approved parking shortfall as a result from the increase in client numbers. After seven years of operation, the Gym has demonstrated that the parking for the use does not have a detrimental impact on traffic or parking for residents or business in the area. The City has not received any complaints relating to car parking since the use commenced operation. Public Building requirements also do not prohibit the occupancy numbers proposed.

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:
Issue: Noise & Vibration • Concerns in relation to excessive noise and vibration as a result of weights being dropped and the impact on adjoining properties • Neighbours have attempted to resolve previous noise complaints with no assistance from the gym owners • Noise issues have been ongoing since 2014 • A number of tenants at adjoining properties have been lost over the years as a result of the noise and vibration emanating from the gym. This results in loss of rent due to the need to terminate leases • The Noise Management Plan suggests that 40mm mats are suitable to contain the noise and vibration of heavy weights being dropped from shoulder height and 2 x 40mm mats is suitable to absorb the impact from above head height. The impact of this proposed solution needs to be proven with a controlled demonstration, witnessed by the City in each of the adjoining properties that have expressed concern before the Management Plan should be agreed • The applicant's submission in relation to the Local Planning Strategy Objectives is misleading in a number of ways. - The decision not to alter the existing building has had a detrimental impact on the noise and vibration abatement for the current use and this has been evidenced by ongoing complaints to the current and previous owner / operator of the business. This is not a plus- it is just evidence of the operator avoiding making appropriate modifications to suit the intended occupancy. - The Objectives highlight that the business should be self-contained, which it is not. The business frequently instructs its clients to run laps around Fitzgerald & Eden Streets which has an impact on the local amenity and a sense of the locality being dominated by this one business. - The health benefits of gym attendance are not disputed, but the health impact of the constant noise and vibration issues from this business should also be acknowledged as they are detrimental to the health and wellbeing of the surrounding occupants and / or land owners. - The fact that there have been consistent noise complaints from all adjoining occupiers - including across the road on Eden Street - over many years, indicates that despite being located adjacent to one of the busiest roads in the locality, the business has been	• The updated Noise Management Plan addresses noise and vibration mitigation measures. • Fibre Active has worked with neighbours recently to address noise concerns and developed a solution which was agreed to by neighbouring properties. • There is no evidence to demonstrate non-compliance with the Noise Regulations since 2014 when the land use was approved by Council. • There is no evidence to suggest that vacant tenancies are as a result of Fibre Active. Tenancy vacancy is a common issue across Perth. Fibre Active worked proactively to help the neighbouring property fill a commercial tenancy and has a good relationship with this business. • The use of 40mm mats was tested with neighbouring owners and occupiers. This was considered acceptable to both parties. • It is not accepted that the assessment with the Local Planning Strategy objectives is misleading or incorrect: o The existing land use has been approved by Council. It is not reasonable to alter a building for the nature of changes proposed. The operator has not been found to exceed noise levels for commercial land uses in the relevant legislation. o The locality being dominated by a business is not a relevant planning consideration. Moreover, this would suggest that vehicles and people visiting other businesses could dominate a locality? The public footpaths are used by patrons of the premises, other businesses including other gyms. o People running is not considered to impact amenity. Other businesses attract people in vans, trucks and personal vehicles. o The noise management plan implements measures to mitigate noise and vibration. o Noise testing by the City of Vincent has confirmed the premises is within prescribed levels for commercial land uses. • Some local businesses have moved into the area after the approved land use for the premises and are able to implement their own measures for increased sound abatement. The noise management plan considers mitigation measures for noise and vibration. • Point 5 relates to the understanding that there is some level of noise associated with commercial land uses which cannot be refuted.

Summary of Submissions:

Comments Received in Objection:	Applicant Comment:
incapable of operating without causing significant stress and concern to its neighbours. • Point 5 on Page 8 of the applicant's noise submission is refuted. It is entirely theoretical. It ignores the reality that the conduct of the patrons of this business is encouraged by the owner and their coaches and they have not been prepared to appropriately invest in noise and vibration mitigation measures to deal with it. This is not about "some level of noise in a commercial locality" - this is about the frequent throwing of heavy weights from above head height onto an inadequate flooring system that is causing vibration and noise to be heard and felt by occupants two properties away. • The Gyms roller door opens out to Eden Street is open all day during summer or when it is hot & at other times due to more than 15 people in the gym. The yelling of trainers above extremely loud music along with the dropping of weights can be heard from residential properties across the laneway • Construction work noise is not allowed to start before 7am -5pm & 8am on Saturdays. Why should a gym be any different • The instructors train patrols up and down the rear laneway, creating noise and safety issues for other road users.	• The Noise Management Plan considers acceptable noise and the operation of the roller door to ensure acceptable noise levels. • The Noise Management Plan is aligned to and includes measures to consider the prescribed levels applicable to commercial land uses. Construction work can commence before 07:00 on approval. • The Noise Management Plan considers the use of road reserves. The proposal does not consider using public roads and this is not relevant to the subject application.
Issue: Operating hours • Do not support the extended operating hours due to the noise impacts associated with the gym as detailed above	• The updated Noise Management Plan addresses noise impacts. The additional 30minutes of training in the morning will be used for warm up before main workouts commence at the already approved time of 06:00.
Issue: Patron numbers • The premises is not large enough to take the proposed additional 5 patrons and 5 trainers	• The premises does not seek to have additional trainers. The use of the premises and number of patrons is appropriate in the context of the planning framework (parking) and health considerations for buildings.

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

Determination Advice Notes:

1. **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.**

2. **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.**

3. **Any noise created at the premises must ensure compliance with the provisions within the *Environmental Protection (Noise) Regulations 1997*.**

12.3 REPORT AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 20 OCTOBER 2020

Attachments: **1. Audit Committee Meeting Minutes - 20 October 2020**

RECOMMENDATION:

That Council:

1. RECEIVES this report from the Audit Committee meeting of 20 October 2020 and the minutes of that meeting at Attachment 1;

2. APPROVES the recommendations of the Audit Committee as follows:

2.1 RECEIVES the Office of the Auditor General's draft Audit findings identified during the information systems (ICT) audit for the period 1 July 2019 – 30 June 2020;

2.2 NOTES that the 24 actions arising from the audit findings have been added to the City's Audit Log, that two of the audit findings are significant and should be addressed promptly, and that the two significant audit findings have been added to the City's Corporate Risk Register as high risks;

2.3 NOTES the status of the City's Audit Log as at 8 October 2020 and that two high rated items in the Audit Log arising from the 2019 OAG Fraud Performance Audit - EA2019/7 and EA2019/8, are currently incomplete;

2.3 RECEIVES the City's Corporate Risk Register as at 8 October 2020 and APPROVES the proposed risk management actions for the high and extreme risks, subject to the completion date for the ICT high risks being updated to 31 July 2021;

2.4 RECEIVES the Office of the Auditor General audit report - Working with Children Checks - Managing Compliance; and NOTES the City's findings and actions as detailed in this report;

4.

2.5 RECEIVES the Western Australian Auditor General's Report – Regulation of Consumer Food Safety by Local Government Entities; and NOTES the City's findings and actions as detailed in this report; and

2.6 That the Audit Committee ADOPTS the meeting schedule for 2021 as follows:

Date	Time
Tuesday 2 March	1.00pm
Tuesday 4 May	1.00pm
Tuesday 29 June	1.00pm
Tuesday 31 August	1.00pm
Tuesday 2 November	1.00pm
Tuesday 30 November	1.00pm

COUNCIL DECISION ITEM 12.3

Moved: Cr Topelberg, Seconded: Cr Loden

That the recommendation be adopted.

CARRIED UNANIMOUSLY (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.)

CITY OF VINCENT

MINUTES

Audit Committee

20 October 2020

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MINUTES OF CITY OF VINCENT
AUDIT COMMITTEE
HELD AT THE ADMINISTRATION AND CIVIC CENTRE
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 20 OCTOBER 2020 AT 1.00PM

PRESENT:	**Mr Conley Manifis**	**Independent External Member (Chair)**
	Cr Joshua Topelberg	**South Ward (Deputy Chair)**
	Mr Robert Piper	**Independent External Member**
	Cr Ashley Wallace	**South Ward**
	Cr Susan Gontaszewski	**South Ward**
IN ATTENDANCE:	**David MacLennan**	**Chief Executive Officer**
	Virginia Miltrup	**Executive Director Community & Business Services**
	Vanisha Govender	**Executive Manager Financial Services**
	Meluka Bancroft	**Executive Manager Corporate Strategy & Governance**
	Peter Ferguson	**Executive Manager ICT**
	Wendy Barnard	**Council Liaison Officer**

1 INTRODUCTION AND WELCOME

The Presiding Member, Conley Manifis, declared the meeting open at 1.06pm and read the following Acknowledgement of Country statement:

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

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Dan Loden – Apology.

3 DECLARATIONS OF INTEREST

Conley Manifis declared an impartiality interest. The extent of his interest is that his company is contracted by the Office of the Auditor General to complete external audits.

4 CONFIRMATION OF MINUTES

COMMITTEE DECISION

Moved: Cr Gontaszewski, Seconded: Cr Wallace

That the minutes of the Audit Committee held on 1 September 2020 be confirmed.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Topelberg, Mr Piper, Cr Wallace and Cr Gontaszewski

Against: Nil

(Cr Loden was an apology for the Meeting.)

5 BUSINESS ARISING

5.1 UPDATE ON THE OFFICE OF THE AUDITOR GENERAL'S EXTERNAL AUDIT - INTERIM AUDIT FINDINGS - ICT

Attachments: 1. OAG ICT audit findings - draft - Confidential

RECOMMENDATION:

That the Audit Committee recommend to Council that it:

1. **RECEIVES the Office of the Auditor General's draft Audit findings identified during the information systems (ICT) audit for the period 1 July 2019 – 30 June 2020, as at Attachment 1; and**

2. **NOTES that the 24 actions arising from the audit findings have been added to the City's Audit Log.**

Moved: Cr Topelberg, Seconded: Cr Gontaszewski

That the recommendation be adopted.

AMENDMENT

Moved: Mr Piper, Seconded: Cr Gontaszewski

That the following recommendations be added:

3. **NOTES that two of these audit findings are significant and should be addressed promptly.**

4. **NOTES that the two significant audit findings have been added to the City's Corporate Risk Register as high risks.**

5. **REQUESTS that a report on the progress towards completion of the two significant audit findings, by no later than 31 July 2021, be presented to the 24 November 2020 Audit Committee meeting.**

AMENDMENT CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Topelberg, Mr Piper, Cr Wallace and Cr Gontaszewski

Against: Nil

(Cr Loden was an apology for the Meeting.)

COMMITTEE DECISION 5.1

That the Audit Committee:

1. **RECOMMEND to Council that it:**

   1.1 **RECEIVES the Office of the Auditor General's draft Audit findings identified during the information systems (ICT) audit for the period 1 July 2019 – 30 June 2020, as at Attachment 1; and**

   1.2 **NOTES that the 24 actions arising from the audit findings have been added to the City's Audit Log.**

   1.3 **NOTES that two of the audit findings are significant and should be addressed promptly.**

1.4 NOTES that the two significant audit findings have been added to the City's Corporate Risk Register as high risks.

2. REQUESTS that a report on the progress towards completion of the two significant audit findings, by no later than 31 July 2021, be presented to the 24 November 2020 Audit Committee meeting.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Topelberg, Cr Wallace, Mr Piper and Cr Gontaszewski

Against: Nil

(Cr Loden was an apology for the Meeting.)

NOTES:

The Audit Committee requested that the Office of the Auditor General auditor responsible for the ICT audit be invited to the 24 November 2020 Audit Committee meeting to discuss the ICT audit findings, and provide a comparison between the City of Vincent and other local governments.

5.2 REGULATION 5 AND REGULATION 17 REVIEW REPORT AND RECOMMENDATION

Attachments: **Nil**

This item was withdrawn by Administration and will be presented to the Audit Committee meeting on 24 November 2020.

5.3 REVIEW OF THE CITY'S AUDIT LOG

Attachments: **1. Audit Log as at 8 October 2020**

RECOMMENDATION:

That the Audit Committee recommends to Council that it NOTES the status of the City's Audit Log as at 8 October 2020, at Attachment 1.

Moved: Mr Piper, Seconded: Cr Gontaszewski

That the recommendation be adopted.

AMENDMENT

Moved: Mr Piper, Seconded: Cr Topelberg

That the following recommendation be added:

NOTES that two high rated items in the Audit Log arising from the 2019 OAG Fraud Performance Audit - EA2019/7 and EA2019/8, are currently incomplete.

AMENDMENT CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Topelberg, Cr Wallace, Mr Piper and Cr Gontaszewski

Against: Nil

(Cr Loden was an apology for the Meeting.)

COMMITTEE DECISION 5.3

That the Audit Committee recommends to Council that it:

1. **NOTES the status of the City's Audit Log as at 8 October 2020, at Attachment 1; and**
2. **NOTES that two high rated items in the Audit Log arising from the 2019 OAG Fraud Performance Audit - EA2019/7 and EA2019/8, are currently incomplete.**

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Topelberg, Cr Wallace, Mr Piper and Cr Gontaszewski

Against: Nil

(Cr Loden was an apology for the Meeting.)

NOTES:

The Audit Committee requested that:

- *Reasons are provided under the "Actions" section of the Audit Log for any change to the completion date. These reasons should also be included in the report to Audit Committee.*
- *The items in the Audit Log have a colour based on their risk rating - high, medium or low.*
- *For an item to be added to the Audit Log, a report needs to be provided to the Audit Committee outlining the item, risk, the proposed management actions and timeframe for completion.*

CITY OF VINCENT AUDIT LOG

AUDIT DETAILS	MANAGEMENT RESPONSE	ACTION	PROPOSED COMPLETION DATE
EA: 2019/7 **Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations** **Finding:** 1. Entities have not implemented a coordinated approach to manage their fraud risk. 2. Entities could make themselves more fraud resistant if they strengthen their controls; and 3. Better reporting avenues would help entities detect and respond to fraud. **Recommendation:** Develop a fraud and corruption control plan and review at least every 2 years. **Risk Rating (prior to controls):** High **Risk Rating (with current controls):** High	**Responsible Officer:** Executive Manager Corporate Strategy and Governance **Comments:** Governance will review the City's current Fraud and Corruption Prevention Policy and prepare a control plan which incorporates this policy. The proposed implementation date for the plan is June 2020. The plan will be reported to Audit Committee annually and updated as required.	**November 2019:** Governance to engage a consultant to undertake review and implementation of the fraud control plan in January 2020. The two-yearly review of the plan will be included in the compliance calendar. **February 2020:** Yet to commence. Further resourcing or a consultant is required. **March 2020** Initial discussions with City of Nedlands in respect to a shared resource / consultant have occurred, but currently on hold due to change in priorities due to COVID-19. **June 2020** No progress to date **July 2020** No progress to date. **August 2020** No progress to date. **October 2020** No progress to date.	~~30/06/2020~~ 31/12/2020

CITY OF VINCENT AUDIT LOG

EA: 2019/8 **Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations** **Finding:** 1. Entities have not implemented a coordinated approach to manage their fraud risk. 2. Entities could make themselves more fraud resistant if they strengthen their controls; and 3. Better reporting avenues would help entities detect and respond to fraud. **Recommendation:** Develop and implement a periodic fraud awareness and training program **Risk Rating (prior to controls):** High **Risk Rating (with current controls):** High	**Responsible Officer:** Executive Manager Corporate Strategy and Governance Executive Manager Human Resources **Comments:** Human Resources with the support of Governance will develop and implement an online fraud awareness training program to be completed by all staff. New staff will be required to complete the training as part of their online induction process and current staff will receive notification to complete the training annually via the induction portal.	**November 2019:** Development of the training program will commence in September 2020. Requires linkage to the Fraud Management Plan and Risk Management Framework. **February 2020:** No progress to date. **March 2020** No progress to date **June 2020** No progress to date **July 2020** No progress to date. Note that this will be developed in conjunction with the control plan referred to above. **August 2020** No progress to date. Note that this will be developed in conjunction with the control plan referred to above. **October 2020** No progress to date.	~~30/9/2020~~ 31/12/2020

CITY OF VINCENT AUDIT LOG

EA: 2019/12(6) **Butler Settineri – Payroll – Internal Audit Review** **LEAVE** **General Findings:** The leave forms for two employees [names removed for privacy] were not filed electronically within the TRIM and Civica Authority system and could not be located in employee files. The City has recently moved to an "online" leave management system for all staff other than the Works Department and Beatty Park Leisure Centre. **Recommendations – General Findings:** All manual leave application forms, duly approved and authorised, be filed electronically within the TRIM and Civica Authority system. All staff be transitioned to the "online" leave management system to ensure a more accurate leave recording and processing system. **Risk Rating (prior to controls)** Low **Risk Rating (with current controls)** Low	**Responsible Officer:** Executive Manager Human Resources **Comments:** It is our intent by March 2020 that all staff transition to complete online leave via CIVICA.	**November 2019** Review all staff members that are currently completing a hard copy leave form and train staff on the online leave processes through Civica. **February 2020:** Only staff not completing online timesheets are outdoor workers. A new time sheeting form has been implemented as a pilot with Waste and Engineering Operations with success. Will rollout time sheeting process to all outdoor workers by 30 April 2020. **March 2020:** Develop online training for outdoor workers to complete electronic leave forms through Authority. **June 2020** Preparation of training material is taking place for training in July 2020. **July 2020** Preparation of training material delayed. Will commence in August 2020 and finalise in September 2020. **August 2020** Meeting with People Leaders at the Depot to discuss and mandate online leave with all staff being required to complete online leave as of 1 October 2020. Training material has been completed. Staff training will commence over the coming month (possibly 3 training sessions) with staff and supervisors prior to 1 October 2020.	~~30/04/2020~~ 31/07/2020 30/9/2020 **Completed**
Review of DPLH's investigation into legislative non-compliance - unauthorised works at Banks Reserve Development of an internal procedure detailing the approvals required for works or maintenance on land within the Swan River Foreshore, Development Control Area and Aboriginal Heritage Areas. Provide training for relevant staff on the approvals required. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)** Low	**Responsible Officer:** Executive Manager Corporate Strategy and Governance	**August 2020** Internal procedure to be drafted and training organised. **October 2020** On track.	30/12/2020

CITY OF VINCENT AUDIT LOG

EA:2020/10 (1) (a) and (b) **Office of the Auditor General Information Systems Audit – Database Security** **Finding:** We performed a high level security test on key business application (Authority) database and found the following: • The database server is missing software updates since 2012, which have been released by the vendor. • Data encryption is not used to protect highly sensitive information. • Database logging and auditing is not in place to monitor and record system changes. As a result, any changes made directly in the database are not captured. • The "PUBLIC" role has default grant privilege on database objects within the Authority database. • The database has not been securely hardened. **Implication** Without appropriate database security controls, the confidentiality, integrity and availability of sensitive information may be compromised. **Recommendation** The City should review and enhance its database management processes to: • ensure updates to address known vulnerabilities are applied in a timely manner • assess the risks around storing sensitive information in plain text • review logging and alerting user activities to ensure sensitive data security • review assigned public roles within the database and remove those not needed • based on a risk assessment, hardened database security and improve monitoring controls. **Risk Rating (prior to controls)** High **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** The response will have two phases : **(a) Phase 1** Short/medium-term remediation will be made where possible: a. Database server software updates. A project to upgrade the database was postponed in 2019 when it was merged into a larger project to upgrade the entire Authority software solution. The Authority upgrade project is currently on hold until a project dependency (chart of accounts upgrade) is completed (now due June 2021). To fast-track response to this audit finding, the database upgrade will again be separated from the Authority upgrade project and commenced as soon as can be scheduled with the vendor. b. Database hardening will be reviewed and applied as part of 1a) above. c. Database logging and auditing will be enabled in line with an improvement to data backup/recovery services used by the City. **(b) Phase 2** Long-term remediation will be achieved via an Authority software upgrade project already commissioned with the vendor. Several findings relate to vendor software architecture – these will need to be added to an operational risk register (to be developed per Finding 6) and resolved as part of the software upgrade: a. All sensitive information will be encrypted b. The use of grant privilege for the PUBLIC role will be eliminated	March 2021 March 2022

CITY OF VINCENT AUDIT LOG

EA:2020/10 (2) **Office of the Auditor General Information Systems Audit – Vulnerability Management** **Finding** We found that the City has not established adequate policies or procedures around management of vulnerabilities on servers and workstations. Furthermore, the City is not undertaking regular vulnerability assessments on their IT systems. These assessments are required to ensure the effective identification of vulnerabilities and to support the patch management processes. In addition, vulnerability assessments completed as part of the audit identified 56 critical and 47 high vulnerabilities relating to missing service packs and/or software, which is no longer supported by the vendor. **Implication** Without having effective procedures for identifying, assessing and addressing potential vulnerabilities within a timely manner, the system and/or data may not be adequately protected against potential threats. These vulnerabilities could be exploited and may result in unauthorised access to sensitive data or the loss of system operation. **Recommendation** The City should develop effective vulnerability management processes. As part of the process, the City should carry out regular vulnerability assessments. These assessments should use appropriate tools to ensure all known vulnerabilities are identified. The vulnerability assessment process should include all relevant IT systems, IT infrastructure and applications. Software updates (patches) to fix known vulnerabilities should be evaluated, tested and where appropriate, applied to systems within a timely manner. Documented policy and procedure guides should be maintained to ensure IT staff are meeting requirements. If decisions are made not to install any critical or security patches, the risk must be understood and any possible alternative mitigations investigated. Relevant details should also be recorded in an appropriate patch register/database. **Risk Rating (prior to controls)** High **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** Administration's software patching processes have matured, however vulnerability testing is still a gap. Administration will respond with two new ongoing activities provided as a managed service: 1. The introduction of a monthly vulnerability assessment process, 2. Monthly reporting of vulnerabilities with remediation actions &/or mitigations	December 2020

CITY OF VINCENT AUDIT LOG

EA:2020/10 (3) **Office of the Auditor General Information Systems Audit – Segregation of Duties** **Finding** We found that segregation of duties (SoD) is not enforced within the Authority system. Additionally, the SoD matrix which details specific roles is also not being maintained. **Implication** Without SoD appropriately enforced within the system, there is an increased risk that individuals can perform a number of conflicting functions. This may result in an increased number of errors or possibly lead to fraud. **Recommendation** The City should develop an appropriate SoD matrix for the Authority system. This matrix should be used to ensure that no users are assigned multiple roles that would be considered high risk or conflicting. A formal review process should ensure that no user is assigned any conflicting duties. A formal record of completed reviews should be maintained. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** In September 2020 Administration commissioned a change with the Authority software vendor to help clean-up access roles. This will make the allocation of access to various roles/groups more efficient and in turn help Administration formally develop and apply a segregation of duties matrix.	February 2021
EA:2020/10 (4) **Office of the Auditor General Information Systems Audit – Information Security Policy** **Finding** We found that the City does not have an adequate *Information Security Policy* to cover key areas of information security. The current policy is in draft as the City is in the process of developing it. **Implication** Without adequate policies and procedures, there is an increased risk that the City will not achieve its objectives for information security. Additionally, staff may not be aware of management expectations relating to security of information. **Recommendation** The City should reviewing and update its current policies and procedures or develop new ones appropriately address all relevant areas of information security. Management should endorse the new policies and notify all employees and relevant stakeholders of updates. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** As noted in the Finding, Administration has a draft Information Security Program and will seek to formalise it and align all security activities and improvements to it. The document is based on standards used by the Office of the Auditor General during this audit.	December 2020

CITY OF VINCENT AUDIT LOG

EA:2020/10 (5) **Office of the Auditor General Information Systems Audit – Operational ICT Risks** **Finding** We found that the City's ICT risks have not been appropriately identified. The current IT risk register is limited to high-level business continuity risks and does not include the broader listing of operational risks and controls associated with IT functions. **Implication** An incomplete risk register limits the ability to assess the effectiveness of specific controls against risk and their treatments. This could result in control gaps going undetected and/or control deficiencies left unresolved. **Recommendation** The City should expand on its information risk management process to ensure: • the ICT risks within the risk register are up to date and maintained • all relevant risks are appropriately documented in the ICT risk register • the ICT risk management process aligns with the broader organisation risk register • controls are appropriately assessed and assigned relevant ratings in line with internal guidelines. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology Executive Manager Corporate Strategy & Governance	**October 2020** Developing and maintaining a broad register of ICT operational risks will be formally included inside a managed services agreement. Administration will maintain risk ownership, managed service resourcing will help coordinate risk maintenance and controls.	January 2021
EA:2020/10 (6) **Office of the Auditor General Information Systems Audit – Information Security Training and Awareness** **Finding** We found that the City does not have a formalised induction training and an ongoing awareness program covering information security responsibilities and cyber risks relevant to the City. We note that the City informs its staff about phishing scams via emails. **Implication** Without a formal induction training and ongoing information security awareness program, there is an increased risk that individuals will not understand security risks relevant to the City and their personal responsibilities. This may result in inappropriate actions, which affect the confidentiality, integrity and availability of information. **Recommendation** The City should establish an appropriate induction and ongoing information security awareness program. The program should be used to help maintain awareness of the information security and cyber risks relevant to the City. It should also ensure individuals are aware of their personal responsibilities for information security. The awareness program should be updated regularly so it stays in line with policies, procedures and any new or emerging threats. It should also incorporate any lessons learned from information security incidents along with relevant details from information security good practices. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** Administration will establish induction training and an ongoing information security awareness program.	March 2021

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EA:2020/10 (7) **Office of the Auditor General Information Systems Audit – Network Access Management** **Finding** We found the current process to disable and review network access accounts is not operating effectively. We identified 6 active accounts belonging to terminated employees, and 2 have accessed the system after their termination date. **Implication** Without effective procedures to review and disable user accounts, there is an increased risk of unauthorised access to the City's IT systems and/or information. **Recommendation** The City should enhance their current network access review process. It should ensure that exiting staff notifications are provided to service desk in a timely manner and actioned appropriately. In addition, regular reviews of all system user access should be undertaken (e.g. checking the last login date, accounts that have never logged in etc.). Any accounts that are identified as no longer required or those which have not accessed the system for an agreed period should be appropriately removed or disabled. The City should also investigate those employees' accounts that were used after their termination. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** Administration will improve its off-boarding processes to ensure that system access is only ever available to authorised users. System access reviews and investigations will be formally included inside a managed services agreement.	January 2021
EA:2020/10 (8) **Office of the Auditor General Information Systems Audit – Logging and Monitoring** **Finding** We found that the City does not have formalised policies or procedures for logging and review of security logs for network, applications and remote access. **Implication** Without effective system logging and pro-active monitoring of logs, there is an increased risk that any potential problems, trends or ongoing attempts to compromise system or data will not be identified. **Recommendation** We recommend that the City implements appropriate levels of monitoring activities on its ICT environment. Key systems that control or restrict user access or process and store sensitive data, the following should be considered: • Implement policy and procedure guides on what monitoring and logging will be performed. • Review log files on a regular basis to identify any suspicious events or activities. • Storing log files in a secure location to prevent any unauthorised alterations or deletions. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** Monitoring and logging policy and procedure will be defined against the Information Security Program (per Finding 5). Review of logs will be formally included inside a managed services agreement. Log file storage will be in a secure location.	January 2021

CITY OF VINCENT AUDIT LOG

EA:2020/10 (9) **Office of the Auditor General Information Systems Audit – Authority User Review Process** **Finding** The City does not have a routine process to review users with access to Authority application. **Implication** Without appropriate user access management controls, there is an increased risk of unauthorised access. This may impact the confidentiality, integrity and availability of the City's information. **Recommendation** The City should develop, document and implement appropriate application user account management practices. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** In line with Finding 3, monthly reports will be provided to key Authority managers to review and approve users based on a segregation of duties matrix.	February 2021
EA:2020/10 (10) **Office of the Auditor General Information Systems Audit – Authority Event Monitoring** **Finding** We found that there are no formalised requirements for pro-active or regular review of event logs generated by key business application (Authority) to identify unauthorised access or malicious activity. **Implication** Without effective pro-active monitoring of high-risk events, there is an increased risk that any potential problems, trends or ongoing attempts to compromise systems or data will not be detected. **Recommendation** Based on an assessment of risks, the City should formalise a process to monitor and review key events in business applications. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** An Access Report will be developed on a monthly basis for key Authority managers, aligned to the user review process per Finding 10. Any trends or access concerns will be identified such that email/sms alerts can be created for more immediate notification/action.	February 2021

CITY OF VINCENT AUDIT LOG

EA:2020/10 (11) **Office of the Auditor General Information Systems Audit – Unsupported Operating System** **Finding** The City currently has over 10 servers and workstations running unsupported operating systems. These include Windows Server 2008 R2 Enterprise, Windows Server 2008 and Windows 7 for which Microsoft ceased support on 14 January 2020 and 14 July 2015. Our review identified that those systems were active in March 2020 during the audit conduct. **Implication** Unsupported operating systems no longer receive security and/or vulnerability updates from the product vendor. As a result, there is an increased risk that these systems are susceptible to exploits, which may compromise the City network and systems. **Recommendation** We recommend that all devices running unsupported operating systems be upgraded to supported system. If this is not possible due to operational needs, alternate mitigations must be applied. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** All Windows 7 systems have now been decommissioned. Windows Server 2008 systems will be decommissioned as part of the Authority upgrade project noted in Finding 1. Given the estimated completion time of the Authority upgrade project, the risk of maintaining Windows 2008 systems will be included in the risk register to be developed against Finding 6.	January 2021
EA:2020/10 (12) **Office of the Auditor General Information Systems Audit – Unauthorised Device Connectivity** **Finding** We found that the City does not have adequate controls in place to restrict the use of unauthorised devices on their network. **Implication** Without appropriate controls in place to restrict the use of unauthorised devices on the network, there is an increased risk that they could be used to attack internal systems. Additionally, unauthorised devices that connect to the network could result in the spread of malware to the City's network. **Recommendation** The City should review the risks to their network and implement appropriate controls to prevent and detect the use of any unauthorised IT devices. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** The City is progressively moving to a "WIFI only" network for the majority of devices. The City's WIFI network is currently configured to meet this security restriction requirement. The wired network will itself be upgraded to support certificate-based access as part of a communications upgrade project due to complete in early 2021.	February 2021

CITY OF VINCENT AUDIT LOG

EA:2020/10 (13) **Office of the Auditor General Information Systems Audit – Network Device Management** **Finding** We reviewed the City's firewalls and network device (routers, switches) management process and found the following issues: • Devices are not securely managed. • The firewall logs are not appropriately configured. **Implication** Without appropriate controls to manage the network devices, there is an increased risk that: • individuals will not be accountable for any unauthorised or unintentional modifications to the system • unauthorised access to the system could occur • malicious traffic may not be detected and prevented • suitable evidence to support any forensic or internal investigations may not be available • user credentials may be intercepted and used to gain access to the City's IT systems and information. **Recommendation** The City should implement an appropriate process to securely manage and configure network devices. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** Several changes have now been implemented to follow recommended access account controls and logging configuration. Additional security improvements to meet system access recommendations will be reviewed further and either modified or logged against an operational risk register to be developed per Finding 6.	January 2021

CITY OF VINCENT AUDIT LOG

EA:2020/10 (14) **Office of the Auditor General Information Systems Audit – Data Centre Management** **Finding** The City does not have adequate policies or documented procedures defining responsibility for managing the primary data centre, and access management processes (e.g. request, approve, and review access to data centre). Furthermore, we found that non-IT related hardware were located in the data centre room. **Implication** Without adequate protection of IT systems against physical threats there is an increased risk of unauthorised access to systems, and accidental or deliberate damage. **Recommendation** The City should: • develop appropriate data centre access management policies and procedures • restrict the number of staff who can access the room • perform regular access reviews and remove inappropriate users in a timely manner. Records of the reviews should be retained. • only store IT-related hardware in the room. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** The City accepts Finding 15. Data centre security improvements will be made to include card-only access. If possible, CCTV recording will also be introduced as part of a separate building security initiative. Review of access logs will be formally included inside a managed services agreement. All non-IT related hardware will be removed from the data centre.	January 2021

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EA:2020/10 (15) **Office of the Auditor General Information Systems Audit – Change Management** **Finding** We found that the City does not have a formal change management process in place. We identified the following issues: • There is no IT change management policy or procedure that sets out the overall objectives and requirements for change management to ensure all IT system changes are appropriately controlled and managed. • The responsibilities to manage, co-ordinate and approve IT changes are not formally assigned. • There is no central register for recording and tracking details of all internal changes that are made to IT infrastructure, firewall rules and systems, including application upgrades. **Implication** There is a risk that without change management policies and procedures, changes made to IT systems may not be adequately managed and authorised. The availability or security of IT systems could be compromised should a change negatively impact them. **Recommendation** The City should: • develop an appropriate IT change management policy or procedure. The policy should set out the overall objectives and requirements for change management process • outline appropriate change management role and/or responsibilities to manage, co-ordinate and approve IT changes • make sure all IT system changes are accurately recorded, managed and tracked in a centralised change register. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** A draft Change Management Policy was provided during the audit. Change Management processes will be formalised per the Information Security Program noted in Finding 5; the register for recording and tracking changes will be formally included inside a managed services agreement.	January 2021

CITY OF VINCENT AUDIT LOG

EA:2020/10 (16) **Office of the Auditor General Information Systems Audit – Incident and Problem Management** **Finding** We found that there is no standardised process in place to manage IT related incidents. Furthermore, the City does not have a formal process to outline problem management to appropriately manage IT problems, which occur in its IT environment. In addition, data from incidents is not analysed to identify known errors or problems. **Implication** If IT incidents are not consistently managed, there is an increased risk that the City may not be able to manage or respond to incidents appropriately. Additionally, the City may not be able to evaluate and analyse the trends for continuous improvement and problem management. In addition, without effective IT problem management there is an increased risk that the City will not identify and appropriately address the root cause of reoccurring IT incidents. This may impact IT system and service availability and may potentially affect the City's business operations. **Recommendation** The City should develop formal incident management processes to ensure all incidents are appropriately and consistently classified. In addition, the City should develop service desk reporting and trend analysis. These reports should be reviewed by the appropriate management so the performance of the incident management process can be monitored. Furthermore, the City should establish an appropriate IT problem management process. This process should ensure IT problems are appropriately identified and investigated. Once the root cause has been identified, appropriate action should be taken to address the problem and prevent the reoccurrence of incidents. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** This finding will be added to an operational risk register to be developed per Finding 6. Recognising its available resources, Administration is most likely to mitigate this risk through existing Service Desk processes that capture and manage incidents and problems as general requests. Administration will, however, introduce additional registers to formally record incidents and log the root-cause of problems – this will be aligned to creation of the risk register to be developed per Finding 6, with incident/problem register review included inside a managed services agreement.	January 2021

CITY OF VINCENT AUDIT LOG

EA:2020/10 (17) **Office of the Auditor General Information Systems Audit – IT Asset Management** **Finding** We found that the City's IT asset management process is not effective. The following issues were identified: • The City does not have up to date IT asset register information and relevant asset details such as asset status and owner are not recorded. • The City does not have any formal procedure to ensure that all sensitive data and licensed software has been removed or securely overwritten as part of the disposal and re-use of IT assets process. **Implication** Without an effective IT asset management process there is an increased risk that IT assets will be lost or stolen. Without appropriate procedures to manage the disposal and re-use of IT assets, there is a higher risk that sensitive data may not be removed or securely erased. As a result, the City may suffer financial loss and damage to its reputation. **Recommendation** The City should: • establish an effective IT asset management process. This process should ensure IT assets are appropriately managed throughout their lifecycle (from acquisition to disposal) • relevant information on IT assets accurately recorded and maintain relevant information about IT assets in the IT asset register. Periodic audits of IT asset information against physical IT assets should be undertaken to ensure the information is accurate and up to date. Any anomalies with IT assets should be appropriately rectified • ensure that all IT assets containing storage media are appropriately sanitised or destroyed as part of the disposal process. Accurate documentation and records relating to IT asset disposals must be maintained. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** Administration notes that an ICT asset management system was already being introduced during the time of audit and will capture all physical and software/license assets. IT asset management acquisition, tracking and disposal processes will be formalised per the Information Security Program noted in Finding 5.	May 2021

CITY OF VINCENT AUDIT LOG

EA:2020/10 (18) **Office of the Auditor General Information Systems Audit – Contract Management** **Finding** We found that the City's contract management process is not effective. We identified that: • the City does not have an up-to-date *Contract Management Framework* and contract register • the configuration of the new contract management system is under development and the relevant staff are not fully aware of the functionality of the system. As a result, there is no comprehensive contract reporting in place. We acknowledge that the City recently established a centralised contract management tool and *Contract Management Framework* is in draft. **Implication** Without an appropriate contract management process, the City is at a higher risk of failing to identify: • unsuitable working arrangements with vendors, which may result in a failure to realise business benefits • unexpected cost increases or inappropriate practises in a timely manner • unauthorised access or changes to the contract register. **Recommendation** The City should: • review its *Contract Management Framework* and, where appropriate, centralise vendor management practices • develop suitable guidelines to manage the City's contract register • complete regular supplier performance reviews of all vendors as required. Records of reviews should be retained • maintain records of all contracts within its contract management system, including key financial details relevant to the contracts • complete the access and system configuration of its new contract management system. Subsequently, review access to the system and monitor key contract financial information regularly. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** The noted draft Contract Management Framework and system will be completed, formalised and communicated to staff.	March 2021

CITY OF VINCENT AUDIT LOG

EA:2020/10 (19) **Office of the Auditor General Information Systems Audit – Disaster Recovery Plan** **Finding** We found that the City does not have an ICT disaster recovery plan (DRP). **Implication** Without an adequate DRP and appropriate testing, there is an increased risk that key business functions and processes may not be restored in a timely manner after a disruption, affecting the operations of the City. **Recommendation** The City should develop and test its DRP to confirm that systems can be recovered in accordance with business expectations and key staff should be familiar with the plan and their specific roles and responsibilities in a disaster situation. The results of testing should be recorded, and the relevant actions taken to improve the plan where necessary. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** Administration will introduce managed backup and infrastructure services that include disaster recovery capability. Disaster recovery and information security continuity processes will then be will be formalised per the Information Security Program noted in Finding 5. A formal plan will then be prepared for publication to staff and testing purposes.	
EA:2020/10 (20) **Office of the Auditor General Information Systems Audit – Business Continuity Plan – Testing** **Finding** We found that appropriate tests of the business continuity plan (BCP) have not been undertaken. Due to the lack of testing, the effectiveness of the plans and the City's ability to execute them is unknown. **Implication** Without appropriate testing of the BCP there is an increased risk that key business functions and processes may not operate as expected during a major incident. In addition, the key business functions may not be appropriately recover following a major incident. This is likely to impact business operations and the delivery of key services. **Recommendation** The City should undertake appropriate tests to verify the effectiveness of the BCP. These tests should also verify that key staff are familiar with the plans and their specific roles and responsibilities in a disaster situation. The results of these tests should be recorded and the relevant actions taken to improve the plan where necessary. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** Administration notes that there has been 0% interruption to non-library/recreational facility services throughout COVID-19 disruptions in Perth. COVID-19 has been a major incident and required significant change to how business functions operated. City staff who continue to work remotely are effectively testing part of the City's business continuity systems on a daily basis. Through improvements to data backup and infrastructure recovery noted in Finding 20,Administration will expand business continuity testing to include system and infrastructure incidents as part of a managed services agreement.	March 2021

CITY OF VINCENT AUDIT LOG

EA:2020/10 (21) **Office of the Auditor General Information Systems Audit – Information Security Incident Management Plan** **Finding** We found that the City does not have an information security incident management plan. **Implication** Without a developed and documented security incident response plan there is an increased risk that the IT department may not be able to respond to IT security incidents in an effective and timely manner. **Recommendation** The City should develop an appropriate information security incident management plan. This plans should include relevant procedures to ensure the effective response and management of all information security related incidents. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** An incident management and response plan will be formalised per the Information Security Program noted in Finding 5.	March 2021
EA:2020/10 (22) **Office of the Auditor General Information Systems Audit – Management of Removable Media** **Finding** We found that the City does not have appropriate controls to log or restrict the use of removable media devices (e.g. USB). **Implication** Without appropriate controls to detect, log and monitor the use of removable media devices, there is an increased risk to the City's information and IT systems. Information copied to removable media devices may be lost, stolen or inappropriately disclosed. **Recommendation** The City should assess the risks associated with the use of removable media devices. Where appropriate the following controls should be implemented: • Preventing the use of any unauthorised removable media devices. • Only using USB devices that incorporate encryption to help protect the information. • Maintaining a register of all authorised and in use removable media devices. • Monitoring and logging files and information copied to or from removal media devices. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** Administration accepts Finding 23 but does not accept that it is practical to implement the Recommendation. Administration will instead allocate resources towards implementing and leveraging modern technologies that meet secure data transportation requirements while also eliminating the need for staff to use removable media. Removable media will then be prohibited from use on the network.	April 2021

CITY OF VINCENT AUDIT LOG

EA:2020/10 (23) **Office of the Auditor General Information Systems Audit – Standard Operating Environment** **Finding** We found that a standard operating environment is not used on workstations. We identified that: • there is no monitoring of compliance with secure workstation configuration • relevant staff will not be notified if users attempt or successfully change their workstation configuration, including the installation/removal of software. **Implication** Without monitoring compliance with secure workstation configuration, there is an increased risk that unauthorised system configuration changes are made to computers. These changes could compromise the confidentiality, integrity and availability of information. **Recommendation** The City should develop its standard operating environment process and monitor compliance with secure workstation configuration. The process should include efficient notifications to relevant staff of critical changes or attempts to change workstation configuration. **Risk Rating (prior to controls)** Minor **Risk Rating (with current controls)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** Monitoring of workstation compliance will be included inside a managed services agreement. Once implemented, notification processes will then be considered as part of a review to determine the feasibility and threat of staff being able to install software without administrative assistance.	February 2021

5.4 REVIEW OF THE CITY'S CORPORATE RISK REGISTER

Attachments: **1. Corporate Risk Register - as at 8 October 2020**

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. RECEIVES the City's Corporate Risk Register as at 8 October 2020, at Attachment 1; and

2. APPROVES the proposed risk management actions for the high and extreme risks.

Moved: Mr Piper, Seconded: Cr Topelberg

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Topelberg, Cr Wallace, Mr Piper and Cr Gontaszewski

Against: Nil

(Cr Loden was an apology for the Meeting.)

AMENDMENT

Moved: Cr Gontaszewski, Seconded: Cr Wallace

That the recommendation is amended and an additional recommendation be added as follows:

2. APPROVES the proposed risk management actions for the high and extreme risks, subject to the completion date for the ICT high risks being updated to 31 July 2021; and

3. REQUESTS that a report on the emerging safety risk of ageing / unsafe assets (Leederville Oval grandstand, Beatty Park grandstand and Litis Stadium grandstand and buildings) be presented to the Audit Committee meeting on 24 November 2020.

AMENDMENT CARRIED UNANIMOUSLY (5-0)

For:

Mr Manifis, Cr Topelberg, Cr Wallace, Mr Piper and Cr Gontaszewski

Against: Nil

(Cr Loden was an apology for the Meeting.)

COMMITTEE DECISION ITEM 5.4

That the Audit Committee:

1. RECOMMENDS to Council that it:

1.1 RECEIVES the City's Corporate Risk Register as at 8 October 2020, at Attachment 1; and

1.2 APPROVES the proposed risk management actions for the high and extreme risks, subject to the completion date for the ICT high risks being updated to 31 July 2021; and

2. REQUESTS that a report on the emerging safety risk of ageing / unsafe assets (Leederville Oval grandstand, Beatty Park grandstand and Litis Stadium grandstand and buildings) be presented to the Audit Committee meeting on 24 November 2020.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Topelberg, Cr Wallace, Mr Piper and Cr Gontaszewski

Against: Nil

(Cr Loden was an apology for the Meeting.)

NOTES:

The Audit Committee requested that a site visit of Leederville Oval grandstand, Beatty Park grandstand and Litis Stadium grandstand and buildings be arranged for the external Audit Committee members.

CITY OF VINCENT

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CITY OF VINCENT CORPORATE RISK REGISTER

			Impact Analysis				RISK MANAGEMENT				ACCOUNTABILITY				
Risk Category	Risk Description	Comment	Likelihood	Consequence	Remarks	Actual Risk	Current Risk Management Strategy (what happens now)	Risk Management Actions (RMA)	Strength (S<M<W)	Risk Acceptance (Y/N)	Net Risk (after RMA)	Direction of further RM	Risk Owner	Timetable	Assurances available	Last updated
Finance, Procurement and Contracts																
Any additional row can only be added below this row																
Procurement for facilities (Beatty Park Leisure Centre)	Ineffective procurement processes and management of suppliers resulting in a lack of supplies / parts (i.e. chemicals) which impacts use of pool / pool safety		1	5		M	Building good relationship with suppliers, review alternative suppliers, ensure invoices are processed in a timely fashion - have a stock of chemicals, have an emergency plan	1. Stockpile chemicals - Complete 2. build relationships with suppliers - Complete, continue during procurement and new contract setup 3. Complete supplier/contract management - complete, but ongoing review required	Strong - Continue to liaise with suppliers and finalise supplier agreements.	Y	M	Review supply contracts regularly	CEO (report to Executive Management Committee)	Complete	Review contracts yearly	08-Oct-20
Supplier / contract management	There is a risk that inappropriate contract management in respect to initiation and management of contract with suppliers may result in the City's interests not being protected or the contract terms not being filled resulting in financial losses to the City		5	2		H	Limited controls. Use of some Australian standard contracts. Procurement training provided and procurement policy communicated to all staff.	1. develop contract management framework, train staff in use and communicate - December 2020 2. develop contract register - consultant currently preparing - June 2020 3. update the contract template / use WALGA / AS templates - December 2020 4. monitor compliance with the framework and use of templates - December 2020	Strong	N	M	Need adequate resourcing	Council (report to Audit Committee)	1. 01-Dec-20 2. ~~01-Jun-20~~ Complete 3. 30-Dec-20 4. 30-Dec-20	Monitoring of contracts register and procurement processes ongoing	08-Oct-20
Major project management	Large number of projects, limited resources and ineffective management of projects resulting in financial losses and potentially poor project outcomes for the City		5	2		H	New project management framework and project prioritisation in place, but in early stage of adoption.	1. continue implementation of framework - review currently underway. 2. staff training on implementing framework - June 2020 - delayed to Dec 2020 due to COVID 3. Ensuring timely reporting and accountability by staff - June 20201. Ongoing 4. Ongoing prioritisation of existing projects. New CBP has identified 26 strategic projects. These will be reported on monthly internally and quarterly to Council	Medium	Y	M	Review number and priority of projects against available resources and capacity	Council (report to Audit Committee)	1. Ongoing 2. ~~01-Jun-20~~ 30 Dec 2020 3. Ongoing 4. Ongoing	review of the application of the framework will be included in the internal audit plan, and will form part of other internal and external compliances audits	08-Oct-20
Financial stability, sustainability & reporting	Poor financial and management reporting regime leads to ineffective financial management and results in insufficient resources to operate the City effectively		4	4	Roads to Recovery Breach and Asset Sustainability Ratio have financial implications for the City - therefore currently this is a high risk based on financial consequence	H	No current controls. Noted that City currently has ability to borrow funds.	1. Developing an accurate and updated LTFP which will be adopted by Council. Complete 2. Will commence comprehensive monthly reporting covering cash flow management as well as relevant financial metrics 3. Will assess financial sustainability as part of the development of the City's strategic priorities and masterplans 4. Will report on financial sustainability to the Audit Committee.	Strong	Y	M		Council (report to Audit Committee)	~~All 30 June 2020~~ All ongoing LTFP adopted 18 Aug 2020		08-Oct-20
Asset, sustainability and environment management																
Any additional row can only be added below this row																
Inadequate asset management	Inadequate asset management, including accountabilities, controls, framework, accountability and inadequate systems to record and interrogate data to inform Asset renewal programs will result in poor asset management outcomes - financial loss and reputational damage	Event - asset failure Impact - financial losses, reputational damage	5	4		E	Using alternative systems such as spreadsheets, Paywise Annual review of asset renewal plans regular engagement with internal and external stakeholders	1. Allocate additional resources to adequately assess and report on key risks. 2. Continue investigating an Asset Management System in conjunction with the current review of the City's Corporate IT Systems 3. Table auditor's report on condition of assets at EMC and Audit Committee 4. Establish asset specific accountability processes and procedures.	Weak - as only investigating the system/framework	N	H	Determine what asset management strategy is appropriate and implement it	Council (report to Audit Committee)	01-Dec-20		08-Oct-20
Asbestos management	Inadequate framework to manage the risk in respect to asbestos on City owned or managed land, or land adjoining this, will leave the City vulnerable to staff and community harm resulting in financial loss and reputational damage		3	3		M	LGIS has prepared an asbestos register, and has development an asbestos management framework in accordance with the legal advice received.	1. Finalise and implement the asbestos management framework, and communicate to staff. 2. Develop actions based on gaps identified in framework.	Medium - Investment in OSH/Reporting/workflow technology to reduce risk even further.	Y	L		CEO (report to Executive Management Committee)	01-Dec-20		08-Oct-20
Aging / unsafe assets (Leederville Oval grandstand)	Emerging safety risk associated with Leederville Oval grandstand - buildings have electrical and structural issues and will require significant capital work in future to ensure they remain safe.	This risk has significant financial implications.	3	3		M	Essential maintenance is carried out, budget permitting. $3,000 is allocated in 20/21 budget for essential electrical works.	1. Develop an Asset Management Strategy to inform schedule for maintenance / upgrades required, and prioritise for assets. 2. If capital work is not undertaken it may be necessary for buildings to be left vacant, which results in a loss of rental income.	Medium - relies on budget for the works	N	L		CEO (report to Executive Management Committee)	01-Dec-20		08-Oct-20

CITY OF VINCENT

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CITY OF VINCENT CORPORATE RISK REGISTER

			Impact Analysis				RISK MANAGEMENT				ACCOUNTABILITY					
Risk Category	Risk Description	Comment	Likelihood	Consequence	Remarks	Actual Risk	Current Risk Management Strategy (what happens now)	Risk Management Actions (RMA)	Strength (S<M<W)	Risk Acceptance (Y/N)	Net Risk (after RMA)	Direction of further RM	Risk Owner	Timetable	Assurances available	Last updated
Aging / unsafe assets (Beatty Park grandstand)	Emerging safety risk associated with Beatty Park grandstand, as buildings have electrical and structural issues and will require significant capital work in future to ensure they remain safe.	This risk has significant financial implications.	3	3		M	Essential maintenance is carried out, budget permitting. Money allocated in 2020/21 budget for essential works at Beatty Park Grandstand.	1. Develop an Asset Management Strategy to inform schedule for maintenance / upgrades required, and prioritise for assets. 2. If capital work is not undertaken it may be necessary for buildings to be left vacant, which results in a loss of rental income. 3. Beatty Park 2062 Option Project will identify future use and upgrade options and costs.	Medium - relies on budget for the works	N	L		CEO (report to Executive Management Committee)	01-Dec-20		08-Oct-20
Aging / unsafe assets (Litis Stadium grandstand and buildings)	Emerging safety risk associated with Litis Stadium grandstand and buildings, as buildings have electrical and structural issues and will require significant capital work in future to ensure they remain safe.	This risk has significant financial implications.	3	3		M	Essential maintenance is carried out, budget permitting. Grandstand and some buildings proposed for demolition.	1. Develop an Asset Management Strategy to inform schedule for maintenance / upgrades required, and prioritise for assets. 2. If capital work is not undertaken it may be necessary for buildings to be left vacant, which results in a loss of rental income.	Medium - relies on budget for the works	N	L		CEO (report to Executive Management Committee)	01-Dec-20		08-Oct-20
Any additional row can only be added above this row																
OH&S, employment practices																
Any additional row can only be added below this row																
Succession planning	Neglect of succession planning may result in a key person leaving the City, making City operationally vulnerable resulting in inefficient and ineffective operations, not meeting stakeholder needs.		2	3		M	Some work instructions	Continue developing corporate process management framework and develop a succession planning framework.	Strength - Once succession planning framework is completed for critical positions, risk will be low.	Y	L	Succession planning framework to be developed in 2021 per HR Strategy House.	CEO (report to Executive Management Committee)	~~30/06/2021~~ 1 Dec 2020		08-Oct-20
Safety and security practices for staff	Staff working alone, after hours works, accessing building sites and/or private property, negative interaction with members of the community. Lack of comprehensive risk management in respect to safety practices leads to a lack of understanding of the appropriate training needs and potentially inadequate action against risks.		2	4		M	Staff training, patron education, emergency equipment provision and safety audits. Follow working alone procedures, toolbox weekly for handover, vehicle handover and audit of PPE, GPS monitoring enabled enforcement and communication devices. Regular reporting of incidents to foster safety awareness culture	1. Review of safety management plan and systems 2. Identify high risk positions 3. Identify gaps in OH&S procedures 4. Refer to OH&S Committee	Medium	Y	M	Note that this risk depends on behaviour of public - which City can not control. So remains medium risk.	Council (report to Audit Committee)	30-Dec-20		08-Oct-20
Volunteer and contractor management	There is a risk that inappropriate contract management in respect to contractor/volunteer induction and adherence to COV policies and procedures is not appropriately applied to leaving the City vulnerable to contractor/volunteer injury and legal action.		3	3		M	Induction process in place for Contractors, It does rely on the staff who get the contractors in to complete the induction and educate on policies and procedures.	1. Implement a centralised induction system to induct all contractors and volunteers. Ensure all contractors and volunteers have completed mandatory training/compliance (one off compliance training or yearly/bi-yearly) 2. Monitoring contractors and volunteer compliance	Strong - Implementation of a orientation and induction program	Y	L	Budget confirmed for online induction and orientation system and framework currently being developed by April 2020	CEO (report to Executive Management Committee)	30-Jun-20	Annually	08-Oct-20
Any additional row can only be added above this row																
Business service disruption																
Any additional row can only be added below this row																
Disaster Recovery Plan & Business Continuity Management for Beatty Park Leisure Centre	Building or pool failure leading to an unexpected closure of part or whole of facility may lead to not meeting shareholder expectations and experiencing financial losses.		3	3		M	Asset audits, maintenance programs in place and reviewed regularly, communication strategies for any shutdowns	Locate/create BCP for Beatty Park	Medium - Need to increase Audit of Assets and put plan in place for maintenance including contracts and agreements	Yes - note that Medium risk as plant failure can still occur despite strategies	M	No further action	CEO (report to Executive Management Committee)	01-Jul-20		08-Oct-20
Emergency Management (Interagency)	Ineffective collaboration with agencies results in a poor relationship and ineffective cooperation regarding emergency management leading to ineffective disaster management with an impact of extended service outages, worsened disaster outcomes		2	4		M	Local emergency management arrangements are in place with City of Perth and Western Central Councils	1. Provide additional training for relevant staff members and community agencies. 2. Working towards implementation of exercises with WC LEMC	Strong	Y	L	Conduct 4 desktop exercises per year	CEO (report to Executive Management Committee)	01-Sep-20	Audit of arrangements and the number of desktop exercises per year	08-Oct-20
Critical incident response - Power outage to ICT server room	A lack of power to the on premise ICT systems though extended power outages will result in a failure after 1-2 hours of reserve power supply. If reserve power fails or cannot continue to be supplied, staff will lose access to all electronic systems, potentially leading to loss of data and service levels		2	3	Risk likelihood based on Admin Centre not being available to staff.	M	1. On-premise Back-up server with some offsite copies 2. Restoration of File servers, Email, Authority and Content Manager within 2 days. Up to 1 day data loss.	ICT Strategy House D19/98015 identifies several cloud-first objectives to mitigate server room dependency. July-2020: Offsite business systems (incl. telephony) on standby that can "go live" for Depot/remote access within 4 hours. Up to 1 day data loss. 2021/2022: File, email, records and core business system to move to cloud solutions. Depot/remote access continuous, no data loss.	Strong	Y	L	Link to BCP and BIA - need to understand the business service continuity needs	CEO (report to Executive Management Committee)	01-Jul-20 2021/22	Audit of the systems and server	08-Oct-20

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CITY OF VINCENT CORPORATE RISK REGISTER

			Impact Analysis				RISK MANAGEMENT					ACCOUNTABILITY				
Risk Category	Risk Description	Comment	Likelihood	Consequence	Remarks	Actual Risk	Current Risk Management Strategy (what happens now)	Risk Management Actions (RMA)	Strength (S<M<W)	Risk Acceptance (Y/N)	Net Risk (after RMA)	Direction of further RM	Risk Owner	Timetable	Assurances available	Last updated
Primary site Internet outage	Loss of Internet will result in reduced staff access to business systems including web, email and cloud-based systems resulting in reduced or non compliance with service levels.	Impact - service outages	3	2	Communication Links review completed in 2019 to enable redundant architecture decisions.	M	1. Internet-based systems accessible via 4G-enabled tablets. 2. 2 x 4G Wi-Fi dongles available to business teams for up to 15 staff each. 3. Offsite backup to Library remains operational.	July-2020: Redundant Internet supply (and supporting security infrastructure including firewalls) implemented. Up to 1 hour outage.	Strong	Y	L		CEO (report to Executive Management Committee)	01-Jun-20		08-Oct-20
Mapping data	Inaccurate mapping data may lead to poor or incorrect business decisions and possible safety issues resulting in financial loss to the City and potential harm to the community		4	2	Risk consequence considered Minor due to current limited use of spatial layers by staff. Public spatial layers have minimal data likely to cause more than Minor	M	GIS contract resource onsite fortnightly to respond to any data issues raised by staff.	April-2020: GIS and Assets officer is being recruited in 2019/2020 and this will help mitigate this risk.	Strong	Y	L	Dependant on additional resources.	CEO (report to Executive Management Committee)	01-Jul-20	Process to check GIS updates and verify data	08-Oct-20
Cyber Security	The City suffers a material breach of information Security through ineffective protocols and processes	This is trending as an escalating risk in many organisations	3	4	Technical Security Review completed against Australian Signals Directorate "Essential 8". For Technical Security Review and current action item status, see D19/128564	H	Anti-virus software deployed for computers, web traffic and email filtering.	July-2020: ongoing staff awareness training; upgraded anti-virus software for computers and email filtering; new anti-virus software for server environment; data loss protection config in Office 365 for external file sharing; data loss protection controls are being deployed as part of Office 365 implementation - to be completed in 2019/2020; multi-factor authentication for Office 365 and remote access.	Strong	Y	M		Council (report to Audit Committee)	01-Jul-20		08-Oct-20
COVID-19 pandemic	Disruption to City service delivery, local business and community group operations and staff and community well being	Global pandemic, declared state emergency and public health emergency	4	3	City has very limited capacity to control risk due to global nature	H	COVID-19 Relief and Recovery Committee formed, strategy and action plan developed and being implemented, staff working from home, public health directives are being implemented, community support is being provided, City's operations being reviewed	Implement COVID-19 Relief and Recovery Strategy - all risk management actions are encompassed within this document	Strong	Y	H	The Strategy and Implementation Plan are being updated every week	Council (report to Audit Committee)	Ongoing	Administration is accountable to the COVID-19 Relief and Recovery Committee	08-Oct-20
Any additional row can only be added above this row																
Governance, misconduct and fraud																
Any additional row can only be added below this row																
Corporate governance / legislative compliance	Lack of an effective governance framework and culture, including risk management, leads to complacency in corporate governance, risk management and legislative compliance, potentially resulting in a failure to comply with legislative requirements and poor decision making		3	3		M	1. Governance team undertakes manual checks to ensure legislative compliance and communicates governance principles and legislative requirements to organisation. 2. Audit Log monitors some financial and audit related risks, and improvements required, and is reported to EMC monthly and to Audit Committee. 3. Currently no clear documentation of requirements.	1. Compliance calendar and Governance Framework is being developed and will be communicated to all staff - August 2020 2. Internal audit plan and improvement plan are being reviewed and will be reported to Audit Committee (will be informed by reg 17 review) - November 2020 3. Regulation 17 review being undertaken in 2020 (internal controls, legislative compliance and risk management) - September 2020	Strong RMA once implemented, however, resourcing required to implement actions identified by previous reg 17 review (improvement plan) and implement a compliance calendar, and ongoing monitoring / compliance checks.	N	M		CEO (report to Executive Management Committee)	1. Complete - adopted 18 August 2020 2. ~~Nov 2020~~ Internal Audit Plan to be prepared by March 2021 3. ~~Sept 20~~ Complete	1.reg 17 review 2. planned internal audit 3. Compliance calendar creates checklist 4. Audit Log is reported to EMC and Council	08-Oct-20
Fraud Risk Management	A lack of coordinated approach to identification, mitigation, management and monitoring of fraud, through a fraud risk framework increases the Risk of fraud occurring potentially leading to reputational damage, and financial losses		4	3	Initial consideration by City has identified following fraud risk areas: 1. Payroll 2. Theft (property / money) 3. Credit card use 4. Procurement (invoices)	H	1. A number of fraud risks have been identified as a result of the OAG's Fraud Performance Audit in 2019, which recommended that the City have a coordinated approach to fraud management and a mechanism for reporting fraud. 2. These items are being actioned and progress is reported to Audit Committee. 3. Procurement risks are managed by two level approval process for purchases. 4. Note, No specific current policies & procedures to prevent, detect and respond to fraud other than step 3 above	1. Develop and communicate a fraud risk management plan, and provide staff training - December 2020 (consultant to be engaged). 2. Testing for fraud will form part of the internal audit plan, and random checks will be undertaken by procurement. - December 2020 3. Recruitment and selection process review - April 2020 4. Procurement review supplier verification - June 2020	Strong RMA, however, fraud risks must first be comprehensively identified and resourcing required to develop plan, train staff and undertake fraud testing / internal audits	N	M		Council (report to Audit Committee)	1. 30-Jun-20 2. 01-Dec-20 3. 01-Apr-20 4. 01-Jun-20	Audit Log is reported to EMC and Council; random checks on transactions, inventory and processes (e.g. HR and payroll)	08-Oct-20
Polices & Procedures	Outdated policies, procedures and controls leads to a failure to properly execute on its mandate and protect its assets leading to errors, omissions and delays in service delivery		3	2		M	1. Policies are reviewed and updated on an ad hoc basis. 2. New template, Policy Development and Review Policy and Policy Review Plan being prepared. 3. Council approval of policies is required, which functions as a form of control.	1. Finalise and implement the policy review plan - September 2020 2. Develop guidance on policy content - new Policy Development and Review Policy - Council approval required, align with SCP objectives - September 2020 3. Communicate to all staff - October 2020 4. process improvement - Continue trialling the use of a corporate process management	Strong	Yes, policy review plan and framework will provide clear guidance on policy requirements and drafting. Corporate Process Management is assisting with process documentation	M		CEO (report to Executive Management Committee)	1. 01-Sept-20 2. 01-Sept-20 3. 01-Oct-20 4. 01-Dec -20	Internal audit on policies and procedures, and their operational effectiveness	08-Oct-20

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CITY OF VINCENT

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CITY OF VINCENT CORPORATE RISK REGISTER

			Impact Analysis				RISK MANAGEMENT				ACCOUNTABILITY				
Risk Category	Risk Description	Comment	Likelihood	Consequence	Remarks	Actual Risk	Current Risk Management Strategy (what happens now)	Risk Management Actions (RMA)	Strength (S<M<W)	Risk Acceptance (Y/N)	Net Risk (after RMA)	Direction of further RM	Risk Owner	Timetable	Assurances available	Last updated
Complex land management / maintenance requirements	Management and maintenance of City controlled land within the Swan River Foreshore, Aboriginal Heritage Sites and Development Control Areas		3	3	Urgent remedial path works at Banks Reserve undertaken in Feb 2019 , no s 18 consent obtained. Caution issued by DPLH, may result in reputational damage, and if further non-compliances occur that could adversely impact relationship with DPLH	M	No formalised approach/ checklist for ensuring compliance with legislation relevant to works / management of land within the Swan River Foreshore, Development Control Area or Aboriginal Heritage Site.	1. Governance to develop a checklist of approvals required and communicate to relevant staff - December 2020 2. DPLH (Director of Heritage) to present to relevant staff on changes to Aboriginal Heritage Act and explain approval process - by December 2020	Strong	Y	L		CEO (report to Executive Management Committee)	Dec-20	Annual review of process.	08-Oct-20
Non-compliance with drafting requirements for local laws	Additional administrative time and costs associated with redrafting of local laws to meet legislative requirements for local laws	Drafting of new Local Government Property Local Law, Parking Local Law and Animal Local Law occuring	4	2	Joint Standing Committee on delegated legislation found errors in Parking Local Law which resulted in need for it to be repealed	M	Drafting of local laws in line with Department of Local Government's guidelines	Discuss drafting further with Department, to ensure drafting meets Joint Standing Committee's requirements	Medium	Y	L		CEO (report to Executive Management Committee)	Jul-21		08-Oct-20
State-Wide Cladding Audit	Community safety and reputational impact associated with implementation of regulatory requirements following cladding audit undertaken by DMIRS.		2	4		M	All directions to building owners are managed by the Executive Director.	Ensure safety measures are implemented where appropriate to reduce likelihood of fire events. Any further enforcement action considered by Executive Director in accordance with Risk Management Policy.	Strong	Y	L		CEO (report to Executive Management Committee)	Q2 2021		08-Oct-20
Any additional row can only be added above this row																
Information & Systems Management																
Authority database security	Without appropriate database security controls, the confidentiality, integrity and availability of sensitive information may be compromised: • The database server is missing software updates since 2012 • Data encryption is not used to protect highly sensitive information. • Database logging and auditing is not in place to monitor and record system changes. • The "PUBLIC" role has default grant privilege on database objects within the Authority database. • The database has not been securely hardened.		3	4		H	This is a known issue. A project to upgrade the database was postponed in 2019 when it was merged into a larger project to upgrade the entire Authority software solution. The database upgrade will again be separated from the Authority upgrade project and commenced as soon as can be scheduled with the vendor.	1. Short/medium-term remediation will be made where possible: a. Database server software updates. b. Database hardening will be reviewed and applied. c. Database logging and auditing will be enabled 2. Long-term remediation will be achieved via an Authority software upgrade project already commissioned with the vendor: a. All sensitive information will be encrypted b. The use of grant privilege for the PUBLIC role will be eliminated	Strong	Y	L		CEO (report to Executive Management Committee)	1. Q1 2021 2. Q1 2022		08-Oct-20
Vulnerability Management	The City has not established adequate policies or procedures around management of vulnerabilities on servers and workstations; the City is not undertaking regular vulnerability assessments on their IT systems.		3	4		H	The City's software patching processes have matured, however vulnerability testing is still a gap.	Two new ongoing activities: 1. The introduction of a monthly vulnerability assessment process, 2. Monthly reporting of vulnerabilities with remediation actions &/or mitigations	Strong	Y	L		CEO (report to Executive Management Committee)	Q4 2020	Processes will be written into a managed services contract	08-Oct-20
Any additional row can only be added above this row																
Community Services																
Any additional row can only be added below this row																
Fraudulent booking/use of City facilities resulting in damage to facilities and public nuisance	There are inadequate processes in place to prevent malicious or fraudulent bookings of a City facility, which could result in misuse of a City facility and potentially damage to the facility or nuisance to the public.		4	2		M	Administration reviews each booking; Applies a bond to bookings considered high risk;	1. Requirement for photo identification for all bookings in community facilities; 2. High scrutiny and review placed on weekend bookings; 3. Updated to Terms and Conditions to include requirement for bond for bookings on weekends from 6.00pm - midnight; 4. Update of Terms and Conditions to include requirement for photo identification 5. Reduction in number of bookings approved for use on weekends between 6.00pm and midnight	Medium	Y	L		CEO (report to Executive Management Committee)	01-Dec-20	Annual review of process	08-Oct-20
Any additional row can only be added above this row																
Any additional row can only be added below this row																

5.5 REVIEW OF OFFICE OF THE AUDITOR GENERAL AUDIT REPORT - WORKING WITH CHILDREN CHECKS - MANAGING COMPLIANCE

Attachments: **Nil**

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. **RECEIVES the Office of the Auditor General audit report - Working with Children Checks - Managing Compliance;**

2. **NOTES the City's findings and actions as detailed in this report.**

COMMITTEE DECISION ITEM 5.5

Moved: Cr Topelberg, Seconded: Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Topelberg, Cr Wallace, Mr Piper and Cr Gontaszewski

Against: Nil

(Cr Loden was an apology for the Meeting.)

5.6 REVIEW OF OFFICE OF THE AUDITOR GENERAL AUDIT REPORT - REGULATION OF FOOD SAFETY BY LOCAL GOVERNMENT ENTITIES

Attachments: **Nil**

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. **RECEIVES the Western Australian Auditor General's Report – Regulation of Consumer Food Safety by Local Government Entities; and**

2. **NOTES the City's findings and actions as detailed in this report.**

COMMITTEE DECISION ITEM 5.6

Moved: Cr Topelberg, Seconded: Cr Wallace

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Topelberg, Cr Wallace, Mr Piper and Cr Gontaszewski

Against: Nil

(Cr Loden was an apology for the Meeting.)

5.7 AUDIT COMMITTEE MEETING DATES 2021

Attachments: **1. Proposed Audit Committee Dates 2021**

RECOMMENDATION:

That the Audit Committee ADOPTS the meeting schedule for 2021 as follows:

Date	Time
Tuesday 2 March	1.00pm
Tuesday 4 May	1.00pm
Tuesday 29 June	1.00pm
Tuesday 31 August	1.00pm
Tuesday 2 November	1.00pm
Tuesday 30 November	1.00pm

COMMITTEE DECISION ITEM 5.7

Moved: Cr Topelberg, Seconded: Cr Gontaszewski

That the recommendation be adopted.

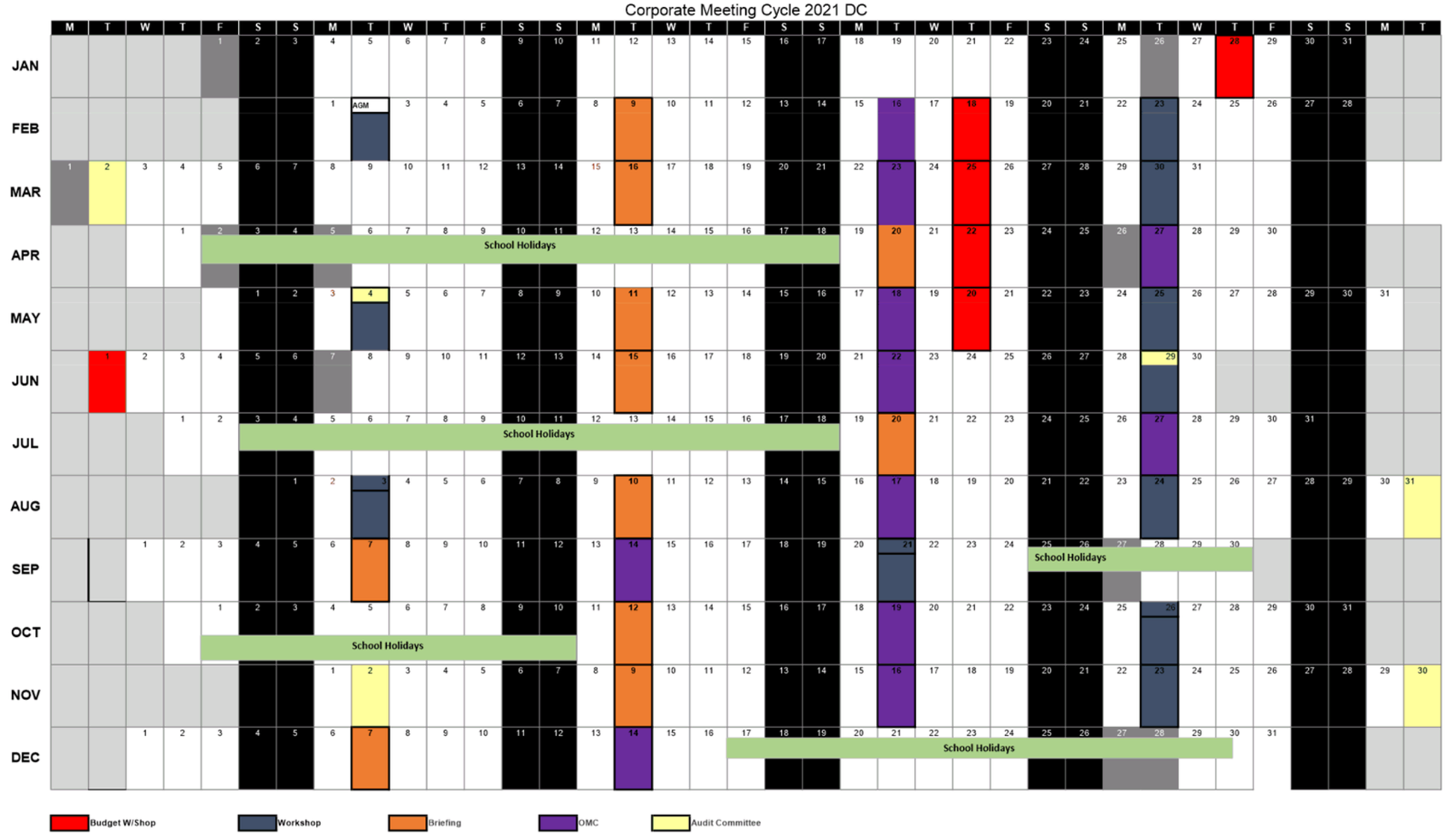
CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Topelberg, Cr Wallace, Mr Piper and Cr Gontaszewski

Against: Nil

(Cr Loden was an apology for the Meeting.)

Corporate Meeting Cycle 2021 DC



6 GENERAL BUSINESS

- The appointment of a new external member is being recommended to Council at its 20 October 2020 Council Meeting; and
- An update on the Office of the Auditor General external audit was provided.

7 NEXT MEETING

- Presentation from the OAG on the ICT audit findings
- External audit exit meeting – OAG to attend
- Review of the OAG – Waste Management – Service Delivery report
- Update on emerging safety risk of ageing / unsafe assets at Leederville Oval grandstand, Beatty Park grandstand and Litis Stadium grandstand and buildings
- Progress update on the completion of the two significant audit findings in the OAG ICT audit
- Regulation 5 and Regulation 17 review report and recommendations

8 CLOSURE

There being no further business the meeting closed at approximately 2.30pm.

These Minutes were confirmed by the Audit Committee as a true record and accurate of the Audit Committee meeting held on 20 October 2020.

Signed: Mr Conley Manifis

Dated

11.1 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDMENTS - PURCHASING POLICY

Attachments:
1. **Summary of Submissions**
2. **Purchasing Policy - Updated 2020 - marked up copy**
3. **Purchasing Policy - Updated 2020 - clean copy**

RECOMMENDATION:

That Council:

1. NOTES the community submission received in relation to amendments to the Purchasing Policy, at Attachment 1; and

2 ADOPTS the Purchasing Policy at Attachment 2.

COUNCIL DECISION ITEM 11.1

Moved: Cr Loden, Seconded: Cr Smith

That the recommendation be adopted.

CARRIED UNANIMOUSLY (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.)

SUMMARY OF SUBMISSIONS ON POLICIES

Amendments to Purchasing Policy

Summary of public comment	Administration's response
SUBMISSION 1	
Is the City's current practice to not procure from employers listed on the Workplace Gender Equality Agency's non-compliant list?	This will become the City's standard practice with adoption of these policy amendments.
SUBMISSION 2	
I do not support the proposed changes to the policy as they stand. Essentially the new wording is a collection of virtue-signalling statements which are ambiguous and give no direct guidance to the staff as to how they will be applied. The danger then becomes that the staff apply these values on an ad hoc, inconsistent basis, ignoring the prime requisite which is to provide value for money.	It is best practice to apply a principle-based approach, supported by appropriate management practices. The issue with being two prescriptive at the outset of the policy is that staff have no indications as to how to approach unusual or unexpected scenarios. The City's internal Purchasing Framework, procurement training, procurement induction and purchasing process specify the exact processes staff are to undertake when procuring goods and / or services on behalf of the City. These documents ensure that procurements are undertaken in a consistent and transparent manner with a focus on value for money. Value for money remains the number one objective.
It is good to see that 'value for money' remains the number one objective of this policy.	Noted.

The attempt to somehow align the policy with the Strategic Community Plan is 'try hard' attempt to sound warm and fuzzy without actually adding anything concrete to the policy. Some of the links are tenuous at best, and there is no guidance, or any level of transparency as to how each of these strategic priorities will be used in decision making.	The amendments to the Purchasing Policy focus on value for money; sustainable procurement; buying local; supporting Aboriginal and Torres Strait Islander businesses and Disability Enterprises; and gender equality. All of these items align with the key priority areas in the Strategic Community Plans. Elected Members explicitly requested administration to demonstrate alignment of this policy to the SCP's outcomes.
I also find it somewhat peculiar that the council proposes adding a statement on Sustainable Procurement given that the Council removed a much more comprehensive section on Sustainable Procurement from the policy on 6 March 2018 without any comment (Item 11.5). It is good that the new section does say that 'sustainable considerations' must be balanced against 'value for money', however there is no guidance to the staff as to how this may be done.	The comprehensive section on sustainability that was removed on 6 March 2018 has been retained within the City's Purchasing Framework. This is a policy document, not a procedural one. The City's internal Purchasing Framework, procurement training, procurement induction and purchasing process guide staff on how to incorporate sustainability when evaluating quotations or proposals.
If the City is looking for criteria that can be used when proposals of equal value for money are made, and some way of choosing a preferred supplier, it could consider the 'FairTrade' system as a deciding factor. 'FairTrade' is a well-established system that tries to ensure that producers in developing countries are treated in a fair and equitable way.	Considering fair trade when awarding contracts is important. Item 1. - Value for Money in the Policy refers to purchasing goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility. This includes the consideration of fair trade where applicable.
It is good to see that the 'Buy Local' section simply says the city will encourage local businesses, and will look to 'not unfairly disadvantage local businesses'. This triple negative is just an expression of intent without any commitment to do anything. It could say that where different proposals offer exactly the same value for money, the City will give preference to local businesses.	The City's current practice is to incorporate buying local in all value for money evaluations. The City is committed to supporting local businesses and is currently using the VendorPanel Marketplace platform to assist staff in linking with local suppliers.
The section on 'Aboriginal and Disability enterprises' is vague. It suggests that the City will acquire goods and services without any regard to value for money. Similarly to the 'buy local' section, it could say that where different proposals offer exactly the same value for money the City will give preference to Aboriginal and Disability Enterprises.	The City recognises the importance of supporting Aboriginal and Torres Strait Islander businesses and Disability Enterprises however, the first objective of the Policy and a requirement in the Local Government (Functions and General) Regulations is to demonstrate that value for money is attained.
There is also no definition as to how 'Aboriginal and Disability Enterprises' will be identified. At least Section 6.6 does identify how Aboriginal Businesses are identified.	There are standard protocols relating to the identification of Aboriginal and Disability Enterprises which apply to State and Local Government. More information can be found on the WA Government's website, at "Could my

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	purchase provide a social benefit for the WA community?" or by contacting WALGA.
Section 6.4 - $200 to $5000. The sentence 'Where a written quote is not feasible a written note of a verbal quotation is to be recorded should be dropped.' We have seen too many examples of dodgy purchasing practices in Western Australia in recent years, and the use of email is all pervasive. It is far better to force an email to be sent, which has much more evidentiary power than some scribbled note purporting to be a record of a soon forgotten telephone conversation. If somebody wants to sell something to the city for $5,000 they should be prepared to give a written quote, even if it only via a simple, traceable email.	As stated in the Policy, the requirement is for staff to seek two written quotations. A verbal quotation will only be accepted if there is documentation of the verbal quotation and the officer provides in writing the reason a written quotation could not be obtained on that occasion.
Section 6.6. Tendering Exemptions: The clause says that tenders do not have to be publicly invited for contracts over $250,000 in a number of instances. It then gives an example of purchases from a person registered on the WA Aboriginal Business Directory, but this only applies where the contract is less than $250,000. There is a contradiction – it can't be both more than $250,000 and less than $250,000 at the same time. The section should be restructured and the third dot point moved to a section of its own. The current Aboriginal Business Directory only shows 2 businesses with 500km of Perth – a mining/civil contractor, and grader hire. The system is undergoing change so there may be more. The section also grants exemptions for Australian Disability Enterprise. For the avoidance of any suspicion that such organisation have received a contract which has not been the best value for money, particularly as the section does not require testing the market through a tender, I think that these two types of exemption should be removed and elsewhere it should state that 'where similar value for money assessments have been made preference will be given to … While Regulation 11 (2) says that tenders do not have to be publicly invited, there is no prohibition on going to tender.	The exemptions listed in the Policy refers to Regulation 11 (2) (h) of the Local Government (Functions and General) Regulations. WALGA has raised with the Department of Local Government Sport and Cultural Industries that there is an inconsistency in relation to tender thresholds for Aboriginal enterprises, however they have been advised that this will not be reviewed until the Local Government Act review is completed. The City recognises the importance of supporting Aboriginal and Torres Strait Islander businesses and Disability Enterprises however, both the policy and Local Government Regulations state that value for money must be demonstrated prior to awarding a contract

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PURCHASING POLICY

CITY OF VINCENT

RESPONSIBLE DIRECTORATE	**COMMUNITY & BUSINESS SERVICES**
RESPONSIBLE TEAM	Financial Services
RESPONSIBLE OFFICER	Jeremy Chalmers
AFFECTED TEAMS	All City of Vincent Directorates
LEGISLATION / LOCAL LAW REQUIREMENTS	Local Government Act 1995 Local Government (Function and General) Regulations 1996
RELEVANT DELEGATIONS	Delegation 2.2.14 – Expressions of interest for goods or services Delegation 2.2.15 – Tenders for goods and services
RELATED POLICY PROCEDURES AND DOCUMENTS	Procurement Framework: https://intranet.vincent.wa.gov.au/documents/1786/procurement-framework

PURPOSE

To ensure that the City of Vincent's (**City's**) procurement practices and processes are compliant with relevant legislation and best practice.

OBJECTIVES

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that value for money is attained for the City;
- are compliant with relevant legislation, codes and standards, including the *Local Government Act 1995* (**Act**) and the *Local Government (Functions and General) Regulations 1996*, (**Regulations**);
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the City;
- demonstrate probity by establishing consistent processes that promote openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- ensure that goods and services to be procured are necessary and fit for purpose;
- properly evaluate and consider the safety and health characteristics of any goods/services prior to being introduced into the City's workplaces;
- are supported by Budget provisions or comply with section 6.8(1) of the Act; and
- are conducted in a consistent and efficient manner across the City and that ethical decision making is demonstrated.

The Policy will consider the priority areas of the **Strategic Community Plan** and will enhance the City's strategies through our purchasing and tendering decisions. The Policy will deliver:

- *Thriving Places* through our buy local practices;
- *Connected Communities* through a focus on gender equality and social enterprises owned and operated

by Aboriginal and Torres Strait Islander people or people with disabilities;

- *Enhanced Environment* through our commitment to sustainable procurement that minimises negative social and environmental impacts;
- *Innovative and Accountable* by promoting openness, transparency, fairness and equity to all potential suppliers and our focus on value for money;
- *Accessible City* and *Sensitive Design* through our commitment to ensuring the safety requirements and the evaluation of risk is associated with purchasing goods and/or services from suppliers and that non-cost factors such as fitness for purpose, quality, delivery, service, support and sustainability impacts are considered;

SCOPE

The policy covers all purchasing requirements for all directorates within the City of Vincent.

POLICY

1. VALUE FOR MONEY

Value for money is the difference between the total benefit derived from a good or a service against its total cost, when assessed over the period the goods or services are to be used. Achieving best value for money at the individual purchase level requires that assessments consider cost and non-cost factors, where relevant, the overall objective of the procurement and make a value judgement about the best outcome.

In addition to a qualitative assessment of the procurement, an assessment of the value for money outcome for any purchasing process should consider:

- an initial needs assessment to determine the ongoing relevance and necessity for the procurement and mode of delivery;
- the up-front, after purchase and fit-for-purpose costs and risks associated with the procurement;
- all relevant total costs of ownership and benefits including up-front price, transaction costs associated with acquisition, delivery, use, holding, maintenance and disposal (including where appropriate residual or resale values);
- overall objectives of the procurement and outcome being sought. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- non-cost factors such as fitness for purpose, quality, delivery, service, support and sustainability impacts.
- the supplier's financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the City's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

PURCHASING POLICY

CITY OF VINCENT

2. SUSTAINABLE PROCUREMENT

The City is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and processes that minimise negative social and environmental impacts while maximising social and environmental benefits. These considerations must however, be balanced against value for money outcomes to ensure the City's economic viability, essential to its long term sustainability. Practically, sustainable procurement means the City shall endeavour at all times to identify and procure products and services that have been determined as necessary for the achievement of Strategic Community Plan priorities of enhanced environment. Where practical, the City will endeavour to procure in a manner which takes into account the lifecycle cost of a product by considering the sustainability rating of the product or service provider.

3. BUY LOCAL

The City is committed to the ongoing support of local City of Vincent business and, as much as practicable, the City will consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses. Requests for Quotations and Tenders will be structured to encourage local businesses to bid and consider the indirect benefits that have flow on benefits for local suppliers.

4. ABORIGINAL AND TORRES STRAIT ISLANDER BUSINESSES AND DISABILITY ENTERPRISES

In recognition of the potential for government procurement to assist in supporting Aboriginal and Torres Strait Islander businesses and Disability Enterprises to grow, which in turn can support the growth of jobs for Aboriginal people and people living with a disability, the City, where practicable, will endeavour to procure goods and/or services from Aboriginal Businesses and Disability Enterprises.

5. GENDER EQUALITY

In recognition of the City's commitment to promoting workplace gender equality, the City, where practicable, will not procure any goods and/or services from employer's listed on the Workplace Gender Equality Agency's Non-Compliant List.

6. PURCHASING REQUIREMENTS

6.1 Values

Purchasing that is **$250,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 6.4 of this Purchasing Policy.

Purchasing that **exceeds $250,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tendering exemption, as stated under section 6.6 of this Policy is not deemed to be suitable.

6.2 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the City will continue to purchase a

PURCHASING POLICY

CITY OF VINCENT

particular category of goods, services or works and what total value is or could be reasonably expected to be purchased; and

3. If a purchasing threshold would be reached within three years for a particular contract for procurement, then the purchasing requirement under the relevant threshold (including the tender threshold) would need to be considered.

6.3 Purchasing from Existing Contracts

Where the City has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows.

6.4 Purchasing Thresholds

In addition to the other policy provisions, the table below prescribes the purchasing request process to be applied based on the proposed purchase value:

Purchase Value Threshold	Purchasing Requirement Open Market	Purchasing Requirement Pre-Qualified Suppliers
Up to $200	Direct Purchase from the open market with zero quotations required. This purchasing method is suitable where the purchase is in a known market or is very low risk and where the cost of seeking quotes would be unreasonable on a cost to benefit analysis basis.	Purchase directly from: • an existing panel of pre-qualified suppliers administered by the City; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; with zero quotations required.
Over $200 and up to $5,000	Seek two written* quotations from the open market. Officers may use their general knowledge of the market, advertisements, in-store price comparisons, catalogues, supplier web sites and any other reasonable means to determine whether the purchase represents value for money. *Where a written quote is not feasible a written note of the verbal quotation is to be recorded.	Purchase directly from: • an existing panel of pre-qualified suppliers administered by the City; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; requiring ~~one~~ two written quotations. *Where ~~a~~ written quotations ~~quote~~ are ~~is~~ not feasible a written note of the verbal quotations is to be recorded.
Over $5,000 and up to $20,000	Seek two written quotations from the open market. Officers may use their general knowledge of the market, advertisements, in-store price comparisons, catalogues, supplier web sites and any other reasonable means to determine whether the purchase represents value for money. Different suppliers should be used from time to time to test value for money for regular purchases.	Purchase directly from: • an existing panel of pre-qualified suppliers administered by the City; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; requiring ~~one~~ two written quotations. ~~Officers should seek more than one direct quotation if they are not satisfied that their first choice of supplier would represent value for money.~~

Over $20,000 and up to $50,000	Seek three written quotations from the open market including a brief outlining the specified requirement.	Seek two written quotations including a brief outlining the specified requirement from either: • an existing panel of pre-qualified suppliers administered by the City; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA.
Over $50,000 and up to $250,000	Seek at least three written quotations from the open market by formal invitation under a Request for Quotation (RFQ), containing pricing schedule and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.	Seek three written quotations from a pre-qualified panel of suppliers (whether administered by the City through the WALGA preferred supply program or State Government CUA). A formal Request for Quotation (i.e. City of Vincent template, WALGA Template or State Government CUA template) must be used. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.
Over $250,000	Conduct a public Request for Tender process in accordance with Part 4 of the *Local Government (Functions and General) Regulations 1996,* this policy and the City's tender procedures. **(Council Approval)**	Where the purchase is expected to be over $250,000: Obtain at least three written quotations from suppliers by formal invitation under a Request for Quotation (RFQ), containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.

6.5 Sole Source of Supply

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources and goods/services must be made, with a written confirmation of this recorded.

Once determined, the justification for a sole source of supply must be endorsed by the Chief Executive Officer or Director, prior to a contract being entered into, or a purchase order raised.

6.6 Tendering Exemptions

The City limits the discretion from the requirement to call tenders provided under section 11(2) of the Regulations, to values over $250,000. Accordingly, tenders do not have to be publicly invited for contracts over $250,000 in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA).
- the purchase is from a Regional Local Government or another Local Government;

- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth $250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a Panel established by the City; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

~~In circumstances that do not meet the requirements of section 11(2) of the Regulations and where it can be demonstrated to the satisfaction and approval of the CEO, that value for money outcomes will not be achieved or some other relevant imperative, public tenders will not need to be invited for contracts expected to be worth more than $250,000.~~

6.7 Council Approvals

The Regulations provide that Council is required to Accept tenders (subject to approved Delegations of Authority). For the avoidance of doubt, Council approval is not required for the provision of goods or services when public tenders are not required to be invited (and are not invited), providing the expenditure is authorised through the annual budget or approved in accordance with section 6.8(1) of the Act.

Section 13 of the Regulations specify that if:

"a local government, although not required by this Division to invite tenders before entering into a contract for another person to supply goods or services, decides to invite tenders, the tenders are to be publicly invited to the requirements of this Division."

7. PANELS OF PRE-QUALIFIED SUPPLIERS

7.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the City determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the City has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The City will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

7.2 Application

If the City determines it beneficial for a Panel to be created, it must do so in accordance with Part 4, Division 3 of the *Local Government (Functions and General) Regulations 1996.*

7.3 Purchasing from the panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

The City will take into account its purchasing thresholds when distributing work among panel members.

Each quotation process, including the invitation to quote, communications with panel members, quotations

PURCHASING POLICY

CITY OF VINCENT

received, evaluation of quotes and notification of award (via purchase order) communications must all be captured on the City's electronic records system. A record is to be maintained for each quotation process made under each Panel that captures all communications between the City and Panel members.

8. RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the City's Records Management Policy and associated procurement procedures.

OFFICE USE ONLY	
INITIAL COUNCIL ADOPTION	Date: <Approval Date>, Ref# <TRIM Ref>
REVIEWED / AMENDED	Date: <approval Date>, Ref#: <TRIM Ref>
NEXT REVIEW DATE	Date: <review Date>,

PURCHASING POLICY

CITY OF VINCENT

PURCHASING POLICY

CITY OF VINCENT

RESPONSIBLE DIRECTORATE	**COMMUNITY & BUSINESS SERVICES**
RESPONSIBLE TEAM	Financial Services
RESPONSIBLE OFFICER	Jeremy Chalmers
AFFECTED TEAMS	All City of Vincent Directorates
LEGISLATION / LOCAL LAW REQUIREMENTS	Local Government Act 1995 Local Government (Function and General) Regulations 1996
RELEVANT DELEGATIONS	Delegation 2.2.14 – Expressions of interest for goods or services Delegation 2.2.15 – Tenders for goods and services
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- demonstrate probity by establishing consistent processes that promote openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- ensure that goods and services to be procured are necessary and fit for purpose;
- properly evaluate and consider the safety and health characteristics of any goods/services prior to being introduced into the City's workplaces;
- are supported by Budget provisions or comply with section 6.8(1) of the Act; and
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- *Innovative and Accountable* by promoting openness, transparency, fairness and equity to all potential suppliers and our focus on value for money;
- *Accessible City* and *Sensitive Design* through our commitment to ensuring the safety requirements and the evaluation of risk is associated with purchasing goods and/or services from suppliers and that non-cost factors such as fitness for purpose, quality, delivery, service, support and sustainability impacts are considered;

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The policy covers all purchasing requirements for all directorates within the City of Vincent.

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- overall objectives of the procurement and outcome being sought. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- non-cost factors such as fitness for purpose, quality, delivery, service, support and sustainability impacts.
- the supplier's financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
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PURCHASING POLICY

CITY OF VINCENT

2. SUSTAINABLE PROCUREMENT

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4. ABORIGINAL AND TORRES STRAIT ISLANDER BUSINESSES AND DISABILITY ENTERPRISES

In recognition of the potential for government procurement to assist in supporting Aboriginal and Torres Strait Islander businesses and Disability Enterprises to grow, which in turn can support the growth of jobs for Aboriginal people and people living with a disability, the City, where practicable, will endeavour to procure goods and/or services from Aboriginal Businesses and Disability Enterprises.

5. GENDER EQUALITY

In recognition of the City's commitment to promoting workplace gender equality, the City, where practicable, will not procure any goods and/or services from employer's listed on the Workplace Gender Equality Agency's Non-Compliant List.

6. PURCHASING REQUIREMENTS

6.1 Values

Purchasing that is **$250,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 6.4 of this Purchasing Policy.

Purchasing that **exceeds $250,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tendering exemption, as stated under section 6.6 of this Policy is not deemed to be suitable.

6.2 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the City will continue to purchase a

PURCHASING POLICY

CITY OF VINCENT

particular category of goods, services or works and what total value is or could be reasonably expected to be purchased; and

3. If a purchasing threshold would be reached within three years for a particular contract for procurement, then the purchasing requirement under the relevant threshold (including the tender threshold) would need to be considered.

6.3 Purchasing from Existing Contracts

Where the City has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows.

6.4 Purchasing Thresholds

In addition to the other policy provisions, the table below prescribes the purchasing request process to be applied based on the proposed purchase value:

Purchase Value Threshold	Purchasing Requirement Open Market	Purchasing Requirement Pre-Qualified Suppliers
Up to $200	Direct Purchase from the open market with zero quotations required. This purchasing method is suitable where the purchase is in a known market or is very low risk and where the cost of seeking quotes would be unreasonable on a cost to benefit analysis basis.	Purchase directly from: • an existing panel of pre-qualified suppliers administered by the City; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; with zero quotations required.
Over $200 and up to $5,000	Seek two written* quotations from the open market. Officers may use their general knowledge of the market, advertisements, in-store price comparisons, catalogues, supplier web sites and any other reasonable means to determine whether the purchase represents value for money. *Where a written quote is not feasible a written note of the verbal quotation is to be recorded.	Purchase directly from: • an existing panel of pre-qualified suppliers administered by the City; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; requiring two written quotations. *Where written quotations are not feasible a written note of the verbal quotations is to be recorded.
Over $5,000 and up to $20,000	Seek two written quotations from the open market. Officers may use their general knowledge of the market, advertisements, in-store price comparisons, catalogues, supplier web sites and any other reasonable means to determine whether the purchase represents value for money. Different suppliers should be used from time to time to test value for money for regular purchases.	Purchase directly from: • an existing panel of pre-qualified suppliers administered by the City; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; requiring two written quotations.

Over $20,000 and up to $50,000	Seek three written quotations from the open market including a brief outlining the specified requirement.	Seek two written quotations including a brief outlining the specified requirement from either: • an existing panel of pre-qualified suppliers administered by the City; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA.
Over $50,000 and up to $250,000	Seek at least three written quotations from the open market by formal invitation under a Request for Quotation (RFQ), containing pricing schedule and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.	Seek three written quotations from a pre-qualified panel of suppliers (whether administered by the City through the WALGA preferred supplyprogram or State Government CUA). A formal Request for Quotation (i.e. City of Vincent template, WALGA Template or State Government CUA template) must be used. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.
Over $250,000	Conduct a public Request for Tender process in accordance with Part 4 of the *Local Government (Functions and General) Regulations 1996,* this policy and the City's tender procedures. **(Council Approval)**	Where the purchase is expected to be over $250,000: Obtain at least three written quotations from suppliers by formal invitation under a Request for Quotation (RFQ), containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.

6.5 Sole Source of Supply

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources and goods/services must be made, with a written confirmation of this recorded.

Once determined, the justification for a sole source of supply must be endorsed by the Chief Executive Officer or Director, prior to a contract being entered into, or a purchase order raised.

6.6 Tendering Exemptions

The City limits the discretion from the requirement to call tenders provided under section 11(2) of the Regulations, to values over $250,000. Accordingly, tenders do not have to be publicly invited for contracts over $250,000 in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA).
- the purchase is from a Regional Local Government or another Local Government;

- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth $250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a Panel established by the City; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

6.7 Council Approvals

The Regulations provide that Council is required to Accept tenders (subject to approved Delegations of Authority). For the avoidance of doubt, Council approval is not required for the provision of goods or services when public tenders are not required to be invited (and are not invited), providing the expenditure is authorised through the annual budget or approved in accordance with section 6.8(1) of the Act.

Section 13 of the Regulations specify that if:

"a local government, although not required by this Division to invite tenders before entering into a contract for another person to supply goods or services, decides to invite tenders, the tenders are to be publicly invited to the requirements of this Division."

7. PANELS OF PRE-QUALIFIED SUPPLIERS

7.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the City determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the City has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The City will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

7.2 Application

If the City determines it beneficial for a Panel to be created, it must do so in accordance with Part 4, Division 3 of the *Local Government (Functions and General) Regulations 1996.*

7.3 Purchasing from the panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

The City will take into account its purchasing thresholds when distributing work among panel members.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award (via purchase order) communications must all be captured on the City's electronic records system. A record is to be maintained for each quotation process made under each Panel that captures all communications between the City and Panel members.

PURCHASING POLICY

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8. RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the City's Records Management Policy and associated procurement procedures.

OFFICE USE ONLY	
INITIAL COUNCIL ADOPTION	Date: <Approval Date>, Ref# <TRIM Ref>
REVIEWED / AMENDED	Date: <approval Date>, Ref#: <TRIM Ref>
NEXT REVIEW DATE	Date: <review Date>,

PURCHASING POLICY

CITY OF VINCENT

12.5 UPDATED PROJECT PLANS FOR 5 STRATEGIC PROJECTS IN THE CORPORATE BUSINESS PLAN 2020/21 - 2023/24

Attachments:

1. **Leederville Activity Centre Plan**
2. **Marketing Plan and Communications Plan**
3. **Community Engagement Framework**
4. **Britannia North West Reserve Development Plan**
5. **Beatty Park 2062**

RECOMMENDATION:

That Council APPROVES the updated project plans for the following 5 Strategic Projects in the Corporate Business Plan 2020/21 – 2023/24:

- **Leederville Activity Centre Plan;**
- **Beatty Park 2062;**
- **Marketing Plan and Communications Plan;**
- **Community Engagement Framework; and**
- **Britannia Reserve West Development Plan.**

COUNCIL DECISION ITEM 12.5

Moved: Cr Topelberg, Seconded: Cr Loden

That the recommendation be adopted.

CARRIED UNANIMOUSLY (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.)

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PROJECT ON A PAGE

Health	Time	Cost	Quality	% Complete	Start	Finish
!	!	✓	✓	30% !	30/01/19	31/10/21

Project Name:	Leederville Activity Centre 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 *select from drop down*	Not Applicable		**Expenditure Type:**	New	**Container & Record No:** D20/250, SC3380, SC3196

		OBJECTIVE	STATUS UPDATE	Key Impacted Stakeholders
Timeframe:	1 Year	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.	In order to fully involve Leederville Connect in the engagement process, there has been a delay to the project that was not accounted for during scoping. A further delay was incurred by Administration to rework a presentation to Council. Next step is to present the draft ACP to Council members for feedback. This is likely to occur at the first workshop in 2021.	• 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; • Relevant State Government Agencies; and
Decision Maker	Council			
Project Classification: 41	Major or Complex			
% of FTE Time pw (project manager + Team)	45%			

		Key Risks (what may happen)	Key Issues (what has been identified)
Total FTE cost (estimated):	0.45 current FTE		
Project Cost:	$ 176,000.00	• Leederville community experiencing consultation fatigue; • Key stakeholders' agreement; and • WAPC not satisfied with process or resulting draft.	• Community understanding of the role of the plan; and • Various stakeholders opposing interests.
Account No.	2.2532		

	Project Milestones and Forecast Expenditure *(Optional Phasing and Gantt Charts tabs available)*	Comments	2019/20 Budget	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2020/21 JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2021/22 JUL	AUG	SEPT	OCT	NOV	DEC
1.	***Part One: Where are we now? (Data Collection and SWOT Analysis)***		*40,000*																													
1.1	*Project initiation meeting with the City of Vincent.*	*Jan-19*																														
1.2	*Meet with the City's Transport Consultant in relation to the Movement Key Focus Area.*	*Feb-19*																														
1.3	*Provide a context report relating to the Key Focus Areas and a SWOT analysis.*	*Apr-19*																														
2	***Part Two: Where do we want to be? (Vision and Priorities)***		*104,000*																													
2.1	*Preprare a draft stakeholder engagement plan.*	*Apr-19*																														
2.2	*Provide context report and SEP to Council for feedback & finalise following feedback.*	*Apr-19*																														
2.3	*Work with Town Team Leederville Connect on community consultation*																															
2.4	*Undertake community consultation - Design Leederville*																															
2.5	*Review submissions and include in ACP and Place Plan*																															
2.6	*Provide Outcomes of Design Leederville to Council for feedback*																															
2.7	*Present Outcomes of Design Leederville to Council*																															
3	***Part Three: How do we get there?***		*22000 carry fwd*																													
3.1	*Prepare City Information Model*																															
3.2	*Present City Information to Council*																															
3.3	*Prepare Opportunity Mapping for Council*																															
3.4	*Provide Opportunity Mapping to Council for feedback*																															
3.5	*Discuss Opportunity Mapping at Council Workshop*																															
3.6	*Update Stakeholder Engagement Plan for formal consultation*																															
3.7	*Draft the Activity Centre Plan*																															
3.8	*Present the Draft Activity Centre Plan to Council with SEP and finalise based on feedback*																															
4	***Part Four: Have we got it right? (Formal Stakeholder Engagement)***		*10000 carry fwd*																													
4.1	*Present the draft ACP to the technical Stakeholder Group*																															
4.2	*Undertake formal community consultation*																															
4.3	*Provide a report on the engagement and any recommended mofications to address feedback*																															
4.4	*Present the report and results of engagement to Council for feedback*																															
4.5	*Finalise the draft ACP based on feedback*																															
5	***Part Five: Formal Submission of the Activity Centre Plan to the WAPC***		-																													
5.1	*Provide a report and necessary documentation and submit the draft ACP to the WAPC*																															
		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. **Project success is:** • 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?** • 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 sustainable achieve it.	**What the project delivers:** • 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 ENHANCED ENVIRONMENT · ACCESSIBLE CITY · CONNECTED COMMUNITY · THRIVING PLACES · SENSITIVE DESIGN · INNOVATIVE & ACCOUNTABLE

CITY OF VINCENT

PROJECT ON A PAGE

Health	Time	Cost	Quality	% Complete	Start	Finish
✓	✓	✓	✓	30%	19/02/20	03/04/20

Project Name:	Marketing Plan	**Project Status**	**Project Manager:**	Rosslind Ellis	**Directorate:** Community & Business Services
Corporate Business Plan 20/21/-23/24 Strategic Project	CBP No 26	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:** D20/7417

		OBJECTIVES	STATUS UPDATE	Key Impacted Stakeholders
Timeframe:	weeks	Description : Delivery of a Marketing Plan The City currently delivers projects, consultations and council communications based on an annual calendar, needs of City projects and Mayoral requests. Creation of a Marketing Plan that defines Strategic communications and community engagement requirements, aligned to SCP and with appropriate measures and reporting.	Clarity Communications Engaged to conduct stakeholder analysis and gap analysis. Recommendations have been presented across the following 8 categories: Strategy — Roles and Responsibilities Brand and Tone of Voice — Resourcing Audience — Messaging Structure and Planning — Reporting Success	- Council - Mayor as spokesperson - Internal project managers - Residents - Businesses
Decision Maker	Council			
Project Priority	Highest Priority			
Project Size	Large			
% of FTE Time pw (project manager + Team)	30%			

		Key Risks (what may happen)	Key Issues (what has been identified)
Total FTE cost (estimated):	$ 41,550.24	If the City moves to a Council endorsed style guide there will be issues relating to deviation from the guide for the purpose of larger campaigns Expectations need to managed as to what is achievable with a small team.	Agility needs to be built into any plans as marketing and technology need to adaptable to change. Service level agreements need to be created and endorsed by Exe and Council to ensure delivery standard based on the resources available.
Project Cost: (budget)	$60,000		
Account No.			

	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
1	Independent workshops and review	August/September	$ 5,500.00		■	■												
2	Marketing Plan Development	October/November	$ 5,000.00				■	■										
3	Endorsement and sense checking of plan	24-Nov	$ -					■										
4	Council Endorsement	15-Dec	$ -						■									
5	Communication Resourcing review	28-Feb	$ -						■	■	■							
6	Brand Personality Development	30-Apr	$ 8,000.00								■	■	■					
7	Channel Strategy Development	30-Apr	$ 8,000.00								■	■	■					
8	Service Level Agreement Development	09-Jun	$ 1,500.00											■	■			
		Total	$ 28,000.00															

KPI's, Benefits & Project Success Indicators	Deliverables
How is success measured e.g.. timeframe, budget, targets *Benefits:* • clarification on desirable outcomes for the marketing team SLA for Mayor and Project Managers Correct resourcing in areas of high importance	**What the project delivers:** A defined approach to Marketing and Communications that is agreed by Council and can be delivered within the resourcing and budget provisions.
Project Success is: Complete of a marketing plan, endorsed by Council and operationalised into the business.	**SCP Priority aligned to the project:** CONNECTED COMMUNITY, THRIVING PLACES
We will remain as the status quo and continue to utilise the existing marketing tools and process	

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
Review of digital tool tech support Role review to deliver to Council priorities Role clarity and provision of place marketing outcomes	4.1.11 Council Logo 4.1.20 Social Media Protocol 4.1.25 Media	Project management tool support (current state ASANA) Webform and job tracking improvements Meta data based photo management

What's Out of Scope?

Conmmunity Constulation policy review and tool box development

PROJECT ON A PAGE APPROVAL PROCESS

1. Forward the Business Case and Project Plan to the Director for approval and endorsement.
2. Forward the Director approved Project on a Page to the PMO team in the Office of the CEO (projects@vincent.wa.gov.au) who will then submit to Executive Management Committee (EMC) for approval, then included in draft budget for Councils for FINAL approval then inform you of the decision and approval to commence project.

	Project Manager	Accountable Executive Director / CEO	Approved by EMC	
Name	Rosslind Ellis	ED Community &Business Services	Status (approved/declined) and Priority	
Signature			Reason/Comment	
Date			Date	

Next steps after receiving EMC approval:	
1.	Take the time to review the Project on a Page and Risk Register in detail to ensure accuracy and include any recommendations from the approving authority. Note: Planning a project should take up to 30% of the overall timeframe.
2.	Have the Director confirm any changes to the Project on a Page and provide a copy to the Project Management Office team.
3.	The Project Management Office team will enter the details of the project into Content Manager and provide you with access. Training can also be provided if required.
4.	Finance will review and funding will be released and assigned to the project.
5.	Commence the project and procurement (if required) and project delivery.

Key Project information		
Related project(s)	Current year:	Art Development Action Plan, Major Public Art Acquisition
	Prior year:	
List Content Manager references of related key documents		Art Development Action Plan 2018/20

Systems setup checklist (Completed by Finance)			
Project set up form validated		Date	
Project account created		Date	

Budget Phasing	2020/21												Total
Revenue Type (000's)	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Municipal				5500.	5000.					16000.		1500.	$ 28,000.00
Grants													$ -
Contributions													$ -
Reserve													$ -
Loan / Borrowing													$ -
Other													$ -
Total													$ -
Expenditure (Planned) (000's)	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Consultancy costs or additional resourcing only)													
Materials, contracts & professional services													
Utilities													$ -
(specify)													$ -
Total expenditure													

Funding Sources	Year 1 2020/21	Year 2 2021/22	Year 3 2022/23	Year 4 2023/24	Total
Municipal	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 400,000.00
Grants					$ -
Contributions					$ -
Reserve					$ -
Loan / Borrowing					$ -
Other					$ -
Total					$ -
Capital or Operating Project Budget (Excludes GST)					**Total**
Consultants or additional resourcing costs					$ -
Materials. contracts & professional services					$ -
Utilities					$ -
(specify)					$ -
Total expenditure					$ -

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	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: Strategy & Development
Corporate Business Plan 20/21 – 23/24 Strategic Project	CBP No. 10	Project Planning	Executive Sponsor:	ED Strategy & Development	Service Area: Policy & Place
Asset Class *select from drop down*	Not Applicable		Expenditure Type:	Not Applicable	Container & Record No: SC3511 D20/3361

		OBJECTIVES	STATUS UPDATE	Key Impacted Stakeholders
Timeframe:	18 months	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.	A Workshop with Council was held on 3 Novemeber 2020 to identify the problem definition and the vision for the community engagement framework. A workshop with Administration will be held to discuss the same topics in November, followed by a workshop with community members in December or January.	• Planning staff; • Project staff in all Business Units; • Records staff; • Council; • Community; and • Digital marketing staff
Decision Maker	Council			
Project Classification: 34	Minor			
% of FTE Time pw (project manager + Team)	25%			

		Key Risks (what may happen)	Key Issues (what has been identified)
Total FTE cost (estimated):	0.25 of current FTE	• Over-complication of framework, policy and materials; and • Rejection by community and/or key stakeholders	• 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.
Project Cost: (budget)	Nil ($20,000 pending quarterly budget review)		
Account No. (Finance to allocate)	N/A		

	Project Milestones and Forecast Expenditure *(Optional Phasing and Gantt Charts tabs available)*	Comments	Budget	19/20	2020 / 21 JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2021/22 JUL	AUG	SEP	OCT	NOV	Dec	JAN	FEB
1	Review information prepared to date and determine what should be included in the project going forward.	*Completed*																						
2	Undertake workshops with Council and administration staff to understand problem definition and to identify common themes, opinions and attitudes towards current practices, establish what the Council and administration believes high quality community engagement looks like, and what their expectation of participation would be for projects delivered by the City.	*Workshop with Council completed*																						
3	Undertake community workshops to identify common themes, opinions and attitudes towards current practices, establish what the community believes high quality community engagement looks like, and what their expectation of participation would be for projects delivered by the City.																							
4	Prepare draft Community Engagement Charter (CEC).																							
5	Present draft CEC at 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 at 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. The amendments to the policy and supporting materials to be informed by adopted CEC and previous workshops.																							
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:* • 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:** • New community engagement framework (charter) • New policy framework • Tools and templates for staff • Staff training CONNECTED COMMUNITY INNOVATIVE & ACCOUNTABLE
Project Success is: • 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? • 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.

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PROJECT ON A PAGE

Health	Time	Cost	Quailty	Start	Finish
!	!	!	!	12/11/2019	30/06/22

Project Name:	Britannia North West Reserve Development Plan	**Project Status**	**Project Manager:**	Wayne Grimes	**Directorate:**	Strategy & Development
Project Code (CBP):	CBP No. 12	Project Planning	**Executive Sponsor:**	ED Stratety & Development	**Service Area:**	Policy & Place
Asset Class *select from drop down*	Land & Building		**Expenditure Type:**	Upgrade	**Container & Record No:**	SC3346 & D19/201971

		OBJECTIVES	STATUS UPDATE	Key Impacted Stakeholders
Timeframe:	18 months	Original project objectives • 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 resources • The 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 • 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 Club. • Create a strong connection between Litis Stadium and Britannia Reserve. • Ensure that any funding opportunity, or resources that are invested in the site, are used to further an overall vision for the site. • Reducing 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'. Concept Plan feasibility analysis is being scoped (pending quarterly budget review approval) to source reports from Quantity Surveyor, Arborist, Site Survey, Soil Sampling, Grandstand Status and Existing Underground Services. Design Review Panel (DRP) to progress concept plan following findings from feasibility analysis, incorporating the feedback received from working group and site meetings. Once finalised, concept plan to be approved by council for community consultation to gather community feedback and comments.	• City of Vincent • Local Residents • Floreat Athena Football Club • Football West • Federal Government • Reserve User Groups (current & potential) • Leederville Cricket Club • Friends of Britannia Reserve
Decision Maker	Council					
Project Classification:	Major or Complex					
% of FTE Time pw (project manager + Team)	35%					

		Key Risks (what may happen)	Key Issues (what has been identified)
FTE cost:	0.35 current FTE	• 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 Grant. • The Federal Government $3m grant opportunity may not be approved, placing more financial pressure on the City to fund remedial works.	• External funding is still subject to approval of concepts and detailed design. • Current infrastructure nearing or at end of life and requires investment to rationalise or upgrade and retain.
Project Cost: (budget)	$15,000 ($86,000 pending quarterly budget review approval)		
Account No. (Finance to allocate)	2.2541.5801.637		

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
1.	*Review Britannia Reserve Master Plan*	*Review completed*																
2.	*DRP members engaged to provide technical site specific advice & draft agreed Concept Plan*		*$15,000*															
3.	*Changeroom location agreed in principle with FAFC, Elected Members & Admin*	*Completed*																
4.	*Feasibility analysis & various reports to inform Concept Plan options*		*$86,000*															
5.	*Concept Plan progressed with priority phasing for various elements outlining what is required, desirable and additional to create a staged approach for the plan*																	
6.	*Seek feedback from Council on priorities, phasing and consultation approach*																	
7.	*Draft Concept Plan endorsed by Council at Feb 2021 OCM for community consultation*																	
8.	*Community consultation - results of consultation reported to April 2021 OCM*																	
9.	*Draft Detail Design - endorsed by Council at June 2021 OCM for community consultation*																	
10.	*Community consultation results of draft Detailed Design & overall Developement Plan reported to Nov 2021 OCM*																	
		Total	*$ 101,000.00*															

KPI's, Benefits & Project Success Indicators	Deliverables
How is success measured e.g.. timeframe, budget, targets **Benefits:** • 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.	**What the project delivers:** • Agreed future vision of Britannia North West Reserve. • Grant application & Business Plans completed and utilised to attract funding / revenue. • Rationalisation of community buildings. • Upgrades & improvements to the site for the wider community.
Project Success is: • Creating spaces and amenities that are relevant to meet future community, sport and recreation needs. • Federal Government financial contributions received.	ENHANCED ENVIRONMENT · CONNECTED COMMUNITY · THRIVING PLACES · INNOVATIVE & ACCOUNTABLE
What happens if we don't do the project? • 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.	

CITY OF VINCENT

PROJECT ON A PAGE

Health	Time	Cost	Quality	% Complete	Start	Finish
!	!	✗	✓	30%	01/02/19	31/12/21

Project Name:	Beatty Park 2062	**Project Status**	**Project Manager:**	Project Planner, Recreation	**Directorate:** Strategy & Development
Corporate Business Plan 20/21 – 23/24 Strategic Project	CBP No. 22	Business Case	**Executive Sponsor:**	ED Community &Business Services	**Service Area:** Policy & Place
Asset Class *select from drop down*	Land & Building		**Expenditure Type:**	Renewal	**Container & Record No:** SC3269 D20/4385

Timeframe:	3 years	**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%	

Key Impacted Stakeholders
- Community
- Rate Payers
- Facility Users
- Tenants
- Heritage Council
- Project Steering Committee
- Council

STATUS UPDATE
Delayed due to Covid-19. Meeting with Minister Mick Murray held on site on Tuesday 29 October. Project Steering Committee (PSC) meeting held 13 November 2020. Project background, overview, Structural Assessment Report findings and Communications Plan to be presented at 15 December 2020 Ordinary Council Meeting. There is insufficient budget to implement initiatives for this project, therefore funding opportunities need to be explored.

Total FTE cost (estimated):	0.33 current FTE	
Project Cost: (budget)	Nil ($15,000 subject to quarterly budget review)	• Perception and expectations • Funding capability
Account No. (Finance to allocate)		

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
1.	*Beatty Park 2062 Project Steering Committee (PSC) Reconvened - meeting held 21 October 2020*	The project commenced in February 2019.					■											
2.	*Draft Communications Plan and Advocacy Plan - prepared*						■	■										
3.	*Draft Communications Plan and Advocacy Plan - tabled at 13 November PSC meeting*							■										
4.	*Beatty Park 2062 Council Report - to be presented at 15 December Ordinary Council Meeting, including project background and overview, Structural Assessment Report findings and Communications Plan (Communications Plan will guide the communications for the Asset Management and Sustainability Strategy (AMSS) and Beatty Park 2062)*							■	■									
5.	*December PSC Meeting - to discuss elements of the Communications Plan that relate to Beatty Park 2062 and provide advice and guidance regarding additional details for implementation*								■									
6.	*Community Focus Group Workshop (Workshop will be a combined AMSS and Beatty Park 2062 workshop. Timing aligns with approved AMSS PoaP)*										■	■	■					
7.	*Future Project Milestones to be determined by PSC at ongoing monthly meetings.*																	
		Total	$ -															

KPI's, Benefits & Project Success Indicators	Deliverables
How is success measured e.g. timeframe, budget, targets *Benefits:* • Transparent and effective communication between the City, the local community and the broader Perth community. • 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.	**What the project delivers:** • Communications Plan and Advocacy Plan - to raise community awareness about the current state of BPLC, the existing and future costs associated with BPLC, the opportunities and constraints associated with BPLC (including Beatty Park Reserve) and to seek potential funding sources to assist with the delivery of the improvement plan. • 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 prot[illegible]
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.	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.

11.2 ADOPTION OF PROPERTY MANAGEMENT FRAMEWORK

Attachments:

1. **Summary of Community Consultation Comments**
2. **Property Management Framework - approved by Council for advertising 17 March 2020**
3. **Property Management Framework - updated version advertised**
4. **Property Management Framework - final for adoption**
5. **Property Management Policy - final for adoption**
6. **City's Policy No. 1.2.1 - Terms of Leases**
7. **Delegation under section 3.58 of the Local Government Act**
8. **Frequently Asked Questions**
9. **Financial Implications for Groups**
10. **Options for Clubs and Groups**
11. **Community Benefit Subsidy Matrix**

RECOMMENDATION:

That Council:

1. NOTES:

1.1 the submissions received during the draft Property Management Framework public comment period, as summarised at Attachment 1;

1.2 that amendments and additions were made to the version of the Property Management Framework approved by Council for advertising on 17 March 2020, as at Attachment 2, as detailed in this report; and

1.3 that the amendments and additions include the removal of the requirement for Category 1 – Small Community Groups, that are entering into a Management Agreement with the City, to pay for:

a) Costs associated with all outgoings, rates, taxes and insurances associated with the property;

b) pest inspections (including termite inspections) and treatment;

c) rubbish and recycling bin charges;

d) cost of statutory compliance (RCD, smoke alarm and emergency exit); and

e) Building insurance;

1.4 the updated Property Management Framework, as at Attachment 3, was advertised and discussed with community groups; and

1.5 that further minor amendments to the Property Management Framework were made based on community comments.

2. ADOPTS the:

2.1 Property Management Framework at Attachment 4; and

2.2 Property Management Policy at Attachment 5.

3. REPEALS the City's Policy 1.2.1 – *Terms of Leases*, at Attachment 6.

4. DELEGATES BY ABSOLUTE MAJORITY the power to dispose of property in accordance with section 3.58 of the *Local Government Act 1995*, to the Chief Executive Officer, as detailed in Attachment 7, subject to:

4.1 the disposal being in the form of a lease, licence or management agreement to a Category One (1) or Category Two (2) group currently occupying a City building, in accordance with the adopted Property Management Framework;

4.2 the lease, licence or management agreement to a Category One (1) or Category Two (2) group not requiring any special conditions that sit outside of the Property Management framework or a change in the responsibilities; and

4.3 any requests from community or sporting groups not currently occupying a City building in Category One (1) or Category Two (2), to be presented to Council for approval.

5. NOTES that:

5.1 the assessment of the Community Benefit Subsidy will be undertaken by Administration, and for any new groups as set out in recommendation 4.2 above, would be presented to Council for approval; and

5.2 new requests for leases and licences within Category Three (3) and Four (4) groups will be presented to Council for approval.

6. APPROVES Community Groups and Sporting Clubs within categories one (1) and two (2) to receive support during a four (4) year transition period, as follows:

6.1 where the group or club experiences an increase in fees due to the implementation of the Property Management Framework;

6.2 they incrementally increase their fees each year, by a rate of 25% of the difference between the current fee and the proposed fee; and

6.3 they transition completely to the terms of the Property Management Framework within a four (4) year period.

7. REQUIRES that all Community Groups and Sporting Clubs with a lease, licence or management agreement are required to provide, by 1 November annually, or less frequently by agreement:

7.1 a completed Community Group Health Check; and

7.2 a current copy of their Certificate of Insurance Currency.

8. NOTES that further amendments to the Property Management Framework will be completed prior to the commencement of the transitioning of Community Groups and Sporting Clubs over to the Property Management Framework as detailed in the report.

Moved: Cr Topelberg, Seconded: Cr Fotakis

That the recommendation be adopted.

AMENDMENT 1

Moved: Cr Gontaszewski, Seconded: Cr Fotakis

That recommendation 8 be deleted as follows:

~~**8. NOTES that further amendments to the Property Management Framework will be completed prior to the commencement of the transitioning of Community Groups and Sporting Clubs over to the Property Management Framework as detailed in the report.**~~

AMENDMENT CARRIED (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.)

AMENDMENT 2

Moved: Cr Gontaszewski, Seconded: Cr Topelberg

That the recommendation be amended as follows:

2. ADOPTS the:

2.1 Property Management Framework at Attachment 4;

Subject to:

Adopts the Property Management Framework and Policy subject to:

Category 1 – Small Community Groups New Annual Fee as outlined in Attachment 9 being capped at $1000 (CPI indexed annually);

Category 1 – Small Community Groups – Playgroups – New Annual Fee as outlined in Attachment 9 being capped at $500 (CPI indexed annually);

Category 2 – Sports Clubs and Community Organisations as outlined in Attachment 9 being capped at $4,000 (CPI indexed annually); and

REASON:

The introduction of caps within Category 1 and 2 would provide some certainty and buffer against potential GRV fluctuations.

In relation to playgroups, all three continuing playgroups (excluding North Perth) have recently been refurbished and are in good condition. Highgate Playgroup appears to be an “outlier” of the GRV calculation approach and does have smallest area for exclusive outdoor use. All Playgroups have also recently needed to purchase additional insurance for non-playgroup activities (mostly parties) at a cost of around $750. Introducing a cap on playgroups within Category one brings more equity between these very similar facilities and services.

AMENDMENT CARRIED (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.

AMENDMENT 3

Moved: Cr Gontaszewski, Seconded: Cr Fotakis

That a new Recommendation be inserted as follows:

8. REQUESTS that Administration apply the Community Benefit matrix to the leasing negotiations with Robertson Park Artists Studio in consideration of the current lease fee and the social and community benefit of maintaining an artist studio in the City of Vincent.

REASON:

Robertson Park Artists Studio is not a commercial operation and has been included in Category 3, alongside commercial entities, State and National Clubs, Associations and Community Organisations. Despite the Robertson Park Artists Studio not having Incorporated status, it would be a significant financial hardship for the Studio to change from the existing lease fee of $6,095.34 per annum subject to annual CPI review to a negotiated outcome based on GRV (currently $35,000). Whilst Council will ultimately determine the lease, this amendment would introduce the ability for Administration to apply the Community Benefit matrix criteria in an effort to ameliorate the impact of being included as a Category 3 tenant.

AMENDMENT CARRIED (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.)

COUNCIL DECISION ITEM 11.2

That Council:

1. NOTES:

1.1 the submissions received during the draft Property Management Framework public comment period, as summarised at Attachment 1;

1.2 that amendments and additions were made to the version of the Property Management Framework approved by Council for advertising on 17 March 2020, as at Attachment 2, as detailed in this report; and

1.3 that the amendments and additions include the removal of the requirement for Category 1 – Small Community Groups, that are entering into a Management Agreement with the City, to pay for:

a) Costs associated with all outgoings, rates, taxes and insurances associated with the property;

b) pest inspections (including termite inspections) and treatment;

c) rubbish and recycling bin charges;

d) cost of statutory compliance (RCD, smoke alarm and emergency exit); and

e) Building insurance;

1.4 the updated Property Management Framework, as at Attachment 3, was advertised and discussed with community groups; and

1.5 that further minor amendments to the Property Management Framework were made

based on community comments.

2. ADOPTS the:

2.1 Property Management Framework at Attachment 4;

Subject to;

Adopts the Property Management Framework and Policy subject to:

Category 1 – Small Community Groups New Annual Fee as outlined in Attachment 9 being capped at $1000 (CPI indexed annually);

Category 1 – Small Community Groups – Playgroups – New Annual Fee as outlined in Attachment 9 being capped at $500 (CPI indexed annually);

Category 2 – Sports Clubs and Community Organisations as outlined in Attachment 9 being capped at $4,000 (CPI indexed annually); and

2.2 Property Management Policy at Attachment 5.

3. REPEALS the City's Policy 1.2.1 – *Terms of Leases*, at Attachment 6.

4. DELEGATES BY ABSOLUTE MAJORITY the power to dispose of property in accordance with section 3.58 of the *Local Government Act 1995*, to the Chief Executive Officer, as detailed in Attachment 7, subject to:

4.1 the disposal being in the form of a lease, licence or management agreement to a Category One (1) or Category Two (2) group currently occupying a City building, in accordance with the adopted Property Management Framework;

4.2 the lease, licence or management agreement to a Category One (1) or Category Two (2) group not requiring any special conditions that sit outside of the Property Management framework or a change in the responsibilities; and

4.3 any requests from community or sporting groups not currently occupying a City building in Category One (1) or Category Two (2), to be presented to Council for approval.

5. NOTES that:

5.1 the assessment of the Community Benefit Subsidy will be undertaken by Administration, and for any new groups as set out in recommendation 4.2 above, would be presented to Council for approval; and

5.2 new requests for leases and licences within Category Three (3) and Four (4) groups will be presented to Council for approval.

6. APPROVES Community Groups and Sporting Clubs within categories one (1) and two (2) to receive support during a four (4) year transition period, as follows:

6.1 where the group or club experiences an increase in fees due to the implementation of the Property Management Framework;

6.2 they incrementally increase their fees each year, by a rate of 25% of the difference between the current fee and the proposed fee; and

6.3 they transition completely to the terms of the Property Management Framework within a four (4) year period.

7. REQUIRES that all Community Groups and Sporting Clubs with a lease, licence or management agreement are required to provide, by 1 November annually, or less frequently by

agreement:

7.1 a completed Community Group Health Check; and

7.2 a current copy of their Certificate of Insurance Currency.

8. REQUESTS that Administration apply the Community Benefit matrix to the leasing negotiations with Robertson Park Artists Studio in consideration of the current lease fee and the social and community benefit of maintaining an artist studio in the City of Vincent.

CARRIED BY ABSOLUTE MAJORITY (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.)

The Executive Director Community & Business Services thanked Vernon Gardam and John Gartner for their input into this process. The Mayor agreed and added her thanks for their engagement in the process.

Category 1 & 2 Comments

	Comments Received	Administrations Response
Leederville Cricket Club		
1	Thank you for the information regarding the new property framework. We are happy to accept the conditions and will be keen to sign up when required to do so. **Additional enquiry made on 4 June 2020** The insurance, electricity and water usage attached to the public toilets should not be included in our fees. Are we still sharing the yearly costs 50/ 50 with soccer? When does our current temporary lease end and the new 5 year lease begin?	Noted. The club will be responsible for the electricity and water usage (excluding the public toilets). The City will be responsible for paying the costs associated with the public toilets. The Leederville Cricket Club will be responsible for outgoings during the summer period from October to March annually with the Floreat Athena Football Club being responsible for all outgoings from April to September annually. The Leederville Cricket Club lease expires on 31 March 2022. Administration's intention is to commence discussions with community groups and sporting clubs who lease has expired and whom are currently in holding over following Council endorsement first in order to provide them with security of tenure.
North Perth Cricket Club		
2	We were advised of this last August. Our lease is up for renewal and we'd love to have the new lease finalised as soon as possible so we can look to get access to a number of different grants and programs available.	Noted. Administration's intention is to commence discussions with community groups and sporting clubs who lease has expired and whom are currently in holding over following Council endorsement first in order to provide them with security of tenure.
Forrest Park Croquet Club		
3	The financial contribution by some clubs have not been considered. These costs are different for many of the category 2 clubs and organisations with some being near to zero cost. This is not equitable or transparent. The use of GRV is inequitable; resulting in 2 similar tenancies paying significantly different costs. The use of GRV is inappropriate for valuing a club as it cannot be leased commercially.	Administration has reviewed the tenancy and costs incurred by all sporting clubs and understands that where clubs have exclusive use over facilities and playing greens, additional costs are incurred given the nature of the activities conducted and the benefit of exclusive use. The use of GRV is proposed to minimise the current disparity between the City's lease arrangements along with providing a cohesive framework that will provide the foundation for a consistent, transparent and equitable approach for community and sporting groups. To limit the impact on groups, Administration is recommending that category one (1) and two (2) groups be granted a period of up to four (4) years on commencement of a new lease or licence to comply with the new charging methodology. This is on the basis that their rentals increase at the rate of 25% annually until the applicable rental is reached. In addition to this, category one (1) are eligible for up to 50% Community Benefit Subsidy and category two (2) clubs are eligible for up to 25% subsidy on their tenancy fee.
	The community benefit matrix introduces additional work to the City for little benefit. It is also subjective and unlikely to lead to transparent or equitable implementation of the Framework.	Administration has developed a weighted matrix for assessing the community benefit subsidy. Information provided through the annual Community Group and Sporting Club Health Check will assist with completing the matrix to ensure an equitable and consistent approach to determining the level of community benefit subsidy that is applied to groups.

	Comments Received	Administrations Response
	The Framework does not appear to maximise community benefit but rather seeks to transfer as much cost to the tenant as possible and minimise the City's costs. This actually minimises clubs benefit and the contribution that the Club provides to the City and the community.	The maintenance costs of community buildings can be a substantial burden to local governments. Ageing infrastructure can incur considerable costs. Under the Property Management Framework, the key lease terms and conditions have not changed from the clubs existing responsibilities as detailed within the current Lease. The calculation of the tenancy fee reflects a fair and consistent approach to tenancy fees through the implementation of the 10% GRV charge for both Category 1 & 2 groups.
	The table of responsibilities does not clearly nor transparently articulate the responsibilities of the tenant or City.	Noted. Maintenance is often an area that ends up in dispute, further highlighting the need for a clear outlining of the responsibilities of both parties. Given this, Administration has amended the Property Management Framework to include a detailed list of maintenance responsibilities for each category as an Addendum to the framework.
	Good Asset Management practice indicates that the asset maintenance responsibility should be incurred by the parties whose interest is benefiting from the separation of responsibilities. In the general property leasing area, borne out of commercial leases, the tenant should be responsible for what they inflict on the property, the owner should be responsible for the long term investment interest in the property. This Framework proposes that the tenant becomes responsible for many costs that are actually of benefit to the City rather than the tenant.	The maintenance costs of community buildings can be a substantial burden to local governments. Ageing infrastructure can incur considerable costs. Under the Property Management Framework, the key lease terms and conditions have not changed from the clubs existing responsibilities as detailed within the current Lease. Clubs will be required to contribute to capital repairs and maintenance arising from fair wear and tear. The City is responsible for structural changes such as an upgrade to the toilet block to make it universally accessible. In circumstances where a tenant does not have exclusive use of a facility, the city may have more responsibilities such as maintenance of shared toilets and change rooms. Under the Property Management Framework, the key lease terms and conditions have not changed from the clubs existing responsibilities as detailed within the current Lease.
	The Club has been unable to apply for grants as this typically requires a sound long term tenure of a facility. This has impacted the Club's budget.	Administration has previously made contact with Forrest Park Croquet Club with respect to grant funding and advised that Administration can provide correspondence to accompany any grant application to clarify the currently leasing framework and to acknowledge and highlight the City's intentions and any future tenure arrangements.
	The default provision of escalation at 10% has been imposed. That is unsatisfactory as it impacts adversely on the Club's budget	To limit the impact on groups, Administration is recommending that category one (1) and two (2) groups be granted a period of up to four (4) years on commencement of a new lease or licence to comply with the new charging methodology. This is on the basis that their rentals increase at the rate of 25% annually until the applicable rental is reached.
	The Club has continued to invest in the premises without any certainty of the longevity of its lease. This imposes a risk to the club because if the City does not renew the lease or if the lease conditions result in the Club becoming unviable those invested funds will have been wasted.	Administration has held discussions with Forrest Park Croquet Club in relation concerns relating to their sustainability, the future of the club, their financial position, membership numbers, community engagement and promotion of the facility and will continue to assist in order to ensure the longevity of the club. The Property Management Framework provides for a 5 year lease with two (2) five (5) year options to provide security of tenure for clubs.
	No transparency or equity is demonstrated in the framework document.	The framework is designed as an overarching document to provide a level of information to all groups and organisations. Further information will be detailed within the Lease or Licence and subject to negotiations with individual clubs.

	Comments Received	Administrations Response
	The Framework proposes to transfer the City's responsibilities for maintenance of its properties to tenants who are either financially unable or uninterested in taking on this responsibility. Therefore, the framework does not support this objective.	Under the Property Management Framework, the key lease terms and conditions have not changed from the clubs existing responsibilities as detailed within the current Lease.
	Restricting this Framework to Vincent's community only limits who and for what purpose the City can enter into leases. This would exclude almost all the category 2 clubs and organisations listed in the Framework as they have membership or a role that extends outside the City's boundaries.	The Framework is for groups operating within the City's boundaries, understanding that in some instances membership for community groups and sporting clubs in category one (1) and two (2) groups extends outside of the City's boundaries. Administration's primary focus will always be on ensuring that groups and organisations operating within the City's boundaries focus on local community and further that they provide a service that delivers value and meets the needs of our diverse community.
	Lack of transparency and inequity in the proposed Property Maintenance Framework, especially that lack of recognition of the financial contributions that a lessee makes to the City of Vincent	The financial contributions by lessees has been demonstrated by the Community Benefit Subsidy which provides up to 25% rent reduction for groups in Category one (1) and up to 50% rent reduction for groups in category two (2) It is further demonstrated by Council waiving rates for sporting clubs and groups annually. This equates to approximately $5,000 per year for Forrest Park Croquet Club.
	Payment of insurance and other costs which are to the benefit of the City of Vincent	All groups entering into any occupancy arrangement with the City will be required to hold the relevant insurances in respect to tenant's use or occupation of the City's land and buildings. Category one (1) and two (2) groups who have existing leases are currently responsible for the payment of public liability insurance, building insurance and contents insurance. This is a requirement of the current Lease and is replicated within the Property Management Framework.
Forrest Park Croquet Club – Supplementary Submission		
4	Forrest Park Croquet Club has been critical in its submission of the City of Vincent's methodology in achieving these objectives. These include:- • the lack of transparency and inequity in the proposed Property Maintenance Framework, especially that lack of recognition of the financial contributions that a lessee makes to the City of Vincent, • Payment of insurance and other costs which are to the benefit of the City of Vincent, • the anticipated poor asset management outcomes, • the use of Gross Rental Value to determine the rental value, • the coercive nature of rent setting; and • the excessive transfer to the lessee of a significant portion of the maintenance responsibility of the facilities leased.	Noted. Administration believes that these questions have been answered above in the first submission.
	Proposal	Noted.

	Comments Received	Administrations Response
	This proposal builds on most of the objectives of the City of Vincent to achieve a better outcome. It does it by: -	
	Making the lessee responsible for the repair of the things they do to the building through their use.	The maintenance costs of community buildings can be a substantial burden to local governments. Ageing infrastructure can incur considerable costs. Under the Property Management Framework, the key lease terms and conditions have not changed from the clubs existing responsibilities as detailed within the current Lease. Administration is of the opinion that this remain as proposed.
	The City of Vincent assumes responsibility for the long term maintenance of its assets,	Clubs will be required to contribute to capital repairs and maintenance arising from fair wear and tear. The City is responsible for structural changes such as an upgrade to the toilet block to make it universally accessible. In circumstances where a tenant does not have exclusive use of a facility, the city may have more responsibilities such as maintenance of shared toilets and change rooms. Noted.
	The rent is used to pay for the City of Vincent's responsibility for periodic restoration of the facilities to an acceptable standard.	Noted.
	The rent is set to recover those costs over the expected period between periodic maintenance activities.	Administration would recommend that should the financial burden of operating a single use facility be of concern to sporting groups, that consideration be given by the clubs to review their core focus and adapt to explore the potential of creating a multi-purpose facility. There are numerous community and financial benefits associated with multi-use sporting hubs.
	That where the lessee makes a significant financial contribution in operating a facility, especially that associated grounds maintenance, a portion of the contribution is re-reimbursed to the club.	
	Discussion: This proposal essentially attempts to make the financial impacts on the City of Vincent budget to be insignificant. The cumulative effect of all the clubs paying rent based on their long-term maintenance needs will provide the City of Vincent in a long term program the funds to meet those maintenance needs. It provides equity in and transparency in determining rent, any surpluses or losses can be meet by rent adjustments. Rents are adjusted for inflation based on the inflation of maintenance costs. Maintenance responsibility is well defined, the tenant is responsible for the damage they cause the building, much the same as in house rentals and the City of Vincent is responsible for the Asset Management responsibility including the periodic restoration maintenance to an acceptable standard.	

	Comments Received	Administrations Response
Loton Park Tennis Club		
5	Regardless of any concerns about the way in which the rent might be calculated under the Property Management Framework, the Club wishes to make clear that under the terms of its existing lease, subject to the Club exercising its options to renew under the lease, the method for calculating rent is settled until 31 October 2030 and cannot be unilaterally amended by the Council. Therefore, again, subject to the Club exercising its options to renew under the existing lease, the proposed new way of calculating rent set out in the Property Management Framework cannot apply to the Club until the negotiation of a new lease to apply after 31 October 2030 or until the Club and the Council otherwise agree to amend the terms of the existing lease prior to 31 October 2030.	Noted. Administration's intention is to commence discussions with community groups and sporting clubs who lease has expired and whom are currently in holding over following Council endorsement first in order to provide them with security of tenure.
Leederville Tennis Club		
6	The use of GVR is not appropriate and creates anomalies if proposed fees for clubs as a starting point. If GRV is the measure, the percentage has to be reduced to 1-2% not 10%	To limit the impact on groups, Administration is recommending that category one (1) and two (2) groups be granted a period of up to four (4) years on commencement of a new lease or licence to comply with the new charging methodology. This is on the basis that their rentals increase at the rate of 25% annually until the applicable rental is reached In addition to this, category one (1) are eligible for up to 50% Community Benefit Subsidy and category two (2) clubs are eligible for up to 25% subsidy on their tenancy fee. It is further demonstrated by Council waiving rates for sporting clubs and groups annually. This equates to approximately $3,300 per year for Leederville Tennis Club.
Vietnam Veterans Association of Australia Western Australian Branch Inc		
7	The Vietnam Veterans Association of Australia Western Australian Branch Inc are agreeable to discussions with the City of Vincent, regarding the proposed change of lease agreement between the City and the VVAAWA, at ANZAC Cottage, 28 Kalgoorlie Street, Mount Hawthorn.	Noted.
North Perth Tennis Club		
8	The club currently has an obligation to keep the premises rodent free and treat for rodents as required and complies with this requirement. The club would object to a "quarterly" rodent treatment, regardless of the requirement, to treat, due to the additional cost that it may impose on the club and views this requirement as excessive and unnecessary.	Noted. The Property Management Framework states "pest inspections (including termite inspections) and treatment (with the exception of groups on a Management Agreement)". Administration would conduct annual pest and termite inspections with the cost and any treatment required recoverable from the Lessee.
	Bore Replacement – the maintenance and/or replacement of the bore has always been carried out by the City.	The North Perth Tennis Club is responsible for the servicing, repair and maintenance of the bore under the current lease, as the bore is a fixture which falls within the scope of the Premises – "*The Lessee*

	Comments Received	Administrations Response
		must keep the Premises in good, substantial and functional repair, order and condition…" Whilst this would be a component of the Lease, Administration would seek to keep this as is.
	The bore was recently replaced by the City with the City and the Club working together to carry out this replacement without impacting the grass tennis courts or the Community Garden group.	A new bore would be a capital improvement and therefore the City could fund the replacement of a new bore "*at its sole discretion*"
	It should be noted that the bore is a shared facility with the Community Garden Group.	Administration is aware that the bore currently services the Tennis Club and the North Perth Community Garden.
	Confirmation that the bore maintenance and replacement remain a City responsibility is required in the new lease. The Club has never budgeted for or incurred any of the costs associated with bore maintenance or bore replacement.	The City monitors water consumption regularly and confirms that the Tennis club uses on average 86.5 per cent of the water from the bore. The North Perth Community Garden uses 13.5 per cent. Based on the above usage of water from the bore, the City confirms that it is appropriate for the City (on behalf of the North Perth Community Garden) to be responsible for 13.5 per cent of servicing, maintenance, repair and electricity consumption costs associated with the bore. In the event that the bore required replacement the City may also contribute. This would be clarified within the Lease and will be consistent to the current requirements.
	The current lease has an obligation for NPTC to reimburse the premium for the City's Building Insurance policy. NPTC only pays for the excess on this policy if it is an act or omission by the Club. It is the Clubs expectation that this obligation continues to be included in the new lease as any change would impose an additional cost on the club.	Noted.
	It is of concern to the Club that the recommended lease of the Community Building at Woodville Reserve, 10 Farmer Street (adjoins the NPTC Club house), included that the "excess on any claim is payable by the tenant". We do not expect that this requirement is imposed upon the NPTC.	The Property Management Framework has been developed to ensure consistency and equity for all groups and sporting clubs when applying terms and conditions including the requirement for all Lessees to pay excess on insurance claims up to a maximum of $1,000.
	The use of the GRV model imposes a higher fee on the Club. The Club charges fees that are commensurate with its costs of operation including allowances for future maintenance such as hard-court resurfacing, court lighting maintenance etc. The club works extremely hard, through fundraising, significant volunteering from members and prudent management to keep the fees reasonable. Our budget is small and sensitive to increases above CPI. The GRV model used in the Framework imposes an additional cost to the club of $1914 / annum (with a 25% incentive applied)	The City recognises that there is an overall social benefit for the community to enable the use of facilities by organisations which provide recreation and sporting opportunities or are key to overall community needs. This has been demonstrated by the Community Benefit Subsidy which provides up to 25% rent reduction for groups in Category one (1) and up to 50% rent reduction for groups in category two (2) The City's assistance and commitment to groups and sporting clubs is further demonstrated by Council waiving rates for sporting clubs and groups annually. This equates to approximately $2,500 per year for North Perth Tennis Club.
	This year the club will change our Contractor for the maintenance of the	Noted. As above

	Comments Received	Administrations Response
	grass courts and club surrounds. We have until now been able to keep this cost to a minimum using our own club members, the lowest cost contractor or a combination of both. This is not sustainable and this required change will likely to increase the costs to the Club by $6k per annum. The cumulative impact of all these costs ($1914 + $6000 + other lease costs) will have a significant impact on the financial viability of the Club.	
	The Community Benefit Matrix. The Framework and attachments use both the terms "incentive" and "subsidy". Clarity is required as to which one it is? "Incentive" means a thing that encourages or motivates someone to do something. "Subsidy" means a grant of money by the public body to help an organisation keep the price of the service low. We have no issue if the Community Benefit Matrix applies an incentive that is based on the criteria at Attachment 4. We do have an issue if the Community Benefit Matrix applies a subsidy rather than an incentive. Experience from our membership is the subsidies can be removed or reduced by Council as Councils change and funding pressures change. A worst-case outcome for the Club, without clarity and consistency on the terminology, is advice being received that the subsidy is to be reduced/removed and a statement from the City that: "this was always a subsidy". We seek a guarantee that the incentive as per Appendix 4 will always remain. We are seeking a guarantee that the adjustment to the fee cannot be removed at a later date.	Noted. This has been amended in the Property Management Framework to state subsidy. Given the Property Management Framework will be endorsed by Council, any amendments or changes to the document will require Council endorsement along with community consultation.
	From 2018 Club's are unable to exercise lease extension options.	Administration can provide correspondence to accompany any grant application to clarify the currently leasing framework and to acknowledge and highlight the City's intentions and any future tenure arrangements.
	GRV is not purpose designed to deliver a leasing rate for City property. It is specifically designed for another purpose.	Administration reviewed the current lease and licence fees applicable to community organisations as well as researching other Local Government Authorities charging methodologies. Historically, Administration has taken an adhoc approach to charging groups and sporting clubs which has resulted in an inconsistent and unfair charging system. In proposing a revised fee structure that was consistent and grouped like entities based on a factual constant, Administration considered the 10% GRV to be the most equitable methodology. To limit the impact on groups, Administration is recommending that category one (1) and two (2) groups be granted a period of up to four (4) years on commencement of a new lease or licence to comply with

	Comments Received	Administrations Response
		the new charging methodology. This is on the basis that their rentals increase at the rate of 25% annually until the applicable rental is reached. In addition to this, category one (1) are eligible for up to 50% Community Benefit Subsidy and category two (2) clubs are eligible for up to 25% subsidy on their tenancy fee.
Community Member (1)		
9	The GRV figures for Mt Hawthorn Playgroup was $951.00 pa and Highgate Playgroup $3,085 pa which is hardly an equitable outcome for essentially the same facility. It appears inevitable if GRV is to be used it needs to be used with a significant moderation factor and comparable facilities will need to leased at the lower GRV rate. This does not appear to be an issue when there are two or more similar facilities such as tennis courts. Even with a unique facility an appropriate moderated lease fee could be struck based on similar facilities or a percentage of similar facilities if the areas are not an equal or similar match. The use of GRV is imperfect but it appears it can be moderated and "harnessed" for the task.	Administration reviewed the current lease and licence fees applicable to community organisations as well as researching other Local Government Authorities charging methodologies. Historically, Administration has taken an adhoc approach to charging groups and sporting clubs which has resulted in an inconsistent and unfair charging system. In proposing a revised fee structure that was consistent and grouped like entities based on a factual constant, Administration considered the 10% GRV to be the most equitable methodology. To limit the impact on groups, Administration is recommending that category one (1) and two (2) groups be granted a period of up to four (4) years on commencement of a new lease or licence to comply with the new charging methodology. This is on the basis that their rentals increase at the rate of 25% annually until the applicable rental is reached. In addition to this, category one (1) are eligible for up to 50% Community Benefit Subsidy and category two (2) clubs are eligible for up to 25% subsidy on their tenancy fee.
	It is sad that this paper has not incorporated any of the issues raised at the briefing session such as consultation on Framework, condition required of Vincent buildings and the equity issue of different lease rates for similar properties and these issues will need to be revisited.	Administration has consulted individually with groups and sporting clubs within Category 1 & 2 and provided them with copies of the Property Management Framework. Comments and input received during consultation and the briefing session have been noted by Administration and consideration has been taken when reviewing the Property Management Framework.
	This section is silent about the publication of draft licence and lease agreements. Will these documents be made available as part of the transparent introduction of the Framework? I suggest they should be published as soon as possible.	Administration is currently drafting standard lease and licence documents. In order to ensure transparency, these documents will be forwarded to groups and sporting clubs once finalised.
	The development of a Frequently Asked Questions document is a good idea but something that needs to be done at the end of the first year of implementation when there is some experience of the questions asked.	Noted.
	It is always useful to have a timetable and the City's intention to transition on a chronological basis is commendable. It would be beneficial for all groups to know the order in which this will be done and the the timetable in which the City anticipates this will occur. This should include details of any necessary capital upgrades the City needs to undertake prior to leasing the facility. A City published list and a realistic timetable will assist in its aim to	Noted.

	Comments Received	Administrations Response
	ensure transparency, consistency and equity in the introduction of Framework.	
	Attachment 3 List of City properties is marked Appendix 1 list of properties. As an inventory and location of city properties it does not specify the type of sporting facility nor does it provide accurate addresses. For example 127 Wright Street Highgate is not the location of any City tenancy for community or sporting group. Further this lack of accurate locations and sporting group name was a hindrance during question time at the briefing session.	Noted. Administration have amended the address from 127 Wright Street, Highgate to 66 Harold Street, Highgate.
	Community Benefit Matrix is among the attachments but is labelled as Attachment 3.	Noted.
	Table of percentage increase/decrease of tenancy fee requested by Mayor Cole at the 10 March 2020. Table includes some questionable arithmetic.	Noted.
Community Member 2		
10.	In relation to Category Two (2) – Sporting Clubs and Community Groups and Organisation - there is a tension between the length of the initial term and option (5 year initial term + 2x5 year options at City's discretion) and the likely useful life of capital upgrades. Capital upgrades, properly undertaken, are likely to last much longer than the length of lease term. For example, a new shed or building extension would be likely to have a design life of 40 years of more (the Forrest Park Clubrooms in the article referred to above have been in use for some 70 years). Yet the lease term is restricted to 15 years. This means that the City obtains the 'residual value' of the capital upgrades without making any contribution. On the other hand, the particular club is faced with making a substantial capital contribution with no guarantee that they will ever be able to use the full value of that capital upgrade over the full life of the capital asset. This creates a positive disincentive for clubs to upgrade their facilities. A distinction needs to be made between capital upgrades that a 'special purpose' and those which are 'general purpose' in the sense that a later occupant can derive benefit from their use. In short, the residents and ratepayers receive a benefit without making any contribution. In other words, the policy gives the City of Vincent a 'free ride' or a 'capital profit' at the expense of the	Administration has encountered historical issues with long term leases, and the leasing period is not intended to prohibit clubs from continuing at their locations for longer periods with further leases, but to ensure that leases remain contemporary and relevant. Given this, Administration is not recommending that the initial term with 2 x 5 year options be standard with the term of each lease or licence may be negotiated taking into account the particular circumstances of the facility and the lessee, including capital investment and long-term planning, sustainability of the service and the connection between facility use and the City's Strategic Community Plan. These negotiations can occur during lease discussions or at option renewals.

	Comments Received	Administrations Response
	lessee sporting club. This appears to be an unintended consequence of the proposal.	
	Possible solutions include: CoV making a contribution proportional to the residual value that it will acquire on cessation of the lease / CoV making a capital payment at the conclusion of the lease equal to the residual value of the capital upgrades at that time.	Noted. See above.
	Although draft states that the GRV will be determined by the Valuer General, GRV needs to be carefully determined. In particular, the original Crown Grant for Forrest Park was to the city of Perth on trust for community use. The City of Vincent, as the successor to CoP, holds this land in trust. The use of the land is restricted by the terms of the original crown grant. The GRV needs to be determined in light of those restrictions, i.e. it would not be appropriate to determine the GRV based on a potential rezoning or development when this is not possible due to the restrictions of the Crown grant. Can a lessee object to a GRV determination on land vested in the CoV based on current legislation in the same way that an ordinary property owner can do so? Lessee's ought to be given this opportunity since their lease obligations (10% of GRV) hinge on that determination.	All GRV valuations are conducted by Landgate and local governments are not able to play a part in this valuation process. Landgate does have an objection process. If a Club has a concern over the GRV valuation, an objection can be submitted by the City (on behalf of the Club), however, the club will need to provide detailed evidence or pertinent supporting information as at or around the date of valuation. The objection form must be submitted to Landgate within 60 days of the date of issue of the Council rates.
Additional comments from Forrest Park Croquet Club meeting – 15/10/2020		
11	Clarification required on electrical wiring requirements by sporting clubs and community groups;	Administration acknowledges this and has clarified this requirement in the Property Management Framework. Further this responsibility has been transferred from the Clubs responsibility to the City's.
	The removal of painting responsibility from tenants to the City;	The responsibility for clubs to paint internally and externally every five (5) years has been transferred to the City.
	Fence repairs are too broadly placed on tenants with the club concerned that the City's responsibility is limited to replacement;	This has been noted and Administration will review this request further with any changes being defined within the property lease.
	Responsibility for appliances installed on premises. The club accepts responsibility for their appliances, however, believe that the City's discretion should be removed;	It should be noted that the City has no intention of removing appliances installed in facilities without just cause nor without notification and prior planning with the affected club.
	The City not acknowledging that clubs have to manage events that occur unexpectedly;	Administration acknowledges that it is difficult for clubs and groups to manage events/incidences that are unplanned and in these instances Officers would assist groups where possible.
	Concern around the requirement for clubs to pay building excess;	It is a requirement for all groups and clubs to pay excess on claims and this has been further clarified within the Property Management Framework.

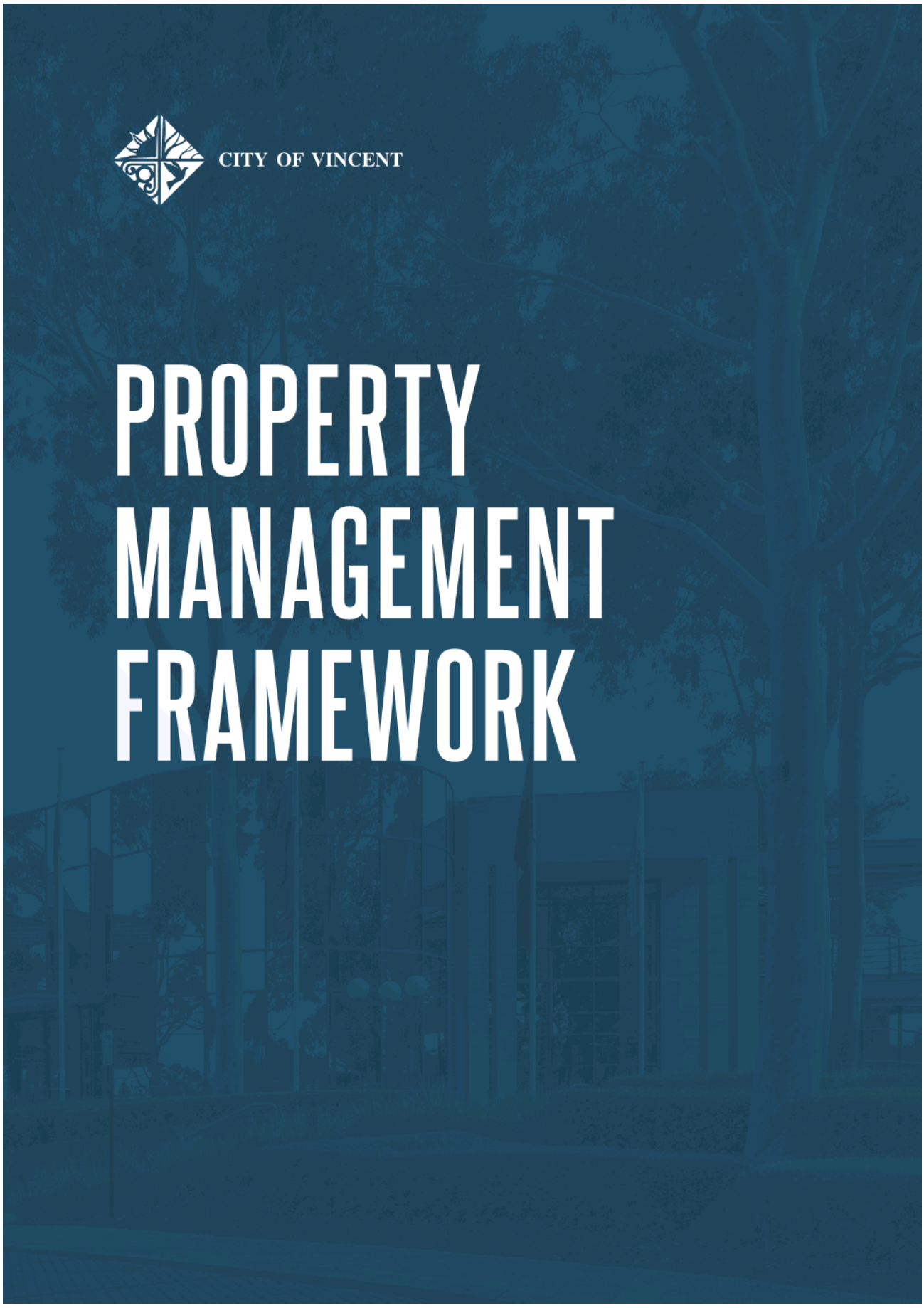
	The management of bore repairs that should be borne by the City who hold the licence;	This has been clarified within the Property Management Framework by The inclusion of 'Maintain, Service and Repair Bore and Pump' in the Schedule of Maintenance Obligations for Category One and Category Two (2) groups. This inclusion provides that: The Lessee is responsible for annual inspection, and determining the schedule for maintenance and repair. Service, repair and maintenance costs are to be allocated between the lessor and tenant in the property lease, with the Lessors responsibilities being defined within the property lease.
	Use of GRV as a charging methodology – suggestion made to average out GRV and adjust for land size;	In proposing a revised fee structure that was consistent and grouped like entities based on a factual constant, Administration considered the 10% GRV to be the most equitable methodology.
	Concerns surrounding Community Benefit Matrix assessment;	Noted.
	Lack of recognition for groups who have green space contained within the leased area;	This has been noted, however, groups who have green space contained within their leased area benefit from exclusive use.
	The improvements that have been made to the facility by Forrest Park Croquet Club with no assistance from the City;	Noted
	Recommendation that the City charge a maintenance premium (similar to a sinking fund) and spread the payments out annually.	Noted.

Category 3 Comments

	Comments Received	Administrations Response
1	EPFC is an amalgam of Category 2 and 3 rather than a Category 3 tenant as: (a) City assistance is required by EPFC; (b) EPFC provides unique community amenity as a place for community entertainment, engagement, benefit and support to local businesses; (c) it would be unfair for the City to seek profit from EPFC if it is placed in Category 3; and (d) EPFC is not a 'state club' but a community club.	Noted.
	It would be unreasonable to damage the ability of the premises to serve the community by placing unfair financial burden on the co-located clubs at Leederville Oval.	The Framework does not propose to place unfair financial burdens on any tenant. While a market rent valuation of the premises is undertaken (and is required pursuant to the Local Government Act) an open discussion and negotiation between tenants and the City in regard to commercial lease terms is proposed by the Framework.
	The Policy and Framework are not specific regarding costs allocations and	The Framework does not propose that the City ignore the condition of the Premises when negotiating new leases with tenants. Administration notes that concerns regarding maintenance costs,

	Comments Received	Administrations Response
	maintenance policy relating to area lighting maintenance, ground (turf and irrigation) maintenance for shared areas.	obligations etc. should form part of the general commercial negotiation between Category 3 tenants and the City.
	Rental valuation should be done by a mutually agreed licenced valuer at a mutually agreed fee or the valuation provided by EPFC or by a licenced valuer but selected at EPFC's sole discretion.	Market rent valuations under the Framework are proposed to be conducted by independent commercial valuers. Administration proposes that valuers be agreed between the parties (acting reasonably) along with the fee for conducting the valuation. A valuation provided by a tenant or a valuer selected by a tenant (in its sole discretion) would not provide the City with confidence as to the expertise or independence of the proposed valuation.
	Any Gross Rental Value (GRV) should be tested and agreed third-party reviewed.	GRV is not determined by the City, it is provided by Landgate to the City. Therefore, an independent third party is providing the GRV, a second review is unnecessary and will likely cause both parties to incur additional costs.
	All lease terms should be by negotiation.	Administration notes that it is only in very rare cases (such as large retail/commercial tenants that have greater bargaining power) that all lease terms are the subject of negotiation. It is standard practice for landlords to have certain non-negotiable or standard lease terms. Only commercial lease terms (e.g. rent, rent reviews, outgoings payments, term of lease etc.) are usually the subject of negotiation – this is reflected in the Framework.
	The Policy and Framework ignores historic commitments made by City of Perth, City of Vincent and State Government under the moving provisions framed when EPFC "gave up" Perth Oval. These commitments need to be respected and taken into consideration in any new Policy.	Neither the Policy nor the Framework are designed to deal with individual tenant circumstances. Both documents are proposed as overarching principles/guides to assist in the negotiation of new leases and are not intended to overwrite a tenant's history at a premises or within the City.
Robertson Park Artists' Studio (Studio)		
2	The Studio does not fit into Category 1 or 2 and has, therefore, been put in Category 3 as a default. However, the Studio does not fit with other larger commercial businesses and associations in Category 3 either.	Noted.
	As the Studio is not a commercial organisation and it would not be willing or able to fund any capital upgrade or expansion for the premises.	Noted. The premises in question (Halvorsen Hall) is at an age and condition that would make capital expansion/upgrade unlikely. Administration notes that it is more likely the premises will eventually be demolished due to rising maintenance costs (which are currently paid by the City).
	The Studio has very little control over anti-social behaviour and damage to the exterior of the building. Graffiti and any other damage should not be the responsibility of the tenant in such an environment.	Noted. Administration notes that concerns regarding maintenance costs, obligations etc. should form part of the general commercial negotiation between Category 3 tenants and the City.
Volleyball WA, Swimming WA and Gymnastics WA		
3	The tenants are concerned about the categorisation of State sporting associations as commercial entities as: (a) they comprise a mixture of volunteer boards, committees and paid staff; (b) are not revenue based commercial entities; and (c) it does not take into account the community benefit derived from these clubs operating with the City.	In addition to State sporting associations having the ability to raise more revenue via their membership fees, they usually have access to State grants/funding and commonly the premises being leased from the City is also capable of being hired out for commercial purposes (as is the case with Volleyball WA). These revenue streams mean that State sporting associations often having significantly more income than community sporting groups that are smaller and solely volunteer operated. Therefore, while State sporting associations are not necessarily on the same financial footing as some commercial entities, it would be detrimental to small community run sporting groups to have to compete on the same level as State groups for City premises.

	Comments Received	Administrations Response
		While the Framework provides that basis for commencing commercial lease negotiations Administration will negotiate with each association on a case by case basis taking into account both the financial status of the association and the relevant rental market conditions.
	Rental premiums have stayed consistent but variable outgoings costs (incurred or payable by the tenants) have increased significantly over the years.	Certain increase in costs can be contributed to the City not having recovered all outgoings payable to it in earlier years of the lease and adjustments (to properly reflect the lease terms) occurring in later years. However, many of the outgoings costs that are increasing are outside the City's control (e.g. water rates/usage, ESL and building insurance premiums) and these costs are simply passed on to the tenant at the same cost. Administration notes that one of the purposes of the Framework is to clarify each both tenant and City responsibilities in regard to costs associated with the premises and lease. This should assist tenants to understand exactly what costs they will be paying under the terms of their leases.
	Volleyball WA and Swimming WA premises are aged and need updating. The maintenance and repair costs for these premises increases each year.	Noted. Administration notes that concerns regarding maintenance costs, obligations etc. should form part of the general commercial negotiation between Category 3 tenants and the City.


CITY OF VINCENT
PROPERTY
MANAGEMENT
FRAMEWORK

BACKGROUND

A review of the management of City properties was undertaken and a revised and structured leasing and licencing framework (Framework) will be implemented to ensure that the City is meeting the demands and needs of the ever changing community. The Framework is supported by a policy which contains the overarching principles as well as an administrative procedure which details specific lease and licence details and processes. The Framework provides a classification for leases and licences, along with an equitable methodology for calculating annual lease and licence fees.

The City's forty eight (48) properties are leased or licenced to a range of community organisations, sport and recreation clubs or associations, government agencies and commercial entities.

The Framework requires that all community group tenants demonstrate the benefits to the community arising from their use of the property. The Framework also establishes the terms and conditions the City will use as the basis for negotiating all leases and licences whether community, government or commercial.

GUIDING PRINCIPLES - OBJECTIVES

The objectives of the Framework are:

- To meet growing community needs and to maximise community benefit, City owned and managed properties will be prioritised for use where occupancy arrangements include co-location, shared-use and highest community utilisation;
- To meet the Strategic Community Plan's objectives of 'Connected Community' and 'Thriving Places', City owned and managed properties will primarily be available for local not-for-profit organisations, community groups and other community purposes;
- To ensure transparency and equity, all financial and in-kind subsidisation by Council will be recognised where City owned and managed properties are used to meet demonstrated community needs;
- To ensure sustainable City owned and managed properties, effective asset management and demonstrated sound financial management will be prioritised; and
- Where appropriate, specific City owned and managed properties may be identified and made accessible for commercial activities for income generation to support and encourage sustainable City owned asset management.

TYPES OF OCCUPANCY AGREEMENTS

The main types of occupancy agreements include:

- **Lease** – proprietary right to exclusive occupation and use;
- **Licence** – contractual right to non-exclusive occupation and/or use; and
- **Management agreement** – contractual arrangement outlining the terms and conditions associated with usage, as negotiated.

Property hire (regular or occasional use of a property to deliver community based programs, events and activities) is not covered within the Framework as it is dealt with separately under Policy No. 2.1.7 – parks Reserves and Hall Facilities – Conditions of Hire and Use.

LEASES

A lease creates a proprietary right to exclusive use and occupation of a property for an agreed period, usually in return for rent. The tenant has exclusive use and occupation of the property, although the City may require the tenant to encourage other use and subletting can occur if mutually agreeable.

LICENCES

A licence creates a contractual right to use a property for an agreed purpose for a stated period and can include seasonal licences. It does not confer a right to exclusive possession or occupation of the property. The City's approach in respect to granting a licence is to enable access to property by the broader community outside of the licensee's usage times.

MANAGEMENT AGREEMENT

A management agreement is a contractual arrangement between the City and a property user that outlines the terms and conditions associated with usage. The terms and conditions are not standard and are negotiated between the two parties.

PROPERTY MANAGEMENT RESPONSIBILITIES

ANNUAL TENANCY FEE METHODOLOGY

The City is committed to providing access to property for the benefit of the Vincent community. The City does not seek to derive profit from leases in categories one (1) or two (2).

The annual fee methodology is based on the Gross Rental Value (GRV) of the property with a subsidisation applied based on a community benefit matrix.

Organisations located in categories three (3) and four (4) are responsible for all costs associated with the property and the charging methodology is based on market valuation with the terms negotiated. Organisations within these categories will not be subject to a Management Agreement.

ANNUAL PROPERTY MANAGEMENT REPORTING

A report will be submitted to Council annually on organisations with occupancy agreements detailing:

- the occupancy agreement;
- revenue and expenditure; and
- level of subsidisation.

COMMUNITY BENEFIT MATRIX

In order to make City properties accessible and readily available, incentives are available to categories one (1) and two (2).

INCENTIVE FORMULA

The City will credit a tenant's account with the appropriate percentage reduction based on the community benefit matrix.

ELIGIBILITY & APPLICATION

In order for community groups and clubs to be assessed for the community benefit incentive, the tenant must provide the required documentation. Examples of this are annual Community Groups and Sporting Club Health Checks, Profit & Loss Statements, copies of constitutions etc.

CLASSIFICATION OF TENANT

Under this framework, all tenants or prospective tenants of City properties will fall into one of four (4) categories which describe the primary purpose of the tenant.

The categories are:

Category One	Small community groups
Category Two	Sporting clubs and community groups and organisations
Category Three	Commercial entities, State and National clubs, associations and community organisations
Category Four	Government agencies

ATTACHMENTS

Essential term templates

a. Category One (1)
b. Category Two (2)
c. Category Three (3)
d. Category Four (4)

CATEGORY ONE (1) - SMALL COMMUNITY GROUPS

Eligibility Criteria	
Community Benefit	The service is unique, specific and meets a high level of need, or the service meets identified social/community needs. This type of service would not be provided unless supported by City.
Shared Use	Given the size of the facilities and level of use by the tenant, hiring to the community outside the tenant's agreed usage is not a requirement.
Revenue	The group has limited or no capacity to generate revenue from on-site use or activities and the income of the group is generally restricted to low membership fees.
Membership	Demonstrates minimal membership regime, good governance and facilitates programs and activities that add value to the social and community fabric of the City and are specifically targeted towards local residents.
Operational	Not-for-profit organization, community group or club run solely by volunteers
Organisational Structure	The organisation is locally based, stand alone and not-for-profit. It has a voluntary management committee, comprised mainly of local area representatives
Examples	Examples of community groups within this category are playgroups, toy libraries, community gardens, men's sheds and organisations specifically targeting social isolation.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Management Agreement	X	X	X	X	✓	X	✓	X	X	10% GRV
Licence	✓	✓	✓	✓	✓	X	✓	✓	X	10% GRV
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	10% GRV

A Management Agreement is likely for this category.

CATEGORY TWO (2) - SPORTING CLUBS, COMMUNITY GROUPS AND ORGANISATIONS

Eligibility Criteria	
Community Benefit	The service is unique, specific and meets high a level of need, or the service meets identified social/community needs. This type of service would not be able to be provided unless supported by City.
Shared Use	Given the size of the facilities and level of use by the tenant, hiring to the community outside the tenant's usage times on a fee for service basis (based on the City's Schedule of Fees and Charges for similar properties) is a requirement.
Revenue	The tenant has the capacity to generate revenue from its use of the property (i.e. membership, bar or kitchen facilities) or activities consistent with the organisational purpose of the tenant.
Membership	Demonstrates an affordable membership regime, good governance and facilitates programs and activities that add value to the social and community fabric of the City.
Operational	Not-for-profit organisation, community group or club run by volunteers or paid workers
Organisational Structure	The organisation is a locally based service, outlet or project that is part of a larger not-for-profit organisation. There is limited or no local area representation of the group/organisation.
Examples	Small sporting clubs, community groups, youth & day centres and community centres.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Management Agreement	✓	X	X	✓	✓	X	✓	X	X	✓
Licence	✓	✓	✓	✓	✓	X	✓	✓	✓	✓
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

CATEGORY THREE (3) - COMMERCIAL ENTITIES, STATE AND NATIONAL CLUBS, ASSOCIATIONS AND COMMUNITY ORGANISATIONS

Eligibility Criteria	
Community Benefit	The provision of the service is generally not within the remit of local government and there may not be a direct local community benefit due to the nature of the group or organisation.
Revenue	Does not rely on Council for funding. Generates its own revenue, for example, by collecting membership fees, holding events, allowing venue hire, offering services or products for sale or is externally funded.
Organisational Structure	Includes corporations, incorporated associations, large not-for-profit organisations and private business owners.
Examples	Commercial recreation and leisure centres, for profit day care centres, state-wide or national not-for-profit organisations, medical practitioners, car parking licences, retail shops and office accommodation.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Licence	✓	✓	✓	✓	✓	X	✓	✓	✓	Negotiated
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated by reference to Market Valuation

CATEGORY FOUR (4) - GOVERNMENT AGENCIES

Eligibility Criteria	
Community Benefit	The provision of the service is generally not within the remit of local government and there may not be a direct local community benefit.
Revenue	Receives significant funding from the State Government or organisations other than City.
Organisational Structure	Government department or Government agency operated.
Examples	Kindergartens, child health clinics and government sporting venues.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Licence	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated by reference to Market Valuation

GLOSSARY

PROPRIETARY RIGHT
A right to use or occupy property which allows exclusion of others from use, alienates other interests and is enforceable against all except those with a better proprietary right.

CAPITAL UPGRADE
Refers to enhancements to the existing facility to provide a higher level of service and/or enhancement which extends the original functionality or space. Capital upgrades extend the asset to cater for growth or additional service levels. Capital upgrades are at the City's sole discretion and must demonstrate an alignment with the City's Strategic Objectives.

CAPITAL RENEWAL
Relates to expenses incurred to restore the original function of the facility by replacing elements that have a life cycle shorter than planned for the entire facility. For example, replacing carpets.

CONTRACTUAL RIGHT
A right arising out of a contractual arrangement, for example the right to non-exclusive use of a property under a Licence or Management Agreement.

GROSS RENTAL VALUE
The Gross Rental Value is an annual rental value for a property determined by the Valuer General once every 3 years in the metropolitan area. This means that properties are valued on their potential rental income rather than their capital value.

EMERGENCY SERVICES LEVY (ESL)
The Emergency Services Levy (ESL) is a Department of Fire & Emergency Services compulsory levy for all buildings, which funds Western Australia's fire and emergency services, including career fire stations, volunteer fire brigades, State Emergency Service units, the Volunteer Marine Rescue Service and the multi-purpose Volunteer Emergency Service units.

OUTGOINGS
Outgoings are fees or charges associated with the usage of a property. These may include utilities such as water, electricity and gas. Outgoings are charged in addition to Rent, Licence Fees and Rates and Taxes. The City may require Outgoings to be paid by instalments, based on an annual estimated budget for the premises (Variable Outgoings). Outgoings and Variable Outgoings are subject to annual review.

HEALTH CHECK
The Health Check is a document required by all sporting clubs and community groups leasing City of Vincent property each year. It includes information on contact details, committee members, club management, sustainability, membership and financial performance. The Health Check will be provided to tenants each year (generally sent out in the second quarter) and must be completed and returned to the City with the required supporting information within a reasonable time.

ESSENTIAL TERM TEMPLATE - CATEGORY ONE (1) - SMALL COMMUNITY GROUPS

Initial term	5 years
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	PAYMENTS • Emergency Services Levy (ESL); • $20 million public liability insurance; • rent or licence fee; • all Outgoings, rates, taxes and insurances associated with the property; • pest inspections (including termite inspections) and treatment; • rubbish and recycling bin charges; • cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing); and • building insurance. REPAIR/MAINTENANCE • General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; and • cleaning (internal and external including carpets annually) ; INSPECTIONS • The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. CITY ACKNOWLEDGEMENT • The tenant will acknowledge the City's contribution.
Responsibilities of the City	PAYMENT (FOR MANAGEMENT AGREEMENTS ONLY) • All Outgoings, rates, taxes and insurances associated with the property; • pest inspections(including termite inspections) and treatment; • rubbish and recycling bin charges; • cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing); and • building insurance. REPAIR/MAINTENANCE • Re-painting of premises to ensure they remain in good repair; • maintenance of roofing, mechanical services and the main structure (unless damage caused by tenant/ licensor); and • Capital Renewal of existing assets. CAPITAL UPGRADES • Capital Upgrade and capital expansion of all assets within the leased area at the City's discretion. INSPECTIONS • The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms.
Licence Fee/Rent	10% GRV

ESSENTIAL TERM TEMPLATE - CATEGORY TWO (2) - SPORTING CLUBS AND COMMUNITY GROUPS AND ORGANISATIONS

Initial term	5 years
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	PAYMENTS • All Outgoings, rates, taxes and insurances; • cost of statutory compliance including RCD, smoke alarm, emergency exit and fire hydrant testing (with the exception of groups on a Management Agreement); • pest inspections (including termite inspections) and treatment (with the exception of groups on a Management Agreement); • rubbish and recycling bin charges; • Emergency Services Levy (ESL); • building insurance (with the exception of groups on a Licence or Management Agreement); and • $20 million public liability insurance. REPAIR/MAINTENANCE • General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps (with the exception of groups on a Management Agreement); • re-painting of premises to ensure they remain in good repair; and • cleaning (internal and external including carpets annually); CAPITAL UPGRADES • Capital Upgrade and capital expansion of all assets within the leased or licenced area. INSPECTIONS • The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. CITY ACKNOWLEDGEMENT • The tenant will acknowledge the City's contribution.
Responsibilities of the City	REPAIR/MAINTENANCE • Maintenance of roofing, mechanical services and the main structure (unless damage caused by Lessee/ Licensor); and • Capital Renewal of existing assets at the City's discretion.
Licence Fee/Rent	10% GRV

ESSENTIAL TERM TEMPLATE - CATEGORY THREE (3) - COMMERCIAL ENTITIES, STATE AND NATIONAL CLUBS, ASSOCIATIONS AND COMMUNITY ORGANISATIONS

Initial term	Up to a maximum of 10 years.
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	UNLESS OTHERWISE AGREED BETWEEN THE PARTIES: PAYMENTS • All Outgoings, rates and taxes, including rubbish and recycling bin charges; • cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing); • pest inspections (including termite inspections) and treatment; • Emergency Services Levy (ESL); • building insurance, premium and excess; and • $20 million public liability insurance. REPAIR/MAINTENANCE • General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; • re-painting of premises to ensure they remain in good repair; • cleaning (internal and external including carpets annually); and • line-marking of parking bays in car parks (if applicable). CAPITAL UPGRADES • Capital Upgrade and capital expansion of all assets within the leased or licenced area; and • maintenance of fit-out. INSPECTIONS • The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms.
Responsibilities of the City	REPAIR/MAINTENANCE • Maintenance of roofing, mechanical services and main structure (unless damage caused by Lessee/Licensor); CAPITAL RENEWAL • Capital Renewal of existing assets at the City's discretion.
Obligations of Tenant and default provisions	• The tenant is responsible for paying any Licence Fees/Rent and any other monies owing under the agreement within 14 days of the due date. • If the tenant fails to pay an invoice within the 14 day grace period, interest at a prescribed rate (as set by the agreement) will accrue on the outstanding amount until it is paid for in full. • Continued failure to pay monies due and owing under the agreement may result in the City terminating the agreement due to the tenant's default. • If the tenant disputes any amount due and owing under the agreement, the tenant must notify the City accordingly. In the absence of manifest error, the tenant must pay the outstanding amount on the due date and any dispute about the amount will be resolved with the City following payment.
Licence Fee/Rent	By negotiation and based on current market valuation obtained at the tenant's cost.

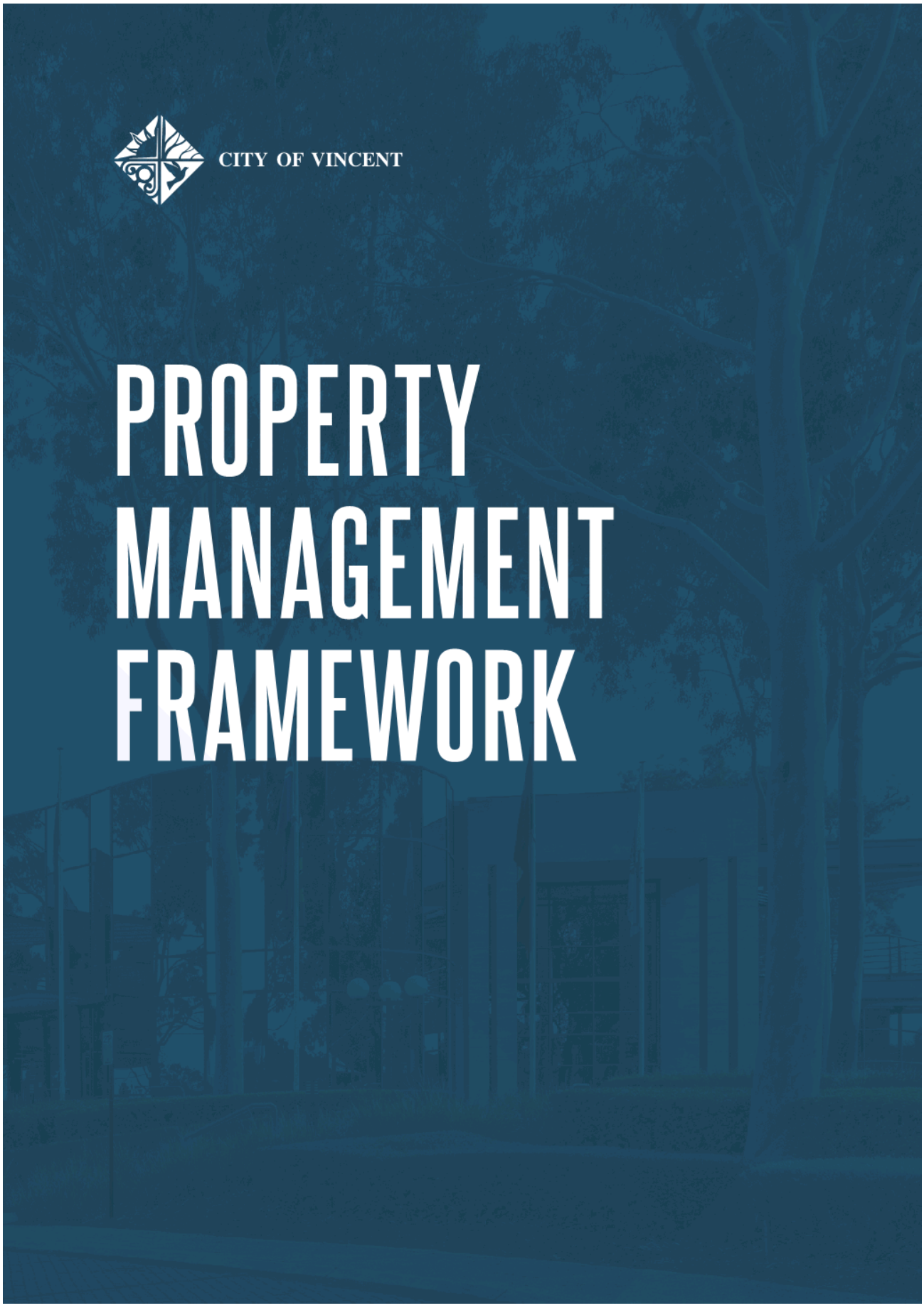
ESSENTIAL TERM TEMPLATE - CATEGORY FOUR (4) - GOVERNMENT AGENCIES

Initial term	Up to a maximum of 10 years.
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	UNLESS OTHERWISE AGREED BETWEEN THE PARTIES: PAYMENTS • All Outgoings, rates and taxes, including rubbish and recycling bin charges; • cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing) • pest inspections (including termite inspections) and treatment; • Emergency Services Levy (ESL); • building insurance; and • $20 million public liability insurance. REPAIR/MAINTENANCE • General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; • re-painting of premises to ensure they remain in good repair; • cleaning (internal and external including carpets annually); and • line-marking of parking bays in car parks (if applicable). CAPITAL UPGRADES • Capital Upgrade and capital expansion of all assets within the leased or licenced area; and • maintenance of fit-out. INSPECTIONS • The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. CITY ACKNOWLEDGEMENT • If less than the market rent is being paid by the tenant, the tenant will acknowledge the City's support through signage or other means as agreed by the City.
Obligations of Tenant and default provisions	• The tenant is responsible for paying any Licence Fees/Rent and any other monies owing under the agreement within 14 days of the due date. • If the tenant fails to pay an invoice within the 14 day grace period, interest at a prescribed rate (as set by the agreement) will accrue on the outstanding amount until it is paid for in full. • Continued failure to pay monies due and owing under the agreement may result in the City terminating the agreement due to the tenant's default. • If the tenant disputes any amount due and owing under the agreement, the tenant must notify the City accordingly. In the absence of manifest error, the tenant must pay the outstanding amount on the due date and any dispute about the amount will be resolved with the City following payment.
Responsibilities of the City	REPAIR/MAINTENANCE • Maintenance of roofing, mechanical services and main structure (unless damage caused by tenant/licensor). CAPITAL RENEWAL • Capital Renewal of existing assets at the City's discretion.
Lease Fee/Rent	By negotiation and based on current market valuation obtained at the tenant's cost.

APPENDIX 1

LIST OF PROPERTIES

Property Type	Facility Name
Bowling Club	Portion of 10 Farmer Street, North Perth
Child Health Clinic	244A Vincent Street, Leederville
Child Health Clinic	4 Broome Street, Highgate
Child Health Clinic	84 Harold Street, Highgate
Child Health Clinic	Portion of 99 Loftus Street, Leederville
Child Health Clinic	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road, Mt Hawthorn
Clinic and offices	Portion of Beatty Park Leisure Centre, 220 Vincent Street, North Perth
Community Centre	Portion of 10 Farmer Street, North Perth
Community Centre	62 Frame Court, Leederville
Community Centre	413 Bulwer Street, West Perth
Community Centre	Portion of 99 Loftus Street, Leederville
Community Facility	38 Kalgoorlie Street, Mount Hawthorn
Community Facility	Portion of 176 Fitzgerald Street, Perth
Community Garden	Portion of 10 Farmer Street, North Perth
Croquet Club	66 Harold Street, Mt Lawley
Dental Clinic	31 Sydney Street, North Perth
Kindergarten	45 Richmond Street, Leederville
Men's Shed	Portion of 10 Farmer Street, North Perth
Office	286 Beaufort Street, Perth
Offices	246 Vincent Street, Leederville
Offices	4 View Street, North Perth
Playgroup	15 Haynes Street, North Perth
Playgroup	87 The Boulevarde, Mt Hawthorn
Playgroup	Portion of Forrest Park Pavilion, 127 Wright Street, Highgate
Playgroup	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road, Mt Hawthorn
Sporting facilities	180 Charles Street, West Perth
Sporting facilities	Portion of 99 Loftus Street, Leederville
Sporting facilities	39 Britannia Road, Leederville
Sporting facilities	55 Albert Street, North Perth
Sporting facilities	Portion of 244 Vincent Street, Leederville
Sporting facilities	Portion of 244 Vincent Street, Leederville
Sporting facilities	Portion of Forrest Park Pavilion, 127 Wright Street, Highgate
Sporting facilities	41 Britannia Street, Leederville
Sporting facilities	315 Bulwer Street, Perth
Sporting facilities	Portion of 3 Lawley Street, West Perth
Tennis Club	Portion of 176 Fitzgerald Street, Perth
Tennis Club	150 Richmond Street, Leederville
Tennis Club	176 Fitzgerald Street, Perth
Tennis Club	310 Pier Street, Perth
Tennis Club	Portion of 10 Farmer Street, North Perth
Toy Library	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road


CITY OF VINCENT
PROPERTY
MANAGEMENT
FRAMEWORK

BACKGROUND

A review of the management of City properties was undertaken and a revised and structured leasing and licencing framework (Framework) will be implemented to ensure that the City is meeting the demands and needs of the ever changing community. The Framework is supported by a policy which contains the overarching principles as well as an administrative procedure which details specific lease and licence details and processes. The Framework provides a classification for leases and licences, along with an equitable methodology for calculating annual lease and licence fees.

The City's forty eight (48) properties are leased or licenced to a range of community organisations, sport and recreation clubs or associations, government agencies and commercial entities.

The Framework requires that all community group tenants demonstrate the benefits to the community arising from their use of the property. The Framework also establishes the terms and conditions the City will use as the basis for negotiating all leases and licences whether community, government or commercial.

GUIDING PRINCIPLES - OBJECTIVES

The objectives of the Framework are:

- To meet growing community needs and to maximise community benefit, City owned and managed properties will be prioritised for use where occupancy arrangements include co-location, shared-use and highest community utilisation;
- To meet the Strategic Community Plan's objectives of 'Connected Community' and 'Thriving Places', City owned and managed properties will primarily be available for local not-for-profit organisations, community groups and other community purposes;
- To ensure transparency and equity, all financial and in-kind subsidisation by Council will be recognised where City owned and managed properties are used to meet demonstrated community needs;
- To ensure sustainable City owned and managed properties, effective asset management and demonstrated sound financial management will be prioritised; and
- Where appropriate, specific City owned and managed properties may be identified and made accessible for commercial activities for income generation to support and encourage sustainable City owned asset management.

TYPES OF OCCUPANCY AGREEMENTS

The main types of occupancy agreements include:

- **Lease** – proprietary right to exclusive occupation and use;
- **Licence** – contractual right to non-exclusive occupation and/or use; and
- **Management agreement** – contractual arrangement outlining the terms and conditions associated with usage, as negotiated.

Property hire (regular or occasional use of a property to deliver community based programs, events and activities) is not covered within the Framework as it is dealt with separately under Policy No. 2.1.7 – parks Reserves and Hall Facilities – Conditions of Hire and Use.

LEASES

A lease creates a proprietary right to exclusive use and occupation of a property for an agreed period, usually in return for rent. The tenant has exclusive use and occupation of the property, although the City may require the tenant to encourage other use and subletting can occur if mutually agreeable.

LICENCES

A licence creates a contractual right to use a property for an agreed purpose for a stated period and can include seasonal licences. It does not confer a right to exclusive possession or occupation of the property. The City's approach in respect to granting a licence is to enable access to property by the broader community outside of the licensee's usage times.

MANAGEMENT AGREEMENT

A management agreement is a contractual arrangement between the City and a property user that outlines the terms and conditions associated with usage. The terms and conditions are not standard and are negotiated between the two parties.

PROPERTY MANAGEMENT RESPONSIBILITIES

ANNUAL TENANCY FEE METHODOLOGY

The City is committed to providing access to property for the benefit of the Vincent community. The City does not seek to derive profit from leases in categories one (1) or two (2).

The annual fee methodology is based on the Gross Rental Value (GRV) of the property with a subsidisation applied based on a community benefit matrix.

Organisations located in categories three (3) and four (4) are responsible for all costs associated with the property and the charging methodology is based on market valuation with the terms negotiated. Organisations within these categories will not be subject to a Management Agreement.

ANNUAL PROPERTY MANAGEMENT REPORTING

A report will be submitted to Council annually on organisations with occupancy agreements detailing:

- the occupancy agreement;
- revenue and expenditure; and
- level of subsidisation.

COMMUNITY BENEFIT MATRIX

In order to make City properties accessible and readily available, incentives are available to categories one (1) and two (2).

INCENTIVE FORMULA

The City will credit a tenant's account with the appropriate percentage reduction based on the community benefit matrix.

ELIGIBILITY & APPLICATION

In order for community groups and clubs to be assessed for the community benefit incentive, the tenant must provide the required documentation. Examples of this are annual Community Groups and Sporting Club Health Checks, Profit & Loss Statements, copies of constitutions etc.

CLASSIFICATION OF TENANT

Under this framework, all tenants or prospective tenants of City properties will fall into one of four (4) categories which describe the primary purpose of the tenant.

The categories are:

Category One	Small community groups
Category Two	Sporting clubs and community groups and organisations
Category Three	Commercial entities, State and National clubs, associations and community organisations
Category Four	Government agencies

ATTACHMENTS

Essential term templates

a. Category One (1)
b. Category Two (2)
c. Category Three (3)
d. Category Four (4)

CATEGORY ONE (1) - SMALL COMMUNITY GROUPS

Eligibility Criteria	
Community Benefit	The service is unique, specific and meets a high level of need, or the service meets identified social/community needs. This type of service would not be provided unless supported by City.
Shared Use	Given the size of the facilities and level of use by the tenant, hiring to the community outside the tenant's agreed usage is not a requirement.
Revenue	The group has limited or no capacity to generate revenue from on-site use or activities and the income of the group is generally restricted to low membership fees.
Membership	Demonstrates minimal membership regime, good governance and facilitates programs and activities that add value to the social and community fabric of the City and are specifically targeted towards local residents.
Operational	Not-for-profit organization, community group or club run solely by volunteers
Organisational Structure	The organisation is locally based, stand alone and not-for-profit. It has a voluntary management committee, comprised mainly of local area representatives
Examples	Examples of community groups within this category are playgroups, toy libraries, community gardens, men's sheds and organisations specifically targeting social isolation.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Management Agreement	X	X	X	X	✓	X	✓	X	X	10% GRV
Licence	✓	✓	✓	✓	✓	X	✓	✓	X	10% GRV
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	10% GRV

A Management Agreement is likely for this category.

CATEGORY TWO (2) - SPORTING CLUBS, COMMUNITY GROUPS AND ORGANISATIONS

Eligibility Criteria	
Community Benefit	The service is unique, specific and meets high a level of need, or the service meets identified social/community needs. This type of service would not be able to be provided unless supported by City.
Shared Use	Given the size of the facilities and level of use by the tenant, hiring to the community outside the tenant's usage times on a fee for service basis (based on the City's Schedule of Fees and Charges for similar properties) is a requirement.
Revenue	The tenant has the capacity to generate revenue from its use of the property (i.e. membership, bar or kitchen facilities) or activities consistent with the organisational purpose of the tenant.
Membership	Demonstrates an affordable membership regime, good governance and facilitates programs and activities that add value to the social and community fabric of the City.
Operational	Not-for-profit organisation, community group or club run by volunteers or paid workers
Organisational Structure	The organisation is a locally based service, outlet or project that is part of a larger not-for-profit organisation. There is limited or no local area representation of the group/organisation.
Examples	Small sporting clubs, community groups, youth & day centres and community centres.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Management Agreement	✓	X	X	✓	✓	X	✓	X	X	✓
Licence	✓	✓	✓	✓	✓	X	✓	✓	✓	✓
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

CATEGORY THREE (3) - COMMERCIAL ENTITIES, STATE AND NATIONAL CLUBS, ASSOCIATIONS AND COMMUNITY ORGANISATIONS

Eligibility Criteria	
Community Benefit	The provision of the service is generally not within the remit of local government and there may not be a direct local community benefit due to the nature of the group or organisation.
Revenue	Does not rely on Council for funding. Generates its own revenue, for example, by collecting membership fees, holding events, allowing venue hire, offering services or products for sale or is externally funded.
Organisational Structure	Includes corporations, incorporated associations, large not-for-profit organisations and private business owners.
Examples	Commercial recreation and leisure centres, for profit day care centres, state-wide or national not-for-profit organisations, medical practitioners, car parking licences, retail shops and office accommodation.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Licence	✓	✓	✓	✓	✓	X	✓	✓	✓	Negotiated
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated by reference to Market Valuation

CATEGORY FOUR (4) - GOVERNMENT AGENCIES

Eligibility Criteria	
Community Benefit	The provision of the service is generally not within the remit of local government and there may not be a direct local community benefit.
Revenue	Receives significant funding from the State Government or organisations other than City.
Organisational Structure	Government department or Government agency operated.
Examples	Kindergartens, child health clinics and government sporting venues.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Licence	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated by reference to Market Valuation

GLOSSARY

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A right to use or occupy property which allows exclusion of others from use, alienates other interests and is enforceable against all except those with a better proprietary right.

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Refers to enhancements to the existing facility to provide a higher level of service and/or enhancement which extends the original functionality or space. Capital upgrades extend the asset to cater for growth or additional service levels. Capital upgrades are at the City's sole discretion and must demonstrate an alignment with the City's Strategic Objectives.

CAPITAL RENEWAL
Relates to expenses incurred to restore the original function of the facility by replacing elements that have a life cycle shorter than planned for the entire facility. For example, replacing carpets.

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OUTGOINGS
Outgoings are fees or charges associated with the usage of a property. These may include utilities such as water, electricity and gas. Outgoings are charged in addition to Rent, Licence Fees and Rates and Taxes. The City may require Outgoings to be paid by instalments, based on an annual estimated budget for the premises (Variable Outgoings). Outgoings and Variable Outgoings are subject to annual review.

HEALTH CHECK
The Health Check is a document required by all sporting clubs and community groups leasing City of Vincent property each year. It includes information on contact details, committee members, club management, sustainability, membership and financial performance. The Health Check will be provided to tenants each year (generally sent out in the second quarter) and must be completed and returned to the City with the required supporting information within a reasonable time.

ESSENTIAL TERM TEMPLATE - CATEGORY ONE (1) - SMALL COMMUNITY GROUPS

Initial term	5 years
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	PAYMENTS • Emergency Services Levy (ESL); • $20 million public liability insurance; and • rent or licence fee. REPAIR/MAINTENANCE • General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; and • cleaning (internal and external including carpets annually) ; INSPECTIONS • The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. CITY ACKNOWLEDGEMENT • The tenant will acknowledge the City's contribution.
Responsibilities of the City	PAYMENT (FOR MANAGEMENT AGREEMENTS ONLY) • All Outgoings, rates, taxes and insurances associated with the property; • pest inspections(including termite inspections) and treatment; • rubbish and recycling bin charges; • cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing); and • building insurance. REPAIR/MAINTENANCE • Re-painting of premises to ensure they remain in good repair; • maintenance of roofing, mechanical services and the main structure (unless damage caused by tenant/ licensor); and • Capital Renewal of existing assets. CAPITAL UPGRADES • Capital Upgrade and capital expansion of all assets within the leased area at the City's discretion. INSPECTIONS • The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms.
Licence Fee/Rent	10% GRV

ESSENTIAL TERM TEMPLATE - CATEGORY TWO (2) - SPORTING CLUBS AND COMMUNITY GROUPS AND ORGANISATIONS

Initial term	5 years
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	PAYMENTS • All Outgoings, rates, taxes and insurances; • cost of statutory compliance including RCD, smoke alarm, emergency exit and fire hydrant testing (with the exception of groups on a Management Agreement); • pest inspections (including termite inspections) and treatment (with the exception of groups on a Management Agreement); • rubbish and recycling bin charges; • Emergency Services Levy (ESL); • building insurance (with the exception of groups on a Licence or Management Agreement); and • $20 million public liability insurance. REPAIR/MAINTENANCE • General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps (with the exception of groups on a Management Agreement); • re-painting of premises to ensure they remain in good repair; and • cleaning (internal and external including carpets annually); CAPITAL UPGRADES • Capital Upgrade and capital expansion of all assets within the leased or licenced area. INSPECTIONS • The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. CITY ACKNOWLEDGEMENT • The tenant will acknowledge the City's contribution.
Responsibilities of the City	REPAIR/MAINTENANCE • Maintenance of roofing, mechanical services and the main structure (unless damage caused by Lessee/ Licensor); and • Capital Renewal of existing assets at the City's discretion.
Licence Fee/Rent	10% GRV

ESSENTIAL TERM TEMPLATE - CATEGORY THREE (3) - COMMERCIAL ENTITIES, STATE AND NATIONAL CLUBS, ASSOCIATIONS AND COMMUNITY ORGANISATIONS

Initial term	Up to a maximum of 10 years.
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	UNLESS OTHERWISE AGREED BETWEEN THE PARTIES: PAYMENTS • All Outgoings, rates and taxes, including rubbish and recycling bin charges; • cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing); • pest inspections (including termite inspections) and treatment; • Emergency Services Levy (ESL); • building insurance, premium and excess; and • $20 million public liability insurance. REPAIR/MAINTENANCE • General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; • re-painting of premises to ensure they remain in good repair; • cleaning (internal and external including carpets annually); and • line-marking of parking bays in car parks (if applicable). CAPITAL UPGRADES • Capital Upgrade and capital expansion of all assets within the leased or licenced area; and • maintenance of fit-out. INSPECTIONS • The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms.
Responsibilities of the City	REPAIR/MAINTENANCE • Maintenance of roofing, mechanical services and main structure (unless damage caused by Lessee/Licensor); CAPITAL RENEWAL • Capital Renewal of existing assets at the City's discretion.
Obligations of Tenant and default provisions	• The tenant is responsible for paying any Licence Fees/Rent and any other monies owing under the agreement within 14 days of the due date. • If the tenant fails to pay an invoice within the 14 day grace period, interest at a prescribed rate (as set by the agreement) will accrue on the outstanding amount until it is paid for in full. • Continued failure to pay monies due and owing under the agreement may result in the City terminating the agreement due to the tenant's default. • If the tenant disputes any amount due and owing under the agreement, the tenant must notify the City accordingly. In the absence of manifest error, the tenant must pay the outstanding amount on the due date and any dispute about the amount will be resolved with the City following payment.
Licence Fee/Rent	By negotiation and based on current market valuation obtained at the tenant's cost.

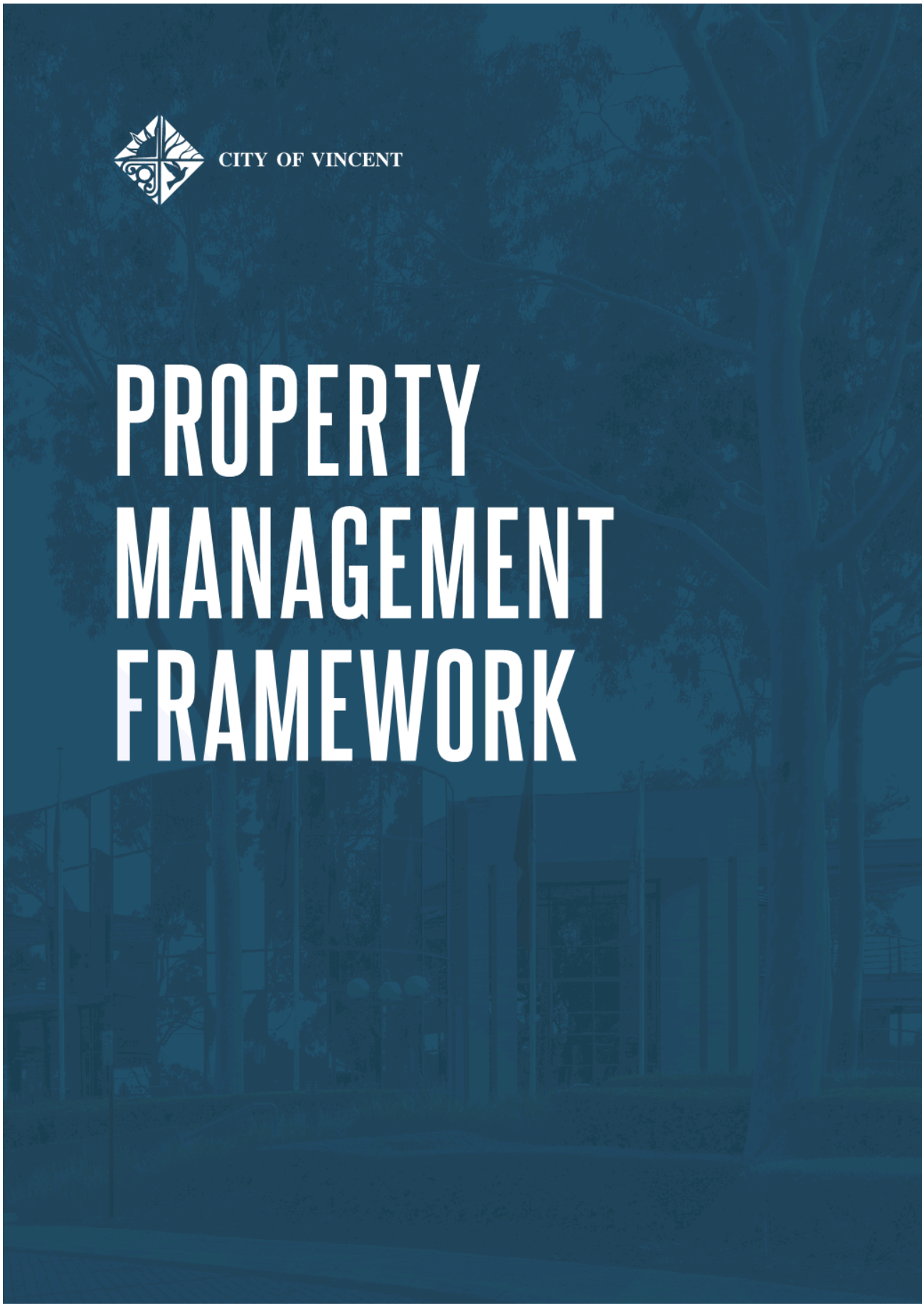
ESSENTIAL TERM TEMPLATE - CATEGORY FOUR (4) - GOVERNMENT AGENCIES

Initial term	Up to a maximum of 10 years.
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	UNLESS OTHERWISE AGREED BETWEEN THE PARTIES: PAYMENTS • All Outgoings, rates and taxes, including rubbish and recycling bin charges; • cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing) • pest inspections (including termite inspections) and treatment; • Emergency Services Levy (ESL); • building insurance; and • $20 million public liability insurance. REPAIR/MAINTENANCE • General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; • re-painting of premises to ensure they remain in good repair; • cleaning (internal and external including carpets annually); and • line-marking of parking bays in car parks (if applicable). CAPITAL UPGRADES • Capital Upgrade and capital expansion of all assets within the leased or licenced area; and • maintenance of fit-out. INSPECTIONS • The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. CITY ACKNOWLEDGEMENT • If less than the market rent is being paid by the tenant, the tenant will acknowledge the City's support through signage or other means as agreed by the City.
Obligations of Tenant and default provisions	• The tenant is responsible for paying any Licence Fees/Rent and any other monies owing under the agreement within 14 days of the due date. • If the tenant fails to pay an invoice within the 14 day grace period, interest at a prescribed rate (as set by the agreement) will accrue on the outstanding amount until it is paid for in full. • Continued failure to pay monies due and owing under the agreement may result in the City terminating the agreement due to the tenant's default. • If the tenant disputes any amount due and owing under the agreement, the tenant must notify the City accordingly. In the absence of manifest error, the tenant must pay the outstanding amount on the due date and any dispute about the amount will be resolved with the City following payment.
Responsibilities of the City	REPAIR/MAINTENANCE • Maintenance of roofing, mechanical services and main structure (unless damage caused by tenant/licensor). CAPITAL RENEWAL • Capital Renewal of existing assets at the City's discretion.
Lease Fee/Rent	By negotiation and based on current market valuation obtained at the tenant's cost.

APPENDIX 1

LIST OF PROPERTIES

Property Type	Facility Name
Bowling Club	Portion of 10 Farmer Street, North Perth
Child Health Clinic	244A Vincent Street, Leederville
Child Health Clinic	4 Broome Street, Highgate
Child Health Clinic	84 Harold Street, Highgate
Child Health Clinic	Portion of 99 Loftus Street, Leederville
Child Health Clinic	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road, Mt Hawthorn
Clinic and offices	Portion of Beatty Park Leisure Centre, 220 Vincent Street, North Perth
Community Centre	Portion of 10 Farmer Street, North Perth
Community Centre	62 Frame Court, Leederville
Community Centre	413 Bulwer Street, West Perth
Community Centre	Portion of 99 Loftus Street, Leederville
Community Facility	38 Kalgoorlie Street, Mount Hawthorn
Community Facility	Portion of 176 Fitzgerald Street, Perth
Community Garden	Portion of 10 Farmer Street, North Perth
Croquet Club	66 Harold Street, Mt Lawley
Dental Clinic	31 Sydney Street, North Perth
Kindergarten	45 Richmond Street, Leederville
Men's Shed	Portion of 10 Farmer Street, North Perth
Office	286 Beaufort Street, Perth
Offices	246 Vincent Street, Leederville
Offices	4 View Street, North Perth
Playgroup	15 Haynes Street, North Perth
Playgroup	87 The Boulevarde, Mt Hawthorn
Playgroup	Portion of Forrest Park Pavilion, 127 Wright Street, Highgate
Playgroup	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road, Mt Hawthorn
Sporting facilities	180 Charles Street, West Perth
Sporting facilities	Portion of 99 Loftus Street, Leederville
Sporting facilities	39 Britannia Road, Leederville
Sporting facilities	55 Albert Street, North Perth
Sporting facilities	Portion of 244 Vincent Street, Leederville
Sporting facilities	Portion of 244 Vincent Street, Leederville
Sporting facilities	Portion of Forrest Park Pavilion, 127 Wright Street, Highgate
Sporting facilities	41 Britannia Street, Leederville
Sporting facilities	315 Bulwer Street, Perth
Sporting facilities	Portion of 3 Lawley Street, West Perth
Tennis Club	Portion of 176 Fitzgerald Street, Perth
Tennis Club	150 Richmond Street, Leederville
Tennis Club	176 Fitzgerald Street, Perth
Tennis Club	310 Pier Street, Perth
Tennis Club	Portion of 10 Farmer Street, North Perth
Toy Library	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road


CITY OF VINCENT
PROPERTY
MANAGEMENT
FRAMEWORK

BACKGROUND

After a review of the management of City properties, a revised and structured leasing and licensing framework (Framework) has been developed to ensure the City is meeting the demands and needs of the community. The Framework is supported by a policy containing the overarching principles, as well as an administrative procedure with specific lease and licence details and processes. The Framework provides a classification for leases and licences, along with an equitable methodology for calculating annual lease and licence fees.

The City's 48 properties are leased or licenced to a range of community organisations, sport and recreation clubs or associations, government agencies and commercial entities.

The Framework provides community groups and sporting clubs in categories one and two with a Community Benefit Subsidy if they demonstrate their use of the property benefits the community.

The Framework also establishes general terms and conditions that the City will use as the basis for negotiating all leases and licences, along with a detailed Maintenance Responsibility Guide (Appendix 2).

GUIDING PRINCIPLES - OBJECTIVES

The objectives of the Framework are:

- To meet growing community needs and to maximise community benefit, City owned and managed properties will be prioritised for use where occupancy arrangements include co-location, shared-use and highest community utilisation;
- To meet the Strategic Community Plan's objectives of 'Connected Community' and 'Thriving Places', City owned and managed properties will primarily be available for local not-for-profit organisations, community groups and other community purposes;
- To ensure transparency and equity, all financial and in-kind subsidisation by Council will be recognised where City owned and managed properties are used to meet demonstrated community needs;
- To ensure sustainable City owned and managed properties, effective asset management and demonstrated sound financial management will be prioritised; and
- Where appropriate, specific City owned and managed properties may be identified and made accessible for commercial activities for income generation to support and encourage sustainable City owned asset management.

TYPES OF OCCUPANCY AGREEMENTS

The main types of occupancy agreements include:

- **Lease** – exclusive occupation and use;
- **Licence** – contractual right to non-exclusive occupation and/or use; and
- **Management agreement** – contractual arrangement outlining the terms and conditions associated with usage, as negotiated.

Property hire (regular or occasional use of a property to deliver community-based programs, events and activities) on an hourly or daily rate, is not covered within the Framework as it is dealt with separately under Policy No. 2.1.7 – Parks Reserves and Hall Facilities – Conditions of Hire and Use.

LEASES

A lease is a right granted by the owner of land for an occupant to have the exclusive use of that land for a specified period of time in exchange for an agreed rental payment.

In the sporting context, lease agreements are usually used where the site is either fully occupied for a specific purpose, for example bowling greens, tennis courts and synthetic hockey pitches; or where a club has made substantial contributions to the development of the site.

If a tenant has exclusive occupancy over the land or facility, it follows that the maintenance and management expectations placed on the tenant will usually be greater than they are under licence or hire agreements that are not exclusive.

LICENCES

Under the terms and conditions of a licence contract, the tenant is granted permission to access property for a specified purpose(s), such as conduct of a sporting activity at specified times and under specified conditions.

Licenses are usually used in cases where the facility or premises is shared by a number of groups, rather than lease agreements.

A license agreement does not provide for exclusive use of a facility beyond the specified times of access, so no 'interest' in the land is created. It is reasonable to expect the rights and obligations of the lessee in respect to maintenance and management of the facility would be less stringent under a license agreement than a lease agreement.

MANAGEMENT AGREEMENT

A management agreement is a contractual arrangement between the City and a tenant that outlines the terms and conditions associated with usage. The terms and conditions are not standard and are negotiated between the two parties.

PROPERTY MANAGEMENT RESPONSIBILITIES

ANNUAL TENANCY FEE METHODOLOGY

The City is committed to providing access to property for the benefit of the Vincent community. The City does not seek to derive profit from leases in categories 1 or 2.

The annual fee methodology is based on the Gross Rental Value (GRV) of the property with a subsidy applied based on a community benefit matrix.

Organisations that fall into categories three and four are responsible for all costs associated with the property. Rent for category three and four tenants is negotiated by reference to the total GRV for a property. Tenants within these categories will not be subject to a Management Agreement.

ANNUAL PROPERTY MANAGEMENT REPORTING

A report will be submitted to Council annually for all organisations with occupancy agreements.
This will cover:

- the occupancy agreement;
- revenue and expenditure; and
- level of subsidisation.

COMMUNITY BENEFIT MATRIX

To make City properties accessible and readily available, subsidies are available to organisations within categories 1 and 2.

SUBSIDY FORMULA

The City will credit a tenant's account with the appropriate percentage reduction based on the community benefit matrix.

ELIGIBILITY & APPLICATION

In order for community groups and clubs to be assessed for the community benefit subsidy, the tenant must provide the required documentation. Examples of this are annual Community Groups and Sporting Club Health Checks, profit and loss statements and copies of constitutions.

CLASSIFICATION OF TENANT

Under this framework, all tenants or prospective tenants of City properties will fall into one of four categories. These categories describe the primary purpose of the tenant.

The categories are:

Category One	Small community groups
Category Two	Sporting clubs, community groups and organisations
Category Three	Commercial entities, state and national clubs, associations and community organisations
Category Four	Government agencies

ATTACHMENTS

Essential term templates

a. Category One (1)
b. Category Two (2)
c. Category Three (3)
d. Category Four (4)

CATEGORY ONE (1) - SMALL COMMUNITY GROUPS

Eligibility Criteria	
Community Benefit	The service is unique, specific and meets a high level of need, or the service meets identified social/community needs. This type of service would not be provided unless supported by the City of Vincent lease.
Shared Use	Given the size of the facility and level of use by the tenant, hiring to the community outside the tenant's agreed usage is not a requirement.
Revenue	The group has limited or no capacity to generate revenue from on-site use or activities and the income of the group is generally restricted to low membership fees.
Membership	Demonstrates minimal membership regime and good governance and facilitates programs and activities that are specifically targeted at local residents and add value to the social and community fabric of Vincent.
Operational	Not-for-profit organisation, community group or club run solely by volunteers.
Organisational Structure	The organisation is locally based, stand alone and not-for-profit. It has a voluntary management committee, comprised mainly of local area representatives
	Examples of community groups within this category include playgroups, toy libraries, community gardens, men's sheds and organisations targeting social isolation.

Agreement Type	Outgoings	Statutory Compliance	Pest Inspection	Rubbish & Recycling Bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor Maintenance & Repairs	Capital Upgrades	Building Insurance Excess	Tenancy Fee
Management Agreement	X	X	X	X	✓	X	✓	X	X	✓	10% GRV
Licence	✓	✓	✓	✓	✓	X	✓	✓	X	✓	10% GRV
Lease	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	10% GRV

A Management Agreement is likely for this category.

CATEGORY TWO (2) - SPORTING CLUBS, COMMUNITY GROUPS AND ORGANISATIONS

Eligibility Criteria	
Community Benefit	The service is unique, specific and meets a high level of need, or the service meets identified social/community needs. This type of service would not be provided unless supported by the City of Vincent lease.
Shared Use	Given the size of the facility and level of use by the tenant, hiring to the community outside the tenant's usage times on a fee for service basis (based on the City's Schedule of Fees and Charges for similar properties) may be a requirement.
Revenue	The tenant has the capacity to generate revenue from its use of the property (i.e. membership, bar or kitchen facilities) or activities consistent with the organisational purpose of the tenant.
Membership	Demonstrates an affordable membership regime and good governance and facilitates programs and activities that add value to the social and community fabric of the City.
Operational	Not-for-profit organisation, community group or club run by volunteers or paid workers.
Organisational Structure	The organisation is a locally-based service, outlet or project that may be part of a larger not-for-profit organisation.
	Small sporting clubs, community groups, youth and day centres and community centres.

Agreement Type	Outgoings	Statutory Compliance	Pest Inspection	Rubbish & Recycling Bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor Maintenance & Repairs	Capital Upgrades	Building Insurance Excess	Tenancy Fee
Management Agreement	✓	X	X	✓	✓	X	✓	X	X	✓	10% GRV
Licence	✓	✓	✓	✓	✓	X	✓	✓	X	✓	10% GRV
Lease	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	10% GRV

CATEGORY THREE (3) - COMMERCIAL ENTITIES, STATE AND NATIONAL CLUBS, ASSOCIATIONS AND COMMUNITY ORGANISATIONS

Eligibility Criteria	
Community Benefit	The provision of the service is generally not within the remit of local government and there may not be a direct local community benefit due to the nature of the group or organisation.
Revenue	Is externally funded or generates its own revenue through membership fees, events, venue hire, the sale of services or products or other means.
Organisational Structure	Includes corporations, incorporated associations, large not-for-profit organisations and private business owners.
	Commercial recreation and leisure centres, for-profit day care centres, state-wide or national not-for-profit organisations, medical practitioners, car parking licences, retail shops and office accommodation.

Agreement Type	Outgoings	Statutory Compliance	Pest Inspection	Rubbish & Recycling Bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor Maintenance & Repairs	Capital Upgrades	Tenancy Fee
Licence	✓	✓	✓	✓	✓	X	✓	✓	✓	Negotiated
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated by reference to GRV.

CATEGORY FOUR (4) - GOVERNMENT AGENCIES

Eligibility Criteria	
Community Benefit	The provision of the service is generally not within the remit of local government and there may not be a direct local community benefit.
Revenue	Receives significant funding from the State Government or organisations other than City.
Organisational Structure	Government department or government agency operated.
	Kindergartens, child health clinics and government sporting venues.

Agreement Type	Outgoings	Statutory Compliance	Pest Inspection	Rubbish & Recycling Bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor Maintenance & Repairs	Capital Upgrades	Tenancy Fee
Licence	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated by reference to GRV.

GLOSSARY

PROPRIETARY RIGHT
A right to use or occupy property which allows exclusion of others from use, alienates other interests and is enforceable against all except those with a better proprietary right.

CAPITAL UPGRADE
Refers to enhancements to the existing facility to provide a higher level of service and/or enhancement which extends the original functionality or space. Capital upgrades extend the asset to cater for growth or additional service levels. Capital upgrades are at the City's sole discretion and must demonstrate an alignment with the City's Strategic Objectives.

The tenant may apply to Council for financial assistance to upgrade a leased/licenced facility with requests being considered as part of the budget process in the year in which the requests are received. The City will also work to assist groups when applying for funding.

CAPITAL RENEWAL
Relates to expenses incurred to restore the original function of the facility by replacing elements that have a life cycle shorter than planned for the entire facility. For example, replacing carpets.

The City is responsible for capital renewal and repairs, which relate to major structural elements of the building such as the roof or load bearing walls. The City is also responsible for expenses incurred to restore the original function of the facility by replacing elements that have a life cycle shorter than planned for the entire facility.

CONTRACTUAL RIGHT
A right arising out of a contractual arrangement, for example the right to non-exclusive use of a property under a Licence or Management Agreement.

GROSS RENTAL VALUE
The Gross Rental Value is an annual rental value for a property determined by the Valuer General once every three years in the metropolitan area. This means properties are valued on their potential rental income rather than their capital value.

EMERGENCY SERVICES LEVY (ESL)
The Emergency Services Levy (ESL) is a Department of Fire and Emergency Services compulsory levy for all buildings, which funds Western Australia's fire and emergency services, including career fire stations, volunteer fire brigades, State Emergency Service units, the Volunteer Marine Rescue Service and the multi-purpose Volunteer Emergency Service units.

OUTGOINGS
Outgoings are fees or charges associated with the use of a property. These may include utilities such as water, electricity and gas. Outgoings are charged in addition to rent, licence fees and rates and taxes. The City may require outgoings to be paid by instalments, based on an annual estimated budget for the premises (variable outgoings). Outgoings and variable outgoings are subject to annual review.

HEALTH CHECK
The Health Check is a document required to be completed by all sporting club and community group tenants leasing property. It includes contact details and information on committee members, membership and financial performance. The Health Check will be provided to tenants on request (generally sent out in the second quarter) and must be completed and returned to the City with the required supporting information within a reasonable timeframe.

MAINTENANCE RESPONSIBILITIES
Facility maintenance includes minor day-to-day maintenance that can be performed by a non-tradesperson and more significant programmed and non-programmed asset renewal maintenance requiring the services of a qualified tradesperson or experienced maintenance person.

All maintenance obligations and maintenance standards will be clearly articulated in specific schedules to lease and licence documents and are highlighted in Appendix 2 at the end of the Framework.

Each tenant is required to maintain the facility in accordance with the maintenance schedule attached to their lease or licence using the services of registered and qualified tradespeople.

The maintenance schedule outlines the responsibilities of the City and the tenant.

ESSENTIAL TERM TEMPLATE - CATEGORY ONE (1) - SMALL COMMUNITY GROUPS

Initial Term	5 years
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	PAYMENTS • Emergency Services Levy (ESL); • excess on building insurance claims • $20 million public liability insurance; and • rent or licence fee. REPAIR/MAINTENANCE • Will maintain property in good repair, as detailed in the property condition report; • no property modifications or installations without City approval; • general minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; and • cleaning (internal and external including annual carpet cleaning); INSPECTIONS • The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. CITY ACKNOWLEDGEMENT • The tenant will acknowledge the City's contribution.
Responsibilities of the City	PAYMENT (FOR MANAGEMENT AGREEMENTS ONLY) • All outgoings, rates, taxes and insurances associated with the property; • pest inspections (including termite inspections) and treatment; • rubbish and recycling bin charges; • cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing); and • building insurance. REPAIR/MAINTENANCE • Re-painting of premises to ensure it remains in good condition; • maintenance of roofing, mechanical services and the main structure (unless damage caused by tenant); and • capital renewal of existing assets. CAPITAL UPGRADES • Capital upgrade and capital expansion of all assets within the leased area at the City's discretion. INSPECTIONS • The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms.
Tenancy Fee	10% GRV

ESSENTIAL TERM TEMPLATE - CATEGORY TWO (2) - SPORTING CLUBS AND COMMUNITY GROUPS AND ORGANISATIONS

Initial Term	5 years
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	PAYMENTS • All outgoings, rates, taxes and insurances; • cost of maintaining statutory compliance including RCD, smoke alarm, emergency exit and fire hydrant testing (with the exception of groups on a Management Agreement); • pest inspections (including termite inspections) and treatment (with the exception of groups on a Management Agreement); • rubbish and recycling bin charges; • Emergency Services Levy (ESL); • excess on building insurance claims • building insurance (with the exception of groups on a Licence or Management Agreement); and • $20 million public liability insurance. REPAIR/MAINTENANCE • Will maintain property in good repair, as detailed in the property condition report; • no property modifications or installations without City approval; • general minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps (with the exception of groups on a Management Agreement); • minor remedial painting to repair general wear and tear; and • cleaning (internal and external including annual carpet cleaning); INSPECTIONS • The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. CITY ACKNOWLEDGEMENT • The tenant will acknowledge the City's contribution.
Responsibilities of the City	REPAIR/MAINTENANCE • Maintenance of roofing, mechanical services and the main structure (unless damage caused by Lessee/Licensor); • re-painting of internal and external premises; and • Capital Renewal of existing assets at the City's discretion. CAPITAL UPGRADES • Capital upgrade and capital expansion of all assets within the leased or licenced area.
Tenancy Fee	10% GRV

ESSENTIAL TERM TEMPLATE - CATEGORY THREE (3) - COMMERCIAL ENTITIES, STATE AND NATIONAL CLUBS, ASSOCIATIONS AND COMMUNITY ORGANISATIONS

Initial Term	Maximum of 10 years.
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	UNLESS OTHERWISE AGREED BETWEEN THE PARTIES: PAYMENTS • All outgoings, rates and taxes, including rubbish and recycling bin charges; • cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing); • pest inspections (including termite inspections) and treatment; • Emergency Services Levy (ESL); • building insurance, premium and excess; and • $20 million public liability insurance. REPAIR/MAINTENANCE • General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; • re-painting of premises to ensure it remains in good condition; • cleaning (internal and external including annual carpet cleaning); and • line-marking of parking bays in car parks (if applicable). CAPITAL UPGRADES • Capital upgrade and capital expansion of all assets within the leased or licensed area; and • maintenance of fit-out. INSPECTIONS • The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms.
Responsibilities of the City	REPAIR/MAINTENANCE • Maintenance of roofing, mechanical services and main structure (unless damage caused by tenant); CAPITAL RENEWAL • Capital renewal of existing assets at the City's discretion.
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Tenancy Fee	Subject to negotiation based on GRV. The tenant may undertake a market rent valuation of the premises, at the tenant's cost.

ESSENTIAL TERM TEMPLATE - CATEGORY FOUR (4) - GOVERNMENT AGENCIES

Initial Term	Maximum of 10 years.
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	UNLESS OTHERWISE AGREED BETWEEN THE PARTIES: PAYMENTS • All outgoings, rates and taxes, including rubbish and recycling bin charges; • cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing) • pest inspections (including termite inspections) and treatment; • Emergency Services Levy (ESL); • building insurance; and • $20 million public liability insurance. REPAIR/MAINTENANCE • General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; • re-painting of premises to ensure it remains in good condition; • cleaning (internal and external including annual carpet cleaning); and • line-marking of parking bays in car parks (if applicable). CAPITAL UPGRADES • Capital upgrade and capital expansion of all assets within the leased or licenced area; and • maintenance of fit-out. INSPECTIONS • The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. CITY ACKNOWLEDGEMENT • If less than the market rent is being paid by the tenant, the tenant will acknowledge the City's support through signage or other means as agreed by the City.
Obligations of Tenant and default provisions	• The tenant is responsible for paying any license fees/rent and any other monies owed under the agreements within 14 days of the due date; • If the tenant fails to pay an invoice within the 14 day grace period, interest at a prescribed rate (as set by the agreement) will accrue on the outstanding amount until it is paid for in full. • Continued failure to pay monies due and owing under the agreement may result in the City terminating the agreement. • If the tenant disputes any amount due and owing under the agreement, the tenant must notify the City. In the absence of manifest error, the tenant must pay the outstanding amount on the due date and any dispute about the amount will be resolved with the City following payment.
Responsibilities of the City	REPAIR/MAINTENANCE • Maintenance of roofing, mechanical services and main structure (unless damage caused by tenant). CAPITAL RENEWAL • Capital renewal of existing assets at the City's discretion.
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Child Health Clinic	84 Harold Street, Highgate
Child Health Clinic	Portion of 99 Loftus Street, Leederville
Child Health Clinic	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road, Mt Hawthorn
Clinic and offices	Portion of Beatty Park Leisure Centre, 220 Vincent Street, North Perth
Community Centre	Portion of 10 Farmer Street, North Perth
Community Centre	62 Frame Court, Leederville
Community Centre	413 Bulwer Street, West Perth
Community Centre	Portion of 99 Loftus Street, Leederville
Community Facility	38 Kalgoorlie Street, Mount Hawthorn
Community Facility	Portion of 176 Fitzgerald Street, Perth
Community Garden	Portion of 10 Farmer Street, North Perth
Croquet Club	66 Harold Street, Mt Lawley
Dental Clinic	31 Sydney Street, North Perth
Kindergarten	45 Richmond Street, Leederville
Men's Shed	Portion of 10 Farmer Street, North Perth
Office	286 Beaufort Street, Perth
Offices	246 Vincent Street, Leederville
Offices	4 View Street, North Perth
Playgroup	15 Haynes Street, North Perth
Playgroup	87 The Boulevarde, Mt Hawthorn
Playgroup	Portion of Forrest Park Pavilion, 66 Harold Street, Highgate
Playgroup	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road, Mt Hawthorn
Sporting facilities	180 Charles Street, West Perth
Sporting facilities	Portion of 99 Loftus Street, Leederville
Sporting facilities	39 Britannia Road, Leederville
Sporting facilities	55 Albert Street, North Perth
Sporting facilities	Portion of 244 Vincent Street, Leederville
Sporting facilities	Portion of 244 Vincent Street, Leederville
Sporting facilities	Portion of Forrest Park Pavilion, 66 Harold Street, Highgate
Sporting facilities	41 Britannia Street, Leederville
Sporting facilities	315 Bulwer Street, Perth
Sporting facilities	Portion of 3 Lawley Street, West Perth
Tennis Club	Portion of 176 Fitzgerald Street, Perth
Tennis Club	150 Richmond Street, Leederville
Tennis Club	176 Fitzgerald Street, Perth
Tennis Club	310 Pier Street, Perth
Tennis Club	Portion of 10 Farmer Street, North Perth
Toy Library	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road

APPENDIX 2

SCHEDULE OF MAINTENANCE OBLIGATIONS - CATEGORY ONE (1) - SMALL COMMUNITY GROUPS

MAINTENANCE ITEM	LESSOR'S OBLIGATIONS	TENANT OBLIGATIONS
	STATUTORY/MINIMUM LEVEL OF SERVICE OBLIGATIONS	
Emergency exit lighting systems and emergency doors	Arrange and pay for annual inspections of the premises to ensure maintenance and compliance with requirements of the Building Code of Australia and Australian Standards.	Ensure that any faults or operational issues with the emergency/exit lighting systems in the premises are promptly reported to the lessor.
Fire protection equipment (e.g. fire extinguishers, hoses, smoke alarms)	Arrange and pay for annual inspections of the premises to ensure compliance with FESA and DFES requirements.	Ensure that any use or operational issues with the fire protection equipment in the premises are promptly reported to the lessor.
RCD protections, tagging electrical equipment	At its cost, ensure that all RCDs are repaired and maintained in accordance with the relevant legislation.	Ensure that all portable plug-in electrical equipment and RCDs are regularly inspected in accordance with relevant legislation.
Pest control, vermin control and termites	Arrange and pay for annual pest inspections and extermination treatment.	Endeavour to keep the premises free and clear of all rodents, rats, vermin, insects, birds, animals and other pests and report to the lessor any pest activity or required treatment.
PREMISES AND SECURITY		
Cleaning and cobweb removal	Not applicable	Ensure premises is kept tidy and free of litter, dirt, rubbish, cobwebs and broken glass at all times.
Malicious damage and break-ins	Responsible for minor repairs and cleaning of broken glass, windows and doors after an incident.	Responsible for repairing and replacing any stolen goods or broken fixtures and fittings. Report any incidents of malicious damage or break-ins to the lessor.
Vandalism & graffiti	Remove external vandalism and graffiti.	Remove internal vandalism & graffiti and repair any damage caused.
Security monitoring, equipment and security lights.	If the lessor provides a security system to the premises, the lessor will maintain the security system in good condition but is not required to replace the security system if it comes to the end of its economic life.	The tenant must ensure the premises is maintained in a secure condition at all times. If the tenant installs a security system in the premises, the tenant must keep the security system in good condition, pay all monitoring and service costs associated with the security system and promptly attend any call outs to the premises. If the lessor is called upon to attend the premises or the lessor incurs expense for a call out on a lessor installed security system, the tenant must pay all costs incurred due to that call out.
Ceiling	Repair any structural damage to ceilings.	Clean ceilings as required and report any structural damage to the lessor.
Walls	Repair structural damage to load bearing walls.	Keep clean at all times, dust cobwebs and report structural repairs or faults to lessor.
Window, glass panes, flyscreens, security screens, doors, door handles.	Remove any irreparable items.	Keep items clean, operable, lockable, and firmly fixed. Repair, replace and lubricate hinges of items if damage caused by misuse/ internal vandalism.
Skylights, lighting, globes	Remove any skylights or lighting fixtures (excluding globes) requiring replacement due to old age/end of economic life.	Keep clean at all times and repair or replace as required
Painting	Complete external and internal painting, as required and determined by the Lessor.	Touch up paint damage on internal walls as required.
Cupboards, blinds, curtains, mirrors	Replace as and when determined by the lessor.	Keep clean at all times. Maintain and repair items as required.
Carpet	Replace as and when determined by the lessor.	Keep clean at all times. Professionally clean at least once annually.
Vinyl floors	Replace as and when determined by the lessor.	Keep clean at all times.

Wooden floors	Replace as and when determined by the lessor.	Keep clean at all times.
Tiled floors	Replace as and when determined by the lessor.	Keep clean at all times.
Bathrooms and changerooms (including: drains, hot water systems, sewerage, showers, sinks, taps, toilets etc.)	Remove any irreparable items. Undertake capital renewal as and when determined by the lessor. Where the lessor undertakes works or repairs to clear blockages which have occurred as a result of the neglect, misuse or default of the tenant, the tenant must pay (on demand) the lessor's costs of undertaking those works.	Must keep clean at all times. Ensure all are operable and free from any blockages. Repair leaks, service and maintain as required. Tenant shall not permit foreign objects or matter to be placed into drains, toilets or grease traps.
FIXTURES, FITTINGS, APPLIANCES AND ELECTRICAL		
Air-conditioning	Repair and undertake annual servicing of air-conditioning units/systems.	Notify lessor if air conditioner unit requires servicing or repair. Responsible for replacing if damage is due to internal vandalism.
Oven vents	If at the end of its life, the lessor may, at its discretion, replace.	Keep clean at all times and repair when necessary
Exhaust fans	If at the end of its life, the lessor may, at its discretion, replace.	Keep clean at all times and repair when necessary
Electrical fittings (i.e. plugs, switches, sockets, leads, lights, power points)	Replace any irreparable items. If replacement is caused by misuse/negligence of tenant, lessor may require the tenant to reimburse it for the cost of replacement.	The tenant must ensure that electrical fittings are not overloaded when in use.
Wiring	Replace any irreparable items.	Advise the lessor prior to any wiring or electrical work taking place.
Appliances (i.e. fridges, toasters, freezer, stove, microwaves, washing machine)	Replace irreparable items at the discretion of the lessor.	Keep clean at all times. Keep items operable, regularly maintain and repair as required.
PREMISES EXTERIOR AND SURROUNDS		
Roof (including leaks, broken tiles etc.)	Repair any structural damage to roof and clean as required.	Report any structural damage to the lessor.
Eaves, gutters and downpipes	Repair any damage to eaves, gutters and downpipes. If damage is caused by tenant failing to maintain the eaves, gutters or downpipes in a clean and clear condition, the lessor may require the tenant to reimburse the lessor for the cost of undertaking the repairs.	Maintain eaves, gutters and downpipes in a clean and clear condition and report any damage to the lessor.
Garden and surrounds (including fencing and gates)	Responsible for any major tree pruning and tree removal. Replacing fences and/or gates as required and determined by the lessor.	Maintain the surroundings, fertilising and minor pruning and conduct regular mowing of the lawn at its own cost. Responsible for ensuring all fences and gates are cleaned, repaired, re-enforced and maintained. Not to remove any trees or hedges without first obtaining approval from the lessor, except for urgent safety reasons.
Walkways, footpaths, access, steps, ramps	Responsible for City verge footpaths.	Keep clean and clear at all times.
Carpark	Responsible for bitumen repairs, pot-hole maintenance and line marking.	Responsible for ensuring the car park is clean and clear of rubbish, trip hazards or obstructions.
Shed, roller doors and garage (if applicable)	Replace as and when determined by the lessor.	Responsible for cleaning, repairs and maintenance of such structures.
Abandoned rubbish	Arrange for removal of abandoned furniture, car parts and larger rubbish that has been dumped on the verge, carpark or grassed area.	Arrange for removal of smaller abandoned items that have been dumped on the property which will fit in the bins provided.
Pollution	None.	Do all things necessary to prevent pollution or contamination of the land by garbage, refuse, waste matter, oil or other pollutants. Report any pollution, contamination or suspected pollution/contamination to the land to the lessor promptly.
Maintain, Service and Repair Bore and Pump	Responsible for annual inspection, and determining the schedule for maintenance and repair. Service, repair and maintenance costs are to be allocated between the lessor and tenant in the property lease	As defined in the property lease

SCHEDULE OF MAINTENANCE OBLIGATIONS - CATEGORY TWO (2) - SPORTING CLUBS AND COMMUNITY GROUPS AND ORGANISATIONS

MAINTENANCE ITEM	LESSOR'S OBLIGATIONS	TENANT OBLIGATIONS
	STATUTORY/MINIMUM LEVEL OF SERVICE OBLIGATIONS	
Emergency exit lighting systems and emergency doors	Lessor will undertake annual inspections of the premises to ensure maintenance and compliance with requirements of the Building Code of Australia and Australian Standards.	Ensure that any faults or operational issues with the emergency/exit lighting systems in the premises are promptly reported to the lessor. Reimburse the lessor for the cost of annual compliance inspections.
Fire protection equipment (e.g. fire extinguishers, hoses, smoke alarms)	Lessor will undertake annual inspections of the premises to ensure compliance with FESA and DFES requirements.	Ensure that any use or operational issues with the fire protection equipment in the premises are promptly reported to the lessor. Reimburse the lessor for the cost of annual compliance inspections.
RCD protections, tagging electrical equipment	Ensure that all RCDs are repaired and maintained in accordance with the relevant legislation.	Ensure that all portable plug-in electrical equipment and RCDs are regularly inspected in accordance with relevant legislation. Reimburse the lessor for the cost of annual compliance inspections.
Pest control, vermin control and termites	Lessor will undertake annual pest inspections and extermination treatment.	Endeavour to keep the premises free and clear of all rodents, rats, vermin, insects, birds, animals and other pests and report to the lessor any pest activity or required treatment. Reimburse the lessor for the cost of annual pest inspection and treatments.
PREMISES AND SECURITY		
Cleaning and cobweb removal	None.	Ensure premises is kept tidy and free of litter, dirt, rubbish, cobwebs and broken glass at all times.
Malicious damage and break ins	At request of tenant, will submit building insurance claim on behalf of tenant.	Responsible for repairing and replacing any stolen goods or broken fixtures and fittings, minor repairs and cleaning of broken glass, windows and doors after an act/incident of malicious damage. Report any incidents of malicious damage or break-ins to the lessor.
Vandalism & graffiti	At request of tenant, will submit building insurance claim on behalf of tenant.	Remove internal and external vandalism & graffiti and repair any damage caused.
Security monitoring, equipment and security lights.	If the lessor provides a security system to the premises, the lessor will maintain the security system in good condition but is not required to replace the security system if it comes to the end of its economic life. Any call out fees incurred by the lessor for the premises will be passed on to the tenant.	The tenant must ensure the premises is maintained in a secure condition at all times. If the tenant installs a security system in the premises, the tenant must keep the security system in good condition, pay all monitoring and service costs associated with the security system and promptly attend any call outs to the premises. If the lessor is called upon to attend the premises or the lessor incurs expense for a call out on a lessor installed security system, the tenant must pay to the lessor on demand all costs incurred by the lessor due to that call out.
Ceiling	Repair any structural damage to ceiling. If damage is caused or contributed to by the tenant or tenant's employees and visitors, the lessor may require the tenant to reimburse it for cost of repairing the damage.	Clean ceilings, as required, and report any structural damage to the lessor.
Walls	Repair structural damage to load bearing walls. If damage is caused or contributed to by the tenant or tenant's employees and visitors, the lessor may require the tenant to reimburse it for cost of repairing the damage.	Keep clean at all times, dust any cobwebs and report any structural repairs or faults to lessor.
Window, glass panes, flyscreens, security screens, doors, door handles.	Replace any irreparable items.	Keep items clean, operable, lockable, and firmly fixed. Repair, replace and lubricate hinges of items if damage caused by misuse/internal vandalism.
Skylights, lighting, globes	Replace any skylights or lighting fixtures (excluding globes) requiring replacement due to old age/end of economic life.	Keep clean at all times and repair or replace as required
Painting	Repaint premises (interior and exterior) to ensure it remains in good repair, as and when determined by the lessor.	Minor remedial painting and touch ups to repair general wear and tear.
Cupboards, blinds, curtains, mirrors	Replace as and when determined by the lessor.	Keep clean at all times. Maintain and repair items as required.
Carpet	Replace as and when determined by the lessor.	Keep clean at all times. Professionally clean at least once annually.

Vinyl floors	Replace as and when determined by the lessor.	Keep clean at all times.
Wooden floors	Replace as and when determined by the lessor.	Keep clean at all times.
Tiled floors	Replace as and when determined by the lessor.	Keep clean at all times.
Bathrooms and changerooms (including: drains, hot water systems, sewerage, showers, sinks, taps, toilets etc.)	Replace irreparable items. Undertake capital renewal as an when determined by the lessor. Where the lessor undertakes works or repairs to clear blockages which have occurred as a result of the neglect, misuse or default of the tenant, the tenant must pay (on demand) the lessor's costs of undertaking those works.	Must keep clean at all times. Ensure all are operable and free from any blockages. Tenant shall not permit foreign objects or matter to be placed into drains, toilets or grease traps. Tenant will advise the City before making repairs of installing electrical appliances with the use of a qualified electrician.
FIXTURES, FITTINGS, APPLIANCES AND ELECTRICAL		
Air-conditioning	Repair and undertake annual servicing of air-conditioning units/systems. Replace air-conditioning units/systems that are irreparable or at the end of their economic life.	Notify lessor if air conditioner unit requires servicing or repair. Responsible for replacing if damage is due to internal vandalism.
Oven vents	If at the end of its life, the lessor may, at its discretion, replace.	Keep clean at all times and repair when necessary
Exhaust fans	If at the end of its life, the lessor may, at its discretion, replace.	Keep clean at all times and repair when necessary
Electrical fittings (i.e. plugs, switches, sockets, leads, lights, power points)	Replace any irreparable items. If replacement is caused by misuse/negligence of tenant, lessor may require the tenant to reimburse it for the cost of replacement.	Maintain and repair as required. The tenant must ensure that electrical fittings are not overloaded when in use.
Wiring	Replace any irreparable items.	Advise the lessor prior to any wiring or electrical work taking place
Appliances (i.e. fridges, toasters, freezer, stove, microwaves, washing machine)	Replace irreparable items at the discretion of the lessor.	Keep clean at all times. Keep items operable, regularly maintain and repair as required.
PREMISES EXTERIOR AND SURROUNDS		
Roof (including leaks, broken tiles etc.)	Repair any structural damage to roof and clean roofs as required. If damage is caused or contributed to by the tenant or tenant's employees and visitors, the lessor may require the tenant to reimburse it for cost of repairing the damage.	Report any structural damage to the lessor. Repair any damage to the roof (structural or otherwise) caused by the tenant or its failure to maintain the eaves, gutters and downpipes in a clean and clear condition.
Eaves, gutters & downpipes	Repair any damage to eaves, gutters and downpipes. If damage is caused by tenant failing to maintain the eaves, gutters or downpipes in a clean and clear condition, the lessor may require the tenant to reimburse the lessor for the cost of undertaking the repairs.	Maintain eaves, gutters and downpipes in a clean and clear condition and report any damage to same to the lessor. Repair any damage to the eaves, gutters or downpipes where caused or contributed to by the tenant or its failure to maintain the eaves, gutters and downpipes in a clean and clear condition.
Garden and surrounds (including fencing and gates)	Responsible for any major tree pruning and tree removal. Replacing fences and/or gates as required and determined by the lessor.	Maintain the surroundings, fertilising, minor pruning and conduct regular mowing of the lawn at its own cost. Responsible for ensuring all fences and gates are cleaned, repaired, re-enforced and maintained. Not to remove any trees or hedges without first obtaining approval from the lessor, except for urgent safety reasons.
Walkways, footpaths, access, steps, ramps	Responsible for City verge footpaths.	Keep clean and clear at all times.
Carpark	Responsible for bitumen repairs, pot-hole maintenance and line marking.	Responsible for ensuring the car park is clean and clear of rubbish, trip hazards or obstructions.
Shed, roller doors and garage (if applicable)	Replace as and when determined by the lessor.	Responsible for cleaning, repairs and maintenance of such structures.
Abandoned rubbish	Arrange for removal of abandoned furniture, car parts and larger rubbish that has been dumped on the verge, carpark or grassed area.	Arrange for removal of smaller abandoned items that has been dumped on the property which will fit in the bins provided.
Pollution	None.	Do all things necessary to prevent pollution or contamination of the land by garbage, refuse, waste matter, oil or other pollutants. Report any pollution, contamination or suspected pollution/contamination to the land to the Lessor promptly.
Maintain, Service and Repair Bore and Pump	Responsible for annual inspection, and determining the schedule for maintenance and repair. Service, repair and maintenance costs are to be allocated between the lessor and tenant in the property lease	As defined in the property lease

SCHEDULE OF MAINTENANCE OBLIGATIONS - CATEGORY THREE (3) - COMMERCIAL ENTITIES, STATE AND NATIONAL CLUBS, ASSOCIATIONS AND COMMUNITY ORGANISATIONS

MAINTENANCE ITEM	LESSOR'S OBLIGATIONS	TENANT'S OBLIGATIONS
	STATUTORY/MINIMUM LEVEL OF SERVICE OBLIGATIONS	
Emergency exit lighting systems & emergency doors	Undertake annual inspections of the Premises to ensure maintenance and compliance with requirements of the Building Code of Australia and Australian Standards.	Ensure that any faults or operational issues with the emergency/exit lighting systems in the Premises are promptly reported to the lessor. Reimburse the lessor for the cost of annual compliance inspections.
Fire protection equipment (e.g. fire extinguishers, hoses, smoke alarms)	Undertake annual inspections of the premises to ensure compliance with FESA and DFES requirements.	Ensure that any use or operational issues with the fire protection equipment in the premises are promptly reported to the lessor. Reimburse the lessor for the cost of annual compliance inspections.
RCD protections, tagging electrical equipment	Ensure that all RCDs are repaired and maintained in accordance with the relevant legislation.	Ensure that all portable plug-in electrical equipment are regularly inspected (a minimum of once every 12 calendar months) in accordance with relevant legislation. Reimburse the lessor for the cost of annual RCD compliance testing.
Pest control, vermin control & termites	Undertake annual pest inspections and extermination treatments (if required).	Endeavour to keep the premises free and clear of all rodents, rats, vermin, insects, birds, animals and other pests and report to the lessor any pest activity or required treatment. Reimburse the lessor for the cost of annual pest inspection and treatments.
PREMISES AND SECURITY		
Cleaning & cobweb removal	None.	Ensure premises is kept tidy and free of litter, dirt, rubbish, cobwebs and broken glass at all times.
Malicious damage & break-ins	At request of tenant, will submit building insurance claim on behalf of tenant.	Responsible for repairs and cleaning of broken glass, windows and doors after an act/incident of malicious damage. Responsible for repairing and replacing any stolen goods or broken fixtures and fittings. Report any incidents of malicious damage or break-ins to the lessor. Must pay any excess for a building insurance claim commenced by the lessor at the tenant's request.
Vandalism & graffiti	At request of tenant, will submit building insurance claim on behalf of the tenant.	Remove all vandalism & graffiti and repair any damage caused. Must pay any excess for a building insurance claim commenced by the lessor at the tenant's request.
Security monitoring, equipment and security lights.	None.	The tenant must ensure the premises is maintained in a secure condition at all times. If any security monitoring, equipment or lighting is in use by the tenant at the premises (including any installed by the tenant), the tenant must ensure all equipment and lighting is maintained in good condition and undertake regular servicing of any security equipment at the premises. If the lessor is called upon to attend the premises or the lessor incurs expense for a call out on a lessor installed security system, the tenant must pay to the lessor on demand all costs incurred by the lessor due to that call out.
Ceiling	Repair any structural damage to ceiling. If damage is caused or contributed to by the tenant or tenant's employees and visitors, the lessor may require the tenant to reimburse it for cost of repairing the damage.	Clean ceilings, as required, and report any structural damage to the lessor.
Walls	Repair structural damage to load bearing walls. If damage is caused or contributed to by the tenant or tenant's employees and visitors, the lessor may require the tenant to reimburse it for cost of repairing the damage.	Keep clean at all times, dust any cobwebs and report any structural repairs or faults to lessor.
Window, glass panes, flyscreens, security screens, doors, door handles.	None.	Keep items clean, operable, lockable, and firmly fixed. Repair, replace and lubricate hinges of items, repair/replace any items that are broken or damaged where caused by misuse/internal vandalism.
Skylights, lighting, globes	None.	Keep clean at all times and repair and/or replace as required. Replace all globes as required.
Painting	None.	At least once every 5 years of the term and three months before the expiry of the lease, repaint the premises (interior and exterior) with a minimum of two coats of good quality paint (in a colour approved by the lessor) to a tradesmanlike finish. Touch up any paint damage on internal walls, as required.

Cupboards, blinds, curtains, mirrors	None.	Keep clean at all times. Maintain, repair and replace items as required.
Carpet	None.	Keep clean at all times, repair and/or replace when at end of economic life. Professionally clean at least once annually.
Vinyl floors	None.	Keep clean at all times, repair and/or replace when at end of economic life.
Wooden floors	None.	Keep clean at all times, repair and/or replace when at end of economic life.
Tiled floors	None.	Keep clean at all times, repair and/or replace when at end of economic life.
Bathrooms and changerooms (including: drains, hot water systems, sewerage, showers, sinks, taps, toilets etc.)	Replace items that require replacement due to old age/end of economic life. Undertake capital renewal as an when determined by the lessor. Where the lessor undertakes works or repairs to clear blockages which have occurred as a result of the neglect, misuse or default of the tenant, the tenant must pay (on demand) the lessor's costs of undertaking those works.	Must keep clean at all times. Ensure all are operable and free from any blockages. Repair leaks, service and maintain as required. Replace damaged items as required. Tenant shall not permit foreign objects or matter to be placed into drains, toilets or grease traps.
FIXTURES, FITTINGS, APPLIANCES AND ELECTRICAL		
Air-conditioning	Replace lessor installed air-conditioning unit/ system where replacement is required due to old age/end of economic life. If replacement is required due to tenant failing to maintain the unit/system in good condition, the lessor may require the tenant to pay for the replacement unit/system.	Repair and undertake annual servicing of air-conditioning units/ systems. Replace air-conditioning unit where tenant installed air-conditioning unit or replacement is required to damage/lack of maintenance by the tenant.
Oven vents	None.	Keep clean at all times, repair and/or replace when necessary.
Exhaust fans	None.	Keep clean at all times, repair and/or replace when necessary.
Electrical fittings (i.e. plugs, switches, sockets, leads, lights, power points)	Replace any irreparable items. If replacement is caused by misuse/negligence of tenant, lessor may require the tenant to reimburse it for the cost of replacement.	Maintain and repair as required. The tenant must ensure that electrical fittings are not overloaded when in use.
Wiring	Replace any irreparable items.	Repair, maintain and advise the Lessor prior to any wiring or electrical work taking place.
Appliances (i.e. fridges, toasters, freezer, stove, microwaves, washing machine)	None.	Keep clean at all times. Keep items operable, regularly maintain and repair as required. Replace irreparable appliances.
PREMISES EXTERIOR AND SURROUNDS		
Roof (including leaks, broken tiles etc.)	Repair any structural damage to roof and clean roofs as required. If damage is caused or contributed to by the tenant or tenant's employees and visitors, the lessor may require the tenant to reimburse it for cost of repairing the damage.	Report any structural damage to the lessor. Repair any damage to the roof (structural or otherwise) caused by the tenant or its failure to maintain the eaves, gutters and downpipes in a clean and clear condition.
Eaves, gutters & downpipes	Repair any damage to eaves, gutters and downpipes. If damage is caused by tenant failing to maintain the eaves, gutters or downpipes in a clean and clear condition, the lessor may require the tenant to reimburse the lessor for the cost of undertaking the repairs.	Maintain eaves, gutters and downpipes in a clean and clear condition and report any damage to same to the tenant. Repair any damage to the eaves, gutters or downpipes where caused or contributed to by the tenant or its failure to maintain the eaves, gutters and downpipes in a clean and clear condition.
Garden and surrounds (including fencing and gates)	Responsible for any major tree pruning and tree removal. Replacing fences and/or gates as required and determined by the lessor.	Maintain the surroundings, fertilising, minor pruning and conduct regular mowing of the lawn. Responsible for ensuring all fences and gates are cleaned, repaired, re-enforced and maintained. Not to remove any trees or hedges without first obtaining approval from the lessor, except for urgent safety reasons.
Walkways, footpaths, access, steps, ramps	Responsible for City verge footpaths.	Keep clean and clear at all times. Repair damage or trip hazards to access/walk ways other than the City verge footpath.
Carpark	Responsible for bitumen repairs and pot-hole maintenance.	Responsible for ensuring the car park is clean and clear of rubbish, trip hazards or obstructions. Undertake car park line marking as required.

Shed, roller doors and garage (if applicable)	Replace as and when determined by the lessor.	Responsible for cleaning, repairs, replacement and maintenance of such structures.
Abandoned rubbish	Arrange for removal of abandoned furniture, car parts and larger rubbish that has been dumped on the verge, carpark or grassed area.	Arrange for removal of abandoned items that have been dumped on the property and will fit in the bins provided.
Pollution	None.	Do all things necessary to prevent pollution or contamination of the land by garbage, refuse, waste matter, oil or other pollutants. Report any pollution, contamination or suspected pollution/contamination to the land to the Lessor promptly.

SCHEDULE OF MAINTENANCE OBLIGATIONS - CATEGORY FOUR (4) - GOVERNMENT AGENCIES

MAINTENANCE ITEM	LESSOR'S OBLIGATIONS	LESSEE'S OBLIGATIONS
	STATUTORY/MINIMUM LEVEL OF SERVICE OBLIGATIONS	
Emergency exit lighting systems & emergency doors	Undertake annual inspections of the premises to ensure maintenance and compliance with requirements of the Building Code of Australia and Australian Standards.	Ensure that any faults or operational issues with the emergency/exit lighting systems in the premises are promptly reported to the lessor. Reimburse the lessor for the cost of annual compliance inspections.
Fire protection equipment (e.g. fire extinguishers, hoses, smoke alarms)	Undertake annual inspections of the premises to ensure compliance with FESA and DFES requirements.	Ensure that any use or operational issues with the fire protection equipment in the premises are promptly reported to the lessor. Reimburse the lessor for the cost of annual compliance inspections.
RCD protections, tagging electrical equipment	Ensure that all RCDs are repaired and maintained in accordance with the relevant legislation.	Ensure that all portable plug-in electrical equipment are regularly inspected (a minimum of once every 12 calendar months) in accordance with relevant legislation. Reimburse the lessor for the cost of annual RCD compliance testing.
Pest control, vermin control & termites	Undertake annual pest inspections and extermination treatments (if required).	Endeavour to keep the premises free and clear of all rodents, rats, vermin, insects, birds, animals and other pests and report to the lessor any pest activity or required treatment. Reimburse the lessor for the cost of annual pest inspection and treatments.
PREMISES AND SECURITY		
Cleaning & cobweb removal	None.	Ensure premises is kept tidy and free of litter, dirt, rubbish, cobwebs and broken glass at all times.
Malicious damage & break-ins	At request of tenant, will submit building insurance claim on behalf of tenant.	Responsible for repairs and cleaning of broken glass, windows and doors after an act/incident of malicious damage. Responsible for repairing and replacing any stolen goods or broken fixtures and fittings. Report any incidents of malicious damage or break-ins to the lessor. Must pay any excess for a Building Insurance claim commenced by the lessor at the tenant's request.
Vandalism & graffiti	At request of tenant, will submit building insurance claim on behalf of tenant.	Remove all vandalism & graffiti and repair any damage caused. Must pay any excess for a Building Insurance claim commenced by the lessor at the tenant's request.
Security monitoring, equipment and security lights.	None.	The tenant must ensure the premises is maintained in a secure condition at all times. If any security monitoring, equipment or lighting is in use by the tenant at the premises (including any installed by the tenant), the tenant must ensure all equipment and lighting is maintained in good condition and undertake regular servicing of any security equipment at the premises. If the lessor is called upon to attend the premises or the lessor incurs expense for a call out on a lessor installed security system, the tenant must pay to the lessor on demand all costs incurred by the lessor due to that call out.
Ceiling	Repair any structural damage to ceiling. If damage is caused or contributed to by the tenant or tenant's employees and visitors, the lessor may require the tenant to reimburse it for cost of repairing the damage.	Clean ceilings, as required, and report any structural damage to the lessor.
Walls	Repair structural damage to load bearing walls. If damage is caused or contributed to by the tenant or tenant's employees and visitors, the lessor may require the tenant to reimburse it for cost of repairing the damage.	Keep clean at all times, dust any cobwebs and report any structural repairs or faults to lessor.
Window, glass panes, flyscreens, security screens, doors, door handles.	None.	Keep items clean, operable, lockable, and firmly fixed. Repair, replace and lubricate hinges of items, repair/replace any items that are broken or damaged where caused by misuse/internal vandalism.

Skylights, lighting, globes	None.	Keep clean at all times and repair and/or replace as required. Replace all globes as required.
Painting	None.	At least once every 5 years of the term and three months before the expiry of the lease, repaint the premises (interior and exterior) with a minimum of two coats of good quality paint (in a colour approved by the lessor) to a tradesmanlike finish. Touch up any paint damage on internal walls, as required.
Cupboards, blinds, curtains, mirrors	None.	Keep clean at all times. Maintain, repair and replace items as required.
Carpet	None.	Keep clean at all times, repair and/or replace when at end of economic life. Professionally clean at least once annually.
Vinyl floors	None.	Keep clean at all times, repair and/or replace when at end of economic life.
Wooden floors	None.	Keep clean at all times, repair and/or replace when at end of economic life.
Tiled floors	None.	Keep clean at all times, repair and/or replace when at end of economic life.
Bathrooms and changerooms (including: drains, hot water system, sewerage, showers, sinks, taps, toilets etc.)	Replace items that require replacement due to old age/end of economic life. Undertake capital renewal as an when determined by the lessor. Where the lessor undertakes works or repairs to clear blockages which have occurred as a result of the neglect, misuse or default of the tenant, the tenant must pay (on demand) the lessor's costs of undertaking those works.	Must keep clean at all times. Ensure all are operable and free from any blockages. Repair leaks, service and maintain as required. Replace damaged items as required. Tenant shall not permit foreign objects or matter to be placed into drains, toilets or grease traps.
FIXTURES, FITTINGS, APPLIANCES AND ELECTRICAL		
Air-conditioning	None.	Repair and undertake annual servicing of air-conditioning units/ systems. Replace air-conditioning unit where required.
Oven vents	None.	Keep clean at all times, repair and/or replace when necessary.
Exhaust fans	None.	Keep clean at all times, repair and/or replace when necessary.
Electrical fittings (i.e. plugs, switches, sockets, leads, lights, power points)	Replace any irreparable items. If replacement is caused by misuse/negligence of tenant, lessor may require the tenant to reimburse it for the cost of replacement.	Maintain and repair as required. The tenant must ensure that electrical fittings are not overloaded when in use.
Wiring	Replace any irreparable items.	Repair, maintain and advise the lessor prior to any wiring or electrical work taking place.
Appliances (i.e. fridges, toasters, freezer, stove, microwaves, washing machine)	None.	Keep clean at all times. Keep items operable, regularly maintain and repair as required. Replace irreparable appliances.
PREMISES EXTERIOR AND SURROUNDS		
Roof (including leaks, broken tiles etc.)	Repair any structural damage to roof and clean roofs as required. If damage is caused or contributed to by the tenant or tenant's employees and visitors, the lessor may require the tenant to reimburse it for cost of repairing the damage.	Report any structural damage to the lessor. Repair any damage to the roof (structural or otherwise) caused by the tenant or its failure to maintain the eaves, gutters and downpipes in a clean and clear condition.
Eaves, gutters & downpipes	Repair any damage to eaves, gutters and downpipes. If damage is caused by tenant failing to maintain the eaves, gutters or downpipes in a clean and clear condition, the lessor may require the tenant to reimburse the lessor for the cost of undertaking the repairs.	Maintain eaves, gutters and downpipes in a clean and clear condition and report any damage to same to the lessor. Repair any damage to the eaves, gutters or downpipes where caused or contributed to by the tenant or its failure to maintain the eaves, gutters and downpipes in a clean and clear condition.
Garden and surrounds (including fencing and gates)	Responsible for any major tree pruning and tree removal. Replacing fences and/or gates as required and determined by the lessor.	Maintain the surroundings, fertilising, minor pruning and conduct regular mowing of the lawn. Responsible for ensuring all fences and gates are cleaned, repaired, re-enforced and maintained. Not to remove any trees or hedges without first obtaining approval from the lessor, except for urgent safety reasons.

Walkways, footpaths, access, steps, ramps	Responsible for City verge footpaths.	Keep clean and clear at all times. Repair damage or trip hazards to access/walk ways other than the City verge footpath.
Carpark	Responsible for bitumen repairs and pot-hole maintenance.	Responsible for ensuring the car park is clean and clear of rubbish, trip hazards or obstructions. Undertake car park line marking as required.
Shed, roller doors and garage (if applicable)	Replace as and when determined by the lessor.	Responsible for cleaning, repairs, replacement and maintenance of such structures.
Abandoned rubbish	Arrange for removal of abandoned furniture, car parts and larger rubbish that has been dumped on the verge, carpark or grassed area.	Arrange for removal of abandoned items that have been dumped on the property and will fit in the bins provided.
Pollution	None.	Do all things necessary to prevent pollution or contamination of the land by garbage, refuse, waste matter, oil or other pollutants. Report any pollution, contamination or suspected pollution/contamination to the land to the lessor promptly. If remediation is required as a result of the tenant polluting or contaminating the land, the tenant must pay undertake and pay for all necessary remediation works to bring the land back to its condition as at the commencement date.

Property Management Policy

CITY OF VINCENT

Responsible directorate	*Community and Business Services*
Responsible team	*Marketing & Community Partnerships*
Responsible officer	*Manager Marketing and Partnerships*
Affected teams	*Corporate Strategy and Governance* *Assets*
Legislation / local law requirements	*Local Government Act 1995* *Local Government (Functions and General) Regulations 1996*
Relevant delegations	*Policy 4.1.10 – 'Execution of Documents'*
Related policy procedures and documents	*Property Management Framework*

PURPOSE

The City has a number of properties which are used by a range of community organisations, sport and recreation clubs or associations, government agencies and commercial entities through a lease, licence, management agreement or other similar arrangement. This policy sets the overarching principles within which management of these properties occurs.

POLICY

The City is committed to providing a fair, consistent and transparent approach to the leasing, licencing and management of City properties. The City acknowledges that there are a range of tenants and uses, many of which provide valued community benefits.

The City's property management objectives are:

- to meet growing community needs and maximise community benefit, City owned and managed properties will be prioritised for use where occupancy arrangements include co-location, shared-use and highest community utilisation;
- to meet the Strategic Community Plan's objectives of 'Connected Community' and 'Thriving Places', City owned and managed properties will primarily be available for local not-for-profit organisations, community sporting groups and other community purposes;
- to ensure transparency and equity, all financial and in-kind subsidisation by the City will be recognised where City owned and managed properties are used to meet demonstrated community needs;
- to ensure sustainable City owned and managed properties, effective asset management and demonstrated sound financial management will be prioritised; and
- where appropriate, specific City owned and managed properties may be identified and made accessible for commercial activities for income generation to support and encourage sustainable City owned asset management.

Property Management Policy

CITY OF VINCENT

The City will develop and administer a Property Management Framework **(Framework**), which will establish an equitable methodology for calculating annual lease and licence fees, and detail the standard lease and licence terms and conditions for different types of tenants. The City will consider the community benefit in developing this methodology, which may include an incentive to support the provision of valued services to the community.

The City will regularly monitor the implementation of the Framework to ensure the objectives of this Policy are met.

SCOPE

This policy applies to the leasing and licencing of City of Vincent properties. This includes leases, licences and management agreements held by community groups and organisations, sporting clubs, commercial entities and government agencies.

It does not include regular or occasional hire of facilities for the purpose of programs, events and activities.

DEFINITIONS

Lease – proprietary right to exclusive occupation and use of part or all of a City-owned property, for an agreed period, usually in return for rent. The tenant has exclusive use and occupation of the property, although the City may require the tenant to encourage other use and subletting can occur if mutually agreeable.

Licence – a contractual right to non-exclusive occupation and/or use of part or all of a City-owned property. This may include seasonal licences. It does not confer a right to exclusive possession or occupation of the property. The City may see to grant a licence to enable access to the property by the broader community outside of the licensee's usage times

Management Agreement – is a contractual arrangement outlining the terms and conditions associated with usage. Management Agreements are predominantly supplied to small community groups such as playgroups and community gardens.

OFFICE USE ONLY	
Initial Council adoption	*DATE: 17/03/2020, REF# D20/40847*
Reviewed / Amended	*DATE: <APPROVAL DATE>, REF#: <TRIM REF>*
Next Review Date	*DATE: 17/03/2022,*

POLICY NO: 1.2.1

TERMS OF LEASES

OBJECTIVES

To encourage proper stewardship of Council property and provide satisfactory and traditional lessees with security of tenure.

POLICY STATEMENT

1. Any new lease granted by the Council shall usually be limited to a five year period, and any option to renew shall usually be limited to no more than a ten year period.

2. Council may consider longer periods where the Council is of the opinion that there is benefit or merit for providing a longer lease term.

Date Adopted:	**11 October 1999**
Date Amended:	**-**
Date Reviewed:	**22 June 2004, 1 February 2010**
Date of Next Review:	**February 2015**
(Original Policy Rescinded	**11 October 1999)**

2.2.18 Leases and licences to Small Community Groups, Sporting Clubs and Community Groups and Organisations in accordance with the Property Management Framework

Delegation from Council to CEO

Head of power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995:* s.3.58 Disposing of Property
Delegate:	Chief Executive Officer
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To approve and execute any new lease, licence or management agreement or variation, extension or assignment of an approved lease, licence or management agreement, in respect to a: • Category One (1) – Small Community Group, pursuant to the adopted Property Management Framework, or • Category Two (2) Sporting Clubs and Community Groups and Organisations, pursuant to the adopted Property Management Framework
Council Conditions on this Delegation:	1. The terms and conditions of any lease, licence or management agreement must be in accordance with the terms and conditions approved by Council as set out in the Property Management Framework – Category One (1) and Two (2). 2. Requests from community or sporting groups not currently occupying a City building in Category One (1) or Category Two (2), will require a specific resolution of Council. 3. The delegation does not extend to Category Three (3) or Four (4) of the Property Management Framework. Any leases or licences in accordance with Category Three (3) or Four (4) will require a specific resolution of Council.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Delegation from CEO to other employees

Sub-Delegate/s: *Appointed by CEO*	
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	

Compliance Links	*Local Government Act 1995* – s.3.58 Disposal of Property *Local Government (Functions and General) Regulations 1995* – r.30 Dispositions of property excluded from Act s.

CITY OF VINCENT

Property Management Framework

Category One & Two

Frequently Asked Questions

The City has prepared a new Property Management Framework that will be used to guide future lease, licence and management agreements. These 'Frequently Asked Questions' are designed to help our community groups, sporting clubs and organisations understand the Property Management Framework and to answer to some commonly asked questions.

Our club has an expired lease. What does the PMF mean to our club?

Following endorsement of the PMF from Council, the City will commence discussions with community groups and sporting clubs that have leases which have expired and are currently in holding over. Moving these groups onto a new lease under the PMF is the priority in order to provide them with secure tenure.

What if my club has a current lease but would like to change our lease and move over to the PMF?

The City is happy to transition groups with current leases over to the PMF.

What if my club is happy with our current lease?

If your group has an existing lease that has not expired, you can choose to remain on this lease until its end date. This includes exercising the option for further terms, should they be part of your current lease.

At the expiration of each remaining group's current lease or licence tenure, the City will work with them to transition them into the new PMF. All new leases moving forward will be in line with the PMF.

What if our club has not budgeted for the proposed increase in the tenancy fee and can't afford to pay the additional amount?

If your club is in category one and two it will be required to pay an increased tenancy fee within a 4 year period from the commencement of the new lease or licence.

This will mean that an increase will occur annually at the rate of 25% (of the difference between your current charge and the new change) until the new charge is reached.

Alternative leasing and licencing options may be available if your club is unable to transition to the new charging methodology within 4 years, such as sharing a facility or seasonal hire.

Why is the annual tenancy fee 10% of the Gross Rental Value (GRV)?

The use of GRV is applied to all facilities as it provides a consistent methodology and it can be applied equitably to all clubs.

How is the Community Benefit calculated?

The annual Community Group and Sporting Club Health Check informs the calculation of the community benefit. A weighted matrix has been developed for assessing the community benefit subsidy. This matrix has criteria that determines the level of subsidy your club is eligible for. This criteria includes information relating to how your clubs is run, the membership fees you charge, the level of volunteer commitment, links to the City's Strategic Community Plan along with social and community benefits that your group provides.

CITY OF VINCENT

Why is there a need to submit Community Groups and Sporting Club Health Checks on a regular basis?

The Health Checks enable the City to monitor the wellbeing of our clubs and to provide assistance to clubs where needed.

The City is often approached by external parties such as government agencies, to provide information on the City's clubs. We use the Health Checks to inform these external conversations and will advocate on behalf of your club where we can.

The City will also use the information provided in these Health Checks to determine the level of Community Benefit Subsidy that is applied to reducing your tenancy fees.

The City will regularly review the Health Check to ensure it is as simple to complete as possible.

How do I know what the maintenance responsibilities for the club are?

The PMF includes a detailed list of maintenance responsibilities for each category and provides clarity around responsibilities for both the group and the City. This list is attached to the PMF framework and will be distributed to all community groups, sporting clubs and organisations who hold a lease or licence.

What is capital renewal and do clubs pay for them?

The City is responsible for capital renewal and repairs, which relates to major structural elements of the building such as the roof or load bearing walls.

The City is also responsible for expenses incurred to restore the original function of the facility by replacing elements that have a life cycle shorter than planned for the entire facility. For example, replacing carpets.

What are capital upgrades and why should community groups and sporting clubs pay for them?

Capital upgrades refers to enhancements to the facility to provide a higher level of service and/or extend the original functionality or space. Capital upgrades extend the asset to cater for growth or to enable additional service levels. In plain terms, they are additions to the facility that are not like-for-like replacement, or extensions.

The City will be responsible for capital upgrades and capital expansion of all assets within the leased or licenced area for all Category One (1) and Category two (2) groups and will be considered as part of the City's annual budget process. Should clubs and groups wish to upgrade their facilities outside of this process, the City will assist groups to apply for other sources of funding for example, Lotterywest Grants or State Government Funding.

Who is paying for the new leases or licences to be drafted?

The City will be drafting these documents in house and as such, there will be no additional costs placed on community groups or sporting clubs for the drafting of these agreements.

Where can I get more information?

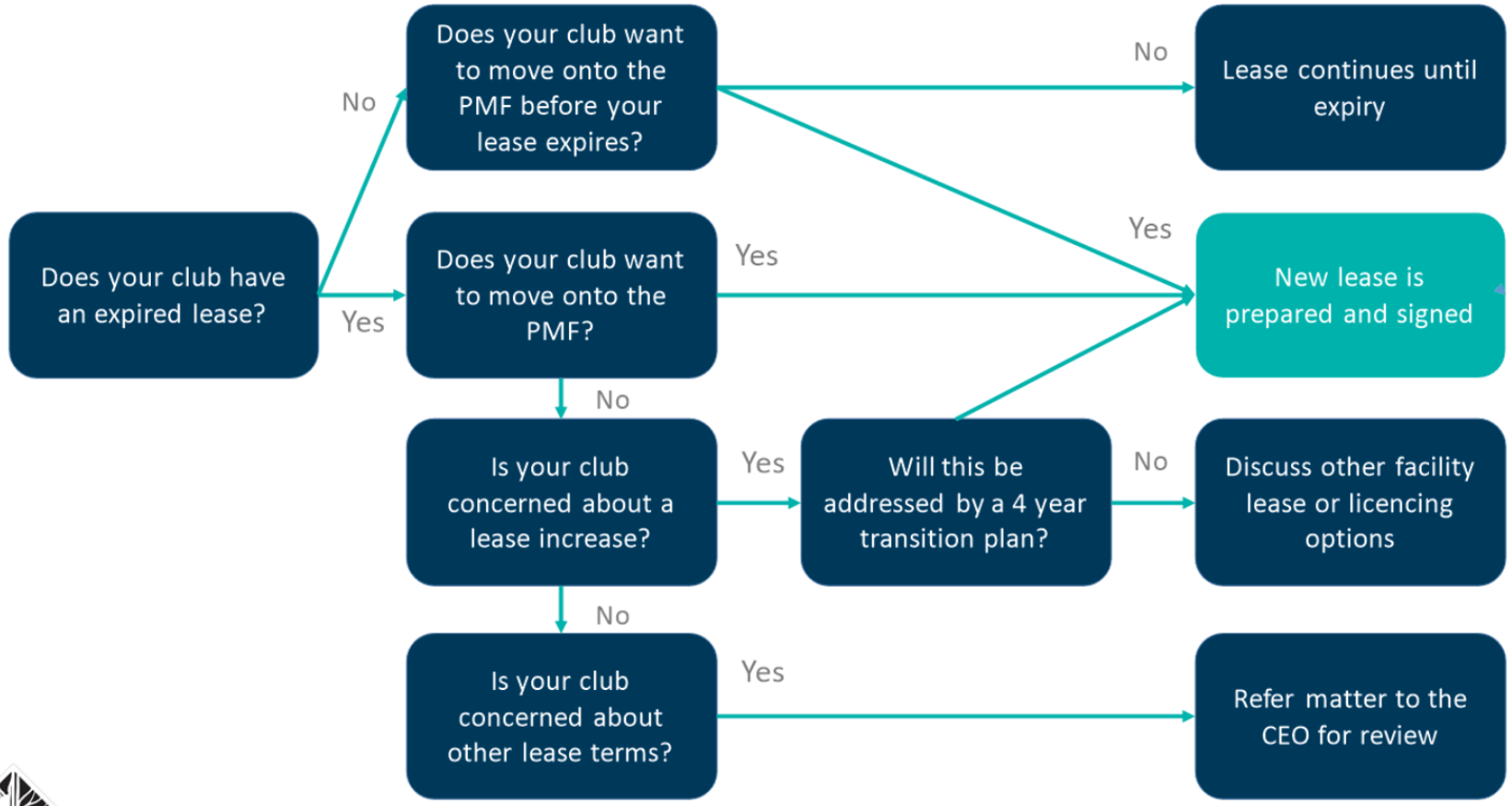
The Community Partnerships team can provide additional information to specific groups and sporting clubs in Category One and Two. They can be contacted via email Community.partnerships@vincent.wa.gov.au or by calling 9273 6000.

For all organisation in Category Three and Four, Corporate Strategy and Governance can assist and can be contacted via email at mail@vincent.wa.gov.au or by calling 9273 6000.

Category 1 - Small Community Groups	Lease From	Lease To	CURRENT Annual Fee [A]	Proposed Annual Fee - 10% GRV [B]	LESS Community Benefit Subsidy - Up to 50% [C]	NEW Annual Fee [D]	DIFFERENCE [E]	TRANSITION - Annual Adjustment each year over 4 years [F]
North Perth Community Garden	02-Oct-15	02-Oct-18	$ 1.00	$ 488.50	$ 244.25	$ 244.25	$ 243.25	$ 60.81
Mt Hawthorn Playgroup	01-Jan-16	31-Dec-20	$ 1,042.32	$ 951.00	$ 475.50	$ 475.50	-$ 566.82	
North Perth Playgroup	01-Jan-19	30-Jun-21	$ 952.24	$ 722.00	$ 361.00	$ 361.00	-$ 591.24	
Highgate Forrest Park Playgroup	01-Jan-16	01-Jan-21	$ 920.00	$ 3,085.00	$ 1,542.50	$ 1,542.50	$ 622.50	$ 155.63
Earlybirds Playgroup	01-Jul-17	30-Jun-22	$ 1,013.92	$ 802.50	$ 401.25	$ 401.25	-$ 612.67	
Mt Hawthorn Toy Library	01-Feb-16	31-Jan-21	$ 181.75	$ 283.00	$ 141.50	$ 141.50	-$ 40.25	
Vincent Men's Shed	02-Oct-15	01-Oct-25	$ 1.00	$ 2,019.00	$ 1,009.50	$ 1,009.50	$ 1,008.50	$ 252.13
Total			**$ 4,112.23**	**$ 8,351.00**	**$ 4,175.50**	**$ 4,175.50**	**$ 63.27**	**$ 468.56**
			[A]	[B]	[C]=[B] x 50%	[D]=[B]-[C]	[E]=[D]-[A]	[F]=[E]/4

Category 2 - Sports Clubs and Community Organisations	Lease From	Lease To	CURRENT Annual Fee [A]	Proposed Annual Fee - 10% GRV [B]	LESS Community Benefit Subsidy - Up to 25% [C]	NEW Annual Fee [D]	DIFFERENCE [E]
North Perth Tennis Club	01-Apr-09	31-Mar-16	$ 969.14	$ 3,845.00	$ 961.25	$ 2,883.75	$ 1,914.61
Forrest Park Croquet Club	01-Jan-17	31-Dec-18	$ 1,121.00	$ 7,550.00	$ 1,887.50	$ 5,662.50	$ 4,541.50
North Perth Cricket Club	01-Oct-18	31-Mar-19	$ 4,350.00	$ 4,405.00	$ 1,101.25	$ 3,303.75	-$ 1,046.25
Leederville Tennis Club	01-Sep-14	31-Aug-19	$ 1.00	$ 4,990.00	$ 1,247.50	$ 3,742.50	$ 3,741.50
Modernians Hockey Club	01-Apr-18	30-Sep-19	$ 2,175.00	$ 2,202.50	$ 550.63	$ 1,651.88	-$ 523.13
Mt Hawthorn Cardinals JFC	01-Apr-18	30-Sep-19	$ 2,175.00	$ 2,202.50	$ 550.63	$ 1,651.88	-$ 523.13
Floreat Athena Football Club - (Britannia Reserve Clubrooms)	01-Jul-15	30-Jun-20	$ 2,009.33	$ 3,550.00	$ 887.50	$ 2,662.50	$ 653.17
Azzurri Bocce Club	01-Sep-16	31-Aug-21	$ 5,151.35	$ 7,151.00	$ 1,787.75	$ 5,363.25	$ 211.90
Leederville Cricket Club	01-Apr-17	31-Mar-22	$ 1,960.46	$ 3,550.00	$ 887.50	$ 2,662.50	$ 702.04
North Perth Bowling and Recreation Club	01-Sep-17	31-Aug-22	$ 3,148.37	$ 5,229.00	$ 1,307.25	$ 3,921.75	$ 773.38
Perth Soccer Club - (Forrest Park Clubrooms)	01-Jan-10	31-Dec-25	$ 1,883.75	$ 2,405.00	$ 601.25	$ 1,803.75	-$ 80.00
Loton Park Tennis Club	01-Nov-15	31-Oct-30	$ 1,137.80	$ 4,250.00	$ 1,062.50	$ 3,187.50	$ 2,049.70
Total			**$ 26,082.20**	**$ 51,330.00**	**$ 12,832.50**	**$ 38,497.50**	**$ 12,415.30**
			[A]	[B]	[C]=[B] x 25%	[D]=[B]-[C]	[E]=[D]-[A]

Implementation of the Property Management Framework – Options for Clubs and Groups



CITY OF VINCENT

Attachment 11 – Matrix – Criteria for determining level of subsidy for Leases and Licences for not-for-profit organisations					
Criteria	**Each answer worth 4 points**	**Each answer worth 3 points**	**Each answer worth 2 points**	**Each answer worth 1 point**	**Score**
Organisational Status & Structure	The organisation is locally based, stand alone and not-for-profit. It has a voluntary management committee, comprised mainly of local area representatives	The organisation is locally based, has a regional focus, is stand alone and not-for-profit. It has a voluntary management committee, comprised partly of local area representative	The organisation is a locally based service, outlet, program or project that is part of a larger not-for- profit organisation, it has a voluntary advisory committee, comprised partly of local area representatives	The organisation is a locally based service, outlet, program or project that is part of a larger not-for- profit organisation. There is limited or no local area representation on the advisory committee or similar	
Capacity to undertake range of administrative and management responsibilities	Dependant on assistance from volunteers for all administrative and management functions	Paid staff undertakes some of the administrative and management functions and volunteers assist with the other tasks	Staff undertake majority of administrative and management functions with additional assistance provided by umbrella organisation.	Umbrella organisation carries out majority of administrative and management functions	
Extent of service provided by organisation	The broader community is a beneficiary of services provided by the organisation	Service is significantly used by number of specific sections of the local community	While the organisation provides a direct service to only a small number in the local community, it forms a part of a larger service provision	Service is only used by a small number of the local community	
Extent of accessibility of facility to the Community	Facilities are available and accessible to many in the local community	Facilities are generally available and accessible to the local community	Facilities have limited accessibility and availability to others in the local community	Facilities not accessible or available to others in the local community or limited access	
Social and community benefit	Service is unique, specific and meets a high level of need; or service meets identified social / community needs, with most–service users from low socio-economic or disadvantaged backgrounds	Service meets identified social / community needs, with service users from a range of socio-economic backgrounds	Service meets a broad social / community need	Service is valued by community but it is not focused on meeting an identified social / community need	
Ability to charge fees and raise revenue	Limited or no ability to raise revenue	Some ability to raise revenue and charge fees which may be varied to reflect ability of clients to pay	Has ability to charge fees and raise revenue	Operate on a profit basis	
Diversity, Access, Inclusion and Equity	Actively promotes inclusiveness to all members of the community, including females, people with disability, people from culturally and linguistically diverse background, and the LGBTIQ+ community	The majority of activities and services promote and encourage greater participation by the City's diverse community.	Activities and services encourage limited inclusiveness to members of the community however, organisation is progressing towards increasing level of diversity.	Activities and services do not integrate or encourage the inclusiveness of all members of the community. Organisation will progress towards increasing level of diversity.	
Link to Strategic Community Plan	Integrates directly into the Strategic Community Plan	Services provided do not integrate into the current Strategic Community Plan but do provide significant benefits to the community which are considered to reduce the burden on the City's budget	Services provided do not integrate into the Strategic Community Plan but do provide significant benefits to the community	Little or no direct or integrated targets within the Strategic Community Plan	

9.4 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. Deferred Development Plans
6. Administration Streetscape Analysis
7. Applicant Justification
8. Summary of Submissions - Administration's Response
9. Summary of Submissions - Applicant's 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 No. 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.

COUNCIL DECISION ITEM 9.4

Moved: Cr Topelberg, Seconded: Cr Loden

That the recommendation be adopted.

LOST (0-8)

For: Nil

Against: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

(Cr Hallett was an apology for the Meeting.)

ALTERNATIVE RECOMMENDATION

Moved: Cr Topelberg, Seconded: Cr Loden

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 Two Grouped Dwellings at No. 2 (Lot: 119; D/P: 12521) Deague Court, North Perth in accordance with the plans shown in Attachment 2, subject to the following conditions and associated advice notes:

1. Amended Plans

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

1.1 The fixed window openings to Bed 1 and Bed 2 of Unit 2 shall be screened in accordance with the requirements of Clause 5.4.1 of the Residential Design Codes;

2. Development Plans

This approval is for two grouped dwellings as shown on the approved plans dated 26 October 2020. No other development forms part of this approval;

3. Boundary Walls

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

4. External Fixtures

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

5. Simultaneous Construction

The following walls of the dwellings on proposed Lots 1 and 2 must be constructed simultaneously:

5.1 Proposed Lot 1: the ground floor and first floor wall abutting proposed Lot 2; and

5.2 Proposed Lot 2: the ground and first floor wall abutting proposed Lot 1 (see Advice Note 2);

6. Colours and Materials Schedule

Prior to the lodgement of a building permit, a schedule detailing the colour and texture of the building materials, demonstrating that the proposed development complements the surrounding area, must be submitted to and approved by the Local Government. The development must be finished, and thereafter maintained, in accordance with the schedule provided to and approved by the Local Government, prior to occupation of the development;

7. Visual Privacy

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

8. Street Walls and Fences

The proposed access gate to the western elevation of Unit 1 is required to open wholly within the subject lot;

9. Landscaping Plan

9.1 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 commencement of the development. The plan shall be drawn to a scale of 1:100 and show the following:

- **The location and type of existing and proposed trees and plants;**
- **The provision of a minimum of 12 percent of the site area as deep soil zones, 3 percent as planting zones and 30 percent canopy cover at maturity, as defined by the City's Policy No. 7.1.1 – Built Form; and**
- **Areas to be irrigated or reticulated; and**

9.2 All works shown in the plans as identified in Condition 9.1 above shall be undertaken in accordance with the approved plans to the City's satisfaction, prior to occupation or use of the development and shall be maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;

10. 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;

11. Sight Lines

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

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

12. Parking and Access

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

12.2 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

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

DETERMINATION ADVICE NOTES:

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

2. **In reference to Condition 5, simultaneous building permits for the grouped dwellings on Lots 1 and 2 are required.**

3. **With reference to Condition 7 Clause 5.4.1 C1.2 Visual Privacy requirements of the R codes states that *screening devices such as obscure glazing, timber screens, external blinds, window hoods and shutters are to be at least 1.6m in height, at least 75 percent obscure, permanently fixed, made of durable material and restrict view in the direction of the overlooking into any adjoining property*;**

4. **With reference to Condition 9, the City encourages landscaping methods and species selection which do not rely on reticulation;**

5. **With reference to Condition 10, 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;**

6. **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 Deague Court, 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;**

7. **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;**

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

9. **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;**

10. **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;**

11. 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

12. 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.

REASON:

The proposed development is considered to satisfactorily meet the terms of Policy 7.1.1 Built Form Policy and State Planning Policy 7.3 Residential Design Codes.

AMENDMENT

Moved: Cr Gontaszewski, Seconded: Cr Smith

That recommendation be 1 removed as follows, and the other recommendations are renumbered:

~~**1 Amended Plans**~~

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

~~**1.1 The fixed window openings to Bed 1 and Bed 2 of Unit 2 shall be screened in accordance with the requirements of Clause 5.4.1 of the Residential Design Codes;**~~

AMENDMENT CARRIED (5-3)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Smith and Cr Wallace,

Against: Cr Topelberg, Cr Loden, Cr Fotakis

(Cr Hallett was an apology for the Meeting.)

COUNCIL DECISION ITEM 9.4

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 Two Grouped Dwellings at No. 2 (Lot: 119; D/P: 12521) Deague Court, North Perth in accordance with the plans shown in Attachment 2, subject to the following conditions and associated advice notes:

1. Development Plans

This approval is for two grouped dwellings as shown on the approved plans dated 26 October 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. External Fixtures

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

4. Simultaneous Construction

The following walls of the dwellings on proposed Lots 1 and 2 must be constructed simultaneously:

a. Proposed Lot 1: the ground floor and first floor wall abutting proposed Lot 2; and

b. Proposed Lot 2: the ground and first floor wall abutting proposed Lot 1 (see Advice Note 2);

5. Colours and Materials Schedule

Prior to the lodgement of a building permit, a schedule detailing the colour and texture of the building materials, demonstrating that the proposed development complements the surrounding area, must be submitted to and approved by the Local Government. The development must be finished, and thereafter maintained, in accordance with the schedule provided to and approved by the Local Government, prior to occupation of the development;

6. Visual Privacy

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

7. Street Walls and Fences

The proposed access gate to the western elevation of Unit 1 is required to open wholly within the subject lot;

8. Landscaping Plan

a. 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 commencement of the development. The plan shall be drawn to a scale of 1:100 and show the following:

- **The location and type of existing and proposed trees and plants;**
- **The provision of a minimum of 12 percent of the site area as deep soil zones, 3 percent as planting zones and 30 percent canopy cover at maturity, as defined by the City's Policy No. 7.1.1 – Built Form; and**
- **Areas to be irrigated or reticulated; and**

b. All works shown in the plans as identified in Condition 9.1 above shall be undertaken in accordance with the approved plans to the City's satisfaction, prior to occupation or use of the development and shall be maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;

9. 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;

10. Sight Lines

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

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

- **two streets intersect;**

11. Parking and Access

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

b. 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

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

DETERMINATION ADVICE NOTES:

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

2. In reference to Condition 5, simultaneous building permits for the grouped dwellings on Lots 1 and 2 are required.

3. With reference to Condition 7 Clause 5.4.1 C1.2 Visual Privacy requirements of the R codes states that *screening devices such as obscure glazing, timber screens, external blinds, window hoods and shutters are to be at least 1.6m in height, at least 75 percent obscure, permanently fixed, made of durable material and restrict view in the direction of the overlooking into any adjoining property*;

4. With reference to Condition 9, the City encourages landscaping methods and species selection which do not rely on reticulation;

5. With reference to Condition 10, 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;

6. 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 Deague Court, 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;

7. 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;

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

9. 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;

10. 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;

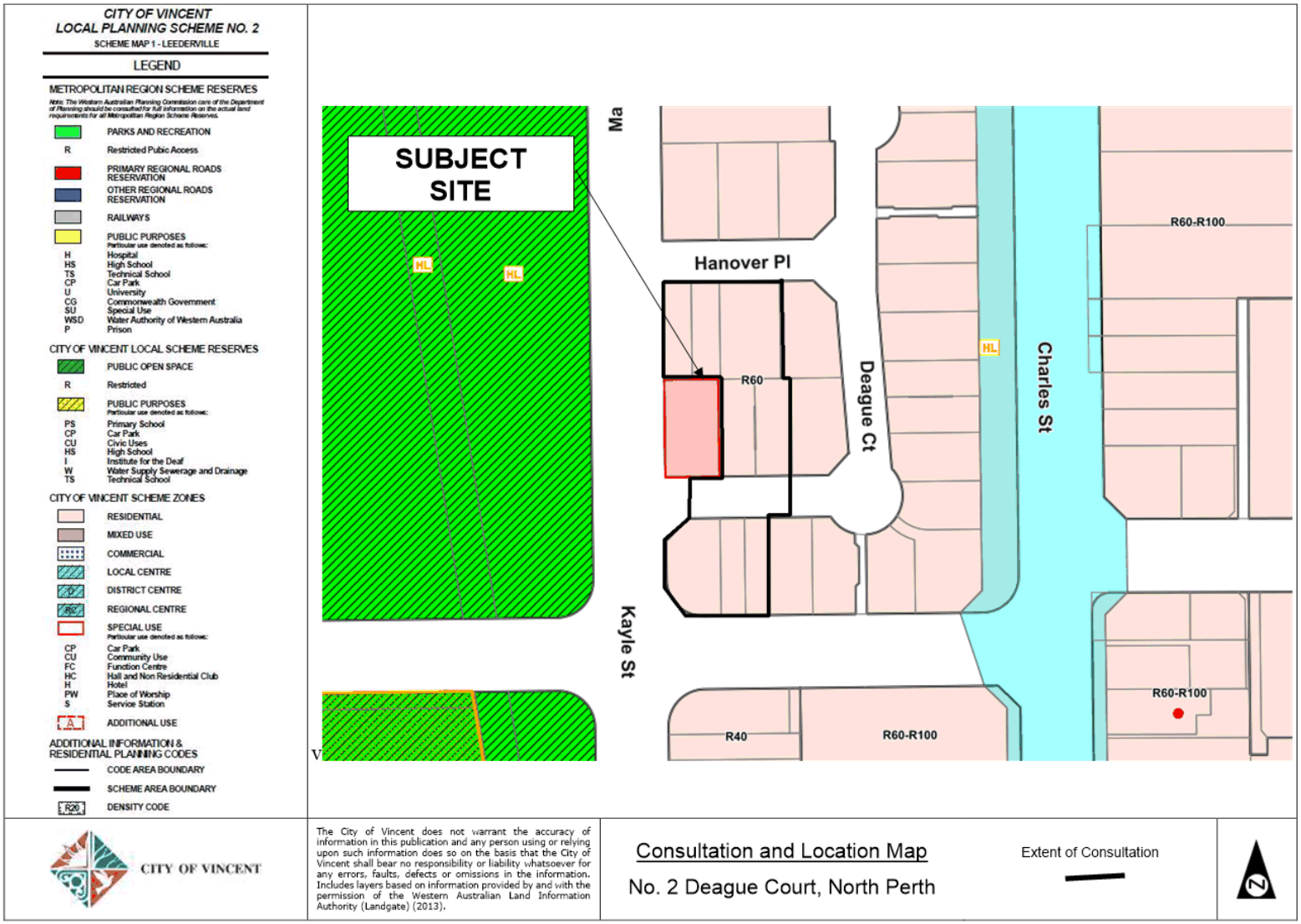
11. A further two years is added to the date by which the development shall be substantially commenced, pursuant to Schedule 4, Clause 4.2 of the Clause 78H Notice of Exemption from Planning Requirements During State of Emergency signed by the Minister for Planning on 8 April 2020; and

12. 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.

CARRIED UNANIMOUSLY (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Smith and Cr Wallace, Cr Topelberg, Cr Loden, Cr Fotakis

(Cr Hallett was an apology for the Meeting.)


CITY OF VINCENT
LOCAL PLANNING SCHEME NO. 2
SCHEME MAP 1 - LEEDERVILLE
LEGEND
METROPOLITAN REGION SCHEME RESERVES
PARKS AND RECREATION
R Restricted Pubic Access
PRIMARY REGIONAL ROADS RESERVATION
OTHER REGIONAL ROADS RESERVATION
RAILWAYS
PUBLIC PURPOSES
H Hospital
HS High School
TS Technical School
CP Car Park
U University
CG Commonwealth Government
SU Special Use
WSD Water Authority of Western Australia
P Prison
CITY OF VINCENT LOCAL SCHEME RESERVES
PUBLIC OPEN SPACE
R Restricted
PUBLIC PURPOSES
PS Primary School
CP Car Park
CU Civic Uses
HS High School
I Institute for the Deaf
W Water Supply Sewerage and Drainage
TS Technical School
CITY OF VINCENT SCHEME ZONES
RESIDENTIAL
MIXED USE
COMMERCIAL
LOCAL CENTRE
DISTRICT CENTRE
REGIONAL CENTRE
SPECIAL USE
CP Car Park
CU Community Use
FC Function Centre
HC Hall and Non Residential Club
H Hotel
PW Place of Worship
S Service Station
A ADDITIONAL USE
ADDITIONAL INFORMATION & RESIDENTIAL PLANNING CODES
CODE AREA BOUNDARY
SCHEME AREA BOUNDARY
R20 DENSITY CODE
SUBJECT SITE
HL
Hanover Pl
R60
Deague Ct
Charles St
R60-R100
Kayle St
R40
R60-R100
R60-R100
CITY OF VINCENT
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Consultation and Location Map
No. 2 Deague Court, North Perth
Extent of Consultation
N

SUBJECT SITE
Hanover Pl
Deague Ct
Charles St
Kayle St
Bourke St
6
4
2
29
27
25
23
21
19
17
15
13
11
9
7
5
3
1
2
4
6
8
1
3
3A
5
7
1-6/286
1-6/284
1/280
2/280
278
276
274
270
70
268
69
266
266A
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No. 2 Deague Court, North Perth
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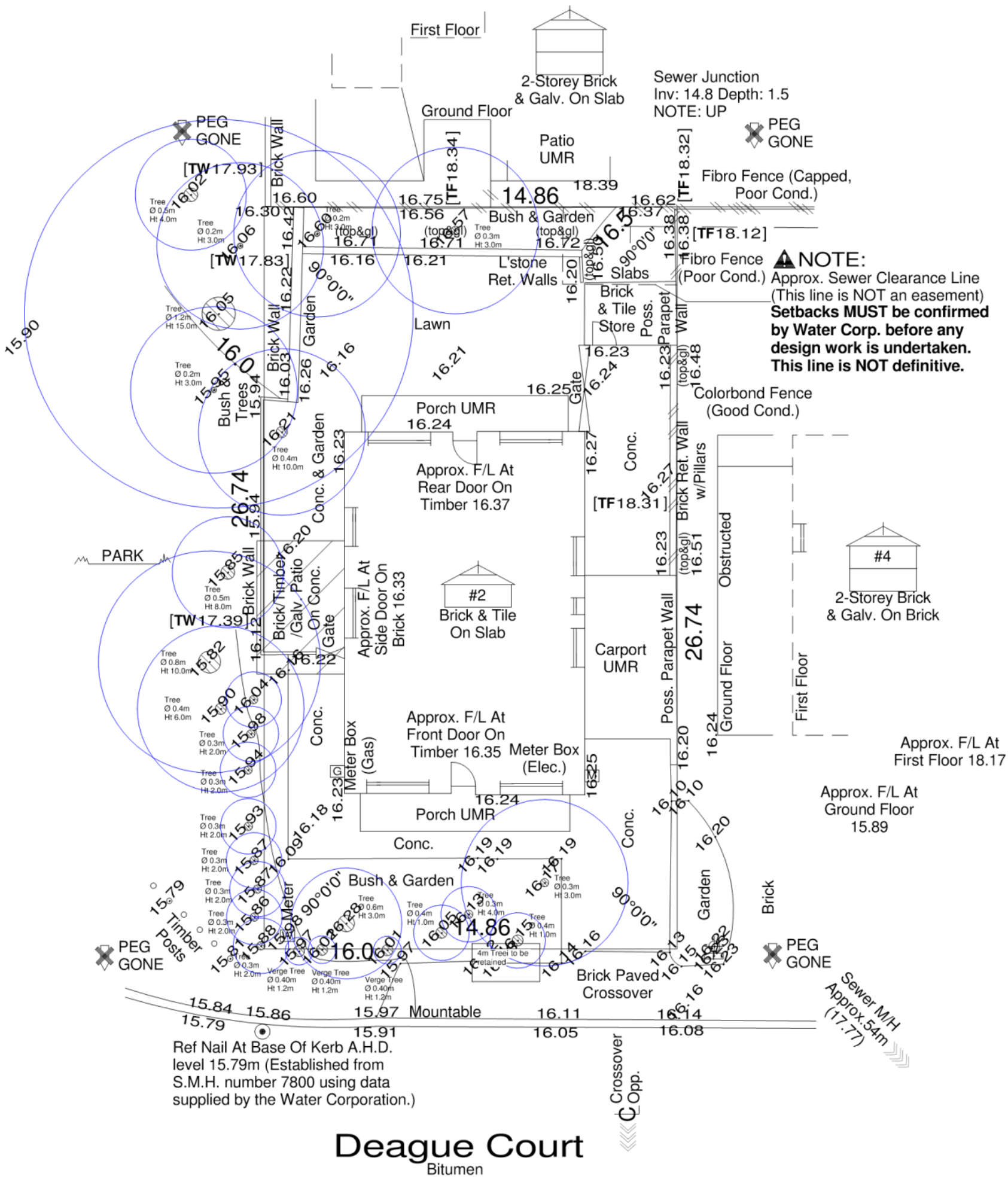
26 October 2020



1 Site Survey
1 : 100

Client Quentin Chester	BESQ	Sheet Name - Site Survey
Project - Proposed Duplex Lot 119		Sheet # - 1
Address - 2 Deague Ct North Perth 6006	Design and Construct	Scale - 1 : 100
Issued for - Development Approval	www.BESQ.org	26/10/2020 9:20:52 AM

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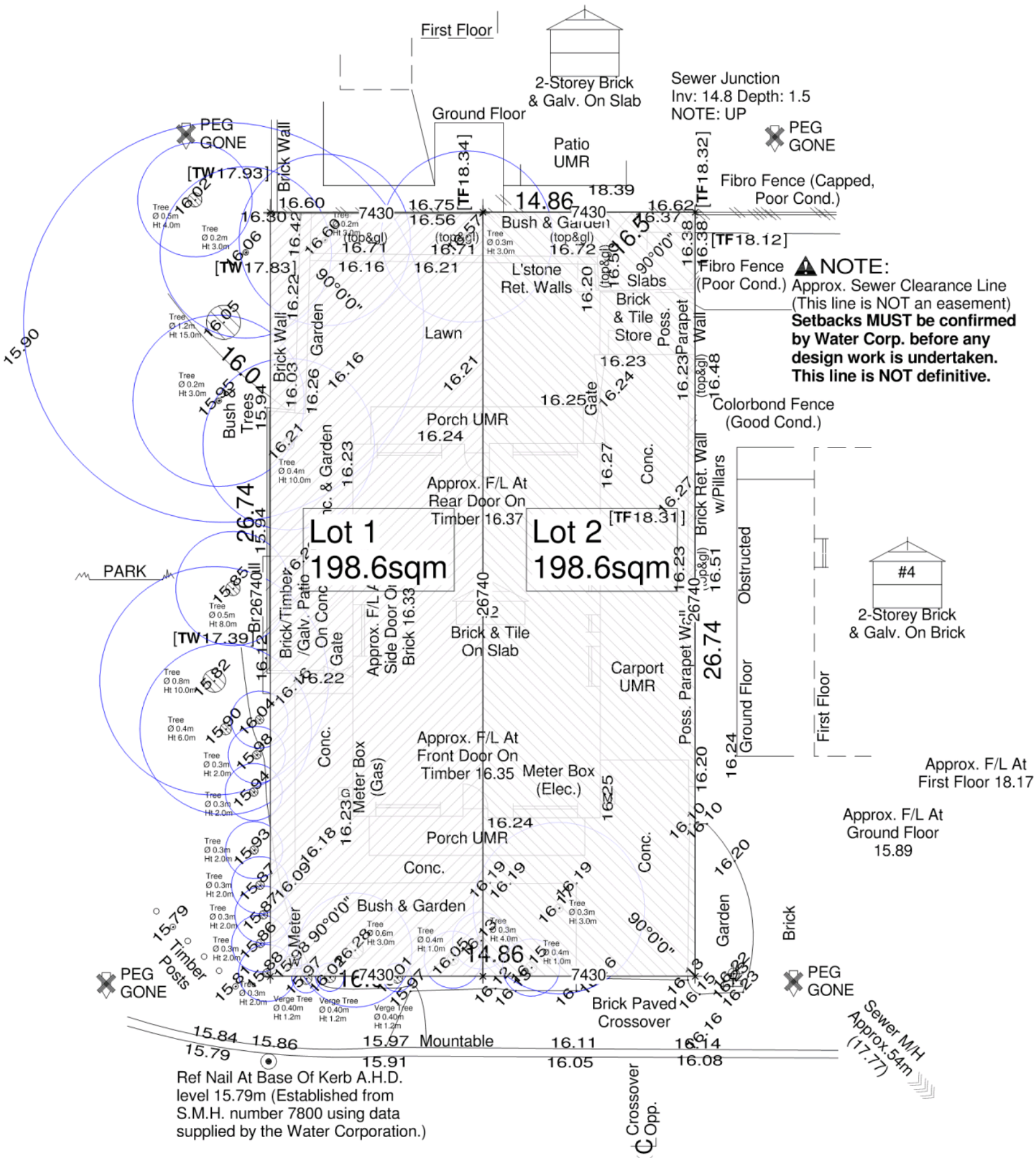

1 Subdivision Plan
1 : 100

Client Quentin Chester Project - Proposed Duplex Lot 119 Address - 2 Deague Ct North Perth 6006 Issued for - Development Approval	BESQ Design and Construct www.BESQ.org	Sheet Name - Subdivision Plan Sheet # - 6 Scale - 1 : 100 26/10/2020 9:20:53 AM

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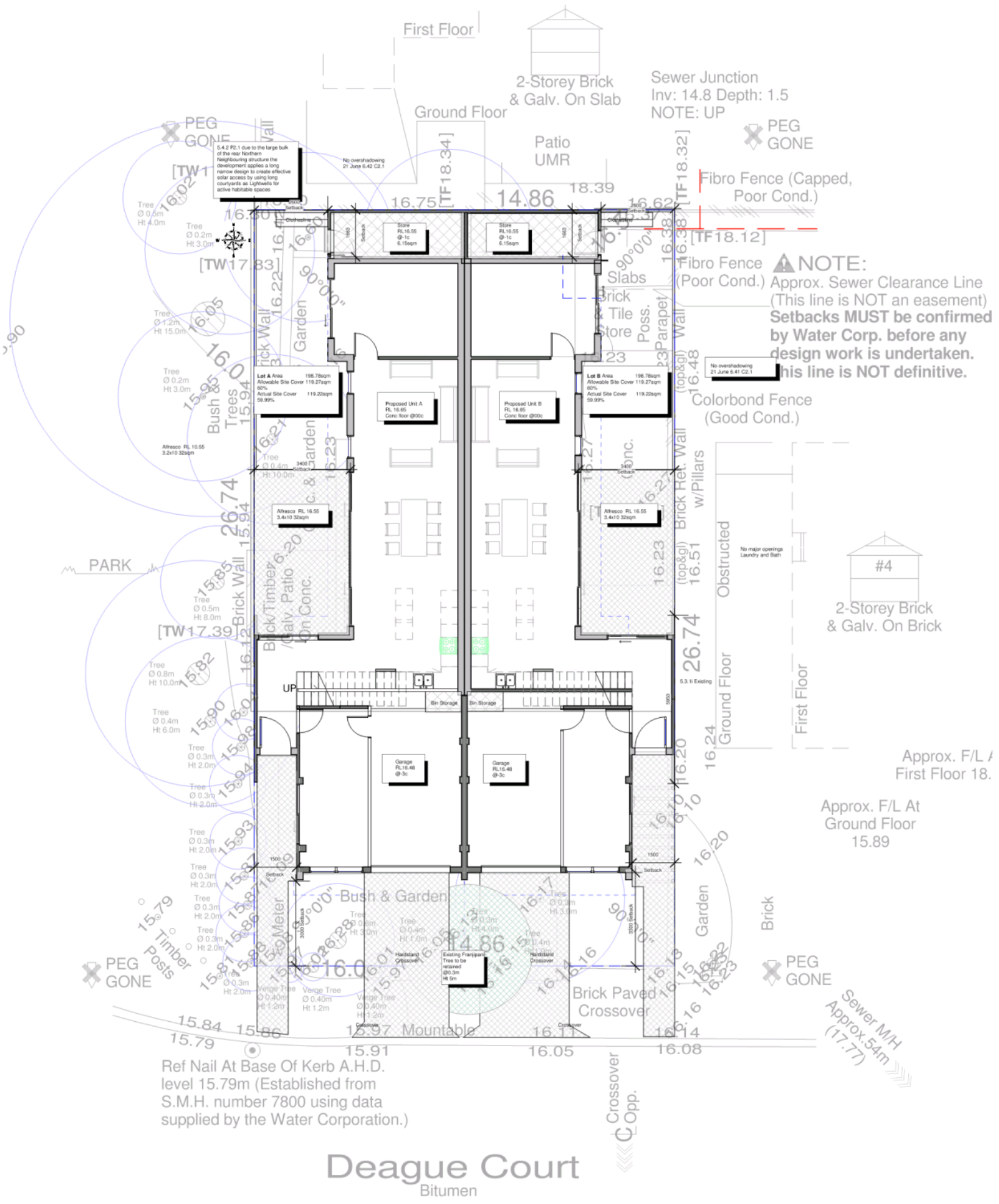

1 Site Plan
1 : 100

Client Quentin Chester	BESQ	Sheet Name - Site Plan
Project - Proposed Duplex Lot 119		Sheet # - 2
Address - 2 Deague Ct North Perth 6006	Design and Construct	Scale - 1 : 100
Issued for - Development Approval	www.BESQ.org	26/10/2020 9:26:00 AM

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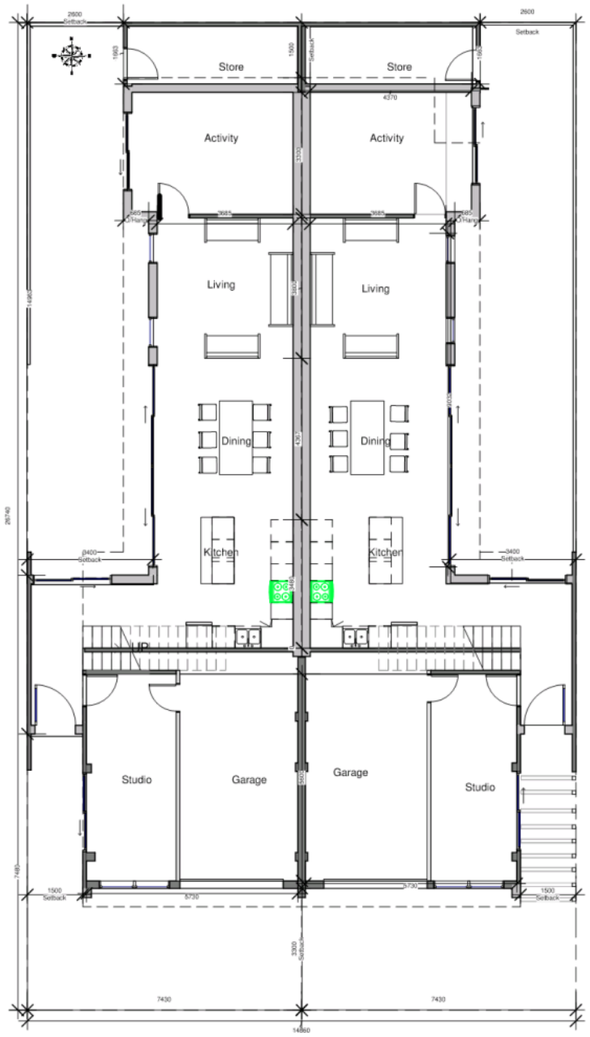
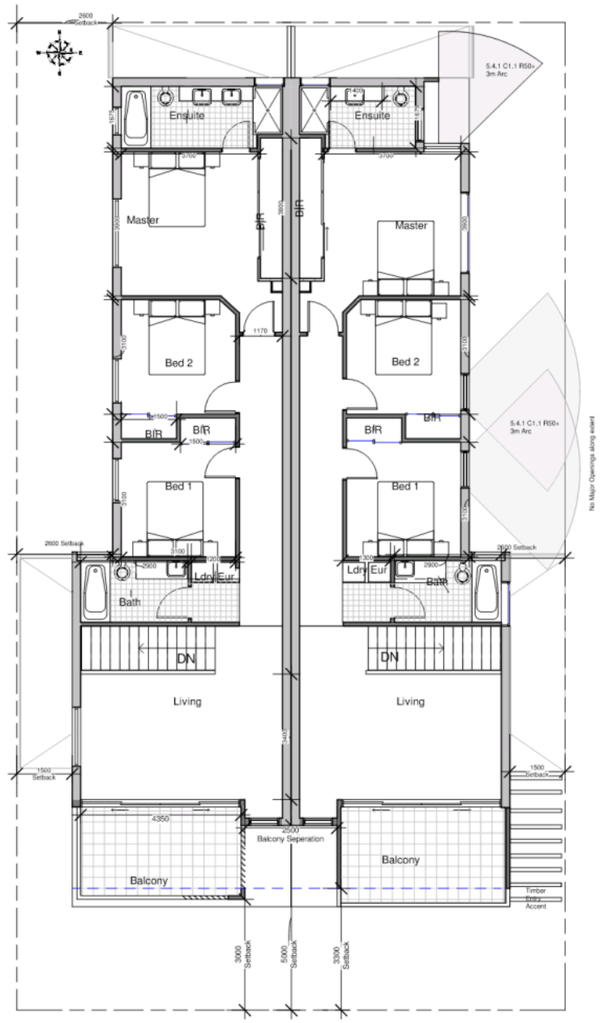
26 October 2020



1 Grd Floor Lvl
1 : 100



2 Level 1
1 : 100

Client - Quentin Chester	BESQ	Sheet Name - Floor Plans
Project - Proposed Duplex Lot 119		Sheet # - 3
Address - 2 Deague Ct North Perth 6006	Design and Construct	Scale - 1 : 100
Issued for - Development Approval	www.BESQ.org	26/10/2020 9:28:33 AM

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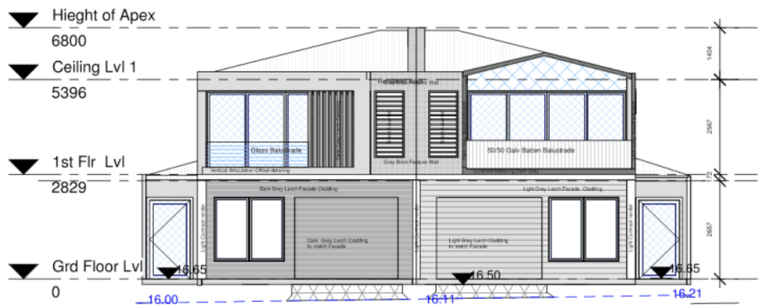
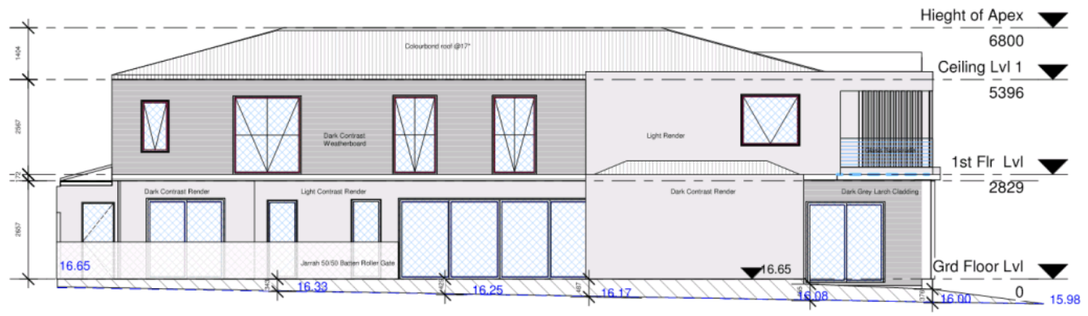
26 October 2020



3 South
1 : 100



4 West
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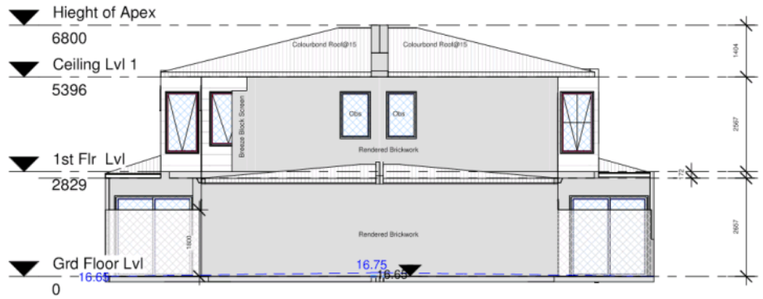

2 North
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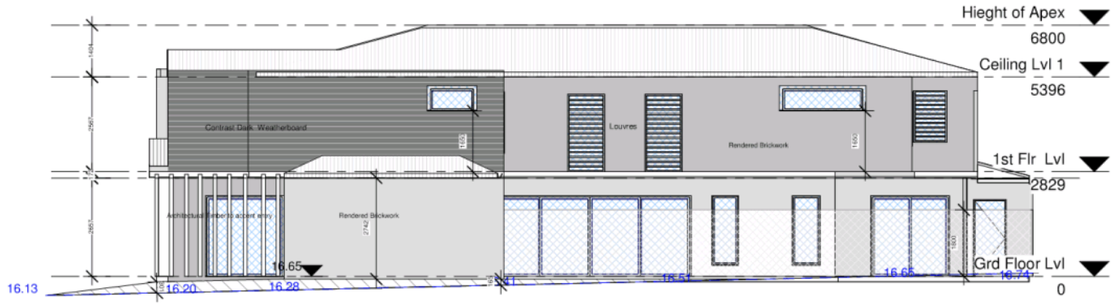

1 East
1 : 100

Client - Quentin Chester
Project - Proposed Duplex Lot 119
Address - 2 Deague Ct North Perth 6006
Issued for - Development Approval

BESQ
Design and Construct
www.BESQ.org

Sheet Name - Elevations
Sheet # - 4
Scale - 1 : 100
26/10/2020 9:37:25 AM

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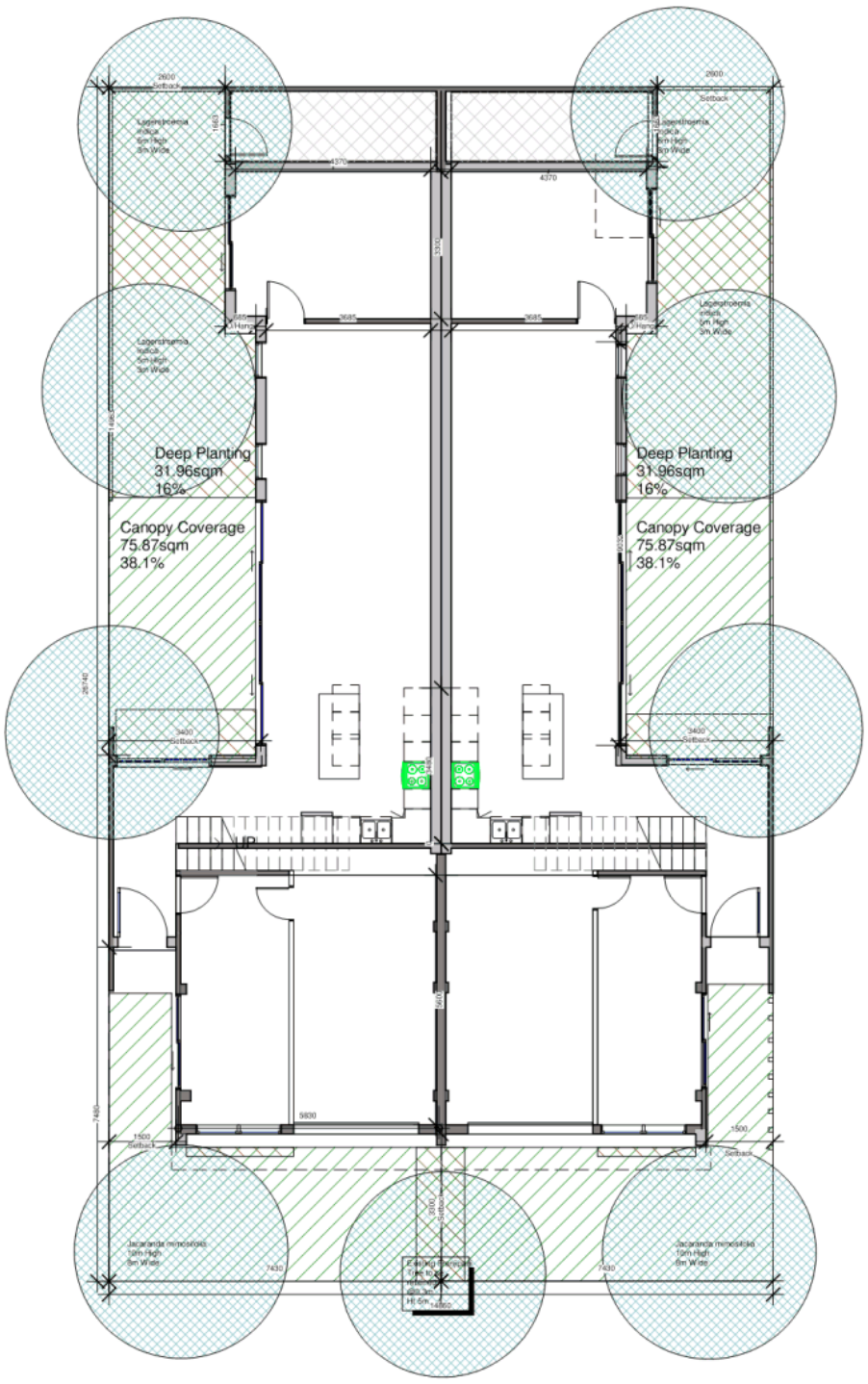

1 Landscape Plan
1 : 100

Client Quentin Chester
Project - Proposed Duplex Lot 119
Address - 2 Deague Ct North Perth 6006
Issued for - Development Approval

BESQ
Design and Construct
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Sheet Name - Landscape Plan
Sheet # - 11
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26 October 2020

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26 October 2020

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 *Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.*
Demonstrate how you have reviewed the natural environment including topography, local flora and fauna.
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 Target Sight West Elevation : All these trees are able to be retained under THIS proposal
Demonstrate consideration of the site's streetscape character.
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 . Typical Existing Deague Court Dwellings

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

Under the LPS2 this in 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 radium 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

Demonstrate how the site's context and character influenced the development.
Consider the following:

- 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.

Applicant comment: 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 The radium 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.

Landscape quality
Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.

Demonstrate review of the existing landscaping of the site and the street including mature trees, species and natural features

Applicant comment: This design is all about parks and trees **5.81 has been a significant factor in the creation of my proposal**

Target Site viewed from the west . All these trees are able to be retained under this proposal

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

Demonstrate how the landscape quality of the streetscape and surrounding context has been incorporated into the building and landscape design.

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
Built Form & Scale *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.*
What is the building massing and height of the streetscape? How has this been incorporated into the design?
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
How does the development respond and contribute to the built form and scale of the streetscape?
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
Demonstrate how the development encourages an activated and vibrant streetscape environment.
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.
Functionality & Build Quality *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.*
Demonstrate how the proposed design complements the use of the building.
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
Sustainability *Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.*
Demonstrate how the building performance has been optimised using suitable orientation and layout of internal spaces.
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
Amenity *Good design optimises internal and external amenity for occupants, visitors and neighbours, contributing to living and working environments that are comfortable and productive.*

Demonstrate how the development optimises amenity for occupants, adjoining neighbours and onlookers
Applicant comment: 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 To the North the setbacks mirro 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 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
Legibility *Good design results in buildings and places that are legible, with clear connections and memorable elements to help people find their way around.*
Demonstrate how the design allows users and visitors to navigate through the development.
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
Safety*Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.*
Demonstrate how the layout of buildings on site provides safe and high level of amenity for residents.
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
Community *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.*
Demonstrate how the development contributes to a sense of community, encouraging social engagement and enabling stronger communities.
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.
Aesthetics *Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.*
Demonstrate how the surrounding context and character has been incorporated into the design of the development.
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

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 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.

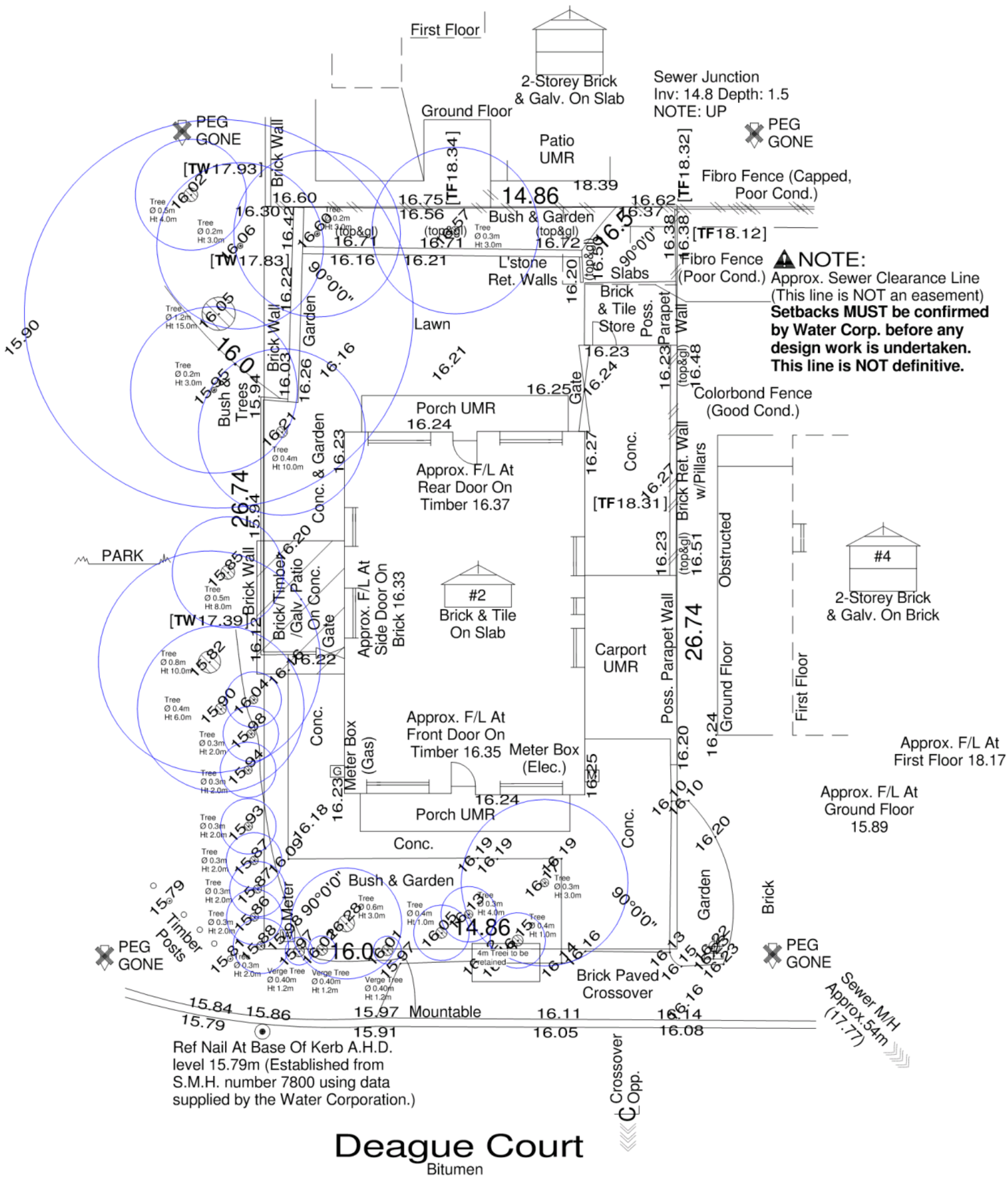
4kw 15 panels solar system to the 26.5% pitch on a east west orientation

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 AbsorptanceColour Classification (Volume Two NCC 2019) <0.4



1 Site Survey
1 : 100

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23 September 2020

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 - Site Survey
Sheet # - 1
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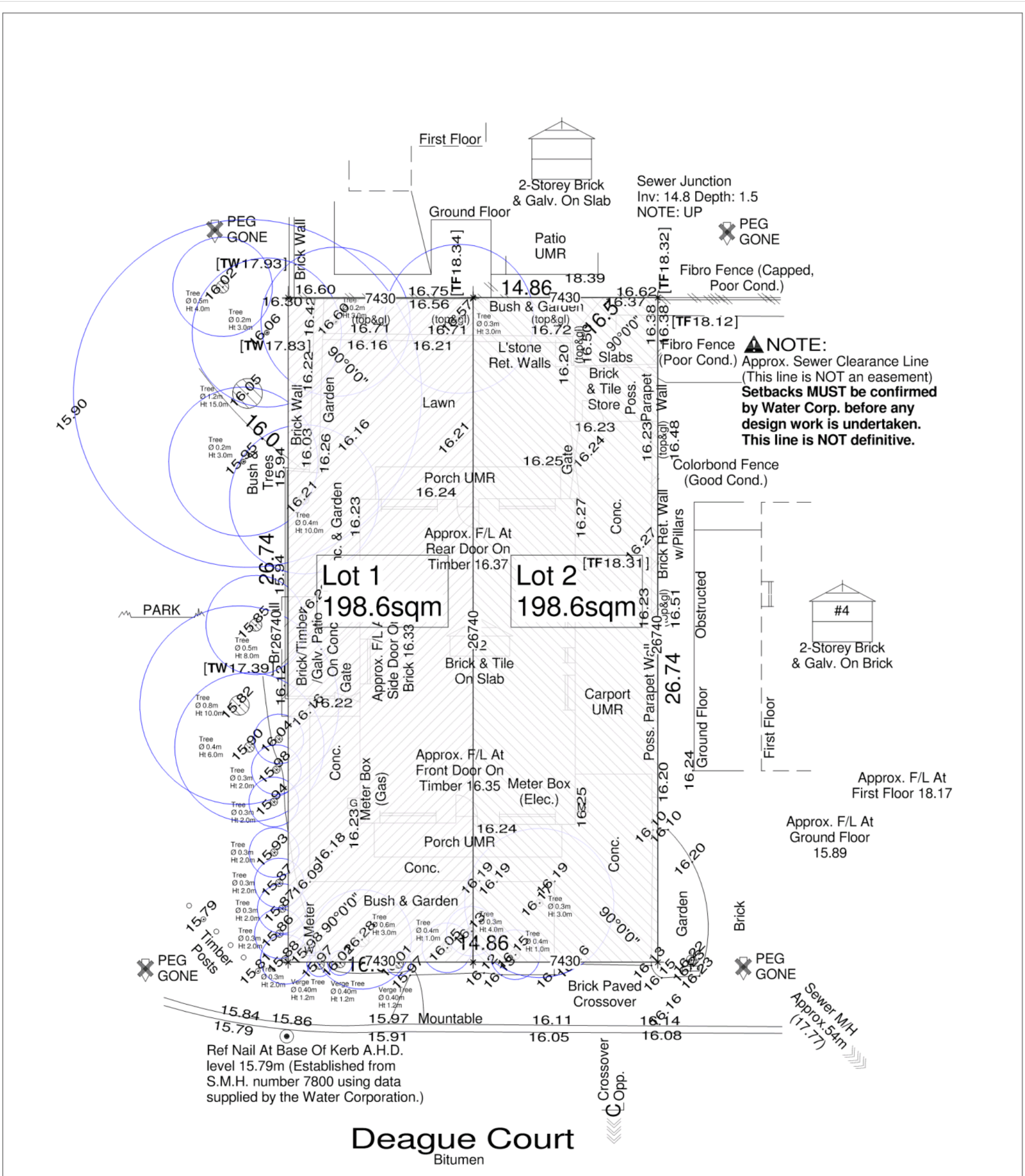

1 Subdivision Plan
1 : 100

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23 September 2020

Client Quentin Chester
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Address - 2 Deague Ct North Perth 6006
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Sheet Name - Subdivision Plan
Sheet # - 6
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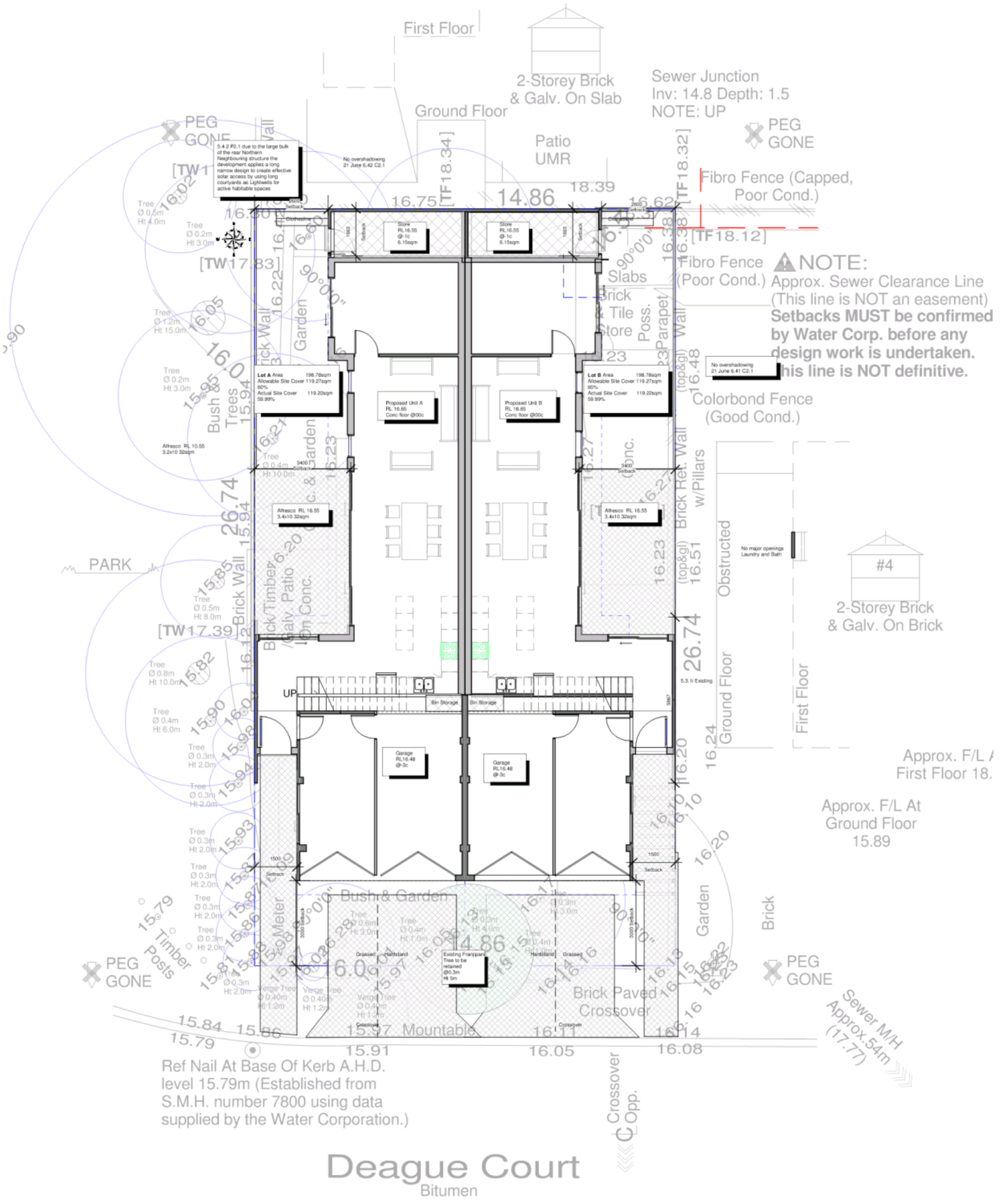

1 Site Plan
1 : 100

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Client Quentin Chester
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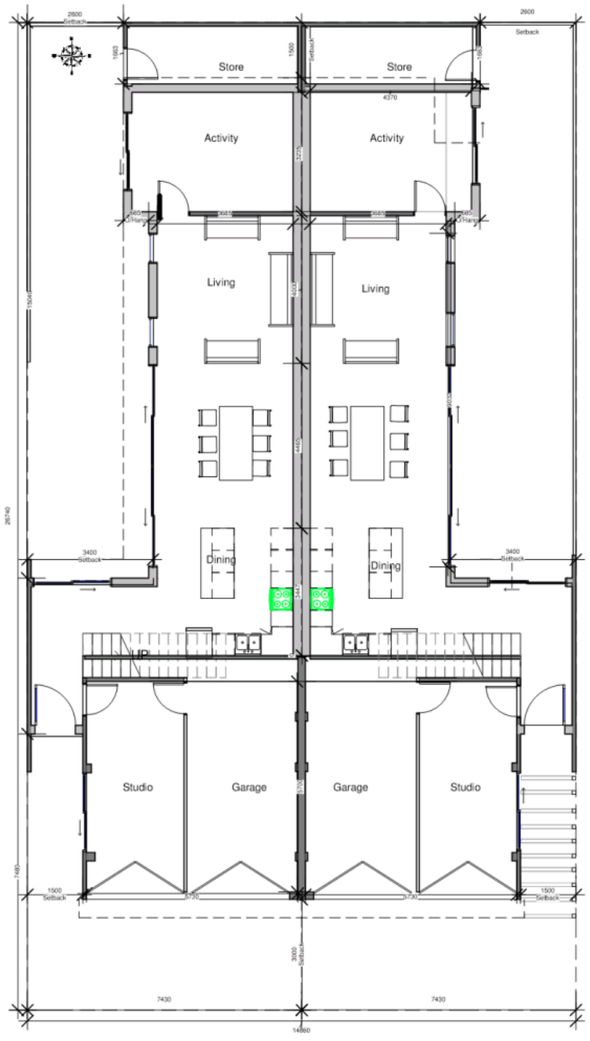

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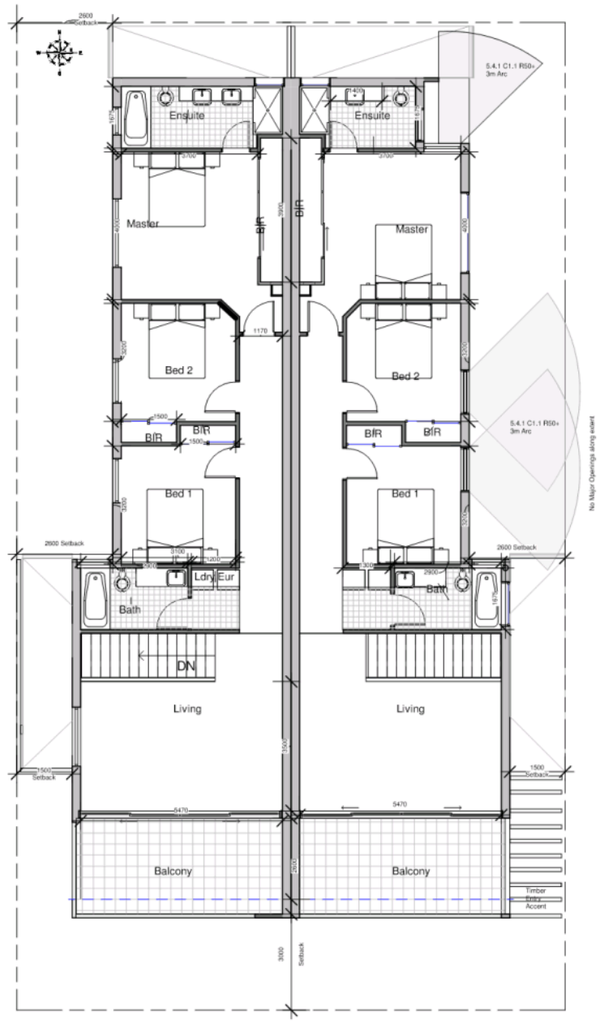

2 Level 1
1 : 100

Client - Quentin Chester
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Address - 2 Deague Ct North Perth 6006
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Sheet Name - Floor Plans
Sheet # - 3
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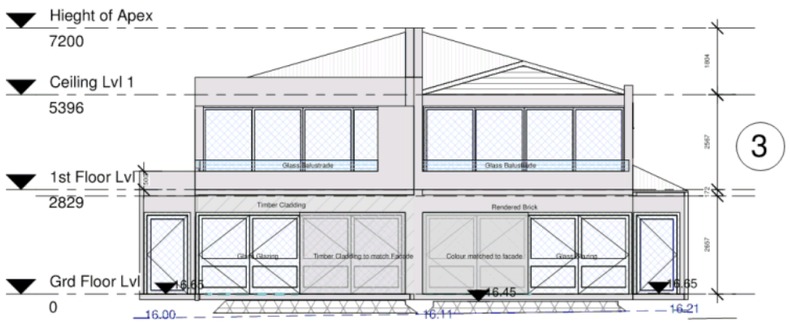
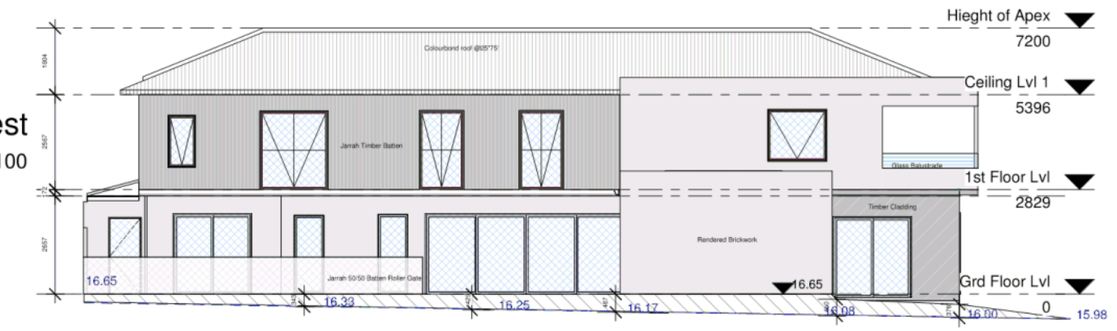
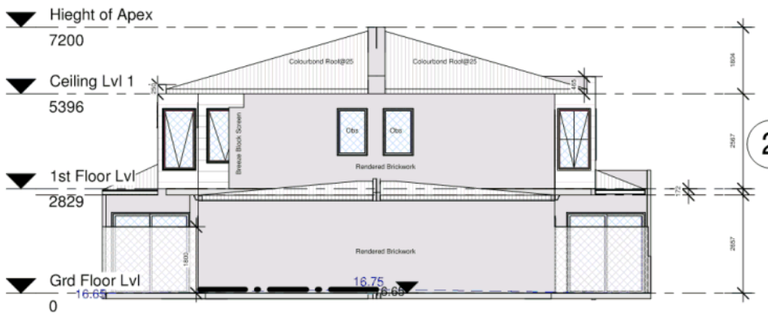


3 South 1 : 100

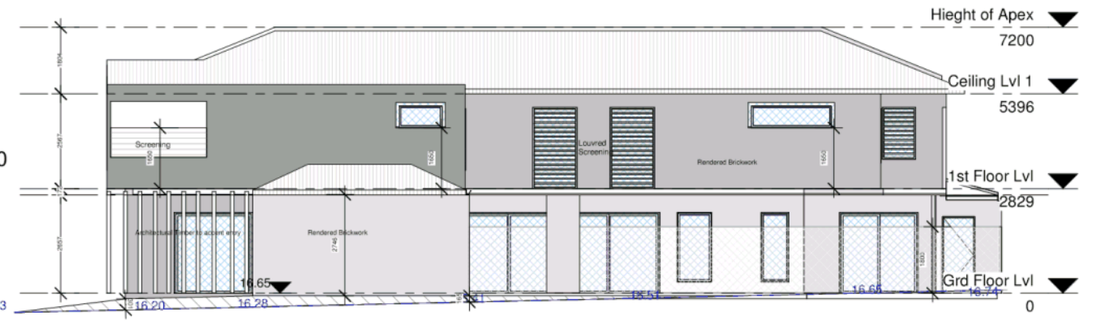
4 West 1 : 100





2 North 1 : 100

1 East 1 : 100



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Client - Quentin Chester
Project - Proposed Duplex Lot 119
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Sheet Name - Elevations
Sheet # - 4
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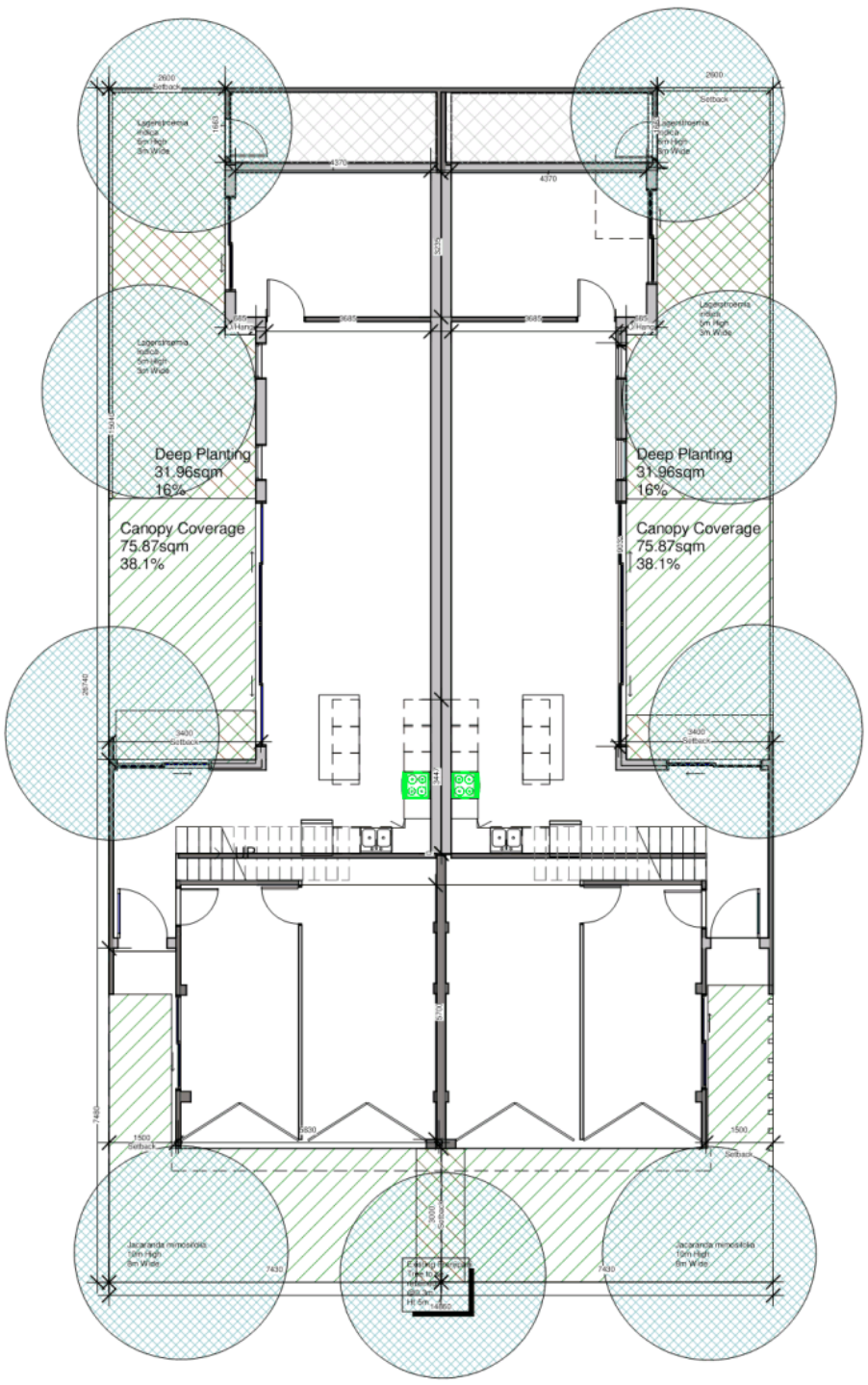

1 Landscape Plan
1 : 100

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23 September 2020

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 - Landscape Plan
Sheet # - 11
Scale - 1 : 100
23/09/2020 8:55:25 AM

No. 2 Deague Court Streetscape Analysis

Address	Built Form Comments	Streetscape Images
4 and 6 Deague Court	• Pitched roof form • Single garage structure • Garage stepped behind building line • Facebrick and Colorbond materiality	

8 Deague Court	• Pitched roof form • Single storey • Single garage structure stepped behind building line • Facebrick materiality		

1 Deague Court	• Pitched roof form • Single garage structure • Garage stepped behind building line • Facebrick materiality	

3 and 3A Deague Court	• Skillion roof form • Single garage structure • Three storey development • Garage stepped behind building line • Mixed render and Colorbond materiality		

5 Deague Court	• Pitched roof form • Single garage structure • Two storey development • Garage in line with predominant building line • Facebrick materiality		

7 Deague Court	• Pitched roof form • Single garage structure • Two storey development • Carport stepped behind predominant building line • Facebrick materiality		

9 – 13 Deague Court	• Pitched roof form • Single garage structure • Single and two storey development • Garage in line with predominant building line • Facebrick materiality		

15 Deague Court	• Pitched roof form • Single garage structure • Two storey development • Garage in line with predominant building line • Facebrick materiality		

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:
Street Setback • 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.	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.
Dwelling Form 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.	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.
Visual Privacy • 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.	• 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:
Garage Setback Strongly object to the garage projecting forward of dwelling alignment, the garage should comply with the minimum of 500mm behind the dwelling alignment.	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.
Landscaping Landscaping should comply with the 30% canopy specified.	The applicant has submitted a revised landscaping plan which now provides for 30% canopy cover at maturity.
Parking • 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.	• 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:
Street Setback • 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.	• 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.
Dwelling Form • 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.	• No comments provided
Visual Privacy • 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.	• 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.
Garage Setback • Strongly object to the garage projecting forward of dwelling alignment, the garage should comply with the minimum of 500mm behind the dwelling alignment.	• No comments provided
Landscaping • Landscaping should comply with the 30% canopy specified.	• No comments provided
Parking • 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.	• Issue well considered and applicant hopes to liase 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.

Page 1 of 1

9.1 NO. 67 (LOT: 63, D/P: 672) MARY STREET, HIGHGATE - SINGLE HOUSE

Ward: South

Attachments:

1. Consultation and Location Map
2. Development Plans
3. Urban Design Study
4. Administration Streetscape Analysis
5. Summary of Submissions - Administration's Response
6. 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 Single House at No. 67 (Lot: 63; D/P: 672) Mary Street, Highgate, in accordance with the plans shown in Attachment 2, subject to the following conditions and the associated advice notes in Attachment 6:

1. Development Plans

This approval is for a Single House as shown on the approved plans dated 12 October 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. External Fixtures

All external fixtures, such as television antennas (of a non-standard type), radio and other antennaes, 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;

4. 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;

5. 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;

6. Fencing

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

7. Landscaping

7.1 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 28.74 percent canopy cover at maturity, as defined by the City's Policy No. 7.1.1 – Built Form; and**

7.2 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;

8. 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;

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.

COUNCIL DECISION ITEM 9.1

Moved: Cr Topelberg, Seconded: Cr Loden

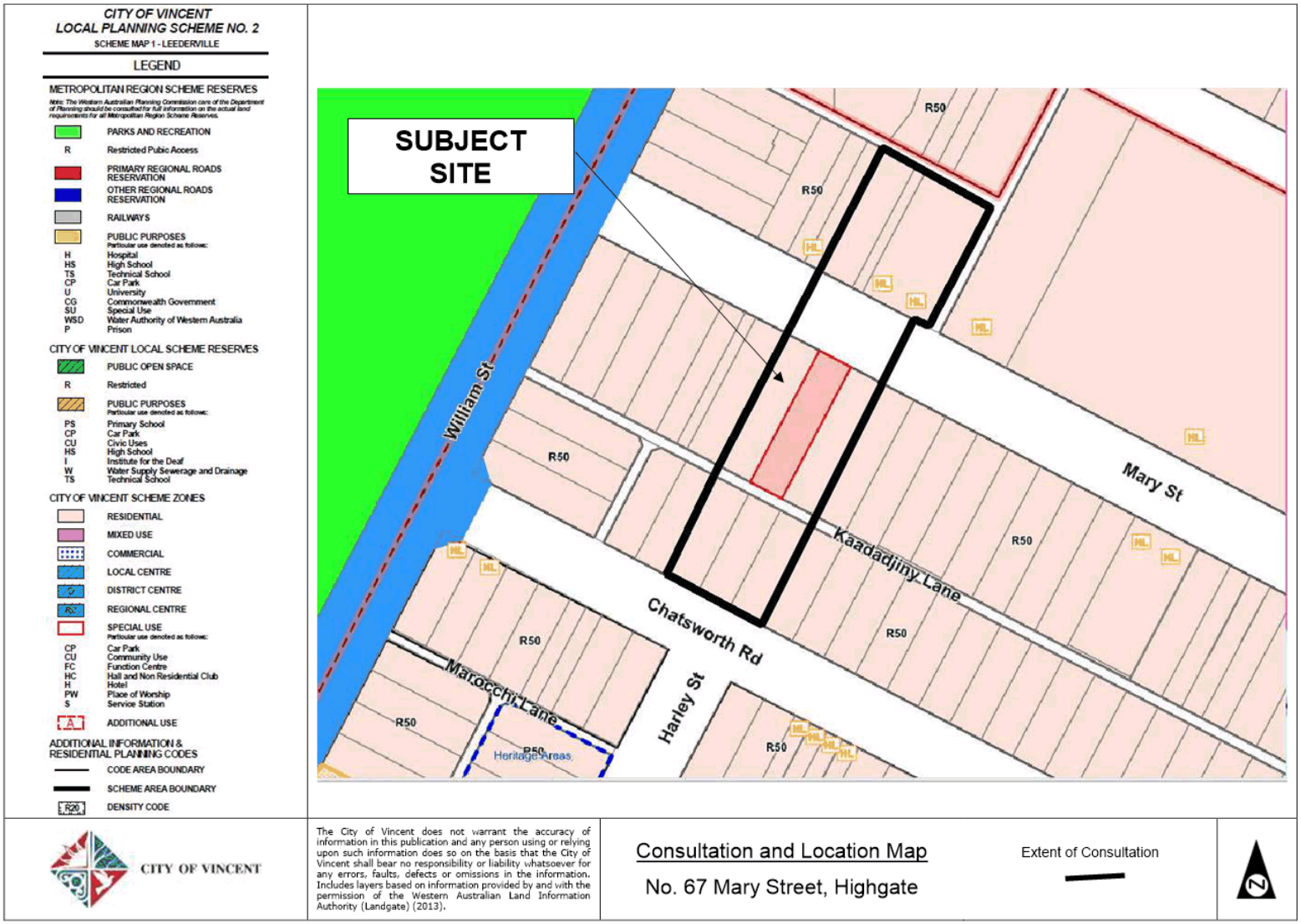
That the recommendation be adopted.

CARRIED (6-2)

For: Mayor Cole, Cr Castle, Cr Fotakis, Cr Loden, Cr Smith and Cr Wallace

Against: Cr Gontaszewski and Cr Topelberg

(Cr Hallett was an apology for the Meeting.)


CITY OF VINCENT
LOCAL PLANNING SCHEME NO. 2
SCHEME MAP 1 - LEEDERVILLE
LEGEND
METROPOLITAN REGION SCHEME RESERVES
PARKS AND RECREATION
R Restricted Pubic Access
PRIMARY REGIONAL ROADS RESERVATION
OTHER REGIONAL ROADS RESERVATION
RAILWAYS
PUBLIC PURPOSES
H Hospital
HS High School
TS Technical School
CP Car Park
U University
CG Commonwealth Government
SU Special Use
WSD Water Authority of Western Australia
P Prison
CITY OF VINCENT LOCAL SCHEME RESERVES
PUBLIC OPEN SPACE
R Restricted
PUBLIC PURPOSES
PS Primary School
CP Car Park
CU Civic Uses
HS High School
I Institute for the Deaf
W Water Supply Sewerage and Drainage
TS Technical School
CITY OF VINCENT SCHEME ZONES
RESIDENTIAL
MIXED USE
COMMERCIAL
LOCAL CENTRE
DISTRICT CENTRE
REGIONAL CENTRE
SPECIAL USE
CP Car Park
CU Community Use
FC Function Centre
HC Hall and Non Residential Club
H Hotel
PW Place of Worship
S Service Station
A ADDITIONAL USE
ADDITIONAL INFORMATION & RESIDENTIAL PLANNING CODES
CODE AREA BOUNDARY
SCHEME AREA BOUNDARY
R20 DENSITY CODE
SUBJECT SITE
William St
Mary St
Kaadadjiny Lane
Chatsworth Rd
Harley St
Marocchi Lane
R50
HL
Heritage Areas
CITY OF VINCENT
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Consultation and Location Map
No. 67 Mary Street, Highgate
Extent of Consultation
N

SUBJECT SITE
William St
Mary St
Kaadadjiny Lane
Chatsworth Rd
Harley St
Marocchi Lane
532
532
532
72 & 532
70
68
64
64
42
85
83
81
73
73
71
69
67
63
57-59-61
55
51-53
51
49
47
45
37
1-9/33
31
29
27
530
528
74-76
72
70
66
62-64
60
58
56
54
48
42
40
38
36
77
77
75
73
69
67
522
CITY OF VINCENT
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No. 67 Mary Street, Highgate
N

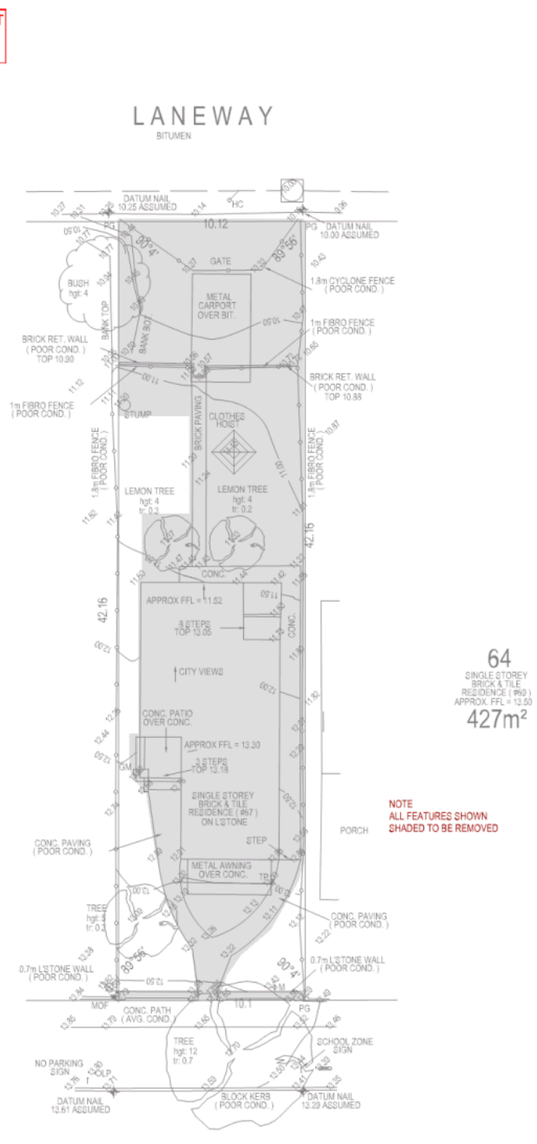
CITY OF VINCENT
RECEIVED
12 October 2020

virtuoso constructions

proposed truong residence ©
lot 63 #67 mary st highgate
drawn : bmc | date : 10-10-20 | rev : DA-R3
issued for : DA Submission

sheet 1 of 6

zoning : r60 | lot area : 427m²
site cover
allowed : 60% | actual : 62.29%



NOTE
ALL FEATURES SHOWN
SHADED TO BE REMOVED

SERVICE LEGEND

POWER
CONSUMER POLE CP
POWER POLE PP
LIGHT POLE LP
STAY POLE SP
S. WIRE ANCHOR SWA
U/G CABLE BOX
CABLE M/H
CABLE DOME

GAS
GAS MARKER G
GAS METER GM
GAS VALVE GV

SEWERAGE
SEWER MANHOLE
INSPECT. SHAFT IS
INSPECT. OPENING IO
HOUSE CONNECTION HC

TELSTRA
TELSTRA MARKER T
TELSTRA PIT TEL
TELSTRA M/H

DRAINAGE
SW MANHOLE DMH
GRATE
SIDE ENTRY PIT

WATER
STOP VALVE SV
HYDRANT HY
FLUSH POINT FP
WATER TAP TP
WATER MARKER W
WATER METER M

SURVEY
PEG FOUND PF
PEG DISTURBED PD
PEG GONE PG
MARK ON FEATURE MOF
DATUM

LOT RECORDS

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

AREA: ESTAB. 02/1936
COASTAL DISTANCE >1.5Km
LOT: 63
AREA: 427m²
APPROX. AHD + 13.92m

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

SEWER CONNECTION POSITION
APPROXIMATE ONLY
SEWER INVERT LEVEL 7.23
SEWER BROUGHT UP 0.3
DEPTH TO CONNECTION 2.61

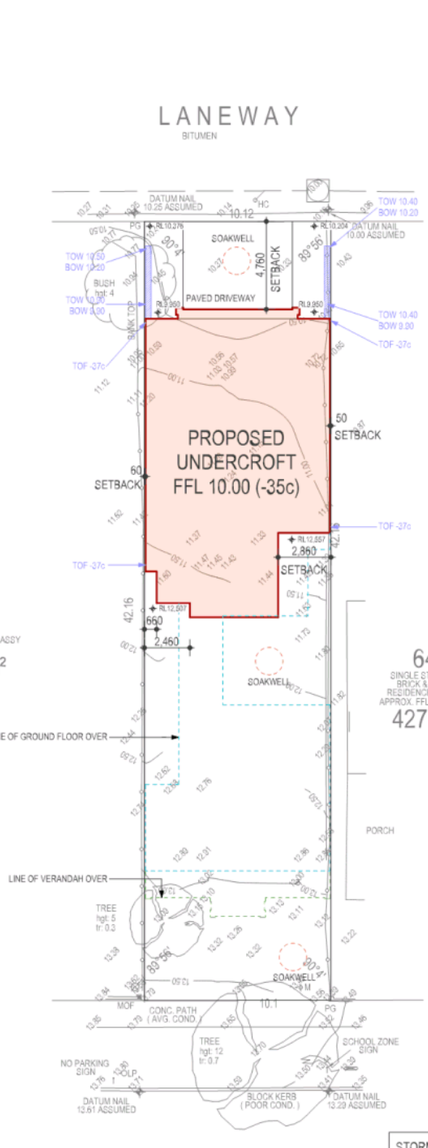
GROUND COVER
SANDY / GRASS / WEED
BUSHES / SMALL TREES

EXISTING SITE PLAN
1:200

TITLE : FEATURE SURVEY	LOT : 63 (#67) MARY STREET		
CLIENT : N/A	SUBURB : HIGHGATE		PLAN : 672
BUILDER : VIRTUOSO CONSTRUCTIONS	AUTHORITY : CITY OF VINCENT		C/T : 18/19
LINKS SURVEYING P: (08) 9354 8511 W: www.linkssurveying.com.au E: info@linkssurveying.com.au	UBD REF : 268 N 5	GPS : S 31.93756°	E 115.86687°

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.

SHEET	BUILDER'S REF	SURVEYED	SCALE @ A3	DWG No	REV
1 of 1		19/04/18	1: 200	32478001	A



STORMWATER CALCULATIONS
REQUIRED SOAKWELL CAPACITY
= 1.0m³ OF STORAGE PER 65m² OF ROOF AREA
REQUIRED MINIMUM TOTAL CAPACITY
= ROOF AREA OF (332.67m² / 65m²) x 1.0m³ = 5.12m³
SELECTED SOAKWELLS
3 x 1500Ø x 1500D (2.65m³) = 7.95m³
TOTAL SOAKWELL CAPACITY = 7.95m³

SERVICE LEGEND

POWER
CONSUMER POLE CP
POWER POLE PP
LIGHT POLE LP
STAY POLE SP
S. WIRE ANCHOR SWA
U/G CABLE BOX
CABLE M/H
CABLE DOME

GAS
GAS MARKER G
GAS METER GM
GAS VALVE GV

SEWERAGE
SEWER MANHOLE
INSPECT. SHAFT IS
INSPECT. OPENING IO
HOUSE CONNECTION HC

TELSTRA
TELSTRA MARKER T
TELSTRA PIT TEL
TELSTRA M/H

DRAINAGE
SW MANHOLE DMH
GRATE
SIDE ENTRY PIT

WATER
STOP VALVE SV
HYDRANT HY
FLUSH POINT FP
WATER TAP TP
WATER MARKER W
WATER METER M

SURVEY
PEG FOUND PF
PEG DISTURBED PD
PEG GONE PG
MARK ON FEATURE MOF
DATUM

LOT RECORDS

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

AREA: ESTAB. 02/1936
COASTAL DISTANCE >1.5Km
LOT: 63
AREA: 427m²
APPROX. AHD + 13.92m

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SEWER CONNECTION POSITION
APPROXIMATE ONLY
SEWER INVERT LEVEL 7.23
SEWER BROUGHT UP 0.3
DEPTH TO CONNECTION 2.61

GROUND COVER
SANDY / GRASS / WEED
BUSHES / SMALL TREES

PROPOSED UNDERCROFT SITE PLAN
1:200

TITLE : FEATURE SURVEY	LOT : 63 (#67) MARY STREET		
CLIENT : N/A	SUBURB : HIGHGATE		PLAN : 672
BUILDER : VIRTUOSO CONSTRUCTIONS	AUTHORITY : CITY OF VINCENT		C/T : 18/19
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1 of 1		19/04/18	1: 200	32478001	A

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12 October 2020

virtuoso constructions
proposed truong residence @
lot 63 #67 mary st highgate
drawn : bmc | date : 10-10-20 | rev : DA-R3
issued for : DA Submission
sheet 2 of 6

LANEWAY
BITUMEN

BALCONY
FFL 12.608

PROPOSED
RESIDENCE
FFL 12.658 (-4c)

PROPOSED
RESIDENCE
FFL 13.000 (00c)

VERANDAH
FFL 12.98

NOTE
EXTENT OF SHADOW CAST ON LOT 62 AT MIDDAY JUNE 21 SHOWN SHADED.
TOTAL SHADED AREA = 110.92m² (25.9%)

62
VACANT / SANDY / GRASSY
427m²

64
SINGLE STOREY BRICK & TILE RESIDENCE (#63)
APPROX. FFL = 12.50
427m²

COURTYARD
FFL 12.572 (-5c)

4.760 SETBACK
50 SETBACK
60 SETBACK
5.850 SETBACK
1.860 SETBACK
4.500 SETBACK
5.500 SETBACK
7.000 SETBACK

LINE OF UPPER FLOOR OVER
LINE OF UNDERCROFT BELOW
RENDERED BRICK PIERS WITH SELECTED WROUGHT IRON INFILL & GATE AS DETAILED

PORCH
METERBOX
TREE hgt. 5 tr. 0.3
TREE hgt. 12 tr. 0.7
NO PARKING SIGN
SCHOOL ZONE SIGN
CONC. PATH (AVG. COND.)
SLOCK KERB (POOR COND.)
DATUM NAIL 12.61 ASSUMED
DATUM NAIL 12.29 ASSUMED
DATUM NAIL 10.25 ASSUMED
DATUM NAIL 10.00 ASSUMED

MARY STREET
BITUMEN

SERVICE LEGEND

POWER
CONSUMER POLE CP
POWER POLE PP
LIGHT POLE LP
STAY POLE SP
S. WIRE ANCHOR SWA
U/G CABLE BOX
CABLE M/H
CABLE DOME

GAS
GAS MARKER G
GAS METER GM
GAS VALVE GV

SEWERAGE
SEWER MANHOLE
INSPECT. SHAFT IS
INSPECT. OPENING IO
HOUSE CONNECTION HC

TELSTRA
TELSTRA MARKER T
TELSTRA PIT TEL
TELSTRA M/H

DRAINAGE
SW MANHOLE DMH
GRATE
SIDE ENTRY PIT

WATER
STOP VALVE SV
HYDRANT HY
FLUSH POINT FP
WATER TAP TP
WATER MARKER W
WATER METER M

SURVEY
PEG FOUND PF
PEG DISTURBED PD
PEG GONE PG
MARK ON FEATURE MOF
DATUM

LOT RECORDS

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

AREA: ESTAB. 02/1936
COASTAL DISTANCE >1.5Km
LOT: 63
AREA: 427m²
APPROX. AHD + 13.92m

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

SEWER CONNECTION POSITION APPROXIMATE ONLY
SEWER INVERT LEVEL 7.23
SEWER BROUGHT UP 0.3
DEPTH TO CONNECTION 2.61

GROUND COVER
SANDY / GRASS / WEED
BUSHES / SMALL TREES

PROPOSED GROUND FLOOR SITE PLAN
1:200

TITLE : FEATURE SURVEY
CLIENT : N/A
BUILDER : VIRTUOSO CONSTRUCTIONS

LOT : 63 (#67) MARY STREET
SUBURB : HIGHGATE PLAN : 672
AUTHORITY : CITY OF VINCENT C/T : 18/19
UBD REF : 268 N 5 GPS : S 31.93756° E 115.86687°

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W: www.linkssurveying.com.au
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SHEET	BUILDER'S REF	SURVEYED	SCALE @ A3	DWG No	REV
1 of 1		19/04/18	1: 200	32478001	A

LANEWAY
BITUMEN

BALCONY
FFL 15.95

PROPOSED
UPPER FLOOR
FFL 16.00 (+35c)

62
VACANT / SANDY / GRASSY
427m²

64
SINGLE STOREY BRICK & TILE RESIDENCE (#63)
APPROX. FFL = 12.50
427m²

4.760 SETBACK
8.255 SETBACK
9.270 SETBACK
9.755 SETBACK
660 SETBACK
1.250 SETBACK
5.850 SETBACK
1.860 SETBACK
1.550 SETBACK
3.620 SETBACK
8.050 SETBACK

PORCH
BALCONY
FFL 15.95
TREE hgt. 5 tr. 0.3
TREE hgt. 12 tr. 0.7
NO PARKING SIGN
SCHOOL ZONE SIGN
CONC. PATH (AVG. COND.)
SLOCK KERB (POOR COND.)
DATUM NAIL 12.61 ASSUMED
DATUM NAIL 12.29 ASSUMED
DATUM NAIL 10.25 ASSUMED
DATUM NAIL 10.00 ASSUMED

MARY STREET
BITUMEN

SERVICE LEGEND

POWER
CONSUMER POLE CP
POWER POLE PP
LIGHT POLE LP
STAY POLE SP
S. WIRE ANCHOR SWA
U/G CABLE BOX
CABLE M/H
CABLE DOME

GAS
GAS MARKER G
GAS METER GM
GAS VALVE GV

SEWERAGE
SEWER MANHOLE
INSPECT. SHAFT IS
INSPECT. OPENING IO
HOUSE CONNECTION HC

TELSTRA
TELSTRA MARKER T
TELSTRA PIT TEL
TELSTRA M/H

DRAINAGE
SW MANHOLE DMH
GRATE
SIDE ENTRY PIT

WATER
STOP VALVE SV
HYDRANT HY
FLUSH POINT FP
WATER TAP TP
WATER MARKER W
WATER METER M

SURVEY
PEG FOUND PF
PEG DISTURBED PD
PEG GONE PG
MARK ON FEATURE MOF
DATUM

LOT RECORDS

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

AREA: ESTAB. 02/1936
COASTAL DISTANCE >1.5Km
LOT: 63
AREA: 427m²
APPROX. AHD + 13.92m

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

SEWER CONNECTION POSITION APPROXIMATE ONLY
SEWER INVERT LEVEL 7.23
SEWER BROUGHT UP 0.3
DEPTH TO CONNECTION 2.61

GROUND COVER
SANDY / GRASS / WEED
BUSHES / SMALL TREES

PROPOSED UPPER FLOOR SITE PLAN
1:200

TITLE : FEATURE SURVEY
CLIENT : N/A
BUILDER : VIRTUOSO CONSTRUCTIONS

LOT : 63 (#67) MARY STREET
SUBURB : HIGHGATE PLAN : 672
AUTHORITY : CITY OF VINCENT C/T : 18/19
UBD REF : 268 N 5 GPS : S 31.93756° E 115.86687°

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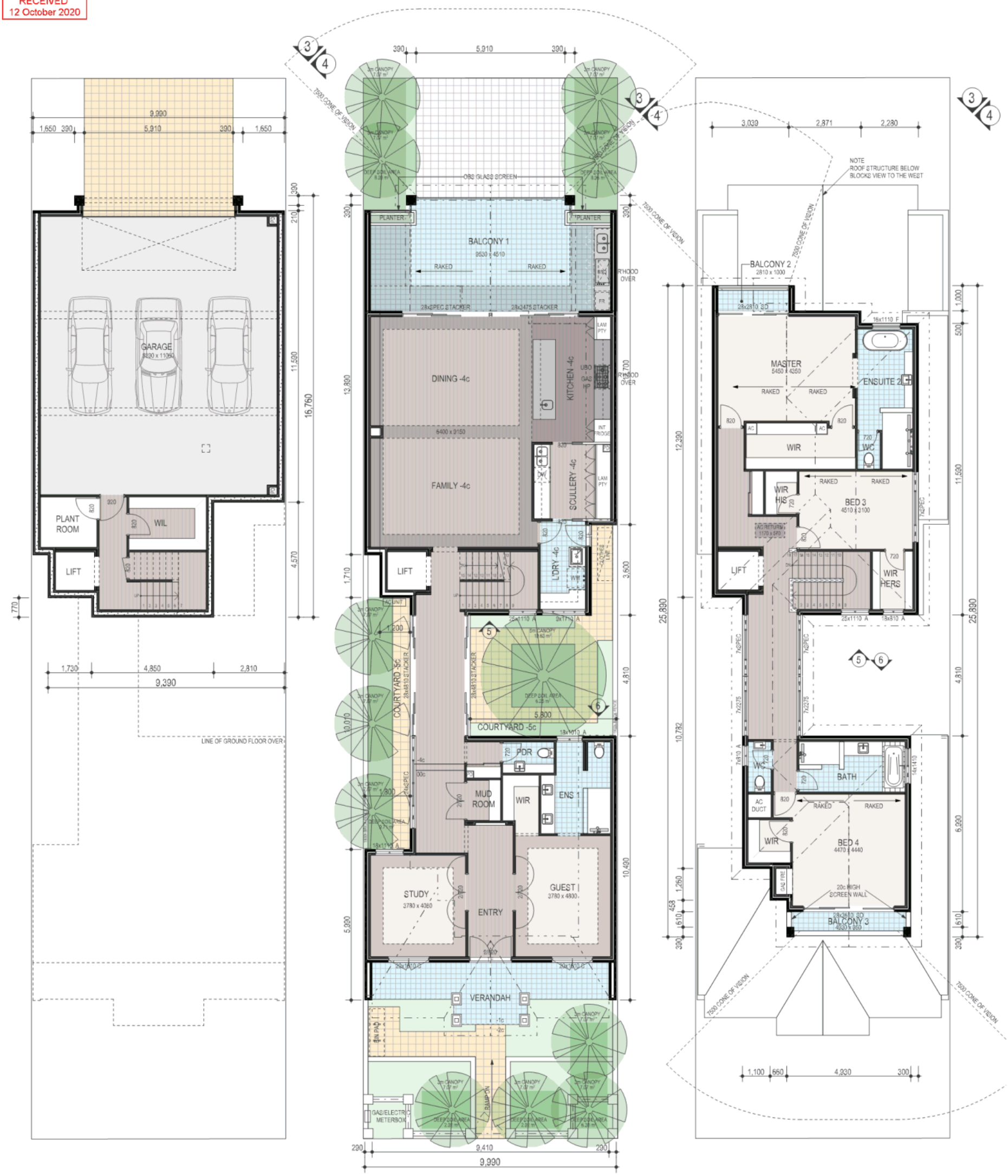
12 October 2020



2 1 UNDERCROFT PLAN
1:100

2 1 GROUND FLOOR PLAN
1:100

2 1 UPPER FLOOR PLAN
1:100

LANDSCAPING STATMENT	
CANOPY COVERAGE	
11 x 3m CANOPY TREES	77.77m²
1 x 5m CANOPY TREE	19.63m²
TOTAL	97.4m² (23%)
DEEP SOIL AREA	
TOTAL	46.05m² (11%)
PLANTING AREA	
TOTAL	30.77m² (7%)

TREE SELECTIONS
3m CANOPY TREES - DWARF MAGNOLIA
5m CANOPY TREE - WEEPING PEPPERMINT

Floor Areas - All Stories		
Location	Area	Perimeter
1st floor		
HOUSE	153.10	72.76
BALCONY 3	4.71	11.96
BALCONY 2	3.27	8.54
	161.08 m²	
Ground floor		
HOUSE	208.10	86.96
BALCONY 1	43.40	29.76
VERANDAH	17.49	25.48
	268.99 m²	
Undercroft		
UNDERCROFT	145.72	52.30
	145.72 m²	
	575.79 m²	

virtuoso constructions
reg no. 12347
m 0409108422
e virtuoso-constructions@westnet.com.au

proposed truong residence ©
lot 63 #67 mary st highgate
drawn : bmc | date : 19-10-20 | rev : DA-R3.1
issued for : DA Submission

zoning : r50 | lot area : 427m²
site cover
allowed : 60% | actual : 62.99%

sheet 3 of 6

note : all documentation to be checked on site, prior to construction, any discrepancies found are to be reported for clarification

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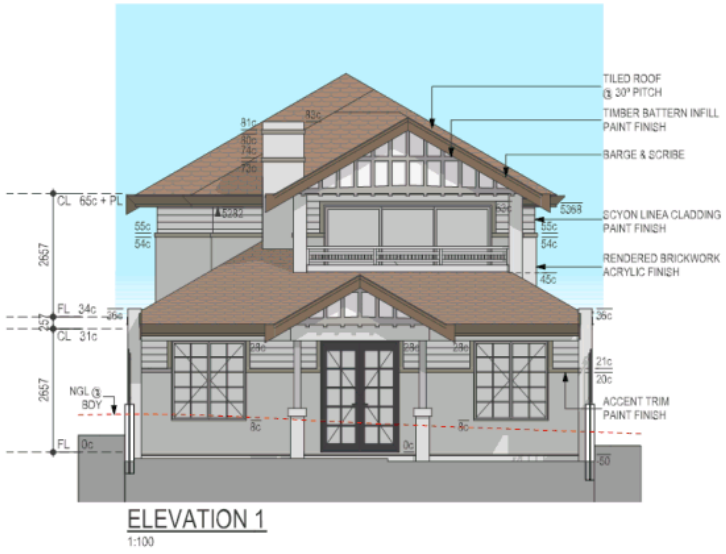
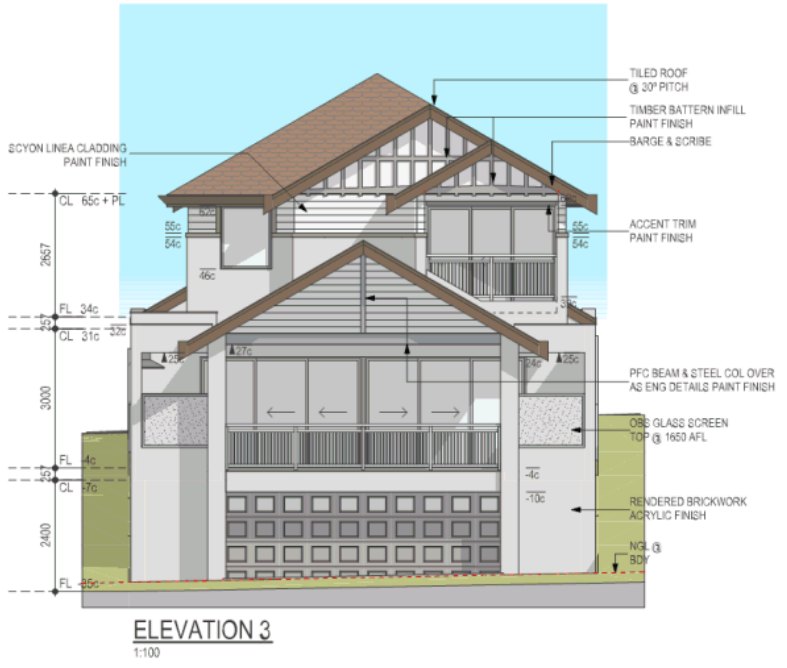
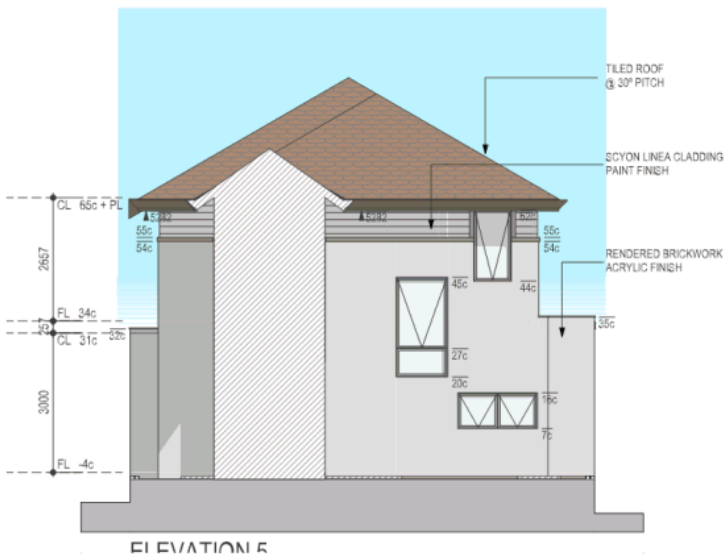
12 October 2020



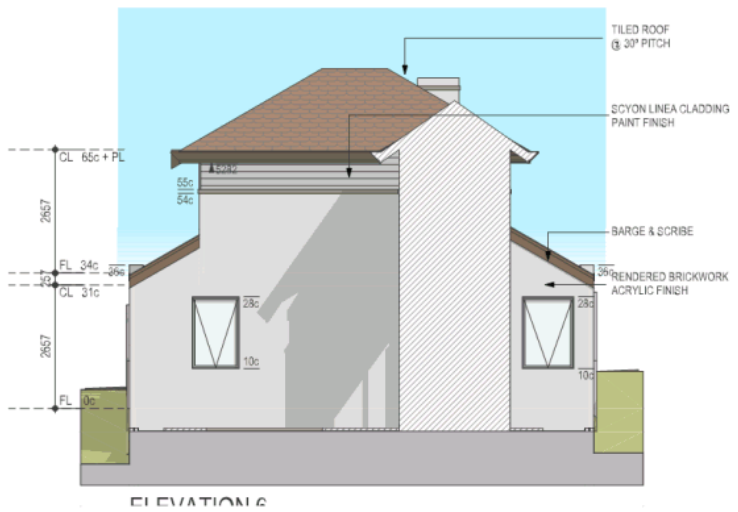
ELEVATION 1
1:100



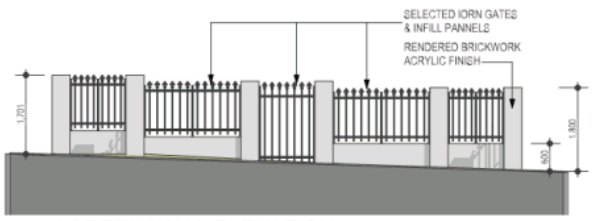
ELEVATION 3
1:100



ELEVATION 5



ELEVATION 6



SCREEN WALL ELEVATION
1:100

virtuoso constructions
reg no. 12347
m 0409108422
e virtuoso-constructions@westnet.com.au

proposed truong residence ©
lot 63 #67 mary st highgate
drawn : bmc | date : 10-10-20 | rev : DA-R3
issued for : DA Submission

zoning : r50 | lot area : 427m²
site cover
allowed : 60% | actual : 62.99%

sheet 4 of 6

note : all documentation to be checked on site, prior to construction, any discrepancies found are to be reported for clarification

virtuoso constructions
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m 0409 103422
e virtuoso-constructions@westnet.com.au

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proposed truong residence @
lot 63 #67 mary st highgate
drawn : bmc | date : 10-10-20 | rev : DA-R3
issued for : : DA Submission

zoning : r50 | lot area : 427m²
site cover
allowed : 60% | actual : 62.99%

sheet 5 of 6

CITY OF VINCENT
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12 October 2020

ELEVATION 2
1:100

ELEVATION 4

CITY OF VINCENT
RECEIVED
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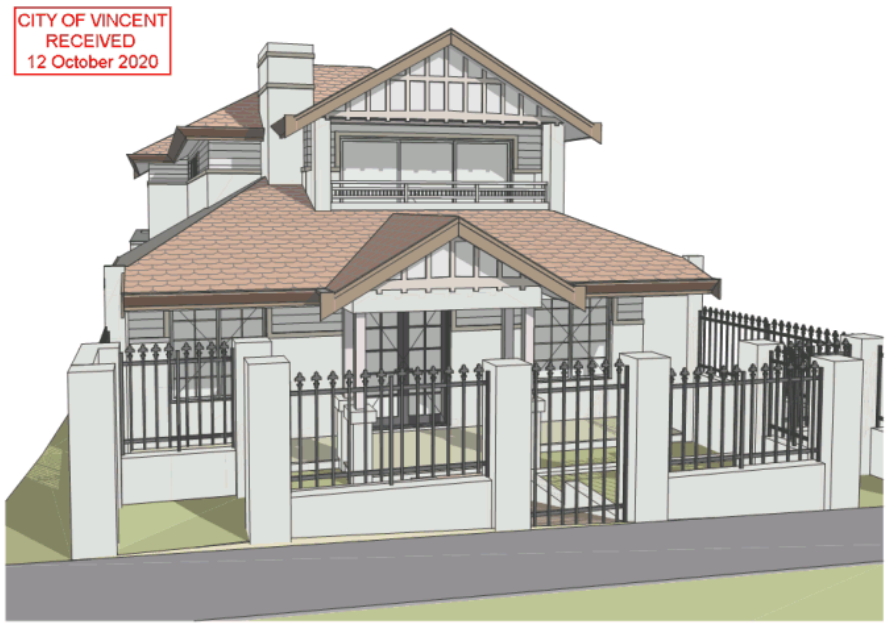

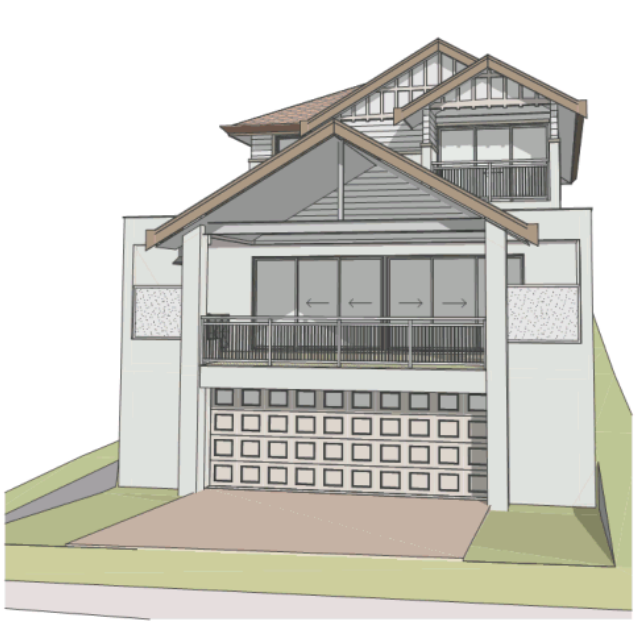

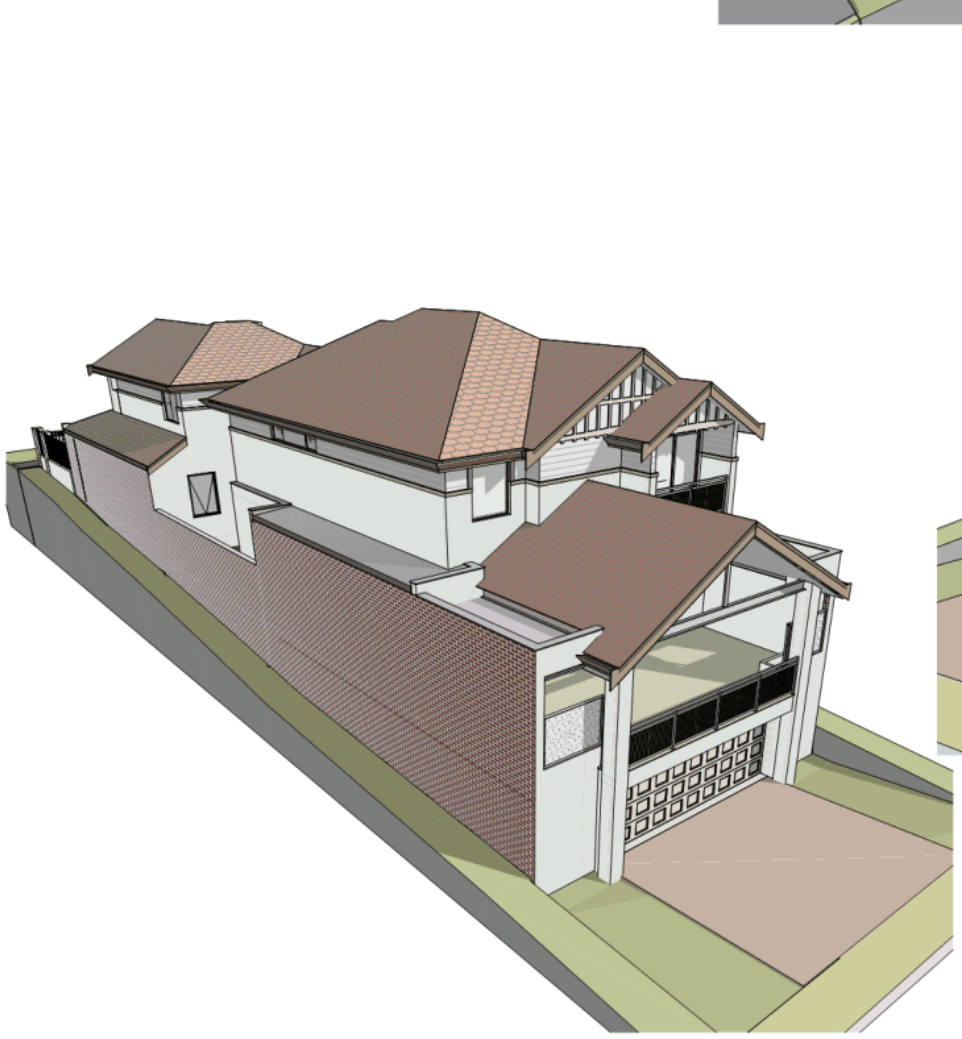

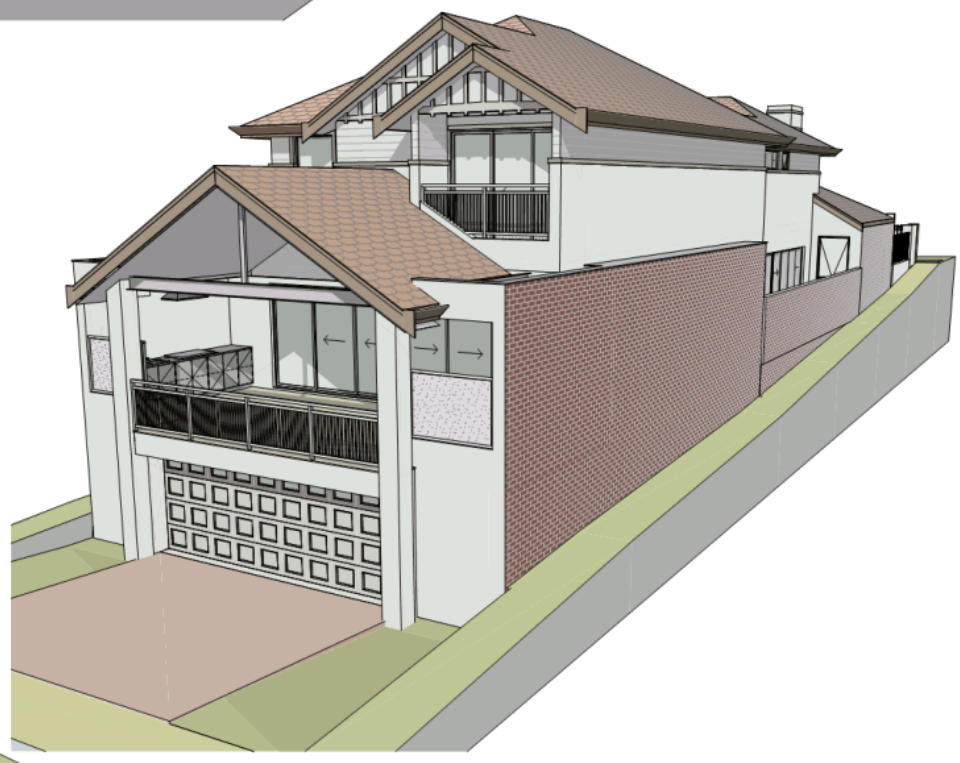

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lot 63 #67 mary st highgate
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zoning : r50 | lot area : 427m²
site cover
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sheet 6 of 6

note : all documentation to be checked on site, prior to construction, any discrepancies found are to be reported for clarification

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
1. Context & Character *Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place*	
Demonstrate how you have reviewed the natural environment including topography, local flora and fauna.	The natural topography of the lots along Mary street has a very steep fall from front to back. This has meant that there are a number of examples of two storey high parapet walls. The local landscape within property boundaries is mainly comprised of low-level planting, grass and some taller trees. Due to the large street trees being the main feature along Mary street, other planting within the front garden is kept minimal to make this the standout. With regards to the laneway there is very little landscaping there currently to soften the hardscape, however our client is proposing some trees (off the acceptable species list) in order to soften this elevation.
Demonstrate consideration of the site's streetscape character.	In order to be in keeping with the character of the streetscape we have ensured that we have incorporated some heritage features without completely mimicking the older buildings. We believe the design is sympathetic to the surrounding built form
Demonstrate review of the built and natural environment of the local context to a radium of 400m-1000m.	The built form within the radius noted is very mixed. There is a large heritage building on the other side of Mary street for an extensive stretch. There is also a shopping precinct at the far end adjacent to Beaufort Street. At the end closest to our Clients property you have the expansive public open space (Hyde Park) There are a number of properties of all scales from single storey to some which are three storeys like our client is proposing. Many of the smaller single storey properties are not modern properties with the modern properties all being of a much larger scale.

Description	Applicant comment
Demonstrate how the site's context and character influenced the development. Consider the following: - 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.	The area is very diverse in terms of building character, use and history. There is a mix of uses within the local area with Mary street butting into Beaufort Street, with shops/restaurants and cafes at one end and William Street at the other which runs adjacent to Hyde Park. On the actual street itself, our lot is opposite the Sacred Heart Church and Catholic Primary School (both of which are heritage listed buildings). The design has incorporated some heritage elements in terms of the gables with the timber batten in fill and the weatherboard style cladding. These features have been shown to both the primary and secondary street facades to have cohesion between these two streetscapes. The design has aimed to provide elements that meet the character within the streetscape while using colours and materials that are more common with todays construction. This is so that we are not trying to mimic heritage design but complement it.
Landscape quality *Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.*	
Demonstrate review of the existing landscaping of the site and the street including mature trees, species and natural features	The Mary Street landscape is dominated by large mature trees (Moreton Bay Fig) which line both sides of the street and are so large that the canopies meet in the middle. The canopy of these trees also extends into the setbacks of the houses that address it. Within the front setbacks of the houses large portions of the landscaping is made up of small tress and low planting so as not to detract from the large canopy of the street trees.
Demonstrate how the landscape quality of the streetscape and surrounding context has been incorporated into the building and landscape design.	As Mary street is a heavily tree lined street, the landscaping to the front of the home is primarily going to consist of grass and hedge type planting to ensure that we are not incorporating plants that will be fighting with the streetscape canopy. Due to the large mature trees we also need to look to plant species that will thrive amongst a very shaded area. We are also looking to incorporate planting to the balcony areas to soften the façade of the building even more.

Description	Applicant comment
Built Form & Scale *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.*	
What is the building massing and height of the streetscape? How has this been incorporated into the design?	There are a number of dwellings within the streetscape that present a two-storey façade to the primary street. The streetscape is very diverse having the state heritage listed building of the church and pastoral care centre across the road, mixed with residential dwellings and finally having some retail/shopping developments at the Beaufort Street End. While this area is designated as being a maximum of two storey development it can be seen within the streetscape that there are a number of other building to a similar scale as to what is being proposed. This is due to the significant fall in topography from the front of the lot to the back. The most relevant is the dwelling one house down from the proposed development at 57 Mary street which is not only two and a half stories high but also contains a brick gable on the boundary and therefore presents more like the height and scale of a full three storey development. The development at 47 Mary street is also of a very similar construction as what our client is proposing with the boundary wall height to the rear extending to the double storey height and the third level being stepped in. The scale is believed to be in line amongst the other newer development within the streetscape in terms of bulk and scale.
How does the development respond and contribute to the built form and scale of the streetscape?	As above in terms of the view from the streetscape (Mary Street) it presents as a two-storey dwelling which is consistent with the scale of many dwellings within the streetscape. While it is built boundary to boundary there are also examples of this, namely 57 Mary Street, where this has been done. At present the neighbouring block to the eastern

Description	Applicant comment
	boundary is vacant, however, our client has been in consultation with them and they are happy with the plan to have a boundary wall in this location that they can build up to with the future development.
Demonstrate how the development encourages an activated and vibrant streetscape environment.	The development aids in activating the primary street by providing a large verandah as well as a balcony to the second floor. These areas provide potential for residents to sit within the front of the home and engage with the passing pedestrians and neighbours. The dwelling has also been designed to have the primary outdoor living area located facing the ROW to the rear of the property. This also activates the secondary street elevation while also providing additional surveillance to this area.
Functionality & Build Quality *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.*	
Demonstrate how the proposed design complements the use of the building.	It can be seen from aerial photography that the lot is in close proximity to the CBD and therefore the lot has significant city views to the rear of the lot. In order to take best advantage of this the design has been centred around having the primary indoor and outdoor living areas focused to the rear of the lot. The design incorporates a lift which runs over all three floors. This is in order to ensure aging in place can occur.
Sustainability *Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.*	
Demonstrate how the building performance has been optimised using suitable orientation and layout of internal spaces.	Due to the north south orientation of the lot and the orientation of the significant views being to the south these factors have had a great impact on the overall design. In saying this the design has incorporated a neighbour of breeze paths and indentations of landscaping to allow ventilation and light into the home. As far as the social impact it is important for the residents to have the primary outdoor living area and

Description	Applicant comment
	main hub of the home to the rear in order to be able to take advantage of the significant city views which are the main appeal of the lot. The vast kitchen, family, dining leading out onto the extra-large outdoor living area create an excellent hub for entertaining. The house will be painted with light render colours and the roof colour will also be light in order to decrease absorption values
Amenity *Good design optimises internal and external amenity for occupants, visitors and neighbours, contributing to living and working environments that are comfortable and productive.*	
Demonstrate how the development optimises amenity for occupants, adjoining neighbours and onlookers	Due to the scale of the building and the slope of the land the design has incorporated a lift in order to ensure amenity for the residents is maintained as they age. The design has ensured that the upper level windows and balconies have been designed in such a way to avoid any direct overlooking in order to maintain a high level of privacy for the neighbouring lots. The balconies (especially the ones facing the laneway) Also increase safety to all other neighbouring dwellings as the increase the surveillance over the laneway. While we are proposing a to have a three-storey home it has been ensured that to Mary street it is only of a two-storey height. Therefore, it blends in with the streetscape.
Legibility *Good design results in buildings and places that are legible, with clear connections and memorable elements to help people find their way around*	
Demonstrate how the design allow users and visitors to navigate through the development.	The design incorporates a street wall with double gates that lead to a front path which is in direct line with the front door. As well as this the verandah that runs the full width of the dwelling has a portion, which is in line with the front door, which projects and has a gable feature which highlights the primary entrance into the home.
Safety *Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.*	
Demonstrate how the layout of buildings on site provides safe and high level of amenity for residents.	The design has spaces within the front setback area as well as to the rear laneway to ensure that there is a high degree of passive

Description	Applicant comment
	surveillance to these areas. This ensures extra levels of safety not only for our clients but also all the occupants of the neighbouring properties. The front of the property has three habitable rooms fronting the street as well as a large open verandah which can be used as an active space due to its size. The layout provides all primary indoor and outdoor living as well as the master suite having views to the laneway which increases surveillance of this area which in many cases can become areas for safety concern.
Community *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.*	
Demonstrate how the development contributes to a sense of community, encouraging social engagement and enabling stronger communities.	As noted above the house design has incorporated a large verandah to the front of the home so it can be used as an active space. Not only this the upper floor also has a small balcony. These areas encourage occupants to spend time within these areas enabling them to engage with neighbours and passers-by.
Aesthetics *Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.*	
Demonstrate how the surrounding context and character has been incorporated into the design of the development.	As stated above the design has incorporated some heritage features to be in keeping with the heritage style and feel of the area while also being modern. The design is believed to be sympathetic to the heritage of the area while also building a home that suits 2020.

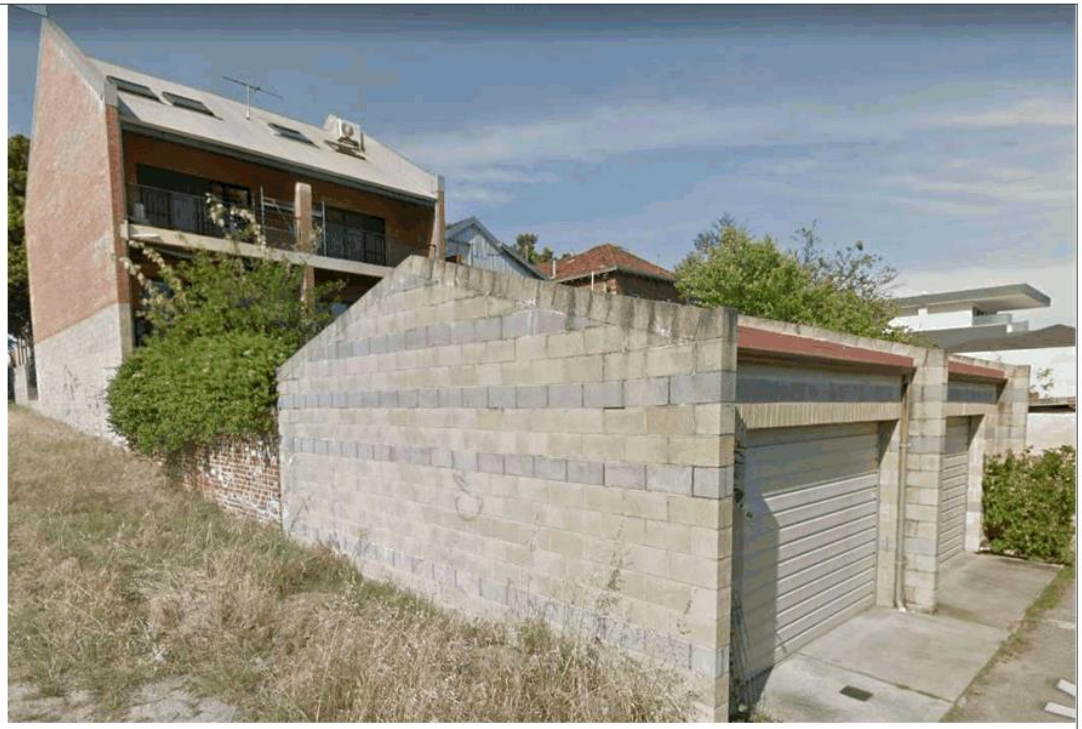
67 Mary Street – Administration Streetscape Analysis

To Kaadadjiny Lane (Right of Way at rear)

Address	*Comments*	*Streetscape Imagery*
33 – 35 Mary Street	• Development constructed to 1.2 metre setback from boundary with limited stepping and solid wall massing • Grey colour palette and mixed materials	

47 Mary Street	• Three storey development as viewed from the ROW • Development constructed to 1 metre setback from right of way • Two storey boundary walls • Raised outdoor living area located above garage	

49 Mary Street	• Two storey boundary walls • No articulation to rear of property addressing ROW • Pitched roof form • Earthy tones and timber details	

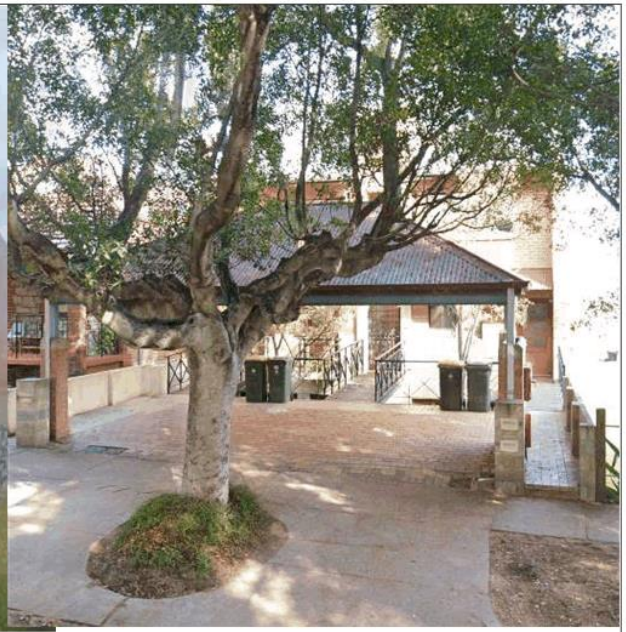
57 Mary Street	• Pitched roof forms • Three storey boundary wall forms • Double garage addressing ROW to a 1.5 metre setback	

40 – 48 Chatsworth Road	• Single storey dwellings • Double garages address ROW to a nil (0m) setback • Concealed and skillion roof forms to garages	

60- 66 Chatsworth Road	• Single storey dwellings • Double garages address ROW to a nil (0m) setback • Concealed roof forms to garages and outbuildings	

To Mary Street (Primary Street)

69 Mary Street	• Single storey dwelling • Pitched tiled roof and gable details • Earthy tones and dark accents to external features	

57 Mary Street	• Three storey boundary wall • Pitched roof form • Double carport to nil setback • Burgundy and earthy tones	

55 Mary Street	• Two storey dwelling located below natural level of the road reserve • Verandah detail • Pitched roof form • Red brick as predominant material	

40 Mary Street	• State Heritage listed development inclusive of Church, School and service buildings • Pitched and concealed roof forms • Red brick with cream/beige accents and trims		

45 Mary Street	• Single storey pitched roof dwelling • Stucco render finish in earthy and beige tones to front façade • Porch detail to front elevation • Window awnings and treatments		

47 Mary Street	• Two storey contemporary dwelling • Upper floor projects forward of ground floor alignment • Solid wall in contrasting finish to dwelling • Concealed roof form		

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:
Visual Privacy • Balcony 1 above the garage would be less than 5 metres from the laneway and would look directly into the rear yards and outdoor living areas of the properties on the opposite side of the laneway. Other properties addressing the laneway have a much greater setback; and • Balconies 1 and 2 should be provided with a privacy screen fully obscured up to 1.6 metres high to offer some privacy for adjoining properties on the other side of the laneway.	The applicant has installed privacy screening to portions of balcony 1 to mitigate the actual and perceived cone of vision to neighbouring properties. Balcony 1 and 2 are setback 7.8 metres and 11.3 metres respectively from the adjoining properties on the other side of the laneway, exceeding the 7.5 metre deemed-to-comply setback that is required under the R Codes. The planting of mature trees to the rear of the site also aid in limiting the cone of vision to side boundaries. The cone of vision from Balcony 2 to the south east is obscure is nature and does not provide a direct line of sight for future development. Balcony 2 can only be accessed from the Master on the upper floor of the dwelling, and as a result is unlikely to be used for extended periods of the time. A streetscape review of the right of way (Kaadadjiny Lane) has identified dwellings, outdoor living spaces and garages to varying setbacks including examples which are setback 1.6 metres from the right of way. The rear setback proposed to the dwelling and balconies exceed the deemed to comply lot boundary and right of way setbacks, and also provide a sufficient setback to satisfy visual privacy requirements.
Lot Boundary Walls • Lot boundary walls should not be permitted. A minimum setback of 1.5 metre should be applied from the boundary along the whole fence line. • The proposed height of the lot boundary walls excessive and would be too bulky.	The applicant has revised the height of lot boundary walls proposed reducing both the average and maximum lot boundary wall heights. The dwelling and lot boundary walls are stepped down towards the right of way to reduce the impact on adjoining properties. The finished floor levels and lot boundary wall heights are considered to be appropriate in the context of the significant natural slope of the site. Two separate boundary walls are proposed to each side boundary rather than one large, continuous boundary wall length and the cumulative length of the boundary walls is less than the 24.03 metres permitted under the R Codes. The remaining portions of the development are stepped away from the lot boundary and incorporate colours and materials to provide actual and visual articulation of the dwelling as viewed from the lot boundaries. The R Codes and the City's Built Form Policy provide provisions allowing for development to be constructed up to the lot boundary. The cumulative length of the lot boundary walls proposed meet the deemed-to-comply requirements, with the remaining portions of the dwelling to all storeys setback from the boundary appropriately.

Summary of Submissions:

Comments Received in Objection:	Applicant Comment:
Building Height • The building height is excessive and would dominate the surroundings; • The design is already intrusive through its height making overlooking worse; • The overall bulk and scale of the building is overwhelming and dominating neighbouring properties.	The orientation of the land results in the built form presenting as two storeys to Mary Street and three storeys to the right of way at the rear. A number of existing dwellings within the immediate streetscape demonstrate development of a three storey built form to the right of way. The extent of fill and excavation on site has been reduced. The proposal takes into account the significant 3.6 metre slope of the site and minimises the extent of fill and excavation to address this. The dwelling responds to the natural contours of the site, and is stepped in line with the natural slope. As a result, the building height is reduced and ensures no direct loss of view of significance from adjoining properties as a result of the proposed height.
Site Works and Retaining The extent of site works and retaining wall is excessive and contributes to the overall height of the building.	The applicant has revised the extent of site works and retaining to the site, which has further mitigated the overall building height of the dwelling. The site is subject to a significant 3.6 metre slope, and the site works proposed are in response to the natural slope and contours of the site and retaining walls take a stepped approach so as to not exacerbate bulk or scale of development to the street and neighbouring dwellings.
Garage Width Object to garage setback and width.	The applicant has revised the proposal to increase the setback of the garage to Kaadadjiny Lane from 2.3 metres to 5.3 metres. The revised setback mitigates the imposition of bulk from the garage. The existing ROW contains a number of single and double garages, vehicle access points and outbuildings that face the ROW, and the proposal is consistent with this established built form and ROW outcome.
Open Space Older buildings within the area are closer to Mary Street and seem to occupy about half a block plus a garage.	The outdoor living areas and open space for the site provide contributions to usable and external spaces of the lot as well as sufficient access in and around the site which responds to the natural contours of the site for the needs of the occupants. The open space calculation does not include portions of the dwelling which are accessible and usable more than 0.5 metres above the natural ground level and unenclosed spaces to Balconies 1, 2 and 3. The balcony spaces contribute to additional areas of open space, outdoor living and amenity for use by the residents.

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

Determination Advice Notes:

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

2. **With reference to Condition 4 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.***

3. **With reference to Condition 6, visually permeable is defined as *"in reference to a wall, gate, door or fence that the vertical surface has continuous vertical or horizontal gaps of 50mm or greater width occupying not less than one third of the total surface area; continuous vertical or horizontal gaps less than 50mm in width, occupying at least one half of the total surface area in aggregate; or a surface offering equal or lesser obstruction to view; as viewed directly from the street".***

4. **With reference to Condition 7, the City encourages landscaping methods and species selection which do not rely on reticulation.**

5. **With reference to Condition 8, 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.**

6. **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 Mary 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.**

7. **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.**

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

9. **The verge tree must not be trimmed and cannot be removed. Any works affecting the verge with potential to impact the tree must obtain prior approval from the City.**

10. **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.**

Determination Advice Notes:

11. **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.**

12. **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.**

13. **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.**

10.1 RESPONSE TO PETITION - E-PERMIT IMPLEMENTATION UPDATE

Attachments:
1. **E-Permits 2nd letter to residents advising the site is now live**
2. **Getting help with your e-Permit**

RECOMMENDATION:

That Council NOTES the update on the implementation of the E-Permits system and that a further update report will be provided to Council in February 2021.

COUNCIL DECISION ITEM 10.1

Moved: Cr Gontaszewski, Seconded: Cr Castle

That the recommendation be adopted.

LOST (0-8)

For: Nil

Against: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

(Cr Hallett was an apology for the Meeting.)

ALTERNATIVE RECOMMENDATION

Moved: Cr Gontaszewski, Seconded: Cr Castle

That Council:

1. **NOTES the request from petitioners to review the decision to introduce e-permits;**
2. **REAFFIRMS the decision to move towards e-permits to streamline administration and compliance activities associated with the implementation of the Parking Permit Policy and Parking Local Law;**
3. **NOTES and accepts the community concerns around disability access and suitability of the e-permit system where people don't have reliable access to the internet or have a disability, access or inclusion barrier that would impact on the use of screen-based devices;**
4. **REQUESTS that the CEO ensures that varied requirements are made available for residents in these approved circumstances; and**
5. **REQUIRES administration to undertake consultation and seek feedback from the community on the implementation of e-permits and report back to Council by Feb 2021.**

REASON:

This alternate recommendation would better relate back to the petition and reaffirm the intention of Council and Administration to move towards e-permits. Also specifically informing that a variation of requirements would be considered.

CARRIED UNANIMOUSLY (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.)

ENQUIRIES TO Ranger Administration 9273 6022
Ref: D20/204369

CITY OF VINCENT

13 November 2020

The Resident
«Address»
«Suburb» «State» «Postcode»

Dear Resident

ELECTRONIC PERMIT SYSTEM (E-PERMITS) IS NOW LIVE

The City is pleased to advise that the new electronic parking permit (e-Permits) system is now live and ready for use for all current residential parking permit holders.

You can log in to the website by visiting **epermits.vincent.wa.gov.au**

The website features a step by step guide and an instructional video to help you create and manage your account.

When creating your account you will be required to enter your residential address and your unique access code in order to activate your account. Your access code is **«Unique_ID»**. You will only be required to enter this access code once when creating your account.

Our e-Permits website is compatible with any computer, smartphone or tablet with an internet connection.

Once you have accessed the website, we recommend that you save the site as an icon on your homepage, to allow easier and quicker access.

E-permits are free of charge, involve no waiting periods or expiry dates.

To assist you during this transition period, the City will continue to honour your current permits until the end of January 2021.

To find out more, we have created an information page on the City of Vincent website with useful information and frequently asked questions. For everything you need to know about the new system, visit **www.vincent.wa.gov.au/e-permits**.

If you require any assistance with accessing the site, or creating an account, please contact the Ranger Administration team on 9273 6022 or mail@vincent.wa.gov.au during the office hours of Monday to Friday 8am to 5pm.

Yours sincerely

Paul Morrice
MANAGER RANGER SERVICES

Administration & Civic Centre
244 Vincent Street, (Cnr Loftus), Leederville, Western Australia 6007 | PO Box 82, Leederville WA 6902 | Tel: (08) 9273 6000 Fax: (08) 9273 6099 | Email: mail@vincent.wa.gov.au www.vincent.wa.gov.au

CITY OF VINCENT

Getting Help with e-permits

A guide for the elderly, persons with disability, their carers and support persons

The City of Vincent is introducing an e-permit system for residential parking permits.

Our friendly Ranger Services team is available to assist you with your e-permit enquiries.

What if I don't have a computer or smart phone?

Our Ranger Services team can assist you to set up your account and to make any changes to your account and permits. Contact us by phone, or in person at the Library.

I have regular visitors to my home, how does the e-permit work?

You (or our Ranger Services team) can add the licence plate of your regular visitors to your e-permit account. This might include your family, friends and regular visitors.

Once your visitor's licence plate is on our system you can easily issue them an e-permit through your online account, or you can contact our Ranger Services team who can do it for you.

I have a computer or smart phone, but need help using e-Permits.

Come to the Library and we can show you how to use e-Permits. We are always a phone call away if you need assistance.

DRAFT

My visitor is coming over at a time when the Ranger Services team is not available (after hours, evening or weekend). How do I get assistance?

If you need help with your e-permits after hours, ring and leave a message with our after hour's service, or have someone email us.

In the event your visitor receives an infringement have them contact us. We will know you authorised them to park there and the City will reverse the infringement on our next working day.

I have a regular disability or aged care support service come to my home, for example Silver Chain, or my Disability Service Provider. Do I need to ring you every time they come over?

You can add them to your e-permit account as a regular visitor. Then you would issue their e-permit as needed, or with the support of our Ranger Services team.

We can also issue approved care providers with an e-permit to use within the boundary of the City of Vincent. Have your care provider contact us to arrange this.

Can my family member or carer make changes to my e-permit account on my behalf?

You will need to provide your family member with your account details and password for them to manage your e-permit.

I work for a service provider and attend to the needs of an elderly or disabled person. Can I ring and arrange an e-permit to attend their home?

We can issue approved care providers with an e-permit to use within the boundary of the City of Vincent. Please contact us to arrange this.

DRAFT

Do you keep track of visitors to my home? What about my privacy and the privacy of my visitors?

We do not keep track of visitors to your home.

When you ring our Ranger Services team for assistance, we will confirm your identity to ensure we protect your e-permit account details.

Our Privacy Policy also protects your personal information. A copy of the policy is available on our website or from the Library.

Contact us:

Phone	**08 9273 6022**
In person	**City of Vincent Library**
	99 Loftus Street, Leederville
By email	**mail@vincent.wa.gov.au**

DRAFT

12.1 CITY OF VINCENT ADVISORY GROUPS

Attachments:

1. **DRAFT Terms of Reference Children and Young People Advisory Group ⇩**
2. **DRAFT Terms of Reference Arts Advisory Group ⇩**
3. **DRAFT Terms of Reference Safer Vincent Advisory Group ⇩**
4. **DRAFT Terms of Reference Sustainability and Transport Advisory Group ⇩**
5. **Policy 4.2.12 - Advisory Groups ⇩**

RECOMMENDATION:

That Council APPROVES by an ABSOLUTE MAJORITY to:

1. ADOPT the Terms of References of the City's Advisory Groups (at Attachments 1 to 4):

1.1 Arts Advisory Group;

1.2 Children & Young People Advisory Group;

1.3 Safer Vincent Advisory Group; and

1.4 Sustainability & Transport Advisory Group (formerly Environmental Advisory Group and Urban Mobility Advisory Group).

2. APPOINT the following Elected Members as Council's representatives on the Safer Vincent Advisory Group for a term expiring on 16 October 2021:

2.1 Safer Vincent Advisory Group (2 Elected Members):

Members:
1. Cr ……;
2. Cr ……; and

2.2 the Chair of the Advisory Group will be Cr ……..

Moved: Cr Fotakis, Seconded: Cr Gontaszewski

That the recommendation be adopted.

AMENDMENT 1

Moved: Cr Gontaszewski, Seconded: Cr Loden

That the recommendation be amended as follows:

1. ADOPT the Terms of References of the City's Advisory Groups (at Attachments 1 to 4):

1.1 Arts Advisory Group;

1.2 Children & Young People Advisory Group;

1.3 Safer Vincent Advisory Group subject to a representative from Noongar Outreach Services and representatives from homeless outreach services being included as Standing Members; and

1.4 Sustainability & Transport Advisory Group (formerly Environmental Advisory Group and

Urban Mobility Advisory Group).

REASON:

These organisations have invaluable 'on ground' knowledge and considerable expertise and would be a very welcome addition as Standing Members at the Safer Vincent Advisory Group. This forum will also ensure ongoing information sharing and a better coordinated response between all stakeholders.

AMENDMENT CARRIED (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.)

AMENDMENT 2

Moved: Cr Fotakis, Seconded: Cr Smith

That the recommendation be amended as follows:

1. ADOPT the Terms of References of the City's Advisory Groups (at Attachments 1 to 4):

1.1 Arts Advisory Group, subject to the inclusion of an Aboriginal or Torres Strait Islander representative being part of the membership as per the Arts Development Action Plan.

REASON:

To comply with the Arts Development Action Plan.

AMENDMENT CARRIED (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.)

COUNCIL DECISION ITEM 12.1

That Council APPROVES by an ABSOLUTE MAJORITY to:

1. ADOPT the Terms of References of the City's Advisory Groups (at Attachments 1 to 4):

1.1 Arts Advisory Group, subject to the inclusion of an Aboriginal or Torres Strait Islander representative as per the Arts Development Action Plan;

1.2 Children & Young People Advisory Group;

1.5 Safer Vincent Advisory Group, subject to a representative from Noongar Outreach Services and a representative from homeless outreach services being included as Standing Members; and

1.4 Sustainability & Transport Advisory Group (formerly Environmental Advisory Group and

Urban Mobility Advisory Group).

2. APPOINT the following Elected Members as Council's representatives on the Safer Vincent Advisory Group for a term expiring on 16 October 2021:

2.1 Safer Vincent Advisory Group (2 Elected Members):

Members:
1. Cr Ashley Wallace;
2. Cr Susan Gontaszewski; and

2.2 the Chair of the Advisory Group will be Cr Wallace.

CARRIED BY ABSOLUTE MAJORITY (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.)

CHILDREN AND YOUNG PEOPLE ADVISORY GROUP

CITY OF VINCENT

TERMS OF REFERENCE

1. AIMS

The Advisory Group is tasked with identifying, advocating and exploring ways of addressing the issues and needs of children and young people (from 0 to 25 years of age) in the City of Vincent.

2. OBJECTIVES

The Objective of the Advisory Group is to provide recommendations and advice relating to:

2.1 Promotion and enhancement of the City's services, facilities and programmes, that relate to children and young people;

2.2 Strategies to address the needs of children and young people in the City, acknowledging the differing needs across this age group;

2.3 Guidance and feedback on implementation of the Youth Action Plan;

2.4 Actions to be undertaken to inform, educate and raise awareness in the community with regards to issues faced by children and young people; and

2.5 Matters which may impact on schools and/or students, tertiary institutions, playgroups, toy libraries and early childhood centres, or the City's relationships with these organisations.

3. MEMBERSHIP

The membership of the City of Vincent Children and Young People Advisory Group shall comprise the following persons with only those persons appointed under clauses 3.1 and 3.2 being eligible to vote:

3.1 Up to Three (3) Council Members

3.2 Up to Six (6) Community Representatives

Up to six (6) Community Representatives from any one or more of the following backgrounds/categories, as determined by Council:

- representatives from the P&C, Board or Council of a local school;
- community member(s) with active involvement in the areas of children and/or young people;
- Youth and children organisation(s) located within or providing services to, children and young people in the City of Vincent;
- Young people living, working and/or studying in the City; and
- an active member(s) of one of the City's Town Teams with involvement in children and/or youth issues.

3.3 Vincent Youth Network Members

Members of the City's Vincent Youth Network (VYN) are encouraged to attend. Representation may be rotated amongst the VYN membership.

3.4 City Officers

The appropriate Director or Manager as determined by the Chief Executive Officer and the relevant City Officer.

Other individuals, groups and organisations may be invited to attend Advisory Group Meetings for a specific purpose from time-to-time.

ADVISORY GROUPS

This Advisory Group shall operate at all times in accordance with the City's Policy No. 4.2.12 – Advisory Groups.

****

Commencement Date:	**17 December 2013**
Amended:	**17 November 2015, 5 April 2016, 29 June 2018**
Review Date:	**August 2020**
File Ref:	**D17/121846**

ARTS ADVISORY GROUP

CITY OF VINCENT

TERMS OF REFERENCE

1. AIMS

The Advisory Group will play an important role in encouraging and promoting Arts in the City of Vincent, particularly through the provision of expertise and opinion on the City's art strategy, programs, and projects.

Definitions

The arts encompass visual arts, literary arts and the performing arts. Types of artforms include writing, painting, sculpture, music, theatre, dance, and film, among others. This list is by no means comprehensive, but only meant to introduce the concept of the arts. The Arts Advisory Group considers the artistic merit of projects in their own right rather than being bound by strict definitions of artforms.

2. OBJECTIVES

The objectives of the Advisory Group are to:

2.1 Act in an advisory capacity to advocate and promote arts in the City of Vincent.

2.2 Assist in the development and review of the City's Arts Development Action Plans.

2.3 Provide advice and make recommendations to the City relating to its art commissions, policies, programs, and projects.

2.4 Represent the Arts Advisory Group on arts-related assessment panels as required.

3. MEMBERSHIP

The Membership of the City of Vincent Arts Advisory Group shall comprise the following persons, with voting rights limited to those persons appointed under clauses 3.1, 3.2 and (on occasion and by invitation) 3.3:

3.1 Two (2) Council Members

Two (2) Council Members.

3.2 Up to Eleven (11) Community Representatives

Having experience or qualifications in the arts and/or a demonstrated connection to the City of Vincent artistic community.

3.3 City Officers

The appropriate Director, Manager and Officer as determined by the Chief Executive Officer.

4. MEETINGS

4.1 Frequency of Arts Advisory Group meetings

Meetings will be held a minimum of four (4) times per year.

5. ADVISORY GROUPS

This Advisory Group shall operate at all times in accordance with the City's Policy No. 4.2.12 – Advisory Groups.

****

Commencement Date:	**25 September 1995**
Amended:	**19 September 1996, 26 June 2001, 23 October 2011, 13 May 2003, 24 June 2003, 13 September 2005, 18 December 2007, 11 March 2008, 3 November 2009, 9 February 2010, 28 September 2010, 14 June 2011, 11 October 2011, 29 October 2013, 17 November 2015, 5 April 2016, 14 November 2017, August 2020**
Review Date:	**October 2021**
File Ref:	**D17/121838**

SAFER VINCENT ADVISORY GROUP

CITY OF VINCENT

TERMS OF REFERENCE

1. AIMS

The Advisory Group will play a key role in identifying emerging community safety issues and assisting with the development, implementation and evaluation of community safety initiatives that align with the key themes of the City's Strategic Community Plan and Safer Vincent Plan 2019/22:

- **Safer Spaces:** Creating town centres, open spaces and streets that are welcoming and safe for the whole community to use;
- **Community Connection:** Encouraging and supporting activities that connect residents, businesses and visitors, as well as projects that activate public spaces; and
- **Crime Prevention:** Working collaboratively with key stakeholders and our community to help prevent crime.

2. OBJECTIVES

The Advisory Group shall:

2.1 Encourage a collaborative, whole of community approach to community safety and crime prevention;

2.2 Promote, develop and maintain strong community partnerships and connections that contribute to positive community safety and policing outcomes within the City;

2.3 Share knowledge and expertise to tackle actual and perceived community safety issues, address vulnerabilities, and assist Council in making informed decisions; and

2.4 Support and facilitate the City's engagement with the community on community safety and crime prevention matters.

3. FUNCTIONS

The Advisory Group shall meet as required to:

3.1 Assist in the identification of current and emerging community safety priorities within the City of Vincent, and the planning of coordinated responses to arising concerns and issues;

3.2 Provide and seek advice from other stakeholders and experts to ensure strategies, actions and outcomes are best practice, well-informed and locally relevant;

3.3 Facilitate and monitor the achievement and effectiveness of strategies and actions within the Safer Vincent Plan 2019/22;

3.4 Gather data, information and evidence to support advocacy and the sourcing of alternative crime prevention funding as it becomes available from the Federal and State Governments;

3.5 Plan and facilitate community safety forums as required, to engage with the Vincent community on key community safety issues and assist in identifying appropriate actions and responses; and

3.6 Inform and guide the development of strategies and actions within the City's future community safety and crime prevention planning.

4. MEMBERSHIP

The membership of the Safer Vincent Advisory Group shall comprise of the following persons:

4. 1 Two (2) Council Members

Two (2) Council Members.

4.2 City Officers

- Executive Director Infrastructure and Environment
- Manager Ranger Services
- Coordinator Ranger and Parking Services
- Safer Vincent Advisor *(*Responsible Support Officer)*
- Representative from Community Partnerships team (as required)

4.4 Western Australian Police Force Representative/s

- Perth Police Station
- Wembley Police Station
- Bayswater Police Station
- Community Engagement Division

4.3 External Organisations/Representatives

- Representatives from other agencies and organisations to represent the interests of other communities and geographic areas within Vincent or to provide expert advice on key issues as determined by the forward agenda, including Nyoongar Outreach Services, Neighbourhood Watch WA and Town Team representatives.

ADVISORY GROUPS:

This Group shall operate at all times in accordance with the City's Policy No. 4.2.12 - Advisory Groups.

****

Commencement Date:	**27 July 2004**
Amended:	**13 September 2005, 19 December 2006, 18 December 2007, 11 March 2008, 3 November 2009, 9 February 2010, 28 September 2010, 14 June 2011, 11 October 2011, 29 October 2013, 26 June 2018**
Review Date:	**TBA**
File Ref:	**D20/205934**

Sustainability and Transport Advisory Group

CITY OF VINCENT

TERMS OF REFERENCE

1. AIMS

The Advisory Group will play an important role in advising the City on matters relating to the natural and built environment and on matters relating to urban mobility (including active transport, traffic management and road safety).

The Group's aim is to improve the liveability of the city of Vincent by supporting and guiding the City in:

- Protecting and enhancing its natural and built environment;
- Facilitating safe and efficient modes of transport;
- Improving awareness of the rights of vulnerable road users; and
- Encouraging responsible driving and riding.

2. OBJECTIVES

The Advisory Group shall provide advice and comments relating to:

- Energy efficiency and renewable energy;
- Climate change mitigation and adaptation;
- Water use and efficiency;
- Managing water in the environment;
- Green spaces, urban vegetation and biodiversity;
- Environmentally sustainable design;
- Waste minimisation and management;
- A community and Council vision for environmental sustainability (Sustainable Environment Strategy);
- Development and implementation of environmental initiatives and programs;
- Local Area Traffic Management;
- Walking and cycling network;
- Impacts of road traffic;
- Road safety in line with Road Safety Commission's 'Towards Zero' Strategy and WALGA Road Wise Program;
- Safe Active Transport (walking, cycling and public transport);
  A community and Council Vision for safe and integrated transport; and
- Development and implementation of initiatives and programs to improve Urban mobility.

3. MEMBERSHIP

The membership of the Advisory Group shall comprise the following persons:

3.1 Two (2) Council Members

3.2 Up to Ten (10) Community Representatives

Having specialist knowledge and interest in environmental sustainability and urban mobility in the City of Vincent.

3.3 City Officers

- Executive Director Infrastructure and Environment (or nominated representative)
- Sustainability & Innovation Advisors *(*Responsible Support Officer)*
- Active Transport Officer

- Other City Officers *(as required)*

ADVISORY GROUPS

This Advisory Group shall operate at all times in accordance with the City's Policy No. 4.2.12 – Advisory Groups.

****

Commencement Date:	**TBC (Council adoption date)**
Amended:	
Review Date:	**TBC**
File Ref:	**D20/157405**

POLICY NO: 4.2.12

ADVISORY GROUPS

OBJECTIVES

To provide guidance for the establishment and operation of the City's Advisory Groups.

POLICY STATEMENT

DEFINITIONS

"Advisory Group" means and includes Working Groups referred to in this Policy and established by a resolution of the Council.

"Financial Interest" has the same meaning as given by Section 5.60A of the *Local Government Act 1995*.

"Proximity Interest" has the same meaning as given by Section 5.60B of the *Local Government Act 1995*.

"Impartiality Interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having interest arising from kinship, friendship or membership of an association.

1. ESTABLISHMENT

1.1 The Council may establish an Advisory Group to:

(a) facilitate Council Member, stakeholder and/or community input and involvement opportunities;

(b) to provide advice; and

(c) support to the City, in regard to strategic, special interest and/or operational activities.

1.2 Advisory Groups established pursuant to this Policy are not, and are not intended to be, Committees established under Section 5.8 of the *Local Government Act 1995*.

2. OPERATION

Operation of an Advisory Group is to occur in accordance with the following principles:

2.1 Advisory Groups may be established either by resolution of Council or at the recommendation of the City's Administration.

2.2 Advisory Groups will operate in accordance with the adopted Terms of Reference which provide:

(a) A clear statement of objective and the scope of activity to be undertaken.

(b) Membership/stakeholder representation.

(c) The operational and administrative framework by which activities are to occur.

3. TERMS OF REFERENCE AND ROLE

Advisory Groups are to operate within the Terms of Reference approved by the Council and the following general administrative framework:

3.1 The role of an Advisory Group is to act in an advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the Objectives for which the group was established.

3.2 The Advisory Group will only consider matters referred to it by the Council.

3.3 An Advisory Group has no decision making powers and does not have any authority to act on behalf of the City. In operation, the group cannot direct employees, call tenders, award contracts, expend monies, direct volunteers or do anything which is the responsibility of the City.

3.4 Advisory Group meetings will be conducted in an informal manner, providing opportunities for ideas to be raised and general discussion. The view and proposals of an Advisory Group are to be recorded in Minutes/meeting notes and retained in the City's record keeping systems.

3.5 Advisory Group members either collectively or individually are not authorised to speak on behalf of the City or provide comment to the media or other persons, in respect of any item under consideration, unless authorised by the Chief Executive Officer.

4. ROLE OF THE CHAIRPERSON

4.1 The Advisory Group Chairperson is to be appointed by the Council.

4.2 The Council appointed Chairperson will preside at all meetings. In the absence of the Chairperson, a person elected by the quorum will assume the Chair for that meeting. Preferably, the Advisory Group should be chaired by a Council Member (if possible), or then by a Senior City Officer.

4.3 The Chairperson (in liaison with the most Senior City Employee appointed to the Advisory Group) shall ensure that the Advisory Group operates in accordance with this Policy at all times.

5. MEETING PROCEDURES

5.1 Meetings

(a) Unless approved by the Council or there is a need to address an urgent issue (the latter to be agreed by the Chairperson and the Chief Executive Officer), the Advisory Group shall meet as required. Additional meetings may be convened at the discretion of the Chief Executive Officer.

(b) At the first meeting after convening, the Advisory Group shall determine a Schedule of Meeting dates for the reminder of the year. (These dates are to be included in the City's monthly "Calendar of Events".)

5.2 Quorum

A quorum will be by simple majority plus one.

5.3 Agendas

(a) The Chief Executive Officer will determine the Agenda for each meeting. Members may submit items for consideration and listing on the Agenda.

(b) All meetings shall be confined to items listed on the Agenda.

5.4 Minutes/Meeting Notes

(a) The relevant Director having responsibility for the Advisory Group, in liaison with the Advisory Group Chairperson, shall be responsible to ensure the preparation and accuracy of the Minutes/meeting notes.

(b) Items considered at the meeting will not be voted upon. The Minutes/meeting notes of the Group will record consensus agreement on actions and any points of agreement/disagreement. They will not reflect verbatim discussion on issues or matters discussed during debate prior to consensus agreement being reached. At the end of each meeting, the City's Officer in attendance will read out the agreed actions and any points of agreement to the meeting to ensure they are accurately reflected to the consensus view.

(c) Minutes/meeting notes of the meeting will be prepared by the Responsible Officer and distributed to members within five (5) working days after the date of the meeting.

(d) Advisory Group unconfirmed Minutes/meeting notes are to be reported through relevant Directorate reports with recommendations regarding the views and proposals of the Advisory Group to the next available Ordinary Council Meeting. (Minutes/meeting notes not requiring a Council decision will be included on the Information Bulletin). Reports will consider each proposal to ensure it is:

(i) Consistent with the City's established strategic and operational planning and the objective for which the Advisory Group was established.

(ii) Within the City's capacity relevant to staffing, resources and adopted budget and also operational effectiveness and efficiencies.

(iii) Endorsed by Council resolution, where funding from external sources is proposed.

(e) The Minutes/meeting notes shall accurately record the details of any disclosure of interest and the extent of such interest. The Minutes/meeting notes shall also record the times any person who has made a disclosure, has departed and/or re-enters the meeting.

6. ADMINISTRATIVE ACTION AND SUPPORT

6.1 A City employee will be assigned to provide administrative support to the Advisory Group. This person will be responsible for the following:

- Issuing of the Agenda;
- Recording of Apologies prior to the meeting;
- Preparation of the Minutes/meeting notes;
- Room booking; and
- Catering requirements.

6.2 Any items which have been dealt with by the Advisory Group will not be implemented by the City's Administration until a report has been submitted to the Council for a decision.

6.3 The City's Administration will not action Advisory Group requests unless in accordance with Clause 5.4 – *"Minutes/Meeting Notes"* and Clause 6.2 – "*Administration Action and Support",* above.

7. CODE OF CONDUCT

7.1 Community Members of the City's Advisory Groups will be advised of the relevant provisions of the City's Code of Conduct and must comply with the relevant requirements.

7.2 The City's Code of Conduct shall apply to members of the Advisory Groups.

7.3 All Advisory Group members shall be required to declare any conflicts of interest in matters being considered by the Group.

7.4 A copy of the Council's Code of Conduct will be provided to each member upon their appointment.

7.5 The City's Chief Executive Officer is available to provide any assistance or guidance concerning the Code or any matters of Interest.

8. CONFLICT OF INTEREST

8.1 (a) Whilst the financial, proximity and impartiality interest provisions of the *Local Government Act 1995* do not apply to the City's Advisory and Working Groups (as it is not a Council appointed committee approved under section 5.8 of the *Local Government Act 1995* and does not have any legal status), all members need to be aware that any conflict of interest needs to be recognised, to ensure that probity is maintained at all times.

(b) Generally, if a matter is being discussed by the Group and a member has an interest in the matter, then the member is required to declare the interest and remove themselves from the meeting whilst discussion on that issue is taking place.

(c) If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member may seek approval from the Chairperson and meeting to determine whether the interest is:

* Trivial or insignificant; or
* an interest in common to a significant number of electors or ratepayers.

(d) The Member should make that request to the Chairperson at the meeting and not only disclose the nature of their interest, but also the extent of that interest.

(e) The Member should then depart the meeting, whilst the meeting considers the request. The meeting should then be in a position to:

- determine that the Member should not participate in that part of the meeting;
- remain in the meeting and participate in discussion; or
- remain in the meeting only, but not participate in discussion on the matter.

(Note: If the Disclosing Member is the Chairperson, such disclosure shall be made to the meeting.)

(f) Once the meeting has made a decision concerning a request, the Chairperson shall inform the Member of the decision and the Member shall comply with the Meeting's decision.

(g) The Minutes/meeting notes shall record the member's disclosure of interest and the extent of the interest. They shall also record the times a Disclosing Member has departed and/or re-entered the meeting and/or is absent from the meeting during the item of interest.

(h) If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the Senior City Officer in attendance at the meeting.

8.2 Subject to 8.1 above, any person who has a financial or a proximity interest in a matter shall exclude themselves from the room and not participate in that part of the meeting.

9. INSURANCES

The City will arrange all insurance to cover Advisory Group members whilst discharging their normal course of duty, including travel to and from the meeting.

10. MEMBERSHIP

Membership of an Advisory Group is to be determined by the Council on a basis of relevancy to the purpose for which the group has been established. Membership may include; Council delegate/s (Council Members), employees and representatives of stakeholder organisations and members of the community.

10.1 Where Advisory Group membership includes representatives to stakeholder organisations, the City shall seek written nomination/s from the organisation/s.

10.2 Where Advisory Group membership includes representatives to be drawn from members of the community; the City shall publicly advertise and call for nominations to be received within a defined period. Members are to be appointed by the Council on the basis of demonstrated knowledge, skills and/or understanding relevant to the purpose for which the Advisory Group has been established.

10.3 The term of membership of an Advisory Group is to align with the local government elections cycle, with membership expiring at the next ordinary local government election, with the following exceptions:

(a) Where the Advisory Group's operations are likely to conclude within a period that does not exceed 12 months following the next ordinary local government elections, the community and/or organisation representation shall continue to the planned conclusion of the Advisory Group's operations. The Council Delegate/s representation shall however, be reappointed following the ordinary local government election.

(b) Where the Advisory Group's Terms of Reference have been fulfilled, the Advisory Group may be concluded at the determination of either the Council or the City's Administration, whichever was the convenor of the Advisory Group.

10.4 In any case, in order to facilitate specific aspects of the operations of an Advisory Group, membership with required skills or knowledge may also be co-opted on an 'as required' basis, by either the Chief Executive Officer or Advisory Group Chairperson.

11. TENURE OF APPOINTMENT

11.1 The Council will appoint a member to the Advisory Group including the prescribed Term and any conditions.

11.2 The Advisory Group Membership is normally for a period of two (2) years from the period of the ratification of the advisory group by the Council. (Generally the term is from November after the Ordinary local government elections to October of the second year). Membership of the Group terminates when an Ordinary local government election occurs every two years, in October.

11.3 If a member fails to attend three (3) consecutive meetings of the Advisory Group, his/her appointment shall be automatically terminated, unless Leave of Absence has been granted and approved by the Advisory Group. The Chief Executive Officer shall advise any member, in writing, when their membership of a Group is terminated.

11.4 The Council may terminate the appointment of any member prior to the expiry of his/her term, if:

(a) the Chairperson and Chief Executive Officer are of the opinion that the member is not making a positive contribution to deliberations of the group; or

(b) the member is found to be in breach of the City of Vincent code of Conduct or a serious contravention of the *Local Government Act 1995*; or

(c) a member's conduct, action or comments brings the City of Vincent into disrepute.

12. VACANCIES

Vacancies shall be filled by calling for nominations of either the Council or community representatives. Members filling a vacated position will hold that position for the remainder of the two (2) years duration of the convened Advisory Group, as approved by the Council.

13. COUNCIL DECISION

The City's decision making obligations are guided by relevant legislative, strategic and operational requirements and therefore the views or proposals of an Advisory Group may not always prevail.

14. REVIEW

The operations of an Advisory Group shall be reviewed every two (2) years, or sooner if required.

Date Adopted:	**9 February 2010**
Date Amended:	**14 June 2011, 11 October 2011**
Date Reviewed:	**11 October 2011**
Date of Next Review:	**October 2013**

12.2 SUSTAINABLE ENVIRONMENT STRATEGY 2019-2024 PROGRESS UPDATE

Attachments:
1. **Metrics: Progress towards SES targets**
2. **Maps: Tree planting and eco-zoning**

RECOMMENDATION:

That Council NOTES:

1. **the update on progress towards targets within Sustainable Environment Strategy 2019 – 2024; and**

2. **that 2019/20 metrics related to use of the City's buildings were impacted by facility shut-downs caused by COVID-19, which have contributed to reduced electricity, gas and scheme water consumption at a number of sites.**

COUNCIL DECISION ITEM 12.2

Moved: Cr Loden, Seconded: Cr Wallace

That the recommendation be adopted.

CARRIED UNANIMOUSLY (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.)

Metrics: progress towards Sustainable Environment Strategy 2019 – 2024 targets as at 30 June 2020

Table 1. Greenhouse gas emissions from operational energy use, operational transport and municipal waste

Greenhouse gas emissions	Metric	Unit of measure	Baseline	2019/20 Progress update	Target	Target year	Status tracking	Commentary
City operations plus landfill	Net greenhouse gas emissions from operational energy, operational transport and municipal waste	Tonnes of CO_2 equivalent per year	8,383	6,133	0	2030	On track to achieve target	Greenhouse gas emissions across all three areas (energy, transport, waste) reduced compared to baseline. Refer to **figures 1, 2 and 3** below. Commentary on each area in **tables 2, 3** and **4** below.

Figure 1. Combined Greenhouse Gas Emissions

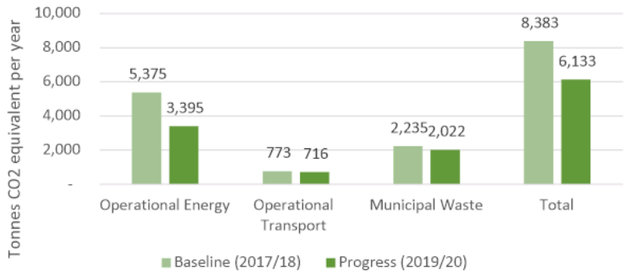


Figure 2. Share of Greenhouse Gas Emissions Baseline (2017/18)

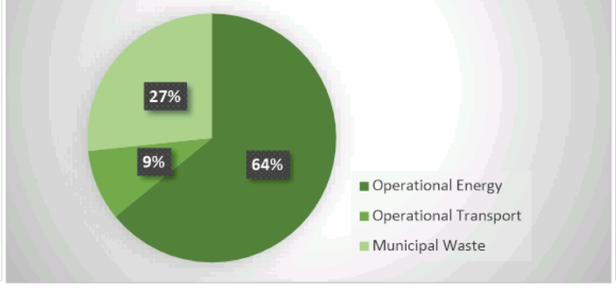
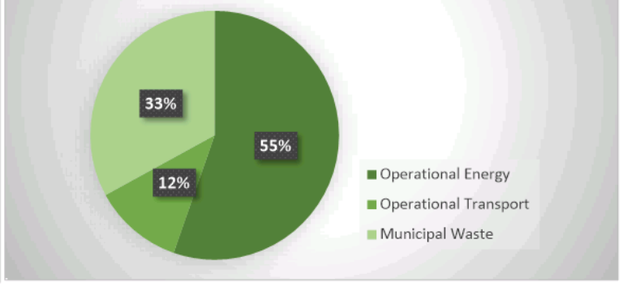


Figure 3. Share of Greenhouse Gas Emissions 2019/20



Metrics: progress towards Sustainable Environment Strategy 2019 – 2024 targets as at 30 June 2020

Table 2. Energy and associated greenhouse gas emissions

Energy	Metric	Unit of measure	Baseline	2019/20 Progress update	Target	Target year	Status tracking	Commentary
City Operations	Total grid-supplied electricity	Megawatt hours per year	6,401.8	4,322.4	5,761.6	2024	Target exceeded	Progress made due to energy efficiency upgrades and renewable energy installations. Target exceeded probably due to COVID-related facility shut-downs.
	Total natural gas	Gigajoules per year	10,327.73	2,750.35	2,065.55	2024	On track to achieve target	Progress due to further optimisation of existing geothermal pool heating system and boiler replacement with efficient modular system. COVID-related facility shut-downs likely also played a part.
	Solar PV installed on City-owned buildings	Kilowatts	37.50	296	400.00	2024	On track to achieve target	Four major energy-using facilities received solar installations as part of Solar PV Program phase 1. Refer to **figure 4** below.
	Solar energy generation on City-owned buildings	Megawatt hours per year	58.7	438.1	589.8	2024	On track to achieve target	
	Greenhouse gas emissions from electricity and gas used by the City's operations	Tonnes of CO_2 equivalent per year	5,374.85	3,394.51	4,434.25	2024	Target exceeded	As described above.
Community	Average grid-supplied household electricity use	Kilowatt hours per day	13.26	12.58	11.93	2024	On track to achieve target	Average household consumption decreased despite more time spent at home in 2019/20 (due to COVID-19). Requirements in the City's Built Form Policy for better energy performance will have played some part in this.
	Percentage of free-standing and semi-attached dwellings with solar PV systems	Percentage	16.9%	19.9%	25.0%	2024	On track to achieve target	Increasing uptake of solar PV is driven by growing awareness of benefits and acceptance by strata bodies, decreasing cost, and by the City's Built form Policy requiring significantly reduced greenhouse gas emissions from new development. Refer to **figure 5** below.
	Percentage of all dwellings with solar PV systems	Percentage	10.5%	12.8%	15.0%	2024	On track to achieve target	
	Estimated installed solar capacity	Kilowatts	7,638	13,306	12,355	2024	Target exceeded	Target exceeded due to individual systems becoming larger (possibly to cater for increased energy demand and to prepare for the addition of batteries in future). Refer to **figure 6** below.
	Estimated electricity displaced from the grid by Vincent households using solar PV	Megawatt hours per year	12,266.6	21,369.4	19,842.4	2024	Target exceeded	
	Greenhouse gas emissions avoided	Tonnes of CO_2 equivalent per year	9,200	16,027	14,882	2024	Target exceeded	

Metrics: progress towards Sustainable Environment Strategy 2019 – 2024 targets as at 30 June 2020

Figure 4. City Facilities - Solar Capacity and Generation

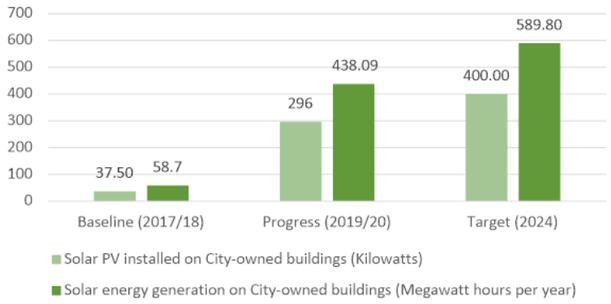


Figure 5. Community - Solar Capacity and Generation

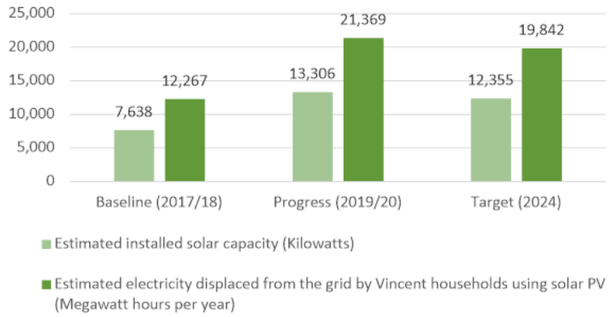


Figure 6. Greenhouse Gas Emissions avoided via Solar PV

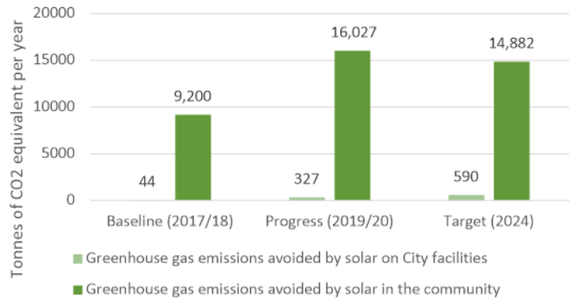


Table 3. Transport and associated greenhouse gas emissions

Transport	Metric	Unit of measure	Baseline	2019/20 Progress update	Target	Target year	Status tracking	Commentary
City Operations	Percentage of the City's passenger vehicle fleet with tailpipe emissions	Percentage	97%	94%	50%	2024	On track to achieve target	At baseline, 97% of the City's passenger fleet had traditional combustion engines. By 2019/20 this reduced to 35%, with 59% of the fleet now hybrid and 6% fully electric. Passenger fleet tailpipe emissions have reduced by 21% compared to baseline.
Community	Percentage of Vincent residents who use active or public transport to commute	Percentage	33%	not available for 2019/20	TBC	TBC	n/a	Target to be informed by the City's Accessible City Strategy. Update to mode share data pending Census 2020.
	Percentage ownership of zero emission vehicles by the community	Percentage	0.065%	0.080%	1.00%	2024	On track to achieve target	Sale of EVs nationally increased by 116% from 2018 to 2019. The first half of 2020 had a further 56% increase compared to the first half of 2019, indicating strong progress.

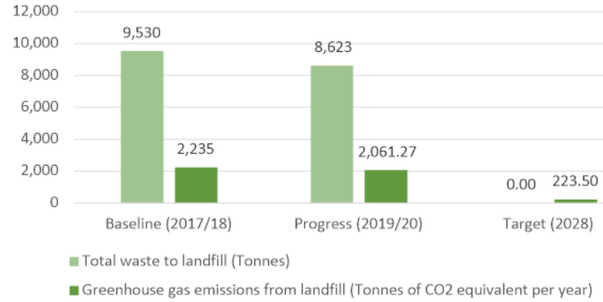
Metrics: progress towards Sustainable Environment Strategy 2019 – 2024 targets as at 30 June 2020

Table 4. Waste and associated greenhouse gas emissions

Waste	Metric	Unit of measure	Baseline	2019/20 Progress update	Target	Target year	Status tracking	Commentary
Operational & Community (Municipal)	Total waste to landfill	Tonnes	9,530	8,623	0	2028	On track to achieve target	Waste sent to landfill reduced by 9.5% compared to baseline. Total waste collected decreased by 5.4% while the diversion rate increased from 44% to 46.5%. Refer to **figure 7** below.
	Greenhouse gas emissions associated with the breakdown of organic waste	Tonnes of CO_2 equivalent per year	2,235.0	2,061.3	223.5*	2028		

*This figure assumes that all organic waste will be composted using aerobic processes, resulting in a 90% reduction in greenhouse gas emissions.

Figure 7. Waste to Landfill and Associated Greenhouse Gas Emissions



Metrics: progress towards Sustainable Environment Strategy 2019 – 2024 targets as at 30 June 2020

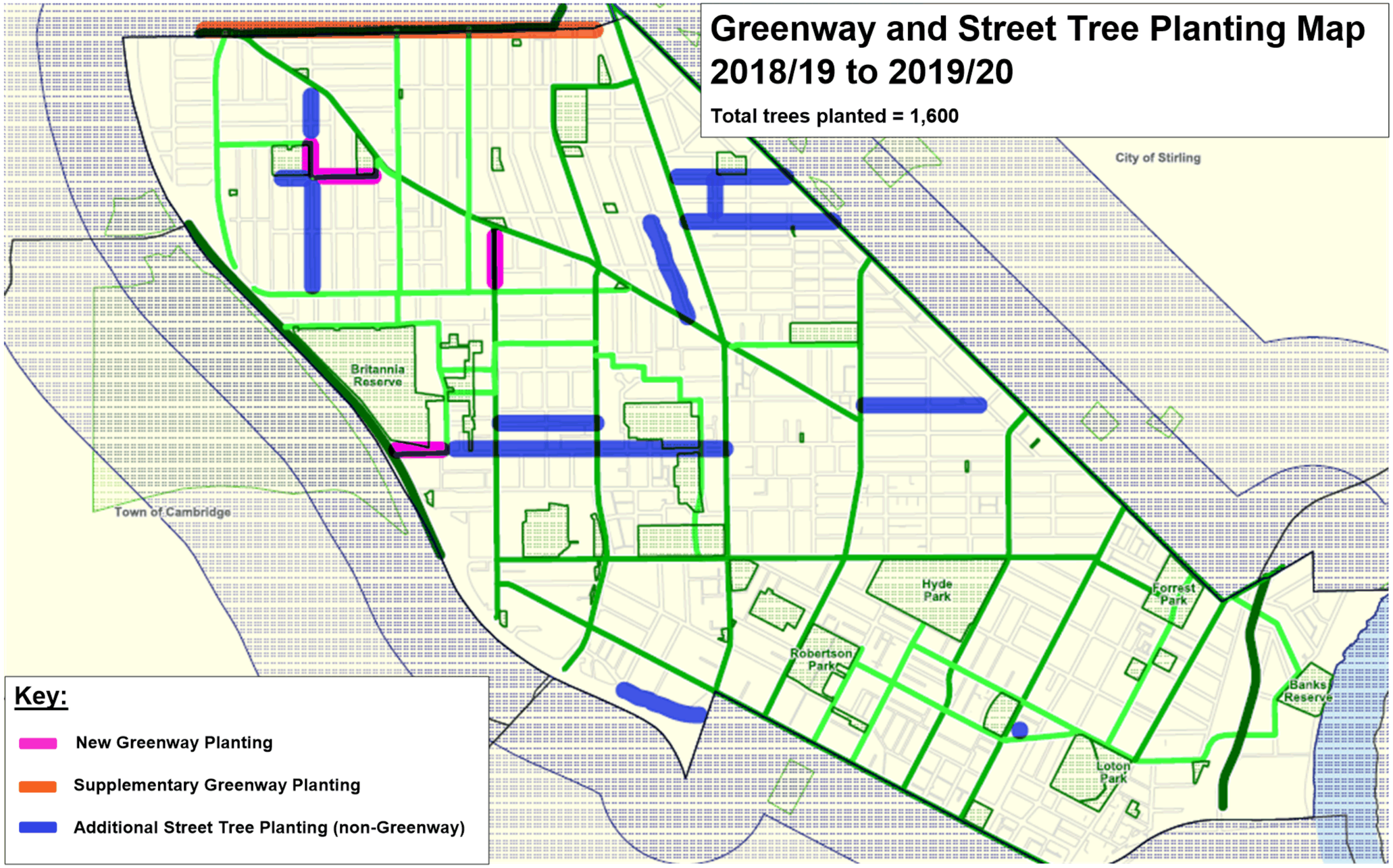
Table 5. Water

Water	Metric	Unit of measure	Baseline	2019/20 Progress update	Target	Target year	Status tracking	Commentary
City Operations	Total scheme water use by City-owned facilities	Kilolitres per year	67,356	62,807	67,356	Maintain at or below baseline	On track to achieve target	Facilities undergoing upgrades target a 15% scheme water use reduction, but increasing use commensurate with population growth is expected to counteract savings overall. It is likely that the target was exceeded in 2019/20 due to facility shut-downs caused by COVID-19.
	Groundwater use (average across all irrigated areas)	Kilolitres per hectare per year	7,357	7,728	6,989	2024	Not on track	Despite ongoing hydro-zoning and reticulation upgrades, irrigation use increased by 5% compared to baseline due to significantly warmer and drier weather conditions.
Community	Community scheme water use	Kilolitres per person per year	96.86	103.76	90.00	2024	Not on track	Per capita water use has increased by 7% compared to baseline. While concerning, it remains well below the Perth Average and Water Corporation's target of 110kL per person per year by 2030.
	Domestic groundwater use	Kilolitres per year	~~628,408~~ 715,000	715,000.00	594,279.00	2024	Not on track	Domestic ground water is estimated because garden bores are not licensed or metered. Estimates are based on household water use surveys and a subset of metered samples. The baseline set in the SES was based on Water Corporation advice received in 2018/19. Updated estimates received from Water Corporation in 2020 indicate that this should have been closer to 715,000, hence the correction to the baseline in this table. The estimated use for 2019/20 remains the same as for the baseline year.

Metrics: progress towards Sustainable Environment Strategy 2019 – 2024 targets as at 30 June 2020

Table 6. Urban Greening and Biodiversity

Urban Greening and Biodiversity	Metric	Unit of measure	Baseline	2019/20 Progress update	Target	Target year	Status tracking	Commentary
City Operations	Tree canopy cover on public land	Percentage	21.5%	24.0%	23.3%	2023	Target exceeded	The City's street tree and greenway plantings have been ahead of schedule since the City's Greening Plan was first adopted in 2014.
	Number of street trees	Trees	13,000.00	14,600.00	13,500.00	2023	Target exceeded	
	Length of greenways established within the City	Kilometres	25.00	25.943	26.50	2023	On track to achieve target	Just under 1km of new greenways were planted, but this was accompanied by 1.4km of supplementary planting to increase canopy density on Green Street (an existing greenway) and significant additional street tree plantings as shown on the Greenways Map in **Attachment 2**.
	Area of eco-zoning completed	Square metres	49,549	66,578	69,549	2023	On track to achieve target	17,029 square meters of eco-zoning was completed in the two years since baseline. Refer to Eco-zoning Map in **Attachment 2** for details.
Community	Tree canopy cover on private land	Percentage	6.8%	9.0%	7.5%	2023	Target exceeded	The reason for this increase is yet to be understood, but may indicate that canopy growth trees planted in the last decade may be outstripping the rate of canopy loss due to clearing and development. It is unlikely that tree planting requirements in the Built Form Policy had significant influence on this result as they came into effect only in 2017.


Greenway and Street Tree Planting Map
2018/19 to 2019/20
Total trees planted = 1,600
City of Stirling
Britannia Reserve
Town of Cambridge
Hyde Park
Forrest Park
Robertson Park
Banks Reserve
Loton Park
Key:
New Greenway Planting
Supplementary Greenway Planting
Additional Street Tree Planting (non-Greenway)

Eco-zoning Map 2018/19 to 2019/20

Total area eco-zoned = 17,029m²

Banks Reserve

9,530m²

Lynton Street Reserve

369m²

Brentham Street Reserve

7,130m²

12.6 ADVERTISING OF NEW POLICY - ATTENDANCE AT EVENTS POLICY

Attachments: **1. Draft - Attendance at Events Policy (clean copy)**
2. Draft - Attendance at Events Policy (tracked version)

RECOMMENDATION:

That Council:

1. **APPROVES the proposed policy '*Attendance at Events Policy*', at Attachment 1, for the purpose of advertising;**

2. **AUTHORISES the Chief Executive Officer to provide local public notice of the proposed new policy in Recommendation 1. above and invite public comments for a period of at least 21 days; and**

3. **NOTES that at the conclusion of the public notice period any submissions received would be presented to Council for consideration.**

Moved: Cr Topelberg, Seconded: Cr Wallace

That the recommendation be adopted.

AMENDMENT

Moved: Cr Wallace, Seconded: Cr Topelberg

That the recommendation be amended as follows:

That Council:

1. **APPROVES the proposed policy '*Attendance at Events Policy*', at Attachment 1, for the purpose of advertising, with the following change to item 8:**

" … the Elected Member must disclose this interest to the CEO or Presiding Member prior to the ~~meeting,~~ **matter being considered** and ~~must be absent from consideration of the matter (item) unless Council approves otherwise~~ **be absent from, or seek Council approval for, participating in consideration of the item** ~~in accordance with the City's Meeting Procedures Local Law.~~

REASON:

To align with the Meeting Procedures Local Law, which takes precedence over policy.

AMENDMENT CARRIED (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.)

COUNCIL DECISION ITEM 12.6

That Council:

1. **APPROVES the proposed policy '*Attendance at Events Policy'*, at Attachment 1, for the purpose of advertising, with the following change:**

   " … **the Elected Member must disclose this interest to the CEO or Presiding Member prior to the matter being considered and be absent from, or seek Council approval for, participating in consideration of the item in accordance with the City's Meeting Procedures Local Law.**

2. **AUTHORISES the Chief Executive Officer to provide local public notice of the proposed new policy in Recommendation 1. above and invite public comments for a period of at least 21 days; and**

3. **NOTES that at the conclusion of the public notice period any submissions received would be presented to Council for consideration.**

CARRIED UNANIMOUSLY (8-0)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Loden, Cr Topelberg, Cr Smith and Cr Wallace

Against: Nil

(Cr Hallett was an apology for the Meeting.)

ATTENDANCE AT EVENTS POLICY

CITY OF VINCENT

Legislation / local law requirements	Section 5.90A(2) of the *Local Government Act 1995* – requires local governments to adopt a policy in respect to event attendance by Elected Members and the CEO. Section 5.62(1B) of the *Local Government Act 1995* – defines excluded gifts. Clause 2.17 of the Meeting Procedures Local Law
Relevant delegations	Nil.
Related policy procedures and supporting documentation	City's Register of Gifts (public) Disclosure of Interest Forms (for Elected Members) Conflict of Interest Form (internal – for CEO)

PURPOSE

To ensure the City of Vincent (**City**) actively considers the purpose of and benefits to the community from Elected Members and the Chief Executive Officer (**CEO**) attending events, and to promote transparency and accountability in attendance at events by Elected Members and the CEO.

OBJECTIVE

To establish guidelines, in accordance with the requirements of section 5.90A of the *Local Government Act 1995* (**Act**), for the appropriate disclosure and management of acceptance of invitations to events or functions where Elected Members and the CEO represent the City.

SCOPE

This policy applies to invitations or tickets to events that are provided to the City (for example to the City of Vincent Council /Councillor or City of Vincent CEO).

An invitation or ticket to an event provided directly to an individual (which means personally to an Elected Member or the CEO) is to be treated as a gift (gift as defined in section 5.57 of the Act).

Elected Members or the CEO may accept these invitations, subject to disclosing the acceptance of the invitation / ticket as a gift (if valued at over $50, in accordance with the City's Governance Framework) if they have not provided appropriate consideration for the ticket/ invitation. The gift will be disclosed on the City's public Register of Gifts.

An Elected Member or the CEO may attend an event and not disclose it as a gift if they have purchased the ticket themselves.

POLICY

Attendance at Approved Events

1. The following events are considered **Approved Events** for the purpose of this policy.
   - 1.1 events where the Elected Member or CEO is attending in an official capacity, such as presenting awards or prizes to others on behalf of the City, participating as a member of a discussion/judging panel or presenting at the event as part of the event program;
   - 1.2 events sponsored by the City;
   - 1.3 events hosted by the City;

ATTENDANCE AT EVENTS POLICY

CITY OF VINCENT

1.4 events hosted by any incorporated associations, clubs, community groups, or not-for-profit organisations; or

1.5 events hosted by other local governments, regional local governments, WALGA or any State or Commonwealth Government department or agency.

2. Elected Members or the CEO may at their discretion attend an Approved Events on behalf of the City, where the invitation or ticket is provided to the City and no fee is payable for attending.

3. If a fee is payable for attendance at an Approved Event, the Mayor and CEO will seek expressions of interest from Elected Members or the CEO to attend the Approved Event, provided the cost of attendance is within the approved budget.

4. Attendance at Approved Events are not treated as gifts and do not need to be included on the City's public Register of Gifts, as they are "excluded gifts" in accordance with section 5.62(1B) of the Act.

5. Attendance at Approved Events does not trigger a conflict of interest if a matter comes before Council or the CEO for consideration.

Attendance at Other Events

6. Events or functions that do not fall within the scope of Approved Events are considered gifts and must be disclosed as gifts. It is the City's position that attendance at any event that is not an Approved Event has a value over $50 and must be disclosed and included in the City's public Register of Gifts.

7. If the City receives an invitation or ticket to an event that is not an Approved Event all Elected Members and the CEO will be invited to attend and may accept at their discretion. If the invitation or ticket is accepted, the Elected Member or the CEO must complete a gift declaration form disclosing their attendance.

8. If a matter comes before Council which triggers a conflict of interest due to an Elected Member's attendance at an event (which is not an Approved Event and declarations of interest arise according to the prescribed gift threshold) the Elected Member must disclose this interest to the CEO or Presiding Member prior to the meeting, and must be absent from consideration of the matter (item) unless Council approves otherwise. Approval to participate must be sought in accordance with clause 2.17 of the City's Meeting Procedures Local Law.

9. If a matter comes before the City which triggers a conflict of interest due to the CEO's attendance at an event (which is not an Approved Event and declarations of interest arise according to the prescribed gift threshold) the CEO must disclose this conflict of interest to the Mayor and remove himself from the decision-making process.

OFFICE USE ONLY	
Responsible Officer	Executive Manager, Corporate Strategy and Governance.
Initial Council adoption	DATE: <APPROVAL DATE>, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>,

DRAFT

ATTENDANCE AT EVENTS POLICY

CITY OF VINCENT

Legislation / local law requirements	Section 5.90a(2) of the *Local Government Act 1995* – requires local governments to adopt a policy in respect to event attendance by elected members and the CEO. Section 5.62(1b) of the *Local Government Act 1995* – defines excluded gifts. Clause 2.17 of the Meeting Procedures Local Law
Relevant delegations	Nil.
Related policy procedures and supporting documentation	~~Elected Members – Continuing Professional Development Policy.~~ City's Register of Gifts (public) Disclosure of Interest Forms (for Elected Members) Conflict of Interest Form (internal – for CEO)

PURPOSE

To ensure the City of Vincent (**City**) actively considers the purpose of and benefits to the community from Elected Members and the Chief Executive Officer (**CEO**) attending events, and to promote transparency and accountability in attendance at events by Elected Members and the CEO.

OBJECTIVE

To establish guidelines, in accordance with the requirements of section 5.90A of the *Local Government Act 1995* (**Act**), for the appropriate disclosure and management of acceptance of invitations to events or functions where Elected Members and the CEO represent the City.

SCOPE

This policy applies to events that are provided to the City, (for example to the City of Vincent Council /Councillor or City of Vincent CEO).

An invitation or ticket to an event provided directly to an individual (which means personally to an Elected Member or the CEO) is to be treated as a gift. (gift as defined in section 5.57 of the Act).

Elected Members or the CEO may accept these invitations, subject to disclosing the acceptance of the invitation / ticket as a gift (if valued at over $50, in accordance with the City's Governance Framework) if they have not provided appropriate consideration for the ticket/ invitation. The gift will be disclosed on the City's public Register of Gifts.

An Elected Member or the CEO may attend an event and not disclose it as a gift if they have purchased the ticket themselves.

POLICY

Attendance at Approved Events

1. Elected Members or the CEO may attend the following events on behalf of the City:
   - 1.1 events where the Elected Member or CEO is attending in an official capacity, such as presenting awards or prizes to others on behalf of the City, participating as a member of a discussion/judging panel or presenting at the event as part of the event program;
   - 1.2 events sponsored by the City;

ATTENDANCE AT EVENTS POLICY

CITY OF VINCENT

~~1.3 events held at any facility owned by the City (including facilities on land vested in the City);~~
1.4 events hosted by the City;
1.5 events hosted by any incorporated associations, clubs, community groups, or not-for-profit organisations; or
1.6 events hosted by other local governments, regional local governments, WALGA or any State or Commonwealth Government department or agency.

~~These events are considered **Approved Events** for the purpose of this policy.~~

2. Elected Members or the CEO may at their discretion attend an Approved Events on behalf of the City, where the invitation or ticket is provided to the City and no fee is payable for attending.

3. If a fee is payable for attendance at an Approved Event, the Mayor and CEO will seek expressions of interest from Elected Members or the CEO to attend the Approved Event, provided the cost of attendance is within the approved budget.

~~2~~4. Attendance at Approved Events are not treated as gifts and do not need to be included on the City's public Register of Gifts, as they are "excluded gifts" in accordance with section 5.62(1B) of the Act.

~~3~~5. Attendance at Approved Events does not trigger a conflict of interest if a matter comes before Council or the CEO for consideration.

Attendance at Other Events

6. Events or functions that do not fall within the scope of Approved Events are considered gifts and must be disclosed as gifts, ~~as defined in section 5.57 of the Act~~. It is the City's position that attendance at any event that is not an Approved Event has a value over $50 and must be disclosed and included in the City's public Register of Gifts.

~~7. Where a City representative is invited to attend an event and there is a fee associated with attending the event, Elected Members can consider attending in accordance with the Elected Members – Continuing Professional Development Policy.~~

7. If the City receives an invitation or ticket to an event that is not an Approved Event all Elected Members and the CEO will be invited to attend and may accept at their discretion. If the invitation or ticket is accepted, the Elected Member or the CEO must complete a gift declaration form disclosing their attendance.

~~4~~8. If a matter comes before Council which triggers a conflict of interest due to an Elected Member's attendance at an event (which is not an Approved Event and declarations of interest arise according to the prescribed gift threshold) the Elected Member must disclose this interest to the CEO or Presiding Member prior to the meeting, and must be absent from consideration of the matter (item) unless Council approves otherwise. Approval to participate must be sought in accordance with clause 2.17 of the City's Meeting Procedures Local Law.

~~5~~9. If a matter comes before the City which triggers a conflict of interest due to the CEO's attendance at an event (which is not an Approved Event and declarations of interest arise according to the prescribed gift threshold) the CEO must disclose this conflict of interest to the Mayor and remove himself from the decision-making process.

ATTENDANCE AT EVENTS POLICY

CITY OF VINCENT

OFFICE USE ONLY	
RESPONSIBLE OFFICER	Executive Manager, Corporate Strategy and Governance.
INITIAL COUNCIL ADOPTION	Date: <Approval Date>, Ref# <TRIM Ref>
REVIEWED / AMENDED	Date: <approval Date>, Ref#: <TRIM Ref>
NEXT REVIEW DATE	Date: <review Date>,

13 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13.1 Open space designation for dog walking – Cr Gontaszewski.

13.2 Alternative permit issuing technology- Cr Gontaszewski.

14 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION)

Nil

15 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

Nil

16 URGENT BUSINESS

Nil

17 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

18 CLOSURE

There being no further business, the Presiding Member, Mayor Emma Cole, declared the meeting closed at 8.56pm with the following persons present:

There being no further business, the Presiding Member, Mayor Emma Cole, declared the meeting closed at 8.56pm with the following persons present:

PRESENT:	**Mayor Emma Cole**	**Presiding Member**
	Cr Susan Gontaszewski	**South Ward**
	Cr Alex Castle	**North Ward**
	Cr Joanne Fotakis	**North Ward**
	Cr Dan Loden	**North Ward**
	Cr Joshua Topelberg	**South Ward**
	Cr Sally Smith	**North Ward**
	Cr Ashley Wallace	**South Ward**
IN ATTENDANCE:	**David MacLennan**	**Chief Executive Officer**
	Andrew Murphy	**Executive Director Infrastructure & Environment**
	Virginia Miltrup	**Executive Director Community & Business Services**
	Mark Fallows	**A/Executive Director Strategy &Development**
	Emily Williams	**A/Executive Manager Corporate Strategy & Governance**
	Wendy Barnard	**Council Liaison Officer**
Public:	No members of the public.	

These Minutes were confirmed by the Council as a true and accurate record of the Ordinary Meeting of the Council Meeting held on 17 November 2020.

Signed: Mayor Emma Cole

Dated 15 December 2020