

CITY OF VINCENT

AGENDA

Council Briefing 20 July 2021

Time:6.00pmLocation:E-Meeting and at the Administration
and Civic Centre,
244 Vincent Street, Leederville

David MacLennan Chief Executive Officer

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The following conditions apply to public questions and statements:

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

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- All Council proceedings are recorded and livestreamed in accordance with the Council Proceedings

 Recording and Web Streaming Policy.
- All recordings are retained as part of the City's records in accordance with the State Records Act 2000.
- All livestreams can be accessed at <u>https://www.vincent.wa.gov.au/council-meetings/livestream</u>
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- Images of the public gallery are not included in the webcast, however the voices of people in attendance may be captured and streamed.
- If you have any issues or concerns with the live streaming of meetings, please contact the City's Governance Team on 08 9273 6500.

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1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Cr Susan Gontaszewski on approved leave of absence from 26 June 2021 to 08 August 2021. Cr Joshua Topelberg on approved leave of absence from 21 June 2021 to 26 July 2021.

3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

4 DECLARATIONS OF INTEREST

- 4.1 Cr Sally Smith has declared an impartiality interest in Item 8.2 Report and Minutes of the Audit Committee Meeting held on 6 July 2021. The extent of her interest is that her husband is a member of the Audit Committee.
- 4.2 David MacLennan declared an impartiality interest in Item 5.3 Response to Petition relating to Odours from 7Grams Chicken, Nos 212-214 Lake Street, Perth. The extent of his interest is that he is acquainted with one of the petitioners. The report to Council was authorised by the Executive Director Strategy & Development – not the CEO.
- 4.3 David MacLennan declared an impartiality interest in Item 7.1 Event and Festival Funding 2021/2022. The extent of his interest is that he is a former Board Member of Open House Perth but he was not involved in the application assessment process. He will not have any involvement in the processing or assessment of any application made by Open House Perth.

5 STRATEGY & DEVELOPMENT

5.1 NO. 14 (LOT: 119; D/P: 1223) FRANKLIN STREET, LEEDERVILLE - PROPOSED THREE GROUPED DWELLINGS

Ward:	Nort	h
Attachments:	1.	Consultation and Location Map 🕹 🔛
	2.	Development Plans 🕂 🔛
	3.	Superseded Plans from First Round of Advertising 🖖 🖾
	4.	3D Perspectives 🕂 🔛
	5.	Applicant's Written Justification 🕂 🛣
	6.	Summary of Submissions - Administration's Response 🕂 🛣
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	8.	Life Cycle Assessment Report 😃 🖾
	9.	Determination Advice Notes 😃 🛣

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for Three Grouped Dwellings at No. 14 (Lot: 119; D/P: 1223) Franklin Street, Leederville, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 9:

1. Development Plans

This approval is for Three Grouped Dwellings as shown on the approved plans dated 8 July 2021. No other development forms part of this approval;

2. Boundary Walls

- 2.1 The surface finish of boundary walls facing an adjoining property shall be of a good and clean condition, prior to the occupation or use 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;
- 2.2 The following walls of Units 1 and 2 must be constructed simultaneously:
 - Unit 1: the first floor wall abutting Unit 2; and
 - Unit 2: the first floor wall abutting Unit 1;

These walls must be constructed and finished as per the approved plans prior to the first occupation or use of either Unit 1 or Unit 2;

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 to the satisfaction of the City;

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

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 City. The development must be finished, and thereafter maintained, in accordance with the approved schedule prior to occupation, to the satisfaction of the City;

6. Landscaping

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

7. 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;

8. Sight Lines

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

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

unless otherwise approved by the City;

- 9. Car Parking and Access
 - 9.1 The layout and dimensions of all driveway(s) and parking area(s) shall be in accordance with AS2890.1;
 - 9.2 All driveways, car parking and manoeuvring area(s) which form part of this approval shall be sealed, drained, paved and line marked in accordance with the approved plans prior to the first occupation of the development and maintained thereafter by the owner/occupier to the satisfaction of the City;
 - 9.3 No goods or materials being stored, either temporarily or permanently, in the parking or landscape areas or within the access driveways. All goods and materials are to be stored within the buildings; and
 - 9.4 Prior to the first occupation of the development, redundant or "blind" crossovers shall be removed and the verge and kerb made good to the satisfaction of the City, at the applicant/owner's full expense;
- 10. Right of Way Widening

A 0.5 metre wide right of way widening is to be provided, constructed and drained to the specifications of the City at the landowner/applicant cost along the northern boundary of the subject land (refer advice note 15). The right-of-way is to be accurately illustrated on any future Deposited Plan or Survey-strata plan and vested in the Crown under Section 152 of the *Planning and Development Act 2005*, such land to be ceded free of cost and without any payment of compensation by the Crown; and

11. Garage Doors

Garage doors are not permitted to be installed to the front of the Unit 1 or Unit 2 garages (shown as 'carports' on the approved plans) facing Franklin Street unless a further approval is granted by the City.

PURPOSE OF REPORT:

To consider an application for development approval for a Three Grouped Dwellings development at No. 14 Franklin Street, Leederville (the subject site).

PROPOSAL:

The application proposes three two storey grouped dwellings with two fronting Franklin Street and one fronting the right of way (ROW). The subject site currently contains a dilapidated single house which would be demolished to facilitate the proposed development.

BACKGROUND:

Landowner:	Vincent Sammut			
Applicant:	Sadhana Constructions Pty Ltd			
Date of Application:	4 December 2020			
Zoning:	MRS: Urban			
	LPS2: Zone: Residential R Code: R30			
Built Form Area:	Residential			
Existing Land Use:	Single House – 'P'			
Proposed Use Class:	Grouped Dwellings – 'P'			
Lot Area:	880m ²			
Right of Way (ROW):	Yes – 5 metres wide, City owned, sealed and drained			
Heritage List:	No			

The subject site is bound by Franklin Street to the south, single houses to the east and west and a 5 metre wide ROW to the north.

The subject site and all adjoining properties are zoned Residential R30 under the City's Local Planning Scheme No. 2 (LPS2). The subject site and all adjoining properties are within the Residential built form area and have a building height limit of two storeys under the City's Policy No. 7.1.1 – Built Form (Built Form Policy).

The Western Australian Planning Commission (WAPC) conditionally approved a subdivision application on 11 February 2021. The proposed lots shown on the subject development plans reflect the subdivision approval. This includes two 8.0 metre wide lots fronting onto Franklin Street, and one lot fronting onto the ROW with pedestrian access through to Franklin Street. The City has not received an application for clearance of the subdivision conditions at this stage and the proposed lots have not yet been created.

A location plan is included as Attachment 1.

DETAILS:

Summary Assessment

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

Planning Element	Deemed-to-Comply	Requires the Discretion of Council
Street Setback		\checkmark
Lot Boundary Setback		\checkmark
Open Space		\checkmark
Building Height	\checkmark	

Planning Element	Deemed-to-Comply	Requires the Discretion of Council
Setback of Garages and Carports		✓
Garage Width		\checkmark
Street Surveillance	\checkmark	
Street Walls and Fences		\checkmark
Outdoor Living Areas	\checkmark	
Landscaping (R Codes)	\checkmark	
Parking and Access	\checkmark	
Site Works and Retaining Walls	\checkmark	
Visual Privacy	\checkmark	
Solar Access	\checkmark	
External Fixtures, Utilities & Facilities		\checkmark
Developments on Right of Ways	\checkmark	

Detailed Assessment

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

Street Setback							
Deemed-to-Comply Standard	Proposal						
Built Form Policy Clause 5.1							
Ground Floor Primary street setback is the average setback of the five adjoining properties either side of the proposed development, being 7.67 metres.	Ground Floor Units 1 and 2 primary street setback of 7.2 metres.						
<u>Upper Floors</u> Walls on upper floors setback a minimum of 2 metres behind the ground floor predominant building line.	First Floor Units 1 and 2 first floor walls setback 0.7 metres behind the ground floor predominant building line.						
	Unit 3 first floor walls project 0.5 metres forward of the ground floor predominant building line.						
Balconies Balconies setback a minimum of 1 metre behind the ground floor predominant building line.	Balconies Units 1 and 2 balconies setback 0.2 metres behind the predominant building line.						
Lot Boundary Setback							
Deemed-to-Comply Standard	Proposal						
R Codes Clause 5.1.3							
Western Lot Boundary Unit 1 upper floor balcony to bed 2 (bulk): 2.4 metres	Western Lot Boundary Unit 1 upper floor balcony to bed 2 (bulk): 1.5 metres						
Walls not built up to the lot boundary within the primary street setback area.	Unit 1 carport wall built up to the western lot boundary within the primary street setback area.						
Eastern Lot Boundary Unit 3 ground floor alfresco to scullery: 2.2 metres.	Eastern Lot Boundary Unit 3 ground floor alfresco to scullery: 1.0 metre.						
Open Space							
Deemed-to-Comply Standard	Proposal						
R Codes Clause 5.1.4							
45 percent for an R30 site	Units 1 and 2 provide 41.3 percent open space.						
	ges and Carports						
Deemed-to-Comply Standard	Proposal						

Built Form Policy Clause 5.4						
Garages setback a minimum of 0.5 metres behind	Units 1 and 2 garages project 0.8 metres forward of					
the dwelling alignment.	the dwelling alignment.					
Garage	Width					
Deemed-to-Comply Standard	Proposal					
Built Form Policy Clause 5.4						
Garage width not to exceed 50 percent of the lot	Units 1 and 2 garages occupy 70.9 percent of the					
width.	lot widths.					
Street Walls and Fences						
Deemed-to-Comply Standard	Proposal					
Deemed-to-Comply Standard Built Form Policy Clause 5.7	Proposal					
	Proposal					
	Proposal Unit 3 maximum fence height of 1.9 metres.					
Built Form Policy Clause 5.7	·					
Built Form Policy Clause 5.7 Street fence to the primary street to have a maximum height of 1.8 metres.	·					
Built Form Policy Clause 5.7 Street fence to the primary street to have a maximum height of 1.8 metres.	Unit 3 maximum fence height of 1.9 metres.					
Built Form Policy Clause 5.7 Street fence to the primary street to have a maximum height of 1.8 metres. External Fixtures, U	Unit 3 maximum fence height of 1.9 metres.					
Built Form Policy Clause 5.7 Street fence to the primary street to have a maximum height of 1.8 metres. External Fixtures, U Deemed-to-Comply Standard	Unit 3 maximum fence height of 1.9 metres.					
Built Form Policy Clause 5.7 Street fence to the primary street to have a maximum height of 1.8 metres. External Fixtures, U Deemed-to-Comply Standard	Unit 3 maximum fence height of 1.9 metres.					
Built Form Policy Clause 5.7 Street fence to the primary street to have a maximum height of 1.8 metres. External Fixtures, U Deemed-to-Comply Standard R Codes Clause 5.4.4	Unit 3 maximum fence height of 1.9 metres. tilities and Facilities Proposal					

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

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days commencing on 22 January 2021 and concluding on 5 February 2021. Community consultation was undertaken by way of written notification with seven letters being sent to surrounding land owners and occupiers, as shown in **Attachment 1** and a notice on the City's website in accordance with the City's Policy No. 4.1.5 – Community Consultation. The plans that were advertised during this first round of consultation are included as **Attachment 3**.

The City received eight submissions in objection of the proposal at the conclusion of the first advertising period. The key concerns raised during the first round of consultation are as follows:

- Impact of reduced lot boundary setbacks to the eastern and western lot boundaries;
- Non-compliance with the average lot size required for an R30 site and an overdevelopment of the site;
- Impact of overlooking from the Unit 3 first floor windows to the properties to the east and across the ROW to the north;
- Dominance of the Units 1 and 2 garages and facades as viewed from Franklin Street;
- Lack of on-site visitor car parking; and
- Lack of retaining walls provided along the western lot boundary.

The City provided the applicant with a summary of the submissions received during the first round of consultation. The applicant responded by providing the City with amended plans and written justification which are included in **Attachment 2** and **Attachment 5** respectively. The key modifications to the plans are as follows:

- Removing Units 1 and 2 garage doors and reducing Units 1 and 2 first floor setbacks to increase surveillance to Franklin Street at the ground and first floor levels;
- Changing Units 1 and 2 roof forms from skillion to concealed (flat) to reduce the maximum building height from 7.3 metres to 6.4 metres as viewed from Franklin Street;
- The change in roof form reduced the number and extent of departures to the R Codes lot boundary setback standards as follows:
 - The Unit 1 first floor bedroom 2 and balcony to master bedroom required deemed-to-comply setbacks reduced from 1.3 metres to 1.2 metres. The setbacks of these walls were increased from 1.15 meters to 1.2 metres and satisfy the deemed-to-comply standard; and

- The Unit 1 first floor study/library to living room required deemed-to-comply setback reduced from 2.6 metres to 2.4 metres. The setback of this wall remained unchanged at 1.5 metres;
- Reducing the aggregate width of crossovers to Franklin Street from 8.6 metres to 6.0 metres;
- Reducing the height of the Unit 1 lot boundary wall to the west from 3.3 metres to 3.1 metres;
- Reducing Units 1 and 2 open space from 43.1 and 43.0 percent respectively to 41.3 percent. This was as a result of modifications to the plans to increase street setbacks; and
- Providing an amended colours and materials palette for the development that removes Colourbond Monument elements and proposes lighter colours and materials such as recycled brick with perforations, grey cement dado render and wood look aluminium cladding.

The amended plans were readvertised to the previous submitters for a period of seven days commencing on 9 June 2021 and concluding on 16 June 2021. The City received 11 further submissions during the second round of consultation. Of the submissions received:

- Six were in support of the proposal and received from new submitters who reside in the City of Vincent but not within close proximity to the subject site;
- Four were in objection and received from previous submitters reaffirming their initial concerns. No response was received from the four other objectors from the first round of consultation; and
- One was received from a new submitter which was neither in support or objection to the proposal.

The key concerns raised during the second round of consultation reiterated the previous concerns outlined above.

A summary of the submissions received during both rounds of advertising and Administration's response is provided in **Attachment 6**. The applicant provided a response to the submissions both rounds of advertising which is included in **Attachment 7**.

Design Review Panel (DRP):

Referred to DRP: Yes

The plans subject to the first round of community consultation which are included in **Attachment 3** were referred to a member of the City's DRP. Comments were sought on the appropriateness of the design in relation to the existing streetscape context surrounding the subject site, particularly the front façades of Units 1 and 2 fronting Franklin Street. The DRP member was not supportive of the initial proposal and raised the following concerns:

- Units 1 and 2 garage doors would dominate and be inconsistent with the Franklin Street streetscape;
- The ground and first floor design of Units 1 and 2 would result in a lack of interaction and surveillance to Franklin Street;
- The use of dark Colourbond Monument materials to frame the roof form of Units 1 and 2 would be imposing and inconsistent with the Franklin Street streetscape;
- Units 1 and 2 skillion roof forms would not be compatible with the surrounding streetscape and consideration should be given to the use of a pitched roof form, concealed roof form or a combination of the two; and
- The lot boundary setback departures would contribute to the bulk and scale of the development and consideration should be given to increasing the amount of articulation to reduce this bulk and scale.

Administration met with the DRP member and the applicant to discuss the abovementioned concerns. Following this meeting the applicant submitted amended plans incorporating the DRP member's feedback which are included in **Attachment 2** and which were subsequently readvertised for the second round of consultation. The key modifications to the plans are outlined in the Consultation/Advertising section of this report above.

The amended plans were referred back to the DRP member and it was confirmed that the amended plans were supported for the following reasons:

- The amended proposal would be compatible with the Franklin Street streetscape, provide appropriate street surveillance, and reduce the appearance and impact of Units 1 and 2 garages; and
- The appearance and impact of building bulk to the side lot boundaries has been effectively reduced through a combination of reduced building height, increased glazing and the use of contrasting colours and materials.

LEGAL/POLICY:

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

State Planning Policy 7.3 – Residential Design Codes Volume 1

Amendments to the R Codes Volume 1 were gazetted and took effect on 2 July 2021. Amendments to the R Codes were minor and reduced the extent of the departures to deemed-to-comply standards proposed in the application.

The initial set of plans included in **Attachment 3** were submitted on 4 December 2020, and were assessed against and advertised based on the provisions of the previous version of the R Codes.

Amended plans included in **Attachment 2** were received on 1 June 2021 prior to the gazettal date of the R Codes amendments. These amended plans have been assessed against and advertised based on the current version of the R Codes, as it applies at the time of determination of the subject application by Council.

Amendment 3 to Policy No. 7.1.1 - Built Form

Council resolved to adopt Amendment 3 to the Built Form Policy at its Ordinary Meeting on 22 June 2021. The purpose of the amendment was to address inconsistencies between the Built Form Policy and the R Codes that would result from the amendments to the R Codes that were gazetted on 2 July 2021. The amendments to the Built Form Policy were minor and reduced the extent of the departures to deemed-to-comply standards sought by the applicant.

Delegation to Determine Applications:

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

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

The City has assessed the application against the environmentally sustainable design provisions of the City's Policy No. 7.1.1 – Built Form. These provisions are informed by the key sustainability outcomes of the City's Sustainable Environment Strategy 2019-2024, which requires new developments to demonstrate best practice in respect to reductions in energy, water and waste and improving urban greening.

PUBLIC HEALTH IMPLICATIONS:

This report has no implication on the priority health outcomes of the City's Public Health Plan 2020-2025.

FINANCIAL/BUDGET IMPLICATIONS:

There are no finance or budget implications from this report.

COMMENTS:

Street Setback, Garage Setback and Garage Width - Units 1 and 2 to Franklin Street

The Built Form Policy deemed-to-comply standard relating to the ground floor primary street setback is calculated by averaging the setback of the five adjoining properties either side of the proposed development. The primary street setback deemed-to-comply standard to Franklin Street for Units 1 and 2 is 7.67 metres. Units 1 and 2 ground floor primary street setback is proposed to be 7.2 metres.

Units 1 and 2 first floor walls and balconies are proposed to be setback 0.7 metres and 0.2 metres behind the ground floor predominant building line respectively. The Built Form Policy deemed-to-comply standard relating to the upper floor primary street setback requires walls and balconies to be setback a minimum of 2 metres and 1 metre behind the ground floor predominant building line respectively.

The Units 1 and 2 garages are proposed to be 0.8 metres forward of the dwelling alignment, in lieu of the Built Form Policy deemed-to-comply standard that sets out garages are to be setback a minimum of 0.5 metres behind the dwelling alignment.

Units 1 and 2 garage widths are proposed to be 70.9 percent of the lot widths. The Built Form Policy deemed-to-comply standard requires garages to not exceed 50 percent of the lot width.

The City received submissions in support of the units being provided with two on site car parking spaces on the basis that on-street parking along Franklin Street is perceived to be a concern. The City also received a submission in support of the amended design of the Units 1 and 2 car parking spaces that are open to the street.

The proposed Units 1 and 2 primary street setbacks to the ground and first floors, and garage setbacks and widths would satisfy the design principles of the R Codes and local housing objectives of the Built Form Policy for the following reasons:

- The deemed-to-comply average street setback of 7.67 metres includes an outlier at No. 10 Franklin Street which has a setback of 11.2 metres. The remainder of the dwellings subject to the average street setback calculation are setback between 6.5 and 9.0 metres. The proposed dwellings would be setback further than the four existing dwellings located immediately to the west and the two existing dwellings located immediately to the east that range in street setback between 6.5 and 7.0 metres;
- Lightweight materials and colours have been incorporated at the first floor level to minimise the appearance and impact of the first floor as viewed from Franklin Street;
- The first floors of Units 1 and 2 are located behind the front of the ground floor garages but forward of the ground floor guest room which allows the first floor to be clearly distinguishable from the ground floor without dominating the streetscape;
- The proposed first floor setbacks would not be inconsistent with other houses in close proximity along Franklin Street and in the context of the existing streetscape. These other houses have first floors either in line or in front of the ground floor alignment including two dwellings next door to the east at Nos. 12 and 12A Franklin Street, two dwellings directly across the road at Nos. 13 and 13A Franklin Street, and a dwelling across the road to the east at No. 7 Franklin Street;
- The covered vehicle parking spaces for Units 1 and 2 are identified as 'carports' on the development plans. These spaces are defined as 'garages' under the R Codes because they are enclosed on more than two sides. These parking spaces would have the appearance of a carport structure as viewed from Franklin Street and are not proposed to be fitted with roller doors. This would significantly reduce the appearance of building bulk and would ensure that they do not dominate the streetscape. The absence of roller doors would also allow for increased interaction and surveillance at the ground floor level, with major openings provided to the guest rooms that face Franklin Street. Should the application be approved, it is recommended that a condition be imposed prohibiting the installation of roller doors to the front of the garages to Units 1 and 2 to ensure that an open streetscape is maintained and that the developments would not be dominated by garage doors;
- The proposed setback of the garages would not result in any departures to the R Codes deemed-tocomply standards relating to sight lines or vehicle safety;

- Units 1 and 2 crossovers would be tapered to 3.0 metres at the street boundary, being the minimum width permitted under the deemed-to-comply standards of the R Codes. This would reduce the amount of handstand area in the primary street setback and allow for soft landscaping to be provided;
- The application proposes two new Jacaranda trees within the primary street setback area as well as the retention of the existing mature street tree on the verge adjacent to the subject site. This soft landscaping would provide an attractive setting for the dwellings and assist in reducing the appearance of building bulk; and
- The proposal has been referred to a member of the City's DRP and it has been confirmed that the design of the dwelling façades of Units 1 and 2 fronting Franklin Street would be complimentary to the existing streetscape. The dwelling façades fronting Franklin Street provides contrasting colours and materials, articulation and glazing to effectively reduce the appearance of blank solid walls and associated building bulk.

Street Setback - Unit 3 to ROW

The Built Form Policy deemed-to-comply standard relating to the upper floor primary street setback requires walls and balconies to be setback a minimum of 2 metres and 1 metre behind the ground floor predominant building line respectively. The Unit 3 first floor walls are either in line with or for Bed 2 0.5 metres forward of the ground floor predominant building line.

The proposed Unit 3 setback of the first floor to the ROW would satisfy the design principles of the R Codes and local housing objectives of the Built Form Policy for the following reasons:

- The proximity of the first floor from the ROW would not detrimentally impact the ROW streetscape. Unit 3 has also been designed to effectively distinguish between the ground and first floors. The majority of the first floor is proposed to be setback between 1.5 and 3 metres behind the ground floor. The stairs on the first floor that are positioned in line with and over the entry on the ground floor is setback a minimum of 4.0 metres from the ROW after widening. The bed 2 wall on the first floor is setback 7.0 metres away from the ROW after widening and sits 0.5 metres forward of the kitchen below. This bed 2 wall is not cantilevered and rather joins to the roof form of the alfresco on the ground floor below;
- The ROW streetscape is currently characterised by solid fibre cement fences and garage doors. The existing ROW streetscape is not categorised by large upper floor setbacks. Unit 3 incorporates contrasting materials, glazing and articulation to reduce the appearance of blank solid walls and associated building bulk. Unit 3 would be a positive contribution and would not detrimentally impact the current and future ROW streetscape; and
- The application proposes two Jacaranda trees within the ROW setback area which would contribute positively to the streetscape and assist in reducing the appearance of building bulk.

Lot Boundary Setbacks

Western Lot Boundary

The Unit 1 first floor balcony wall is proposed to be setback 1.5 metres from the western lot boundary in lieu of 2.5 metres as set out under the R Codes deemed-to-comply standards relating to lot boundary setbacks.

The deemed-to-comply standards of the R Codes relating to lot boundary setbacks also set out that walls are not be built up to the lot boundary within the 7.67 metre ground floor primary street setback area. A 0.47 metre portion of the proposed Unit 1 carport wall is proposed to be built up to the western lot boundary within the primary street setback area.

The City received objection to the proposed lot boundary setbacks to the western lot boundary, raising concerns with the impacts of building bulk, overlooking, and access to natural sunlight and ventilation for the adjoining western property.

The proposed lot boundary setbacks to the western lot boundary meet the design principles of the R Codes for the following reasons:

- The entire Unit 1 dwelling façade on both the ground and first floors orientating towards the western lot boundary provides articulation, glazing and varying colours and materials to effectively reduce the appearance of blank solid walls and associated building bulk;
- Following the conclusion of the first round of community consultation and a meeting with a member of the City's DRP, the applicant amended the proposal by changing the Unit 1 roof form from skillion to

pitched, reducing the height of the Unit 1 western wall by 1.2 metres and increasing the proportion of glazing to the Unit 1 western façade from 8.2 to 21.3 percent. The recessed section of the upper floor wall with a setback of 1.5 metres from the western lot boundary is proposed to be finished using a contrasting darker colour to reduce the appearance of building bulk in line with comments provided by the DRP member;

- The setback of the western lot boundary wall from Franklin Street would not appear to excessively protrude into or be inconsistent with the existing streetscape. This is because the four existing dwellings immediately to the west of the subject site have street setbacks between 6.5 metres and 7.0 metres, and the two existing dwellings immediately to the east have setbacks of 7.0 metres;
- The western lot boundary wall would not result in excessive building bulk and scale as viewed from Franklin Street or adjoining properties. The western lot boundary wall would have a maximum height of 3.1 metres and length of 6.6 metres which is less than the R Codes deemed-to-comply maximums of 3.5 metres and 28.4 metres respectively;
- The proposed development would not result in any departures to the deemed-to-comply standards of the R Codes relating to visual privacy;
- The proposed development would not have an adverse impact on the adjoining western property's access to direct winter sunlight. This is due to the favourable orientation of the lots with the road reserve located to the south where overshadowing at its worst during winter would fall;
- The proposed 1.5 metre setback from the subject wall on the first floor to the western lot boundary in conjunction with the 2.4 metre setback of the adjoining dwelling would be sufficient to maintain adequate access to natural ventilation; and
- The 0.47 metre portion of the proposed western lot boundary wall located within the primary street setback area abuts a 2.4 metre wide side setback area on the adjoining property with the existing dwelling located beyond this. Adequate access to natural sunlight and ventilation would be maintained.

Eastern Lot Boundary

The Unit 3 ground floor alfresco to scullery wall is proposed to be setback 1.0 metre from the eastern lot boundary in lieu of 2.2 metres as per the R Codes deemed-to-comply standard relating to lot boundary setbacks.

The City received objections to the proposed lot boundary setbacks to the eastern lot boundary, raising concerns with the impacts of building bulk, overlooking, and access to natural sunlight and ventilation for the adjoining property located to the east.

The proposed lot boundary setback to the eastern lot boundary meets the design principles of the R Codes for the following reasons:

- The entire Unit 3 dwelling façade on both the ground and first floors orientating towards the eastern lot boundary provides articulation, glazing and contrasting colours and materials to effectively reduce the appearance of blank solid walls and associated building bulk;
- The entire length of building from the scullery to the alfresco is 10.8 metres. The alfresco occupies 4.0 metres of this which is an open sided structure, reducing the overall appearance and impact of building bulk;
- The proposed development would not result in any departures to the deemed-to-comply standards of the R Codes relating to visual privacy. The eastern lot boundary setback departure to the R Codes deemed-to-comply standard also relates to the ground floor with the 1.8 metre high dividing fence between the properties restricting views to the outdoor living area of the neighbouring property to the east;
- The proposed setback to the eastern lot boundary would not have an adverse impact on the adjoining eastern property's access to direct winter sunlight. This is due to the orientation of the lots, with shadow cast from the proposed building falling to the south and onto the subject site itself;
- The 2.2 metre deemed-to-comply setback requirement is a result of the proposed maximum wall height of 3.7 metres and the provision of a window to the kitchen. A wall height of 3.5 metres without this window would require a 1.0 metre setback from the eastern lot boundary as per the R Codes deemed-to-comply standard. The kitchen window assists in effectively reducing the bulk and scale of the proposed wall and would not create visual privacy issues as it would be screened by the 1.8 metre high dividing fence. Reducing the wall height by 0.2 metres and removing the kitchen window would result in a lot boundary setback consistent with the deemed-to-comply standard of the R Codes but it would not result in any meaningful reduction in building bulk or impact on the adjoining property to the east;

- Eastern lot boundary setbacks at the first floor level meet the deemed-to-comply standard of the R Codes and would allow adequate access to sunlight and natural ventilation for the adjoining property to the east; and
- The finished floor level of Unit 3 is appropriate and represents equal amount of cut and fill across the site which slopes down by up to 1 metre from west to east.

Open Space

The R Codes deemed-to-comply standards relating to open space set out that 45 percent of an R30 site is to be provided as open space. Units 1 and 2 are proposed to have 41.3 percent open space each.

The City received objection during community consultation raising concern that the proposal would be an overdevelopment of the site.

The proposed open space meets the design principles of the R Codes for the following reasons:

- Appropriate setbacks to the street boundary and to lot boundaries are provided for by the proposed units. The proposed development would be consistent with the building bulk and scale that is permissible for an R30 site capable of accommodating three grouped dwellings;
- Units 1 and 2 outdoor living areas are 37.0 square metres in total area with 21.0 square metres uncovered and 5.0 metres in width which exceed the R Codes minimum deemed-to-comply standards of 24 square metres total area, 16 square metres uncovered and 4 metres minimum width. These outdoor living areas in conjunction with the first floor balconies would provide ample opportunity for occupants of the dwellings to undertake outdoor pursuits;
- Units 1 and 2 outdoor living areas and primary living spaces on the ground floor level are open to the northern aspect which would maximise access to natural sunlight;
- Crossovers have been reduced to the minimum width of 3.0 metres permitted under R Codes deemedto-comply standards. This is to reduce the appearance and impact of handstand areas on the streetscape and to maximise the amount of landscaping provided within the primary street setback area; and
- The application proposes two new Jacaranda trees within the primary street setback area as well as the retention of the existing mature street tree on the verge adjacent to the subject site. This soft landscaping provides an attractive setting for the dwellings and contributes to a sense of open space;

Street Walls and Fences

The Unit 3 primary street wall abutting the ROW is proposed with a maximum height of 1.9 metres, exceeding the Built Form Policy deemed-to-comply standard that prescribes a maximum height of 1.8 metres.

The proposed Unit 3 primary street wall would satisfy the design principles of the R Codes and local housing objectives of the Built Form Policy for the following reasons:

- There is a 1.3 metre natural slope down from west to east along the ROW boundary for the site. The wall is proposed to be stepped down to follow the natural ground levels of this slope;
- The proposed fence would be constructed using face brickwork and breezeblocks. Incorporating breezeblocks would ensure that portions of the wall are visually permeable and not solid. These material finishes would also contribute positively to the existing ROW streetscape which is characterised by fibre cement fences, garage doors and vehicle access points; and
- The primary outdoor living area of Unit 3 is located in the front setback area adjacent to the ROW. This is to maximise access to the northern aspect of the site and winter sunlight. The proposed wall would provide adequate privacy for the occupants of the dwelling while using this space.

Landscaping

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

The Built Form Policy deemed-to-comply standards requires 12 percent of the site be provided as deep soil areas, 3 percent of the site be provided as planting areas, and 30 percent of the site be provided as canopy coverage at maturity. The application proposes 9.9 percent deep soil and planting areas, and 19.4 percent canopy coverage at maturity.

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

- The application proposes two new Jacaranda Trees in the primary street setback area of Units 1 and 2 to maximise canopy coverage and that would be highly visible from Franklin Street and adjoining properties;
- The application proposes the retention of the existing mature street tree on the verge adjacent to the subject site;
- Smaller shrubs and groundcovers are proposed within the planting areas to complement the trees proposed and in order to contribute positively to the overall landscaping outcome on site;
- In addition to the 9.9 percent deep soil areas proposed, the application proposes other landscaped areas with a minimum dimension less than 1 metre which would equate to 2.3 percent of the site area and that would contribute to the overall landscaping outcome; and
- The development would contribute additional canopy coverage that falls outside of the lot boundaries, in addition to the 19.4 percent canopy coverage at maturity that would be provided on-site. This canopy that falls outside of the site boundaries would equate to 6.0 percent of additional canopy coverage that would benefit the locality.

External Fixtures, Utilities and Facilities

Units 1 and 2 store rooms are proposed to be 3.3 square metres in area, in lieu of the R Codes deemed-to-comply standards that require each grouped dwelling to be provided with a 4 square metre store room.

The proposed Units 1 and 2 store rooms would satisfy the design principles of the R Codes and local housing objectives of the Built Form Policy for the following reasons:

- The proposed store rooms are of a sufficient size to accommodate the bulky goods storage needs of the dwellings' occupants. The store rooms would have a minimum dimension of 1.5 metres which satisfies the R Codes deemed-to-comply standard. The store rooms would also be able to be conveniently utilised by occupants of the dwellings, as they are easily accessible from the outdoor living areas of each unit.
- The store room doors are proposed to open outwards to ensure that the internal storage space is maximised;
- The proposed store rooms would be located to the rear of the dwellings ensuring that they are screened from view of the street and able to be easily secured and managed; and
- The approved plan of subdivision for the site does not contain any common property. This means that when the subdivided lots are created, the dwellings would be defined as Single Houses rather than Grouped Dwellings. Single Houses do not require a dedicated store room under the deemed-to-comply standards of the R Codes.

Environmentally Sustainable Design

Clause 5.11 of the Built Form Policy provides local housing objectives for environmentally sustainable design.

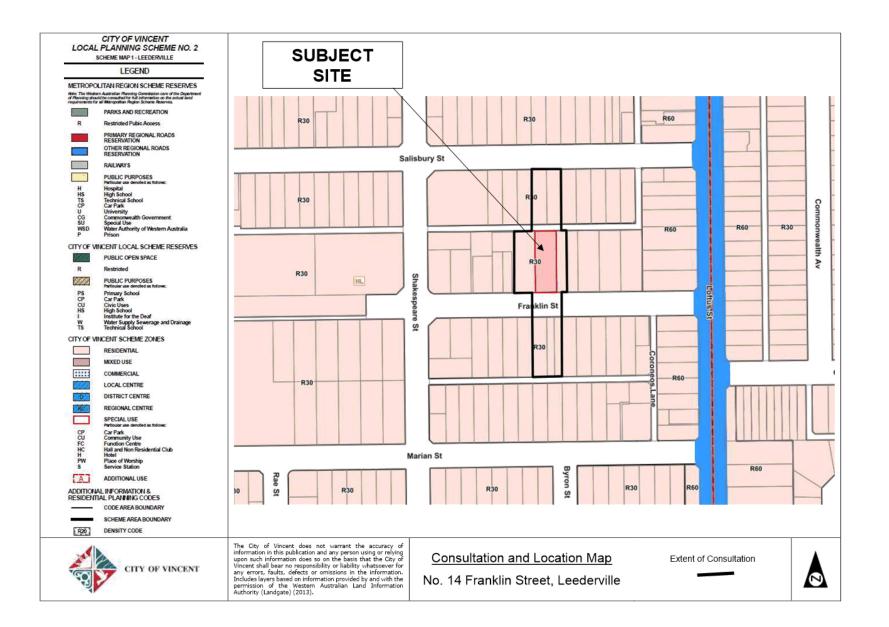
Amendment 2 to the Built Form Policy introduced local housing objectives relating to environmentally sustainable design for Single Houses and Grouped Dwellings. The applicant has submitted a life cycle assessment report which is included in **Attachment 8.** The report and development plans identify the following built form and site planning measures that would be implemented to satisfy the local housing objectives of the Built Form Policy:

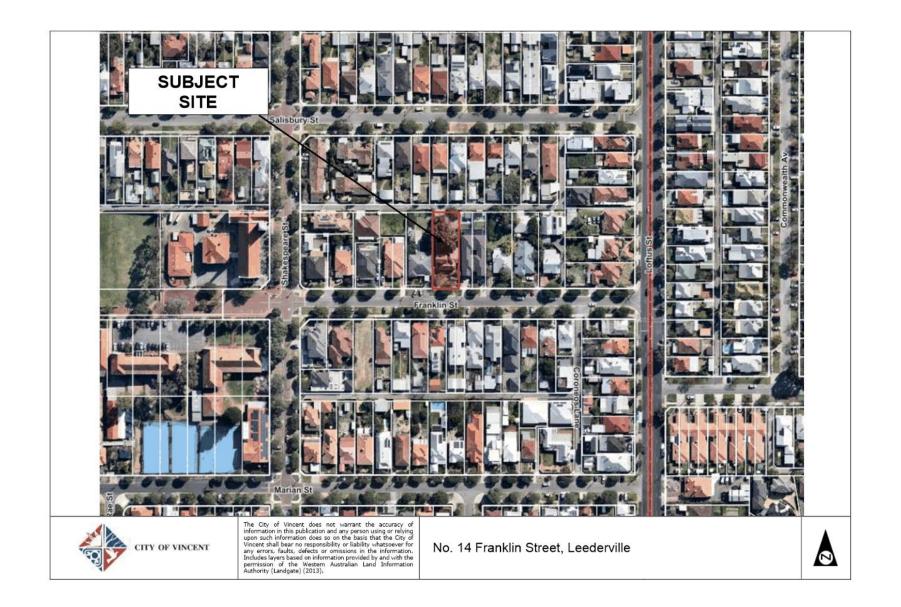
- The development would incorporate a solar water heater, LED lights, water efficient appliances and fixtures, and water wise native plants for landscaping;
- All primary outdoor living areas and primary internal living spaces are located within the northern portion of the lots with good access to northern sunlight;

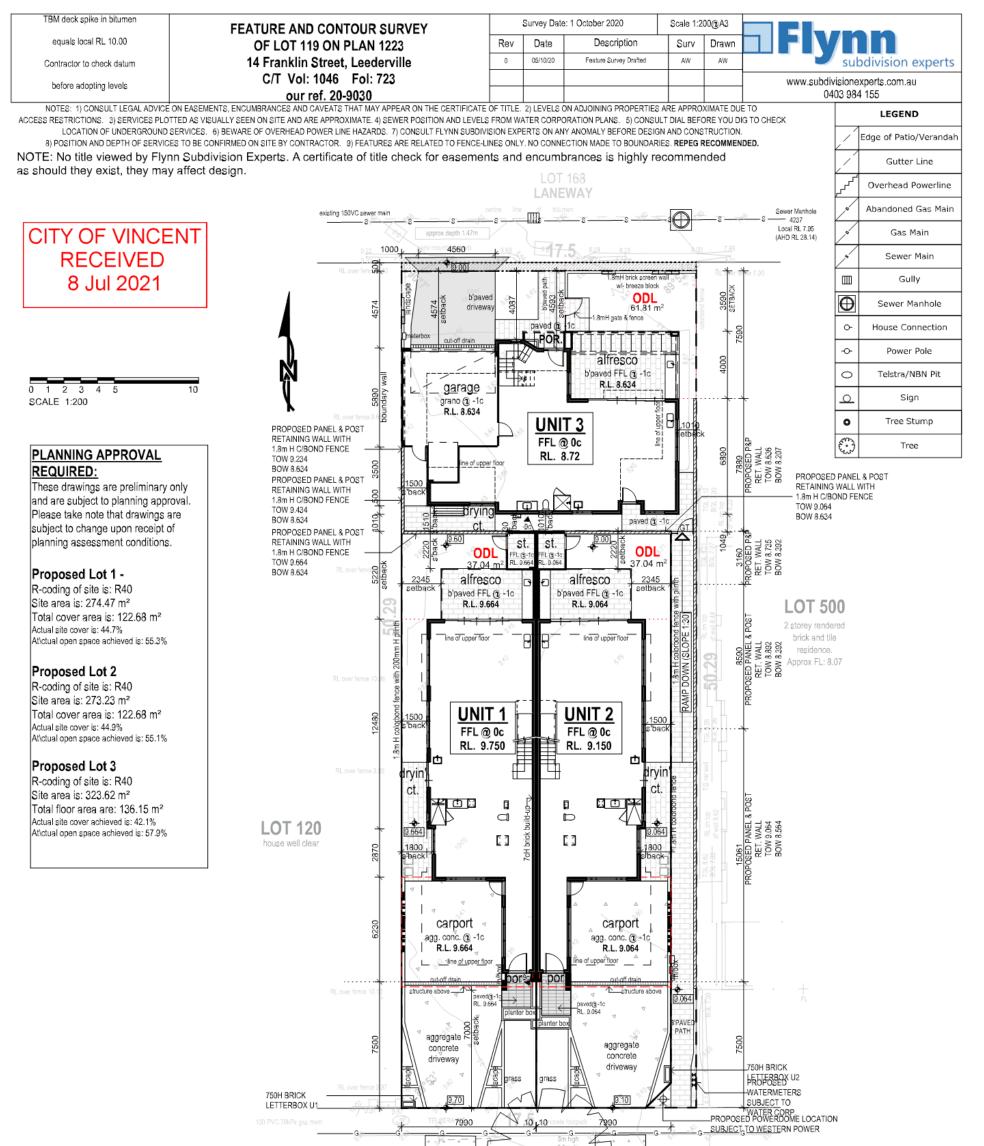
- The development would provide a rooftop solar PV array and that the roof areas of the dwellings are adequate to accommodate approximately 32 square metres of panels;
- The roof colour is light grey to minimise solar absorption;
- The development would result in a 55.6 percent reduction in life cycle greenhouse gas emissions compared to the average Perth residence; and
- Upper level windows are provided for access to year round natural light.

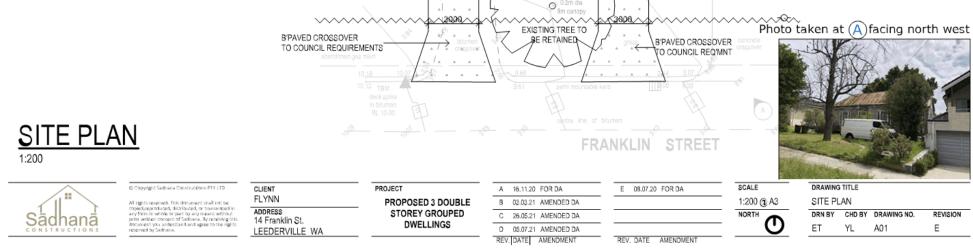
The applicant has confirmed that the recommendations of the report would be implemented into the development.

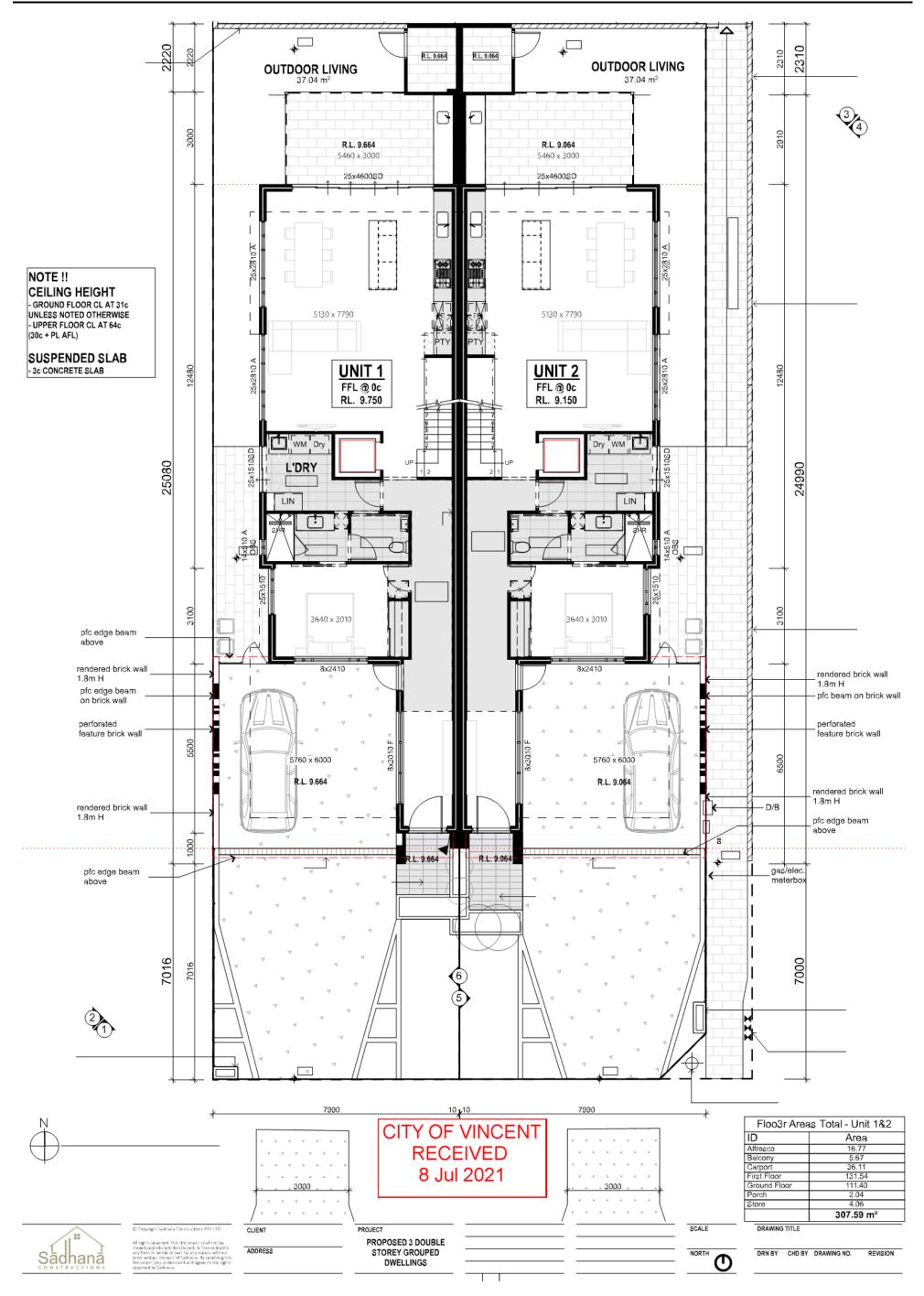
Administration has reviewed the proposal against the Built Form Policy local housing objectives and is satisfied that the development has incorporated environmentally sustainable design features to meet the intended built form outcomes of development within the City.

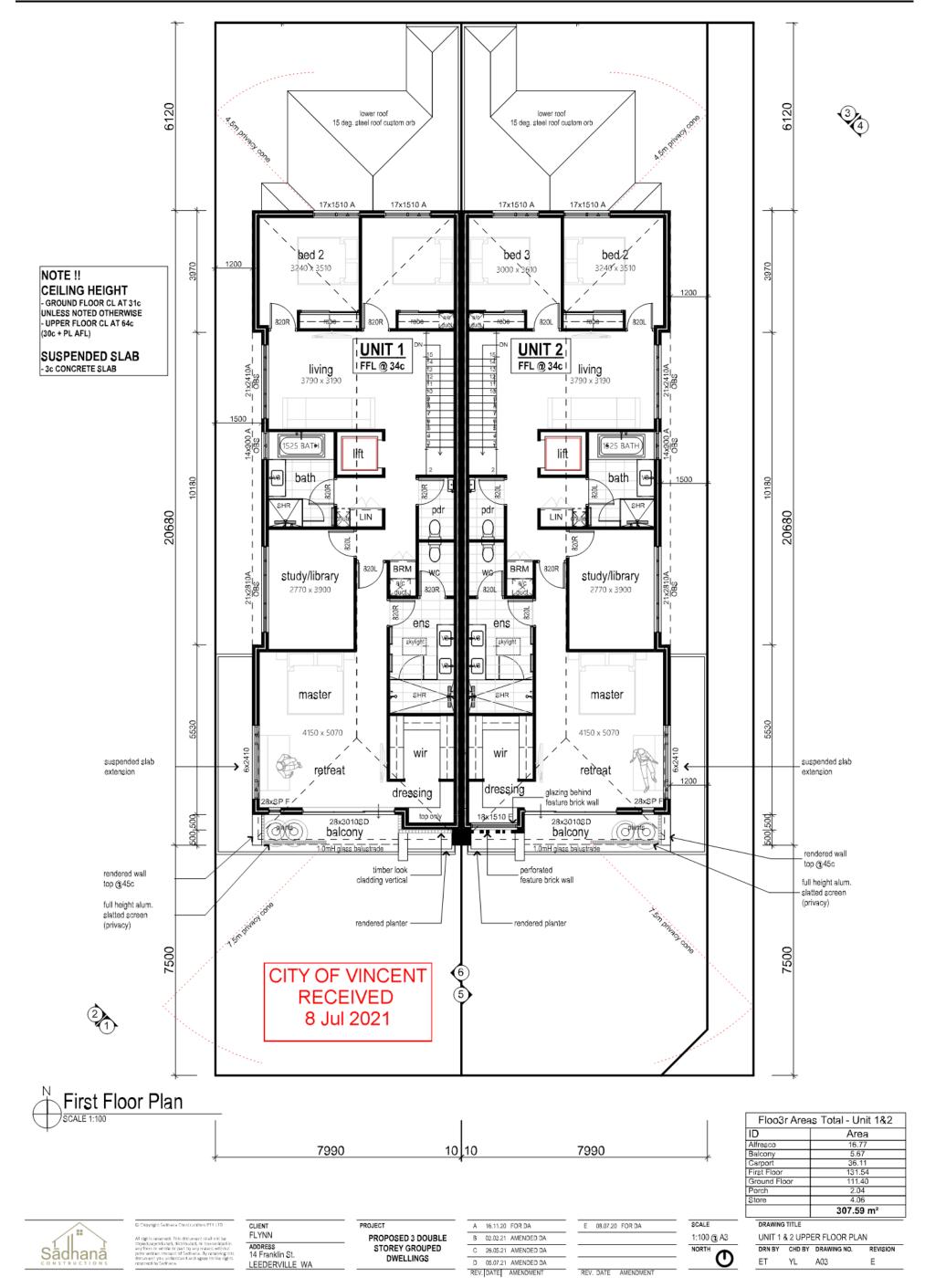


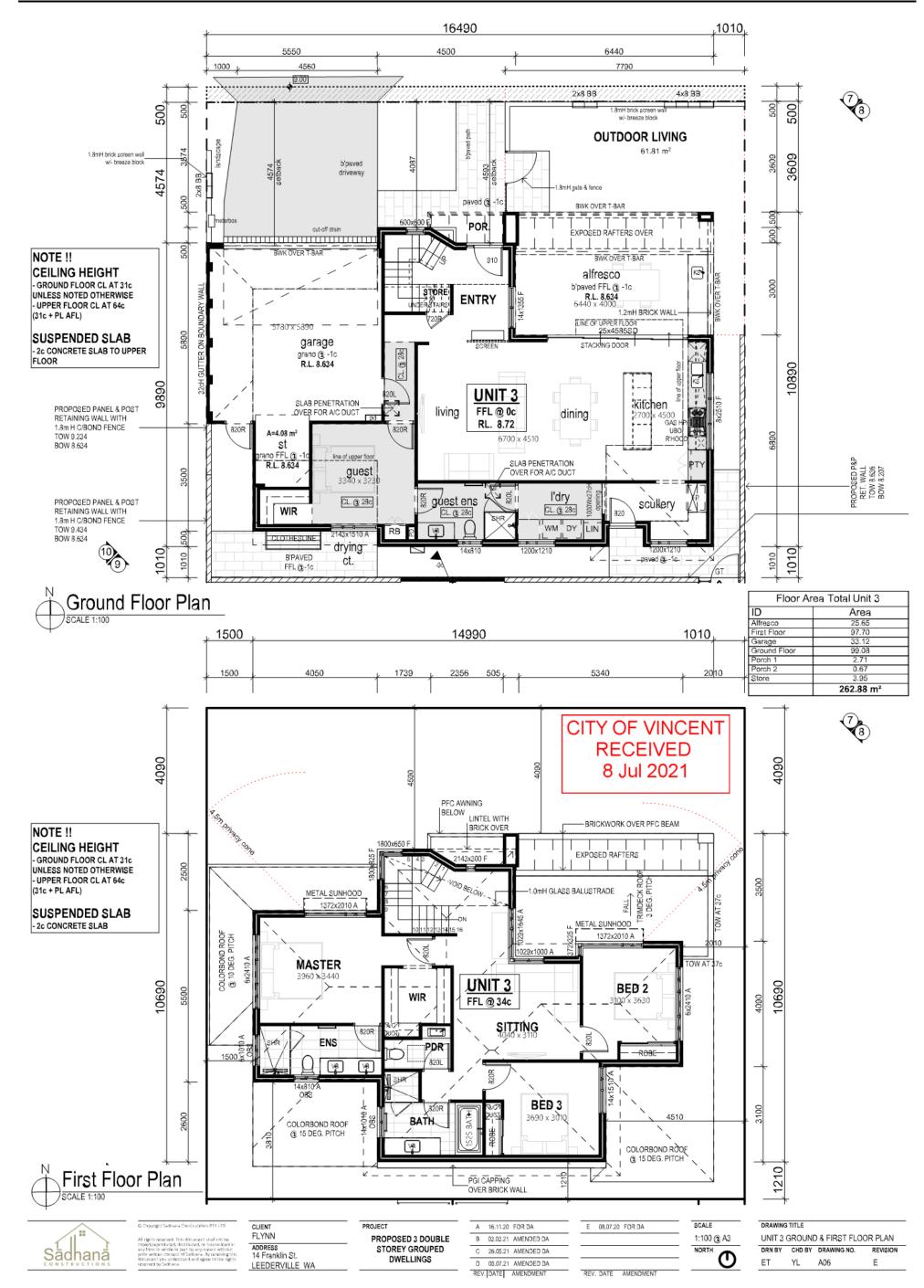


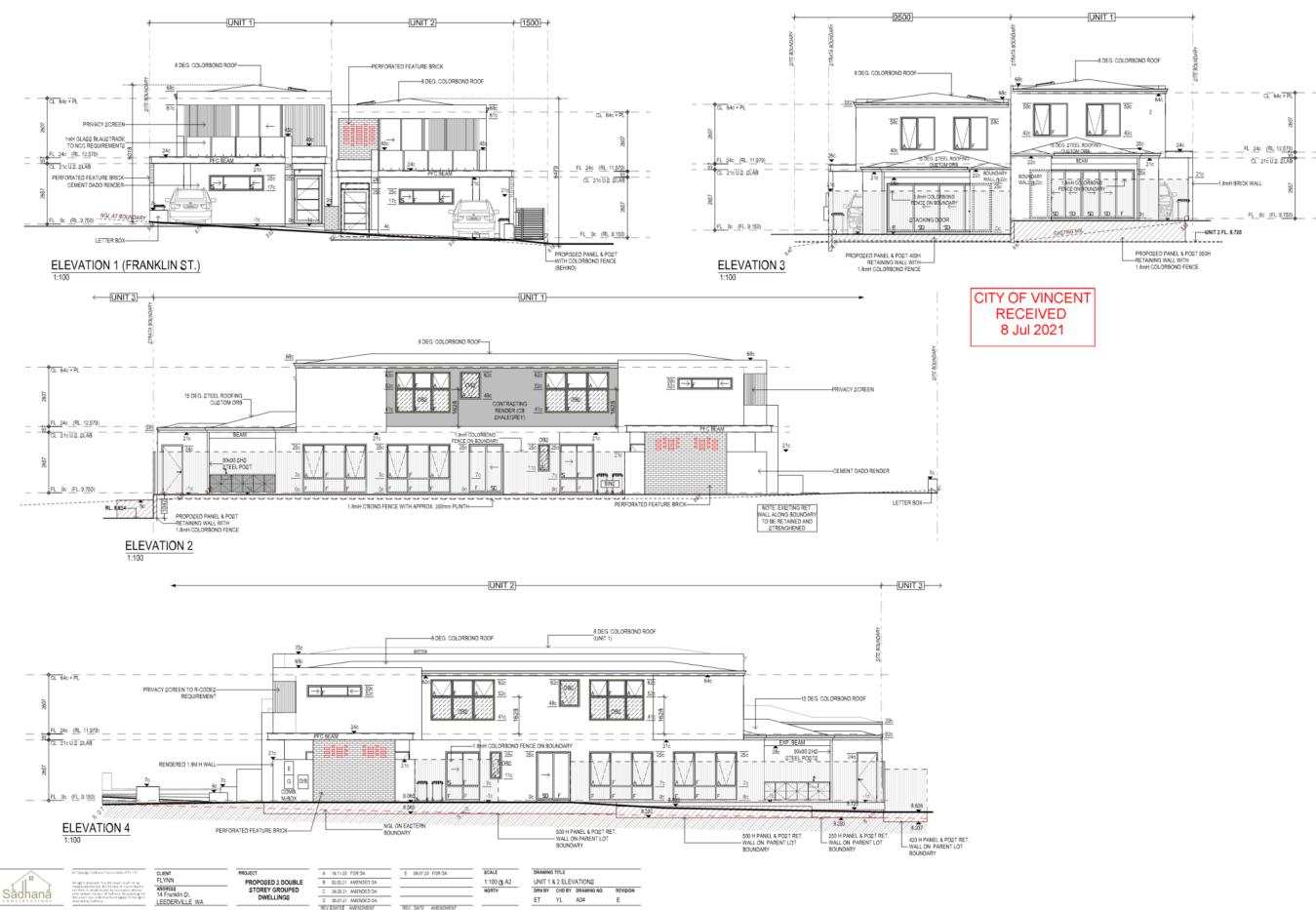


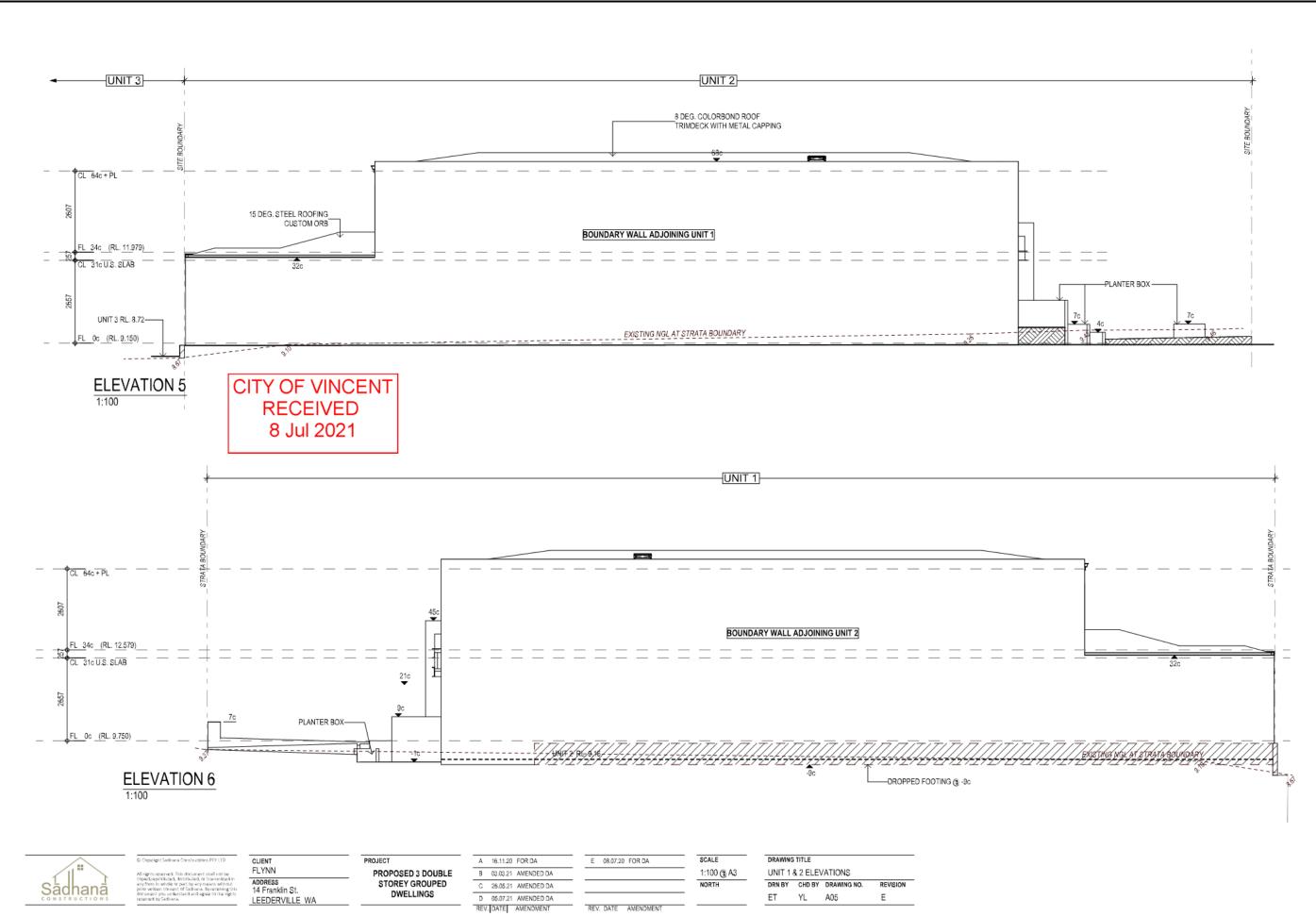


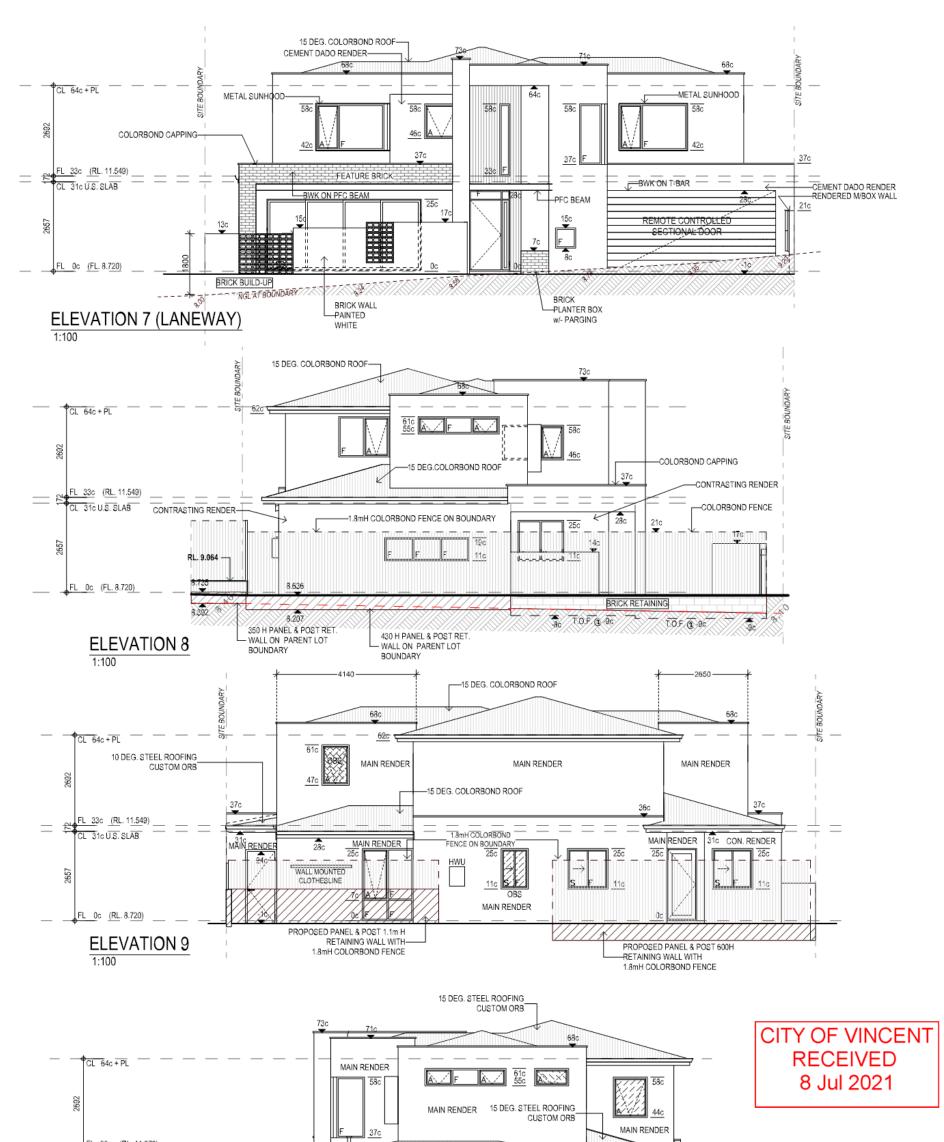


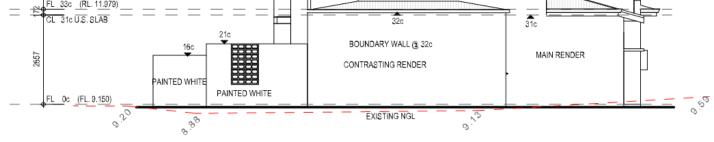






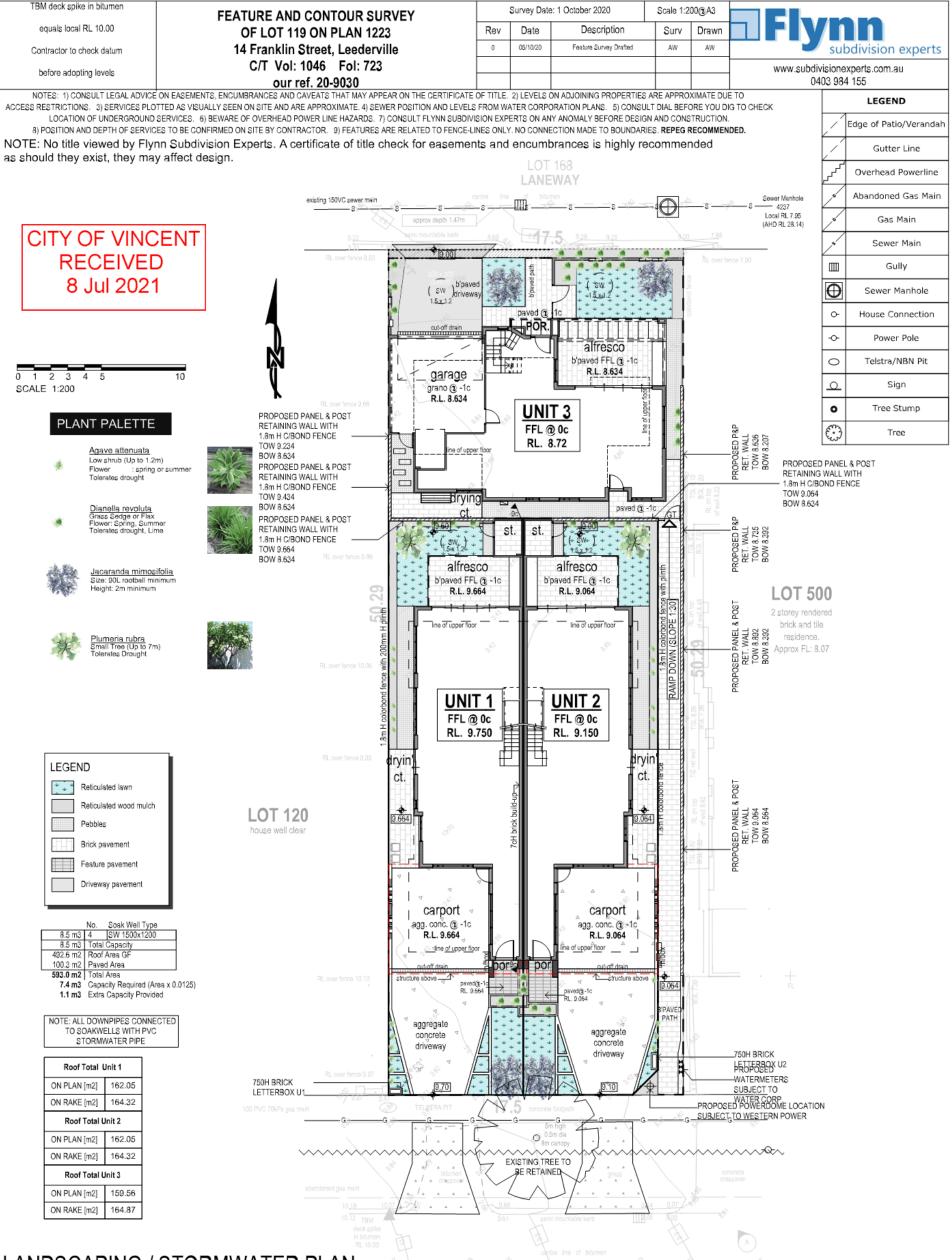








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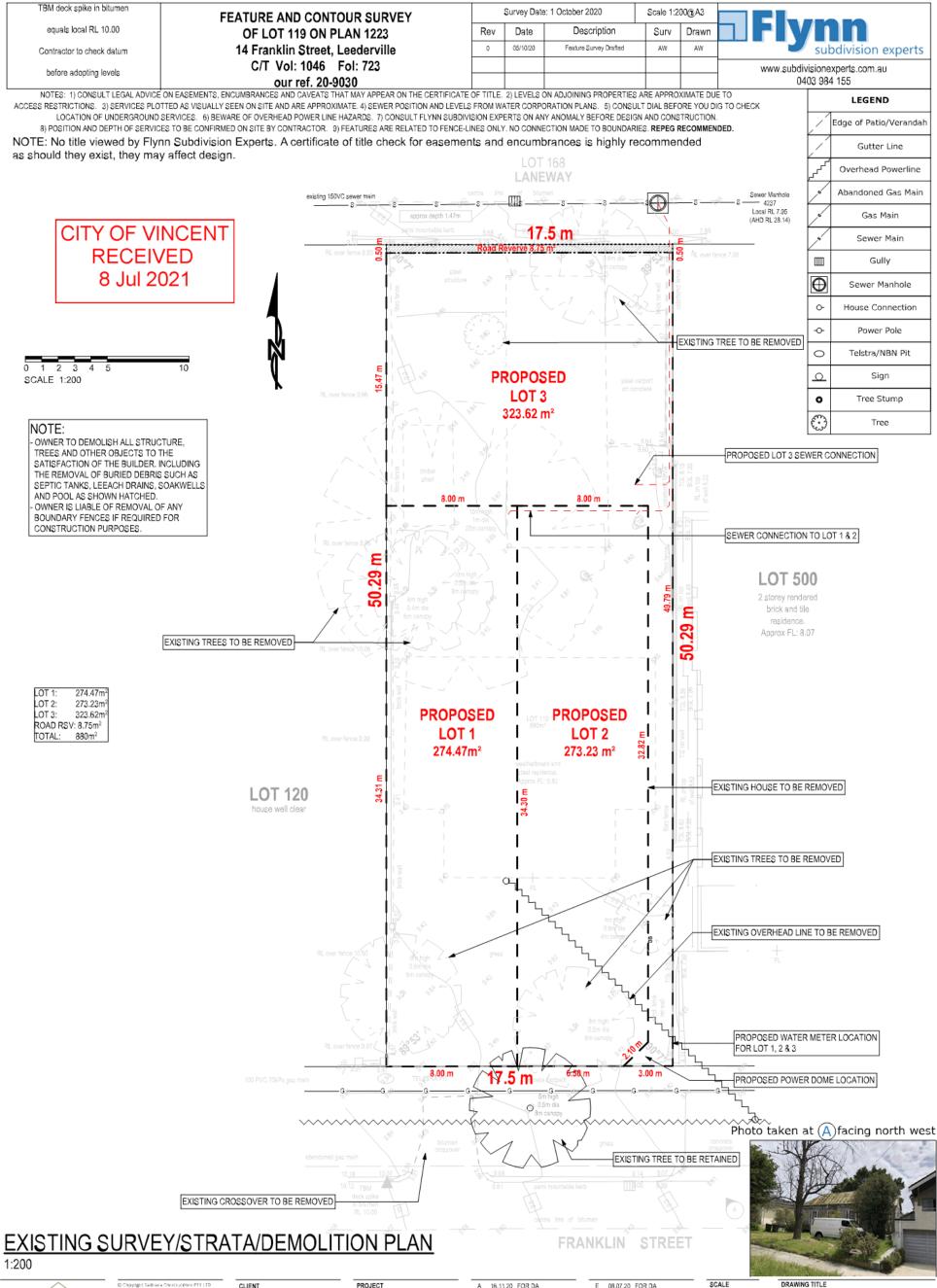


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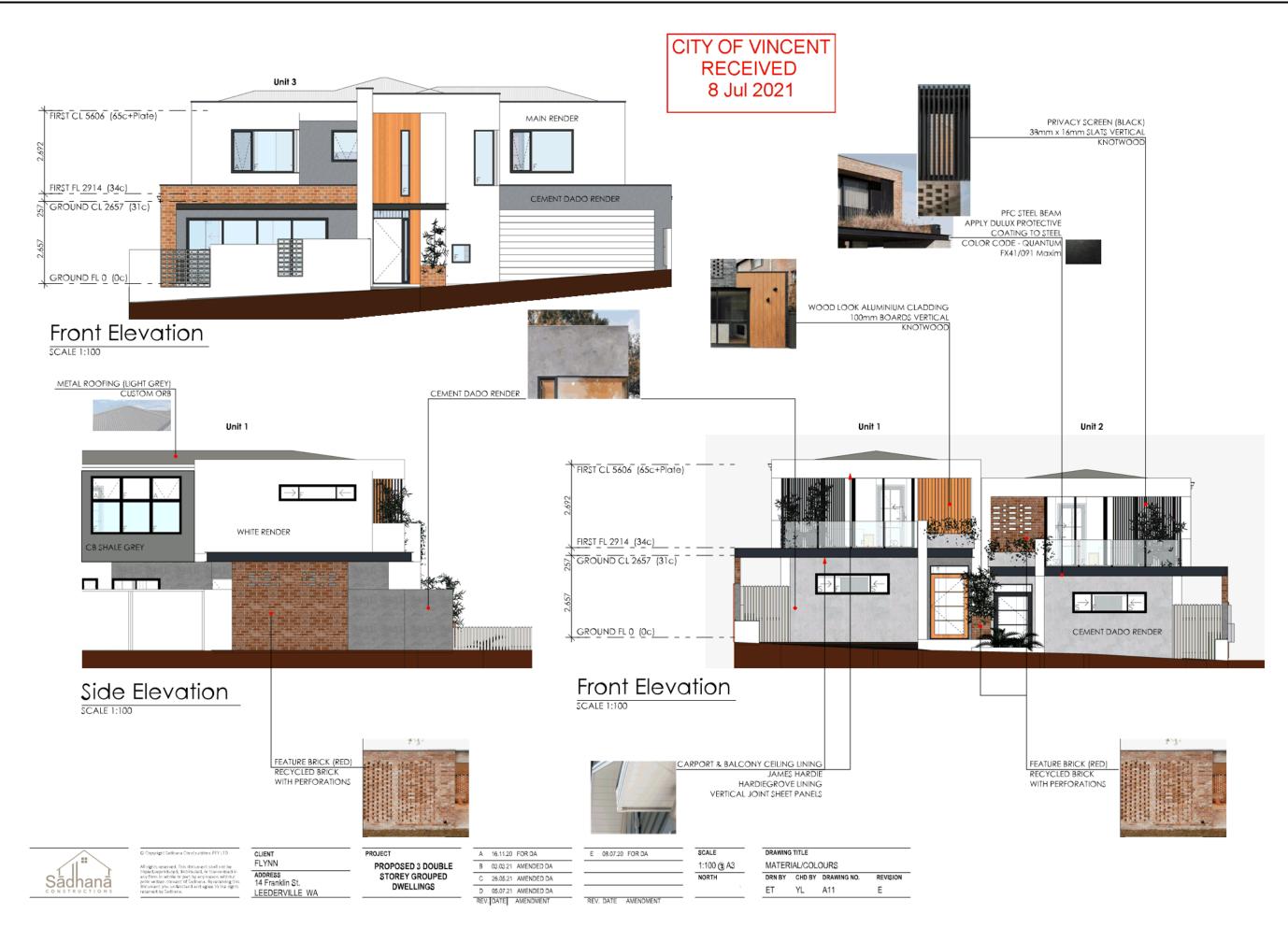
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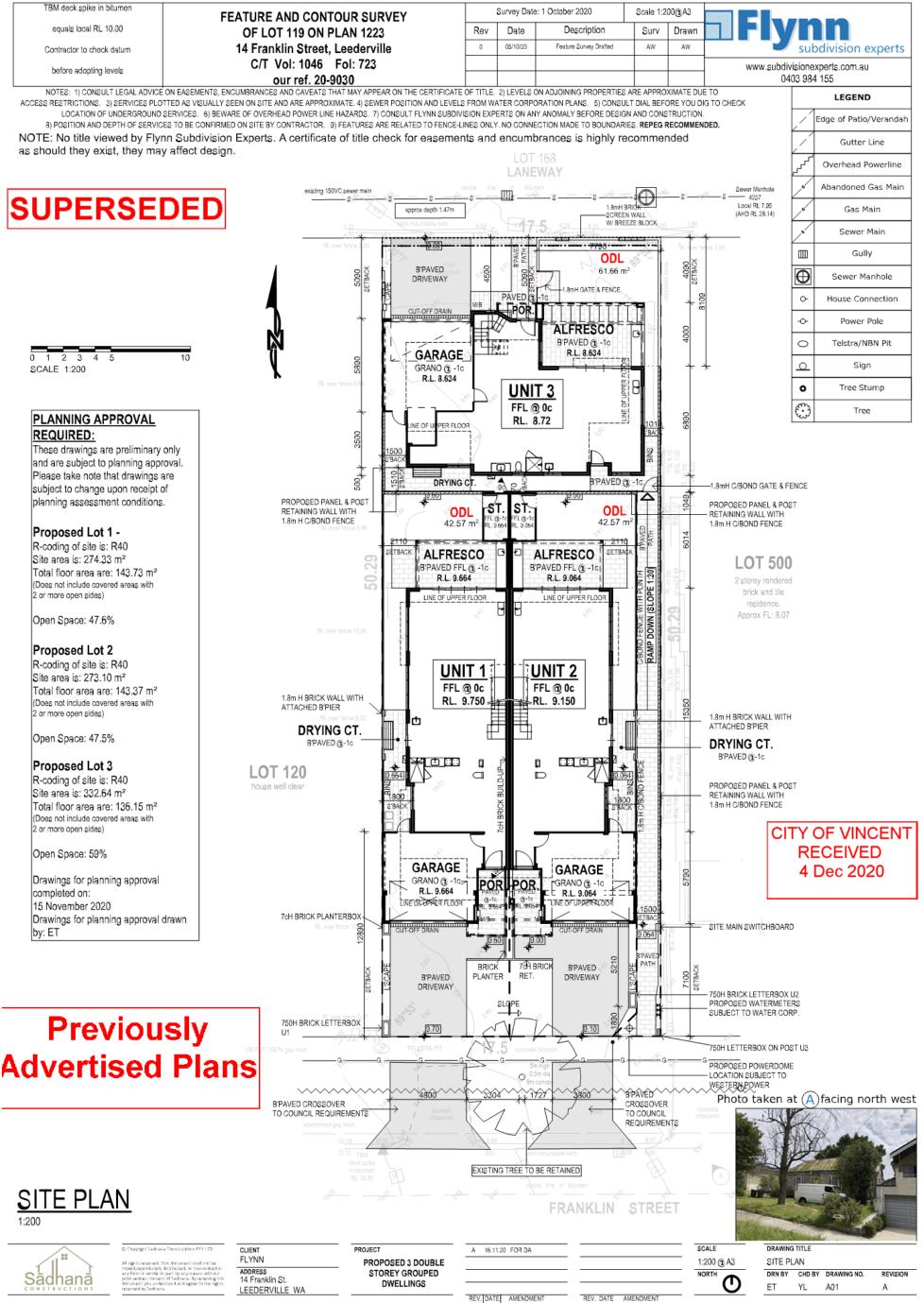
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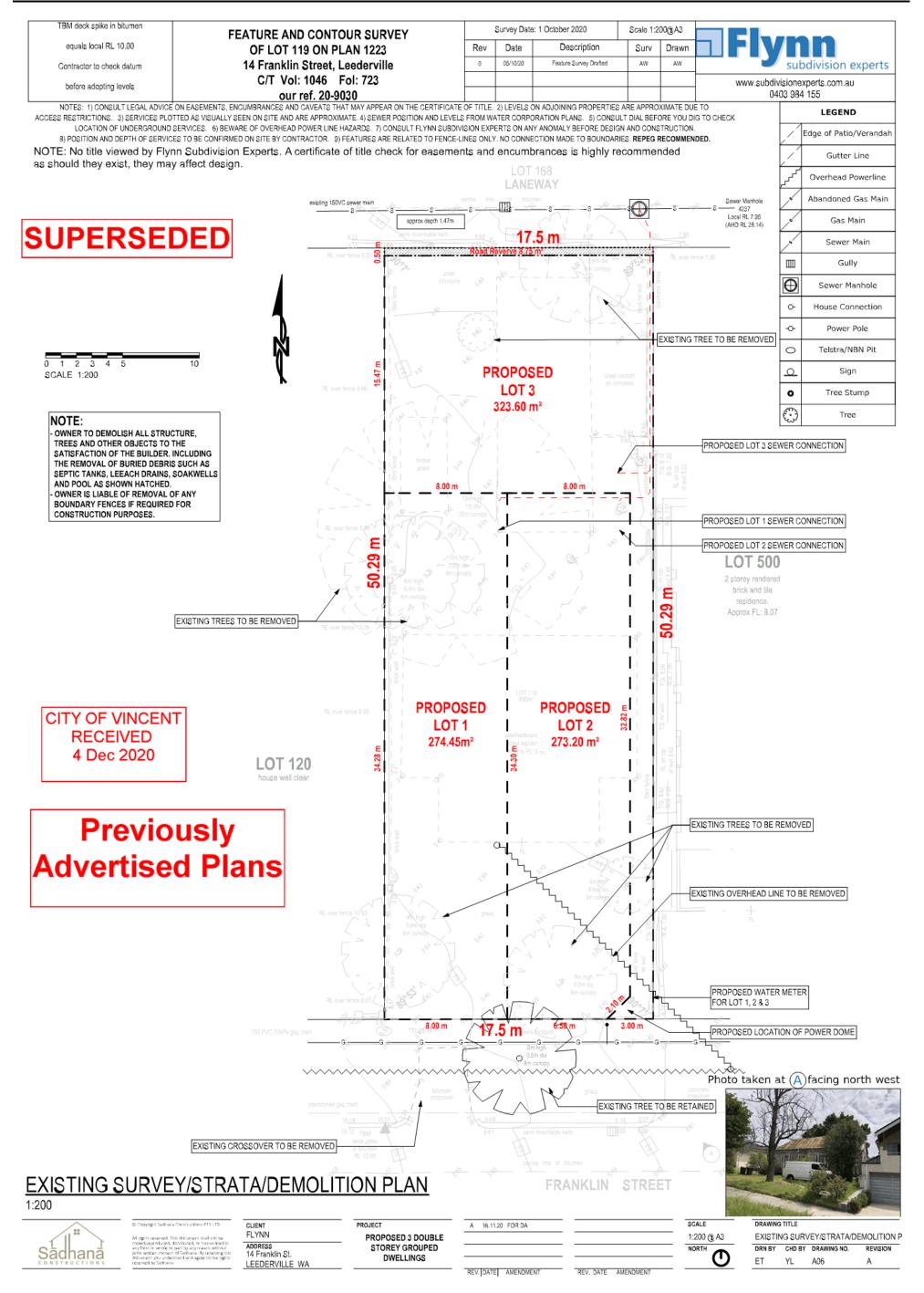
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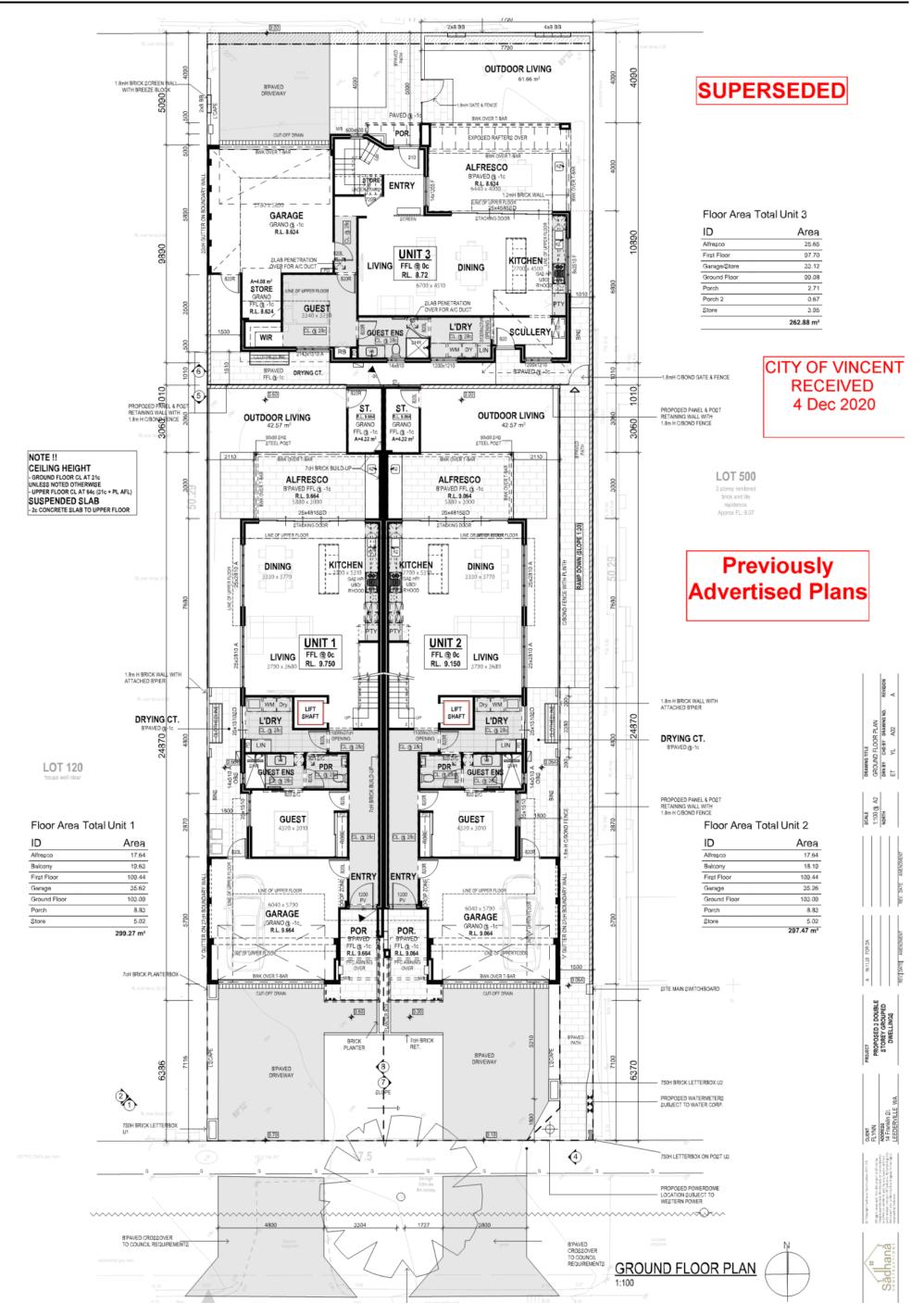
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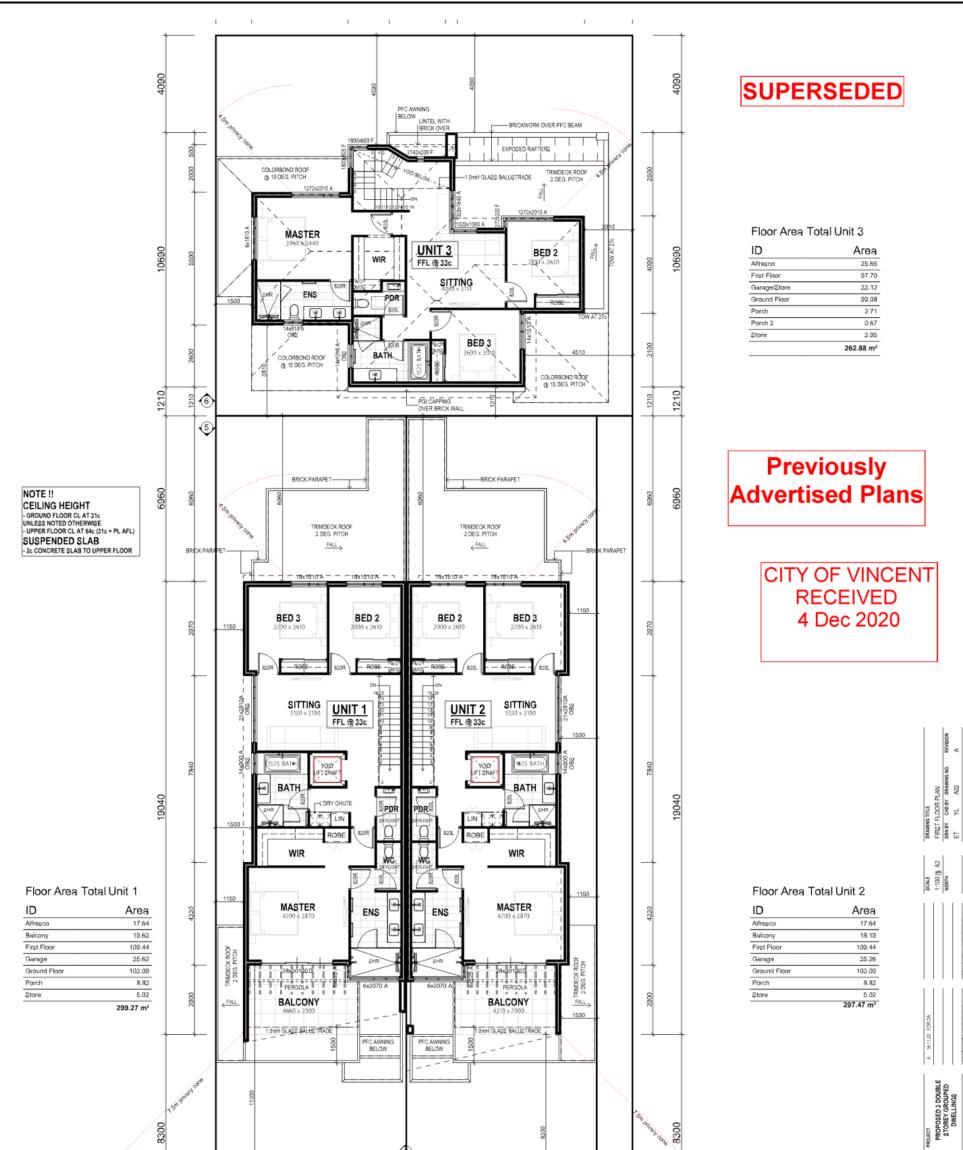
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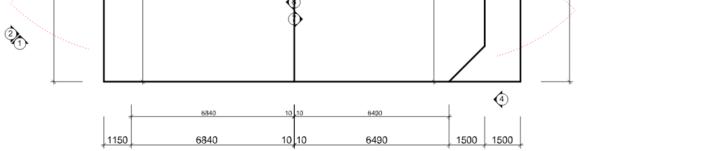








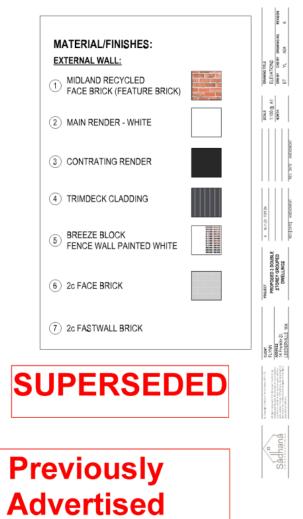




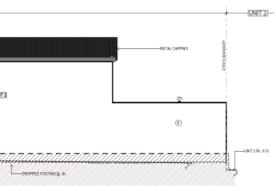


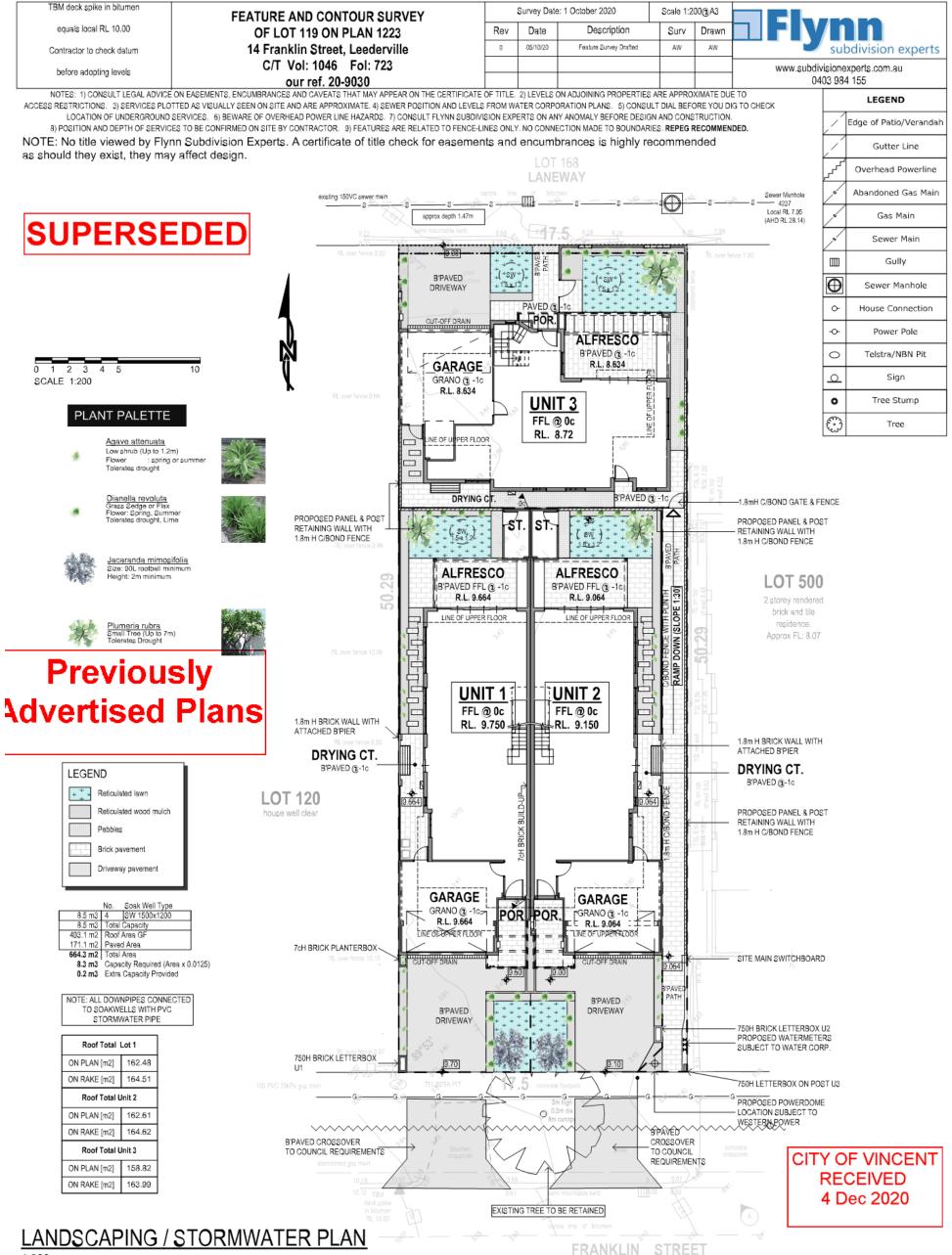












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PROPOSED RESIDENTIAL DEVELOPMENT

LOT 119 (NO.14) FRANKLIN ST, LEEDERVILLE

MAY 2021



FRANKLIN STREET





1 June 2021

Dear Dan,

NO.14 (LOT 119) FRANKLIN STREET, LEEDERVILLE THREE GROUPED DWELLINGS – REQUEST FOR INFORMATION

Thank you for your email received 20 January 2021 requesting further information relating to the proposed development currently lodged with the City of Vincent for development approval. A summary of the items raised is provided below:

ltem	Description	Response
1.	Site area – R-Codes 5.1.1	Approved by WAPC
2.	Street setback – R-Codes 5.1.2 / LPP7.1.1 clause 5.1	Amended with justification
3.	Lot boundary setbacks – R-Codes 5.1.3 / LPP7.1.1 clause 5.2	Amended with justification
4.	Open space – R-Codes 5.1.4	Amended to comply
5.	Building height – R-Codes 5.1.6 / LPP7.1.1 clause 5.3	Amended with justification
6.	Garages and carports – R-Codes 5.2.1 / LPP7.1.1 clause 5.4	Amended to comply
7.	Garage width – R-Codes 5.2.2 / LPP7.1.1 clause 5.5	Amended to comply
8.	Street walls and fences – R-Codes 5.2.4 / LPP7.1.1 clause 5.7	Amended to comply
9.	Sight lines – R-Codes 5.2.5	Amended to comply
10.	Landscaping – R-Codes 5.3.2 / LPP7.1.1 clause 5.9	Amended with justification
11.	Urban design study – LPP7.1.1 clause 5.12	Provided
12.	Additional information	Provided
13.	Design Review Panel comments	Amended as requested
14.	Community consultation (objections)	Concerns addressed

Further consideration has been given to address the concerns raised and amended plans have been prepared alongside justification to address the items raised for further information. Detailed responses on each individual item listed above is provided below.

1. SITE A	REA – R-CODES 5.1.1
RFI	Proposed average site area of 293.3m2 in lieu of 300m2 for an R30 site
	The City is unable to consider any variations to the minimum and average site areas as only the Western Australian Planning Commission (WAPC) has the authority to approve such variations. I understand that you have a concurrent subdivision application under assessment by the WAPC, can you please advise whether an outcome has been reached?

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

URBANISTA

2 STREET	SETBACK – R-CODES 5.1.2 / LPP7.1.1 CLAUSE 5.1				
RFI	 Proposed unit 1 and 2 ground floor primary street setback of 7.1m in lieu of 7.67m; 				
	 Proposed unit 2 roof primary street setback of 6.8m in lieu of 7.67m 				
	• Proposed unit 3 upper floor primary street setback 0.5m forward of the ground floor building line in lieu of being 2m behind.				
	 Proposed unit 1 and 2 porches protrude 1.3m into the primary street setback area without compensating open space behind the primary street setback line. 				
	The City will undertake community consultation in relation to these variations prior to forming a position.				
Respons	The following amendments have been made to the plans addressing the above items;				
e	 Unit 1 and 2 ground floor primary street increased from 7.1m to 8.0m. Unit 2 roof primary setback increased from 6.8m to 7.5m. 				
	The amendments result in a compliant ground floor for units 1 and 2, however the increased setback has resulted in the upper floor no longer achieving a 2.0m setback behind the ground floor. The associated design principles and housing objectives for street setback are as follows:				
	 P2.1 Buildings set back from street boundaries an appropriate distance to ensure they: contribute to, and are consistent with, an established streetscape; provide adequate privacy and open space for dwellings; accommodate site planning requirements such as parking, landscape and utilities; and allow safety clearances for easements for essential service corridors. 				
	 P2.2 Buildings mass and form that: uses design features to affect the size and scale of the building; uses appropriate minor projections that do not detract from the character of the streetscape; minimises the proportion of the façade at ground level taken up by building services, vehicle entries and parking supply, blank walls, servicing infrastructure access and meters and the like; and positively contributes to the prevailing or future development context and streetscape as outlined in the local planning framework. 				
	P5.1.1 Development which incorporates predominant features of the streetscape.				
	P5.1.2 Development which clearly distinguishes all upper floors from lower storeys to clearly distinguish the parts of the dwelling.				
	P5.1.3 Development which minimises the visual bulk of the buildings through articulation of larger wall lengths and the stepping back of upper storeys walls.				
	The proposed amended design has significantly altered the building façade of units 1 and 2, taking less influence from 12 Franklin and more influence from 13 Franklin Street which is considered a superior outcome. The proposed street setbacks are consistent with the two adjacent properties, neither of which represent outliers to the typical street setbacks for Franklin Street.				
	Level 1, 231 Bulwer Street, Perth, W.A. 6000 admin@urbanistaplanning.com.au urbanistaplanning.com.au				





Street setback comparison (MetroMap May 2021)

The roof form of both units has been modified to present as a concealed roof and presents consistently with the dwellings opposite at 13 Franklin. The increased upper floor setbacks ensure the two-storey height is not a dominant feature within the streetscape whilst still maintaining a high level of interaction and passive surveillance. The amendments have resulted in a considerable improvement to landscaping within the street setback area, through additional open space alongside hardstand reductions. The bulk of the upper floor has also been considerably reduced through inclusion of privacy screening in the walls presenting to adjacent properties, which improves outlook, access to daylight and ventilation, whilst also increasing articulation and visual interest to the elevation.



Original street elevation

Amended street elevation

The porch protrusion has been optimised to enhance the ground floor entrance point is sufficiently emphasised and framed with landscaping, achieving a clear legible point of entry and providing a strong element at the ground floor to balancing the upper floor presence.

The proposed unit 3 upper floor projecting forward of the ground floor is not of any impact to the right-of-way as there is no existing established streetscape character. It is unclear if the primary street upper floor setback requirement of the built form policy was intended to be applied to developments without frontage to a dedicated road as it is generally considered a positive feature to provide upper floors overlooking rights-of-way for passive surveillance to improve safety and reduce opportunities for concealment within these spaces.

3. LOT B	OUNDARY SETBACKS – R-CODES 5.1.3 / LPP7.1.1 CLAUSE 5.2
RFI	 U1 upper floor bed 3 west lot boundary setback of 1.15m in lieu of 1.3m
	• U1 upper floor balcony to master bed west lot boundary setback of 1.15m in lieu of 1.3m
	• U1 upper floor balcony to bed 3 (bulk) west lot boundary setback of 1.5m in lieu of 2.6m
	• U3 ground floor alfresco to scullery east lot boundary setback of 1.0m in lieu of 2.2m
	The City will undertake community consultation in relation to these variations prior to forming a position.
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3. LOT BOUNDARY SETBACKS - R-CODES 5.1.3 / LPP7.1.1 CLAUSE 5.2

The plans have been amended to reduce the upper floor wall heights no less than 6m through Response change in roof form. The ground floor alfresco and scullery wall height does not exceed 3.5m (and all habitable spaces will be screened by the dividing fence) and therefore does not require more than a 1.5m setback. The reduced setback requirements are as follows:

Variation	Proposed	Required (original)	Required (amended)
U1 upper floor bed 3 west lot boundary setback	1.15m	1.3m	1.2m
U1 upper floor balcony to master bed west lot boundary setback	1.15m	1.3m	1.2m
U1 upper floor balcony to bed 3 (bulk) west lot boundary setback	1.5m	2.6m	2.4m
U3 ground floor alfresco to scullery east lot boundary setback	1.0m	2.2m	1.5m

The associated design principles and housing objectives are as follows:

P3.1 Buildings set back from lot boundaries or adjacent buildings on the same lot so as to:

- reduce impacts of building bulk on adjoining properties;
 - provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and
 - minimise the extent of overlooking and resultant loss of privacy on adjoining properties.
- P5.2.1 Development which preserves and enhances the visual character of the existing streetscape by considering building setbacks.

With the reduced wall heights proposed, the setbacks are generally consistent with that existing and typically expected within the R30 coded residential area. The impact of bulk is moderated through a number of features including the varied setbacks across the wall length, contrasting finish with the ground floor, numerous and larger windows to reduce the visual presence of the wall into smaller elements, and replacement balcony side wall has also been modified to include screening rather than solid wall which further reduces bulk whilst also improving amenity to the future residents with improved light and ventilation.



Amended unit 1 west elevation

The eastern elevation of the adjacent property includes at least two windows; however the nature of the associated rooms is unclear. The front room includes a window facing the street to allow for daylight, and this also appears to be the case for the back room. Therefor a minor reduction in daylight is not considered to have any undue impact. Ventilation will not be unduly impacted with a building separation of approximately 2-3m achieved between developments; typical within a twostorey setting and also reflective of existing setback pattens in the street. The setback variation

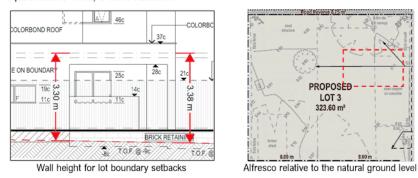
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3. LOT BOUNDARY SETBACKS - R-CODES 5.1.3 / LPP7.1.1 CLAUSE 5.2

also does not result in any visual privacy impacts as all openings comply with screening requirements.

The variation relating to the ground floor alfresco area is considered incorrect, as the natural ground level to ceiling height is no greater than 3.5m at any point along the boundary, nor is the finished floor level more than 0.5m above the natural ground level at any point, accordingly the setback requirement is 1.5m; a 0.5m variation.

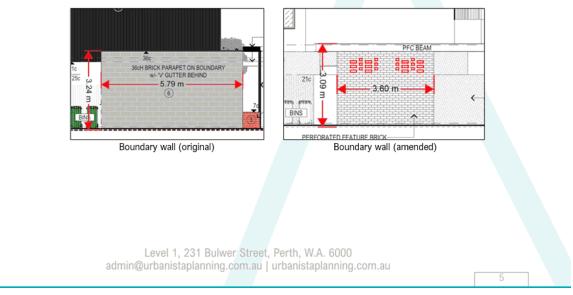


The extent of impact for the reduced setback is minimal, the wall is adjacent to an open area with virtually unencumbered access to light and ventilation, the visual impact of the wall will be minimal, further reduced by portion of the wall relating to an alfresco area which is open in nature and will also be largely screened by a 1.8m high dividing fence. As the finished floor levels closely align with the finished ground levels there will also not be any privacy impacts once the dividing fence is erected.

Proposed unit 1 garage boundary wall with an average height of 3.3m in lieu of 3.0m permitted to the western lot boundary.

The City will undertake community consultation in relation to these variations prior to forming a position.

The boundary wall has been amended, reduced in height and length as part of the changes to replace the proposed garages with carports. The wall length and height have been reduced to 3.6m and 3.1m respectively. There is limited scope for impact, as there appears to be only one window which will be adjacent to the wall on the affected property, and this room also includes significant windows within the façade, which will mitigate potential loss of light and ventilation as a result of the boundary wall. The adjacent space is otherwise inactive and does not provide any function for the dwelling.



RFI

Response



3. LOT BOUNDARY SETBACKS - R-CODES 5.1.3 / LPP7.1.1 CLAUSE 5.2



Interface between 14 and 18 Franklin Street

As of 1 July 2021 boundary wall average calculations will be removed, maintaining only maximum boundary wall height requirements, thereby the boundary wall proposed will be deemed-to-comply.

4. OPEN SPACE – R-CODES 5.1.4

• Proposed unit 1 open space of 43.3% in lieu of 45%.

• Proposed unit 2 open space of 43% in lieu of 45%

The City will undertake community consultation in relation to these variations prior to forming a position.

Response

RFI

onse The amended plans have increased open space on site, with every lot now exceeding the deemedto-comply requirements, and the net open space 5% above the deemed-to-comply requirement. A revised open space calculation is provided below.

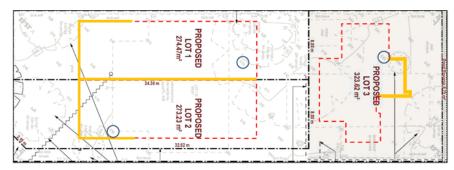
Lot	Area	Built area	Open space
1	274.47m ²	146m²	46.8%
2	273.23m ²	146m²	46.6%
3	323.62m ²	139m²	57.0%
Total	871.32m ²	431m²	50.5%

RFI	• Proposed unit 1 with a skillion roof height of 6.5m to the low side and 7.3m to the high side in lieu of 6m and 7m permitted respectively.					
	Please review the proposal and advise whether there is any opportunity to reduce the finished floor level of this unit to reduce the extent of the building height variation.					
	Propo	sed unit 2 with	a skillion roof heig	ht of 6.2m to the	e low side in lieu of	f 6m permitted.
	 Proposed unit 2 with a skillion roof height of 6.2m to the low side in lieu of 6m permitted. The City will undertake community consultation in relation to this variations prior to forming a position. 					
	position.					
Response	The amen stipulates	the natural gr	has resulted in co ound level where a can be cross refer	6m building hei	ght would result b	ased off of the wa
Response	The amen stipulates heights pi	the natural gr	ound level where a	6m building hei	ght would result b	ased off of the wa
Response	The amen stipulates heights pi height.	the natural gr roposed which	ound level where a can be cross refer	6m building hei enced against th	ght would result be e diagram below to	ased off of the wa determine buildin
Response	The amen stipulates heights pi height.	the natural gr roposed which FFL	ound level where a can be cross refer Wall height 1	6m building hei enced against th NGL for 6m	ght would result be e diagram below to Wall height 2	ased off of the wa determine buildin NGL for 6m

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5. BUILDING HEIGHT - R-CODES 5.1.6 / LPP7.1.1 CLAUSE 5.3



Wall height 1 (red) / Wall height 2 (orange) / Highest point of building (blue)

In light of the above, the greatest building heights been circled and are noted above;

- Lot 1: 6.306m
- Lot 2: 6.074m
- Lot 3: 6.168m

The building heights are predominantly within the 6.0m building height, with small sections of variation, at most 0.3m. The design principles and housing objectives for building height are as follows:

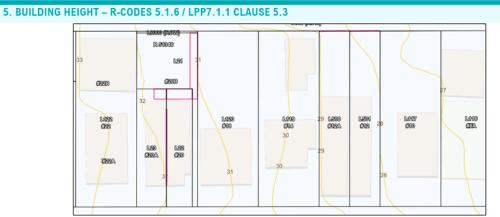
- P6 Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape, including road reserves and public open space reserves; and where appropriate maintains:
 - adequate access to direct sun into buildings and appurtenant open spaces;
 - adequate daylight to major openings into habitable rooms; and
 - access to views of significance.
- P5.3.1 Buildings which respond and contribute to neighbourhood context and streetscape character, and do not overwhelm or dominate existing development.
- P5.3.2 Design which is complimentary to existing developments.
- P5.3.3 Development that considers and responds to the natural features of the site and requires minimal excavation/fill.
- P5.3.4 Design which minimises overlooking and overshadowing.
- P5.3.5 Development which preserves and enhances the visual character of the existing streetscape by considering building bulk and scale.

As the wall heights of lot 1 and 2 present to the street as concealed roofs, the development will appear considerably less than the 7.0m height typically associated with this built form. The greatest variation of 0.3m (lot 1) is likely to be perceived from the adjacent property as compliant height when considering the natural topography of the area with levels continuing to increase to the west. The site survey indicates a 0.5m - 0.6m difference in ground level, which would mean that the building height of the wall as viewed from the adjacent site will be less than 6m.

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Topographical levels of the subject and adjacent sites

Unit 2 and 3 also present minor building height variations less than 0.2m and likely to be indistinguishable form a compliant 6.0m high wall. It is acknowledged that due to the slope down to the east, that as viewed from the adjacent site at 12A Franklin the height will be greater, however the impact of this height will be mitigated to a greater extent as the pedestrian access way creates a greater setback effectively double that provided to the west.

The dwelling to the east is also double storey in height and will assist in reducing the apparent height of the eastern wall of unit 2. Windows along the western elevation of 12A Franklin are high light to prevent privacy encroachments, however this will also limit the scope for impact from the increased wall height proposed at 14 Franklin. The height of the windows will mean that outlook and access to daylight is unlikely to have any tangible impact, and privacy will also not be affected.

Overall the height variations are relatively minor, and as viewed from the street are entirely in line with the desired streetscape outcome. The proposal is similar in bulk and scale to other recent two-storey developments within the street, and therefore consistent in character with the emerging streetscape.

6. GARAGE	S AND CARPORTS – R-CODES 5.2.1 / LPP7.1.1 CLAUSE 5.4
RFI	• Proposed unit 1 and 2 garages are the predominant building line of the dwelling rather than being setback 0.5m behind the predominant building line.
	The City will undertake community consultation in relation to this variations prior to forming a position.
Response	The garages have been removed from units 1 and 2, replaced with open car parking bays below the upper floor.
7. GARAGE	WIDTH – R-CODES 5.2.2 / LPP7.1.1 CLAUSE 5.5
• Proposed unit 1 and 2 garage width of 69.1% in lieu of 50% permitted.	
	The City will undertake community consultation in relation to this variations prior to forming a position.
Response	As noted above, the garages have been removed from the proposal and replaced with open car parking bays below the upper floor.
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AND FENCES – R-CODES 5.2.4 / LPP7.1.1 CLAUSE 5.7
roposed unit 3 front fence with a maximum solid wall height of 2m in lieu of 1.8m permitted.
oposed unit 3 front fence is within the ROW widening area.
e provide amended plans to address these issues.
street fence for unit 3 has been amended to no greater than 1.8m and relocated to no ach the required right of way widening area.
R-CODES 5.2.5
roposed unit 3 driveway setback 0.6m in lieu of 1m from the side boundary for sight lines.
e provide amended plans to address this issue.
nit 3 driveway has been amended to achieve a 1.0m setback from the side boundary.
G – R-CODES 5.3.2 / LPP7.1.1 CLAUSE 5.9
oposed 10.5% deep soil zone areas in lieu of 12% required.
oposed 15.5% mature canopy coverage in lieu of 30%
oted that there is an existing mature tree in the north eastern corner of the site that does no ar to be in conflict with the unit 3 building envelope. Could you please confirm whether i I be feasible to retain this existing tree.
dscaping plan is attached with submission, demonstrating an improved landscape treatments init 2 and 3 driveways are tapered to increase the area of DSA within the front setback and to nmodate new tree plantings. Native or endemic species are used throughout to minimise consumption and to benefit local ecosystems. Across the development site a total 13.2% soil zone is now achieved.
easibility of retaining the tree within the north-east corner of the site is not considered feasible nt of the required right of way widening and proposed street wall. The footing of the stree s likely to result in considerable damage to the structural root system of the tree, and risk icantly increased risk of tree failure. In the circumstances it is considered a better long-term in to replace the tree.
a are limited opportunities for planting of additional trees on site to further increase mature by coverage, as a considerable portion of open space does not achieve appropriate asions to accommodate healthy tree growth. The tree variety initially proposed within the uni- bet setback area has been replaced with a larger variety to provide more substantial canopy the to the right of way. As noted in the City's built form policy, the landscaping requirements of deemed-to-comply unless WAPC approval has been granted. The proposed landscaping is dered to achieve well above the R-Codes deemed-to-comply requirements, providing a ve outcome with canopy cover across the site to avoid large areas of uninterrupted hardstand uilt form.
N STUDY – LPP7.1.1 CLAUSE 5.12
rban Design Study is required to be submitted and must consider all of the Local Housing trives of Clause 1.9 of the Built Form Policy. The urban design study shall incorporate ings, 3D studies, and diagrams which interpret the development site's context into rtunities and constraints to generate early design parameters. The elements of the urban in study are based on Appendix 1 – Design Principles of the Built Form Policy. Please refer to tached Urban Design Study template to assist in satisfying this requirement. The City's Built Policy seeks to facilitate development which enhances and preserves the established tscape.
t

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11. URBAN DESIGN STUDY – LPP7.1.1 CLAUSE 5.12

Response An urban design study has been prepared and is attached to this submission.

12. ADDITIONAL INFORMATION

RFI	Please be advised that the application has been referred to the City's Technical Services team in relation to the manoeuvring space proposed for the unit 3 garage. Once comments have been received you will be contacted via email to address any concerns raised.
Response	No comments were received, however the crossover and sight lines have been amended to meet the City's requirements.
RFI	Please provide top of wall heights for all proposed retaining walls.

Response The plans have been updated to include top of wall heights.

13. DESIGN REVIEW PANEL COMMENTS

RFI The proposed plans have been reviewed by a member of the City's DRP numerous times; 22 March 2021, 8 April 2021 (meeting), and the latest comments received from Dan on 14 May 2021. The plans have undergone significant improvement to address the concerns raised; majority of the latest DRP comments are supportive, comments noting potential improvements are as follows; The depth of the porch to the rendered planter which seems overly generous and could be • reduced slightly to further increase landscaping opportunities in the primary street area. The surface treatment to this area could also be changed to a more pedestrian finish (such as cobblestones or similar), differentiating it from the driveway finish to improve way-finding and soften the large expanse of concrete in the primary street area. The planter adjacent to the porch appears quite narrow and could be widened to allow for more • flexibility in planting options. The brickwork hit-miss pattern proposed would be improved if it was a more consistent grid pattern as per the reference images provided on the Materials and Colours Plan. Consider colouring the lower rendered walls, including the guest wall fronting Franklin Street, in grey or cement dado to provide a darker/heavier expression of lower elements. This would form a base for the lighter upper floor and tie in with the contemporary development opposite. The vertical pillar is not annotated on the upper floor plan. The area of balcony in front of the WIR is narrow and does not serve a functional purpose. Not providing a different expression here to signify entry appears to be a missed opportunity. Consider a narrow planter bed in this location, with the blade wall terminating at the top of the planter. This would also provide improved amenity to the balcony. Response The following adjustments have been made to address the above suggestions; Porch depth reduced to allow for increased landscaping in the street setback area. Alternate paving provided for porch area to distinguish it from the driveway. Planter box opposite porch has been increased in depth. Brickwork hit and miss pattern amended to a consistent pattern. Lower rendered walls amended to cement dado. Upper floor plan updated to indicate vertical pillar. Balcony in front of WIR amended to a planter box. • 13. COMMUNITY CONSULTATION (OBJECTIONS)

Site area

• Concerns that the development does not comply with the R Codes Clause 5.1.1 (Site Area) which requires an average lot size of 300 square metres for an R30 site.

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U R B A N I S T A

13. COMMUNIT	Y CONSULTATION (OBJECTIONS)
	• Concerns that the proposed three grouped dwelling development would be out of context with existing development along Franklin Street.
Response	The streetscape interaction is two side by side dwellings, which matches numerous other infill development examples along Franklin Street. The third dwelling will only be visible from the right of way and therefore will not impact on streetscape character or amenity. The site areas have been approved by the WAPC.
	• Concerns that the proposed garages would dominate the streetscape.
04	 Concerns that the increased hardstand and reduced green verge area would have an environmental impact through the retention of latent solar heat as well as result in a poor aesthetic outcome.
Streetscape	• Concerns that the proposed reduced street setback in conjunction with the proposed garage width would be inconsistent with, and dominate, the Franklin Street streetscape.
	• Concerns in relation to overshadowing of Franklin Street as a result of the reduced street setback.
Response	The garages have been removed and replaced with open car bays and improved ground floor interaction. The design has been amended to increase landscaping within the street setback area as far as practical (accounting for vehicle access requirements), and the street tree is to be retained. Street setbacks have also been increased and are consistent with adjacent properties.
	 Concerns in relation to the impacts of building bulk, overlooking and access to sunlight and ventilation for the adjoining western property as a result of the proposed Unit 1 upper floor lot boundary setback departures.
Lot boundary setback	 Concerns in relation to the impacts of building bulk and access to natural sunlight and ventilation for the adjoining eastern properties as a result of the proposed Unit 3 ground floor lot boundary setback departure.
	• Concerns that the Unit 3 upper floor walls would not be setback from the adjoining eastern property 2 metres behind the ground floor building line.
	The development will have minimal impact on sunlight access given its southern boundary is to Franklin Street. The setbacks provided are consistent with that typically provided within an R30 area and will be sufficient to allow for daylight and ventilation between buildings. Impacts of building bulk have been addressed through building articulation and reduced building heights.
Respons e	The unit 3 ground floor lot boundary setback of 1.0m is sufficient to mitigate impacts at the ground level and will not have any significant impacts on the adjacent property; visual privacy is addressed through the dividing fence. Maintaining an upper floor setback of 2.0m behind the ground floor as the unit 3 presents to a right of way with no existing established streetscape. Generally a nil setback to the ground floor is considered appropriate when fronting a right of way to improve effective use of space on a shallow lot and improve interaction and surveillance with the right of way.
0	• Concerns that the overall building bulk and number of dwellings proposed would result in an overdevelopment of the site.
Open space	• Concerns that the reduced open space impacts the amount of landscaping and greenery that is able to be provided on-site.
Response	The building footprint has been reduced and all dwellings now meet deemed-to-comply requirements for open space. Across all three dwellings the net open space is 5% greater
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Item 5.1- Attachment 5

13. COMMUNITY CONSULTATION (OBJECTIONS) than that required. Five trees have been incorporated into the development, occupying locations where there is sufficient space to allow for healthy growth to maturity. Building Concerns that the proposed building height departures in conjunction with all other departures results in an overdevelopment of the site. height The roof form and building height of the development has been amended to reduce building heights. The greatest variation is not 0.3m and is located centrally on site. Majority of the Response development now complies with building height requirements, and it is noted that as of 2 July 2021 the building height allowances will increase by 1.0m, which will result in the entire development being lower than the permitted building height. Concerns that Unit 3 does not provide any on-site visitor car parking and that this would Car parking increase the number of cars parked along the Franklin Street verge. There is no requirement for visitor parking. Visitors will be able to park within Franklin Street Response and access the dwelling via the pedestrian access way. Query how the difference in natural ground level between the subject site and adjoining Retaining western property would be dealt with where there are no boundary walls or retaining walls proposed. Retaining will be provided to address the level difference, wall locations and heights have Response been indicated on the revised plans. Concerns that the Unit 3 upper floor bedroom 3 and sitting room windows overlook the adjoining eastern properties outdoor living areas and pools and reduce privacy for these dwellings. Request that these windows be fixed and screened to a height of 1.65 metres above finished floor level. Visual privacy Concerns that the Unit 3 design and setbacks results in significant privacy issues and overlooking into the backyards of the properties to the north on the opposite side of the right of way (laneway). Request that all north facing windows be obscured. All windows fully comply with the deemed-to-comply requirements for visual privacy. Response Concerns that the Unit 3 bin storage area is located adjacent to the adjoining eastern Bin storage properties outdoor living area. This is a common and acceptable outcome within a residential setting. Response Concerns that no consideration has been given to compliance with the Built Form Policy ESD requirements relating to Environmentally Sustainable Design. An environmental sustainability design assessment has been undertaken for the proposal to Response ensure the development meets the City's requirements. Request that the new dividing fence along the eastern lot boundary match the height and **Dividing fence** colour of the existing Colourbond fence. Not is not a planning matter and is to be resolved between the property owners. Response Request that the developer pay for and supply the adjoining eastern property owner with Dilapidation a dilapidation report from a company of their choice prior to works commencing, and report agree to remedy and damage to this property during construction. This is considered excessive and would be unusual for a relatively small-scale development Response with minimal changes to site levels.

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CONCLUSION

The proposed development has undergone considerable design change to improve its streetscape interface and reduce impacts to adjacent properties. The revised design is supported by the City's Design Review Panel and will represent a considerable from that currently existing on site. The development will be a welcome addition to the locality, we look forward to working with the City to reach an amicable and timely solution in development approval.

Should you have any question in relation to the details provided in this submission, please contact Steven DePiazzi on or

Yours sincerely,

Steven DePiazzi | **Senior Urban Planner** Urbanista Town Planning 231 Bulwer Street, Perth

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Item 5.1- Attachment 5

The tables below summarise the comments received during the first advertising period of the proposal (22 January 2021 – 5 February 2021), together with Administration's response to each comment.

Comments Received in Support:	Administration's Response:
Gentrification	
The existing property at No. 14 Franklin Street is an eye sore and redevelopment is welcomed.	Noted.
Car Parking	
Support the proposed double garages given that the number of cars parked along Franklin Street is already a concern, especially when there are weddings or funerals at the nearby church.	Noted.
Comments Received in Objection:	Administration's Response:
Lot Boundary Setback	
 Impacts of building bulk, overlooking and access to sunlight and ventilation for the adjoining western property as a result of the proposed Unit 1 first floor lot boundary setback departures. Impacts of building bulk and access to natural sunlight and ventilation for the adjoining eastern properties as a result of the proposed Unit 3 ground floor lot boundary setback departure. 	21.3 percent of the Unit 1 first floor façade facing the western lot boundary is proposed to be glazed to reduce the appearance of blank solid walls and associated building bulk. The recessed section of the first floor wall with a setback of 1.5 metres from the western lot boundary is proposed to be finished using a contrasting darker colour to reduce the appearance of building bulk in line with comments provided by the DRP member.
	The 2.2 metre deemed-to-comply setback requirement is a result of the proposed maximum wall height of 3.7 metres and the provision of a window to the kitchen.
	A wall height of 3.5 metres without this window would require a 1.0 metre setback from the eastern lot boundary as per the R Codes deemed-to-comply standard. The kitchen window assists in effectively reducing the bulk and scale of the proposed wall and would not create visual privacy issues as it would be screened by the 1.8 metre high dividing fence.
	Reducing the wall height by 0.2 metres and removing the kitchen window would result in a lot boundary setback consistent with the deemed-to-comply standard of the R Codes but it would not result in any meaningful reduction in building bulk or impact on the adjoining property to the east.
	The Unit 3 eastern façade uses articulation, glazing and contrasting colours and materials to provide visual interest and reduce the appearance of building bulk.
	The proposed development would not result in any departures to the deemed- to-comply standards of the R Codes relating to visual privacy or solar access for adjoining properties.

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Comments Received in Objection:	Administration's Response:
The Unit 3 first floor walls would not be setback from the adjoining eastern property 2 metres behind the ground floor building line.	The requirement for first floor walls to be setback 2 metres behind the ground floor building line only applies to the street setback of the front façade, not the facades that orientate towards side lot boundaries. The Unit 3 first floor setbacks with a minimum setback of 2.0 metres to the eastern lot boundary satisfy the deemed-to-comply provisions of the R Codes relating to lot boundary setbacks.
<u>Site Area</u>	
• The development does not comply with the R Codes Clause 5.1.1 (Site Area) which requires an average lot size of 300 square metres for an R30 site.	The Western Australian Planning Commission (WAPC) conditionally approved a subdivision application on 11 February 2021 for the subject site. The proposed lots shown on the subject development plans reflect this subdivision approval.
The proposed three grouped dwelling development would be out of context with existing development along Franklin Street.	Grouped Dwellings are a permitted use within the Residential Zone under the City's Local Planning Scheme No. 2. There are existing grouped dwelling developments and subdivided lots along Franklin Street in a side by side as well as battleaxe configuration. This includes Nos. 6, 6A & 6B, 8 & 8A, 12 & 12A, 13 & 13A, 20, 20A & 20B (with a similar lot configuration to that at No. 14 Franklin Street), and 22A & 22B Franklin Street.
Visual Privacy	
 The Unit 3 first floor bedroom 3 and sitting room windows overlook the two adjoining eastern properties outdoor living areas and pools and reduce privacy for these dwellings. Request that these windows be fixed and correspond to a basist of 1.65 matroe above fixed floor lovel 	The Unit 3 first floor bedroom 3 window would be setback 4.5 metres from the eastern lot boundary in line with the deemed-to-comply standard of the R Codes relating to visual privacy.
 fixed and screened to a height of 1.65 metres above finished floor level. The Unit 3 design and setbacks result in significant privacy issues and overlooking into the backyards of the properties to the north on the opposite side of the right of way (laneway). Request that all north facing windows be obscured. 	The Unit 3 first floor sitting room window would be setback 7.5 metres from the eastern lot boundary, exceeding the 6 metre deemed-to-comply standard in the R Codes.
	The Unit 3 first floor master bedroom window would be setback 11.6 metres from the rear boundary of the properties on the opposite side of the right of way to the north, exceeding the 4.5 metre deemed-to-comply standard.
	Notwithstanding that the abovementioned setbacks satisfy the deemed-to- comply standards of the R Codes, Administration communicated the neighbours' requests for these windows to be screened to the applicant. The applicant ultimately declined on the basis that the windows were setback sufficiently from the boundary.
	Where a development satisfies the deemed-to-comply setback provisions of the R Codes relating to visual privacy the City is unable to mandate the provision of a greater setback or screening devices.

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Cor	nments Received in Objection:	Administration's Response:
Imp	act on Franklin Street Streetscape	
	The proposed garages would dominate the streetscape. The proposed reduced street setback in conjunction with the proposed garage width would be inconsistent with, and dominate, the Franklin Street streetscape.	Following the conclusion of the first round of community consultation the applicant submitted amended plans removing Units 1 and 2 garage doors facing Franklin Street. These covered parking spaces (defined as garages under the R Codes) would have the appearance of a carport structure as viewed from Franklin Street and would significantly reduce the appearance of building bulk and would ensure that they do not dominate the streetscape.
		The proposed parking spaces would not be inconsistent with or have an adverse impact on the immediate streetscape which includes open air car parking spaces in the street setback area and double garage doors such as those on the two adjoining properties to the east at Nos. 12 and 12A Franklin Street.
•	The increased hardstand and reduced green verge area would have an environmental impact through the retention of latent solar heat as well as result in a poor aesthetic outcome.	Following the conclusion of the first round of community consultation the applicant submitted amended plans reducing the aggregate width of crossovers to Franklin Street from 8.6 metres to 6.0 metres, being the minimum width permitted under the deemed-to-comply standards of the R Codes. This would reduce the amount of handstand area in the primary street setback and allow for soft landscaping to be provided.
•	Overshadowing of Franklin Street as a result of the reduced street setback.	Franklin Street being to the south of the proposed development is ideal because it ensures that the adjoining properties to the east and west would not be adversely impacted by overshadowing and remain open to the northern aspect and associated winter sunlight.
Ope	en Space	
•	The overall building bulk and number of dwellings proposed would result in an overdevelopment of the site.	The proposed development would be consistent with the building bulk and scale that is permissible for an R30 site capable of accommodating three grouped dwellings and a two storey height limit permitted under the City's Built Form Policy.
•	The reduced open space impacts the amount of landscaping and greenery that is able to be provided on-site.	The development would provide 9.9 percent of the site as deep soil zone and planting areas, and 19.4 percent as canopy coverage at maturity.
		The development would contribute additional canopy coverage that falls outside of the lot boundaries, in addition to the 19.4 percent canopy coverage at maturity that would be provided on-site. This canopy that falls outside of the site boundaries would equate to 6.0 percent of additional canopy coverage.
		The landscaping provided by the development would be sufficient to satisfy the local housing objectives of the Built Form Policy and would benefit the locality.

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Comments Received in Objection:	Administration's Response:
Building Height	
The proposed building height departures in conjunction with all other departures results in an overdevelopment of the site.	The development did propose departures to the deemed-to-comply provisions of the Built Form Policy relating to building height during the first round of community consultation.
	Following the conclusion of the first round of community consultation the applicant submitted amended plans which reduced the maximum building height from 7.3 metres to 6.4 metres as viewed from Franklin Street.
	Council resolved to adopt Amendment 3 to the Built Form Policy at its Ordinary Meeting on 22 June 2021, in anticipation of amendments to the R Codes that took effect on 2 July 2021. These amendments increased the deemed-to-comply building heights by 1 metre for all roof types and the proposed development no longer proposes departures as a result.
Visitor Car Parking	
Unit 3 does not provide any on-site visitor car parking. This would increase the number of cars parked along the Franklin Street verge.	The development proposes less than four dwellings and is not required to provide dedicated on-site visitor car parking under the deemed-to-comply provisions of the R Codes. Unit 3 is provided with two on-site car parking spaces which would be sufficient to satisfy the anticipated car parking demand generated by the dwelling.
Bin Location	
The Unit 3 bins are located adjacent to the adjoining eastern properties outdoor living area.	The R Codes and Built Form Policy do not seek to control the location of where bins for a dwelling are placed. The applicant has removed the location of the bin placement in amended plans. There is adequate space on the site to place bins for this dwelling. The City's Health Services team would investigate if any complaints were to be received in relation to offensive bin odour.
Dividing Fence	
Request that the new dividing fence along the eastern lot boundary match the height and colour of the existing Colourbond fence.	Dividing fences are a civil matter between the two property owners. Administration has relayed the request to the applicant/owner for their information and encouraged them to liaise with adjoining property owners in relation to dividing fences prior to commencement of the development.
Dilapidation Report	
Request that the developer pay for and supply the adjoining eastern property owner with a dilapidation report from a company of their choice prior to works commencing, and agree to remedy and damage to this property during construction.	The City would not require developers to obtain dilapidation reports for nearby properties for a development of this scale that is not considered as significant and is not seen to have a likely adverse impact on surrounding structures as per the provisions of the City's Policy No. 7.5.23 – Construction Management Plans.

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Comments Received in Objection:	Administration's Response:
	Administration has relayed the request to the applicant who has advised that the request for dilapidation reports to be prepared is considered excessive and would be unusual for a relatively small-scale development with minimal changes to site levels.
	The development does not propose significant excavation or a basement level and the condition of adjacent properties is unlikely to be adversely impacted by building works.
	If any concerns were raised by surrounding residents during the construction phase of the development the City would investigate these accordingly. It would also be available to the adjoining property owners to seek their own dilapidation report prior to the commencement of the development.
Retaining Walls	
Query how the difference in natural ground level between the subject site and adjoining western property would be dealt with where there are no boundary walls or retaining proposed.	The applicant has confirmed that the existing retaining wall along the western lot boundary of the subject site is proposed to be retained and strengthened if required by the building certifier. The demolition plan included in Attachment 2 does not indicate that the existing retaining wall is proposed to be removed.
Environmentally Sustainable Design	
No consideration has been given to compliance with the Built Form Policy requirements relating to Environmentally Sustainable Design.	The applicant has submitted a lifecycle assessment report which is included in Attachment 8 . The reports demonstrate that the development would incorporate sustainability initiatives including a solar water heater, LED lights, water efficient appliances and fixtures, water wise native plants and a rooftop solar PV array. The proposed sustainability initiatives would effectively satisfy the local housing objectives of the Built Form Policy relating to environmentally sustainable design.

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

The tables below summarise the comments received during the second advertising period of the proposal (9 June 2021 – 16 June 2021), together with the Administration's response to each comment.

Comments Received in Support:	Administration's Response:
Gentrification Reiterate support for the removal of the existing dilapidated building and replacement with new dwellings that will complement the surrounding suburb.	Noted.

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Comments Received in Support:	Administration's Response:
Car Parking	
 Reiterate support for the two on-site car parking spaces being provided per dwelling. Supportive of the amended open carport design for Units 1 and 2. 	Noted.
Amendments to Unit 1 and 2 Front Façade Designs	
Supportive of the proposed changes to the design of Units 1 and 2 fronting Franklin Street.	Noted.
Streetscape	
 The development will be a positive development for the street and will be a good example of maintaining amenity of the surrounding houses and imposing minimum impact on the streetscape. Supportive of the modern but understated aesthetic of the units. Supportive of the use of recycled brickwork in the design. 	Noted.
Infill Development	
Supportive of the development and its contribution to urban infill in the City of Vincent.	Noted.

Comments Received in Objection:	Administration's Response:
Lot Boundary Setback	
 Reiterated concerns in relation to the impacts of building bulk, overlooking and access to sunlight and ventilation for the adjoining western property as a result of the proposed Unit 1 first floor lot boundary setback departures. Reiterated concerns in relation to the impacts of building bulk and access to natural sunlight and ventilation for the adjoining eastern properties as a result of the proposed Unit 3 ground floor lot boundary setback departure. 	Responded to in table above relating to the first round of community consultation.
Site Area	
Reiterated concerns that the development does not comply with the R Codes Clause 5.1.1 (Site Area) which requires an average lot size of 300 square metres for an R30 site.	Responded to in table above relating to the first round of community consultation.

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Comments Received in Objection:	Administration's Response:
Visual Privacy	
Reiterated concerns that the Unit 3 first floor bedroom 3 and sitting room windows overlook two the adjoining eastern properties outdoor living areas and pools and reduce privacy for these dwellings. Maintained request that these windows be fixed and screened to a height of 1.65 metres above finished floor level.	Responded to in table above relating to the first round of community consultation.
Impact on Franklin Street Streetscape	
Reiterated concerns in relation to overshadowing of Franklin Street as a result of the reduced street setback.	Responded to in table above relating to the first round of community consultation.
Open Space	
Reiterated concerns that the overall building bulk and number of dwellings proposed would result in an overdevelopment of the site.	Responded to in table above relating to the first round of community consultation.
Retaining Walls	
Reiterate concerns in relation to how the difference in natural ground level between the subject site and adjoining western property would be dealt with where there are no boundary walls or retaining proposed.	Responded to in table above relating to the first round of community consultation.
Comments Neither in Support or Objection but Raising Concerns:	Administration's Response:
Removal of Existing Tree On-Site	
There is a large fruit bearing pear tree in the south western corner of the subject site which is not depicted for retention on the proposed plans. Suggested that the pear tree be retained because it would be a visual asset	The tree is not included on the City's Trees of Significance Inventory and does not require development approval to be removed under the City's LPS2.
to the new development.	The development would provide 9.9 percent of the site as deep soil zone and planting areas, and 19.4 percent as canopy coverage at maturity which would be sufficient to satisfy the local housing objectives of the Built Form Policy and would benefit the locality.

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The tables below summarise the comments received during the first advertising period of the proposal (22 January 2021 - 5 February 2021), together with the Applicant's response to each comment.

Comments Received in Support:	Applicant's Response:
Gentrification	
The existing property at No. 14 Franklin Street is an eye sore and redevelopment is welcomed.	No response provided.
Car Parking	
• Support the proposed double garages given that the number of cars parked along Franklin Street is already a concern, especially when there are weddings or funerals at the nearby church.	No response provided.

Comments Received in Objection:	Applicant's Response:
Lot Boundary Setback	
 Concerns in relation to the impacts of building bulk, overlooking and access to sunlight and ventilation for the adjoining western property as a result of the proposed Unit 1 upper floor lot boundary setback departures. Concerns in relation to the impacts of building bulk and access to natural sunlight and ventilation for the adjoining eastern properties as a result of the proposed Unit 3 ground floor lot boundary setback departure. Concerns that the Unit 3 upper floor walls would not be setback from the adjoining eastern property 2 metres behind the ground floor building line. 	The development will have minimal impact on sunlight access given its southern boundary is to Franklin Street. The setbacks provided are consistent with that typically provided within an R30 area and will be sufficient to allow for daylight and ventilation between buildings. Impacts of building bulk have been addressed through building articulation and reduced building heights. The unit 3 ground floor lot boundary setback of 1.0m is sufficient to mitigate impacts at the ground level and will not have any significant impacts on the adjacent property; visual privacy is addressed through the dividing fence. Maintaining an upper floor setback of 2.0m behind the ground floor as the unit 3 presents to a right of way with no existing established streetscape. Generally an il setback to the ground floor is considered appropriate when fronting a right of way to improve effective use of space on a shallow lot and improve interaction and surveillance with the right of way.
Site Area	
 Concerns that the development does not comply with the R Codes Clause 5.1.1 (Site Area) which requires an average lot size of 300 square metres for an R30 site. Concerns that the proposed three grouped dwelling development would be out of context with existing development along Franklin Street. 	The streetscape interaction is two side by side dwellings, which matches numerous other infill development examples along Franklin Street. The third dwelling will only be visible from the right of way and therefore will not impact on streetscape character or amenity. The site areas have been approved by the WAPC.
Visual Privacy	
 Concerns that the Unit 3 upper floor bedroom 3 and sitting room windows overlook the adjoining eastern properties outdoor living areas 	All windows fully comply with the deemed-to-comply requirements for visual privacy.

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Comments Received in Objection:	Applicant's Response:
 and pools and reduce privacy for these dwellings. Request that these windows be fixed and screened to a height of 1.65 metres above finished floor level. Concerns that the Unit 3 design and setbacks results in significant privacy issues and overlooking into the backyards of the properties to the north on the opposite side of the right of way (laneway). Request that all north facing windows be obscured. 	
Impact on Franklin Street Streetscape	
 Concerns that the proposed garages would dominate the streetscape. Concerns that the increased hardstand and reduced green verge area would have an environmental impact through the retention of latent solar heat as well as result in a poor aesthetic outcome. Concerns that the proposed reduced street setback in conjunction with the proposed garage width would be inconsistent with, and dominate, the Franklin Street streetscape. Concerns in relation to overshadowing of Franklin Street as a result of the reduced street setback. 	The garages have been removed and replaced with open car bays and improved ground floor interaction. The design has been amended to increase landscaping within the street setback area as far as practical (accounting for vehicle access requirements), and the street tree is to be retained. Street setbacks have also been increased and are consistent with adjacent properties.
Open Space	
 Concerns that the overall building bulk and number of dwellings proposed would result in an overdevelopment of the site. Concerns that the reduced open space impacts the amount of landscaping and greenery that is able to be provided on-site. 	The building footprint has been reduced and all dwellings now meet deemed- to-comply requirements for open space. Across all three dwellings the net open space is 5% greater than that required. Five trees have been incorporated into the development, occupying locations where there is sufficient space to allow for healthy growth to maturity.
Building Height	
 Concerns that the proposed building height departures in conjunction with all other departures results in an overdevelopment of the site. 	The roof form and building height of the development has been amended to reduce building heights. The greatest variation is not 0.3m and is located centrally on site. Majority of the development now complies with building height requirements, and it is noted that as of 2 July 2021 the building height allowances will increase by 1.0m, which will result in the entire development being lower than the permitted building height.
Visitor Car Parking	
 Concerns that Unit 3 does not provide any on-site visitor car parking and that this would increase the number of cars parked along the Franklin Street verge. 	There is no requirement for visitor parking. Visitors will be able to park within Franklin Street and access the dwelling via the pedestrian access way.
Bin Storage	
Concerns that the Unit 3 bin storage area is located adjacent to the	This is a common and acceptable outcome within a residential setting.

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Comments Received in Objection:	Applicant's Response:
adjoining eastern properties outdoor living area.	
Dividing Fence	
 Request that the new dividing fence along the eastern lot boundary match the height and colour of the existing Colourbond fence. 	This is not a planning matter and is to be resolved between the property owners.
Dilapidation Report	
 Request that the developer pay for and supply the adjoining eastern property owner with a dilapidation report from a company of their choice prior to works commencing, and agree to remedy and damage to this property during construction. 	This is considered excessive and would be unusual for a relatively small-scale development with minimal changes to site levels.
Retaining Walls	
• Query how the difference in natural ground level between the subject site and adjoining western property would be dealt with where there are no boundary walls or retaining proposed.	Retaining will be provided to address the level difference, wall locations and heights have been indicated on the revised plans.
Environmentally Sustainable Design	
Concerns that no consideration has been given to compliance with the Built Form Policy requirements relating to Environmentally Sustainable Design. Note: Submissions are considered and assessed by issue rather than by individual sub	An environmental sustainability design assessment has been undertaken for the proposal to ensure the development meets the City's requirements.

Page 3 of 5

The tables below summarise the comments received during the second advertising period of the proposal (9 June 2021 – 16 June 2021), together with the Applicant's response to each comment.

Comments Received in Support:	Applicant's Response:
Gentrification	
 Reiterate support for the removal of the existing dilapidated building and replacement with new dwellings that will complement the surrounding suburb. 	No response provided.
Car Parking	
 Reiterate support for the two on-site car parking spaces being provided per dwelling. Supportive of the amended open carport design for Units 1 and 2. 	No response provided.
Amendments to Unit 1 and 2 Front Façade Designs	
 Supportive of the proposed changes to the design of Units 1 and 2 fronting Franklin Street. 	No response provided.
Streetscape	
 The development will be a positive development for the street and will be a good example of maintaining amenity of the surrounding houses and imposing minimum impact on the streetscape. Supportive of the modern but understated aesthetic of the units. Supportive of the use of recycled brickwork in the design. 	No response provided.
Infill Development	
 Supportive of the development and its contribution to urban infill in the City of Vincent. 	No response provided.
Comments Received in Objection:	Applicant's Response:

Comments Received in Objection:	Applicant's Response:
Lot Boundary Setback	
 Reiterated concerns in relation to the impacts of building bulk, overlooking and access to sunlight and ventilation for the adjoining western property as a result of the proposed Unit 1 upper floor lot boundary setback departures. Reiterated concerns in relation to the impacts of building bulk and access to natural sunlight and ventilation for the adjoining eastern properties as a result of the proposed Unit 3 ground floor lot boundary setback departure. 	Refer to previous response.

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Comments Received in Objection:	Applicant's Response:
Site Area	
• Reiterated concerns that the development does not comply with the R Codes Clause 5.1.1 (Site Area) which requires an average lot size of 300 square metres for an R30 site.	Refer to previous response.
Visual Privacy	
 Reiterated concerns that the Unit 3 upper floor bedroom 3 and sitting room windows overlook the adjoining eastern properties outdoor living areas and pools and reduce privacy for these dwellings. Maintained request that these windows be fixed and screened to a height of 1.65 metres above finished floor level. 	Refer to previous response.
Impact on Franklin Street Streetscape	
Reiterated concerns in relation to overshadowing of Franklin Street as a result of the reduced street setback.	Refer to previous response.
Open Space	
 Reiterated concerns that the overall building bulk and number of dwellings proposed would result in an overdevelopment of the site. 	Refer to previous response.
Retaining Walls	
Reiterate concerns in relation to how the difference in natural ground level between the subject site and adjoining western property would be dealt with where there are no boundary walls or retaining proposed.	The intention is to keep the existing retaining wall on the west boundary, strengthen it (if required by engineer), render it, and build the new carport wall on top of it to minimize impact to that neighbour.
	A
Comments Neither in Support or Objection but Raising Concerns:	Applicant's Response:
Removal of Existing Tree On-Site	
• There is a large fruit bearing pear tree in the south western corner of the subject site which is not depicted for retention on the proposed plans. Suggested that the pear tree be retained because it would be a visual asset to the new development.	Retention of the pear tree was investigated and it was not considered viable to retain the tree. The works proposed for the vehicular access conflict with the tree location, leaving insufficient space to accommodate its retention. Even in the event modifications were made to avoid the base of the tree, the extent of works within the immediate vicinity would severely compromise its health and likely result in failure.

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LOT 119 #14 (UNIT 1, 2, & 3) FRANKLIN ST, LEEDERVILLE AUTHOR/S: JAY WHITEHEAD AND DR KRISHNA LAWANIA

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Report No. 2289

Energy efficiency

1/14 Franklin St, Leederville 19/12/2020



Energy Assessment Report

1. Purpose

The report details an assessment of the building referenced below (the Proposed Building) to verify its compliance with Performance Requirement P2.6.1 of the National Construction Code (NCC).

Address:	1/14 Franklin St, Leederville
Client reference:	Flynn

This report also provides calculations and information relevant to Performance Requirement P2.6.2 and WA Performance Provisions WA2.2.

2. Method to assess compliance with P2.6.1

This assessment uses the comparative analysis described in Step 1 and 2 below to assess whether the Proposed Building has a calculated annual energy consumption not more than that for a Comparison Building built using DtS Provisions.

Following this path, it is possible to determine whether the Proposed Building provides the same level of energy efficiency as that resulting from the use of the DtS Provisions. If it is found that the annual energy consumption of the Proposed Building is equal to or better than the DtS Provision, it can be concluded that the Proposed Building satisfies the NCC Performance Requirements pursuant to Part 1.05(d) of the NCC (comparison with DtS).

Step 1

The Comparison Building, which complies with the DtS Provisions 3.12.1 to 3.12.4, is modelled using NatHERS software to calculate the annual energy consumption. This becomes the acceptance criteria that the Proposed Building must meet.

Step 2

The annual energy consumption for the Proposed Building is then calculated using the same software and settings. The annual energy consumption of the Proposed Building cannot be greater than the acceptance criteria outlined above.

Box 1: What is NaTHERS software and why is it used for this assessment?

NaTHERS software is nationally accepted software for determining if a building complies with the NCC's DtS provisions using a star rating. The software models the expected indoor temperatures based on data specific to the dwelling. The software will then model how much cooling or heating occupants may need to stay comfortable during a typical year. The results are provided in the form of energy consumption per unit area megajoules per meter squared (MJ/m2) and this is converted into a star rating. For this assessment, we are using the energy consumption results only.



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3. Assessment results

The annual energy consumption was calculated as described above and the Proposed Building's calculated annual energy consumption was equal to or less than that of the Comparison Building.

Annual energy consumption	Proposed Building	Comparison Building
Total (MJ/m2):	106.9	111.6
Heating adjusted total (MJ/m ²):	80.6	83.6
Cooling adjusted total (MJ/m ²):	26.3	28.0

4. Assessment details

The Comparison and Proposed buildings shared the following assessment characteristics. However, as noted, the Comparison Building is required to comply with the DtS and this may have led to some of the building elements being modified accordingly (eg. cavity insulation).

Conditioned area (m ²):	162.9
Unconditioned area (m ²):	13.2
Garage (m ²):	32.7
Climate zone:	13 Perth Airport
Exposure:	suburban
Software used:	FR5 Ver:5.2.11 (3.13) Engine Ver:3.13
Zoning:	NatHERS Technical note 1.2.
Solar absorptance of ext. surfaces:	Medium or as specified in the drawings.
Shading:	As per attached plans.
Orientation:	As per attached plans.
Floor plan and location of glazing:	As per attached plans.
Ceiling height:	As per attached plans.
Number of storeys:	As per attached plans.
Roof pitch, cladding and roof lights:	As per attached plans.
External walls:	As per attached plans.
Separating walls:	As per attached plans.
Intermediate floors:	As per attached plans.
External non-glazed doors:	As per attached plans.
Floor and floor coverings:	As per attached plans.
Internal heat gains:	As per NatHERS Software Protocol.

Refer to the attached NCC glazing calculator in Appendix 3 for evidence of the Comparison Building's compliance with the relevant DtS Provisions.

J2

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5. Assessor details

This annual energy consumption was calculated by an assessor who completed training in the use of NatHERS software. The referenced software was running in regulation mode or equivalent in accordance with NatHERS Principles for Ratings in Regulation Mode.

Assessor:	Jay Whitehead		
Relevant qualifications:	Graduate Diploma in Building Surveying		
	Associate Degree in Building Surveying		
	Certificate IV in NatHERS Assessment		

6. Applicable DtS Provisions

The Proposed Building will comply with the following NCC Part 3.12 DtS Provisions where applicable.

3.12.5.1 to 3.12.5.4 for insulation of services
3.12.5.5 for artificial lighting
3.12.5.6 for heated water supply systems
3.12.5.7 for swimming pool heating and pumping
3.12.5.8 for spa pool heating and pumping
WA 2.3.1 for water use efficiency
WA 2.3.2 for swimming pool covers and blankets
WA 2.3.3 for heated water use efficiency

7. Assumptions and limitations

The report's conclusions and calculations are based on the attached drawings, and the application of the Applicable DtS Provisions in section 6.

The energy values quoted in this report are for compliance purposes only and are not a prediction of actual energy use.

Changes to the drawings or assumptions could affect the assessment.

8. Additional comments

Nil additional comments.



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9. Conclusion

The Proposed Building satisfies performance requirements P2.6.1, P2.6.2 and WA Performance Provisions WA2.2.

Authorised by:	Jay Whitehead, Registered Building Surveyor
Company:	Sirap Consulting Pty Ltd t/a J2 Building Consultants Registered Building Surveying Contractor (Reg. No. 2015)
Contact details:	jay@j2bc.com.au 0407 864 982
Date:	19/12/2020
Signature:	h



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Appendix 1: Building Specifications

Full details of the building specifications can be found in the attached plans with further information and/or any adjustments noted in the tables below.

External walls	Internal walls:
As per attached plans.	As per attached plans.
 Roof and ceilings: R4.1 bulk insulation to: to all house and garage ceilings recessed ceilings bulkheads dropped ceilings to robes Nil insulation to ceilings under suspended slabs. Light fittings will form an effective seal with the ceiling, be installed in accordance with manufacturer's requirements and not reduce the insulation coverage. Self-closing dampers to all exhaust fans. 	Floors: As per attached plans.
Glazing:	Other:
Single clear glass UNO on plans	NA.



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Appendix 2: Artificial lighting calculations

The lamp power density or illumination power density of artificial lighting, excluding heaters that emit light, must not exceed the allowance of:

- (i) 5 W/m2 in a Class 1 building; and
- (ii) 4 W/m2 on a verandah, balcony or the like attached to a Class 1 building; and

(iii) 3 W/m2 in a Class 10a building associated with a Class 1 building.

The artificial lighting density is calculated below and is within allowances.

Building type	Area (m2)	Allowance (W)	Actual (W)	Pass
Class 1 buildings	212	1060	570	\checkmark
Verandah, balcony etc.	18	72	30	\checkmark
Class 10a buildings	36	108	30	\checkmark

Perimeter lighting covered by 3.12.5.5(d) will be controlled by a daylight sensor or have an average light source efficacy of not less than 40 Lumens/W.



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Appendix 3: Worksheets

chment A: comparison building	CL AT	ZINIC			IUR	(iirst i	ssue	eu w	itti r	いしし	2014	+) ©			
	GLAZ	LING	CAL						CI	mate zo	ne			Cu	CSHOC
r compliance purposes only	- compari	ison bui	lding gla	nzing.						5	FLO	OR WEIG	HTED CONSTANT	S 13.464	0.122
Floor Construction	Area	1											TANT REDUCED B		15%
1 Direct contact Movement Suspended	103m ²		Wall insul Table 3	ation option .12.1.3b	h chosen for Climate 2	3.12.1.4	tion (b	o)(ii)			1	ADJ	USTED CONSTAN	Cu(only)	0.104 Csecc x Area
Std Area of storey Area of glazing	103m ² 30.7m ²	, (30% of									,		ALLOWANCE		
nber of rows for table below		(as currer	ntly display	ed)											
GLAZING ELEMENTS, ORIENTATIO					HARACTER	RISTICS	SHA	DING	CALC	ULATIC	N DATA	CALC	ULATED OUTCOM		
Glazing element	Orientation		Size		Perfo	mance	P&H or	r device	Expo	sure	Size	Condu	ctance - PASSED	Solar h	teat gain - PASSED
Description	Facing	Height	Width	Area	Total System U-Value	Total System SHGC	р	н	P/H	Es	Area	U x area / winter	Element share of % of	SHGC ×	Element share of % of
ID (optional)	sector	(m) 2.15	(m)	(m²)	(AFRC) 3.60	(AFRC)	(m) 0.65	(m) 2.66	0.12	1.08	(m²)	access 1.42	allowance used 11% of 100%	Es x area	a allowance used 12% of 98%
2	w	1.20	1.51		3.60	0.37	0.00	2.00	0.72	1.30	1.82		6% of 100%		8% of 98%
3	W	2.15	1.51		3.60	0.37				1.30	3.25	1.42	11% of 100%	1.6	15% of 98%
4 5	W	2.15 2.15	2.81		3.60	0.37			-	1.30	6.04	2.65	20% of 100% 20% of 100%	2.9	28% of 98% 28% of 98%
6	N	2.15	4.82		3.60	0.37	3.00	2.40	1.25	0.23	10.35		34% of 100%		9% of 98%
ORTANT NOTICE AND DISCLAIME	R IN RESPE	CT OF TH	E GLAZIN	G CALCU	ATOR				If in	outs (i	ncludin	a air ma	vement levels)		
	glazing an	nd shadir	ng.												page 1 printed 19/12/2
hment A: comparison building				CULA	TOR	(first i	ssue	ed w				t) ⊚			printed 19/12/2
hment A: comparison building	GLAZ	ZING	CAL		TOR	(first i	ssue	ed w		NCC mate zo		4) ⊙	CONSTANT	5 12.118	
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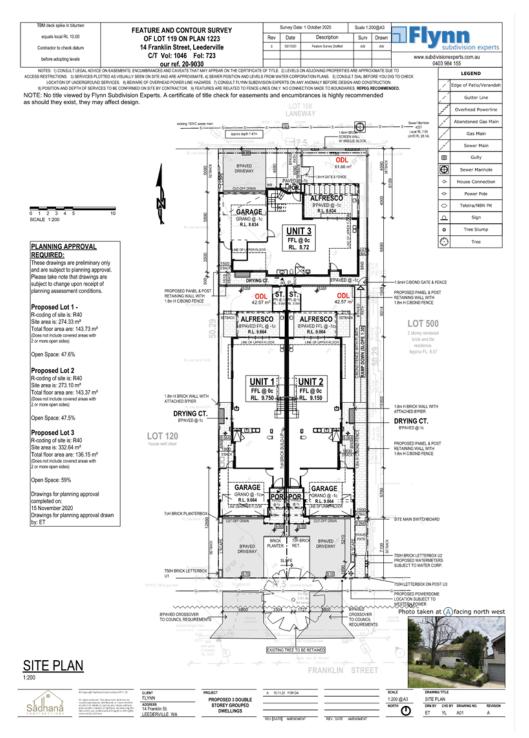
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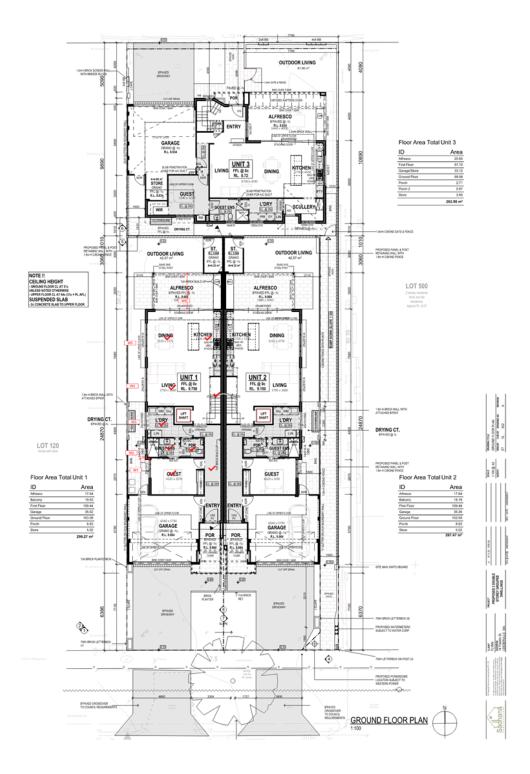
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Appendix 4: Plans



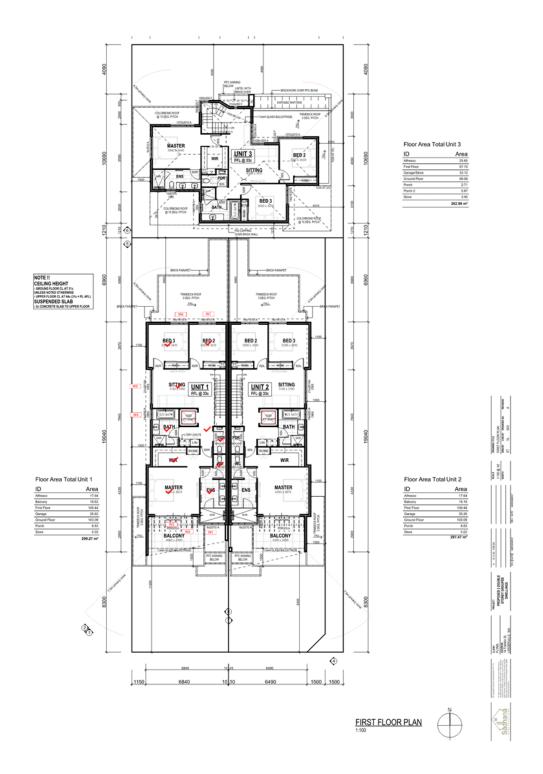
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Report No. 2289

Energy efficiency

2/14 Franklin St, Leederville 19/12/2020



Energy Assessment Report

1. Purpose

The report details an assessment of the building referenced below (the Proposed Building) to verify its compliance with Performance Requirement P2.6.1 of the National Construction Code (NCC).

Address:	2/14 Franklin St, Leederville
Client reference:	Flynn

This report also provides calculations and information relevant to Performance Requirement P2.6.2 and WA Performance Provisions WA2.2.

2. Method to assess compliance with P2.6.1

This assessment uses the comparative analysis described in Step 1 and 2 below to assess whether the Proposed Building has a calculated annual energy consumption not more than that for a Comparison Building built using DtS Provisions.

Following this path, it is possible to determine whether the Proposed Building provides the same level of energy efficiency as that resulting from the use of the DtS Provisions. If it is found that the annual energy consumption of the Proposed Building is equal to or better than the DtS Provision, it can be concluded that the Proposed Building satisfies the NCC Performance Requirements pursuant to Part 1.05(d) of the NCC (comparison with DtS).

Step 1

The Comparison Building, which complies with the DtS Provisions 3.12.1 to 3.12.4, is modelled using NatHERS software to calculate the annual energy consumption. This becomes the acceptance criteria that the Proposed Building must meet.

Step 2

The annual energy consumption for the Proposed Building is then calculated using the same software and settings. The annual energy consumption of the Proposed Building cannot be greater than the acceptance criteria outlined above.

Box 1: What is NaTHERS software and why is it used for this assessment?

NaTHERS software is nationally accepted software for determining if a building complies with the NCC's DtS provisions using a star rating. The software models the expected indoor temperatures based on data specific to the dwelling. The software will then model how much cooling or heating occupants may need to stay comfortable during a typical year. The results are provided in the form of energy consumption per unit area megajoules per meter squared (MJ/m2) and this is converted into a star rating. For this assessment, we are using the energy consumption results only.



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3. Assessment results

The annual energy consumption was calculated as described above and the Proposed Building's calculated annual energy consumption was equal to or less than that of the Comparison Building.

Annual energy consumption	Proposed Building	Comparison Building
Total (MJ/m2):	95.7	100.8
Heating adjusted total (MJ/m ²):	69.9	74.0
Cooling adjusted total (MJ/m ²):	25.8	26.8

4. Assessment details

The Comparison and Proposed buildings shared the following assessment characteristics. However, as noted, the Comparison Building is required to comply with the DtS and this may have led to some of the building elements being modified accordingly (eg. cavity insulation).

Conditioned area (m ²):	162.9
Unconditioned area (m ²):	13.2
Garage (m ²):	32.7
Climate zone:	13 Perth Airport
Exposure:	suburban
Software used:	FR5 Ver:5.2.11 (3.13) Engine Ver:3.13
Zoning:	NatHERS Technical note 1.2.
Solar absorptance of ext. surfaces:	Medium or as specified in the drawings.
Shading:	As per attached plans.
Orientation:	As per attached plans.
Floor plan and location of glazing:	As per attached plans.
Ceiling height:	As per attached plans.
Number of storeys:	As per attached plans.
Roof pitch, cladding and roof lights:	As per attached plans.
External walls:	As per attached plans.
Separating walls:	As per attached plans.
Intermediate floors:	As per attached plans.
External non-glazed doors:	As per attached plans.
Floor and floor coverings:	As per attached plans.
Internal heat gains:	As per NatHERS Software Protocol.

Refer to the attached NCC glazing calculator in Appendix 3 for evidence of the Comparison Building's compliance with the relevant DtS Provisions.

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5. Assessor details

This annual energy consumption was calculated by an assessor who completed training in the use of NatHERS software. The referenced software was running in regulation mode or equivalent in accordance with NatHERS Principles for Ratings in Regulation Mode.

Assessor:	Jay Whitehead
Relevant qualifications:	Graduate Diploma in Building Surveying
	Associate Degree in Building Surveying
	Certificate IV in NatHERS Assessment

6. Applicable DtS Provisions

The Proposed Building will comply with the following NCC Part 3.12 DtS Provisions where applicable.

3.12.5.1 to 3.12.5.4 for insulation of services
3.12.5.5 for artificial lighting
3.12.5.6 for heated water supply systems
3.12.5.7 for swimming pool heating and pumping
3.12.5.8 for spa pool heating and pumping
WA 2.3.1 for water use efficiency
WA 2.3.2 for swimming pool covers and blankets
WA 2.3.3 for heated water use efficiency

7. Assumptions and limitations

The report's conclusions and calculations are based on the attached drawings, and the application of the Applicable DtS Provisions in section 6.

The energy values quoted in this report are for compliance purposes only and are not a prediction of actual energy use.

Changes to the drawings or assumptions could affect the assessment.

8. Additional comments

Nil additional comments.



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9. Conclusion

The Proposed Building satisfies performance requirements P2.6.1, P2.6.2 and WA Performance Provisions WA2.2.

Authorised by:	Jay Whitehead, Registered Building Surveyor
Company:	Sirap Consulting Pty Ltd t/a J2 Building Consultants Registered Building Surveying Contractor (Reg. No. 2015)
Contact details:	jay@j2bc.com.au 0407 864 982
Date:	19/12/2020
Signature:	h



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Appendix 1: Building Specifications

Full details of the building specifications can be found in the attached plans with further information and/or any adjustments noted in the tables below.

External walls	Internal walls:
As per attached plans.	As per attached plans.
 Roof and ceilings: R4.1 bulk insulation to: to all house and garage ceilings recessed ceilings bulkheads dropped ceilings to robes Nil insulation to ceilings under suspended slabs. Light fittings will form an effective seal with the ceiling, be installed in accordance with manufacturer's requirements and not reduce the insulation coverage. Self-closing dampers to all exhaust fans. 	Floors: As per attached plans.
Glazing:	Other:
Single clear glass UNO on plans	NA.

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Appendix 2: Artificial lighting calculations

The lamp power density or illumination power density of artificial lighting, excluding heaters that emit light, must not exceed the allowance of:

- (i) 5 W/m2 in a Class 1 building; and
- (ii) 4 W/m2 on a verandah, balcony or the like attached to a Class 1 building; and

(iii) 3 W/m2 in a Class 10a building associated with a Class 1 building.

The artificial lighting density is calculated below and is within allowances.

Building type	Area (m2)	Allowance (W)	Actual (W)	Pass
Class 1 buildings	212	1060	570	\checkmark
Verandah, balcony etc.	18	72	30	\checkmark
Class 10a buildings	36	108	30	\checkmark

Perimeter lighting covered by 3.12.5.5(d) will be controlled by a daylight sensor or have an average light source efficacy of not less than 40 Lumens/W.



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Appendix 3: Worksheets

r compliance	ourposes only -	compari	son hull	ding al-	zine					1	mate zo 5		OR WITH	HTED CONSTANTS	10.404	CsHoc 0.122
compliance	Floor Construction		SULDUI	ung gi	izing.							FLU		TANT REDUCED R		15%
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3		E	2.15	1.51		3.30	0.37				1.19	3.25	1.41	11% of 99%	1.4	15% of 90%
4		E	2.15	2.81		3.30	0.37				1.19	6.04	2.63	20% of 99% 20% of 99%	2.7	28% of 90% 28% of 90%
5		N	2.15	4.82		3.30	0.37	3.00	2.40	1.25	0.23	10.35		20% of 99%		28% of 90%
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epresentation or use of the Glazir	warranty of any kind g Calculator is entir	, including the	hat it is fit f	or any pur	pose or of r B accents r	merchantabl	e quality, or any kind	functions	as inten	ded or a	t all.					
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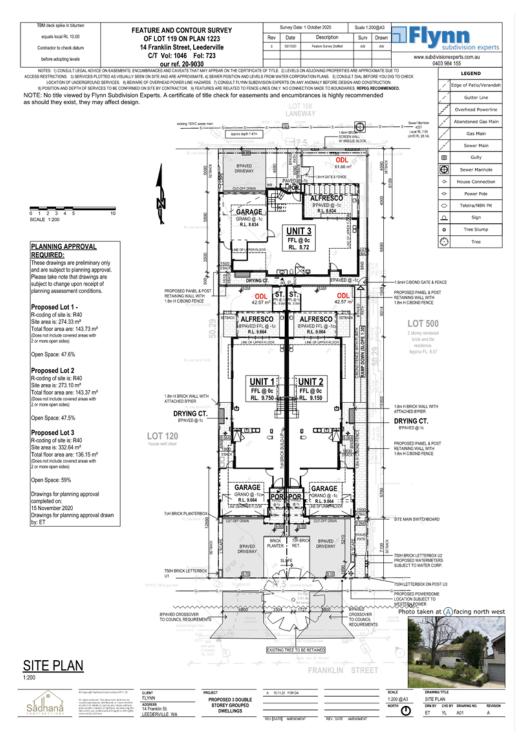
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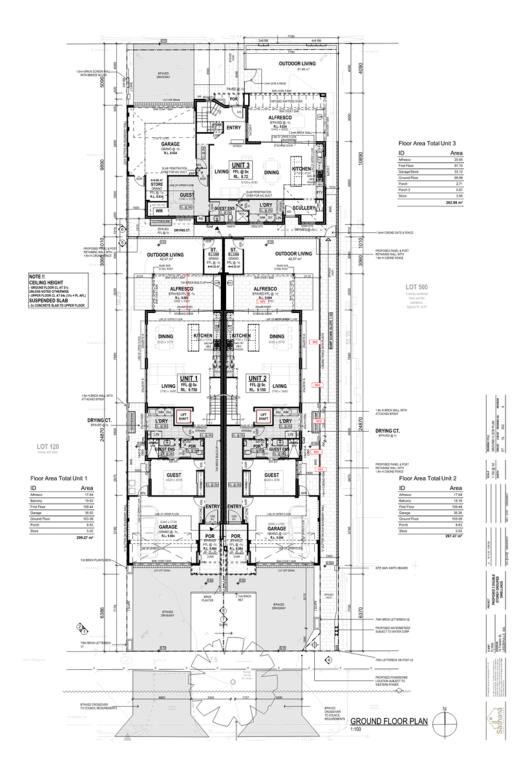
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## Appendix 4: Plans



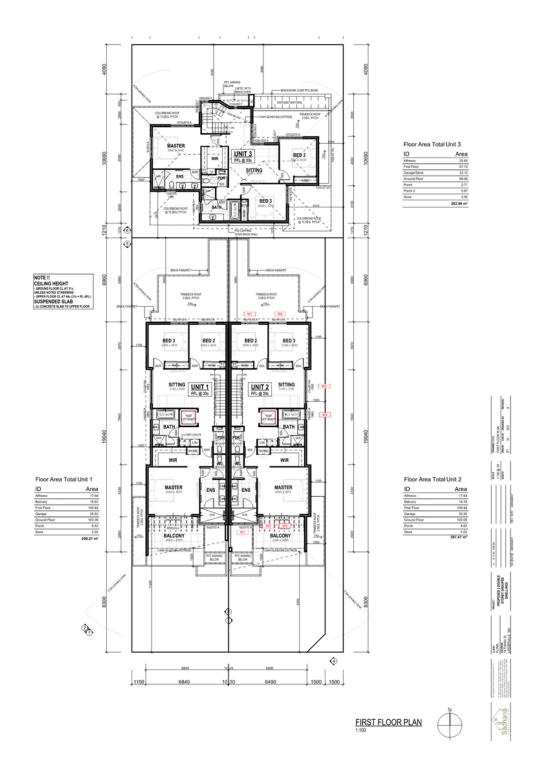
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Report No. 2289

# Energy efficiency

3/14 Franklin St, Leederville 21/12/2020



## Energy Assessment Report

#### 1. Purpose

The report details an assessment of the building referenced below (the Proposed Building) to verify its compliance with Performance Requirement P2.6.1 of the National Construction Code (NCC).

Address:	3/14 Franklin St, Leederville
Client reference:	Flynn

This report also provides calculations and information relevant to Performance Requirement P2.6.2 and WA Performance Provisions WA2.2.

### 2. Method to assess compliance with P2.6.1

This assessment uses the comparative analysis described in Step 1 and 2 below to assess whether the Proposed Building has a calculated annual energy consumption not more than that for a Comparison Building built using DtS Provisions.

Following this path, it is possible to determine whether the Proposed Building provides the same level of energy efficiency as that resulting from the use of the DtS Provisions. If it is found that the annual energy consumption of the Proposed Building is equal to or better than the DtS Provision, it can be concluded that the Proposed Building satisfies the NCC Performance Requirements pursuant to Part 1.05(d) of the NCC (comparison with DtS).

#### Step 1

The Comparison Building, which complies with the DtS Provisions 3.12.1 to 3.12.4, is modelled using NatHERS software to calculate the annual energy consumption. This becomes the acceptance criteria that the Proposed Building must meet.

#### Step 2

The annual energy consumption for the Proposed Building is then calculated using the same software and settings. The annual energy consumption of the Proposed Building cannot be greater than the acceptance criteria outlined above.

#### Box 1: What is NaTHERS software and why is it used for this assessment?

NaTHERS software is nationally accepted software for determining if a building complies with the NCC's DtS provisions using a star rating. The software models the expected indoor temperatures based on data specific to the dwelling. The software will then model how much cooling or heating occupants may need to stay comfortable during a typical year. The results are provided in the form of energy consumption per unit area megajoules per meter squared (MJ/m2) and this is converted into a star rating. For this assessment, we are using the energy consumption results only.



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### 3. Assessment results

The annual energy consumption was calculated as described above and the Proposed Building's calculated annual energy consumption was equal to or less than that of the Comparison Building.

Annual energy consumption	Proposed Building	Comparison Building
Total (MJ/m2):	80.9	90.2
Heating adjusted total (MJ/m ² ):	61.0	62.4
Cooling adjusted total (MJ/m ² ):	19.9	27.8

#### 4. Assessment details

The Comparison and Proposed buildings shared the following assessment characteristics. However, as noted, the Comparison Building is required to comply with the DtS and this may have led to some of the building elements being modified accordingly (eg. cavity insulation).

Conditioned area (m ² ):	148.5
Unconditioned area (m ² ):	11.3
Garage (m ² ):	35.0
Climate zone:	13 Perth Airport
Exposure:	suburban
Software used:	FR5 Ver:5.2.11 (3.13) Engine Ver:3.13
Zoning:	NatHERS Technical note 1.2.
Solar absorptance of ext. surfaces:	Medium or as specified in the drawings.
Shading:	As per attached plans.
Orientation:	As per attached plans.
Floor plan and location of glazing:	As per attached plans.
Ceiling height:	As per attached plans.
Number of storeys:	As per attached plans.
Roof pitch, cladding and roof lights:	As per attached plans.
External walls:	As per attached plans.
Separating walls:	As per attached plans.
Intermediate floors:	As per attached plans.
External non-glazed doors:	As per attached plans.
Floor and floor coverings:	As per attached plans.
Internal heat gains:	As per NatHERS Software Protocol.

Refer to the attached NCC glazing calculator in Appendix 3 for evidence of the Comparison Building's compliance with the relevant DtS Provisions.

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#### 5. Assessor details

This annual energy consumption was calculated by an assessor who completed training in the use of NatHERS software. The referenced software was running in regulation mode or equivalent in accordance with NatHERS Principles for Ratings in Regulation Mode.

Assessor:	Jay Whitehead
Relevant qualifications:	Graduate Diploma in Building Surveying
	Associate Degree in Building Surveying
	Certificate IV in NatHERS Assessment

## 6. Applicable DtS Provisions

The Proposed Building will comply with the following NCC Part 3.12 DtS Provisions where applicable.

3.12.5.1 to 3.12.5.4 for insulation of services
3.12.5.5 for artificial lighting
3.12.5.6 for heated water supply systems
3.12.5.7 for swimming pool heating and pumping
3.12.5.8 for spa pool heating and pumping
WA 2.3.1 for water use efficiency
WA 2.3.2 for swimming pool covers and blankets
WA 2.3.3 for heated water use efficiency

## 7. Assumptions and limitations

The report's conclusions and calculations are based on the attached drawings, and the application of the Applicable DtS Provisions in section 6.

The energy values quoted in this report are for compliance purposes only and are not a prediction of actual energy use.

Changes to the drawings or assumptions could affect the assessment.

#### 8. Additional comments

Nil additional comments.



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#### 9. Conclusion

The Proposed Building satisfies performance requirements P2.6.1, P2.6.2 and WA Performance Provisions WA2.2.

Authorised by:	Jay Whitehead, Registered Building Surveyor
Company:	Sirap Consulting Pty Ltd t/a J2 Building Consultants Registered Building Surveying Contractor (Reg. No. 2015)
Contact details:	jay@j2bc.com.au 0407 864 982
Date:	21/12/2020
Signature:	h



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# Appendix 1: Building Specifications

Full details of the building specifications can be found in the attached plans with further information and/or any adjustments noted in the tables below.

External walls	Internal walls:
As per attached plans.	As per attached plans.
<ul> <li>Roof and ceilings:</li> <li>R4.1 bulk insulation to: <ul> <li>to all house and garage ceilings</li> <li>recessed ceilings</li> <li>bulkheads</li> <li>dropped ceilings to robes</li> </ul> </li> <li>Nil insulation to ceilings underneath suspended slabs.</li> <li>Light fittings will form an effective seal with the ceiling, be installed in accordance with manufacturer's requirements and not reduce the insulation coverage.</li> <li>Self-closing dampers to all exhaust fans.</li> </ul>	Floors: As per attached plans.
Glazing:	Other:
Single clear glass UNO on plans	NA.

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## Appendix 2: Artificial lighting calculations

The lamp power density or illumination power density of artificial lighting, excluding heaters that emit light, must not exceed the allowance of:

- (i) 5 W/m2 in a Class 1 building; and
- (ii) 4 W/m2 on a verandah, balcony or the like attached to a Class 1 building; and

(iii) 3 W/m2 in a Class 10a building associated with a Class 1 building.

The artificial lighting density is calculated below and is within allowances.

Building type	Area (m2)	Allowance (W)	Actual (W)	Pass
Class 1 buildings	197	985	570	$\checkmark$
Verandah, balcony etc.	26	104	30	$\checkmark$
Class 10a buildings	37	111	60	$\checkmark$

Perimeter lighting covered by 3.12.5.5(d) will be controlled by a daylight sensor or have an average light source efficacy of not less than 40 Lumens/W.



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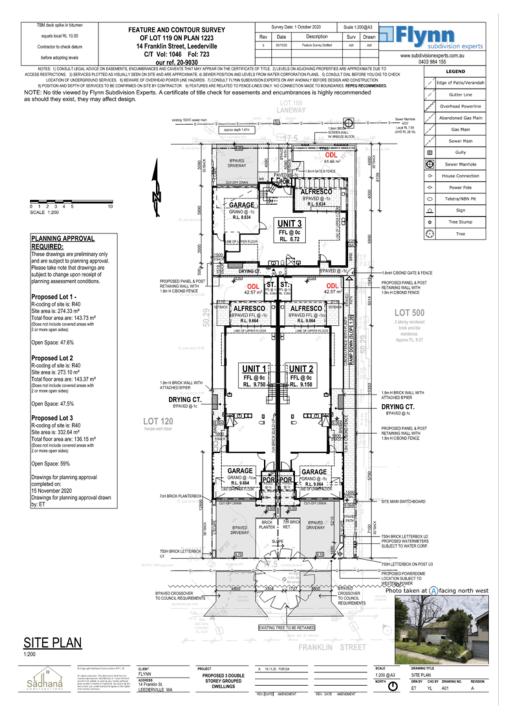
# Appendix 3: Worksheets

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ovement Suspended		l I	Table 3	.12.1.3b	Climate z	one 5 Op	tion (b	)(ii)				105	USTED CONSTANT	Cu(only)	CsHoc X Area
Std Area of storey	99m²												ALLOWANCES	13.5	10.3
Area of glazing															
per of rows for table below		(as curren			HARACTER	ISTICS	SHA	DING	CALC	ULATIO	N DATA	CALC	ULATED OUTCOM	S - OK (if	inputs are valid)
Glazing element	Orientation		Size			mance	P&H or	device	Ехро	osure	Size		ctance - PASSED		at gain - PASSED
					Total System	Total System				Es	Area	U x area	Element share		Element share
Description D (optional)	Facing sector	Height	Width (m)	Area (m ² )	U-Value (AFRC)	SHGC (AFRC)	P (m)	H (m)	P/H		used (m²)	/ winter access	of % of allowance used	SHGC x Es x area	of % of allowance used
1	N	0.60	0.60	()	5.30	0.70	(11)	()		0.82	0.36		2% of 99%	0.2	3% of 64%
2	N E	2.40	0.30		5.30 5.30	0.70	6.44	1.55	4.16	0.82	0.72	0.45	3% of 99% 8% of 99%	0.4	6% of 64% 4% of 64%
3 4	E N	2.15	4.59		5.30	0.70	2.81	2.49	4.18 1.13	0.24	9.86		8% of 99% 46% of 99%		4% of 64% 26% of 64%
5	E	0.69	2.51		5.30	0.70	2.01	2.40	1.10	1.19	1.73	1.08	8% of 99%	1.4	22% of 64%
6	S	1.20	1.21		5.30	0.70	0.60	1.46	0.41	0.38	1.45	0.91	7% of 99%	0.4	6% of 64%
7	S S	1.20	1.21		5.30 5.30	0.70				0.68	1.45	0.91	7% of 99% 5% of 99%	0.7	10% of 64% 7% of 64%
8	S	2.14	1.51		5.30	0.70	0.60	2.40	0.25	0.46	3.24		15% of 99%		16% of 64%
TANT NOTICE AND DISCLAIME				0.041.0			0.00	2.40	Him				vement levels)		
ment A: comparison building														-	page 1
ment A: comparison building				CULA	TOR	(first i	ssue	ed wi	ith N	NCC	2014	t) ⊚			printed 21/12/
ment A: comparison building	GLA	ZING	CAL		TOR	(first i	ssue	ed wi	ith N	NCC	2014	<b>1) ⊙</b>	CONSTANTS	Cu 12.118	
ment A: comparison building	GLA	ZING	CAL		TOR	(first i	ssue	ed wi	ith N	imate zo	2014		CONSTANTS		printed 21/12/ Санос
ment A: comparison building CC VOLUME TWO compliance purposes only Floor Construction 1 Direct contact	GLA2	ZING	CAL	azing.	n chosen for	3.12.1.4			ith N	imate zo	2014	cows		12.118	printed 21/12/ Санос 0.110 19% 0.094
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ment A: comparison building CC VOLUME TWC Compliance purposes only Floor Construction T Direct contact Susponded Area of alguing ter of rows for table below LZING ELEMENTS, ORENTATH Glazing element Description (optional) T S S S S S S S S S S S S S S S S S S	GLAX Area Area 98m ² 98m ² 16.5m ² 12 16.5m ² 12 16.5m ² 12 16.5m ² 16.5m ²	ZING ison buil (17% of (as curren (m) 1.37 1.30 2.14 1.03 1.37 1.20 1.20 0.52	Wall insul           Wall insul           Wall insul           Table 3           area of           display           dy display           Size           Width (m)           2.01           1.65           1.00           0.330           1.65           1.00           0.31           1.61           1.02           1.61           0.81           1.81	azing. ation option (m ² ) MANCE CI (m ² )	HARACTER Perfor Total System U-Vater (AFRC) 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70	3.12.1.4 cone 5 Op tistTICS mance Total System System (AFRC) 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.5	Exercise 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10	)(ii) DING device H (m) 2.49 1.37 1.20	Сн. 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ment A: comparison building C VOLUME TWC compliance purposes only Floor Construction 1 Direct contact Area of alorey Area of alorey Ar	GLAA - comparing the second s	ZING ison buil (17% of (17%	Wall insul           Wall insul           Table 3           area of           display           PPERFOR           Size           Width (m)           2.01           1.65           0.033           2.01           1.65           1.00           0.33           2.01           1.81           E GLAZIN	azing. ation option 1.12.1.3b storey) wed) Area (m ² ) G CALCUI IG CALCUI	ARAACTER HARACTER Perfor Total U-Value V-Value V-Value (AFRC) 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.70 6.	3.12.14 itsTiCS mance Total Stytem SHGC 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.57 0.	SHAN           P&H or           P           0.60           0.60           0.60           0.60           0.60           0.60           0.60           0.60           0.60           0.60	)((i) DING device H (m) 2.49 1.37 1.20 1.55	CaLCC Expo P/H 0.24 0.24 0.39 11 inp incy para	ULATIO ssure Es 0.82 1.30 0.82 0.49 0.82 0.65 0.82 0.65 0.82 0.65 0.82 0.65 0.82 0.65 0.82 0.65 0.82 0.65 0.82 0.65 0.82 0.82 0.82 0.82 0.82 0.82 0.82 0.82	N DATA Size Area used (m?) 2.76 1.49 2.76 1.47 0.64 1.62 2.76 2.76 1.17 0.64 1.03 0.45 2.76 2.76 2.76 0.84 1.03 0.45 2.76 0.93 3 0.93	COMS1 ADJ CALC Condu U x area 1.51 0.81 0.64 0.92 0.56 0.24 1.51 0.99 0.66 0.53 0.53	ANT REDUCED BY USTED CONSTANT ALLOWANCES ULATED OUTCOM tance - PASSED Element share of % of allowance used 16% of 76% 10% of 76% 10% of 76% 16% of 76% 16% of 76% 11% of 76% 11% of 76%	12.118 C _J (only) 12.1 S-OK (if Solar he SHGC x Es x area 1.3 1.1 0.5 0.2 1.1 0.2 0.3 0.7 0.6 0.4 0.7	printed 21/12/           Cence           0.110           15%           0.094           Cence x Area           9.2           Inputs are valid)           aet gain - PASEED           Element share           aet of % of a1%           13% of 91%           5% of 91%           6% of 91%           9% of 91%           7% of 91%           8% of 91%           8% of 91%           8% of 91%           8% of 91%
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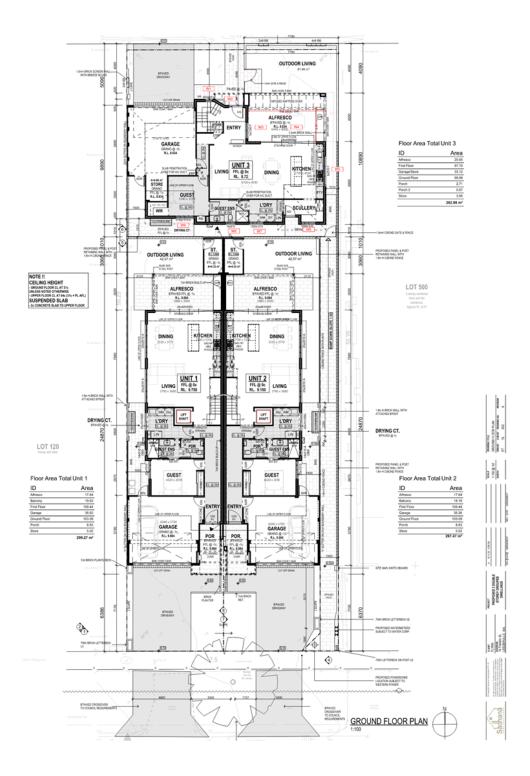
Sirap Consulting Pty Ltd TA J2 Building Consultants ABN 16 606 729 560 info@j2bc.com.au www.j2bc.com.au

## Appendix 4: Plans



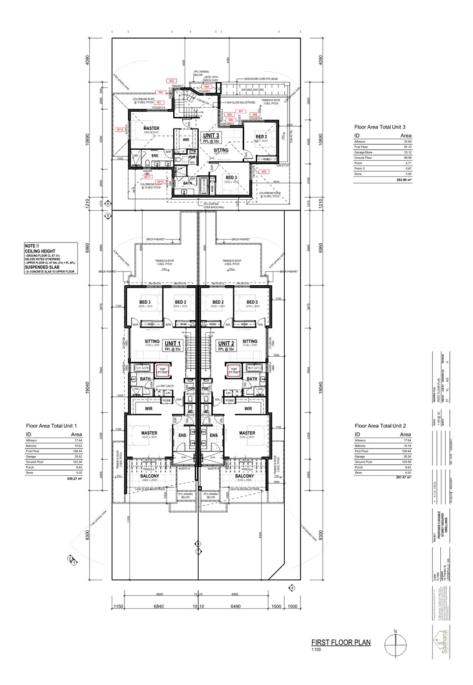
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#### Early Design Life Cycle Assessment (LCA) Report Construction of Three Grouped Dwellings (Unit 1, 2 & 3) at Lot 119 #14 Franklin Street, Leederville, WA 6007

Globally, the construction and use of buildings is responsible for almost one third of the resource consumption, energy consumption, greenhouse gas (GHG) emissions, and solid waste generation which are rapidly growing due to population and economic growth. The Australian building sector alone is responsible for Australia's 20% total energy consumption and 23% GHG emissions.

Under the National House Energy Rating Scheme (NatHERS), the Australian Building Codes Board (ABCB) has introduced the mandatory minimum energy efficiency standards for housing sector through the National Construction Code (NCC). Primarily, these regulations focus on achieving thermal comfort for occupants through a reduction in the space heating and cooling energy requirements. However, the minimum energy efficiency standards alone are not adequate to address the sustainability aspects. Various studies suggest that the sustainability assessment, which integrates the energy, economic, social, and environmental factors together has a potential to assist in decision making for sustainable housing options.

Without the shift in paradigm, the implementation of principles and guidelines of sustainable development into the housing sector is difficult because of the complexity of the houses, and due to the facts that the houses are not just the assembly of raw materials, but they are complex products of various materials, and technologies that are assembled to meet the unique requirements, and there is no single solution for sustainable house. The operational heating, and cooling energy consumption of a house is highly influenced by the thermal performance of its envelope (walls, windows, roof, floor etc.) because the bulk of this energy is utilized to compensate for the energy losses or gains through the envelope, and thus the envelope holds the key to energy, and GHG emissions reduction opportunities. Even minor improvements in thermal performance of envelope materials provide significant energy and GHG emissions reduction opportunities. The houses are responsible for greenhouse gas emissions due to energy consumed during various life cycle stages for raw material extraction, processing, transportation, manufacturing, fabrication, assembly, construction, operation, maintenance, and the end of the life demolition and disposal. The houses last much longer and thus have significant environmental repercussions over a long period of time, and hence it is important to implement the principles and guidelines of the sustainability from the inception stage itself so that the goals of sustainable development are achieved by minimizing the resource consumption and environmental impacts during the entire life cycle stages.

The construction materials such as aluminium, steel, cement, concrete, glass, plastics, and paint are energy and carbon intensive materials and demonstrate different levels of thermal performance under the same geometrical design and climatic conditions. Due to relatively long lifespan, the houses have the largest long-term GHG mitigation potential, which will have multiple benefits to economy and society both in terms of cost-saving and resource conservation. To achieve this target, the overall approach must shift from the use of non-renewable resources to renewable resources and from the minimization of waste to reuse and recycling of waste and estimation of GHG emissions should be realistic and representative.

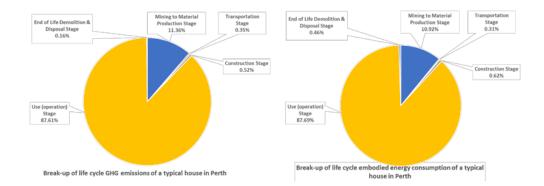
There is a growing consensus that the Australian housing sector must take initiatives in adopting the sustainable building materials and methods of construction. With the growing demand for housing in a resource constraint and competitive market, the concept of life cycle assessment steps in for addressing the sustainability challenge. The objective of this early design life cycle assessment is to determine and compare the environmental impacts associated with the two grouped dwellings with prevailing industry average values and to ensure that they help in achieving Western Australia's goals of sustainable development.

The lot for proposed development with southerly aspect is rectangular in shape with 17.5m wide frontage on Franklin Street, Leederville. There are single & double storey dwellings in the vicinity of the proposed development. The proposed development consists of two south facing double storey grouped dwellings (Unit 1 & 2) and one north facing double storey dwelling. The land is sloping from south to north with almost 1m level difference between franklin street and laneway. The land is also sloping from west to east with an average level difference of 1m. A paved common path is proposed along the eastern boundary to access Unit 3 from franklin street.

The above referenced two grouped dwellings (Unit 1 & 2) are identical and typical 4 bedroom, 2 bathroom, 2 car garage (4x2x2) double storey houses and the third dwelling (Unit 3) has a different layout but still a typical 4 bedroom, 2 bathroom, 2 car garage (4x2x2) double storey house and all made of double brick walls at both the floors, timber cladding on first floor, single glazed windows, concrete ground slab and suspended floor slab, and colorbond roof sheeting. The environmental impacts have been assessed over a life cycle of 50 years. The proposed location falls under Climate Zone 5 i.e. warm temperate and generally the houses in this zone requires low heating and cooling energy.

The life cycle greenhouse gas (GHG) emissions and embodied energy (EE) consumption impacts associated with the construction and use stages of above dwellings have been estimated using Life Cycle Assessment (LCA) approach in accordance with ISO 14040-44.

A recent research on sustainability assessment of Western Australian houses for different envelope materials found that the life cycle GHG emissions from mining to material production, transportation, construction, use, and end of life demolition and disposal stages for a typical double brick house in Perth are 467tonnes CO₂ e-. Similarly, the life cycle embodied energy consumption from mining to material production, transportation, construction, use, and end of life demolition and disposal stages are 6.5TJ. It is found that the Use stage i.e. operational energy is the biggest contributor to the life cycle GHG emissions and embodied energy consumption followed by the mining to material stage while all other stages together contribute to less than 2% of the life cycle GHG emissions and embodied energy consumption. The break-ups of life cycle GHG emissions and embodied energy consumption are presented in following images.



Considering the above, the main emphasis during design stage should be on selecting the construction materials and developing climate responsive layouts. As the use stage has been found to be the major contributor to the GHG and embodied energy consumption, the efforts to analyse and minimize the impacts associated with the operation energy must be given the priority followed by the mining to material production.

Various Australian research studies suggest that of the total life cycle energy consumption of a typical house, the operational energy has the largest share (80%-90%), while the share of initial embodied energy of materials is quite low (10%-20%) and the end of the life demolition energy has a little or negligible share. Further, the studies suggest that the operational energy demand for a typical house in Perth for Heating, Cooling, Lighting, Home Appliances, and

Water heating vary between 9%-12%, 9%-12%, 10%-11%, 25%-27%, and 40%-42% of the total energy demand. Even though, the energy demands for Home appliances and Water heating are significant, but the associated environmental impacts are quite low because natural gas is used as the primary source of energy. Also, with the increased use of LED lights, energy saving appliances, and roof top solar water heaters, the associated impacts are minimized. The use of reverse cycle air-conditioning units that operates purely on electricity is increasing. Due to this vary fact, the operational energy for lighting, home appliances and hot water have been excluded from this study.

The life cycle energy analysis (LCEA), a predecessor to LCA, was conducted using NatHERS accredited software to estimate the annual operational energy demand for heating and cooling for conditioned areas. The total life cycle heating and cooling energy demands for Unit 1, 2 and 3 were estimated as **870.70GJ**, **779.48GJ**, and **600.68GJ** respectively. The equivalent GHG emissions and embodied energy consumption have been estimated as **240.89tonnes CO**₂ **e**-, **215.66tonnes CO**₂ **e**-, and **166.19tonnes CO**₂ **e**- and **1.92TJ**, **1.71TJ**, **and 1.32TJ** respectively, which are lower than the GHG emissions and embodied energy consumptions of a typical reference dwelling in Perth.

Though the south facing orientation of Unit 1 & 2 and north facing orientation of Unit 3 does not fall within the most ideal or preferred category (east-west orientation) which is a low hanging fruit, but the north-south or south-north orientations are also considered as good. The lot is a narrow one and the north facing daytime living areas that flow to outdoor spaces for these units provide good access to northern sun with minimum potential of overshadowing. The north facing frontage of Unit 3 is almost double of Unit 1 or 2 and hence the operational energy demand for heating and cooling is significantly lower than Unit 1 and 2. It is further observed that Unit 1 has less exposure to rising sun as eastern face is completely blocked by Unit 2, the operational energy demand for heating is substantially higher as compared to Unit 2 and 3. Overall, Amongst all the Units, Unit 3 is outperforming due to higher exposure of its daytime habitable areas to north.

To mitigate the adverse impacts associated with the operational energy, the rooftop solar PV is proposed. The annual solar radiation falling on Australia is approximately 58 million petajoules (PJ), which is approximately 10,000 times Australia's annual energy consumption. Grid connected 6.6kWp rooftop solar PV system has been considered as a substitute for grid electricity which can feed excess electricity into the grid. The inclusion of storage system is outside the scope of this study. The roof areas of the grouped dwellings are adequate to accommodate the solar panels of up to  $6.6kW_p$  (i.e. around 32 m²) capacity.

The average yearly electricity production data of 6.6kW_p roof top solar PV systems in Perth is 10MWh i.e. 36GJ. The amount of electricity that would be generated by 6.6kWp roof top solar PV during the life cycle of the house is 500MWh (1.8TJ). The integration of a 6.6kW_p solar PV would not only completely reduce the use of grid electricity for heating and cooling but with the help of smart home solutions, the excess electricity can be utilized for home appliances before feeding to the grid.

The next contributor to GHG emissions and embodied energy consumption is mining to material production stage. As this early stage of development, only preliminary architectural Plans and elevations are available and hence all the materials/fixtures/finishes cannot be accurately identified for preparation of detailed life cycle inventories (LCI) which is a prerequisite for estimation of associated GHG emissions and embodied energy consumption associated with the mining to material production stage. However, most of the major energy intensive materials such as concrete, bricks, steel, aluminium, glass, cement, gypsum board etc. have been estimated to prepare LCI. The Australian Unit Process (AUP) database has been used for the inputs. As more than 80% of the proposed materials have recycling potential, the embodied energy is not a major concern. Both the grouped dwellings (Unit 1 & 2) are identical in terms of dimension and specification, but Unit 3 is different. Based on the LCI, the life cycle GHG emissions for the dwellings have been found to be 76.48tonnes CO₂ e-, 76.48tonnes CO₂ e-, and 68.97tonnes CO₂ e- respectively, which are consistent with the published data and industry average. The reason for these values being higher than the referenced typical dwelling in Perth is due to the fact that the referenced dwelling is a single storey one and these dwellings are two storey ones. The concrete slabs consisting of concrete and steel reinforcement have been proposed for upper floor. Both these materials are highly energy intensive with very high carbon footprints (concrete - embodied energy 1.3GJ/tonnes and GHG emission 133kg CO₂ e-/tonnes. Steel - embodied energy 43.9GJ/tonnes and GHG emission 3.18tonnes CO₂ e-/tonnes). However, with proper and careful project and construction management, the amount of C&D waste can be minimized that will not only reduce the associated GHG emission but will save embodied energy consumption as well.

**Conclusion**: Based on the preliminary life cycle assessment findings, it is found that the life cycle energy demand, GHG emissions, and embodied energy consumption are consistent with the current industry averages and the proposed dwellings will not have any adverse impacts on environment. Moreover, with the integration of grid connected roof top solar PV, solar water heater, LED lights, water efficient/WELS rated appliances and fixtures, and water wise native plants for landscaping, the environmental impacts associated with the operational

energy will be significantly reduced that in turn will help in achieving the goals of sustainable development.

Explantania

Dr. Krishna Lawania ME (Structural Dynamics), PhD (Sustainable Construction) FIEAust CPEng NER, RPEQ, PMP, ACIArb PG Cert – Cons. Law, LEED Green Associate

#### 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.
- If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- 3. In relation to advice note 2, 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. For further information regarding the Ministerial direction, please contact the City on (08) 9273 6000.
- 4. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
- 5. No verge trees shall be removed. The verge trees shall be retained and protected from any damage including unauthorised pruning.
- 6. With reference to Condition 2.1, the owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls.
- 7. 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 1.6 metres 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.
- 8. With reference to Condition 6, the City encourages landscaping methods and species selection which do not rely on reticulation.
- 9. With reference to Condition 7, 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.
- 10. An Infrastructure Protection Bond together with a non-refundable inspection fee shall be lodged with the City by the applicant, prior to commencement of all building/development works, and shall be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure, including verge trees, has been repaired/reinstated to the satisfaction of the City. An application for the refund of the bond must be made in writing. This bond is non-transferable.
- 11. The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5 metres) shall be maintained for all users at all times during construction works. Permits are required for placement of any material within the road reserve.
- 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.

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#### Determination Advice Notes:

- 13. All new crossovers to lots are subject to a separate application to be approved by the City. All new crossovers shall be constructed in accordance with the City's Standard Crossover Specifications, which specify that the portion of the existing footpath traversing the proposed crossover (subject to the Footpath being in good condition as determined by the Infrastructure and Environment Services Directorate), must be retained The proposed crossover levels shall match into the existing footpath levels. Should the footpath not to be in satisfactory condition, it must be replaced with in-situ concrete panels in accordance with the City's specification for reinstatement of concrete paths.
- 14. The applicant is advised that any future strata title of the property must be consistent with this approval and the lot sizes demonstrated in the application.
- 15. In reference to Condition 10, ceding of the Right of Way widening will be required at the time of any future subdivision, survey strata subdivision or built strata subdivision.
- 16. In reference to Condition 11, the open 'carports' as depicted on the approved development plans without garage doors are integral to the acceptability of the built form outcome of Units 1 and 2 as viewed from Franklin Street, ensuring that an open streetscape is maintained and that the development would not be dominated by garage doors.

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### 5.2 DRAFT WOODVILLE RESERVE LANDSCAPE PLAN

Attachments:

Summary of Key Stakeholder Engagement 🕛 🔛

2. Draft Woodville Reserve Landscape Plan 🗓 🛣

## **RECOMMENDATION:**

That Council:

- 1. NOTES:
  - 1.1 the Summary of Key Stakeholder Engagement included as Attachment 1; and
  - 1.2 that the Draft Woodville Reserve Landscape Plan will be presented back to Council for endorsement following Community Consultation; and
- 2. APPROVES the Draft Woodville Reserve Landscape Plan included as Attachment 2 for community consultation in accordance with the City's Policy No. 4.1.5 Community Consultation.

## PURPOSE OF REPORT:

To seek Council endorsement of the draft Woodville Reserve Landscape Plan for the purpose of community consultation.

### BACKGROUND:

On 12 February 2013 at its Ordinary Meeting, Council adopted the 2012 Woodville Reserve Master Plan (Master Plan). Since adoption, only a few elements of the Master Plan have been delivered, including the North Perth Community Garden and Vincent Men's Shed completed.

On 20 August 2019 at its Ordinary Meeting, Council adopted the City of Vincent Corporate Business Plan 2018/19 – 2021/22 including Item 4.1 Review, Prepare and Implement Woodville Reserve Master Plan. This item was scheduled to be delivered from 2019/20 – 2021/22. The description of works included:

Review the 2012 Woodville Reserve Master Plan and prepare a revised Plan that effectively responds to current/future community needs, maximises land use and asset sustainability, and aligns with Council's focus.

On 15 September 2020 at its Ordinary Meeting, Council adopted the City of Vincent Corporate Business Plan 2020/21-2023/24 including the projects Asset Management and Sustainability Strategy and Develop Sport and Recreation Facilities Plan. These projects are currently being progressed, with the draft Asset Management and Sustainability Strategy recently advertised for community consultation and the Sport and Recreation Facilities Plan anticipated to be completed in early 2022, with implementation scheduled to commence following this.

The City of Vincent Corporate Business Plan 2020/21-2023/24 also lists the Woodville Reserve Master Plan as a Strategic Project.

The Asset Management and Sustainability Strategy and Sport and Recreation Facilities Plan seek to ensure that the City plans and manages resources and assets in an efficient and sustainable manner.

Woodville Reserve currently contains several community facilities and incorporates a turf sporting field, outdoor playground, and an informal nature play area which are all accessible to the public. The community facilities at Woodville Reserve have developed incrementally over time and are mostly identified as single use amenities that are nearing end of life. The groups and respective facilities are well patronised, although incremental developments have created a spatial disconnection across the site, inhibiting the ability for co-location and relationship building between the local groups.

The City enables community facilities to be tenanted and used through respective user agreements. The current primary Woodville Reserve site tenants/users include:

- North Perth Community Garden;
- North Perth United Soccer Club;
- North Perth Bowling Club;
- North Perth Tennis Club; and
- Vincent Men's Shed.

# DETAILS:

The Sport and Recreation Facilities Plan and Asset Management and Sustainability Strategy are integral to the development of the revised Master Plan, and it is proposed that the development of the Master Plan be completed following the adoption of these informing documents. This would enable the Master Plan to be better aligned to a City-wide approach, and better inform the future direction of the site through its implementation.

The Master Plan project is currently constrained due to available funding and an interim draft Woodville Reserve Landscape Plan (Landscape Plan) is proposed to guide the implementation of site improvements in the short-term, prior to the development of a revised Master Plan. This would result in the Woodville Reserve Landscape Plan project replacing the Woodville Reserve Master Plan in the City's Draft Corporate Business Plan 2021/22 – 2024/25. The Master Plan would determine many of the larger scale interventions and outcomes for this site, whilst the purpose of the Landscape Plan would be to provide smaller scale elements that would enhance the current site, but also allow the area to be easily incorporated into any future developments that the revised Master Plan would outline.

Targeted key stakeholder meetings were held on-site with existing site tenants from 12 May to 25 May 2021, and a summary of the engagement is included in **Attachment 1**. Key stakeholders included representatives from North Perth Community Garden, North Perth United Soccer Club, North Perth Bowling Club, North Perth Tennis Club and Vincent Men's Shed. Engagement was undertaken at multiple site meetings with each group, to gain an understanding of the site opportunities and constraints, existing site users and how the Landscape Plan could impact and benefit current operations and future use of the site.

Three draft landscape concept options were provided during the key stakeholder meetings, each with varying amounts of additional tree canopy and eco-zoning. The feedback received was consistent across the multiple groups and demonstrated strong support to retain a maximum area of open grassed lawn for passive and active recreation activities in the North-West portion of the site.

Based on the feedback received, a draft Landscape Plan has been designed to incorporate the key elements collectively supported by the key stakeholders. The draft Landscape Plan included as **Attachment 2** considers opportunities to improve connectivity across the site, and to create a more inviting and usable open space for the community to enjoy.

The draft Landscape Plan has been designed to respond to the key stakeholder engagement feedback, current and future community needs, and to achieve the following draft objectives:

- Create a more inviting, accessible and useable public open space.
- Improve connectivity and wayfinding across the site.
- Provide additional nature-based recreation opportunities and nature play elements.
- Provide additional tree canopy and natural eco-zoning/vegetation.
- Provide additional opportunities for passive recreation.
- Ensure site improvements are considered, futureproofed, and able to integrate with any future Master Plan.

# Landscape Plan

The City's Public Open Space Strategy gap analysis identifies a shortage of local public open space in the North Perth area and the implementation of the Landscape Plan would assist to address this shortfall.

The draft Landscape Plan design and key elements consider existing funding limitations and align with the Public Open Space Strategy. The draft Landscape Plan proposes to increase useable public open space and incorporate the following key elements:

- Increased planting and canopy cover.
- Natural eco-zoning.
- Earthworks and preparation of site.
- Removal or enhancement of existing site fencing.
- Extension of existing lawn area.
- Extension of public open space to incorporate gazebo, seating and planters.
- Retention and enhancement of the current nature play area.
- Retention of current sports lighting for recreation and event purposes.
- Enhancement of existing park furniture.
- Installation of additional park furniture including bench seats.
- Installation of reticulation to the site.
- Improved pedestrian connections and wayfinding.

### Lease Arrangements

Many of the current tenants on the site have a lease agreement in a holding over phase. These tenants would be offered a three year lease extension to allow for the deferral of the Master Plan, the development and implementation of the Landscape Plan and the completion of the Asset Management and Sustainability Strategy and Sport and Recreation Facilities Plan.

The North Perth Tennis Club (NPTC) lease agreement is currently in a holding over phase and NPTC will be offered a three year extension which aligns to the lease extension offered to all other site stakeholders. During consultation, NPTC identified the opportunity to extend the landscaping improvements to incorporate the embankment area to the West of the croquet lawn. To facilitate the implementation of this opportunity, it is proposed that the 'Croquet Lawn' referenced in the NPTC former lease agreement is excised from the lease area and managed by the City to facilitate the maximisation of public open space area within the Landscape Plan.

The Multicultural Centre is currently untenanted. There is an opportunity to incorporate the gazebo, seating and planters to the east of the centre into the Landscape Plan for broader public community use. To facilitate the implementation of this opportunity, any future lease agreement associated with the Multicultural Centre would not reference or include the gazebo site adjacent the Multicultural Centre building.

# CONSULTATION/ADVERTISING:

If approved for advertising, the draft Landscape Plan and associated draft objectives would be consulted on with the wider community for feedback. Community consultation and engagement is a key element to ensure the Landscape Plan reflects the current and future needs of the community. Community engagement would occur through July and August 2021 and would include:

- Online survey with options on Imagine Vincent page
- Postcards for surrounding residents and park users
- Signage in Woodville Reserve community groups
- Signage on Woodville Reserve public open space
- Pop-up engagement at Woodville Reserve
- Social media campaign
- News item on website
- Advert in local paper

# LEGAL/POLICY:

• Policy No. 4.1.5 – Community Consultation.

# **RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to approve the draft Landscape Plan for community consultation.

# STRATEGIC IMPLICATIONS:

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

# Enhanced Environment

Our parks and reserves are maintained, enhanced and well utilised. Our urban forest/canopy is maintained and increased.

## Connected Community

We have enhanced opportunities for our community to build relationships and connections with each other and the City. Our community facilities and spaces are well known and well used.

### **Thriving Places**

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

# SUSTAINABILITY IMPLICATIONS

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

Urban Greening and Biodiversity

# PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the City's Public Health Plan 2020-2025:

Increased mental health and wellbeing

Increased physical activity

Reduced exposure to ultraviolet radiation

# FINANCIAL/BUDGET IMPLICATIONS:

Preliminary costings associated with implementing the Landscape Plan are outlined below:

ITEM	COST
Trees (supply and install)	\$11,000
Native Planting (supply and install)	\$5,000
Mulch	\$6,000
Landscaping soil	\$5,000
Earthworks (contractor)	\$5,000
Tipping Fees	\$10,000
Service Location	\$1,000
Fencing	\$3,000
Reticulation	\$7,500
Turfing (stolons)	\$1,500
Furniture	\$6,000
Concrete Path and Kerbing	\$5,000
Crossover Widening	\$4,000
Bin Store	\$2,000
Subtotal	\$72,000
10% contingency	\$7,200
TOTAL	\$79,200

The Landscape Plan is currently attributed \$5,000 in the City's 2021/22 annual operating budget.

The 2021/22 Local Government Urban Canopy Grant program was created to expand tree canopy in high urban heat risk areas in 32 Local Governments within the Perth and Peel regions and a second round of funding has recently been announced. Administration investigated this grant funding opportunity in respect to

increasing the tree canopy in Woodville Reserve. Unfortunately, due to the increased canopy being proposed on a current reserve, which is not identified as a high urban heat risk area, the application would not be considered competitive against the current specified grant funding criteria and a grant application has therefore not been progressed. Any alternative grant opportunities would continue to be investigated.

Following community consultation, the Landscape Plan would be updated in the context of community feedback. At this time the preliminary costings above would be confirmed and any additional funding required to implement the Landscape Plan would need to be considered by Council as part of the budget review process.

# COMMENTS:

Woodville Reserve is an active recreational hub in North Perth with a range of users and tenants that offer valuable services and initiatives to the community. Given the proposed deferral of the Master Plan, the Landscape Plan would improve the public open space provision in North Perth, improve canopy cover, and provide the community with an additional recreational and green space.

SC3340



### Draft Woodville Reserve Landscape Plan - Key Stakeholder Meeting Outcomes

Key Stakeholder meetings were held on-site with existing site tenants from 12 to 25 May 2021. An overview of the project context and purpose was provided, including the timing of the Sport and Recreation Facilities Plan (SRFP), the Asset Management and Sustainability Strategy (AMSS), and the proposal to progress the Landscape Plan as an interim measure, prior to the development of the Woodville Reserve Master Plan. The meeting objectives were confirmed, and discussions focussed around site opportunities and constraints, and current and future use. The meeting dates and outcomes are documented below.

#### Key Stakeholder/Site Tenant Meetings:

North Perth Community Garden (NPCG) & North Perth United Soccer Club (NPUSC) - Wednesday 12 May 2021 5pm-6pm

North Perth Bowling Club (NPBC) – Friday 14 May 2021 10am-11am

North Perth Tennis Club (NPTC) - Thursday 20 May 2021 10am-11am

Vincent Men's Shed - Tuesday 25 May 2021 8.30am-9.00am

#### Key Stakeholder/Site Tenant Comments:

#### Site Usage & Access

- NPCG/NPTC: Northern area is frequented by dog walkers, mainly those who aren't confident to use large area on Eastern end of Reserve
- NPCG: Pop Up nature play area is well utilised
- NPTC: The northern gate entry is extensively used by the community entering the site and by tennis players accessing the tennis club, and activity from locals/school students who use it as a throughfare
- NPTC/NPCG: Opportunity for lawn and pop up play areas to be utilised to host club events and provide additional social activities
- VMS/NPGC/NPTC: Suggested the area be made more identifiable as public open space and that the visual appeal be improved
- VMS/NPCG/NPTC: Suggested provision of signage (potentially include separate notice board) in relation to this accessway and the community groups/sporting clubs on site
- NPCG: Requested bicycle parking racks
- NPTC/VMS/NPCG/NPUSC: Make the path identifiable to enable public and park users to walk between north and south across the Woodville Reserve site
- NPTC: Queried any potential for leftover materials such as bitumen or similar to apply to access way from SW corner of Landscape Plan for machinery access

SC3340

#### Site Fencing

- NPCG: Suggested fencing is a regressive means and works against an "open communities" approach, very reluctant to add further fencing to current provision
- NPCG: Liked the idea of small hedging/shrubs as opposed to hardstand fencing between NPCG and the nature play area.
- NPTC: Brick fence/retaining wall requires repairs and capping due to deterioration and ongoing vandalism
- NPTC/NPCG: Request that no fencing or eco-zoning is implemented along the southern boundary of the lawn area due to limiting the connectivity between the clubs and the central connection between Namur Street and Farmer Street
- NPTC: Connectivity to undercover area is important to retain. Provides shelter during inclement weather for people using the site and it's important to ensure there is no fencing located in this area (SW corner of Landscape Plan)

#### Lawn & Bore Access

- NPCG/NPTC/NPUSC: Retain maximised grassed area for kicking balls and recreational activities, this area is used regularly by dog owners and families
- NPTC: No need to retain formal path across site, turf is adequate to allow pedestrians to move easily across the site
- NPTC: Requested tiered planting and improvements between the courts and embankment on the western end of the Landscape Plan NB: this is within the NPTC leased area
- NPTC: Bore location and access to be considered. Potential for common use of the bore. The Club advised they are open to discussions around sharing costs and usage with the City, noted if an opportunity for it to be upgraded to a more automated system would be preferred.
- NPTC: Preference to retain floodlights, which would enable the continued hosting annual evening events
- NPTC: No garden beds/trees to be located adjacent to bore, as will limit access and may cause issues with proximity to the power/lighting servicing

#### <u>Trees</u>

- NPCG: Like to see sufficient tree shade as follows:
  - o Selectively, so not shading NPCG in winter or too much of the turfed area
  - o Would like to see some nut trees ie macadamia or almond
  - Create a grove of tall trees on southern side of VMS
  - Trees to shade the pop up play area, especially for the summer months
- NPCG: Some of the tree selection and proposed locations on Concept Option 2 and 3 are inappropriate, would like close consultation on species and location
- NPCG: Proposed tree at SE corner of nature play area is too large and will block out sun, request swap with smaller variety.
- NPCG: Want larger trees on the west side of Plan, (nut maybe) such as Almond and Macadamia
- NPCG: Happy to have as many trees as possible along the northern boundary of the proposed area
- NPTC/NPUSC: Preference for new trees centrally to be kept to a minimum to ensure enough open space remains

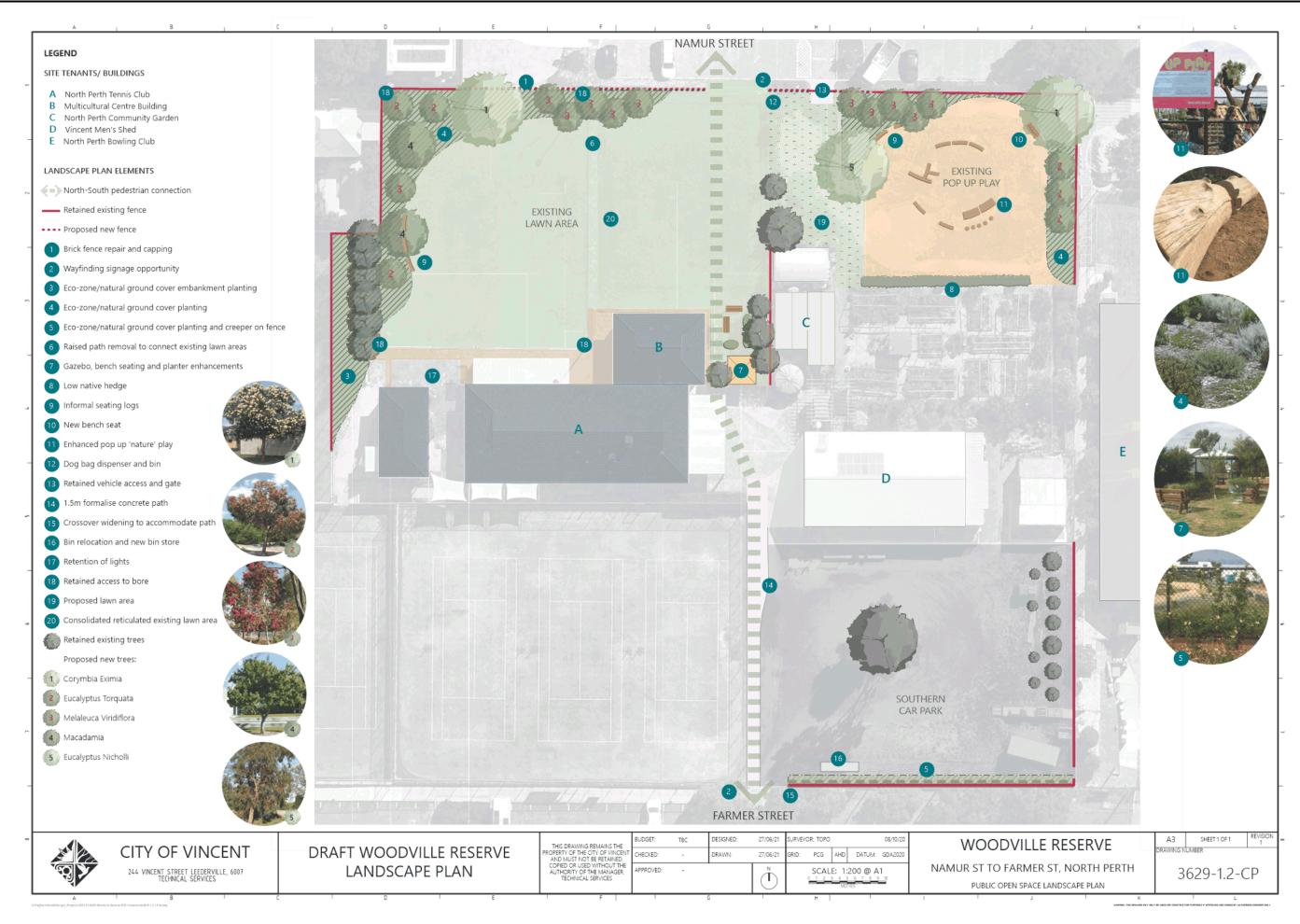
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#### Pop Up Play

- NPCG: Request for more material for kids to interact/build within the nature play/pop-up play area
- NPCG: Opportunity to improve visual appeal of pop-up play area as currently unsightly
- NPCG: Add a water play tap to the pop up play
- NPCG: Gate or open access between pop up play space and grass
- NPCG: Would like to see some form of crawler to cover front fence adjacent pop up play, current condition not great
- NPCG: Potential for hardstand loading area at gate entry, walking path to allow people with walkers & distinguish between park area and nature play area (due to kids digging up area where the truck needs to travel)

#### Southern Car Park Area

- NPBC: Advised there are parking issues during weekdays due to workers close-by using the street parking and travelling by public transport into the City noted consideration for structured parking in southern carpark area for members
- VMS/NPCG/NPTC: Supportive of a shared access path along the tennis court side of the southern carpark
- VMS/NPTC: Acknowledged potential move of bin location for shared path, open to options not supportive near lane entry
- VMS/NPTC/NPCG: Supportive of the idea to provide hedging, creepers or similar low planting along southern fence adjacent Farmer Street to increase visual appeal
- VMS: Noted the southern car park can get muddy in winter, queried if there is any method to improve this
- VMS/NPTC: Preference not to formalise the car park to ensure the continued accommodation of various users and various sized vehicles (members overflow car park, rubbish truck access, user bus parking, truck loading/drop off zone)
- NPTC: Potential to relocate shared bin store to southern edge of the car park to improve the north to south access for pedestrians
- NPTC: Request no trees to be planted on the Western border of the car park as these would overshadow the tennis courts



## 5.3 RESPONSE TO PETITION RELATING TO ODOUR FROM 7GRAMS CHICKEN, NOS. 212-214 LAKE STREET, PERTH

Attachments: Nil

### **RECOMMENDATION:**

That Council NOTES the response to petition relating to odour from 7Grams Chicken.

### PURPOSE OF REPORT:

To provide a response to the petition relating to odour from 7Grams Chicken, Nos. 212-214 Lake Street, Perth.

# BACKGROUND:

At the Ordinary Meeting of Council on 22 June 2021 a petition was tabled and minuted as Item 5.3 as follows:

"Lynley Coen submitted a petition with 26 signatures requesting that Council assist with the odour of frying chicken from 7 Grams Chicken at 212-214 Lake Street, Perth that has impacted the neighbourhood since mid-November. The emission of odours from the premises to the external environment is offensive and permeates outdoor areas and dwellings and has a detrimental impact on residents' quality of life.

The signatories appreciate and support the mix of businesses in the area and the intention in raising this issue is not to cause harm to the business but rather to be able to live harmoniously alongside it.

The exhaust filtration being used by the business does not mitigate the emission of nuisance odours. An indication of the failure of filtration is the layer of grease on the footpath in Lake at the front of 7 Grams Chicken.

Residents have complied with Council requests to provide detailed log sheets of occurrences for over 6 months, but nothing has changed."

Council resolved that the petition be received and a report be prepared for the 27 July 2021 Ordinary Council Meeting.

## DETAILS:

Since November 2020, the City has been investigating concerns from residents from four properties who live near to 7Grams Chicken relating to odour nuisance from cooking smells. Odour nuisance is addressed through the *City of Vincent Health Local Law 2004*. These types of investigations can be challenging as the impact of odour can be subjective, making it difficult to obtain objective evidence.

Upon receipt of concerns and log sheets from residents as well as onsite investigation by Environmental Health Officers, it was determined that the business should install a ventilation system in line with the National Construction Code, which requires commercial restaurants to meet with Australian Standard 1668.2-2012 – The use of ventilation and air conditioning in buildings (AS1668.2). The business agreed to this solution and installed a new ventilation system on 3 May 2021 as required by AS1668.2.

This ventilation system was implemented by the business without them first gaining development approval under the City's Local Planning Scheme No. 2 (LPS 2), which would have been required due to the flue of the ventilation system not being considered to be minor nature development. It should be noted that the City did not advise the business of this requirement prior to them installing the ventilation system. The business would be required to ensure the ventilation system complies with the requirements of LPS 2 once any further requirements relating to mitigation of odour are determined.

Since installation of the system the City received a further odour complaint on 14 June 2021, just prior to receipt of the petition on 16 June 2021. This indicates the solution implemented, which complies with AS1668.2, is still causing concerns for residents.

The City's proposed course of action in response to the petition, includes:

- 1. Appointment of an environmental odour consultant.
- 2. Meeting with residents who signed the petition with the City and the consultant.
- 3. Assessment of the odour by the consultant.
- 4. Provision of expert advice by the consultant.
- 5. Require implementation of solutions and compliance with the Building Regulations and LPS 2.

Environmental consultants have been used by businesses and local governments in the past to address similar issues. This would ensure that any measures now implemented to address this issue are first scientifically verified by an independent specialist.

A meeting with residents, the City and the consultant would enable the residents to outline the details of their concerns further and provide specific information as to how they are affected by 7Grams based on the location of their property. This is also an opportunity to respond directly to queries relating to odour nuisance investigations.

# CONSULTATION/ADVERTISING:

Nil.

### LEGAL/POLICY:

- City of Vincent Health Local Law 2004;
- Building Act 2011;
- National Construction Code;
- Local Planning Scheme No. 2; and
- Australian Standard 1668.2-2012 The use of ventilation and air conditioning in buildings.

### **RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to consider this report.

#### STRATEGIC IMPLICATIONS:

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

#### Innovative and Accountable

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

### SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy* 2019-2024.

### PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the City's Public Health Plan 2020-2025:

Reduced exposure to environmental health risks

# FINANCIAL/BUDGET IMPLICATIONS:

The cost of the City's compliance investigation, including engagement of an odour consultant, would be met through the City's existing operational budget.

# COMMENTS:

Odour nuisance can be challenging to investigate and in rare circumstances could require specialised expertise to reach solutions. It is concerning that a nuisance is still being reported after the business

implemented a solution which complies with relevant legislation and Australian Standard. Prior to implementation of further solutions by the business, the City will be seeking expertise from an independent environmental odour consultant to assist to reach a solution which addresses residents and business concerns.

# 6 INFRASTRUCTURE & ENVIRONMENT

### 6.1 TENDER IE114-2021 SUPPLY AND LAYING OF KERBING

Attachments: 1. Evaluation Worksheet - RFT IE114-2021 - Confidential

### **RECOMMENDATION:**

## That Council

- 1. NOTES the outcome of the evaluation process for Tender IE114-2021 Supply and Laying of Kerbing, and
- 2. ACCEPTS the tender submitted by The Trustee for Allstate Kerbing and Concrete Trust for Tender IE114-2021 for the Supply and Laying of Kerbing

### PURPOSE OF REPORT:

To report to Council the outcome of Tender IE114-2021 and to recommend the acceptance of a tenderer

# BACKGROUND:

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

The current three (3) year tender expires on 10 August 2021 and the City is seeking to appoint a new contractor to ensure continuity of service.

#### DETAILS:

#### **Tender Advertising**

The estimated value of the tender over three years is in excess of \$500,000. As the total budget exceeds \$250,000, Policy No 1.2.3- Purchasing, it requires an open public tender process.

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

	EVALUATION CRITERIA ( Regulation Part 4 S14(2a)					
	Criteria	Weighting				
1.	Relevant Experience	40%	<ul> <li>a) Provide details of similar projects undertaken including scope of the Tenderer's involvement and confirming successful completion of the project; and</li> <li>b) Provide details of experience and expertise in providing relevant / similar services successfully to local governments and or similar organisations</li> <li>c) Provide details of issues, if any, which arose during the projects and how those issues were managed or resolved</li> </ul>			
2.	Resources and Key Personnel	40%	<ul> <li>Tenderers to provide as a minimum information of the proposed personnel to be allocated to this tender such as:</li> <li>a) Their role in the performance of the contract;</li> <li>b) Resumes of key staff (including subcontractors) inclusive of memberships of any professional or business associations, qualifications etc.</li> <li>c) Required plant and equipment available</li> </ul>			

			Tenderers must, as a minimum, demonstrate it understands the scope of work required by providing the following;		
3.	Demonstrate Understanding	20%	<ul> <li>a) The process for delivering the services</li> <li>b) Identify potential issues / risks and how these will be mitigated</li> <li>c) Proposed methodology for delivering the services on time</li> </ul>		
TOT	ΓAL	100%			

The Request for Tender IE114-2021 was publicly advertised in The West Australian on 17 April 2021 and invited submissions until 6 May 2021

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

- The Trustee for Allstate Kerbing and Concrete Trust
- Freight Train WA Pty Ltd t/a Kerbing West current contractor
- Kerb Direct Kerbing

### Tender Assessment

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

Title	Role
Manager Engineering	Voting
Coordinator Engineering Operations	Voting
Depot Operations Supervisor	Voting
Procurement and Contracts Officer	Non-Voting

### Evaluation

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

Company	Qualitative Score/100	Ranking
The Trustee for Allstate Kerbing and Concrete Trust	82	1 st
Kerb Direct Kerbing	66	2 nd
Freight Train WA Pty Ltd t/a Kerbing West	50	3 rd

# CONSULTATION/ADVERTISING:

The Request for Tender IE114-2021 was advertised in the West Australian and on both the City's website and Tenderlink portal between 17 April 2021 and 6 May 2021

# LEGAL/POLICY:

The Request for Tender was prepared and advertised in accordance with The City's Purchasing protocol, Policy No1.2.3- Purchasing.

# **RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to accept the preferred tender.

## STRATEGIC IMPLICATIONS:

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

#### **Thriving Places**

Our physical assets are efficiently and effectively managed and maintained.

## Innovative and Accountable

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

# SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024.* However the hire of a competent and efficient kerbing contractor is essential to completing key capital works projects and maintenance programs in a timely and cost effective manner.

# FINANCIAL/BUDGET IMPLICATIONS:

The panel not only placed an emphasis on experience and resources, but also the core business of the tenderers, to ensure that they could provide both the surety and level of service the City requires.

Costs associated with the construction of kerbing are charged against the various Infrastructure and Environment Capital Works Projects and Operating accounts.

Total projected expenditure for each of tenderers over the three (3) life of the tender, as shown in the confidential attachment, was modelled on past capital projects and typical maintenance work scenarios, as means of providing a comparison of anticipated total expenditure.

While the annual expenditure under this tender varies from year to year dependant on work requirements, based on previous years, it is estimated that the total value will be in order of \$175,000 to \$225,000 per financial year.

#### COMMENTS:

The submission from The Trustee for Allstate Kerbing and Concrete Trust complies with all the tender requirements. The submission was well presented and included all specific information. The Evaluation Panel deemed the response to be convincing and credible; demonstrating the capability, capacity and experience relevant to the Evaluation Criteria.

The Evaluation Panel recommends that The Trustee for Allstate Kerbing and Concrete Trust be accepted for Tender IE114-2021 as its offers the best overall value for money to the City.

#### 6.2 E-PERMITS IMPLEMENTATION PROGRESS REPORT

Attachments: Nil

#### **RECOMMENDATION:**

That Council NOTES the progress in the implementation of the E-Permit system.

### PURPOSE OF REPORT:

To provide an update to Council on the progress of the implementation of the e-permits system.

### BACKGROUND:

At the Ordinary Council Meeting of 23 March 2021, Council requested Administration to provide a monthly report on the progress of the implementation system.

This report has been prepared to address that request.

#### DETAILS:

Since the e-permit system went live on 2 November 2020, there has been a total of 3,407 residents who have created an account and are utilising the new system. This number consists of current permit holders and new residents. Of the current permit holders who were notified of the new system, approximately 80% have created an e-permits account.

There are 853 current permit holders who have not yet created an account despite two letters sent, an email and some have also been contacted by telephone. These residents have not made any contact with the City and so it appears that many of these existing permit holders either no longer live in Vincent or no longer require permits (e.g., have sufficient off-street parking).

Telephone calls to current permit holders who have not yet registered will continue with the hope that they can be contacted to ascertain if they no longer reside within the City, or if they are experiencing any difficulty in accessing the system. From the 1st of April, Rangers began informal enforcement by issuing a caution to residents displaying paper permits. The process does not attract a parking fine and the intention is to encourage eligible residents to make contact with the City or to register. To date there have been a total number of 78 cautions issued, which resulted in 20 accounts created and/or vehicle registrations activated.

From the 1st of July 2021, Rangers will commence issuing infringement notices for those vehicles without an active e-permit, in line with standard procedure.

### CONSULTATION/ADVERTISING:

Two letters and an email have been sent to all current paper permit holders who have not registered for epermits. Phone calls have also been made and will continue.

## LEGAL/POLICY:

The City has run a security assessment against the e-permits system based on the Australian Cyber Security Centre framework, including confirmation of various security arrangements by the software vendor. The City is satisfied with data security controls that are in place for the e-permits system.

The City also reviewed the e-permits system against the Australian Privacy Principles. The Principles helped the City review how it intended to collect and use personally identifiable information for e-permits. The City has identified several opportunities to improve its management of the information captured by e-Permits and is working on its own policies and also with the software vendor on suitable changes.

The City's *Register of delegations, authorisations and appointments'* identifies which users within Administration have access to the e-permits database. Any additional requests for access to this information

must be authorised by the CEO directly. No other external authorities have access to the e-permits database, nor is there any intention to make this data available to any external authority.

# **RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to have the e-permits system implemented. There are a small number of residents who have ongoing concerns about the use of this technology for the City's residential parking permit system. Administration is working with these residents to address these concerns.

### STRATEGIC IMPLICATIONS:

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

<u>Enhanced Environment</u> We have minimised our impact on the environment.

#### Innovative and Accountable

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

#### SUSTAINABILITY IMPLICATIONS:

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

#### Waste Reduction

The replacement of approximately 10,000 paper permits with e-permits is a more sustainable option.

## PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes in the City's Public Health Plan 2020-2025.

### FINANCIAL/BUDGET IMPLICATIONS:

The e-permits system will result in an estimated financial saving of \$6,200 per annum.

E-permits also provides a more efficient and reliable system for enforcement of the residential parking permit policy to ensure only those residents entitled to the permits are using them.

# 7 COMMUNITY & BUSINESS SERVICES

# 7.1 EVENT AND FESTIVAL FUNDING 2021/2022

### Attachments:

# 1. Event and Festival Detailed Summary <u>U</u>

- 2. Sakura Healing Festival Confidential
- 3. Revelation Film Festival Confidential
- 4. Chinese Calligraphy Workshop Confidential
  - 5. Open House Vincent Confidential
  - 6. Little Day Out Confidential
  - 7. Asian Infusion Confidential
  - 8. Sunday Common Confidential
- 9. Longest Table in Leederville Confidential
- 10. Jazz Picnic in the Park Confidential
- 11. New Year's Eve on the Pitch Confidential
- 12. Festival Italia Confidential
- 13. Neon Picnic Confidential
- 14. Hyde Park Fair Confidential
- 15. St Patricks Day Festival Confidential
- 16. First Nations Welcome all Nations Confidential
  - 17. Beaufort Street Events Confidential

### **RECOMMENDATION:**

1. That Council APPROVES an amount of \$199,000 in 2021/2022 for Event Sponsorship as follows:

Event	Amount
Revelation Film Festival	\$20,000
Revelation Perth International Film Festival	
Open House	\$10,000
Open House Vincent	
Mt Hawthorn Hub	\$9,000
Little Day Out	
Kinn and Co	\$15,000
Sunday Common	
Perth International Jazz Festival	\$15,000
Jazz Picnic in the Park	
Floreat Athena FC	\$10,000
New Year's Eve on the Pitch	
WA Italian Club	\$15,000
Festival Italia	
RTRFM	\$10,000
Neon Picnic	
Rotary Club of North Perth	\$15,000
Hyde Park Fair	
St Patricks Day WA Inc	\$20,000
St Patricks Day Festival	
Noongar Radio	\$15,000
First Nations Welcome all Nations	
Beaufort Street Network	\$15,000
Beaufort Street Festival Events	
Allocation to Town Teams	\$30,000
Town Centre Events	
TOTAL EVENT SPONSORSHIP	\$199,000

- 2. NOTES that the allocation of all 2021/2022 Festival and Events Sponsorships remains subject to the recipient signing a Sponsorship Agreement with the City of Vincent identifying all related expectations and obligations;
- 3. APPROVES BY ABSOULTE MAJORITY in accordance with Section 6.8 (1) of the *Local Government Act 1995* the expenditure of \$5,000 for the sponsorship of Soundscapes at Beatty Park to be rolled over from the Special Event Funding Round as it was postponed due to COVID-19 restrictions.

# PURPOSE OF REPORT:

To approve the proposed 2021/2022 Festivals and Events Sponsorship and associated operating budget allocations.

# BACKGROUND:

The City of Vincent has adopted a contemporary, collaborative approach to place activation and vibrancy by collaborating with community, not-for-profit and other creative organisations to deliver a range of activities through annual festivals and events sponsorship. Applications for Event Sponsorship did not open in 2020/2021 due to COVID-19, though in 2019/2020, an amount of \$257,815 sponsorship was allocated to festivals and events.

Event	Amount Sponsored 2019/2020		
Revelation Film Festival	\$18,000		
Revelation Perth International Film Festival			
Pride WA	\$10,000		
Pridefest 2019 Fairday			
Perth International Jazz Festival	\$30,000		
Vincent Launch			
Northbridge Common	\$7,315		
Lunar New Year			
RTRFM	\$5,000		
Neon Picnic			
St Patricks Day WA Inc	\$20,000		
St Patricks Day Parade and Family Fun Day			
Rotary Club of North Perth	\$15,000		
Hyde Park Fair			
Subiaco Football Club	\$7,500		
City of Vincent Match and Family Fun Day			
Pickle District	\$20,000		
Urban Artwalk			
North Perth Local	\$15,000		
Halloween on Angove Street and North Perth Common			
Leederville Connect	\$40,000		
Leederville Village Square			
Mt Hawthorn Hub	\$40,000		
Various Events			
Beaufort Street Network	\$30,000		
Beaufort Street Community Events			
TOTAL EVENT SPONSORSHIP	\$257,815		

At the 17 November 2020 Council Meeting, Council allocated \$50,000 to a special sponsorship round, for events being held between January and June 2021. The following events were approved:

Event	Amount Allocated
RTRFM	\$5,000
Neon Picnic	
Rotary Club of North Perth	\$15,000
Hyde Park Fair	
Sunshine Brothers	\$5,000
Soundscapes at Beatty Park	
Subiaco Football Club	\$7,500
City of Vincent Community Match	
TOTAL SPONSORSHIP	\$32,500

# DETAILS:

#### Process for Seeking Applications

Applications for the 2021/2022 Event and Festival Sponsorship opened on 10 March 2021 with a call-out for community festivals, events, activations, roving entertainment and concerts. The availability of sponsorship was promoted through the City's Facebook page, website, e-newsletter and direct correspondence to both previous and prospective event organisers.

An Event Sponsorship Information Session was held on 22 March 2021 via Zoom for all prospective applicants.

Administration also attended the Town Team Roundtable meeting on 24 March 2021 to discuss community funding opportunities and promoted the Event and Festival Sponsorship for 2021/22.

Applications then closed on 6 April 2021.

#### Assessment Criteria

To ensure an equitable assessment process all applicants were required to respond to specific assessment criteria in order to demonstrate what value their festival/event adds to the Vincent community and how it aligns with the Strategic Community Plan.

Five (5) assessment criteria were included:

#### Enhanced Environment

• How will your event work to minimise the environmental impact and encourage an environmentally friendly event?

### Accessible City

- How will your event encourage smart travel?
- How will you create an event that is accessible to all members of the community?
- Will your event enable access for persons with disability?

#### **Connected Community**

- Who is your target demographic and how will this event encourage their involvement and participation?
- How will the event have broad appeal and actively engage and connect the local and greater community?

#### Thriving Places

- How will the event increase economic benefit to the local businesses and encourage them to be involved?
- How will the event provide social benefit and cultural opportunities to the local and greater community?

# Innovative and Accountable

• Provide evidence the event can be delivered

# **Application Outcomes**

An Event and Festival Detailed Summary is at Attachment 1.

A total of 16 applications were received as shown in the following table, and the detail of the submissions is shown in **Confidential Attachments 2 – 17.** 

The total amount requested was \$394,150 and the recommended sponsorship total is \$199,000.

Event	Amount Requested	Amount Recommended
Sakura Healing Festival	\$2,000	\$0
Sakura Healing Festival	\$2,000	φυ
Revelation Film Festival	\$24,000	\$20,000
Revelation Perth International Film Festival	\$24,000	φ20,000
Ponder Brush	\$8,730	\$0
Chinese Calligraphy Workshops	\$8,730	ψυ
Open House	\$15,000	\$10,000
Open House Vincent	\$10,000	φ10,000
Mt Hawthorn Hub	\$9,000	\$9,000
Little Day Out	\$3,000	φ0,000
ATL Events on behalf Australian Association of	\$45,000	\$0
International Business	Q=0,000	ΨΟ
Asian Infusion		
Kinn and Co	\$39,600	\$15,000
Sunday Common	<i><b>4</b>00,000</i>	<b>\$10,000</b>
Crowned PR	\$30,000	\$0
Longest Table in Leederville	<i><i><i><i></i></i></i></i>	<b>~</b> ~~
Perth International Jazz Festival	\$20,200	\$15,000
Jazz Picnic in the Park	<i> </i>	<b>+</b> • • • • • • • •
Floreat Athena FC	\$25,000	\$10,000
New Year's Eve on the Pitch	÷ -,	+ - )
WA Italian Club	\$40,000	\$15,000
Festival Italia	. ,	
RTRFM	\$10,000	\$10,000
Neon Picnic		
Rotary Club of North Perth	\$40,000	\$15,000
Hyde Park Fair		
St Patricks Day WA Inc	\$30,000	\$20,000
St Patricks Day Festival		
Noongar Radio	\$20,000	\$15,000
First Nations Welcome all Nations		
Beaufort Street Network	\$35,620	\$15,000
Beaufort Street Festival Events		
Allocation to Town Teams	\$0	\$30,000
Town Centre Events		
TOTAL EVENT SPONSORSHIP	\$394,150	\$199,000

# Calendar and Location Summary

Event recommendations also consider whether the Event and Festival Sponsorship creates a range of events throughout the year, and at a range of locations. Intensity of event activity at popular locations, such as Hyde Park, are monitored.

Month	Event	Location		
1 July – 11 July 2021	Revelation Perth International Film Festival	Leederville		
29 August 2021	Open House	Various		
18 September 2021	Little Day Out	Braithwaite Park, Mount Hawthorn		
31 October 2021	Sunday Common	Hyde Park, North Perth		
7 November 2021	Perth International Jazz Festival	Hyde Park, North Perth		
31 December 2021	New Year's Eve on the Pitch	Britannia Reserve, Leederville		
27 February 2022	Festival Italia	Italian Club Car Park, West Perth		
6 March 2022	Hyde Park Fair	Hyde Park, North Perth		
19 March 2022	St Patrick's Day	Leederville Oval and Leederville Town Centre		
27 March 2022	First Nations Welcome all Nations	Hyde Park, North Perth		
April	Neon Picnic	Hyde Park, North Perth		
1 July 2021 – 31 July 2022	Beaufort Street Festival Events	Beaufort Street		
1 July 2021 - 30 June 2022	Town Team Events	Various		

#### CONSULTATION/ADVERTISING:

Under the City's Community Funding Policy, applications require the assessment by the Arts Advisory Group.

As the submission dates did not align to an Arts Advisory Group (AAG) meeting, the AAG were contacted via email on 10 May 2021 to seek feedback on the applications, with a follow up sent on 17 May 2021.

Administration received feedback from one member of the AAG and provided the AAG with the final recommendation to Council on 27 May 2021 and notice that Administration will be moving forward with the following recommendation.

### LEGAL/POLICY:

- Policy No 3.8.3 Concerts and Events
- Policy Community Funding

# RISK MANAGEMENT IMPLICATIONS:

**High:** Events in WA have been severely impacted by COVID-19 restrictions and remain at higher risk of last minute cancellations or lack of attendance.

The public nature of festivals and events attract risks including loss of reputation, financial, loss and damage to facilities and equipment. This is managed by a sponsorship agreement which requires applicants to supply the City with event plans, risk management plans and insurance details.

The City's Sponsorship Agreement also identities that the applicant (or their appointed management contractor) carry out the works at their own cost and risk, and agrees not to make any claims against the City and that the City shall have no liability or responsibility whatsoever to the provider with respect to the project.

### STRATEGIC IMPLICATIONS:

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

#### Enhanced Environment

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

Events and Festival Sponsorship encourages utilisation of our parks and reserves. Event assessment criteria asks that event organisers encourage environmentally practices.

#### Accessible City

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

Event assessment criteria asks event organisers to promote smart travel, accessibility for all members of the community, and access for persons with disability.

#### Connected Community

An arts culture flourishes and is celebrated in the City of Vincent. We have enhanced opportunities for our community to build relationships and connections with each other and the City. Our many cultures are celebrated. We recognise, engage and partner with the Whadjuk Noongar people and culture. Our community facilities and spaces are well known and well used.

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

Events and Festivals visibly demonstrate our commitment to connecting our community. Event organisers must demonstrate how the event has broad appeal and how it will actively engage and connect the local and greater community. The event should also demonstrate social and cultural benefit to the community.

#### Thriving Places

We are recognised as a City that supports local and small business.

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

We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.

Event organisers must demonstrate how the event increases economic benefit to local businesses and how they will find ways to involve local traders.

#### Innovative and Accountable

We are open and accountable to an engaged community.

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

Event organisers are assessed by their demonstrated ability to deliver an event, increasing accountability.

## SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the City's Sustainable Environment Strategy 2019-2024, however we encourage all event organisers to practise sustainable initiatives.

#### PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the City's Public Health Plan 2020-2025:

Increased mental health and wellbeing

# Increased physical activity

The City's event and festival sponsorship creates a wide range of free and engaging activities for all members of our community to enjoy. They are designed to encourage connection, participation and engagement. Attending these events and festivals lifts the community spirit and is important in supporting the mental health and personal wellbeing of our community. By supporting inclusion and diversity, the events and festival program also provides free activities for those who may traditionally be excluded.

### FINANCIAL/BUDGET IMPLICATIONS:

Event and Festival Sponsorship funding of \$199,000 was approved by Council in the annual budget for 2021/2022.

### COMMENTS:

The support of a range of different festivals and events through Council's 2021/2022 sponsorship will continue the activation of our Town Centres and public open spaces, and engagement of our local community in Vincent life.

The delivery of these activations in collaboration with numerous Town Teams, Artists, community organisations, sporting clubs, local businesses, and not-for-profit organisations further emphasises the success of a partnership approach.

Detailed Summary

1. Sakura Healing Festival						
Event Date:	8 May 2021					
Event Location:	North Perth 7	own Hall				
Event Organiser:	Sakura Heali	ng Festival				
Event Description:	The Sakura F	estival is a he	aling and wellness	festival mostly	featuring	
	Japanese the	erapists includi	ng sound healing,	body alignment	t,	
	naturopaths,	yoga and mas	sage.			
Event is Free	Ticketed					
Compliant EOI	No - event was held before the 2021/2022 financial year.					
Sponsorship History	N/A					
Administration	Not Supported.					
Recommendation						
	Non-Complia	nt submission,	as event held bef	ore 2021/2022	year.	
Sponsorship	Event Funding Funding Seeking In-kind					
Request		5	Funding Recommended	other	Support	
	Budget	Request		sponsors?	requested	
	\$2,000	\$2,000	\$0	No	Marketing	
Confidential Attachment #2						

2. Revelation Film Festival Event Date: 1 July – 11 July 2021 Event Location: Luna Cinema and surrounding venues Event Organiser: Revelation Perth International Film Festival Event Description: The Revelation Film Festival WA's major annual screen culture and film festival held at various locations throughout Vincent including Luna Cinemas, The Backlot and local bars and restaurants. The Film Festival attracts over 22,000 attendees and targets film makers and enthusiasts as well as a broad cross-section of the community from seniors to young people. Admission to the films are ticketed, however there are a number of free events including: Talks and workshops at bookshops, bars, cafes and cinemas; Networking functions; Family screenings; . Filmmaking workshops; . Virtual reality and immersive technology demonstrations; and . REV on demand . Event is Free Ticketed + Free Events Compliant EOI Yes Sponsorship History 2019/2020 - \$18,000 Administration Supported. Recommendation The assessment by Administration identified that Revelation Film Festival is able to meet the criteria and over the winter season can attract film enthusiasts to the Vincent district from across Perth, and aims to target local attendance through a number of free events focused towards seniors and children. The festival has established a positive relationship with the Leederville community.

Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested	
	\$302,000	\$24,000	\$20,000	Yes	Marketing	
Confidential Attachment #3						

Confidential Attachment #3

3. Chinese Calligraphy Workshops and Exhibition							
Event Date:	5 July 2021	5 July 2021					
Event Location:	Pickle Distric	Pickle District					
Event Organiser:	Ponder Brush	า					
Event Description:	Ponder Brush	n are proposing	g to host a series o	of introductory C	Chinese		
	Calligraphy w	Calligraphy workshops, each with a special theme, such as the "Act,					
	Belong, Com	mit" and other	community-buildir	ng initiatives. Ar	tworks		
	created will b	e put on displa	y in an exhibition	within the Pickle	e District.		
Event is Free	Yes – pendin	g amount fund	ed				
Compliant EOI	Yes	Yes					
Sponsorship History	N/A						
Administration	Not Support	ed.					
Recommendation							
	The assessm	ent by Adminis	stration identified t	his proposal as	an art		
	workshop rat	her than an ev	ent and would be	best suited to fo	orm part of		
	another com	munity cultural	event held in the	City.			
Sponsorship	Event	Funding	Funding	Seeking	In-kind		
Request	Budget	Request	Recommended	other	Support		
	Duuget	Request	Recommended	sponsors?	requested		
	\$8,730	\$8,730	\$0	No	Marketing		
Confidential Attachment #4							

4. Open House V	incent
Event Date:	29 August 2021
Event Location:	Vincent
Event Organiser:	Open House
Event Description:	Open House Vincent is proposed to be a standalone event showcasing
	great design and heritage across the City. The event aims to give people
	access to architectural homes, design projects and highlight sustainability
	in the built environment.
Event is Free	Yes
Compliant EOI	Yes
Sponsorship History	2014/2015 - \$7,000
Administration	Supported.
Recommendation	
	Open House have over 10,000 subscribers and generally sees visitors
	spending \$51-\$100 on a day out. Open House plan to collaborate with
	Local Town Teams to set up walking tours to encourage traffic through
	town centres. Administration identified this event would attract visitors to
	all town centres across Vincent and the organisers have the capacity to
	deliver a successful event. Open House have requested three years
	funding, however it is recommended Open House Vincent be supported
	for one year.

Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested	
	\$35,000	\$15,000	\$10,000	Yes	Marketing	
Confidential Attachment #5						

5. Little Day Out							
Event Date:	18 Septembe	18 September 2021					
Event Location:	Braithwaite P	ark					
Event Organiser:	Mt Hawthorn	Hub					
Event Description:	Little Day Out	t is a free famil	y friendly live mus	ic event at Brai	thwaite Park		
	that will enga	ge local music	ians to perform an	d local restaura	ints		
	encouraged t	o provide food	platers and hamp	ers to event go	ers.		
Event is Free	Yes						
Compliant EOI	Yes						
Sponsorship History	2019/2020 - \$	\$40,000					
Administration	Supported.						
Recommendation							
	The Mt Hawth	norn Hub have	successfully deliv	ered this event	and other		
	small commu	nity events at l	Braithwaite Park, a	and the event p	rovides		
	opportunities	to local artists	and businesses.				
Sponsorship	Event	Funding	Funding	Seeking	In-kind		
Request	Budget	Request	Recommended	other	Support		
	Budget	Request	Recommended	sponsors?	requested		
					Waste		
	\$18,500	\$9,000	\$9,000	Yes	Parks Hire		
					Marketing		
Confidential Attachmen	t #6						

6. Asian Infusion								
Event Date:	9-10 October 2021							
Event Location:	Hyde Park							
Event Organiser:	ATL Events on behalf of Australian Association of International Busines							
Event Description:	Asian Infusion is set to be a two-day event that celebrates the Cultural							
	History of Chinese people showcasing dance, song, art, food and culture.							
Event is Free	Yes							
Compliant EOI	Yes							
Sponsorship History	N/A							
Administration	Not Supported.							
Recommendation								
	The Event Organiser will seek opportunities through local businesses and town teams to increase a range a multicultural services, the organiser has experience in running successful events such as the Pride Fairday 2019.							
	The Applicant is encouraged to apply for a community seeding grant to hold this event as a smaller scale one day event in Hyde Park.							
	Also note high level of activities at Hyde Park in this period, and encourage future proposals to consider other locations.							

Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested
	\$107,000	\$45,000	\$0	Yes	Waste Parks Hire Marketing
Confidential Attachmen	t #7				

7. Sunday Common							
Event Date:	31 October 20	31 October 2021					
Event Location:	Hyde Park Pe	rth					
Event Organiser:	Kinn and Co						
Event Description:	Sunday Comr	non is propose	ed to be a picnic se	eries aiming to	create a slow		
	connected mo	orning at Hyde	Park, with brunch	from a range o	f food		
	vendors, picni	c rugs, music,	vintage backyard	games and an	indoor plant		
	market. The o	rganisers aim	to have a 'local fin	sť approach, in	viting locals		
	to trade at the	event. Baked	goods and coffee	are not being p	provided, to		
	encourage pa	trons to visit lo	ocal cafes and ven	dors.			
Event is Free	Yes						
Compliant EOI	Yes						
Sponsorship History	N/A						
Administration	Supported.						
Recommendation							
	Having a host	ed brunch in t	he park is a new c	oncept and is s	upported.		
Sponsorship	Event	Funding	Funding	Seeking	In-kind		
Request	Budget	Request	Recommended	other	Support		
	Dudget	Request	Recommended	sponsors?	requested		
					Waste		
	\$200,000	\$39,600	\$15,000	Yes	Parks Hire		
					Marketing		
Confidential Attachmen	t #8						

8. Longest Table in Leederville								
Event Date:	23 October 2	23 October 2021						
Event Location:	Leederville V	Leederville Village Square						
Event Organiser:	Crowned PR							
Event Description:	Longest Tabl	e Leederville w	/ill bring people to	gether to bond (	over the			
	restaurants o	f Leederville. F	atrons will sit side	by side while e	enjoying			
	picnic boxes,	conversations	and table games	designed to eng	gage locals to			
	get to know e	ach other and	build their commu	nity.				
Event is Free	Yes							
Compliant EOI	Yes							
Sponsorship History	N/A							
Administration	Not Support	ed (in this for	mat)					
Recommendation								
	This event wo	ould suit local b	ousinesses and en	courage Crown	ned PR to			
	contact the L	eederville Tow	n Team to progres	s it. The City w	vould			
	favourably co	nsider a Town	Team application	to hold this eve	ent.			
Sponsorship	Event	Funding	Funding	Seeking	In-kind			
Request	Budget	Request	Recommended	other	Support			
	Dudget	Request	Recommended	sponsors?	requested			

0 51 5 100	\$60,000	\$30,000	\$0	Yes	Waste Rangers Marketing			
Confidential Attachment #9								
9. Jazz Picnic in The Park								
Event Date:	7 November	2021						
Event Location:	Hyde Park							
Event Organiser:	Perth Interna	tional Jazz Fe	stival					
Event Description:	The Jazz Picnic in the Park has become an annual event in Hyde Park, which forms part of Perth's premier jazz event of the year. This event will aim to build on previous years with more than 45 paid musicians, children's activities, a dedicated dance floor, local food traders and the organisers will reach out to local schools to encourage participation.							
Event is Free	Yes							
Compliant EOI	Yes							
Sponsorship History	2019/2020 - 9	\$30,000						
Administration Recommendation		The application directly aligns with the Arts Development Action Plan deliverable to establish the south end of Beaufort Street as a thriving jazz						
Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested			
	\$41,200	\$20,200	\$15,000	Yes	Waste Parks Hire Marketing			
Confidential Attachmen	t #10							

10. New Year's Eve on the Pitch								
Event Date:	31 December	31 December 2021						
Event Location:	Britannia Res	Britannia Reserve						
Event Organiser:	Floreat Athen	a FC						
Event Description:	New Year's E	ve on the Pitcl	h aims to be a farr	nily friendly ever	nt appealing			
	to families an	d young childro	en with a mini soc	cer tournament	, live music,			
	children's act	ivities, food tru	cks, light projectio	ns, roving perfo	ormers, a			
	licensed bar a	and small firew	orks display.					
Event is Free	Yes							
Compliant EOI	Yes	Yes						
Sponsorship History	N/A							
Administration	Supported.							
Recommendation								
	UpBeat Even	ts are propose	d to be engaged t	o organise the e	event with			
	waste free ini	tiatives and loc	cal artists, perform	ers and food ve	endors			
	sourced to be	showcased a	t the event. Florea	t Athena propos	se to engage			
	with local sch	ools and comr	nunity group to be	involved in the	event.			
Sponsorship	Event	Funding	Funding	Seeking	In-kind			
Request	Budget	Request	Recommended	other	Support			
	Dudget	Request	Recommended	sponsors?	requested			
	\$80,000	\$25,000	\$10,000	Yes	Waste			

					Rangers
					Parks Hire
					Marketing
Confidential Attachment #11					

11. Festival Italia						
Event Date:	27 February 2	27 February 2022				
Event Location:	Italian Club Ca	arpark North F	Perth			
Event Organiser:	WA Italian Clu	ıb				
Event Description:	The WA Italia	n Club are pro	posing to host an	Italian festival ir	n the carpark	
	behind the Ita	lian Club that	will feature food, s	port, art and mu	usic. The aim	
	is to bring a to	ouch of Italian	culture to the com	munity during a	time where	
	travel is restrie	cted.				
Event is Free	Yes					
Compliant EOI	Yes					
Sponsorship History	N/A					
Administration	Supported.					
Recommendation						
	The assessme	ent by Adminis	tration sees the F	estival Italia as	a way to	
	increase com	munity particip	ation, connection	and to expand o	cultural	
	perspectives t	hrough the Vir	ncent Community.	The WA Italian	Club will	
	work with the	City to ensure	local businesses	and are encour	aged to be a	
	part of the Fee	stival.				
Sponsorship	Event	Funding	Funding	Seeking	In-kind	
Request	Budget	Request	Recommended	other	Support	
	Dudget	Request	Recommended	sponsors?	requested	
					Waste	
	\$100,000	\$40,000	\$15,000	Yes	Rangers	
					Marketing	
Confidential Attachmen	t #12					

12. Neon Picnic	
Event Date:	April 2022
Event Location:	Hyde Park
Event Organiser:	RTRFM
Event Description:	Neon Picnic is an annual family friendly event where the station broadcast
	live from Hyde Park and feature live performances. The event provides a
	chance for RTRFM listeners and the wider community to engage with the
	station and local artists. The station engages local food businesses,
	community groups and artists to participate at the event.
Event is Free	Yes
Compliant EOI	Yes
Sponsorship History	2020/2021 Special Event Funding - \$5,000
Administration	Supported.
Recommendation	
	The assessment by Administration noted that RTRFM have a large
	demographic of listeners in Vincent and being situated on Beaufort Street,
	provides a fundamental link to the City of Vincent and Mt Lawley.
	Administration will work with RTRFM to move this event to April to not
	inundate the park of local residents with events in March.

Sponsorship Request	Event Budget	Funding Request	Funding Recommended	Seeking other sponsors?	In-kind Support requested		
	\$25,000	\$10,000	\$10,000	Yes	Waste Rangers Parks Hire Marketing		
Confidential Attachment #13							

13. Hyde Park Fai	r						
Event Date:	6 March 2022						
Event Location:	Hyde Park	Hyde Park					
Event Organiser:	Rotary Club o	Rotary Club of North Perth					
Event Description:	The Hyde Park Fair has established itself as the longest running free community fair in Perth offering market stalls, food trucks, amusement rides, multicultural performances, live music and entertainment. The two-day event draws a crowd of approximately 40,000 people from both the Vincent community and the broader Perth area. Next year the Fair proposes to include an Aboriginal Cultural installation with a live painting between the two lakes to celebrate Six Seasons and cultural significance of Hyde Park.						
Event is Free	Yes						
Compliant EOI	Yes						
Sponsorship History	2019/2020 - \$	15,000					
Administration Recommendation	Supported. The assessment by Administration identified that the Rotary Club of North Perth has the capacity to deliver this event and the event demonstrates ongoing community support. The Rotary Club of North Perth has requested \$40,000 sponsorship which is a significant increase from the \$15,000 provided in 2021. It is not recommended sponsorship be increased as an established event is advised additional sponsorship is sourced, and the City provides a wide range of in-kind support for to the Fair. In conditions of sponsorship, the City will request the event holder to minimise single-use plastics, minimise generator noise (impact on residents) and to better engage local businesses and artisans as stall holders.						
Sponsorship Request	Event BudgetFunding RequestFunding RecommendedSeeking other sponsors?In-kind Support requested\$185,000\$40,000\$15,000YesWaste Rangers Parks Hire Marketing						
Confidential Attach							
Confidential Attachmen	t#14						

14. St Patricks Day Festival					
Event Date:	19 March 2022				
Event Location:	Leederville Town Centre, and Leederville Oval				
Event Organiser: St Patricks Day WA Inc.					

Event Description:	The St Patrick	∖'s Day Parade	and Family Fun [	Day is a popula	r cultural		
	celebration ar	nongst the Iris	h community and a	attracts attende	es from the		
	wider commu	nity through co	llaboration with lo	cal schools, cor	nmunity		
	groups, sporting clubs and Leederville Connect. The event activates						
	Leederville To	own Centre wit	h the parade featu	iring over 45 flo	ats, followed		
	by the Family	Fun Day at Le	ederville Oval with	n food stalls, a b	bar,		
	entertainment	and children's	activities.				
Event is Free	Yes						
Compliant EOI	Yes						
Sponsorship History	2019/2020 - \$	20,000					
Administration	Supported.						
Recommendation							
	It was identifie	ed the 2022 St	Patrick's Day Fes	tival would prov	vide a range		
	of economic b	enefits to Lee	derville with increa	ised trade and I	broad media		
	exposure due	to the event b	eing cancelled two	o years in a row	and the lack		
	of ability for th	e Irish people	to travel home, th	is would drive a	significant		
	increase in at	tendees and c	ommunity involver	nent in the Fest	ival.		
Sponsorship	Event	Funding	Funding	Seeking	In-kind		
Request		0	Recommended	other	Support		
	Budget	Request	Recommended	sponsors?	requested		
	Waste						
	\$180,000	\$30,000	\$20,000	Yes Rangers Parks Hir			
	\$160,000	φ30,000	φ20,000				
					Marketing		
Confidential Attachmen	t #15						

15. First Nations \	15. First Nations Welcome all Nations							
Event Date:	27 March 202	27 March 2022						
Event Location:	Hyde Park							
Event Organiser:	Noongar Rad	io						
Event Description:	First Nations	Welcome all N	ations event will a	lign with Harmo	ony Day in			
	2022, starting	, with a smokin	g ceremony and V	Velcome to Cou	untry, the			
	event will fea	ture Indigenou	s dance performa	nces, different n	nulticultural			
	groups, shari	ng of cuisine fr	om different parts	of the world an	d activities for			
	all to take par	rt in. Noongar I	Radio will conduct	a live outside b	roadcast and			
	film the event	to be develop	ed and shared.					
Event is Free	Yes	Yes						
Compliant EOI	Yes - note th	e application p	roposed Russell S	Square location,	and this has			
	been rectified	and is propos	ed to be held in H	yde Park.				
Sponsorship History	N/A	N/A						
Administration	Supported.	Supported.						
Recommendation								
		,	stration noted this	,	0			
	,		Plan; <i>Noongar Ra</i>					
			and we acknowled	· ·				
	station plays in bringing Aboriginal and non-Aboriginal people together at							
	events, activities and through the air waves.							
Sponsorship	Event	Event Funding Funding Seeking In-ki						
Request	Budget	Request	Recommended	other	Support			
				sponsors?	requested			
	\$25,000	\$20,000	\$15,000	Yes	Waste			

					Rangers
					Parks Hire
					Marketing
Confidential Attachment #16					

16. Beaufort Stree	et Festival Eve	nts				
Event Date:	1 July 2021 -	1 July 2021 – 1 July 2022				
Event Location:	Mount Lawley	Mount Lawley and Highgate				
Event Organiser:	Beaufort Stre	et Network				
Event Description:	<ul> <li>The Beaufort Street Network</li> <li>The Beaufort Street Network is proposing a series of events to encourage activation in and around Beaufort Street. The series include:</li> <li>BSN Quiz Night – run quarterly within local venues</li> <li>Sundowners for Local Businesses each month</li> <li>Beaufort Street Christmas Festival – a week long festival of events culminating with the Christmas Parade and market at St Albans Lane</li> <li>Dogtober – the popular annual dog show and market at Mary Street Piazza</li> </ul>					
Event is Free	Yes					
Compliant EOI	Yes					
Sponsorship History	2019/2020 - \$	2019/2020 - \$30,000				
Administration	Supported.	Supported.				
Recommendation	The assessment by Administration identified that the Beaufort Street Network are proposing a manageable number of events that focus on place activation, economic development and community engagement. It is recommended the City do not support the Sundowners for Local Businesses as may be funded through the Town Team Grant.					
Sponsorship Request	Event Budget     Funding Request     Funding Recommended     Seeking other sponsors?     In-kind Support       Waste					
Confidential Attachmer	\$71,250	\$35,620	\$15,000	No	Park Hire Marketing	

Confidential Attachment #17

17. Town Team Events							
Event Date:	2021/2020 F	inancial Year					
Event Location:	Vincent Towr	n Centres					
Event Organiser:	Town Teams	;					
Event Description:	City support	for events in to	wn centres, hoste	d by Town Tear	ns		
Event is Free	Yes						
Administration	Town Team	Event Provisi	on				
Recommendation							
	Applications	for funding mu	st be received pric	r to distributing	funds with		
	the approval	of the Executiv	e Director Comm	unity and Busin	ess Services.		
Sponsorship	Event	Event Euroding Euroding Seeking In-kind					
Request		other Support					
	Budget	Budget Request Recommended sponsors? requested					
		\$0	\$30,000				

### 7.2 INVESTMENT REPORT AS AT 31 MAY 2021

# Attachments: 1. Investment Statistics as at 31 May 2021 U

### **RECOMMENDATION:**

That Council NOTES the Investment Statistics for the month ended 31 May 2021 as detailed in Attachment 1.

### PURPOSE OF REPORT:

To advise Council of the nature and value of the City's Investments as at 31 May 2021 and the interest amounts earned year to date.

### BACKGROUND:

The City's surplus funds are invested in bank term deposits for various terms to facilitate maximum investment returns in accordance to the City's Investment Policy (No. 1.2.4).

Details of the investments are included in **Attachment 1** and outline the following information:

- Investment performance and policy compliance charts;
- Investment portfolio data;
- Investment interest earnings and
- Current investment holdings.

#### DETAILS:

#### Summary of key investment decisions in this reporting period

The City's investment portfolio is diversified across several accredited financial institutions.

• No additional funds have been invested in May 2021 to ensure cash flows are maintained at an optimum level; and

(a)

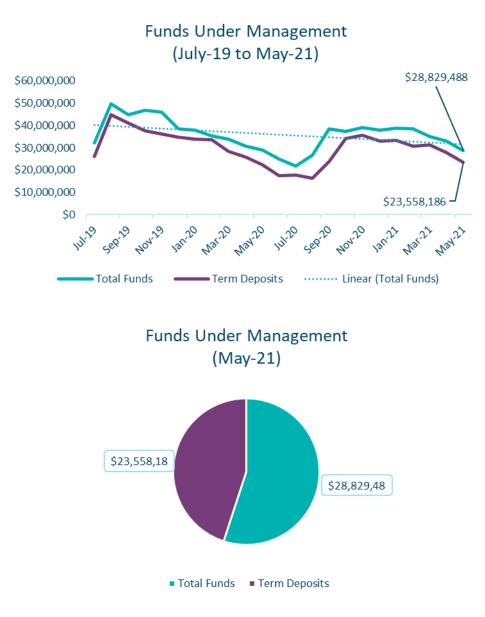
- The City's non-fossil fuel exposure has maintained its low levels for the past few months due to the following reasons:
  - Record low interest rates offered by banks divested in fossil fuel activities; and
  - Smaller divested banks have capped the number of term deposits they can undertake due to surplus cash positions primarily fuelled by low borrowing costs in the market.

#### Investment Status

As at 31 May 2021, the total funds held in the City's operating account (including on call) is \$28,829,488 compared to \$28,935,398 for the period ending 31 May 2020. Interest bearing term deposits account for \$26,631,997 and the remaining \$2,197,491 is held in a non-interest bearing account

The total term deposit investments for the period ending 31 May 2021 is \$23,558,186 compared to \$22,319,031 for the period ending 31 May 2020.

The following chart shows funds under management since July 2019.



#### **Interest Status**

Total accrued interest earned on investments as at 31 May 2021 is:

Total Accrued Interest Earned on Investment	Adopted Budget	Revised Budget	Budget YTD	Actual YTD	% of FY Budget
Municipal	\$230,000	\$70,000	\$46,741	\$67,366	144.13%
Reserve	\$180,205	\$90,000	\$90,001	\$77,254	85.84%
Subtotal	\$410,205	\$160,000	\$136,742	\$144,620	105.76%
Leederville Gardens Inc. Surplus Trust*	\$0	\$0	\$0	\$63,858	0.00%
Total	\$410,205	\$160,000	\$136,742	\$208,478	152.46%

*Interest estimates for Leederville Gardens Inc. Surplus Trust were not included in the 2020/21 Budget as actual interest earned is restricted.

The City has a weighted average interest rate of 0.46% for current investments whereas the Reserve Bank 90 days accepted bill rate for May 2021 is 0.03%. The online Saver interest rate has been maintained at 0.2% and is subject for review by CommBank in September 2021.

The interest forecast was adjusted in the third Budget review in May 2021 due the effect of the current economic situation.

## Sustainable Investments

The City's investment policy requires that in the first instance, the City considers rate of return of the fund. All things being equal, the City then prioritises funds with no current record of funding fossil fuels. The City can increase the number of non-fossil fuel lenders but will potentially result in a lower rate of return.

Administration utilises 'Market Forces' to ascertain the level of exposure banks have in fossil fuel activities and utilises a platform called 'Yield Hub' to determine daily interest rates published by banks.

As at 31 May 2021, \$1,1191,330 (4.1%) of the City's investments are held in financial institutions considered to be investing in non-fossil fuel related activities. No new investments were funded in May 2021.

In March 2021 Administration updated the investment guidelines which is the supplementary document to the Council Investment Policy. As a result, the maximum exposure limits to divested institutions have been increased to 90% as reflected in the below table. The majority of divested institutions lie within A-2 and A-1 categories.

Short Term Rating (Standard & Poor's) or Equivalent	Direct Investments Maximum %with any one institution		Maximum % of Total Portfolio		
	Guideline	Current position	Guideline	Current position	
A1+	30%	18.2%	90%	60.2%	
A-1	25%	11.8%	90%	11.6%	
A-2	20%	6.7%	90%	28.2%	

Administration will continuously explore options to ascertain if a balanced investment strategy can be developed where investments in divested banks can be increased with a minimal opportunity cost of loss in interest rate returns for instances when banks not divested in fossil fuel activities offer a higher rate of return.

## CONSULTATION/ADVERTISING:

Nil.

# LEGAL/POLICY:

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

#### "6.14. Power to invest

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

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

#### 19. Investments, control procedures for

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

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

(1) In this regulation —

authorised institution means —

- (a) an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or
- (b) the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;

foreign currency means a currency except the currency of Australia.

- (2) When investing money under section 6.14(1), a local government may not do any of the following
  - (a) deposit with an institution except an authorised institution;
  - (b) deposit for a fixed term of more than 3 years;
  - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
  - (d) invest in bonds with a term to maturity of more than 3 years;
  - (e) invest in a foreign currency."

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

## **RISK MANAGEMENT IMPLICATIONS:**

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

## STRATEGIC IMPLICATIONS:

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

## Innovative and Accountable

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

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

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

## SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes.

## PUBLIC HEALTH IMPLICATIONS:

This report has no implication on the priority health outcomes of the City's Public Health Plan 2020-2025.

## FINANCIAL/BUDGET IMPLICATIONS:

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

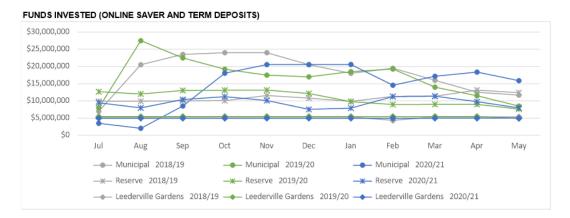
### CITY OF VINCENT INVESTMENT PORTFOLIO AS AT 31 MAY 2021

	Municipal	Reserve	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	%
BY INVESTMENT HOLDINGS					
Municipal Account	2,197,491	0	0	2,197,491	7.6%
Online Saver	3,073,811	0	0	3,073,811	10.7%
Term Deposits	10,600,000	7,970,910	4,987,276	23,558,186	81.7%
	15,871,302	7,970,910	4,987,276	28,829,488	100.0%
BY INSTITUTION					
Bank of Queensland	4,100,000	0	899,629	4,999,629	17.3%
Commonwealth Bank of Australia	5,271,302	0	0	5,271,302	18.2%
National Australia Bank	6,500,000	1,500,000	0	8,000,000	27.7%
Westpac Banking Corp	0	0	4,087,647	4,087,647	14.2%
AMP Bank	0	1,925,729	0	1,925,729	6.7%
Macquarie Bank	0	3,353,851	0	3,353,851	11.8%
Defense Bank	0	1,191,330	0	1,191,330	4.1%
	15,871,302	7,970,910	4,987,276	28,829,488	100.0%
•	,	1 500 000	1 007 017	17.050.010	00.00
A-1+	11,771,302	1,500,000	4,087,647	17,358,949	
A-1+ A-1	11,771,302 0	3,353,851	0	3,353,851	11.6%
A-1+ A-1	11,771,302				11.6% 28.1%
A-1+ A-1	11,771,302 0 4,100,000	3,353,851 3,117,059	0 899,629	3,353,851 8,116,688	11.6% 28.1%
A-1+ A-1 A-2 BY TERMS	11,771,302 0 4,100,000 <b>15,871,302</b>	3,353,851 3,117,059 <b>7,970,910</b>	0 899,629 <b>4,987,276</b>	3,353,851 8,116,688 <b>28,829,488</b>	11.6% 28.1% <b>100.0</b> %
A-1+ A-1 A-2 BY TERMS 0-30 days	11,771,302 0 4,100,000 <b>15,871,302</b> 5,271,302	3,353,851 3,117,059 <b>7,970,910</b> 0	0 899,629 <b>4,987,276</b> 0	3,353,851 8,116,688 <b>28,829,488</b> 5,271,302	11.6% 28.1% <b>100.0%</b> 18.3%
A-1+ A-1 BY TERMS D-30 days 91-180 days	11,771,302 0 4,100,000 <b>15,871,302</b> 5,271,302 8,100,000	3,353,851 3,117,059 <b>7,970,910</b> 0 853,851	0 899,629 <b>4,987,276</b> 0 0	3,353,851 8,116,688 <b>28,829,488</b> 5,271,302 8,953,851	11.6% 28.1% <b>100.0%</b> 18.3% 31.1%
A-1+ A-1 BY TERMS 0-30 days 91-180 days 181-270 days	11,771,302 0 4,100,000 15,871,302 5,271,302 8,100,000 2,500,000	3,353,851 3,117,059 <b>7,970,910</b> 0 853,851 4,191,330	0 899,629 4,987,276 0 0 0	3,353,851 8,116,688 <b>28,829,488</b> 5,271,302 8,953,851 6,691,330	11.6% 28.1% 100.0% 18.3% 31.1% 23.2%
A-1+ A-1 BY TERMS D-30 days 91-180 days 181-270 days	11,771,302 0 4,100,000 <b>15,871,302</b> 5,271,302 8,100,000	3,353,851 3,117,059 <b>7,970,910</b> 0 853,851	0 899,629 <b>4,987,276</b> 0 0	3,353,851 8,116,688 <b>28,829,488</b> 5,271,302 8,953,851	11.6% 28.1% 100.0% 18.3% 31.1% 23.2% 27.4%
A-1+ A-1 BY TERMS D-30 days 91-180 days 181-270 days	11,771,302 0 4,100,000 <b>15,871,302</b> 5,271,302 8,100,000 2,500,000 0	3,353,851 3,117,059 <b>7,970,910</b> 0 853,851 4,191,330 2,925,729	0 899,629 4,987,276 0 0 0 4,987,276	3,353,851 8,116,688 28,829,488 5,271,302 8,953,851 6,691,330 7,913,005	11.6% 28.1% 100.0% 18.3% 31.1% 23.2% 27.4%
A-1+ A-1 BY TERMS D-30 days 91-180 days 181-270 days 270-365 days	11,771,302 0 4,100,000 <b>15,871,302</b> 5,271,302 8,100,000 2,500,000 0	3,353,851 3,117,059 <b>7,970,910</b> 0 853,851 4,191,330 2,925,729	0 899,629 4,987,276 0 0 0 4,987,276	3,353,851 8,116,688 28,829,488 5,271,302 8,953,851 6,691,330 7,913,005	11.6% 28.1% 100.0% 18.3% 31.1% 23.2% 27.4%
A-1+ A-2 BY TERMS D-30 days D1-180 days 181-270 days 270-365 days BY MATURITY	11,771,302 0 4,100,000 <b>15,871,302</b> 5,271,302 8,100,000 2,500,000 0	3,353,851 3,117,059 <b>7,970,910</b> 0 853,851 4,191,330 2,925,729	0 899,629 4,987,276 0 0 0 4,987,276	3,353,851 8,116,688 28,829,488 5,271,302 8,953,851 6,691,330 7,913,005	11.6% 28.1% 100.0% 18.3% 31.1% 23.2% 27.4% 100.0%
A-1+ A-2 BY TERMS D-30 days D1-180 days 181-270 days 270-365 days BY MATURITY D-30 days	11,771,302 0 4,100,000 <b>15,871,302</b> 5,271,302 8,100,000 2,500,000 0 <b>15,871,302</b>	3,353,851 3,117,059 <b>7,970,910</b> 0 853,851 4,191,330 2,925,729 <b>7,970,910</b>	0 899,629 4,987,276 0 0 4,987,276 4,987,276	3,353,851 8,116,688 28,829,488 5,271,302 8,953,851 6,691,330 7,913,005 28,829,488	11.6% 28.1% 100.0% 18.3% 31.1% 23.2% 27.4% 100.0% 33.9%
A-1+ A-1 BY TERMS D-30 days D1-180 days 181-270 days 270-365 days BY MATURITY D-30 days 31-90 days	11,771,302 0 4,100,000 <b>15,871,302</b> 5,271,302 8,100,000 2,500,000 0 <b>15,871,302</b> 6,771,302	3,353,851 3,117,059 <b>7,970,910</b> 0 853,851 4,191,330 2,925,729 <b>7,970,910</b> 853,851	0 899,629 4,987,276 0 0 4,987,276 4,987,276 2,147,499	3,353,851 8,116,688 28,829,488 5,271,302 8,953,851 6,691,330 7,913,005 28,829,488 9,772,652	11.6% 28.1% 100.0% 18.3% 31.1% 23.2% 27.4% 100.0% 33.9% 32.5%
A-1+ A-1 A-2 BY TERMS D-30 days D1-180 days 181-270 days 270-365 days BY MATURITY D-30 days 31-90 days 91-180 days	11,771,302 0 4,100,000 <b>15,871,302</b> 5,271,302 8,100,000 2,500,000 0 <b>15,871,302</b> 6,771,302 4,000,000	3,353,851 3,117,059 <b>7,970,910</b> 0 853,851 4,191,330 2,925,729 <b>7,970,910</b> 853,851 3,425,729	0 899,629 4,987,276 0 0 0 4,987,276 4,987,276 4,987,276 2,147,499 1,940,148	3,353,851 8,116,688 28,829,488 5,271,302 8,953,851 6,691,330 7,913,005 28,829,488 9,772,652 9,365,877	11.6% 28.1% 100.0% 18.3% 31.1% 23.2% 27.4% 100.0% 33.9% 32.5% 26.3%
A-1+ A-1 A-2 BY TERMS D-30 days 91-180 days 181-270 days 270-365 days BY MATURITY D-30 days 31-90 days 91-180 days	11,771,302 0 4,100,000 <b>15,871,302</b> 5,271,302 8,100,000 2,500,000 0 <b>15,871,302</b> 6,771,302 4,000,000 5,100,000	3,353,851 3,117,059 <b>7,970,910</b> 0 853,851 4,191,330 2,925,729 <b>7,970,910</b> 853,851 3,425,729 2,500,000	0 899,629 4,987,276 0 0 4,987,276 4,987,276 2,147,499 1,940,148 0	3,353,851 8,116,688 28,829,488 5,271,302 8,953,851 6,691,330 7,913,005 28,829,488 9,772,652 9,365,877 7,600,000	11.6% 28.1% 100.0% 18.3% 31.1% 23.2% 27.4% 100.0% 33.9% 32.5% 26.3% 7.3%
A-1+ A-1 A-2 BY TERMS 0-30 days 91-180 days 181-270 days 270-365 days BY MATURITY 0-30 days 31-90 days 91-180 days 181-270 days	11,771,302 0 4,100,000 15,871,302 5,271,302 8,100,000 2,500,000 0 15,871,302 4,000,000 5,100,000 0 15,871,302	3,353,851 3,117,059 <b>7,970,910</b> 0 853,851 4,191,330 2,925,729 <b>7,970,910</b> 853,851 3,425,729 2,500,000 1,191,330 <b>7,970,910</b>	0 899,629 4,987,276 0 0 0 4,987,276 4,987,276 4,987,276 2,147,499 1,940,148 0 899,629	3,353,851 8,116,688 28,829,488 5,271,302 8,953,851 6,691,330 7,913,005 28,829,488 9,772,652 9,365,877 7,600,000 2,090,959	11.6% 28.1% 100.0% 18.3% 31.1% 23.2% 27.4% 100.0% 33.9% 32.5% 26.3% 7.3%
A-1+ A-1 A-2 BY TERMS 0-30 days 91-180 days 181-270 days 270-365 days 270-365 days 31-90 days 91-180 days 181-270 days 181-270 days	11,771,302 0 4,100,000 15,871,302 5,271,302 8,100,000 2,500,000 0 15,871,302 4,000,000 5,100,000 0 15,871,302 mined by www.market	3,353,851 3,117,059 7,970,910 0 853,851 4,191,330 2,925,729 7,970,910 853,851 3,425,729 2,500,000 1,191,330 7,970,910	0 899,629 4,987,276 0 0 0 4,987,276 4,987,276 2,147,499 1,940,148 0 899,629 4,987,276	3,353,851 8,116,688 28,829,488 5,271,302 8,953,851 6,691,330 7,913,005 28,829,488 9,772,652 9,365,877 7,600,000 2,090,959 28,829,488	11.6% 28.1% 100.0% 18.3% 31.1% 23.2% 27.4% 100.0% 33.9% 32.5% 26.3% 7.3% 100.0%
BY CREDIT RATINGS (SHORT-TERM I A-1+ A-1 A-2 BY TERMS 0-30 days 91-180 days 181-270 days 270-365 days BY MATURITY 0-30 days 31-90 days 91-180 days 91-180 days 181-270 days 91-180 days 181-270 days	11,771,302 0 4,100,000 15,871,302 5,271,302 8,100,000 2,500,000 0 15,871,302 4,000,000 5,100,000 0 15,871,302	3,353,851 3,117,059 <b>7,970,910</b> 0 853,851 4,191,330 2,925,729 <b>7,970,910</b> 853,851 3,425,729 2,500,000 1,191,330 <b>7,970,910</b>	0 899,629 4,987,276 0 0 0 4,987,276 4,987,276 4,987,276 2,147,499 1,940,148 0 899,629	3,353,851 8,116,688 28,829,488 5,271,302 8,953,851 6,691,330 7,913,005 28,829,488 9,772,652 9,365,877 7,600,000 2,090,959	60.3% 11.6% 28.1% 100.0% 18.3% 31.1% 23.2% 27.4% 100.0% 33.9% 32.5% 26.3% 7.3% 100.0% 95.9% 4.1%

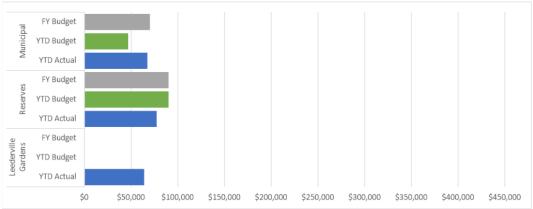
#### CITY OF VINCENT CURRENT INVESTMENT HOLDING AS AT 31 MAY 2021

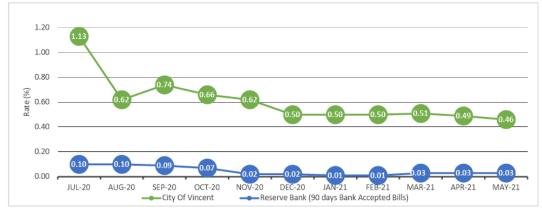
Funds	ds Institution		Maturity Date	Term	Interest Rate	Principa \$
Municipal	Commonwealth Bank of Australia				0.00%	2,197,491
Municipal	Commonwealth Bank of Australia		Ongoing		0.20%	3,073,811
Leederville Gardens Inc Surplus Trust	Westpac Banking Corp	22/07/2020	28/06/2021	341	0.95%	2,147,499
Leederville Gardens Inc Surplus Trust	Westpac Banking Corp	01/09/2020	16/08/2021	349	0.80%	1,940,148
Reserve	AMP Bank	27/10/2020	29/07/2021	275	0.55%	1,925,729
Municipal	Bank of Queensland	29/01/2021	28/06/2021	150	0.30%	1,500,000
Municipal	National Australia Bank	29/01/2021	26/07/2021	178	0.30%	1,500,000
Reserve	National Australia Bank	29/01/2021	20/09/2021	234	0.30%	1,500,000
Reserve	Macquarie Bank	01/02/2021	16/08/2021	196	0.30%	1,500,000
Reserve	Macquarie Bank	01/02/2021	01/11/2021	273	0.55%	1,000,000
Reserve	Macquarie Bank	01/02/2021	15/06/2021	134	0.45%	853,851
Leederville Gardens Inc Surplus Trust	Bank of Queensland	18/03/2021	20/12/2021	277	0.40%	899,629
Municipal	Bank of Queensland	18/03/2021	13/09/2021	179	0.40%	2,600,000
Reserve	Defense Bank	18/03/2021	13/12/2021	270	0.37%	1,191,330
Municipal	National Australia Bank	18/03/2021	16/08/2021	151	0.30%	2,500,000
Municipal	National Australia Bank	18/03/2021	18/10/2021	214	0.31%	2,500,000
Total Investment Including At Call						28,829,488

### CITY OF VINCENT INVESTMENT PERFORMANCE AS AT 31 MAY 2021



#### INTEREST EARNINGS

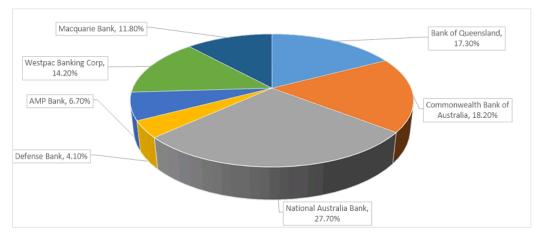


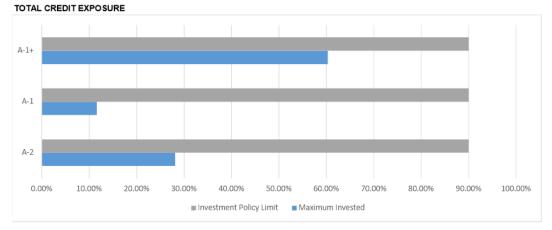


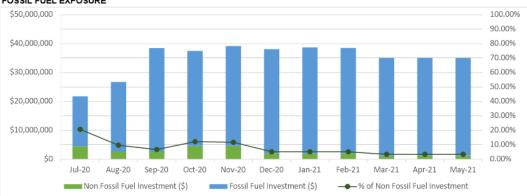
#### INTEREST RATE COMPARISON

### CITY OF VINCENT INVESTMENT POLICY COMPLIANCE AS AT 31 MAY 2021

#### TOTAL PORTFOLIO EXPOSURE







FOSSIL FUEL EXPOSURE

* Selection of non fossil fuel investments is based on information provided by www.marketforces.org.au.

### CITY OF VINCENT INVESTMENT INTEREST EARNINGS AS AT 31 MAY 2021

	YTD 31/05/2021	YTD 31/05/2020	FY 2020/21	FY 2019/20
	\$ 1/05/2021	\$ 1/05/2020	\$	2019/20
MUNICIPAL FUNDS	¥	·	•	•
Budget	46,741	248,326	70,000	250,000
Interest Earnings	67,366	285,217	67,366	297,684
% Income to Budget	144.13%	114.86%	96.24%	119.07%
RESERVE FUNDS				
Budget	90,001	153,552	90,000	200,000
Interest Earnings	77,254	213,489	77,254	223,720
% Income to Budget	85.84%	139.03%	85.84%	111.86%
LEEDERVILLE GARDENS INC SURPL	US TRUST			
Budget	0	0	0	0
Interest Earnings	63,858	98,473	55,841	29,316
% Income to Budget	0.00%	0.00%	0.00%	0.00%
TOTAL				
Budget	136,742	401,878	160,000	450,000
Interest Earnings	208,478	597,179	200,461	550,720
% Income to Budget	152.46%	148.60%	125.29%	122.38%
Variance	71,736	195,301	40,461	100,720
% Variance to Budget	52.46%	48.60%	25.29%	22.38%
TOTAL (EXCL. LEEDERVILLE GARDE	INS INC SURPLUS TRUST)			
Budget	136,742	401,878	160,000	450,000
Interest Earnings	144,620	498,706	144,620	521,404
% Income to Budget	105.76%	124.09%	90.39%	115.87%
Variance	7,878	96,828	(15,380)	71,404
% Variance to Budget	5.76%	24.09%	-9.61%	15.87%

# 7.3 FINANCIAL STATEMENTS AS AT 31 MAY 2021

Attachments: 1. Financial Statements as at 31 May 2021 🗓 🛣

## **RECOMMENDATION:**

That Council RECEIVES the Financial Statements for the month ended 31 May 2021 as shown in Attachment 1.

## PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 31 May 2021.

## BACKGROUND:

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity including the sources and applications of funds, as compared to the budget.

# DETAILS:

The following documents, included as **Attachment 1**, comprise the statement of financial activity for the period ending 31 May 2021: -

Note	Description	Page
1.	Statement of Financial Activity by Program Report and Graph	1-3
2.	Statement of Comprehensive Income by Nature or Type Report	4
3.	Net Current Funding Position	5
4.	Summary of Income and Expenditure by Service Areas	6-46
5.	Capital Expenditure including Funding graph and Capital Works Schedule	47-52
6.	Cash Backed Reserves	53
7.	Rating Information and Graph	54-55
8.	Debtors Report	56
9.	Beatty Park Leisure Centre Financial Position	57

# Comments on the Statement of Financial Activity (as at Attachment 1)

Operating revenue is reported separately by '*Program*' and '*Nature or Type*' respectively. The significant difference between the two reports is that operating revenue by '*Program*' includes 'Profit on sale of assets and the report for '*Nature or Type*' includes 'Rates revenue'.

**Revenue by Program** is favourable compared to the YTD budget by \$3,567,587 (23.8%). The following items materially contributed to this position:

- A favourable variance of \$118,204 relating to Work Zones licences and permits. (Law, Order and Public Safety)
- A favourable variance of \$370,161 relating to increased revenue from activities at Beatty Park, public halls and sporting grounds (Recreation and Culture) within the City and higher than anticipated swim school and retail revenue.
- **Transport,** a favourable variance of \$1,052,722 relating to increased revenue generated from parking infringements and parking fees within the City and \$600,000 grant funding from Main Roads (restricted grant funds) being released to unrestricted grant.
- A favourable variance of \$1,207,846 mainly due to operating budget transferred to capital budget (LRCI-Covid grant) in the May Budget review (Other Property and Services)

**Revenue by Nature or Type** is favourable compared to the YTD budget by \$3,502,671 (6.9%). The following items materially contributed to this position: -

• A favourable variance of \$1,770,573 reflecting a budget to actual surplus that is materially contributed from the transfer of \$1,141,444 from operating budget to capital budget (LRCI-COVID Grant) and grant

funding from Main Roads(restricted grant funds) being release to unrestricted grant(**Operating Grants**, **Subsidies and Contributions**)

- A favourable variance of \$1,586,646 resulting from increased activity at Beatty Park and Parking Facilities within the City and higher than anticipated swim school and Retail revenues (Fees and Charges)
- There is a favourable variance of \$132,602 resulting from reimbursements and variable outgoing reimbursements higher than anticipated. (Other Revenue)

**Expenditure by Program** is favourable, attributed by an under-spend of \$1,543,034 (2.9%) compared to the year-to-date budget. The following items materially contributed to this position: -

- An under-spend of \$353,773 mainly contributed by a budget to actuals timing variance relating to advertising costs, legal and subscription costs, management & operating initiative programmes, IT software maintenance and records management (Governance).
- An under-spend of \$328,897 mainly contributed by timing variance in the delivery of works relating to Community safety programmes, street cleaning and equipment maintenance (Law, Order and Public Safety)
- An under-spend of \$182,591 mainly contributed by timing variance relating to various works in parks and reserves (Recreation and Culture)
- An overspend of \$240,758 mainly contributed by a budget to actuals timing variance relating to Car park, fuel and roads works expenditure **(Transport)**
- An under-spend of \$705,917 mainly attributed to reduced vehicle maintenance costs, delay in some scheduled programs and operating projects and other timing variances relating to various works (Other Property Services).

**Expenditure by Nature or Type** is favourable, attributed by an under-spend of \$1,542,577 (2.9%). The following items materially contributed to this position: -

- Employee costs reflects a favourable variance of \$217,853 mainly attributed to the following items:
  - Staff training courses and agency labour costs yet to be required due to timing variance.
  - Vacant staff positions within business units still to be filled.
  - o Budget phasing variance in the recovery of employee related costs.
- There is an under-spend of \$1,250,671 primarily attributed to timing variance. (Materials and Contracts)
  - Waste services \$417,700 relating to tipping, bulk verge & recycling costs. and
  - Maintenance works \$477,000 relating to building maintenance; various sites & street cleaning works.
  - Office Expenses -\$250,000 relating to Printing and photocopying, subscription and publication, postage courier and freight and advertising.
  - Vehicle maintenance costs -\$86,000 relating to fuel and repairs
- There is an under-spend of \$166,419 primarily attributed by budget to actuals of depreciation at Civic Centre Building and Plant & Equipment (Depreciation of non-current assets)

## Surplus Position – 2020/2021

As at 31 May 2021 the closing budget surplus position for 2020/21 was \$135,441.

The actual surplus position for May is \$11,742,408 as compared to \$15,005,740 in April 2021. This surplus is anticipated to decrease as the City continues to incur expenditure for normal operating activities and complete its capital expenditure program for the year.

The projected closing budget surplus for the year 2020/2021 is \$5,166,974. This amount includes:

- \$2,378,675 which relates to works that have been carried forward to 2021/2022 financial year; and
- \$1,500,000 resulting from savings and underestimation of capital and operating projects carry forwards.

# **Content of Statement of Financial Activity**

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

1. <u>Statement of Financial Activity by Program Report (Note 1 Page 1)</u>

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

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

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

3. <u>Net Current Funding Position (Note 3 Page 5)</u>

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

4. Summary of Income and Expenditure by Service Areas (Note 4 Page 6 – 46)

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

5. <u>Capital Expenditure and Funding Summary (Note 5 Page 47 - 52)</u>

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

	Revised Budget	YTD Budget \$	YTD Actual \$	Remaining Budget %
Land and Buildings	5,776,604	4,013,034	2,095,557	63.7%
Infrastructure Assets	6,112,230	4,277,874	2,929,417	52.1%
Plant and Equipment	432,002	355,192	342,046	20.8%
Furniture and Equipment	1,272,100	1,015,850	340,589	73.2%
Total	13,592,936	9,661,950	5,707,609	58.0%
FUNDING	Revised Budget	YTD Budget ¢	YTD Actual	Remaining Budget
Own Source Funding - Municipal	7,749,603	7,272,800	3,867,053	/* 50.1%
Cash Backed Reserves	3,365,850	380,000	334,549	90.1%
Capital Grant and Contribution	1,704,483	1,236,150	578,574	66.1%
Other (Disposals/Trade In)	773,000	773,000	927,433	-20.0%
Total	13,592,936	9,661,950	5,707,609	58.0%

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

# 6. Cash Backed Reserves (Note 6 Page 53)

The cash backed reserves schedule provides a detailed summary of the movements in the reserve portfolio, including transfers to and from the reserve. The balance as at 31 May 2021 is \$11,181,480.

7. Rating Information (Note 7 Page 54 - 55)

The notices for rates and charges levied for 2020/21 were issued on 7 August 2020. *The Local Government Act 1995* provides for ratepayers to pay rates by four instalments. The due dates for each instalment are:

	Due Date
First Instalment	18 September 2020
Second Instalment	18 November 2020
Third Instalment	18 January 2021
Fourth Instalment	18 March 2021

Rates debtors for 2020/21 was raised on 29 July 2020 after the adoption of the budget.

The outstanding rates debtors balance as at 31 May 2021 was \$1,832,002 excluding deferred rates of \$103,294. The outstanding rates percentage as at 31 May 2021 was 5% compared to 4% for the similar period last year. This is comprised of:

- 66 ratepayers opting to pay their rates by Special Payment Arrangement of weekly, fortnightly, or monthly through direct debit.
- 46 ratepayers seeking hardship support, with deferred rates. Administration has reviewed and finalised the hardship rebate of \$500 for these applications.

# 8. <u>Receivables (Note 8 Page 56)</u>

Total trade and other receivables as at 31 May 2021 was \$1,845,975.

Below is a summary of the significant items with outstanding balance over 90 days: -

\$1,547,838 (99.9%) relates to unpaid infringements (plus costs) over 90 days. Infringements that remain unpaid for more than two months are referred to the Fines Enforcement Registry (FER), which then collects the outstanding balance on behalf of the City for a fee.

\$971,183 of the unpaid infringements has been transferred to long-term infringement debtors (non-current portion).

As a result, a doubtful debt provision has also been allowed for:

- \$181,310 has been provided for doubtful debt (Current Up to 12 months).
- \$238,616 has been provided for doubtful debt (non-Current. Over 12 months). This complies with Australian Accounting standard (AASB 9).
- \$137,854 (5%) relates to cash-in-lieu of car parking debtors. In accordance with the *City's Policy* 7.7.1 Non-residential parking, Administration has entered into special payment arrangements with long outstanding cash in lieu parking debtors to enable them to pay their debt over a fixed term of five years.

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

- a) 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked: or
- b) Midnight, 1 May 2023.
- Tenancy related debts have been dealt with in accordance to the direction approved by the City's COVID-19 Committee.
- Health licenses debtors are being followed up with final reminders. Thereafter, the debts will be sent to the debt collectors for further follow up.

## 9. <u>Beatty Park Leisure Centre – Financial Position report (Note 9 Page 57)</u>

As at 31 May 2021, the Centre's operating deficit position was \$210,518 (excluding depreciation) compared to a deficit position of \$113,999 in April 2021. This position is favourable compared to the estimated budgeted deficit of \$501,051.

## 10. Explanation of Material Variances

The materiality thresholds used for reporting variances are 10% and \$20,000, respectively. This means that variances will be analysed and separately reported when they are more than 10% (+/-) of the year-to-date budget and where that variance exceeds \$20,000 (+/-). This threshold was adopted by Council as part of the budget adoption for 2020/2021 and is used in the preparation of the statements of financial activity when highlighting material variance in accordance with *Financial Management Regulation 34(1) (d)*.

In accordance with the above, all material variances as at 31 May 2021 have been detailed in the variance comments report in **Attachment 1**.

## CONSULTATION/ADVERTISING:

Not applicable.

# LEGAL/POLICY:

Section 6.4 of the Local Government Act 1995 requires a local government to prepare an annual financial report for the preceding year and other financial reports as prescribed.

Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996 requires the local government to prepare a statement of financial activity each month, reporting on the source and application of funds as set out in the adopted annual budget.

A statement of financial activity and any accompanying documents are to be presented at an Ordinary Meeting of the Council within two months after the end of the month to which the statement relates. *Section 6.8 of the Local Government Act 1995* specifies that a local government is not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority decision of Council.

## **RISK MANAGEMENT IMPLICATIONS:**

Low: Provision of monthly financial reports to Council fulfils relevant statutory requirements and is consistent with good financial governance.

## STRATEGIC IMPLICATIONS:

Reporting on the City's financial position is aligned with the City's Strategic Community Plan 2018-2028:

Innovative and Accountable

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

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

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

## SUSTAINABILITY IMPLICATIONS:

Expenditure within this report facilitates various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

## PUBLIC HEALTH IMPLICATIONS:

Expenditure within this report facilitates various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

# FINANCIAL/BUDGET IMPLICATIONS:

As contained in this report.

CITY OF VINCENT NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM FOR THE PERIOD ENDED 31 MAY 2021



YTD

YTD

YTD

	2020/21	Budget 31/05/2021	Actual 31/05/2021	Variance	Variance
	\$	\$	\$	\$	%
Opening Funding Surplus/(Deficit)	2,122,499	2,122,499	2,122,499	0	0.0%
Revenue from operating activities					
Governance	58,186	50,186	52,959	2,773	5.5%
General Purpose Funding	1,310,752	1,236,194	1,284,878	48,684	3.9%
Law, Order and Public Safety	232,600	162,022	280,226	118,204	73.0%
Health	356,505	348,855	353,019	4,164	1.2%
Education and Welfare	128,553	106,740	118,872	12,132	11.4%
Community Amenities	843,113	781,776	857,133	75,357	9.6%
Recreation and Culture	7,683,311	6,676,223	7,046,384	370,161	5.5%
Transport	7,566,572	6,204,372	7,864,680	1,660,308	26.8%
Economic Services	269,960	224,596	292,554	67,958	30.3%
Other Property and Services	653,388 19,102,940	(803,098) 14,987,866	404,748 18,555,453	1,207,846 3,567,587	-150.4% 23.8%
Expenditure from operating activities	,,			-,,	
Governance	(3,507,958)	(3,124,097)	(2,770,324)	353,773	-11.3%
General Purpose Funding	(741,613)	(638,020)	(536,661)	101,359	-15.9%
Law, Order and Public Safety	(1,678,015)	(1,683,393)	(1,354,496)	328,897	-19.5%
Health	(1,695,829)	(1,462,671)	(1,384,587)	78,084	-5.3%
Education and Welfare	(355,858)	(328,461)	(366,972)	(38,511)	11.7%
Community Amenities	(12,219,759)	(10,016,315)	(9,948,665)	67,650	-0.7%
Recreation and Culture	(23,685,318)	(21,065,359)	(20,882,768)	182,591	-0.9%
Transport	(13,916,118)	(12,363,758)	(12,604,516)	(240,758)	1.9%
Economic Services	(583,221)	(503,235)	(499,203)	4,032	-0.8%
Other Property and Services	(2,953,634)	(2,808,147)	(2,102,230)	705,917	-25.1%
	(61,337,323)	(53,993,456)	(52,450,422)	1,543,034	-2.9%
Add Deferred Rates Adjustment	0	0	29,893	29,893	0.0%
Add Back Depreciation	14,068,923	12,896,544	12,730,125	(166,419)	-1.3%
Adjust (Profit)/Loss on Asset Disposal	(212,053)	37,947	(13,582)	(51,529)	-135.8%
Restricted Unspent Grant	600,000 14,456,870	12,934,491	12,746,436	(188,055)	-1.5%
Amount attributable to operating activities	(27,777,513)	(26,071,099)	(21,148,533)	4,922,566	-18.9%
Investing Activities					
Non-operating Grants, Subsidies and Contributions	2,851,239	1,481,462	704,941	(776,521)	-52.4%
Purchase Land and Buildings	(5,776,604)	(4,013,034)	(2,095,557)	1,917,477	-47.8%
Purchase Infrastructure Assets	(6,112,230)	(4,277,874)	(2,929,417)	1,348,457	-31.5%
Purchase Plant and Equipment	(432,002)	(355,192)	(342,046)	13,146	-3.7%
Purchase Furniture and Equipment	(1,272,100)	(1,015,850)	(340,589)	675,261	-66.5%
Proceeds from Joint Venture Operations	250,000	0	0	0	0.0%
Proceeds from Disposal of Assets	950,733	950,733	1,019,408	68,675	7.2%
Amount attributable to investing activities	(9,540,964)	(7,229,755)	(3,983,260)	3,246,495	-44.9%
Financing Activities					
Principal elements of finance lease payments	(91,377)	(91,377)	(91,377)	0	0.0%
Repayment of Debentures	(887,431)	(772,430)	(772,429)	1	0.0%
Transfer to Reserves	(3,627,539)	(1,781,227)	(3,386,068)	(1,604,841)	90.1%
Transfer from Reserves	4,103,458	2,804,604	3,181,113	376,509	13.4%
Amount attributable to financing activities	(502,889)	159,570	(1,068,761)	(1,228,331)	-769.8%
Surplus/(Deficit) before general rates	(35,698,867)	(31,018,785)	(24,078,055)	6,940,730	-22.4%
Total amount raised from general rates	35,834,308	35,834,308	35,820,463	(13,845)	0.0%
Closing Funding Surplus/(Deficit)	135,441	4,815,523	11,742,408	6,926,885	143.8%

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Revised Budget

YTD

#### CITY OF VINCENT NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM - GRAPH AS AT 31 MAY 2021



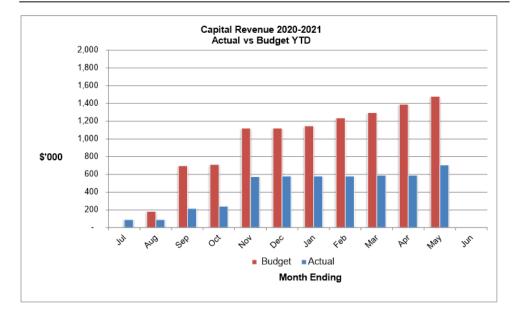


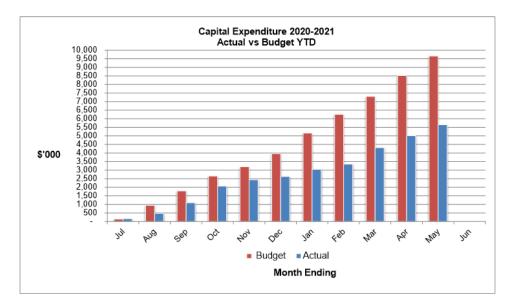


Item 7.3- Attachment 1

### CITY OF VINCENT NOTE 1 - CAPITAL REVENUE / EXPENDITURE PROGRAM AS AT 31 MAY 2021







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#### CITY OF VINCENT NOTE 2 - STATEMENT OF COMPREHENSIVE INCOME BY NATURE OR TYPE FOR THE PERIOD ENDED 31 MAY 2021

	Revised Budget	YTD Budget	YTD Actual	YTD Variance	YTD Variance
	2020/21 \$	31/05/2021 \$	31/05/2021 \$	s	%
Revenue	3	3	ş	3	70
Rates	35,834,308	35.834.308	35,820,463	(13,845)	0%
Operating Grants, Subsidies and Contributions	729.390	(513,651)	1.256.922	1,770,573	-344.7%
Fees and Charges	16.238.349	13.892.225	15.478.871	1,586,646	11.4%
Interest Earnings	460.000	419.600	446,295	26,695	6.4%
Other Revenue	1,339,696	1.104.187	1.236,789	132,602	12.0%
	54,601,743	50,736,669	54,239,340	3,502,671	6.9%
Expenses					
Employee Costs	(24,410,619)	(21,699,720)	(21,481,867)	217,853	-1.0%
Materials and Contracts	(17,609,198)	(15,185,135)	(13,934,464)	1,250,671	-8.2%
Utility Charges	(1,661,940)	(1,442,845)	(1,444,325)	(1,480)	0.1%
Depreciation on Non-Current Assets	(14,068,923)	(12,896,544)	(12,730,125)	166,419	-1.3%
Interest Expenses	(491,960)	(353,518)	(386,406)	(32,888)	9.3%
Insurance Expenses	(512,653)	(469,349)	(469,349)	0	0.0%
Other Expenditure	(2,458,578)	(1,822,893)	(1,880,891)	(57,998)	3.2%
	(61,213,871)	(53,870,004)	(52,327,427)	1,542,577	-2.9%
	(6,612,128)	(3,133,335)	1,911,913	5,045,248	-161.0%
Non-operating Grants, Subsidies and Contributions	2,851,239	1,481,462	704,941	(776,521)	-52.4%
Profit on Disposal of Assets	85,505	85,505	136,576	51,071	59.7%
Loss on Disposal of Assets	(123,452)	(123,452)	(122,994)	458	-0.4%
Profit on Assets Held for Sale (TPRC Joint Venture)	250,000	0	0	0	0.0%
	3,063,292	1,443,515	718,523	(724,992)	-50.2%
Net result	(3,548,836)	(1,689,820)	2,630,436	4,320,256	-255.7%

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	(3,548,836)	(1,689,820)	2,630,436	4,320,256	-255.7%

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#### CITY OF VINCENT NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY NOTE 3 - NET CURRENT FUNDING POSITION FOR THE PERIOD ENDED 31 MAY 2021

	Note	YTD Actual	FY Actual
		31/05/2021	30/06/2020
		\$ 1/05/2021	\$ \$
0		\$	*
Current Assets		45 000 000	0.000.004
Cash Unrestricted		15,296,926	9,206,624
Cash Restricted		11,181,479	10,976,522
Investments	_	11,000	11,000
Receivables - Rates	7	1,832,002	1,066,726
Receivables - Other	8	1,845,976	2,626,729
Inventories	_	199,578	185,473
		30,366,961	24,073,074
Less: Current Liabilities			
Payables		(5,002,010)	(7,934,281)
Provisions - employee		(4,420,550)	(4,378,760)
	_	(9,422,560)	(12,313,041)
Unadjusted Net Current Assets		20,944,401	11,760,033
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	6	(11,181,480)	(10,976,525)
Less: Restricted- Sundry Debtors( Non-Operating Grant)		0	(600,000)
Less: Shares transferred from non current asset		(11,000)	(11,000)
Add: Current portion of long term borrowings		926,467	887,431
Add: Infringement Debtors transferred to non current asset		971,183	971,183
Add: Current portion of long term finance lease liabilities		92,839	91,377
-	_	(9,201,991)	(9,637,534)
Adjusted Net Current Assets	_	11,742,408	2,122,499





	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Variance Commentary
	2020/21	31/05/2021	31/05/2021			
	\$	\$	\$	\$	%	
Chief Executive Officer						
Chief Executive Officer Expenditure						
Employee Costs	390,409	346,137	357,087	10,950	3%	
Other Employee Costs	25,566	24,205	21,769	(2,436)	-10%	
Other Expenses	120,700	115,251	65,298	(49,953)	-43%	Timing variance on management programm
Operating Projects	40,000	15,000	0	(15,000)	-100%	
Chief Executive Officer Expenditure Total	576,675	500,593	444,154	(56,439)	-11%	
Chief Executive Officer Indirect Costs						
Allocations	(576,677)	(447,064)	(444,154)	2,910	-1%	
Chief Executive Officer Indirect Costs Total	(576,677)	(447,064)	(444,154)	2,910	-1%	
Chief Executive Officer Total	(2)	53,529	0	(53,529)	-100%	
Members of Council						
Members Of Council Expenditure						
Employee Costs	124,953	110,877	77,970	(32,907)	-30%	Timing variance.
Other Employee Costs	20,000	18,337	100	(18,237)	-99%	
Other Expenses	352,600	324,838	318,507	(6,331)	-2%	
Members Of Council Expenditure Total	497,553	454,052	396,577	(57,475)	-13%	
Members Of Council Indirect Costs						
Allocations	43,986	36,418	36,052	(366)	-1%	
Members Of Council Indirect Costs Total	43,986	36,418	36,052	(366)	-1%	
Members of Council Total	541.539	490,470	432,629	(57,841)	-12%	-



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance \	/ariance Commentary
	2020/21	31/05/2021	31/05/2021			
	\$	\$	\$	\$	%	
Corporate Strategy and Governance Expenditure						
Corporate Strategy and Governance Expenditure						
Employee Costs	719,263	640,869	627,718	(13,151)	-2%	
Other Employee Costs	12,000	11,000	2,298	(8,702)	-79%	
Other Expenses	148,950	136,554	102,049	(34,505)		520k legal cost not yet required, \$11k timing variance on Internal audit and other variances are ndividually immaterial.
Operating Projects	66,000	60,499	49,364	(11,135)	-18%	,
Corporate Strategy and Governance Expenditure Total	946,213	848,922	781,430	(67,492)	-8%	
Corporate Strategy and Governance Expenditure Total	946,213	848,922	781,430	(67,492)	-8%	
Corporate Strategy and Governance Indirect Costs						
Corporate Strategy and Governance Indirect Costs						
Allocations	380.604	318,583	315,771	(2,812)	-1%	
Corporate Strategy and Governance Indirect Costs Total	380,604	318,583	315,771	(2,812)	-1%	
corporate strategy and dovernance indirect costs rotal	000,004	1.0,000	510,111	(2,0,2)	-1.4	
Corporate Strategy and Governance Indirect Costs Total	380,604	318,583	315,771	(2,812)	-1%	



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance Variance Commentary
	2020/21	31/05/2021	31/05/2021		
	\$	\$	\$	\$	%
Human Resources					
Human Resources Revenue					
Revenue	(50,000)	(50,000)	(52,773)	(2,773)	6%
Human Resources Revenue Total	(50,000)	(50,000)	(52,773)	(2,773)	6%
Human Resources Expenditure					
Employee Costs	857,742	781,881	799,635	17,754	2%
Other Employee Costs	139,835	128,098	30,720	(97,378)	-76% Favourable variance - \$13k external recruitment, \$18k training courses and \$22k agency labour cost not required as yet.
Other Expenses	98,829	90,958	55,869	(35,089)	-39% \$20k timing variance on subscriptions expense.
Human Resources Expenditure Total	1,096,406	1,000,937	886,223	(114,714)	-11%
Human Resources Indirect Costs					
Allocations	(1,046,406)	(950,937)	(833,450)	117,487	-12%
Human Resources Indirect Costs Total	(1,046,406)	(950,937)	(833,450)	117,487	-12%
Human Resources Total	0	0	0	(0)	100%
Information Technology					
Information Technology Expenditure					
Employee Costs	477,030	424,636	393,171	(31,465)	-7% Favourable variance due to position vacant.
Other Employee Costs	6.000	4,500	527	(3,973)	-88%
Other Expenses	1.554.900	1,351,148	1,423,633	72.485	5%
Operating Projects	80,000	73,334	92,662	19,328	26%
Information Technology Expenditure Total	2,117,930	1,853,618	1,909,993	56,375	3%
information Technology Indirect Costs					
Allocations	(2,117,930)	(1,658,377)	(1,909,993)	(251,616)	15%
Information Technology Indirect Costs Total	(2,117,930)	(1,658,377)	(1,909,993)	(251,616)	15%
Information Technology Total	0	195,241	0	(195,241)	-100%



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance Variance Co	mmenta
	2020/21	31/05/2021	31/05/2021			
	\$	\$	\$	\$	%	
Records Management						
Records Management Revenue						
Revenue	(186)	(186)	(186)	0	0%	
Records Management Revenue Total	(186)	(186)	(186)	0	0%	
Records Management Expenditure						
Employee Costs	286,768	255,358	252,073	(3,285)	-1%	
Other Employee Costs	4,000	3,352	(141)	(3,493)	-104%	
Other Expenses	38,650	35,513	12,409	(23,104)	-65%	
Operating Projects	11,405	11,405	11,405	0	0%	
Records Management Expenditure Total	340,823	305,628	275,746	(29,882)	-10%	
Records Management Indirect Costs						
Allocations	(340,637)	(305,442)	(275,560)	29,882	-10%	
Records Management Indirect Costs Total	(340,637)	(305,442)	(275,560)	29,882	-10%	
Records Management Total	0	0	0	0	100%	
Director Community and Business Services						
Director Community and Business Services						
Employee Costs	297.778	265.811	288.012	22.201	8%	
Other Employee Costs	3.671	3.366	1.882	(1,484)	-44%	
Other Expenses	4.250	3.883	1.761	(2,122)	-55%	
Director Community and Business Services Total	305,699	273,060	291,655	18,595	7%	
Director Community and Business Services Total	305,699	273,060	291,655	18,595	7%	
Director Community and Business Ser Indirect Costs						
Director Community and Business Ser Indirect Costs						
Allocations	(305,699)	(273,060)	(291,655)	(18,595)	7%	
Director Community and Business Ser Indirect Costs Total	(305,699)	(273,060)	(291,655)	(18,595)	7%	



	Current Budget 2020/21	YTD Budget 31/05/2021	YTD Actual 31/05/2021	YTD Variance	Variance	Variance Commentary
	2020/21	\$ 1/05/2021	\$ 1/05/2021	\$	%	
Finance Services						
Finance Services Revenue						
Revenue	(3,500)	(3,223)	(3,311)	(88)	3%	
Finance Services Revenue Total	(3,500)	(3,223)	(3,311)	(88)	3%	
Finance Services Expenditure						
Employee Costs	928,001	817,936	804,522	(13,414)	-2%	
Other Employee Costs	9,100	9,088	7,622	(1,466)	-16%	
Other Expenses	209,900	(25,320)	39,074	64,394	-254%	Variance due to budget phasing
Finance Services Expenditure Total	1,147,001	801,704	851,217	49,513	6%	
Finance Services Indirect Costs						
Allocations	(1,143,501)	(798,481)	(847,906)	(49,425)	6%	
Finance Services Indirect Costs Total	(1,143,501)	(798,481)	(847,906)	(49,425)	6%	
Finance Services Total	0	0	(0)	(0)	100%	
nsurance Premium						
Insurance Premium Excenditure						
Other Expenses	512,653	469,349	469,349	0	0%	
Insurance Premium Expenditure Total	512,653	469,349	469,349	0	0%	
Insurance Premium Recovery						
Allocations	(512,653)	(469,349)	(469,349)	0	0%	
Insurance Premium Recovery Total	(512,653)	(469,349)	(469,349)	0	0%	
naurance Premium Total	0	0	0	0		



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance Variance Commentary
	2020/21	31/05/2021	31/05/2021		
	\$	\$	\$	\$	%
Insurance Claim					
Insurance Claim Recoup					
Revenue	(70,000)	(82,307)	(77,382)	4,925	-6%
Insurance Claim Recoup Total	(70,000)	(82,307)	(77,382)	4,925	-6%
insurance Claim Expenditure					
Other Expenses	5,000	4,568	5,590	1,022	22%
Insurance Claim Expenditure Total	5,000	4,568	5,590	1,022	22%
insurance Claim Total	(65,000)	(77,739)	(71,793)	5,946	-8%
Mindarie Regional Council					
Mindarie Regional Council Revenue					
Revenue	(224,159)	(175,352)	(231,136)	(55,784)	32% Land sales withholding tax higher than anticipated
Mindarie Regional Council Revenue Total	(224,159)	(175,352)	(231,136)	(55,784)	32%
Mindarle Regional Council Expenditure					
Other Expenses	29,000	29,000	28,617	(383)	-1%
Mindarie Regional Council Expenditure Total	29,000	29,000	28,617	(383)	-1%
Mindarie Regional Council Total	(195,159)	(146,352)	(202,520)	(56,168)	38%
General Purpose Revenue					
General Purpose Revenue					
Revenue	(738,552)	446,150	(702,818)	(1,148,968)	-258% Budget Phasing Issue.
General Purpose Revenue Total	(738,552)	446,150	(702,818)	(1,148,968)	-258%
General Purpose Revenue Total	(738,552)	446,150	(702,818)	(1,148,968)	-258%



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance Variance Commentary
	2020/21 \$	31/05/2021 \$	31/05/2021 \$		5
Rates Services				•	19
Rates Services Revenue					
Revenue	(36,406,508)	(36,375,208)	(36,402,523)	(27,315)	0%
Rates Services Revenue Total	(36,406,508)	(36,375,208)	(36,402,523)	(27,315)	0%
Rates Services Expenditure					
Employee Costs	259,111	230,710	238,392	7,682	3%
Other Expenses	185,950	179,213	158,596	(20,617)	-12% Favourable variance of \$13k on bank charges.
Operating Projects	150,000	112,500	19,500	(93,000)	-83% Hardship application reviewed and rebates applied to eligible ratepayer.
Rates Services Expenditure Total	595,061	522,423	416,489	(105,934)	-20%
Rates Services Indirect Costs					
Allocations	146,552	115,597	120,172	4,575	4%
Rates Services Indirect Costs Total	146,552	115,597	120,172	4,575	4%
Rates Services Total	(35,664,895)	(35,737,188)	(35,865,862)	(128,674)	0%



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Variance Commentary
	2020/21	31/05/2021	31/05/2021			
	\$	\$	\$	\$	%	
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	709,451	631,635	643,891	12,256	2%	
Other Employee Costs	1,000	1,000	882	(118)	-12%	
Other Expenses	467,643	398,817	229,424	(169,393)	-42%	Timing variance of works reliating to advertising, community arts programmes, artwork maintenance and public reliations with possible savings. Additionally events have not gone ahead (parity due to Covid) which lead to reduced advertising. Website development has also been delayed.
Operating Projects	50,000	31,800	15,223	(16,577)	-52%	
Marketing and Communications Expenditure Total	1,228,094	1,063,252	889,419	(173,833)	-16%	
Marketing and Communications Indirect Costs						
Allocations	361,510	299,341	298,303	(1,038)	0%	
Marketing and Communications indirect Costs Total	361,510	299,341	298,303	(1,038)	0%	
Marketing and Communications Total	1,581,604	1,362,593	1,187,722	(174,871)	-13%	
Art and Culture Art and Culture						-
Other Expenses	46.000	14.000	31,056	17.056	122%	
Art and Culture Total	46,000	14,000	31,056	17,056	122%	
	40,000	14,000	01,000	11,000	122.7	
Art and Culture Total	46,000	14,000	31,056	17,056	122%	
						-



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Variance Commentary
	2020/21	31/05/2021	31/05/2021			·····,
	\$	\$	\$	\$	%	
Community Partnerships Revenue						
Community Partnerships Revenue						
Revenue	(32,559)	(31,955)	(31,149)	806	-3%	
Community Partnerships Revenue Total	(32,559)	(31,955)	(31,149)	806	-3%	
Community Partnerships Revenue Total	(32,559)	(31,955)	(31,149)	806	-3%	-
Community Partnership Expenditure						
Community Partnership Expenditure						
Employee Costs	419,967	374,202	363,186	(11,016)	-3%	
Other Employee Costs	9,430	9,059	4,059	(5,000)	-55%	
Other Expenses	225,300	155,587	121,182	(34,405)	-22%	Timing variance relating to the delivery of events, recreational programmes and donations with possible savings. Also donations are much less than budget due to reduced projects
Operating Projects	0	(30,000)	٥	30,000	-100%	initiative not started, possible savings.
Community Partnership Expenditure Total	654,697	508,848	488,428	(20,420)	-4%	
Community Partnership Expenditure Total	654,697	508,848	488,428	(20,420)	-4%	-
Community Partnerships indirect Costs						
Community Partnerships Indirect Costs						
Allocations	227,575	188,687	195,055	6,368	3%	
Community Partnerships indirect Costs Total	227,575	188,687	195,055	6,368	3%	
Community Partnerships indirect Costs Total	227,575	188,687	195,055	6,368	3%	
Beatty Park Leisure Centre Administration						
Beatty Park Leisure Centre Admin Revenue						
Revenue	(2,368,900)	(2,093,434)	(2,150,897)	(57,463)	3%	
Beatty Park Leisure Centre Admin Revenue Total	(2,368,900)	(2,093,434)	(2,150,897)	(57,463)	3%	
Beatty Park Leisure Centre Admin Indirect Revenue						
Allocations	2,368,900	2,092,416	2,150,897	58,481	3%	
Beatty Park Leisure Centre Admin Indirect Revenue Total	2,368,900	2,092,416	2,150,897	58,481	3%	
Beatty Park Leisure Centre Admin Expenditure						
Employee Costs	809,832	719,808	670,619	(49,189)	-7%	
Other Employee Costs	21,628	20,822	11,663	(9,159)	-44%	
Other Expenses	154,000	138,903	120,666	(18,237)	-13%	
Beatty Park Leisure Centre Admin Expenditure Total	985,460	879,533	802,949	(76,584)	-9%	
Beatty Park Leisure Centre Admin Indirect Costs						
Allocations	(985,460)	(710,679)	(802,949)	(92,270)	13%	
Beatty Park Leisure Centre Admin Indirect Costs Total	(985,460)	(710,679)	(802,949)	(92,270)	13%	



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance Variance Commentary
	2020/21 \$	31/05/2021 \$	31/05/2021 \$	\$	*
eatty Park Leisure Centre Building	*	•	•	•	78
Beatty Park Leisure Centre Building Revenue					
Revenue	(181,676)	(123,542)	(148,235)	(24,693)	20% Additional classes running for the outdoor po
Beatty Park Leisure Centre Building Revenue Total	(181,676)	(123,542)	(148,235)	(24,693)	20%
Beatty Park Leisure Centre Occupancy Costs					
Building Maintenance	525,350	477,727	389,822	(87,905)	-18% Timing Variance, funds spent
Ground Maintenance	41,800	38,230	41,092	2,862	7%
Other Expenses	1,976,286	1,735,842	1,769,282	33,440	2%
Beatty Park Leisure Centre Occupancy Costs Total	2,543,436	2,251,799	2,200,197	(51,602)	-2%
Beatty Park Leisure Centre Indirect Costs					
Allocations	(2,361,760)	(2,110,133)	(2,051,962)	58,171	-3%
Beatty Park Leisure Centre Indirect Costs Total	(2,361,760)	(2,110,133)	(2,051,962)	58,171	-3%
eatty Park Leisure Centre Building Total	0	18,124	0	(18,124)	-100%
wimming Pool Areas					
Swimming Pool Areas Revenue					
Revenue	(1,182,250)	(1,073,907)	(1,100,802)	(26,895)	3%
Swimming Pool Areas Revenue Total	(1,182,250)	(1,073,907)	(1,100,802)	(26,895)	3%
Swimming Pool Areas indirect Revenue					
Allocations	(382,109)	(337,511)	(347,155)	(9,644)	3%
Swimming Pool Areas indirect Revenue Total	(382,109)	(337,511)	(347,155)	(5,644)	3%
Swimming Pool Areas Expenditure					
Employee Costs	882,549	786,889	858,211	71,322	9%
Other Employee Costs	14,500	14,500	9,637	(4,863)	-34%
Other Expenses	209,770	194,795	187,240	(7,555)	-4%
Swimming Pool Areas Expenditure Total	1,106,819	996,184	1,055,089	58,905	6%
Culturation Deal Areas Indianal Costs					
Swimming Pool Areas indirect Costs	2.601.176	2,206,421	2,223,779	17,358	1%
Allocations					
	2,601,176	2,206,421	2,223,779	17,358	1%



	Current Budget 2020/21	YTD Budget 31/05/2021	YTD Actual 31/05/2021	YTD Variance	Variance Variance Commentary
	\$	\$	\$	\$	%
Swim School					
Swim School Revenue					
Revenue	(1,074,000)	(979,205)	(1,069,710)	(90,505)	9% increased no. of people per room since COVID reco
Swim School Revenue Total	(1,074,000)	(979,205)	(1,069,710)	(90,505)	3%
Swim School Indirect Revenue					
Allocations	(4,500)	(3,975)	(3,872)	103	-3%
Swim School Indirect Revenue Total	(4,500)	(3,975)	(3,872)	103	-3%
Swim School Expenditure					
Employee Costs	713,508	685,875	663,360	(22,515)	-3%
Other Employee Costs	6,000	6,000	2,732	(3,268)	-54%
Other Expenses	29,300	24,751	19,698	(5,053)	-20%
Swim School Expenditure Total	748,808	716,626	685,790	(30,836)	-4%
Swim School Indirect Costs					
Allocations	185,310	148,663	156,926	8,263	6%
Swim School Indirect Costs Total	185,310	148,663	156,926	8,263	6%
wim School Total	(144,382)	(117,891)	(230,865)	(112,974)	96%
Cafe Expenditure					
Employee Costs	34,280	34,280	34,280	0	0%
Cafe Expenditure Total	34,280	34,280	35,017	737	2%
afé Total	34,280	34,280	35,017	737	2%



	Current Budget 2020/21 \$	YTD Budget 31/05/2021 \$	YTD Actual 31/05/2021 \$	YTD Variance	Variance Variance Commentary	
Potes.	*	3	\$	\$	%	
Retall Retail Revenue						
Revenue	(590,000)	(530,000)	(514,595)	15,405	-3%	
	(590,000)	(530,000)	(514,595)	15,405	-3%	
Retall Revenue Total	(000,000)	(000,000)	(014,000)	10,400	•#	
Retail Indirect Revenue						
Allocations	(947)	(837)	(860)	(23)	3%	
Retail Indirect Revenue Total	(947)	(837)	(860)	(23)	3%	
Retail Expenditure						
Employee Costs	53,255	47,438	52,784	5,346	11%	
Other Employee Costs	250	250	0	(250)	-100%	
Other Expenses	227,400	218,590	258.138	39,548	18% Timing variance due to stock purchases.	
Retall Expenditure Total	280,905	266,278	310,922	44,644	17%	
Rotali Experiatare rotali						
Retail indirect Costs						
Allocations	77,426	62,886	65,260	2,374	4%	
Retail Indirect Costs Total	77,426	62,886	65,260	2,374	4%	
Retali Total	(232,616)	(201,673)	(139,274)	62,399	-31%	
Health and Fitness						
Health and Fitness Revenue						
Revenue	(138,600)	(126,857)	(123,472)	3,385	-3%	
Health and Fitness Revenue Total	(138,600)	(126,857)	(123,472)	3,385	-3%	
Health and Fitness indirect Revenue						
Allocations	(1,310,950)	(1,157,944)	(1,189,916)	(31,972)	3%	
Health and Fitness Indirect Revenue Total	(1,310,950)	(1,157,944)	(1,189,916)	(31,972)	3%	
Health and Fitness Expenditure						
Employee Costs	762,459	618,379	552,041	(56,338)	-9%	
Other Employee Costs	10,700	10,700	3,339	(7,361)	-69%	
Other Expenses	108,000	99,475	75,261	(24,214)	-24% \$8k advertising not spent yet. \$5k music license captured under Group	Fitness, to be adjusted in
Health and Fitness Expenditure Total	881,159	728,554	640,640	(87,914)	June 2021. -12%	
Health and Fitness indirect Costs						
Allocations	541,368	449,336	457,956	8,620	2%	
Health and Fitness Indirect Costs Total	541,368	449,336	457,956	8,620	2%	
Health and Fitness Total	(27,023)	(106,911)	(214,792)	(107,881)	101%	



	Current Budget 2020/21	YTD Budget 31/05/2021	YTD Actual 31/05/2021	YTD Variance	Variance \	/arlance Commentary
	\$	\$	\$	\$	%	
Group Fitness						
Group Fitness Revenue						
Revenue	(70,000)	(65,000)	(72,655)	(7,655)	12%	
Group Fitness Revenue Total	(70,000)	(65,000)	(72,655)	(7,655)	12%	
Group Fitness Indirect Revenue						
Allocations	(445,115)	(393,164)	(404,153)	(10,989)	3%	
Group Fitness Indirect Revenue Total	(445,115)	(393,164)	(404,153)	(10,989)	3%	
Group Fitness Expenditure						
Employee Costs	202,401	164,296	200,778	36,482	22% E	Establishment structure currently under review.
Other Employee Costs	1,000	1,085	447	(638)	-59%	
Other Expenses	145,245	132,535	114,983	(17,552)		Contractor expenses lower as salarled staff have been used instead which is reflected in overspending in employee costs. 55k advertising not spent yet
Group Fitness Expenditure Total	348,646	297,916	316,208	18,292	6%	
Group Fitness Indirect Costs						
Allocations	185,631	156,227	159,556	3,329	2%	
Group Fitness Indirect Costs Total	185,631	156,227	159,556	3,329	2%	
Group Fitness Total	19,162	(4,021)	(1,044)	2,977	-74%	
Agua Fitness						
Aqua Fitness Revenue						
Revenue	(13,000)	(10,088)	(12,582)	(2,494)	25%	
Aqua Fitness Revenue Total	(13,000)	(10,088)	(12,582)	(2,494)	25%	
Aqua Fitness Indirect Revenue						
Allocations	(188,562)	(166,554)	(171,211)	(4,657)	3%	
Aqua Fitness Indirect Revenue Total	(188,562)	(166,554)	(171,211)	(4,657)	3%	
Aqua Fitness Expenditure						
Employee Costs	18,284	16,309	24,049	7,740	47%	
Other Employee Costs	0	18	0	(18)	-100%	
Other Employee Costs Other Expenses	0 14.600		0 6,340	(18) (8,159)	-100% -56%	
Other Employee Costs Other Expenses Aqua Fitness Expenditure Total	-	18 14,499 30,826		(18) (8,159) (437)		
Other Expenses Aqua Fitness Expenditure Total	14,600	14,499	6,340	(8,159)	-56%	
Other Expenses	14,600	14,499	6,340	(8,159)	-56%	
Other Expenses Aqua Fitnese Expenditure Total Aqua Fitness indirect Costs	14,600 32,884	14,499 30,826	6,340 30,389	(8,159) (437)	-56% -1%	



che Total	187,933	161,808	173,147	11,339	79
crèche Indirect Costs Total	93,363	77,417	79,603	2,186	3%
rèche indirect Costs Allocations	93,363	77,417	79,603	2,186	3%
rèche Expenditure Total	148,287	132,318	142,347	10,029	8%
Other Expenses	2,110	1,974	207	(1,767)	-90%
Other Employee Costs	750	750	652	(99)	-13%
Crèche Expenditure Employee Costs	145,427	129,594	141,489	11,895	9%
crèche Indirect Revenue Total	(36,717)	(32,431)	(33,339)	(806)	3%
Crèche Indirect Revenue Allocations	(36,717)	(32,431)	(33,339)	(908)	3%
Crèche Revenue Total	(17,000)	(15,496)	(15,464)	32	0%
rèche Revenue Revenue	(17,000)	(15,496)	(15,464)	32	0%
che	•	•	•	\$	74
	2020/21 \$	31/05/2021 \$	31/05/2021 \$		%
	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Variance Commentary
	2020/21	31/05/2021	31/05/2021			
	\$	\$	\$	\$	%	
Customer Service Centre						
Customer Services Centre Expenditure Employee Costs	550.070	489,853	419,317	(70,536)	1.02	Due to vacancies and reduction in casual cos
Other Employee Costs	6,050	409,053	2,675	(2,869)	-14%	Due to vacancies and reduction in casual cos
	24,550				-18%	
Other Expenses		22,541	18,406	(4,135)		
Customer Services Centre Expenditure Total	580,670	517,938	440,398	(77,540)	-15%	
Customer Services Centre Indirect Costs						
Allocations	(580,670)	(517,938)	(440,398)	77,540	-15%	
Customer Services Centre Indirect Costs Total	(580,670)	(517,938)	(440,398)	77,540	-15%	
Customer Service Centre Total	0	0	0	0		
Library Services						
Library Services Revenue						
Revenue	(10,900)	(9,839)	(10,696)	(857)	9%	
Library Services Revenue Total	(10,900)	(9,839)	(10,696)	(857)	9%	
Library Services Expenditure						
Employee Costs	913,928	819,085	840,249	21,164	3%	
Other Employee Costs	7,100	6,501	5,616	(885)	-14%	
Other Expenses	95,000	86,861	57,886	(28,975)	-33%	Positive variances are individually immaterial.
Library Services Expenditure Total	1,016,028	912,447	903,751	(8,696)	-1%	
Library Services indirect Costs						
Allocations	428,067	325,750	360,994	35,244	11%	
Library Occupancy Costs Allocations	13,239	12,306	59,059	46,753	380%	
Library Services Indirect Costs Total	441,306	338,056	420,053	81,997	24%	
Library Services Total	1,446,434	1,240,664	1,313,108	72,444	6%	
· · · · · · · · · · · · · · · · · · ·						
Library Building						
Library Occupancy Costs	94,700	89.526	00 1 40	616	1%	
Building Maintenance	94,700	5.000	90,142		-100%	
Ground Maintenance	5,000 163.245	-1	-	(5,000)	-100%	
Other Expenses	1001010	149,966	147,973	(1,993)		
Library Occupancy Costs Total	262,945	244,492	238,115	(6,377)	-3%	
Library indirect Costs						
Allocations	6,185	5,665	5,665	0	0%	
Library Occupancy Costs Recovery	(53,826)	(50,031)	(240,175)	(190,144)	380%	
Library Indirect Costs Total	(47,641)	(44,366)	(234,510)	(190,144)	429%	
Library Building Total	215,304					



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Variance Commentary
	2020/21 \$	31/05/2021 \$	31/05/2021 \$		%	
Loftus Community Centre Revenue	÷	•	*	•	76	
Loftus Community Centre Revenue						
Revenue	(56,000)	(50,498)	(62,460)	(11,962)	24%	
Loftus Community Centre Revenue Total	(56,000)	(50,498)	(62,460)	(11,962)	24%	
Londs Community Centre Revenue Total	(00,000)	(00,000)	(02,000)	(11,000)		
Loftus Community Centre Revenue Total	(56,000)	(50,498)	(62,460)	(11,962)	24%	-
Loftus Community Centre Expenditure						
Loftus Community Centre Expenditure						
Employee Costs	89,581	87,302	106,003	18,701	21%	
Other Employee Costs	1,500	1,375	604	(771)	-56%	
Building Maintenance	16,272	14,916	0	(14,916)	-100%	
Other Expenses	41,160	38,665	17,633	(21,032)		Timing variance of \$10k on electricity and other favourable variances that are individually immaterial.
Loftus Community Centre Expenditure Total	148,513	142,258	124,241	(18,017)	-13%	
Loftus Community Centre Expenditure Total	148,513	142,258	124,241	(18,017)	-13%	-
Loftus Community Centre Indirect Costs						
Loftus Community Centre Indirect Costs						
Allocations	44,822	34,114	37,642	3,528	10%	
Loftus Community Centre Indirect Costs Total	44,822	34,114	37,642	3,528	10%	
Loftus Community Centre Indirect Costs Total	44.822	34,114	37,642	3.528	10%	
Londo Commany Contro malloct Codes Total				-,		



	Current Budget 2020/21	YTD Budget 31/05/2021	YTD Actual 31/05/2021	YTD Variance	Variance	Variance Commentary
	2020/21	31/05/2021	\$ 1/05/2021	\$	%	
Senior and Disability Services Revenue	Ŧ	•	•	*	~	
Senior and Disability Services Revenue						
Revenue	(13,500)	(9,125)	(4,625)	4.500	-49%	
Senior and Disability Services Revenue Total	(13,500)	(9,125)	(4,625)	4,500	-49%	
conter and breading contract termine retail						
Senior and Disability Services Revenue Total	(13,500)	(9,125)	(4,625)	4,500	-43%	
Senior and Disability Services Expenditure						
Senior and Disability Services Expenditure Total	20,000	17,000	14,851	(2,149)	-13%	
Senior and Disability Services Expenditure Total	20,000	17,000	14,851	(2,149)	-13%	
Director Strategy and Development Services						
Director Strategy and Development Services						
Employee Costs	316,562	282,089	309,136	27,047	10%	Budget phasing varianc
Other Employee Costs	1,100	1,012	45	(967)	-96%	
Other Expenses	1,800	1,650	471	(1,179)	-71%	
Director Strategy and Development Services Total	319,462	284,751	309,652	24,901	9%	
Director Strategy and Development Services Total	319,462	284,751	309,652	24,901	9%	
Director Strategy and Development Ser Indirect Co						
Director Strategy and Development Ser Indirect Co						
Allocations	(319,462)	(284,751)	(309,652)	(24,901)	9%	
Director Strategy and Development Ser Indirect Co Total	(319,462)	(284,751)	(309,652)	(24,901)	9%	
Director Strategy and Development Ser Indirect Co Total	(319,462)	(284,751)	(309,652)	(24,901)	9%	



	Current Budget 2020/21	YTD Budget 31/05/2021	YTD Actual 31/05/2021	YTD Variance		Varlance Commentary
	\$	\$	\$	\$	%	
leaith Administration and Inspection						
Health Administration and inspection Revenue Revenue	(327,008)	(324,064)	(323,704)	360	0%	
	(327,008)	(324,064)	(323,704)	360	0%	
Health Administration and inspection Revenue Total	(327,008)	(524,064)	(323,704)	360	0.%	
Health Administration and inspection Expenditure						
Employee Costs	964,754	855,494	820,683	(34,811)	-4%	
Other Employee Costs	24,815	21,002	9,837	(11,165)	-53%	
Other Expenses	73,540	51,692	20,350	(31,342)		\$8k timing variance on Health programmes, \$8k favourable variance on syringe disposal stra
Health Administration and inspection Expenditure Total	1,063,109	928,188	850,869	(77,319)	-8%	and other favourable variances that are individually immaterial.
Health Administration and inspection indirect Cost Allocations	538,143	447,391	443,259	(4,132)	-1%	
Health Administration and inspection indirect Cost Total	538,143	447,391	443,259	(4,132)	-1%	
lealth Administration and inspection Total	1,274,244	1,051,515	970,425	(81,090)	-8%	
· · · · · · · · · · · · · · · · · · ·						
ood Control						
Food Control Revenue						
Revenue	(500)	(500)	0	500	-100%	
Food Control Revenue Total	(500)	(500)	0	500	-100%	
Food Control Expenditure						
Other Expenses	12,500	11,038	4,769	(6,269)	-57%	
Food Control Expenditure Total	12,500	11,038	4,769	(6,269)	-57%	
ood Control Total	12,000	10,538	4,769	(5,769)	-55%	
lealth Clinics						
Health Clinics Revenue						
Revenue	(28,997)	(24,291)	(29,316)	(5,025)	21%	
Health Clinics Revenue Total	(28,997)	(24,291)	(29,316)	(5,025)	21%	
Health Clinics Expenditure						
Building Maintenance	18,600	17,812	20,834	3,022	17%	
Ground Maintenance	0	0	2,025	2,025	100%	
Other Expenses	61,509	56,438	61,027	4,589	8%	
Health Clinics Expenditure Total	80,109	74,250	83,886	9,636	13%	
Health Clinics Indirect Costs						
Allocations	1,968	1,804	1,804	0	0%	
Health Clinics indirect Costs Total	1,968	1,804	1,804	0	0%	
lealth Clinics Total	53,080	51,763	56,375	4,612	9%	



	Current Budget 2020/21	YTD Budget 31/05/2021	YTD Actual 31/05/2021	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
Statutory Planning Services						
Statutory Planning Services Revenue						
Revenue	(383,530)	(353,241)	(398,768)	(45,527)		Favourable variance due to higher than anticipated development application fees.
Statutory Planning Services Revenue Total	(383,530)	(353,241)	(398,768)	(45,527)	13%	
Statutory Planning Services Expenditure						
Employee Costs	1,098,225	977,782	918,093	(59,689)	-6%	
Other Employee Costs	13,089	11,162	9,859	(1,303)	-12%	
Other Expenses	182,575	149,352	71,637	(77,715)		\$9k timing variance on design advisory committee member fee, \$26k on legal costs, \$21k on consultants and other favourable variances that are individually immaterial.
Statutory Planning Services Expenditure Total	1,293,889	1,138,296	999,590	(138,706)	-12%	
Statutory Planning Services indirect Costs						
Allocations	541,869	427,990	447,580	19,590	5%	
Statutory Planning Services Indirect Costs Total	541,869	427,990	447,580	19,590	5%	
Statutory Planning Services Total	1,452,228	1,213,045	1,048,401	(164,644)	-14%	
Compliance Services						
Compliance Services Revenue						
Revenue	(43,313)	(41,087)	(43,306)	(2,219)	5%	
Compliance Services Revenue Total	(43,313)	(41,087)	(43,306)	(2,219)	5%	
Compliance Services Expenditure						
Employee Costs	444,376	395,614	382,496	(13,118)	-3%	
Other Employee Costs	12,721	11,285	6,565	(4,720)	-42%	
Other Expenses	67,100	61,501	42,069	(19,432)	-32%	
Compliance Services Expenditure Total	524,197	468,400	431,129	(37,271)	-8%	
Compliance Services Indirect Costs						
Allocations	251,293	199,117	211,804	12,687	6%	
Compliance Services Indirect Costs Total	251,293	199,117	211,804	12,687	6%	



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance Variance Commentary	
	2020/21	31/05/2021	31/05/2021			
	\$	\$	\$	\$	%	
Policy and Place Services						
Policy and Place Services Revenue Revenue	(5,300)	(5,150)	(4,761)	389	-8%	
	(5,300)	(5,150)	(4,761)	389	-0%	
Policy and Place Services Revenue Total	(5,300)	(5,150)	(4,761)	365	-6%	
Policy and Place Serv Expenditure						
Employee Costs	1,230,977	1,096,229	1,166,362	70,133	6%	
Other Employee Costs	13,600	12,463	10,677	(1,786)	-14%	
Other Expenses	626,346	227,187	168,203	(58,984)	-26% Timing variance of works relating to leisure and strategic planning progra	ammes.
Policy and Place Serv Expenditure Total	1,870,923	1,335,879	1,345,242	9,363	1%	
Policy and Place Services Indirect Cost						
Allocations	660,544	521,785	549,054	27,269	5%	
Policy and Place Services Indirect Cost Total	660,544	521,785	549,054	27,269	5%	
Policy and Place Services Total	2,526,167	1,852,514	1,889,534	37,020	2%	
Building Control Building Control Revenue						
Revenue	(266,050)	(220,686)	(282,018)	(61,332)	28% Building licenses revenue higher than anticipated.	
Building Control Revenue Total	(266,050)	(220,686)	(282,018)	(61,332)	28%	
Building Control Expenditure						
Employee Costs	317.479	282,737	267,707	(15,030)	-5%	
Other Employee Costs	42.064	41,296	43,438	2,142	5%	
Other Expenses	10,850	9,955	5,690	(4,265)	-43%	
Building Control Expenditure Total	370,393	333,988	316,835	(17,153)	-5%	
Building Control Indirect Costs						
Allocations	181,113	143,532	162,910	19,378	14%	
Building Control Indirect Costs Total	181,113	143,532	162,910	19,378	14%	



Current Budget         YTD Budget         YTD Actual         YTD Variance         Variance Commentary           2020/21         31/05/2021         31/05/2021         31/05/2021         31/05/2021         %         %           Director Infrastructure and Environment Expe         5         \$         \$         \$         %           Director Infrastructure and Environment Expe         Employee Costs         394,438         351,478         344,417         (7,061)         -2%           Other Employee Costs         7,518         6,886         8,033         1,147         17%           Other Expenses         43,450         42,015         35,831         (6,164)         -15%           Director Infrastructure and Environment Expe         450,606         400,015         358,821         (12,088)         -3%	
Director infrastructure and Environment Expe         394,438         351,478         344,417         (7.061)         -2%           Employee Costs         7,518         6,866         8,033         1,147         17%           Other Employee Costs         43,450         42,015         33,831         (6,184)         -15%	
Director infrastructure and Environment Expe         394,438         351,478         344,417         (7.061)         -2%           Chire Employee Costs         7,518         6,866         8,033         1,147         17%           Other Expenses         49,450         42,015         35,831         (6,184)         -15%	
Employee Costs         394.438         351.478         344.417         (7.061)         -2%           Other Employee Costs         7,518         6,886         8,033         1,147         17%           Other Expenses         48,450         42,015         35,831         (6,184)         -15%	
Other Employee Costs         7,518         6,886         8,033         1,147         17%           Other Expenses         48,450         42,015         35,631         (6,184)         -15%	
Other Expenses 48,450 42,015 35,831 (6,184) -15%	
450 400 379 388 281 (12,098) 3%	
Director infrastructure and Environment Expe Total 450,406 400,379 388,281 (12,098) -3%	
Director Infrastructure and Environment Expe Total 450.406 400.373 388,281 (12.058) -3%	
Irrector Infrastructure and Environment Indirect	
Director infrastructure and Environment Indirect	
Allocations (450,406) (400,379) (388,281) 12,098 -3%	
Director Infrastructure and Environment Indirect Total (450,406) (400.373) (388,281) 12,098 -3%	
Director Infrastructure and Environment Indirect Total (450,406) (400,373) (388,281) 12,058 -3%	
Ranger Services Administration	
anger so these Administration	
Radiger Serkules Aufminiscation Revenue Revenue (3,000) (2,761) (2,058) 703 -25%	
Ranger Savices Administration Revenue Total (3.000) (2.751) (2.058) 703 -25%	
•	
Ranger Services Administration Expenditure	
Employee Costs 2,324,136 2,080,249 2,061,399 (16,850) -1%	
Other Employee Costs 51,034 47,927 32,884 (15,043) -31%	
Other Expenses 385,000 331,666 136,330 (195,536) -59% Favourable variance - \$125k limiting variance on so maintenance, \$11k postage costs not required as	
Lease Expenses 3,263 3,263 3,263 (0) 0%	
Ranger Services & dministration Expenditure Total 2,753,433 2,453,305 2,233,876 (229,429) - 5%	
Ranger Services Administration indirect Costs	
Allocations (2,749,433) (2,155,971) (2,231,818) (75,847) 4%	
Ranger Services Administration Indirect Costs Total (2,749,433) (2,155,971) (2,231,818) (75,847) 4%	



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance Variance (	Commen
	2020/21	31/05/2021	31/05/2021			
	\$	\$	\$	\$	%	
Fire Prevention						
Fire Prevention Revenue						
Revenue	(2,500)	0	(2,801)	(2,801)	100%	
Fire Prevention Revenue Total	(2,500)	0	(2,801)	(2,801)	100%	
Other Expenses	100	0	٥	0		
Fire Prevention Expenditure Total	100	0	0	0		
Fire Prevention Indirect Costs						
Allocations	37,200	29,068	33,010	3,942	14%	
Fire Prevention Indirect Costs Total	37,200	29,068	33,010	3,942	14%	
Fire Prevention Total	34,800	29,068	30,209	1,141	4%	
Animal Control						
Animal Control Revenue						
Revenue	(92,450)	(90,311)	(97,297)	(6,986)	8%	
Animal Control Revenue Total	(92,450)	(90,311)	(97,297)	(6,986)	8%	
Other Expenses	19,800	16,804	20,654	3,850	23%	
Animai Control Expenditure Total	19,800	16,804	20,654	3,850	23%	
Animal Control Indirect Costs						
Allocations	297,714	232,640	252,865	20,225	9%	
Animai Control Indirect Costs Total	297,714	232,640	252,865	20,225	9%	
Animal Control Total	225,064	159,133	176,222	17.089	11%	



Current Budget         YTD Budget         YTD Actual         YTD Variance         Variance V           2020/21         31/05/2021         31/05/2021         31/05/2021         31/05/2021           \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$
\$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$
Local Laws (Law and Order)         Local Laws (Law and Order) Revenue         (134,650)         (106,450)         (188,284)         (\$1,834)         49%           Local Laws (Law and Order) Revenue         (134,650)         (106,450)         (188,284)         (\$1,834)         49%           Local Laws (Law and Order) Revenue Total         (134,650)         (106,450)         (188,284)         (\$1,834)         49%           Local Laws (Law and Order) Indirect Costs         476,345         372,226         404,584         32,358         9%
Local Laws (Law and Order) Revenue         (134,550)         (106,450)         (158,284)         (51,834)         49% F           Local Laws (Law and Order) Revenue Total         (134,650)         (106,450)         (158,284)         (51,834)         49% F           Local Laws (Law and Order) Revenue Total         (134,650)         (106,450)         (158,284)         (51,834)         49% F           Local Laws (Law and Order) indirect Costs         Allocations         476,345         372,226         404,584         32,358         9%
Revenue         (134,850)         (106,450)         (156,264)         (\$1,8,34)         49%         F4           Local Laws (Law and Order) Revenue Total         (134,650)         (106,450)         (158,264)         (\$1,8,34)         49%           Local Laws (Law and Order) Indirect Coets         (134,650)         (106,450)         (158,264)         (\$3,2,358)         9%
Local Laws (Law and Order) Revenue Total         (134,650)         (106,450)         (158,284)         (51,834)         43%           Local Laws (Law and Order) Indirect Costs Allocations         476,345         372,226         404,584         32,358         9%
Local Laws (Law and Order) Indirect Costs Allocations 476,345 372,226 404,584 32,358 9%
Allocations 476,345 372,226 404,584 32,358 9%
Local Laws (Law and Order) Indirect Costs Total 476,345 372,226 404,584 32,358 5%
Local Laws (Law and Order) Total 341,695 265,776 246,299 (19,477) -7%
Abandoned Vehicles
Abandoned Vehicles Revenue
Revenue (9,500) (8,395) (11,351) (2,956) 35%
Abandoned Vehicles Revenue Total (9,500) (8,395) (11,351) (2,956) 35%
Other Expenses 6,000 5,311 2,260 (3,051) -57%
Abandoned Vehicles Expenditure Total 6,000 5,311 2,260 (3,051) -57%
Abandoned Vehicles indirect Costs
Allocations 416,800 325,696 354,011 28,315 9%
Abandoned Vehicles indirect Costs Total 416,800 325,6% 354,011 28,315 9%
Abandoned Vehicles Total 413,300 322,612 344,920 22,308 7%



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance Variance Commentary
	2020/21	31/05/2021	31/05/2021		
	\$	\$	\$	\$	%
Inspectorial Control					
Inspectorial Control Revenue Revenue	(2,072,237)	(1,737,503)	(1,965,930)	(228,427)	13%
	(2,072,237)	(1,737,503)	(1,965,930)	(228,427)	13%
Inspectorial Control Revenue Total	(2,012,231)	(1,737,303)	(1,565,550)	(220,421)	15%
Other Expenses	1,144,386	1,093,398	1,069,623	(23,775)	-2%
Inspectorial Control Expenditure Total	1,144,386	1,093,398	1,069,623	(23,775)	-2%
inspectorial Control Indirect Costs					
Allocations	2,679,443	2,093,773	2,275,783	182,010	9%
Inspectorial Control Indirect Costs Total	2,679,443	2,093,773	2,275,783	182,010	3%
Inspectorial Control Total	1,751,592	1,449,668	1,379,476	(70,192)	-5%
Car Park Control					
Car Park Control Revenue Revenue	(2,550,038)	(2.072.158)	(2,452,696)	(380,538)	18% Revenue higher than anticipated as a result of increased visitor activity within the City.
Porvenue	(z,550,058)	(2,072,100)	(2,402,090)	(380,530)	To serve we we have higher than anticipated as a result of increased visitor activity within the city.
Car Park Control Revenue Total	(2,550,038)	(2,072,158)	(2,452,696)	(380,538)	18%
Car Park Control Expenditure					
Ground Maintenance	149.000	136,595	160,812	24,217	18% Timing variance on maintenance works.
Other Expenses	649,022	606,019	670,535	64,516	11% Parking revenue reimbursement higher due to increased revenue.
Car Park Control Expenditure Total	798,022	742,614	831,347	88,733	12%
Car Park Control Total	(1,752,016)	(1,329,544)	(1,621,349)	(291,805)	22%
Kerbside Parking Control					
Kerbside Parking Control Revenue Revenue	(2,570,023)	(2.053,885)	(2,512,904)	(459,019)	22% Revenue higher than anticipated as a result of increased visitor activity within the City.
Revenue	(2,570,023)	(2,053,063)	(2,512,904)	(489,019)	22% Revenue righer than anticipated as a result of increased visitor activity within the City.
Kerbside Parking Control Revenue Total	(2,570,023)	(2,053,885)	(2,512,904)	(459,019)	22%
Kerbside Parking Control Expenditure					
Other Expenses	492,763	436,877	469,395	32,518	7%
Kerbside Parking Control Expenditure Total	492,763	436,877	469,395	32,518	7%
Kerbelde Parking Control Total	(2,077,260)	(1,617,008)	(2,043,509)	(426,501)	26%



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Variance Commentary
	2020/21	31/05/2021	31/05/2021			
	\$	\$	\$	\$	2	
Dog Pound Expenditure						
Dog Pound Expenditure						
Building Maintenance	1,500	1,500	1,509	9	1%	
Dog Pound Expenditure Total	1,500	1,500	2,162	662	44%	•
Dog Pound Expenditure Total	1,500	1,500	2,162	662	44%	
Community Connections Revenue						
Community Connections Revenue						
Revenue	0	37,500	0	(37,500)	-100%	
Community Connections Revenue Total	0	37,500	0	(37,500)	-100%	•
Community Connections Revenue Total	0	37,500	0	(37,500)	-100%	
Community Connections						
Community Connections Expenditure						
Employee Costs	50,533	45,028	46,545	1,517	3%	,
Other Expenses	98,880	94,939	77,807	(17,132)	-18%	Timing variance of works relating to community safety programmes.
Operating Projects	50,000	25,000	12,712	(12,288)	-49%	
Community Connections Expenditure Total	199,413	164,967	137,064	(27,903)	-17%	•
Community Connections Indirect Costs						
Allocations	24,095	18,333	25,913	7,580	41%	1
Library Occupancy Costs Allocations	746	693	3,314	2,621	378%	·
Community Connections Indirect Costs Total	24,841	19,026	29,227	10,201	54%	•
Community Connections Total	224,254	183,993	166,291	(17,702)	-10%	-



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Variance Commentary
	2020/21 \$	31/05/2021 \$	31/05/2021 \$	\$	%	
ngineering Design Services						
Engineering Design Services Revenue						
Revenue	(6,000)	(5,375)	(2,703)	2,672	-50%	
Engineering Design Services Revenue Total	(6,000)	(5,375)	(2,703)	2,672	-50%	
Engineering Design Services Expenditure						
Employee Costs	564,141	500,625	536,154	35,529	7%	
Other Employee Costs	39,213	35,890	76,201	40,311		Unfavourable variance as a result of agency labour costs relating to vacant position within the section. This will be offset by the savings identified from the salaries budgeled for the same position.
Other Expenses	123,450	114,072	80,374	(33,698)		Favourable variance of \$16k on Asset Management - Data collection and \$13k building conditik survey. Unfavourable variance of \$13k on traffic survey.
Operating Projects	180,124	180,124	180,124	0	0%	
Engineering Design Services Expenditure Total	906,928	830,711	872,853	42,142	5%	
Engineering Design Services Indirect Costs						
Allocations	292,753	231,073	261,957	30,884	13%	
Engineering Design Services Indirect Costs Total	292,753	231,073	261,957	30,884	13%	
Engineering Design Services Total	1,193,681	1,056,409	1,132,108	75,699	7%	
Bike Station Expenditure						
Bike Station Expenditure						
Other Expenses	6,000	6,000	1,369	(4,631)	-77%	
Bike Station Expenditure Total	6,000	6,000	1,369	(4,631)	-77%	
Sike Station Expenditure Total	6,000	6,000	1,369	(4,631)	-77%	
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	627,830	590,810	(37,020)	-6%	
Street Lighting Expenditure Total	756,000	627,830	590,810	(37,020)	-6%	
Street Lighting Total	731,500	627,830	590,810	(37,020)	-6%	•

\$         3         5         5         5         5           Bus Shelter Revenue Revenue         (64,000)         (41,250)         (50,039)         (8,789)         21%           Bus Shelter Revenue Revenue         (64,000)         (41,250)         (50,039)         (8,789)         21%           Other Expenses         134,241         123,056         136,417         13,361         11%           Bus Shelter Total         70,241         81,806         86,378         4,572         6%           Parking and Street Name Signe Expenditure Other Expenses         90,000         74,750         63,553         (11,197)         -15%           Parking and Street Name Signe Expenditure Total         90,000         74,750         63,553         (11,197)         -15%           Parking and Street Name Signe Expenditure Total         90,000         74,750         63,553         (11,197)         -15%           Parking and Street Name Signe Expenditure Total         90,000         74,750         63,553         (11,197)         -15%           Crossovers Revenue Revenue         (500)         (375)         0         375         -100%           Crossovers Revenue Crossovers Revenue Total         (500)         (375)         0         375         -100%		Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance Variance Com
Bus Sheller Revenue Revenue         (64.00)         (41.250)         (50.039)         (8.789)         21%           Other Expenses         134.241         123.056         136.417         13.361         11%           Bus Sheller Revenue Total         134.241         123.056         136.417         13.361         11%           Bus Sheller Total         70.241         81.806         86.378         4.572         6%           Parking and Street Name Signe Expenditure Other Expenses         90.000         74.750         63.553         (11.197)         -15%           Parking and Street Name Signe Expenditure Total         90.000         74.750         63.553         (11.197)         -15%           Parking and Street Name Signe Expenditure Total         90.000         74.750         63.553         (11.197)         -15%           Parking and Street Name Signe Expenditure Total         90.000         74.750         63.553         (11.197)         -15%           Crossovers Revenue Total         90.000         74.750         63.553         (11.197)         -15%           Crossovers Revenue Total         90.000         74.750         63.553         (11.197)         -15%           Crossovers Revenue Total         (500)         (375)         0         375 <td< th=""><th></th><th>2020/21 \$</th><th>31/05/2021 \$</th><th>31/05/2021 \$</th><th>\$</th><th>%</th></td<>		2020/21 \$	31/05/2021 \$	31/05/2021 \$	\$	%
Revenue         (64.000)         (41.250)         (50.039)         (67.99)         21%           Bus Shelter Revenue Total         (64.000)         (41.250)         (50.035)         (67.79)         21%           Other Expenses         134.241         123.056         136,417         13.361         11%           Bus Shelter Total         134.241         123.056         136,417         13.361         11%           Bus Shelter Total         134.241         123.056         86.378         4.572         6%           Parking and Street Name Signe Expenditure         70.241         81.866         86.378         4.572         6%           Parking and Street Name Signe Expenditure Total         90.000         74.750         63.553         (11.197)         -15%           Parking and Street Name Signe Expenditure Total         90.000         74.750         63.553         (11.197)         -15%           Parking and Street Name Signe Expenditure Total         90.000         74.750         63.553         (11.197)         -15%           Parking and Street Name Signe Expenditure Total         90.000         74.750         63.553         (11.197)         -15%           Crossovers Revenue Total         (500)         (375)         0         375         -100%     <	Bus Shelter					
Bus shelter Revenue Total         (44.00)         (41.250)         (50.035)         (8.785)         21%           Other Expenses         134.241         123.056         136,417         13.361         11%           Bus Shelter Expenditure Total         134.241         123.056         136,417         13.361         11%           Bus Shelter Total         70.241         81.806         86.378         4.572         6%           Parking and Street Name Signs Expenditure         70.241         81.806         86.378         (11.197)         -15%           Parking and Street Name Signs Expenditure         50.000         74.750         63.553         (11.197)         -15%           Parking and Street Name Signs Expenditure Total         90.000         74.750         63.553         (11.197)         -15%           Parking and Street Name Signs Expenditure Total         90.000         74.750         63.553         (11.197)         -15%           Parking and Street Name Signs Expenditure Total         90.000         74.750         63.553         (11.197)         -15%           Crossovers Revenue Revenue Revenue Revenue Revenue Revenue Revenue (500)         (375)         0         375         -100%           Crossovers Revenue Total         (500)         (375)         0         37	Bus Shelter Revenue					
Other Expenses         134,241         123,056         136,417         13,361         11%           Bus Shelter Expenditure Total         134,241         123,056         136,417         13,361         11%           Bus Shelter Total         70,241         81,806         86,378         4,572         6%           Parking and Street Name Signs Expenditure         70,241         81,806         86,378         4,572         6%           Parking and Street Name Signs Expenditure         00000         74,750         63,553         (11,197)         -15%           Parking and Street Name Signs Expenditure Total         90,000         74,750         63,553         (11,197)         -15%           Parking and Street Name Signs Expenditure Total         90,000         74,750         63,553         (11,197)         -15%           Parking and Street Name Signs Expenditure Total         90,000         74,750         63,553         (11,197)         -15%           Crossovers         Street Name Signs Expenditure Total         90,000         74,750         63,553         (11,197)         -15%           Crossovers         Street Name Signs Expenditure Total         90,000         137,50         0         375         -100%           Crossovers Revenue         (\$000)         (375	Revenue	(64,000)	(41,250)	(50,039)	(8,789)	21%
Bus shelter Expenditure Total         134,241         123,056         136,417         13,361         11%           Bus Shelter Total         70,241         81,866         86,378         4,572         6%           Parking and Street Name Signs Expenditure Other Expenses         90,000         74,750         63,553         (11,197)         -15%           Parking and Street Name Signs Expenditure Total         90,000         74,750         63,553         (11,197)         -15%           Parking and Street Name Signs Expenditure Total         90,000         74,750         63,553         (11,197)         -15%           Parking and Street Name Signs Expenditure Total         90,000         74,750         63,553         (11,197)         -15%           Carking and Street Name Signs Expenditure Total         90,000         74,750         63,553         (11,197)         -15%           Carking and Street Name Signs Expenditure Total         90,000         74,750         63,553         (11,197)         -15%           Carking and Street Name Signs Expenditure Total         90,000         74,750         63,553         (11,197)         -15%           Carking and Street Name Signs Expenditure Total         (500)         (375)         0         375         -100%           Crossovers Expenditure Other Expenses<	Bus Shelter Revenue Total	(64,000)	(41,250)	(50,039)	(8,789)	21%
Sheller Total         70.241         81.866         86,378         4.572         6%           Parking and Street Name Signs Expenditure <td< td=""><td>Other Expenses</td><td>134,241</td><td>123,056</td><td>136,417</td><td>13,361</td><td>11%</td></td<>	Other Expenses	134,241	123,056	136,417	13,361	11%
Construction         Section	Bus Shelter Expenditure Total	134,241	123,056	136,417	13,361	11%
Parking and Street Name Signs Expenditure Other Expenses         90,000         74,750         63,553         (11.197)         -15%           Parking and Street Name Signs Expenditure Total         90,000         74,750         63,553         (11.197)         -15%           Parking and Street Name Signs Expenditure Total         90,000         74,750         63,553         (11.197)         -15%           Parking and Street Name Signs Expenditure Total         90,000         74,750         63,553         (11.197)         -15%           2005sovers Revenue Revenue         (900)         (375)         0         375         -100%           Crossovers Revenue Total         (900)         (375)         0         375         -100%           Crossovers Expenditure Other Expenses         15,000         13,750         15,644         1,894         14%           Crossovers Expenditure Total         15,000         13,750         15,644         1,894         14%	Bus Shelter Total	70,241	81,806	86,378	4,572	6%
Parking and Street Name Signs Expenditure         Sp. 000         74,750         63,553         (11.197)         -15%           Parking and Street Name Signs Expenditure Total         30,000         74,750         63,553         (11.197)         -15%           Parking and Street Name Signs Expenditure Total         30,000         74,750         63,553         (11.197)         -15%           Parking and Street Name Signs Expenditure Total         30,000         74,750         63,553         (11.197)         -15%           Crossovers Expenditure Total         30,000         74,750         63,553         (11.197)         -15%           Crossovers Evenue Revenue         (300)         (375)         0         375         -100%           Crossovers Revenue Total         (300)         (375)         0         375         -100%           Crossovers Expenditure Other Expenses         15,000         13,750         15,644         1,894         14%           Crossovers Expenditure Total         15,000         13,750         15,644         1,894         14%	Darking and Street Name Signs Expenditure					
Other Expenses         90,000         74,790         63,553         (11,197)         -15%           Parking and Street Name Signs Expenditure Total         50,000         74,750         63,553         (11,197)         -15%           Parking and Street Name Signs Expenditure Total         50,000         74,750         63,553         (11,197)         -15%           Parking and Street Name Signs Expenditure Total         50,000         74,750         63,553         (11,197)         -15%           Crossovers Expenditure Total         50,000         74,750         63,553         (11,197)         -15%           Crossovers Expenditure Total         50,000         74,750         63,553         (11,197)         -15%           Crossovers Expenditure Total         (500)         (375)         0         375         -100%           Crossovers Expenditure Total         (500)         (375)         0         375         -100%           Crossovers Expenditure Total         15,000         13,750         15,644         1,894         14%           Crossovers Expenditure Total         15,000         13,750         15,644         1,894         14%						
Parking and Street Name Signs Expenditure Total         50,000         74,750         63,553         (11.197)         -15%           tarking and Street Name Signs Expenditure Total         50,000         74,750         63,553         (11.197)         -15%           trossovers         Crossovers         Street Name Signs Expenditure Total         50,000         74,750         63,553         (11.197)         -15%           trossovers         Crossovers         Crossovers         Crossovers         0         375         -100%           Crossovers         (\$500)         (\$375)         0         375         -100%           Crossovers         Crossovers         Crossovers         Crossovers         1,894         14%           Crossovers         To,000         13,750         15,644         1,894         14%		90.000	74 750	63 553	(11.197)	-15%
Annum studie studer failure ergine Expendituatio form         Sector         Annum studie         Sector         Se						
Crossovers Revenue         (800)         (375)         0         375         -100%           Crossovers Revenue Total         (500)         (375)         0         375         -100%           Crossovers Revenue Total         (500)         (375)         0         375         -100%           Crossovers Expenditure Other Expenses         15,000         13,750         15,644         1,894         14%           Crossovers Expenditure Total         15,000         13,750         15,644         1,894         14%	Parking and Street Name Signs Expenditure Total	90,000	74,750	63,553	(11,197)	-15%
Revenue         (\$00)         (375)         0         375         -100%           Crossovers Revenue Total         (\$00)         (375)         0         375         -100%           Crossovers Expenditure Other Expenses         15,000         13,750         15,644         1,894         14%           Crossovers Expenditure Total         15,000         13,750         15,644         1,894         14%	Crossovers					
Crossovers Ravenue Total         (500)         (375)         0         375         -100%           Crossovers Expenditure Other Expenses         15,000         13,750         15,644         1,894         14%           Crossovers Expenditure Total         15,000         13,750         15,644         1,894         14%	Crossovers Revenue					
Crossovers Expenditure         15,000         13,750         15,644         1,894         14%           Other Expendes         15,000         13,750         15,644         1,894         14%           Crossovers Expenditure Total         15,000         13,750         15,644         1,894         14%	Revenue	(500)	(375)	0	375	-100%
Other Expenses         15,000         13,750         15,644         1,894         14%           Crossovers Expenditure Total         15,000         13,750         15,644         1,894         14%	Crossovers Revenue Total	(500)	(375)	0	375	-100%
Crossovers Expenditure Total 15,000 13,750 15,644 1,894 14%	Crossovers Expenditure					
	Other Expenses	15,000	13,750	15,644	1,894	14%
crossovers Total 14,500 13,375 15,644 2,269 17%	Crossovers Expenditure Total	15,000	13,750	15,644	1,894	14%
	Crossovers Total	14,500	13,375	15,644	2,269	17%





	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance Va	arlance Commenta
	2020/21	31/05/2021	31/05/2021			
	\$	\$	\$	\$	%	
Roads Linemarking Expenditure						
Roads Linemarking Expenditure						
Other Expenses	68,000	62,337	63,326	989	2%	
Roads Linemarking Expenditure Total	68,000	62,337	63,326	989	2%	
Roads Linemarking Expenditure Total	68,000	62,337	63,326	989	2%	
Free Lighting Leederville Expenditure						
Tree Lighting Leederville Expenditure						
Other Expenses	70,000	70,000	67,364	(2,636)	-4%	
Tree Lighting Leederville Expenditure Total	70,000	70,000	67,364	(2,636)	-4%	
Free Lighting Leederville Expenditure Total	70,000	70,000	67,364	(2,636)	-4%	
Parklets Expenditure						
Parkiets Expenditure						
Other Expenses	3,500	3,500	518	(2,982)	-85%	
Parklets Expenditure Total	3,500	3,500	518	(2,982)	-85%	
Parkiets Expenditure Total	3,500	3,500	518	(2,982)	-85%	
Environmental Services						
Environmental Services Revenue						
Revenue	(14,000)	(14,000)	(10,466)	3,534	-25%	
Environmental Services Revenue Total	(14,000)	(14,000)	(10,466)	3,534	-25%	
Environmental Services Expenditure						
Employee Costs	90,279	80,300	83,818	3,518	4%	
Other Expenses	203,290	178,427	168,605	(9,822)	-6%	
Environmental Services Expenditure Total	293,569	258,727	252,423	(6,304)	-2%	
Environmental Services Indirect Costs						
Allocations	45,359	35,429	38,988	3,559	10%	
Environmental Services Indirect Costs Total	45,359	35,429	38,988	3,559	10%	
Environmental Services Total	324,928	280,156	280,945	789	0%	



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance Variance Commentary
	2020/21 \$	31/05/2021 \$	31/05/2021 \$		
	\$	\$	•	\$	%
roperty Management Administration					
Property Management Administration Revenue			(0.007)		21%
Revenue	(2,000)	(1,837)	(2,227)	(390)	
Property Management Administration Revenue Total	(2,000)	(1,837)	(2,227)	(390)	21%
Property Management Administration Expenditure					
Employee Costs	322,887	285,535	269,833	(15,702)	-5%
Other Employee Costs	5,100	4,675	4,675	0	0%
Other Expenses	17,000	17,000	24,559	7,559	44%
Property Management Administration Expenditure Total	344,987	307,210	299,067	(8,143)	-3%
Property Management Administration Indirect Costs					
Aliocations	150,968	119,944	126,558	6,614	6%
Property Management Administration Indirect Costs Total	150,968	119,944	126,558	6,614	6%
roperty Management Administration Total	493,955	425,317	423,397	(1,920)	0%
tivic Centre Building					
Civic Centre Building Expenditure					
Building Maintenance	182,000	173,788	177,397	3,609	2%
Ground Maintenance	52,050	48,120	31,601	(16,519)	-34% Timing variance relating to utiliti
Other Expenses	654,302	585,473	438,027	(147,446)	-25%
Civic Centre Building Expenditure Total	888,352	807,381	647,026	(160,355)	-20%
Civic Centre Building Indirect Costs					
Allocations	(888,352)	(814,881)	(647,026)	167,855	-21%
Civic Centre Building Indirect Costs Total	(888,352)	(814,881)	(647,026)	167,855	-21%
Ivic Centre Building Total	0	(7,500)	(0)	7.500	-100%



	Current Budget 2020/21 \$	YTD Budget 31/05/2021	YTD Actual 31/05/2021 \$	YTD Variance	Varlance %	a Variance Commentary
bild Gara Cambra and Disu Casura	•	*	*	\$	76	5
hild Care Centres and Play Groups Child Care Centres and Play Groups Revenue						
Revenue	(9,474)	(6,945)	(7,656)	(711)	10%	
	(9,474)	(6,945)	(7,656)	(711)	10%	
Child Care Centres and Play Groups Revenue Total	(0,474)	(6,545)	(7,656)	(0.0)	10%	•
Child Care Centres and Play Groups Expenditure						
Building Maintenance	7,150	7,150	39,343	32,193	450%	Storm damage works required at Early birds playgroup and general maintenance works at Mo
Ground Maintenance	500	462	488	26	6%	Hawthorn playgroup.
Other Expenses	47,359	43,417	43,570	153	0%	a
Child Care Centres and Play Groups Expenditure Total	55,009	51,029	83,401	32,372	63%	
Child Care Centres and Play Groups Indirect Costs						
Allocations	2,441	2,244	2,244	0	0%	•
Child Care Centres and Play Groups Indirect Costs Total	2,441	2,244	2,244	0	0%	
hlid Care Centres and Play Groups Total	47,976	46,328	77,989	31,661	68%	F
re Schools and Kindergartens						
Pre Schools and Kindergartens Revenue						
Revenue	(61,849)	(57,882)	(59,575)	(1,693)	3%	
Pre Schools and Kindergartens Revenue Total	(61,849)	(57,882)	(59,575)	(1,693)	3%	•
Pre Schools and Kindergartens Expenditure						
Building Maintenance	2,725	2,725	4,131	1,406	52%	
Other Expenses	50,576	46,365	50,477	4,112	9%	a
Pre Schools and Kindergartens Expenditure Total	53,301	49,090	54,608	5,518	11%	•
Pre Schools and Kindergartens Indirect Costs						
Allocations	1,749	1,606	1,606	0	0%	•
Pre Schools and Kindergartens Indirect Costs Total	1,749	1,606	1,606	0	0%	•
re Schools and Kindergartens Total	(6,799)	(7,186)	(3,361)	3.825	-53%	



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance Variance Comm
	2020/21 \$	31/05/2021	31/05/2021 \$		
ommunity and Welfare Centres	\$	\$	•	\$	%
Community and Welfare Centres Revenue Revenue	(43,730)	(32,788)	(47,016)	(14,228)	43%
	(43,730)	(32,788)	(47,016)	(14,228)	43%
Community and Welfare Centres Revenue Total	(43,730)	(52,760)	(47,014)	(14,220)	4374
Community and Welfare Centres Expenditure					
Building Maintenance	31,050	31,050	41,230	10,180	33%
Ground Maintenance	8,350	7,656	1,501	(6,155)	-80%
Other Expenses	176,281	161,746	160,582	(1,164)	-1%
Community and Welfare Centres Expenditure Total	215,681	200,452	203,312	2,860	1%
Community and Welfare Centres indirect Costs					
Aliocations	7,677	7,040	7,040	0	0%
Community and Welfare Centres Indirect Costs Total	7,677	7,040	7,040	0	0%
ommunity and Welfare Centres Total	179,628	174,704	163,336	(11,368)	-7%
,	179,628	174,704	163,336	(11,368)	-7%
partment of Sports and Recreation Building	179,628	174,704	163,336	(11,368)	-7%
partment of Sports and Recreation Building Dept of Sports and Recreation Building Revenue					
partment of Sports and Recreation Building	179,628 (823,580) (823,580)	174,704 (734,941) (734,941)	163,336 (763,111) (763,111)	(11,368) (28,170) (28,170)	-7% 4% 4%
upartment of Sports and Recreation Building Dept of Sports and Recreation Building Revenue Revenue Dept of Sports and Recreation Building Revenue Total	(823,580)	(734,941)	(763,111)	(28,170)	4%
partment of Sports and Recreation Building Dept of Sports and Recreation Building Revenue Revenue Dept of Sports and Recreation Building Revenue Total Dept of Sports and Recreation Building Expenditure	(823,580)	(734,941)	(763,111)	(28,170) (28,170)	4%
upartment of Sports and Recreation Building Dept of Sports and Recreation Building Revenue Revenue Dept of Sports and Recreation Building Revenue Total	(823,580) (823,580)	(734,941) (734,941)	(763,111) (763,111)	(28,170)	4% 4%
partment of Sports and Recreation Building Dept of Sports and Recreation Building Revenue Revenue Dept of Sports and Recreation Building Revenue Total Dept of Sports and Recreation Building Expenditure Building Maintenance	(823,580) (823,580) 97,000	(734,941) (734,941) 95,337	(763,111) (763,111) 71,684	(28,170) (28,170) (23,653)	4% 4% -25%
upartment of Sports and Recreation Building Dept of Sports and Recreation Building Revenue Revenue Dept of Sports and Recreation Building Revenue Total Dept of Sports and Recreation Building Expenditure Building Maintenance Ground Maintenance	(823,580) (823,580) 97,000 8,250	(734,941) (734,941) 95,337 7,557	(763,111) (763,111) 71,684 146	(28,170) (28,170) (23,653) (7,411)	4% 4% -25% -38%
upartment of Sports and Recreation Building Dept of Sports and Recreation Building Revenue Revenue Dept of Sports and Recreation Building Revenue Total Dept of Sports and Recreation Building Expenditure Building Maintenance Ground Maintenance Other Expenses Dept of Sports and Recreation Building Expenditure Total	(823,580) (823,580) 97,000 8,250 867,536	(734,941) (734,941) 95,337 7,557 853,456	(763,111) (763,111) 71,684 145 844,819	(28,170) (28,170) (23,653) (7,411) (8,637)	4% 4% -28% -98% -1%
uppartment of Sports and Recreation Building Dept of Sports and Recreation Building Revenue Revenue Dept of Sports and Recreation Building Revenue Total Dept of Sports and Recreation Building Expenditure Building Maintenance Ground Maintenance Other Expenses	(823,580) (823,580) 97,000 8,250 867,536	(734,941) (734,941) 95,337 7,557 853,456	(763,111) (763,111) 71,684 145 844,819	(28,170) (28,170) (23,653) (7,411) (8,637)	4% 4% -28% -98% -1%
Dept of Sports and Recreation Building Dept of Sports and Recreation Building Revenue Revenue Dept of Sports and Recreation Building Revenue Total Dept of Sports and Recreation Building Expenditure Building Maintenance Ground Maintenance Other Expenses Dept of Sports and Recreation Building Expenditure Total Dept of Sports and Recreation Building Indirect Costs	(823,580) (823,580) 97,000 8,250 867,536 952,786	(734,941) (734,941) 95,337 7,557 853,456 956,350	(763,111) (763,111) 71,684 146 844,819 916,650	(28,170) (28,170) (7,411) (8,637) (39,700)	4% 4% -28% -98% -1% -4%



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Variance Commentary
	2020/21	31/05/2021	31/05/2021			
	\$	\$	\$	\$	%	
nlb 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	2,028,810	1,859,741	1,859,743	2	0%	
nib Stadium Expenditure Total	2,028,810	1,859,741	1,859,743	2	0%	
nib Stadium Total	2,000,963	1,831,894	1,831,895	1	0%	
Leederville Oval						
Leederville Oval Revenue						
Revenue	(156,639)	(143,971)	(109,881)	34,090	-24%	Journal needs to be prepared as variable outgoing revenue is received after deducting expenditure.
Leederville Oval Revenue Total	(156,639)	(143,971)	(109,881)	34,090	-24%	
Leedervile Oval Expenditure						
Building Maintenance	19,700	19,300	18,813	(487)	-3%	
Ground Maintenance	100,000	91,663	79,560	(12,103)	-13%	
Other Expenses	456,577	419,990	427,014	7,024	2%	
Leederville Oval Expenditure Total	576,277	530,953	525,387	(5,566)	-1%	
Leederville Oval Indirect Costs						
Allocations	13,365	12,254	12,254	0	0%	
Leederville Oval Indirect Costs Total	13,365	12,254	12,254	0	0%	
Leederville Oval Total	433,003	399,236	427,760	28,524	7%	

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	Current Budget 2020/21	YTD Budget 31/05/2021	YTD Actual 31/05/2021	YTD Variance	Variance Variance Commentary	
	\$	\$	\$ 1103/2021	\$	*	
Loftus Centre						
Loftus Centre Revenue						
Revenue	(614,302)	(381,017)	(509,119)	(128,102)	34% Favourable variance as payment of deferred loan repayments have cor	mmence
Loftus Centre Revenue Total	(614,302)	(381,017)	(509,119)	(128,102)	34%	
Loftus Centre Expenditure						
Building Maintenance	227,500	211,288	137,486	(73,802)	-35% Favourable variance as no major works were required, possible saving	JS.
Ground Maintenance	41,450	38,820	28,823	(9,997)	-26%	
Other Expenses	746,658	681,330	664,418	(16,912)	-2%	
Loftus Centre Expenditure Total	1,015,608	931,438	830,727	(100,711)	-11%	
Loftus Centre Indirect Costs						
Allocations	24,424	22,396	22,396	0	0%	
Loftus Centre Indirect Costs Total	24,424	22,396	22,396	0	0%	
Loftus Centre Total	425,730	572,817	344,004	(228,813)	-40%	
Public Halls						
Public Halls Revenue						
Revenue	(215,659)	(185,669)	(154,279)	31.390	-17%	
Public Halls Revenue Total	(215,659)	(185,669)	(154,279)	31,390	-17%	
Public Halls Expenditure						
Building Maintenance	192,000	185,328	185,314	(14)	0%	
Ground Maintenance	22,500	22,500	17,604	(4,896)	-22%	
Other Expenses	275,060	252,272	266,106	13,834	5%	
Public Halls Expenditure Total	489,560	460,100	469,024	8,924	2%	
Public Halls Indirect Costs						
Allocations	6,438	5,896	5,896	0	0%	
Public Halls Indirect Costs Total	6,438	5,896	5,896	0	0%	



	Current Budget 2020/21	YTD Budget 31/05/2021	YTD Actual 31/05/2021	YTD Variance	Variance	Variance Commentary
	2020/21	\$	\$	\$	%	
eserves Pavilions and Facilities				•		
Reserves Pavilions and Facilities Revenue						
Revenue	(25,672)	(22,258)	(17,503)	4,755	-21%	
Reserves Pavilions and Facilities Revenue Total	(25,672)	(22,258)	(17,503)	4,755	-21%	
Reserves Pavilons and Facilities Expenditure						
Building Maintenance	390,901	372,843	331,193	(41,650)	-11%	Favourable variance, no major maintenance yet require
Ground Maintenance	3,500	3,000	0	(3,000)	-100%	
Other Expenses	317,639	288,711	289,570	859	0%	
Reserves Pavilions and Facilities Expenditure Total	712,040	664,554	620,763	(43,791)	-7%	
Reserves Pavilons and Facilities Indirect Costs						
Allocations	6,501	5,951	5,951	0	0%	
Reserves Pavilions and Facilities Indirect Costs Total	6,501	5,951	5,951	0	0%	
eserves Pavilions and Facilities Total	692,869	648,247	609,211	(39,036)	-6%	
sporting Clubs Buildings						
Ground Maintenance	2,000	2,000	0	(2,000)	-100%	
Other Expenses	744,094	682,101	694,687	12,586	2%	
Sporting Clubs Buildings Expenditure Total	963,294	853,258	854,555	1,297	0%	
Sporting Clubs Buildings Indirect Costs						
Allocations	31,149	28,545	28,545	0	0%	
Sporting Clubs Buildings Indirect Costs Total	31,149	28,545	28,545	0	0%	
porting Clubs Buildings Total	872,161	776,029	765,123	(10,906)	-1%	



Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance Variance Commentary
2020/21 \$	31/05/2021 \$	31/05/2021 \$		*
			•	
(3,200)	(2,937)	(3,153)	(216)	7%
(3,200)	(2,937)	(3,153)	(216)	7%
1,047,503	912,031	937,980	25,949	3%
72,825	66,770	67,697	927	1%
198,654	182,092	149,993	(32,099)	-18% \$15k favourable variance on consultants and other variances that are individually immaterial.
1,318,982	1,160,893	1,155,670	(5,223)	0%
	1,164,314		109,193	9%
(1,497,018)	(1,372,261)	(1,062,172)	310,089	-23%
(18,111)	(207,947)	211,334	419,281	-202%
1,297,671	950,009	1,363,852	413,843	44%
				438% Favourable variance, ground hire revenue higher than anticipated.
(9,300)	(9,301)	(49,993)	(40,692)	438%
2,773,893	2,542,839	2,391,177	(151,662)	-6%
			0	0%
364	330	330	0	0%
2,764,957	2,533,868	2.341.514		-8%
	2020/21 \$ (3.200) (3.200) 1,047,503 72,825 198,654 1,318,982 1,478,987 (1,497,018) (18,111) 1,297,671 (9.300) (3.300) 2,773,893 364 364	2020/21         31/05/2021           5         5           (3.200)         (2.937)           1.047,503         912,031           72.825         66,770           198,654         182,092           1.318,382         1,164,314           (1.470,118)         (1.372,251)           (1.477,671         950,005           (9.300)         (9.301)           (9.300)         (3.301)           2,773,893         2,542,839           354         320           354         330	2020/21         31/05/2021         31/05/2021           S         S         S           (3.200)         (2.937)         (3.153)           (3.200)         (2.937)         (3.153)           1,047,503         912,031         937,960           7,2425         66,770         67,697           198,654         182,092         149,993           1,318,982         1,160,853         1,155,670           1,476,907         1,164,314         1,273,807           (1,497,018)         (1,372,261)         (1,622,172)           (1,497,018)         (1,372,261)         211,334           1,237,671         550,009         1,363,852           (9,300)         (9,301)         (49,993)           (3,300)         (8,301)         (49,993)           (3,300)         (3,301)         (49,993)           2,773,853         2,542,839         2,391,177           364         330         330         330	2020/21         31/05/2021         31/05/2021           S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S         S



	Current Budget 2020/21	YTD Budget 31/05/2021	YTD Actual 31/05/2021	YTD Variance	Variance Variance Commentary
	\$	\$	\$	\$	%
Sporting Grounds					
Sporting Grounds Revenue					
Revenue	(14,680)	(9,785)	(38,600)	(28,815)	294% Favourable variance, reserves and ground hire revenue higher than anticip
Sporting Grounds Revenue Total	(14,680)	(9,785)	(38,600)	(28,815)	294%
Sporting Grounds Expenditure					
Sporting Grounds Expenditure Total	1,712,703	1,572,561	1,541,521	(31,040)	-2%
Sporting Grounds Total	1,698,023	1,562,776	1,502,921	(59,855)	-4%
Road Reserves Expenditure					
Road Reserves Expenditure					
Ground Maintenance	328,005	300,681	306,771	6,090	2%
Other Expenses	10,700	8,025	15,187	7,162	89%
Road Reserves Expenditure Total	338,705	308,706	321,958	13,252	4%
Road Reserves Expenditure Total	338,705	308,706	321,958	13,252	4%
Parks Other					
Parks Other Revenue					
Revenue	(219,425)	(219,425)	(217,425)	2,000	-1%
Parks Other Revenue Total	(219,425)	(219,425)	(217,425)	2,000	-1%
Parks Other Expenditure					
Other Expenses	1,478,450	1,415,187	1,418,444	3,257	0%
Money/Monger Street Trees Surgery	0	22,000	12,772	(9,228)	-42%
Parks Other Expenditure Total	1,478,450	1,437,187	1,431,216	(5,971)	0%
Parks Other Total	1,259,025	1,217,762	1,213,791	(3,971)	0%

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Variance Variance Commentary % -7% -7% -5% -1% -1% Timing variance relating to FOGO marketing campaign which is carried forward.
-7% -7% -5% -1% Timing variance relating to FOGO markeling campaign which is carried forward.
-7% -7% -5% -1% Timing variance relating to FOGO markeling campaign which is carried forward.
-7% 5% -1% -9% Timing variance relating to FOGO marketing campaign which is carried forward.
-7% 5% -1% -9% Timing variance relating to FOGO marketing campaign which is carried forward.
-7% 5% -1% -9% Timing variance relating to FOGO marketing campaign which is carried forward.
6% -1% -99% Timing variance relating to FOGO marketing campaign which is carried forward.
-1% -99% Timing variance relating to FOGO marketing campaign which is carried forward.
-1% -99% Timing variance relating to FOGO marketing campaign which is carried forward.
-99% Timing variance relating to FOGO marketing campaign which is carried forward.
-1%
4%
-21%
-228%
4%
17%
17%
-18% Favourable variance on general maintenance.
-33%
-18%
-11% \$47k timing variance on recycling collection and \$22k on maintenance.
-11% 44/k uning variance on recycing corector and \$22k on manienance.
-



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance
	2020/21	31/05/2021	31/05/2021		
	\$	\$	\$	\$	%
blic Works Overhead					
Public Works Overhead Revenue					
Revenue	(61,700)	(34,164)	(52,551)	(18,387)	54%
Public Works Overhead Revenue Total	(61,700)	(34,164)	(52,551)	(18,387)	54%
Public Works Overhead Expenditure					
Employee Costs	438,017	386,225	381,942	(4,283)	-1%
Other Employee Costs	45,059	41,305	24,348	(16,957)	-41%
Other Expenses	58,850	53,444	56,183	2,739	5%
Public Works Overhead Expenditure Total	541,926	480,974	462,473	(18,501)	-4%
Public Works Overhead Indirect Costs					
Allocations	639,898	527,040	547,135	20,095	4%
On Costs Recovery	(191,782)	(175,802)	(419,098)	(243,296)	138%
Public Works Overhead Indirect Costs Total	448,116	351,238	128,038	(223,200)	-64%
blic Works Overhead Total	928,342	798,048	537,959	(260,089)	-33%
ant Operating					
Other Expenses	1.856.692	1,701,954	1,584,206	(117,748)	-7%
Plant and Equipment - Revaluation Decrem	0	0	0	0	
Plant Operating Expenditure Total	1,856,692	1,701,954	1,584,206	(117,748)	-7%
and operating experimenter rotal					
Plant Operating Indirect Costs					
Allocations	(1,102,377)	(1,018,104)	(1,218,322)	(200,218)	20%
Plant Operating Indirect Costs Total	(1,102,377)	(1,018,104)	(1,218,322)	(200,218)	20%
ant Operating Total	754,315	683,850	365,884	(317,966)	-46%
ecoverable Works					
Recoverable Works Revenue					
Recoverable vvorks Revenue Revenue	(12,309)	(11,286)	(18,756)	(7,470)	66%
	(12,309)	(11,286)	(18,756)	(7,470)	66%
Recoverable Works Revenue Total	(12,505)	(11,206)	(10,736)	(1,470)	60.76
Recoverable Works Expenditure			40.075	0.007	
Other Expenses	12,309	11,286	19,979	8,693	77%
Recoverable Works Expenditure Total	12,309	11,286	19,979	8,693	77%



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance Variance Commentary
	2020/21	31/05/2021	31/05/2021		
	\$	\$	\$	\$	%
Drainage Expenditure					
Other Expenses	376,443	305,732	326,309	20,577	7%
Drainage Expenditure Total	376,443	305,732	326,309	20,577	7%
Drainage Expenditure Total	376,443	305,732	326,309	20,577	7%
Footpatha/Cycleways Expenditure					
Other Expenses	1,049,151	962,501	1,016,347	53,846	6%
Footpaths/Cycleways Expenditure Total	1,049,151	962,501	1,016,347	53,846	6%
Leederville Gdn Retirement Village Indirect Costs Total	0	0	0	0	
Rights of Way Expenditure					
Other Expenses	284,292	260,605	244,334	(16,271)	-6%
Rights of Way Expenditure Total	284,292	260,605	244,334	(16,271)	-6%
Rights of Way Expenditure Total	284,292	260,605	244,334	(16,271)	-6%
Roads Expenditure					
Other Expenses	3,199,876	2,934,333	2,968,320	33,987	1%
Roads Expenditure Total	3,199,876	2,934,333	2,968,320	33,987	1%
Roada Expenditure Total	3,199,876	2,934,333	2,968,320	33,987	1%
Street Cleaning Expenditure					
Street Cleaning Expenditure					
Other Expenses	1,303,615	1,163,491	1,017,197	(146,294)	-13% Timing variance relating to maintenance
Street Cleaning Expenditure Total	1,303,615	1,163,491	1,017,197	(146,294)	-13%
Street Cleaning Expenditure Total	1,303,615	1,163,491	1,017,197	(146,294)	-13%

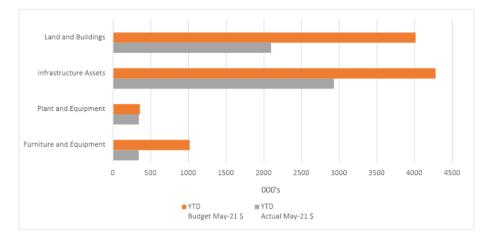


Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance Var	lance Comme
2020/21	31/05/2021	31/05/2021			
\$	\$	\$	\$	%	
85,000	78,776	77,717	(1,059)	-1%	
85,000	78,776	77,717	(1,059)	-1%	
2,000	1,670	3,486	1,816	109%	
500	500	682	182	36%	
500	500	682	182	36%	
500	500	682	182	36%	
(1,259)	(1,155)	(896)	259	-22%	
(1,259)	(1,155)	(896)	259	-22%	
(1,259)	(1,155)	(896)	259	-22%	
	2020/21 \$ 85,000 2,000 500 500 500 (1,259) (1,259)	2020/21         \$11/05/2021           \$         \$           85,000         78,776           85,000         78,776           2,000         1,670           500         500           500         500           500         500           500         500           500         \$00           (1,259)         (1,155)           (1,259)         (1,155)	2020/21         31/05/2021         31/05/2021           \$         \$         \$           85,000         78,776         77,717           2,000         1,670         3,485           500         500         682           500         500         682           500         500         682           500         500         682           (1,259)         (1,155)         (899)           (1,259)         (1,155)         (895)	2020/21         31/05/2021         31/05/2021           \$         \$         \$         \$           85,000         78,776         77,717         (1,059)           85,000         78,776         77,717         (1,059)           2,000         1,670         3,486         1,816           500         500         682         182           500         500         682         182           500         500         682         182           500         500         682         182           (1,259)         (1,155)         (896)         259           (1,259)         (1,155)         (895)         259	2020/21         31/05/2021         31/05/2021           \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$         \$

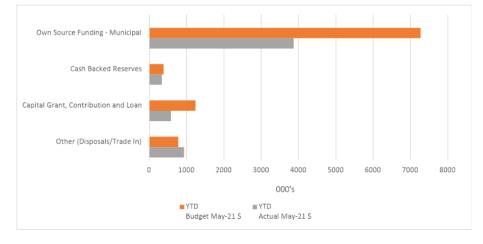


	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance Variance Commentary	
	2020/21	31/05/2021	31/05/2021			
	\$	\$	\$	\$	%	
Works Depot						
Works Depot Expenditure						
Employee Costs	183,986	163,718	157,919	(5,799)	-4%	
Other Employee Costs	2,500	2,288	994	(1,294)	-57%	
Other Expenses	9,750	8,943	2,972	(5,971)	-67%	
Works Depot Expenditure Total	196,236	174,949	161,885	(13,064)	-7%	
Works Depot Indirect Costs						
Allocations	(199,441)	(153,644)	(160,989)	(7,345)	5%	
Works Depot Indirect Costs Total	(199,441)	(153,644)	(160,989)	(7,345)	5%	
Works Depot Total	(3,205)	21,305	896	(20,409)	-96%	
Depot Building						
Depot Occupancy Costs						
Building Maintenance	90.000	86.625	110.672	24.047	28% Timing variance relating to r	naintenance works.
Depot Occupancy Costs Total	329,068	308,557	330,473	21,916	7%	
Depot Indirect Costs						
Allocations	(329,068)	(308,557)	(330,473)	(21,916)	7%	
Depot Indirect Costs Total	(329,068)	(308,557)	(330,473)	(21,916)	7%	
Depot Building Total	0	0	0	0		
	0.010.100				4 404	
Net Operating	6,612,128	3,133,335	(1,311,911)	(4,445,246)	-142%	

CAPITAL EXPENDITURE	Revised Budget 2020/21	YTD Budget May-21	YTD Actual May-21	YTD Variance	Variance
	\$	\$	\$	\$	%
Land and Buildings	5,776,604	4,013,034	2,095,557	(1,917,477)	-48%
Infrastructure Assets	6,112,230	4,277,874	2,929,417	(1,348,457)	-32%
Plant and Equipment	432,002	355,192	342,046	(13,146)	-4%
Furniture and Equipment	1,272,100	1,015,850	340,589	(675,261)	-66%
Total	13,592,936	9,661,950	5,707,609	(3,954,341)	-41%



FUNDING	Revised Budget 2020/21	YTD Budget May-21	YTD Actual May-21	YTD Variance	Variance
	\$	\$	\$	\$	%
Own Source Funding - Municipal	7,749,603	7,272,800	3,867,053	(3,405,747)	-47%
Cash Backed Reserves	3,365,850	380,000	334,549	(45,451)	-12%
Capital Grant, Contribution and Loan	1,704,483	1,236,150	578,574	(657,576)	-53%
Other (Disposals/Trade In)	773,000	773,000	927,433	154,433	20%
Total	13,592,936	9,661,950	5,707,609	(3,954,341)	-41%



Description	Revised 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	250,000	250,000	0	(250,000)	-100%	142,170	Works to commence in August 2021, funds to be carried forward.
BEATTY PARK LEISURE CENTRE							
Beatty Park Leisure Centre - Facilities Infrastructure Renewal	3,377,570	2,000,000	1,378,219	(621,781)	-31%	1,193,847	Works in progress, \$1.5m to be carried forward to FY 21-22. Works for filtration, tiling
							nearing completion. The change room project and electric board works to commence.
Beatty Park - Replacement of gym carpet	9,851	9,851	9,345	(506)	-5%	505	Works completed.
Beatty Park Leisure Centre – Concourse Tiling	200,000	100,000	0	(100,000)	-100% -	63,925	In planning stage, \$165k to be carried forward to FY 21-22.
Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand	450,000	300,000	0	(300,000)	-100%	-	\$450k to be carried forward to FY 21-22.
LIBRARY							
Upgrade Library counter to enhance customer service delivery	50,000	50,000	1,500	(48,500)	-97%	0	Budget carry forward to FY 21-22.
LOFTUS CENTRE							
Loftus Community Centre – ceiling fabric, lighting and bathroom renewal	170,000	170,000	95,152	(74.848)	-44%	22,424	Works in progress. To be completed by June
Loftus Centre - Stormwater Retention tank	120,000	120,000	118,353	(1.648)	-1%	5,454	Works completed.
Loftus Recreation Centre - Change room upgrade	141,700	141,700	141,689	(11)	0%	0	Works completed.
DEPARTMENT OF SPORTS AND RECREATION							
DLGSC renewal/upgrade-Lease obligation	196,000	60,000	92,708	32,706	55%	81,152	Budget carry forward to FY 21-22.
MISCELLANEOUS							
Solar Photovoltaic Panel System Installation - Mt Hawthorn Community Centre	8,900	8,900	338	(8,564)	-96%	0	Budget carry forward to FY 21-22.
Solar Photovoltaic Panel System Installation - Vincent Community Centre	20,150	20,150	0	(20,150)	-100%	0	Budget carry forward to FY 21-22.
Solar Photovoltaic Panel System Installation - Britannia Reserve Pavilion	8,900	8,900	0	(8,900)	-100%	0	Budget carry forward to FY 21-22.
Solar Photovoltaic Panel System Installation - Perth Soccer Club		-	1,100	1,100	100%	0	Deleted from scope until current arrears recouped.
LED floodlight upgrade - Leederville Tennis Club	21,548	21,548	21,548	0	0%	0	Works completed.
Royal Park Hall - Kitchen and amenities renewal	190,000	190,000	196,790	6,790	4%	547	Works completed - awaiting invoices.
Roofing Renewal-Loton Park Tennis Club Room	180,000	180,000	1,600	(178,401)	-99%	176,690	Budget carry forward to FY 21-22.
Air Conditioning & HVAC Renewal - Belgravia Leisure Centre	50,000	50,000	3,323	(46,677)	-93%	2,454	Works in progress.
Leederville Oval Stadium - Electrical renewal - 3 boards	300,000	300,000	1,912	(298,088)	-99%	0	Budget carry forward to FY 21-22.
Public Toilet - Hyde park east - renewal	31,985	31,985	31,985	0	0%	0	Works completed.
FOR LAND & BUILDING ASSETS	5,776,604	4.013.034	2,095,557	(1,917,477)	-48%	1,561,319	_

escription	Revised Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
FRASTRUCTURE ASSETS							
DCAL ROADS PROGRAM							
ewcastle, Loftus - Charles St Rd Rehabilitation	10,000	10,000	10,659	659	7%	0	Works completed.
on St - Gill St to Hobart St	61,029	61,029	58,484	(2,545)	-4%	0	Works completed.
ronation St - Chamberlain St to Scarborough Beach Rd	111,500	111,500	115,025	3,525	3%	2,273	Works completed.
inboro St-Hobart St to Scarborough Beach Rd	51,730	51,730	55,588	3,858	7%	0	Works completed.
nboro St-Hobart St to Edinboro St Reserve	108,000	108,000	111,659	3,659	3%	0	Works completed.
abrook St-Anzac Rd to Brentham St	27,238	27,238	26,318	(920)	-3%	0	Works completed.
te St-Glendower St to Bulwer St	69,500	69,500	40,702	(28,798)	-41%	1,920	Works completed with possible savings.
ke St-Stuart St to Brisbane St	94,500	94,500	107,287	12,787	14%	3,441	Works completed.
ntle St-Lord St to West Parade	74,500	74,500	55,900	(18,600)	-25% -	489	Works completed with possible savings.
apman St-Lord St to West Parade	89,000	89,000	70,712	(18,288)	-21%	3,951	Works completed with possible savings.
orley St-Brewer St to Edward St	52,000	52,000	31,328	(20,672)	-40% -	340	Works completed with possible savings.
ackford St-Egina St to Cul-dee-sac	43,212	43,212	42,027	(1,185)	-3%		Works completed.
e Boulevard-Scarborough Beach Rd to Berryman St	62,000	62,000	70,375	8,375	14%	119	Works completed.
goorlie St-Berryman St too Scarborough Beach Rd	69,259	69,259	69,259	0	0%	0	Works completed.
esmere St-Matlock St to Flinders St	77,000	77,000	79,707	2,707	4%	3,745	Works completed.
neway Rear of Leederville Hotel-Oxford Street to rear of 228 Carr Place	155,808	0	0	0	0%	0	Awaiting invoices from Developer.
folk St-Burt St to Forrest St	88,000	88,000	35,345	(52,655)	-80%	44,190	Works in progress.
dina St-Pennant St to Bourke St	5,000	5,000	1,721	(3,279)	-88%	0	Works completed.
wlett St-Pennant St to Hardy St	2,500	2,500	645	(1.855)	-74%	0	Works completed.
amberlain St-Coronation St to Pennant St	1,250	1,250	1,522	272	22%	0	Works completed.
on St-Hobart St to Haynes St	2,500	2,500	825	(1,675)	-67%	0	Works completed.
nmerson St-Morriston St to Loftus St	1,800	1,800	840	(980)	-53%	0	Works completed.
eaver St-Newcastle St to Old Aberdeen Place	88,950	88,950	33,903	(55,047)	-62%	82,855	Project completed, incorrect account use, to be journaled in June 2021.
esmere St - Flinders St to Shakespeare St	148,839	148,839	0	(148,839)	-100%	68,915	Works to be completed by June 2021 with possible savings.
rryman St - The Boulevarde to Kalgoorlie St	56,181	56,181	20,785	(35,398)	-83%	0	Works to be completed by June 2021 with possible savings.
e Boulevarde - Berryman St to Larne	53,090	53,090	32,309	(20,781)	-39%		Works in progress.
ace Street - Leicester Street to Oxford St	137,600	90,000	48,613	(41,387)	-48%	43,462	Works to be completed by June 2021 with possible savings.
cester Street - Richmond to Bourke St	105,280	70,000	32,766	(37,234)	-53%	24,043	Works to be completed by June 2021 with possible savings.
AD TO RECOVERY							
sse Avenue-Purslowe St to Anzac Rd	212,190	212,190	208,492	(5,698)	-3% -	320	Works completed.
e Avenue-Vinoent Street to Car Park	47,700	47,700	47,689	(11)	0%	0	Works completed.
cent St - Mitchell FW overpass to Leederville P	2,762	2,762	1,847	(915)	-33%	0	Works completed.
AFFIC MANAGEMENT proved pedestrian crossings at signalised intersections	24,100	24,100	24,100	0	0%	0	Works completed.
alcott St. & William St., Bulwer St. Fitzgerald St.)	50.000	0	1 105	1.105	100%		Budget earry fearand to EV 21.22
na/Claverton Local Area Traffic Management	50,000	0	1,105	1,105	100%		Budget carry forward to FY 21-22.
rold and Lord St Intersection	26,000	0	0	0	0%	0	Budget carry forward to FY 21-22.

Description	Revised Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
BLACK SPOT PROGRAM							
Vincent - Fitzgerald St to Chelmsford Rd	72,800	0	56,453	56,453	100%		Works completed.
Intersection of Brady and Milton St, Mt Hawthorn	45,000	25,000	53,514	28,514	114%		Increased scope and service relocation.
Intersection of Bulwer and Stirling St, Perth	100,000	65,000	4,040	(60,960)	-94%		\$95k budget carry forward to FY 21-22.
Intersection of Green, Tyler & Merredin St, Mt Hawthorn/Joondanna	30,000	25,000	3,620	(21,380)	-86%	0	\$30k budget carry forward to FY 21-22.
Intersection of Beaufort and Harold Streets, Highgate	2,820	(13,590)	2,820	16,410	-121%		Works cancelled, to be deferred for two years.
Intersection of Loftus and Vincent Streets, West Perth/Leederville	250,000	180,000	4,730	(175,270)	-97%	0	\$245k budget carry forward to FY 21-22.
Intersection of Fitzgerald Street & Raglan Road, North Perth	6,620	(9,190)	6,620	15,810	-172%	0	Works cancelled.
Minor Traffic Management Improvement Program	80,000	65,000	54,340	(10,660)	-16%	15,133	Works in progress, to be completed by June 2021.
STREETSCAPE IMPROVEMENTS							
Minor streetscape improvements	30,000	27,500	17,645	(9,855)	-38%	4,165	Works in progress.
Streetscape Improvements-Cleaver St	50,000	0	80,414	80,414	100%	3,579	Project completed, incorrect account use, to be journaled in June 2021.
Streetscape Improvements-Angove St and Fitzgerald St North Perth Public Open Space	10,000 3,000	0 3,000	0	0 (3,000)	0% -100%		Budget carry forward to FY 21-22. Works to be completed by June 2021.
ROADWORKS - REHABILITATION (MRRG PROGRAM)							
Bulwer St - Beaufort St to Williams St	43,424	43,424	30,747	(12,677)	-29%	12,677	Works completed.
Loftus St - Bourke St to Scarborough Beach Rd	15,000	15,000	10,044	(4,958)	-33%	0	Works completed.
Newcastle St-Beaufort St to Lord St - Eastbound	143,800	143,800	141,608	(2,194)	-2%	2,258	Works completed.
Smith St-Bulwer to Lincoln St	107,500	107,500	67,821	(39,679)	-37%	2,990	Works completed with savings.
Brisbane St-Bulwer St to Stirling St	120,900	120,900	93,721	(27,179)	-22%	0	Works completed with savings.
RIGHTS OF WAY							
Annual review based upon the most recent condition assessment survey	80,000	0	48,608	48,606	100%	5,815	Works in progress.
SLAB FOOTPATH PROGRAMME							
Golding St-Newcastle St to Old Aberdeen St	38,180	38,180	34,842	(3,338)	-9%	3,500	Works scheduled.
Brisbane Trc (North)-Lake St to Brisbane Plc	27,920	27,920	1,272	(26,648)	-95%	0	Works to be completed by June 2021.
Brisbane Tro (South)-Lake St to Brisbane Plo	26,761	28,761	0	(26,761)	-100%	0	Works to be completed by June 2021.
ake St-Brisbane Tro to Robinson Avenue	5,603	5,603	2,811	(2,792)	-50%	0	Works completed.
Lake St-Newcastle St to Forbes Rd	2,310	2,310	2,262	(48)	-2%	0	Works completed.
Leeder St-Jugan St to Cul-de-sac	3,353	3,353	3,868	515	15%	0	Works completed.
Caversham St-Claisebrook Rd to Cul-de-sac	12,669	12,089	9,428	(3,243)	-26%	0	Works completed.
Mary St (North)-William St to Mereny Lane	13,000	13,000	15,210	2,210	17%	600	Works commenced.
Mary St (South)-William St to Mereny Lane	13,000	13,000	12,549	(451)	-3%	0	Works commenced.
Broome St-Smith St to Brigatti Gardens	5,500	5,500	5,091	(409)	-7%	0	Works completed.
London St-Intersection of Scarborough Beach Road	60,104	60,104	0	(60,104)	-100%	0	To be spent next year once child care building is completed. To be carry forward in September review.

Description	Revised Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
BICYCLE NETWORK							
Florence/Strathcona/Golding Safe Active Street	300,000	0	97,211	97,211	100%	144,802	Works to be completed by June 2021.
Design for Norfolk St N/S Route	50,000	0	41,385	41,365	100%	0	\$8k budget carry forward to FY 21-22.
Design for Glendalough to Brady	15,000	0	5,470	5,470	100%	0	Project withdrawn, Dept of Transport contribution refunded.
DRAINAGE							
Britannia Reserve Main Drain Renewal stage 182	80,000	0	0	0	0%	16,364	\$63k budget carry forward to FY 21-22.
Vinor drainage improvement program	50,000	0	0	0	0%	4,080	Transfer \$10k exp from Cleaver as drainage works were done.
Gully Soak-well program	60,000	0	21,882	21,882	100%	2,145	Works in progress with possible savings.
CAR PARK DEVELOPMENT							
Car Parking Upgrade-Melrose St angled parking	75,000	0	69,625	69,625	100%	700	Works completed.
Car Parking Upgrade-Strathcona St angled parking	20,000	0	0	0	0%	0	Budget carry forward to FY 21-22.
Car Parking Upgrade-Albert St angled parking Stage 3	55,000	0	4,040	4,040	100%	640	Project scheduled.
Depot - Car park lighting Renewal	60,000	60,000	32,979	(27,021)	-45%	32,356	Works in progress.
PARKS AND RESERVES							
Banks Reserve Master Plan Implementation - Stage 1	239,109	239,109	212,193	(28,916)	-11%		Works completed.
ireening Plan-Pansy Street carpark	25,000	25,000	8,959	(16,041)	-84%	0	Works in progress.
Breening Plan-Pansy Street	5,000	5,000	3,130	(1.870)	-37%	0	Works in progress.
Breening Plan-West End Arts Precinct	30,000	30,000	21,791	(8,209)	-27%	2,170	Works in progress.
Breening Plan-Norham Street	15,000	15,000	2,100	(12,901)	-86%	500	Project at design stage.
Breening Plan-Highlands Road	10,000	10,000	2,308	(7,695)	-77%	0	Project at design stage.
Greening Plan-Hawthorn Street	10,000	10,000	4,153	(5,847)	-58%	0	Project at design stage.
Greening Plan-Little Walcott Street	5,000	5,000	10,399	5,399	108%	0	Project at design stage.
ynton Street Park Upgrade	18,145	18,145	14,235	(3,910)	-22%	3,910	Works completed.
Forrest Park Floodlight Renewal	130,000	130,000	0	(130,000)	-100%	-	Timing variance, works completed.
Birdwood Square Floodlight Renewal	20,000	20,000	20,908	808	5%	0	Works to be completed by June 2021.
Vinor infrastructure improvements	20,000	20,000	12,818	(7,183)	-36%	4,081	Works to be completed by June 2021.
itis Stadium & Britannia Res End of Le	120,000	40,000	57,953	17,953	45%	121,475	Works to be completed by June 2021.
Braithwaite Park - Rope Bridge	14,250	14,250	14,250	0	0%	0	Works completed.
Greening Plan - Coogee St Car Park	30,000	20,000	18,479	(1,521)	-8%	4,550	Works to be scheduled.
Greening Plan - Russell Avenue	15,000	15,000	1,142	(13,858)	-92%	0	Works to be scheduled.
Breening Plan - Howlett Street	15,000	15,000	0	(15,000)	-100%	1,430	Works to be scheduled.
Greening Plan - Little Russell Street	10,000	10,000	0	(10,000)	-100%	0	Works to be scheduled.
RETICULATION							
Britannia Reserve - renew groundwater bore (south) No,40	45,000	45,000	40,381	(4,619)	-10%	0	Works completed.
Kyilla Park - replace irrigation cubicle	15,000	15,000	0	(15,000)	-100%	0	Works to be scheduled.
Auckland/Hobart Street Reserve - replace irrigation	50,000	50,000	7,219	(42,781)	-88%	0	Works in progress.

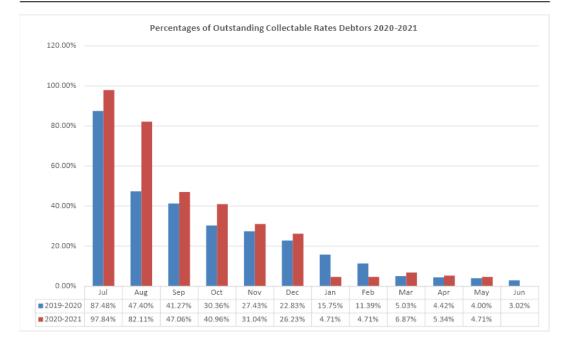
Description	Revised Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
PARKS FURNITURE							
Brentham Street Reserve - Lighting	70,000	70,000	0	(70,000)	-100%	53,010	Timing variance, to be completed by June 2021.
Miscellaneous Park - LED Lighting	50,000	50,000	0	(50,000)	-100%	26,035	Timing variance, to be completed by June 2021.
Brittania Reserve – Floodlight Repair	741,444	494,298	0	(494,298)	-100%	6,500	Budget carry forward to FY 21-22.
STREET FURNITURE							
Bus Shelter Replacement	20,000	0	259	259	100%	20,400	Timing variance, purchase order raised.
Bus Shelter-William St	15,000	0	4,585	4,565	100%	2,325	Works completed.
FOR INFRASTRUCTURE ASSETS	6,112,230	4,277,874	2,929,417 -	1,348,457 -	20	791,641	-
PLANT & EQUIPMENT ASSETS							
LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME Light Fleet - Annual Changeover	235,000	190,000	194,923	4,923	3%	73,200	Fleet replacement programme progressing as planned.
MAJOR PLANT REPLACEMENT PROGRAMME Single Axle Tipper Truck	138,550	138,550	138,550	(0)	0%	0	Truck delivered in July 2020.
MISCELLANEOUS		(14.040)			1000/		
Parking Sensors Pilot Project Water and Energy Efficiency Initiatives	- 38,452	(11,810) 38,452	0 8,573	11,810 (29,880)	-100% -78%		Project scope changed, funds to be returned as surplus. Associated projects not commenced as yet.
Parking Machines Asset Replacement Prog	20,000	0	0	0	-/0%		Works to be scheduled.
TOTAL EXPENDITURE							
FOR PLANT & EQUIPMENT ASSETS	432,002	355,192	342,046	(13,146)	-4%	100,782	-
FURNITURE & EQUIPMENT ASSETS							
INFORMATION TECHNOLOGY Enterprise Applications upgrade	440,000	190,000	102,735	(87,265)	-46%	26,481	Implementation & training of Contracts management module completed. Upgrade of
Building Management System software-Admin	120,000	120,000	0	(120,000)	-100%	0	Authority in progress. Project not commenced as yet.
MARKETING & COMMUNICATIONS							
COVID-19 Artwork relief project	525,600	525,600	142,984	(382,636)	-73%	374,000	Art relief work caried forward
Beatty Park Leisure Centre							
Beatty Park Leisure Centre - Non Fixed Assets Renewal	71,500	71,500	14,070	(57,430)	-80%	55,647	Works being completed on a needs basis.
MISCALLENEOUS							
Miscellaneous Assets Renewal	75,000	68,750	46,728	(22,022)	-32%		Works in progress at various locations.
CCTV Renewal Civic and Loftus Precinct	40,000	40,000	34,092	(5,908)	-15%	4,344	Works in progress.
TOTAL EXPENDITURE							
FOR FURNITURE & EQUIPMENT ASSETS	1,272,100	1,015,850	340,589	(675,261)	-66%	602,369	
TOTAL CAPITAL EXPENDITURE	13,592,936	9,661,950	5,707,609	(3,954,341)	-41%	3,056,110	

#### CITY OF VINCENT NOTE 6 - CASH BACKED RESERVES AS AT 31 MAY 2021



Reserve Particulars	Budget Opening Balance 01/07/2020	Actual Opening Balance 01/07/2020	Budget Transfers to Reserve 30/06/2021	YTD Actual Transfers to Reserve 31/05/2021	Budget Interest Earned 30/06/2021	YTD Actual Interest Earned 31/05/2021	Budget Transfers from Reserve 30/06/2021	YTD Actual Transfers from Reserve 31/05/2021	Budget Closing Balance 30/06/2021	Actual Closing Balance 31/05/2021
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Asset Sustainability Reserve	5,293,197	5,293,197	3,043,000	3,043,000	43,401	36,265	(2,869,583)	(2,742,522)	5,510,015	5,629,940
Beatty Park Leisure Centre Reserve	101,218	101,218	0	0	830	693	0	0	102,048	101,911
Cash in Lieu Parking Reserve	1,926,192	1,926,192	6,000	4,871	15,793	13,195	(527,000)	(202,921)	1,420,985	1,741,337
Hyde Park Lake Reserve	159,269	159,269	0	0	1,306	1,092	0	0	160,575	160,361
Land and Building Acquisition Reserve	297,471	297,471	(0)	0	2,439	2,039	0	0	299,910	299,510
Leederville Oval Reserve	94,069	94,069	(0)	0	771	645	0	0	94,840	94,714
Loftus Community Centre Reserve	36,901	36,901	0	0	303	251	0	0	37,204	37,152
Loftus Recreation Centre Reserve	171,525	171,525	51,664	37,641	1,406	1,178	0	0	224,595	210,344
Office Building Reserve - 246 Vincent Street	401,156	401,156	(0)	0	3,289	2,748	(196,000)	(92,706)	208,445	311,198
Parking Facility Reserve	105,607	105,607	0	0	866	723	0	0	106,473	106,330
Percentage For Public Art Reserve	488,867	488,867	18,000	59,797	4,008	3,489	(510,875)	(142,964)	0	409,189
Plant and Equipment Reserve	22,483	22,483	(0)	0	184	154	0	0	22,667	22,637
State Gymnastics Centre Reserve	110,197	110,197	9,682	6,428	904	754	0	0	120,783	117,379
Strategic Waste Management Reserve	997,471	997,471	0	0	8,179	6,832	0	0	1,005,650	1,004,303
Tamala Park Land Sales Reserve	340,902	340,902	250,000	0	2,795	2,350	0	0	593,697	343,252
Underground Power Reserve	210,051	210,051	(0)	0	1,722	1,438	0	0	211,773	211,489
Waste Management Plant and Equipment Reserve	219,949	219,949	(0)	0	1,803	1,507	0	0	221,752	221,456
POS reserve - Haynes Street	0	0	157,899	157,899	1,295	1,079	0	0	159,194	158,978
	10,976,525	10,976,525	3,536,244	3,309,636	91,295	76,432	(4,103,458)	(3,181,113)	10,500,606	11,181,480

### CITY OF VINCENT NOTE 7 - RATING INFORMATION AS AT 31 MAY 2021



Item 7.3- Attachment 1

### CITY OF VINCENT NOTE 7 - RATING INFORMATION FOR THE MONTH ENDED 31 MAY 2021



	Rateable Value		Budget	Actual	Rates Levied to Budget
Rate Revenue	\$	Cents	\$	\$	%
General Rate					
10726 Residential	240,742,009	0.0779	18,744,512	18,744,512	100.0%
168 Vacant Residential	4,110,000	0.0725	297,975	297,975	100.0%
1610 Other	122,800,566	0.0672	8,249,742	8,249,742	100.0%
46 Vacant Commercial	2,355,370	0.1282	301,888	301,888	100.0%
Minimum Rate					
6184 Residential @ \$1,211.9	78,526,492		7,494,390	7,494,390	100.0%
157 Vacant Residential @ \$1,211.9	1,926,000		190,268	190,268	100.0%
150 Other @ \$1,197.7	1,873,844		179,655	179,655	100.0%
0 Vacant Commercial			0	0	
Interim Rates	0		300,000	489,894	163.3%
Rates Waiver	0		(145,000)	(127,860)	88.2%
Total Amount Made up from Rates	452,334,281		35,613,430	35,820,463	
Non Payment Penalties					
Instalment Interest @ 5.5%			160,000	161,078	100.7%
Penalty Interest @ 8%			90,000	140,251	155.8%
Administration Charge - \$8 per instalment			160,000	141,834	88.6%
Legal Costs Recovered			0	116	100.0%
Other Revenue		-	36,023,430	36,263,741	
Other Revenue					
Exempt Bins - Non Rated Properties			185,420	158,479	85.5%
Commercial / Residential Additional Bins			174,534	118,432	67.9%
Swimming Pools Inspection Fees			18,800	14,377	76.5%
		-	36,402,184	36,555,029	
Opening Balance				978,892	
Total Collectable			36,402,184	37,533,921	103.11%
Less					
Cash Received				34,711,148	
Rebates Allowed				1,106,702	
Rates Balance To Be Collected		=	36,402,184	1,715,902	4.71%
Add					
ESL Debtors				151,193	
Pensioner Rebates Not Yet Claimed				60,030	
ESL Rebates Not Yet Claimed				8,171	
Less Deferred Rates Debtors				(103,294)	
Current Rates Debtors Balance			-	1,832,002	-

#### CITY OF VINCENT NOTE 8 - DEBTOR REPORT FOR THE MONTH ENDED 31 MAY 2021



DESCRIPTION	CURRENT	31-59 DAYS	60-89 DAYS	OVER 90 DAYS	BALANCE
	\$	\$	\$	\$	\$
DEBTOR CONTROL - HEALTH LICENCES	(15,218)	905	740	149,345	135,772
DEBTOR CONTROL - RUBBISH CHARGES		0	0		0
DEBTOR CONTROL - CASH IN LIEU CAR PARKING	(94)	0	0	137,534	137,440
DEBTOR CONTROL - PROPERTY INCOME	93,135	19,538	15	7,677	120,362
DEBTOR CONTROL - RECOVERABLE WORKS	0	0	0	930	930
DEBTOR CONTROL - BEATTY PARK LEISURE CENTRE	0	0	0	0	0
DEBTOR CONTROL - OTHER	12,407	0	0	103,048	115,455
DEBTOR CONTROL - % ART CONTRIBUTIONS	0	0	0	0	0
DEBTOR CONTROL - PLANNING SERVICES FEES	(75)	100	0	1,310	1,335
DEBTOR CONTROL - GST	(270,015)	101,529	168,488	12	15
DEBTOR CONTROL - INFRINGEMENT	33,368	(6,237)	(25,592)	1,547,838	1,549,377
PROVISION FOR DOUBTFUL DEBT (CURRENT)	0	0	0	(181,310)	(181,310)
MPAIRMENT OF RECEIVABLES	0	0	0	(194,671)	(194,671)
TOTAL DEBTORS OUTSTANDING AS AT 31/05/2021	(146,491)	115,832	143,652	1,571,712	1,684,704

ACCRUED INCOME ACCRUED INTEREST PREPAYMENTS TOTAL TRADE AND OTHER RECEIVABLES 46,038 21,551 93,682 1,845,975

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	In the process to debt collection
23/02/2021	Kre8 Constructions	929.50	Damaged to ROW 47 Redfern St	On-going discussion to ascertain if the Club qualifies for COVID-19 relief.
20/10/2020	Department of Education	2,241.08	Building Insurance and Water Recoup	Insurance and Water queries addressed. Waiting on payment
04/11/2016	C Caferelli	28,600.00	Breaches of Planning Development Act	Have been handed over to FER
22/08/2018	C D Hunter	14,655.25	Outstanding court costs awarded to COV	\$100 Monthly Repayment in progress from 27/10/20
21/01/2019	Matthew Slinger	21,800.30	Outstanding court costs awarded to COV	Have been handed over to FER.
09/07/2019	R Cox	1,170.00	Breach of condition of hall hire	Sent to debt collection agency.
5808.09	D Bianchi	16,149.00	Court fines and costs re: 193-195 Scarborough	\$200 Monthly Repayment in progress from 30 Dec 20
21/07/2020	Kamran Beykpour	25,813.00	Outstanding court costs awarded to COV	Pleaded not guilty. Court trial adjourned to 27 July 2021
28/11/2019	A Kindu	2,339.25	Damage/vandalism to hired venue	With debt collector
ALANCE OF 90	DAY DEBTORS OVER \$500.00	119,425.43		

### CITY OF VINCENT NOTE 9 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION AS AT 31 MAY 2021



	Revised Budget	YTD Budget	YTD Actuals	YTD Actuals	Month Actuals	Month Actuals
	2020/21	May-21	May-21	May-20	May-21	May-20
	\$	\$	\$	\$	\$	\$
ADMINISTRATION						
Revenue	0	1,018	0	(2,295)	(0)	0
Expenditure	0	(186,978)	0	(2,845)	0	(2,898)
Surplus/(Deficit)	0	(185,960)	0	(5,140)	0	(2,898)
SWIMMING POOLS AREA						
Revenue	1,564,359	1,411,418	1,447,956	1,733,047	64,725	2,648
Expenditure	(3,707,995)	(3,202,605)	(3,278,868)	(3,643,655)	(236,383)	(293,539)
Surplus/(Deficit)	(2,143,636)	(1,791,187)	(1,830,912)	(1,910,608)	(171,659)	(290,892)
SWIM SCHOOL						
Revenue	1,078,500	983,180	1,073,581	1,196,791	7,285	(1)
Expenditure	(934,118)	(865,289)	(842,716)	(951,306)	(43,035)	(40,599)
Surplus/(Deficit)	144,382	117,891	230,865	245,486	(35,749)	(40,599)
CAFÉ						
Revenue	0	0	0	534,928	0	39
Expenditure	(34,280)	(34,280)	(35,017)	(648,267)	(2)	(13,948)
Surplus/(Deficit)	(34,280)	(34,280)	(35,017)	(113,339)	(2)	(13,909)
RETAIL SHOP						
Revenue	590,947	530,837	515,455	413,939	17,153	1,546
Expenditure	(358,331)	(329,164)	(376,182)	(334,789)	(16,342)	(11,735)
Surplus/(Deficit)	232,616	201,673	139,274	79,150	811	(10,189)
HEALTH & FITNESS						
Revenue	1,449,550	1,284,801	1,313,388	1,277,651	104,783	(170)
Expenditure	(1,422,527)	(1,177,890)	(1,098,596)	(1,115,047)	(88,507)	(69,488)
Surplus/(Deficit)	27,023	106,911	214,792	162,603	16,275	(69,657)
GROUP FITNESS						
Revenue	515,115	458,164	476,808	490,307	39,036	(58)
Expenditure	(534,277)	(454,143)	(475,764)	(500,673)	(41,092)	(23,405)
Surplus/(Deficit)	(19,162)	4,021	1,044	(10,365)	(2,055)	(23,462)
AQUAROBICS						
Revenue	201,562	176,642	183,793	188,661	14,303	(24)
Expenditure	(137,544)	(114,497)	(119,266)	(135,297)	(11,339)	(9,071)
Surplus/(Deficit)	64,018	62,145	64,527	53,364	2,964	(9,096)
CRECHE						
Revenue	53,717	47,927	48,803	52,311	3,860	(5)
Expenditure	(241,650)	(209,735)	(221,950)	(270,283)	(17,897)	(15,113)
Surplus/(Deficit)	(187,933)	(161,808)	(173,147)	(217,973)	(14,037)	(15,118)
Net Surplus/(Deficit)	(1,916,972)	(1,680,594)	(1,388,574)	(1,716,822)	(203,452)	(475,820)
Less: Depreciation	(1,286,776)	(1,179,543)	(1,178,056)	(1,257,729)	(106,934)	(114,225)
				(459,093)		

# 7.4 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 MAY 2021 TO 31 MAY 2021

### Attachments:

- 1. Payments by EFT and Payroll May 21 🗓 🛣
- 2. Payments by Cheque May 21 😃 🛣
- 3. Payments by Direct Debit May 21 🕹 🛣

### **RECOMMENDATION:**

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 May 2021 to 31 May 2021 as detailed in Attachments 1, 2 and 3 as summarised below:

Total payments for May 2021	\$4,334,108.75
Direct debits, including credit cards	\$145,244.67
Cheques	\$1,195.05
EFT payments, including payroll	\$4,187,669.03

## PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 1 May 2021 to 31 May 2021.

# BACKGROUND:

Council has delegated to the Chief Executive Officer (Delegation No. 2.2.18) the power to make payments from the City's Municipal and Trust funds. In accordance with *Regulation 13(1) of the Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

The list of accounts paid must be recorded in the minutes of the Council Meeting.

## DETAILS:

The Schedule of Accounts paid for the period 1 May 2021 to 31 May 2021, covers the following:

FUND	CHEQUE NUMBERS/	AMOUNT				
Municipal Account (Attachment 1, 2 and 3)	BATCH NUMBER ent 1, 2 and 3)					
EFT Payments	2670, 2671, 2673-2679, 2682 (partial) and 2687	\$2,985,335.97				
Payroll by Direct Credit	May 2021	\$1,202,333.06				
Sub Total		\$4,187,669.03				
Cheques						
Cheques	82658-82663	\$1,784.75				
Cancelled cheques	82660 and 82661	-\$589.70				
Sub Total		\$1,195.05				

\$4,334,108.75

# **Direct Debits (including Credit Cards)**

Lease Fees	\$395.84
Loan Repayments	\$100,782.60
Bank Charges – CBA	\$33,319.44
Credit Cards	\$10,746.79
Sub Total	\$145,244.67

**Total Payments** 

CONSULTATION/ADVERTISING:

Not applicable.

## LEGAL/POLICY:

Regulation 12(1) and (2) of the Local Government (Financial Management) Regulations 1996 refers, i.e.-

- "12. Payments from municipal fund or trust fund, restrictions on making
- (1) A payment may only be made from the municipal fund or the trust fund
  - if the local government has delegated to the CEO the exercise of its power to make payments from those funds by the CEO; or
  - otherwise, if the payment is authorised in advance by a resolution of Council.
- (2) Council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to Council."

Regulation 13(1) and (3) of the Local Government (Financial Management) Regulations 1996 refers, i.e.-

- "13. Lists of Accounts
- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared
  - the payee's name;
  - the amount of the payment;
  - the date of the payment; and
  - sufficient information to identify the transaction.
- (2) A list prepared under sub regulation (1) is to be
  - presented to Council at the next ordinary meeting of Council after the list is prepared; and
  - recorded in the minutes of that meeting."

# **RISK MANAGEMENT IMPLICATIONS:**

Low: Management systems are in place that establish satisfactory controls, supported by the internal and external audit functions. Financial reporting to Council increases transparency and accountability.

## STRATEGIC IMPLICATIONS:

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

## Innovative and Accountable

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

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

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

## SUSTAINABILITY IMPLICATIONS:

Expenditure covered in this report includes various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

# PUBLIC HEALTH IMPLICATIONS:

Expenditure covered in this report includes various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

# FINANCIAL/BUDGET IMPLICATIONS:

All municipal fund expenditure included in the list of payments is in accordance with Council's annual budget.

	Our ditan	Deneration Denmanute has FET and Denmall	ļ	
	Creditors	Report - Payments by EFT and Payroll 01/05/21 to 31/05/21		
Date	Payee	Description	Amount	
28/05/2021	A Brown	Expense reimbursement - hardware supplies	\$	93.1
14/05/2021	A Hepburn	Rates refund - due to overpayment	\$	175.9
14/05/2021	A1 Pools Pty Ltd	Refund of infrastructure bond	\$	1,000.0
14/05/2021	Acurix Networks Pty Ltd	Public Wi Fi service - various locations	\$	1,419.0
14/05/2021	Addstyle Constructions Pty Ltd	Refund of BRB levy overcharge	\$	2.0
14/05/2021	Adelphi Apparel	Uniform supplies - Rangers	\$	715.0
28/05/2021	Alerton Australia	Building management system control contract - BPLC (4 months)	\$	2,131.8
14/05/2021	Alinta Energy	Gas charges - various locations	\$	1,469.3
28/05/2021	Alsco Pty Ltd	Mat supplies - BPLC	\$	764.76
14/05/2021	Ampol Australia Petroleum Pty Ltd	Fuel and oils	\$	24,810.7
14/05/2021	Anna Cappelletta	Fitness instructor fees	\$	2,100.00
14/05/2021	APARC	Central management system, software licensing, Ticketor enforcement, meter maintenance, sensor maintenance, credit card transactions and upgrade 5		Ċ
		meters to 'pay by plate number'	\$	58,746.0
18/05/2021	APARC	Software licensing fees for meters	\$	6,385.5
14/05/2021	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations	\$	3,044.2
28/05/2021	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations	\$	8,104.6
28/05/2021	Aspect Studios Pty Ltd	Design advisory meeting fee	\$	440.0
28/05/2021	Asphaltech Pty Ltd	Asphalt supplies - various locations	\$	683.9
14/05/2021	Assured Group WA Pty Ltd	Certification services - Royal Park Hall	\$	715.0
14/05/2021	ATI-Mirage	Staff training - Manage stress, build resilience (Compliance)	\$	386.1
28/05/2021	ATI-Mirage	Staff training - various courses (Compliance)	\$	1,089.0
14/05/2021	Australia Post	Postage charges	\$	9,753.6
14/05/2021	Australia Post (Agency Commission)	Commission charges	\$	77.3
14/05/2021	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations	\$	6,625.7
14/05/2021	Australian Institute of Management	Staff training - Managing people who don't work for you (Sustainability)	\$	1,290.0
03/05/2021	Australian Services Union	Payroll deduction	\$	310.8
20/05/2021	Australian Services Union	Payroll deduction	\$	310.8
03/05/2021	Australian Taxation Office	Payroll deduction	*	182,956.0
20/05/2021	Australian Taxation Office	Payroll deduction		179,088.0
28/05/2021	Australian Waterslides & Leisure Pty Ltd	Twin waterslide installation and freight - BPLC (30% deposit)	\$	23.694.0
14/05/2021	Award Contracting	Locating services - various locations	\$	6,501.0
28/05/2021	Award Contracting	Locating services - Charles Veryard Reserve	\$	731.5
8/05/2021	BCITF Building & Construction Industry Training	Levy collection	\$	6,545.7
18/05/2021	BDD Australia Pty Ltd	Milk supplies - BPLC	\$	54.9

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Date	Payee	Description	Amount	
14/05/2021	Ben Trager Homes	Refund of infrastructure bond	\$	275.00
14/05/2021	Benara Nurseries	Supply of plants	\$	5,125.49
14/05/2021	Benerin Electrical Services	Refurbish bus shelters - various locations	\$	7,392.00
14/05/2021	Birdhouse Media	Generic intro and outro slide for videos	\$	396.00
14/05/2021	Blackwoods	Hardware supplies - Depot	\$	174.39
28/05/2021	Blackwoods	Hardware supplies - Depot	\$	11.40
28/05/2021	Blue Heeler Trading	Embroidery services - BPLC	\$	1,544.40
28/05/2021	BOC Limited	Medical oxygen supplies and CO2 for beverage	\$	835.37
28/05/2021	Booktalk	Payment for provision of books for COV book clubs	\$	70.00
28/05/2021	Boral Construction Materials Group Limited	Concrete supplies	\$	1,300.54
14/05/2021	Boya Equipment	Tractor engine replacement and associated maintenance	\$	28,191.03
14/05/2021	Boyan Electrical Services	Electrical services - various locations	\$	1,941.94
28/05/2021	Boyan Electrical Services Electrical services - various locations		\$	10,786.05
14/05/2021	Bridgestone Australia Ltd Tyre services		\$	893.75
28/05/2021	Bridgestone Australia Ltd Tyre services		\$	161.04
28/05/2021	Briskleen Supplies	Toiletry and cleaning products; sanipod service - BPLC	\$	4,913.41
28/05/2021	Bunnings Trade	Hardware supplies - various locations	\$	2,079.62
28/05/2021	C Elkington Part refund of dog registration		\$	100.00
14/05/2021	Canon Australia Pty Ltd	Service printer/scanner - BPLC	\$	335.50
14/05/2021	Charmaine Amanda Magness	Fitness instructor fees	\$	397.88
28/05/2021	Charmaine Amanda Magness	Fitness instructor fees	\$	284.20
28/05/2021	Chemform	Graffiti removal supplies	\$	1,846.08
03/05/2021	Child Support Agency	Payroll deduction	\$	941.42
20/05/2021	Child Support Agency	Payroll deduction	\$	941.42
28/05/2021	Chittering Valley Worm Farm	Worms and castings	\$	230.00
28/05/2021	Christou Nominees Pty Ltd	Design advisory consultancy fee	\$	110.00
14/05/2021	City Of Perth	BA archive retrievals (2 months)	\$	425.52
28/05/2021	City Of Perth	COV contribution - Making space for culture study	\$	11,000.00
28/05/2021	City of Stirling	Meals on Wheels	\$	597.96
03/05/2021	City of Vincent	Payroll deduction - staff contributions to vehicles	\$	958.58
20/05/2021	City of Vincent	Payroll deduction - staff contributions to vehicles	\$	958.58
03/05/2021	City of Vincent Staff Social Club	Payroll deduction	\$	442.00
20/05/2021	City of Vincent Staff Social Club	Payroll deduction	\$	442.00
14/05/2021	Civica Pty Limited Provision of consultancy service		\$	20,860.40
28/05/2021	Civica Pty Limited Implementation and training - BIS procurement and payroll views		\$	9,482.01
28/05/2021	Civica Pty Limited Authority and CRM annual licence		\$	134,744.38
18/05/2021	CMJ Australia	Merchandise - BPLC	\$	1,178.00
28/05/2021	Cobblestone Concrete Pty Ltd	Concrete path repairs - various locations	\$	23,477.30
14/05/2021	Cockburn Party Hire	Hire of furniture for Anzac Day - short notice cancellation fee	\$	1,020.25
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Date	Payee	Description	Am	ount
14/05/2021	Compu-Stor	Records digitisation and off-site storage		430.19
14/05/2021	Connect Call Centre Services	After hours calls service - March 21	\$	1,321.60
28/05/2021	Connect Call Centre Services	After hours calls service - April 21	\$	1,197.68
28/05/2021	Contraflow Pty Ltd	Traffic management services - various locations	\$	16,332.55
28/05/2021	Corsign WA Pty Ltd	Sign supplies - various	\$	1,771.00
14/05/2021	Cr A Castle	Council meeting fee	\$	1,935.83
14/05/2021	Cr Ashley Wallace	Council meeting fee	\$	1,935.83
14/05/2021	Cr D Loden	Council meeting fee	\$	1,935.83
14/05/2021	Cr J Fotakis	Council meeting fee	\$	1,935.83
14/05/2021	Cr J Hallett	Council meeting fee	\$	1,935.83
14/05/2021	Cr J Topelberg	Council meeting fee	\$	1,935.83
14/05/2021	Cr S Gontaszewski	Council meeting fee	\$	3,255.70
14/05/2021	Cr Sally Smith	Council meeting fee	\$	1,935.83
18/05/2021	Credit Clear Pty Ltd	Debt recovery services	\$	185.90
14/05/2021	CSP Group Pty Ltd	Plant repairs and maintenance	\$	80.00
28/05/2021	Culture Counts (Australia) Pty Ltd	Online surveys and event data annual subscription	\$	1,650.00
14/05/2021	Cundall	Design advisory meeting fees		440.00
14/05/2021	D Dama	Fitness instructor fees		56.84
28/05/2021	D Dama	Fitness instructor fees		170.52
28/05/2021	D E John	Part refund of dog registration		77.50
14/05/2021	Dale Alcock Homes Pty Ltd	Refund of infrastructure bond		3,000.00
28/05/2021	Dalin Electrical Controls	Repairs to geothermal system - BPLC		1,584.00
14/05/2021	Danica Zuks Photography	Photographic services - native plant sale		270.00
14/05/2021	Daniela Toffali	Fitness instructor fees		650.00
28/05/2021	Danterr Pty Ltd	Supply of diamond blades		1.408.00
28/05/2021	David Castelanelli Pty Ltd	Youth summit presentation - social media distractions		650.00
18/05/2021	Department of Mines, Industry Regulation and Safety	Building services levy collection		15,716.29
14/05/2021	Department of Premier and Cabinet	Government gazette advertising	\$	154.50
14/05/2021	Department of Transport	Annual jetty fee - adjacent to East Perth power station	\$	42.20
28/05/2021	Department of Transport	Vehicle ownership searches	\$	3,723.00
03/05/2021	Depot Social Club	Payroll deduction	\$	56.00
20/05/2021	Depot Social Club	Payroll deduction	\$	56.00
14/05/2021	Design Right Pty Ltd	Design services - various locations	\$	8,756.00
28/05/2021	Design Right Pty Ltd	Design services - various locations	\$	10,780.00
28/05/2021	Devco Builders	Maintenance and repairs - various locations	\$	57,595.59
14/05/2021	Direct Coffee Supplies Pty Ltd	Coffee machine repairs - Library	\$	180.00
28/05/2021	DiskBank Pty Ltd	Supply of CD folders - Library	\$	465.31
14/05/2021	Domus Nursery	Supply of plants	\$	11,513.69
28/05/2021	Downer EDI Engineering Power Pty Ltd	CCTV works - Admin	\$	29,325.90
		Page 3 of 10	Ψ	20,020.00

Date	Payee	Description	Amo	Amount	
14/05/2021	E Bentley	Expense reimbursement - Les Mills workshop and digital kits	\$	142.55	
14/05/2021	E Voss	Refund of double payment for dog sterilisation	\$	55.00	
14/05/2021	East Perth Football Club (Inc)	Umpires fees - NAIDOC week	\$	350.00	
14/05/2021	East Perth Football Club (Inc)	Energy strategy project	\$	2,000.00	
28/05/2021	Eastside Concrete Contracting	Kerbing services - various locations	\$	15,963.20	
14/05/2021	Economic Development Australia Limited	Staff training - Strategic planning for economic development; annual			
		membership fee	\$	4,180.00	
18/05/2021	Edidan Pty Ltd	Refund of infrastructure bond	\$	2,000.00	
28/05/2021	Element Advisory Pty Ltd	Community engagement panel set up - North Perth	\$	2,656.50	
14/05/2021	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations	\$	13,760.57	
28/05/2021	Enigin Partners Pty Ltd Supply of temperature sensor to supplement energy consumption data in City				
		buildings	\$	1,419.00	
14/05/2021	e e e e e e e e e e e e e e e e e e e		\$	1,588.95	
14/05/2021			\$	180.73	
18/05/2021	Enzed Malaga	Plant repairs and maintenance	\$	369.20	
18/05/2021	Expo Signage and Digital Pty Ltd Printing services - no parking signs		\$	1,039.50	
14/05/2021	Farinosi & Sons Pty Ltd Hardware supplies		\$	63.60	
14/05/2021	Flexi Staff Pty Ltd         Temporary staff - various departments		\$	18,251.64	
28/05/2021	Flexi Staff Pty Ltd	Temporary staff - various departments	\$	10,474.12	
14/05/2021	Flick Anticimex Pty Ltd	Pest control services - Loftus Recreation Centre	\$	207.44	
28/05/2021	Flick Anticimex Pty Ltd	Pest control services - various locations	\$	3,157.31	
18/05/2021	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	\$	15,405.69	
14/05/2021	Foley Burge Conveyancing	Rates refund - due to overpayment	\$	1,418.38	
14/05/2021	Forestvale Trees Pty Ltd	Supply of trees	\$	3,250.50	
28/05/2021	Frankensound	COVID-19 acquisitional arts grant - public art project	\$	11,000.00	
14/05/2021	Freestyle Now	BMX coaching session - Britannia Reserve	\$	275.00	
14/05/2021	G Burgess	Distribution services - 1000 North Perth traffic calming letters	\$	264.00	
14/05/2021	G Edwards	Fitness instructor fees	\$	113.68	
28/05/2021	G Edwards	Fitness instructor fees	\$	113.68	
28/05/2021	Geoff Ninnes Fong & Partners Pty Ltd	Consultancy services - filtration and tiling (BPLC)	\$	26,994.00	
14/05/2021	GHD Pty Ltd	Consultancy fees - Beatty Park leisure pool assessment	\$	10,117.71	
28/05/2021	Giant Autos (1997) Pty Ltd	Vehicle service and repairs	\$	2,450.00	
28/05/2021	Great Lakes Community Resources	Street goods collection services	\$	3,637.70	
14/05/2021	H Brown t/as Central Building Company	Refund of infrastructure bond	\$	1,500.00	
28/05/2021	Hans Andresen	Banner installation - Anzac Day	\$	1,782.00	
14/05/2021	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff - Building	\$	4,992.92	
28/05/2021	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff - Building	\$	4.992.92	
03/05/2021	Health Insurance Fund of WA	Payroll deduction	\$	268.80	
20/05/2021	Health Insurance Fund of WA	Payroll deduction	\$	268.80	

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Date	Payee	Description		ount
28/05/2021	Holcim (Australia) Pty Ltd	Concrete supplies		387.20
28/05/2021	Holtro Group	Refund of planning application fee	\$	73.00
28/05/2021	Hotchkin Hanly	Review of lease precedents	\$	3,080.00
18/05/2021	I K Baker	Rates refund - due to overpayment	\$	360.13
14/05/2021	ID Consulting Pty Ltd	Population profile subscription fee	\$	35,200.00
14/05/2021	Innovations Catering	Catering for City event - Workshop	\$	200.00
14/05/2021	Innovations Catering	Catering for City events - Council	\$	1,190.00
18/05/2021	Innovations Catering	Catering for City event - Council	\$	595.00
28/05/2021	Innovations Catering	Catering for City events - Council	\$	1,335.00
28/05/2021	Innovations Catering	Catering for City event - training and development	\$	225.00
14/05/2021	Instant Toilets & Showers Pty Ltd t/as Instant Products Hire	Hire of portable toilets - Banks Pavilion	\$	1,831.84
28/05/2021	Instant Toilets & Showers Pty Ltd t/as Instant Products Hire	Hire of portable toilets - Banks Pavilion	\$	1,273.56
28/05/2021	Intersectional Linemarkers Pty Ltd	Line marking services - Shakespeare Street	\$	2,090.00
14/05/2021	J & K Hopkins	Office furniture supplies - Admin	\$	1,676.00
28/05/2021	J & K Hopkins	Office furniture supplies - Admin	\$	1.676.00
14/05/2021	J E Hunt	Part refund of dog registration	\$	150.00
14/05/2021	J Verschuur	Part refund of Beatty Park Leisure Centre fees		50.40
28/05/2021	Jack Lockers	Locker hire - Jan to Mar 21 (BPLC)		1,293.00
14/05/2021	Jake Robinson Acoustic	Performance - Citizenship ceremony		480.00
28/05/2021	Janet Verburg	Fitness instructor fees		871.56
14/05/2021	JBA Surveys	Surveying services - Strathcona Street		990.00
28/05/2021	K Grant	Fitness instructor fees		140.00
14/05/2021	K Harcus	Fitness instructor fees		600.00
28/05/2021	K Harcus	Fitness instructor fees		660.00
28/05/2021	Kennards Hire	Equipment hire - plate compactor		88.00
28/05/2021	Kleen West Distributors	Supply of soap dispensers		25.08
28/05/2021	Konica Minolta Business Solutions Australia Pty Ltd	Copy costs - various departments		361.07
14/05/2021	Kott Gunning	Legal services - compliance matter	\$ \$	746.13
14/05/2021	KS Black Pty Ltd	Electrical works - Keith Frame Reserve	\$	283.25
28/05/2021	KS Black Pty Ltd	Bore/pump maintenance and electrical works - various locations	\$	3,089.24
28/05/2021	L G Howard	Refund of overpaid fines enforcement registry court costs	\$	1,104.87
03/05/2021	L.G.R.C.E.U.	Payroll deduction	\$	20.50
20/05/2021	L.G.R.C.E.U.	Payroll deduction	\$	20.50
14/05/2021	Landgate	Gross rental valuations for interims; shared location information platform subscription	\$	942.44
28/05/2021	Landgate	Gross rental valuations for interims; land enquiries	\$	1,602.98
14/05/2021	Leederville Foods Pty Ltd	Catering for City event - training and development	\$	392.96
14/05/2021	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$	48,930.00
28/05/2021	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$	36,828.00

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Date	Payee	Description		Amount		
18/05/2021	Les Mills Asia Pacific	Licence fees for fitness classes		1,121.28		
14/05/2021	Line Marking Specialists	Line marking services - various locations	\$	15,614.17		
28/05/2021	Line Marking Specialists	Line marking services - various locations	\$	1,633.94		
28/05/2021	Local Government Professionals Australia WA	Staff training - Executive leadership programme	\$	2,465.00		
28/05/2021	M Ferrari	Part refund of Beatty Park Leisure Centre fees	\$	396.34		
28/05/2021	M G Jajko	Fitness instructor fees	\$	170.52		
14/05/2021	M McGuire	Welcome to Country - Citizenship ceremony	\$	1,100.00		
28/05/2021	M Pearce	Part refund of Beatty Park Leisure Centre fees	\$	139.95		
14/05/2021	M Shi	Rates refund - due to overpayment	\$	491.25		
14/05/2021	M Slater	Fitness instructor fees	\$	60.29		
28/05/2021	M Slater	Fitness instructor fees	\$	60.29		
14/05/2021	M T Marrapodi	Rates refund - due to overpayment	\$	74.89		
28/05/2021	M Tognini	Local History author events - talk and workshop	\$	700.00		
14/05/2021	M2M One Pty Ltd	Mobile SIMs for parks reticulation devices	\$	303.91		
14/05/2021	Mackay Urban Design	Design advisory meeting fees	\$	880.00		
28/05/2021	Major Motors Pty Ltd	Truck repairs and maintenance	\$	3,561.71		
14/05/2021	Manheim Pty Ltd	Towing services - April 21		709.50		
28/05/2021	Manheim Pty Ltd	Towing services - May 21		473.00		
28/05/2021	Marketforce Pty Ltd	Advertising services - various departments		7,542.76		
28/05/2021	Massey's Herd	Milk supplies - Depot		420.75		
14/05/2021	Max Wax Auto Detailing	Detailing of resident's car due to incident in Raglan Road		65.00		
14/05/2021	Maxima Group Training	School based trainees - Apprenticeship Cert II in business		340.43		
14/05/2021	Mayor E Cole	Council meeting fee		7,875.25		
14/05/2021	McGees Property	Market valuation - 26 Brentham Street		2,750.00		
28/05/2021	MCI Building Company t/a Perth Patios & Home Improvements	Refund of planning application fee		147.00		
28/05/2021	McIntosh & Son WA	Plant repairs and maintenance		864.72		
14/05/2021	Media Equation Pty Ltd	Three year contract for Local History image collection		4,455.00		
04/05/2021	Mercer Spectrum	Superannuation	\$	4,769.26		
30/04/2021	Mercer Spectrum	Superannuation	\$	7,183.16		
28/05/2021	MessageMedia	SMS integrating for Phoenix	\$	141.08		
14/05/2021	Mindarie Regional Council	Processable and non processable waste	\$	86,235.84		
28/05/2021	Mindarie Regional Council	Processable and non processable waste	\$	145,307.72		
28/05/2021	Moore Australia (WA) Pty Ltd	Rates comparison report 2020/21	\$	385.00		
28/05/2021	Mount Hawthorn Hospitality Co Pty Ltd	Catering for City event - Council	\$	1,954.00		
14/05/2021	My Best Friend Veterinary Centre	Vet services	\$	2,390.00		
28/05/2021	N R Duns	Part refund of Beatty Park Leisure Centre fees	\$	751.86		
14/05/2021	N Stokes	Expense reimbursement - catering for City event - training and development	\$	229.83		
14/05/2021	Natural Area Holdings Pty Ltd	Weed control - Smiths Lake Reserve	\$	2,838.00		
18/05/2021	Next Step Homes	Refund of infrastructure bond	\$	2,000.00		

Date	Payee	Description	Am	ount
28/05/2021	NGIS Australia Pty Ltd	Software - Skyline annual licence	\$	3,850.00
28/05/2021	Node1 Internet	Fixed wireless internet charges	\$	189.00
14/05/2021	Noma Pty Ltd	Design advisory consultancy fee	\$	2,200.00
14/05/2021	North Perth Primary School	Community support donation - Ride to school breakfast	\$	360.00
18/05/2021	Northsands Resources	Sand supplies	\$	221.76
28/05/2021	Northsands Resources	Construction waste disposal services and sand supplies	\$	5,409.14
28/05/2021	Nyoongar Patrol Systems Inc.	Nyoongar patrol services	\$	13,750.00
14/05/2021	Officeworks Ltd	Office supplies and consumables	\$	325.54
28/05/2021	Officeworks Ltd	Office supplies and consumables	\$	99.00
14/05/2021	Opal Australian Paper	Supply of envelopes	\$	213.62
28/05/2021	Opal Australian Paper	Supply of envelopes	\$	281.38
14/05/2021	Optus Billing Services Pty Ltd	Telephone and internet charges - various locations	\$	2,675.35
28/05/2021	Optus Billing Services Pty Ltd			11,118.76
28/05/2021	Orbit Health & Fitness Solutions Pty Ltd	Gym equipment repairs - BPLC	\$	149.25
14/05/2021	Osborne Park Volkswagen	Vehicle service and repairs	\$	971.00
14/05/2021	PKHo&KTo	Rates refund - due to overpayment	\$	189.46
14/05/2021	P Tran	Refund of partial planning application fee	\$	269.85
28/05/2021	Para Mobility	Supply of pelican pool hoist - BPLC	\$	11,962.50
28/05/2021	PeopleSense by Altius	Counselling services	\$	5,593.45
28/05/2021	Perth Electric Bike Centre	Replacement motor for staff electric bicycle	\$	1,170.00
14/05/2021	Perth Property Management	Refund of parking permits	\$	540.00
28/05/2021	Plantrite	Supply of plants	\$	13,116.18
14/05/2021	Poolshop Online Pty Ltd	Pool chemicals - BPLC	\$	2,541.00
14/05/2021	Prime West Constructions Pty Ltd	Refund of infrastructure bond	\$	2,000.00
14/05/2021	Print and Sign Co	Printing services - various departments	\$	4,770.54
18/05/2021	Print and Sign Co	Printing services - various departments	\$	49.50
14/05/2021	Pro Turf Services	Plant repairs and maintenance	\$	1,312.52
28/05/2021	Pro Turf Services	Plant repairs and maintenance	\$	3,010.15
14/05/2021	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$	12,122.00
28/05/2021	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$	6,391.00
14/05/2021	Programmed Integrated Workforce Ltd	Temporary staff - various departments	\$	6,549.18
28/05/2021	Programmed Integrated Workforce Ltd	Temporary staff - Parks	\$	1,584.66
14/05/2021	Programmed Skilled Workforce Limited	Temporary staff - Engineering	\$	9,006.39
18/05/2021	Programmed Skilled Workforce Limited Temporary staff - Engineering		\$	9,809.30
28/05/2021	Protector Fire Services Pty Ltd Temporary staff - Engineering		\$	3,080.00
28/05/2021	R Bozic	Part refund of Beatty Park Leisure Centre fees		61.60
28/05/2021	Rada & Neso Services	Cleaning services - BPLC	\$	12,750.00
14/05/2021	Raeco	Library supplies - book spine labels	\$	99.00
14/05/2021	REALMstudios Pty Ltd	Design advisory meeting fee	\$	400.00

Date	Payee	Description	Am	ount
28/05/2021	Red Spear Pty Ltd	Welcome to Country - Youth engagement forum	\$	600.00
28/05/2021	Regents Commercial	Rent and variable outgoings - Barlee Street car park	\$	12,733.38
28/05/2021	Renew Property Maintenance	Clearing rights of way and tipping fees - various locations	\$	2,827.00
14/05/2021	Rentokil Initial Pty Ltd	Pest control services - BPLC	\$	2,084.61
28/05/2021	Retech Rubber	Repairs to soft fall play area - Braithwaite Park	\$	330.00
28/05/2021	Rhys Scott	Graphic design assistance, to cover paternity leave	\$	1,100.00
14/05/2021	Richard & Bev Moody	Refund of planning application fee	\$	147.00
14/05/2021	Richard Harrison	Bee removal services - various locations	\$	450.00
28/05/2021	Richard Harrison	Bee removal services - Vine Street	\$	150.00
14/05/2021	Ringie	Onsite support - Cisco telephony service	\$	1,815.00
14/05/2021	Roadline Removal (WA)	Line marking removal services - various locations	\$	2,310.00
28/05/2021	Rockwater Pty Ltd	Geothermal monitoring review - BPLC	\$	481.25
14/05/2021	RPG Auto Electrics	Plant repairs and maintenance	\$	825.11
28/05/2021	RPG Auto Electrics     Plant repairs and maintenance		\$	4,604.53
28/05/2021	Rubek Automatic Doors Repair automatic door - Mt Hawthorn Lesser Hall		\$	726.00
18/05/2021	S Gill Expense reimbursement - parking for seminar		\$	42.52
14/05/2021	S Noble	Noble Part refund of Beatty Park Leisure Centre fees		667.72
28/05/2021	S O Colquhoun Part refund of Beatty Park Leisure Centre fees		\$	85.00
28/05/2021	S Patchett Fitness instructor fees		\$	270.00
28/05/2021	S Stiles Part refund of Beatty Park Leisure Centre fees		\$	30.24
28/05/2021	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	\$	2,629.00
14/05/2021	Sanderson's Outdoor Power Equipment	Plant repairs and maintenance	\$	397.00
28/05/2021	SAS Locksmiths	Key cutting and lock maintenance service - various locations	\$	532.17
14/05/2021	Scarboro Toyota	Vehicle service and repairs	\$	752.40
28/05/2021	Scarboro Toyota	Vehicle service and repairs	\$	922.11
28/05/2021	Sean Cappeau	Installation of stickers on signage - HBF Park	\$	1,215.00
14/05/2021	Securus	Security services - Admin	\$	844.43
28/05/2021	Sigma Chemicals	Pool chemicals and pool equipment repairs - BPLC	\$	10,615.22
14/05/2021	Signbiz WA Pty Ltd	Sign supplies - various locations	\$	1,091.20
14/05/2021	SJR Civil Consulting Pty Ltd	Consultancy services - MRRG submissions	\$	3,960.00
28/05/2021	Source Separation Systems Pty Ltd	Supply of kitchen caddy bins	\$	1,877.85
28/05/2021	Speedo Australia Pty Ltd	Merchandise - BPLC	\$	7,425.55
28/05/2021	Sports Turf Technology Pty Ltd	Bore water testing - various locations	\$	2,954.60
14/05/2021	Sportsworld Of WA	Merchandise - BPLC	\$	1,467.95
28/05/2021	Steann Pty Ltd Bulk green waste collection		\$	16,938.90
14/05/2021	Stephen Carrick Architects Pty Ltd Heritage advice		\$	220.00
28/05/2021	Stephen Carrick Architects Pty Ltd Heritage advice		\$	440.00
14/05/2021	Stott Hoare	Supply of computers and accessories	\$	80,502.40
28/05/2021	Stott Hoare	Supply of speaker phones	\$	2,970.00

Date	Payee	Description		ount	
14/05/2021	Subthermal Solutions Pty Ltd	Asset management, monitoring and recording - BPLC	\$	9,680.00	
28/05/2021	Suez Recycling & Recovery Pty Ltd	Waste collection - BPLC	\$	1,356.30	
28/05/2021	SuperChoice Services Pty Ltd	Superannuation	\$	224,405.78	
31/05/2021	SuperChoice Services Pty Ltd	Superannuation	\$	219,081.27	
14/05/2021	Synergy	Electricity and gas charges - various locations	\$	77,763.81	
18/05/2021	Synergy	Electricity and gas charges - various locations	\$	11,322.86	
28/05/2021	Synergy	Electricity and gas charges - various locations	\$	32,972.94	
14/05/2021	T Kaka	Refund of infrastructure bond	\$	2,500.00	
28/05/2021	T & H Wilkes Pty Ltd	Gravel supplies	\$	1,100.00	
14/05/2021	Tamala Park Regional Council	GST for sale of land - two months	\$	16,818.11	
28/05/2021	Technology One Ltd	GIS consulting services	\$	4,312.00	
28/05/2021	Teena Smith	Fitness instructor fees	\$	330.00	
14/05/2021	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$	285.33	
28/05/2021	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$	493.35	
28/05/2021	The BBQ Man	BBQ and pressure cleaning services - various locations	\$	6,337.64	
28/05/2021	The Bin Guys	Skip bin hire - BPLC	\$	610.00	
14/05/2021	The Lachy Foundation	Community support donation		500.00	
14/05/2021	The Pickle District Inc	Town team grant - The Pickle history project	\$	10,000.00	
14/05/2021	The Royal Life Saving Society Western Australia Inc	Servicing of AIDS memorial fountain and winter shutdown of Hyde Park water	-		
		playground	\$	1,615.55	
14/05/2021	TJ Depiazzi & Sons	Supply of mulch	\$	3,491.40	
14/05/2021	Tom Lawton - Bobcat Hire	Bobcat hire and tipping fees	\$	20,435.80	
28/05/2021	Tom Lawton - Bobcat Hire	Bobcat hire and tipping fees	\$	12,623.10	
14/05/2021	Total 4x4	Vehicle repairs & maintenance	\$	865.00	
28/05/2021	Total Eden Pty Ltd	Reticulation supplies	\$	174.61	
28/05/2021	Totally Workwear	Uniform supplies - various departments	\$	2,992.88	
28/05/2021	Traffic Systems West (Ennis Traffic Safety Solutions Pty Ltd)	Replace hazard board - Bulwer Street	\$	66.00	
14/05/2021	Tree Amigos	Street trees and parks pruning/removal - various locations	\$	14,048.98	
14/05/2021	Trevor Richards	Repairs to COV commissioned wall mural	\$	330.00	
18/05/2021	Trisley's Hydraulic Services Pty Ltd	Pool equipment maintenance - BPLC	\$	466.40	
28/05/2021	Trisley's Hydraulic Services Pty Ltd	Pool equipment maintenance and water treatment - BPLC	\$	869.00	
28/05/2021	Trisley's Hydraulic Services Pty Ltd	Pool filtration renewal and associated works - two progress claims	\$	213,004.83	
14/05/2021	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	\$	2,689.91	
28/05/2021	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	\$	943.72	
28/05/2021	Turfmaster Facility Management	Turf maintenance and irrigation repairs - various locations	\$	10,928.04	
14/05/2021	Universal Diggers	Plant hire - Depot	\$	7,293.00	
28/05/2021	Universal Diggers	Plant hire - Depot	\$	15,555.38	
18/05/2021	W L Taylor	Crossover subsidy	\$	440.00	
28/05/2021	W L Taylor	Refund of infrastructure bond	\$	275.00	

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Date	Payee	Description	Am	ount
14/05/2021	WALGA	Staff training - various courses	\$	1,623.00
28/05/2021	WALGA	Staff training - Transport and roads forum 2021	\$	140.00
14/05/2021	Water Corporation	Water charges - various locations	\$	343.27
18/05/2021	Water Corporation	Water charges - various locations	\$	13,229.05
28/05/2021	Water Corporation	Water charges - various locations	\$	27,852.74
14/05/2021	WC Convenience Management Pty Ltd	Maintenance of exeloos - various locations	\$	3,992.44
14/05/2021	West Australian Newspapers Limited	Library newspaper delivery	\$	288.00
14/05/2021	Western Resource Recovery Pty Ltd	Grease trap maintenance - various locations	\$	696.30
14/05/2021	West-Sure Group Pty Ltd	Cash collection services - various locations	\$	2,102.25
18/05/2021	West-Sure Group Pty Ltd	Cash collection services - BPLC	\$	156.75
14/05/2021	Wheelers Books	Supply of library books	\$	116.86
14/05/2021	Wilson Security	Security services - Depot	\$	71.50
28/05/2021	Wilson Security	Security services - Admin	\$	143.00
14/05/2021	Winc Australia Pty Ltd	Office supplies and consumables	\$	41.56
28/05/2021	Winc Australia Pty Ltd	Office supplies and consumables	\$	1,097.76
18/05/2021	Work Metrics Pty Ltd	Online inductions - BPLC	\$	110.00
14/05/2021	Workwear Group Pty Ltd	Uniform supplies - Library	\$	391.15
14/05/2021	Worldwide East Perth	Printing services - Anzac Day programmes and signage	\$	638.00
18/05/2021	Worldwide East Perth	Printing services - business cards for various staff members	\$	539.00
18/05/2021	YMCA of Perth Youth & Community Services Inc	Community budget grant	\$	55,000.00
14/05/2021	YogaNut	Fitness instructor fees	\$	240.00
28/05/2021	YogaNut	Fitness instructor fees	\$	420.00
14/05/2021	Yolande Gomez	Fitness instructor fees	\$	260.52
28/05/2021	Yolande Gomez	Fitness instructor fees	\$	305.52
18/05/2021	Youth Affairs Council Of WA	Speaker fees - Harmony week lunch and learn	\$	242.00
14/05/2021	Zipform	Rates reminder notices 2020/21	\$	1,955.23
14/05/2021	Zoho Corporation Pty Ltd	Annual subscription - ManageEngine	\$	2,189.00
28/05/2021	Zumba Fitness Patricia Rojo	Fitness instructor fees	\$	248.00
			\$ 2	2,985,335.97
Payroll	Dev 00			
11/05/21	Pay 23		\$	598,496.19
25/05/21	Pay 24		\$	603,836.87
Total Payro			\$ '	1,202,333.06
Total Paym	ents		\$ 4	4,187,669.03

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1		Overditerre Dere	ant. Darma anta ha Ohamaa		
			ort - Payments by Cheque		
		01/0	5/21 to 31/05/21		
Creditor	Date	Payee	Description	Am	ount
00082658	11/05/2021	Petty Cash - Finance	Petty cash recoup	\$	411.15
00082659	11/05/2021	Petty Cash - CEO	Petty cash recoup	\$	194.20
00082660	26/05/2021	City of Vincent	Additional cash float for Customer Service Centre	\$	400.00
00082661	26/05/2021	Commissioner of State Revenue	Refund for rates and ESL rebate	\$	189.70
00082662	26/05/2021	City of Vincent	Additional cash float for Customer Service Centre	\$	400.00
00082663	26/05/2021	Commissioner of State Revenue	Refund for rates and ESL rebate	\$	189.70
				\$	1,784.75
Cancelled Ch	eques				
00082660	26/05/2021	City of Vincent	Cheque spoilt	-\$	400.00
00082661	26/05/2021	Commissioner of State Revenue	Cheque spoilt	-\$	189.70
Total Cancelle	ed Cheques			-\$	589.70
Total Nett Ch	eque Payments			\$	1,195.05

		Creditors Report - Payments			
		01/05/21 to 31/0	5/21		
Credit Card Transactions for the Per		-			
Card Holder	Date	Payee	Description	Ame	ount
CEO	10/04/2021	Australian Institute of Management	CEO professional training - Crucial conversations	\$	1,440.00
	30/04/2021	WA News	Newspaper subscription	\$	83.60
			Registration for breakfast with Minister for Local Government		
	04/05/2021	WALGA	- two Councillors	\$	110.00
				\$	1,633.60
	101010001			•	
Director Strategy & Development	10/04/2021		Company search	\$	9.00
	14/04/2021		Company search	\$	9.00
	27/04/2021	ASIC	Company search	\$	9.00
				\$	27.00
Manager ICT	13/04/2021	Sondarid	Application programming interface software	\$	118.45
Managerier		International transaction fee	Application programming interface software	\$	2.96
	19/04/2021		Video conferencing	Դ Տ	2.96
	20/04/2021		Scanner for Local History centre and IT accessories	3 S	1,216.26
		Officeworks		э \$	268.90
		Safetyculture	Mobile inspection application	э \$	52.80
		Assetsonar.com	IT asset management software	3 S	259.56
		International transaction fee	IT asset management software	э \$	6.49
		Devolutions Inc	Subscription - remote desktop manager	э \$	1,817.12
		International transaction fee	Subscription - remote desktop manager	\$ \$	45.43
		Intruder Systems Ltd	Subscription - cyber security testing	э \$	288.07
		International transaction fee	Subscription - cyber security testing	э \$	7.20
		Node1 Internet	Fixed wireless internet charges	\$	189.00
	06/05/2021		Application programming interface software	\$	116.80
		International transaction fee	Application programming interface software	\$	2.92
	00/03/2021		Application programming interface software	9 \$	4,761.43
				*	
Branch Librarian	04/05/2021	Hang and Display	Display materials - Local History Centre	\$	167.00
	04/05/2021	Scientific American	Library magazine subscription	\$	76.56
	04/05/2021	International transaction fee	Library magazine subscription	\$	1.91
	04/05/2021	Magshop Online	Library magazine subscription	\$	74.99
	05/05/2021	Booktopia Pty Ltd	Books for Library	\$	363.95

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Card Holder	Date	Payee	Description	Am	ount
	05/05/2021	Royal WA History Society	Books for Library	\$	50.00
	05/05/2021	Mat Supplies	Archive boxes for Library	\$	78.65
	06/05/2021	The Cross Art and Books	Book for Library	\$	40.00
	06/05/2021	Hesperian Press	Books for Library	\$	294.90
	07/05/2021	RSLWA	Book for Library	\$	30.00
	07/05/2021	Swan Genealogy	Book for Library	\$	57.50
				\$	1,235.46
Procurement and Contracts Officer	10/04/2021	Mailchimp	Email campaign	\$	371.00
		Data Signs Pty Ltd	Subscription renewal - variable message board	\$	169.95
		Shutterstock	Image download subscription	\$	99.00
		Canva Pty Ltd	Subscription - graphic design tool for image editing	\$	164.99
		Tenderlink.com	Tender advertising	\$	184.80
		Tenderlink.com	Tender advertising	\$	184.80
	20/04/2021	Tenderlink.com	Tender advertising	\$	184.80
	20/04/2021	Tenderlink.com	Tender advertising	\$	184.80
	20/04/2021		Tender advertising	\$	184.80
	20/04/2021	Tenderlink.com	Tender advertising	\$	184.80
	20/04/2021	Tenderlink.com	Tender advertising	\$	184.80
	22/04/2021	Asana.com	Subscription - work flow graphic design tool	\$	792.08
	22/04/2021	International transaction fee	Subscription - work flow graphic design tool	\$	19.80
	30/04/2021	Facebook	Advertising	\$	178.88
	I			\$	3,089.30
Total Corporate Credit Cards				\$	10,746.79
Direct Debits		1			
Lease Fees	21/05/2021	Pitney Bowes Leasing	Postal scales	\$	395.84
			Department Sport and Recreation Building, Loftus Centre, Loftus Underground Car Park and Beatty Park Leisure		
Loan Repayments		Treasury Corporation	Centre	\$	100,782.60
Bank Fees and Charges		Commonwealth Bank	Bank fees	\$	33,319.44

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# 8 CHIEF EXECUTIVE OFFICER

### 8.1 ELECTED MEMBERS PROFESSIONAL DEVELOPMENT - 2020/2021

Attachments: 1. Elected Member Professional Development - 2020/2021 🗓 🔛

Recommendation:

That Council NOTES the professional development completed for the 2020/2021 financial year as recorded in the Elected Member Professional Development Register and at Attachment 1.

## PURPOSE OF REPORT:

To present the annual report on training completed by Elected Members within the 2020/2021 financial year in accordance with section 5.127 of the *Local Government Act 1995* (Act).

### BACKGROUND:

On 27 June 2019 changes to the Act were passed by Parliament which included the introduction of compulsory training, continuing professional development and reporting.

Local governments are required to prepare a report on the training completed by Elected Members within each financial year and to publish the report to the City's website within one month after the end of each financial year.

At its 16 June 2020 Council Meeting Council adopted its <u>Elected Member Continuing Professional</u> <u>Development Policy</u> which reinforces the City's reporting obligations.

At its 28 July 2020 Council Meeting Council approved publication of the <u>Elected Members Professional</u> <u>Development Register</u> (Register). The Register is updated on the City's website throughout the year as training is completed by Elected Members and includes all training completed from 2016.

Elected member training undertaken in the 2020/2021 financial year is included in the Register and has also been included as **Attachment 1**.

### DETAILS:

In accordance with Section 5.126 of the Act and Regulation 35 of the *Local Government (Administration) Regulations 1996*, Elected Members must complete five mandatory training courses within the first 12 months of being elected.

The mandatory courses are:

- Understanding Local Government;
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interests; and
- Understanding financial reports and budgets.

The following Elected Members were elected at the 19 October 2019 local government election:

- Mayor Cole
- Cr Gontaszewski
- Cr Wallace
- Cr Smith
- Cr Loden

As noted in the Register and at **Attachment 1**. All mandatory courses have been completed by each of the above Elected Members.

# CONSULTATION/ADVERTISING:

The Register is updated on the City's website throughout the year as further training is completed by Elected Members.

## LEGAL/POLICY:

The City is required to prepare and publish a report for each financial year on the training completed by Elected Members in accordance with Section 5.127 of the LGA.

### **RISK MANAGEMENT IMPLICATIONS:**

**Low:** It is low risk for Council to publish the Elected Members Professional Development Register.

# STRATEGIC IMPLICATIONS:

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

### Innovative and Accountable

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

We are open and accountable to an engaged community.

## SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.

## PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes of the City's Public Health Plan 2020-2025.

# FINANCIAL/BUDGET IMPLICATIONS:

The training costs can be covered by the City's existing operating budget.



### 2020/2021 Financial Year

Elected Member	Course Title	Mandatory Training*	Progress
Mayor Emma Cole	WALGA - Serving on Council	Y	Completed 31/08/2020
Mayor Emma Cole	WALGA - Meeting Procedures	Y	Completed 10/09/2020
Mayor Emma Cole	WALGA - Understanding Local Government	Y	Completed 09/09/2020
Mayor Emma Cole	WALGA - Conflicts of Interest	Y	Completed 09/09/2020
Mayor Emma Cole	WALGA - Understanding Financial Reports and Budgets	Y	Completed 10/09/2020
Cr Susan Gontaszewski	WALGA - Serving on Council	Y	Completed 07/10/2020
Cr Susan Gontaszewski	WALGA - Meeting Procedures	Y	Completed 27/09/2020
Cr Susan Gontaszewski	WALGA - Understanding Local Government	Y	Completed 27/09/2020
Cr Susan Gontaszewski	WALGA - Conflicts of Interest	Y	Completed 26/09/2020
Cr Susan Gontaszewski	WALGA - Understanding Financial Reports and Budgets	Y	Completed 27/09/2020
Cr Dan Loden	WALGA - Serving on Council	Y	Completed 30/11/2020
Cr Dan Loden	WALGA - Understanding Financial Reports and Budgets	Y	Completed 10/11/2020
Cr Sally Smith	WALGA - Serving on Council	Y	Completed 20/09/2020
Cr Sally Smith	WALGA - Meeting Procedures	Y	Completed 20/09/2020
Cr Sally Smith	WALGA - Understanding Local Government	Y	Completed 20/09/2020
Cr Sally Smith	WALGA - Conflicts of Interest	Y	Completed 20/09/2020
Cr Sally Smith	WALGA - Understanding Financial Reports and Budgets	Y	Completed 20/09/2020
Cr Sally Smith	WALGA - Planning Practices - The Essentials	N	Completed 07/10/2020
Cr Sally Smith	WALGA – Infrastructure Asset Management	N	Completed 22/07/2020
Cr Ashley Wallace	WALGA - Serving on Council	Y	Completed 08/09/2020
Cr Ashley Wallace	WALGA - Meeting Procedures	Y	Completed 08/09/2020
D20/189839			Updated 28 June 2021



Elected Member	Course Title	Mandatory Training*	Progress
Cr Ashley Wallace	WALGA - Understanding Local Government	Y	Completed 08/09/2020
Cr Ashley Wallace	WALGA - Conflicts of Interest	Y	Completed 11/10/2020
Cr Ashley Wallace	WALGA - Understanding Financial Reports and Budgets	Y	Completed 11/10/2020
Elected Members	Planning presentation by McLeods Solicitors	N	29/10/2019

D20/189839



### 2019/2020 Financial Year

Elected Member	Course Title	Mandatory Training*	Progress
Mayor Emma Cole	WALGA - Serving on Council	Y	In progress
Mayor Emma Cole	WALGA - Meeting Procedures	Y	In progress
Mayor Emma Cole	WALGA - Understanding Local Government	Y	In progress
Mayor Emma Cole	WALGA - Conflicts of Interest	Y	In progress
Mayor Emma Cole	WALGA - Understanding Financial Reports and Budgets	Y	Course completed – assessment required
Cr Joanne Fotakis	WALGA - Planning Practices - The Essentials	N	Completed 18/09/2019
Cr Joanne Fotakis	WALGA - Integrated Strategic Planning - The Essentials	N	Completed 22/10/2019
Cr Joanne Fotakis	WALGA - Local Government and Mental Health Forum	N	Completed 25/10/2019
Cr Joanne Fotakis	Stakeholder Engagement Masterclass	N	Completed 09/08/2018
Cr Susan Gontaszewski	WALGA - Serving on Council	Y	In progress
Cr Susan Gontaszewski	WALGA - Meeting Procedures	Y	In progress
Cr Susan Gontaszewski	WALGA - Understanding Local Government	Y	In progress
Cr Susan Gontaszewski	WALGA - Conflicts of Interest	Y	In progress
Cr Susan Gontaszewski	WALGA - Understanding Financial Reports and Budgets	Y	Course completed – assessment required
Cr Dan Loden	WALGA - Serving on Council	Y	In progress
Cr Dan Loden	WALGA - Meeting Procedures	Y	Completed 23/01/2020
Cr Dan Loden	WALGA - Understanding Local Government	Y	Completed 17/01/2020
Cr Dan Loden	WALGA - Conflicts of Interest	Y	Completed 17/01/2020
Cr Dan Loden	WALGA - Understanding Financial Reports and Budgets	Y	In progress

D20/189839



Elected Member	Course Title	Mandatory Training*	Progress
Cr Sally Smith	WALGA - Serving on Council	Y	Course completed 04/11/2019 & 05/11/2019
Cr Sally Smith	WALGA - Meeting Procedures	Y	Course completed - 07/11/2019
Cr Sally Smith	WALGA - Understanding Local Government	Y	In progress
Cr Sally Smith	WALGA - Conflicts of Interest	Y	In progress
Cr Sally Smith	WALGA - Understanding Financial Reports and Budgets	Y	Course complete 09/12/2019
Cr Ashley Wallace	WALGA - Serving on Council	Y	Course completed 04/11/2019 & 05/11/2019
Cr Ashley Wallace	WALGA - Meeting Procedures	Y	Course completed 10/12/2019
Cr Ashley Wallace	WALGA - Understanding Local Government	Y	In progress
Cr Ashley Wallace	WALGA - Conflicts of Interest	Y	In progress
Cr Ashley Wallace	WALGA - Understanding Financial Reports and Budgets	Y	Course completed 09/12/2019
Elected Members	Planning presentation by McLeods Solicitors	N	29/10/2019

* The mandatory Elected Member Essentials Training comprises of five courses and all courses must be completed by Elected Members elected from October 2019 onwards within one year of election.

D20/189839



### 2016 to 2019

Elected Member	Course Title	Progress
Mayor Emma Cole	WALGA - Professionally Speaking	Completed 20/06/2016
Mayor Emma Cole	WALGA - Understanding Financial Reports and Budgets	Completed 16/02/2016
Mayor Emma Cole	WALGA - Meeting Procedures & Debating	Completed 24/04/2014
Cr Alex Castle	WALGA - Understanding Financial Reports and Budgets	Completed 14/03/2018
Cr Alex Castle	WALGA - Planning Practices - Advanced	Completed 06/02/2018
Cr Alex Castle	WALGA - Meeting Procedures & Debating	Completed 02/02/2018
Cr Alex Castle	WALGA - Planning Practices - The Essentials	Completed 28/11/2017
Cr Alex Castle	WALGA - Introduction to Planning (eLearning)	Completed Online
Cr Alex Castle	WALGA - Conflicts of Interest (CLOSED)	Completed Online
Cr Joanne Fotakis	WALGA - Serving on Council	Completed 20/06/2018
Cr Joanne Fotakis	WALGA - Understanding Financial Reports and Budgets	Completed 14/03/2018
Cr Joanne Fotakis	WALGA - Meeting Procedures & Debating	Completed 02/02/2018
Cr Joanne Fotakis	WALGA - Conflicts of Interest (CLOSED)	Completed Online
Cr Joanne Fotakis	WALGA - Understanding Local Government for Elected Members (CLOSED)	Completed Online
Cr Susan Gontaszewski	WALGA - Understanding Financial Reports and Budgets	Completed 16/02/2016
Cr Jonathan Hallett	WALGA - Planning Practices - Advanced	06/02/2018
Cr Jonathan Hallett	WALGA - Planning Practices - The Essentials	05/02/2018
Cr Jonathan Hallett	WALGA - Serving on Council	01/02/2018
Cr Jonathan Hallett	WALGA - Meeting Procedures & Debating	11/12/2017
Cr Jonathan Hallett	WALGA - Understanding Financial Reports and Budgets	24/11/2017
Cr Jonathan Hallett	WALGA - Conflicts of Interest (CLOSED)	Completed Online

D20/189839



Elected Member	Course Title	Progress
Cr Jonathan Hallett	WALGA - Understanding Local Government for Elected Members (CLOSED)	Completed Online

D20/189839

# 8.2 REPORT AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 6 JULY 2021

# Attachments:

- 1. Audit Committee Meeting Minutes 6 July 2021 🖶 🛣
  - 2. Attachments to Audit Committee Minutes 6 July 2021 🗓 🛣
  - 3. Audit Log 6 July 2021 Confidential

## **RECOMMENDATION:**

That Council:

- 1. RECEIVES the minutes of the Audit Committee Meeting of 6 July 2021, as at Attachment 1;
- 2. NOTES the recommendation of the Audit Committee with respect to item 5.2;
- 3. ADOPTS the recommendations of the Audit Committee with respect to items 5.5 and 5.6.

## PURPOSE OF REPORT:

To report to Council the proceedings of the Audit Committee at its meeting held on 6 July 2021 in accordance with clause 2.21(1) of the City's Meeting Procedures Local Law 2008.

## BACKGROUND:

The City's Audit Committee is a statutory committee of Council, established in accordance with section 7.1A of the *Local Government Act 1995*. The role of the Audit Committee is to provide independent advice and assurance to Council over the City's risk management, internal controls, legislative compliance and financial management.

The Audit Committee meets approximately every two months and comprises of three external independent members (one of which is the Audit Committee Chair) and four Elected Members.

# DETAILS:

At its meeting on 6 July 2021 the Audit Committee considered seven agenda items as follows:

- 5.1 Office of the Auditor General (OAG) entrance meeting 2020/21
- 5.2 Amendments to the City's Risk Management Policy and Procedure
- 5.3 Tender evaluation and Assessment Process
- 5.4 Review of the number and composition of audit committee members and reimbursement of external members
- 5.5 Review of the City's Audit Log
- 5.6 Review of Office of the Auditor General's Report 2020/2021 Local Government General Computer Controls
- 5.7 Report on the non-structural risks associated with the City's ageing sporting infrastructure assets

Details of the agenda items are set out below.

### 5.1 Office of the Auditor General (OAG) entrance meeting 2020/21

Representatives from the OAG attended to present the planning summary for the upcoming audit for 2020/21.

### 5.2 Amendments to the City's Risk Management Policy and Procedure

A representative from RiskWest attended to present the proposed Risk Management Policy and Procedure.

## 5.3 Tender Evaluation and Assessment Process

WALGA governance and procurement experts presented on the roles and responsibilities of Councillors and staff in the procurement process. The consistent feedback was that the evaluation of tenders was an administrative function requiring the application of procurement expertise. The separation between administrative functions and council decision making related to tenders needs to be preserved to protect the probity and legislative compliance of the process; protect council from risk; and protect council members from the real or perceived potential for conflicts of interest.

# 5.4 Review of the number and composition of audit committee members and reimbursement of external members

The A/Executive Manager Corporate Strategy & Governance advised that the Audit Committee Terms of Reference were being reviewed. They will be presented to Council and advertising for external independent members will take place shortly.

# 5.5 Review of the City's Audit Log

A summary of the items completed and ongoing as at 6 July 2021 is below. No items were added to the Audit Log at this meeting.

	Total	Significant	High	Moderate	Low
Closed at 4 May 2021	15				
Open at 6 July 2021	8	1	1	4	2
Confidential items open at 6 July 2021	11	1	1	9	0
Complete at 6 July 2021	6	1	1	4	
Total Ongoing as at 6 July 2021	13	1	1	9	2
New items at 6 July 2021	-	-	-	-	-
Items overdue from original due date	-	-	-	6	-
Items overdue for 3 months	-	-	-	3	1
Items overdue for 6 months	-	-	-	-	-

A summary of the Audit Log items is below, including the risk rating:

The only current significant item is:

1. EA: 2020/12 (14) Office of the Auditor General – Financial Audit – Access Levels within Authority.

# 5.6 Office of the Auditor General Report – 2020/2021 Local Government General Computer Controls

An overview of the findings raised by the OAG in their Local Government General Computer Controls audit. The audit report benchmarks and guides implementation of appropriate controls to maintain reliable, secure and resilient information systems. The City performed a self-assessment of IT controls against the six OAG categories in June 2020 and assessed that it did not meet the benchmark in any category. The City is managing 18 discrete initiatives to help it meet this level, with all change expected to be complete by December 2021.

# 5.7 Report on the non-structural risks associated with the City's ageing sporting infrastructure assets

This report was postponed until the 31 August 2021 Audit Committee meeting, to allow time for RiskWest to provide their report.

# CONSULTATION/ADVERTISING:

Nil.

## LEGAL/POLICY:

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

The Audit Committee Terms of Reference govern the functions, powers and membership of the Audit Committee.

### **RISK MANAGEMENT IMPLICATIONS:**

Low: It is low risk for Council to consider the report and minutes of the Audit Committee meeting on 4 May 2021.

### STRATEGIC IMPLICATIONS:

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

### Innovative and Accountable

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

We are open and accountable to an engaged community.

## SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.

# PUBLIC HEALTH IMPLICATIONS:

This is not in keeping with any of the priority health outcomes of the City's Public Health Plan 2020-2025.

# FINANCIAL/BUDGET IMPLICATIONS:

Nil.



**CITY OF VINCENT** 

# MINUTES

# **Audit Committee**

# 6 July 2021

## 6 JULY 2021

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6		ral Business				
7	Next Meeting					
8	Closure					

6 JULY 2021

#### MINUTES OF CITY OF VINCENT AUDIT COMMITTEE HELD AS E-MEETING ON TUESDAY, 6 JULY 2021 AT 1.00PM

PRESENT:	Mr Conley Manifis Cr Ashley Wallace Mr Robert Piper Mr Aaron Smith	Independent External Member (Chair) South Ward (left at 2.45pm during Item 5.6) Independent External Member Independent External Member
IN ATTENDANCE:	David MacLennan Virginia Miltrup	Chief Executive Officer Executive Manager Community & Business Services
	Vanisha Govender	Executive Manager Financial Services
	Peter Ferguson	Executive Manager Information and Communication Technology
	Jordan Koroveshi	A/Executive Manager Corporate Strategy & Governance
	Mark Ambrose	Senior Director, Office of the Auditor General (Item 5.1)
	Jeff Sweetham	Audit Manager, Office of the Auditor General (Item 5.1)
	Mark Humphries	Partner, RiskWest (Item 5.2)
	Tania Narkevich	Procurement Specialist, WALGA (Item 5.3)
	James McGovern	Manager Governance and Procurement, WALGA (Item 5.3)
	Jeremy Chalmers	Procurement and Contracts Officer (Item 5.3)
	Wendy Barnard	Council Liaison Officer

# 1 INTRODUCTION AND WELCOME

The Presiding Member, Conley Manifis, declared the meeting open at 1.02pm 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 Joshua Topelberg on approved leave of absence from 21 June 2021 to 26 July 2021. Cr Susan Gontaszewski on approved leave of absence from 26 June 2021 to 08 August 2021. Cr Dan Loden was an apology for this meeting.

# 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.

6 JULY 2021

### 4 CONFIRMATION OF MINUTES

### COMMITTEE DECISION

Moved: Mr Piper, Seconded: Cr Wallace

That the minutes of the Audit Committee held on 4 May 2021 be confirmed.

### CARRIED UNANIMOUSLY (4-0)

For: Mr Manifis, Cr Wallace, Mr Piper and Mr Smith

Against: Nil

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

(Cr Loden was an apology for the Meeting.)

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

6 JULY 2021

### 5 BUSINESS ARISING

5.1 OAG ENTRANCE MEETING 2020/21 AUDIT

Attachments: 1. Entrance meeting - Planning Summary 🖺 RECOMMENDATION:

That the Audit Committee NOTES the audit planning summary for the 2020/21 financial year.

### COMMITTEE DECISION ITEM 5.1

Moved: Mr Smith, Seconded: Cr Wallace

That the recommendation be adopted.

CARRIED UNANIMOUSLY (4-0)

For: Mr Manifis, Cr Wallace, Mr Piper and Mr Smith

Against: Nil

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

(Cr Loden was an apology for the Meeting.)

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

6 JULY 2021

5.2 AMENDMENTS TO THE CITY'S RISK MANAGEMENT POLICY AND PROCEDURE

 Attachments:
 1.
 Draft Amendment 1 to Risk Management Policy (tracked changes)

 2.
 Draft Risk Management Procedure

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

- 1. ENDORSES Amendment 1 to the City's Risk Management Policy, as at Attachment 1, which will be subject to public notice and formal adoption by Council; and
- 2. NOTES the new Risk Management Procedure as at Attachment 2.

### COMMITTEE DECISION ITEM 5.2

Moved: Cr Wallace, Seconded: Mr Smith

That the recommendation be adopted.

CARRIED UNANIMOUSLY (4-0)

For: Mr Manifis, Cr Wallace, Mr Piper and Mr Smith

Against: Nil

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

(Cr Loden was an apology for the Meeting.)

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

### 6 JULY 2021

# 5.4 REVIEW OF NUMBER AND COMPOSITION OF AUDIT COMMITTEE MEMBERS AND REIMBURSEMENT OF EXTERNAL MEMBERS

Attachments: Nil

#### RECOMMENDATION:

The A/Executive Manager Corporate Strategy & Governance will present the options on composition and reimbursement of external members.

The A/Executive Manager Corporate Strategy & Governance advised that the Audit Committee Terms of Reference were being reviewed. They will be presented to Council and advertising for external independent members will take place shortly.

#### 6 JULY 2021

5.3 TENDER EVALUATION AND ASSESSMENT PROCESS

Attachments: Nil

#### **RECOMMENDATION:**

That the Audit Committee:

1. NOTES the City's tender evaluation and assessment process and associated advice provided from Department of Local Government, Sport and Cultural Industries (DLGSCI) and Western Australian Local Government Association (WALGA).

### COMMITTEE DECISION ITEM 5.3

Moved: Cr Wallace, Seconded: Mr Piper

That the recommendation be adopted.

CARRIED UNANIMOUSLY (4-0)

For: Mr Manifis, Cr Wallace, Mr Piper and Mr Smith

Against: Nil

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

(Cr Loden was an apology for the Meeting.)

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

6 JULY 2021

- REVIEW OF THE CITY'S AUDIT LOG 55
  - Audit Log as at 28 June 2021 🛣 1.
- Attachments: **Confidential Audit Log - Confidential** 2.

#### **RECOMMENDATION**.

That the Audit Committee recommends to Council that it:

- 1. NOTES the status of the City's Audit Log, at Attachment 1;
- 2 NOTES that the completion date for the below items was previously extended:
  - EA:2020/10 (1) (a) and (b) Office of the Auditor General Information Systems Audit -2.1 Confidential – extended from February 2021 to August 2021 and on track for completion;
  - 2.2 EA:2020/10 (11) Office of the Auditor General Information Systems Audit - Confidential extended from January 2021 to August 2021 and on track for completion; and
  - 2.3 EA:2020/10 (12) Office of the Auditor General Information Systems Audit - Confidential extended from February 2021 to December 2021, as it has been planned as a staged approach.
  - EA:2019/7 Office of the Auditor General's Performance Audit 2019 Fraud Prevention in 2.4 Local Government - Findings and Recommendations - was proposed for closure at the 2 March 2021 meeting but reinstated until training has been completed. Was completed in May 2021; and
  - EA:2020/10 (20) Office of the Auditor General Information Systems Audit Business 2.5 Continuity Plan - Testing was extended from March 2021 to April 2021 and on track for completion.
- 3. APPROVES the amendment to the proposed completion date for the following items:
  - EA:2020/10 (1) (a) and (b) Office of the Auditor General Information Systems Audit -3.1 Confidential - extended from August 2021 to October 2021 and now on track for completion;
  - EA:2020/10 (3) Office of the Auditor General Information Systems Audit Segregation of 3.2 Duties - extended from August 2021 to October 2021 and on track for completion.
  - EA:2020/10 (9) Office of the Auditor General Information Systems Audit Authority User 3.2 Review Process - extended from August 2021 to October 2021 and on track for completion;
  - EA:2020/10 (10) Office of the Auditor General Information Systems Audit Authority 33 Event Monitoring - extended from February 2021 to October 2021 and on track for completion;
  - EA:2020/10 (11) Office of the Auditor General Information Systems Audit Confidential -3.4 extended from August 2021 to October 2021 and on track for completion;
  - 3.5 EA:2020/10 (14) Office of the Auditor General Information Systems Audit - Data Centre Management - extended from January 2021 to September 2021 and on track for completion; and
  - 36 EA: 2020/12 (9) Stanton Reg 5 & 7 Review – Authority Access – extended from August 2021 to October 2021 and on track for completion.
  - 3.7 EA:2020/12(14) Office of the Auditor General - Financial Audit - Access Levels within Authority - extended from August 2021 to October 2021 and on track for completion.

6 JULY 2021

### AUDIT COMMITTEE MINUTES

### COMMITTEE DECISION ITEM 5.5

Moved: Cr Wallace, Seconded: Mr Piper

That the recommendation be adopted.

### CARRIED UNANIMOUSLY (4-0)

For: Mr Manifis, Cr Wallace, Mr Piper and Mr Smith

Against: Nil

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

(Cr Loden was an apology for the Meeting.)

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

### 6 JULY 2021

5.6 OFFICE OF THE AUDITOR GENERAL REPORT - 2020/2021 LOCAL GOVERNMENT GENERAL COMPUTER CONTROLS

Attachments: Nil

RECOMMENDATION:

That the Audit Committee recommend to Council that it:

1. NOTES findings from Office of the Auditor General's 'Local Government General Computer Controls' audit (May 2021).

### COMMITTEE DECISION ITEM 5.6

Moved: Mr Smith, Seconded: Cr Wallace

That the recommendation be adopted.

CARRIED UNANIMOUSLY (4-0)

For: Mr Manifis, Cr Wallace, Mr Piper and Mr Smith

Against: Nil

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

(Cr Loden was an apology for the Meeting.)

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

6 JULY 2021

# 5.7 REPORT ON THE NON-STRUCTURAL RISKS ASSOCIATED WITH THE CITY'S AGEING SPORTING INFRASTRUCTURE ASSETS

Attachments: Nil

This report has been postponed until the 31 August 2021 Audit Committee meeting, to allow time for RiskWest to provide their report.

#### AUDIT COMMITTEE MINUTES

#### 6 JULY 2021

#### 6 GENERAL BUSINESS

#### 7 NEXT MEETING

#### 31 August 2021

- Audit Log Review
- Review of New Risk Register
- Report on the non-structural risks associated with the City's ageing sporting infrastructure assets (Leederville Oval, Litis Stadium and Beatty Park)
- Internal Audit Program Appointment of Auditor
- OAG performance audit and other audit / best practice recommendations (if required)
- External audit interim findings

#### 8 CLOSURE

There being no further business the meeting closed at 2.47pm.

These Minutes will be confirmed at the 31 August 2021 meeting of the Audit Committee as a true record and accurate of the Audit Committee meeting held on 6 July 2021

Signed: Mr Conley Manifis

Dated



CITY OF VINCENT

# ATTACHMENTS

**Audit Committee** 

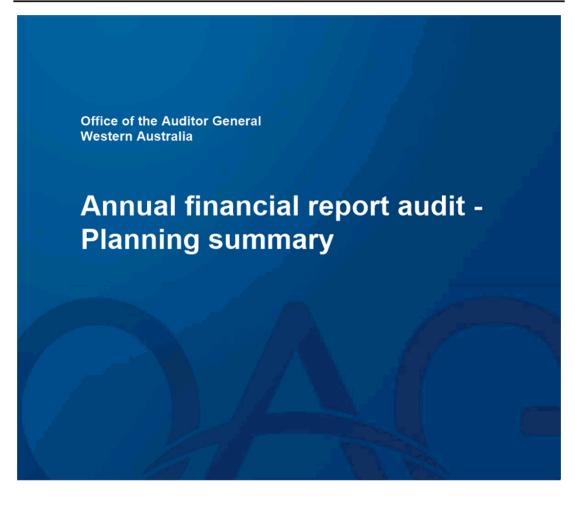
6 July 2021

#### 6 JULY 2021

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	Attachment 2	Draft Risk Management Procedure	25	
5.5	Review of the City's Audit Log			
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6 JULY 2021



City of Vincent

Year ended 30 June 2021



6 July 2021

Item 5.1- Attachment 1

## 1. The planning summary

This summary of our audit plan explains our approach to the audit of the annual financial report.

In particular, this summary includes:

- Introduction
- Our audit approach
- Significant risks and other audit issues
- · Audit emphasis and significant account balances
- Management representation letter
- Related entities
- Reporting protocols
- Proposed audit schedule
- Audit evidence specific audit requirements
- Audit fee
- Your audit team
- Other audit activities

If there are any matters in the summary that you would like clarified, please do not hesitate to contact us.

There may be areas where you would like us to increase the audit focus. We would be pleased to discuss these to determine the most efficient and effective approach to performing this work.

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Item 5.1- Attachment 1

20 JULY 2021

6 JULY 2021

## 2. Introduction

The annual financial statement audit of your local government is one of 148 local government and regional council that the Auditor General will perform for 2020-21. We have elected to use our OAG staff to perform your audit in-house.

Our audit approach is designed to specifically focus audit attention on the key areas of risk you face in reporting on your finances and performance.

It is important to note that:

- Under the Local Government Act 1995 and associated regulations, the Council and the CEO are responsible for keeping proper accounts and records, maintaining effective internal controls, preparing the annual financial report, and complying with the Local Government Act and Regulations, and other legislative requirements.
- An audit does not guarantee that every amount and disclosure in the annual financial report is error free. Also, an audit does not examine all evidence and every transaction. However, our audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the annual financial report.
- The Council and CEO are responsible for ensuring the accuracy and fair presentation of all information in its annual report, and that it is consistent with the audited annual financial report. We do not provide assurance over your annual report.
- Under the Local Government Act 1995 and associated regulations, the Council and the CEO have responsibility for maintaining internal controls that prevent or detect fraud or error and to ensure regulatory compliance. The Audit Committee and the Auditor General should be informed by management of any fraud or material errors. During the audit we will make inquiries with management about their process for identifying and responding to the risks of fraud, including management override. It should be noted that our audit is not designed to detect fraud, however should instances of fraud come to our attention, we will report them to you.

Our audit is conducted in accordance with Australian Auditing Standards. Our aim is to provide reasonable assurance whether the annual financial report is free of material misstatement, whether due to fraud or error. We perform audit procedures to assess whether, in all material respects, the annual financial report is presented fairly in accordance with the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

The nature of the audit is influenced by factors such as:

- the use of professional judgement
- selective testing
- the inherent limitations of internal controls
- the availability of persuasive rather than conclusive evidence.

As a result, an audit cannot guarantee that all material misstatements will be detected. We examine, on a test basis, information to provide evidence supporting the amounts and disclosures in the annual financial report, and assess the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by management.

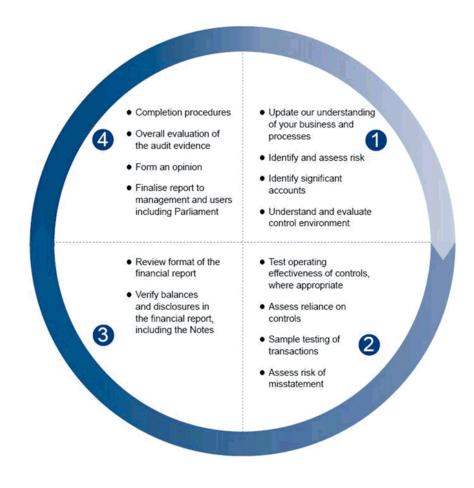
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Item 5.1- Attachment 1

## 3. Our audit approach

Our audit approach comprises four steps:



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Item 5.1- Attachment 1

## 4. Significant risks and other audit issues

Through discussions with your staff and the previous auditors, we have identified the following issues and key areas of risk affecting the audit.

Details of risk / Issue	Audit approach
Audit findings reported in the previous audit Financial audit • 5 significant, 3 moderate and 1 minor Information systems audit • 2 significant, 21 Moderate and 1 minor Refer to Appendix A for a brief description of the findings.	We will follow up these issues to assess the extent of action taken.
<ul> <li>Key changes to accounting and auditing standards that impact your entity for the first time this year:         <ul> <li>AASB 1059 Service Concession Arrangements - Grantors</li> <li>This Standard addresses the accounting for a service concession arrangement (a type of public private partnership) by a grantor that is a public sector agency by prescribing the accounting for the arrangement from the grantor's perspective.</li> <li>Timing and measurement for the recognition of a specific asset class occurs on commencement of the arrangement and the accounting for associated liabilities is determined by whether the grantee is paid by the grantor or users of the public service provided.</li> </ul> </li> <li>ASA 540 Accounting Estimates (Revised)         <ul> <li>The revised standard further emphasise the requirements on the management estimation process. Management's methods, assumptions and data used in determining the estimate and related disclosures on the financial statement.</li> </ul> </li> </ul>	We will review management's assessment of the impact of the new or revised standards, determine whether, to the extent necessary, your entity has applied the standards correctly, and ensure the annual financial report complies with the revised requirements of each standard.
Accounting for the City's joint ventures: <ul> <li>Mindarie Regional Council</li> <li>Tamala Park Regional Council</li> </ul>	We will review management's assessment of the impact of the transaction, determine whether, to the extent necessary, your entity has treated the transaction correctly.
The following annual financial report items are derived from accounting estimates and hence will receive specific audit attention: provision for annual and long service leave fair value of assets impairment of assets reasonableness of useful lives for PPE Changes to the financial management system that	We will review the method and underlying data that management and where applicable third parties use when determining critical accounting estimates. This will include considering the reasonableness of assumptions and corroborating representations.
- revision to the City's chart of accounts	City's chart of account and ensure the

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Item 5.1- Attachment 1

Details of risk / Issue	Audit approach
	revised chart of account allows for accurate statutory reporting.
Important changes in management or the control environment	As at the date of the entrance meeting, we are not aware of any changes in management or the control environment. Where we are made aware of changes during the audit, we will review any relevant changes to management roles and related delegations, to confirm that no temporary or ongoing control gaps have occurred.

# 5. Audit emphasis and significant account balances

Our audit approach involves an assessment of your overall control environment and internal financial controls over individual key business cycles.

We have initially assessed the controls as conducive to reliable processing of financial and performance information and effective internal control.

Our audit methodology provides for business cycle controls to be tested on a rotation basis over a period of three years.

The extent of our reliance on controls, together with the materiality level, determines the nature and extent of our audit procedures to verify individual account balances, classes of transactions and disclosures.

This year, we will test controls on the following business cycles:

Payroll

The controls for the following business cycles will be reconfirmed, as we understand that there have been no significant changes since they were last tested:

- Revenue
- Expenses
- Property, plant and equipment

Our audit will be split into two components, the interim audit and the final audit. Majority of the audit work will be performed during final audit.

The interim audit will focus on:

- · addressing prior year's audit findings
- reviewing entity's assessment on AASB 1059 Service Concession Arrangements Grantors
- clarifying significant accounting issues before the annual financial report is prepared for audit

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Item 5.1- Attachment 1

 updating our understanding of the control environment and assessing the design and implementation of key controls

The final audit includes:

- updating our understanding of the City's business
- · Assessing the operating effectiveness of key controls where appropriate
- sample testing transactions to confirm the accuracy and completeness of processing accounting transactions
- verifying material account balances, classes of transactions and disclosures using a combination of substantive analytical procedures, tests of details, substantiation to subsidiary records and confirmation with external parties
- reviewing the annual financial statement and notes for compliance with the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

In addition, we will audit key information systems controls and perform a capability maturity assessment of your information system management processes and controls. This will be based on the assessment of our information system audit staff, but will also give consideration to a self-assessment by your ICT staff.

The key objectives of the information systems audit are to:

- Provide a preliminary conclusion over the General IT Controls covering the following:
   Information Security
  - o Change Control
  - Information Resource Strategy and Planning
  - o IT Operations
  - Risk management / Internal Audit
  - o Business Continuity
- Assess the adequacy of these controls
- Conduct testing (operating effectiveness) on selected IT controls as per our test plans
- Follow up of IS audit issues raised in the previous audit; and
- Complete the Capability Maturity Assessment.

The planned information system audit approach is as follows:

- Determine whether appropriate controls are in place;
- · Prepare and execute test plans to obtain assurance of the operation of controls,
- Review appropriate documentation,
- Evaluate the effectiveness of the controls.
- Internal vulnerability scans of Finance, HR systems and key operational systems identified.

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Item 5.1- Attachment 1

The table below lists those items in the Statement of Financial Position and the Statement of Comprehensive Income that are significant account balances, and our planned audit approach for these balances. When selecting significant account balances, we consider materiality, the nature of the balance, inherent risk and the sensitivity of disclosures.

Significant account	2020 Audited balance \$'000	Audit approach
	Statem	ent of financial position
Cash and cash equivalents	7,539	<ul> <li>Review internal controls and reconciliations</li> <li>Verify year end balance through bank confirmations</li> <li>Analytical review</li> </ul>
Trade and Other Receivables (current and non-current)	4,289	<ul> <li>Year end cut-off testing</li> <li>Review subsequent receipts</li> <li>Review provision for doubtful debts</li> <li>Analytical review</li> <li>Obtain listing of prepayments and select a sample to recalculate prepayment amount</li> </ul>
Financial assets measured at amortised cost Equity accounted investments	12,643 9,593	<ul> <li>Confirm fair value of managed funds to year end statements from investment funds</li> <li>Confirm fair value of investments to audited financial statement of associates</li> </ul>
Property, plant and equipment Infrastructure	285,275 178,007	<ul> <li>Review key processes/controls</li> <li>Verify asset additions and disposals</li> <li>Assess assets for impairment</li> <li>Test items posted to construction in progress to assess appropriateness of expenses being capitalised</li> <li>Assess whether carrying amounts approximate fair value</li> <li>Confirm balances to independent valuation reports</li> </ul>
Trade and Other Payables	6,702	<ul> <li>Review of key processes/controls</li> <li>Test for unrecorded liabilities</li> <li>Year end cut off testing</li> <li>Analytical review</li> </ul>
Borrowings (current and non-current)	8,804	<ul> <li>Agree amounts to lender confirmation</li> <li>Review the current – non-current classification of the borrowings in the financial statements</li> </ul>
Provisions (current and non-current)	4,806	<ul> <li>Review the reasonableness of assumptions and calculations</li> <li>Agree amounts to management's calculations</li> <li>Analytical review</li> </ul>

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Item 5.1- Attachment 1

6 JULY 2021

Significant account	2020 Audited balance \$'000	Audit approach		
	Statement	of comprehensive income		
Rates revenue	35,679	<ul><li>Review of key processes and controls</li><li>Analytical review</li><li>Year end cut off testing</li></ul>		
Operating grants and subsidies	2,011	<ul><li>Review of key processes and controls</li><li>Sample testing of transactions</li></ul>		
Fees and charges	15,719	<ul><li>Review of key processes and controls</li><li>Analytical review</li><li>Year end cut off testing</li></ul>		
Employee related expenses	25,474	<ul><li>Review of key processes and controls</li><li>Analytical review</li></ul>		
Materials and contracts	16,704	<ul><li>Review of key processes and controls</li><li>Sample testing of transactions</li><li>Analytical review</li></ul>		
Depreciation and amortisation	13,918	<ul> <li>Review of management's assessment of the useful lives of assets and assess reasonableness.</li> <li>Analytical review</li> </ul>		
Other expenses & utility charges	4,657	<ul><li>Review of key processes/controls</li><li>Sample testing of transactions</li><li>Analytical review</li></ul>		
	State	ment note disclosures		
Elected members remuneration and key management personal compensation	1,264	<ul><li>Verify to contracts/agreements</li><li>Review accounting treatment</li></ul>		
Major land transactions		Review disclosure for compliance with the relevant legislation Verify transactions to underlying source documents		
Major trading undertaking		Review disclosure for compliance with the relevant legislation Review management process for reporting major trading undertakings		
Related parties transactions		Obtain representation from relevant parties Review of transactions		
Reserves		Review of transactions Sample testing of transactions		
Financial ratios	Review of ca	alculations, assessment of adverse trends		
Contingent assets and liabilities	<ul><li>Obtain confir</li><li>Review of m</li></ul>	Obtain representation from management Obtain confirmations from relevant agencies Review of minutes and legal expenditure Assess reasonableness of disclosures		

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6 JULY 2021

## 6. Management representation letter

The above audit procedures assume that management expects to be in a position to sign a management representation letter. The proposed letter for this purpose is attached. This letter should be reviewed and tailored to meet your local government's particular circumstances, and be signed and dated by the CEO and Director Community and Business Services as close as practicable to the date of the proposed auditor's report. Ordinarily, this would be no longer than five working days prior to the issue of the auditor's report.

Please bring to the attention of the Mayor that we will also be relying on the signed Statement by CEO in the annual financial report as evidence that they confirm:

- they have fulfilled their responsibility for the preparation of the annual financial report in accordance with the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards
- they have provided us with all relevant information necessary or requested for the purpose
  of the audit
- all transactions have been recorded and are reflected in the annual financial report.

## 7. Related entities

Section 7.12AL of the *Local Government Act 1995* applies section 17 of the *Auditor General Act 2006* to a local government. Section 17 requires a local government to advise the Auditor General in writing of details of all related entities that are in existence.

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## 8. Reporting protocols

Significant issues identified during the course of the audit will be discussed with relevant staff and management as soon as possible after being identified. Draft management letters will be provided to your Executive Manager Financial Services (or other nominated representative) for coordination of comments from appropriate members of your management. We request that these be returned quickly, preferably within 10 working days.

At the conclusion of the audit, the abovementioned management letter will accompany the auditor's report and the audited annual financial report forwarded to the Mayor, the CEO and the Minister for Local Government. The management letter is intended to communicate issues arising from the audit that may impact on internal control, compliance, and financial reporting.

Where considered appropriate, and to ensure timely reporting of audit findings and action by management, interim management letters may be issued to the CEO.

On conclusion of the audit we propose to discuss the audit outcomes with the audit committee, CEO and Councillors.

Thereafter, as required by section 7.12AD(2) of the *Local Government Amendment (Auditing) Act 2017* we will give our auditor's report to the CEO, the Mayor and Minister. We will also give them any management letter issues, including interim management letters.

Specific matters resulting from issues identified during the audit may be reported in an Auditor General's Report to Parliament. Should this occur, you will be consulted in advance to assure the context and facts of the issue are adequately represented.

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## 9. Proposed audit schedule

	Date
Audit planning	June 2021
Interim audit	8 June to 11 June 2021
Information systems audit	June & July 2021
Final trial balance	By 30 September
Receipt of annual financial report	By 30 September
Final audit	11 October to 5 November 2021
Final management letter for comment	By 12 November
Responses received to final management letter	By 19 November
Exit meeting papers distributed & financial statements cleared for signing	26 November
Exit meeting (Audit Committee meeting)	30 November*
Receipt of signed financial statements	30 November
Audit opinion issued	By 7 December (within 5 working days of the receipt of signed financial statements and management representation letter)

*Timing of the exit meeting is dependent on the provision of high quality draft financial statements presented to audit with minimal changes required between the draft and final version along with timely resolution of any accounting issues.

# 10. Audit evidence – specific audit requirements

We will discuss our requirements with your staff to facilitate a timely, efficient and effective audit. We will formally agree our information requirements and timeframes for the final audit with your Finance Manager using our Prepared by Client Listing. This Listing is intended to help your staff to have various documents readily available when we perform our audit. Please note however that in several instances, particularly during our audit sampling at the interim visits, audit staff will need to retrieve some evidence themselves, rather than being given the evidence by your staff. This is essential for an independent audit.

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Item 5.1- Attachment 1

## 11. Audit fee

Our expected cost for this year is estimated at \$54,100 (last year's fee was \$55,000). Our indicative fee is based on full cost recovery. It is calculated from an estimate of the time required by our staff to complete your audit, and includes a proportion of the OAG's financial audit related overheads, for example the cost of preparing reports to Parliament.

We are constantly searching for ways to improve efficiency and reduce audit costs within the constraints of legislative requirements and auditing standards. However, your entity can also contribute to reducing the cost of your audit. A well prepared financial report, working papers, and internal audit programs that dovetail well with the work we are required to perform are some ways that costs can be contained.

Additional costs requiring a supplementary fee can arise from such things as significant accounting issues, errors in the financial report, breakdowns in internal controls, delays in providing information to audit staff, or your staff being unavailable to discuss issues with the audit team. Where circumstances arise that impact on our audit costs we may need to revise the indicative fee at the completion of the audit.

## 12. Your audit team

	Name	Contact
Assistant Auditor General Financial Audit	Grant Robinson	6557 7526 Grant.Robinson@audit.wa.gov.au
Engagement Leader	Mark Ambrose	6557 7521 Mark.Ambrose@audit.wa.gov.au
Engagement Manager	Jeff Sweetman	6557 7539 Jeff.Sweetman@audit.wa.gov.au
Team Leader	Nancy Wong	6557 7617 Nancy.Wong@audit.wa.gov.au
Engagement Team	Lisa Lilley Georgia West Tiffany Foo	Lisa.Lilley@audit.wa.gov.au Georgia.West@audit.wa.gov.au Tiffany.Foo@audit.wa.gov.au
Information Systems Audit Consultant Kamran Aslam		6557 7582 Kamran.Aslam@audit.wa.gov.au

Mark Ambrose is responsible for the overall quality of the audit. As your primary contact, Mark will communicate progress and any emerging issues to you.

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## 13. Other audit activities

The OAG has recently tabled the following reports in Parliament. These are available at <u>www.audit.wa.gov.au</u> along with details of other audits we are currently performing. In reporting, we aim to identify good practice and opportunities for improvement. You may therefore wish to review these reports as they may have relevance to your local government.

Report	Date tabled
Information Systems Audit Report 2021 – State Government Entities	16 June 2021
Western Australian Public Sector Financial Statements – Better Practice Guide	14 June 2021
Audit Results Report – 2020 Financial Audits of Universities and TAFEs	2 June 2021
Delivering Essential Services to Remote Aboriginal Communities – Follow-up	2 June 2021
Local Government General Computer Controls	12 May 2021
Regulation and Support of the Local Government Sector	30 April 2021
Regulation of Consumer Food Safety by the Department of Health	1 April 2021
Department of Communities' Administration of Family and Domestic Violence Support Services	11 March 2021
Application Controls Audit	9 March 2021
Grants Administration	28 January 2021
COVID-19 Relief Fund	21 December 2020
COVID-19: Status of WA Public Testing Systems	9 December 2020
Audit Results Report – Annual 2019-20 Financial Audits of Local Government Entities	11 November 2020
Transparency Report: Major Projects	29 October 2020
Transparency Report: Current Status of WA Health's COVID-19 Response Preparedness	24 September 2020
Information Systems Audit Report 2020 – Local Government Entities	25 June 2020
Western Australian Public Sector Audit Committees – Better Practice Guide	25 June 2020
WA's Transition to the NDIS	18 June 2020
Audit Results Report - Annual 2019 Financial Audits	12 May 2020
Local Government Contract Extensions and Variations	4 May 2020
Controls of Monies Held for Specified Purposes	30 April 2020
Information Systems Audit Report 2020 – State Government Entities	6 April 2020
Controls over Purchasing Cards	27 March 2020

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### Appendix A

FINDINGS	RATING		
	Significant	Moderate	Minor
Reporting and financial control issues			
1. Access levels within Authority	<ul> <li>✓</li> </ul>		
2. Evidence of review of changes to employee masterfile	~		
3. Classification of cash and cash equivalents	<ul> <li>✓</li> </ul>		
4. Accounting for NIB stadium	<ul> <li>✓</li> </ul>		
5. Adverse trends in financial ratios	<ul> <li>✓</li> </ul>		
6. Periodic cleansing of the supplier masterfile		✓	
7. Timing of monthly reconciliations		✓	
8. Quotations – minimum number not obtained		✓	
9. Inconsistent process for daily takings			√

	RATING		
FINDINGS	Significant	Moderate	Minor
Information system control findings	4		
1. Database security	✓		
2. Vulnerability management	✓		
3. Segregation of duties		✓	
4. Classification of information		✓	
5. Information security policy		✓	
6. Operational ICT risks		✓	
7. Information security training and awareness		✓	
8. Network access management		✓	
9. Logging and monitoring		~	
10. Authority user review process		~	
11. Authority event monitoring		✓	
12. Unsupported operating systems		<ul> <li>✓</li> </ul>	
13. Unauthorised device connectivity		<ul> <li>✓</li> </ul>	
14. Network device management		✓	
15. Data centre management		✓	
16. Change management		✓	
17. Incident and problem management		✓	
18. IT asset management		✓	
19. Contract management		✓	
20. Disaster recovery plan		×	
21. Business continuity plan -testing		✓	
22. Information security incident management plan		✓	
23. Management of removable media		×	
24. Standard operating environment			✓

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Item 5.1- Attachment 1

#### 6 JULY 2021

CITY OF VINCENT

# **RISK MANAGEMENT POLICY**

Responsible directorate	Office of the CEO.	
Responsible team	Corporate Strategy and Governance.	
Affected teams	All staff.	
Legislation / local law requirements	Regulation 17 of the Local Government (Audit) Regulations 1996.	
Relevant delegations	Nil.	
Related policy procedures and documents	Risk Management Procedure (D20/240006)-supports this Policy – defines the systems and processes in place to facilitate good practice risk management, and assigns responsibilities for the identification, management and treatment of risks.	

#### PURPOSE

Risk management facilitates the efficient delivery of the City of Vincent's (**City's**) strategic_<u>and</u>-operational <u>and project</u> objectives. This Policy establishes the City's risk management approach and the risk management responsibilities of Council and Administration.

#### **SCOPE**

This Policy applies to Council, the Audit Committee and all employees and contractors of the City of Vincent.

Responsibilities for identifying, managing and treating risks, dependant on the risk rating, are detailed in the Risk Management Procedure.

#### POLICY

The City supports an organisation-wide risk management approach to identify and manage risks and opportunities associated with the performance of the City's functions and the delivery of services. This Policy applies to all service and project delivery and any other decision_-making activities. It ensures risks are identified and understood and the risk treatment is incorporated into service unit planning and resource allocation.

The City will develop and implement effective risk management systems and processes, as further defined in the City's Risk Management FrameworkProcedure, that:

- facilitate the achievement of the City's vision, strategies and objectives;
- provide transparent and formal oversight of risks and the controls implemented, to enable effective decision making;
- provide guidance on the level of risk versus return associated with the City's services and projects and

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# **RISK MANAGEMENT POLICY**

- ensure risk <u>controls and</u> treatments (controls implemented) align with the City's risk appetite and tolerance;
  - embed appropriate and effective controls to mitigate risk;
  - achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations;
  - enhance organisational resilience;
- identify and provide for the continuity of critical operations;-and
- ensure risk management becomes part of day-to-day service and project management and processes; and
- ensure that an appropriate level of expertise is sought in relation to risk classification.

Risks will be identified and managed in accordance with the risk consequence and likelihood criteria at **Attachment 1**. Risks are to be classified in accordance with the risk classification matrix at **Attachment 2**. Once classified, risks are to be managed in accordance with the risk rating at **Attachment 3**.

The acceptance and treatment of risk is dependent on the risk classification and risk rating. The treatment of <u>residual (i.e. with controls)</u> risks classified as high or extreme (with controls) will be subject to approval review by the Audit Committee and Council.

#### **IMPLEMENTATION**

Any changes to this Policy will be applied to the City's existing risk register within sixty (60) days of the Policy being amended.

#### SCOPE

This Policy applies to Council, the Audit Committee and all employees and contractors of the City of Vincent.

Responsibilities for identifying, managing and treating risks, dependant on the risk rating, is <u>are</u>detailed in the Risk Management Framework<u>Procedure</u>.

OFFICE USE ONLY		
Initial Council adoption	DATE: <approval date="">, REF# <trim ref=""></trim></approval>	
Reviewed / Amended	DATE: <approval date="">, REF#: <trim ref=""></trim></approval>	
Next Review Date	DATE: <review date="">,</review>	

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CITY OF VINCENT

## **RISK MANAGEMENT POLICY** ATTACHMENT 1 - RISK CONSEQUENCE AND LIKELIHOOD CRITERIA

#### 1.1 Consequence criteria

	RAT		CONSEQUENCE									
	RATINGRA NG	PEOPLE ((SAFETY)	INTERRUPTION TO SERVICE	REPUTATION	COMPLIANCE (LEGAL & TECHNICAL)	PROPERTY	NATURAL ENVIRONMENT	FINANCIAL IMPACT	CON			
	Low (1)	Physical injuries/illnesses requiring limited first aid treatment onsite only. No expected ongoing psychological impacts. Minor injury or ailment to staff, results in loss of time less than 5 days.	Impact managed through normal City business practices. Failure of assets / disruption which results in inconvenience but no material service interruption (resolved within one-day).	Isolated individual's issue- based complaint with no media coverage An incident with low impact on community trust which is covered in a community newspaper and/or has a social media profile for maximum of a day.	noticeable regulatory or statutory impact.Minor compliance (technical or legal) breach which is not reportable and can be resolved	Localised damage to City property which can be rectified by routine internal procedures and is within operating budget \$20,000 (0.035% of operating budget).	Contained, local environmental impact and/or negligible impact on heritage asset. Immediately rectifiable. Environmental damage or harm which can be contained by an internal response within 1 week, and any damage / harm can be reversed by the City's action,	Short term impact on operating funds, or financial loss less than \$20,000 (0.035% of operating budget).	delay			
	Minor (2)	First aid injury or illness treated on site with < 3 days attributable lost time. Psychological Impacts treated on site. Injury or ailment to staff resulting in loss of time between 5-10-days.	Impact requires additional City management effort or response or redirection of resources to respond.Failure of assets./ disruption which results in temporary interruption which can be resolved within one week (backlog cleared within one week).	Local community impacts restricted to one area or single- issue based concerns. Public embarrassment, some impact on community trust, covered in community newspaper and/or social media profile which lasts for less than a few-days.	compliances. Low or medium audit or regulator findingsMore-than one minor compliance breach or minor breach with potential for minor	Localised damage to City property requiring additional resources to rectify	Environmental damage or harm which requires <u>additional</u> management- <u>resources to</u> rectify by external agencies or contractors and can be contained within 1 week, and any-damage / harm can be reversed by the City's actions. <u>but can be contained</u> <u>and r reversible.</u>	Medium term impact on operating funds, or financial loss between \$20,001 - \$100,000 (0.035% - 0.17% of operating budget).	Minor bre to projec financial delivery,			
	Moderate (3)	Physical injury/illness requiring professional treatment, hospitalisation and/or lost time between 3 – 10 days, Psychological impact requiring professional treatment. Injury or ailment to staff resulting in loss of time greater than 10 days, or causes temporary disability to staff member, or public exposed to a hazard which is attributable to the City, but immediately treatable / resolved.	Administration subject to significant review or change, with City - critical outcomes only partially achieved. Impact requires short term significant	Negative community impacts and concerns publicly expressed. Reduced confidence publicly expressed by community and stakeholders. Covered in community newspaper and social media profile which lasts for more than a few days, attention by regulators or state department/ government.	intesugatori niaj po requiroa.	Significant damage <u>across</u> to City <u>-critical</u> _propertiesy	Environmental damage or harm which requires <u>additional</u> management <u>resources</u> by the <u>City and external</u> <u>agenciesorganisations</u> or contractors and takes 1 week- <u>1 month</u> to contain, <u>and any</u> damage./harm which is <u>containable and reversiblecan</u> <u>be reversed by the</u> <u>City'sreversibility</u> actions.					

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Item 5.2- Attachment 1

	CITY OF VINCENT
	CONTRACT-/-PROJECT
1	Insignificant breach of contract or delay in project which has a minor impact on service delivery, consistent with 'low' rating.
	Minor breach of contract or delay to project which will have minor financial impact or delay service delivery, .consistent with 'minor' rating.
r 1	Breach of contract or delay to project which will impact service delivery or result in damages payable by the City, consistent with 'moderate' rating.
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RIS	K MANAGEMEN	IT POLICY						100 F
Major (4)	Serious physical injury/illness requiring immediate emergency response or prolonged hospitalisation. Serious psychological injury requiring medium/long term professional medical treatment, counselling or ongoing intervention. Permanent disability or life threatening injury to staff member, or public exposed to a hazard which is attributable to the City and results in	Long term viability of the City is threatened. One or more critical functions, services, activities or programs cannot be delivered. Majority of City-critical outcomes only partially achieved or a single City- critical outcome not achieved. Impact requires long term significant management and organisational resources to respond. Failure of assets / disruption	negative community impact and dissatisfaction publicly	Non-compliance results in cessation of City-critical services or imposed penalties. Significant external audit or regulator investigations and-/or intervention.; Non-compliance results in termination of services or imposed penalties to City / Staff.	Significant damage across to City-critical_propertiesy requiring ongoing_additional resources and approvals to rectify (Council approval of funds required, \$250,000 - \$1 million (0.43% to 1.7% of operating budget) Period of restitution up to six months.	Environmental damage or harm which remains is uncontained, for over a month and requires a coordinated response from the City and multiple external organisations and is irreversible external agencies, but is reversible by coordinated response.	Significant impact to service delivery due to impact on operating funds, or financial loss between \$250,001 to \$1 million (0.43% to 1.7% of operating budget)	Sign or br resu and s deliv
Extreme Catastrophic (5)	Death or severe permanent disablements. Permanent/long term psychological damage requiring extensive remedial intervention. Fatality to staff member, or public exposed to a hazard which is attributable to the City and results in widespread adverse health impacts.	Majority of City-critical functions, services, activities or programs cannot be delivered. Majority of City-critical outcomes not achieved. Impact cannot be managed within the City's existing resources and threatens survival of the organisation.Failure of assets / disruption which results in a prolonged interruption of core or essential services	Consistent ongoing community loss of confidence and trust in City's capabilities and intentions. High widespread media Public embarrassment with significant reputational damage, widespread loss of community trust, widespread and	<u>Non-compliance results in criminal</u> <u>charges or loss of City's social</u> <u>licensce to operate.</u> Non-compliance results in criminal charges or significant damages or penalties to City / staff.	Extensive damage requiring prolonged period of restitution or complete loss of <u>City-critical</u> plant, equipment and buildingw or over\$1,000,000 (1.7% of operating budget)	across the City and	Insufficient operating funds over sustained period, or loss of more than \$1 million (over \$1.7% of operating budget).	N com dama nc

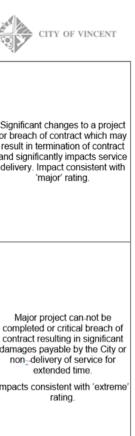
#### 1.2 Likelihood criteria (refer to the description or the frequency)

Level Rating		Likelihood description	Likelihood frequency	PROBABILITY
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year	<u>&gt;95%</u>
4	Likely	The event will probably occur in most circumstances	At least once per year	<u>75-95%</u>
3	Possible	The event should occur at some time	At least once in three years	<u>25-75%</u>
2	Unlikely	The event could occur at some time	At least once in ten years	<u>5-25%</u>
1	Rare	The event will only occur in exceptional circumstances	Less than once in 15 years	<u>&lt;5%</u>

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### 6 JULY 2021



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**RISK MANAGEMENT POLICY** 

LEVEL

FE

<u>A</u>

Ţ

DESCRIPTOR

Fully Effective

Adequate

Inadequate

effectively.

**1.3 CONTROLS RATING TABLE** 

	CIT
DESCRIPTION	

Controls are adequate, appropriate and fully effective. Overall control environment provides reasonable assurance that the risk is being managed. Control objectives are being met and no improvements to controls have been identified.

A few specific control weaknesses noted however the overall control environment is adequate, appropriate and effective. Certain controls may require improvement to ensure that the overall environment will continue to operate

Numerous specific controls weaknesses or gaps were noted. Overall control environment is not adequate or effective and fails to provide reasonable assurance that risks are being managed and control objectives are being met. The control environment needs improvement.

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### 6 JULY 2021



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# **RISK MANAGEMENT POLICY**

#### ATTACHMENT 2 - RISK CLASSIFICATION MATRIX

Consequence		Low	Minor	Moderate	Major	Extreme <u>Catastrophic</u>
Likelihood	Likelihood		2	3	4	5
Almost Certain	5	Medium	High- <u>Medium</u>	High	Extreme	Extreme
Likely	4	Low	Medium	High	High <mark>Extreme</mark>	Extreme
Possible	3	Low	Medium	Medium	High	High
Unlikely	2	Low	Low	Medium	Medium	High
Rare	1	Low	Low	Low	Low	Medium

#### ATTACHMENT 3 - RISK RATING AND MANAGEMENT

Risk Classification         Action         Risk management process           LOW         Acceptable         Risk acceptable with adequate controls, managed by routine procedures and subject to ongoing monitoring         Procedure		Responsibility	
		Manager	
MEDIUM	Monitor	Risk acceptable with adequate and effective controls, managed by specific procedures and subject to ongoing monitoring	Executive Director
нісн	Urgent Attention Required	Risk acceptable with fully effective controls Risk treatment subject to Council-approval. Risk treatment requires approval by Audit Committee and Council.	CEO + Council
EXTREME	Unacceptable	Risks will typically be unacceptable. They require fully effective controls. and additional r lisk treatments required subject to <u>CEO, Audit Committee</u> and Council approvals	CEO + Council

**Extreme risks require a risk treatment plan which is reported to the CEO (via the Executive Management Committee) and the Audit Committee until the risk rating is at an acceptable level.

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## 6 JULY 2021



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#### 6 JULY 2021

CITY OF VINCENT

# **RISK MANAGEMENT PROCEDURE**

Responsible directorate	Office of the CEO.	
Responsible team	Corporate Strategy and Governance.	
Responsible officer	Executive Manager, Corporate Strategy and Governance.	
Affected teams	All Staff.	
Legislation / local law requirements	Regulation 17 Local Government (Audit) Regulations 1996.	
Relevant delegations	Nil.	
Related policy procedures and documents	This document supports the Risk Management Policy by further defining the systems and processes in place to facilitate good practice risk management.	

#### PURPOSE

To set out the framework within which the City of Vincent (City) will manage its strategic, operational and project risks.

#### BACKGROUND

The City has a <u>Risk Management Policy</u> (**Policy**) approved by Council (16 June 2020 Council Meeting). The Policy sets the tone for the City's risk management approach and establishes the risk management responsibilities of Council, the Audit Committee, City employees and contractors and other relevant parties as required.

This Procedure supports the Policy by defining the systems and processes in place to facilitate good practice risk management and the roles and responsibilities of City employees.

#### PROCEDURE

#### 1. RISK MANAGEMENT APPROACH

The City's approach to risk management determines how the City will go about managing its risks.

The City's risk management approach aligns with the AS31000:2018 Risk Management - Guidelines.

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#### 6 JULY 2021

CITY OF VINCENT

# RISK MANAGEMENT PROCEDURE

#### 2. OTHER RISK DOCUMENTS

#### **Corporate Risk Register**

The Corporate Risk Register (**Register**) lists the City's 'whole of organisation' strategic, operational and project risks. The risks are assessed without controls (*i.e. inherently*), with controls (*i.e. residually*) and following the proposed risk management actions (*i.e. post-treatment*).

The Register is divided into a list of residually-rated medium, high and extreme risks (which require reporting to the Executive Management Committee, Audit Committee and Council) and residually-rated low and medium risks for each service area. Timeframes and ownership for the implementation of the risk management actions are included.

#### **Risk Appetite and Tolerance Statements**

'Risk Appetite' sets out the risk type and levels that the City is looking to pursue to meet and optimise opportunities. 'Risk Tolerance' reflects how much risk the City is able to accept in the pursuit of its strategic, operational and project objectives.

#### Strategy House Service Area Risk Matrix

Each of the City's service areas has a risk matrix which sets out its strategic (where relevant), operational and project risks which are specifically considered, where appropriate, within the context of the specific Strategy House.

A number of documents and guidelines are also relevant to the City's risk management. These include:

- Business continuity plan (BCP) This document describes how the City will respond to and function in the event of a business interruption event. It is a 'mitigative' control as it seeks to reduce the consequences of risks eventuating.
- ICT disaster recovery plans these plans assist the City to recover from Information and Communication Technology (ICT) interruption events, from a routine, operational incident through to a large-scale ICT event. The plans will ultimately align with the City's BCP and, again, are 'mitigative' controls in seeking to reduce the consequence of a risk eventuating.
- Event risk management plans These are formal plans to mitigate any foreseeable risks that may arise from place activation, and planning and delivering events.
- Procurement risk assessments A systematic, documented assessment of risks associated with all
  significant purchases, as set out in the Procurement Plan. Procurement risk assessments are
  required for procurement of greater than \$50,000, and the level of detail required for the risk
  assessment will vary depending on the significance of the purchase. Note that although the \$50,000
  mandatory threshold has been set by the City, the contract value of a procurement does not define its

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CITY OF VINCENT

## **RISK MANAGEMENT PROCEDURE**

risk to the City so there is discretion – which should be exercised – in contract values below this figure.

#### 3. RISK CATEGORIES

#### **Strategic Risks**

Strategic risks relate to the uncertainty of the City achieving its long-term, strategic objectives. They are usually owned and managed by Council and/or the Executive Management Committee. Strategic level risks may include risks associated with achieving the objectives of the Strategic Community Plan, Corporate Business Plan and the Long-Term Financial Plan.

#### **Operational Risks**

Operational risks relate to the uncertainty associated with developing or delivering the City's services, functions and other activities. These risks typically have day to day impacts on the organisation or more widely. These risks are owned and managed by the person who has responsibility for the activity, service or function to the level of their delegated authority or capability.

#### **Project Risks**

Project risks typically sit underneath operational risks and will be managed in accordance with the City's Project Management Framework and depending on their progress.

#### 4. RISK MANAGEMENT PROCESS

#### Step 1 - Establishing the scope, context and criteria

Prior to commencing risk management, the context for the activity is clearly specified. This includes defining:

- the purpose of the risk exercise and the expected outcomes;
- the scope, boundaries, assumptions and interrelationships;
- the environment, objective, strategy, activity, process, function, project, product, service or asset under consideration; and
- the risk assessment methodologies or approach.

Once this is determined, the essential personnel who need to be involved in the assessment are identified.

#### Step 2 - Risk Assessment

#### A. Risk Identification

The context defined in the previous step is used as the starting point for identifying risks. A practical and effective approach to risk identification is to consider what is critical to the successful achievement of the

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#### 6 JULY 2021

## RISK MANAGEMENT PROCEDURE

CITY OF VINCENT

objectives related to that particular context, and what are the potential opportunities or 'roadblocks' arising from areas of uncertainty (*e.g. assumptions, limitations, external factors, etc*). Included in this consideration are any internal or external events or situations which may give rise to a risk, and also any risks identified through internal or third-party audits, assessments and reviews. Typically, risks are worded either with the use of '*critical success factors*' (**CSFs**) or through '*cause-event-consequence*' (**CEC**) statements:

- CSFs When considering an activity, consider what is critical that you get right about the activity (e.g. with City reporting, it may be timeliness and accuracy), and word the risk based on this critical activity (e.g. failure to ensure timely and accurate City reporting);
- 2) CECs Consider the event that you are most concerned about (e.g. timely reporting), the principal potential cause (e.g. Inadequate reporting systems) and the principal potential consequence (e.g. sub-optimal decision making). These can then be constructed into a statement (e.g. Inadequate systems cause untimely reporting leading to suboptimal decision making).

Both ways of phrasing risks are acceptable to the City. Each risk requires a risk owner who is responsible for managing the risk and is accountable for determining if the risk level can be accepted, reviewing the risk, monitoring the controls and risk treatments. High and extreme risks require the risk management action to be approved by Council, via the Audit Committee.

#### B. Risk analysis and evaluation

For each risk, possible causes of the risk eventuating are identified. Each risk may have one or more causal factors which can either directly or indirectly contribute to it occurring. Identifying the range of causes assists in understanding the risk, identifying the most appropriate controls, evaluating the adequacy of existing controls and designing effective risk treatments. This step also considers the potential consequences of the risk, including knock-on or cascading effects.

Comparing the level of risk with the contents of the risk assessment criteria determines the acceptability of the risk. Risk analysis is undertaken with varying degrees of detail, depending on the risk, the purpose of the analysis, and the information, data and resources available. Analysis is qualitative, semi-quantitative or quantitative, or a combination of these, depending on the circumstances. Such techniques are comprehensively considered in 'ISO 31010: Risk Assessment Techniques', a companion to AS ISO 31000:2018. Risk analysis and evaluation involves identifying and evaluating any existing controls and analysing the risk in terms of consequences and likelihood, taking into account the effectiveness of the controls (*i.e. 'Residual Risk'*). Understanding the following terms is key:

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#### 6 JULY 2021

## RISK MANAGEMENT PROCEDURE



- Controls Controls are the measures that are currently in place (*i.e. <u>at the time of the risk</u> <u>assessment</u>), that materially reduce the consequences and/or likelihood of the risk. Controls are tangible, auditable and documented. A 'Hierarchy of Control' is applied which ensures the most effective controls are considered first (<i>e.g. eliminate entirely, substitute it, isolate it and engineer it out prior to relying on administrative controls*). At the City, controls are considered to be either 'preventative' (i.e. affecting likelihood), 'mitigative' (i.e. affecting consequence) or both.
- Consequence A risk that eventuates may impact the City to a greater or lesser extent across multiple areas. Consequences of the risk can be assessed across the relevant consequence categories, which are defined in the risk assessment criteria tables.
- Likelihood This describes how likely it is that a risk will eventuate with the defined consequences.
   Likelihood can be assessed in terms of terms of probability or frequency, depending on what is most appropriate for the risk under consideration. When you are rating the likelihood of residual risk, ask "How likely is it for this risk to occur, given the existing controls, to the level of consequence identified?"
- Level of Risk The Level of Risk (LoR), or Risk Rating, is calculated by multiplying the consequence and likelihood ratings. For any risk, there may be a number of different consequence/ likelihood scenarios. Within each category there may be multiple scenarios ranging from 'minor but likely' to 'catastrophic but rare'. The City expects the most realistic worst-case scenario to be rated. In some instances, it may be appropriate to rate the same consequence category more than once. Where there are multiple ratings for a risk, the highest combination of consequence/likelihood is taken as the LoR. The LoR is then compared to the defined risk criteria to assist the risk owner in determining whether a risk requires further treatment. The City captures three different 'Levels of Risk' Inherent risk (*i.e. before controls are applied*), Residual risk (*i.e. after controls are applied*) and 'Post-treatment' (*i.e. a prospective level of risk considering further treatments*).

#### Step 3 - Risk Treatment

Once a risk has been analysed and evaluated, the risk owner makes an informed decision to do one of the following:

- Accept the risk the opportunity outweighs the risk, the existing controls meet the criteria specified in the Risk Assessment Criteria and the risk is within the defined tolerance and appetite of the City;
- Avoid the risk do not carry on with the activity that is associated with the risk;
- Treat the risk reduce the consequence, likelihood or both and/or improve the controls rating by strengthening existing controls or developing new controls so that the risk can be accepted. The treatment selection and implementation will typically be based on financial, technical and operational viability and alignment to the City's values and objectives. Note: It is expected that any risks associated *Page* 15 *Reference: D19/178367*

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#### 6 JULY 2021

# RISK MANAGEMENT PROCEDURE



with health and safety are managed to a level which the City considers to be "as low as reasonably practicable" (ALARP).

Risk-based decisions are made in line with the criteria outlined in the risk assessment criteria tables.

<u>Communication and consultation</u> with external and internal stakeholders/interested parties is an essential and valuable part of the risk management process at the City. A collaborative approach is preferred as it provides the opportunity for different perspectives and expertise. The City has an expectation this will occur throughout the steps 1 to 3 documented. Communication and consultation should include, amongst others, staff of the City, Councillors, contractors, rate payers and residents. Some of this consultation and communication will be formalised through workshops and training and some – for example with ratepayers and residents – may be less formal. Risk management training will be provided to staff, commencing at induction. In addition, regular risk management awareness information will be communicated via the Vintranet.

<u>Monitoring and Review</u> and <u>Recording & Reporting</u> are considered integral parts of the planning, management and oversight activities of the City to ensure contemporary, relevant and evidential risk management. The Corporate Risk Register is updated as risks are identified and is reported to the Executive Management Committee monthly, and to the Audit Committee quarterly or more frequently as required.

Ad-hoc review of risks may also occur where:

- There is a change to the risk environment, for example, changes to legislation or to the SCP or the CBP;
- An internal audit or other review highlights a new or changed risk;
- A material risk treatment is implemented or a key control is considered no longer effective or adequate;
- Major changes are made to the organisation including change of key personnel; or
- The complaints or learnings in relation to processes indicate a new or changed risk to the City.

#### 5. RISK MANAGEMENT CULTURE

A risk aware culture is essential to good risk management. The Policy and this Procedure will be communicated across the organisation and embedded into practices and processes rather than be viewed or practiced as a separate activity.

It's important that all staff support and encourage a positive risk management culture by:

playing an active part, and not simply mandating production of reports;

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CITY OF VINCENT



- empowering employees to manage risks effectively;
- acknowledging, rewarding and publicising good risk management;
- having processes that promote learning from errors, rather than punishing;
- encouraging discussion and analysis of unexpected outcomes, both positive and negative; and
- not over-responding to problems by introducing restrictive, complicated or one-size-fits-all controls.

Council and the EMC have a key role in promoting risk by setting the tone from the top and in allocating sufficient resources for risk management activities.

#### 6. RISK MANAGEMENT RESPONSIBILITIES

#### The City's Audit Committee is responsible for:

- Facilitating effective management of the City's risks through regular review and challenge of the City's Corporate Risk Register, and reporting the high and extreme risks to Council for approval of the proposed risk treatment.
- Considering the CEO's performance indicators in relation to the effectiveness of risk management and providing advice to Council on performance in this area.
- On an annual basis, providing a report to Council on the effectiveness of the City's risk management.

#### The Executive Management Committee is responsible for:

- On a monthly basis, reviewing and updating the Corporate Risk Register and confirming that risks are appropriately captured, rated and managed (or identifying exceptions where they exist).
- Presenting the Corporate Risk Register, including the proposed risk treatments for high and extreme risks, to the Audit Committee on a quarterly basis, or more frequently if required.
- Ensuring all staff are aware of their risk management responsibilities.

#### Each Executive Director is responsible for:

- Reviewing risks for their directorate to ensure risks are appropriately managed and included in the Corporate Risk Register as appropriate (medium, high and extreme risks to be included in Corporate Risk register).
- Approving the risk treatments for medium level risks.

#### Each Manager is responsible for:

Approving the risk treatment for low level risks.

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# **RISK MANAGEMENT PROCEDURE**

- Providing updates on new and emerging risks (medium, high and extreme) and control effectiveness to the Governance team so they can be included in the Corporate Risk Register.
- Ensuring their Strategy House Risk Register is contemporary and comprehensive.
- Alerting the relevant Executive Director of changes to the risk environment including changes to control adequacy and effectiveness or increases or decreases to ratings of likelihood and consequence.

#### The Corporate Strategy and Governance team is responsible for:

- Ensuring the City's Corporate Risk Register is reviewed monthly and presenting it to the Executive Management Committee.
- Presenting the Corporate Risk Register to the Audit Committee.
- Reviewing the Policy and Procedure annually to ensure they remain relevant and reflect the City's risk management approach.
- Organising annual training for all staff on risk management and communicating the Policy and Procedure to relevant staff.

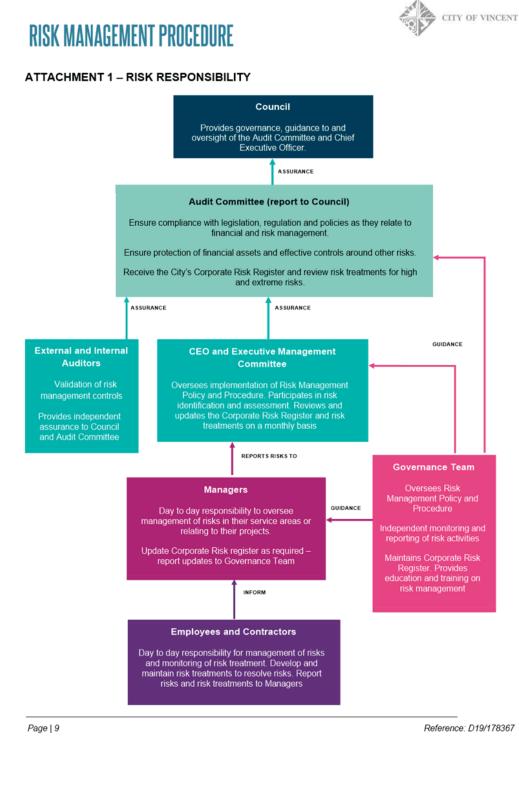
A flow chart detailing responsibilities for risk management is attached at Attachment 1.

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Approved by CEO	DATE: <approval date="">, REF# <trim ref=""></trim></approval>			
Reviewed / Amended	DATE: <approval date="">, REF#: <trim ref=""></trim></approval>			
Next Review Date	DATE: <review date="">,</review>			

Risk Management Framework – SC2723 – D19/178367

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#### Summary of open Confidential items

Office of the Auditor General Information Systems Audit:

<ol> <li>EA:2020/10 (1) (a) and (b)</li> <li>EA:2020/10 (3)</li> <li>EA:2020/10 (7)</li> <li>EA:2020/10 (9)</li> <li>EA:2020/10 (10)</li> <li>EA:2020/10 (11)</li> <li>EA:2020/10 (12)</li> <li>EA:2020/10 (14)</li> <li>EA:2020/10 (22)</li> </ol>	High Moderate Moderate Moderate Moderate Moderate Moderate Moderate
Stanton Reg 5 & 17 Review	
10. EA 2020/12 (9)	Moderate
Office of the Auditor General – Financial Audit	
11. EA 2020/12 (14)	Significant

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## 6 JULY 2021



Updated 24 June 2021

# AUDIT LOG

# Audit Details

Office of the Auditor General's Performance Audit 2019

# 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):

# Management Response

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.

# Action November 2019 30/06/2020 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 31 December 2020 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.

# November 2020

The updated draft policy and fraud and corruption control plan have been drafted. The updated policy is subject to Council approval and public consultation.

# January 2021

Plan has been completed and was circulated to the Audit Committee members in December 2020. Minor amendments were provided by the Chair and have been made.

# February 2021

The policy will be presented to Council for advertising at the 23 March 2021 Ordinary Council Meeting. Training for all staff is scheduled for Eebruary and March and April 2021.

# March 2021

Policy approved for advertising at 23 March 2021 and is being advertised in April 2021. Results of advertising will be presented to the 25 May 2021 Ordinary Council Meeting. Training is being provided to all staff in April 2021.

#### April 2021

Training and advertising completed.

# May 2021

Results of advertising will be presented to the 22 June 2021 Ordinary Council Meeting.

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# 6 JULY 2021



# **Proposed Completion Date**

Complete

April 2021

May 2021

Complete

Updated 24 June 2021

Audit Details	Action	Proposed (
Office of the Auditor General Information Systems Audit		· · · · · · · · · · · · · · · · · · ·
EA:2020/10 (1) (a) and (b) (CONFIDENTIAL) Office of the Auditor General Information Systems Audit	See Confidential log	
Risk Rating (prior to controls) High		
Anagement Response Responsible Officer: Executive Manager Information and Communication Technology		
EA:2020/10 (3) (CONFIDENTIAL) Office of the Auditor General Information Systems Audit	See Confidential log	
Risk Rating (prior to controls) Moderate		
Management Response Responsible Officer: Executive Manager Information and Communication Technology		
EA:2020/10 (7) (CONFIDENTIAL) Office of the Auditor General Information Systems Audit	See Confidential log	
Risk Rating (prior to controls) Moderate		
Management Response Responsible Officer: Executive Manager Information and Communication Technology		
EA:2020/10 (9) (CONFIDENTIAL) Office of the Auditor General Information Systems Audit	See Confidential log	
Risk Rating (prior to controls) Moderate		
Management Response Responsible Officer: Executive Manager Information and Communication Technology		
EA:2020/10 (10) (CONFIDENTIAL) Office of the Auditor General Information Systems Audit	See Confidential log	
Risk Rating (prior to controls) Moderate		
Management Response Responsible Officer: Executive Manager Information and Communication Technology		

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# **Completion Date**

Updated 24 June 2021

Audit Details	Action	Proposed
EA:2020/10 (11) (CONFIDENTIAL) Office of the Auditor General Information Systems Audit	See Confidential log	
Risk Rating (prior to controls) Moderate		
Management Response Responsible Officer: Executive Manager Information and Communication Technology		
EA:2020/10 (12) (CONFIDENTIAL) Office of the Auditor General Information Systems Audit	See Confidential log	
Risk Rating (prior to controls) Moderate		
Management Response Responsible Officer: Executive Manager Information and Communication Technology		
EA:2020/10 (14) (CONFIDENTIAL) Office of the Auditor General Information Systems Audit	See Confidential log	
Risk Rating (prior to controls) Moderate		
Management Response Responsible Officer: Executive Manager Information and Communication Technology		

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# 6 JULY 2021



# **Completion Date**

Updated 24 June 2021

# AUDIT LOG

# Audit Details

# 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)

Moderate

**Risk Rating (with current controls)** 

Related Audit Query EA:2020/11 (1)

# Management Response Responsible Officer:

Executive Manager Financial Services

### Action October 2020

# Proposed Completion Date March-2021

The noted draft Contract Management Framework and system will be completed, formalised and communicated to staff.

#### December 2020

Administration has focused on improving contract management over the last 12 months, which has included the implementation of a new contract's management module in Authority and creation of a contract register in Authority. A contract management framework has also been drafted and will be presented to Executive Management Committee early next year. Training will then be rolled out to all staff that manage contracts at the City.

#### February 2021

The draft contracts management framework will be presented to March audit committee. The training and roll-out plan of the framework is being finalised.

#### April 2021

Training material and roll-out plan is being finalised. Training is scheduled to be rolled out in May 2021.

#### May 2021

Training has commenced on the new Contract management Framework for all contract managers. This training is scheduled to be completed by the middle of June 2021.

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ale.

June 2021

Complete

# 6 JULY 2021



Updated 24 June 2021

# AUDIT LOG

# Audit Details

# 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) Moderate

Risk Rating (with current controls)

### Management Response Responsible Officer:

Executive Manager Information and Communication Technology

Action

# October 2020

# **Proposed Completion Date** April 2021

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 OAG Finding 5. A formal plan will then be prepared for publication to staff and testing purposes.

December 2020

On track.

January 2021

On track. Disaster Recovery policy now in place. Operational systems (backup and recovery) now compliant for onsite backup. Bandwidth upgrade procured to enable transit of backup files for offsite storage.

### February 2021

On track. Offsite backup/recovery service commissioned and providing partial coverage. Bandwidth upgrade scheduled for April 2021 to enable full coverage.

# March 2021

On track. Formal DR plan being documented, including 6 monthly test schedule.

# May 2021

DR/BCP plan drafted. Business teams to review Impact Assessments ahead of final August 2021 report to EMC.

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# 6 JULY 2021



Updated 24 June 2021

# AUDIT LOG

# Audit Details

#### 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) Moderate

Risk Rating (with current controls)

Management Response Responsible Officer: Executive Manager Information and Communication Technology

EA:2020/10 (22) (CONFIDENTIAL) Office of the Auditor General Information Systems Audit

Risk Rating (prior to controls) Moderate

# Management Response Responsible Officer:

Executive Manager Information and Communication Technology

Action October 2020

# Proposed Completion Date

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 OAG Finding 20, Administration will expand business continuity testing to include system and infrastructure incidents as part of a managed services agreement.

# December 2020

On track per EA:2020/10 (19) above. Completion date updated to align with Disaster Recovery Plan activities.

January 2021	April 2021
On track.	

February 2021 On track.

March 2021

On track. Backup recovery being tested in offsite environment for complete Admin building disaster scenario.

May 2021

DR/BCP plan drafted. Business teams to review Impact Assessments ahead of final report to EMC.

August 2021

See Confidential log

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# 6 JULY 2021



Updated 24 June 2021

# AUDIT LOG

# Audit Details

Stanton Reg 5 & 17 Review

# EA:2020/12 (1)

Stanton Reg 5 & 17 Review – Contract Management Procedure and Framework

# Finding

The City's previous contract management processes were inadequate. Contracts were currently managed within the different business units leading to poor oversight by the City on existing contracts, the City had no assurance that contracts were being managed adequately and spending was in accordance with the City's delegations or if there were duplicate contracts in place providing identical/similar services/goods. However, the City is currently in the process of improving their contract management processes, the updated and revised contract management policy and framework reflecting this new process and the use of the new contract management module within Authority are still in draft and awaiting Council endorsement.

# Recommendation

Audit recommends that the City promptly review and present to Council the revised contract management policy and contract management framework outstanding to be endorsed.

Risk Rating (prior to controls) Moderate

Risk Rating (with current controls)

Related Audit Query EA:2020/10 (18)

# Management Response

Responsible Officer: Executive Manager Financial Services

# December 2020:

Action

Administration has focused on improving contract management over the last 12 months, which has included the implementation of a new contract's management module in Authority and creation of a contract register in Authority. A contract management framework has also been drafted and will be presented to Executive Management Committee early next year. Training will then be rolled out to all staff that manage contracts at the City.

# February 2021

The draft contracts management framework will be presented to March audit committee. The training and roll-out plan of the framework is being finalised.

### April 2021

Training material and roll-out plan is being finalised. Training is scheduled to be rolled out in May 2021.

# May 2021

Training completed

Complete

30 June 2021

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# **Proposed Completion Date**

Updated 24 June 2021

# AUDIT LOG

# Audit Details

# EA:2020/12 (8)

Stanton Reg 5 & 17 Review – Manual Timesheet

### Findina

The City uses manual timesheets, predominately for those employees who work in the depot and recreational leisure centre.

# Recommendation

The use of manual timesheets should be eliminated, it is worth noting that the City has already noted this as a finding within their own audit log.

#### Recommendation

Risk Rating (prior to controls) Moderate

Risk Rating (with current controls)

# Management Response

Responsible Officer:

Executive Manager Human Resources and Executive Manager Information and Communication Technology

# EA:2020/12 (9) (CONFIDENTIAL) Stanton Reg 5 & 17 Review

Risk Rating (prior to controls) Moderate

# Management Response

Responsible Officer: Executive Manager Information and Communication Technology Action December 2020:

31 December 2021

The City requires a robust online time-sheeting system which is fit for purpose of a casual workforce (i.e. Beatty Park) that is flexible, easy to use and aligned to the relevant cost centres and employment.

Administration has determined that Civica's online time-sheeting module will be suitable for the City. The module however can only be implemented once work orders are activated as part of the Chart of Accounts project scheduled for completion in July 2021. Online time-sheeting will have a mobile option as well. The scoping of this project will be requested to commence in March next year with implementation in December 2021.

January 2021 No change.

February 2021

No change.

# March 2021

On track. Beatty Park workforce now trialling mobile application rostering and timesheeting solution. Future rollout to other casual staff (Depot) pending trial results. Authority ERP electronic time-sheeting to be reviewed post system upgrade in late 2021.

May 2021

Beatty Park continues electronic time-sheeting with a limited rollout. Further rollout subject to Beatty Park change management resourcing.

See Confidential log

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**Proposed Completion Date** 

Updated 24 June 2021

# AUDIT LOG

# Audit Details

EA:2020/12 (11)

Stanton Reg 5 & 17 Review – Record Keeping

# Finding

Poor retrievability of information 'term container used' Record keeping of contract documentation is inefficient and leads to poor retrievability. The record keeping system does not facilitate the use of sub folders which results in all documented related to a subject/topic being saved in a 'container'. With regards to contracts, there are a large number of supporting documentations within these 'containers' thus it can take some time to retrieve the sought-after document

# Recommendations

The City should review useability of their record keeping system ensuring that it is operating effectively.

For process efficiency allow user to amend and delete own purchase requisition.

Risk Rating (prior to controls) Minor

Risk Rating (with current controls)

Management Response Responsible Officer: Executive Manager Information and Communication Technology Office of the Auditor General – Financial Audit

# EA:2020/12 (14) (CONFIDENTIAL)

Office of the Auditor General – Financial Audit

Risk Rating (prior to controls) Significant

# Management Response

Responsible Officer: Executive Manager Information and Communication Technology Action Proposed December 2020 31 March 2021 The City will review its record keeping system to ensure it is operating effectively.

January 2021 No change.

February

On track. Functionality of the system reviewed with external support provider: the use of folders will be introduced. A staff survey for system satisfaction as well as improvement suggestions will commence in March 2021.

March 2021

Delayed. Vendor support for staff survey has been delayed to May 2021.

May 2021 Supplier proposal under review.

August 2021

See Confidential log

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# **Proposed Completion Date**

Updated 24 June 2021

# AUDIT LOG

Audit Details	Action	Proposed Co
EA:2020/12 (18) Office of the Auditor General – Financial Audit – Adverse trends in financial ratios Finding During our audit we noted the adverse trends in the following ratios when considering the basic	<ol> <li>December 2020:</li> <li>1. Debt Service Ratio – As a result of the once-off contractual balloon payment of \$5.3m for the DLGSC loan, this ratio has been skewed only for the 2019/2020 financial year. The Debt service ratio is expected to normalise for the following years as per the City's current debt portfolio.</li> </ol>	Completed
standard set by Department of Local Government, Sport and Cultural Industries ("the department"): Below the basic requirements for 3 years: - Asset sustainability - Operating surplus	<ol> <li><u>Operating Surplus</u> - In order to improve this ratio, new funding sources has to be looked at and also the current fees and charges (including rates) need to be analysed to determine if they are sufficient. Strategies will also be developed to improve this ratio when preparing the 2021/2022 -2030/2031 LTFP.</li> </ol>	30 June 2021
Below the basic requirement and below proceeding two years actual result: - Debt service cover Implication Ratios which are below the basic standards as determined by the Department indicate the short term financial performance of the City is likely unsustainable.	<ol> <li><u>Asset Sustainability Ratio</u> – The asset sustainability ratio has improved compared to last year from 0.30 to 0.45 This is an indicator that administration has focused their attention on ensuring capital spend is focused on renewal instead of new expenditure. The City has implemented the following initiatives since last year:</li> <li>Made a concerted effort on spending on renewal instead of new;</li> <li>Prepared a 4-year capital works program 2020/21-2023/24;</li> <li>The City's Asset Management Strategy is in the process of being finalised; and</li> <li>Adopted the 2020/21-2029/30 LTFP which reflects the projected asset</li> </ol>	
Additionally, in accordance with the <i>Local Government (Audit) Regulations 1996</i> ratios with adverse trends will be reported within the audit opinion. <b>Recommendation</b> Management should implement measures to ensure the basic requirements are achieved, where the requirements are not able to be achieved plans for correction action should be made. <b>Risk Rating (prior to controls)</b>	<ul> <li>Interpret and project and projected about sustainability ratio will reach the benchmark ratio by 2024/25.</li> <li>The following will be the action plans for this year: <ul> <li>Adopting the new asset management strategy;</li> <li>Updating and aligning the asset management plans to the asset management strategy; and</li> <li>Updating and preparing the LTFP for 2021/22-2030/31 by incorporating the additional depreciation of NIB stadium into the asset sustainability ratio and</li> </ul> </li> </ul>	
Significant Risk Rating (with current controls) Significant Management Response Responsible Officer:	revising strategies to attain the benchmark ratio. Department of Local Government Sport and Cultural Industries is in the process of reviewing the current local government ratios as part of the Local Govt Act Reform and some of the benchmarks will be reviewed to be aligned based on the size of the Local Government.	
Executive Manager Financial Services	February 2021: Work has commenced on the LTFP and 4 year capital works program and strategies on how to improve the asset sustainability and operating surplus ratios is being explored.	
	April 2021: On track	
	May 2021: The LTFP is in the process of being finalised and approved by Council. One of the key principles of the LTFP is to improve the asset sustainability and operating surplus ratios. In order to make significant changes to these ratios the turnaround will be over a number of years and therefore the LTFP is the key tool to guide these ratios.	

SC2566 - D19/147633

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Item 5.5- Attachment 1

# 6 JULY 2021



# **Completion Date**

Updated 24 June 2021

8.3	INFORMATION BULLETIN	
0.5		

- 1. Minutes Children and Young People's Working Group (CYPAG) 16 June 2021 1
- 2. Minutes Reconciliation Action Plan Working Group (RAPWG) 28 June 2021 1
- 3. Unconfirmed Minutes of the Sustainability and Transport Advisory Group Minutes - 27 May 2021 1
- 4. Unconfirmed Minutes of the Mindarie Regional Council Meeting held on 27 May 2021 1
- 5. Unconfirmed Minutes of the Mindarie Regional Council Meeting held on 24 June 2021 1
- 6. Minutes of the Tamala Park Regional Council Meeting held on 17 June 2021 1
- 7. Statistics for Development Services Applications as at June 2021 🗓 🔀
- 8. Quarterly Street Tree Removal Information J
- 9. Register of Legal Action and Prosecutions Monthly Confidential
- 10. Register of State Administrative Tribunal (SAT) Appeals Progress report as at 8 July 2021 1
- 11. Register of Applications Referred to the MetroWest Development Assessment Panel - Current 1
- 12. Register of Applications Referred to the Design Review Panel Current <u>1</u>
- 13. Register of Petitions Progress Report June 2021 😃 🛣
- 14. Register of Notices of Motion Progress Report June 2021 😃 🛣
- 15. Register of Reports to be Actioned Progress Report June 2021 🗓 🛣

# **RECOMMENDATION:**

That Council RECEIVES the Information Bulletin dated July 2021.





# CHILDREN AND YOUNG PEOPLE ADVISORY GROUP

Wednesday 16 June 2021 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)

Community Representatives Suzanne Lawrence (SL)

City of Vincent Officers

Virginia Miltrup – Executive Director Community & Business Service (VM) Gemma Carter – Manager Marketing & Partnerships (GC)

# 1. Welcome/Declaration of Opening

The Chairperson opened the meeting at 6.11pm and delivered the Acknowledgement of Country.

# 2. Apologies

Cr Sally Smith Shari Stockdale Daniel Langlands Abid Imam Shari Stockdale Ashia Harris Karen Balm

# 3. Confirmation of Previous Minutes

Deferred until next meeting.

# 4. Business

4.1 Update on Implementation of the Youth Action Plan (YAP)

Discussed that a two week extension for the Youth Action Plan Grant has been permitted, to run the First Aid Course in the first week in July. The grant was originally dated to the end of this financial year.

AH attended the opening for the YARN event held on the 11th of June and to Aranmore College to meet Caroline from the Y. Reception weren't aware of the Headspace event. Will follow up further.

4.2 Vincent Youth Network (VYN) Update

Due to meet in mid-June with AH.

# 4.3 Youth Engagement Summit

The City held its second Youth Engagement Summit on Tuesday 11 May at the North Perth Town Hall. GC provided feedback from AH that the event was well received and collating feedback from attendees.

Chairperson also noted good feedback on the event and teachers commented on quality of speakers.

Discussed challenge of running events that cater for wider audience of students and not just the school leaders, but ones who may be struggling.

Discussed how the feedback may inform the next plan and interested to see if there are any trends or themes in data.

# 4.4 Youth First Aid Workshop

The City is partnering with Royal Life Saving WA to host a HLTAID011 Provide First Aid Course, Saturday July 3, available only to local City of Vincent Youth ages 14-25 years.

GC requested if CYPAG can share event with their networks. https://www.vincent.wa.gov.au/events/youth-first-aid-course/1961

# 4.5 Other Business

GC noted planning is underway for the Debating Competition for year 6 students in semester 3.

GC noted John XXIII excursion was hosted on 11 June, 60 year 4 students toured City of Vincent to understand local government services and functions.

GC mentioned Regional Youth Driver Education Program (RYDE), a program that supports youth trying to increase their logbook hours in order to obtain the Provisional Licence. Foyer Oxford is involved. Chair noted that it has been raised at CYPAG before and it sounds like a good initiative.

VM noted there is a National Youth Mental Health Summit to be held in Perth in August. Interested in seeing if a member of CYPAG wanted to attend.

Chairperson noted there was a Youth Mental Health program – Zero to Hero 'In your Head' 2021 coming up later in the year aimed at youth. Could support some local young people or members of VYN to attend.

Chairperson attended meeting with Australian Youth Rep to United Nations (Lucy Stronach) who is on a listening tour to consult with young people across Australia and compile a report for parliament and the United Nations. She has done a session with YMCA HQ. Might be good to get her to do a session with Vincent youth as an event later in the year.

ACTION: 1) VM emailed details on National Youth Mental Health Summit to CYPAG members for feedback.

- 2) Community Partner to look into details of Zero to Hero 'In your Head' 2021.
- 3) Community Partner to investigate Australian Youth Rep to United Nations listening tour and how it may relate to proposed events under Youth Action Plan.

# 5. Close/Next Meeting

The meeting was closed at 6.46pm. The next meeting is schedule for 4 August 2021.

Signed	
-	Councillor

(Chairperson)

Dated this ______ day of ______ 20___

Page 2 of 3

Summary of Actions	Date	Status
KA and AH to investigate Headspace sessions with local sporting clubs	16 June 2021	In Progress
KA/AH to progress pop up play ideas for Edinboro Street Reserve with the Parks team to come up with some design options.	16 June 2021	In progress

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# MINUTES



# **RECONCILIATION ACTION PLAN WORKING GROUP**

Monday, 28 June 2021 at 6:00pm

Venue: Committee Room & Zoom City of Vincent Administration and Civic Centre 244 Vincent Street, Leederville

# Attendees:

<u>City of Vincent Councillors</u> Cr Dan Loden (Chairperson) Cr Jonathan Hallett (JH)

Community Representatives Jodey Brockhurst (JB)

City of Vincent Officers

Virginia Miltrup – (Executive Director Community & Business) (VM) Gemma Carter - (Manager Marketing & Partnerships) (GC) Karen Balm – (Coordinator Community Development) (KB) Natalie Stoksik - (Community Development Advisor - Reconciliation) (NS) Susanna Iuliano (Senior Librarian Local History) (SI)

# 1. Welcome/Declaration of Opening – Acknowledgement of Country

The meeting was opened at 6:05pm with Cr Dan Loden giving an Acknowledgment of Country.

# 2. Apologies

Cr Joshua Topelberg (JT) Marilyn Lyford (ML) Roslyn Harley (RH) Mikayla King (MK)

# 3. Confirmation of Previous Minutes - 10 May 2021

The Minutes from the previous meeting held on 10 May 2021 were confirmed as a true and correct record.

# 4. Items for Discussion

4.1 Moorditj Footprints - East Perth Stories

SI gave a summary Moorditj Footprints Oral History Project for East Perth. This is a community led project initiated by Elder Lindsay Calyun and Ivy Penny, recording Aboriginal stories of East Perth. SI indicated City of Vincent was supporting the project and assisting the group to apply for grant funding.

Cr Loden made enquiries concerning the project and the timeline.

ACTIONS: 1) NS to attach grant application and Moorditj Footprints album to minutes and request if any questions from RAPWG.

# 2) SI to provide further update on project to RAPWG at a later date.

# 4.2 NAIDOC week events

NS outlined the events planned during NAIDOC week.

Cr Loden commented that the schedule of events was comprehensive.

JB enquired about contingency plan if COVID restrictions change.

GC advised that the City would develop a contingency plan and look at what events could be rescheduled or delivered online if necessary.

JB indicated if rescheduling it may be good to spread events out to minimise risk of further restrictions.

VM suggested one approach might be a progressive NAIDOC series of events delivered between July and October rather than rescheduling to another week of events.

# ACTIONS: 3) GC, KB & NS to develop contingency plan in light of possible COVID restrictions.

#### 4) NS to provide RAPWG update on NAIDOC with minutes.

# 4.3 Formal request to rename Weld Square & Britannia Reserve

KB confirmed that a formal request to rename Weld Square had been submitted by Stirling St Action Group along with a request through Council to rename Britannia Reserve. KB enquired as to the thoughts of the RAPWG.

Cr Loden requested that Administration ascertain the appropriate process for dual/renaming to a culturally appropriate name.

JB and Cr Loden suggested contacting City of Perth to seek the assistance/guidance from their Elders Working Group. If Officers are not successful, Cr Loden recommends that the CEO and Mayor could assist in making enquiries with their City of Perth contacts.

JB suggested that engaging with the elders is important as there may be differing views about the appropriate name.

GC advised that this process may align with the Interpretation Study Grant for the nine significant sites and to assist in identifying culturally appropriate names.

# ACTION: 5) NS to contact City of Perth to investigate opportunities to develop relationship with City of Perth Elders Group

# 4.4 Aboriginal Community & Stakeholder Engagement Plan

GC indicated the City would be reaching out to Aboriginal consultancies to assist with drafting Aboriginal Stakeholder and Engagement Plan with a view to developing the plan prior to the end of the calendar year.

CG advised that the RAPWG will be provided with an opportunity to comment on the draft Stakeholder Engagement Plan once a draft is ready.

# 4.5 Aboriginal artists to engage with for future public art projects.

NS mentioned the City would like to develop a database of Perth Aboriginal owned and run business.

JB advised that websites exists that collate Aboriginal corporations, and this would be a useful source. JB provided Supply Nation as one example and also suggested to check Instagram for emerging artists.

Cr Loden recommended building relationships with other local governments such as City of Stirling as they will all be requiring the services of Aboriginal artists.

VM suggested that any art projects would need to be advertised widely, regardless of a database, to capture new and emerging artists.

# ACTIONS: 6) NS to research Aboriginal websites and corporations and contact other local governments to enquire about their suppliers

# 4.6 Innovate RAP

Draft Innovate RAP had been emailed to RAPWG for feedback.

Page 2 of 4

KB outlined that once more feedback is received, the draft would be revised and meetings held with the Internal RAPWG and City staff to seek feedback on Draft RAP deliverables and timeframes.

KB also advised that Reconciliation Australia have been provided with a draft copy of the 2nd Innovate RAP to commence a conversation with them.

Cr Loden recommended that contact be made with each RAPWG member and ask them what they would be proud to see in the City of Vincent RAP.

JB commented that the Innovate RAP was quite 'busy' with actions and should have more focus on cultural impact and a human element. JB feels that we need to reduce the quantum and increase the quality of actions.

VM suggested that when we contact RAPWG members, we could ask them "what could we do in the RAP that captures the heart of the human experience of culture" and request that the RAPWG make suggestions.

VM stated that the Innovate RAP needs to reflect our community members voices and that she would prefer that we did not push through on deadlines if we do not have sufficient RAPWG input.

Cr Hallett stated that we needed to focus on employment targets, business engagement along with investigating less and doing more.

Cr Loden noted that a large number of the deliverables where allocated to Manager Marketing & Partnerships. It was suggested that the area of responsibility be given to the CEO who then embeds the deliverables across the organisation

# ACTIONS: 7) NS & KB to contact RAPWG members to request input into the Innovate RAP along with their 3 deliverables they would like to see the City commit to

# 8) NS to set up meetings with Internal RAPWG and report feedback back to RAPWG

# 5. General Business

#### Attendance

JB queried attendance of Working Group members at Working Group meetings. GC advised that she would check the Terms of Reference regarding attendance.

JB stated that the community members may be able to contribute in alternative ways.

VM stated that some people have a barrier for inclusion and the City needs to learn how to improve to enable community members to have involvement in the meetings, or perhaps ask them to contribute in other ways. Perhaps reach out to Working Group for feedback on meeting format.

# ACTIONS: 9) NS & KB to contact RAPWG members with their feedback about attending and contributing to meetings.

# 6. Action Items Update

Summary of Actions	Date	Status
NS to attach grant application and Moorditj Footprints album to minutes and request if any questions from RAPWG	29 June 2021	Completed
SI to provide update to RAPWG when the Oral History project has commences.	30 August 2021	Ongoing
GC, KB & NS to develop contingency plan in light of possible COVID restrictions	30 June 2021	In progress
NS to provide RAPWG update on NAIDOC in minutes	30 June 2021	In progress

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NS to contact City of Perth to investigate opportunities to develop relationship with City of Perth Elders Group	30 July 2021	Not commenced
NS to research Aboriginal websites and corporations and contact other local governments to enquire about their suppliers	30 June 2021	In progress
NS & KB to contact RAPWG members to request input into the Innovate RAP along with their 3 deliverables that they would like to see the City commit to	14 July 2021	Not commenced
NS to set up meetings with Internal RAPWG and report feedback back to RAPWG.	30 August 2021	Not commenced
NS & KB to contact RAPWG members with the feedback about attending and contributing to meetings.	30 November 2020	In progress

#### 7. **Close/Next Meeting**

The Chairperson closed the meeting at 6.55pm. The next meeting is scheduled to be held on 30 August 2021.

Signed

Councillor Dan Loden (Chairperson)

Dated this ______ day of ______ 20___

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# SUSTAINABILITY AND TRANSPORT ADVISORY GROUP

Thursday 27 May, 2021 at 6pm

Venue: Function Room City of Vincent Administration and Civic Centre 244 Vincent Street Leederville UNCONFIRMED MINUTES

# Attendees:

City of Vincent Councillors Apologies of Cr Loden and Cr Hallett noted

Community Representatives Chris Cutress, Chris Wilson, Helen Griffiths, Adam Wilmot, Catrina Wold, Suzannah Randle

<u>City of Vincent Officers</u> Chief Executive Officer (acting Chair), Sustainability & Innovation Advisors, Manager Engineering, Active Transport Officer

# 1. Welcome/Declaration of Opening

Chief Executive Officer David MacLennan opened the meeting at 6:09pm and delivered the Acknowledgement of Country.

# 2. Apologies

Cr Loden, Cr Hallett, Executive Director Infrastructure & Environment, Ian Kininmonth, Jacinta Key, Julian Ledger

# 3. Confirmation of the Minutes

That the Minutes of the meeting held on 18 March, 2021 be received and confirmed as true and correct record.

# 4. Business

# 4.1 Smart Freeways – Mitchell Freeway Southbound. Technical Briefing by Main Roads WA Project Team

The Main Roads WA Project Team delivered the Smart Freeways presentation.

**RECOMMENDED ACTION:** That Administration share the presentation slides provided by the Main Roads team with Elected Members.

# 4.2 WALGA Roadwise Safety Bulletin – Katherine Celenza

This item was brought forward on the agenda with the approval of the Chairperson. WALGA representative Katherine Celenza delivered an update with a focus on two main items:

- Safety demonstration project; confirmed participants are the Shire of Manjimup, Shire of Esperance and Shire of Dardanup; and
- Survey on speed zone changes has shown that speed changes can be difficult to implement but there are signs this process is improving.

RECOMMENDED ACTION: No action recommended.

# 4.3 Review of Sustainable Environment Strategy 2019-2024 targets

The Senior Sustainability and Innovation Advisor presented on targets that could be increased from the City's Sustainable Environment Strategy 2019-2024.

An idea to review of the effectiveness of the "tree selection tool" was raised by a STAG member.

# Tree canopy cover and street trees on public land:

	Unit of measure	Baseline (2017/18)	Target	Target year	2019/20 actual	Proposed new target for 2023
Tree canopy cover on public land	Percentage	21.5%	23.3%	2023	24.0%	27.3%
Number of street trees	Trees	13,000	13,500	2023	14,600	14,900

**RECOMMENDED ACTION:** That Council adopt the updated targets as shown above. Further, a presentation on the effectiveness of the "tree selection tool" be included on a future STAG agenda.

# 4.4 Forrest Street, North Perth – Traffic and Parking matters

The Manager of Engineering provided an update on some issues that had been raised with Councillors by residents living in Forrest Street, North Perth, including speeding and increased traffic flow.

**RECOMMENDED ACTION:** STAG members to note the update provided and supported Administration's proposed action to contact affected residents to discuss their concerns.

#### 4.5 Status Update of Previous Agenda Items

ltem	Current Status	Next Step
Accessible City	Adopted by Council 18 May, 2021	n/a
Strategy		
Future Climate	Discussed at 29 October 2020	To be presented to Council
Technology Review	STAG.	to note.

# 5. Close/Next Meeting

The Chairperson closed the meeting at 7:19pm. The next meeting is scheduled for Thursday 29 July at 6pm.

Signed

Councillor (Chairperson)

Dated this ______ day of ______ 20____

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# MINUTES

ORDINARY COUNCIL MEETING

TIME: 8.30 PM

27 MAY 2021

CITY OF STIRLING

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 8.31 pm.

# 2 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

# Councillor Attendance

Cr D Boothman, JP (Chair) Cr K Vernon (Deputy Chair) Cr A Jacob, JP Cr R Gordon Cr J Ferrante Cr S Proud, JP Cr K Sargent Cr F Cvitan, JP Cr D Newton, JP Cr K Shannon

Apologies

Cr R Fishwick, JP Cr E Cole

Leave of Absence Nil

Absent Nil

# MRC Officers

Mr G Hoppe (Chief Executive Officer) Ms A Slater (Director Corporate Services) Ms S Cherico (Manager Human Resources) Ms D Toward (Executive Support)

# Member Council Observers

Cr A Castle (City of Vincent) Mr N Claassen (City of Joondalup) Mr A Murphy (City of Vincent) Mr M Littleton (City of Stirling) Mr H Singh (City of Wanneroo) Mr J Wong (Town of Victoria Park)

# MRC Observers Mr B Twine

# Visitors

Ms Sylvana Caranna, Lo-go Appointments

City of Stirling Town of Victoria Park City of Joondalup City of Perth City of Stirling City of Stirling City of Stirling City of Wanneroo City of Wanneroo Town of Cambridge

City of Joondalup City of Vincent

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# 3 DECLARATION OF INTERESTS

Interest Type	Impartiality Interest	
Name and Position of Person	Cr David Boothman - MRC Chair	
Report No and Topic	14.4 CEO Recruitment	
Name of Interest	One candidate known to Cr Boothman	

Interest Type	Impartiality Interest
Name and Position of Person	Cr Dot Newton – MRC Councillor
Report No and Topic	14.4 CEO Recruitment
Name of Interest	One candidate known to Cr Newton

Interest Type	Impartiality Interest
Name and Position of Person	Cr Frank Cvitan – MRC Councillor
Report No and Topic	14.4 CEO Recruitment
Name of Interest	One candidate known to Cr Cvitan

Interest Type	Impartiality Interest
Name and Position of Person	Cr Albert Jacob – MRC Councillor
Report No and Topic	14.4 CEO Recruitment
Name of Interest	Two candidates known to Cr Jacob

Interest Type	Impartiality Interest
Name and Position of Person	Cr Joe Ferrante – MRC Councillor
Report No and Topic	14.4 CEO Recruitment
Name of Interest	One candidate known to Cr Ferrante

Interest Type	Impartiality Interest
Name and Position of Person	Cr Stephanie Proud – MRC Councillor
Report No and Topic	14.4 CEO Recruitment
Name of Interest	Three candidates known to Cr Proud

Interest Type	Impartiality Interest
Name and Position of Person	Cr Keith Sargent – MRC Councillor
Report No and Topic	14.4 CEO Recruitment
Name of Interest	One candidate known to Cr Sargent

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# 4 PUBLIC QUESTION TIME

Nil

5 ANNOUNCEMENTS BY THE PRESIDING PERSON

Nil

6	APPLICATIONS	FOR LEAVE	OF ABSENCE
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Nil

7 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

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# 8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

# 8.1 ORDINARY COUNCIL MEETING – 25 March 2021

The Minutes of the Ordinary Council Meeting held on 25 March 2021 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 25 March 2021 be confirmed as a true record of the proceedings.

# 8.2 SPECIAL COUNCIL MEETING – 29 April 2021

The Minutes of the Special Council Meeting held on 29 April 2021 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 29 April 2021 be confirmed as a true record of the proceedings.

Moved Cr Vernon, seconded Cr Gordon RESOLVED That the recommendations for items 8.1 and 8.2 be adopted (CARRIED UNANIMOUSLY 10/0)

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# 9.1 CHIEF EXECUTIVE OFFICER REPORTS

9.1	FINANCIAL STATEMENTS FOR THE MONTHS ENDED 28 FEBRUARY 2021 AND 31 MARCH 2021
File No:	FIN/5-09
Appendix(s):	Appendix No. 1 Appendix No. 2
Date:	13 May 2021
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 for the months ended 28 February 2021 and 31 March 2021 are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report for the 9 months to 31 March 2021 is attached at **Appendix No. 3**.

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.

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MINDARIE REGIONAL COUNCIL ORDINARY COUNCIL MEETING MINUTES 27 MAY 2021

Summary of results for the year to date period ended 31 March 2021

	Actual	Budget	Variance
	t	t	t
Tonnes – Members	182,103	184,505	(2,402)
Tonnes – Others	16,983	10,453	6,530
TOTAL TONNES	199,086	194,958	4,128
	\$	\$	\$
Revenue – Members	37,398,178	37,823,642	(425,464)
Revenue – Other	3,784,135	3,001,263	782,872
TOTAL REVENUE	41,182,313	40,824,905	357,408
Expenses	43,800,805	43,511,576	(289,229)
Profit on sale of assets	56,441	9,232	47,209
Loss on sale of assets	-	-	-
Impairment of assets	-	-	-
	(2,562,051)	(2,677,439)	115,388

# Commentary

Overall tonnages for the financial period ended 31 March 2021 were 4,128 tonnes more than budgeted, member councils bringing in less non processable waste than anticipated.

The net result variance against budget of \$115,388 is mainly attributable to RRF expenditures abated by unbudgeted tonnages received in the commercial waste tenders.

# RRF

The Resource Recovery Facility residue tonnes have delivered 42,996 tonnes in total to Tamala Park year to date.

# Trade & Casuals

The Casual and Trade tonnages are 6,529 tonnes higher than forecast for the financial year to date, 5,504 tonnes attributable to the discounted rate waste tender.

# VOTING REQUIREMENT

Simple Majority

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# **RESPONSIBLE OFFICER RECOMMENDATION**

That Council:

Receive the Financial Statements set out in Appendix No. 1 and Appendix No. 2 for the months ended 28 February 2021 and 31 March 2021.

Moved Cr Cvitan, seconded Cr Gordon RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 10/0)

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9.2	LIST OF PAYMENTS MADE FOR THE MONTHS ENDED FEBRUARY AND MARCH 2021
File No:	FIN/5-09
Appendix(s):	Appendix No. 4 and 5
Date:	13 May 2021
Responsible Officer:	Director Corporate Services

# SUMMARY

The purpose of this report is to provide details of payments made during the periods identified. This is in line with the requirement under the delegated authority to the Chief Executive Officer (CEO), that a list of payments made from the Municipal Fund since the last Ordinary Council meeting be presented to Council.

# COMMENT

The lists of payments for the months ended 28 February 2021 and 31 March 2021 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
		Cheques	\$2,642.93
28 February 2021	General Municipal	EFT	\$3,345,916.69
		DP	\$202,207,76
		Inter account transfers	\$0.00
		Total	\$3,550,767.38
		Cheques	\$440.00
31 March 2021	General Municipal	EFT	\$3,551,265.11
		DP	\$164,452.61
		Inter account transfers	\$2,000,000.00
		Total	\$5,716,157,72

VOTING REQUIREMENT Simple Majority

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# **RESPONSIBLE OFFICER RECOMMENDATION**

That Council:

Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 28 February 2021 and 31 March 2021.

Moved Cr Vernon, seconded Cr Newton RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 10/0)

Page 12

# 10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 60

# **RESPONSIBLE OFFICER RECOMMENDATION**

That the Members Information Bulletin Issue No. 60 be received.

Moved Cr Sargent, seconded Cr Gordon 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

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# 14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

The Chair requested that in accordance with clause 10.1(h) of the Mindarie Regional Council Meeting Procedures Local Law 2020 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, 14.2, 14.3 and 14.4 as the items are of a confidential nature.

The Chair invited MRC Officers and Member Council Councillors and Officers seated in the public gallery to remain in the gallery.

The Chair asked Ms Sylvana Caranna, of Lo-go Appointments, to vacate the Council Chambers for items 14.1, 14.2 and 14.3. *Ms Caranna left at 8.37pm.* 

Moved Cr Ferrante, seconded Cr Cvitan RESOLVED To close the meeting to the public (CARRIED UNANIMOUSLY 10/0)

Doors closed at 8.38 pm

Page 14

# 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 may be entered into.

14.1	TENDER FOR RECYLING OF SCRAP METAL	
File No:	GF-21-0000134	
Attachment(s):		
Date:	12 May 2021	
Responsible Officer:	Chief Executive Officer	

# RESPONSIBLE OFFICER RECOMMENDATION

That Council:

- 1. Authorise the CEO to award the tender to recycle scrap metal recovered at Tamala Park (Tender Number: 13/148) to AAA Metal Recycling Australia Pty Ltd at the prices detailed within the report.
- 2. Authorise the CEO to advise the tenderers of the outcome of the tender process.

Moved Cr Jacob, seconded Cr Vernon RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 10/0)

Page 15

# This report is Confidential and dealt with in a confidential session, under Section5.23 (2) (c) of the Local Government Act 1995 as the report deals with a matter<br/>where a contract may be entered into.14.2TENDER FOR PROVISION OF MATTRESS RECYCLING

File No:	GF-21-0000133	
Attachment(s):		
Date:	12 May 2021	
Responsible Officer:	Chief Executive Officer	

# RESPONSIBLE OFFICER RECOMMENDATION

That Council:

- 1. Authorise the CEO to award the tender for the provision of mattress recycling (Tender Number: 13/147) to Soft Landing at the prices detailed within the report.
- 2. Authorise the CEO to advise the successful tenderer of the outcome of the tender process.

Moved Cr Sargent, seconded Cr Proud RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 10/0)

Page 16

# 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 may be entered into. 14.3 TENDER TO AUCTION LANDFILL CAPACITY FINANCIAL YEAR 2021-22 File No: GF-21-0000129 Attachment(s): Image: Chief Executive Officer Responsible Officer: Chief Executive Officer

# RESPONSIBLE OFFICER RECOMMENDATION

That Council:

- 1. Does not award the tender for the auction of landfill capacity financial year 2021/22 (Tender Number: 13/149), and
- 2. Authorises the CEO to inform the unsuccessful tenderers of the decision not to award the tender.

Moved Cr Newton, seconded Cr Cvitan RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 10/0)

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Prior to item 14.4 the Chair directed the public gallery to be vacated.

At 8.40 pm Councillors and Officers seated in the public gallery left. MRC Director Corporate Services, Andrea Slater, also left the Council Chambers.

At 8.41 pm Ms Sylvana Caranna, of Lo-go Appointments, re-entered the Council Chambers.

Moved Cr Boothman, seconded Cr Proud RESOLVED To suspend the operation of clause 7.9(1) of the Mindarie Regional Council Standing Orders Local Law 2020 to allow members to speak twice. (CARRIED UNANIMOUSLY 10/0)

Prior to the debate on the item, the declarations of interests from Crs Ferrante, Jacob, Proud and Sargent were read out.

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (c) of the <i>Local Government Act 1995</i> as the report deals with a matter where a contract may be entered into.	
14.4 CEO RECRUITMENT	
File No:	GF-21-0001615
Attachment(s):	
Date: 14 May 2021	
Responsible Officer: Chief Executive Officer	

#### COMMITTEE RECOMMENDATION

That Council:

- 1. Subject to completion of reference checks and contract negotiations, Scott Cairns be appointed as the Chief Executive Officer (CEO) of the Mindarie Regional Council, and
- * Approves the form of the draft CEO employment contract at appendix 3 in accordance with section 5.36(2)(b) of the *Local Government Act 1995* and authorises the Chairman and the Deputy Chairman to finalise a rewards package in accordance with the Salaries and Allowances Tribunal Band 3 for Regional Council CEOs, between \$157,920 - \$259,278 and execute the contract, and
- 3. * Certifies that the appointed candidate was employed in accordance with the local government's adopted standards under section 5.39B (7) of the Act in relation to the recruitment of CEOs.

* Resolutions 2. and 3. did not form part of the original recommendations by the Committee, but have been included by the administration to ensure legislative compliance requirements are met.

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Cr Jacob moved, seconded Cr Vernon RESOLVED That the recommendation be adopted. (CARRIED UNANIMOUSLY 10/0)

Cr Boothman moved, seconded Cr Proud RESOLVED To re-open the meeting (CARRIED UNANIMOUSLY 10/0)

Doors were reopened at 8.58 pm, the Chair declared the meeting reopened. Cr Castle and Mr Singh entered the public gallery. No members of the public were present. The Chair noted the resolutions passed behind closed doors.

## 15 NEXT MEETING

The next Ordinary Council meeting to be held on Thursday 24 June 2021 at the City of Stirling commencing at 6.30 pm.

# 16 CLOSURE

The Chair closed the meeting at 8.58 pm and thanked the City of Stirling for their hospitality and use of their meeting facilities.

SignedCha	ir
Dated	21



# MINUTES

ORDINARY COUNCIL MEETING

TIME: 6.30 PM

24 JUNE 2021

CITY OF STIRLING

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 was an apology for the meeting.

The Deputy Chair declared the meeting open at 6.33 pm.

The Deputy Chair announced that this would have been Cr David Boothman's last meeting. On behalf of the Councillors and staff of the MRC, the Deputy Chair thanked Cr Boothman for his leadership and service since July 2018.

The Deputy Chair announced that this would also be the last meeting for Cr Emma Cole who has been on the MRC Council since 2017, the Deputy Chair, on behalf of all the Councillors and staff of the MRC, thanked Cr Cole for her service over the years and wished her well in her future endeavours.

#### 2 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

#### Councillor Attendance

Cr K Vernon (Deputy Chair) Cr C May Cr R Fishwick, JP Cr R Gordon Cr J Ferrante Cr S Proud, JP *arrived* 6.34 pm Cr K Sargent Cr E Cole Cr F Cvitan, JP Cr D Newton, JP Cr K Shannon *arrived* 6.39 pm

Town of Victoria Park City of Joondalup City of Joondalup City of Perth City of Stirling City of Stirling City of Stirling City of Stirling City of Vincent City of Wanneroo City of Wanneroo Town of Cambridge

Apologies

Cr D Boothman, JP (Chair) Cr A Jacob, JP

Leave of Absence Nil

Absent Nil

#### **MRC Officers**

Mr G Hoppe (Chief Executive Officer) Ms S Cherico (Manager Human Resources) Ms D Toward (Executive Support)

#### Member Council Observers

Cr A Castle (City of Vincent) Mr N Claassen (City of Joondalup) Mr M MacPherson (City of Joondalup) Mr A Mason (City of Perth) City of Stirling City of Joondalup

Page 4

Mr M Foley (City of Perth) Mr M Littleton (City of Stirling) Mr R Bryant (City of Stirling) Mr A Murphy (City of Vincent) Ms Y Plimbley (City of Vincent) Mr M Littleton (City of Stirling) Mr H Singh (City of Wanneroo) Mr S Cairns (City of Wanneroo) Mr K Hincks (Town of Cambridge) Mr J Wong (Town of Victoria Park)

#### **MRC Observers**

Mr B Twine Mr A Griffiths

**Visitors** Nil

Cr Proud entered the Council Chambers at 6.34 pm

#### 3 DECLARATION OF INTERESTS

Nil

# 4 PUBLIC QUESTION TIME

Nil

#### 5 ANNOUNCEMENTS BY THE PRESIDING PERSON

See item 1.

# 6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

# 7 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

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#### 8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

# 8.1 ORDINARY COUNCIL MEETING – 27 May 2021

The Minutes of the Ordinary Council Meeting held on 27 May 2021 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 27 May 2021 be confirmed as a true record of the proceedings.

Moved Cr Gordon, seconded Cr Sargent RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 10/0)

Page 6

#### 9.1 CHIEF EXECUTIVE OFFICER REPORTS

9.1	FINANCIAL STATEMENTS FOR THE MONTH ENDED 30 APRIL 1021
File No:	FIN/5-09
Appendix(s):	Appendices No. 1 and 2
Date:	25 May 2021
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 for the month ended 30 April 2021 are attached at **Appendix No. 1** to this Item. The Tonnage Report for the 10 months to 30 April 2021 is attached at **Appendix No. 2**.

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.

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MINDARIE REGIONAL COUNCIL ORDINARY COUNCIL MEETING MINUTES 24 JUNE 2021

Summary of results for the year to date period ended 30 April 2021

	Actual	Budget	Variance
	t	t	t
Tonnes – Members	202,335	204,882	(2,547)
Tonnes – Others	20,579	11,866	8,713
TOTAL TONNES	222,914	216,748	6,166
	\$	\$	\$
Revenue – Members	41,552,556	42,000,978	(448,422)
Revenue – Other	4,384,870	3,386,010	998,860
TOTAL REVENUE	45,937,428	45,386,988	550,438
Expenses	48,429,642	47,767,578	(662,064)
Profit on sale of assets	56,441	9,232	47,209
Loss on sale of assets	-	-	-
Impairment of assets	-	-	-
NET DEFICIT	(2,435,775)	(2,371,358)	(64,417)

#### Commentary

Overall tonnages for the financial period ended 30 April 2021 were 6,166 tonnes more than budgeted, member councils bringing in less non processable waste than anticipated.

The net result variance against budget of (\$64,417) is mainly attributable to RRF expenditures abated by unbudgeted tonnages received in the commercial waste tenders.

#### RRF

The Resource Recovery Facility residue tonnes have delivered 47,965 tonnes in total to Tamala Park year to date.

#### Trade & Casuals

The Casual and Trade tonnages are 8,713 tonnes higher than forecast for the financial year to date, 7,755 tonnes attributable to the discounted rate waste tender.

#### VOTING REQUIREMENT

Simple Majority

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#### **RESPONSIBLE OFFICER RECOMMENDATION**

That Council:

Receive the Financial Statements set out in Appendix No. 1 for the month ended 30 April 2021.

Moved Cr Gordon, seconded Cr Ferrante RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 10/0)

Page 9

9.2	LIST OF PAYMENTS MADE FOR THE MONTH ENDED APRIL 2021	
File No:	FIN/5-09	
Appendix(s):	Appendix No. 3	
Date:	25 May 2021	
Responsible Officer:	Director Corporate Services	

#### SUMMARY

The purpose of this report is to provide details of payments made during the periods identified. This is in line with the requirement under the delegated authority to the Chief Executive Officer (CEO), that a list of payments made from the Municipal Fund since the last Ordinary Council meeting be presented to Council.

#### COMMENT

The lists of payments for the month ended 30 April 2021 are at **Appendix 3** 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
		Cheques	\$2,477.91
30 April 2021	General Municipal	EFT	\$6,563,774.94
		DP	\$184,635.99
		Inter account transfers	\$0.00
		Total	\$6,750,888.84

#### VOTING REQUIREMENT

Simple Majority

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#### **RESPONSIBLE OFFICER RECOMMENDATION**

That Council:

Note the list of payments made under delegated authority to the Chief Executive Officer, for the month ended 30 April 2021.

Moved Cr Cvitan, seconded Cr Cole RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 10/0)

Page 11

9.3	BUDGET APPROVAL - FINANCIAL YEAR 2021/22
File No:	FIN/146
Appendix(s):	Appendix No. 4
Date:	28 May 2021
Responsible Officer:	Director Corporate Services

#### SUMMARY

The purpose of this item is to present the Budget for 2021/22 to the Council for approval and adoption.

#### BACKGROUND

The 2021/22 budget process commenced in April 2021 and included one workshop held with Councillors and Officers on 27 May 2021 before the Ordinary Council meeting held at the City of Stirling on the same day.

The underlying operating budget has been developed from a 'zero base' in discussion with the managers across the business and has been reviewed in detail to ensure that the Mindarie Regional Council (MRC) continues to deliver its current service offering in an efficient, cost effective manner and in line with the Waste Strategy 2030 and the MRC's Waste Plan.

At the Special Council Meeting of 20 August 2020, the following recommendation was passed by Council;

"That Council endorses the proposed change in gate fee setting process in relation to the MRC's governance costs, such that each member council will pay their equity share of these costs for the 2021/22 financial year".

Historically these costs have been apportioned using tonnages and included in the gate fee formula.

Some of the key points with regard to the 2021/22 budget include:

- Governance and Administration costs to be apportioned using equity share, and invoiced outside of the gate fee formula.
- Member councils' gate fee to be set at \$213 per tonne excl. GST.
- Non-members' gate fee to be set at \$214.70 per tonne excl. GST.
- A decrease in expected Member tonnes from 189,178 to 165,845 tonnes (12.3%) based on information provided by the member councils.
- No increase to the waste levy remaining at \$70 per tonne landfilled.
- Operating expenditure decrease of \$3.3m to \$55.9m.

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#### DETAIL

#### Budget 2021/22

The Budget for 2021/22 has been set to achieve a marginal surplus of \$109k.

Significant changes in year-on-year operating costs are outlined in more detail below:

#### Employee costs

Employee costs have decreased by \$1.2m due to changes in MRC's operating activities made in 2020/21 which saw the education service cease and the operation of the recycling and reuse shop being contracted out.

#### Consultants and contract labour

Consultants and contract labour has decreased by \$44k mainly due to reductions in contract labour as the MRC contracts out the operation of the reuse shop and recycling area.

#### Communications and public consultation

Communications and public consultation has decreased by \$125k due to the education service ceasing.

#### Plant and equipment operating/hire

Plant and equipment operating hire expenses have decreased by \$95k due to the increased focus on asset replacements in the recent years. The majority of major "yellow kit" or heavy plant now being under warranty.

#### RRF costs

The RRF costs have decreased by \$838k, consisting of the contractual indexed increase in the contractor's fees (\$162k) abated by the non-recurrence of one-off funding items from the 2020/21 budget (\$1m) for insurance and fixed operating costs catch up.

#### Depreciation

Depreciation has increased by \$15k due to the Tamala Park lease now being categorised as a Right of Use Asset in line with Accounting Standards.

#### **DWER Waste Levy**

The Department of Water and Environmental Regulation (DWER) waste levy expense has decreased by \$1.5m which primarily reflects the decrease in tonnes being landfilled for the year.

#### Tonnages

Approximately 165,845 tonnes (Mid-Year Budget 2020/21: 189,178 tonnes) of waste are expected to be delivered to the MRC by Member Councils during the course of the year.

Of this, 100,000 tonnes (Budget 2020/21: 100,000 tonnes) is expected to be diverted to the RRF, which will in turn generate 56,700 tonnes (Budget 2020/21: 56,700 tonnes) of residue which will be sent back to Tamala Park. The RRF waste diversion target is set at 43.3%, However, this may change as Councils amend their bin systems throughout the year.

Non-members are expected to deliver 14,500 tonnes (Budget 2020/21: 14,500 tonnes) to Tamala Park.

#### **Capital Expenditure**

The following capital expenditures have been included in the Budget for 2021/22:

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New capital expenditures

Network security Laptop replacements20,000 11,000RRF Server replacement UPS replacements25,000 150,000Furniture and Fittings10,000Air conditioner replacements10,000Plant and Equipment1,131,000Tractor and dinosaur water cart Hino bin truck265,000 330,000Lighting Tower WW Amarok (CEO)54,000 54,000Ford Everest (DCS)94,000 44,000Holden Colarado (OPS) Holden colorado (Grounds)35,000 35,000Ford Ranger (Environmental) Isuzu Fire Truck350,000 350,000Land and Building350,000 35,000Infrastructure (Incl. Landfill)3,546,62 0,000 31,000Compressor replacements Telemetry/Automation Ariwell pump replacements Cell development landfil works 33,344,8253,344,825Total New Captital Expenditure MS Dynamics ledger project47,000			\$
Laptop replacements11,000RRF Server replacement25,000UPS replacements10,000Air conditioner replacements10,000Plant and Equipment1,131,000Tractor and dinosaur water cart265,000Hino bin truck330,000Lighting Tower50,000VW Amarok (CEO)54,000Ford Everest (DCS)49,000Holden Colarado (OPS)47,000Holden colarado (CPS)47,000Hook Iff bins35,000Ford Ranger (Environmental)35,000Isuzu Fire Truck100,000Hook lift bins350,000Land and Building350,000Transfer station improvement works350,000Infrastructure (Incl. Landfill)3,546,62Compressor replacements80,800Telemetry/Automation30,000Ariwell pump replacements10,000Ariwell pump replacements10,000Stage 2, Phase 2 capping3,344,825Total New Captital Expenditure47,000MS Dynamics ledger project47,000	Computer Equipment		206,000
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Furniture and Fittings       10,00         Air conditioner replacements       10,000         Plant and Equipment       1,131,000         Tractor and dinosaur water cart       265,000         Hino bin truck       330,000         Lighting Tower       50,000         VW Amarok (CEO)       54,000         Ford Everest (DCS)       44,000         Skid steer loader       94,000         Holden Colarado (OPS)       47,000         Toyota Hilux (Workshop)       35,000         Hooden colorado (Grounds)       35,000         Ford Ranger (Environmental)       35,000         Isuzu Fire Truck       100,000         Hook lift bins       37,000         Land and Building       350,000         Transfer station improvement works       350,000         Infrastructure (Incl. Landfill)       3,546,62         Compressor replacements       80,800         Telemetry/Automation       30,000         Gas well installations       31,000         Airwell pump replacements       10,000         Cell development landfil works       50,000         Stage 2, Phase 2 capping       3,344,825         Total New Captital Expenditure       47,000         MS Dynamics ledger	RRF Server replacement		
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Cell development landfil works       50,000         Stage 2, Phase 2 capping       3,344,825         Total New Captital Expenditure       5,243,62         Bought forward Capital expenditure       47,000         MS Dynamics ledger project       47,000		31,000	
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Bought forward Capital expenditure       47,000         MS Dynamics ledger project       47,000	Stage 2, Phase 2 capping	3,344,825	
MS Dynamics ledger project 47,000	Total New Captital Expenditure		5,243,625
	Bought forward Capital expenditure		47,000
Total Capital Expenditure for 2021/2022 5,290,62	MS Dynamics ledger project	47,000	
	Total Capital Expenditure for 2021/2022		5,290,625

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#### Reserves

The revised Cash Backed Reserves with the projected balances at 30 June 2022 are expected to be as follows:

Site rehabilitation Reserve	
Estimated balance at 30 June 2022:	\$15,533,037
Purpose:	To be used to fund post closure site rehabilitation costs associated with the Tamala Park landfill site.

A transfer of \$394,840 to this reserve is anticipated during the course of the 2021/22 financial year with no anticipated drawdowns on the reserve.

This will result in a funded reserve of approximately \$15.5m to cover an estimated post closure liability of approximately \$22m. Any unfunded portion of the post closure liabilities will need to be funded over the remaining life of the landfill. The shortfall in funding may also be addressed as discretionary capital expenditure for the landfill is reconsidered.

Reserve for Capital Expenditure	
Estimated balance at 30 June 2022:	\$53,945
Purpose:	To be used to fund the ongoing capital expenditure requirements.

A transfer of \$2,900,000 to this reserve is anticipated during the course of the year with drawdowns to fund capital expenditures.

Carbon Abatement Reserve	
Estimated balance at 30 June 2022:	\$491,076
Purpose:	To be used to fund carbon abatement projects.

MRC plan to investigate future projects within year.

**RRF** Maintenance Reserve

Purpose:

Deserve for Constal Evenerality

Estimated balance at 30 June 2022: \$1,397,524 To be used to fund RRF maintenance obligations.

A transfer of \$250,000 to this reserve is anticipated during the course of the 2021/22 financial year as per the maintenance deed.

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#### **Funding Plan**

- Operational expenditures will be funded from the proceeds of the Members' and Nonmembers' gate fees.
- Capital Expenditure will be funded from the Capital Expenditure Reserve.

#### SUMMARY OF APPENDICES

Attachment to this Item is as follows:

• Appendix No. 4 – Statutory Budget and Supplementary Information

#### CONSULTATION

One workshop for Councillors and Officers was conducted on 27 May 2021 to discuss the 2021/22 Budget. The participants indicated that they did not feel a second budget workshop was required. Feedback from the workshop has been taken into account in compiling this final draft of the budget.

#### STATUTORY ENVIRONMENT

Budget approval is required by end of August 2022 in accordance with section 6.2 of the Local Government Act 1995 (as amended).

Modifications of existing reserves and creation of new reserves is done in compliance with section 6.11 of the Local Government Act 1995 (as amended).

#### POLICY IMPLICATIONS

The 2021/22 budget process is consistent with existing MRC policy.

#### FINANCIAL IMPLICATIONS

The Members' gate fee will be set at \$213 per tonne (excluding GST) for the 2021/22 financial year.

The Non-members' gate fee will be set at \$214.70 per tonne (excluding GST) for the 2021/22 financial year.

An estimated surplus of \$109k is budgeted for the 2021/22 financial year.

Capital expenditure of \$5,290,625 is budgeted for the 2021/22 financial year.

#### STRATEGIC IMPLICATIONS

The Budget for 2021/22 has been derived from the MRC's Strategic Community Plan, the Corporate Business Plan, the Asset Management Plan, the Workforce Plan and the 20-year Financial Plan and is consistent with these documents, in compliance with section 6.2(2) of the Local Government Act 1995 (as amended). The budget also takes into account the MRC's Waste Plan.

In developing the 2021/22 budget, the funding required for the activities outlined in the Corporate Business Plan have been taken into account.

#### VOTING REQUIREMENT

Absolute Majority

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#### ADDITIONAL COMMENTS

Subsequent to the budget workshop held on 27 May 2021, the following adjustments have been made to the budget:

- Capital Expenditure: \$258,900 adjustments across infrastructure and plant and equipment, namely replacement of tractor and water cart.
- Reserves: Capital expenditure reflected to adjust for above.
- Post closure accretion expense has been adjusted to take into account uplifts in the provision

The Members' gate fee has been increased by \$3 to \$213 for the impacts of these changes.

#### RESPONSIBLE OFFICER RECOMMENDATION

#### That Council:

- (*i*) adopt the Budget for the Mindarie Regional Council for 2021/22 financial year
- (*ii*) endorse the on-going strategy of deferred payment of operational surpluses, as approved by Council at its August 2005 meeting, for the 2005/06 financial year and future years to meet its on-going capital requirements
- (iii) Approve the Capital Budget Program of \$5,290,625 for 2021/22 as follows:

#### New capital expenditures

	\$
Buildings	350,000
<ul> <li>Office furniture and equipment</li> </ul>	10,000
Computer equipment	206,000
<ul> <li>Plant and equipment and vehicles</li> </ul>	1,131,000
Infrastructure	3,546,625
	5,243,625
Add: Bought forward capital expenditures	
Computer equipment	47,000
Total Capital expenditure	5,290,625

- (v) approve that \$349,840 will be transferred from the Operating Surplus to the Site Rehabilitation Reserve.
- (vi) approve that \$2,900,000 be transferred from the Reserve for Capital Expenditure to Operating Surplus to fund capital expenditures.
- *(vii)* Approve that \$250,000 will be transferred Operating surplus to the RRF Maintenance reserve

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- (*viii*) approve that any funds required for carbon abatement projects be transferred from the Carbon Abatement Reserve to the Operating Surplus.
- *(ix)* approve that all interest earned on cash funds associated with cash-backed reserves will not be credited to the respective reserves.

(Absolute Majority Required)

Cr K Shannon arrived at 6.39 pm

Moved Cr Newton, seconded Cr Gordon RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 11/0)

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#### 10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 61

#### RESPONSIBLE OFFICER RECOMMENDATION

That the Members Information Bulletin Issue No. 61 be received.

Moved Cr Proud, seconded Cr Cole RESOLVED That the recommendation be adopted (CARRIED UNANIMOUSLY 11/0)

# 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

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#### 14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

In accordance with clause 10.1(h) of the Mindarie Regional Council Meeting Procedures Local Law 2020 and s5.23 of the Local Government Act 1995, the Deputy Chair requested the Council 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 Deputy Chair invited MRC Officers and Member Council Councillors and Officers seated in the public gallery to remain in the gallery. No members of the public were present.

Moved Cr Proud, seconded Cr May RESOLVED To close the meeting to the public (CARRIED UNANIMOUSLY 11/0)

Doors closed at 6.44 pm

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# 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 may be entered into.

14.1	MRC MAJOR LAND TRANSACTION
File No:	GF-20-0001335
Attachment(s):	
Date:	14 June 2021
Responsible Officer:	Chief Executive Officer

#### RESPONSIBLE OFFICER RECOMMENDATION

That Council:

- 1. Authorises the Chief Executive Officer to give public notice of the proposed Major Land Transaction as outlined in the confidential report; and
- 2. Authorises the Chief Executive Officer to proceed in line with Recommendation A as contained in the Comment section of the confidential report.

#### Moved Cr Cole, seconded Cr Proud

Under clause 9.4(c) of the Mindarie Regional Council Meeting Procedures Local Law 2020 the Deputy Chair broke down the recommendation into two motions:

#### MOTION 1:

That Council:

Authorises the Chief Executive Officer to give public notice of the proposed Major Land Transaction as outlined in the confidential report.

CARRIED 11/0 (CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY)

MOTION 2: That Council: Authorises the Chief Executive Officer to proceed in line with Recommendation A as contained in the Comment section of the confidential report.

CARRIED 10/1 For: Cr's Cole, Cvitan, May, Fishwick, Ferrante, Gordon, Newton, Proud, Sargent, Vernon Against: Cr Shannon (CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY)

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Prior to item 14.2 the Deputy Chair directed the public gallery to be vacated. The Deputy Chair invited Cr Castle to remain in the public gallery.

At 7.20 pm MRC Officers and Member Council Officers seated in the public gallery left, no members of the public were present.

The MRC CEO, Mr Hoppe, and MRC officers, Ms Cherico and Ms Toward remained in the Council Chambers.

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 may be entered into.

14.2	CEO CONTRACT
File No:	GF-21-0001615
Attachment(s):	
Date:	11 June 2021
Responsible Officer:	Chief Executive Officer

#### COMMITTEE RECOMMENDATION

That Council:

- 1. Endorses the changes to the Chief Executive Officer Contract of Employment as outlined in the confidential report.
- 2. Approves in accordance with the Salaries and Allowances Tribunal Band 3 for Regional Council CEO's, that total reward package as reflected in Schedule 2 of the Chief Executive Officer Contract of Employment as per Attachment 1.
- 3. Approves the Chairman to execute the signing of the Chief Executive Officer Employment Contract.

Moved Cr May, seconded Cr Vernon

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#### PROPOSED AMENDMENT

Moved Cr Vernon, seconded Cr Fishwick

That point 1. of the substantive motion being amended to read as follows:

- 1. Endorses the changes to the Chief Executive Officer Contract of Employment as outlined in the confidential report subject to the following changes;
- Clause 1(b)(i) delete the word 'subject' and replace with the word 'prior'
- Clause 1(b)(ii) delete the word 'the' before the word 'your'
- Clause 1 Definitions, at Probation Period unbold the words 'Initial or Extend'
- Clause 3.3 after the words Probation Period in the heading, delete the words 'Initial or extend'
- Clause 3.3a delete the words 'In lieu of' and replace with the word 'Given'
- Clause 13 delete the words 'who worked for' in the second line of the first paragraph and replace with the word 'of'
- Position Description on page 20, Point 6, Sub-heading "Outcomes: Service Management", penultimate dot point: remove the word 'of' after the word 'approval'

#### CARRIED 11/0

(CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY)

#### SUBSTANTIVE RECOMMENDATION AS AMENDED

- 1. Endorses the changes to the Chief Executive Officer Contract of Employment as outlined in the confidential report subject to the following changes;
- Clause 1(b)(i) delete the word 'subject' and replace with the word 'prior'
- Clause 1(b)(ii) delete the word 'the' before the word 'your'
- Clause 1 Definitions, at Probation Period unbold the words 'Initial or Extend'
- Clause 3.3 after the words Probation Period in the heading, delete the words 'Initial or extend'
- Clause 3.3a delete the words 'In lieu of' and replace with the word 'Given'
- Clause 13 delete the words 'who worked for' in the second line of the first paragraph and replace with the word 'of'
- Position Description on page 20, Point 6, Sub-heading "Outcomes: Service Management", penultimate dot point: remove the word 'of' after the word 'approval'
- 2. Approves in accordance with the Salaries and Allowances Tribunal Band 3 for Regional Council CEO's, that total reward package as reflected in Schedule 2 of the Chief Executive Officer Contract of Employment as per Attachment 1.
- 3. Approves the Chairman to execute the signing of the Chief Executive Officer Employment Contract.

CARRIED 11/0 (CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY)

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Moved Cr Proud, seconded Cr Cvitan RESOLVED To re-open the meeting (CARRIED UNANIMOUSLY 11/0)

Doors were reopened at 7.52 pm, the Deputy Chair declared the meeting reopened. No one entered the public gallery. No members of the public were present. The Deputy Chair noted resolutions passed behind closed doors.

# 15 NEXT MEETING

The next Ordinary Council meeting to be held on Thursday 12 August 2021 at the Town of Cambridge commencing at 6.30 pm.

# 16 CLOSURE

The Deputy Chair closed the meeting at 7.53 pm and thanked the City of Stirling for their hospitality and use of their meeting facilities.

SignedCh	nair
Dated	021



# Ordinary Meeting of Council

Thursday 17 June 2021

# **MINUTES**

City of Perth 27 St Georges Terrace, Perth

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### MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Andres Timmermanis (DEPUTY CHAIR)	Cr Gary Mack
City of Joondalup	Cr John Chester Cr Phillipa Taylor	Cr Christopher May Cr Suzanne Thompson
City of Perth	Cr Brent Fleeton	Cr Clyde Bevan
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	Cr Joanne Fotakis	Cr Alex Castle
City of Wanneroo	Cr Brett Treby Cr Domenic Zappa	Cr Natalie Sangalli Cr Vinh Nguyen

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PRESENT	
Chair	Cr Karen Caddy
Councillors	Cr Claire Anderson Cr John Chester Cr Brent Fleeton Cr Joanne Fotakis (arrived 6:09pm) Cr David Lagan Cr Bianca Sandri Cr Philippa Taylor Cr Andres Timmermanis Cr Brett Treby Cr Domenic Zappa
Alternate Members	Nil
Staff	Mr Tony Arias (Chief Executive Officer) Ms Vickie Wesolowski (Executive Assistant)
Apologies Councillors	Cr Suzanne Migdale
Leave of Absence	Nil
Absent	Nil
Consultants	Mr Alan Abel (Satterley Property Group) Mr Carl Buckley (Satterley Property Group) Mr Nigel Satterley (Satterley Property Group)
Apologies Participant Councils' Advisers	Mr John Giorgi (Town of Cambridge) Mr Stuart Jardine (City of Stirling) Mr David MacLennan (City of Vincent) Mr James Pearson (City of Joondalup) Ms Michelle Reynolds (City of Perth) Mr Daniel Simms (City of Wanneroo) Mr Anthony Vuleta (Town of Victoria Park)
In Attendance Participant Councils' Advisers	Nil
Members of the Public	Nil
Press	Nil

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#### 1. OFFICIAL OPENING

The Chair declared the meeting open at 6:03pm.

#### DISCLOSURE OF INTERESTS

Councillors Fleeton, Lagan and Sandri each disclosed an Impartiality Interest for Item 13.5 - Sale of TPRC Landholding as they have been approached by property developers.

#### 2. PUBLIC STATEMENT/QUESTION TIME

Nil

#### 3. APOLOGIES AND LEAVE OF ABSENCE

Apologies: Cr Suzanne Migdale

#### Request for Leave of Absence: Cr Karen Caddy

Cr Caddy has requested Leave of Absence from Council duties covering the period 27 July 2021 to 6 August 2021 inclusive.

Moved Cr Sandri, Seconded Cr Timmermanis.

# That Council approve Cr Caddy's Leave of Absence from 27 July 2021 to 6 August 2021 (inclusive).

The Motion was put and declared CARRIED (10/0).

#### 4. PETITIONS

Nil

#### 5. CONFIRMATION OF MINUTES

Special Meeting of Council - 26 May 2021

Moved Cr Zappa, Seconded Cr Timmermanis.

That the minutes of the Ordinary Meeting of Council of 26 May 2021 be confirmed, and signed by the Chair, as a true and correct record of proceedings.

The Motion was put and declared CARRIED (10/0).

#### 5A BUSINESS ARISING FROM MINUTES

The Chair provided a status report on the progress towards the appointment of a Temporary TPRC CEO.

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Cr Joanne Fotakis joined the meeting 6:09pm.

#### 6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

Nil

#### 7. ADMINISTRATION REPORTS AS PRESENTED (ITEMS 7.1 – 7.6)

#### 7.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 10 JUNE 2021

Moved Cr Zappa, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council RECEIVES the Sales and Settlement Report to 10 June 2021.

The Motion was put and declared CARRIED (11/0).

The recommendations for Items 7.1 - 7.4 and 7.6 were moved and seconded en bloc.

Moved Cr Timmermanis, Seconded Cr Treby.

#### 7.1 BUSINESS REPORT – PERIOD ENDING 10 JUNE 2021

[The recommendation in the agenda]

That the Council RECEIVES the Business Report to 10 June 2021.

### 7.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF APRIL AND MAY 2021

[The recommendation in the agenda]

That the Council RECEIVES and NOTES the Statements of Financial Activity for the months ending 30 April 2021 and 31 May 2021.

#### 7.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF MARCH - MAY 2021

[The recommendation in the agenda]

That the Council:

1. RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for the months of March, April and May 2021:

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Month ending 31 March 2021 (Total \$811,191.73) Month ending 30 April 2021 (Total \$1,156,922.89) Month ending 31 May 2021 (Total \$305,180.67) Total (\$2,273,295.29)

2. APPROVES the CEO Credit Card Statement for the period March - May 2021.

#### 7.4 PROJECT FINANCIAL REPORT – APRIL 2021

[The recommendation in the agenda]

That the Council RECEIVES the Project Financial Report (April 2021) submitted by the Satterley Property Group.

#### 7.6 TEMPORARY TPRC CEO - SELECTION CRITERIA AND POSITION DESCRIPTION - LATE ITEM

[The recommendation in the agenda]

That the Council APPROVE:

- 1. The Selection Criteria and Position Description for the Temporary TPRC CEO (June 2021).
- 2. That in the event the TPRC Temporary CEO is not appointed or not able to commence by 11 August 2021, the Council agrees to the continuation of John Anthony Arias as Chief Executive Officer TPRC, for a period of up to 4 weeks from the 11 August 2021, on the terms and conditions of the current employment contract.

The Motions were put and declared CARRIED (11/0).

#### 8. COMMITTEE REPORTS 8.1 - 8.13

#### MANAGEMENT COMMITTEE (20 MAY 2021)

#### 8.1 PROJECT BUDGET FYE 2022

Moved Cr Lagan, Seconded Cr Chester.

[The recommendation in the agenda]

That the Council:

- APPROVES the Project Budget FYE 2022 (June 2021), submitted by the Satterley Property Group, as the basis of financial planning for the TPRC Budget FYE 2022, subject to the predicted distribution to member local governments being decreased from \$16.0M to \$10.00M.
- APPROVES the TPRC Budget FYE 2021 being amended to increase the distribution to member local governments from \$3.0M to \$9.00M, and that this matter be presented to the Special Meeting of Council to be held on 26 May 2021.

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3. REQUESTS the CEO to develop a Payment of Distributions Policy.

The Motion as amended was as follows:

That the Council APPROVES the Project Budget FYE 2022 (June 2021), submitted by the Satterley Property Group, as the basis of financial planning for the TPRC Budget FYE 2022, subject to the predicted distribution to member local governments being decreased from \$16.0M to \$10.00M.

The Motion was put and declared CARRIED (11/0).

#### AUDIT COMMITTEE (13 MAY 2021)

#### 8.6 ATTENDANCE AT EVENTS POLICY

Moved Cr Zappa, Seconded Cr Anderson.

[The recommendation in the agenda]

That the Council APPROVES the Attendance at Events Policy (April 2021).

The Motion was put and declared CARRIED by ABSOLUTE MAJORITY (11/0).

The recommendations for Items 8.4, 8.5 and 8.7 – 8.12 were moved and seconded en bloc.

Moved Cr Zappa, Seconded Cr Timmermanis.

# 8.4 REGULATION 17 REVIEW - RISK, INTERNAL CONTROLS SYSTEMS AND LEGISLATIVE COMPLIANCE

[The recommendation in the agenda]

That the Council:

- 1. RECEIVES the Moore Australia Review (March 2021) of the TPRC Risk, Internal Controls Systems and Legislative Compliance in accordance with Regulation 17 Review Local Government (Financial Management) Regulations.
- 2. NOTES the recommended changes to the TPRC Risk, Internal Controls Systems and Legislative Compliance in accordance with Schedule 1 (May 2021).

#### 8.5 GOVERNANCE AND INTERNAL CONTROL FRAMEWORK

[The recommendation in the agenda]

That the Council ADOPTS the Governance and Internal Control Framework (April 2021).

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#### 8.7 INVESTMENT POLICY REVIEW

[The recommendation in the agenda]

That the Council APPROVES the Investment Policy (April 2021).

#### 8.8 COMPLAINTS POLICY REVIEW

[The recommendation in the agenda]

That the Council ADOPTS the Complaints Policy and Procedure (April 2021).

#### 8.9 GIFTS, BENEFITS AND HOSPITALITY POLICY 2021

[The recommendation in the agenda]

That the Council ADOPTS the Gifts, Benefits and Hospitality Policy (April 2021).

### 8.10 LEGISLATIVE COMPLIANCE POLICY

[The recommendation in the agenda]

That the Council APPROVES the Legislative Compliance Policy (April 2021).

#### 8.11 CREDIT CARD POLICY REVIEW

[The recommendation in the agenda]

That the Council APPROVES the Credit Card Policy (April 2021).

## 8.12 INFORMATION AND TECHNOLOGY ACCEPTABLE USE POLICY

[The recommendation in the agenda]

That the Council APPROVES the Information and Technology Acceptable Use Policy (April 2021).

The Motions were put and declared CARRIED (11/0).

# 9. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

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#### 10. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

#### 11. URGENT BUSINESS APPROVED BY THE CHAIR

Nil

#### 12. GENERAL BUSINESS

Nil

#### 13. DECISION TO MOVE TO CONFIDENTIAL SESSION

Moved Cr Treby, Seconded Cr Sandri.

#### That the Council:

Move into Closed Session and exclude members of the press and public from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 5.23 of the *Local Government Act 1995*, as Items 13.1 - Annual Plan, 13.2 - Natural Environmental Strategy, 13.3 - Landscape & Irrigation Works Tender, 13.4 - TPRC Organisational Review and 13.5 - Sale of TPRC Landholding come within the following provisions:

- c) A contract entered into, or which may be entered into, by the TPRC and which relates to a matter to be discussed at a meeting (section 5.23(2)(c)); and
- d) Legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; or
- e) A matter that if disclosed, would reveal
  - i) Information that has a commercial value to a person; or
     ii) Information about the business, professional, commercial or financial affairs of a person where the information is held by, or is about, a person other than the TPRC (section 5.23(2)(e)).

The Motion was put and declared CARRIED (11/0).

#### 13.1 CONFIDENTIAL: ANNUAL PLAN FYE 2022

Moved Cr Timmermanis, Seconded Cr Sandri.

[The recommendation in the agenda]

That the Council:

1. APPROVES the Annual Plan FYE 2022 (June 2021), prepared by the Satterley Property Group, as the basis of financial planning for the TPRC Budget FYE 2022.

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Minutes TPRC Meeting of Council - 17 June 2021

2. ACCEPTS that the Satterley Property Group has achieved Key Performance Indicator – Governance, requiring the preparation of a Project Annual Plan.

The Motion was put and declared CARRIED (11/0).

#### 13.2 CONFIDENTIAL: CATALINA NATURAL ENVIRONMENT STRATEGY (2021)

Moved Cr Timmermanis, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council:

- 1. APPROVES the Catalina Natural Environment Strategy (2021).
- 2. ACCEPTS that the Satterley Property Group has achieved the deliverables required by the Development Manager's Key Performance Indicators (February 2020) -Governance, requiring the delivery of the Catalina Natural Environment Strategy.

The Motion was put and declared CARRIED (11/0).

#### 13.3 CONFIDENTIAL: LANDSCAPE AND IRRIGATION WORKS TENDER 03/2021

Moved Cr Treby, Seconded Cr Fotakis.

[The recommendation in the agenda]

That the Council ACCEPTS the LD Total Landscaping and Irrigation Works tender submission (dated May 2021), for the provision of landscaping and irrigation services in accordance with Tender 3/2021 (Catalina Landscaping and Irrigation Works, dated May 2021).

The Motion was put and declared CARRIED (11/0).

Satterley Property Group representatives left the meeting at 6:41pm.

#### 13.4 CONFIDENTIAL: DRAFT TPRC ORGANISATIONAL REVIEW REPORT

[The recommendation in the agenda]

That the Council:

- 1. RECEIVES the Draft TPRC Organisational Review Report (dated May 2021), prepared by Learning Horizons.
- SUPPORTS implementation of Option F TPRC "as is", applying additional resource but with some changed roles to increase efficiency, as outlined in the Draft TPRC Organisational Review Report (dated May 2021).

#### Minutes TPRC Meeting of Council - 17 June 2021

- 3. AGREES that the CEO commence discussions with the Development Manager on the possible change of roles to increase efficiency and delegation on operational activities as outlined in Option A in the Draft TPRC Organisational Review Report (dated May 2021).
- 4. REQUESTS the CEO to prepare a report on the outcomes of (3) above, including legislative and financial implications for Council consideration.

Moved Cr Lagan, Seconded Cr Timmermanis.

An amended Motion as follows:

### That the Council RECEIVES the Draft TPRC Organisational Review Report (dated May 2021), prepared by Learning Horizons.

The Motion was put and declared CARRIED (11/0).

#### 13.5 CONFIDENTIAL: SALE OF TPRC LANDHOLDING - LATE ITEM

Councillors Fleeton, Lagan and Sandri each disclosed an Impartiality Interest for Item 13.5 - Sale of TPRC Landholding as they have been approached by property developers.

Moved Cr Sandri, Seconded Cr Timmermanis.

## In accordance with clause 12.7 of *Standing Orders Local Laws 2006*, the Council resolves to SUSPEND Standing Orders to allow discussion of Item 13.5 - Sale of TPRC Landholding.

The Motion was put and declared CARRIED (11/0).

Moved Cr Sandri, Seconded Cr Lagan.

#### That Standing Orders be REINSTATED.

The Motion was put and declared CARRIED (11/0).

[The recommendation in the agenda]

That the Council:

- 1. RECEIVES the report, dated 15 June 2021.
- REQUESTS the CEO to provide a report on the process and resources necessary to guide its consideration of the potential sale of all/portion of the TPRC landholding and comply with the legislative requirements. Including obtaining an independent valuation of the Catalina landholding to ascertain current market value.
- 3. SEEKS formal advice from the participant local governments as to whether they would like to divest interest in the TPRC landholdings.

Moved Cr Timmermanis, Seconded Cr Treby.

Minutes TPRC Meeting of Council - 17 June 2021

An amended Motion as follows:

That the Council:

- 1. RECEIVES the report, dated 15 June 2021.
- 2. REQUESTS the CEO to provide a report on the process and resources necessary to guide its consideration of the potential sale of all/portion of the TPRC landholding and comply with the legislative requirements. Including obtaining an independent valuation of the Catalina landholding to ascertain current market value.

Moved Cr Taylor, Seconded Cr Chester.

An amendment to the Motion to include (3) as follows:

3. SEEKS formal advice from the participant local governments as to whether they would like to divest interest in the TPRC landholdings.

The amendment to the Motion was put and LOST (3/8).

For: Cr Chester, Fleeton and Taylor.

Against: Cr Anderson, Cr Caddy, Cr Fotakis, Cr Lagan, Cr Sandri, Cr Timmermanis, Cr Treby and Cr Zappa.

The amended Motion was put and declared CARRIED (11/0).

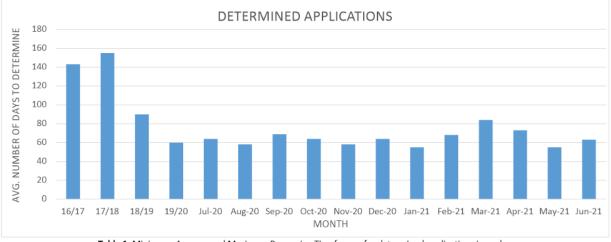
Moved Cr Timmermanis, Seconded Cr Lagan

#### That the Meeting be **REOPENED** to the public.

The Motion was put and declared CARRIED (11/0).

#### 14. FORMAL CLOSURE OF MEETING

The Chair declared the meeting closed at 7:45pm.

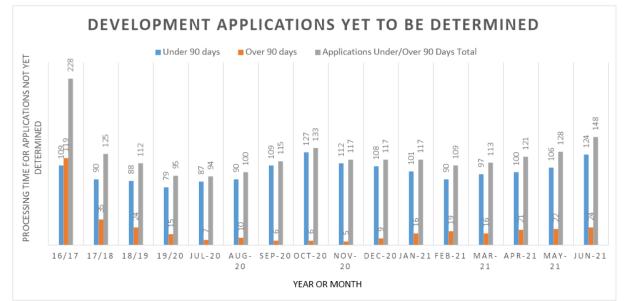


#### Statistics for Development Applications As at the end of June 2021

 
 Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2020.

Processing	16/	17/	18/	19/	Jul-	Aug-	Sept-	Oct-	Nov-	Dec-	Jan-	Feb-	Mar-	Apr-	May-	Jun-
Days	17	18	19	20	20	20	20	20	20	20	21	21	21	21	21	21
Minimum	7	1	0	0	14	0	23	20	20	0	1	1	3	1	1	2
Average	143	155	85	60	64	58	69	64	58	64	55	68	84	73	55	63
Maximum	924	1008	787	499	113	132	191	110	141	268	90	128	225	211	150	167
					lul-	Διισ-	Sent-	Oct-	Nov-	Dec-	lan-	Feb-	Mar-	Apr-	Mav-	lun-

	Jul-	Aug-	Sept-	Oct-	Nov-	Dec-	Jan-	Feb-	Mar-	Apr-	May-	Jun-
	20	20	20	20	20	20	21	21	21	21	21	21
DA's Determined	31	35	28	36	49	41	28	37	35	27	29	27
Value of Determined DA's (in millions)	10.2	23.20	18.89	33.8	27.6	19.2	4.96	6.6	36.8	22.8	3.97	8.65



#### Table 2: No. of DA's to be determined

	Jul-	Aug-	Sept-	Oct-	Nov-	Dec-	Jan-	Feb-	Mar-	Apr-	May-	Jun-
	20	20	20	20	20	20	21	21	21	21	21	21
DA's lodged	26	42	47	57	38	33	31	27	40	39	41	43
DA's to be Determined	94	100	115	133	117	117	117	109	113	121	128	145
Value of DA's to be Determined (in millions)	36.73	35.17	42.58	57.68	35.25	61.10	64.29	66.98	46.06	39.1	45.48	41.15



SUBJECT:	Quarterly Street Tree Removal Request Report
DATE:	11 January 2021
AUTHOR:	Tracy Bilyk, Executive Assistant John Gourdis, Supervisor Parks Services
AUTHORISER:	Yvette Plimbley, Acting Executive Director Infrastructure & Environment

#### PURPOSE:

To present Council with a quarterly update on street tree removal requests within the City of Vincent.

#### BACKGROUND:

At the Ordinary Meeting of Council on the 5 December 2017, a Notice of Motion was presented requesting Administration provide a monthly Information Bulletin to Council summarising all requests for street tree removal within the City and the outcome of each.

This decision was subsequently altered to require the report be provided on a quarterly basis at the 3 December 2019 Ordinary Meeting of Council.

#### COMMENTS:

Please find below listing for the period 1 October 2020 to 5 January 2021.

Ref: D21/1532



Date	Requested By	Location / Address	Reason for Removal	Tree Species	Inspection Comments	Number of Trees Removed	Approved for Removal (Y/N)	Replacement Tree (Y/N - species)
14/09/2020	Resident	108 Eton Street, North Perth	Resident request to remove 2 x Queensland Box trees due to fruit drop and crossover trip hazard.	Lophestemon conferta	Trees are in healthy condition with no disruption to paths nor walls	0	No	N/A
16/09/2020	Resident	109 Alma Road, North Perth	Trees were vandalised	Jacaranda mimosaefolia	Tree vandalised - trunk snapped at base.	2	Yes	Jacaranda mimosaefolia Note: resident request to match existing streetscape
16/09/2020	Supervisor Parks	201 Carr Place, Leederville	Resident request/dead tree	Lophestemon conferta	Tree is confirmed dead	1	Yes	Jacaranda mimosaefolia Note: resident request to match existing streetscape
25/09/2020	Resident	105 Zebina Street, East Perth	Resident request/dead tree	Jacaranda mimosaefolia	Tree is confirmed dead	1	Yes	Jacaranda mimosaefolia Note: resident request to match existing streetscape
13/10/2020	Resident	115 Coogee Street, Mount Hawthorn	Tree is dead - stump remains	Agonis flexuosa	Only stump remains. Stump to be removed	1	Yes	Agonis flexuosa
21/10/2020	Resident	8 Forrest Street, Mount Lawley	Remove existing Tipuana and replace with WA native. Customer is tired of cleaning up leaves and flowers. Please call to advise if tree can/will be replaced.	Tipuana tipu	Tree is in perfect health	0	No	N/A
21/10/2020	Resident	100 Palmerston Street, Perth	Resident request/tree is dying	Callistemon K.P.S.	Tree in serious decline	1	Yes	Melaleuca viridiflora
23/10/2020	Resident	49 Burt Street, North Perth	Resident request - tree will impede proposed crossover widening	Olea europa	Waiting planning approval	3 (TBD)	TBD	TBD, currently liaising with resident
29/10/2020	Supervisor Parks	86 Edinboro Street, Mt Hawthorn	Resident requested/dead	Callistemon K.P.S.	Tree is confirmed dead	1	Yes	Melaleuca viridiflora
29/10/2020	Supervisor Parks	119 Edinboro Street, Mt Hawthorn	Dead tree	Callistemon K.P.S	Tree is confirmed dead	1	Yes	Melaleuca linarifolia
29/10/2020	Supervisor Parks	122 Edinboro Street, Mt Hawthorn	Dead tree	Callistemon K.P.S	Tree is confirmed dead	1	Yes	Melaleuca linarifolia

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29/10/2020	Supervisor Parks	109 London Street, Mt Hawthorn	Dead tree	Callistemon K.P.S.	Tree is confirmed dead	1	Yes	Melaleuca viridiflora
29/10/2020	Supervisor Parks	125 London Street, Mt Hawthorn	Dead tree	Callistemon K.P.S	Tree is confirmed dead	1	Yes	Melaleuca viridiflora
29/10/2020	Supervisor Parks	137 London Street, Mt Hawthorn	Dead tree	Callistemon K.P.S	Tree is confirmed dead	1	Yes	Melaleuca viridiflora
29/10/2020	Supervisor Parks	104 Raglan Road, Mt Lawley	Dead tree	Callistemon K.P.S.	Tree is confirmed dead	1	Yes	Melaleuca viridiflora
29/10/2020	Supervisor Parks	116 Chelmsford Road, North Perth	Dead tree	Callistemon K.P.S.	Tree is confirmed dead	1	Yes	Sapium sebiferum
29/10/2020	Supervisor Parks	41 Joel Tce, Mt Lawley	Dead tree	Callistemon K.P.S.	Tree is confirmed dead	1	Yes	Melaleuca viridiflora
29/10/2020	Supervisor Parks	122-124 Joel Tce, Mt Lawley	Dead tree	Callistemon K.P.S.	Tree is confirmed dead	1	Yes	Melaleuca viridiflora
29/10/2020	Supervisor Parks	143 Joel Tce, Mt Lawley	Dead tree	Callistemon K.P.S.	Tree is confirmed dead	1	Yes	Melaleuca viridiflora
16/11/2020	Acting Supervisor Parks	68 Shakespeare Street Mount Hawthorn	Dead tree	Agonis flexuosa	Tree is confirmed dead	1	Yes	Agonis flexuosa
16/11/2020	Acting Supervisor Parks	19 Raglan Road Mount Lawley	Dead tree	Callistemon K.P.S	Tree in serious decline	1	Yes	Melaleuca viridiflora
17/11/2020	Resident	5 Byron Street Leederville	Dead tree	Callistemon K.P.S	Tree in serious decline	1	Yes	Melaleuca viridiflora
19/11/2020	Resident	31 Albert Street North Perth (Vine St frontage)	Resident suspects tree is dying - tree is hollow in centre and rats are living in it.	Agonis flexuosa	Tree in serious decline	1	Yes	Agonis flexuosa
24/11/2020	Resident	17 Clieveden Street, North Perth	Tree leaning into street, causing issues for vehicles parking and passing. Please contact customer with outcome of request, he has safety concerns and has previously contacted us about this tree.	Agonis flexuosa	Tree is old and showing some signs of trunk opening with internal roots. Still looks sound and in reasonable health, despite having a slight lean to road side.	0	No	N/A
25/11/2020	Acting Supervisor Parks	66 Redfern Street North Perth	Tree has been damaged by vandalism	Agonis flexuosa	Tree sawn off at ground level	2	Yes	Agonis flexuosa
25/11/2020	Resident	116 Raglan Road Mount Lawley	Dead tree	Callistemon K.P.S.	Tree is confirmed dead	1	Yes	Melaleuca viridiflora
25/11/2020	Resident	31 Camelia Street North Perth	Dead tree	Callistemon K.P.S.	Tree in serious decline	1	Yes	Melaleuca viridiflora

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25/11/2020	Resident	34 Camelia Street North Perth	Dead tree	Callistemon K.P.S.	Tree in serious decline	1	Yes	Melaleuca viridiflora
25/11/2020	Resident	26 Camelia Street North Perth	Dead tree	Callistemon K.P.S.	Tree in serious decline	1	Yes	Melaleuca viridiflora
25/11/2020	Resident	35 Camelia Street North Perth	Dead tree	Callistemon K.P.S.	Tree in serious decline	1	Yes	Melaleuca viridiflora
26/11/2020	Resident	107 Zebina Street East Perth	Dead tree	Jacaranda mimosaefolia	Tree is confirmed dead	1	Yes	Jacaranda mimosaefolia
30/11/2020	Resident	23 Marian Street Leederville	Dead tree	Lophestemon confertus	Tree is confirmed dead	1	Yes	Corymbia eximia
04/12/2020	Resident	2A Haynes Street North Perth	Dead tree	Callistemon K.P.S.	Tree in serious decline	1	Yes	Melaleuca viridiflora
15/12/2020	Resident	119 Egina Street, Mount Hawthorn	Resident suspects tree is dying	Agonis flexuosa	Tree is confirmed dead	1	Yes	Agonis flexuosa
05/01/2021	Resident	6b, 236 Lake Street, Perth	Dead tree	Agonis flexuosa	Tree is confirmed dead	1	Yes	Agonis flexuosa

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#### REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS AS AT 8 JULY 2021

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 <i>Planning</i> and <i>Development Act 2005</i> (Reinstatement of Façade).
				Directions Hearing held on 25 October 2019. Directions Hearing held on 28 February 2020. Directions Hearing held on 22 May 2020. Mediations held on 15 June 2020 and 7 July 2020. Directions Hearing held on 14 August 2020. SAT advised that it cannot reopen a withdrawn SAT matter and that a new Development Application may be submitted. Applicant advised that this could be lodged within 2-3 weeks (by 4 September 2020). New development application lodged with City on 11 September 2020. Currently under assessment by Administration. Directions Hearing held on 9 October 2020 matter adjourned to 4 December 2020 to await determination of the development application. Development application approved under delegated authority on 12 November 2020. Direction Hearing held on 4 December 2020 matter adjourned to 14 May 2021 and then 2 July 2021 and then 30 July 2021 to enable the builder additional time to carry out the works required by the condition of development approval relating to the removal of the render and painting of the façade. <i>Representation by: McLeods</i>

#### METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP) REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT AS AT 8 JULY 2021

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION	
-	-	-	-	-	-	-	

No Current applications.

#### CITY OF VINCENT DESIGN REVIEW PANEL (DRP) REGISTER OF APPLICATIONS CONSIDERED BY DRP AS AT 8 JULY 2021

ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
Nos. 380-382 William Street.	Gordon Chong	Three Storey Commercial	2 June 2021	To consider amendments to the proposal made in response to the comments of the Design Review Panel (DRP) on 3 March 2021.
Perth		Development		Pre-lodgement Application.
No. 235 Charles Street, North Perth	Mick Rule Design	Six Multiple Dwellings	2 June 2021	To consider amendments to the proposal made in response to the comments of the Design Review Panel (DRP) on 9 December 2020. DA lodged.
Nos. 384-392 Oxford Street, Mount Hawthorn	Wes Barrett – MJA Studio	Mixed Use Development – 45 Multiple Dwellings, 4 Shops and a Restaurant/Cafe	23 June 2021	To consider amendments made to the proposal in response to comments of the DRP on 16 September 2020. Pre-lodgement Application.
Nos. 370-374 Oxford Street, Mount Hawthorn	PTS Town Planning Pty Ltd	Mixed Use Development	23 June 2021	Would benefit from referral to the DRP for consideration against the 10 design principles. Pre-lodgement Application.





TITLE:	Register of Petitions – Progress Report – June 2021
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 Ind	ex:
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
27/5/2021	Petition with 9 signatories requesting that Council does not install chicanes or any other road impediment to the length of Camelia Street stretching from Vincent Street through to Claverton Street	EDIE	A response will be included in the report to Council on the North Perth Traffic Calming proposal.
15/6/2021	Petition with 120 signatures requesting that the City of Vincent Council provide urgently traffic management controls in our residential street to:- reduce the present danger of high speed and high number of vehicles using the street as a "rat run" between William St and Fitzgerald St and vice versa by the installation of traffic calming devices reduce the three hour parking limit on all days to one hour limit as is provided on the Wasley St car park which is partly empty on weekends, and provide regular ranger patrols for Forrest St as commuters park all day on the street undisturbed.	EDIE	A report is being prepared for no later than the September 2021 Ordinary Council Meeting.
16/6/2021	Petition with 26 signatures requesting that Council assist with the odour of frying chicken from 7 Grams Chicken at 212-214 Lake Street, Perth that has impacted the neighbourhood since mid-November. The emission of odours from the premises to the external environment is offensive and permeates outdoor areas and dwellings and has a detrimental impact on residents' quality of life	EDSD	A report is being prepared for no later than the September 2021 Ordinary Council Meeting.

[TRIM ID: D18/35574]

Date Rcd	Subject	Action Officer	Action Taken
	life.		
20/6/2021	Petition with 33 signatories requesting that Council prohibit verge parking at all times on the south side of Vincent Street, Leederville, between Oxford and Loftus. Verge parking on major arterials with high volume traffic obstructs residents line-of-sight to oncoming traffic and represents a safety risk.	EDIE	A report is being prepared for the 17 August 2021 Ordinary Council Meeting.
26/2/2021	Petition with 387 signatures requesting that Council rescind the Council decision that the Special Needs Dental Clinic at 31 Sydney Street, North Perth be vacated by 30 June 2021 and instead extend the lease until 2025, to mirror that of Kidz Galore.	CEO	At the Ordinary Council Meeting on 27 April 2021 Council approved a 3 month extension of the lease and licence term, commencing 1 July 2021 and expiring 30 September 2021, with a 3 month further extension of lease and licence term, at the discretion of the City's Chief Executive Officer based on the progress made by the Minister for Health to secure an alternative site – the Minister for Health must submit its relocation plan and timeframe to the City by 31 August 2021.

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TITLE:	Register of Notices of Motion – Progress Report – June 2021
DIRECTORATE:	Chief Executive Officer

#### DETAILS:

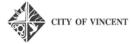
A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

Key Inde	Key Index:				
CEO:	Office of the CEO				
EDCBS:	Executive Director Community & Business Services				
EDIE:	Executive Director Infrastructure & Environment				
EDSD:	Executive Director Strategy & Development				

Details	Action Officer	Comment
18 May 2021 – Submitted by Cr Hallet		
Local Planning Scheme No 2 – Amendment Regarding Tobacco Outlets	EDSD	Administration are preparing a report on options for changes to the planning framework. This will be presented to Council in October 2021.
27 April 2021 – Submitted by Cr Hallett		
Community Engagement For Ecozoning	EDIE	Chief Executive Officer to ensure that future eco- zoning initiatives in public parks/reserves will involve prior public engagement with the local community and park users on the design and implementation.
20 October 2020 – Submitted by Cr Topelberg		I
Review of Local Planning Policy No. 7.5.2 - Signs and Advertising	EDSD	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 <i>Planning and Development (Local Planning Schemes)</i> <i>Regulations 2015.</i> Administration also investigating the suitability of Billboard Signs in the City of Vincent.

[TRIM ID: D17/43059]



TITLE: Register of Reports to be Actioned - Progress Report - June 2021 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 Inde	ex:
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
22 Jun	e 2021			
9.3	Arts Rebound: Town Centre Artworks	EDSD	EOI to be distributed following finalisation of distribution plan.	EOI to be distributed following finalisation of distribution plan.
9.5	Britannia Reserve Development Plan	EDSD	Community consultation to commence in July 2021 and conclude in August 2021.	Community consultation to commence in July 2021 and conclude in August 2021.
10.2	Waste Strategy Project 8: Commercial Waste Collection: Progress Update and Response to Petitions	EDIE	Project is proceeding as per Council decision. Further update on the project will be provided to Council in August as per the Council decision of June.	Project is proceeding as per Council decision. Further update on the project will be provided to Council in August as per the Council decision of June.
11.1	Leederville Gardens Trust Fund COVID- 19 Relief Grants Update	EDCBS	Administration have contacted the relevant Public Benevolent Institutions (PBI's) and advised of the extension.	Administration have contacted the relevant Public Benevolent Institutions (PBI's) and advised of the extension.
11.2	Management Agreement - Vincent Tool Llbrary - Portion of Britannia Reserve, 41 Britannia Road, Mount Hawthorn	EDCBS	Administration are currently preparing a new lease for Vincent Tool Library.	Administration are currently preparing a new lease for Vincent Tool Library.
12.1	Results of Consultation - Barlee Street Car Park Options for Future Use	EMCSG	A further report is required to Council on potential public or shared spaces within Beaufort Street including the potential for trialling pedestrian spaces at Grosvenor Road or Barlee Street. Submitters notified of Council decision. Fee modified and signs updated.	A further report is required to Council on potential public or shared spaces within Beaufort Street including the potential for trialling pedestrian spaces at Grosvenor Road or Barlee Street. Submitters notified of Council decision. Fee modified and signs updated.
			Feasibility to be prepared for removal of signs and infrastructure.	Feasibility to be prepared for removal of signs and infrastructure.
12.2	Repeal of Local Government Property Local Law 2008 and approval to advertise Local Government Property Local Law 2021	EMCSG	Local law to be advertised for public comment and presented back to Council.	Local law to be advertised for public comment and presented back to Council.
18 May	2021			
9.2	Draft Pickle District Place Plan	EDSD	The Draft Place Plan commenced community consultation in May 2021.	The results of community consultation and the updated Place Plan based on the feedback received will be

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
				presented to Council for final endorsement in late 2021.
10.1	Public Consultation Results - Mini- Roundabout Pilot Project	EDIE	The 40kmh consultation to be scheduled.	The roundabouts will be installed by the end of June 2021.
10.2	Advertising of new/amended policy - Memorials in Public Places and Reserves (2.1.5)	EDIE	Deferred.	To come back to Council by December 2021.
10.3	Tender no IE105/2020 Design, Supply and Install Solar Photovoltaic Systems at City of Vincent Sites	EDIE	Projects will proceed as per Captial Works Program.	As per Capital Works Program.
10.4	E-Permits Implementation Progress Report	EDIE	Monthly report.	Monthly reports will be presented as per Council decision.
11.4	Differential Rating Strategy 2021/22	EDCBS	Differential Rates have been advertised for public submissions. This closes 11 June 2021. They will then be referred back to OMC 22 June 2021 as part of the Budget adoption process.	Completed Refer Item 11.7 OMC 22 June 2021
12.3	Results of Consultation - Proposal for a Commercial Kiosk at Hyde Park	EMCSG	Draft tender document for review by Mayor and CEO by 4 June 2021. Advertising of tender and providing applications to Council for review.	September 2021
27 Apr	il 2021			
9.1	Draft Robertson Park Development Plan	EDSD	The Draft Development Plan will commence community consultation in May 2021. The results of community consultation and the updated Development Plan based on the feedback received will be presented to Council for final endorsement in late 2021.	Late 2021
9.2	Community and Stakeholder Engagement Framework	EDSD	The Draft Strategy and Policy will commence community consultation in May 2021. The results of community consultation and the updated Strategy and Policy based on the feedback received will be presented to Council for final endorsement in late 2021.	Late 2021
9.3	Draft Leederville Precinct Structure Plan and Draft Leederville Place Plan	EDSD	The Draft Precinct Structure Plan and Place Plan will commence community consultation in May 2021. The results of community consultation and the updated Precinct Structure Plan and Place Plan based on the feedback received will be presented to Council for final endorsement in late 2021.	Late 2021
9.4	Draft Beaufort Street Town Centre Place Plan	EDSD	The Draft Place Plan will commence community consultation in May 2021. The results of community consultation and the updated Place Plan based on the	Late 2021

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Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			feedback received will be presented to Council for final endorsement in late 2021.	
10.2	Proposed 12 Month Trial of New and Amended Parking Restrictions in the Streets Surrounding Hyde Park - Vincent, Hyde, William, and Glendower Streets, Perth, North Perth, Mt Lawley and Highgate	EDIE	Carry out one final scheduled collection in July 2021. Implement an 18 month trial of the WMRC Verge Vallet from January 2022.	Report to be presented to Council in March 2023
12.2	Extension of Lease – North Perth Special Needs (Shalom Coleman) Dental Clinic, 31 Sydney Street, North Perth and Advertising of Sale of 25 Sydney Street, North Perth	CEO	Administration will prepare the lease extension documentation for execution, and submit the modified Transition Plan to the Attorney General. Sale of car park land will be presented separately to a	Lease and transition plan must be finalised by 1 July 2021. Currently liaising with applicants. August 2021
23 Mar	ch 2021		future Council meeting.	
9.5	Community Sporting and Recreation Facilities Fund Small Grants Application – Forrest Park Croquet Club	EDSD	Grant application to be completed in March 2021.	<b>Completed</b> . Funds included in 2021/22 annnual budget.
9.6	Amendment No. 6 to Local Planning Scheme No. 2 and Amendment No. 1 to Local Planning Policy No. 7.4.5 - Temporary Accommodation	EDSD	The City will forward required documentation to the Western Australian Planning Commission pursuant to Regulation 53 of the Planning and Development (Local Planning Schemes) Regulations 2015. After the Western Australian Planning Commission has determined Amendment No. 6 to Local Planning Scheme No. 2. the City will publish notices of adoption.	Support by the Western Australian Planning Commission to be obtained in 2021. Following this both Amendment 6 to LPS2 and Amendment 1 to LPP 7.4.5 will be published simultaneously and come into effect together.
10.2	Waste Strategy Project - 2 Bulk Hard Waste Options Appraisal	EDIE	Carry out one final scheduled collection in July 2021. Implement an 18 month trial of	Carry out one final scheduled collection in July 2021. Implement an 18 month trial of
			the WMRC Verge Valet from January 2022. Further report will be provide to council on the progress and	the WMRC Verge Valet from January 2022. Report to be presented to Council in March 2023
			the community feedback.	
12.2	Amendment of Fraud and Corruption Prevention Policy	CEO	Policy to be advertised in April, results proposed for the June meeting	Completed June 2021
12.6	Results of community consultation - Future use of 10 Monmouth Street, Mount Lawley	EDIE	Sketch of the eco-zoning to be prepared in consultation with the community and presented to Council in early 2021/22.	Early 2021/22
12.7	Minutes and Motions from the Annual General Meeting of Electors held on 9 February 2021	CEO	Present a report to Council on affordable financial model and feasibility of underground power by November 2021	November 2021
15 Dec	ember 2020			
9.8	Beatty Park 2062 - Project Update	EDCBS	Awaiting report from Heritage Architect which will inform a report to the BP2062 Steering Committee and then to Council.	April 2021 May 2021 22 June 2021 27 July 2021

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Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
				17 August 2021
9.9	Review of Policy No. 4.1.22 - Prosecution and Enforcement	EDSD	Listed for July 2021 in Policy Review Schedule.	July 2021
10.3	North Perth Traffic Report	EDIE	Implement a 12 month trial by extending the Fitzgerald street median island through the intersection.	Public consultation in February March-April with report March May July 2021 OMC-
			Undertake consultation with the businesses and residents in the area bounded by Angove, Charles, Vincent and Fitzgerald Streets on the installation of mid-block traffic calming measures.	27 August 2021
			Present a further report at the conclusion of public consultation in March-May 2021	
			Inform the petitioners of the Council's decision.	
			Undertake traffic, speed and volume and data collection on Alma Road and present to council in March July-August 2021.	
17 Nov	vember 2020			
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)	EDSD	Deferral to allow the applicant to arrange for an Acoustic Report to be prepared and submitted prior to consideration of the item at a future Council Meeting. Applicant is currently considering their options in how to progress the matter _{$\tau$} with this expected to be confirmed prior to commencement of 2021.	During 2021
20 Oct	ober 2020			
9.5	Adoption of Amendments to Mobile Food Vendor Policy and Consideration of a Commercial Kiosk Proposal at Hyde Park	ED SD/ CEO	Consultation will occur in early March 2021. Results proposed to be presented to Council at April May mid 2021Council Meeting.	Complete May 2021
10.1	Update on Manna Inc Meal Service at Weld Square	EDIE	Service ended 24 December 2020.	Further report to Council in October 2021.
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	CEO	Request submitted to the Minister for Lands in February 2021 Assessment expected to take 6 – 12 months.	Expected completion 31 December 2021. End of 2021/22 financial year. September 2021
15 Sep	otember 2020			1 -
9.4	City of Vincent Rebound Plan	EDSD	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	First quarterly update due to 15 December 2020 Council meeting. The next quarterly update will be provided to Council at its meeting in April June 2021.

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Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			Committee, and quarterly to Council. First update to council was in December 2020. With following updates each quarter.	
10.1	Waste Strategy Project - 8 Commercial Waste Collections (Update Report)	EDIE	Administration currently preparing next steps for ending commercial services as per council approved Communications Strategy. Administration is visiting all commercial premises.	Implementation review report to Council on the discontinuation of the commercial waste service will be provided six months after implementation.
11.1	Lease of Community Building at Woodville Reserve, 10 Farmer Street, North Perth, Wadjak Northside Aboriginal Community Group	EDCBS	We have been awaiting Wadjak Northside Aboriginal Community Group to return lease documentation. A memo is being prepared to the Mayor & CEO for final approval.	18 April 2021 31 May 2021 30 June 2021 30 July 2021
12.2	Repeal of the City of Vincent Parking and Parking Facilities Amendment Local Law 2020	EMCSG	The Joint Standing Committee has been advised of Council's decision. Public notice of the repeal of the amendment local law occurred in January 2021. The public comments proposed to be provided to Council in mid 2021.	A new local law is being drafted for Council's review in mid September 2021.
12.4	Outcome of advertising and adoption of Meeting Procedures policy	CEO	The Electronic Meeting Guidelines will be reviewed and updated in respect to the public question time process in early 2021.	15 December 2020 Early 2021 A review of the Electronic Meeting Guidelines has been undertaken and presented in April Policy Paper. Proposed amendments will be presented to June August OMC for approval to advertise.
Counci	Meeting – 28 July 2020			
12.7	Advertising of new Local Government Property Local Law 2020 and new Election Signs	CEO	Public notice to be provided commenced in August 2020. Minster for Local Government to be provided with draft for comment. Minister's comments on draft local laws received, review ongoing. Report to Council on amendments proposed to draft local laws and present to Council in mid 2021. Presented to Council June 2021. Election Signs policy deferred until after election.	Report to Council on amendments proposed to draft local laws and present to Council in Mid 2021.February 2021.on outcomes of public notice in November 2020. End of 2021
12.9	Advertising of amended Development on City Owned and Managed Land Policy	CEO	Public notice to be provided in August 2020. extended to September to allow updated policy with diagrams to be provided to public. Public consultation complete, further internal revision and discussion with relevant stakeholders required due to comments received. Report to	Report to Council on outcomes of consultation by October 2020. Report to Council proposed for February/March Mid 2021.

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il Meeting – 19 May 2020		Council proposed for-mid	
il Meeting – 19 May 2020		2021.	
			•
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	Land transfer with DPLH for registration. Expected to be completed by <del>end February</del> 2021-December 2020. Mid 2021. The easement has been finalised.	December 2020. February 2021 Mid 2021 Complete June 2021
Sale of miscellaneous portions of City Freehold Land	CEO	Community consultation in respect to Brentham Street proposed for mid-2021. Consultation on Monmouth Street closed early 2021 and report to be presented to Council at 23 March Meeting. . Administration liaising with adjacent owners regarding Barlee St car park-lot. Barlee Street carpark lease extended and consultation on future use of lot occurred in March 2021.	202 Vincent Street - <b>Complete</b> 150 Charles Street - <b>Complete</b> 10 Monmouth Street - <b>Complete</b> sale not proceeding Barlee Street carpark - consultation complete, going to Council <del>27 April 23 March</del> 22 June 2021. Brentham Street - consultation to occur mid 2021
il Meeting – 17 March 2020			
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 Sentember 2021	No later than July 2021 To be presented August 2021
il Meeting – 11 February 2020		September 2021.	
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. Advertising commenced, closing 1 October 2020. Request to Minister for Lands October 2020.	Minister for Lands estimated to make a decision by February March mid 2021 Complete June 2021
il Meeting – 10 December 2019			
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. Late 2021 Complete June 2021
il Meeting – 15 October 2019			
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.
i	304 on Deposited Plan 28000 to the Crown         Il Meeting – 7 April 2020         Sale of miscellaneous portions of City Freehold Land         Il Meeting – 17 March 2020         Reimbursing the external members of the City's Audit Committee         Il Meeting – 11 February 2020         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         Il Meeting – 10 December 2019         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         Il Meeting – 15 October 2019         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 and Change of Use of Car Park at No. 160 Albert Street, North	304 on Deposited Plan 28000 to the Crown       Image: Crown         I Meeting – 7 April 2020       Sale of miscellaneous portions of City Freehold Land       CEO         I Meeting – 17 March 2020       Reimbursing the external members of the City's Audit Committee       CEO         I Meeting – 11 February 2020       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         I Meeting – 10 December 2019       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         I Meeting – 15 October 2019       CEO         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 and Change of Use from Club Premises and Licence for Use of Car Park at No. 160 Albert Street, North       CEO	304 on Deposited Plan 28000 to the Crown     2021. The easement has been finalised.       I Meeting – 7 April 2020       Sale of miscellaneous portions of City Freehold Land     CEO       Sale of miscellaneous portions of City Freehold Land     CEO       Community consultation on Monmouth Street Cosed early 2021 and report to be presented to Council at 23 March Meeting. Administration-liaising with adjacent Owners regarding Barlee SL car park Not Berge Street Carpark lease extended and consultation on future use of lot occurred in March 2021.       I Meeting – 17 March 2020       Reimbursing the external members of the City's Audit Committee       City's Audit Committee       Acquisition of Private Rights of Way - Lots 50 - 357 on Plan 2503, bounded by Scarborough Beach Road, Green, Fairfield and Matlock Streets, Mount Hawthom as Crown Land, and vesting in the City as Public Rights of Way       1 Meeting – 10 December 2019       Acquisition of the right of way known as Lot 305, bounded by Charles, Walcott and Hilda Streets, North Perth as Crown Iand, and vesting in the City as a public right of way       1 Meeting – 10 December 2019       No. 51 (Lot 192; D/P. 56091) Albert Street, North Perth as Crown Iand, and vesting in the City as a public right of way       No. 51 (Lot 192; D/P. 56091) Albert Street, North Perth as Crown Iand Heritage considering the Premises and Change of Use from Club Premises and Licence for Use of Car Park at No. 180 Albert Street, North

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Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
12.2	Dedication of lots 889 and 890 as road – Corner Fitzgerald and Bulwer Streets, Perth and write-off of outstanding rates debt	CEO	Request made to Minister for Lands in March 2020.	Minister for Lands estimated to make a decision by October 2020 early mid 2021.
Counci	il 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.2021.
Counci	il 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 have prepared transfer documents. Awaiting signing by both parties. Acquisition of Lot 66 on hold due to adverse possession claim. Resolution of adverse possession claim waiting on Landgate decision.	To be signed by 30 October 2020. Waiting on Landgate decision
Counci	il 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 provided to Council 28 July 2020 for approval to advertise. Trading in Public Places Amendment Local Law will be redrafted in 20/21.	Local Government Property Local Law <b>completed</b> (Item 12.7 28 July 2020). Trading in Public Places Local Law will be redrafted mid <del>in</del> June 2021.
Counci	il Meeting – 5 March 2019			
10.1	Business Case for the Adoption of a Three Bin Food Organic/Garden Organics System	EDIE	Report detailing implementation considerations and further financial modelling on the implications of the adoption of FOGO system will be presented to Council as it becomes available.	Report now to be presented into 2021, as a result of project postponement due to COVID-19 Implementation now scheduled from October 2021. REQ outcome to be discussed at 2 February Budget Workshop.
Counci	il 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 early 2021 2020.
Counci	il 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 late 2021.

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Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			State Government yet to	
			release results of consultation.	
Counci	il 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	Administration is reviewing the feedback received from the Department of Local Government, Sport and Cultural Industries in respect to the new Local Government Property Local Law. Drafting of the Animal Local Law will recommence, taking this into consideration. Administration expect to present the draft Animal Local Law to Council May 2021. In the interim, Administration is exercising its discretion in applying the poultry provisions of the current Health Local Law. May 2021 – Administration is currently progressing the DRAFT Animal Local Law through the legal advice process in preparation for presentation to Council in the next quarter.	Draft proposed to be presented mid 2021. Draft proposed to be presented July – Sept 2021.
Counci	il 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.	September 2020. November 2020 Mid 2021

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#### 9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

#### 10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

#### 11 CLOSURE