



CITY OF VINCENT

AGENDA

Ordinary Council Meeting 8 February 2022

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

**David MacLennan
Chief Executive Officer**

DISCLAIMER

No responsibility whatsoever is implied or accepted by the City of Vincent (City) for any act, omission, statement or intimation occurring during Council Briefings or Council Meetings. The City disclaims any liability for any loss however caused arising out of reliance by any person or legal entity on any such act, omission, statement or intimation occurring during Council Briefings or Council Meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Briefing or Council Meeting does so at their own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning or development application or application for a licence, any statement or intimation of approval made by an Elected Member or Employee of the City during the course of any meeting is not intended to be and is not to be taken as notice of approval from the City. The City advises that anyone who has any application lodged with the City must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Council in respect of the application.

Copyright

Any plans or documents contained within this Agenda may be subject to copyright law provisions (Copyright Act 1968, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. It should be noted that Copyright owners are entitled to take legal action against any persons who infringe their copyright. A reproduction of material that is protected by copyright may represent a copyright infringement.

PROCEDURE FOR PUBLIC QUESTION TIME

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

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

The following conditions apply to public questions and statements:

1. Members of the public present at Council Briefings will have an opportunity to ask questions or make statements during public question time. Questions and statements at Council Briefings must relate to a report contained in the agenda.
2. Members of the public present at Council Meetings, Special Council Meeting or Committee Meeting have an opportunity to ask questions or make statements during public question time in accordance with section 2.19(4) of the City's [Meeting Procedures Local Law](#).
3. Questions asked at an Ordinary Council Meeting must relate to a matter that affects the City of Vincent.
4. Questions asked at a Special Council Meeting or Committee Meeting must relate to the purpose for which the meeting has been called.
5. Written statements will be circulated to Elected Members and will not be read out unless specifically requested by the Presiding Member prior to the commencement of the meeting.
6. Where in-person meetings are not permitted due to a direction issued under the *Public Health Act 2016* or the *Emergency Management Act 2005* questions and/or statements may be submitted in writing and emailed to governance@vincent.wa.gov.au by 3pm on the day of the Council proceeding. Please include your full name and suburb in your email.
7. 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).
8. 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.
9. 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.
10. 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.

For further information, please view the [Council Proceedings Guidelines](#).

RECORDING AND WEBSTREAMING OF COUNCIL MEETINGS

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

Order Of Business

1	Declaration of Opening / Acknowledgement of Country	6
2	Apologies / Members on Leave of Absence	6
3	(A) Public Question Time and Receiving of Public Statements	6
	(B) Response to Previous Public Questions Taken On Notice.....	6
4	Applications for Leave of Absence	6
5	The Receiving of Petitions, Deputations and Presentations	6
6	Confirmation of Minutes	6
7	Announcements by the Presiding Member (Without Discussion)	6
8	Declarations of Interest	6
9	Strategy & Development	7
9.1	Advertising of amended Character Areas and Heritage Areas policy - Wilberforce and Kalgoorlie Streets.....	7
9.2	Outcomes of Advertising - Amendment No. 7 to Local Planning Scheme No. 2 - Leederville Precinct Structure Plan	28
9.3	Public Open Space Strategy - Implementation Progress Update.....	36
9.4	Draft Smoke Free Areas and Smoke Free Areas - Education and Enforcement Policy	43
9.5	Variation of Licence to Bonnie Brew Pty Ltd - Part of Road Reserve adjacent to No. 639 (Lot 1) Beaufort Street, Mount Lawley (corner Grosvenor Road).....	109
9.6	Extension of Lease and Deed of Contract to Belgravia Health & Leisure Group Pty Ltd - Loftus Recreation Centre - Portion Lot 501 (99) Loftus Street, Leederville	112
9.7	Advertising of New Policy - Temporary Employment or Appointment of CEO Policy	115
9.8	Outcome of Advertising and Adoption of New Election Signs Policy	128
9.9	Advertising of Amended Policy - Elected Members Continuing Professional Development.....	140
9.10	Advertising of Amended Policy - Council Members – Allowances, Fees and Reimbursement of Expenses Policy	163
9.11	Submission on Proposed Reforms - Local Government Act 1995	176
10	Infrastructure & Environment	259
10.1	Monmouth Street Reserve Eco-zoning - Results of Consultation	259
10.2	Britannia Reserve Lighting Project - Change of Scope Request.....	269
11	Community & Business Services	274
11.1	Authorisation of Expenditure for the Period 1 November 2021 to 30 November 2021	274
11.2	Authorisation of Expenditure for the Period 1 December 2021 to 31 December 2021	295
11.3	Investment Report as at 30 November 2021	315
11.4	Investment Report as at 31 December 2021	323
11.5	Financial Statements as at 30 November 2021	331
11.6	Financial Statements as at 31 December 2021	368
11.7	3 Year Funding Agreement - Y WA	405
11.8	Outcome of advertising and adoption of amendments to Investment Policy.....	419
12	Chief Executive Officer	427
12.1	Repeal of Information and Communications Technology - Conditions of Use Policy - 1.1.1	427

12.2	Council Recess Period 2021-2022 - Receiving of items dealt with under Delegated Authority between 15 December 2021 and 1 February 2022	459
12.3	Information Bulletin	470
13	Motions of Which Previous Notice Has Been Given.....	597
	Nil	
14	Questions by Members of Which Due Notice Has Been Given (Without Discussion)	597
	Nil	
15	Representation on Committees and Public Bodies	597
	Nil	
16	Urgent Business	597
	Nil	
17	Confidential Items/Matters For Which The Meeting May Be Closed	597
	Nil	
18	Closure	597

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Nil

3 (A) PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS**(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

4 APPLICATIONS FOR LEAVE OF ABSENCE**5 THE RECEIVING OF PETITIONS, DEPUTATIONS AND PRESENTATIONS****6 CONFIRMATION OF MINUTES**

Ordinary Meeting - 14 December 2021

7 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**8 DECLARATIONS OF INTEREST**

- 8.1 Cr Alex Castle declared a proximity interest in Item 9.1 Advertising of amended Character Areas and Heritage Areas policy - Wilberforce and Kalgoorlie Streets. The extent of her interest is that her property is adjacent to the portion of Kalgoorlie Street being proposed for character retention.
- 8.2 Cr Alex Castle declared an impartiality interest in Item 10.2 Britannia Reserve Lighting Project - Change of Scope Request. The extent of her interest is as the President of the Floreat Athena Football Club supported her during her election campaign. She also purchased a ticket to the Floreat Athena vs Adelaide United match and received an additional minor amount of hospitality, below the threshold for declaration.
- 8.3 Cr Dan Loden declared an impartiality interest Item 10.2 Britannia Reserve Lighting Project - Change of Scope Request. The extent of his interest is that he plays indoor soccer with people who are members of the Floreat Athena Club and executive, and his daughter plays for the Club.
- 8.4 Mayor Cole declared an impartiality interest in Item 10.2 Britannia Reserve Lighting Project - Change of Scope Request. The extent of her interest is that her son is a junior player of the Club.
- 8.5 David MacLennan, CEO, declared an impartiality interest in Item 10.2 Britannia Reserve Lighting Project - Change of Scope Request. The extent of his interest is that his niece plays for Floreat Athena Football Club.

9 STRATEGY & DEVELOPMENT

9.1 ADVERTISING OF AMENDED CHARACTER AREAS AND HERITAGE AREAS POLICY - WILBERFORCE AND KALGOORLIE STREETS

- Attachments:**
1. Draft Amended Character Areas and Heritage Areas Policy [!\[\]\(ce77bba2916ff045bdb9f4584b191293_img.jpg\)](#) [!\[\]\(b31d4eff00ee94d2cc889725763ab186_img.jpg\)](#)
 2. Draft Kalgoorlie Street Character Area Guidelines - For Consultation [!\[\]\(7cca60917fc4166291d2b648cb6bea1b_img.jpg\)](#) [!\[\]\(d87bb2c832300cfc0eca445594614032_img.jpg\)](#)
 3. Draft Wilberforce Street Character Area Guidelines - For Consultation [!\[\]\(df123c3dbb04676ceb3727572e366e1e_img.jpg\)](#) [!\[\]\(f4265e9ca165fdd8ac310e11253e60aa_img.jpg\)](#)

RECOMMENDATION

That Council:

1. **PREPARES** the amendments to the Character Areas and Heritage Areas Policy as included as Attachments 1, 2 and 3 in accordance with Schedule 2, Part 2, Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
2. **AUTHORISES** the Chief Executive Officer to advertise the proposed amendments in accordance with Schedule 2, Part 2, Clause 4(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

PURPOSE OF REPORT:

For Council to consider amendments to the Character Areas and Heritage Areas Policy (Policy) for public advertising, including the draft Wilberforce and Kalgoorlie Streets Character Area Guidelines (Guidelines).

BACKGROUND:

A Character Area is a collection of houses, streets, or part of a suburb that contains built form characteristics valued by the community. Character Areas can be 'nominated' by members of the public with the support of at least 40% of owners in the subject area. A Character Area is set up with its own planning guidelines containing 'Deemed to Comply' provisions and a Local Housing Objective that augment State Planning Policy 7.3 Residential Design Codes, operating in a similar manner to the City's Built Form Policy.

Since 2015, seven Character Areas have been adopted under the Policy, with Council most recently adopting four new Character Areas (collectively known as the Cleaver Precinct) at its Meeting on 14 December 2021.

On 6 February 2020 and 22 March 2021, the City received additional nominations for Wilberforce Street and a portion of Kalgoorlie Street, Mount Hawthorn. The Wilberforce Street nomination was supported by 52 percent of the landowners and Kalgoorlie Street was supported by 51% of the landowners at the time of nomination.

The two proposed Character Areas represent the remaining character area nominations the City has received.

DETAILS:

A preliminary investigation of the nominated streets determined that both make a positive contribution towards the built character of Vincent, having retained character dwellings. No consultation or workshop has been undertaken to date, however there is sufficient landowner support through the nominations to warrant further consultation with all affected landowners through formal advertising.

Administration has prepared the Guidelines to enhance and promote design elements that are fundamental to maintaining the character of each the street. These guidelines focus on street setback, building height, carports and garages, street surveillance, fencing, and building design.

The Guidelines are similar to each other but are recommended to remain separate to allow future alterations to one or the other, following the feedback received through public consultation.

CONSULTATION/ADVERTISING:

In accordance with the City's [Community and Stakeholder Engagement Policy](#), consultation of all new and significantly amended policies must be provided for a period exceeding 21 days in the following ways:

- notice published on the City's website;
- notice posted to the City's social media;
- notice published in the local newspapers;
- notice exhibited on the notice board at the City's Administration and Library and Local History Centre; and
- letters distributed to all affected properties, relevant local businesses and community groups.

Consultation of the Policy would be undertaken from 14 February 2022.

In addition to this, the City would engage with affected landowners directly through individual workshops with each affected street, ensuring any modifications to the specific Guidelines are done so in a manner that enhances character design elements and is generally accepted by the community.

LEGAL/POLICY:

The City's Policy Development and Review Policy sets out the process for the development and review of the City's policy documents.

The *Planning and Development Act 2005* and *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) provide the criteria for creating, amending, and reviewing Local Planning Policies.

Development controls are contained within the City's Local Planning Scheme No. 2 and State Planning Policy No.7.3 – Residential Design Codes of Western Australia (R-Codes). The guidelines operate by augmenting the R-Codes, which provides two pathways to achieve development approval, a prescriptive 'deemed to comply' standard (right hand column) and a more design based 'design principle' and 'local housing objective' (left hand column). This gives applicants for development approval the ability to vary certain provisions, if the design creates a better outcome for the development site.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to approve consultation of the Policy and associated Guidelines.

STRATEGIC IMPLICATIONS:

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

Sensitive Design

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

The adoption of the Guidelines for Wilberforce Street and Kalgoorlie Street aim to achieve sustainable development outcomes in the future by encouraging the retention and renovation of older building stock through flexible guidelines.

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

The cost of advertising and implementing the Policy and associated Guidelines will be met through the City's existing operational budget.

LOCAL PLANNING POLICY: CHARACTER AREAS AND HERITAGE AREAS



CITY OF VINCENT

Legislation / local law requirements	This Policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
Relevant delegations	16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme
Related policies, procedures and supporting documentation	Nil

PART 1 – PRELIMINARY

PURPOSE

The purpose of this Policy is to:

1. Establish a framework to identify areas within the City of Vincent that contain characteristics that are valued by the community; and
2. Provide guidance on development in identified Character Areas and Heritage Areas.

OBJECTIVE

1. To identify areas within the City that contain characteristics valued by the community to be known as Character Areas and/or Heritage Areas;
2. To establish a planning and design framework to protect the streetscapes located within Character Areas and/or Heritage Areas;
3. To ensure that new buildings and additions to existing buildings will be sympathetic to the unique character of the streetscape; and
4. To distinguish between buildings within each Character Areas and/or Heritage Areas that contribute to the integrity of the streetscape and those which do not.

SCOPE

This Policy applies to:

1. The process used to identify and formally recognise Character Areas and Heritage Areas;
2. The identification and listing of development standards which will be used in assessing all development applications for properties within those Character Areas and Heritage Areas;
3. Appendix 1 of this Policy applies to applications for development in the St Albans Avenue Character Areas identified in Table 1 in Appendix 1;
4. Appendix 2 of this Policy applies to applications for development in the Harley Street Heritage Area identified on Figure 1 in Appendix 2;

LOCAL PLANNING POLICY: CHARACTER AREAS AND HERITAGE AREAS



CITY OF VINCENT

5. Appendix 3 of this Policy applies to applications for development in the Carr Street Character Area identified on Figure 1 in Appendix 3;
6. Appendix 4 of this Policy applies to applications for development in the Janet Street Character Retention Area identified on Figure 1 in Appendix 4; and
7. Appendix 5 of this Policy applies to applications for development in The Boulevarde and Matlock Street Character Area identified in Table 1 in Appendix 5.
8. Appendix 6 of this Policy applies to applications for development in the Florence Street Character Area.
9. Appendix 7 of this Policy applies to applications for development in the Prospect Place Character Area.
10. Appendix 8 of this Policy applies to applications for development in the Hammond Street Character Area.
11. Appendix 9 of this Policy applies to applications for development in the Strathcona Street Character Area.
12. Appendix 10 of this Policy applies to applications for development in the Wilberforce Street Character Area.
13. Appendix 11 of this Policy applies to applications for development in the Kalgoorlie Street Character Area.

RELATIONSHIP TO OTHER DOCUMENTS

This Local Planning Policy forms part of the City of Vincent local planning policy framework. Where this Policy is inconsistent with the City's local planning scheme, the local planning scheme prevails. Where this Policy is inconsistent with an adopted Local Development Plan, Activity Centre Plan or Structure Plan, the adopted Local Development Plan, Activity Centre Plan or Structure Plan prevails.

Where this Policy is permitted to amend or replace the Deemed to Comply provisions under Clause 7.3.1(a) of the Residential Design Codes, the provisions of this Policy shall prevail. Where this Policy augments the Design Principles under Clause 7.3.1(b) of the Residential Design Codes by providing Local Housing Objectives, both the Design Principles of the Residential Design Codes and the Local Housing Objectives of this Policy shall apply.

Where this Policy is inconsistent with the provisions of another local planning policy the provisions of this Policy shall prevail.

LOCAL PLANNING POLICY: CHARACTER AREAS AND HERITAGE AREAS



CITY OF VINCENT

PART 2 – POLICY PROVISIONS

1. Development Standards

- 1.1. Applications for development that comply with the relevant 'Deemed to Comply' policy provisions and 'Local Housing Objectives' are considered to meet the Policy Objectives.
- 1.2. Applications for development that seek departure from the 'Deemed to Comply' policy provisions may be deemed to be acceptable where:
 - 1.2.1 The applicant applies for assessment, and provides adequate justification, against the relevant Design Principles of the R-Codes, Design Objectives, Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme; and
 - 1.2.2 The application obtains the support of the City's Design Advisory Committee where the City determines it to be necessary.
- 1.3 The City will assess and determine at its discretion that the same or better outcome will be achieved than would have been provided by the 'Deemed to Comply' criteria.
- 1.4 Applications for development shall include a contextual elevation showing the elevation of the proposed development and the existing development on the adjoining properties either side pursuant to Schedule 2, Part 8, Clause 63(1)(d) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

2. Character Area Nomination

- 2.1 A Character Area may include the following:
 - 2.1.1 A collection of no less than five adjoining buildings;
 - 2.1.2 A street block; or
 - 2.1.3 A part of, or whole suburb.
- 2.2 A Character Area may be nominated in writing by a member of the public or by the City.
- 2.3 The City will only proceed with the nomination of the Character Area where it is demonstrated by the nominee that owners of at least 40% of affected properties support proceeding with the nomination.

3. Consultation and Preparation of Guidelines

- 3.1 Following the successful nomination of a Character Area, the City will attend and undertake an assessment of the built form within the Area. The purpose of this assessment will be to inform an advertised Character Area Guidelines.

LOCAL PLANNING POLICY: CHARACTER AREAS AND HERITAGE AREAS



CITY OF VINCENT

4. Approval of the Guidelines

- 4.1 Once the draft Guidelines have been prepared, Administration will request that Council initiate formal consultation in accordance with the City's community consultation policy.
- 4.2 Following advertising, Council will be asked to approve, refuse or approve with modifications the Guidelines to be included as an appendix to this policy based on the results of assessment and consultation.

5. Amendments to the Guidelines

- 5.1 The City may consider amending the Character Area Guidelines where it can be demonstrated that owners of at least 40% of the affected properties support the amendment(s).
- 5.2 Council must initiate formal consultation to advertise any amendment(s) in accordance with the City's community consultation policy.
- 5.3 Following advertising, Council will be asked to determine the amendment(s) on the basis of the submissions received.

6. Rescission of a Character Area

- 6.1 The City will only consider initiating the removal or abandoning a nomination of a Character Area where it can be demonstrated that owners of at least 70% of the affected properties support their removal.
- 6.2 If supported, Council must initiate formal consultation to amend the policy to remove the Character Area in accordance with the City's community consultation policy.
- 6.3 Following advertising, Council will be asked to determine the amendment on the basis of the submissions received.

7. Heritage Areas

- 7.1 The City may consider designating a Heritage Area in accordance with Part 3 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* in the following instances:
 - 7.1.1 Where a nomination has been received for a Character Area in accordance with (1) of this policy and the City is satisfied the area is suitably qualified to be designated as a Heritage Area following a Heritage Assessment;
 - 7.1.2 Where the City has undertaken a Heritage Assessment of any area and is satisfied it is suitably qualified to be designated as a Heritage Area following a Heritage Assessment.
- 7.2 If an area qualifies as a Heritage Area, the City will consult with affected landowners on the designation prior to making a recommendation to Council on whether to proceed in accordance with Part 3 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

CITY OF VINCENT CHARACTER STREET GUIDELINES - **KALGOORLIE STREET**, MOUNT HAWTHORN

The **Kalgoorlie Character Street** has been recognised by the community and the Council as making a positive contribution towards built character of the City. To help identify and celebrate this unique part of the City, this guideline has been put in place to guide and assist future development.

These guidelines are to be applied to development where the dwelling is fronting the primary street and/or is within an area that is visible from the primary street, within the following area:
Nos. 55 - 90 Kalgoorlie Street, Mount Hawthorn (Inclusive)

The general objectives of development the subject of these guidelines are:

- Retention and conservation of original dwellings;
- Protection and enhancement of existing streetscape character;
- Retention of the visual character of late nineteenth to early twentieth century residential development;
- Encourage a high standard of architectural and sustainable design solutions for new development and additions to existing development;
- New development that responds appropriately and complements the surrounding streetscape through:
- Consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns; and
- Built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings.
- Maintain the absence of and promote the removal of visually intrusive car parking structures and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.



CITY OF VINCENT CHARACTER STREET GUIDELINES - **KALGOORLIE STREET**, MOUNT HAWTHORN

Statement of Character

The **Kalgoorlie Character Street** is generally mixed in terms of built form, with development ranging from century old original character homes to more contemporary designed dwellings.

While there are many different examples of dwelling design a significant proportion of the street reflects the character building design predominant in the Mount Hawthorn area.

Development within this street should enhance the historic dwellings within the street and embrace dwelling designs which support the historic character of the precinct. While the character of the street is impacted by more contemporary designed buildings, solid front fencing and car parking structures within the street, redevelopment should encourage a more open front facade, with greater interaction to the street.

Additions and alterations that are visible from the street should respond to the key architectural features of the existing dwelling on the lot and adjoining character dwellings.



CITY OF VINCENT CHARACTER STREET GUIDELINES - **KALGOORLIE STREET**, MOUNT HAWTHORN

<p><u>Local Housing Objectives</u></p> <p><i>Pursuant to Clause 7.3.1(b) of the Residential Design Codes, the following Local Housing Objectives augment the Design Principles of the Residential Design Codes as specified.</i></p>	<p><u>Deemed to Comply</u></p> <p><i>Pursuant to Clause 7.3.1(a) of the Residential Design Codes, the following provisions replace the Deemed to Comply requirements of the Residential Design Codes as specified.</i></p>
<p>1. Street setbacks</p>	
<p><i>Augments Clause 5.1.2 P2.1 and P2.2</i></p>	<p><i>Replaces Clause 5.1.2 C2.1 i and ii and Clause 6.1.3</i></p>
<p>O1.1 The setbacks of dwellings should reflect the predominant streetscape pattern and be consistent with adjacent properties.</p> <p>O1.2 First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.</p>	<p>C1.1 Ground floor primary street setbacks to be an average of the two directly adjoining properties on either side of the proposed development.</p> <p>C1.2 Walls on upper floors setback a minimum of 4 metres behind the ground floor predominant building line (excluding any porch or verandah), as determined by the City.</p>

CITY OF VINCENT CHARACTER STREET GUIDELINES - **KALGOORLIE STREET**, MOUNT HAWTHORN

2. Building height	
<i>Augments Clause 5.1.6 P6</i>	<i>Augments Clause 5.1.6 by adding the following</i>
O3.2 The wall height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall height to avoid an under scaled squat appearance.	C3.2 Loft additions must be contained wholly within the roof space and shall not result in a visible change to the dwelling's appearance from the street.
3. Setbacks of Garages and Carports	
<i>Augments Clause 5.2.1 P1</i>	<i>Replaces Clause 5.2.1 C1.1, C1.2</i>
O4.1 Carports and garages should be located so as to maintain the absence of car parking facilities within the streetscape.	C4.3 Carports may be considered in front setback areas but only where no alternative location exists and a minimum setback of 1.5m from the primary street is maintained. Such carports shall not be fitted with any style of roller or tilt up panel door.
O4.2 Car parking facilities located within front setback areas should ensure that the predominant character elements of the dwelling are visible and unobstructed.	C4.4 Where carports are considered appropriate in front setback areas, carports shall be open in style and allow an unobstructed view of the dwelling from the street.
O4.3 Car parking facilities that do not unduly impact the presentation of the dwelling to the streetscape.	C4.5 Garages and carports must match the existing dwellings' predominant colour, scale and materials and must be complementary and subservient to the dwelling.

CITY OF VINCENT CHARACTER STREET GUIDELINES - **KALGOORLIE STREET**, MOUNT HAWTHORN

	<p>C4.6 Carports and garages forward of the dwelling or within the front setback area shall have a maximum wall height of 2.7 metres.</p> <p>C4.7 Carports and garages located within front setback areas shall have a maximum width of 5.5 metres (internal) or one-third the frontage of the lot, whichever is the lesser.</p>
4. Street surveillance	
<i>Augments Clause 5.2.3 P3</i>	
<p>O5.1 Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or outdoor living areas and by including habitable rooms at the front of the dwelling.</p> <p>As defined in the Residential Design Codes of Western Australia (R-Codes) a habitable Room includes a bedroom, living room, lounge room, music room, sitting room, television room, kitchen, dining room, sewing room, study, playroom, family room, sunroom, gymnasium, fully enclosed swimming pool or patio.</p>	

CITY OF VINCENT CHARACTER STREET GUIDELINES - **KALGOORLIE STREET**, MOUNT HAWTHORN

5. Street walls and fences

Augments Clause 5.2.4 P4

- O6.1 Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street.
- O6.2 Front fences that are low and visually permeable in order to retain views to dwellings and front gardens.

Replaces Clause 5.2.4 C4.1, C4.2

- C6.1 The maximum height of new street walls, street fences and gates facing the street is to be 1.2 metres above the adjacent footpath level.
- C6.2 The maximum height of any solid portion of a new street wall, street fence and gate is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable.
- C6.3 The maximum height of fence piers with decorative capping is to be 1.8 metres above the adjacent footpath level.
- C6.4 The maximum width of piers is to be 470mm.
- C6.5 The material(s) proposed include one or more of the following selected to reflect the predominate materials of fences within the Guideline Area:
- i. Timber pickets; or
 - ii. Brick; or
 - iii. Rendered masonry.

CITY OF VINCENT CHARACTER STREET GUIDELINES - **KALGOORLIE STREET**, MOUNT HAWTHORN

6. General building design	
<i>New Local Housing Objectives as per Clause 7.3.1(b) of the Residential Design Codes</i>	<i>Criteria deemed to satisfy Local Housing Objectives O7.1-O7.5</i>
O7.1 New development is sympathetic to and complements the character of the existing dwellings within the streetscape.	C7.1 The built form of any new dwellings shall complement the style, scale and form of the dwellings within the existing streetscape.
O7.2 New development shall ensure that unsympathetic contrasts in scale, mass and materials are avoided.	C7.2 The materials of any new dwellings as viewed from the street shall be consistent with the prevailing materials of the streetscape.
O7.3 Additions visible from the street shall be compatible with and respectful of the existing dwelling and the predominant character of the existing streetscape.	C7.3 Additions to an existing dwelling when viewed from the street shall complement the architectural style, form, colour and materials of the existing dwelling. In the case that the existing dwelling is not an original dwelling, additions shall complement the architectural style, form, colour and materials of the prevailing streetscape.
O7.4 The roof of new dwellings is to be consistent with the predominant roof form in the existing streetscape in terms of scale and pitch.	C7.4 The floor levels of new dwellings shall match or mediate between the floor levels of dwellings on either side of the proposed dwelling.
O7.5 Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	C7.5 The roof pitch of new dwellings or upper storey additions is to be between 30 degrees and 40 degrees.
	C7.6 Street facing windows include inner sections with a height of at least 1.6 times their width.
	C7.7 Windows to the front façade of an upper storey addition shall reflect the shape and configuration of the original dwellings' windows when viewed from the primary street.

CITY OF VINCENT CHARACTER STREET GUIDELINES - WILBERFORCE STREET, MOUNT HAWTHORN

The [Wilberforce Character Street](#) has been recognised by the community and the Council as making a positive contribution towards built character of the City. To help identify and celebrate this unique part of the City, this guideline has been put in place to guide and assist future development.

These guidelines are to be applied to development where the dwelling is fronting the primary street and/or is within an area that is visible from the primary street, within the following area:

[Nos. 1 - 25 Wilberforce Street \(Inclusive\)](#)

The general objectives of development the subject of these guidelines are:

- Retention and conservation of original dwellings;
- Protection and enhancement of existing streetscape character;
- Retention of the visual character of late nineteenth to early twentieth century residential development;
- Encourage a high standard of architectural and sustainable design solutions for new development and additions to existing development;
- New development that responds appropriately and complements the surrounding streetscape through:
- Consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns; and
- Built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings.
- Maintain the absence of and promote the removal of visually intrusive car parking structures and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.



CITY OF VINCENT CHARACTER STREET GUIDELINES - WILBERFORCE STREET, MOUNT HAWTHORN

Statement of Character

The **Wilberforce Character Street** is generally consistent in terms of built form, with the majority of the dwellings being original to the street. This includes excellent examples of character dwellings dating back from the turn of the century and are predominately in excellent condition.

With strong ties to the earliest European settlement within the Perth Metropolitan Region, development within this street should enhance the historic dwellings within the street and embrace dwelling designs which support the historic character of the precinct. While the character of the street is impacted by more contemporary designed buildings, the presence of minimal carparking structures within the street setback area and consistent street setbacks enhances the overall built form quality to the street.

Redevelopment should respect and complement the predominant character of the street. Additions and alterations that are visible from the street should respond to the key architectural features of the existing dwelling on the lot and adjoining character dwellings.



CITY OF VINCENT CHARACTER STREET GUIDELINES - WILBERFORCE STREET, MOUNT HAWTHORN

<p><u>Local Housing Objectives</u></p> <p><i>Pursuant to Clause 7.3.1(b) of the Residential Design Codes, the following Local Housing Objectives augment the Design Principles of the Residential Design Codes as specified.</i></p>	<p><u>Deemed to Comply</u></p> <p><i>Pursuant to Clause 7.3.1(a) of the Residential Design Codes, the following provisions replace the Deemed to Comply requirements of the Residential Design Codes as specified.</i></p>
<p>1. Street setbacks</p>	
<p><i>Augments Clause 5.1.2 P2.1 and P2.2</i></p>	<p><i>Replaces Clause 5.1.2 C2.1 i and ii and Clause 6.1.3</i></p>
<p>O1.1 The setbacks of dwellings should reflect the predominant streetscape pattern and be consistent with adjacent properties.</p> <p>O1.2 First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.</p>	<p>C1.1 Ground floor primary street setbacks to be an average of the two directly adjoining properties on either side of the proposed development.</p> <p>C1.2 Walls on upper floors setback a minimum of 4 metres behind the ground floor predominant building line (excluding any porch or verandah), as determined by the City.</p>

CITY OF VINCENT CHARACTER STREET GUIDELINES - WILBERFORCE STREET, MOUNT HAWTHORN

2. Building height	
<i>Augments Clause 5.1.6 P6</i>	<i>Augments Clause 5.1.6 by adding the following</i>
O3.2 The wall height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall height to avoid an under scaled squat appearance.	C3.2 Loft additions must be contained wholly within the roof space and shall not result in a visible change to the dwelling's appearance from the street.
3. Setbacks of Garages and Carports	
<i>Augments Clause 5.2.1 P1</i>	<i>Replaces Clause 5.2.1 C1.1, C1.2</i>
O4.1 Carports and garages should be located so as to maintain the absence of car parking facilities within the streetscape.	C4.3 Carports may be considered in front setback areas but only where no alternative location exists and a minimum setback of 1.5m from the primary street is maintained. Such carports shall not be fitted with any style of roller or tilt up panel door.
O4.2 Car parking facilities located within front setback areas should ensure that the predominant character elements of the dwelling are visible and unobstructed.	C4.4 Where carports are considered appropriate in front setback areas, carports shall be open in style and allow an unobstructed view of the dwelling from the street.
O4.3 Car parking facilities that do not unduly impact the presentation of the dwelling to the streetscape.	C4.5 Garages and carports must match the existing dwellings' predominant colour, scale and materials and must be complementary and subservient to the dwelling.

CITY OF VINCENT CHARACTER STREET GUIDELINES - WILBERFORCE STREET, MOUNT HAWTHORN

	<p>C4.6 Carports and garages forward of the dwelling or within the front setback area shall have a maximum wall height of 2.7 metres.</p> <p>C4.7 Carports and garages located within front setback areas shall have a maximum width of 5.5 metres (internal) or one-third the frontage of the lot, whichever is the lesser.</p>
4. Street surveillance	
<i>Augments Clause 5.2.3 P3</i>	
<p>O5.1 Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or outdoor living areas and by including habitable rooms at the front of the dwelling.</p> <p>As defined in the Residential Design Codes of Western Australia (R-Codes) a habitable Room includes a bedroom, living room, lounge room, music room, sitting room, television room, kitchen, dining room, sewing room, study, playroom, family room, sunroom, gymnasium, fully enclosed swimming pool or patio.</p>	

CITY OF VINCENT CHARACTER STREET GUIDELINES - WILBERFORCE STREET, MOUNT HAWTHORN

5. Street walls and fences

Augments Clause 5.2.4 P4

- O6.1 Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street.
- O6.2 Front fences that are low and visually permeable in order to retain views to dwellings and front gardens.

Replaces Clause 5.2.4 C4.1, C4.2

- C6.1 The maximum height of new street walls, street fences and gates facing the street is to be 1.2 metres above the adjacent footpath level.
- C6.2 The maximum height of any solid portion of a new street wall, street fence and gate is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable.
- C6.3 The maximum height of fence piers with decorative capping is to be 1.8 metres above the adjacent footpath level.
- C6.4 The maximum width of piers is to be 470mm.
- C6.5 The material(s) proposed include one or more of the following selected to reflect the predominate materials of fences within the Guideline Area:
- i. Timber pickets; or
 - ii. Brick; or
 - iii. Rendered masonry.

CITY OF VINCENT CHARACTER STREET GUIDELINES - WILBERFORCE STREET, MOUNT HAWTHORN

6. General building design	
<i>New Local Housing Objectives as per Clause 7.3.1(b) of the Residential Design Codes</i>	<i>Criteria deemed to satisfy Local Housing Objectives O7.1-O7.5</i>
O7.1 New development is sympathetic to and complements the character of the existing dwellings within the streetscape.	C7.1 The built form of any new dwellings shall complement the style, scale and form of the dwellings within the existing streetscape.
O7.2 New development shall ensure that unsympathetic contrasts in scale, mass and materials are avoided.	C7.2 The materials of any new dwellings as viewed from the street shall be consistent with the prevailing materials of the streetscape.
O7.3 Additions visible from the street shall be compatible with and respectful of the existing dwelling and the predominant character of the existing streetscape.	C7.3 Additions to an existing dwelling when viewed from the street shall complement the architectural style, form, colour and materials of the existing dwelling. In the case that the existing dwelling is not an original dwelling, additions shall complement the architectural style, form, colour and materials of the prevailing streetscape.
O7.4 The roof of new dwellings is to be consistent with the predominant roof form in the existing streetscape in terms of scale and pitch.	C7.4 The floor levels of new dwellings shall match or mediate between the floor levels of dwellings on either side of the proposed dwelling.
O7.5 Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	C7.5 The roof pitch of new dwellings or upper storey additions is to be between 30 degrees and 40 degrees.
	C7.6 Street facing windows include inner sections with a height of at least 1.6 times their width.
	C7.7 Windows to the front façade of an upper storey addition shall reflect the shape and configuration of the original dwellings' windows when viewed from the primary street.

9.2 OUTCOMES OF ADVERTISING - AMENDMENT NO. 7 TO LOCAL PLANNING SCHEME NO. 2 - LEEDERVILLE PRECINCT STRUCTURE PLAN

- Attachments:**
1. **Amendment No. 7 to Local Planning Scheme No. 2 - Form 2A**  
 2. **Summary of Submissions**  

RECOMMENDATION:**That Council:**

1. **ENDORSES** the Administration response to submissions, included at Attachment 2, received during advertising of Amendment No. 7 to Local Planning Scheme No. 2;
2. **SUPPORTS** Standard Amendment No. 7 to Local Planning Scheme No. 2 without modification, pursuant to Regulation 50(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, included at Attachment 1, for submission to the Western Australian Planning Commission.

PURPOSE OF REPORT:

To consider the outcomes of public consultation on Amendment No. 7 to Local Planning Scheme No. 2 and determine whether to proceed with the amendment.

BACKGROUND:

Amendment No. 7 to Local Planning Scheme No. 2 has been prepared to change the zoning of the land subject to the Leederville Precinct Structure Plan (LPSP) so that the provisions of the LPSP can be implemented.

The City commenced the preparation of the draft Leederville Precinct Structure Plan (LPSP) in 2019. The preparation of the LPSP was undertaken in 5 steps:

1. **Where are we now?** Understand the Leederville Precinct from a technical perspective through desktop research and site visits, culminating in a detailed SWOT Analysis;
2. **Where do we want to be?** Inform the community and key stakeholders of the findings to determine if these matched with community personal experiences and knowledge. Including preliminary consultation undertaken in 2019 titled Design Leederville;
3. **How do we get there?** Development of the Leederville Precinct Structure Plan including testing of the development scenarios and provisions. The draft Precinct Structure Plan was presented to Council for consideration before formal advertising;
4. **Did we get it right?** The LPSP was formally advertised in 2021. All submissions on the draft plan were presented to Council, with recommended changes in response to the community feedback.
5. **Submission of the Precinct Structure Plan to the WA Planning Commission.** At its Ordinary Meeting held 14 September 2021, Council endorsed the LPSP to be forwarded to the WAPC for determination.

The project resulted in a planning framework that was endorsed by Council.

DETAILS:

The City has prepared Amendment 7 to Local Planning Scheme No. 2, as at **Attachment 1**, to rezone the LPSP area to 'Centre' zone so that the LPSP can apply to this area rather than the current zoning.

This is a standard amendment as it allows for the implementation of the LPSP. The zoning listed in the LPSP will apply, with land use permissibility being set by the Scheme.

Pursuant to Regulation 55 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, if Council resolve to support the amendment, the City is to provide the amendment to the WAPC and a recommendation is to be provided from the WAPC to the Minister. In accordance with Part 5, Division 4, section 87 of the *Planning and Development Act 2005* the Minister for Planning may:

- Approve the amendment; or
- Require modification of the amendment before it is resubmitted for approval; or
- Refuse to approve the amendment.

CONSULTATION/ADVERTISING:

Letters were sent to owners and occupiers in the Scheme Amendment area and to the relevant Government Agencies on 3 November 2021 inviting comment until 15 December 2021.

Six comments were received with no objections to the amendment. A summary of submissions and Administration's response to each is included as **Attachment 2**.

LEGAL/POLICY:

- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- *State Planning Policy 4.2 Activity Centres for Perth and Peel;*
- *State Planning Policy 7.2 Precinct Design;*
- *Perth and Peel@3.5million Sub Regional Framework;*
- *State Planning Policy 3.1 – Residential Design Codes (R Codes);*
- *City of Vincent Local Planning Scheme No. 2; and*
- *Community and Stakeholder Engagement Policy.*

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to endorse the amendment to the Local Planning Scheme to be determined by the Minister for Planning.

STRATEGIC IMPLICATIONS:

The Scheme Amendment seeks to facilitate the LPSP. As outlined in the report to the Ordinary Meeting of Council held 14 September 2021, the LPSP seeks to meet the following priorities of the City's *Strategic Community Plan 2018-2028*:

Enhanced Environment

*We have improved resource efficiency and waste management.
Our parks and reserves are maintained, enhanced and well utilised.
Our urban forest/canopy is maintained and increased.
We have minimised our impact on the environment.*

Accessible City

*Our pedestrian and cyclist networks are well designed, connected, accessible and encourage increased use.
We have better integrated all modes of transport and increased services through the City.
We have embraced emerging transport technologies.*

Connected Community

*Our community facilities and spaces are well known and well used.
We have enhanced opportunities for our community to build relationships and connections with each other and the City.
We recognise, engage and partner with the Whadjuk Noongar people and culture.
We are an inclusive, accessible and equitable City for all.*

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.*

Our physical assets are efficiently and effectively managed and maintained.

Sensitive Design

Our built form is attractive and diverse, in line with our growing and changing community.

Our built form character and heritage is protected and enhanced.

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

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.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

As outlined in the report to the Ordinary Meeting of Council held 14 September 2021, the LPSP seeks to meet the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

Sustainable Energy Use/Greenhouse Gas Emission Reduction

Sustainable Transport

Water Use Reduction/Water Quality Improvement

Waste Reduction

Urban Greening and Biodiversity

PUBLIC HEALTH IMPLICATIONS:

As outlined in the report to the Ordinary Meeting of Council held 14 September 2021, the LPSP seeks to meet the following priority health outcomes of the *City's Public Health Plan 2020-2025*:

Increased mental health and wellbeing

Increased physical activity

Reduced injuries and a safer community

FINANCIAL/BUDGET IMPLICATIONS:

The cost of progressing the amendment will be met through the City's existing operational budget.

COMMENTS:

The Leederville precinct is a vibrant hub of activity that is highly valued by both the local and wider community. Leederville has a unique character and is known for its atmosphere and café culture, which services its residential catchment as well as the broader Perth metropolitan area. The Leederville precinct provides an important hub of local community infrastructure, with the City of Vincent administration and civic centre, library and community centre accommodated in the precinct.

Amendment No. 7 to Local Planning Scheme No. 2 will ensure the planning framework for Leederville, set out in the LPSP, can be implemented, is up-to-date and agile to enable the sustained success of the area.



CITY OF VINCENT

LOCAL PLANNING SCHEME NO. 2

Amendment No. 7

Standard amendment to amend the 'Table – Zone objectives' to include 'Centre' zone and to reclassify the land subject to the Leederville Activity Centre from 'Regional Centre', 'Public Purpose', 'Parks and Recreation' and 'Residential' to 'Centre'.



CITY OF VINCENT

FORM 2A*Planning and Development Act 2005***RESOLUTION TO PREPARE AMENDMENT TO LOCAL PLANNING SCHEME**CITY OF VINCENT LOCAL PLANNING SCHEME NO. 2
AMENDMENT NO. 7

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

1. Amend 'Table – Zone objectives' in Part 3 to include 'Centre' zone with the following objectives:

Zone name	Objectives
Centre	<ul style="list-style-type: none"> • To designate land for future development as a town centre or activity centre. • To provide a basis for future detailed planning in accordance with the structure planning provisions of this Scheme or the Activity Centres State Planning Policy.

2. Reclassify the portion of land bounded by Bourke Street, Loftus Street and the Mitchell Freeway from 'Regional Centre', 'Public Purpose', 'Mixed Use', and 'Residential' to 'Centre';
3. Amend the Scheme Map to reflect 'Centre' zone for the land referred to as the Leederville Activity Centre;
4. Remove 'Public Purposes – Technical School' from part of Lot 511 (No. 43 Richmond Street, Leederville) and 'Public Open Space' from part of Lot 500 (No. 244-246 Vincent Street, Leederville);
5. Remove 'Regional Centre' zone from the Scheme Map legend;
6. Include 'Centre' zone in the Scheme Map legend represented by the colour R:148 G:248 B:250.

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

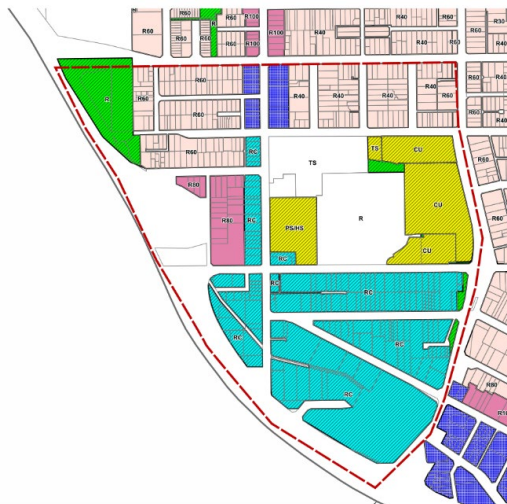
- The amendment relates to a zone that is consistent with the objectives of the Scheme;
- The amendment would have minimal impact on the surrounding area as the rezoning and reclassification of land would not alter the existing built form requirements on the subject sites;
- The amendment would not alter the Urban zoning under the Metropolitan Region Scheme;
- The amendment would not result in any significant environmental, social, economic or governance impacts; and
- The amendment is not considered to be a basic or complex amendment, as defined within the regulations.



CITY OF VINCENT

Modifications 2 to 4 (inclusive) – Scheme Map

Modification 5 and 6 – Map Legend

Existing:Proposed:

 = Amendment area
 = Proposed removed reserves

Dated this day of 2021

 CHIEF EXECUTIVE OFFICER

CITY OF VINCENT LOCAL PLANNING SCHEME NO. 2 SCHEME MAP 5 - MT HAWTHORN	
LEGEND	
METROPOLITAN REGION SCHEME RESERVES	
<small>Note: The Western Australian Planning Commission care of the Department of Planning should be consulted for full information on the actual land requirements for all Metropolitan Region Scheme Reserves.</small>	
	PARKS AND RECREATION
R	Restricted Public Access
	PRIMARY REGIONAL ROADS RESERVATION
	OTHER REGIONAL ROADS RESERVATION
	RAILWAYS
	PUBLIC PURPOSES
<small>Particular use denoted as follows:</small>	
H	Hospital
HS	High School
TS	Technical School
CP	Car Park
U	University
CG	Commonwealth Government
SU	Special Use
WSC	Water Authority of Western Australia
P	Prison
CITY OF VINCENT LOCAL SCHEME RESERVES	
	PUBLIC OPEN SPACE
R	Restricted
	PUBLIC PURPOSES
<small>Particular use denoted as follows:</small>	
PS	Primary School
CP	Car Park
CU	Civic Uses
HS	High School
I	Institute for the Deaf
W	Water Supply Sewerage and Drainage
TS	Technical School
CITY OF VINCENT SCHEME ZONES	
	RESIDENTIAL
	MIXED USE
	COMMERCIAL
	CENTRE
	LOCAL CENTRE
	DISTRICT CENTRE
	REGIONAL CENTRE
	SPECIAL USE
<small>Particular use denoted as follows:</small>	
CP	Car Park
CU	Community Use
FC	Function Centre
HC	Hall and Non Residential Club
H	Hotel
PW	Place of Worship
S	Service Station
	ADDITIONAL USE
ADDITIONAL INFORMATION & RESIDENTIAL PLANNING CODES	
	CODE AREA BOUNDARY
	SCHEME AREA BOUNDARY
R20	DENSITY CODE



CITY OF VINCENT

LOCAL PLANNING SCHEME NO. 2

Amendment No. 7

COUNCIL RECOMMENDED/SUBMITTED FOR APPROVAL

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

.....
MAYOR.....
CHIEF EXECUTIVE OFFICER

WAPC RECOMMENDED/SUBMITTED FOR APPROVAL

.....
DELEGATED UNDER S.16 OF
THE *PLANNING AND DEVELOPMENT ACT 2005*

DATE.....

APPROVAL GRANTED

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

DATE.....

Summary of Submissions - Amendment No. 1 to Local Planning Scheme No. 2

No.	Submitter Comment	Submitter	Administration Comment	Recommended Modification
1.	The EPA has carried out some investigations and inquiries before deciding not to assess this scheme. In deciding not to formally assess schemes, the EPA has determined that no further assessment is required by the EPA. This Determination is not appealable.	Environmental Protection Authority	Noted	No modification.
2.	The Department has no further comment to make in this instance.	Department of Local Government, Sport & Cultural Industries	Noted.	No modification.
3.	Land Use Management Metropolitan and Peel have no comments to provide to the amendments.	Department of Planning, Lands & Heritage	Noted.	No modification.
4.	The Corporation reviews long-term infrastructure planning in response to amended land uses, zonings, dwelling yields and population projections. The reclassification of land to 'Centre' does not provide a level of detail of which the Corporation can undertake detailed review of infrastructure planning. This has the potential to constrain and delay development due to adhoc planning analysis. As noted in the Leederville Precinct Structure Plan Servicing Report, "Once a final plan has been developed and approved, the Water Corporation will then use the revised zoning and density codes to upgrade its infrastructure planning and advise the City of any other issues arising or system upgrades that may be required." To better service future development in the City, we request that the City provide further information regarding anticipated population densities throughout the Centre.	Water Corporation	Noted. The publically advertised Leederville Precinct Structure Plan endorsed by Council and submitted to the Western Australian Planning Commission includes the proposed density of the area including acceptable and maximum building heights.	No modification.
5.	The proposed Structure Plan and Scheme Amendment does not fall into an area designated as bushfire prone pursuant to the Fire and Emergency Services Act 1998 (as amended) as identified on the Map of Bush Fire Prone Areas.	Department of Fire & Emergency Services	Noted.	No modification.
6.	The Town's Administration has undertaken a review of the draft Precinct Structure Plan and draft amendment documents and does not raise any comments.	Town of Cambridge	Noted.	No modification.

9.3 PUBLIC OPEN SPACE STRATEGY - IMPLEMENTATION PROGRESS UPDATE

Attachments: 1. **Public Open Space Strategy - Implementation**  

RECOMMENDATION:

That Council NOTES the Public Open Space Strategy Implementation Update as at Attachment 1.

PURPOSE OF REPORT:

To note the Public Open Space Strategy implementation progress update and expected project timeframe.

BACKGROUND:

At its Ordinary Meeting on 11 December 2018, Council adopted the City's Public Open Space Strategy (POS Strategy). The POS Strategy provides a strategic framework that guides the management, provision, use of, and investment in parks, reserves and other open spaces.

The POS Strategy has 32 key actions with numerous tasks associated within each action. Each key action has been categorised as either short term (1-3 years), medium term (4-7 years) or long term (8+ years) in priority of implementation. Since the endorsement of the POS Strategy, the City has progressed multiple key actions.

DETAILS:

Attachment 1 lists the key actions within the POS Strategy and their status. The documented delivery year aligns with the POS Strategy and accounts for resourcing considerations.

The POS Strategy has eleven short term key actions and the majority of the short term key actions have been either completed or commenced. The Woodville Reserve Master Plan and Britannia Reserve Master Plan are the only short term key actions that have been delayed and replaced respectively, with more focused projects being delivered in the short term, being the Woodville Reserve Landscape Plan, which was endorsed by Council in December 2021, and the Britannia North West Development Plan, which was endorsed by Council in November 2021.

Key achievements since the adoption of the POS Strategy include:

- Endorsed of the Property Management Framework;
- Implementation of North Perth Common;
- Endorsed of the Robertson Park Development Plan;
- Implementation of online booking functionally for community facilities;
- Completion of upgrades to Leake/Alma Reserve and Brentham Street Reserve; and
- Investigation of repurposing land - Haynes Street Reserve.

The City is now completing the remaining short term key actions, and moving onto the 'short – medium', and 'medium' term key actions.

Key action 5 "Prepare a POS Land Acquisition Strategy to provide POS in strategic locations where gaps have been identified within the network" is proposed to be completed as a Land Utilisation Policy in 2022/2023. This is a priority as the policy will help inform other key actions in the POS Strategy, not just acquisitions, such as land management agreements, repurposing of land, and sale of land.

CONSULTATION/ADVERTISING:

Future consultation will be undertaken throughout the delivery of each key action, and through formal review of the POS Strategy. No consultation is proposed for the implementation update.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to note the implementation of the key actions in the POS Strategy.

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.

Accessible City

Choose an item or delete if not relevant.

Connected Community

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

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

Thriving Places

Choose an item or delete if not relevant.

Sensitive Design

Choose an item or delete if not relevant.

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.

Our community is satisfied with the service we provide.

SUSTAINABILITY IMPLICATIONS:

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

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 physical activity

Increased mental health and wellbeing

FINANCIAL/BUDGET IMPLICATIONS:

The Public Open Space Strategy key actions have been accounted for through the City's approved budget.

No.	Key Actions	Tasks	Priority	Proposed FY	Lead Team	Status	Comments
1	Develop a clear framework for lease, licence and hire agreements within POS	<ul style="list-style-type: none"> Assess the effectiveness of hire agreements, licenses and leases for community, sport and recreation, and commercial groups utilising POS. Identify and implement preferred tenure arrangements that meet user group needs while maximising community accessibility to POS. 	Short	20/21	Corporate Strategy & Governance	Completed	Completed. Council adopted the Property Management Framework in November 2020. Implementation of the framework has commenced.
2	Establish Shared Use Agreements with the Department of Education to enable community access to school ovals and other amenities	<ul style="list-style-type: none"> Liaise with the Department of Education and specific School Principals in priority order: <ul style="list-style-type: none"> Mt Hawthorn Primary School North Perth Primary School Negotiate Shared Use Agreements using the Department of Education Guidelines. Identify and implement Shared Use Agreements at other local school sites based upon community demand. 	Short - Medium	23/24	Policy & Place	On track	Commence in 23/24 following the Land Utilisation Policy
3	Establish Management Agreements with private land owners to enable short/medium term conversion to POS	<ul style="list-style-type: none"> Identify undeveloped or transitional landholdings in areas with identified POS gaps Explore opportunities for interim land use agreements with private land owners to enable short/medium term functionality as POS. 	Short - Medium	23/24	Policy & Place	On track	Commence in 23/24 following the Land Utilisation Policy
4	Repurpose City owned land as POS in strategic locations where gaps have been identified within the network	<ul style="list-style-type: none"> Identify opportunities to repurpose land upon expiry or cessation of existing leases or other similar changes in land management, with a specific focus on key locations within Vincent: <ul style="list-style-type: none"> Within the suburb of Mount Hawthorn Within the suburb of North Perth Within the suburb of West Perth 	Medium	23/24	Corporate Strategy & Governance	On track	Opportunities have been identified at the expiry of leases. This includes Sydney Haynes. Further development of this key action will be reliant on the completion of the Land Utilisation Policy
5	Prepare a POS Land Acquisition Strategy to provide POS in strategic locations where gaps have been identified within the network	<ul style="list-style-type: none"> Develop a framework and methodology to nominate site specific land targets. 	Medium	22/23	Policy & Place	On track	No formal strategy/plan has been prepared and will commence in 22/23. In the interim Council has approved investigation of the potential sale of several lots. This includes Monmouth and Brentham Street Reserve.
		<ul style="list-style-type: none"> Acquire land in strategic locations through a dedicated Reserve Fund in order to increase the provision of POS. Identify land swap opportunities. Prepare a business case as the basis for any proposed land disposal. Undertake periodical POS gaps analysis to assess effectiveness of other 'Provision' actions. Identify remaining gaps in the POS network, and investigate alternative strategies to increase public open space provision. 		23/24	Corporate Strategy & Governance	On track	Pending outcomes of the Land Utilisation Policy
				23/24	Policy & Place		
6	Initiate a POS Development and Land Acquisition Reserve Fund	<ul style="list-style-type: none"> Investigate the sale of underperforming and/or surplus City owned land / facilities. Specifically ring-fence any land disposal proceeds for the purposes of the POS Reserve Fund. Follow the appropriate planning process for rezoning, subdivision, and development applications to optimise value prior to sale. Implement a program of regular contributions to these reserve funds to ensure the availability of sufficient funding over the long-term. 	Medium	23/24	Policy & Place	On track	POS Reserve Fund has been created. Action items to be investigated in 22/3 and 23/24.
				22/23		On track	
		<ul style="list-style-type: none"> Investigate the feasibility of attracting developer contributions for community infrastructure (POS) in accordance with State Planning Policy 3.6 		21/22		On track	The Leederville Precinct Structure Plan incorporates provisions for cash-in-lieu of Public Open Space as well as incentives for developers to provide community infrastructure. These are currently being assessed by the Western Australian Planning Commission and, if successful, the City will investigate extending this approach through all of Vincent
7	Assess the effectiveness of converting road reserves (or part of) to POS, and identify further opportunities in strategic locations where gaps have been identified within the network	<ul style="list-style-type: none"> Assess the effectiveness of converting underperforming and/or surplus road reserves to POS 	Short - Medium	23/24	Policy & Place	On track	A trial to temporarily convert a section of Grosvenor Road in the Beaufort Street Town Centre into a pedestrianised area is currently being planned and is scheduled to occur in September-November 2022. The project aims to understand the possibilities for public realm improvements, and demonstrate the benefits of putting people first and creating places for people. The project will also deliver a permanent continuous footpath across Grosvenor Road (adjacent to Beaufort Street) to improve the pedestrian experience of the area. The Vincent Pedestrian Streets project is being delivered in partnership with RAC, through its Reconnect WA initiative, which aims to create vibrant streets and public spaces for Western Australians to interact and connect with each other. RAC's \$1 million Reconnect WA initiative provides local governments across Western Australia with funding to deliver community-based project which change the look and feel of streets and public spaces. Further investigation into other sites will be pending outcomes of the Land Utilisation Policy
		<ul style="list-style-type: none"> Identify further sites of unused road reserve and re-purpose as POS. 					
		<ul style="list-style-type: none"> Establish a high quality civic open space within each Town Centre <ul style="list-style-type: none"> Implement North Perth Common 		18/19	Policy & Place	Completed	North Perth Common was completed and opened in June 2019. At its 17 September 2019 Ordinary Meeting, Council noted the project closure report which included recommendations to continue to monitor the space. A review of North Perth Common was undertaken in 2021/22. The review findings are to be reported to Council in the first quarter of 2022 and will include recommendations to improve the provision of shade, planting and seating.
		<ul style="list-style-type: none"> Implement Axford Park Improvements 		18/19 - 24/25	Policy & Place	Delayed	On 21 August 2018 at its Ordinary Meeting, Council approved a series of small scale 'quick win' improvements to Axford Park and adopted the Axford Park Upgrade Concept Design. The quick win items were implemented in 2018/19 and included pruning, reticulation, turfing, planting, toilet block relocation, footpath improvements and a flush pedestrian crossing to improve park access. The design and delivery of the first phase of Axford Park Upgrade, which included significant improvements to the western end of the park, was deferred in 2021/22 due to budget constraints. The revised timing of the project will be determined with consideration of the LTFP. \$8,000 is currently allocated to replace the flag poles in 2023/24 and \$80,000 is allocated to renew the in ground irrigation system and electrical cubical in 2024/25.
		<ul style="list-style-type: none"> Maintain and manage Oxford Street Reserve and Mary Street Piazza. 		21/22 - 22/23	Policy & Place	On track	Oxford Street Reserve is maintained, managed and available to book online. The POS size expands as an outcome of the Leederville Precinct Structure Plan. Mary Street Piazza is maintained, managed and available to book for free via the City's online booking system. Mural maintenance and turf replacement is undertaken on an ongoing basis and the festoon lighting was replaced and upgraded in December 2021.
		<ul style="list-style-type: none"> Identify opportunities within remaining Town Centres 		21/22 - 22/23	Policy & Place	On track	Opportunities to consider improvements to Tu Do Park in William Street Town Centre will be considered as part of the development of the William Street Town Centre Place Plan in 2022.


No.	Key Actions	Tasks	Priority	Proposed FY	Lead Team	Status	Comments
8	Reallocate active reserves and revise community lease and license arrangements, to better accommodate sporting club growth trends and improve community accessibility to POS	<ul style="list-style-type: none"> Assess participation and membership trends amongst sporting clubs as the basis for active reserve allocations. 	Short	21/22 - 22/23	Policy & Place	On track	Commenced Sport and Recreation Facilities Plan. The Plan will address this key action. Plan due to be finish.
		<ul style="list-style-type: none"> Align sporting codes and clubs with specific POS that can accommodate their respective growth and future needs. 		22/23 - 23/24	Beatty Park / Corporate Strategy & Governance	Delayed	New lease and licenses being implemented following adoption of the Property Management Framework. Further work to commence following endorsement of the Sport and Recreation Facility Plan.
		<ul style="list-style-type: none"> Develop shared-use licence arrangements in lieu of exclusive use lease arrangements. 					
		<ul style="list-style-type: none"> Implement performance based lease and licence arrangements with targets relating to membership, diversity, governance and community impact. 					
		<ul style="list-style-type: none"> Align lease and licence arrangements with any revised POS ground allocations. 					
9	Prepare and implement a Dog Exercise Strategy/Policy to ensure infrastructure provision aligns with community expectations	<ul style="list-style-type: none"> Ensure that future investment in dog exercise areas and associated infrastructure balances community expectations and broader POS accessibility. 	Short - Medium	23/24	Policy & Place	On track	Strategy/Policy to commence 23/24.
		<ul style="list-style-type: none"> Review the effectiveness of the existing off-leash dog exercise areas. 					
		<ul style="list-style-type: none"> Prepare a dog exercise areas strategy/policy aligned with POS hierarchy and levels of service and dog ownership geography. 					
		<ul style="list-style-type: none"> Include fenced dog exercise areas within the strategy/policy and minimum design requirements. 					
		<ul style="list-style-type: none"> Establish decision making criteria for the assessment of off-leash and on-lease areas within POS. 					
10	Implement the POS hierarchy and levels of service as the basis for investing in parks, reserves and other green spaces	<ul style="list-style-type: none"> Progress the establishment of fenced dog exercise area/s in specific POS (identify based on dog ownership, community demand or POS suitability) 	Short - Medium	23/24	Policy & Place	On track	Strategy/Policy to commence 23/24.
		<ul style="list-style-type: none"> Adopt the POS hierarchy and levels of service to directly inform infrastructure investment and rationalisation. 					
		<ul style="list-style-type: none"> Implement minimum levels of service and associated design guidelines. 					
		<ul style="list-style-type: none"> Identify, prioritise and undertake POS amenity upgrades utilising the POS audit and levels of service. 					
		<ul style="list-style-type: none"> Manage community expectations through communication of the POS hierarchy, classifications and levels of service. 					
		<ul style="list-style-type: none"> Prepare a POS upgrade program aligned with the Annual Budget, Long Term Financial Plan and Asset Management Plan. 					
		<ul style="list-style-type: none"> Review and revise POS maintenance standards based on the POS hierarchy, classifications and levels of service. 					
		<ul style="list-style-type: none"> Align maintenance standards, schedules and practices with POS functionality and community use: 					
		<ul style="list-style-type: none"> Determine specific maintenance standards and lifecycle costs for 					
		<ul style="list-style-type: none"> Playing fields Town Centre POS POS identified as being suitable for festivals and events 					
11	Implement asset renewal and rationalisation in accordance with the broader Asset Management Plan	<ul style="list-style-type: none"> Establish scheduled asset maintenance and renewal programs for POS through the City's operating/capital budget. 	Medium	20/21 - 21/22	City Building / Policy & Place	On track	Asset Management and Sustainability Strategy was endorsed November 2021. AMSS short term Implementation Plan, and Sports and Recreation Facilities Plan PoaP presented at December 2021 Council Meeting.
12	Undertake local history and heritage studies as the basis for POS design, development and management	<ul style="list-style-type: none"> Undertake heritage investigations across the POS network to identify sites of historical importance and cultural value. 	Medium	22/23	Community Development	On track	City has engaged a consultant to commence work on the Aboriginal heritage literary review and work is anticipated to be finalised in May 2022. The City obtained a Australian Heritage Council grant to assist with the research and Noongar Heritage Trail. As part of the Noongar heritage project workshops will be held with the Noongar Traditional Land Owners to strengthen relationships with the Noongar community, to gain a deeper understanding of the Noongar history and heritage of the City, and to begin planning for future projects including dual naming, and cultural activities at significant Noongar sites throughout the City. The stories, ideas and recommendations that come from the workshop will guide the future work we do regarding Noongar heritage, and how we acknowledge, respect and celebrate it.
		<ul style="list-style-type: none"> Undertake Whadjuk Noongar 'sense of place' studies and ethnographic surveying as the basis for POS renaming, design, development and management. 		23/24			
		<ul style="list-style-type: none"> Identify specific opportunities for sites of historical importance to be recognised through signage, interpretation and other amenities. 		25/26			
		<ul style="list-style-type: none"> Plan and develop walking trails between all identified Aboriginal significant sites. 		25/26			
13	Prepare and implement a Play space Strategy/Policy to ensure infrastructure provision aligns with community demographics	<ul style="list-style-type: none"> Undertake a detailed audit of all play space infrastructure including both condition and functionality. 	Medium	23/24	Policy & Place	On track	Priority project following the Land Utilisation Policy and will commence 23/24.
		<ul style="list-style-type: none"> Prepare a Play space Strategy aligned with the POS hierarchy and levels of service, and local community demographics/profiles. 					
		<ul style="list-style-type: none"> Undertake a strategic play space replacement, rationalisation and upgrade program. 					
		<ul style="list-style-type: none"> Directly engage with local children and young people and other relevant stakeholders to ensure POS functionality and amenity aligns with community needs. 					
14	Integrate art and creativity into POS design and development	<ul style="list-style-type: none"> Identify strategic locations for major art works and percent for art projects. 	Medium	2022/23	Policy & Place	On track	Currently being investigated through the development of the Wayfinding Plan and intended to be formalised in new Arts Plan which is to be presented to Council in 2022/23
		<ul style="list-style-type: none"> Consider usage of Noongar inspired 'sense of place' themes and artwork as the basis for POS design. 		ongoing		On track	Currently being considered.
		<ul style="list-style-type: none"> Ensure art and creativity is embedded within POS design through the POS upgrade program 		ongoing		On track	Currently being considered.
15	Review POS management policies and procedures, and implement contemporary practices that maximise accessibility and utilisation	<ul style="list-style-type: none"> Review existing POS bookings and management policies with a specific focus on the customer experience. 	Short - Medium	21/22 - 22/23	Beatty Park	On track	Current policy is being reviewed and will be presented to Council in 2022.
		<ul style="list-style-type: none"> Review and improve existing management procedures including (but not limited to) sporting club ground allocations, trading in public places permits, mobile food vendor permits, and event applications. 		22/23		On track	Terms and conditions for all hirers, as well as management practices have been reviewed and will be implemented once the new policy has been endorsed. The review of the event process is ongoing with the events working group to make the process more streamlined.
		<ul style="list-style-type: none"> Review current fees and charges to determine relationship with POS utilisation. 		ongoing		On track	Fees and charges were reviewed and streamlined in 2018. Fees and charges are reviewed annually as part of the City's annual budget process. A further review will be undertaken as part of the 2022/23 budget process.
		<ul style="list-style-type: none"> Expand POS online booking functionality and investigate the incorporation of app technology and linkages to a broader customer relationship management system. 		18/19		Completed	Online booking system SpacetoCo implemented.
		<ul style="list-style-type: none"> Improve community awareness of POS through specific marketing initiatives, including specific marketing campaigns for key locations such as Hyde Park. 		23/24		On track	Marketing officer working on updating all content on SpacetoCo. No key campaigns have been created yet.
		<ul style="list-style-type: none"> Measure POS utilisation and occupancy to better inform management decision making. 		ongoing		On track	Report of income is sent to Centre Manager monthly. Utilisation and occupancy is reviewed prior to confirmation of seasonal sporting allocations. Information will be used as part of the annual budget allocation process to ensure funds are spent where needed.
		<ul style="list-style-type: none"> Align suitability of specific POS with events and festivals as part of the City's event approvals process review. 		ongoing	Marketing and Communications	On track	If an event is proposed in an unsuitable space, Administration works with the applicant to identify a new location that would be better suited for their event.

No.	Key Actions	Tasks	Priority	Proposed FY	Lead Team	Status	Comments
16	Develop a Signage Strategy for implementation across the POS network	<ul style="list-style-type: none"> Review existing signage practices and infrastructure and proactively rationalise to reduce 'signage pollution' within POS. 	Short	22/23	Policy & Place	On track	Currently being considered within the City's Wayfinding Plan. Implementation plan will be an outcome within the Wayfinding Plan. Due to be completed in 2022.
		<ul style="list-style-type: none"> Develop consistent branding and placement protocols for POS and facility signage. 		24/25			
		<ul style="list-style-type: none"> Consider usage of Noongar inspired 'sense of place' themes and artwork as the basis for standardised signage across the POS network 		25/26			
		<ul style="list-style-type: none"> Investigate private signage, sponsorship signage opportunities and implement regulation. 		21/22		On track	Currently being considered within the Signs and Advertising Policy review. Due to be completed in 21/22.
17	Review use of pesticides and fertilisers on City parks and reserves	<ul style="list-style-type: none"> Review and monitor application of fertilisers and pesticides across the City's POS, in accordance with the Australian Pesticides Veterinary Medicines Authority (APVMA) and the Code of Practice for the use of agricultural and veterinary chemicals in WA. 	Short	Ongoing	Parks & Urban Green	Completed & on-going	<p>The City has reviewed the use of pesticides and fertilise, and continues to review and monitor. Currently controlling the risk of pesticides and using alternatives where possible. Methods include;</p> <ul style="list-style-type: none"> Use of alternative weed controls wherever possible (organic pesticide – pelargonic acid, manual removal, use of mulch for weed suppression) Glyphosate use minimised, no spraying near playgrounds or during school holidays (unless approved by manager i.e. adjacent to schools) Predominantly only used to control perennial woody weeds or perennial running grasses that are not controlled by other options <p>All practices are in accordance with the APVMA (Australian Pesticides Veterinary Medicines Authority). Further investigation currently being conducted on glyphosate use and Council engagement to discuss on how to further reduce use is anticipated within coming months.</p>
18	Prepare and implement local water management strategies and an Urban Water Management Plan	<ul style="list-style-type: none"> Promote an integrated water cycle management approach. 	Medium	22/23 - review ongoing operational	Engineering & Parks and sustainability	On track	In progress and ongoing.
		<ul style="list-style-type: none"> Review current water management policies. 					Water sensitive urban design review of the City's Policies, Strategies and Plans completed – recommendations from this review to be implemented in compliance with State Planning Policy 2.9 Planning for Water.
		<ul style="list-style-type: none"> Establish a water management policy that balances water conservation while enabling required irrigation of green spaces. 					A Water wise Council Action Plan has been prepared and is currently with Water Corporation for approval. Further Water Policies/ Management Plans will need to be prepared in accordance with State Planning Policy 2.9 once adopted.
		<ul style="list-style-type: none"> Investigate opportunities to embellish drainage systems within open spaces to offer expanded biodiversity habitat, canopy cover and improve storm water quality. 					Ongoing investigation. Lynton Street, Walters Brook, and Hyde Park Annual replanting program and review annually. Engineering investigating Storm Water Drainage Policy.
		<ul style="list-style-type: none"> Measure and report on total water usage in accordance with the City's commitment to the Water wise Council Program 					Ongoing annual task completed every year – refer to Sustainable Environment Strategy Progress Update (OMC 16 November 2021).
19	Review and implement alternative landscape treatments within POS	<ul style="list-style-type: none"> Manage and reduce water consumption through contemporary landscape treatments. Expand eco-zoning projects and consider future sustainable options. Communicate the benefits of alternative landscape treatments to the community to ensure understanding and acceptance. 	Medium	Ongoing	Parks & Urban Green	Completed & ongoing	Completed and is ongoing - native plant sales and adopt a verge program, eco zoning program.
20	Review and implement the Greening Plan 2018-2023 in relation to the future greening on POS	<ul style="list-style-type: none"> Implement the City's Greening Plan including objectives to green, enlarge and enhance POS. Optimise all opportunities to increase canopy cover on public land, including POS. Enhance habitat and promote biodiversity throughout the POS network. 	Medium	Ongoing	Parks & Urban Green	Completed	Greening Plan has been completed and currently being implemented.
21	Protect public open space through the City's town planning framework	<ul style="list-style-type: none"> Reserve land under the Local Planning Scheme and Metropolitan Region Scheme in accordance with the Strategy. 	Medium	18/19	Policy & Place	Completed	Considered in Local Planning Scheme, endorsed in 2018. Further consideration taken during future reviews.
		<ul style="list-style-type: none"> Ensure encroaching development positively contributes to POS. 		ongoing			Ongoing considerations when processing development applications.
		<ul style="list-style-type: none"> Zone land around and near POS in accordance with the Strategy. 		18/19			
		<ul style="list-style-type: none"> Encourage and permit development forms that complement POS. 		18/19			Considered in Local Planning Scheme, endorsed in 2018. Further consideration taken during future reviews.
22	Prepare and implement the Leederville Oval Master Plan	<p>Provide a long term Plan that considers:</p> <ul style="list-style-type: none"> Capabilities as a multi-use community asset (that increases community access and utilisation) within the Leederville Town Centre. Current and future requirements of the WA Football Commission, East Perth Football Club and Subiaco Football Club. Facility management options. <p>Capital funding model options</p>	Short	18/19 - ongoing	Policy & Place	On track	Ongoing discussions with relevant key agencies regarding outcomes and funding opportunities.
23	Prepare and implement Woodville Reserve Master Plan review	<p>Provide a long term Plan that considers:</p> <ul style="list-style-type: none"> Maximising the potential for additional green space to service the North Perth community. Rationalisation of built infrastructure. Improved co-location of clubs and activities. Responsiveness to community demand for outdoor court sports, including netball and basketball. 	Short	24/25	Policy & Place	Delayed	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. In the interim, the Woodville Reserve Landscape Plan was endorsed by Council in December 2021. Implementation is scheduled to commence in April/May with a view to complete the majority of works by end of June. The bulk of the shrub planting works will be carried out in July. Implementation spreadsheet updated.. The landscape plan has been designed to allow for integration into any future developments on site.
24	Prepare and implement Britannia Reserve Master Plan review	<p>Prepare a long term Plan that considers:</p> <ul style="list-style-type: none"> Capabilities to accommodate the growth of local sporting clubs. Future use and management of the Litis Stadium site. Management of surface and sub-surface subsidence issues. Community demand for a mountain bike track and other passive recreational activities. Maximise opportunities for additional tree canopy and shade, subject to sporting field requirements and alignments. 	Short	19/20 - 21/22	Policy & Place	On track	Britannia Reserve Master Plan has been replaced with the Britannia North West Development Plan project. The Development Plan has been endorsed by Council. Future development of site outside the Development Plan will be guided by the future Sport and Recreation Facilities Plan, Play Space Strategy and other City wide Programs and strategies.

No.	Key Actions	Tasks	Priority	Proposed FY	Lead Team	Status	Comments
25	Investigate and consider Robertson Park Development Plan, in partnership with the State Government and Tennis West	Investigate a long term development plan that considers:	Short	21/22	Policy & Place	Completed	Development Plan endorsed in September 2021. Currently entering detailed design phase and further work required to seek funding.
		<ul style="list-style-type: none">Community accessibility to high quality tennis court infrastructure.					
		<ul style="list-style-type: none">Retention and where possible, improvement to existing tree canopy and shade					
		<ul style="list-style-type: none">Aboriginal and non-Aboriginal cultural history associated with the site is addressed.					
26	Identify opportunities to deliver community gardens as part of the POS network	<ul style="list-style-type: none">Determine key locations for additional community garden infrastructure based on community need and capacity.	Short - Medium	on-going	Policy & Place	On track	Community gardens are considered throughout the development of POS projects. Two potential locations identified at Robertson Park.
		<ul style="list-style-type: none">Identify effective volunteer management model to support additional community garden infrastructure.		25/26	Community Development	On track	On track to be delivered in 25/26.
27	Prepare and implement Hyde Park Master Plan	Prepare a long term Plan that considers:	Medium	25/26	Policy & Place	On track	Master Plan to commence in 25/26.
		<ul style="list-style-type: none">Alignment with levels of service as per POS hierarchy.					
		<ul style="list-style-type: none">Aboriginal and non-Aboriginal cultural history associated with the site.					
		<ul style="list-style-type: none">Infrastructure upgrades aligned with regional POS and associated levels of service.					
		<ul style="list-style-type: none">Improve amenities and capabilities to accommodate community events.					
		<ul style="list-style-type: none">Improve key infrastructure including public toilets, path connections, gazebos, shade and playground/s.					
28	Prepare and implement Forrest Park Development Plan	Prepare a development plan to maximise community value that considers:	Medium	26/27	Policy & Place	On track	Master Plan to commence in 26/27.
		<ul style="list-style-type: none">Alignment with levels of service as per POS hierarchy.					
		<ul style="list-style-type: none">Realignment of sports playing fields.					
		<ul style="list-style-type: none">Improved utilisation of built infrastructure, including courts and buildings.					
		<ul style="list-style-type: none">Investigate potential location for a community garden.					
29	Prepare and implement Charles Veryard Reserve Development Plan	Prepare a development plan to maximise community value that considers:	Medium	24/25	Policy & Place	On track	Master Plan to commence in 24/25. This plan will now include Beatty Park and Smiths Lake Reserve.
		<ul style="list-style-type: none">Capabilities to accommodate the growth of local sporting clubs.					
		<ul style="list-style-type: none">Maximise opportunities for additional tree canopy and shade particularly on the reserve perimeter.					
		<ul style="list-style-type: none">Effectively manage active and passive recreational demands.					
30	Review the effectiveness of parklets within each unique Town Centre and identify further opportunities in strategic locations where gaps have been identified within the network	<ul style="list-style-type: none">Encourage the development of privately owned parklets within town centres to partially offset the deficit of POS provision.	Medium	21/22	Policy & Place	On track	In 2020/21 the City commenced a 24-month parklet fee free trial. The trial enables businesses to host parklets without paying an application fee. Since commencement of the trial, two new parklets have been installed and applications for two new parklet have been received. In addition to parklets, a policy is currently being developed to provide additional opportunities for small public parks to be facilitated to offset the deficit of POS provision within the town centres.
		<ul style="list-style-type: none">Identify new parklet development opportunities within the suburbs of Mount Hawthorn, Highgate, West Perth and North Perth.				On track	Parklets are facilitated by the City and are able to be installed and hosted by businesses in all the town centres. The 24-month parklet fee free trial has been promoted to businesses in Mount Hawthorn, Highgate, West Perth and North Perth and the City has received an application for a new parklet in West Perth and an expression of interest for a parklet in Mount Hawthorn. The City is currently working to install canopy on a City owned parklet in Mount Hawthorn to increase shade provision and useability.
31	Investigate the possibility of creating an urban wetland stream within the Claisebrook Drain	<ul style="list-style-type: none">Consider the undeveloped land upstream within Claisebrook Drain, near East Parade and Pakenham Street.	Long	28/29	Parks & Urban Green	On track	Commencing 28/29.
		<ul style="list-style-type: none">Realise the potential opportunity to enhance the biodiversity within the City's POS.					

No.	Key Actions	Tasks	Priority	Proposed FY	Lead Team	Status	Comments
32	Prepare and implement landscape plans, aligned with hierarchy / minimum levels of service, for:	Jack Marks Reserve	Short	22/23	Parks & Urban Green	On track	Seating, water fountain and path upgrade and on-going action of drainage issues. Further works pending Play Space Strategy and Dog Exercise Strategy, this is to balance use between Brigatti Gardens and Jack Marks.
		• Develop dog exercise area specific infrastructure and reserve management requirements.					
		• Improve seating and shade provisions.					
		• Address drainage and reserve surface issues.					
		Brentham Street Reserve	Short	20/21	Parks & Urban Green	Completed	Completed pathway and lighting upgrade. Eco zoning upgrade 2 -3 years.
		• Enhance local amenity and connectivity.					
		• Further tree planting contributing to local biodiversity.					
		• Potential for proposed greenway network.					
		Birdwood Square	Short	21/22, 22/23	Policy & Place	On track	To be investigated in the Sport and Recreation Facilities Plan.
		• Discontinue usage as an active open space by sporting clubs.		23/24	Policy & Place	Delayed	To be considered when designing the Active Zone.
		• Improve amenities and capabilities to accommodate community events.		23/24	Policy & Place	Delayed	Active Zone to be implemented 23/24. \$100,000 election commitment granted to the City. Design and community consultation to begin late 22/23.
		• Consider installation of multipurpose outdoor sports courts consistent with POS hierarchy/levels of service.		23/24	City Building / Policy & Place	On track	Public toilets at Birdwood Square have been demolished. New Public toilets to be considered with Active Zone. Further works are pending Asset Management and Sustainability Strategy implementation.
		• Rationalisation of public toilets as per POS hierarchy/levels of service.		23/24	Parks & Urban Green	On track	Additional tree canopy to be considered when designing the Active Zone.
		• Improve tree canopy and shade coverage.					
		Menzies Park	Medium	24/25	Parks & Urban Green	On track	To be reviewed when developing new eco zoning program.
		• Identify opportunities to enhance biodiversity.		21/22,22/23	Policy & Place	On track	To be considered during the Sport and Recreation Facilities Plan.
		• Improve the balance between active and passive reserve users.		24/25	City Building / Policy & Place	On track	Toilets and change rooms to be refurbished in 21/22. Exercise equipment to be replaced in 21/22.
		• Identify infrastructure improvements through park fencing, toilet and playground upgrades.					
		Beatty Park Reserve	Medium	24/25	Policy & Place	On track	Beatty Park Pavilion was removed and eco zoning with small tree species replaced the Pavilion. Key action #29 - Prepare and implement Charles Veryard Reserve Development Plan will now include Beatty Park Reserve and Smiths Lake. Actions will be considered during this plan.
		• Improve tree canopy and shade coverage.					
		• Investigate feasibility as potential location for current POS amenity gaps (i.e. fenced dog exercise area, BMX pump track).					
		Brigatti Gardens	Medium	24/25	Parks & Urban Green	On track	Infrastructure upgrade pending development of the Play Space Strategy and pending the Dog Exercise Strategy outcomes in-relation to Jack Marks Reserve.
		• Replace dated infrastructure and enhance seating areas.	Medium	27/28	Parks & Urban Green	Delayed	Concept Plan to upgrade Kyilla Park to commence 27/28. Due to capacity delayed to a long term priority.
		Kyilla Park					
		• Potential rationalisation of built infrastructure.					
		• Improve tree canopy and shade provision, and parkland hydro-zoning.					
		• Improve integration with Kyilla Primary School.					
		• Improve amenities and capabilities to accommodate community events.	Medium	25/26	Policy & Place	On track	Concept Plan upgrade to commence 25/26 following endorsement of the Sport and Recreation Plan and Play Space Strategy.
		Les Lilleyman Reserve					
		• Improve balance between active and passive reserve users.					
		• Review playing field configuration.					
		• Built infrastructure improvements.					
		• Playground upgrades.	Long	28/29	Parks & Urban Green	Completed	Improvement works completed on site. Upgrades include lighting, eco-zoning and pop up play sand pit.
		Leake / Alma Reserve					
		• Minor investment to enhance safety and increase usage.					
		• Asset renewal as per POS hierarchy/levels of service.					
		• Improve accessibility for children and young people.					

9.4 DRAFT SMOKE FREE AREAS AND SMOKE FREE AREAS - EDUCATION AND ENFORCEMENT POLICY

- Attachments:**
1. Consultation Paper - Smoke Free Town Centre Boundaries [↓](#) 
 2. Draft Smoke Free Area Maps [↓](#) 
 3. Draft Smoke Free Areas - Education and Enforcement Policy [↓](#) 

RECOMMENDATION:**That Council:**

1. **ENDORSES** Administrations comments to the submissions received during the smoke free town centre boundaries consultation between May to August 2021 at Attachment 1; and
2. **GIVES** local public notice of its intention to make smoke free areas with the Leederville, Mount Hawthorn, North Perth, Beaufort Street and William Street town centres, as shown in Attachment 2, in accordance with clause 5.18 of the City of Vincent Local Government Property Local Law 2021; and
3. **ENDORSES** the draft Smoke Free Areas – Education and Enforcement Policy, included at Attachment 3, for the purpose of community consultation.

PURPOSE OF REPORT:

To seek approval to carry out community consultation on proposed smoke free areas within Leederville, Mount Hawthorn, North Perth, Beaufort Street and William Street under the [Local Government Property Local Law 2021](#) (Property Local Law) and draft Smoke Free Areas - Education and Enforcement Policy.

BACKGROUND:

The Public Health Plan 2020 – 2025 (PHP) was adopted at the 20 October 2020 Ordinary Meeting of Council (OMC). A key target within the PHP is to achieve 'Smoke Free Town Centres by 2025', to reduce community exposure to environmental tobacco smoke and create healthy environments for people to live, work and play.

The Property Local Law was referred to the Department of Local Government, Sport and Cultural Industries (DLGSC), who provided advice on the procedure for making a smoke free area. Administration considered DLGSC's suggestions and amended the Property Local Law to allow Council to prescribe a smoke free area (clause 5.18), set out the procedure for making a smoke free area determination (clause 5.19) and ensure there is well defined criteria to prescribe a smoke free area by Council (clause 5.16).

The City also engaged with the Tobacco Policy Department (Department of Health) to ensure that the Property Local Law is consistent with the purpose of the *Tobacco Products Control Act 2006*.

The Property Local Law was adopted at the 16 November 2021 Ordinary Council Meeting. This provides Council with discretion to prescribe local government property as a smoke free area.

From 12 May to 31 August 2021, the community, businesses and public health stakeholders were invited to have their say on draft smoke free boundaries for Leederville, Mount Hawthorn, North Perth, Beaufort Street and William Street. These draft boundaries were used as a visual tool to assist in consultation.

The following factors were considered when drafting the boundaries for consultation: size, town centre boundaries, number of businesses, pedestrian traffic, adjoining buildings and properties, public open spaces and current smoke free areas.

DETAILS:

A total of 345 submissions were received from residents, property owners, workers, business owners and visitors. This included 324 Imagine Vincent online surveys, eight participants attending an information session and 13 email submissions. The main consultation outcomes are:

- 61 percent of participants supported the proposed smoke free boundaries;
- Prior to 25 August 2021, 72 percent of participants supported the proposed smoke free boundaries. After this date, the William Street Town Centre information session was held when three licensed businesses expressed opposition to the proposal. Some businesses encouraged their patrons to express their concerns. These concerns mainly relate to implementation details which were not included in the consultation. Instead, the consultation focused on seeking views on a visual concept of the smoke free boundaries;
- A total of 69 smokers and/or vapers provided submissions with 75 percent against and 20 percent supporting the proposal and 5 percent unsure; and
- A number of communication channels were used to raise awareness of the smoke free boundaries with businesses (emails to businesses, face to face conversations and information sessions), with responses received from 26 businesses, with 50 percent against, 35 percent supporting the proposal and 15 percent unsure.

A summary of the consultation is outlined at **Attachment 1**. Key themes from the consultation includes the following:

Supporting comments for smoke free areas

Comments Received

There were 184 comments received that supported the smoke free areas. Positive comments included that this project will be good for community health and help reduce second-hand smoke exposure. Further comments included that the project would have a positive impact on families and children and create a better environment within the areas including cleaner air and cleaner streets.

Administration Response

A number of communication and educational messages will be delivered with the support from key health organisations. These messages will align with the supporting comments received for the smoke free areas including promoting the health and environmental benefits of a smoke free area to the community and businesses.

The ability to enforce

Comments Received

There were 37 comments and questions received about enforcement of the smoke free areas and how this will be enacted. Common questions included, how will the community know they are in a smoke free area, what is the cost of effective enforcement, will infringements be issued, and how will the City manage people drinking and smoking in the evening. Further comments included ensuring educational campaigns are delivered to inform the community of the smoke free areas.

Administration Response

Smoke free boundaries will be enforceable under the Property Local Law. A Smoke Free Areas – Education and Enforcement Policy (Policy) has been developed to define the City's approach to applying the Property Local Law. The draft Policy as found in **Attachment 3**, would ensure the City has transparency for safety and security of the public. All smoke free areas will feature clear signs to indicate that smoking is not permitted in these areas.

It is proposed that a 6 month introduction phase would be used to communicate and educate the community and business owners and to achieve compliance within the smoke free areas. No infringements would be issued during this initial 6 month period. Following this period, an educative approach would still be the focus. Enforcement and infringements would only be served as a last option to repeat offenders. The age, health or vulnerability of an offender are considered within the Policy.

Safety of smokers

Comments Received

Safety and security of smokers has been raised as an important consideration, with 29 comments received relating to the safety of moving smokers to side streets and 22 comments identifying alternative spaces for smokers to go. Comments received from William Street businesses raised concerns over the safety of customers being out of sight of the entrance of licenced premises. Specific concerns were also raised about the safety of diverse community groups that frequent William Street including people who identify as LGBTQIA+ and people from a multicultural background.

Criteria for smoking areas included being well-lit, close to venues, possible CCTV availability and allowing responsible disposal of cigarette butts. A smoking area should not be down a dark alleyway, away from friends and out of sight which may lead to possible danger. Concerns were also raised about the potential for people smoking outside residential houses on side streets and causing a nuisance.

Administration Response

City staff specialising in public health, enforcement and place management engaged in Town Centre tours to identify places where smokers could smoke legally. Fortunately, almost all licensed premises are near non-residential well-lit places or can have smoking areas on their private land. The smoke free areas consider if a smoker wishes to smoke, they do not have far to walk to be outside of the smoke free area. Guidance on how this can be managed has been incorporated into the Policy.

Impact on businesses

Comments Received

Concerns about the potential for businesses to be negatively impacted was received from 41 responses. Existing Australian and international literature, shows that smoke free legislation does not result in venues closing, does not result in a loss in business revenue and does not lead to declining business related to tourism. The Tobacco Products Control Regulations 2006 contains provisions on smoking in public places which businesses would already be adhering to.

Administration Response

Administration has offered affected businesses a face-to-face meeting to provide direct advice and to discuss design or other means to manage the transition of the footpath to a smoke free area.

Impact on vulnerable people

Comments Received

There were 12 comments received that the smoke free areas could negatively impact certain at-risk groups. These groups include Aboriginal people, people living in lower socio-economic conditions, people with mental health issues, people who are homeless, people who identify as LGBTQIA+ and older people. Concerns included the potential to discourage these groups from engaging in the City's Town Centres.

Administration Response

Organisations that support our vulnerable population groups (including people experiencing homelessness) have been identified to communicate with throughout the project. These organisations include Nyoongar Outreach Service, Uniting WA, Salvation Army, Foyer Oxford, Ruah Community Services, Aboriginal Health Council of WA, YMCA HQ, and YACWA.

Administration has refined the smoke free areas in response to the community consultation comments. Below is a summary of the changes to the boundaries:

All Areas:

- Smoking will be prohibited within 5 metres of the nearer property line of any thoroughfare intersecting with the major thoroughfare of the smoke free area.

Leederville:

- Extend along Newcastle Street and Carr Place (behind Duende Building)
- Include laneway connecting Electric Lane and Vincent Street
- Reduce along Oxford Street to 177 Oxford Street (Anna's Vietnamese Restaurant).

Beaufort Street:

- Extend along Walcott Street (within the City's Town Centre boundary)
- Include along Grosvenor Road to behind the Elford Hotel
- Reduce along Beaufort Street to Chatsworth Road.

Mount Hawthorn:

- No Changes.

North Perth:

- Reduce along Fitzgerald Street to Raglan Road.

William Street:

- Include Washing Lane
- Reduce along William Street to Ruth Street.

Since the consultation period, meetings have been held with City of Perth and City of Stirling to explore extending the smoke free areas along William Street and Beaufort Street in the future. Meetings were also held with Cancer Council WA, Australian Council of Smoking and Health and North Metropolitan Health Unit on specific policy challenges, including safety and security of the public. Cancer Council WA and Australian Council on Smoking and Health would not support designated smoking areas stating that 100% smoke free environments are the only proven way to adequately protect the health of all people from the effects of second-hand tobacco smoke.

Discussions have started with private businesses to extend smoke free areas on private land including The Mezz, Water Corporation, North Perth Plaza Shopping Centre and Alexander Buildings.

CONSULTATION/ADVERTISING:

If Council approves to proceed, a public notice will meet the requirements in the City's [Community and Stakeholder Engagement Policy](#) and the Property Local Law.

Public notice of the draft smoke free areas and the Policy will be provided from 9 February 2022 for a period exceeding 21 days.

The City engaged with the Tobacco Policy Department (Department of Health) to ensure clear information is being communicated to licenced premises on complying with the current *Tobacco Products Control Regulations 2006* (TPCR). These include:

- Smoking is prohibited in outdoor eating areas (for example restaurants, cafes, delis, lunch-bars and other food outlets) in Western Australia unless it's a smoking zone;
- The owner/occupier of a business with a liquor license from the Department of Racing Gaming and Liquor (not subject of a restaurant licence) may allocate up to 50 percent of their outdoor eating area as a smoking zone. Adequate measures must be taken to ensure that all customers can clearly see which areas are allocated as smoking and smoke free. Owners/occupiers of licensed premises are encouraged to reduce the potential of tobacco smoke exposure on their patrons and smoking in their premises and can elect to ban smoking entirely in their licensed premises; and
- In 2019, changes to the legislation prevents smoking within five metres of an entry to an enclosed public place, or within 10 metres of air conditioning intakes. Premises with a small frontage or that have several public entrances may be unable to have a smoking area. In general, the 'five metre rule' would prevent most businesses from permitting smoking outside their premises.

LEGAL/POLICY:

Part 5, Division 6 of the Property Local Law provides Council with the power to prescribe an area where smoking is prohibited. Council must follow 5.20 of the Property Local Law when deciding whether to prescribe an area as a smoke free area.

The local government must have regard to the following factors:

- the size of the proposed smoke free area;
- the submissions from the community, including the opinions of the owners and occupiers of the land immediately adjoining the proposed smoke free area;
- the proximity of the proposed smoke free area to a public place, part or all of which is not in a smoke free area;
- the extent and outcome of public consultation on the proposed smoke free area;
- any benefits to the community which would be achieved by the Council prescribing the proposed smoke free area; and
- any detriments to the community which would be caused by the Council prescribing the proposed smoke free area.

Smoke free areas is consistent with the purpose of the [Tobacco Products Control Act 2006](#) (section 3) detailing the 'purpose of the act are to reduce the incidence of illness and death related to the use of tobacco

products — by reducing the exposure of people to tobacco smoke from tobacco products that are smoked by other people’.

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

The City’s [Policy Development and Review Policy](#) sets out the process for the development and review of the City’s policy documents.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to give local public notice of its intention to make a determination to prescribe smoke free areas.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

We have minimised our impact on the environment.

Thriving Places

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

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

Waste Reduction

PUBLIC HEALTH IMPLICATIONS:

The Smoke Free project is one of the major projects for the *Public Health Plan 2020 – 2025* and will ensure that the City is striving towards ‘Public Health Leadership’, which is one of the five pillars of the Plan. This involves a commitment to lead, influence and advocate for optimal public health. Public health leadership encourages shared responsibility, both within the organisation and through stakeholder partnerships. This project will help contribute towards reducing community exposure to environmental tobacco smoke and create healthy environments for people to live, work and play.

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

Reduced smoking

FINANCIAL/BUDGET IMPLICATIONS:

An amount of \$40,000 is included in the 2021/2022 operational budget for costs associated with prescribing new smoke free areas.

Administration has been working closely with Healthway as one of their priorities is ‘Creating a smoke free WA’. Healthway has provided the City with guidance on a Healthy Communities Healthway Grant to support the implementation of this project.

Administration has subsequently applied for a \$72,557 grant to support the implementation of this project. The grant would cover further community engagement, education and communication strategies, promotion, design, production and installation of suitable smoke free signage and an evaluation of the project.

COMMENTS:

Results of the local public notice of the smoke free town centre boundaries and submissions will be presented back to Council whereby Council will decide to either:

- (a) give local public notice that the proposed determination has effect as a determination on and from the date of publication;
- (b) amend the proposed determination; or
- (c) not continue with the proposed determination.

The results of community consultation and the submission on the draft Smoke Free Areas - Education and Enforcement Policy would be presented back to Council for consideration before Council whether or not to adopt the policy with or without amendments.

The proposed launch date for smoke free areas is 31 May 2022, in conjunction with 'World No Tobacco Day'.



CITY OF VINCENT

SMOKE-FREE TOWN CENTRES

**Draft Smoke Free Town Centre Boundary
Consultation Summary
October 2021**

Contents

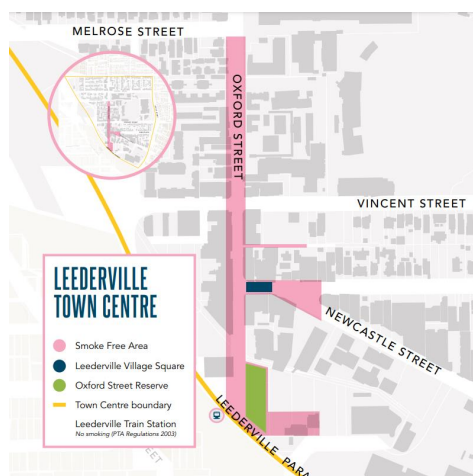
Background:	3
Statistical Summary:	5
Community and business responses:	6
Considerations in a smoke free area:	6
Supporting comments for the draft smoke free boundaries:	9
Concerns for the draft smoke free boundaries:	11
Smoke free boundaries – other suggested areas:	14
Community and Business Comments:	16
Imagine Vincent – All online comments (combined):	16
E-mail and Letter responses – All comments (combined):	41
Notes from Information Sessions:	50

Background:

As part of the City's Public Health Plan 2020 - 2025, the City is introducing smoke free town centres. This will protect the community from environmental tobacco smoke, discourage the uptake of smoking in children and young people and provide a supportive environment for people who are trying to quit smoking or have recently quit smoking.

From 12 May to 31 August 2021, the community and businesses were invited to have their say on the draft smoke free boundaries for Leederville, Mount Hawthorn, North Perth, Beaufort Street and William Street.

The following factors were considered when drafting the boundaries: size, town centre boundaries, number of businesses, pedestrian traffic, adjoining buildings and properties, public open spaces and current smoke free areas. The draft boundaries are shown below.



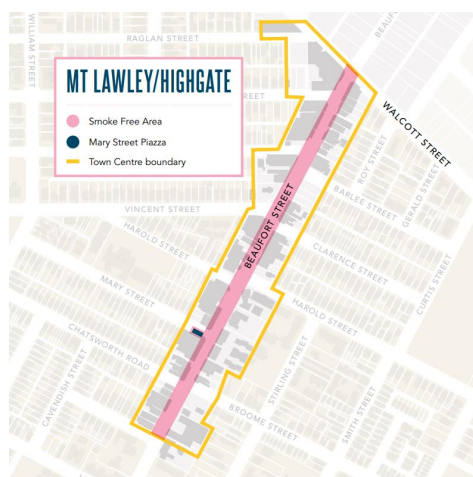
Leederville Town Centre

Begin at Leederville Train Station.

Continue along Oxford Street to Melrose Street. Include Oxford Street Reserve and the Skate Park.

Include Newcastle Street to Duende Restaurant.

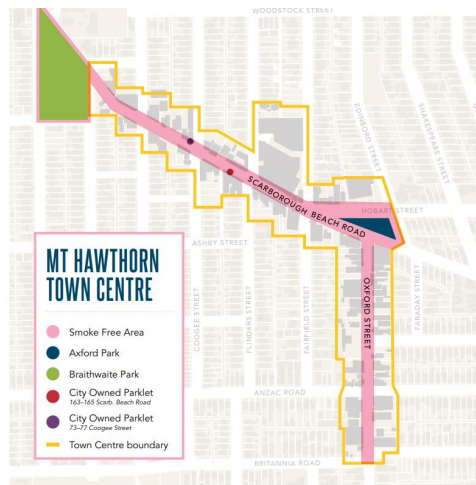
Capture the new Electric Lane.



Beaufort Street

Begin at Walcott Street and continue down Beaufort Street to St Albans Avenue.

Any of the City's parklets and commons will also be smoke free (Mary Street Piazza).



Mount Hawthorn

Begin along Scarborough Beach Road from Braithwaite Park to Oxford Street.

Continue along Oxford Street to Britannia Road.

Braithwaite Park would be included along with Axford Park and surrounding streets.

Any of the City's parklets and commons will also be smoke free



North Perth

Begin at Fitzgerald Street from Chelmsford Road to Angove Street and Angove Street to the Junction of Albert Street.

Any of the City's parklets and commons will also be smoke free (North Perth Common)






William Street

Begin at William Street from Newcastle Street at the City of Perth Border to Bulwer Street including Tu Do Park.







Any of the City's parklets and commons will also be smoke free.

Statistical Summary:


The community and businesses had their say and we heard from 345 participants including:

		
324 Imagine Vincent online survey	8 Participants at Information Sessions	13 E-mail submissions

The participants had the following connections to the City of Vincent:

		
158 Resident	72 Worker	93 Property owner
		
26 Business Owner	187/28 Visit often/occasionally	8 Other

The community and businesses were asked if they supported the proposed smoke free boundaries and this is what they said:

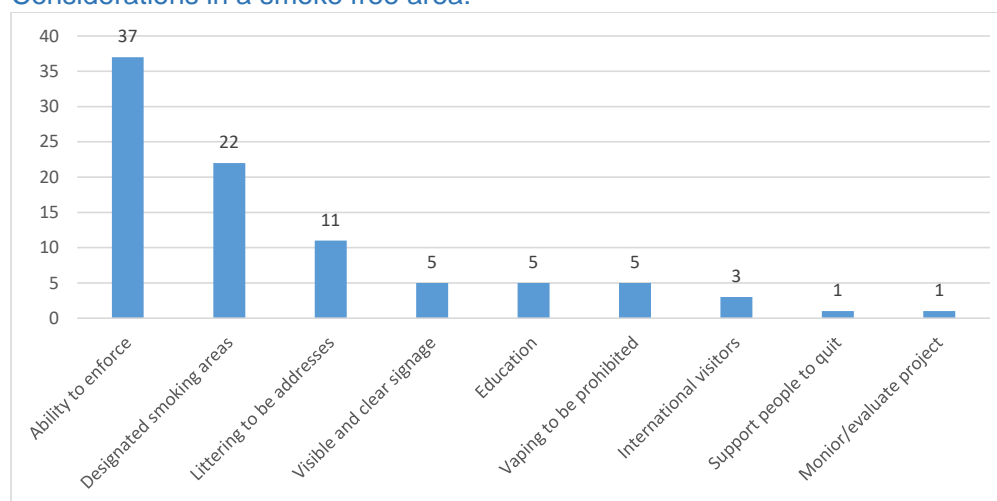
	61% of participants support the proposed smoke free boundaries.
Before 25 August 2021	138 participants completed the survey with 72% of participants supporting the proposed smoke free boundaries.
25 August 2021	William Street Town Centre information session occurred. Three licensed businesses expressed opposition to the proposal. Some businesses encouraged their patrons to express their concerns.
After 25 August 2021	183 participants completed the survey with 53% of participants supporting the proposed smoke free boundaries.
69 participants identified as smokers, vapers or both, with 20% supporting the proposed smoke free boundaries and 5% unsure.	
26 businesses responded to the consultation. 35% were in support of the proposed smoke free boundaries and 15% were unsure.	
50 participants suggested increasing or reducing the size of the draft smoke free boundaries with 26% requesting smaller boundaries and 74% requesting larger boundaries.	

Community and business responses:

There were a total of 370 comments from community and businesses which have been organised into four themes to be discussed:

- Considerations in a smoke free area;
- Supporting comments for the draft smoke free boundaries;
- Concerns for the draft smoke free boundaries; and
- Smoke free boundaries – Other suggested areas.

Considerations in a smoke free area:



The ability to enforce

Comments Received

There were 37 comments and questions received about enforcement of the smoke free areas and how this will be enacted. Common questions included, how will the community know they are in a smoke free area, what is the cost of effective enforcement, will infringements be issued, and how will the City manage people drinking and smoking in the evening. Further comments included ensuring educational campaigns are delivered to inform the community of the smoke free areas.

Administration Response

Smoke free boundaries will be enforceable under the Local Government Property Local Law 2021. A Smoke Free Areas – Education and Enforcement Policy (Policy) has been developed to define the City's approach to applying the Property Local Law. The Policy will ensure the City has transparency for safety and security of the public. All smoke free areas will feature clear signs to indicate that smoking is not permitted.

It is proposed that a 6 month introduction phase will be used to communicate and educate the community and business owners and to achieve compliance within the smoke free areas. No infringements would be issued during this initial 6 month period. Following this period, an educative approach would still be the focus. Enforcement and infringements would only be served as a last option to repeat offenders. The age, health or vulnerability of an offender would be considered in this Policy.

Designated smoking areas and safe spaces for people to smokeComments Received

Safety and security of smokers has been raised as an important consideration, with 29 comments received about the safety of moving smokers to the side streets and 22 comments on identifying safe spaces for smokers to go. Comments received from William Street businesses raised concerns over the safety of customers being signposted out of sight of the entrance of licenced premises. Specific concerns were also raised about the safety of the diverse community that frequent William Street including people who identify as LGBTQIA+ and people from a multicultural background.

Criteria for a safe space included a well-lit area, close to venues, possible CCTV availability and responsible disposal of cigarette butts. A safe space is not down a dark alleyway, away from friends and out of sight that may lead to possible danger. Concerns were also raised about the potential for people smoking outside residential houses down side streets and causing a nuisance.

Administration Response

City staff specialising in public health, enforcement and place management engaged in Town Centre tours to identify places where smokers could smoke legally. Fortunately almost all licensed premises are near non-residential well-lit places or can have smoking areas on their private land. The smoke free Town Centre boundaries have been taken into consideration so if a smoker wishes to smoke, they do not have far to walk to be outside of the smoke free boundary.

Cancer Council WA and Australian Council on Smoking and Health would not support designated smoking areas stating that 100% smoke free environments are the only proven way to adequately protect the health of all people from the effects of second-hand tobacco smoke.

Littering to be addressesComments received

Questions regarding where people would extinguish their cigarettes, installation of cigarette bins and the concerns over increased cigarette littering at the smoke free boundary were highlighted in the responses.

Administration response

If cigarette littering is found to be an issue, the City may consider reviewing whether installing additional bins outside the smoke free boundary would reduce littering from cigarettes.

Visible and clear signageComments received

There were five responses received requesting clear signage with positive messaging within the smoke free areas. Too much signage was raised as a concern and to explore other ways to communicate the messages in Town Centres.

Administration response

All smoke free areas will feature clear and visible signs to indicate a smoke free area. Signage will include pavement signage, street signs and also temporary signage to ensure people are aware of the smoke free areas. Communication and education activities will also be delivered with smoke free messaging.

EducationComments received

Education campaigns were suggested in five responses to increase the success of the smoke free areas. Education and communication strategies are part of the implementation of the project. Details of these strategies were not included in the consultation.

Administration response

A number of education and communication activities will occur before, during and after the smoke free Town Centre boundary launch with the support from key health organisations. These will include messaging such as the health and environmental impacts of smoke free areas and promoting options to quit.

Vaping to be prohibitedComments received

Banning e-cigarettes/vaping in the smoke free area was received from five responders. A comment was also received about the benefits of vaping.

Administration response

The City is treating e-cigarettes/vaping the same as smoking so therefore will also be banned in smoke free areas. This is because all types of smoked tobacco products produce second-hand smoke which can be harmful. Vaping will be included within the educational messaging and signage.

International visitorsComments received

Three comments were received about communicating message to international visitors to the Town Centres who speak a language other than English.

Administration response

Utilising the symbol for no smoking is internationally recognised therefore the City will ensure that this symbol is used for signage and educational messaging.

Support people to quitComments received

A comment was received by an ex-smoker detailing that the motivation to quit was the increase in smoke free areas and the supporting resources to quit.

Administration response

Smoking free areas, while primarily aimed at protecting non-smokers from the harmful effects of second-hand smoke, can also provide a supportive environment for people who are trying to quit smoking or have recently quit smoking. Quitline will be promoted to help people plan and develop strategies who want to quit.

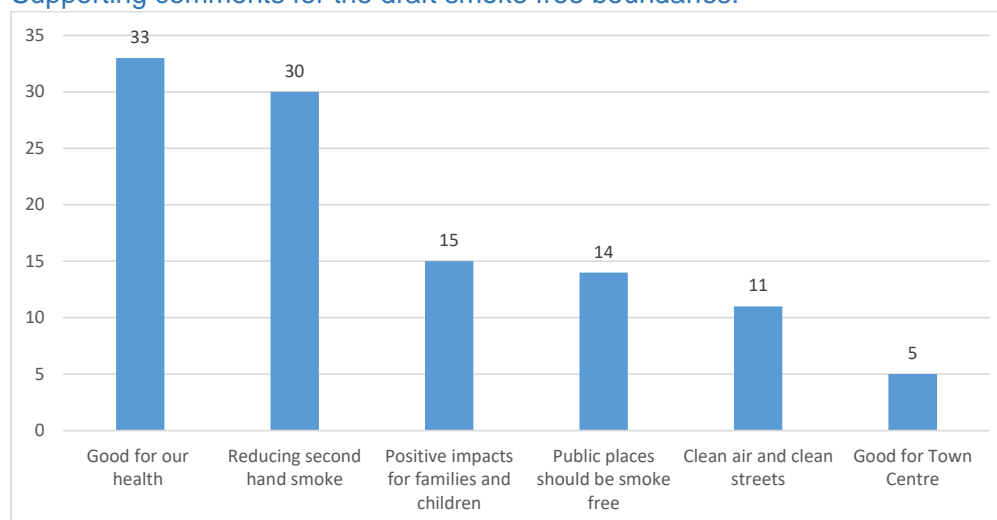
Monitor/evaluate projectComments received

A comment was received on how the smoke free areas will be monitored and evaluated.

Administration response

Town Centre audits will be completed in five town centres pre and post launch including smoking/non-smoking behaviour observations and cigarette butt count. Regular local business and community feedback and observations will also be captured during audits in Town Centres.

Supporting comments for the draft smoke free boundaries:

Comments Received

There were 184 comments received that supported the smoke free areas. Positive comments included that this project will be good for our health and also help reduce second-hand smoke exposure. Further comments included that the project would have a positive impact on families and children and create a better environment within the Town Centres including cleaner air and cleaner streets.

Administration Response

A number of communication and educational messages will be delivered before, during and after the smoke free Town Centre boundary launch with the support from key health organisations. These messages will align with the supporting comments received for the smoke free areas including the following:

Good for our health

Smoke free areas will create healthy environments where people can live, learn, work and play by protecting the community from the harms of smoking and second-hand smoke in our City.

Reducing second hand smoke

Smoking is the single biggest contributor to preventable disease and death in Australia and there is no safe level of exposure to second-hand smoke. Even minimal exposure can affect the wellbeing of the whole community¹. This reinforces the need for preventative measures within the community to promptly protect people from exposure to tobacco smoke.

Positive impacts for families and children

Smoke free areas will create healthy environments and families and children will be protected from harmful second-hand smoke and also reduce the uptake of smoking behaviour in children and young people by modelling non-smoking behaviour.

¹ Campbell MA, Ford C, & Winstanley MH. Ch4. The health effects of second hand smoke 4.6. Mechanisms of disease. Tobacco in Australia. Facts and issues. [Internet]. Melbourne: Cancer Council Victoria; 2017 [cited 2021 Jul 1].

Public places should be smoke free

There are a number of public places which are already required to be smoke free in accordance with the *Tobacco Products Control Act 2006*. The City's Smoke free Town Centres will increase the number of public places becoming smoke free. The City would also consider introducing smoke free areas to other areas in the City in the future for example Parks, Reserves and other open spaces.

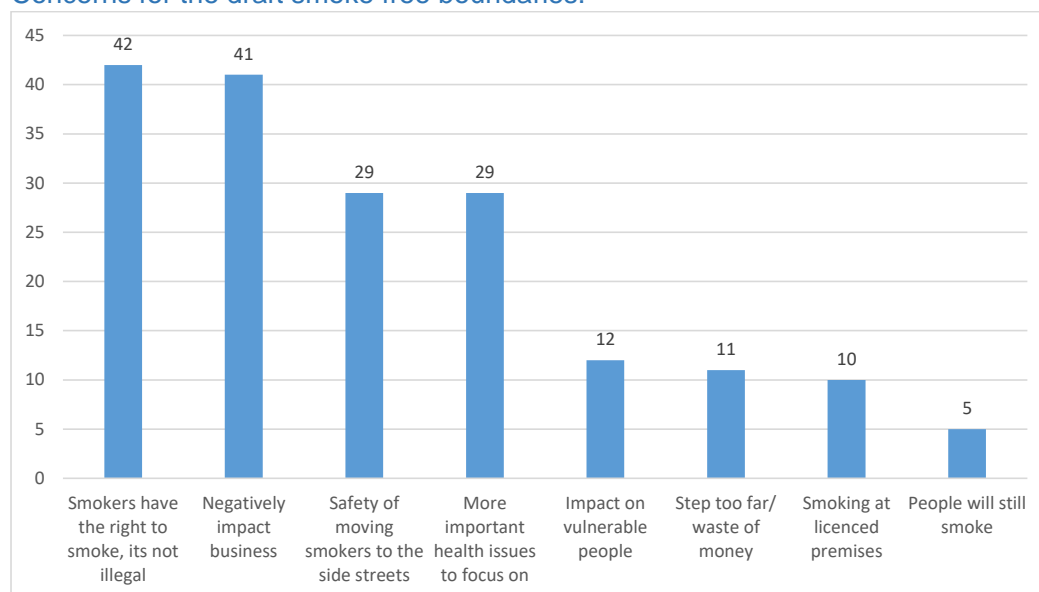
Clean air and clean streets

Cigarette butts are non-biodegradable and remain the most littered item in Australia. Tobacco smoke also pollutes the air we breathe which includes at least 250 chemicals in second-hand smoke that are known to be toxic and more than 50 that are known to cause cancer. Smoke free Town Centres would create a better environment within the Town Centres including cleaner air and cleaner streets.

Good for Town Centres

Creating smoke free Town Centres will have benefits for the entire community which includes improved health and wellbeing of the community; less litter from cigarette butts and cigarette packets; positive role modelling for young people; heightened awareness of the health risks of smoking and second-hand smoke; enhanced support for community members to cut down or quit; and reduced fire risks.

Concerns for the draft smoke free boundaries:

**Smokers have the right to smoke, it's not illegal**Comments received

The consultation shows that there are significantly lower levels of support for the smoke free boundaries with smokers and vapers. 42 comments were received about the rights of smokers to smoke in public as highlighting that smoking is not illegal.

Administration response

Creating environments that are free from tobacco smoke is an important step in protecting the health of adults, children, infants and unborn babies. The health risks from second hand smoke can linger long after a person who smoked has moved on or butted out.

There is no safe level of exposure to second-hand smoke as all exposure carries risk. Those who have less control over their environment, such as children or those experiencing social disadvantage are more likely to be exposed to second-hand smoke.

Communication and educational activities will be targeted to smokers and vapers.

Impact on businessesComments Received

Concerns about the potential for businesses to be negatively impacted was received from 41 responses.

Administration Response

Existing Australian and international literature, shows that smoke free legislation does not result in venues closing², does not result in a loss in revenue^{3,4} and does not lead to declining business related to tourism.^{5,6} The Tobacco Products Control Regulations 2006 contains provisions on smoking in public places which businesses would already be adhering to.

Administration has offered affected businesses a face-to-face meeting to provide direct advice and to discuss design or other means to manage the transition of the footpath to a smoke free area.

Safety of moving smokers to the side streets

Please refer to 'Designated smoking areas and safe spaces for people to smoke' on page 7 for comments received and administration responses.

More important health issues to focus on

Comments received

There were 29 comments received about the City focusing on other health issues rather than smoking. Some examples included alcohol, mental health and supporting vulnerable community members.

Administration response

The Smoke Free Town Centres project is one of many public health projects that the City will be delivering over the next few years. The City is committed to improving the health and wellbeing of our community through the Public Health Plan 2020 - 2025. Some of the major projects over the next few years will focus on health topics such as healthy eating, mental health and wellbeing, alcohol use and also our local environments to help the City achieve healthier outcomes for our community.

Impact on vulnerable people

Comments Received

There were 12 comments received that the smoke free areas could negatively impact certain at-risk groups. These groups include Aboriginal people, people living in lower socio-economic conditions, people with mental health issues, people who are homeless, people who identify as LGBTQIA+ and older people. Concerns included the potential to discourage these groups from engaging in our Town Centres.

Administration Response

Organisations that support our vulnerable population groups (including people experiencing homelessness) have been identified to communicate with throughout the project. These organisations include Nyoongar Outreach Service, Uniting WA, Salvation Army, Foyer Oxford, Ruah Community Services, Aboriginal Health Council of WA, YMCA HQ, and YACWA.

² Alamar BC, Glantz SA. Smoke-free Ordinances Increase Restaurant Profit and Value. Contemporary Economic Policy 2004;22(4):520-25

³ Eriksen M, Chaloupka F. The economic impact of clean indoor air laws. CA Cancer J Clin 2007;57(6):367-78. doi: 10.3322/ca.57.6.367

⁴ Lal A, Siahpush M. The effect of smoke-free policies on revenue in bars in Tasmania, Australia. Tobacco Control 2009;18(5):405-08

⁵ Scollo M, Lal A, Hyland A, et al. Review of the quality of studies on the economic effects of smoke-free policies on the hospitality industry. Tobacco Control 2003;12(1):13-20.

⁶ Glantz SA, Charlesworth A. Tourism and hotel revenues before and after passage of smoke-free restaurant ordinances. JAMA 1999;281(20):1911-8.

Step too far/waste of moneyComments received

Comments from 11 responders included that smoke free areas should be directed from State Government rather than Local Government, the concern that the cost of enforcement and implementing the project will outweigh the proposed benefits and smoke free areas could negatively impact small businesses and reduce visitors to the Town Centres.

Administration response

The Local Government has a responsibility to achieve healthier outcomes for our community. The Smoke Free Town Centres project is one of many public health projects that the City will be delivering over the next few years through their Public Health Plan 2020-2025.

Costs which smoking imposes on the community affects business, individuals, and the health system⁷. This includes costs incurred from lost productivity and worker absences; family members caring for someone with a smoking-related disease; healthcare costs, including the cost of hospital admissions to treat smoking-related conditions; and intangible costs, include years of life lost from premature deaths or lost quality of life from living with a serious illness.

The City is investing in smoke free areas to reduce smoking prevalence and exposure to second hand smoke on the community. Investment will reduce the health and social costs of smoking in the community.

Smoking at licenced premises

From the comments received, 11 responders questioned whether the smoke free areas would affect smoking at licenced premises.

Administration response

The smoke free boundary would not affect a business that allows smoking on their private land but the City would start conversations with any business that wish to become smoke free and promote the benefits for staff and customers. Businesses can also elect to ban smoking entirely on their premises.

Licensed premises that allow smoking on public land (such as footpaths) will be affected by the smoke free boundaries. Administration has offered affected businesses a face-to-face meeting to provide direct advice and to discuss design or other means to manage the transition of the footpath to a smoke free area.

People will still smokeComments received

There were five comments noting that people will still smoke in the smoke free areas and ignore communication and educational messaging including signage.

Administration response

Smoking free areas, while primarily aimed at protecting non-smokers from the harmful effects of second-hand smoke, can also provide a supportive environment for people who are trying to quit smoking or have recently quit smoking by create fewer opportunities to smoke and contribute to the de-normalisation of smoking.

A number of approaches will be used including the delivery of communication and educational activities and promoting the support available for people who wish to quit.

⁷ Whetton, Steve & Allsop, Steve & Tait, Robert & Scollo, Michelle & Banks, Emily & Chapman, Janine & Dey, Tania & Halim, Suraya & Makate, Marshall & McEntee, Alice & Muhktar, Aqif & Norman, Richard & Pidd, Ken & Roche, Ann. (2019). Identifying the Social Costs of Tobacco Use to Australia in 2015/16.

Smoke free boundaries – other suggested areas:

Comments received

50 participants suggested increasing or reducing the size of the draft smoke free boundaries with 26% requesting smaller boundaries and 74% requesting larger boundaries. Participants suggested a number of other areas to become smoke free which are described below:

Leederville <ul style="list-style-type: none"> Current proposal excludes the area out front of the IGA (Leederville) which is a major pedestrian walkway. I also think it should include the paths leading to the main carparks (like the lane next to funky bunches) so that smokers do not congregate in walking areas at the edge of the smoke free boundaries. Extending the smoke free area on Oxford Street northwards to include the eateries and cafes with street-side areas and parklets as far as Bourke Street. It should include the area around Aranmore High school Include the Frame Ct carpark, the carpark link between Frame Ct and Newcastle St and the whole area between Leederville Pde, Oxford St and Vincent St. Please include Cleaver Precinct, West Perth which wasn't included in the proposed policy Please partition this to Town of Cambridge! Should probably extend west along Vincent Street
Mount Hawthorn <ul style="list-style-type: none"> Can we please include the areas in and around The Mezz? Especially the food outlets and the children's playground at the Mezz, and between The Mezz entry on Flinders St down to Drasko's on Scarborough Beach Road? This is a high use area that would also benefit from being included.
Beaufort Street <ul style="list-style-type: none"> It would be great if you could encourage City of Stirling to extend the zone beyond Walcott Street! I live in an apartment complex next to Queens. Very happy the pub is smoke free but all the smokers now block the street in front of the pub. I'd love if smoking was more widely banned, out downstairs neighbours smoke non stop from 7am through to late at night and it affects our apartment. It would be great if non-smoking became the norm and it should be banned in more residential areas too, as second hand smoke is a health concern Particularly along the Beaufort St strip near the Queens and Beaufort Tavern please extend the no smoking zone into side streets to the town centre boundary. Should extend some way down the side streets to the east and west from Beaufort street Please ensure it's clear that standing on the very corner of Beaufort and a cross street to smoke is not appropriate. Waiting to cross the road with smokers nearby is worse than just quickly walking past.
William Street <ul style="list-style-type: none"> A smoke free area needs to continue onto Robinson st and side streets. Already a huge smoking problem from great southern hotel, the footpath is tiny and is always a passage of passive smoke and butts everywhere and in parking spaces out the front of residences. Smokers spill onto private property boundary so smoke free area on William st will push more smokers to come down William st to smoke. Also useful to continue smoke free area along Brisbane st to the Hotel Northbridge (corner of lake st and Brisbane st) I live on Robinson Ave and we have a huge issue with people smoking and littering cigarette butts on our street. These proposed boundaries will not change that. Making entire town centres smoke free will. Happy to discuss the street-smoking issues happening on the streets around William st Brisbane st and Robinson Avenue. What about the cafes and lake and bulwer st??
General <ul style="list-style-type: none"> I would also encourage and support smoking exclusion zones around bus stops, especially highly used bus stops, and those that the school kids tend to mass to near their schools. Include an extended zone around all council buildings/property (Beatty park, library, Britannia oval etc) Maybe extend the no smoking zone into side streets along the side of non-residential uses.

- All public thoroughfares, within and around all food and retail businesses, children's playgrounds and associated open space, and near any high density pedestrian areas in the City of Vincent.
- The City should liaise with City of Perth to extend this south of Newcastle St.
- Would love to see this spread to all High foot traffic areas.
- Would prefer all public open spaces to be included too, particularly park areas where there are children play areas.

Administration response

The following factors were considered when drafting the boundaries for consultation: size, town centre boundaries, number of businesses, pedestrian traffic, adjoining buildings and properties, public open spaces and current smoke free areas. This would allow a transparent process and increase community trust in defining the smoke free areas.

Community and Business Comments:

Imagine Vincent – All online comments (combined):

Key

1	Negatively impact business	2	Ability to enforce	3	Designated smoking areas
4	Visible and clear signage	5	Safety of moving smokers to side streets	6	Impact on vulnerable people
7	Smokers have the right to smoke, it's not illegal	8	Step too far/waste of money	9	More important health issues to focus on
10	Smoking at licenced premises	11	Littering to be addressed	12	Make boundary larger/increase to other areas
13	Smaller areas	14	Public Places should be smoke free	15	Not a good idea
16	Support people to quit	17	Good for our health	18	Education
19	Reduce Tobacco Outlets in Town Centres	20	Clean air and clean streets	21	Positive impacts for families and children
22	Reducing Second Hand Smoke	23	Monitor/evaluate project	24	People will still smoke
25	Vaping to be prohibited	26	Good for town centres	27	International visitors
28	Other suggested areas				

Comments supporting (184 comments)

Comments	Summary (link to Key)
A smoke free area needs to continue onto Robinson st and side streets. Already a huge smoking problem from great southern hotel, the footpath is tiny and is always a passage of passive smoke and butts everywhere and in parking spaces out the front of residences. Smokers spill onto private property boundary so smoke-free area on William st will push more smokers to come down William st to smoke. Also useful to continue smoke free area along Brisbane st to the Hotel Northbridge (corner of lake st and Brisbane st)	28
About time Smoking in eating areas should be banned all over Australia. If people who like to kill them self with smoke, awesome. Just do it out of my sight.	Noted
Absolutely. Northbridge is great. No smoke and more greenery.	Noted
Again lots of al fresco and retail stores where passers by are subject to smoke from those on the pavement. Secondhand smoke carries a huge distance so the effects of a single cigarette are widespread. People smoking outside these areas could affect not only the health of those around them, but also the stock of nearby stores e.g. cigarette particles landing on a rack of clothes for sale, affecting the smell.	Noted, 17, 22
All public spaces should be smoke free	14

All town centre, and entertainment precincts and pedestrian spaces should be smoke free	14
Allocated smoking areas might be good idea	3
As long as there is clear signage and businesses are on board	4
Awesome idea so we can breathe clean air.	20
Ban smoking everywhere	12
Beaufort street will be a lot more pleasant and a lot healthier for residents, workers and visitors. It will encourage people to visit the area if it's a healthier place to be	17
Can we please include the areas in and around The Mezz? Especially the food outlets and the children's playground at the Mezz, and between The Mezz entry on Flinders St down to Drasko's on Scarborough Beach Road? This is a high use area that would also benefit from being included.	28
Cigarette smoke brings on an asthma attack in myself and others	14
Comment stands for all areas - there will need to be measures in place to ensure the boundary areas around the smoke-free area do not become places of increased loitering and litter. There will still be smokers and they will still need places to smoke and facilities for responsible disposal of butts. This is particularly the case near bars. Areas likely attended more by families/children, smaller/confined spaces, and sidewalks with al fresco dining all make complete sense to be smoke-free.	3,5,11, 21
Could expand further	12
Current proposal excludes the area out front of the IGA which is a major pedestrian walkway. I also think it should include the paths leading to the main carparks (like the lane next to funky bunches) so that smokers do not congregate in walking areas at the edge of the smoke-free boundaries.	28
Definitely about time, it would create a much better atmosphere. Particularly for those who do not smoke.	20
Definitely, so much al fresco dining in the area and small pavements means it's unavoidable to walk through smoke in many instances.	17
Entire town centres should be smoke-free	12
Entire town centres should be smoke-free. I live on Robinson Ave and we have a huge issue with people smoking and littering cigarette butts on our street. These proposed boundaries will not change that. Making entire town centres smoke-free will.	11, 12, 28
Every day I walk through and stop for a coffee and I'm constantly dodging smokers in and out of the coffee shops. I think it's a great step forward to ban smoking in multiple town centres.	Noted
Excellent as I have done hotel stays here and it isn't nice to smell smoke or see butts on the cafe/bar strip.	Noted
Extending the areas in the future	12
Fantastic initiative, thanks CoV!	Noted

For once, I don't think this is a City of Vincent vanity project - it could actually make Vincent a more pleasant place to walk through. However, I still have serious doubts about the viability of enforcing it.	2
Fully onside with this!	Noted
Good spot to put a no smoking law!	Noted
Great idea	Noted
Great idea	Noted
Great idea, but how on earth will this be enforced	2
Great idea, but it is not practical. Smokers ignore signs anyway and signs are ugly, so I think you're flogging a dead horse with this initiative. I work at a Hospital, which is a no smoking campus, and visitors smoke all the time, they won't walk the 500m to the boundary where they can smoke. Instead, I would provide bins for smokers and try to lessen the littering.	4,11
Great idea. I'd love it to spread to other areas as well!	Noted
Great initiative, I wish this was happening across the rest of Perth also.	Noted
Great initiative. Very progressive and it can't come soon enough. This will need to be policed well though or people will ignore it (like in Hay and Murray St malls).	2
Great step in the right direction— saving people's lungs, vessels and lives	2
Happy to discuss the street-smoking issues happening on the streets around William st Brisbane st and Robinson Avenue, pls email xxx. Suggest an environmental scan down Robinson Avenue and along Brisbane st if one has not been done already. I really support the smoke-free town centers thank you for taking this initiative!	28
Happy to give more input	Noted
Happy to support this initiative. I would also support extending the smoke free area on Oxford Street northwards to include the eateries and cafes with street-side areas and parklets as far as Bourke Street.	28
Having to walk down the street through stinking cigarette smoke and vape clouds is disgusting and has a negative impact on the health of people who don't smoke. This is a great initiative. Smokers should keep it to the privacy of their own homes.	17, 20, 25
How is the city planning to enforce these measures? Otherwise, great plan that will hopefully help clean up our streets and air!	2, 11, 20
I agree fully for this	Noted
I am a North Perth resident and fully support this proposal as research shows second hand smoking is damaging and if you're a resident who constantly walk in these high traffic areas second hand smoking has a accumulative effect. It benefits everyone to go smoke free on many levels.	17,22
I am happy for designated smoking areas that as a non-smoker I know where to avoid	3
I am here all the time. Love this street. It has a great presence as a bit of an alternative/vegan eats area. No smoking is great.	Noted

I believe that moving to a smoke free lifestyle would be a great health benefit. As such the venues are now smoke free however smokers are taking to the footpath and blocking it, making it difficult to walk safely on a footpath.	17
I believe there should still be areas around here that allow smoking. the area can be dangerous at night, and making people leave a certain area just to smoke and isolate them from their group of friends. and therefore isolating them from the safety of their friends	3,5
I believe this initiative could help to reduce loitering and littering in these areas.	5,11
I commute through these areas often, it will be great to have them smoke-free!	Noted
I completely support this initiative to improve the health of my fellow residents and ratepayers.	Noted 9
I fully support a crack down on smoking in public. If you can't have a beer while walking down the street, I don't see why you should be able to smoke. However, smoking is legal and I question if this is something that can be reasonably enforced without a large increase in staff resources. I think this is a matter that requires state government leadership not local government.	2,7,8
I fully support the ideal of smoke free areas everywhere, however, how will it be enforced? The CBD is supposed to be smoke free and as anyone who walks through the Murray Street Mall can attest, there is no shortage of smokers who are not challenged or fined or even asked to put out their cigarettes.	2
I hope if implemented this will be enforced unlike many of the other City By-Laws	2
I hope it goes through	Noted
I like the idea of these smoke-free areas in general. However, I think it is important that the city provide some designated smoking areas just outside the boundary, with ashtrays etc. so that smokers have somewhere to go. Otherwise smokers may go into residential areas to smoke and cause a nuisance to residents with the resulting odour and cigarette butts.	3,5,11
I like this idea a lot. As an ex smoker I only felt the nudge to quit when it became too hard to smoke at my work premises. A year vaping and I quit. 4 years non-smoking now and I am glad for anything that supports people in their efforts to quit. I dont live in Vincent but the next area along. I am in the city of Vincent every weekend at the cafes. I also work of Beaufort street.	Noted 16
I like to eat at Lupolab and Spritz and it's so off putting to leave and walk into a haze of smoke.	Noted
I live in an apartment complex next to Queens. Very happy the pub is smoke free but all the smokers now block the street in front of the pub. Id love if smoking was more widely banned, out downstairs neighbours smoke non stop from 7am through to late at night and it affects our apartment. It would be great if non-smoking became the norm and it should be banned in more residential areas too, as second hand smoke is a health concern	12
I support the aim for a healthy town centre, it will make the area more pleasant for residents, workers and visitors	17
I support the moves to establish smoke free areas	Noted
I support this but area of Northbridge but it would quite hard to manage.	2

I support this fully	Noted
I support this general concept, however I am concerned about the enforcement that goes with it. There is very little point in doing this if it is not properly resourced for enforcement.	2
I think all public entertainment areas should be smoke free. Perhaps there can be the introduction of smoking enclosures as seen in some airports to allow people to smoke without bothering anyone else.	3,14
I think people have a right to visit popular public areas without being exposed to smoke & the associated health risks without their consent.	14
I think Smoke-free Town Centres are a great idea but my experience with similar initiatives is that they are unpoliced and people still smoke anyway. It's really nice in theory but I don't expect it to actually make a difference to the number of people smoking.	2, 24
I think smoking is a personal choice and as such others shouldn't have to suffer. Smoking should be banned from ALL public spaces. Same as drinking, you can drink in public spaces.	14
I think smoking should be banned on public property. Even on smoke-free campuses, people smoke. It's not pleasant, especially for those who have asthma	14
I think this is a fantastic initiative and step in the right direction for the health of the community, in particular our children.	17,21
I think this is a great idea and far overdue, i think all walkways and areas general public are in should be smoke free, I am so over being forced to breath in secondhand smoke, it also pisses me off immensely that smokers don't consider those around them that are breathing in the secondhand smoke, some people have bad asthma that it can cause them to have an asthma attack and then we have kids toddlers and babies breathing in the smoke because smokers are inconsiderate about where they smoke. I'm a ex smoker it's not that hard to walk to a appropriate area away from others	14,21,22
I think this is a great initiative by the City of Vincent. I visit the Town Centres on a daily/regular basis and I feel it will help improve the overall look (less cigarette butts left around) and feel of the town centres.	11,26
I think this is a really positive step for the City of Vincent. As mentioned above I would welcome further extension to public open spaces too.	14
I think this is an extremely progressive and positive step in the right direction for Perth. I suffer from asthma and am constantly coughing when walking past smokers making it difficult to enjoy my time in these locations	17
I walk everywhere and smokers make that very uncomfortable	Noted
I welcome this proposal.	Noted
I would also encourage and support smoking exclusion zones around bus stops, especially highly used bus stops, and those that the school kids tend to mass to near their schools.	28
I would like to see all smokers confined to smoking rooms that filter the air so that only the smokers are subjected to the harmful effects of cigarettes.	3

I would love for this to be in force. As I don't believe that a smoker should impede the health of others especially children.	17,21
I would love to see Mt Hawthorn smoke free. I walk past The Paddo almost daily and am always engulfed by smoke. It would be nice to be able to dine outside there too without having to worry about other people's smoke.	Noted
I'm in support of this as long as there are areas specifically designated for people to smoke during/after a meal or out socialising along the route.	
I'm pleased that this initiative is being considered. It can be unpleasant to be in areas where people's smoking affects you.	Noted
I'm so pleased to see this happening. For many years I have found walking through a smoke haze when exiting the Luna and walking down Oxford St to the carpark absolutely revolting. I find that my clothing and hair smell so awful apart from the fact that I'm breathing in poisonous air. Thank you for taking this action, the majority of people will be grateful.	Noted
I'm sure it will be appreciated by all patrons.	Noted
I'd love to have these smoke free areas around as my friends and family have asthma and cigarette smoke can cause their asthma attacks.	17
I'm a smoker and I think it's fantastic! Even as a smoker, I hate being hit with other peoples smoke/vape. Its really frustrating and I think that this will benefit public health and the general vibe of these town centres!	17,26
I'm not sure how far it should extend north on Oxford Street. Otherwise very supportive	28
I'm pleased to see this initiative as cigarette smoking and vaping in particular leaves large trails of smoke - I have no desire to inhale people's cigarette/vaping smoke. The town will smell better and be healthier to be in, such as al fresco areas where smoke presently wafts over to tables.	17,26,25
Important to ensure that smokers aren't inadvertently pushed to or concentrated in areas where they impact residents in side streets. Love this initiative!	5
Include an extended zone around all council buildings/property (Beatty park, library, Britannia oval etc)	28
It annoys me how people just stand on the footpath and smoke outside of non-smoking venues	Noted
It is a good step forward in line with contemporary thinking and for health reasons. I'm sure patronage in all areas will rise.	17,26
It is great to discourage smoking	Noted
It is one thing to makes these areas smoke free but the town of Vincent must make sure to reinforce by having a person to reinforce the law (smoke and litter)and to fine people who reoffend Also smokers goes to other areas to smoke and litter by putting their butts on the floor. I work close to a park and tafe. Since smoker can't smoke on the campus they go to the entrance of the park or in the public gym area sit there smoke and litter. As a member of the public I have raise the issues with them but get angry and continue to litter.	2, 11
It should include the area around Aranmore High school	28
It will be a great improvement for those of us who love eating and shopping but despise walking into cigarette smoke outside.	Noted

It will bring in more trade I'm sure. Recently I went to the Inglewood Hotel and when I went to my car in their carpark, people were smoking in a beer garden type of area and the smell was so off putting don't want to go there again. Also outside some of the cafes people smoke and it's really sickening when you come out.	22,26
It would be great if you could encourage City of Stirling to extend the zone beyond Walcott Street!	28
It's a great idea.	Noted
just repeating Please include Cleaver Precinct West Perth In my job before I retired I endured 18 years of passive smoking which has affected my health.	28
Leederville Town Centre appears to be a very family friendly place, so I can understand the desire to restrict smoking in this location.	21
Littering from cigarettes is currently common even though fines apply. I suspect it will be difficult to police this new policy also	2,11
Long over due	Noted
Long overdue, there is nothing worse than sitting outside at a cafe and someone is either coming out or walking past smoking	Noted
Make it larger - the less places for people to smoke the better. In particular include the Frame Ct carpark, the carpark link between Frame Ct and Newcastle St and the whole area between Leederville Pde, Oxford St and Vincent St.	28
Make it larger - the less places for people to smoke the better. Maybe extend the no smoking zone into side streets along the side of non residential uses.	12
Make it larger - the less places for people to smoke the better. Particularly along the Beaufort St strip near the Queens and Beaufort Tavern please extend the no smoking zone into side streets to the town centre boundary.	12, 28
Mount Hawthorn has a huge number of families and is it especially important to provide smoke-free environments for our children. For both secondhand smoke and behaviour-modelling reasons.	21,22
My comments relate to all proposed areas. It is a great idea and will vastly improve the experience of residents and visitors. The policy must be enforced though and the city will need to back the new rules up with ranger patrols that include this new area of regulation.	2

Myself and my family (including our young children) strongly support all smoking and vaping bans on all public thoroughfares, within and around all food and retail businesses, children's playgrounds and associated open space, and near any high density pedestrian areas in the City of Vincent. If people want to smoke it should never be permitted to impact those that choose not to in the public realm. The onus should be on the smoker to move to a place where their smoking will not affect others.	14,17,20,21,28
I have seen this introduced in other LGA's interstate (eg Parramatta City Council NSW) in about 2010 when living there and the local businesses and patrons overturned a newly instated smoke-free zone. It was a different dominant culture there however it does concern me when the rights of smokers are put above the rights of every person to breathe clean air. Please don't succumb to any pushback.	
Thank you for acting on this very important matter of public health in the City of Vincent where we live and enjoy, it is greatly appreciated.	
Non-smokers have a right to breathe oxygen.	22
Not sure how far south it should extend on Oxford Street. Otherwise very supportive	28
Once the smoke free area are in place they MUST be enforced.	2
Owner of Blooms The Chemist North Perth. I support this as a public health initiative to reduce smoking. Our pharmacy would be happy to partner with the COV to help with this initiative in any way.	Noted 17
Personally I think smoking should be band from all public areas. Or they are put in an enclosed sealed "smoking" only capsules/room. No other person should have to breath in someone else toxic smoke.	14,22
Please add more locations nd consider how it will be policed.	2
Please hurry up and implement this proposal	Noted
Please include Cleaver Precinct, West Perth which wasn't included in the proposed policy	28
Please keep this a smoke free area	Noted
Please make it happen. This will be a big start for other places to follow.	Noted
Please make the city as smoke free as possible and enforce the rules.	2
Please make this happen as soon as humanly possible.	Noted
Public health should be a priority and banning smoking in these areas will ensure that second hand smoke doesn't affect those who don't consent	17,22
Public health should be a priority and having a smoking ban will ensure second hand smoke in this area drops to a minimum	17,22
Same as previous.	3
All of it but a spot I can have a cigarette would be great.	
Second hand smoke kills!!	22

See above comments. Mount Hawthorn is a family centred suburb, it's a benefit to families to be able to have their children in a smoke free environment	21
See above comments. The young model their behaviour on adults, removing smokers from the environment removes an unhealthy model . There are many residents and visitors to these town centres, good to remove an unhealthy addition to the area	17,21,27
Should be a bigger area	Noted
Should be a bigger area. What about the cafes and lake and bulwer st??	28
Should extend some way down the side streets to the east and west from Beaufort street	28
Should probably extend west along Vincent Street also	28
Smoke free centres should be safe for all- families with babies and children deserve clean air.	20,21
Smoke free is a fantastic initiative for our city. Enforcement will be important	2
Smoke free zone are hard to implement and enforce but it is the right step towards that direction	2
Smoke free zones provide a happier healthier environment for all	17
Smoke is a very nasty trigger for my respiratory condition. I often go out to northbridge for drinks/dinner as it is close by and has awesome food places. But I often have to deter from the pathway as there are many smoking nearby. Often I leave northbridge earlier as my lungs are congested by the smoke pollution and it makes it harder to breathe. By implementing these smoke boundaries I think it would major difference - cleaner air and enjoyable for others who also have respiratory conditions	20,22
Smokers are selfish as they are putting there smoking onto those that don't and it's offensive.	22
Smokers not only cause health issues to themselves but also to those around them. Furthermore they are a burden to the taxpayer by using scarce health funds in their treatment.	17,22
Smokers should get fined if caught smoking in the highlighted area.	2
Smoking causes harm to people in the vicinity. I agree with the ban in these areas	17
Smoking has a detrimental effect on our society.... we need smoke free areas to reduce and ultimately rid society of smoking	17
Smoking is a huge public health issue, almost nothing else gives not only its user cancer but also anyone nearby -- and most smokers are unfortunate victims, physically addicted to smoking. Banning smoking improves the health of everyone, and it's inhumane to expect non-smokers to suffer from other people's habits.	17
Smoking is toxic, poisonous & cancerous- people should not have to breathe in the second hand dangerous smoke. I used to be a smoker but now I clearly see now how dangerous it is.	17,22
smoking of any kind must be banned in public area	14
Smoking should be banned in all crowded public places	14
Smoking should be banned in all high foot traffic areas where it is hard to dodge smokers. Not just in these entertainment districts.	14

Smoking smells disgusting and I don't want to smell peoples disgusting air when I'm in public :)	20/22
Smoking smells disgusting and I would rather not smell gross air that has a chance of giving me long term health effects in public	20/22
Strongly support the smoking ban in these key areas. There is nothing worse than walking past a smoker and inhaling second hand smoke or end up smelling like cigarette smoke. The more areas that are smoke free and inconvenient for smokers will hopefully translate to more rethinking the habit.	22
Studies show that public health improves every where and every time smoking is banned	17
Thank you for considering our health when making this decision.	Noted
Thanks for this new initiative. It will be wonderful to not have to sit at a pub and smell smoke while eating, or walking around shopping.	22
The closer we get to helping people understand how deadly smoking is by enforcing smoking restrictions on popular locations, the better. I fully encourage people in authoritative positions who have the power to enforce such restrictions to do so as much as possible. The less people smoking the healthier we are and healthier the environment.	2,17,20
The larger the smoke free areas the better! Second hand smoke is a big issue and the city of Vincent should protect its residents and visitors. Nothing worse than having smoke blown into you - it even gets blown inside cafes so you can't escape it.	12,22
The owners of diabolik smoke outside their shop all the time and it's disgusting, right in between two cafes. I wholeheartedly support the ban	Noted
The people coming home from the pubs drunk who urinate in my garden...I would prefer boundaries for this rather than smoking.	Noted
The smoke free area needs to be monitored and people smoking need to be moved on, given a warning and or ticket. The areas wont work if they are not enforced and supported by authorities.	2
The whole of the metropolitan area should be smoke free. Smokers should confine their habit to their own home.	12
There should be no smoking in public to improve our air quality	20
Think its a progressive initiative	Noted
Think it's fantastic idea.	Noted
This initiative by the City of Vincent is fantastic, considering non-smokers outweigh smokers there days.	Noted
This is a good start, but I would like to see smoking banned in every public space. I know I'm not the only one who has trouble breathing when there are smokers around, and we shouldn't have to be constantly reaching for our inhalers.	14
This is a great idea and can't come soon enough	Noted
This is a great idea.	Noted
This is a great idea. I'm tired of walking along public walk ways and being forced to breathe in secondhand smoke.	22

This is an excellent idea. Only 1 in 10 West Aussies smoke, so it makes sense to make a move for the health of the 9/10 who do not.	Noted
This is one of the most important measures the city can take to reduce the impact of tobacco related disease and illness and keep those of use who don't smoke safe from the harms of second hand smoke. This is great first step, then all the public spaces/parks should become smoke-free, then reduce the number of tobacco outlets and applications for licenses to sell, then CoV can be the first local government to be smoke-free...aim for 2025!	17,19,22, 28
This is so appropriate for me today - I was at the Eagles game at the Stadium - when I got off the train in Leederville to walk home the number of people smoking in lower Oxford Street was very uncomfortable. They were standing on corners, sitting at outside tables in restaurants and walking along the pavements.	Noted
This may be the most difficult area to enforce a no smoke area. Suggest posters in multiple languages that point out the health benefits of a no smoking zone. I support the initiative, it will be good for residents, workers and the many visitors.	4,17
Very excited for this to be a smoke free venue nothing ruins a night out than second hand smoke !	22
Very happy about this decision	Noted
Very happy this is being considered!	Noted
Very supportive of this initiative	Noted
Well done on the smoke-free environment you are working to create. City of Vincent Council need to use their discretionary authority every time a tobacco outlet wishes to operate in the City. Send all applications to the state administration tribunal, they will soon realise the mismatch between planning regulations and the public health act. Council's need the power to reject applications based on health concerns not just amenity. Good luck.	19
What a fantastic initiative! Thanks City of Vincent!	Noted
what a great initiative. keep pushing the boundaries CoV. great work	Noted
While I smoke on a casual basis I believe for the greater public goods, the proposed area should be smoke free to encourage family friendly environment	20,21
With smoking prevalence now at increasingly low levels, I feel it is appropriate to ban smoking altogether from our urban centres. I welcome all these proposals.	Noted
Would love for this to be more widespread around Perth. Having venues ban smoking much like Queens in Beaufort street are great first steps! People should not be forced to inhale the damaging second hand smoke anymore, it should not be encouraged either. I think banning it more widespread will also stop the occasional social smoker which I find a lot of my friends/loved ones become after a few drinks and it's very concerning.	12,22
Would love to see this spread to all High foot traffic areas.	28
Would prefer all public open spaces to be included too, particularly park areas where there are children play areas.	28

Yep, good idea	Noted
Yes Please include Cleaver Precinct West Perth	28
Yes, great idea	Noted
You should extend these borders further	Noted

Comments opposing (134 comments)

Comments	Summary (link to Key)
A simple question...Do smokers have rights? It is still legal to smoke and yet they are persecuted. However, the people living in the park at the end of my street...and yes I know homelessness is not against the law. However, publicly urinating and defecating. Would these crimes not be better addressing than smoking? The issue also pertains to health and hygiene. Children play where this public urinating and defecating happens, on a daily basis...do you have a duty of care?	7,9
Absolutely unnecessary. Nowhere else in the world is this ridiculous	Noted
Adult persons have their own autonomy and are capable of communicating with others if they are disturbed by the smoking of others. This freedom and autonomy should not be taken away from adults. Smoking indeed should be banned in areas that are predominately and/or frequently visited by children, those without adequate autonomy, NOT in areas that bars and places of leisure specifically accessed by adults exist, i.e. these main streets. In effect, businesses (who bring people to the city, by proxy adding significant value to the area) who have smokers as customers will see a dramatic drop in patronage caused by the City, will they reimburse this loss?	1,7,10, 21
Again stop trying to police people it is not your job nor your mandate. Look inside your own administration and stop trying to police individuals it not your job!	8
Again, it's overstepping a bit	8
all this is doing is putting the problem out of sight rather than dealing with the bigger health issues.	5,9
Another step in the right direction of a nanny state that doesn't actually care; that will charge you 45 dollars in tax for your preferred pack, that you will still be able to purchase within this very same district, and then fine you for stepping outside this establishment and consuming the very same product you just legally purchased. Bit of a joke. I'm sure the council has bigger matters it address like it's roads, footpaths, public spaces. Stop victimising smokers while profiting from them. Is there much smoking-related violence? Smoking related anti social behaviour? How often are you contacted about people minding their own business in a p u b l i c space smoking a cigarette by concerned Karen's? Once a year? Are you going to have traffic exhaust in the same high street? Are you going to ban consumption of alcohol within venues to avoid anti social behaviour? This is a pile of bull**** and you know it. Pick ya battles mate. Smokers have as many rights as non smokers. I dont like inhaling exhaust while I'm walking down the street, are you going to take action on the traffic related pollution on your dining strips too? Or toxic exhaust is fine?	7,19

As a non smoker, I don't like sitting next to people who smoke, so I don't. That is my choice. I don't believe you should remove the choice for those who do smoke to use their designated smoking areas wherever they are (streets too). I also don't believe excluding a group of people from potentially adding to the economy for areas dependant upon entertainment/retail revenue. Given building plans/approvals continue to include entertainment venues, it seems counter productive to restrict patronage.	1, 7
As above. It's not fair to further limit someone's wish to smoke safely outside. Non smokers can easily avoid people smoking outside if they are concerned.	5
As adults we make our own choices... Smoking its not a crime, as long as it does not affect other people - live & let live. It is a crime to sell cigarettes to minors & the police control this not councils.	7
Bad for business. Nil health benefits. Purely cosmetic.	1,17
Banning smoking from social centres is not ideal. Of course, it would be great if no one smoked; it smells, it's severely unhealthy and it's a bit off-putting. But I believe in the rights of people to do what they want with their body. And for us occasional smokers, it's nice to step outside for a cigarette every now and again when having a drink and meal with friends. Don't take that enjoyment away from us.	8
Banning smoking on one of Perth's only culturally diverse main streets is a holistically flawed proposal. What of international visitors who can (eventually) visit, Italians, Spanish, Japanese, Chinese and so on, how do we explain to those visitors who smoke cigarettes that some numpties thought this was a good idea. William St is a night spot and having a cigarette after a good meal is very pleasurable and in many cultures including our own is believed to aid digestion or at least pleasure from consuming nice food. Let's say this banning of cigarettes does go ahead. I for one would take great pleasure in ensuring I have my daily singular cigarette on Willian St to make a stand and to all those blind conformists who might, like aghast drivelling uncultured jellyfish, point at the narc-state signage referencing the ban I would just feel sorry for them as I continued to enjoy my toastie, chocolate and delicious full strength camel cigarettes. In all seriousness this ban would produce more conflict in the street between those who are going to smoke anyway and those who are hook line and sinker swallowing this current and very temporary overly conservative approach to mixed, multicultural cosmopolitan living. Find and address a real problem and rack off until you do.	6, 27
Banning smoking with so many laws and rules around it is ridiculous and really grasping at straws. Do something worthwhile to address the homelessness and violence.	9
BLOW IT OUT YOUR ASS. IM GOING TO SMOKE WHEN AND WHERE I BLOODY WELL LIKE	Noted
Business will be lost. Let people make their own decisions, as they will when going elsewhere instead. This is overreach and will even affect the likelihood of people wanting to live in the areas.	1,8
Completely unnecessary.	Noted
Don't waste our rates on these non important issues. I would like to see some report on how you even got to this point. Maybe you should consider banning alcohol, this has more social and adverse affects to society. You lot are really putting non important issues in rate payers faces.	8, 9

Don't force more people away from local venues using restrictive practices.	1
Enforcement of these measures will cost more money than any proposed benefit from being a smoker free zone	2, 8
Enough of the nanny state, stop trying to police the individual, councils are inherently corrupt work out your own administrative offices and leave the individual alone!!!!!! What comes next! By all means start policing the white middle aged idiots who are drinking in our kids playgrounds I have a big issue with that! It's not illegal to smoke or vape, so no you have no right to restrict people in such a way! Over all this crap!	7,
ever head of google maps, confusion on smoking on the street, the footpaths and within properties just another reason to close shop in the City of Vincent.....	1
Focus on homelessness. Focus on making sure businesses are lockdown resilient. Focus on youth mental health. Focus on the safety of women in public spaces. Focus on the safety of LGBTIQA+ people in public spaces. Focus on anything but this.	9
For someone that doesn't or does Doesn't smoke. I'm sure it would be very inconsiderate because it may cause severities that we do not do not understand. Also If someone does smoke It would be very inconsiderate because of it being that they may have smoked for almost all their lives and going cold turkey Can also make them sick.	Noted 6
Help small business, don't hinder them more. They're suffering enough.	1
Hilarious waste of tax payer's money and hurtful to businesses, people who smoke are still going to smoke, they're addicted, they're not addicted to supporting local business	1, 8, 24
How are you going to manage the drunks from Queens etc from smoking? It's unfair to put the implementation of this onto the staff	2, 5
I am 79 and have been a smoker for 60 years because i tis something I enjoy. I don't drink alcohol nor am I an over eater. I have never smoked in any of these areas but feel it is extreme that a smoker who is in a restaurant or at a pub cannot go outside to enjoy a cigarette.	8
I am sick of the nanny state and now the councils are trying to dictate people's behaviour. It's not your job to police people. Just another step to far in my humble opinion. There are more pressing matters for the council to deal with and as a individual I want my freedom!	2, 8, 9
I believe that ciggarettes should be made illegal for sale before they stop people from smoking in public, I am heavy smoker and wish it was less accessible for the younger generation, banning smoking in certain area is not right if they legally sell ciggarettes, if a product cant be used on the street it shouldnt be sold at all	7, 19

I do not support this unless federal govt make cigarette sales illegal. All hospitality venues will likely take a significant drop in patronage, especially the pubs. Way to go looking after those businesses after the covid restrictions, NOT! The COV obviously doesn't care. I also dont see mass smoking occurring anywhere so dont understand why COV is virtue signalling when there's many more important things they should be focused on.	1, 9, 19
I don't want to walk down dark alleyways in Northbridge to have a cigarette. There's already a few unsavoury characters around at night.	5
I don't particularly want smokers to be demonised by this proposal, it just makes a lot of sense that public areas with heavy foot traffic would want to limit potential for second-hand smoke inhalation by any vulnerable community members or children. Nice one City of Vincent.	21,22
I don't smoke but I understand the social side of it. I don't mind people smoking outside but to eliminate an entire area to no smoking seems excessive. My friend group will probably want to visit elsewhere because they would have to leave the entire area to smoke. If I was fresh area I simply walk away from smoke.	8
I feel unsafe being out of sight	5
I live on Oxford Street - we don't have an issue with smokers on the sidewalk as it is except for the cafe bar - I can't remember the name of - in the evenings, and if you ban smoking that place will have significantly worse business and it'll mess with the whole Oxford St economy.	1
I really think it is criminal for paid office-bearers like yourself to squander taxpayers' monies on politically motivated issues like smoking and not addressing the issues of real concern. Will, there be a survey soon for us residents to respond to these issues...or will you just take on the soft targets like smokers?	8,9
I think people should have the right to smoke in open places as long as they don't litter. Seems like it's taking away from people's freedom to make their own decisions	7,11
I think smoking is well managed in the area already (particular smoking areas) and do not find it a nuisance. I therefore do not think the restrictions imposed are necessary for one of the most popular entertainment areas. I feel this will affect entertainment businesses (pubs, restaurants) when they are already struggling due to COVID. I believe there should be more freedom allowed. Also you can't make all the residential streets non-smoking as well, which means then you may push smokers around the corners onto residential streets. This won't stop people smoking, it will just move the smoking. As a resident, this would be a lot more of a nuisance than it remaining in the entertainment areas where it is being managed well/appropriately at the moment.	1,5,24

I think this decision is unwise and unworkable. I don't think you have thought through the consequences of this decision. Firstly, It will negatively impact the businesses who are already under stress from the impact of much more serious health concerns. This will reduce the number of customers who will access these businesses. Customers will vote with their feet and go somewhere else. Secondly, It will put smokers at risk because they will be forced into back alleys to have a smoke and criminals will take advantage of that. I believe violent incidents will rise in the area and that is not something people who visit and live in the town of Vincent want in their neighborhood or in their night out. This reminds me of the impact early lockdown laws had on the City of Sydney. It destroyed the nightlife and many businesses closed as a result. That is going to affect the economic future of your City Council. Are you prepared for this? Already William St is struggling with many vacant storefronts. It's hard not to notice. This is very unappealing to visitors. Compare that with the vibrancy of Victoria Park. That's what the City of Vincent needs to be aspiring to achieve not this ridiculous virtue signaling.	1,5
I think this is a ridiculous initiative to be wasting resources on at a time when our communities are facing far greater public health issues.	8,9
I think this is a step too far in public health intervention - instead of empowering people to make decisions for their better health, you're instead ostracising them further through these mandates. Not to mention the safety of the smoking individuals if they are forced to venture far from their friends and people they know so they can smoke in some alleyway somewhere outside of the Vincent area, thereby risking being exposed to unsavoury individuals and people that would take advantage of those that are on their own.	5,8
I think this is way too far smoking is a personal choice once someone is in an open public space there is no concern for anyone else	7
I understand that smoking is a health risk but at present smoking is legal. The areas you have designated are all active for adults in the evening. They also have places that serve alcohol. The city puts forward a lot of initiatives yet policing is difficult. Alcohol causes just as many health problems plus violence yet it is tolerated outside venues in parks etc. when smoking becomes illegal then the ban will be legitimate until then you are starting something that is more difficult to police. People can ask others not to smoke around their children. Education is the best tool. I prefer not to live in a nanny city thank you. You already dictate more than is required. Ban alcohol if you want to give people better lifestyle choices or smoking in parks?	2,7,18
I'm concerned for half a street in the entertainment district being disadvantaged. I think it's a step too far.	8
I'm curious as to how you will enforce this. And how you will explain to the businesses that people won't be going to anymore. A person can't even smoke outside with a takeaway coffee on a stroll anymore? Inside is understandable, this is just ridiculous.	1,2
If cigarettes are legal sold to the public then the public should be able to smoke, I don't think it's right to pick and choose, I think you all should get together and make the sale of cigarettes illegal, I am a smoker and it should be illegal in general, it won't work otherwise	7,19
If people are outside and away from business entrances then there should be no issue as long as cigarettes are legal sale. The tax on cigarettes is huge and something the government is reluctant to "ban" given how much revenue it gains but until it is illegal, you should not be able to create smoking bans via boundaries in the area. I strongly disagree to this move. Focus on important things which will actually improve the council rather than shunning hard working people.	8,9
If they are outside in open air, are considerate of others then they should be allowed to smoke. It's impossible to police it.	2, 7

If you ban smoking the Moon will have worse business and that place is an absolute establishment. Messing with smoking messes with the economy. It's bad for people, sure, but just take the money and don't mess with their autonomy. And in terms of vaping - I don't do it but it typically smells good, is often nicotine free, has exceedingly little health risks, and should really be taxed like cigarettes to boost the economy. Especially during COVID.	1,25
Imposing laws that impinge on very basic freedoms like smoking - especially in areas that are very explicitly entertainment centres - is counterproductive and ridiculous. I regularly visit William Street and would be appalled to hear that the local government are hurting small businesses like this. Smoking outside of restaurants and bars is an everyday occurrence. People deserve the right to make their own choices as to whether they partake in behaviours like these, their government should not interfere with that.	1,7,8
Instead of commenting on each of the individual boundaries I wanted to share my thoughts for the whole proposal in one place. I believe this proposal is bad for local business - particularly beloved entertainment venues, will drive people of City of Vincent town centres, and will cause many special events and projects to be moved out of the City of Vincent due to loss of reach and engagement with community members. Punishing and shaming unhealthy behaviours is not an effective tool for change and will only cause harm to the local community and businesses, this money would be better invested in educative and preventative programs.	1, 18
Is not intoxicated people fighting, urinating everywhere, pulling over bins etc, people passed out in shop doors or people unable to find a hotel room! not more of a concern than the odd smoker? Do you people think about these concern in any depth or are we just being politically correct and not addressing the real issues. Which being left unaddressed are escalating to serious issues. While we remove a few ashtrays!!! Oh and make surveys to engage the community... to which do you actually listen... or just tick the "we engaged them" box!	Noted 9
It has to be freedom of choice. There are also safety concerns pushing smokers away from venues particularly in the evening and away from CCTV capture	5,7
It seems a crime to target smokers when you have real and incredibly illegal criminal acts, public drinking, not using toilets, leaving used syringes on people's front lawns etc taking place that you're not addressing. Is that not bizarre of you?	9
It's not gonna be good for local businesses.	1
It's people's right to smoke if they want to, firstly. Ostracising them is not a healthy practice for community. Also, especially outside of local bars - if the police are enforcing the no smoking rule it will make the environment feel much less safe and comfortable.	2,5,7
It's unfair for current smokers and I think that enforcing the smoke-free boundary will do more harm than good	7
It's an entertainment district, you should be able to smoke here. It's also expected that people can smoke here. Would you rather people smoke in front of other people's houses?.	5,7
It's unfair to ban something that is legal. At least put designated smoking areas near nightlife	3,7
Just another choice taken away, what will be next?	7
Mad idea	Noted
No I don't think this is the right approach: I like going out where I can step outside for a smoke.	Noted
No way. I wouldn't go to my local if I couldn't step outside for a dart.	Noted

Not enough close-nit outdoor business to warrant such a ban.	Noted
Over the top regulation. If smoking is banned outdoors then ban exhaust emitting cars outdoors too. Live and let live - outdoor smoking harms no one else.	8,22
Overkill. Smoking is already banned in so many places. I dont have a problem with that. I always go away from people to smoke even if that means going into a 'no smoking zone' (outside of course). However being female, I'm worried about having to go into a side street or alley in order to have a cigarette for safety reasons.	5,8
Oxford street is a bustling hub of night life and culture and it does not make sense to make that area smoke free. It will also encourage smokers to move further from lights and people and put themselves at a greater risk of assault	5
People have rights... I may disagree with smoking but smoking is one of those rights. I find the swearing and unsupervised children more concerning. Do you have a duty of care there? Also those who leave near like myself find litter and bottles on our fences a concern. Will you soon be addressing these issues?	7,11
People have the right to make their own choices, smoking is not illegal.	7
People should have the freedom to smoke. This is discrimination against people who suffer from mental illness and the lower class. I do not smoke, though I believe in freedom.	6,7
People will rethink using these businesses	1
People will stop coming. You will destroy small business over time. You may think it's a good idea now, but what about when bus loads of over seas tourists decide to avoid the area as they can not enjoy a cigarette / vape? Just makes no sense.	1,27,25
Ridiculous	Noted
seems like it will hurt businesses like bars	1
Small business are suffering already.	1
Small business is going through enough with covid. Give them a bloomin break!!!	1
Smokers will have to leave to more unsafe areas. I have been attacked only on side streets, not William.	5
Smoking is not illegal, councils are pushing so many boundaries already leave the individual alone if they want to smoke or vape it there choice . If you are going to police anything then stop corruption in developers destroying our older homes without a care or white people drinking in kids playgrounds!	7,9
Smoking should be limited to smoking sections in hospitality venues - not banned. There are smoke-free venues in Vincent and people who want to visit smoke free venues should do that.	10
Smoking/vaping is not illegal to a demographic of population who spend a lot of money in these areas. These restrictions may force some parties to spend there money elsewhere.	1,7

Stop policing the communities vices & free will during major worldwide crisis'. Our public health system needs to be invested in better and has bigger fish to fry. This "smoke free section" concept will just hurt businesses, divide social groups & leave our homeless community even more vulnerable to be moved on/hidden away. I highly valued seeing & meeting people in different financial hardships from my own lived experience as a child growing up, it taught me empathy, gratitude and how to put myself into their shoes of perspective. Stop policing and nit picking at our community, focus on the bigger mental health support issues we currently have. These comments apply to all the smoke free sections proposed.	1,9
Such a hard crack down is forcing people to not attend certain venues and is unfair to ban an entire precinct.	1
that would be affecting local business very badly on weekends, considering the William street portion between Newcastle and Roe street wouldn't be smoke free, if you will kill the last of the businesses on that top part of Northbridge	1
The downside to all of these proposals is that smokers then congregate in nearby areas bringing more smoke and butts into these areas.	5,11
The existence of smoke-free areas is an infringement of the rights of smokers to indulge in a perfectly legal activity that does not cause any harm to anyone (the evidence that second hand smoke in an outdoor setting is harmful is weak to non-existent). Any concerns about littering (dropping cigarette butts etc) can and should be addressed under existing legislation. I would contend, therefore, that the proposed smoke-free areas should be much smaller than you have proposed so that smokers are not prevented from exercising their right to smoke across such large swathes of the City of Vincent. And in particular there should be areas around shops, offices and pubs where smokers are able to smoke without having to scurry away down side streets. Smoking may be a minority activity these days - and as a non smoker I think that's a good thing - but discriminating against minorities is generally recognised to be a bad thing and should be opposed rather than supported by local government. This comment is equally applicable to all the areas you have identified.	5,6,7,11,13
The road to hell is paved with good intentions..... And a fine road it is... And starts with the first step.... I say perhaps you do not take that first step.. Alex from the Paddington Ale House	Noted
There are already bans in place for smoking . This is taking it TOO far. You can't divide streets and areas up, extremely inconstant	8
There are bigger issues you should be dealing with than who smokes where, for example, aggressive drunkenness and abusive behaviour in the entertainment areas or homelessness	9
There are far more issues to focus on than trying to shame smokers being outdoors!	Noted
There is bigger issues like mendacity, drug use or homelessness in this area to fix, banning smoking in these entertainment strips will definitely penalise those hospitality businesses	1,9
There's bigger issues to worry about honestly.	9
These are entertainment precincts, and while I can understand the desire to make them safer for all people of all ages, I feel this is a step too far, and is more than likely going to lead to reduced visitors in your area that are willing and able to economically support businesses in these places (i.e. adults)	1,8
They are not illegal and it is a public space in open air.	7

They are not illegal and it is a public space in open air. It could also be very unsafe to be sending smokers off alone to walk an entire block to get somewhere to smoke when they are out and have been drinking or are a vulnerable person. The areas outside the non smoking zone are the quieter more unsafe areas where no one is around for protection. It is also an inconvenience to smokers who may work or reside in the area taking away their own personal freedom. I believe banning cigarettes is a matter for the federal government to address, currently cigarettes are charged a very high tax as it is, providing more money to the government shouldn't limit your freedoms.	5,7,8
Think this is a step too far. Why not start with banning cars, they pollute the air more than smokers do. Why not focus on a education campaign rather than banning. This will impact on some established businesses. People will have to go around corners and this might be a safety issue at night. How will it be policed? Aren't there more pressing matters to deal with. How much resources have been given to this project.	1,2,5,8,9,18
Think this is a step too far. Why not start with banning cars, they pollute the air more than smokers do. Why not focus on a education campaign rather than banning.	8,18
This is a nightlife area which is generay less family friendly, I believe it would be overly restrictive to ban smoking in this area.	8,21
This is a really draconian move. There are more important public health issues at play. Even focusing on homelessness would a better use of your time.	8,9
This is a ridiculous waste of ratepayers time and money. How are you going to stop people smoking near pubs or other drinking establishments? This is completely unenforcable and pointless.	2,8
This is a step too far in citizen control. Unnecessary!!	8
This is a terrible idea as it will alienate potential business	1
This is absolutely ridiculous and is going too far.	8
This is an unnecessary restriction on personal freedoms. I feel the current exclusion areas from venue doors and alfresco areas are sufficient. It will inadvertently create safety issues for workers forced to smoke in rear alleys and less frequented areas. I am yet to hear a single good reason for these proposed changes in what most consider to be the 'entertainment precinct"	5,7
This is council over reach. Smoking is not illegal and yet here the majority are victimising a minority. This issue has not been called upon by residents of Vincent and yet here we are slanting the results of surveys to prosecute the views of a few councillors.	7,8

<p>This is in my opinion overreach by the shire.... The shire should in my opinion concentrate on the following 1 collect the rubbish 2 clean the streets 3 empty stormwater drains 4 return lost dogs to owners..... And take great pride in this work. It is very important work..... Keep the shire clean, After all cleanliness is next to godliness. Good luck with you work....</p>	8
<p>This is minicipal nonsense and over-reach. How are you going to enforce it? What are the penalties? How many signs will be needed? are you going to provide ash-trays on all the boundary points to avoid smokers stubbing out their fags on the ground? And how often will you empty them? What will all this cost? Ridiculous waste of time money and effort. And how will you monitor the effectiveness of this policy? It's reminiscent of when Vincent was a "nuclear-free zone." Focus on your core business.</p>	2,4,8,11,23
<p>This is NOT the time to be putting small business under more pressure. As if covid wasn't enough.</p>	1
<p>This is ridiculous as a non smoker and rate payer you are going to destroy the liberty of peoples rites. I've never heard anything so ridiculous and becoming a nanny state again.</p>	7
<p>This is to far</p>	Noted
<p>This is too restrictive of people's rights. One step too far.</p>	7,8
<p>This is way to far</p>	Noted
<p>This is way too far in citizen control. There are way more prevalent public health issues like access to toiletries/hygiene supplies for women, as well as supporting the businesses that already exist not on a main strip. This is clearly a cash grab and an attempt to overreach past people's rights</p>	1,8,9
<p>This proposal is taking away people's civil liberty and right to live the way they want to.</p>	7
<p>This proposal will put another nail in the coffin of already struggling businesses. You will not get more people to visit the town, you will get less!</p>	1
<p>This should be determined by business owners individually, not by the City. It is regulatory overkill.</p>	8
<p>This sounds like a major kill-joy campaign. There are much better public health initiatives the City could focus on. Homelessness and meth are pretty bad for people too.</p>	9
<p>This will force people to rethink using businesses in this area.</p>	1
<p>This will impact so many businesses in and around Northbridge and make it a less desirable destination. PLUS... this is a really draconian move. There are more important public health issues at play. Even focusing on homelessness would a better use of your time.</p>	1,9

This will just anger alot of people. We already don't smoke inside	6
Unnecessary.	Noted
Until it becomes illegal to smoke then it's in peoples rights to do as they please , there's already massive restrictions on smoking and businesses struggle enough places like the garden / bills bar / Armani bar etc are going to struggle as people who smoke are addicted they will choose places they can go with designated smoking areas (like these bars already have) your just making it even harder for businesses that are already smoking. It's not going to smoke people from smoking there just going to choose to go elsewhere . As much as you may think it will appeal to family's / non smokers it makes no difference they will come to the area regardless . I don't think your thinking about the businesses and these are the businesses who struggled the most through Covid they don't need even more restrictions . The government should be making the call and making smoking illegal to prevent a problem. We don't need town centres making there own rules to segregate people .	1,6,7,8,
While I appreciate the necessity to have smoke free venues I also recognise that smoking, like drinking, is a legal form of drug use. Trying to ban smoking in public areas creates a sub class of individuals that will try to sneak a smoke or be relegated to residential side streets dropping their butts in peoples gardens rather than catering for the 15% of smokers in the community and trying to manage the process. Eventually smokers will die out, one way or another, but I think there's still to many smokers to make this concept a practical option.	6,7,11
Who is actually complaining? Just leave it and worry about something else	9
Who is going to enforce this? The small business owners? I believe that this will only cause conflict and will achieve nothing else. Smoking is not illegal. People are allowed to smoke in outdoor areas. The City of Vincent is not the Department of Health. This sort of initiative should be coming from state government, not at the local level.	2,7,8
Who is going to pay for the policing of this smoking ban ? Ratepayers, that's who. Councillors are spending our rates like drunken sailors.	2,8
Why is the City giving an unfair advantage to other businesses outside of its jurisdiction when stakeholders currently comply with WA Health Department Regulations? Is the City simply grandstanding on internal/external KPA's opposed to enacting something they will just simply not enforce ? The drawings the City have produced are vague and not very transparent and simply will cause undue stress and concern on Small Business operators.....	1,2
Why on earth is it up to a local council to limit a legal activity. If you want to make change, start petitioning government to ban cigarettes in Australia. This is nothing but a big brother attitude telling people what they can and can't do. I don't smoke but have friends who do, I don't want to be at a pub and have friends walk 2 blocks away to have a cigarette. We are adults, and it's an adult activity.	7,8,19
William street is a bustling hub of night life and culture but it can also be dangerous at night. Forcing smokers out of sight is alienating people enjoying our night life and putting them at a greater risk of assault	5
Yes this will alienate potential business and is communistic. Please have some concern for the local trade and people's rights and abolish these potential policies.	1,7
You aren't stopping people from smoking. You're pissing off your residents by trying to micromanage their lives.	24

You have better things to be doing with your time like creating homeless shelters and collection drives for those affected by covid. There is not a rational government in the world that defines "health" as penalising the unhealthy. Ridiculous!	9
You will lose a lot of business by doing this. It is discrimination.	1,6

Other Comments (52 comments)

Comments	Summary (link to Key)
Allow smokers some rights. Generally they congregate. Give them close by smoking areas on the streets if you must ban it.	3,7
A lot of restaurants and bars on that strip, a place for people to smoke would be good. Non smokers can avoid and smokers can have a cigarette.	3
As an ex smoker and musician, I think it's very important to still provide safe places for patrons of venues to smoke, otherwise people will be going down alley ways, possibly in danger. Also, if the smoking ban extends to venues, both venues and performers will suffer severe financial loss as most of their demographic are smokers.	3,5
Due to social ostracism I generally only smoke at home or where I am with non judgemental people.	Noted
Got a light?	Noted
Has any consideration been given to the side laneways off Beaufort St where smokers may end up congregating?	3
Has the provision of smoking areas been considered to encourage people to stay within the commercial areas rather than the residential areas?	3
High density outdoor eating.	Noted
How are you going to stop people from smoking in their vehicles or on roads/footpaths/outside their properties?	2
How is this going to be enforced?	2
how what does the policy mean? no alfresco/street smoking?	Noted
I have concerns about how this will be implemented or enforced given it is a high traffic area. Actually this applies to all 5 locations.	2
I think there are larger public health issues than smoking in the street.	9
I work with people who design the built environment and we have often discussed the efficacy of the anti smoking measures we get to see.	Noted
I would be interested to know the proposals for policing these changes should they be agreed. Is the intention for this to be self policed in which case it makes no sense to spend taxpayers money on the consultation as it won't happen.	2, 8
I would much rather see some effort going into graffiti remediation than the policing of a non issue.	9

Is it worth creating smoking areas where they can go, so they don't move into other areas? Already I walk with my pram past the Tafe and there's smokers up and down the street.	3
Not there that often so not sure how much of an issue it is	Noted
OH HONEY, YOU REALLY DONT WANT ME TO SAY WHAT I THINK	Noted
Please address the illegal act of littering before tackling the legal act of smoking.	7,11
Please advertise this and make people more aware that smoking caused secondhand problem to non smoker too.	22
Please don't have additional signage - there must be another way to communicate without numerous poles and street signs	4
Please ensure it's clear that standing on the very corner of Beaufort and a cross street to smoke is not appropriate. Waiting to cross the road with smokers nearby is worse than just quickly walking past.	28
Please partition this to town of Cambridge!	Noted
Public place	14
Pubs have lost their smoking area's forcing smokers onto the sidewalks. This is even more irritating for passers by. They have to pass through a large cluster of smokers or walk on the road. The smokers sections is traditional for entertainment/ pub venues. Even as a non smoker I would always sit with my friends in a smokers section outside. It brings a relaxed vibe to Beaufort street and keeps everyone happy. I think large venues must allow a section for smokers in their outdoor areas.	Noted
SCREW YOU	Noted
SHOVE IT	Noted
SHOVE IT UP YOUR ASS	Noted
smoke free areas push smokers to have to walk to unsafe, unlit areas like back alley ways surrounding these venues which are often dangerous, especially for women. please consider an alternative option like designated visible areas that non smokers can avoid. smokers deserve to feel just as safe as non smokers	3,5
Smokers can frequently be found outside the Paddington Ale House and the Oxford Hotel. How will the smoke free zone be implemented? Will these individuals will be able to move onto nearby Fairfield Street and Anzac Road?	5
Smoking areas should be allowed at the Paddington ale house and the Oxford pubs.	10
The boundaries as they stand will not work, merely push smokers off the main street by a metre or so. Just make all of the City of Vincent smoke-free.	5
The City should liaise with City of Perth to extend this south of Newcastle St. This is where it would matter most.	28
The current regulations are sufficient. All venues are non smoking and move smokers away from congested areas. You could potentially look at designated smoking areas in particular busy areas of northbridge for patrons leaving venues to smoke.	3
The rose mount hotel should have a designated smoking area.	10
There are bars in the vicinity and the public should have the right to smoke when they're out spending money	7

There should be designated public smoking areas instead	3
There should be designated public smoking areas instead get	3
There should be designated public smoking areas instead. People smoke for various reasons and leave venues to go where directed already, an entire street would make things complicated and cause unnecessary segregation and people filtering into hiding spots just to have a smoke.	3,6
There's already a law that you can't smoke within ten metres of a venue- why do we need more policing?	Noted
This participation exercise in policy making is not great. Please consider asking where people would prefer to have no smoking zones. Maybe do an exercise with a map displaying the LGA, give pins to residents/visitors and ask where people would like no smoking to be/where they would like to smoke? They would then place them on the map. (This could be digitised too).	Noted
Too many hospitality venues near by	Noted
TRY AND STOP ME FROM LIGHTING UP	24
We don't need to give the police more reasons to hassle the citizens	2
What would this mean for Shesh Besh?	10
When is the next election for mayor? The current numpty needs to go	Noted
Whilst I support these hubs I appreciate this will be difficult for local business owners especially bars. Leederville and Beaufort st are already seeing a bit of turnover and empty shops so I hope there are other things that can be implemented to support and keep local business' in the area.	1
Why isn't the city of Perth collaborating with this?	28
will you initiate a on-the-spot fine if people are caught smoking in any of the 5 areas (after an initial trial period)?	2
Wouldn't it be great if councils focused on improving areas and encouraging business and night life? Wouldn't it be nice to have free parking and supporting businesses during such difficult times?	Noted
You have pretty much managed to include every tavern and pub in Vincent within these boundaries.	Noted

E-mail and Letter responses – All comments (combined):

Key

1	Negatively impact business	2	Ability to enforce	3	Designated smoking areas
4	Visible and clear signage	5	Safety of moving smokers to side streets	6	Impact on vulnerable people
7	Smokers have the right to smoke, it's not illegal	8	Step too far/waste of money	9	More important health issues to focus on
10	Smoking at licenced premises	11	Littering to be addressed	12	Make boundary larger/increase to other areas
13	Smaller areas	14	Public Places should be smoke free	15	Not a good idea
16	Support people to quit	17	Good for our health	18	Education
19	Reduce Tobacco Outlets in Town Centres	20	Clean air and clean streets	21	Positive impacts for families and children
22	Reducing Second Hand Smoke	23	Monitor/evaluate project	24	People will still smoke
25	Vaping to be prohibited	26	Good for town centres	27	International visitors
28	Other suggested areas				



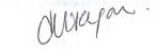
Comments	Summary (link to Key)
<p>Hi Caroline,</p> <p>Thanks very much for your response.</p> <p>I am an ex-smoker and always notice when people are smoking. I live and work in Vincent (North Perth), and its rare that I see smokers.</p> <p>But, if we were to sit and observe near the plaza in North Perth, the people smoking predominantly are vulnerable. This is clearly a subjective judgement, but there is an anecdotal correlation between public smoking and, for lack of a better word, struggling. I hold deep concern that these people are merely going to be more displaced from a sense of place and belonging.</p> <p>I further hold caution that the 85% positive response rate to Council's surveys was not just about smoking and public health.</p> <p>I strongly oppose this ban until Council has a more solid plan to support vulnerable people within our community who may experience displacement from our town-centres as a result of this policy.</p>	6

<p>Hi Caroline,</p> <p>I was just filling out the Survey for Smoke Free town centres, and before completing it had a few questions.</p> <ol style="list-style-type: none"> 1. What legal mechanism does the City possess to declare an area smoke free? Is it a local public health policy? Or state legislation? 2. What enforcement will it be using? Fines? Orders to leave the City? Who will be enforcing this, and what are the penalties? 3. How is the City addressing addiction for people who are smokers? How does displacing these people, support them? How, in other ways, will the City support any vulnerable people that it is displacing? 4. What evidence does the City have to support the assumption that setting boundaries on smoking will reduce smoking rates? 5. To what extent does the City believe that the health of non-smoking Vincent residents is impacted by passive smoking on the street? 	2,6,21,22
<p>Dear City of Vincent & John</p> <p>I am emailing with respect to the proposed implementation of the smoke-free town centres in the City of Vincent.</p> <p>As a general comment, I am worried that implementing a smoke-free ban in the City of Vincent's social hubs is a backwards step for a local council which I see as promoting a modern, liberal approach to life. I have lived in the City of Vincent all of my life (27 years). What I cherish about the City of Vincent is the diversity of its residents. When one goes to a social hub (like William St or Angove St) you see a variety of people of different ages, backgrounds and occupations. Some of these people like to smoke, others don't like to smoke. Some of these people like to exercise, others don't. Some of these people like country music, others (thankfully) don't. I feel that mandating a particular way of life (that is, not smoking) in a shared, social hub is the antithesis of the multifaceted and beautiful (yet sometimes, like humans, imperfect) local council which I am proud to have always called home.</p>	8

<p>G'day Caroline,</p> <p>Unfortunately I cant make the information session. Will there be a session on making the streets lighting better and keeping people safe coming up anytime soon?</p> <p>Perhaps a session on keeping the plane trees under control to help with the mess and peoples allergies? I would happily attend one of those.</p> <p>To me it seems a little redundant to make (not even) 500metres of street smoke free when, surely, council could concentrate on something a tad more constructive.</p> <p>The area which is outlined is generally populated a minimum 50:50 people who can and can barely speak English so I am intrigued to know how it is intended to be policed.</p> <p>The real problem I have is that we have clientele that enjoy sitting in comfort and relative quiet to have a few drinks and smoke a few cigarettes or vape and not sitting in a mass populated, loud venue which are more common after Newcastle street. If this was to go ahead, it would be driving people to go somewhere a bit more 'free' to enjoy there time and money which I am sure the council wouldn't want. Remembering we are still in a pandemic of sorts and keeping people within the small businesses that are within the council, helping the local economy etc should really be top priority and not the fact that some people don't agree with others life choices.</p> <p>Personally, I will not condone nor police this and only hope we can really think about how we, together, can make life a bit better for all involved rather than trying to push for silly nuisances.</p> <p>Enjoy your time off. And feel free to call or pop in if you wish to talk or have any queries when you are back.</p>	1, 9,27
<p>To whom it may concern,</p> <p>I work and volunteer in the City of Vincent and wanted to congratulate the Council on it's proactive initiative to restrict public smoking. This is a fantastic policy and one that is well overdue. Thank you for pursuing this, and I wish you all the best with successfully implementing it as quickly as possible.</p> <p>Warm regards,</p>	Noted

<p>I hope this email finds you well.</p> <p>I am keen to get a bit more information of what, if anything, has been agreed to between the Town of Vincent and The Queens in terms of The Queens being non smoking please.</p>	10
<p>Hello Caroline,</p> <p>As discussed, passing along the feedback that I received at the Leederville Connect town team meeting on 21 July and from the Leederville Town Centre Place Plan consultation that closed on 5 July.</p> <p>Leederville Connect:</p> <ul style="list-style-type: none"> If Smoke Free Town Centres are to happen then they <u>all</u> need to be implemented and all implemented <u>simultaneously</u>. Otherwise, for example if Leederville Smoke Free Town Centre were to be implanted first or as a stand-alone, then it might influence someone to choose another town centre (e.g. Mount Hawthorn) or another destination (e.g. Perth CBD) which would mean Leederville would lose spending and potentially for years to come if it develops a reputation as the only smoke free place. <p>Leederville Place Plan (verbatim):</p> <ul style="list-style-type: none"> Make Leederville Pde smoke free. It's 2021 and you can't sit outside without being poisoned by some inconsiderate idiot sucking on a cancer stick. More outdoor seating for shops, but ban smoking. Let the filth go to Northbridge where they belong. Quality over quantity and anyone who thinks we need smoking because otherwise we lose customers, forgets about how many stay away because of the filthy cigarette smoke everywhere. If we build it, THEY will come. (If you are too young to get that reference, go find a Gen X to explain it). (these first three are from the same submitter). 6.4 - Pubs should take more responsibility when it comes to customers smoking just outside their venue.. Better signage & enforcement. most business in Leederville are food related, it makes it harder to convince customers to 'dine in' when all they can smell is second hand smoke. not nice. negative effect on business's 	1, 2, 4, 17, 26
<p>Good Morning Caroline,</p> <p>Thank you for your email and the news about such a great initiative. We are very supportive of this idea and hope in future other councils can follow a similar path.</p>	Noted
<p>Hi Caroline</p> <p>Sorry but I am not available on Wednesday 28th July. But I am in full support of any smoking restrictions you propose.</p> <p>Regards</p>	Noted

<p>Re the article in The Voice Newspaper 3/7/21, may I applaud your proposal and offer my support. The amount of times I go to support small business and have a coffee and cake, and often end up ingesting passive smoke instead. It seems insane when hospitals are in a deplorably tragic crisis in Perth but state government love the flow on cash cow and put tobacco tax revenue above the health of it's citizens.</p> <p>Any reduction in smoking in crowded areas is welcome, I hope you are successful, and also set a precedent for other councils to follow.</p> <p>Regards ~</p>	Noted
<p>Hello</p> <p>I would like to offer my views as a resident on the proposed Smoke Free Town Centres.</p> <p>Tobacco smoking is a needless killer, and a major public health issue. My father had a stroke at 50 because of his cigarette habit, and it changed his life irreversibly. My Grandfather died of pulmonary fibrosis caused by years of being exposed to secondhand smoke in his office.</p> <p>Plain packaging, the end of smoking inside venues and the tobacco excise have been massive public health wins in Australia. Smoking rates are at record lows, and I'm sure that the statistics show that preventable death caused by smoking is decreasing.</p> <p>Good progress is being made on a serious issue and on an issue that is close to my heart - but I don't believe that it's fair to prohibit smoking at licenced venues who utilise council land for their smoking areas because I am not convinced that the hassle for the one in ten smokers is benefiting the 9 in 10 non-smokers.</p> <p>I regularly go to Wines of While. Many people smoke there. If I find that smoke intrusive, I sit inside or sit upwind from them. It's the same when I visit my friends who smoke (which are few and far in between).</p> <p>I don't like walking behind smokers, but I couldn't tell you the last time it happened.</p> <p>I see people out the front of venues smoking. I walk past and frankly I cannot even remember if I noticed the smell or whether it was intrusive.</p> <p>I just cannot see the Smoke Free Town Centres as a proportionate response to a relatively minor community issue.</p> <p>If compromise must be sought, I would like to see the curtilage of the smoke free zones to exclude licenced venues - including those who are allowed to operate on council land. Falling short of that - a non-smoking period (say between 6am to 8pm) could be considered.</p> <p>Thank you for taking the time to read my submission.</p> <p>Yours sincerely</p>	17, 10, 9

<div data-bbox="369 375 660 422">  <p>Government of Western Australia North Metropolitan Health Service Mental Health, Public Health and Dental Services</p> </div> <div data-bbox="828 375 974 422">  </div> <div data-bbox="380 518 571 614"> <p>Ms Caroline Dewey Senior Public Health Officer City of Vincent 244 Vincent Street LEEDERVILLE WA 6007</p> </div> <div data-bbox="380 614 593 646"> <p>Email: mail@vincent.wa.gov.au</p> </div> <div data-bbox="380 678 504 710"> <p>Dear Ms Dewey</p> </div> <div data-bbox="380 710 817 742"> <p>SMOKE-FREE TOWN CENTRES COMMUNITY CONSULTATION</p> </div> <div data-bbox="380 742 963 837"> <p>Thank you for providing the opportunity to respond to the latest City of Vincent Public Health Plan 2020-2025. It is wonderful to see smoke-free initiatives taking place, such as the Smoke Free Town Centres proposed. The North Metropolitan Health Service (NMHS) Public Health Unit supports this initiative and congratulates all staff involved in their efforts for the preparation of this plan.</p> </div> <div data-bbox="380 837 963 917"> <p>NMHS is a health service provider that focusses on maintaining and improving the health of more than 729,000 people within the north metropolitan area. There are 11 local governments within this area, including the City of Vincent. The Public Health Unit sits within the Mental Health, Public Health and Dental Services (MHPHDS) division of NMHS.</p> </div> <div data-bbox="380 917 963 1029"> <p>Current evidence substantiates that there is no safe or acceptable level of second-hand smoke exposure, proving that even minimal exposure can affect the wellbeing of the whole community.¹ It has been found that for every eight smokers who die from a smoking-related illness, one non-smoker will die from second-hand smoke exposure.² This reinforces the need for preventative measures to be imposed within the community to promptly protect people from exposure to tobacco smoke.</p> </div> <div data-bbox="380 1029 963 1220"> <p>The Western Australian Burden of Disease Study 2015 showed that within the North Metropolitan Area, tobacco use is still the leading cause of total burden of disease, coinciding with national findings recently published by The Australian Institute of Health and Welfare from the report 'Australia's health 2020: in brief'.^{3,4} Focussing on creating environments that eliminate second-hand smoke exposure aligns with a key priority area within The Western Australian Health Promotion Strategic Framework 2017-2021.⁵ The State Public Health Plan for Western Australia 2019-2024 also reinforces that restricting smoking in public vicinities has been an effective method for reducing the community's exposure to second-hand smoke, as well as aiding in the denormalisation of smoking.⁶ Previous efforts surrounding smoke free environments were implemented by the City of Perth in 2013, which included the Hay and Murray Street Malls, as well as Forrest Chase.</p> </div> <div data-bbox="526 1220 963 1276"> <p>Mental Health, Public Health and Dental Services, 54 Salvado Road, Wembley WA 6014 Telephone (08) 9222 8528 Joanna.Fagan@health.wa.gov.au www.nmhs.health.wa.gov.au</p> </div>	<div data-bbox="1332 375 1366 406"> <p>2</p> </div> <div data-bbox="1064 422 1646 558"> <p>Implementation occurred due to interaction from community members who raised concerns and complaints regarding the prevalence of second-hand smoking in the malls.⁷ Evaluation was completed during the period between June 2014 - August 2015 looking at compliance rates, which showed an 80% reduction in smoking rates, 12 infringements issued and over 3500 people spoken to by the City of Perth Rangers.⁷ Challenges discovered post implementation included the congregation of smoking in other areas (such as adjoining laneways), finding a balance of duties for City of Perth Rangers, educating non-frequent visitors/tourists, managing complaints and responding to media enquiries.⁷</p> </div> <div data-bbox="1064 558 1646 750"> <p>Another example includes the Queen Street Mall in Queensland. The local law responsible for prohibition of smoking in the Queen Street Mall was passed by the Brisbane City Council preceding the inauguration of smoke-free legislation which occurred in 2016. At any given time, the Council stipulated that 100 people had been smoking in the mall prior to the passing of the law. Council officers had been advised to begin a formal public consultation process. The public discussed concerns surrounding the health impacts of second-hand smoking with 83% of respondents supporting a total ban in the Queen Street Mall, following an online poll completed on the City Council's website. Following the implementation of this ban, it was observed there was a laneway in close proximity, excluded from the smoke-free area, where smokers were congregating in large numbers, which had not been accounted for.⁸</p> </div> <div data-bbox="1064 750 1646 861"> <p>The City of Melbourne has also undertaken extensive work in creating 12 smoke-free areas in total within the municipality. Their first laneway, the Causeway, became smoke-free in May 2014, with the latest smoke-free area being the Market Street Park which became smoke-free in September 2020.⁹ It was shown through extensive engagement with the public that there was strong advocacy within the community for these smoke-free areas.⁹</p> </div> <div data-bbox="1064 861 1646 957"> <p>It is encouraging to see numerous smoke free initiatives taking place nationally, and whilst overall smoking rates have reduced, challenges continue to remain within our communities. It is important now, more than ever to broaden the smoke-free environments. Thank you for taking the time to read our written response. We look forward to seeing the progression and implementation of this Public Health Plan.</p> </div> <div data-bbox="1064 957 1646 1029"> <p>Should you have any queries or require additional information, please contact Krista Coward, Manager Health Promotion on (08) 9380 7767 or via email Krista.Coward@health.wa.gov.au.</p> </div> <div data-bbox="1064 1029 1187 1061"> <p>Yours sincerely</p> </div> <div data-bbox="1064 1061 1220 1117">  </div> <div data-bbox="1064 1109 1276 1157"> <p>Jo Fagan DIRECTOR PUBLIC HEALTH</p> </div> <div data-bbox="1064 1157 1164 1189"> <p>16 July 2021</p> </div>	<p>2, 5, 17, 18, 22, 27</p>
---	--	---------------------------------

<p>Submission in Opposition to the proposed “Smoke-Free Town Centre” on William St, Perth.</p> <p>To the City of Vincent,</p> <p>I’m writing in opposition to the proposed draft boundaries as identified in the City’s Smoke Free Town Centres Diagram of the Perth/William Street smoke-free zone.</p> <p>I am the owner of Wines of While, a small business close to the corner of William St and Brisbane St (458 William St), and have been here for just over 3 years. The bar caters to 50 people max, with wholesome food, natural (biodynamic/organic-no additives) wine and a community atmosphere. We were awarded Australian Gourmet Traveller “2020 Bar of the Year” in their Annual Restaurant Awards, Young Guns of Wine “Best New Haunt” in the same year and were awarded 5/5 Stars by the prominent food writer Max Veenhuizen in the Sunday Times Magazine. In addition we have a Google reviews rating of 4.6 from 147 reviews. We have a loyal following and an open acceptance policy, where customers feel safe to be themselves and express their right to freedom.</p> <p>As mentioned, Wines of While has a maximum occupancy of 50 persons, 28 of which are required to sit in the alfresco area which is on the footpath of William St. We operate under an Unrestricted Tavern Licence and as such legally have 50% of our alfresco area designated as a smoking area. We have a considerable number of customers who smoke. They are mandated to do so while seated and in the 3 years we’ve been open, we’ve had just 1 customer request a smoking customer butt-out, which they did promptly with no animosity.</p> <p>I have also resided in the City of Vincent on Bulwer, Lake and Ruth Streets for over 10 years, all within 400m of bar’s location on William St, and thus have a very accurate awareness of the demographic of local residents.</p>	<p>I chose to establish my business at the location on William St where it now resides based on not only this extensive knowledge of the local people, but also research and community questionnaires conducted to confirm my hypothesis that the proposed address would be suitable. I chose William St because of the close proximity to customers who had an interest in natural wine, European style alfresco drinking environments and a sense of freedom. As mentioned, a significant number of my clientele also happen to be smokers (through communication with all of my staff, it is estimated that 30% of our customers smoke tobacco or vapes).</p> <p>The basis of my opposition is multifactorial and is broken down below.</p>	<p>1, 5, 7, 8, 11, 21</p>
--	--	---------------------------

Loss of Customers

A direct and certain result of this new policy, if William St is included, will be the loss of a significant number of my customers. Patrons who wish to sit in a smoking alfresco area are legally afforded that right by the State and Federal Government. That liberty will be taken from them by this City, however they will be free to smoke in similar venues just off William St, the Hotel Northbridge, Vincent (20m away) and the Brisbane Hotel for example. This loss of customers is a certainty, I know this because I run the business, know the customers and have asked their opinions. The City suggest that I will "get new customers" because people are no longer allowed to smoke on William St. Besides this not really making sense (there is already a smoke-free area of the bar's alfresco) it is also just a guess, not backed by any specific knowledge or data. The result of the action by the City to ban smoking on William St will be a loss of customers and thus income. Will the City reimburse my business should William St be included?

Inappropriate Location

Submissions by the City of Vincent claim that via Community Consultation, 85% of respondents claim smoke free environments to be an important issue. Besides being given no detail about who these respondents were, their demographic details or how frequently they were on William St, there has been no information given on whether "smoke free environments" in the context of the consultation referred to entire streetscapes (rather than for example, playgrounds, post-offices, designated public entertainment spaces).

The demographic and thus concerns of local residents and/or visitors to businesses on William St, are significantly different from one suburb to the next. And it is inappropriate that the concerns of say, the family-oriented population of Mt Hawthorn and Leederville, extend to the population of William St.

I agree with the City that a smoke-free environment created by banning smoking in Leederville and Mt Hawthorn would have an appropriate benefit, with large numbers of children frequently

present. William St, is however NOT frequently visited by children. And given my business also operates beyond 4pm and into the evening (not to mention it being illegal to actually admit children to the premises), the protection of children is not relevant.

Increase Staff Work

The City is proposing that I will need to tell my staff to spend time (that I pay for) to police this new law. This is wildly inappropriate and just another way to reduce the margins of an already VERY tight industry. As we're a very small bar, to be profitable, staffing must be kept to a minimum and therefore there is very little spare time in a given shift. The introduction of this law will require my staff spend time walking outside, explaining to people they can't smoke anymore, explain where they'll need to go, and who is responsible for this new law and the justification for their deprivation of liberty. Why has my business been slapped with the new responsibility to uphold the City's new policy. I did not start my business to be responsible for the education of the public on the City's Public Health Plan.

Injustice of a Specific Location

If William St is made smoke-free, patrons attending Wines of While, will be required (after a discussion with staff, see point above) to stand up, leave our alfresco area and walk around the corner onto Brisbane St. Across the road, just 20m away is the newly opened bar Vincent, who, while their address is on William St, has their alfresco area on Brisbane St, thus their staff and patrons will not be required to abide by these new laws. Nor will patrons of the nearby Hotel Northbridge or Brisbane Hotel. This is grossly unjust and also makes no sense.

If the City believes they have just cause to protect the public from passive tobacco smoke, they should be proposing a City-wide ban, not targeting a specific area, and its businesses. The City is not even banning smoking in public places where children are frequently present, even predominant, like Hyde Park. This makes no sense.

Patron Endangerment and Increased Littering

As patrons will be required to stand up, walk up to Brisbane St and turn the corner, they will no longer have access to the ashtrays we provide our patrons. This will, with certainty, result in smokers butting out on the ground, increasingly the presence of discarded cigarette butts. This will be in direct conflict with the City's other objectives to reduce public litter.

As a result of customers needing to leave their seats and walk up to Brisbane St, they will also leave the licensed area, and thus be beyond our eyesight and ability to protect our customers, which is part of our Duty of Care. My business and its staff will not be able to properly perform their legal duty as a result of William St being included.

Hospitality Businesses are the New Target?

Finally, the implementation of the proposed smoke-free zone on William St will almost exclusively affect hospitality businesses. These businesses run on some of the tightest margins of any industry in Australia, a well known fact, though I implore the City to look at published data by the likes of IbisWorld or McKinsey reports. The last year and a half, as a result of Covid19, has without doubt been the hardest period for hospitality venues and their owners in many many decades. Just as we're finally getting back on our feet, thankfully for many but not all, after the worst of the viruses effects, the City initiates a new policy whereby our waste will no longer be collected! A rebate is suggested, however this has not materialised, nor will the suggested amount even nearly cover the costs of employing a third party to carry out the service so many other business owners in other local government areas have access to. We pay the City rates, by proxy (rent to land owners) yet are now out of pocket. And NOW, I'm having to write this response to another policy that will have yet ANOTHER negative impact on my business. Have the City declared war against small/hospitality businesses or do they simply not see them as crucial to appeal or functioning of their City?

To summarise the above points, it is my submission that the inclusion of William St in the City's Smoke-Free Zones, is unjust, inappropriate and will adversely affect my business and others like it (The Moon). I am NOT proposing that the whole policy is inappropriate, but that William St should not be included in the town centres targeted. William St is not the same as Scarborough Beach Rd in Mount Hawthorn, Oxford St in Leederville, Angove and Fitzgerald St in North Perth or Beaufort St in Mount Lawley. William St in Perth is an entertainment area that attracts adult people who attend businesses that have chosen to be in this specific area. An area where having a drink on the street with a cigarette is a freedom and a feature of the area. I am not promoting cigarette smoking, I am promoting people's freedom to do as they wish, in a very specific area where they are legally allowed to do so. An area void of children. An area for responsible adults, capable of making their own decisions.

Would it not be more appropriate to ban smoking in all of the public parks and leisure areas, streets populated with businesses targeted at families and areas surrounding schools, daycares and health care centres? At worst, and this is not an ideal result either for the reasons given above would not suddenly disappear, a staggered roll-out of such a policy would be more appropriate, starting with Oxford St, Angove St and Scarborough Beach Rd, and giving the City data on the efficacy and harms.

I appreciate your consideration of my serious concerns about William St's inclusion in the policy and the harmful effects I anticipate for my small business.

Regards,

Notes from Information Sessions:

Key

1	Negatively impact business	2	Ability to enforce	3	Designated smoking areas
4	Visible and clear signage	5	Safety of moving smokers to side streets	6	Impact on vulnerable people
7	Smokers have the right to smoke, it's not illegal	8	Step too far/waste of money	9	More important health issues to focus on
10	Smoking at licenced premises	11	Littering to be addressed	12	Make boundary larger/increase to other areas
13	Smaller areas	14	Public Places should be smoke free	15	Not a good idea
16	Support people to quit	17	Good for our health	18	Education
19	Reduce Tobacco Outlets in Town Centres	20	Clean air and clean streets	21	Positive impacts for families and children
22	Reducing Second Hand Smoke	23	Monitor/evaluate project	24	People will still smoke
25	Vaping to be prohibited	26	Good for town centres	27	International visitors
28	Other suggested areas				

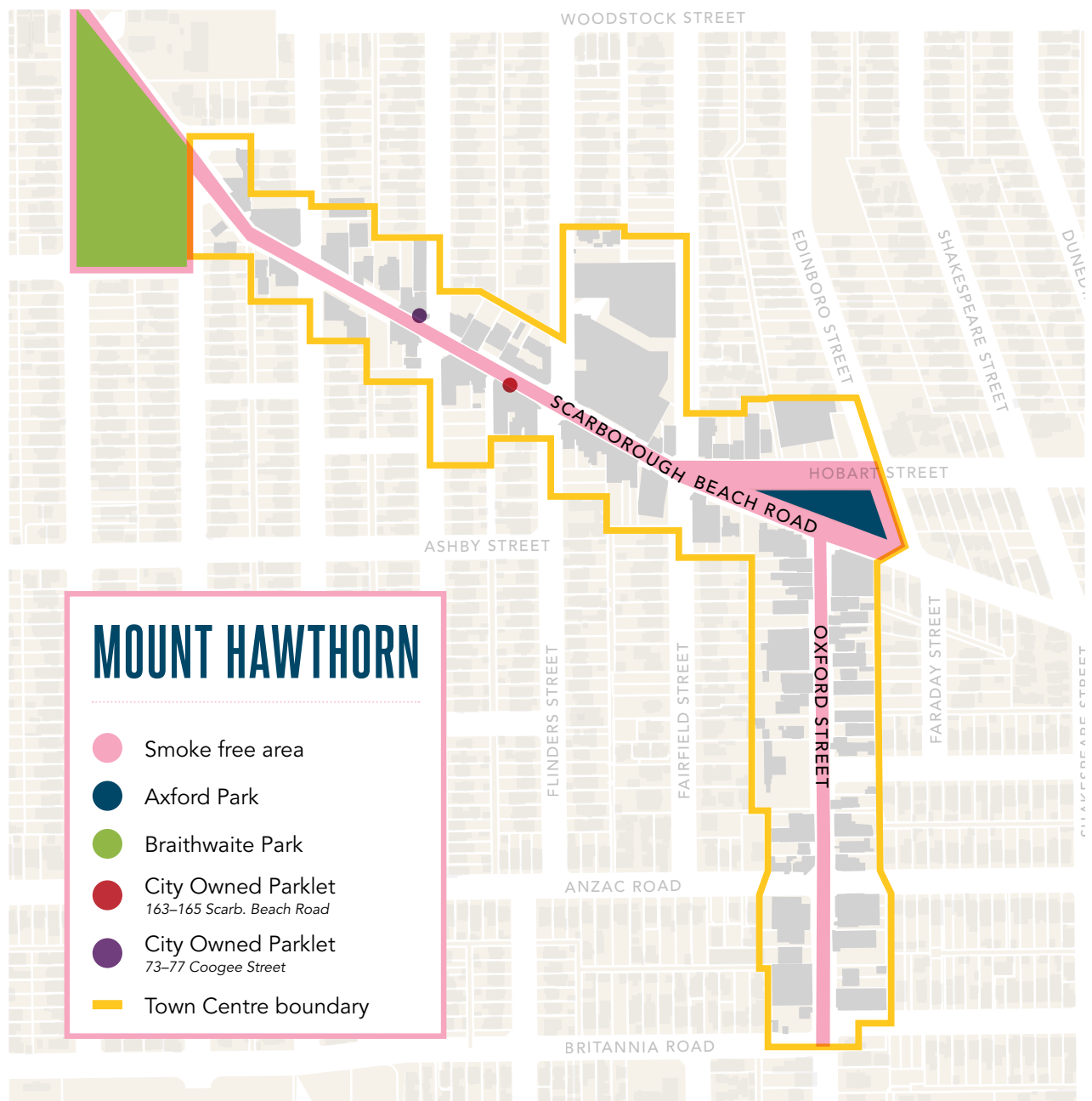
Comments	Summary (link to Key)
<p>Mount Hawthorn Information Session, The Cabin Small Bar, 174 Scarborough Beach Road, Mount Hawthorn, 28 July, 5pm – 6pm (2 Community Members, 3 Councillors & 2 Staff Members)</p> <p>Questions about How would this be enforceable? Where would smokers go to smoke? Where is the evidence that this would be successful? Has there been any complaints about smoking in the Town Centre? Where has smoke free town centres been successful?</p> <p>Agree that This would be positive for families, young people and children. Smoking causes harm.</p> <p>Comments on This will be bad for business – Night time trade at Licenced Premises will reduce. People will still smoke. This is a step too far and a waste of money.</p>	1, 2, 5, 8, 9, 10, 21, 24

<p>Smokers that have been smoking all their lives would still smoke. More important topics that the City should be focusing on. Smoking should still occur at Licenced Premises.</p> <p>Specific areas of concern Paddington Ale House – Can smoke outside on Oxford Street. There has been no complaints A number of customers at the TAB smoke outside. Where would they go to smoke? Visitors to the Town Centres would not know the rules A number of customers at the Workwear Shop down Oxford Street smoke outside the shop. Staff outside Diabolic books and records shop smoke</p>	
<p>North Perth Information Session, The Old Laundry Bar, 22 Angove Street, North Perth, 11 August, 5pm – 6pm (2 Community Members, 1 Councillor, 2 Staff Members)</p> <p>Questions about How will this be enforced? Would there be designated smoking areas? What kind of signage will be used in the Town Centre? How will people be educated about project? How will this project be monitored or evaluated? How will this affect Licenced Premises?</p> <p>Agree that This is good for the health of all community members This will help reduce second hand smoke in high traffic areas This will have positive impacts for family and children</p> <p>Comments on City of Vincent will be leading the way!</p> <p>Specific areas of concern Are the smoke free boundaries too large to be manageable?</p>	<p>2, 3, 4, 10, 17, 18, 21, 2, 23, 28</p>
<p>William Street Information Session, The Moon, 2/323 William Street, Northbridge, 25 August, 5pm – 6pm (4 Community Members, 2 Staff Members)</p> <p>Questions about How will this be policed? Will City of Perth introduce this? Why are we going above and beyond what the state enforces? Where can smokers go and still visit William Street?</p>	<p>1, 2, 5, 8, 11, 28</p>

<p>Will you introduce more bins/ashtrays where people can smoke? Could this be a staged approach? Pilot in one area first? Are car exhausts not just as bad? Will we be banning cars in Town Centres?</p> <p>Agree that Smoking is a health issue Changes to legislation that stopped smoking in enclosed Venues was a great move.</p> <p>Comments on A larger number of customers that frequent William Street smoke This is a challenge for businesses This is a step too far A diverse community frequent William Street from multicultural community members to LGBTQI community Only a minority smoke This project would be more suited to a family friendly area such as Mount Hawthorn or introduce in Parks and outside schools The project is not reducing community smoking but just moving the issue somewhere else William Street has a different customer base during day and at night.</p> <p>Specific areas of concern Will affect business as patrons will just walk to Northbridge Wines of While has 50% smoking in their alfresco (Tavern Licence) Concerned that staff will have to move smokers on and there is risk of safety of staff Safety of customers a concern as they will have to be signposted out of the sight of the entrance to the Licenced Premises Lots of pressure on small businesses over the past few years due to COVID and change of Waste Service. This will be a step too far</p>	
--	--











Smoke Free Areas – Education and Enforcement Policy

Legislation / local law requirements	Part 5, Division 6 of the Local Government Property Local Law 2021
Relevant delegations	Clause 3.1.1 – Council to CEO – all Local Laws Clause 3.1.5 – Delegation be CEO to other employees – Local Government Property Local Law
Related policies, procedures and supporting documentation	City of Vincent Public Health Plan 2020-2025 – D20/90003 WA Director of Public Prosecutions: Statement of Prosecution Policy and Guidelines.

PRELIMINARY

INTRODUCTION

This policy is designed to support the implementation of the City of Vincent Public Health Plan 2020-2025, including the target to have smoke free Town Centres by 2025.

PURPOSE

The purpose of this policy is to outline principles to guide the implementation, education and enforcement of smoke free areas to reduce community exposure to harmful second-hand smoke.

OBJECTIVE

To:

- normalise smoke free environments;
- reduce smoking exposure among the community;
- deliver clear smoke free messages to the community and businesses;
- define the intended implementation approach of smoke free areas to primarily focus on education and awareness;
- provide guidance for officers authorised to enforce the Local Government Property Local Law 2021; and
- identify principles that should be considered when making decisions relating to smoke free areas.

SCOPE

The policy applies to smoke free areas which have been determined in accordance with Part 5, Division 6 of the Local Government Property Local Law 2021.

Smoke Free Areas – Education and Enforcement Policy

POLICY PROVISIONS

DEFINITIONS

The City of Vincent Local Government Property Local Law 2021 contains the following definitions:

Smoke and/or smoking means to smoke, hold or otherwise have control over an ignited tobacco product; light a tobacco product; or use an e-cigarette.

E-cigarette means a portable device that is designed to generate or release an aerosol or vapour for personal use.

Authorised person means a person authorised by the local government under section 9.10 of the *Local Government Act 1995* to perform any of the functions of an authorised person under the local law.

Smoke free area means an area prescribed by Council under the Local Government Property Local Law 2021 as an area where smoking is prohibited. See Attachment 1.

POLICY

1. Implementation of smoke free areas – education and awareness

- 1.1 Smoke free areas are determined in accordance with Part 5, Division 6 of the Local Government Property Local Law 2021. The smoke free areas are designed to provide clear boundaries so the community can understand where smoke free areas exist;
- 1.2 The implementation of smoke free areas is to focus on education and awareness to the community and businesses, recognising there is no safe level of exposure to second-hand tobacco smoke.

2. Community safety in smoke free areas

- 2.1 Designated smoking areas would not be determined within or near to the smoke free area, as the intent of smoke free areas is not to encourage smoking;
- 2.2 Alternative spaces to smoke are available and would be well lit, visible to other people and away from residential premises; and
- 2.3 The City can provide information to community members and businesses on these alternative spaces, however the main focus is to discourage the practice of smoking;

3. Enforcement of smoke free areas

- 3.1 Enforcement of smoke free areas is included in the Local Government Property Local Law 2021 as an option for observed non-compliance;

Smoke Free Areas – Education and Enforcement Policy

- 3.2 For the first six months of a smoke free area being prescribed by Council, there would be a transition phase when the focus would be solely on education and awareness (detailed in clause 1.2), with enforcement to commence after this period;
- 3.3 The following principles would be considered by an authorised person when making enforcement decisions relating to observed non-compliance in smoke free areas:
- The number of times an offence has been observed, graduating to enforcement if a person is unresponsive to education;
 - The safety and vulnerability of the person; and
 - The public interest to pursue enforcement described in the WA Director of Public Prosecutions: Statement of Prosecution Policy and Guidelines.

4. Smoke free signage

- 4.1 Signage would be used to inform the community of smoke free areas;
- 4.2 Signage would be installed in prominent places in smoke free areas and include permanent and temporary signage.

OFFICE USE ONLY	
Responsible Officer	Manager Built Environment and Wellbeing
Initial Council Adoption	
Previous Title	N/A
Reviewed / Amended	
Next Review Date	

Attachment 1 – Smoke Free areas, once adopted by Council

9.5 VARIATION OF LICENCE TO BONNIE BREW PTY LTD - PART OF ROAD RESERVE ADJACENT TO NO. 639 (LOT 1) BEAUFORT STREET, MOUNT LAWLEY (CORNER GROSVENOR ROAD)

Attachments: Nil

RECOMMENDATION:

That Council:

- 1. AUTHORISES the variation of the existing licence over part of road reserve adjacent to No. 639 (Lot 1) Beaufort Street, Mount Lawley (corner Grosvenor Road) between the City and Bonnie Brew Pty Ltd (ACN 642 782 081) to allow Outdoor Furniture (Tables and Planter Boxes) to remain in situ on the Licence Area provided that the Licensee:**
 - 1.1 ensures the Outdoor Furniture (Tables and Planter Boxes) that do not obstruct or prevent public access to the road reserve or the Licence Area; and**
 - 1.2 affixes the Outdoor Furniture (Tables and Planter Boxes) (that do not obstruct or prevent public access) to the alfresco deck structure, to the City's satisfaction; and**
- 2. AUTHORISES the affixing of the common seal of the City of Vincent to the variation of licence in accordance with the City's Execution of Documents Policy.**

PURPOSE OF REPORT:

To consider varying the terms of the Licence to Bonnie Brew Pty Ltd (ACN 642 782 081) (Licensee) to allow the Licensee to leave the business' seven (7) large tables and planter boxes (Outdoor Furniture) in situ on the portion of road reserve adjacent to No. 639 (Lot 1) Beaufort Street, Mount Lawley (Licence Area) at the close of business.

BACKGROUND:

At the Ordinary Council Meeting on 20 October 2020, Council approved the grant of a licence to the Licensee for a term of 5 years commencing 9 November 2020 and expiring on 8 November 2025 and included an option to extend for another 5 years. Council also approved the construction and installation of an alfresco deck structure on the Licence Area. The Licence was executed by the City on 10 November 2020 (**Licence**).

The Licensee owns and operates the business known as The Elford from No. 639 (Lot 1) Beaufort Street, Mount Lawley.

Licence

- Clause 4 of the Licence provides that "*the Licensee may use the Licence Area for the Permitted Use subject to the following conditions:*
 - (b) *excluding the Improvement, all furniture, equipment and accessories used by the Licensee within the Licence Area must be removed from the Licence Area and stored securely by the Licensee at the close of business each day*".
- Improvement is identified in item 5 of the Licence to include "*the alfresco structure with balustrade and decking to be constructed on the Licence Area and all fixtures and fittings associated with the structure and required to affix it to the Licence Area*".

Licensee's Request

The Licensee has requested for the Outdoor Furniture to remain in situ on the Licence Area at the close of each business day for the following reasons:

- a) practical convenience. The late closure and early opening hours of The Elford make it inconvenient for the business to pack and unpack the Outdoor Furniture each day; and

- b) additional resources are required to carry out the 'pack and unpack' task.

DETAILS:

Administration is supportive of the Licensee's request as follows:

- a) the Licensee ensures the Outdoor Furniture to remain in situ does not obstruct or prevent public access to the road reserve or the Licence Area; and
- b) the Licensee affixes the Outdoor Furniture (that do not obstruct or prevent public access) to the alfresco deck structure, to the City's satisfaction to prevent theft or vandalism.

It is to be noted that:

- a) the Licensee has been punctual with their payment of the Licence Fee; and
- b) pursuant to clause 6 of the Licence, the Licensee has indemnified the City, the Minister for Lands and the State for any loss, damage, costs and/or expenses arising out of the Licensee's use of the Licence Area or the Licensee's (including their employees and patrons) default or omission including releasing the City, the Minister for Lands and the State from any actions or demands due to damage or injury to any person or property occurring in the Licence Area.

Except for amendment to clause 4(b) of the Licence, all other terms and conditions of the existing Licence remain unchanged and will continue to apply until expiry of the Licence. The proposed new clause 4(b), subject to negotiations, will be as follows:

"4. The Licensee may use the Licence Area for the Permitted Use subject to the following conditions:

- (b) *all tables and planter boxes used by the Licensee and left on the Licence Area at the close of business each day must not obstruct and/or prevent access to the public. Tables and planter boxes which do not obstruct and/or prevent public access must be affixed to the improvement to the satisfaction of the Licensor. Excluding the Improvement, tables and planter boxes, all other furniture, equipment and accessories used by the Licensee within the Licence Area must be removed from the Licence Area and stored securely by the Licensee at the close of business each day"*

CONSULTATION/ADVERTISING:

Administration and the representative of the Licensee have discussed the proposed variation to the Licence and have reached a consensus subject to Council's approval.

LEGAL/POLICY:

In accordance with section 55(2) of the *Land Administration Act 1997*, the City has the care, control and management of the road reserve and has authority to negotiate a variation of the Licence.

Section 3.58 of the *Local Government Act 1995* (WA) does not apply as there is no disposition of property.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to allow the Outdoor Furniture to remain in situ. The Licensee has demonstrated their ability to satisfy their obligations under the Licence and has continued to meet its obligations.

STRATEGIC IMPLICATIONS:

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

Connected Community

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

Thriving Places

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

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 environmental sustainability outcomes. This action/activity is environmentally neutral.

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

9.6	EXTENSION OF LEASE AND DEED OF CONTRACT TO BELGRAVIA HEALTH & LEISURE GROUP PTY LTD - LOFTUS RECREATION CENTRE - PORTION LOT 501 (99) LOFTUS STREET, LEEDERVILLE
------------	---

Attachments: Nil

RECOMMENDATION:

That Council:

- 1. APPROVES an extension to Belgravia Health & Leisure Group Pty Ltd (ACN 005 087 463) of the:**
 - 1.1 Deed of Contract, governing the operation and management of the Loftus Centre, for a further term of 12 months commencing 1 January 2022 and expiring on 31 December 2022 subject to all other terms and conditions remaining the same; and**
 - 1.2 Lease (including the Car Parking Licence) for part of the Loftus Centre at Lot 501 (99) Loftus Street, Leederville, for a further term of 12 months commencing 1 January 2022 and expiring on 31 December 2022 subject to all other terms and conditions remaining the same; and**
- 2. AUTHORISES the affixing of the Common Seal of the City of Vincent to the extension of the Deed of Contract and Lease in accordance with the City's Execution of Documents Policy.**

PURPOSE OF REPORT:

To consider granting an extension of the Deed of Contract and the Lease (including the Car Parking Licence) to Belgravia Health & Leisure Group Pty Ltd (ACN 005 087 463) (Belgravia) over the Loftus Recreation Centre (Loftus Centre).

BACKGROUND:

Belgravia leases part of the Loftus Centre at Lot 501 (99) Loftus Street, Leederville pursuant to a lease between Belgravia and the City. At the same time the Lease was entered into, the City and Belgravia executed a Deed of Contract (Contract). The Contract runs concurrently with the Lease and governs the operation and management of the Loftus Centre by Belgravia.

The Lease was for an initial term of 10 years commencing 1 January 2007 and expiring 31 December 2016 (this included a further optional term of 10 years, commencing 1 January 2017 and expiring 31 December 2026).

At its Ordinary Council Meeting on 23 August 2016, Council approved the grant of an extension to the Lease and Contract for a further term of 5 years commencing 1 January 2017 and expiring 31 December 2021. A Deed of Extension of Lease dated 12 November 2018 was subsequently executed by the City and Belgravia.

The Lease is currently in holding over.

The Contract includes a profit share arrangement and a loan repayment provision relating to the repayment by Belgravia of the City's \$3 million loan which funded the redevelopment of the Loftus Centre. Pursuant to the Contract, Belgravia is required to make Loan repayments to the City in equal monthly instalments in advance and the City is required to use the Loan repayments to pay off the principal and interest owing by the City under the Loan.

On 30 June 2020, the COVID-19 Relief and Recovery Committee (Committee) at its Meeting approved a deferral of Belgravia's obligations to pay 27 percent of rent, variable outgoings, sinking fund contributions and Loan repayments for the period between 1 April 2020 and 31 July 2020. The total deferred amount is \$64,900.72 (**Deferred Amount**).

On 8 September 2020, the Committee approved for the CEO to enter into a payment arrangement of equal monthly instalments with Belgravia for the repayment of the Deferred Amount to commence after 1 October 2020 and conclude no later than 31 December 2021.

DETAILS:**Contract and Deferred Amount Repayment**

No formal payment arrangements were finalised in respect of the Deferred Amount repayment as the City and Belgravia have been in negotiations regarding possible new lease arrangements.

As no repayment of the Deferred Amount has been made to date by Belgravia, Administration proposes for the repayment of the Deferred Amount to be extended for a period of 12 months commencing 1 January 2022 and expiring on 31 December 2022 to allow Belgravia to repay the Deferred Amount by 12 equal monthly instalments. The Contract would be extended for the further term of 12 months to align with this period of time.

Administration's proposal is consistent with the City's COVID-19 Relief and Recovery Strategy to support the City's business community impacted by the pandemic and ensuring recovery of the business community.

Lease

Consequently, the Lease would also be extended for a further term of 12 months commencing 1 January 2022 and expiring on 31 December 2022, on the same terms and conditions as currently apply.

Existing Repayments Under Lease and Contract

Excluding the Deferred Amount, Belgravia is up to date with the repayment of rent and outgoings, reserve fund and loan repayments under the Lease and the Contract.

Further Report

A further report would be presented to Council in respect of the future management model and lease arrangements of the Loftus Centre prior to the Lease and Contract expiring on 31 December 2022.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Clause 4.2 of the Contract provides that the City at its sole discretion may extend the Deed of Contract for a further ten year term, commencing on 1 January 2017.

Similarly, clause 19.1 of the Lease provides that the City at its sole discretion may extend the Lease for a further ten year term, commencing on 1 January 2017.

Council is therefore in a position to consider granting an extension of the Contract and Lease for a further 12 months to Belgravia.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to grant an extension of the Contract and Lease, as the City will enter into a Deed of Extension in respect of the Contract and the Lease.

Belgravia has demonstrated its capacity in managing the Loftus Centre and performing the requirements under the Lease. In addition, the observance of Belgravia's obligations under the Contract and Lease are supported through guarantee provisions under the Contract and Lease and backed by a bank guarantee. In view of the above, it is considered that the granting of an extension of the Contract and Lease for 12 months to be within acceptable risk parameters.

STRATEGIC IMPLICATIONS:

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

Connected Community

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

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any sustainable outcomes in the City's *Sustainable Environment Strategy 2019-2024*.

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 following table is a summary of the Belgravia's current and up-to-date repayment obligations to the City:

DATE	INVOICE		AMOUNT
01/01/2022	46506	Loftus Recreation Centre - Reserve Fund From - 01/01/2022 To - 31/01/2022	5412.45
01/01/2022	46507	Loftus Recreation Centre - Monthly Lease Fee From - 01/01/2022 To - 31/01/2022	13230.41
01/01/2022	46508	Loftus Recreation Centre - Loan Servicing From - 01/01/2022 To - 31/01/2022	23332.00
01/01/2022	46509	Loftus Recreation Centre - Outgoings From - 01/01/2022 To - 31/01/2022 2021/22 Estimates	6995.91
			48970.77

9.7 ADVERTISING OF NEW POLICY - TEMPORARY EMPLOYMENT OR APPOINTMENT OF CEO POLICY

- Attachments:**
1. Draft Temporary Employment or Appointment of CEO Policy  
 2. WALGA Template Policy - Temporary Employment or Appointment of CEO  
 3. Council Delegation 2.2.1 - Appointment of an Acting CEO  

RECOMMENDATION

That Council APPROVES the proposed new Temporary Employment or Appointment of CEO Policy, at Attachment 1, for the purpose of community consultation.

PURPOSE OF REPORT:

For Council to approve, for the purpose of community consultation, the proposed new policy (Policy) as detailed at **Attachment 1**.

BACKGROUND:

In July 2019 the *Local Government Act 1995* (Act) was amended to include a requirement for local governments to adopt a policy (by absolute majority) for the temporary employment or appointment of a Chief Executive Officer (CEO).

The policy must address the employment of a person, and the appointment of an employee, in the position of CEO for a period not exceeding 1 year.

The Western Australian Local Government Association (WALGA) have provided a template policy as a guide for local governments to consider when developing or amending a temporary employment or appointment of a CEO policy. WALGA's template policy is at **Attachment 2**.

The provisions of the WALGA template policy provide authorisation for the CEO to appoint an acting CEO for planned and unplanned leave and provides suggested wording for the policy.

Council has delegated authority (delegation 2.2.1) to the CEO to appoint an acting CEO under s5.36(1)(a) of the Act. A copy of Council's delegation to appoint an acting CEO has been included as **Attachment 3**.

The City's current practice, as determined by Council, is that the CEO may appoint an acting CEO subject to the following conditions:

- the employee being designated a "Senior Employee", as prescribed by the Act;
- appointments being no longer than 30 days;
- Council Members to be advised of acting CEO; and
- the acting role to be rotated between the Executive Directors of the City where practicable.

The requirement of provisions outlined in clause 1.3 of the [Policy Development and Review Policy](#) were presented to Council Members through the Policy Paper in November 2021.

DETAILS:

The Policy is based on the WALGA template with minor amendments to reflect the City's existing practice and a proposed minor amendment to the condition of delegation 2.2.1.

The Policy will permit the CEO to appoint an acting CEO for planned and unplanned leave for a period of up to 6 weeks. The conditions of Council delegation 2.2.1 limit such appointments to being no longer than 30 days. Administration is recommending that Council amend its condition to this delegation to enable appointments to be made for a period of up to 6 weeks. This will enable contingency arrangements to be made in the event of unforeseen absence and will align with industry standard.

It is proposed that amendments to Council delegation 2.2.1 will be recommended to Council at the conclusion of community consultation and will form part of Administration's report on the outcome of advertising and consideration of public submissions.

The Policy fulfils the requirements of section 5.39C of the Act and aligns with remaining conditions of Council's delegation related to the appointment of an Acting CEO. The Policy also sets out arrangements for the unlikely event that the CEO is unavailable or unable to make the decision to appoint an Acting CEO.

The major points for consideration of the Policy are:

1. Proposed amendment to Council delegation 2.2.1

The Policy will permit the CEO to appoint an acting CEO for planned and unplanned leave for a period of up to 6 weeks. To facilitate this provision the condition of Council delegation 2.2.1 will require amendment.

Extending the permissible appointment period will enable contingency arrangements to be made in the event of unforeseen absence and will align with industry standard.

2. Proposed sub-delegation of Council delegation 2.2.1

Clause 1.3 of the Policy is proposing sub-delegation of delegation 2.2.1. Sub-delegation would enable the Executive Manager Corporate Strategy and Governance to appoint an acting CEO in the unlikely event that the CEO is unavailable or unable to make the decision.

Clause 3(4) of the WALGA template proposes Council determination of a succession line.

Sub-delegation has been proposed to enable consideration of the operational requirements of the organisation and to facilitate the City's current practice to rotate the role where practicable. Conditions on all Council delegations also apply to sub-delegations and would require any appointment to be made in accordance with clause 1.1 of the Policy.

3. Remuneration and conditions of acting CEO provisions

Remuneration and conditions of acting CEO provisions have been amended to reflect the existing practice. The CEO currently determines the remuneration and benefits when appointing an employee as acting CEO.

4. Additional clause 4.2

Additional clause 4.2 is proposed to enable the Executive Manager Corporate Strategy and Governance to determine the remuneration and benefits when appointing an acting CEO in the unlikely event that the CEO is unavailable or unable to make the determination.

5. Additional clause 4.4

Additional clause 4.4 is proposed to reiterate the confer of delegated powers and duties to acting appointments.

CONSULTATION/ADVERTISING:

In accordance with the City's [Community and Stakeholder Engagement Policy](#), community consultation of all new and significantly amended policies must be provided for a period exceeding 21 days in the following ways:

- notice published on the City's website;
- notice posted to the City's social media;
- notice published in the local newspapers;
- notice exhibited on the notice board at the City's Administration and Library and Local History Centre; and
- letters distributed to relevant local businesses and community groups.

LEGAL/POLICY:

Section 5.39C of the Act requires local governments to adopt a policy (by absolute majority) relating to:

- employment of a person in the position of CEO for a term not exceeding 1 year; and
- appointment of an employee to Act in the position of CEO for a term not exceeding 1 year.

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

The City's [Policy Development and Review Policy](#) sets out the process for the development and review of the City's policy documents.

RISK MANAGEMENT IMPLICATIONS

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

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

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes.

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

TEMPORARY EMPLOYMENT OR APPOINTMENT OF CEO POLICY



Legislation / local law requirements	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • s5.39 Contracts for CEO and senior employee's; • s5.39C Policy for temporary employment or appointment of CEO • s5.40 Principles affecting employment by local governments.
Relevant delegations	Delegation 2.2.1 - Appointment of an Acting CEO
Related policies, procedures and supporting documentation	<u>Organisational Structure and Designation of "Senior Employees" Policy</u>

PRELIMINARY

INTRODUCTION

Pursuant to section 5.36 of the *Local Government Act 1995* (Act), it is a requirement that Council employ a person to be Chief Executive Officer (CEO) to enable the functions of the Local Government and the functions of Council to be performed. jj

The manner of the recruitment is prescribed in the Act and the *Local Government (Administration) Regulations Act 1996*.

Section 5.39C of the *Local Government Legislation Amendment Act 2019* was inserted into the Act and informs the requirements for this policy.

PURPOSE

To set out the process in relation to the appointment of Senior Employees (Executive Directors) to act in the position of CEO for a term not exceeding one year.

OBJECTIVE

To establish policy, in accordance with section 5.39C of the Act, that details the City of Vincent's processes for appointing an Acting or Temporary CEO for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

SCOPE

This policy applies to the statutory position of CEO of the City of Vincent.

TEMPORARY EMPLOYMENT OR APPOINTMENT OF CEO POLICY



POLICY PROVISIONS

DEFINITIONS

Acting CEO means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed but is on planned or unplanned leave.

Temporary CEO means a person employed or appointed to fulfil the statutory position of CEO for the period between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

Senior Employee means a person appointed to the position of Executive Director

POLICY

1. Appoint Acting CEO – Planned and unplanned leave for periods up to 6 weeks

- 1.1 Consistent with Council Delegation 2.2.1 – Appointment of an Acting CEO, the CEO is authorised to appoint an Acting CEO, subject to the following conditions:
 - the Employee being designated a "Senior Employee", as prescribed by the LGA and determined by Councils [Organisational Structure and Designation of "Senior Employees"](#) policy;
 - appointments being no longer than 6 weeks;
 - Council Members to be advised of Acting CEO; and
 - the acting role to be rotated between the Executive Directors of the City where practicable or an external sector Senior Employee through a secondment arrangement.
- 1.2 The CEO must appoint an Acting CEO for any leave periods greater than 48 hours and less than 6 weeks.
- 1.3 If the CEO is unavailable or unable to make the decision to appoint an Acting CEO the Executive Manager Corporate Strategy and Governance will appoint an Acting CEO in accordance with 1.1. above.
- 1.4 Council may, by resolution, extend an Acting CEO period under subclause (1.3) beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

2. Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months.

- 2.1 This clause applies to the following periods of extended leave:
 - substantive CEO's extended planned leave which may include accumulated annual leave, long service leave or personal leave; and
 - substantive CEO's extended unplanned leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.

TEMPORARY EMPLOYMENT OR APPOINTMENT OF CEO POLICY



- 2.2 The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:
- a. Appoint one Senior Employee, or multiple Senior Employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
 - b. Conduct an external recruitment process in accordance with clause 3.1(c).
- 2.3 The Mayor will liaise with the CEO, or in their unplanned absence the Executive Manager Corporate Strategy and Governance to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
- 2.4 Subject to Council's resolution, the Mayor will execute in writing the Acting CEO appointment with administrative assistance from the Executive Manager Corporate Strategy and Governance.

3. Appoint Temporary CEO – Substantive Vacancy

- 3.1 In the event that the substantive CEO's employment with the City of Vincent is ending, the Council when determining to appoint a Temporary CEO may either:
- a. by resolution, appoint a Senior Employee as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the City; or
 - b. by resolution, appoint a Senior Employee as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
 - c. following an external recruitment or secondment process in accordance with the principles of merit and equity prescribed in section 5.40 of the LGA, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the City.
- 3.2 The Mayor will liaise with the Executive Manager Corporate Strategy and Governance to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- 3.3 The Mayor is authorised to execute in writing the appointment of a Temporary CEO in accordance with Council's resolution/s, with administrative assistance from the Executive Manager Corporate Strategy and Governance.

4. Remuneration and conditions of Acting / Temporary CEO arrangements

- 4.1 The CEO will determine the remuneration and benefits when appointing an employee as Acting CEO.
- 4.2 Where an appointment is made in accordance with clause 1.3 above the Executive Manager Corporate Strategy and Governance will determine the remuneration and benefits when

TEMPORARY EMPLOYMENT OR APPOINTMENT OF CEO POLICY



appointing an employee as Acting CEO. Determination will have due regard to the remuneration and benefits applied formerly.

- 4.3 Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
- 4.4 Acting and temporary CEOs will be delegated the powers and be able to discharge the duties of the CEO, subject to any limitations imposed by the CEO or Council through an appointment under this policy.

OFFICE USE ONLY	
Responsible Officer	Please use title only
Initial Council Adoption	DD/MM/YYYY
Previous Title	Applicable if the policy has been renamed
Reviewed / Amended	DD/MM/YYYY
Next Review Date	MM/YYYY



WALGA Template Policy

Temporary Employment or Appointment of CEO

WALGA Note:

This template policy addresses the requirements of section 5.39C of the *Local Government Act 1995* that require a Local Government to adopt, by absolute majority, a policy that sets out the process to be followed in relation to:

- Employment of a person in the position of CEO for a term not exceeding 1 year;
- Appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

WALGA provides this template policy as a guide for Local Governments to consider when developing or amending a Policy. This template policy provides suggested wording only and Local Governments should consider, develop and implement policy suitable to their operational requirements.

Remember: Policy implementation is given effect through appropriate induction, ongoing training and operational procedures that evidence Council Members and Employees have been made aware of and are accountable for their obligations and responsibilities.

Template Council Policy:

Temporary Employment or Appointment of CEO

Policy Objective

To establish policy, in accordance with Section 5.39C of the *Local Government Act 1995* ('the Act'), that details the [insert LG name]'s processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

Policy Scope

This policy applies to the statutory position of Chief Executive Officer (CEO) of the [insert LG name].

Policy Statement

1. Definitions:

- (1) **Acting CEO** means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed, but is on planned or unplanned leave.
- (2) **Temporary CEO** means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

WALGA Note: {Delete before publication} CEO's are entitled to leave conditions specified in their employment contract. Approval of CEO leave entitlements is at the written discretion of the President / Mayor and approval should not be unreasonably withheld.

2. Acting and Temporary CEO Requirements and Qualification

- (1) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the *Local Government Act 1995*, and other duties as set out in the Act and associated Regulations.
- (2) Through this policy and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position(s) of [insert Position title]/s are considered suitably qualified to perform the role of Acting or Temporary CEO.

- (3) A person appointed to act in the position of [insert Postion title]/s is not included in the determination set out in Clause 3 (2).

3. Appoint Acting CEO – Planned and unplanned leave for periods up to 6 weeks

- (1) The CEO is authorised to appoint the [insert Postion title]/s in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the [insert Postion title]/s performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.
- (2) The CEO must appoint an Acting CEO for any leave periods greater than 48 hours and less than 6 weeks.
- (3) The CEO is to immediately advise all Council Members when and for what period of time the [insert Postion title] is appointed as Acting CEO.
- (4) If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with (2), then the following line of succession shall apply:
- a. The [insert Postion title (1)] will be appointed as Acting CEO; or
 - b. If the [insert Postion title (1)] is unable to act, the [insert Postion title (2)] will be appointed as Acting CEO; or
 - c. If the [insert Postion title (2)] is unable to act, the [insert Postion title (3)] will be appointed as Acting CEO.
- (5) Council may, by resolution, extend an Acting CEO period under subclause (4) beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

4. Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months.

- (1) This clause applies to the following periods of extended leave:
- Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
 - Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
- (2) The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:

- a. Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
 - b. Conduct an external recruitment process in accordance with clause 5(1)(c)(iii).
- (3) The [President / Mayor] will liaise with the CEO, or in their unplanned absence the [insert Postion title] to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
- (4) Subject to Council's resolution, the [President / Mayor] will execute in writing the Acting CEO appointment with administrative assistance from the [insert Postion title].

5. Appoint Temporary CEO – Substantive Vacancy

- (1) In the event that the substantive CEO's employment with the [insert LG name] is ending, the Council when determining to appoint a Temporary CEO may either:
 - a. by resolution, appoint [insert Postion title]/s as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
 - b. by resolution, appoint [insert Postion title] as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
 - c. following an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
- (2) The [President / Mayor] will liaise with the [insert Postion title] to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- (3) The [President / Mayor] is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from the [insert Postion title].

6. Remuneration and conditions of Acting or Temporary CEO

- (1) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at [< >%] of the cash component only of the substantive CEO's total reward package.
- (2) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.

- (3) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

Document Control Box							
Document Responsibilities:							
Owner:	[insert Position Title]			Owner Business Unit:	[insert Unit Title]		
Reviewer:	[insert Position Title]			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995 s.5.39 Contracts for CEO and senior employees Local Government Act 1995 s.5.39C Policy for temporary employment or appointment of CEO s.5.40 Principles affecting employment by Local Governments						
Other:							
Organisational:							
Document Management:							
Risk Rating:	[low / med / high]	Review Frequency:	[annual / biennial / triennial]	Next Due:	[20##]	Records Ref:	[CP####]
Version #	Decision Reference:		Synopsis:				
1.	[decision date / EDMS Ref]		[brief description of the adoption / changes approved]				
2.							

2.2 Delegations from Council to the CEO

2.2.1 Appointment of an acting CEO

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	Section 5.42 <i>Local Government Act 1995</i>
Express Power or Duty Delegated:	Power to appoint an Acting Chief Executive Officer under s5.36(1)(a).
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Power to appoint an Acting Chief Executive Officer under s5.36(1)(a).
Council Conditions on this Delegation:	<ul style="list-style-type: none"> • The Employee being designated a “Senior Employee”, as prescribed by the Local Government Act; • Appointments being no longer than 30 days; • Council Members to be advised of acting Chief Executive Officer; • The acting role to be rotated between the Executive Directors of the City where practicable.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Delegation by CEO to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil.
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	N/A.

Notes:

Previously Delegation 1.1 of the City’s 2018/19 Register.

9.8 OUTCOME OF ADVERTISING AND ADOPTION OF NEW ELECTION SIGNS POLICY

- Attachments:**
1. Election Signs Policy (for adoption)  
 2. Election Signs Policy (marked up)  

RECOMMENDATION:

That Council ADOPTS the Election Signs Policy at Attachment 1.

PURPOSE OF REPORT:

To present the outcome of public consultation and seek approval of the proposed Election Signs Policy at **Attachment 1**.

BACKGROUND:

At its 28 July 2020 Meeting, Council approved conducting community consultation on the proposed new Election Signs Policy (Policy) and draft *City of Vincent Local Government Property Local Law 2020*. (draft Local Law).

Community consultation of the Policy occurred between 11 August 2020 and 1 October 2020, which is in excess of the 21 days required. The draft Local Law was advertised at the same time as the Policy.

The Policy was advertised on the City of Vincent website, social media and through the following public notices:

- Imagine Vincent website – 11 August 2020;
- Vincent Reporter – 13 August 2020;
- Perth Voice – 13 August 2020; and
- exhibited on the notice board at the City's Administration building and Library and Local History Centre.

No public submissions on the Policy were received.

Following the close of the public notice period, Administration received comments on the draft Local Law from the Department of Local Government, Sports and Cultural Industries. As a result of these comments further amendments to the draft Local Law were made by Administration. Following the adoption of the City's Public Health Plan in late 2020 provisions relating to smoke free areas were also added to the draft Local Law.

Due to the extent of the amendments to the draft Local Law it was necessary for Council to approve the re-advertising of the [Local Government Property Local Law 2021](#) (new Local Law), which was subsequently adopted at by Council at its Meeting on 16 November 2021.

The adoption of the Policy was put on hold to align with the re-advertising and subsequent approval of the new Local Law.

DETAILS:

Minor amendments to the Policy (as advertised) have been made to reflect the adoption of the new *City of Vincent Local Government Property Local Law 2021*. A copy of the Policy showing the minor amendments is at **Attachment 2**.

The Policy does not prohibit or restrict the display of political signs on private land as that would likely breach the constitutional right of freedom of political communication. The Policy does not include onerous restrictions on the display of political signs on local government property, if those restrictions do not serve a legitimate purpose.

The Policy prescribes requirements regarding the placement of election signs on City properties as follows:

- (a) to ensure the amenity and safe use of City parks and reserves, election signs are not permitted to be displayed on or within any City parks and/or reserves; and
- (b) to reduce the risk that a sign on City facilities or a City property is interpreted as having the endorsement of the City, election signs are not permitted on or adjacent to municipal buildings, including Beatty Park Leisure Centre, Loftus Recreation Centre, Library, Civic Centre and Administration Building.

Paragraph (b) above does not apply on an election day to any City property or facility that is used as a polling place.

The enforcement provisions of the Policy allow for the removal and impounding of any signs that:

- (a) pose a health or safety risk;
- (b) are displayed in a City park, reserve or on or adjacent to City municipal buildings; or
- (c) are displayed on City property and are not free standing.

Administration recommends the adoption of the Policy (including the minor amendments) at **Attachment 1** prior to the 2022 Federal elections.

CONSULTATION/ADVERTISING:

No further consultation on the Policy is required.

The Election Sign requirements will be displayed on the City's website.

LEGAL/POLICY:

Section 2.7(2)(b) of the Act provides Council with the power to determine policies.

The City's [Policy Development and Review Policy](#) sets out the process for repealing and adopting policies.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for the Council to adopt the Policy with the proposed minor amendments.

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:

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

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

ELECTION SIGNS POLICY



Legislation / local law requirements	Local Government Act 1995 (WA) Land Administration Act 1997 (WA) Commonwealth of Australia Constitution Act Electoral act 1907 (WA)
Relevant delegations	Nil.
Related policies, procedures and supporting documentation	City of Vincent Local Government Property Local Laws 2021 Clause 3 (vi) of City's Signs and Advertising Policy (7.5.2) Local Planning Scheme No. 2

PART 1 – PRELIMINARY

PURPOSE

This Election Signs Policy (**Policy**) governs how election signs may be displayed within the boundaries of the City of Vincent (**City**) during Federal, State or local elections. The Policy establishes a clear framework regulating how, where and for what period of time an election sign may be displayed.

OBJECTIVE

This Policy recognises the need for election signs to be displayed within the City during election periods while working to minimise health and safety hazards and ensuring the amenity of City Land is retained at all times.

SCOPE

This Policy applies to political parties and candidates promoting a party or individual participating in a State, Federal or local government election. The Policy does not apply to individuals, companies and businesses promoting or advertising a commercial business, trade, service or goods (see Local Planning Policy No. 7.5.2 Signs and Advertising).

ELECTION SIGNS POLICY



PART 2 – POLICY PROVISIONS

DEFINITIONS

Carriageway means the bitumen or paved portion of a thoroughfare used or intended for use by vehicles.

City Land means all land held in fee simple or under the care, control or management of the City and includes road reserves.

Election day means the date of voting or polling for a Federal, State or local government election (as the case may be).

Election period means the period of sixty (60) days prior to a State or Federal election, or from the close of candidate nominations for a local government election (which occurs 37 days prior to the local government election day), and two (2) days after that election day.

Election sign means any sign which advertises any aspect of a forthcoming Federal, State or local government election and may include promoting a registered candidate or political party.

Footpath means a path set aside for use by pedestrians and cyclists that is on or runs through a road reserve, park, reserve or thoroughfare, and includes all that part of a thoroughfare lying between the edge of the carriageway and the property boundary nearest to that edge on the same side of the thoroughfare.

Private land means land within the boundaries of the City that is not City Land.

Sign includes a notice, flag, mark, structure or device on which may be shown words, numbers, expressions or symbols.

Thoroughfare means a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits such as a footpath.

POLICY

1. Election signs on private land

Signs on private land are subject to the objectives and requirements of the Local Planning Scheme and Local Planning Policy No. 7.5.2 Signs and Advertising Policy. The City **may** require the removal of a sign on private property if it poses a health or safety hazard.

2. Election signs on City Land

- (a) The City's *Local Government Property Local Law 2021 (Local Law)* generally requires a permit for signs on or within City Land.
- (b) Subject to the terms of this Policy, a permit for an election sign to be displayed on City Land will not be required under the Local Law where the sign is:
 - (i) only displayed during the election period and removed within 48 hours after the election day;
 - (ii) free standing and not affixed to any existing tree, sign, post, power or light pole, or similar structure;

ELECTION SIGNS POLICY



- (iii) at least 3 metres from the edge of the carriageway and 0.5 metres from the footpath;
- (iv) erected at least 50 metres from any intersection of thoroughfares
- (v) not closer than 120 metres to a signalised intersection or 70 metres before any speed indicator sign;
- (vi) not placed on a median strip, roundabout or other traffic control device;
- (vii) not placed within an intersection;
- (viii) not located in, or within 150 metres of, a 40kph school zone;
- (ix) not placed so as to obstruct or impede:
 - (A) a footpath, thoroughfare or carriageway;
 - (B) the reasonable and/or safe use of City Land; or
 - (C) access to a place by any person;
- (x) placed so as not to obstruct or impede the vision of a driver of a vehicle entering or leaving a thoroughfare or crossing; and
- (xi) not placed within 100 metres of any works on the City Land;
- (xii) maintained in good condition;
- (xiii) securely installed;
- (xiv) not displaying only part of a message which is to be read with other separate signs in order to obtain the whole message; and
- (xv) not located in a position which would suggest that the sign has the endorsement of the City, including on premises leased from the City by third parties.

3. Dimensions, materials and content of election signs

All election signs must not:

- (a) be more than 1.5 square metres in area and no higher than 1.2 metres from the top of the sign to the natural ground level;
- (b) be illuminated (externally or internally), move, flash, be reflective, be fluorescent, rotate or otherwise cause a distraction to road users;
- (c) be self-adhesive;
- (d) advertise any organisation or person other than a political party or a registered candidate; or
- (e) use the City's logo or crest.

4. No election signs on City parks, reserves or City facilities

- (a) To ensure the amenity and safe use of City parks and reserves election signs are not permitted to be displayed on or within any City parks and/or reserves.
- (b) To reduce the risk that a sign on City facilities or City Land is interpreted as having the endorsement of the City, election signs are not permitted on or adjacent to municipal buildings,

ELECTION SIGNS POLICY



including Beatty Park Leisure Centre, Loftus Recreation Centre, Library, Civic Centre and Administration Building.

- (c) Paragraph 4(b) does not apply to any City Land or facility that is used as a polling place on an election day and signs may be displayed on City Land or City facilities that are used as a polling place on the election day.

5. Enforcement

- (a) Where a sign breaches this Policy, the Local Law or any other relevant law, or poses a health and safety hazard, the City will exercise its powers to ensure compliance and/or remove any health and safety hazard as appropriate.
- (b) In exercising its power under clause 5(a), the City will adopt the following approach:
 - (i) where an election sign is:
 - (A) displayed in a City park, reserve or on or adjacent to City municipal buildings;
 - (B) displayed on City Land and is not free standing (i.e. it is affixed to an existing tree, sign, post, power or light pole, or similar structure on City Land); or
 - (C) poses a health or safety hazard in the opinion of a City officer,the City may immediately remove and impound the election sign or issue an infringement notice for failure to obtain an election sign permit in accordance with the Local Law;
 - (ii) notwithstanding paragraph 5(b)(i), the City may remove and impound an election sign that is not in compliance with this Policy in response to a legitimate complaint (as determined by the City in its absolute discretion) being made to the City, subject to advising the candidate that the sign has been removed and impounded;
 - (iii) the following process will apply to the removal and impounding of signs:
 - (A) before removing the sign, the City will take a photograph of the sign in situ at the location where it has been displayed and mark the sign as non-complying;
 - (B) the sign will be held by the City for 48 hours during which time it will be available for collection by the candidate;
 - (C) if the sign is not collected within the 48 hours, the sign may be destroyed by the City;
 - (D) if an impounded sign is collected by the candidate and re-displayed in a location or manner that does not conform with this Policy, the sign will be removed and destroyed by the City without further warning; and
 - (E) signs that are not removed within two (2) days after the election day will be removed and destroyed without warning,
- (c) Signs must comply with the requirements of the *Local Government Act 1995* (WA) and *Electoral Act 1907* (WA) in regard to electoral material and ensure that the name and address of the person authorising the sign, and where relevant the name of the printer, appear at the foot or end of the sign. Similar provisions apply in relation to State and Federal elections. The City will refer any breaches of this requirement to the relevant Returning Officer.
- (d) Some thoroughfares within the district of the City are controlled by Main Roads Western Australia (**MRWA**) under the *Main Roads (Control of Advertising) Regulations 1996* (WA). MRWA should be contacted before erecting a sign on a main road.

ELECTION SIGNS POLICY



6. Election promotion

- (a) The Australian Electoral Commission and/or the Western Australian Electoral Commission may promote an election by displaying a sign on the City Land without a permit.
- (b) This Policy does not apply to the City promoting an election by displaying a sign on City Land.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Initial Council Adoption	DD/MM/YYYY
Previous Title	Applicable if the policy has been renamed
Reviewed / Amended	DD/MM/YYYY
Next Review Date	MM/YYYY

ELECTION SIGNS POLICY



Legislation / local law requirements	Local Government Act 1995 (WA) Land Administration Act 1997 (WA) Commonwealth of Australia Constitution Act Electoral act 1907 (WA)
Relevant delegations	Nil.
Related policies, procedures and supporting documentation	City of Vincent Local Government Property Local Laws 2020 <u>2021</u> Clause 3 (vi) of City's Signs and Advertising Policy (7.5.2) Local Planning Scheme No. 2

PART 1 – PRELIMINARY

PURPOSE

This Election Signs Policy (**Policy**) governs how election signs may be displayed within the boundaries of the City of Vincent (**City**) during Federal, State or local elections. The Policy establishes a clear framework regulating how, where and for what period of time an election sign may be displayed.

OBJECTIVE

This Policy recognises the need for election signs to be displayed within the City during election periods while working to minimise health and safety hazards and ensuring the amenity of City Land is retained at all times.

SCOPE

This Policy applies to political parties and candidates promoting a party or individual participating in a State, Federal or local government election. The Policy does not apply to individuals, companies and businesses promoting or advertising a commercial business, trade, service or goods (see Local Planning Policy No. 7.5.2 Signs and Advertising).

ELECTION SIGNS POLICY



PART 2 – POLICY PROVISIONS

DEFINITIONS

Carriageway means the bitumen or paved portion of a thoroughfare used or intended for use by vehicles.

City Land means all land held in fee simple or under the care, control or management of the City and includes road reserves.

Election day means the date of voting or polling for a Federal, State or local government election (as the case may be).

Election period means the period of sixty (60) days prior to a State or Federal election, or from the close of candidate nominations for a local government election (which occurs 37 days prior to the local government election day), and two (2) days after that election day.

Election sign means any sign which advertises any aspect of a forthcoming Federal, State or local government election and may include promoting a registered candidate or political party.

Footpath means a path set aside for use by pedestrians and cyclists that is on or runs through a road reserve, park, reserve or thoroughfare, and includes all that part of a thoroughfare lying between the edge of the carriageway and the property boundary nearest to that edge on the same side of the thoroughfare.

Private land means land within the boundaries of the City that is not City Land.

Sign includes a notice, flag, mark, structure or device on which may be shown words, numbers, expressions or symbols.

Thoroughfare means a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits such as a footpath.

POLICY

1. Election signs on private land

Signs on private land are subject to the objectives and requirements of the Local Planning Scheme and Local Planning Policy No. 7.5.2 Signs and Advertising Policy. The City **may** require the removal of a sign on private property if it poses a health or safety hazard.

2. Election signs on City Land

- (a) The City's *Local Government Property Local Law* ~~2021~~²⁰ (**Local Law**) generally requires a permit for signs on or within City Land.
- (b) Subject to the terms of this Policy, a permit for an election sign to be displayed on City Land will not be required under the Local Law where the sign is:
 - (i) only displayed during the election period and removed within 48 hours after the election day;
 - (ii) free standing and not affixed to any existing tree, sign, post, power or light pole, or similar structure;

ELECTION SIGNS POLICY



- (iii) at least 3 metres from the edge of the carriageway and 0.5 metres from the footpath;
- (iv) erected at least 50 metres from any intersection of thoroughfares
- (v) not closer than 120 metres to a signalised intersection or 70 metres before any speed indicator sign;
- (vi) not placed on a median strip, roundabout or other traffic control device;
- (vii) not placed within an intersection;
- (viii) not located in, or within 150 metres of, a 40kph school zone;
- (ix) not placed so as to obstruct or impede:
 - (A) a footpath, thoroughfare or carriageway;
 - (B) the reasonable and/or safe use of City Land; or
 - (C) access to a place by any person;
- (x) placed so as not to obstruct or impede the vision of a driver of a vehicle entering or leaving a thoroughfare or crossing; and
- (xi) not placed within 100 metres of any works on the City Land;
- (xii) maintained in good condition;
- (xiii) securely installed;
- (xiv) not displaying only part of a message which is to be read with other separate signs in order to obtain the whole message; and
- (xv) not located in a position which would suggest that the sign has the endorsement of the City, including on premises leased from the City by third parties.

3. Dimensions, materials and content of election signs

All election signs must not:

- (a) be more than 1.5 square metres in area and no higher than 1.2 metres from the top of the sign to the natural ground level;
- (b) be illuminated (externally or internally), move, flash, be reflective, be fluorescent, rotate or otherwise cause a distraction to road users;
- (c) be self-adhesive;
- (d) advertise any organisation or person other than a political party or a registered candidate; or
- (e) use the City's logo or crest.

4. No election signs on City parks, reserves or City facilities

- (a) To ensure the amenity and safe use of City parks and reserves election signs are not permitted to be displayed on or within any City parks and/or reserves.
- (b) To reduce the risk that a sign on City facilities or City Land is interpreted as having the endorsement of the City, election signs are not permitted on or adjacent to municipal buildings,

ELECTION SIGNS POLICY



including Beatty Park Leisure Centre, Loftus Recreation Centre, Library, Civic Centre and Administration Building.

- (c) Paragraph 4(b) does not apply to any City Land or facility that is used as a polling place on an election day and signs may be displayed on City Land or City facilities that are used as a polling place on the election day.

5. Enforcement

- (a) Where a sign breaches this Policy, the Local Law or any other relevant law, or poses a health and safety hazard, the City will exercise its powers to ensure compliance and/or remove any health and safety hazard as appropriate.
- (b) In exercising its power under clause 5(a), the City will adopt the following approach:
 - (i) where an election sign is:
 - (A) displayed in a City park, reserve or on or adjacent to City municipal buildings;
 - (B) displayed on City Land and is not free standing (i.e. it is affixed to an existing tree, sign, post, power or light pole, or similar structure on City Land); or
 - (C) poses a health or safety hazard in the opinion of a City officer,the City may immediately remove and impound the election sign or issue an infringement notice for failure to obtain an election sign permit in accordance with the Local Law;
 - (ii) notwithstanding paragraph 5(b)(i), the City may remove and impound an election sign that is not in compliance with this Policy in response to a legitimate complaint (as determined by the City in its absolute discretion) being made to the City, subject to advising the candidate that the sign has been removed and impounded;
 - (iii) the following process will apply to the removal and impounding of signs:
 - (A) before removing the sign, the City will take a photograph of the sign in situ at the location where it has been displayed and mark the sign as non-complying;
 - (B) the sign will be held by the City for 48 hours during which time it will be available for collection by the candidate;
 - (C) if the sign is not collected within the 48 hours, the sign may be destroyed by the City;
 - (D) if an impounded sign is collected by the candidate and re-displayed in a location or manner that does not conform with this Policy, the sign will be removed and destroyed by the City without further warning; and
 - (E) signs that are not removed within two (2) days after the election day will be removed and destroyed without warning,
- (c) Signs must comply with the requirements of the *Local Government Act 1995* (WA) and *Electoral Act 1907* (WA) in regard to electoral material and ensure that the name and address of the person authorising the sign, and where relevant the name of the printer, appear at the foot or end of the sign. Similar provisions apply in relation to State and Federal elections. The City will refer any breaches of this requirement to the relevant Returning Officer.
- (d) Some thoroughfares within the district of the City are controlled by Main Roads Western Australia (**MRWA**) under the *Main Roads (Control of Advertising) Regulations 1996* (WA). MRWA should be contacted before erecting a sign on a main road.

ELECTION SIGNS POLICY



6. Election promotion

- (a) The Australian Electoral Commission and/or the Western Australian Electoral Commission may promote an election by displaying a sign on the City Land without a permit.
- (b) This Policy does not apply to the City promoting an election by displaying a sign on City Land.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Initial Council Adoption	DD/MM/YYYY
Previous Title	Applicable if the policy has been renamed
Reviewed / Amended	DD/MM/YYYY
Next Review Date	MM/YYYY

9.9 ADVERTISING OF AMENDED POLICY - ELECTED MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT

- Attachments:**
1. **Elected Member Continuing Professional Development Policy - (marked up)** [↓](#) 
 2. **WALGA Template Policy - Council Member Continuing Professional Development** [↓](#) 

RECOMMENDATION

That Council APPROVES the proposed amendments to the Elected Member Continuing Professional Development Policy, at Attachment 1, for the purpose of community consultation.

PURPOSE OF REPORT:

For Council to approve, for the purpose of community consultation, the proposed amendments to the Elected Member Continuing Professional Development Policy as detailed at **Attachment 1**.

BACKGROUND:

In late July 2019 the *Local Government Act 1995* (Act) was amended to include a requirement for all local governments to prepare and adopt a policy in relation to the continuing professional development of Council Members and to review the policy after each ordinary election.

The Western Australian Local Government Association (WALGA) have provided a template policy as a guide for local governments to consider when developing or amending a Council Member Continuing Professional Development Policy. WALGA's template policy is at **Attachment 2**.

At its 16 June 2020 Council Meeting Council adopted its [Elected Member Continuing Professional Development Policy](#) (Policy).

The Policy was developed with consideration of the WALGA template policy and updated to reflect the City's existing practice.

The requirement of provisions outlined in clause 1.3 of the [Policy Development and Review Policy](#) were presented to Council Members through the monthly Policy Paper in November 2021.

DETAILS:

In accordance with Section 5.126 of the Act and Regulation 35 of the *Local Government (Administration) Regulations 1996* (Regs), Council 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.

Local governments are required to prepare a report on the training completed by Council 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.

The Policy fulfils the requirements of section 5.128 of the Act, reinforces the City's reporting obligations and aligns with the City's existing practice. The professional development report for the 2019/2020 financial year was noted by Council at its 28 July 2020 meeting ([Item 12.10](#)). The professional development report for the 2020/2021 financial year was noted by Council at its 27 July 2021 meeting ([Item 12.1](#)).

The findings of Administration's review identified the following substantive changes to the Policy:

1. Policy Objective

The Policy is lacking an objective. The following objective has been included:

To:

- establish policy, in accordance with 5.128 of the *Local Government Act 1995*, that details the City's commitment to the continuing professional development of Council Members; and
- reinforce the reporting obligations on the training completed by Council Members in each financial year.

2. Council Member Induction

Clause 1.1 has been added to reflect the City's existing Council Member Induction practice and aligns to the WALGA template policy.

3. Council Capacity Building

The WALGA template policy uses the term Council Capacity Building to refer to training and development completed by Council as a group.

WALGA recommends that Council Capacity Building becomes part of the regular informal meetings of Council held by many Local Governments.

Clause 1.3 has been added to highlight the importance of Council Capacity Building in alignment with the WALGA template policy. The new clause proposes that a Council Workshop is held to develop a Capacity Building program. The workshop provides an opportunity for Council to consider their collective strengths and weaknesses and prioritise areas for improvement in order to better function as a governing body, and better serve the community.

4. Budget Allocation

The Policy does not provide guidance for the determination of budget allocation. Clause 1 of the WALGA template policy provides that the budget allocation for the following aspects of Council Member Professional Development is included in the Annual Budget:

- Council Member Induction;
- Mandatory Council Member Training;
- Council Capacity Building; and
- Individual Council Member Professional Development.

Clause 10 of the Policy has been broadened to require the inclusion of budget allocation in the Annual Budget. This will ensure that sufficient budget is allocated to each aspect of Council Member Professional Development.

CONSULTATION/ADVERTISING:

In accordance with the City's [Community and Stakeholder Engagement Policy](#), community consultation of all new and significantly amended policies must be provided for a period exceeding 21 days in the following ways:

- notice published on the City's website;
- notice posted to the City's social media;
- notice published in the local newspapers;
- notice exhibited on the notice board at the City's Administration and Library and Local History Centre; and
- letters distributed to relevant local businesses and community groups.

LEGAL/POLICY:

Section 5.128 of the Act requires local governments to review its policy relating to the continuing professional development of council members after each ordinary election and prescribes that the local government may amend the policy (by absolute majority).

Section 2.7(2)(b) of the Act provides Council with the power to determine policies.

The City's [Policy Development and Review Policy](#) sets out the process for the development and review of the City's policy documents.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to provide public notice of the proposed amendments to the policy.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

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

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes.

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

Council Member Professional Development is determined through the City's operating budget.

Elected Council Members Continuing Professional Development Policy



Legislation / local law requirements	<p>Section 5.128 of the <i>Local Government Act 1995</i>. <i>'The Chief Executive Officer shall maintain a Register of Professional Development.</i> <i>This policy must be adopted and reviewed by absolute majority vote.</i> <i>This policy must be reviewed after each ordinary election</i> <i>The CEO must publish an up-to-date version of the policy on the local government's official website'.</i> <i>Regulation 34AD Local Government (Administration) Regulations 1996.</i></p>
Relevant delegations	Nil.
Related policy procedures and documents	<p>Policy 4.2.7 – Council Members Allowances, Fees and Reimbursement of Expenses Register of Professional Development (D17/36578) Professional Development Advance and Acquittal Statement (D19/179644)</p>

PRELIMINARY

INTRODUCTION

Council acknowledges its commitment to the training and development of Elected Council Members to assist in the fulfilment of duties and responsibilities of public office and in the interests of effective representation.

Elected Council Members are encouraged to continually improve their knowledge and expertise to enhance the quality of representation and promote well informed decision making. This can be achieved by participating in conferences, programs and training courses which provides for professional development relating to their role and responsibilities in local government.

Such professional development programs are those developed by industry-recognised providers and (generally) delivered locally.

Access and participation in the identified professional development courses and programs is made available to all Elected Council Members.

PURPOSE

The primary objective of this policy is to provide guidance concerning the professional development of Elected Council Members.

~~Elected~~ Council Members Continuing Professional Development Policy



OBJECTIVE

To:

- establish policy, in accordance with 5.128 of the Local Government Act 1995, that details the City's commitment to the continuing professional development of Council Members, and
- reinforce the reporting obligations on the training completed by Council Members in each financial year.

SCOPE

This Policy applies to the ~~Elected~~ Council Members of the City.

DEFINITIONS

Professional Development means; training, conferences, conventions, congresses, study tours, forums, information sessions, workshops and events related to local government and of interest to the City of Vincent.

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

POLICY PROVISIONS

1. Meeting the professional development needs of ~~Elected~~ Council Members

The City will endeavour to address and meet the identified professional development needs of ~~Elected~~ Council Members.

The options for providing such professional development includes:

1.1 Council Member Induction

Following each election, the City of Vincent will conduct a comprehensive induction program, providing newly elected Council Members with information that will support them to understand Council Member roles and responsibilities; legislative obligations; personal responsibilities; and strategic direction of the Local Government. Continuing/previously elected Council Members are encouraged to participate in nominated elements of the induction program, to assist in fostering a team culture and to refresh their understanding.

~~1.1~~ 1.2 Mandatory Modules for ~~Elected~~ Council Members

- All ~~Elected~~ Council Members elected to Council following the 2019 local government elections are required to complete the five mandatory modules of the Council Member Essentials Course.
- The training is valid for five years therefore an ~~Elected~~ Council Member is only required to undertake the training at every second election.

Elected Council Members Continuing Professional Development Policy



- The course must be completed within 12 months of appointment to Council.

1.3 Council Capacity Building

Within 6 months after an election, a Council Workshop will be convened to enable Council Members to collaboratively develop a program of Council Capacity Building.

The program developed at the workshop will form the basis for regular training provided to all Council Members as a group, to encourage Council to focus on continuous improvement in its function as a governing body.

The CEO will coordinate training in accordance with the agreed program, with details of dates and delivery modes to be determined in consultation with Council Members.

1.4 Continuing Professional Development

- ~~Administration will develop a training program in consultation with Elected Council Members to help identify specific training courses, workshops and forums, relating to the roles and responsibilities of Elected Members.~~
- Elected Council Members will be provided access to all West Australian Local Government Association (WALGA) Elected Council Member training and development programs;
- Elected Council Members will be encouraged to attend annual conferences of the major professions in local government and other institutions of relevance to local government activities; and
- Elected Council Members will be able to attend eligible events where the Chief Executive Officer (CEO) or Council is of the opinion attendance would benefit the Elected Council Member and the City.

2 Accessing professional development

Request for professional development may be initiated by the Elected Council Member or through Administration's Professional Development Training Program and must be forwarded to the CEO prior to enrolment or registration.

The CEO will consult with the Mayor in relation to the request to determine that:

- the application is relevant and appropriate and addresses the Elected Council Member's professional development needs;
- there are enough funds available for all costs likely to be incurred in the elected member's proposed professional development; and
- the proposed Elected Member is the most appropriate to undertake the specific professional development.

No Elected Council Member is permitted to undertake professional development in the last 6 months of his or her term of office, unless approved by Council.

Elected Council Members Continuing Professional Development Policy



The CEO is authorised to approve requests from **Elected Council** Members for professional development based on consultation with the Mayor and providing that:

- The training, development or conference is organised by an identified, industry recognised training provider; and
- The training, development or conference is held within the Perth metropolitan region.

Any requests that do not meet the above criteria, including those for attendance at courses or conferences outside of the Perth metropolitan region are to be submitted to Council for consideration.

If the Mayor and CEO determine NOT to approve a request for professional development, the affected **Elected Council** Member has the right to put the matter before Council for consideration and final determination.

3 Booking Arrangements

The City will make all bookings associated with the proposed professional development, including where relevant, airline bookings, accommodation and registration.

4 Registration

The City will pay all normal registration costs for **Elected Council** Members, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the City.

5 Accommodation

The City will pay reasonable accommodation costs. This includes the night before and/or after the training, development or conference where this is necessary because of travel, airline flights and/or conference timetables.

Where practicable and available, accommodation shall normally be booked at the training, development or conference venue or if unavailable, at premises near the venue.

6 Travel

Where travel is involved, the travel is to be undertaken by the shortest most practical route, to and from the venue. All reasonable travel costs to and from the venue will be met by the City.

7 Cash Allowance - Payment and Reimbursement

Reimbursement of Expenses shall be made in accordance with Policy 4.2.7 – *'Council Members - Allowances, Fees and Reimbursement of Expenses Policy'*

A daily cash allowance may be made for meals and incidental expenses.

Advances for international travel will be separately determined by the CEO in each circumstance, but only following Council's determination of the request.

All cash allowances must be acquitted within two weeks of returning to Perth. Cash not acquitted shall be refunded to the City at the same time.

Elected Council Members Continuing Professional Development Policy



Attendees shall acquit the cash allowance on the "Professional Development Advance and Acquittal Statement" (at **Attachment 1**). Where possible this should be supported by receipts.

The daily cash allowance shall be paid to cover all reasonable incidental expenses associated with the conference attendance, such as:

- Reasonable phone utilisation;
- Breakfasts, lunches, dinners and other meals not included in the conference registration fee;
- Reasonable laundry expenses;
- An optional activity specified in a conference program;
- Travel to and from the conference venue, and
- Travel to and from all airport destinations.
- Incidental expenses (e.g. Venue/exhibition entrance fees, parking fees).

8 Elected Council Member/Officer Delegate Accompanying Person

Where an Elected Council Member is accompanied at a conference, all costs for or incurred by the accompanying person including but not limited to travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the accompanying person and not by the City.

The exception to the above being the cost of attending any official conference dinner, where partners would normally attend.

An accompanying person's registration, and program fees, are to be paid direct by the attendee/delegate to the conference organiser.

9 Reports

Following attendance at conferences, congresses, study tours and any seminars, forums, workshops of two (2) days or more duration, the Elected Council Member/s that attended shall submit an individual or composite report, which is to be signed by each attendee, to the Council (to be included in the Information Bulletin) within thirty days of their return to Perth, for the Council's information and records. The report shall include a summary of the event's proceedings, major points of interest to the City and any recommendations, including as to whether attendance at similar conferences in the future is warranted.

Administration is also required to report annually on completed training. Completed training must be published on the City's website for that financial year. This will include the Council Member Essentials Course and any continuing professional development undertaken by Elected Council Members.

10 Budget allocation

~~Any approval for professional development is subject to budgetary funds being available.~~

The City's Annual Budget will include:

a. Whole of Council Training and Development

An allocation for Council as a whole, to be used for:

- Council Member Induction, dealt with under Part 1.1 of this Policy:

Elected Council Members Continuing Professional Development Policy



- Mandatory Council Member Training, dealt with under Part 1.2 of this Policy, and
- Council Capacity Building, dealt with under Part 1.3 of this Policy.

b. Council Member Professional Development

An allocation for each Council Member to be used for individual Continuing Professional Development, as specified under Part 1.4 of this Policy. Council Members may select training and professional development to be funded from this allocation, subject to approval in accordance with this Policy.

Unexpended allocations at the end of a financial year will not be carried forward to the next financial year.

Any professional development proposal that exceeds an individual Council Member's allocation will be referred for Council decision. Alternatively, the Council Member may choose to privately fund any shortfall. This will not be eligible for reimbursement from a future budget allocation.

OFFICE USE ONLY	
Responsible Officer	Office of the CEO.
Initial Council Adoption	16/06/2020
Previous Title	
Reviewed / Amended	DD/MM/YYYY
Next Review Date	MM/YYYY

Elected Council Members Continuing Professional Development Policy



CITY OF VINCENT

Attachment 1 - Professional Development Advance and Acquittal Statement

Professional Development Advance and Acquittal Statement



CITY OF VINCENT

Council Member name: _____

Course/Training: _____

Date travelled from: _____ to: _____

Conference advance received: \$ _____

CONFERENCE ACQUITTANCE DETAILS	
RECEIPTS MUST BE PROVIDED TO SUBSTANTIATE CLAIMS	

1. Travel expenses \$ _____
2. Meal expenses \$ _____
3. Incidental expenses
Description: _____
\$ _____
4. Other expenses
Description: _____
\$ _____
5. Total expenses incurred \$ _____
6. Less advance \$ _____
7. Amount refunded/claimed \$ _____
(Difference between item 5 and 6.)
Account number _____

I certify that the expenditure listed above has been incurred in connection with the Conference/travel and hereby claim or refund the amount shown at item 7.

SIGNED: _____ DATE: _____

I certify that the above expenditure has been validly made in relation to Council approved business as per Council Members – Continuing Professionals Development.

Chief Executive Officer's Signature: _____ DATE: _____

Page 1 of 1



WALGA Template

Council Member

Continuing Professional

Development Policy

WALGA Note:

*WALGA provides this template policy as a **guide** for Local Governments. It includes suggested components and wording only. Local Governments should review this policy content and consider, develop and implement policy suitable to their operational requirements. Detailed commentary is provided to outline possible options, and should be deleted before policy adoption.*

Remember:

Policy implementation is given effect through appropriate induction, ongoing training and operational procedures that evidence Council Members and Employees have been made aware of and are accountable for their obligations and responsibilities.

Template Policy Commentary

As there is scope for a range of approaches to Continuing Professional Development, the following comments outline the approach taken in this Template Policy, and discusses matters for further consideration by Local Governments.

Part 1 - Budget Allocations

Local Governments should consider how the budget for Continuing Professional Development will be structured. This Template Policy proposes an allocation for Council as a whole, as well as individual allocations for each Council Member. This ensures that each Council Member has equitable access to funding, and that the expenditure of funds on individual Continuing Professional Development is not to the detriment of Council Member Induction and Council Capacity Building. Local Governments may wish to consider whether to specify the allocation \$value amounts in the policy (subject to CPI increments annually).

This Template Policy is drafted on the basis that Mandatory Training will be funded from the group allocation, rather than from an individual Council Member's allocation. Local Governments may choose to take a different approach.

Part 2 – Council Member Induction

The Department of Local Government, Sport and Cultural Industries (DLGSC) has produced an [Elected Member Induction Operational Guideline](#) that outlines the types of information that should be included in a Council Member induction program. Local Governments may wish to include further details of their induction program in this policy.

During the induction, Council Members could be informed of the Mandatory Council Member Training requirements and the options available for their participation in and completion of the training and assessments. Council Members could also be introduced to the Continuing Professional Development Policy, advised of the budgeted allocation, and invited to begin identifying their collective and individual development priorities.

An induction follow up session could be an opportunity for Council Members to provide feedback on the induction program, and identify collective priorities for further training, which can be addressed through Council Capacity Building. Local Governments may also wish to invite all Council Members to undertake a self-assessment to identify priorities for their individual Continuing Professional Development.

Part 3 - Mandatory Council Member Training

This Template Policy is drafted to allow for two different approaches to Mandatory Council Member Training, and Local Governments should review and delete as applicable.

Local Governments may choose to conduct a procurement process to identify the most suitable/best value training provider and direct Council Members to nominate a delivery mode and time/date that is suitable. Local Governments may wish to arrange onsite delivery where a sufficient number of Council Members wish to complete training face to face. If considered relevant to Council as a whole, this could form part of the Council Capacity Building program.

Alternatively, Local Governments may allow Council Members to select their preferred training provider from the Department's approved providers.

Part 4 - Council Capacity Building

This Template Policy uses the term Council Capacity Building to refer to training and development completed by Council as a group. While each Council Member will have individual development needs and priorities, much training and development may be relevant to all Council Members. Training completed as a group allows Council Members to discuss and apply learning as they go, have a shared point of reference and build communication and relationships. In addition, it may be more cost effective and efficient for training to be delivered to Council as a whole.

WALGA recommends that Council Capacity Building becomes part of the regular informal meetings of Council held by many Local Governments. Depending on the resources and priorities of the Local Government, this could take the form of a presentation by a Planning Officer, a team building session delivered by an external facilitator, or a workshop on meeting procedures.

This Template Policy proposes that a Council workshop is held to develop a Capacity Building program, the delivery of which will be facilitated by the CEO. This workshop is an opportunity for Council to consider their collective strengths and weaknesses, and prioritise the areas for improvement in order to better function as a governing body, and better serve the community. This workshop may also be an opportunity to commence policy review (see Part 9 of this Template Policy), in order to ensure that it is fit for purpose, and aligns with the professional development needs and priorities of the Council.

Part 5 – Continuing Professional Development

This section of the Template Policy provides example generic criteria to define eligible continuing professional development. Based on their own resources and priorities, Local Governments may wish to modify these criteria, or include a list of specific topics or types of training that will be eligible.

5.1 – Application and Approval

A two tier system of approvals is provided in this section. Local Governments may wish to modify the circumstances in which a request may be approved by Council or the CEO. For example, Local Governments may wish to remove the reference New Zealand, so that any request to attend training outside of Australia is referred to Council for approval. Local Governments may also choose to address non-attendance or non-completion of Continuing Professional Development in this section. For example, by specifying that approval may be granted by resolution of Council where the Council Member has not completed requirements for previously approved Continuing Professional Development, or has failed to do so within a reasonable period.

5.2 – Sharing of knowledge

This Template Policy includes a requirement that Council Members who attend individual training or continuing professional development provide a report on their attendance. This allows insights and benefits gained through the training to be shared with all Council Members. In addition, the process of reviewing the training and considering its application to the Council Member role may

be helpful for the Council Member who attended the training. Local Governments may wish to specify the format and timing for the provision of attendee reports.

Part 6 – Registration, Travel and Expenses

Expenses

This Template Policy provides a possible approach to expenses. Local Governments may wish to revise with reference to their resources and any existing policies or processes dealing with travel, expenses and reimbursement.

The current WA Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members can be accessed via the Tribunal [website](#). The 2020 Determination prescribes the application of the [Local Government Officers' \(Western Australia\) Interim Award 2011](#) in relation to reimbursement for use of a private vehicle, and the [Public Service Award 1992](#) in relation to other travel costs and accommodation expenses.

Insurance

This Template Policy includes a section based on generic information from LGIS regarding the standard inclusions of Local Government Corporate Travel Protection. Local Governments should contact LGIS to confirm the conditions of their protection policy, and for specific advice. In addition, as specified in the Template Policy, Council Members should ensure they are familiar with the conditions of the policy before travelling.

Part 7 – Report on Training

This section of the Template Policy is based on the requirements specified in s.5.127 of the *Local Government Act 1995*, as well as advice from DLGSC on the format and content of this report. If Local Governments choose to modify this section, they should confirm that the minimum requirements of s.5.127 are met.

Part 8 – Council Member Commitment

The Council Member Commitment is intended to emphasise the positive approach to Continuing Professional Development, and commit Council Members to ensuring that they and the Local Government get the best possible value from all training. This section also addresses communication of availability and cancellation.

Local Governments may wish to give further consideration to the way in which Council Members are supported to complete Continuing Professional Development, and management of situations where completion is not achieved within a reasonable period. This is also discussed in relation to 5.1 – Application and Approval, above.

Part 9 – Policy Review

As this Policy must be reviewed following each election, Council has the opportunity to ensure it reflects the needs, priorities, strengths and weaknesses of the current Council and the strategic direction of the Local Government.

While the policy should retain sufficient flexibility to deal with changing circumstances, it may be helpful to modify Part 6 to include particular examples of training or professional development that would be considered eligible.

Council Member Continuing Professional Development Policy

Policy Objective

To give effect to the <<Shire/ Town / City>>'s commitment to facilitate continuing professional development of Council Members, which enhances their knowledge and develops their skills, thus augmenting Council's capacity for well-informed decision-making and the provision of good government for our community.

This policy provides a framework to assist Council Members to identify and access relevant training and defines the expenses that will be paid by the <<Shire/ Town / City>>.

This policy supports compliance with sections 5.127 and 5.128 of the *Local Government Act 1995* (the Act), which require Local Governments to prepare and adopt a policy in relation to the continuing professional development of Council Members, and to provide annual reports on training.

Policy Scope

This policy applies to Council Member training and continuing professional development, including mandatory training required under s.5.126 of the Act.

Policy Statement

1. Budget Allocations

The <<Shire/ Town / City of XXXX>>Annual Budget will include:

a. Whole of Council Training and Development

An allocation for Council as a whole, to be used for:

- Council Member Induction, dealt with under Part 2 of this Policy;
- Mandatory Council Member Training, dealt with under Part 3 of this Policy, and
- Council Capacity Building, dealt with under Part 4 of this Policy.

b. Council Member Professional Development

An allocation for each Council Member to be used for individual Continuing Professional Development, as specified under Part 5 of this Policy. Council Members may select training and professional development to be funded from this allocation, subject to approval in accordance with this Policy.

Unexpended allocations at the end of a financial year will not be carried forward to the next financial year.

Any professional development proposal that exceeds an individual Council Member's allocation will be referred for Council decision. Alternatively, the Council Member

may choose to privately fund any shortfall. This will not be eligible for reimbursement from a future budget allocation.

2. Council Member Induction

Following each election, the <<Shire/ Town / City of XXXX>> will conduct a comprehensive induction program, providing newly elected Council Members with information that will support them to understand Council Member roles and responsibilities; legislative obligations; personal responsibilities; and strategic direction of the Local Government. Continuing/previously elected Council Members are encouraged to participate in nominated elements of the induction program, to assist in fostering a team culture and to refresh their understanding.

3. Mandatory Council Member Training

Council Members are required to complete the Council Member Essentials Course within 12-months from the day on which they are elected, unless exempt under Regulation 36 of the *Local Government (Administration) Regulations 1996*. Council Members should confirm with the Chief Executive Officer whether they are eligible for an exemption.

The <<Shire/ Town / City of XXX>>'s preferred provider is [specify provider], and course delivery is available [delivery modes, options]. Council Members will be provided with enrolment options and the <<Shire/ Town / City>> will coordinate bookings and arrangements to implement their selection.

[OR

The <<Shire/ Town / City >> will provide newly elected Council Members with information on training options from which the Council Member may select according to their preferred delivery mode and availability. The <<Shire/ Town / City>> will make the necessary arrangements for enrolment.]

Where a majority of Council Members would prefer face to face training, the <<Shire/ Town / City>> may arrange on-site delivery and may coordinate this in cooperation with neighbouring Local Governments to achieve cost savings.

Council Members who are not yet required to complete the Mandatory Training may still choose to participate, with associated costs attributed to the Whole of Council Training and Development budget allocation.

4. Council Capacity Building

Within [a reasonable period/3 months/6 months] after an election, a Council Workshop will be convened to enable Council Members to collaboratively develop a program of Council Capacity Building.

The program developed at the workshop will form the basis for regular training provided to all Council Members as a group, to encourage Council to focus on continuous improvement in its function as a governing body and to address the outcomes set out in Part 6 of this policy.

The CEO will coordinate training in accordance with the agreed program, with details of dates and delivery modes to be determined in consultation with Council Members.

5. Continuing Professional Development

Formats

Eligible Continuing Professional Development formats include, but are not limited to:

- Short courses;
- Training courses;
- Workshops;
- Seminars;
- Conferences;
- Formal qualifications, or individual units or modules as components of formal qualifications; and
- Membership of professional development organisation, where the membership incorporates access to Continuing Professional Development.

Providers

Continuing Professional Development should be delivered by industry recognised training providers, peak bodies or professional organisations.

Outcomes

In order to be eligible for approval under this policy, Continuing Professional Development must be relevant to the role of a Council Member, and offer demonstrable benefit to the Council as a governing body, the <<Shire/ Town / City >> as an organisation, and the broader community.

This includes Continuing Professional Development that:

- Enhances the understanding of Council Member roles and responsibilities, and/or the role and function of Local Government;
- Assists Council Members to develop knowledge and skills in relation to the strategic objectives of the <<Shire/ Town / City >>;
- Enables Council Members to further develop personal and professional skills necessary for excellence in performance of the Council Member role; or
- Supports Council Members in developing and maintaining positive and healthy communication, team culture and relationships, to facilitate excellent teamwork to achieve outcomes that deliver good government for the <<Shire/ Town / City >> community.

Eligible Continuing Professional Development activities include:

- WA Local Government Association Council (WALGA) and Australian Local Government Association (ALGA) conferences.
- Special 'one off' conferences called for or sponsored by WALGA and/or ALGA on important Local Government issues.
- Annual conferences of the major professions in Local Government and other institutions of relevance to Local Government activities.
- Other Local Government-specific training courses, workshops and forums, relating to the outcomes listed above.
- Training relevant to the outcomes listed above offered by accredited organisations.
- Conferences, training, workshops or seminars that address the initiatives and projects identified in the <<Shire/ Town / City >>'s Strategic Community Plan, Corporate Business Plan or other strategic documents.

Council Members are encouraged to identify and share relevant Continuing Professional Development opportunities with Council and the CEO. The CEO will also identify and inform Council Members of relevant opportunities.

5.1 Application and Approval

Request for approval

Council Members who wish to attend training or professional development may make application by providing the following details to the CEO in writing:

- a) Course or event title, provider or organiser name, location and date;
- b) Copy of, or link to program, course outline or other summary of content;
- c) An outline of the anticipated benefits of attendance, with reference to the eligibility criteria in this policy; and
- d) Total estimated costs including accommodation, travel and sundry expenses.

Applications, including all required details, are to be submitted in reasonable time for registration. Where possible, the <<Shire/ Town / City >> will seek to take advantage of reduced prices for early registration.

Approval

Approval for Council Member attendance may be granted by:

- (a) the Chief Executive Officer where the:
 - (i) application complies with this policy;
 - (ii) event is to be held within Australia or New Zealand; and
 - (iii) the Council Member has sufficient funds available in their professional development allocation to meet all costs of attendance.
- (b) resolution of Council where the:
 - (i) application has been refused by the Chief Executive Officer;
 - (ii) application does not comply with this policy;
 - (iii) estimated costs of attendance exceed the available balance of the Council Member's annual professional development allocation; or
 - (iv) event is to be held outside of Australia or New Zealand.

Limitations

Training and continuing professional development is for the purpose of enhancing a Council Member's performance of their role. Therefore, in some instances, approval may not be granted where attendance conflicts with scheduled Council or Committee meetings (i.e. a meeting where important strategic decisions are required or where the meeting may lack a quorum), unless Council has otherwise resolved.

Where attendance at a particular training or professional development event would require an extended absence, no more than two Council Members may attend, unless Council has otherwise resolved.

Approval will not be granted for training or continuing professional development that is scheduled to occur in the last six months of a Council Member's term of office.

5.2 Sharing of knowledge

In order to realise the maximum benefit for the <<Shire/ Town / City >>, Council Members will provide a report on their attendance, key features and benefits of the training or professional development within [one month/a reasonable period] after completion. Council Members may include ideas and innovations identified through the professional development for discussion at future Council Member workshops, where the matter relates to the <<Shire/ Town / City >>'s strategic objectives.

Knowledge sharing may be provided as a presentation or verbal update to an informal Council workshop, or a written report provided to the Chief Executive Officer and circulated to all Council Members. Where relevant, copies of resources obtained at the event may also be provided to the Chief Executive Officer for circulation to all Council Members.

6. Registration, travel and expenses

The <<Shire/ Town / City >> will be responsible for the costs associated with training or professional development approved in accordance with this policy, as detailed in this section.

Event Registration and Bookings

Travel, registration fees and accommodation are to be arranged directly by the <<Shire/ Town / City >> administration.

Council Members are not to pay such costs and seek reimbursement, except in the case of an emergency or unique circumstances and subject to the Chief Executive Officer's prior approval.

Travel

Where travel is involved, the actual costs of travel to and from the event venue are to be met by the <<Shire/ Town / City >> in accordance with the current WA Salaries and Allowances

Tribunal Determination for Local Government CEOs and Elected Members (the Determination).

Travel arrangements are to be by the most cost effective and reasonably convenient mode.

Air travel is to be by Economy Class at a time that is convenient to the Council Member. As far as is practicable, tickets will be purchased well in advance, and take advantage of available discount fares.

A Council Member may seek approval to travel within Western Australia by private motor vehicle and be reimbursed for vehicle costs in accordance with the Determination. Approval may only be granted where the cost is approximately equivalent to the most cost effective mode of travel.

A Council Member may choose to upgrade the mode of travel, however additional costs incurred are to be paid to the <<Shire/ Town / City >> by the Council Member before the <<Shire/ Town / City >> confirms the booking/s.

Registration

Registration fees may include, where applicable, event registration, conference program dinners, technical tours and accompanying workshops identified within the event program.

Accommodation

Reasonable accommodation will be booked for the Council Member for a room at or in close proximity to the event venue and within the expenditure limitations prescribed in the Determination.

If it is not reasonable to expect travel to occur on the day of the event, the booking may allow for arrival the day prior to commencement, and departure the day following the close of the event.

A Council Member may choose to upgrade their accommodation standard or extend their visit for personal reasons, however additional costs are to be paid to the <<Shire/ Town / City >> by the Council Member (including any additional associated or travel costs) prior to the <<Shire/ Town / City >> confirming the booking.

Loyalty Program and Reward Points

Council Members are not to obtain personal benefit from expenditure of <<Shire/ Town / City >> funds and must not claim personal frequent flyer or accommodation loyalty points for air travel or accommodation paid for by the <<Shire/ Town / City >>.

Meals and Incidental Expenses

Funding for meals and incidental expenses is to be provided in accordance with the Determination.

Meal expenses are to be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch and dinner where these meals are not provided at the event or in travel. When meals are included and have been paid for as part of the registration fee or accommodation costs, claims for alternative meals at venues other than the event will not to be paid by the <<Shire/ Town / City >>.

Incidental taxi, economy ride share or public transport modes of transport (i.e. to / from airport, event venue) may be claimed for reimbursement on submission of receipts.

In lieu of reimbursement, Council Members may request a cash advance prior to departure. This is conditional upon the Council Member providing a written acquittal and supporting receipts to the CEO within 7 days of return from travel. If a Council Member fails to provide a reasonable and satisfactory acquittal inclusive of unspent funds, the value of the un-acquitted funds will be incurred as a debt invoiced to the Council Member.

Travel Insurance – Intrastate, Interstate and International

Subject to policy wording and conditions, Council Members are covered by the <<Shire/ Town / City >>'s corporate travel protection for the duration of their travel relevant to attendance at the approved event, including any incidental private travel taken either side or during the event.

Council Members should review the conditions of the <<Shire/ Town / City >>'s corporate travel protection policy and member certificate to determine whether it is adequate for their personal needs and circumstances, and so that the <<Shire/ Town / City >> and/or the Council Member can make any necessary alternative arrangements.

Accompanying persons/entertainment costs

Council Members are responsible and will be required to pay all costs associated with an accompanying person attending an event (including conference dinners and functions).

The <<Shire/ Town / City >> may coordinate accompanying person bookings and registrations for travel, accommodation and the event / function, with costs incurred to be paid to the <<Shire/ Town / City >> by the Council Member prior to the <<Shire/ Town / City >> confirming the booking/s.

Booking Change / Modification Costs

Costs incurred for changing or modifying a booking for travel or accommodation, where the change or modification is:

- a. At the request of the Council Member, are to be paid by the Council Member; or
- b. A requirement or for the convenience of the <<Shire/ Town / City >>, are to be paid by the <<Shire/ Town / City >>.

Cancellations

Costs incurred for cancellation of registration, travel or accommodation, where the cancellation is:

- a. At the request of the Council Member, are to be attributed to the Council Member's individual allocation; or
- b. A requirement or for the convenience of the <<Shire/ Town / City >>, are to be paid by the <<Shire/ Town / City >>.

7. Report on training

The <<Shire/ Town / City>> is required to produce a report detailing the training completed by Council Members during each financial year, in accordance with s.5.127 of the Act.

The report will include the following details of both mandatory training and continuing professional development completed by Council Members:

- Name of Council Member;
- Date of election;
- Whether the Council Member is required to complete Mandatory Training, and if applicable, the due date for completion and date of completion;
- Title of each training course or module completed or event/conference attended;
- The date attended or completed;
- The training provider or event/conference organiser;
- The cost of attendance; and
- Location of the training or event.

The report will be provided to Council Members for their information, before being published on the <<Shire/ Town / City>>'s website within one month of the end of the financial year.

8. Council Member Commitment

Council Members are committed to:

- a. Take a positive approach to identifying opportunities for improvement and professional development.
- b. Prepare for, participate in and complete professional development and training approved/booked under this policy.
- c. Apply the benefits of professional development to fulfilling their Council Member role, including by sharing their knowledge with other Council Members.
- d. Make reasonable efforts to confirm their availability, or otherwise, to the CEO before booking deadlines.
- e. When requested, advise the CEO of alternative dates / times that they would be available to facilitate their participation in training.
- f. Advise the CEO, at the earliest opportunity, if they are unable to attend planned / booked training. Where training costs are unable to be refunded, applicable costs will be debited to the individual Council Member's allocation.

9. Policy Review

In accordance with s.5.128 of the Act, this policy will be provided for Council's review following each ordinary election. The <<Shire/ Town / City>> will ensure the policy review occurs within the first 12-months following each ordinary election.

Document Control Box							
Document Responsibilities:							
Owner:	[insert Position Title]			Owner Business Unit:	[insert Unit Title]		
Reviewer:	[insert Position Title]			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Sections 5.126, 5.127 and 5.128, Local Government Act 1995 Regulation 36, Local Government (Administration) Regulations 1996 .						
Other:							
Organisational:							
Document Management:							
Risk Rating:		Review Frequency:	[Biennial-following election]	Next Due:	[20##]	Records Ref:	[CP####]
Version #	Decision Reference:	Synopsis:					
1.	[decision date / TRIM Ref]	[brief description of the adoption / changes approved]					
2.							

9.10 ADVERTISING OF AMENDED POLICY - COUNCIL MEMBERS – ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES POLICY

Attachments: 1. **Council Members – Allowances, Fees and Reimbursement of Expenses Policy - (marked up)**  

RECOMMENDATION

That Council APPROVES the proposed amendments to the Council Members – Allowances, Fees and Reimbursement of Expenses Policy, at Attachment 1, for the purpose of community consultation.

PURPOSE OF REPORT:

For Council to approve, for the purpose of community consultation, the proposed amendments to the Council Members – Allowances, Fees and Reimbursement of Expenses Policy as detailed at **Attachment 1**.

BACKGROUND:

The City of Perth Inquiry Panel was appointed on 2 March 2018 by the Minister for Local Government to conduct an inquiry into the ability of the City of Perth to provide for the good governance of the people in the City of Perth. The Inquiry was concluded on 30 June 2020 and the [Final Report](#) was tabled in Parliament and published on 11 August 2020.

The Final Report made the following key findings:

- widespread cultural and systematic failings in both the City of Perth Council and Administration;
- lack of transparency, accountability and integrity at all levels of decision making; and
- poor and dysfunctional governance.

As a result of these findings, the review of the City's [Policy No. 4.2.7 – Council Members – Allowances, Fees and Reimbursement of Expenses Policy](#) was prioritised and undertaken in December 2020.

The findings of Administration's review, including the requirement of provisions outlined in clause 1.3 of the [Policy Development and Review Policy](#), were presented to Council Members at the February 2021 Council Workshop and re-presented in the monthly Policy Paper in November 2021.

In accordance with regulation 29C(2)(f) and 29C(6) of the *Local Government Administration Regulations 1996* (Regulations) local governments are required to publish, on the local government's official website, the type, and the amount or value, of any fees, expenses or allowances paid to each Council Member during a financial year beginning on or after 1 July 2020.

Council, at its Meeting on 5 April 2016, resolved to publish Mayor and Council Member sitting fees, allowances, and meeting attendances, as reported in the annual report.

These are published on the City's website under [Council Member Sitting Fees, Allowances and Meeting Attendance](#) and as a [Publicly Available Register](#) published each year.

DETAILS:

A documented policy position is required to determine and govern the structure under which Council Members are financially supported while performing the official functions and duties of office.

The report of the inquiry into the City of Perth identifies the importance of transparency and accountability when processing entitlements of office.

A key area for aligning with the City of Perth Inquiry findings identified an improvement to the City's process for documenting Council Member reimbursements.

The substantive changes to the policy are as follows:

1. Consideration of Policy Objectives

The policy is lacking a consistent approach to appropriately administer and document the reimbursement of expenses incurred by Council Members in their official capacity.

Administration recommends the inclusion of a third objective to facilitate the documentation of Council Member reimbursements as follows:

3. appropriately administer and document the reimbursement of expenses incurred by Council Members in their official capacity.

2. Removal of Attendance Fee Condition

Clause 1.1 of the existing policy provides a condition that the annual meeting attendance fee is provided on the principle that each Council Member regularly attends meetings of Council.

At the 23 March 2021 Ordinary Meeting of Council, a new [Code of Conduct for Council Members, Committee Members and Candidates](#) (Nominated Members Code) was adopted. Clause 4(2)(d) of the Nominated Members Code requires Council Members to attend and participate in Council Briefings, workshops and training sessions provided or arranged by the City in relation to the performance of their role.

3. Councillors Meeting Room

The City currently provides use of the Councillors Meeting Room within the City's Administration and Civic Centre, for use by Council Members. A provision for this entitlement currently exists within the [Civic Functions Policy](#). This provision would be better placed in the Council Members – Allowances, Fees and Reimbursement of Expenses Policy as a Council Member entitlement.

The Civic Functions Policy was reviewed earlier this year and the outcome of that review presented in the July policy paper. It is proposed that the Civic Functions policy will be recommended for repeal following the inclusion of this entitlement in the Council Members – Allowances, Fees and Reimbursement of Expenses Policy.

This has been added as new clause 2.3.

4. Annual ICT Allowance

Council Members are entitled to be reimbursed for information and communications technology expenses, childcare expenses, and travel costs.

As with the amount payable for meeting fees, the extent to which the above expenses can be reimbursed is established by the Salaries and Allowances Tribunal (SAT) under the *Salaries and Allowances Act 1975*.

Under the Tribunal's determination the minimum and maximum set for the annual allowance for ICT expenses is \$500 to \$3,500. Council has set the level for Council Members at \$2,500.

Administration has researched 12 other metropolitan Local Governments in relation to their ICT allowance policy provisions.

Of these 12 Local Governments Administration found that 10 paid an ICT allowance equal to the maximum set by SAT in addition to providing Council Members with the use of City owned laptops/tablets or iPads. The remaining two (Subiaco and Mosman Park) paying the maximum ICT allowance but providing no equipment.

Council last determined the level of the ICT Allowance in April 2017 where after consideration of research into the typical costs of Council Member ICT needs, reduced the allowance from \$3,500 to \$2,500pa. At the time it was noted that in accordance with the Local Government Act 1995, any Council Member, including the Mayor, would still be entitled to claim reimbursement of other ICT costs over and above this amount upon the provision of evidence of expenditure incurred.

It is not proposed to change the ICT Allowance from what currently stands.

In accordance with clause 4.1(e) this allowance is in addition to any computing device provided by the City to enable the Council Members to fulfil their role.

Clause 4.1(e) also notes that the device supplied is to be approved by Council. Administration has updated this clause to reflect the City's excising practice that Council Members are provided with a computing device that is compatible with the City's security; systems and within budgetary constraints.

5. Inconsistent Reimbursement Requirements

Clauses 5.1 to 5.4 are inconsistent with other reimbursement requirements of the policy. Clause 5 of the policy has been updated to require the submission of Appendix A (Council Members Travel and Parking Expense Claim form) for all travel reimbursement requests. This will ensure that the date and detail of the meeting are documented.

6. Council Member Professional Development

The provisions of clause 7 have been superseded by the [Elected Members Continuing Professional Development Policy](#) adopted in June 2020. Approval for professional development is subject to budgetary funds being available.

7. Register of Council Member reimbursements

To support implementation of proposed objective 3 and to reinforce the City's reporting obligations in accordance with Regulation 29C(2)(f) and 29C(6) of the Regulations, Administration has included a new clause 10.5 requiring the Chief Executive Officer to maintain a register of Council Member reimbursements and to publish the register on the City's website.

CONSULTATION/ADVERTISING:

In accordance with the City's [Community and Stakeholder Engagement Policy](#), community consultation on all new and significantly amended policies must be provided for a period exceeding 21 days in the following ways:

- notice published on the City's website;
- notice posted to the City's social media;
- notice published in the local newspapers;
- notice exhibited on the notice board at the City's Administration and Library and Local History Centre; and
- letters distributed to relevant local businesses and community groups.

LEGAL/POLICY:

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

The City's [Policy Development and Review Policy](#) sets out the process for the development and review of the City's policy documents.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to provide public notice of the proposed amended policy.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

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

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes.

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 [Salaries and Allowances Tribunal \(SAT\)](#) determines the remuneration to be provided to Council Members.

The 2021 determination was published on 8 April 2021.

COUNCIL MEMBER ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES



Legislation / local law requirements	<p><i>Local Government Act 1995, Local Government (Administration) Regulations 1996 and Salaries and Allowances Act 1975</i></p> <p>In accordance with section 5.96A of the <i>Local Government Act 1995</i> and Regs 29C(2)(f) & (6) of the <i>Local Government (Administration) Regulations 1996</i>, the Chief Executive Officer must publish the type, and the amount or value, of any fees, expenses or allowances paid to each Council Member during a financial year beginning on or after 1 July 2020.</p>
Relevant delegations	Nil.
Related policies, procedures and supporting documentation	<p>Council Member Travel and Parking Expenses Claim Form (Appendix A)</p> <p>Council Member Child Care Expenses Claim Form (Appendix B)</p> <p>Council Member Miscellaneous Expenses Claim Form (Appendix C)</p>

PART 1 – PRELIMINARY

INTRODUCTION

Council Member fees and allowances are determined by the salaries and allowances tribunal according to 'band' classification for local governments in Western Australia.

Under the Tribunal's determination, the City of Vincent has been classified as a band 2.

The [Salaries and Allowances Tribunal](#) undertakes an annual determination of fees and expenses payable to local government Council Members.

PURPOSE

To provide guidance and clarity with regard to the allowances and expenses that will be paid to Council Members in accordance with the *Local Government Act 1995 (Act)*, *Local Government (Administration) Regulations 1996 (Regulations)* and the *Salaries and Allowances Act 1975*.

OBJECTIVE

To:

1. clearly outline the financial support that will be provided to Council Members through the payment of allowances, fees and reimbursement of expenses incurred and insurance cover within the provisions of the Act while performing the official functions and duties of office;
2. set out a structure under which Council Members are to be paid either a meeting fee or an annual attendance fee in recognition to each Council Member's commitment, pursuant to Sections 5.98, 5.98A and 5.99 of the Act; and
3. appropriately administer and document the reimbursement of expenses incurred by Council Members in their official capacity.

COUNCIL MEMBER ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES



SCOPE

This policy applies to the determination and remuneration of Council Member allowances, fees, and reimbursement of expenses.

DEFINITIONS

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

ICT expenses means:

- Rental charges in relation to information and communications technology (ICT) services and equipment as prescribed by regulation 31(1)(a) of the *Local Government Administration Regulations 1996* (Regulations); or
- Any other expenses that relate to information and communications technology and that are a kind of expense prescribed by regulation 32(1) of the Regulations."

POLICY PROVISIONS

1. Allowances

1.1 Annual Meeting Attendance Fees

The City will pay Council Members an Annual Meeting Attendance Fee to the maximum amount allowable within the prescribed legislation. ~~This is provided on the principle that each Council Member regularly attends meetings of Council (and committees, where appropriate) to which they are appointed and carry out other responsibilities of the office.~~

1.2 Mayoral Allowance

The City will pay the Mayor an Annual Local Government Allowance to the maximum amount allowable within the prescribed legislation. (Section 5.98, of the Act) ~~Regulation 33 Local Government (Administration) Regulations 1996).~~

1.3 Deputy Mayoral Allowance

The City will pay the Deputy Mayor an Annual Local Government Allowance equivalent to 25% (maximum allowed is 25%) of the Mayoral Allowance. (Section 5.98A, of the Act) ~~Regulation 33A of Local Government (Administration) Regulations 1996).~~

1.4 Payment

The fees in 1.1, 1.2 and 1.3 above are to be paid to each Council Member monthly in arrears.

2 Office of the Mayor

2.1 Mayor's Office

COUNCIL MEMBER ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES



The City is to provide to the Mayor, at the City's cost, the following within the City's Administration and Civic Centre:

- a. the use of a suitable office;
- b. the allocation of sufficient finances and resources by Council to provide ongoing administrative support to the Mayor in the form of a personal assistant;
- c. photocopying and postage;
- d. the use of a computer and telephone; and
- e. beverages as provided.

2.2 Vehicle for Office of Mayor

The Office of the Mayor will be provided with an electric bicycle for all official duties connected to the office of Mayor. The bicycle will be replaced as part of the normal replacement program. All costs associated with the maintenance and upkeep of the electric bicycle are to be borne by **the City of Vincent**.

2.3 Councillors Meeting Room

The City is to provide use of the Councillors Meeting Room within the City's Administration and Civic Centre, for the use by Council Members for official purposes.

3 **Expenses to be Reimbursed**

Regulation 32(1) of the Regulations prescribe expenses that may be approved by a Local Government for reimbursement.

The express authority of the Council is given to Council Members to attend the following functions in the performance of their duty as a Council Member, for which an expense incurred can be reimbursed:

- a. council meetings, council briefings, council workshops, general meetings of Electors, civic functions or citizenship ceremonies called by either the Council, the Mayor and/or the Chief Executive Officer;
- b. regional councils, committees, advisory groups and working groups to which the Council Member is appointed as a delegate or member by Council;
- c. meetings and functions scheduled by the Chief Executive Officer;
- d. conferences, or meetings of community organisations, industry groups and local government associations to which the Council Member has been appointed by Council as its delegate;
- e. functions and presentations attended as the Mayor, or as a representative of the Mayor, that are supported by a copy of the relevant invitation or request for attendance;
- f. any other occasion in the performance of an act under the express authority of Council.
- g. site inspections in connection with matters listed on any Council Agenda paper (Council Members to state an address, along with the date and time of the visit on the claim form).
- h. in response to a request to meet with a ratepayer/elector but excluding the day of Council Elections. (Members to state the time and purpose of the visit and the name and address of the ratepayer/elector on the claim form).
- i. approved education and training courses/events;

COUNCIL MEMBER ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES



- j. meetings of Town Teams and Precinct Groups within the City of Vincent;
- k. any ceremony for the presentation by the City of awards to school students by any member responsible for presentation of the awards;
- l. events that are sponsored or organised by the City of Vincent.

4.1 ~~“ICT expenses” means—~~

- ~~• rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or~~
- ~~• any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;”~~

4 Information and Communication Technology Allowance (“ICT”)

4.1 Council Member ICT Equipment

- a. The City will provide Council Members equipment to receive and view electronic communications from the City.
- b. Any equipment (including software) provided by the City will be repaired, serviced, maintained and/or replaced by the City. The City will retain ownership of any equipment provided under this clause.

- 4.2(a) c. Departing Council Members are eligible to purchase equipment purchased on their behalf and used by them during their term of office as follows:

Years of Service	Amount Payable
1st year of service (or part thereof)	not available
2nd year of service (or part thereof)	not available
3rd year of service (or part thereof)	50% of purchase price
4th year of service (or part thereof)	25% of purchase price
Upon retirement after more than 4 years’ service	0% of purchase price

- ~~b) —Where an item has been purchased in the twelve (12) months preceding a Council Member’s retirement or cessation as a Council Member, the cost shall be the “written down” value of the item or 50% of the item’s purchase price, whichever is the higher~~

4.2 Annual ICT Allowance

- 4.1(a) a. The City will pay Council Members an annual ICT Allowance of \$2,500. This Allowance covers ICT expenses incurred by Council Members in performing a function under the express authority of the Council or in performing a function in the Council Member’s official capacity.
- b. Any claims by Council Members for ICT expenses incurred over the ICT Allowance are to be submitted on the Reimbursement of Expenses Form. Any such claims must be supported by receipted invoices. It must also be demonstrated, to the reasonable

COUNCIL MEMBER ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES



satisfaction of the CEO, that the ICT Allowance has been expended on allowable ICT expenses.

- c. The annual ICT Allowance is for ICT expenses relating to:

- ~~1. telephone usage (including purchase, rental, plans/contracts and/or payments);~~
- ~~2. line rental;~~
- ~~3. call and service charges;~~
- ~~4. costs for installation of an additional line (if required by the Council Member);~~
- ~~5. purchase of mobile phones, (and any replacements) and extra telephone lines or call costs;~~
- ~~6. telephone usage (including purchase, rental, plans/contracts and/or payments);~~
- ~~7. line rental;~~
- ~~8. call and service charges;~~
- ~~9. costs for installation of an additional line (if required by the Council Member);~~
- ~~10. purchase of mobile phones, (and any replacements) and extra telephone lines or call costs;~~

- ICT equipment and software including purchase, rental and lease costs
- Insurance and maintenance
- Service and installation fees
- Ongoing costs including phone and Internet bandwidth charges
- Consumables including paper and ink for printing

- d. In recognition of possible capital costs associated with ICT expenses, payment will be made, in advance, as follows:

- 50% to be paid in the month of October; and
- 50% to be paid in the month of April.

~~(e) This Allowance is in addition to any laptop, tablet and/or printer which is approved by the Council to enable the Council Member to fulfil their role. Any equipment (including software) provided by the City will be repaired, serviced, maintained and/or replaced by the City. The City will retain ownership of any equipment provided under this clause~~

5 Travel Expenses

Council Members shall be entitled to reimbursement of travel expenses incurred while travelling to a destination from their normal place of residence or work and return for which express authority has been given in clause 1.3. The following reimbursement will be processed upon submission of Council Member – Travel and Parking Expenses Claim Form (as shown in Appendix A) and accompanying receipt.

COUNCIL MEMBER ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES



5.1 Motor Vehicle Allowance

Where a Council Member uses their own vehicle in or in connection with the performance of their duties, the Council Member will be paid an allowance for each kilometre of authorised travel as set in the Local Government Industry Award 2010.

5.2 Public Transport

A Council Member may use the services of the bus, rail and ferry public transport system, expenditure for which shall be reimbursed. ~~upon lodgement of receipts.~~

5.3 Parking Fees

Parking fees incurred as a result of travel to any occasion referred to in clause 1.3 above shall be reimbursed. ~~upon lodgement of receipts accompanying the associated travel claim form.~~ The cost of valet parking will not be reimbursed.

5.4 Cab Charge Vouchers

Council Members are authorised to use Cab Charge vouchers for travelling to any occasion referred to in Clause 1.3.

6 **Child Care Costs**

Council Members shall be entitled to reimbursement upon submission of Council Members Request for Reimbursement of Child Care Expenses Claim Form (as shown in Appendix B), a receipt and certified statement detailing dates, costs and relevant information of meeting of the lesser amount of actual childcare costs or to the maximum hourly rate prescribed by the Salaries and Allowances Tribunal. Claims can only be made for care of children, of which they are parent or legal guardian, while attending any occasion referred to in clause 1.3.

~~7 **Training, Education, Conferences and Seminars**~~

~~7.1 Training and Education~~

- ~~a. Council Members who wish to attend training and education courses may make an application in writing to the Chief Executive Officer.~~
- ~~b. The Chief Executive Officer is authorised to arrange, at the City's cost, an educational course of study for the Council Member which course is:
 - ~~i. conducted by a Western Australian University, tertiary educational institution or registered training organisation; and~~
 - ~~ii. considered by the Chief Executive Officer to be directly relevant to the performance for the City of its functions including planning, financial management, corporate governance and social infrastructure.~~~~
- ~~c. A maximum cost of \$7000 per Member per four-year term is set for the cost under 7.1(b) above, including fees, reference books and the like.~~

COUNCIL MEMBER ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES



- ~~d. The Council Member is not entitled to any subsidy where a course of study is subsidised through other means.~~
- ~~e. Council Members will be required to reimburse any payments made in accordance with Clause 7.1(b) above in the event that they do not successfully complete the relevant course of study.~~

~~7.2 Conferences and Seminars~~

~~Council Members shall be entitled to reimbursement for expenditure incurred as a result of attendance at conference and seminars in accordance with the provisions of Council Policy No. 4.1.15 Conferences.~~

~~Any requests for attendance at a training, education, conference or seminar event that falls within the last six months of a Council Members' term of office will be referred to the Council for approval. To avoid confusion the date for which this shall take effect shall be taken from the date for which the Unit of study commences, or the conference/seminar/training event starts.~~

8-7 Insurance

Council will provide insurance cover for Council Members for:

- a. personal accident whilst engaged in the performance of the official duties of their office.
- b. professional indemnity for matters arising out of the performance of the official duties of their office, provided the performance or exercise of the official duty is in the opinion of Council, not illegal, dishonest, unreasonable, in bad faith or against the interests of the City.
- c. public liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the insurance policy.
- d. motor vehicle at the particular time owned or driven by the Council Member or driven by another person on behalf of the Council Member whilst a vehicle is being used in connection with Council business, including attending meetings of the council or as a delegate of the council, meetings of municipal or association conferences or regional councils or committees of them. Such motor vehicle insurance provides cover in excess of any amount for which Council Members are otherwise insured.

9-8 Stationery and Consumables

~~9-4~~ **8.1 Stationery, Consumables and Postage**

The cost of consumables, stationery and postage associated with the role as an Council Member, will be reimbursed to a maximum of **\$200** per annum, on the receipt of a claim and a declaration that the consumables were used in performing the functions of an Council Member and were not in any way associated with campaigning for election as an Council Member. Council Members may choose to purchase their own consumables and claim reimbursement on production of receipts or access such items through the City. Council Members are to forward requests for stationery to the Personal Assistant to the Mayor who will coordinate the supply, keep a total of costs incurred and notify Council Members if the maximum allowance is reached.

Each Council Member shall be entitled to reimbursement, upon submission of a Council Members Miscellaneous Expenses Claim Form (as shown in Appendix C). Any such claims

COUNCIL MEMBER ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES



must be supported by receipted invoices. The allowance for stationery, consumables and postage includes up to 100 Christmas Cards for Council Members.

Christmas Cards for the Office of the Mayor is included in the "Stationery and Consumables" account – Members of Council cost centre.

9.2 8.2 Letterheads and Business Cards

In addition to clause 9.1, all Council Members will be supplied with business cards, letterhead paper and envelopes as reasonably required to carry out the duties of the role.

Council Member letterheads are not issued for personal use and are only to be used for Council business.

10 9 Acknowledgement of Service and Retirement Gifts

On retirement, a Council Member will be presented with a framed certificate identifying the name of the Council Member and the years of service to Council, signed by the Mayor and the Chief Executive Officer. The certificate shall be presented at a Council Meeting or at a function to be determined by the Mayor and Chief Executive Officer.

Despite the provisions of Reg 34AC of the Regulations, Council believe that the purchase of a retirement gift is an unnecessary use of public money, and a retirement gift will not be given by the City.

11 10 Policy Administration

11.1 10.1 Pro-rata Allocations

Where a Council Member serves for only part of a financial year, the limit for any allowance or payment which has an annual limit specified, is to be determined on a pro rata basis based on the number of months, or part of a month, that a member serves.

11.2 10.2 Time Limit on Claims and Approval Process

Council Members choosing to receive reimbursement of expenses in accordance with the provision of this policy should submit the appropriate Reimbursement of Expenses Form to the Chief Executive Officer, together with supporting documentation, within three (3) calendar months after the month in which the expenses were incurred, and by 15 July of the next financial year, in order to facilitate the finalisation of the annual financial statements

11.3 10.3 Conditions Relating to Payment of Fees and Allowances

- a. All Allowances and Fees shall be paid automatically unless a Council Member has advised the Chief Executive Officer in writing that he/she does not want to claim any or part of those Fees, Allowances, and entitlements.

COUNCIL MEMBER ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES



- b. If a Council Member advises that he/she does not want all or part of the Fees, Allowances, and entitlements to which he/she is entitled, any subsequent request for full or additional payment will not be back paid but accrue from the date of such request.
- c. The taxation liability arising from these payments is the individual responsibility of each Council Member.

~~11.4~~ 10.4 Dispute Resolution

Any disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event that the Council Member and the Chief Executive Officer cannot reach an agreement, the matter will be reported to the Council for a decision.

10.5 Register of Council Member Reimbursements

The Chief Executive Officer will maintain a Register of Council Member reimbursements for each financial year and will publish the register on the City's website on or before 14 July immediately following the end of the financial year to which the information relates.

OFFICE USE ONLY	
RESPONSIBLE OFFICER	Please use title only
INITIAL COUNCIL ADOPTION	DD/MM/YYYY
PREVIOUS TITLE	Applicable if the policy has been renamed
REVIEWED / AMENDED	DD/MM/YYYY
NEXT REVIEW DATE	MM/YYYY

9.11 SUBMISSION ON PROPOSED REFORMS - LOCAL GOVERNMENT ACT 1995

- Attachments:**
1. **City of Vincent Response to Proposed LGA Reforms**  
 2. **Local Government Reform Summary of Proposed Reforms WALGA Submission**  

RECOMMENDATION:**That Council:**

1. **ENDORSE** the City's submission regarding the *Local Government Act 1995* proposed reforms, as at Attachment 1; and
2. **AUTHORISE** the Chief Executive Officer to submit the City's response to the Department of Local Government, Sport and Cultural Industries.

PURPOSE OF REPORT:

For Council to consider the City's submission to the Department of Local Government, Sports and Cultural Industries (DLGSC) on the *Local Government Act 1995* (Act) proposed reforms, at **Attachment 1**.

BACKGROUND:

On 10 November 2021, the Minister for Local Government announced significant proposed reforms to the Act based on the below six themes:

1. Earlier intervention, effective regulation and stronger penalties;
2. Reducing red tape, increasing consistency and simplicity;
3. Greater transparency and accountability;
4. Stronger local democracy and community engagement;
5. Clear roles and responsibilities; and
6. Improved financial management and reporting.

The Western Australian Local Government Association (WALGA) have prepared a consultation paper on the reform initiatives that includes advice on the sector's current positions and recommendations for new positions on matters not previously canvassed. A copy of the consultation paper is at **Attachment 2**.

WALGA requested comment from local governments by Friday 28 January for inclusion in the draft sector submission.

DETAILS:

Given the consultation timeframes the City is intending to submit its comments, outlined in **Attachment 1**, directly to the February 2022 WALGA Zone meeting where a draft sector submission will be considered.

A Special Meeting of State Council has been convened to endorse the sector position on Wednesday 23 February 2022.

CONSULTATION/ADVERTISING:

Administration presented an initial assessment of the proposed reforms to Council Members in November 2021 with a more detailed assessment circulated for Council Member consideration on 14 January 2022.

LEGAL/POLICY:

Any subsequent changes to the Act may require amendments to current local laws, policies and procedures and will be reviewed as and when required.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to endorse the proposed submission.

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 environmental sustainability outcomes.

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

Local Government Reform – Consultation on Proposed Reforms

Theme 1: Early Intervention, Effective Regulation and Stronger Penalties

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
1.1 Early Intervention Powers		
<ul style="list-style-type: none"> The Act provides the means to regulate the conduct of local government staff and council members and sets out powers to scrutinise the affairs of local government. The Act provides certain limited powers to: <ul style="list-style-type: none"> Suspend or dismiss councils Appoint Commissioners Suspend or, order remedial action (such as training) for individual councillors. The Act also provides the Director General with the power to: <ul style="list-style-type: none"> Conduct Authorised Inquiries Refer allegations of serious or recurrent breaches to the State Administrative Tribunal Commence prosecution for an offence under the Act. Authorised Inquiries are a costly and a relatively slow response to significant issues. Authorised Inquiries are currently the only significant tool for addressing significant issues within a local government. The Panel Report, City of Perth Inquiry, and the Select Committee Report made various recommendations related to the establishment of a specific office for local government oversight. 	<ul style="list-style-type: none"> It is proposed to establish a Chief Inspector of Local Government (the Inspector), supported by an Office of the Local Government Inspector (the Inspectorate). The Inspector would receive minor and serious complaints about elected members. The Inspector would oversee complaints relating to local government CEOs. Local Governments would still be responsible for dealing with minor behavioural complaints. The Inspector would have powers of a standing inquiry, able to investigate and intervene in any local government where potential issues are identified. The Inspector would have the authority to assess, triage, refer, investigate, or close complaints, having regard to various public interest criteria – considering laws such as the <i>Corruption, Crime and Misconduct Act 2003</i>, the <i>Occupational Safety and Health Act 1984</i>, the <i>Building Act 2011</i>, and other legislation. The Inspector would have powers to implement minor penalties for less serious breaches of the Act, with an appeal mechanism. The Inspector would also have the power to order a local government to address non-compliance with the Act or Regulations. The Inspector would be supported by a panel of Local Government Monitors (see item 1.2). The existing Local Government Standards Panel would be replaced with a new Conduct Panel (see item 1.3). 	<p>Supported.</p> <p>The City has established a Behaviour Complaints Committee with delegated authority that can only be exercised in the absence of Council Members who are party to the complaint.</p> <p>The City is currently advertising its Code of Conduct Behaviour Compliant Management Policy for public comment.</p> <p>It would be useful to fully understand the reporting and accountability relationships between the Inspector, Minister, Director General, Inspectorate, Conduct Panel and Department of Local Government and Local Government, together with the level of resourcing available to enable the Inspector and Inspectorate to function effectively.</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> Penalties for breaches to the Local Government Act and Regulations will be reviewed and are proposed to be generally strengthened (see item 1.4). These reforms would be supported by new powers to more quickly resolve issues within local government (see items 1.5 and 1.6). 	
1.2 Local Government Monitors		
<ul style="list-style-type: none"> There are currently no legislative powers for the provision of monitors/ temporary advisors. The DLGSC provides support and advice to local governments, however there is no existing mechanism for pre-qualified, specialised assistance to manage complex cases. 	<ul style="list-style-type: none"> A panel of Local Government Monitors would be established. Monitors could be appointed by the Inspector to go into a local government and try to resolve problems. The purpose of Monitors would be to proactively fix problems, rather than to identify blame or collect evidence. Monitors would be qualified specialists, such as: <ul style="list-style-type: none"> Experienced and respected former Mayors, Presidents, and CEOs - to act as mentors and facilitators Dispute resolution experts - to address the breakdown of professional working relationships Certified Practicing Accountants and other financial specialists - to assist with financial management and reporting issues Governance specialists and lawyers - to assist councils resolve legal issues HR and procurement experts - to help with processes like recruiting a CEO or undertaking a major land transaction. Only the Inspector would have the power to appoint Monitors. Local governments would be able to make requests to the Inspector to appoint Monitors for a specific purpose. <p>Monitor Case Study 1 – Financial Management</p>	<p>Supported.</p> <p>Monitors will be activated by the Inspector where a need has been identified, based on the investigation of a complaint.</p> <p>Local Governments - <i>either the Council or the CEO</i> - can also make a request for assistance, but the parameters for such a request are not yet defined.</p> <p>The cost of using Monitors will likely be borne by the City and will fall outside of the adopted budget parameters. If the request is CEO initiated, the Act will need to provide for the CEO to incur this expense.</p> <p>The Inspectorate could potentially play a role in encouraging proactive, timely and LG-led dispute resolution in the first instance, particularly where there has been relationship breakdown.</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>The Inspector receives information that a local government is not collecting rates correctly under the <i>Local Government Act 1995</i>. Upon initial review, the Inspector identifies that there may be a problem. The Inspector appoints a Monitor who specialises in financial management in local government. The Monitor visits the local government and identifies that the system used to manage rates is not correctly issuing rates notices. The Monitor works with the local government to rectify the error, and issue corrections to impacted ratepayers.</p> <p>Monitor Case Study 2 – Dispute Resolution</p> <p>The Inspector receives a complaint from one councillor that another councillor is repeatedly publishing derogatory personal attacks against another councillor on social media, and that the issue has not been able to be resolved at the local government level. The Inspector identifies that there has been a relationship breakdown between the two councillors due to a disagreement on council.</p> <p>The Inspector appoints a Monitor to host mediation sessions between the councillors. The Monitor works with the councillors to address the dispute. Through regular meetings, the councillors agree to a working relationship based on the council's code of conduct. After the mediation, the Monitor occasionally makes contact with both councillors to ensure there is a cordial working relationship between the councillors.</p>	The Inspectorate could consider an escalation process for early interventions, moving from an informal and mentoring approach initially, through to mandated interventions and compliance orders.
1.3 Conduct Panel		
<ul style="list-style-type: none"> The Local Government Standards Panel was established in 2007 to resolve minor breach complaints relatively quickly and provide the sector with guidance and benchmarks about acceptable standards of behaviour. 	<ul style="list-style-type: none"> The Standards Panel is proposed to be replaced with a new Local Government Conduct Panel. The Conduct Panel would be comprised of suitably qualified and experienced professionals. Sitting councillors will not be eligible to serve on the Conduct Panel. The Inspector would provide evidence to the Conduct Panel for adjudication. 	Supported.

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> Currently, the Panel makes findings about alleged breaches based on written submissions. The City of Perth Inquiry report made various recommendations that functions of the Local Government Standards Panel be reformed. 	<ul style="list-style-type: none"> The Conduct Panel would have powers to impose stronger penalties – potentially including being able to suspend councillors for up to three months, with an appeal mechanism. For very serious or repeated breaches of the Local Government Act, the Conduct Panel would have the power to recommend prosecution through the courts. Any person who is subject to a complaint before the Conduct Panel would have the right to address the Conduct Panel before the Panel makes a decision. 	
1.4 Review of Penalties		
<ul style="list-style-type: none"> There are currently limited penalties in the Act for certain types of non-compliance with the Local Government Act. 	<ul style="list-style-type: none"> Penalties for breaching the Local Government Act are proposed to be strengthened. It is proposed that the suspension of councillors (for up to three months) is established as the main penalty where a councillor breaches the Local Government Act or Regulations on more than one occasion. Councillors who are disqualified would not be eligible for sitting fees or allowances. They will also not be able to attend meetings, or use their official office (such as their title or council email address). It is proposed that a councillor who is suspended multiple times may become disqualified from office. Councillors who do not complete mandatory training within a certain timeframe will also not be able to receive sitting fees or allowances. 	<p>Supported.</p> <p>Clarification is required regarding the timing of implementation, especially with regards to mandatory training requirements and when penalties will apply.</p>
1.5 Rapid Red Card Resolutions		
<ul style="list-style-type: none"> Currently, local governments have different local laws and standing orders that govern the way meetings run. Presiding members (Mayors and Presidents) are reliant on the 	<ul style="list-style-type: none"> It is proposed that Standing Orders are made consistent across Western Australia (see item 2.6). Published recordings of all meetings would also become standard (item 3.1). 	<p>Supported.</p> <p>The “Red Card” proposal adds emphasis to the power of the</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
<p>powers provided in the local government standing orders local laws.</p> <ul style="list-style-type: none"> Differences between local governments is a source of confusion about the powers that presiding members have to deal with disruptive behaviours at council meetings. Disruptive behaviour at council meetings is a very common cause of complaints. Having the Presiding Member be able to deal with these problems should more quickly resolve problems that occur at council meetings. 	<ul style="list-style-type: none"> It is proposed that Presiding Members have the power to “red card” any attendee (including councillors) who unreasonably and repeatedly interrupt council meetings. This power would: <ul style="list-style-type: none"> Require the Presiding Member to issue a clear first warning If the disruptions continue, the Presiding Member will have the power to “red card” that person, who must be silent for the rest of the meeting. A councillor issued with a red card will still vote, but must not speak or move motions If the person continues to be disruptive, the Presiding Member can instruct that they leave the meeting. Any Presiding Member who uses the “red card” or ejection power will be required to notify the Inspector. Where an elected member refuses to comply with an instruction to be silent or leave, or where it can be demonstrated that the presiding member has not followed the law in using these powers, penalties can be imposed through a review by the Inspector. 	<p>Presiding Member to enforce behavioural standards.</p>
1.6 Vexatious Complaint Referrals		
<ul style="list-style-type: none"> No current provisions. The Act already provides a requirement for Public Question Time at council meetings. 	<ul style="list-style-type: none"> Local governments already have a general responsibility to provide ratepayers and members of the public with assistance in responding to queries about the local government’s operations. Local governments should resolve queries and complaints in a respectful, transparent and equitable manner. Unfortunately, local government resources can become unreasonably diverted when a person makes repeated vexatious queries, especially after a local government has already provided a substantial response to the person’s query. 	<p>Supported.</p> <p>Declaring complaints to be vexatious should, in the first instance, be determined by the Local Government. A Council Policy could determine the parameters for this. The decision could then be appealable to the inspectorate.</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> It is proposed that if a person makes repeated complaints to a local government CEO that are vexatious, the CEO will have the power to refer that person's complaints to the Inspectorate, which after assessment of the facts may then rule the complaint vexatious. 	
1.7 Minor Other Reforms		
<ul style="list-style-type: none"> Other minor reforms are being considered to enhance the oversight of local government. Ministerial Circulars have traditionally been used to provide guidance to the local government sector. 	<ul style="list-style-type: none"> Potential other reforms to strengthen guidance for local governments are being considered. For example, one option being considered is the potential use of sector-wide guidance notices. Guidance notices could be published by the Minister or Inspector, to give specific direction for how local governments should meet the requirements of the Local Government Act and Regulations. For instance, the Minister could publish guidance notices to clarify the process for how potential conflicts of interests should be managed. It is also proposed (see item 1.1) that the Inspector has the power to issue notices to individual local governments to require them to rectify non-compliance with the Act or Regulations. 	<p>Supported.</p> <p>Guidance notices and templates should be prepared in consultation with LG Professionals and WALGA to ensure operational suitability and adaptability across the range of capacities that exist in the sector.</p> <p>The initial implementation guidance should come from the Director General, and subsequent corrective guidance could come from the Inspector.</p> <p>Vincent would like to see timely guidance notices relating to the application of new or amended Australian Accounting Standards, in a Local Government context, as this is a common point of frustration and confusion across the sector. This would head off significant additional time and expense during Audits, as the sector currently addresses these issues in retrospect.</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
		Any guidance notice should be cognisant of the resourcing implications.

DRAFT

Local Government Reform – Consultation on Proposed Reforms

Theme 2: Reducing Red Tape, Increasing Consistency and Simplicity

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
2.1 Resource Sharing		
<ul style="list-style-type: none"> The Act does not currently include specific provisions to allow for certain types of resource sharing – especially for sharing CEOs. Regional local governments would benefit from having clearer mechanisms for voluntary resource-sharing. 	<ul style="list-style-type: none"> Amendments are proposed to encourage and enable local governments, especially smaller regional local governments, to share resources, including Chief Executive Officers and senior employees. Local governments in bands 2, 3 or 4 would be able to appoint a shared CEO at up to two salary bands above the highest band. For example, a band 3 and a band 4 council sharing a CEO could remunerate to the level of band 1. 	<p>Supported.</p> <p>Voluntary resource-sharing has been established by the Inner-City Group formed between Vincent, Vic Park, Subiaco, Perth, and South Perth under a cooperative MoU.</p> <p>The LG Act should facilitate collaboration and innovation between Local Governments (<i>beyond boundaries and geographic restrictions</i>) if it is in public interest and provides transparent and accountable use of public funds.</p> <p>The flexibility for sharing and remunerating CEOs and other employees should be extended across all staffing categories, eg building, health, planning, rangers.</p> <p>The proposal should extend to systems as much as staff. Common systems – payroll, finance, ICT, etc – simplifies and enables the joint use of staff.</p> <p>This proposal should be designed around creating the capacity to establish a fully integrated shared</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>service function between multiple LGs.</p> <p>It may also be useful to establish a role for the Inspector in extending or terminating arrangements, given the multi-organisational impacts of such decisions.</p>
2.2 Standardisation of Crossovers		
<ul style="list-style-type: none"> Approvals and standards for crossovers (the section of driveways that run between the kerb and private property) are inconsistent between local government areas, often with very minor differences. This can create confusion and complexity for homeowners and small businesses in the construction sector. 	<ul style="list-style-type: none"> It is proposed to amend the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> to standardise the process for approving crossovers for residential properties and residential developments on local roads. A Crossover Working Group has provided preliminary advice to the Minister and DLGSC to inform this. The DLGSC will work with the sector to develop standardised design and construction standards. 	Supported.
2.3 Introduce Innovation Provisions		
<ul style="list-style-type: none"> The <i>Local Government Act 1995</i> currently has very limited provisions to allow for innovations and responses to emergencies to (such as the Shire of Bruce Rock Supermarket). 	<ul style="list-style-type: none"> New provisions are proposed to allow exemptions from certain requirements of the <i>Local Government Act 1995</i>, for: <ul style="list-style-type: none"> Short-term trials and pilot projects Urgent responses to emergencies. 	<p>Supported.</p> <p>The City supports provisions that encourage LGs to explore new and innovative approaches in an experimental environment, as long as there is clear public benefit and transparent use of public funds. Clarity is required to determine if the temporary, urgent or short-term nature of this provision will allow for the initiative to be extended if successful.</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
2.4 Streamline Local Laws		
<ul style="list-style-type: none"> Local laws are required to be reviewed every eight years. The review of local laws (especially when they are standard) has been identified as a burden for the sector. Inconsistency between local laws is frustrating for residents and business stakeholders. 	<ul style="list-style-type: none"> It is proposed that local laws would only need to be reviewed by the local government every 15 years. Local laws not reviewed in the timeframe would lapse, meaning that old laws will be automatically removed and no longer applicable. Local governments adopting Model Local Laws will have reduced advertising requirements. 	Supported.
2.5 Simplifying Approvals for Small Business and Community Events		
<ul style="list-style-type: none"> Inconsistency between local laws and approvals processes for events, street activation, and initiatives by local businesses is frustrating for business and local communities. 	<ul style="list-style-type: none"> Proposed reforms would introduce greater consistency for approvals for: <ul style="list-style-type: none"> alfresco and outdoor dining minor small business signage rules running community events. 	Supported. The City has an online permit application system to streamline instant permits to operate an outdoor eating area, display goods or portable signs.
2.6 Standardised Meeting Procedures, Including Public Question Time		
<ul style="list-style-type: none"> Local governments currently prepare individual standing order local laws. The <i>Local Government Act 1995</i> and regulations require local governments to allocate time at meetings for questions from the public. Inconsistency among the meeting procedures between local governments is a common source of complaints. 	<ul style="list-style-type: none"> To provide greater clarity for ratepayers and applicants for decisions made by council, it is proposed that the meeting procedures and standing orders for all local government meetings, including for public question time, are standardised across the State. Regulations would introduce standard requirements for public question time, and the procedures for meetings generally. Members of the public across all local governments would have the same opportunities to address council and ask questions. 	Noted. Whilst meeting procedures can be considered relatively common at a basic level, the requirements should retain flexibility, allowing procedures to adapt to local style and preference.

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
2.7 Regional Subsidiaries		
<ul style="list-style-type: none"> Initiatives by multiple local governments may be managed through formal Regional Councils, or through less formal “organisations of councils”, such as NEWROC and WESROC. These initiatives typically have to be managed by a lead local government. In 2016-17, provisions were introduced to allow for the formation of Regional Subsidiaries. Regional Subsidiaries can be formed in line with the <i>Local Government (Regional Subsidiaries) Regulations 2017</i>. So far, no Regional Subsidiary has been formed. 	<ul style="list-style-type: none"> Work is continuing to consider how Regional Subsidiaries can be best established to: <ul style="list-style-type: none"> Enable Regional Subsidiaries to provide a clear and defined public benefit for people within member local governments Provide for flexibility and innovation while ensuring appropriate transparency and accountability of ratepayer funds Where appropriate, facilitate financing of initiatives by Regional Subsidiaries within a reasonable and defined limit of risk Ensure all employees of a Regional Subsidiary have the same employment conditions as those directly employed by member local governments. 	Noted.

Theme 3: Greater Transparency & Accountability

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
3.1 Recordings and Live-Streaming of All Council Meetings		
<ul style="list-style-type: none"> Currently, local governments are only required to make written minutes of meetings. While there is no legal requirement for livestreaming or video or audio recording of council meetings, many local governments now stream and record their meetings. Complaints relating to behaviours and decisions at meetings constitute a large 	<ul style="list-style-type: none"> It is proposed that all local governments will be required to record meetings. Band 1 and 2 local governments would be required to livestream meetings and make video recordings available as public archives. Band 1 and 2 are larger local governments are generally located in larger urban areas, with generally very good telecommunications infrastructure, and many already have audio-visual equipment. 	<p>Supported.</p> <p>The live streaming of Council Briefings and Meetings has occurred since 30 May 2017.</p> <p>The recording and web streaming of Council proceedings are undertaken in accordance with the Council Proceedings – Recording and Web Streaming Policy</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>proportion of complaints about local governments.</p> <ul style="list-style-type: none"> Local governments are divided into bands with the largest falling in bands 1 and 2, and smaller local governments falling bands 3 and 4. The allocation of local governments into bands is determined by The Salaries and Allowances Tribunal based on factors¹ such as: <ul style="list-style-type: none"> Growth and development Strategic planning issues Demands and diversity of services provided to the community Total expenditure Population Staffing levels. 	<ul style="list-style-type: none"> Band 1 and 2 local governments would be required to livestream meetings and make video recordings available as public archives. Several local governments already use platforms such as YouTube, Microsoft Teams, and Vimeo to stream and publish meeting recordings. Limited exceptions would be made for meetings held outside the ordinary council chambers, where audio recordings may be used. Recognising their generally smaller scale, typically smaller operating budget, and potential to be in more remote locations, band 3 and 4 local governments would be required to record and publish audio recordings, at a minimum. These local governments would still be encouraged to livestream or video record meetings. All council meeting recordings would need to be published at the same time as the meeting minutes. Recordings of all confidential items would also need to be submitted to the DLGSC for archiving. 	<p>All confidential meeting recordings are saved in accordance with the City's Record Keeping Plan and Recordkeeping Procedure for the Management of Digital Records and Digitization</p> <p>In dot point 8 it suggests confidential items be submitted to the DLGSC for archiving. This adds additional technical and resourcing issues in order to transfer one part of a recorded meeting. This could be difficult to apply, especially when considered with different capabilities across the sector.</p> <p>An alternative approach might be that the LG is required to store and archive the recording of confidential items in accordance with the LG's Record Keeping Plan and retrieve them on request.</p>

¹ See page 3 of the [2018 Salaries and Allowance Tribunal Determination](#)

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
3.2 Recording All Votes in Council Minutes		
<ul style="list-style-type: none"> A local government is only required to record which councillor voted for or against a motion in the minutes of that meeting if a request is made by an elected member at the time of the resolution during the meeting. The existing provision does not mandate transparency. 	<ul style="list-style-type: none"> To support the transparency of decision-making by councillors, it is proposed that the individual votes cast by all councillors for all council resolutions would be required to be published in the council minutes, and identify those for, against, on leave, absent or who left the chamber. Regulations would prescribe how votes are to be consistently minuted. 	<p>Supported.</p> <p>This aligns to the City's existing practice in accordance with clause 5.3 of the City of Vincent Meeting Procedures Local Law 2008</p> <p>The City of Vincent Meeting Procedures Local Law captures the names and numbers but does not prescribe how this is minuted.</p> <p>The regulations should not go to the minutiae of prescribing exactly how this is minuted.</p>
3.3 Clearer Guidance for Meeting Items that may be Confidential		
<ul style="list-style-type: none"> The Act currently provides broad definitions of what type of matters may be discussed as a confidential item. There is limited potential for review of issues managed as confidential items under the current legislation. 	<ul style="list-style-type: none"> Recognising the importance of open and transparent decision-making, it is considered that confidential meetings and confidential meeting items should only be used in limited, specific circumstances. It is proposed to make the Act more specific in prescribing items that may be confidential, and items that should remain open to the public. Items not prescribed as being confidential could still be held as confidential items only with the prior written consent of the Inspector. All confidential items would be required to be audio recorded, with those recordings submitted to the DLGSC. 	<p>Supported.</p> <p>All confidential meeting recordings are saved in accordance with the City's Record Keeping Plan and Recordkeeping Procedure for the Management of Digital Records and Digitization</p> <p>Dot point 4 is inconsistent with the proposal to live-stream at 3.1.</p> <p>Confidential recordings should be stored and archived by the LG in accordance with Recordkeeping</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		procedures, and available to be retrieved.
3.4 Additional Online Registers		
<ul style="list-style-type: none"> Local governments are required to provide information to the community through annual reports, council minutes and the publication of information online. Consistent online publication of information can substitute for certain material in annual reports. Consistency in online reporting across the sector will provide ratepayers with better information. These registers supplement the simplification of financial statements in Theme 6. 	<ul style="list-style-type: none"> It is proposed to require local governments to report specific information in online registers on the local government's website. Regulations would prescribe the information to be included. <p>The following new registers, each updated quarterly, are proposed:</p> <ul style="list-style-type: none"> Lease Register to capture information about the leases the local government is party to (either as lessor or lessee) Community Grants Register to outline all grants and funding provided by the local government Interests Disclosure Register which collates all disclosures made by elected members about their interests related to matters considered by council Applicant Contribution Register accounting for funds collected from applicant contributions, such as cash-in-lieu for public open space and car parking Contracts Register that discloses all contracts above \$100,000. 	<p>Supported.</p> <p>The City provides information to the community through the online publication of the following registers.</p> <ul style="list-style-type: none"> Register of Common Seal Usage Register of Complaints Contracts Register Council Member Contact with Developers Register of Contribution to Travel Register of FOI Requests Register of Gifts Register of Interests Disclosed at Council Meetings Lease Register Tenders Register Community Funding Grant Register Register of Fees, Expenses and Allowances Paid to Council Members
3.5 Chief Executive Officer Key Performance Indicators (KPIs) be Published		

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> It is a requirement of the <i>Local Government Act 1995</i> that CEO performance reviews are conducted annually. The Model Standards for CEO recruitment and selection, performance review and termination require that a local government must review the performance of the CEO against contractual performance criteria. Additional performance criteria can be used for performance review by agreement between both parties. 	<ul style="list-style-type: none"> To provide for minimum transparency, it is proposed to mandate that the KPIs agreed as performance metrics for CEOs: <ul style="list-style-type: none"> Be published in council meeting minutes as soon as they are agreed prior to (before the start of the annual period) The KPIs and the results be published in the minutes of the performance review meeting (at the end of the period) The CEO has a right to provide written comments to be published alongside the KPIs and results to provide context as may be appropriate (for instance, the impact of events in that year that may have influenced the results against KPIs). 	<p>Supported.</p> <p>The CEO KPIs are published and included in Corporate Business Plan</p> <p>The Minister's rationale for this proposal centres on the role of the CEO in implementing the Council's Community Plan.</p> <p>There may be instances where a Council wishes to set professional development KPIs. Professional development KPIs and their performance results should be confidential.</p> <p>The reforms should focus on the publication of CEO KPIs relating to the management of the LG and the achievement of the SCP and CBP.</p>

Local Government Reform – Consultation on Proposed Reforms

Theme 4: Stronger Local Democracy and Community Engagement

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
4.1 Community and Stakeholder Engagement Charters		
<ul style="list-style-type: none"> There is currently no requirement for local governments to have a specific engagement charter or policy. Many local governments have introduced charters or policies for how they will engage with their community. Other States have introduced a specific requirement for engagement charters. 	<ul style="list-style-type: none"> It is proposed to introduce a requirement for local governments to prepare a community and stakeholder engagement charter which sets out how local government will communicate processes and decisions with their community. A model Charter would be published to assist local governments who wish to adopt a standard form. 	<p>Supported.</p> <p>The City's Community & Stakeholder Engagement Strategy and Community and Stakeholder Engagement Policy detail the principles on how we engage with our community</p> <p>To be consistent with the LG Act, we suggest this could be referred to as a Council policy rather than differentiated as an "Charter".</p> <p>It would also be useful for the Elected Member induction to include training in Community and Stakeholder engagement methods and best practice examples. This might also provide tools and resources for individual Elected Members to use when responding to strong community opinions, including outrage management.</p>
4.2 Ratepayer Satisfaction Surveys (Band 1 and 2 local governments only)		
<ul style="list-style-type: none"> Many local governments already commission independent surveying consultants to hold a satisfaction survey of residents/ratepayers. These surveys provide valuable data on the performance of local governments. 	<ul style="list-style-type: none"> It is proposed to introduce a requirement that every four years, all local governments in bands 1 and 2 hold an independently-managed ratepayer satisfaction survey. Results would be required to be reported publicly at a council meeting and published on the local government's website. 	<p>Supported.</p> <p>There should be some discretion for the LG to determine the focus and scope of the ratepayer satisfaction survey, and the inclusion (if any) of</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> All local governments would be required to publish a response to the results. 	peripheral or ancillary satisfaction measures or drivers.
4.3 Introduction of Preferential Voting		
<ul style="list-style-type: none"> The current voting method for local government elections is first past the post. The existing first-past-the-post does not allow for electors to express more than one preference. The candidate with the most votes wins, even if that candidate does not have a majority. Preferential voting better captures the precise intentions of voters and as a result may be regarded as a fairer and more representative system. Voters have more specific choice. 	<ul style="list-style-type: none"> Preferential voting is proposed be adopted as the method to replace the current first past the post system in local government elections. In preferential voting, voters number candidates in order of their preferences. Preferential voting is used in State and Federal elections in Western Australia (and in other states). This provides voters with more choice and control over who they elect. All other states use a form of preferential voting for local government. 	<p>Supported.</p> <p>The existing first-past-the-post (FPP) was adopted in Australia with the first Commonwealth Electoral Act of 1902 (Cth). It was replaced in 1918 with the introduction of preferential voting for elections to the House of Representatives. FPP was replaced by proportional representation for Australian Senate elections in 1948.</p> <p>FPP has been replaced by either preferential voting or proportional representation for local government elections in all other States in Australia however it was applied in WA local government elections on 1 July 1996, when the Local Government Act 1995 came into operation. Rational was that the system was simple and easy to understand, and results were quickly calculated with a low risk of error.</p> <p>Under the existing voting system, the higher the number of candidates the lower the percentage of votes</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>required for a candidate to be elected.</p> <p>Preferential voting is more democratic because of the need to obtain an absolute majority of votes.</p>
4.4 Public Vote to Elect the Mayor and President		
<ul style="list-style-type: none"> The Act currently allows local governments to have the Presiding Member (the Mayor or President) elected either: <ul style="list-style-type: none"> by the electors of the district through a public vote; or by the council as a resolution at a council meeting. 	<ul style="list-style-type: none"> Mayors and Presidents of all local governments perform an important public leadership role within their local communities. Band 1 and 2 local governments generally have larger councils than those in bands 3 and 4. Accordingly, it is proposed that the Mayor or President for all band 1 and 2 councils is to be elected through a vote of the electors of the district. Councils in bands 3 and 4 would retain the current system. A number of Band 1 and Band 2 councils have already moved towards Public Vote to Elect the Mayor and President in recent years, including City of Stirling and City of Rockingham. 	<p>Supported.</p> <p>On 3 May 2003 the City conducted a plebiscite to decide the method of vote to elect the Mayor. It was determined by 90.63% that the Mayor would be elected by the electors of the district through a public vote.</p>
4.5 Tiered Limits on the Number of Councillors		
<ul style="list-style-type: none"> The number of councillors (between 5-15 councillors) is decided by each local government, reviewed by the Local Government Advisory Board, and if approved by the Minister. The Panel Report recommended electoral reforms to improve representativeness. 	<ul style="list-style-type: none"> It is proposed to limit the number of councillors based on the population of the entire local government. Some smaller local governments have already been moving to having smaller councils to reduce costs for ratepayers. The Local Government Panel Report proposed: <ul style="list-style-type: none"> For a population of up to 5,000 – five councillors (including the President) 	<p>Noted.</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> population of between 5,000 and 75,000 – five to nine councillors (including the Mayor/President) population of above 75,000 – nine to fifteen councillors (including Mayor). 	
4.6 No Wards for Small Councils (Band 3 and 4 Councils only)		
<ul style="list-style-type: none"> A local government can make an application to be divided into wards, with councillors elected to those wards. Only about 10% of band 3 and 4 local governments currently have wards. 	<ul style="list-style-type: none"> It is proposed that the use of wards for councils in bands 3 and 4 is abolished. Wards increase the complexity of elections, as this requires multiple versions of ballot papers to be prepared for a local government's election. In smaller local governments, the population of wards can be very small. These wards often have councillors elected unopposed, or elect a councillor with a very small number of votes. Some local governments have ward councillors elected with less than 50 votes. There has been a trend in smaller local governments looking to reduce the use of wards, with only 10 councils in bands 3 and 4 still having wards. 	Noted.
4.7 Electoral Reform – Clear Lease Requirements for Candidate and Voter Eligibility		
<ul style="list-style-type: none"> A person with a lease in a local government district is eligible to nominate as a candidate in that district. A person with a lease in a local government district is eligible to apply to vote in that district. The City of Perth Inquiry Report identified a number of instances where dubious lease arrangements put to question the validity of candidates in local government elections, 	<ul style="list-style-type: none"> Reforms are proposed to prevent the use of “sham leases” in council elections. Sham leases are where a person creates a lease only to be able to vote or run as a candidate for council. The City of Perth Inquiry Report identified sham leases as an issue. Electoral rules are proposed to be strengthened: <ul style="list-style-type: none"> A minimum lease period of 12 months will be required for anyone to register a person to vote or run for council. 	Supported.

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
and subsequently their legitimacy as councillors.	<ul style="list-style-type: none"> Home based businesses will not be eligible to register a person to vote or run for council, because any residents are already the eligible voter(s) for that address. Clarifying the minimum criteria for leases eligible to register a person to vote or run for council. The reforms would include minimum lease periods to qualify as a registered business (minimum of 12 months), and the exclusion of home based businesses (where the resident is already eligible) and very small sub-leases. The basis of eligibility for each candidate (e.g. type of property and suburb of property) is proposed to be published, including in the candidate pack for electors. 	
4.8 Reform of Candidate Profiles		
<ul style="list-style-type: none"> Candidate profiles can only be 800 characters, including spaces. This is equivalent to approximately 150 words. 	<ul style="list-style-type: none"> Further work will be undertaken to evaluate how longer candidate profiles could be accommodated. Longer candidate profiles would provide more information to electors, potentially through publishing profiles online. It is important to have sufficient information available to assist electors make informed decisions when casting their vote. 	Supported.
4.9 Minor Other Electoral Reforms		
<ul style="list-style-type: none"> Other minor reforms are proposed to improve local government elections. 	<ul style="list-style-type: none"> Minor other electoral reforms are proposed to include: <ul style="list-style-type: none"> The introduction of standard processes for vote re-counts if there is a very small margin between candidates (e.g. where there is a margin of less than 10 votes a recount will always be required) The introduction of more specific rules concerning local government council candidates' use of electoral rolls. 	Supported.

Local Government Reform – Consultation on Proposed Reforms

Theme 5: Clear Roles and Responsibilities

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
5.1 Introduce Principles in the Act		
<ul style="list-style-type: none"> The Act does not currently outline specific principles. The Act contains a short “Content and Intent” section only. The Panel Report recommended greater articulation of principles 	<ul style="list-style-type: none"> It is proposed to include new principles in the Act, including: <ul style="list-style-type: none"> The recognition of Aboriginal Western Australians Tiering of local governments (with bands being as assigned by the Salaries and Allowances Tribunal) Community Engagement Financial Management. 	<p>Supported.</p> <p>The City’s Governance Framework describes the principles and key roles that guide Council in its decision-making and demonstrates to the community the processes which the City uses to achieve its strategic priorities and undertake its service delivery.</p> <p>The following five principles govern the City’s decision-making.</p> <ul style="list-style-type: none"> Culture and vision, Roles and Relationships; Decision-making & management; Accountability; and Commitment to Sustainability.
5.2 Greater Role Clarity		
<ul style="list-style-type: none"> The Act provides for the role of council, councillor, mayor or president and CEO. The role of the council is to: <ul style="list-style-type: none"> govern the local government’s affairs be responsible for the performance of the local government’s functions. 	<ul style="list-style-type: none"> The Local Government Act Review Panel recommended that roles and responsibilities of elected members and senior staff be better defined in law. It is proposed that these roles and responsibilities are further defined in the legislation. These proposed roles will be open to further consultation and input. These roles would be further strengthened through Council Communications Agreements (see item 5.3). 	<p>Supported.</p> <p>The City’s Governance Framework strengthens the roles and responsibilities defined in the Act.</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>5.2.1 - Mayor or President Role</p> <ul style="list-style-type: none"> It is proposed to amend the Act to specify the roles and responsibilities of the Mayor or President. While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Mayor or President is responsible for: <ul style="list-style-type: none"> Representing and speaking on behalf of the whole council and the local government, at all times being consistent with the resolutions of council Facilitating the democratic decision-making of council by presiding at council meetings in accordance with the Act Developing and maintaining professional working relationships between councillors and the CEO Performing civic and ceremonial duties on behalf of the local government Working effectively with the CEO and councillors in overseeing the delivery of the services, operations, initiatives and functions of the local government. 	<p>Supported.</p>
	<p>5.2.2 - Council Role</p> <ul style="list-style-type: none"> It is proposed to amend the Act to specify the roles and responsibilities of the Council, which is the entity consisting of all of the councillors and led by the Mayor or President. While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Council is responsible for: <ul style="list-style-type: none"> Making significant decisions and determining policies through democratic deliberation at council meetings Ensuring the local government is adequately resourced to deliver the local governments operations, services and functions - including all functions that support informed decision-making by council 	<p>Supported.</p> <p>At a LG sector level, it is pleasing to see the reform explicitly references Council's role in creating a safe working environment for the CEO. This responsibility was not explicitly clear within the LG Act, or within WHS legislation.</p> <p>LG Professionals have advised that the Minister has indicated that the Inspector will have initial responsibility for any investigation relating to this issue.</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> ○ Providing a safe working environment for the CEO; ○ Providing strategic direction to the CEO; ○ Monitoring and reviewing the performance of the local government. 	
	<p>5.2.3 - Elected Member (Councillor) Role</p> <ul style="list-style-type: none"> • It is proposed to amend the Act to specify the roles and responsibilities of all elected councillors. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that every elected councillor is responsible for: <ul style="list-style-type: none"> ○ Considering and representing, fairly and without bias, the current and future interests of all people who live, work and visit the district (including for councillors elected for a particular ward) ○ Positively and fairly contribute and apply their knowledge, skill, and judgement to the democratic decision-making process of council ○ Applying relevant law and policy in contributing to the decision-making of the council ○ Engaging in the effective forward planning and review of the local governments' resources, and the performance of its operations, services, and functions ○ Communicating the decisions and resolutions of council to stakeholders and the public ○ Developing and maintaining professional working relationships with all other councillors and the CEO ○ Maintaining and developing their knowledge and skills relevant to local government ○ Facilitating public engagement with local government. • It is proposed that elected members should not be able to use their title (e.g. "Councillor", "Mayor", or "President") and associated resources of their office (such as email 	Supported.

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	address) unless they are performing their role in their official capacity.	
	<p>5.2.4 - CEO Role</p> <ul style="list-style-type: none"> • The <i>Local Government Act 1995</i> requires local governments to employ a CEO to run the local government administration and implement the decisions of council. • To provide greater clarity, it is proposed to amend the Act to specify the roles and responsibilities of all local government CEOs. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the CEO of a local government is responsible for: <ul style="list-style-type: none"> ○ Coordinating the professional advice and assistance necessary for all elected members to enable the council to perform its decision-making functions ○ Facilitating the implementation of council decisions ○ Ensuring functions and decisions lawfully delegated by council are managed prudently on behalf of the council ○ Managing the effective delivery of the services, operations, initiatives and functions of the local government determined by the council ○ Providing timely and accurate information and advice to all councillors in line with the Council Communications Agreement (see item 5.3) ○ Overseeing the compliance of the operations of the local government with State and Federal legislation on behalf of the council ○ Implementing and maintaining systems to enable effective planning, management, and reporting on behalf of the council. 	Supported.

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
5.3 Council Communication Agreements		
<ul style="list-style-type: none"> The Act provides that council and committee members can have access to any information held by the local government that is relevant to the performance of the member in their functions. The availability of information is sometimes a source of conflict within local governments. 	<ul style="list-style-type: none"> In State Government, there are written Communication Agreements between Ministers and agencies that set standards for how information and advice will be provided. It is proposed that local governments will need to have Council Communications Agreements between the council and the CEO. These Council Communication Agreements would clearly specify the information that is to be provided to councillors, how it will be provided, and the timeframes for when it will be provided. A template would be published by DLGSC. This default template will come into force if a council and CEO do not make a specific other agreement within a certain timeframe following any election. 	<p>Supported.</p> <p>The Council Member – Requests/Contact with City Employees policy provides direction to Council Members on the procedure for submitting requests for information or action from Administration on matters concerning the City.</p> <p>The City supports a consistent regulated communication agreement which would replace this policy.</p> <p>To be consistent with the LG Act, we suggest this could be referred to as a Council policy rather than differentiated as an “Agreement”.</p>
5.4 Local Governments May Pay Superannuation Contributions for Elected Members		
<ul style="list-style-type: none"> Elected members are eligible to receive sitting fees or an annual allowance. Superannuation is not paid to elected members. However, councillors can currently divert part of their allowances to a superannuation fund. Councils should be reflective and representative of the people living within the district. Local governments should be empowered to remove any barriers to the 	<ul style="list-style-type: none"> It is proposed that local governments should be able to decide, through a vote of council, to pay superannuation contributions for elected members. These contributions would be additional to existing allowances. Superannuation is widely recognised as an important entitlement to provide long term financial security. Other states have already moved to allow councils to make superannuation contributions for councillors. Allowing council to provide superannuation is important part of encouraging equality for people represented on council – particularly for women and younger people. 	<p>Supported.</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
participation of gender and age diverse people on councils.	<ul style="list-style-type: none"> Providing superannuation to councillors recognises that the commitment to elected office can reduce a person's opportunity to undertake employment and earn superannuation contributions. 	
5.5 Local Governments May Establish Education Allowances		
<ul style="list-style-type: none"> Local government elected members must complete mandatory training. There is no specific allowance for undertaking further education. 	<ul style="list-style-type: none"> Local governments will have the option of contributing to the education expenses for councillors, up to a defined maximum value, for tuition costs for further education that is directly related to their role on council. Councils will be able to decide on a policy for education expenses, up to a maximum yearly value for each councillor. Councils may also decide not to make this entitlement available to elected members. Any allowance would only be able to be used for tuition fees for courses, such as training programs, diplomas, and university studies, which relate to local government. Where it is made available, this allowance will help councillors further develop skills to assist with making informed decisions on important questions before council, and also provide professional development opportunities for councillors. 	<p>Supported.</p> <p>Clarification is required with regard to who sets the defined maximum value and whether it is cumulative.</p>
5.6 Standardised Election Caretaker period		
<ul style="list-style-type: none"> There is currently no requirement for a formal caretaker period, with individual councils operating under their own policies and procedures. This is commonly a point of public confusion. 	<ul style="list-style-type: none"> A statewide caretaker period for local governments is proposed. All local governments across the State would have the same clearly defined election period, during which: <ul style="list-style-type: none"> Councils do not make major decisions with criteria to be developed defining 'major' Incumbent councillors who nominate for re-election are not to represent the local government, act on behalf of 	<p>Supported.</p> <p>The City's Council Election Period Policy provides guidance to ensure administration operates during the election period in a manner which protects the apolitical nature of the local government and avoids the use of City resources in a manner</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>the council, or use local government resources to support campaigning activities.</p> <ul style="list-style-type: none"> There are consistent election conduct rules for all candidates. 	that advantages or disadvantages a particular candidate.
5.7 Remove WALGA from the Act		
<ul style="list-style-type: none"> The Western Australian Local Government Association (WALGA) is constituted under the <i>Local Government Act 1995</i>. The Local Government Panel Report and the Select Committee Report included this recommendation. 	<ul style="list-style-type: none"> The Local Government Panel Report recommended that WALGA not be constituted under the <i>Local Government Act 1995</i>. Separating WALGA out of the Act will provide clarity that WALGA is not a State Government entity. 	Supported.
5.8 CEO Recruitment		
<ul style="list-style-type: none"> Recent amendments introduced provisions to standardise CEO recruitment. The recruitment of a CEO is a very important decision by a local government. 	<ul style="list-style-type: none"> It is proposed that DLGSC establishes a panel of approved panel members to perform the role of the independent person on CEO recruitment panels. Councils will be able to select an independent person from the approved list. Councils will still be able to appoint people outside of the panel with the approval of the Inspector. 	Supported.

Local Government Reform – Consultation on Proposed Reforms

Theme 6: Improved Financial Management and Reporting

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
6.1 Model Financial Statements and Tiered Financial Reporting		
<ul style="list-style-type: none"> The financial statements published in the Annual Report is the main financial reporting currently published by local governments. Reporting obligations are the same for large (Stirling, Perth, Fremantle) and small (Sandstone, Wiluna, Dalwallinu) local governments, even though they vary significantly in complexity. The Office of the Auditor General has said that some existing reporting requirements are unnecessary or onerous - for instance, information that is not relevant to certain local governments, or that is a duplicate of other published information. 	<ul style="list-style-type: none"> The Minister strongly believes in transparency and accountability in local government. The public rightly expects the highest standards of integrity, good governance, and prudent financial management in local government. It is critically important that clear information about the financial position of local governments is openly available to ratepayers. Financial information also supports community decision-making about local government services and projects. Local governments differ significantly in the complexity of their operations. Smaller local governments generally have much less operating complexity than larger local governments. The Office of the Auditor General has identified opportunities to improve financial reporting, to make statements clearer, and reduce unnecessary complexity. Recognising the difference in the complexity of smaller and larger local governments, it is proposed that financial reporting requirements should be tiered – meaning that larger local governments will have greater financial reporting requirements than smaller local governments. It is proposed to establish standard templates for Annual Financial Statements for band 1 and 2 councils, and simpler, clearer financial statements for band 3 and 4. Online Registers, updated quarterly (see item 3.4), would provide faster and greater transparency than current annual reports. Standard templates will be published for use by local governments. 	Supported.

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> • Simpler Strategic and Financial Planning (item 6.2) would also improve the budgeting process. 	
6.2 Simplify Strategic and Financial Planning		
<ul style="list-style-type: none"> • Requirements for plans are outlined in the Local Government Financial Management and Administration Regulations. • There is also the Integrated Planning and Reporting (IPR) framework. • While many councils successfully apply IPR to their budgeting and reporting, IPR may seem complicated or difficult, especially for smaller local governments. 	<ul style="list-style-type: none"> • Having clear information about the finances of local government is an important part of enabling informed public and ratepayer engagement and input to decision-making. • The framework for financial planning should be based around information being clear, transparent, and easy to understand for all ratepayers and members of the public. • In order to provide more consistency and clarity across the State, it is proposed that greater use of templates is introduced to make planning and reporting clearer and simpler, providing greater transparency for ratepayers. • Local governments would be required to adopt a standard set of plans, and there will be templates published by the DLGSC for use or adaption by local governments. • It is proposed that the plans that are required are: <ul style="list-style-type: none"> ○ Simplified Council Plans that replace existing Strategic Community Plans and set high-level objectives, with a new plan required at least every eight years. These will be short-form plans, with a template available from the DLGSC ○ Simplified Asset Management Plans to consistently forecast costs of maintaining the local government's assets. A new plan will be required at least every ten years, though local governments should update the plan regularly if the local government gains or disposes of major assets (e.g. land, buildings, or roads). A template will be provided, and methods of valuations will be simplified to reduce red tape ○ Simplified Long Term Financial Plans will outline any long term financial management and sustainability 	Supported.

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>issues, and any investments and debts. A template will be provided, and these plans will be required to be reviewed in detail at least every four years</p> <ul style="list-style-type: none"> ○ A new Rates and Revenue Policy (see item 6.3) that identifies the approximate value of rates that will need to be collected in future years (referencing the Asset Management Plan and Long Term Financial Plan) – providing a forecast to ratepayers (updated at least every four years) ○ The use of simple, one-page Service Proposals and Project Proposals that outline what proposed services or initiatives will cost, to be made available through council meetings. These will become Service Plans and Project Plans added to the yearly budget if approved by council. This provides clear transparency for what the functions and initiatives of the local government cost to deliver. Templates will be available for use by local governments. 	
6.3 Rates and Revenue Policy		
<ul style="list-style-type: none"> • Local governments are not required to have a rates and revenue policy. • Some councils defer rate rises, resulting in the eventual need to drastically raise rates to cover unavoidable costs – especially for the repair of infrastructure. 	<ul style="list-style-type: none"> • The Rates and Revenue Policy is proposed to increase transparency for ratepayers by linking rates to basic operating costs and the minimum costs for maintaining essential infrastructure. • A Rates and Revenue Policy would be required to provide ratepayers with a forecast of future costs of providing local government services. • The Policy would need to reflect the Asset Management Plan and the Long Term Financial Plan (see item 6.2), providing a forecast of what rates would need to be, to cover unavoidable costs. • A template would be published for use or adaption by all local governments. 	Supported.

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> The Local Government Panel Report included this recommendation. 	
6.4 Monthly Reporting of Credit Card Statements		
<ul style="list-style-type: none"> No legislative requirement. Disclosure requirements brought in by individual councils have shown significant reduction of expenditure of funds. 	<ul style="list-style-type: none"> The statements of a local government's credit cards used by local government employees will be required to be tabled at council at meetings on a monthly basis. This provides oversight of incidental local government spending. 	<p>Supported.</p> <p>The City currently complies with this requirement.</p>
6.5 Amended Financial Ratios		
<ul style="list-style-type: none"> Local governments are required to report seven ratios in their annual financial statements. These are reported on the MyCouncil website. These ratios are intended to provide an indication of the financial health of every local government. 	<ul style="list-style-type: none"> Financial ratios will be reviewed in detail, building on work already underway by the DLGSC. The methods of calculating ratios and indicators will be reviewed to ensure that the results are accurate and useful. 	<p>Supported.</p>
6.6 Audit Committees		
<ul style="list-style-type: none"> Local governments must establish an Audit Committee that has three or more persons, with the majority to be council members. The Audit Committee is to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under the Act. The Panel Report identified that Audit Committees should be expanded, including to provide improved risk management. 	<ul style="list-style-type: none"> To ensure independent oversight, it is proposed the Chair of any Audit Committee be required to be an independent person who is not on council or an employee of the local government. Audit Committees would also need to consider proactive risk management. To reduce costs, it is proposed that local governments should be able to establish shared Regional Audit Committees. The Committees would be able to include council members but would be required to include a majority of independent members and an independent chairperson. 	<p>Supported.</p> <p>The City currently complies with this requirement.</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
6.7 Building Upgrade Finance		
<ul style="list-style-type: none"> The local government sector has sought reforms that would enable local governments to provide loans to property owners to finance for building improvements. This is not currently provided for under the Act. The Local Government Panel Report included this recommendation. 	<ul style="list-style-type: none"> Reforms would allow local governments to provide loans to third parties for specific building improvements - such as cladding, heritage and green energy fixtures. This would allow local governments to lend funds to improve buildings within their district. Limits and checks and balances would be established to ensure that financial risks are proactively managed. 	<p>Supported.</p>
6.8 Cost of Waste Service to be Specified on Rates Notices		
<ul style="list-style-type: none"> No requirement for separation of waste charges on rates notice. Disclosure will increase ratepayer awareness of waste costs. The Review Panel Report included this recommendation. 	<ul style="list-style-type: none"> It is proposed that waste charges are required to be separately shown on rate notices (for all properties which receive a waste service). This would provide transparency and awareness of costs for ratepayers. 	<p>Supported.</p> <p>We require further information on the costing methodology to ensure a consistent and comparative approach across the sector.</p> <p>Clarification is required as to whether this is a separate waste charge or whether the proposal is to note the waste component within rate notices as this would have implications for pensioner rebates.</p>

Local Government Reform – Consultation on Proposed Reforms

Local Government Reform - Summary of Proposed Reforms

WALGA Advocacy Positions and Recommendations

November 2021

Local Government Reform – Consultation on Proposed Reforms

About WALGA

The WA Local Government Association (WALGA) is working for Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of 139 Western Australian Local Governments. As the united voice of Local Government in Western Australia, WALGA is an independent, membership-based organization representing and supporting the work and interests of Local Governments in Western Australia. WALGA provides an essential voice for 1,220 Elected Members, approximately 22,000 Local Government employees (16,500 Full Time Equivalent's) as well as over 2.5 million constituents of Local Governments in Western Australia.

Contacts

Nick Sloan
Chief Executive Officer
nsloan@walga.asn.au

Tony Brown
Executive Manager Governance and
Organisational Services
tbrown@walga.asn.au

James McGovern
Manager Governance and Procurement
jmcgovern@walga.asn.au

Local Government Reform – Consultation on Proposed Reforms

Local Government Act Review Process

WALGA through consultation with the Local Government Sector endorsed sector advocacy positions relating to Local Government Act amendments in March 2019 and December 2020. These advocacy positions were developed considering (but not limited to);

- The Department of Local Government, Sport and Cultural Industries (DLGSC) consultation on Act Reform (2017-2020)
- The City of Perth Inquiry Report (mid 2020)
- The State Parliament's Select Committee Report into Local Government (late 2020)

In December 2020, WALGA endorsed the following principles for any review of the Local Government Act.

Local Government Reform – WALGA Principles

That the following key principles be embodied in the Local Government Act:

1. Uphold the general competence principle currently embodied in the Local Government Act
2. Provide for a flexible, principles-based legislative framework
3. Promote a size and scale compliance regime
4. Promote enabling legislation that empowers Local Government to carry out activities beneficial to its community taking into consideration Local Governments' role in creating a sustainable and resilient community through:
 - i. Economic development
 - ii. Environmental protection, and
 - iii. Social advancement
5. Avoid red tape and 'de-clutter' the extensive regulatory regime that underpins the Local Government Act, and
6. The State Government must not assign legislative responsibilities to Local Governments unless there is provision for resources required to fulfil the responsibilities.

It is worth noting that of the above principles, items 1, 2, and 3 are addressed in these legislative reform proposals and principles 4 and 5 are partially addressed.

Local Government Reform – Consultation on Proposed Reforms

Theme 1: Early Intervention, Effective Regulation and Stronger Penalties

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
1.1 Early Intervention Powers		
<ul style="list-style-type: none"> The Act provides the means to regulate the conduct of local government staff and council members and sets out powers to scrutinise the affairs of local government. The Act provides certain limited powers to: <ul style="list-style-type: none"> Suspend or dismiss councils Appoint Commissioners Suspend or, order remedial action (such as training) for individual councillors. The Act also provides the Director General with the power to: <ul style="list-style-type: none"> Conduct Authorised Inquiries Refer allegations of serious or recurrent breaches to the State Administrative Tribunal Commence prosecution for an offence under the Act. Authorised Inquiries are a costly and a relatively slow response to significant issues. Authorised Inquiries are currently the only significant tool for addressing significant issues within a local government. The Panel Report, City of Perth Inquiry, and the Select Committee Report made various recommendations related to the establishment of a specific office for local government oversight. 	<ul style="list-style-type: none"> It is proposed to establish a Chief Inspector of Local Government (the Inspector), supported by an Office of the Local Government Inspector (the Inspectorate). The Inspector would receive minor and serious complaints about elected members. The Inspector would oversee complaints relating to local government CEOs. Local Governments would still be responsible for dealing with minor behavioural complaints. The Inspector would have powers of a standing inquiry, able to investigate and intervene in any local government where potential issues are identified. The Inspector would have the authority to assess, triage, refer, investigate, or close complaints, having regard to various public interest criteria – considering laws such as the <i>Corruption, Crime and Misconduct Act 2003</i>, the <i>Occupational Safety and Health Act 1984</i>, the <i>Building Act 2011</i>, and other legislation. The Inspector would have powers to implement minor penalties for less serious breaches of the Act, with an appeal mechanism. The Inspector would also have the power to order a local government to address non-compliance with the Act or Regulations. The Inspector would be supported by a panel of Local Government Monitors (see item 	<p><u>Current Local Government Position</u></p> <p>Items 1.1, 1.2 and 1.3 <u>generally align</u> with WALGA Advocacy Position 2.6.8 - 'Establish Office of Independent Assessor'</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> <i>Establishing an Office of the Independent Assessor to replace the Standards Panel to provide an independent body to receive, investigate and assess complaints against Elected Members and undertake inquiries.</i> <i>Remove the CEO from being involved in processing complaints.</i> <i>That an early intervention framework of monitoring to support Local Governments be provided with any associated costs to be the responsibility of the State Government.</i> <i>An external oversight model for local level behavioural complaints made under Council Member, Committee Member and Candidate Codes of Conduct, that is closely aligned to the Victorian Councillor Complaints Framework.</i> <p>Comment</p> <p>The Local Government sector is in favour of early intervention and a swift response to potentially disruptive or dysfunctional behaviours. The Proposed Reforms state 'Local Governments would still be responsible for dealing with minor behavioural complaints' and therefore do not go as far as the Sector's recent request for an external</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>1.2).</p> <ul style="list-style-type: none"> The existing Local Government Standards Panel would be replaced with a new Conduct Panel (see item 1.3). Penalties for breaches to the Local Government Act and Regulations will be reviewed and are proposed to be generally strengthened (see item 1.4). These reforms would be supported by new powers to more quickly resolve issues within local government (see items 1.5 and 1.6). 	<p>oversight model for the independent assessment of local level complaints (State Council Res: 264.5/2021 – September 2021). However this will be mitigated with the Inspector able to respond to a Local Government having unresolved matters by appointing a monitor to assist the Local Government.</p> <p>It is expected the Local Government Inspector would be funded by the State Government, however it is noted that the cost of the Local Government Monitors and the Conduct Panel would be borne by the Local Government concerned.</p> <p>Recommendation</p> <ol style="list-style-type: none"> Support the proposed reforms as they align with the sectors position on external oversight and support. Request the Minister to explore alternate mechanisms for resolving local level complaints.
1.2 Local Government Monitors		
<ul style="list-style-type: none"> There are currently no legislative powers for the provision of monitors/ temporary advisors. The DLGSC provides support and advice to local governments, however there is no existing mechanism for pre-qualified, specialised assistance to manage complex cases. 	<ul style="list-style-type: none"> A panel of Local Government Monitors would be established. Monitors could be appointed by the Inspector to go into a local government and try to resolve problems. The purpose of Monitors would be to proactively fix problems, rather than to identify blame or collect evidence. Monitors would be qualified specialists, such 	As above

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>as:</p> <ul style="list-style-type: none"> ○ Experienced and respected former Mayors, Presidents, and CEOs - to act as mentors and facilitators ○ Dispute resolution experts - to address the breakdown of professional working relationships ○ Certified Practising Accountants and other financial specialists - to assist with financial management and reporting issues ○ Governance specialists and lawyers - to assist councils resolve legal issues ○ HR and procurement experts - to help with processes like recruiting a CEO or undertaking a major land transaction. <ul style="list-style-type: none"> • Only the Inspector would have the power to appoint Monitors. • Local governments would be able to make requests to the Inspector to appoint Monitors for a specific purpose. <p>Monitor Case Study 1 – Financial Management</p> <p>The Inspector receives information that a local government is not collecting rates correctly under the <i>Local Government Act 1995</i>. Upon initial review, the Inspector identifies that there may be a problem. The Inspector appoints a Monitor who specialises in financial management in local government. The Monitor visits the local government and identifies that the system used to manage rates is not correctly issuing rates notices. The Monitor works with the local government to rectify the error, and issue corrections to impacted ratepayers.</p>	

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>Monitor Case Study 2 – Dispute Resolution</p> <p>The Inspector receives a complaint from one councillor that another councillor is repeatedly publishing derogatory personal attacks against another councillor on social media, and that the issue has not been able to be resolved at the local government level. The Inspector identifies that there has been a relationship breakdown between the two councillors due to a disagreement on council.</p> <p>The Inspector appoints a Monitor to host mediation sessions between the councillors. The Monitor works with the councillors to address the dispute. Through regular meetings, the councillors agree to a working relationship based on the council's code of conduct. After the mediation, the Monitor occasionally makes contact with both councillors to ensure there is a cordial working relationship between the councillors.</p>	
1.3 Conduct Panel		
<ul style="list-style-type: none"> The Local Government Standards Panel was established in 2007 to resolve minor breach complaints relatively quickly and provide the sector with guidance and benchmarks about acceptable standards of behaviour. Currently, the Panel makes findings about alleged breaches based on written submissions. The City of Perth Inquiry report made various recommendations that functions of the Local Government Standards Panel be reformed. 	<ul style="list-style-type: none"> The Standards Panel is proposed to be replaced with a new Local Government Conduct Panel. The Conduct Panel would be comprised of suitably qualified and experienced professionals. Sitting councillors will not be eligible to serve on the Conduct Panel. The Inspector would provide evidence to the Conduct Panel for adjudication. The Conduct Panel would have powers to impose stronger penalties – potentially including being able to suspend councillors for 	As above

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>up to three months, with an appeal mechanism.</p> <ul style="list-style-type: none"> For very serious or repeated breaches of the Local Government Act, the Conduct Panel would have the power to recommend prosecution through the courts. Any person who is subject to a complaint before the Conduct Panel would have the right to address the Conduct Panel before the Panel makes a decision. 	
1.4 Review of Penalties		
<ul style="list-style-type: none"> There are currently limited penalties in the Act for certain types of non-compliance with the Local Government Act. 	<ul style="list-style-type: none"> Penalties for breaching the Local Government Act are proposed to be strengthened. It is proposed that the suspension of councillors (for up to three months) is established as the main penalty where a councillor breaches the Local Government Act or Regulations on more than one occasion. Councillors who are disqualified would not be eligible for sitting fees or allowances. They will also not be able to attend meetings, or use their official office (such as their title or council email address). It is proposed that a councillor who is suspended multiple times may become disqualified from office. Councillors who do not complete mandatory training within a certain timeframe will also not be able to receive sitting fees or allowances. 	<p><u>Current Local Government Position</u></p> <p>Items 1.4 and 1.5 <u>expand upon</u> Advocacy Position 2.6.9 - 'Stand Down Proposal'</p> <p><i>WALGA supports, in principle, a proposal for an individual elected member to be 'stood down' from their duties when they are under investigation, have been charged, or when their continued presence prevents Council from properly discharging its functions or affects the Council's reputation, subject to further policy development work being undertaken. Further policy development of the Stand Down Provisions must involve active consultation with WALGA and specific consideration of the following issues of concern to the Sector:</i></p> <ol style="list-style-type: none"> <i>That the Department of Local Government endeavour to ensure established principles of natural justice and procedural fairness are embodied in all aspects of the proposed Stand Down Provisions; and</i> <i>That activities associated with the term 'disruptive behaviour', presented as reason to</i>

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
		<p><i>stand down a defined Elected Member on the basis their continued presence may make a Council unworkable, are thoroughly examined and clearly identified to ensure there is awareness, consistency and opportunity for avoidance.</i></p> <p>Comment The Local Government sector has long-standing advocacy positions supporting stronger penalties as a deterrent to disruptive Council Member behaviours. Clear guidance will be required to ensure there is consistent application of the power given to Presiding Members.</p> <p>Recommendation</p> <p>Supported</p>
1.5 Rapid Red Card Resolutions		
<ul style="list-style-type: none"> Currently, local governments have different local laws and standing orders that govern the way meetings run. Presiding members (Mayors and Presidents) are reliant on the powers provided in the local government standing orders local laws. Differences between local governments is a source of confusion about the powers that presiding members have to deal with disruptive behaviours at council meetings. Disruptive behaviour at council meetings is a very common cause of complaints. Having the Presiding Member be able to deal with these problems should more quickly resolve problems that occur at council meetings. 	<ul style="list-style-type: none"> It is proposed that Standing Orders are made consistent across Western Australia (see item 2.6). Published recordings of all meetings would also become standard (item 3.1). It is proposed that Presiding Members have the power to “red card” any attendee (including councillors) who unreasonably and repeatedly interrupt council meetings. This power would: <ul style="list-style-type: none"> Require the Presiding Member to issue a clear first warning If the disruptions continue, the Presiding Member will have the power to “red card” that person, who must be silent for the rest of the meeting. A councillor issued with a red card will still vote, but must not speak or move motions If the person continues to be disruptive, the 	As above

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>Presiding Member can instruct that they leave the meeting.</p> <ul style="list-style-type: none"> Any Presiding Member who uses the “red card” or ejection power will be required to notify the Inspector. Where an elected member refuses to comply with an instruction to be silent or leave, or where it can be demonstrated that the presiding member has not followed the law in using these powers, penalties can be imposed through a review by the Inspector. 	
1.6 Vexatious Complaint Referrals		
<ul style="list-style-type: none"> No current provisions. The Act already provides a requirement for Public Question Time at council meetings. 	<ul style="list-style-type: none"> Local governments already have a general responsibility to provide ratepayers and members of the public with assistance in responding to queries about the local government’s operations. Local governments should resolve queries and complaints in a respectful, transparent and equitable manner. Unfortunately, local government resources can become unreasonably diverted when a person makes repeated vexatious queries, especially after a local government has already provided a substantial response to the person’s query. It is proposed that if a person makes repeated complaints to a local government CEO that are vexatious, the CEO will have the power to refer that person’s complaints to the Inspectorate, which after assessment of the facts may then rule the complaint vexatious. 	<p>Current Local Government Position Item 1.6 <u>expands upon</u> Advocacy Position 2.6.11 – ‘Vexatious complainants in relation to FOI applications’ <i>WALGA advocates for the Freedom of Information Act 1992 (WA) to be reviewed, including consideration of:</i></p> <ol style="list-style-type: none"> 1. <i>Enabling the Information Commissioner to declare vexatious applicants similar to the provisions of section 114 of the Right to Information Act 2009 (QLD);</i> 2. <i>Enabling an agency to recover reasonable costs incurred through the processing of a Freedom of Information access application where the application is subsequently withdrawn; and</i> 3. <i>Modernisation to address the use of electronic communications and information.</i> <p>Comment The Act has been expanded significantly in recent</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
		<p>years to permit an increased level of public involvement, scrutiny and access to information relating to the decisions, operations and affairs of Local Government in WA. Introducing a means to limit capacity for unreasonable complainants to negatively impact Local Governments will provide a necessary balance between the openness and transparency of the sector and the reasonable entitlement of citizens to interact with their Local Government.</p> <p>Recommendation</p> <p>Supported</p>
1.7 Minor Other Reforms		

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> Other minor reforms are being considered to enhance the oversight of local government. Ministerial Circulars have traditionally been used to provide guidance to the local government sector. 	<ul style="list-style-type: none"> Potential other reforms to strengthen guidance for local governments are being considered. For example, one option being considered is the potential use of sector-wide guidance notices. Guidance notices could be published by the Minister or Inspector, to give specific direction for how local governments should meet the requirements of the Local Government Act and Regulations. For instance, the Minister could publish guidance notices to clarify the process for how potential conflicts of interests should be managed. It is also proposed (see item 1.1) that the Inspector has the power to issue notices to individual local governments to require them to rectify non-compliance with the Act or Regulations. 	<p><u>Current Local Government Position</u></p> <p>Item 1.7 <u>aligns</u> with Advocacy Position 2.6 - 'Support DLGSC as service provider / capacity builder'</p> <p><i>WALGA supports the continuance of the Department of Local Government, Sport and Cultural Industries as a direct service provider of compliance and recommend the Department fund its capacity building role through the utilisation of third party service providers. In addition, WALGA calls on the State Government to ensure there is proper resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995.</i></p> <p>Comment</p> <p>Operational guidance from the Department of Local Government, Sport and Cultural Industries leads to consistent understanding and application of statutory provisions by Local Government. The proposed reform that the Inspector issue non-compliance notices appears to replicate the Minister's powers under Section 9.14A – 'Notice to prevent continuing contravention'</p> <p>Recommendation</p> <p>Supported</p>

Local Government Reform – Consultation on Proposed Reforms

Theme 2: Reducing Red Tape, Increasing Consistency and Simplicity

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
2.1 Resource Sharing		
<ul style="list-style-type: none"> The Act does not currently include specific provisions to allow for certain types of resource sharing – especially for sharing CEOs. Regional local governments would benefit from having clearer mechanisms for voluntary resource-sharing. 	<ul style="list-style-type: none"> Amendments are proposed to encourage and enable local governments, especially smaller regional local governments, to share resources, including Chief Executive Officers and senior employees. Local governments in bands 2, 3 or 4 would be able to appoint a shared CEO at up to two salary bands above the highest band. For example, a band 3 and a band 4 council sharing a CEO could remunerate to the level of band 1. 	<p><u>Current Local Government Position</u></p> <p>Item 2.1 aligns with Advocacy Position 2.6 – Local Government Legislation – ‘<i>Avoid red tape and ‘de-clutter’ the extensive regulatory regime that underpins the Local Government Act</i>’ and Advocacy Position 2.3.1 - ‘Regional Collaboration’.</p> <p><i>Local Governments should be empowered to form single and joint subsidiaries, and beneficial enterprises. In addition, compliance requirements of Regional Councils should be reviewed and reduced.</i></p> <p>Comment</p> <p>The proposed reforms will rely upon statutory provisions that enable and enhance regional collaboration. Recent over-regulation of Regional Subsidiaries in 2016 resulted in no subsidiaries being formed since that time.</p> <p>Recommendation</p> <p>Supported</p>
2.2 Standardisation of Crossovers		
<ul style="list-style-type: none"> Approvals and standards for crossovers (the section of driveways that run between the kerb and private property) are inconsistent between local government areas, often with very minor differences. 	<ul style="list-style-type: none"> It is proposed to amend the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> to standardise the process for approving crossovers for residential properties and residential developments on 	<p><u>Current Local Government Position</u></p> <p>Comment</p> <p>WALGA developed the Template Crossover Guideline and Specification resource in 2017 and have been part of the Minister’s working group on</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> This can create confusion and complexity for homeowners and small businesses in the construction sector. 	<ul style="list-style-type: none"> local roads. A Crossover Working Group has provided preliminary advice to the Minister and DLGSC to inform this. The DLGSC will work with the sector to develop standardised design and construction standards. 	<p>red tape reduction that has been looking at standardisation of crossovers.</p> <p>Recommendation</p> <p>Supported</p>
2.3 Introduce Innovation Provisions		
<ul style="list-style-type: none"> The <i>Local Government Act 1995</i> currently has very limited provisions to allow for innovations and responses to emergencies to (such as the Shire of Bruce Rock Supermarket). 	<ul style="list-style-type: none"> New provisions are proposed to allow exemptions from certain requirements of the <i>Local Government Act 1995</i>, for: <ul style="list-style-type: none"> Short-term trials and pilot projects Urgent responses to emergencies. 	<p><u>Current Local Government Position</u></p> <p>There is currently no advocacy position in relation to Item 2.3.</p> <p>Comment</p> <p>It is arguable communities expect all levels of Government will apply innovative solutions to complex and emerging issues difficult to resolve by traditional means. Exemptions constructed with appropriate checks and balances, particularly where expenditure of public funds are concerned, has potential to facilitate efficient and effective outcomes.</p> <p>Recommendation</p> <p>Supported</p>
2.4 Streamline Local Laws		
<ul style="list-style-type: none"> Local laws are required to be reviewed every eight years. The review of local laws (especially when they are standard) has been identified as a burden for the sector. Inconsistency between local laws is 	<ul style="list-style-type: none"> It is proposed that local laws would only need to be reviewed by the local government every 15 years. Local laws not reviewed in the timeframe would lapse, meaning that old laws will be automatically removed and no longer 	<p><u>Current Local Government Position</u></p> <p>Items 2.4, 2.5 and 2.6 <u>expand upon</u> Advocacy Position 2.6.35 - 'Local law-making process should be simplified'.</p> <p><i>The Local Law making process should be simplified as follows:</i></p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
frustrating for residents and business stakeholders.	<p>applicable.</p> <ul style="list-style-type: none"> Local governments adopting Model Local Laws will have reduced advertising requirements. 	<ul style="list-style-type: none"> <i>The requirement to give state-wide notice should be reviewed, with consideration given to Local Governments only being required to provide local public notice;</i> <i>Eliminate the requirement to consult on local laws when a model is used;</i> <i>Consider deleting the requirement to review local laws periodically. Local Governments, by administering local laws, will determine when it is necessary to amend or revoke a local law; and</i> <i>Introduce certification of local laws by a legal practitioner in place of scrutiny by Parliament's Delegated Legislation Committee.</i> <p>Comment</p> <p>Proposed reforms meet the Sector's preference for simplified local law-making processes. Model local laws are supported, whilst recognising the models themselves will require review by State Government departments with the relevant head of power. For example, the Model Local Law (Standing Orders) 1998 formed the basis of many Local Government meeting procedures local laws but no review was completed. This model was superseded by individual local laws with added contemporary provisions. This pattern will repeat itself if model local laws are not reviewed to remain contemporary to the Sector's requirements.</p> <p>Recommendation</p> <p>Supported</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
2.5 Simplifying Approvals for Small Business and Community Events		
<ul style="list-style-type: none"> Inconsistency between local laws and approvals processes for events, street activation, and initiatives by local businesses is frustrating for business and local communities. 	<ul style="list-style-type: none"> Proposed reforms would introduce greater consistency for approvals for: <ul style="list-style-type: none"> alfresco and outdoor dining minor small business signage rules running community events. 	As above
2.6 Standardised Meeting Procedures, Including Public Question Time		
<ul style="list-style-type: none"> Local governments currently prepare individual standing order local laws. The <i>Local Government Act 1995</i> and regulations require local governments to allocate time at meetings for questions from the public. Inconsistency among the meeting procedures between local governments is a common source of complaints. 	<ul style="list-style-type: none"> To provide greater clarity for ratepayers and applicants for decisions made by council, it is proposed that the meeting procedures and standing orders for all local government meetings, including for public question time, are standardised across the State. Regulations would introduce standard requirements for public question time, and the procedures for meetings generally. Members of the public across all local governments would have the same opportunities to address council and ask questions. 	As above

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
2.7 Regional Subsidiaries		
<ul style="list-style-type: none"> Initiatives by multiple local governments may be managed through formal Regional Councils, or through less formal “organisations of councils”, such as NEWROC and WESROC. These initiatives typically have to be managed by a lead local government. In 2016-17, provisions were introduced to allow for the formation of Regional Subsidiaries. Regional Subsidiaries can be formed in line with the <i>Local Government (Regional Subsidiaries) Regulations 2017</i>. So far, no Regional Subsidiary has been formed. 	<ul style="list-style-type: none"> Work is continuing to consider how Regional Subsidiaries can be best established to: <ul style="list-style-type: none"> Enable Regional Subsidiaries to provide a clear and defined public benefit for people within member local governments Provide for flexibility and innovation while ensuring appropriate transparency and accountability of ratepayer funds Where appropriate, facilitate financing of initiatives by Regional Subsidiaries within a reasonable and defined limit of risk Ensure all employees of a Regional Subsidiary have the same employment conditions as those directly employed by member local governments. 	<p><u>Current Local Government Position</u></p> <p>Item 2.7 <u>aligns</u> with Advocacy Position 2.3.1 - ‘Regional Collaboration’</p> <p><i>Local Governments should be empowered to form single and joint subsidiaries, and beneficial enterprises. In addition, compliance requirements of Regional Councils should be reviewed and reduced.</i></p> <p>Comment</p> <p>Under the Regional Subsidiary model, two or more Local Governments are able to establish a regional subsidiary to undertake a shared service function on behalf of its constituent Local Governments. The model provides increased flexibility when compared to the Regional Local Government model because regional subsidiaries are primarily governed and regulated by a charter rather than legislation. While the regional subsidiary model’s governance structure is primarily representative, the model also allows independent and commercially focussed directors to be appointed to the board of management.</p> <p>A key advantage of the regional subsidiary model is the use of a charter, as opposed to legislation, as the primary governance and regulatory instrument. Accordingly, the legislative provisions governing the establishment of regional subsidiaries should be light, leaving most of the regulation to the regional subsidiary charter, which can be adapted to suit the specific circumstances of each regional subsidiary.</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>Recommendation</p> <p>Supported</p>

Theme 3: Greater Transparency & Accountability

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
3.1 Recordings and Live-Streaming of All Council Meetings		
<ul style="list-style-type: none"> Currently, local governments are only required to make written minutes of meetings. While there is no legal requirement for livestreaming or video or audio recording of council meetings, many local governments now stream and record their meetings. Complaints relating to behaviours and decisions at meetings constitute a large proportion of complaints about local governments. Local governments are divided into bands with the largest falling in bands 1 and 2, and 	<ul style="list-style-type: none"> It is proposed that all local governments will be required to record meetings. Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives. Band 1 and 2 are larger local governments are generally located in larger urban areas, with generally very good telecommunications infrastructure, and many already have audio-visual equipment. Band 1 and 2 local governments would be required to livestream meetings, and make 	<p><u>Current Local Government Position</u></p> <p>Item 3.1 expands upon Advocacy Position 2.6 – ‘Promote a size and scale compliance regime’ and Advocacy Position 2.6.31 - ‘Attendance at Council Meetings by Technology’</p> <p><i>A review of the ability of Elected Members to log into Council meetings should be undertaken.</i></p> <p>Comment</p> <p>Local Governments introducing electronic meeting procedures and the means for remote public attendance in response to the COVID-19</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>smaller local governments falling bands 3 and 4. The allocation of local governments into bands is determined by The Salaries and Allowances Tribunal based on factors¹ such as:</p> <ul style="list-style-type: none"> ○ Growth and development ○ Strategic planning issues ○ Demands and diversity of services provided to the community ○ Total expenditure ○ Population ○ Staffing levels. 	<p>video recordings available as public archives.</p> <ul style="list-style-type: none"> • Several local governments already use platforms such as YouTube, Microsoft Teams, and Vimeo to stream and publish meeting recordings. • Limited exceptions would be made for meetings held outside the ordinary council chambers, where audio recordings may be used. • Recognising their generally smaller scale, typically smaller operating budget, and potential to be in more remote locations, band 3 and 4 local governments would be required to record and publish audio recordings, at a minimum. These local governments would still be encouraged to livestream or video record meetings. • All council meeting recordings would need to be published at the same time as the meeting minutes. Recordings of all confidential items would also need to be submitted to the DLGSC for archiving. 	<p>pandemic led to a swift uptake of streaming Council meetings. The proposed reform that Band 1 and 2 Local Governments will only be problematic where technical capability such as reliable bandwidth impact the district.</p> <p>Recommendation</p> <p>Supported</p>

¹ See page 3 of the [2018 Salaries and Allowance Tribunal Determination](#)

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
3.2 Recording All Votes in Council Minutes		
<ul style="list-style-type: none"> A local government is only required to record which councillor voted for or against a motion in the minutes of that meeting if a request is made by an elected member at the time of the resolution during the meeting. The existing provision does not mandate transparency. 	<ul style="list-style-type: none"> To support the transparency of decision-making by councillors, it is proposed that the individual votes cast by all councillors for all council resolutions would be required to be published in the council minutes, and identify those for, against, on leave, absent or who left the chamber. Regulations would prescribe how votes are to be consistently minuted. 	<p><u>Current Local Government Position</u> There is currently no advocacy position in relation to Item 3.2.</p> <p>Comment There is an evolving common practice that Council Minutes record the vote of each Council Member present at a meeting.</p> <p>Recommendation</p> <p>Supported</p>
3.3 Clearer Guidance for Meeting Items that may be Confidential		
<ul style="list-style-type: none"> The Act currently provides broad definitions of what type of matters may be discussed as a confidential item. There is limited potential for review of issues managed as confidential items under the current legislation. 	<ul style="list-style-type: none"> Recognising the importance of open and transparent decision-making, it is considered that confidential meetings and confidential meeting items should only be used in limited, specific circumstances. It is proposed to make the Act more specific in prescribing items that may be confidential, and items that should remain open to the public. Items not prescribed as being confidential could still be held as confidential items only with the prior written consent of the Inspector. All confidential items would be required to be audio recorded, with those recordings submitted to the DLGSC. 	<p><u>Current Local Government Position</u> There is currently no advocacy position in relation to Item 3.3.</p> <p>Comment Clarifying the provisions of the Act has broad support within the sector. New reforms requiring Local Governments to video or audio record Council meetings (Item 3.1) will add to the formal record of proceedings that includes written Minutes. While being supported, the requirement to provide audio recordings of confidential matters to the DLGSC is queried on the basis that written and audio records can be readily accessed from a Local Government if required.</p> <p>Recommendation</p> <p>Supported</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
3.4 Additional Online Registers		
<ul style="list-style-type: none"> Local governments are required to provide information to the community through annual reports, council minutes and the publication of information online. Consistent online publication of information can substitute for certain material in annual reports. Consistency in online reporting across the sector will provide ratepayers with better information. These registers supplement the simplification of financial statements in Theme 6. 	<ul style="list-style-type: none"> It is proposed to require local governments to report specific information in online registers on the local government's website. Regulations would prescribe the information to be included. <p>The following new registers, each updated quarterly, are proposed:</p> <ul style="list-style-type: none"> Lease Register to capture information about the leases the local government is party to (either as lessor or lessee) Community Grants Register to outline all grants and funding provided by the local government Interests Disclosure Register which collates all disclosures made by elected members about their interests related to matters considered by council Applicant Contribution Register accounting for funds collected from applicant contributions, such as cash-in-lieu for public open space and car parking Contracts Register that discloses all contracts above \$100,000. 	<p><u>Current Local Government Position</u> There is currently no advocacy position in relation to Item 3.4.</p> <p>Comment This proposal follows recent Act amendments that ensure a range of information is published on Local Government websites. WALGA has sought clarity that the contracts register excludes contracts of employment.</p> <p>Recommendation</p> <p>Supported</p>
3.5 Chief Executive Officer Key Performance Indicators (KPIs) be Published		
<ul style="list-style-type: none"> It is a requirement of the <i>Local Government Act 1995</i> that CEO performance reviews are conducted annually. The Model Standards for CEO recruitment and selection, performance review and 	<ul style="list-style-type: none"> To provide for minimum transparency, it is proposed to mandate that the KPIs agreed as performance metrics for CEOs: <ul style="list-style-type: none"> Be published in council meeting minutes as soon as they are agreed prior to (before the start of the annual period) 	<p><u>Current Local Government Position</u> There is currently no advocacy position in relation to Item 3.5.</p> <p>Comment In principle, this proposal has some merit and would be particularly effective if all CEO KPIs</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>termination require that a local government must review the performance of the CEO against contractual performance criteria.</p> <ul style="list-style-type: none"> Additional performance criteria can be used for performance review by agreement between both parties. 	<ul style="list-style-type: none"> The KPIs and the results be published in the minutes of the performance review meeting (at the end of the period) The CEO has a right to provide written comments to be published alongside the KPIs and results to provide context as may be appropriate (for instance, the impact of events in that year that may have influenced the results against KPIs). 	<p>consistently reflect Strategic Community Plans and Corporate Business Plans of Local Governments, together with KPIs reflective of the CEO's statutory functions under Section 5.41 of the Act. This approach would inform the community of the CEO's performance related to the strategic direction and operational function of the Local Government.</p> <p>In practice, the drafting of statutory provisions will require sensitive consideration of certain KPIs i.e. those relating to issues affecting the workplace or identified risk-based concerns, to reflect the way Audit Committees currently deal with some internal control, risk and legislative compliance issues confidentially. This approach will protect the interests of Local Governments and other parties associated with such KPIs. It would be prudent for exemptions to be provided, based on matters of confidentiality.</p> <p>The proposed reforms and recent Act amendments signal a clear intent to permit closer community involvement and scrutiny of Local Government. However, negative consequences are likely if Local Government Council's responsibility as the employing authority of the CEO became blurred due to perceived community entitlement to comment, question and influence KPIs and the performance review process.</p> <p>Additionally, the publication of CEO KPI's will elevate this employment position to a high degree of public scrutiny seldom evident in the public or private sector, if at all. It is worth investigating whether the proposed reforms</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>considered whether this factor could impact on the recruitment of CEO's, particularly from outside the Local Government sector.</p> <p>The results of performance reviews should be confidential information between the employer and employee and should not be published and should remain within the confidential human resource records of the organisation.</p> <p>Recommendation</p> <ol style="list-style-type: none"> 1. Conditionally Support the reporting of CEO KPIs that are consistent with the strategic direction and operational function of the Local Government, subject to exemptions for publishing KPI's of a confidential nature; 2. Do not support the results of performance reviews being published.

Theme 4: Stronger Local Democracy and Community Engagement

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
4.1 Community and Stakeholder Engagement Charters		
<ul style="list-style-type: none"> • There is currently no requirement for local governments to have a specific engagement charter or policy. • Many local governments have introduced charters or policies for how they will engage with their community. • Other States have introduced a specific 	<ul style="list-style-type: none"> • It is proposed to introduce a requirement for local governments to prepare a community and stakeholder engagement charter which sets out how local government will communicate processes and decisions with their community. • A model Charter would be published to assist 	<p><u>Current Local Government Position</u></p> <p>Items 4.1 and 4.2 generally align with Advocacy Position 2.6.34 - 'Support responsive, aspirational and innovative community engagement principles'</p> <p><i>The Local Government sector supports:</i></p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
requirement for engagement charters.	local governments who wish to adopt a standard form.	<p><i>1. Responsive, aspirational and innovative community engagement principles</i></p> <p><i>2. Encapsulation of aims and principles in a community engagement policy, and</i></p> <p><i>3. The option of hosting an Annual Community Meeting to present on past performance and outline future prospects and plans.</i></p> <p>Comment As indicated in Item 4.1 commentary, many Local Governments have already developed stakeholder engagement charters, or similar engagement strategies, that reflect their unique communities of interest. The development of guidance by the DLGSC, based on standards such as the International Standard for Public Participation practice, is supported in favour of taking a prescriptive approach or conducting a survey for the sake of a survey.</p> <p>Item 4.2 has potential to provide benchmarking of community satisfaction levels across Band 1 and 2 Local Governments.</p> <p>Recommendation</p> <p>Supported</p>
4.2 Ratepayer Satisfaction Surveys (Band 1 and 2 local governments only)		
<ul style="list-style-type: none"> Many local governments already commission independent surveying consultants to hold a satisfaction survey of residents/ratepayers. These surveys provide valuable data on the performance of local governments. 	<ul style="list-style-type: none"> It is proposed to introduce a requirement that every four years, all local governments in bands 1 and 2 hold an independently-managed ratepayer satisfaction survey. Results would be required to be reported publicly at a council meeting and published on 	As above

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>the local government's website.</p> <ul style="list-style-type: none"> All local governments would be required to publish a response to the results. 	
4.3 Introduction of Preferential Voting		
<ul style="list-style-type: none"> The current voting method for local government elections is first past the post. The existing first-past-the-post does not allow for electors to express more than one preference. The candidate with the most votes wins, even if that candidate does not have a majority. Preferential voting better captures the precise intentions of voters and as a result may be regarded as a fairer and more representative system. Voters have more specific choice. 	<ul style="list-style-type: none"> Preferential voting is proposed be adopted as the method to replace the current first past the post system in local government elections. In preferential voting, voters number candidates in order of their preferences. Preferential voting is used in State and Federal elections in Western Australia (and in other states). This provides voters with more choice and control over who they elect. All other states use a form of preferential voting for local government. 	<p><u>Current Local Government Position</u></p> <p>Item 4.3 <u>does not align</u> with Advocacy Position 2.5.1 – 'First Past the Post voting system'</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> <i>Four year terms with a two year spill</i> <i>Greater participation in Local Government elections</i> <i>The option to hold elections through:</i> <ul style="list-style-type: none"> <i>Online voting</i> <i>Postal voting, and</i> <i>In-person voting</i> <i>Voting at Local Government elections to be voluntary</i> <i>The first past the post method of counting votes</i> <p>Comment</p> <p>It should be noted that the sector's advocacy against compulsory voting and "All in All out" 4 year terms has been successful and these items are not included in the reform proposals.</p> <p>The introduction of preferential voting will be a return to the system of voting prior to the <i>Local Government Act 1995</i>. The Local Government Advisory Board reported on voting systems in 2006 (<i>'Local Government Structural Reform in Western Australia: Ensuring the Future Sustainability of Communities'</i>) and provided the following comments in support of both first past</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>the post voting and preferential voting: <i>'Comments in support of retaining first past the post include:</i></p> <ul style="list-style-type: none"> <i>• Quick to count. Preferential voting is time consuming to count.</i> <i>• Easily understood.</i> <i>• Removes politics out of campaigning. Preferential will encourage alliances formed for the distribution of preferences and party politics into local government.</i> <i>• Preferential voting allows election rigging through alliances or 'dummy' candidates.</i> <i>• In a preferential system, the person that receives the highest number of first preference votes does not necessarily get elected.'</i> <p><i>'Comments in support of replacing first past the post include:</i></p> <ul style="list-style-type: none"> <i>• Preferential voting is more democratic and removes an area of confusion.</i> <i>• Preferential voting ensures that the most popular candidates are elected who best reflect the will of the voters.</i> <i>• Preferential system should be introduced. In FPP elections, candidates work together to get votes for each other. Preferential would make it more difficult for this practice to take place.</i> <i>• FPP does not adequately reflect the wishes of electors when there are three candidates or more.</i> <i>• FPP is unsuitable when there is more than one vacancy.</i> <i>• Allows for a greater representation from a range of interest groups and prevents domination of elections by mainstream party politics.'</i> <p>The Sector supports first past the post voting for</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>its simplicity and fundamental apolitical nature, therefore the proposed reforms are not supported. Feedback is sought to ensure the advocacy position for first past the post elections remains the preferred option.</p> <p>Recommendation Not currently supported - Local Government feedback requested</p>
4.4 Public Vote to Elect the Mayor and President		
<ul style="list-style-type: none"> The Act currently allows local governments to have the Presiding Member (the Mayor or President) elected either: <ul style="list-style-type: none"> by the electors of the district through a public vote; or by the council as a resolution at a council meeting. 	<ul style="list-style-type: none"> Mayors and Presidents of all local governments perform an important public leadership role within their local communities. Band 1 and 2 local governments generally have larger councils than those in bands 3 and 4. Accordingly, it is proposed that the Mayor or President for all band 1 and 2 councils is to be elected through a vote of the electors of the district. Councils in bands 3 and 4 would retain the current system. A number of Band 1 and Band 2 councils have already moved towards Public Vote to Elect the Mayor and President in recent years, including City of Stirling and City of Rockingham. 	<p><u>Current Local Government Position</u></p> <p>Item 4.4 does not align with Advocacy Position 2.5.2 - 'Election of Mayors and Presidents be at the discretion of Local Government.'</p> <p><i>Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.</i></p> <p>Comment There are 43 Band 1 and 2 Local Governments with 22 popularly electing the Mayor or President: Band 1 - 15 Band 2 - 7</p> <p>The remaining 21 Local Governments have a Council-elected Mayor or President. The cited examples of the City of Rockingham and City of Stirling electors determining by referendum to change the process for electing the Mayor are examples of the current system working as</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		intended. There is no evidence of elector support for uniform direct election of Mayors. Recommendation Not currently supported - Local Government feedback requested
4.5 Tiered Limits on the Number of Councillors		
<ul style="list-style-type: none"> The number of councillors (between 5-15 councillors) is decided by each local government, reviewed by the Local Government Advisory Board, and if approved by the Minister. The Panel Report recommended electoral reforms to improve representativeness. 	<ul style="list-style-type: none"> It is proposed to limit the number of councillors based on the population of the entire local government. Some smaller local governments have already been moving to having smaller councils to reduce costs for ratepayers. The Local Government Panel Report proposed: <ul style="list-style-type: none"> For a population of up to 5,000 – five councillors (including the President) population of between 5,000 and 75,000 – five to nine councillors (including the Mayor/President) population of above 75,000 – nine to fifteen councillors (including Mayor). 	<p><u>Current Local Government Position</u></p> <p>Item 4.5 does not align with Advocacy Position 2.5.1 – ‘Councils consist of between six and 15 (including the Mayor/President)’</p> <p><i>Local Governments being enabled to determine the number of Elected Members required on the Council between six and 15 (including the Mayor/President)</i></p> <p>Comment</p> <p>The proposed reform to restrict Local Governments with populations under 5,000 to 5 Council Members does not reflect the varied communities of interest within this grouping. Some Local Governments are essentially regional centres such as the Shires of Katanning (9), Dandaragan (9), Merredin (9), Moora (9) and Northampton (9) (current Councillor numbers bracketed). Local Governments such as the Shire of Ngaanyatjarraku (9) manage substantial land areas, manage isolated communities such as the Shire of Meekatharra (7) and culturally diverse communities such as the Shire of Christmas Island (9). Some Local Governments with populations up to 5,000 warrant a greater</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>number of Councillors to effectively share the representative role that Council Members play within their communities.</p> <p>The additional proposed reforms in population categories over 5,000 generally reflect the current Councillor numbers.</p> <p>Recommendation</p> <p>Recommend 5 to 7 Council Members for populations up to 5,000 and support the remaining proposed reforms.</p>
4.6 No Wards for Small Councils (Band 3 and 4 Councils only)		
<ul style="list-style-type: none"> A local government can make an application to be divided into wards, with councillors elected to those wards. Only about 10% of band 3 and 4 local governments currently have wards. 	<ul style="list-style-type: none"> It is proposed that the use of wards for councils in bands 3 and 4 is abolished. Wards increase the complexity of elections, as this requires multiple versions of ballot papers to be prepared for a local government's election. In smaller local governments, the population of wards can be very small. These wards often have councillors elected unopposed, or elect a councillor with a very small number of votes. Some local governments have ward councillors elected with less than 50 votes. There has been a trend in smaller local governments looking to reduce the use of wards, with only 10 councils in bands 3 and 4 still having wards. 	<p><u>Current Local Government Position</u></p> <p>There are no advocacy positions in relation to Items 4.6, 4.7, 4.8 or 4.9.</p> <p><u>Comment</u></p> <p>The proposed reform to discontinue wards in Band 3 and 4 Local Governments brings alignment with the majority and provides that affected Local Governments will no longer have to conduct 8 year ward reviews or make representation to the Local Government Advisory Board to revert to a no wards system.</p> <p>Remaining proposed reforms will improve and clarify election processes.</p> <p>Recommendation</p> <p>Supported</p>

Local Government Reform – Consultation on Proposed Reforms

4.7 Electoral Reform – Clear Lease Requirements for Candidate and Voter Eligibility		
<ul style="list-style-type: none"> • A person with a lease in a local government district is eligible to nominate as a candidate in that district. • A person with a lease in a local government district is eligible to apply to vote in that district. • The City of Perth Inquiry Report identified a number of instances where dubious lease arrangements put to question the validity of candidates in local government elections, and subsequently their legitimacy as councillors. 	<ul style="list-style-type: none"> • Reforms are proposed to prevent the use of “sham leases” in council elections. Sham leases are where a person creates a lease only to be able to vote or run as a candidate for council. • The City of Perth Inquiry Report identified sham leases as an issue. • Electoral rules are proposed to be strengthened: <ul style="list-style-type: none"> ○ A minimum lease period of 12 months will be required for anyone to register a person to vote or run for council. ○ Home based businesses will not be eligible to register a person to vote or run for council, because any residents are already the eligible voter(s) for that address. ○ Clarifying the minimum criteria for leases eligible to register a person to vote or run for council. • The reforms would include minimum lease periods to qualify as a registered business (minimum of 12 months), and the exclusion of home based businesses (where the resident is already eligible) and very small sub-leases. • The basis of eligibility for each candidate (e.g. type of property and suburb of property) is proposed to be published, including in the candidate pack for electors. 	As above
4.8 Reform of Candidate Profiles		

Local Government Reform – Consultation on Proposed Reforms

<ul style="list-style-type: none"> Candidate profiles can only be 800 characters, including spaces. This is equivalent to approximately 150 words. 	<ul style="list-style-type: none"> Further work will be undertaken to evaluate how longer candidate profiles could be accommodated. Longer candidate profiles would provide more information to electors, potentially through publishing profiles online. It is important to have sufficient information available to assist electors make informed decisions when casting their vote. 	As above
4.9 Minor Other Electoral Reforms		
<ul style="list-style-type: none"> Other minor reforms are proposed to improve local government elections. 	<ul style="list-style-type: none"> Minor other electoral reforms are proposed to include: <ul style="list-style-type: none"> The introduction of standard processes for vote re-counts if there is a very small margin between candidates (e.g. where there is a margin of less than 10 votes a recount will always be required) The introduction of more specific rules concerning local government council candidates' use of electoral rolls. 	As above

Theme 5: Clear Roles and Responsibilities

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
5.1 Introduce Principles in the Act		
<ul style="list-style-type: none"> The Act does not currently outline specific principles. The Act contains a short "Content and Intent" section only. The Panel Report recommended greater articulation of principles 	<ul style="list-style-type: none"> It is proposed to include new principles in the Act, including: <ul style="list-style-type: none"> The recognition of Aboriginal Western Australians Tiering of local governments (with bands being as assigned by the Salaries and Allowances Tribunal) 	<p><u>Current Local Government Position</u> Item 5.1 <u>generally aligns</u> with Advocacy Position 2.6 - Legislative Intent <i>Provide flexible, principles-based legislative framework.</i> Recommendation</p> <p>Supported</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> Community Engagement Financial Management. 	
5.2 Greater Role Clarity		
<ul style="list-style-type: none"> The Act provides for the role of council, councillor, mayor or president and CEO. The role of the council is to: <ul style="list-style-type: none"> govern the local government's affairs be responsible for the performance of the local government's functions. 	<ul style="list-style-type: none"> The Local Government Act Review Panel recommended that roles and responsibilities of elected members and senior staff be better defined in law. It is proposed that these roles and responsibilities are further defined in the legislation. These proposed roles will be open to further consultation and input. These roles would be further strengthened through Council Communications Agreements (see item 5.3). 	<p><u>Current Local Government Position</u></p> <p>Item 5.2 <u>aligns</u> with Advocacy Position 2.6.36 - 'Roles and Responsibilities'</p> <p><i>That clarification of roles and responsibilities for Mayors/ Presidents, Councillors and CEOs be reviewed to ensure that there is no ambiguity.</i></p> <p>Recommendation</p> <p>Supported</p>
	<p>5.2.1 - Mayor or President Role</p> <ul style="list-style-type: none"> It is proposed to amend the Act to specify the roles and responsibilities of the Mayor or President. While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Mayor or President is responsible for: <ul style="list-style-type: none"> Representing and speaking on behalf of the whole council and the local government, at all times being consistent with the resolutions of council Facilitating the democratic decision-making of council by presiding at council meetings in accordance with the Act Developing and maintaining professional working relationships between councillors 	As above

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>and the CEO</p> <ul style="list-style-type: none"> ○ Performing civic and ceremonial duties on behalf of the local government ○ Working effectively with the CEO and councillors in overseeing the delivery of the services, operations, initiatives and functions of the local government. 	
	<p>5.2.2 - Council Role</p> <ul style="list-style-type: none"> • It is proposed to amend the Act to specify the roles and responsibilities of the Council, which is the entity consisting of all of the councillors and led by the Mayor or President. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Council is responsible for: <ul style="list-style-type: none"> ○ Making significant decisions and determining policies through democratic deliberation at council meetings ○ Ensuring the local government is adequately resourced to deliver the local governments operations, services and functions - including all functions that support informed decision-making by council ○ Providing a safe working environment for the CEO; ○ Providing strategic direction to the CEO; ○ Monitoring and reviewing the performance of the local government. 	As above

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>5.2.3 - Elected Member (Councillor) Role</p> <ul style="list-style-type: none"> • It is proposed to amend the Act to specify the roles and responsibilities of all elected councillors. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that every elected councillor is responsible for: <ul style="list-style-type: none"> ○ Considering and representing, fairly and without bias, the current and future interests of all people who live, work and visit the district (including for councillors elected for a particular ward) ○ Positively and fairly contribute and apply their knowledge, skill, and judgement to the democratic decision-making process of council ○ Applying relevant law and policy in contributing to the decision-making of the council ○ Engaging in the effective forward planning and review of the local governments' resources, and the performance of its operations, services, and functions ○ Communicating the decisions and resolutions of council to stakeholders and the public ○ Developing and maintaining professional working relationships with all other councillors and the CEO ○ Maintaining and developing their knowledge and skills relevant to local government 	As above

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> ○ Facilitating public engagement with local government. • It is proposed that elected members should not be able to use their title (e.g. “Councillor”, “Mayor”, or “President”) and associated resources of their office (such as email address) unless they are performing their role in their official capacity. 	
	<p>5.2.4 - CEO Role</p> <ul style="list-style-type: none"> • The <i>Local Government Act 1995</i> requires local governments to employ a CEO to run the local government administration and implement the decisions of council. • To provide greater clarity, it is proposed to amend the Act to specify the roles and responsibilities of all local government CEOs. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the CEO of a local government is responsible for: <ul style="list-style-type: none"> ○ Coordinating the professional advice and assistance necessary for all elected members to enable the council to perform its decision-making functions ○ Facilitating the implementation of council decisions ○ Ensuring functions and decisions lawfully delegated by council are managed prudently on behalf of the council ○ Managing the effective delivery of the services, operations, initiatives and functions of the local government determined by the council 	As above

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> Providing timely and accurate information and advice to all councillors in line with the Council Communications Agreement (see item 5.3) Overseeing the compliance of the operations of the local government with State and Federal legislation on behalf of the council Implementing and maintaining systems to enable effective planning, management, and reporting on behalf of the council. 	

5.3 Council Communication Agreements

<ul style="list-style-type: none"> The Act provides that council and committee members can have access to any information held by the local government that is relevant to the performance of the member in their functions. The availability of information is sometimes a source of conflict within local governments. 	<ul style="list-style-type: none"> In State Government, there are written Communication Agreements between Ministers and agencies that set standards for how information and advice will be provided. It is proposed that local governments will need to have Council Communications Agreements between the council and the CEO. These Council Communication Agreements would clearly specify the information that is to be provided to councillors, how it will be provided, and the timeframes for when it will be provided. A template would be published by DLGSC. This default template will come into force if a council and CEO do not make a specific other agreement within a certain timeframe following any election. 	<p><u>Current Local Government Position</u></p> <p>There is no advocacy position in relation to Item 5.3.</p> <p><u>Comment</u></p> <p>The availability of information not already in the public domain to Councillors under Section 5.92 of the Act can become contentious in the absence of a clear statement in support of the function the Council Member is performing. This can place CEO's in the invidious position of ruling on the availability of a record of the Local Government, when it is also their function under Section 5.41(h) of the Act to <i>'ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law'</i>.</p> <p>Consistent availability of information motivates this proposed reform and it does not appear that</p>
--	--	---

Local Government Reform – Consultation on Proposed Reforms

		<p>individual Council Communication Agreements will be a means to that end. There is a better case for a uniform approach in the form of a regulated Agreement, in much the same way that the Communication Agreements between Ministers and agencies are based on provisions of the <i>Public Sector Management Act 1994</i>.</p> <p>Recommendation</p> <p>Support a consistent, regulated Communications Agreement.</p>
5.4 Local Governments May Pay Superannuation Contributions for Elected Members		
<ul style="list-style-type: none"> Elected members are eligible to receive sitting fees or an annual allowance. Superannuation is not paid to elected members. However, councillors can currently divert part of their allowances to a superannuation fund. Councils should be reflective and representative of the people living within the district. Local governments should be empowered to remove any barriers to the participation of gender and age diverse people on councils. 	<ul style="list-style-type: none"> It is proposed that local governments should be able to decide, through a vote of council, to pay superannuation contributions for elected members. These contributions would be additional to existing allowances. Superannuation is widely recognised as an important entitlement to provide long term financial security. Other states have already moved to allow councils to make superannuation contributions for councillors. Allowing council to provide superannuation is important part of encouraging equality for people represented on council – particularly for women and younger people. Providing superannuation to councillors recognises that the commitment to elected office can reduce a person's opportunity to undertake employment and earn superannuation contributions. 	<p><u>Current Local Government Position</u></p> <p>There is no advocacy position in relation to Item 5.4.</p> <p>Comment</p> <p>WALGA was in the process of consulting with the sector when this reform was announced. The feedback to date from Local Governments varied. The proposed discretionary approach will permit Local Governments to exercise general competence powers to make their own determination on paying superannuation to Council Members.</p> <p>Recommendation</p> <p>Supported</p>

Local Government Reform – Consultation on Proposed Reforms

5.5 Local Governments May Establish Education Allowances		
<ul style="list-style-type: none"> Local government elected members must complete mandatory training. There is no specific allowance for undertaking further education. 	<ul style="list-style-type: none"> Local governments will have the option of contributing to the education expenses for councillors, up to a defined maximum value, for tuition costs for further education that is directly related to their role on council. Councils will be able to decide on a policy for education expenses, up to a maximum yearly value for each councillor. Councils may also decide not to make this entitlement available to elected members. Any allowance would only be able to be used for tuition fees for courses, such as training programs, diplomas, and university studies, which relate to local government. Where it is made available, this allowance will help councillors further develop skills to assist with making informed decisions on important questions before council, and also provide professional development opportunities for councillors. 	<p><u>Current Local Government Position</u></p> <p>Item 5.5 <u>generally aligns</u> with Advocacy Position 2.8 - Elected Member Training</p> <p><i>Support Local Governments being required to establish an Elected Member Training Policy to encourage training and include budgetary provision of funding for Elected Members;</i></p> <p>Comment</p> <p>The proposal augments recent Act amendments that require Local Governments to adopt a professional development policy for Council Members. Many Local Governments now budget for training requirements that align with the policy statement.</p> <p>Recommendation</p> <p>Supported</p>

Local Government Reform – Consultation on Proposed Reforms

5.6 Standardised Election Caretaker period		
<ul style="list-style-type: none"> There is currently no requirement for a formal caretaker period, with individual councils operating under their own policies and procedures. This is commonly a point of public confusion. 	<ul style="list-style-type: none"> A statewide caretaker period for local governments is proposed. All local governments across the State would have the same clearly defined election period, during which: <ul style="list-style-type: none"> Councils do not make major decisions with criteria to be developed defining 'major' Incumbent councillors who nominate for re-election are not to represent the local government, act on behalf of the council, or use local government resources to support campaigning activities. There are consistent election conduct rules for all candidates. 	<p><u>Current Local Government Position</u> There is no advocacy position in relation to Item 5.6</p> <p><u>Comment</u> WALGA developed a template Caretaker Policy in 2017 on request for a consistent approach. There are no know instances where Caretaker Policy have led to unforeseen or unmanageable consequences impacting on decision-making functions.</p> <p><u>Recommendation</u></p> <p>Supported</p>

Local Government Reform – Consultation on Proposed Reforms

5.7 Remove WALGA from the Act		
<ul style="list-style-type: none"> The Western Australian Local Government Association (WALGA) is constituted under the <i>Local Government Act 1995</i>. The Local Government Panel Report and the Select Committee Report included this recommendation. 	<ul style="list-style-type: none"> The Local Government Panel Report recommended that WALGA not be constituted under the <i>Local Government Act 1995</i>. Separating WALGA out of the Act will provide clarity that WALGA is not a State Government entity. 	<p><u>Current Local Government Position</u> There is no advocacy position in relation to Item 5.7.</p> <p><u>Comment</u> WALGA is conducting its own due diligence on this proposal, previously identified in the Local Government Review Panel Report. The outcome of this reform would require a transition of WALGA from a body constituted under the Act to an incorporated association. It is important to the Local Government sector that the provisions relating to the mutual self-insurance scheme and tender exempt prequalified supply panels remain in the Act and are not affected by this proposal. Further work is being carried out by WALGA to fully understand the effect this proposal will have on WALGA and the sector.</p> <p><u>Recommendation</u> WALGA to undertake its due diligence on this proposal and advise the sector accordingly.</p>

Local Government Reform – Consultation on Proposed Reforms

5.8 CEO Recruitment		
<ul style="list-style-type: none"> Recent amendments introduced provisions to standardise CEO recruitment. The recruitment of a CEO is a very important decision by a local government. 	<ul style="list-style-type: none"> It is proposed that DLGSC establishes a panel of approved panel members to perform the role of the independent person on CEO recruitment panels. Councils will be able to select an independent person from the approved list. Councils will still be able to appoint people outside of the panel with the approval of the Inspector. 	<p><u>Current Local Government Position</u> There is no advocacy position in relation to Item 5.8.</p> <p>Comment The proposed reform augments the CEO Standards in relation to recruitment introduced in February 2021.</p> <p>Recommendation Supported</p>

Theme 6: Improved Financial Management and Reporting

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
6.1 Model Financial Statements and Tiered Financial Reporting		
<ul style="list-style-type: none"> The financial statements published in the Annual Report is the main financial reporting currently published by local governments. Reporting obligations are the same for large (Stirling, Perth, Fremantle) and small (Sandstone, Wiluna, Dalwallinu) local governments, even though they vary significantly in complexity. The Office of the Auditor General has said that some existing reporting requirements are unnecessary or onerous - for instance, information that is not relevant to certain local governments, or that is a duplicate of other published information. 	<ul style="list-style-type: none"> The Minister strongly believes in transparency and accountability in local government. The public rightly expects the highest standards of integrity, good governance, and prudent financial management in local government. It is critically important that clear information about the financial position of local governments is openly available to ratepayers. Financial information also supports community decision-making about local government services and projects. Local governments differ significantly in the complexity of their operations. Smaller local governments generally have much less operating complexity than larger local governments. The Office of the Auditor General has identified opportunities to improve financial 	<p><u>Current Local Government Position</u> Items 6.1 and 6.2 generally align with Advocacy Position 2.6 – Support a size and scale compliance regime and Advocacy Position 2.6.24 – Financial Management and Procurement.</p> <p><i>The Local Government sector:</i></p> <ol style="list-style-type: none"> <i>Requests the Minister for Local Government to direct the Department of Local Government to prepare a Model set of Financial Statements and Annual Budget Statements for the Local Government sector, in consultation with the Office of the Auditor General.</i> <i>Requests the Department of Local Government to re-assess the amount of detail required to be included in annual financial reports, in particular for small and medium sized entities as suggested by the Office of Auditor General.</i>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>reporting, to make statements clearer, and reduce unnecessary complexity.</p> <ul style="list-style-type: none"> Recognising the difference in the complexity of smaller and larger local governments, it is proposed that financial reporting requirements should be tiered – meaning that larger local governments will have greater financial reporting requirements than smaller local governments. It is proposed to establish standard templates for Annual Financial Statements for band 1 and 2 councils, and simpler, clearer financial statements for band 3 and 4. Online Registers, updated quarterly (see item 3.4), would provide faster and greater transparency than current annual reports. Standard templates will be published for use by local governments. Simpler Strategic and Financial Planning (item 6.2) would also improve the budgeting process. 	<p>Comment</p> <p>The Sector has a long-standing position for a broad review of the financial management and reporting provisions of the Act, which remain largely unchanged since commencing in 1996.</p> <p>Recommendation</p> <p>Supported</p>
6.2 Simplify Strategic and Financial Planning		
<ul style="list-style-type: none"> Requirements for plans are outlined in the Local Government Financial Management and Administration Regulations. There is also the Integrated Planning and Reporting (IPR) framework. While many councils successfully apply IPR to their budgeting and reporting, IPR may seem complicated or difficult, especially for smaller local governments. 	<ul style="list-style-type: none"> Having clear information about the finances of local government is an important part of enabling informed public and ratepayer engagement and input to decision-making. The framework for financial planning should be based around information being clear, transparent, and easy to understand for all ratepayers and members of the public. In order to provide more consistency and clarity across the State, it is proposed that greater use of templates is introduced to make planning 	<p>As above</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>and reporting clearer and simpler, providing greater transparency for ratepayers.</p> <ul style="list-style-type: none"> • Local governments would be required to adopt a standard set of plans, and there will be templates published by the DLGSC for use or adaption by local governments. • It is proposed that the plans that are required are: <ul style="list-style-type: none"> ○ Simplified Council Plans that replace existing Strategic Community Plans and set high-level objectives, with a new plan required at least every eight years. These will be short-form plans, with a template available from the DLGSC ○ Simplified Asset Management Plans to consistently forecast costs of maintaining the local government's assets. A new plan will be required at least every ten years, though local governments should update the plan regularly if the local government gains or disposes of major assets (e.g. land, buildings, or roads). A template will be provided, and methods of valuations will be simplified to reduce red tape ○ Simplified Long Term Financial Plans will outline any long term financial management and sustainability issues, and any investments and debts. A template will be provided, and these plans will be required to be reviewed in detail at least every four years ○ A new Rates and Revenue Policy (see item 6.3) that identifies the approximate value of rates that will need to be collected 	

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>in future years (referencing the Asset Management Plan and Long Term Financial Plan) – providing a forecast to ratepayers (updated at least every four years)</p> <ul style="list-style-type: none"> The use of simple, one-page Service Proposals and Project Proposals that outline what proposed services or initiatives will cost, to be made available through council meetings. These will become Service Plans and Project Plans added to the yearly budget if approved by council. This provides clear transparency for what the functions and initiatives of the local government cost to deliver. Templates will be available for use by local governments. 	
6.3 Rates and Revenue Policy		
<ul style="list-style-type: none"> Local governments are not required to have a rates and revenue policy. Some councils defer rate rises, resulting in the eventual need to drastically raise rates to cover unavoidable costs – especially for the repair of infrastructure. 	<ul style="list-style-type: none"> The Rates and Revenue Policy is proposed to increase transparency for ratepayers by linking rates to basic operating costs and the minimum costs for maintaining essential infrastructure. A Rates and Revenue Policy would be required to provide ratepayers with a forecast of future costs of providing local government services. The Policy would need to reflect the Asset Management Plan and the Long Term Financial Plan (see item 6.2), providing a forecast of what rates would need to be, to cover unavoidable costs. A template would be published for use or adaption by all local governments. The Local Government Panel Report included this recommendation. 	<p><u>Current Local Government Position</u></p> <p>Item 6.3 <u>generally aligns</u> with Advocacy Position 2.1.6 - Rate Setting and WALGA's Rate Setting Policy Statement.</p> <p><i>Councils' deliberative rate setting processes reference their Integrated Planning Framework – a thorough strategic, financial and asset management planning process – and draw upon the community's willingness and capacity to pay.</i></p> <p>Recommendation</p> <p>Supported</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
6.4 Monthly Reporting of Credit Card Statements		
<ul style="list-style-type: none"> No legislative requirement. Disclosure requirements brought in by individual councils have shown significant reduction of expenditure of funds. 	<ul style="list-style-type: none"> The statements of a local government's credit cards used by local government employees will be required to be tabled at council at meetings on a monthly basis. This provides oversight of incidental local government spending. 	<p><u>Current Local Government Position</u></p> <p>There is no advocacy position in relation to Item 6.4.</p> <p>Comment This proposed reform reflects widespread common practice for credit card transactions to be included in monthly financial reports and lists of accounts paid.</p> <p>Recommendation</p> <p>Supported</p>
6.5 Amended Financial Ratios		
<ul style="list-style-type: none"> Local governments are required to report seven ratios in their annual financial statements. These are reported on the MyCouncil website. These ratios are intended to provide an indication of the financial health of every local government. 	<ul style="list-style-type: none"> Financial ratios will be reviewed in detail, building on work already underway by the DLGSC. The methods of calculating ratios and indicators will be reviewed to ensure that the results are accurate and useful. 	<p><u>Current Local Government Position</u></p> <p>Item 6.5 <u>aligns</u> with Advocacy Position 2.6.25 - Review and reduce financial ratios. <i>Advocate to the Minister for Local Government to amend the Local Government (Financial Management) Regulations 1996 to prescribe the following ratios:</i></p> <ol style="list-style-type: none"> Operating Surplus Ratio, Net Financial Liabilities Ratio, Debt Service Coverage Ratio, and Current Ratio. <p>Recommendation</p> <p>Supported</p>
6.6 Audit Committees		

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> Local governments must establish an Audit Committee that has three or more persons, with the majority to be council members. The Audit Committee is to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under the Act. The Panel Report identified that Audit Committees should be expanded, including to provide improved risk management. 	<ul style="list-style-type: none"> To ensure independent oversight, it is proposed the Chair of any Audit Committee be required to be an independent person who is not on council or an employee of the local government. Audit Committees would also need to consider proactive risk management. To reduce costs, it is proposed that local governments should be able to establish shared Regional Audit Committees. The Committees would be able to include council members but would be required to include a majority of independent members and an independent chairperson. 	<p><u>Current Local Government Position</u></p> <p>Item 6.6 <u>does not align</u> with Advocacy Position 2.2.4 – Accountability and Audit</p> <p><i>That audit committees of Local Government, led and overseen by the Council, have a clearly defined role with an Elected Member majority and chair.</i></p> <p>Comment</p> <p>The Sector's view is well established, that the Council must maintain, and be seen by the community to have, majority involvement and investment in the purpose of an Audit Committee. There is sector support for some independent members on the Audit Committee, however not a majority.</p> <p>The dual effect of the proposed reform is to guarantee a place for a majority of independent persons on Audit Committees, with the additional requirement that an independent person Chair this Committee. Presently, not all Local Government Audit Committees are able to include an independent person. This may be for a variety of reasons not least of which is a lack of suitable, available candidates with the required qualification, skill and experience.</p> <p>It would be counter-productive if the proposed reforms led to the appointment of unsuitable independent persons to a skills-based role. The concept of Regional Audit Committees has apparent merit in this case but there is no detail regarding practicalities; for example, is the Regional Audit Committee intended to include the same independent persons who will meet</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>separately with each Local Government within the region?</p> <p>There is too little certainty that the imperative question of appropriate representation will be managed as a consequence of the proposed reforms for it to be supported.</p> <p>The proposal for the Audit Committees to also consider proactive risk management is supported.</p> <p>Recommendation</p> <ol style="list-style-type: none"> 1. Do not support majority independent members of the Audit Committee 2. Support Audit Committees of Local Government with an Elected Member majority including independent members, and to consider proactive risk management issues.
6.7 Building Upgrade Finance		
<ul style="list-style-type: none"> The local government sector has sought reforms that would enable local governments to provide loans to property owners to finance for building improvements. This is not currently provided for under the Act. The Local Government Panel Report included this recommendation. 	<ul style="list-style-type: none"> Reforms would allow local governments to provide loans to third parties for specific building improvements - such as cladding, heritage and green energy fixtures. This would allow local governments to lend funds to improve buildings within their district. Limits and checks and balances would be established to ensure that financial risks are proactively managed. 	<p><u>Current Local Government Position</u></p> <p>Item 6.7 <u>aligns</u> with Advocacy Position 2.6.26 - Building Upgrade Finance.</p> <p><i>The Local Government Act 1995 should be amended to enable a Building Upgrade Finance mechanism in Western Australia.</i></p> <p>Comment</p> <p>Building Upgrade Finance would enable Local Governments to guarantee finance for building upgrades for non-residential property owners. In addition to building upgrades to achieve environmental outcomes, Local Governments have identified an opportunity to use this approach</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>to finance general upgrades to increase the commercial appeal of buildings for potential tenants. In this way, BUF is viewed as means to encourage economic investment to meet the challenges of a soft commercial lease market and achieve economic growth.</p> <p>Recommendation</p> <p>Supported</p>
6.8 Cost of Waste Service to be Specified on Rates Notices		
<ul style="list-style-type: none"> No requirement for separation of waste changes on rates notice. Disclosure will increase ratepayer awareness of waste costs. The Review Panel Report included this recommendation. 	<ul style="list-style-type: none"> It is proposed that waste charges are required to be separately shown on rate notices (for all properties which receive a waste service). This would provide transparency and awareness of costs for ratepayers. 	<p><u>Current Local Government Position</u></p> <p>There is no advocacy position in relation to Item 6.8.</p> <p>Comment</p> <p>This proposed reform will require a relatively simple calculation,</p> <p>Recommendation</p> <p>Supported</p>

Local Government Reform – Consultation on Proposed Reforms

10 INFRASTRUCTURE & ENVIRONMENT

10.1 MONMOUTH STREET RESERVE ECO-ZONING - RESULTS OF CONSULTATION

- Attachments:
1. EHQ Consultation Summary [↓](#) 
 2. Proposed Eco-Zoning Landscape Plan (Option 2) [↓](#) 
 3. Proposed Eco-Zoning Landscape Plan (Option 1) [↓](#) 

RECOMMENDATION:

That Council **APPROVES** the implementation of eco-zoning at Monmouth Street Reserve as shown in Attachment 2.

PURPOSE OF REPORT:

To consider community feedback received on two eco-zoning options for Monmouth Street Reserve (**Attachment 1**) and approval and the implementation of the preferred option (**Attachment 2**)

BACKGROUND:

At the Ordinary Meeting of Council 23 March 2021, following community consultation on the future use of 10 Monmouth Street, Mount Lawley (Monmouth Street Reserve), Council approved the site continuing as public open space and noted that it is scheduled for eco-zoning in 2021/2022.

The City has an Eco-zoning Implementation Plan 2011-2025 which identifies parks and reserves within the City that have areas of underutilised turf that can be converted into waterwise native gardens. Once established, these garden areas reduce groundwater usage for irrigation, increase biodiversity and habitat and improve the overall aesthetics of the City's parks and reserves.

DETAILS:

In accordance with Council's resolution, Administration has consulted with the local community on two eco-zoning options for Monmouth Street Reserve. Two options were presented both of which were developed taking into consideration an allocated budget of \$10,000 for the project:

Option One

Option one landscape plan was presented to Council at the Ordinary Meeting of Council 23 March 2021 as an attachment to the report of the Future Use of 10 Monmouth Street.

Option Two

Option two landscape plan was developed based on comments received during initial consultation on the future use of the reserve as well as those received during public question time when Council was considering the future of the reserve.

CONSULTATION/ADVERTISING:

Consultation for Monmouth Street Reserve Eco-zoning was published on the Imagine Vincent website from 15 December 2021 to 10 January 2022. The following consultation methods were utilised to raise community awareness of the project:

- Publication on the City's Imagine Vincent website inviting respondents to provide feedback on two eco-zoning options for the reserve;
- Email to previous respondents from consultation on the future use of 10 Monmouth Street;
- Posts on the City's social media pages;
- Distribution of Information Bulletins to residents within a 200m radius of the reserve; and
- On-site signage at the reserve.

At conclusion of the consultation period 19 submissions were received, all through the Imagine Vincent website. Respondents were asked whether they supported eco-zoning at the reserve and which was there preferred landscape option.

Of the 19 responses received, 17 were in favour of eco-zoning at the reserve and 14 supported Option 2. Details of the results can be found in **Attachment 1**.

LEGAL/POLICY:

N/A

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to approve implementation of eco-zoning at Monmouth Street Reserve in line with the preferred option.

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.

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

FINANCIAL/BUDGET IMPLICATIONS:

Monmouth Street Reserve eco-zoning upgrades has an allocated budget of \$10,000 on the City's Capital Works Program. Cost associated with ongoing maintenance of the project will be included in the Parks annual operating budget.

An estimated breakdown of cost for the project are outlined in the table below:

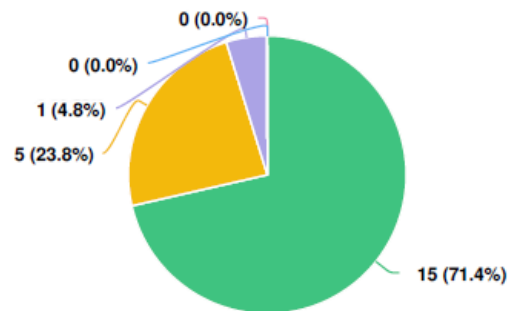
Item	Estimated cost
Trees x 5	\$1,750
Native tubestock plants x 1,000	\$1,750
Enviro Mulch – 50m ³	\$3,500
Grass removal (glyphosate)	\$500
Reticulation	\$500
Labour	\$2,000
TOTAL	\$10,000

Included in the design are two composite park benches at a cost of \$1,000 each. As these are in keeping with the amenities standards outlined within the City's Public Open Space Strategy, they will be purchased using the Public Open Space Implementation Budget.

COMMENTS:

Option two eco-zoning landscape plan for Monmouth Street Reserve was the most preferred option. Administration recommends Council approve implementation of eco-zoning at Monmouth Street Reserve in line with this option.

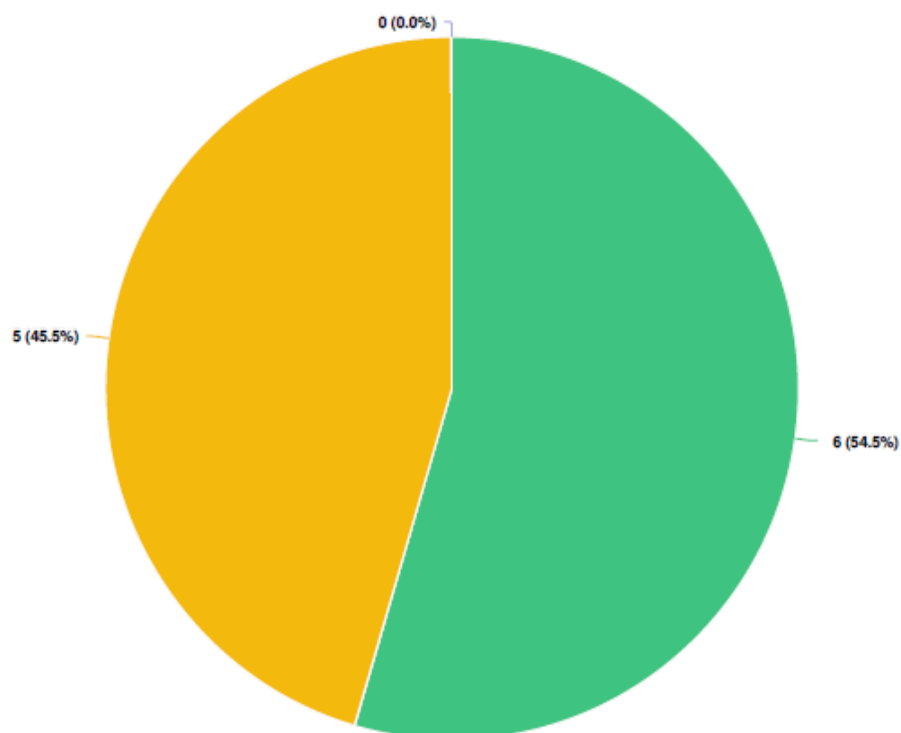
Q1 Please select all that apply to you.



Question options

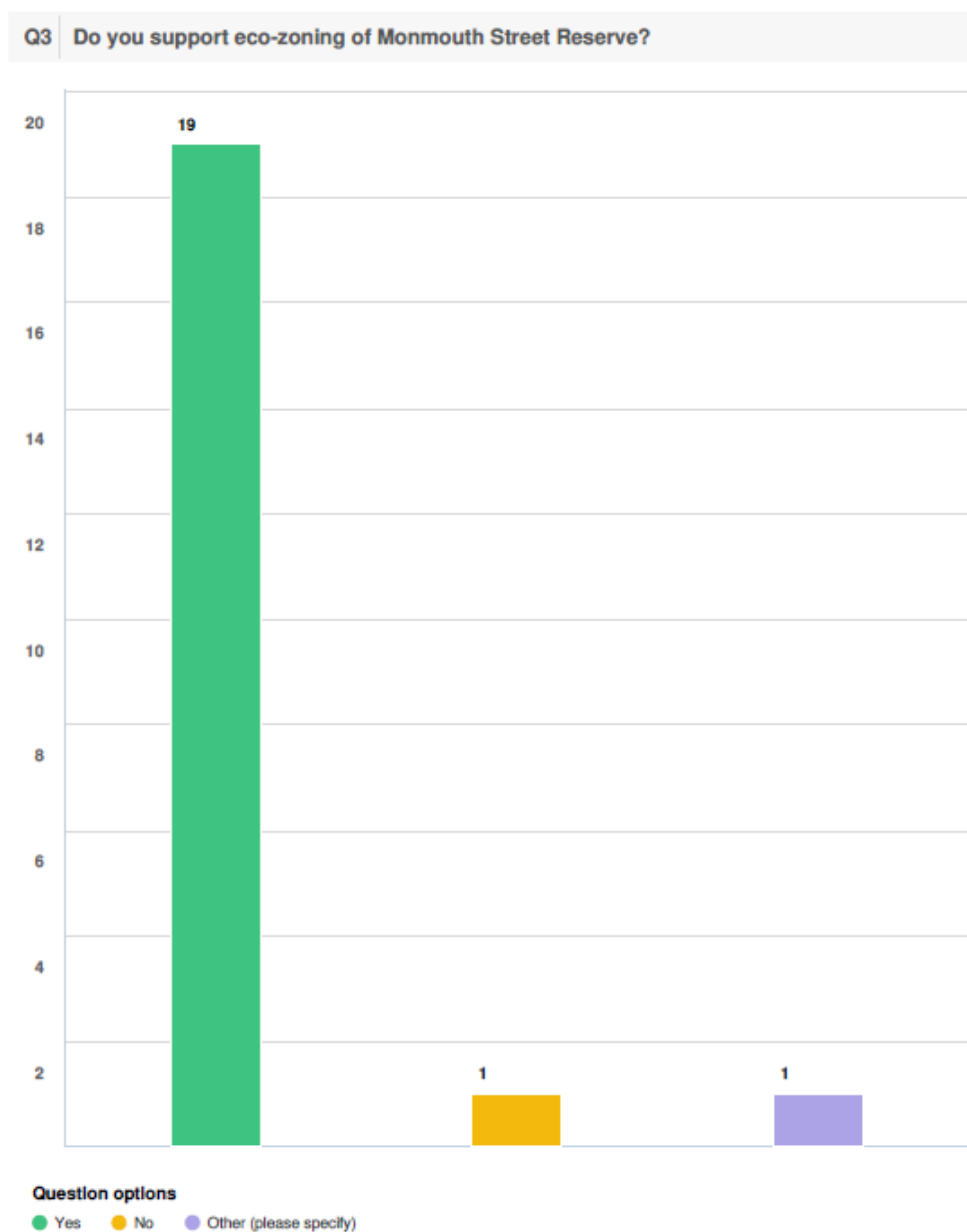
- I am a City of Vincent resident
- I own property in the City of Vincent
- Other (please specify)
- I work in the City of Vincent
- I don't live/work or own property in Vincent

Q2 Please select all that apply to you.

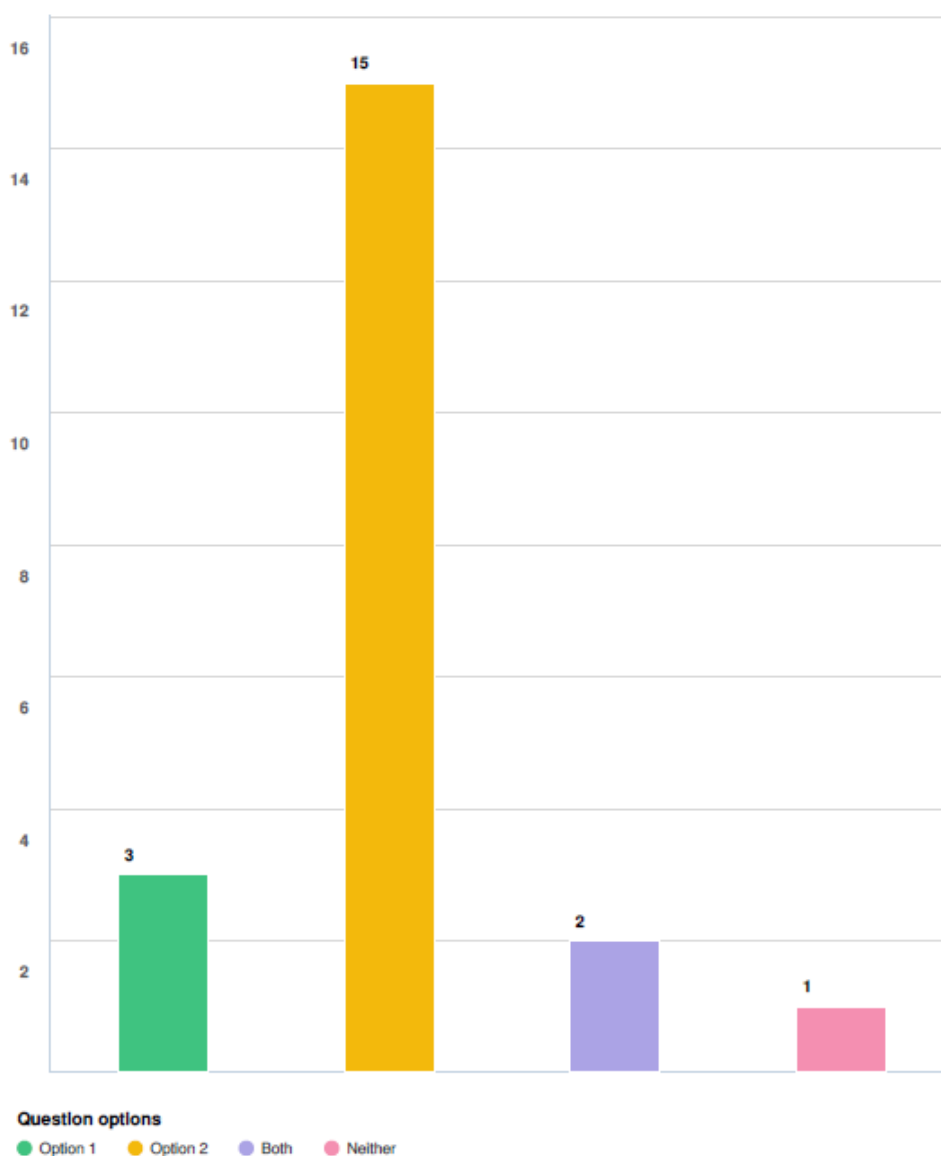


Question options

● I own property in North Perth ● I live in North Perth ● I work in North Perth



Q4 Which option/s do you support? (Select all that apply.)



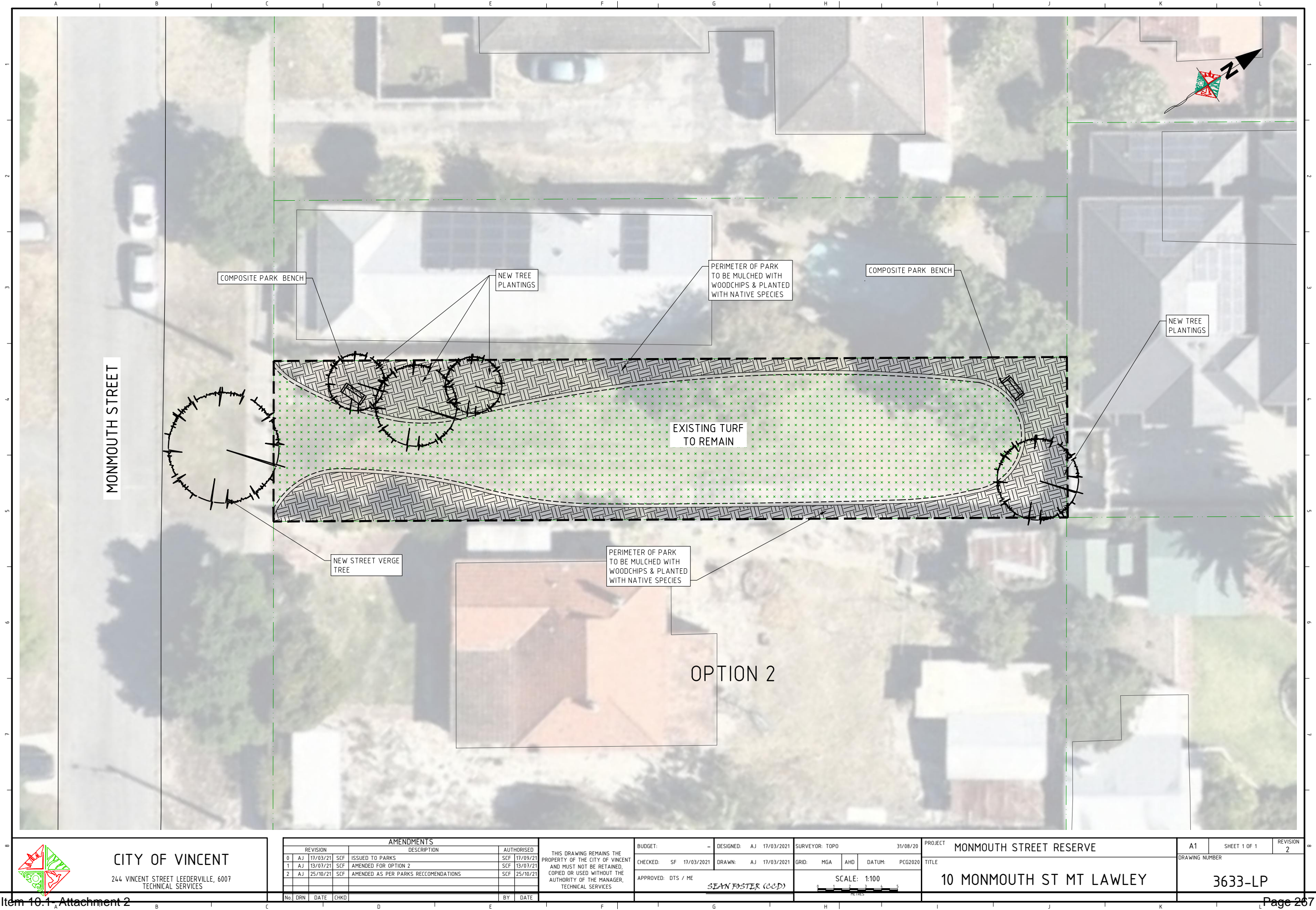
Comments Received	Administration Response
Given the space is used for dog exercise and being kept as a community space - can a low fence be installed to keep dogs safe?	Allocated budget for the project is for eco-zoning and does not allow for fencing. Inclusion of additional small trees can be considered pending available budget and space.
A small dog protection fence so our dogs can safely play without the risk of running onto the road	
It would be great to have a fence put in along the street perimeter for increased safety for the dogs and children that use the park.	
An addition of a simple fence would be good. Additional trees to the proposed options would also be good.	
Sell the property for residential use and to allow less noise at night. We have enough open space and parks	Council has already resolved to maintain the land as POS


Yes, it might be a good idea to include one possible attracting for kids, even if it's just a small one. Also a couple more benches would be good, or just blocks that people can sit on	Allocated budget for the project is for eco-zoning and does not allow for play items or additional benches. Depending on availability, some logs can be included to provide informal seating
Please add some kids playground so to make it more family friendly orientated	
Not keen of seeing it being a dog exercise/shitting zone to the exclusion of people. Would much prefer that people, parents and their kids get the priority here. There is no mention of an interactive park where such activities as a community garden could be incorporated. Fully understand that the wants of the neighbours need to be carefully considered, notwithstanding is there any room for more trees	Community garden needs to be initiated and run by the community. If Administration receives a formal request, this can be considered separate to this project. Inclusion of additional small trees can be considered pending available budget and space.
Please note an error in your survey for questions 1 and 2. It states Please select all that apply to you But you can only choose one option? While I fully support Council green initiatives, I'm concerned the designer of Option 1 does not fully understand how our parklet (POS) is enjoyed by the community. I have lived adjacent to the park for over 20 years. I have seen the 'personality' of the area change with each new resident. It has been used for children's soccer practice, slip and slides, picnics, a hen's day, kite flying, bocce games and even used by the WAAPA students in Forrest Street for short films. As the three beautiful mature trees that were felled in the storm were not replaced by CoV, our parklet currently has no shade or seating and is primarily, but by no means exclusively, used by our lovely resident dog owners. Maintaining the turf is paramount to the continued and increasing enjoyment of our park. We have already witnessed the degradation of Hyde Park with the increased use of gravel and can personally attest to its danger for those with limited mobility. I have fallen on two occasions when my foot has rolled on loose gravel. We currently have two locals on mobility scooters who have also expressed concern. The use of gravel would render our park largely unusable. You can't play soccer on gravel! I fully support Option 2 which maintains the turf necessary for continued community enjoyment. I would just like to point out that there are what I think are meter boxes of some kind where the trees and bench seating are planned (street end)? Not sure if it's been taken into consideration. It may need to be moved to the other side or further down the current side. You will also need to consider placement for the dog waste bin? Preferably not near the seating. Thank you for this consultation process and having the foresight to bring our little park back to its former glory. I'm certain future residents and the environment will appreciate it. Please include my comments to all when council meets on this issue.	Noted. Administration is recommending implementation of Option 2 which does not incorporate gravel.
I've grown up in this park and to see it return to it's natural state is a must!	Noted.
Option 2 provides more useful space for a variety of purposes, more shade, more seating.	Noted.
Option 2 is the only reasonable option as it provides what is needed at the reserve site. This includes trees towards the front of the reserve for adequate shade, more seating for families at the park and more grass areas for families and their dogs. Option 1 would turn people away from the park as it would not provide an exciting and inviting environment for the people in the area.	Noted.
Prefer more grass for recreational activities.	Noted.

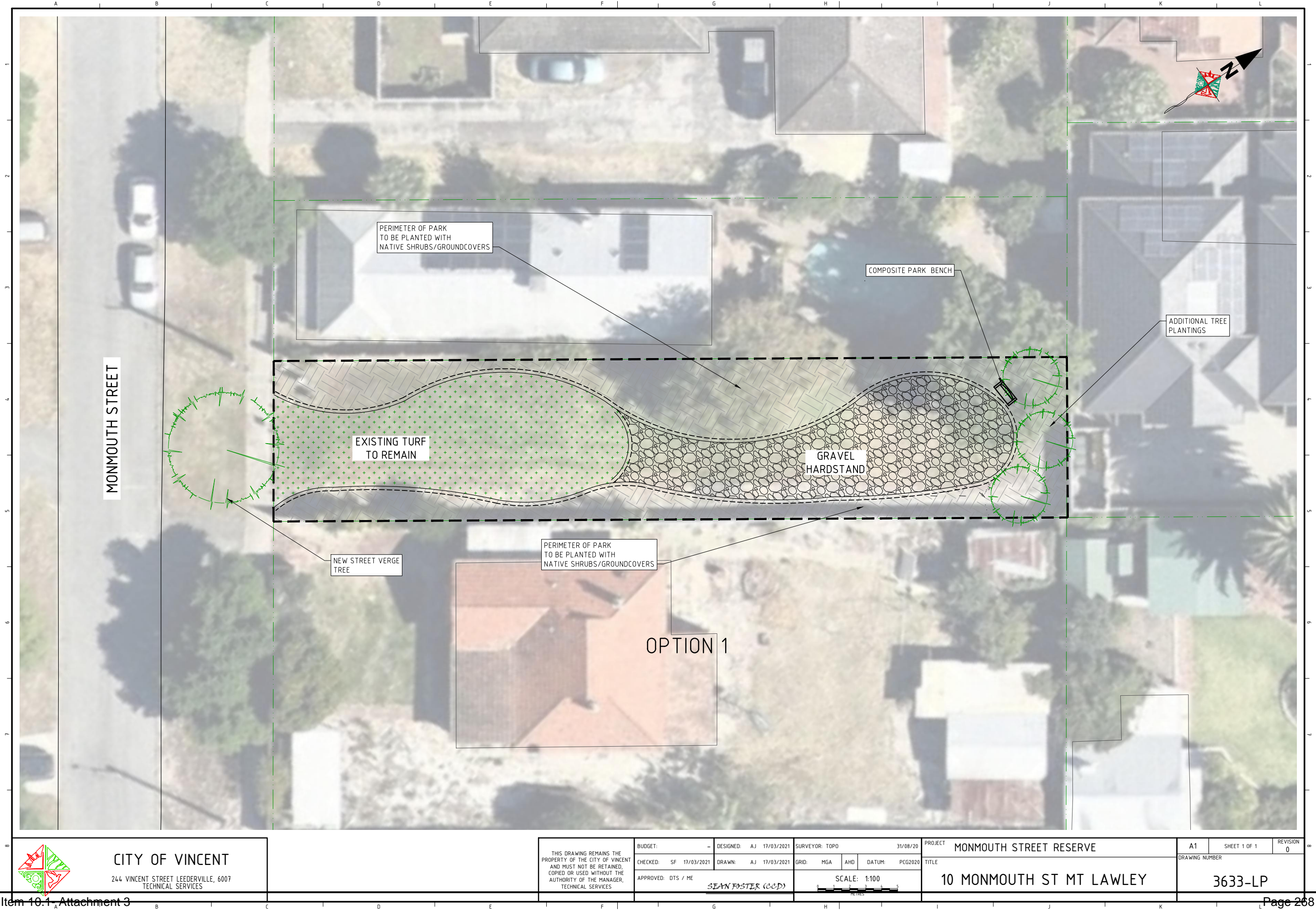
Please avoid use of Jacaranda trees on verge. A poor choice by ToV previously since they require regular pruning (power line interference) resulting in coppice growth, ugly shape and increasing growth annually into power lines. Within the perimeter, native trees aren't specified on the plans and should be indicated thus. A bird bath / watering point would be a good inclusion

Given the strong existing street tree theme, and in keeping with the City's Policy, a Jacaranda tree will be planted on the verge.

All other tree planted within the reserve will be Australian Native in keeping with eco-zoning principals.



 <div>CITY OF VINCENT 244 VINCENT STREET LEEDERVILLE, 6007 TECHNICAL SERVICES</div>	AMENDMENTS				THIS DRAWING REMAINS THE PROPERTY OF THE CITY OF VINCENT AND MUST NOT BE RETAINED, COPIED OR USED WITHOUT THE AUTHORITY OF THE MANAGER, TECHNICAL SERVICES	BUDGET: -		DESIGNED: AJ 17/03/2021	SURVEYOR: TOPO		31/08/20	PROJECT MONMOUTH STREET RESERVE TITLE 10 MONMOUTH ST MT LAWLEY	A1	SHEET 1 OF 1	REVISION 2																																		
	0	AJ	17/03/21	SCF		ISSUED TO PARKS	SCF	17/09/21	CHECKED: SF 17/03/2021	DRAWN: AJ 17/03/2021	GRID: MGA		AHD	DATUM: PCG2020	DRAWING NUMBER 3633-LP																																		
	1	AJ	13/07/21	SCF		AMENDED FOR OPTION 2	SCF	13/07/21																																									
	2	AJ	25/10/21	SCF		AMENDED AS PER PARKS RECOMMENDATIONS	SCF	25/10/21																																									
Item 10.1 - Attachment 2																																																	
<table><tr><td>No.</td><td>DRN</td><td>DATE</td><td>CHKD</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>BY</td><td>DATE</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																No.	DRN	DATE	CHKD																			BY	DATE										
No.	DRN	DATE	CHKD																																														
					BY	DATE																																											



10.2 BRITANNIA RESERVE LIGHTING PROJECT - CHANGE OF SCOPE REQUEST

Attachments: 1. Project Scope - Original & Reduced Scope [↓](#) 

RECOMMENDATION:

That Council:

1. **APPROVES** that the Britannia Reserve Lighting Project proceeds as originally scoped, and;
2. **APPROVES** a budget reallocation of capital funds of \$320,000 for the provision of lighting to the Britannia Reserve Lighting renewal project sourced from savings identified in the 2021/2022 Capital Works budget.

PURPOSE OF REPORT:

The purpose of this report is to seek Council approval for an increase in the project budget associated with the Britannia Reserve Lighting renewal project in order to complete the project as originally scoped.

Approval is sought to reallocate capital funds from 2021/2022 Capital Works budget generated from savings on other projects.

BACKGROUND:

On 21 April 2021 the City was successful in securing a \$500,000 Federal Government grant funding through the LRCI programme for proposed new sports ground lighting at Britannia Reserve. The proposed lighting scheme was estimated to be \$750,000 with the City contributing \$250,000. A condition of the LCRI Federal Grant is that all works are to be completed by 30 June 2022.

The existing lighting system comprises of six light poles together with inefficient halogen luminaires which are all approaching the end of their life expectancy and provide minimal substandard lighting to the reserve.

DETAILS:

The new proposed lighting system has been designed to illuminate six multi-purpose sports fields used predominantly for both soccer and cricket purposes. The proposed new installation comprises of:

- Eight new 35 metre light poles
- Seventy-two new LED luminaires
- New main site electrical switchboard
- New electrical lighting distribution board
- New electrical cabling

Quotations for the works were sought from WALGA Panel of contractors in November 2021 and four submissions were received. The lowest quotation received exceeded the budget by approximately 25%.

In order to align with the budget amount, a reduced scope of works was compiled providing illuminance to **four** sporting fields only. The revised scope comprised of:

- Seven new 35 metre light poles
- Fifty-two new LED luminaires
- Retaining the main site electrical switchboard
- New electrical lighting distribution board
- New electrical cabling

A second request for quotation with a reduced scope was issued to the same WALGA Panel respondents in late December 2021. The lowest quotation received for the reduced scope was approximately 2% above budget.

The project is proposed to be undertaken this financial year and in order to secure the LCRI grant funding, the Administration submitted a Delegated Authority Report on 24 January 2022 seeking approval to proceed with this project at this point with the reduced scope. The report was subsequently approved.

The Administration also advised that a further report to the February Ordinary Council Meeting would be provided in order for Council to consider additional funding for the provision of lighting to the two remaining sports fields in order to complete the project as originally scoped.

There are significant advantages to completing the project as originally scoped at this time. The contractor would only need to mobilise once, there are economies of scale in completing this installation as a single project and costs appear to be rising in an uncertain market. Returning in the future to complete the original scope will almost certainly be more expensive, will cause additional local disruption and will not meet the current community need for this reserve.

The reserve is used primarily for football and cricket with both Floreat Athena Football Club and Leederville Cricket club having seasonal allocations. The City currently struggles to meet the community sports need in terms of provision of training and playing across Vincent. Floreat Athena have informed the City that the six pitches are required to meet the existing community need for winter training with 444 registered players in 2021 expected to rise to 534 players this year. The club runs teams from under 6 right through to Masters (over 35) level with 370 junior players. Junior female players have increased from 45 last year to 60 with interest in the sport expected to rise as a result of Australia hosting the Women's World Cup in 2023.

In addition to the more traditional sports, Vincent City Ducks have recently located to Litis Stadium showing the potential for additional sports training to be accommodated at the reserve.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to approve an increase in the project budget to complete the project as originally scoped.

There is potential project risk in relation to delays and escalation in costs in this project due to:

- Project funding – If the construction is not completed before 30 June 2022 the LCRI grant funding of \$500,000 may be retracted; and
- COVID-19 virus – Increasingly restrictive Federal and State Government rules potentially preventing contractors working on this project.

STRATEGIC IMPLICATIONS:

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

Connected Community

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

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

Innovative and Accountable

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

BUDGET IMPLICATIONS:

The project is proposed to be undertaken in the 2021/2022 financial year.

The requested budget in order to proceed with the project as originally scoped for the provision of lighting to all six sports fields is \$1,129,563 (which includes a 5% contingency of \$54,000).

The current allocated project budget is \$810,000 of which \$500,000 is Federal LCRI Phase 2 funding.

Additional funding of \$320,000 is requested to complete the project as originally scoped. This includes the 5% contingency which will be returned if not used. This sum can be sourced from savings identified in the capital works program as follows:

Item No.	Capital Project	Cost \$
1	Leederville Oval Stadium – Electrical Distribution Board Renewals (works underway and will be completed under budget)	\$100,000
2	Air Conditioning and HVAC renewal – Admin Building (Stage 1 completed and stage 2 will be completed under budget)	\$80,000
3	Vincent Community Centre – Air Conditioning and HVAC renewal (project completed under budget)	\$20,000
4	Car Park Upgrade/Renewal Program (condition of Loftus Centre car park means that full budget allocation is not required for planned renewal)	\$50,000
5	Banks Reserve Masterplan – Stage 1 (playground installation completed under allocated budget)	\$18,000
6	Slab Path Programme (savings identified in the programme)	\$33,000
7	Library Renewals (carpet in good condition and replacement not required at this time so able to defer and reduce this budget allocation– will be reinspected in two years)	\$ 19,000
	Total:	\$ 320,000





11 COMMUNITY & BUSINESS SERVICES**11.1 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 NOVEMBER 2021 TO 30 NOVEMBER 2021**

- Attachments:**
1. **Payments by EFT, BPAY and Payroll November 21** [↓](#) 
 2. **Payments by Cheque November 21** [↓](#) 
 3. **Payments by Direct Debit November 21** [↓](#) 

RECOMMENDATION:

That Council **RECEIVES** the list of accounts paid under delegated authority for the period 1 November 2021 to 30 November 2021 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll and BPAY	\$5,295,975.70
Cheques	\$2,500.95
Direct debits, including credit cards	\$157,334.56
Total payments for November 2021	\$5,455,811.21

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 1 November 2021 to 30 November 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 November 2021 to 30 November 2021, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT Payments	2745 - 2752 and 2754 - 2760	\$3,889,996.59
Payroll by Direct Credit	November 2021	\$1,359,955.81
BPAY	2753	\$46,023.30
Sub Total		\$5,295,975.70
Cheques		
Cheques	82684 - 82692	\$2,500.95
Cancelled cheques		\$0.00
Sub Total		\$2,500.95

Direct Debits (including Credit Cards)

Lease Fees	\$395.84
Loan Repayments	\$100,782.60
Bank Charges – CBA	\$33,858.46
Credit Cards	\$22,297.66
Sub Total	\$157,334.56

Total Payments **\$5,455,811.21**

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Regulation 12(1) and (2) of the *Local Government (Financial Management) Regulations 1996*:

“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*:

“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.

Creditors Report - Payments by EFT, BPAY and Payroll 01/11/21 to 30/11/21			
Date	Payee	Description	Amount
26/11/2021	A A Vo	Rates refund - due to overpayment	\$ 376.83
15/11/2021	A Fink	Fitness instructor fees	\$ 596.87
26/11/2021	A Hong	Refund for library items previously lost then located	\$ 55.15
15/11/2021	A Taylor-Keen	Part refund of dog registration	\$ 150.00
26/11/2021	A Team Printing	Printing services - BPLC	\$ 2,656.50
24/11/2021	A&E Wilmot Superfund	Superannuation	\$ 90.58
26/11/2021	ABC Distributors WA	Supply of washroom consumables	\$ 1,969.00
15/11/2021	Access Icon Pty Ltd	Supply of conversion slabs	\$ 3,017.48
18/11/2021	ACN 060 458 657 Pty Ltd (Administrators Appointed) ATF the Turfmaster Unit Trust	Turf maintenance - Leederville Oval	\$ 3,465.00
15/11/2021	Acurix Networks Pty Ltd	Public Wi Fi service - various locations	\$ 1,419.00
15/11/2021	Advanced Roof Restoration	Refund of infrastructure bond	\$ 1,000.00
15/11/2021	AGM Automation	Automatic gate repairs - Depot	\$ 7,309.63
15/11/2021	Alerton Australia	Plant repairs and maintenance - BPLC	\$ 5,447.64
26/11/2021	Alerton Australia	Plant repairs and maintenance - BPLC	\$ 1,228.83
15/11/2021	Alinta Energy	Gas charges - various locations	\$ 1,788.00
15/11/2021	Allflow Industrial	Service oil/water separator	\$ 335.45
26/11/2021	Allflow Industrial	Service oil/water separator	\$ 483.89
15/11/2021	Allmark and Associates Pty Ltd	Name plates - Council Chambers	\$ 181.50
15/11/2021	Allstate Kerbing and Concrete	Kerbing services - Fitzgerald Street	\$ 462.00
26/11/2021	Allstate Kerbing and Concrete	Kerbing services - various locations	\$ 35,252.03
15/11/2021	Alsco Pty Ltd	Mat supplies - BPLC	\$ 611.82
15/11/2021	Ampol Australia Petroleum Pty Ltd	Fuel and oils	\$ 28,682.77
26/11/2021	AMS Technology Group Pty Ltd	Replace evaporative coolers - Subiaco FC	\$ 20,803.86
26/11/2021	AMS Technology Group Pty Ltd	Air conditioning maintenance - BPLC	\$ 1,167.36
26/11/2021	Anna Cappelletta	Fitness instructor fees	\$ 2,250.00
15/11/2021	APARC	Central management system, software licensing, Ticketor enforcement, meter maintenance, sensor maintenance, credit card test transactions, purchase of ticket rolls for parking meters and relocation of a parking meter	\$ 62,387.37
26/11/2021	APARC	Credit card transactions - parking terminals	\$ 11,623.76
15/11/2021	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations	\$ 2,896.30
26/11/2021	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations	\$ 3,496.58
15/11/2021	Aqua Lung Australia Pty Ltd	Merchandise - BPLC	\$ 1,100.00
15/11/2021	Aquawellbeing.com	Fitness instructor fees	\$ 195.00
26/11/2021	Aquawellbeing.com	Fitness instructor fees	\$ 130.00

Date	Payee	Description	Amount
15/11/2021	Aqueo Import & Distribution Pty Ltd	Merchandise - BPLC	\$ 1,136.52
26/11/2021	Aqueo Import & Distribution Pty Ltd	Merchandise - BPLC	\$ 2,332.44
26/11/2021	Archival Survival	Library archival stationery	\$ 73.04
15/11/2021	Artery Media Solutions	Design and install mural at Pride WA (balance of payment)	\$ 5,500.00
26/11/2021	Aspect Studios Pty Ltd	Professional services - preparation of a wayfinding strategy	\$ 7,909.00
15/11/2021	Asphaltech Pty Ltd	Asphalt supplies - various locations	\$ 284,569.24
26/11/2021	Asphaltech Pty Ltd	Asphalt supplies - various locations	\$ 89,010.73
15/11/2021	Assemble WA Pty Ltd	Refund of infrastructure bond	\$ 6,000.00
15/11/2021	Astro Synthetic Surfaces	Repairs to water playground soft fall area - Hyde Park	\$ 2,750.00
15/11/2021	ATCO Gas Australia Pty Ltd	Repair to gas pipe - Lindsay Street	\$ 4,070.25
15/11/2021	Ausblue Pty Ltd	Ad blue supplies - additive to reduce truck carbon emissions	\$ 1,151.13
26/11/2021	Austral Pool Solutions	Supply of pool lane ropes - BPLC	\$ 7,058.26
15/11/2021	Australia Post	Postage charges	\$ 18,360.90
15/11/2021	Australia Post (Agency Commission)	Commission charges	\$ 1,014.38
15/11/2021	Australian HVAC Services Pty Ltd	Air conditioning renewal - Admin (final progress claim)	\$ 67,900.49
15/11/2021	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations	\$ 3,591.50
26/11/2021	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations	\$ 1,505.90
02/11/2021	Australian Services Union	Payroll deduction	\$ 284.90
16/11/2021	Australian Services Union	Payroll deduction	\$ 284.90
29/11/2021	Australian Services Union	Payroll deduction	\$ 284.90
02/11/2021	Australian Taxation Office	Payroll deduction	\$ 193,833.00
16/11/2021	Australian Taxation Office	Payroll deduction	\$ 195,012.00
29/11/2021	Australian Taxation Office	Payroll deduction	\$ 206,103.87
15/11/2021	Award Contracting	Locating services - various locations	\$ 7,210.50
26/11/2021	Award Contracting	Locating services - various locations	\$ 2,398.00
15/11/2021	B G Bow	Refund of infrastructure bond	\$ 1,000.00
15/11/2021	B Geatches	Part refund of Beatty Park Leisure Centre fees	\$ 569.59
15/11/2021	B Knott	Refund of nomination bond	\$ 80.00
26/11/2021	B Lowry	Author talk - A year of loving kindness to myself	\$ 365.00
04/11/2021	B Taylor	Supply of books - Noongar culture, history and stories	\$ 150.00
15/11/2021	Balcatta Mowers & Chainsaws Pty Ltd	Supply of gardening equipment	\$ 2,210.00
15/11/2021	BCITF Building and Construction Industry Training Fund	Levy collection	\$ 7,398.96
15/11/2021	BDD Australia Pty Ltd	Milk supplies - BPLC	\$ 75.95
26/11/2021	BDD Australia Pty Ltd	Milk supplies - BPLC	\$ 32.17
26/11/2021	Beacon Equipment Canning Vale	Supply of cordless blower	\$ 3,123.00
15/11/2021	Beatty Park Physiotherapy Pty Ltd	Pilates classes	\$ 450.00
26/11/2021	Beatty Park Physiotherapy Pty Ltd	Pilates classes	\$ 720.00
26/11/2021	Bent Logic	Supply of membership cards, wrist bands and key tags - BPLC	\$ 6,292.00
15/11/2021	Bicycles for Humanity (WA) Inc.	Bike market stall fees	\$ 140.00

Date	Payee	Description	Amount
15/11/2021	Bindi Bindi Dreaming	Aboriginal cultural cooking workshop	\$ 550.00
15/11/2021	Blackwoods	Hardware supplies - Depot	\$ 1,608.82
26/11/2021	Blackwoods	Hardware supplies - Depot	\$ 2,162.44
15/11/2021	Blue Print Screen Art	Supply of 'Super Hero' T-shirts - BPLC	\$ 423.50
26/11/2021	BOC Limited	Medical oxygen supplies	\$ 75.26
15/11/2021	Booktalk	Payment for provision of books for COV book clubs - October 21	\$ 70.00
26/11/2021	Booktalk	Payment for provision of books for COV book clubs - November 21	\$ 70.00
26/11/2021	Boral Construction Materials Group Limited	Concrete supplies	\$ 1,439.55
26/11/2021	Boutique Pool Renovations	Refund of planning application fee	\$ 441.00
15/11/2021	Boyan Electrical Services	Indoor pool LED lighting renewal - BPLC	\$ 41,054.20
15/11/2021	Boyan Electrical Services	Electrical services - William Street bus shelter	\$ 206.25
15/11/2021	Bridgestone Australia Ltd	Tyre services	\$ 833.80
26/11/2021	Bridgestone Australia Ltd	Tyre services	\$ 273.35
26/11/2021	Briskleen Supplies Pty Ltd	Toiletry and cleaning products and sanipod service - BPLC	\$ 11,689.09
26/11/2021	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 923.25
15/11/2021	Bunnings Trade	Hardware supplies - BPLC	\$ 415.81
26/11/2021	Bunnings Trade	Hardware supplies - BPLC	\$ 906.91
26/11/2021	C Czank	Rates refund - due to overpayment	\$ 317.58
15/11/2021	C Dearman	Part refund of Beatty Park Leisure Centre fees	\$ 231.75
15/11/2021	C Frame	Part refund of Beatty Park Leisure Centre fees	\$ 960.32
15/11/2021	C M and I Macrae	Part refund of Beatty Park Leisure Centre fees	\$ 128.70
26/11/2021	C Rusden	Part refund of dog registration	\$ 77.50
15/11/2021	C Saffer	Fitness instructor fees	\$ 195.00
15/11/2021	Cally's Conveyancing	Refund of fees and charges relating to rates	\$ 31.00
15/11/2021	Canon Australia Pty Ltd	Supply of printer ink cartridges	\$ 2,560.47
26/11/2021	Canon Australia Pty Ltd	Supply of printer ink cartridges	\$ 783.09
26/11/2021	CCA Productions	Stage and PA hire for garden competition	\$ 1,177.00
26/11/2021	Charmaine Amanda Magness	Fitness instructor fees	\$ 682.08
02/11/2021	Child Support Agency	Payroll deduction	\$ 819.69
16/11/2021	Child Support Agency	Payroll deduction	\$ 819.69
29/11/2021	Child Support Agency	Payroll deduction	\$ 854.69
15/11/2021	Chindarsi Architects	Design advisory consultancy and meeting fees	\$ 1,540.00
26/11/2021	Chindarsi Architects	Design advisory consultancy fees	\$ 550.00
15/11/2021	Chittering Valley Worm Farm	Worms and castings	\$ 120.00
26/11/2021	Christou Design Group Pty Ltd	Design advisory meeting fees	\$ 550.00
26/11/2021	City Of Perth	BA archive retrievals	\$ 220.12
15/11/2021	City of South Perth	Dog impound fees	\$ 297.00
26/11/2021	City of South Perth	Cat and dog impound fees	\$ 345.40
26/11/2021	City of Stirling	Mixed waste tipping fees	\$ 4,935.00

Date	Payee	Description	Amount
26/11/2021	City of Stirling	Meals on Wheels	\$ 591.92
02/11/2021	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 692.38
16/11/2021	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 681.73
29/11/2021	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 745.64
02/11/2021	City of Vincent Staff Social Club	Payroll deduction	\$ 574.00
16/11/2021	City of Vincent Staff Social Club	Payroll deduction	\$ 572.00
29/11/2021	City of Vincent Staff Social Club	Payroll deduction	\$ 586.00
16/11/2021	City Of Wanneroo	COV share of rates - Tamala Park 2021/22	\$ 46,023.30
15/11/2021	Civica Pty Limited	Authority version 7.1 upgrade and implementation of user access and security restructure (milestone 3)	\$ 19,037.32
15/11/2021	Civica Pty Limited	Authority - prepaid support	\$ 11,000.00
15/11/2021	Cleanaway	Recycling contract	\$ 38,474.64
15/11/2021	CM Promotions	Supply of sunscreen - Depot	\$ 198.00
15/11/2021	Coates Hire Operations Pty Ltd	Plant hire - Depot	\$ 623.98
26/11/2021	Coates Hire Operations Pty Ltd	Plant hire - Depot	\$ 287.40
15/11/2021	Cobblestone Concrete Pty Ltd	Installation of two bus shelter concrete pads	\$ 6,051.10
26/11/2021	Cockburn Cement Limited	Cement and pallets	\$ 793.32
15/11/2021	Cockburn Party Hire	Hire of chairs for Citizenship ceremony	\$ 392.50
26/11/2021	Coffee Plus Chill	Hire of coffee van for Seniors week	\$ 250.00
15/11/2021	Colleagues Nagels	Supply of integrated transferable parking permits	\$ 3,867.94
15/11/2021	Compu-Stor	Records digitisation and off-site storage	\$ 1,246.97
15/11/2021	Contraflow Pty Ltd	Traffic management services - various locations	\$ 14,960.00
26/11/2021	Contraflow Pty Ltd	Traffic management services - various locations	\$ 160,728.29
26/11/2021	Corsign WA Pty Ltd	Sign supplies - various locations	\$ 1,655.50
15/11/2021	Cr A Castle	Council meeting fee - October 21 balance and November 21	\$ 2,934.97
15/11/2021	Cr A Castle	ICT allowance (50%)	\$ 1,250.00
15/11/2021	Cr A Wallace	Council meeting fee - Nov 21	\$ 1,935.83
15/11/2021	Cr D Loden	Council meeting fee - Nov 21	\$ 1,935.83
15/11/2021	Cr J Fotakis	Council meeting fee - (final payment)	\$ 374.72
15/11/2021	Cr J Hallett	Council meeting fee - October 21 balance and November 21	\$ 2,934.97
15/11/2021	Cr J Hallett	ICT allowance (50%)	\$ 1,250.00
15/11/2021	Cr R Alexander	Council meeting fee - part October 21 and November 21	\$ 2,934.97
15/11/2021	Cr R Alexander	ICT allowance (50%)	\$ 1,250.00
15/11/2021	Cr R Alexander	Refund of nomination bond	\$ 80.00
15/11/2021	Cr R Ioppolo	Council meeting fee - part October 21 and November 21	\$ 2,934.97
15/11/2021	Cr R Ioppolo	ICT allowance (50%)	\$ 1,250.00
15/11/2021	Cr S Gontaszewski	Council meeting fee - October 21 balance and November 21	\$ 3,809.19
15/11/2021	Cr S Worner	Council meeting fee - part October 21 and November 21	\$ 2,934.97
15/11/2021	Cr S Worner	ICT allowance (50%)	\$ 1,250.00

Date	Payee	Description	Amount
15/11/2021	Cr S Worner	Refund of nomination bond	\$ 80.00
15/11/2021	Credit Clear Pty Ltd	Debt recovery services	\$ 23.65
26/11/2021	Credit Clear Pty Ltd	Debt recovery services	\$ 67.65
26/11/2021	CSP Group Pty Ltd	Supply of cleaning solution for tools	\$ 180.00
15/11/2021	CVP Electrical Co	Supply and install replacement variable speed drives and controllers - BPLC	\$ 18,159.24
15/11/2021	D Dama	Fitness instructor fees	\$ 56.84
26/11/2021	D Dama	Fitness instructor fees	\$ 56.84
15/11/2021	D Harrison	Rates refund - due to overpayment	\$ 538.64
15/11/2021	D K Zusman	Refund of infrastructure bond	\$ 1,000.00
26/11/2021	D M Botica	Refund of crossover bond	\$ 275.00
15/11/2021	D M Ridgwell & S C Kalyniuk	Refund of infrastructure bond	\$ 1,000.00
26/11/2021	Dale Alcock Homes	Refund of infrastructure bond	\$ 3,000.00
15/11/2021	Dalin Electrical Controls	Repairs to geothermal system - BPLC	\$ 330.00
15/11/2021	Daniela Toffali	Fitness instructor fees	\$ 585.00
26/11/2021	De.Mem-Capic Pty Ltd	Water treatment services - BPLC	\$ 211.20
15/11/2021	Department of Mines, Industry Regulation and Safety	Building services levy collection	\$ 13,112.40
15/11/2021	Department of Planning Lands and Heritage	Amended DAP fee	\$ 5,701.00
26/11/2021	Department of Transport	Vehicle ownership searches	\$ 3,366.10
02/11/2021	Depot Social Club	Payroll deduction	\$ 56.00
16/11/2021	Depot Social Club	Payroll deduction	\$ 56.00
29/11/2021	Depot Social Club	Payroll deduction	\$ 56.00
15/11/2021	Designer Christmas	Christmas trees and decoration hire - BPLC	\$ 3,520.00
15/11/2021	Devco Builders	Maintenance and repairs - various locations	\$ 34,119.89
26/11/2021	Devco Builders	Maintenance and repairs - various locations	\$ 77,880.00
26/11/2021	Devco Builders	Asbestos testing and disposal - Works Depot	\$ 26,429.40
26/11/2021	Devco Builders	Repair sewer junction and install retaining wall - Hobart/Dunedin Street	\$ 27,546.02
26/11/2021	Devco Builders	Loton Park Tennis Club roofing renewal - final claim	\$ 122,518.00
26/11/2021	Diabolik Books	Gift vouchers - Student citizenship awards	\$ 825.00
26/11/2021	Dial-A-Nappy	Merchandise - BPLC	\$ 416.00
26/11/2021	Discus Digital Print	Printing services - BPLC	\$ 181.50
15/11/2021	Diversity Cleaning Services Pty Ltd	Window cleaning services - BPLC	\$ 400.00
15/11/2021	Dominic Snellgrove	Design advisory meeting fees	\$ 800.00
15/11/2021	Domus Nursery	Supply of plants	\$ 456.61
26/11/2021	Downer EDI Works Pty Ltd	Traffic signal inductive loop reinstatement - various locations	\$ 38,581.06
15/11/2021	E Bentley	Expense reimbursement - purchase of skipping ropes (BPLC)	\$ 139.00
26/11/2021	E Bentley	Expense reimbursement - Les Mills workshop and digital kits	\$ 142.55
26/11/2021	E Michalska	Rates refund - due to overpayment	\$ 379.25
26/11/2021	EJ Australia Pty Ltd	Supply of hydro wave grates	\$ 7,122.50
26/11/2021	Elite Pool Covers Pty Ltd	Supply and install indoor pool blanket - BPLC	\$ 6,655.00

Date	Payee	Description	Amount
15/11/2021	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance	\$ 5,862.19
15/11/2021	Enviroblast Cannington	Pressure cleaning services	\$ 1,864.50
26/11/2021	Envirodry Towels	Supply of disposable gym towels - BPLC	\$ 108.90
15/11/2021	Environmental Site Services (Aus) Pty Ltd	Hazmat sampling and reports - various locations	\$ 2,227.50
26/11/2021	Envision Medical Imaging	Employee medical services	\$ 506.70
15/11/2021	Enzed Malaga	Plant repairs and maintenance	\$ 646.29
26/11/2021	Enzed Malaga	Plant repairs and maintenance	\$ 1,138.14
26/11/2021	Equip-Safe	Staff training - forklift and front end loader courses	\$ 4,165.00
26/11/2021	Estill & Associates Pty Ltd	Long term cycle network public forum	\$ 1,100.00
26/11/2021	FDB Commercial Interiors	Supply of lockers for BPLC swim school staff	\$ 2,618.00
15/11/2021	Flex Fitness Equipment	Supply of fitness equipment - BPLC	\$ 410.00
15/11/2021	Flexi Staff Pty Ltd	Temporary staff - various departments	\$ 36,730.61
26/11/2021	Flexi Staff Pty Ltd	Temporary staff - various departments	\$ 34,907.36
15/11/2021	Flick Anticimex Pty Ltd	Pest control services - various locations	\$ 735.11
15/11/2021	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	\$ 16,330.24
26/11/2021	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	\$ 22,283.97
15/11/2021	G Burgess	Distribution services - 12000 FOGO pamphlets	\$ 3,168.00
26/11/2021	G Burgess	Distribution services - 17800 green waste verge collection pamphlets	\$ 4,699.20
15/11/2021	G Edwards	Fitness instructor fees	\$ 113.68
26/11/2021	G Edwards	Fitness instructor fees	\$ 158.68
26/11/2021	Garrards Pty Ltd	Supply of rat bait	\$ 217.45
26/11/2021	Giant Autos (1997) Pty Ltd	Vehicle services and repairs	\$ 1,138.00
26/11/2021	Golf Car World	Plant repairs and maintenance	\$ 1,699.34
26/11/2021	Graffiti Force Pty Ltd	Graffiti removal services - various locations	\$ 528.00
26/11/2021	Great Lakes Community Resources	Street goods collection services	\$ 1,588.40
26/11/2021	Gymcare	Gym equipment repairs and maintenance - BP	\$ 714.29
15/11/2021	H De Wolf	Part refund of Beatty Park Leisure Centre fees	\$ 232.58
26/11/2021	H Razavi	Part refund of Beatty Park Leisure Centre fees	\$ 230.70
15/11/2021	Hans Andresen	Banner installation - Scarborough Beach Road/Fitzgerald Street	\$ 2,205.50
15/11/2021	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff - Waste	\$ 1,535.35
26/11/2021	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff - Waste	\$ 3,692.78
02/11/2021	Health Insurance Fund of WA	Payroll deduction	\$ 178.10
16/11/2021	Health Insurance Fund of WA	Payroll deduction	\$ 178.10
29/11/2021	Health Insurance Fund of WA	Payroll deduction	\$ 178.10
26/11/2021	I B Woods	Facilitation of community history project	\$ 1,045.00
26/11/2021	I Heath	Rates refund - due to overpayment	\$ 357.90
26/11/2021	Ian Taylor Homes	Refund of infrastructure bond	\$ 1,000.00
15/11/2021	Initial Hygiene	Sharps disposal services	\$ 812.54
15/11/2021	Innovations Catering	Catering for City events - Council	\$ 3,300.50

Date	Payee	Description	Amount
26/11/2021	Innovations Catering	Catering for City events - Council	\$ 917.50
26/11/2021	Innovations Catering	Catering for City event - Workshop	\$ 460.00
15/11/2021	Insight Enterprises Aust Pty Ltd	Software subscriptions - Nitro productivity suite for PDF and various Microsoft licences	\$ 16,775.80
15/11/2021	Institute of Public Administration Australia WA	Corporate table at IPAA WA achievement awards	\$ 1,160.00
26/11/2021	Institute of Public Administration Australia WA	Staff training - Good report writing skills (balance of payment)	\$ 2,640.00
15/11/2021	J & K Hopkins	Office furniture supplies - BPLC	\$ 597.00
15/11/2021	J A Collins	Part refund of dog registration	\$ 150.00
26/11/2021	J Heidke	Part refund of Beatty Park Leisure Centre fees	\$ 159.17
15/11/2021	J Lowden	Fitness instructor fees	\$ 227.36
26/11/2021	Jack Lockers	Locker hire - July to September 21 (BPLC)	\$ 1,133.00
15/11/2021	Jake Robinson Acoustic	Performance fee - Citizenship ceremony	\$ 390.00
15/11/2021	Janet Verburg	Fitness instructor fees	\$ 362.36
26/11/2021	JBA Surveys	Surveying services - Bulwer/Stirling Street	\$ 1,320.00
26/11/2021	Jemma King Productions	Conducting of interviews for community history project	\$ 1,000.00
15/11/2021	Jim's Mowing (Dalkeith)	Gardening services - Loftus Community Centre	\$ 80.00
26/11/2021	Jim's Mowing (Dalkeith)	Gardening services - Loftus Community Centre	\$ 80.00
15/11/2021	K A Balm	Expense reimbursement - supplies for various COV events	\$ 227.05
26/11/2021	K A Balm	Expense reimbursement - supplies for various COV events	\$ 318.95
26/11/2021	K Grant	Fitness instructor fees	\$ 420.00
15/11/2021	K Harcus	Fitness instructor fees	\$ 360.00
15/11/2021	K Harringer	Refund of payment made to Library for items previously returned	\$ 54.65
26/11/2021	K Lee	Rates refund - due to overpayment	\$ 469.71
26/11/2021	K M Allen	Expense reimbursement - supplies for COV Pride event	\$ 302.31
26/11/2021	K Reynolds	Expense reimbursement - external meeting parking fee	\$ 20.00
15/11/2021	Kenopy Marketing Pty Ltd	Catering services - Community bike breakfast	\$ 660.00
24/11/2021	KJ Concha Pty Ltd ATF HODL Superannuation Fund	Superannuation	\$ 1,306.27
15/11/2021	Knot Just Cords	Macrame workshop - Seniors week	\$ 480.00
15/11/2021	Kone Elevators Pty Ltd	Lift repairs - Mount Hawthorn Community Centre	\$ 4,395.44
26/11/2021	Konica Minolta Business Solutions Australia Pty Ltd	Copy costs - various departments	\$ 1,085.62
15/11/2021	KS Black Pty Ltd	Bore, pump and electrical maintenance - various locations	\$ 4,754.75
26/11/2021	L Quinn	Reimbursement from heritage assistance fund	\$ 1,045.00
15/11/2021	L S Hoedemaker	Part refund of dog registration	\$ 150.00
02/11/2021	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
16/11/2021	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
29/11/2021	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
15/11/2021	Landgate	Gross rental valuations for interims	\$ 509.50
26/11/2021	Landgate	Gross rental valuations for interims	\$ 437.50
15/11/2021	LDMD Pty Ltd t/as Events By Platinum	Hire of photobooth - Pride WA Fairday 2021	\$ 800.00

Date	Payee	Description	Amount
15/11/2021	Leederville Cameras	Printing services - flyers for Community Centre	\$ 100.00
15/11/2021	Leederville Foods Pty Ltd	Catering for City event - workshop	\$ 420.00
15/11/2021	Leederville Hotel	Catering for City event - Garden competition dinner	\$ 4,000.00
15/11/2021	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$ 34,485.00
26/11/2021	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$ 14,421.00
15/11/2021	Les Mills Asia Pacific	Licence fees for fitness classes	\$ 1,600.56
15/11/2021	Limitless Promotions	Supply of dog and cat registration tags	\$ 345.00
15/11/2021	Line Marking Specialists	Line marking services - various locations	\$ 4,543.66
26/11/2021	Line Marking Specialists	Line marking services - various locations	\$ 3,091.00
15/11/2021	LJ Hooker Subiaco	Rates refund - due to overpayment	\$ 801.54
16/11/2021	Local Government Professionals Australia WA	Annual subscription 2021/22	\$ 2,200.00
26/11/2021	Local Government Professionals Australia WA	Staff training - Ignite management program	\$ 2,440.00
15/11/2021	Longreach Building Services	Refund of work zone permit	\$ 3,055.80
15/11/2021	Luke Riley Creative	Photography services - Special Council meeting	\$ 255.00
26/11/2021	Luke Riley Creative	Photography services - Perth Jazz Festival	\$ 510.00
15/11/2021	M G Jajko	Fitness instructor fees	\$ 113.68
26/11/2021	M G Jajko	Fitness instructor fees	\$ 56.84
04/11/2021	M Herrington	Expense reimbursement - Citizenship catering	\$ 700.00
26/11/2021	M Percin	Part refund of dog registration	\$ 150.00
15/11/2021	M Scekcic	Expense reimbursement - medical costs regarding dog bite	\$ 54.84
15/11/2021	M Slater	Fitness instructor fees	\$ 120.58
26/11/2021	M Slater	Fitness instructor fees	\$ 60.29
26/11/2021	Manheim Pty Ltd	Towing services	\$ 473.00
15/11/2021	Manic Botanic (Manic WA Pty Ltd)	Supply of wreath for Remembrance Day	\$ 160.00
15/11/2021	Mansard Holdings Pty Ltd T/A Piero's Panel and Paint	Refund of infrastructure bond	\$ 1,000.00
15/11/2021	Market Creations Agency	Customisation of intranet events module	\$ 3,394.00
15/11/2021	Marketforce Pty Ltd	Advertising services - various departments	\$ 1,742.62
26/11/2021	Marketforce Pty Ltd	Advertising services - various departments	\$ 8,581.73
15/11/2021	Marshall Beattie Pty Ltd	Automatic door repairs - BPLC entry gate	\$ 286.00
15/11/2021	Massey's Herd	Milk supplies - Depot	\$ 561.00
15/11/2021	Maxima Group Training	School based trainees - Apprenticeship Cert II in business	\$ 642.03
26/11/2021	Maxima Group Training	School based trainees - Apprenticeship Cert II in business	\$ 428.02
15/11/2021	Mayor E Cole	Council meeting fee	\$ 7,875.25
26/11/2021	McIntosh & Son WA	Plant repairs and maintenance	\$ 510.57
26/11/2021	McLeods Barristers & Solicitors	Legal services - SAT matter, 3 Bulwer Avenue	\$ 463.26
26/11/2021	McLeods Barristers & Solicitors	Professional services - Councillor induction (planning)	\$ 660.00
15/11/2021	MDC Global Pty Ltd	Electrical, mechanical and hydraulic design - Floreat Athena change rooms	\$ 6,455.35
24/11/2021	Mercer Spectrum	Superannuation	\$ 5,094.44
26/11/2021	MessageMedia	SMS integrating for Phoenix	\$ 146.14

Date	Payee	Description	Amount
26/11/2021	Metal Artwork Creations	Supply of staff name badges - BPLC	\$ 460.90
15/11/2021	Midland Toyota	Purchase of vehicle, as per fleet management programme	\$ 25,626.90
15/11/2021	Mind Over Matter Health and Fitness	Seniors weekly fitness classes	\$ 210.00
26/11/2021	Mind Over Matter Health and Fitness	Seniors weekly fitness classes	\$ 140.00
15/11/2021	Mindarie Regional Council	Processable and non processable waste	\$ 110,188.73
26/11/2021	Mindarie Regional Council	Non processable waste	\$ 2,162.88
15/11/2021	Minter Ellison	Legal services - General employment matters	\$ 3,994.65
26/11/2021	Minter Ellison	Legal services - General employment matters	\$ 753.28
15/11/2021	MM IT Consulting (WA) Pty Ltd	IT consultancy fees	\$ 1,058.75
15/11/2021	Moodjar Consultancy	Consultation - COV Noongar sites of significance	\$ 803.00
26/11/2021	Mount Hawthorn Hub Inc	Festival and event sponsorship - Little Day Out (including bond)	\$ 9,900.00
15/11/2021	My Best Friend Veterinary Centre	Vet services - October 21	\$ 2,242.60
15/11/2021	My Recipe Pty Ltd	Refund of food business registration fee	\$ 150.00
15/11/2021	N Godecke	Part refund of dog registration	\$ 77.50
15/11/2021	N S Penny	Part refund of dog registration	\$ 38.75
15/11/2021	N Stokes	Expense reimbursement - Catering for City event - Training	\$ 139.68
15/11/2021	Nao Williams	Fitness instructor fees	\$ 195.00
15/11/2021	Nearmap Australia Pty Ltd	Annual licence subscription	\$ 16,500.00
26/11/2021	Node1 Internet	Fixed wireless internet charges - December 21	\$ 189.00
15/11/2021	Noma Pty Ltd	Design advisory meeting and consultancy fees	\$ 1,650.00
26/11/2021	Noongar Chamber of Commerce and Industry	Procurement workshop	\$ 2,200.00
15/11/2021	North Perth Cricket Club	Female sports participation grant	\$ 1,980.00
15/11/2021	Northsands Resources	Construction waste disposal services and sand supplies	\$ 5,617.04
15/11/2021	NovoFit WA Pty Ltd	Gym equipment repairs - BPLC	\$ 789.13
15/11/2021	Nulook Homes Pty Ltd	Refund of infrastructure bond	\$ 550.00
15/11/2021	NVMS Pty Ltd	Software licence for sound meter	\$ 2,241.80
15/11/2021	O J Malone	Refund of infrastructure bond	\$ 1,000.00
15/11/2021	O L Monte	Custom made sign for sauna - BPLC	\$ 100.00
15/11/2021	Officeworks Ltd	Office supplies and consumables	\$ 559.14
26/11/2021	Officeworks Ltd	Office supplies and consumables	\$ 37.97
26/11/2021	Opal Australian Paper	Supply of envelopes	\$ 564.30
15/11/2021	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Consultancy fees - Microsoft Sharepoint infrastructure	\$ 1,010.90
15/11/2021	P A Frewer	Rates refund - due to overpayment	\$ 1,471.04
15/11/2021	P Cicanese	Expense reimbursement - court parking fees	\$ 50.48
15/11/2021	P Stokes	Fitness instructor fees	\$ 90.00
15/11/2021	P Tran	Fitness instructor fees	\$ 341.04
26/11/2021	P Tran	Fitness instructor fees	\$ 170.52
15/11/2021	Pacer Legal Pty Ltd	Rates refund - due to overpayment	\$ 646.34
26/11/2021	Pedaling Beans	Supply of beverages - Ride to Work breakfast	\$ 320.00

Date	Payee	Description	Amount
26/11/2021	Pennant House	Supply of flag - Pride Progress	\$ 467.50
15/11/2021	Perth International Jazz Festival Inc.	Bond refund - Jazz picnic in the park 2021	\$ 2,200.00
15/11/2021	Perth Sail Shades & Umbrellas	Reinstall shade sails - BPLC	\$ 275.00
26/11/2021	Perth Stitchings	Merchandise - BPLC	\$ 2,926.00
15/11/2021	Pink and Grey Marketing	Temporary staff - Marketing	\$ 281.25
26/11/2021	Planning Institute Australia	Staff training - Planning for precincts	\$ 630.00
15/11/2021	Plastic Card Printing Pty Ltd	Supply of authorisation cards	\$ 19.80
26/11/2021	Powerbrite	Light detection test for Blackspot project - Loftus/Vincent street intersection	\$ 550.00
15/11/2021	PowerVac Pty Ltd	Purchase of scrub machine for basketball courts - Loftus Recreation Centre	\$ 15,302.43
26/11/2021	Precious People	Sound meditation - Winter wellness workshop	\$ 200.00
15/11/2021	Price Consulting Group Pty Ltd	HR consulting services - CEO performance review	\$ 4,510.00
15/11/2021	Print and Sign Co	Printing services - BPLC	\$ 1,215.50
26/11/2021	Print and Sign Co	Printing services - various departments	\$ 2,762.65
15/11/2021	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 42,031.00
26/11/2021	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 7,029.00
26/11/2021	Profounder Turfmaster Pty Ltd	Turf maintenance - various locations	\$ 8,783.04
15/11/2021	Programmed Integrated Workforce Ltd	Temporary staff - Parks	\$ 3,708.82
26/11/2021	Programmed Integrated Workforce Ltd	Temporary staff - Parks	\$ 3,251.60
15/11/2021	Programmed Skilled Workforce Limited	Temporary staff - Engineering	\$ 8,265.38
26/11/2021	Programmed Skilled Workforce Limited	Temporary staff - various departments	\$ 19,414.58
15/11/2021	Protector Fire Services Pty Ltd	Fire equipment maintenance - various locations	\$ 220.00
26/11/2021	Protector Fire Services Pty Ltd	Fire equipment maintenance - various locations	\$ 3,324.75
15/11/2021	QuickMail	Printing and mail out of FOGO leaflets and Leederville precinct structure plan	\$ 7,926.59
26/11/2021	R Bandarage	Rates refund - due to overpayment	\$ 388.25
26/11/2021	R Foulds	Rates refund - due to overpayment	\$ 1,078.84
26/11/2021	R Sanders	Vehicle repairs	\$ 220.00
26/11/2021	R.K Patel & S.R Patel	Library newspaper delivery	\$ 137.60
15/11/2021	Rada & Neso Services	Cleaning services - BPLC	\$ 9,825.00
26/11/2021	REALMstudios Pty Ltd	Design advisory meeting fees	\$ 440.00
15/11/2021	Rebecca Mathias	Fitness instructor fees	\$ 200.00
26/11/2021	Rebecca Mathias	Fitness instructor fees	\$ 200.00
26/11/2021	Redimed Pty Ltd	Employee medical services	\$ 293.50
15/11/2021	Regal Cement & Sales Pty Ltd	Supply of soakwells	\$ 1,764.00
26/11/2021	Regal Cement & Sales Pty Ltd	Supply of soakwells	\$ 3,750.00
26/11/2021	Regents Commercial	Rent - Barlee Street car park (December 21)	\$ 6,050.00
15/11/2021	Renew Property Maintenance	Clearing rights of way and tipping fees - various locations	\$ 19,805.50
15/11/2021	Rentokil Initial Pty Ltd	Pest control services - BPLC	\$ 2,084.61
26/11/2021	Rentwest Solutions	Rates refund - due to overpayment	\$ 352.26
26/11/2021	Retech Rubber	Repairs to soft fall play areas - various locations	\$ 1,265.00

Date	Payee	Description	Amount
26/11/2021	Ringie	Onsite support - Cisco telephony service	\$ 3,960.00
15/11/2021	RPG Auto Electrics	Plant repairs and maintenance	\$ 2,405.21
26/11/2021	RPG Auto Electrics	Plant repairs and maintenance	\$ 514.25
26/11/2021	Rubek Automatic Doors	Bi-annual service of automatic doors - various locations	\$ 2,968.90
15/11/2021	S Patchett	Fitness instructor fees	\$ 360.00
26/11/2021	S Patchett	Fitness instructor fees	\$ 720.00
26/11/2021	Sage Consulting Engineers	Electrical consultancy - various locations	\$ 8,140.00
26/11/2021	SAI Global Pty Limited	Annual online standards subscription renewal	\$ 2,785.93
26/11/2021	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	\$ 5,676.00
15/11/2021	Sanderson's Outdoor Power Equipment	Plant repairs and maintenance	\$ 782.00
26/11/2021	SAS Locksmiths	Key cutting and lock maintenance service - various locations	\$ 1,966.65
15/11/2021	Scarboro Toyota	Vehicle service and repairs	\$ 375.54
26/11/2021	Sean Cappeau	Installation of stickers on signage - HBF Park	\$ 1,200.00
26/11/2021	ServiceFM Pty Ltd	Cleaning services and cleaning materials - various locations	\$ 57,314.56
26/11/2021	Sigma Chemicals	Pool chemicals and pool equipment repairs - BPLC	\$ 8,998.19
15/11/2021	Signbiz WA Pty Ltd	Sign supplies - various locations	\$ 561.00
15/11/2021	Slater-Gartrell Sports	Supply and install two match wickets - Forrest Park	\$ 9,878.00
26/11/2021	Smoke and Mirrors AV	Supply of PA system - Citizenship ceremony	\$ 874.00
15/11/2021	Solo Resource Recovery	Pressure cleaning services - various locations	\$ 5,098.50
26/11/2021	Solo Resource Recovery	Pressure cleaning services - various locations	\$ 7,933.75
15/11/2021	SpacetoCo Pty Ltd	Facilities weekly reporting and financial handling	\$ 660.00
15/11/2021	Specialist Mail Services	Postcards - Solar for strata workshop	\$ 148.50
26/11/2021	Speedo Australia Pty Ltd	Merchandise - BPLC	\$ 5,889.40
15/11/2021	Sportsworld Of WA	Merchandise - BPLC	\$ 397.10
26/11/2021	Sportsworld Of WA	Merchandise - BPLC	\$ 9,827.95
15/11/2021	SPP Group WA Pty Ltd	Mechanical consultancy - Admin HVAC upgrade	\$ 2,200.00
26/11/2021	St John Ambulance Western Australia Ltd	Staff training - Mental health course	\$ 1,755.00
26/11/2021	Steann Pty Ltd	Bulk verge green waste collection	\$ 18,263.22
24/11/2021	Steeg Banham Superannuation Fund	Superannuation	\$ 265.15
15/11/2021	Stephen Carrick Architects Pty Ltd	Heritage advice	\$ 440.00
26/11/2021	Stevlec Electrical Pty Ltd	Collect and install barbeque - Norwood Park	\$ 2,043.80
15/11/2021	Stott Hoare	Supply of speaker phones	\$ 3,020.60
15/11/2021	StrataGreen	Garden equipment supplies - secateurs	\$ 620.20
26/11/2021	StrataGreen	Supply of weedkiller and fertiliser	\$ 1,355.92
15/11/2021	Strategic Leadership Consulting	Underground power report update	\$ 660.00
26/11/2021	Suez Recycling & Recovery Pty Ltd	Waste collection - BPLC	\$ 1,457.58
24/11/2021	SuperChoice Services Pty Ltd	Superannuation	\$ 241,809.60
26/11/2021	Swimming WA	Hire of training room - COV digital archive project	\$ 1,261.29
15/11/2021	Synergy	Electricity and gas charges - various locations	\$ 68,334.41

Date	Payee	Description	Amount
26/11/2021	Synergy	Electricity and gas charges - various locations	\$ 16,907.64
15/11/2021	T Durward	Refund of nomination bond	\$ 80.00
15/11/2021	T J Scott	Part refund of dog registration	\$ 150.00
15/11/2021	T Nguyen	Rates refund - due to overpayment	\$ 645.17
15/11/2021	Tamala Park Regional Council	GST for sale of land - September 21	\$ 4,410.34
26/11/2021	Tamala Park Regional Council	GST for sale of land - October 21	\$ 7,026.10
26/11/2021	Technology One Ltd	GIS consulting services	\$ 4,312.00
15/11/2021	Teena Smith	Fitness instructor fees	\$ 480.00
26/11/2021	Teena Smith	Fitness instructor fees	\$ 530.00
15/11/2021	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 697.15
26/11/2021	Temptations Catering	Catering for City events - Community classes	\$ 560.69
26/11/2021	The BBQ Man	BBQ and pressure cleaning services - various locations	\$ 6,117.64
26/11/2021	The Event Mill	Stall staging for Pride Fairday	\$ 951.50
26/11/2021	The Factory (Australia) Pty Ltd	Street Christmas decorations and lights 2021	\$ 21,554.50
15/11/2021	The Good Guys	Supply of microwave - Loftus Community Centre	\$ 269.00
15/11/2021	The Pink Tank	Artwork changes for sauna poster design - BPLC	\$ 192.50
15/11/2021	The Poster Girls	Distribution services - 90 posters and 1000 postcards for COV film project 2021/22	\$ 258.50
26/11/2021	The Re Store Pty Ltd	Beverage supplies for Council	\$ 386.66
15/11/2021	The Royal Life Saving Society Western Australia Inc	Home pool inspections	\$ 11,781.00
15/11/2021	The Royal Life Saving Society Western Australia Inc	Watch around Water registration - BPLC (three years)	\$ 440.00
26/11/2021	The Royal Life Saving Society Western Australia Inc	Staff training - various courses (BPLC)	\$ 5,543.00
15/11/2021	The Speak Family Trust & the Stocco Family Trust & the Trustee for the Brotherson Family Trust & the Trustee for the Da Rui Family Trust	Rates refund - due to overpayment	\$ 3,872.69
24/11/2021	The Trustee for Fergco Family Super Fund	Superannuation	\$ 1,949.56
24/11/2021	The Trustee for Guild Retirement Fund	Superannuation	\$ 342.56
15/11/2021	TJ Depiazzi & Sons	Supply of mulch	\$ 3,491.40
15/11/2021	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 4,679.40
26/11/2021	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 10,355.40
15/11/2021	Total Eden Pty Ltd	Reticulation supplies	\$ 172.91
26/11/2021	Totally Workwear Mt Hawthorn	Uniform supplies - various departments	\$ 4,340.70
26/11/2021	Traffic Systems West (Ennis Traffic Safety Solutions Pty Ltd)	Remove and replace median bollards- Fitzgerald Street	\$ 5,101.80
15/11/2021	Tree Amigos	Street trees and parks pruning/removal - various locations	\$ 140,341.52
26/11/2021	Tree Amigos	Street trees and parks pruning/removal - various locations	\$ 151,239.13
26/11/2021	Trisley's Hydraulic Services Pty Ltd	Water treatment - BPLC	\$ 594.00
15/11/2021	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	\$ 5,882.08
26/11/2021	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	\$ 886.43

Date	Payee	Description	Amount
26/11/2021	Trustees for The Folan Family Trust t/a Inspired Development Solutions	Staff training - Executive coaching	\$ 385.00
15/11/2021	Turf Developments (WA) Pty Ltd	Turf maintenance - Britannia Reserve	\$ 3,294.50
26/11/2021	Turf Developments (WA) Pty Ltd	Turf maintenance - various locations	\$ 2,849.00
15/11/2021	Tyres4U Pty Ltd	Tyre replacements and maintenance	\$ 139.15
15/11/2021	Universal Diggers	Plant hire - Depot	\$ 10,934.00
26/11/2021	Universal Diggers	Plant hire - Depot	\$ 31,754.25
26/11/2021	V McGuire	Welcome to Country - Citizenship ceremony	\$ 550.00
15/11/2021	V Miltrup	Expense reimbursement - smoking ceremony	\$ 500.00
26/11/2021	V Rousset	Part refund of dog registration	\$ 150.00
26/11/2021	W.A. Hino Sales & Service	Plant repairs and maintenance	\$ 859.95
15/11/2021	W.A. Limestone Co	Supply of limestone	\$ 1,196.55
26/11/2021	WA Cleaning Equipment Repairs	Plant repairs and maintenance - BPLC	\$ 1,248.73
26/11/2021	WA Timber Products Pty Ltd	Supply of tree stakes	\$ 814.00
15/11/2021	Water Corporation	Water charges - various locations	\$ 19,883.18
26/11/2021	Water Corporation	Water charges - various locations	\$ 24,555.65
26/11/2021	Way Funky Company Pty Ltd	Merchandise - BPLC	\$ 16,665.00
15/11/2021	WC Convenience Management Pty Ltd	Maintenance of exelooos - various locations	\$ 3,992.44
15/11/2021	West Coast Profilers Pty Ltd	Profiling services - various locations	\$ 21,454.95
26/11/2021	Western Irrigation Pty Ltd	Reticulation repairs and maintenance	\$ 649.58
15/11/2021	Western Power	Design fee for streetlight upgrade - Scarborough Beach Road	\$ 3,300.00
15/11/2021	Western Resource Recovery Pty Ltd	Grease trap maintenance - Loftus Recreation Centre	\$ 192.50
15/11/2021	West-Sure Group Pty Ltd	Cash collection services - various locations	\$ 2,456.03
15/11/2021	Winc Australia Pty Ltd	Office supplies and consumables	\$ 1,004.87
26/11/2021	Winc Australia Pty Ltd	Office supplies and consumables	\$ 2,946.11
15/11/2021	Work Metrics Pty Ltd	Online inductions - BPLC	\$ 110.00
15/11/2021	Worldwide East Perth	Printing services - recycling guides	\$ 14,960.00
15/11/2021	Worldwide East Perth	Supply of FOGO fridge magnets	\$ 17,930.00
26/11/2021	Worldwide East Perth	Printing services - Citizenship booklets	\$ 198.00
26/11/2021	Y D Leonzini	Rates refund - due to overpayment	\$ 363.83
15/11/2021	YogaNut	Fitness instructor fees	\$ 660.00
26/11/2021	YogaNut	Fitness instructor fees	\$ 240.00
15/11/2021	Yolande Gomez	Fitness instructor fees	\$ 317.36
26/11/2021	Yolande Gomez	Fitness instructor fees	\$ 434.04
15/11/2021	ZIP Heaters Aust Pty Ltd	Hydrotap maintenance - Library	\$ 399.69
26/11/2021	ZIP Heaters Aust Pty Ltd	Hydrotap maintenance - various locations	\$ 530.53
15/11/2021	Zumba Fitness Patricia Rojo	Fitness instructor fees	\$ 310.00
			\$ 3,936,019.89

<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Payroll			
02/11/21	Ad hoc		\$ 1,138.03
09/11/21	Pay 10		\$ 652,291.08
23/11/21	Pay 11		\$ 706,526.70
Total Payroll			\$ 1,359,955.81
Total Payments			\$ 5,295,975.70




Creditors Report - Payments by Cheque 01/11/21 to 30/11/21				
Creditor	Date	Payee	Description	Amount
00082684	17/11/2021	Petty Cash - Library	Petty cash recoup	\$ 286.65
00082685	17/11/2021	Sacred Heart Primary School	Donation - Student citizenship policy	\$ 250.00
00082686	17/11/2021	Highgate Primary School	Donation - Student citizenship policy	\$ 250.00
00082687	17/11/2021	Kyilla Primary School	Donation - Student citizenship policy	\$ 250.00
00082688	17/11/2021	North Perth Primary School	Donation - Student citizenship policy	\$ 250.00
00082689	17/11/2021	Mount Hawthorn Primary School	Donation - Student citizenship policy	\$ 250.00
00082690	17/11/2021	Mt Hawthorn Education Support Centre	Donation - Student citizenship policy	\$ 250.00
00082691	23/11/2021	Petty Cash - Finance	Petty cash recoup	\$ 464.30
00082692	23/11/2021	Aranmore Catholic Primary School	Donation - Student citizenship policy	\$ 250.00
Total Nett Cheque Payments				\$ 2,500.95

Creditors Report - Payments by Direct Debit				
01/11/21 to 30/11/21				
Credit Card Transactions for the Period 7 October 21 - 5 November 21				
Card Holder	Date	Payee	Description	Amount
CEO	12/10/2021	Dimension Data Learning	Training - Project management foundation and practitioner course - CEO and Finance Officer	\$ 6,351.51
	15/10/2021	Cranked Coffee	Catering for City event - workshop	\$ 113.40
	16/10/2021	WA News	Newspaper subscription	\$ 83.60
	20/10/2021	Wilson Parking	Parking - training course	\$ 37.46
	29/10/2021	CPP Council House	Parking - Inner city CEO group meeting	\$ 10.10
				\$ 6,596.07
Director Community & Business Services	03/11/2021	Booktopia Pty Ltd	Supply of books for library	\$ 165.84
Director Infrastructure & Environment	13/10/2021	Kelyn Training	Staff training - various courses (Engineering)	\$ 450.00
	21/10/2021	Western Power	Application fee for streetlight installation	\$ 497.92
				\$ 947.92
Manager Marketing & Partnerships	07/10/2021	Facebook	Advertising	\$ 116.09
	08/10/2021	Australia Post Leederville	Postage for community engagement gift vouchers	\$ 6.65
	08/10/2021	Coles	Gift vouchers for community engagement panel	\$ 160.00
	10/10/2021	Mailchimp	Email campaign	\$ 885.03
	12/10/2021	Australia Post Leederville	Postage for community engagement gift voucher	\$ 6.65
	12/10/2021	Coles	Gift voucher for community engagement panel	\$ 55.95
	17/10/2021	Facebook	Advertising	\$ 704.00
	21/10/2021	Shutterstock	Image download subscription	\$ 99.00
	23/10/2021	Asana.com	Subscription - work flow graphic design tool	\$ 818.33
	23/10/2021	International transaction fee	Subscription - work flow graphic design tool	\$ 20.46
	24/10/2021	Facebook	Advertising	\$ 704.00
	29/10/2021	Facebook	Advertising	\$ 825.00
	31/10/2021	Facebook	Advertising	\$ 202.87
	01/11/2021	Facebook	Disputed transaction	\$ 28.00
	03/11/2021	The Rosemount Hotel	Catering for City event - Citizenship ceremony	\$ 100.00
	03/11/2021	The Rosemount Hotel	Catering for City event - Citizenship ceremony	\$ 100.00
	03/11/2021	The Rosemount Hotel	Catering for City event - Citizenship ceremony	\$ 100.00
				\$ 4,932.03

Card Holder	Date	Payee	Description	Amount
Manager ICT	07/10/2021	Sendgrid	Application programming interface software	\$ 124.11
	07/10/2021	International transaction fee	Application programming interface software	\$ 3.10
	08/10/2021	4Cabling	IT accessories - extension cord	\$ 263.70
	19/10/2021	Zoom	Video conferencing	\$ 307.89
	25/10/2021	Officeworks	IT accessories - stylus for iPads	\$ 216.98
	25/10/2021	JB Hifi.com.au	Purchase of iPad mini	\$ 749.00
	25/10/2021	JB Hifi.com.au	Purchase of iPad Pro	\$ 1,899.00
	25/10/2021	JB Hifi.com.au	Purchase of iPad Pro and cover	\$ 1,728.95
	27/10/2021	JB Hifi.com.au	IT accessories - keyboard case for iPad Pro	\$ 199.95
	29/10/2021	Officeworks	IT accessories - stylus and keyboard cases for iPads	\$ 545.98
	01/11/2021	Safetyculture	Mobile inspection application	\$ 52.80
	02/11/2021	Officeworks	IT accessories - ergonomic keyboard	\$ 152.00
	02/11/2021	Assetsonar.com	IT asset management software	\$ 293.93
	02/11/2021	International transaction fee	IT asset management software	\$ 7.35
	03/11/2021	City of Perth Parking	Parking - Cyber security forum	\$ 15.14
	03/11/2021	Deputy	Online timesheet software	\$ 865.15
	03/11/2021	Sendgrid	Application programming interface software	\$ 121.14
	03/11/2021	International transaction fee	Application programming interface software	\$ 3.03
	03/11/2021	Intruder Systems Ltd	Subscription - cyber security testing	\$ 307.55
	03/11/2021	International transaction fee	Subscription - cyber security testing	\$ 7.69
				\$ 7,864.44
Procurement and Contracts Officer	11/10/2021	Disputed transaction refund		-\$ 5.50
	28/10/2021	Tenderlink.com	Tender advertising	184.80
	28/10/2021	Tenderlink.com	Tender advertising	184.80
	28/10/2021	Tenderlink.com	Tender advertising	184.80
	28/10/2021	Standards Australia	Purchase of contract templates	1,242.46
				\$ 1,791.36
Total Corporate Credit Cards				\$ 22,297.66
Direct Debits				
Lease Fees	23/11/2021	Pitney Bowes Leasing	Postal scales	\$ 395.84
			Department Sport and Recreation Building, Loftus Centre, Loftus Underground Car Park and Beatty Park Leisure Centre	
Loan Repayments		Treasury Corporation		\$ 100,782.60

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Bank Fees and Charges		Commonwealth Bank	Bank fees	\$ 33,858.46
Total Direct Debits including Credit Cards				\$ 157,334.56

11.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 DECEMBER 2021 TO 31 DECEMBER 2021

- Attachments:**
1. **Payments by EFT and Payroll December 21** [↓](#) 
 2. **Payments by Cheque December 21** [↓](#) 
 3. **Payments by Direct Debit December 21** [↓](#) 

RECOMMENDATION:

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

EFT payments, including payroll	\$7,223,961.43
Cheques	\$187.35
Direct debits, including credit cards	\$201,717.93
 Total payments for December 2021	 \$7,425,866.71

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 1 December 2021 to 31 December 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 December 2021 to 31 December 2021, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT Payments	2761 - 2769	\$5,913,111.16
Payroll by Direct Credit	December 2021	\$1,310,850.27
Sub Total		\$7,223,961.43
Cheques		
Cheques	82693	\$187.35
Cancelled cheques		\$0.00
Sub Total		\$187.35
Direct Debits (including Credit Cards)		
Lease Fees		\$395.84

Loan Repayments	\$154,648.45
Bank Charges – CBA	\$28,032.91
Credit Cards	\$18,640.73
Sub Total	\$201,717.93
 Total Payments	 \$7,425,866.71

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Regulation 12(1) and (2) of the *Local Government (Financial Management) Regulations 1996*:

“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*:

“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.

Creditors Report - Payments by EFT, BPAY and Payroll 01/12/21 to 31/12/21			
Date	Payee	Description	Amount
23/12/2021	360 Environmental Pty Ltd	Quarterly water monitoring and reporting - Hyde Park lakes	\$ 5,225.00
10/12/2021	A Duckworth	Design advisory meeting fee	\$ 400.00
23/12/2021	A Hodzic	Refund of planning application fee	\$ 1,440.00
23/12/2021	A Plus Training Solutions Pty Ltd	Staff training - small plant and equipment course	\$ 1,160.00
23/12/2021	A Powell	Expense reimbursement - fuel for COV vehicle	\$ 98.03
23/12/2021	A Team Printing	Printing services - BPLC	\$ 1,318.90
23/12/2021	A Yip	Rates refund - due to overpayment	\$ 419.58
21/12/2021	A&E Wilmot Superfund	Superannuation	\$ 110.31
23/12/2021	Access Icon Pty Ltd	Supply of conversion slabs, side entry frames and covers	\$ 12,241.46
10/12/2021	Acurix Networks Pty Ltd	Public Wi Fi service - various locations	\$ 1,419.00
23/12/2021	Adam Cruickshank	Public artwork concept design for Arts Rebound (phase 2 of COVID arts relief)	\$ 1,980.00
23/12/2021	Add Value Building Group Pty Ltd	Refund of infrastructure bond	\$ 1,000.00
23/12/2021	Adelphi Apparel	Uniform supplies - Rangers	\$ 220.00
23/12/2021	Advanced Spatial Technologies Pty Ltd	AutoCAD annual subscription	\$ 23,893.10
23/12/2021	Advancetag Pty Ltd	Label supplies - BPLC	\$ 330.00
23/12/2021	Aha Consulting	Councillor training - taste of engagement workshop	\$ 1,650.00
23/12/2021	Aline Brick Paving	Brick paving services - Flinders Street	\$ 5,071.00
10/12/2021	Alinta Energy	Gas charges - various locations	\$ 81.95
23/12/2021	Alinta Energy	Gas charges - various locations	\$ 86.00
23/12/2021	All Class Tiling Services	Sauna shower tiling - BPLC	\$ 12,226.50
23/12/2021	Allflow Industrial	Service oil/water separator	\$ 335.45
23/12/2021	Allstate Kerbing and Concrete	Kerbing services - various locations	\$ 16,217.30
10/12/2021	Alsco Pty Ltd	Air freshener supplies	\$ 58.51
10/12/2021	Ampol Australia Petroleum Pty Ltd	Fuel and oils	\$ 29,079.22
03/12/2021	AMS Technology Group Pty Ltd	Geothermal pump repairs - BPLC	\$ 308.00
23/12/2021	AMS Technology Group Pty Ltd	Geothermal pump repairs - BPLC	\$ 2,263.25
23/12/2021	Anna Cappelletta	Fitness instructor fees	\$ 2,325.00
23/12/2021	Antiskid Industries Pty Ltd	Supply and apply antiskid surfacing - Loftus/Vincent Street	\$ 158,950.00
10/12/2021	APARC	Central management system, software licensing, Ticketor enforcement, meter maintenance and sensor maintenance	\$ 45,605.17
10/12/2021	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations	\$ 27,255.30
23/12/2021	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations	\$ 3,289.17
23/12/2021	Aqua Lung Australia Pty Ltd	Merchandise - BPLC	\$ 4,224.66
10/12/2021	Aquawellbeing.com	Fitness instructor fees	\$ 130.00
23/12/2021	Aquawellbeing.com	Fitness instructor fees	\$ 130.00

Date	Payee	Description	Amount
03/12/2021	Aranan Murugamoorthy	Refund of infrastructure bond	\$ 3,000.00
03/12/2021	Arbor Consulting	Arboricultural services - various locations	\$ 1,493.25
23/12/2021	Artem Coffee Highgate	Refund of occupancy permit application fee	\$ 110.00
23/12/2021	Asphaltech Pty Ltd	Asphalt supplies - various locations	\$ 5,927.92
23/12/2021	Atelier JV (Aust)	Refund of planning application fee	\$ 224.00
10/12/2021	Atom Supply	Supply of protective hats - Depot	\$ 744.92
23/12/2021	Atom Supply	Supply of tie down straps - Depot	\$ 502.37
10/12/2021	Australia Post	Postage charges	\$ 7,892.93
10/12/2021	Australia Post (Agency Commission)	Commission charges	\$ 261.38
23/12/2021	Australian Communications and Media Authority	Apparatus licence for ambulatory system - BPLC	\$ 71.00
03/12/2021	Australian HVAC Services Pty Ltd	Airconditioning renewal - automation upgrade (Admin)	\$ 29,106.00
10/12/2021	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations	\$ 1,622.50
23/12/2021	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations	\$ 1,882.04
13/12/2021	Australian Services Union	Payroll deduction	\$ 284.90
13/12/2021	Australian Taxation Office	Payroll deduction	\$ 195,422.40
23/12/2021	Avory Allen	Gratuity for assisting at Pride event	\$ 100.00
03/12/2021	Award Contracting	Locating services - various locations	\$ 1,985.50
10/12/2021	Award Contracting	Locating services - Robertson Park	\$ 418.00
23/12/2021	Award Contracting	Locating services - Mary Street	\$ 940.50
23/12/2021	Baileys Fertilisers	Fertiliser supplies	\$ 8,508.50
23/12/2021	Baselink Nominees Pty Ltd t/as Giorgi Group	Refund of infrastructure bond	\$ 2,000.00
10/12/2021	BCITF Building & Construction Industry Training Fund	Levy collection	\$ 6,408.74
03/12/2021	BDD Australia Pty Ltd	Milk supplies - BPLC	\$ 21.81
23/12/2021	BDD Australia Pty Ltd	Milk supplies - BPLC	\$ 84.59
10/12/2021	Beacon Equipment Canning Vale	Purchase of two leaf and litter vacuum cleaners	\$ 6,700.00
23/12/2021	Beacon Equipment Canning Vale	Purchase of generator	\$ 6,150.00
10/12/2021	Beatty Park Physiotherapy Pty Ltd	Pilates classes	\$ 720.00
10/12/2021	Beaufort Street Network Inc.	Event funding - Christmas Festival (part two)	\$ 5,690.85
16/12/2021	Beaufort Street Network Inc.	Event funding - Christmas Festival (part one)	\$ 5,005.27
03/12/2021	Benara Nurseries	Supply of plants	\$ 3,133.35
23/12/2021	Benara Nurseries	Supply of plants	\$ 2,678.87
23/12/2021	Benerin Electrical Services	Refurbish bus shelters - various locations	\$ 2,475.00
23/12/2021	Big Ass Fans Australia Pty Ltd	Service to fans - Loftus Recreation Centre	\$ 1,375.00
10/12/2021	Blackwoods	Hardware supplies - Depot	\$ 2,325.43
23/12/2021	Blackwoods	Hardware supplies - Depot	\$ 1,242.79
23/12/2021	Blackwoods	Supply of hydrolytes - Depot	\$ 4,394.50
10/12/2021	Blue Vane Scoreboards Pty Ltd	Purchase of three indoor digital clocks - BPLC	\$ 5,269.00
16/12/2021	BOC Limited	CO2 for beverage	\$ 732.04
23/12/2021	BOC Limited	CO2 for beverage	\$ 833.72

Date	Payee	Description	Amount
23/12/2021	Booktalk	Payment for provision of books for COV book clubs - December 21	\$ 50.00
23/12/2021	Boral Construction Materials Group Limited	Concrete supplies	\$ 8,947.60
10/12/2021	Boya Equipment	Plant repairs and maintenance	\$ 355.37
23/12/2021	Boya Equipment	Plant repairs and maintenance	\$ 261.00
23/12/2021	Boyan Electrical Services	Electrical services - Litis Stadium	\$ 1,320.00
23/12/2021	Briskleen Supplies Pty Ltd	Toiletry and cleaning products and sanipod service - BPLC	\$ 6,036.16
23/12/2021	Built In Electrical Services	Supply and install festoon lighting - Mary Street Piazza	\$ 12,425.60
23/12/2021	Bunnings Trade	Hardware supplies - various departments	\$ 3,044.40
23/12/2021	Bunnings Trade	Gift vouchers for garden competition prizes	\$ 400.00
23/12/2021	C & R Settlements	Rates refund - due to overpayment	\$ 349.44
23/12/2021	C J Cronin	Refund of crossover bond	\$ 275.00
23/12/2021	C J Nathan	Crossover subsidy	\$ 535.00
03/12/2021	C K Aylett	Expense reimbursement - supplies for various City events	\$ 401.16
23/12/2021	C Saffer	Fitness instructor fees	\$ 130.00
23/12/2021	Cahoots	Community support grant - Art and wellness program	\$ 9,950.00
10/12/2021	Carramar Coastal Nursery	Supply of plants	\$ 442.75
16/12/2021	Celebration Homes	Refund of infrastructure bond	\$ 2,000.00
10/12/2021	Chindarsi Architects	Design advisory consultancy fee	\$ 220.00
23/12/2021	Chindarsi Architects	Design advisory consultancy fee	\$ 330.00
23/12/2021	Chittering Valley Worm Farm	Worms and castings	\$ 120.00
10/12/2021	Christou Design Group Pty Ltd	Design advisory consultancy fee	\$ 220.00
23/12/2021	Christou Design Group Pty Ltd	Design advisory consultancy fee	\$ 110.00
23/12/2021	City Of Perth	BA archive retrievals	\$ 206.12
23/12/2021	City of Stirling	Mixed waste tipping fees	\$ 11,677.50
23/12/2021	City of Stirling	Meals on Wheels	\$ 658.36
13/12/2021	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 745.64
13/12/2021	City of Vincent Staff Social Club	Payroll deduction	\$ 576.00
10/12/2021	Clarences Pty Ltd	Catering for City event - Mayoral Christmas function	\$ 6,090.00
03/12/2021	Cleanaway	Recycling contract (part September 21 and October 21)	\$ 82,344.21
10/12/2021	Cleanaway	Recycling contract (part September 21)	\$ 17,727.93
23/12/2021	Clever Patch	Library supplies	\$ 99.48
23/12/2021	CM Promotions	Supply of sunscreen - Depot	\$ 960.00
03/12/2021	CMJ Australia	Merchandise - BPLC	\$ 1,885.00
03/12/2021	Coates Hire Operations Pty Ltd	Plant hire - Depot	\$ 128.77
10/12/2021	Coates Hire Operations Pty Ltd	Plant hire - Depot	\$ 174.85
23/12/2021	Coates Hire Operations Pty Ltd	Plant hire - Depot	\$ 167.15
10/12/2021	Cobblestone Concrete Pty Ltd	Concrete path repairs - Eton Street	\$ 5,005.00
23/12/2021	Cobblestone Concrete Pty Ltd	Concrete path repairs - Cleaver Street	\$ 16,372.40
23/12/2021	Cockburn Cement Limited	Cement and pallets	\$ 486.38

Date	Payee	Description	Amount
10/12/2021	Compu-Stor	Records digitisation and off-site storage	\$ 3,704.65
23/12/2021	Connect Call Centre Services	After hours calls service -	\$ 1,618.98
23/12/2021	Contraflow Pty Ltd	Traffic management services - various locations	\$ 69,744.38
23/12/2021	Corsign WA Pty Ltd	Sign supplies - various locations	\$ 2,101.00
15/12/2021	Cr A Castle	Council meeting fee	\$ 1,935.83
15/12/2021	Cr Ashley Wallace	Council meeting fee	\$ 1,935.83
15/12/2021	Cr D Loden	Council meeting fee	\$ 1,935.83
15/12/2021	Cr J Hallett	Council meeting fee	\$ 1,935.83
15/12/2021	Cr Ron Alexander	Council meeting fee	\$ 1,935.83
15/12/2021	Cr Ross Ioppolo	Council meeting fee	\$ 1,935.83
15/12/2021	Cr S Gontaszewski	Council meeting fee	\$ 3,255.70
15/12/2021	Cr Suzanne Worner	Council meeting fee	\$ 1,935.83
23/12/2021	CSP Group Pty Ltd	Plant repairs and maintenance	\$ 172.00
23/12/2021	Cundall	Design advisory meeting fee	\$ 440.00
10/12/2021	D Dama	Fitness instructor fees	\$ 56.84
23/12/2021	D Dama	Fitness instructor fees	\$ 113.68
23/12/2021	D M Botica	Crossover subsidy	\$ 630.00
23/12/2021	D N Belardo	Refund of infrastructure bond	\$ 1,000.00
03/12/2021	D Parker	Expense reimbursement - hire of vehicle for Waste	\$ 1,794.60
10/12/2021	Daniela Toffali	Fitness instructor fees	\$ 260.00
23/12/2021	Daniels Printing Craftsmen	Printing services - waste flyers	\$ 1,313.40
16/12/2021	Department of Fire and Emergency Services (DFES)	Emergency services levy - 2nd quarter 2021/22	\$ 2,160,689.74
10/12/2021	Department of Mines, Industry Regulation and Safety	Building services levy collection	\$ 11,703.61
10/12/2021	Department of Planning Lands and Heritage	Amended DAP fee	\$ 5,946.00
23/12/2021	Department of Premier and Cabinet	Government gazette advertising	\$ 4,115.70
13/12/2021	Department of Social Services	Payroll deduction	\$ 854.69
23/12/2021	Department of Transport	Vehicle ownership searches	\$ 6,609.20
13/12/2021	Depot Social Club	Payroll deduction	\$ 56.00
10/12/2021	Design Right Pty Ltd	Design services - Margaret Kindergarten toilet	\$ 3,300.00
03/12/2021	Devco Builders	Maintenance and repairs - various locations	\$ 1,986.17
10/12/2021	Devco Builders	Maintenance and repairs - various locations	\$ 15,642.19
10/12/2021	Devco Builders	Removal of roof cladding, before demolition - Banks Pavilion	\$ 16,307.50
23/12/2021	Devco Builders	Maintenance and repairs - various locations	\$ 63,980.25
23/12/2021	Devco Builders	Supply and install side by side changerooms - BPLC	\$ 5,922.40
23/12/2021	Devco Builders	Demolition and disposal, including asbestos, of Banks Pavilion	\$ 84,988.75
10/12/2021	Diabolik Books	Gift vouchers - Student citizenship awards	\$ 300.00
23/12/2021	Dial-A-Nappy	Merchandise - BPLC	\$ 554.32
23/12/2021	Discus Digital Print	Printing services - bin wraps	\$ 522.50
10/12/2021	Dismantle	Community support grant - Youth vocational engagement project	\$ 6,500.00

Date	Payee	Description	Amount
10/12/2021	DNX Energy Pty Ltd	Solar photovoltaic system - Bethanie Group (deposit)	\$ 1,000.00
23/12/2021	Domus Nursery	Supply of plants	\$ 746.46
23/12/2021	Donegan Enterprises Pty Ltd	Playground repairs, maintenance and safety inspections - various locations	\$ 18,095.00
23/12/2021	Downer EDI Engineering Power Pty Ltd	Re-cabling CCTV - IGA Mount Lawley	\$ 11,880.00
23/12/2021	Drew Sweet	Gratuity for assisting at Pride event	\$ 100.00
03/12/2021	Dunbar Services (WA) Pty Ltd	Cleaning poolside air conditioning window vents - BPLC	\$ 763.40
23/12/2021	Ed Art Supplies	Library supplies	\$ 301.29
23/12/2021	Ellenby Tree Farm Pty Ltd	Supply of plants and trees	\$ 3,960.00
23/12/2021	Emilia Jayne Hawcroft	Gratuity for assisting at Pride event	\$ 100.00
16/12/2021	ENGIE Electrical & Communications Pty Ltd	Maintenance agreement - uninterruptible power supply and batteries	\$ 3,692.81
23/12/2021	Enviro Sweep	Road sweeping services	\$ 647.35
23/12/2021	Enviroblast Cannington	Pressure cleaning services	\$ 1,574.10
23/12/2021	Environmental Industries Pty Ltd	Spraying of weedkiller - various locations	\$ 5,775.00
10/12/2021	Environmental Site Services (Aus) Pty Ltd	Hazmat sampling and reports - The Avenue car park	\$ 484.00
23/12/2021	Ergolink	Ergonomic supplies - cordless mouse	\$ 110.00
03/12/2021	Excel Trophies	Name plates for Council Honours board	\$ 231.00
23/12/2021	Farinosi & Sons Pty Ltd	Hardware supplies	\$ 236.00
23/12/2021	Farmarama Pty Ltd	Fertiliser application - various locations	\$ 17,354.04
10/12/2021	FE Technologies Pty Ltd	Upgrade and install live scanning wand - Library	\$ 2,225.30
23/12/2021	FE Technologies Pty Ltd	Annual maintenance agreement - Library self loan station	\$ 2,706.00
03/12/2021	Fitness Australia	Annual registration renewal	\$ 750.00
10/12/2021	Flexi Staff Pty Ltd	Temporary staff - various departments	\$ 32,172.13
16/12/2021	Flexi Staff Pty Ltd	Temporary staff - Waste	\$ 1,638.56
23/12/2021	Flexi Staff Pty Ltd	Temporary staff - various departments	\$ 43,633.77
10/12/2021	Flick Anticimex Pty Ltd	Pest control services - various locations	\$ 4,157.19
23/12/2021	Floreat Athena Soccer Club Inc	Event funding - New Year's Eve on the Pitch 2021 (event to be rescheduled, due to COVID restrictions)	\$ 8,800.00
10/12/2021	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	\$ 19,302.09
16/12/2021	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	\$ 3,742.20
23/12/2021	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	\$ 11,622.00
03/12/2021	Forestvale Trees Pty Ltd	Supply of trees	\$ 3,432.00
23/12/2021	G A Dunsire	Crossover subsidy	\$ 490.00
23/12/2021	G C Iwanow	Part refund of dog registrations	\$ 200.00
23/12/2021	G Drake-Brockman	Public artwork concept design for Arts Rebound (phase 2 of COVID arts relief)	\$ 2,200.00
10/12/2021	G Edwards	Fitness instructor fees	\$ 170.52
23/12/2021	G Edwards	Fitness instructor fees	\$ 170.52
23/12/2021	G M Elkington	Crossover subsidy	\$ 490.00
23/12/2021	G P Seal	Crossover subsidy and refund of crossover bond	\$ 955.00
23/12/2021	G Sclaro	Gratuity for assisting at Pride event	\$ 100.00

Date	Payee	Description	Amount
03/12/2021	Gettin Hectic	What the FOGO campaign - phase 3	\$ 7,861.91
10/12/2021	Giant Autos (1997) Pty Ltd	Purchase of three vehicles, as per fleet management programme	\$ 94,575.24
10/12/2021	Giant Autos (1997) Pty Ltd	Vehicle services and repairs	\$ 1,173.00
23/12/2021	Giant Autos (1997) Pty Ltd	Vehicle service and repairs	\$ 569.00
23/12/2021	Go Print	Printing services - posters and flyers	\$ 269.50
23/12/2021	Grace Newton-Wordsworth	Performance fee - Seniors Christmas party	\$ 200.00
23/12/2021	Grano Direct	Supply and fit formwork for concrete maintenance	\$ 3,436.03
23/12/2021	Grano Direct	Purchase of dust extractor and scarifier	\$ 8,172.95
23/12/2021	Great Lakes Community Resources	Street goods collection services	\$ 2,443.10
10/12/2021	Green Gurus	Solar photovoltaic workshop for Strata on behalf of COV (balance)	\$ 990.00
23/12/2021	Greenwood Party Hire	Hire of tables and chairs - Seniors Christmas lunch 2021	\$ 397.00
23/12/2021	H J MacLennan	Gratuity for assisting at Pride event	\$ 100.00
23/12/2021	H Majewski	Part refund of dog registration	\$ 150.00
23/12/2021	Hans Andresen	Christmas banner installation - various locations	\$ 1,974.50
03/12/2021	Harvey Norman Osborne Park	Supply of hard drives - Library	\$ 284.00
10/12/2021	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff - Waste	\$ 1,429.46
23/12/2021	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff - Waste	\$ 5,241.36
13/12/2021	Health Insurance Fund of WA	Payroll deduction	\$ 178.10
23/12/2021	I C Lawrance	Refund of infrastructure bond	\$ 1,000.00
23/12/2021	Infrastructure Development Builders Pty Ltd	Partial refund of building licence	\$ 270.00
03/12/2021	Inlogik Pty Limited	Implementation - Promaster credit card system (deposit)	\$ 2,640.00
03/12/2021	Innovations Catering	Catering for City events - Council and training	\$ 890.00
10/12/2021	Innovations Catering	Catering for City events - Council	\$ 1,315.00
23/12/2021	Innovations Catering	Catering for City events - Council and workshop	\$ 422.00
10/12/2021	Insight Enterprises Aust Pty Ltd	Annual subscription - Microsoft licensing	\$ 135,459.59
16/12/2021	Insight Enterprises Aust Pty Ltd	Software licence - Trend Micro cyber security (3 years)	\$ 145,911.83
23/12/2021	Insight Enterprises Aust Pty Ltd	Annual subscription - Adobe suite	\$ 30,382.96
23/12/2021	IPEC Pty Ltd	Library mail service annual renewal	\$ 426.80
23/12/2021	IPWEA Ltd	Asset management planning subscription	\$ 1,650.00
23/12/2021	iSUBSCRIBE Pty Ltd	Library magazine subscriptions	\$ 737.65
23/12/2021	J & K Hopkins	Office furniture supplies - Depot	\$ 349.00
10/12/2021	J Chung	Fitness instructor fees	\$ 227.36
23/12/2021	J F Macdonald	Gratuity for assisting at Pride event	\$ 100.00
10/12/2021	J Hondros	Reimbursement from heritage assistance fund	\$ 2,422.00
23/12/2021	J Walsh	Reimbursement from heritage assistance fund	\$ 3,135.00
23/12/2021	Jackson McDonald	Legal services - review solar photovoltaic payment agreement between COV and lessee	\$ 2,450.25
10/12/2021	JBA Surveys	Surveying services - various locations	\$ 17,017.00
23/12/2021	JBA Surveys	Contour, feature and drainage survey - Oxford Street	\$ 6,006.00

Date	Payee	Description	Amount
10/12/2021	JET Charge	Electric vehicle charging stations - various locations	\$ 14,014.00
10/12/2021	Jim's Mowing (Dalkeith)	Gardening services - Loftus Community Centre	\$ 80.00
23/12/2021	Jim's Mowing (Dalkeith)	Gardening services - Loftus Community Centre	\$ 80.00
23/12/2021	K A Balm	Expense reimbursement - supplies for Seniors Christmas party	\$ 288.88
23/12/2021	K Harcus	Fitness instructor fees	\$ 300.00
23/12/2021	K Pham	Refund of infrastructure bond	\$ 1,000.00
23/12/2021	K Valenti-Clemente	Refund of infrastructure bond	\$ 1,000.00
10/12/2021	Kelyn Training Services	Traffic management training - Rangers	\$ 5,250.00
21/12/2021	KJ Concha Pty Ltd ATF HODL Superannuation Fund	Superannuation	\$ 1,316.16
23/12/2021	Kleen West Distributors	Cleaning supplies	\$ 1,075.36
23/12/2021	Kleenheat Gas	Forklift gas supplies - Depot	\$ 208.59
23/12/2021	Kone Elevators Pty Ltd	Lift service fee - Mount Hawthorn Community Centre	\$ 1,117.84
23/12/2021	Konica Minolta Business Solutions Australia Pty Ltd	Copy costs - various departments	\$ 1,470.53
10/12/2021	Koori Kids Pty Limited	COV contribution - NAIDOC school initiatives 2022	\$ 450.00
23/12/2021	Krazy Keys	Key for City vehicle	\$ 295.00
10/12/2021	KS Black Pty Ltd	Electrical works - Hobart/Auckland Street Reserve	\$ 308.00
23/12/2021	KS Black Pty Ltd	Bore, pump and electrical maintenance - various locations	\$ 10,064.56
10/12/2021	Kyilla Primary P&C Assoc Inc	Donation - Sausage sizzle at Young Makers market	\$ 500.00
10/12/2021	L Gao	Part refund of Beatty Park Leisure Centre fees	\$ 171.36
23/12/2021	L Lukich	Reimbursement from heritage assistance fund	\$ 5,000.00
13/12/2021	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
10/12/2021	Landgate	Gross rental valuations for interims	\$ 287.02
23/12/2021	Landgate	Gross rental valuations for interims	\$ 265.10
10/12/2021	Leederville Cameras	Printing services - posters for Young Makers market	\$ 34.20
23/12/2021	Leederville Cameras	Printing services - BPLC flyers	\$ 35.00
10/12/2021	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$ 49,599.00
23/12/2021	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$ 16,137.00
10/12/2021	Les Mills Asia Pacific	Licence fees for fitness classes	\$ 1,600.56
10/12/2021	Les Mills Asia Pacific Industries	Purchase of gym equipment - BPLC	\$ 1,088.76
23/12/2021	Light Application Pty Ltd	Programming - North Perth Common lights	\$ 341.00
10/12/2021	Line Marking Specialists	Line marking services - various locations	\$ 9,956.65
23/12/2021	Line Marking Specialists	Line marking services - various locations	\$ 1,232.00
10/12/2021	Little Pride Pin Shop	Supply of 'Progress' pride flag pins	\$ 162.40
23/12/2021	Lorena Grant Pty Ltd	Public artwork concept design for Arts Rebound (phase 2 of COVID arts relief)	\$ 1,980.00
23/12/2021	Luke Riley Creative	Photography services - Arty Farty Christmas party	\$ 510.00
23/12/2021	M Canning	Public artwork concept design for Arts Rebound (phase 2 of COVID arts relief)	\$ 2,420.00
23/12/2021	M G Jajko	Fitness instructor fees	\$ 113.68
23/12/2021	M L Humich	Fitness instructor fees	\$ 682.08
23/12/2021	M Mitsikas	Refund of infrastructure bond	\$ 3,000.00

Date	Payee	Description	Amount
10/12/2021	M Slater	Fitness instructor fees	\$ 120.58
10/12/2021	M2M One Pty Ltd	Mobile SIMs for parks reticulation devices	\$ 377.23
23/12/2021	Major Motors Pty Ltd	Truck repairs and maintenance	\$ 971.88
10/12/2021	Manheim Pty Ltd	Towing services	\$ 354.08
23/12/2021	Manheim Pty Ltd	Towing services	\$ 2,503.60
23/12/2021	Market Creations Agency	CouncilConnect website - bin day development	\$ 8,305.00
03/12/2021	Marketforce Pty Ltd	Advertising services - various departments	\$ 3,930.74
10/12/2021	Marketforce Pty Ltd	Advertising services - various departments	\$ 1,931.84
23/12/2021	Marketforce Pty Ltd	Advertising services - various departments	\$ 3,181.20
23/12/2021	Marsh Pty Ltd	Staff training - workplace behaviour workshop	\$ 2,816.00
10/12/2021	Massey's Herd	Milk supplies - Depot	\$ 561.00
10/12/2021	Matt Biocich	Photography services - Citizenship ceremony	\$ 1,201.75
15/12/2021	Mayor E Cole	Council meeting fee	\$ 7,875.25
23/12/2021	McLeods Barristers & Solicitors	Legal services - compliance matter and public art local planning policy review	\$ 4,827.41
10/12/2021	MDC Global Pty Ltd	Electrical, mechanical and hydraulic design - various locations	\$ 5,394.40
23/12/2021	MDC Global Pty Ltd	Site inspection, report, design and documentation - Depot	\$ 3,080.00
22/12/2021	Mercer Spectrum	Superannuation	\$ 5,098.17
03/12/2021	Metal Artwork Creations	Supply of staff name badges - various departments	\$ 168.30
23/12/2021	Metal Artwork Creations	Supply of staff name badges - various departments	\$ 59.40
10/12/2021	Midland Brick Pty Ltd	Supply of bricks	\$ 2,228.81
10/12/2021	Mind Over Matter Health and Fitness	Seniors weekly fitness classes	\$ 140.00
23/12/2021	Mind Over Matter Health and Fitness	Seniors weekly fitness classes	\$ 70.00
03/12/2021	Mindarie Regional Council	Non processable waste	\$ 2,647.29
10/12/2021	Mindarie Regional Council	Processable and non processable waste	\$ 158,155.50
10/12/2021	Mindarie Regional Council	Reimbursement of administration expenses - November 21	\$ 32,208.09
23/12/2021	Mindarie Regional Council	Processable and non processable waste	\$ 25,591.68
10/12/2021	Mount Lawley Art Framers	Frames for Councillors certificates of service	\$ 244.00
10/12/2021	Mt Lawley Bowling Club Inc	Hire fee for COV staff Christmas party 2021	\$ 980.00
23/12/2021	N Di Ciano	Refund of building application fee	\$ 233.30
23/12/2021	N L Strudwick	Part refund of Beatty Park Leisure Centre fees	\$ 339.32
23/12/2021	N Stokes	Expense reimbursement - HR rewards and recognition Christmas function	\$ 183.20
23/12/2021	Nao Williams	Fitness instructor fees	\$ 410.00
23/12/2021	Natale Group Australia Pty Ltd	Security services - BPLC	\$ 610.50
23/12/2021	Natalie Jane Interiors	Refund of power costs - Beaufort Street CCTV	\$ 432.00
03/12/2021	Nightlife Music Pty Ltd	Crowd DJ - BPLC	\$ 417.94
10/12/2021	Noma Pty Ltd	Design advisory consultancy and meeting fees	\$ 1,540.00
16/12/2021	Noma Pty Ltd	Design advisory consultancy fees	\$ 440.00
23/12/2021	Northsands Resources	Construction waste disposal services and sand supplies	\$ 5,912.94
16/12/2021	Nosh Catering	Catering services - Seniors Christmas lunch	\$ 7,466.58

Date	Payee	Description	Amount
23/12/2021	NovoFit WA Pty Ltd	Gym equipment repairs - BPLC	\$ 558.75
23/12/2021	O Sangster	Part refund of Beatty Park Leisure Centre fees	\$ 592.38
10/12/2021	Office Feuerman	Public artwork concept design for Arts Rebound (phase 2 of COVID arts relief)	\$ 1,980.00
23/12/2021	Office of the Auditor General	Audit certification fees for year ended 30 June 2021	\$ 5,500.00
10/12/2021	Officeworks Ltd	Office supplies and consumables	\$ 190.08
23/12/2021	Officeworks Ltd	Office supplies and consumables	\$ 778.41
23/12/2021	Opal Australian Paper	Supply of envelopes	\$ 446.16
23/12/2021	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Annual software - Avepoint cloud back up	\$ 453.23
23/12/2021	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Consultant's travel costs	\$ 495.00
10/12/2021	Optus Billing Services Pty Ltd	Telephone and internet charges - various locations	\$ 11,339.14
23/12/2021	Optus Billing Services Pty Ltd	Telephone and internet charges - various locations	\$ 14,719.13
23/12/2021	Optus Billing Services Pty Ltd	Purchase of City handset for ICT	\$ 1,376.50
23/12/2021	Osborne Park Mazda	Vehicle service and repairs	\$ 408.70
23/12/2021	Otis Elevator Company Pty Ltd	Lift maintenance and repairs - Admin	\$ 3,017.32
23/12/2021	P Stokes	Fitness instructor fees	\$ 90.00
10/12/2021	P Tran	Fitness instructor fees	\$ 227.36
23/12/2021	P Tran	Fitness instructor fees	\$ 170.52
10/12/2021	P.R. King & Sons Pty Ltd	Platform lift service - Mount Hawthorn Community Centre	\$ 495.00
23/12/2021	Penterpaper	Review, edit and draft 2020/21 annual report	\$ 3,000.00
16/12/2021	Perth Harmony Chorus	Performance fee - Seniors Christmas lunch	\$ 450.00
23/12/2021	Pirtek Malaga	Plant repairs and maintenance	\$ 4,155.17
10/12/2021	PowerVac Pty Ltd	Supply of vacuum cleaner bags - BPLC	\$ 99.50
10/12/2021	Print and Sign Co	Printing services - various departments	\$ 3,314.63
23/12/2021	Print and Sign Co	Printing services - various departments	\$ 6,091.62
10/12/2021	Pro Turf Services	Plant repairs and maintenance	\$ 2,869.74
23/12/2021	Pro Turf Services	Plant repairs and maintenance	\$ 579.04
23/12/2021	Productology Pty Ltd	Safer Vincent program - dashboard cloths for distribution	\$ 1,210.00
03/12/2021	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 1,694.00
10/12/2021	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 1,716.00
16/12/2021	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 2,828.96
23/12/2021	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 6,557.38
23/12/2021	Profounder Turfmaster Pty Ltd	Turf maintenance - various locations	\$ 8,783.04
10/12/2021	Programmed Integrated Workforce Ltd	Temporary staff - Parks	\$ 2,083.02
16/12/2021	Programmed Integrated Workforce Ltd	Temporary staff - Parks	\$ 2,083.02
23/12/2021	Programmed Integrated Workforce Ltd	Temporary staff - Parks	\$ 3,251.60
03/12/2021	Programmed Skilled Workforce Limited	Temporary staff - Waste	\$ 2,540.96
10/12/2021	Programmed Skilled Workforce Limited	Temporary staff - various departments	\$ 9,558.14
23/12/2021	Programmed Skilled Workforce Limited	Temporary staff - various departments	\$ 19,768.51
10/12/2021	Protector Fire Services Pty Ltd	Fire equipment maintenance and servicing - various locations	\$ 8,577.23

Date	Payee	Description	Amount
23/12/2021	Protector Fire Services Pty Ltd	Fire equipment maintenance and servicing - various locations	\$ 862.40
23/12/2021	R A and N M Decent	Part refund of dog registration	\$ 150.00
23/12/2021	R C Bogdanovs	Rates refund - due to overpayment	\$ 613.02
23/12/2021	Rada & Neso Services	Cleaning services - BPLC	\$ 10,370.00
16/12/2021	Rawlinsons (WA)	Cost estimate report - Litis Stadium change rooms	\$ 1,485.00
10/12/2021	Raymond Lesley Espinos	Fitness instructor fees	\$ 454.72
23/12/2021	Raymond Lesley Espinos	Fitness instructor fees	\$ 454.72
10/12/2021	Rebecca Mathias	Fitness instructor fees	\$ 200.00
10/12/2021	Red Spear Pty Ltd	Welcome to Country - Citizenship ceremony	\$ 600.00
10/12/2021	Redimed Pty Ltd	Employee medical services	\$ 913.00
23/12/2021	Redimed Pty Ltd	Employee medical services	\$ 783.40
10/12/2021	Regents Commercial	Variable outgoings - Barlee Street car park	\$ 9,723.35
23/12/2021	Regents Commercial	Rent - Barlee Street car park (January 22)	\$ 6,050.00
23/12/2021	Renew Property Maintenance	Clearing rights of way and tipping fees - various locations	\$ 21,461.00
23/12/2021	Retech Rubber	Repairs to soft fall play area - Keith Frame Reserve	\$ 1,265.00
10/12/2021	Rollin With The Punches	Guest speaker - interview for International Day of People with Disability	\$ 250.00
10/12/2021	Rooforce Facility Services Pty Ltd	Security services - BPLC	\$ 818.62
03/12/2021	RPG Auto Electrics	Plant repairs and maintenance	\$ 741.46
10/12/2021	RPG Auto Electrics	Plant repairs and maintenance	\$ 953.54
23/12/2021	RPG Auto Electrics	Plant repairs and maintenance	\$ 1,671.01
23/12/2021	RTSM Consulting	Review of traffic impact statement for development - Paddington Street	\$ 1,540.00
23/12/2021	S Budrikis	Author talk on 'The Edward Street baby farm'	\$ 350.00
23/12/2021	S E Ward	Gratuity for assisting at Pride event	\$ 100.00
23/12/2021	S Patchett	Fitness instructor fees	\$ 360.00
23/12/2021	S Sehgal	Rates refund - due to overpayment	\$ 354.68
10/12/2021	S Smart	Fitness instructor fees	\$ 284.25
23/12/2021	S Smart	Fitness instructor fees	\$ 56.85
10/12/2021	Sage Consulting Engineers	Electrical consultancy - Charles Veryard Reserve sports lighting	\$ 2,711.50
10/12/2021	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	\$ 4,411.00
16/12/2021	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	\$ 4,048.00
23/12/2021	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	\$ 5,401.00
23/12/2021	SAS Locksmiths	Key cutting and lock maintenance service - various locations	\$ 1,291.09
10/12/2021	Scarboro Toyota	Vehicle service and repairs	\$ 852.56
23/12/2021	Scarboro Toyota	Vehicle services and repairs	\$ 1,183.12
10/12/2021	Securus	Security services - various locations	\$ 470.00
23/12/2021	ServiceFM Pty Ltd	Cleaning services and cleaning materials - various locations	\$ 57,083.59
10/12/2021	Sifting Sands	Sand cleaning services - various locations	\$ 3,213.32
03/12/2021	Sigma Chemicals	Purchase of pool equipment - BPLC	\$ 170.50
23/12/2021	Sigma Chemicals	Pool chemicals and pool equipment repairs - BPLC	\$ 8,923.85

Date	Payee	Description	Amount
03/12/2021	Sirsidynix Pty Ltd	Annual software renewal - Library management system	\$ 33,358.16
23/12/2021	Softwoods Timberyards Pty Ltd	Refund of planning application fee	\$ 147.00
16/12/2021	Sonia Woodside	Expense reimbursement - study assistance	\$ 1,501.00
10/12/2021	Sonic HealthPlus Pty Ltd	Employee medical services	\$ 746.90
10/12/2021	Sonic HealthPlus Pty Ltd	Staff training - immunisation awareness	\$ 792.00
23/12/2021	Sonic HealthPlus Pty Ltd	Employee medical services	\$ 805.75
23/12/2021	Speedo Australia Pty Ltd	Merchandise - BPLC	\$ 7,763.80
23/12/2021	Sportsworld Of WA	Merchandise - BPLC	\$ 9,319.75
10/12/2021	SPP Group WA Pty Ltd	Mechanical, electrical and plumbing consultancy - various locations	\$ 12,045.00
03/12/2021	St John Ambulance Western Australia Ltd	Supply of defibrillator pad and battery	\$ 188.99
10/12/2021	St John Ambulance Western Australia Ltd	Supply of defibrillator, cabinet and sign - Loftus Community Centre	\$ 1,974.45
10/12/2021	St John Ambulance Western Australia Ltd	First aid kit servicing	\$ 321.70
16/12/2021	St John Ambulance Western Australia Ltd	Staff training - Mental health course	\$ 585.00
10/12/2021	Steann Pty Ltd	Bulk verge green waste collection	\$ 13,805.85
23/12/2021	Steann Pty Ltd	Bulk verge green waste collection	\$ 7,807.85
21/12/2021	Steeg Banham Superannuation Fund	Superannuation	\$ 247.26
10/12/2021	Stott Hoare	Supply of computer accessories - mice, keyboards, docking stations and cables	\$ 8,717.50
16/12/2021	Stott Hoare	Supply of computers	\$ 19,413.90
23/12/2021	Stott Hoare	Supply of speaker phones	\$ 5,742.00
23/12/2021	StrataGreen	Supply of weedkiller and fertiliser	\$ 2,605.28
23/12/2021	StrataGreen	Garden equipment supplies - secateurs	\$ 379.86
10/12/2021	Strategic Art Services	Design and fabrication of metal remembrance ribbon for AIDS memorial	\$ 2,000.00
10/12/2021	Sun Bum Australia Pty Ltd	Merchandise - BPLC	\$ 1,208.98
21/12/2021	SuperChoice Services Pty Ltd	Superannuation	\$ 244,357.42
10/12/2021	Sweet on Cupcakes	Supply of cupcakes- World Aids day	\$ 299.00
03/12/2021	Synergy	Electricity and gas charges - various locations	\$ 62,465.47
10/12/2021	Synergy	Electricity and gas charges - various locations	\$ 42,958.98
23/12/2021	Synergy	Electricity and gas charges - various locations	\$ 113,721.33
23/12/2021	T Long	Refund of parking permit	\$ 180.00
16/12/2021	Tamala Park Regional Council	GST for sale of land - November 21	\$ 14,636.30
03/12/2021	Taylorred to Suit	Hire of Christmas decorations - Seniors Christmas lunch	\$ 1,072.50
23/12/2021	Technology One Ltd	GIS consulting services	\$ 4,312.00
10/12/2021	Teena Smith	Fitness instructor fees	\$ 310.00
23/12/2021	Teena Smith	Fitness instructor fees	\$ 790.00
03/12/2021	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 496.70
10/12/2021	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 399.96
23/12/2021	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 508.35
10/12/2021	Temptations Catering	Catering for City event - Community workshop	\$ 404.15
23/12/2021	Temptations Catering	Catering for City events - Community workshops	\$ 1,058.14

Date	Payee	Description	Amount
23/12/2021	The BBQ Man	BBQ and pressure cleaning services - various locations	\$ 6,117.64
23/12/2021	The Good Guys	Supply of dual monitor electric workstation - BPLC	\$ 704.00
23/12/2021	The Posy Factory	Table centre pieces - Seniors Christmas party	\$ 560.00
03/12/2021	The Royal Life Saving Society Western Australia Inc	Maintenance of Hyde Park water playground - October 21	\$ 6,247.54
03/12/2021	The Royal Life Saving Society Western Australia Inc	Repairs, maintenance and servicing of AIDS memorial fountain - October 21	\$ 1,424.50
23/12/2021	The Royal Life Saving Society Western Australia Inc	Maintenance of Hyde Park water playground - November 21	\$ 6,630.51
23/12/2021	The Royal Life Saving Society Western Australia Inc	Servicing of AIDS memorial fountain - November 21	\$ 792.00
21/12/2021	The Trustee for Fergco Family Super Fund	Superannuation	\$ 1,949.56
21/12/2021	The Trustee for Guild Retirement Fund	Superannuation	\$ 62.14
23/12/2021	Theatre 180 Inc (Agelink)	Performance fee for Christmas event - 'Crazy Days and Lazy Days'	\$ 770.00
03/12/2021	Thomson Reuters (Professional) Australia Ltd	Electronic recruitment licence renewal	\$ 14,934.04
23/12/2021	Tim Davies Landscaping	Refund of building application fee	\$ 171.65
23/12/2021	TJ Depiazzi & Sons	Supply of mulch	\$ 3,491.40
10/12/2021	Tom Lawton - Bobcat Hire	Bobcat hire and tipping fees	\$ 13,414.50
23/12/2021	Tom Lawton - Bobcat Hire	Bobcat hire and tipping fees	\$ 7,293.00
23/12/2021	Total Eden Pty Ltd	Reticulation supplies	\$ 291.14
23/12/2021	Total Packaging WA Pty Ltd	Supply of bin liners	\$ 4,259.20
23/12/2021	Totally Workwear Mt Hawthorn	Uniform supplies - various departments	\$ 1,323.60
23/12/2021	T-Quip	Purchase of ride on mower	\$ 39,963.00
23/12/2021	Traffic Systems West (Ennis Traffic Safety Solutions Pty Ltd)	Supply and install road markings - various locations	\$ 852.50
10/12/2021	Travis Hayto Photography	Videography services - FOGO campaign (final)	\$ 420.75
23/12/2021	Travis Hayto Photography	Videography services - International Day of People with Disability	\$ 825.00
10/12/2021	Tree Amigos	Street trees and parks pruning/removal - various locations	\$ 54,413.83
23/12/2021	Tree Amigos	Street trees and parks pruning/removal - various locations	\$ 39,268.90
23/12/2021	Trident Plastics (SA) Pty Ltd	Supply of waste bins and lids	\$ 37,290.00
23/12/2021	Trisley's Hydraulic Services Pty Ltd	Pool filtration renewal and associated works - BPLC	\$ 19,195.00
23/12/2021	Trisley's Hydraulic Services Pty Ltd	Pool equipment maintenance and water treatment - BPLC	\$ 1,135.75
10/12/2021	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	\$ 3,839.15
10/12/2021	Turf Developments (WA) Pty Ltd	Turf maintenance - various locations	\$ 2,849.00
16/12/2021	Tydan Constructions Pty Ltd	Refund of infrastructure bond	\$ 5,000.00
10/12/2021	Tyres4U Pty Ltd	Tyre replacements and maintenance	\$ 941.38
23/12/2021	Unicare Health	Disability hoist and change room table repairs - BPLC	\$ 1,139.50
23/12/2021	V Gash	Refund of parking permit -	\$ 180.00
16/12/2021	Varsity Morley Pty Ltd	Catering for City event - staff	\$ 1,500.00
10/12/2021	Visual Inspirations Australia Pty Ltd	Installation and decoration of Street Christmas trees 2021	\$ 50,769.40
23/12/2021	Vorgee Pty Ltd	Merchandise - BPLC	\$ 4,059.55
10/12/2021	W Barnard	Expense reimbursement - dry cleaning of tablecloths	\$ 359.88
23/12/2021	W.A. Hino Sales & Service	Plant repairs and maintenance	\$ 3,417.25
23/12/2021	W.A. Limestone Co	Supply of limestone	\$ 524.45

[illegible]

Creditors Report - Payments by Cheque				
01/12/21 to 31/12/21				
<i>Creditor</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
00082693	07/12/2021	Petty Cash - depot	Petty cash recoup	\$ 187.35
Total Nett Cheque Payments				\$ 187.35

Creditors Report - Payments by Direct Debit				
01/12/21 to 31/12/21				
Credit Card Transactions for the Period 6 November 21 - 7 December 21				
Card Holder	Date	Payee	Description	Amount
CEO	12/11/2021	CPP Convention Centre	Parking - WALGA new councillor session	\$ 23.22
	13/11/2021	WA News	Newspaper subscription	\$ 83.60
	25/11/2021	Wilson Parking	Parking - Development WA meeting	\$ 18.00
				\$ 124.82
Director Community & Business Services	06/11/2021	Book Depository	Supply of books for library	\$ 121.62
Director Infrastructure & Environment	08/11/2021	Miaflora Garden Centre	Prize for Garden Competition 2021	\$ 250.00
	09/11/2021	Zanthorrea Pty Ltd	Prize for Garden Competition 2021	\$ 250.00
	09/11/2021	Zanthorrea Pty Ltd	Prize for Garden Competition 2021	\$ 250.00
	09/11/2021	The Cabin Small Bar	Prizes for Garden Competition 2021	\$ 304.00
	09/11/2021	Pinchos Leederville	Prizes for Garden Competition 2021	\$ 309.23
	09/11/2021	Bar Botanik	Prizes for Garden Competition 2021	\$ 400.00
	09/11/2021	LnJ Garden	Prizes for Garden Competition 2021	\$ 250.00
	12/11/2021	BWS Liquor	Catering for City event - Council	\$ 69.00
	18/11/2021	CPP State Library	Parking - Development WA meeting	\$ 8.08
	24/11/2021	City of Perth Parking	Parking - external meeting	\$ 5.05
	01/12/2021	Woolworths	Catering for City event - Council	\$ 117.45
				\$ 2,212.81
Manager Marketing & Partnerships	07/11/2021	Facebook	Advertising	\$ 263.67
	10/11/2021	Simplebooklet.com	Subscription - online booklet maker	\$ 171.06
	10/11/2021	International transaction fee	Subscription - online booklet maker	\$ 4.28
	10/11/2021	Coles	Gift vouchers for community engagement panel	\$ 161.90
	10/11/2021	Mailchimp	Email campaign	\$ 917.45
	10/11/2021	Australia Post Leederville	Postage for community engagement gift voucher	\$ 6.65
	10/11/2021	Planoly	Instagram management tool	\$ 114.15
	10/11/2021	International transaction fee	Instagram management tool	\$ 2.85
	12/11/2021	Red Dot Stores	Supplies for Pride Parade	\$ 60.00
	17/11/2021	Australia Post Leederville	Postage for community engagement gift voucher	\$ 6.65
	17/11/2021	Coles	Gift vouchers for community engagement panel	\$ 263.90
	18/11/2021	Wembley Police Station	Road closure application	\$ 85.70
	18/11/2021	Wembley Police Station	Road closure application	\$ 85.70

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
	19/11/2021	Shutterstock	Image download subscription	\$ 99.00
	22/11/2021	Red Dot Stores	Supplies for Pride Parade	\$ 32.00
	22/11/2021	Bunnings	Supplies for Pride Parade	\$ 120.00
	22/11/2021	KMart	Supplies for Pride Parade	\$ 16.50
	23/11/2021	Facebook	Advertising	\$ 30.00
	23/11/2021	Asana.com	Subscription - work flow graphic design tool	\$ 844.05
	23/11/2021	International transaction fee	Subscription - work flow graphic design tool	\$ 21.10
	25/11/2021	Facebook	Advertising	\$ 3.09
	25/11/2021	Wembley Police Station	Road closure application	\$ 85.70
	25/11/2021	KMart	Supplies for Seniors Christmas party	\$ 63.00
	25/11/2021	Coles	Supplies for Seniors Christmas party	\$ 75.15
	25/11/2021	Woolworths	Supplies for Seniors Christmas party	\$ 80.15
	25/11/2021	Wufoo.com	Software for creation of online forms	\$ 235.23
	30/11/2021	International transaction fee	Software for creation of online forms	\$ 5.88
	30/11/2021	Facebook	Advertising	\$ 1,009.81
	30/11/2021	KMart	Supplies for Seniors Christmas party	\$ 32.30
	06/12/2021	Wembley Police Station	Road closure application	\$ 85.70
				\$ 4,982.62
Manager ICT	11/11/2021	CPP Cultural Centre	Parking - Trend micro meeting	\$ 8.08
	18/11/2021	My Deal.com.au	Purchase of iPad minis - BPLC	\$ 1,835.00
	18/11/2021	My Deal.com.au	Purchase of iPad minis - BPLC	\$ 1,835.00
	18/11/2021	Syntricate	IT accessories - waterproof cases for iPad minis (BPLC)	\$ 1,274.37
	19/11/2021	Zoom	Video conferencing	\$ 307.89
	22/11/2021	CPP State Library	Parking - ICT service provider meeting	\$ 12.12
	24/11/2021	My Deal.com.au	Purchase of iPad minis - BPLC	\$ 1,835.00
	29/11/2021	PB Technologies	IT supplies - USB GPS receiver	\$ 84.54
	29/11/2021	BuildingPoint	Annual software subscription - COV landscape architect	\$ 330.00
	01/12/2021	SafetyCulture	Mobile inspection application	\$ 52.80
	02/12/2021	Assetsonar.com	IT asset management software	\$ 310.77
	02/12/2021	International transaction fee	IT asset management software	\$ 7.77
	02/12/2021	M2M One Pty Ltd	Mobile SIMs for parks reticulation devices	\$ 330.43
	03/12/2021	Intruder Systems Ltd	Subscription - cyber security testing	\$ 325.38
	03/12/2021	International transaction fee	Subscription - cyber security testing	\$ 8.13
	03/12/2021	Deputy	Online timesheet software	\$ 859.10
	06/12/2021	Sendgrid	Application programming interface software	\$ 128.37
	06/12/2021	International transaction fee	Application programming interface software	\$ 3.21

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
	06/12/2021	Netregistry	Domain name renewal - Beattypark.com.au	\$ 20.90
				\$ 9,568.86
Procurement and Contracts Officer	30/11/2021	Local Government Management	Contract management training - Procurement	\$ 1,630.00
Total Corporate Credit Cards				\$ 18,640.73
Direct Debits				
Lease Fees	21/12/2021	Pitney Bowes Leasing	Postal scales	\$ 395.84
Loan Repayments		Treasury Corporation	Department Sport and Recreation Building, Loftus Centre, Loftus Underground Car Park and Beatty Park Leisure Centre	\$ 154,648.45
Bank Fees and Charges		Commonwealth Bank	Bank fees	\$ 28,032.91
Total Direct Debits including Credit Cards				\$ 201,717.93

11.3 INVESTMENT REPORT AS AT 30 NOVEMBER 2021

Attachments: 1. **Investment Statistics as at 30 November 2021**  

RECOMMENDATION:

That Council NOTES the Investment Statistics for the month ended 30 November 2021 as detailed in Attachment 1.

PURPOSE OF REPORT:

To advise Council of the nature and value of the City's Investments as at 30 November 2021 and the interest amounts earned YTD.

BACKGROUND:

The City's surplus funds are invested in bank term deposits for various terms to facilitate maximum investment returns in accordance with 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**

Some funds have been invested in AMP Bank and National Australia Bank. These funds relate to the City's reserve funds, Leederville Gardens Inc Surplus Trust and municipal funds.

The City's non-fossil fuel exposure has been maintained at 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. This is impacting the City's ability to provide investment preference to these organisations.

Investment Status

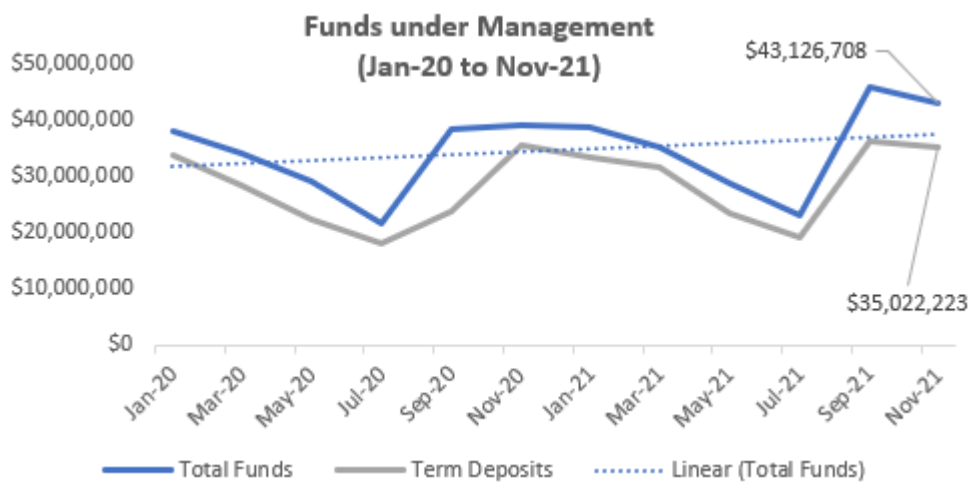
The City's investment portfolio is diversified across several accredited financial institutions.

As of 30 November 2021, the total funds held in the City's operating account (including on call) is \$43,126,708 compared to \$39,183,018 for the period ending 30 November 2020.

Interest bearing term deposits and saver account for \$42,513,923, non-interest bearing account for \$601,785 and the remaining \$11,000 is held in equity shares.

The total term deposit investments for the period ending 30 November 2021 are \$35,022,223 compared to \$29,594,312 for the period ending 30 November 2020.

The following chart shows funds under management from January 2020 to November 2021.



Interest Status

Total accrued interest earned on investments at 30 November 2021 is:

Total Accrued Interest Earned on Investment	Budget Adopted	Budget YTD	Actual YTD	% of FY Budget
Municipal	\$100,000	\$18,109	\$ 30,080	166.10%
Reserve	\$100,000	\$34,567	\$19,073	55.18%
Subtotal	\$200,000	\$52,676	\$49,153	93.31%
Leederville Gardens Inc Surplus Trust*	\$0	\$0	\$31,128	0.00%
Total	\$200,000	\$52,676	\$80,281	152.40%

*Interest estimates for Leederville Gardens Inc. Surplus Trust were not included in the 2021/22 Budget as actual interest earned is restricted.

The City has a weighted average interest rate of 0.42% for current investments whereas the Reserve Bank 90 days accepted bill rate for November 2021 is 0.04%. The online Saver interest rate has been maintained at 0.20% and is subject for review by CommBank in March 2022.

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.

The investment guidelines which is the supplementary document to the Council Investment Policy has been updated to increase the maximum exposure limits to divested institutions, this has now 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%	22.1%	90%	45.5%
A-1	25%	0.0%	90%	0.0%
A-2	20%	24.8%	90%	54.5%

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.

Equity Shares

The City of Vincent holds 11,000 shares in North Perth Community Bank purchased at \$1/share on 23 November 2001.

The performance of these shares, and the City's shareholding, will be reviewed as a component of our Investment Strategy, for consideration later this financial year.

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 specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*, however focussing on non-fossil fuel investments contributes to a Sustainable Environment.

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 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 30 NOVEMBER 2021**

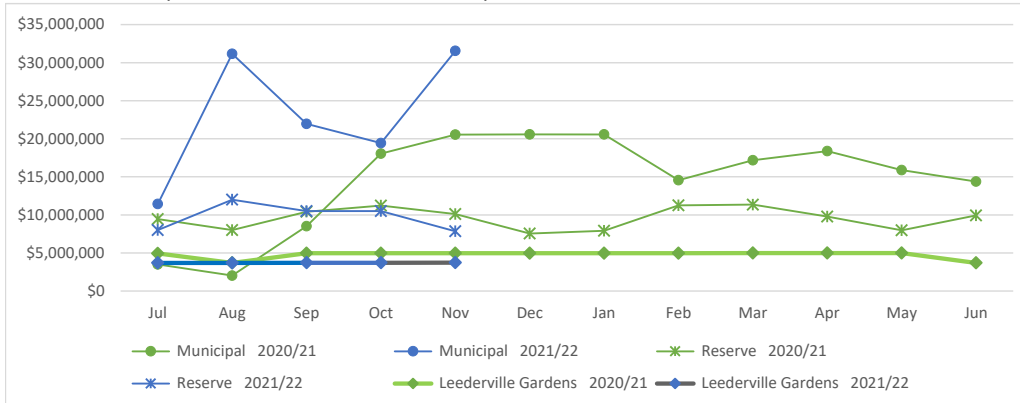
	Municipal	Reserve	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	%
BY INVESTMENT HOLDINGS					
Municipal Account	601,785	0	0	601,785	1.4%
Online Saver	7,491,700	0	0	7,491,700	17.4%
Term Deposits	23,446,244	7,849,122	3,726,857	35,022,223	81.2%
Equity Shares	11,000	0	0	11,000	0.0%
	31,550,729	7,849,122	3,726,857	43,126,708	100.0%
BY INSTITUTION					
Bank of Queensland	10,676,244	0	0	10,676,244	24.8%
Commonwealth Bank of Australia	8,093,485	0	0	8,093,485	18.7%
Members Equity Bank	0	1,805,262	852,499	2,657,761	6.2%
National Australia Bank	5,671,590	1,000,000	2,855,298	9,526,888	22.1%
North Perth Community Bank	11,000	0	0	11,000	0.0%
AMP Bank	5,074,654	3,852,530	19,060	8,946,244	20.7%
Macquarie Bank	2,023,756	0	0	2,023,756	4.7%
Defense Bank	0	1,191,330	0	1,191,330	2.8%
	31,550,729	7,849,122	3,726,857	43,126,708	100.0%
BY CREDIT RATINGS (SHORT-TERM ISSUE)					
A-1+	15,788,831	1,000,000	2,855,298	19,644,129	45.5%
A-2	15,761,898	6,849,122	871,559	23,482,579	54.5%
	31,550,729	7,849,122	3,726,857	43,126,708	100.0%
BY TERMS					
0-30 days	8,093,485	0	0	8,093,485	18.9%
31-90 days	0	0	0	0	0.0%
91-180 days	5,000,000	1,852,530	19,060	6,871,590	15.9%
181-270 days	11,623,756	5,996,592	852,499	18,472,847	42.8%
271-365 days	4,876,244	0	2,855,298	7,731,542	17.9%
> 1 year	1,957,244	0	0	1,957,244	4.5%
	31,550,729	7,849,122	3,726,857	43,126,708	100.0%
BY MATURITY					
0-30 days	8,093,485	1,191,330	899,629	10,184,444	23.6%
31-90 days	11,000	2,805,262	852,499	3,668,761	8.5%
91-180 days	4,989,000	1,852,530	19,060	6,860,590	15.9%
181-270 days	6,822,488	2,000,000	1,955,669	10,778,157	25.0%
271-365 days	11,623,756	0	0	11,623,756	27.0%
> 1 Year	11,000	0	0	11,000	0.0%
	31,550,729	7,849,122	3,726,857	43,126,708	100.0%
BY FOSSIL FUEL EXPOSURE (as determined by www.marketforces.org.au)					
Fossil Fuel Lending	31,539,729	4,852,530	2,874,358	39,266,617	91.0%
Non Fossil Fuel Lending	11,000	2,996,592	852,499	3,860,091	9.0%
	31,550,729	7,849,122	3,726,857	43,126,708	100.0%

**CITY OF VINCENT
CURRENT INVESTMENT HOLDING
AS AT 30 NOVEMBER 2021**

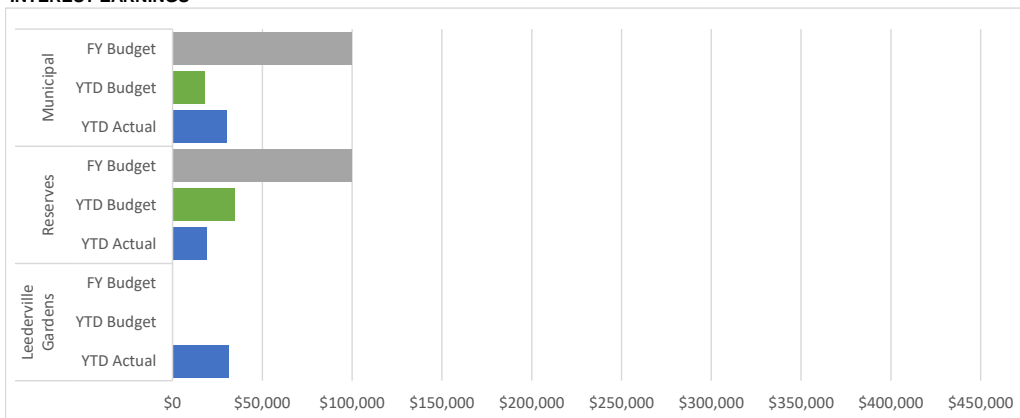
Funds	Institution	Investment Date	Maturity Date	Term	Interest Rate	Principal \$
<u>OPERATING ACCOUNTS</u>						
Municipal	Commonwealth Bank of Australia				0.00%	601,785
Municipal	Commonwealth Bank of Australia		Ongoing		0.20%	7,491,700
Total Operating Funds						8,093,485
<u>EQUITY SHARES</u>						
	North Perth Community Bank	23/11/2001				11,000
Total Equity Shares						11,000
<u>TERM DEPOSITS</u>						
Leederville Gardens Inc Surplus Trust	National Australia Bank	18/03/2021	20/12/2021	277	0.40%	899,629
Reserve	Defense Bank	18/03/2021	13/12/2021	270	0.37%	1,191,330
Reserve	Members Equity Bank	18/06/2021	14/01/2022	210	0.45%	1,805,262
Leederville Gardens Inc Surplus Trust	Members Equity Bank	30/06/2021	28/01/2022	212	0.45%	852,499
Reserve	Bank of Queensland	18/06/2021	14/01/2022	210	0.45%	1,000,000
Municipal	AMP Bank	20/08/2021	20/08/2022	365	0.75%	1,946,244
Reserve	AMP Bank	20/08/2021	18/08/2022	363	0.75%	2,000,000
Municipal	Macquarie Bank	20/08/2021	18/02/2022	182	0.40%	1,000,000
Municipal	AMP Bank	30/08/2021	01/03/2022	183	0.35%	1,023,756
Municipal	Bank of Queensland	30/08/2021	29/03/2022	211	0.33%	3,500,000
Municipal	Bank of Queensland	30/08/2021	02/06/2022	276	0.35%	4,876,244
Municipal	Bank of Queensland	17/09/2021	18/03/2022	182	0.33%	2,300,000
Municipal	National Australia Bank	17/09/2021	18/03/2022	182	0.28%	3,800,000
Leederville Gardens Inc Surplus Trust	National Australia Bank	17/09/2021	18/06/2022	274	0.32%	1,955,669
Reserve	AMP Bank	11/11/2021	09/05/2022	179	0.85%	1,852,530
Leederville Gardens Inc Surplus Trust	AMP Bank	11/11/2021	09/05/2022	179	0.85%	19,060.00
Municipal	AMP Bank	11/11/2021	11/04/2022	151	0.85%	2,500,000
Municipal	AMP Bank	11/11/2021	09/05/2022	179	0.85%	628,410
Municipal	National Australia Bank	11/11/2021	09/05/2022	179	0.32%	1,871,590
Total Term Deposits						35,022,223
Total Investment Including At Call						43,126,708

**CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 30 NOVEMBER 2021**

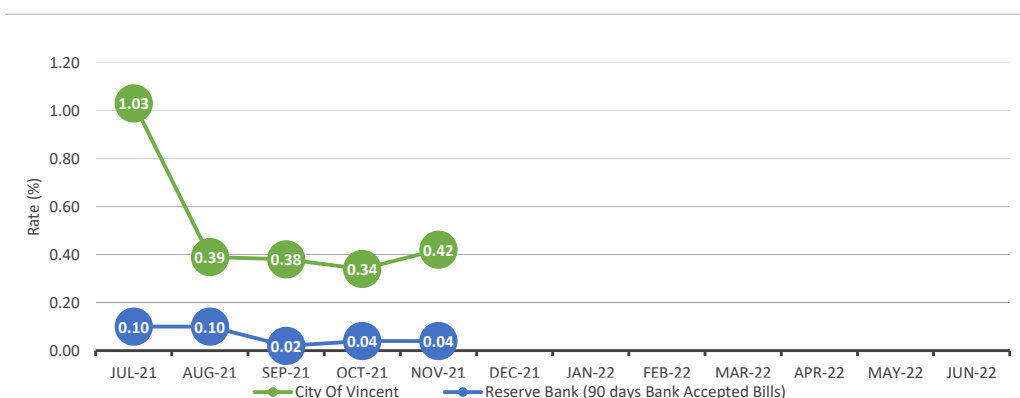
FUNDS INVESTED (ONLINE SAVER AND TERM DEPOSITS)



INTEREST EARNINGS

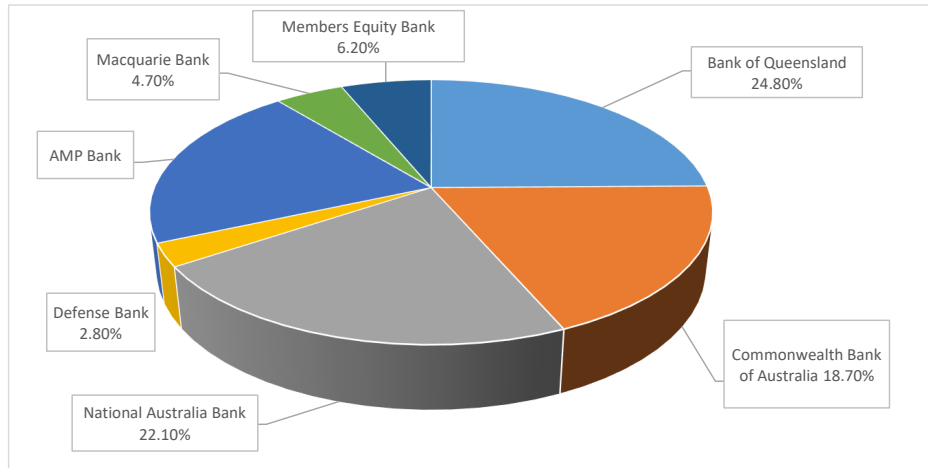


INTEREST RATE COMPARISON



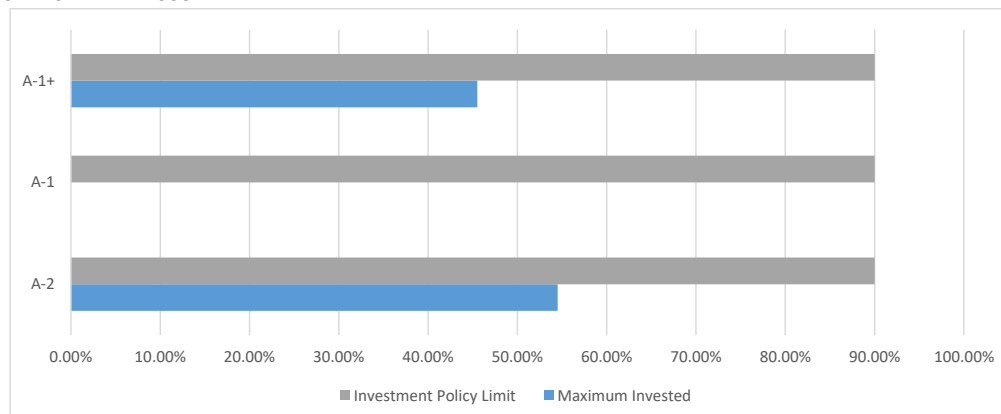
**CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 30 NOVEMBER 2021**

TOTAL PORTFOLIO EXPOSURE

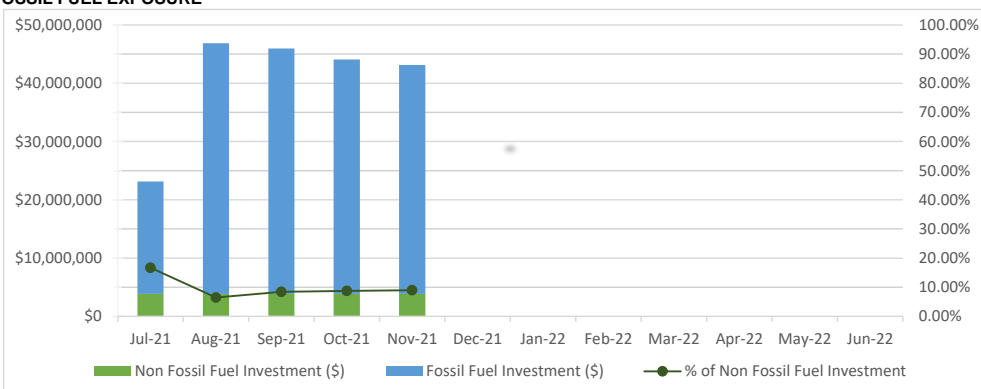


TOTAL CREDIT EXPOSURE

TOATL CREDIT 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 30 NOVEMBER 2021**

	YTD 30/11/2021 \$	YTD 30/11/2020 \$	FY 2021/22 \$	FY 2020/21 \$
MUNICIPAL FUNDS				
Budget	18,109	9,675	100,000	70,000
Interest Earnings	30,080	23,248	30,080	69,957
% Income to Budget	166.1%	240.3%	30.1%	99.9%
RESERVE FUNDS				
Budget	34,567	46,232	100,000	90,000
Interest Earnings	19,073	47,779	19,073	79,826
% Income to Budget	55.2%	103.4%	19.1%	88.7%
LEEDERVILLE GARDENS INC SURPLUS TRUST				
Budget	0	0	0	0
Interest Earnings	31,128	30,021	31,128	58,921
% Income to Budget	0.0%	0.0%	0.0%	0.0%
TOTAL				
Budget	52,676	55,907	200,000	160,000
Interest Earnings	80,281	101,048	80,281	208,704
% Income to Budget	152.4%	180.7%	40.1%	130.4%
Variance	27,605	45,141	(119,719)	48,704
% Variance to Budget	52.4%	80.7%	(59.9%)	30.4%
TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)				
Budget	52,676	55,907	200,000	160,000
Interest Earnings	49,153	71,027	49,153	149,783
% Income to Budget	93.3%	127.0%	24.6%	93.6%
Variance	(3,523)	15,120	(150,847)	(10,217)
% Variance to Budget	(6.7%)	27.0%	(75.4%)	(6.4%)

11.4 INVESTMENT REPORT AS AT 31 DECEMBER 2021

Attachments: 1. **Investment Statistics as at 31 December 2021**  

RECOMMENDATION:

That Council NOTES the Investment Statistics for the month ended 31 December 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 December 2021 and the interest amounts earned YTD.

BACKGROUND:

The City's surplus funds are invested in bank term deposits for various terms to facilitate maximum investment returns in accordance with 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**

- No funds have been invested in December to ensure cash flows are maintained at an optimum level and due to some term deposits maturing closer to the reporting period.

The City's non-fossil fuel exposure has been maintained at 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. This is impacting the City's ability to provide investment preference to these organisations.

Investment Status

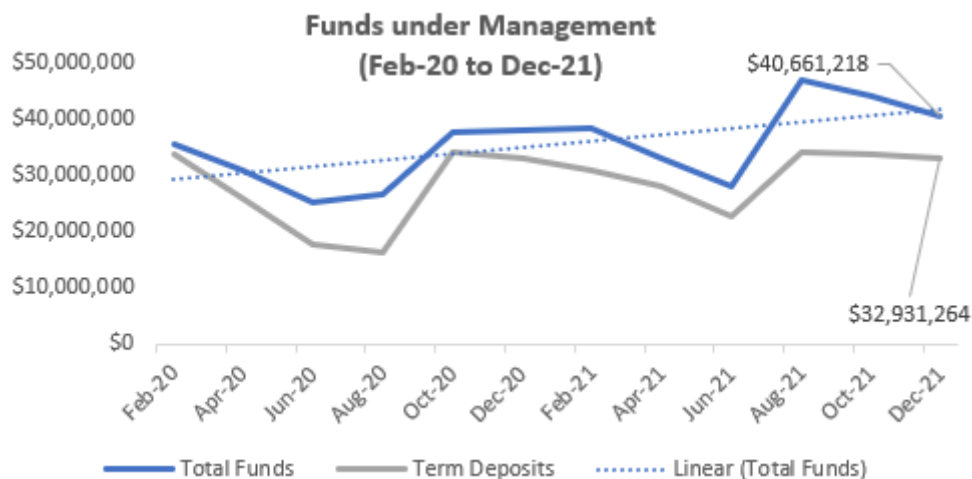
The City's investment portfolio is diversified across several accredited financial institutions.

As of 31 December 2021, the total funds held in the City's operating account (including on call) is \$40,661,218 compared to \$38,061,941 for the period ending 31 December 2020.

Interest bearing term deposits and saver account for \$39,024,879, non-interest bearing account for \$1,625,338 and the remaining \$11,000 is held in equity shares.

The total term deposit investments for the period ending 31 December 2021 are \$32,931,264 compared to \$33,065,398 for the period ending 30 December 2020.

The following chart shows funds under management from February 2020 to December 2021.



Interest Status

Total accrued interest earned on investments at 31 December 2021 is:

Total Accrued Interest Earned on Investment	Budget Adopted	Budget YTD	Actual YTD	% of FY Budget
Municipal	\$100,000	\$29,646	\$ 39,879	134.52%
Reserve	\$100,000	\$39,246	\$22,902	58.36%
Subtotal	\$200,000	\$68,892	\$62,781	91.13%
Leederville Gardens Inc Surplus Trust*	\$0	\$0	\$34,913	0.00%
Total	\$200,000	\$68,892	\$97,694	141.81%

*Interest estimates for Leederville Gardens Inc. Surplus Trust were not included in the 2021/22 Budget as actual interest earned is restricted.

The City has a weighted average interest rate of 0.42% for current investments whereas the Reserve Bank 90 days accepted bill rate for December 2021 is 0.06%. The online Saver interest rate has been maintained at 0.20% and is subject for review by CommBank in March 2022.

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.

The investment guidelines which is the supplementary document to the Council Investment Policy has been updated to increase the maximum exposure limits to divested institutions, this has now 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%	21.3%	90%	45.2%
A-1	25%	0.0%	90%	0.0%
A-2	20%	26.2%	90%	54.8%

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.

Equity Shares

The City of Vincent holds 11,000 shares in North Perth Community Bank purchased at \$1/share on 23 November 2001.

The performance of these shares, and the City's shareholding, will be reviewed as a component of our Investment Strategy, for consideration later this financial year.

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 specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*, however focussing on non-fossil fuel investments contributes to a Sustainable Environment.

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 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 DECEMBER 2021**

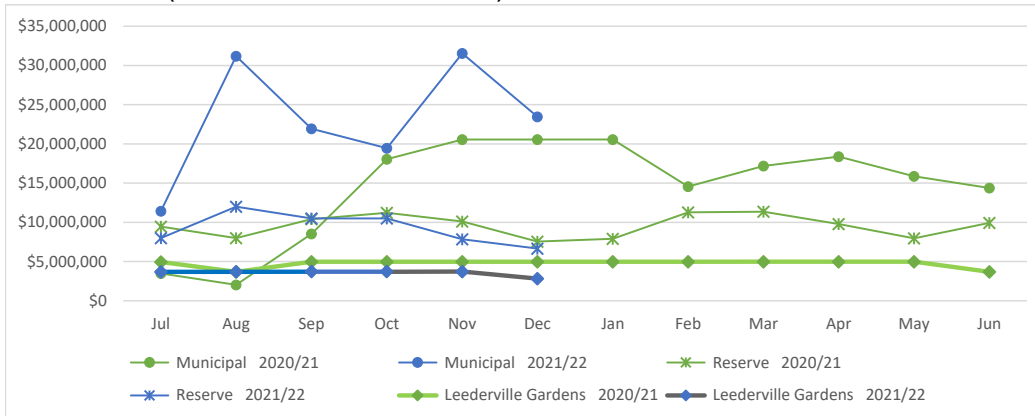
	Municipal	Reserve	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	%
BY INVESTMENT HOLDINGS					
Municipal Account	1,625,338	0	0	1,625,338	4.0%
Online Saver	6,093,615	0	0	6,093,615	15.0%
Term Deposits	23,446,244	6,657,792	2,827,228	32,931,264	81.0%
Equity Shares	11,000	0	0	11,000	0.0%
	31,176,198	6,657,792	2,827,228	40,661,218	100.0%
BY INSTITUTION					
Bank of Queensland	10,676,244	0	0	10,676,244	26.2%
Commonwealth Bank of Australia	7,718,954	0	0	7,718,954	18.9%
Members Equity Bank	0	1,805,262	852,499	2,657,761	6.6%
National Australia Bank	5,671,590	1,000,000	1,955,669	8,627,259	21.3%
North Perth Community Bank	11,000	0	0	11,000	0.0%
AMP Bank	5,074,654	3,852,530	19,060	8,946,244	22.0%
Macquarie Bank	2,023,756	0	0	2,023,756	5.0%
	31,176,198	6,657,792	2,827,228	40,661,218	100.0%
BY CREDIT RATINGS (SHORT-TERM ISSUE)					
A-1+	15,414,300	1,000,000	1,955,669	18,369,969	45.2%
A-1	0	0	0	0	0.0%
A-2	15,761,898	5,657,792	871,559	22,291,249	54.8%
	31,176,198	6,657,792	2,827,228	40,661,218	100.0%
BY TERMS					
0-30 days	7,718,954	0	0	7,718,954	19.0%
31-90 days	0	0	0	0	0.0%
91-180 days	5,000,000	1,852,530	19,060	6,871,590	16.9%
181-270 days	11,623,756	4,805,262	852,499	17,281,517	42.5%
271-365 days	4,876,244	0	1,955,669	6,831,913	16.8%
> 1 year	1,957,244	0	0	1,957,244	4.8%
	31,176,198	6,657,792	2,827,228	40,661,218	100.0%
BY MATURITY					
0-30 days	7,718,954	2,805,262	852,499	11,376,715	28.0%
31-90 days	11,000	0	0	11,000	0.0%
91-180 days	4,989,000	1,852,530	1,974,729	8,816,259	21.7%
181-270 days	1,946,244	2,000,000	0	3,946,244	9.7%
271-365 days	16,500,000	0	0	16,500,000	40.6%
> 1 Year	11,000	0	0	11,000	0.0%
	31,176,198	6,657,792	2,827,228	40,661,218	100.0%
BY FOSSIL FUEL EXPOSURE (as determined by www.marketforces.org.au)					
Fossil Fuel Investments	31,165,198	4,852,530	1,974,729	37,992,457	93.4%
Non Fossil Fuel Investments	11,000	1,805,262	852,499	2,668,761	6.6%
	31,176,198	6,657,792	2,827,228	40,661,218	100.0%

**CITY OF VINCENT
CURRENT INVESTMENT HOLDING
AS AT 31 DECEMBER 2021**

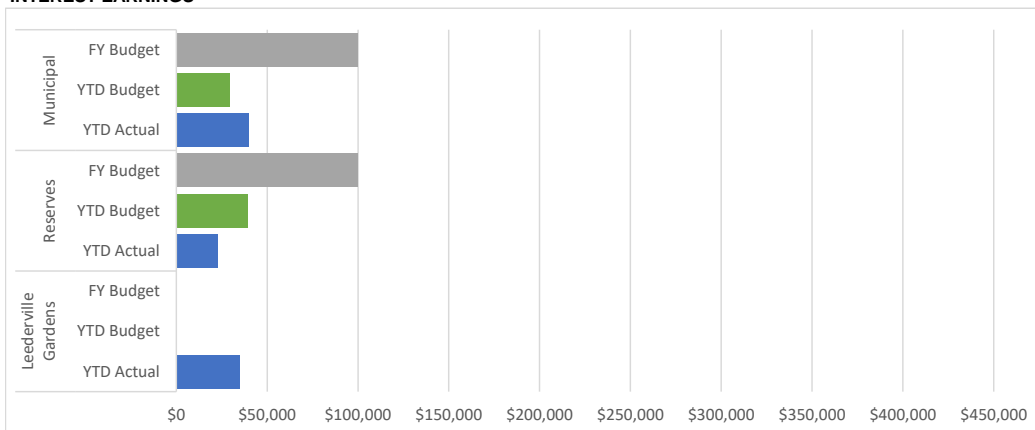
Funds	Institution	Investment Date	Maturity Date	Term	Interest Rate	Principal \$
<u>OPERATING ACCOUNTS</u>						
Municipal	Commonwealth Bank of Australia				0.00%	1,625,338
Municipal	Commonwealth Bank of Australia		Ongoing		0.20%	6,093,615
Total Operating Funds						7,718,954
<u>EQUITY SHARES</u>						
	North Perth Community Bank	23/11/2001				11,000
Total Equity Shares						11,000
<u>TERM DEPOSITS</u>						
Reserve	Members Equity Bank	18/06/2021	14/01/2022	210	0.45%	1,805,262
Leederville Gardens Inc Surplus Trust	Members Equity Bank	30/06/2021	28/01/2022	212	0.45%	852,499
Reserve	Bank of Queensland	18/06/2021	14/01/2022	210	0.45%	1,000,000
Municipal	AMP Bank	20/08/2021	20/08/2022	365	0.75%	1,946,244
Reserve	AMP Bank	20/08/2021	18/08/2022	363	0.75%	2,000,000
Municipal	Macquarie Bank	20/08/2021	18/02/2022	182	0.40%	1,000,000
Municipal	AMP Bank	30/08/2021	01/03/2022	183	0.35%	1,023,756
Municipal	Bank of Queensland	30/08/2021	29/03/2022	211	0.33%	3,500,000
Municipal	Bank of Queensland	30/08/2021	02/06/2022	276	0.35%	4,876,244
Municipal	Bank of Queensland	17/09/2021	18/03/2022	182	0.33%	2,300,000
Municipal	National Australia Bank	17/09/2021	18/03/2022	182	0.28%	3,800,000
Leederville Gardens Inc Surplus Trust	National Australia Bank	17/09/2021	18/06/2022	274	0.32%	1,955,669
Reserve	AMP Bank	11/11/2021	09/05/2022	179	0.85%	1,852,530
Leederville Gardens Inc Surplus Trust	AMP Bank	11/11/2021	09/05/2022	179	0.85%	19,060
Municipal	AMP Bank	11/11/2021	11/04/2022	151	0.85%	2,500,000
Municipal	AMP Bank	11/11/2021	09/05/2022	179	0.85%	628,410
Municipal	National Australia Bank	11/11/2021	09/05/2022	179	0.32%	1,871,590
Total Term Deposits						32,931,264
Total Investment Including At Call						40,661,218

**CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 31 DECEMBER 2021**

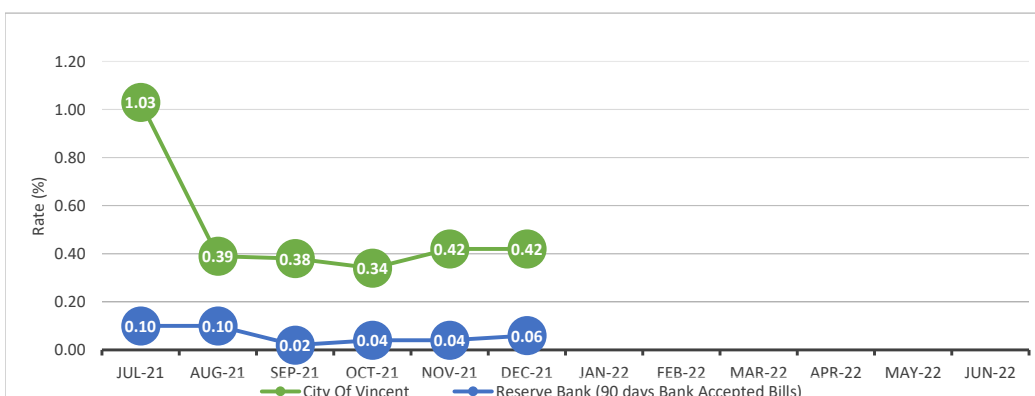
FUNDS INVESTED (ONLINE SAVER AND TERM DEPOSITS)



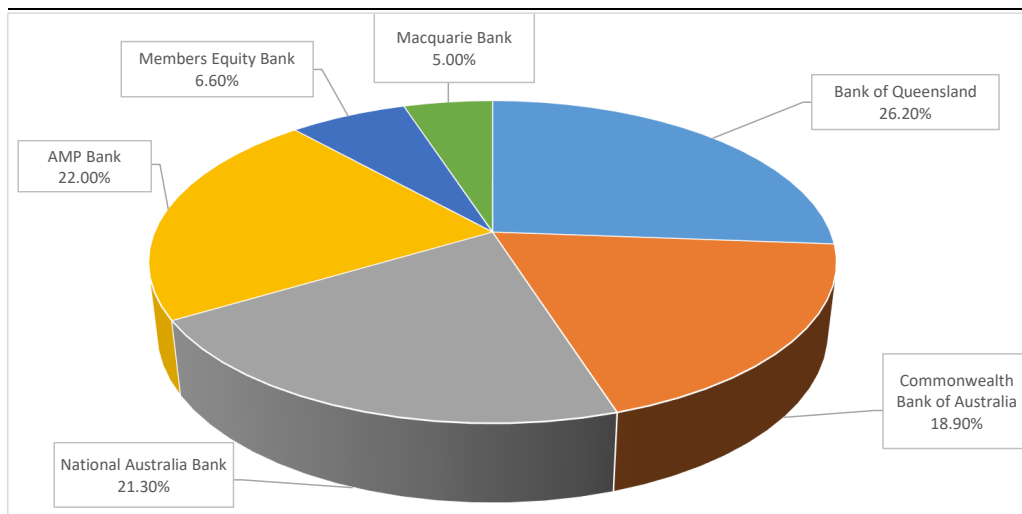
INTEREST EARNINGS



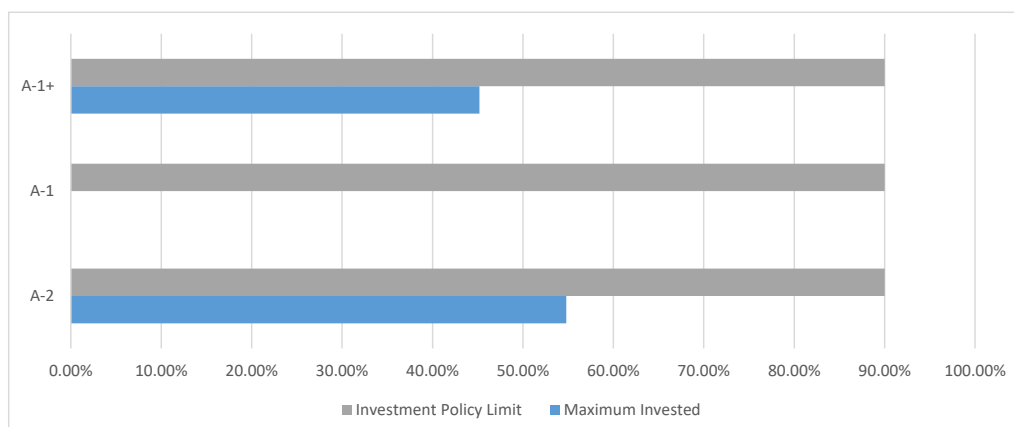
INTEREST RATE COMPARISON



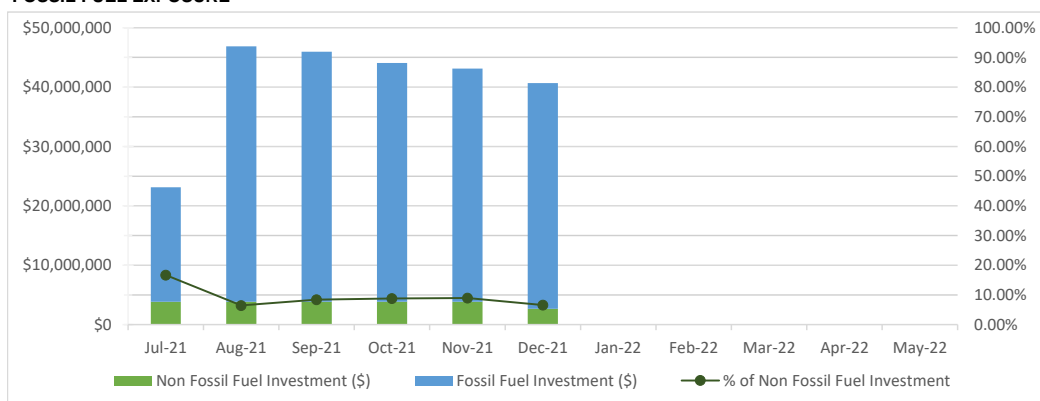
**CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 31 DECEMBER 2021**



TOTAL CREDIT 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 DECEMBER 2021**

	YTD 31/12/2021 \$	YTD 31/12/2020 \$	FY 2021/22 \$	FY 2020/21 \$
MUNICIPAL FUNDS				
Budget	29,646	9,675	100,000	70,000
Interest Earnings	39,879	38,060	39,879	69,957
% Income to Budget	134.5%	393.4%	39.9%	99.9%
RESERVE FUNDS				
Budget	39,246	46,232	100,000	90,000
Interest Earnings	22,902	54,246	22,902	79,826
% Income to Budget	58.4%	117.3%	22.9%	88.7%
LEEDERVILLE GARDENS INC SURPLUS TRUST				
Budget	0	0	0	0
Interest Earnings	34,913	33,891	34,913	58,921
% Income to Budget	0.0%	0.0%	0.0%	0.0%
TOTAL				
Budget	68,892	55,907	200,000	160,000
Interest Earnings	97,694	126,197	97,694	208,704
% Income to Budget	141.8%	225.7%	48.9%	130.4%
Variance	28,802	70,290	(102,306)	48,704
% Variance to Budget	41.8%	125.7%	(51.2%)	30.4%
TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)				
Budget	68,892	55,907	200,000	160,000
Interest Earnings	62,781	92,306	62,781	149,783
% Income to Budget	91.1%	165.1%	31.4%	93.6%
Variance	(6,111)	36,399	(137,219)	(10,217)
% Variance to Budget	(8.9%)	65.1%	(68.6%)	(6.4%)

11.5 FINANCIAL STATEMENTS AS AT 30 NOVEMBER 2021

Attachments: 1. Financial Statements as at 30 November 2021  

RECOMMENDATION:

That Council **RECEIVES** the Financial Statements for the month ended 30 November 2021 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 30 November 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.

On 16 November 2021 Council approved the First Quarter Budget Review FY22, however these financial statements do not yet reflect the revised budget 2021/22.

DETAILS:

The following documents, included as **Attachment 1**, comprise the statement of financial activity for the period ending **30 November 2021**:

Note	Description	Page
1.	Statement of Financial Activity by Program Report and Graph	1-4
2.	Statement of Comprehensive Income by Nature or Type Report	5
3.	Net Current Funding Position	6
4.	Summary of Income and Expenditure by Service Areas	7-18
5.	Capital Expenditure including Funding graph and Capital Works Schedule	19-26
6.	Cash Backed Reserves	27
7.	Rating Information and Graph	28-29
8.	Debtors Report	30
9.	Beatty Park Leisure Centre Financial Position	31-32

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 'Rating revenue'.

Revenue by Program (on page 1) is tracking higher than YTD budgeted revenue by \$629,649 (6.8%). The following items materially contributed to this position:

- A favourable Variance of \$342,507 due to an increase in revenue generated from parking activities **(Transport)**.
- A favourable Variance of \$260,786 due to an increase in activity at Beatty Park, Public halls and sporting grounds charges **(Recreation and Culture)**.

Revenue by Nature or Type (on page 5) is tracking slightly higher than the YTD budgeted revenue by \$737,107 (1.6%). The following items materially contribute to this position:

- A favourable Variance of \$375,686 due to higher than anticipated insurance premium recoups and a grant received for the Local History Centre **(Other Revenue)**.
- A favourable Variance of \$289,959 due to an increase in revenue generated from increased activity in relation to Swim school at Beatty Park and parking facilities **(Fees and Charges)**.

Expenditure by Program (on page 1) is favourable, attributed by an under-spend of \$2,518,421 (8.7%) compared to the YTD budget. The following items materially contributed to this position:

- A favourable variance of \$858,063 mainly contributed by a budget to actuals timing variance relating to the provision of waste tipping and recycling services (**Community Amenities**).
- A favourable variance of \$857,514 mainly contributed by timing variances in building and ground maintenance works at various facilities within the City (**Recreation and Culture**).
- A favourable variance of \$302,140 due to timing variances relating to software licence expenses, election expenses and Centrelink parental leave payment, (**Governance**).
- A favourable variance of \$161,060 mainly contributed a vacant position and delay in the hiring process. (**Law, Order and Public Safety**).
- A favourable variance of \$113,903 mainly contributed by a timing variance relating to various expenses (**Health**).

Expenditure by Nature or Type (on page 5) is favourable, attributed by an under-spend of \$2,518,421(8.7%). The following items materially contributed to this position:

- There is an under-spend of \$2,149,321 mainly attributed to timing variances relating to the provision of waste tipping and recycling services, building maintenance and ground maintenance works respectively (**Materials and Contracts**).
- There is an under-spend of \$159,193 contributed by cumulative timing variances of various utilities. (**Utility charges**).
- There is an under-spend of \$135,207 contributed by cumulative timing variances of works across multiple areas that are individual immaterial. (**Other expenditure**).

Surplus Position – Year End 2020/2021

The surplus position brought forward at the beginning of 2021/2022 (from Year End 2020/2021) is \$7,730,738, compared to the adopted budget amount of \$5,166,974. The actual opening surplus figure will be adjusted once the year audited Financials have been updated.

Content of Statement of Financial Activity

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

1. Statement of Financial Activity by Program Report (Note 1 Page 1-4)

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

2. Statement of Comprehensive Income by Nature or Type Report (Note 2 Page 5)

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

3. Net Current Funding Position (Note 3 Page 6)

'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 7-18)

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

5. Capital Expenditure and Funding Summary (Note 5 Page 19 - 26)

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	9,424,387	1,608,692	1,308,842	86.1%
Infrastructure Assets	7,935,745	1,620,451	1,937,529	75.6%
Plant and Equipment	3,036,056	80,000	100,327	96.7%
Furniture and Equipment	2,080,825	216,500	240,218	88.5%
Total	22,477,013	3,525,643	3,586,915	84.0%
FUNDING	Revised Budget	YTD Budget	YTD Actual	Remaining Budget
	\$	\$	\$	%
Own Source Funding - Municipal	10,122,589	2,004,524	1,988,596	80.4%
Cash Backed Reserves	3,808,207	1,338,272	934,642	75.5%
Capital Grant and Contribution	7,243,384	182,847	396,285	94.5%
Other (Disposals/Trade In)	1,302,833	0	267,393	79.5%
Total	22,477,013	3,525,643	3,586,915	84.0%

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

6. Cash Backed Reserves (Note 6 Page 27)

The cash backed reserves schedule provides a detailed summary of the movements in the reserve portfolio, including transfers to and from the reserve. The provisional balance at 30 November 2021 is \$12,208,768.

7. Rating Information (Note 7 Page 28 -29)

The notices for rates and charges levied for 2021/22 were issued on 22 July 2021. *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	27 August 2021
Second Instalment	29 October 2021
Third Instalment	7 January 2022
Fourth Instalment	11 March 2022

Rates for 2021/22 were raised on 7 July 2021 after the adoption of the budget.

There has been a stronger than expected uptake of instalment payment options, which has resulted in lower collectables, and higher instalment fees.

The outstanding rates debtors balance at 30 November 2021 was \$11,143,179, excluding deferred rates of \$108,813.

The outstanding rates percentage at 30 November 2021 was 27.76% compared to 31.04% for the similar period last year, noting rates in 2020/21 were raised in August 2020 as compared to July 2021 for the current financial year.

8. Receivables (Note 8 Page 30)

Total trade and other receivables at 30 November 2021 were \$2,422,007.

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

- \$1,354,384 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 have been transferred to long-term infringement debtors (non-current portion).

As a result, a doubtful debts provision has also been raised for:

- \$181,310 has been provided for doubtful debt (Current – Up to 12 months).
- \$194,671 has been provided for doubtful debt (non-Current. Over 12 months). This complies with Australian Accounting standard (AASB 9).
- The debtors provision for the 2020/21 financials will be reviewed during the year end audit process.
- \$231,983 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 with 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. Beatty Park Leisure Centre – Financial Position report (Note 9 Page 31-32)

As of 30 November 2021, the Centre's operating surplus position was \$607,481 (excluding depreciation) compared to the YTD budgeted surplus amount of \$93,348.

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 2021/2022 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 of 31 October 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:

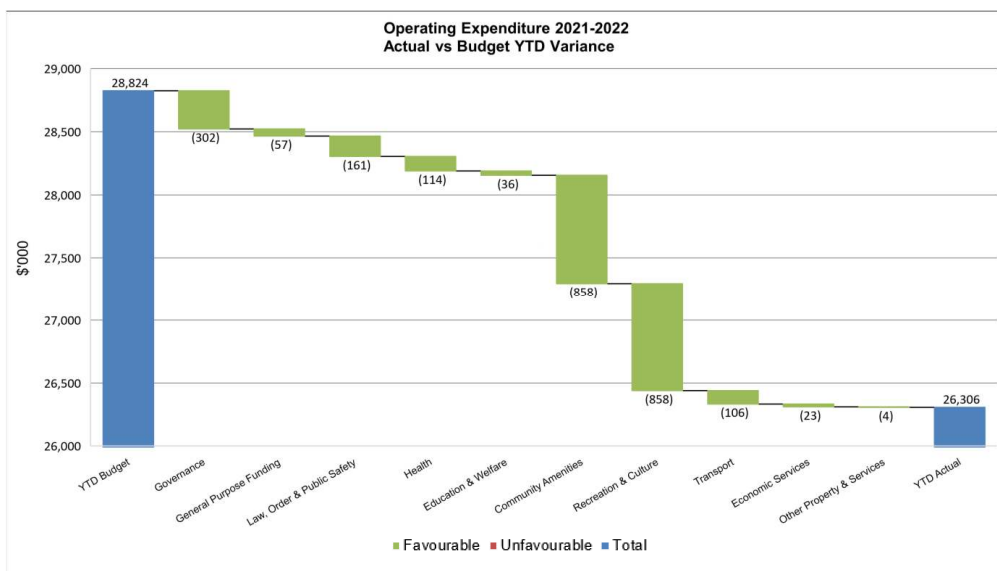
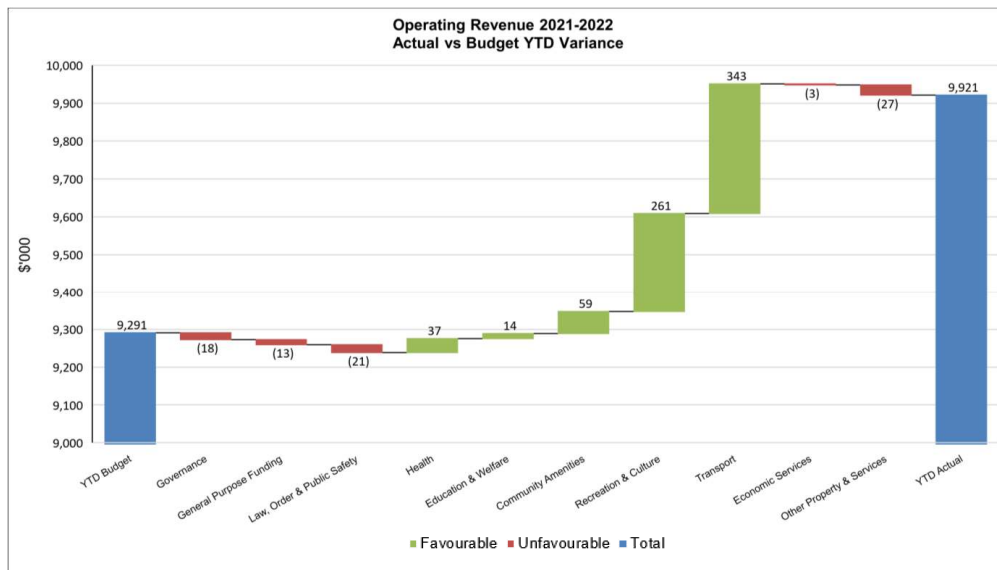
The Audited results for FY21 were approved at the December 2021 Ordinary Council Meeting. Adjustments arising from the audit are not reflected in these Financial Statements.

**CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

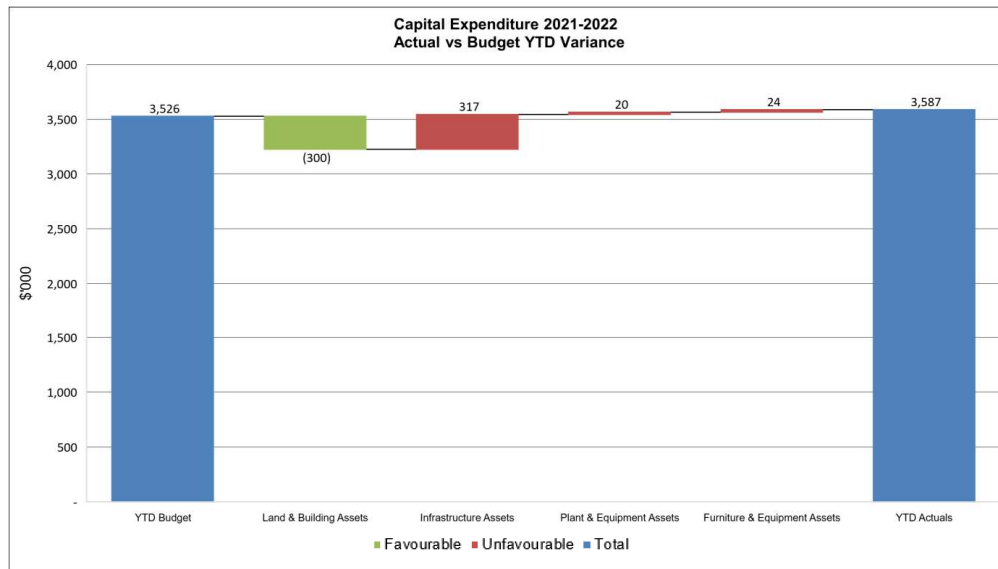


	Revised Budget	YTD Budget	YTD Actual	YTD Variance	YTD Variance
	2021/22	30/11/2021	30/11/2021		
	\$	\$	\$	\$	%
Opening Funding Surplus/(Deficit)	5,166,974	5,166,974	7,730,738	2,563,764	49.6%
Revenue from operating activities					
Governance	73,250	37,626	19,517	(18,109)	(48.1%)
General Purpose Funding	1,473,759	875,634	862,343	(13,291)	(1.5%)
Law, Order and Public Safety	334,312	131,601	110,643	(20,958)	(15.9%)
Health	336,542	285,322	321,921	36,599	12.8%
Education and Welfare	139,094	62,305	75,910	13,605	21.8%
Community Amenities	643,194	306,572	365,236	58,664	19.1%
Recreation and Culture	9,286,398	3,858,002	4,118,788	260,786	6.8%
Transport	9,012,585	3,461,610	3,804,117	342,507	9.9%
Economic Services	267,425	107,339	104,154	(3,185)	(3.0%)
Other Property and Services	1,347,125	165,184	138,215	(26,969)	(16.3%)
	22,913,684	9,291,195	9,920,844	629,649	6.8%
Expenditure from operating activities					
Governance	(3,087,793)	(1,286,461)	(984,321)	302,140	(23.5%)
General Purpose Funding	(696,668)	(319,400)	(262,163)	57,237	(17.9%)
Law, Order and Public Safety	(4,691,233)	(1,724,998)	(1,563,938)	161,060	(9.3%)
Health	(1,711,229)	(682,848)	(568,945)	113,903	(16.7%)
Education and Welfare	(399,369)	(78,894)	(43,166)	35,728	(45.3%)
Community Amenities	(24,107,268)	(14,294,325)	(13,436,262)	858,063	(6.0%)
Recreation and Culture	(26,669,834)	(8,039,369)	(7,181,855)	857,514	(10.7%)
Transport	(8,720,182)	(1,740,027)	(1,634,046)	105,981	(6.1%)
Economic Services	(595,568)	(235,052)	(212,536)	22,516	(9.6%)
Other Property and Services	(2,197,330)	(423,127)	(418,848)	4,279	(1.0%)
	(72,876,474)	(28,824,501)	(26,306,080)	2,518,421	(8.7%)
Add Deferred Rates Adjustment	0	0	14,207	14,207	0.0%
Add Back Depreciation	14,068,923	0	0	0	0.0%
Adjust (Profit)/Loss on Asset Disposal	(1,890,054)	0	0	0	0.0%
Restricted Unspent Grant	0				
	12,178,869	0	14,207	14,207	0.0%
Amount attributable to operating activities	(37,783,921)	(19,533,306)	(16,371,029)	3,162,277	(16.2%)
Investing Activities					
Non-operating Grants, Subsidies and Contributions	7,373,384	182,847	396,285	213,438	116.7%
Purchase Property, Plant and Equipment	(14,733,557)	(1,905,192)	(1,665,510)	239,682	(12.6%)
Purchase Infrastructure Assets	(7,743,457)	(1,620,451)	(1,921,406)	(300,955)	18.6%
Proceeds from Joint Venture Operations	833,333	0	0	0	0.0%
Proceeds from Disposal of Assets	1,302,833	0	267,393	267,393	0.0%
Amount attributable to investing activities	(12,967,464)	(3,342,796)	(2,923,238)	419,558	(12.6%)
Financing Activities					
Proceeds from Self Supporting Loan	0	0	0	0	0.0%
Principal elements of finance lease payments	(92,839)	(46,420)	(46,419)	1	(0.0%)
Repayment of Debentures	(1,354,816)	(342,701)	(342,702)	(1)	0.0%
Proceeds from New Debentures	7,951,699	7,083,333	7,083,333	0	0.0%
Transfer to Reserves	(3,190,415)	(800,082)	(1,500,264)	(700,182)	87.5%
Transfer from Reserves	5,091,660	1,484,291	844,662	(639,629)	(43.1%)
Amount attributable to financing activities	8,405,289	7,378,421	6,038,610	(1,339,811)	(18.2%)
Surplus/(Deficit) before general rates	(37,179,122)	(10,330,707)	(5,524,919)	4,805,788	(46.5%)
Total amount raised from general rates	36,745,248	36,570,905	36,678,363	107,458	0.3%
Closing Funding Surplus/(Deficit)	(433,874)	26,240,198	31,153,444	4,913,246	18.7%

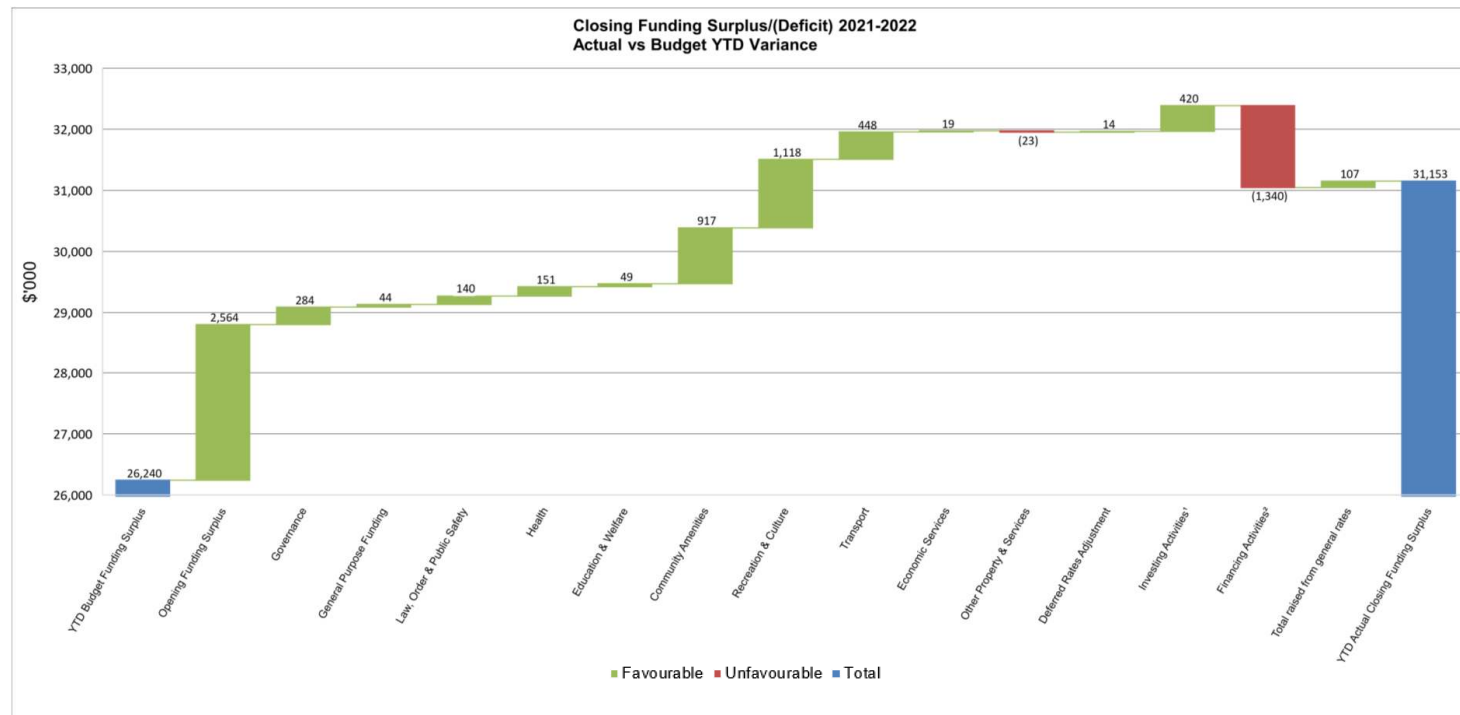
CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM - GRAPH
AS AT 30 NOV 2021



CITY OF VINCENT
 NOTE 1 - CAPITAL EXPENDITURE PROGRAM
 WATERFALL GRAPH
 AS AT 30 NOV 2021



CITY OF VINCENT
NOTE 1 - CLOSING FUNDING SURPLUS/(DEFICIT)
BY PROGRAM - WATERFALL GRAPH
AS AT 30 NOV 2021



¹ Investing Activities includes the following:

- Non-operating Grants, Subsidies and Contributions
- Purchase Property, Plant and Equipment
- Purchase Infrastructure Assets
- Proceeds from Joint Venture Operations
- Proceeds from Disposal of Assets

² Financing Activities include the following:

- Proceeds from Self Supporting Loan
- Principal elements of finance lease payments
- Repayment of Debentures
- Proceeds from New Debentures
- Transfer to Reserves
- Transfer from Reserves

CITY OF VINCENT
NOTE 2 - STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE PERIOD ENDED 30 NOVEMBER 2021



	Revised Budget 2021/22	YTD Budget 30/11/2021	YTD Actual 30/11/2021	YTD Variance	YTD Variance
	\$	\$	\$	\$	%
Revenue					
Rates	36,745,248	36,570,905	36,678,363	107,458	0.3%
Operating Grants, Subsidies and Contributions	908,932	427,511	398,405	(29,106)	(6.8%)
Fees and Charges	18,453,102	8,062,442	8,352,401	289,959	3.6%
Interest Earnings	518,000	313,916	307,025	(6,891)	(2.2%)
Other Revenue	1,138,374	487,326	863,012	375,686	77.1%
	57,763,656	45,862,100	46,599,207	737,107	1.6%
Expenses					
Employee Costs	(26,841,949)	(10,563,974)	(10,473,530)	90,444	(0.9%)
Materials and Contracts	(27,132,773)	(16,079,233)	(13,929,912)	2,149,321	(13.4%)
Utility Charges	(1,603,890)	(668,493)	(509,300)	159,193	(23.8%)
Depreciation on Non-Current Assets	(14,068,923)	0	0	0	0.0%
Interest Expenses	(533,114)	(162,111)	(162,111)	0	(0.0%)
Insurance Expenses	(585,942)	(228,394)	(244,140)	(15,746)	6.9%
Other Expenditure	(2,104,661)	(1,122,296)	(987,089)	135,207	(12.0%)
	(72,871,252)	(28,824,501)	(26,306,081)	2,518,421	(8.7%)
	(15,107,596)	17,037,599	20,293,127	3,255,528	19.1%
Non-operating Grants, Subsidies and Contributions	7,243,384	182,847	396,285	213,438	116.7%
Profit on Disposal of Assets	1,061,943	0	0	0	0.0%
Loss on Disposal of Assets	(5,222)	0	0	0	0.0%
Profit on Assets Held for Sale (TPRC Joint Venture)	833,333	0	0	0	0.0%
	9,133,438	182,847	396,285	213,438	116.7%
Net result	(5,974,158)	17,220,446	20,689,412	3,468,966	20.1%
Other comprehensive income					
Total comprehensive income	(5,974,158)	17,220,446	20,689,412	3,468,966	20.1%

CITY OF VINCENT
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 NOTE 3 - NET CURRENT FUNDING POSITION
 FOR THE PERIOD ENDED 30 NOVEMBER 2021



	Note	YTD Actual 30/11/2021 \$	FY Actual 30/06/2021 \$
Current Assets			
Cash Unrestricted		25,829,778	12,886,414
Cash Restricted		12,208,768	11,552,048
Investments		11,000	11,000
Receivables - Rates	7	11,143,179	1,512,805
Receivables - Other	8	2,422,007	2,199,337
Inventories		262,913	195,581
		<u>51,877,645</u>	<u>28,357,185</u>
Less: Current Liabilities			
Payables		(6,101,369)	(6,370,465)
Provisions - employee		<u>(4,673,977)</u>	<u>(4,687,687)</u>
		<u>(10,775,346)</u>	<u>(11,058,152)</u>
Unadjusted Net Current Assets		41,102,299	17,299,033
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	6	(12,208,768)	(11,552,048)
Less: Restricted- Sundry Debtors(Non-Operating Grant)		0	0
Less: Shares transferred from non current asset		(11,000)	(11,000)
Add: Current portion of long term borrowings		1,218,010	930,732
Add: Infringement Debtors transferred to non current asset		971,183	971,183
Add: Current portion of long term finance lease liabilities		<u>81,720</u>	<u>92,839</u>
		<u>(9,948,855)</u>	<u>(9,568,295)</u>
Adjusted Net Current Assets		31,153,444	7,730,738

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2021



	Revised Budget 2021/22	YTD Budget 30/11/2021	YTD Actual 30/11/2021	YTD Variance	% Variance	Variance Commentary
Chief Executive Office						
01000 - Chief Executive Officer						
Expenditure						
Employee Costs	409,982	161,109	173,551	12,442	7.7%	
Internal Allocations	13,472	5,712	9,212	3,500	61.3%	
Internal Recovery	(588,084)	(224,282)	(261,850)	(37,568)	16.8%	
Materials and Contracts	149,200	51,035	72,142	21,107	41.4%	Budget phasing variance in relation to operating initiatives. To be adjusted in the next budget review.
Other Employee Costs	14,434	6,199	6,569	370	6.0%	
Other Expenditure	1,000	227	376	149	65.0%	
Expenditure Total	4	0	0	0	0.0%	
01000 - Chief Executive Officer Total	4	0	0	0	0.0%	
01005 - Members Of Council						
Expenditure						
Employee Costs	84,065	33,074	9,246	(23,828)	(72.0%)	Employee that is on leave is currently being covered by staff from CEO. The costs will be reallocated from CEO to Members Of Council in December.
Internal Allocations	40,562	15,806	14,301	(1,505)	(9.5%)	
Materials and Contracts	410,200	233,929	127,775	(106,154)	(45.4%)	Timing variance on election expenses.
Other Employee Costs	20,200	11,756	3,556	(8,200)	(69.9%)	
Other Expenditure	47,600	21,733	22,680	947	4.4%	
Expenditure Total	602,627	316,298	177,558	(138,740)	(43.9%)	
01005 - Members Of Council Total	602,627	316,298	177,558	(138,740)	(43.9%)	
01015 - Human Resource						
Income						
Reimbursements	(50,000)	(30,811)	(8,271)	21,540	(69.9%)	\$20k timing variance on centralink parental leave payments.
Income Total	(50,000)	(30,811)	(8,271)	21,540	(69.9%)	
Expenditure						
Employee Costs	1,037,438	352,210	334,143	(18,067)	(5.1%)	
Internal Allocations	24,441	10,451	10,023	(428)	(4.1%)	
Internal Recovery	(1,253,469)	(440,472)	(419,662)	20,810	(4.7%)	
Materials and Contracts	96,599	46,047	36,812	(9,235)	(20.1%)	
Other Employee Costs	136,600	59,915	47,954	(11,961)	(20.0%)	
Other Expenditure	6,391	2,660	1	(2,659)	(100.0%)	
Expenditure Total	50,000	30,811	9,271	(21,540)	(69.9%)	
01015 - Human Resource Total	0	0	0	0	0.0%	
01020 - Information Technology						
Expenditure						
Employee Costs	573,715	225,674	222,963	(3,311)	(1.5%)	
Internal Allocations	25,198	10,537	10,344	(193)	(1.8%)	
Internal Recovery	(2,200,198)	(920,076)	(618,829)	301,247	(32.7%)	
Materials and Contracts	1,587,125	682,130	386,094	(296,036)	(43.4%)	Timing variance in relation to software license expenses.
Other Employee Costs	3,960	1,650	0	(1,650)	(100.0%)	
Other Expenditure	200	85	28	(57)	(67.1%)	
Expenditure Total	0	0	0	0	0.0%	
01020 - Information Technology Total	0	0	0	0	0.0%	
01025 - Records Management						
Income						
Fees and Charges	(16,300)	(8,790)	(10,040)	(3,256)	48.0%	
Income Total	(16,300)	(8,790)	(10,040)	(3,256)	48.0%	
Expenditure						
Employee Costs	299,881	118,013	126,555	8,542	7.2%	
Internal Allocations	12,509	5,346	5,130	(218)	(4.0%)	
Internal Recovery	(338,994)	(134,449)	(129,197)	5,252	(3.9%)	
Materials and Contracts	39,400	16,420	6,898	(9,522)	(58.0%)	
Other Employee Costs	2,004	835	9	(826)	(98.9%)	
Other Expenditure	1,500	625	651	26	4.2%	
Expenditure Total	16,300	6,790	10,040	3,256	48.0%	
01025 - Records Management Total	0	0	0	0	0.0%	
01030 - Sustainability and Environment						
Expenditure						
Employee Costs	225,948	88,645	113,363	24,718	27.9%	Timing variance in relation to staff turnover.
Internal Allocations	105,426	40,997	36,744	(4,253)	(10.4%)	
Materials and Contracts	70,000	23,085	24,421	1,336	5.8%	
Other Employee Costs	1,500	625	0	(625)	(100.0%)	
Expenditure Total	402,874	153,352	174,528	21,176	13.8%	
01030 - Sustainability and Environment Total	402,874	153,352	174,528	21,176	13.8%	
Chief Executive Office Total	1,005,595	469,650	352,088	(117,562)	(25.0%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2021



	Revised Budget 2021/22	YTD Budget 30/11/2021	YTD Actual 30/11/2021	YTD Variance	% Variance	Variance Commentary
Community and Business Services						
01035 - Director Community and Business Services						
Expenditure						
Employee Costs	307,657	120,913	126,585	5,672	4.7%	
Internal Allocations	7,361	3,146	3,019	(127)	(4.0%)	
Internal Recovery	(321,918)	(126,774)	(134,873)	(8,099)	6.4%	
Materials and Contracts	2,700	202	576	374	185.1%	
Other Employee Costs	2,700	2,000	4,689	2,689	134.5%	
Other Expenditure	1,500	513	4	(509)	(99.2%)	
Expenditure Total	0	0	0	0	0.0%	
01035 - Director Community and Business Services Total	0	0	0	0	0.0%	
01040 - Customer Services Centre						
Expenditure						
Employee Costs	685,430	269,573	208,115	(61,458)	(22.8%)	Favourable variance as less casual staff were required. The excess budget will be used for the marketing team.
Internal Allocations	10,770	4,655	8,833	4,278	91.9%	
Internal Recovery	(732,304)	(289,288)	(224,439)	64,829	(22.3%)	
Materials and Contracts	16,300	6,790	6,039	(751)	(11.1%)	
Other Employee Costs	9,804	4,085	0	(4,085)	(100.0%)	
Other Expenditure	10,000	4,165	1,552	(2,613)	(62.7%)	
Expenditure Total	0	0	0	0	0.0%	
01040 - Customer Services Centre Total	0	0	0	0	0.0%	
01045 - Mindarie and Tamala Park						
Income						
Fees and Charges	(61,000)	(28,955)	(35,424)	(6,469)	22.3%	
Reimbursements	(80,000)	(35,323)	(49,620)	(14,297)	40.5%	
Income Total	(141,000)	(64,278)	(85,044)	(20,766)	32.3%	
Expenditure						
Other Expenditure	32,000	32,000	46,023	14,023	43.8%	
Expenditure Total	32,000	32,000	46,023	14,023	43.8%	
01045 - Mindarie and Tamala Park Total	(109,000)	(32,278)	(39,021)	(6,743)	20.9%	
01050 - Rates						
Income						
Fees and Charges	(265,000)	(210,338)	(206,544)	3,794	(1.8%)	
Interest Earnings	(318,000)	(261,240)	(257,872)	3,368	(1.3%)	
Rates	(38,745,248)	(36,570,905)	(36,678,363)	(107,458)	0.3%	
Reimbursements	(10,000)	(2,000)	0	2,000	(100.0%)	
Income Total	(37,338,248)	(37,044,483)	(37,142,779)	(98,296)	0.3%	
Expenditure						
Employee Costs	276,618	108,841	111,767	2,926	2.7%	
Internal Allocations	135,100	52,685	47,202	(5,483)	(10.4%)	
Materials and Contracts	284,450	157,860	102,914	(54,946)	(34.8%)	\$50k limiting variance on financial hardship waiver expenses. - (\$14k) budget phasing variance in relation to bank fees. To be adjusted in the next budget review. - Other variances are individually immaterial.
Other Employee Costs	0	0	24	24	100.0%	
Other Expenditure	500	14	257	243	1,735.7%	
Expenditure Total	696,668	319,400	262,164	(57,236)	(17.9%)	
01050 - Rates Total	(36,641,680)	(36,725,083)	(36,860,615)	(155,532)	0.4%	
01055 - Insurance and General Purpose						
Income						
Fees and Charges	(38,000)	(38,000)	(37,394)	606	(1.6%)	
Grants and Subsidies	(622,799)	(311,380)	(311,380)	1	(0.0%)	
Interest Earnings	(200,000)	(52,676)	(49,154)	3,522	(8.7%)	
Other Revenues	(20,000)	0	0	0	0.0%	
Reimbursements	(75,000)	(64,768)	(12,412)	52,356	(80.8%)	Lower than expected insurance claims.
Income Total	(955,799)	(466,824)	(410,340)	56,485	(12.1%)	
Expenditure						
Insurance Expenses	585,942	228,394	244,140	15,746	6.9%	
Internal Recovery	(585,937)	(248,547)	(243,230)	5,317	(2.1%)	
Other Expenditure	5,000	3,004	900	(2,504)	(83.4%)	
Expenditure Total	5,005	(17,149)	1,410	18,559	(108.2%)	
01055 - Insurance and General Purpose Total	(950,794)	(483,973)	(408,930)	75,044	(15.5%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2021



	Revised Budget 2021/22	YTD Budget 30/11/2021	YTD Actual 30/11/2021	YTD Variance	% Variance	Variance Commentary
01060 - Financial Services						
Income						
Other Revenues	(1,000)	(974)	(140)	834	(85.6%)	
Income Total	(1,000)	(974)	(140)	834	(85.6%)	
Expenditure						
Employee Costs	1,143,981	450,034	446,619	(3,415)	(0.8%)	
Internal Allocations	42,684	16,243	17,485	(758)	(4.2%)	
Internal Recovery	(1,396,125)	(498,445)	(520,687)	(22,242)	4.5%	
Materials and Contracts	141,100	27,282	53,622	26,340	96.5%	- \$29k valuation fees paid which relates to the previous financial year. To be adjusted in the next budget review. - Other variances individually immaterial
Other Employee Costs	8,860	3,650	3,064	(586)	(16.1%)	
Other Expenditure	60,500	210	37	(173)	(82.4%)	
Expenditure Total	1,000	974	140	(834)	(85.6%)	
01060 - Financial Services Total	0	0	0	0	0.0%	
01065 - Rec Centre / Beatty Park						
Income						
Contributions	(950)	(395)	(181)	214	(54.2%)	
Fees and Charges	(6,974,953)	(2,902,397)	(2,715,490)	186,907	(8.4%)	
Internal Allocations	(2,795,950)	(1,164,975)	(1,842,749)	(677,774)	58.2%	
Internal Recovery	2,795,950	1,164,975	1,435,161	270,186	23.2%	
Other Revenues	0	0	26	26	100.0%	
Reimbursements	(47,344)	(20,671)	(21,426)	(755)	3.7%	
Income Total	(7,023,247)	(2,923,463)	(3,144,609)	(221,196)	7.6%	
Expenditure						
Depreciation	1,286,772	0	0	0	0.0%	
Employee Costs	4,003,282	1,576,504	1,569,564	(6,940)	(0.4%)	
Interest Expenses	331,604	122,466	122,466	0	0.0%	
Internal Allocations	5,644,575	1,240,172	1,399,836	159,664	12.9%	
Internal Recovery	(5,280,632)	(1,097,120)	(1,268,437)	(171,317)	15.6%	
Materials and Contracts	1,417,870	700,226	492,161	(208,065)	(29.7%)	- \$89k timing variance on stock purchases for retail operations. - \$25k consultant fees not yet required. - \$24k timing variance on cleaning expenses for the Beatty Park Building - \$14k timing variance on painting expenses for the Beatty Park building. - \$13k timing variance on furniture and equipment purchases for general operations. - \$13k contractors expenses for plumbing works not yet required. - Other variances are individually immaterial. - For a detailed breakdown of the different service lines, please refer to the Beatty Park report.
Other Employee Costs	34,642	16,075	16,150	75	0.5%	
Other Expenditure	234,663	96,790	82,876	(13,914)	(14.4%)	
Utilities	420,000	175,000	122,560	(52,440)	(30.0%)	Favourable variance on water and electricity expenses due to the delay in the opening of the new pool.
Expenditure Total	8,082,776	2,830,115	2,537,178	(292,937)	(10.4%)	
01065 - Rec Centre / Beatty Park Total	1,068,529	(93,348)	(607,481)	(514,133)	560.8%	
01070 - Marketing and Communication						
Expenditure						
Employee Costs	686,663	270,068	303,985	33,917	12.6%	Additional staff were hired by using the Customer Service budget, which is currently \$61k underspent.
Internal Allocations	288,269	112,394	100,808	(11,587)	(10.3%)	
Materials and Contracts	304,500	109,028	51,796	(57,232)	(52.5%)	- \$18k timing variance on license fees. - \$12k timing variance on civic functions. - \$11k timing variance relating to advertising. - Other variances are individually immaterial.
Other Employee Costs	3,000	2,200	177	(2,023)	(92.0%)	
Other Expenditure	110,200	41,585	14,202	(27,383)	(65.8%)	- \$18k timing variance on public relations expenses. - Other variances are individually immaterial.
Expenditure Total	1,392,632	535,275	470,968	(64,308)	(12.0%)	
01070 - Marketing and Communication Total	1,392,632	535,275	470,968	(64,308)	(12.0%)	
01075 - Art & Culture						
Expenditure						
Materials and Contracts	30,000	12,500	647	(11,853)	(94.8%)	
Expenditure Total	30,000	12,500	647	(11,853)	(94.8%)	
01075 - Art & Culture Total	30,000	12,500	647	(11,853)	(94.8%)	
01080 - Community Partnership						
Income						
Fees and Charges	(500)	0	(227)	(227)	100.0%	
Grants and Subsidies	(40,725)	(4,470)	(4,290)	180	(4.0%)	
Income Total	(41,225)	(4,470)	(4,517)	(47)	1.1%	
Expenditure						
Employee Costs	482,257	189,752	157,158	(32,594)	(17.2%)	Favourable variance due to vacant positions that were in the process of being filled.
Internal Allocations	229,154	88,830	79,343	(9,487)	(10.7%)	
Materials and Contracts	283,300	130,545	78,627	(51,918)	(39.8%)	Timing variance of operating initiatives and programmes and events.
Other Employee Costs	5,391	2,840	1,867	(973)	(34.3%)	
Other Expenditure	115,000	47,915	2,148	(45,767)	(95.5%)	Timing variance relating to donations/sponsorships.
Expenditure Total	1,115,102	469,882	319,143	(140,739)	(30.6%)	
01080 - Community Partnership Total	1,073,877	465,412	314,626	(140,786)	(30.9%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2021



	Revised Budget 2021/22	YTD Budget 30/11/2021	YTD Actual 30/11/2021	YTD Variance	% Variance	Variance Commentary
01085 - Library Services						
Income						
Fees and Charges	(8,550)	(3,565)	(7,230)	(3,665)	102.8%	
Grants and Subsidies	(31,590)	(31,125)	(30,806)	199	(0.6%)	
Other Revenues	(2,000)	(835)	(3,270)	(2,435)	291.6%	
Income Total	(42,140)	(35,525)	(41,426)	(9,901)	16.6%	
Expenditure						
Employee Costs	851,127	334,957	331,599	(3,358)	(1.0%)	
Internal Allocations	425,141	165,106	154,441	(10,665)	(6.5%)	
Materials and Contracts	117,040	30,967	28,790	(2,177)	(7.0%)	
Other Employee Costs	8,100	3,375	374	(3,001)	(88.9%)	
Other Expenditure	14,100	5,880	454	(5,426)	(92.3%)	
Expenditure Total	1,415,508	540,285	515,658	(24,627)	(4.4%)	
01085 - Library Services Total	1,373,368	504,760	474,232	(30,528)	(6.0%)	
01090 - Senior and Disability services						
Income						
Fees and Charges	(4,000)	(1,665)	(1,990)	(325)	19.5%	
Grants and Subsidies	(2,000)	(835)	0	835	(100.0%)	
Income Total	(6,000)	(2,500)	(1,990)	610	(20.4%)	
Expenditure						
Materials and Contracts	35,500	14,800	10,601	(4,199)	(28.4%)	
Other Expenditure	5,000	2,085	2,359	274	13.1%	
Expenditure Total	40,500	16,885	12,960	(3,925)	(23.2%)	
01090 - Senior and Disability services Total	34,500	14,385	10,970	(3,415)	(23.7%)	
01095 - Lofus Community Centre						
Income						
Fees and Charges	(46,000)	(19,165)	(29,619)	(10,454)	54.5%	
Income Total	(46,000)	(19,165)	(29,619)	(16,454)	54.5%	
Expenditure						
Employee Costs	0	0	2,101	2,101	100.0%	
Materials and Contracts	12,550	5,275	2,947	(2,328)	(44.1%)	
Other Employee Costs	1,000	415	0	(415)	(100.0%)	
Other Expenditure	500	210	1,388	1,178	561.0%	
Utilities	22,500	9,375	2,644	(6,731)	(71.8%)	
Expenditure Total	36,650	15,275	9,080	(6,195)	(40.6%)	
01095 - Lofus Community Centre Total	(9,350)	(3,890)	(20,539)	(16,649)	428.0%	
01205 - Community Partnership Administration						
Expenditure						
Employee Costs	0	0	395	395	100.0%	
Expenditure Total	0	0	395	395	100.0%	
01205 - Community Partnership Administration Total	0	0	395	395	100.0%	
Community and Business Services Total	(32,736,778)	(35,616,240)	(36,684,748)	(668,508)	2.4%	
Infrastructure and Environment						
01135 - Director Infrastructure and Environment						
Expenditure						
Employee Costs	409,964	161,152	152,811	(8,221)	(5.1%)	
Internal Allocations	14,221	6,046	6,080	34	0.6%	
Internal Recovery	(489,027)	(193,970)	(195,473)	(1,503)	0.8%	
Materials and Contracts	49,750	19,113	32,236	13,123	68.7%	
Other Employee Costs	14,582	7,606	4,208	(3,398)	(44.7%)	
Other Expenditure	500	53	18	(35)	(66.0%)	
Expenditure Total	0	0	0	0	0.0%	
01135 - Director Infrastructure and Environment Total	0	0	0	0	0.0%	
01140 - Ranger Services/Administration						
Income						
Contributions	(2,800)	(1,305)	0	1,305	(100.0%)	
Fees and Charges	(2,500)	(318)	372	690	(217.0%)	
Income Total	(5,300)	(1,623)	372	1,995	(122.9%)	
Expenditure						
Employee Costs	2,796,988	1,099,992	951,855	(148,137)	(13.5%)	Vacant positions and delay in the hiring process has resulted in less than anticipated employee expenses.
Interest Expenses	1,801	900	900	0	0.0%	
Internal Allocations	1,216,403	473,095	456,681	(16,414)	(3.5%)	
Internal Recovery	(4,487,915)	(1,668,476)	(1,523,836)	144,640	(8.7%)	
Materials and Contracts	347,500	76,476	97,229	20,753	27.1%	\$18k timing variance on software license fees.
						-\$14k legal fees incurred earlier than budgeted.
						-\$17k furniture & equipment purchased earlier than budgeted.
						Other variances are individually immaterial.
Other Employee Costs	42,093	12,576	14,280	1,704	13.5%	
Other Expenditure	85,500	7,000	2,519	(4,541)	(64.3%)	
Expenditure Total	4,370	1,623	(372)	(1,995)	(122.9%)	
01140 - Ranger Services/Administration Total	(930)	0	0	0	0.0%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2021



	Revised Budget 2021/22	YTD Budget 30/11/2021	YTD Actual 30/11/2021	YTD Variance	% Variance	Variance Commentary
01145 - Animal Control / Dog Pound						
Income						
Fees and Charges	(97,150)	(43,629)	(46,361)	(2,732)	6.3%	
Other Revenues	0	0	(51)	(51)	100.0%	
Income Total	(97,150)	(43,629)	(46,412)	(2,783)	6.4%	
Expenditure						
Internal Allocations	270,193	100,450	91,742	(8,708)	(8.7%)	
Materials and Contracts	31,300	9,870	10,819	949	9.6%	
Other Expenditure	1,300	285	1,283	998	350.2%	
Expenditure Total	302,793	110,605	103,844	(6,761)	(6.1%)	
01145 - Animal Control / Dog Pound Total	205,643	66,976	57,432	(9,544)	(14.2%)	
01150 - Local Laws and Abandoned Vehicles						
Income						
Fees and Charges	(171,550)	(65,514)	(64,628)	886	(1.4%)	
Income Total	(171,550)	(65,514)	(64,628)	886	(1.4%)	
Expenditure						
Internal Allocations	810,581	301,350	275,672	(25,678)	(8.5%)	
Materials and Contracts	6,000	929	1,475	546	58.9%	
Other Expenditure	800	100	675	575	575.0%	
Expenditure Total	817,381	302,379	277,822	(24,557)	(8.1%)	
01150 - Local Laws and Abandoned Vehicles Total	645,831	236,865	213,194	(23,671)	(10.0%)	
01155 - Community and Safety						
Income						
Grants and Subsidies	(50,000)	(20,835)	0	20,835	(100.0%)	Timing variance in relation to grant income.
Income Total	(50,000)	(20,835)	0	20,835	(100.0%)	
Expenditure						
Employee Costs	59,596	20,697	20,816	119	0.6%	
Internal Allocations	25,843	10,035	9,400	(635)	(6.3%)	
Materials and Contracts	82,550	13,733	874	(12,859)	(93.6%)	
Other Employee Costs	360	150	0	(150)	(100.0%)	
Expenditure Total	161,349	44,615	31,090	(13,525)	(30.3%)	
01155 - Community and Safety Total	111,349	23,780	31,090	7,310	30.7%	
01160 - Infringement and Inspectorial Control						
Income						
Fees and Charges	(2,778,637)	(1,204,929)	(1,159,602)	45,327	(3.8%)	
Other Revenues	(200)	(16)	(227)	(211)	1,318.8%	
Income Total	(2,778,837)	(1,204,945)	(1,159,829)	45,116	(3.7%)	
Expenditure						
Depreciation	258,884	0	0	0	0.0%	
Internal Allocations	3,407,141	1,266,676	1,152,453	(114,223)	(9.0%)	
Materials and Contracts	622,000	522,434	537,110	14,676	2.8%	
Other Expenditure	196,500	63,774	16,920	(46,854)	(73.5%)	Timing on receipt of fine lodgement fees.
Expenditure Total	4,484,525	1,852,884	1,706,483	(146,401)	(7.9%)	
01160 - Infringement and Inspectorial Control Total	1,705,688	647,939	546,654	(101,285)	(15.6%)	
01165 - Car Parks and Kerbside Parking						
Income						
Fees and Charges	(5,433,749)	(2,256,665)	(2,644,288)	(387,623)	17.2%	Higher than expected parking ticket revenue. To be adjusted in the next budget review.
Income Total	(5,433,749)	(2,256,665)	(2,644,288)	(387,623)	17.2%	
Expenditure						
Depreciation	362,640	0	0	0	0.0%	
Employee Costs	100,100	41,735	16,330	(25,405)	(60.9%)	All other variances are individually immaterial.
Materials and Contracts	463,822	193,230	142,291	(50,939)	(26.4%)	\$146,000 variance on rental property expenses for Barlee St Car Park.
Other Expenditure	450,115	186,101	156,000	(30,102)	(16.2%)	All other variances are individually immaterial. Lower than expected expenditure on equipment maintenance.
Utilities	0	0	7,498	7,498	100.0%	
Expenditure Total	1,376,677	421,066	322,119	(98,948)	(23.5%)	
01165 - Car Parks and Kerbside Parking Total	(4,057,072)	(1,835,599)	(2,322,169)	(486,571)	26.5%	

**CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2021**



	Revised Budget 2021/22	YTD Budget 30/11/2021	YTD Actual 30/11/2021	YTD Variance	% Variance	Variance Commentary
01170 - Engineering Design Services						
Income						
Contributions	(1,500)	(792)	(762)	30	(3.8%)	
Fees and Charges	(82,000)	(20,000)	(15,949)	4,051	(20.3%)	
Grants and Subsidies	(31,000)	0	775	775	100.0%	
Income Total	(114,500)	(20,792)	(15,936)	4,856	(23.4%)	
Expenditure						
Depreciation	121,644	0	0	0	0.0%	
Employee Costs	772,479	303,933	295,558	(8,375)	(2.8%)	
Internal Allocations	373,611	143,364	129,821	(13,443)	(9.4%)	
Materials and Contracts	384,500	159,950	99,795	(60,155)	(37.6%)	- \$37.5k timing variance on contractor expenses for the Tree Lighting Leederville project. - \$12k timing variance on street lighting maintenance. - \$10k timing variance on Travel Smart community programmes - \$18k higher than expected consulting fees. To be adjusted in next budget review. - Other variances are individually immaterial.
Other Employee Costs	39,865	18,829	73,229	54,400	288.9%	Agency costs incurred in relation to filling a vacant position. To be adjusted during next budget review.
Other Expenditure	15,500	6,250	2,848	(3,404)	(54.5%)	
Utilities	760,500	316,793	171,202	(145,591)	(46.0%)	Timing variance on electricity costs.
Expenditure Total	2,468,099	945,119	772,551	(176,568)	(18.6%)	
01170 - Engineering Design Services Total	2,353,599	924,327	756,615	(171,712)	(18.5%)	
01175 - City Buildings						
Income						
Contributions	(2,000)	(986)	(775)	211	(21.4%)	
Income Total	(2,000)	(986)	(775)	211	(21.4%)	
Expenditure						
Employee Costs	391,687	149,034	113,401	(35,633)	(23.9%)	Favourable variance due to the agency labour costs budget currently used to pay for the vacant position.
Internal Allocations	172,611	64,396	59,461	(4,935)	(7.7%)	
Materials and Contracts	20,000	8,335	2,358	(5,977)	(71.7%)	
Other Employee Costs	4,207	2,013	2,013	0	0.0%	
Expenditure Total	588,505	223,778	177,233	(46,545)	(20.8%)	
01175 - City Buildings Total	586,505	222,792	176,458	(46,334)	(20.8%)	
01180 - Roads and Public Works Admin						
Income						
Contributions	(36,000)	(17,600)	(15,561)	2,359	(13.2%)	
Fees and Charges	(21,500)	(6,561)	(7,544)	(983)	15.0%	
Other Revenues	(500)	0	0	0	0.0%	
Income Total	(58,000)	(24,481)	(23,106)	1,376	(5.6%)	
Expenditure						
Employee Costs	440,096	173,937	184,756	10,819	6.2%	
Internal Allocations	579,049	216,076	198,660	(18,016)	(8.3%)	
Materials and Contracts	53,450	17,211	26,136	8,925	51.9%	
Other Employee Costs	41,067	16,876	19,485	1,613	9.6%	
Other Expenditure	0	0	1,327	1,327	100.0%	
Expenditure Total	1,113,662	424,700	429,368	4,668	1.1%	
01180 - Roads and Public Works Admin Total	1,055,662	400,219	406,263	6,044	1.5%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2021



	Revised Budget 2021/22	YTD Budget 30/11/2021	YTD Actual 30/11/2021	YTD Variance	% Variance	Variance Commentary
01185 - Parks and Environmental Services						
Income						
Fees and Charges	(90,157)	(36,866)	(27,999)	8,867	(24.1%)	
Income Total	(90,157)	(36,866)	(27,999)	8,867	(24.1%)	
Expenditure						
Depreciation	994,392	0	0	0	0.0%	
Employee Costs	2,312,150	965,865	784,588	(181,277)	(18.8%)	- \$80k reactive maintenance costs for verges not yet required. - \$50k reactive maintenance costs for Hyde Park not yet required. - \$33k reactive maintenance for local parks not yet required. - \$23k reactive maintenance costs for parks streetscapes not yet required. - \$13k reactive maintenance costs for Britannia Road Reserve not yet required. - \$10k budget phasing variance on maintenance for Beatty Park Reserve. - \$39k budget phasing variance on planned maintenance for local parks - All other variances individually immaterial.
Internal Allocations	384	160	160	0	0.0%	
Materials and Contracts	3,278,250	1,661,475	1,477,250	(184,225)	(11.1%)	- \$59k reactive maintenance costs for Hyde Park not yet required. - \$37k reactive maintenance costs for Britannia Road Reserve not yet required. - \$20k timing variance on general maintenance for Britannia Road Reserve. - \$20k timing variance on maintenance for Money Street Trees Surgery. - \$19k timing variance on weed control. - \$17k reactive maintenance costs for Local Parks not yet required. - \$15k timing variance for general maintenance for Charles Veryard. - \$14k timing variance for amenity pruning costs. - \$13k reactive maintenance costs for street trees not yet required. - \$13k reactive maintenance costs for verges not yet required. - \$10k timing variance on general maintenance for Oxford Street Reserve. - \$156k budget phasing variance on planned maintenance for street trees.
Other Employee Costs	0	0	1,167	1,167	100.0%	
Utilities	0	0	22,079	22,079	100.0%	To be revised in the next budget review.
Expenditure Total	6,885,176	2,627,500	2,285,244	(342,256)	(13.9%)	
01185 - Parks and Environmental Services Total	6,495,019	2,590,634	2,257,245	(333,389)	(12.9%)	
01190 - Waste Services						
Income						
Contributions	(3,200)	(1,335)	(1,743)	(408)	30.6%	
Fees and Charges	(132,500)	(125,472)	(108,006)	17,467	(13.9%)	
Other Revenues	(1,000)	(415)	(29,851)	(29,416)	7,086.2%	Favourable variance relating to rebates and micro business annual charges. To be adjusted in the next budget review.
Income Total	(136,700)	(127,222)	(139,599)	(12,387)	9.7%	
Expenditure						
Depreciation	39,742	0	0	0	0.0%	
Employee Costs	2,006,376	811,105	919,236	108,131	13.3%	- \$69k relates to worker's compensation payments that is pending reimbursement. - Other variances are individually immaterial.
Interest Expenses	83,839	0	0	0	0.0%	
Internal Allocations	1,096,654	409,944	381,061	(28,883)	(7.0%)	
Internal Recovery	(969,505)	(153,960)	(198,172)	(44,212)	28.7%	
Materials and Contracts	11,403,044	8,972,996	8,612,094	(260,914)	(2.9%)	
Other Employee Costs	49,973	20,838	18,201	(2,637)	(12.7%)	
Other Expenditure	922,500	921,625	902,640	(18,965)	(2.1%)	
Expenditure Total	15,232,623	10,882,550	10,635,050	(247,500)	(2.3%)	
01190 - Waste Services Total	15,095,923	10,755,328	10,495,470	(259,857)	(2.4%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2021



	Revised Budget 2021/22	YTD Budget 30/11/2021	YTD Actual 30/11/2021	YTD Variance	% Variance	Variance Commentary
01195 - Works Depot						
Income						
Contributions	(1,000)	(408)	(581)	(173)	42.4%	
Income Total	(1,000)	(408)	(581)	(173)	42.4%	
Expenditure						
Employee Costs	188,024	73,979	71,362	(2,617)	(3.5%)	
Internal Allocations	93,874	34,850	33,329	(1,521)	(4.4%)	
Internal Recovery	(293,198)	(113,631)	(109,142)	4,489	(4.0%)	
Materials and Contracts	6,000	2,500	517	(1,983)	(79.3%)	
Other Employee Costs	2,500	1,040	828	(212)	(20.4%)	
Other Expenditure	4,000	1,670	3,687	2,017	120.8%	
Expenditure Total	1,000	408	581	173	42.4%	
01195 - Works Depot Total	0	0	0	0	0.0%	
01200 - Plant Operating						
Expenditure						
Depreciation	1,125,690	0	0	0	0.0%	
Employee Costs	0	0	10,113	10,113	100.0%	
Internal Allocations	76,610	34,660	30,995	(3,665)	(10.0%)	
Internal Recovery	(1,045,425)	(435,692)	(421,853)	13,839	(3.2%)	
Materials and Contracts	631,000	289,165	244,616	(44,549)	(15.4%)	Favourable variance on fuel and repairs.
Expenditure Total	787,875	(111,767)	(135,929)	(24,162)	21.6%	
01200 - Plant Operating Total	787,875	(111,767)	(135,929)	(24,162)	21.6%	
01215 - Public Works						
Expenditure						
Depreciation	4,223,876	0	0	0	0.0%	
Employee Costs	1,364,500	551,909	443,760	(108,149)	(19.6%)	- \$69k timing variance on road sweeping. - \$35k timing variance on maintenance for footpaths. - \$20k timing variance on street cleaning for shopping precincts. - \$15k timing variance for graffiti control. - Other variances are individually immaterial.
Internal Recovery	(767,740)	(319,890)	(108,408)	211,482	(66.1%)	- \$48k timing variance on footpath maintenance.
Materials and Contracts	1,310,335	442,179	383,742	(58,437)	(13.2%)	- Other variances are individually immaterial.
Expenditure Total	6,130,971	674,198	719,094	44,896	6.7%	
01215 - Public Works Total	6,130,971	674,198	719,094	44,896	6.7%	
01220 - Child Care and Play Groups						
Income						
Fees and Charges	(58,352)	(34,346)	(37,952)	(3,606)	10.5%	
Reimbursements	(20,990)	(7,570)	(8,484)	(914)	12.1%	
Income Total	(79,342)	(41,916)	(46,436)	(4,520)	10.8%	
Expenditure						
Depreciation	87,636	0	0	0	0.0%	
Internal Allocations	4,458	1,840	1,865	25	1.4%	
Materials and Contracts	40,025	34,763	2,842	(31,921)	(91.8%)	\$30k timing variance for maintenance costs for North Perth Playgroup.
Utilities	9,450	3,935	3,930	(5)	(0.1%)	
Expenditure Total	141,569	40,538	8,637	(31,901)	(78.7%)	
01220 - Child Care and Play Groups Total	62,227	(1,378)	(37,799)	(36,421)	2,643.0%	
01225 - Stadium and Ovals						
Income						
Fees and Charges	(46,798)	(34,227)	(35,633)	(1,406)	4.1%	
Reimbursements	(146,988)	(61,245)	(49,639)	11,606	(19.0%)	
Income Total	(193,786)	(95,472)	(85,272)	10,200	(10.7%)	
Expenditure						
Depreciation	2,390,736	0	0	0	0.0%	
Employee Costs	0	0	348	348	100.0%	
Internal Allocations	14,343	5,878	5,975	97	1.7%	
Materials and Contracts	258,500	176,725	65,672	(111,053)	(62.8%)	- \$113k timing variance on maintenance works for the Uits Soccer Stadium. - \$11k timing variance on turf maintenance for the Leederville common area.
Other Expenditure	12,813	0	4,571	4,571	100.0%	
Utilities	67,800	28,250	36,275	8,025	28.4%	
Expenditure Total	2,744,192	210,853	112,841	(98,012)	(46.9%)	
01225 - Stadium and Ovals Total	2,550,406	115,381	27,569	(87,812)	(76.1%)	
01230 - Public Halls						
Income						
Fees and Charges	(141,918)	(55,976)	(86,641)	(30,665)	54.8%	- \$9k favourable variance on hire income for the North Perth Town Hall. - \$14k favourable variance on hire income for the Mount Hawthorn Community Centre.
Reimbursements	(3,281)	(217)	(829)	(612)	282.0%	
Income Total	(145,199)	(56,193)	(87,470)	(31,277)	55.7%	
Expenditure						
Depreciation	240,384	0	0	0	0.0%	
Employee Costs	1,000	0	465	465	100.0%	
Internal Allocations	7,307	2,863	3,045	182	6.4%	
Materials and Contracts	125,050	56,383	92,248	35,865	63.6%	- \$18k unfavourable variance due to additional cleaning maintenance required for Mount Hawthorn Community Centre. - \$11k unfavourable variance due to additional cleaning maintenance required for North Perth Town Hall.
Other Expenditure	583	0	1,593	1,593	100.0%	
Utilities	27,150	11,310	18,176	6,866	60.7%	
Expenditure Total	401,474	70,556	115,527	44,971	63.7%	
01230 - Public Halls Total	256,275	14,363	28,057	13,884	95.3%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2021



	Revised Budget 2021/22	YTD Budget 30/11/2021	YTD Actual 30/11/2021	YTD Variance	% Variance	Variance Commentary
01235 - Community and Welfare Centre						
Income						
Fees and Charges	(30,398)	(14,110)	(15,442)	(1,332)	9.4%	
Reimbursements	(16,916)	(3,779)	(12,042)	(8,263)	218.7%	
Income Total	(47,314)	(17,889)	(27,484)	(9,595)	53.6%	
Expenditure						
Depreciation	172,224	0	0	0	0.0%	
Employee Costs	0	0	649	649	100.0%	
Internal Allocations	7,806	3,334	3,255	(79)	(2.4%)	
Materials and Contracts	27,650	13,827	12,320	(1,507)	(10.9%)	
Other Expenditure	0	0	1,209	1,209	100.0%	
Utilities	9,620	4,310	4,136	(174)	(4.0%)	
Expenditure Total	217,300	21,471	21,569	98	0.5%	
01235 - Community and Welfare Centre Total	169,986	3,582	(5,915)	(9,497)	(265.1%)	
01240 - Sporting Clubs Buildings						
Income						
Fees and Charges	(65,225)	(26,196)	(31,269)	(3,093)	11.0%	
Reimbursements	(79,753)	(21,525)	(48,474)	(28,949)	125.2%	All variances are individually immaterial.
Income Total	(144,978)	(49,721)	(79,763)	(30,042)	60.4%	
Expenditure						
Depreciation	657,024	0	0	0	0.0%	
Employee Costs	0	0	278	278	100.0%	
Internal Allocations	33,278	13,689	13,870	181	1.3%	
Materials and Contracts	74,800	36,788	29,450	(7,338)	(19.9%)	
Other Expenditure	0	0	2,061	2,061	100.0%	
Utilities	75,780	31,570	31,421	(149)	(0.5%)	
Expenditure Total	840,682	82,047	77,080	(4,967)	(6.1%)	
01240 - Sporting Clubs Buildings Total	695,694	32,326	(2,893)	(35,009)	(108.3%)	
01245 - Reserves Pavilions and Facilities						
Income						
Fees and Charges	(17,510)	(7,441)	(11,427)	(3,986)	53.6%	
Reimbursements	(3,066)	(608)	(1,562)	(964)	161.8%	
Income Total	(20,576)	(8,049)	(13,919)	(4,970)	61.7%	
Expenditure						
Depreciation	231,228	0	0	0	0.0%	
Internal Allocations	6,834	2,729	2,845	116	4.3%	
Materials and Contracts	410,701	240,986	129,711	(111,275)	(46.2%)	\$100k timing variance on demolition works of Banks Reserve Pavilion.
Other Expenditure	0	0	5,088	5,088	100.0%	* Other variances are individually immaterial.
Utilities	45,490	18,955	24,594	5,639	29.7%	
Expenditure Total	694,253	262,670	162,238	(100,432)	(38.2%)	
01245 - Reserves Pavilions and Facilities Total	673,677	254,621	148,219	(105,402)	(41.4%)	
01250 - Health Clinics						
Income						
Fees and Charges	(26,820)	(18,528)	(19,170)	(642)	3.5%	
Reimbursements	(2,902)	(726)	(2,445)	(1,719)	236.8%	
Income Total	(29,722)	(19,254)	(21,615)	(2,361)	12.3%	
Expenditure						
Depreciation	54,432	0	0	0	0.0%	
Employee Costs	0	0	1,103	1,103	100.0%	
Internal Allocations	2,138	866	890	24	2.8%	
Materials and Contracts	80,500	69,325	8,814	(60,511)	(87.3%)	\$50k timing variance on maintenance costs for North Perth Dental Clinic.
Other Expenditure	1,895	0	713	713	100.0%	
Utilities	6,300	2,625	4,891	2,266	86.3%	
Expenditure Total	145,265	72,816	16,411	(56,405)	(77.5%)	
01250 - Health Clinics Total	115,543	53,562	(5,204)	(58,766)	(109.7%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2021



	Revised Budget 2021/22	YTD Budget 30/11/2021	YTD Actual 30/11/2021	YTD Variance	% Variance	Variance Commentary
01255 - Road Reserves						
Expenditure						
Employee Costs	97,200	40,470	18,552	(21,918)	(54.2%)	\$19k reactive maintenance costs not yet required for Road Reserves. - Other variances individually immaterial.
Materials and Contracts	37,950	18,085	17,215	(870)	(4.8%)	
Utilities	0	0	3,036	3,036	100.0%	
Expenditure Total	135,150	58,555	38,803	(19,752)	(33.7%)	
01255 - Road Reserves Total	135,150	58,555	38,803	(19,752)	(33.7%)	
01265 - Operational Buildings						
Income						
Contributions	(70,608)	(29,420)	(29,407)	13	(0.0%)	
Fees and Charges	(917,590)	(373,775)	(386,365)	(12,590)	3.4%	\$23k timing variance on variable outgoings recouped.
Reimbursements	(535,824)	(223,358)	(187,190)	36,168	(16.2%)	- Other variances individually immaterial.
Income Total	(1,524,022)	(626,553)	(602,962)	23,591	(3.8%)	
Expenditure						
Depreciation	1,529,400	0	0	0	0.0%	
Employee Costs	7,000	3,085	12,140	9,055	293.5%	
Interest Expenses	115,870	38,743	38,742	(1)	(0.0%)	
Internal Allocations	59,229	24,376	24,685	309	1.3%	
Internal Recovery	(293,194)	(125,363)	(151,332)	(25,969)	20.7%	
Materials and Contracts	524,504	225,810	207,197	(18,613)	(8.2%)	
Other Expenditure	587,867	0	13,740	13,740	100.0%	
Utilities	131,300	54,705	48,017	(6,688)	(12.2%)	
Expenditure Total	2,661,976	221,366	193,189	(28,167)	(12.7%)	
01265 - Operational Buildings Total	1,137,954	(405,197)	(409,773)	(4,676)	1.1%	
01270 - Depot Buildings						
Expenditure						
Depreciation	180,564	0	0	0	0.0%	
Employee Costs	0	0	747	747	100.0%	
Internal Allocations	7,517	3,092	3,130	38	1.2%	
Internal Recovery	(294,758)	(64,772)	(86,574)	(21,802)	33.7%	
Materials and Contracts	48,500	22,838	44,100	21,262	93.1%	Higher than expected building and maintenance works required.
Other Expenditure	27,177	27,177	29,757	2,580	9.5%	
Utilities	28,000	11,665	8,840	(2,825)	(24.2%)	
Expenditure Total	0	0	0	0	0.0%	
01270 - Depot Buildings Total	0	0	0	0	0.0%	
01275 - Parks Services Administration						
Income						
Contributions	(2,800)	(1,283)	(1,307)	(24)	1.9%	
Income Total	(2,800)	(1,283)	(1,307)	(24)	1.9%	
Expenditure						
Depreciation	108,955	0	0	0	0.0%	
Employee Costs	1,329,035	529,260	685,740	136,480	25.9%	\$35k variance relates to worker's compensation payments that is pending reimbursement. - Other variances will be reallocated the following month.
Internal Allocations	1,414,670	528,965	492,317	(36,668)	(6.9%)	
Internal Recovery	(1,386,743)	(577,805)	(458,811)	118,994	(20.6%)	
Materials and Contracts	70,500	23,540	5,280	(18,260)	(77.6%)	
Other Employee Costs	79,233	34,153	24,767	(9,386)	(27.5%)	
Other Expenditure	19,000	7,915	5,670	(2,245)	(28.4%)	
Expenditure Total	1,634,359	546,048	734,963	188,916	34.6%	
01275 - Parks Services Administration Total	1,631,559	544,765	733,656	188,891	34.7%	
01280 - Recoverable Works						
Income						
Reimbursements	(32,660)	(10,275)	(16,934)	(6,659)	64.8%	
Income Total	(32,660)	(10,275)	(16,934)	(6,659)	64.8%	
Expenditure						
Employee Costs	12,655	5,275	2,378	(2,897)	(54.9%)	
Materials and Contracts	20,000	5,000	5,370	370	7.4%	
Expenditure Total	32,655	10,275	7,748	(2,527)	(24.6%)	
01280 - Recoverable Works Total	(9)	0	(9,186)	(9,186)	100.0%	
Infrastructure and Environment Total	38,544,529	15,270,272	13,708,161	(1,862,111)	(10.2%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2021



	Revised Budget 2021/22	YTD Budget 30/11/2021	YTD Actual 30/11/2021	YTD Variance	% Variance	Variance Commentary
Strategy and Development						
01010 - Corporate Strategy and Governance						
Income						
Other Revenues	(200)	(25)	(200)	(175)	700.0%	
Income Total	(200)	(25)	(200)	(175)	700.0%	
Expenditure						
Employee Costs	495,279	195,059	177,283	(17,776)	(9.1%)	
Internal Allocations	250,625	98,858	90,628	(8,230)	(8.3%)	
Materials and Contracts	186,450	66,340	21,865	(44,875)	(67.3%)	\$15k audit fees not yet required. - \$15k legal fees not yet required. - Other variances individually immaterial.
Other Employee Costs	3,000	2,000	0	(2,000)	(100.0%)	
Other Expenditure	1,750	823	204	(619)	(75.2%)	
Expenditure Total	937,104	363,080	289,780	(73,300)	(20.2%)	
01010 - Corporate Strategy and Governance Total	936,904	363,055	289,580	(73,475)	(20.2%)	
01105 - Director Strategy and Development						
Expenditure						
Employee Costs	322,678	126,807	125,493	(1,314)	(1.0%)	
Internal Allocations	7,361	3,146	3,019	(127)	(4.0%)	
Internal Recovery	(333,639)	(130,861)	(129,324)	1,537	(1.2%)	
Materials and Contracts	1,150	169	679	510	301.8%	
Other Employee Costs	2,200	658	132	(526)	(79.9%)	
Other Expenditure	250	81	1	(80)	(98.8%)	
Expenditure Total	0	0	0	0	0.0%	
01105 - Director Strategy and Development Total	0	0	0	0	0.0%	
01110 - Development and Design						
Income						
Contributions	(1,300)	(540)	(367)	153	(28.3%)	
Fees and Charges	(338,840)	(147,294)	(214,870)	(67,576)	45.9%	\$59k budget phasing variance on development application fees. - Other variances individually immaterial.
Income Total	(340,140)	(147,834)	(215,237)	(67,423)	45.6%	
Expenditure						
Employee Costs	1,137,215	447,313	455,044	7,731	1.7%	
Internal Allocations	537,688	210,771	178,316	(32,455)	(15.4%)	
Materials and Contracts	149,350	69,900	26,756	(43,144)	(61.7%)	\$41k legal and consultant fees not yet required. - Other variances are individually immaterial.
Other Employee Costs	26,519	6,572	7,914	1,342	20.4%	
Other Expenditure	32,600	15,250	17,457	2,207	14.5%	
Expenditure Total	1,883,372	749,806	685,487	(64,319)	(8.6%)	
01110 - Development and Design Total	1,543,232	601,972	470,230	(131,742)	(21.9%)	
01115 - Health Admin and Food Control						
Income						
Contributions	(3,300)	(2,068)	(581)	1,487	(71.9%)	
Fees and Charges	(302,520)	(263,585)	(299,726)	(36,141)	13.7%	\$50k favourable variance for food premise licence fees. - Other variances are individually immaterial.
Other Revenues	(1,000)	(415)	0	415	(100.0%)	
Income Total	(306,820)	(266,068)	(300,307)	(34,239)	12.9%	
Expenditure						
Employee Costs	980,232	389,526	375,841	(13,685)	(3.5%)	
Internal Allocations	443,002	172,773	156,318	(16,455)	(9.5%)	
Materials and Contracts	99,337	35,663	14,678	(20,985)	(58.8%)	\$11k timing variance on public health plan programmes. - Other variances are individually immaterial.
Other Employee Costs	21,843	7,175	3,110	(4,065)	(56.7%)	
Other Expenditure	11,750	4,895	2,588	(2,307)	(47.1%)	
Expenditure Total	1,565,964	610,932	552,635	(57,487)	(9.4%)	
01115 - Health Admin and Food Control Total	1,259,144	343,964	252,228	(91,736)	(26.7%)	
01120 - Compliance Services						
Income						
Contributions	(2,000)	(975)	(1,162)	(187)	19.2%	
Fees and Charges	(26,000)	(9,084)	10,433	19,517	(214.9%)	
Income Total	(28,000)	(10,059)	9,271	19,330	(192.2%)	
Expenditure						
Employee Costs	462,038	181,796	189,464	7,668	4.2%	
Internal Allocations	227,963	88,951	79,417	(9,534)	(10.7%)	
Materials and Contracts	55,100	22,960	9,212	(13,748)	(59.9%)	
Other Employee Costs	12,340	3,793	3,382	(411)	(10.8%)	
Other Expenditure	2,000	830	135	(695)	(83.7%)	
Expenditure Total	759,441	298,330	281,610	(16,720)	(5.6%)	
01120 - Compliance Services Total	731,441	288,271	290,881	2,610	0.9%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2021

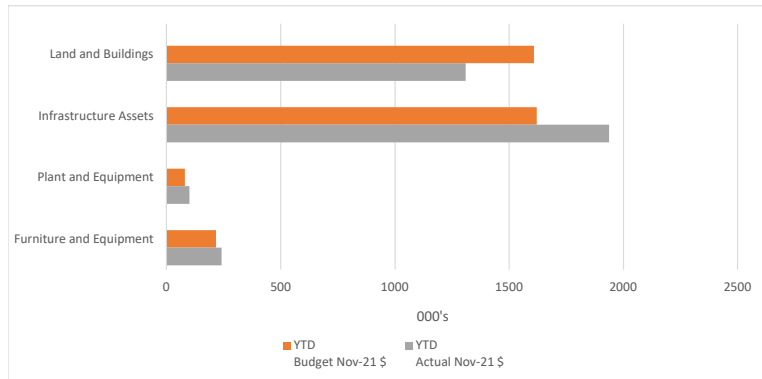


	Revised Budget 2021/22	YTD Budget 30/11/2021	YTD Actual 30/11/2021	YTD Variance	% Variance	Variance Commentary
01125 - Building Control and License						
Income						
Contributions	(1,800)	(774)	(48)	728	(93.8%)	
Fees and Charges	(253,550)	(105,051)	(102,706)	2,345	(2.2%)	
Other Revenues	(7,750)	(1,770)	(1,400)	370	(20.9%)	
Income Total	(263,100)	(107,595)	(104,154)	3,441	(3.2%)	
Expenditure						
Employee Costs	380,511	149,707	139,927	(9,780)	(6.5%)	
Internal Allocations	180,169	70,247	62,977	(7,270)	(10.3%)	
Materials and Contracts	8,000	3,340	4,668	1,328	39.8%	
Other Employee Costs	26,388	11,548	4,961	(6,587)	(57.0%)	
Other Expenditure	500	210	1	(209)	(99.5%)	
Expenditure Total	595,568	235,052	212,834	(22,518)	(9.6%)	
01125 - Building Control and License Total	332,468	127,457	108,380	(19,077)	(15.0%)	
01130 - Policy and Place Services						
Income						
Contributions	(1,600)	(665)	(87)	578	(86.5%)	
Fees and Charges	(3,525)	0	(3,647)	(3,647)	100.0%	
Income Total	(5,125)	(665)	(3,734)	(3,069)	461.5%	
Expenditure						
Employee Costs	1,593,730	626,751	606,069	(20,682)	(3.3%)	
Internal Allocations	640,899	249,914	224,136	(25,778)	(10.3%)	
Materials and Contracts	1,218,471	419,072	80,642	(338,430)	(80.8%)	Timing variance of works relating operating initiatives and programmes.
Other Employee Costs	13,185	6,428	4,472	(1,956)	(30.4%)	
Other Expenditure	30,000	12,500	8,460	(4,040)	(32.3%)	
Expenditure Total	3,496,285	1,314,665	923,779	(390,886)	(29.7%)	
01130 - Policy and Place Services Total	3,491,160	1,314,000	920,045	(393,955)	(30.0%)	
Strategy and Development Total	8,294,349	3,038,719	2,331,345	(707,374)	(23.3%)	
Total	15,107,596	(17,037,599)	(20,293,154)	(3,255,555)	19.1%	

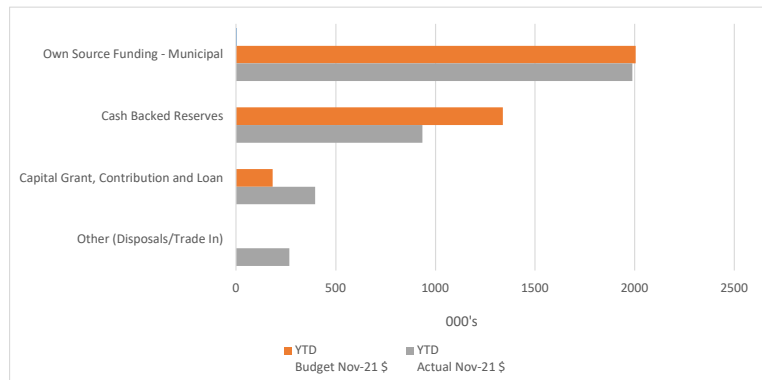
CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 30 NOVEMBER 2021



CAPITAL EXPENDITURE	Revised Budget 2021/22	YTD Budget Nov-21	YTD Actual Nov-21	YTD Variance	Variance
	\$	\$	\$	\$	%
Land and Buildings	9,424,387	1,608,692	1,308,842	(299,850)	(18.6%)
Infrastructure Assets	7,935,745	1,620,451	1,937,529	317,078	19.6%
Plant and Equipment	3,036,056	80,000	100,327	20,327	25.4%
Furniture and Equipment	2,080,825	216,500	240,218	23,718	11.0%
Total	22,477,013	3,525,643	3,586,915	61,272	2%



FUNDING	Revised Budget 2021/22	YTD Budget Nov-21	YTD Actual Nov-21	YTD Variance	Variance
	\$	\$	\$	\$	%
Own Source Funding - Municipal	9,992,589	2,004,524	1,988,596	(15,928)	(0.8%)
Cash Backed Reserves	3,808,207	1,338,272	934,642	(403,630)	(30.2%)
Capital Grant, Contribution and Loan	7,373,384	182,847	396,285	213,438	116.7%
Other (Disposals/Trade In)	1,302,833	0	267,393	267,393	100.0%
Total	22,477,013	3,525,643	3,586,915	61,272	2%



CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 30 NOVEMBER 2021

Description	Revised Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
<u>LAND & BUILDING ASSETS</u>							
ADMIN CENTRE							
Air Conditioning & HVAC Renewal - Admin Building HVAC	507,837	152,381	74,450	(77,931)	(51%)	950	Works in progress, to be completed by May 22.
BEATTY PARK LEISURE CENTRE							
Beatty Park Leisure Centre - Facilities Infrastructure Renewal	1,034,391	1,034,391	778,847	(255,544)	(25%)	231,209	Works in progress.
Beatty Park Leisure Centre – Concourse Tiling	99,738	99,738	90,325	(9,413)	(9%)	-	Works Complete.
Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand	450,000	10,000	-	(10,000)	(100%)	-	Contract to be awarded, works to commence December 21.
Beatty Park Leisure Centre – Electrical Infrastructure Renewal	300,000	-	-	0	0%	-	Works at planning stage.
LIBRARY							
Upgrade Library counter to enhance customer service delivery	48,500	-	-	-	0%	-	To commence in Apr 22.
VINCENT COMMUNITY CENTRE							
Vincent Community Centre – Air Conditioning & HVAC Renewal	60,000	60,000	40,000	(20,000)	(33%)	40,633	Job is completed, remaining funds reallocated to BPLC Infrastructure renewal during budget review.
DEPARTMENT OF SPORTS AND RECREATION							
DLGSC LED lighting upgrade/renewal	225,000	-	-	-	0%	-	Works at planning stage.
DLGSC Air Conditioning & HVAC Renewal	250,000	5,000	4,950	(50)	(1%)	1,000	Works in progress.
DLGSC renewal/upgrade-Lease obligation	80,000	-	-	-	0%	79,261	Works at planning stage.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 30 NOVEMBER 2021

Description	Revised Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
MISCELLANEOUS							
Infrastructure Works - Litis Stadium	3,000,000	1,000	6,545	5,545	555%	13,728	Planning phase, works will commence in FY22-23.
413 Bulwer Street, West Perth - Replacement of shed (Volleyball WA)	50,000	-	-	-	0%	32,530	Works to be scheduled.
Works Depot - Non fixed assets renewals	95,000	-	-	-	0%	1,920	Works to be scheduled.
Lease Property Non Scheduled Renewal	50,000	-	-	-	0%	-	Based on request from leasee.
99 Loftus Street, Leederville - Loftus Child Health leasing requirements	20,000	5,000	- -	5,000	(100%)	-	Works commenced, to be completed by Dec 21.
Loftus Recreation Centre, 99 Loftus Street, Leederville - ventilation installation	20,000	20,000	15,360 -	4,640	(23%)	-	Works completed.
North Perth Main Town Hall - Kitchen and toilet renewal	180,000	-	-	-	0%	13,000	Design phase.
North Perth Lesser Town Hall - Kitchen and toilet renewal	120,000	-	-	-	0%	-	Design phase.
Library Renewals	80,000	-	-	-	0%	-	Project on hold, further planning required.
Menzies Park Pavilion & Ablutions	330,000	-	797	797	100%	9,790	Design Phase, to commence in March 22.
Miscellaneous Assets Renewal (City Buildings)	116,114	-	55,860	55,860	100%	66,733	Based on request, ongoing till June 22.
Aircon & HVAC Miscellaneous Renewals all properties	50,000	-	19,251	19,251	100%	22,269	Based on request, ongoing till June 22.
Water and Energy Efficiency Initiatives	75,000	5,000	23,057	18,057	361%	26,098	Ongoing project, to be completed by June 22.
Hyde Park West	220,000	-	7,019	7,019	100%	3,850	Works in progress, to be completed after Hyde park fair.
Leederville Tennis Club - fencing upgrade	75,000	-	-	-	0%	-	Design phase.
Leederville Oval Stadium - Light posts renewal	1,100,000	-	-	-	0%	-	Major works to be done in next FY.
Forrest Park Croquet Club	49,314	-	-	-	0%	-	Works scheduled to be completed by Dec 21.
Solar Photovoltaic Panel System Installation - Mt Hawthorn Community Centre	8,732	8,732	500 -	8,232	(94%)	8,395	Works in progress, purchase order raised, to be completed by Dec 21.
Solar Photovoltaic Panel System Installation - Vincent Community Centre	20,150	20,150	- -	20,150	(100%)	14,221	Works to commence in Feb - Mar 22.
Solar Photovoltaic Panel System Installation - Britannia Reserve Pavilion	8,900	8,900	- -	8,900	(100%)	-	Works to commence in Feb - Mar 22.
Roofing Renewal-Loton Park Tennis Club Room	178,400	178,400	191,880	13,480	8%	0	Works completed.
Leederville Oval Stadium - Electrical renewal - 3 boards	298,088	-	-	-	0%	115,953	Works in progress, purchase order raised, to be compltd by Feb 22.
Air Conditioning & HVAC Renewal - Belgravia Leisure Centre	44,223	-	-	-	0%	0	Works at planning stage.
North Perth Bowling Club	80,000	-	-	-	0%	0	Project on hold, further funding required.
East Perth Football Club Function Room Carpet	30,000	-	-	-	0%	0	Works at planning stage.
Margaret Kindergarten - Toilet Upgrade	70,000	-	-	-	0%	0	Works at planning stage.
FOR LAND & BUILDING ASSETS	9,424,387	1,608,692	1,308,842	(299,850)	(19%)	681,541	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 30 NOVEMBER 2021

Description	Revised Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
INFRASTRUCTURE ASSETS							
LOCAL ROADS PROGRAM							
Lake Street - Bulwer Street to Brisbane Street	110,307	35,000	65,473	30,473	87%	2,471	Timing Variance, to be completed by Dec 21.
Lake Street - Stuart Street to Newcastle Street	116,615	116,615	64,669	(51,946)	(45%)	4,020	Timing Variance, to be completed by Dec 21.
Glyde Street - Coogee Street to Matlock Street	45,562	25,000	35,642	10,642	43%	117	Works completed, awaiting final invoice.
Richmond Street - Scott Street to Oxford Street	62,141	-	500	500	100%	0	Works to be Scheduled, to be completed by Mar 22.
Eton Street - Gill Street to Ellesmere Street	132,596	-	47,848	47,848	100%	0	Works in progress, to be completed by Mar 22.
Grosvenor Road - Ethel Street to Fitzgerald Street	73,279	-	500	500	100%	760	Works to be Scheduled, to be completed by Mar 22.
Lawley Street - Fitzgerald Street to R.O.W	21,734	-	500	500	100%	0	Works to be Scheduled, to be completed by Mar 22.
Richmond Street - Leicester Street to Cul-de-sac	37,429	-	-	-	0%	16,984	Works to be scheduled, to commence in Jan 22.
Britannia Road - Federation Street to Kalgoorlie Street	96,305	30,000	17,865 -	12,135	(40%)	10,550	Timing Variance, to be completed by Mar 22
Bouverie Place - Federation Street to Kalgoorlie Street	86,953	-	11,942	11,942	100%	0	Works in progress.
Ashby Street - East Street to Egina Street	100,341	35,000	27,981 -	7,019	(20%)	2,680	Works in progress, purchase order raised. To be completed by Mar 22
Ashby Street - Kalgoorlie Street to Egina Street	105,907	30,000	34,987	4,987	17%	1,710	Works in progress, purchase order raised. To be completed by Mar 22
Ashby Street - Kalgoorlie Street to The Boulevarde	53,984	20,000	12,476 -	7,524	(38%)	0	Works in progress, purchase order raised. To be completed by Mar 22
Ashby Street - Flinders Street to Coogee Street	53,984	20,000	13,368 -	6,632	(33%)	1,200	Works in progress, purchase order raised. To be completed by Mar 22
Thompson Street - Barnet Street to Loftus Street	2,500	-	500	500	100%	0	Works to be Scheduled. To be completed by Mar 22.
Bruce Street - Barnet Street to Loftus Street	-	-	-	-	0%	500	Budget to be reallocated as part of budget review.
The Boulevarde, Larne Street to Hawthorn Street.	145,000	-	-	-	0%	0	Works to be Scheduled, to be completed by Jun 22.
Raglan Road, Norfolk Street to Hyde Street.	90,000	-	-	-	0%	0	Works to be Scheduled, to be completed by Jun 22.
Grosvenor Road, Ethel Street to Norfolk Street.	90,000	-	-	-	0%	0	Works to be Scheduled, to be completed by Jun 22.
Cleaver Street, Vincent Street to Carr Street (under Roads)	15,000	-	-	-	0%	0	Works to be Scheduled, to be completed by Mar 22.
Egina Street - Berryman Street to Anzac Road	5,000	-	-	-	0%	0	Works to be Scheduled. To be completed by Mar 22.
Egina Street - Tasman Street to Berryman Street	5,000	-	500	500	100%	500	Works to be Scheduled. To be completed by Mar 22.
Minor Traffic Management Improvements Program	85,310	-	19,339	19,339	100%	7,578	On going project based on council request.
Chelmsford Road to Raglan Road	1,370	1,370	1,368	(2)	(0%)	0	Works completed.
ROAD TO RECOVERY							
Tennyson Street - Loftus Street to Shakespeare Street	200,377	-	500	500	100%	0	Works in progress, to be completed by Mar 22.
Brisbane Tce - Lake St to Brisbane Place	33,363	-	26,348	26,348	100%	0	Works completed.
Ellesmere Street - Shakespeare St to London St	90,170	25,000	11,619 -	13,381	(54%)	1,240	Works in progress, purchase order raised. To be completed by Mar 22
TRAFFIC MANAGEMENT							
Alma/Claverton Local Area Traffic Management	48,955	-	-	-	0%	-	Further report going to OMC Mar 22.
Harold and Lord St Intersection	22,850	-	-	-	0%	-	Design Phase, to be completed by June 22.
Mini Roundabouts	12,605	12,605	10,334	(2,271)	(18%)	3,798	Works in progress, to be completed by Feb 22.
BLACK SPOT PROGRAM							
Grosvenor Road - Install half seagull islands on Grosvenor Rd to ban through and right turn n	100,000	-	-	-	0%	-	Works at planning stage, to be completed by Mar 22.
Leederville Parade - Vincent Street to Loftus Street	200,000	-	5,499	5,499	100%	0	Works in design stage, pending futher discussion with main roads.
Intersection of Bulwer and Stirling St, Perth	95,960	-	10,141	10,141	100%	14,303	Works commenced in late Nov 21, to be completed by Feb 22.
Intersection of Green, Tyler & Merredin St, Mt Hawthorn/Joondanna	26,380	-	1,200	1,200	100%	1,700	Works in design phase, pending discussion with City of Stirling.
Intersection of Loftus and Vincent Streets, West Perth/Leederville	245,270	200,000	92,899	(107,101)	(54%)	14,884	Works to be completed by Dec 21.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 30 NOVEMBER 2021

Description	Revised Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
STREETSCAPE IMPROVEMENTS							
Streetscape Improvements Program	35,000	-	-	-	0%	-	Budget to be reallocated as part of mid-year budget review.
Streetscape Improvements-Angove St and Fitzgerald St	10,000	-	8,420	8,420	100%	0	Works in progress.
North Perth Public Open Space	3,500	3,500	0	(3,500)	(100%)	0	Works at planning stage.
ROADWORKS - REHABILITATION (MRRG PROGRAM)							
Oxford Street - Leederville Parade to Vincent Street	118,376	118,376	167,356	48,980	41%	1,010	Scope increased, transfer \$35k from Streetscape Improvement program during MYBR.
Loftus Street - North bound lanes Vincent Street to Bourke Street	157,528	157,528	166,757	9,229	6%	0	Increased cost due to weather interruption.
Loftus Street - South bound lanes Vincent Street to Bourke Street	149,145	149,145	146,859	(2,286)	(2%)	0	Increased cost due to weather interruption.
Bourke Street - Charles Street to Loftus Street	173,745	-	-	-	0%	-	Works in planning stage, to be completed by Mar 22.
Carr Street - Fitzgerald Street to Charles Street	110,518	120,518	121,766	1,248	1%	0	Works completed, to be adjusted during MYBR.
Fitzgerald Street - Central lanes Burt Street to Walcott Street	211,842	211,842	260,554	48,712	23%	0	Works completed, to be adjusted during MYBR.
Walcott Street - North-west bound lanes William Street to Beaufort Street	162,281	162,281	168,806	6,525	4%	1,700	Works completed, to be adjusted during MYBR.
Newcastle Street - Eastbound lane Money Street to Beaufort Street	77,271	77,271	92,075	14,804	19%	1,700	Works completed, to be adjusted during MYBR.
RIGHTS OF WAY							
Annual review based upon the most recent condition assessment survey	107,290	-	91,696	91,696	100%	4,499	Timing Variance, to be completed by June 22.
Laneway Lighting Program	20,000	-	-	-	0%	-	Works at planning stage.
SLAB FOOTPATH PROGRAMME							
Footpath Upgrade and Renewal Program	30,789	-	23,446	23,446	100%	2,635	Works commenced, to be completed by Mar 22.
Through to Macedonia Place	32,979	-	-	-	0%	-	Works to be Scheduled. To be completed by Mar 22.
Car Park Entrance to Stirling Street	18,192	-	-	-	0%	-	Works to be Scheduled. To be completed by Mar 22.
Matlock Street to Egina Street	54,172	-	-	-	0%	-	Works to be Scheduled. To be completed by Mar 22.
Charles Street to Walcott Street	29,173	-	-	-	0%	-	Works to be Scheduled. To be completed by Mar 22.
Haynes Street to Hobart Street	25,803	-	-	-	0%	-	Works to be Scheduled. To be completed by Mar 22.
Ellesmere Strete to Gill Street	26,826	-	-	-	0%	-	Works to be Scheduled. To be completed by Mar 22.
Bourke Street to Richmond Street	16,662	-	-	-	0%	-	Works to be Scheduled. To be completed by Mar 22.
Norfolk Street to Ethel Street	19,469	-	-	-	0%	-	Works to be Scheduled. To be completed by Mar 22.
Brisbane Street to Robinson Ave	14,950	-	-	-	0%	-	Works to be Scheduled. To be completed by Mar 22.
Beaufort Street to Lindsday Street	14,568	-	-	-	0%	-	Works to be Scheduled. To be completed by Mar 22.
Leicester Street to Cul-de-sac	41,297	-	-	-	0%	-	Works to be Scheduled. To be completed by Mar 22.
Brewer Street to Edward Street	60,382	-	-	-	0%	-	Works to be Scheduled. To be completed by Mar 22.
Intersection of Beaufort Street	17,052	-	-	-	0%	-	Works to be Scheduled. To be completed by Mar 22.
Flinders Street - Scarborough Bch Rd to 65 Flinder Street	43,996	-	-	-	0%	-	Works to be Scheduled. To be completed by Mar 22.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 30 NOVEMBER 2021

Description	Revised Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
BICYCLE NETWORK							
Florence/Strathcona/Golding Safe Active Street	34,540	-	8,995	8,995	100%	50,524	Timing Variance.
Travel Smart Actions	10,500	-	-	-	0%	-	Works to be Scheduled.
Construct Norfolk St N/S Route Stage 1	-	-	-	-		-	To be reused in MYBR as budget allocation. This works will commence in FY22-23.
Design Glendalough to Eucla					0%		
Commence development of new Plan					0%		
Design Bike Network Plan	50,000	-	-	-	0%	-	Quotation phase, works to commence in Jan 22.
Design for Norfolk St N/S Route	8,635	-	-	-	0%	-	To be completed by June 22.
DRAINAGE							
Britannia Reserve Main Drain Renewal stage 1&2	143,635	-	-	-	0%	-	Quotation Phase, to be completed by Mar 22.
Minor drainage improvement program	95,920	-	5,460	5,460	100%	0	Works in progress, ongoing project.
Gully Soak-well program	76,675	20,000	80,445	60,445	302%	492	Over budget, to be adjusted during mid year budget review.
CAR PARK DEVELOPMENT							
Car Parking Upgrade/Renewal Program	155,300	-	-	-	0%	-	Works at planning stage.
Accessible City Strategy Implementation	205,000	-	-	-	0%	-	Works at planning stage.
Car Parking Upgrade-Strathcona St angled parking	20,000	-	-	-	0%	-	Design Phase, to be completed by June 22.
Depot - Car park lighting Renewal	10,789	-	16,124	16,124	100%	-	Over budget, to be adjusted during mid year budget review.
PARKS AND RESERVES							
Banks Reserve Master Plan Implementation - Stage 1	31,782	-	13,772	13,772	100%	0	Timing Variance.
Greening Plan-West End Arts Precinct	4,400	4,400	240	4,160	(95%)	0	Timing Variance.
Leederville Parade (Greening Plan)	200,000	-	-	-	0%	-	Works at planning stage.
Drummond Place (Greening Plan)	28,000	-	570	570	100%	-	Works at planning stage.
Old Aberdeen Place (Greening Plan)	10,000	-	570	570	100%	3,354	Works at planning stage.
Stirling Street (Greening Plan)	30,000	-	-	-	0%	-	Works at planning stage.
Edward Street (Greening Plan)	20,000	-	665	665	100%	-	Works at planning stage.
Dunedin Street Car Park (Greening Plan)	15,000	-	570	570	100%	-	Design Phase.
Flinders Street Car Park (Greening Plan)	15,000	-	-	-	0%	570	Design Phase.
Brittania Reserve – Floodlight Repair	741,444	-	11,859	11,859	100%	12,940	Timing Variance.
Greening Plan - Coogee St Car Park	-	-	990	990	100%	0	Incorrect account used, to be journalled in Dec 21.
Greening Plan - Howlett Street	-	-	609	609	100%	-	Incorrect account used, to be journalled in Dec 21.
Greening Plan - Little Russell Street	-	-	323	323	100%	-	Incorrect account used, to be journalled in Dec 21.
RETICULATION							
Menzies Park - Replace Irrigation System	180,000	-	-	-	0%	-	Works in design phase.
Weld Square - Renew electrical cubicle and Upgrade in ground reticulation system/electrical c	15,000	-	-	-	0%	-	Works in design phase.
Auckland/Hobart Street Reserve - replace irrigation	30,673	-	2,040	2,040	100%	-	Works in progress, timing variance.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 30 NOVEMBER 2021

Description	Revised Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
PARKS FURNITURE							
Implementation and renewal of parks signage	20,000	-	-	-	0%	-	Works at planning stage.
Norwood Park - replace electric BBQ (double)	15,000	15,000	10,868	-	4,132 (28%)	-	Works completed, awaiting final invoice.
Banks Reserve Masterplan - Infrastructure Improvements (benches/seating)	40,000	-	-	-	0%	30,420	Works in design phase.
Auckland/Hobart Street Reserve – replacement perimeter fencing	20,000	-	-	-	0%	-	Quotation phase.
Hyde Park - upgrade of path lighting	129,658	-	-	-	0%	-	Quotation Phase.
Britannia Reserve - shade sail replacement (south)	18,000	-	-	-	0%	-	Quotation Phase.
Charles Veryard Reserve - Flood Lighting	100,000	-	5,000	5,000	100%	2,410	Works in design phase.
PARKS DEVELOPMENT							
Haynes Street Reserve Development Plan Implementation Stages 1 & 2	340,000	-	-	-	0%	-	Project deferred until FY 22-23.
Monmouth Street	10,000	-	-	-	0%	74	Consultation in progress.
Edinboro Street Reserve	20,000	-	-	-	0%	-	Works to commence after Jan 22.
Hyde Park re-asphalt Pathways	100,000	-	-	-	0%	-	Investigation in progress.
Les Lilleyman – Playground and softfall replacement	115,000	-	-	-	0%	-	Quotation phase.
Tolcon Place Reserve - replace playground soft fall	20,000	-	-	-	0%	14,600	Quotation phase, works to commence in Dec 21.
Cricket Wicket Renewal Program	25,000	10,000	16,606	6,606	66%	-	Works in progress.
PLAYGROUND EQUIPMENT							
Menzies Park – replace exercise equipment	60,000	-	-	-	0%	-	Quotation phase.
Forrest Park - replace exercise equipment (deferred from 2019/20)	60,000	-	-	-	0%	-	Quotation phase.
Charles Veryard Reserve - Replace playground softfall and exercise equipment	45,000	-	-	-	0%	33,900	Purchase order raised, to be completed by Dec 21.
Gladstone Street Reserve - upgrade & replace playground equipment	105,000	-	-	-	0%	-	Quotation phase.
STREET FURNITURE							
Bus Shelter Replacement and Renewal Program	40,742	20,000	91	(19,909)	(100%)	-	Works in progress.
Street Lighting Upgrade Program	55,000	-	-	-	0%	35,375	Purchase order raised, to be completed by June 22.
MISCELLANEOUS							
Public Open Space Strategy Implementation Plan	50,000	-	-	-	0%	-	Works at planning stage.
Mary Street Piazza - Festoon Light Improvements	20,000	-	-	-	0%	-	Works at planning stage.
FOR INFRASTRUCTURE ASSETS	7,935,745	1,620,451	1,937,529	317,078	2,985%	281,196	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 30 NOVEMBER 2021

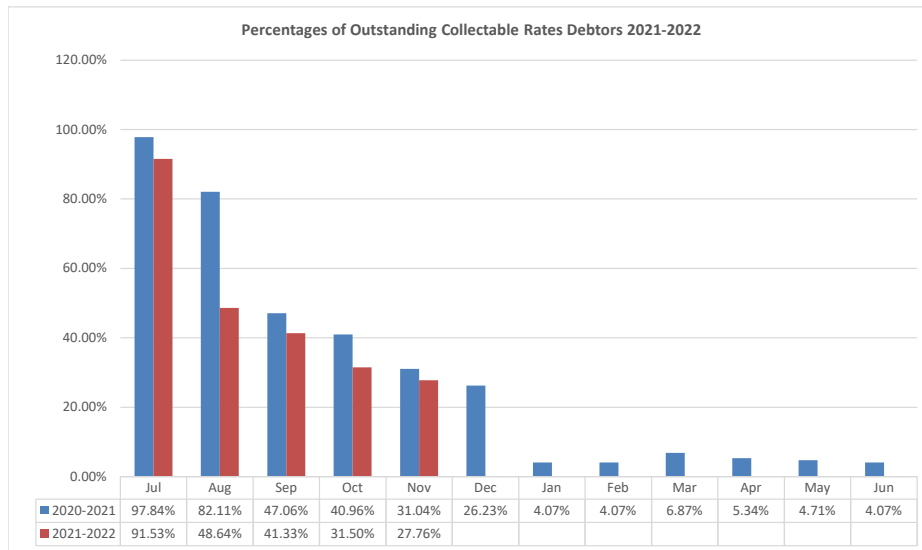
Description	Revised Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
<u>PLANT & EQUIPMENT ASSETS</u>							
LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME							
Light Fleet - Annual Changeover	592,500	45,000	69,867	24,867	12%	326,464	Works in progress, purchase order raised.
MAJOR PLANT REPLACEMENT PROGRAMME							
5 Tonne Rubbish Compactor Small Rear Loader - 1EKS994 - P3521-AS3772	340,000	-	-	-	0%	-	Quotation Phase.
Road Sweeper - 1EBC003 - P3762-AS3554	380,000	-	-	-	0%	-	Works in design phase.
Single Axle Tipper Truck - 1BUF690 - P3261-AS2697	170,000	-	-	-	0%	163,850	Purchase order raised, awaiting delivery.
Scarifier and vacuum system	20,000	-	-	-	0%	-	Quotation Phase.
Elevated Work Platform - Squirrel - 1TKV686 - P4027-AS3283	60,000	-	-	-	0%	-	
Mower / Ride On Rotary Toro Quad Steer - 1EBL578 - P5039-AS3556	40,000	-	-	-	0%	-	Works in progress, purchase order raised.
Mower / Ride On Rotary - 1EQT004 - P5042-AS3930	35,000	35,000	30,460	(4,540)	(13%)	-	Works completed.
MISCELLANEOUS							
FOGO 3 Bin	1,378,556	-	-	-	0%	1,156,130	Works in progress, purchase order raised.
Parking Machines Asset Replacement Prog	20,000	-	-	-	0%	-	Quotation Phase.
TOTAL EXPENDITURE							
FOR PLANT & EQUIPMENT ASSETS	3,036,056	80,000	100,327	20,327	25%	1,646,444	
<u>FURNITURE & EQUIPMENT ASSETS</u>							
F&E ASSETS - BP LEISURE CENTRE							
Lifeguard Tower renewal, Shade Sails, Fire alarm System, Umbrellas, Floor Scrubber and for	132,000	60,000	60,869	869	1%	0	Works in progress.
Gym equipment - Strength and Group Fitness EquipmentGym equipment - Cardio and Fans	868,366	-	-	-	0%	827,879	Tender review in process.
FURNITURE AND EQUIPMENT							
Building Management System software-Admin	-	-	-	-	0%	-	
INFORMATION TECHNOLOGY							
Enterprise Applications upgrade	462,517	120,000	60,035	-	59,965 (50%)	9,347	Ongoing project, to be completed by June 22.
ICT infrastructure renewal (switches, UPS, audio visual, network links)	275,000	-	95,942	95,942	100%	19,199	Works in progress.
Beatty Park Leisure Centre							
Beatty Park Leisure Centre - Non Fixed Assets Renewal	50,942	-	23,372	23,372	100%	0	Variance due to accrual reversal for FY20-21.
POLICY AND PLACE							
COVID-19 Artwork relief project	292,000	36,500	-	-	36,500 (100%)	-	Works in planning stage.
TOTAL EXPENDITURE							
FOR FURNITURE & EQUIPMENT ASSETS	2,080,825	216,500	240,218	23,718	11%	28,546	
TOTAL CAPITAL EXPENDITURE	22,477,013	3,525,643	3,586,915	61,272	2%	2,637,727	

CITY OF INCEN
 NOE CA ACED REER E
 A A NOEMER



Reserve Purpose	2021/22 Budget	2021/22 Actual	2021/22 Rollover	2021/22 YTD Actual	2021/22 YTD Budget	2021/22 YTD Actual	2021/22 YTD Budget	2021/22 YTD Actual	2021/22 YTD Budget	2021/22 YTD Actual
Operating	Operating	Operating	Operating	Operating	Operating	Operating	Operating	Operating	Operating	Operating
Capital	Capital	Capital	Capital	Capital	Capital	Capital	Capital	Capital	Capital	Capital
Asset Sustainability Reserve	5,890,677	5,512,487	701,114	569,749	45,550	28,177	(2,726,156)	(800,862)	3,911,185	5,309,550
Beatty Park Leisure Centre Reserve	102,048	102,096		0	789	489	0	0	102,837	102,585
Cash in Lieu Parking Reserve	1,540,735	1,469,067		0	11,914	7,369	(441,000)	(43,800)	1,111,649	1,432,636
Hyde Park Lake Reserve	160,575	160,649		0	1,242	769	0	0	161,817	161,418
Land and Building Acquisition Reserve	299,910	300,049		0	2,319	1,434	0	0	302,229	301,483
Leederville Oval Reserve	94,840	94,885		0	733	456	0	0	95,573	95,341
Loftus Community Centre Reserve	37,204	37,219		0	288	182	0	0	37,492	37,401
Loftus Recreation Centre Reserve	224,595	220,496	59,458	170,034	1,737	1,074	0	0	285,790	391,604
Office Building Reserve - 246 Vincent Street	288,445	311,925		0	2,230	1,379	(290,675)	0	0	313,304
Parking Facility Reserve	106,473	106,521		0	823	509	0	0	107,296	107,030
Percentage For Public Art Reserve	401,299	401,577		0	3,103	1,919	(374,227)	0	30,175	403,496
Plant and Equipment Reserve	22,667	22,680		0	175	109	(22,667)	0	175	22,790
POS reserve - General	0	0	1,450,120	653,363	11,213	3,243	(190,000)	0	1,271,333	656,606
State Gymnastics Centre Reserve	120,783	119,423	11,144	7,095	934	577	0	0	132,861	127,095
Strategic Waste Management Reserve	1,005,650	1,006,113		0	7,776	4,809	(982,312)	0	31,114	1,010,922
Tamala Park Land Sales Reserve	1,093,870	1,093,870	833,333	19,806	4,591	2,840	0	0	1,931,794	1,116,516
Underground Power Reserve	211,773	211,870		0	1,638	1,012	0	0	213,411	212,882
Waste Management Plant and Equipment Reserve	221,752	221,856		0	1,715	1,061	0	0	223,467	222,917
POS reserve - Haynes Street	159,194	159,265	35,245	22,047	1,231	762	(150,000)	0	45,670	183,193
Total	14,111,111	13,811,111	2,311,111	1,111,111	111,111	111,111	111,111	111,111	1,111,111	1,111,111

**CITY OF VINCENT
NOTE 7 - RATING INFORMATION
AS AT 30 NOVEMBER 2021**



**CITY OF VINCENT
NOTE 7 - RATING INFORMATION
FOR THE MONTH ENDED 30 NOVEMBER 2021**



	Rateable Value	Rate in Dollar	Budget	Actual	Rates Levied to Budget
	\$	Cents	\$	\$	%
Rate Revenue					
General Rate					
10902 Residential	245,429,636	0.0797	19,568,111	19,621,826	100.3%
182 Vacant Residential	4,265,470	0.0761	324,712	322,920	99.4%
1622 Other	124,588,530	0.0672	8,369,858	8,350,806	99.8%
46 Vacant Commercial	2,437,750	0.1282	312,447	350,064	112.0%
Minimum Rate					
6144 Residential @ \$1,241.00	78,076,012		7,633,391	7,650,886	100.2%
185 Vacant Residential @ \$1,170.00	1,822,160		183,690	190,268	103.6%
157 Other @ \$1,197.70	1,886,030		188,039	188,039	100.0%
0 Vacant Commercial @ \$1,516.40			0	0	
Interim Rates	0		300,000	79,518	26.5%
Rates Waiver	0		(135,000)	(116,028)	85.9%
Total Amount Made up from Rates	458,505,588		36,745,248	36,638,299	
Non Payment Penalties					
Instalment Interest @ 5.5%			185,000	183,244	99.1%
Penalty Interest @ 8%			133,000	74,628	56.1%
Administration Charge - \$8 per instalment			150,000	132,834	88.6%
Interest Write Off			0	(209)	100.0%
			37,223,248	37,028,796	
Other Revenue					
Exempt Bins - Non Rated Properties			100,000	80,600	80.6%
Commercial / Residential Additional Bins			16,000	19,951	124.7%
Swimming Pools Inspection Fees			18,800	14,858	79.0%
			37,358,048	37,144,205	
Opening Balance				1,053,606	
Total Collectable			37,358,048	38,197,811	102.25%
Less					
Cash Received				28,941,179	
Rebates Allowed				(1,113,715)	
Rates write off				14	
Rates Balance To Be Collected			37,358,048	10,370,332	27.76%
Add					
ESL Debtors				453,778	
Pensioner Rebates Not Yet Claimed				406,813	
ESL Rebates Not Yet Claimed				21,069	
Less					
Deferred Rates Debtors				(108,813)	
Current Rates Debtors Balance				11,143,179	



CITY OF VINCENT
NOTE 8 - DEBTOR REPORT
FOR THE MONTH ENDED 30 NOVEMBER 2021

DESCRIPTION	CURRENT	31-59 DAYS	60-89 DAYS	OVER 90 DAYS	BALANCE
	\$	\$	\$	\$	\$
DEBTOR CONTROL - HEALTH LICENCES	131,785	41,208	4,074	119,269	296,335
DEBTOR CONTROL - RUBBISH CHARGES					0
DEBTOR CONTROL - CASH IN LIEU CAR PARKING	(349)			232,332	231,983
DEBTOR CONTROL - PROPERTY INCOME	65,225	27,985	(1,208)	5,915	97,917
DEBTOR CONTROL - RECOVERABLE WORKS	1,164	1,164		930	3,257
DEBTOR CONTROL - BEATTY PARK LEISURE CENTRE					0
DEBTOR CONTROL - OTHER	9,172	30,055	520	80,815	120,562
DEBTOR CONTROL - % ART CONTRIBUTIONS					0
DEBTOR CONTROL - PLANNING SERVICES FEES	785	100	100	605	1,590
DEBTOR CONTROL - GST	1	175,763	127,933	151,338	19
DEBTOR CONTROL - INFRINGEMENT	128,620	90,949	65,774	1,354,384	1,639,728
PROVISION FOR DOUBTFUL DEBT (CURRENT)	0	0	0	(181,310)	(181,310)
IMPAIRMENT OF RECEIVABLES	0	0	0	(194,671)	(194,671)
TOTAL DEBTORS OUTSTANDING AS AT 30/11/2021	336,403	367,223	197,194	1,569,606	2,015,409

ACCRUED INCOME	13,357
ACCRUED INTEREST	32,914
PREPAYMENTS	360,327
TOTAL TRADE AND OTHER RECEIVABLES	2,422,007

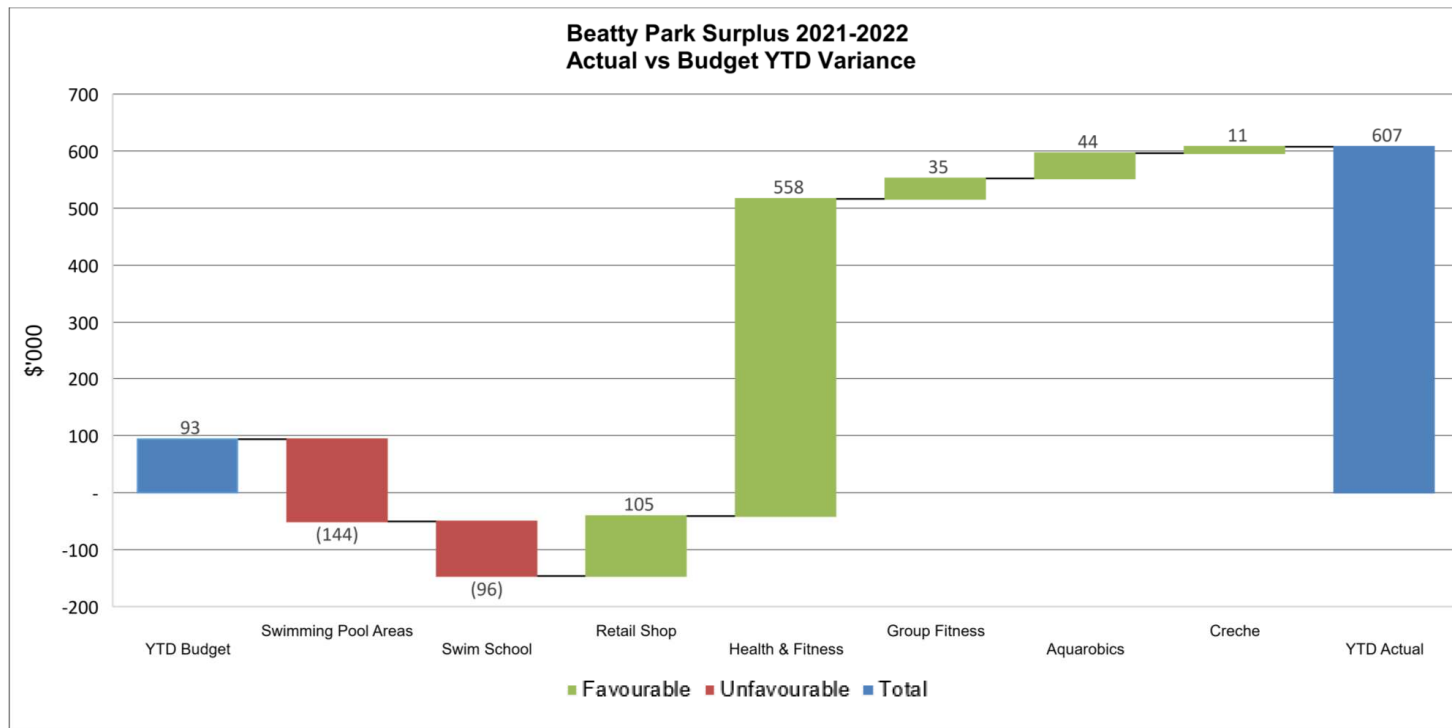
DATE	SUNDRY DEBTORS OVER 90 DAYS	AMOUNT	DEBT DETAILS	Comments
11/03/2019	Tennis Seniors Western Australia	5,728.05	Building Insurance 2018/19 & 2019/20	In the process to debt collection
01/04/2021	Hospitality Industry Service Providers (HISP)	1,321.83	Monthly lease and Outgoings	Financial hardship, had committed to pay off slowly
17/08/2021	Department of Education	1,036.84	CPI adjustment	Query addressed.
23/02/2021	Kre8 Constructions	929.50	Damaged to ROW 47 Redfern St	In the process to debt collection
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	12,514.30	Outstanding court costs awarded to COV	\$100 Monthly Repayment in progress from 27/10/20
21/01/2019	Matthew Slinger	20,084.80	Outstanding court costs awarded to COV	Have been handed over to FER
5808.09	D Bianchi	15,000.00	Court fines and costs re: 193-195 Scarborough	\$200 Monthly Repayment in progress from 30 Dec 20
28/11/2019	A Kindu	2,339.25	Damage/vandalism to hired venue	with debt collector
09/07/2019	R Cox	1,170.00	Breach of condition of hall hire	Sent to debt collection agency
BALANCE OF 90 DAY DEBTORS OVER \$500.00		89,630.93		

CITY OF VINCENT
NOTE 9 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION
AS AT 30 NOVEMBER 2021



	Original Budget 2021/22 \$	YTD Budget Nov-21 \$	YTD Actuals Nov-21 \$	YTD Actuals Nov-20 \$	Month Actuals Nov-21 \$	Month Actuals Nov-20 \$
ADMINISTRATION						
Revenue	0	0	0	0	(81,693)	0
Expenditure	872,432	0	0	(254)	81,693	1
Surplus/(Deficit)	872,432	0	0	(254)	0	1
SWIMMING POOLS AREA						
Revenue	2,209,329	900,672	848,080	661,548	217,322	149,891
Expenditure	(4,490,734)	(1,216,995)	(1,308,153)	(741,186)	(306,237)	(171,800)
Surplus/(Deficit)	(2,281,405)	(316,323)	(460,073)	(79,638)	(88,915)	(21,909)
SWIM SCHOOL						
Revenue	1,530,316	660,965	544,269	765,682	163,933	157,559
Expenditure	(1,142,327)	(405,069)	(384,134)	(429,643)	(97,815)	(84,127)
Surplus/(Deficit)	387,989	255,896	160,135	336,039	66,118	73,432
CAFÉ						
Revenue	0	0	0	0	0	(5)
Expenditure	0	0	0	(34,995)	0	(8)
Surplus/(Deficit)	0	0	0	(34,995)	0	(13)
RETAIL SHOP						
Revenue	551,116	219,630	242,748	237,869	62,937	55,528
Expenditure	(500,012)	(270,703)	(188,775)	(133,015)	(62,602)	(28,842)
Surplus/(Deficit)	51,104	(51,073)	53,973	104,854	335	26,686
HEALTH & FITNESS						
Revenue	1,656,874	688,904	1,258,440	616,881	192,868	121,751
Expenditure	(1,486,069)	(479,709)	(491,609)	(363,556)	(107,278)	(79,690)
Surplus/(Deficit)	170,805	209,195	766,831	253,325	85,590	42,061
GROUP FITNESS						
Revenue	585,362	243,900	306,033	224,339	69,270	43,970
Expenditure	(552,158)	(179,673)	(206,358)	(159,768)	(47,131)	(33,732)
Surplus/(Deficit)	33,204	64,227	99,675	64,571	22,139	10,238
AQUAROBIQS						
Revenue	227,053	94,730	118,713	86,404	28,021	16,564
Expenditure	(273,466)	(82,944)	(62,647)	(36,585)	(14,069)	(7,663)
Surplus/(Deficit)	(46,413)	11,786	56,066	49,819	13,952	8,901
CRECHE						
Revenue	61,333	25,555	30,423	23,012	7,427	4,851
Expenditure	(318,578)	(105,915)	(99,549)	(82,473)	(22,456)	(17,194)
Surplus/(Deficit)	(257,245)	(80,360)	(69,126)	(59,461)	(15,029)	(12,343)
Net Surplus/(Deficit)	(1,069,529)	93,348	607,481	634,260	84,190	127,054
Less: Depreciation	1,286,772	0	0	(73,452)	0	0
Surplus/(Deficit)	(2,356,301)	93,348	607,481	707,712	84,190	127,054

CITY OF VINCENT
NOTE 9 - STATEMENT OF FINANCIAL ACTIVITY
BY SERVICE - GRAPH
AS AT 30 NOV 2021



11.6 FINANCIAL STATEMENTS AS AT 31 DECEMBER 2021

Attachments: 1. Financial Statements as at 31 December 2021  

RECOMMENDATION:

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

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 31 December 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 December 2021**: -

Note	Description	Page
1.	Statement of Financial Activity by Program Report and Graph	1-4
2.	Statement of Comprehensive Income by Nature or Type Report	5
3.	Net Current Funding Position	6
4.	Summary of Income and Expenditure by Service Areas	7-18
5.	Capital Expenditure including Funding graph and Capital Works Schedule	19-26
6.	Cash Backed Reserves	27
7.	Rating Information and Graph	28-29
8.	Debtors Report	30
9.	Beatty Park Leisure Centre Financial Position	31-32

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 (on page 1) is tracking higher than YTD budgeted revenue by \$516,008 (4.6%). The following items materially contributed to this position:

- A favourable Variance of \$385,115 due to an increase in activity at Beatty Park, Public halls and sporting grounds (**Recreation and Culture**).
- A favourable Variance of \$304,218 due to an increase in revenue generated from parking infringements (**Transport**).
- An unfavourable Variance of \$212,575 mainly contributed by timing variance of profit/loss on disposal of major plant assets (**Other Property and Services**)

Revenue by Nature or Type (on page 5) is tracking slightly higher than the YTD budgeted revenue by \$931,906 (2.0%). The following items materially contribute to this position:

- A favourable Variance of \$397,692 due to higher than anticipated insurance premium recoups and building Permit licences (**Other Revenue**).
- A favourable Variance of \$363,478 due to an increase in revenue generated from increased activity in relation to Swim school at Beatty Park and parking facilities (**Fees and Charges**).
- A favourable variance of \$153,954 due to higher than anticipated interim Rates (**Rates**)

Expenditure by Program (on page 1) is favourable, attributed by an under-spend of \$3,075,098 (7.6%) compared to the YTD budget. The following items materially contributed to this position:

- A favourable variance of \$1,859,764 mainly contributed by timing variances in building and ground maintenance works at various facilities within the City (**Recreation and Culture**).
- A favourable variance of \$671,343 mainly contributed by a budget to actuals timing variance relating to the provision of waste tipping and recycling services (**Community Amenities**).
- A favourable variance of \$175,714 mainly contributed by a vacant position and delay in the hiring process. (**Law, Order and Public Safety**).
- A favourable variance of \$118,799 due to timing variances relating to election expenses, Centrelink parental leave payment and Programmes and Events, (**Governance**).
- A favourable variance of \$112,760 mainly contributed by a timing variance relating to various expenses (**Health**).

Expenditure by Nature or Type (on page 5) is favourable, attributed by an under-spend of \$3,069,876 (7.5%). The following items materially contributed to this position:

- There is an under-spend of \$1,203,190 mainly attributed to timing variances relating to the provision of waste tipping and recycling services, building maintenance and ground maintenance works respectively (**Materials and Contracts**).
 - Waste services - \$480,320 relating to tipping, bulk verge & recycling costs due to timing variance.
 - Operating projects within multiple areas of \$320,180 relating to timing variance.
 - Maintenance works - \$265,000 relating to building maintenance; various sites & street cleaning works due to timing variance.
- There is favourable variance of \$1,133,140 primarily attributed to the reversal of HBF Park depreciation - to be adjusted at MY budget review (**Depreciation of non-current assets**).
- **Employee costs** reflects favourable variance of \$777,131. This variance is materially contributed by the following areas: -
 - Under -Spend in staff training courses and agency labour costs, compared to budget.
 - Vacant-Staff positions within business units yet to be filled.
- There is an over-spend of \$141,028 contributed by cumulative timing variances of works across multiple areas that are individual immaterial. (**Other expenditure**).

Surplus Position – Year End 2020/2021

The surplus position brought forward to 2021/22 is \$6,125,327 as per the City's 2020/21 audited financials. The December closing position is \$26,380,180 reflecting a favourable position of \$3,437,889 compared to the December budget amount of \$22,942,291.

Content of Statement of Financial Activity

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

1. Statement of Financial Activity by Program Report (Note 1 Page 1-4)

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

2. Statement of Comprehensive Income by Nature or Type Report (Note 2 Page 5)

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

3. Net Current Funding Position (Note 3 Page 6)

'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 7-18)

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

5. Capital Expenditure and Funding Summary (Note 5 Page 19 - 26)

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	9,424,387	2,473,692	1,399,943	85.1%
Infrastructure Assets	7,935,745	2,831,291	2,215,122	72.1%
Plant and Equipment	3,036,056	227,500	228,240	92.5%
Furniture and Equipment	2,080,825	448,942	257,892	87.6%
Total	22,477,013	5,981,425	4,101,196	81.8%
FUNDING	Revised Budget	YTD Budget	YTD Actual	Remaining Budget
	\$	\$	\$	%
Own Source Funding - Municipal	9,992,589	4,479,811	1,720,451	82.8%
Cash Backed Reserves	3,808,207	815,934	818,241	78.5%
Capital Grant and Contribution	7,373,384	182,847	878,444	88.1%
Other (Disposals/Trade In)	1,302,833	502,833	684,060	47.5%
Total	22,477,013	5,981,425	4,101,196	81.8%

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

6. Cash Backed Reserves (Note 6 Page 27)

The cash backed reserves schedule provides a detailed summary of the movements in the reserve portfolio, including transfers to and from the reserve. The provisional balance at 31 December 2021 is \$12,592,008.

7. Rating Information (Note 7 Page 28 -29)

The notices for rates and charges levied for 2021/22 were issued on 22 July 2021. *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	27 August 2021
Second Instalment	29 October 2021
Third Instalment	7 January 2022
Fourth Instalment	11 March 2022

Rates for 2021/22 were raised on 7 July 2021 after the adoption of the budget.

There has been a stronger than expected uptake of instalment payment options, which has resulted in lower collectables, and higher instalment fees.

The outstanding rates debtors balance at 31 December 2021 was \$9,431,639, excluding deferred rates of \$105,678.

The outstanding rates percentage at 31 December 2021 was 23.32% compared to 26.23% for the similar period last year, noting rates in 2020/21 were raised in August 2020 as compared to July 2021 for the current financial year.

8. Receivables (Note 8 Page 30)

Total trade and other receivables at 31 December 2021 were \$2,601,950.

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

- \$858,975 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 have been transferred to long-term infringement debtors (non-current portion).

As a result, a doubtful debts provision has also been raised for:

- \$198,651 has been provided for doubtful debt (Current – Up to 12 months).
- \$181,916 has been provided for doubtful debt (non-Current. Over 12 months). This complies with Australian Accounting standard (AASB 9).
- \$220,032 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 with 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. Beatty Park Leisure Centre – Financial Position report (Note 9 Page 31-32)

As of 31 December 2021, the Centre's operating surplus position was \$736,278 (excluding depreciation) compared to the YTD budgeted surplus amount of \$27,510.

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 2021/2022 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 of 31 December 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:

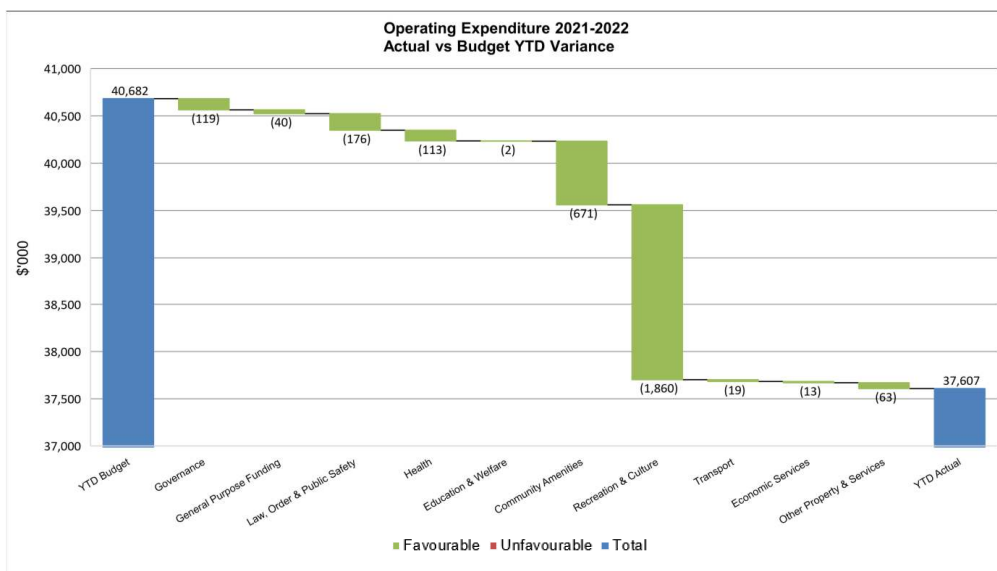
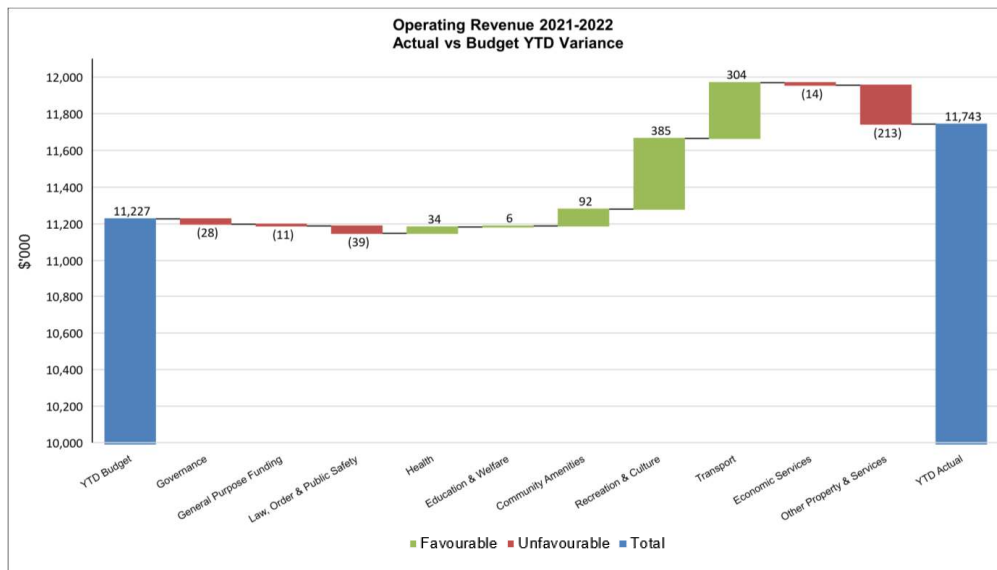
As contained in this report.

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

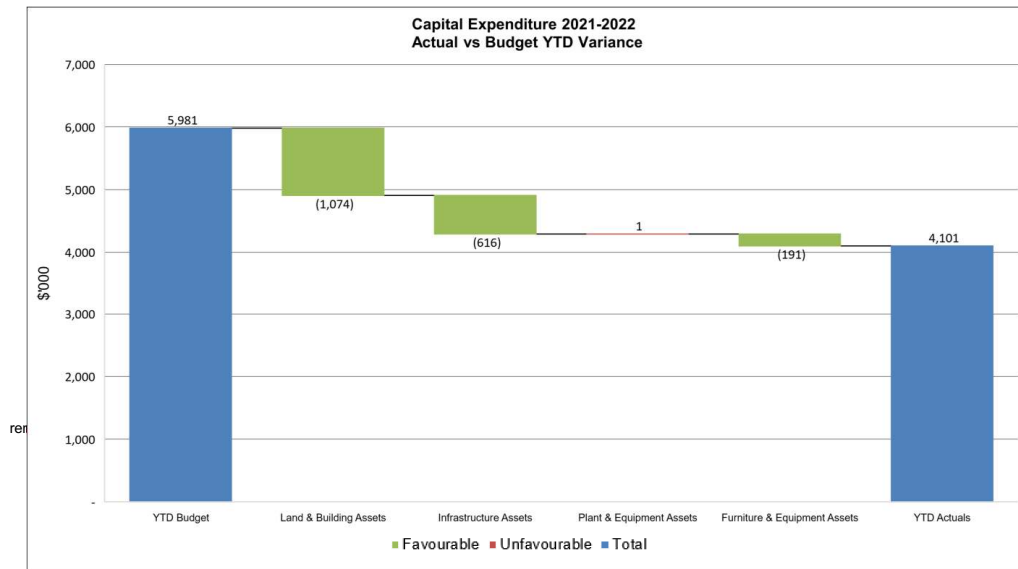


	Revised Budget 2021/22 \$	YTD Budget 31/12/2021 \$	YTD Actual 31/12/2021 \$	YTD Variance \$	YTD Variance %
Opening Funding Surplus/(Deficit)	6,243,478	6,243,478	6,125,327	(118,151)	-1.9%
Revenue from operating activities					
Governance	73,250	52,178	23,937	(28,241)	(54.1%)
General Purpose Funding	1,473,759	917,190	906,419	(10,771)	(1.2%)
Law, Order and Public Safety	334,312	165,870	126,572	(39,298)	(23.7%)
Health	336,542	307,204	341,009	33,805	11.0%
Education and Welfare	139,094	75,864	81,765	5,901	7.8%
Community Amenities	643,194	372,012	463,713	91,701	24.7%
Recreation and Culture	9,286,398	4,662,077	5,047,192	385,115	8.3%
Transport	9,012,585	4,148,827	4,453,045	304,218	7.3%
Economic Services	267,425	135,553	121,706	(13,847)	(10.2%)
Other Property and Services	1,347,125	390,348	177,773	(212,575)	(54.5%)
	22,913,684	11,227,123	11,743,131	516,008	4.6%
Expenditure from operating activities					
Governance	(3,087,793)	(1,583,883)	(1,465,084)	118,799	(7.5%)
General Purpose Funding	(696,668)	(372,966)	(333,386)	39,580	(10.6%)
Law, Order and Public Safety	(4,691,233)	(2,238,326)	(2,062,612)	175,714	(7.9%)
Health	(1,711,229)	(887,221)	(774,461)	112,760	(12.7%)
Education and Welfare	(399,369)	(214,780)	(212,293)	2,487	(1.2%)
Community Amenities	(24,107,268)	(15,938,709)	(15,267,366)	671,343	(4.2%)
Recreation and Culture	(26,669,834)	(13,558,633)	(11,698,869)	1,859,764	(13.7%)
Transport	(8,720,182)	(4,466,019)	(4,447,325)	18,694	(0.4%)
Economic Services	(595,568)	(300,036)	(287,141)	12,895	(4.3%)
Other Property and Services	(2,197,330)	(1,121,276)	(1,058,214)	63,062	(5.6%)
	(72,876,474)	(40,681,849)	(37,606,751)	3,075,098	(7.6%)
Add Deferred Rates Adjustment	0	0	17,737	17,737	0.0%
Add Back Depreciation	14,068,923	7,034,514	5,901,374	(1,133,140)	(16.1%)
Adjust (Profit)/Loss on Asset Disposal	(1,890,054)	(256,722)	0	256,722	(100.0%)
Restricted Unspent Grant	0				
	12,178,869	6,777,792	5,919,111	(858,681)	(12.7%)
Amount attributable to operating activities	(37,783,921)	(22,676,934)	(19,944,509)	2,732,425	(12.0%)
Investing Activities					
Non-operating Grants, Subsidies and Contributions	7,373,384	182,847	878,444	695,597	380.4%
Purchase Property, Plant and Equipment	(14,733,557)	(3,160,923)	(1,905,643)	1,255,280	(39.7%)
Purchase Infrastructure Assets	(7,743,457)	(2,820,502)	(2,203,942)	616,560	(21.9%)
Proceeds from Joint Venture Operations	833,333	0	0	0	0.0%
Proceeds from Disposal of Assets	1,302,833	502,833	684,060	181,227	36.0%
Amount attributable to investing activities	(12,967,464)	(5,295,745)	(2,547,081)	2,748,664	(51.9%)
Financing Activities					
Proceeds from Self Supporting Loan	0	0	0	0	0.0%
Principal elements of finance lease payments	(92,839)	(46,420)	(46,419)	1	(0.0%)
Repayment of Debentures	(1,354,816)	(459,810)	(459,811)	(1)	0.0%
Proceeds from New Debentures	7,951,699	7,951,699	7,083,333	(868,366)	(10.9%)
Transfer to Reserves	(3,190,415)	(1,371,373)	(1,504,092)	(132,719)	9.7%
Transfer from Reserves	5,091,660	1,922,580	844,662	(1,077,918)	(56.1%)
Amount attributable to financing activities	8,405,289	7,996,676	5,917,673	(2,079,003)	(26.0%)
Surplus/(Deficit) before general rates	(36,102,618)	(13,732,525)	(10,448,590)	3,283,935	(23.9%)
Total amount raised from general rates	36,745,248	36,674,816	36,828,770	153,954	0.4%
Closing Funding Surplus/(Deficit)	642,630	22,942,291	26,380,180	3,437,889	15.0%

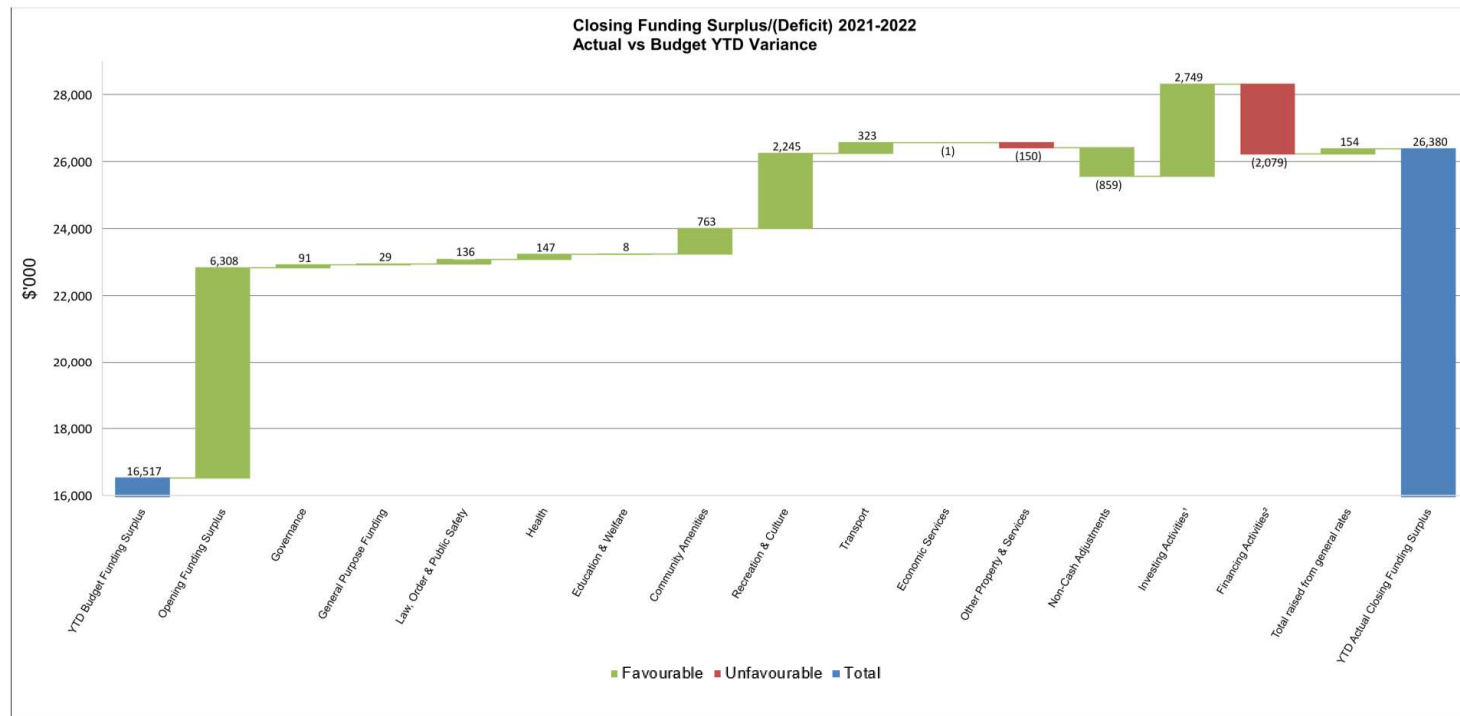
CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM - GRAPH
AS AT 31 DEC 2021



CITY OF VINCENT
 NOTE 1 - CAPITAL EXPENDITURE PROGRAM
 WATERFALL GRAPH
 AS AT 31 DEC 2021



CITY OF VINCENT
NOTE 1 - CLOSING FUNDING SURPLUS/(DEFICIT)
BY PROGRAM - WATERFALL GRAPH
AS AT 31 DEC 2021



¹ **Investing Activities includes the following:**

- Non-operating Grants, Subsidies and Contributions
- Purchase Property, Plant and Equipment
- Purchase Infrastructure Assets
- Proceeds from Joint Venture Operations
- Proceeds from Disposal of Assets

² **Financing Activities include the following:**

- Proceeds from Self Supporting Loan
- Principal elements of finance lease payments
- Repayment of Debentures
- Proceeds from New Debentures
- Transfer to Reserves
- Transfer from Reserves

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



	Revised Budget 2021/22	YTD Budget 31/12/2021	YTD Actual 31/12/2021	YTD Variance	YTD Variance
	\$	\$	\$	\$	%
Revenue					
Rates	36,745,248	36,674,816	36,828,770	153,954	0.4%
Operating Grants, Subsidies and Contributions	908,932	443,167	464,972	21,805	4.9%
Fees and Charges	18,453,102	9,608,595	9,972,073	363,478	3.8%
Interest Earnings	518,000	338,936	333,912	(5,024)	(1.5%)
Other Revenue	1,138,374	574,481	972,173	397,692	69.2%
	57,763,656	47,639,995	48,571,901	931,906	2.0%
Expenses					
Employee Costs	(26,841,949)	(13,589,309)	(12,812,178)	777,131	(5.7%)
Materials and Contracts	(27,132,773)	(17,605,251)	(16,402,061)	1,203,190	(6.8%)
Utility Charges	(1,603,890)	(801,804)	(717,944)	83,860	(10.5%)
Depreciation on Non-Current Assets	(14,068,923)	(7,034,514)	(5,901,374)	1,133,140	(16.1%)
Interest Expenses	(533,114)	(227,302)	(199,650)	27,652	(12.2%)
Insurance Expenses	(585,942)	(278,899)	(292,968)	(14,069)	5.0%
Other Expenditure	(2,104,661)	(1,139,548)	(1,280,576)	(141,028)	12.4%
	(72,871,252)	(40,676,627)	(37,606,751)	3,069,876	(7.5%)
	(15,107,596)	6,963,368	10,965,150	4,001,782	57.5%
Non-operating Grants, Subsidies and Contributions	7,373,384	182,847	878,444	695,597	380.4%
Profit on Disposal of Assets	1,061,943	261,944	0	(261,944)	(100.0%)
Loss on Disposal of Assets	(5,222)	(5,222)	0	5,222	(100.0%)
Profit on Assets Held for Sale (TPRC Joint Venture)	833,333	0	0	0	0.0%
	9,263,438	439,569	878,444	438,875	99.8%
Net result	(5,844,158)	7,402,937	11,843,594	4,440,657	60.0%
Other comprehensive income					
Total comprehensive income	(5,844,158)	7,402,937	11,843,594	4,440,657	60.0%

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



	Note	YTD Actual 31/12/2021 \$	FY Actual 30/06/2021 \$
Current Assets			
Cash Unrestricted		25,254,097	13,925,562
Cash Restricted		12,592,008	11,931,460
Investments		11,000	11,000
Receivables - Rates	7	9,431,639	1,512,805
Receivables - Other	8	2,601,950	3,095,861
Inventories		299,150	195,581
		<u>50,189,845</u>	<u>30,672,270</u>
Less: Current Liabilities			
Payables		(9,016,369)	(10,204,902)
Provisions - employee		<u>(4,998,508)</u>	<u>(4,859,725)</u>
		<u>(14,014,877)</u>	<u>(15,064,627)</u>
Unadjusted Net Current Assets		36,174,968	15,607,642
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	6	(12,592,008)	(11,931,460)
Less: Restricted- Sundry Debtors(Non-Operating Grant)		0	0
Less: Shares transferred from non current asset		(11,000)	(11,000)
Add: Current portion of long term borrowings		1,289,925	930,732
Add: Infringement Debtors transferred to non current asset		1,436,572	1,436,572
Add: Current portion of long term finance lease liabilities		<u>81,720</u>	<u>92,839</u>
		<u>(9,794,789)</u>	<u>(9,482,316)</u>
Adjusted Net Current Assets		26,380,180	6,125,326

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 DECEMBER 2021



	Revised Budget 2021/22	YTD Budget 31/12/2021	YTD Actual 31/12/2021	YTD Variance	% Variance	Variance Commentary
Chief Executive Office						
01000 - Chief Executive Officer						
Expenditure						
Employee Costs	409,982	208,317	178,366	(29,951)	(14.4%)	Salary savings due to employee being seconded to Members of Council until March 2022
Internal Allocations	13,472	8,760	14,891	8,131	120.3%	
Internal Recovery	(588,084)	(273,499)	(273,740)	(241)	0.1%	
Materials and Contracts	149,200	51,513	73,137	21,624	42.0%	Budget phasing variance in relation to operating initiatives. To be adjusted in the next budget review.
Other Employee Costs	14,434	6,653	6,970	317	4.8%	
Other Expenditure	1,000	258	376	118	45.7%	
Expenditure Total	4	2	0	(2)	(100.0%)	
01000 - Chief Executive Officer Total	4	2	0	(2)	(100.0%)	
01005 - Members Of Council						
Expenditure						
Employee Costs	84,065	42,739	43,048	309	0.7%	
Internal Allocations	40,562	19,949	22,733	2,784	14.0%	
Materials and Contracts	410,200	259,126	251,635	(7,491)	(2.9%)	
Other Employee Costs	20,200	16,776	9,706	(7,070)	(42.1%)	
Other Expenditure	47,600	24,243	25,075	832	3.4%	
Expenditure Total	602,627	362,833	352,197	(10,636)	(2.9%)	
01005 - Members Of Council Total	602,627	362,833	352,197	(10,636)	(2.9%)	
01015 - Human Resource						
Income						
Reimbursements	(50,000)	(37,230)	(12,361)	24,869	(66.8%)	Timing variance on centrelink parental leave payments.
Income Total	(50,000)	(37,230)	(12,361)	24,869	(66.8%)	
Expenditure						
Employee Costs	1,037,438	500,001	396,011	(103,990)	(20.8%)	\$40k timing variance on paid parental leave - \$20k timing variance on centrelink leave payments - Other variance relates to salary benchmarking increase for all City of Vincent staff. This will be adjusted in the next budget review.
Internal Allocations	24,441	12,294	24,634	12,340	100.4%	
Internal Recovery	(1,253,469)	(602,681)	(520,263)	82,418	(13.7%)	
Materials and Contracts	95,599	53,126	52,444	(882)	(1.3%)	
Other Employee Costs	139,600	71,298	59,534	(11,764)	(16.5%)	
Other Expenditure	6,391	3,192	1	(3,191)	(100.0%)	
Expenditure Total	50,000	37,230	12,361	(24,869)	(66.8%)	
01015 - Human Resource Total	0	0	0	0	0.0%	
01020 - Information Technology						
Expenditure						
Employee Costs	573,715	291,653	267,980	(23,673)	(8.1%)	
Internal Allocations	25,198	12,495	23,426	10,931	87.5%	
Internal Recovery	(2,200,196)	(1,124,790)	(1,475,511)	(350,721)	31.2%	
Materials and Contracts	1,597,125	816,560	1,180,004	361,444	44.2%	Budget phasing variance in relation to software license expenses. To be adjusted in the next budget review.
Other Employee Costs	3,960	1,980	3,200	1,220	61.6%	
Other Expenditure	200	102	901	799	783.3%	
Expenditure Total	0	0	0	0	0.0%	
01020 - Information Technology Total	0	0	0	0	0.0%	
01025 - Records Management						
Income						
Fees and Charges	(16,300)	(8,148)	(11,376)	(3,228)	39.6%	
Income Total	(16,300)	(8,148)	(11,376)	(3,228)	39.6%	
Expenditure						
Employee Costs	299,881	152,482	152,912	430	0.3%	
Internal Allocations	12,509	6,287	12,858	6,571	104.5%	
Internal Recovery	(338,994)	(172,077)	(168,492)	3,585	(2.1%)	
Materials and Contracts	39,400	19,704	13,251	(6,453)	(32.7%)	
Other Employee Costs	2,004	1,002	9	(993)	(99.1%)	
Other Expenditure	1,500	750	838	88	11.7%	
Expenditure Total	16,300	8,148	11,376	3,228	39.6%	
01025 - Records Management Total	0	0	0	0	0.0%	
01030 - Sustainability and Environment						
Expenditure						
Employee Costs	225,948	114,715	125,397	10,682	9.3%	
Internal Allocations	105,426	51,821	58,853	7,032	13.6%	
Materials and Contracts	70,000	35,052	26,087	(8,965)	(25.6%)	
Other Employee Costs	1,500	750	0	(750)	(100.0%)	
Expenditure Total	402,874	202,338	210,337	7,999	4.0%	
01030 - Sustainability and Environment Total	402,874	202,338	210,337	7,999	4.0%	
Chief Executive Office Total	1,005,505	565,173	562,534	(2,639)	(0.5%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 DECEMBER 2021



	Revised Budget 2021/22	YTD Budget 31/12/2021	YTD Actual 31/12/2021	YTD Variance	% Variance	Variance Commentary
Community and Business Services						
01035 - Director Community and Business Services						
Expenditure						
Employee Costs	307,857	156,334	153,846	(2,489)	(1.6%)	
Internal Allocations	7,361	3,700	7,566	3,866	104.5%	
Internal Recovery	(321,918)	(163,298)	(167,292)	(3,994)	-2.4%	
Materials and Contracts	2,700	651	1,187	536	82.3%	
Other Employee Costs	2,700	2,100	4,889	2,589	123.3%	
Other Expenditure	1,500	513	4	(509)	(99.2%)	
Expenditure Total	0	0	0	0	0.0%	
01035 - Director Community and Business Services Total						
	0	0	0	0	0.0%	
01040 - Customer Services Centre						
Expenditure						
Employee Costs	685,430	348,416	252,346	(96,070)	(27.6%)	Favourable variance as less casual staff were required. The excess budget will be used for the marketing team.
Internal Allocations	10,770	5,463	20,453	14,990	274.4%	
Internal Recovery	(732,304)	(371,927)	(284,762)	87,165	(23.4%)	
Materials and Contracts	16,300	8,148	9,852	1,704	20.9%	
Other Employee Costs	9,804	4,902	0	(4,902)	(100.0%)	
Other Expenditure	10,000	4,998	2,111	(2,887)	(57.8%)	
Expenditure Total	0	0	0	0	0.0%	
01040 - Customer Services Centre Total						
	0	0	0	0	0.0%	
01045 - Mindarie and Tamala Park						
Income						
Fees and Charges	(61,000)	(33,532)	(41,090)	(7,558)	22.5%	
Reimbursements	(80,000)	(40,414)	(49,620)	(9,206)	22.8%	
Income Total	(141,000)	(73,946)	(90,710)	(16,764)	22.7%	
Expenditure						
Other Expenditure	32,000	32,000	46,023	14,023	43.8%	
Expenditure Total	32,000	32,000	46,023	14,023	43.8%	
01045 - Mindarie and Tamala Park Total						
	(109,000)	(41,946)	(44,687)	(2,741)	6.5%	
01050 - Rates						
Income						
Fees and Charges	(265,000)	(226,874)	(223,734)	3,140	(1.4%)	
Interest Earnings	(318,000)	(270,044)	(271,130)	(1,086)	0.4%	
Rates	(36,745,248)	(36,674,816)	(36,828,770)	(153,954)	0.4%	
Reimbursements	(10,000)	(2,000)	0	2,000	(100.0%)	
Income Total	(37,338,248)	(37,173,734)	(37,323,634)	(149,900)	0.4%	
Expenditure						
Employee Costs	276,618	140,641	135,598	(5,043)	(3.6%)	
Internal Allocations	135,100	66,484	75,064	8,580	12.9%	
Materials and Contracts	284,450	165,825	111,940	(53,885)	(32.5%)	-\$50k timing variance on financial hardship waiver expenses. Other variances are individually immaterial.
Other Employee Costs	0	0	24	24	100.0%	
Other Expenditure	500	16	10,759	10,743	67,143.8%	
Expenditure Total	696,668	372,966	333,385	(39,581)	(10.6%)	
01050 - Rates Total						
	(36,641,580)	(36,800,768)	(36,990,249)	(189,481)	0.5%	
01055 - Insurance and General Purpose						
Income						
Fees and Charges	(38,000)	(38,000)	(37,394)	606	(1.6%)	
Grants and Subsidies	(622,759)	(311,380)	(311,380)	1	(0.0%)	
Interest Earnings	(200,000)	(68,892)	(62,781)	6,111	(8.9%)	
Other Revenues	(20,000)	0	0	0	0.0%	
Reimbursements	(75,000)	(64,768)	(33,517)	31,251	(48.3%)	Lower than expected insurance claims.
Income Total	(955,759)	(483,040)	(445,072)	37,969	(7.9%)	
Expenditure						
Insurance Expenses	585,942	278,899	292,968	14,069	5.0%	
Internal Recovery	(585,937)	(296,392)	(291,135)	5,257	(1.8%)	
Other Expenditure	5,000	3,004	500	(2,504)	(83.4%)	
Expenditure Total	5,005	(14,489)	2,333	16,822	(116.1%)	
01055 - Insurance and General Purpose Total						
	(950,754)	(497,529)	(442,739)	54,791	(11.0%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 DECEMBER 2021



	Revised Budget 2021/22	YTD Budget 31/12/2021	YTD Actual 31/12/2021	YTD Variance	% Variance	Variance Commentary
01060 - Financial Services						
Income						
Other Revenues	(1,000)	(978)	(140)	838	(85.7%)	
Income Total	(1,000)	(978)	(140)	838	(85.7%)	
Expenditure						
Employee Costs	1,143,981	581,580	537,962	(43,618)	(7.5%)	
Internal Allocations	42,684	21,451	43,827	22,376	104.3%	
Internal Recovery	(1,396,125)	(637,037)	(648,915)	(11,878)	1.9%	
Materials and Contracts	141,100	30,352	62,683	32,331	106.5%	- \$29k valuation fees paid which relates to the previous financial year. To be adjusted in the next budget review.
						- Other variances individually immaterial
Other Employee Costs	8,860	4,380	4,546	166	3.8%	
Other Expenditure	60,500	252	37	(215)	(85.3%)	
Expenditure Total	1,000	978	140	(838)	(85.7%)	
01060 - Financial Services Total	0	0	0	0	0.0%	
01065 - Rec Centre / Beatty Park						
Income						
Contributions	(950)	(474)	(181)	293	(61.8%)	
Fees and Charges	(6,974,953)	(3,516,899)	(3,449,337)	67,562	(1.9%)	
Internal Allocations	(2,795,950)	(1,397,970)	(2,225,763)	(827,793)	59.2%	
Internal Recovery	2,795,950	1,397,970	1,818,175	420,205	30.1%	
Other Revenues	0	0	20	20	100.0%	
Reimbursements	(47,344)	(23,672)	(24,531)	(859)	3.6%	
Income Total	(7,023,247)	(3,541,045)	(3,881,617)	(340,572)	9.6%	
Expenditure						
Depreciation	1,286,772	643,386	575,124	(68,262)	(10.6%)	
Employee Costs	4,003,282	2,033,035	1,921,329	(111,706)	(5.5%)	
Interest Expenses	331,604	165,082	146,524	(18,558)	(11.2%)	
Internal Allocations	4,772,147	2,396,963	2,598,955	201,992	8.4%	
Internal Recovery	(4,408,200)	(2,217,272)	(2,411,662)	(194,390)	8.8%	
Materials and Contracts	1,417,870	793,828	592,460	(201,368)	(25.4%)	- \$95k timing variance on stock purchases for retail operations. - \$24k consultant fees not yet required. - \$19k timing variance on painting expenses for the Beatty Park Building. - \$15k reactive maintenance for the Beatty Park Building not yet required. - \$32k timing variance on cleaning expenses for the Beatty Park Building. - \$11k timing variance on furniture & equipment purchased for general operations. - (\$15k) budget phasing variance on planned maintenance for the Beatty Park Building. - (\$15k) budget phasing variance on fire appliance maintenance for the Beatty Park Building. - Other variances are individually immaterial. - For a detailed breakdown of the different service lines, please refer to the Beatty Park report.
Other Employee Costs	34,642	17,976	17,468	(508)	(2.8%)	
Other Expenditure	234,663	114,223	103,691	(10,532)	(9.2%)	
Utilities	420,000	210,000	177,474	(32,526)	(15.5%)	Favourable variance on water and electricity expenses due to the delay in the opening of the new pool.
Expenditure Total	8,092,780	4,156,921	3,720,463	(436,458)	(10.5%)	
01065 - Rec Centre / Beatty Park Total	1,069,533	615,876	(161,154)	(777,030)	(128.2%)	
01070 - Marketing and Communication						
Expenditure						
Employee Costs	686,663	349,050	365,169	16,119	4.6%	
Internal Allocations	288,269	141,839	160,309	18,470	13.0%	
Materials and Contracts	304,500	132,281	89,950	(42,331)	(32.0%)	- \$14k timing variance on Town Centre Activation. - \$14k timing variance relating to advertising. - \$12k timing variance relating to Civic Functions. - Other variances are individually immaterial.
Other Employee Costs	3,000	2,200	177	(2,023)	(92.0%)	
Other Expenditure	110,200	50,102	38,954	(11,146)	(22.3%)	
Expenditure Total	1,392,632	675,472	654,559	(20,914)	(3.1%)	
01070 - Marketing and Communication Total	1,392,632	675,472	654,559	(20,914)	(3.1%)	
01075 - Art & Culture						
Expenditure						
Materials and Contracts	30,000	15,000	955	(14,045)	(93.6%)	
Expenditure Total	30,000	15,000	955	(14,045)	(93.6%)	
01075 - Art & Culture Total	30,000	15,000	955	(14,045)	(93.6%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 DECEMBER 2021



	Revised Budget 2021/22	YTD Budget 31/12/2021	YTD Actual 31/12/2021	YTD Variance	% Variance	Variance Commentary
01080 - Community Partnership						
Income						
Fees and Charges	(500)	0	(227)	(227)	100.0%	
Grants and Subsidies	(40,725)	(5,364)	(4,290)	1,074	(20.0%)	
Income Total	(41,225)	(5,364)	(4,517)	847	(15.8%)	
Expenditure						
Employee Costs	482,257	245,194	191,749	(53,445)	(21.8%)	Favourable variance due to vacant positions that were in the process of being filled.
Internal Allocations	229,154	112,655	117,772	5,117	4.5%	
Materials and Contracts	283,300	156,654	104,911	(51,743)	(33.0%)	Timing variance of operating initiatives and programmes and events.
Other Employee Costs	5,391	3,204	1,981	(1,223)	(38.2%)	
Other Expenditure	115,000	57,498	9,459	(48,039)	(83.5%)	Timing variance relating to donations/sponsorships.
Expenditure Total	1,115,102	575,205	425,872	(149,333)	(26.0%)	
01080 - Community Partnership Total	1,073,877	569,841	421,355	(148,486)	(26.1%)	
01085 - Library Services						
Income						
Fees and Charges	(8,550)	(4,278)	(9,024)	(4,746)	110.9%	
Grants and Subsidies	(31,590)	(31,192)	(30,926)	266	(0.9%)	
Other Revenues	(2,000)	(1,002)	(3,580)	(2,578)	257.3%	
Income Total	(42,140)	(36,472)	(43,530)	(7,058)	19.4%	
Expenditure						
Employee Costs	851,127	432,779	406,135	(26,644)	(6.2%)	
Internal Allocations	425,141	209,054	241,882	32,828	15.7%	
Materials and Contracts	117,040	41,639	35,647	(5,992)	(14.4%)	
Other Employee Costs	8,100	4,050	374	(3,676)	(90.8%)	
Other Expenditure	14,100	7,056	533	(6,523)	(92.4%)	
Expenditure Total	1,415,508	694,578	684,571	(10,007)	(1.4%)	
01085 - Library Services Total	1,373,368	658,106	641,041	(17,065)	(2.6%)	
01090 - Senior and Disability services						
Income						
Fees and Charges	(4,000)	(1,998)	(1,990)	8	(0.4%)	
Grants and Subsidies	(2,000)	(1,002)	0	1,002	(100.0%)	
Income Total	(6,000)	(3,000)	(1,990)	1,010	(33.7%)	
Expenditure						
Materials and Contracts	35,500	17,760	22,715	4,955	27.9%	
Other Expenditure	5,000	2,502	12,907	10,405	415.9%	
Expenditure Total	40,500	20,262	35,622	15,360	75.8%	
01090 - Senior and Disability services Total	34,500	17,262	33,632	16,370	94.8%	
01095 - Loftus Community Centre						
Income						
Fees and Charges	(46,000)	(22,998)	(35,314)	(12,316)	53.6%	
Income Total	(46,000)	(22,998)	(35,314)	(12,316)	53.6%	
Expenditure						
Employee Costs	0	0	2,508	2,508	100.0%	
Materials and Contracts	12,650	6,330	4,467	(1,863)	(29.4%)	
Other Employee Costs	1,000	498	0	(498)	(100.0%)	
Other Expenditure	500	252	1,534	1,282	508.7%	
Utilities	22,500	11,250	3,108	(8,142)	(72.4%)	
Expenditure Total	36,650	18,330	11,617	(6,713)	(36.6%)	
01095 - Loftus Community Centre Total	(9,350)	(4,668)	(23,697)	(19,029)	407.6%	
01205 - Community Partnership Administration						
Expenditure						
Employee Costs	0	0	847	847	100.0%	
Expenditure Total	0	0	847	847	100.0%	
01205 - Community Partnership Administration Total	0	0	847	847	100.0%	
Community and Business Services Total	(32,736,774)	(34,793,354)	(35,910,137)	(1,116,784)	3.2%	
Infrastructure and Environment						
01135 - Director Infrastructure and Environment						
Expenditure						
Employee Costs	409,964	208,337	195,025	(23,312)	(11.2%)	Salary variance due to leave taken by employees.
Internal Allocations	14,221	7,141	12,889	5,748	80.5%	
Internal Recovery	(489,027)	(244,529)	(237,749)	6,780	(2.8%)	
Materials and Contracts	49,750	19,267	34,830	15,563	80.8%	
Other Employee Costs	14,592	9,724	4,987	(4,737)	(48.7%)	
Other Expenditure	500	60	18	(42)	(70.0%)	
Expenditure Total	0	0	0	0	0.0%	
01135 - Director Infrastructure and Environment Total	0	0	0	0	0.0%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 DECEMBER 2021



	Revised Budget 2021/22	YTD Budget 31/12/2021	YTD Actual 31/12/2021	YTD Variance	% Variance	Variance Commentary
01140 - Ranger Services/Administration						
Income						
Contributions	(2,800)	(1,400)	0	1,400	(100.0%)	
Fees and Charges	(2,500)	(501)	372	873	(174.3%)	
Income Total	(5,300)	(1,901)	372	2,273	(119.6%)	
Expenditure						
Employee Costs	2,796,988	1,421,734	1,158,046	(263,688)	(18.5%)	Vacant positions and delay in the hiring process has resulted in less than anticipated employee expenses.
Interest Expenses	1,801	900	900	0	0.0%	
Internal Allocations	1,218,403	599,085	707,105	108,020	18.0%	
Internal Recovery	(4,487,915)	(2,157,297)	(2,003,936)	153,361	(7.1%)	
Materials and Contracts	347,500	113,489	103,706	(9,783)	(8.6%)	
Other Employee Costs	42,093	13,591	19,721	6,130	45.1%	
Other Expenditure	85,500	10,399	14,086	3,687	35.5%	
Expenditure Total	4,370	1,901	(372)	(2,273)	(119.6%)	
01140 - Ranger Services/Administration Total	(930)	0	0	0	0.0%	
01145 - Animal Control / Dog Pound						
Income						
Fees and Charges	(97,150)	(48,231)	(52,142)	(3,911)	8.1%	
Other Revenues	0	0	(51)	(51)	100.0%	
Income Total	(97,150)	(48,231)	(52,193)	(3,962)	8.2%	
Expenditure						
Internal Allocations	270,193	129,879	120,647	(9,232)	(7.1%)	
Materials and Contracts	31,300	12,296	11,234	(1,062)	(8.6%)	
Other Expenditure	1,300	679	1,311	632	93.1%	
Expenditure Total	302,793	142,854	133,192	(9,662)	(8.8%)	
01145 - Animal Control / Dog Pound Total	205,643	94,623	80,999	(13,624)	(14.4%)	
01150 - Local Laws and Abandoned Vehicles						
Income						
Fees and Charges	(171,550)	(80,424)	(74,777)	5,647	(7.0%)	
Income Total	(171,550)	(80,424)	(74,777)	5,647	(7.8%)	
Expenditure						
Internal Allocations	810,581	389,638	382,385	(7,253)	(7.0%)	
Materials and Contracts	6,000	929	4,073	3,144	338.4%	
Other Expenditure	800	200	675	475	237.5%	
Expenditure Total	817,381	390,767	387,133	(23,634)	(6.0%)	
01150 - Local Laws and Abandoned Vehicles Total	645,831	310,343	292,356	(17,987)	(5.8%)	
01155 - Community and Safety						
Income						
Grants and Subsidies	(50,000)	(25,002)	0	25,002	(100.0%)	Timing variance in relation to grant income.
Income Total	(50,000)	(25,002)	0	25,002	(100.0%)	
Expenditure						
Employee Costs	52,596	26,742	27,679	937	3.5%	
Internal Allocations	25,843	12,708	14,720	2,012	15.8%	
Materials and Contracts	82,550	26,294	4,224	(22,070)	(83.9%)	Timing variance in relation to invoicing for material and contracts purchases.
Other Employee Costs	360	180	0	(180)	(100.0%)	
Expenditure Total	161,349	65,924	46,623	(19,301)	(29.3%)	
01155 - Community and Safety Total	111,349	40,922	46,623	5,701	13.9%	
01160 - Infringement and Inspectorial Control						
Income						
Fees and Charges	(2,778,637)	(1,438,275)	(1,310,894)	127,381	(8.9%)	
Other Revenues	(200)	(16)	(227)	(211)	1,318.8%	
Income Total	(2,778,837)	(1,438,291)	(1,311,121)	127,170	(8.8%)	
Expenditure						
Depreciation	258,884	129,444	129,443	(1)	(0.0%)	
Internal Allocations	3,407,141	1,637,780	1,516,936	(120,844)	(7.4%)	
Materials and Contracts	622,000	545,016	561,722	16,706	3.1%	
Other Expenditure	196,500	68,637	23,529	(45,108)	(65.7%)	Timing on receipt of fine lodgement fees.
Expenditure Total	4,484,525	2,380,877	2,231,630	(148,247)	(6.3%)	
01160 - Infringement and Inspectorial Control Total	1,705,688	942,586	920,509	(22,077)	(2.3%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 DECEMBER 2021



	Revised Budget 2021/22	YTD Budget 31/12/2021	YTD Actual 31/12/2021	YTD Variance	% Variance	Variance Commentary
01165 - Car Parks and Kerbside Parking						
Income						
Fees and Charges	(5,433,749)	(2,710,536)	(3,141,923)	(431,387)	15.9%	Higher than expected parking ticket revenue. To be adjusted in the next budget review.
Income Total	(5,433,749)	(2,710,536)	(3,141,923)	(431,387)	15.9%	
Expenditure						
Depreciation	362,640	181,320	180,330	(990)	(0.5%)	
Employee Costs	100,100	50,082	35,658	(14,424)	(28.8%)	
Materials and Contracts	463,822	231,876	160,560	(71,316)	(30.8%)	- \$11k timing variance on rental property expenses for Barlee St Car Park. - All other variances are individually immaterial.
Other Expenditure	450,115	224,801	200,634	(24,167)	(10.8%)	Lower than expected expenditure on equipment maintenance.
Utilities	0	0	9,999	9,999	100.0%	
Expenditure Total	1,376,677	688,079	587,181	(100,898)	(14.7%)	
01165 - Car Parks and Kerbside Parking Total	(4,057,072)	(2,022,457)	(2,554,742)	(532,285)	26.3%	
01170 - Engineering Design Services						
Income						
Contributions	(1,500)	(864)	(811)	53	(6.1%)	
Fees and Charges	(82,000)	(40,000)	(15,967)	24,033	(80.1%)	Timing variance on advertising income.
Grants and Subsidies	(31,000)	0	775	775	100.0%	
Income Total	(114,500)	(40,864)	(16,063)	24,861	(60.8%)	
Expenditure						
Depreciation	121,644	60,822	61,447	625	1.0%	
Employee Costs	772,479	392,511	359,807	(32,704)	(8.3%)	
Internal Allocations	373,811	184,711	204,329	19,618	10.6%	
Materials and Contracts	384,500	192,240	163,433	(28,807)	(15.0%)	- \$14k timing variance on street lighting maintenance. - \$13k timing variance on Travel Smart community programmes - \$10k timing variance on professional fees for building condition survey - (\$14k) higher than expected consulting fees. To be adjusted in next budget review. - Other variances are individually immaterial.
Other Employee Costs	39,865	19,940	92,602	72,662	364.4%	Agency costs incurred in relation to filling a vacant position. To be adjusted during next budget review.
Other Expenditure	15,500	7,500	5,671	(1,829)	(24.4%)	
Utilities	760,500	380,126	288,185	(91,941)	(24.2%)	Timing variance on electricity costs.
Expenditure Total	2,468,099	1,237,850	1,175,474	(62,376)	(5.0%)	
01170 - Engineering Design Services Total	2,353,599	1,196,986	1,159,471	(37,515)	(3.1%)	
01175 - City Buildings						
Income						
Contributions	(2,000)	(1,076)	(823)	253	(23.5%)	
Income Total	(2,000)	(1,076)	(823)	253	(23.5%)	
Expenditure						
Employee Costs	391,687	195,260	135,918	(59,342)	(30.4%)	Favourable variance due to the agency labour costs budget currently used to pay for the vacant position.
Internal Allocations	172,611	85,979	90,679	4,700	5.5%	
Materials and Contracts	20,000	10,002	18,084	8,082	80.8%	
Other Employee Costs	4,207	2,326	2,326	0	0.0%	
Expenditure Total	588,505	293,567	247,007	(46,560)	(15.9%)	
01175 - City Buildings Total	586,505	292,491	246,184	(46,307)	(15.8%)	
01180 - Roads and Public Works Admin						
Income						
Contributions	(36,000)	(21,114)	(15,609)	5,505	(26.1%)	
Fees and Charges	(21,500)	(7,672)	(8,344)	(672)	8.8%	
Other Revenues	(500)	0	0	0	0.0%	
Income Total	(58,000)	(28,786)	(23,953)	4,833	(16.8%)	
Expenditure						
Employee Costs	440,096	224,250	224,976	726	0.3%	
Internal Allocations	579,049	288,826	300,662	11,836	4.1%	
Materials and Contracts	53,450	19,461	34,676	15,215	78.2%	
Other Employee Costs	41,067	20,332	20,925	593	2.9%	
Other Expenditure	0	0	1,413	1,413	100.0%	
Expenditure Total	1,113,662	552,869	582,652	29,783	5.4%	
01180 - Roads and Public Works Admin Total	1,055,662	524,083	558,699	34,616	6.6%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 DECEMBER 2021



	Revised Budget 2021/22	YTD Budget 31/12/2021	YTD Actual 31/12/2021	YTD Variance	% Variance	Variance Commentary
01185 - Parks and Environmental Services						
Income						
Fees and Charges	(90,157)	(43,381)	(33,992)	9,389	(21.6%)	
Income Total	(90,157)	(43,381)	(33,992)	9,389	(21.6%)	
Expenditure						
Depreciation	994,392	497,196	520,056	22,860	4.6%	Variance to be reallocated from Parks Services Administration in the
Employee Costs	2,312,150	1,157,938	977,515	(180,423)	(15.6%)	following month.
Internal Allocations	384	192	192	0	0.0%	
Materials and Contracts	3,278,250	1,937,740	1,711,454	(226,286)	(11.7%)	- \$71k reactive maintenance costs for Hyde Park not yet required.
						- \$47k reactive maintenance costs for Britannia Road Reserve not yet required.
						- \$25k reactive maintenance costs for Street Trees not yet required.
						- \$18k reactive maintenance costs for verges not yet required.
						- \$20k timing variance on maintenance for Money Street Trees Surgery.
						- \$19k timing variance on planned maintenance for Lili Stadium.
						- \$20k reactive maintenance costs for Local Parks not yet required.
						- \$20k timing variance for amenity pruning costs.
						- \$14k timing variance for weed control.
						- \$13k timing variance on planned maintenance for Hyde Park.
						- \$11k favourable variance on reactive maintenance costs for Bank Reserve due to demolition.
						- \$11k timing variance on general maintenance for Oxford Street Reserve.
						- (\$10k) budget phasing variance on verge mowing.
						- (\$30k) budget phasing variance on maintenance on Britannia Road Reserve.
						- (\$68k) budget phasing variance on planned maintenance for street trees.
						- Other variances are individually immaterial.
Other Employee Costs	0	0	1,167	1,167	100.0%	
Utilities	0	0	29,681	29,681	100.0%	To be revised in the next budget review.
Expenditure Total	6,585,176	3,593,066	3,240,065	(353,001)	(9.8%)	
01185 - Parks and Environmental Services Total	6,495,019	3,549,685	3,206,073	(343,612)	(9.7%)	
01190 - Waste Services						
Income						
Contributions	(3,200)	(1,602)	(1,888)	(286)	17.9%	
Fees and Charges	(132,500)	(124,244)	(109,939)	14,306	(11.5%)	
Other Revenues	(1,000)	(498)	(30,606)	(30,108)	6,045.8%	Favourable variance relating to rebates and micro business annual charges. To be adjusted in the next budget review.
Income Total	(136,700)	(126,344)	(142,433)	(16,088)	12.7%	
Expenditure						
Depreciation	39,742	19,872	19,869	(3)	(0.0%)	
Employee Costs	2,006,376	1,013,098	1,101,992	88,894	8.6%	
Interest Expenses	83,839	0	0	0	0.0%	
Internal Allocations	1,096,654	546,955	575,418	28,463	5.2%	
Internal Recovery	(369,505)	(184,752)	(237,725)	(52,973)	28.7%	
Materials and Contracts	11,403,044	9,227,931	9,040,632	(187,299)	(2.0%)	
Other Employee Costs	49,973	25,000	22,570	(2,430)	(9.7%)	
Other Expenditure	922,500	921,750	902,726	(19,024)	(2.1%)	
Expenditure Total	15,232,623	11,569,854	11,425,482	(144,372)	(1.2%)	
01190 - Waste Services Total	15,095,923	11,443,510	11,283,049	(160,460)	(1.4%)	
01195 - Works Depot						
Income						
Contributions	(1,000)	(408)	(629)	(221)	54.2%	
Income Total	(1,000)	(408)	(629)	(221)	54.2%	
Expenditure						
Employee Costs	188,024	95,597	85,287	(10,310)	(10.8%)	
Internal Allocations	93,674	46,654	50,649	3,995	8.6%	
Internal Recovery	(293,198)	(148,095)	(143,900)	4,195	(2.8%)	
Materials and Contracts	6,000	3,000	2,079	(921)	(30.7%)	
Other Employee Costs	2,500	1,248	950	(298)	(23.9%)	
Other Expenditure	4,000	2,004	5,564	3,560	177.6%	
Expenditure Total	1,000	408	629	221	54.2%	
01195 - Works Depot Total	0	0	0	0	0.0%	
01200 - Plant Operating						
Expenditure						
Depreciation	1,125,690	562,848	456,390	(106,458)	(18.9%)	
Employee Costs	0	0	11,877	11,877	100.0%	
Internal Allocations	76,610	40,696	36,453	(4,243)	(10.4%)	
Internal Recovery	(1,045,425)	(522,711)	(489,143)	33,568	(6.4%)	
Materials and Contracts	631,000	337,998	300,175	(37,824)	(11.2%)	Favourable variance on fuel and repairs.
Expenditure Total	787,875	418,831	315,752	(103,080)	(24.6%)	
01200 - Plant Operating Total	787,875	418,831	315,752	(103,080)	(24.6%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 DECEMBER 2021



	Revised Budget 2021/22	YTD Budget 31/12/2021	YTD Actual 31/12/2021	YTD Variance	% Variance	Variance Commentary
01215 - Public Works						
Expenditure						
Depreciation	4,223,876	2,111,882	2,133,374	21,392	1.0%	
Employee Costs	1,364,500	661,151	584,019	(97,132)	(14.3%)	- \$92k timing variance on street cleaning for shopping precincts and road sweeping; - (\$16k) timing variance on footpath maintenance. - Other variances are individually immaterial.
Internal Recovery	(767,740)	(383,868)	(137,027)	246,841	(64.3%)	
Materials and Contracts	1,310,335	556,112	515,122	(40,990)	(7.4%)	- \$14k timing variance on cleaning for public litter bins. - Other variances are individually immaterial.
Expenditure Total	6,130,971	2,965,377	3,095,488	130,111	4.4%	
01215 - Public Works Total	6,130,971	2,965,377	3,095,488	130,111	4.4%	
01220 - Child Care and Play Groups						
Income						
Fees and Charges	(58,352)	(37,568)	(41,625)	(4,057)	10.8%	
Reimbursements	(20,990)	(8,276)	(8,581)	(305)	3.7%	
Income Total	(79,342)	(45,844)	(50,206)	(4,362)	9.5%	
Expenditure						
Depreciation	87,636	43,818	43,965	147	0.3%	
Internal Allocations	4,458	2,208	2,238	30	1.4%	
Materials and Contracts	40,025	35,013	4,019	(30,994)	(88.5%)	\$30k timing variance for maintenance costs for North Perth Playgroup.
Utilities	9,450	4,722	4,457	(265)	(5.6%)	
Expenditure Total	141,569	85,761	54,679	(31,082)	(36.2%)	
01220 - Child Care and Play Groups Total	62,227	39,917	4,473	(35,444)	(88.8%)	
01225 - Stadium and Ovals						
Income						
Fees and Charges	(46,798)	(35,464)	(36,913)	(1,449)	4.1%	
Reimbursements	(146,988)	(73,494)	(72,836)	658	(0.9%)	
Income Total	(193,786)	(108,958)	(109,749)	(791)	0.7%	
Expenditure						
Depreciation	2,390,736	1,195,368	214,521	(980,847)	(82.1%)	
Employee Costs	0	0	2,388	2,388	100.0%	
Internal Allocations	14,343	7,056	7,170	114	1.6%	
Materials and Contracts	258,500	185,495	87,875	(97,620)	(52.6%)	- \$103k timing variance on maintenance works for the Litis Soccer Stadium. - \$15k timing variance on turf maintenance for the Leederville common area.
Other Expenditure	12,813	0	9,195	9,195	100.0%	
Utilities	67,800	33,900	39,571	5,671	16.7%	
Expenditure Total	2,744,192	1,421,819	360,720	(1,061,099)	(74.6%)	
01225 - Stadium and Ovals Total	2,550,406	1,312,861	250,971	(1,061,890)	(80.9%)	
01230 - Public Halls						
Income						
Fees and Charges	(141,918)	(67,361)	(102,961)	(35,600)	52.8%	- \$11k favourable variance on hire income for the North Perth Town Hall. - \$21k favourable variance on hire income for the Mount Hawthorn Community Centre.
Reimbursements	(3,281)	(249)	(866)	(617)	247.8%	
Income Total	(145,199)	(67,610)	(103,827)	(36,217)	53.6%	
Expenditure						
Depreciation	240,384	120,192	108,559	(11,633)	(9.7%)	
Employee Costs	1,000	0	1,190	1,190	100.0%	
Internal Allocations	7,307	3,430	3,654	224	6.5%	
Materials and Contracts	125,050	61,649	114,860	53,211	86.3%	- \$10k unfavourable variance on maintenance costs for Royal Park Hall. - \$37k additional cleaning maintenance required for Mount Hawthorn Community Centre. To be adjusted in the next budget review. - \$15k additional cleaning maintenance required for North Perth Town Hall.
Other Expenditure	583	0	1,593	1,593	100.0%	
Utilities	27,150	13,572	19,743	6,171	45.5%	
Expenditure Total	401,474	198,843	249,599	50,756	25.5%	
01230 - Public Halls Total	256,275	131,233	145,772	14,539	11.1%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 DECEMBER 2021



	Revised Budget 2021/22	YTD Budget 31/12/2021	YTD Actual 31/12/2021	YTD Variance	% Variance	Variance Commentary
01235 - Community and Welfare Centre						
Income						
Fees and Charges	(30,398)	(15,806)	(17,520)	(1,714)	10.8%	
Reimbursements	(16,916)	(4,776)	(12,049)	(7,273)	152.3%	
Income Total	(47,314)	(20,582)	(29,569)	(8,987)	43.7%	
Expenditure						
Depreciation	172,224	86,112	96,283	10,171	11.8%	
Employee Costs	0	0	649	649	100.0%	
Internal Allocations	7,806	4,008	3,908	(102)	(2.5%)	
Materials and Contracts	27,650	13,827	15,479	1,652	11.9%	
Other Expenditure	0	0	1,209	1,209	100.0%	
Utilities	9,620	4,810	4,464	(346)	(7.2%)	
Expenditure Total	217,300	108,757	121,990	13,233	12.2%	
01235 - Community and Welfare Centre Total	169,986	88,175	92,421	4,246	4.8%	
01240 - Sporting Clubs Buildings						
Income						
Fees and Charges	(65,235)	(32,653)	(36,349)	(3,696)	11.3%	
Reimbursements	(79,753)	(27,937)	(50,079)	(22,142)	79.3%	All variances are individually immaterial.
Income Total	(144,988)	(60,590)	(86,428)	(25,838)	42.6%	
Expenditure						
Depreciation	657,624	329,512	391,340	52,828	16.1%	
Employee Costs	0	0	278	278	100.0%	
Internal Allocations	33,278	16,436	16,644	208	1.3%	
Materials and Contracts	74,600	37,655	42,069	4,414	11.7%	
Other Expenditure	0	0	2,061	2,061	100.0%	
Utilities	75,780	37,884	38,046	162	0.4%	
Expenditure Total	840,682	420,487	480,438	59,951	14.3%	
01240 - Sporting Clubs Buildings Total	695,694	359,897	394,010	34,113	9.5%	
01245 - Reserves Pavilions and Facilities						
Income						
Fees and Charges	(17,510)	(8,754)	(14,150)	(5,396)	61.6%	
Reimbursements	(3,066)	(947)	(1,785)	(838)	88.5%	
Income Total	(20,576)	(9,701)	(15,935)	(6,234)	64.3%	
Expenditure						
Depreciation	231,228	115,614	86,673	(28,941)	(25.0%)	
Employee Costs	0	0	603	603	100.0%	
Internal Allocations	6,834	3,273	3,414	141	4.3%	
Materials and Contracts	410,701	259,845	267,289	7,444	2.9%	
Other Expenditure	0	0	5,088	5,088	100.0%	
Utilities	45,490	22,746	28,833	6,087	26.8%	
Expenditure Total	694,253	401,478	391,900	(9,578)	(2.4%)	
01245 - Reserves Pavilions and Facilities Total	673,677	391,777	375,965	(15,812)	(4.0%)	
01250 - Health Clinics						
Income						
Fees and Charges	(26,820)	(18,528)	(19,170)	(642)	3.5%	
Reimbursements	(2,902)	(726)	(2,445)	(1,719)	236.8%	
Income Total	(29,722)	(19,254)	(21,615)	(2,361)	12.3%	
Expenditure						
Depreciation	54,432	27,216	26,041	(1,175)	(4.3%)	
Employee Costs	0	0	1,103	1,103	100.0%	
Internal Allocations	2,138	1,039	1,068	29	2.8%	
Materials and Contracts	80,500	70,255	11,008	(59,247)	(84.3%)	\$60k timing variance on maintenance costs for North Perth Dental Clinic.
Other Expenditure	1,895	0	2,389	2,389	100.0%	
Utilities	6,300	3,150	5,247	2,097	66.6%	
Expenditure Total	145,265	101,660	46,856	(54,804)	(53.9%)	
01250 - Health Clinics Total	115,543	82,406	25,241	(57,165)	(69.4%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 DECEMBER 2021



	Revised Budget 2021/22	YTD Budget 31/12/2021	YTD Actual 31/12/2021	YTD Variance	% Variance	Variance Commentary
01255 - Road Reserves						
Expenditure						
Employee Costs	97,200	48,564	22,186	(26,378)	(54.3%)	\$25k reactive maintenance costs not yet required for Road Reserves. - Other variances are individually immaterial.
Materials and Contracts	37,950	20,902	24,001	3,099	14.8%	
Utilities	0	0	3,777	3,777	100.0%	
Expenditure Total	135,150	69,466	49,964	(19,502)	(28.1%)	
01255 - Road Reserves Total	135,150	69,466	49,964	(19,502)	(28.1%)	
01265 - Operational Buildings						
Income						
Contributions	(70,608)	(35,304)	(35,288)	16	(0.0%)	
Fees and Charges	(917,590)	(451,462)	(464,244)	(12,782)	2.8%	
Reimbursements	(535,824)	(267,996)	(230,521)	37,475	(14.0%)	\$32k timing variance on variable outgoings recouped. - Other variances individually immaterial.
Income Total	(1,524,022)	(754,762)	(730,053)	24,709	(3.3%)	
Expenditure						
Depreciation	1,529,400	764,700	714,595	(50,105)	(6.6%)	
Employee Costs	7,000	3,502	23,074	19,572	558.9%	
Interest Expenses	115,870	61,320	52,226	(9,094)	(14.8%)	
Internal Allocations	59,229	29,267	29,622	355	1.2%	
Internal Recovery	(293,194)	(146,327)	(455,712)	(309,385)	211.4%	
Materials and Contracts	524,504	256,517	254,409	(2,108)	(0.8%)	
Other Expenditure	587,867	0	201,718	201,718	100.0%	Budget phasing variance to be adjusted in the next budget review.
Utilities	131,300	65,646	54,122	(11,524)	(17.6%)	
Expenditure Total	2,661,976	1,034,625	874,054	(160,571)	(15.5%)	
01265 - Operational Buildings Total	1,137,954	279,863	144,001	(135,862)	(48.5%)	
01270 - Depot Buildings						
Expenditure						
Depreciation	183,564	91,782	90,392	(1,390)	(1.5%)	
Employee Costs	0	0	3,547	3,547	100.0%	
Internal Allocations	7,517	3,712	3,796	44	1.2%	
Internal Recovery	(294,758)	(165,309)	(191,335)	(26,026)	15.7%	
Materials and Contracts	48,500	28,640	52,647	24,007	83.8%	Higher than expected building and maintenance works required.
Other Expenditure	27,177	27,177	29,757	2,580	9.5%	
Utilities	28,000	13,998	11,236	(2,762)	(19.7%)	
Expenditure Total	0	0	0	0	0.0%	
01270 - Depot Buildings Total	0	0	0	0	0.0%	
01275 - Parks Services Administration						
Income						
Contributions	(2,800)	(1,400)	(1,404)	(4)	0.3%	
Income Total	(2,800)	(1,400)	(1,404)	(4)	0.3%	
Expenditure						
Depreciation	108,655	54,330	62,970	8,640	15.9%	
Employee Costs	1,329,035	675,111	813,576	138,465	20.5%	\$35k variance relates to worker's compensation payments that is pending reimbursement. - Other variances will be reallocated to labour costs the following month.
Internal Allocations	1,414,670	705,378	742,317	36,939	5.2%	
Internal Recovery	(1,386,743)	(693,366)	(559,587)	133,779	(19.3%)	
Materials and Contracts	70,500	28,248	6,810	(21,438)	(75.9%)	\$19k timing variance on consultants fees - Other variances are individually immaterial.
Other Employee Costs	79,233	40,594	26,782	(13,812)	(34.0%)	
Other Expenditure	19,000	9,498	7,670	(1,828)	(19.2%)	
Expenditure Total	1,634,350	819,793	1,100,538	280,745	34.2%	
01275 - Parks Services Administration Total	1,631,550	818,393	1,099,134	280,741	34.3%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 DECEMBER 2021



	Revised Budget 2021/22	YTD Budget 31/12/2021	YTD Actual 31/12/2021	YTD Variance	% Variance	Variance Commentary
01280 - Recoverable Works						
Income						
Reimbursements	(32,660)	(16,330)	(28,823)	(12,493)	76.5%	
Income Total	(32,660)	(16,330)	(28,823)	(12,493)	76.5%	
Expenditure						
Employee Costs	12,655	6,330	2,910	(3,420)	(54.0%)	
Materials and Contracts	20,000	10,000	5,506	(4,494)	(44.9%)	
Expenditure Total	32,655	16,330	8,416	(7,914)	(48.5%)	
01280 - Recoverable Works Total	(5)	0	(20,407)	(20,407)	100.0%	
Infrastructure and Environment Total	38,544,520	23,330,968	21,212,007	(2,118,961)	(9.1%)	
Strategy and Development						
01010 - Corporate Strategy and Governance						
Income						
Other Revenues	(200)	(50)	(200)	(150)	300.0%	
Income Total	(200)	(50)	(200)	(150)	300.0%	
Expenditure						
Employee Costs	495,279	251,934	222,019	(29,915)	(11.9%)	Favourable variance due to vacant positions that were in the process of being filled.
Internal Allocations	250,625	123,645	137,043	(13,586)	(10.8%)	
Materials and Contracts	186,450	77,878	27,849	(50,029)	(64.2%)	- \$17k consultants fees not yet required. - \$13k audit fees not yet required. - \$10k legal fees not yet required. - Other variances individually immaterial.
Other Employee Costs	3,000	2,000	0	(2,000)	(100.0%)	
Other Expenditure	1,750	1,068	204	(864)	(80.9%)	
Expenditure Total	937,104	456,525	387,115	(69,410)	(15.2%)	
01010 - Corporate Strategy and Governance Total	936,904	456,475	386,915	(69,560)	(15.2%)	
01105 - Director Strategy and Development						
Expenditure						
Employee Costs	322,678	163,961	148,719	(15,242)	(9.3%)	
Internal Allocations	7,361	3,700	7,566	3,866	104.5%	
Internal Recovery	(333,639)	(168,964)	(157,314)	11,650	(6.9%)	
Materials and Contracts	1,150	241	897	656	272.2%	
Other Employee Costs	2,200	871	132	(739)	(84.8%)	
Other Expenditure	250	191	1	(190)	(99.5%)	
Expenditure Total	0	0	1	1	100.0%	
01105 - Director Strategy and Development Total	0	0	1	1	100.0%	
01110 - Development and Design						
Income						
Contributions	(1,300)	(648)	(60,395)	(59,747)	9,220.2%	\$50k received as part of the percentage for public art contributions. Budget to be adjusted in the next budget review.
Fees and Charges	(338,840)	(172,074)	(249,774)	(77,700)	45.2%	- \$69k budget phasing variance on development application fees. - Other variances individually immaterial.
Income Total	(340,140)	(172,722)	(310,169)	(137,447)	79.6%	
Expenditure						
Employee Costs	1,137,215	578,101	555,012	(23,089)	(4.0%)	
Internal Allocations	537,688	264,902	280,543	15,641	5.9%	
Materials and Contracts	149,350	74,670	30,450	(44,220)	(59.2%)	- \$41k legal and consultant fees not yet required. - Other variances are individually immaterial.
Other Employee Costs	26,519	9,402	10,268	866	9.2%	
Other Expenditure	32,600	15,300	25,403	10,103	66.0%	
Expenditure Total	1,883,372	942,375	901,676	(40,699)	(4.3%)	
01110 - Development and Design Total	1,543,232	769,653	591,507	(178,146)	(23.1%)	
01115 - Health Admin and Food Control						
Income						
Contributions	(3,300)	(2,284)	(629)	1,655	(72.5%)	
Fees and Charges	(302,520)	(285,168)	(318,765)	(33,597)	11.8%	- \$50k favourable variance for food premise licence fees. - Other variances are individually immaterial.
Other Revenues	(1,000)	(498)	0	498	(100.0%)	
Income Total	(306,820)	(287,950)	(319,394)	(31,444)	10.9%	
Expenditure						
Employee Costs	990,232	503,403	457,497	(45,906)	(9.1%)	
Internal Allocations	443,002	217,996	247,435	29,439	13.5%	
Materials and Contracts	99,337	49,046	16,488	(32,558)	(66.4%)	- \$13k timing variance on public health plan programmes. - Other variances are individually immaterial.
Other Employee Costs	21,643	9,242	3,598	(5,644)	(61.1%)	
Other Expenditure	11,750	5,874	2,588	(3,286)	(55.9%)	
Expenditure Total	1,565,964	785,561	727,606	(57,955)	(7.4%)	
01115 - Health Admin and Food Control Total	1,259,144	497,611	408,212	(89,399)	(18.0%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 DECEMBER 2021

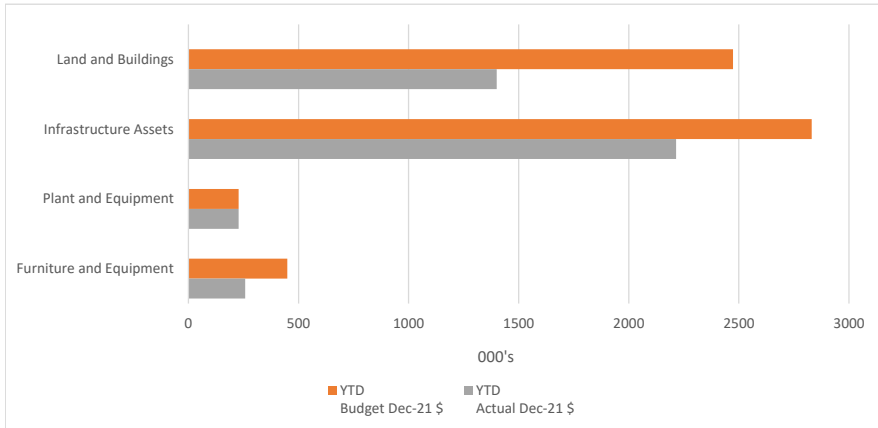


	Revised Budget 2021/22	YTD Budget 31/12/2021	YTD Actual 31/12/2021	YTD Variance	% Variance	Variance Commentary
01120 - Compliance Services						
Income						
Contributions	(2,000)	(1,055)	(1,259)	(204)	19.3%	
Fees and Charges	(26,000)	(11,500)	9,933	21,433	(186.4%)	\$25k credit note applied to reverse out previous year infringements as per Perth Magistrate Court.
Income Total	(28,000)	(12,555)	8,674	21,229	(169.1%)	
Expenditure						
Employee Costs	462,038	234,914	224,831	(10,083)	(4.3%)	
Internal Allocations	227,963	112,186	125,861	13,675	12.2%	
Materials and Contracts	55,100	27,552	10,535	(17,017)	(81.8%)	
Other Employee Costs	12,340	5,014	5,166	152	3.0%	
Other Expenditure	2,000	996	135	(861)	(86.4%)	
Expenditure Total	759,441	380,662	366,528	(14,134)	(3.7%)	
01120 - Compliance Services Total	731,441	368,107	375,202	7,095	1.9%	
01125 - Building Control and License						
Income						
Contributions	(1,800)	(800)	(97)	703	(87.9%)	
Fees and Charges	(253,550)	(126,266)	(119,796)	6,470	(5.1%)	
Other Revenues	(7,750)	(2,624)	(1,813)	812	(30.9%)	
Income Total	(263,100)	(129,690)	(121,706)	7,985	(6.2%)	
Expenditure						
Employee Costs	380,511	193,456	176,221	(17,235)	(8.9%)	
Internal Allocations	180,169	88,652	100,141	11,489	13.0%	
Materials and Contracts	8,000	4,006	5,500	1,492	37.2%	
Other Employee Costs	26,388	13,668	5,277	(8,391)	(61.4%)	
Other Expenditure	500	252	1	(251)	(99.6%)	
Expenditure Total	595,568	300,036	287,140	(12,896)	(4.3%)	
01125 - Building Control and License Total	332,468	170,346	165,434	(4,911)	(2.9%)	
01130 - Policy and Place Services						
Income						
Contributions	(1,600)	(798)	(136)	662	(83.0%)	
Fees and Charges	(3,525)	0	(3,647)	(3,647)	100.0%	
Income Total	(5,125)	(798)	(3,783)	(2,985)	374.1%	
Expenditure						
Employee Costs	1,593,730	810,090	741,809	(68,281)	(8.4%)	
Internal Allocations	640,899	315,359	356,085	40,736	12.9%	
Materials and Contracts	1,218,471	524,610	125,043	(399,567)	(76.2%)	Timing variance of works relating operating initiatives and programmes.
Other Employee Costs	13,165	7,392	4,757	(2,635)	(35.6%)	
Other Expenditure	30,000	15,000	19,232	4,232	28.2%	
Expenditure Total	3,496,285	1,672,451	1,246,936	(425,515)	(25.4%)	
01130 - Policy and Place Services Total	3,491,160	1,671,653	1,243,153	(428,508)	(25.6%)	
Strategy and Development Total	8,294,349	3,933,845	3,170,424	(763,420)	(19.4%)	
Total	15,107,596	(6,963,368)	(10,965,172)	(4,001,804)	57.5%	

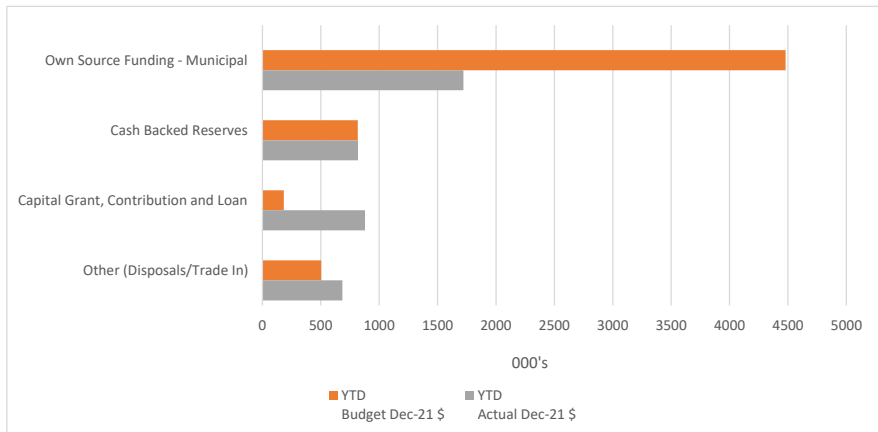
CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 31 DECEMBER 2021



CAPITAL EXPENDITURE	Revised Budget 2021/22	YTD Budget Dec-21	YTD Actual Dec-21	YTD Variance	Variance
	\$	\$	\$	\$	%
Land and Buildings	9,424,387	2,473,692	1,399,943	(1,073,749)	(43.4%)
Infrastructure Assets	7,935,745	2,831,291	2,215,122	(616,169)	(21.8%)
Plant and Equipment	3,036,056	227,500	228,240	740	0.3%
Furniture and Equipment	2,080,825	448,942	257,892	(191,050)	(42.6%)
Total	22,477,013	5,981,425	4,101,196	(1,880,229)	-31%



FUNDING	Revised Budget 2021/22	YTD Budget Dec-21	YTD Actual Dec-21	YTD Variance	Variance
	\$	\$	\$	\$	%
Own Source Funding - Municipal	9,992,589	4,479,811	1,720,451	(2,759,360)	(61.6%)
Cash Backed Reserves	3,808,207	815,934	818,241	2,307	0.3%
Capital Grant, Contribution and Loan	7,373,384	182,847	878,444	695,597	380.4%
Other (Disposals/Trade In)	1,302,833	502,833	684,060	181,227	36.0%
Total	22,477,013	5,981,425	4,101,196	(1,880,229)	-31%



CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 31 DECEMBER 2021

Description	Revised Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Variance	Commitment (PO) Balance	Variance	Commentary
<u>LAND & BUILDING ASSETS</u>								
ADMIN CENTRE								
Air Conditioning & HVAC Renewal - Admin Building HVAC	507,837	152,381	101,249	(51,133)	(34%)	950		Works in progress, to be completed by May 22.
BEATTY PARK LEISURE CENTRE								
Beatty Park Leisure Centre - Facilities Infrastructure Renewal	1,034,391	1,034,391	814,231	(220,160)	(21%)	231,209		Works in progress.
Beatty Park Leisure Centre – Concourse Tiling	99,738	99,738	90,325	(9,413)	(9%)	0		Works Complete.
Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand	450,000	210,000	0	(210,000)	(100%)	0		Contract to be awarded, works to commence Feb 22.
Beatty Park Leisure Centre – Electrical Infrastructure Renewal	300,000	300,000	0	(300,000)	(100%)	0		Works at planning stage.
LIBRARY								
Upgrade Library counter to enhance customer service delivery	48,500	0	0	0	0%	0		To commence in Apr 22.
VINCENT COMMUNITY CENTRE								
Vincent Community Centre – Air Conditioning & HVAC Renewal	60,000	60,000	40,000	(20,000)	(33%)	0		Job is completed, remaining funds reallocated to BPLC Infrastructure renewal during budget review.
DEPARTMENT OF SPORTS AND RECREATION								
DLGSC LED lighting upgrade/renewal	225,000	0	0	0	0%	4,950		Works at planning stage.
DLGSC Air Conditioning & HVAC Renewal	250,000	5,000	6,450	1,450	29%	1,000		Works in progress.
DLGSC renewal/upgrade-Lease obligation	80,000	80,000	0	(80,000)	(100%)	79,261		Works at planning stage.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 31 DECEMBER 2021

Description	Revised Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Variance	Commitment (PO) Variance Balance Commentary
MISCELLANEOUS						
Infrastructure Works - Litis Stadium	3,000,000	10,000	6,545	(3,455)	(35%)	13,728 Planning phase, major works will commence in FY22-23.
413 Bulwer Street, West Perth - Replacement of shed (Volleyball WA)	50,000	10,000	0	(10,000)	(100%)	32,530 Works to be scheduled.
Works Depot - Non fixed assets renewals	95,000	0	0	0	0%	9,985 Works to be scheduled.
Lease Property Non Scheduled Renewal	50,000	0	0	0	0%	0 Based on request from leasee.
99 Loftus Street, Leederville - Loftus Child Health leasing requirements	20,000	20,000	17,983	(2,018)	(10%)	0 Works commenced, to be completed by Jan 22.
Loftus Recreation Centre, 99 Loftus Street, Leederville - ventilation installation	20,000	20,000	15,360	(4,640)	(23%)	0 Works completed.
North Perth Main Town Hall - Kitchen and toilet renewal	180,000	10,000	0	(10,000)	(100%)	13,000 Design phase.
North Perth Lesser Town Hall - Kitchen and toilet renewal	120,000	0	0	0	0%	0 Design phase.
Library Renewals	80,000	0	0	0	0%	0 Project on hold, further planning required.
Menzies Park Pavilion & Ablutions	330,000	1,000	797	(203)	(20%)	9,790 Design Phase, to commence in March 22.
Miscellaneous Assets Renewal (City Buildings)	116,114	70,000	64,635	(5,365)	(8%)	65,198 Based on request, ongoing till June 22.
Aircon & HVAC Miscellaneous Renewals all properties	50,000	20,000	18,913	(1,087)	(5%)	22,269 Based on request, ongoing till June 22.
Water and Energy Efficiency Initiatives	75,000	25,000	23,057	(1,943)	(8%)	16,640 Ongoing project, to be completed by June 22.
Hyde Park West	220,000	10,000	7,019	(2,981)	(30%)	5,050 Works in progress, to be completed after Hyde park fair.
Leederville Tennis Club - fencing upgrade	75,000	0	0	0	0%	0 Design phase.
Leederville Oval Stadium - Light posts renewal	1,100,000	0	0	0	0%	0 Major works to be done in next FY.
Forrest Park Croquet Club	49,314	0	0	0	0%	0 Works scheduled to be completed by Jan 22.
Solar Photovoltaic Panel System Installation - Mt Hawthorn Community Centre	8,732	8,732	500	(8,232)	(94%)	8,395 Works in progress, purchase order raised, to be completed by Jan 22.
Solar Photovoltaic Panel System Installation - Vincent Community Centre	20,150	20,150	1,000	(19,150)	(95%)	14,221 Works to commence in Feb - Mar 22.
Solar Photovoltaic Panel System Installation - Britannia Reserve Pavilion	8,900	8,900	0	(8,900)	(100%)	0 Works to commence in Feb - Mar 22.
Roofing Renewal-Loton Park Tennis Club Room	178,400	178,400	191,880	13,480	8%	0 Works completed.
Leederville Oval Stadium - Electrical renewal - 3 boards	298,088	120,000	0	(120,000)	(100%)	119,953 Works in progress, purchase order raised, to be compited by Feb 22.
Air Conditioning & HVAC Renewal - Belgravia Leisure Centre	44,223	0	0	0	0%	0 Works at planning stage.
North Perth Bowling Club	80,000	0	0	0	0%	0 Project on hold, further funding required.
East Perth Football Club Function Room Carpet	30,000	0	0	0	0%	0 Works at planning stage.
Margaret Kindergarten - Toilet Upgrade	70,000	0	0	0	0%	0 Works at planning stage.
FOR LAND & BUILDING ASSETS	9,424,387	2,473,692	1,399,943	(1,073,749)	(43%)	648,129

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 31 DECEMBER 2021

Description	Revised Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Variance	Commitment (PO) Balance	Variance	Commentary
INFRASTRUCTURE ASSETS								
LOCAL ROADS PROGRAM								
Lake Street - Bulwer Street to Brisbane Street	110,307	70,000	67,155	(2,845)	(4%)	2,164		Works in progress.
Lake Street - Stuart Street to Newcastle Street	116,615	116,615	66,113	(50,502)	(43%)	4,020		Works in progress.
Glyde Street - Coogee Street to Matlock Street	45,562	25,000	36,010	11,010	44%	117		Works completed, awaiting final invoice.
Richmond Street - Scott Street to Oxford Street	62,141	0	500	500	100%	3,710		Works to be Scheduled, to be completed by Mar 22.
Eton Street - Gill Street to Ellesmere Street	132,596	50,000	47,848	(2,152)	(4%)	60,782		Works in progress, to be completed by Mar 22.
Grosvenor Road - Ethel Street to Fitzgerald Street	73,279	0	500	500	100%	6,470		Works to be Scheduled, to be completed by Mar 22.
Lawley Street - Fitzgerald Street to R.O.W	21,734	0	500	500	100%	17,017		Works to be Scheduled, to be completed by Mar 22.
Richmond Street - Leicester Street to Cul-de-sac	37,429	20,000	19,616	(384)	(2%)	20,105		Works to be scheduled, to commence in Jan 22.
Britannia Road - Federation Street to Kalgoorlie Street	96,305	40,000	29,643	(10,357)	(26%)	56,117		Timing Variance, to be completed by Mar 22
Bouverie Place - Oxford St to Cul de Sac	86,953	15,000	11,942	(3,058)	(20%)	21,133		Works in progress.
Ashby Street - East Street to Egina Street	100,341	45,000	30,503	(14,497)	(32%)	2,680		Works in progress, purchase order raised. To be completed by Mar 22
Ashby Street - Kalgoorlie Street to Egina Street	105,907	40,000	38,222	(1,778)	(4%)	520		Works in progress, purchase order raised. To be completed by Mar 22
Ashby Street - Kalgoorlie Street to The Boulevarde	53,984	30,000	13,864	(16,136)	(54%)	0		Works in progress, purchase order raised. To be completed by Mar 22
Ashby Street - Flinders Street to Coogee Street	53,984	30,000	16,206	(13,794)	(46%)	1,200		Works in progress, purchase order raised. To be completed by Mar 22
Thompson Street - Barnet Street to Loftus Street	2,500	0	500	500	100%	0		Works to be Scheduled. To be completed by Mar 22.
The Boulevarde, Larne Street to Hawthorn Street.	145,000	0	0	0	0%	12,110		Works to be Scheduled, to be completed by Jun 22.
Raglan Road, Norfolk Street to Hyde Street.	90,000	0	0	0	0%	0		Works to be Scheduled, to be completed by Jun 22.
Grosvenor Road, Ethel Street to Norfolk Street.	90,000	0	0	0	0%	9,084		Works to be Scheduled, to be completed by Jun 22.
Cleaver Street, Vincent Street to Carr Street (under Roads)	15,000	0	0	0	0%	0		Works to be Scheduled, to be completed by Mar 22.
Egina Street - Berryman Street to Anzac Road	5,000	0	0	0	0%	0		Works to be Scheduled. To be completed by Mar 22.
Egina Street - Tasman Street to Berryman Street	5,000	0	500	500	100%	500		Works to be Scheduled. To be completed by Mar 22.
Minor Traffic Management Improvements Program	85,310	40,000	27,622	(12,378)	(31%)	5,446		On going project based on council request.
Chelmsford Road to Raglan Road	1,370	1,370	1,368	(2)	(0%)	0		Works completed.
ROAD TO RECOVERY								
Tennyson Street - Loftus Street to Shakespeare Street	200,377	0	500	500	100%	0		Works in progress, to be completed by Mar 22.
Brisbane Tce - Lake St to Brisbane Place	33,363	33,363	26,348	(7,015)	(21%)	0		Works completed.
Ellesmere Street - Shakespeare St to London St	90,170	35,000	11,619	(23,381)	(67%)	1,240		Works in progress, purchase order raised. To be completed by Mar 22
TRAFFIC MANAGEMENT								
Alma/Claverton Local Area Traffic Management	48,955	48,955	0	(48,955)	(100%)	0		Further report going to OMC Mar 22.
Harold and Lord St Intersection	22,850	22,850	0	(22,850)	(100%)	0		Design Phase, to be completed by June 22.
Mini Roundabouts	12,605	12,605	10,334	(2,271)	(18%)	3,798		Works in progress, to be completed by Feb 22.
BLACK SPOT PROGRAM								
Grosvenor Road - Install half seagull islands on Grosvenor Rd to ban through and right turn m	100,000	0	0	0	0%	0		Works at planning stage, to be completed by Mar 22.
Leederville Parade - Vincent Street to Loftus Street	200,000	15,000	14,939	(62)	(0%)	0		Works in design stage, pending futher discussion with main roads.
Intersection of Bulwer and Stirling St, Perth	95,960	95,960	21,193	(74,767)	(78%)	13,366		Works commenced in late Nov 21, to be completed by Feb 22.
Intersection of Green, Tyler & Merredin St, Mt Hawthorn/Joondanna	26,380	26,380	1,200	(25,180)	(95%)	1,700		Works in design phase, pending discussion with City of Stirling.
Intersection of Loftus and Vincent Streets, West Perth/Leederville	245,270	245,270	237,399	(7,871)	(3%)	20,824		Works completed, awaiting final invoice.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 31 DECEMBER 2021

Description	Revised Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
STREETSCAPE IMPROVEMENTS							
Streetscape Improvements Program	35,000	0	0	0	0%	0	Budget to be reallocated as part of mid-year budget review.
Streetscape Improvements-Angove St and Fitzgerald St	10,000	10,000	8,420	(1,580)	(16%)	0	Works in progress.
North Perth Public Open Space	3,500	3,500	0	(3,500)	(100%)	0	Works at planning stage.
ROADWORKS - REHABILITATION (MRRG PROGRAM)							
Oxford Street - Leederville Parade to Vincent Street	118,376	118,376	167,506	49,130	42%	1,010	Scope increased, transfer \$35k from Streetscape Improvement program during MYBR.
Loftus Street - North bound lanes Vincent Street to Bourke Street	157,528	157,528	166,757	9,229	6%	0	Increased cost due to weather interruption.
Loftus Street - South bound lanes Vincent Street to Bourke Street	149,145	149,145	146,859	(2,286)	(2%)	600	Increased cost due to weather interruption.
Bourke Street - Charles Street to Loftus Street	173,745	0	0	0	0%	0	Works in planning stage, to be completed by Mar 22.
Carr Street - Fitzgerald Street to Charles Street	110,518	110,518	121,766	11,248	10%	0	Works completed, to be adjusted during MYBR.
Fitzgerald Street - Central lanes Burt Street to Walcott Street	211,842	211,842	260,554	48,712	23%	0	Works completed, to be adjusted during MYBR.
Walcott Street - North-west bound lanes William Street to Beaufort Street	162,281	162,281	168,806	6,525	4%	1,700	Works completed, to be adjusted during MYBR.
Newcastle Street - Eastbound lane Money Street to Beaufort Street	77,271	77,271	92,075	14,804	19%	1,700	Works completed, to be adjusted during MYBR.
RIGHTS OF WAY							
Annual review based upon the most recent condition assessment survey	107,290	107,290	110,678	3,388	3%	0	Works completed.
Laneway Lighting Program	20,000	0	0	0	0%	0	Works at planning stage.
SLAB FOOTPATH PROGRAMME							
Footpath Upgrade and Renewal Program	30,789	30,789	32,436	1,647	5%	2,635	Works commenced, to be completed by Mar 22.
Through to Macedonia Place	32,979	32,979	0	(32,979)	(100%)	0	Works to be Scheduled. To be completed by Mar 22.
Car Park Entrance to Stirling Street	18,192	18,192	0	(18,192)	(100%)	0	Works to be Scheduled. To be completed by Mar 22.
Matlock Street to Egina Street	54,172	54,172	0	(54,172)	(100%)	0	Works to be Scheduled. To be completed by Mar 22.
Charles Street to Walcott Street	29,173	29,173	0	(29,173)	(100%)	0	Works to be Scheduled. To be completed by Mar 22.
Haynes Street to Hobart Street	25,803	25,803	0	(25,803)	(100%)	0	Works to be Scheduled. To be completed by Mar 22.
Ellesmere Strete to Gill Street	26,826	26,826	0	(26,826)	(100%)	0	Works to be Scheduled. To be completed by Mar 22.
Bourke Street to Richmond Street	16,662	16,662	0	(16,662)	(100%)	0	Works to be Scheduled. To be completed by Mar 22.
Norfolk Street to Ethel Street	19,469	19,469	0	(19,469)	(100%)	0	Works to be Scheduled. To be completed by Mar 22.
Brisbane Street to Robinson Ave	14,950	14,950	0	(14,950)	(100%)	0	Works to be Scheduled. To be completed by Mar 22.
Beaufort Street to Lindsday Street	14,568	14,568	0	(14,568)	(100%)	0	Works to be Scheduled. To be completed by Mar 22.
Leicester Street to Cul-de-sac	41,297	0	0	0	0%	0	Works to be Scheduled. To be completed by Mar 22.
Brewer Street to Edward Street	60,382	0	0	0	0%	0	Works to be Scheduled. To be completed by Mar 22.
Intersection of Beaufort Street	17,052	0	0	0	0%	0	Works to be Scheduled. To be completed by Mar 22.
Flinders Street - Scarborough Bch Rd to 65 Flinder Street	43,996	0	0	0	0%	0	Works to be Scheduled. To be completed by Mar 22.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 31 DECEMBER 2021

Description	Revised Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
BICYCLE NETWORK							
Florence/Strathcona/Golding Safe Active Street	34,540	0	8,995	8,995	100%	50,524	Timing Variance.
Travel Smart Actions	10,500	0	0	0	0%	0	Works to be Scheduled.
Construct Norfolk St N/S Route Stage 1	0	0	0	0		0	To be reused in MYBR as budget allocation. This works will commence in FY22-23.
Design Glendalough to Eucla					0%		
Commence development of new Plan					0%		
Design Bike Network Plan	50,000	0	0	0	0%	0	Quotation phase, works to commence in Jan 22.
Design for Norfolk St N/S Route	8,635	8,635	0	(8,635)	(100%)	0	To be completed by June 22.
DRAINAGE							
Britannia Reserve Main Drain Renewal stage 1&2	143,635	63,635	0	(63,635)	(100%)	0	Quotation Phase, to be completed by Mar 22.
Minor drainage improvement program	95,920	50,000	16,950	(33,050)	(66%)	0	Works in progress, ongoing project.
Gully Soak-well program	76,675	76,675	85,462	8,787	11%	1,065	Over budget, to be adjusted during mid year budget review.
CAR PARK DEVELOPMENT							
Car Parking Upgrade/Renewal Program	155,300	0	0	0	0%	0	Works at planning stage.
Accessible City Strategy Implementation	205,000	0	0	0	0%	0	Works at planning stage.
Car Parking Upgrade-Strathcona St angled parking	20,000	20,000	0	(20,000)	(100%)	0	Design Phase, to be completed by June 22.
Depot - Car park lighting Renewal	10,789	10,789	16,124	5,335	49%	0	Over budget, to be adjusted during mid year budget review.
PARKS AND RESERVES							
Banks Reserve Master Plan Implementation - Stage 1	31,782	31,782	13,772	(18,010)	(57%)	0	Timing Variance.
Greening Plan-West End Arts Precinct	4,400	4,400	2,162	(2,238)	(51%)	0	Timing Variance.
Leederville Parade (Greening Plan)	200,000	0	0	0	0%	0	Works at planning stage.
Drummond Place (Greening Plan)	28,000	0	570	570	100%	0	Works at planning stage.
Old Aberdeen Place (Greening Plan)	10,000	0	570	570	100%	3,354	Works at planning stage.
Stirling Street (Greening Plan)	30,000	0	0	0	0%	0	Works at planning stage.
Edward Street (Greening Plan)	20,000	0	665	665	100%	0	Works at planning stage.
Dunedin Street Car Park (Greening Plan)	15,000	0	570	570	100%	0	Design Phase.
Flinders Street Car Park (Greening Plan)	15,000	0	0	0	0%	570	Design Phase.
Brittania Reserve – Floodlight Repair	741,444	0	11,859	11,859	100%	12,940	Timing Variance.
RETICULATION							
Menzies Park - Replace Irrigation System	180,000	0	0	0	0%	2,100	Works in design phase.
Weld Square - Renew electrical cubicle and Upgrade in ground reticulation system/electrical c	15,000	0	0	0	0%	0	Works in design phase.
Auckland/Hobart Street Reserve - replace irrigation	30,673	30,673	2,040	(28,633)	(93%)	0	Works in progress.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 31 DECEMBER 2021

Description	Revised Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
PARKS FURNITURE							
Implementation and renewal of parks signage	20,000	0	0	0	0%	0	Works at planning stage.
Norwood Park - replace electric BBQ (double)	15,000	15,000	11,924	(3,076)	(21%)	0	Works completed, awaiting final invoice.
Banks Reserve Masterplan - Infrastructure Improvements (benches/seating)	40,000	0	0	0	0%	30,420	Works in design phase.
Auckland/Hobart Street Reserve – replacement perimeter fencing	20,000	0	0	0	0%	0	Quotation phase.
Hyde Park - upgrade of path lighting	129,658	0	0	0	0%	0	Quotation Phase.
Britannia Reserve - shade sail replacement (south)	18,000	0	0	0	0%	0	Quotation Phase.
Charles Veryard Reserve - Flood Lighting	100,000	0	7,465	7,465	100%	2,410	Works in design phase.
PARKS DEVELOPMENT							
Haynes Street Reserve Development Plan Implementation Stages 1 & 2	340,000	0	0	0	0%	0	Project deferred until FY 22-23.
Monmouth Street	10,000	0	0	0	0%	0	Consultation in progress.
Edinboro Street Reserve	20,000	0	0	0	0%	0	Works to commence after Jan 22.
Hyde Park re-asphalt Pathways	100,000	0	0	0	0%	0	Investigation in progress.
Les Lilleyman – Playground and softfall replacement	115,000	0	0	0	0%	0	Quotation phase.
Tolcon Place Reserve - replace playground soft fall	20,000	0	0	0	0%	14,600	Purchase order raised, works to be completed by Mar 22.
Cricket Wicket Renewal Program	25,000	25,000	16,606	(8,394)	(34%)	0	Works in progress.
PLAYGROUND EQUIPMENT							
Menzies Park – replace exercise equipment	60,000	0	0	0	0%	0	Quotation phase.
Forrest Park - replace exercise equipment (deferred from 2019/20)	60,000	0	0	0	0%	0	Quotation phase.
Charles Veryard Reserve - Replace playground softfall and exercise equipment	45,000	0	0	0	0%	33,900	Purchase order raised, to be completed by Jan 22.
Gladstone Street Reserve - upgrade & replace playground equipment	105,000	0	0	0	0%	0	Quotation phase.
STREET FURNITURE							
Bus Shelter Replacement and Renewal Program	40,742	30,000	91	(29,909)	(100%)	0	Works in progress.
Street Lighting Upgrade Program	55,000	0	0	0	0%	35,375	Purchase order raised, to be completed by June 22.
MISCELLANEOUS							
Public Open Space Strategy Implementation Plan	50,000	0	0	0	0%	0	Works at planning stage.
Mary Street Piazza - Festoon Light Improvements	20,000	15,000	11,296	(3,704)	(25%)	2,880	Works in progress, to be complete by Feb 22.
FOR INFRASTRUCTURE ASSETS	7,935,745	2,831,291	2,215,122	(616,169)	(896%)	462,384	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 31 DECEMBER 2021

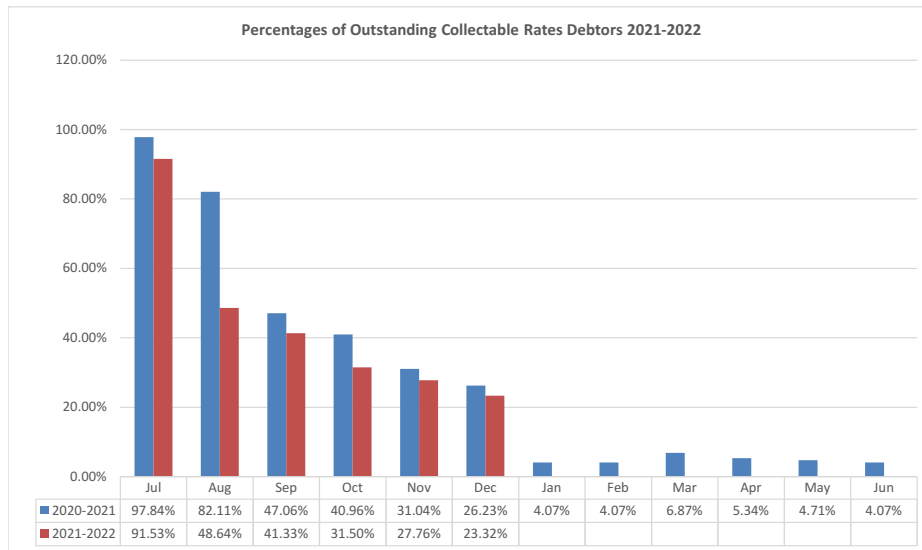
Description	Revised Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
<u>PLANT & EQUIPMENT ASSETS</u>							
LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME							
Light Fleet - Annual Changeover	592,500	152,500	155,859	3,359	26%	326,936	Works in progress, purchase order raised.
MAJOR PLANT REPLACEMENT PROGRAMME							
5 Tonne Rubbish Compactor Small Rear Loader - 1EKS994 - P3521-AS3772	340,000	0	0	0	0%	0	Quotation Phase.
Road Sweeper - 1EBC003 - P3762-AS3554	380,000	0	0	0	0%	0	Works in design phase.
Single Axle Tipper Truck - 1BUF690 - P3261-AS2697	170,000	0	0	0	0%	163,850	Purchase order raised, awaiting delivery.
Scarifier and vacuum system	20,000	0	5,591	5,591	100%	0	Works at planning stage.
Elevated Work Platform - Squirrel - 1TKV686 - P4027-AS3283	60,000	0	0	0	0%	0	
Mower / Ride On Rotary Toro Quad Steer - 1EBL578 - P5039-AS3556	40,000	40,000	36,330	(3,670)	(9%)	0	Works in progress, purchase order raised.
Mower / Ride On Rotary - 1EQT004 - P5042-AS3930	35,000	35,000	30,460	(4,540)	(13%)	0	Works completed.
MISCELLANEOUS							
FOGO 3 Bin	1,378,556	0	0	0	0%	1,156,130	Works in progress, purchase order raised.
Parking Machines Asset Replacement Prog	20,000	0	0	0	0%	0	Quotation Phase.
TOTAL EXPENDITURE							
FOR PLANT & EQUIPMENT ASSETS	3,036,056	227,500	228,240	740	0%	1,646,916	
<u>FURNITURE & EQUIPMENT ASSETS</u>							
F&E ASSETS - BP LEISURE CENTRE							
Lifeguard Tower renewal, Shade Sails, Fire alarm System, Umbrellas, Floor Scrubber and for c	132,000	80,000	55,524	(24,476)	(31%)	0	Works in progress.
Gym equipment - Strength and Group Fitness EquipmentGym equipment - Cardio and Fans	868,366	0	0	0	0%	827,879	Contract awarded, to be completed by June 22.
FURNITURE AND EQUIPMENT							
INFORMATION TECHNOLOGY							
Enterprise Applications upgrade	462,517	140,000	60,035	(79,965)	(57%)	9,347	Ongoing project, to be completed by June 22.
ICT infrastructure renewal (switches, UPS, audio visual, network links)	275,000	105,000	102,188	(2,812)	(3%)	19,199	Works in progress.
Beatty Park Leisure Centre							
Beatty Park Leisure Centre - Non Fixed Assets Renewal	50,942	50,942	30,545	(20,397)	(40%)	0	Works in progress, ongoing project.
POLICY & PLACE							
COVID-19 Artwork relief project	292,000	73,000	9,600	(63,400)	(87%)	0	Works in planning stage.
TOTAL EXPENDITURE							
FOR FURNITURE & EQUIPMENT ASSETS	2,080,825	448,942	257,892	(191,050)	(43%)	28,546	
TOTAL CAPITAL EXPENDITURE	22,477,013	5,981,425	4,101,196	(1,880,229)	(31%)	2,785,976	

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



Reserve Particulars	Budget Opening Balance 01/07/2021 \$	Actual Opening Balance 01/07/2021 \$	Budget Transfers to Reserve 30/06/2022 \$	YTD Actual Transfers to Reserve 31/12/2021 \$	Budget Interest Earned 30/06/2022 \$	YTD Actual Interest Earned 31/12/2021 \$	Budget Transfers from Reserve 30/06/2022 \$	YTD Actual Transfers from Reserve 31/12/2021 \$	Budget Closing Balance 30/06/2022 \$	Actual Closing Balance 31/12/2021 \$
Asset Sustainability Reserve	5,890,677	5,749,402	701,114	569,749	45,550	29,919	(2,726,156)	(800,862)	3,911,185	5,548,207
Beatty Park Leisure Centre Reserve	102,048	102,096		0	789	519	0	0	102,837	102,615
Cash in Lieu Parking Reserve	1,540,735	1,611,564		0	11,914	7,825	(441,000)	(43,800)	1,111,649	1,575,589
Hyde Park Lake Reserve	160,575	160,649		0	1,242	817	0	0	161,817	161,466
Land and Building Acquisition Reserve	299,910	300,049		0	2,319	1,523	0	0	302,229	301,572
Leederville Oval Reserve	94,840	94,885		0	733	484	0	0	95,573	95,369
Loftus Community Centre Reserve	37,204	37,219		0	288	193	0	0	37,492	37,412
Loftus Recreation Centre Reserve	224,595	220,496	59,458	170,100	1,737	1,140	0	0	285,790	391,736
Office Building Reserve - 246 Vincent Street	288,445	311,925		0	2,230	1,464	(290,675)	0	0	313,389
Parking Facility Reserve	106,473	106,521		0	823	541	0	0	107,296	107,062
Percentage For Public Art Reserve	401,299	401,577		0	3,103	2,038	(374,227)	0	30,175	403,615
Plant and Equipment Reserve	22,667	22,680		0	175	116	(22,667)	0	175	22,797
POS reserve - General	0	0	1,450,120	653,363	11,213	3,672	(190,000)	0	1,271,333	657,035
State Gymnastics Centre Reserve	120,783	119,423	11,144	7,029	934	613	0	0	132,861	127,065
Strategic Waste Management Reserve	1,005,650	1,006,113		0	7,776	5,107	(982,312)	0	31,114	1,011,220
Tamala Park Land Sales Reserve	1,093,870	1,093,870	833,333	19,806	4,591	3,016	0	0	1,931,794	1,116,692
Underground Power Reserve	211,773	211,870		0	1,638	1,075	0	0	213,411	212,945
Waste Management Plant and Equipment Reserve	221,752	221,856		0	1,715	1,127	0	0	223,467	222,983
POS reserve - Haynes Street	159,194	159,265	35,245	22,047	1,231	809	(150,000)	0	45,670	183,240
	11,982,490	11,931,460	3,090,414	1,442,094	100,001	61,998	(5,177,037)	(844,662)	9,995,867	12,592,008

**CITY OF VINCENT
NOTE 7 - RATING INFORMATION
AS AT 31 DECEMBER 2021**



**CITY OF VINCENT
NOTE 7 - RATING INFORMATION
FOR THE MONTH ENDED 31 DECEMBER 2021**



	Rateable Value	Rate in Dollar	Budget	Actual	Rates Levied to Budget
	\$	Cents	\$	\$	%
Rate Revenue					
General Rate					
10902 Residential	245,429,636	0.0797	19,568,111	19,621,826	100.3%
182 Vacant Residential	4,265,470	0.0761	324,712	322,920	99.4%
1622 Other	124,588,530	0.0672	8,369,858	8,350,806	99.8%
46 Vacant Commercial	2,437,750	0.1282	312,447	350,064	112.0%
Minimum Rate					
6144 Residential @ \$1,241.00	78,076,012		7,633,391	7,624,704	99.9%
185 Vacant Residential @ \$1,170.00	1,822,160		183,690	216,450	117.8%
157 Other @ \$1,197.70	1,886,030		188,039	188,039	100.0%
0 Vacant Commercial @ \$1,516.40			0	0	
Interim Rates	0		300,000	269,989	90.0%
Rates Waiver	0		(135,000)	(116,028)	85.9%
Total Amount Made up from Rates	458,505,588		36,745,248	36,828,770	
Non Payment Penalties					
Instalment Interest @ 5.5%			185,000	183,275	99.1%
Penalty Interest @ 8%			133,000	87,857	66.1%
Administration Charge - \$8 per instalment			150,000	132,828	88.6%
Interest Write Off			0	(1,714)	100.0%
			37,223,248	37,231,016	
Other Revenue					
Exempt Bins - Non Rated Properties			100,000	80,600	80.6%
Commercial / Residential Additional Bins			16,000	19,951	124.7%
Swimming Pools Inspection Fees			18,800	14,858	79.0%
			37,358,048	37,346,425	
Opening Balance				1,053,606	
Total Collectable			37,358,048	38,400,030	102.79%
Less					
Cash Received				30,795,466	
Rebates Allowed				(1,116,284)	
Rates write off				9,012	
ESL write off				624	
Rates Balance To Be Collected			37,358,048	8,711,212	23.32%
Add					
ESL Debtors				421,427	
Pensioner Rebates Not Yet Claimed				387,383	
ESL Rebates Not Yet Claimed				17,294	
Less					
Deferred Rates Debtors				(105,678)	
Current Rates Debtors Balance				9,431,639	



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

DESCRIPTION	CURRENT \$	31-59 DAYS \$	60-89 DAYS \$	OVER 90 DAYS \$	BALANCE \$
DEBTOR CONTROL - HEALTH LICENCES	(39,779)	128,076	41,794	122,609	233,987
DEBTOR CONTROL - RUBBISH CHARGES					0
DEBTOR CONTROL - CASH IN LIEU CAR PARKING	3,581			223,614	220,032
DEBTOR CONTROL - PROPERTY INCOME	14,107	5,816	4,542	3,564	28,030
DEBTOR CONTROL - RECOVERABLE WORKS	13,078			930	14,007
DEBTOR CONTROL - BEATTY PARK LEISURE CENTRE					0
DEBTOR CONTROL - OTHER	29,832	3,400	18,800	81,335	131,927
DEBTOR CONTROL - % ART CONTRIBUTIONS	60,008				60,008
DEBTOR CONTROL - PLANNING SERVICES FEES	(1,590)	1,490	100	705	705
DEBTOR CONTROL - GST	(191,578)	280,015	(279,254)	279,271	88,455
DEBTOR CONTROL - INFRINGEMENT	128,620	90,949	65,774	858,975	1,144,319
PROVISION FOR DOUBTFUL DEBT (CURRENT)	0	0	0	(198,651)	(198,651)
IMPAIRMENT OF RECEIVABLES	0	0	0	(181,916)	(181,916)
TOTAL DEBTORS OUTSTANDING AS AT 30/11/2021	16,279	509,747	(148,243)	1,190,436	1,540,903

ACCRUED INCOME	153,469
ACCRUED INTEREST	42,111
PREPAYMENTS	865,466
TOTAL TRADE AND OTHER RECEIVABLES	2,601,950

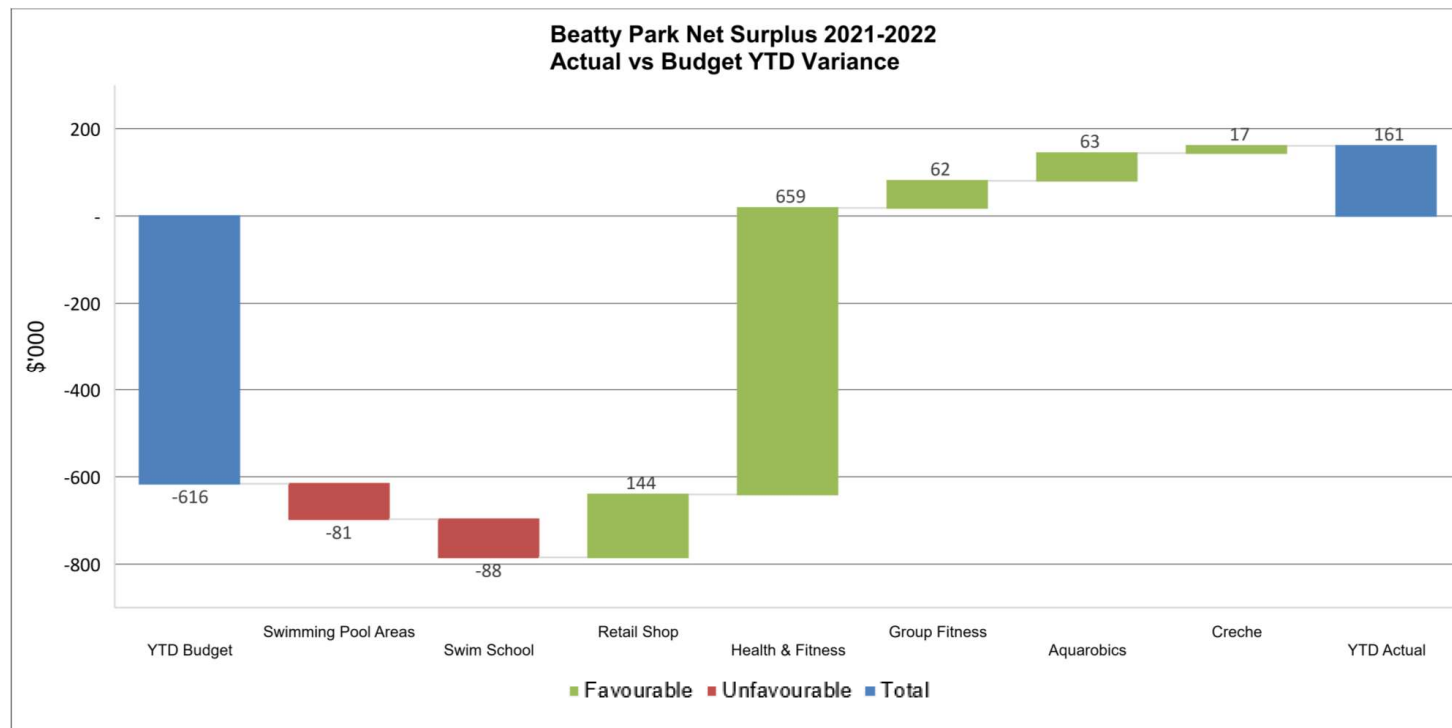
DATE	SUNDRY DEBTORS OVER 90 DAYS	AMOUNT	DEBT DETAILS	Comments
11/03/2019	Tennis Seniors Western Australia	5,728	Building Insurance 2018/19 & 2019/20	In the process to debt collection
23/02/2021	Kre8 Constructions	930	Damaged to ROW 47 Redfern St	In the process to debt collection
04/11/2016	C Caferelli	28,600	Breaches of Planning Development Act	Have been handed over to FER
22/08/2018	C D Hunter	12,514	Outstanding court costs awarded to COV	\$100 Monthly Repayment in progress from 27/10/20
21/01/2019	Matthew Slinger	20,085	Outstanding court costs awarded to COV	Have been handed over to FER
30/12/2020	D Bianchi	15,000	Court fines and costs re: 193-195 Scarborough	\$200 Monthly Repayment in progress from 30 Dec 20
28/11/2019	A Kindu	2,339	Damage/vandalism to hired venue	with debt collector
09/07/2019	R Cox	1,170	Breach of condition of hall hire	Sent to debt collection agency
BALANCE OF 90 DAY DEBTORS OVER \$500		87,272		

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







	Original Budget 2021/22 \$	YTD Budget Dec-21 \$	YTD Actuals Dec-21 \$	YTD Actuals Dec-20 \$	Month Actuals Dec-21 \$	Month Actuals Dec-20 \$
ADMINISTRATION						
Revenue	0	0	0	0	(104,843)	0
Expenditure	0	0	0	206,972	104,843	207,226
Surplus/(Deficit)	0	0	0	206,972	0	207,226
SWIMMING POOLS AREA						
Revenue	2,209,329	1,106,793	1,110,610	873,079	262,529	211,531
Expenditure	(3,981,939)	(2,001,733)	(2,086,715)	(1,017,438)	(778,561)	(276,253)
Surplus/(Deficit)	(1,772,610)	(894,940)	(976,105)	(144,359)	(516,032)	(64,722)
SWIM SCHOOL						
Revenue	1,530,316	803,658	682,848	821,119	138,578	55,437
Expenditure	(1,066,427)	(541,379)	(508,268)	(514,118)	(124,135)	(84,475)
Surplus/(Deficit)	463,889	262,279	174,580	307,001	14,443	(29,038)
CAFÉ						
Revenue	0	0	0	0	0	0
Expenditure	0	0	0	(35,002)	0	(7)
Surplus/(Deficit)	0	0	0	(35,002)	0	(7)
RETAIL SHOP						
Revenue	551,116	265,556	324,261	310,208	81,513	72,339
Expenditure	(473,051)	(308,277)	(222,673)	(201,101)	(33,899)	(68,086)
Surplus/(Deficit)	78,065	(42,721)	101,588	109,107	47,614	4,253
HEALTH & FITNESS						
Revenue	1,656,874	827,184	1,485,479	756,086	227,039	139,205
Expenditure	(1,342,118)	(678,883)	(678,066)	(475,792)	(186,458)	(112,236)
Surplus/(Deficit)	314,756	148,301	807,413	280,294	40,581	26,969
GROUP FITNESS						
Revenue	585,362	292,680	385,392	273,371	79,359	49,033
Expenditure	(507,228)	(260,020)	(290,370)	(204,380)	(84,012)	(44,612)
Surplus/(Deficit)	78,134	32,660	95,022	68,991	(4,653)	4,421
AQUAROBIICS						
Revenue	227,053	113,576	150,537	106,222	31,824	19,818
Expenditure	(228,536)	(118,276)	(91,739)	(54,898)	(29,092)	(18,313)
Surplus/(Deficit)	(1,483)	(4,700)	58,798	51,324	2,732	1,505
CRECHE						
Revenue	61,333	30,666	39,167	28,423	8,744	5,411
Expenditure	(291,617)	(147,421)	(139,309)	(105,105)	(39,759)	(22,630)
Surplus/(Deficit)	(230,284)	(116,755)	(100,142)	(76,682)	(31,015)	(17,219)
Net Surplus/(Deficit)	(1,069,533)	(615,876)	161,154	767,646	(446,330)	133,388
Less: Depreciation	(1,286,772)	(643,386)	(575,124)	(569,936)	(575,124)	(643,388)
Surplus/(Deficit)	217,239	27,510	736,278	1,337,582	128,794	776,776

CITY OF VINCENT
NOTE 9 - STATEMENT OF FINANCIAL ACTIVITY
BY SERVICE - GRAPH
AS AT 31 DEC 2021



11.7 3 YEAR FUNDING AGREEMENT - Y WA

- Attachments:**
1. **Y WA Progress Report**  
 2. **Y WA Deliverables**  

RECOMMENDATION:

That Council APPROVES the 3-year funding agreement with Y WA in the amount of \$50,000 (excluding GST) per year, commencing July 2022 and concluding in June 2025.

PURPOSE OF REPORT:

To seek approval to enter into a 3-year agreement with Y WA to deliver youth services to City of Vincent youth from July 2022 to June 2025.

BACKGROUND:

Y WA is a not-for-profit Incorporated Association that has operated from headquarters at 60a Frame Court, Leederville for over 16 years, providing youth services to the Vincent and broader metro community. Services include workshops, exhibitions, events, a collaborative workspace, counselling and information on support services for young people.

Traditionally the City of Vincent has provided funding assistance to Y WA of between \$50,000 and \$80,000 per annum for the delivery of youth services.

In 2019/2020, Council approved funding for the Y WA in the amount of \$138,000 through the COVID-19 Relief Grants, funded by the Leederville Gardens Trust Fund. The purpose of the funding was to support young people during COVID. This included providing youth mental health first aid training, individualised case management support, and tailored programs around sport, theatre, music, leadership, and employability. This funding enabled the Y WA to support an additional 36 young people through case management and highlighted a need for ongoing support for young people in the City of Vincent.

Y WA headquarters is located at 60a Frame Ct, Leederville, a City of Vincent property. The City provides the property to Y WA on a peppercorn lease which expires on 1 December 2024 with an additional five (5) year option until 1 December 2029.

There is an opportunity to strengthen the partnership between the City of Vincent and Y WA, considering the tenure of their grant, and aligning youth outcomes to the City of Vincent's Youth Action Plan.

DETAILS:

The Y WA works with young people to prevent crisis and support them to recognise and fulfil their potential. They work with young people aged 11-25 and are inclusive of all cultures and abilities.

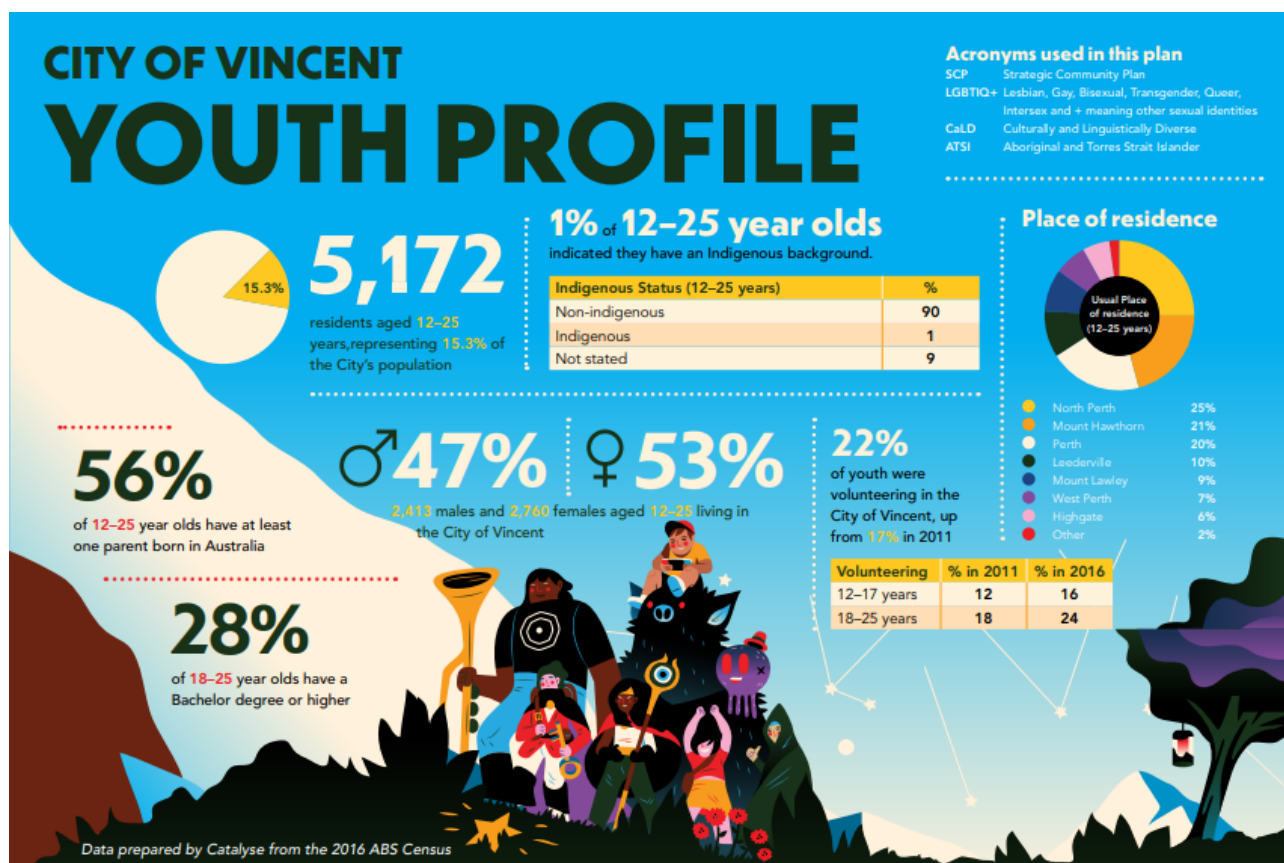
Y WA focus on:

- **Developing Leadership:** – Young people take part in, express views on, and have decision making power about issues that affect them.
- **Supporting Physical and Mental Activity and Wellbeing** – Young people have access to a range of physical and mental activities, and are supported to develop resilience, emotional literacy and realise their potential.
- **Learning to Learn** – Young people build the capacity to think critically and reflect on their experiences to guide their own personal and social development.
- **Exploring Self-Identity** – Young people are supported to explore their experiences, thoughts, and feelings to develop their own identity.
- **Fostering Connection and Belonging** – Relationships are the context in which youth development and empowerment occur. Young people increase their sense of connection and belonging, and their capacity to contribute to the world around them.

Youth Action Plan and Children and Young People Advisory Group (CYPAG)

The Youth Action Plan (2020-2022) demonstrates Council's commitment to recognising and supporting youth in our community and provides a framework for how Council will work with young people, service providers and the community.

The plan includes the following demographic profile of youth within the City's population:



During the consultation process we identified Mental health, environment, and employment and education as the top three issues that matter most to our youth. Nearly 50% of the youth that identified mental health as a priority, experience or have experienced a mental health condition. 35% were also worried about the mental health of their friends and/or family, and nearly 70% would like other people to understand more about mental health.

We also confirmed that a proportion of our young people are experiencing very complex challenges and barriers to basic living standards and wellbeing.

The plan includes 4 key focus areas that allow us to deliver targeted and tangible outcomes, including:

1. **Support & Opportunity:** Create, promote and support opportunities that empower and build capacity of our young people to reach their diverse maximum potential;
2. **Community & Participation:** Foster a sense of inclusiveness and belonging by providing opportunities for young people to connect with each other and the broader community;
3. **Wellbeing & Resilience:** Support our youth to be strong, safe and active; and
4. **Organisational Capacity:** Build organisational capacity through partnerships, knowledge and ensuring a youth voice is considered in service delivery.

The City relies on Y WA to provide services to Vincent youth that meet the objectives of the Youth Action Plan, including programs to encourage youth participation, wellbeing and resilience. They are particularly successful in connecting with disengaged youth, providing a safe and consistent youth space, fostering connections and supporting mental health initiatives.

Y WA is also involved in the City's Children and Young People Advisory Group (CYPAG) and provides that group with an update on operations at the Y bi-monthly. CYPAG is an Advisory Group that is tasked with

identifying, advocating and exploring ways of addressing the issues and needs of children and young people within Vincent. As active participants in CYPAG, Y WA also collaborates with other organisations that deliver services to youth within Vincent.

Delivery of Services

Y WA has worked collaboratively with the City for over 16 years in delivering youth programs and activities by supporting young people who live, work and play in the City.

Y WA delivers measurable outcomes set by the City annually, including a range of key performance indicators (KPIs) related to program delivery and service support. The KPIs consider the number of City of Vincent residents using the programs, ensuring we can demonstrate value to our rate payers. The KPIs also track the number of events held, total attendance numbers, attendee's age ranges, gender and cultural diversity.

Our collaboration with Y WA also appreciates that youth travel here from different locations, due to the availability of public transport. While we track the number of Vincent youth who use the service, we understand that the programs deliver services to youth who live in other areas.

Funding provided by the City covers costs associated with the delivery of programs including materials and consumables, equipment hire, and purchasing services from appropriately qualified and experienced contractors. Y WA ensures that these programs are relevant and responsive to the needs of young people.

The proposed funding agreement will be for a 3-year period from July 2022 to June 2025 with the process being managed through the City's Community Grants Funding program so as to ensure consistency, accountability and reporting requirements are adhered to. Y WA will be required to provide acquittal and financial reports by 31 October annually with progress reports (example at Attachment 1) submitted in March annually.

Other Benefits of this Partnership to the City of Vincent

In addition to the services provided through collaboration with the City and their support for the Youth Action plan, the Y WA contributes significant funding each year to HQ Leederville to assist in the delivery of other programs like Youth Parliament as well as the Collision Festival. The last event that was held attracted more than 2,000 young people to attend an alcohol and drug free event.

HQ Leederville also fosters the vitality, energy, enthusiasm and innovation of our young people within the Leederville Town Centre.

Extending the Community Grant from 1 year to 3 years

Administration is supportive of the request to extend our grant from 1-year to 3-years. This will allow Y WA to develop 3-year programs that align with the delivery of our Youth Action plan.

While annual key performance indicators and grant acquittals will still occur, the longer tenure will remove administrative load on both organisations that occurs each year.

Grant proposal

\$50,000 per annum for 3 years

The proposal from Y WA is focussed on supporting young people from Vincent via youth engagement and development activities.

Y WA will work alongside young people, community members and stakeholders in order to:

- improve mental, physical, and emotional wellbeing.
- develop life skills.
- support and develop community leaders.
- develop active citizens and increase a sense of connection and belonging.
- reduce levels of vandalism and antisocial behaviour.
- celebrate and promote the diversity of the community.

Y WA also delivers Y Create which is a youth engagement strategy, supporting young people through engagement in creative arts programs and events and incorporates:

- “Youth Squad” - leadership and management development.
- Visual Arts programs.
- A range of creative activities and educational workshops.
- Live music events.

The total amount of funding requested for this service is \$50,000 per annum (excluding GST) over 3 years. The proposal is aligned to the City's Youth Action Plan and is set out in **Attachment 2**.

CONSULTATION/ADVERTISING:

The City of Vincent will notify the Y WA of the outcome of the Ordinary Meeting of Council.

LEGAL/POLICY:

Nil

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to approve a 3-year funding agreement to the Y WA

STRATEGIC IMPLICATIONS:

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

Connected Community

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

This has no impact on 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*:

Increased mental health and wellbeing

FINANCIAL/BUDGET IMPLICATIONS:

The financial implication for is \$50,000 (\$150,000 over 3 years) excluding GST.

The grant is funded in the existing budget and is typically awarded annually.

This agreement will maintain the same financial terms, but extend the grant duration to 3 years.

PROGRESS REPORT FORM

- Please complete all sections of the Budget Bid Progress Form
- Please ensure you have included the following:
 - All media from the project that recognises City of Vincent's funding contribution to your program that has not been previously provided
- Ensure that the acquittal is submitted before the dates provided in your agreement
- Officers may request further information if the details provided are not sufficient
- Return your progress report via one of the following options:
 - Email: community.partnerships@vincent.wa.gov.au
 - In person/By post: Community Partnerships
City of Vincent
244 Vincent Street
Leederville, WA 6007

Organisation details	
Name of organisation	YMCA WA HQ
Name of contact	David Reid
Funding amount (\$)	\$50,000
Postal address	60A Frame Court Leederville
Contact number	(08) 9328 3221
Email	David.Reid@ymcawa.org.au
ABN	

Program Delivery

In this section, please provide a clear update of all programs, events and activities provided by your organisation in Jan – March 2020 that relate to the set outcomes as outlined in the Funding Agreement. Wherever, applicable, please include demographic details – in particular, City of Vincent residents' participation rates this quarter, in any services, events and programs delivered at the facility. Please add in any additional actions and demonstrate how each outcome was measured.

Outcome Area	Required Actions	Performance Measures	Progress
<p><u>YOUTH ENGAGEMENT</u></p> <p>YMCA HQ are to deliver the specific projects as part of the 'Y Create' program to enable the development and implementation of youth engagement and development of activities delivered from HQ and support the ongoing development of HQ as a vibrant and dynamic hub for young people in the centre of Leederville.</p>	<p>Continue to facilitate a youth leadership group that supports young leaders in our community to develop and implement youth focused programs, consultation initiatives, events and services in and around HQ and the Leederville town centre. The youth leadership encourages a youth led approach to youth work and youth service delivery that will drive change and innovation in the HQ programs and events and currently 22 young people are involved.</p>	<p>The youth leadership group continued to meet during this reporting period, planning 2 community events:</p> <p>Verge Pick Up - Youth Arts Market:</p> <p>140 YP attended. 100 Young Artists Participated. 550 nominations submitted. 52 awards</p> <p>Degeneration Gig/ Exhibitions:</p> <p>48 YP attended. 15 Young Artists Participated.</p>	<p>Individual youth leadership group projects facilitated in this period include:</p> <p>Verge Pick Up - Youth Arts Market / Awards – 20/01/20: A youth run art award and art market place was produced and delivered at HQ by HQ leadership group. The event included young local artists and designers exhibiting and selling their work alongside a public choice art award. There was over 140 people who came throughout the afternoon with the most coming for the visual art awards. There was over 100 artists involved between the markets, film makers and actors, volunteers and visual artists. There was over 550 nominations for the art awards and 52 award recipients. The event brought young artists together in a way that celebrated and strengthened their community.</p> <p>Degeneration Gig – Local Hip Hop Show Case and Art Exhibition – 01/02/20: A exhibition and performance showcase of street culture and music curated and produced by leadership group member Zac Crawdon, exploring themes of living on the street and recovering</p>

			<p>from drug addiction. This event served as a platform for promoting Zac's work as well as providing opportunities for young performers to perform in front of a live audience for the first time.</p> <p>The youth leadership group will continue to meet exclusively online in response to Covid-19 and continue to plan online engagement strategies, and programs and events once restrictions have been lifted.</p>
	Plan and deliver at least 3 "special" community events at HQ in the coming financial year	2 'special' community events planned for this reporting period but postponed due to Covid-19.	<p>Youth At Risk event postponed.</p> <p>Collision Festival postponed.</p>
	Continue to provide the City of Vincent with survey and data collection regarding the number of YMCA HQ events held, total attendance numbers, attendee's age ranges, a gender breakdown of participants, the cultural identities of participants and which Local Government attendees reside in		<p>During this reporting period 34 events/workshops/programs were facilitated including:</p> <ul style="list-style-type: none"> • 4 music events/gigs • 6 meditation workshops • 16 dance workshops • 3 art exhibitions and launch nights • 1 arts market and awards night • 1 Hip Hop showcase • 3 urban art workshops and exhibitions <p>Over 800 participants engaged across these events. From those surveyed:</p> <ul style="list-style-type: none"> • 50% identified as male • 36% identified as female • 7% identified as non-binary • 7% did not respond to gender

			<ul style="list-style-type: none"> • 21% identified as CALD • 8% identified as ATSI • 71% were aged 11-17 • 29% were aged 18-25 • 18% live in the City of Vincent <p>We are currently implementing Personal Wellbeing Index across our programs to measure community impact.</p> <p>All programs moving to online engagement in response to Covid-19.</p>
	<p>Deliver a series of arts workshops (visual and performing), to engage young people from the community in the development of:</p> <ul style="list-style-type: none"> • Creative techniques and skills • Self-confidence and healthy lifestyles • Social and emotional capacity building 	<p>- Weekly Dance Jam Sessions – Average weekly attendance is 16.</p> <p>DRIP – Average monthly attendance is 8</p> <p>LIVE DIY No sessions held this quarter.</p>	<p>The following arts workshops were delivered at HQ during this period.</p> <p>- Weekly Dance Jam Sessions – a new weekly program hosted by local hip hop dancers facilitating an open forum dance jam every Wednesday night at the HQ Gigspace. At the event, more experienced dancers provide support and mentorship to younger dancers and new attendees.</p> <p>DRIP – Urban art workshop delivered monthly. Young artists come to learn new skills and paint in a legal, safe and supported environment.</p> <p>LIVE DIY – consultation and redevelopment of this ongoing series of workshops took place with music industry training consultant Scott Adam during this quarter with plans to</p>

		<p>HQ HOW TO 12 YP attended. 4 Artists Participated.</p>	<p>relaunch the series in the next quarter. Unfortunately, due to COVID19 disruptions, we are now adjusting plans to provide online training and workshop opportunities.</p> <p>HQ HOW TO – A special music industry workshop hosted by Melbourne based band <i>Approachable Members of Your Local Community</i> while in Perth for a national tour.</p>
	<p>Creating opportunities for participants to celebrate their achievements through exhibitions, live performance opportunities and involvement in the delivery of HQ special events throughout the year that involve the broader Leederville community.</p>	<p>Sweet Oblivion: 199 young people engaged across the program during this reporting period.</p> <p>Art Gallery Exhibitions 5 Exhibitions held during quarter 8 Artists participated Average attendance at exhibitions is 27</p>	<p>Sweet Oblivion – Monthly U18 Live Music Performances: HQ's long running up and coming performer showcase happens every month at HQ and draws together young musicians and audiences in a supportive and safe, drug and alcohol free environment, providing paid opportunities for young performers to perform publicly (often for the first time), network with other musicians and connect with new audiences. S/O also serves as a social space for young people to connect and form new social and supportive friendship networks.</p> <p>Art Gallery Exhibitions Fortnightly visual art exhibitions in the HQ Gallery Space featuring new and established artists and predominantly young artist from a diverse range of disciplines and backgrounds.</p> <p>Creative workshops, tutorials and gallery moving online in response to Covid-19</p>

	Deliver the Hoops & Jams Program which is an eight week programs focusing on building life skills through street art, 3 on 3 basketball competitions and hip hop workshops.	10 week Hoops & Jams program commenced during this reporting period with up to 20 young people engaging in each session.	Hoops & Jams provides the opportunity for young people to have a voice and be heard through the medium of rap, while the 'streetball' basketball element of the program provides an opportunity for young people to engage in physical activity; developing their physical and mental wellbeing, communication, resilience and team work skills while having fun. Up to 20 young people engage every Wednesday and have achieved some great personal development outcomes. Hoops & Jams moving to online engagement in response to Covid-19.
<u>PARTICIPATION</u>	Participants in all programs and activities at HQ will be provided with the opportunity to engage with the full range of services offered across the City of Vincent, including therapeutic counselling and personal and professional development opportunities whilst also gaining a greater sense of their place and role in the broader community as contributing members of society.		All young people who engage are provided the opportunity to access the range of services provided at HQ including Y Counselling and Youth Parliament. 4 participants in the leadership group were engaged on the planning and programming committees for Collision Festival, scheduled for Sat 4 th April, but unfortunately postponed due to Covid19 restrictions.

1. Have you identified any barriers or issues with the delivery of the programs? If so, please advise what measures are being implemented to address these barriers.

- Limited funding and resources.
- Implementing our Y-Time model of 'best practice' youth service provision in July (or when the whole Coronavirus situation allows us to) which will allow us to maximise resources and consistently provide a broad range of youth engagement activities (including education, recreation, leadership, employability, music, arts, sport, life skills, case management, outreach, community events, holiday programs, emotional literacy etc.) 5/6 days a week from HQ throughout the entire year; increasing our impact in the community.
- Covid-19 has led to the suspension of all face-to-face client engagement. All of our services continue through our online platforms, and we are working on new and creative ways to continue to engage and support young people and our community, including:

Y Counselling: We continue to provide counselling sessions for young people via telephone and zoom. We have the capacity to provide short term counselling sessions for new clients referred by our community partners and stakeholders.

Y Parliament: We continue to engage 60 young people online via Microsoft Teams. Participants have been allocated working groups and are currently working on their bills. We hope to facilitate the camp element of the program in November. However, if the camp cannot go ahead debates will be facilitated online and we will present all the agreed bills to the Premier as planned.

Youth Leadership Group: Continues to meet virtually and guide, contribute, and create online content to engage and support young people. They are currently exploring accessibility issues to the internet and devices for at risk young people as the first online project, with the aim of increasing access to online platforms for young people at risk. The Youth Squad will also continue to plan activities, programs and events for when we return to business as usual.

HQ Visual Arts Program: The program continues across various social media platforms. We are working on a range of programs including online 'sketch Battles' or sketch competitions, a virtual gallery where young people can display and sell their work, and online tutorials and interactive workshops with urban art professionals.

Hoops and Jams: The program continues online including Q&A sessions with performers, live streaming performances, themed rap competitions (eg. mental health, social distancing etc.) and lyric writing workshops.

Impact Hip Hop Workshops: Will continue online with live demonstrations and tutorials.

Gig Space Events – Sweet Oblivion Program: We aim to live stream one musician or band per week. We recently live streamed a Q&A session with Noah Dillon who then performed his latest single which had just been released. We also aim to live stream interviews and performances with writers, poets, comedians and other influential young people to spread positive messaging.

Live DIY: We will be streaming/posting arts industry tutorials, tips and information from industry professionals.

General Information and Support: We aim to post at least once a day information/content around physical and mental wellbeing, other supports young people can access, things to do at home (home workouts, yoga, art activities etc.) and links to other useful pages.

Collision Festival: We will still be facilitating the Collision Festival once restrictions have been lifted – hopefully this year.

Applicant Details	YMCA HQ
Organisation	YMCA WA
Name of Reporting Officer	David Reid
Signature	
Date	09/04/2020



Y WA - Proposed Service Provision Options for City of Vincent Youth 2022-2025

Option A- \$50k per annum			
Theme	Action	Deliverable	YMCA
Resilience & Wellbeing Community and Participation	Support City of Vincent youth to have a positive sense of self Provide opportunity for City of Vincent youth to be actively involved in community initiatives	Facilitate creation of positive experience and constructive freedom of expression through creative platforms including art, music, events, performance opportunities and workshops Ensure events offered/available to youth throughout the year allow participation in different capacities (i.e. spectating, volunteering, leading, participating etc)	<p>Youth squad is a group for young people driven to learn and gain new skills in the arts and event management industry. Young people in the group are responsible for producing, managing, and running their own events and workshops for young people in the COV such as:</p> <ul style="list-style-type: none"> • Clash of bands • Demo days • Music workshops <p>All whilst learning about marketing, budgeting, event planning, artist liaison and much more. Youth squad is supported by an experienced team who provide training and industry insight and knowledge.</p> <p>Output:</p> <ul style="list-style-type: none"> • Minimum of 4 events/workshops delivered per year in COV <p>Outcome 1:</p> <ul style="list-style-type: none"> • Young people have increased access to creative platforms including performance opportunities and workshops which support their wellbeing <p>Outcome 2:</p> <ul style="list-style-type: none"> • young people have increased knowledge and skills in event planning, delivery and evaluation <p>Measurable Indicator:</p> <ul style="list-style-type: none"> • At least 70% of COV young people who were involved in volunteering/leading events report learning how to plan, deliver and evaluate community-based youth events.
Resilience & Wellbeing	Identify opportunities to promote and support mental health and wellbeing of our young people in the City of Vincent, through partnerships with service providers	Explore workshop opportunities focussed on mental health and wellbeing in order to promote confidence and support the transition to adulthood	<p>YMCA will deliver targeted programs which focus on mental health and wellbeing such as:</p> <ul style="list-style-type: none"> • Drumbeat- discovering relationships using music, beliefs emotions, attitudes, and thoughts • RAGE (renegotiating angry and guilty emotions) • Positive Choices – supports and equips students at a time when there are significant changes to their development, education and life <p>Output:</p> <ul style="list-style-type: none"> • 4 programs delivered per year for at least 30 COV young people <p>Outcome:</p> <ul style="list-style-type: none"> • Young people have increased access to supports which promote confidence and support the transition to adulthood.

Y WA - Proposed Service Provision Options for City of Vincent Youth 2022-2025

			Measurable Indicator: <ul style="list-style-type: none">At least 60% of young people who attended a program reported an increase in their confidence
Support and Opportunity	Ensure City of Vincent youth have access to information, resources and opportunities to support their potential	Develop a workshop calendar, identifying opportunities to deliver engaging sessions to support connection and provide employment skills, life skills and soft skills	<p>YMCA will host the following events for City of Vincent young people to build and develop employability skills, life skills and soft skills through a range of workshops including but not limited to:</p> <ul style="list-style-type: none">Barista trainingBudgetingEmployment and study pathwaysResume writing and interview skillsMoving out of homeEmployment in the arts <p>Output:</p> <ul style="list-style-type: none">8 per year <p>Outcome:</p> <ul style="list-style-type: none">Increased knowledge or skills <p>Measurable Indicator:</p> <ul style="list-style-type: none">At least 70% of young people who attended information sessions and/or workshops reported an increase in knowledge or skills

11.8	OUTCOME OF ADVERTISING AND ADOPTION OF AMENDMENTS TO INVESTMENT POLICY
-------------	---

- Attachments:**
1. Investment Policy [!\[\]\(38441ceaa711016e0bf2ad46ad394ff4_img.jpg\)](#) 
 2. Marked up copy - Investment Policy 1.2.4 [!\[\]\(781510d64f329bf3c880acf086e884d6_img.jpg\)](#) 

RECOMMENDATION:

That Council **ADOPTS** the Investment Policy at Attachment 1.

PURPOSE OF REPORT:

To present the outcome of public consultation and seek approval of the proposed Investment Policy at **Attachment 1**.

BACKGROUND:

At its 12 October 2021 Meeting, Council endorsed the draft Amended Investment Policy for the purposes of community consultation.

The Investment Policy was overdue for review and Administration proposed a minor policy review to address immediate issues with the policy.

The draft amended Investment Policy is included as **Attachment 1**.

A major review of the City's investment strategy is planned to occur later this financial year and the investment policy would be reviewed again at that time.

DETAILS:**Amendments to the Policy Objectives:**

The following objective has been modified:

Current objective	Proposed objective	Reason
have investment funds achieve an overall return of the UBS Bank Bill Index	maximise investment returns funds achieve an overall return of the UBS Bank Bill Index	The UBS Bank Bill Index has not existed since 2014

Requirement for a documented City position (including community need or legislative requirement):

This policy is required to ensure that the City's investment risk appetite is defined and compliant with regulatory requirements, including:

- Local Government Act 1995 – Section 6.14.
- Trustees Act 1962 – Part III
- Local Government (Financial Management) Regulations 1996
- Australian Accounting Standards

The policy is administered via Council Delegation 2.2.28.

An evaluation of the effectiveness of the existing policy:

In reviewing the policy, Administration noted the following:

Performance Criteria for this Policy	Comments
Regulatory Compliance	There have been no compliance breaches.
Adverse Audit Findings	There have been no adverse audit findings.

Complies with Delegations	Investment decisions have been made in accordance with approved Council delegations.
Processes are appropriate, documented and complied with	A detailed set of procedures supports the operation of this policy. The procedures were last reviewed in March 2021 and comply with the policy.
Take a conservative approach to investments, but with a focus to add value through prudent investment of funds	Conservative and prudent investment is demonstrated by maintaining or increasing the total value of the investment portfolio each year.
Maximise investment returns	Investment returns have met or exceeded the Reserve Bank cash rate.
Achieve a high level of security of the overall portfolio by using recognised rating criteria	Investments are always informed by rating criteria, and are highly secure.
Maintain an adequate level of diversification	A diversified portfolio is achieved by the application of both the policy and procedures. Divestment profiles also consider the funding of fossil fuels by the relevant institution.
Give preference to investments with institutions that are assessed to have higher social and environmental responsibility ratings	
Have ready access to funds for day-to-day requirements, without penalty	The City has maintained adequate liquidity, without penalty.

The following documented policy changes are required:

- When exercising the power of investment, the Risk Profile (at section 7) has been amended so that it *explicitly states that Administration will give consideration to the non-fossil fuel status of the investment*, as one of a number of considerations.
- 1. This does not change the risk profile of investments, and must be considered alongside other factors, including the purpose of the investment, the likely return, the liquidity, the aggregate value, and the cost structure.**

- When giving preference to an investment with institutions that have a record of funding fossil fuels, due to providing a higher rate of return, the following statement has been removed:

... and the additional return generated will be invested back into carbon abatement initiatives within the City of Vincent.

In the original policy, the City did not explicitly quantify the additional return generated, and how this was invested into carbon abatement initiatives. The City has been non-compliant with the policy as was originally written. The policy requirement was difficult to quantify and administer.

Administration is confident that the City has been compliant with the intent of this policy requirement, as the City annually invests significant funds in carbon abatement initiatives including tree planting, energy efficiency, and other sustainability initiatives.

CONSULTATION/ADVERTISING:

In accordance with the City's [Community and Stakeholder Engagement Policy](#), public notice was given for the period between 8 and 30 November, which is in excess of the 21 days required.

The policy was advertised on the City of Vincent website, social media and through the following public notices:

- Perth Voice – 13 November; and
- notice exhibited on the notice board at the City's Administration and Library and Local History Centre.

No public submissions were received.

LEGAL/POLICY:

Section 2.7(2)(b) of the Act provides Council with the power to determine policies.

The City's [Policy Development and Review Policy](#) sets out the process for repealing and adopting policies.

RISK MANAGEMENT IMPLICATIONS

Low: Adopting the proposed policy is low risk. The policy amendments do not alter the risk profile of the City's investment approach.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

We have minimised our impact on the environment.

When exercising the power of investment, the City considers the impact on the environment and considers non-fossil fuel options.

Innovative and Accountable

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

The City seeks to optimise the rate of return in its investments, which in turn generates revenue for other City activities. The policy includes criteria that minimises the risk of investment to the City.

SUSTAINABILITY IMPLICATIONS:

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

Sustainable Energy Use/Greenhouse Gas Emission Reduction

Refer to the enhanced environment outcomes described above.

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

The City's focus on minimising the use of fossil-fuel investments provides downward pressure on these investments, thereby influencing the reduction of harmful environmental health impacts of fossil fuel industries.

FINANCIAL/BUDGET IMPLICATIONS:

The investment policy provides policy settings that impact the level of interest revenue generated, the liquidity of cash available to fund operations and the sustainability of special purpose reserves.

INVESTMENT POLICY

Legislation / local law requirements	Local Government Act 1995 – Section 6.14
	Trustees Act 1962 - Part III
Relevant delegations	Local Government (Financial Management) Regulations 1996 – R19
	Australian Accounting Standards
Related policies, procedures and supporting documentation	Council Delegation 2.2.28 – Power to invest and manage investments
	D21/58375 Investment Guidelines and Procedures

PRELIMINARY

INTRODUCTION

The City of Vincent will invest surplus funds in accordance with the Local Government Act and Council Delegations.

PURPOSE

This policy sets guiding principles and financial controls to balance risk and return when managing the investment of City funds. Investment decisions will also reflect the City of Vincent community's social and environmental expectations.

OBJECTIVE

The purpose of this policy is to

- Ensure the City takes a conservative approach to the investment of funds, but will add value through prudent investment.
- maximise investment returns.
- achieve a high level of security of the overall portfolio by using recognised rating criteria.
- maintain an adequate level of diversification.
- give preference to investments with institutions that are assessed to have a higher social and environmental responsibility rating.
- have ready access to funds for day-to-day requirements, without penalty.

INVESTMENT POLICY

SCOPE

Refers to the investment and management of all funds held by the City, including operating accounts, investment accounts and funds managed under a Trust.

POLICY PROVISIONS

POLICY

The City of Vincent will apply the following principles to all investments made in accordance with section 6.14 of the Local Government Act 1995:

1. Prudent Person Standard

The investment will be managed with the care, diligence, and skill that a prudent person would exercise. The City of Vincent will manage the investment portfolios to safeguard the portfolios and not for speculative purposes.

2. Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of the City of Vincent investment portfolio. Officers will disclose any conflict of interest to the Chief Executive Officer.

3. Authorised Investments

Authorised investments shall be limited to:

- Fixed and floating rate interest bearing deposits with a term to maturity of 12 months or less, with authorised institutions.
- State and Commonwealth Government Bonds with a term to maturity of 3 years or less
- Specific securities approved by Council.

4. Prohibited Investments

This policy prohibits the use of leveraging (borrowing to invest) of an investment.

5. Risk Profile

When exercising the power of investment, the following are to be given consideration:

- The purpose of the investment, and its needs together with the circumstances.
- The nature of and the risk associated with the different investments.
- The need to maintain the real value of capital and income.
- The risk of capital loss or income loss.
- The likely income return and the timing of that return.
- The liquidity and the marketability of the proposed investment during, and at the determination of the term of, the proposed investment.
- The aggregate value of the investment.
- The costs (including commissions, fees, charges and duties payable) of making the proposed

INVESTMENT POLICY

investment.

- The non-fossil fuel status of the proposed investment.

6. Divestment Profile of Institutions

When exercising the power of investment, preference is to be given to investments with institutions that have been assessed to have no current record of funding fossil fuels, providing that doing so will secure a rate of return that is at least equal to alternatives offered by other institutions.

7. Variation to Policy

The Chief Executive Officer or their delegated representative is authorised to approve variations to this policy if the investment is to the City of Vincent's advantage and/or due to revised legislation.

All variations to this policy, actioned under this clause, are to be report to Council within 14 days.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Financial Services
Initial Council Adoption	24 February 1997
Previous Title	Not Applicable
Reviewed / Amended	27 March 2001, 27 June 2006, 12 August 2008, 28 July 2009, 14 January 2014, 23 August 2016, 12 December 2017
Next Review Date	07/2022

POLICY NO: 1.2.4

INVESTMENT POLICY

OBJECTIVES

To:

- ~~take ensure the City takes~~ a conservative approach to ~~the~~ investment ~~of funds~~, but ~~with a focus to will~~ add value through prudent investment ~~of funds~~;
- ~~have investment funds achieve an overall return of the UBS Bank Bill Index;~~
- ~~maximise investment returns~~
- achieve a high level of security of the overall portfolio by using recognised rating criteria;
- maintain an adequate level of diversification;
- give preference to investments with institutions that are assessed to have higher social and environmental responsibility rating; and
- have ready access to funds for day to day requirements, without penalty.

POLICY STATEMENT

1. AUTHORITY FOR INVESTMENT

All investments are to be made in accordance with:

- *Local Government Act 1995* – Section 6.14.
- *The Trustees Amendment Act 1997* – point 6, re: Part 111 Investments.
- *Local Government (Financial Management) Regulations 1996* – Regulations 19, 19C, 28 and 49.
- Australian Accounting Standards

2. DELEGATION OF AUTHORITY

Chief Executive Officer or his delegated representative has authority to invest surplus funds.

3. PRUDENT PERSON STANDARD

The investment will be managed with the care, diligence and skill that a prudent person would exercise. ~~Officers are to~~ The City of Vincent will manage the investment portfolios to safeguard the portfolios ~~in accordance with the spirit of this Investment Policy~~, and not for speculative purposes.

4. ETHICS AND CONFLICTS OF INTEREST

Officers shall refrain from personal activities that would conflict with the proper execution and management of ~~Council's the City of Vincent~~ investment portfolio. ~~This policy requires officers to will~~ disclose any conflict of interest to the ~~CEO Chief Executive Officer~~.

5. AUTHORISED INVESTMENTS

Authorised Investment shall be limited to:

- Fixed and floating rate interest bearing deposits with a term to maturity of
 - 12 months or less with authorised institutions;
- State and Commonwealth Government Bonds with a term to maturity of 3 years or less; and
- Specific securities approved by Council.

6. PROHIBITED INVESTMENTS

This Policy prohibits the use of leveraging (borrowing to invest) of an investment.

7. RISK PROFILE

When exercising the power of investment the following are to be given consideration:

- The purpose of the investment, and its needs together with the circumstances.
- The nature of and the risk associated with the different investments.
- The need to maintain the real value of capital and income.
- The risk of capital loss or income loss.
- The likely income return and the timing of that return.
- The liquidity and the marketability of the proposed investment during, and at the determination of the term of, the proposed investment.
- The aggregate value of the investment.
- The costs (including commissions, fees, charges and duties payable) of making the proposed investment.
- The non-fossil fuel status of the proposed investment.

8. DIVESTMENT PROFILE OF INSTITUTIONS

When exercising the power of investment, preference is to be given to investments with institutions that have been assessed to have no current record of funding fossil fuels, providing that doing so will secure a rate of return that is at least equal to alternatives offered by other institutions.

~~Where an investment is made with an institution that has been assessed to have a record of funding fossil fuels, due to providing a higher rate of return, the additional return generated will be invested back into carbon abatement initiatives within the City of Vincent.~~

9. VARIATION TO POLICY

The Chief Executive Officer or their delegated representative be authorised to approve variations to this policy if the investment is to Council's advantage and/or due to revised legislation.

All changes to this policy, actioned under this clause, are to be reported to Council within 14 days.

Date Adopted:	24 February 1997
Date Amended:	27 March 2001, 27 June 2006, 12 August 2008, 28 July 2009, 14 January 2014, 23 August 2016, 12 December 2017;
Date Reviewed:	6 December 2017 <u>5 October 2021</u>
Date of Next Review:	23 August 2019 <u>30 June 2022</u>

12 CHIEF EXECUTIVE OFFICER**12.1 REPEAL OF INFORMATION AND COMMUNICATIONS TECHNOLOGY - CONDITIONS OF USE POLICY - 1.1.1**

Attachments: 1. **Information and Communications Technology - Conditions of Use policy**
 

RECOMMENDATION

That Council REPEAL the Information and Communications Technology - Conditions of Use policy (1.1.1) at Attachment 1.

PURPOSE OF REPORT:

To seek Council approval to repeal the Information and Communications Technology - Conditions of Use Policy (1.1.1) at **Attachment 1**.

BACKGROUND:

The Information and Communications Technology - Conditions of Use policy was adopted by Council in June 2000 and last amended in November 2010. The policy provides guidelines to City employees and Council Members for the proper use of all information and communications technology facilities, including Internet access, email, facsimile and any other electronic data transfer.

The requirement of provisions outlined in clause 1.3 of the [Policy Development and Review Policy](#) were presented to Council Members through the monthly Policy Paper in October 2021.

DETAILS:

The City introduced a new Responsible use of ICT Resources procedure in June 2020. The procedure governs the operational requirements of City employees, volunteers and contract staff who use the City's ICT resources in the execution of their duties. The procedure was last reviewed in September 2021.

Council Members are not within scope of the Responsible use of ICT Resources procedure and are instead guided by the City's [Code of Conduct for Council Members, Committee Members and Candidates](#).

The findings of Administration's review of the Information and Communications Technology - Conditions of Use policy are as follows:

1. The policy is outdated, procedural in nature and is no longer relevant to City processes.
2. For City staff, the policy has been operationally superseded by the City's Responsible use of ICT Resources procedure. The procedure addresses the policy's underpinning principles:
 - a. The use of ICT facilities should be consistent with the City's business operations.
 - b. Limited personal use is permitted but must not interfere with the City's business operations.
 - c. Improper use of the City's ICT facilities will be addressed in accordance with this policy and may lead to disciplinary action, criminal prosecution, or both.
3. For Council Members, the policy is superseded by the City's Code of Conduct for Council Members, Committee Members and Candidates.
4. In addition, the City's Responsible use of ICT Resources procedure addresses the requirements of increasingly mobile City staff with remote work flexibility.

Administration is of the opinion that there is no longer a requirement for a documented City position. This is consistent with other inner-City councils: City of Perth, City of Subiaco, City of South Perth, Town of Victoria Park.

CONSULTATION/ADVERTISING:

No community consultation is required for the repeal of the policy.

LEGAL/POLICY:

There is no legislative or regulatory requirement for this policy.

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

The City's [Policy Development and Review Policy](#) sets out the process for the development, review and repeal of the City's policy documents.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to repeal the policy.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Repealing this policy does not impact on the achievement of specific sustainability outcomes in the *City's Sustainable Environment Strategy 2019-2024*.

PUBLIC HEALTH IMPLICATIONS:

Repealing this policy does not impact on the achievement of the *City's Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Nil



CITY OF VINCENT

INFORMATION AND COMMUNICATIONS TECHNOLOGY – CONDITIONS OF USE

POLICY NO. 1.1.1

(Adopted at the Ordinary Meeting of Council held on 13 June 2000)

POLICY NO: 1.1.1

INFORMATION AND COMMUNICATIONS TECHNOLOGY – CONDITIONS OF USE

Index

OBJECTIVES	1
POLICY STATEMENT	1
GUIDELINES AND PROCEDURES	3
1. Improper Use of ICT Facilities	3
2. Hardware	3
3. Internet	4
3.1 Introduction	4
3.2 Information Movement	4
3.3 Information Protection	5
3.4 Expectation of Privacy	5
3.5 Resource Usage	6
3.6 Public Representations	6
3.7 Access Control	6
3.8 Reporting Security Problems	8
3.9 Responsibilities	8
3.10 No Warranties	9
3.11 Encounter of Controversial Material	9
3.12 Non Business Related Use of the Internet	9
3.13 Examples of Unethical and Unacceptable Use	10
3.14 Examples of Unacceptable Material	12
4. 4.1 Purchasing	12
4.2 Hardware Standards	13
4.3 Outside Equipment	13
4.4 Relocation of ICT Equipment	13
4.5 Proper Handling of ICT Equipment	13
4.6 Hardware Standards	13
4.7 Outside Equipment	13
4.8 Relocation of ICT Equipment	13
4.8 Proper Handling of ICT Equipment	13
5. Software	14
6. Antivirus	16
6.1 Background	16
6.2 Risk Analysis	17
6.3 Protection – Anti Virus Tools	17
6.4 Virus Outbreak Procedure	17

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES - INFORMATION TECHNOLOGY
INFORMATION AND COMMUNICATIONS TECHNOLOGY FACILITIES -
CONDITIONS OF USE
POLICY NO: 1.1.1

7.	Email/Fax.....	18
7.1	City of Vincent Property.....	18
7.2	Authorised Usage.....	18
7.3	Default Privileges.....	18
7.4	User Separation.....	19
7.5	Network Etiquette.....	19
7.6	User Accountability.....	19
7.7	No Default Protect.....	19
7.8	Respecting Privacy Rights.....	20
7.9	No Guaranteed Message Privacy.....	20
7.10	Regular Message Monitoring.....	20
7.11	Statistical Data.....	20
7.12	Incidental Disclosure.....	20
7.13	Message Forwarding.....	21
7.14	Deleting Electronic Messages.....	21
7.15	Responsibilities.....	21
7.16	Email Etiquette.....	22
8.	Conditions of Use Agreement.....	27

POLICY NO: 1.1.1**INFORMATION AND COMMUNICATIONS TECHNOLOGY -
CONDITIONS OF USE****OBJECTIVES**

To provides guidelines for the proper usage of all information and communications technology facilities including electronic data exchange, via internal and external data networks. It includes: Internet access, E-mail, facsimile and any other electronic data transfer using City of Vincent information and communications technology facilities.

POLICY STATEMENT

This Policy applies to;

- (a) all employees of the City whether they are permanent, temporary, seconded or contracted;
- (b) Council Members using City equipment.

Persons are accountable for their use of the City's Information and Communications Technology (ICT) facilities. If these facilities are improperly used, persons may be subject to formal disciplinary action and, potentially, criminal prosecutions.

The network and its connections to other networks are to be used only in a manner that is consistent with these purposes and within the spirit of this Policy.

All employees will be required to sign a "Conditions of Use" statement in order to promote a common corporate understanding on acceptable use.

This policy document sets out the City's position on the proper use of its ICT facilities. The principles underpinning the proper use of the City's ICT facilities are:

- The use of ICT facilities should be consistent with the City's business operations.

This includes, but is not limited to:

- Access to information that relates to the City's functions, objectives and mission.
- Access to information that relates to authorised professional employee development.
- Business communications with external parties and organisations that relate to the City's functions, objectives and mission.

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES - INFORMATION TECHNOLOGY
INFORMATION AND COMMUNICATIONS TECHNOLOGY FACILITIES -
CONDITIONS OF USE
POLICY NO: 1.1.1

-
- Conducting research that relates to the City's functions, objectives and mission.
 - Compliance reporting (e.g. finance)
 - Maintaining relevant professional business relationships with other organisations, groups and colleagues.
- Limited personal use is permitted but must not interfere with the City's business operations.
 - Improper use of the City's ICT facilities will be addressed in accordance with this policy and may lead to disciplinary action, criminal prosecution, or both.

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

Date Adopted:	13 June 2000
Date Amended:	22 November 2005, 31 March 2009, November 2010
Date Reviewed:	November 2010
Date of Next Review:	November 2015

GUIDELINES AND PROCEDURES FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY – CONDITIONS OF USE – POLICY NO 1.1.1

1. IMPROPER USE OF ICT FACILITIES

The improper use of Information and Communications Technology (ICT) facilities may compromise the City's business objectives, expose the City of Vincent to unfavourable publicity and breach the rights of other employees under legislation such as the Sex and Race Discrimination Acts. The City's Employees and Council Members therefore have an ethical and legal obligation not to use the ICT facilities improperly.

1.1 The improper use of ICT facilities may entail one or more of the following:

- Use, which is inconsistent with the City's business purposes.
- Use which is outside the scope of an employee's authority or contrary to guidelines and legislation applying to use of the City of Vincent's ICT facilities.
- Use which is contrary to broader requirements of the City's employees such as conditions of employment, the Public Service Act and Regulations, anti-discrimination legislation, City of Vincent policies, etc.

1.2 Penalties for Improper Use

Any user violating this policy, applicable state and federal laws or City of Vincent rules are subject to the City's disciplinary options.

In addition, any unauthorised access or attempted access to any state computing and/or network system is a violation of Australian law and is subject to criminal prosecution.

2. HARDWARE

All hardware devices acquired for or on behalf of the City or developed by the organisation's employees or contract personnel on behalf of the City is and shall be deemed the property of the City. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

3. INTERNET

All information travelling over the City's computer networks that has not been specifically identified as the property of other parties will be treated as though it is a corporate asset of the City. It is the policy of City to prohibit unauthorised access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of this information.

In addition, it is the policy of City of Vincent to protect information belonging to third parties that has been entrusted to City of Vincent in confidence as well as in accordance with applicable contracts and industry standards.

3.1 Introduction

The new resources, new services, and interconnectivity available via the Internet all introduce new opportunities and new risks. In response to the risks, this policy describes the City's official policy regarding Internet security. It applies to all users (Council Members, employees, contractors, temporary employees, etc.) who use the Internet with the City's computing or networking resources, as well as those who represent themselves as being connected – in one way or another – with the City.

All Internet users are expected to be familiar with and comply with these policies. Questions should be directed to ITS employees. Violations of these policies can lead to revocation of system privileges and/or disciplinary action, including termination and prosecution.

3.2 Information Movement

Information/files from non-City of Vincent sources via the Internet must be screened with virus detection software prior to being opened or run. If this software contains a virus, worm, or Trojan horse, then ITS employees will attempt to eradicate the problem prior to it doing any damage to the network.

Users must not place City of Vincent material (software, internal memos, etc.) on any publicly accessible Internet computer that supports anonymous file transfer protocol (FTP) or similar services, unless the Executive Management or the Chief Executive Officer (CEO) has first approved the posting of these materials.

In more general terms, City of Vincent internal information should not be placed in any location, on machines connected to the City's internal networks, or on the Internet, unless the persons who have access to that location have a legitimate need-to-know.

All publicly writable (Common/Public) directories on the City's Internet-connected computers will be reviewed and cleared periodically. This process is necessary to prevent the anonymous exchange of information inconsistent with the City's business.

Examples include pirated software, purloined passwords, stolen credit card numbers, and inappropriate written or graphic material (i.e., erotica). Users are prohibited from being involved in any way with the exchange of the material described.

3.3 Information Protection

Wiretapping and message interception is straightforward and frequently encountered on the Internet. Accordingly, City of Vincent secret, proprietary, or private information must not be sent over the Internet unless it has first been encrypted by approved methods.

Credit card numbers, log in passwords, and other parameters that can be used to gain access to goods or services must not be sent over the Internet in readable form. Secure Link, or another encryption method approved by the City's ITS, must be used to protect these parameters as they traverse the Internet.

In keeping with the confidentiality agreements signed by all employees, the City's software, documentation, and all other types of internal information must not be sold or otherwise transferred to any non-City of Vincent party for any purposes other than business purposes expressly authorised by Executive Management or the CEO.

Exchanges of software and/or data between the City and any third party may not proceed unless a written agreement has first been signed. Such an agreement must specify the terms of the exchange, as well as the ways in which the software and/or data is to be handled and protected. The written agreement must be signed by an Executive Manager and/or the CEO.

Regular business practices, such as shipment of software in response to a customer purchase order, need not involve such a specific agreement since the terms are implied.

The City strongly supports strict adherence to software vendors' license agreements. When at work, or when the City's computing or networking resources are employed, copying of software in a manner that is not consistent with the vendor's license is strictly forbidden.

Likewise, off-hours participation in pirate software bulletin boards and similar activities represent a conflict of interest with City of Vincent work, and are therefore prohibited. Similarly, reproduction of words posted or otherwise available over the Internet must be done only with the permission of the author/owner.

3.4 Expectation of Privacy

Employees using the City's information systems and/or the Internet should realise that their communications are not automatically protected from viewing by third parties. Unless encryption is used, employees should not send information over the Internet if they consider it to be private.

At any time and without prior notice, the City's management reserves the right to examine e-mail, personal file directories, and other information stored on the City's computers. This examination assures compliance with internal policies, supports the performance of internal investigations, and assists with the management of the City's information systems.

3.5 Resource Usage

The City's management encourages employees to explore the Internet, but if this exploration is for personal purposes, such as games, news groups, and other non-business activities, it should be done on personal, not company, time.

Use of the City's computing resources for these personal purposes is permissible so long as the incremental cost of the usage is negligible, and so long as no business activity is pre-empted by the personal use. Extended use of these resources requires prior written approval by the Director of the service area.

3.6 Public Representations

Employees may indicate their affiliation with the City in bulletin board discussions, chat sessions, and other offerings on the Internet. This may be done by explicitly adding certain words, or it may be implied, for instance via an e-mail address.

In both case, whenever employees provide an affiliation, they must also clearly indicate that the opinions expressed are their own, and not necessarily those of the City.

All external representations on behalf of the City must first be cleared with Directors or the CEO. Additionally, to avoid libel problems, whenever any affiliation with the City is included with an Internet message or posting, written attacks are strictly prohibited.

Employees must not publicly disclose any internal information via the Internet that may adversely affect the City's customer relations or public image unless the approval of the Executive Management or the CEO has first been obtained. Responses to specific customer e-mail messages are exempted from this policy.

Care must be taken to properly structure comments and questions posted to mailing lists, public news groups, and related public postings on the Internet. If a user is working on a project, or related confidential matters, all related postings must be cleared with their Director and the CEO prior to being placed for public display on the Internet.

3.7 Access Control

Unless the prior approval of the MIT has been obtained, employees may not establish Internet or other external network connections that could allow non-City of Vincent users to gain access to the City's systems and information. These connections include the establishment of multi-computer file systems, Internet home pages, FTP servers, and the like.

Likewise, unless the MIT, Directors, and CEO have approved the practice in advance, users are prohibited from using new or existing Internet connections to establish new business channels. These channels include electronic data interchange (EDI) arrangements, electronic malls with online shopping, online database services, etc.

The CEO will determine appropriate use and may deny, revoke, suspend or close any user access at any time.

3.8 Reporting Security Problems

If sensitive City of Vincent information is lost, disclosed to unauthorised parties, or suspected of being lost or disclosed to unauthorised parties, Employees must immediately notify their Manager and MIT. In case of managers, notify your Director.

If any unauthorised use of the City's information systems has taken place, or is suspected of taking place, the MIT must be notified immediately. Similarly, whenever passwords or other system access control mechanisms are lost, stolen, or disclosed, or are suspected of being lost, stolen, or disclosed, the MIT must be notified immediately.

All unusual systems behaviour, such as missing files, frequent system crashes, misrouted messages, and the like must also be immediately reported via the Helpdesk system because it may indicate a computer virus infection or similar security problem. The specifics of security problems should not be discussed widely but should instead be shared on a need-to-know basis.

Users must not probe security mechanisms at either the City's or other Internet sites unless they have first obtained permission from the MIT. If users probe security mechanisms, alarms will be triggered and resources will needlessly be spent tracking the activity.

3.9 Responsibilities

As defined below, Employees responsible for Internet security have been designated in order to establish a clear line of authority and responsibility:

- (a) ITS must establish Internet security policies and standards and provide technical guidance on PC security to all Employees.
- (b) ITS employees must monitor compliance with Internet security requirements, including hardware, software, and data safeguards. Managers must ensure that their employees are in compliance with the Internet security policy established in this document. ITS employees must also provide administrative support and technical guidance to management on matters related to Internet security.
- (c) ITS employees must periodically conduct a risk assessment of each production information system to determine both risks and vulnerabilities.
- (d) ITS employees must check that appropriate security measures are implemented on these systems in a manner consistent with the level of information sensitivity.
- (e) ITS employees must check that user access controls are defined on these systems in a manner consistent with the need-to-know.

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES - INFORMATION TECHNOLOGY
INFORMATION AND COMMUNICATIONS TECHNOLOGY FACILITIES -
CONDITIONS OF USE
POLICY NO: 1.1.1

- (f) City of Vincent information owners must see to it that the sensitivity of data is defined and designated on these systems in a manner consistent with in-house sensitivity classifications.
- (g) Managers must ensure that:
 - (i) Employees under their supervision implement security measures as defined in this document.
 - (ii) Employees under their supervision delete sensitive (confidential) data from their disk files when the data is no longer needed or useful.
 - (iii) Employees under their supervision who are authorised to use personal computers are aware of and comply with the policies and procedures outlined in all documents that address information security.
 - (iv) Employees and contractors under their supervision complete the pre-exit clearance process upon their official termination of employment or contractual agreement.
 - (v) Employees and contractors under their supervision make backup copies of sensitive, critical, and valuable data files as often as is deemed reasonable.
- (h) Users of the City's Internet connections must:
 - (i) Know and apply the appropriate City of Vincent policies and practices pertaining to Internet security.
 - (ii) Not permit any unauthorised individual to obtain access to the City's Internet connections.
 - (iii) Not use or permit the use of any unauthorised device in connection with the City's personal computers.
 - (iv) Not use the City's Internet resources (software/hardware or data) for other than authorised organisation purposes.
 - (v) Maintain exclusive control over and use of his/her password, and protect it from inadvertent disclosure to others.
 - (vi) Select a password that bears no obvious relation to the user, the user's organisational group, or the user's work project, and that is not easy to guess.
 - (vii) Ensure that data under his/her control and/or direction is properly safeguarded according to its level of sensitivity.

- (viii) Report to the MIT or ITS employees any incident that appears to compromise the security of the City's information resources. These include missing data, virus infestations, and unexplained transactions.
- (ix) Access only the data and automated functions for which he/she is authorised in the course of normal business activity.
- (x) Obtain supervisor authorisation for any uploading or downloading of information to or from the City's multi-user information systems if this activity is outside the scope of normal business activities.
- (xi) Make backups of all sensitive, critical, and valuable data files as often as is deemed reasonable by their Manager.

3.10 No Warranties

The City is not responsible for any damages a user suffers as a consequence of an Internet session. Use of any information obtained via the Internet is at the user's own risk. All users need to consider the source of any information they obtain, and consider how valid that information may be.

The City is also not responsible for the content of any online service, its accuracy, authoritativeness, timeliness or usefulness and shall not accept responsibility for any damages arising from the use of its connection to online services. Similarly, the City cannot be held responsible for breaks in service due to technical problems outside of its control. The nature of the Internet means that some or all services will sometimes not be available without prior notice.

3.11 Encounter of Controversial Material

Users may encounter material which is controversial and which they may consider inappropriate or offensive. It is the user's responsibility not to initiate access to such material. If the user has a concern regarding this, they should contact ITS employees.

3.12 Non Business Related Use of the Internet

Limited use of the Internet facility for private purposes will be permitted but only in personal time. The City pays for Internet access on a usage basis. If access costs escalate due to excessive private use then this privilege will be withdrawn.

Personal use of the Internet is subject to the Unacceptable Use conditions detailed in this policy.

Personal Time use is defined as follows:

- Prior to 8am;
- Between 12:30pm and 1:30pm; and
- After 6pm.

Website filtering software is in use at the City. Access to certain websites during business hours is restricted. Websites found to be malicious in nature are blocked indefinitely. If you come across a website which you believe should not be blocked please put the details in an e-mail and send it to helpdesk.

Personal use of the City's ICT facilities must not interfere with business operations and, accordingly the CEO may choose to set limits on acceptable personal use. This stipulation applies equally to all of the City's ICT facilities.

Information entered on any office computer, or recorded on any hardware storage space, becomes the property of the City. This includes information of a personal kind. The City reserves the right to access any part of its ICT facilities, for any purpose, even if a person has recorded personal information on it and may choose to copy or delete personal messages. It also reserves the right to disclose personal messages for the purpose of addressing suspected violations of this policy or any legislative requirements.

3.13 Examples of Unethical and Unacceptable Use

Use of the Internet for unethical or unacceptable purposes/activities is not permitted. This includes, but is not limited to, any of the following activities:

- Violating federal or state laws, in particular Division 6 of the Censorship Act 1996.
- Violating organisational, institutional or third party copyright, licence agreements or other contracts.
- Seeking to gain or gaining unauthorised access to the resources of the Internet.
- Seeking to use or using services that incur a cost in addition to the connection fees and costs.
- Using, or knowingly allowing another use, any computer, computer network, computer system, program or software to devise or execute artifice or scheme to defraud or to obtain money, property, services or other things of value by false pretences, promises or representations.
- Without authorisation, destroying, altering, dismantling, disfiguring, preventing rightful access to, or otherwise interfering with the integrity of computer-based information and/or information resources.
- Without authorisation, invading the privacy of individuals or entities that are creators, authors, users, or subjects of the information resource.
- Disrupting the intended use of the Internet.
- Vandalising the data of another user, the Internet, or any agencies of other networks connected to the Internet. This includes, but is not limited to the creation of computer viruses.

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES - INFORMATION TECHNOLOGY
INFORMATION AND COMMUNICATIONS TECHNOLOGY FACILITIES -
CONDITIONS OF USE
POLICY NO: 1.1.1

- Unduly interfering with the work of other users of the Internet, or with their host systems, that would seriously disrupt the network or result in the loss of a user's work or system.
- Transmitting, or causing to be transmitted, any communications that may be construed as harassment or disparagement of others based on the criteria of anti-discrimination legislation and the City's policy.
- Compromising the privacy of users and/or the City's network.
- Seeking to create a false identity or forged e-mail address or header, or otherwise attempting to mislead others as to the identity of the sender or the origin of a message sent via Internet.
- Using ones account (or the facilities and capabilities of the Internet) to conduct any business or activity for commercial purposes or financial gain, including publishing material which contains any advertising or any solicitation of other network users or discussion group of list members to use goods or services.
- Publishing on or over the Internet any information, which violates or infringes upon the rights of any other person or any information of an abusive, profane nature or material likely to be sexually offensive to an average person.
- Accessing, distributing or storing of unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene, malicious, restricted or otherwise objectionable material of any kind or nature.
- Using one's account for obtaining illegally distributed copies of software.
- Using one's account for political lobbying.
- Using one's account to harass or defame another person.
- Seeking or gaining unauthorised access to any resource or entity.
- Seeking to use the Internet for any criminal or illegal activities (defined as a violation of State, Commonwealth or International Law).
- Seeks to engage in Obscene Activities as defined in the 1995 Censorship Bill.
- Wastefully using finite resources or obstructing other people's work by consuming gratuitously large amount of system resources (disk space, CPU time, bandwidth). The sending of chain letters or broadcasts messages or individuals and any other types of use that would cause congestion of the networks or otherwise interfere with the work of others is expressly forbidden. Unbridled and open-ended use of the Internet in terms of access cannot be accommodated.

- Propagation of any form of malicious software (viruses, worms, Trojan horses, applets etc).
- Transmission of any material that may infringe the intellectual property rights or other rights of third parties, including trademark, copyright or right of publicity.
- Seeking to participate in network games or other such frivolous activity.
- Participating in illegal online file sharing activities.

3.14 Examples of Unacceptable Material

Improper use includes the entry, storage and transmission of unacceptable material.

Unacceptable material includes but is not limited to:

- Material that breaches the requirements of anti-discrimination legislation such as the Racial Discrimination Act 1975, the Sex Discrimination Act 1984 and the Disability Discrimination Act 1992.
- Unauthorised written or pictorial material, including material a reasonable person would consider objectionable, offensive, harassing, obscene or restricted.
- Files larger than 3 MB for email and attachments.
- Chain mail.
- Unauthorised executable files.
- Any material that violates copyright legislation.

Restricted material means articles dealing with matters of sex, drug misuse, crime, cruelty, violence or abhorrent phenomena, which would be unsuitable for a minor to see, hear or read.

Objectionable material includes: Any media classified RC or refused publication; child pornography; articles promoting crimes and/or violence; and articles that describe or depict coercion to submit to sexual conduct, acts of necrophilia, torture, bestiality, or the use of excrement in a sexual act.

4.1 Purchasing

All purchasing of the organisation's ICT hardware devices shall be centralised with Information Technology Services (ITS) to ensure that all equipment conforms to corporate hardware standards. All requests for corporate ICT hardware devices must be submitted to the manager for that service area for approval. The request must then be sent to ITS, which will then determine standard hardware that best accommodates the desired request.

4.2 Hardware Standards

The following list shows the standard hardware distribution for the City's ICT (excluding test computers) that are fully supported by ITS:

- Desktops - will be provided to employees who work primarily from the office.
- Laptops - will only be provided to employees on availability and "sign out" basis.
- Monitors - will be provided for both desktop and laptop systems. 15 inch through to 21 inch monitor, depending on job requirements
- Printers - Employees will be given access to a network laser printer and a multi-function copier for printing purposes.
- Telephones
- Two – way radios

Employees needing ICT hardware other than what is stated above must request such hardware from ITS. Each request will be considered on a case-by-case basis.

4.3 Outside Equipment

No outside equipment may be connected into the City's network without the permission of the Manager Information Systems (MIT). No personal hardware or software is allowed. This policy is enforced to reduce problems with equipment, software failure, damage to data files, and the introduction of viruses.

To restrict access to the City's data and/or programs and prevent virus transmission, personal disks not belonging to the City are not to be used on the City's computers, unless otherwise stated.

4.4 Relocation of ICT Equipment

ICT equipment must not be relocated without prior knowledge and consent of ITS employees.

4.5 Proper Handling of ICT Equipment

Standard measures are required to maintain cleanliness and ensure the safety with ICT equipment.

- One should avoid eating and drinking over all ICT equipment.
- All care must be taken when using ICT equipment.

4.6 Customisation of Computer Equipment

Employees of the City are not permitted to modify the configuration of any piece of ICT equipment. This is to prevent conflict with existing software and hardware. Examples of this are unauthorised screen savers. Any employees unsure of this should contact ITS for clarification and/or instruction.

4.7 Network Housekeeping

Employees must check their directories and files on the network on a regular basis and backup any redundant files.

Data of a personal nature (non-work related) are NOT to be stored on any council network or local computer drive(s). IT will periodically scan network drives for these types of files. If non work related files are identified a warning e-mail will be sent to yourself and to your section manager. If this is not acted upon within five (5) business days the file will be removed by IT.

Prior to an employee leaving the City, the employee must examine their personal drive (F drive) and move all work related files to corporate working directory. Failure to do so will result in the files being deleted by ITS during cleanup.

4.8 Borrowing of Computer Equipment

Employees must seek approval to borrow computer equipment after hours. Computer equipment will be supplied upon availability on a case by case situation.

Family or friends of employees do not have permission to use such equipment.

4.9 After Hours Access

Office hours are 8am – 5pm Monday to Friday, with the exception of Library and Beatty Park Leisure Centre. Access to the system outside of these hours may be restricted due to ITS performing upgrades, backups and other system maintenance functions.

Weekend access to the corporate systems should be cleared with ITS.

5. SOFTWARE

5.1 Installation and Support of City of Vincent Software

The City's ITS is exclusively responsible for installing and supporting software on the organisation's computers. This responsibility set includes:

- Office desktop computers
- Organisational laptop computers
- Public use desktop computers (provided by the City)
- Telecommuter home computers (provided by the City)

The City's ITS has developed a standard operating environment to provide software and hardware in good operating condition to the City's employees so that they can best accomplish their tasks.

5.2 Current Software

The City's ITS, in coordination with all other service areas, has decided upon the following software standards:

Operating System

- Microsoft Windows XP SP2

Productivity Applications

- Microsoft Office 2003
 - Word
 - Excel
 - PowerPoint
 - Access
 - Outlook
- MapInfo
- Authority
- DocManager

Accessories

- Microsoft Internet Explorer
- Adobe Acrobat Reader
- Trend OfficeScan Corporate Edition

5.3 The current software can exist in any one of the following scenarios:

- (a) From the ITS created SOE (Standard Operating Environment) which is applied to all council desktop computers
- (b) The City's ITS installation procedure that provides for the following:
 - Installation options
 - Upgrade considerations (if applicable)
 - Data conversion (if applicable)
- (c) A shortcut to a network application (not truly an installation)
- (d) An automated installation through an information technology services developed solution that may be used in a rapid-deployment scenario or silent-install situation
- (e) A terminal application, Citrix application, or other thin-client type of application accessible via the City's intranet page or desktop link.

5.4 Software cannot be present on City of Vincent computers in the following scenarios:

- (a) An installation of a software not carried out by ITS employees.
- (b) Software purchased for one's own computer.
- (c) A pirated copy of any title.
- (d) Any other title than what is on the current software list of this policy.
- (e) Any means not covered by the ways that software can exist on City of Vincent computers.

5.5 Software Licensing

Majority of the software titles on the City's current software list are not freeware; therefore, the cost of software is a consideration for most titles and their deployment.

It is the aim of ITS to ensure licensing is kept accurate and maintained. To address this, the ITS service area is responsible for purchasing software licenses for the following software categories:

- Desktop operating system
- Productivity Applications
- Internet software
- Accessories

Other software categories (workgroup-specific titles) are the purchasing responsibility of the workgroup in which they serve. However, the application(s) are still installed and supported to an extent by ITS.

To control costs, licensing costs are a factor in the decision-making processes that go into client software planning and request approval.

5.6 Software Requests

If a user would like additional software, a request to his or hers manager should be put in writing.

This formal request should be then forwarded onto the Manager of Information Technology for action.

6. ANTIVIRUS

6.1 Background

A virus is a program designed to replicate itself without permission. In addition, some make great efforts to avoid detection, damage programs and/or data and transfer information and/or funds out of the company to third parties. Viruses usually try to avoid detection by disguising themselves as a legitimate program or attaching themselves to a trusted program like E-mail messages. Viruses are not only "executable" programs, but may also be contained in the "macros" used by programs such as document macros in word processors, spread sheets etc.

There are four main types of Virus:

- Hoax

Hoax viruses, which may best be described as another form of "Spam", are of more nuisance value than anything else but again can be time consuming.

- Non Malicious

Non-malicious viruses do not cause any actual damage and have more nuisance value than anything else, nevertheless they too can be very time consuming and therefore expensive to eradicate from a system.

- Malicious

Malicious viruses will damage systems in some way, whether it is erasing hard disks, tampering with Word document templates, or some other destructive process.

- Security Breaching

Security breach viruses may transfer internal files and information out of your company to a third party without your permission.

6.2 Risk Analysis

After assessing the City's of Vincent ICT infrastructure, ITS have recognised following areas of virus threat:

- File and Print Servers
- Desktops - including laptops
- Internet - Web browsing
- Email
- External storage media – Floppy disk, CD-ROM, ZIP disk.

6.3 Protection – Anti Virus Tools

As the threat posed by malicious virus continually increases, ITS are constantly exploring new methods to enhance the protection afforded to users by existing systems.

6.4 Virus Outbreak Procedure

The following is a guideline to follow when dealing with a virus outbreak:

Note: These actions should be carried out by an ITS employees.

- Locate the virus in the environment and find out what the virus is called.
- Ascertain the threat.
- Get information on the virus from <http://www.antivirus.com>
- Take appropriate actions to control the outbreak.

- Estimate the scale of infection, allocate the required resources, and clean the virus.
- Validate data integrity.
- Contact any other business (units).

The steps above will help you deal with any virus outbreak. Most important is to understand the infection mechanism of the virus and any possible payload. This will allow you to take appropriate actions when dealing with the virus.

An up to date list of the current virus can be found from “<http://www.antivirus.com>”. This site also includes a mailing list, which can be joined to find out about new viruses as they are discovered.

7. EMAIL/FAX

7.1 City of Vincent Property

As a productivity enhancement tool, the City encourages the business use of electronic communications (voice mail, e-mail, and fax). Electronic communications systems and all messages generated on or handled by electronic communications systems, including back-up copies, are considered to be the property of the City, and are not the property of users of the electronic communications services.

7.2 Authorised Usage

The City’s electronic communications systems generally must be used only for business activities. Incidental personal use is permissible so long as it does not:

- consume more than a trivial amount of resources;
- interfere with employee’s productivity; or
- generate any business activity.

Users are restricted from using the City’s electronic communications systems for charitable endeavours, private business activities, or amusement/entertainment purposes unless expressly approved by the CEO or Directors. Employees are reminded that the use of corporate resources, including electronic communications, should never create either the appearance or the reality of inappropriate use.

7.3 Default Privileges

Employee privileges on electronic communications systems must be assigned so that only those capabilities necessary to perform a job are granted. This approach is widely known as the concept of "need-to-know." For example, end users must not be able to reprogram electronic mail system software.

7.4 User Separation

These facilities must be implemented where electronic communications systems provide the ability to separate the activities of different users. For example, electronic mail systems must employ user-IDs and associated passwords to isolate the communications of different users. Fax machines that do not have separate mailboxes for different recipients need not support such user separation. All Employees and authorised contractors must have unique usernames and passwords to access the e-mail system.

7.5 Network Etiquette

All users of electronic data exchange facilities are expected to abide by the generally accepted rules of etiquette. These include, but are not limited to, the following:

- Compliance with the City's standards and regulations for employee conduct.
- Not engaging in activities, which are prohibited under State or Commonwealth Law.
- Nor using the network in such a way that disrupts the use of the network for other users.

This applies specifically to vandalism and harassment

7.6 User Accountability

Regardless of the circumstances, individual passwords must never be shared or revealed to anyone else besides the authorised user. To do so exposes the authorised user to claim responsibility for actions the other party takes with the password.

If users need to share computer resident data, they should utilise message-forwarding facilities, public directories on local area network servers, and other authorised information-sharing mechanisms. To prevent unauthorised parties from obtaining access to electronic communications, users must choose passwords that are difficult to guess (not a dictionary word, not a personal detail, and not a reflection of work activities).

7.7 No Default Protection

Employees are reminded that the City's electronic communications systems are not encrypted by default. If sensitive information must be sent by electronic communications systems, encryption or similar technologies to protect the data must be employed. See ITS employees if this requirement is needed.

7.8 Respecting Privacy Rights

Except as otherwise specifically provided, employees may not intercept or disclose, or assist in intercepting or disclosing, electronic communications.

The City is committed to respecting the rights of its employees, including their reasonable expectation of privacy.

However, the City is also responsible for the servicing and protection of its electronic communications networks. To accomplish this, it is occasionally necessary to intercept or disclose, or assist in intercepting or disclosing electronic communications.

7.9 No Guaranteed Message Privacy

The City cannot guarantee that electronic communications will be private. Employees should be aware that electronic communications could, depending on the technology, be forwarded, intercepted, printed, and stored by others. Furthermore, others can access electronic communications in accordance with this policy.

7.10 Regular Message Monitoring

It is the policy of the City NOT to regularly monitor the content of electronic communications. However, the content of electronic communications may be monitored and the usage of electronic communications systems will be monitored to support operational, maintenance, auditing, security, and investigative activities. Users should structure their electronic communications in recognition of the fact that the City will filter and block emails and internet access in line with this document.

7.11 Statistical Data

Consistent with generally accepted business practice, the City collects statistical data about electronic communications. As an example, call-detail-reporting information collected by telephone service providers indicates the numbers dialed, the duration of calls, the time of day when calls are placed, etc. Using such information, ITS employees monitors the use of electronic communications to ensure the ongoing availability and reliability of these systems.

7.12 Incidental Disclosure

It may be necessary for ITS employees to review the content of an individual employee's communications during the course of problem resolution. IT employees may not review the content of an individual employee's communications out of personal curiosity or at the insistence of individuals who have not gone through the proper approval channels (i.e. Manager, Director, CEO etc).

7.13 Message Forwarding

Recognising that some information is intended for specific individuals and may not be appropriate for general distribution, electronic communications users should exercise caution when forwarding messages. Sensitive information must not be forwarded to any party outside the City without the prior approval of a Manager, Director or the CEO. Blanket forwarding of messages to parties outside the City is prohibited unless the prior permission of the CEO has been obtained.

7.14 Deleting Electronic Messages

Users are required to delete their personal electronic message no longer needed for business purposes from storage media. Not only will this increase scarce storage space; it will also simplify record management and related activities. If the City is involved in a litigation action, all electronic messages pertaining to that litigation will not be deleted until the CEO or his/her designated representative has communicated that it is legal to do so.

To avoid excessive load on the mail server, users must: perform regular clean-ups of their E-mail and FAX messages:

- E-mail in **Sent Items** and **Inbox** folders.
- E-mail in **Trash folder** at every re-start of the PC (default)

7.15 Responsibilities

As defined below, Employees responsible for electronic mail security have been designated in order to establish a clear line of authority and responsibility:

- ITS must establish e-mail security policies and standards and provide technical guidance on e-mail security to all City of Vincent employees.
- ITS must monitor compliance with personal computer security requirements, including hardware, software, and data safeguards. Managers must ensure that their Employees are in compliance with the personal computer security policy established in this document. ITS must also provide administrative support and technical guidance to management on matters related to e-mail security.
- Managers must ensure that Employees under their supervision implement e-mail security measures as defined in this document.

7.16 Email Etiquette

It is expected that the users of the City's email facility adhere to the email etiquette outlined below:

- (1) Be concise and to the point

Do not make an e-mail longer than it needs to be. Remember that reading an e-mail is harder than reading printed communications and a long e-mail can be very discouraging to read.

- (2) Answer all questions, and pre-empt further questions

An email reply must answer all questions, and pre-empt further questions – If you do not answer all the questions in the original email, you will receive further e-mails regarding the unanswered questions, which will not only waste your time and your customer's time but also cause considerable frustration. Moreover, if you are able to pre-empt relevant questions, your customer will be grateful and impressed with your efficient and thoughtful customer service.

- (3) Use proper spelling, grammar & punctuation

This is not only important because improper spelling, grammar and punctuation give a bad impression of your company, it is also important for conveying the message properly. E-mails with no full stops or commas are difficult to read and can sometimes even change the meaning of the text. And, if your program has a spell checking option, why not use it?

- (4) Make it personal

Not only should the e-mail be personally addressed, it should also include personal i.e. customized content. For this reason auto replies are usually not very effective. However, templates can be used effectively in this way, see next tip.

- (5) Use templates for frequently used responses

Some questions you get over and over again, such as directions to your office or how to subscribe to your newsletter. Save these texts as response templates and paste these into your message when you need them. You can save your templates in a Word document, or use pre-formatted emails.

(6) Answer swiftly

Customers send an e-mail because they wish to receive a quick response. If they did not want a quick response they would send a letter or a fax. Therefore, each e-mail should be replied to within at least 24 hours, and preferably within the same working day. If the email is complicated, just send an email back saying that you have received it and that you will get back to them. This will put the customer's mind at rest and usually customers will then be very patient!

(7) Do not attach unnecessary files

By sending large attachments you can annoy customers and even bring down their e-mail system. Wherever possible try to compress attachments and only send attachments when they are productive. Moreover, you need to have a good virus scanner in place since your customers will not be very happy if you send them documents full of viruses!

(8) Use proper structure & layout

Since reading from a screen is more difficult than reading from paper, the structure and lay out is very important for e-mail messages. Use short paragraphs and blank lines between each paragraph. When making points, number them or mark each point as separate to keep the overview.

(9) Do not overuse the high priority option

We all know the story of the boy who cried wolf. If you overuse the high priority option, it will lose its function when you really need it. Moreover, even if a mail has high priority, your message will come across as slightly aggressive if you flag it as 'high priority'.

(10) Do not write in CAPITALS

IF YOU WRITE IN CAPITALS IT SEEMS AS IF YOU ARE SHOUTING. This can be highly annoying and might trigger an unwanted response in the form of a flame mail. Therefore, try not to send any email text in capitals.

(11) Don't leave out the message thread

When you reply to an email you should include the original email in your reply, in other words click "Reply" instead of "New Message".

(12) Add disclaimers to your emails

It is important to add disclaimers to your internal and external emails, since this can help protect the organisation from liability. City of Vincent automatically inserts a standard disclaimer on all external emails.

(13) Read the email before you send it

A lot of people don't bother to read an email before they send it out, as can be seen from the many spelling and grammar mistakes contained in emails. Apart from this, reading your email through the eyes of the recipient will help you send a more effective message and avoid misunderstandings and inappropriate comments.

(14) Do not overuse Reply to All

Only use Reply to All if you really need your message to be seen by each person who received the original message.

(15) Mailings > use the Bcc: field or do a mail merge

When sending an email mailing, some people place all the email addresses in the To: field. There are two drawbacks to this practice: (1) the recipient knows that you have sent the same message to a large number of recipients, and (2) you are publicising someone else's email address without their permission. One way to get round this is to place all addresses in the Bcc: field. However, the recipient will only see the address from the To: field in their email, so if this was empty, the To: field will be blank and this might look like spamming. You could include the mailing list email address in the To: field, or even better, if you have Microsoft Outlook and Word you can do a mail merge and create one message for each recipient. A mail merge also allows you to use fields in the message so that you can for instance address each recipient personally. For more information on how to do a Word mail merge, consult the Help in Word.

(16) Take care with abbreviations and emoticons

In business emails, try not to use abbreviations such as BTW (by the way) and LOL (laugh out loud). The recipient might not be aware of the meanings of the abbreviations and in business emails these are generally not appropriate. The same goes for emoticons, such as the smiley :-). If you are not sure whether your recipient knows what it means, it is better not to use it.

(17) Be careful with formatting

Remember that when you use formatting in your emails, the sender might not be able to view formatting, or might see different fonts than you had intended. When using colours, use a colour that is easy to read on the background.

(18) Take care with rich text and HTML messages

Be aware that when you send an email in rich text or HTML format, the sender might only be able to receive plain text emails. If this is the case, the recipient will receive your message as a .txt attachment. Most email clients however, including Microsoft Outlook, are able to receive HTML and rich text messages.

(19) Do not request delivery and read receipts

This will almost always annoy your recipient before he or she has even read your message. Besides, it usually does not work anyway since the recipient could have blocked that function, or his/her software might not support it, so what is the use of using it? If you want to know whether an email was received it is better to ask the recipient to let you know if it was received.

(20) Do not ask to recall a message

Biggest chances are that your message has already been delivered and read. A recall request would look very silly in that case wouldn't it? It is better just to send an email to say that you have made a mistake. This will look much more honest than trying to recall a message.

(21) Do not copy a message or attachment without permission

Do not copy a message or attachment belonging to another user without permission of the originator. If you do not ask permission first, you might be infringing on copyright laws.

(22) Do not use email to discuss confidential information

Sending an email is like sending a postcard. If you don't want your email to be displayed on a bulletin board, don't send it. Moreover, never make any libellous, sexist or racially discriminating comments in emails, even if they are meant to be a joke.

(23) Use a meaningful subject

Try to use a subject that is meaningful to the recipient as well as yourself. For instance, when you send an email to a company requesting information about a product, it is better to mention the actual name of the product, e.g. 'Product A information' than to just say 'product information' or the company's name in the subject.

(24) Use active instead of passive

Try to use the active voice of a verb wherever possible. For instance, 'We will process your order today', sounds better than 'Your order will be processed today'. The first sounds more personal, whereas the latter, especially when used frequently, sounds unnecessarily formal.

(25) Avoid using URGENT and IMPORTANT

Even more so than the high-priority option, you must at all times try to avoid these types of words in an email or subject line. Only use this if it is a really, really urgent or important message.

(26) Avoid long sentences

Try to keep your sentences to a maximum of 15-20 words. Email is meant to be a quick medium and requires a different kind of writing than letters. Also take care not to send emails that are too long. If a person receives an email that looks like a dissertation, chances are that they will not even attempt to read it!

(27) Don't send emails containing libellous, defamatory, offensive, racist, obscene remarks

By sending or even just forwarding one libellous, or offensive remark in an email, you and your company can face court cases resulting in multi-million dollar penalties.

(28) Don't forward virus hoaxes and chain letters

If you receive an email message warning you of a new unstoppable virus that will immediately delete everything from your computer, this is most probably a hoax. By forwarding hoaxes you use valuable bandwidth and sometimes virus hoaxes contain viruses themselves, by attaching a so-called file that will stop the dangerous virus. The same goes for chain letters that promise incredible riches or ask your help for a charitable cause. Even if the content seems to be bona fide, the senders are usually not. Since it is impossible to find out whether a chain letter is real or not, the best place for it is the recycle bin.

(29) Keep your language gender neutral

In this day and age, avoid using sexist language such as: 'The user should add a signature by configuring his email program'. Apart from using he/she, you can also use the neutral gender: 'The user should add a signature by configuring the email program'.

(30) Don't reply to spam

By replying to spam or by unsubscribing, you are confirming that your email address is 'live'. Confirming this will only generate even more spam. Therefore, just hit the delete button or use email software to remove spam automatically.

(31) Use cc: field sparingly

Try not to use the cc: field unless the recipient in the cc: field knows why they are receiving a copy of the message. Using the cc: field can be confusing since the recipients might not know who is supposed to act on the message. Also, when responding to a cc: message, should you include the other recipient in the cc: field as well? This will depend on the situation. In general, do not include the person in the cc: field unless you have a particular reason for wanting this person to see your response. Again, make sure that this person will know why they are receiving a copy.

8. CONDITIONS OF USE AGREEMENT

I, (block letters), have read and understood and agree to abide by the Conditions of Use for information technology and telecommunication facilities including Internet Usage, Electronic Mail and Fax. I agree to co-operate with reasonable security investigations. I acknowledge that I have been given and have read a copy of the Information Technology and Telecommunication usage policy. It is understood that I will not, or will not attempt to:

1. use the Council's Computing Infrastructure for any illegal or objectionable purposes (as defined by the WA Censorship Act);
2. attempt to breach the security of the computing system, including, but not limited to, altering software settings.

I understand that should violation of this agreement occur, disciplinary action may be taken and it will be deemed a breach by me of the terms of my employment. Breaching any of the Conditions of Internet Use, will result in permanent removal of online services access, a report to Chief Executive Officer, and where necessary, recommendation for disciplinary action including possible termination of employment, and/or prosecution by the City of Vincent or other appropriate authority.

Name (please print): _____

Signature

Date: _____





12.2	COUNCIL RECESS PERIOD 2021-2022 - RECEIVING OF ITEMS DEALT WITH UNDER DELEGATED AUTHORITY BETWEEN 15 DECEMBER 2021 AND 1 FEBRUARY 2022
-------------	---

TRIM Ref: D21/210063

Author: Wendy Barnard, Council Liaison Officer

Authoriser: John Corbellini, Executive Manager Strategy & Development

Attachments:

1. Lease of 596 (Lots 49 & 50) Beaufort Street Mount Lawley for Barlee Street Car Park  
2. Britannia Reserve Lighting Project - Change of Scope Request (002)  

RECOMMENDATION:

That Council **RECEIVES** the report on the items of business dealt with under delegated authority during the over the Council recess period, 15 December 2021 and 1 February 2022, which are:

1. Lease of 596 (Lots 49 & 50) Beaufort Street, Mount Lawley for Barlee Street Car Park; and
2. Britannia Reserve Lighting Project - Change of Scope Request.

PURPOSE OF REPORT:

To advise Council of the items approved under delegated authority during the 2021-22 Council recess period, being 15 December 2021 and 1 February 2022.

BACKGROUND:

At the Ordinary Meeting of Council held on 14 December 2021 Council resolved as follows:

“That Council DELEGATES BY ABSOLUTE MAJORITY, pursuant to section 5.42 of the Local Government Act 1995, to the Chief Executive Officer, the power to deal with any items of business that may arise between 15 December 2021 to 1 February 2022, and which are not the subject of delegated authority already granted by Council, subject to:

1. *Reports being issued to all Council Members for a period of three business days prior to the delegated decision being made and no requests for ‘call-in’ of the matter being received from Council Members;*
2. *Reports being displayed on the City’s website for a period of three business days prior to the delegated decision being made;*
3. *A report summarising the items of business dealt with under delegated authority being submitted for information to Council at its Ordinary Meeting to be held on 8 February 2022; and*
4. *A Register of Items Approved under this Delegated Authority being kept and made available for public inspection on the City’s website during the period that the delegation applies.*

DETAILS:

Two reports to be approved by the Acting Chief Executive Officer under delegated authority were considered over the Council recess period.

Item	Responsible Directorate	Subject	Decision and Date
1	Strategy & Development	Lease of 596 (Lots 49 & 50) Beaufort Street, Mount Lawley for Barlee Street Car Park	Approved under delegated authority on 27 January 2022
2	Infrastructure & Environment	Britannia Reserve Lighting Project - Change of Scope Request	Approved under delegated authority on 27 January 2022

These reports were circulated to Council Members on 21 January 2022 and displayed on the City's website for a period of three business days, commencing on 24 January 2022.

The City received no requests from Council Members for the reports to be called in to be considered at the 1 February 2022 Council Meeting. A point of clarification was provided in respect to Item 1 - Lease of 596 (Lots 49 & 50) Beaufort Street, Mount Lawley for Barlee Street Car Park. The optional lease term is at the discretion of the lessee (the City).

On this basis, and following appropriate due diligence, the Acting Chief Executive Officer authorised the reports under delegated authority on 27 January 2022, subject to the optional lease term in Item 1 being at the sole discretion of the lessee (the City).

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Section 5.42(1) of the *Local Government Act 1995* provides that a local government may delegate to the CEO any of its powers or the discharge of any of its duties under this Act, other than those requiring an absolute or special majority decision (see section 5.43).

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to receive this report on items dealt with under delegated authority during the Council Recess Period.

STRATEGIC IMPLICATIONS:

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil

COMMENTS:

Nil.

DELEGATED AUTHORITY REPORT AGENDA

21 JANUARY 2022

LEASE OF NO. 596 (LOTS: 49 & 50) BEAUFORT STREET, MOUNT LAWLEY FOR BARLEE STREET CAR PARK**Attachments:** Nil**RECOMMENDATION****That Council:**

1. **APPROVES** a lease by the City of Lots 49 and 50 on Plan 692, known as 596 Beaufort Street, Mount Lawley from Elaine Marea Palassis and Palassis Holdings Pty Ltd (ACN 008 779 128) subject to the following:
 - 1.1 **Term:** 5 years
 - 1.2 **Option term:** 5 years
 - 1.3 **Rent:** \$80,000 per annum at CPI
 - 1.4 **Outgoings:** Payable by the City, includes utilities, rates and levies
 - 1.5 **Public Liability:** City to effect and maintain public liability insurance
2. **AUTHORISES** the affixing of the Common Seal of the City of Vincent to the Lease in accordance with the City's Execution of Documents Policy.

PURPOSE OF REPORT:

To consider a proposed new lease by the City of Lots 49 and 50 on Plan 692, known as No. 596 Beaufort Street, Mount Lawley (Premises) from Elaine Marea Palassis and Palassis Holdings Pty Ltd (CAN 008 779 128) (Owners).

BACKGROUND:

The City owns Lot 48 on Plan 692, known as No. 590 Beaufort Street, Mount Lawley (**Lot 48**). On 29 March 2001, the City leased Lots 49 and 50 on Plan 692 known as No. 596 Beaufort Street, Mount Lawley (**Premises**) (located on the two lots adjacent to Lot 48) from Theo Anthony Palassis, George Anthony Palassis and Palassis Holdings Pty Ltd respectively (**Lease**). The Premises and Lot 48 together comprise the Barlee Street Car Park.

At its Ordinary Council Meeting on 20 October 2020, Council approved the grant of an extension of lease of the Premises for a further one year expiring on 13 February 2022. There is no holding over provision in the Lease.

At its Ordinary Council Meeting on 22 June 2021, Council by absolute majority removed the first hour free parking fees for the Barlee Street Car Park.

At the Council Workshop on 2 November 2021, Administration presented the outcome of the removal of first hour free parking fees. This showed a significant increase to the City's car parking revenue.

DELEGATED AUTHORITY REPORT AGENDA

21 JANUARY 2022

The table below is an update of the car park revenue, noting the consistent increase in revenue following the removal of the first hour free parking fees.

BARLEE ST CAR PARK (monthly revenue)			
	Free Transactions	Paid Transactions	Total Revenue
March 2021	3383	1669	\$6,529.81
April 2021	2907	2863	\$6,029.89
May 2021	3254	1978	\$8,452.11
June 2021	3047	1654	\$6,813.75
July 2021	2179	2517	\$10,002.29
August 2021		3493	\$14,228.89
September 2021		3650	\$15,690.42
October 2021		3817	\$16,824.04
November 2021		3637	\$16,226.32
December 2021		3585	\$16,149.76

DETAILS:

New Lease

Administration has entered into preliminary discussions with the Owner's representative on various lease options. The Owner's representative has advised that their client is in current contract negotiations regarding development of the Premises but was supportive of the entering into a longer term lease with the City. The key terms proposed:

Term: 5 years
 Option to extend: 5 years
 Rent: \$80,000 per annum at CPI
 Outgoings: Payable by the City, includes management fee, utilities, rates and levies
 Public Liability: City to effect and maintain public liability insurance

Administration is supportive of entering into a new lease term with the Owners for the following reasons:

- The City has been generating consistent revenue of approximately \$15,000 per month (equivalent to \$180,000 per annum) since the removal of 'first hour free' parking fee;
- Rent was previously well over \$100,000 per year, discounted to \$60,000 this year due to pandemic. The proposed rent of \$80,000 is reasonable given the revenue being generated by the City and the historic rent paid;
- The revenue assumptions of \$15,000 per month are based on no increase in parking fees or occupancy over five years;
- Based on these assumption the lease would be budget positive for the City throughout the term, resulting in a bottom line of approximately \$50,000 a year for the City;
- The lease ensures the continued operation of the Barlee Street Car Park for the Beaufort Street Town Centre; and
- The lease would allow the City to continue exploring the potential of pedestrian spaces at Grosvenor Road or Barlee Street as requested by Council at its Ordinary Council Meeting on 22 June 2021.

It is also noted that the registered proprietor of Lot 49 on Plan 692 has changed since executing the Lease and it is in the parties' best interest to enter into new lease arrangements.

CONSULTATION/ADVERTISING:

Subject to Council approval, Administration will continue to negotiate with the Owners on finalising and execution of the lease.

LEGAL/POLICY:

The City is the tenant and section 3.58 of the *Local Government Act 1995* (WA) does not apply as there is no disposition of property by the City.

DELEGATED AUTHORITY REPORT AGENDA

21 JANUARY 2022

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to enter into a 5 year lease term based on the negotiated rent and projected income surplus that will be generated over the lease term.

STRATEGIC IMPLICATIONS:

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

Connected Community

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

Thriving Places

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

Innovative and Accountable

Our community is satisfied with the service we provide.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

The table below shows the surplus generated based on the negotiated annual rent of \$80,000 plus CPI and outgoings.

Items	2026/27 projected	2025/26 projected	2024/25 projected	2023/24 projected	2022/23 projected	2021/22 to date
Income						
Parking revenue (ticket machines + permits) **	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000	\$85,818
Parking Infringements	\$5,000	\$5,000	\$5,000	\$ 5,000	\$ 5,000	\$ 3,010
Total Income	\$185,000	\$185,000	\$185,000	\$185,000	\$185,000	\$ 88,828
Expenditure						
Carpark Cleaning	-\$1,000	-\$1,000	-\$1,000	-\$ 1,000	-\$ 1,000	-\$ 917
Allocation of maintenance of grounds (inc. refresh and line marking (every 4 years)	-\$1,000	-\$1,000	-\$1,000	-\$ 1,000	-\$ 1,700	-\$1,000
Utilities	-\$2,900	-\$2,900	-\$2,900	-\$ 2,900	-\$ 2,900	-\$ 1,349
Rent (inc. management fee) – 5 year projection @ 2.5% CPI	-\$94,905	-\$92,751	-\$90,650	-\$ 88,600	-\$ 86,600	-\$ 38,500
Rates + levy	-\$30,000	-\$30,000	-\$30,000	-\$30,000	-\$30,000	-\$13,255
Carpark operation costs	-\$6,700	-\$6,700	-\$6,700	-\$6,700	-\$6,700	-\$5,207
Total Expenditure	-\$136,505	-\$134,351	-\$132,250	-\$130,200	-\$122,200	-\$60,228
Surplus	\$48,495	\$50,649	\$52,750	\$ 54,800	\$ 62,800	\$28,600

** Revenue projections have been maintained for 5 years and does not take into account any increase to parking fees.

DELEGATED AUTHORITY REPORT AGENDA

21 JANUARY 2022

COMMENTS:

The Lease allows the City to investigate pedestrian spaces within the Beaufort Street Town Centre while providing adequate parking to businesses and visitors to the Town Centre. The Lease provides a revenue opportunity to the City throughout this process.

APPROVAL:

Approved <input checked="" type="checkbox"/> Declined <input type="checkbox"/>	CEO Signature:  Date: 27/01/2022 18:34
Comments:	Approved subject to the Option Term being at the City of Vincent's sole discretion.

DELEGATED AUTHORITY REPORT AGENDA

21 JANUARY 2022

BRITANNIA RESERVE LIGHTING PROJECT - CHANGE OF SCOPE REQUEST

Attachments: 1. Project Scope - Original & Proposed

RECOMMENDATION

That Council:

1. **APPROVES** a reduction in scope to the sports lighting renewal project at Britannia Reserve as set out in this Report to better align with the allocated budget and;
2. **APPROVES** a budget reallocation of capital funds (\$60,000) originally allocated for the purchase of an elevated work platform to the capital project budget for the Britannia Reserve Lighting renewal project.

PURPOSE OF REPORT:

To seek approval for a reduction in scope and change in budget associated with the proposed sports lighting project at Britannia Road Reserve, in order to align with the budget and deliver the project before the Local Roads and Community Infrastructure (LCRI) Phase 2 Federal Government grant expires on 30 June 2022,.

BACKGROUND:

On 21 April 2021 the City was successful in securing a \$500,000 Federal Government grant funding through the LRCI programme for proposed new sports ground lighting at Britannia Reserve. The City engaged a consultant to design the proposed lighting scheme who estimated the cost of the scheme to be \$750k. The City has budgeted to contribute \$250,000 toward the project. A condition of the LCRI Federal Grant is that all works are to be completed by 30 June 2022.

The existing lighting system comprises of six light poles together with inefficient halogen luminaires which are all approaching the end of their life expectancy and provide minimal substandard lighting to the reserve.

DETAILS:

The new proposed lighting system was designed to illuminate six multi-purpose sports fields used predominantly for both soccer and cricket purposes. The proposed new installation comprises of:

- Eight new 35 metre light poles
- Seventy-two new LED luminaires
- New main site electrical switchboard
- New electrical lighting distribution board
- New electrical cabling

Quotations for the works were sought from WALGA Panel of contractors in November 2021 and four submissions were received. The lowest quotation received exceeded the budget by approximately 25%.

In order to more closely align with the budget amount, a reduced scope of works was compiled providing illuminance to four sporting fields only. The revised scope comprised of:

- Seven new 35 metre light poles
- Fifty-two new LED luminaires
- Retaining the main site electrical switchboard
- New electrical lighting distribution board
- New electrical cabling

A second request for quotation with a reduced scope was issued to the same WALGA Panel respondents in late December 2021. The lowest quotation received for the reduced scope is approximately 2% (\$15,000) above budget.

DELEGATED AUTHORITY REPORT AGENDA**21 JANUARY 2022**

The project is proposed to be undertaken this financial year and in order to secure the LCRI grant funding, the Administration seeks Council approval to proceed with this project at this point with the reduced scope.

Given a long lead time for the delivery of the light poles (estimated to be three months), a fluctuating market with rising prices and contractor availability a timely decision is required in order for the project to be delivered and meet the requirements of the grant funding.

The Administration will provide a further report to February Council in order for Council to consider additional funding for the provision of lighting to the two remaining sports fields in order to complete the project as originally scoped (Circa. \$300,000).

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to approve the change of scope.

There is potential project risk in relation to contractual delays and escalation in costs in this project due to:

- Project funding – If the construction is not completed before 30 June 2022 the LCRI grant funding of \$500k may be retracted;
- COVID-19 virus – Supply chain delays in the delivery of the light poles together with escalation costs if there is delay in placing an order; and
- COVID-19 virus – Increasingly restrictive Federal and State Government rules potentially preventing contractors working on this project.

STRATEGIC IMPLICATIONS:

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

Connected Community

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

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

Innovative and Accountable

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

FINANCIAL/BUDGET IMPLICATIONS:

The project is proposed to be undertaken in the 2021/2022 financial year. A total of \$750,000 has been provisioned for as a capital item in 2021/2022 Budget, comprising

- Federal LCRI Phase 2 funding - \$500,000
- Council Capital Works funding - \$250,000

The proposed reduced scope project has been costed at 2% (\$15,000) over the allocated budget. Administration has identified \$60,000 in permanent savings in the fleet budget, as following an operational review the purchase of a new elevated work platform was not considered necessary given how infrequently it is used and that contractors provide their own. It is proposed to reallocate these funds within the Capital Works Programme to fund this additional amount and provide for the additional quoted amount and a 6% contingency.

Administration will provide a further report to February Council in order for Council to consider additional funding for the provision of lighting to the two remaining sports fields in order to complete the project as originally scoped, estimated to be \$300k.

DELEGATED AUTHORITY REPORT AGENDA

21 JANUARY 2022

APPROVAL:

Approved <input checked="" type="checkbox"/> Declined <input type="checkbox"/>	CEO Signature:  Date: 27/01/2022 18:39
Comments:	Nil.





12.3 INFORMATION BULLETIN

- Attachments:**
1. Minutes of the Tamala Park Regional Council Meeting held on 9 December 2021 [↓](#) 
 2. Unconfirmed Minutes of the Mindarie Regional Council Meeting held on 16 December 2021 [↓](#) 
 3. Statistics for Development Services Applications as at the end of December 2021 [↓](#) 
 4. Statistics for Development Services Applications as at end of January 2022 [↓](#) 
 5. Register of Legal Action and Prosecutions Monthly - Confidential
 6. Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 21 January 2022 [↓](#) 
 7. Register of Applications Referred to the MetroWest Development Assessment Panel - Current [↓](#) 
 8. Register of Applications Referred to the Design Review Panel - Current [↓](#) 
 9. Register of Petitions - Progress Report - January 2022 [↓](#) 
 10. Register of Notices of Motion - Progress Report - January 2022 [↓](#) 
 11. Register of Reports to be Actioned - Progress Report - January 2022 [↓](#) 
 12. Council Workshop Items since 23 November 2021 [↓](#) 
 13. Council Meeting Statistics [↓](#) 
 14. Council Briefing Notes - 14 December 2021 [↓](#) 
 15. Quarterly Street Tree Removal Report - January 2022 [↓](#) 

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated February 2022.



Meeting of Council

Thursday 9 December 2021

MINUTES

City of Vincent
244 Vincent Street, Leederville WA, 6007

These Minutes were confirmed as a true and correct record of proceedings at a meeting held on 17 February 2022.

Signature:
Chair

Constituent Members:
Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park

Minutes TPRC Council Meeting – 9 December 2021

TABLE OF CONTENTS

MEMBERSHIP	4
1. OFFICIAL OPENING	6
DISCLOSURE OF INTERESTS	6
2. PUBLIC STATEMENT/QUESTION TIME.....	6
3. APOLOGIES AND LEAVE OF ABSENCE.....	6
4. PETITIONS.....	6
5. CONFIRMATION OF MINUTES.....	6
5A. BUSINESS ARISING FROM MINUTES	6
6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION).....	6
8.4 TPRC ANNUAL FINANCIAL REPORT FOR THE YEAR 1 JULY 2020 TO 30 JUNE 2021.....	7
7. ADMINISTRATION REPORTS AS PRESENTED (ITEMS 7.1 – 7.15)	7
7.1 BUSINESS REPORT – PERIOD ENDING 2 DECEMBER 2021	7
7.2 STATEMENT OF FINANCIAL ACTIVITY FOR OCTOBER 2021.....	7
7.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR OCTOBER 2021	7
7.4 PROJECT FINANCIAL REPORT – OCTOBER 2021	8
7.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 2 DECEMBER 2021	8
7.6 PROJECT BUDGET FYE 2022 – MID-YEAR REVIEW.....	8
7.7 PROJECT FORECAST (2021).....	8
7.8 ANNUAL REPORT FOR THE YEAR ENDING 30 JUNE 2021	9
7.9 ELECTED MEMBER ALLOWANCES	9
7.10 APPOINTMENT OF ACTING AND TEMPORARY CHIEF EXECUTIVE OFFICER POLICY.....	10
7.11 AUDIT COMMITTEE AND REVISED COUNCIL MEETING SCHEDULE 2022 ..	10
7.12 APPOINTMENT OF ADDITIONAL MEMBER TO MANAGEMENT COMMITTEE	10
7.13 ACKNOWLEDGEMENT OF COUNTRY AT COUNCIL MEETINGS.....	11
7.14 TPRC RESPONSE TO THE PROPOSED REFORM OF THE LOCAL GOVERNMENT ACT 1995.....	11
7.15 STATEMENT OF FINANCIAL ACTIVITY	11
8. COMMITTEE REPORTS (ITEMS 8.1 – 8.6).....	12
MANAGEMENT COMMITTEE (11 NOVEMBER 2021).....	12
8.1 PURCHASER TERMS AND CONDITIONS – CATALINA BEACH AND CATALINA CENTRAL	12
AUDIT COMMITTEE (11 OCTOBER 2021)	13

Minutes TPRC Council Meeting – 9 December 2021

8.2	REVIEW OF THE AUDITOR'S REPORT FOR THE FINANCIAL YEAR ENDED JUNE 2021.....	13
	AUDIT COMMITTEE (1 DECEMBER 2021).....	13
8.3	AUDITOR'S REPORT FYE 2021 – SIGNIFICANT ADVERSE TREND, ASSET SUSTAINABILITY AND OPERATING SURPLUS RATIOS	13
8.5	PAYMENT OF ACCOUNTS & SECURITY OF PAYMENT INSTRUMENTS POLICY REVIEW.....	13
8.6	PETTY CASH POLICY REVIEW.....	14
9.	ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN	14
10.	QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAVE BEEN GIVEN	14
11.	URGENT BUSINESS APPROVED BY THE CHAIR.....	14
12.	GENERAL BUSINESS	14
13.	DECISION TO MOVE TO CONFIDENTIAL SESSION	14
13.1	MINDARIE REGIONAL COUNCIL LANDFILL BUFFER – GROUNDWATER MONITORING RESULTS UPDATE	15
14.	FORMAL CLOSURE OF MEETING	15

Minutes TPRC Council Meeting – 9 December 2021

MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Andres Timmermanis	Cr Jane Cutler
City of Joondalup	Cr John Chester Cr Nige Jones	Cr Russ Fishwick Cr John Raftis
City of Perth	Cr Brent Fleeton	Cr Clyde Bevan
City of Stirling	Cr Tony Krsticevic Cr Suzanne Migdale Cr Bianca Sandri Cr Karlo Perkovic	Cr David Lagan
Town of Victoria Park	Cr Bronwyn Ife	Cr Claire Anderson
City of Vincent	Cr Ashley Wallace	Cr Jonathan Hallett
City of Wanneroo	Cr Brett Treby Cr Glynis Parker	Cr Linda Aitken Cr Vinh Nguyen

Minutes TPRC Council Meeting – 9 December 2021

PRESENT

Chair	Cr Bianca Sandri
Councillors	Cr John Chester Cr Brent Fleeton Cr Nige Jones Cr Tony Krsticevic Cr Karlo Perkovic Cr Andres Timmermanis Cr Brett Treby Cr Ashley Wallace
Alternate Members	Cr Claire Anderson
Staff	Mr Jon Morellini (Chief Executive Officer) Mr Simon O'Sullivan (Manager Project Coordination) Mr Daniel Govus (Senior Governance Advisor – City of Stirling) Mr Jackson Mawby (Senior Governance Officer – City of Stirling)
Apologies Councillors	Cr Bronwyn Ife Cr Suzanne Migdale Cr Glynis Parker
Leave of Absence	Nil
Absent	Nil
Consultants	Mr Nigel Satterley (Satterley Property Group) Mr Carl Buckley (Satterley Property Group) Mr Alan Abel (Satterley Property Group) Ms Julia Nelson (Satterley Property Group) Mr John Silla (Satterley Property Group)
Apologies Participant Councils' Advisers	Mr James Pearson (City of Joondalup) Ms Michelle Reynolds (City of Perth) Mr Stuart Jardine (City of Stirling) Mr Daniel Simms (City of Wanneroo) Mr John Giorgi (Town of Cambridge) Mr Anthony Vuleta (Town of Victoria Park)
In Attendance Participant Councils' Advisers	Mr Stevan Rodic (City of Stirling) Mr David MacLennan (City of Vincent)
Members of the Public	Nil
Press	Nil

Minutes TPRC Council Meeting – 9 December 2021

1. OFFICIAL OPENING

The Chair declared the meeting open at 6:04pm.

Cr Timmermanis made a formal declaration and signed a declaration form to indicate that he agreed to abide by the *Local Government (Model Code of Conduct) Regulations (2021)*.

DISCLOSURE OF INTERESTS

Nil

2. PUBLIC STATEMENT/QUESTION TIME

Nil

3. APOLOGIES AND LEAVE OF ABSENCE

Apologies: Cr Bronwyn Ife
Cr Suzanne Migdale
Cr Glynis Parker

4. PETITIONS

Nil

5. CONFIRMATION OF MINUTES

Moved Cr Perkov, Seconded Cr Wallace.

That the minutes of the Ordinary Meeting of Council of 14 October 2021 and the Special Meeting of Council of 4 November 2021 be CONFIRMED as true and accurate records of proceedings.

The Motion was put and declared CARRIED (10/0).

5A. BUSINESS ARISING FROM MINUTES

Nil

6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

The Chair announced that Item 8.4 was required to be considered by Council prior to the consideration of Item 7.8.

The Chair sought a mover and seconder of a motion to consider Item 8.4.

Minutes TPRC Council Meeting – 9 December 2021

Moved Cr Treby, Seconded Cr Fleeton.

That Item 8.4 be BROUGHT FORWARD and CONSIDERED in accordance with Clause 3.2 of the Meeting Procedures Local Law 2006.

The Motion was put and declared CARRIED (10/0).

8.4 TPRC ANNUAL FINANCIAL REPORT FOR THE YEAR 1 JULY 2020 TO 30 JUNE 2021

Moved Cr Chester, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council RECEIVES the Annual Financial Report for the year ended 30 June 2021 and that it be INCLUDED in the Annual Report.

The Motion was put and declared CARRIED (10/0).

7. ADMINISTRATION REPORTS AS PRESENTED (ITEMS 7.1 – 7.15)

7.1 BUSINESS REPORT – PERIOD ENDING 2 DECEMBER 2021

Moved Cr Treby, Seconded Cr Timmermanis.

[The recommendation in the agenda]

That the Council RECEIVES the Business Report to 2 December 2021.

The Motion was put and declared CARRIED (10/0).

7.2 STATEMENT OF FINANCIAL ACTIVITY FOR OCTOBER 2021

Moved Cr Treby, Seconded Cr Timmermanis.

[The recommendation in the agenda]

That the Council RECEIVES and NOTES the Statement of Financial Activity for the month ending 31 October 2021.

The Motion was put and declared CARRIED (10/0).

7.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR OCTOBER 2021

Moved Cr Treby, Seconded Cr Krsticevic.

[The recommendation in the agenda]

Minutes TPRC Council Meeting – 9 December 2021

That the Council:

- 1. RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for October 2021:
Total Paid - \$990,097.88**
- 2. APPROVES the CEO Credit Card Statement for October 2021.**

The Motion was put and declared CARRIED (10/0).

7.4 PROJECT FINANCIAL REPORT – OCTOBER 2021

Moved Cr Timmermanis, Seconded Cr Perkov.

[The recommendation in the agenda]

That the Council RECEIVES the Project Financial Report (October 2021) submitted by the Satterley Property Group.

The Motion was put and declared CARRIED (10/0).

7.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 2 DECEMBER 2021

Moved Cr Timmermanis, Seconded Cr Krsticevic.

[The recommendation in the agenda]

That the Council RECEIVES the Sales and Settlement Report to 2 December 2021.

The Motion was put and declared CARRIED (10/0).

7.6 PROJECT BUDGET FYE 2022 – MID-YEAR REVIEW

Moved Cr Chester, Seconded Cr Krsticevic.

[The recommendation in the agenda]

That the Council RECEIVES the FYE 2022 Mid-Year Budget Review, submitted by the Satterley Property Group (November 2021), and that it be used as the basis for financial planning for the TPRC Mid-Year Budget FYE 2022.

The Motion was put and declared CARRIED (10/0).

7.7 PROJECT FORECAST (2021)

Moved Cr Timmermanis, Seconded Cr Anderson.

[The recommendation in the agenda]

Minutes TPRC Council Meeting – 9 December 2021

That the Council:

1. **RECEIVES** the Project Forecast (December 2021), submitted by the Satterley Property Group.
2. **APPROVES** the Project Forecast (December 2021), prepared by the Satterley Property Group, for the purposes of project and financial planning.
3. **NOTES** that the Satterley Property Group will provide an annual updated Project Forecast for the Council's consideration as part of the annual Project Budget cycle, being the Budget adoption and mid-year review, typically presented to the June and December Council meetings respectively.

The Motion was put and declared CARRIED (10/0).

7.8 ANNUAL REPORT FOR THE YEAR ENDING 30 JUNE 2021

Moved Cr Fleeton, Seconded Cr Jones.

[The recommendation in the agenda]

That the Council ADOPTS the Annual Report of the Tamala Park Regional Council for the FYE 2021.

The Motion was put and declared CARRIED (10/0).

7.9 ELECTED MEMBER ALLOWANCES

Moved Cr Treby, Seconded Cr Chester.

[The recommendation in the agenda]

That the Council APPROVES:

1. **An Annual Allowance for the Chair of the Council to be \$20,063 per annum.**
2. **An Annual Attendance fee for the Chair of the Council to be \$15,839 per annum.**
3. **An Annual Allowance for the Deputy Chair of the Council to be 25% of the amount paid to the Chair per annum.**
4. **An Attendance fee for Council members to be an amount of \$10,560 per annum.**
5. **Council members not being entitled to claim separate telecommunications, IT allowances or travelling allowance to meetings.**
6. **Elected member allowances being made quarterly in arrears.**

The Motion was put and declared CARRIED (10/0).

Minutes TPRC Council Meeting – 9 December 2021

7.10 APPOINTMENT OF ACTING AND TEMPORARY CHIEF EXECUTIVE OFFICER POLICY

Moved Cr Treby, Seconded Cr Wallace.

[The recommendation in the agenda]

That the Council APPROVES the Appointment of Acting or Temporary Chief Executive Officer Policy 2021.

The Motion was put and declared CARRIED (10/0).

7.11 AUDIT COMMITTEE AND REVISED COUNCIL MEETING SCHEDULE 2022

Moved Cr Treby, Seconded Cr Krsticevic.

[The recommendation in the agenda]

1. That the first two Audit Committee dates be APPROVED for 2022 as follows:
 - 17 February 2022 (City of Perth)
 - 14 April 2022 (City of Wanneroo)
2. That the following Management Committee date be amended as it falls during Council recess (11-25 July 2022) for 2022 as follows:
 - Previous date 21 July 2022 (City of Stirling)
 - New date 28 July 2022 (City of Stirling)
3. That the following Ordinary Council Meeting date be amended as it falls on a Friday as opposed to the standard Thursday for 2022 as follows:
 - Previous date 9 December 2022
 - New date 8 December 2022
4. That Council NOTES the remaining Audit Committee dates will be advised and scheduled as required during 2022.
5. That Council APPROVES the change of name from Audit Committee to Audit and Risk Committee.
6. That the schedule of meeting dates be advertised as required by the *Local Government Act 1995*.

The Motion was put and declared CARRIED (10/0).

7.12 APPOINTMENT OF ADDITIONAL MEMBER TO MANAGEMENT COMMITTEE

Moved Cr Krsticevic, Seconded Cr Fleeton.

[The recommendation in the agenda]

That in accordance with the provisions of the Local Government Act 1995, Cr Perkovic be APPOINTED BY ABSOLUTE MAJORITY to the Management Committee.

Minutes TPRC Council Meeting – 9 December 2021

The Motion was put and declared CARRIED (10/0).

7.13 ACKNOWLEDGEMENT OF COUNTRY AT COUNCIL MEETINGS

Moved Cr Anderson, Seconded Cr Chester.

[The recommendation in the agenda]

1. That the Council **ADOPTS** the practice of giving an Acknowledgement of Country during the preliminaries of each Council meeting.
2. That the Acknowledgement of Country take the following form:
"On behalf of Councillors, we would like to acknowledge the traditional custodians of this land, the Wadjak people of the Nyoongar nation, on which this meeting is taking place and show our respect for Elders past, present and emerging."

The Motion was put and declared CARRIED (8/2).

For: Cr Anderson, Cr Chester, Cr Fleeton, Cr Krsticevic, Cr Perkovic, Cr Sandri, Cr Treby, Cr Wallace.

Against: Cr Timmermanis, Cr Jones.

7.14 TPRC RESPONSE TO THE PROPOSED REFORM OF THE LOCAL GOVERNMENT ACT 1995

[The recommendation in the agenda]

That the Council **ENDORSES** and **FORWARDS** the TPRC submission regarding the *Local Government Act 1995* proposed reforms to the Department of Local Government, Sport and Cultural Industries by 4 February 2022 and to WALGA by 12 January 2022.

Moved Cr Wallace, Seconded Cr Jones.

[An alternate recommendation]

That the Council DEFERS consideration of Item 7.14 until the next TPRC Ordinary Council Meeting on 17 February 2022.

The Motion was put and declared CARRIED (10/0).

7.15 STATEMENT OF FINANCIAL ACTIVITY

[The recommendation in the agenda]

That the Council **RECEIVES** and **NOTES** the Statement of Financial Activity for the month ending 30 November 2021.

Moved Cr Timmermanis, Seconded Cr Treby.

[An alternate recommendation]

Minutes TPRC Council Meeting – 9 December 2021

That the Council DEFERS consideration of Item 7.15 to a Special Council Meeting to be held in December 2021, date to be advised.

The Motion was put and declared CARRIED (10/0).

8. COMMITTEE REPORTS (ITEMS 8.1 – 8.6)

MANAGEMENT COMMITTEE (11 NOVEMBER 2021)

8.1 PURCHASER TERMS AND CONDITIONS – CATALINA BEACH AND CATALINA CENTRAL

Moved Cr Timmermanis, Seconded Cr Wallace.

[The recommendation in the agenda]

That Council:

- 1. APPROVES the following Purchaser Terms/Conditions and Incentives for all public and builder release lots in Catalina Beach and Catalina Central for the period December 2021 to August 2022:**
 - 1.1 Use of the REIWA Offer and Acceptance Contract with Special Conditions and Annexure.**
 - 1.2 A \$2,000 deposit to be used in the Sales Contracts for lots in Catalina Central and a \$5,000 deposit to be used in the Sales Contracts for lots in Catalina Beach.**
 - 1.3 A finance approval period, where finance is required, of 60 days for lots in Catalina Central and 45 days for lots in Catalina Beach.**
 - 1.4 A 21-day settlement period from finance approval or the issue of titles, whichever is the later.**
 - 1.5 A waterwise landscaping package to the front garden.**
 - 1.6 A \$2,000 rebate for all homes constructed with a minimum 3.0kw capacity photovoltaic solar power system, with an additional \$1,000 rebate paid where the system includes integrated battery storage.**
 - 1.7 Side and rear boundary fencing (behind the building line).**
 - 1.8 A \$1,000 rebate for all homes that include appropriate WELS rated fittings and fixtures.**
 - 1.9 Sales incentives (Items 1.5 – 1.8) subject to homes being constructed in accordance with the approved applicable Design Guidelines within 24 months of settlement for single storey homes and 30 months of settlement for two storey homes.**
- 2. REQUESTS the Satterley Property Group to review the Purchaser Terms/Conditions and Incentives for Catalina Beach and Catalina Central lots and provide a report to the Council for consideration in August 2022.**

The Motion was put and declared CARRIED (10/0).

Minutes TPRC Council Meeting – 9 December 2021

AUDIT COMMITTEE (11 OCTOBER 2021)**8.2 REVIEW OF THE AUDITOR'S REPORT FOR THE FINANCIAL YEAR ENDED JUNE 2021**

Moved Cr Treby, Seconded Cr Wallace.

[The recommendation in the agenda]

That the Council:

1. **RECEIVES** the Auditor's Report for the financial year ended 30 June 2021.
2. In relation to Item 2 - Presentation of Financial Activity Statement to Council **APPROVES** the Audit Committee meeting on a bi-monthly basis, on alternative months to Council meetings, to consider Statements of Financial Activity; and that the monthly Statements of Financial Activity be circulated to Council members on a monthly basis.
3. **NOTES** that the Council's Auditor (Office of the Auditor General) met with the Audit Committee at its meeting of 11 October 2021 to discharge the statutory obligation to meet with the Audit Committee at least once per annum.

The Motion was put and declared CARRIED (10/0).

AUDIT COMMITTEE (1 DECEMBER 2021)**8.3 AUDITOR'S REPORT FYE 2021 – SIGNIFICANT ADVERSE TREND, ASSET SUSTAINABILITY AND OPERATING SURPLUS RATIOS**

Moved Cr Treby, Seconded Cr Chester.

[The recommendation in the agenda]

That the Council:

1. **NOTES** the Council Report on Significant Adverse Trend addressing matters identified as significant by the TPRC auditor in the Audit Report FYE 2021, attached at Appendix 8.3.
2. **AUTHORISES** a copy of the Council Report on Significant Adverse Trend to be forwarded to the Minister for Local Government, Sport and Cultural Industries and be published on the TPRC official website.

The Motion was put and declared CARRIED (10/0).

8.5 PAYMENT OF ACCOUNTS & SECURITY OF PAYMENT INSTRUMENTS POLICY REVIEW

Moved Cr Wallace, Seconded Cr Jones.

[The recommendation in the agenda]

Minutes TPRC Council Meeting – 9 December 2021

That the Council APPROVES the Payment of Accounts & Security of Payment Instruments Policy (November 2021).

The Motion was put and declared CARRIED (10/0).

8.6 PETTY CASH POLICY REVIEW

Moved Cr Krsticevic, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council APPROVES the Petty Cash Policy (November 2021).

The Motion was put and declared CARRIED (10/0).

9. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

10. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAVE BEEN GIVEN

Nil

11. URGENT BUSINESS APPROVED BY THE CHAIR

Nil

12. GENERAL BUSINESS

Nil

13. DECISION TO MOVE TO CONFIDENTIAL SESSION

Moved Cr Fleeton, Seconded Cr Perkov.

That Item 13.1 – Mindarie Regional Council Landfill Buffer – Groundwater Monitoring Results Update be CONSIDERED Behind Closed Doors in accordance with Section 5.23(2)(d) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

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;

The Motion was put and declared CARRIED (10/0).

At 7:08pm the meeting was closed to the public, and all attendees who were not required left the meeting prior to consideration of Item 13.1.

Minutes TPRC Council Meeting – 9 December 2021

13.1 MINDARIE REGIONAL COUNCIL LANDFILL BUFFER – GROUNDWATER MONITORING RESULTS UPDATE

Moved Cr Timmermanis, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council RECEIVES the report on the Mindarie Regional Council Landfill Buffer – Groundwater Monitoring.

The Motion was put and declared CARRIED (10/0).

Moved Cr Fleeton, Seconded Cr Treby.

That the meeting be REOPENED to the public.

The Motion was put and declared CARRIED (10/0).

At 7:14pm the meeting was reopened to the public.

14. FORMAL CLOSURE OF MEETING

The Chair declared the meeting closed at 7:15pm.



MINUTES

ORDINARY COUNCIL MEETING

TIME: 6.30 PM

16 DECEMBER 2021

CITY OF PERTH

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*



MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
16 December 2021

Page 2

CONTENTS

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	3
2	ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE	3
3	DECLARATION OF INTERESTS	4
4	PUBLIC QUESTION TIME	4
5	ANNOUNCEMENTS BY THE PRESIDING PERSON	4
6	APPLICATIONS FOR LEAVE OF ABSENCE	4
7	PETITIONS / DEPUTATIONS / PRESENTATIONS	4
8	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	4
8.1	ORDINARY COUNCIL MEETING – 11 November 2021	4
9.1	CHIEF EXECUTIVE OFFICER REPORTS.....	5
9.1	FINANCIAL STATEMENTS FOR THE MONTH ENDED.....	5
	31 OCTOBER 2021	5
9.2	LIST OF PAYMENTS MADE FOR THE MONTH ENDED	8
	31 OCTOBER 2021	8
10	MEMBERS INFORMATION BULLETIN – ISSUE NO. 65.....	10
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	10
12	URGENT BUSINESS	10
13	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	10
14	MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC	12
14.1	RRF INSURANCE.....	12
14.2	CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE - CEO KPI's.....	13
15	NEXT MEETING	15
16	CLOSURE.....	15

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
16 December 2021

Page 3

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.32 pm.

2 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**Councillor Attendance**

Cr K Vernon (Chair)	Town of Victoria Park
Cr F Cvitan, JP (Deputy Chair)	City of Wanneroo
Cr A Jacob, JP	City of Joondalup
Cr C May	City of Joondalup
Cr L Gobbert, JP	City of Perth
Cr C Hatton	City of Stirling
Cr E Re	City of Stirling
Cr K Sargent	City of Stirling
Cr L Thornton	City of Stirling
Cr A Castle	City of Vincent
Cr P Miles	City of Wanneroo
Cr K Shannon (<i>arrived at 6.40 pm</i>)	Town of Cambridge

Apologies

Nil

Leave of Absence

Nil

Absent

Nil

MRC Officers

Mr S Cairns (Chief Executive Officer)
Ms A Slater (Director Corporate Services)
Mr A Griffiths (Manager Projects and Procurement)
Mr B Twine (Manager Operations)
Ms S Cherico (Manager Human Resources)
Ms D Toward (Executive Support)

Member Council Observers

Mr M Littleton (City of Stirling)
Mr A Murphy (City of Vincent)
Ms Y Plimbley (City of Vincent)
Mr A Kowero (City of Wanneroo)
Mr J Wong (Town of Victoria Park)

MRC Observers

Nil

Visitors

Nil

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
16 December 2021

Page 4

3 DECLARATION OF INTERESTS

Nil

4 PUBLIC QUESTION TIME

Nil

5 ANNOUNCEMENTS BY THE PRESIDING PERSON

The Chair thanked the Management and Staff of the MRC for providing valuable services in a challenging year noting the end of the RRF Agreement and a change in CEO.

The Chair also thanked Councillors present, and previous councillors, Cr Ferrante, Cr Fishwick, Cr Gordon, Cr Newton and Cr Proud and thanked them for their commitment and support.

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**8.1 ORDINARY COUNCIL MEETING – 11 November 2021**

The Minutes of the Ordinary Council Meeting held on 11 November 2021 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 11 November 2021 be confirmed as a true record of the proceedings.

Moved Cr Re, seconded Cr May

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 11/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
16 December 2021

Page 5

9.1 CHIEF EXECUTIVE OFFICER REPORTS

9.1	FINANCIAL STATEMENTS FOR THE MONTH ENDED 31 OCTOBER 2021
File No:	GF-21-00000008
Appendix(s):	Appendix No. 1 Appendix No. 2
Date:	30 NOVEMBER 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 31 October 2021 are attached at **Appendix No. 1** to this Item. The Tonnage Report for the 4 months to 31 October 2021 is attached at **Appendix No. 2**.

The financial statements are pending external auditor approval and are subject to change.

The complete suite of Financial Statements which includes the Operating Statements, Statement of Financial Position, Statement of Financial Activity and other related information are reported on a monthly basis.

The estimates for Provisions for Amortisation of Cell Development, Capping and Post Closure expenditure are based on the estimated rates per tonne calculated with reference to estimated excavation cost of various stages of the landfill and the life of the landfill. An adjustment is made (if necessary) at the end of the year based on actual tonnages on a survey carried out to assess the “air space” remaining and other relevant information.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
16 December 2021

Page 6

Summary of results for the year to date period ended 31 October 2021

	Actual	Budget	Variance
	t	t	t
Tonnes – Members	75,285	77,209	(1,924)
Tonnes – Others	11,776	4,677	7,099
TOTAL TONNES	87,061	81,886	5,175
	\$	\$	\$
Revenue – Members	13,279,710	16,445,416	(3,165,706)
Revenue – Other	88,949,257	2,715,282	86,233,975
TOTAL REVENUE	102,228,967	19,160,698	83,068,269
Expenses	102,493,690	13,372,156	(89,121,534)
Profit on sale of assets	-	-	-
Loss on sale of assets	-	-	-
Impairment of assets	-	-	-
NET SURPLUS/(DEFICIT)	(264,723)	5,788,542	(6,053,265)

Members

Members tonnages for the financial period ended 31 October 2021 were 1,924 tonnes below budget, member councils delivering more waste than what was estimated.

RRF

The Resource Recovery Facility residue tonnes have delivered 19,696 tonnes in total to Tamala Park year to date as they empty, clean and make safe (ECMS) the facility.

Trade & Casuals

The Casual and Trade tonnages are 7,099 tonnes higher than forecast for the financial year to date, 6,344 tonnes attributable to the discounted rate waste tender.

Overall tonnages for the financial period ended 31 October 2021 were 5,175 tonnes more than budgeted.

The net result variance against budget of \$6,035,266 is mainly attributable to the costs associated with the exit of the RRFA and the ongoing ECMS Contract and the reduced gate fee from September. All items will be addressed at Mid-Year Budget.

VOTING REQUIREMENT

Simple Majority

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
16 December 2021

Page 7

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Receive the Financial Statements set out in Appendix No. 1 for the month ended 31 October 2021.

Moved Cr Cvitan, seconded Cr Sargent

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 11/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
16 December 2021

Page 8

9.2	LIST OF PAYMENTS MADE FOR THE MONTH ENDED 31 OCTOBER 2021
File No:	GF-21-0000008
Appendix(s):	Appendix No. 3
Date:	30 November 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 31 October 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 16 September 2021, the Council delegated to the CEO the exercise of its power to make payments from the Municipal Fund. In order to satisfy the requirements of Clause 13(2) of the Local Government (Financial Management) Regulations, a list of payments made must be submitted to the next Council meeting following such payments.

It should be noted that generally all payments are GST inclusive and the Mindarie Regional Council is able to claim this tax as an input credit when GST remittances are made each month to the Australian Tax Office.

Months Ended	Account	Vouchers	Amount
31 October 2021	General Municipal	Cheques	\$661.64
		EFT	\$5,376,779.01
		DP	\$272,798.33
		Inter account transfers	\$0.00
		Total	\$5,650,238.98

VOTING REQUIREMENT

Simple Majority

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
16 December 2021

Page 9

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Note the list of payments made under delegated authority to the Chief Executive Officer, for the month ended 31 October 2021.

Moved Cr Sargent, seconded Cr May

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

Cr Shannon entered the Council Chambers 6.40 pm

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
16 December 2021

Page 10

10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 65

RESPONSIBLE OFFICER RECOMMENDATION

That the Members Information Bulletin Issue No. 65 be received.

Moved Cr Gobbert, seconded Cr Re

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 12/0)

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 URGENT BUSINESS

Nil

13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
16 December 2021

Page 11

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 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 Chair invited Member Council Officers seated in the public gallery to remain in the gallery for item 14.1 only.

There were no members of the public present.

The MRC CEO, Director of Corporate Services, Manager of Human Resources, Manager Projects and Procurement, Manager Operations and the Executive Support Officer remained in the Council Chambers.

Moved Cr Hatton, seconded Cr Re
To close the meeting to the public
(CARRIED UNANIMOUSLY 12/0)

Doors closed at 6.49 pm

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
16 December 2021

Page 12

14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

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 RRF INSURANCE

File No:	GF-2-0001335
Attachment(s):	
Date:	06 December 2021
Responsible Officer:	Chief Executive Officer

RESPONSIBLE OFFICER RECOMMENDATION

That the Council:

1. Notes the steps taken to ensure the Neerabup Resource Recovery Facility (RRF) is adequately insured in the 2021/22 financial year
2. Approves the reallocation of budget to be reflected at Mid-Year Budget Review.

Moved Cr May, seconded Cr Jacob

RESOLVED

That the recommendation be adopted

(CARRIED 10/2)

For: Crs Castle, Cvitan, Gobbert, Hatton, Jacob, May, Re, Sargent, Thornton, Vernon

Against: Crs Miles and Shannon

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
16 December 2021

Page 13

At 7.33 pm the MRC CEO, Director Corporate Services, Manager Projects and Procurement, and Manager Operations seated in the Council Chambers left the meeting.

All member council officers observing the meeting vacated the public gallery.

There were no members of the public in attendance.

The MRC Manager Human Resources and Executive Support Officer remained in the meeting.

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (a) of the <i>Local Government Act 1995</i> as the report deals with a matter affecting an employee.	
14.2 CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE – CEO KPI'S	
File No:	GF-21-0000396
Attachment(s):	
Date:	03 December 2021
Responsible Officer:	Chief Executive Officer

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. Endorse the draft Chief Executive Officer Key Performance Indicators for 2021-22 as per Attachment 1.

Moved Cr May, seconded Cr Vernon

PROPOSED AMENDMENT

Moved Cr Shannon, seconded Cr Miles

At attachment 1 of the confidential report in the 'Target by July 2022' column delete the words ">75% Strategic Community and Long Term Financial Plans completed, other plans commenced"

and replace with the following words:

"100% Strategic Community and Longer Term Financial Plans completed".

In the 'Stretch Target by July 2022' column delete the words:

">90% Strategic Community, Long Term Financial and Corporate Business Plans completed and other plans commenced"

and replace with the following words:

"> 90% Corporate Business Plans completed and other plans commenced".

Rationale for Amendment

It is a matter of statutory compliance, the MRC has already received an extension for the Strategic Community Plan, it is good governance to be compliant.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
16 December 2021

Page 14

The amendment was put.

LOST 2/10

For: Crs Miles and Shannon

Against: Crs Castle, Cvitan, Gobbert, Hatton, Jacob, May, Re, Sargent, Thornton, Vernon

SUBSTANTIVE MOTION

Moved Cr May, seconded Cr Vernon

That Council:

- 1. Endorse the draft Chief Executive Officer Key Performance Indicators for 2021-22 as per Attachment 1.**

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 12/0)

Moved Cr Vernon, seconded Cr Re

To re-open the meeting to the public

(CARRIED UNANIMOUSLY 12/0)

Doors re-opened at 8.05 pm, the Chair declared the meeting re-opened.

There were no members of the public present and no-one re-entered the gallery.

The MRC CEO, Director Corporate Services, Manager Projects and Procurement, Manager Operations returned to their seats in the Council Chamber.

The Chair noted the resolutions passed behind closed doors.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
16 December 2021

Page 15

15 NEXT MEETING

The next Ordinary Council meeting to be held on Thursday 27 January 2022 at the City of Joondalup commencing at 6.30 pm.

16 CLOSURE

The Chair closed the meeting at 8.07 pm and thanked the City of Perth for their hospitality and use of their meeting facilities.

The Chair wished everyone a merry christmas and happy new year.

Signed.....Chair

Dated day of2022

Statistics for Development Applications As at the end of December 2021

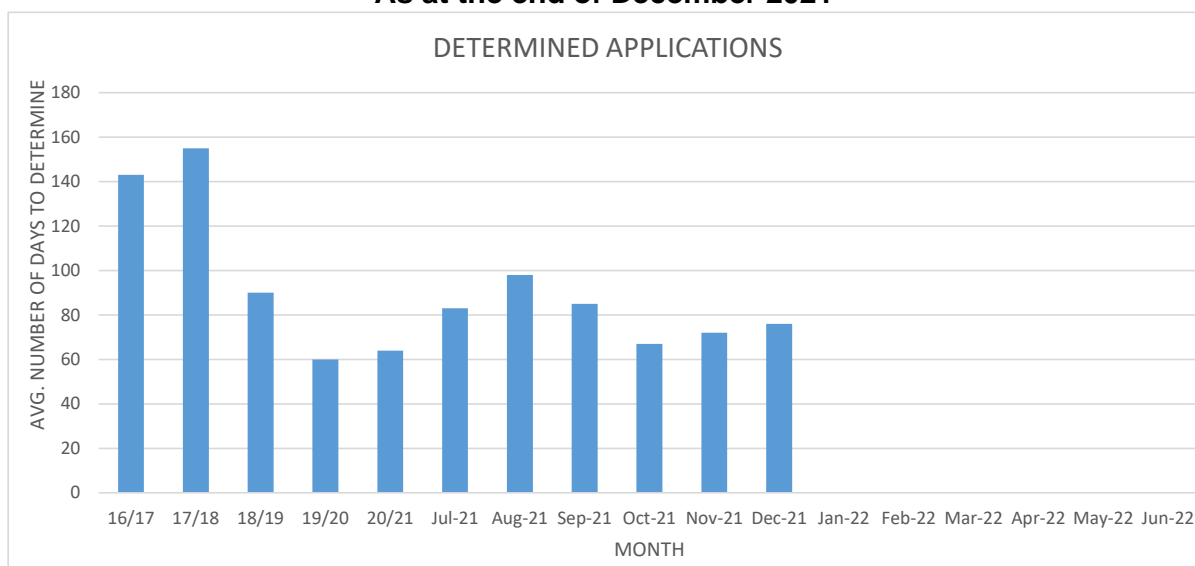


Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2021. (includes applications exempt from requiring approval)

Processing Days	16/17	17/18	18/19	19/20	20/21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Minimum	7	1	0	0	0	1	19	26	8	2	32						
Average	143	155	85	60	64	83	98	85	67	72	76						
Maximum	924	1008	787	499	268	234	159	298	171	159	166						

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
DA's Determined	27	33	34	33	38	48						
Value of Determined DA's (in millions)	11.9	12.3	9.5	9.8	15.2	25.1						

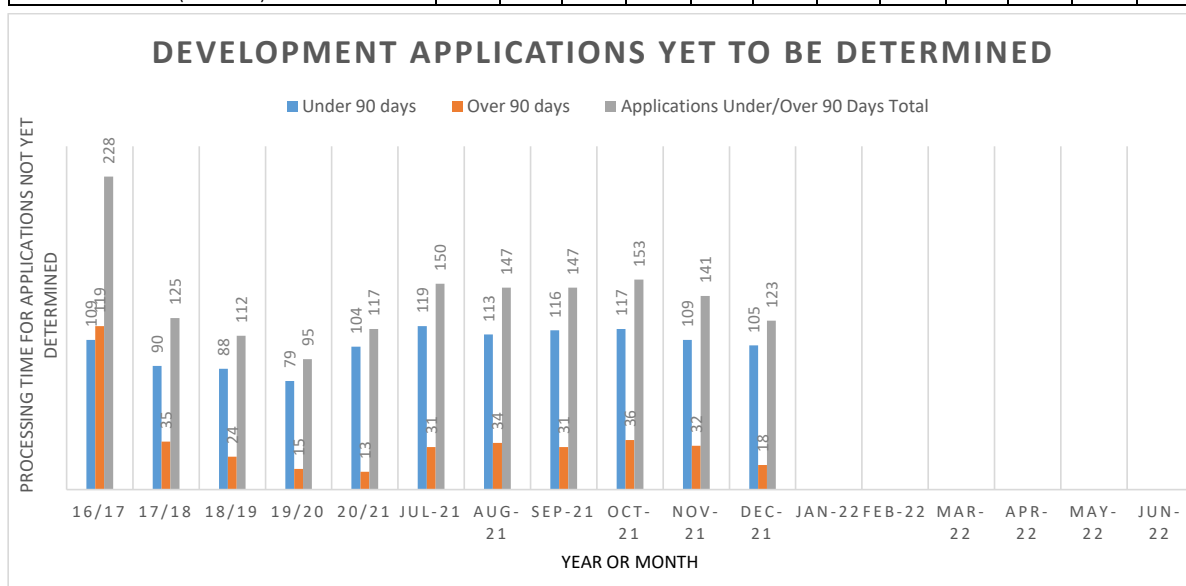


Table 2: No. of DA's to be determined

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
DA's lodged	34	29	34	44	29	37						
DA's to be Determined	150	147	147	153	141	123						
Value of DA's to be Determined (in millions)	49.4	47.6	51.7	56.3	60.7	56.4						

Statistics for Development Applications As at the end of January 2022

DETERMINED APPLICATIONS

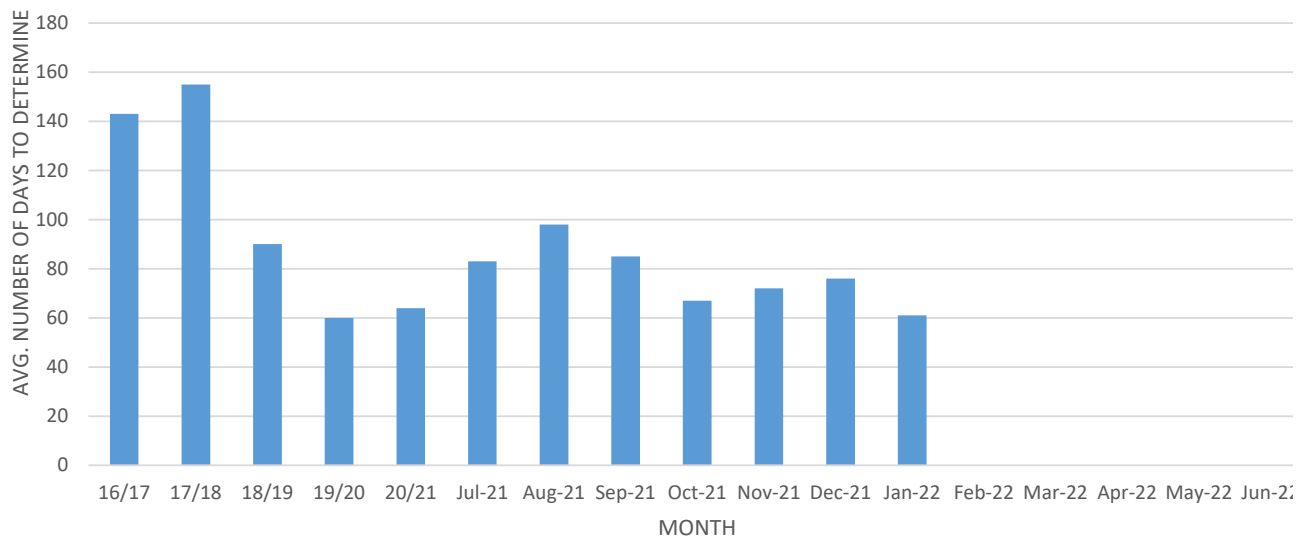


Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2021. (includes applications exempt from requiring approval)

Processing Days	16/17	17/18	18/19	19/20	20/21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Minimum	7	1	0	0	0	1	19	26	8	2	32	9					
Average	143	155	85	60	64	83	98	85	67	72	76	61					
Maximum	924	1008	787	499	268	234	159	298	171	159	166	119					

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
DA's Determined	27	33	34	33	38	51	19					
Value of Determined DA's (in millions)	11.9	12.3	9.5	9.8	15.2	18.1	8.5					

DEVELOPMENT APPLICATIONS YET TO BE DETERMINED

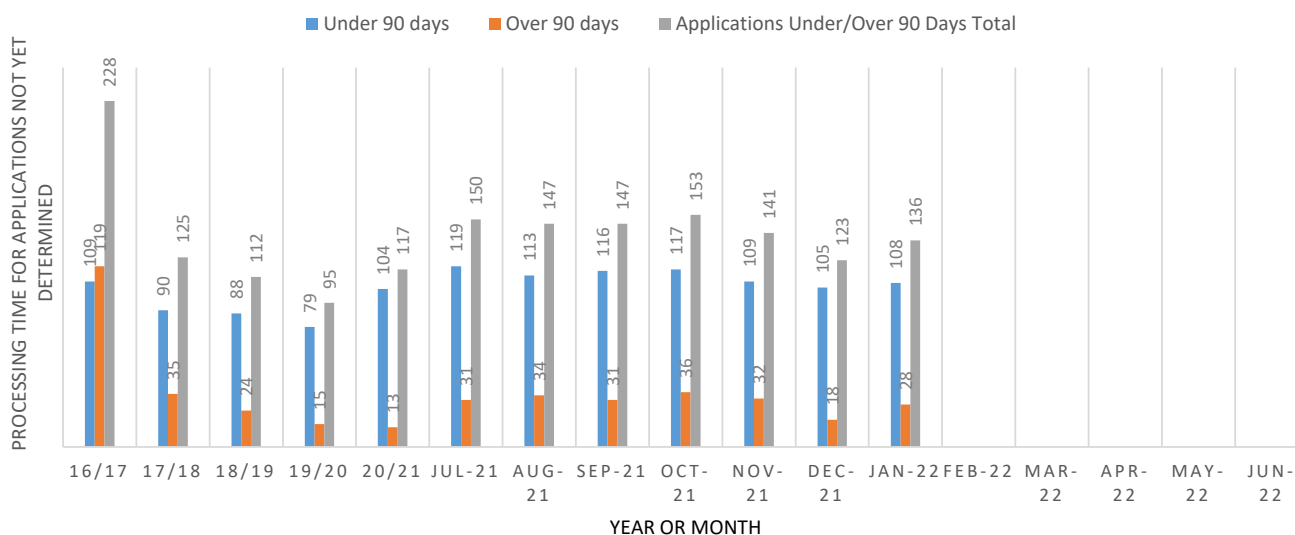


Table 2: No. of DA's to be determined

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
DA's lodged	34	29	34	44	29	37	30					
DA's to be Determined	150	147	147	153	141	123	136					
Value of DA's to be Determined (in millions)	49.4	47.6	51.7	56.3	60.7	56.4	74.4					

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 21 JANUARY 2022**

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
1.	No. 3 Bulwer Avenue, Perth (DR 202 of 2019)	2 September 2019	Justin Mortley	<p>Application for review of decision to give a direction under Section 214 of the <i>Planning and Development Act 2005</i> (Reinstatement of Façade).</p> <p>*****</p> <p>Directions Hearing held on 25 October 2019. Directions Hearing held on 28 February 2020. Directions Hearing held on 22 May 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. Development application approved under delegated authority on 12 November 2020. The works required by the condition of development approval relating to the removal of the render and painting of the façade have commenced. Direction Hearings adjourned to allow the builder additional time to carry out and complete the works. Directions Hearing scheduled for 15 October 2021 was adjourned as a further application for approval to remove the render and restore the underlying brickwork has been submitted and is currently being considered by the City. Matter adjourned for further directions on 21 January 2022. Hearing did not proceed as Notice has been complied with. Completed.</p> <p><i>Representation by: McLeods</i></p>
2.	No. 374 Newcastle Street, Perth (DR 204 of 2021)	1 October 2021	S&K Investments Pty Ltd	<p>Application for review of Council decision to conditionally approve Billboard signage on 14 September 2021. Application seeks to review a condition of development approval.</p> <p>*****</p> <p>Directions Hearing listed for 15 October 2021 and matter referred directly to mediation scheduled for 27 October 2021. Following mediation the applicant was required to provide additional information by 15 November 2021. Council invited to reconsider its decision at 14 December 2021 Meeting. Application for reconsideration approved by Council for a period of three years. Following Directions Hearing on 14 January 2022, the matter has been listed for a further Directions Hearing on 22 April 2022 to schedule Hearing on the matter.</p> <p><i>Administration will be seeking to engage legal representation.</i></p>
3.	Nos. 212-214 Lake Street, Perth (DR 223 of 2021)	19 October 2021	Hanoze Park Pty Ltd	<p>Application for review of notice issued in accordance with the <i>Health (Miscellaneous Provisions) Act 1911</i> to address odour nuisance at 7 Grams Chicken Café. Hanoze Park Pty Ltd believes the notice to be invalid.</p> <p>*****</p> <p>The applicant is seeking a determination a Health Act Notice cannot be issued for nuisances not listed in Section 182 of the Health Act. This determination needs to be made by a judicial member. The City and the applicant have filed submissions and participated in three Directions Hearings.</p> <p>The matter is listed for a further hearing on 1 March 2022, after which time SAT may determine how to proceed with the matter.</p> <p><i>Representation by: McLeods</i></p>

**METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 19 JANUARY 2022**

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	No. 79 Paddington Street and Nos. 432 & 434 Charles Street, North Perth	CF Town Planning	Form 1 – Child Care Premises	20 July 2021	16 December 2021	Approved in accordance with City recommendation unanimously. Minutes available here .
2.	No. 257 Walcott Street, North Perth	Burgess Design Group	Form 1 – Child Care Premises	20 September 2021	20 December 2021	Approved in accordance with City recommendation unanimously. Minutes available here .
3.	No. 46C Joel Terrace, East Perth	Doepel March Architects and Planners	Form 1 – Multiple Dwellings	3 November 2021	Not yet scheduled.	Application incomplete. Further information required before application can be lodged with JDAP.
4.	Nos. 636-640 Newcastle Street, Leederville	Megara	Form 2 – Mixed Use Development (Amendment to Approved)	25 November 2021	Not yet scheduled	Currently under assessment, Responsible Authority Report due 18 February 2022.
5.	No. 357 Oxford Street, Mount Hawthorn	Peter Simpson Town Planning	Form 1 – Commercial Development	25 November 2021	Not yet scheduled	Currently under assessment. Responsible Authority Report due 18 February 2022.
6.	Nos. 194-200 Carr Place, Leederville	Planning Solutions	Form 2 – Multiple Dwellings (Amendment to Approved)	23 December 2021	Not yet scheduled	Currently under assessment. Responsible Authority Report due 18 March 2022.

**CITY OF VINCENT DESIGN REVIEW PANEL (DRP)
REGISTER OF APPLICATIONS CONSIDERED BY DRP
AS AT 19 JANUARY 2022**

ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
No. 469 William Street, Perth	GPG No 15 Pty Ltd – Gregory Devine	Proposed Eight Story Mixed Use Development	1 December 2021	Pre-lodgement Application The proposal would benefit from referral to the Design Review Panel to consider departures to the City's Policy No. 7.1.1 – Built Form (Built Form Policy), the Residential Design Codes Volume 2 (R Codes), the City's Design Guidelines for William Street, and the appropriateness of the development within its setting.
No. 65 Kingston Avenue, West Perth	Dopel Marsh Architects	Four Storey Development with 12 Serviced Apartments	1 December 2021	Pre-lodgement Application The proposal would benefit from referral to the Design Review Panel to consider departures to the City's Policy No. 7.1.1 – Built Form (Built Form Policy) and Residential Design Codes (R Codes), and the appropriateness of the development within its setting.
No. 33 Smith Street, Highgate	Taylor Burrell Barnett	Six Grouped Dwellings	1 December 2021	Pre-lodgement Application The proposal would benefit from referral to the Design Review Panel to consider departures to the City's Policy No. 7.1.1 – Built Form (Built Form Policy) and Residential Design Codes (R Codes), and the appropriateness of the development within its setting.
No. 201-203 Oxford Street, Leederville	Rowe Group	Mixed Use Development	8 December 2021	Pre-lodgement Application The proposal would benefit from referral to the Design Review Panel to consider departures to the City's Policy No. 7.1.1 – Built Form (Built Form Policy) and Residential Design Codes (R Codes), and the appropriateness of the development within its setting.
No. 177 Scarborough Beach Road, Mount Hawthorn	Harden Jones Architects	Commercial Development	8 December 2021	Pre-lodgement Application The proposal would benefit from referral to the Design Review Panel to consider departures to the City's Policy No. 7.1.1 – Built Form (Built Form Policy) and Residential Design Codes (R Codes), and the appropriateness of the development within its setting.
No. 109 Palmerston Street, North Perth	Amira Hourani – Riverstone Custom Homes	Four Grouped Dwellings	22 December 2021	Pre-lodgement Application The proposal would benefit from referral to the Design Review Panel to consider departures to the City's Policy No. 7.1.1 – Built Form (Built Form Policy), the Residential Design Codes Volume 2 (R Codes), the City's Design Guidelines for William Street, and the appropriateness of the development within its setting.
No. 107-109 Summers Street, Perth	Urbanista Town Planning	Six Grouped Dwellings	22 December 2021	Lodged Development Application The proposal would benefit from referral to the Design Review Panel to consider departures to the City's Policy No. 7.1.1 – Built Form (Built Form Policy) and Residential Design Codes (R Codes), and the appropriateness of the development within its setting.



CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	Register of Petitions – Progress Report – January 2022
DIRECTORATE:	Chief Executive Officer

DETAILS:

Petitions received by the City of Vincent are read out at the Council Meeting and are referred to the appropriate Director for investigation and report. This normally takes 6-8 weeks and the purpose of this report is to keep the Council informed on the progress of the petitions which have been reported to the Council.

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following petitions still require action or are in the process of being actioned.

Key Index:

CEO:	Chief Executive Officer
EDCBS:	Executive Director Community & Business Services
EDIE:	Executive Director Infrastructure & Environment
EDSD:	Executive Director Strategy & Development

Date Rcd	Subject	Action Officer	Action Taken
14/12/21	Petition with 803 signatures requesting that Council: 1. Note that the undersigned support the retention of food trucks in Hyde Park and not supporting the permanent kiosk. 2. If it proceeds with the award of a tender for the operation of a kiosk at Hyde Park, not exclude food trucks from continuing to operate at Hyde Park.	EDSD	Decision was made at the 14 December 2021 Ordinary Council Meeting. No further action.
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, which is due to be presented to Council once the trial has been completed in early 2022.



CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	Register of Notices of Motion – Progress Report – January 2022
DIRECTORATE:	Chief Executive Officer

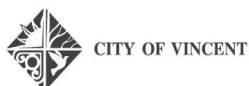
DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

Key Index:	
CEO:	Office of the CEO
EDCBS:	Executive Director Community & Business Services
EDIE:	Executive Director Infrastructure & Environment
EDSD:	Executive Director Strategy & Development

Details	Action Officer	Comment
18 May 2021 – Submitted by Cr Hallett		
Local Planning Scheme No 2 – Amendment Regarding Tobacco Outlets	EDSD	Report on options for changes to the planning framework presented to the Ordinary Meeting of Council in October 2021. Letter to the WA Departments of Health and Planning to be sent in December 2021. Letter to Ministers for Health and Planning to be sent after Policy has been drafted.
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		
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) Regulations 2015</i> . Administration also investigating the suitability of Billboard Signs in the City of Vincent.



INFORMATION BULLETIN

TITLE:	Register of Reports to be Actioned – Progress Report – January 2022
DIRECTORATE:	Chief Executive Officer

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following reports still require action or are in the process of being actioned.

Key Index:
CEO: Office of the CEO
EDCBS: Executive Director Community & Business Services
EDSD: Executive Director Strategy & Development
EDIE: Executive Director Infrastructure & Environment

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
14 December 2021				
9.9	Commencement of Expressions of Interest process inviting redevelopment concepts for the Avenue and Frame Court Car Parks	EDSD	Procurement commenced for consultant to assist with the preparation of EOI material including business case and project plan	Advertised 19 January 2022.
9.12	Amendment to Local Planning Policy No. 7.5.2 - Signs and Advertising	EDSD	Draft amended Policy including reference to prohibited third party advertising signs (previously known as billboards) authorised for advertising at 14 December OMC.	Advertising to commence in early 2022.
9.14	Results of Consultation - Potential Sale of 26 Brentham Street, Leederville	EDSD	Consultation initiated with adjoining landholders/stakeholders.	Early 2022
9.15	Complaints Management Framework - Code of Conduct for Elected Members, Committee Members and Candidates	EDSD	Draft Policy to be advertised for consultation.	Early 2022
9.16	Proposed Lease of Hyde Park Kiosk to Veggie Mama Pty Ltd	EDSD	Proposed Lessee advised - Discussions commenced in respect to fit-out requirements and works program.	Early 2022
10.1	Asset Management and Sustainability Strategy (AMSS) Implementation Plan	EDIE		Completed December 2021
11.2	Turf Wicket Agreement – North Perth Cricket Club	EDCBS	North Perth Cricket Club and Administration to sign new agreement and adjust budget accordingly.	23 December 2021
16 November 2021				
9.6	Final Adoption of Local Government Property Local Law 2021	EDSD	Promulgation required.	Estimated early 2022.
10.2	Asset Management and Sustainability Strategy – Outcomes of Advertising	EDIE	AMSS Implementation Plan Report was presented to Council at December OMC.	Completed. December 2021
12 October 2021				

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
9.1	No. 26 (Lot: 29; D/P: 4576) Moir Street, Perth - Proposed Alterations and Additions to Single House	EDSD	Applicant considering changes to proposed development.	Completed. Application determined at Council's December 2021 Ordinary Meeting.
9.3	Creation of City of Vincent Animal Local Law	EDSD	Consultation soon to commence.	Report back to Council in early 2022.
9.7	Response to Notice of Motion - Local Planning Scheme No. 2 Amendment Regarding Tobacco Outlets	EDSD	Policy to be created to address provisions relating to Restricted Premises and businesses whose trade is the sale and consumption of tobacco products. Consider the definition of 'Restricted Premises', and the use permissibility for this land use as part of the next Scheme Review.	To be completed in 2022.
9.8	Extension of Lease - North Perth Special Needs (Shalom Coleman) Dental Clinic, 31 Sydney Street, North Perth	EDSD	CEO to approve and execute lease.	Late 2022 Awaiting return of lease from NPSNDC. Car park land report 2022
9.9	Car Parking Licence for Minister for Education (School of Isolated and Distance Education)	EDSD	CEO to approve and execute licence.	Late 2022 Early 2022
11.3	Advertising of amended policy - Investment Policy	EDCBS	The Policy was advertised in November 2021 and will be presented back to Council for adoption OCM February 2022	February 2022
14 September 2021				
9.6	Local Planning Policy Review – No. 7.5.9 – Home Business, Home Occupation, Home Office and Home Store and No. 7.5.20 – Street Addressing	EDSD	Community Consultation concluded in November 2021.	Comments to be presented to Council in late 2021.
9.7	Outcomes of Advertising: Draft Precinct Structure Plan and Draft Place Plan - Leederville; and Preparation of Amendment 7 to Local Planning Scheme No. 2	EDSD	To be referred to WAPC for comment and endorsement. Comments not expected until mid 2022.	Mid 2022
10.1	Advertising of amended policy - Parking Permits		A report will be presented to Council after the conclusion of public notice period.	Early 2022.
10.6	North Perth Traffic Calming - Public Consultation Results		Report withdrawn from September OMC to allow administration time to liaise with MRWA on the potential to access funding from the Urban Road Safety Program. To come back to Council early 2022.	Early 2022
10.7	Forrest Street Traffic Petition - Response to Petition	EDIE		Community Consultation to be carried out and Administration will review once completed.
11.1	Advertising of Amendments to the Access and Equity Policy	EDCBS	Community Submissions have closed and this Policy was referred back to OCM 16 December 2021 for adoption	Completed 16 December 2021
17 August 2021				
9.2	Local Planning Policy No. 7.5.15 - Character Areas (Formerly Character retention and Heritage Areas) Approval for Advertising	EDSD	Community consultation has concluded. Council approved in December 2021.	Completed 14 December 2021

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
10.1	E-Permits Implementation Progress Report	EDIE	<p>A report will be prepared for the August Audit Committee Meeting and will be brought back to council for further review no later than October 2021.</p> <p>As a consequence of issues raised with the implementation of the permits in respect to the collection management and retention of privacy data, a review of the City's Privacy policy is being undertaken. A report will be submitted to Audit Committee early 2022 on the Privacy Policy.</p>	October 2021 - Early 2022
11.2	Advertising of Amendments to Community Funding Policy	EDCBS	<p>Administration to provide a report to Council as to how funds are allocated across Strategic Community Plan areas, specifically for funds that are being provided to community organisations. This will be done during the annual budget setting process.</p> <p>Administration has advertised this Policy and was presented back to Council for adoption OCM 16 December 2021</p>	<p>15 November 2021 February 2022 Completed 16 December 2021</p>
27 July 2021				
9.2	Draft Woodville Reserve Landscape Plan	EDSD	Community consultation concluded. The results of consultation and a final recommended Landscape Plan presented to Council for approval in December 2021.	Completed 14 December 2021
22 June 2021				
9.3	Arts Rebound: Town Centre Artworks	EDSD	EOI closed in September 2021. Shortlisting completed for each location. Preferred artist presented to Council for approval in December 2021.	Completed 14 December 2021
9.5	Britannia Reserve Development Plan	EDSD	The results of consultation and a final recommended Concept Plan were approved by Council in November 2021. Changeroom design to be presented to Council in December 2021 for approval.	Completed 14 December 2021
12.1	Results of Consultation - Barlee Street Car Park Options for Future Use	EMCSG	<p>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.</p> <p>Feasibility to be prepared for removal of signs and infrastructure.</p>	<p>Report on public/shared spaces within Beaufort Street Town Centre 2022.</p> <p>Relocation costs to be reviewed and valuation of sign footprint on private land to be undertaken early 2022</p>

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
18 May 2021				
12.3	Results of Consultation - Proposal for a Commercial Kiosk at Hyde Park	EMCSG	Reviewed tender submissions. Presentation to Council Workshop on options 31/08/2021	September 2021 November Item superseded December 2021.
27 April 2021				
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	Relocation plan received from NMHS. Further 6 month extension request received from NMHS. CEO to approve and execute lease. Sale of car park land will be presented separately to a future Council meeting.	Completed. August 2021 September 2021 October 2021 Car park land report 2022. Item superseded October 2021.
23 March 2021				
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 the WMRC Verge Valet from January 2022. Further report will be provide to council on the progress and the community feedback.	Carry out one final scheduled collection in July 2021. Implement an 18 month trial of the WMRC Verge Valet from January 2022. Report to be presented to Council in March 2023
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 December 2021
15 December 2020				
9.9	Review of Policy No. 4.1.22 - Prosecution and Enforcement	EDSD	Review presented to August Council Workshop. Draft policy proposed to be presented to Council for community consultation in early 2022.	Draft policy proposed to be presented to Council for community consultation in early 2022.
10.3	North Perth Traffic Report	EDIE	Implement a 12 month trial by extending the Fitzgerald street median island through the intersection. 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. 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.	Public consultation in February March-April with report March May July 2021 OMC. 27 August September 2021 OCM. Report delayed following public meeting requested by residents. Report withdrawn from September OMC to allow administration time to liaise with MRWA on the potential to access funding from the Urban Road Safety Program. The report will be revised and re-presented to Council by March 2022 following advice from MRWA.
17 November 2020				
9.2	No. 305 (Lot: 4, D/P: 1602) Fitzgerald Street, West Perth - Change of Use from Warehouse	EDSD	Deferral to allow the applicant to arrange for an Acoustic Report to be prepared and submitted	During Late 2021 Completed. Application determined at Council's

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
	to Recreation Private (Amendment to Approved) (Unauthorised Existing Development)		prior to consideration of the item at a future Council Meeting. Applicant is currently considering their options in how to progress the matter	December 2021 Ordinary Meeting.
20 October 2020				
12.2	Request to the Minister for Lands to Acquire Six Rights of Way as Crown Land and Reserve as Public Rights of Way - Perth Precinct	CEO	Request submitted to the Minister for Lands in February 2021 Assessment expected to take 6 – 12 months. Five RoWs completed. One pending.	Expected completion 31 December 2021. End of 2021/22 financial year. September 2021 Late 2021 During 2022
15 September 2020				
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 Committee, and quarterly to Council. First update to council was in December 2020. With following updates each quarter.	The next quarterly update will be provided to Council at its meeting in March 2022
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. Estimated March 2022
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-late 2021 early 2022.	A new local law is being drafted for Council's review in mid September late 2021 Early 2022
Council 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. Minister for Local Government 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. Local Law adopted November 2021. Election signs policy to be drafted and will be presented to Council in February 2022.
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	Report to Council on outcomes of consultation by October 2020. Report to Council proposed for February/March Mid 2021 November 2021 2022 for approval to advertise.

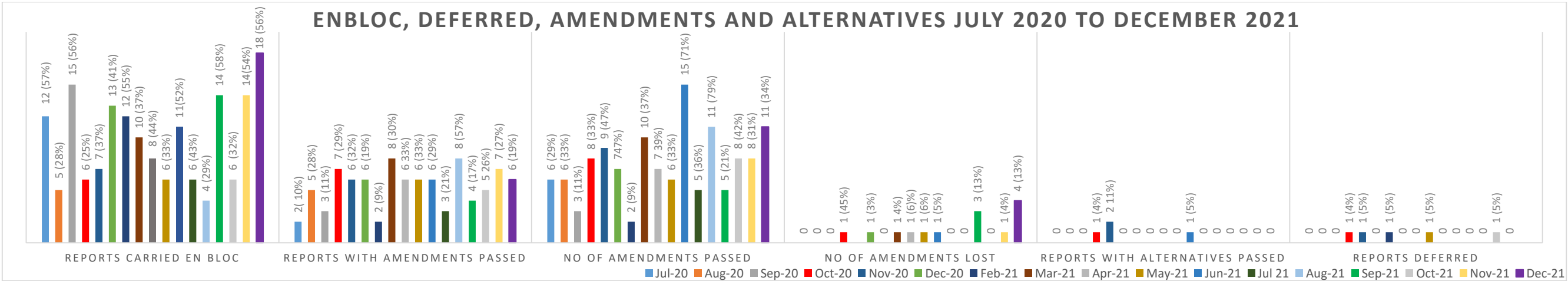
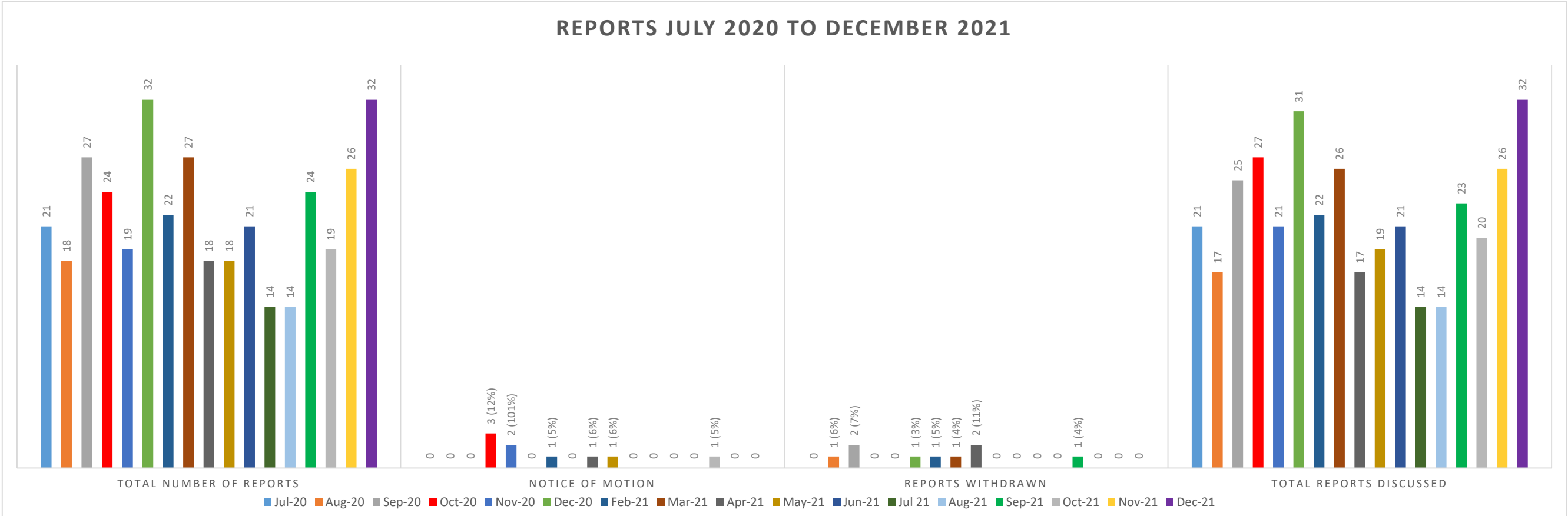
Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			required due to comments received.	
Council Meeting – 7 April 2020				
12.3	Sale of miscellaneous portions of City Freehold Land	CEO	Community consultation in respect to Brentham Street conducted September 2021. Discussions to occur with Rosewood and Aranmore regarding future sale/lease of Brentham Steet parcel.	202 Vincent Street - Complete 150 Charles Street - Complete 10 Monmouth Street – Complete sale not proceeding Barlee Street carpark – complete 22 June 2021. Brentham Street – Council November December 2021
Council Meeting – 15 October 2019				
9.1	No. 51 (Lot: 192; D/P: 56091) Albert Street, North Perth – Proposed Alterations and Additions to the Club Premises and Change of Use from Club Premises to Club Premises and Child Care Premises and Licence for Use of Car Park at No. 160 Albert Street, North Perth	CEO	Car parking licence has been drafted and sent to applicant for review. Waiting on start date of childcare centre to be determined, as that will be commencement date of licence.	Waiting on applicant.
Council Meeting – 23 July 2019				
9.8	Beaufort Street Change of Use Exemption and Amendment to Policy No. 7.5.1 - Minor Nature Development	EDSD	The trial has been implemented along with a number of additional exemptions implemented through the State Government in response to the COVID-19 pandemic. The draft Policy will be reviewed in the context of the current situation and will be advertised and presented back to Council for consideration.	The revised draft Policy will be presented to Council for consideration in the 2020/21 financial year 2021, 2022
Council Meeting – 30 April 2019				
11.4	Transfer and dedication of lots as road - Charles Street, North Perth	CEO	Main Roads to organise State Solicitors Office to prepare 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
Council Meeting – 2 April 2019				
11.4	Amendments to the Trading in Public Places Local Law 2008 and Local Government Property Local Law 2008	CEO	Local Government Property Local Laws and new Election Signs Policy report 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 completed (Item 12.7 28 July 2020). Trading in Public Places Local Law will be redrafted mid in June late 2021. Early 2022
Council Meeting – 5 March 2019				
Council Meeting – 27 June 2017				
9.5	Submission to WALGA – Third Party Appeal Rights in Planning	EDSD	Administration has forwarded the submission to WALGA. The Minister for Planning and the Attorney General were not advised of Council's position in relation to Third Party Appeal Rights.	Administration will prepare advice to the Minister for Planning and the Attorney General on Third Party Appeal Rights in 2022 in the context of reforms to Development Assessment Panels and the intended introduction of a

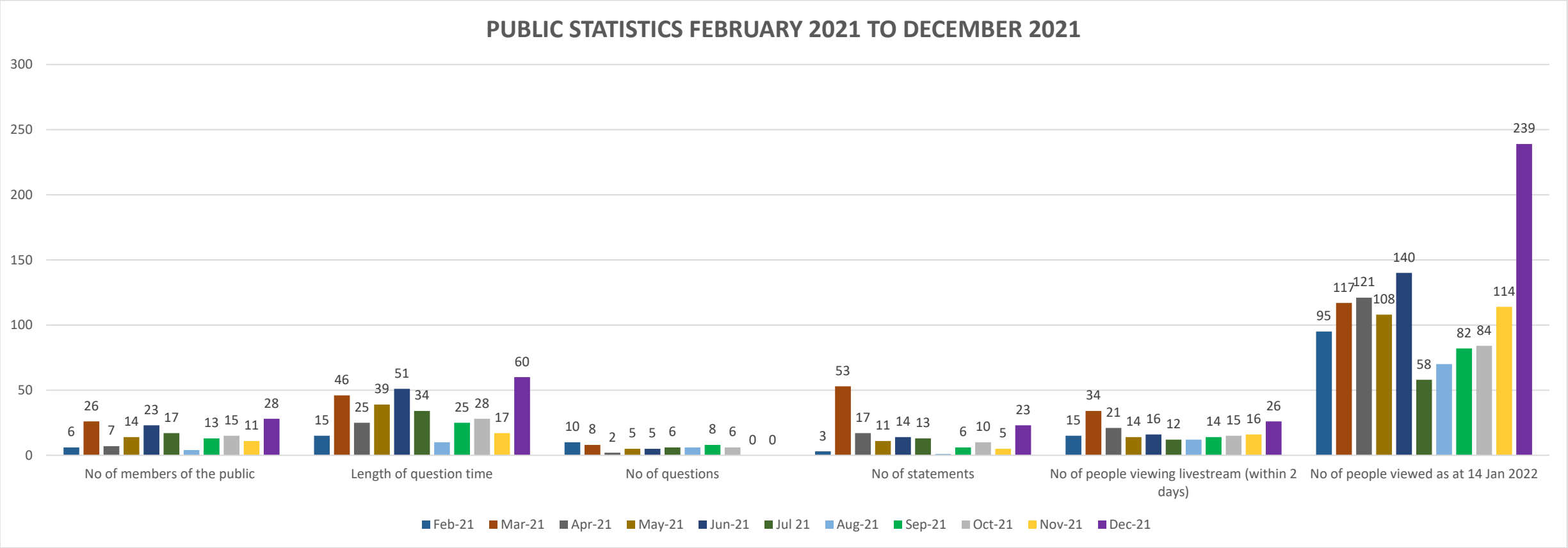
Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
				Special Matters Development Assessment Panel
Council Meeting – 30 May 2017				
12.5	Perth Parking Levy	EDIE	Awaiting outcomes of the Perth CBD Transport Plan and specific recommendations regarding the Perth Parking Levy. State Government yet to release results of consultation.	Update scheduled to be provided in late 2021/2022
Council Meeting – 27 May 2014				
9.3.4	East Perth Football Club and Subiaco Football Club Lease additional space at Medibank Stadium	CEO	Further discussions ongoing as part of broader discussions with Football Clubs.	September 2020. November 2020 Mid-Late 2021. Early 2022

COUNCIL WORKSHOPS

No workshops have been held since 23 November 2021.

COUNCIL MEETING STATISTICS AS AT 14 DECEMBER 2021







CITY OF VINCENT

NOTES

Council Briefing

7 December 2021

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

Table of Contents

1	Declaration of Opening / Acknowledgement of Country	4
2	Apologies / Members on Approved Leave of Absence	4
3	Public Question Time and Receiving of Public Statements	4
4	Declarations of Interest	11
5	Strategy & Development	12
5.1	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)	12
5.2	No. 26 (Lot: 29; D/P: 4576) Moir Street, Perth - Proposed Alterations and Additions to Single House	22
5.3	No. 52 (Lot: 10; D/P: 1069) Bourke Street, Leederville - Proposed Two Grouped Dwellings	24
5.4	No. 308 (Lot: 700; S/P: 84556) Oxford Street, Leederville - Four Grouped Dwellings	29
5.5	Nos. 169-173 (Lot: 5; D/P: 42227 & Lot: 99; D/P: 3642) Scarborough Beach Road and Nos. 60-62 (Lot: 5; D/P: 42227 & Lot: 98; D/P: 3642) Coogee Street, Mount Hawthorn - Proposed Change of Use from Shop to Tavern and Associated Alterations and Additions	32
5.6	No. 374 (Lot: 801; D/P: 29435) Newcastle Street, Perth - Proposed Amendment to Approved Unlisted Use (Billboard Signage) S.31 Reconsideration	35
5.7	City of Vincent Rebound Plan - Quarterly Update	37
5.8	Arts Rebound: Town Centre Artworks - Concept Design Proposals	38
5.9	Commencement of Expressions of Interest process inviting redevelopment concepts for the Avenue and Frame Court Car Parks, Leederville	39
5.10	Woodville Reserve Landscape Plan	42
5.11	Britannia North West Reserve Development Plan - Litis Stadium Change Room Design	44
5.12	Amendment to Local Planning Policy No. 7.5.2 - Signs and Advertising	45
5.13	Local Planning Policy No. 7.5.15 - Character Areas and Heritage Areas: Outcomes of Advertising Guidelines for Cleaver Precinct	46
5.14	Results of Consultation - Potential Land Sale, 26 Brentham Street, Leederville	47
5.15	Complaints Management Framework - Code of Conduct for Elected Members, Committee Members and Candidates [ABSOLUTE MAJORITY DECISION REQUIRED]	48
5.16	Proposed Lease of Hyde Park Kiosk to Veggie Mama Pty Ltd [ABSOLUTE MAJORITY DECISION REQUIRED]	50
6	Infrastructure & Environment	60
6.1	Asset Management and Sustainability Strategy (AMSS) Implementation Plan	60
7	Community & Business Services	61
7.1	Support for Uluru Statement from the Heart - Response	61
7.2	Turf Wicket Agreement - North Perth Cricket Club [ABSOLUTE MAJORITY DECISION REQUIRED]	62
7.3	Outcome of advertising and adoption of amendments to Diversity, Access and Equity Policy	63
7.4	Authorisation of Expenditure for the Period 1 October 2021 to 31 October 2021	64
7.5	Repeal of Rates and Service Charges Policy	65

COUNCIL BRIEFING NOTES**7 DECEMBER 2021**

7.6	Investment Report as at 31 October 2021	66
7.7	Financial Statements as at 31 October 2021	67
7.8	Outcome of advertising and adoption of amendments to Community Funding Policy	68
7.9	Review of City of Vincent Project Management Framework and Monthly Update of Strategic Projects for 2021-2022	69
7.10	Draft Annual Report 2020/21 [ABSOLUTE MAJORITY DECISION REQUIRED]	70
7.11	Beatty Park Project - Status Update and Change Request [ABSOLUTE MAJORITY DECISION REQUIRED]	71
8	Chief Executive Officer	73
8.1	Council recess period 2021-22 - Delegated Authority to the Chief Executive Officer [ABSOLUTE MAJORITY DECISION REQUIRED]	73
8.2	Nomination of Council Members for the vacant local government position on the Central Perth Land Redevelopment Committee	74
8.3	Report and Minutes of the Audit Committee Meeting held on 7 December 20	75
8.4	Information Bulletin	76
9	Motions of Which Previous Notice Has Been Given	77
10	Representation on Committees and Public Bodies	77
11	Confidential Items/Matters For Which the Meeting May be Closed	77
12	closure	77

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

**NOTES OF CITY OF VINCENT
COUNCIL BRIEFING
HELD AS E-MEETING AND AT THE
ADMINISTRATION AND CIVIC CENTRE,
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 7 DECEMBER 2021 AT 6.00PM**

PRESENT:	Mayor Emma Cole	Presiding Member
	Cr Susan Gontaszewski	South Ward
	Cr Alex Castle	North Ward
	Cr Jonathan Hallett	South Ward
	Cr Dan Loden	North Ward
	Cr Ashley Wallace	South Ward
	Cr Suzanne Worner	North Ward
	Cr Ron Alexander	North Ward
	Cr Ross Ioppolo	South Ward
IN ATTENDANCE:	David MacLennan	Chief Executive Officer
	Andrew Murphy	Executive Director Infrastructure & Environment
	John Corbellini	Executive Director Strategy and Development
	Virginia Miltrup	Executive Director Community & Business Services
	Jay Naidoo	Manager Development & Design
	Tara Gloster	Manager Policy & Place
	Peter Varris	Executive Manager Corporate Strategy & Governance
	Georgia Lawrence	Coordinator Place
	Lauren Formentin	Place Planner – Pickle District (Arts)
	Wendy Barnard	Council Liaison Officer
Public:	Approximately 21 members of the public.	

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

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

“THE CITY OF VINCENT WOULD LIKE TO ACKNOWLEDGE THE TRADITIONAL OWNERS OF THE LAND, THE WHADJUK PEOPLE OF THE NOONGAR NATION AND PAY OUR RESPECTS TO ELDERS PAST, PRESENT AND EMERGING.”

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Nil

3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

The following is a summary of questions and submissions received and responses provided at the meeting. This is not a verbatim record of comments made at the meeting.

3.1 John Viska of North Perth – Item 5.16

One hundred and twenty four years ago the intent of the original Crown Grant was for Hyde Park to be used for Recreational Purposes Solely.

COUNCIL BRIEFING NOTES**7 DECEMBER 2021**

The WA branch of the Australian Garden History has registered its concern with the Department of Planning, Lands and Heritage on the proposal of allowing a permanent commercial enterprise in Hyde Park and the impact it will have on the fabric of the place.

Consequently, a Heritage Impact Statement has been requested by the Minister before the approval will be considered.

This entails:

- A. Tree Protection and management plan by a suitably qualified arboriculturist.
- B. Details of proposed excavation associated with service installations or upgrades
- C. Details of any signage, seats, bins or shade installations. Any new installations shall not visually dominate the area or detract from the visual presentation of the place and shall maintain existing views and vistas within the park.

Council has also requested a Business Concept Plan for managing the environmental impact of a kiosk on the Park in compliance with the Hyde Park Conservation Management Plan.

I would like to move that the necessary requirements be provided by practising Heritage Consultants and an arboriculturist who has extensive heritage experience before council votes on the proposal.

There is not enough time between now and next week to complete the work that the Minister has requested, using the necessary experts. Council is setting precedence by entering into a commercial agreement which has never been part of the running of the park.

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

3.2 Mitchell Robinson of Perth – Item 5.6

- Stated that he is the applicant
- Stated he has provided a justification report following mediation
- Stated that the report highlighted that even if the property was sold today it would take at least five years until development occurred and three years to development approval stage
- Mentioned that a three year term would mean they would have to return to request an extension, which is not desirable
- Requests that all existing billboard approvals be aligned with the same end date
- Requests approval until October 2029, or at the least until 2026 to minimise the financial impact on the company

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

3.3 Marion Granich of West Perth – Item 5.2

- Stated that the Brookman/Moir Heritage precinct has the highest level of heritage listing, the only site in Australia to receive a UNESCO award in 2017
- Stated that all of the heritage documentation, including the City of Vincent Heritage Guidelines, refers to the modest working class housing, uniformity and homogeneity
- Mentioned that the reason this precinct is heritage listed is not because of the individual houses, it is because it is two streets of intact 1890s working class housing, the only such in Australia. The streets are unique because they are row housing, which is rare in Perth.
- Mentioned that as the street is uniform row housing, approving a development of this scale and size really matters. A development of this size would be out of place with the current modest housing.
- Stated that the overshadowing would deprive the neighbour to the south of winter sunlight, which would mean the neighbours could never have solar panels in the future.
- Urges Council to protect this precious evidence of Perth's working class migrant history.

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

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

3.4 Alan Stewart of Perth – Item 5.2

- Stated that he is the applicant
- Stated that this development is an exemplar of heritage conservation and contemporary architecture
- Mentioned that the design has been supported on two occasions by the State Heritage Office and the City's independent heritage expert.
- Stated that the proposed addition is of a modest scale and sits very low behind the retained dwelling
- Stated that the additions are barely visible and comply with the guidelines, and the height complies with the Residential Design Codes
- Stated that the report mentions some minor variations to the R Codes, for example the development has 47% open space which is greater than the precinct average. If the front veranda is included in the calculation then the development complies with the 50% requirement
- Mentioned that a redesign has been undertaken to reduce the overshadowing, but it is difficult to achieve the required 25%, as the current house has 23% overshadowing. The overshadowing from the addition is 12%, of which only 7% falls on the rear garden area.
- Stated that the addition does not overshadow the roof, so solar panels would be possible
- Stated that the development will have no impact on the cultural heritage significance of the precinct

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

3.5 Richard Zielinski of North Perth – Item 5.1

- Stated that this gym should not be operating in a residential area, it should be in an industrial area
- Stated that the situation is causing mental anxiety, depression and frustration
- Stated that he occupies the building adjoining and the noise is hideous
- Mentioned that his tenants broke their lease as they could not bear the noise, and have been unable to release the building
- Mentioned that the mats make a small difference with 60kg weights, but the mats are not used
- Stated that his building is cracking internally

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

3.6 Monique Arnoldi of West Perth – Item 5.1

- Spoke against the recommendation as representatives of their rental properties on Eden Street
- Mentioned that the change is more than double the current hours, starting at 5.30am and increasing their patronage by 25%, six days a week
- Stated that their retirement units were there first, and the gym was approved after seven objections
- Stated that the roller doors are open and accentuates the noise
- Mentioned that they have complained about trainers using the road to train patrons
- Stated that patrons and coaches yell and drop weights, which makes their house shake
- Stated that they rely on the rental income to survive and their tenants deserve a peaceful, happy environment

The Presiding Member, Emma Cole, thanked Ms Arnoldi for her comments and for the information package she supplied to Council Members.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

3.7 Lloyd D'Castro of Leederville - Item 5.3

- Stated that he is a resident of Austen Lane
- Read from the the Department of Local Government, Sport and Cultural Industries (DLGSC) website on a role of a Councillor
- Stated that all the residents of the lane oppose the recommendation
- Stated that the first reason for opposition is parking. An increased number of cars parked on the road will be a safety risk and limit access for emergency vehicles
- Stated that the second reason is that development is inconsistent with the current streetscape, each residence is a single dwelling
- Mentioned that the third reason is that there is no evidence of how the tree canopy will be achieved
- Stated that residents wish to preserve the streetscape and safety of the lane
- Requested that the development is redesigned to be consistent with other existng dwellings

The Presiding Member, Emma Cole, thanked Mr D'Castro for his comments. Thanked him for reading from the DLGSC website, and mentioned that Council are also bound by the Planning Framework. She mentioned that some of these questions would be asked during discussion of the item, and would clarify what discretion Council has under the Planning Framework.

3.8 David Cannington of Leederville – Item 5.3

- Stated that he is a resident of Austen Lane
- Stated that the parking on his lane is a safety issue and does not allow access by first responders.
- Mentioned that a three bedroom development with one parking space will cause more parking on a very small lane
- Urges Council to take the safety risk into account when making their decision.
- States that no resident on Austin Lane approves of this development
- States that there are no issues with the design, but there is a severe safety risk

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

3.9 Peter Arnoldi of West Perth – Item 5.1

- Stated that he lives behind the gym
- Mentioned that the gym building is not fit for purpose
- Stated that the noise at 5.30am would be disruptive to sleep
- Mentioned that the acoustic report was not accurate, as they were not taken simultaneously
- Stated that the vibration report was done on a Friday night and outside. Different classes have different impacts on the noise and vibration, the class tested had 7 patrons instead of the planned 20.
- Mentioned that it is common practice for patrons to drop weights and use the rear car park for training and to cool down.
- Queried how Council could monitor the compliance with the noise requirements in early morning or evening, when they can't witness the offence?
- Mentioned that the extension of hours and patrons would double the noise and vibration.

The Presiding Member, Emma Cole, thanked Mr Arnoldi for his commen

3.10 Brian Easton of Perth – Item 5.16

- Spoke against the recommendation
- Concerned about the lack of community support
- Mentioned that the kiosk would be a poor fit, due to signage and increased access to the park by service vehicles

COUNCIL BRIEFING NOTES7 DECEMBER 2021

- Mentioned that the community consultation shows no clear support for the proposal
- Mentioned that the consultation may present a misrepresentation of community opinion
- Proposed that the survey design be revisited and presented to the community again

The Presiding Member, Emma Cole, thanked Mr Easton for his comments and advised that questions would be asked about the survey data when the item is discussed.

3.11 Stephen Graves of Vincent Street – Item 5.16

- Stated that he lives near Hyde Park and uses the park regularly.
- Queried the recommendation following the community consultation, which shows 16% wanted a kiosk only
- Stated that he believes there is a lease already drawn up and the terms seem extraordinarily generous

Mr Graves presented a written statement which was circulated to Elected Members.

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

3.12 Boris Walter of Perth Item 5.16

- Spoke against the recommendation and in support of Islam Bouyahia
- Stated that he feels the food trucks are not invasive and create a good atmosphere
- Stated that the natural state of the park should be maintained

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

3.13 Thomas Young of North Perth – Item 5.16

- Spoke against the recommendation
- Mentioned that the artist's impression does not reflect the area, the area to the west is not flat
- Mentioned that there are BBQ facilities and queried if they will be removed because of the meat smell, due to the fact that the kiosk is vegetarian.
- Queried where the employees of the kiosk will park and will they take away visitor parking?
- Mentioned that there are places around the park that food can be purchased.
- Stated that the lease terms are very generous

The Presiding Member, Emma Cole, thanked Mr Young for his comments and advised the the City of Vincent invited tender from providers of all types of cuisine. She also advised that some of these questions will be raised during discussion on the item.

3.14 Margaret Kennedy of Leederville – Item 5.14

- Spoke against the recommendation
- Stated that 94% of respondents are not in favour of the sale
- Stated that the sale is in two sections, and some people are in favour of the sale of one section
- Stated that her main concern is the trees on that area, and that the public open space will not be replaceable
- Mentioned that her concern is that the land is developed

The Presiding Member, Emma Cole, thanked Ms Kennedy for her comments and asked if Ms Kennedy would be available to meet with her so that she could provide further background, noting that there is no recommendation to sell the land.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

3.15 Islam Bouyahia of Highgate - Item 5.16

- Spoke against the recommendation
- Stated that he is the owner of a food truck in the park
- Stated that the consultation shows that the food trucks are popular
- Mentioned that he believes a location next to a playground should not have a liquor licence

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

3.16 Stephen Gangemi of Mt Hawthorn - Item 5.1

- Spoke against the recommendation
- Stated that he owns a residence on Eden Street and the noise is affecting their tenants

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

3.17 Ian Lilburne of Perth – Item 5.16

- Spoke in support Islam Bouyiha

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

The Presiding Member, Emma Cole thanked everybody for their comments and acknowledged the passion the speakers have brought to the items.

The following questions and statements were received prior to the meeting.

3.18 Dylan Weiner of Mt Lawley – Item 5.16

Many thanks to the Councillors and Council Staff for consideration of our proposal, and subsequent nomination as preferred tenderer. The food provided by the Meeting Place will be prepared by Veggie Mama, which is a family run business which has serviced the local community through both Tempting Thymes and Veggie Mama on Beaufort Street for 16 years. Our family business looks forward to providing healthy, wholesome food to the benefit of our local community on an ongoing basis throughout the year, and our menu will be inclusive of all dietary requirements (such as vegan, vegetarian and gluten free).

Minimising our wastage is at the forefront of our company ethos. We would use biodegradable containers, straws and cutlery, with no single use plastic items available. We propose to engage a contractor to dispose of rubbish on a weekly (or more frequent) basis, and intend to facilitate a Container Deposit Scheme drop off bin with proceeds contributing to People Who Care, RUAH, and Derbarl Yerrigan Health Services. We are incredibly appreciative of the kiosk's existence within an Aboriginal site of significance by the Department of Planning, Lands and Heritage, and the scenic surroundings, and will do everything in our power to pay tribute to the fact.

The Meeting Place looks forward to transforming the current disused storage shed into a vibrant community hub, adding value to the City's infrastructure with our upgrade and generating revenue for the Council through ongoing rent. The permanence of our ongoing operations, 7 days a week year-round will only increase the experience for park patrons, and will provide job opportunities for locals.

Thank you again for the opportunity to continue to service the City of Vincent; we have loved the last 16 years and look forward to many more!

3.19 Natasha Kuruppu – Item 5.16

Veggie Mamma seems like a good choice in terms of offering healthy food choices that cater for various dietary needs. Also they have a focus on environmental sustainability.

My main concern is the pricing as their charges are quite high. I have eaten at their cafe on Beaufort St and things are quite expensive and it excludes a certain segment of the society. It would be good if Council can ensure they provide a menu with pricing that is more inclusive (in alignment with the UN Sustainable Development Goals) so that everyone, irrespective of their economic status can also access healthy choice foods and drinks. Coffee and tea should be more subsidised as all other cafes around the park charge the

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

same. It should be priced more competitively which would certainly attract more customers from all backgrounds. There is nothing innovative about their business model that speaks to this. I believe, Council has an opportunity to encourage the vendor to develop a novel business model that sets a precedence for new SMEs operating in this space in the City of Vincent...

3.20 Marie Slyth of West Perth – Item 5.13

Local Planning Policy No. 7.5.15 – CHARACTER AREAS AND HERITAGE AREAS - OUTCOMES OF ADVERTISING GUIDELINES FOR CLEAVER PRECINCT.

I have read through the comments made regarding concerns raised over various issues which owners of properties in the included streets made in relation to this matter.

I noted in particular, one comment questioning the meaning “Character” which of course can be and is used in many descriptive ways, but in this context, it is intended to help preserve examples of lovely old and earlier styles homes of which there are a wide variety – some with front verandahs, side verandahs, (which cleverly provide protection from the rain and blazing sun) some with chimneys on the roofs – each very attractive and “full of charm” showing off the streets in that area and especially with their green verges and street trees.. At the same time, a character area provides a glimpse into the early history of the area, thus creating in the very near future, a much sort after desirable area in which to live and a wonderful escape from the overpowering high rise units blocking sky light and air i.e. the concrete jungle.

In its early years, i.e. 1996 -2007ish Vincent Council had many character style streets and areas in its surrounding precincts.. At that time a number of keen councilors were aware of the designs of developers starting to take over such streets and areas, and at one time, even brought out a city planner from a State in the United States to warn local people of what happened in so many cities in the US when concrete high rise took over the streets. In his particular city, it had become so much of a concrete jungle, that people started banding together to save the precious little that was left of their lovely older homes and streets with greenery the trees.

Many even started restoring the old homes. The values of their properties started to go through the roof as others began to realize how wonderful it would be to be able escape their concrete jungle, but for most it was too late.

What Vincent Council now has left, is precious few of these long term highly desirable areas, the houses in which areas, will in the very near future become financially worth far more than they will if sold for development or demolished, so the fear or problem of loss of value will not be applicable.

Hence in its efforts to reserve the precious little of such areas left, this is the reason the City of Vincent is seeking to encourage owners of homes in the streets in Cleaver Precinct to agree to have their areas classified as CHARACTER.

And this will be very much in these owners wise interests.

3.21 Sondra Anderson of West Perth – Item 5.1

As an Owner of 301 Fitzgerald Street West Perth I have already spent significant time justifying my position and reasoning and I plead with the Councillors NOT to approve any amendment to 305 Fitzgerald Street West Perth.

I am totally despondent with this drawn out process and the fact that we need to justify our concerns over and over again.

I refer you to page 13 of the Council Briefing Agenda which states – “The test caters for a range of scenarios of vibration and structure-borne noise generation from the premises. Weights chosen for testing were based on reasonable assessment scenarios. Specifically, **a maximum of 60 kilograms was tested on the basis that this is the most reasonable worst-case scenario**, accounting for the majority of weight drops.”

However, I refer you to the pack Monique has provided you showing pages and pages of examples of weights well in excess on 60kg being used without mats on all different days. In addition, the amendment requesting 20 clients will mean the weights dropped will be up to 20 times more than the Noise and Vibration Assessment Report submitted. Surely this itself is a reason to decline the application.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

If the Council does approve this application, I will have no option to call and complain every single time I am sitting in my office unable to manage my work or my mental health. The stress in relation to this agenda item has and will take its toll on all involved.

There being no further speakers, Public Question Time closed at approximately 7.02pm.








4 DECLARATIONS OF INTEREST

- 4.1 David MacLennan, CEO, declared an impartiality interest in Item 5.16 Proposed Lease of Hyde Park Kiosk to Veggie Mama Pty Ltd, which refers the applicant engaging a contractor to dispose of rubbish and intend to facilitate a Container Deposit Scheme drop off bin with proceeds contributing to People Who Care, RUAH, and Derbarl Yerrigan Health Services. The CEO is married to an employee at Derbarl Yerrigan Health Services. The CEO has had no direct contact with Veggie Mama and no involvement in their proposal to facilitate a Container Deposit Scheme drop off bin with proceeds contributing to Derbarl Yerrigan Health Services.
- 4.2 Cr Alex Castle declared an impartiality interest in Item 5.11 Britannia North West Reserve Development Plan. The extent of her interest is as the President of the Floreat Athena Football Club supported her during her election campaign. She also purchased a ticket to the Floreat Athena vs Adelaide United match and received an additional minor amount of hospitality, below the threshold for declaration.
- 4.3 Cr Ron Alexander declared a proximity interest in Item 5.16 Proposed Lease of Hyde Park Kiosk to Veggie Mama Pty Ltd. The extent of his interest is that he lives opposite Hyde Park.
- 4.4 David MacLennan, CEO, declared an impartiality interest in Item 5.11 Britannia North West Reserve Development Plan. The extent of his interest is that his niece is one of the girls referred by the Club President as playing in the Floreat Athena Club.
- 4.5 Mayor Cole declared an impartiality interest in Item 5.11 Britannia North West Reserve Development Plan. The extent of her interest is that her son is a junior player of the Club.
- 4.6 Cr Dan Loden declared an impartiality interest Item 5.11 Britannia North West Reserve Development Plan. The extent of his interest is that he plays indoor soccer with people who are members of the Floreat Athena Club and executive, and his daughter plays for the Club.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

5 STRATEGY & DEVELOPMENT**5.1 NO. 305 (LOT: 4, D/P: 1602) FITZGERALD STREET, WEST PERTH - CHANGE OF USE FROM WAREHOUSE TO RECREATION PRIVATE (AMENDMENT TO APPROVED) (UNAUTHORISED EXISTING DEVELOPMENT)****Ward:** South

- Attachments:**
1. Consultation and Location Map 
 2. Development Plans 
 3. Applicant Justification 
 4. Parking Management Plan 
 5. Noise and Vibration Assessment Report 
 6. Previous Development Approvals 
 7. Agenda and Minutes of Ordinary Council Meeting 17 November 2020 
 8. Summary of Submissions - Administration's Response 
 9. Summary of Submissions - Applicant Response 
 10. Image of Existing Signs 
 11. Determination Advice Notes 

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application to amend Development Approval 5.2014.124.1 dated 4 June 2014 for Change of Use from Warehouse to Recreation Private (Amendment to Approved) at No. 305 (Lot: 4; D/P: 1602) Fitzgerald Street, West Perth, in accordance with the plans shown in Attachment 2, subject to the following and with the associated determination advice notes included in Attachment 11:

1. All conditions and requirements detailed on development approval 5.2014.124.1 dated 4 June 2014 continue apply to this approval, except as follows:
 - 1.1 Condition 2 is deleted;
 - 1.2 Condition 3 is deleted and replaced with:
 - 1.2.1 Subject to Condition 8.5, the maximum total number of clients shall be limited to twenty (20) at any one time;
 - 1.3 Condition 4 is deleted and replaced with:
 4. Hours of Operation
 - 4.1 Prior to the installation of the replacement flooring and the approval of the Noise and Vibration Management Plan in satisfaction of Condition 8 below, the hours of operation are limited to 6:00am to 9:00am and 5:00pm to 8:00pm Monday to Friday and 7:00am to 12:00pm Saturday; and
 - 4.2 Upon installation of the replacement flooring and the approval of the Noise and Vibration Management Plan to the City in satisfaction of Condition 8 below, the hours of operation are limited to 5:30am to 8:00pm Monday to Friday and 7:00am to 5:00pm Saturday;
 - 1.4 Condition 8 is added:
 8. Noise and Vibration Management
 - 8.1 Replacement of existing flooring shall be installed in accordance with all recommendations of the approved Fibre Active Gym Noise and Vibration Assessment dated 3 November 2021 (Acoustic Consultants Australia - Report 10.00158R-03), to the satisfaction of the City;

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

- 8.2 Following the installation of flooring in accordance with Condition 8.1, the Applicant shall engage a suitably qualified acoustic consultant to:
- (a) Certify that the replacement flooring has been installed in accordance with the recommendations of the approved Fibre Active Gym Noise and Vibration Assessment dated 3 November 2021 (Acoustic Consultants Australia – Report 10.00158R-03);
 - (b) Conduct detailed airborne noise measurements to ascertain whether or not actual noise emissions from activities at the premises exceed the assigned levels specified in the *Environmental Protection (Noise) Regulations 1997* (Assigned Levels) at all times during which the premises operates, namely 5:30am to 8:00pm Monday to Friday and 7:00am to 5:00pm Saturday;
 - (c) Identify any additional measures required to ensure noise emissions from activities at the premises do not exceed the Assigned Levels at all times during which the premises operates; and
 - (d) Prepare a report which identifies any additional measures required to ensure noise emissions from activities at the premises do not exceed the Assigned Levels (Report) and confirms that the replacement flooring has been installed in accordance with the recommendations of the approved Fibre Active Gym Noise and Vibration Assessment dated 3 November 2021 (Acoustic Consultants Australia – Report 10.00158R-03);
- 8.3 The applicant shall provide a copy of the Report (referred to in Condition 8.2(d)) to the City once completed;
- 8.4 Following the completion of the Report in accordance with Condition 8.2(d), provide a noise and vibration management plan (NVMP) to the City for approval by the City which incorporates any recommendations and/or measures specified in the Report and which:
- (a) provides mitigation measures to ensure noise emissions at the premises do not exceed the Assigned Levels at any time during which the premises is operating, namely 5:30am to 8:00pm Monday to Friday and 7:00am to 5:00pm Saturday;
 - (b) states that the roller door and hinged access door between the building and Eden Street shall be fully closed at all times including for all access and egress, unless otherwise recommended by the Report;
 - (c) incorporates any measures specified in the Report;
 - (d) a procedure for how the operator would deal with complaints and breaches of the NVMP;
- 8.5 All recommendations and measures specified in the Report shall be undertaken in accordance with the Report and verified by an acoustic consultant, to the City's satisfaction, prior to the commencement of the hours of operation 5:30am to 6:00am and 9:00am to 5:00pm Monday to Friday and 12:00pm to 5:00pm Saturday as well as the increase of patron numbers to a maximum of 20 during any operating hours, and maintained thereafter to the satisfaction of the City. The use shall always operate in compliance with the NVMP, to the satisfaction of the City;
- 8.6 The NVMP shall be reviewed by the operator, to the satisfaction of the City:
- (a) as improvements are identified or required by the operator or the City;
-

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

and

- (b) within 30 days of a change to the recreation private operator;

8.7 Any changes identified during a review set out in Condition 8.6 above are to be incorporated into an updated NVMP and approved by the City. The development shall operate in accordance with the NVMP as amended from time to time, to the satisfaction of the City;

1.5 Condition 9 is added:

9. Signage

This approval relates to the signage shown on the approved plans only. Development approval is required for any additional signage proposed on-site in addition to that shown on the approved plans; and

1.6 Condition 10 is added:

10. Activities associated with the Gym

All gym activities shall be contained wholly within the building.

CR LODEN:

Can I request an amendment to reduce the operating hours from 5:30am to 6am and the number of patrons from 20 to 15?

MANAGER DEVELOPMENT & DESIGN:

Administration will prepare the amendment and include its comments separate to Briefing Notes.

CR IOPPOLO:

When the vibration testing is done, is it true that it is based on the existing capacity, and not the number that you are seeking to increase to?

MANAGER DEVELOPMENT & DESIGN:

Following Council's Briefing Session, the Acoustic Consultant has advised that the Noise and Vibration Assessment Report assessed what was deemed by them to be a typical class. The class took place between 5pm and 6pm on 4 June 2021 and consisted of seven patrons and one instructor. The patrons undertook activities associated with cross fit and included overhead lifting of weights. The weights used were between 40 kilograms and 60 kilograms, and were dropped onto double-layered mats, rather than directly on the floor. Noise was also observed to be generated by interactions between the instructor and patrons.

CR GONTASZEWSKI:

Has Administration considered limiting the activities to be undertaken within the facility to a particular weight, given that the Noise and Vibration Assessment Report was prepared based on a limited weight range and does not appear to be reflective of the operations?

MAYOR COLE:

Could the report be updated to include information on why 60 kilograms was selected? How heavy could the weights be before you need a different treatment?

CR WALLACE:

Can we either require the acoustic consultant to assess what is the likely maximum or apply a condition with the maximum weight being that which has been modelled? Will likely request an amendment in relation to this.

MANAGER DEVELOPMENT & DESIGN:

Administration have discussed the Noise and Vibration assessment considerations with the Acoustic Consultant further.

The Acoustic Consultant advised that when it comes to assessment of weight drops, there are several considerations for effective assessment of 'typical', 'worst-case typical' or 'absolute worst-case' scenarios.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

They confirmed that the selection of assessment scenario is relatively subjective as it is set by the consultant, based on their experience and the interpretation of the environment.

The Acoustic Consultant advised that in their opinion 60 kilograms was an appropriate measure for the following reasons:

- *The gym is not specialised in high-performance/Olympic athletes. Based on the typical function of the gym and its membership base, the 60 kilogram weight was chosen as it represents the weight used by the high-average of members. Advice from the Applicant affirmed that most of the membership base would lift a maximum of 60 kilograms overhead with the majority lifting 35 – 50 kilograms above head. The Applicant advised that only 2 percent of the membership base, which currently consists of 47 people' would lift more than 60 kilograms above head;*
- *100 kilograms is not a reasonable measure for 'worst-case typical' and would more represent 'absolute worst-case'. This is because only 2 percent of the membership one of the assessment tests was lifting and dropping the weight from overhead in 50 different areas across the gym floor. This testing would not be physically possible to conduct;*
- *If a 100-kilogram bar was used, this would result in a 3 dB increase in vibration levels. The recommended alternative flooring product would be suitable to attenuate this increase; and*
- *Atypical cases like 100 kilograms (or over) weight drops could be tested afterwards and see if they would require some extra management (extra padding stations for extreme weights is typical at gyms). This becomes more a case for management rather than engineering control.*

Administration has updated its officer report to include this above advice from the Acoustic Consultant.

Following Council's Briefing Session, the Acoustic Consultant has advised that the maximum weight they would recommend be dropped is 100 kilograms. For any weight drops greater than this, it would be recommended that this be tested following the installation of the recommended flooring to determine whether any further attenuation measures, such as whether thicker mats, would be required.

Administration has updated its officer report to reflect this advice above, and has accordingly also updated the following conditions:

- *Condition 8.2(b) details testing should include the actual noise emissions from activities at the gym. As such, this would include all potential drop scenarios. Condition 8.2(b) has however been updated to specifically detail that noise measurement testing should include amplified music, coach directions, all drop scenarios that may occur in a typical class, mechanical equipment (fans and A/C condensers) as well as the testing of a class with 20 patrons. This would provide the ability for the applicant to test a heavier weight should this be intended to be used; and*
- *Condition 8.5 has been updated to detail that the gym must also operate in accordance with the assumptions of the Noise and Vibration Assessment Report. This would ensure that the gym must operate in accordance with the maximum weights tested. This is to ensure that the necessary levels of acoustic and vibration treatment would be implemented relative to the intended weights to be used.*

THE FOLLOWING QUESTIONS WERE RESPONDED TO IN WRITING BEFORE THE BRIEFING:

CR GONTASZEWSKI:

Concerns regarding existing use of the property. Can further information be provided (or a copy of) in relation to the DWER Assessment (recognise that this is operational activity but is also relevant to extra operating hours)? Is it correct to say that the City's position is that the vibration from the premises exceeds the (now rescinded) standard but that there is no further action that can be taken in relation to vibration during the existing operating hours because there is no current Australian standard or enforceable regulation that governs vibration?

MANAGER DEVELOPMENT & DESIGN

Enforcement action cannot be taken against the rescinded Australian Standard. Action taken by the City would be arranging for vibration testing by DWER and improvements made by the operator should there be an exceedance identified against the rescinded criteria.

Assessment from DWER as provided to the City's officers are included below as requested.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

First advice from DWER:

The loudest bang recorded on 2/3/2021 at 6:57:24am was the loudest bang found over all the measurements. With an adjusted level of $L_{Amax} = 77.7$ dB it did not exceed the L_{Amax} assigned level of 80 dB for a commercial receiver.

That is the overall answer as regards the airborne noise levels and the Noise Regulations.

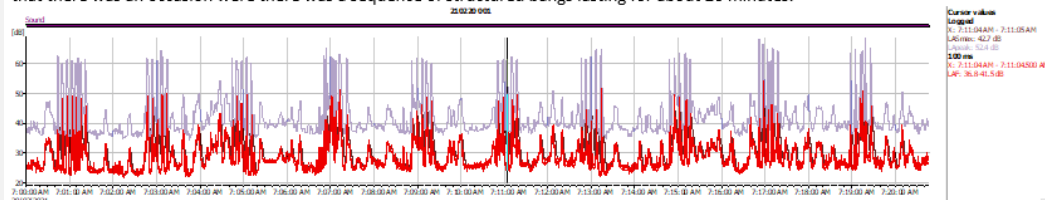
The vibration is another issue. I have only just started looking at the vibration data. Unfortunately the occasion of maximum airborne noise level will not necessarily correlate with the maximum occasion of vibration, so a search of the vibration levels associated with all the other high level airborne levels is required. I will look at them later this week and might have an answer at the end of the week, however I have to prepare for the noise regulation course being held next week.

There are no statutory levels for vibration and the current version of AS2670.2 does not contain criteria. We use the criteria in the withdrawn AS2670.2:1990, however it has a very wide "satisfactory magnitudes of building vibration" range for office areas, depending on the description of the transient nature of the source. I hope we can provide a clear enough answer regarding vibration.

Second advice from DWER:

The vibration analysis takes a bit more effort than the airborne analysis. I have extracted some broad band vibrations values for the biggest airborne bangs, but AS 2670.2 requires vibration levels in specific frequency bands and so far I have only extracted and converted one spectrum measurement to engineering units. It appears to indicate levels above Curve 4 of AS 2670.2:1990. Curve 4 is the appropriate criteria for "shock" events received in an office.

Unfortunately the propagation of vibration through the ground is complex and measurements made inside the (very close) next door premises cannot be extrapolated to a premises further away. In the airborne measurements the bang events seemed quite varied, however the airborne data shows that there was an occasion where there was a sequence of structured bangs lasting for about 20 minutes:



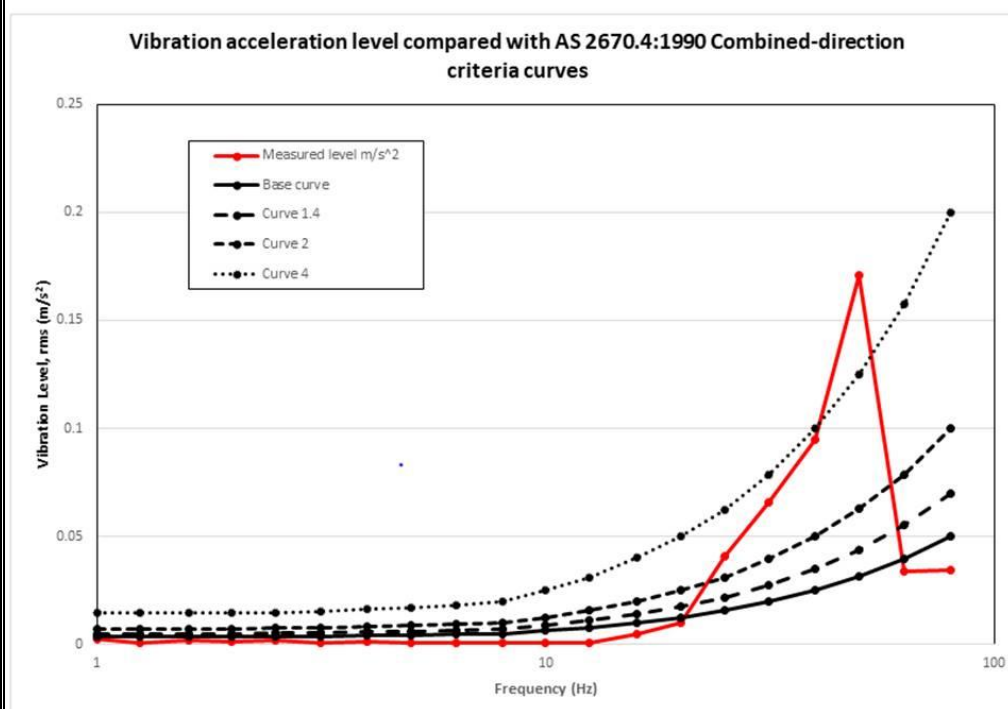
I need to extract more vibration instances to provide a realistic picture of vibration impact. It will have to be after the noise course.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

Third advice from DWER:

The following is a spectral chart of the vibration acceleration level associated with the loudest airborne bang measured (6:57:24am on 2/3/2021).



The criteria is from the now withdrawn AS 2670.4:1990, as it has criteria (which the latest version does not). Note that the criteria used are the combined direction curves (worst case for all three vibration axes, hence is irrespective of the orientation of a person within the room). For a vibration source that can be described as shock (a sudden change of force), which I would argue vibration from dropped weights would be, the criteria for an office space is Curve 4, for a residential space the criteria is Curve 1.4 for night time and Curves 2 to 4 for day time. As you can see this particular event exceeds Curve 4 hence is likely to be considered an unsatisfactory vibration level for either residential or office spaces.

Note that this vibration event is **not** the event representing the **highest overall vibration** levels measured. I have yet to extract the spectra of higher overall vibration level events to see how they compare with the criteria.

CR GONTASZEWSKI:

If the rescinding of the standard means that there is no technical standard that can be relied upon in the assessment of vibration impacts, does the City need its own policy in this regard?

MANAGER DEVELOPMENT & DESIGN:

The rescinded Australian Standard is used and provides the best guidance available in respect to vibration. It is not required to be addressed through a separate policy.

CR GONTASZEWSKI:

Considering the length of time that has passed since the deferral, could Administration provide advice on amending Condition 8 to provide a timeline for flooring implementation? If not implemented in this time then the approval lapses and a further application is required?

MANAGER DEVELOPMENT & DESIGN:

Installation of the flooring and a timeframe would be dependent on when the flooring can be obtained from the supplier and the availability of the product. Administration has contacted the applicant in respect to this to better understand this anticipated timeframe. The applicant has advised that the recommended flooring would be required to be sourced from overseas, and based on current supply and availability would take approximately three months to arrive. Following the supplier would be required to install the flooring, which would also depend on the availability to the contractors to carry out these works.

Administration's report outlines the steps of Condition 8 which are required to be met before the new operating hours and increased patron numbers could commence. Until this occurs, the gym would be required to operate in accordance with the current approval.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

The operator would have 2 years (extended by a further 2 years pursuant to the Minister for Planning's Notice of Exemption from Planning Requirements During State of Emergency) to substantially commence the approval.

Should Council impose a condition relating to the timeframe or date for when the flooring is to be installed and if this is not met, a further development approval would be required.

CR GONTASZEWSKI

The process as required by the conditions seems to assume that the installation of the flooring will be sufficient to address all vibrational issues and so the only residual will be airborne noise? Should a further vibration assessment be undertaken to ensure improvement has been realised in regenerated noise?

MANAGER DEVELOPMENT & DESIGN:

Condition 8.2 requires the flooring to be replaced. Following this an acoustic consultant would be required to undertake further measurements and submit an updated Noise and Vibration Assessment Report to determine actual emissions and whether any further attenuation or management measures are required. This would be required to be completed to the satisfaction of the City, and would capture both noise and vibration. This would be consistent with the Noise and Vibration Assessment Report included as Attachment 5 that assesses both noise and vibration.

The recommended condition in the officer report does not explicitly reference vibration. Administration has updated this condition following Council's Briefing Session to make explicit reference for the need to also measure vibration.

CR GONTASZEWSKI:

Existing report uses only one weight whilst classes have more people. Can the report be required to assess noise/vibration associated with normal operating activities? This appears to have been raised by the City but not accepted by the consultant? Does the City have any residual concerns in relation to the report that has been provided?

MANAGER DEVELOPMENT & DESIGN:

The Noise and Vibration Assessment Report identified that testing of a typical class has been assessed. It is the acoustic consultant's view that the vibration and noise levels from this test associated with a typical class was assessed to be lower and less intrusive in comparison to the controlled tests of weight dropping. Administration is accepting of this.

In relation to the details related to the tested class, please refer to the response to Cr Ioppolo's question above.

An extract from the Noise and Vibration Assessment Report relating to this is provided for your reference below.

Table 1 CoV Review / ACA responses and actions reference Table

Item	CoV Comment	ACA Response/Comment
1	On review, it was noted that noise and vibration was only assessed from individual weight drops, and as such, may not be representative of the impact from a class. There has been no extrapolation / modelling of typical class scenarios (i.e. all activities performed in the duration of a class and how frequently these are performed, including reference to number of persons in the class). It is expected these variable criteria could affect the modelling and therefore must be presented for discussion within an updated report.	<p>Vibration and noise were simultaneously measured at the nearest most sensitive receiver from 70 controlled tests of four different type of weights, within a grid of 12 points inside the gym in line with structural beams and columns that could potentially amplify structure borne vibration. This type of test would cater for every potential worst-case scenario of vibration and structure-borne noise generation from the premises.</p> <p>Additionally, ACA conducted evaluation of the condition of the existing rubber matting in the gym (i.e. controlled test with and without the existing rubber mat).</p> <p>Nonetheless, after these tests were conducted, impact from a typical class was also assessed on the 4th of June 2021, between 5pm and 6pm. The levels of vibration and noise from these were, as expected, much lower. Maximum levels of vibration during a class were recorded at a maximum event of</p> <p>$L_{VRMS,1sec} = 92 \text{ dB}$</p> <p>We note that measurements of the controlled tests recorded maximum $L_{VRMS,1sec}$ levels between 101 dB and 114 dB. This is the reason the design of floor vibration control must be undertaken based on worst-case controlled tests.</p> <p>A gym indeed requires controlled environment testing to understand the worst-case scenario effects of vibration. During classes is a different approach, which in ACA's view, for analysis purposes, it does not help to identify critical effects and impacts.</p>

CR GONTASZEWSKI

Could I request advice on an amendment to require a timeframe for the report to be provided after 8.2 has been completed. Is 4 weeks sufficient?

MANAGER DEVELOPMENT & DESIGN:

The acoustic and vibration consultant has advised that four weeks would be sufficient to conduct the necessary testing and investigations and prepare an updated Noise and Vibration Assessment Report, following the installation of the floor treatment.

It was noted that as part of this testing, access would be required to surrounding properties. If there were to be delays in gaining access to these properties, this may increase the timeframe.

CR GONTASZEWSKI:

Could I request the same advice in relation to an amendment to require a timeframe for the submission of the NVMP.

MANAGER DEVELOPMENT & DESIGN:

The acoustic and vibration consultant has advised that following the preparation of the updated Noise and Vibration Assessment Report, two weeks would be sufficient to prepare an updated Noise and Vibration Management Plan.

CR GONTASZEWSKI:

Condition 8.4 b relates to Noise and Vibration Management Plan only. Could this be considered for a standalone condition more generally?

MANAGER DEVELOPMENT & DESIGN:

Administration has structured the Condition 8 based on the required order of the steps to be followed, being:

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

1. *The replacement of the flooring with an alternative treatment;*
2. *The undertaking of further testing and preparation of an updated Noise and Vibration Assessment Report, with this then being submitted to the City; and*
3. *Preparation of an updated Noise and Vibration Management Plan.*

Until this flooring has been replaced and the acoustic and vibration testing undertaken, it is unclear what management measures may be required as this would be dependent on the results from testing.

The enforceability of this condition remains the same, whether it is a standalone condition or integrated with Condition 8 as prepared.

CR WALLACE:

My understanding was that while weights being dropped was the most significant complaint, there was also numerous complaints relating to group activities, in particular regarding music and instructors voices.

The consultant's rationale for disregarding these complaints is not clear — the general statement "it was determined..." does not provide any explanation of that decision.

MANAGER DEVELOPMENT & DESIGN:

This matter was flagged by Administration in its review of the Noise and Vibration Assessment Report and a response provided by the acoustic consultant is included in the final version of their report.

The acoustic and vibration consultant's view is that the music and instructors voices from classes is less intrusive than the regenerated noise from the dropping of weights currently. It is their view that at this point, the flooring would first need to be rectified to address the dominating impact from regenerated noise associated with weights dropping. After which time airborne noise associated with music and instructors voices could be confirmed are in compliance with relevant noise standards, and if not – review of windows and doors, and operational measures that would ensure this.

CR WALLACE:

Condition 8 doesn't specifically refer to assessment of LA1 or LA10, is it admin's intent that the prescribed noise measurements and report consider LA1/LA10 and if so should this be reflected within the condition? If not, can admin provide some further information around their acceptance of the consultant's comments on dismissal of LA1/LA10? The LAMAX criteria is the appropriate criteria for weight drops.

MANAGER DEVELOPMENT & DESIGN:

Condition 8 requires an updated Noise and Vibration Assessment Report which includes airborne noise and an assessment would be required against the relevant criteria (whether it be LAMAX, LA10, LA1). LAMAX is the applicable criteria for weight drops. Other noise types generated from a gym, such as music playing would be against LA1 or LA10 criteria as an example. This updated Noise and Vibration Assessment Report is also to be to the satisfaction of the City. As per above, confirmation of airborne noise compliance with standards can be done once the flooring has been installed, and as part of the updated Noise and Vibration Assessment Report.

CR IOPPOLO:

Can you refer me to the relevant legislation that stipulates and regulates the technical aspects of noise and vibration testing for the purposes of assessing this agenda item relevant to increased hours and increased capacity?

MANAGER DEVELOPMENT & DESIGN

The Environmental Protection (Noise) Regulations 1997 outline the requirements relating to the assessment of noise. These requirements can be viewed [here](#).

There are no current statutory standard for the assessment of vibration levels. As noted above, advice provided by DWER has been based on the rescinded AS2670.2:1990 Evaluation of human exposure to whole-body vibration - Continuous and shock-induced vibration in buildings.

The following question was responded to in writing before the meeting:

MAYOR COLE:

Are the assumptions in the acoustic report on weights being max of 60kg a realistic parameter to measure

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

the operations at the gym? Material provided by Peter and Monique Arnoldo to Council Members shows much heavier weights in use and being dropped.

EXECUTIVE DIRECTOR STRATEGY & DEVELOPMENT:

Further to Administration's email to Elected Members this morning, the acoustic consultant had provided advice in relation to why 60kg was deemed to be an appropriate measure. This advice had noted that the recommended alternative floor product would be suitable to attenuate the additional 3 dB from a 100kg bar, and that scenarios where a 100kg (or over) are not typical. While the material circulated by Peter and Monique shows heavier weights than 60kg being used, this does not appear to be inconsistent with the advice and rationale provided by the acoustic consultant. Administration remains satisfied with the Noise and Vibration Assessment Report.

In relation to the material circulated to Council Members by Peter and Monique Arnoldo, the specific details of this account relate to the compliance and health investigations more so than the planning decision Council is being asked to make next week.

As detailed in the Council report, since early May the City has strictly required compliance with the existing Development Approval (i.e. only operating from 6am - 9am and 5pm - 8pm Mon – Fri and 7am – 12pm Sat). Compliance has undertaken approximately 40 site inspections in order to ensure compliance since this time. Some of the inspections were conducted immediately, in direct response to Compliance being notified of an alleged breach by Peter and Monique.












The City has offered sound level measurements to be taken from Peter and Monique's home nine times between October 2020 and September 2021. They have refused sound level measurements. The City cannot act on noise compliance issues without these measurements. A standing offer to conduct measurements was given on 20 September 2021 and the complaint was closed. No further contact has been made.

The City has communicated to Monique and Peter that an amendment to the existing Development Approval would be a positive as it could apply conditions requiring the gym to reduce the impact of noise on their property.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

5.2 NO. 26 (LOT: 29; D/P: 4576) MOIR STREET, PERTH - PROPOSED ALTERATIONS AND ADDITIONS TO SINGLE HOUSE**Ward:** South

- Attachments:**
1. Location and Consultation Map 
 2. Final Development Plans 
 3. October OMC Deferred Development Plans 
 4. Lodged Development Plans 
 5. Applicant Justification 
 6. Shadow Reduction Diagram 
 7. Heritage Impact Statement 
 8. Summary of Submissions - Administration's Response 
 9. Summary of Submissions - Applicant's Response 
 10. State Heritage Council Comments 
 11. 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 development application for Alterations and Additions to Single House at No. 26 (Lot: 29; D/P: 4576) Moir Street, Perth in accordance with the plans in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 11:

1. Development Plans

This approval is for Alterations and Additions to a Single House as shown on the approved plans dated 22 October 2021. No other development forms part of this approval;

2. Boundary Walls

The surface finish of boundary walls facing an adjoining property shall be of a good and clean condition, prior to the 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;

3. 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;

4. Colours and Materials

Prior to first occupation or use of the development, the colours, materials and finishes of the development shall be in accordance with the details and annotations as indicated on the approved plans which forms part of this approval, and thereafter maintained, to the satisfaction of the City;

5. Landscaping

All landscaping works shall be undertaken in accordance with the approved plans dated 22 October 2021, 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;

6. 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

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

reserve; and

7. Construction Management Plan

A Construction Management Plan shall be lodged with and approved by the City prior to the issue of a building permit. This plan is to detail how construction (including demolition and/or forward works) will be managed to minimise disruption in the area and shall include:

- The delivery of and delivery times for materials and equipment to the site;
- Parking arrangements for contractors and sub-contractors;
- Dilapidation report of nearby surrounding properties (including No. 24 and No. 28 Moir Street);
- Notification to affected landowners; and
- Construction times.

The approved management plan shall be complied with for the duration of the construction of the development.

MAYOR COLE:

Is neighbour to the south still supportive? Can this be confirmed?

MANAGER DEVELOPMENT & DESIGN:

Yes, the owner of the southern property at No. 24 Moir Street has confirmed their support for the final set of development plans dated 22 October 2021 that the applicant is seeking approval for. Administration contacted the owner following Council's Briefing Session and they confirmed this.

CR HALLETT:

What would be required to meet the 25 percent overshadowing threshold? Does that preclude the second storey entirely?

MANAGER DEVELOPMENT & DESIGN:

Yes, it would preclude the second storey entirely.

The proposed development would overshadow more than the 25 percent deemed-to-comply standard of the R Codes even when limited to a single storey. Administration has modelled the overshadowing of the proposed addition if it were limited to single storey and this would result in approximately 27.1 percent of the adjoining southern property's site area.

The proposed development would likely need to be reduced in height to single storey, and reduced in floor area and/or setback further from the southern side boundary in order to satisfy the 25 percent deemed-to-comply R Codes standard relating to overshadowing. This would be a significantly different development proposal than the development plans the applicant is seeking approval for.








COUNCIL BRIEFING NOTES

7 DECEMBER 2021

At 8.19pm, Cr Dan Loden left the meeting.

5.3 NO. 52 (LOT: 10; D/P: 1069) BOURKE STREET, LEEDERVILLE - PROPOSED TWO GROUPED DWELLINGS

Ward: North

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

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for Two Grouped Dwellings at No. 52 (Lot: 10; D/P: 1069) Bourke Street, Leederville, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 7:

1. Development Plans

This approval is for Two Grouped Dwellings as shown on the approved plans dated 15 November 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 occupancy 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 the dwellings on Lots 2 and 3 must be constructed simultaneously:

- Lot 2: the dwelling wall along the eastern lot boundary abutting the dwelling wall on Lot 3; and
- Lot 3: the dwelling wall along the western lot boundary abutting the dwelling wall on Lot 2;

These walls must be constructed and finished as per the approved plans prior to the first occupation or use of either Unit 2 or Unit 3, to the satisfaction of the City;

3. External Fixtures

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

3.2 The metre boxes are to be painted the same colour as the wall they are attached to so as to not 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-

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

comply provisions, to the satisfaction of the City;

5. Colours and Materials

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

6. Landscaping

All landscaping works shall be undertaken in accordance with the approved plans, except for the two *Plumeria rubra* trees being replaced with two *Lagerstroemia indica* (Crepe Myrtle) trees in the same location, 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. Sight Lines

Walls, fences and other structures truncated or reduced to no higher than 0.75 metres within 1.5 metres of where walls, fences, other structures adjoin vehicle access points where a driveway meets a public street and where two streets intersect, with the exception of:

- One pier at max width of 0.4 metres x 0.4 metres and height of 1.8 metres, with decorative capping permitted to 2.0 metres;
- Infill that provides a clear sight line; and
- If a gate is proposed:
 - When closed: a min of 50 percent unobstructed view;
 - When open: a clear sightline;

unless otherwise approved by the City;

8. Car Parking and Access

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

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

9. 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.

MAYOR COLE:

Could our City engineer provide some advice for next Tuesday to show us a 6 metre wide laneway and how the parking is intended to work, and whether there needs to be some staggering, yellow lines or other solutions that we look at for many of our streets that are narrow. Could this be reviewed and advice provided? Can this be done with a particular focus on ensuring the accessibility of emergency vehicles and rubbish trucks?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT:

The City's Engineering team has advised that the Austen Lane road reserve is 10.0m wide with a footpath and narrow verge the length of the southern side. The carriageway is 6.0m wide which is typical of a 10.0m wide road reserve.

As a result of the concerns raised during the consultation process for this development application, the City's

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

Engineering and Rangers teams have committed to undertaking an investigation of the parking situation in Austen Lane to identify any issues and then implement the appropriate solutions. This would include installation of No Stopping zones in the appropriate locations such as crossovers and pinch points. This approach would ensure access for emergency vehicles and the City's waste management trucks. If following the investigation parking restrictions are installed the signage would align with the line-marking.

MAYOR COLE:

If the R Codes say these dwellings require 1 residential car bay each per dwelling and no visitor's car bay, we need to be clear about whether we can refuse this application on the basis of wanting more parking?

MANAGER DEVELOPMENT & DESIGN:

Council could not refuse the application based on wanting more parking under the R Codes. This is because the provision of one car parking bay per dwelling and nil on-site visitor parking satisfies the deemed-to-comply standards of the R Codes relating to car parking. This means that for the purposes of the R Codes there is adequate provision of car parking for the proposed development. There is no discretion being sought by the applicant and no exercise of discretion available to Council in considering the adequacy of car parking for this proposal under the R Codes.

Separately and under Clause 67(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, there are a range of matters to be given due regard in determining an application. This includes adequacy of arrangements for the loading, unloading, manoeuvring and parking of vehicles. Neighbour concerns relate to parking and safety in respect to on-street parking arrangements. On-street parking arrangements and its management is the responsibility of the City. This is not the responsibility of the applicant, and is a separate matter to be addressed by the City outside the scope of determining this planning application. Refusal of the application based on parking of vehicles in Austen Lane would not be a reasonable refusal reason on this basis.

CR LODEN:

Are there any parking restrictions on this street and are there parking restrictions on Galwey Street and Bourke Street?

MANAGER DEVELOPMENT & DESIGN:

There are no parking restrictions on Austen Lane.

The adjacent streets, being Galwey Street, Bourke Street and Scott Street, all have 2 hour parking restrictions from 8:00am to 5:30pm Monday to Friday, and 8:00am to 12:00pm on Saturday.

Bourke Street has on-street parking available on both sides of the road that are line marked. Scott Street has on-street parking bays available on one side of the road that are line marked. Galwey Street has on-street parking available to one side of the road but are not line marked.

CR LODEN:

If there were parking restrictions would the grouped dwelling be entitled to parking permits the same as other people fronting that laneway?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT:

The City's Policy No. 3.9.3 – Parking Permits states that residential parking permits will not be issued for a grouped dwelling unit where the development approval included a specific condition not to receive parking permits.

The other houses on Austen Lane are not Grouped Dwellings and so are not prevented from obtaining parking permits under this policy. The proposed Grouped Dwellings would be prohibited from obtaining parking permits under this policy if the recommended advice note is included by Council. However, if the subdivision currently being progressed by the owner is completed and the new lots created, the new houses being proposed would no longer be Grouped Dwellings and would instead become Single Houses and so would be eligible for parking permits.

CR WALLACE:

My understanding of our parking policy is that as a grouped dwelling these residences would be eligible to apply for parking permits. Does Administration have a view whether it was equitable for them to be granted in this instance since by virtue of the site layout there is no street frontage available for them to park in front of

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

these residences and would therefore be reliant on parking in front of other residences on the laneway? If Administration's view was that it wasn't equitable would it be appropriate to apply a condition saying that no parking permits would be granted in line with what we do with multi-residential developments?

MANAGER DEVELOPMENT & DESIGN:

The City's Policy No. 3.9.3 – Parking Permits states that residential parking permits will not be issued for a grouped dwelling unit where the development approval included a specific condition not to receive parking permits.

In light of the Policy position, the officer report has been updated and an additional advice note has been recommended accordingly to advise the applicant and landowner that the proposed grouped dwellings will not be issued residential parking permits for residents or visitors. This has been included as an advice note because parking permits are issued under the Parking and Parking Facilities Local Law 2007. This local law is not prepared under planning legislation and so it would not be a valid planning condition to impose as part of determining a planning application.

This Policy to restrict the issuing of parking permits only applies to grouped dwellings and multi dwellings. If in future the proposed grouped dwellings are classified as single houses under the R Codes through the subdivision process, then this restriction from parking permits would not apply under the Policy. This has also been reflected in the recommended advice note.

THE FOLLOWING QUESTIONS WERE RESPONDED TO IN WRITING BEFORE THE BRIEFING:**MAYOR COLE:**

What are the minimum lot sizes for an R40 block subdivision and what are the proposed lot sizes of the property?

MANAGER DEVELOPMENT & DESIGN:

The minimum lot sizes for an R40 subdivision are 180 square metres. The sizes of the conditionally approved lots facing Austen Lane are 181.85 square metres for Lot 2 and 180 square metres for Lot 3. Yes. In this case the City recommended that the WAPC approve the subdivision application for this property on the basis that the lots satisfied the deemed-to-comply standards in the R Codes, noting there are no minimum lot width standards for lots coded R40.

MAYOR COLE:

Please see email from Lloyd d'Castro on behalf of residents of Austen Lane, with mention of report inconsistencies – for checking please.

MANAGER DEVELOPMENT & DESIGN:

In response to the letter from Lloyd d'Castro on behalf of the residents of Austen Lane, the following responses are provided to the report inconsistencies mentioned:

1. *Site and Zoning – the correct dimensions for the width of Austen Lane are included in the report. The report states that Austen Lane is 10 metres wide and the road itself is 6 metres wide. The 1.2 metre footpath size referenced on page 12 of the report relates to the pedestrian path within the site, not the footpath along Austen Lane. The report states that the footpath width along Austen Lane is 2.0 metres, however this has been checked and it is only 1.8 metres according the survey plans available.*
2. *DRP Chair's Key Comments - the reference to "rear laneway" is the DRP Chair's view of the surrounding context for the proposal. It is agreed that Austen Lane is a gazetted public road.*
3. *Parking – there is currently no line-marking on Austen Lane. Administration has only been able to estimate how many cars could be parked on-street based on aerial images, google street view images and the relevant dimensions in the Australian Standards. This is likely why the estimate in the letter differs from Administration's estimate.*

MAYOR COLE:**5.4 308 Oxford Street**

Given the built form envelope, and issues such as visitor parking, are largely determined by the strata lots and common property survey approved by WAPC, is there any consultation with City of Vincent in advance of this approval (not something I've dealt with)?

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

MANAGER DEVELOPMENT & DESIGN:

Yes, the City is referred all subdivision applications from the WAPC and given 42 days to provide its comments. The City recommended approval of the proposed subdivision, as the lots meet minimum lot sizes and no visitor parking bay (at the time) was required under deemed-to-comply standards of the R Codes.









COUNCIL BRIEFING NOTES

7 DECEMBER 2021

At 8.21pm, Cr Dan Loden returned to the meeting.

5.4 NO. 308 (LOT: 700; S/P: 84556) OXFORD STREET, LEEDERVILLE - FOUR GROUPED DWELLINGS

Ward: North

- Attachments:**
1. Consultation and Location Map 
 2. Final Development Plans 
 3. Lodged and Advertised Development Plans 
 4. Summary of Submissions - Administration's Response 
 5. Summary of Submissions - Applicant's Response 
 6. Environmentally Sustainable Design Report 
 7. Urban Design Study 
 8. 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 Four Grouped Dwellings at No. 308 (Lot: 700; S/P: 84556) Oxford Street, Leederville, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 8:

1. Development Plans

This approval is for Four Grouped Dwellings as shown on the approved plans dated 24 November 2021. No other development forms part of this approval;

2. Boundary Walls

The surface finish of boundary walls facing an adjoining property shall be of a good and clean condition, prior to the 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;

3. External Fixtures

All external fixtures, such as television antennas (of a non-standard type), radio and other antennae, satellite dishes, solar panels, external hot water heaters, air conditioners, 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

5.1 Prior to first occupation or use of the development, the colours, materials and finishes of the development shall be in accordance with the details and annotations as indicated on the approved plans which forms part of this approval, and thereafter maintained, to the satisfaction of the City; and

5.2 The metre boxes are to be painted the same colour as the wall it is attached to so as to not be visually obtrusive, to the satisfaction of the City;

6. Landscaping

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

All landscaping works shall be undertaken in accordance with the approved plans dated 24 November 2021, with the addition of the following:

- One additional Cottonwood Tree shall be planted within the front setback area of Unit 1.

The landscaping works shall be undertaken 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 vehicle access points to the site; or
- A driveway meets a public street; or
- Two streets intersect;

Unless otherwise approved by the City of Vincent;

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; and

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 or storage yards, where provided;

10. Waste Collection

The Oxford Street verge abutting the subject site shall be modified to accommodate the bin collection point for the development to the City's verge specifications. All costs associated with the works shall be borne by the applicant. Works shall be completed to the City's satisfaction prior to occupancy of the development; and

11. Construction Management Plan

A Construction Management Plan shall be lodged with and approved by the City prior to the issue of a building permit. This plan is to detail how construction (including demolition and/or forward works) will be managed to minimise disruption in the area and shall include:

- Storage of materials and equipment on site;
- Parking arrangements for contractors and sub-contractors;
- Notification to affected landowners;
- Construction times; and
- Impact on traffic movement.

The approved management plan shall be complied with for the duration of the construction of the development.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

THE FOLLOWING QUESTIONS WERE RESPONDED TO IN WRITING BEFORE THE BRIEFING:**MAYOR COLE:**

Is it possible to see an elevation across the two lots, even though one at No. 310 is already approved?

MANAGER DEVELOPMENT & DESIGN:

A front elevation from Oxford Street reflecting both the grouped dwellings proposal that is the subject of this application at No. 308 Oxford Street, as well as the grouped dwellings previously approved at No. 310 Oxford Street is provided below.

**MAYOR COLE:**

Given the built form envelope, and issues such as visitor parking, are largely determined by the strata lots and common property survey approved by WAPC, is there any consultation with City of Vincent in advance of this approval?

MANAGER DEVELOPMENT & DESIGN:

Yes, the City is referred all subdivision applications from the Western Australian Planning Commission (WAPC) and given 42 days to provide its comments.

The City recommended approval of the proposed subdivision for this site. This is because the lots meet minimum lot sizes and no visitor parking bay (at the time) was required under the deemed-to-comply standards of the R Codes.

MAYOR COLE:

Is this a good outcome for interface with and presentation to Oxford Street or potentially an underdevelopment along an Activity Corridor?

MANAGER DEVELOPMENT & DESIGN:

The proposed development outcome would be an underdevelopment when considering the scale of development and mix of land uses permitted along Oxford Street.

The site is zoned Mixed Use under the City's Local Planning Scheme No. 2, and is an Activity Corridor built form area permitted to a building height of four storeys under the City's Built Form Policy.











The proposed development is for grouped dwellings land use that is a permitted 'P' use in the Mixed Use Zone and is two storeys in height. This building height would be less than that permitted but there is no minimum building height prescribed in the City's policy framework.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

5.5 NOS. 169-173 (LOT: 5; D/P: 42227 & LOT: 99; D/P: 3642) SCARBOROUGH BEACH ROAD AND NOS. 60-62 (LOT: 5; D/P: 42227 & LOT: 98; D/P: 3642) COOGEE STREET, MOUNT HAWTHORN - PROPOSED CHANGE OF USE FROM SHOP TO TAVERN AND ASSOCIATED ALTERATIONS AND ADDITIONS

Ward: North Ward

- Attachments:**
1. Location and Consultation Map 
 2. Development Plans 
 3. Parking Management Plan 
 4. Acoustic Report 
 5. Applicant Justification 
 6. 3D Rendered Images 
 7. Previous Development Approval and Plans 
 8. Summary of Submissions - Administration's Response 
 9. Summary of Submissions - Applicant's Response 
 10. Determination Advice Notes 

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for a proposed Change of Use from Shop to Tavern and Associated Alterations and Additions at Nos. 169-173 (Lot: 5; D/P: 42227 & Lot: 99; D/P: 3642) Scarborough Beach Road and Nos. 60-62 (Lot: 5 D/P: 42227 & Lot: 98 D/P: 3642) Coogee Street, Mount Hawthorn in accordance with the plans provided in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 10:

1. Development Plans

This approval relates to a Change of Use from Shop to Tavern and Associated Alterations and Additions on the plans dated 14 July 2021. It does not relate to any other development on the site;

2. Use of Premises

2.1 This approval is for a Tavern as defined in the City of Vincent Local Planning Scheme No. 2;

2.2 The proposed Tavern shall be limited to a maximum of 34 persons at any given time including patrons and staff; and

2.3 The proposed Tavern shall be limited to the following hours of operation:

- 9:00am to 9:00pm Monday to Saturday; and
- 10:00am to 7:00pm Sunday and public holidays;

3. Building Design

3.1 The development shall maintain an active and interactive relationship and uninterrupted views between the use of the development and Scarborough Beach Road during the hours of the development's operation to the satisfaction of the City;

3.2 Glazing and/or tinting to the Scarborough Beach Road frontage shall be a minimum of 70 percent visually permeable to provide unobscured visibility. Darkened, obscured, mirrored or tinted glass or other similar materials as considered by the City is prohibited; and

3.3 All external fixtures and building plant, including air conditioning units, piping, ducting and water tanks, shall be located so as to minimise any visual and noise impact on surrounding landowners, and be screened from view from the street, and surrounding

COUNCIL BRIEFING NOTES7 DECEMBER 2021

properties to the satisfaction of the City;

4. Signage

All signage is to be in strict accordance with the City's Policy No. 7.5.2 – Signs and Advertising, unless further development approval is obtained;

5. Parking Management Plan

Prior to the occupation or use of the development, an updated Parking Management Plan shall be submitted to and approved by the City. The Parking Management Plan shall include, but is not limited to, addressing the following:

- Three (3) car parking bays being allocated and sign marked for the exclusive use of the Tavern premises;
- Six (6) car parking bays being allocated and sign marked for the exclusive use of the Consulting Rooms (Akasha Wellness Clinic) premises; and
- Three (3) car parking bays being allocated and sign marked for the exclusive use of the Shop (IGA) premises time with these being limited to 15 minutes and located closest to the IGA entrance.

The approved Parking Management Plan shall be implemented, and the development shall be carried out in accordance with the approved Parking Management Plan and approved plans, to the satisfaction of the City at the expense of the owners/occupiers;

6. Bicycle Facilities

A minimum of one short term and one long term bicycle parking bays shall be provided on site prior to occupation or use of the development. The design and construction of the bicycle bays shall be in accordance with Australian Standards AS 2890.3:2015 Parking Facilities Part 3: Bicycle Parking;

7. Waste Management Plan

7.1 Prior to the issuing of a Building Permit, an updated Waste Management Plan shall be submitted to and approved by the City. The Waste Management Plan shall include, but is not limited to, addressing the following:

- the location of bin storage areas and bin collection areas;
- the number, volume and type of bins, and the type of waste to be placed in the bins;
- details on the future ongoing management of the bins and the bin storage areas, including cleaning, rotation and moving bins to and from the bin collection areas; and
- frequency and collection time of bins. Waste collection shall be limited to day time hours defined as 7:00am to 7:00pm Monday to Saturday and 9:00am to 7:00pm Sunday and public holidays as referenced in the approved Acoustic Report;

7.2 The approved Waste Management Plan identified in Condition 7.1 shall be implemented at all times to the satisfaction of the City;

8. Noise Management

All of the recommended measures included in the approved Acoustic Report prepared by Gabriel Hearne Farell Pty Ltd and dated 1 September 2021 shall be implemented as part of the development, to the satisfaction of the City, 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;

9. Venue Management Plan

In accordance with City's Policy No. 7.5.7 – Licensed Premises, a Venue Management Plan

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

shall be lodged with and approved by the City prior to the occupation or use of the development. The Venue Management Plan shall address, but is not limited to, the following:

- Noise control and management, including music not being played in the 'seminar room' at a level louder than conversation level as per the approved Acoustic Report assessment;
- The number of patrons;
- Hours of operation;
- Patron and anti-social behaviour; and
- Complaints management.

The approved Venue Management Plan shall be implemented and maintained thereafter, to the satisfaction of the City;

10. Colours and Materials

Prior to first occupation or use of the development, the colours, materials and finishes of the proposed additions shall be in accordance with the details as indicated on the approved plans which forms part of this approval, and thereafter maintained, to the satisfaction of the City; and

11. Stormwater

Stormwater from all roofed 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.

THE FOLLOWING QUESTIONS WERE RESPONDED TO IN WRITING BEFORE THE BRIEFING:

MAYOR COLE:

Has there been any recent change to the paid carpark and is landscape in accordance with the approval?

MANAGER DEVELOPMENT & DESIGN:

Yes, the owner has informed Administration that there is currently no paid parking applicable to the car park.

The owner advised that Wilson Parking who previously managed the parking on-site is no longer managing the property.

MAYOR COLE:

Is landscaping in accordance with the previous land use approval?











MANAGER BUILT ENVIRONMENT & WELLBEING:

Yes, the landscaping on-site is in accordance with the previously approved landscaping plan.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

5.6 NO. 374 (LOT: 801; D/P: 29435) NEWCASTLE STREET, PERTH - PROPOSED AMENDMENT TO APPROVED UNLISTED USE (BILLBOARD SIGNAGE) S.31 RECONSIDERATION**Ward:** South

- Attachments:**
1. Consultation and Location Map 
 2. Development Plans 
 3. Applicant's Written Justification 
 4. Site Photo of Existing Billboard Signage 
 5. Council Minutes 14 September 2021 
 6. Previous Approvals Council Minutes 
 7. Previously Approved Plans 
 8. Summary of Submissions - Administration's Response 
 9. Summary of Submissions - Applicant's Response 
 10. Determination Advice Notes 

RECOMMENDATION:

That Council, in accordance with Section 31 of the *State Administrative Tribunal Act 2004*, SETS ASIDE its decision dated 14 September 2021 and SUBSTITUTES its new decision to, in accordance with the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for an Amendment to Approved Unlisted Use (Billboard Signage) at No. 374 (Lot: 801; D/P: 29435) Newcastle Street, Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 10:

1. Time Limited Approval

This approval is valid for a period of three (3) years from the date of this approval. After this period, the use shall cease to operate with the structures be removed and the land made good unless a further approval is obtained prior to the expiration of this period (refer to advice notes);

2. Sign Management

- 2.1 This approval is for an Unlisted Use (Billboard Signage) as shown on the Development Plans dated 27 May 2021. No other development forms part of this approval;
- 2.2 The signage shall not have flashing, intermittent or running lighting;
- 2.3 The applicant/owner shall maintain adequate setback from motorists' line of sight through the traffic signals to the nearest edge of the billboards, to the satisfaction of the City;
- 2.4 The billboards shall not display advertising material which by virtue of colour or content may confuse the motorist or imitate the traffic signals or road signs, to the satisfaction of the City; and
- 2.5 Advertising content shall not contain material (by reasonable definition) that may be offensive to the public or cause unacceptable levels of distraction, to the satisfaction of the City; and

3. Site Amenities

- 3.1 Appropriate seating and a drinking fountain shall be conveniently located within the site, to the satisfaction of the City; and
- 3.2 The site shall be appropriately landscaped using waterwise plants with a preference for local Australian plants, to the satisfaction of the City. The landscaping shall be planted and maintained thereafter to the satisfaction of the City, at the expense of the owner(s)/occupiers.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

THE FOLLOWING QUESTIONS WERE RESPONDED TO IN WRITING BEFORE THE BRIEFING:**MAYOR COLE:**

Is the proposed 3 year approval agreeable to the Applicant and would that lead to the end of SAT proceedings?

MANAGER DEVELOPMENT & DESIGN:

We advised the applicant of our recommendation when the Agenda was released. The applicant stated that they were disappointed that Administration had not recommended 5 years. We suggested that they read the rationale for the recommendation in the report and we understand they will be attending tonight to make a statement.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

5.7 CITY OF VINCENT REBOUND PLAN - QUARTERLY UPDATE

- Attachments:
1. Vincent Rebound Plan - Implementation Framework 
 2. Rebound Roundtable Forward Agenda 

RECOMMENDATION:

That Council NOTES the:

1. Quarterly update on the City of Vincent Rebound Plan implementation included as Attachment 1, and the monthly reporting to the Rebound Roundtable; and
2. Rebound Roundtable Forward Agenda included as Attachment 2.

NO QUESTIONS

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

5.8 ARTS REBOUND: TOWN CENTRE ARTWORKS - CONCEPT DESIGN PROPOSALS

- Attachments:
1. Arts Rebound: Town Centre Artworks - EOI 
 2. Arts Rebound: Town Centre Artworks - Artwork Brief 
 3. Arts Rebound Concept Design Proposal Submissions - Assessments - Confidential
 4. William Street Town Centre Arts Rebound Concept Design Proposal - Confidential
 5. Leederville Town Centre Arts Rebound Concept Design Proposal - Confidential

RECOMMENDATION:

That Council:

1. **NOTES** the assessments of the Arts Rebound: Town Centre Artworks Concept Design Proposal submissions included as Attachment 3; and
2. **ENDORSES** the:
 - 2.1 William Street Town Centre Arts Rebound Concept Design Proposal for design development, fabrication and installation with the associated cost of \$215,000, as recommended by the Assessment Panel, and detailed in Confidential Attachment 4; and
 - 2.2 Leederville Town Centre Arts Rebound Concept Design Proposal for design development, fabrication and installation with the associated cost of \$80,000, as recommended by the Assessment Panel, and detailed in Confidential Attachment 5.

NO QUESTIONS

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

5.9 COMMENCEMENT OF EXPRESSIONS OF INTEREST PROCESS INVITING REDEVELOPMENT CONCEPTS FOR THE AVENUE AND FRAME COURT CAR PARKS, LEEDERVILLE

- Attachments:
1. Site Map 
 2. Draft EOI Process 
 3. Selection Criteria 
 4. Land Valuation - Confidential

RECOMMENDATION:**That Council:**

1. **APPROVES** the CEO to commence an expression of interest process for the redevelopment of the City's major landholdings in Leederville, being the Avenue Car Park and Frame Court Car Park as outlined in Attachment 1 in alignment with Council's strategic intention for both sites contained in the Leederville Precinct Structure Plan; and
2. **NOTES** the:
 - 2.1 Process outlined in Attachment 2 will be undertaken to receive and assess the proposals; and
 - 2.2 Selection criteria included at Attachment 3 will be used for the assessment of any proposals received; and
 - 2.3 A report will be prepared for Council to approve any shortlisted proposals from Stage 1 to progress to Stage 2 as a preferred proponent/s.

MAYOR COLE:

The draft EOI selection criteria, within the essential criteria, point 1 regarding the 400 public car parking bays plus the consolidation of car parking arrangements talks about this point only being relevant if the developable area is across both sites. This then fails to consider a proposal that includes only one of the two car parks that does not factor in any public car parking, creating an overall loss of public car parking.

MANAGER POLICY & PLACE:

The draft EOI selection criteria has been reworded so that the number of public car parking bays provided totals a minimum of 400, regardless of the proposal and the size of land this pertains to.

MAYOR COLE:

The draft EOI selection criteria, within the desirable criteria, point 2, do we want to include innovative industries?

MANAGER POLICY & PLACE:

It is not specific about the industry type as it is recommended to include and encourage a range of industries

MAYOR COLE:

The draft EOI selection criteria, under design principles, delivery of active public spaces such as plazas, squares, courtyards or arcades. We are missing the laneways.

MANAGER POLICY & PLACE:

Reference to laneways has been added to the draft EOI selection criteria.

MAYOR COLE:

Avenue carpark – page 546 should this not refer to public car parking also, talks about consolidated car parking only. Should there not be more emphasis on the importance of the revenue stream to the City of the car parking?

Should it be clearer that tenure arrangements are very critical to the proposal including retention of public parking?

MANAGER POLICY & PLACE:

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

The report has been amended to include reference to public car parking within the Avenue car park.

Impact on the City's Long Term Financial Plan from the potential immediate and long-term revenue opportunities through car parking arrangements is a key consideration when assessing proposals. This has been added to the draft EOI selection criteria. Detail has been added to the report to reference this. Financial modelling has not been completed to determine the revenue that the car parking arrangements could generate, this would be determined through the business plan process.

The tenure arrangements are essential and are reflected in the draft EOI selection criteria. It is also important that public car parking is retained through the development process so detail has been added to the draft EOI selection criteria regarding this.

CR LODEN:

Could we remove one of the sites from the EOI, i.e. remove Frame Court – Amendment foreshadowed.
Could Administration provide options to Council on how the proceeds would be utilised.

MANAGER POLICY & PLACE:

Recommendation 1 has been amended to allow proposals to be received for either both or one of the car parks, depending on the proposals received. The City would require that the development of one or both of the sites is staged such that public car parking across the two sites is maintained, as is set out in the first Essential Criteria of the EOI.

A third recommendation has been added requesting the CEO to provide options to Council on how proceeds from the redevelopment of these sites would be utilised through the Long Term Financial Plan budgeting process.

CR IOPPOLO:

1. Has Administration considered whether the EOI process proposed herein is in potential breach of Local Government Act Section 3.59 dealing with the process of Commercial Enterprises by Local Government, specifically with Major Land Transactions because
 - a. Administration is proposing that tenders i.e. property developers and NOT the City of Vincent prepare the business plan outlining the overall assessment of the major trading undertaking and major land transaction contemplated (refer definition of trading undertaking requirements and the requirements of a business plan and its effect on Local Government); and
 - b. This proposal indicates that this business plan is not done prior to the tender process.

MANAGER POLICY & PLACE:

The City would potentially be entering into a major land transaction and not a major trading undertaking as the EOI is proposing redevelopment of land. Although the redevelopment has the potential to be a major land transaction, there is no requirement at this stage, under the Local Government Act 1995 (LGA) to prepare a business plan.

S3.59 of the LGA requires that a local government prepare and publish a business plan, and invite and consider public submissions on that business plan before it enters into a major land transaction or enters into a land transaction that is preparatory to entry into a major land transaction. S3.59(2) does not require that a business plan be prepared prior to an EOI process such as the one being recommended.

A business plan would be informed by the responses that are received through the EOI process and would be developed and consulted with the community on prior to Council considering whether or not to prepare to or enter into a major land transition. The report has been updated to clarify this.

S3.59 (2) states that 'a local government is to prepare a business plan.' The business plan can be prepared by the City's consultants on behalf of the local government. This detail has been clarified within the report.

CR IOPPOLO:

Can we request legal advice that confirms the above regarding the Local Government Act?

MANAGER POLICY & PLACE:

The City's Senior Land and Legal Advisor has confirmed the above.

CR IOPPOLO:

What is the value of these two properties in the financial statements as at 30 June 2021?

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

EXECUTIVE DIRECTOR COMMUNITY & BUSINESS SERVICES:*Asset value and annual depreciation outlined below, pertaining to the assets on the two sites.*





	<i>Avenue Car Park</i>	<i>Frame Court</i>
<i>Asset Value @30/6/21</i>	\$529,510	\$342,671
<i>Annual Depreciation</i>	\$48,220	\$27,871

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

At 8.54pm, Cr Jonathan Hallett left the meeting.

5.10 WOODVILLE RESERVE LANDSCAPE PLAN

- Attachments:
1. Woodville Reserve Landscape Plan 
 2. Community Consultation Summary 
 3. Draft Woodville Reserve Landscape Plan 
 4. Woodville Reserve Landscape Perspectives 

RECOMMENDATION:

That Council:

1. ENDORSES the Woodville Reserve Landscape Plan, included as Attachment 1; and
2. NOTES the submissions received during the community consultation period and Administration's response, included as Attachment 2, in relation to the Draft Woodville Reserve Landscape Plan, included as Attachment 3.

MAYOR COLE:

Formalised playground – does this need to be clarified?

MANAGER POLICY & PLACE:

This informal play area has been referenced in the Landscape Plan.

CR GONTASZEWSKI:

Climbing trees – were they considered?

MANAGER POLICY & PLACE:

These were not included in the Landscape Plan because a mature tree that is fit to climb needs to be a transplanted tree, which is very costly (>\$10,000 depending on the size and species). Further to this, a transplanted tree would require ongoing care and monitoring for many months before it could be climbed (at an additional cost), and there is still no guarantee of survival.

Two WA Weeping Peppermint trees have been included which are a popular climbing tree with low, strong branches. Whilst the install size of these two trees will be larger than the other proposed trees, these will take a number of years to grow to a suitable size for climbing. Once grown they will achieve this request.

CR LODEN:

Keen to see 2 additional trees on the northern side of the reserve to the west of the gate – Cell 1E.

MANAGER POLICY & PLACE:

Additional trees have been included in the Landscape Plan along this Northern boundary.

THE FOLLOWING QUESTIONS WERE RESPONDED TO IN WRITING BEFORE THE BRIEFING:**MAYOR COLE:**

I was worried when I read the words "Formalising the playspace" and wanted some detailed feedback on what that means and whether the concept and long-term practice of free play and ability for kids to construct from loose nature elements will remain?

MANAGER POLICY & PLACE:

The formalisation of the play space refers to removing any hazardous or unsuitable items (such as pallets with rusty nails), introducing fit-for-purpose elements (timber steppers), and tidying-up the play space by applying clean woodchip mulch, a properly installed limestone path (to replace the loose road base gravel), and planting to better distinguish the play area from the community garden and grassed areas. The standing trees and logs will remain. There will still be opportunity for community members to introduce other nature play elements, provided they are suitable and don't pose a hazard.

In short, the play area will remain a nature-based, intuitive play space. The dodgy materials will go, and the space will be given a good 'polish', so as to present better from the street. The standing dead trees and logs will remain. There will still be opportunity for community members to introduce other nature play

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

elements, provided they are suitable and don't pose a hazard.

MAYOR COLE:

Will the area be on or off-leash dog exercise, noting feedback on this issue?

MANAGER POLICY & PLACE:

The area is part of the wider Woodville Reserve, which is a designated dog exercise area, so off-leash dog exercise should be permitted. This portion of the Reserve provides an alternative area for dog walking when soccer or other sports activities are occurring in the eastern portion of the Reserve. This clash of user groups is an ongoing issue which can hopefully be addressed by making this portion of Woodville Reserve more dog-walking friendly. The online survey found that over half the respondents use the Reserve for dog walking. Many of the comments relating to dogs were around dog waste – likely due to the absence of a dog-poo bag dispenser and waste bin at this location. This would be rectified with the implementation of this plan. 3 of the comments opposing dogs in this area came from the same submission/respondent.

MAYOR COLE:

With the plan being funded this fin year, but plantings to happen in winter, when will works commence?



MANAGER POLICY & PLACE:

The construction works should be carried out over the course of two weeks, towards the end of May / early June. This is the optimal time to carry out planting works so as to make the most of the wet season.

COUNCIL BRIEFING NOTES**7 DECEMBER 2021**

At 5.11 pm, Cr Jonathan Hallett returned to the meeting.

5.11 BRITANNIA NORTH WEST RESERVE DEVELOPMENT PLAN - LITIS STADIUM CHANGE ROOM DESIGN

- Attachments:
1. Litis Stadium Change Room Concept Design 
 2. Litis Stadium Change Room Concept Perspectives 

RECOMMENDATION:

That Council:

1. **ENDORSES** the Litis Stadium Change Room Concept Design, included as Attachment 1, for the purposes of formal submission to the Australian Federal Government to secure \$3 million funding; and
2. **APPROVES** the CEO authority to sign off on relevant documentation relating to securing the \$3 million funding.

NO QUESTIONS:

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

5.12 AMENDMENT TO LOCAL PLANNING POLICY NO. 7.5.2 - SIGNS AND ADVERTISING

- Attachments:
1. Summary of Consultation 
 2. Schedule of Modifications 
 3. Draft Amendment to Local Planning Policy No. 7.5.2 - Signs and Advertising 

RECOMMENDATION:

That Council:








1. PREPARES an amendment to Local Planning Policy No. 7.5.2 – Signs and Advertising, included at Attachment 3, in accordance with Schedule 2, Part 2, Clause 5(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
2. AUTHORISES the Chief Executive Officer to advertise the proposed amendment in accordance with Schedule 2, Part 2, Clause 4(1)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
3. REQUESTS the Chief Executive Officer amend Local Planning Scheme No. 2 to prohibit third party advertising/billboards throughout Vincent as part of the next Local Planning Scheme Review.

NO QUESTIONS

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

5.13 LOCAL PLANNING POLICY NO. 7.5.15 - CHARACTER AREAS AND HERITAGE AREAS: OUTCOMES OF ADVERTISING GUIDELINES FOR CLEAVER PRECINCT

- Attachments:**
1. Community Consultation Survey - Redacted 
 2. Summary of Submissions and Schedule of Modifications 
 3. Local Planning Policy No. 7.5.15 - Character Areas and Heritage Areas 
 4. Appendix 6 - Florence Street Design Guidelines 
 5. Appendix 7 - Prospect Place Design Guidelines 
 6. Appendix 8 - Hammond Street Design Guidelines 
 7. Appendix 9 - Strathcona Street Design Guidelines 

RECOMMENDATION:**That Council:**

1. **NOTES** Administration's responses to community feedback, included in the Summary of Submissions and Schedule of Modifications included at Attachment 2; and
2. **PROCEEDS** with the amendment to Local Planning Policy No. 7.5.15 - Character Areas and Heritage Areas with modifications, included at Attachment 3, including the guidelines for Strathcona Street, Hammond Street, Florence Street and Prospect Place, included as Attachment 4, 5, 6 and 7 respectively pursuant to clause 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

MAYOR COLE:

Could we move to a situation where there was enough commonality in the guidelines that the street can apply, and new streets can apply?






MANAGER POLICY & PLACE:

The existing guidelines can be used as a starting point for drafting the guidelines for new character areas. As each character area is unique in its built form this starting point will be amended to ensure each guideline is specific to each area.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

5.14 RESULTS OF CONSULTATION - POTENTIAL LAND SALE, 26 BRENTHAM STREET, LEEDERVILLE

- Attachments:
1. 26 Brentham Street - Location and Current State of Land 
 2. 26 Brentham Street - Land and Surrounding Public Open Space 
 3. Summary of Community Consultation - Detail 
 4. Summary of Community Consultation - Graphs 
 5. Concerns Raised and Administration Response 

RECOMMENDATION:**That Council NOTES:**






1. the public submissions received in response to the community consultation on the potential sale of lot 37 (No. 26) Brentham Street, Leederville, as at Attachment 3;
2. that Administration will investigate the interest of adjoining landholders Sisters of Mercy, Aranmore Catholic Primary School, and Rosewood Care Group Inc in acquiring the land for the purposes of education and/or age care;
3. that Administration will present a further report to Council by March 2022 following liaison with Sisters of Mercy, Aranmore Catholic Primary School, and Rosewood Care Group Inc;
4. Administration will provide advice to Council in the March 2022 report on the landscaping approach for Brentham Reserve including the potential to re-locate the current play equipment or build new play equipment in close proximity to the school; and
5. any decision to sell all or part of this lot would require further public consultation including for a potential re-zoning.

NO QUESTIONS

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

5.15 COMPLAINTS MANAGEMENT FRAMEWORK - CODE OF CONDUCT FOR ELECTED MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

- Attachments:
1. Code of Conduct Behaviour Complaints Management Policy - (draft) 
 2. New Delegation 2.2.31 - Appointing External Complaints Officer - (draft) 
 3. New Delegation 2.1.2 - Behaviour Complaints Committee - (draft) 
 4. Behaviour Complaints Committee - Terms of Reference (draft) 
 5. Complaint Form - updated 

RECOMMENDATION:**That Council:**

1. **APPROVES** the Code of Conduct Behaviour Complaints Management Policy, at Attachment 1, for the purpose of public notice;
2. **AUTHORISES** the Chief Executive Officer to provide local public notice of the proposed new policy and invite public comments for a period of at least 21 days;
3. **NOTES** that at the conclusion of the public notice period any submissions received would be presented to Council for consideration;
4. **APPROVES** by **ABSOLUTE MAJORITY**:
 - 4.1 in accordance with section 5.8 of the *Local Government Act 1995*, the establishment of the Behaviour Complaints Committee for the purpose of dealing with Division 3 – Behaviour complaints under the Code of Conduct for Council Members, Committee Members and Candidates; and
 - 4.2 in accordance with section 5.10 of the *Local Government Act 1995*, the appointment of all Council Members to the Behaviour Complaints Committee as committee members;
5. **DELEGATES** by **ABSOLUTE MAJORITY**:
 - 5.1 in accordance with section 5.42 of the *Local Government Act 1995*, to the Chief Executive Officer the authority to appoint an external Complaints Officer to receive complaints and withdrawal of complaints related to the City of Vincent Code of Conduct for Council Members, Committee Members and Candidates, as detailed in Attachment 2; and
 - 5.2 in accordance with section 5.16 of the *Local Government Act 1995*, authority to the Behaviour Complaints Committee to deal with complaints in accordance with clause 12 and 13 of the *Local Government (Model Code of Conduct) Regulations 2021*, as detailed in Attachment 3; and
6. **ADOPTS** the:
 - 6.1 Terms of Reference for the Behaviour Complaints Committee as at Attachment 4; and
 - 6.2 updated complaint form at Attachment 5.

CR HALLETT:

In terms of the edit to provision 3.6 – Alternative Dispute Resolution, the provision requires mutual agreement to request permission to have a support person present during the alternative dispute resolution as opposed to mutual agreement to the actual allocation of a support person. The provision is also silent on the circumstances that the request would be approved.

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

Part of the process is to enable early intervention so that a complaint can be resolved early and minimalise

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

Council involvement. A pre-condition of early intervention is that both parties need to agree to the early intervention including mediation. Mediation, including the person that would undertake the mediation would be facilitated by the City. Both parties would need to agree mutually on the person undertaking the mediation along with any conditions surrounding it. As with other dispute resolution processes either party may request a support person to be with them during mediation. Both parties would need to agree to the presence of a support person during the alternative dispute resolution process.




Administration has updated the edit to provision 3.6 to correctly reflect its intention which is to permit the allocation of a support person rather than agree to request permission to have a support person. This has been updated in the draft policy for Council approval to advertise.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

At 7.04pm, Cr Ron Alexander left the meeting.

5.16 PROPOSED LEASE OF HYDE PARK KIOSK TO VEGGIE MAMA PTY LTD

- Attachments:
1. Proposed Lease Terms, Maintenance Schedule and Premises Plan 
 2. Consistency with Property Management Framework 
 3. Hyde Park Kiosk Concept Sketch 
 4. Kiosk Location Map
 5. Evaluation Worksheet - Confidential

RECOMMENDATION

That Council:

1. **NOTES** the City received four submissions in response to the Request for Tender for an operator to lease a portion of No. 505 William Street, Perth, Hyde Park, being a current 34.64 square metre storage shed to be used as a commercial kiosk;
2. **ACCEPTS** the tender submitted by Veggie Mama Pty Ltd for Tender No. CEO126/2021 for the operator of Hyde Park kiosk;
3. **APPROVES** the City entering into a lease of a portion of No. 505 William Street, Perth with Veggie Mama Pty Ltd on the following terms:
 - 3.1 **Initial term:** Two (2) years.
 - 3.2 **Option:** Two (2) x five (5) years.
 - 3.3 **Commencement date:** Tenant to occupy Premises at completion of the City's Premises works, at which time the Lease and Rent Free Period would commence.
 - 3.4 **Premises area:** Portion of the building known as the western storage shed at Hyde Park, measuring approximately 34.64 square metres as shown in the Premises Plan in **Attachment 1**.
 - 3.5 **Rent:** Proposed rent is \$30,000 per annum including GST.
 - 3.6 **Rent review:** Annual CPI rent review to occur on 1 July each year of the Lease commencing from 1 July 2023.
 - 3.7 **Outgoings:** The Tenant to pay:
 - (a) ESL charges applicable to the Premises;
 - (b) rubbish and recycling bin charges for the Premises. (The Tenant would need to make arrangements with a commercial service);
 - (c) rates and taxes; and
 - (d) minimum level of service statutory compliance testing (including RCD, DFES and pest inspection fees and charges).
 Utilities (water and electricity) are included in the Rent.
 - 3.8 **Insurance:**

Tenant to hold and maintain a public liability insurance policy for not less than \$20million per one claim, in respect of the Tenant's use and occupation of the Premises.

Tenant to reimburse the City for the building insurance premium payable in regard to the Premises area (currently at \$89.74 + GST per annum). If the Tenant requests the City make a claim

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

on the Tenant's behalf (under the building insurance policy) the City may require the Tenant to pay any excess payable in respect to that claim.

- 3.9 Repair/maintenance:** The Tenant is responsible for maintenance items as specified in right hand column of the Maintenance Schedule seen in **Attachment 1**.
- 3.10 Capital upgrades:** After completion of the City's initial Premises fit-out, the Tenant is responsible for further capital upgrade and capital expansion of all assets within the leased or licenced area and the maintenance of the Premises fit-out. Any capital upgrades are subject to the written consent of the City.
- 3.11 Inspections:** The City to inspect the Premises annually (or as required) and to give the Tenant appropriate notice of the inspection, in accordance with the lease terms.
- 3.12 Responsibilities of the City:** The City is responsible for:
- (a) maintenance of roofing and main structure of the Premises (unless the damage is caused by the Tenant); and
 - (b) capital renewal of existing assets at the City's discretion.
- 3.13 Obligations of Tenant and default provisions:** The Tenant is responsible for ensuring Premises and surrounds (being any external area allocated for the Lessee's use) are clean and free from litter. The Lessee is not responsible for maintaining cleanliness of the whole of Hyde Park.
- The Tenant is responsible for paying all Rent and any other monies owing under the Lease within 14 days of the due date:
- (a) If the Tenant fails to pay an invoice within the 14-day grace period, interest at a prescribed rate (as set by the Lease) would accrue on the outstanding amount until it is paid for in full.
 - (b) Continued failure to pay monies due and owing under the lease may result in the City terminating the Lease due to the Tenant's default.
 - (c) If the Tenant disputes any amount due and owing under the Lease, the Tenant must notify the City accordingly. In the absence of manifest error, the Tenant must pay the outstanding amount on the due date and any dispute about the amount would be resolved with the City following payment.
- 3.14 Special conditions:**
- Minister for Lands consent:**
This Lease is subject to and conditional upon the prior written approval of the Minister for Lands pursuant to section 75(6) of the *Land Administration Act 1997*.
- Exclusivity:**
The City agrees not to permit the use of any space within Hyde Park to any tenant or other occupant which sells food or beverage items during the term on the Lease. This does not apply to functions or events held within the Park.
- Rent free period:**
- (a) The Tenant shall be entitled to occupy the Premises rent-free for a period of nine (9) months commencing upon completion of the City's construction of initial fit-out of the Premises.
 - (b) Except to the extent inconsistent with the Rent Free Period

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

being rent-free, all of the terms of the Lease shall apply during the Rent Free Period, and for the avoidance of doubt, the Lessee shall pay all amounts due under this Lease other than Rent during the Rent Free Period.

COVID-19 provision:

If the Tenant requests rent relief due to loss in turnover as a result of COVID-19 restrictions, good faith negotiation between both parties would occur.

Serving alcohol:

The Tenant can apply for liquor licencing for events by obtaining an Occasional Liquor Licence from the Department of Racing, Gaming and Liquor, before submitting the City's One-Off Liquor Licence Permit and Gaming Application.

4. NOTES:

- 4.1 mobile food vendors would only be able to operate as part of approved events, but would not be issued Vending Vincent permits to operate permanently in Hyde Park for the duration of the lease, to ensure kiosk revenue is not adversely impacted;
- 4.2 existing Vending Vincent permit holders have been provided the opportunity to trade at other locations including trialling a new powered site in Banks Reserve on the former pavilion; and
- 4.3 Administration will review and update the Vending Vincent policy at the end of the two-year initial lease term, dependent on the Tenant exercising the proposed five-year lease extension option;
- 5. Subject to relevant Department of Planning, Land and Heritage approvals and final satisfactory negotiations being carried out by the Chief Executive Officer, **AUTHORISES** the Mayor and Chief Executive Officer to affix the common seal and execute the Lease as set out in Recommendation 3; and
- 6. **ALLOCATES** by **ABSOLUTE MAJORITY** a budget of \$55,000 excl GST for the required works to the storage shed to convert to a commercial kiosk, subject to relevant Department of Planning, Land and Heritage approvals.

MAYOR COLE:

Flagged possible amendments – rent free period limited to occupancy or not being used for sale of goods. Service of alcohol – term noting that City does not support permanent licence. Rent review – 1st lease terms should mean level of expenditure is covered by rent. City's view of rent review at 1st instead of 2nd option and profitability of the venture?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

After discussions with the Tenant, Administration has amended the key lease terms to the following:

Initial term: Five (5) years.

*Rent review: Annual CPI rent review to occur on 1 July each year of the Lease commencing from 1 July 2023. Market Rent Review at **start of First Option Term**.*

*Rent free period: The Tenant is entitled to a rent free period of **three (3) months** from the Commencement Date to facilitate the Lessee undertaking the necessary fit outs to the Premises.*

The lease will only commence when the City's initial fit-out is completed.

*Serving alcohol: The Tenant **must not at any time** sell or permit the sale of any alcohol or alcoholic beverage on the Premises.*

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

CR GONTASZEWSKI:

Can we have some clarification on the conditions in the Local Government Property Local Law 2021 for signage of City-owned property?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

Any signage proposed by the Tenant must comply with the City's Policy No. 7.5.2 – Signs and Advertising and the Local Government Property Local Law 2021. The local law allows advertising signs and portable directional signs on Council land, which is:

- *not exceeding 500mm in height nor 0.5 square metres in area, on any side, and which will not unduly adversely affect the local government property;*
- *of a temporary nature occurring on one-off occasions (although may occur on a number of days) but not of any permanent nature or reoccurrence;*
- *uses which will not adversely affect the amenity, streetscape or day-to-day activities of the local government property or any other use which, in the opinion of the local government, constitutes a minor use;*
- *not illuminated and does not incorporate reflective or fluorescent materials;*
- *no more than one (1) advertising sign shall be erected in relation to the one building or business without a sign permit; and*
- *no more than one (1) portable direction sign shall be erected in relation to the one building or business without a sign permit.*

For this proposed Lease, Administration would only support 1 advertising sign, 1 portable direction sign, and 1 sign on each external wall of the Premises. Administration does not support the installation of signage on the roof of the premises.

Administration has included a Special Condition in relation to Signage which limits the extent of signage the tenant can have.

CR CASTLE:

Why was the rent proposed not a criterion for assessment? Why was it not weighted?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The proposed lease terms and rent was considered in the overall value for money assessment and therefore is part of the assessment criteria, however it was non-weighted. The City determined that the most important aspects of the tender and the best way to determine the most suitable response was to ensure that the Business Concept aligned to the City's priorities, that the Respondents had the relevant experience to successfully operate a kiosk/café and that the proposed price of the products could sustain the business concept.

Respondents were given the opportunity to propose their own lease terms and rent. This information further allowed the City to get a better understanding of the lease terms for the negotiation phase of the tender process.

CR CASTLE:

Is it standard practice for the City to pay for fit out?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

It is not standard practice however, as this premises is proposed to be used for food preparation and sale, it is appropriate for the City to undertake works on the Premises to ensure that the City-owned property is compliant with the Australia New Zealand Food Standards Code.

CR CASTLE:

Why could rent free period not commence at the beginning of fit out, why 9 months, could it end as soon as operational?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The 9 month Rent Free Period was initially to allow for the proposed tenant's installation of a second serving window into the kiosk, and relevant Department of Planning, Lands and heritage (DPLH) approvals for this. The City no longer supports this initial proposal and the Rent Free Period can be shortened due to this.

Administration supports amending the lease terms to change the Rent Free Period to a period 3 months to

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

enable Lessee to complete fit-out of Premises.

CR CASTLE:

Report proposes that it would take 4 years for fit out cost to be recouped, but only 2 year lease?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

Administration supports amending the lease terms to increase the initial lease term to 5 years, so to have the rent cover the City's initial fit out expenses. The potential tenant has agreed to this.

CR CASTLE:

Was exclusive use a condition of the tenderer's proposal and was that raised by them and was that raised by any other tenderers?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

Yes, exclusive use was identified in the preferred tenderers proposal. Administration recommends providing the kiosk exclusivity for all of Hyde Park within the lease, to provide sustainability and certainty for the proposed Tenant.

Exclusive use of the park was not identified by any other tenderer within their tender proposal; however, it could have been raised by any tenderer during any lease negotiations.

CR CASTLE:

What is the City's role in any approvals on a liquor licence?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The City is not the licensing authority. All liquor licenses are determined by the Director of Liquor Licensing. The City is limited to 'intervening or objecting' to a proposed liquor licence and an objection can only be made on the following grounds (in accordance with Section 74 of the Liquor Control Act 1988):

74. Objecting to applications, grounds for etc.

- (1) No objection shall be made except on one or more of the following grounds —
 - (a) that the grant of the application would not be in the public interest; or
 - (b) that the grant of the application would cause undue harm or ill-health to people, or any group of people, due to the use of liquor; or
 - [(c)-(f) deleted]
 - (g) that if the application were granted —
 - (i) undue offence, annoyance, disturbance or inconvenience to persons who reside or work in the vicinity, or to persons in or travelling to or from an existing or proposed place of public worship, hospital or school, would be likely to occur; or
 - (ii) the amenity, quiet or good order of the locality in which the premises or proposed premises are, or are to be, situated would in some other manner be lessened; or
 - [(h) deleted]
 - (j) that the grant of the application

Administration supports amending the lease terms to note that the tenant cannot, under any circumstance, sell any liquor from the Premises. Administration has discussed the condition of the lease regarding liquor licensing with the successful tenderer. They do not object to a condition that prohibits the sale of liquor all together. Administration has amended the report to expressly prohibit the sale of liquor associated with the kiosk operations.

CR LODEN:

Please provide more details on what an occasional liquor licence means.

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

Occasional liquor licences are issued at the discretion of Department of Local Government, Sport and Cultural Industries (Racing, Gaming and Liquor). The intent of an Occasional Liquor Licence is to allow the sale of alcohol at a venue that doesn't have a permanent liquor licence. Advice available on the Department of Local Government, Sport and Cultural Industries (Racing, Gaming and Liquor) website includes that:

- *occasional liquor licences are generally only granted up to 24 times within a 12-month period;*
- *applications for temporary or pop-up type events will only be considered when there is a genuine function or occasion. In these instances, the applicant will need to demonstrate what the function or the*

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

occasion is and why the grant of the occasional licence is in the public interest.

Where the Occasional Liquor Licence is proposed to be in on land owned or managed by the City of Vincent a letter of support from the City needs to be provided accompanying the application.

Administration supports amending the lease terms to note that the tenant cannot, under any circumstance, sell any liquor from the Premises. Administration has discussed the condition of the lease regarding liquor licensing with the successful tenderer. They do not object to a condition that prohibits the sale of liquor all together. Administration has amended the report to expressly prohibit the sale of liquor associated with the kiosk operations.

CR HALLETT:

Is there a limit on the number of food vans that can trade at Hyde Park at any one time?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

Yes, each trading location is limited to 3 at any one time and per Policy provision 3.1.1.

CR LODEN:

Provide some background on Policy, intent of Policy at that time.

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

At a Council Forum held on 30 October 2012, Administration presented a potential model for Mobile Food Vendors within the City. It was raised that the City's Food Act 2008 Policy states that the City currently does not support Itinerant Vendors, and the policy required an amendment if itinerant (roaming) vendors were to be permitted.

Around this time, Mobile Food Vendors had emerged as a popular dining option and activator of spaces. They had gained popularity through organised events and markets but were also popping up in some public spaces (in other Local Governments) to complement and amplify existing pedestrian activity, or in some cases used as a tool to attract people into underutilised spaces. The City highlighted a few spaces which it considered could be better patronised with Mobile Food Vendors. These were highlighted in the Policy.

The intent of the Policy was to enhance the use of the public spaces by surrounding residents and the broader community. The Policy also included some locations which were already well patronised (Hyde Park), with the addition of Mobile Food Vendors intended to complement the space and enhance the user experience.

At the [Ordinary Meeting of Council \(OMC\) held on 12 March 2013](#), a Draft Mobile Food Vendor Policy was submitted to Council for approval, however it was resolved that the item be deferred to allow further investigation to be undertaken.

At the Council Forum held on 11 November 2014, Administration presented an updated policy approach with revised locations and conditions regarding Mobile Food Vendors. Subsequently, a report was [presented to Council on 2 December 2014](#), requesting Council adopt a Draft Mobile Food Vendor Policy and authorising the Chief Executive Officer to conduct a Mobile Food Vendor Trial. In [August 2015](#), the Mobile Food Vendor Policy was endorsed by Council.

CR WALLACE:

Please provide further context around the drafting of the Policy having regard to the Property Management Framework. Why does this sit outside this document, noting there is no restriction on the total number of hours a vendor is permitted to trade in the Policy?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The Mobile Food Vendors Policy did not regulate the total number of hours a vendor can operate in order to avoid burdensome Administration 'costs' associated with the implementation of the Policy and unnecessary regulation of the vendors, noting that impacts on surrounding residents cause by the vendors could be controlled by the City through its Local Laws, enforcement of Noise Regulations, etc. and when determining future applications to trade in the park by vendors.

CR WALLACE:

Can you summarise the differences between what was advertised and what is being presented?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

Administration did not propose any lease terms or rent fee when requesting tender applications.

*The selection criterion for **Lease Term and Rent** was non-weighted. Answers to this criterion did not have an associated score within the Evaluation Worksheet during assessment of tender applications.*

The report presented to Council on 18 May 2021, where Council approved inviting public tender submissions for the operation of the commercial kiosk included the following detail:

"Based on surrounding commercial tenancy values, it is estimated that the lease income the City could receive from the commercial kiosk would be between \$30,000 and \$60,000. The public tender will request that the potential kiosk operators provide a proposed lease fee along with other lease terms."

The assessment and scoring of all other criteria for each tenderer can be seen in the Confidential Attachment – Evaluation Worksheet.

THE FOLLOWING QUESTIONS WERE RESPONDED TO IN WRITING BEFORE THE BRIEFING:

CR IOPPOLO:

Minister for Lands Consent – Can the Administration please confirm it has considered whether the Land Administration Act s75(2), s75(6) and other relevant provisions could apply to permit the City of Vincent from entering into this lease with the consent of the Minister, the City of Vincent undertaking agreed capital works but then deny City of Vincent from charging any market value rent which exceeds the unimproved value of the land ... and if it has considered this, can we request external professional legal advice be obtained and circulated to Council?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The City considered the requirements of s75(6) of Land Administration Act 1997 (LAA) and sought the Minister's approval on this basis. Approval to the draft lease terms was provided by the Minister, via the Department of Planning, Lands and Heritage (DPLH), by letter on 15 November 2021. Updated approval will be required from the Minister as a result of changing lease terms. The draft lease included the amount of market rent which received no objections from DPLH. Further s75 of the LAA make no references to market value rent.

Legal advice is not required on this matter as conditional approval of the lease terms has already been received from the Minister via DPLH.

CR IOPPOLO:

Whadjuk considerations – Acknowledging that the kiosk in Hyde Park is within the boundary of an Aboriginal site, does the Administration consider it would be appropriate to obtain the consent of the Whadjuk people about the proposed kiosk, including but not limited to potential alcohol sales in the Park, even though it may not be a legal requirement under the Aboriginal Heritage Act?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The City did not consult any Traditional Owners. The City did comply with all requirements of State legislation and the proposal has been supported by the Heritage Council.

CR IOPPOLO:

Initial Market Value Rent – Can Administration please provide the support validating the proposed initial \$30,000 gross rent per annum from market rental comparisons including consideration and adjustment for material terms including:

- (a) Exclusivity from competition within a 100 metre radius excluding functions and events;
- (b) Lessor undertaking all capital works;
- (c) Rent free period of 9 months commencing after the completion of Lessor's works;

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

Administration see validation in the proposed rent fee when considered against the above points for a number of reasons:

- (i) *The revenue gained by the food trucks currently is significantly less than that which would be generated by a lease.*
- (ii) *The tenant's business would be impacted by competition within the park, which could impact their*

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

financial viability, stability, and ability to pay rent. The food vans would have an unfair advantage in respect to operating and associated costs.

- (iii) *The City's initial work on the premises means the building would be set up and ready for another operator should the proposed tenant not exercise an option.*
- (iv) *Capital renewal of existing assets at the City's discretion is noted as a key term for the City's Category 3 Leases in the Property Management Framework.*
- (v) *As a new venture, there are many unknowns regarding the success of the proposed kiosk.*
- (vi) *As the Vending Vincent Policy was reviewed recently, including an Exclusivity Clause would not require reviewing the policy only to remove Hyde Park as an approved location in the policy. This can be done when the policy is due to be reviewed. It is currently at the City's discretion to grant a permit for food vans and at which location the licence holder may operate.*

Administration supports amending the lease terms to change the Rent Free Period to a period three (3) months to enable Lessee to complete fit-out of Premises.

CR IOPPOLO:

Vending Vincent Permits – What is the average revenue to be foregone from banning the operation of food vans (excluding events and functions) in favour of the kiosk, based on the annual revenue received from such, over each of the last 3 financial years?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

Annual revenue from Vending Vincent permits issued – 2021-2022 (so far) - \$3,850.00

Annual revenue from Vending Vincent permits issued – 2020-2021 - \$3,383.34

Annual revenue from Vending Vincent permits issued – 2019-2020 - \$2,800.00

Annual revenue from Vending Vincent permits issued – 2019-2020 - \$2,800.00

Estimated operational costs of implementing the Policy in that time:

Processing Permits - \$2,160 since July 2018

Vendor/Complaint Management - \$3,120 since July 2018

Administrative costs, Policy management - \$5,760 since July 2018

Total Revenue (since July 2018) – \$13,933.34

Total cost (since July 2018) – approximately \$11,000.00

= \$2,893.34 difference.

These costs do not include the significant amount of time which has been spent on dealing with issues related to food vans at Hyde Park by Council, the CEO and senior staff.

CR IOPPOLO:

Exclusivity – What was the outcome of Council's request dated 18 May 2021 to obtain advice on the recommendation on the exclusivity of trade in favour of the proposed lessee, did that response address the legal restraint of trade issue against existing food vans and the perceived optics from the community of the City of Vincent granting a lease to a private business at the expense of other private businesses under terms in which the City of Vincent would generate a financial gain?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

Administration reviewed the viability of food trucks remaining within Hyde Park in addition to the proposed kiosk. Administration did not support this. The City of Vincent grants Vending Vincent permits to food trucks to operate within the park. There is no permanent binding contract to operate on the land other than the annual Vending Vincent permits. The granting of permits is at the discretion of the City and restraint of trade is not a relevant matter in this regard. The kiosk will have significantly higher costs to operate the business compared to the food vans.

Administration has discussed the kiosk proposal with the food truck operators. The nature of owning a food truck is its ability to be relocated. Two out of three food truck operators within Hyde Park are understanding of this and are willing to trade in other parks and reserves offered by the City and elsewhere.

CR IOPPOLO:

Capital Works – Can Administration please explain why it is reasonable to propose terms that result in a negative NPV to the City of Vincent during the initial 2-year lease period being granted? Further to this, why are capital works not limited under the lease terms to a monetary limit and was it considered that the Lessor pay for initial capital works in lieu of rent so that the City of Vincent mitigates initial outlay cost against performance risk and tenant default?

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The initial lease term of 2 years was proposed by the tenant. The budget allocation for the City's initial works on the premises is an estimate. Administration supports amending the lease terms to increase the initial lease term to 5 years, so to have the initial term rent cover the City's initial fit out expenses.

CR IOPPOLO:

Alcohol – Why has the Administration not considered expressly prohibiting alcohol sales as a condition of the lease to legally effect its stated preference that it does not support it?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

Administration supports amending the lease terms to note that the tenant cannot, under any circumstance, sell any liquor from the Premises. Administration has discussed the condition of the lease regarding liquor licensing with the successful tenderer. They do not object to a condition that prohibits the sale of liquor all together. Administration has amended the report to expressly prohibit the sale of liquor associated with the kiosk operations.

CR IOPPOLO:

Outgoings – Can Administration please justify why it is proposing to agree to pay all maintenance costs in the Maintenance Obligation Schedule column entitled Lessor's obligations, with the exclusion of structural damage to ceiling, as these would ordinarily be regarded as normal outgoing payable by the lessee and capital repairs such as structural damage is often reimbursed to the Lessor at a set rate approximating 15-20% per annum?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The Lessor's obligations are consistent with Category 3 tenants in Council's Property Management Framework.

CR IOPPOLO:

2014 Community Engagement – Is it correct that the community previously were opposed to a commercial kiosk in Hyde Park and is that report available for distribution to Council before the Council Meeting?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

No. In 2014 the majority of the community appeared to support the proposal to provide a permanent small scale kiosk/café facility at both Hyde Park and Banks Reserve.

At the OMC held on 8 July 2014, Administration presented the outcomes of the Community Consultation for a proposed Provision of Kiosk/Cafe Facilities at Hyde Park and Banks Reserve. An extract of this Report is provided below.

Response	Number of Respondents			Total
	Hyde Park	Banks Reserve	No Address	
In Favour	67	24	27	118
Against	37	5	5	47
Neither support or object	5	8	1	14
Total	109	37	33	179

The Council Report is [available here](#).

CR IOPPOLO:

Environmental Impact – What initiatives and actions did the successful tenderer propose to minimise the environmental impact on the Park as required by the evaluation criteria and why is Administration not requiring the Lessee to pay for the Tree Protection and Management Plan required by the Heritage Council for the building Permit?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The preferred tenderer included the following information regarding minimising environmental impact:

"The Meeting Place will employ the use of biodegradable containers, straws and cutlery. There will be no single use plastic items available to minimise wastage footprint."

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

The Meeting Place will, as its 'sister' company Veggie Mama has environmentally-friendly solutions to all business endeavours wherever possible. We appreciate Hyde Park's unique flora and fauna and its heritage. There will be no breaking of ground, hence these works will not require any heritage approval in accordance with Regulation 10 or Section 18 approval under the Aboriginal Heritage Act 1972. Mitigation techniques regarding customer traffic to avoid impact to plants and trees will be adopted."

Tree protection and management plan is required by the Heritage Council prior to the application for a Building Permit for the City's construction work. The City would be required to pay for this as it is needed for approvals for the City's work on the toilet block.

CR IOPPOLO:

Minister for Lands Consent – Can the Administration please confirm that the special condition outlined in 3.14 regarding Minister for Lands consent under s75(6) Land Administration Act is expressly meant to be a condition precedent and NOT a condition subsequent to the lease and that the City of Vincent intends to also reserve its legal right to rescind the lease if any additional conditions imposed by the Minister for Lands is not favourable to the City of Vincent as Lessor?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

Item 14 (Special Condition) of the Terms Schedule states that the Minister's prior approval is required. The Minister's in principle consent has been obtained and the only condition is that the final lease is to be on the same terms as the draft lease that was provided to the Department on 15 November 2021. Administration will seek written approval again on updated lease terms.

CR IOPPOLO:

Functions/Events – Has Administration considered and intends to define 'function' and event' in the lease for the avoidance of doubt?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

Administration does not consider it necessary to define a function or event. The Exclusivity Condition will be refined to:

The City agrees not to permit the use of any space within Hyde Park to any tenant or other occupant which sells food or beverage items during the term on the Lease. This does not apply to vendors who have received a City of Vincent Stallholder's permit.

CR IOPPOLO:

Vending Vincent Policy – Why is the lease not subject to the Vincent Vending Permit Policy, including any future changes, rather than expressly excluding them operating in Hyde Park under the lease, so as to provide future equity for vans operating in other areas?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:



Administration has included a recommendation in the Report that food van operators would not be issued Vending Vincent permits to operate permanently in Hyde Park for the duration of the lease. It is not necessary at this point to change the Vending Vincent Policy only to specifically remove Hyde Park as an approved trading location as a resolution of Council as part of this decision can do this more appropriately at this point. Administration has identified that other areas within the park are not appropriate locations for food trucks to trade.

At 7.34pm, Cr Ron Alexander returned to the meeting.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

6 INFRASTRUCTURE & ENVIRONMENT**6.1 ASSET MANAGEMENT AND SUSTAINABILITY STRATEGY (AMSS) IMPLEMENTATION PLAN**

Attachments: 1. AMSS Implementation Plan – Short Term Deliverables 
2. PoaP – Sports and Recreation Facilities Plan 

RECOMMENDATION:**That Council:****1. RECEIVES**

- 1.1 The Implementation Plan for short term actions in the Asset Management and Sustainability Strategy.
- 1.2 The Project on a Page for the Sport and Recreation Facilities Plan.

CR GONTASZEWSKI:

When will Buildings Prioritisation Plan first be seen by Council?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT:

The draft plan will be presented at a Council workshop in November 2022.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

7 COMMUNITY & BUSINESS SERVICES**7.1 SUPPORT FOR ULURU STATEMENT FROM THE HEART - RESPONSE**

Attachments: 1. Correspondence from the Hon Ben Morton MP relating to the Uluru Statement from the Heart 

RECOMMENDATION:

That Council NOTES the receipt of a letter on 2 November 2021 from Hon Ben Morton MP, Minister Assisting the Prime Minister and Cabinet. This letter is in response to a letter sent to the Prime Minister by the City of Vincent, in support of the Uluru Statement from the Heart.

NO QUESTIONS

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

7.2 TURF WICKET AGREEMENT - NORTH PERTH CRICKET CLUB

- Attachments:
1. Charles Veryard Reserve Executed Turf Wicket Subsidy Agreement 
 2. WASTCA - letter to City of Vincent 
 3. North Perth Cricket Club request for turf wicket subsidy 

RECOMMENDATION:

That Council;




1. **AUTHORISES** the Chief Executive Officer to negotiate a five (5) year Turf Wicket Subsidy Agreement with North Perth Cricket Club Inc. for the management and maintenance of the turf wickets (and surrounds) at Charles Veryard Reserve, North Perth;
2. **APPROVES** by **ABSOLUTE MAJORITY** the payment of an annual turf wicket maintenance subsidy to North Perth Cricket Club for a five (5) year period on the following basis:
 - 2.1 The amount being capped at 50% of total turf wicket expenditure per season; and
 - 2.2 This capped 50% amount to be included in the City's annual budgets for the next 5 years.

NO QUESTIONS:

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

7.3 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDMENTS TO DIVERSITY, ACCESS AND EQUITY POLICY

- Attachments:
1. Summary of Submissions - Diversity, Access and Equity Policy 
 2. Diversity, Access and Equity Policy 
 3. Diversity, Access and Equity Policy - Marked Up 

RECOMMENDATION:**That Council:**

1. **NOTES** the submissions received in relation to the Diversity, Access and Equity Policy at Attachment 1; and
2. **ADOPTS** the Diversity, Access and Equity Policy at Attachment 2.

MAYOR COLE:

Is this reflecting Disability, Access and Inclusion Plan (DAIP). Has it changed name?

EXECUTIVE DIRECTOR COMMUNITY & BUSINESS SERVICES:

Traditionally these plans have been called a Disability Access and Inclusion Plan (DAIP) as disability is the major cohort that the state legislation requiring DAIP's was addressing/targeting.

However, many newer DAIP's have been named Access and Inclusion Plans (AIP) to acknowledge the broader cohorts that are affected by access and inclusion.

The City will review whether the next plan will be named DAIP or AIP plan following community consultation.

The Diversity, Access and Equity Policy is named so as to acknowledge the City's diverse groups that are impacted by this Policy.

CR HALLETT:

Remove ATSI from the Policy document

EXECUTIVE DIRECTOR COMMUNITY & BUSINESS SERVICES:

Agreed. The document has been updated.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

7.4 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 OCTOBER 2021 TO 31 OCTOBER 2021

- Attachments:
1. Payments by EFT, BPAY and Payroll October 21 
 2. Payments by Cheque October 21 
 3. Payments by Direct Debit October 21 

RECOMMENDATION:

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

EFT payments, including payroll and BPAY	\$8,040,993.65
Cheques	\$2,339.53
Direct debits, including credit cards	\$173,807.86
Total payments for October 2021	\$8,217,141.04

CR IOPPOLO:

Do we have any idea what the revenue we receive from the commercial spaces in that Perth Parking Management area compared to the cost?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT:

In 2020/21 the city's revenue from parking spaces inside the PPMA amounted to a total of \$447,525 (\$294,298 revenue and \$153,227 infringements).

This is compared to the levy payment made to the Commissioner of State Revenue of \$409,097 in the same year.

CR IOPPOLO:

Leederville Gardens payment of \$1.295M is that just Trust funds?

CHIEF EXECUTIVE OFFICER:

Yes. The Council report of which details the Leederville Gardens Trust reimbursement has been provided to Councillor Ioppolo.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

7.5 REPEAL OF RATES AND SERVICE CHARGES POLICY

Attachments: 1. Rates and Service Charges Policy 

RECOMMENDATION:

That Council repeal the Rates and Service Charges Policy at Attachment 1.

CR IOPPOLO:

Why repeal the policy?

EXECUTIVE DIRECTOR COMMUNITY & BUSINESS SERVICES:

The report has been updated with information provided in Policy Paper of 1 October 2021 to show further comment on the reasons for repealing the Policy. In short, the various policy settings are addressed in other governance processes and approvals, primarily during the process of approving the Annual Budget.

COUNCIL BRIEFING NOTES7 DECEMBER 2021

7.6 INVESTMENT REPORT AS AT 31 OCTOBER 2021

Attachments: 1. Investment Statistics as at 31 October 2021 

RECOMMENDATION:

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

NO QUESTIONS:

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

7.7 FINANCIAL STATEMENTS AS AT 31 OCTOBER 2021**Attachments:** 1. Financial Statements as at 31 October 2021 **RECOMMENDATION:**

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

CR HALLETT:

In relation to the unpaid infringements, do we have any data on the trends or locations of infringements that can help us identify problem areas?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT:

Will provide a response to Cr Hallett via email.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

7.8 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDMENTS TO COMMUNITY FUNDING POLICY

- Attachments:
1. Community Funding Policy - Marked Up Version 
 2. Community Funding Policy - Clean Version 
 3. Beatty Park Leisure Centre - Awarding Life Membership Policy 

RECOMMENDATION:

That Council:

1. NOTES that at the conclusion of the public notice period, no public submissions were received in relation to the Community Funding Policy;
2. ADOPTS the Community Funding Policy at Attachment 2; and
3. REPEALS Policy No. 1.3.1 Betty Park Leisure Centre – Awarding Life Membership at Attachment 3.

NO QUESTIONS

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

7.9 REVIEW OF CITY OF VINCENT PROJECT MANAGEMENT FRAMEWORK AND MONTHLY UPDATE OF STRATEGIC PROJECTS FOR 2021-2022

- Attachments:
1. Updated Project Management Framework 
 2. Strategic Project Dashboard 
 3. Project Closure and Lessons Learned 

RECOMMENDATION:**That Council:**

1. **ENDORSES** the updated City of Vincent Project Management Framework 2021 as shown in Attachment 1;
2. **RECEIVES** the Project Closure report for the Project Management Framework 2021, as shown in Attachment 3; and
3. **RECEIVES** the monthly update to the 12 Strategic Projects nominated in the Corporate Business Plan 2021/22 – 2024/25 as shown in Attachment 2.

NO QUESTIONS

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

7.10 DRAFT ANNUAL REPORT 2020/21

Attachments: 1. Draft Annual Report 2020/21 

RECOMMENDATION:

That Council:

1. Pursuant to Section 5.54(1) of the Local Government Act 1995, **ACCEPTS BY AN ABSOLUTE MAJORITY** the City of Vincent Annual Report for the 2020/2021 Financial Year, included as Attachment 1;
2. Pursuant to Section 5.27 of the Local Government Act 1995, **CONVENES** an Annual Meeting of Electors of the City of Vincent to be held on Wednesday 5 February 2022 at 6.00pm at the North Perth Town Hall, to present the City of Vincent Annual Report for the 2020/2021 Financial Year; and
3. **NOTES** that:
 - 3.1 the City of Vincent Annual Report may be subject to further formatting and styling, to be determined by the Chief Executive Officer prior to publication, as well as the inclusion of the final 2020/21 Financial Statements following review by the Audit Committee;
 - 3.2 pursuant to Sections 5.29 and 5.55 of the Local Government Act 1995, the Chief Executive Officer will give local public notice of the General Meeting of Electors to be held on 5 February 2022, and of the availability of the City of Vincent Annual Report for the 2020/21 Financial Year, and will make the report available on the City of Vincent website within fourteen days; and
 - 3.3 pursuant to Regulation 51 of the Local Government (Financial Management) Regulations 1996, the Director General of the Department of Local Government, Sports and Cultural Industries will be provided with a copy of the City of Vincent Annual Report for the 2020/21 Financial Year, inclusive of the Annual Financial Report for the same period, and the associated Auditor's Report.

CR IOPPOLO:

What is the requirement for LG with annual reports in terms of reporting subsequent events, i.e. after 30 June?

EXECUTIVE DIRECTOR COMMUNITY & BUSINESS SERVICES:

The content of the Annual Report is prescribed under section 5.53 of the Local Government Act 1995 and regulation 19B of the Local Government (Administration) Regulations 1996.

The report content will include a report from the Mayor and report from the CEO for the financial year under review and other information prescribed in the Act and Regulations including detail on future initiatives that are proposed to commence or continue in the new financial year. It is not required to report on subsequent events.





The annual report includes financial statements and the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year.

In the event there was a subsequent event of note it would be reported to either Council, or the Audit Committee, in the normal meeting cycle.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

7.11 BEATTY PARK PROJECT - STATUS UPDATE AND CHANGE REQUEST

- Attachments:
1. BPLC Closure and Lessons Learned Phase 1 
 2. Project on a Page (Proposed) Beatty Park 2062 Advocacy 
 3. Project on a Page (Proposed) Beatty Park Infrastructure Works 
 4. Project on a Page Approved 30 June 2021 - CBP Strategic Project 3 - BPLC Advocacy and Infrastructure Works 

RECOMMENDATION:

That Council:

1. **ACCEPTS** the Project Closure and Lessons Learned report for Phase 1 of the Beatty Park Leisure Centre Infrastructure Renewals project (Attachment 1); and
2. **APPROVES BY AN ABSOLUTE MAJORITY:**
 - 2.1 Project scope and budget for Beatty Park Leisure Centre - Facilities Infrastructure Renewal, updating the Corporate Business Plan Strategic Project 3;
 - 2.1.1 Incorporating Project on a Page 3.1 Beatty Park 2062 Advocacy (Attachment 2) and Project on a Page 3.2 Beatty Park 2062 Infrastructure Works (Attachment 3); and
 - 2.1.2 Replacing the Project on a Page approved 30 June 2021 (Attachment 4), with any remaining project deliverables managed via the approved capital works program;
 - 2.2 A net increase in capital expenditure in the 2021/2022 Annual Budget of \$1,155,631, funded by the following allocations:
 - 2.2.1 Local Government Roads and Community Infrastructure grant funding (tranche 3) of \$541,144; and
 - 2.2.2 A reduction in the forecast year end operating surplus at 30 June 2022 of \$614,487.

MAYOR COLE:

Flagged a potential amendment

EXECUTIVE DIRECTOR COMMUNITY SERVICES & BUSINESS:*Noted***THE FOLLOWING QUESTIONS WERE RESPONDED TO IN WRITING BEFORE THE BRIEFING:****MAYOR COLE:**

I understand the amended total project cost as presented in the report is \$5,193,201, subject to Council's approval of the additional \$1,155,631.

EXECUTIVE DIRECTOR COMMUNITY SERVICES & BUSINESS:

That is correct. The total project cost will be \$5,193,201, subject to Council approving the additional \$1,155,631.

MAYOR COLE:

Could Administration please advise the total cost of the originally scoped project, including items that have since been descope, such as spa area, and does some expenditure now fall within maintenance budget?

EXECUTIVE DIRECTOR COMMUNITY SERVICES & BUSINESS:

The total cost of originally scoped project (including Council approved changes of scope, such as enhanced children's slides) is \$4,037,570.

MAYOR COLE:

Has the proposed change room design been assessed to see if any cost-savings can be realised without impacting level of facility required?

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

EXECUTIVE DIRECTOR COMMUNITY SERVICES & BUSINESS:

Yes, management has considered opportunities for cost-savings. A large part of the cost is structural, relating to demolition and construction.

MAYOR COLE:

Expenditure increases have not always been through project change request reports or provided an understanding of the reprioritisation of works and descoping of some works. This is a good example of why project change request processes are so important. This expenditure creep and scope change has been concerning and highlights the priority work needed in the PM space.

EXECUTIVE DIRECTOR COMMUNITY SERVICES & BUSINESS:

Yes, Management agrees. This will be addressed through the project management framework.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

8 CHIEF EXECUTIVE OFFICER**8.1 COUNCIL RECESS PERIOD 2021-22 - DELEGATED AUTHORITY TO THE CHIEF EXECUTIVE OFFICER**

Attachments: Nil

RECOMMENDATION:

That Council DELEGATES BY ABSOLUTE MAJORITY, pursuant to section 5.42 of the *Local Government Act 1995*, to the Chief Executive Officer, the power to deal with any items of business that may arise between 15 December 2021 and 1 February 2022, and which are not the subject of delegated authority already granted by Council, subject to:

1. Reports being issued to all Council Members for a period of three business days prior to the delegated decision being made and no requests for 'call-in' of the matter being received from Council Members;
2. Reports being displayed on the City's website for a period of three business days prior to the delegated decision being made;
3. A report summarising the items of business dealt with under delegated authority being submitted for information to Council at its Ordinary Meeting to be held on 8 February 2022; and
4. A Register of Items Approved under this Delegated Authority is being kept and made available for public inspection on the City's website during the period that the delegation applies.

MAYOR COLE:

Have there been any change in delegations since last year?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

No changes to the delegation to the CEO for the recess period. The process remains the same.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

8.2 NOMINATION OF COUNCIL MEMBERS FOR THE VACANT LOCAL GOVERNMENT POSITION ON THE CENTRAL PERTH LAND REDEVELOPMENT COMMITTEE

Attachments: 1. Letter from Minister for Lands seeking nominations for the Central Perth Land Redevelopment Committee 

RECOMMENDATION:

That Council ENDORSES a panel of three nominations consisting the following Council Members for the vacant local government position on the Central Perth Land Redevelopment Committee:

Cr _____

Cr _____

Cr _____.

NO QUESTIONS

COUNCIL BRIEFING NOTES

7 DECEMBER 2021










8.3 REPORT AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 7 DECEMBER 20

NO QUESTIONS:

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

8.4 INFORMATION BULLETIN

- Attachments:
1. Minutes of the Tamala Park Regional Council Meeting held on 14 October 2021 
 2. Statistics for Development Services Applications as at the end of November 2021 
 3. Register of Legal Action and Prosecutions Monthly - Confidential
 4. Register of Legal Action - Orders and Notices Quarterly - Confidential
 5. Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 24 November 2021 
 6. Register of Applications Referred to the MetroWest Development Assessment Panel - Current 
 7. Register of Applications Referred to the Design Review Panel - Current 
 8. Register of Petitions - Progress Report - November 2021 
 9. Register of Notices of Motion - Progress Report - November 2021 
 10. Register of Reports to be Actioned - Progress Report - November 2021 
 11. Council Workshop Items since 21 September 2021 

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated December 2021.

NO QUESTIONS:

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

Nil

**11 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE
CLOSED**

Nil

12 CLOSURE

There being no further business the meeting closed at 9.30pm.



CITY OF VINCENT

INFORMATION BULLETIN

SUBJECT:	Quarterly Street Tree Removal Request Report
DATE:	25 January 2022
AUTHOR:	Sarah Hill coordinator Parks Strategy and Projects John Gourdis, Supervisor Parks Services
AUTHORISER:	Andrew Murphy, Executive Director Infrastructure & Environment

PURPOSE:

To present Council with a quarterly update on street tree removal requests within the City of Vincent.

BACKGROUND:

At the Ordinary Meeting of Council on the 5 December 2017, a Notice of Motion was presented requesting Administration provide a monthly Information Bulletin to Council summarising all requests for street tree removal within the City and the outcome of each.

This decision was subsequently altered to require the report be provided on a quarterly basis at the 3 December 2019 Ordinary Meeting of Council.

COMMENTS:

Please find below listing for the period 2 September 2021 to 25 January 2022.



CITY OF VINCENT

INFORMATION BULLETIN

Date	Requested By	Location / Address	Reason for Removal	Tree Species	Inspection Comments	No. of Trees	Removal Approved	Replacement Tree Species
02/09/2021	Resident	118 Buxton Street, Mount Hawthorn	Dead tree	<i>Jacaranda miosaefolia</i>	Newley planted Jacaranda died in the first few months of planting and has been replaced with new tree.	1	Yes	<i>Jacaranda miosaefolia</i>
25/08/2021	Resident	11 Fleet Street, Leederville	Dead Tree	<i>Olea europaea</i>	Tree confirmed dead	1	Yes	<i>Olive</i>
21/09/2021	Resident	84 Ellesmere Street, Mount Hawthorn	Property is about to be developed. Builder would like newly planted tree removed and re-planted at completion of works.	<i>Melaleuca quinquenervia</i>	Young tree was removed and transplanted to another location.	1	Yes	<i>Melaleuca quinquenervia</i>
21/09/2021	Resident	123 Lincoln Street, Perth	Dead tree	<i>Callistemon</i>	Tree confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
23/09/2021	Resident	129 Chelmsford Road, North Perth	Dead Tree	<i>Sapium sebiferum</i>	Tree confirmed dead		Yes	<i>Sapium sebiferum</i>
20/10/2021	Resident	173 Anzac Road, Mount Hawthorn	Tree causing visibility issues when exiting driveway	<i>Lophostemon conferta</i>	Tree has been crown lifted to remove visibility	0	No	N/A
21/10/2021	Resident	58 Edinboro Street, Mount Hawthorn	Tree believed to be dead	<i>Melaleuca quinquenervia</i>	Newly planted tree hit by car and has been replaced.	1	Yes	<i>Melaleuca quinquenervia</i>
25/10/2021	Resident	150 Harold Street, Mount Lawley	Tree appears to be dead	<i>Melaleuca Styphillodes</i>	Rotten Crown of Tree, only half of the canopy existing through rot	1	Yes	<i>Melaleuca quinquenervia</i>
01/11/2021	Resident	39 Galwey Street, Leederville	Dead Tree	<i>Agonis flexuosa</i>	Two year old tree died through lower bark damage, peeling off at the base at ground level	1	Yes	<i>Agonis flexuosa</i>
25/11/2021	Resident	19 Auckland Street, North Perth	Ficus tree - inappropriate species, starting to cause damage	<i>Ficus hillii</i>	Inappropriate species with other previously removed in area. Consultation with street underway	1	Yes	<i>Agonis flexuosa</i>

Native Species %
66%

Exotic Species %
33%

13 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

**14 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN
(WITHOUT DISCUSSION)**

Nil

15 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

Nil

16 URGENT BUSINESS

Nil

**17 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE
CLOSED**

Nil

18 CLOSURE