



CITY OF VINCENT

AGENDA

Council Briefing

1 March 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	5
2	Apologies / Members on Leave of Absence	5
3	Public Question Time and Receiving of Public Statements	5
4	Declarations of Interest	5
5	Strategy & Development	6
5.1	No. 31 (Lot: 74; D/P: 32) Smith Street, Highgate - Proposed Alterations and Additions to Place of Worship	6
5.2	No. 188 (Lot: 1; D/P: 33790) Vincent Street, North Perth - Proposed Alterations and Additions to Place of Worship	23
5.3	No. 3 (Lot: 43; D/P: 1237) Alma Road Mount Lawley - Proposed Grouped Dwelling (Amendment to Approved)	51
5.4	Sale of No. 26 Brentham Street, Leederville	80
5.5	Amendment 8 to Local Planning Scheme No. 2 (No. 26 Brentham Street, Leederville)	89
5.6	Rescinding of Policy No. 4.1.23 - State Administrative Tribunal	98
5.7	Advertising of Amended Policy - Policy No. 7.5.3 - Education and Care Services	101
5.8	City of Vincent Rebound Plan - Quarterly Update	119
5.9	Advertising of New Policy - Draft Vibrant Public Spaces Policy	134
6	Infrastructure & Environment	197
	Nil	
7	Community & Business Services	198
7.1	Financial Statements as at 31 January 2022	198
7.2	Authorisation of Expenditure for the Period 1 January 2022 to 31 January 2022	236
7.3	Investment Report as at 31 January 2022	252
7.4	Mid Year Budget Review 2021/22 [ABSOLUTE MAJORITY DECISION REQUIRED]	260
8	Chief Executive Officer	261
8.1	Appointment of Community Members to the City of Vincent Audit Committee [ABSOLUTE MAJORITY DECISION REQUIRED]	261
8.2	Minutes and motions from the Annual Meeting of Electors held on 2 February 2022	263
8.3	Local Government Statutory Compliance Audit Return 2021	269
8.4	Report and Minutes of the Audit Committee Meeting held on 15 February 2022	286
8.5	Information Bulletin	410
9	Motions of Which Previous Notice Has Been Given	501
	Nil	
10	Representation on Committees and Public Bodies	501
11	Confidential Items/Matters for which the Meeting May be Closed ("Behind Closed Doors")	501
12	Closure	501

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Nil


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

5 STRATEGY & DEVELOPMENT

5.1 NO. 31 (LOT: 74; D/P: 32) SMITH STREET, HIGHGATE - PROPOSED ALTERATIONS AND ADDITIONS TO PLACE OF WORSHIP

Ward: South

Attachments:

1. Consultation and Location Map [↓](#) 
2. Development Plans [↓](#) 
3. Heritage Impact Statement [↓](#) 
4. 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 Alterations and Additions to Place of Worship at No. 31 (Lot: 74; D/P: 32) Smith Street, Highgate, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 4:

1. Development Plans

This approval is for Alterations and Additions to Place of Worship as shown on the approved plans dated 29 November 2021. No other development forms part of this approval;

2. 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; and

3. Colours and Materials

The colours, materials and finishes of the development shall be in accordance with the details as indicated on the approved plans, to the satisfaction of the City.

PURPOSE OF REPORT:

To consider an application for development approval for alterations and additions to the Serbian Orthodox Church of St. Sava at No. 31 Smith Street, Highgate (the subject site).

PROPOSAL:

The application proposes the addition of two awnings and a patio to the subject site which is listed on the State Register of Heritage Places.

The two awnings are proposed to be attached to the south western façade of the existing hall building at the rear of the site. The ground floor awning would have dimensions of 2.4 metres by 1.0 metre and the upper floor awning would have dimensions of 1.8 metres by 1.0 metre.

The patio is proposed to be attached to the south eastern façade of the existing hall building at the rear of the site. The patio would have a single storey height, dimensions of 3.5 metres by 7.3 metres and would be visible from Smith Street.

The applicant has advised that the awnings and patio are proposed to provide weather protection for people attending the hall building.

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

BACKGROUND:

Landowner:	The Parish of the Serbian Orthodox Church of St Sava Inc.
Applicant:	Paul Vlahos
Date of Application:	29 November 2021
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R80
Built Form Area:	Residential
Existing Land Use:	Place of Worship
Proposed Use Class:	Place of Worship
Lot Area:	1239m ²
Right of Way (ROW):	N/A
Heritage List:	City of Vincent Heritage List – Management Category B State Register of Heritage Places

Site Context and Zoning

The subject site is bound by Smith Street to the south east, single storey dwellings to the north east and south west and two storey grouped dwellings to the north-west. A location plan is included in **Attachment 1**.

The subject site and all adjoining properties are zoned Residential R80 under the City's Local Planning Scheme No. 2 (LPS2).

The subject site and all adjoining properties are located within the Residential built form area and have a permitted building height of three storeys under the City's Policy 7.1.1 – Built Form (Built Form Policy).

The subject site currently contains the Serbian Orthodox Church of St. Sava at the front of the lot and a two-storey hall, Sunday school and office building to the rear of the lot (hall building). The hall building is detached from the church and was constructed in 1962, with alterations in 1971 and 1984. It underwent major redevelopment in 2017, with the addition of a second storey and modification of the roofline and materials.

Heritage Listing

The Serbian Orthodox Church of St. Sava is a white stucco church in the traditional orthodox style and is the second oldest Serbian Orthodox church in Australia. The church was constructed in 1954 and the bell tower was added in 1974.

The subject site is listed as Management Category B (Conservation Recommended) on the City of Vincent Heritage List and is included on the State Register of Heritage Places.

The State Government Heritage Council of Western Australia's Statement of Significance for the place is:

Serbian Orthodox Church of St. Sava comprises a Post-War Ecclesiastical style rendered masonry church (1954-55), with a western bell tower (1974), and a separate brick and tile Sunday School building (1962), with additions (1971, 1984), situated in landscaped gardens, and has cultural heritage significance for the following reasons:

- The place is an outstanding example of a church designed in the Christian Orthodox Church tradition whereby all elements, including the ornate art works of the interior, the finely painted iconostasis, frescoes, mosaics, gold chandeliers and timber furniture, including a throne, are of religious symbolic importance; and as such, are integral to the significance of this place;*
- The place is indicative of the arrival of East European migrants to Western Australia in the post-World War Two period, and the subsequent establishment of migrant communities, introduction of their cultural activities, religious observance and architectural traditions; the place is valued by the Serbian community for religious, spiritual, aesthetic, social and educational reasons, and the use of the Serbian language in the liturgy of the church is important to the cultural identity of Serbian community of Western Australia;*
- The place is the second oldest Serbian Orthodox Church in Australia, and the first to be built in Western Australia; the distinctive curved form of the church, with its domed roof and stark white walls, set in landscaped gardens has an overall aesthetic quality that is both visually pleasing and peaceful; and*

- *The place is associated with Archpriest Father Petar Rados OAM, who was instrumental in establishing the Serbian Orthodox community, parish and church in the early 1950s, and continues to conduct services at the church today.*

The applicant has submitted a Heritage Impact Statement in support of the proposal, as included in **Attachment 3**, and as required under the City's – Heritage Management – Development Guidelines for Heritage and Adjacent Properties (Heritage Policy). The Heritage Impact Statement sets out how the proposed development would not detrimentally impact the heritage significance of the church.

DETAILS:

Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of the City's LPS2, the Built Form Policy and the Heritage Management Policy.

Planning Element	Deemed-to-Comply (Acceptable Outcome or Acceptable Development)	Requires the Discretion of Council
Land Use	✓	
Street Setback	✓	
Building Setbacks	✓	
Roof Design	✓	
Building Height/Storeys	✓	
Landscaping	✓	
Parking & Access	✓	
Heritage Management Policy	✓	

Detailed Assessment

The Built Form Policy and Heritage Management Policy have two standards for assessing a development application. These are through element objectives and performance criteria, or through acceptable outcome and acceptable development standards.

Element objectives and performance criteria are qualitative measures that describe the desired outcome to be achieved.

Acceptable outcome and acceptable development standards are likely to meet the element objectives and performance criteria, and are typically quantitative measures.

The proposal satisfies all of the acceptable outcome and acceptable development standards of the Built Form Policy and Heritage Management Policy, respectively. Even though this is the case, the proposed development is still required to meet the element objectives and performance criteria of the Built Form Policy and Heritage Management Policy. This is detailed in the Comments section below.

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*. The method of consultation included notice on the City's website, sign on site, and 26 letters mailed to owners and occupiers of the properties adjoining the subject site, as shown in **Attachment 1**.

The application was advertised for public comment for a period of 14 days from 21 January 2022 to 4 February 2022, with the sign on site erected from 28 January 2022 to 11 February 2022, in accordance with the City's Community and Stakeholder Engagement Policy.

One submission was received during the community consultation period objecting to the proposal. The objection raised concerns about the availability of car parking within the vicinity of the subject site.

Administration's response to the objection is that the proposed development would not affect the availability of car parking on site or in its vicinity. This is because no parking bays would be removed or altered as part

of the proposal. The proposed patio and awnings would provide for shade and amenity for attendees of the site. The proposed patio and awnings would not intensify the land use or generate additional attendees to the site and would not have an impact on parking provision.

Heritage Council of Western Australia (HCWA)

The application was referred to the HCWA for review and consideration in accordance with Section 73 of the *Heritage Act 2018* because it is a registered place on the State Register of Heritage Places. The development proposal as lodged together with the supporting Heritage Impact Statement were referred to the HCWA.

The HCWA support the proposal. A summary of its comments is as follows:

- The place has significance as an outstanding example of a church designed in the Christian Orthodox Church tradition;
- The proposal is for a patio addition and two window awnings to the hall building to the rear of the church. The patio would be located near the north-west corner of the church building; and
- The patio is of a simple design and would be appropriately located to have a negligible impact on the heritage values of the place.

Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred to the City's Design Review Panel Heritage Architect for comment on the development plans. This DRP member has expertise in heritage conservation, and experience in dealing with additions and alterations to heritage buildings.

The proposal is supported by the DRP member.

A summary of the comments from the DRP member is as follows:

- The proposed works are proposed for the hall building to the rear site. No works are proposed to be attached to the main Church building.
- The awnings would be located to the rear of the site and are minor structures and would have no impact on the cultural heritage values of the Church.
- The addition of a proposed patio along the secondary building wall would not damage the significant building fabric. The proposal would be acceptable on heritage grounds
- The proposed steel patio is a simple design that would not detract from the Church's aesthetic significance due to its location to the rear of the Church.
- The siting, design and material selection would not impact on the cultural heritage values of the Serbian Orthodox Church of St. Sava.

The DRP member also noted additional structural detailing may be required. This is usually provided at building permit stage, and an advice note to this effect is included in the officer's recommendation.

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Heritage Act 2018*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- Burra Charter;
- State Planning Policy 3.5 - Historic Heritage Conservation;
- City of Vincent Local Planning Scheme No. 2;
- Community and Stakeholder Engagement Policy;
- Policy No. 7.1.1 – Built Form Policy; and
- Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties.

Planning and Development Act 2005

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

Burra Charter

The *Australia ICOMOS Charter for Places of Cultural Significance, the Burra Charter 2013* (the Burra Charter) sets a standard of practice for those who provide advice, make decisions about, and undertake work to places of cultural significance. The Burra Charter applies to all types of places of cultural significance, including the subject site.

In accordance with Article 22.1 of the Burra Charter, 'new work' is acceptable where it respects the cultural significance of the place. This can be done through consideration of its siting bulk, form, scale, character, colour, texture and material. In accordance with Article 22.2 of the Burra Charter, the works should be readily identifiable but should respect the cultural significance of the place.

State Planning Policy 3.5 - Historic Heritage Conservation

State Planning Policy 3.5 – Historic Heritage Conservation (SPP 3.5) sets out principles of sound and responsible planning for the conservation and protection of Western Australia's historic heritage. These principles inform the heritage management standards of local planning policies.

Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties

The objectives of the Heritage Management Policy are to:

1. *Encourage the appropriate conservation and restoration of places listed on the City of Vincent Municipal Heritage Inventory (The Heritage List) in recognition of the distinct contribution they make to the character of the City of Vincent.*
2. *Ensure that works, including conservation, alterations, additions and new development, respect the cultural heritage significance associated with places listed on the City of Vincent Municipal Heritage Inventory.*
3. *Promote and encourage urban and architectural design that serves to support and enhance the ongoing significance of heritage places.*
4. *Ensure that the evolution of the City of Vincent provides the means for a sustainable and innovative process towards integrating older style buildings with new development.*
5. *Complement the State Planning Policy No. 3.5 'Historic Heritage Conservation' and the City of Vincent Residential Design Elements Policy and other associated Policies.*

Part 4 of the Policy relates to development to heritage listed buildings. The policy includes 'Acceptable Development' criteria as well as the following three performance criteria:

- P1 Development is to comply with the statement of significance outlined in Heritage Assessment, Heritage Impact Statement and/or Place Record Form.*
- P2 Alterations and additions to places of heritage value should be respectful of and compatible with existing fabric and should not alter or obscure fabric that contributes to the significance of the place.*
- P3 To ensure the cultural heritage significance of a place is conserved and the majority of the significant parts of the heritage place and their relationship to the setting within the heritage place should be retained.*

Delegation to Determine Applications:

The matter is being referred to Council for determination in accordance with the City's Register of Delegations, Authorisations and Appointments because the application proposes additions to a site that is included on the State Register of Heritage Places.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

There are no sustainability implications from this report.

PUBLIC HEALTH IMPLICATIONS

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

FINANCIAL/BUDGET IMPLICATIONS:

There are no finance or budget implications from this report.

COMMENTS:Policy Standards

The Heritage Management Policy sets out that development will generally be approved where it complies with the acceptable development standards.

The proposed development complies with all of the acceptable development standards of the Heritage Management Policy.

The Built Form Policy sets out that meeting the acceptable outcome standards is likely to achieve the element objectives.

The proposed development meets all of the acceptable outcome standards of the Built Form Policy.

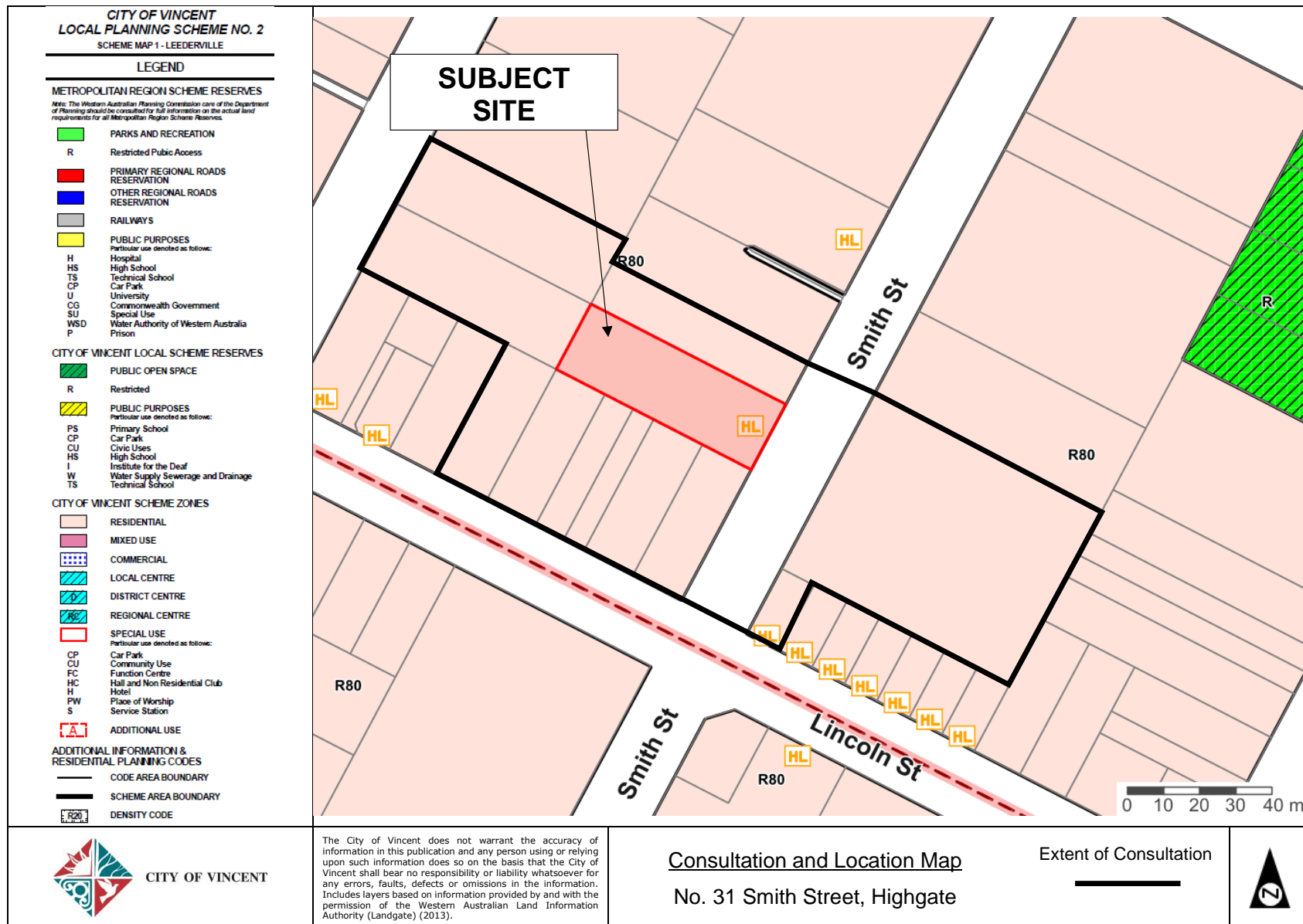
The acceptability of the proposed awnings and patio is detailed below.

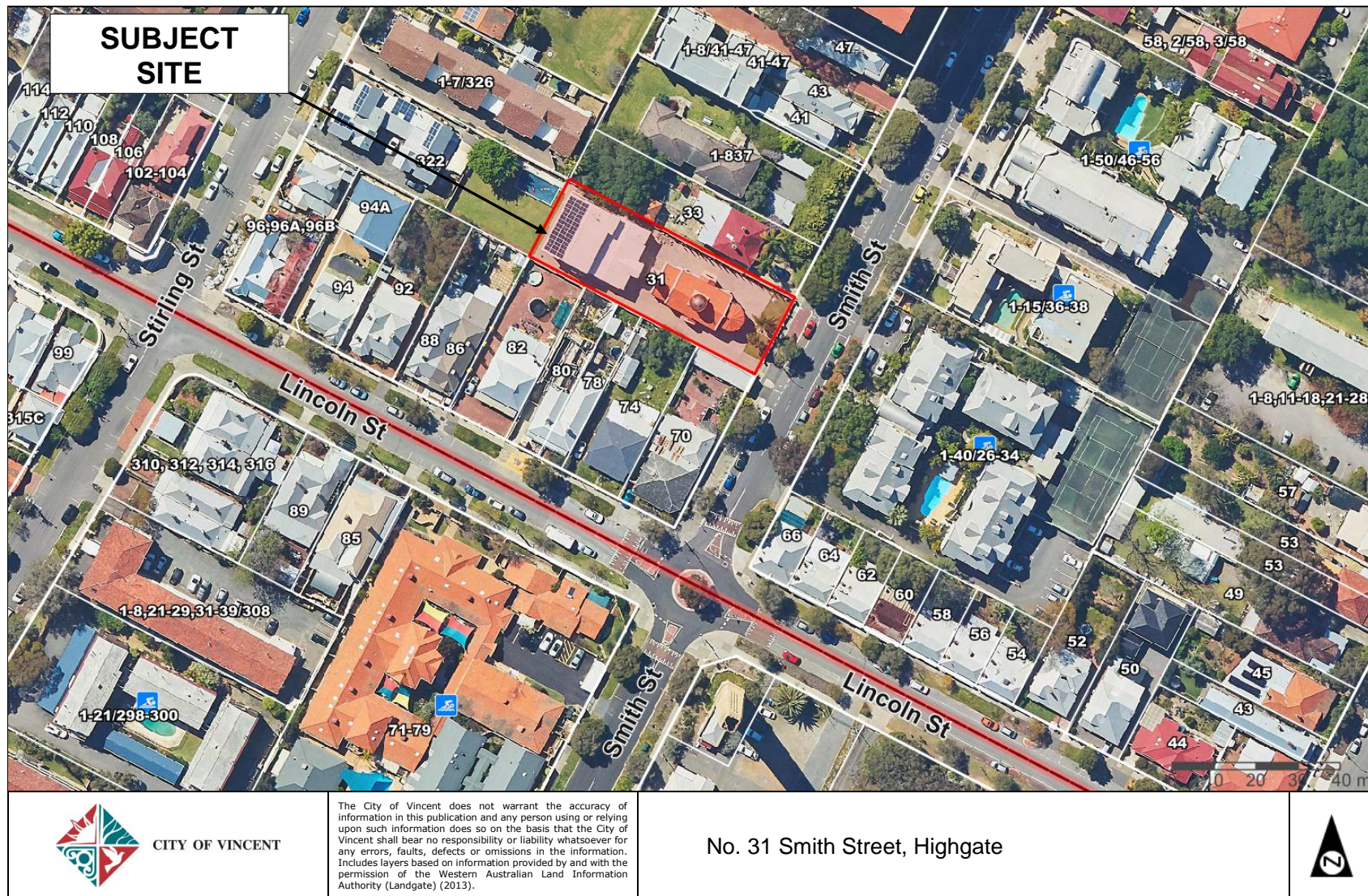
Acceptability of Proposed Development

The proposed awnings and patio would satisfy the performance criteria and objectives of the Heritage Management Policy, and the element objectives of the Built Form Policy. It is acceptable for the following reasons:

- Aesthetic value: The hall building is not included in the statement of significance of the Heritage Place for its aesthetic value, rather it is for its cultural heritage significance for its social and historic connections to the Serbian Orthodox community. The proposed patio and awning additions attached to the hall building would not alter or obscure any of the contributing aesthetic fabric of the heritage place;
 - The proposal is supported by both the HCWA and the DRP Member.
- Separated from church: The proposed patio and awnings would be attached to the hall building and would be separated from the main church building which has aesthetic value, maintaining the relationship of the church with its setting;
- Location: The proposed patio would be:
 - Set back approximately 29.8 metres from Smith Street, located to the north of the church building, and would not interrupt views or vistas of the heritage place; and
 - Unenclosed on its sides and its location to the northern boundary would ensure that the north-eastern adjoining property's access to light and ventilation would not be affected. This is because shadow is cast to the south and would fall on the subject site itself;
- Appearance from street: Although the patio would be visible from Smith Street, the lightweight, single storey nature and light colours mean that it would present minimal bulk to the street. The proposed patio and awnings would maintain the prominence of the façades of the aesthetically significant portions of the church;

- Ongoing use: The additions would protect the heritage values of the place by supporting the ongoing use of the site by the Serbian community for religious, spiritual, social and educational reasons in accordance with the statement of significance of the place;
- Burra Charter: The proposed additions would be clearly distinguishable from the heritage fabric of the existing buildings on the site, in accordance with Article 22 of the Burra Charter. The application proposes a simple and utilitarian design which is a focus on function, and incorporating polycarbonate roofing and white paint. White painted render is used extensively on the subject site. The colour and lightweight design of the patio and awnings would assist in ensuring the development is sympathetic and respectful to the heritage place.

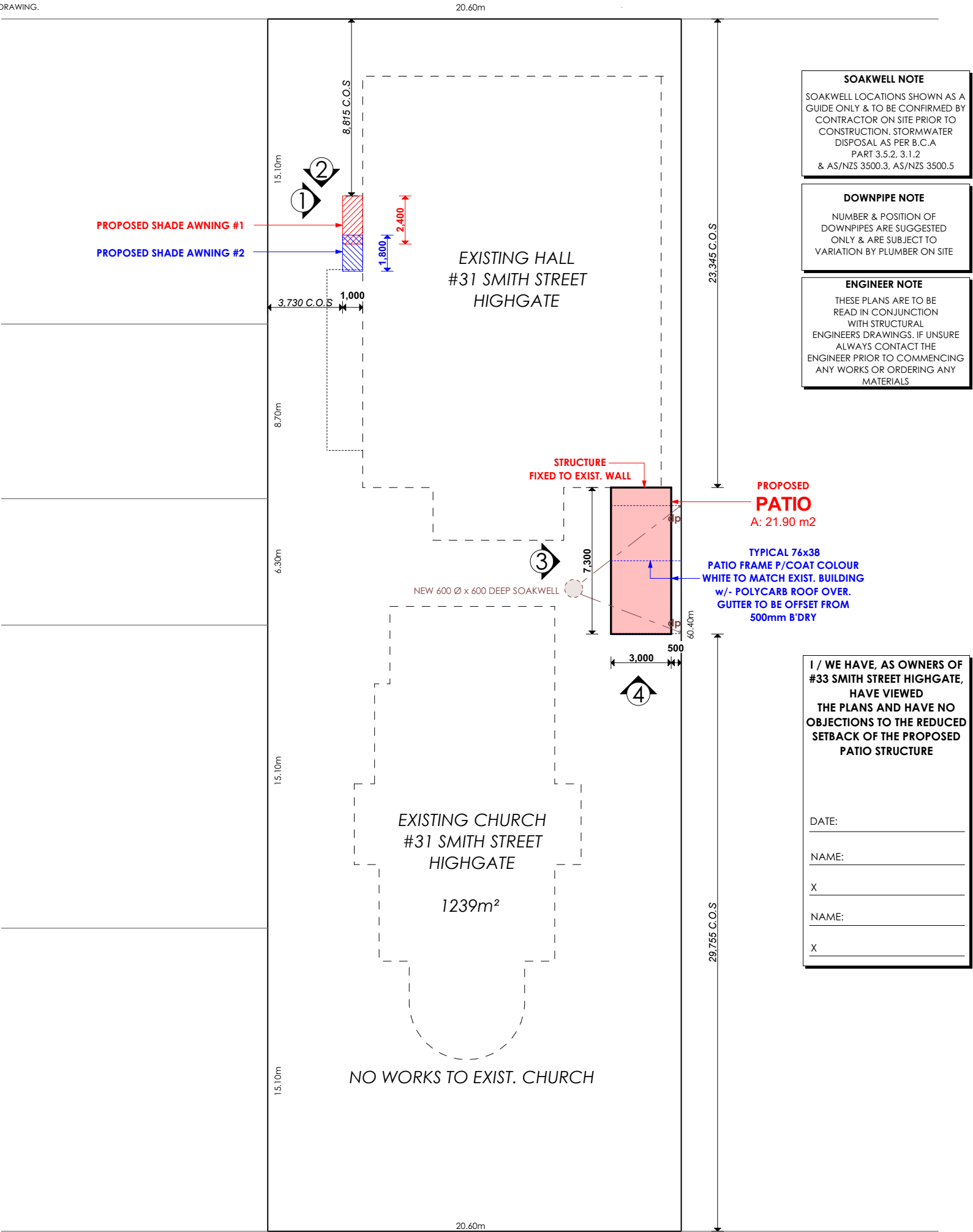




DISCLAIMER NOTE

PLEASE NOTE THAT WHILE ALL CARE WAS TAKEN IN PREPARING THIS SET OF PLANS & ELEVATIONS, ANY CONSTRUCTION WORK, ALTERATIONS OR RENOVATIONS SHOULD BE RECHECKED BEFORE COMMENCING ANY WORK TO ENSURE ACCURACY.
BUILDER TO ENSURE ALL EXISTING ROOM SIZES AND WALLS THICKNESS ARE CHECKED ONSITE PRIOR TO ANY WORKS.
ALL EXISTING DIMENSIONS SHOWN ON THESE DRAWINGS ARE TO BE CHECKED ON SITE.
THE TITLE BOUNDARIES SHOWN MUST BE CHECKED BY QUALIFIED SURVEYOR PRIOR TO ANY WORK.
DO NOT SCALE FROM THIS DRAWING.

CITY OF VINCENT
RECEIVED
29 November 2021



SOAKWELL NOTE
SOAKWELL LOCATIONS SHOWN AS A GUIDE ONLY & TO BE CONFIRMED BY CONTRACTOR ON SITE PRIOR TO CONSTRUCTION. STORMWATER DISPOSAL AS PER B.C.A PART 3.5.2, 3.1.2 & AS/NZS 3500.3, AS/NZS 3500.5

DOWNPIPE NOTE
NUMBER & POSITION OF DOWNPIPES ARE SUGGESTED ONLY & ARE SUBJECT TO VARIATION BY PLUMBER ON SITE

ENGINEER NOTE
THESE PLANS ARE TO BE READ IN CONJUNCTION WITH STRUCTURAL ENGINEERS DRAWINGS. IF UNSURE ALWAYS CONTACT THE ENGINEER PRIOR TO COMMENCING ANY WORKS OR ORDERING ANY MATERIALS

I / WE HAVE, AS OWNERS OF #33 SMITH STREET HIGHGATE, HAVE VIEWED THE PLANS AND HAVE NO OBJECTIONS TO THE REDUCED SETBACK OF THE PROPOSED PATIO STRUCTURE

DATE: _____

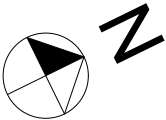
NAME: _____

X _____

NAME: _____

X _____

SMITH STREET



SITE PLAN
SCALE 1:200

SERBIAN CHURCH

PLANNING

PROPOSED SHADE STRUCTURE

31 SMITH STREET, HIGHGATE

© COPYRIGHT
SCALE AS SHOWN

pmvprojects
DESIGN /DRAFTING
paul@pmvprojects.com.au 0418 907 508

JOB No: 21_070 ISSUE DATE: 16/11/2021 SHEET: 1 of 2

PLEASE NOTE THAT WHILE ALL CARE WAS TAKEN IN PREPARING THIS SET OF PLANS & ELEVATIONS, ANY CONSTRUCTION WORK, ALTERATIONS OR RENOVATIONS SHOULD BE RECHECKED BEFORE COMMENCING ANY WORK TO ENSURE ACCURACY.

BUILDER TO ENSURE ALL EXISTING ROOM SIZES AND WALLS THICKNESS ARE CHECKED ONSITE PRIOR TO ANY WORKS.

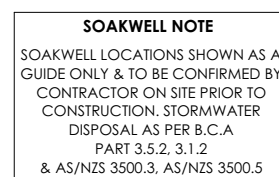
ALL EXISTING DIMENSIONS SHOWN ON THESE DRAWINGS ARE TO BE CHECKED ON SITE.

ALL TITLE BOUNDARIES SHOWN MUST BE CHECKED BY QUALIFIED SURVEYOR PRIOR TO ANY WORK.

DO NOT SCALE FROM THIS DRAWING.



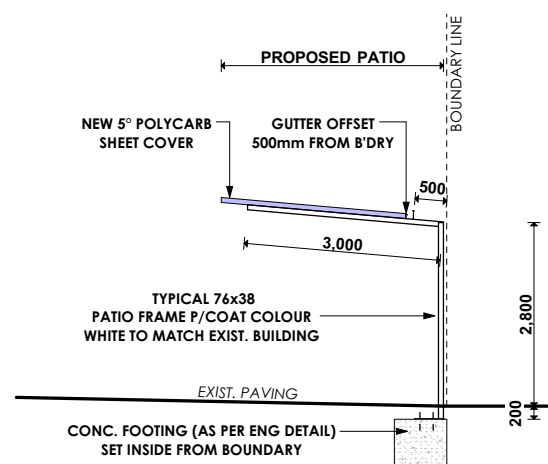
SCALE 1:100



NUMBER & POSITION OF
DOWNPIPES ARE SUGGESTED
ONLY & ARE SUBJECT TO
VARIATION BY PLUMBER ON SITE

ENGINEER NOTE
THESE PLANS ARE TO BE
READ IN CONJUNCTION
WITH STRUCTURAL
ENGINEERS DRAWINGS. IF UNSURE
ALWAYS CONTACT THE
ENGINEER PRIOR TO COMMENCING
ANY WORKS OR ORDERING ANY
MATERIALS

SCALE 1:100



SCALE 1:100

SCALE 1:100

**I / WE HAVE, AS OWNERS OF
#33 SMITH STREET HIGHGATE,
HAVE VIEWED
THE PLANS AND HAVE NO
OBJECTIONS TO THE REDUCED
SETBACK OF THE PROPOSED
PATIO STRUCTURE**

DATE:

NAME: _____

X

NAME: _____

x

HERITAGE
COUNCILHERITAGE
IMPACT STATEMENT

A GUIDE

INTRODUCTION

This guide explains what a heritage impact statement is, when one is needed, and the level of detail that is required.

This guide has been prepared to:

- (a) assist people who wish to carry out development that could impact on a heritage place or area
- (b) assist local governments in considering whether to approve such development.

Local governments may adapt the document to suit their own circumstances.

What is a heritage impact statement?

A heritage impact statement (HIS) describes and evaluates the likely impact of a proposal.

An HIS is a clear and concise account of the proposed work that addresses three basic questions:

- How will the proposed works affect the significance of the place or area?
- What measures (if any) are proposed to ameliorate any adverse impacts?
- Will the proposal result in any heritage conservation benefits that might offset any adverse impacts?

When is a heritage impact statement needed?

Many local governments encourage proponents to submit an HIS with any development proposal affecting a heritage place.

Whether or not a local government may require an HIS, and the amount of detail expected, will depend on:

- (a) the significance of the place; and
- (b) the likely impact of the proposal on that significance.

For instance, a proposal to partially demolish, or construct an addition to a place that is listed in the highest category in the local Heritage List, will typically require a detailed HIS.

Minor works to a place of lesser significance may not require an HIS at all.

How is the significance of a place or area determined?

An HIS will always be based on a Statement of Significance for the place, which clearly spells out the identified heritage values.

Typically, this will be drawn from a State Register entry, a Local Government inventory entry, or a Conservation Management Plan or Strategy (CMP or CMS). If none of these sources exist, it may be necessary for a significance statement to be prepared.

It may also be necessary if an existing statement is very brief and gives little useful guidance about the significance of the place and its fabric.

If a CMP and CMS exists, direct reference should be made to the conservation policies.

How should a heritage impact statement be presented?

An HIS should be concise.

It should contain a conclusion that addresses the three key questions outlined under '*What is a heritage impact statement?*'.

In preparing the HIS, it may be useful to address some more detailed questions, such as those **outlined in the table at Appendix 1**. If the Local Government or heritage agency dealing with the proposal has **decision guidelines or planning policy** in relation to the place or area, these should be specifically addressed.

Relevant supporting documentation, where it exists (e.g. a statement of significance, conservation plan or conservation policy, physical condition report or any other consultant's report), should be referred to in the statement and relevant extracts attached. These documents should not simply be repeated verbatim within the HIS.



HERITAGE
COUNCIL

QUESTIONS TO BE ANSWERED IN A HERITAGE IMPACT STATEMENT

APPENDIX ONE

PROPOSED CHANGE TO HERITAGE PLACE	SOME QUESTIONS TO BE ANSWERED IN A STATEMENT OF HERITAGE IMPACT
Demolition of a building or structure <i>NB. Check State Planning Policy 3.5 - Historic heritage conservation</i>	<ul style="list-style-type: none"> Have all options for retention and adaptive re-use been explored? Is demolition essential at this time, or can it be postponed in case future circumstances make retention and conservation more feasible? Can any new development can be located elsewhere on the site, so the significant elements of the place can be retained? Has the advice of a heritage consultant been taken? If not, why not?
Minor partial demolition (including internal elements)	<ul style="list-style-type: none"> Is the demolition essential for the heritage place to function? Are important features of the place affected by the demolition (e.g. fireplaces or staircases)? Is the partial demolition sympathetic to the heritage significance of the place? If the partial demolition is proposed because of the condition of the fabric, is it certain that the fabric cannot be repaired?
Change of use	<ul style="list-style-type: none"> Has the advice of a heritage consultant been implemented? If not, why not? Does the existing use contribute to the significance of the heritage place? Why does the use need to be changed? What changes to the fabric are required as a result of the change of use? What changes to the site are required as a result of the change of use? Has the advice of a heritage consultant been taken? If not, why not?
Minor additions (see also minor partial demolition)	<ul style="list-style-type: none"> How is the impact of the addition on the heritage significance of the place to be minimised? Can the additional space be located within an existing structure? If not, why not? Will the additions visually dominate the heritage place? Are the additions sympathetic to the heritage place? In what way (e.g. form, proportions, design, materials)?
New development adjacent to a heritage place (additional buildings and major additions)	<ul style="list-style-type: none"> How is the impact of the new development on the heritage significance of the place or area to be minimised? Why is the new development required to be adjacent to a heritage place? How does the new development affect views to, and from, the heritage place? What has been done to minimise negative effects? Is the new development sympathetic to the heritage place? In what way (e.g. form, siting, proportions, design, materials)? Will the new building(s) visually dominate the heritage place? How has this been minimised? Will the public and users of the place, still be able to view and appreciate its significance?
Subdivision	<ul style="list-style-type: none"> Could future development resulting from this subdivision compromise the significance of the heritage place (e.g. by requiring demolition of part of a heritage building, or by siting new buildings too close to a heritage building)? How are negative impacts to be minimised? Could future development that results from this subdivision affect views to, and from, the heritage place? How are negative impacts to be minimised?
Repainting (Using new colour schemes)	<ul style="list-style-type: none"> Have previous (including original) colour schemes been investigated? Are previous schemes being reinstated? Will the repainting affect the conservation of the fabric of the heritage place?

PROPOSED CHANGE TO HERITAGE PLACE	SOME QUESTIONS TO BE ANSWERED IN A STATEMENT OF HERITAGE IMPACT
Re-roofing/re-cladding	<ul style="list-style-type: none"> Have previous (including original) roofing/cladding materials been investigated (through archival and physical research)? Is a previous material being reinstated? Will the re-cladding effect the conservation of the fabric of the heritage place? Are all details in keeping with the heritage significance of the place (e.g. guttering, cladding profiles)? Has the advice of a heritage consultant or skilled tradesperson (e.g. roof slater) been taken?
New services (e.g. air conditioning, plumbing)	<ul style="list-style-type: none"> How has the impact of the new services on the heritage significance of the place been minimised? Are any of the existing services of heritage significance? In what way? Are they affected by the new work? Has the advice of a heritage consultant (e.g. architect) been taken?
Fire services upgrades	<ul style="list-style-type: none"> How has the impact of the fire upgrading on the heritage significance been minimised? Are any of the existing services of heritage significance? In what way? Are they affected by the new work? Has the advice of a conservation consultant (e.g. architect) been taken (and if so how)? Has the advice of a fire consultant been taken as to options that would have less impact on the heritage place (and if so how)?
New landscape works and features (including carparking and fences)	<ul style="list-style-type: none"> How has the impact of the new work on the heritage significance of the existing landscape been minimised? Has evidence (archival and physical) of previous landscape work been investigated/ Are previous works being reinstated? Has the advice of a consultant skilled in the conservation of heritage landscapes been sought? If so, have their recommendations been implemented? Are any known or potential archaeological deposits affected by the landscape works? If so, what alternatives have been considered? How does the work impact on views to, and from, adjacent heritage items?
Tree removal or replacement <i>NB: Always check the tree preservation provisions of your local government when proposing the removal of trees</i>	<ul style="list-style-type: none"> Does the tree contribute to the heritage significance of the place? Why is the tree being removed? Has the advice of a tree surgeon or horticultural specialist been taken (and if so how)? Is the tree being replaced and with what species? Why?
New Signage <i>NB: Check whether the local government has a signage policy or design guidelines</i>	<ul style="list-style-type: none"> How has the impact of the new signage on the heritage significance of the place been minimised? Have alternative signage forms been considered (and if not why not)? Will the signage visually dominate the heritage place or heritage area? Can the sign be remotely illuminated rather than internally illuminated?

Contact us

Heritage Council of WA
140 William Street, Perth
Locked Bag 2506
Perth WA 6001

T: (08) 6551 8002
FREECALL (regional): 1800 524 000
E: info@dplh.wa.gov.au
W: www.dplh.wa.gov.au

HERITAGE
COUNCILHERITAGE
IMPACT STATEMENT

FORM

Name of Place: THE Parish of THE Serbian Orthodox Church of ST Sava Inc.

Registration Date: 28 March 2014

The Place/Area: 31 SMITH STREET, HIGHGATE

Prepared by: Paul Vlahos

Prepared for: 17/01/2022

Date: 17/01/2022

Heritage listings:

Serbian Orthodox Church of St. Sava is rare as the second oldest Serbian Orthodox Church in Australia, and the first to be built in Western Australia.

The Main Structure is the one closest to the Primary Street.

Built in a traditional Orthodox style, the building features white stucco walls and two octagonal towers, with cupolas topped with crosses, centered over the ridge of the gable roof, consistent with eastern European inspiration. The towers have arched windows on each facet. The building is entered from the side via a small flight of stairs with metal rails, through an arched doorway into a shallow entry narthex. At the eastern end, attaching to the gabled main section of the church, is a large projecting apse with its own tiled roof. Windows to walls and apse cum sanctuary are groups of three arched windows, symbolising the Holy Trinity. Setback from the street behind a low brick and steel rail fence. None apparent

Statement of significance:

The Serbian Orthodox Church of Saint Sava is a fine example of the Postwar Immigrant Nostalgia style, based on the design principles of the Orthodox Church, applied to an ecclesiastical landmark. The Church demonstrates the cultural diversity of the community and provides a special place for the Serbian community, who constructed the place and use it as a place of worship and a focus of their society.

The following aspects of the proposal respect or enhance the heritage significance of the place or area, for the following reasons:

The proposed works are not to be connected to the main heritage listed Church. All new works are to the newly constructed hall to the rear. It must be noted that any of the proposed works will not obstruct the Facade of the Church nor affect the streetscape.

The following aspects of the proposal could detrimentally impact on heritage significance. The reasons are explained as well as the measures to be taken to minimise impacts:

We believe there is not detrimental impact to the heritage listed church. All works are setback considerably from the front boundary and/or attached to the newly constructed building to the rear.

Conclusion:

In conclusion there is no impact to the Streetscape and the Original Church. The proposed works is purely to assist for shelter and shade to the rear Hall which it lacked in its original design.

References and attachments:

Contact us

Heritage Council of WA
Locked Bag 2506
Perth WA 6001






T: (08) 6551 8002
FREECALL (regional): 1800 524 000
E: info@dplh.wa.gov.au
W: www.dplh.wa.gov.au

Determination Advice Notes:

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
2. **NO** verge trees shall be **REMOVED**. The verge trees shall be **RETAINED** and **PROTECTED** from any damage including unauthorized pruning.
3. An Infrastructure Protection Bond together with a non-refundable inspection fee shall be lodged with the City by the applicant, prior to commencement of all building/development works, and shall be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure, including verge trees, has been repaired/reinstated to the satisfaction of the City. An application for the refund of the bond must be made in writing. This bond is non-transferable.
4. The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5m) shall be maintained for all users **at all times** during construction works. Permits are required for placement of any material within the road reserve.
5. In relation to Condition 2, all storm water produced on the subject land shall be retained on site, by suitable means to the full satisfaction of the City. No further consideration shall be given to the disposal of storm water 'off site' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of storm water 'off site' be subsequently provided, detailed design drainage plans and associated calculations for the proposed storm water disposal shall be lodged together with the building permit application working drawings.
6. Guttering and the structural engineering details including the size of the structural members and any bracing that may be required shall be provided at the building permit stage.

5.2 NO. 188 (LOT: 1; D/P: 33790) VINCENT STREET, NORTH PERTH - PROPOSED ALTERATIONS AND ADDITIONS TO PLACE OF WORSHIP

Ward: South

- Attachments:**
1. Consultation and Location Map [↓](#) 
 2. Development Plans [↓](#) 
 3. Heritage Impact Statement [↓](#) 
 4. Table of Proposed Works [↓](#) 
 5. 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 Place of Worship at No. 188 (Lot: 1; D/P: 33790) Vincent Street, North Perth, in accordance with the plans in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 5:

1. Development Plans

This approval is for Alterations and Additions to Place of Worship as shown on the approved plans dated 4 November 2021, 13 December 2021 and 10 January 2022. No other development forms part of this approval;

2. 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;

3. Colours and Materials

The colours, materials and finishes of the development shall be in accordance with the details as indicated on the approved plans, to the satisfaction of the City;

4. Cleaning of Stonework

Any cleaning of stonework of the building shall be undertaken with pressure water washing and soft brush cleaning so that no pitting or raking of the surface stone occurs, to the satisfaction of the Department of Planning, Lands and Heritage; and

5. Documented Record

Within 28 days of completion of the approved works, a photographic record of the completed works (internal and external) shall be submitted to the City for inclusion in its Historical Archive Collection, to the satisfaction of the City.

PURPOSE OF REPORT:

To consider an application for development approval for alterations and additions to the Redemptorist Monastery and Church at No. 188 Vincent Street, North Perth (the subject site).

PROPOSAL:

The application proposes restorative, demolition and new works to the subject site which is listed on the State Register of Heritage Places.

Repair and restoration works to various elements of the verandahs of the existing building are being proposed. This is because they are in a state of disrepair, rotten or corroded.

Works to replace gutters and downpipes are proposed to alleviate issues with water damage.

Proposed demolition and new works include:

- Demolition of two enclosures of the northern ground floor verandah, and reinstatement of verandah;
- Removal of enclosure from southern ground floor verandah and installation of new steel and glass airlock;
- Installation of new glass double doors to western end of southern first floor verandah;
- Removal of a portion of the northern first floor verandah, adjacent to the church and installation of glass walls to form void to working sacristy below;
- Removal of existing roofs over working sacristy and corridor, and replacement with a copper standing seam roof; and
- Removal of concrete floor from northern ground floor verandah and reinstatement of timber flooring.

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

A table of proposed works including photographs of the parts of the building that is subject to the proposal is included as **Attachment 4**.

BACKGROUND:

Landowner:	The Congregation of the Most Holy Redeemer Inc.
Applicant:	Slavin Architects
Date of Application:	4 November 2021
To the east	MRS: Urban LPS2: Zone: Residential R Code: R40
Built Form Area:	Residential
Existing Land Use:	Place of Worship
Proposed Use Class:	Place of Worship
Lot Area:	27,469m ²
Right of Way (ROW):	N/A
Heritage List:	City of Vincent Heritage List – Management Category A State Register of Heritage Places

Site Context and Zoning

The subject site is bound by Vincent Street to the south, Camelia Street to the east, Claverton Street to the north and Alfonso Street to the west. It forms the majority of the land parcel which is bound by these streets. A location plan is included in **Attachment 1**.

The Redemptorist Monastery and Church is located centrally within the subject site. It is surrounded by a carpark to the south-west, and gardens and vegetation to the north and south-east.

The subject site abuts a property at No. 2 Alfonso Street to the north-west which is located at the corner of Claverton and Alfonso Streets. This site accommodates the B.F. Prindiville Southern Cross Retirement Village, which is in separate ownership from the subject site.

The subject site also abuts a property at No. 5 Camelia Street to the east. This site contains the Retreat House which is in common ownership with the subject site and forms part of the Heritage Place. The Retreat House was completed in 1967 and provides accommodation for those participating in retreats to the Monastery.

The subject and abutting sites are zoned Residential R40 under the City's Local Planning Scheme No. 2 (LPS2). The surrounding properties along Alfonso Street are zoned Residential R60, while the properties along Claverton Street are zoned Residential R40.

The subject site and surrounding properties are located within the Residential built form area and have a permitted building height of two storeys under the City's Policy No. 7.1.1 – Built Form (Built Form Policy).

Heritage Listing

The Redemptorist Monastery and Church is a three storey limestone monastery and church complex in the Federation Gothic style. The complex dates to the early twentieth century.

The subject site is listed on both the City of Vincent Heritage List and the State Register of Heritage Places together with the adjoining property, No. 5 Camelia Street that contains the Retreat House. The site is listed as Management Category A – Conservation Essential under the City's Heritage List.

The State Government Heritage Council of Western Australia's Statement of Significance for the place is:

Redemptorist Monastery and Church, comprising a three storey Cottesloe limestone construction monastery and church complex completed in stages, with a tiled roof designed in the Federation Gothic style, together with a Retreat House constructed in clinker bricks, off form concrete with a clay tiled roof in Late Twentieth Century Perth Regional style, located in a park-like setting, has cultural heritage significance for the following reasons:

- *The place is one of a small number of monasteries remaining in operation in Western Australia;*
- *The place is a landmark as a large and imposing structure in an open setting, which, together with its mature trees, may be seen from a number of vantage points in the area and Perth;*
- *The place is a well-used Church, highly valued by Western Australia's Catholic community for its religious and spiritual associations, and for the site's long association with the Redemptorist Order;*
- *The place is an excellent example of the work of architects Michael and James Cavanagh;*
- *The place is an excellent and intact example of a Federation Gothic style complex, located in a park-like setting, with elegant interiors, well detailed features, and is very well constructed;*
- *The place contributes to the community's sense of place as a well-known religious complex; and*
- *The Retreat House built in clinker brick and off form concrete, is a good example of the Late Twentieth Century Perth Regional style.*

The Redemptorist Monastery and Church was developed in four main stages. The original church and monastery were completed in 1903, forming the southern part of the current building. An eastern wing was added to the monastery in 1912. In 1922, additions were made to the northern elevation of the church, including the apse. In the late 1920s, the Working Sacristy and northernmost verandahs were added. This is set out in a Conservation Plan prepared for the site.

Conservation Plan

Under the City's Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties (Heritage Policy), a Heritage Impact Statement is to be submitted if the proposed works are not detailed in a Conservation Plan prepared for the place.

In 2011 a Conservation Plan for the subject site was prepared by Philip Griffiths Architects. The Conservation Plan includes a detailed assessment of the place and recommended actions to guide the conservation of the subject site.

A conservation plan is not a statutory document, but rather contains supporting information to look after the significant cultural heritage values of a Heritage Place. It is used to inform development, restoration and repairs to a place.

The Conservation Plan identifies areas of the place which are of heritage significance and classifies buildings, structures, elements, spaces and features of the place as being of 'Exceptional Significance', 'Considerable Significance', 'Little Significance' or 'Intrusive' to the place. The plan provides guidance and recommendations for proposed works for each classification, new works and detailed recommendations for works to be undertaken on the site.

The proposed works to the Redemptorist Monastery and Church are all located within the zone of 'exceptional significance' identified in the Conservation Plan. In respect to 'exceptional significance', the Conservation Plan states that:

Items of exceptional significance would warrant inclusion on any register of heritage places, including the National List; conservation is essential.

Individual elements may be considered to have a lower level of significance within the zone of exceptional significance. The enclosures of the northern and southern verandahs are noted as being 'intrusive elements' in the Conservation Plan. 'Intrusive elements' are described in the Conservation Plan as follows:

Intrusive items are those which, in their present form, have an adverse affect upon the significance of the place. These elements should be removed when the opportunity arises, or when the element is no longer required, unless their removal is identified as an urgent matter. Zones or elements in this classification generally detract from the significance of the place and may even cause physical harm to the fabric.

The applicant also submitted a Heritage Impact Statement in support of the proposal, as included in **Attachment 3**. The Heritage Impact Statement addresses how the proposed works would maintain and enhance the significance of the Redemptorist Monastery and Church.

DETAILS:

Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of the City of Vincent LPS2, the Heritage Management Policy and the Built Form Policy. In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Deemed-to-Comply (Acceptable Outcome or Acceptable Development)	Requires the Discretion of Council
Land Use	✓	
Street Setback	✓	
Building Setbacks	✓	
Roof Design		✓
Building Height/Storeys	✓	
Landscaping	✓	
Parking & Access	✓	
Heritage Management Policy		✓

Detailed Assessment

The Built Form Policy and Heritage Management Policy have two standards for assessing a development application. These are through element objectives and performance criteria, or through acceptable outcome and acceptable development standards.

Element objectives and performance criteria are qualitative measures that describe the desired outcome to be achieved.

Acceptable outcome and acceptable development standards are likely to meet the element objectives and performance criteria, and are typically quantitative measures.

If an element of an application does not meet the relevant acceptable outcome or acceptable development standard then Council's discretion is required to decide whether this element meets the element objectives and performance criteria.

The elements of the application that do not meet the applicable acceptable development or acceptable outcome standards and require the discretion of Council are as follows:

Roof Design	
Acceptable Outcome Standard	Proposal
Built Form Policy Volume 3 Clause 1.14 – Roof Design Flat roofed structures that are not visible from the street or adjacent properties shall have a maximum solar absorptance rating of 0.4.	The application proposes a copper roof to the working sacristy and adjacent corridor. Copper has

	a solar absorptance rating of 0.18 – 0.64, increasing as the copper tarnishes.
Heritage Management Policy	
Acceptable Development Standards	Proposal
Heritage Management Policy – Part 4 – Development to Heritage Listed Buildings The additions and alterations do not alter the original façade or roof pitch.	The application proposes a standing seam copper roof at 3 degrees over the working sacristy and adjacent corridor. This would replace the existing corrugated iron roof and adjacent clay tile roof with an approximate 30 degree pitch.

The above elements of the proposal do not meet the specified acceptable outcome and acceptable development standards. These elements have been assessed against the performance criteria and element objectives in the Comments section below.

Other proposed works comply with the acceptable outcome and acceptable development standards of the Built Form Policy and Heritage Management Policy, including the glazed void to the working sacristy and the glazed airlocks. Even though this is the case, the proposed development is still required to meet the element objectives and performance criteria of the Built Form Policy and Heritage Management Policy. This too is detailed in the Comments section below.

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days. Consultation was initially undertaken from 3 December 2021 to 16 December 2021. The method of consultation included a notice on the City's website and 56 letters mailed to owners and occupiers of the properties adjoining the subject site as shown in **Attachment 1**.

A sign on site for a period of 14 days advertising the proposal is also required for works to a State heritage listed property under the City's Community and Stakeholder Engagement Policy. The sign on site was installed from 4 February 2022 to 18 February 2022, as well as a further notice on the City's website during this same period.

No submissions were received at the conclusion of the community consultation periods.

Heritage Council of Western Australia (HCWA)

The application was referred to the HCWA for review and consideration in accordance with Section 73 of the *Heritage Act 2018* because it is a registered place on the State Register of Heritage Places. The development proposal as lodged to the City together with additional plans submitted to the City on 13 December 2021, as well as supporting information such as the Heritage Impact Statement, were referred to the HCWA.

The proposal is supported by the Heritage Council.

A summary of the comments received from the HCWA is as follows:

- The proposed restoration works are well informed and will have a positive impact on the heritage place;
- The proposed glazed airlocks are of a simple design and have minimal interface with the existing fabric of the heritage place. The airlocks are reversible and will not negatively impact the cultural significance of the heritage place; and
- The proposed works to the working sacristy and corridor will not have a negative impact on the identified cultural significance of place and can be supported.

The HCWA supported the proposal, subject to a condition relating to the manner of cleaning the stonework. This has been included as a condition of approval in the officer recommendation.

Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred to the City's Design Review Panel Heritage Architect for comment on the development plans. This DRP member has expertise in heritage conservation, and experience in dealing with additions and alterations to heritage buildings.

The proposal is supported by the DRP member.

A summary of the comments from the DRP member is as follows:

- The proposal generally comprises conservation works. The proposal is respectful to the heritage place and is acceptable;
- The works to improve stormwater management would have a positive impact on the heritage values of the Redemptorist Monastery & Church;
- New works, such as the glazed air locks, are clearly new work whilst sympathetic to the heritage values of the place. The proposal is mindful of heritage values and the selection of materials reflect this;
- The proposed modifications to the roof of the corridor and the replacement of the working sacristy roof is appropriate. The copper roof is an appropriate replacement material; and
- The proposed glazed void to the northern first floor verandah will have minimal impact on the aesthetic values of the place.

The DRP member also noted that during conservation works, details of a heritage place may be revealed that are not readily apparent when preparing architectural documentation. They recommended that 'as constructed' drawings and/or photographic records should be provided to the City of Vincent for record keeping. Building permit plans would provide the City with a record of detailed drawings of the proposed works. The provision of photographs of the completed works has been included as a recommended condition of planning approval.

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Heritage Act 2018*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- Burra Charter;
- State Planning Policy 3.5 - Historic Heritage Conservation;
- City of Vincent Local Planning Scheme No. 2;
- Community and Stakeholder Engagement Policy;
- Policy No. 7.1.1 – Built Form; and
- Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties.

Planning and Development Act 2005

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

Burra Charter

The *Australia ICOMOS Charter for Places of Cultural Significance, the Burra Charter 2013* (the Burra Charter) sets a standard of practice for those who provide advice, make decisions about, and undertake work to places of cultural significance. The Burra Charter applies to all types of places of cultural significance, including the subject site.

In accordance with Article 22.1 of the Burra Charter, 'new work' is acceptable where it respects the cultural significance of the place. This can be done through consideration of its siting bulk, form, scale, character, colour, texture and material. In accordance with Article 22.2 of the Burra Charter, the works should be readily identifiable but should respect the cultural significance of the place.

State Planning Policy 3.5 – Historic Heritage Conservation

State Planning Policy 3.5 – Historic Heritage Conservation (SPP 3.5) sets out principles of sound and responsible planning for the conservation and protection of Western Australia's historic heritage. These principles inform the heritage management standards of local planning policies.

Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties

The objectives of the Heritage Management Policy are to:

1. *Encourage the appropriate conservation and restoration of places listed on the City of Vincent Municipal Heritage Inventory (The Heritage List) in recognition of the distinct contribution they make to the character of the City of Vincent.*
2. *Ensure that works, including conservation, alterations, additions and new development, respect the cultural heritage significance associated with places listed on the City of Vincent Municipal Heritage Inventory.*
3. *Promote and encourage urban and architectural design that serves to support and enhance the ongoing significance of heritage places.*
4. *Ensure that the evolution of the City of Vincent provides the means for a sustainable and innovative process towards integrating older style buildings with new development.*
5. *Complement the State Planning Policy No. 3.5 'Historic Heritage Conservation' and the City of Vincent Residential Design Elements Policy and other associated Policies.*

Part 4 of the Policy relates to development to heritage listed buildings. The policy includes 'Acceptable Development' criteria as well as the following three performance criteria:

- P1 Development is to comply with the statement of significance outlined in Heritage Assessment, Heritage Impact Statement and/or Place Record Form.*
- P2 Alterations and additions to places of heritage value should be respectful of and compatible with existing fabric and should not alter or obscure fabric that contributes to the significance of the place.*
- P3 To ensure the cultural heritage significance of a place is conserved and the majority of the significant parts of the heritage place and their relationship to the setting within the heritage place should be retained.*

Part 5 of the Policy relates to development adjacent to heritage listed buildings. The subject site is adjacent to the Redemptorist House, which forms part of the Heritage Place. The policy includes 'Acceptable Development' criteria as well as the following three performance criteria:

- P1 New development maintains and enhances existing views and vistas to the principal façade(s) of the adjacent heritage listed place.*
- P2. New development maintains and enhances the visual prominence and significance of the adjacent heritage listed place.*
- P3. New development is of a scale and mass that respects the adjacent heritage listed place*

Delegation to Determine Applications:

The matter is being referred to Council for determination in accordance with the City's Register of Delegations, Authorisations and Appointments. This is because the application proposes additions to and demolition of portions of the existing building that is included on the State Register of Heritage Places.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

There are no sustainability implications from this report.

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

There are no finance or budget implications from this report.

Comments:Policy Standards

The Heritage Management Policy sets out that development will generally be approved where it complies with the acceptable development standards.

The proposed development complies with all of the acceptable development standards of the Heritage Management Policy, with the exception of the angle of the proposed roof of the Working Sacristy and adjacent corridor.

The Built Form Policy sets out that meeting the acceptable outcome standards is likely to achieve the element objectives.

The proposed development meets all of the acceptable outcome standards of the Built Form Policy, except for the solar absorptance rating of the proposed roof to the working sacristy and adjacent corridor.

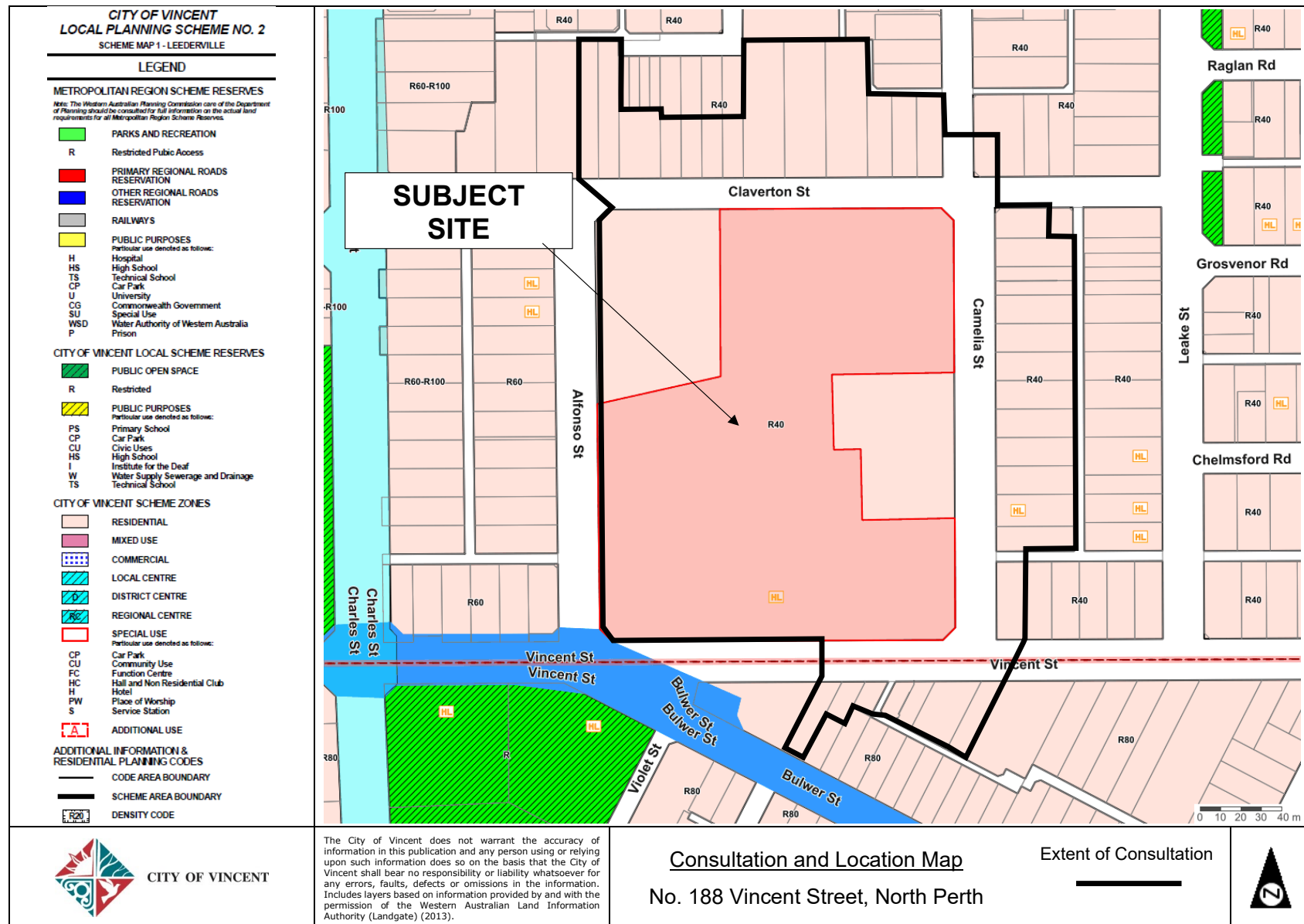
The acceptability of the proposed works including the roof and adjacent corridor is detailed below.

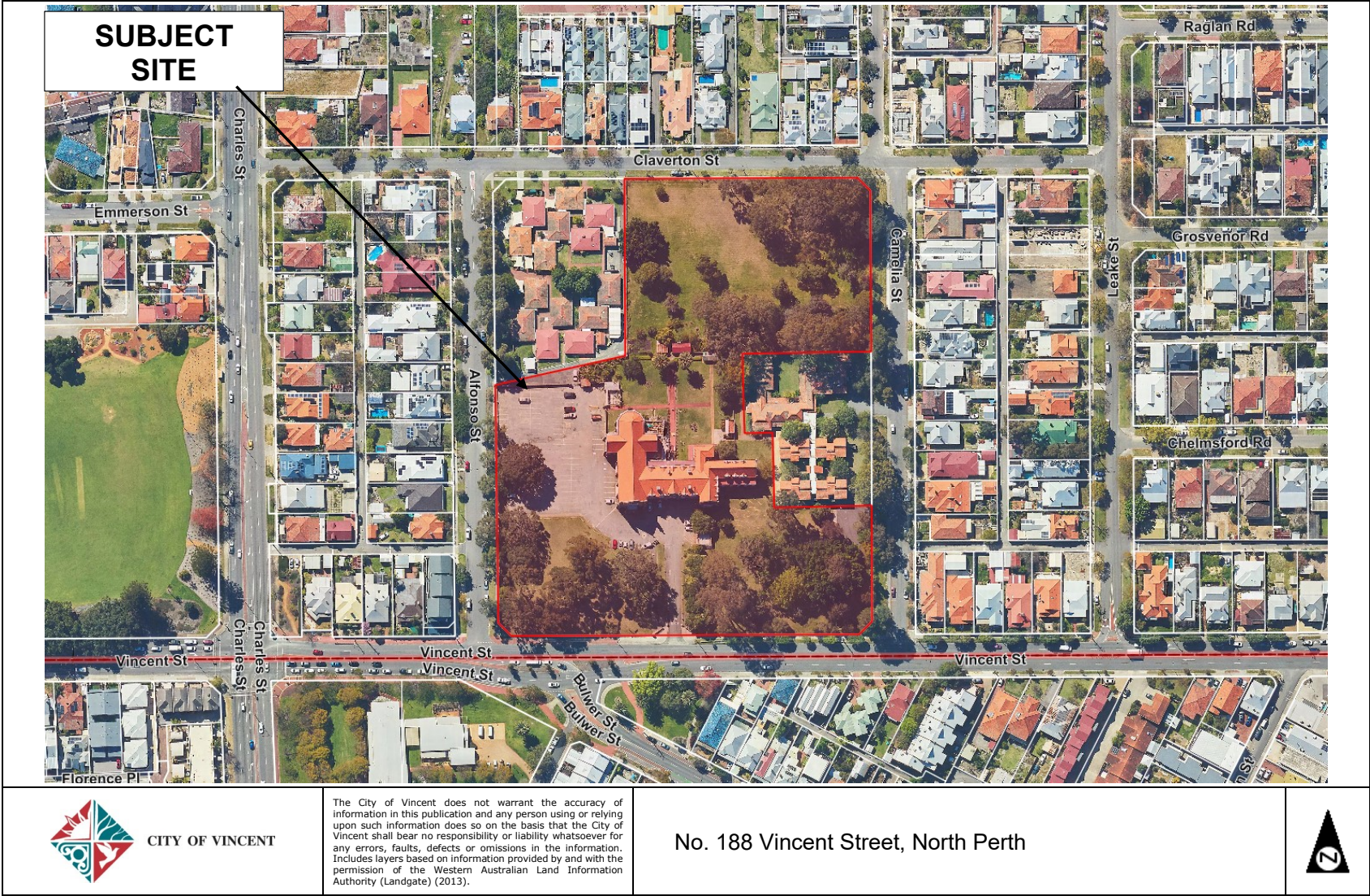
Acceptability of Proposed Works and Roof

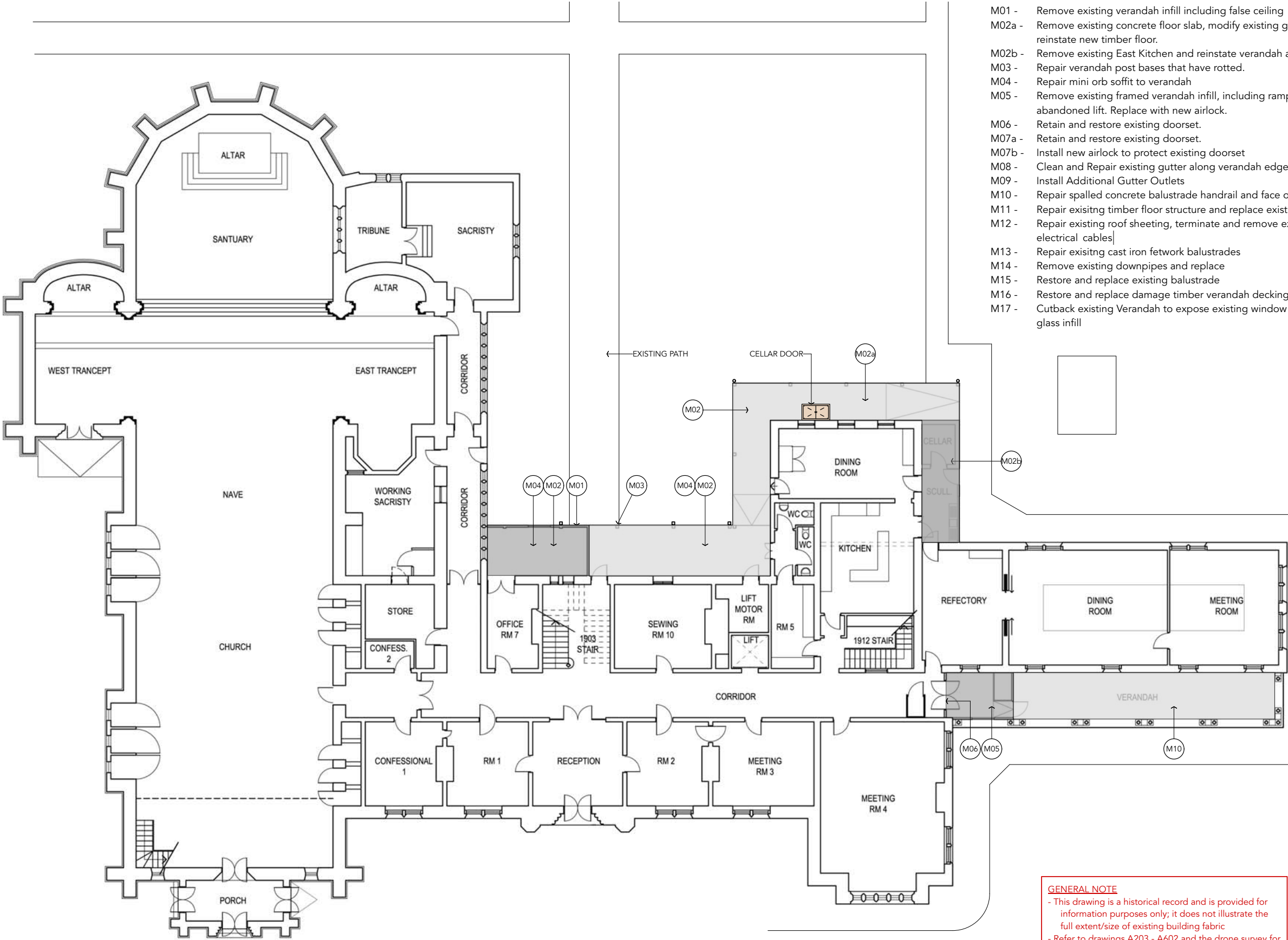
The proposed development inclusive of the works to the roof and the adjacent corridor would satisfy the performance criteria and objectives of the Heritage Policy, and the element objectives of the Built Form Policy. It is acceptable for the following reasons:

- Verandah enclosures: The Heritage Council and DRP Member have confirmed that the existing verandah enclosures do not contribute to the cultural heritage significance of the place. The enclosures of the northern and southern verandahs are noted as being 'intrusive elements' under the Conservation Plan which would have an adverse impact on and would detract from the significance of the place and should be removed. The removal of the verandah enclosures would enable the restoration of the northern verandahs to their original height and materials;
- Restoration works: The restoration works would address elements of the building which are intrusive, deteriorated or are causing damage to the significant fabric of the heritage place and would support and enhance the ongoing significance of the place;
- Stormwater management: Works to improve stormwater management would assist with preserving and enhancing the heritage character of the place, and would encourage the conservation and restoration of the heritage place;
- Glazed airlocks: The proposed glazed airlocks to the southern ground and first floor verandahs would be located within the existing building envelope. They would not obscure elements of the cultural significance of the place. They would have minimal impact on the aesthetic values of the place due to their location, scale, form and materials proposed;
- Burra Charter: The proposed glazed airlocks and void would be readily identifiable as new work, in accordance with Article 22 of the Burra Charter. This is achieved through the design and materials use of large format clear glass and steel framing. The proposed glazed airlocks and void would require minimal modification of the existing heritage place;
- Glazing to Void: The proposed glazing to the void of the working sacristy would enable the full height of the stained-glass window to be viewed. The glazing would assist in preserving the stained glass and stone fabric of the place by forming an enclosure and protecting these elements from weathering. The proposed glazed void would have minimal aesthetic impact on the heritage place due to the choice of large format glass material with minimal framing;

- Roof: The replacement of the working sacristy and corridor roof would be acceptable for the following reasons:
 - The replacement of the existing roofs with a skillion roof form would resolve the existing roof drainage issues and enable better management of stormwater on site. The working sacristy was originally an open courtyard. Over time roofing has been added to enclose the space. The working sacristy roof drains to a number of valley gutters and shows evidence of water damage from roof leaks. The simplified roof form would support easier ongoing maintenance conservation of the heritage place;
 - Seamed copper is already used on the building, specifically the sacristy. The use of an existing material assists with integrating the roof and the existing building and is sympathetic to the heritage place. The use of copper material is also supported by the DRP member;
 - The use of a light colour (<0.4 solar absorptance) material would not be supported in this situation. This is because the colour would not be in keeping with the character of the heritage place and would not assist in integrating the works with the existing building design; and
 - The working sacristy is bounded by the church to the west, east transept to the north and the monastery to the south. It cannot be seen from Camelia Street to the east due to the Retreat House and additions to the eastern wing of the monastery in 1912. The modification of the roof form would not affect the existing vistas from adjacent streets and would not affect the aesthetic values of the heritage place; and
- Record Documentation: The Conservation Plan includes a recommendation that any modification of original fabric of the building should be documented. The preparation of a record of the completed works was also recommended by the DRP member. A condition of approval to this effect is included in the officer recommendation. The documentation of the modification of the place would enable the ongoing identification of the proposed new works.







PROPOSED NEW WORK:

- M01 - Remove existing verandah infill including false ceiling
- M02a - Remove existing concrete floor slab, modify existing ground levels and reinstate new timber floor.
- M02b - Remove existing East Kitchen and reinstate verandah and window.
- M03 - Repair verandah post bases that have rotted.
- M04 - Repair mini orb soffit to verandah
- M05 - Remove existing framed verandah infill, including ramp and remnants of abandoned lift. Replace with new airlock.
- M06 - Retain and restore existing doorset.
- M07a - Retain and restore existing doorset.
- M07b - Install new airlock to protect existing doorset
- M08 - Clean and Repair existing gutter along verandah edge
- M09 - Install Additional Gutter Outlets
- M10 - Repair spalled concrete balustrade handrail and face of column bases.
- M11 - Repair existng timber floor structure and replace existing floor boards.
- M12 - Repair existing roof sheeting, terminate and remove existing redundant electrical cables
- M13 - Repair existng cast iron fetwork balustrades
- M14 - Remove existing downpipes and replace
- M15 - Restore and replace existing balustrade
- M16 - Restore and replace damage timber verandah decking
- M17 - Cutback existing Verandah to expose existing window with new protective glass infill

CITY OF VINCENT
RECEIVED
4 November 2021

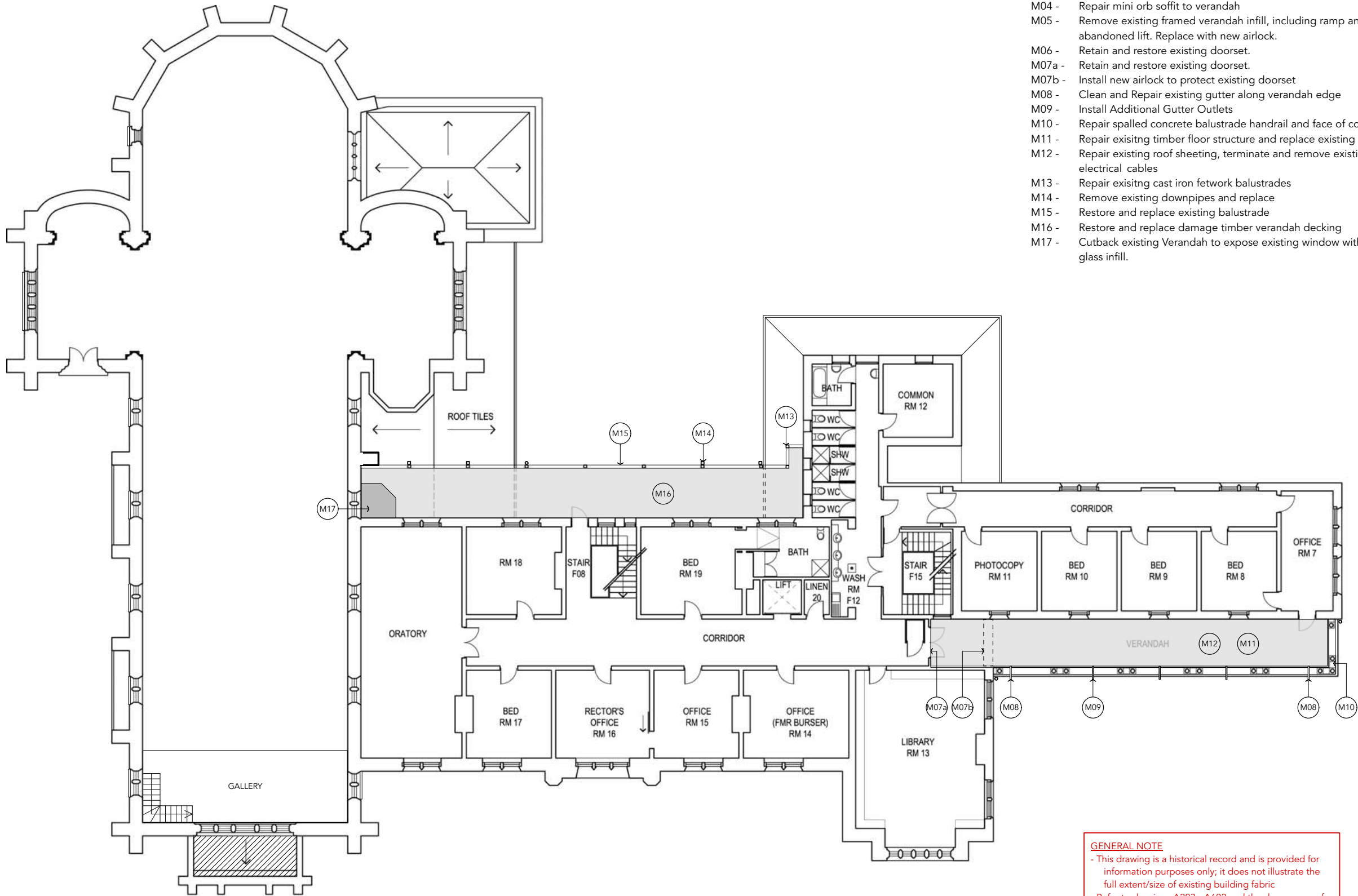
A 20/10/21 Development Approval		
ISSUE	DATE	REVISION
Project Redemptorist Monastery Verandah Renovation		
Address North Perth WA		
This Sheet Proposed Ground Floor Plan		
Plot Date	2/11/21	
Scale @A3 1:200	Rev	A
Project No	202119	
Drawing No	A205	

© 2019 Copyright Slavin Architects

Slavin
 SLAVIN ARCHITECTS PTY LTD
 10 Pearce Street, North Fremantle WA 6159
 7 The Strand, Bunbury WA 6230
 hello@slavinarch.com.au
 www.slavinarch.com.au
 (08) 9500 3242

GENERAL NOTE
 - This drawing is a historical record and is provided for information purposes only; it does not illustrate the full extent/size of existing building fabric
 - Refer to drawings A203 - A602 and the drone survey for extent of existing building fabric

CITY OF VINCENT
RECEIVED
4 November 2021



PROPOSED NEW WORK:

- M01 - Remove existing verandah infill including false ceiling
- M02a - Remove existing concrete floor slab, modify existing ground levels and reinstate new timber floor.
- M02b - Remove existing East Kitchen and reinstate verandah and window.
- M03 - Repair verandah post bases that have rotted.
- M04 - Repair mini orb soffit to verandah
- M05 - Remove existing framed verandah infill, including ramp and remnants of abandoned lift. Replace with new airlock.
- M06 - Retain and restore existing doorset.
- M07a - Retain and restore existing doorset.
- M07b - Install new airlock to protect existing doorset
- M08 - Clean and Repair existing gutter along verandah edge
- M09 - Install Additional Gutter Outlets
- M10 - Repair spalled concrete balustrade handrail and face of column bases.
- M11 - Repair existng timber floor structure and replace existing floor boards.
- M12 - Repair existing roof sheeting, terminate and remove existing redundant electrical cables
- M13 - Repair existng cast iron fetwork balustrades
- M14 - Remove existing downpipes and replace
- M15 - Restore and replace existing balustrade
- M16 - Restore and replace damage timber verandah decking
- M17 - Cutback existing Verandah to expose existing window with new protective glass infill.

A 20/10/21 Development Approval		
ISSUE	DATE	REVISION
Project Redemptorist Monastery Verandah Renovation		
Address North Perth WA		
This Sheet Proposed First Floor Plan		
Plot Date	2/11/21	
Scale @A3	1:200	Rev A
Project No	202119	
Drawing No	A206	

© 2019 Copyright Slavin Architects



SLAVIN ARCHITECTS PTY LTD
 10 Pearce Street, North Fremantle WA 6159
 7 The Strand, Bunbury WA 6230
 hello@slavinarch.com.au
 www.slavinarch.com.au
 (08) 9500 3242

GENERAL NOTE
 - This drawing is a historical record and is provided for information purposes only; it does not illustrate the full extent/size of existing building fabric
 - Refer to drawings A203 - A602 and the drone survey for extent of existing building fabric

CITY OF VINCENT
RECEIVED
4 November 2021



NORTH ELEVATION
SCALE 1:200

- Zone of works
- Demolition Area
- Verandah Structure
- Downpipes

PROPOSED NEW WORK:

- M01 - Remove existing verandah infill including false ceiling
- M02a - Remove existing concrete floor slab, modify existing ground levels and reinstate new timber floor.
- M02b - Remove existing East Kitchen and reinstate verandah and window.
- M03 - Repair verandah post bases that have rotted.
- M04 - Repair mini orb soffit to verandah
- M05 - Remove existing framed verandah infill, including ramp and remnants of abandoned lift. Replace with new airlock.
- M06 - Retain and restore existing doorset.
- M07a - Retain and restore existing doorset.
- M07b - Install new airlock to protect existing doorset
- M08 - Clean and Repair existing gutter along verandah edge
- M09 - Install Additional Gutter Outlets
- M10 - Repair spalled concrete balustrade handrail and face of column bases.
- M11 - Repair existitng timber floor structure and replace existing floor boards.
- M12 - Repair existing roof sheeting, terminate and remove existing redundant electrical cables
- M13 - Repair existitng cast iron fetwork balustrades
- M14 - Remove existing downpipes and replace
- M15 - Restore and replace existing balustrade
- M16 - Restore and replace damage timber verandah decking

A 20/10/21 Development Approval		
ISSUE	DATE	REVISION
Project Redemptorist Monastery Verandah Renovation		
Address North Perth WA		
This Sheet Proposed North Elevation		
Plot Date	2/11/21	
Scale @A3	1:200	Rev A
Project No	202119	
Drawing No	A304	

© 2019 Copyright Slavin Architects


SLAVIN ARCHITECTS PTY LTD
10 Pearce Street, North Fremantle WA 6159
7 The Strand, Bunbury WA 6230
hello@slavinarch.com.au
www.slavinarch.com.au
(08) 9500 3242

CITY OF VINCENT
RECEIVED
4 November 2021



SOUTH ELEVATION
SCALE 1:200

- Zone of works
- Demolition Area
- Verandah Structure
- Downpipes

PROPOSED NEW WORK:

- M01 - Remove existing verandah infill including false ceiling
- M02a - Remove existing concrete floor slab, modify existing ground levels and reinstate new timber floor.
- M02b - Remove existing East Kitchen and reinstate verandah and window.
- M03 - Repair verandah post bases that have rotted.
- M04 - Repair mini orb soffit to verandah
- M05 - Remove existing framed verandah infill, including ramp and remnants of abandoned lift. Replace with new airlock.
- M06 - Retain and restore existing doorset.
- M07a - Retain and restore existing doorset.
- M07b - Install new airlock to protect existing doorset
- M08 - Clean and Repair existing gutter along verandah edge
- M09 - Install Additional Gutter Outlets
- M10 - Repair spalled concrete balustrade handrail and face of column bases.
- M11 - Repair existitng timber floor structure and replace existing floor boards.
- M12 - Repair existing roof sheeting, terminate and remove existing redundant electrical cables
- M13 - Repair existitng cast iron fetwork balustrades
- M14 - Remove existing downpipes and replace
- M15 - Restore and replace existing balustrade
- M16 - Restore and replace damage timber verandah decking

A 20/10/21 Development Approval		
ISSUE	DATE	REVISION
Project Redemptorist Monastery Verandah Renovation		
Address North Perth WA		
This Sheet Proposed South Elevation		
Plot Date	2/11/21	
Scale @A3	1:200	Rev A
Project No	202119	
Drawing No	A305	

© 2019 Copyright Slavin Architects


SLAVIN ARCHITECTS PTY LTD
10 Pearce Street, North Fremantle WA 6159
7 The Strand, Bunbury WA 6230
hello@slavinarch.com.au
www.slavinarch.com.au
(08) 9500 3242



WEST ELEVATION
SCALE 1:200



EAST ELEVATION
SCALE 1:200

- Zone of works
- Demolition Area
- Verandah Structure

GENERAL NOTE
Proposed excavation of landscape bordering verandah to correct level change and return to original condition.
Do not scale from drawing.

SCOPE OF WORKS LEGEND

- GROUND FLOOR**
- M05 Remove existing framed verandah infill, including ramp and remnants of abandoned lift. Replace with new airlock.
 - M06 Retain and restore existing doorset.
- FIRST FLOOR**
- M07a Retain and restore existing doorset.
 - M07b Install new airlock to protect existing doorset
 - M08 Clean out and reinstate clear flow to existing gutter outlets.
 - M09 Install additional gutter outlets
 - M10 Repair spalled concrete balustrade handrail and face of column bases.
 - M11 Repair existng timber floor structure and replace existing floor boards.
 - M12 Repair existing roof sheeting, terminate and remove existing redundant electrical cables

CITY OF VINCENT
RECEIVED
4 November 2021

A

20/10/21

Development Approval

ISSUE	DATE	REVISION

Project

Redemptorist Monastery Verandah Renovation

Address

North Perth WA

This Sheet

Proposed East & West Elevation

Plot Date

2/11/21

Scale @A3

1:200

Rev

A

Project No

202119

Drawing No

A306

© 2019 Copyright Slavin Architects

Slavin

SLAVIN ARCHITECTS PTY LTD

1/C Pearse Street, North Fremantle WA 6159

7 The Strand, Bunbury WA 6230

hello@slavinarch.com.au

www.slavinarch.com.au

(08) 6500 3242



SECTION A-A
SCALE 1:200

EXISTING TILED ROOF
EXTENDING IN UNDER
VERANDAH

EXISTING LEAKING ROOF
BEYOND TO BE REMOVED
AND REPLACED

CITY OF VINCENT
RECEIVED
13 December 2021

A 20/10/21 Development Approval		
ISSUE	DATE	REVISION
Project Redemptorist Monastery Verandah Renovation		
Address North Perth WA		
This Sheet Existing Section A		
Plot Date		13/12/21
Scale @A3	1:200	Rev A
Project No		202119
Drawing No		A400

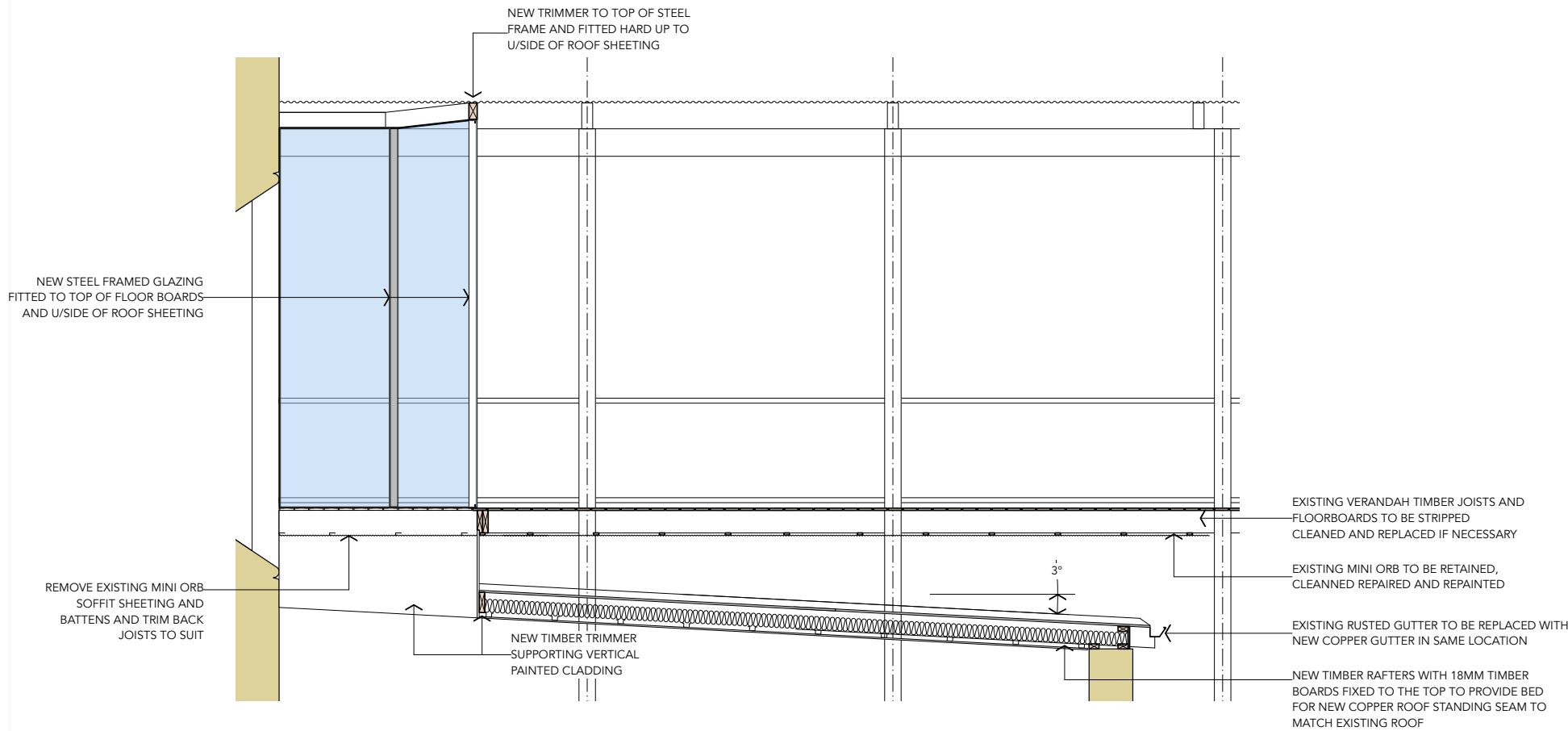
© 2019 Copyright Slavin Architects



SLAVIN ARCHITECTS PTY LTD
10 Pearce Street, North Fremantle WA 6159
7 The Strand, Bunbury WA 6230
hello@slavinarch.com.au
www.slavinarch.com.au
(08) 9500 3242



SECTION A-A
SCALE 1:200



SECTION B-B
SCALE 1:50

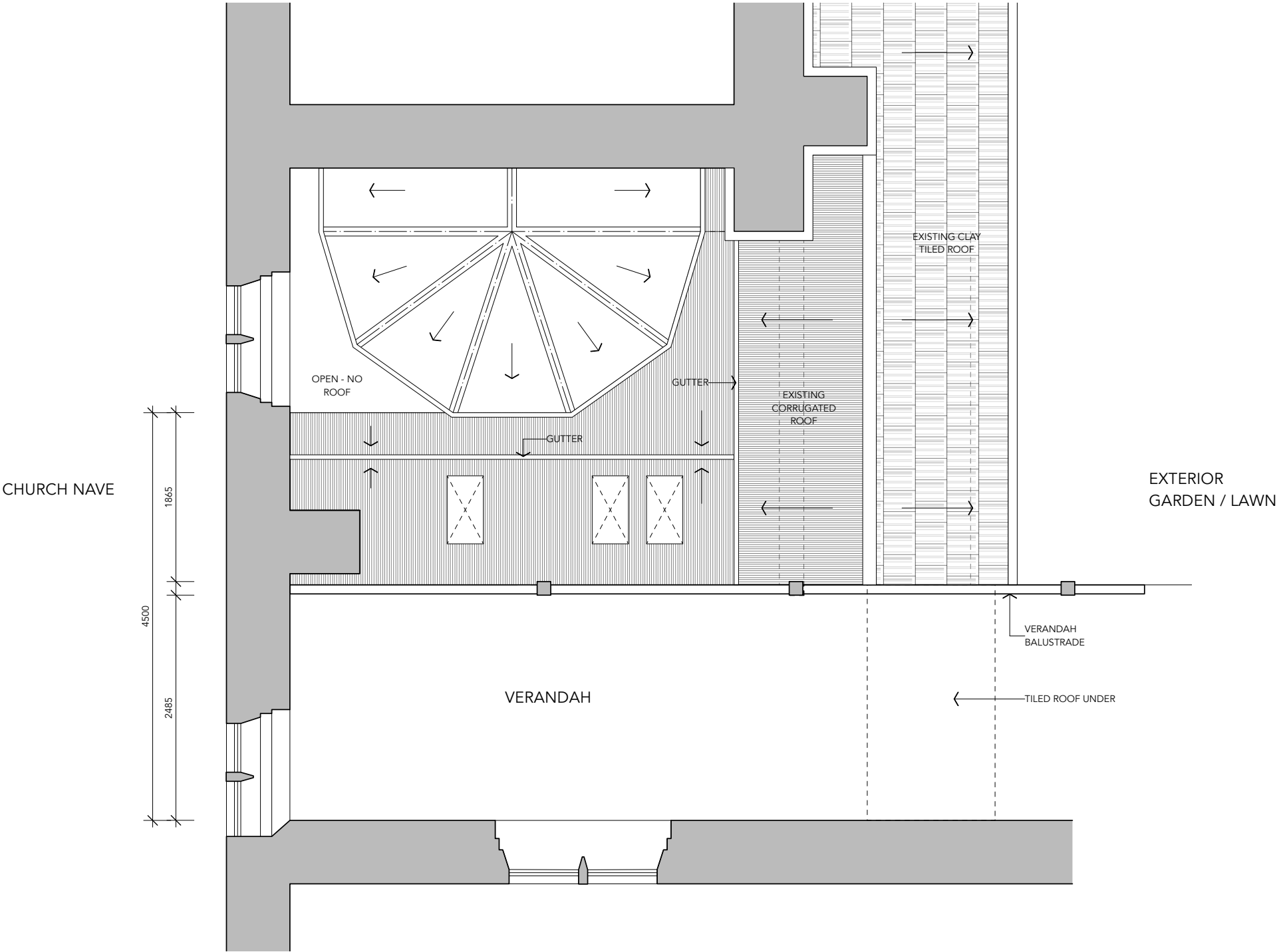
CITY OF VINCENT
RECEIVED
13 December 2021

A 20/10/21 Development Approval		
ISSUE	DATE	REVISION
Project Redemptorist Monastery Verandah Renovation		
Address North Perth WA		
This Sheet Proposed Section A & B		
Plot Date	13/12/21	
Scale @A3	1:200	Rev A
Project No	202119	
Drawing No	A401	

© 2019 Copyright Slavin Architects



SLAVIN ARCHITECTS PTY LTD
10 Pearce Street, North Fremantle WA 6159
7 The Strand, Bunbury WA 6230
hello@slavinarch.com.au
www.slavinarch.com.au
(08) 9500 3242



EXISTING SACRISTY ROOF PLAN
SCALE 1:50

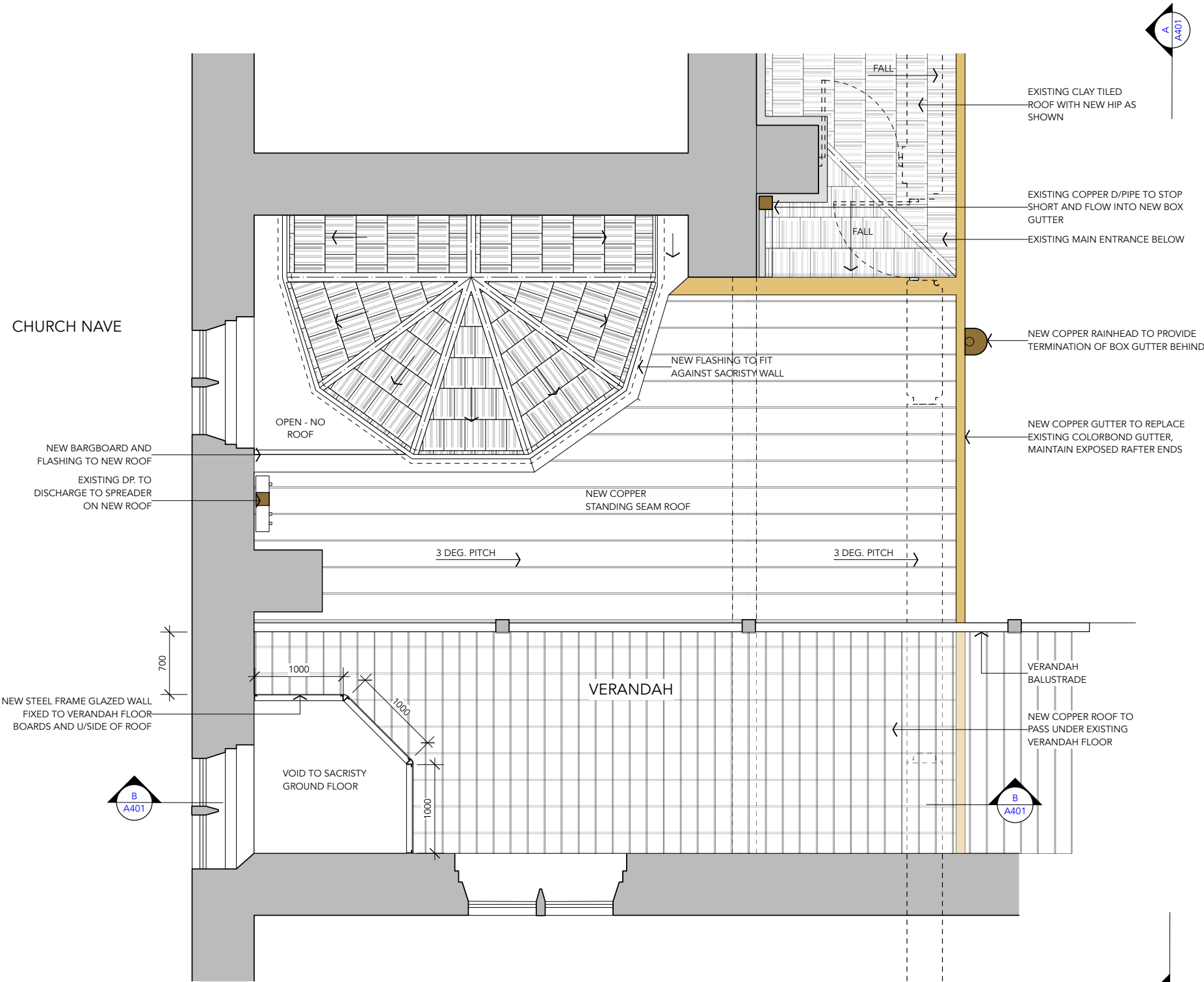
CITY OF VINCENT
RECEIVED
10 January 2022

A 10/01/22 Development Approval		
ISSUE	DATE	REVISION
Project Redemptorist Monastery Verandah Renovation		
Address North Perth WA		
This Sheet Existing Sacristy First Floor Plan		
Plot Date	10/1/22	
Scale @A3 1:200	Rev	A
Project No	202119	
Drawing No	A211	

© 2019 Copyright Slavin Architects



SLAVIN ARCHITECTS PTY LTD
10 Pearce Street, North Fremantle WA 6159
7 The Strand, Bunbury WA 6230
hello@slavinarch.com.au
www.slavinarch.com.au
(08) 9500 3242



PROPOSED NEW SACRISTY ROOF PLAN
SCALE 1:50

CITY OF VINCENT
RECEIVED
13 December 2021

Glazing void detail added		
B	13/12/21	to verandah
A	20/10/21	Development Approval
ISSUE	DATE	REVISION
Project Redemptorist Monastery Verandah Renovation		
Address North Perth WA		
This Sheet Proposed Sacristy First Floor Plan		
Plot Date	13/12/21	
Scale @A3	1:200	Rev B
Project No	202119	
Drawing No	A212	

© 2019 Copyright Slavin Architects



SLAVIN ARCHITECTS PTY LTD
10 Pearce Street, North Fremantle WA 6159
7 The Strand, Bunbury WA 6230
hello@slavinarch.com.au
www.slavinarch.com.au
(08) 9500 3242

HERITAGE
COUNCILHERITAGE
IMPACT STATEMENT

FORM

CITY OF VINCENT
RECEIVED
4 November 2021

Name of Place: Redemptorist Monastery and Church

Date: 25/10/2021

Prepared by: Slavin Architects

Prepared for: City of Vincent

The Place/Area:

Prepared for:

Date: 25 OCTOBER 2021

Heritage listings:

State Register of Heritage Places (02218)
Interim Entry: 18 March 2005
Permanent Entry: 17 March 2006

Municipal Inventory - Category A
Adopted 27 November 1995
Recommended RHP

Statement of significance:

Redemptorist Monastery and Church is an important place that is of considerable cultural heritage significance (Clause 6.3, Redemptorist Monastery and Church Conservation Plan, 2011, Philip Griffiths Architects)

The 1903, 1912 and 1922 campaigns of the Monastery and Church, and their respective elements of original fabric, are of exceptional significance (Clause 7.2.1, Redemptorist Monastery and Church Conservation Plan, 2011)

Elements of exceptional significance include:

Cottesloe limestone walls; stucco ornamentation; roof form, ornamentation and chimneys; leadlight windows; north and south verandahs; timber staircases.

The main layout of a central corridor with accommodation cells on either side to all floors and all major spaces associated with each of the key phases.

The ceiling and leadlight windows to the oratory

(Clause 7.2.1, Redemptorist Monastery and Church Conservation Plan, 2011)

The following aspects of the proposal respect or enhance the heritage significance of the place or area, for the following reasons:

The reinstatement of the existing North and South verandahs provide an opportunity to remove existing infill additions and alterations that have had a detrimental effect on the Architectural merit of the building as a whole. There has also been damage to the original building fabric, particularly with the addition of the raised concrete floor to the Northern verandah. Generally, the proposed works will halt the deterioration of the existing timberwork and assist in managing the stormwater through gutter and downpipe restoration as well as assist in conserving the original building fabric. The proposed new glazed airlocks reflect the existing timber details and will help preserve them.

All works will be undertaken in accordance with the conservation policies of the Redemptorist Monastery and Church Conservation Plan, 2011, prepared by Philip Griffiths Architects. The Works will be documented and administrated by Slavin Architects with suitably qualified and experienced specialist tradespersons employed to undertake the conservation works.

The following aspects of the proposal could detrimentally impact on heritage significance. The reasons are explained as well as the measures to be taken to minimise impacts:

Nil

Conclusion:

The proposed works will enhance the significance of the Place by reinstating missing original fabric and ensuring the ongoing conservation of the Place by improving the weather resistance of external building fabric and management of stormwater.

To ensure the significance of the Place is maintained the Works will be undertaken in accordance with the conservation policies of the Redemptorist Monastery and Church Conservation Plan, 2011





References and attachments:

Redemptorist Monastery and Church Conservation Plan, 2011, prepared by Philip Griffiths Architects.



Contact us







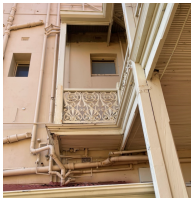
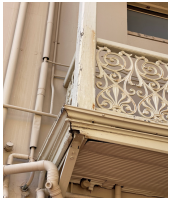
Heritage Council of WA
Locked Bag 2506
Perth WA 6001

T: (08) 6551 8002
FREECALL (regional): 1800 524 000
E: info@dplh.wa.gov.au
W: www.dplh.wa.gov.au

MONASTERY REPAIR WORK						
Item No.	Level	Verandah	Scope of Work	Reference Image/s	Approximate Size of Area of Repairs	Recommended Conservation Work from 2011 Conservation Plan
M01	Ground	North	Remove existing verandah infill including false ceiling		Verandah infill approx 5500 x 2760 (15.2m ²)	Item 157 - Remove infilled areas to the north and south verandahs and reinstate.
M02a	Ground	North	Remove existing concrete floor slab, modify existing ground levels and reinstate new timber floor.		Entire Northern Verandah approx 78.8m ² (63.6m ² excluding floor area of verandah infill M01)	Item 110, 114, 149, 159 & 168 - Verandah levels around the dining room (northern 1912 extension) have been raised considerably, breaching the damp proof course. Investigate how the levels might be reduced.
M02b	Ground	North	Remove East Kitchen infill and reinstate Verandah and Window		Total space of infill approx 13.5m ²	Item 158 - Remove infilled area to east of kitchen when no longer required. Reconstruct verandah and window.
M03	Ground	North	Repair verandah post bases that have rotted.		Original Building Verandah Posts 5 x 150mm x 150mm; Wrap-around verandah extension posts 7 x 120mm x 120mm	Item 160 - Repair verandah post bases to northern verandah and conceal stirrups.

M04	Ground	North	Repair mini orb soffit to verandah		Total Surface Area with mini orb soffit 27.6m ²	Item 161 - Repair mini orb soffit lining to northern verandah
M05	Ground	South	Remove existing framed verandah infill, including ramp and remnants of abandoned lift. Replace with new airlock.		Total area of framed verandah infill approx. 9m ² (remnants of abandoned lift 1.6m ² approx; ramp structure approx 7.4m ²)	Item 157 - Remove stud frame infill and remnants of lift. Remove ramp when no longer required.
M06	Ground	South	Retain and restore existing doorset.		Approx 2450 wide x full height	Item 170 & 171 - Reactivate fanlights. Retain original hardware and replace missing to match original. Take apart and rebuild all doors and highlights to porch.
M07a	First Floor	South	Retain and restore existing doorset.		Approx 2450 wide x full height of room	


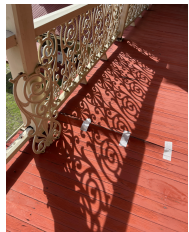

M07b	First Floor	South	Install new Doorset to protect existing Timber Entrance		Approx 9.5m2 new glazing and steel frame	
M08	First Floor	South			Current gutter channel 100 wide x 70 deep x 17450 long	Item 143 - Clean out and line gutters and fit cowels to downpipe heads of southern verandah.
M09	First Floor	South	Install additional gutter outlets		Additional gutter outlets installed between columns at intervals from the South-Eastern Corner of 5650mm, 3475mm, 3475mm	

M10	First Floor	South	Repair spalled concrete balustrade handrail and face of column bases.			13 x Column Bases 350mm x 350mm; Spalled concrete balustrade handrail approx. 5.5m ²	
M11	First Floor	South	Repair existing timber floor structure and replace existing floor boards.			Floor area to be repaired approximately 52m ²	Item 120 - Remove metal coverings, inspect floors and remove deteriorated timber flooring and structural elements to northern and southern verandahs. Prepare and apply protective finishes. Rebuild and reuse viable original timbers, as per structural engineer's advice. Replace bottom rail to northern balustrade.
M12	First Floor	South	Repair existing roof sheeting, terminate and remove existing redundant electrical cables			Roof Sheeting area approx. 54m ²	Item 144 - Replace deteriorated sections of corrugated iron roof to southern verandah.
M13	First Floor	North				Column 150mm x 150mm; Balustrade rails approx. 1640mm long (919mm + 718mm)	Item 120 - Remove metal coverings, inspect floors and remove deteriorated timber flooring and structural elements to northern and southern verandahs. Prepare and apply protective finishes. Rebuild and reuse viable original timbers, as per structural engineer's advice. Replace bottom rail to northern balustrade.

CITY OF VINCENT
RECEIVED

13 December 2021

Page 48

M14	First Floor	North	Remove existing rusted downpipes and replace			Downpipes currently affixed to 150mm x 150mm verandah posts	
M15	First Floor	North	Restore and replace missing balustrade				Item 148 - Remove paint from cast iron finials and rust treat all finials. Replace missing finials to match original.
M16	First Floor	North	Restore and replace damaged timber floor.			Approximate Surface Area of 60m ²	Item 120 - Remove metal coverings, inspect floors and remove deteriorated timber flooring and structural elements to northern and southern verandahs. Prepare and apply protective finishes. Rebuild and reuse viable original timbers, as per structural engineer's advice. Replace bottom rail to northern balustrade.

Determination Advice Notes:

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
2. **NO** verge trees shall be **REMOVED**. The verge trees shall be **RETAINED** and **PROTECTED** from any damage including unauthorized pruning.
3. An Infrastructure Protection Bond together with a non-refundable inspection fee shall be lodged with the City by the applicant, prior to commencement of all building/development works, and shall be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure, including verge trees, has been repaired/reinstated to the satisfaction of the City. An application for the refund of the bond must be made in writing. This bond is non-transferable.
4. The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5m) shall be maintained for all users **at all times** during construction works. Permits are required for placement of any material within the road reserve.
5. In relation to Condition 4, this has been imposed on the advice of the Department of Planning, Lands and Heritage. Should the applicant/landowner have further queries in relation to this, it is recommended these be discussed directly with the Department. Further information about cleaning of stone masonry can be found in 'Maintenance Series – Cleaning Stone Masonry' prepared by the Heritage Council of Western Australia.
6. In relation to Condition 5, this has been imposed with regard to comments from the Design Review Panel Member and recommendations within the 2011 Conservation Plan. Photographs shall be in colour and of a high quality. Each image shall be clearly labelled with a description of what is depicted in the photograph and the date it was taken. Should the applicant/landowner have further queries in relation to this please liaise with the City of Vincent Local History Centre.

5.3 NO. 3 (LOT: 43; D/P: 1237) ALMA ROAD MOUNT LAWLEY - PROPOSED GROUPED DWELLING (AMENDMENT TO APPROVED)

Ward: South

Attachments:

1. Consultation and Location Map [↓](#) 
2. Final Development Plans [↓](#) 
3. Approved Plans - Determined by Council 30 April 2019 [↓](#) 

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 5.2018.477.1 dated 30 April 2019 for Grouped Dwelling at No. 3 (Lot: 43; D/P: 1237) Alma Road, Mount Lawley, in accordance with plans shown in Attachment 2, subject to the following conditions:

1. All conditions, requirements and advice notes detailed on the development approval 5.2018.477.1 granted on 30 April 2019 continue to apply to this approval, except as follows:

1.1 Condition 6.3 is deleted.

PURPOSE OF REPORT:

To consider an application to amend development approval for a grouped dwelling at No.3 Alma Road, Mount Lawley (subject site).

PROPOSAL:

This amended application seeks to make changes to the previous approval for a grouped dwelling, including removal of the roof terrace. The amendment would still result in the same three bedroom, two parking bay grouped dwelling development oriented to the eastern right of way (ROW).

The development application proposes the following amendments to the previous approval:

Ground Floor

- Relocation of bin store area from northern side setback to under the carport;
- 4.6 square metre reduction of landscaping to northern side boundary to accommodate a future plunge pool;
- 1.8 square metre increase in landscaping to western side boundary;
- Relocation of lift on ground and upper floors;
- Face brick material on ground floor facade revised to render and painted finishes; and
- The removal of the kitchenette on the ground floor, being replaced by the laundry. The laundry has been relocated to provide for a larger bathroom.

First Floor

- Extension of the kitchen on the first floor resulting in the removal of the study. The study has been relocated to be adjacent to the powder ('PDR') room; and
- Removal of the first floor walk in robe ('WIR') window along the western elevation.

Roof

- Removal of the roof terrace, fixed planter boxes and enclosed staircase.

The amendment to the application is being proposed by the applicant due to the changing needs of the future occupants since the initial approval by Council in 2019.

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

BACKGROUND:

Landowner:	Milton Maverick, Lynne Maverick, Jack Hobbs and Ella Hobbs
Applicant:	Milton Maverick and Lynne Maverick
Date of Application:	16 December 2021
Zoning:	MRS: Urban LPS2: Residential R Code: Residential R40
Built Form Area:	Residential
Existing Land Use:	Grouped Dwelling
Proposed Use Class:	Grouped Dwelling
Lot Area:	Total: 604m ² , Subject Lot: 266m ²
Right of Way (ROW):	Yes Southern: 3.82 metres wide, sealed and owned by the City Eastern: 4.02 metres wide, sealed and owned by the City
Heritage List:	No

The subject site is bound by Alma Road to the north, a single storey single house to the west and ROW's to the east and south. A location plan is included as **Attachment 1**.

The subject site is zoned Residential R40 under the City's Local Planning Scheme No. 2 (LPS2), and is within the Residential built form area under the City's Policy No. 7.1.1 – Built Form (Built Form Policy).

Surrounding residential developments to Alma Road and the adjacent ROW's are single-storey and two-storey single houses.

The subject site and adjoining properties to the south and east are coded R40, and properties to the north and west are coded R60. The surrounding properties are located within the Residential built form area.

The site currently accommodates a single storey single house with a primary street interface to Alma Road.

Existing Planning Approval

A development application for a three storey grouped dwelling was previously considered and approved by Council at its [Ordinary Meeting on 30 April 2019](#).

The approved plans and approval notice are included as **Attachment 3**.

DETAILS:

Summary Assessment

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

Planning Element	Use Permissibility/ Deemed-to-Comply	Previously approved	Requires further Discretion
Street Setback		✓	
Front Fence		✓	
Building Setbacks/Boundary Wall		✓	
Building Height/Storeys		✓	
Open Space	✓		
Outdoor Living Areas			✓
Landscaping (R Codes)	✓		
Privacy		✓	

Planning Element	Use Permissibility/ Deemed-to-Comply	Previously approved	Requires further Discretion
Parking & Access	✓		
Solar Access	✓		
Site Works/Retaining Walls	✓		
Essential Facilities		✓	
External Fixtures	✓		
Surveillance	✓		
Development on Right of Ways		✓	

Detailed Assessment

The Built Form Policy and R Codes have two pathways for assessing and determining a development application. These are through design principles and local housing objectives, or through deemed-to-comply standards.

Design principles and local housing objectives are qualitative measures which describe the outcome that is sought rather than the way that it can be achieved.

The deemed-to-comply standards are one way of satisfactorily meeting the design principles or local housing objectives and are often quantitative measures.

If an element of an application does not meet the applicable deemed-to-comply standard/s then Council's discretion is required to decide whether this element meets the design principles and local housing objectives.

If an element of an application does meet the applicable deemed-to-comply standard/s then it is satisfactory and not subject to Council's discretion for the purposes of assessment against the Built Form Policy and R Codes.

The elements of the application that do not meet the applicable deemed-to-comply standards and require the discretion of Council are as follows:

Outdoor Living Area	
Deemed-to-Comply Standard	Proposal
Residential Design Codes Clause 5.3.1	Primary Outdoor Living Area – First Floor Balcony
4 metre minimum dimension; Maximum of 13.3 square metres without permanent roof cover.	3.6 metre minimum dimension; 9.9 square metres without permanent roof cover

The above element of the proposal does not meet the specified deemed-to-comply standards and is discussed in the Comments section below.

All other changes being proposed as part of this amendment meet the specified deemed-to-comply standards in the Built Form Policy and R Codes. This includes the proposed 4.6 square metres (1.7 percent) reduction in deep soil area which would still exceed the minimum deemed-to-comply deep soil area amount of 39.9 square metres under the Built Form Policy. The proposed development would provide 16.1 percent deep soil areas and 38.0 percent canopy coverage to the subject lot, which would exceed the 15 percent deep soil and 30 percent canopy cover required by the Built Form Policy.

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of seven days from 9 February 2022 to 16 February 2022. Email notification was sent to all previous submitters of the 2019 development application, providing the opportunity to review the amended proposal and to provide any comment in line with the City's Community and Stakeholder Engagement Policy. A notice was also displayed on the City's website.

At the conclusion of the consultation period the City received no submissions on the proposal.

Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred to a member of the City's DRP for comments on the acceptability of the proposed modifications from the previous approval from a design standpoint. This is due to the removal of the roof terrace and associated landscaping. The application also proposes to modify the materiality of the ground floor from face brick to render and painted finishes. The DRP member provided comments advising that the modified proposal was supported for the following reasons:

- The amended materiality of the ground floor maintains a modulation of materials and building forms; and
- The materials proposed and lightweight expression of the upper storey softens the bulk and scale of the dwelling and tie in with the local laneway context.

LEGAL/POLICY:

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

Delegation to Determine Applications:

The application is being referred to Council for determination in accordance with the City's Register of Delegations, Authorisations and Appointment. The application seeks to amend a development approval previously determined by Council that does not meet all of the deemed-to-comply standards as set out in the R Codes. The application proposes a departure to the outdoor living area deemed-to-comply standard.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

There are no sustainability implications from this report.

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

There are no finance or budget implications of this report.

COMMENTS:Outdoor Living Areas

The roof terrace was the primary outdoor living area of the dwelling in the previous approval. This outdoor living area met all deemed-to-comply standards of the R Codes.

The proposed removal of the roof terrace through this application would result in the balcony on the first floor becoming the primary outdoor living area, resulting in new departures to the deemed-to-comply standards of the R Codes.

The deemed-to-comply standards of the R Codes require the provision of an outdoor living area with a minimum dimension of 4 metres, and a maximum of 13.3 square metres without permanent roof cover.

The balcony would result in an outdoor living area with a 3.6 metre minimum dimension and 9.9 square metres without permanent roof cover. The application does not propose any change to the size or design of this balcony area from the previous approval.

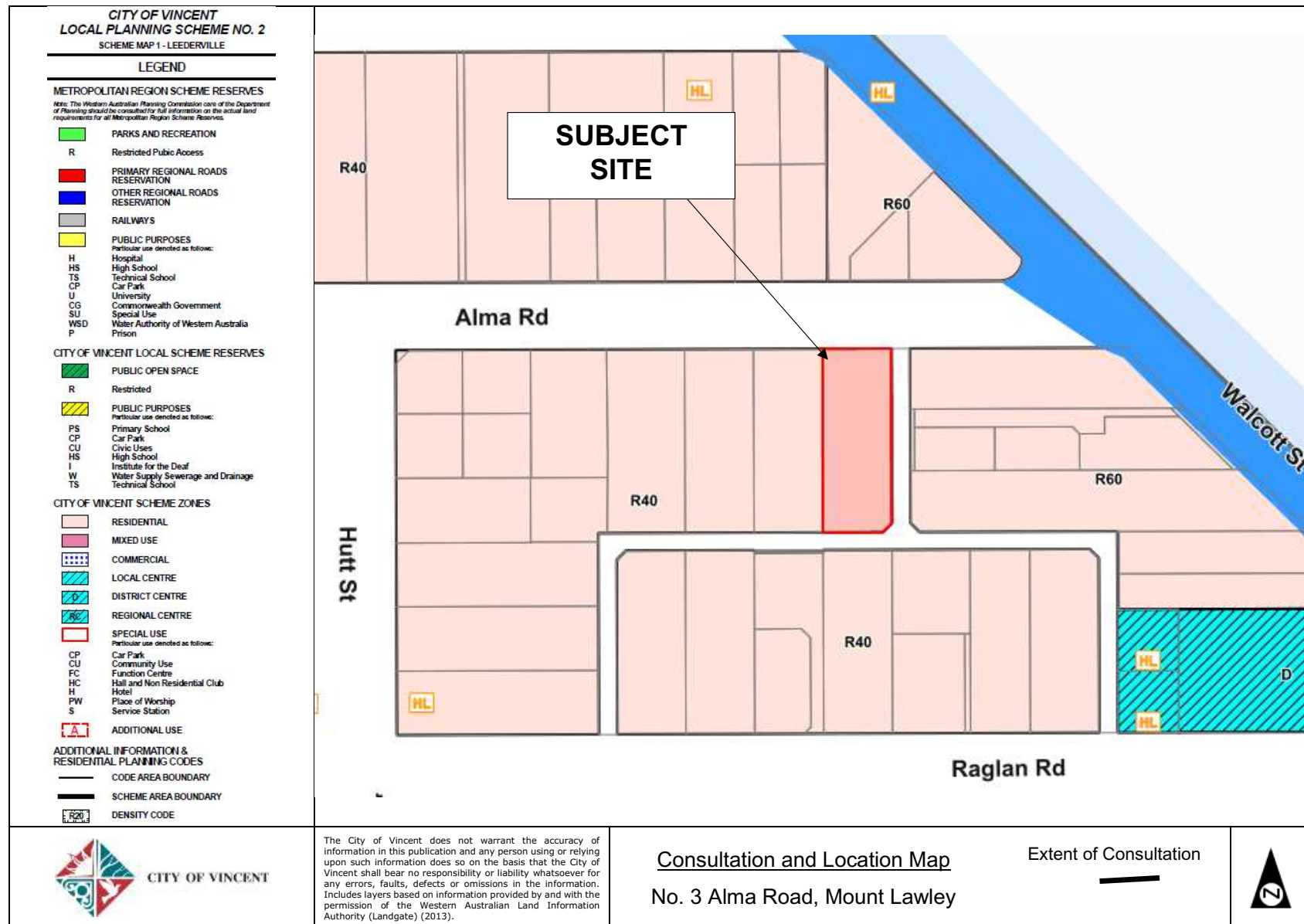
The balcony outdoor living area satisfies the relevant design principles of the R Codes for the following reasons:

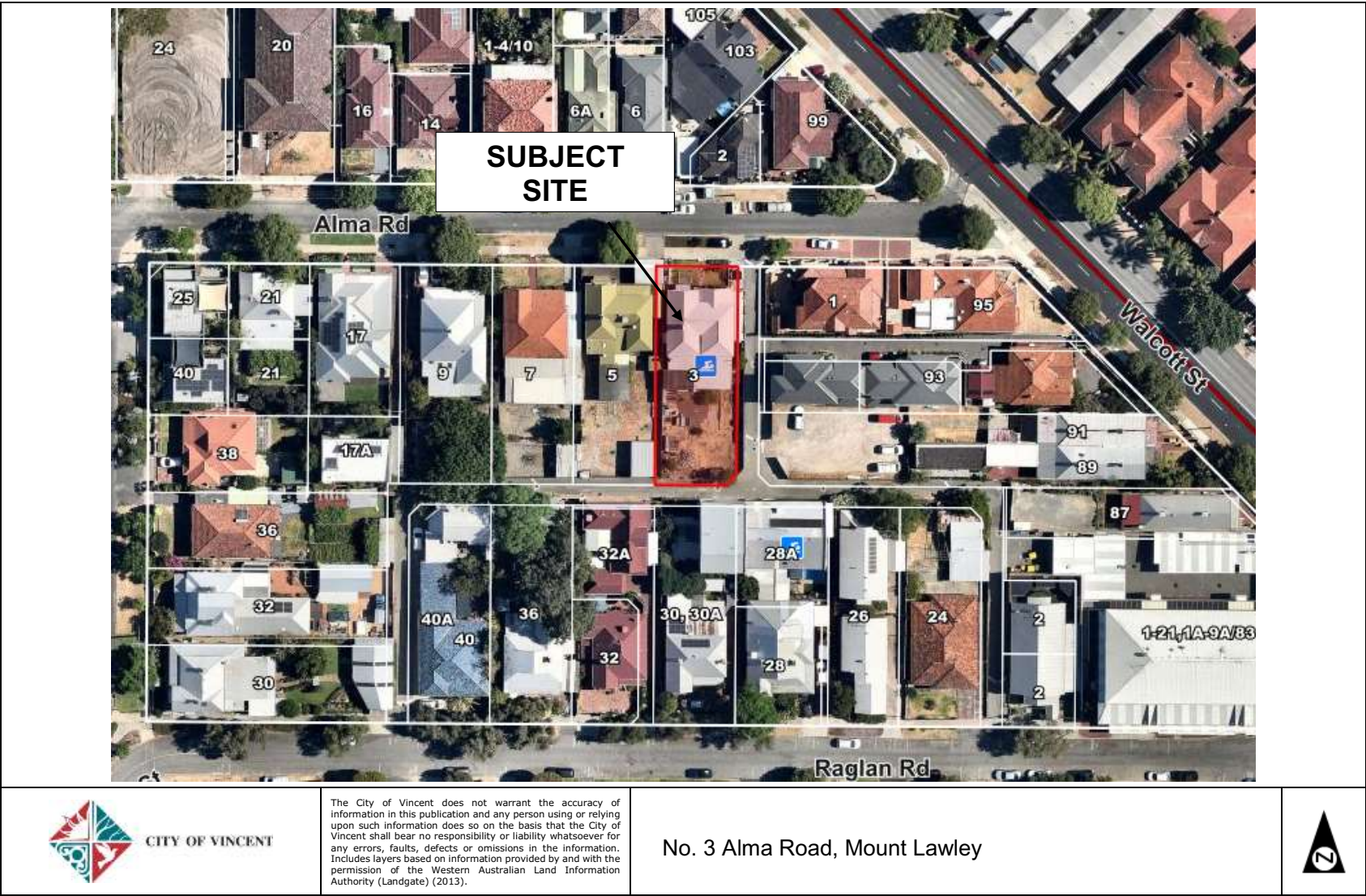
- Functionality: The balcony is accessible from habitable rooms of the dwelling, being the kitchen and dining rooms to optimise its function and use;
- Size: The 3.6 metre width of the outdoor living area is compensated by the length of 5.7 metres. The dimensions of the balcony enable the space to be a usable extension of the habitable rooms. The balcony is 20.4 square metres in area, satisfying the minimum 20 square metres deemed-to-comply standard;
- Weather protection: The 10.5 square metre covered portion of the balcony would support the use of the space all year round. The remainder of the balcony is open to allow for sufficient access to sunlight and ventilation to the dwelling and its occupants, enhanced by the northern aspect of the balcony; and
- Second outdoor living area: There is a second outdoor living area at ground level which is accessible from bedroom 3 and that is 36.3 square metres in area. Deep soil areas and canopy cover from three trees are provided to this outdoor living area. The total area of the ground and upper floor outdoor living areas would be 56.7 square metres; areas which are capable for both passive and active use of future occupants.

Removal of Condition

The previous approval included the imposition of Condition 6.3 requiring fixed planters boxes to be provided along the western length of the roof terrace. This was required to provide adequate privacy screening to restrict overlooking in accordance with the R Codes.

The roof terrace of the dwelling is proposed to be removed and so this condition is no longer required. The planter boxes also did not contribute to deep soil area and canopy cover due to their size so it would not reduce the amount of deep soil area and canopy cover on the site.







website: formhomes.com.au
phone: (08) 9468 0023
email: info@formhomes.com.au

COPYRIGHT
COPYRIGHT REMAINS THE PROPERTY OF THIS OFFICE. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS. CONTRACTORS SHALL VERIFY ALL DIMENSIONS ON SITE AND REPORT DISCREPANCIES TO THIS OFFICE PRIOR TO COMMENCEMENT OF WORK.

THESE PLANS, DESIGNS AND INTELLECTUAL CONTENT SHALL REMAIN THE PROPERTY OF THIS OFFICE AND MUST NOT BE GIVEN OR LENT.

NOT FOR CONSTRUCTION

CLIENT
L & M MAVRICK

ADDRESS
3 ALMA ROAD
MOUNT LAWLEY

PROJECT NO.
J1055

DRAWN
JB

CHECKED
JG

DRAWING TITLE
FIRST FLOOR PLAN

SCALE / PAPER SIZE
1:100 @ A3

REV	DESCRIPTION	DD/MM/YY
D	BUILDING LICENCE	23/11/2021

A104

REVISION
D

INITIAL

GENERAL NOTES

ALL CONSTRUCTION TO BE IN ACCORDANCE WITH ALL ENGINEERS DETAILS & COMPUTATIONS.

GUTTERS & DOWNPIPES TO AS2179.1 FOR METAL & AS1273 FOR UPVC.

WET AREAS AS PER NCC 3.8.1 & AS3740.

STAIR CONSTRUCTION
STAIR RISER (R) - MAX:190mm, MIN:115mm.
STAIR GOING (G) - MAX: 355mm, MIN:240mm.
SLOPE RELATIONSHIP (2R+G) - MAX:700mm, MIN:550mm.

TREADS & LANDINGS TO HAVE A SLIP RESITANCE SURFACE ACCORDING TO AS4586.

125mm MAXIMUM SPACING BETWEEN BALUSTRADES THROUGHOUT.

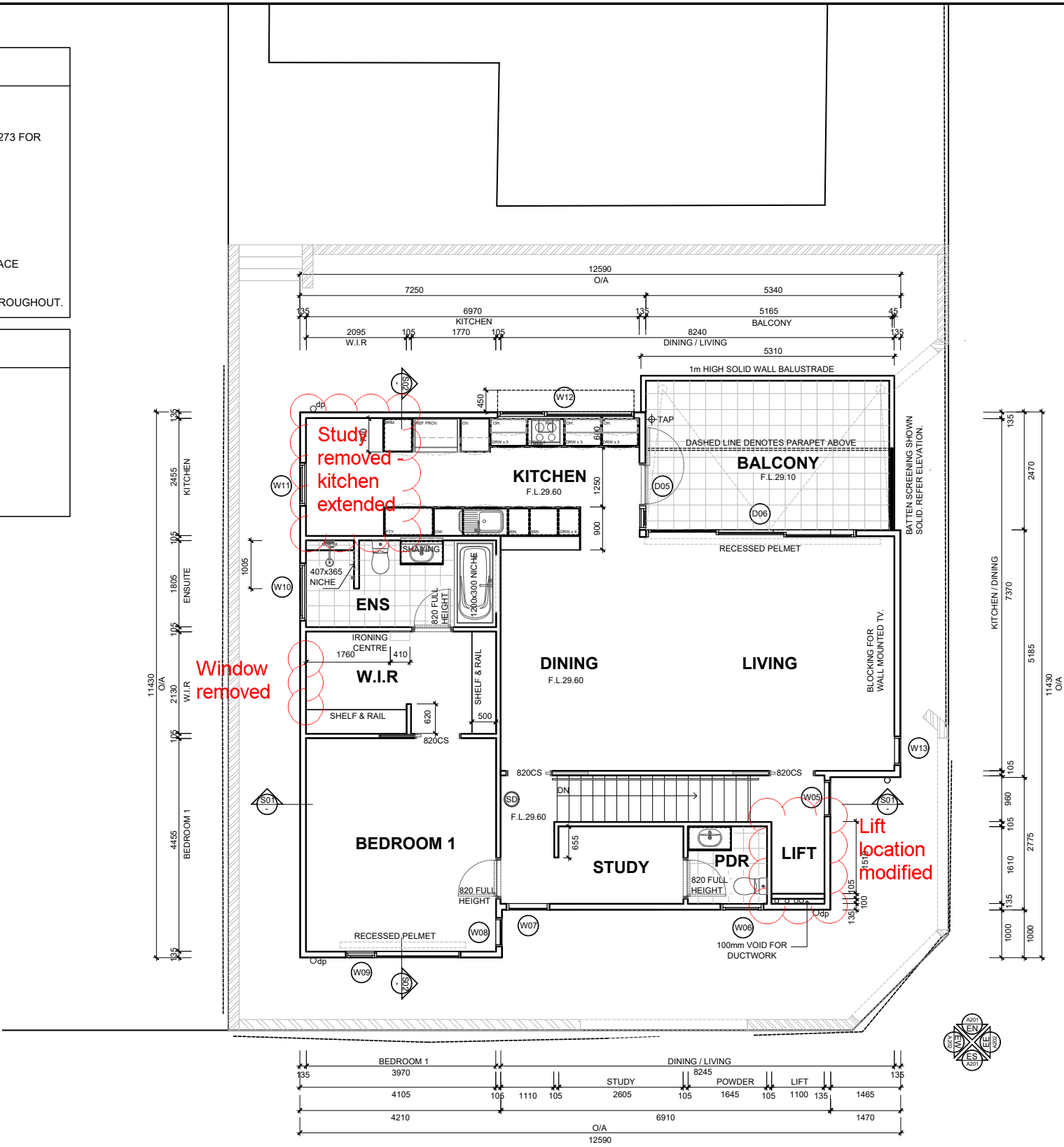
AREA ANALYSIS

GROUND FLOOR = 85.6m2
DOUBLE CARPORT = 34.6m2
FIRST FLOOR = 118.2m2
BALCONY = 16.8m2

TOTAL = 255.2m2

SITE= 247.7m2

SITE COVERAGE= 120.2m2 (48%)



FF
A104
FIRST FLOOR PLAN

CITY OF VINCENT
RECEIVED
18 February 2022

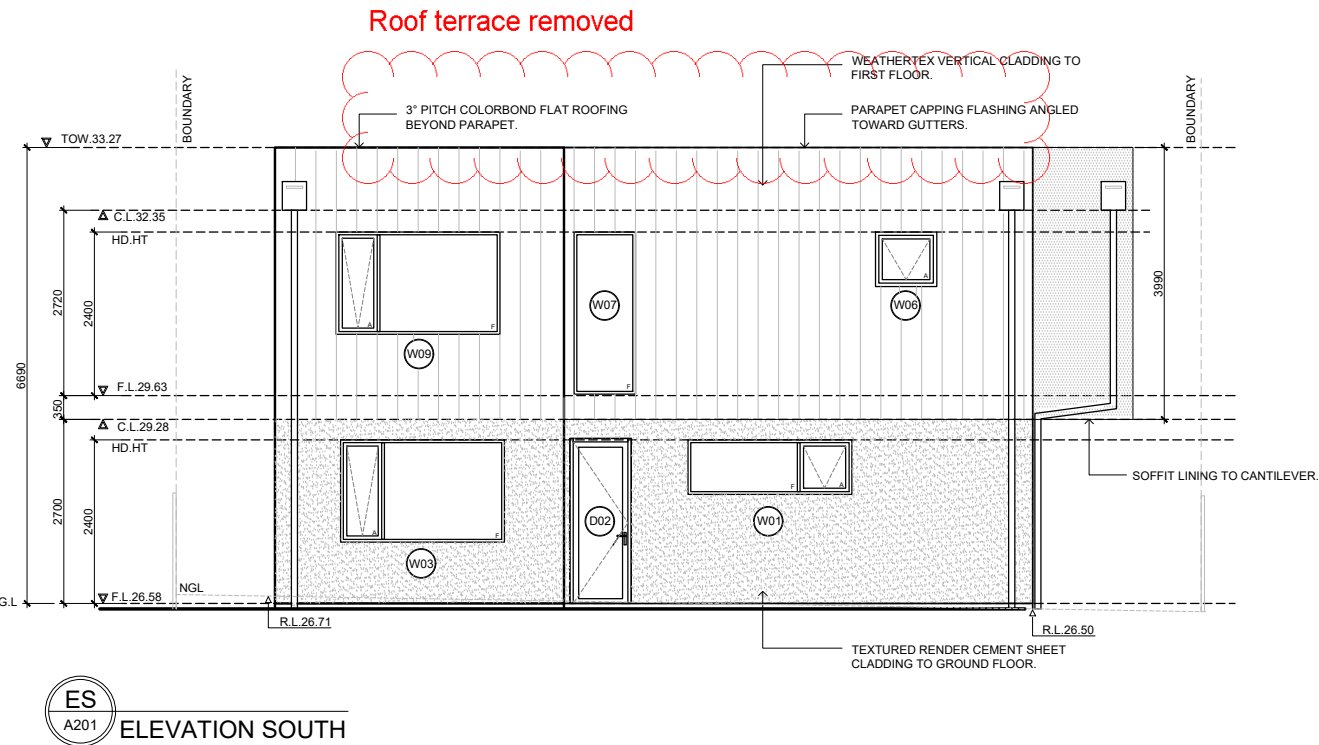
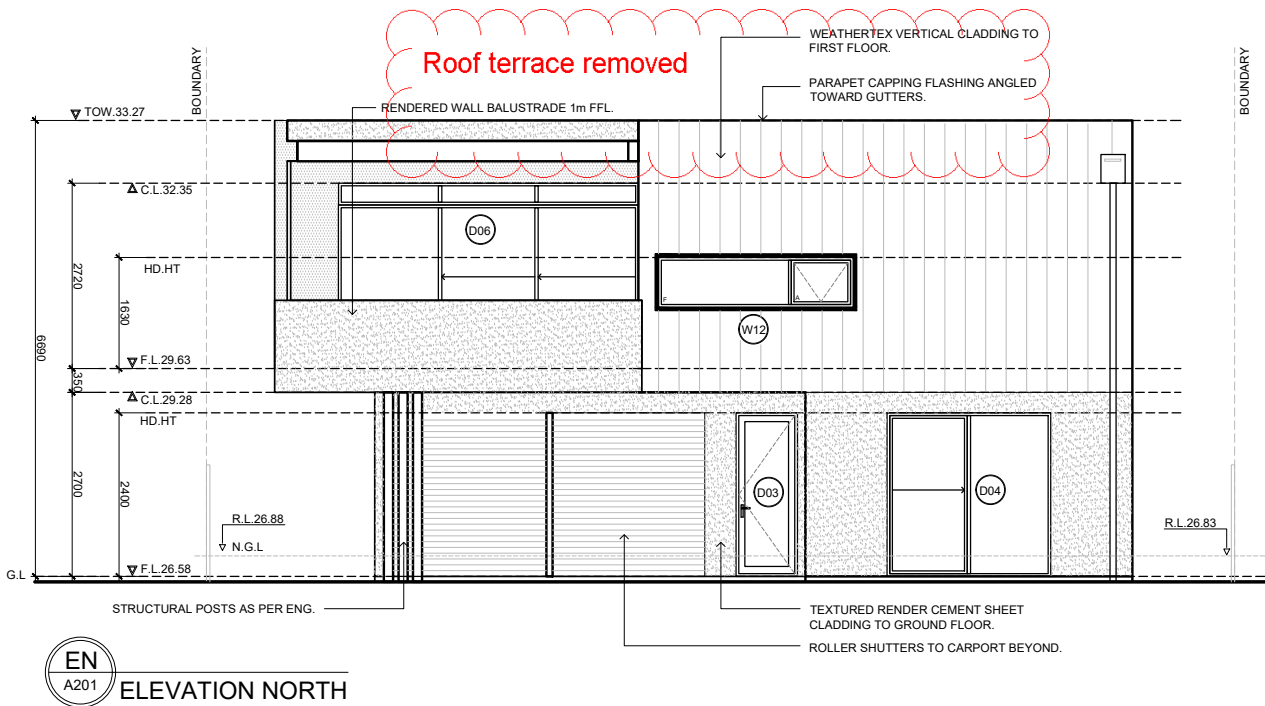


GENERAL NOTES

ALL CONSTRUCTION TO BE IN ACCORDANCE WITH ALL ENGINEERS DETAILS & COMPUTATIONS.
GUTTERS & DOWNPIPES TO AS2179.1 FOR METAL & AS1273 FOR UPVC.
WET AREAS AS PER NCC 3.8.1 & AS3740.

SURFACE LEGEND

- APPLIED TEXTURAL FINISH TO EXTERIOR WALL TO BE CONFIRMED.
- WEATHERTEX PAINTED EXTERIOR CLADDING SURFACE.
- RENDERED PAINTED EXTERIOR CLADDING SURFACE.



FORM
HOMES

website: formhomes.com.au
phone: (08) 9468 0023
email: info@formhomes.com.au

COPYRIGHT
COPYRIGHT REMAINS THE PROPERTY OF THIS OFFICE. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS. CONTRACTORS SHALL VERIFY ALL DIMENSIONS ON SITE AND REPORT DISCREPANCIES TO THIS OFFICE PRIOR TO COMMENCEMENT OF WORK.

THESE PLANS, DESIGNS AND INTELLECTUAL CONTENT SHALL REMAIN THE PROPERTY OF THIS OFFICE AND MUST NOT BE GIVEN OR LENT.

NOT FOR CONSTRUCTION

CLIENT
L & M MAVRICK

ADDRESS
3 ALMA ROAD
MOUNT LAWLEY

PROJECT NO.
J1055

DRAWN
JB

CHECKED
JG

DRAWING TITLE
ELEVATIONS - NORTH / SOUTH

SCALE / PAPER SIZE
1:100 @ A3

REV	DESCRIPTION	DD/MM/YY
D	BUILDING LICENCE	23/11/2021

A201

REVISION
D

INITIAL

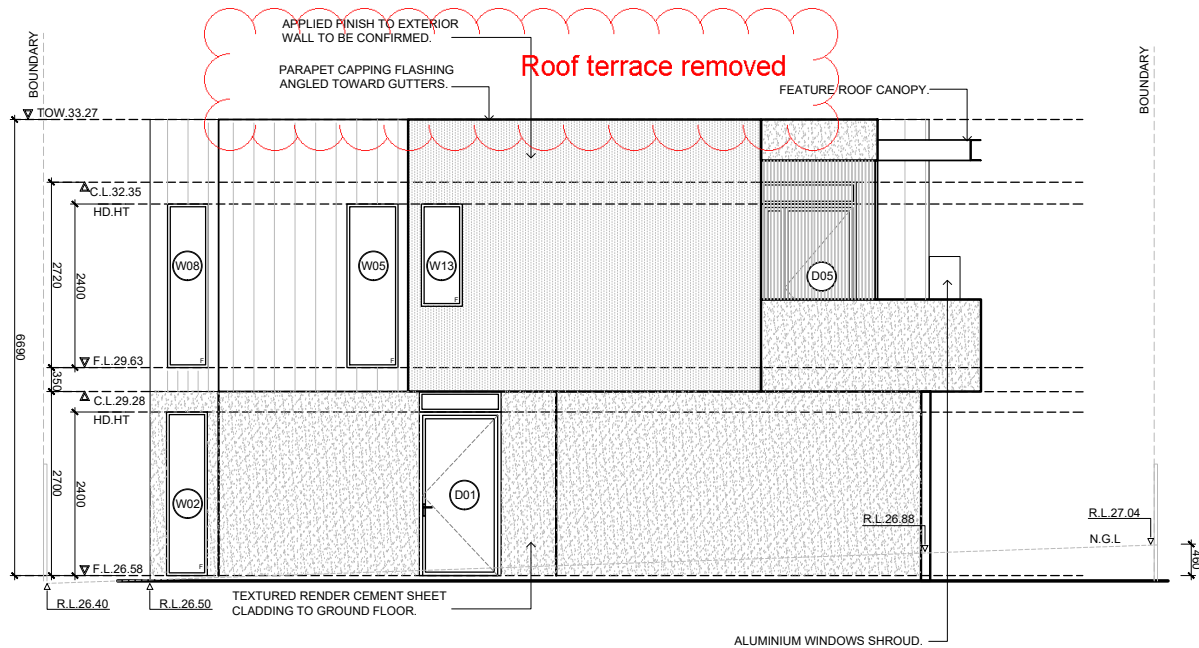
CITY OF VINCENT
RECEIVED
18 February 2022

GENERAL NOTES

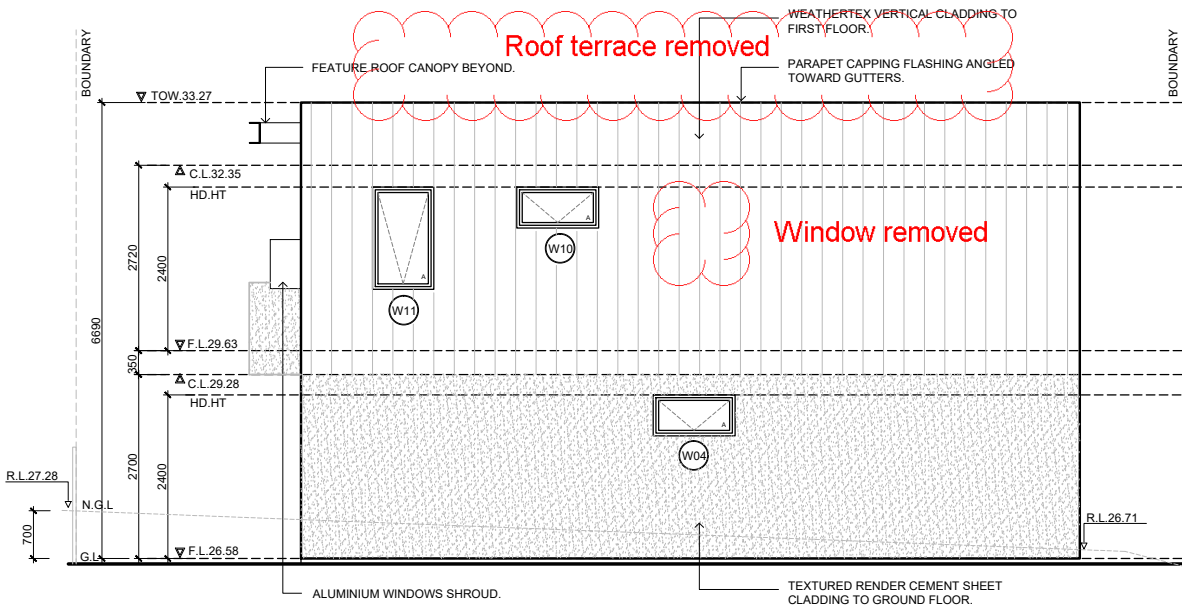
ALL CONSTRUCTION TO BE IN ACCORDANCE WITH ALL ENGINEERS DETAILS & COMPUTATIONS.
GUTTERS & DOWNPIPES TO AS2179.1 FOR METAL & AS1273 FOR UPVC.
WET AREAS AS PER NCC 3.8.1 & AS3740.

SURFACE LEGEND

- APPLIED TEXTURAL FINISH TO EXTERIOR WALL TO BE CONFIRMED.
- WEATHERTEX PAINTED EXTERIOR CLADDING SURFACE.
- RENDERED PAINTED EXTERIOR CLADDING SURFACE.



EE
A202
ELEVATION EAST



EW
A202
ELEVATION WEST

FORM
HOMES

website: formhomes.com.au
phone: (08) 9468 0023
email: info@formhomes.com.au

COPYRIGHT
COPYRIGHT REMAINS THE PROPERTY OF THIS OFFICE. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS. CONTRACTORS SHALL VERIFY ALL DIMENSIONS ON SITE AND REPORT DISCREPANCIES TO THIS OFFICE PRIOR TO COMMENCEMENT OF WORK.

THESE PLANS, DESIGNS AND INTELLECTUAL CONTENT SHALL REMAIN THE PROPERTY OF THIS OFFICE AND MUST NOT BE GIVEN OR LENT.

NOT FOR CONSTRUCTION

CLIENT
L & M MAVRICK

ADDRESS
3 ALMA ROAD
MOUNT LAWLEY

PROJECT NO.
J1055

DRAWN
JB

CHECKED
JG

DRAWING TITLE
ELEVATIONS - EAST / WEST

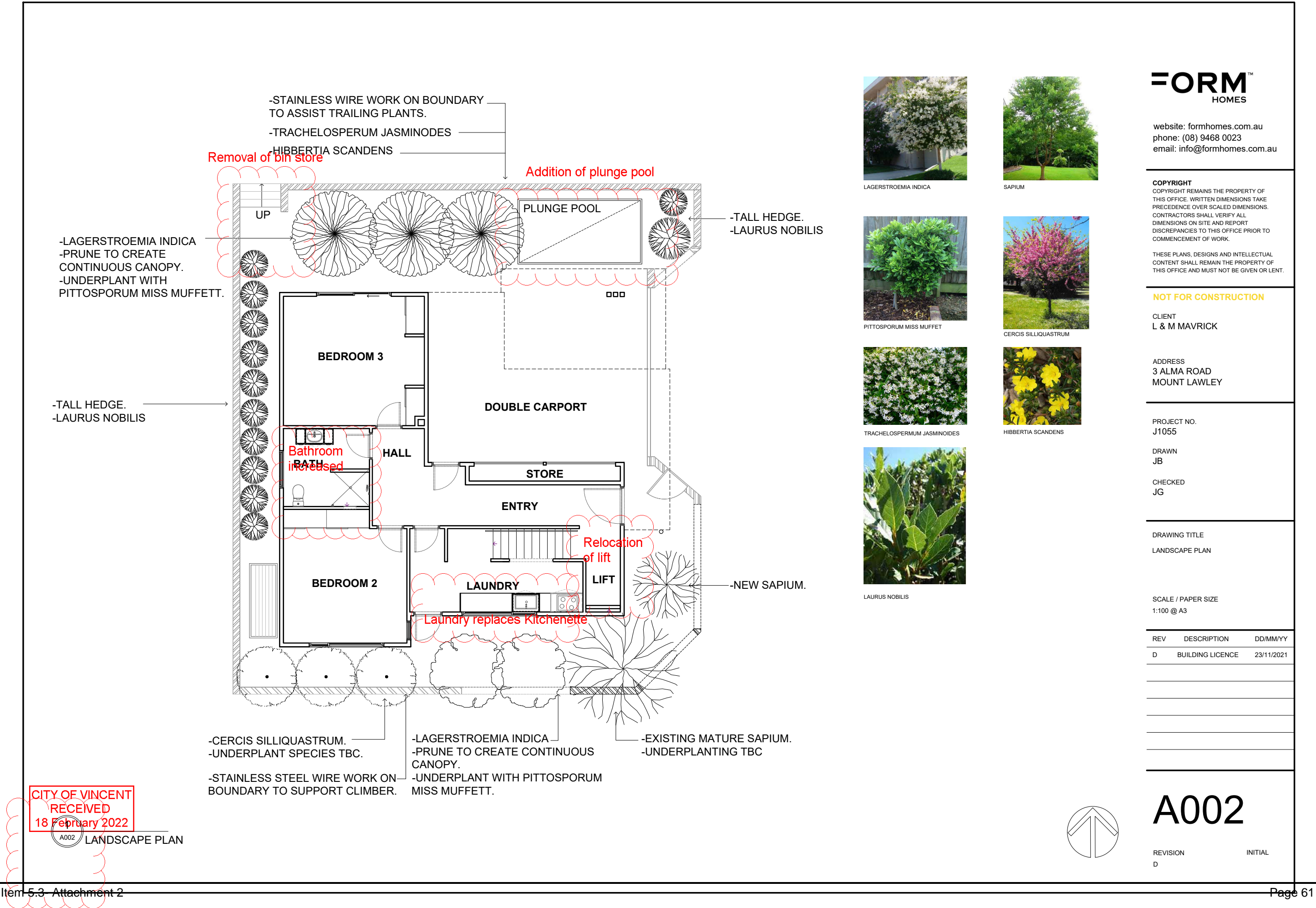
SCALE / PAPER SIZE
1:100 @ A3

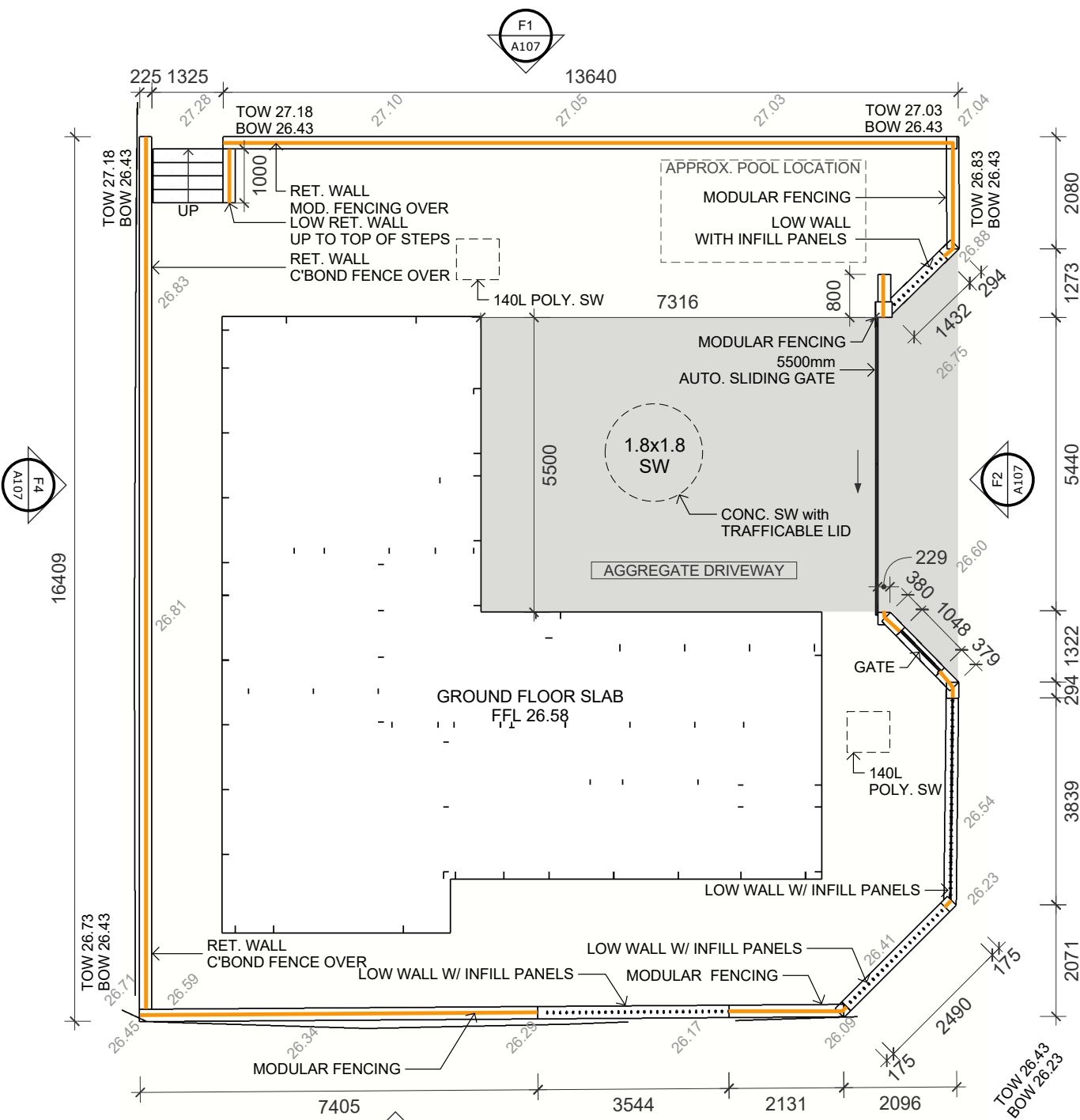
REV	DESCRIPTION	DD/MM/YY
D	BUILDING LICENCE	23/11/2021

A202

REVISION
D
INITIAL

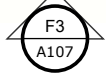
CITY OF VINCENT
RECEIVED
18 February 2022



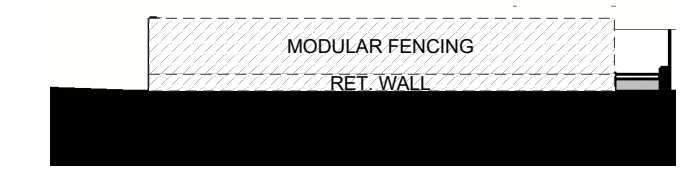
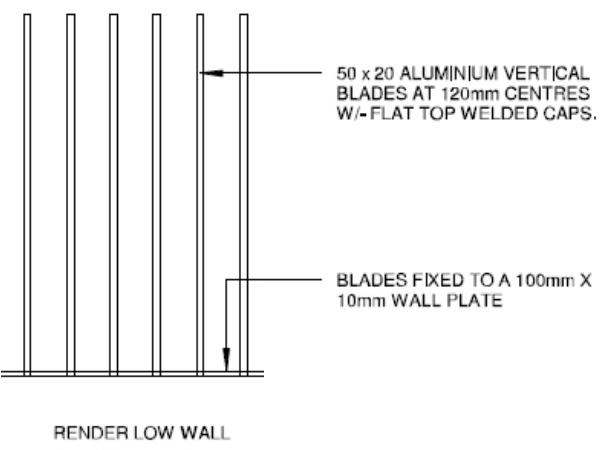


GENERAL NOTES
CONNECT ALL DOWNPIPES AND POOL TO SOAKWELLS.
ENSURE ALL SOAKWELLS ARE MIN. 1.0m AWAY FROM BUILDING FOUNDATIONS.

CITY OF VINCENT
RECEIVED
18 February 2022



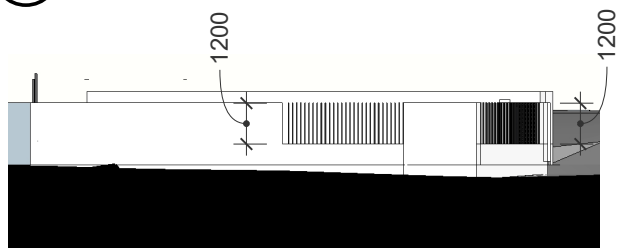
INFILL PANEL DETAIL
A107 Scale: NTS



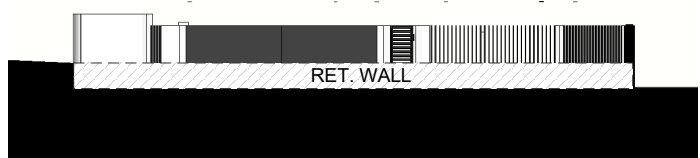
F1 FENCE ELEVATION
A107 Scale: 1 : 200



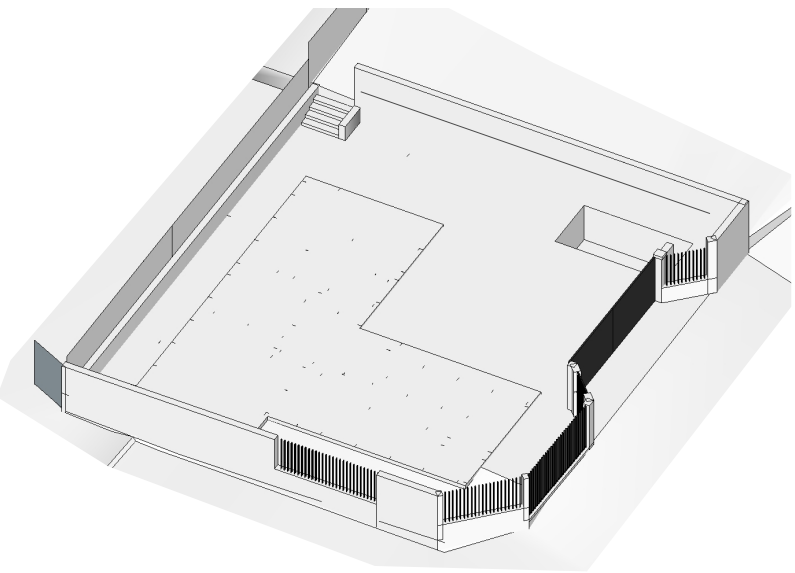
F2 FENCE ELEVATION
A107 Scale: 1 : 200



F3 FENCE ELEVATION
A107 Scale: 1 : 200



F4 FENCE ELEVATION
A107 Scale: 1 : 200



website: formhomes.com.au
phone: (08) 9468 0023
email: info@formhomes.com.au

COPYRIGHT
COPYRIGHT REMAINS THE PROPERTY OF THIS OFFICE. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS. CONTRACTORS SHALL VERIFY ALL DIMENSIONS ON SITE AND REPORT DISCREPANCIES TO THIS OFFICE PRIOR TO COMMENCEMENT OF WORK.

THESE PLANS, DESIGNS AND INTELLECTUAL CONTENT SHALL REMAIN THE PROPERTY OF THIS OFFICE AND MUST NOT BE GIVEN, LENT, RESOLD, HIRED OUT OR OTHERWISE COPIED WITHOUT THE PERMISSION IN WRITING FROM THE DIRECTOR.

PROJECT NAME
New Double-Storey Residence

CLIENT
L & M MAVRICK

PROJECT ADDRESS
3 Alma Road, Mount Lawley

PROJECT NO.
J1055

DRAWN
FP

CHECKED
JG

DRAWING TITLE
Fencing Details

PROJECT STAGE
Building Approval

PAPER SIZE
A3

REV	DESCRIPTION	DD/MM/YY
D	- ISSUE FOR BP	23/11/21

DRAWING NUMBER

A107

REVISION
D

INITIAL

MAVRICK | NEW REAR DWELLING



CITY OF VINCENT
RECEIVED
18 February 2022

FORM
HOMES

website: formhomes.com.au
phone: (08) 9468 0023
email: info@formhomes.com.au

COPYRIGHT
COPYRIGHT REMAINS THE PROPERTY OF
THIS OFFICE. WRITTEN DIMENSIONS TAKE
PRECEDENCE OVER SCALED DIMENSIONS.
CONTRACTORS SHALL VERIFY ALL
DIMENSIONS ON SITE AND REPORT
DISCREPANCIES TO THIS OFFICE PRIOR TO
COMMENCEMENT OF WORK.

THESE PLANS, DESIGNS AND INTELLECTUAL
CONTENT SHALL REMAIN THE PROPERTY OF
THIS OFFICE AND MUST NOT BE GIVEN OR LENT.

CLIENT
L & M MAVRICK

ADDRESS
3 ALMA ROAD, MOUNT LAWLEY 6050

PROJECT NO.
J1055

MAVRICK | EASTERN PERSPECTIVE



CITY OF VINCENT
RECEIVED
18 February 2022

FORM
HOMES

website: formhomes.com.au
phone: (08) 9468 0023
email: info@formhomes.com.au

COPYRIGHT
COPYRIGHT REMAINS THE PROPERTY OF
THIS OFFICE. WRITTEN DIMENSIONS TAKE
PRECEDENCE OVER SCALED DIMENSIONS.
CONTRACTORS SHALL VERIFY ALL
DIMENSIONS ON SITE AND REPORT
DISCREPANCIES TO THIS OFFICE PRIOR TO
COMMENCEMENT OF WORK.

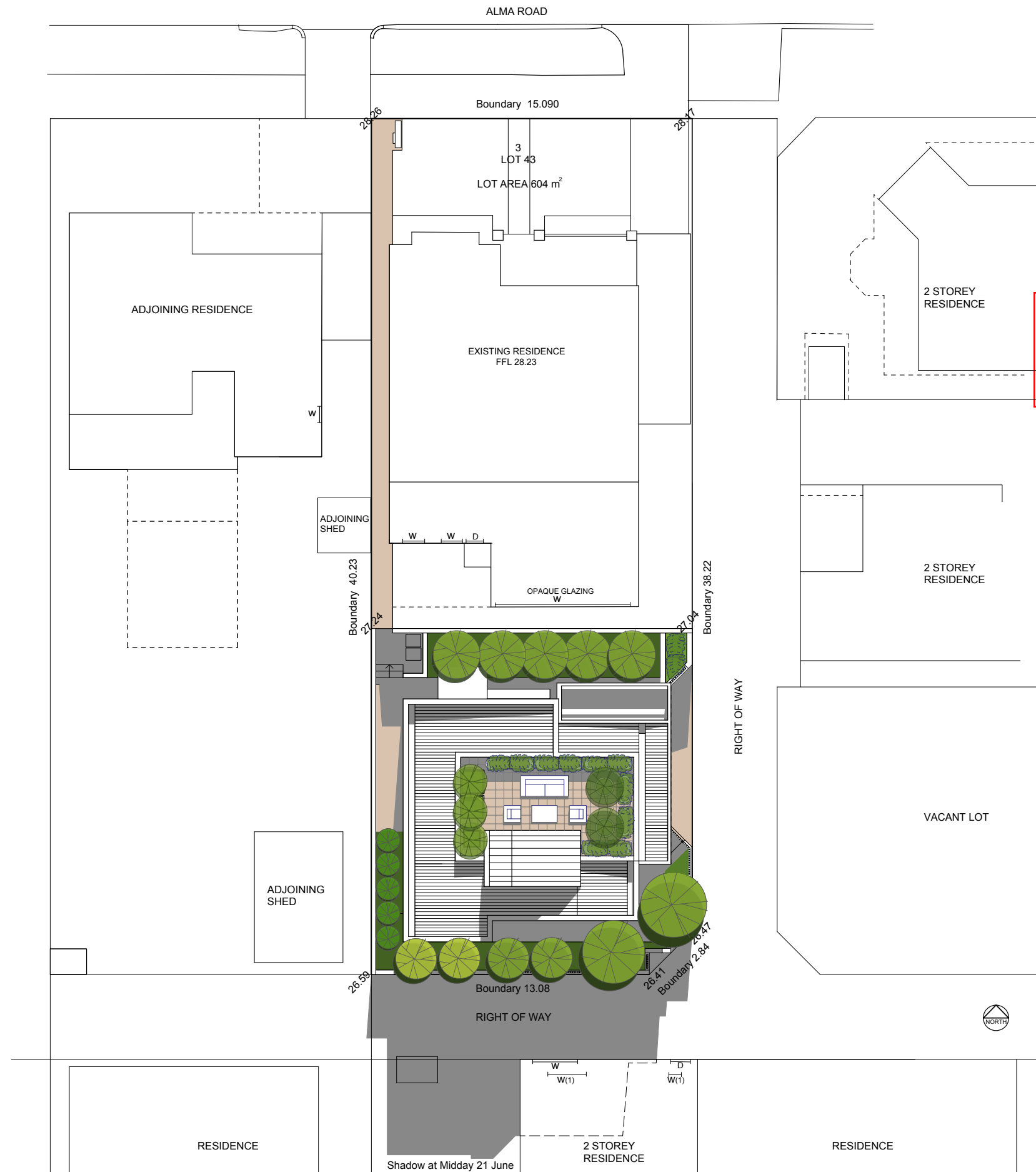
THESE PLANS, DESIGNS AND INTELLECTUAL
CONTENT SHALL REMAIN THE PROPERTY OF
THIS OFFICE AND MUST NOT BE GIVEN OR LENT.

CLIENT
L & M MAVRICK

ADDRESS
3 ALMA ROAD, MOUNT LAWLEY 6050

PROJECT NO.
J1055

Page 65



© COPYRIGHT
UNLESS OTHERWISE AGREED THIS DRAWING AND THE
INTELLECTUAL PROPERTY CONTAINED HEREIN IS THE
PROPERTY OF DICK DONALDSON ARCHITECTURE+DESIGN

CITY OF VINCENT
RECEIVED
21 February 2019

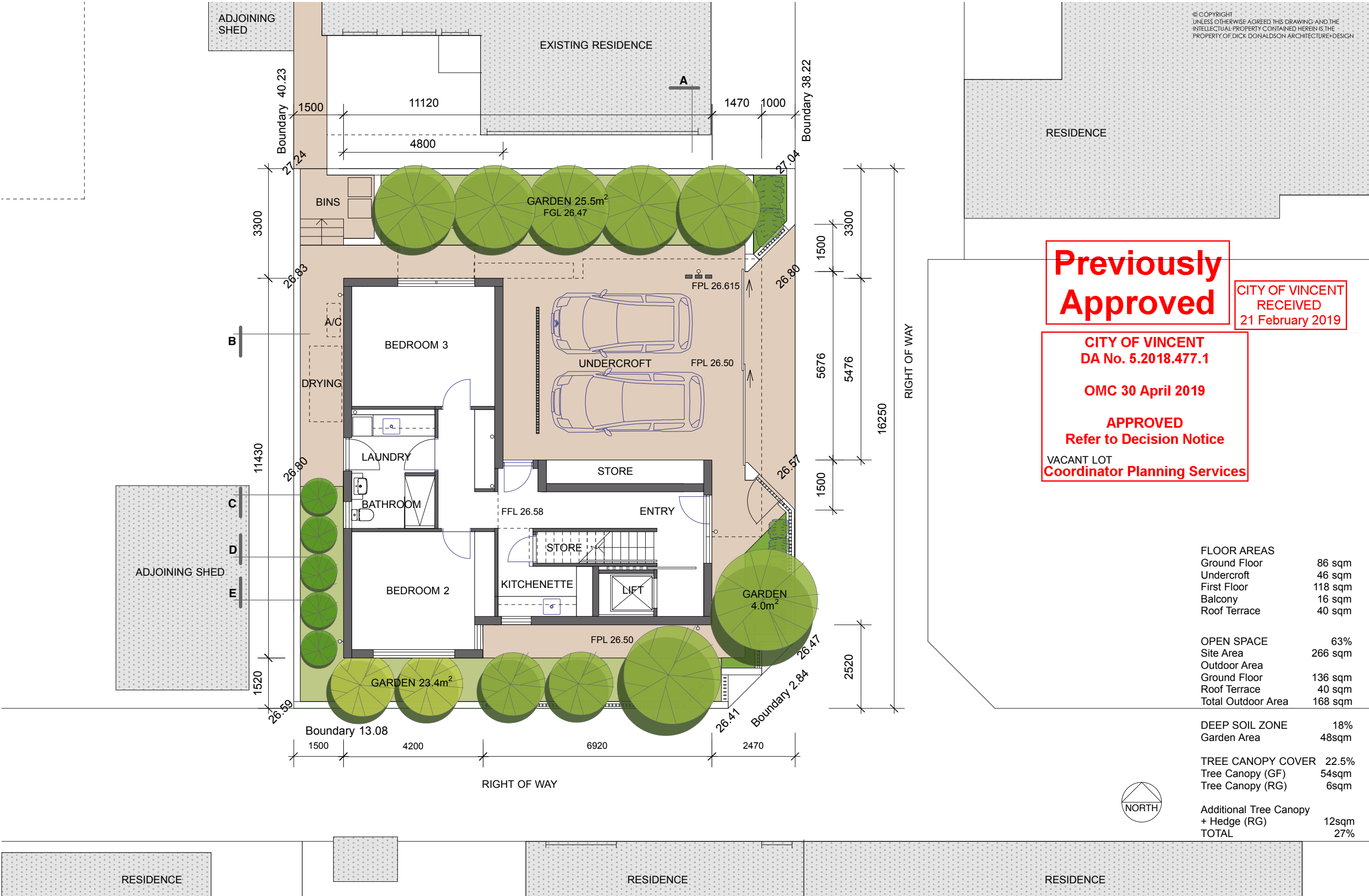
Previously Approved

CITY OF VINCENT
DA No. 5.2018.477.1

OMC 30 April 2019

APPROVED
Refer to Decision Notice

Coordinator Planning Services



**Previously
Approved**

CITY OF VINCENT
RECEIVED
21 February 2019

CITY OF VINCENT
DA No. 5.2018.477.1

OMC 30 April 2019

APPROVED
Refer to Decision Notice

VACANT LOT
Coordinator Planning Services

FLOOR AREAS	
Ground Floor	86 sqm
Undercroft	46 sqm
First Floor	118 sqm
Balcony	16 sqm
Roof Terrace	40 sqm

OPEN SPACE	
Site Area	63%
Outdoor Area	266 sqm
Ground Floor	136 sqm
Roof Terrace	40 sqm
Total Outdoor Area	168 sqm

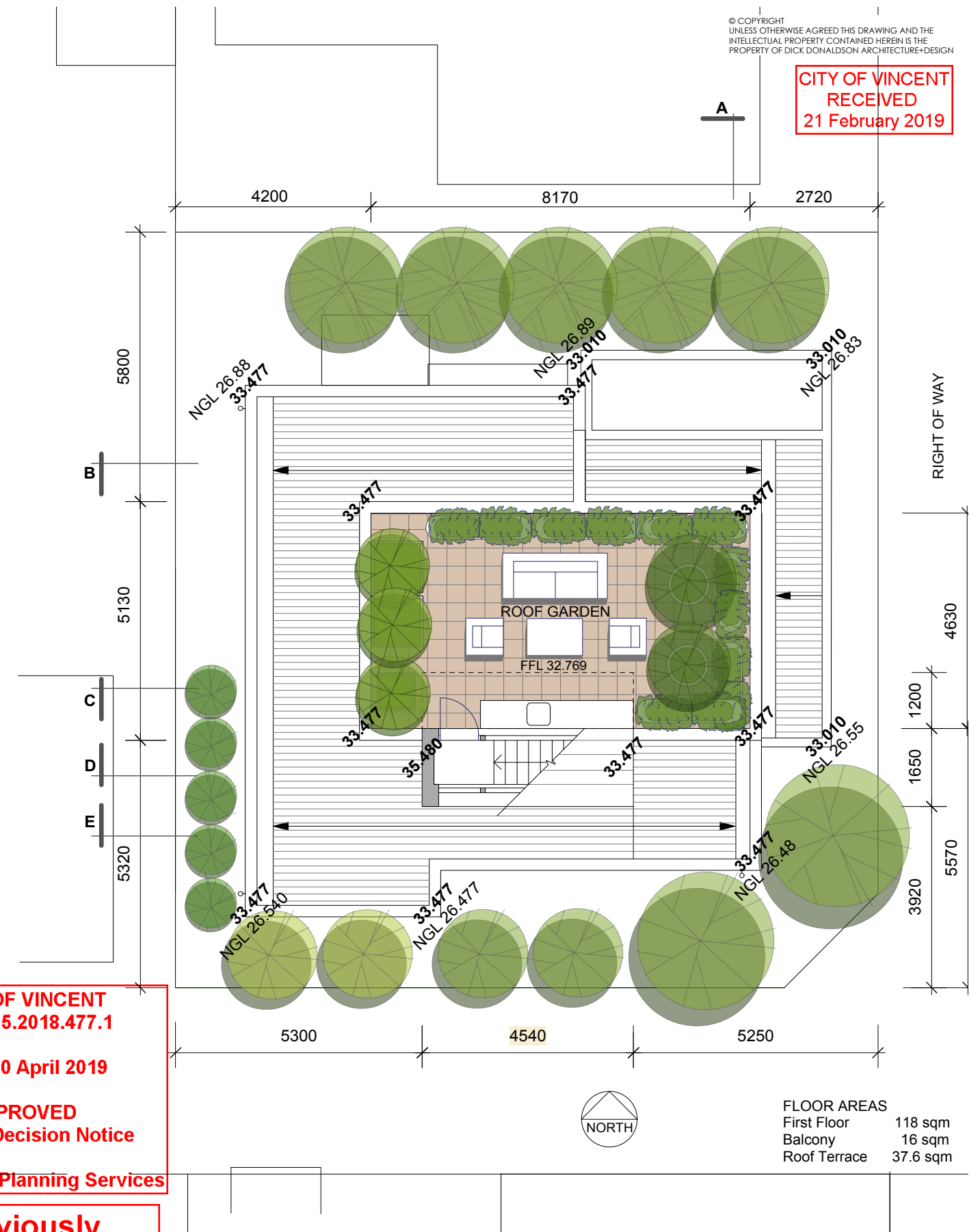
DEEP SOIL ZONE	
Garden Area	48sqm

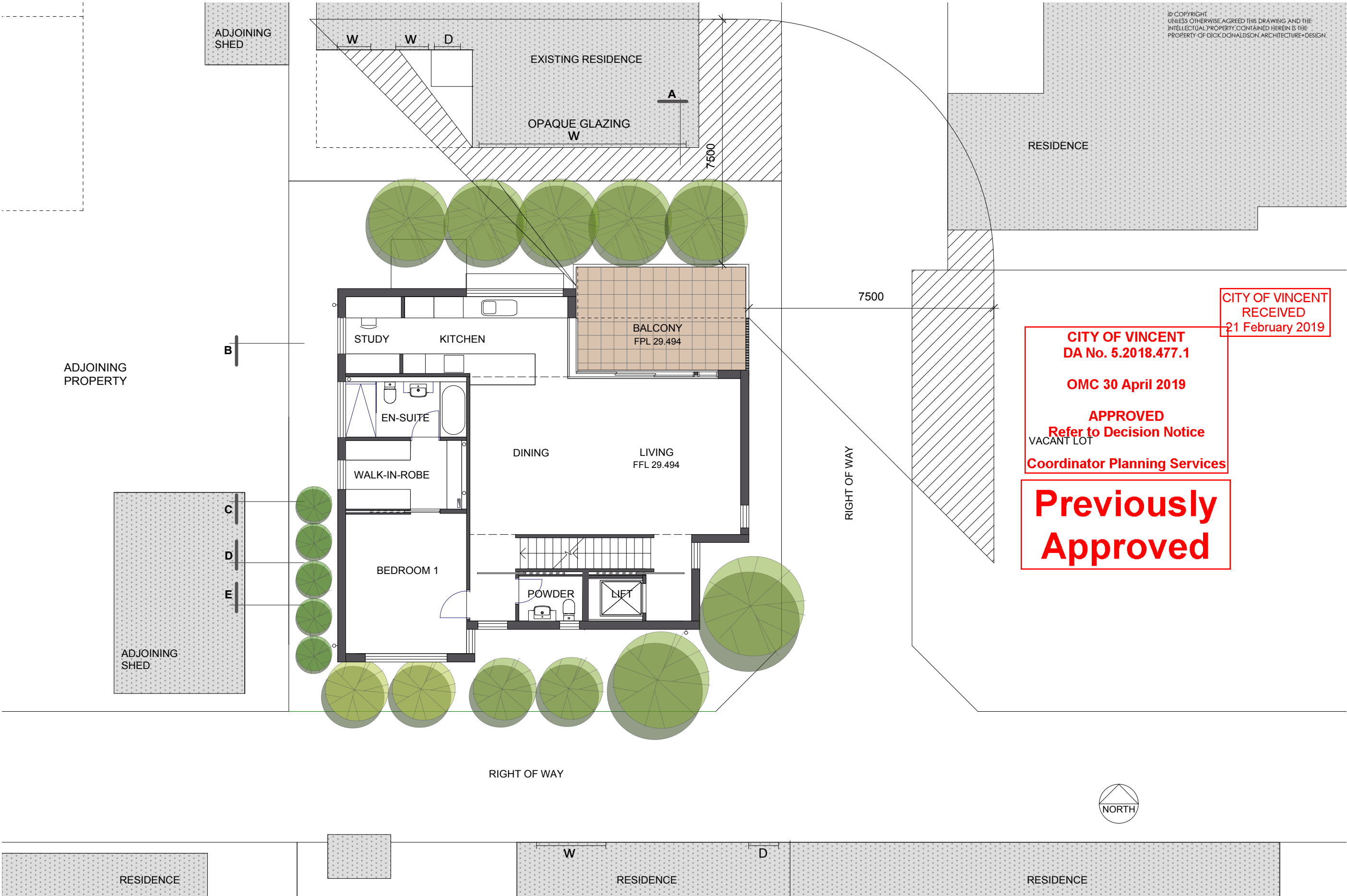
TREE CANOPY COVER	
Tree Canopy (GF)	54sqm
Tree Canopy (RG)	6sqm

Additional Tree Canopy + Hedge (RG)	
	12sqm
TOTAL	27%

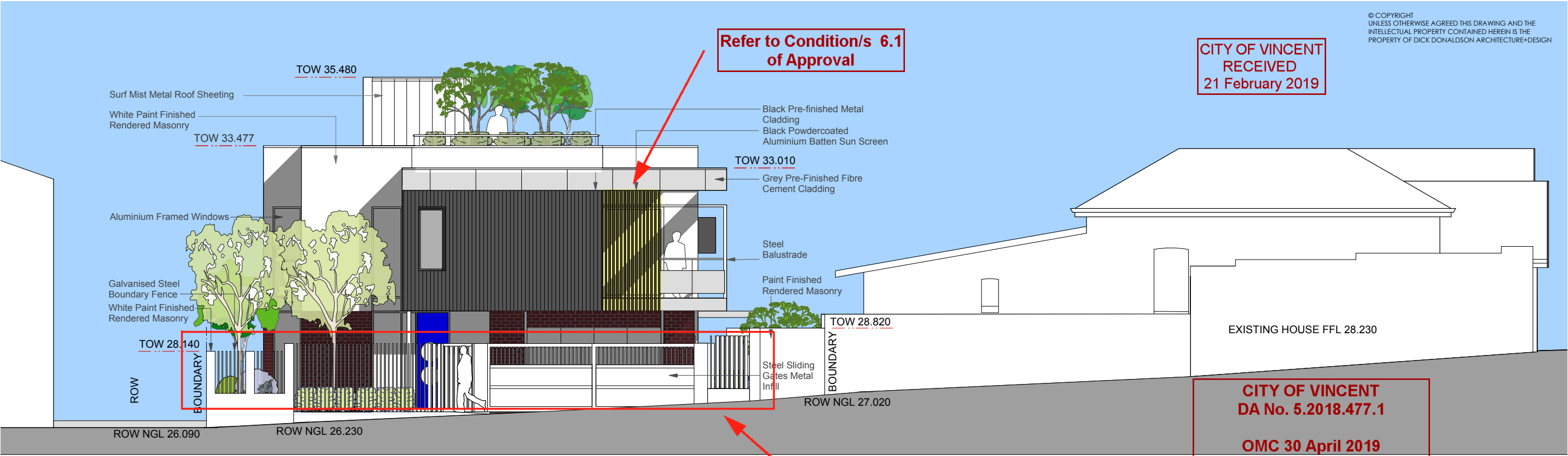


REV 3 11.03.19 Undercroft Paving Levels
REV 2 20.02.19 Boundary Fencing, Landscaping

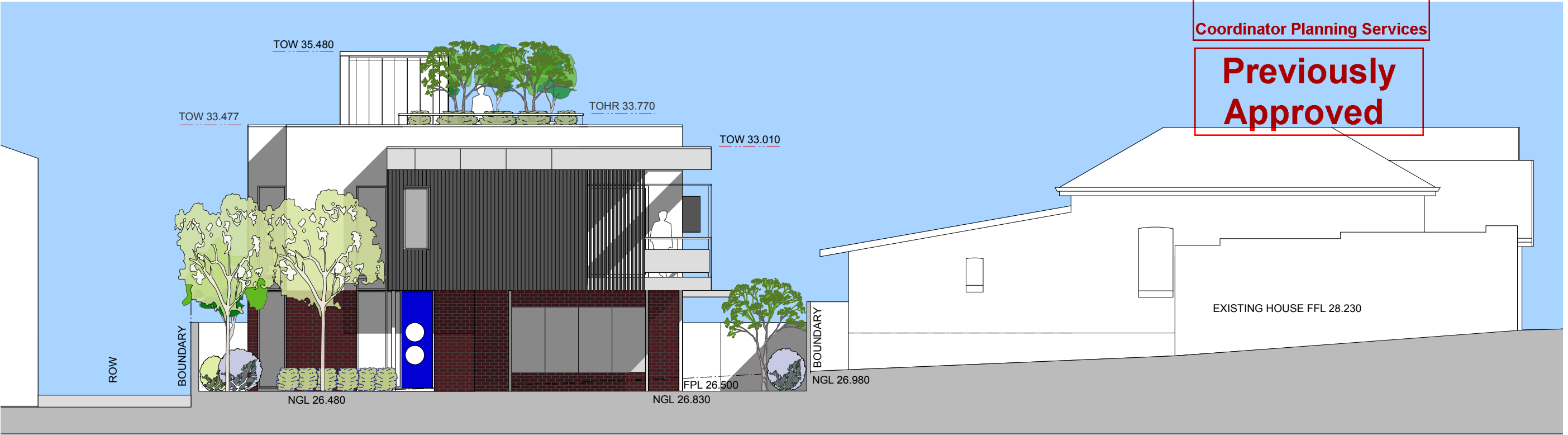








EAST RIGHT-OF-WAY ELEVATION



EAST ELEVATION

CITY OF VINCENT
DA No. 5.2018.477.1
OMC 30 April 2019
APPROVED
Refer to Decision Notice
Coordinator Planning Services

Previously
Approved



SOUTH RIGHT-OF-WAY ELEVATION



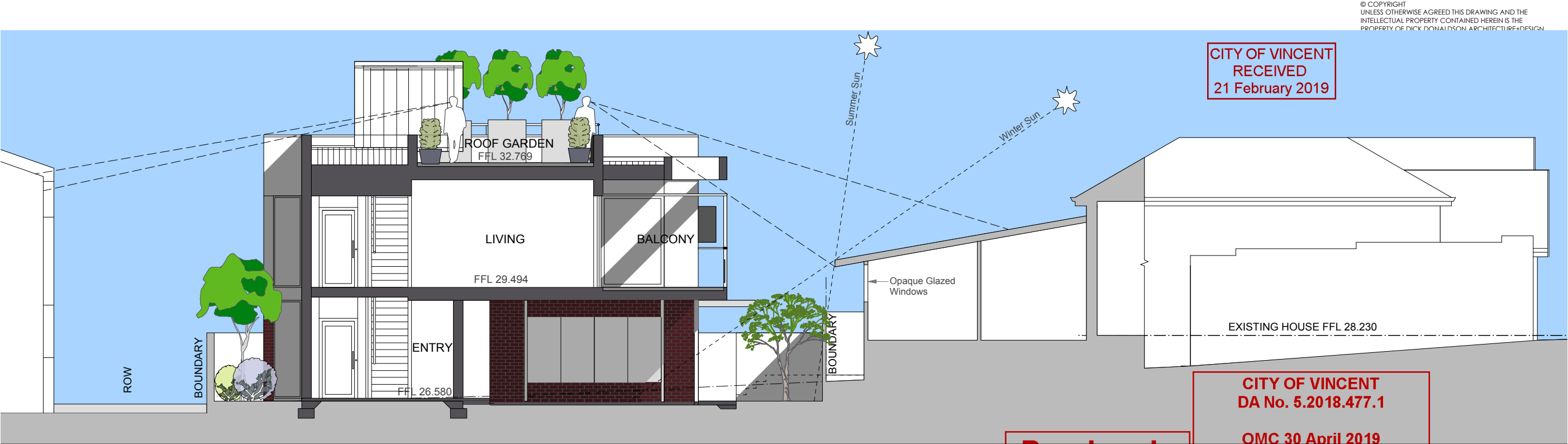
SOUTH ELEVATION

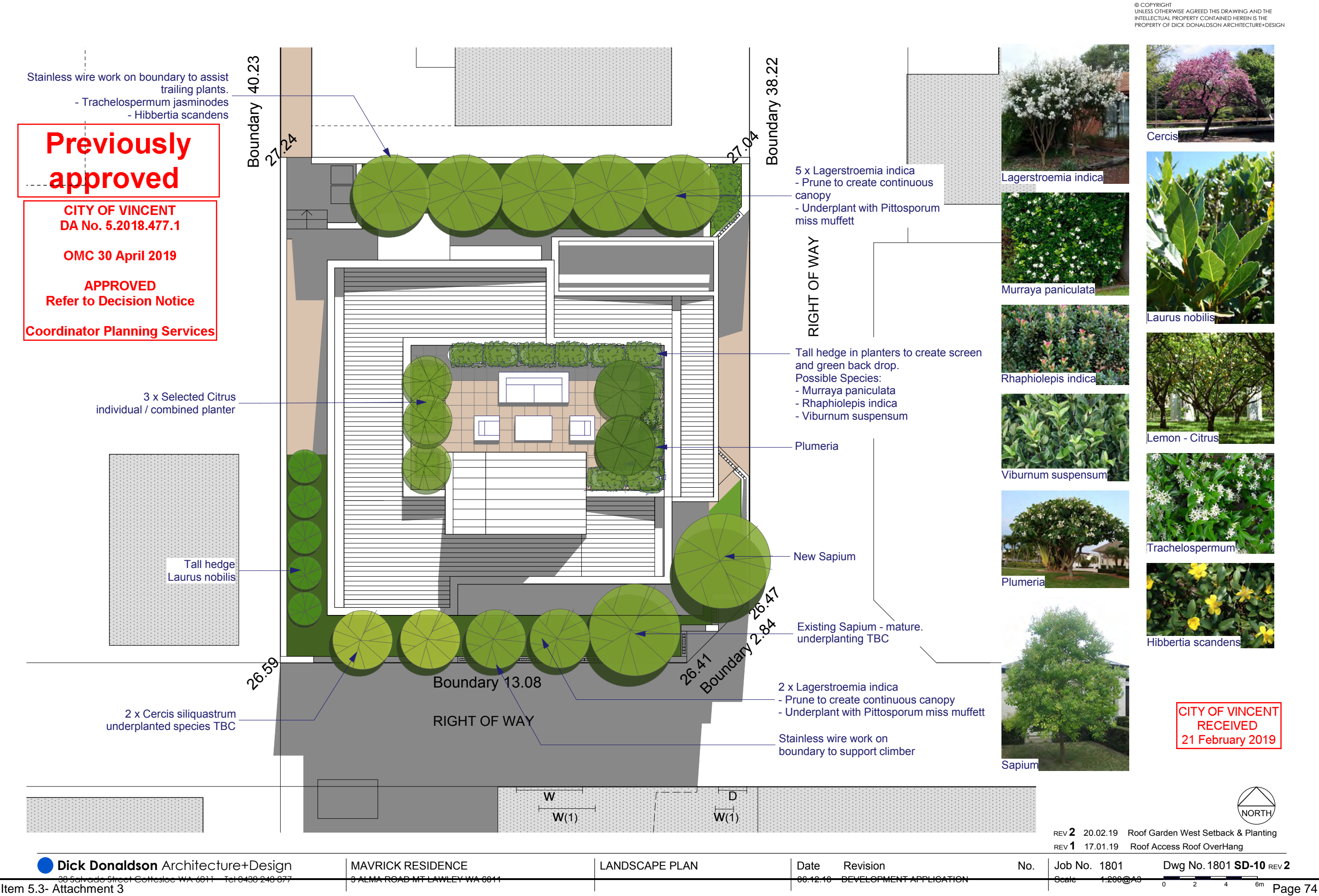
Coordinator Planning Services

CITY OF VINCENT
RECEIVED
21 February 2019

REV 2 20.02.19 Roof Garden West Setback, GF Brickwork,
Landscaping

REV 1 17.01.19 Roof Access Roof OverHang





ORDINARY COUNCIL MEETING MINUTES

30 APRIL 2019








9.2 NO. 3 (LOT: 43; D/P: 1237) ALMA ROAD, MOUNT LAWLEY - GROUPED DWELLING

TRIM Ref: D19/23504

Author: Natasha Trefry, Urban Planning Advisor

Authoriser: John Corbellini, Executive Director Development Services

Ward: South

- Attachments:
1. Attachment 1 - Consultation and Location Plan 
 2. Attachment 2 - Development Plans 
 3. Attachment 3 - Summary of Submissions and Administrations Comment 
 4. Attachment 4 - Summary of Submissions and Applicant Comments 
 5. Attachment 5 - Additional Justification from Applicant 
 6. Attachment 6 - Determination Advice Notes 
 7. Attachment 7 - Justification from Applicant Regarding Right of Way (ROW) Widening Areas 

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 a Grouped Dwelling at No. 3 (Lot: 43; D/P: 1237) Alma Road, Mount Lawley in accordance with the plans in Attachment 2, subject to the following conditions, with the associated advice notes in Attachment 6:

1. External Fixtures

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 screened from view from the street, and surrounding properties to the satisfaction of the City;

2. Stormwater

All stormwater produced on the subject land shall be retained on site, by suitable means to the full satisfaction of the City;

3. Schedule of External Finishes

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

4. Landscape Plan

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

- The location and type of existing and proposed trees and plants;
- Areas to be irrigated or reticulated; and
- The provision of 15 per cent of the site area as deep soil zone and 30 per cent canopy cover at maturity; and

4.2 All works shown in the plans as identified in condition 4.1 above shall be undertaken in accordance with the approved plans to the City's satisfaction, prior to occupation or use of the development and shall be maintained thereafter to the satisfaction of the City at

ORDINARY COUNCIL MEETING MINUTES

30 APRIL 2019

the expense of the owners/occupiers;

5. Street Walls and Fences

The infill panels of the front fencing shall be 'visually permeable', as defined by State Planning policy 3.1; Residential Design Codes, to the satisfaction of the City;

6. Screening

6.1 The 'Black Powdercoated Aluminium Batten Sun Screen' shown for a portion of the eastern side of the 'Balcony' shall meet the definition of 'screening' as defined by State Planning Policy 3.1: Residential Design Codes to the satisfaction of the City. The screening shall be a minimum height of 1.6 metres from the finished floor level, permanently affixed and a minimum of 75 percent obscure to the satisfaction of the City;

6.2 Screening shall be provided to the western side of the 'Balcony' and shall meet the definition of 'screening' as defined by State Planning Policy 3.1: Residential Design Codes to the satisfaction of the City. The screening shall be a minimum height of 1.6 metres from the finished floor level, permanently affixed and a minimum of 75 percent obscure to the satisfaction of the City;

6.3 The major opening from the kitchen shall be permanently fixed to at least 1.6 metres in height measured from the finished floor level, or shall be modified to be a non-major opening, to comply with the deemed-to-comply Visual Privacy standards of Clause 5.4.1 of State Planning Policy 3.1: Residential Design Codes to the satisfaction of the City; and

6.4 Fixed planter boxes no less than 500 millimetres wide and 800 millimetres deep shall be provided on the roof terrace along the whole extent of the western length to the satisfaction of the City. Plantings within the planter boxes are to be no less than 800 millimetres high at maturity and provide a continuous screen of foliage across the length of the terrace; and

7. Right Of Way (ROW) Widening

7.1 Prior to the commencement of development, the applicant shall lodge a modified plan with the City providing a 0.5 metre setback to the southern ROW, a 1.0 metre setback to the eastern ROW and a 2.0 metre by 2.0 metre truncation setback between the southern and eastern ROW setback areas from any building or structure to enable future ROW widening, to the satisfaction of the City. The modified plan shall show the proposed Galvanised Steel and Rendered Masonry Boundary Fence relocated outside of the setback area, to the satisfaction of the City;

7.2 The 0.5 metre setback to the southern ROW, 1.0 metre setback to the eastern ROW and 2.0 metre by 2.0 metre truncation setback between the southern and eastern ROW setback areas referred to in condition 7.1 above shall be sealed, drained and graded to match into the level of the existing ROW to the satisfaction of the City, prior to the occupation or use of the development; and

7.3 The 0.5 metre setback to the southern ROW, 1.0 metre setback to the eastern ROW and 2.0 metre by 2.0 metre truncation setback between the southern and eastern ROW setback areas referred to in condition 7.1 above, shall be ceded free of cost to the City on subdivision or amalgamation of the land, including Built Strata subdivision.

ORDINARY COUNCIL MEETING MINUTES

30 APRIL 2019

Moved: Cr Gontaszewski, Seconded: Cr Hallett

That the recommendation be adopted.

AMENDMENT 1Moved: Cr Gontaszewski, Seconded: Cr Hallett

That the recommendation be amended as follows:

"7. Right Of Way (ROW) Widening

~~7.1 Prior to the commencement of development, the applicant shall lodge a modified plan with the City providing a 0.5 metre setback to the southern ROW, a 1.0 metre setback to the eastern ROW and a 2.0 metre by 2.0 metre truncation setback between the southern and eastern ROW setback areas from any building or structure to enable future ROW widening, to the satisfaction of the City. The modified plan shall show the proposed Galvanised Steel and Rendered Masonry Boundary Fence relocated outside of the setback area, to the satisfaction of the City;~~

~~7.2 The 0.5 metre setback to the southern ROW, 1.0 metre setback to the eastern ROW and 2.0 metre by 2.0 metre truncation setback between the southern and eastern ROW setback areas referred to in condition 7.1 above shall be sealed, drained and graded to match into the level of the existing ROW to the satisfaction of the City, prior to the occupation or use of the development; and~~

~~7.1 The landowner shall remove any landscaping, development or other works and shall seal, drain and grade to match the existing right of way the area within 0.5 metres of the southern boundary of the lot, within 1.0 metres of the eastern boundary of the lot and the 2.0 metre by 2.0 metre truncation area between the southern and eastern areas at the time these portions of land are ceded to the City. Any costs associated with the above are the responsibility of the owner/applicant; and~~

~~7.2 3 The 0.5 metre setback to the southern ROW, 1.0 metre setback to the eastern ROW and 2.0 metre by 2.0 metre truncation setback between the southern and eastern ROW setback areas referred to in condition 7.1 above, shall be ceded free of cost to the City on subdivision or amalgamation of the land, including Built Strata subdivision."~~

AMENDMENT CARRIED (4-4)
(Casting vote - Mayor Cole)

For: Mayor Cole, Cr Fotakis, Cr Gontaszewski and Cr Castle

Against: Cr Murphy, Cr Hallett, Cr Loden and Cr Topelberg

(Cr Harley was an apology.)

AMENDMENT 2Moved: Cr Topelberg, Seconded: Cr Gontaszewski

That the Condition 6.2 be DELETED as follows:

~~Screening shall be provided to the western side of the 'Balcony' and shall meet the definition of 'screening' as defined by State Planning Policy 3.1: Residential Design Codes to the satisfaction of the City. The screening shall be a minimum height of 1.6 metres from the finished floor level, permanently affixed and a minimum of 75 percent obscure to the satisfaction of the City;~~

AMENDMENT CARRIED (8-0)

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

ORDINARY COUNCIL MEETING MINUTES

30 APRIL 2019

Against: Nil

(Cr Harley was an apology.)

COUNCIL DECISION 9.2

Moved: Cr Gontaszewski, **Seconded:** Cr Hallett

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 a Grouped Dwelling at No. 3 (Lot: 43; D/P: 1237) Alma Road, Mount Lawley in accordance with the plans in Attachment 2, subject to the following conditions, with the associated advice notes in Attachment 6:

1. External Fixtures

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 screened from view from the street, and surrounding properties to the satisfaction of the City;

2. Stormwater

All stormwater produced on the subject land shall be retained on site, by suitable means to the full satisfaction of the City;

3. Schedule of External Finishes

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

4. Landscape Plan

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

- The location and type of existing and proposed trees and plants;
- Areas to be irrigated or reticulated; and
- The provision of 15 per cent of the site area as deep soil zone and 30 per cent canopy cover at maturity; and

4.2 All works shown in the plans as identified in condition 4.1 above shall be undertaken in accordance with the approved plans to the City's satisfaction, prior to occupation or use of the development and shall be maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;

5. Street Walls and Fences

The infill panels of the front fencing shall be 'visually permeable', as defined by State Planning policy 3.1; Residential Design Codes, to the satisfaction of the City;

6. Screening

6.1 The 'Black Powdercoated Aluminium Batten Sun Screen' shown for a portion of the eastern side of the 'Balcony' shall meet the definition of 'screening' as defined by State Planning Policy 3.1: Residential Design Codes to the satisfaction of the City. The screening shall be a minimum height of 1.6 metres from the finished floor level,

ORDINARY COUNCIL MEETING MINUTES30 APRIL 2019

permanently affixed and a minimum of 75 percent obscure to the satisfaction of the City;

- 6.2 The major opening from the kitchen shall be permanently fixed to at least 1.6 metres in height measured from the finished floor level, or shall be modified to be a non-major opening, to comply with the deemed-to-comply Visual Privacy standards of Clause 5.4.1 of State Planning Policy 3.1: Residential Design Codes to the satisfaction of the City; and
- 6.3 Fixed planter boxes no less than 500 millimetres wide and 800 millimetres deep shall be provided on the roof terrace along the whole extent of the western length to the satisfaction of the City. Plantings within the planter boxes are to be no less than 800 millimetres high at maturity and provide a continuous screen of foliage across the length of the terrace; and

7. Right Of Way (ROW) Widening

- 7.1 The landowner shall remove any landscaping, development or other works and shall seal, drain and grade to match the existing right of way the area within 0.5 metres of the southern boundary of the lot, within 1.0 metres of the eastern boundary of the lot and the 2.0 metre by 2.0 metre truncation area between the southern and eastern areas at the time these portions of land are ceded to the City. Any costs associated with the above are the responsibility of the owner/applicant; and
- 7.2 The 0.5 metre setback to the southern ROW, 1.0 metre setback to the eastern ROW and 2.0 metre by 2.0 metre truncation setback between the southern and eastern ROW setback areas referred to in condition 7.1 above, shall be ceded free of cost to the City on subdivision or amalgamation of the land, including Built Strata subdivision."

CARRIED UNANIMOUSLY (8-0)

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

Against: Nil

(Cr Harley was an apology.)

5.4 SALE OF NO. 26 BRENTHAM STREET, LEEDERVILLE

- Attachments:**
1. **No. 26 Brentham Street, Leederville - Location and Current State of Land**  
 2. **No. 26 Brentham Street, Leederville - Land and Surrounding Public Open Space**  
 3. **Brentham Street Reserve Potential Improvements**  
 4. **26 Brentham Street - Market Valuation Report - Confidential**

RECOMMENDATION:**That Council:**

1. **APPROVES** the disposal of the City's Lot 37 (No. 26) Brentham Street, Leederville, pursuant to section 3.58 of the *Local Government Act 1995*, via public tender:
 - 1.1 the Request For Tender criteria would include the terms of sale, offer, any conditions, and proposed settlement date; and
2. **NOTES:**
 - 2.1 proceeds of a sale as per Recommendation 1 would be held in the Public Open Space reserve to create or enhance POS within the City of Vincent, ideally in areas of shortfall such as Mount Hawthorn;
 - 2.2 Administration will consult with the community regarding a landscape plan within the Brentham Street Reserve green space (comprising new play equipment, extension of footpath and lighting through to Bourke Street, additional trees, and landscaping) to be constructed using part proceeds of a sale not exceeding \$299,000; and
 - 2.3 Administration will present a separate report to Council at its March 2022 Meeting regarding the rezoning of the whole of No.26 Brentham Street to *Residential R60*.

PURPOSE OF REPORT:

To consider inviting public tender submission for the sale of No. 26 Brentham Street, Leederville, pursuant to section 3.58 of the *Local Government Act 1995*.

BACKGROUND:

The Institute of Sisters of Mercy of Australia and Papua New Guinea (Sisters of Mercy), own under the name of McAuley Property Limited (MPL), the land comprising Aranmore Catholic Primary School (School). The School is located adjacent to the Land on the southern side.

Rosewood Care Group Inc own the land comprising Rosewood Aged Care Leederville (Rosewood), a residential aged care facility providing accommodation for approximately 120 residents. Rosewood is located adjacent to the Land on the eastern side.

At its December 2018 Meeting (Item 11.5), Council agreed in principle to the exchange of a portion of Lot 100 (No. 20) Brentham Street, Leederville, and Lot 37 Brentham Street, Leederville, (both formerly owned by MPL) for an equal portion of Brentham Street Reserve (portion formally City-owned), subject to the requirements of section 3.58(3) of the *Local Government Act 1995*. The land exchange was proposed to formalise the agreement of the ownership of the land to reflect its actual use, and to reduce the liability and maintenance risks for the City, the School and MPL. The City provided local public notice of the land exchange and initiated a scheme amendment to facilitate the future use of the land. Council requested a report following the public notice period, to present the submissions received in response to the public notice, and to determine whether the City enters into a contract with MPL for the exchange of the land.

At its May 2019 Meeting (Item 11.3), Council approved the City and MPL entering into a contract to exchange a portion of Lot 100 (No. 20) Brentham Street, Leederville, and Lot 37 Brentham Street, Leederville, for an equal portion of Lot 75 Brentham Street, Leederville (Brentham Street Reserve).

At its April 2020 Meeting (Item 12.3), Council requested the Chief Executive Officer consult with the community, including on-site signage, regarding the potential sale of Lot 37 on Plan 2554 (No. 26) Brentham Street, Leederville (residential lot portion of the Land), and portion of Lot 75 on Plan 10804, Brentham Street Reserve, Brentham Street, Leederville, adjacent to No. 26 Brentham Street (rear pocket park portion of the Land).

At the same Meeting, Council noted that any submissions received as a result of the community consultation would be presented to Council for consideration, and determination of the timing and method of any sale, which would be in accordance with sections 3.58 or 3.59 of the Local Government Act 1995, as appropriate. Council also noted that a scheme amendment would be prioritised and undertaken for the portion of Lot 75 prior to sale and that the proceeds of the land sale would be held in reserve, to be determined by Council when the 2020/21 budget is adopted.

As a result of the land exchange, the City acquired 1,784m² of land comprising a vacant residential lot with an area of 539 square meters zoned Residential R60. The land to the rear of this residential lot forms a 1,245 square meters pocket park which is zoned Public Open Space – Restricted. The residential lot and the rear pocket park section together make up the Land on one lot, as demonstrated in **Attachment 1**. The Land is Lot 37 on Plan 2554 (No. 26) Brentham Street, Leederville.

Community consultation on the potential sale of No. 26 Brentham Street was carried out as requested by Council. The purpose of the consultation was to gather community feedback on the potential sale of the Land, prior to any decision being made. The consultation was open between 17 August 2021 and 8 October 2021. The project page had a total of 258 visits during the consultation period.

There were 73 Imagine Vincent survey responses, and a further 14 responses were submitted to Administration directly by email. A total of 87 submissions were received with 82 (94 percent) responses against the potential sale of No. 26 Brentham Street.

Students from Aranmore Catholic Primary School submitted a 440-page document filled with letters and drawings expressing their concern over the potential land sale. After consulting with the Principal of Aranmore Catholic Primary School, it was agreed that due to privacy concerns for the children involved, the document submission will not be made publicly available. Due to this, the student submissions were not included in the data above which was collated from Imagine Vincent and email responses.

At its 14 December 2021 Meeting (Item 9.14), Council noted:

- the public submissions received in response to the community consultation;
- that Administration will investigate the interest of adjoining landholders in the land;
- that any decision to sell the land would require a scheme amendment which includes further public advertising; and
- that Administration will provide further advice in March 2022 regarding any interest from adjoining landowners and a recommended approach regarding the existing play equipment.

DETAILS:

The Land

The Land is situated in an area where there is significant public open space, as shown in **Attachment 2**. Given the proximity of this land to Brentham Street Reserve (28,900 square metres) and Britannia Reserve (157,700 square metres), it is deemed surplus to the City's Public Open Space (POS) requirements in this area. Sale of this land would allow for acquisition of land for public open space where shortfalls have been identified in the City's [Public Open Space Strategy](#) and/or improvement of existing parks and open spaces.

The residential lot portion of the Land is currently unused. It is not currently maintained as public open space or as an extension of the pocket park.

The rear pocket park portion of the Land comprises play equipment and mature trees. It is utilised by school children as an outdoor play space before, during, and after school hours. There is no formal agreement in place which grants the School exclusive use of the play equipment or the City's land.

Brentham Street Reserve improvements

The consultation submissions indicated that the public are supportive of retaining children's play equipment in the Brentham Street Reserve green space. Due to this, should the sale of the Land eventuate, Administration proposes that part proceeds from the sale go towards upgrading Brentham Street Reserve, and creating a new playground on the City's land within close proximity to the School to replace the existing play equipment near Wylie Place.

The Wylie Place play equipment is at least 15 years old. Brentham Street Reserve is noted in the City's Parks and Urban Green team's Long Term Financial Plan Capital Works Plan, with an allocation of \$80,000 for Structures to be used in 2026/2027. This work could be brought forward due to the allocation of part proceeds of a sale.

The play equipment near Wylie Place is more commonly used by late primary-school aged children. Administration recommends constructing new all ages friendly play equipment using funds from the potential land sale.

The construction of a new playground is estimated to cost \$115,000. This figure is highly dependent on the design specifics of the playground and the materials used. The City's Parks and Urban Green team would undertake community consultation before designing any play equipment, to help determine what sort of playground the community would like. This will include direct consultation with Aranmore Catholic Primary School.

Administration proposes that funds from the possible land sale are allocated to construction of new play equipment as well as improvements to the remaining Brentham Street Reserve green space. Improvements to the area could include extending the footpath from Wylie Place south to Bourke Street, additional lighting along the new pathway, and landscaping.

Landscaping of the area could include planting of new trees and ground cover, reticulation, additional park benches, and two water fountains with dog bowls.

Administration proposes to limit the amount to be spent on the Brentham Street Reserve upgrades to \$299,000 of the possible land sale funds. This figure is based off the following estimates:

Improvement	Estimated Cost
Removal of existing play equipment, construction of new play equipment and softfall	\$115,000
Footpath – red asphalt	\$90,000
Lighting x 14	\$49,000
Planting and reticulation	\$25,000
Benches and drink fountains	\$20,000
Total Estimated Cost	\$299,000

The removal of existing play equipment and construction of equipment cost is based off an estimate the City previously made for a comparable project at Les Lilleyman Reserve. From a footprint perspective, the new Brentham Street Reserve play equipment would be similar to the equipment proposed at Les Lilleyman Reserve. However, the design, size and cost of the proposed playground will depend on the results of the community feedback.

The footpath and lighting estimates are based off the previous footpath and lighting works within Brentham Street Reserve. The above estimate considers approximately 360 metres of additional red asphalt footpath and 14 new lights.

Attachment 3 shows an initial plan demonstrating the potential Brentham Street Reserve improvements.

Regarding the existing play equipment at 26 Brentham Street, Administration does not propose to relocate this infrastructure, as it is approximately 17 years old. Administration does not recommend the demolition of the play equipment on 26 Brentham Street prior to any land sale.

Adjoining landowner interest

Administration has liaised with Sisters of Mercy, Catholic Archdiocese of Perth, Aranmore Catholic Primary School, and Rosewood Care Group Inc regarding any interest in acquiring the land for the purposes of education and/or age care.

Rosewood maintains an interest in acquiring the land for aged and disability care purposes. Rosewood has been informed of the manner in which the City is proposing to dispose of the land, being through public tender in accordance with section 3.58 of the *Local Government Act 1995*.

Aranmore Primary School has informed Administration that it does not have the capacity to invest in the purchase of the land. Sisters of Mercy has confirmed that they have no interest in acquiring the land.

Scheme amendment

Prior to any sale, it would be necessary for the City to initiate the scheme amendment process for the Land. The street front section is zoned *Residential R60* and the rear section is zoned *Public Open Space – Restricted*. The scheme amendment would propose the Land in its entirety be zoned *Residential R60*. If approved by Council, (addressed in a separate item) the City would submit the scheme amendment proposal to the Western Australian Planning Commission (WAPC) for confirmation that it is suitable to be advertised.

Following the 42-day advertising period, Council would consider any submissions received and resolve as to whether it proceeds with presenting the scheme amendment to the WAPC and the Minister for approval and endorsement. The scheme amendment process is likely to take 18 months.

Sale process

Administration considers a Request for Tender (RFT) to be the most appropriate process for the sale of this Land. If Council approves the sale of the Land, the CEO would dispose of the Land to the most acceptable tenderer. The RFT criteria would include the terms of sale, offer, any conditions, and proposed settlement date. The CEO may decline to accept any tender submitted, should it be determined that no tender received is acceptable. If no tender received is acceptable the CEO can determine if better value could be achieved through another disposal method.

Any proceeds of a sale would be held in the Public Open Space reserve to enhance POS within the City (including improvements to Brentham Street Reserve), and to create POS within the City (ideally in areas of shortfall such as Mount Hawthorn).

The City's [Public Open Space Strategy](#) identifies that Local Level Public Open Space is required in the area of Mount Hawthorn bounded by Brady Street, the Mitchell Freeway and Green Street (formerly known as Glendalough). The Strategy states that "access to local level provision in Mount Hawthorn is particularly deficient within the western and southern portions of the suburb". Mitchell freeway runs along the western boundary and splits the City from potentially accessible POS within the Town of Cambridge, most notably Lake Monger. Whilst access to Lake Monger is achieved through a freeway underpass or overhead bridge, the extent of the road network and limited connection points impacts access for City of Vincent residents.

Any development on the Land proposed by the accepted tenderer would be subject to Development Approval by the City's Development Services.

CONSULTATION/ADVERTISING:

The City has notified all community consultation respondents of the land sale being presented to Council for a decision, and will notify all respondents of the outcome of the Ordinary Meeting of Council.

Advertising of the public tender would be done over four weeks through:

- public notice in a Statewide newspaper;
- public notice in a local newspaper;
- publication on the City's website; and
- social media account.

LEGAL/POLICY:***Local Government Act 1995***

In accordance with Section 3.58 of the Act a local government can dispose of land in the following ways:

- public auction;
- public tender; or
- directly to a third-party conditional on a public notice period and consideration of any submissions received. Public notice must include the purchase price, name of the purchaser and valuation details.

Local Government (Functions and General) Regulations 1996***Division 2 Tenders for providing goods or services (s. 3.57) r. 14***

- (1) *When regulation 11(1), 12(2) or 13 requires tenders to be publicly invited, Statewide public notice of the invitation is to be given.*
- (2) *If the CEO has, under regulation 23(4), prepared a list of acceptable tenderers, instead of giving Statewide public notice the CEO is required to give notice of the invitation to each acceptable tenderer listed.*
 - 2a. *If a local government —*
 - (a) *is required to invite a tender; or*
 - (b) *not being required to invite a tender, decides to invite a tender, the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.*
- (3) *The notice, whether under subregulation (1) or (2), is required to include —*
 - (a) *a brief description of the goods or services required; and*
 - (b) *particulars identifying a person from whom more detailed information as to tendering may be obtained; and*
 - (c) *information as to where and how tenders may be submitted; and*
 - (d) *the date and time after which tenders cannot be submitted.*
- (4) *In subregulation (3)(b) a reference to detailed information includes a reference to —*
 - (a) *such information as the local government decides should be disclosed to those interested in submitting a tender; and*
 - (b) *detailed specifications of the goods or services required; and*
 - (c) *the criteria for deciding which tender should be accepted; and*
 - (d) *whether the local government has decided to submit a tender.*

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to invite tender submissions for the sale of 26 Brentham Street, Leederville. There is a medium risk of reputational damage in proceeding with an option that was not supported by community engagement.

STRATEGIC IMPLICATIONS:

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

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

The land sale would not contribute to any environmental sustainability outcomes considered in the City's [Sustainable Environment Strategy 2019-2024](#). The proposed sale would likely decrease the amount of vegetation on the land, which is contrary to the Strategy's aims. However, the sale of the land may allow the City to purchase land to create higher quality POS, and result in a net increase of vegetation in the long-term.

Potentially removing the trees from the site would not affect the canopy targets noted in the City's *Sustainable Environment Strategy 2019-2024*. The City is 2-3 years ahead on planting targets to increase tree canopy. If the sale does go ahead, the City could plant a number of trees in the surrounding City-owned land to replace them.

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 Land is not leased and the City is not receiving any revenue from this asset as it stands.

The City will not incur any further maintenance expenditure associated with the Land following the sale.

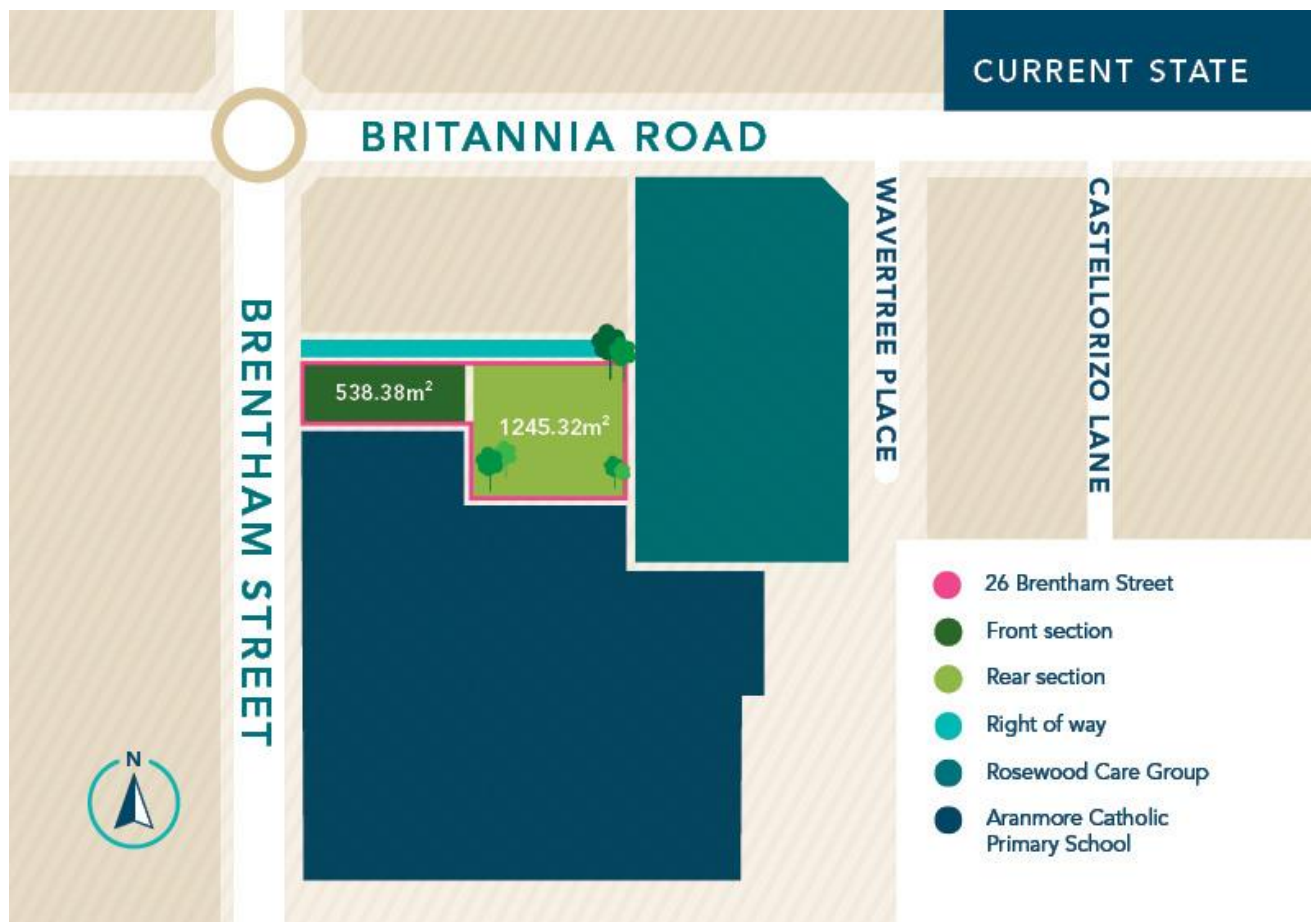
The cost of improvements to Brentham Street Reserve would not exceed \$299,000.

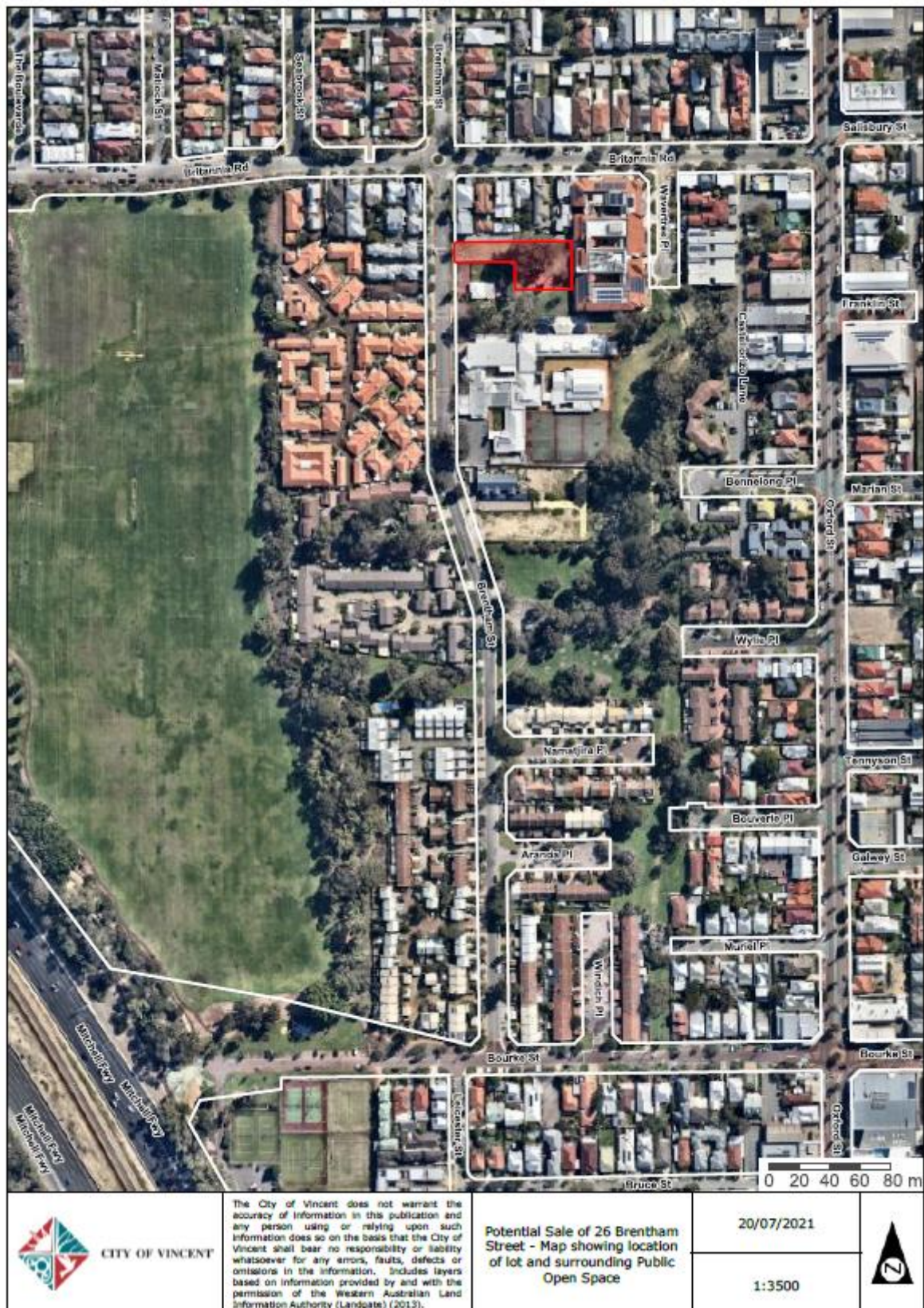
The City has incurred the cost of \$2,750 including GST for the valuation of the Land.

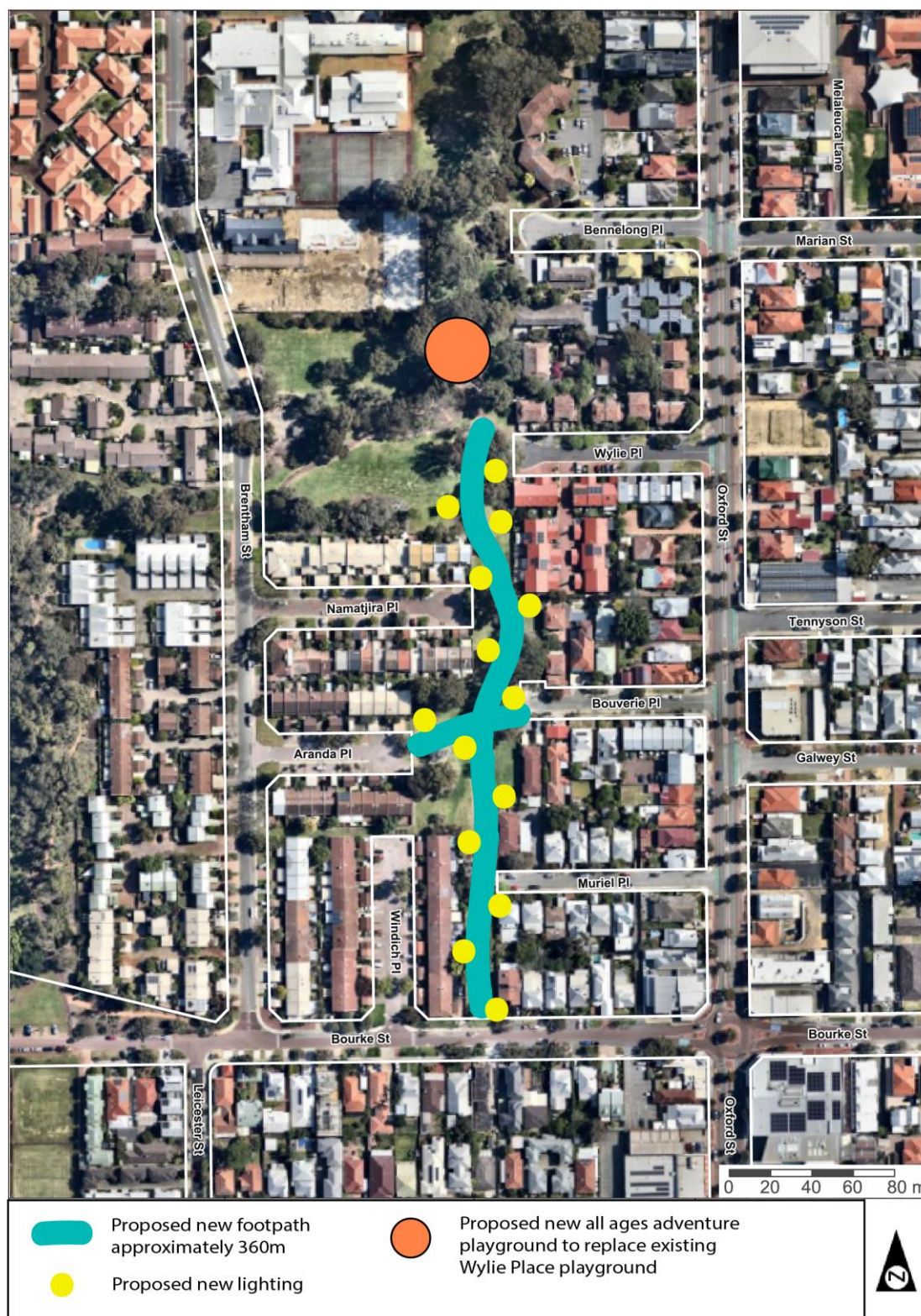
The City's fees for the scheme amendment process are estimated to be \$3,000.

The City will likely incur costs for services provided by real estate agents and settlement agents for the land sale.

The proceeds of the land sale would be held in the Public Open Space reserve to enhance POS within the City (including improvements to Brentham Street Reserve), and to create POS within the City (ideally in areas of shortfall such as Mount Hawthorn).







5.5 AMENDMENT 8 TO LOCAL PLANNING SCHEME NO. 2 (NO. 26 BRENTHAM STREET, LEEDERVILLE)

- Attachments:**
1. **Form 2A - Amendment 8 to Local Planning Scheme No. 2** [↓](#) 
 2. **Surrounding Public Open Space** [↓](#) 
 3. **Map of Surrounding Landholdings** [↓](#) 

RECOMMENDATION:

That Council PREPARES Amendment 8 to Local Planning Scheme No. 2, included as Attachment 1, pursuant to section 75 of the *Planning and Development Act 2005*, to reclassify a portion of Lot: 37 (No. 26) Brentham Street, Leederville from Public Open Space to Residential R60, for community consultation pursuant to Section 47 of the Planning and Development (Local Planning Schemes) Regulations 2015.

PURPOSE OF REPORT:

To consider Amendment 8 to Local Planning Scheme No. 2 (LPS2) to reclassify a portion of Lot 37 (No. 26) Brentham Street, Leederville from Public Open Space reserve to Residential zone with a density code of R60.

BACKGROUND:

The Institute of Sisters of Mercy of Australia and Papua New Guinea (Sisters of Mercy), own under the name of McAuley Property Limited (MPL), the land comprising Aranmore Catholic Primary School (School). The School is located adjacent to the Land on the southern side.

Rosewood Care Group Inc own the land comprising Rosewood Aged Care Leederville (Rosewood), a residential aged care facility providing accommodation for approximately 120 residents. Rosewood is located adjacent to the Land on the eastern side.

At its December 2018 Meeting (Item 11.5), Council agreed in principle to the exchange of a portion of Lot 100 (No. 20) Brentham Street, Leederville, and Lot 37 Brentham Street, Leederville, (both formerly owned by MPL) for an equal portion of Brentham Street Reserve (portion formally City-owned), subject to the requirements of section 3.58(3) of the *Local Government Act 1995*. The land exchange was proposed to formalise the agreement of the ownership of the land to reflect its actual use, and to reduce the liability and maintenance risks for the City, the School and MPL. The City provided local public notice of the land exchange and initiated a scheme amendment to facilitate the future use of the land. Council requested a report following the public notice period, to present the submissions received in response to the public notice, and to determine whether the City enters into a contract with MPL for the exchange of the land.

At its May 2019 Meeting (Item 11.3), Council approved the City and MPL entering into a contract to exchange a portion of Lot 100 (No. 20) Brentham Street, Leederville, and Lot 37 Brentham Street, Leederville, for an equal portion of Lot 75 Brentham Street, Leederville (Brentham Street Reserve).

At its April 2020 Meeting (Item 12.3), Council requested the Chief Executive Officer consult with the community, including on-site signage, regarding the potential sale of Lot 37 on Plan 2554 (No 26) Brentham Street, Leederville (residential lot portion of the Land), and portion of Lot 75 on Plan 10804, Brentham Street Reserve, Brentham Street, Leederville, adjacent to 26 Brentham Street (rear pocket park portion of the Land).

At the same Meeting, Council noted that any submissions received as a result of the community consultation would be presented to Council for consideration, and determination of the timing and method of any sale, which would be in accordance with sections 3.58 or 3.59 of the *Local Government Act 1995*, as appropriate. Council also noted that a scheme amendment would be prioritised and undertaken for the portion of Lot 75 prior to sale and that the proceeds of the land sale would be held in reserve, to be determined by Council when the 2020/21 budget is adopted.

As a result of the land exchange, the City acquired 1,784 square meters of land comprising a vacant residential lot with an area of 539 square meters zoned Residential R60. The land to the rear of this

residential lot forms a 1,245 square meters pocket park which is zoned Public Open Space – Restricted. The residential lot and the rear pocket park section together make up the Land on one lot, as demonstrated in **Attachment 1**. The Land is Lot 37 on Plan 2554 (No. 26) Brentham Street, Leederville.

Community consultation on the potential sale of 26 Brentham Street was carried out as requested by Council. The purpose of the consultation was to gather community feedback on the potential sale of the Land, prior to any decision being made. The consultation was open between 17 August 2021 and 8 October 2021. The project page had a total of 258 visits during the consultation period.

There were 73 Imagine Vincent survey responses, and a further 14 responses were submitted to Administration directly by email. A total of 87 submissions were received with 82 (94 percent) responses against the potential sale of No. 26 Brentham Street.

At its 14 December 2021 Meeting (Item 9.14), Council noted:

- the public submissions received in response to the community consultation;
- that Administration will investigate the interest of adjoining landholders in the land;
- that any decision to sell the land would require a scheme amendment which includes further public advertising; and
- that Administration will provide further advice in March 2022 regarding any interest from adjoining landowners and a recommended approach regarding the existing play equipment.

DETAILS:

The City has prepared Amendment 8, included at **Attachment 1**, to reclassify the subject site from Public Open Space reserve to Residential zone with and density code of R60.

The subject site is situated in an area where there is significant public open space, as shown in **Attachment 2**. Given the proximity of this land to Brentham Street Reserve (28,900 square meters) and Britannia Reserve (157,700 square meters), it is deemed surplus to the City's Public Open Space (POS) requirements in this area. Sale of this land with a 'Residential' zoning would allow for acquisition of land for public open space where shortfalls have been identified in the City's [Public Open Space Strategy](#) and/or improvement of existing parks and open spaces.

Following a land swap requested by McAuley Property Limited in 2020, two of the access points to the subject site are now fenced, private land. As shown in **Attachment 3**, the subject site is separated from the majority of Brentham Street Reserve by private landholdings.

The intent of Amendment 8 is to reclassify the subject site to expand the types of uses that may be permitted. This includes residential dwellings, home offices, and aged or dependent persons dwellings. Amendment 8 proposes a residential density code of R60, which would match the density of the surrounding residential area and development.

The R60 density code allows for the development of houses, units and apartments, which sets a deemed-to-comply height of three storeys and plot ratio of 0.8. In the case of the potential development of grouped dwellings on the site, a maximum of 11 dwellings could be permitted across the entirety of Lot 37 (1,784 square meters), however site constraints would likely limit this further.

CONSULTATION/ADVERTISING:

If Council resolves to prepare the amendment, a notice would sent to relevant public authorities, including the Environmental Protection Authority (EPA). Subject to the approval of the EPA, the amendment would then undergo 42 days of public advertising, in accordance with section 47(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

In accordance with section 76A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the City's Community Engagement Framework, the proposed amendment would be advertised:

- On the City's website;
- At the City's Administration and Civic Centre;
- With a sign on site;

- An advertisement in a local newspaper; and
- Email to previous submitters;
- Via letter drop to owners and occupiers of directly adjoining and opposite properties.

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- State Planning Policy 7.3 – Residential Design Codes (R-Codes);
- Local Planning Scheme No. 2;
- Community Engagement Framework; and
- Policy No. 7.1.1 – Built Form.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to reclassify and zone Residential a lot that the City owns.

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.

SUSTAINABILITY IMPLICATIONS:

The reclassification of the subject site to Residential would not contribute to any environmental sustainability outcomes considered in the City's [Sustainable Environment Strategy 2019-2024](#). The proposed Amendment would enable the option for the City to progress residential development on the site that decreases the amount of vegetation on Lot 37. However, the sale of the lot may allow the City to purchase land to create higher quality public open space, and result in a net increase of vegetation in the long-term.

Potentially removing the trees from the site would not affect the canopy targets noted in the City's *Sustainable Environment Strategy 2019-2024*. The City is 2-3 years ahead on planting targets to increase tree canopy. If the sale does go ahead, the City could plant a number of trees in the surrounding City-owned land to replace them.

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 cost of advertising and progressing the proposed Amendment would be met through the City's existing operating budget.



CITY OF VINCENT

LOCAL PLANNING SCHEME NO. 2

Amendment No. 8

Standard amendment to reclassify a portion of Lot 37 (26) Brentham Street, Leederville from 'Public Open Space – Restricted' to 'Residential R60'.



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. 8

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. Reclassify the portion of Lot 37 (26) Brentham Street, Leederville currently reserved for 'Public Open Space – Restricted' to 'Residential' zone;
2. Apply the 'R60' density code overlay to the entirety of Lot 37 (26) Brentham Street, Leederville.

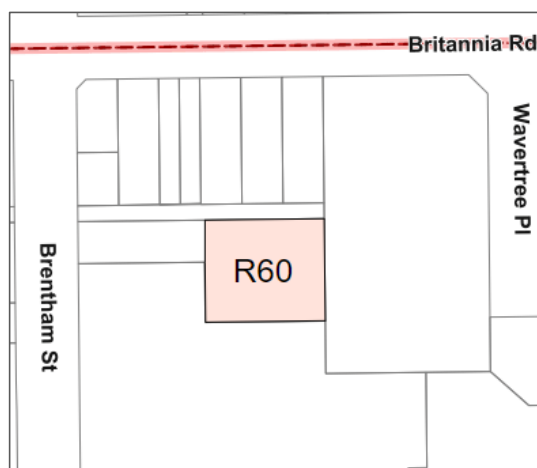
The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- It is an amendment to the scheme map that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission; and
- It is an amendment is not a complex or basic amendment.



CITY OF VINCENT

Modifications 1 and 2 – Scheme Map

Existing:Proposed:

 = Amendment area

Dated this day of 2022

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
	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
A	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. 8

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

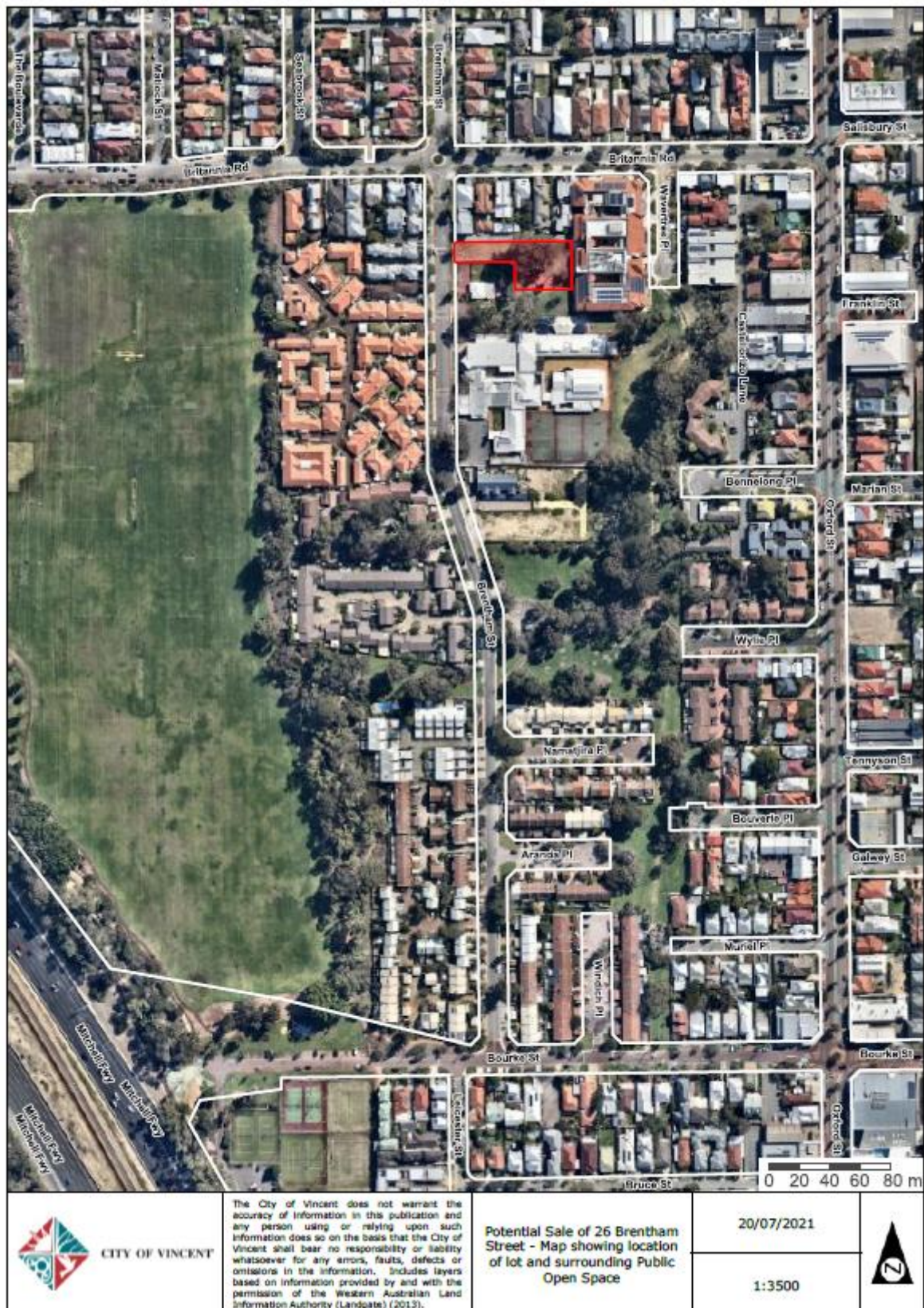
.....
DELEGATED UNDER S.16 OF
THE *PLANNING AND DEVELOPMENT ACT 2005*

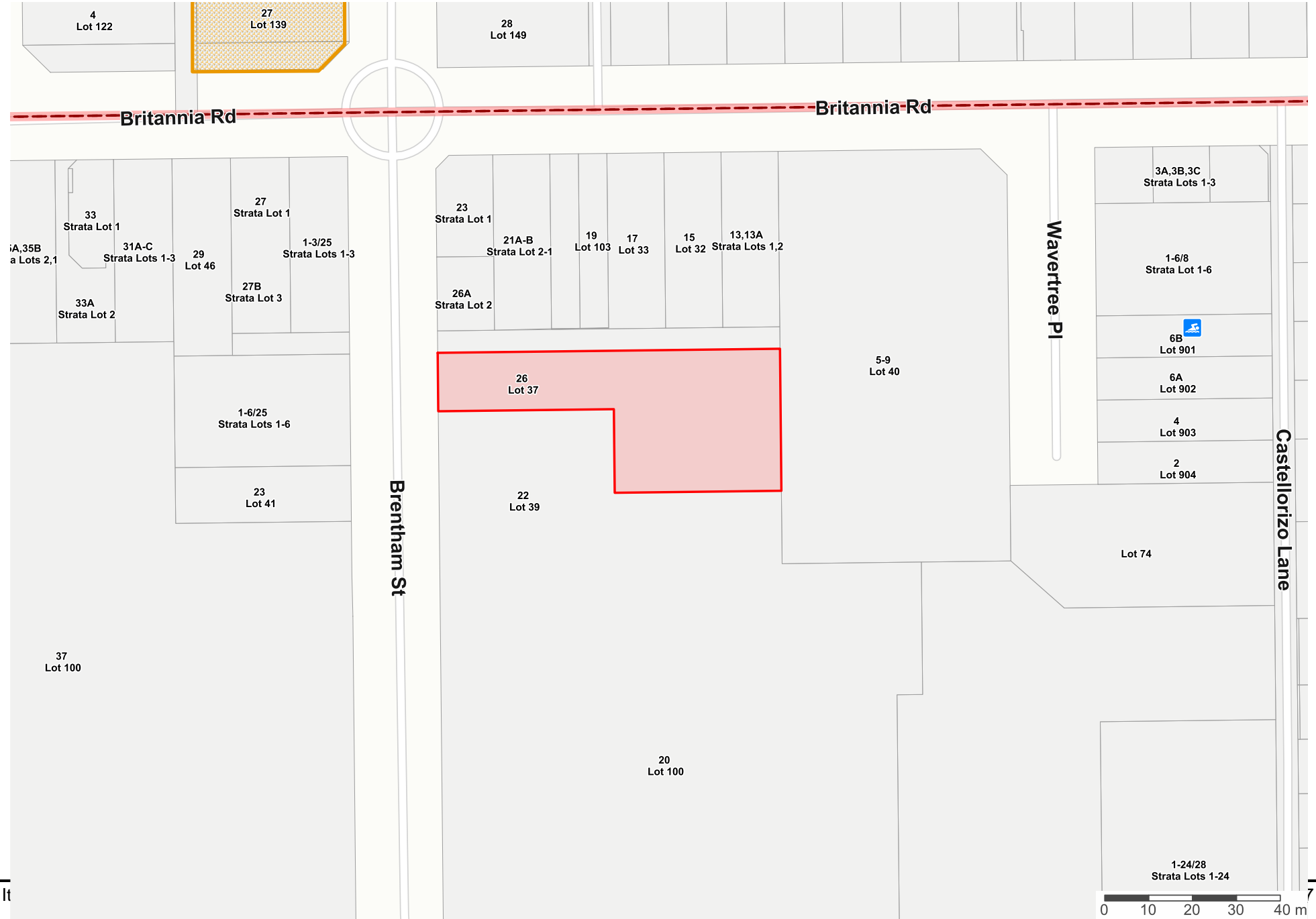
DATE.....

APPROVAL GRANTED

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

DATE.....





5.6 RESCINDING OF POLICY NO. 4.1.23 - STATE ADMINISTRATIVE TRIBUNAL

Attachments: 1. Draft State Administrative Tribunal Management Practice [↓](#) 

RECOMMENDATION:

That Council:

1. **RESCINDS** Policy No. 4.1.23 – State Administrative Tribunal, pursuant to section 2.7 of *Local Government Act 1995*; and
2. **NOTES** the management practice, included at Attachment 1, to be managed and maintained by Administration.

PURPOSE OF REPORT:

For Council to consider rescinding [Policy No. 4.1.23 – State Administrative Tribunal](#) (the Policy).

BACKGROUND:

Council adopted the Policy on [24 May 2005](#) (item 10.4.1). Since adoption, the Policy remains largely unchanged except for replacing references to the 'Town' with the 'City'.

The Policy development originally coincided with the creation of the State Administrative Tribunal (SAT). The SAT is responsible for hearing appeals from parties aggrieved by decisions of authorities such as the City and the Joint Development Assessment Panel, primarily in matters related to town planning applications.

Currently, only the decision-making authority and the applicant may be party to an appeal. Neighbouring residents, submitters, and interested parties are generally not involved in an appeal process through the SAT.

The primary purpose of the current Policy is to set out the process for reporting and responding to an application for a SAT review of a Council decision. Due to the Policy being created over 16 years ago, it is overdue for review and not in line with current practice.

DETAILS:

The existing SAT Policy acts as a procedure, in terms of setting out the manner in which certain actions should be undertaken.

In reviewing the Policy, Administration considered current practice and alternative mechanisms that could be used instead of a Policy. For those provisions that act as procedural instructions, these could be transferred to a management practice to be maintained and updated by Administration. **Attachment 1** sets out the proposed management practice.

Since the management practice is proposed to be maintained by the Administration, it is presented to Council for 'noting'.

The process outlined in the management practice is almost identical to the existing Policy except that it adds additional detail, and no longer requires the CEO to present a draft report to Council before responding to SAT appeals. The City has already been operating in this manner for some time due to the short turnaround time required by the SAT. The management practice proposes no changes to the current manner in which the City is operating.

CONSULTATION/ADVERTISING:

Pursuant to the City's Community and Stakeholder Engagement Policy, the proposal to rescind the SAT Policy is considered to fall into the 'inform' category. Since there is proposed to be no effective change to the operation of the City's SAT proceedings, consultation would be unlikely to influence the outcome and is not required.

LEGAL/POLICY:

Local Government Act 1995.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to rescind the SAT Policy and note a new management practice.

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.

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:

The costs of this proposal extend to publishing a notice of rescinding the SAT Policy. This cost will be met from the City's existing operating budget.

State Administrative Tribunal Management Practice

Previous Policy Requirements (Page 1)	Management Practice
CEO determines how to deal with SAT matters.	Administration determines how to deal with SAT matters.
Senior employees (with consultants as required) defend Council decisions.	<p>Administration represents matters at SAT for applications that have been determined either:</p> <ol style="list-style-type: none"> 1. Under delegated authority; or 2. By Council, consistent with Administration's recommendation. <p>Administration also represents Council where its determination was contrary to Administration's recommendation; however, staff members attending SAT will not be those who were involved in the assessment of the application or preparation of the recommendation.</p> <p>In all instances, planning consultants or legal representation may be engaged, depending on the complexity of the matter and the capacity of Administration to deal with the review.</p>
Confidential report submitted to Council with details of SAT appeal and proposed response, including whether a Council Member or resident should also appear as a witness.	Administration notifies Council Members through the monthly information bulletin of all SAT matters. In most instances, it would not be appropriate or feasible to provide Council with a confidential report prior to SAT directions hearing or mediation.
CEO authorised to respond directly to SAT if there is no time for a Council report.	In instances where a matter previously determined by Council is invited to be reconsidered, this would be scheduled based on the upcoming Council Meeting dates. Items previously dealt with under delegated authority are not presented to Council for determination.
Previous Procedures (Page 2)	Management Practice
The City will notify all submitters that an application is subject to SAT review and invite nominations for involvement in the process.	<p>Submitters are notified in writing of a SAT appeal and how this progresses.</p> <p>If submitters own land affected by the proposed development, Administration would request the SAT to allow those submitters to join as a party to the appeal. If SAT supports this, Administration would invite those submitters and support them in applying to SAT to join the appeal proceeding.</p>
All witnesses will be provided with assistance to prepare witness statements but will not be paid.	<p>Members of the Design Review Panel, or other consultants, are paid in accordance with their respective contract.</p> <p>Adjoining property owners and submitters called as witnesses, or participating as a party to the appeal, would not be paid for their time.</p>
Where the CEO responds directly to SAT, the draft response should be circulated to Council Members for comment first.	<p>Administration's approach to any SAT review of a Council decision would first be referred to Council Members for comment. Any reconsideration of such a matter would be considered and determined by Council.</p> <p>Any SAT review of a delegated authority decision would be dealt with by Administration and reported to Council through the monthly information bulletin.</p>
Once the SAT has made its final decision, the City's response will be included in the Council information bulletin.	Administration notifies Council of the outcome of the review through both an email and the Council information bulletin.

5.7 ADVERTISING OF AMENDED POLICY - POLICY NO. 7.5.3 - EDUCATION AND CARE SERVICES

- Attachments:**
1. **Engagement Results Report**  
 2. **Draft Local Planning Policy: Education and Care Services**  
 3. **Local Planning Policy: Education and Care Services - Tracked Changes**  

RECOMMENDATION:

That Council PREPARES Amendment 2 to Local Planning Policy No. 7.5.3 – Education and Care Services, included at Attachment 2, for the purpose of public advertising, pursuant to clause 4 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

PURPOSE OF REPORT:

For Council to prepare Amendment 2 to Local Planning Policy No. 7.5.3 – Education and Care Services for the purpose of public advertising.

BACKGROUND:

Council adopted [Local Planning Policy No. 7.5.3 – Education and Care Services](#) (the Policy) on 27 March 2001 and last reviewed the Policy on 12 March 2013.

Review of the Policy aligns its intent with the City's expectations for education and child care services and to help mitigate these uses' potential impacts on adjoining areas.

DETAILS:Consultation with key stakeholders

The City sought feedback from education and care service operators within the City of Vincent, applicants who had lodged a development application in 2020 and 2021, and a selection of community members who had provided a submission to the City in relation to a development application relating to an education or child care service. The purpose of this initial consultation was to understand potential improvements for the Policy. The consultation period commenced on 14 December 2021 and concluded on 30 January 2022. A follow up email was sent to all stakeholders on 17 January 2022.

Three submissions were received. The first was from a previous submitter who raised concerns with the amount of traffic generated from child care centres, and the impacts the additional traffic has on surrounding streets.

The second submission was received from a child care operator within the City of Vincent. The submission suggested operating hours should be extended from 7:30am to 6:30am to reflect demand. It also suggested improving provisions relating to appropriate locations, parking and access, outdoor shade and artificial surfaces to protect the safety of children.

The third submission raised concerns that a crèche facility would require development approval under the Policy.

A summary of the submissions and Administration's response is included as **Attachment 1**.

Proposed improvements

As a result of the desktop review and community engagement, the following improvements were identified:

1. Improved objectives

The current objective of the Policy is as follows:

“The purpose of this policy is to facilitate the establishment of Education and Care Services premises and to provide specific development, design and operating requirements for Family Day Care Service and Centre-Based Child Care Service premises.”

To accommodate situations not considered by a policy, it is good practice for objectives to provide guidance on acceptable standards and outcomes. The current objective of the Policy does not do this, and simply specifies the purpose of the policy.

New objectives are proposed that refer to appropriate locations, noise generating activities, protection of privacy, traffic impacts on local roads, parking supply and functionality, design quality and overall functionality of the site. The proposed objectives make specific references to the issues that commonly pertain to education and care service developments, and how the Policy should be applied to address these issues.

2. Updated definitions to distinguish between ‘Centre-Based Child Care Services’ and ‘Family Day Care Services’.

The existing definitions within the Policy refers to the *Education and Care Services National Regulations 2012* (Regulations), which is not a user-friendly approach. The proposed amendment includes the definitions in the Policy itself to clearly articulate the difference between the care services.

3. Delete provisions that relate to other legislation or are not planning considerations. For example, the number of baby change facilities is not a planning consideration and should not be included within the Policy.
4. Include new provisions relating to:

Building design (Clause 1.1)

The new building design requirements are to be considered in addition to those within the City’s Policy No. 7.1.1 – Built Form. They ensure buildings are designed to protect the privacy of the adjoining properties and the users of the site, while maintaining an acceptable level of interaction with the street.

Suitable locations for Centre-Based Child Care Services (Clause 3.1 and 3.2)

Child care services are to be appropriately located adjacent to other commercial development. This would reduce adverse impacts on noise sensitive land uses such as residential properties.

Child care services typically do not provide interactive frontages with the street and are not to be located on the ground floor or at grade level within Regional Centres, District Centres or Local Centres under the City’s Local Planning Scheme.

Car parking and vehicle access (Clause 3.4)

Additional requirements are included for drop off/pick up locations to ensure they are suitably located and consider amenity impacts on adjoining properties. Separate pedestrian paths are also recommended to provide a safer environment for users of the site.

Traffic volumes on local roads is a common theme raised by residents during public consultation periods. Where available, dual vehicle access will reduce traffic volumes on any one street and assist with the flow of traffic.

5. Amend existing provisions relating to:

Fencing and security (Clause 1.2)

The clause was reworded to use plain English.

Hours of operation (Clause 1.5)

Additional hours may be considered in instances when there is no adverse impact on the amenity of surrounding properties.

External playing space (Clause 3.3)

To consider appropriate locations for external play spaces to avoid them being located adjacent to sensitive land uses (i.e. residential dwellings) or unsafe locations (i.e. near a major road).

To support design excellence, natural landscaping that is integrated into the overall design of the space is encouraged over artificial materials.

Submission requirements (Clause 4)

Additional detail is included in the 'Submission requirements' section of the proposed Policy to ensure all supporting information is included and assessed as part of the development application. This would assist in assessing compliance with relevant legislation and impact on surrounding areas.

The minimum submission requirements include operation management plans, development plans, traffic impact statement/assessment in accordance with the Western Australian Planning Commission's Transport Impact Assessment Guidelines, parking management plans, waste management plans, landscaping plans, noise assessment, and signage plans in accordance with the relevant local planning policies.

The draft amended Policy is included as **Attachment 2**.

CONSULTATION/ADVERTISING:

In accordance with the City's [Community and Stakeholder Engagement Policy](#), public notice 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.

Public notice of the Policy would be provided from April 2022.

LEGAL/POLICY:

Schedule 2, Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the requirements to amend a local planning policy.

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 Policy.

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.

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

The costs of advertising the Policy can be met by the City's existing operating budget.

POLICY NO. 7.5.3 EDUCATION AND CARE SERVICES – Feedback from key stakeholders

Overview

The City sought feedback from education and care service operators within the City of Vincent, applicants who had lodged a development application in 2020 and 2021, and a selection of community members who had provided a submission to the City in relation to a development application relating to an education or child care service.

The purpose of engagement was to identify issues and potential improvements to the existing policy.

The consultation period commenced on 14 December 2021 and concluded on 30 January 2022. A follow up email was sent to all stakeholders on 17 January 2022.

Summary of submissions

The below tables summarise the comments received during the engagement and Administration's response.

Stakeholder	Submission summarised	Theme/s	Administration Response
Previous submitter	Education and Care Services generate too much traffic and cause parking issues within local roads.	<ul style="list-style-type: none">• Congestion• Parking issues	<p>Several changes to the Policy are proposed:</p> <p>A new objective is included to consider the impact the traffic generated may have of the safety and function of the local road networks.</p> <p>Clause 3.4 Car parking and vehicle access includes new requirements to better manage drop off / pick up areas, and where available proposals are to distribute ingress and egress over the multiple crossovers available for use. This is to reduce traffic volumes at any one access point.</p> <p>New requirements within Clause 4 as follows:</p>

			<p>iii) A traffic impact statement is required for applications proposing ten – 100 children, and a traffic impact assessment for applications proposing more than 100 children is requirement; and</p> <p>iv) A parking management plan in accordance with the City's Local Planning Policy relating to Non-Residential Development Parking Requirements.</p> <p>The proposed updates ensure traffic generation and parking requirements of the proposed development would satisfy state and local government requirements, respectively.</p>
Child care operator	<p><u>3.6 Hours of Operation</u> There are services within the City that open at 6.30am so this may need to be changed to reflect what is actually happening in the community.</p> <p><u>4 Planning Approval</u> We have some concerns about this section regarding the safety of children. They are:</p> <ul style="list-style-type: none"> • Proximity of some services to major roads and /or intersections • Provision of parking and safety of this • Shade/outdoor requirements • Artificial surfaces such as soft fall <p><u>Proximity of services</u> We also have concerns over the proximity of services to each other. One final remark is does the policy cover 3 plus programs, out of school hours care services and vacation care programs?</p>	<ul style="list-style-type: none"> • Hours of operation • Safety of children • Proximity of services to each other 	<p><u>Hours of operation</u> All Centre-Based Child Care Services and Family Day Care Services require a development application under the City's Local Planning Scheme No. 2. Where a proposal could demonstrate that the extended hours would not have an impact on adjoining properties, extended hours could be approved. An example of where extended hours may be appropriate is when a service was not adjacent to any residential properties or other noise-sensitive land uses.</p> <p><u>Planning Approval</u></p> <ul style="list-style-type: none"> • Most commercial areas, which are preferred locations for child care centres, are located along transport corridors. The Policy includes the following measures to mitigate impacts: <ul style="list-style-type: none"> ○ Objectives to consider overall safety of the site, particularly for vehicles and pedestrians

			<ul style="list-style-type: none"> ○ Fencing is required to retain children within the premises ○ New parking and access requirements to protect the safety of users of the site and surrounding local road networks ○ Traffic impact statements/assessments in accordance with the Western Australian Planning Commission's Transport Impact Assessment Guidelines. These guidelines include guidelines for pedestrian access and safety. ● The amount of outdoor area is controlled by the Act and the Regulations. The policy requires 30 percent of the external playing area to be shaded, noting landscaping is encouraged over artificial shade. <p><u>Proximity of services</u> The proximity of services to each other is not a planning consideration.</p>
Previous submitter	<p>The policy is ok, but there is a problem for landlords wanting to include a creche facility on their premises, like the ones typically found at IKEA or in hospitals, where the parent must be on premises whilst the child is playing under supervision, such as described here: https://www.careforkids.com.au/child-care-articles/article/145/creches. The problem is that many websites - including the building code, mention that the term creche is used interchangeably with the term day care centre or childcare education centre. This creates confusion for building consultants and landlords who want a creche. The fact that we also have family day care or home care</p>	<ul style="list-style-type: none"> ● Unclear definitions 	<p>The Department of Communities, Education and Care Regulatory Unit confirmed creches (including those within shopping centres) do not fall within the definition of 'Education and Care Service' due to primarily being ad hoc or casual care.</p> <p>The Policy was amended to specify care types which are included and excluded from 'Education and Care Service'.</p>

	facilities further adds to the confusion. I think it would be great if the policy could clearly stipulate what is (and in this case) what is not a day care centre.		
--	---	--	--

LOCAL PLANNING POLICY: CHILD CARE AND FAMILY DAY CARE



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	<ul style="list-style-type: none"> • <i>Education and Care Services National Law (WA) Act 2012.</i> • <i>Child Care Services Act 2007.</i> • <i>Education and Care Services National Regulations.</i>

PRELIMINARY

INTRODUCTION

The National Quality Framework (NQF) regulates early learning and school age care in Australia and seeks to improve education and care across long day care, family day care, preschool/kindergarten, and outside school hours care services. The NQF is established through an applied laws system and consists of the *Education and Care Services National Law (WA) Act 2012* and the *Education and Care Services National Regulations 2012*.

The *Education and Care Services National Law (WA) Act 2012* and *Education and Care Services National Regulations 2012* identifies two types of childcare services. These are Family Day Care Services and Centre-Based Child Care Services.

PURPOSE

The purpose of this policy is to provide clear direction on the requirements for education and care services within the City of Vincent.

OBJECTIVE

This Policy seeks to ensure that:

- Centre-Based Child Care Services are adjacent to and complement other non-residential land uses, and are located so as to avoid non-residential development encroaching upon areas which are residential in nature and resulting in adverse impacts.
- Noise-generating activities such as outdoor play areas, vehicle access ways, car parking areas and any plant and equipment is located away from noise-sensitive land uses (such as residential dwellings).
- The privacy of adjoining properties is protected through sensitive design.
- Sites are designed to minimise the impact of traffic associated with Centre-Based Child Care premises on the function and safety of the local road network.
- Adequate parking supply is provided that is functional and protects the safety of drivers and pedestrians.
- Buildings are designed to achieve high quality design and respond to the surrounding context, while providing a safe environment that meets the needs of its users.
- Legibility, functionality, and wayfinding are considered in the overall design of the development.

LOCAL PLANNING POLICY: CHILD CARE AND FAMILY DAY CARE SCOPE



The provisions of this policy apply to all education and care service premises within the City of Vincent. Where a development application does not satisfy the policy provisions, the proposal is to be assessed against the objectives of this Policy.

This Policy prevails over all other planning policies, excluding the City's Heritage Policies.

POLICY PROVISIONS

DEFINITIONS

Centre-Based Child Care Services means an 'Education and Care Service' other than a Family Day Care Service.

Note: Child Care Premises, as defined within the City's Local Planning Scheme No. 2, has the same meaning as Centre-Based Child Care Services.

Education and Care Service means any service providing or intended to provide education and care on a regular basis to children under 13 years of age other than those services listed under Schedule – Education and Care Services National Law, Part 1, Section 5 (1) of the *Education and Care Services National Law (WA) Act 2012*.

Note 1: This term includes services such as centre-based child care and afterschool care.

Note 2: The exclusions include schools, kindergarten, personal arrangements, instructional activities (i.e., sport, dance, music, religion, etc), hospital / medical / therapeutic care services, child protection law, and disability services. Creches, which are primarily ad hoc or casual care are also excluded.

Family Day Care Service means an education and care service that —

- (a) is delivered through the use of 2 or more educators to provide education and care to children; and
- (b) operates from 2 or more residences;

Note 1: A Family Day Care Service that is an approved Family Day Care Service may provide education and care to children from a family day care residence or an approved family day care venue.

Note 2: No more than 7 children can be educated and cared for as part of a Family Day Care Service at a family day care residence or an approved family day care venue at any one time.

In addition to referring to the relevant requirements of the *Education and Care Services National Law (WA) Act 2012* and *Education and Care Services National Regulations 2012* referred to above, applicants are encouraged to refer to the Australian Children's Education and Care Quality Authority (www.acecqa.gov.au) or contact the relevant State Government regulatory authority (Department of Communities, Education and Care Regulatory Unit) for further information and licensing requirements for the establishment and operation of education and care services.

LOCAL PLANNING POLICY: CHILD CARE AND FAMILY DAY CARE POLICY



1. General Requirements For Education And Care Services

1.1 Building design

- a) The orientation and design of buildings, windows and balconies minimises direct overlooking of habitable rooms and private outdoor living areas of neighbouring properties.
- b) Buildings are designed to interact with the street and public spaces while maintaining privacy for its users.
- c) The entrance to the building shall be visible from the street and provided with clear wayfinding from all adjacent car parking areas.

1.2 Fencing and security

Any outdoor space used by children are to be enclosed by a fence or barrier that is a minimum of 1.2 metres in height and designed so that children cannot go through, over or under it.

1.3 Swimming pools

Swimming pools or outdoor spas are not permitted.

1.4 Signage

All signage requirements are to be in accordance with the City's Local Planning Policy - Signs and Advertising.

1.5 Hours of operation

Unless otherwise approved by the local government, with due regard to impact on amenity of surrounding properties, the hours of operation are restricted to between 7.00am to 7.00pm on weekdays and 7.00am to 6.00pm on Saturdays. Premises are not permitted to be operational on Sundays.

2. Family Day Care Services

2.1 Suitable types of dwellings

Family Day Care Services may be considered from a single house or grouped dwelling. Multiple dwellings for the purpose of a Family Day Care Service is not permitted.

2.2 External playing space

Family Day Care Services are to have a minimum external 'playing space' of 40 square metres, with a minimum dimension of 6 metres.

LOCAL PLANNING POLICY: CHILD CARE AND FAMILY DAY CARE



2.3 Car parking

Family Day Care Services are not required to provide any additional car parking bays, other than what is required under the Residential Design Codes.

3. **Centre-Based Child Care Services**

3.1 Suitable locations

- a) Centre-Based Child Care Services are to be located with a Mixed Use, Local Centre, District Centre, Regional Centre, Centre or Commercial zone as identified by the City's Local Planning Scheme.
- b) Centre-Based Child Care Services are not permitted on ground floors or at grade level within Regional Centres, District Centres and Local Centres under the City's Local Planning Scheme.

3.2 Suitable locations in Residential zones

Centre-Based Child Care Services will be considered within a Residential zone under the City Local Planning Scheme where it is adjacent to other commercial premises.

3.3 External playing space

- a) Centre-Based Child Care Services are to have a minimum external playing space area in accordance with the *Education and Care Services National Regulations* (as amended).
- b) The external playing space is required to provide a shaded area that is at least 30 percent of the size of the minimum required external playing space.
- c) Landscaping is encouraged over artificial materials and should be integrated into the overall design of the space.
- d) External playing spaces shall be on a safe location of the site (e.g. away from a major road), and away from any adjoining noise-sensitive land uses (e.g. residential dwellings).

3.4 Car parking and vehicle access

- a) All car parking and vehicular access requirements is to be in accordance with the City's Local Planning Policy – Non-Residential Development Parking Requirements.
- b) A drop off/ pickup area is required in accordance with the City's Local Planning Policy - Parking and Access and shall:
 - have convenient access to the entrance of the building
 - be located away from any adjoining noise-sensitive land uses

LOCAL PLANNING POLICY: CHILD CARE AND FAMILY DAY CARE



- be time limited to encourage turnover of vehicles during peak periods

The management of the drop off/ pick up area shall be demonstrated within the parking management plan (see Clause 4 - Submission Requirements).

- c) Dedicated and clearly defined pedestrian paths shall be provided from the street and onsite parking areas to the entrance of the building.
- d) Where dual access to a site is available, ingress to the site and egress from the site shall be provided from different streets to distribute the traffic volume over multiple streets.

Where it can be demonstrated that the amount of traffic would not affect the amenity of surrounding properties, vehicle access shall be from the secondary street.

Note: Advice from the Department of Planning, Lands and Heritage or Main Roads WA may prevail.

4. Submission Requirements

In addition to submission of the development application form, fees, and mandatory information detailed on the application checklist, applications for a Family Day Care Service or Centre-Based Child Care Services must also be accompanied by:

- a) a management plan outlining the number of children proposed, age group breakdown, days and hours of operation, staff requirement, and explanation of why the use is appropriate for its location;
- b) a detailed site plan to a scale sufficient to identify clearly the boundaries and all proposed structures, external play areas; landscaping, refuse storage area, car parking, pedestrian and vehicle access ways, crossover(s) and kerb locations, verge width and associated road infrastructure (e.g. light poles, traffic islands) for the full road reserve width for all roads abutting the application site;
- c) a traffic impact statement is required for applications proposing 10 – 100 children, and traffic impact assessment is required for applications proposing more than 100 children, in accordance with the Western Australian Planning Commission's *Transport Impact Assessment Guidelines*;
- d) a parking management plan in accordance with the City's Local Planning Policy relating to Non-Residential Development Parking Requirements;
- e) a noise impact assessment in accordance with the City's Local Planning Policy relating to Sound Attenuation, demonstrating the internal and external play spaces, car parking and access ways would not cause an adverse impact on adjoining properties, nor be adversely affected by surrounding land uses
- f) a waste management plan in accordance with the City's Waste Guidelines for New Developments;

LOCAL PLANNING POLICY: CHILD CARE AND FAMILY DAY CARE



- g) a detailed landscaping plan, including indicative design of external playing spaces;
- h) signage details or a signage strategy in accordance with the City's Local Planning Policy relating to Signs and Advertising; and
- i) any additional information or written justification relevant to the assessment of the application.

5. NATIONAL CARE SERVICES LAW AND REGULATIONS

In addition to the requirements listed in this policy, the applicant is to ensure that the proposed Education and Care Service premises are compliant with the *National Education and Care Services Regulations 2012*. These requirements will not form part of the City's assessment. For further information, please contact the Department of Communities, Education and Care Regulatory Unit.

OFFICE USE ONLY	
Responsible Officer	Manager Policy & Place
Initial Council Adoption	27 March 2001
Previous Title	Local Planning Policy 7.5.3 Education and Care Services
Reviewed / Amended	12 March 2013
Next Review Date	2027

POLICY NO: 7.5.3 EDUCATION AND CARE SERVICES**INTRODUCTION**

~~On 1 January 2012, the National Quality Framework was introduced into the National Legislative Framework and aims to raise high quality and drive continuous improvement and consistency in education and care services. The national legislative framework is established through an applied laws system and consists of the Education and Care Services National Law and the Education and Care Services National Regulations.~~

The Education and Care Services National Law identifies two types of child care services. These are Family Day Care Services and Centre Based Child Care Services.

OBJECTIVES

The purpose of this policy is to facilitate the establishment of Education and Care Services premises and to provide specific development, design and operating requirements for Family Day Care Service and Centre Based Child Care Service premises.

POLICY STATEMENT**1. FAMILY DAY CARE SERVICES****1.1 Definition**

~~A Family Day Care Service has the same meaning as is given to it in, and for the purposes of, the Education and Care Services National Regulations 2012.~~

~~A Family Day Care Service offers education and care in the private homes of registered carers through a family day care scheme.~~

1.2 Suitable Types of Dwellings

A Family Day Care Service may be considered from a single house or grouped dwelling. The use of a multiple dwelling for the purpose of a Family Day Care Service is not permitted.

1.3 External Playing Space

A dwelling proposed to be used for a Family Day Care Service is to have a minimum external 'playing space' of 40 square metres, with a minimum dimension of 6 metres.

1.4 Car Parking

A dwelling proposed to be used for a Family Day Care Service is not required to provide any additional car parking bays, other than what is required under the Residential Design Codes.

2. CENTRE-BASED CHILD CARE SERVICES**2.1 Definition**

~~A Centre Based Child Care Service has the same meaning as is given to it in, and for the purposes of, the Education and Care Services National Regulations 2012.~~

~~A Centre Based Child Care Service offers education and care in from a premises used exclusively for this purpose and includes long day care, out of school hours care and occasional care.~~

2.2 Internal Playing Space

~~A proposed Centre Based Child Care Service premises is to have a minimum unencumbered internal playing space of 3.25 square metres per child.~~

~~In calculating the area of unencumbered internal playing space, the following areas are to be excluded;~~

- ~~i) — any passageway or thoroughfare (including door swings);~~
 - ~~a. — any toilet or hygiene facilities;~~
 - ~~b. — any nappy changing area or area for preparing bottles;~~
 - ~~c. — any area permanently set aside for storage;~~
 - ~~d. — any area or room for staff administration;~~
 - ~~e. — any other space that is not suitable for children; and~~
- ~~ii) — the area of a kitchen is to be excluded, unless the kitchen is primarily to be used by children as part of an education program provided by the service.~~

2.32.2 External Playing Space

~~2.3.1 — A proposed Centre Based Child Care Service premises is to have a minimum unencumbered external playing space of 7 square metres per child.~~

~~In calculating the area of unencumbered external playing space, the following areas are to be excluded,~~

- ~~i) — any pathway or thoroughfare, except where used by children as part of the education and care program;~~
- ~~ii) — any car parking area;~~
- ~~iii) — any storage shed or other storage area; and~~
- ~~iv) — any other space that is not suitable for children.~~

~~2.3.22.2.1 — The external playing space is required to provide a shaded area that is at least 30 percent of the size of the minimum required external playing space.~~

2.42.3 Car Parking and Vehicular Access

~~2.4.12.3.1 — All car parking and vehicular access requirements is to be in accordance with the City's Policy relating to Parking and Access.~~

~~2.4.22.3.2 — A drop off/pick up area is required in accordance with the City's Policy relating to Parking and Access.~~

2.5 Administrative Space

~~A Centre Based Child Care Service premises is required to have an adequate area or areas at the premises for the purposes of:~~

- ~~i) — conducting the administrative functions of the service;~~
- ~~ii) — consulting with parents of children;~~
- ~~iii) — conducting private conversations; and~~
- ~~iv) — providing facilities for relief for the nominated supervisor, staff members and volunteers.~~

2.6 Nappy Change Facilities

- ~~2.6.1 If a Centre Based Child Care Service premises educates and cares for children who wear nappies, the premises is required to provide the following facilities:~~
 - ~~2.6.1.1 One stable nappy changing surface for every 8 children who wear nappies, together with a nappy change mat or other mat with a washable, waterproof surface; and~~
 - ~~2.6.1.2 Hand washing facilities' in the immediate vicinity of the nappy changing area.~~
- ~~2.6.2 The nappy changing facilities are required to be designed and maintained in a way that prevents unsupervised access by children.~~

3. GENERAL REQUIREMENTS FOR EDUCATION AND CARE SERVICES**3.1. Toilet and Hygiene Facilities**

~~All Education and Care Services is to provide:~~

- ~~3.1.1.1 Adequate, developmentally and age appropriate toilet, hand washing, bathing and drying facilities;~~
- ~~3.1.1.2 The location and design of the toilet, hand washing, bathing and drying facilities enable safe use by the children; and~~
- ~~3.1.1.3 There is convenient access to the toilet, hand washing, bathing and drying facilities from the indoor and outdoor playing spaces.~~

3.2. Laundry and Hygiene Facilities

~~All Education and Care Services is to provide:~~

- ~~3.2.1 A laundry facility or access to laundry facilities; or~~
- ~~3.2.2 Other facilities' for dealing with soiled clothing, nappies and linen; and~~
- ~~3.2.3 The laundry or other facilities' are located and maintained in a way that prevents unsupervised access by children.~~

3.3.3.1. Fencing and Security

- ~~3.3.1 Any outdoor space at an Education and Care Service premises is required to be enclosed by a fence or barrier that is 1.2 metres in height.~~
- ~~3.3.2 The Education and Care Service premises is sufficiently secure:~~
 - ~~i) to prevent exist by unsupervised children;~~
 - ~~ii) to prevent persons without a legitimate reason to be on the premises.~~
- ~~3.3.3 The Education and Care Service premises is to ensure that the side of any internal or external stairway, ramp, corridor, hallway or balcony that does not abut a wall, is enclosed so as to prevent a child being trapped or falling through or climbing over it.~~

3.4.3.2. Swimming Pools

A swimming pool or outdoor spa is not permitted on a premises that contains an Education and Care Service.

3.5.3.3. Signage

All signage requirements is to be in accordance with the City's Policy relating to Signs and Advertising.

3.6.3.4. Hours of Operation

The hours of operation for an Education and Care Service Premises shall be limited to 7:00am to 7:00pm, Monday to Friday and 7:00am to 6:00pm on Saturday.

The City may consider an increase to the above hours of operation for, provided that the amenity of the surrounding area is not unduly affected.

4. PLANNING APPROVAL

When applying for Planning Approval to operate an Education and Care Service premises the following information is required to be submitted to the City in the form of a written submission:

- Information on the type of Education and Care Service including what services will be provided;
- The maximum number of children that will be cared for at any one time;
- The age group/range of the children that will be cared for;
- The maximum number of staff/educators/carers that will be working at the premises at any one time;
- The proposed hours and days of operation; and
- Information on the equipment that will be used.

5. NATIONAL CARE SERVICES LAW AND REGULATIONS

In addition to the requirements listed in this policy, the applicant is to ensure that the proposed Education and Care Service premises are compliant with the National Education and Care Services Regulations 2012.

5.8 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.**

PURPOSE OF REPORT:

To consider an update on the City of Vincent Rebound Plan implementation and the City's actions to manage, recover and rebound from the COVID-19 pandemic.

BACKGROUND:

On 15 September 2020 at its Ordinary Meeting, Council endorsed the [City of Vincent Rebound Plan](#) (Rebound Plan), as an addendum to the [COVID-19 Relief & Recovery Strategy](#) and noted that the implementation of the Rebound Plan would be reported monthly to the Rebound Roundtable and quarterly to Council.

On 15 December 2020, 23 March 2021, 22 June 2021, 14 September 2021 and 14 December 2021 at its Ordinary Meeting, Council noted the quarterly update on the implementation of the Rebound Plan.

The Rebound Roundtable was established 12 August 2020, as a collaborative partnership, and forum to share learning and ideas, between the City, local business representatives and the local town teams. The Rebound Roundtable evolved from the Town Team Roundtable which had been established in April 2020 as an online forum to obtain feedback regarding the City's Covid-19 relief and recovery measures.

With the exclusion of January 2021, May 2021 and January 2022 due to attendee availability, the Rebound Roundtable has met monthly since August 2020 to guide the implementation of the Vincent Rebound Plan – Implementation Framework (Implementation Framework), included as **Attachment 1**. The Implementation Framework addresses the ongoing actions and deliverables for the rebound phase of recovery. To enable specific deliverables to be discussed in detail at the Rebound Roundtable, a Rebound Roundtable Forward Agenda has been prepared and is included as **Attachment 2**.

COVID-19 State of Emergency Directions

Based on health-advice, the current State of Emergency Directions in Western Australia are:

- Face masks are required to be worn in Perth, Peel and the South-West region since 6:00pm, 16 January 2022 at all public indoor settings, in all vehicles unless the person is travelling alone or with members of the same household, at residential aged or disability care facilities both indoors and outdoors and at a hospital.
- Proof of vaccination requirements are in place for the venues in Perth and Peel including hospitality venues, restaurants, cafes, bottle shops, nightclubs, casinos, galleries, museums, indoor entertainment venues, cinemas, major stadiums, gyms, indoor sporting centres, indoor play centres, amusement parks, Perth Convention Exhibition Centre, Perth Zoo and residential aged care facilities.

For the City of Vincent specifically this means the gym, group fitness studios and café at Beatty Park require proof of vaccination, however it is not required for the indoor or outdoor pools.

The list of venues represents environments where:

- people cannot wear masks consistently;

- mitigation measures, such as mask use, hand hygiene and physical distancing, are difficult to effectively implement; and
- people are gathering together for extended periods.

A new hard border was introduced 5 February 2022 under WA's [Safe Transition Plan](#) to allow for safe, compassionate travel into WA and the return of legitimate Western Australians. The updated plan means the full border opening will be delayed given the full impacts of Omicron in Australia are still unknown, with peak infections not yet reached in jurisdictions with widespread transmission. Western Australia has now classified all Australian jurisdictions as 'extreme risk'. The WA Chief Health Officer continues to monitor and review border controls.

The WA Government released the free application; ServiceWA ahead of WA's Safe Transition Plan. The application enables users to show proof of COVID-19 vaccination, check-in at businesses and venues and access G2G Pass applications for interstate travel.

The prohibition on the use of rapid antigen tests (RATs) was lifted on 10 January 2022, allowing time for the purchase and distribution of RATs by industry and the community in WA. RATs can now be used as a diagnostic tool for COVID-19, as per high caseload setting health advice.

Western Australia transitioned to a new high caseload setting arrangement from Tuesday, 8 February 2022. To manage community transmission and minimise disruption to the community and economy, the following arrangements are in place:

- New close [contract definitions](#).
- New [testing and isolation protocols](#).
- Specific school and childcare close contact protocols.
- Online registration of positive [Rapid Antigen Test \(RAT\) results](#).
- Reduction in quarantine for approved international and interstate travellers to 7 days.
- Travellers must wear a mask in indoor and outdoor settings for the following 7 days.
- Vaccinated direct international travellers permitted to self-quarantine at a suitable premises, if eligible.
- International arrivals cap doubling to 530 travellers per week.
- Unvaccinated international arrivals required to complete 14 days in hotel quarantine.
- Mandatory use of G2G now still required by all arrivals in self-quarantine.

Applications for Small Business Assistance Grants are now open for businesses and sole traders in the events and hospitality sectors that were directly affected by the public health measures in Perth and Peel from 23 December 2021 to 4 January 2022. The WA Government also announced a new COVID-19 Test Isolation Payment program to support Western Australian's who are required to isolate while waiting for a COVID-19 PCR test result and lose income as a result.

The Bankwest Curtin Economics Centre's December 2021 Labour Market Update reports that WA leads the nation in employment growth since March 2020 by a strong margin (+4.8%) and has enjoyed the strongest labour market recovery over the course of the COVID-19 pandemic, with total hours worked now 5.8 per cent higher than in March 2020. WA now has the lowest unemployment rate across the country at 3.4 per cent, followed by SA and TAS at 3.9 per cent each.

As of 14 February 2022, 94.6 percent of WA's population over the age of 12 had been double vaccinated.

DETAILS:

The Rebound Plan is a locally responsive action plan designed to support the City's community and businesses to return to strong economic performance by making it easier to do business in the City, further cutting red tape and supporting initiatives to encourage community connection. It is a living document, updated regularly, allowing for new opportunities and initiatives to be included as they arise. It is tracking the City's economic development and social reconnection initiatives over a 24 month period.

The sixth quarterly update to Council is outlined through the Implementation Framework included as **Attachment 1**. The Implementation Framework tracks the implementation of 21 actions and 53 deliverables. Of these deliverables, 12 have been completed to date and 41 are currently being implemented as ongoing projects.

The Implementation Framework has been updated to include the Rebound Plan Risk Mitigation Table. This enables Administration to provide regular status updates on the implementation of the City's risk management and mitigation measurements, such as the City's support of [WA's Safe Transition Plan](#) to minimise the impacts of COVID-19.

Implementation Framework highlights from the last quarter include:

- To make it easy to get around Vincent and visit town centres and main streets (Action 1.4), the draft Opportunities, Constraints and Gaps Report for the Vincent Wayfinding Plan has been prepared and key findings reported to Council Workshop on 2 November 2021.
- To enhance the public realm through improved development outcomes and incorporation of cultural infrastructure and activation (Action 1.6), concept design proposals were submitted on 16 November 2021 for the phase 2 of the COVID-19 Arts Relief Grant funding. Recommendations from the Assessment Panel were endorsed at the 14 December 2021 Council Meeting. Applicants have been notified, contracts executed, and design development has commenced.
- To partner with government agencies, third party providers and inner-city local governments to support small businesses and attract visitors and tourists (Action 2.3), the Making Space for Culture report by Hatch RobertsDay has been completed and is being reviewed to determine recommendations to be included for consideration in the draft Arts Plan.
- To partner with government agencies, third party providers and inner-city local governments to support small business (Action 2.3), the City applied for and was accepted into the Small Business Development Corporation (SBDC) Small Business Friendly Approvals Program. The program will assist to improve the customer experience for small business and commenced 9 February 2022.
- To celebrate community resilience and build awareness of local community groups, volunteers, and sporting clubs to increase participation and membership (Action 3.1), the COVID Conversations Film Music Project is complete and was formally launched on 30 January 2022.

While local businesses and the community have shown ongoing resilience through the changing COVID-19 environment, support opportunities continue to be explored. Given the importance of community connection in maintaining mental health and wellbeing, opportunities to better facilitate community interaction and engagement have been identified. Recently identified opportunities include building more flexibility into supporting local event providers and community groups, through agile event funding, and supporting bricks and mortar businesses, through the utilisation of public space.

The City is investigating the potential for events funding to become a grant program that is extended to be open throughout the year, rather than for only a number of weeks. This would allow event providers and community groups to apply at a time that is most effective for them. The City is also exploring opportunities to host and manage core local events throughout the year and this will be discussed at the March Rebound Roundtable.

To enable businesses to better utilise public space, opportunities to further enable pop-up outdoor dining areas and better facilitate street closures are being explored through the Grosvenor Road Vincent Pedestrian Streets Trial and draft Vibrant Public Spaces Policy.

CONSULTATION/ADVERTISING:

The Rebound Plan will continue to be implemented in consultation with the town team community and business representatives through the Rebound Roundtable.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to note the implementation of the actions identified in the Rebound Plan.

STRATEGIC IMPLICATIONS:

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

Connected Community

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

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

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.

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:

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*; however, the Rebound Plan has been considered against the Statement of Principles announced by the Mayors of the C40 Climate Leadership Group on 18 August 2020 and has been found to be in alignment. The goal of the Statement of Principles is to build a better, more sustainable, more resilient, and fairer society out of the recovery from the COVID-19.

PUBLIC HEALTH IMPLICATIONS:

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

Increased mental health and wellbeing

Increased physical activity

Mitigate the impact of public health emergencies

FINANCIAL/BUDGET IMPLICATIONS:

The Rebound Plan highlights existing budgeted services, projects and programs.

The actions listed in the Rebound Plan have all been accounted for through the City's approved budget. The relevant funding allocations are referenced against each action in **Attachment 1**. These allocations have been updated following adoption of the City's 2021/22 budget.

Future initiatives and actions will be subject to Council consideration and/or external grant funding. External grant funding opportunities have and will continue to be sought as opportunities arise.

COMMENTS:

Ongoing engagement with community and business representatives to guide the implementation of the Rebound Plan will support community reconnection, working towards creating more agile and resilient places, and provide ongoing support for businesses to thrive, diversify and start up.

This will promote community ownership of the Rebound Plan and ensure it meets the needs and expectations of the community and businesses.

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

Table 1. Our Places: Actions and initiatives to create safe, easy to use and attractive, places for people that support social interaction, creativity and vibrancy

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Status – 15 November 2021	Quarterly Update – 2 February 2022
				2020/21 Jul-Dec	2021/22 Jan-Jun	2020/21 Jul-Dec	2021/22 Jan-Jun		
1.1 Make it easy to use town centre public spaces and simplify the process to host events and activations	1. update SpacetoCo booking options and promote free hire of town centre public spaces	\$5,000	Marketing & Partnerships/ Policy & Place	•	•			Completed SpacetoCo booking options have been updated. Free spaces have been promoted and will continue to be promoted on the City's website and in the Use Public Space to Grow Your Business flipbook.	Completed
	2. explore opportunities to create pre-approved event spaces			•	•	•		Completed The opportunity to create pre-approved event spaces has been explored by the Event Working Group. It has been determined that it is infeasible due to the uniqueness of each event and the differing approval requirements to which this entails (e.g., emergency egress requirements, risk management, provision of sanitary facilities, COVID-19 requirements, liquor licencing, first aid, lighting requirements, electrics, noise management). Improvements to the events approval process in general will continue to be explored by the Events Working Group and will be reported on in the action below.	Completed
	3. streamline events approval processes in consultation with Town Teams to ensure processes are fit for purpose		Built Environment & Wellbeing	•	•	•		Work is continuing on the priority actions and another Events Working Group is scheduled in November 2021 to discuss progress and new actions. At the 27 October 2021 Rebound Roundtable, Health Services presented information on improvements to date, and those to come. In response to this Rebound Roundtable meeting, the City is committed to: <ul style="list-style-type: none"> • seek feedback from Town Teams on the Event Application form; • Progress improvements to the Event Guidelines to include common 'tips and tricks'; and • Advocate to Racing, Gaming and Liquor regarding town centre specific licence requirements. 	Progress has been delayed during peak event season. Administration is committed to these improvements and will progress in first quarter of 2022.
1.2 Encourage and support events and activations	4. collaborate with Town Teams and community event providers to activate our spaces and places	\$30,000	Marketing & Partnerships		•			Special funding round now complete. On 27 July 2021 at its Ordinary Meeting, Council approved the 2021/22 Event and Festival Funding. Mount Hawthorn Hub was granted \$9,000 for Little Day Out, which was held 13 November 2021. The Beaufort Street Network was granted \$15,000 and an additional \$60,000 was set aside for Town Teams Town Centre Events. The Pickle District has since been granted \$15,000 for Pickle Lit and Leederville Connect has been granted \$5,000 for Kratorville and \$6,000 for the Arty Farty Christmas Party Free hire of town centre public spaces is ongoing.	Pickle District event happening in May 2022 Kraterville postponed to later date due to short time frame, and the Arty Farty Christmas Party was held in December 2021. Free hire of town centres is ongoing. 2022/23 Festival and Event Sponsorship applications opened 1 February 2022 and close 14 March 2022. Given the evolving State of Emergency Directions and uncertainty regarding event requirements, consideration will be given to whether there are opportunities to stagger the receipt of applications throughout the year.

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Status – 15 November 2021	Quarterly Update – 2 February 2022
				2020/21 Jul- Dec	2021/22 Jan- Jun	2020/21 Jul- Dec	2021/22 Jan- Jun		
1.3 Enhance the presentation of town centres and main streets	5. implement and maintain streetscape enhancements including planter boxes, seating, greenery, tree planting, art, positive messaging and lighting	\$1.3mill	Policy & Place/ Engineering/ Parks	•	•			<p>Planter boxes in Leederville have been audited for graffiti and vandalism. Graffiti has been removed where present.</p> <p>Locations for nine new benches along Beaufort Street are being finalised following street audit scoping and consultation with businesses.</p> <p>Quotes for festoon lighting at Mary Street Piazza have been received and installation is anticipated over Christmas/new year.</p> <p>The WA Police anti-graffiti project is now complete, where seven assets (combination of utility boxes and seating elements) along William Street have had artwork painted on them. It also includes artwork by Indigenous artist Kambarni which has been printed on vinyl and wraps 53 street sign poles (and backs of signs) along William Street and some side streets in Perth.</p> <p>Pride Mural by Sioux Tempestt has been completed on 4 View Street in North Perth, which is leased by PrideWA and the Rainbow Community House. Mural will be a part of the PrideFest celebrations which commences on 14 November 2021.</p>	<p>Six new benches will be installed within the Beaufort Street town centre in coming weeks.</p> <p>Solar powered festoon lights were installed at Mary Street Piazza prior to Christmas 2021. The existing coloured lights are to be replaced with warm white globes in February 2022. The coloured lights are then to be used in the Grosvenor Road Vincent Pedestrian Street Trial project and then utilised in Lois Lane.</p>
	6. review town centre street cleaning services including street furniture and pavement cleaning, and graffiti maintenance	\$48,000	Waste & Recycling/ Parks	•	•			<p>Review completed</p> <p>Continued daily precinct cleaning schedules completed, inclusive of waste/litter removal, street sweeping (early morning before peak traffic) and graffiti removal at the main precincts and known 'hot spots'. Monthly pressure cleaning of the public litter bin frames at all town centre/precincts on-going.</p> <p>Annual "deep cleans" for the 2021/22 financial year will be scheduled from early 2022. All six previous cleans were completed between February and May 2021.</p>	<p>Continued precinct cleaning schedules completed Monday-Saturday, inclusive of waste/litter removal, street sweeping (early morning before peak traffic) and graffiti removal at the main precincts and known 'hot spots'. Street litter bins serviced daily.</p> <p>Monthly pressure cleaning of the public litter bin frames at all town centre/precincts on-going.</p> <p>High pressure cleaning (on footpaths) undertaken annually.</p>
1.4 Make it easy to get around Vincent and visit town centres and main streets	7. prioritise parking patrols to ensure the efficient use of available parking to support local businesses	Nil	Ranger Services	•	•	•	•	<p>Completed</p> <p>Rangers assigned to place based parking patrols, focusing on town centres and activity corridors.</p> <p>The parking sensors for the parking sensor pilot project have been installed in the Oxford Street Car Park and will be installed at the northern end of Oxford Street next month.</p>	<p>Completed</p> <p>Rangers assigned to place based parking patrols, focusing on town centres and activity corridors.</p> <p>The parking sensors for the parking sensor pilot project have been installed in the Oxford Street Car Park and at the northern end of Oxford Street.</p>
	8. prepare the Vincent Wayfinding Plan and implement cycle, signage and car parking improvements	\$208,000	Policy & Place/ Engineering	•	•	•		<p>A series of 'walkshops' were undertaken in collaboration with town teams in September 2021. These provided an in depth understanding of the uniqueness of each town centre to inform the Wayfinding Plan Opportunities, Constraints and Gaps Analysis Report.</p>	<p>The draft Opportunities, Constraints and Gaps (OCG) Report has been completed by the consultants. This has been reviewed by Administration and amendments requested. These amendments have been completed by the consultants. The key findings from the OCG report were presented to the 2 November 2021 Council Workshop. The second draft of the OCG report is to be circulated to Council Members for review in early February 2022.</p>

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Status – 15 November 2021	Quarterly Update – 2 February 2022
				2020/21 Jul-Dec	2021/22 Jan-Jun	2020/21 Jul-Dec	2021/22 Jan-Jun		
1.5 Encourage and promote active transport to visit and shop local	9. launch active transport campaign and Learn to Ride, Social Riding and Cycle Training sessions	Nil	Engineering	•	•			Launch completed The Cycle Market was held on 30 October 2021. The Principal Share Path (PSP) activation program 1 (artwork) is in planning stage. Leederville Connect has a separate funded art project immediately south of our proposed area. We are now hoping to have the two art pieces work together to achieve a sum greater than the parts. PSP activation program 2 (signs) - site surveys have been completed. Waiting for Main Roads WA confirmation of installation positions.	Launch completed Another Cycle Market will be held in March/April 2022 PSP activation program 1 (artwork) and 2 (signs) not yet complete. Progress has been delayed by Main Roads WA.
	10. investigate opportunities to implement a trial e-Rideables share system	Nil	Engineering				•	New deliverable	New action identified via the Inner-City Working Group LGAs: City of Perth, Vincent, Subiaco, South Perth and Victoria Park. The goal is to allow suppliers to operate across LGA boundaries to enable an efficient transport system.
1.6 Enhance the public realm through improved development outcomes and incorporation of cultural infrastructure and activation	11. investigate opportunities to pursue development incentives for community benefit	Nil	Policy & Place	•	•	•		Investigation completed On 14 September 2021 at its Ordinary Meeting, Council adopted the Leederville Precinct Structure Plan, including rigorous review and recalibration of development incentives. The Leederville Precinct Structure Plan is now awaiting WAPC approval.	Investigation completed On 14 September 2021 at its Ordinary Meeting, Council adopted the Leederville Precinct Structure Plan, including rigorous review and recalibration of development incentives. The Leederville Precinct Structure Plan is now awaiting WAPC approval.
	12. complete phase 1 of the COVID-19 Arts Relief Grant funding	\$151,000	Marketing & Partnerships	•	•			Eleven projects complete, five projects still outstanding: <ul style="list-style-type: none"> • Currently searching for an empty shop to house Tanya Schultz' (Pip and Pop) installation. • Neon sign and performance by Jen Jamieson, planning installation in Mary Street Piazza. Timing TBC. • Documentary by Nunzio Mondia currently filming, editing, and mixing music. Organising a launch for the documentary and Concert Club Jan/Feb 2022. • Paula Hart's parklet canopy delayed due to damaged parklet, parklet has been repaired but awaiting structural certification. Delivery TBC. • Short dance film by Kaela Halatau and Stephanie Senior in final cut. Delivery December. 	Thirteen projects complete, three projects still outstanding: <ul style="list-style-type: none"> • Searching for empty shop/similar space to house Tanya Schultz' (Pip and Pop) installation. • Neon sign and performance by Jen Jamieson, investigating potential locations with the Beaufort St Town Centre Place Planner. • Paula Hart's parklet canopy delayed due to damaged parklet, parklet has been repaired but awaiting structural certification. Delivery TBC.
	13. launch phase 2 (Medium Scale Town Centre Artworks) of the COVID-19 Arts Relief Grant Funding	\$280,000	Marketing & Partnerships	•	•			Launch completed Three applicants for each of the two public art opportunities have been shortlisted and invited to develop their expression of interest further into a Concept Design Proposal (CDP). Site visits took place on 19 October 2021 with artists, Administration and representatives from the relevant town teams. The site visits were for applicants to gain a strong understanding of the area, how it is used, and its history, character and its context, as well as technical details related to engineering. CDPs are due for submission 16 November 2021 and will then be presented to the assessment panel in the same week. The panel will assess the submissions, and the recommendations will progress to the 14 December 2021 Ordinary Council Meeting.	Launch completed Three Concept Design Proposals (CDPs) for each of the two public art opportunities were submitted 16 November 2021. Assessment Panel assessed applications and panel recommendations were endorsed en bloc at the 14 December 2021 Ordinary Council Meeting. All applicants have been notified of the outcome. Contract negotiations complete and agreements executed. Applicants now moving into Design Development phase of project.

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

Note: Monthly updates included in pink. Draft actions and/or deliverables to be considered for inclusion in Rebound Plan referenced in grey.

Table 2. Our Businesses: Actions and initiatives to provide a business enabling environment that supports local and small business to innovate and rebound to sustainable economic performance

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Status – 15 November 2021	Quarterly Update – 2 February 2022
				2020/21 Jul-Dec	2021/22 Jan-Jun	2021/22 Jul-Dec	2021/22 Jan-Jun		
2.1 Support businesses to innovatively use public space to grow, expand and diversify	14. implement a Parklet Fee Free 24-month Trial as part of the quarterly budget review	\$3,000	Policy & Place	•				Completed Twelve parklet enquiries received and two parklets installed since commencement of parklet fee free trial.	Completed
	15. create a 'Use Public Space to Grow Your Business' flipbook 16. transition COVID-19 Temporary Parklets to permanent Parklets			•	•	•	•	Final update and printing of the Flipbook to align with adoption of the Vibrant Public Spaces Policy. Permanent parklets on Oxford Street have been reinstalled since the road resurfacing/maintenance period was completed. The City continues to work with temporary parklet hosts to transition to permanent parklets.	Final update and printing of the Flipbook to align with adoption of the Vibrant Public Spaces Policy. The City continues to work with temporary parklet hosts to transition to permanent parklets.
2.2 Make it easier for businesses to start-up, pivot and co-locate through policy and regulation change and advocacy	17. consider expanding change of use exemptions and land use definitions to provide greater flexibility and certainty for businesses seeking to alter operations or start-up 18. consider the necessity for additional car parking to be provided for a change of use in non-residential areas	Nil	Policy & Place	•	•	•	•	Minor Nature Development Policy review is ongoing and intended to be presented to a Council Workshop in early 2022.	The City is progressing with the policy review and is intended to be presented to a Council Workshop in the first quarter of 2022.
	19. advocate to Racing, Gaming and Liquor to streamline the Extended Trading Permit requirements and application process 20. actively identify areas for improvement in the planning, building and health regulatory frameworks and advocate for change	Nil	Development & Design/ Built Environment & Wellbeing	•	•	•	•	Completed Streamlining of the Extended Trading Permit requirements and application purpose has been completed by Racing, Gaming and Liquor. The WAPC has approved changes to the Planning and Development (Local Planning Scheme) Regulations 2015 which came into effect 15 February 2021. The City's website has been updated with guidance for individuals/businesses on Health and Building Approvals that are still necessary, where a Development Approval may now not be required. The City is undertaking a review of the Minor Nature Development Policy to determine whether further planning exemptions for small business and small projects could be provided.	Completed
	21. explore the opportunity to create a 'Start-up Incubator and Community Hub' in response to the Vacancy Project outcomes	TBC	Policy & Place		•	•		Completed The investigation into the Start-up Incubator and Community Hub project, in response to the Beaufort Street Vacancy Project, has concluded that the Hub is unlikely to be successful. The findings have been based on the lack of interest for a pop-up space by the business community demonstrated through the low uptake of responses to the Vacancy Project EOI process, the likely low return on investment and the significant resource allocation required to implement a start-up incubator and community hub. The project was considered at June 2021 Council Workshop and it was agreed not proceed. Small businesses will continue to be supported through Actions 2.1 – 2.6. The recommendations and learnings from the Vacancy Project will be considered during the development of the Economic Development Strategy.	Completed

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Status – 15 November 2021	Quarterly Update – 2 February 2022
				2020/21 Jul-Dec	2021/22 Jan-Jun	2021/22 Jul-Dec	2021/22 Jan-Jun		
2.3 Partner with government agencies, third party providers and inner city local governments to support small business and attract visitors and tourism	22. launch and promote Visit Perth Neighbourhood Map and Visit Perth Directory and increase local buy-in and use 23. determine opportunities to deliver small business support in collaboration with the Perth Inner City Working Group (Town of Victoria Park, City of Subiaco, City of Perth and City of South Perth)	\$20,000	Marketing & Partnerships	•	•	•	•	Partnered Visit Perth blog scheduled periodically. The Inner-City Perth Working Group Economic Development Sub-Group are investigating the potential to present a speaker series to expose local small businesses to a range of topics and provide them a chance to network. Each of the five inner city local governments will host an event tailored to the businesses in the local area.	Partnered Visit Perth blog scheduled periodically. In light of the recent surge of positive Covid-19 cases in WA, the decision has been made to postpone the City of Vincent's event for the Business Insights Speaker series developed by the Inner-City Perth Working Group Economic Development Sub-Group. The event will take place when in-person networking is safer for our businesses.
	24. determine a preferred platform to further develop the COVID-19 established Business Directory 25. continue to engage with the Small Business Development Corporation (SBDC) and promote SBDC initiatives as they arise 26. Work with inner city local governments to identify incentives and support mechanisms to retain and establish creative spaces	Nil	Policy & Place	•	•	•	•	OurTowns presented at the 25 August Rebound Roundtable. The creators of the app are currently seeking crowd funding and the City provided a letter of support to establish an information sharing relationship to promote local businesses and community events in Vincent. The City has been accepted into the SBDC's Small Business Friendly Approvals Program which represents the next step in the City's quest to improve the customer experience for businesses. The City is currently promoting SBDC events as and when they arise. The City, Town of Victoria Park and City of South Perth accepted the City of Perth's invitation to collaborate on a study into creative spaces. Hatch RobertsDay won the tender and after receiving over one thousand responses to a survey sent to artists, developed a draft report with recommendations to the local governments on retaining and establishing creative spaces. Local governments provided feedback on the draft report in September 2021, and the final report is anticipated to be complete by December 2021. The final report will identify incentives and support mechanisms for retaining and establishing creative spaces, targeted both at the whole Perth inner city area (applicable to all inner-city local governments) as well as individually to each of the local governments.	The City has been accepted into the SBDC's Small Business Friendly Approvals Program which represents the next step in the City's quest to improve the customer experience for businesses. Preparation for the program has commenced and the program itself will commence on 9 February 2022. The City is currently promoting SBDC events as and when they arise. The creative spaces study by Hatch RobertsDay and resulting <i>Making Space for Culture</i> report is complete. The report includes shorter, medium, and longer term/strategic recommendations for increasing cultural infrastructure in Perth's Inner-City to meet the current demand. Part A addresses the areas of City of Perth, City of South Perth and Town of Victoria Park as well as Vincent. Part B of the report is specific to the City of Vincent. Administration is reviewing to determine any recommendations to be included in the draft Arts Plan which is in development. Inner City Working Group – Cultural Development subgroup also discussing any recommendations to collaboratively progress in future financial years.
2.4 Improve engagement and communication with local and small business	27. distribute quarterly Business E-News and six-month Business Health Check surveys 28. expand the Business E-News database to increase reach	Nil	Policy & Place	•	•	•	•	Business E-News database is currently at 1006 business email addresses. 24 April 2021 E-news included promotion of Christmas 2020 Debrief Survey, Event & Festival Sponsorship, Visit Perth, and COVID-19 information. 5 May 2021 E-news included promotion of COVID-19 information, free small business workshops, Visit Perth, small business development, City of Vincent consultations, and Roll up for WA. 7 July 2021 E-news included COVID-19 updates and promotion of free small business workshops. A November edition of Business E-News is currently being drafted.	24 April 2021 E-news included promotion of Christmas 2020 Debrief Survey, Event & Festival Sponsorship, Visit Perth, and COVID-19 information. 5 May 2021 E-news included promotion of COVID-19 information, free small business workshops, Visit Perth, small business development, City of Vincent consultations, and Roll up for WA. 7 July 2021 E-news included COVID-19 updates and promotion of free small business workshops. A February edition of the Business E-News is currently being drafted.
2.5 Support local business and drive Support Local and Buy Local campaigns	29. continue to use and promote VendorPanel Marketplace to support local businesses and contractors	\$5,000 pa	Financial Services	•	•	•	•	Procurement and Contracts team currently undertaking a procurement process to purchase VendorPanel Marketplace as the subscription to this service is no longer free for Councils.	Procurement and Contracts team currently undertaking a procurement process to purchase VendorPanel Marketplace as the subscription to this service is no longer free for Councils.

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Status – 15 November 2021	Quarterly Update – 2 February 2022
				2020/21 Jul-Dec	2021/22 Jan-Jun	2020/21 Jul-Dec	2021/22 Jan-Jun		
								<p>The Procurement and Contracts team is also collating information on City of Vincent suppliers with the intention to publish the supplier names, locations, contact details and services on the Vintranet so that staff can quickly access information on local suppliers when seeking quotes.</p> <p>On 9 November 2021, City staff participated in an Aboriginal Procurement Training Workshop facilitated by the Noongar Chamber of Commerce to identify Aboriginal procurement opportunities.</p>	
	30. consider Christmas shop local campaign, in consultation with Town Teams and in partnership with the City of Stirling and City of Perth	\$8,000	Marketing & Partnerships	•				Christmas Support Local 2021 campaign in delivery.	<p>Completed</p> <p>Christmas campaign included decorations in the town centres and Christmas Support Local 2021 social media campaign.</p>
2.6 Improve the customer experience for businesses	31. better integrate and connect approvals processes across service units (e.g., planning, building and health) 32. streamlined approvals processes, supported by information sheets/application requirements and clarity around assessment and process requirements	Nil	Development & Design/ Built Environment & Wellbeing	•	•	•	•	The City has been accepted into the Small Business Friendly Approvals Program. Memorandum of Understanding with Small Business Development Corporation currently being progressed, with the intention of the program commencing in February 2022.	The SBDC Approvals Program scheduled to commence on 9 February 2022.
	33. develop and distribute a 'Business Welcome Pack' including summary info sheets outlining requirements for various approvals, Public Space flipbook and Town Team welcome information	\$3,000	Policy & Place			•	•	The development of individual items to be included in the Business Welcome Pack, such as the Use Public Space to Grow Your Business flipbook and approvals process mapping have commenced. The preparation of the Business Welcome Pack has been delayed and is now scheduled to commence late 2021.	The development of individual items to be included in the Business Welcome Pack, such as the Use Public Space to Grow Your Business flipbook and approvals process mapping have commenced. The preparation of the Business Welcome Pack has been delayed and is now scheduled to commence early 2022.

Note: Monthly updates included in pink. Draft actions and/or deliverables to be considered for inclusion in Rebound Plan referenced in grey.

Table 3. Our Community: Actions and initiatives to support an inclusive, empowered, resilient and socially connected community

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Status – 15 November 2021	Quarterly Update – 2 February 2022
				2020/21 Jul-Dec	2021/22 Jan-Jun	2020/21 Jul-Dec	2021/22 Jan-Jun		
3.1 Celebrate community resilience and build awareness of local community groups, volunteers and sporting clubs to increase participation and membership	34. promote inspirational COVID-19 community stories from sporting clubs, organisations and volunteers, and as part of the Local History Awards and People of North Perth project in collaboration with North Perth Local	\$1,500	Local History Centre/ Marketing & Partnerships	•	•			<p>COVID Conversations Film Music Project – the City is still working with Nunzio to help transcribe the interviews – these are being deposited with the Local History Centre in slow progression but will not be made public until after his project is formally launched.</p> <p>Collaborative display of artwork and historic maps by COVID arts relief recipient Jane Coffey in Future Shelter (Angove Street) is on display in the Local History Centre from October – December 2021.</p> <p>Ms Coffey has provided feedback on the art grant she has received and advised that it has gotten her back in to painting again. Her painting for the project has led to more commissioned artwork for the artist and she is very pleased.</p>	<p>The COVID Conversations Film Music Project is completed and was formally launched on 30 January at an event held at Nunzio Mondia's Concert Club in Baker Avenue with the Mayor present.</p> <p>Transcription of interviews and deposit in the Local History Collection is ongoing.</p>
	35. facilitate club promotion and education, develop a new regular hirer events calendar and include sporting events and activities in events calendar 36. refocus and relaunch the Vincent Community Support Network	\$3,000	Marketing & Partnerships	•	•			<p>A review of the Vincent Community Support Network is currently being undertaken.</p> <p>Summer club bookings allocations completed, and marketing are now working with the facility bookings team</p>	Facility Bookings team with Marketing team have updated the websites for Parks, Halls and Reserves to make them more inviting and easier to navigate (pictures and text).

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Status – 15 November 2021	Quarterly Update – 2 February 2022
				2020/21	2021/22	Jul-Dec	Jan-Jun		
								to improve club promotion if needed (social media, website updates).	
3.2 Support and promote healthy, active spaces, liveable neighbourhoods and social reconnection	37. engage the community to determine Pop Up Play locations 38. relaunch, promote and showcase Open Streets Events, street activation and Pop-Up Play	\$20,000	Marketing & Partnerships			•	•	The Pop-Up Play community consultation at Edinboro Street Reserve had been completed and the most popular option was 'Obstacle Course'. Many of the respondents also requested that the large grass space is not used for the Pop-Up Play installation, as this is heavily used by the community as a kickabout space. Administration is in the process of determining the layout along with the inclusion of an obstacle course.	Meeting with Parks team occurred late December to discuss design and impact of the Eco Zoning project which is also taking place at the reserve. Space was selected for the pop-up play location taking into consideration consultation feedback. The next step is arranging draft design of the play space within the budget amount. Anticipate presenting this to CYPAG in late March 2022.
3.3 Support community groups and sporting clubs to become more sustainable and community based initiatives that respond to community need	39. assist groups and clubs to develop attraction and retention strategies and seek funding and grant opportunities 40. prepare and promote tools to aid club development and improve maintenance and lease management to assist club operation	\$30,000 expense \$15,000 income	Beatty Park Leisure Centre					The Community Development team are in regular contact with various groups and not-for-profit organisations to advise of the upcoming grant rounds. In addition to this, information is distributed about other organisation's funding opportunities.	Clubs provided with regular newsletter to promote specific assistance that is available to them (grants, funding, programmes, and training). Administration has met with most Clubs to discuss Summer season and how the Winter season went. The Community Development team are in regular contact with various groups and not-for-profit organisations to advise of the upcoming grant rounds. In addition to this, information is distributed about other organisation's funding opportunities.
	41. advocate for the continuance of community-based initiatives funded by the Leederville Gardens Trust	\$3,000	Marketing & Partnerships				•	This funding stream is nearing completion with one organisation having until December 2021 to acquit funds.	This funding stream is nearing completion – outstanding acquittals are being followed up by Community Development team.
3.4 Foster wellness by ensuring the community has knowledge of, and access to, services that enhance wellbeing, sense of safety and belonging	42. build relationships with local community and wellbeing service providers and increase the visibility of mental health and wellbeing service providers through promotion 43. identify vulnerable cohorts and support the delivery of targeted services and rebound activities that supports segments in need	Nil	Marketing & Partnerships			•	•	The Community Development team is continuing to develop new initiatives to build relationships with the local community and service providers in the mental health space.	Community Development team has worked with local schools, Headspace and YMCA HQ to provide mental health education and support initiatives. Community Development is continuing to develop new initiatives to build relationships with the local community and service providers in the mental health space.
3.5 Provide opportunities to celebrate an inclusive and socially connected community	44. recognise key Days of Importance by supporting innovative delivery models that align with economic and social outcomes, including celebrating NAIDOC and Youth Week 45. provide targeted funding opportunities, under the COVID-19 Arts Relief Grant, for artists including LGBTQI+, Youth, ATSI and CaLD	\$85,600	Marketing & Partnerships/ Built Environment & Wellbeing			•	•	Dates of significance are celebrated through social media channels on an ongoing basis. Pride Fairday and other Pride Celebrations are happening during November 2021.	Pride Completed. St Patricks Day event planned for March 2022.
3.6 Build community capacity to support a resilient community	46. provide upskilling workshops for organisations, students and youths 47. progress towards asset-based community development 48. participation in cross-agency collaborations, networks and working groups to find opportunities for local organisations to partner	TBC (\$20,000)	Marketing & Partnerships			•	•	Administration is investigating potential upskilling workshops for youth for next year. A First Aid Course and a Coding workshop have been held. The Young Makers Christmas Markets will be held 12 December 2021.	Administration is investigating potential upskilling workshops for youth for 2022. A First Aid Course and a Coding workshop were held in 2021. The Young Makers Christmas Markets was held on 12 December 2021.

Note: Monthly updates included in pink. Draft actions and/or deliverables to be considered for inclusion in Rebound Plan referenced in grey.

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

Table 4. Our Organisation: Actions and initiatives to create an open, accountable, agile organisation that efficiently and sustainably manages resources and assets

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Status – 15 November 2021	Quarterly Update – 2 February 2022
				2020/21 Jul- Dec	2021/22 Jan- Jun	2021/22 Jul- Dec	2021/22 Jan- Jun		
4.1 Improve community engagement and support open and transparent communication	49. monthly Rebound Roundtables with local Town Team and business representatives to identify initiatives to support community reconnection and business rebound	Nil	Policy & Place	•	•	•	•	Rebound Roundtable held 24 February, 24 March, 28 April, 26 May 2021, 30 June 2021, 28 July 2021, 25 August 2021, 22 September 2021 and 27 October 2021. The next scheduled Rebound Roundtable is 24 November 2021. Forward agenda items include the Small Business Friendly Approvals Program, Small Business Speaker Series in November 2021 and the Flipbook and Business Welcome Pack in December 2021.	Rebound Roundtable held 24 February, 24 March, 28 April, 26 May 2021, 30 June 2021, 28 July 2021, 25 August 2021, 22 September 2021, 27 October 2021 and 24 November 2021. The next scheduled Rebound Roundtable is 23 February 2022. Forward agenda items include the Christmas Debrief, community surveys and potential e-Rideables trial in February 2022.
	50. update website, COVID-19 portal and conduct six-month community surveys to determine overall levels of success with implemented rebound projects and initiatives	\$3,000	Marketing & Partnerships	•	•	•	•	Website and COVID-19 Portal revived for April 2021 lockdown period and for June 2021 lockdown period.	Discussion on the community surveys has been added to the Forward Agenda for the February Rebound Roundtable meeting.
4.2 Seek external funding to deliver shovel ready projects and rebound initiatives	51. develop and implement an advocacy agenda to attract Federal and State Government and private sector funding or investment in the local economy – including delivery of the East Perth Power Station development	Nil	Policy & Place	•	•	•	•	Advocacy Agenda update presented to Council members in August 2021. Focus on large sports infrastructure. The City was successful in securing \$37,000 of RAC Reconnect WA funding to deliver the trial pedestrianisation of Grosvenor Road in Beaufort Street Town Centre to demonstrate the benefits of putting people first and creating places for people. The trial is anticipated to commence in the first quarter of 2022 and will be further scoped with adjacent businesses and the Beaufort Street Network.	Completed Advocacy Agenda update presented to Council members in November 2021. Focus on large sports infrastructure. The City was successful in securing \$37,000 of RAC Reconnect WA funding to deliver the trial pedestrianisation of Grosvenor Road in Beaufort Street Town Centre to demonstrate the benefits of putting people first and creating places for people. The trial is anticipated to commence in the first quarter of 2022 and will be further scoped with adjacent businesses and the Beaufort Street Network.
4.3 Provide economic stimulus and sustainably manage resources and assets	52. complete critical works at Beatty Park Leisure Centre including retiling the indoor pool, modernising the change rooms and upgrading electrical and filtration systems	\$2.9mill	Engineering/ Beatty Park Leisure Centre	•	•			Indoor pool works complete, and pool reopened on 22 August. Slides due for delivery late November for installation in December 2021.	Slides have arrived on site and will be installed once border clearance is received for installer from Sydney and slide area is prepared.
	53. expand Beatty Park Leisure Centre operating hours and services as attendance levels and demand increases							Additional classes added to fitness program from October to cater for increased demand. Opening hours extended by 1 hour on Fridays to cater for growing numbers in water polo club.	No further changes to operational hours in this period.

Note: Monthly updates included in pink. Draft actions and/or deliverables to be considered for inclusion in Rebound Plan referenced in grey.

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

Risk Management Table. Our approach to prepare for future outbreaks and the risks associated with COVID-19

Risk what might happen	Management how we'll mitigate and manage	Status	Quarterly Update – 2 February 2022
A Business and consumer confidence fails to return to post COVID-19 levels	Continue to demonstrate strong civic leadership and ongoing business and community support including: <ul style="list-style-type: none"> implementing the actions outlined in the Rebound Plan 		Implementation of Rebound Plan actions ongoing. The City has been selected to participate in the Small Business Friendly Approvals Program. The City is leveraging this relationship with the Small Business Development Corporation to ensure our businesses can access advice and assistance from the WA Government.
B Second wave of COVID-19 forces tightening of restrictions, significantly impacting the economy	Preparedness for future outbreaks including: <ul style="list-style-type: none"> maintaining good governance practices; ongoing engagement and communication with the community; demonstrating strong civic leadership and high standard of COVID-19 practices; and ensuring public health measures are engrained within service, program and project delivery. 		City to support WA's Safe Transition Plan to minimise the impacts of COVID-19.
C Loss of employment and increased household and personal stress results in antisocial behaviour	Provide ongoing support for the local community as part of our 'new normal' business as usual approach including: <ul style="list-style-type: none"> initiatives to encourage community reconnection; and ongoing engagement to promote positive mental and physical health. 		Implementation of Rebound Plan actions to encourage community reconnection ongoing. Ongoing engagement with the community facilitated via social media, monthly advert, E-Newsletter, Business E-News and website updates.

Note: Monthly updates included in orange.



CITY OF VINCENT

Rebound Roundtable Forward Agenda 2022

City of Vincent, 244 Vincent Street Leederville + Zoom

January – June 2022

Date	Action/Agenda Item	Topic	Participation
19 January 2022 (Beatty Park update provided via email - meeting cancelled)	4.3 Provide economic stimulus and sustainably manage resources and assets 51. Complete critical works at Beatty Park Leisure Centre including retiling the indoor pool, modernising the change rooms and upgrading electrical and filtration systems 52. Expand Beatty Park Leisure Centre operating hours and services as attendance levels and demand increases	Beatty Park works	Town Team Representative(s) CoV Council Members/ Policy & Place/ Beatty Park Leisure Centre
23 February 2022	2.5 Support local business and drive Support Local and Buy Local campaigns 29. Consider Christmas shop local campaign, in consultation with Town Teams and in partnership with the City of Stirling and City of Perth 3.5 Provide opportunities to celebrate an inclusive and socially connected community 43. Recognise key Days of Importance 1.5 Encourage and promote active transport to visit and shop local 10. Investigate opportunities to implement a trial e-Rideables share system 4.1 Improve community engagement and support open and transparent communication 50. Update website, COVID-19 portal and conduct six-month community surveys to determine overall levels of success with implemented rebound projects and initiatives	Events sponsorship and Christmas Debrief, e-Rideables trial, six-month community surveys and COVID-19 portal	Town Team Business/Event/Activation Representative(s) CoV Council Members/ Marketing & Partnerships/ Policy & Place/ Engineering (Active Transport)
30 March 2022	1.2 Encourage and support events and activations 4. Collaborate with Town Teams and community event providers to activate our spaces and places 3.5 Provide opportunities to celebrate an inclusive and socially connected community 43. Recognise key Days of Importance by supporting innovative delivery models that align with economic and social outcomes, including celebrating NAIDOC and Youth Week 1.5 Encourage and promote active transport to visit and shop local 9. Launch active transport campaign	External Event Funding Opportunities and City of Vincent Grant Funding Overview, PSP Murals	Town Team Business/Event/Activation Representative(s) CoV Council Members/ Marketing & Partnerships/ Policy & Place/ Engineering (Active Transport)
27 April 2022	2.1 Support businesses to innovatively use public space to grow, expand and diversify 14. Create a 'Use Public Space to Grow Your Business' flipbook 15. Transition COVID-19 Temporary Parklets to permanent Parklets 2.6 Improve the customer experience for businesses 32. Develop and distribute a 'Business Welcome Pack' including summary info sheets outlining requirements for various approvals, Public Space flipbook and Town Team welcome information	Vibrant Public Spaces Policy, Public Space Flipbook and Welcome Pack	Town Team Business/ Streetscape/Design Representative(s) CoV Council Members/ Policy & Place
25 May 2022	1.6 Enhance the public realm through improved development outcomes and incorporation of cultural infrastructure and activation 12. Launch phase 2 (Medium Scale Town Centre Artworks) of the COVID-19 Arts Relief Grant Funding 1.4 Make it easy to get around Vincent and visit town centres and main streets 7. Prioritise parking patrols to ensure the efficient use of available parking to support local businesses 8. Prepare the Vincent Wayfinding Strategy and implement cycle, signage and car parking improvements	Draft EOI and Locations for Medium Scale Town Centre Artworks, Vincent Wayfinding Plan, Parking Sensor Pilot Project	Town Team Business/ Streetscape/Design Representative(s) CoV Council Members/ Policy & Place/Rangers



CITY OF VINCENT

29 June 2022	<p>2.6 Improve the customer experience for businesses</p> <p>31. Streamlined approvals processes</p> <p>2.3 Partner with government agencies, third party providers and inner-city local governments to support small business and attract visitors and tourism</p> <p>22. determine opportunities to deliver small business support in collaboration with the Perth Inner City Working Group</p>	Small Business Friendly Approvals Program, Small Business Speaker Series	<p>Town Team Business/ Streetscape/Design Business/Event/Activation Representative(s)</p> <p>CoV Council Members/ Policy & Place/Built Environment & Wellbeing</p>
--------------	---	--	--

5.9 ADVERTISING OF NEW POLICY - DRAFT VIBRANT PUBLIC SPACES POLICY

- Attachments:**
1. **Draft Development on City Owned and Managed Land Policy - Summary of Submissions** [↓](#) 
 2. **Draft Development on City Owned and Managed Land Policy - Policy Restructure** [↓](#) 
 3. **Vibrant Public Spaces Engagement Results** [↓](#) 
 4. **Draft Vibrant Public Spaces Policy** [↓](#) 

RECOMMENDATION**That Council:**

1. **APPROVES** the draft Vibrant Public Spaces Policy, at Attachment 4, for the purpose of advertising; and
2. **AUTHORISES** the Chief Executive Officer to advertise the proposed new policy and invite public comments for a period of at least 21 days.

PURPOSE OF REPORT:

To consider approving the draft Vibrant Public Spaces Policy for the purpose of advertising.

BACKGROUND:

The City receives ongoing requests from private businesses, landowners, and community groups to install infrastructure in the public realm. With the exclusion of parklets and planter boxes, there is currently no clear guidance on how to deal with such requests. The requests include the installation of street furniture, alfresco structures and other structures on land that is owned or managed by the City, including freehold land, road reserves and Crown reserves. These requests are generally associated with an applicant wanting to turn an underutilised piece of land, such as a verge, park or road reserve, into a more vibrant space for the public to enjoy.

At its 22 September 2015 Ordinary Meeting (Item 9.2.9), Council adopted [Policy No. 2.2.13 – Parklets](#) (Parklets Policy) to facilitate and guide the implementation of parklets in town centres and commercial areas.

At its 17 March 2020 Ordinary Meeting (Item 12.4), Council resolved to advertise the draft [Development on City Owned and Managed Land Policy](#) to provide guidance on managing requests to install other infrastructure including community signage, street furniture and alfresco shelters on City owned and managed land. Advertising commenced 28 April 2020 and concluded 29 May 2020.

At its 28 July 2020 Ordinary Meeting (Item 12.9), Council approved the readvertising of the amended draft [Development on City Owned and Managed Land Policy](#) including updates to streamline the approvals process and policy requirements. Advertising commenced 6 August 2020 and concluded 25 September 2020.

At the 9 September 2020 Rebound Roundtable, the amended draft [Development on City Owned and Managed Land Policy](#) was presented to obtain town team feedback. Feedback included the need to mitigate privatisation of the public realm through improved design requirements and assessment processes, and the need to provide clearer guidance regarding the spirit and intent of the policy.

In response to both advertising periods, key community and stakeholder feedback included:

- the need to place a stronger focus on the outcomes to be achieved; and
- the need to simplify the language and content around requirements.

The draft Development on City Owned and Managed Land Policy has not been presented to Council since the conclusion of readvertising. Requests to install infrastructure in the public realm continue to be received and are considered with regard to the relevant provisions referenced in the City's existing policies including:

- Minor Nature Development Policy;
- Parklets Policy; and
- Verge Treatments, Plantings and Beautification Policy.

The existing City policies do not provide sufficient detail and clarity regarding the permissibility and requirements associated with public and private investment in the public realm. This impacts the City's service delivery capability and customer experience when dealing with such requests.

At the 23 February 2021 Council Workshop, a review of the draft Development on City Owned and Managed Land Policy was presented. The review considered feedback received during the readvertising of the draft Development on City Owned and Managed Land Policy, as detailed in **Attachment 1**, and proposed the policy be restructured as shown in **Attachment 2**. In response to the proposed restructure, it was identified that a better understanding of the community's sentiment was required to inform the development of the proposed draft Vibrant Public Spaces Policy (Policy). The sentiment to understand related to parklets and the progression of spaces to vibrant public spaces which are defined as areas in the public realm that support social interaction and community engagement, and provide pedestrian amenity for everyone to enjoy.

At the 24 February 2021 Rebound Roundtable, the concept to prepare the draft Policy was presented to obtain town team feedback. Discussion focused on the features that are required to identify parklets and vibrant public spaces as public and who is best placed to fund them.

Based on guidance received at Council Workshop and the Rebound Roundtable, a 'vibrant public spaces' community engagement campaign was undertaken for a period of 26 days, from Wednesday 12 May 2021 to Monday 7 June 2021. The engagement sought to determine community sentiment regarding parklets and the creation of vibrant public spaces with a focus on:

- current attitudes towards parklets;
- preferred parklet design, location, use and features;
- parklets being publicly accessible and the features that make them appealing for public use;
- progression to vibrant public spaces;
- the design, location, use and preferred features of vibrant public spaces;
- issues with the current and future provision of these spaces; and
- public and private funding and investment in parklets and vibrant public spaces.

A total of 79 submissions were received in response to the vibrant public spaces engagement, as detailed in **Attachment 3**. The respondents showed a general level of support for existing parklets (88 percent) with most using them to eat and drink items purchased from the adjacent business and support (83 percent)-more permanent fixtures. Landscaping and greenery, permanent comfortable seating, shade, and interesting design were considered the highest valued features of these spaces.

Following the conclusion of the survey, 14 submissions were received from business owners operating in the City. To ensure that the opinions of business owners were captured, Administration visited an additional 13 retail businesses (27 business responses total) within the City's town centres to gain a greater understanding of their perception of the spaces, what they do and do not value about them, and how they would feel if one were to be located in front of their business.

The results from the retail business visits were mixed. Six of the retail businesses noted that they enjoy the existing parklets, see value in them and believe they contribute to activating the public realm, but raised concerns over the potential impacts of less parking for customers in close proximity to their business. In comparison, seven retail businesses see the spaces as a value add to the area and would support them being located in front of their business as this would encourage community and customers to linger longer and window shop, potentially leading to a retail sale.

The results revealed consistency in what improvements can be made to parklets and these improvements align with the feedback received at the 9 September 2020 and 24 February 2021 Rebound Roundtable, and responses to the draft Development on City Owned and Managed Land Policy advertising. The results indicated that people do not differentiate between a parklet, which might be considered temporary, and vibrant public space infrastructure which is viewed as more permanent. The results indicated broad support for both parklets and vibrant public spaces. The results and draft Policy objectives were presented at the 29 June 2021 Council Workshop and 27 October 2021 Rebound Roundtable. Key outcomes from the Council Workshop included support for the draft Policy to:

- reflect the outcomes the City is seeking to achieve;
- facilitate the progression of parklets, including verge treatments, to create vibrant public spaces;
- provide clear guidance regarding what is and is not acceptable in relation to street furniture, verge alterations, parklets and vibrant public space infrastructure; and
- provide clear guidance on design and location criteria and the associated approvals processes.

DETAILS:

The City's Strategic Community Plan 2018 - 2028 (SCP) sets the community vision, priorities and aspirations for the City and includes the Thriving Places priority: *"Our vibrant places and spaces are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy"*.

Key aspirations of the SCP include:

- *We have enhanced opportunities for our community to build relationships and connections with each other and the City;*
- *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; and*
- *We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.*

The draft Policy provides consistent guidance on the design and location permissibility, requirements, and management responsibilities for third party (applicant) proposals to deliver vibrant public spaces on City owned and managed land, which reflect the SCP key aspirations.

The draft Policy addresses and expands on the infrastructure types the City currently receives proposals for including street furniture, affixed outdoor eating area furniture, temporary parklets and parklets by amending the existing policy framework in line with **Attachment 2**.

The proposed objectives of the draft Policy and its Guidelines are to ensure vibrant public space proposals:

1. achieve the Vibrant Public Space Design Objectives (Design Objectives);
2. facilitate public and private investment in the public realm for the benefit of the community;
3. encourage pedestrian activity and social interaction;
4. enhance the public realm and sensitively respond to local character and context; and
5. achieve design outcomes that meet community expectations.

The draft Policy and its Guidelines are included as **Attachment 4** and provide guidance for the following vibrant public space proposal types:

- Street furniture;
- Affixed eating area furniture;
- Pop-up parklet;
- Pop-up eatlet;
- Parklet;
- Eatlet; and
- Other proposal.

The draft Policy and Guidelines is intended to replace the previous Draft Development on City Owned and Managed Land Policy and Parklets Policy.

In line with Action 2.1 of the Vincent Rebound Plan and to support small businesses, parklet fees were waived until 30 June 2022 as part of a 24 month trial. Since commencing the trial in September 2020, twelve parklet application enquiries have been received and two new parklets have been installed. The waiving of the parklet fee has not proven to be an incentive for businesses to install parklets as it represents only a small portion of the host business's outgoings in the design, construction, and maintenance of parklets.

It is proposed the following fee structure be incorporated into the City's fees and charges:

Vibrant Public Space Type	Application/ Design Fee	Approval Fee	Annual Renewal Fee
Street furniture	N/A	N/A	N/A
Affixed eating area furniture	N/A	\$250	N/A
Pop-up parklet	N/A	N/A	N/A
Pop-up eatlet	N/A	N/A	N/A
Parklet – built on existing ground surface or decked platform	N/A	\$1,500	N/A
Parklet – built on new paving	\$2,500	\$1,750	N/A
Eatlet – built on existing ground surface or decked platform	N/A	\$1,500	N/A
Eatlet – built on new paving	\$2,500	\$1,750	N/A
Other Proposal	\$500	To be determined as part of Council endorsed Licence.	

The proposed fees have been determined to encourage vibrant public space proposals. Based on these fees, the City would not return a monetary profit but would have received improvement and investment in the public realm at no cost to the City.

The \$250 affixed eating area furniture approval fee is based on the cost to remove affixed furniture. This is proposed to cover the cost should the City have to remove the furniture.

Where the applicant is proposing 'new paving' to pave a verge or extend the existing paving of a footpath as part of an Parklet or Eatlet proposal, it is proposed the City will consult with the applicant, design the paving enhancements, and the paving works would be undertaken by the applicant, at the applicants cost, and compliance checked by the City.

To cover the City's resourcing costs, a design fee of \$2,500 is proposed. To cover the cost to remove and dispose of a parklet or eatlet, an approval fee of \$1,500 is proposed for all parklet and eatlet types. To cover the cost of site supervision and compliance checks to install the new paving, an additional \$250 approval fee is proposed for parklets and eatlets built on new paving.

CONSULTATION/ADVERTISING:

To ensure the draft Policy facilitates outcomes that meet community expectations, all consultation undertaken to date has been considered during the preparation of the draft Policy.

In accordance with the City's [Community and Stakeholder Engagement Policy](#), public notice 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.

If approved, advertising of the draft Policy will commence in March 2022. Following consultation, the revised Policy will be presented to Council for adoption. After which, slight changes in design will be required.

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.

A review of the draft Development on City Owned and Managed Land Policy has been undertaken in accordance with the City's Policy Development and Review Policy.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to approve advertising of the draft Policy.

STRATEGIC IMPLICATIONS:

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

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.

Connected Community

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

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

Thriving Places

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

SUSTAINABILITY IMPLICATIONS:

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

Sustainable Transport

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 cost of advertising of the draft Policy will be met through the City's existing operational budget.

COMMENTS:

Facilitating vibrant public spaces is an opportunity for the City to be a leader in the enhancement of the public realm. COVID-19 has seen a shift in the way people perceive the public realm and how it functions, with a greater demand and emphasis on public spaces and outdoor dining as a way to connect, interact and thrive.

Vibrant public spaces have the potential to create an avenue for private investment in the public realm for public benefit. Vibrant public spaces are a creative solution for enhancing the streetscape and providing increased pedestrian amenity.

In response to COVID-19, the City of Yarra, provided several businesses with the opportunity to host a temporary parklet. Research found that businesses with access to a parklet brought in an average of \$8,900 additional revenue per month in comparison to the estimated revenue of a car bay which was calculated at \$1,050 per month.

Vibrant public spaces provide an opportunity for the City to increase pedestrian amenity, improve the public realm, provide an opportunity and space for community connection, and support businesses throughout the City.

Summary of Submissions – Development on City Owned and Managed Land Policy.
Advertising Period One – 28 April 2020 to 29 May 2020.

Relevant Development Type	Comment	Administrations Response – relating to draft Vibrant Public Spaces Policy.
Street Furniture	<p>Silent on support/opposition.</p> <ol style="list-style-type: none"> 1. It is proposed that small developments should not incur a fee. 2. We have in consideration now a wide scope for small projects. This proposed system increases the challenges here for us financially and detracts from the motivation. 	<ol style="list-style-type: none"> 1. No application fee is payable for street furniture. 2. A small fee covering administrations costs is to be applied to all other vibrant public space types. This fee also reflects that additional revenue is able to be generated by businesses from the increase in capacity.
Street Furniture	<p>Silent on support/opposition.</p> <ol style="list-style-type: none"> 1. Does this system of compliance apply to Town Team initiatives? 2. Does this mean all small developments will incur a fee? 3. With very small scale projects, what specific support exists at least in principle to Town Team initiatives like ours now resulting from this revision process? 	<ol style="list-style-type: none"> 1. Yes. The policy will apply to any permanent fixtures installed on City freehold or Crown land (including road reserves) by a private party. 2. The application fee has been removed for street furniture. A small fee covering administrations costs is to be applied to other vibrant public space types. This fee also reflects that additional revenue is able to be generated by businesses from the increase in capacity. 3. There is the opportunity for collaboration with and support from the City on small projects. The City's Place Planners can assist with this.
Street Furniture; Structures and Shelters	<p>Opposed</p> <ol style="list-style-type: none"> 1. There are already examples where development on verge areas creates conflict between business workers and patrons with pedestrians and bike riders. These conflict 	<ol style="list-style-type: none"> 1. The City reserves right of removal for any development in the road reserve. Should any Street Furniture or Structures or Shelters result in an increase in physical injury, the City will respond accordingly. Further, the City has reviewed all

	<p>areas create the potential for collisions and injury.</p> <ol style="list-style-type: none"> The policy should have greater consideration to the consequences where footpaths are taken over by the types of development that the policy deals with. If such development means that footpath cannot be used as a transport route for riders and pedestrians, then the policy should require an alternative to be provided. For example, take away road space used for parking and repurpose it for pedestrians and riders. The placement of large structures on footpaths can create enclosed hidden spaces where the risk of physical assault is heightened. The creation of places where people are hidden form an unlicensed view is against the principle of safe community design (CPTED). 	<p>insurance claims for injury from public street furniture or within town centres for the past five years, with no incidents on record. Further to this, there are pedestrian zone areas and curve buffers required through the guidelines of the policy that ensure a safe clearance area is maintained for pedestrians and cyclists moving through the area.</p> <ol style="list-style-type: none"> The proposed policy looks to enable vibrant public spaces within the City's town centres. The City's town centres include infrastructure to improve conditions for sharing of the whole road including shared cycling areas and traffic calming. It is anticipated that further development along the kerb will have a further traffic calming effect and improve the environment for walking and cycling in the whole of the street. It is noted that a firm requirement that a 2m clear pedestrian zone be maintained for pedestrian passage, where this cannot be achieved due to the existing street scape, a minimum zone of 1.5m must be maintained and relevant design objectives met. The City is unaware of any increase in crime associated with installation of street furniture or Parklets within the City's town centres. Should an issue emerge the City will take appropriate action which may include removal of installations.
Whole Document	<p>Opposed</p> <ol style="list-style-type: none"> It is not clear early in the document that Street Furniture and Structures and Shelters exclude proposals that privatise portions of the public domain, and even then, it is not absolutely clear and inconsistently defined. The Street 	<ol style="list-style-type: none"> It is agreed that privatisation of the public realm does not align with the purpose of this policy. The policy purpose and objective has been updated, and the scope of the policy changes to remove any developments that are for a purely private purpose of exclude public use. Clearer guidance has been

	<p>Furniture examples given on page 2 of 'developments' appear to have privatised part of the footpath and is inconsistent with the requirement to not privatise the site.</p> <ol style="list-style-type: none"> Why is there a distinction between proposals that seek to enclose an area and those that don't, if the intention is that they both should be available to everybody? Why pay \$30/m² (which is way too low) if everybody can use the space but you have 'enclosed' it rather than left it unenclosed. The design requirement for Street Furniture explicitly says 'does not privatise the site' yet the corresponding clause for Structures and Shelters drops the 'does not privatise the site' but still keeps the remainder of the statement 'with or without association of the Applicant's business'. The requirement should be the same for both. It needs to be made clear in the descriptions of Street Furniture and Structures and Shelters (table on page 2) that public access and the public's ability to use the infrastructure must be maintained and not be tied to the adjacent business. Any intention to obtain exclusive private access should be considered as a Private infrastructure proposal. Street Furniture and Structures and Shelters should be treated in a similar way to a Parklet in that anybody may use it and there must be a sign to that effect. It is also not clear why public notice is required for Structures and Shelters but not for Street Furniture. I accept there may be a requirement for public notice if the market value is greater than \$5,000 per annum. However I think the key words are 'market value' – that is not the same as licence fee. This calls into question exactly what market value is, how it is determined, who determines it, and why it 	<p>provided around the use of the spaces and their public nature throughout the guidelines for each specific vibrant public space type.</p> <ol style="list-style-type: none"> It is considered that the distinction between each vibrant public space type, scale and impact. To capture this distinction, each vibrant public space type is defined and has different requirements. All developments are intended to be accessible outside of the adjacent businesses trading hours. This fee has been removed. Further clarification has been provided in the policy and guidelines regarding the public use of the vibrant public spaces. Signage outlining the public use of the space is to be included as part of all Vibrant Public Spaces. Consultation requirements have been specified and outlined clearly for each of the vibrant public space types. This has been determined in line with the existing requirements applied to various vibrant public space types and the City's Community Stakeholder and Engagement Policy. This has been taken into consideration in the restructuring of the policy and inclusion of additional vibrant public space types. Each type has now been clearly defined and the design and operational specifications clearly outlined in the Policy and Guidelines. The distinction between vibrant public space types is now considered to be clear. The Policy has been reformatted to ensure that it is clear. The requirement for Section 70A notifications for
--	--	--

	<p>does not apply for Street Furniture sites. I'd suggest that there is a connection between 'market value' and the cost of the proposed infrastructure that needs recognition and may provide a better way of differentiation between Street Furniture and Structures and Shelters.</p> <p>7. The distinction between Street Furniture and Structures and Shelters needs review and should consider:</p> <ul style="list-style-type: none"> - The proposition that Street Furniture and Structures and Shelters are equivalents of a Parklet, albeit one that is on the footpath rather than the road; - That there really isn't a difference between enclosed and unenclosed areas if the intention is that neither will privatise the footpath; - That both enclosed and unenclosed proposals should have signs that make it clear that anybody can use them; - That there will be a penalty if a business tries to claim that only their patrons may use such a facility; - Is the distinction between Street Furniture and Structures and Shelters actually the market value (however defined)? Should proposals with a lower market value should be treated differently than those with a higher market value. <p>8. The fact that 'Design Requirements' and 'Licence Requirements' are in one table makes it look as if the two are related. They should be split into two tables.</p> <p>9. The requirements for Section 70A (Street Furniture) and a caveat (Structures and Shelters) need review. What is the caveat supposed to cover? If it is the potential cost of removing a structure than it just reinforces the concept that the differences between development types are related to the size/cost of the structure rather than whether it is</p>	<p>Street Furniture has been removed. Regarding the caveat for Structures and Shelters, an absolute caveat over the adjacent property would enable the City to enforce the obligations of the installing party or the landowner.</p> <p>10. It is intended that all vibrant public space types excluding 'other proposals' be considered under the City's Planning Policy – Minor Nature Developments pending review as development that is exempt from requiring a development application. These vibrant public space types will still require assessment by administration under an alternate process.</p> <p>11. Agreed. Wording of minimum above head heights has been revised to provide further clarity.</p> <p>12. The specifications for the width of the clear pedestrian zones has been included for each of the vibrant public space types in the Policy Guidelines.</p> <p>13. The definition of 'frontage zone' has been revised to clearly outline that it is referring to the area immediately adjacent the abutting property.</p> <p>14. Numbering of the policy will be in accordance with the City's standards at time of adoption.</p> <p>15. Final formatting and style is yet to be determined. Diagrams have been included to clarify design requirements.</p>
--	---	---

	<p>enclosed or not.</p> <p>10. It is not clear why a DA is required for an enclosed structure but not an unenclosed structure - does the Planning and Development Act 2005 allow this?</p> <p>11. The minimum height for 'above head canopy, umbrella etc.' should be from the footpath immediately under the component and not the adjacent road surface – it is about people on the footpath, not the cars on the road.</p> <p>12. The definition of clear pedestrian zone should indicate a minimum width of 1.5 metres to reinforce the need to allow free pedestrian access, particularly for those in wheelchairs.</p> <p>13. The definition/use of 'frontage zone' is confusing and not consistent with the photo on page 5. Is it supposed to define the limits along the length of the building rather than the distance from a building?</p> <p>14. The policy should have a number to make easier to reference.</p> <p>15. The 'heading block' with the responsible directorate is of minor importance and should be moved to the end of the document for that the 'policy' component takes precedence.</p>	
Whole Document	<p>Silent on support/opposition.</p> <ol style="list-style-type: none"> 1. Is it worth providing a definition for public benefit? 2. Is there something the City can build in about identifying locations where these services would be appropriate and reallocating service nodes? 3. Is Public Infrastructure covered in the act elsewhere? 4. The requirement for public liability of Street Furniture, is 20 million too high for many businesses 5. Do you need a note here about distances from intersections? Not for over regulation but these pinch points 	<ol style="list-style-type: none"> 1. Though no definition has been provided for 'public benefit' the policy clearly outlines what is intended by public use of the space and how vibrant public spaces are to provide additional public benefit to the public realm. 2. These specifications and requirements have been included as part of the Policy Guidelines. 3. Policy has been updated to reference relevant legislation for public works. 4. Public liability coverage for Street Furniture and affixed eating areas has been reduced to \$10 million.

	<p>can get a little tight if there is too much 'public realm content' there.</p> <ol style="list-style-type: none"> 6. How will you co-ordinate between several of these in a row. Good problem to have – but access through is important too. Is this between different operators? Who gets priority if 2 in a row? 7. 2.4 from the surface of the adjacent carriage way. Shouldn't this be from the footpath? (kerb depths vary everywhere and will reduce your 2.4m) 8. For 'other proposals' licence fees, will you pro rata if just for part of the year? 9. How will power access be managed? 10. Gas cannisters on heaters? 11. Overhead catenary lighting? 12. How will the balance be struck between permitting development and not impeding long term plans for the town centres? 13. What happens when temporary in nature development need to be removed if they become beloved community features but impeded a larger purpose? 14. Only applies to 'city streets' Main Roads etc may have a different view. Is it worth distinguishing this? 	<ol style="list-style-type: none"> 5. These requirements have been included in the Policy Guidelines. 6. Buffer zones are to be provided for each structure types. These buffer zones ensure that access is maintained between the pedestrian zone and the road. 7. Yes, wording updated. 8. Licence periods have not been specified in the Policy. These are to be determined on a case by case basis. 9. Power solutions will have to be either provided from the adjacent business or through non-grid means (ie. solar lights). 10. Heating and microclimate solutions can be negotiated with Administration during the design stages. 11. As above. 12. The risk level of each development type is considered in-line with relative application complexity. For lower risk proposals (Street Furniture and affixed eating areas) it is proposed the City accept the low level risk alongside reservation of rights to remove any installation. For the remaining higher impact developments careful consideration will be required before granting any proposal approval to build. 13. The City has a number of alternative options for businesses, community groups and residents to engage with City Land. Should a development need be removed opportunity will be explored to provide similar service in another format if deemed appropriate by the City as the issue arises. 14. Agreed. Roads under management of Main Roads of Western Australia do not fit within the definition of
--	--	---

		'City Land' and therefore are not suitable for consideration under this Policy.
Whole Document	<p>Main Roads Western Australia Submission</p> <p>Supportive</p> <ol style="list-style-type: none"> Any proposals for Street Furniture and Structures and Shelters proposals within land reserved Primary Regional Road under the City's LPS2 (East Parade, Lord Street, Leederville Parade, Mitchell Freeway and Graham Farmer Freeway) should also be submitted as a development application and referred to Main Roads. 	<ol style="list-style-type: none"> The City does not have care, control and management of State controlled roads, therefore it is inappropriate for proposals to be considered in such locations under this Policy. Exclusion of State controlled roads from the operation of the Policy on roads as noted above and are not considered under this Policy. Other land reserved are considered unlikely to attract proposals, Administration can deal with any applications as they arise from time to time.
Whole Document	<p>Department of Planning, Lands and Heritage (Lands Team)</p> <p>Supportive</p> <p>Notes on developments in road reserves:</p> <ol style="list-style-type: none"> Development proposals that take exclusive use of the road and/or generate commercial benefit to other than the adjacent business will usually require tenure under the Land Administration Act 1997, this may involve the sale of the land or closure of the road, easement or lease. Notes on signing development applications as landowner. The City may sign on behalf of the Minister for Lands on Crown Reserves with a Management Order in favour of the City and the development is not for commercial benefit, or if the land is a road and proposal considered a 'minor building encroachment'. 	<ol style="list-style-type: none"> Noted. The Policy, particularly other proposals includes the requirement for proposals to be freely accessible to the public. Any other proposals will be referred to the Department of Lands. Noted. Any proposals under the Policy on Crown Reserves will be referred as appropriate. Proposals under the Policy are not anticipated to be consistent with the definition of 'minor building encroachment'.

Summary of Submissions – Development on City Owned and Managed Land Policy.
Advertising Period Two – 6 August 2020 to 25 September 2020.

Relevant Development Type	Comment	Administrations Response
Whole Document	<ol style="list-style-type: none"> 1. The Policy should begin with words about public spaces and what makes a vibrant street/town centre. 2. There are numerous examples in Leederville of where public realm has been formally and informally appropriated. The Policy should retrospectively correct developments. 3. Normal commercial leasing rates should be applied where there is appropriation of the public realm as with the above examples. 4. Funds from developments should be made available to the local community groups e.g. Town Teams to improve their public realm. 5. The Policy's initiatives to protect easy and safe flow of pedestrians along the pavements, push the commercialised areas into the road, and emphasise quality developments are strongly supported. 6. The Policy needs to address policing of informal creeping appropriation. Examples of "Creeping Appropriation" include - installation of pull down blinds; use of signage, planter boxes and moveable furniture to restrict easy pedestrian movement or push pedestrian use out to the unsafe edge of the road. Similarly use of signage and furniture to create the impression that a business "owns" the space. Subtle extending activities beyond the area approved for use. Increasing the size and amount of furniture to appropriate more space. Not maintaining common use parklets (watering plantings, cleaning footpath etc) while still selling food and 	<ol style="list-style-type: none"> 1. Further detail on the intent of the Policy and the enhancement of the public realm for everyone's benefit has been included in the Policy. This is also considered to be in alignment with the Thriving Places Pillar of the City's Strategic community Plan. 2. Compliance actions are able to be taken where development is not considered to be consistent with the Policy and associated Policy Guidelines. 3. Spaces which are not publicly accessible are not considered under this Policy, as such commercial leasing rates have not been included. 4. The City has a grant program specific to town teams. This allows for City funds to be utilised by the town teams in various ways, one of which is for the improvement of the public realm. 5. Support for 2m pedestrian zone and locating developments abutting the carriageway is noted. 6. Creeping appropriation is currently managed by the City's Rangers in compliance with Outdoor Eating Permits. Where an issue has arisen, a report can be submitted on the City's website. Further clarification has also been included around the permissibility of such structures in the Policy and Policy Guidelines. 7. The Policy Guidelines clearly outline and mandate the maintenance and upkeep required for vibrant public spaces. This will allow administration to enforce

	<p>bev to their users.</p> <ol style="list-style-type: none"> 7. The Policy needs to strengthen the requirement to keep public realm areas clean and in good condition, e.g. clean and wash pavements, water plantings, clean and maintain parklets. Health standards that apply inside the buildings need to be monitored for their application to outside use. 8. The Policy needs an inbuilt review of performance and KPI such that the City has the power to revoke the right for use of the public realm for non-compliance by land owners. Similarly it also needs powers for Rangers / Placemaking staff to intervene and interpret / direct the intention of the Policy to landowners on a day to day basis, particularly to address the creeping appropriation of the public realm by business owners. 9. Currently pleasant, interesting, safe and FREE street public spaces are under resourced in Vincent. The current policy of providing "free" on-street parklets for public use is being compromised by adjacent cafe owners creating the "inferred obligation to pay" for using the area. This should be addressed. 10. Following on from the above, the policy should be based in some form of overall assessment of availability of pleasant, safe, free street places in each of the town centres with the intention of providing a quality well spaced and balanced mix of offerings. The draft policy is very deficient in this area and, as is stated in above in (1), currently reads more like a policy to support a more orderly appropriation of the public realm rather than a well thought out strategy to build a strong and vibrant public realm that is of use to the citizens, not just the business interests. 	<p>compliance where these requirements are not being adhered to.</p> <ol style="list-style-type: none"> 8. Though a performance measurement system has not been included in the policy, administration are continually monitoring the town centres and their function. The inclusion of the Policy Guidelines includes a number of provisions which can be used to measure performance and function as these spaces are installed and used in the town centres. 9. The public use of these spaces has been clearly outlined as part of the policy and Policy Guidelines. Where this is not being complied with, compliance actions are able to be taken. 10. As part of the development of the policy, investigation into the use of the public realms has been investigated. The Thriving Places pillar of the City's Strategic Community Plan has the aim of "Our vibrant places and spaces are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy". Vibrant public spaces are considered to be a way of achieving this and enhancing the public realm for all users.
Whole Document	1. The objectives of the policy to not privatise or enclose the	1. The Policy Objectives and emphasis on the space being

	<p>space should be reinforced in the 'Undertaking Terms' of 'Street Furniture', and 'Licence Requirements' of 'Structures and Shelters'.</p> <ol style="list-style-type: none"> 2. A sign stating clearly that the development is public should be a requirement under the Policy. The sign should be provided free of charge. This would ensure that the message is consistent across the city; it would to reduce the cost to the applicant; and it would be a small gesture that recognises that the applicant is providing a benefit to the wider community by activating the space. 3. The fixed annual fee of \$30/m2 for structures and shelters is too low and should be determined on a case by case basis. 4. What does the design requirement for street furniture on page 8 that saying "The Street Furniture is located outside of any clear corner zone as measured at a 450 angle from the corner of the business to the kerb" mean? 5. On page 7 it says that the applicant for street furniture must hold an outdoor eating permit. This implies that only their patrons may use the furniture, privatising the space. Is the City supporting the privatising of the space or not? 6. The 'information block' at the beginning should be moved to the end of the policy. This information does not relate to the policy content, and is of very little interest to the public. Most people reading the policy want to know the reason for having the policy (the purpose), what is intended to be achieved (the objective), and how it will be done (the policy body). 	<p>for public use will be included in the agreement.</p> <ol style="list-style-type: none"> 2. Public space signage is to be included on all vibrant public spaces as per the requirements of the Policy and the Policy Guidelines. 3. This has been taken into consideration. 'Other Proposals' are to be determined on a case by case basis. 4. The Policy guidelines have been update to ensure that the location requirements are clear. 5. Further clarification has been provided surrounding this. The Policy now prescribes two forms of street furniture; street furniture and affixed eating area furniture. The additional type has been included to remove any ambiguity surrounding the application of an outdoor eating permit to these areas. 6. The policy has been written using the City's Policy Template. This is to ensure that all policies are consistent.
Whole Document	<ol style="list-style-type: none"> 1. The term permanent has longer term connotations and implications for anything in the public realm. Whilst assurance should be provided on some level of permanency and investment, permanent structures imply private ownership of the land. Trying to find the balance with over regulation and locking the city into something that they may want to remove or shift around in the future. 	<ol style="list-style-type: none"> 1. This has been considered. The Policy now does not refer to any permanent structures being developed on City owned or managed land. The requirement to remove the structures and make good of the space under specific circumstances has been included for each vibrant public space type. 2. All business types are permitted to have a vibrant

	2. Do they all spaces need an Outdoor Eating Permit? Can establishments other than eateries apply for a permit for street furniture? (i.e. Outdoor lounge chairs for a bookshop?).	public space provided they meet the requirements of the Policy and Policy Guidelines.
Whole Document	1. The proposed Policy does not appear to impact on the Water Corporation assets. However, where there is infrastructure within a proposed development access to manholes will still be required.	1. Applicants will we required to complete a dial before you dig enquiry before the installation of any vibrant public space.

POLICY RESTRUCTURE

POLICY RESCINDED/ RECONSIDERED ✖

PARKLETS POLICY

Policy outlines the process for approval for the following:

- City parklets
- Hosted parklets

DRAFT DEVELOPMENT ON CITY OWNED AND MANAGED LAND POLICY

Draft Policy currently outlines the process for approvals and licensing on City owned and managed land for the following forms of development:

- Temporary community signage
- Street furniture
- Structures and shelters

POLICY UNDER REVIEW ✎

SIGNS AND ADVERTISING POLICY

Temporary community signs located on City owned and managed land to be removed from Draft Development on City Owned and Managed Land Policy and included in Signs and Advertising Policy.

MINOR NATURE DEVELOPMENT POLICY

The Minor Nature Development Policy is to be amended to make reference to the following vibrant public space types:

- Street furniture
- Affixed eating area furniture
- Pop-up parklet
- Pop-up eatlet
- Parklet
- Eatlet

Where these types of development are compliant with the Vibrant Public Spaces Policy they will be exempt from development approval. Where a variation to the requirements is proposed, development approval will be required.

NEW POLICY 💡

VIBRANT PUBLIC SPACES POLICY

The intent of the Thriving Places priority of the SCP is as follows: *"Our vibrant places and spaces are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy"*.

The vision of the draft ACS is *"The City of Vincent puts people first. Getting around is safe, easy, environmentally friendly, and enjoyable."* This vision is supported by the User Hierarchy. This is based on a people first philosophy, which prioritises vulnerable people and supports active and sustainable modes of transport before traditional considerations of vehicle movement.

The Built Environment pillar of the Public Health Plan states the following: *"It is important to provide accessible community spaces that are well utilised and activated by residents and local businesses."*

The Vibrant Spaces Policy is an opportunity to achieve the intent of the above. The Policy is to include the intent and process for approval for the following:

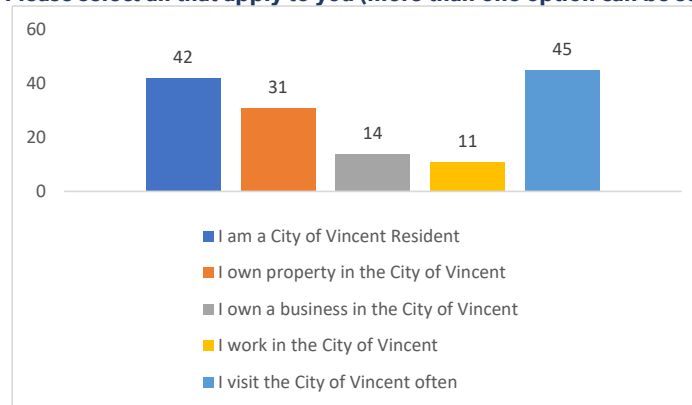
- Street furniture
- Affixed eating area furniture
- Pop-up parklet
- Pop-up eatlet
- Parklet
- Eatlet
- Other proposals.

The approvals process and requirement for an agreement or licence is to be included in the Vibrant Public Spaces Policy.

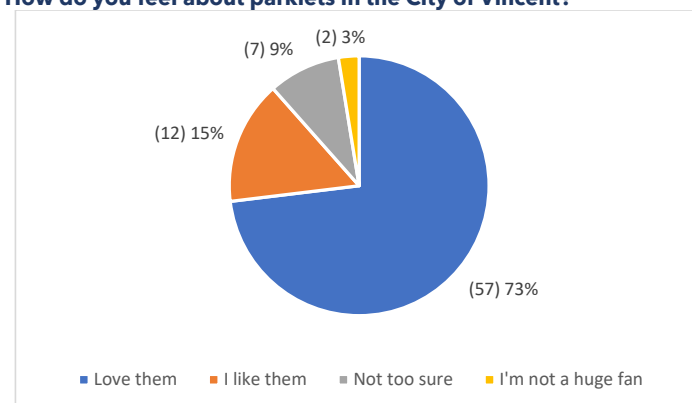
Vibrant Public Spaces Policy Survey Results

79 Responses received.

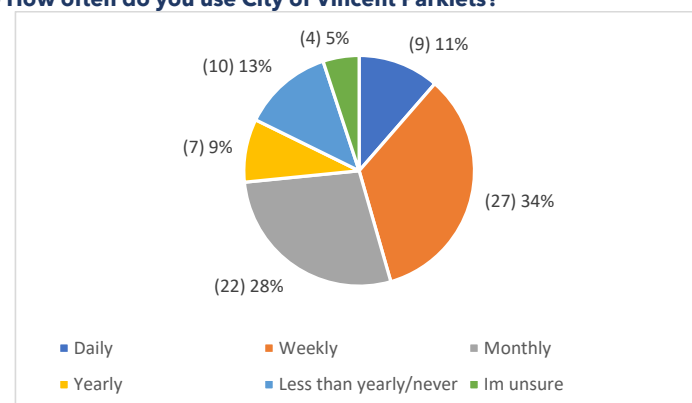
Question 1 - Please select all that apply to you (more than one option can be selected):



Question 2 - How do you feel about parklets in the City of Vincent?



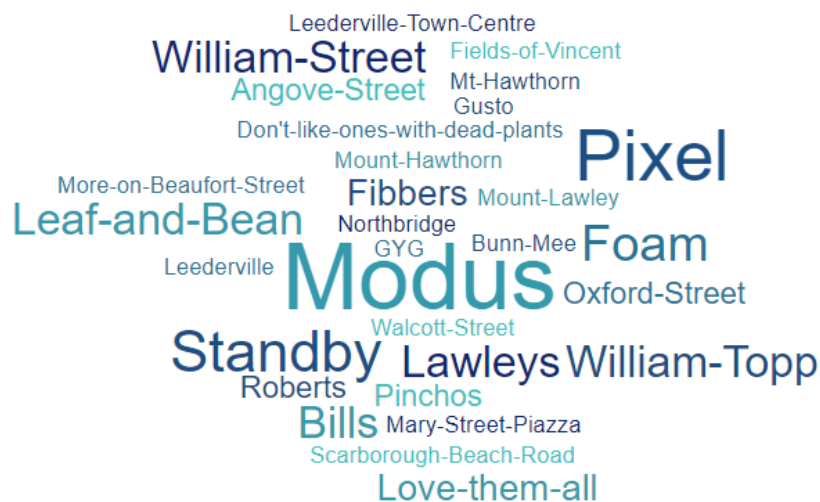
Question 3 - How often do you use City of Vincent Parklets?



Reason	Percentage
To sit and relax	37
To eat food you brought yourself	17
To eat food and drink you purchased from the adjacent businesses	65
To use bike parking	4
Other	3

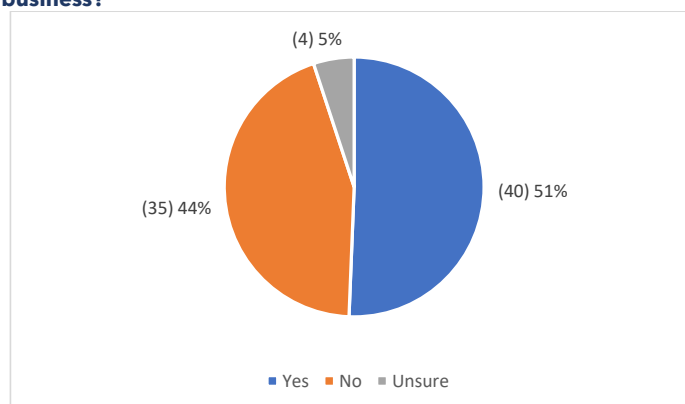
- Nothing. Ok for people to sit on,
- I don't generally use them but rather enjoy seeing others use them for getting together, drinks, dining etc.
- To wait for friends.

A word cloud of attributes for a cafe, with 'Permanent Comfortable Seating' and 'Landscaping and Greenery' as the most prominent features. Other notable attributes include 'Shade', 'Weather Protection', 'Business Ownership', 'Proximity to a Food Business', 'Public', 'Safe', 'Increased Activity', 'Alternative Materials', 'Convenience', 'Proximity to Local Business', 'Interesting Design', 'Aesthetically Pleasing', 'Recharging Station for Bikes', 'Visual Enhancement', 'Beaufort Street', 'inviting', 'Kid's Area', 'Vibrant Colours', 'Funky', 'Low Walls', 'Sunshine', 'Tables', 'Versatile', 'Seating', 'Proximity to a Local Business', 'Well Maintained', 'Lights at Night', 'Pollution Protection', 'Car Parking', 'Parking', 'Removes', 'Casual and Relaxed', 'Casual Usage', 'Close to a Local Business', 'Well constructed', 'Appealing', 'Local History', 'Fun', 'Recycled Materials', 'Vibe', 'Openings', 'Open', 'Natural Materials', 'Improves Streetscapes', 'Location', 'Activates the Space', 'Quiet Location Art', 'Weather Protection', 'Business Ownership', 'Proximity to a Food Business', 'Public', 'Safe', 'Increased Activity', 'Alternative Materials', 'Convenience', 'Proximity to Local Business', 'Interesting Design', 'Aesthetically Pleasing', 'Recharging Station for Bikes', 'Visual Enhancement', 'Beaufort Street', 'inviting', 'Kid's Area', 'Vibrant Colours', 'Funky', 'Low Walls', 'Sunshine', 'Tables', 'Versatile', 'Seating', 'Proximity to a Local Business', 'Well Maintained', 'Lights at Night', 'Pollution Protection', 'Car Parking', 'Parking', 'Removes', 'Casual and Relaxed', 'Casual Usage', 'Close to a Local Business', 'Well constructed', 'Appealing', 'Local History', 'Fun', 'Recycled Materials', 'Vibe', 'Openings', 'Open', 'Natural Materials', 'Improves Streetscapes', 'Location', 'Activates the Space', 'Quiet Location Art'.

Question 6 – Are there any specific parklets in Vincent that you are fond of, or use often?

Additional comments included (verbatim):

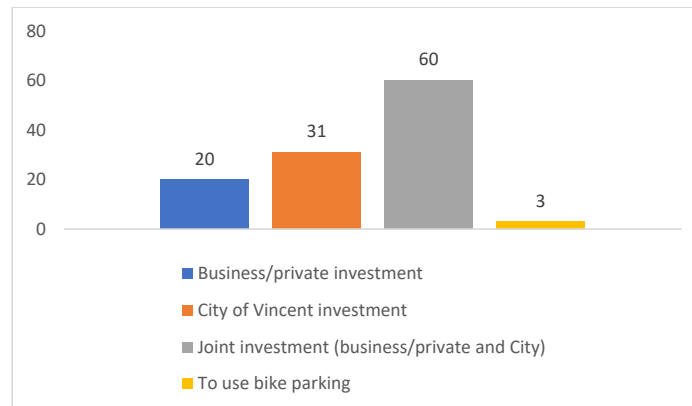
- We regularly stop by the parklet outside Modus on Barlee Street, Mt Lawley. There's limited public meeting spaces in the Mt Lawley town centre so it's great to see this one is so well used. We often bump into people we know there and stop for a chat.
- Outside Pixel :) it was difficult when the umbrella was broken, however. I would use them more if there was more shade.
- Bill's dining is a great central location in Leederville that I often frequent. it's a good meeting spot to get lunch from anywhere and then meet up.
- Didn't know they existed until a friend told me about them on Thursday.
- The parklet in front of Lawleys. The leaf and bean parklet is utilised well by people with dogs who may not feel comfortable sitting at a formal cafe.
- The parklets on Oxford Street, Leederville are generally poor quality with no design standards, no sightline safety standards, plastic plants etc. Whilst they are helping some businesses by providing extra alfresco seating, they may be damaging business success overall as they are contributing to the run down look of Oxford Street, so may not attract people to come to the area and/or may set a 'cheap and cheerful' vibe in customers minds so they might not be coming the area to spend much money.

Question 7 - Were you aware that all parklets are open to the public, and not reserved for the adjacent business?**Question 8 - Have you noticed any issues with the way existing parklets are used or located in Vincent?**

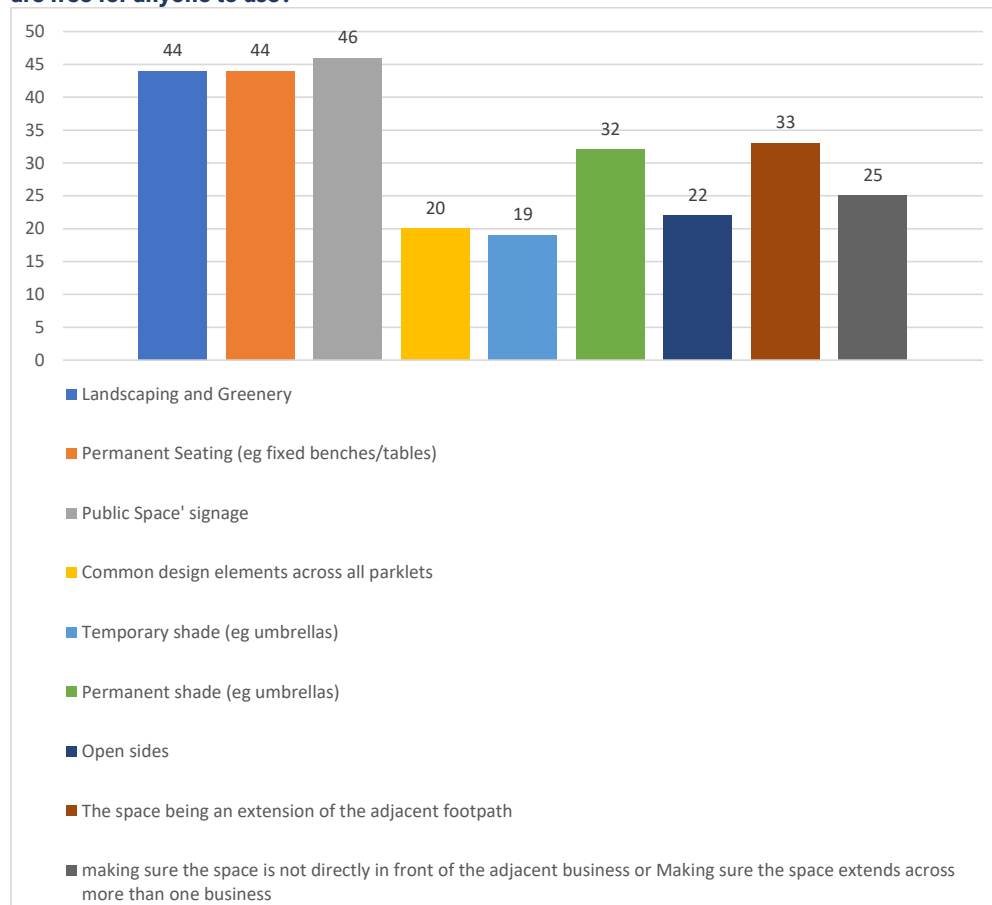
Many people did not see any issues with the way existing parklets were used and located, additional comments have been summarised as follows:

- Some businesses use them exclusively instead of letting them be open to the public.
- It should be made clear that they are for use by anyone on public land.
- They are generally located outside a food business and lack diversity.
- There aren't enough of them.
- Some are not well maintained and look tired.
- Would love to see some of the well-established ones become more permanent, this will assist with maintenance.
- There could be more shade at some of them.
- The reduction in parking may affect nearby businesses.
- They often occupy essential short-term parking.
- People don't know they are public.
- I thought the idea was for the city parklets to move regularly but they seem almost permanently parked outside certain businesses.
- They are often littered with rubbish.
- The landscaping and greenery is not always well maintained.
- More elements of weather protection (both sun and rain) could be incorporated into their design.
- Diversity in permanent seating types and arrangements could be increased.
- Sometimes they are too small.
- Commercial signage should not be attached to them.
- Their location can mean that they are underutilised. This needs to be carefully considered.
- Where permitting, they could be different shapes.
- They aren't very successful.
- They should not have enclosed sides.
- They can block the view of oncoming traffic.
- Plastic plants should not be permitted.

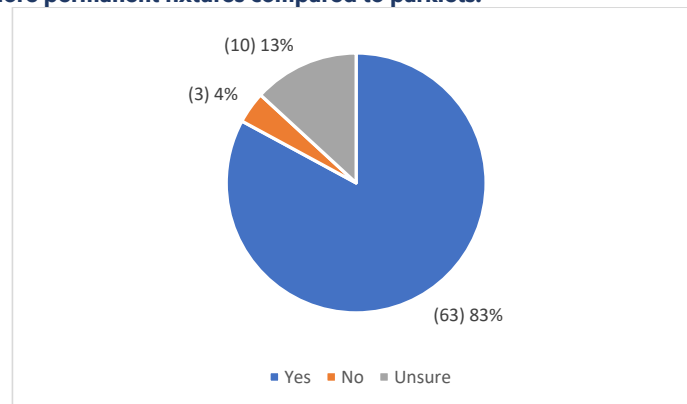
Question 9 - How would you like to see these spaces funded? (More than one option can be selected):



Question 10 - We want to make sure it's clear that vibrant public spaces are free for everyone to enjoy. Which of the following features help to make it clear that these spaces are free for anyone to use?

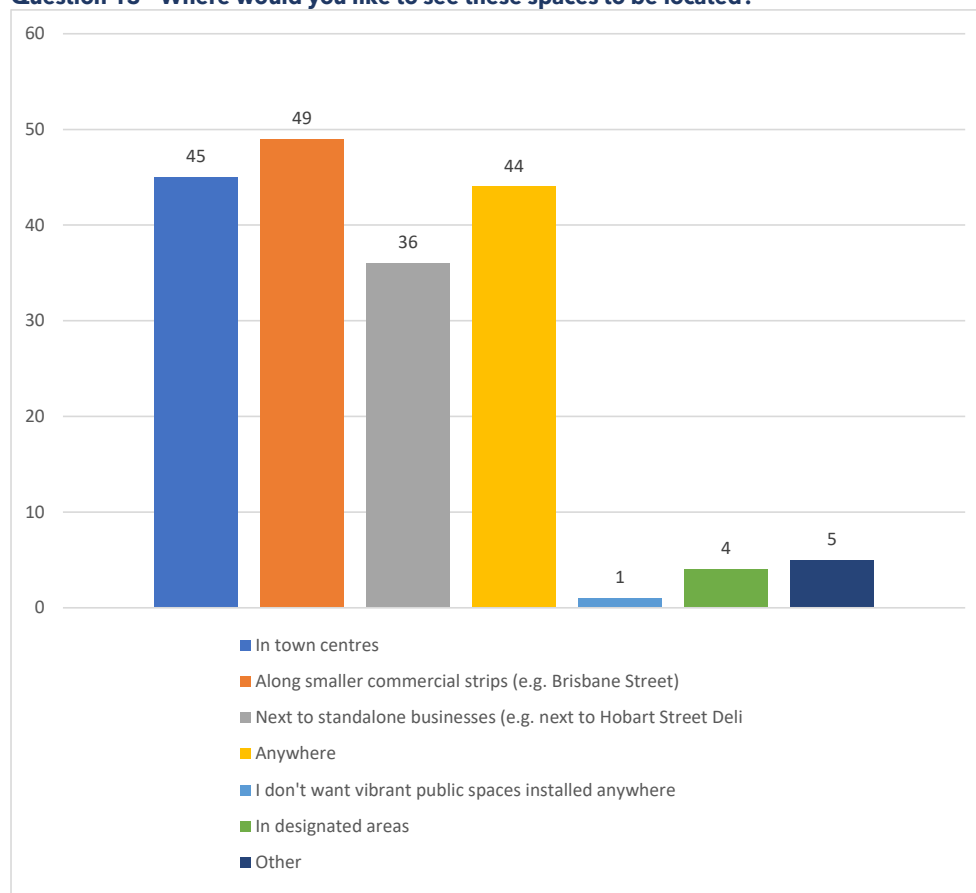


Question 11 - Would you like to see more vibrant public spaces in Vincent? Vibrant public spaces are more permanent fixtures compared to parklets.



Question 12 - Do you have any ideas about what features could make these spaces seem more inviting and clearly identified as being available to everyone?



Question 13 - Where would you like to see these spaces to be located?

'Other' responses detailed the following (verbatim):

- Only when other seating is not suitable, or for kids.
- Outside hospitals, schools, government buildings etc.
- Outside commercial, non-hospitality businesses.
- Tailor them to use for local people - a residential street, maybe a common garden. Outside a restaurant - grow herbs. Near a bike shop - make bike racks to encourage cycling. Outside a bar - make them licensed. Please don't build more standalone bench space that people don't use. There are surely better options.
- Maybe some residential area would benefit from them - like a micro park where residents could meet and chat, e.g. where there is no public park close by, where there is high density housing. Also maybe co-locate with those micro library / book borrowing stands so people can sit and read (maybe next to a park?), or near schools where teenagers could hang out - recent evidence shows that parks and recreation areas cater for little kids and teenage boys but not teenage girls very well.

Question 14 - Are there any locations you think vibrant public spaces shouldn't be installed?

Most respondents did not answer this question. The responses from those who did are as follows (verbatim):

- No but places with greater volumes of pedestrians should be prioritised.
- Residential streets
- No but they should primarily be installed where businesses are happy to invest in them.
- Where it affects traffic flow.
- Next to the freeway and generally areas that people should be discouraged from sitting at.
- In front of private homes that aren't in business areas.
- Busy shopping precincts.
- Residential streets, but that's probably without saying.
- Places where it is unlikely to get much use.
- Not required around existing parkland.
- Highgate.
- Places where there is already limited parking.
- Only when interrupts bike lanes.
- Where there is a public safety risk, eg heavy traffic.
- Where traffic conditions can't be managed safely.
- Freeways.
- Too close to residential properties.
- Near busy intersections.
- You can't build a vibrant space anywhere - it has to be deemed necessary - Leederville square is an example - an expensive site that Leederville Connect and council are continually trying find ideas for the area to be utilised. Please DO NOT put outdoor movies in this area. An area that more or less is used for the annual Leederville long table dinner is not a good investment. These places should only be created where required, not for the hell of it.
- Where there is already traffic congestion or where there are am/pm bus lanes.
- Noisy streets.
- Nope. And please don't listen to the people who complain about lack of parking. We need less cars and more bicycles and pedestrians in Leederville.
- Just make sure they're useful.
- Too close to intersections.
- Mount Hawthorn strip.
- Main retail strips e.g. Oxford St and Scarborough Beach Road.

Question 15 - Which designs would you support in Vincent?

1



2



3



4



5



6

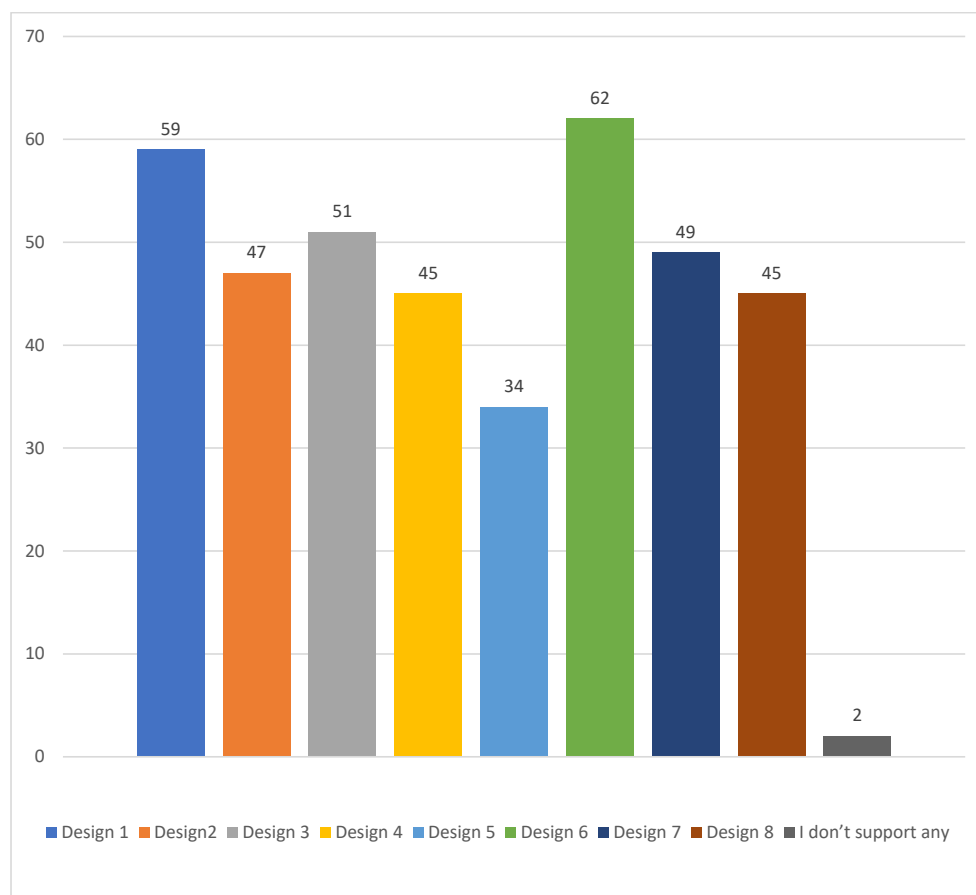


7



8





Question 16- Do you have any concerns with what vibrant public spaces would be used for or where they would be located in Vincent?

Most respondents did not answer this question. The responses from those who did are as follows (verbatim):

- Nope - the more the better.
- No, the more investment in these spaces the better if they are well executed. Would love to see a nice meeting space like the Mary Street Piazza or Oxford Street Reserve in the Mount Lawley town centre.
- No but I think putting them adjacent to businesses ensures that they're kept clean.
- Yeah, unless targeted at kids or made from recycled materials they could be replaced with chairs?
- My only concern is that there needs to be a break left between parklets/vibrant public spaces for pedestrians to cross from one side of the street to the other.
- Anti-social behaviour
- No - I think it's great that the local government are considering increasing pedestrian vibrancy while also supporting business indirectly.
- Only that I don't like to see them occupied by people smoking or begging.
- Beaufort St parking issues Parking cash in lieu for empire site should go towards purchasing the Barlee St carpark and multi-story car parking.
- In front of private homes that aren't in business areas.
- Homeless people vandalising, people using for drugs, antisocial behaviour.

- Just, who would clean it?
- As long as they're maintained and kept clean.
- they don't look open to the public.
- Not really as long as it doesn't cause congestion along the street.
- When connected to a business, they are more likely to be looked after and maintained. I dislike those horrible looking plastic containers in design 5. We have something similar in Leederville, connection between Oxford Street and car park next to IGA. Plastic containers and olive trees - just repulsive. Can we not make that passageway nicer looking??
- Removing delineation between pedestrian and vehicle areas is confusing for children who are otherwise conscious of using caution when crossing the street.
- Don't wall them off as then becomes dangerous what lurks behind.
- Only concern is passing traffic. The vibrant public space must be separated and safe from traffic.
- No - the more you cut cars out the better.
- only potential 'exclusion' via misunderstandings.
- need to have shade/shelter.
- We need to consider where these are located, especially when near eatery businesses. This gives the impression they are an extension of the adjacent food business.
- Work in conjunction with local business and residents directly adjacent to decide the best use of space.
- No, however it has been flagged by young parents that it is hard to find a place that is central and easy to get to, when meeting others before heading off to a cafe. ie a square or plaza that is safe for kids and comfortable from the weather.
- Late night use / noise, cleaning, homeless sleeping - they do need to sleep somewhere - maybe some of your budget should also go to social issues not just pretty things.

Question 17 - Do you have any final comments or thoughts?

Most respondents did not answer this question. The responses from those who did are as follows (verbatim):

- Install more in front of cafes, bars, and eateries to make the town more vibrant.
- Love your work, Vincent. Keep the good stuff coming!
- The more parklets and vibrant spaces the merrier! They make businesses and the public realm so much better and more enjoyable. I'd love to see more in Vincent. It's one of the things that sets us apart from everywhere else.
- Hopefully they are recycled when they go out of fashion.
- Love the idea of vibrant public spaces.
- Really appreciate the City's efforts - Fantastico
- As a business owner I would love the opportunity to host a Vibrant Space. 236b Lake Street Perth - a wide footpath, West facing and no shade at the end of the street.
- Given these cost so much, can the CoV Men's Shed help construct some at least? They have equipment and many members I believe.
- I love the initiative it really creates a vibrant space for the public.
- Great initiative! Hope to see more!
- Cheaper parking, or more designated parking areas such as free 1 hr parking in Leederville.
- Keep on doing a great job improving city of Vincent. Thank you.
- Love your work :)
- Make Oxford Street from the traffic circle to the ref light pedestrian only. Add lots of free seating and community square.
- Concern that proponent led proposals result in privatization of public space that is not defined or regulated.
- Go for it! Build more parklets and vibrant public spaces throughout the City of Vincent. Cars should not dominate a community. People and nature should!!

- I love this idea, and I think they should all have a uniform identity. City of Vincent is so diverse, that I love the idea of a common theme like this through the City and it would help them be better understood as a public space. As much as I love having our current parklets, I think they are usually tacky looking and don't age well (particularly the use of pallets). I think those example pictures show we can do something really interesting and more elegant.
- Love what you're doing.
- Great idea by Council.
- Let's make our entertainment centres user friendly. The more people using them the friendlier the surrounding areas.
- A little book or magazine rack? Litter bin in bright colours. Bike stand. You can make from a tree stump with cut outs for wheels.
- Keep making our city vibrant and inclusive.
- Make sure the benefit is worth the \$12k plus.
- If landscaping is provided, who will look after it? Mt Hawthorn has a lot of planters, but the plants tend to not be looked after and die in summer, someone needs to be made accountable and take ownership of the gardens/planters.
- I love these initiatives. It's a great way to bring some life to the streets.
- I think more attention needs to be made to the ability of residents and business vehicles to exit from there sites so that the ability to see oncoming traffic is not impeded.
- Please take prompt action to improve Oxford Street rather than endless Council studies, reports etc but try to have a consistent standard and theme / design instead of adding in more clutter that looks bad and fills up the footpath (like those terrible new planters that are 90% big ugly grey box and only 10% plants).
- Please ensure these are all no smoking areas and regularly cleaned.

VIBRANT PUBLIC SPACES POLICY



Legislation / local law requirements	<i>Building Act 2011</i> <i>Building Regulations 2012</i> <i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i> <i>Land Administration Act 1997</i> <i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>Local Government Property Local Law 2021</i>
Relevant delegations	2.2.10 Obstruction of footpaths and thoroughfares under the <i>Local Government Act 1995</i> 2.2.30 Delegation of execution of documents under the <i>Local Government Act 1995</i>
Related policies, procedures and supporting documentation	Local Planning Policy 7.1.1 – Built Form Local Planning Policy 7.5.1 – Minor Nature Development Policy 2.2.4 – Verge Treatments, Planting and Beautification

PART 1 - PRELIMINARY

INTRODUCTION

The City of Vincent Strategic Community Plan 2018 - 2028 (SCP) sets the community vision, priorities and aspirations for the City and includes the Thriving Places priority: *“Our vibrant places and spaces are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy”*.

To achieve this priority, the Vibrant Public Spaces Policy (Policy) seeks to facilitate public and private investment in the public realm for the benefit of the community.

PURPOSE

The purpose of this Policy and its Vibrant Public Spaces Policy Guidelines (Guidelines) is to provide guidance on the permissibility, requirements and management responsibilities for third party (applicant) proposals to deliver vibrant public spaces on City owned and managed land.

POLICY OBJECTIVES

The objectives of this Policy and its Guidelines are to ensure vibrant public space proposals:

1. achieve the Vibrant Public Space Design Objectives (Design Objectives);
2. facilitate public and private investment in the public realm for the benefit of the community;
3. encourage pedestrian activity and social interaction;
4. enhance the public realm and sensitively respond to local character and context; and
5. achieve design outcomes that meet community expectations.

VIBRANT PUBLIC SPACES POLICY



POLICY OPERATION

The Policy and its Guidelines are performance-based. The performance-based approach is applied through a set of Design Objectives to enable site-specific outcomes to be achieved. This reflects that every place and streetscape is different and allows design to be tailored to the local context and specific needs and characteristics of each place.

Vibrant public space proposals need to demonstrate that they achieve the Design Objectives relevant to each proposal type, as outlined in the Guidelines.

While addressing the applicable design requirements and location requirements, as outlined in the Guidelines, is likely to achieve the Design Objectives, they are not a deemed-to-comply pathway and the proposal will be assessed in the context of the entire design solution to ensure the Design Objectives are achieved. Proposals may also satisfy the Design Objectives via alternative means or solutions.

SCOPE

This Policy and its Guidelines apply to vibrant public space proposals on City owned and managed land including:

- **City freehold land:** land which the City owns and is listed as the registered proprietor on the Certificate of Title, such as a park or other public open space;
- **Crown reserve:** parks or public recreation areas reserved by the Minister for Lands for a purpose in the public interest and vested (pursuant to a Manager Order or other vesting document) in the City under section 46 of the Land Administration Act 1997; and
- **road reserve:** the verge, kerb, carriageway and footpath areas adjacent to road which the City has care, control and management of under section 55(2) of the Land Administration Act 1997.

This Policy does not apply to structures, developments or infrastructure proposed on City owned and managed land by a public authority. Such proposals are to be considered in accordance with the *Public Works Act 1902*, the *Main Roads Act 1930* or other enabling legislation.

PART 2 - POLICY PROVISIONS

DEFINITIONS

adjacent means that on which a vibrant public space proposal sits.

affixed eating area furniture means any affixed or significantly weighted bench, seat, table, planter box, umbrella, light or other item that may be reasonably characterised as eating area street furniture for the use, benefit and enjoyment of business patrons, during business operating hours, and the public, out of business operating hours.

base means that on which a vibrant public space proposal sits.

VIBRANT PUBLIC SPACES POLICY



carriageway means a portion of road that is designed or ordinarily used for vehicular traffic, and includes the shoulders, and areas, including embayments, at the side or centre of the carriageway, used for the stopping or parking of vehicles.

clear corner zone means the area as measured at a 45° angle from the building corner left clear of any structures for the free passage of the public within the footpath and the carriageway.

clear pedestrian zone means the area within the footpath section of the road reserve left clear and of any structures for pedestrian travel which must be maintained at all times for the free passage of the public.

decked platform means a horizontal surface or structure raised above or flush with the ground level of the surrounding area. A decked platform can form the base of a parklet, eatlet or other proposal.

eatlet means an outdoor eating area during business operating hours and small public park out of business operating hours. Eatlets are reserved for customers of particular businesses during business operating hours and are available for anyone to use out of business operating hours. An eatlet repurposes part of the street into a dual purpose outdoor eating area and small public park through the provision of seating, shade and greenery.

footpath means the part of the road reserve designated and built for the movement and rest of pedestrians.

frontage zone means the area immediately adjacent to the abutting property between the property boundary and the end of the clear pedestrian zone.

kerb buffer means the 600mm minimum space maintained clear at all times between the face of the kerb and the start of either the kerbside zone or the clear pedestrian zone.

kerbside zone means the area between the end of the kerb buffer and the clear pedestrian zone.

new paving means paving that was not previously there. New paving can form the base of a parklet, eatlet or other proposal.

outdoor eating area means an outdoor eating facility or establishment on any part of the a public place in which furniture is provided for the purpose of the supply of food or drink to the public or the consumption of food or drink by the public, but does not include such a facility or establishment on private land.

outdoor eating area permit means a permit granted by the City to an approved food premises and/or licensed premises allowing the footpath to be used by for the service of food and drink and/or the placement of temporary furniture during business operating hours.

parklet means a small public park set into the existing streetscape. Parklets are for anyone to use at all times, and are not reserved for customers of particular businesses. Parklets repurposes part of the street into a public space for people through the provision of seating, shade and greenery.

pop-up eatlet means a pop-up outdoor eating area during business operating hours and small public park out of business operating hours. Pop-up eatlets are reserved for customers of particular businesses during business operating hours and are available for anyone to use out of business operating hours. A pop-up eatlet repurposes part of the street into a dual purpose outdoor eating area and small public park through the provision of seating, shade and greenery during a City approved or acknowledged event.

VIBRANT PUBLIC SPACES POLICY



pop-up parklet means a small pop-up public park set into the existing streetscape. Pop-up parklets are for anyone to use at all times, and are not reserved for customers of particular businesses. Pop-up parklets repurposes part of the street into a small public park through the provision of seating, shade and greenery during a City approved or acknowledged event.

public authority means a Minister of the State; an agency, authority or instrumentality of the State; or a local government; or a body, whether corporate or unincorporate, that is established or continued for a public purpose under a written law.

public realm means all public spaces including thoroughfare or streets, public car parks, reserves/public open space, civic squares and other areas used by and accessible to the community.

street furniture means any affixed or weighted bench, seat, table, litter bin, planter box, light, umbrella, bicycle rack or other item that may be reasonably characterised as street furniture for the use, benefit and enjoyment of the public on City owned and managed land.

t-top bollard means any flexible bollard with reflective bands in order to increase visibility. These are considered to be a temporary safety measure, used to direct vehicle and pedestrian traffic.

verge means that part of a thoroughfare or street between the carriageway and the land which abuts the thoroughfare, but does not include a footpath.

vibrant public space means an area in the public realm that supports social interaction and community engagement, and provides pedestrian amenity for everyone to enjoy.

vibrant public space proposal means any third party proposal which seeks to enhance City owned and managed land for the benefit of the community.

POLICY

1. Permissibility and Assessment

The suitability of utilising public space to facilitate vibrant public space proposals is site specific and dependent on the individual streetscape and context relevant to each proposal.

- 1.1 Vibrant public space proposals are to achieve the applicable Design Objectives, address the applicable design and location requirements, and meet the approval requirements as prescribed in Table 1 and the Guidelines.
- 1.2 Vibrant public space proposal applicants are to meet the applicable applicant responsibilities as prescribed in the Guidelines.
- 1.3 Where a proposal type is not specified or the proposal does not meet the permissibility or requirements as prescribed in Table 1, the proposal may be considered under 'other proposal' type and assessed against the Design Objectives.
- 1.4 Proposals that do not meet the Design Objectives shall not be progressed through the approvals process and shall not be approved.

VIBRANT PUBLIC SPACES POLICY



CITY OF VINCENT

Table 1.

	DESIGN & LOCATION PERMISSIBILITY												APPROVAL REQUIREMENT													
	Existing Ground Surface	Decked Platform	New Paving	Verge	Footpath	Carriageway	Reserve/ Public Open Space	Town Centre	Activity Corridor	Mixed Use	Transit Corridor	Residential	Reserves	Adjacent Businesses/ Tenants	21 Days/ Owners/ Occupiers 100m Radius	Website/ Notice in Business Window	28 Days/ Owners/ Occupiers 200m Radius	Sign on Site/ Local Newspaper	Structural/ Product Certification	Building Approval	Delegated Authority/ Agreement	Development Application/ Planning Approval	Council Decision/ Licence	Application/ Design	Approval	Annual Renewal
✓ permitted or required																										
+ complete vibrant public space proposal application received for assessment																										
● permitted where located adjacent an existing approved business, excluding a home business																										
○ required where located in the Transit Corridor Built Form Area or Residential Built Form Area																										
* building permit required where a proposal exceeds 10sqm in area or 2.4m in height, as building code exemptions do not apply under Building Regulations 2012, Sch 4, Clause 2																										
^ required where the base is new paving																										
VIBRANT PUBLIC SPACE TYPE	Base	Location			Built Form Area ¹				Engagement ²				Approval				Fee									
STREET FURNITURE	✓			✓	✓			✓	✓	✓	●	●	●	✓				✓		✓						
AFFIXED EATING AREA FURNITURE	✓			✓	✓			✓	✓	✓	●	●	●	✓	○	○		✓		✓					✓	
POP-UP PARKLET / POP-UP EATLET	✓					✓		✓	✓	✓	●	●	●	✓				✓		✓						
PARKLET / EATLET	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	●	●	●	✓	✓	✓		✓	*	✓				^	✓	
OTHER PROPOSAL	+	+	+	+	+	+	+	+	+	+	+	+	+	✓		✓	✓	✓	✓	*		✓	✓	✓	✓	✓

1 The listed Built Form Area means the area identified by the same name in [Local Planning Policy 7.1.1 - Built Form](#).

The Built Form Area permissibility relates to City owned and managed land within and adjacent to the specified Built Form Area.

2 Where proposals meet the design and location requirements prescribed in the Guidelines, engagement will be undertaken to inform the community. Where proposals are classified as 'other proposal' or do not meet the design and location requirements, engagement will be undertaken to consult with the community.

2. Design Objectives

Achieving good vibrant public space design requires reconciling a range of different, often competing, objectives, which vary according to the scale, context and type of vibrant public space proposed. Good vibrant public space design requires application of design-thinking in the context of addressing local challenges as well as a performance-based approach to assessment.

In the context of State Planning Policy 7.0 *Design of the Built Environment* (WAPC, 2019)(SPP 7.0) and 7.2 *Precinct Design* (WAPC, 2021)(SPP 7.2), the Design Objectives listed below have been developed to specify the role of vibrant public space design in achieving the objectives of this Policy and addressing the principles and outcomes of SPP 7.0 and SPP 7.2.

2.1 Context and character

Respond to and enhance the distinctive characteristics of a local area, contributing to a sense of place.

2.2 Landscape quality

Integrate landscape design and contribute to community wellbeing through the protection and/or

VIBRANT PUBLIC SPACES POLICY



enhancement of the green network.

2.3 **Built form and scale**

Ensure that massing and height are appropriate and sympathetic to existing built form and the intended future character of the local area.

2.4 **Functionality and build quality**

Meet the needs and expectations of the community, balancing durability, maintenance and service access requirements with aesthetic quality.

2.5 **Sustainability**

Contribute positively to environmental, social and economic outcomes through passive environmental design, enhancement of the green network and promotion of active transport modes.

2.6 **Amenity**

Provide comfortable spaces for the community that encourage physical activity, enable a range of uses, and are accessible to all.

2.7 **Legibility**

Provide places that are legible, with good lines of sight to key locations, clear connections and easily identifiable elements to help people find their way around.

2.8 **Safety**

Optimise safety and security, supporting safe behaviour and use, by maximising opportunities for passive surveillance, integrating safety requirements, and following Crime Prevention through Environmental Design (CPTED) design principles.

2.9 **Community**

Respond to local community needs and the wider social context by delivering a mix of public spaces that support a diverse range of people and facilitate social interaction.

2.10 **Aesthetics**

Contribute to a unique place identity, high level of amenity, and result in attractive and inviting places through scale, arrangement, articulation and material quality.

OFFICE USE ONLY	
Responsible Officer	Manager Policy & Place
Initial Council Adoption	
Previous Title	
Reviewed / Amended	



CITY OF VINCENT

VIBRANT PUBLIC SPACES POLICY GUIDELINES

CONTENTS

INTRODUCTION

What are the Policy Guidelines?	3
What is a vibrant public space?	3
What is a vibrant public space proposal?	3
Why host a vibrant public space?	3
Who can apply to host a vibrant public space?	3
What are the Design Objectives?	3
Which type of vibrant public space to host?	4

01 STREET FURNITURE

1.1 Design and Location Permissibility	7
1.2 Design Objectives	7
1.3 Design Requirements	7
1.4 Location Requirements	7
1.5 Approval Requirements	8
1.6 Applicant Responsibilities	8
1.7 Approval Process	9

02 AFFIXED EATING AREA FURNITURE

2.1 Design and Location Permissibility	10
2.2 Design Objectives	10
2.3 Design Requirements	10
2.4 Location Requirements	10
2.5 Approval Requirements	11
2.6 Applicant Responsibilities	12
2.7 Approval Process	13

03 POP-UP PARKLET/ POP-UP EATLET

3.1 Design and Location Permissibility	14
3.2 Design Objectives	14
3.3 Design Requirements	14
3.4 Location Requirements	16
3.5 Approval Requirements	17
3.6 Applicant Responsibilities	17
3.7 Approval Process	18

04 PARKLET/ EATLET

4.1 Design and Location Permissibility	19
4.2 Design Objectives	19
4.3 Design Requirements	20
4.4 Location Requirements	22
4.5 Approval Requirements	23
4.6 Applicant Responsibilities	23
4.7 Approval Process	24

05 OTHER PROPOSAL

5.1 Design and Location Permissibility	25
5.2 Policy Objectives	25
5.3 Design Objectives	25
5.4 Approval Requirements	26
5.5 Applicant Responsibilities	26
5.6 Approval Process	26



INTRODUCTION

What are the Vibrant Public Space Policy Guidelines?

The Vibrant Public Spaces Policy Guidelines (Guidelines) provide supporting information to assist:

- the City to implement the Vibrant Public Spaces Policy (Policy); and
- local businesses, property owners and not-for-profit/community groups to deliver vibrant public spaces on City owned and managed land.

What is a vibrant public space?

Vibrant public spaces are areas in the public realm that support social interaction and community engagement. They are spaces which provide pedestrian amenity and are for everyone to enjoy.

What is a vibrant public space proposal?

Vibrant public space proposals are third party proposals which seek to enhance City of Vincent (City) owned and managed land for the benefit of the community.

Why host a vibrant public space?

Vibrant public spaces add value to the surrounding area by repurposing City owned and managed land. They

- enhance underutilised space, provide pedestrian amenity and present opportunities for community connection, greening and public art;
- encourage pedestrian movement and activity to activate the public realm;
- support businesses by fostering vibrancy and encouraging people to linger longer; and
- complement the character of the existing streetscape and local neighbourhood and provide opportunities for creative expression.

Who can apply to host a vibrant public space?

Any business, property owner or not-for-profit/community group (applicant) can apply to host a vibrant public space.

What are the Vibrant Public Space Design Objectives?

Every place and streetscape in the City is different and the following set of Design Objectives enable a performance-based approach to vibrant public space proposal assessment.

Vibrant public space proposals need to demonstrate that they achieve the Design Objectives relevant to each proposal type, as outlined in Sections 01-05.

Design Objectives:

- 1. Context and character** Respond to and enhance the distinctive characteristics of a local area, contributing to a sense of place.
- 2. Landscape quality** Integrate landscape design and contribute to community wellbeing through the protection and/or enhancement of the green network;
- 3. Built form and scale** Ensure that massing and height are appropriate and sympathetic to existing built form and the intended future character of the local area;
- 4. Functionality and build quality** Meet the needs and expectations of the community, balancing durability, maintenance and service access requirements with aesthetic quality;
- 5. Sustainability** Contribute positively to environmental, social and economic outcomes through passive environmental design, enhancement of the green network and promotion of active transport modes;
- 6. Amenity** Provide comfortable spaces for the community that encourage physical activity, enable a range of uses, and are accessible to all;
- 7. Legibility** Provide places that are legible, with good lines of sight to key locations, clear connections and easily identifiable elements to help people find their way around;
- 8. Safety** Optimise safety and security, supporting safe behaviour and use, by maximising opportunities for passive surveillance, integrating safety requirements, and following Crime Prevention through Environmental Design (CPTED) design principles;
- 9. Community** Respond to local community needs and the wider social context by delivering a mix of public spaces that support a diverse range of people and facilitate social interaction; and
- 10. Aesthetics** Contribute to a unique place identity, high level of amenity, and result in attractive and inviting places through scale, arrangement, articulation and material quality.

Which type of vibrant public space to host?

The City accepts applicant proposals for the following vibrant public space types for assessment:

STREET FURNITURE

Street furniture is:

- any affixed or significantly weighted bench, seat, table, litter bin, planter box, umbrella, light, bicycle rack or other item that may be reasonably characterised as street furniture

To assist in determining which type to host, refer to the flowchart on page 6.

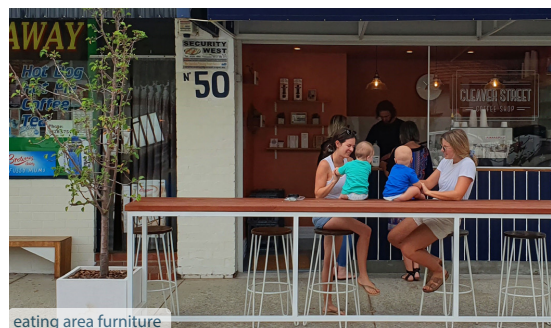


street furniture - planter box

AFFIXED EATING AREA FURNITURE

Affixed eating area furniture is:

- any affixed or significantly weighted bench, seat, table, planter box, umbrella, light or other item that may be reasonably characterised as eating area furniture
- associated with an existing approved outdoor eating area for the use, benefit and enjoyment of business patrons, during business operating hours, and the public, out of business operating hours, on City owned and managed land

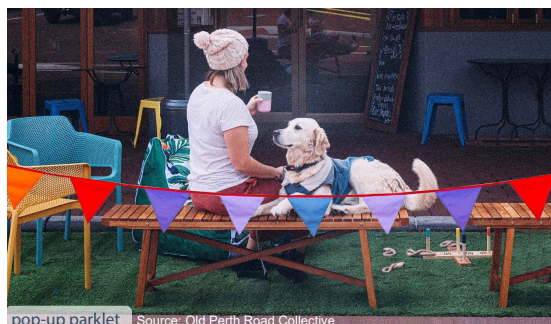


eating area furniture

POP-UP PARKLET

A pop-up parklet is:

- a small pop-up public park set into the existing streetscape.
- for anyone to use at all times, and are not reserved for customers of particular businesses.
- the repurposing of part of the street into a small public park through the provision of seating, shade and greenery during a City approved or acknowledged event.

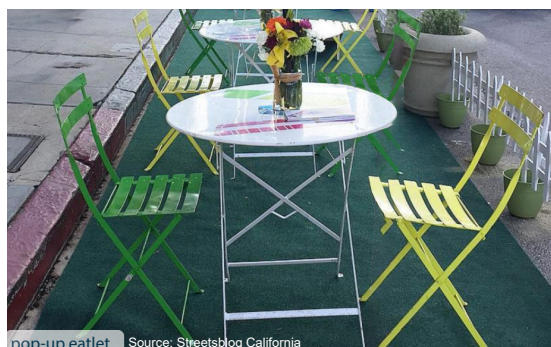


pop-up parklet Source: Old Perth Road Collective

POP-UP EATLET

A pop-up eatlet is:

- a pop-up outdoor eating area during business operating hours and small public park out of business operating hours.
- reserved for customers of particular businesses during business operating hours and are available for anyone to use out of business operating hours.
- the repurposing of part of the street into a dual purpose outdoor eating area and small public park through the provision of seating, shade and greenery during a City approved or acknowledged event.



pop-up eatlet Source: Streetsblog California

PARKLET

A parklet is:

- a small public park set into the existing streetscape
- for anyone to use at all times, and are not reserved for customers of particular businesses
- the repurposing of part of the street into a public space for people through the provision of seating, shade and greenery



parklet

EATLET

An eatlet is:

- an outdoor eating area during business operating hours and small public park out of business operating hours
- reserved for customers of particular businesses during business operating hours and are available for anyone to use out of business operating hours
- the repurposing of part of the street into a dual purpose outdoor eating area and small public park through the provision of seating, shade and greenery.



eatlet

OTHER PROPOSAL

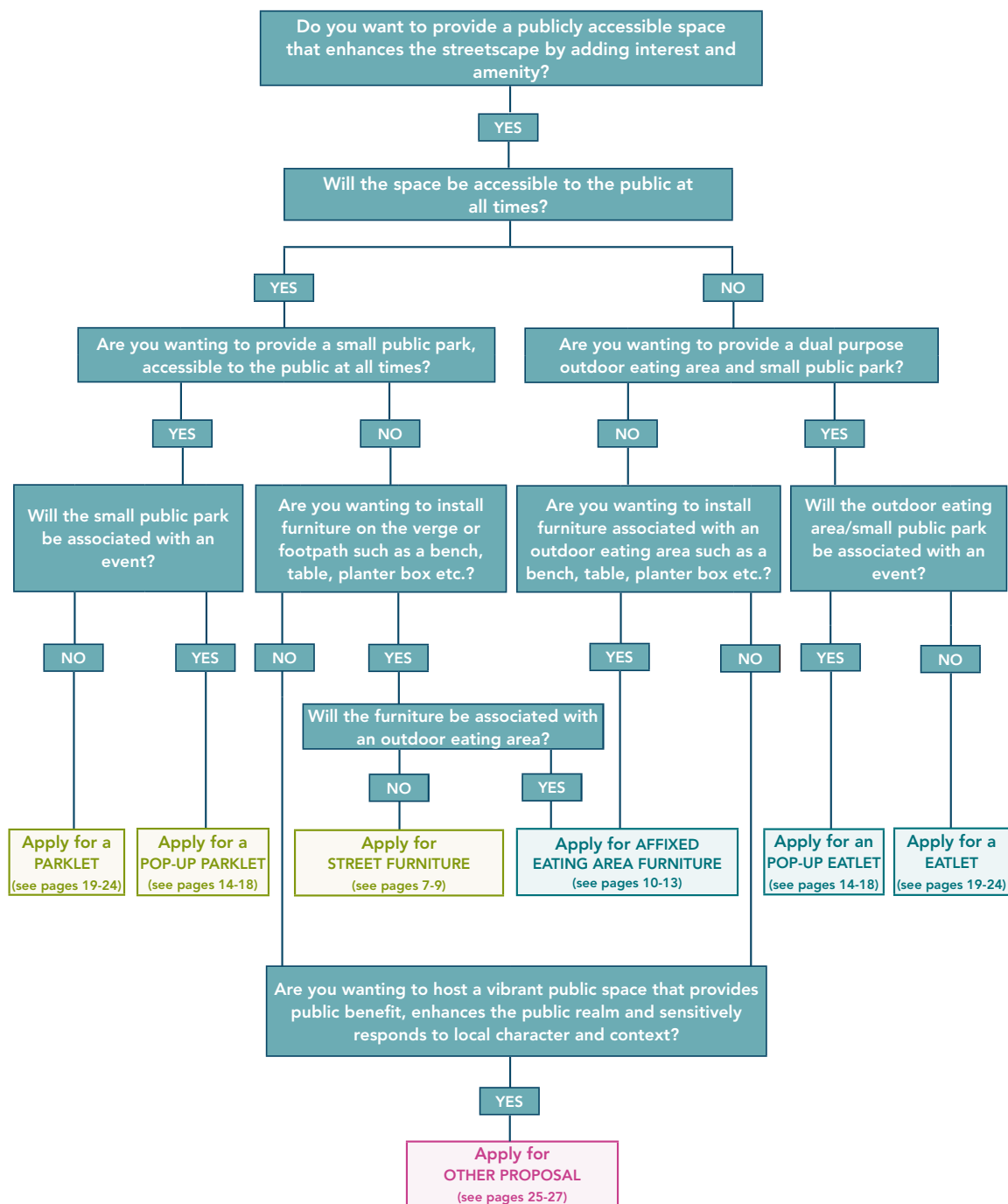
An other proposal is:

- a vibrant public space proposal not specified in the Vibrant Public Spaces Policy which addresses the Policy Objectives and achieves the Vibrant Public Space Design Objectives



other proposal

Which type of vibrant public space to host?



01 STREET FURNITURE

1.1 Design and Location Permissibility

Street furniture proposals that meet the permissibility requirements prescribed in the table below shall be accepted for assessment:

DESIGN & LOCATION PERMISSIBILITY											
Existing Ground Surface	Decked Platform	New Paving	Verge	Footpath	Carriageway	Reserve/ Public Open Space	Town Centre	Activity Corridor	Mixed Use	Transit Corridor	Residential
Base	Location					Built Form Area					
✓			✓	✓			✓	✓	✓	•	•
✓ permitted • permitted where located adjacent an existing approved business, excluding a home business											

1.2 Design Objectives

DESIGN OBJECTIVES

- O1.2.1** Respond to and enhance the distinctive characteristics of a local area, contributing to a sense of place.
- O1.2.2** Integrate landscape design and contribute to community wellbeing through the protection and/or enhancement of the green network.
- O1.2.3** Meet the needs and expectations of the community, balancing durability, maintenance and service access requirements with aesthetic quality.
- O1.2.4** Provide comfortable spaces for the community that encourage physical activity, enable a range of uses, and are accessible to all.
- O1.2.5** Provide places that are legible, with good lines of sight to key locations, clear connections and easily identifiable elements to help people find their way around.

1.3 Design Requirements

DESIGN REQUIREMENTS

- D1.3.1** Street furniture design including materials, colour and finish shall be in keeping with the surrounding streetscape and streetscape palette.
- D1.3.2** Street furniture must be of an appropriate scale in relation to other elements of the streetscape and not have the visual or apparent effect of enclosing a public space.
- D1.3.3** Each bench, seat, table, planter box and bicycle rack, shall be no more than 900mm in height and 1500mm in length, unless additional height and length can be demonstrated to meet Design Objectives **O1.2.1** and **O1.2.5**
- D1.3.4** Umbrellas shall have a minimum clearance of 2400mm from the finished ground level to the lowest part of the umbrella canopy.
- D1.3.5** Street furniture must be made of durable materials and free of protrusions and sharp edges.
- D1.3.6** Street furniture must be affixed or weighted to the satisfaction of the City and must be able to be removed within a 24 hour period without damage to the footpath, verge or any surrounding service pits. Part or all of the street furniture may need to be temporarily or permanently removed for street improvements, utility work, service access or emergencies.
- D1.3.7** Business logos, advertising or other branding is prohibited. A small unobtrusive plaque recognising proposal sponsors and material donors may be acceptable if in line with the Design Objectives.

1.4 Location Requirements

LOCATION REQUIREMENTS

- L1.4.1** Street furniture must be located on an existing verge or footpath.
- L1.4.2** Street furniture shall only be permitted in or adjacent the Town Centre Built Form Area, Activity Corridor Built Form Area, Mixed Use Built Form Area or in or adjacent the Transit Corridor Built Form Area and Residential Built Form Area where located adjacent to an existing business, owned or tenanted by the applicant, excluding a home business.

01 STREET FURNITURE | 02 AFFIXED FURNITURE | 03 POP-UP PARKLET/EATLET | 04 PARKLET/EATLET | 05 OTHER PROPOSAL

LOCATION REQUIREMENTS

L1.4.3 Where street furniture is proposed adjacent to a business or tenancy or encroaches in front of a business or tenancy, the location must be supported by the adjacent business or tenant.

L1.4.4 Street furniture must be located a minimum of 600mm from any service pit or pedestrian ramp.

L1.4.5 Street furniture shall be located to provide a minimum 2000mm width clear pedestrian zone, unless:

- the width cannot be provided due to the design of the existing streetscape;
- no alternative location for street furniture exists in close proximity to the applicant's business or tenancy; and
- a reduced width can be demonstrated to meet Design Objectives **O1.2.4** and **O1.2.5**.

Where a reduced clear pedestrian zone is deemed appropriate, a minimum width of no less than 1500mm must be maintained at all times.

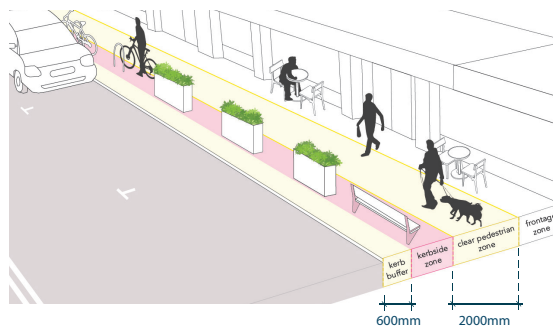
L1.4.6 Street furniture must be located to ensure the clear pedestrian zone aligns with the clear pedestrian zone in front of neighbouring properties to provide pedestrians with a clear and uninterrupted passage along any footpath.

L1.4.7 Street furniture must be located to provide a minimum 600mm kerb buffer between the face of the kerb and the start of the kerbside zone.

L1.4.8 Street furniture must not impede pedestrian, cyclist or vehicle access and sightlines.

L1.4.9 Street furniture shall be located outside of any clear corner zone as measured at a 45° angle from the corner of a corner lot building, unless the street furniture scale and location can be demonstrated to meet Design Objective **O1.2.5**

L1.4.10 Existing street furniture shall not be removed or relocated to accommodate street furniture proposals, unless the proposal can demonstrate it meets the Design Objectives **O1.2.1**, **O1.2.4**, **O1.2.5** and will contribute to achieving the Policy Objectives. Where the removal or relocation of existing street furniture is supported by the City, it will be at the expense of the applicant unless otherwise scheduled through the City's streetscape maintenance program.



1.5 Approval Requirements

Street furniture proposals must fulfill the approval requirements prescribed in the table below in order to obtain approval for installation.

APPROVAL REQUIREMENTS										
Adjacent Businesses/Tenants	21 Days/ Owners/ Occupiers 100m Radius	Website/ Notice in Business Window	Sign on Site/ Local Newspaper	Structural/ Product Certification	Building Approval	Delegated Authority/ Agreement	Planning Approval	Council Decision/ Licence	Application/ Design Approval	Annual Renewal
Engagement				Approval					Fee	
✓				✓		✓				

✓ required

1.6 Applicant Responsibilities

APPLICANT RESPONSIBILITIES

A1.6.1 Applicant must engage with adjacent businesses and tenants to inform them of the street furniture proposal and to obtain support for the proposal where required in relation to **L1.4.3**.

A1.6.2 Applicant must provide structural and/or product certification for the street furniture, as specified by the City, prior to approval.

A1.6.3 Applicant must notify the City 24hours prior to the installation of any approved street furniture, to confirm the installation date and time, and within 24hours of completing installation, to confirm installation is complete.

01 STREET FURNITURE | 02 AFFIXED FURNITURE | 03 POP-UP PARKLET/EATLET | 04 PARKLET/EATLET | 05 OTHER PROPOSAL

APPLICANT RESPONSIBILITIES

A1.6.4 Applicant must hold current a policy of insurance for Public Liability for an amount of not less than \$10,000,000.00 (ten million dollars). A copy of the current certificate is to be provided to the City.

A1.6.5 Where excavation is required, the applicant is responsible for lodging and completing a Dial Before You Dig enquiry prior to the commencement of excavation.

A1.6.6 Where excavation is required, the applicant is responsible for reinstatement to the satisfaction of the City, and the rectification of any damage to the City's infrastructure or any other service within the road reserve as a result of any works.

A1.6.7 Applicant must indemnify the City and its employees, agents or contractors, against all actions, suits, claims, damages, losses and expenses made against or incurred by the City arising from any activity, action or thing performed or erected or installed in accordance with the executed agreement.

A1.6.8 Applicant must ensure street furniture is maintained in a clean, tidy, good, inoffensive and aesthetically appealing condition at all times.

A1.6.9 Applicant must ensure any plants associated with the street furniture are maintained in a healthy, neat and tidy condition at all times.

A1.6.10 Applicant must remove the street furniture or replace any planting, at the applicant's expense, and make good to the satisfaction of the City at the request of the City, public utility provider or the Minister for Lands (if Crown land or Crown road reserve) within 14 days of receiving the request. Reasons for a request to remove street furniture may include but are not limited to streetscape maintenance, required service access and non-compliance with the executed agreement.

A1.6.11 In the case of planned maintenance, the applicant is responsible for the removal, storage and reinstallation of the street furniture.

A1.6.12 Applicant to renew vibrant public spaces agreement.

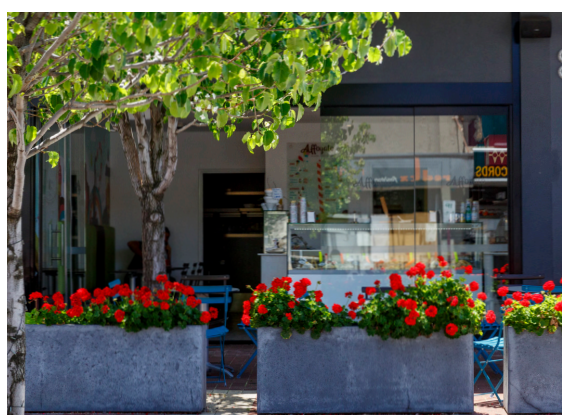
1.7 Approval Process

Street furniture proposals which achieve the design objectives, and where the applicant agrees to fulfill the applicant responsibilities, shall be approved under delegation and an agreement prepared for execution prior to installation.

- 1 Read the Vibrant Public Spaces Policy and Guidelines
- 2 Plan your proposal
What type of vibrant public space do you want?
- 3 Express your interest in developing a proposal
via mail@vincent.wa.gov.au
- 4 Meet City representative on site
Determine site suitability and discuss proposal ideas
- 5 Have a conversation with your neighbours
Will they support the proposal?
- 6 Design your proposal in consultation with the City
Refer design and location requirements
- 7 Submit proposal application and plans
Include neighbour support and certification information
- 8 Proposal application assessment
Meets requirements? no (return to 6) yes (progress)
- 9 City prepares proposal application assessment report
Proposal recommended for approval or refusal
- 10 City prepares 24month vibrant public space agreement
Only if proposal application approved
- 11 Review and sign vibrant public space agreement
- 12 Vibrant public space agreement executed and issued
Requires renewal by specified date
- 13 Notify City 24hrs prior to installing street furniture and within 24hrs of completing installation
- 14 Enjoy and maintain the vibrant public space!

Applicant responsibility

City of Vincent responsibility



02 AFFIXED EATING AREA FURNITURE

2.1 Design and Location Permissibility

Affixed eating area furniture proposals that meet the permissibility requirements prescribed in the table below shall be accepted for assessment:

DESIGN & LOCATION PERMISSIBILITY											
Existing Ground Surface	Decked Platform	New Paving	Verge	Footpath	Carriageway	Reserve/ Public Open Space	Town Centre	Activity Corridor	Mixed Use	Transit Corridor	Residential
Base	Location				Built Form Area						
✓			✓	✓			✓	✓	✓	•	•

✓ permitted

- permitted where located adjacent an existing approved business, excluding a home business

2.2 Design Objectives

DESIGN OBJECTIVES

O2.2.1 Respond to and enhance the distinctive characteristics of a local area, contributing to a sense of place.

O2.2.2 Integrate landscape design and contribute to community wellbeing through the protection and/or enhancement of the green network.

O2.2.3 Meet the needs and expectations of the community, balancing durability, maintenance and service access requirements with aesthetic quality.

O2.2.4 Provide comfortable spaces for the community that encourage physical activity, enable a range of uses, and are accessible to all.

O2.2.5 Provide places that are legible, with good lines of sight to key locations, clear connections and easily identifiable elements to help people find their way around.

DESIGN OBJECTIVES

O2.2.6 Optimise safety and security, supporting safe behaviour and use, by maximising opportunities for passive surveillance, integrating safety requirements, and following Crime Prevention through Environmental Design (CPTED) design principles.

O2.2.7 Contribute to a unique place identity, high level of amenity, and result in attractive and inviting places through scale, arrangement, articulation and material quality.

2.3 Design Requirements

DESIGN REQUIREMENTS

D2.3.1 Affixed eating area furniture design including materials, colour and finish shall have due regard for the surrounding streetscape and streetscape palette.

D2.3.2 Affixed eating area furniture must be of an appropriate scale in relation to other elements of the streetscape and not have the visual or apparent effect of enclosing a public space.

D2.3.3 Each bench, seat, table, planter box and the like shall be no more than 900mm in height and 1500mm in length, unless additional height and length can be demonstrated to meet Design Objectives **O2.2.1** and **O2.2.5**.

D2.3.4 Umbrellas and the like shall have a minimum clearance of 2400mm from the finished ground level to the lowest part of the umbrella canopy.

D2.3.5 Affixed eating area furniture must be made of durable materials and free of protrusions and sharp edges.

D2.3.6 Affixed eating area furniture must be affixed or weighted to the satisfaction of the City and must be able to be removed within a 24 hour period without damage to the footpath, verge or any surrounding service pits. Part or all of the furniture may need to be temporarily or permanently removed for street improvements, utility work, service access or emergencies.

D2.3.7 Business logos, advertising or other branding is prohibited. A small unobtrusive plaque recognising proposal sponsors and material donors may be acceptable if in line with the Design Objectives.

01 STREET FURNITURE | 02 AFFIXED FURNITURE | 03 POP-UP PARKLET/EATLET | 04 PARKLET/EATLET | 05 OTHER PROPOSAL

DESIGN REQUIREMENTS

D2.3.8 Affixed eating area furniture must incorporate Vibrant Public Space signage. The signage is to be supplied by the City and installed by the applicant. The scale of the affixed eating area furniture will determine the scale of signage required. The City shall specify the scale required prior to approval.



Vibrant Public Space Sign Example

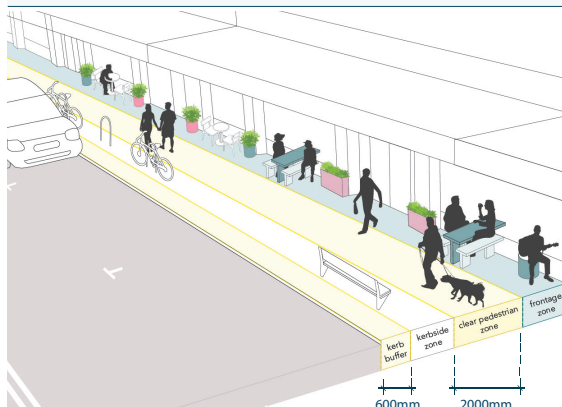
2.4 Location Requirements

LOCATION REQUIREMENTS

L2.4.1 Affixed eating area furniture must be located on an existing verge or footpath.

L2.4.2 Affixed eating area furniture shall only be permitted in or adjacent the Town Centre Built Form Area, Activity Corridor Built Form Area, Mixed Use Built Form Area or in or adjacent the Transit Corridor Built Form Area and Residential Built Form Area where located adjacent to an existing business, owned or tenanted by the applicant, excluding a home business.

L2.4.3 Affixed eating area furniture shall only be located in the frontage zone or kerbside zone within an existing approved Outdoor Eating Area in conjunction with an existing approved and current Outdoor Eating Area Permit.



LOCATION REQUIREMENTS

L2.4.4 Where the location of affixed eating area furniture encroaches in front of more than one business or tenancy, the location must be supported by the adjacent business or tenant, and tenancy owner.

L2.4.5 Affixed eating area furniture must be located a minimum of 600mm from any service pit and must be setback from existing street trees and planting, to ensure the health of the tree or planting.

L2.4.6 Affixed eating area furniture shall be located to provide a minimum 2000mm width clear pedestrian zone, unless:

- the width cannot be provided due to the design of the existing streetscape; and
- a reduced width can be demonstrated to meet Design Objectives **O2.2.4** and **O2.2.5**.

Where a reduced clear pedestrian zone is deemed appropriate, a minimum clear pedestrian zone of no less than 1500mm must be maintained at all times.

L2.4.7 Affixed eating area furniture must be located to ensure the clear pedestrian zone aligns with the clear pedestrian zone in front of neighbouring properties to provide pedestrians with a clear and uninterrupted passage along any footpath.

L2.4.8 Affixed eating area furniture must be located to provide a minimum 600mm kerb buffer between the face of the kerb and the start of the kerbside zone.

L2.4.9 Affixed eating area furniture must not impede pedestrian, cyclist or vehicle access and sightlines.

L2.4.10 Affixed eating area furniture shall be located outside of any clear corner zone as measured at a 45° angle from the corner of a corner lot building, unless the street furniture scale and location can be demonstrated to meet Design Objective **O2.2.5**

L2.4.11 Existing street furniture shall not be removed or relocated to accommodate new affixed eating area furniture proposals, unless the proposal can demonstrate it meets Design Objectives **O2.2.1**, **O2.2.4**, **O2.2.5** and will contribute to achieving the Policy Objectives. Where the removal or relocation of existing street furniture is supported by the City, it will be at the expense of the applicant unless otherwise scheduled through the City's streetscape maintenance program.

01 STREET FURNITURE | 02 AFFIXED FURNITURE | 03 POP-UP PARKLET/EATLET | 04 PARKLET/EATLET | 05 OTHER PROPOSAL

2.5 Approval Requirements

Affixed eating area furniture proposals must fulfill the approval requirements prescribed in the table below in order to obtain approval for installation.

APPROVAL REQUIREMENTS										
Adjacent Businesses/ Tenants	21 Days/ Owners/ Occupiers 100m Radius	Website/ Notice in Business Window	Sign on Site/ Local Newspaper	Structural/ Product Certification	Building Approval	Delegated Authority/ Agreement	Planning Approval	Council Decision/ Licence	Application/ Design	Approval
Engagement			Approval					Fee		
✓	○	○		✓		✓			✓	

✓ required

○ required where located in the Transit Corridor Built Form Area or Residential Built Form Area

2.6 Applicant Responsibilities

APPLICANT RESPONSIBILITIES

A2.6.1 Applicant must engage with adjacent businesses and tenants to inform them of the affixed eating area furniture proposal and to obtain support for the proposal where required in relation to **L2.4.4**.

A2.6.2 Applicant must pay vibrant public space proposal approval fee, as prescribed in the City's annual fees.

A2.6.3 Applicant must provide structural and/or product certification for the affixed eating area furniture, as specified by the City, prior to approval.

A2.6.4 Applicant must notify the City 24hours prior to the installation of any approved affixed eating area furniture, to confirm the installation date and time, and within 24hours of completing installation, to confirm installation is complete.

A2.6.5 Applicant must hold current a policy of insurance for Public Liability for an amount of not less than \$10,000,000.00 (ten million dollars). A copy of the current certificate is to be provided to the City.

APPLICANT RESPONSIBILITIES

A2.6.6 Where excavation is required, the applicant is responsible for lodging and completing a Dial Before You Dig enquiry prior to the commencement of excavation.

A2.6.7 Where excavation is required the applicant is responsible for reinstatement to the satisfaction of the City, and the rectification of any damage to the City's infrastructure or any other service within the road reserve as a result of any works.

A2.6.8 Applicant must indemnify the City and its employees, agents or contractors, against all actions, suits, claims, damages, losses and expenses made against or incurred by the City arising from any activity, action or thing performed or erected or installed in accordance with the executed agreement.

A2.6.9 Applicant must ensure affixed eating area furniture is maintained in a clean, tidy, good, inoffensive and aesthetically appealing condition at all times.

A2.6.10 Applicant must ensure any plants associated with the affixed eating area furniture are maintained in a healthy, neat and tidy condition at all times.

A2.6.11 Applicant must remove the affixed eating area furniture or replace any planting, at the applicant's expense, and make good to the satisfaction of the City at the request of the City, public utility provider or the Minister for Lands (if Crown land or Crown road reserve) within 14 days of receiving the request. Reasons for a request to remove affixed eating area furniture may include but are not limited to streetscape maintenance, required service access and non-compliance with the executed agreement.

A2.6.12 In the case of planned maintenance, the applicant is responsible for the removal, storage and reinstallation of the affixed eating area furniture.

A2.6.13 Applicant must report any changes to business or property ownership to the City and ensure that if a change in ownership occurs, the applicant will either remove the affixed eating area furniture or transfer the agreement to the new owner in consultation with the City.

A2.6.14 Applicant to renew vibrant public spaces agreement.

A2.5.15 Applicant must install City provided and prescribed Vibrant Public Space signs prior to installation completion.

01 STREET FURNITURE | 02 AFFIXED FURNITURE | 03 POP-UP PARKLET/EATLET | 04 PARKLET/EATLET | 05 OTHER PROPOSAL

2.7 Approval Process

Affixed eating area furniture proposals which achieve the design objectives, and where the applicant agrees to fulfill the applicant responsibilities, shall be approved under delegation and an agreement prepared for execution prior to installation.

1	Read the Vibrant Public Spaces Policy and Guidelines
2	Plan your proposal <i>What type of vibrant public space do you want?</i>
3	Express your interest in developing a proposal <i>via mail@vincent.wa.gov.au</i>
4	Meet City representative on site <i>Determine site suitability and discuss proposal ideas</i>
5	Have a conversation with your neighbours <i>Will they support the proposal?</i>
6	Design your proposal in consultation with the City <i>Refer design and location requirements</i>
7	Community engagement and advertising <i>If located in or adjacent the Transit Corridor or Residential Built Form Areas</i>
8	Submit proposal application and plans <i>Include neighbour support and certification information</i>
9	Proposal application assessment <i>Meets requirements? no (return to 6) yes (progress)</i>
10	City prepares proposal application assessment report <i>Proposal recommended for approval or refusal</i>
11	City prepares 24month vibrant public space agreement <i>Only if proposal application approved</i>
12	Review and sign vibrant public space agreement <i>pay approval fee</i>
13	Vibrant public space agreement executed and issued <i>Requires renewal by specified date</i>
14	Notify City 24hrs prior to installing affixed eating area furniture and within 24hrs of completing installation
15	Enjoy and maintain the vibrant public space!

	Applicant responsibility
	City of Vincent responsibility



03 POP-UP PARKLET/ POP-UP EATLET

3.1 Design and Location Permissibility

Pop-up parklet and pop-up eatlet proposals that meet the permissibility requirements prescribed in the table below shall be accepted for assessment:

DESIGN & LOCATION PERMISSIBILITY											
Existing Ground Surface	Decked Platform	New Paving	Verge	Footpath	Carriageway	Reserve/ Public Open Space	Town Centre	Activity Corridor	Mixed Use	Transit Corridor	Residential
Base	Location					Built Form Area					
✓					✓	✓	✓	✓	•	•	

✓ permitted

- permitted where located adjacent an existing approved business, excluding a home business

3.2 Design Objectives

DESIGN OBJECTIVES

O3.2.1 Respond to and enhance the distinctive characteristics of a local area, contributing to a sense of place.

O3.2.2 Integrate landscape design and contribute to community wellbeing through the protection and/or enhancement of the green network.

O3.2.3 Contribute positively to environmental, social and economic outcomes through passive environmental design, enhancement of the green network and promotion of active transport modes.

O3.2.4 Provide comfortable spaces for the community that encourage physical activity, enable a range of uses, and are accessible to all.

O3.2.5 Provide places that are legible, with good lines of sight to key locations, clear connections and easily identifiable elements to help people find their way around.

DESIGN OBJECTIVES

O3.2.6 Optimise safety and security, supporting safe behaviour and use, by maximising opportunities for passive surveillance, integrating safety requirements, and following Crime Prevention through Environmental Design (CPTED) design principles.

O3.2.7 Respond to local community needs and the wider social context by delivering a mix of public spaces that support a diverse range of people and facilitate social interaction; and

O3.2.8 Contribute to a unique place identity, high level of amenity, and result in attractive and inviting places through scale, arrangement, articulation and material quality.

3.3 Design Requirements

DESIGN REQUIREMENTS

D3.3.1 Pop-up parklet and pop-up eatlet materials, colours and finishes shall complement and add interest to the surrounding streetscape and streetscape palette. Materials should be durable and non-reflective, and recycled or sourced locally where possible.

D3.3.2 Benches, seats, tables, planter boxes and the like shall be no more than 900mm in height and 1500mm in length, unless additional height and length can be demonstrated to meet Design Objectives **O3.2.1** and **O3.2.5**

D3.3.3 Umbrellas and the like shall have a minimum clearance of 2400mm from the finished ground level to the lowest part of the umbrella canopy.

D3.3.4 Pop-up parklets and pop-up eatlets must be free of protrusions and sharp edges.

D3.3.5 Pop-up parklets and pop-up eatlets must be able to be removed within a 24 hour period without damage to the footpath, verge or any surrounding service pits.

D3.3.6 Non-slip unfixed temporary surface materials, such as astroturf, may be applied to the existing ground surface to enhance a pop-up parklet or pop-up eatlet's aesthetic appeal.

D3.3.7 Pop-up parklet and pop-up eatlet furniture shall be freestanding and removed at the close of business each day and/or weighted to the satisfaction of the City.

01 STREET FURNITURE | 02 AFFIXED FURNITURE | **03 POP-UP PARKLET/EATLET** | 04 PARKLET/EATLET | 05 OTHER PROPOSAL

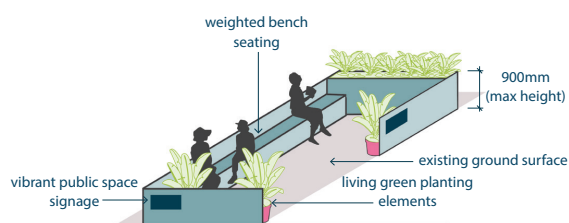
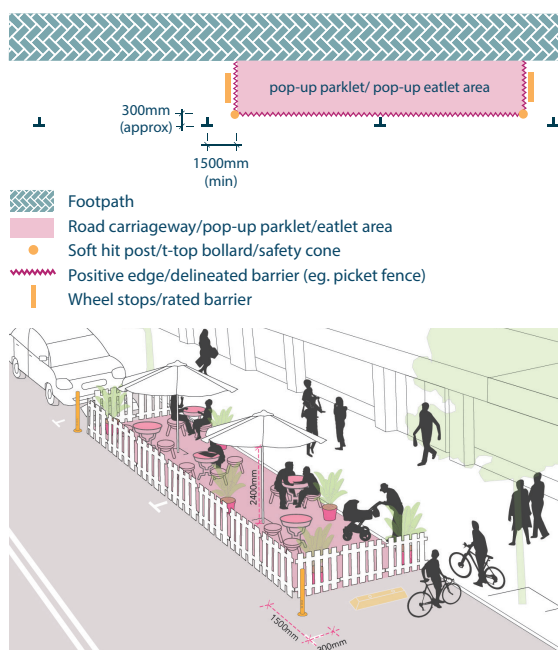
DESIGN REQUIREMENTS

D3.3.8 Pop-up parklets and pop-up eatlets shall be freestanding and not require anchoring into the City's road infrastructure. If a safety issue presents itself and anchoring is required, this will be assessed and may be approved by the City on a case by case basis.

D3.3.9 Pop-up parklets and pop-up eatlets located where a road closure is not in place must only be accessible from the adjoining footpath via an unobstructed section which must be at least 1500mm wide.

D3.3.10 Pop-up parklets and pop-up eatlets located where a road closure is not in place must include the following safety materials:

- soft hit posts, t-top bollards or 750mm road safety cones at each corner (roadside);
- wheel stops at each end unless the car bay is embayed or adjacent a tree well; and
- rated barriers at each end as specified by the City. These may not be required in all locations



DESIGN REQUIREMENTS

D3.3.11 Pop-up parklets and pop-up eatlets must have a positive edge along the road and parking bay facing sides to offer adequate protection for users from moving vehicular traffic. The positive edge can take the form of planters, picket fencing, or some other appropriate barrier type to be agreed with the City. The height and scale of the buffer required will vary depending on the local context. For example, on some low-traffic streets, a continuous edge may not be required. The City will determine this on a case by case basis in collaboration with the applicant.

D3.3.12 Pop-up parklets and eatlets shall feel open and welcoming. To ensure pop-up parklets and pop-up eatlets do not have the visual or apparent effect of enclosing a public space, positive edges are not permitted above 900mm in height from the footpath finished floor level, unless additional height is required due to the slope of the site and the proposal can be demonstrated to meet Design Objective **O3.2.8**.

D3.3.13 Pop-up parklets and pop-up eatlets must incorporate elements of furniture that are available for the community to use throughout the event to ensure there are places for people to sit at all times during the event.

D3.3.14 Business logos, advertising or other branding is prohibited. A small unobtrusive plaque recognising proposal sponsors and material donors may be acceptable if in line with the Design Objectives.

D3.3.15 Pop-up parklets and pop-up eatlets must have a minimum of two Vibrant Public Space signs installed. These are to be supplied by the City and installed by the applicant prior to installation completion.

D3.3.16 Pop-up parklets and pop-up eatlets must incorporate elements of living green planting (greenery), such as shrubs, succulents or trees. A minimum of 5% of the pop-up area shall be greenery. Artificial man-made green elements are not considered living green planting and are not acceptable alternatives.



Vibrant Public Space Sign Examples

01 STREET FURNITURE | 02 AFFIXED FURNITURE | **03 POP-UP PARKLET/EATLET** | 04 PARKLET/EATLET | 05 OTHER PROPOSAL

3.4 Location Requirements

LOCATION REQUIREMENTS

L3.4.1 Pop-up parklets and pop-up eatlets must be located on the existing ground surface of a car bay within the road carriageway.

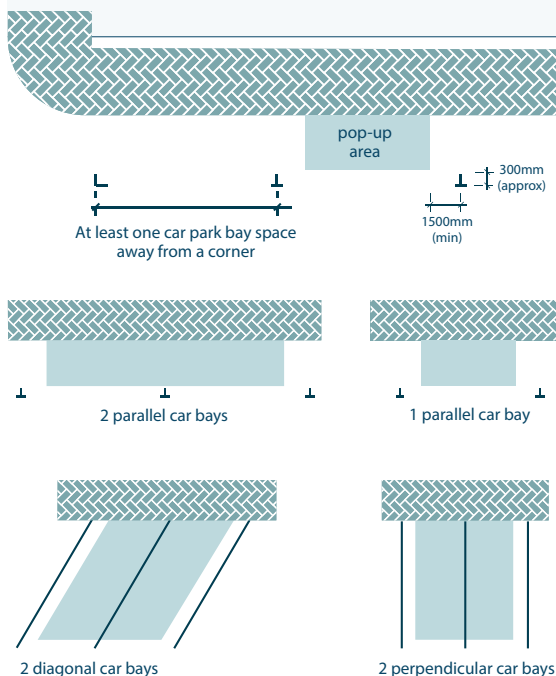
L3.4.2 Pop-up parklets and pop-up eatlets shall only be permitted on roads where the speed limit does not exceed 40km/h, or on roads where traffic calming is in place and the speed limit does not exceed 50km/h.

L3.4.3 Pop-up parklets and pop-up eatlets must not be located on roads classified as Primary Distributor or four lane District Distributor roads, including those with timed clearways in place.

L3.4.4 Pop-up parklets and pop-up eatlets shall generally be setback at least one car park space from a corner, unless a reduced setback can be demonstrated to meet Design Objectives **O3.2.5**.

L3.4.5 Pop-up parklets and pop-up eatlets may be permitted in on-street, parallel, angled, diagonal, perpendicular and/or paid car parking bays.

L3.4.6 Pop-up parklets and pop-up eatlets shall have a minimum buffer distance of 1500mm between the outer edge of adjacent parking spaces and the edge of the pop-



LOCATION REQUIREMENTS

L3.4.7 Pop-up parklets and pop-up eatlets shall have a minimum buffer distance between the roadside outer edge of the parking space and the edge of the pop-up area (approximately 300mm). This buffer distance will be determined by the City on a case by case basis

L3.4.8 Pop-up parklets and pop-up eatlets shall not be permitted in embayed parking spaces which service public transport, on-demand transport, service vehicles or people with disabilities.

L3.4.9 Pop-up parklets and pop-up eatlets shall only be permitted in or adjacent the Town Centre Built Form Area, Activity Corridor Built Form Area, Mixed Use Built Form Area or in or adjacent the Transit Corridor Built Form Area and Residential Built Form Area where located adjacent to an existing business, owned or tenanted by the applicant, excluding a home business.

L3.4.10 Pop-up parklets and pop-up eatlets shall not impede or negatively impact upon pedestrian, cyclist or vehicular movement, sightlines at road junctions or vehicle access crossovers, or impede emergency vehicle movement

L3.4.11 A maximum of two parking bays shall be used adjacent to the applicant's business or tenancy.

L3.4.12 The use of more than two bays may be considered where there is support from neighbouring businesses or tenants and a joint vibrant public space proposal application is submitted by the businesses or tenants.

L3.4.13 Weighted furniture must be located a minimum of 600mm from any service pit.

L3.4.14 Pop-up parklets and pop-up eatlets must consider any street trees and planting and maintain a minimum 500mm setback to ensure the health of the tree or planting.

L3.4.15 Existing street trees and planting shall not be removed or relocated to accommodate a pop-up parklet or pop-up eatlet proposal.

L3.4.16 Existing street furniture shall not be removed or relocated to accommodate a pop-up parklet or pop-up eatlet proposal, unless the proposal can demonstrate it meets the Design Objectives **O3.2.1**, **O3.2.4**, **O3.2.5** and will contribute to achieving the objectives of this Policy. Where the removal or relocation of existing street furniture is supported by the City, it will be at the expense of the applicant unless otherwise scheduled through the City's streetscape maintenance program.

01 STREET FURNITURE | 02 AFFIXED FURNITURE | **03 POP-UP PARKLET/EATLET** | 04 PARKLET/EATLET | 05 OTHER PROPOSAL

3.5 Approval Requirements

Pop-up parklet and pop-up eatlet proposals must fulfill the approval requirements prescribed in the table below in order to obtain approval for installation.

APPROVAL REQUIREMENTS										
Adjacent Businesses/Tenants	21 Days/ Owners/ Occupiers 100m Radius	Website/ Notice in Business Window	Sign on Site/ Local Newspaper	Structural/ Product Certification	Building Approval	Delegated Authority/ Agreement	Planning Approval	Council Decision/ Licence	Application/ Design	Approval
Engagement			Approval					Fee		
✓				✓		✓				

✓ required

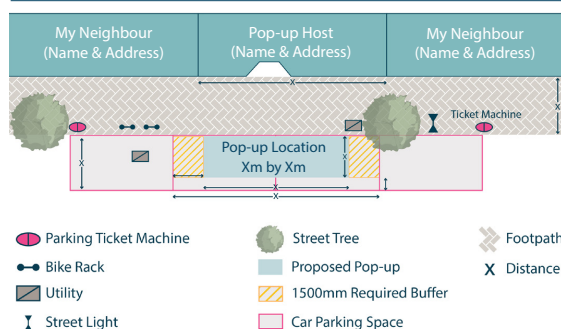
3.6 Applicant Responsibilities

APPLICANT RESPONSIBILITIES

A3.6.1 Applicant must engage with the event organiser and adjacent businesses and tenants to inform them of the pop-up parklet or pop-up eatlet proposal and to obtain support for the proposal where required in relation to [L3.4.12](#).

A3.6.2 Applicant must submit complete vibrant public spaces application form inclusive of scaled site plan, proposal precedent imagery and demonstrated neighbour support.

A3.6.3 Applicant must provide structural and/or product certification for the affixed eating area furniture, as specified by the City, prior to approval.



Site Plan Example

APPLICANT RESPONSIBILITIES

A3.6.4 Applicant must hold current a policy of insurance for Public Liability for an amount of not less than \$10,000,000.00 (ten million dollars). A copy of the current certificate is to be provided to the City.

A3.6.5 Applicant must indemnify the City and its employees, agents or contractors, against all actions, suits, claims, damages, losses and expenses made against or incurred by the City arising from any activity, action or thing performed or erected or installed in accordance with the executed agreement.

A3.6.6 Applicant must notify the City 24hours prior to the installation to confirm the installation date and time, and within 24hours of completing installation, to confirm installation is complete.

A3.6.7 Installation should not take more than six hours and will require a Traffic Management Plan, at the applicant's expense, where the installation works cannot be undertaken from the footpath.

A3.6.8 Applicant must ensure pop-up parklets and pop-up eatlets are maintained in a clean, tidy, good, inoffensive and aesthetically appealing condition at all times.

A3.6.9 Applicant must ensure any plants associated with the pop-up parklet or pop-up eatlet are maintained in a healthy, neat and tidy condition at all times.

A3.6.10 Applicant must remove the pop-up parklet or pop-up eatlet and replace any planting, at the applicant's expense, and make good to the satisfaction of the City at the request of the City or public utility provider within 14 days of receiving the request. Reasons for a request to remove a pop-up parklet or pop-up eatlet may include but are not limited to required service access and non-compliance with the executed agreement.

A3.6.11 In the case of planned maintenance, the applicant is responsible for the removal, storage and reinstallation of the pop-up parklet or pop-up eatlet.

A3.6.12 Applicant must report any changes to business or property ownership to the City and ensure that if a change in ownership occurs, the applicant will either remove the pop-up parklet or pop-up eatlet or transfer the agreement to the new owner in consultation with the City.

A3.6.13 Applicant must install a minimum of two City provided Vibrant Public Space signs prior to installation completion.

01 STREET FURNITURE | 02 AFFIXED FURNITURE | **03 POP-UP PARKLET/EATLET** | 04 PARKLET/EATLET | 05 OTHER PROPOSAL

3.7 Approval Process

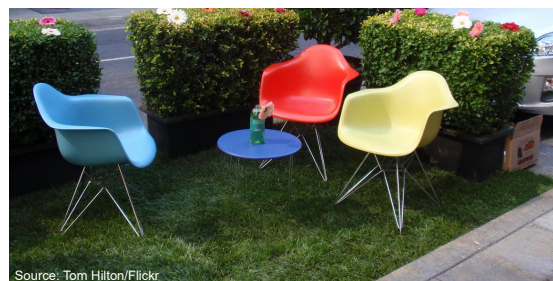
Pop-up parklet and pop-up eatlet proposals which meet the design requirements, and where the applicant agrees to fulfill the applicant responsibilities, shall be approved under delegation and an agreement prepared for execution prior to installation.

1	Read the Vibrant Public Spaces Policy and Guidelines
2	Plan your proposal <i>What type of vibrant public space do you want?</i>
3	Express your interest in developing a proposal <i>via mail@vincent.wa.gov.au</i>
4	Meet City representative on site <i>Determine site suitability and discuss proposal ideas</i>
5	Have a conversation with the event organiser and your neighbours <i>Will they support the proposal?</i>
6	Design your proposal in consultation with the City <i>Refer design and location requirements</i>
7	Submit proposal application and plans <i>Include neighbour support and certification information</i>
8	Proposal application assessment <i>Meets requirements? no (return to 6) yes (progress)</i>
9	City prepares application assessment report <i>Proposal recommended for approval or refusal</i>
10	City prepares vibrant public space agreement <i>Only if application approved</i>
11	Review and sign vibrant public space agreement
12	Vibrant public space agreement executed and issued
13	Notify the City <i>24hrs prior to installation and within 24hrs of completing installation</i>
14	Enjoy and maintain the vibrant public space!

Applicant responsibility
City of Vincent responsibility



Source: Old Perth Road Collective



Source: Tom Hilton/Flickr



Source: Facebook/TrinityWoodworkingNY

4.2 Design Objectives

DESIGN OBJECTIVES

04.2.1 Respond to and enhance the distinctive characteristics of a local area, contributing to a sense of place.

04.2.2 Integrate landscape design and contribute to community wellbeing through the protection and/or enhancement of the green network.

04.2.3 Ensure that massing and height are appropriate and sympathetic to existing built form and the intended future character of the local area.

04.2.4 Meet the needs and expectations of the community, balancing durability, maintenance and service access requirements with aesthetic quality.

04.2.5 Contribute positively to environmental, social and economic outcomes through passive environmental design, enhancement of the green network and promotion of active transport modes.

04.2.6 Provide comfortable spaces for the community that encourage physical activity, enable a range of uses, and are accessible to all.

04.2.7 Provide places that are legible, with good lines of sight to key locations, clear connections and easily identifiable elements to help people find their way around.

04.2.8 Optimise safety and security, supporting safe behaviour and use, by maximising opportunities for passive surveillance, integrating safety requirements, and following Crime Prevention through Environmental Design (CPTED) design principles.

04.2.9 Respond to local community needs and the wider social context by delivering a mix of public spaces that support a diverse range of people and facilitate social interaction; and

04.2.10 Contribute to a unique place identity, high level of amenity, and result in attractive and inviting places through scale, arrangement, articulation and material quality.

Parklets are public at all times and not able to be licensed for the consumption of alcohol.

Eatlets are not public at all times and are able to be licensed during business operating hours. Liquor licences are issued by the Department of Local Government, Sporting & Cultural Industries (DLGSC) Liquor Licensing Directorate and the City may support an applicant's application to license an eatlet subject to the following:

- the liquor licence is to be obtained by the applicant as the eatlet host;
- the liquor licence is to be in conjunction with an approved licensed premise such as an existing restaurant or small bar;
- Liquor can only be served in the parklet during business operating hours; and
- the City reserves the right to restrict the hours when alcohol is permitted to be served in the eatlet.

4.3 Design Requirements

DESIGN REQUIREMENTS

D4.3.1 Parklet and eatlet materials, colours and finishes shall complement and add interest to the surrounding streetscape and streetscape palette. Materials should be durable and non-reflective, and recycled or sourced locally where possible.

D4.3.2 Parklets and eatlets shall transform and enhance underutilised verge, footpath or road carriageway space. They shall be designed to suit individual site locations and shall incorporate the existing ground surface, a decked platform or new paving.

D4.3.3 Where new paving is proposed, the City will consult with the applicant, design the paving enhancements and undertake the paving works at the applicant's cost and as prescribed in the City's annual fees and charges.

D4.3.4 Parklets and eatlets shall not adversely effect the visual permeability of the streetscape and must allow pedestrians on either side of the street to see the opposite side of the street. To maintain visual permeability, continuous opaque walls are not permitted to exceed 900mm in height from the footpath finished floor level.

D4.3.5 Parklets and eatlets shall feel open and welcoming. To ensure parklets and eatlets do not have the visual or apparent effect of enclosing a public space:

- walls are not permitted above 900mm in height from the footpath finished floor level, unless additional height is required due to the slope of the site and the proposal can be demonstrated to meet Design Objectives [04.2.1](#), [04.2.2](#), [04.2.7](#) and [04.2.8](#);
- alfresco blinds are not permitted;
- clear glazing is permitted to a maximum of 1200mm in height from the footpath finished floor level; and
- each side that does not directly abut the footpath is permitted to consist of a maximum of 25% visually permeable screening, for the sole purpose of supporting plant growth.

D4.3.6 Parklets and eatlet overhead shelter structures, such as a canopy, umbrella, arbour or shade sail, shall have a minimum vertical clearance of 2400mm from the finished ground level to the lowest part of the shelter. Overhead shelter structures must not be attached to an awning or verandah. Where an overhead shelter structure is proposed to be solid, this is to be designed and constructed to ensure stormwater drains to the road carriageway and does not impact upon the pedestrian path.

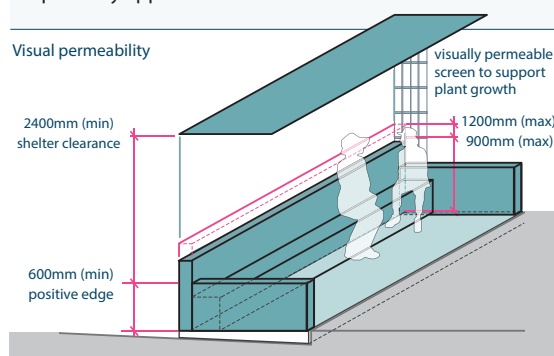
DESIGN REQUIREMENTS

D4.3.7 Parklets and eatlets located in the carriageway must have a positive edge along the road and parking bay facing sides to offer adequate protection for users from moving vehicular traffic. The positive edge must be a minimum of 600mm.

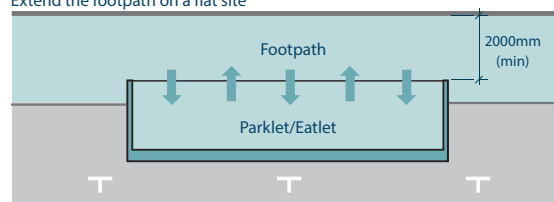
D4.3.8 Parklets and eatlets should be designed as an extension of the footpath and must be open and accessible from the adjoining footpath via an unobstructed flush or ramped section. Where the parklet or eatlet is located on a sloping site, a minimum 1500mm wide unobstructed flush section must be provided.

D4.3.9 Decked parklets and eatlets shall have a maximum gap of 10mm between the deck and the footpath. In the case of a sloping site, the applicant must work with the City to address issues of access.

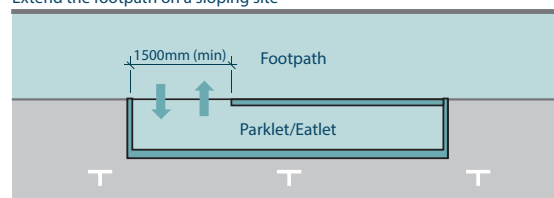
D4.3.10 Decked platforms located in the carriageway should be freestanding and not require anchoring into the City's road infrastructure. If a safety issue presents itself and anchoring is required, this will be assessed on a case by case basis and will be at the expense of the applicant and will require City approval.



Extend the footpath on a flat site



Extend the footpath on a sloping site



01 STREET FURNITURE | 02 AFFIXED FURNITURE | 03 POP-UP PARKLET/EATLET | 04 PARKLET/EATLET | 05 OTHER PROPOSAL

DESIGN REQUIREMENTS

D4.3.11 Parklets and eatlets shall not impede the flow of kerbside drainage. A 150mm x 150mm minimum clear gutter space must be provided along the entire length of the parklet or eatlet adjacent to the kerb. Openings at either end may be covered with screens to prevent debris buildup beneath in the gutter.

D4.3.12 Decked parklets and eatlets must be modular in design to allow access for maintenance (i.e. repairs, clearing debris and streetscape maintenance).

D4.3.13 Decked platforms and any affixed furniture to the existing ground surface or new paving must be able to be removed within a 24 hour period without damage to the footpath, verge or any surrounding service pits. Part or all of the platform or furniture may need to be temporarily or permanently removed for street improvements, utility work, service access or emergencies.

D4.3.14 A minimum of 15% of the total parklet or eatlet area must be living green planting (greenery), such as shrubs, succulents, climbing plants or trees. The required area may be reduced to 10% where trees or climbing plants are incorporated into the design to provide shade canopy. Artificial man-made green elements are not considered living green planting and are not acceptable alternatives.

D4.3.15 Parklets and eatlets located in the carriageway must include the following safety materials:

- soft hit posts (roadside);
- wheel stops at each end unless the car bay is embayed or adjacent a tree well; and
- rated barriers at each end as specified by the City.

D4.3.16 Parklets and eatlets must be free of protrusions and sharp edges.



DESIGN REQUIREMENTS

D4.3.17 Parklets and eatlets must integrate permanent seating to ensure the space remains useable and welcoming after moveable furniture like tables and chairs are put away outside of business hours.

D4.3.18 Solar-powered lighting elements are strongly encouraged. Electric lighting may be permitted but will require an electrical connection to a building and a separate electrical certification and approval.

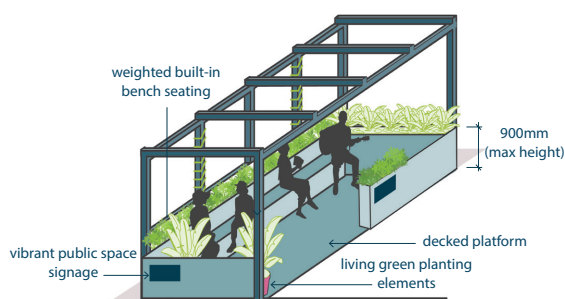
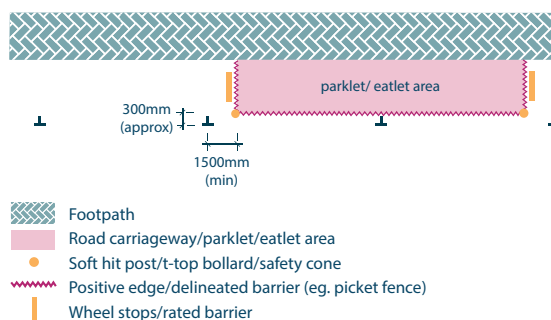
D4.3.19 Integrated bicycle parking is strongly encouraged.

D4.3.20 Business logos, advertising or other branding is prohibited. A small unobtrusive plaque recognising proposal sponsors and material donors may be acceptable if in line with the Design Objectives.

D4.3.21 Parklets and eatlets must have a minimum of two Vibrant Public Space signs installed. These are to be supplied by the City and installed by the applicant prior to installation completion.



Vibrant Public Space Sign Example



VIBRANT PUBLIC SPACES POLICY GUIDELINES | 21

01 STREET FURNITURE | 02 AFFIXED FURNITURE | 03 POP-UP PARKLET/EATLET | 04 PARKLET/EATLET | 05 OTHER PROPOSAL

4.4 Location Requirements

LOCATION REQUIREMENTS

L4.4.1 Parklets and eatlets shall only be permitted in or adjacent the Town Centre Built Form Area, Activity Corridor Built Form Area, Mixed Use Built Form Area or in or adjacent the Transit Corridor Built Form Area and Residential Built Form Area where located adjacent to an existing business, owned or tenanted by the applicant, excluding a home business.

L4.4.2 Within the prescribed Built Form Areas, parklets and eatlets shall be located in the:

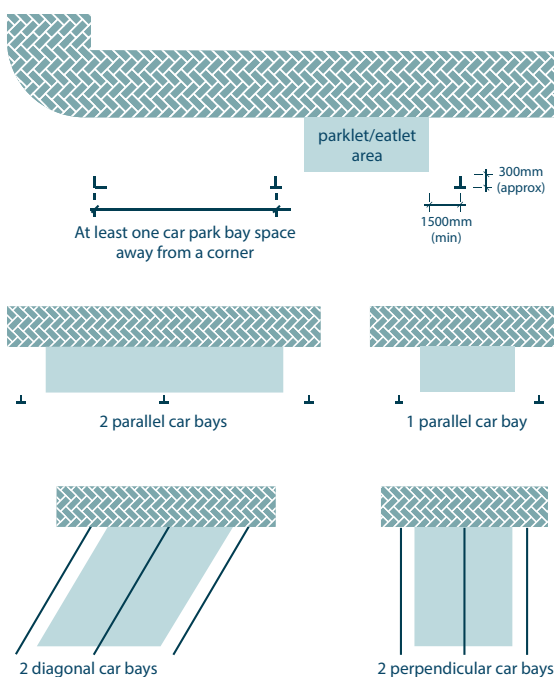
- verge;
- kerb buffer and/or kerbside zone of a footpath; or
- road carriageway.

L4.4.3 Parklets and eatlets shall not be located in the frontage zone.

L4.4.4 Parklets and eatlets shall be located to provide a minimum 2000mm width clear pedestrian zone, unless:

- the width cannot be provided due to the design of the existing streetscape; and
- a reduced width can be demonstrated to meet Design Objectives **O4.2.6**, **O4.2.7** and **O4.2.9**.

Where a reduced clear pedestrian zone is deemed appropriate, a minimum clear pedestrian zone of no less than 1500mm must be maintained at all times.



LOCATION REQUIREMENTS

L4.4.5 The parklet or eatlet must be located to ensure the clear pedestrian zone aligns with the clear pedestrian zone in front of neighbouring properties to provide pedestrians with a clear and uninterrupted passage along any footpath.

L4.4.6 Parklets and eatlets shall be offset a minimum of 750mm at each end to ensure a minimum 1500mm gap is provided to allow pedestrians to traverse the street.

L4.4.7 Where located in a carriageway, parklets and eatlets shall only be permitted on roads where the speed limit does not exceed 40km/h, or on roads where traffic calming is in place and the speed limit does not exceed 50km/h.

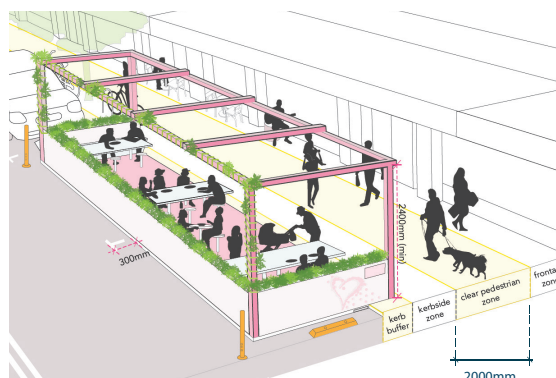
L4.4.8 Where located in a carriageway, parklets and eatlets must not be located on roads classified as Primary Distributor or four lane District Distributor roads, including those with timed clearways in place.

L4.4.9 Where located in a carriageway, parklets and eatlets shall generally be setback at least one car park space from a corner, unless a reduced setback can be demonstrated to meet Design Objectives **O4.2.7**.

L4.4.10 Where located in a carriageway, parklets and eatlets shall have a minimum buffer distance of 1500mm between the outer edge of adjacent parking spaces and the edge of the parklet/eatlet area.

L4.4.11 Where located in a carriageway, parklets and eatlets shall have a minimum buffer distance between the roadside outer edge of the parking space and the edge of the parklet/eatlet area (approximately 300mm). This distance will be determined by the City on a case by case basis.

L4.4.12 Parklets and eatlets may be permitted in on-street, parallel, angled, diagonal, perpendicular and/or paid car parking bays where demand in the precinct (400m walkable catchment area) does not exceed 85% occupancy.



01 STREET FURNITURE | 02 AFFIXED FURNITURE | 03 POP-UP PARKLET/EATLET | **04 PARKLET/EATLET** | 05 OTHER PROPOSAL

LOCATION REQUIREMENTS

L4.4.13 Parklets and eatlets shall not be permitted in embayed parking spaces which service public transport, on-demand transport, service vehicles or people with disabilities.

L4.4.14 A maximum of two parking bays shall be used adjacent to the applicant's business or tenancy.

L4.4.15 The use of more than two bays may be considered where there is support from neighbouring businesses or tenants and a joint application is submitted by the businesses or tenants.

L4.4.16 Parklets and eatlets shall not impede or negatively impact upon pedestrian, cyclist or vehicular movement, sightlines at road junctions or vehicle access crossovers, or impede emergency vehicle movement

L4.4.17 Affixed parklet and eatlet furniture must be located a minimum of 600mm from any service pit.

L4.4.18 Parklets and eatlets must consider any exiting street trees and planting and maintain a minimum 500mm setback to ensure the health of the tree or planting.

L4.4.19 Existing street trees shall not be removed or relocated to accommodate a parklet or eatlet proposal.

L4.4.20 Existing planting shall not be removed or relocated to accommodate a parklet or eatlet proposal, unless the proposal can demonstrate it meets the Design Objectives [O4.2.1](#), [O4.2.2](#), [O4.2.5](#) and will provide additional planting and/or canopy cover.

L4.4.21 Existing street furniture shall not be removed or relocated to accommodate a parklet or eatlet proposal, unless the proposal can demonstrate it meets the Design Objectives [O4.2.1](#), [O4.2.5](#), [O4.2.6](#) and will contribute to achieving the objectives of this Policy. Where the removal or relocation of existing street furniture is supported by the City, it will be at the expense of the applicant unless otherwise scheduled through the City's streetscape maintenance program.

4.5 Approval Requirements

Parklet and eatlet proposals must fulfill the approval requirements prescribed in the table below in order to obtain approval for installation.

APPROVAL REQUIREMENTS

	Adjacent Businesses/ Tenants
	21 Days/ Owners/ Occupiers 100m Radius
	Website/ Notice in Business Window
	Sign on Site/ Local Newspaper
	Structural/ Product Certification
	Building Approval
	Delegated Authority/ Agreement
	Planning Approval
	Council Decision/ Licence
	Application/ Design
	Approval
	Annual Renewal
Engagement	Approval
Fee	
✓	
✓	
✓	
✓	
*	
✓	
^	
✓	

✓ required

building permit required where a proposal exceeds

* 10sqm in area or 2.4m in height, as building code exemptions do not apply under Building Regulations 2012, Sch 4, Clause 2

^ required where the base is new paving

4.6 Applicant Responsibilities

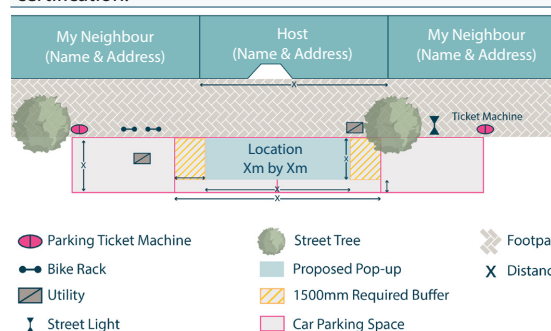
APPLICANT RESPONSIBILITIES

A4.6.1 Applicant must engage with adjacent businesses and tenants to inform them of the parklet eatlet proposal and to obtain support for the proposal where required in relation to [L4.4.15](#).

A4.6.2 Applicant must submit complete vibrant public space proposal application form inclusive of scaled site plan, proposal precedent imagery and demonstrated neighbour support.

A4.6.3 Applicant must pay application/design and approval fees, as prescribed in the City's annual fees and charges.

A4.6.4 Applicant must provide parklet or eatlet structural certification.



Site Plan Example

01 STREET FURNITURE | 02 AFFIXED FURNITURE | 03 POP-UP PARKLET/EATLET | 04 PARKLET/EATLET | 05 OTHER PROPOSAL

APPLICANT RESPONSIBILITIES

A4.6.5 Applicant must hold current a policy of insurance for Public Liability for an amount of not less than \$20,000,000.00 (twenty million dollars). A copy of the current certificate is to be provided to the City.

A4.6.6 Applicant must indemnify the City and its employees, agents or contractors, against all actions, suits, claims, damages, losses and expenses made against or incurred by the City arising from any activity, action or thing performed or erected or installed in accordance with the executed agreement.

A4.6.7 Where excavation is required, the applicant is responsible for lodging and completing a Dial Before You Dig enquiry prior to the commencement of excavation.

A4.6.8 Where excavation is required the applicant is responsible for reinstatement to the satisfaction of the City, and the rectification of any damage to the City's infrastructure or any other service within the road reserve as a result of any works.

A4.6.9 Applicant must notify the City 24hours prior to the installation to confirm the installation date and time, and within 24hours of completing installation, to confirm installation is complete.

A4.6.10 The parklet or eatlet shall primarily be built off site. A Traffic Management Plan, prepared at the applicant's expense, shall be required where the installation works cannot be undertaken from the footpath.

A4.6.11 Applicant must ensure parklets and eatlets are maintained in a clean, tidy, good, inoffensive and aesthetically appealing condition at all times.

A4.6.12 Applicant must ensure any plants associated with the parklet or eatlet are maintained in a healthy, neat and tidy condition at all times.

A4.6.13 Applicant must remove any decked platform, affixed street furniture and replace any planting, at the applicant's expense, and make good to the satisfaction of the City at the request of the City or public utility provider within 14 days of receiving the request. Reasons for removal requests may include but are not limited to required service access and non-compliance with the executed agreement.

A4.6.14 In the case of planned maintenance, the applicant is responsible for the removal, storage and reinstallation of the parklet or eatlet.

A4.6.15 Applicant must report any changes to business or property ownership to the City and ensure that if a change in ownership occurs, the applicant will either remove any decked platform or affixed furniture or transfer the agreement to the new owner in consultation with the City.

A4.6.16 Applicant must install a minimum of two City provided Vibrant Public Space signs prior to installation completion.

A4.6.17 Applicant to renew vibrant public spaces agreement.

4.7 Approval Process

Parklet and eatlet proposals which achieve the applicable the design requirements, and where the applicant agrees to fulfill the applicant responsibilities, shall be approved under delegation and an agreement prepared for execution prior to installation.

1	Read the Vibrant Public Spaces Policy and Guidelines
2	Plan your proposal <i>What type of vibrant public space do you want?</i>
3	Express your interest in developing a proposal <i>via mail@vincent.wa.gov.au</i>
4	Meet City representative on site <i>Determine site suitability and discuss proposal ideas</i>
5	Have a conversation with your neighbours <i>Will they support the proposal?</i>
6	Design your proposal in consultation with the City <i>Pay design fee if applicable</i>
7	Submit proposal application, plans and pay applicable fee <i>Include neighbour support and certification information</i>
8	Community engagement and advertising <i>Refer engagement requirements</i>
9	Finalise proposal application <i>Revise following community engagement as required</i>
10	Submit complete proposal application <i>Refer proposal application form and checklist</i>
11	Proposal application assessment <i>Meets requirements? no (return to 6) yes (progress)</i>
12	City prepares proposal application assessment report <i>Proposal recommended for approval or refusal</i>
13	City prepares vibrant public space agreement <i>Only if proposal application approved</i>
14	Review and sign vibrant public space agreement <i>Pay approval fee</i>
15	Vibrant public space agreement issued <i>Requires renewal by specified date</i>
16	City completes paving enhancement works <i>For applicable proposal applications</i>
17	Applying for a liquor licence for your eatlet? <i>Prepare and submit licence application to DLGSC</i>
18	Notify City 24hrs prior to installation and within 24hrs of completing installation
19	Enjoy and maintain the vibrant public space!

Applicant responsibility

City of Vincent responsibility

01 STREET FURNITURE | 02 AFFIXED FURNITURE | 03 POP-UP PARKLET/EATLET | 04 PARKLET/EATLET | 05 OTHER PROPOSAL

05 OTHER PROPOSAL

5.1 Design and Location Permissibility

Other proposals shall be accepted for assessment where a complete vibrant public spaces application form is submitted, inclusive of justification regarding how the proposal:

- is publicly accessible;
- provides public benefit;
- addresses Policy Objectives; and
- meets the Design Objectives 05.2.1 - 05.2.10.

5.2 Design Objectives

DESIGN OBJECTIVES

05.2.1 Respond to and enhance the distinctive characteristics of a local area, contributing to a sense of place.

05.2.2 Integrate landscape design and contribute to community wellbeing through the protection and/or enhancement of the green network.

05.2.3 Ensure that massing and height are appropriate and sympathetic to existing built form and the intended future character of the local area.

05.2.4 Meet the needs and expectations of the community, balancing durability, maintenance and service access requirements with aesthetic quality.

05.2.5 Contribute positively to environmental, social and economic outcomes through passive environmental design, enhancement of the green network and promotion of active transport modes.

05.2.6 Provide comfortable spaces for the community that encourage physical activity, enable a range of uses, and are accessible to all.

05.2.7 Provide places that are legible, with good lines of sight to key locations, clear connections and easily identifiable elements to help people find their way around.

05.2.8 Optimise safety and security, supporting safe behaviour and use, by maximising opportunities for passive surveillance, integrating safety requirements, and following Crime Prevention through Environmental Design (CPTED) design principles.

DESIGN OBJECTIVES

05.2.9 Respond to local community needs and the wider social context by delivering a mix of public spaces that support a diverse range of people and facilitate social interaction; and

05.2.10 Contribute to a unique place identity, high level of amenity, and result in attractive and inviting places through scale, arrangement, articulation and material quality.

5.3 Approval Requirements

Other proposals must fulfill the approval requirements prescribed in the table below in order to obtain approval.

APPROVAL REQUIREMENTS												
✓	Adjacent Businesses/Tenants	28 Days/ Owners/ Occupiers 200m Radius	Website/ Notice in Business Window	Sign on Site/ Local Newspaper	Structural/ Product Certification	Building Approval	Delegated Authority/ Agreement	Planning Approval	Council Decision/ Licence	Application/ Design	Approval	Annual Renewal
✓												
✓	Engagement	Approval							Fee			
✓						*		✓	✓	✓	✓	✓

✓ required

building permit required where a proposal exceeds

- * 10sqm in area or 2.4m in height, as building code exemptions do not apply under Building Regulations 2012, Sch 4, Clause 2

01 STREET FURNITURE | 02 AFFIXED FURNITURE | 03 POP-UP PARKLET/EATLET | 04 PARKLET/EATLET | 05 OTHER PROPOSAL

5.4 Applicant Responsibilities

APPLICANT RESPONSIBILITIES	APPLICANT RESPONSIBILITIES
<p>A5.4.1 Applicant must engage with adjacent businesses and tenants to inform them of the proposal.</p> <p>A5.4.2 Applicant must complete vibrant public space proposal application form inclusive of scaled site plan, proposal precedent imagery and demonstrated neighbour support.</p> <p>A5.4.3 Applicant must pay application/design and approval fees, as prescribed in the City's annual fees and charges.</p> <p>A5.4.4 Applicant must provide structural or product certification as determined by the City.</p> <p>A5.4.5 Applicant must indemnify the City and its employees, agents or contractors, against all actions, suits, claims, damages, losses and expenses made against or incurred by the City arising from any activity, action or thing performed or erected or installed in accordance with the executed licence.</p> <p>A5.4.6 Applicant must hold current a policy of insurance for Public Liability for an amount of not less than \$20,000,000.00 (twenty million dollars). A copy of the current certificate is to be provided to the City.</p> <p>A5.4.7 Where excavation is required, the applicant is responsible for lodging and completing a Dial Before You Dig enquiry prior to the commencement of excavation.</p> <p>A5.4.8 Where excavation is required the applicant is responsible for reinstatement to the satisfaction of the City, and the rectification of any damage to the City's infrastructure or any other service within the road reserve as a result of any works.</p> <p>A5.4.9 Applicant must ensure the vibrant public space is maintained in a clean, tidy, good, inoffensive and aesthetically appealing condition at all times.</p> <p>A5.4.10 Applicant must ensure any plants associated with the vibrant public space are maintained in a healthy, neat and tidy condition at all times.</p> <p>A5.4.11 Applicant must remove any affixed structures, at the applicant's expense, and make good to the satisfaction of the City at the request of the City or public utility provider within 14 days of receiving the request. Reasons for removal requests may include but are not limited to required service access and non-compliance with the executed licence.</p>	<p>A5.4.12 In the case of planned maintenance, the applicant is responsible for the removal, storage and reinstallation of the vibrant public space.</p> <p>A5.4.13 Applicant must report any changes to business or property ownership to the City and ensure that if a change in ownership occurs, the applicant will either remove any affixed structures or transfer the licence to the new owner in consultation with the City.</p> <p>A5.4.14 Applicant to renew vibrant public spaces agreement and pay renewal fee as prescribed in the City's annual fees and charges.</p> <p>A5.4.15 Applicant must install City provided and prescribed Vibrant Public Space signs prior to installation completion.</p>

5.5 Approval Process

Other proposals which demonstrate they are publicly accessible and address and achieve the Policy Objectives and Design Objectives **O5.2.1** - **O5.2.10** shall be progressed through the following approvals process.

01 STREET FURNITURE | 02 AFFIXED FURNITURE | 03 POP-UP PARKLET/EATLET | 04 PARKLET/EATLET | 05 OTHER PROPOSAL

1	Read the Vibrant Public Spaces Policy and Guidelines
2	Plan your proposal <i>What type of vibrant public space do you want?</i>
3	Express your interest in developing a proposal <i>via mail@vincent.wa.gov.au</i>
4	Meet City representative on site <i>Determine site suitability and discuss proposal ideas</i>
5	Have a conversation with your neighbours <i>Will they support the proposal?</i>
6	Design your proposal in consultation with the City <i>Refer design and location requirements and present to City's Design Review Panel if applicable</i>
7	Submit proposal application, plans and pay application fee <i>Include neighbour support and justification information</i>
8	Community engagement and advertising <i>Refer engagement requirements</i>
9	Finalise application <i>Revise following community engagement as required</i>
10	Submit complete application for Council consideration <i>Refer application form and checklist</i>
11	Proposal application assessment <i>Meets requirements and Policy & Design Objectives?</i> no (refusal - cease approvals process) yes (recommended for approval - progress to 12)
12	City prepares Council report and licence terms <i>Draft licence terms provided to applicant</i>
13	Applicant reviews licence terms <i>Agrees to the terms in writing to progress proposal</i>
14	Vibrant public space report presented to Council <i>Recommending Council endorse proposal application, Development Application (if applicable) and licence for signing</i>
15	Council endorse recommendation? no (cease approvals process) yes (progress to 16)
16	Development Application signed by City <i>Development application approved under delegated authority or returned to Council for decision if required</i>
17	Licence signed by City <i>Licence executed following Development Application approval under delegated authority or by Council</i>
18	Pay applicable approval fee <i>As prescribed in the City's annual fees and charges</i>
19	Notify City 24hrs prior to installation and within 24hrs of completing installation
20	Enjoy and maintain the vibrant public space!

Applicant responsibility
City of Vincent responsibility



Source: Abacus Espresso Project: Electric Lane, Leederville

Source: Divisare Designer: 100 Architects Project: Hang Out
Photo: Amey Kandalgaonkar - Pudong, Shanghai

6 INFRASTRUCTURE & ENVIRONMENT

Nil

7 COMMUNITY & BUSINESS SERVICES

7.1 FINANCIAL STATEMENTS AS AT 31 JANUARY 2022

Attachments: 1. Financial Statements as at 31 January 2022  

RECOMMENDATION:

That Council **RECEIVES** the Financial Statements for the month ended 31 January 2022 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 31 January 2022.

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 January 2022**:

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	19-27
6.	Cash Backed Reserves	28
7.	Rating Information and Graph	29-30
8.	Debtors Report	31
9.	Beatty Park Leisure Centre Financial Position	32-33

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 \$766,482 (6.0%). The following items materially contributed to this position:

- A favourable variance of \$515,066 due to an increase in activity at Beatty Park, Public halls and sporting grounds (**Recreation and Culture**). The breakdown is:
 - \$458,555 favourable in fees and charges for Betty Park recreation admission and membership fees
 - \$42,956 favourable for public halls hire income and maintenance cost recouped (mostly from North Perth Town Hall and Mount Hawthorn Community Centre).
- A favourable Variance of \$314,857 due to an increase in revenue generated from parking (**Transport**).
- A favourable variance of \$142,516 in **Community Amenities** activities due to:
 - \$190,566 favourable fees and charges and contributions for Development and Design.
 - \$17,876 favourable Other Income for Waste Services.
 - Offset by unfavourable revenue from fees and charges for Compliance Services and Engineering Design Services by \$22,223 and \$24,808 respectively.

- An unfavourable Variance of \$135,439 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 \$1,105,675 (2.2%). The following items materially contribute to this position:

- A favourable Variance of \$953,150 to **Fees and Charges** due to an increase in revenue generated from:
 - Parking ticketing machine revenue of \$499,757.
 - Membership and admission fees income for Betty Park Recreation centre of \$490,472.
 - Development application fees of \$109,823 from License, Permits and application fees.
- A favourable variance of \$125,897 due to higher than anticipated Rates (**Rates**)

Expenditure by Program (on page 1) is favourable, attributed by an under-spend of \$2,835,243 (6.2%) compared to the YTD budget. The following items materially contributed to this position:

- A favourable variance for **Recreation and Culture** of \$1,649,601 due to timing difference of \$421,419 for materials and contracts and \$1,232,251 for HBF Park being derecognised.
- A favourable variance of \$843,808 mainly contributed from **Community Amenities** for:
 - \$936,006 favourable for materials and contracts due to timing differences for contractors' expenses, operating initiatives, programmes and events and waste recycling costs
 - \$197,795 unfavourable for employee costs and other employee costs.
 - \$154,072 favourable for Utilities- electricity due to timing variance for invoices
- A favourable variance of \$146,465 due to timing variances relating to advertising, audit and legal fees, consultant costs, and Programmes and Events (**Governance**).
- A favourable variance of \$118,561 mainly contributed by a vacant position and delay in the hiring process (**Law, Order and Public Safety**).

Expenditure by Nature or Type (on page 5) is favourable, attributed by an under-spend of \$2,941,602 (6.4%). The following items materially contributed to this position:

- There is an under-spend of \$1,487,410 mainly attributed to below (**Materials and Contracts**):
 - Community Amenities is favourable by \$456,073 mainly due to:
 - \$329,165 of timing variance for over 18 programmes and events, and
 - Operating initiatives of \$127,006 for Leederville Skatepark, Arts Development Initiatives and ACS Link & guidance projects.
- There is favourable variance of \$1,338,292 primarily attributed to HBF Park derecognised- to be adjusted at MY budget review (**Depreciation of non-current assets**).
 - Recreation and Culture is favourable by \$421,419 due to timing differences for:
 - \$138,582 for Betty Park recreation centre mostly due to delays in equipment purchases.
 - \$106,822 of maintenance contractors' expenses for Stadium and Ovals.
 - \$93,782 for Parks and environmental services.
 - \$65,804 for Community Partnership for operating initiatives and programmes and events.
 - Waste services is favourable by \$368,215 relating to tipping, bulk verge & recycling costs due to timing variance.

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 January closing position is \$22,992,638 reflecting a favourable position of \$4,365,150 compared to the January budget amount of \$18,627,488.

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 - 27)

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.

CITY OF VINCENT

Financial Report for the month ended 31 January 2022

5. Capital Expenditure and Funding Summary

	Revised Budget	YTD Budget	YTD Actual	Remaining Budget
	\$	\$	\$	%
Land and Buildings	10,529,387	2,933,006	1,537,276	85.4%
Infrastructure Assets	7,935,745	3,200,246	2,593,823	67.3%
Plant and Equipment	3,036,056	227,500	228,240	92.5%
Furniture and Equipment	2,080,825	555,442	268,766	87.1%
Total	23,582,013	6,916,194	4,628,105	80.4%

FUNDING	Revised Budget	YTD Budget	YTD Actual	Remaining Budget
	\$	\$	\$	%
Own Source Funding - Municipal	11,097,589	5,414,580	2,247,360	79.7%
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	23,582,013	6,916,194	4,628,105	80.4%

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

6. Cash Backed Reserves (Note 6 Page 28)

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 January 2022 is \$12,645,815.

7. Rating Information (Note 7 Page 29 -30)

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.

The outstanding rates debtors balance at 31 January 2022 was \$7,044,933, excluding deferred rates of \$105,572.

The outstanding rates percentage at 31 January 2022 was 17.24% compared to 19.81% 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 31)

Total trade and other receivables at 31 January 2022 were \$2,498,904.

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

- \$1,019,727 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.
- \$219,589 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 32-33)

As of 31 January 2022, the Centre's operating surplus position was \$574,830 (excluding depreciation) compared to the YTD budgeted surplus amount of \$11,554.

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 January 2022 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:

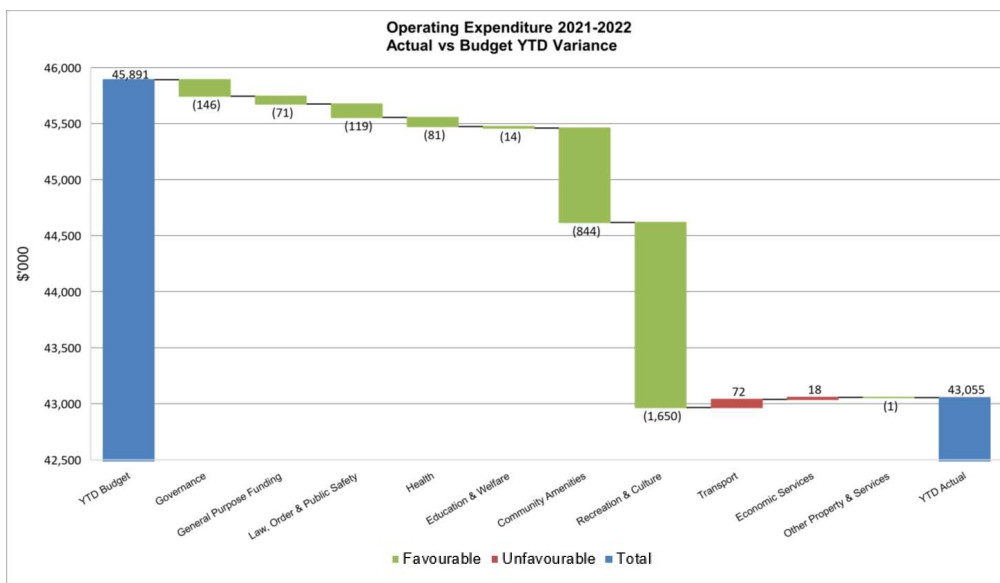
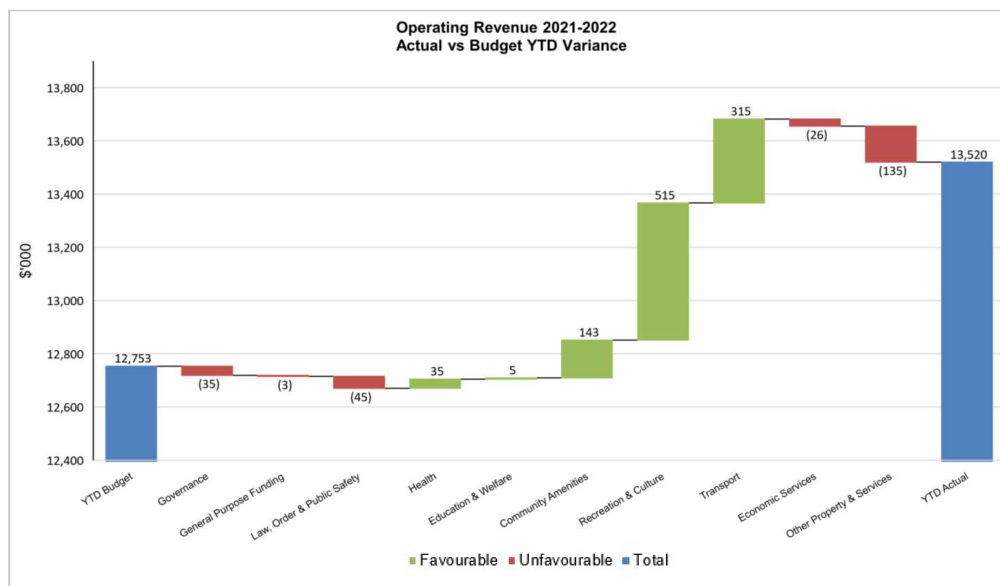
As contained in this report.

CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM
FOR THE PERIOD ENDED 31 JANUARY 2022

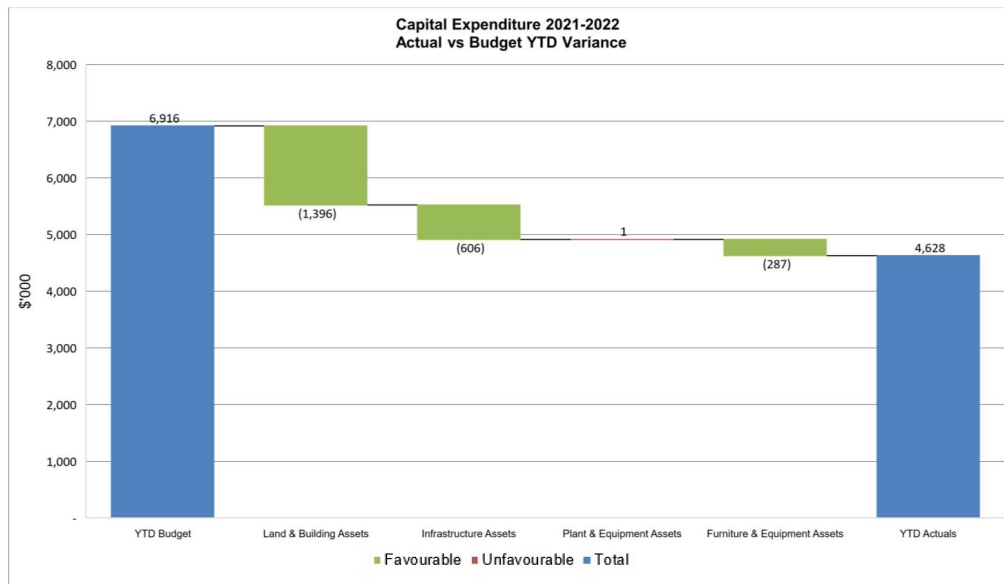


	Revised Budget	YTD Budget	YTD Actual	YTD Variance	YTD Variance
	2021/22	31/01/2022	31/01/2022		
	\$	\$	\$	\$	%
Opening Funding Surplus/(Deficit)	6,243,478	6,243,478	6,125,327	(118,151)	-1.9%
Revenue from operating activities					
Governance	73,250	62,075	27,362	(34,713)	(55.9%)
General Purpose Funding	1,473,759	960,054	956,634	(3,420)	(0.4%)
Law, Order and Public Safety	334,312	196,112	150,749	(45,363)	(23.1%)
Health	336,542	314,428	349,174	34,746	11.1%
Education and Welfare	139,094	84,170	88,757	4,587	5.4%
Community Amenities	643,194	412,462	554,978	142,516	34.6%
Recreation and Culture	9,286,398	5,357,853	5,872,919	515,066	9.6%
Transport	9,012,585	4,808,439	5,123,323	314,884	6.5%
Economic Services	267,425	157,532	131,150	(26,382)	(16.7%)
Other Property and Services	1,347,125	400,163	264,724	(135,439)	(33.8%)
	22,913,684	12,753,288	13,519,770	766,482	6.0%
Expenditure from operating activities					
Governance	(3,087,793)	(1,844,455)	(1,697,990)	146,465	(7.9%)
General Purpose Funding	(696,668)	(454,774)	(384,107)	70,667	(15.5%)
Law, Order and Public Safety	(4,691,233)	(2,618,761)	(2,500,200)	118,561	(4.5%)
Health	(1,711,229)	(1,017,809)	(936,657)	81,152	(8.0%)
Education and Welfare	(399,369)	(256,030)	(242,451)	13,579	(5.3%)
Community Amenities	(24,107,268)	(17,267,216)	(16,423,408)	843,808	(4.9%)
Recreation and Culture	(26,669,838)	(15,664,155)	(14,014,554)	1,649,601	(10.5%)
Transport	(8,720,182)	(5,135,056)	(5,206,710)	(71,654)	1.4%
Economic Services	(595,568)	(345,574)	(363,954)	(18,380)	5.3%
Other Property and Services	(2,197,326)	(1,286,739)	(1,285,295)	1,444	(0.1%)
	(72,876,474)	(45,890,569)	(43,055,326)	2,835,243	(6.2%)
Add Deferred Rates Adjustment	0	0	17,843	17,843	0.0%
Add Back Depreciation	14,068,923	8,206,933	6,868,641	(1,338,292)	(16.3%)
Adjust (Profit)/Loss on Asset Disposal	(1,890,054)	(256,722)	62,933	319,655	(124.5%)
Restricted Unspent Grant	0				
	12,178,869	7,950,211	6,949,417	(1,000,794)	(12.6%)
Amount attributable to operating activities	(37,783,921)	(25,187,070)	(22,586,139)	2,600,931	(10.3%)
Investing Activities					
Non-operating Grants, Subsidies and Contributions	7,243,384	453,404	817,774	364,370	80.4%
Purchase Property, Plant and Equipment	(15,783,556)	(3,726,737)	(2,034,282)	1,692,455	(45.4%)
Purchase Infrastructure Assets	(7,798,457)	(3,189,457)	(2,593,823)	595,634	(18.7%)
Proceeds from Joint Venture Operations	833,333	0	0	0	0.0%
Proceeds from Disposal of Assets	1,302,833	502,833	698,468	195,635	38.9%
Amount attributable to investing activities	(14,202,463)	(5,959,957)	(3,111,863)	2,848,094	(47.8%)
Financing Activities					
Proceeds from Self Supporting Loan	0	0	0	0	0.0%
Principal elements of finance lease payments	(92,839)	(69,630)	(69,629)	1	(0.0%)
Repayment of Debentures	(1,354,816)	(863,923)	(529,539)	334,384	(38.7%)
Proceeds from New Debentures	7,951,699	7,951,699	7,083,333	(868,366)	(10.9%)
Transfer to Reserves	(3,190,415)	(2,200,966)	(1,574,227)	626,739	(28.5%)
Transfer from Reserves	5,091,660	2,045,369	860,991	(1,184,378)	(57.9%)
Amount attributable to financing activities	8,405,289	6,862,549	5,770,929	(1,091,620)	(15.9%)
Surplus/(Deficit) before general rates	(37,337,617)	(18,041,000)	(13,801,746)	4,239,254	(23.5%)
Total amount raised from general rates	36,745,248	36,668,488	36,794,385	125,897	0.3%
Closing Funding Surplus/(Deficit)	(592,369)	18,627,488	22,992,638	4,365,150	23.4%

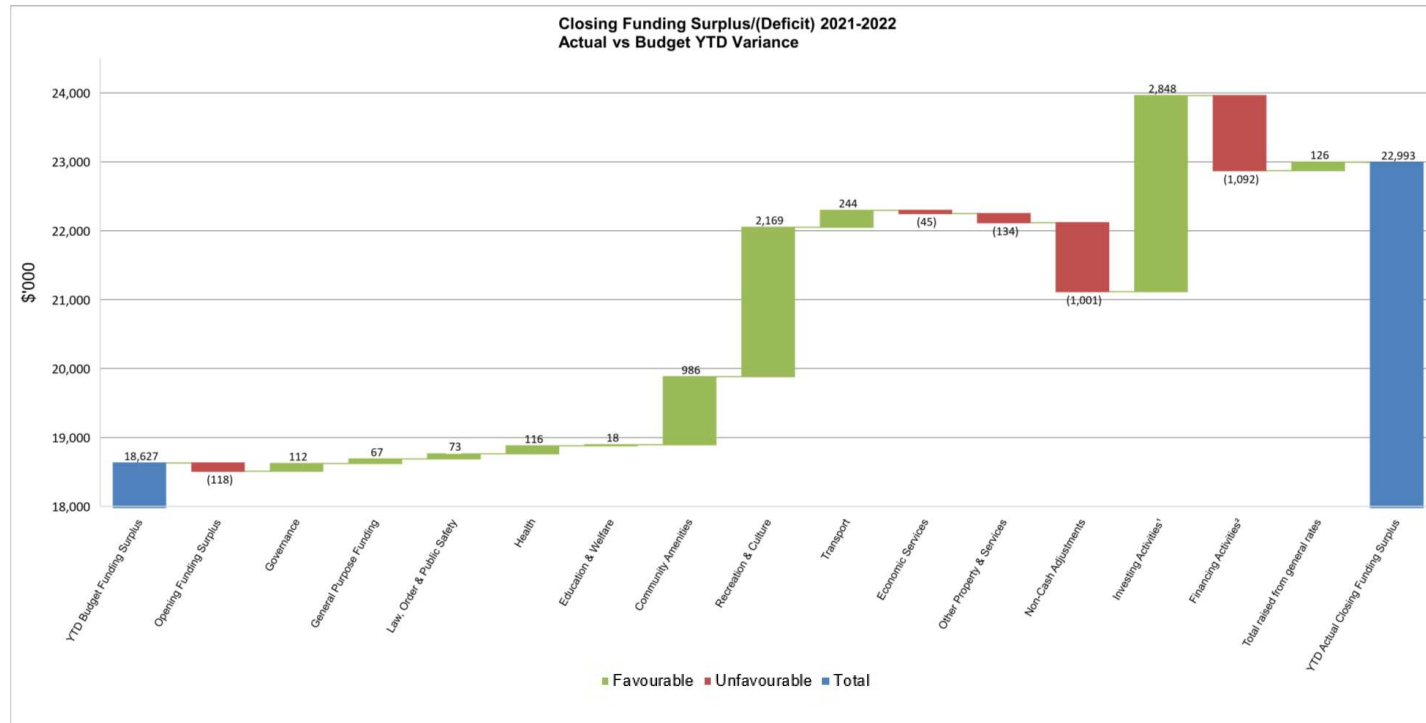
CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM - WATERFALL GRAPH
AS AT 31 JAN 2022



CITY OF VINCENT
 NOTE 1 - CAPITAL EXPENDITURE PROGRAM
 WATERFALL GRAPH
 AS AT 31 JAN 2022



CITY OF VINCENT
NOTE 1 - CLOSING FUNDING SURPLUS/(DEFICIT)
BY PROGRAM - WATERFALL GRAPH
AS AT 31 JAN 2022



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 JANUARY 2022

	Revised Budget 2021/22 \$	YTD Budget 31/01/2022 \$	YTD Actual 31/01/2022 \$	YTD Variance \$	YTD Variance %
Revenue					
Rates	36,745,248	36,668,488	36,794,385	125,897	0.3%
Operating Grants, Subsidies and Contributions	908,932	458,736	478,081	19,345	4.2%
Fees and Charges	18,453,102	11,000,813	11,953,963	953,150	8.7%
Interest Earnings	518,000	375,447	363,387	(12,060)	(3.2%)
Other Revenue	1,138,374	656,348	675,691	19,343	2.9%
	57,763,656	49,159,832	50,265,507	1,105,675	2.2%
Expenses					
Employee Costs	(26,841,949)	(15,672,892)	(15,647,973)	24,919	(0.2%)
Materials and Contracts	(27,132,773)	(19,179,846)	(17,692,436)	1,487,410	(7.8%)
Utility Charges	(1,603,890)	(935,990)	(839,294)	96,696	(10.3%)
Depreciation on Non-Current Assets	(14,068,923)	(8,206,933)	(6,868,641)	1,338,292	(16.3%)
Interest Expenses	(533,114)	(319,384)	(276,333)	43,051	(13.5%)
Insurance Expenses	(585,942)	(329,404)	(341,796)	(12,392)	3.8%
Other Expenditure	(2,104,661)	(1,240,898)	(1,277,272)	(36,374)	2.9%
	(72,871,252)	(45,885,347)	(42,943,745)	2,941,602	(6.4%)
	(15,107,596)	3,274,485	7,321,762	4,047,277	123.6%
Non-operating Grants, Subsidies and Contributions	7,243,384	453,404	817,774	364,370	80.4%
Profit on Disposal of Assets	1,061,943	261,944	48,650	(213,294)	(81.4%)
Loss on Disposal of Assets	(5,222)	(5,222)	(111,583)	(106,361)	2,036.8%
Profit on Assets Held for Sale (TPRC Joint Venture)	833,333	0	0	0	0.0%
	9,133,438	710,126	754,758	44,632	6.3%
Net result	(5,974,158)	3,984,611	8,076,520	4,091,909	102.7%
Other comprehensive income					
Total comprehensive income	(5,974,158)	3,984,611	8,076,520	4,091,909	102.7%

CITY OF VINCENT
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
NOTE 3 - NET CURRENT FUNDING POSITION
FOR THE PERIOD ENDED 31 JANUARY 2022



	Note	YTD Actual 31/01/2022 \$	FY Actual 30/06/2021 \$
Current Assets			
Cash Unrestricted		25,146,446	13,925,562
Cash Restricted		12,645,815	11,931,460
Investments		11,000	11,000
Receivables - Rates	7	7,044,933	1,512,805
Receivables - Other	8	2,498,904	3,095,861
Inventories		210,727	195,581
		<u>47,557,826</u>	<u>30,672,270</u>
Less: Current Liabilities			
Payables		(9,941,376)	(10,204,902)
Provisions - employee		<u>(4,750,716)</u>	<u>(4,859,725)</u>
		<u>(14,692,092)</u>	<u>(15,064,627)</u>
Unadjusted Net Current Assets		32,865,734	15,607,642
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	6	(12,645,815)	(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		1,270,983	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>76,161</u>	<u>92,839</u>
		<u>(9,873,097)</u>	<u>(9,482,316)</u>
Adjusted Net Current Assets		22,992,638	6,125,326

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2022



	Revised Budget 2021/22	YTD Budget 31/01/2022	YTD Actual 31/01/2022	YTD Variance	% Variance	Variance Commentary
Chief Executive Office						
01000 - Chief Executive Officer						
Expenditure						
Employee Costs	409,982	239,837	201,792	(38,046)	(15.9%)	
Internal Allocations	13,472	7,910	16,950	9,040	114.3%	
Internal Recovery	(588,088)	(307,122)	(297,401)	9,722	(3.2%)	
Materials and Contracts	149,200	51,894	70,940	19,046	36.7%	Budget phasing variance in relation to operating initiatives. To be adjusted in the next budget review.
Other Employee Costs	14,434	7,100	7,343	243	3.4%	
Other Expenditure	1,000	381	376	(5)	(1.3%)	
Expenditure Total	0	0	0	0	0.0%	
01000 - Chief Executive Officer Total	0	0	0	0	0.0%	
01005 - Members Of Council						
Expenditure						
Employee Costs	84,065	49,199	47,662	(1,537)	(3.1%)	
Internal Allocations	40,562	22,981	26,415	3,434	14.9%	
Materials and Contracts	410,200	284,313	274,417	(9,896)	(3.5%)	
Other Employee Costs	20,200	16,806	9,901	(6,905)	(41.1%)	Members of Council's conferences and seminar is below budgeted due to budget phasing.
Other Expenditure	47,600	27,758	26,439	(1,319)	(4.8%)	
Expenditure Total	602,627	401,057	384,834	(16,223)	(4.0%)	
01005 - Members Of Council Total	602,627	401,057	384,834	(16,223)	(4.0%)	
01015 - Human Resource						
Income						
Reimbursements	(50,000)	(45,744)	(13,906)	31,838	(69.6%)	Timing variance on centrelink parental leave payments.
Income Total	(50,000)	(45,744)	(13,906)	31,838	(69.6%)	
Expenditure						
Employee Costs	1,037,438	569,080	478,610	(90,470)	(15.9%)	- \$47k timing variance on paid parental leave
Internal Allocations	24,441	14,399	29,057	14,658	101.8%	- \$20k timing variance on centrelink leave payments
Internal Recovery	(1,253,469)	(684,345)	(606,663)	77,682	(11.4%)	- Other variance relates to salary benchmarking increase for all City of Vincent staff. This will be adjusted in the next budget review.
Materials and Contracts	95,599	60,205	52,972	(7,233)	(12.0%)	
Other Employee Costs	139,600	82,681	59,929	(22,752)	(27.5%)	- \$9k timing variance on staff training costs.
Other Expenditure	6,391	3,724	1	(3,723)	(100.0%)	- Other variances are individually immaterial.
Expenditure Total	50,000	45,744	13,906	(31,838)	(69.6%)	
01015 - Human Resource Total	0	0	0	0	0.0%	
01020 - Information Technology						
Expenditure						
Employee Costs	573,715	335,745	326,489	(9,256)	(2.8%)	
Internal Allocations	25,198	14,682	27,606	12,924	88.0%	
Internal Recovery	(2,200,198)	(1,301,176)	(1,596,480)	(297,304)	22.8%	
Materials and Contracts	1,597,125	948,320	1,240,284	291,963	30.8%	Budget phasing variance in relation to software license expenses. To be adjusted in the next budget review.
Other Employee Costs	3,960	2,310	3,200	890	38.5%	
Other Expenditure	200	119	901	782	657.1%	
Expenditure Total	0	0	0	(1)	100.0%	
01020 - Information Technology Total	0	0	0	(1)	100.0%	
01025 - Records Management						
Income						
Fees and Charges	(16,300)	(9,506)	(13,256)	(3,750)	39.4%	
Income Total	(16,300)	(9,506)	(13,256)	(3,750)	39.4%	
Expenditure						
Employee Costs	299,881	175,526	188,676	13,150	7.5%	
Internal Allocations	12,509	7,366	15,169	7,803	105.9%	
Internal Recovery	(338,994)	(198,418)	(205,059)	(6,641)	3.3%	
Materials and Contracts	39,400	22,988	13,623	(9,365)	(40.7%)	
Other Employee Costs	2,004	1,169	9	(1,160)	(99.2%)	
Other Expenditure	1,500	875	838	(37)	(4.2%)	
Expenditure Total	16,300	9,506	13,256	3,750	39.4%	
01025 - Records Management Total	0	0	0	0	0.0%	
01030 - Sustainability and Environment						
Expenditure						
Employee Costs	225,948	132,097	133,314	1,217	0.9%	
Internal Allocations	105,426	59,683	68,378	8,695	14.6%	
Materials and Contracts	70,000	45,269	25,690	(19,379)	(42.8%)	
Other Employee Costs	1,500	675	0	(675)	(100.0%)	
Expenditure Total	402,874	237,924	227,682	(10,342)	(4.3%)	
01030 - Sustainability and Environment Total	402,874	237,924	227,682	(10,342)	(4.3%)	
Chief Executive Office Total	1,005,501	638,981	612,416	(26,566)	(4.2%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2022



	Revised Budget 2021/22	YTD Budget 31/01/2022	YTD Actual 31/01/2022	YTD Variance	% Variance	Variance Commentary
Community and Business Services						
01035 - Director Community and Business Services						
Expenditure						
Employee Costs	307,657	179,986	195,019	15,033	8.4%	
Internal Allocations	7,361	4,335	8,926	4,591	105.9%	
Internal Recovery	(321,918)	(188,189)	(209,603)	(21,414)	11.4%	
Materials and Contracts	2,700	990	965	(25)	(2.5%)	
Other Employee Costs	2,700	2,200	4,689	2,489	113.1%	
Other Expenditure	1,500	678	4	(674)	(99.4%)	
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	401,097	331,229	(69,868)	(17.4%)	Favourable variance as less casual staff were required. The excess budget will be used for the marketing team.
Internal Allocations	10,770	6,525	24,467	17,942	275.0%	
Internal Recovery	(732,304)	(428,678)	(372,051)	56,627	(13.2%)	
Materials and Contracts	16,300	9,506	9,244	(262)	(2.8%)	
Other Employee Costs	9,804	5,719	0	(5,719)	(100.0%)	
Other Expenditure	10,000	5,831	7,111	1,280	22.0%	
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)	(38,109)	(46,757)	(8,648)	22.7%	
Reimbursements	(80,000)	(42,011)	(62,173)	(20,162)	48.0%	Withholding tax reimbursements from Mindarie higher than expected. To be revised in the next budget review.
Income Total	(141,000)	(80,120)	(108,930)	(28,810)	36.0%	
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)	(48,120)	(62,907)	(14,787)	30.7%	
01050 - Rates						
Income						
Fees and Charges	(265,000)	(233,227)	(238,399)	(5,172)	2.2%	
Interest Earnings	(318,000)	(278,036)	(286,567)	(8,531)	3.1%	
Rates	(36,745,248)	(36,668,488)	(36,794,385)	(125,897)	0.3%	
Reimbursements	(10,000)	(2,000)	(6,075)	(4,075)	203.8%	
Income Total	(37,338,248)	(37,181,751)	(37,325,426)	(143,675)	0.4%	
Expenditure						
Employee Costs	276,618	161,898	167,725	5,827	3.6%	
Internal Allocations	135,100	76,578	87,221	10,643	13.9%	
Materials and Contracts	284,450	216,200	115,879	(100,321)	(46.4%)	\$72k timing variance on financial hardship waiver expenses.
Other Employee Costs	0	0	24	24	100.0%	- Other variances are individually immaterial.
Other Expenditure	500	98	13,258	13,160	13,428.6%	
Expenditure Total	696,668	454,774	384,107	(70,667)	(15.5%)	
01050 - Rates Total	(36,641,680)	(36,726,977)	(36,941,319)	(214,342)	0.6%	
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)	(97,411)	(76,820)	20,591	(21.1%)	Interest earnings from reserves lower than budgeted due to declining interest rates.
Other Revenues	(20,000)	0	0	0	0.0%	
Reimbursements	(75,000)	(64,768)	(41,155)	23,613	(36.5%)	Lower than expected insurance claims.
Income Total	(955,759)	(511,559)	(466,749)	44,811	(8.8%)	
Expenditure						
Insurance Expenses	585,942	329,404	341,796	12,392	3.8%	
Internal Recovery	(585,937)	(344,237)	(339,041)	5,196	(1.5%)	
Other Expenditure	5,000	3,337	955	(2,382)	(71.4%)	
Expenditure Total	5,005	(11,496)	3,710	15,206	(132.3%)	
01055 - Insurance and General Purpose Total	(950,754)	(523,055)	(463,039)	60,017	(11.5%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2022



	Revised Budget 2021/22	YTD Budget 31/01/2022	YTD Actual 31/01/2022	YTD Variance	% Variance	Variance Commentary
01060 - Financial Services						
Income						
Other Revenues	(1,000)	(982)	(138)	844	(85.9%)	
Income Total	(1,000)	(982)	(138)	844	(85.9%)	
Expenditure						
Employee Costs	1,143,981	669,496	651,441	(18,055)	(2.7%)	
Internal Allocations	42,684	25,134	51,704	26,570	105.7%	
Internal Recovery	(1,396,121)	(737,039)	(790,262)	(53,223)	7.2%	
Materials and Contracts	141,100	37,976	69,472	31,496	82.9%	- \$29k valuation fees paid which relates to the previous financial year. To be adjusted in the next budget review.
Other Employee Costs	8,860	5,125	17,746	12,621	246.3%	- Other variances individually immaterial
Other Expenditure	60,496	290	37	(253)	(87.2%)	
Expenditure Total	1,000	982	138	(844)	(85.9%)	
01060 - Financial Services Total	0	0	0	0	0.0%	
01065 - Rec Centre / Beatty Park						
Income						
Contributions	(950)	(553)	(181)	372	(67.3%)	
Fees and Charges	(6,974,953)	(4,030,694)	(4,489,249)	(458,555)	11.4%	Fees and charges are favourable due to a higher membership fee income, adult swimming classes and group Fitness classes from Betty Park.
Internal Allocations	(2,795,950)	(1,630,965)	(2,148,574)	(517,609)	31.7%	
Internal Recovery	2,795,950	1,630,965	2,148,574	517,609	31.7%	
Other Revenue	0	0	20	20	100.0%	
Reimbursements	(47,344)	(29,596)	(27,964)	1,522	(5.2%)	
Income Total	(7,023,247)	(4,060,753)	(4,517,394)	(456,641)	11.2%	
Expenditure						
Depreciation	1,286,772	750,617	670,683	(79,934)	(10.6%)	Depreciation is lower than budgeted due to budget phasing
Employee Costs	4,003,282	2,341,704	2,390,535	48,831	2.1%	
Interest Expenses	331,604	189,507	188,991	(517)	(0.3%)	
Internal Allocations	4,772,147	2,768,178	2,761,049	(7,129)	(0.3%)	
Internal Recovery	(4,408,200)	(2,561,311)	(2,544,672)	16,639	(0.6%)	
Materials and Contracts	1,417,870	907,375	768,793	(138,582)	(15.3%)	- \$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	20,877	20,285	(592)	(2.8%)	
Other Expenditure	234,663	137,869	127,647	(10,222)	(7.4%)	
Utilities	420,000	245,000	229,936	(15,064)	(6.1%)	
Expenditure Total	8,092,780	4,799,816	4,613,247	(186,570)	(3.9%)	
01065 - Rec Centre / Beatty Park Total	1,069,533	739,063	95,853	(643,211)	(87.0%)	
01070 - Marketing and Communication						
Expenditure						
Employee Costs	686,663	401,825	435,411	33,586	8.4%	
Internal Allocations	288,269	163,385	186,362	22,977	14.1%	
Materials and Contracts	304,500	168,477	97,113	(71,364)	(42.4%)	- \$18k timing variance on Town Centre Activation. - \$18k timing variance relating to advertising. - \$26k timing variance relating to Civic Functions. - Other variances are individually immaterial.
Other Employee Costs	3,000	2,200	5,147	2,947	134.0%	
Other Expenditure	110,200	58,619	41,661	(16,958)	(28.9%)	
Expenditure Total	1,392,632	794,506	765,694	(28,812)	(3.6%)	
01070 - Marketing and Communication Total	1,392,632	794,506	765,694	(28,812)	(3.6%)	
01075 - Art & Culture						
Expenditure						
Materials and Contracts	30,000	17,500	8,955	(8,545)	(48.8%)	
Expenditure Total	30,000	17,500	8,955	(8,545)	(48.8%)	
01075 - Art & Culture Total	30,000	17,500	8,955	(8,545)	(48.8%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2022



	Revised Budget 2021/22	YTD Budget 31/01/2022	YTD Actual 31/01/2022	YTD Variance	% Variance	Variance Commentary
01080 - Community Partnership						
Income						
Fees and Charges	(500)	0	(227)	(227)	100.0%	
Grants and Subsidies	(40,725)	(6,258)	(4,290)	1,968	(31.4%)	
Income Total	(41,225)	(6,258)	(4,517)	1,741	(27.8%)	
Expenditure						
Employee Costs	482,257	282,254	232,688	(49,566)	(17.6%)	Favourable variance due to vacant positions that were in the process of being filled. Excess budget will be used to hire additional staff.
Internal Allocations	229,154	129,591	136,587	6,996	5.4%	
Materials and Contracts	283,300	177,763	111,959	(65,804)	(37.0%)	Timing variance of operating initiatives and programmes and events.
Other Employee Costs	5,391	3,568	2,095	(1,473)	(41.3%)	
Other Expenditure	115,000	67,081	9,459	(57,622)	(85.9%)	Timing variance relating to donations/sponsorships.
Expenditure Total	1,115,102	660,257	492,788	(167,469)	(25.4%)	
01080 - Community Partnership Total	1,073,877	653,999	488,271	(165,728)	(25.3%)	
01085 - Library Services						
Income						
Fees and Charges	(8,550)	(4,991)	(9,092)	(4,101)	82.2%	
Grants and Subsidies	(31,590)	(31,259)	(30,926)	333	(1.1%)	
Other Revenues	(2,000)	(1,169)	(3,577)	(2,408)	206.0%	
Income Total	(42,140)	(37,419)	(43,595)	(6,176)	16.5%	
Expenditure						
Employee Costs	851,127	498,179	481,433	(16,746)	(3.4%)	
Internal Allocations	425,141	240,813	281,568	40,755	16.9%	
Materials and Contracts	117,040	54,208	40,366	(13,842)	(25.5%)	
Other Employee Costs	8,100	4,725	374	(4,351)	(92.1%)	
Other Expenditure	14,100	8,232	533	(7,699)	(93.5%)	
Expenditure Total	1,415,508	806,157	804,274	(1,883)	(0.2%)	
01085 - Library Services Total	1,373,368	768,738	760,679	(8,059)	(1.0%)	
01090 - Senior and Disability services						
Income						
Fees and Charges	(4,000)	(2,331)	(1,990)	341	(14.6%)	
Grants and Subsidies	(2,000)	(1,169)	0	1,169	(100.0%)	
Income Total	(6,000)	(3,500)	(1,990)	1,510	(43.1%)	
Expenditure						
Internal Allocations	0	0	91	91	100.0%	
Materials and Contracts	35,500	20,720	22,855	2,135	10.3%	
Other Expenditure	5,000	2,919	14,151	11,232	384.8%	
Expenditure Total	40,500	23,639	37,097	13,458	56.9%	
01090 - Senior and Disability services Total	34,500	20,139	35,107	14,968	74.3%	
01095 - Loftus Community Centre						
Income						
Fees and Charges	(46,000)	(26,831)	(39,704)	(12,873)	48.0%	
Income Total	(46,000)	(26,831)	(39,704)	(12,873)	48.0%	
Expenditure						
Materials and Contracts	12,650	7,385	4,552	(2,833)	(38.4%)	
Other Employee Costs	1,000	581	0	(581)	(100.0%)	
Other Expenditure	500	294	1,607	1,313	446.6%	
Utilities	22,500	13,125	4,701	(8,424)	(64.2%)	
Expenditure Total	36,650	21,385	10,860	(10,529)	(49.2%)	
01095 - Loftus Community Centre Total	(9,350)	(5,446)	(28,844)	(23,398)	429.6%	
Infrastructure and Environment						
01135 - Director Infrastructure and Environment						
Expenditure						
Employee Costs	409,964	239,851	227,055	(12,796)	(5.3%)	
Internal Allocations	14,221	8,359	15,289	6,930	82.9%	
Internal Recovery	(489,027)	(283,222)	(282,442)	780	(0.3%)	
Materials and Contracts	49,750	24,344	34,421	10,077	41.4%	
Other Employee Costs	14,582	10,534	5,659	(4,875)	(46.3%)	
Other Expenditure	500	134	18	(116)	(86.6%)	
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 JANUARY 2022



	Revised Budget 2021/22	YTD Budget 31/01/2022	YTD Actual 31/01/2022	YTD Variance	% Variance	Variance Commentary
01140 - Ranger Services/Administration						
Income						
Contributions	(2,800)	(1,633)	0	1,633	(100.0%)	
Fees and Charges	(2,500)	(884)	372	1,056	(154.4%)	
Income Total	(5,300)	(2,317)	372	2,689	(116.1%)	
Expenditure						
Employee Costs	2,796,988	1,636,707	1,445,002	(191,705)	(11.7%)	Vacant positions and delay in the hiring process has resulted in less than anticipated employee expenses.
Interest Expenses	1,801	1,350	1,351	1	0.1%	
Internal Allocations	1,218,403	690,095	825,190	135,095	19.8%	
Internal Recovery	(4,487,915)	(2,516,346)	(2,430,668)	85,678	(3.4%)	
Materials and Contracts	347,500	146,349	124,612	(21,737)	(14.9%)	Budget phasing for software license fees offset by higher expenditure of furniture and equipment purchases.
Other Employee Costs	42,093	17,602	19,834	2,232	12.7%	
Other Expenditure	85,500	24,855	14,308	(10,547)	(42.4%)	
Expenditure Total	4,370	612	(371)	(983)	(160.6%)	
01140 - Ranger Services/Administration Total	(930)	(1,705)	1	1,706	(100.1%)	
01145 - Animal Control / Dog Pound						
Income						
Fees and Charges	(97,150)	(54,270)	(61,003)	(6,733)	12.4%	
Other Revenues	0	0	(51)	(51)	100.0%	
Income Total	(97,150)	(54,270)	(61,054)	(6,784)	12.5%	
Expenditure						
Internal Allocations	270,193	151,495	146,338	(5,157)	(3.4%)	
Materials and Contracts	31,300	15,350	12,665	(2,685)	(17.4%)	
Other Expenditure	1,300	864	1,316	462	52.3%	
Expenditure Total	302,793	167,709	160,339	(7,370)	(44.4%)	
01145 - Animal Control / Dog Pound Total	205,643	113,439	99,285	(14,154)	(12.5%)	
01150 - Local Laws and Abandoned Vehicles						
Income						
Fees and Charges	(171,550)	(100,044)	(90,092)	9,952	(9.9%)	
Income Total	(171,550)	(100,044)	(90,092)	9,952	(9.9%)	
Expenditure						
Internal Allocations	810,581	454,487	439,460	(15,027)	(3.3%)	
Materials and Contracts	6,000	1,773	4,398	2,625	148.1%	
Other Expenditure	800	300	675	375	125.0%	
Expenditure Total	817,381	456,560	444,533	(12,027)	(2.6%)	
01150 - Local Laws and Abandoned Vehicles Total	645,831	356,516	354,441	(2,075)	(0.6%)	
01155 - Community and Safety						
Income						
Grants and Subsidies	(50,000)	(29,169)	0	29,169	(100.0%)	Timing variance in relation to grant income.
Income Total	(50,000)	(29,169)	0	29,169	(100.0%)	
Expenditure						
Employee Costs	52,596	30,784	35,003	4,219	13.7%	
Internal Allocations	25,843	14,639	17,131	2,492	17.0%	
Materials and Contracts	82,550	39,233	4,014	(35,219)	(89.8%)	Timing variance in relation to invoicing for material and contracts purchases.
Other Employee Costs	360	210	0	(210)	(100.0%)	
Expenditure Total	161,349	84,866	56,148	(28,718)	(33.8%)	
01155 - Community and Safety Total	111,349	55,697	56,148	451	0.8%	
01160 - Infringement and Inspectorial Control						
Income						
Fees and Charges	(2,778,637)	(1,643,832)	(1,508,893)	134,939	(8.2%)	
Other Revenues	(200)	(200)	(227)	(27)	13.5%	
Income Total	(2,778,837)	(1,644,032)	(1,509,120)	134,912	(8.2%)	
Expenditure						
Depreciation	258,884	151,018	151,017	(1)	(0.0%)	
Internal Allocations	3,407,141	1,910,364	1,840,903	(69,461)	(3.6%)	
Materials and Contracts	622,000	557,847	586,104	28,257	5.1%	
Other Expenditure	196,500	89,115	23,590	(65,525)	(73.5%)	
Expenditure Total	4,484,525	2,708,344	2,601,614	(106,730)	(3.9%)	
01160 - Infringement and Inspectorial Control Total	1,705,688	1,064,312	1,092,494	28,182	2.6%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2022



	Revised Budget 2021/22	YTD Budget 31/01/2022	YTD Actual 31/01/2022	YTD Variance	% Variance	Variance Commentary
01165 - Car Parks and Kerbside Parking						
Income						
Fees and Charges	(5,433,749)	(3,164,407)	(3,614,202)	(449,795)	14.2%	Higher than expected parking ticket revenue. To be adjusted in the next budget review.
Income Total	(5,433,749)	(3,164,407)	(3,614,202)	(449,795)	14.2%	
Expenditure						
Depreciation	362,640	211,540	210,384	(1,156)	(0.5%)	
Employee Costs	100,100	58,429	39,197	(19,233)	(32.9%)	
Materials and Contracts	463,622	270,522	253,366	(17,136)	(9.3%)	
Other Expenditure	450,115	260,905	236,739	(24,166)	(5.3%)	
Utilities	0	0	10,874	10,874	100.0%	
Expenditure Total	1,376,677	801,396	750,680	(50,717)	(6.3%)	
01165 - Car Parks and Kerbside Parking Total	(4,057,072)	(2,363,011)	(2,863,522)	(500,512)	21.2%	
01170 - Engineering Design Services						
Income						
Contributions	(1,500)	(970)	(956)	14	(1.4%)	
Fees and Charges	(82,000)	(40,000)	(15,967)	24,033	(60.1%)	Timing variance on advertising income.
Grants and Subsidies	(31,000)	0	775	775	100.0%	
Income Total	(114,500)	(40,970)	(16,148)	24,822	(60.6%)	
Expenditure						
Depreciation	121,644	70,959	71,687	728	1.0%	
Employee Costs	772,479	451,953	436,056	(15,897)	(3.5%)	
Internal Allocations	373,611	212,448	237,458	25,010	11.8%	
Materials and Contracts	384,500	206,905	196,865	(10,040)	(4.9%)	
Other Employee Costs	39,865	21,051	104,088	83,037	394.5%	Agency costs incurred in relation to filling a vacant position. To be adjusted during next budget review.
Other Expenditure	15,500	8,750	6,351	(2,399)	(27.4%)	
Utilities	760,500	443,459	289,387	(154,072)	(34.7%)	
Expenditure Total	2,468,099	1,415,525	1,341,892	(73,633)	(5.2%)	
01170 - Engineering Design Services Total	2,353,599	1,374,555	1,325,744	(48,811)	(3.6%)	
01175 - City Buildings						
Income						
Contributions	(2,000)	(1,230)	(968)	262	(21.3%)	
Income Total	(2,000)	(1,230)	(968)	262	(21.3%)	
Expenditure						
Employee Costs	391,687	226,145	162,060	(64,085)	(28.3%)	Favourable variance due to the agency labour costs budget currently used to pay for the vacant position.
Internal Allocations	172,611	98,587	105,638	7,051	7.2%	
Materials and Contracts	20,000	11,669	18,064	6,395	54.8%	
Other Employee Costs	4,207	2,639	2,666	27	1.0%	
Expenditure Total	588,505	339,040	288,428	(50,612)	(14.9%)	
01175 - City Buildings Total	586,505	337,810	287,460	(50,350)	(14.9%)	
01180 - Roads and Public Works Admin						
Income						
Contributions	(36,000)	(23,597)	(20,909)	2,688	(11.4%)	
Fees and Charges	(21,500)	(7,672)	(9,300)	(1,628)	21.2%	
Other Revenues	(500)	0	0	0	0.0%	
Income Total	(58,000)	(31,269)	(30,209)	1,060	(3.4%)	
Expenditure						
Employee Costs	440,096	296,018	273,055	17,037	6.7%	
Internal Allocations	579,049	331,230	349,267	18,037	5.4%	
Materials and Contracts	53,450	25,125	37,516	12,391	49.3%	
Other Employee Costs	41,067	23,788	23,366	(422)	(1.8%)	
Expenditure Total	1,113,662	636,161	683,204	47,043	7.4%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2022



	Revised Budget 2021/22	YTD Budget 31/01/2022	YTD Actual 31/01/2022	YTD Variance	% Variance	Variance Commentary
01180 - Roads and Public Works Admin						
Total	1,055,662	604,892	652,995	48,103	8.0%	
01185 - Parks and Environmental Services						
Income						
Fees and Charges	(90,157)	(49,896)	(44,440)	5,456	(10.9%)	
Income Total	(90,157)	(49,896)	(44,440)	5,456	(10.9%)	
Expenditure						
Depreciation	994,392	580,062	606,704	26,642	4.6%	
Employee Costs	2,312,150	1,350,011	1,169,290	(180,721)	(13.4%)	- \$115k reactive maintenance costs for Park verges not yet required. - \$10k reactive maintenance costs for Hyde Park not yet required - \$30k reactive maintenance costs for local Parks timing variances - \$33k reactive maintenance costs for park streetscape not yet required - \$24k not yet required for Hyde Park refuse collections - \$20k reactive maintenance costs for Britannia Road Reserve not yet required - Other variances are individually immaterial.
Internal Allocations	384	224	224	0	0.0%	
Materials and Contracts	3,278,250	2,119,505	2,029,862	(89,643)	(4.2%)	
Other Employee Costs	0	0	1,294	1,294	100.0%	
Utilities	0	0	41,347	41,347	100.0%	
Expenditure Total	6,585,176	4,049,802	3,848,521	(201,281)	(5.0%)	
01185 - Parks and Environmental Services Total	6,495,019	3,999,906	3,804,081	(195,825)	(4.9%)	
01190 - Waste Services						
Income						
Contributions	(3,200)	(1,869)	(2,324)	(455)	24.3%	
Fees and Charges	(132,500)	(125,618)	(112,439)	13,179	(10.5%)	
Other Revenues	(1,000)	(581)	(31,181)	(30,600)	5,266.8%	
Income Total	(136,700)	(128,068)	(145,844)	(17,876)	14.0%	
Expenditure						
Depreciation	39,742	23,184	23,181	(3)	(0.0%)	- \$90k relates to worker's compensation payments. - \$35k capital costs to be reallocated the following month.
Employee Costs	2,006,376	1,171,041	1,327,001	155,960	13.3%	- Other variances are individually immaterial.
Interest Expenses	83,839	60,059	17,524	(42,535)	(70.8%)	Interest costs from bank loans is favourable due to mid year budget adjustment.
Internal Allocations	1,096,654	627,181	665,845	38,664	6.2%	
Internal Recovery	(369,505)	(215,544)	(287,883)	(72,339)	33.6%	
Materials and Contracts	11,403,044	9,582,864	9,214,649	(368,215)	(3.8%)	
Other Employee Costs	49,973	29,162	25,200	(3,962)	(13.6%)	
Other Expenditure	922,500	921,875	902,774	(19,101)	(2.1%)	
Expenditure Total	15,232,623	12,199,822	11,888,291	(311,531)	(2.6%)	
01190 - Waste Services Total	15,095,923	12,071,754	11,742,347	(329,407)	(2.7%)	
01195 - Works Depot						
Income						
Contributions	(1,000)	(507)	(775)	(268)	52.9%	
Income Total	(1,000)	(507)	(775)	(268)	52.9%	
Expenditure						
Employee Costs	188,024	110,046	104,792	(5,254)	(4.8%)	
Internal Allocations	93,674	53,472	58,340	4,868	9.1%	
Internal Recovery	(293,198)	(170,305)	(168,871)	1,434	(0.8%)	
Materials and Contracts	6,000	3,500	2,208	(1,295)	(37.0%)	
Other Employee Costs	2,500	1,456	1,015	(441)	(30.3%)	
Other Expenditure	4,000	2,338	3,294	956	40.9%	
Expenditure Total	1,000	507	775	268	52.9%	
01195 - Works Depot Total	0	0	0	0	0.0%	
01200 - Plant Operating						
Expenditure						
Depreciation	1,125,690	656,656	517,043	(139,613)	(21.3%)	Favourable depreciation on plants due to timing.
Employee Costs	0	0	14,676	14,676	100.0%	
Internal Allocations	76,610	46,732	41,912	(4,820)	(10.3%)	
Internal Recovery	(1,045,425)	(609,830)	(608,441)	1,389	(0.2%)	
Materials and Contracts	631,000	386,831	346,199	(40,632)	(10.5%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2022



	Revised Budget 2021/22	YTD Budget 31/01/2022	YTD Actual 31/01/2022	YTD Variance	% Variance	Variance Commentary
Expenditure Total	787,875	480,389	311,389	(169,008)	(35.2%)	
01200 - Plant Operating Total	787,875	480,389	311,389	(169,008)	(35.2%)	
01215 - Public Works						
Expenditure						
Depreciation	4,223,876	2,463,979	2,488,936	24,957	1.0%	
Employee Costs	1,364,500	813,529	714,087	(99,442)	(12.2%)	Employee costs are favourable for street sweeping and cleaning due to budget phasing.
Internal Recovery	(767,740)	(447,846)	(168,519)	279,327	(62.4%)	
Materials and Contracts	1,310,335	625,641	598,767	(26,874)	(4.3%)	
Expenditure Total	6,130,971	3,455,303	3,633,271	177,968	5.2%	
01215 - Public Works Total	6,130,971	3,455,303	3,633,271	177,968	5.2%	
01220 - Child Care and Play Groups						
Income						
Fees and Charges	(58,352)	(41,516)	(45,224)	(3,708)	8.9%	
Reimbursements	(20,990)	(9,962)	(11,226)	(1,264)	12.7%	
Income Total	(79,342)	(51,478)	(56,450)	(4,972)	9.7%	
Expenditure						
Depreciation	87,636	51,121	51,293	172	0.3%	
Internal Allocations	4,458	2,576	2,611	35	1.4%	
Materials and Contracts	40,025	39,326	4,255	(35,071)	(89.2%)	Materials and contracts expenses on North Perth Playground are favourable due to budget phasing.
Utilities	9,450	5,509	7,157	1,648	29.9%	
Expenditure Total	141,569	98,532	65,316	(33,216)	(33.7%)	
01220 - Child Care and Play Groups Total	62,227	47,054	8,866	(38,188)	(81.2%)	
01225 - Stadium and Ovals						
Income						
Fees and Charges	(46,798)	(36,701)	(38,377)	(1,676)	4.6%	
Reimbursements	(146,988)	(85,743)	(85,618)	125	(0.1%)	
Income Total	(193,786)	(122,444)	(123,995)	(1,551)	1.3%	
Expenditure						
Depreciation	2,390,736	1,394,596	250,275	(1,144,321)	(82.1%)	
Employee Costs	0	0	2,388	2,388	100.0%	
Internal Allocations	14,343	8,234	8,365	131	1.6%	
Materials and Contracts	258,500	203,140	98,498	(104,642)	(51.5%)	Depreciation is favourable due to write off of HBF stadium. Will be adjusted in next budget review.
Other Expenditure	12,813	12,813	9,195	(3,618)	(28.2%)	
Utilities	67,800	39,550	47,822	8,272	20.9%	
Expenditure Total	2,744,192	1,658,333	416,543	(1,241,790)	(74.9%)	
01225 - Stadium and Ovals Total	2,550,406	1,535,889	292,548	(1,243,341)	(81.0%)	
01230 - Public Halls						
Income						
Fees and Charges	(141,918)	(78,746)	(113,823)	(35,077)	44.5%	Fees and charges are favourable due to higher than expected hall hire fees income from town hall and community centres. In particular, North Perth Town Hall and Mount Hawthorn Community Centre.
Reimbursements	(3,281)	(300)	(8,179)	(7,879)	2,626.3%	
Income Total	(145,199)	(79,046)	(122,002)	(42,956)	54.3%	
Expenditure						
Depreciation	240,384	140,224	126,652	(13,572)	(9.7%)	
Employee Costs	1,000	0	1,190	1,190	100.0%	
Internal Allocations	7,307	3,997	4,263	266	6.7%	
Materials and Contracts	125,050	81,029	134,409	53,380	65.9%	Contractor expenses are unfavourable due to higher cleaning charges.
Other Expenditure	583	583	1,593	1,010	173.2%	
Utilities	27,150	15,834	26,962	11,128	70.3%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2022



	Revised Budget 2021/22	YTD Budget 31/01/2022	YTD Actual 31/01/2022	YTD Variance	% Variance	Variance Commentary
Expenditure Total	491,474	241,667	295,069	53,402	22.1%	
01230 - Public Halls Total	256,275	162,621	173,067	10,446	6.4%	
01235 - Community and Welfare Centre						
Income						
Fees and Charges	(30,398)	(17,273)	(17,102)	171	(1.0%)	
Reimbursements	(16,916)	(5,481)	(13,215)	(7,734)	141.1%	
Income Total	(47,314)	(22,754)	(30,317)	(7,563)	33.2%	
Expenditure						
Depreciation	172,224	100,464	112,330	11,866	11.8%	
Employee Costs	0	0	649	649	100.0%	
Internal Allocations	7,806	4,682	4,557	(125)	(2.7%)	
Materials and Contracts	27,650	22,528	15,479	(7,049)	(31.3%)	
Other Expenditure	0	0	1,209	1,209	100.0%	
Utilities	9,620	6,185	5,815	(370)	(6.0%)	
Expenditure Total	217,300	133,859	140,039	6,180	4.6%	
01235 - Community and Welfare Centre Total	169,966	111,105	109,722	(1,383)	(1.2%)	
01240 - Sporting Clubs Buildings						
Income						
Fees and Charges	(65,235)	(37,110)	(42,165)	(5,055)	13.6%	
Reimbursements	(79,753)	(31,833)	(55,488)	(23,655)	74.3%	
Income Total	(144,988)	(68,943)	(97,653)	(28,710)	41.6%	
Expenditure						
Depreciation	657,024	383,264	444,896	61,632	16.1%	Depreciation is unfavourable due to budget phasing
Employee Costs	0	0	278	278	100.0%	
Internal Allocations	33,278	19,183	19,418	235	1.2%	
Materials and Contracts	74,600	59,886	45,287	(14,599)	(24.4%)	
Other Expenditure	0	0	2,061	2,061	100.0%	
Utilities	75,780	44,198	47,565	3,367	7.6%	
Expenditure Total	840,682	506,531	559,505	52,974	10.5%	
01240 - Sporting Clubs Buildings Total	695,694	437,588	461,852	24,264	5.5%	
01245 - Reserves Pavilions and Facilities						
Income						
Fees and Charges	(17,510)	(10,505)	(16,677)	(6,172)	58.8%	
Reimbursements	(3,066)	(947)	(1,818)	(871)	92.0%	
Income Total	(20,576)	(11,452)	(18,495)	(7,043)	61.5%	
Expenditure						
Depreciation	231,228	134,883	101,119	(33,764)	(25.0%)	
Employee Costs	0	0	603	603	100.0%	
Internal Allocations	6,834	3,817	3,963	166	4.3%	
Materials and Contracts	410,701	305,957	295,784	(10,173)	(3.3%)	
Other Expenditure	0	0	5,088	5,088	100.0%	
Utilities	45,490	26,537	35,547	9,010	34.0%	
Expenditure Total	694,253	471,194	442,124	(29,070)	(6.2%)	
01245 - Reserves Pavilions and Facilities Total	673,677	459,742	423,629	(36,113)	(7.9%)	
01250 - Health Clinics						
Income						
Fees and Charges	(26,820)	(22,674)	(23,460)	(786)	3.5%	
Reimbursements	(2,902)	(968)	(2,661)	(1,693)	174.9%	
Income Total	(29,722)	(23,642)	(26,121)	(2,479)	10.5%	
Expenditure						
Depreciation	54,432	31,752	30,382	(1,371)	(4.3%)	
Employee Costs	0	0	1,103	1,103	100.0%	
Internal Allocations	2,138	1,212	1,246	34	2.8%	
Materials and Contracts	80,500	74,060	12,563	(61,497)	(83.0%)	Favourable due to contractor budget phasing for North Perth Dental Clinic Maintenance expenses
Other Expenditure	1,895	1,895	10,419	8,524	449.8%	
Utilities	6,300	3,675	6,670	2,995	81.5%	
Expenditure Total	145,265	112,594	62,383	(50,212)	(44.6%)	
01250 - Health Clinics Total	115,543	88,952	36,262	(52,691)	(59.2%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2022



	Revised Budget 2021/22	YTD Budget 31/01/2022	YTD Actual 31/01/2022	YTD Variance	% Variance	Variance Commentary
01255 - Road Reserves						
Expenditure						
Employee Costs	97,200	56,658	29,952	(26,706)	(47.1%)	Employee costs are favourable due to budget phasing.
Materials and Contracts	37,950	23,719	27,467	3,748	15.8%	
Utilities	0	0	4,629	4,629	100.0%	
Expenditure Total	135,150	80,377	62,048	(18,329)	(22.8%)	
01255 - Road Reserves Total	135,150	80,377	62,048	(18,329)	(22.8%)	
01265 - Operational Buildings						
Income						
Contributions	(70,608)	(41,188)	(41,170)	18	(0.0%)	
Fees and Charges	(917,590)	(529,149)	(543,440)	(14,291)	2.7%	
Reimbursements	(535,824)	(312,634)	(273,852)	38,782	(12.4%)	
Income Total	(1,524,022)	(882,971)	(858,462)	24,509	(2.8%)	
Expenditure						
Depreciation	1,529,400	892,150	833,139	(59,011)	(6.6%)	
Employee Costs	7,000	4,419	29,252	24,833	562.0%	No budget allocated to nil budget for labour costs. To be adjusted next month.
Interest Expenses	115,870	68,468	68,468	0	0.0%	
Internal Allocations	59,229	34,158	34,559	401	1.2%	
Internal Recovery	(293,194)	(173,361)	(541,118)	(367,757)	212.1%	
Materials and Contracts	524,504	324,824	319,151	(5,673)	(1.7%)	
Other Expenditure	587,867	29,534	201,718	172,184	583.0%	
Utilities	131,300	76,587	67,944	(8,643)	(11.3%)	
Expenditure Total	2,661,976	1,266,779	1,013,113	(243,666)	(19.4%)	
01265 - Operational Buildings Total	1,137,954	373,808	154,651	(219,157)	(58.6%)	
01270 - Depot Buildings						
Expenditure						
Depreciation	183,564	107,079	105,458	(1,621)	(1.5%)	
Employee Costs	0	0	3,547	3,547	100.0%	
Internal Allocations	7,517	4,332	4,382	50	1.2%	
Internal Recovery	(294,758)	(183,559)	(216,963)	(33,404)	18.2%	
Materials and Contracts	48,500	28,640	60,979	32,339	112.9%	
Other Expenditure	27,177	27,177	29,757	2,580	9.5%	
Utilities	28,000	16,331	12,840	(3,491)	(21.4%)	
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)	(1,634)	(1,695)	(61)	3.7%	
Income Total	(2,800)	(1,634)	(1,695)	(61)	3.7%	
Expenditure						
Depreciation	108,655	63,385	73,462	10,077	15.9%	
Employee Costs	1,329,035	778,427	1,039,965	261,538	33.6%	Employee costs are unfavourable due to higher expenses for parks admin staff.
Internal Allocations	1,414,670	808,974	865,548	56,574	7.0%	
Internal Recovery	(1,386,743)	(806,927)	(705,346)	103,581	(12.8%)	
Materials and Contracts	70,500	32,956	10,238	(22,718)	(68.9%)	Favourable as less consultants were engaged for parks admin.
Other Employee Costs	79,233	47,035	32,468	(14,567)	(31.0%)	
Other Expenditure	19,000	11,081	9,080	(2,001)	(18.1%)	
Expenditure Total	1,634,350	932,931	1,325,416	392,484	42.1%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2022



	Revised Budget 2021/22	YTD Budget 31/01/2022	YTD Actual 31/01/2022	YTD Variance	% Variance	Variance Commentary
01275 - Parks Services Administration						
Total	1,631,550	931,297	1,323,720	392,423	42.1%	
01280 - Recoverable Works						
Income						
Reimbursements	(32,660)	(17,385)	(34,868)	(17,483)	100.6%	
Income Total	(32,660)	(17,385)	(34,868)	(17,483)	100.6%	
Expenditure						
Employee Costs	12,655	7,385	3,450	(3,935)	(53.3%)	
Materials and Contracts	20,000	10,000	5,642	(4,358)	(43.6%)	
Expenditure Total	32,655	17,385	9,092	(8,293)	(47.7%)	
01280 - Recoverable Works Total	(5)	0	(25,776)	(25,776)	100.0%	
Infrastructure and Environment Total	38,544,520	25,778,290	23,516,723	(2,261,569)	(8.8%)	
Strategy and Development						
01010 - Corporate Strategy and Governance						
Income						
Other Revenues	(200)	(75)	(200)	(125)	166.7%	
Income Total	(200)	(75)	(200)	(125)	166.7%	
Expenditure						
Employee Costs	495,279	289,984	275,665	(14,319)	(4.9%)	
Internal Allocations	250,625	142,755	159,338	16,583	11.6%	
Materials and Contracts	186,450	107,416	29,378	(78,038)	(72.7%)	Favourable due to budget phasing for advertising, stationery and office supplies, audit fees and consultant fees.
Other Employee Costs	3,000	2,000	0	(2,000)	(100.0%)	
Other Expenditure	1,750	1,308	796	(512)	(39.1%)	
Expenditure Total	937,104	543,463	465,177	(78,286)	(14.4%)	
01010 - Corporate Strategy and Governance Total	936,904	543,388	464,977	(78,411)	(14.4%)	
01105 - Director Strategy and Development						
Expenditure						
Employee Costs	322,678	188,769	187,406	(1,363)	(0.7%)	
Internal Allocations	7,361	4,335	8,926	4,591	105.9%	
Internal Recovery	(333,639)	(194,789)	(196,780)	(1,991)	1.0%	
Materials and Contracts	1,150	393	315	(78)	(19.8%)	
Other Employee Costs	2,200	1,091	132	(959)	(87.9%)	
Other Expenditure	250	201	1	(200)	(99.5%)	
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)	(756)	(60,395)	(59,639)	7,888.8%	\$60k received as part of the percentage for public art contributions. Budget to be adjusted in the next budget review.
Fees and Charges	(338,840)	(204,354)	(335,281)	(130,927)	64.1%	\$110k budget phasing variance on development application fees.
Income Total	(340,140)	(205,110)	(395,676)	(190,566)	92.9%	- Other variances individually immaterial.
Expenditure						
Employee Costs	1,137,215	665,500	674,510	9,010	1.4%	
Internal Allocations	537,688	305,453	325,873	20,420	6.7%	
Materials and Contracts	149,350	102,465	36,870	(65,595)	(64.0%)	\$63,300 Consultant fees and legal fees are favourable as they are not yet required. Others are immaterial.
Other Employee Costs	26,519	12,232	12,622	390	3.2%	
Other Expenditure	32,600	22,850	31,349	8,499	37.2%	
Expenditure Total	1,883,372	1,108,500	1,081,224	(27,276)	(2.5%)	
01110 - Development and Design Total	1,543,232	903,390	685,548	(217,842)	(24.1%)	
01115 - Health Admin and Food Control						
Income						
Contributions	(3,300)	(2,454)	(775)	1,679	(68.4%)	
Fees and Charges	(302,520)	(287,751)	(322,278)	(34,527)	12.0%	\$34k favourable variance for food premise licence fees.
Other Revenues	(1,000)	(581)	0	581	(100.0%)	- Other variances are individually immaterial.
Income Total	(306,820)	(290,786)	(323,053)	(32,267)	11.1%	
Expenditure						
Employee Costs	990,232	579,505	556,019	(23,486)	(4.1%)	
Internal Allocations	443,002	251,119	289,369	38,250	15.2%	
Materials and Contracts	99,337	56,429	20,991	(35,438)	(62.8%)	\$15.8k timing variance on public health plan programmes.
Other Employee Costs	21,643	11,309	5,309	(6,000)	(53.1%)	- Other variances are individually immaterial.
Other Expenditure	11,750	6,853	2,588	(4,265)	(62.2%)	
Expenditure Total	1,565,964	905,215	874,276	(30,939)	(3.4%)	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2022

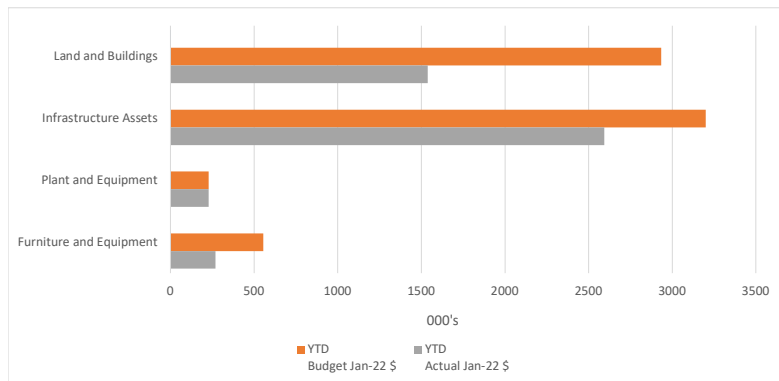


	Revised Budget 2021/22	YTD Budget 31/01/2022	YTD Actual 31/01/2022	YTD Variance	% Variance	Variance Commentary
01115 - Health Admin and Food Control						
Total	1,259,144	614,429	551,223	(63,206)	(10.3%)	
01120 - Compliance Services						
Income						
Contributions	(2,000)	(1,213)	(1,589)	(376)	31.0%	
Fees and Charges	(26,000)	(13,916)	8,307	22,223	(159.7%)	\$25k credit note applied to reverse out previous year infringements as per Perth Magistrate Court
Income Total	(28,000)	(15,129)	6,718	21,847	(144.4%)	
Expenditure						
Employee Costs	462,038	270,420	268,504	(1,916)	(0.7%)	
Internal Allocations	227,963	129,247	146,849	17,602	13.6%	
Materials and Contracts	55,100	32,144	15,523	(16,621)	(51.7%)	
Other Employee Costs	12,340	6,235	6,866	631	10.1%	
Other Expenditure	2,000	1,162	226	(936)	(80.6%)	
Expenditure Total	759,441	439,208	437,968	(1,240)	(0.3%)	
01120 - Compliance Services Total	731,441	424,079	444,686	20,607	4.9%	
01125 - Building Control and License						
Income						
Contributions	(1,800)	(966)	(242)	724	(74.9%)	
Fees and Charges	(253,550)	(147,481)	(128,763)	18,718	(12.7%)	
Other Revenues	(7,750)	(3,478)	(2,145)	1,333	(38.3%)	
Income Total	(263,100)	(151,925)	(131,150)	20,775	(13.7%)	
Expenditure						
Employee Costs	380,511	222,898	237,846	15,248	6.8%	
Internal Allocations	180,169	102,118	116,721	14,603	14.3%	
Materials and Contracts	8,000	4,676	3,692	(884)	(21.0%)	
Other Employee Costs	26,388	15,788	5,593	(10,195)	(64.6%)	
Other Expenditure	500	294	1	(293)	(99.7%)	
Expenditure Total	595,568	345,574	363,953	18,379	5.3%	
01125 - Building Control and License Total	332,468	193,649	232,803	39,154	20.2%	
01130 - Policy and Place Services						
Income						
Contributions	(1,600)	(931)	(281)	650	(69.8%)	
Fees and Charges	(3,525)	(3,525)	(3,647)	(122)	3.5%	
Income Total	(5,125)	(4,456)	(3,928)	528	(11.8%)	
Expenditure						
Employee Costs	1,593,730	932,583	906,096	(26,487)	(2.8%)	
Internal Allocations	640,899	363,270	414,036	50,766	14.0%	
Materials and Contracts	1,218,471	621,711	165,638	(456,073)	(73.4%)	Timing variance of works relating operating initiatives and programmes. To be adjusted in the next budget review.
Other Employee Costs	13,185	8,356	5,042	(3,314)	(39.7%)	
Other Expenditure	30,000	17,500	24,506	7,006	40.0%	
Expenditure Total	3,496,285	1,943,420	1,515,318	(428,102)	(22.0%)	
01130 - Policy and Place Services Total	3,491,160	1,938,964	1,511,390	(427,574)	(22.1%)	
Strategy and Development Total	8,294,349	4,617,899	3,890,627	(727,272)	(15.7%)	
Total	15,107,596	(3,274,485)	(7,321,762)	(4,047,301)		

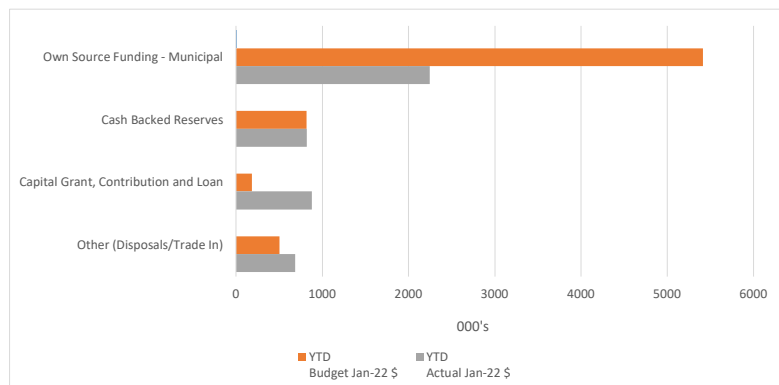
CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 31 JANUARY 2022



CAPITAL EXPENDITURE	Revised Budget 2021/22	YTD Budget Jan-22	YTD Actual Jan-22	YTD Variance	Variance
	\$	\$	\$	\$	%
Land and Buildings	10,529,387	2,933,006	1,537,276	(1,395,730)	(47.6%)
Infrastructure Assets	7,935,745	3,200,246	2,593,823	(606,423)	(18.9%)
Plant and Equipment	3,036,056	227,500	228,240	740	0.3%
Furniture and Equipment	2,080,825	555,442	268,766	(286,676)	(51.6%)
Total	23,582,013	6,916,194	4,628,105	(2,288,089)	-33%



FUNDING	Revised Budget 2021/22	YTD Budget Jan-22	YTD Actual Jan-22	YTD Variance	Variance
	\$	\$	\$	\$	%
Own Source Funding - Municipal	11,097,589	5,414,580	2,247,360	(3,167,221)	(58.5%)
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	23,582,013	6,916,194	4,628,105	(2,288,089)	-33%



CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 31 JANUARY 2022

Description	Revised Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
LAND & BUILDING ASSETS							
ADMIN CENTRE							
Air Conditioning & HVAC Renewal - Admin Building HVAC	507,837	152,381	101,249	(51,133)	(34%)	950	Overbudget. \$80k transfer to Britannia Reserve Floodlights. \$325k carried forward to FY2022-23.
BEATTY PARK LEISURE CENTRE							
Beatty Park Leisure Centre - Facilities Infrastructure Renewal	1,034,391	1,034,391	850,705	(183,686)	(18%)	233,744	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	410,000	0	(410,000)	(100%)	0	Procurement phase. 50% to be carried forward and spent in FY2022-23.
Beatty Park Leisure Centre – Heritage Grandstand Electrical Works	500,000	300,000	0	(300,000)	(100%)	24,360	Planning stage. 50% to be carried forward and spent in FY2022-23.
Beatty Park Leisure Centre – Construction & Fit Out Indoor Pool Changerooms	850,000	0	0	0	0%	0	Planning stage. \$750k to be carried forward and spent in FY2022-23
LIBRARY							
Upgrade Library counter to enhance customer service delivery	48,500	0	0	0	0%	3,000	To commence in Apr 22.
VINCENT COMMUNITY CENTRE							
Vincent Community Centre – Air Conditioning & HVAC Renewal	60,000	60,000	42,733	(17,267)	(29%)	0	Project finalised. \$20k transfer to Britannia Reserve Floodlights as part of MYBR.
DEPARTMENT OF SPORTS AND RECREATION							
DLGSC LED lighting upgrade/renewal	225,000	0	4,950	4,950	100%	0	Works at planning stage.
DLGSC Air Conditioning & HVAC Renewal	250,000	5,000	7,450	2,450	49%	750	Planning stage. \$117k to be carried forward to FY2022-23.
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 JANUARY 2022

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	10,000	6,545	(3,455)	(35%)	13,728	Decision on grant pending. \$2.8m to be carried forward and spent in FY2022-23
413 Bulwer Street, West Perth - Replacement of shed (Volleyball WA)	50,000	20,000	18,004	(1,996)	(10%)	14,526	Works to be scheduled.
Works Depot - Non fixed assets renewals	95,000	20,000	0	(20,000)	(100%)	26,263	Overbudget. Transfer \$6k to Depot - Car park lighting Renewal.
Lease Property Non Scheduled Renewal	50,000	10,000	0	(10,000)	(100%)	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	Project completed.
Loftus Recreation Centre, 99 Loftus Street, Leederville - ventilation installation	20,000	20,000	15,360	(4,640)	(23%)	0	Project 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	10,000	0	(10,000)	(100%)	0	Revised scope. \$19k transfer to Britannia Reserve Floodlights as part of MYBR.
Menzies Park Pavilion & Ablutions	330,000	11,000	797	(10,203)	(93%)	9,790	Design Phase, to commence in March 22.
Miscellaneous Assets Renewal (City Buildings)	116,114	90,000	77,311	(12,689)	(14%)	67,553	Based on request, ongoing till June 22.
Aircon & HVAC Miscellaneous Renewals all properties	50,000	30,000	18,913	(11,087)	(37%)	22,269	Based on request, ongoing till June 22.
Water and Energy Efficiency Initiatives	75,000	35,000	44,553	9,553	27%	5,667	Ongoing project, to be completed by June 22.
Hyde Park West Toilets & Kiosk	275,000	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	10,000	0	(10,000)	(100%)	0	Design phase.
Leederville Oval Stadium - Light posts renewal	1,100,000	0	0	0	0%	37,300	Awaiting decision on grant funding. \$1.06m to be carried forward and spent in FY2022-23.
Forrest Park Croquet Club	49,314	49,314	0	(49,314)	(100%)	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%)	9,761	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	220,000	0	(220,000)	(100%)	119,953	Revised scope. \$100k transfer to Britannia Reserve Floodlights.
Air Conditioning & HVAC Renewal - Belgravia Leisure Centre	44,223	0	40,000	40,000	100%	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%	27,273	Works at planning stage.
Margaret Kindergarten - Toilet Upgrade	70,000	0	0	0	0%	0	Design has been provided to Dept. of Education for comment. \$70k to be carried forward and spent in FY2022-23.
FOR LAND & BUILDING ASSETS	10,529,387	2,933,006	1,537,276	(1,395,730)	(48%)	728,420	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 31 JANUARY 2022

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	110,307	71,395	(38,912)	(35%)	154		Project completed. Reallocate \$10k to Oxford St and \$15k to Fitzgerald St MRRG.
Lake Street - Stuart Street to Newcastle Street	116,615	116,615	66,493	(50,122)	(43%)	4,020		Project completed. Reallocate \$35k to Oxford St MRRG.
Glyde Street - Coogee Street to Matlock Street	45,562	25,000	36,010	11,010	44%	117		Project completed. Reallocate \$5k Richmond St Local Roads Program.
Richmond Street - Scott Street to Oxford Street	62,141	0	51,482	51,482	100%	10,818		Works to be Scheduled, to be completed by Mar 22.
Eton Street - Gill Street to Ellesmere Street	132,596	60,000	125,488	65,488	109%	415		Project completed. Reallocate \$10k to Fitzgerald St MRRG.
Grosvenor Road - Ethel Street to Fitzgerald Street	73,279	0	8,250	8,250	100%	10,170		Works to be Scheduled, to be completed by Mar 22.
Lawley Street - Fitzgerald Street to R.O.W	21,734	0	19,075	19,075	100%	234		Works to be Scheduled, to be completed by Mar 22.
Richmond Street - Leicester Street to Cul-de-sac	37,429	37,429	37,357	(72)	(0%)	2,383		Project completed.
Britannia Road - Federation Street to Kalgoorlie Street	96,305	50,000	75,674	25,674	51%	5,838		Timing Variance, to be completed by Mar 22
Bouverie Place - Oxford St to Cul de Sac	86,953	25,000	33,103	8,103	32%	470		Works in progress.
Ashby Street - East Street to Egina Street	100,341	55,000	30,796	(24,204)	(44%)	37,827		Works in progress, purchase order raised. To be completed by Mar 22
Ashby Street - Kalgoorlie Street to Egina Street	105,907	50,000	38,294	(11,706)	(23%)	37,775		Works in progress, purchase order raised. To be completed by Mar 22
Ashby Street - Kalgoorlie Street to The Boulevarde	53,984	40,000	14,008	(25,992)	(65%)	16,344		Works in progress, purchase order raised. To be completed by Mar 22
Ashby Street - Flinders Street to Coogee Street	53,984	40,000	16,404	(23,596)	(59%)	20,088		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%	500		Works to be Scheduled. To be completed by Mar 22.
The Boulevarde, Larne Street to Hawthorn Street.	145,000	0	20,195	20,195	100%	16,020		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	5,729	5,729	100%	18,500		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	50,000	29,028	(20,972)	(42%)	13,277		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%	19,285		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%)	285		Works completed.
Ellesmere Street - Shakespeare St to London St	90,170	45,000	11,619	(33,381)	(74%)	1,525		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 mc	100,000	0	0	0	0%	1,230		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		Awaiting confirmation of Black Spot Funding due to scope change. \$185k to be carried forward and spent in FY2022-23.
Intersection of Bulwer and Stirling St, Perth	95,960	95,960	22,296	(73,665)	(77%)	12,266		Project completed. \$20k to Newcastle Street MRRG & \$7k to Walcott Street MRRG as part of MYBR.
Intersection of Green, Tyler & Merredin St, Mt Hawthorn/Joondanna	26,380	26,380	2,310	(24,070)	(91%)	700		Works in design phase, pending discussion with City of Stirling.
Intersection of Loftus and Vincent Streets, West Perth/Leederville	245,270	245,270	244,779	(491)	(0%)	13,444		Project completed. To request additional grant funding for over expenditure.

CITY OF VINCENT

NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22

AS AT 31 JANUARY 2022

Description	Revised Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Variance	Commitment (PO) Variance Balance	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		1,010	Scope increased. Transfer \$35k from Lake Street - Stuart Street to Newcastle Street and \$10k from Lake Street - Bulwer Street to Brisbane Street Local Road Programs as part of MYBR.
					42%	0	Increased cost due to weather interruption.
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	147,159	(1,986)	(1%)	0	Increased cost due to weather interruption.
Bourke Street - Charles Street to Loftus Street	173,745	0	1,700	1,700	100%	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	260,627	48,785	23%	0	Transfer \$15k from Lake St Local Roads Program, \$10k from Eton St Local Roads Program and \$15k from Streetscapes Improvements Program as part of MYBR.
Walcott Street - North-west bound lanes William Street to Beaufort Street	162,281	162,281	169,277	6,996	4%	1,700	Transfer \$7k from Bulwer / Stirling Black Spot Program as part of MYBR.
Newcastle Street - Eastbound lane Money Street to Beaufort Street	77,271	77,271	92,075	14,804	19%	1,700	Transfer \$20k from Bulwer / Stirling Black Spot Program as part of MYBR.
RIGHTS OF WAY							
Annual review based upon the most recent condition assessment survey	107,290	107,290	110,709	3,419	3%	0	Project completed. Budget to be adjusted as per actual.
Laneway Lighting Program	20,000	0	0	0	0%	0	\$10k to be spent as part of the Marocchi Lane Graffiti project. \$10k to be carried forward and spent in FY2022-23.
SLAB FOOTPATH PROGRAMME							
Footpath Upgrade and Renewal Program	30,789	30,789	32,769	1,980	6%	2,635	Works commenced, to be completed by Mar 22.
Deague Court to Macedonia Place (Charles Veryard Reserve)	32,979	32,979	0	(32,979)	(100%)	0	Revised scope. \$33k transfer to Britannia Reserve Floodlights as part of MYBR.
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 Lindsay 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	41,297	0	(41,297)	(100%)	0	Works to be Scheduled. To be completed by Mar 22.
Brewer Street to Edward Street	60,382	60,382	0	(60,382)	(100%)	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	20,000	0	(20,000)	(100%)	0	Works to be Scheduled. To be completed by Mar 22.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 31 JANUARY 2022

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	34,540	8,995	(25,546)	(74%)	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							
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%)	725	Quotation phase. \$100k to be carried forward and spent in FY2022-23.
Minor drainage improvement program	95,920	60,000	16,950	(43,050)	(72%)	0	Over budget. Reallocate \$35k to Gully Soak-well Program.
Gully Soak-well program	76,675	76,675	98,249	21,574	28%	565	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	Revised scope. \$50k transfer to Britannia Reserve Floodlights as part of MYBR.
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	Project completed. Transfer \$6k from Works Depot - Non fixed assets renewals.
PARKS AND RESERVES							
Banks Reserve Master Plan Implementation - Stage 1	31,782	31,782	13,772	(18,010)	(57%)	0	Revised scope. \$18k transfer to Britannia Reserve Floodlights as part of MYBR.
Greening Plan-West End Arts Precinct	4,400	4,400	2,162	(2,238)	(51%)	0	Project completed. Transfer excess funds to Beaufort St Median during MYBR.
Leederville Parade (Greening Plan)	200,000	0	0	0	0%	0	Awaiting Main Roads to approve design. \$200k to be carried forward and spent in FY2022-23.
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	Project completed. Transfer excess funds to Beaufort St Median during MYBR.
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	18,467	18,467	100%	7,360	Additional funding required. Transferred \$320k from various capital projects.
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	18,752	18,752	100%	0	Associated electrical source/cabinet had to be upgraded as required by Western Power standards. Transfer \$5k from Auckland/Hobart irrigation replacement.
Auckland/Hobart Street Reserve - replace irrigation	30,673	30,673	2,040	(28,633)	(93%)	0	Project completed. \$5k transfer to Weld Square - Renew electrical cubicle project.

CITY OF VINCENT

NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22

AS AT 31 JANUARY 2022

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	\$20k to be carried forward to next year to enable design to be in line with the wayfinding strategy.
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	50,000	0	(50,000)	(100%)	0	Project completion is dependant on delivery.
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	\$340k to be carried forward to next year due to lease extension.
Monmouth Street	10,000	0	74	74	100%	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	33,900	33,900	100%	0	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	9,091	(20,909)	(70%)	0	Works in progress.
Street Lighting Upgrade Program	55,000	0	12,541	12,541	100%	31,331	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	20,000	11,296	(8,704)	(44%)	2,880	Works in progress, to be complete by Feb 22.
FOR INFRASTRUCTURE ASSETS	7,935,745	3,200,246	2,593,823	(606,423)	(597%)	401,865	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 31 JANUARY 2022

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%	377,936	Works in progress, purchase order raised.
Bev Van	45,000	45,000	46,564	1,564	3%	0	Budget to be carry forward from FY20-21.
P1265 - AS632 - Toyota Corolla Hybrid Ascent-Rangers Rep 1GTQ135	40,000	0	0	0	0%	45,000	
P1258 - AS6287 - Toyota Corolla Hybrid Hatch - 1GQT268	23,500	0	0	0	0%	0	
P1259 - AS6288 - Toyota Corolla Hybrid Hatch - 1GQC234	23,500	23,500	23,302	(198)	(1%)	0	
P1260 - AS6296 - Mazda CX-9 - Auto Touring 1GRU200	50,000	0	0	0	0%	53,964	
P1261 - AS6298 - Toyota Corolla Hybrid Hatch - 1GRY390	23,500	0	0	0	0%	0	
P1262 - AS6297 - Toyota Corolla Hybrid - 1GRY421	23,500	0	0	0	0%	23,500	
P2197 - AS6316 - Nissan Navara 2.3DLS-1GSL452	28,000	0	0	0	0%	29,000	
P2198 - AS6318 - 1GSL453-Nissan Navara	30,000	0	0	0	0%	30,000	
P2199 - AS6322 - Nissan Navara dual cab 1GTK364	28,000	0	0	0	0%	28,000	
P1266 - AS6314 - Toyota Camry Hybrid 1GUK520	28,500	0	0	0	0%	0	
P2179 - AS5159 - Hyundai TQ iLoad 3s - 1EYK726	40,000	0	0	0	0%	36,000	
P2182 - AS5429 - Toyota Hilux 4x2 2.7L - 1GCR441 - Parks	25,000	0	0	0	0%	0	
P2190 - AS6113 - Mitsubishi Triton 4x2 GLX - 1GJL089	25,000	0	0	0	0%	0	
P2191 - AS6290 - Nissan Navara - 4x2 - 1GQG988	28,000	28,000	28,664	664	2%	33,393	
P2192 - AS6289 - Nissan Navara 4x2 - 1GQG989	28,000	28,000	28,664	664	2%	0	
P2193 - AS6291 - Nissan Navara 4x2 - 1GQG990	28,000	28,000	28,664	664	2%	80	
P2194 - AS6292 - Nissan Navara 4x2 - 1GRN511	25,000	0	0	0	0%	33,000	
P2195 - AS6293 - Nissan Navara 4x2 - Parks - 1GRN512	25,000	0	0	0	0%	33,000	
P2196 - AS6294 - Nissan Navara 4x2 - Parks - 1GRN513	25,000	0	0	0	0%	33,000	
MAJOR PLANT REPLACEMENT PROGRAMME							
5 Tonne Rubbish Compactor Small Rear Loader - 1EKS994 - P3521-AS3772	340,000	0	0	0	0%	0	Quotation phase. \$340k to be carried forward and spent in FY2022-23.
Road Sweeper - 1EBC003 - P3762-AS3554	380,000	0	0	0	0%	0	Evaluation phase. \$380k to be carried forward and spent in FY2022-23.
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	Project completed. Excess funds to remain in surplus.
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	Project completed. Excess funds to remain in surplus.
Mower / Ride On Rotary - 1EQT004 - P5042-AS3930	35,000	35,000	30,460	(4,540)	(13%)	0	Project completed. Excess funds to remain in surplus.
MISCELLANEOUS							

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2021/22
AS AT 31 JANUARY 2022

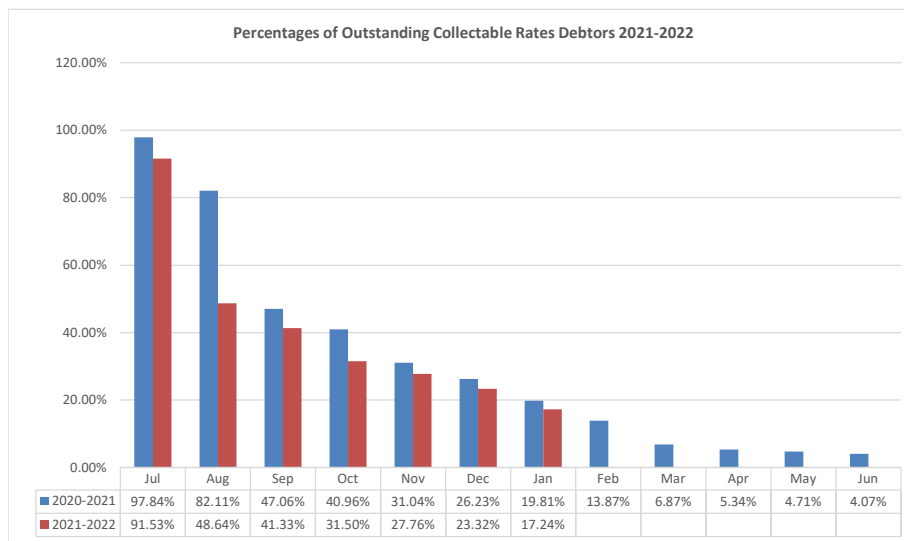
Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Commitment (PO)	Variance	Commentary
	2021/22	2021/22	2021/22			Balance		
FOGO 3 Bin	1,378,556	0	0	0	0%	1,065,050		Implementation rollout costs expected to be \$67k higher than budget, due to higher than anticipated infrastructure rates.
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%	1,606,836		
FURNITURE & EQUIPMENT ASSETS								
F&E ASSETS - BP LEISURE CENTRE								
Lifeguard Tower renewal, Shade Sails, Fire alarm System, Umbrellas, Floor Scrubber and for c	132,000	100,000	55,524	(44,476)	(44%)	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	180,000	60,035	(119,965)	(67%)	9,347		Ongoing project, to be completed by June 22.
ICT infrastructure renewal (switches, UPS, audio visual, network links)	275,000	115,000	113,062	(1,938)	(2%)	35,485		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	109,500	9,600	(99,900)	(91%)	0		Works in planning stage.
TOTAL EXPENDITURE								
FOR FURNITURE & EQUIPMENT ASSETS	2,080,825	555,442	268,766	(286,676)	(52%)	44,832		
TOTAL CAPITAL EXPENDITURE	23,582,013	6,916,194	4,628,105	(2,288,089)	(33%)	2,781,953		

CITY OF VINCENT
NOTE 6 - CASH BACKED RESERVES
AS AT 31 JANUARY 2022



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 31/01/2022 \$	Budget Interest Earned 30/06/2022 \$	YTD Actual Interest Earned 31/01/2022 \$	Budget Transfers from Reserve 30/06/2022 \$	YTD Actual Transfers from Reserve 31/01/2022 \$	Budget Closing Balance 30/06/2022 \$	Actual Closing Balance 31/01/2022 \$
Asset Sustainability Reserve	5,890,677	5,749,402	701,114	374,547	45,550	31,852	(2,726,156)	(815,241)	3,911,185	5,340,561
Beatty Park Leisure Centre Reserve	102,048	102,096		0	789	550	0	0	102,837	102,646
Cash in Lieu Parking Reserve	1,540,735	1,611,564		0	11,914	8,317	(441,000)	(40,800)	1,111,649	1,579,081
Hyde Park Lake Reserve	160,575	160,649		0	1,242	867	0	0	161,817	161,516
Land and Building Acquisition Reserve	299,910	300,049		0	2,319	1,617	0	0	302,229	301,666
Leederville Oval Reserve	94,840	94,885		0	733	512	0	0	95,573	95,397
Loftus Community Centre Reserve	37,204	37,219		0	288	203	0	0	37,492	37,422
Loftus Recreation Centre Reserve	224,595	220,496	59,458	34,443	1,737	1,210	0	0	285,790	256,149
Office Building Reserve - 246 Vincent Street	288,445	311,925		0	2,230	1,555	(290,675)	(4,950)	0	308,530
Parking Facility Reserve	106,473	106,521		0	823	573	0	0	107,296	107,094
Percentage For Public Art Reserve	401,299	401,577		0	3,103	2,165	(374,227)	0	30,175	403,742
Plant and Equipment Reserve	22,667	22,680		0	175	121	(22,667)	0	175	22,802
POS reserve - General	0	0	1,450,120	654,255	11,213	4,135	(190,000)	0	1,271,333	658,390
State Gymnastics Centre Reserve	120,783	119,423	11,144	6,727	934	650	0	0	132,861	126,800
Strategic Waste Management Reserve	1,005,650	1,006,113		0	7,776	5,428	(982,312)	0	31,114	1,011,541
Tamala Park Land Sales Reserve	1,093,870	1,093,870	833,333	416,667	4,591	3,204	0	0	1,931,794	1,513,741
Underground Power Reserve	211,773	211,870		0	1,638	1,141	0	0	213,411	213,011
Waste Management Plant and Equipment Reserve	221,752	221,856		0	1,715	1,196	0	0	223,467	223,052
POS reserve - Haynes Street	159,194	159,265	35,245	21,438	1,231	858	(150,000)	0	45,670	182,680
	11,982,490	11,931,460	3,090,414	1,508,077	100,001	66,149	(5,177,037)	(860,991)	9,995,867	12,645,815

**CITY OF VINCENT
NOTE 7 - RATING INFORMATION
AS AT 31 JANUARY 2022**



**CITY OF VINCENT
NOTE 7 - RATING INFORMATION
FOR THE MONTH ENDED 31 JANUARY 2022**



	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	235,603	78.5%
Rates Waiver	0		(135,000)	(116,028)	85.9%
Total Amount Made up from Rates	458,505,588		36,745,248	36,794,385	
Non Payment Penalties					
Instalment Interest @ 5.5%			185,000	183,539	99.2%
Penalty Interest @ 8%			133,000	103,028	77.5%
Administration Charge - \$8 per instalment			150,000	133,140	88.8%
Interest Write Off			0	(1,768)	100.0%
			37,223,248	37,218,391	
Other Revenue					
Exempt Bins - Non Rated Properties			100,000	80,217	80.2%
Commercial / Residential Additional Bins			16,000	20,975	131.1%
Swimming Pools Inspection Fees			18,800	14,858	79.0%
			37,358,048	37,334,441	
Opening Balance				1,053,606	
Total Collectable			37,358,048	38,388,047	102.76%
Less					
Cash Received				33,052,617	
Rebates Allowed				(1,118,189)	
Rates write off				11,457	
ESL write off				624	
Rates Balance To Be Collected			37,358,048	6,441,538	17.24%
Add					
ESL Debtors				318,029	
Pensioner Rebates Not Yet Claimed				374,669	
ESL Rebates Not Yet Claimed				16,268	
Less					
Deferred Rates Debtors				(105,572)	
Current Rates Debtors Balance				7,044,933	



CITY OF VINCENT
NOTE 8 - DEBTOR REPORT
FOR THE MONTH ENDED 31 JANUARY 2022

DESCRIPTION	CURRENT	31-59 DAYS	60-89 DAYS	OVER 90 DAYS	BALANCE
	\$	\$	\$	\$	\$
DEBTOR CONTROL - HEALTH LICENCES	(19,167)	(48,692)	127,961	154,790	214,891
DEBTOR CONTROL - RUBBISH CHARGES					0
DEBTOR CONTROL - CASH IN LIEU CAR PARKING				219,589	219,589
DEBTOR CONTROL - PROPERTY INCOME	26,681	5,285	86	5,891	37,942
DEBTOR CONTROL - RECOVERABLE WORKS	1,770			930	2,699
DEBTOR CONTROL - BEATTY PARK LEISURE CENTRE					0
DEBTOR CONTROL - OTHER	17,071	21,106	1,840	99,415	139,431
DEBTOR CONTROL - % ART CONTRIBUTIONS		60,008			60,008
DEBTOR CONTROL - PLANNING SERVICES FEES	2,115	(1,590)	1,490	805	2,820
DEBTOR CONTROL - GST	(88,436)	(191,578)	280,015	17	19
DEBTOR CONTROL - INFRINGEMENT	86,265	63,535	64,700	1,019,727	1,234,227
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 31/01/2022	26,298	(91,927)	476,092	1,120,598	1,531,060

ACCRUED INCOME	152,986
ACCRUED INTEREST	47,626
PREPAYMENTS	767,232
TOTAL TRADE AND OTHER RECEIVABLES	2,498,904

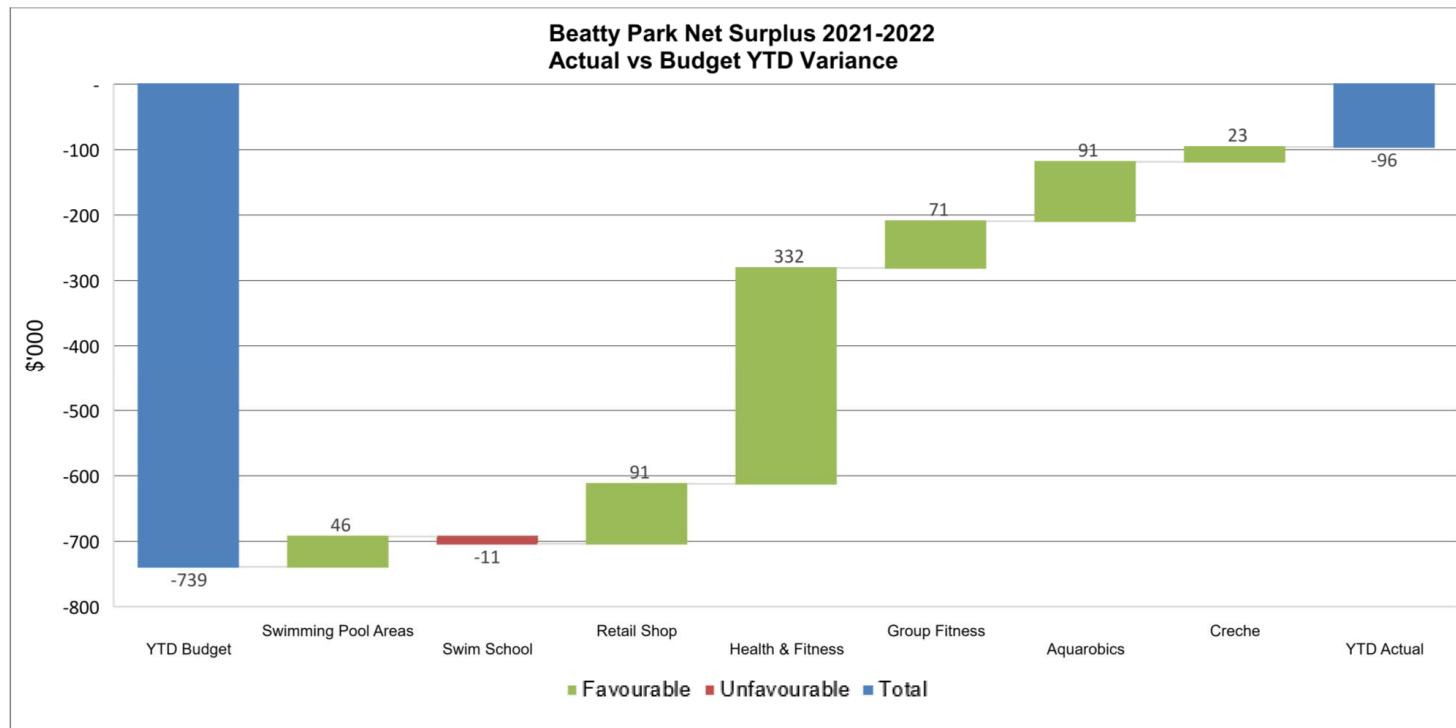
DATE	SUNDRY DEBTORS OVER 90 DAYS	AMOUNT	DEBT DETAILS	Comments
11/03/2019	Tennis Seniors Western Australia	5,728	Building Insurance 2018/19 & 2019/20	In the process to debt collection
29/10/2021	Department of Education	767	Building Insurance	Debt being followed, awaiting payment
23/02/2021	Kre8 Constructions	930	Damaged to ROW 47 Redfern St	Liquidation - proof of debt sent
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
09/07/2019	R Cox	1,170	Breach of condition of hall hire	Sent to debt collection agency
28/11/2019	A Kindu	2,339	Damage/vandalism to hired venue	with debt collector
28/10/2021	K Beykpour	18,800	Court fines and costs 155 Walcott St	Have been handed over to FER
21/07/2021	M Stocco	906	Recoup salary overpayment	Final letter issued
13/10/2020	D Bianchi	15,000	Court fines and costs re: 193-195 Scarborough	\$200 Monthly Repayment in progress from 30 Dec 20
BALANCE OF 90 DAY DEBTORS OVER \$500		106,839		

CITY OF VINCENT
NOTE 9 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION
AS AT 31 JANUARY 2022



	Original Budget 2021/22	YTD Budget Jan-22	YTD Actuals Jan-22	YTD Actuals Jan-21	Month Actuals Jan-22	Month Actuals Jan-21
	\$	\$	\$	\$	\$	\$
ADMINISTRATION						
Revenue	0	0	0	0	314,953	0
Expenditure	0	0	0	241,231	(314,953)	34,259
Surplus/(Deficit)	0	0	0	241,231	0	34,259
SWIMMING POOLS AREA						
Revenue	2,209,329	1,308,549	1,406,536	1,110,401	295,925	237,322
Expenditure	(3,981,939)	(2,327,525)	(2,379,183)	(1,259,583)	(292,469)	(242,145)
Surplus/(Deficit)	(1,772,610)	(1,018,976)	(972,647)	(149,182)	3,456	(4,823)
SWIM SCHOOL						
Revenue	1,530,316	807,851	722,716	817,995	39,869	(3,123)
Expenditure	(1,066,427)	(626,664)	(552,439)	(557,211)	(44,171)	(43,094)
Surplus/(Deficit)	463,889	181,187	170,277	260,784	(4,302)	(46,217)
CAFÉ						
Revenue	0	0	0	0	0	0
Expenditure	0	0	0	(35,004)	0	(2)
Surplus/(Deficit)	0	0	0	(35,004)	0	(2)
RETAIL SHOP						
Revenue	551,116	341,482	402,627	382,471	78,366	72,263
Expenditure	(473,051)	(329,398)	(299,256)	(231,078)	(76,584)	(29,977)
Surplus/(Deficit)	78,065	12,084	103,371	151,393	1,782	42,286
HEALTH & FITNESS						
Revenue	1,656,874	965,464	1,273,726	890,184	(211,751)	134,097
Expenditure	(1,342,118)	(783,588)	(760,329)	(577,319)	(82,238)	(101,527)
Surplus/(Deficit)	314,756	181,876	513,397	312,865	(293,989)	32,570
GROUP FITNESS						
Revenue	585,362	341,460	454,385	322,490	68,993	49,118
Expenditure	(507,228)	(299,323)	(340,848)	(251,276)	(50,528)	(46,895)
Surplus/(Deficit)	78,134	42,137	113,537	71,214	18,465	2,223
AQUAROBIICS						
Revenue	227,053	132,422	179,115	125,538	28,578	19,316
Expenditure	(228,536)	(135,263)	(91,238)	(68,534)	501	(13,635)
Surplus/(Deficit)	(1,483)	(2,841)	87,877	57,004	29,079	5,681
CRECHE						
Revenue	61,333	35,777	45,961	33,735	6,794	5,311
Expenditure	(291,617)	(170,307)	(157,626)	(126,470)	(18,320)	(21,365)
Surplus/(Deficit)	(230,284)	(134,530)	(111,665)	(92,735)	(11,526)	(16,054)
Net Surplus/(Deficit)	(1,069,533)	(739,063)	(95,853)	817,570	(257,035)	49,923
Less: Depreciation	(1,286,772)	(750,617)	(670,683)	(676,780)	(95,558)	(106,933)
Surplus/(Deficit)	217,239	11,554	574,830	1,494,350	(161,477)	156,856

CITY OF VINCENT
NOTE 9 - STATEMENT OF FINANCIAL ACTIVITY
BY SERVICE - GRAPH
AS AT 31 JAN 2022



7.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 JANUARY 2022 TO 31 JANUARY 2022

- Attachments:**
1. Payments by EFT and Payroll January 22 [↓](#) 
 2. Payments by Cheque January 22 [↓](#) 
 3. Payments by Direct Debit January 22 [↓](#) 

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 January 2022 to 31 January 2022 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll	\$3,547,652.83
Cheques	\$1,014.39
Direct debits, including credit cards	\$216,817.48
Total payments for January 2022	\$3,765,484.70

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 1 January 2022 to 31 January 2022.

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 January 2022 to 31 January 2022, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT Payments	2770 - 2779	\$2,253,493.74
Payroll by Direct Credit	January 2022	\$1,294,159.09
Sub Total		\$3,547,652.83
Cheques		
Cheques	82694 - 82696	\$1,014.39
Cancelled cheques		\$0.00
Sub Total		\$1,014.39
Direct Debits (including Credit Cards)		
Lease Fees		\$29,064.30

Loan Repayments	\$145,960.50
Bank Charges – CBA	\$27,310.02
Credit Cards	\$14,482.66
Sub Total	\$216,817.48
 Total Payments	 \$3,765,484.70

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 01/01/22 to 31/01/22			
Date	Payee	Description	Amount
20/01/2022	A Austin	Fitness instructor fees	\$ 170.52
07/01/2022	A Fink	Fitness instructor fees	\$ 596.87
20/01/2022	A Fink	Fitness instructor fees	\$ 530.55
20/01/2022	A Team Printing	Printing services - BPLC	\$ 1,569.70
20/01/2022	Access Icon Pty Ltd	Supply of side entry frames and covers	\$ 4,127.99
20/01/2022	Acurix Networks Pty Ltd	Public Wi Fi service - various locations	\$ 1,419.00
07/01/2022	Aha Consulting	Staff training - Engagement essentials	\$ 5,467.00
20/01/2022	Aline Brick Paving	Brick paving services - various locations	\$ 2,838.00
20/01/2022	Alinta Energy	Gas charges - various locations	\$ 195.70
20/01/2022	Allflow Industrial	Service oil/water separator	\$ 555.45
20/01/2022	Allstate Kerbing and Concrete	Kerbing services - various locations	\$ 3,478.86
20/01/2022	ALS Library Services Pty Ltd	Book covering service - Library	\$ 239.25
07/01/2022	Alsco Pty Ltd	Mat supplies - BPLC	\$ 611.82
20/01/2022	Alsco Pty Ltd	Mat supplies - BPLC	\$ 764.76
20/01/2022	Ampol Australia Petroleum Pty Ltd	Fuel and oils	\$ 27,173.67
07/01/2022	AMS Technology Group Pty Ltd	Replacement air conditioners - Loftus Community Centre (first claim)	\$ 22,348.15
20/01/2022	AMS Technology Group Pty Ltd	Geothermal pump and air conditioning repairs - BPLC	\$ 6,192.01
20/01/2022	AMS Technology Group Pty Ltd	Programmed service inspection of air conditioning and refrigeration - BPLC	\$ 15,191.00
20/01/2022	AMS Technology Group Pty Ltd	Replacement air conditioners - Loftus Community Centre (final claim)	\$ 24,658.15
20/01/2022	Animal Care Equipment & Services (Aust) Pty Ltd	Supply of animal leashes, net and poles	\$ 1,451.99
14/01/2022	Anna Cappelletta	Fitness instructor fees	\$ 2,400.00
07/01/2022	APARC	Credit card transactions - parking terminals	\$ 11,118.86
20/01/2022	APARC	Central management system, software licensing, Ticketor enforcement, meter maintenance, sensor maintenance, credit card test transactions and credit card transactions - parking terminals	\$ 56,746.36
20/01/2022	APOD Pty Ltd	Architectural services - development of concept design for Litis Stadium	\$ 28,050.00
20/01/2022	Aquawellbeing.com	Fitness instructor fees	\$ 130.00
07/01/2022	Arbor Consulting	Arboricultural services - Leederville Childcare Centre	\$ 192.50
20/01/2022	ARM Security	Alarm monitoring - various locations	\$ 544.54
20/01/2022	Asphalttech Pty Ltd	Asphalt supplies	\$ 5,876.84
07/01/2022	Australia Post	Postage charges	\$ 204.75
07/01/2022	Australia Post (Agency Commission)	Commission charges	\$ 440.96
20/01/2022	Australian Institute of Management	Staff training - introduction to emotional intelligence	\$ 1,417.00
20/01/2022	Australian Property Alliance Pty Ltd	Refund of infrastructure bond	\$ 2,000.00
05/01/2022	Australian Services Union	Payroll deduction	\$ 284.90

Date	Payee	Description	Amount
11/01/2022	Australian Services Union	Payroll deduction	\$ 284.90
20/01/2022	Australian Services Union	Payroll deduction	\$ 284.90
05/01/2022	Australian Taxation Office	Payroll deduction	\$ 191,607.40
11/01/2022	Australian Taxation Office	Payroll deduction	\$ 182,809.00
20/01/2022	Australian Taxation Office	Payroll deduction	\$ 201,676.00
20/01/2022	Australian Waterslides & Leisure Pty Ltd	Twin waterslide installation and freight - BPLC (part payment)	\$ 30,927.60
07/01/2022	Award Contracting	Locating services - various locations	\$ 2,299.00
20/01/2022	B P Calleja	Refund of planning application fee	\$ 295.00
20/01/2022	B Pfaffel	Part refund of Beatty Park Leisure Centre fees	\$ 374.00
20/01/2022	Baileys Fertilisers	Fertiliser supplies	\$ 5,804.48
20/01/2022	BCITF Building & Construction Industry Training Fund	Levy collection	\$ 9,575.24
07/01/2022	BDD Australia Pty Ltd	Milk supplies - BPLC	\$ 25.89
20/01/2022	Beatty Park Physiotherapy Pty Ltd	Fitness instructor fees	\$ 900.00
07/01/2022	Belgravia Health & Leisure Group Pty Ltd	Replacement carpets - Loftus Community Centre	\$ 2,743.13
07/01/2022	Belgravia Health & Leisure Group Pty Ltd	Gym equipment repairs- Loftus Recreation Centre	\$ 357.50
20/01/2022	Benara Nurseries	Supply of plants	\$ 657.84
07/01/2022	BikeDr Cycle Services Pty Ltd	Bicycle maintenance workshops	\$ 1,386.00
20/01/2022	Blackwoods	Hardware supplies - Depot	\$ 1,035.28
07/01/2022	BOC Limited	Medical oxygen supplies	\$ 70.81
20/01/2022	BOC Limited	Medical oxygen supplies and CO2 for beverage	\$ 879.81
20/01/2022	Boral Construction Materials Group Limited	Concrete supplies	\$ 4,122.40
20/01/2022	Bredideca Pty Ltd	Purchase of floor scrubber - BPLC	\$ 7,890.30
07/01/2022	Briskleen Supplies Pty Ltd	Toiletry and cleaning products - BPLC	\$ 1,669.13
20/01/2022	Briskleen Supplies Pty Ltd	Toiletry and cleaning products and sanipod service - BPLC	\$ 7,577.26
20/01/2022	Browne Master Builders	Sauna rental - BPLC	\$ 2,604.42
20/01/2022	Bunnings Trade	Hardware supplies- various departments	\$ 525.54
20/01/2022	C Saffer	Fitness instructor fees	\$ 130.00
20/01/2022	C Yates	Part refund of Beatty Park Leisure Centre fees	\$ 429.04
07/01/2022	Charmaine Amanda Magness	Fitness instructor fees	\$ 682.08
20/01/2022	Chindarsi Architects	Design advisory meeting fee	\$ 440.00
20/01/2022	City of Stirling	Meals on Wheels	\$ 1,368.06
05/01/2022	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 745.64
11/01/2022	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 745.64
20/01/2022	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 745.64
05/01/2022	City of Vincent Staff Social Club	Payroll deduction	\$ 572.00
11/01/2022	City of Vincent Staff Social Club	Payroll deduction	\$ 568.00
20/01/2022	City of Vincent Staff Social Club	Payroll deduction	\$ 570.00
20/01/2022	Classic Hire	Hire of function toilets - North Perth Common	\$ 1,061.50
07/01/2022	Cleanaway	Recycling contract - November 21	\$ 100,032.10

Date	Payee	Description	Amount
20/01/2022	Cleanaway	Customer service centre fee	\$ 1,832.60
20/01/2022	Coates Hire Operations Pty Ltd	Plant hire - Depot	\$ 504.35
20/01/2022	Cobblestone Concrete Pty Ltd	Concrete path repairs - various locations	\$ 33,850.08
20/01/2022	Compu-Stor	Records digitisation and off-site storage	\$ 895.73
07/01/2022	Constable Care Child Safety Foundation (Inc)	Community partnership MOU agreement 2021/22	\$ 11,275.00
20/01/2022	Contraflow Pty Ltd	Traffic management services - various locations	\$ 35,493.47
20/01/2022	Corsign WA Pty Ltd	Sign supplies - various locations	\$ 3,548.60
11/01/2022	Cr A Castle	Council meeting fee	\$ 1,935.83
11/01/2022	Cr Ashley Wallace	Council meeting fee	\$ 1,935.83
11/01/2022	Cr D Loden	Council meeting fee	\$ 1,935.83
11/01/2022	Cr J Hallett	Council meeting fee	\$ 1,935.83
11/01/2022	Cr Ron Alexander	Council meeting fee	\$ 1,935.83
11/01/2022	Cr Ross Ioppolo	Council meeting fee	\$ 1,935.83
11/01/2022	Cr S Gontaszewski	Council meeting fee	\$ 3,255.70
11/01/2022	Cr Suzanne Worner	Council meeting fee	\$ 1,935.83
20/01/2022	CSE Crosscom Pty Ltd	Software and network access for hand held radios	\$ 6,688.00
20/01/2022	CTI Couriers	Collection services - archive boxes	\$ 171.42
07/01/2022	D Dama	Fitness instructor fees	\$ 56.84
20/01/2022	D Dama	Fitness instructor fees	\$ 170.52
20/01/2022	D J Brewster	Part refund of Beatty Park Leisure Centre fees	\$ 232.39
20/01/2022	Daniela Toffali	Fitness instructor fees	\$ 325.00
20/01/2022	Department of Mines, Industry Regulation and Safety	Building services levy collection	\$ 14,415.56
20/01/2022	Department of Planning Lands and Heritage	Amended DAP fee	\$ 5,946.00
05/01/2022	Department of Social Services	Payroll deduction	\$ 854.69
11/01/2022	Department of Social Services	Payroll deduction	\$ 854.69
20/01/2022	Department of Social Services	Payroll deduction	\$ 854.69
20/01/2022	Department of Transport	Vehicle ownership searches	\$ 61.50
05/01/2022	Depot Social Club	Payroll deduction	\$ 56.00
11/01/2022	Depot Social Club	Payroll deduction	\$ 56.00
20/01/2022	Depot Social Club	Payroll deduction	\$ 56.00
07/01/2022	Devco Builders	Maintenance and repairs - Forrest Park Pavilion	\$ 32.97
20/01/2022	Devco Builders	Maintenance and repairs - various locations	\$ 68,671.97
20/01/2022	Devco Builders	Structural repairs to brick garage - Royal Park	\$ 19,804.40
20/01/2022	Devco Builders	Repairs to grandstand, due to water ingress - BPLC	\$ 66,737.00
20/01/2022	Devco Builders	Supply and replace LED floodlights to existing poles - Leederville Skate Park	\$ 10,987.35
20/01/2022	Devco Builders	Supply and install LED lights - Multicultural Federation Gardens and car park area	\$ 9,849.40
20/01/2022	Devco Builders	Supply and install commercial dishwasher and associated plumbing and electrical works - Admin	\$ 8,034.29
20/01/2022	DGL Ausblue Pty Ltd	Ad blue supplies - additive to reduce truck carbon emissions	\$ 1,151.13

Date	Payee	Description	Amount
20/01/2022	Discus Digital Print	Printing services - BPLC	\$ 1,442.10
20/01/2022	Diversity Cleaning Services Pty Ltd	Window cleaning services - BPLC	\$ 440.00
20/01/2022	Dominic Snellgrove	Design advisory meeting fees	\$ 400.00
20/01/2022	Donegan Enterprises Pty Ltd	Playground safety inspection - Braithwaite Park	\$ 132.00
20/01/2022	Doug Buckey's Carpet Court	Supply and install tactiles and stair nosings - Gymnastics WA	\$ 2,300.00
20/01/2022	Element Advisory Pty Ltd	Economic study for Beatty Park 2062 project	\$ 924.00
20/01/2022	Enigin Partners Pty Ltd	Energy monitoring service - Depot	\$ 12,254.00
20/01/2022	Enviroblast Cannington	Pressure cleaning services	\$ 1,794.10
20/01/2022	Environmental Health Australia (WA) Inc	Staff training - Decisions around aquatic facilities	\$ 270.00
20/01/2022	Environmental Industries Pty Ltd	Spraying of weedkiller - various locations	\$ 13,398.00
20/01/2022	Flex Fitness Equipment	Gym equipment repairs - BPLC	\$ 79.00
20/01/2022	Flexi Staff Pty Ltd	Temporary staff - various departments	\$ 67,632.29
20/01/2022	Flick Anticimex Pty Ltd	Pest control services - various locations	\$ 2,689.27
20/01/2022	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	\$ 4,642.00
20/01/2022	G Burgess	Distribution services - 17800 waste pamphlets	\$ 4,699.20
07/01/2022	G Edwards	Fitness instructor fees	\$ 227.36
20/01/2022	G Edwards	Fitness instructor fees	\$ 272.36
07/01/2022	G J Ryan	Rates refund - due to overpayment	\$ 1,683.62
20/01/2022	G Rivera	Part refund of Beatty Park Leisure Centre fees	\$ 733.20
20/01/2022	G Taieb	Part refund of Beatty Park Leisure Centre fees	\$ 425.00
20/01/2022	GC Sales (WA)	Supply of lockable bin posts and keys	\$ 2,355.65
07/01/2022	Gemtek EVSE	Supply of electric vehicle charger cable	\$ 259.33
07/01/2022	Geografia Pty Ltd	Annual Spendmapp subscription - monitors trends in consumer spending	\$ 19,250.00
20/01/2022	Gymcare	Gym equipment repairs and maintenance - BPLC	\$ 712.99
07/01/2022	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff - Waste	\$ 2,011.83
20/01/2022	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff - Waste	\$ 4,893.75
05/01/2022	Health Insurance Fund of WA	Payroll deduction	\$ 178.10
11/01/2022	Health Insurance Fund of WA	Payroll deduction	\$ 178.10
20/01/2022	Health Insurance Fund of WA	Payroll deduction	\$ 178.10
20/01/2022	Hempel (Wattyl) Australia Pty Ltd	Supply of paint	\$ 174.31
20/01/2022	I J Putt	Refund of infrastructure bond	\$ 3,000.00
07/01/2022	Imagesource Digital Solutions	Printing services - BPLC	\$ 2,059.75
07/01/2022	Imagesource Digital Solutions	Wall mural - BPLC	\$ 4,830.10
20/01/2022	Imagesource Digital Solutions	Printing services - BPLC	\$ 902.00
20/01/2022	Initial Hygiene	Sharps disposal services (three months)	\$ 2,437.62
20/01/2022	Innovations Catering	Catering for City events - Council	\$ 1,402.50
20/01/2022	Insurance Commission of WA	Part refund of BPLC customer insurance	\$ 36.85
20/01/2022	Isubscribe Pty Ltd	Library magazine subscriptions	\$ 436.79
20/01/2022	J Chung	Fitness instructor fees	\$ 284.20

Date	Payee	Description	Amount
20/01/2022	J Eley	Rates refund - due to overpayment	\$ 351.45
20/01/2022	J G McRoberts	Refund of infrastructure bond	\$ 275.00
20/01/2022	J Holmes	Reimbursement from heritage assistance fund	\$ 5,000.00
07/01/2022	J Lowden	Fitness instructor fees	\$ 56.84
20/01/2022	J M Matthews	Refund of work zone licence fee	\$ 53.00
20/01/2022	J Patroni	Part refund of Beatty Park Leisure Centre fees	\$ 59.41
20/01/2022	Janet Verburg	Fitness instructor fees	\$ 679.72
20/01/2022	Jemma King Productions	Interviews for community history project	\$ 500.00
20/01/2022	Jim's Mowing (Dalkeith)	Gardening services - Loftus Community Centre	\$ 80.00
20/01/2022	Karri Real Estate	Parking revenue distribution from 1 October 2021 to 31 December 2021 - 375 William Street	\$ 40,801.26
20/01/2022	Kennards Hire	Equipment hire - BPLC	\$ 139.92
20/01/2022	Kleenheat Gas	Forklift gas supplies - Depot	\$ 213.47
07/01/2022	Kone Elevators Pty Ltd	Lift repairs and service- BPLC	\$ 1,593.96
20/01/2022	Konica Minolta Business Solutions Australia Pty Ltd	Copy costs - various departments	\$ 1,465.77
20/01/2022	KS Black Pty Ltd	Meter and aerator maintenance - various locations	\$ 5,026.34
20/01/2022	L Costa	Refund of infrastructure bond	\$ 3,000.00
20/01/2022	L K Hay	Part refund of Beatty Park Leisure Centre fees	\$ 362.88
07/01/2022	L Quach & T Trieu	Rates refund - due to overpayment	\$ 450.36
05/01/2022	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
11/01/2022	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
20/01/2022	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
20/01/2022	Landgate	Gross rental valuations for interims and land enquiries	\$ 222.64
20/01/2022	Landgate	Shared location information platform subscription	\$ 4,811.00
20/01/2022	Leederville Cameras	Printing services - flyers	\$ 17.00
07/01/2022	Leederville Foods Pty Ltd	Catering for City event - Community history workshop	\$ 100.00
20/01/2022	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$ 41,762.60
20/01/2022	Les Mills Asia Pacific	Licence fees for fitness classes	\$ 1,663.28
20/01/2022	Line Marking Specialists	Line marking services - various locations	\$ 25,634.07
07/01/2022	M G Jajko	Fitness instructor fees	\$ 56.84
20/01/2022	M G Jajko	Fitness instructor fees	\$ 56.84
20/01/2022	M Rautao-Seth	Crossover subsidy	\$ 680.00
07/01/2022	M2M One Pty Ltd	Mobile SIMs for parks reticulation devices	\$ 359.32
20/01/2022	Mackay Urban Design	Design advisory meeting fees	\$ 880.00
20/01/2022	Main Roads WA	Line marking installation - Ruby/Fitzgerald Street	\$ 1,546.30
07/01/2022	Manheim Pty Ltd	Towing services	\$ 357.50
20/01/2022	Market Creations Agency	CouncilConnect website- BPLC social media feed	\$ 1,155.00
20/01/2022	Marketforce Pty Ltd	Advertising services - various departments	\$ 3,582.42
07/01/2022	Marshall Beattie Pty Ltd	Automatic door repairs - BPLC entry gate	\$ 286.00

Date	Payee	Description	Amount
07/01/2022	Massey's Herd	Milk supplies - Depot	\$ 561.00
20/01/2022	MASTEC Australia Pty Ltd	Supply of waste bin wheels and lids	\$ 3,374.25
20/01/2022	Matrix Traffic and Transport Data Pty Ltd	Traffic data collection- Green/Tyler Street	\$ 1,221.00
07/01/2022	Matt Biocich	Photography services - Mayor's sundowner	\$ 577.50
07/01/2022	Maxima Group Training	School based trainees - Apprenticeship Cert II in business	\$ 214.01
11/01/2022	Mayor E Cole	Council meeting fee	\$ 7,875.25
07/01/2022	McLeods Barristers & Solicitors	Legal services - SAT matter regarding concrete batching plants	\$ 2,140.37
20/01/2022	McLeods Barristers & Solicitors	Legal services - health advice, compliance matters & public art planning policy	\$ 8,871.52
07/01/2022	MessageMedia	SMS integrating for Phoenix	\$ 146.69
20/01/2022	MessageMedia	SMS integrating for Phoenix	\$ 136.51
20/01/2022	Messages on Hold	'On hold' equipment and programming	\$ 456.06
20/01/2022	Mind Over Matter Health and Fitness	Seniors weekly fitness classes	\$ 140.00
07/01/2022	Mindarie Regional Council	Non processable waste	\$ 2,057.42
20/01/2022	Mindarie Regional Council	Non processable waste	\$ 8,351.21
20/01/2022	My Media Intelligence Pty Ltd	Copyright charges for press articles	\$ 356.27
07/01/2022	Natale Group Australia Pty Ltd	Security services - BPLC	\$ 300.30
20/01/2022	Natale Group Australia Pty Ltd	Security services - BPLC	\$ 1,331.00
20/01/2022	Nearmap Australia Pty Ltd	Subscription - offline 3D textured mesh licensing	\$ 3,498.00
20/01/2022	Nearmap Australia Pty Ltd	Subscription - 3D aerial and AI software licensing	\$ 7,180.80
07/01/2022	Nightlife Music Pty Ltd	Crowd DJ - BPLC	\$ 417.94
07/01/2022	Node1 Internet	Fixed wireless internet charges	\$ 189.00
20/01/2022	Noma Pty Ltd	Design advisory meeting and consultancy fees	\$ 2,640.00
07/01/2022	North Perth Cricket Club	Share of turf wicket subsidy 2020/21	\$ 2,470.50
20/01/2022	Northsands Resources	Construction waste disposal services and sand supplies	\$ 5,902.49
20/01/2022	Northshore Unit Inc. - SES	FESA SES contribution - 3rd quarter 2022	\$ 14,828.00
07/01/2022	NovoFit WA Pty Ltd	Gym equipment repairs - BPLC	\$ 324.47
20/01/2022	Officeworks Ltd	Office supplies and consumables	\$ 257.00
20/01/2022	Oswald Homes	Refund of infrastructure bond	\$ 1,000.00
20/01/2022	P Alvarez Munoz	Refund of key bond	\$ 300.00
07/01/2022	P Tran	Fitness instructor fees	\$ 341.04
20/01/2022	P Tran	Fitness instructor fees	\$ 284.20
07/01/2022	PeopleSense by Altius	Counselling services	\$ 1,313.40
20/01/2022	Perth Playground and Rubber Pty Ltd	Replacement of soft fall area - Charles Veryard Reserve	\$ 37,290.00
20/01/2022	Perth Stitchings	Merchandise - BPLC	\$ 4,752.44
20/01/2022	Pirtek Malaga	Plant repairs and maintenance	\$ 317.55
20/01/2022	PowerVac Pty Ltd	Cleaning equipment repairs - BPLC	\$ 872.15
20/01/2022	PriceMark Pty Ltd	Bar-lock band supplies for spa and sauna - BPLC	\$ 1,068.10
20/01/2022	Pride Western Australia Inc	Refund of bond - Pride Fairday event	\$ 2,200.00
20/01/2022	Print and Sign Co	Printing services - various departments	\$ 1,220.34

Date	Payee	Description	Amount
20/01/2022	Pro Turf Services	Plant repairs and maintenance	\$ 4,151.62
07/01/2022	Professional Tree Surgeons	Tree pruning and removal services - Little Russell Street	\$ 264.00
20/01/2022	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 1,654.95
07/01/2022	Proficiency Group Pty Ltd	Information management and ICT support services	\$ 110.00
20/01/2022	Profounder Turfmaster Pty Ltd	Turf maintenance - various locations	\$ 8,783.04
07/01/2022	Programmed Integrated Workforce Ltd	Temporary staff - Parks	\$ 406.45
07/01/2022	Programmed Skilled Workforce Limited	Temporary staff - various departments	\$ 1,652.11
20/01/2022	Programmed Skilled Workforce Limited	Temporary staff - Engineering	\$ 6,550.77
20/01/2022	Protector Fire Services Pty Ltd	Fire equipment maintenance and servicing - various locations	\$ 220.00
20/01/2022	R.K Patel & S.R Patel	Library newspaper delivery	\$ 34.40
20/01/2022	Rada & Neso Services	Cleaning services - BPLC	\$ 10,370.00
20/01/2022	Raymond Lesley Espinos	Fitness instructor fees	\$ 454.72
20/01/2022	Renew Property Maintenance	Clearing rights of way and tipping fees - various locations	\$ 7,672.50
20/01/2022	Repco	Auto part supplies	\$ 33.03
20/01/2022	Revelation Perth International Film Festival Inc.	Film project 2021/22 - second progress payment of three	\$ 15,400.00
20/01/2022	Rosemount Hotel	Parking revenue distribution - October to December 21	\$ 22,485.68
07/01/2022	RPG Auto Electrics	Plant repairs and maintenance	\$ 233.75
20/01/2022	RPG Auto Electrics	Plant repairs and maintenance	\$ 772.48
20/01/2022	RTRfm 92.1	Festival and event sponsorship - Neon Picnic 2022	\$ 8,800.00
07/01/2022	Rubek Automatic Doors	Automatic door repair - BPLC	\$ 1,043.90
20/01/2022	S F Russell	Part refund of Beatty Park Leisure Centre fees	\$ 444.28
20/01/2022	S M Mather	Part refund of dog registration	\$ 100.00
07/01/2022	S Patchett	Fitness instructor fees	\$ 360.00
20/01/2022	S Patchett	Fitness instructor fees	\$ 731.84
07/01/2022	S Rusovic & M Rusovic	Rates refund - due to overpayment	\$ 183.33
20/01/2022	S Stephens	Part refund of dog registration	\$ 100.00
20/01/2022	Safari Building Products	Supply of expansion joints - Depot	\$ 1,320.00
20/01/2022	Sage Consulting Engineers	Electrical consultancy - Britannia Reserve floodlighting	\$ 7,238.00
20/01/2022	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	\$ 4,664.00
20/01/2022	Sanderson's Outdoor Power Equipment	Plant repairs and maintenance	\$ 580.00
20/01/2022	SAS Locksmiths	Key cutting and lock maintenance service - various locations	\$ 287.95
07/01/2022	Securus	Security services - Woodville Reserve Pavilion	\$ 98.49
20/01/2022	Securus	Security services - BPLC	\$ 4,185.27
20/01/2022	ServiceFM Pty Ltd	Cleaning services and cleaning materials - various locations	\$ 69,763.93
20/01/2022	Settlement Group Pty Ltd	Refund of orders and requisitions	\$ 121.00
20/01/2022	Sigma Chemicals	Pool chemicals and pool equipment repairs - BPLC	\$ 11,703.55
20/01/2022	Simply Sharpe Fitouts	Refund of infrastructure bond	\$ 5,000.00
20/01/2022	Solo Resource Recovery	Pressure cleaning services - various locations	\$ 7,513.00
07/01/2022	SpacetoCo Pty Ltd	Facilities weekly reporting and financial handling	\$ 660.00

Date	Payee	Description	Amount
20/01/2022	SpacetoCo Pty Ltd	Facilities weekly reporting and financial handling	\$ 660.00
20/01/2022	Speedo Australia Pty Ltd	Merchandise - BPLC	\$ 26,677.97
07/01/2022	Sportsworld Of WA	Merchandise - BPLC	\$ 9,761.95
20/01/2022	Sportsworld Of WA	Merchandise - BPLC	\$ 827.75
20/01/2022	SPP Group WA Pty Ltd	Electrical and mechanical consultancy - DLGSC	\$ 6,545.00
07/01/2022	Stephen Carrick Architects Pty Ltd	Heritage advice	\$ 220.00
20/01/2022	Stephen Carrick Architects Pty Ltd	Design advisory meeting fee and heritage advice	\$ 880.00
20/01/2022	Stott Hoare	Supply of computer accessories	\$ 1,930.50
20/01/2022	StrataGreen	Garden equipment supplies	\$ 1,091.08
07/01/2022	Suez Recycling & Recovery Pty Ltd	Waste collection - BPLC	\$ 1,457.58
20/01/2022	Suez Recycling & Recovery Pty Ltd	Waste collection - BPLC	\$ 1,457.58
20/01/2022	Suida International on Oxford Pty Ltd ATF Xu2 Family Trust	Rates refund - due to overpayment	\$ 2,529.23
20/01/2022	Sun Bum Australia Pty Ltd	Merchandise - BPLC	\$ 1,220.86
07/01/2022	Synergy	Electricity and gas charges - various locations	\$ 1,290.74
20/01/2022	Synergy	Electricity and gas charges - various locations	\$ 41,906.81
20/01/2022	T Blechynden	Rates refund - due to overpayment	\$ 951.64
20/01/2022	T Boylen	Part refund of Beatty Park Leisure Centre fees	\$ 465.34
20/01/2022	Taman Diamond Tool Solutions	Supply of road saw blades	\$ 1,298.00
20/01/2022	Technology One Ltd	GIS consulting services	\$ 6,468.00
07/01/2022	Teena Smith	Fitness instructor fees	\$ 600.00
20/01/2022	Teena Smith	Fitness instructor fees	\$ 550.00
07/01/2022	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 399.96
20/01/2022	The BBQ Man	BBQ and pressure cleaning services - various locations	\$ 6,117.64
20/01/2022	The de Mol Group of Companies Pty Ltd ATFT DGC Trust t/as TD	Electricity reimbursement for CCTV equipment usage	\$ 33.00
07/01/2022	The Good Guys	Purchase of vacuum cleaners - BPLC	\$ 1,960.00
20/01/2022	The Oxford Hotel	Catering for City event - annual film project	\$ 342.00
07/01/2022	The Royal Life Saving Society Western Australia Inc	Watch around water wristbands - BPLC	\$ 770.00
20/01/2022	The Royal Life Saving Society Western Australia Inc	Supply of lifeguard uniforms	\$ 240.00
20/01/2022	The Royal Life Saving Society Western Australia Inc	Maintenance of Hyde Park water playground - December 21	\$ 5,791.29
20/01/2022	The Royal Life Saving Society Western Australia Inc	Servicing of AIDS memorial fountain - December 21	\$ 907.50
20/01/2022	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 8,757.10
20/01/2022	Total Eden Pty Ltd	Reticulation supplies	\$ 171.90
07/01/2022	Totally Workwear Mt Hawthorn	Uniform supplies - Operations	\$ 249.75
20/01/2022	Totally Workwear Mt Hawthorn	Uniform supplies - various departments	\$ 1,674.39
20/01/2022	Travis Mitchell Construction	Refund of infrastructure bond	\$ 1,000.00
20/01/2022	Tree Amigos	Street trees and parks pruning/removal - various locations	\$ 6,177.60
20/01/2022	Trisley's Hydraulic Services Pty Ltd	Pool equipment maintenance and water treatment - BPLC	\$ 1,545.50
20/01/2022	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	\$ 6,182.43
20/01/2022	Turf Developments (WA) Pty Ltd	Turf maintenance - Banks Reserve	\$ 8,789.00

Date	Payee	Description	Amount
20/01/2022	Tyres4U Pty Ltd	Tyre replacements and maintenance	\$ 2,824.14
07/01/2022	Universal Diggers	Plant hire - Depot	\$ 21,001.75
20/01/2022	Universal Diggers	Plant hire - Depot	\$ 15,983.00
20/01/2022	V Aurubind	Part refund of Beatty Park Leisure Centre fees	\$ 124.84
20/01/2022	Varsity Morley Pty Ltd	Catering for City event - staff (balance of payment)	\$ 1,137.00
20/01/2022	Vibe DJ Service	DJ services - Splash all abilities pool party (BPLC)	\$ 350.00
20/01/2022	Visual Inspirations Australia Pty Ltd	Dismantle and store - 2021 Christmas decorations	\$ 24,722.50
20/01/2022	W Barnard	Expense reimbursement - supplies for Chambers	\$ 98.00
20/01/2022	W.A. Limestone Co	Supply of limestone	\$ 1,176.27
20/01/2022	WALGA	Councillor training - meeting procedures	\$ 214.50
07/01/2022	Water Corporation	Water charges - various locations	\$ 21,054.12
20/01/2022	Water Corporation	Water charges - various locations	\$ 27,960.86
20/01/2022	WC Convenience Management Pty Ltd	Maintenance of exelooos - various locations	\$ 3,992.44
20/01/2022	West Australian Newspapers Limited	Library newspaper delivery	\$ 1,248.00
20/01/2022	West Coast Profilers Pty Ltd	Profiling services - Forrest Street	\$ 2,211.00
20/01/2022	Western Irrigation Pty Ltd	Reticulation repairs and maintenance	\$ 6,076.84
07/01/2022	Western Resource Recovery Pty Ltd	Grease trap maintenance - BPLC	\$ 484.00
20/01/2022	Western Resource Recovery Pty Ltd	Grease trap maintenance - Loftus Recreation Centre	\$ 192.50
20/01/2022	West-Sure Group Pty Ltd	Cash collection services - various locations	\$ 2,729.76
07/01/2022	Wheeler's Books Pty Ltd	Supply of library books	\$ 110.80
20/01/2022	Wilson Security	Security services - various locations	\$ 143.00
07/01/2022	Winc Australia Pty Ltd	Office supplies and consumables	\$ 232.38
20/01/2022	Winc Australia Pty Ltd	Office supplies and consumables	\$ 1,303.15
07/01/2022	Work Metrics Pty Ltd	Online inductions - BPLC	\$ 220.00
20/01/2022	Worldwide East Perth	Printing services - various departments	\$ 2,167.00
20/01/2022	Y Wong	Part refund of Beatty Park Leisure Centre fees	\$ 27.07
07/01/2022	YogaNut	Fitness instructor fees	\$ 240.00
20/01/2022	YogaNut	Fitness instructor fees	\$ 540.00
07/01/2022	Yolande Gomez	Fitness instructor fees	\$ 317.36
20/01/2022	Yolande Gomez	Fitness instructor fees	\$ 691.56
			\$ 2,253,493.74
Payroll			
04/01/22	Pay 14		\$ 613,087.04
05/01/22	Ad hoc		\$ 12,444.97
18/01/22	Pay 15		\$ 668,295.46
27/01/22	Ad hoc		\$ 331.62
Total Payroll			\$ 1,294,159.09

<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Total Payments			\$ 3,547,652.83

Creditors Report - Payments by Cheque				
01/01/22 to 31/01/22				
<i>Creditor</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
00082694	11/01/2022	Commissioner of State Revenue	Refund of ESL rebate	\$ 111.50
00082695	11/01/2022	Petty Cash - Depot	Petty cash recoup	\$ 135.35
00082696	19/01/2022	Commissioner of State Revenue	Refund of rates and ESL rebate	\$ 767.54
Total Nett Cheque Payments				\$ 1,014.39

Creditors Report - Payments by Direct Debit				
01/01/22 to 31/01/22				
Credit Card Transactions for the Period 8 December 21 - 6 January 22				
Card Holder	Date	Payee	Description	Amount
CEO	08/12/2021	CPP Council House	Parking - Meeting at City of Perth	\$ 10.10
	11/12/2021	WA News	WA newspaper subscription - digital and paper	\$ 83.60
				\$ 93.70
Director Community & Business Services	09/12/2021	Clarences	Mayor's Christmas function for Seniors (payment balance)	\$ 955.50
	20/12/2021	Qualtrics	Customer satisfaction measurement tool	\$ 5,000.00
				\$ 5,955.50
Director Strategy & Development	22/12/2021	ASIC	Company search	\$ 9.00
Director Infrastructure & Environment	08/12/2021	Terry Truck Rentals	Truck hire for waste services	\$ 745.37
	16/12/2021	CPP Council House	Parking - external meeting	\$ 5.05
	17/12/2021	Terry Truck Rentals	Truck hire for waste services	\$ 124.23
	17/12/2021	Terry Truck Rentals	Truck hire for waste services - refund	-\$ 428.08
	20/12/2021	CPP State Library	Parking - external meeting	\$ 8.08
	22/12/2021	Caltex	Fuel for COV fleet vehicle	\$ 51.63
				\$ 506.28
Manager Marketing & Partnerships	08/12/2021	Facebook	Advertising	\$ 5.24
	08/12/2021	Officeworks	Supply of name tags for Mayor's sundowner	\$ 69.34
	08/12/2021	Leederville Foods	Catering for City event - external focus group workshop	\$ 160.03
	10/12/2021	Mailchimp	Email campaign	\$ 1,045.27
	19/12/2021	Shutterstock	Image download subscription	\$ 99.00
	21/12/2021	Worldwide West Perth	Supply of corflute sign - Monmouth Street Reserve	\$ 81.00
	23/12/2021	Facebook	Advertising	\$ 6.91
	23/12/2021	Asana.com	Subscription - work flow graphic design tool	\$ 856.55
	23/12/2021	International transaction fee	Subscription - work flow graphic design tool	\$ 21.41
				\$ 2,344.75
Manager ICT	08/12/2021	Officeworks	IT accessories - USB cables and iPhone case	\$ 158.64
	09/12/2021	JB Hifi	Purchase of iPad Pro	\$ 1,899.00
	19/12/2021	Zoom	Video conferencing	\$ 307.89
	20/12/2021	Officeworks	IT accessories - air dusters and stationery	\$ 66.92

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
	22/12/2021	Officeworks	IT accessories - multicharger for BPLC iPads	\$ 122.00
	22/12/2021	ACMA	CCTV radio licence	\$ 480.00
	22/12/2021	JB Hifi	IT accessories - iPad covers	\$ 239.90
	01/01/2022	Safetyculture	Mobile inspection application	\$ 257.36
	02/01/2022	Assetsonar.com	IT asset management software	\$ 303.72
	02/01/2022	International transaction fee	IT asset management software	\$ 7.59
	03/01/2022	Intruder Systems Ltd	Subscription - cyber security testing	\$ 317.41
	03/01/2022	International transaction fee	Subscription - cyber security testing	\$ 7.94
	04/01/2022	Deputy	Online timesheet software	\$ 859.10
	04/01/2022	Trustico	SSL security certificate	\$ 418.56
				\$ 5,446.03
Procurement and Contracts Officer	08/12/2021	Standards Australia	Purchase of Australian records management standards	\$ 127.40
Total Corporate Credit Cards				\$ 14,482.66
Direct Debits				
Lease Fees	04/01/2022	All Leasing 279258	Beatty Park Leisure Centre cleaning equipment	\$ 2,642.54
	04/01/2022	All Leasing 279259	Upgrade kit for parking meters	\$ 26,025.92
			Total All Leasing	\$ 28,668.46
	21/01/2022	Pitney Bowes Leasing	Postal scales	\$ 395.84
			Total Lease Fees	\$ 29,064.30
Loan Repayments		Treasury Corporation	Department Sport and Recreation Building, Loftus Centre, Loftus Underground Car Park and Beatty Park Leisure Centre	\$ 145,960.50
Bank Fees and Charges		Commonwealth Bank	Bank fees	\$ 27,310.02
Total Direct Debits including Credit Cards				\$ 216,817.48

7.3 INVESTMENT REPORT AS AT 31 JANUARY 2022

Attachments: 1. **Investment Statistics as at 31 January 2022**  

RECOMMENDATION:

That Council NOTES the Investment Statistics for the month ended 31 January 2022 as detailed in Attachment 1.

PURPOSE OF REPORT:

To advise Council of the nature and value of the City's Investments as at 31 January 2022 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 January 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

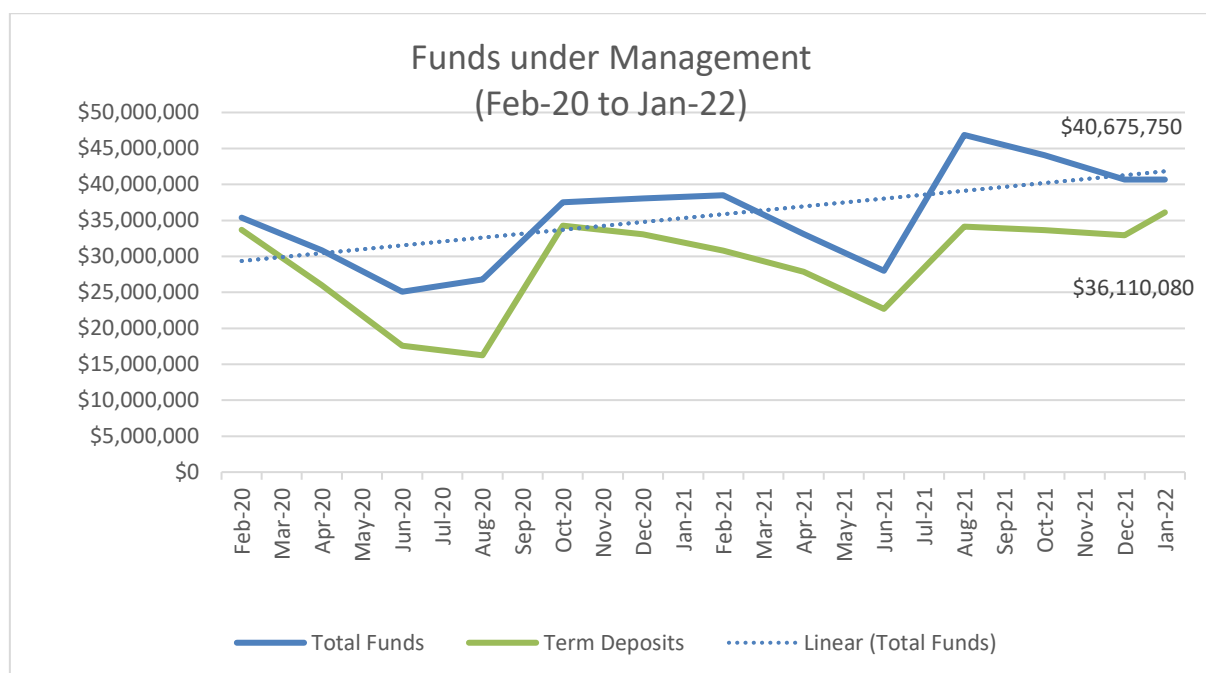
The City's investment portfolio is diversified across several accredited financial institutions.

As of 31 January 2022, the total funds held in the City's operating account (including on call) is \$40,675,750 compared to \$38,678,150 for the period ending 31 January 2021.

Interest bearing term deposits and saver account for \$37,407,064, non-interest bearing account for \$3,257,687 and the remaining \$11,000 is held in equity shares.

The total term deposit investments for the period ending 31 January 2022 are \$36,110,080 compared to \$28,391,722 for the period ending 30 January 2021.

The following chart shows funds under management from February 2020 to January 2022.



Interest Status

Total accrued interest earned on investments at 31 January 2022 is:

Total Accrued Interest Earned on Investment	Budget Adopted	Budget YTD	Actual YTD	% of FY Budget
Municipal	\$100,000	\$41,372	\$49,770	120.30%
Reserve	\$100,000	\$56,039	\$27,050	48.30%
Subtotal	\$200,000	\$97,411	\$76,821	78.90%
Leederville Gardens Inc Surplus Trust*	\$0	\$0	\$45,956	0.00%
Total	\$200,000	\$68,892	\$122,777	126.00%

*Interest estimates for Leederville Gardens Inc. Surplus Trust were not included in the 2022/22 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 January 2022 is 0.07%. 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%
A-1	25%	0.0%	90%	0.0%
A-2	20%	26.2%	90%	55%

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 JANUARY 2022**

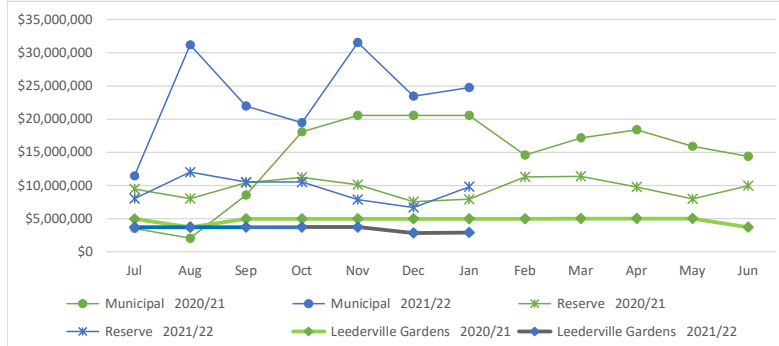
	Municipal	Reserve	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	%
BY INVESTMENT HOLDINGS					
Municipal Account	3,257,687	0	0	3,257,687	8.0%
Online Saver	1,296,984	0	0	1,296,984	3.2%
Term Deposits	23,446,244	9,786,747	2,877,089	36,110,080	88.8%
Equity Shares	11,000	0	0	11,000	0.0%
	28,011,914	9,786,747	2,877,089	40,675,750	100.0%
BY INSTITUTION					
Bank of Queensland	10,676,244	0	0	10,676,244	26.2%
Commonwealth Bank of Australia	4,554,670	0	0	4,554,670	11.2%
Members Equity Bank	0	2,742,887	0	2,742,887	6.8%
National Australia Bank	5,671,590	2,191,330	2,858,029	10,720,949	26.3%
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	1,000,000	0	3,023,756	7.5%
	28,011,914	9,786,747	2,877,089	40,675,750	100.0%
BY CREDIT RATINGS (SHORT-TERM ISSUE)					
A-1+	12,250,016	3,191,330	2,858,029	18,299,375	45.0%
A-2	15,761,898	6,595,417	19,060	22,376,375	55.0%
	28,011,914	9,786,747	2,877,089	40,675,750	100.0%
BY TERMS					
0-30 days	4,554,670	0	0	4,554,670	11.2%
31-90 days	0	0	0	0	0.0%
91-180 days	5,000,000	7,786,747	19,060	12,805,807	31.5%
181-270 days	11,623,756	2,000,000	0	13,623,756	33.5%
271-365 days	4,876,244	0	1,955,669	6,831,913	16.8%
> 1 year	1,957,244	0	902,360	2,859,604	7.0%
	28,011,914	9,786,747	2,877,089	40,675,750	100.0%
BY MATURITY					
0-30 days	4,554,670	0	0	4,554,670	11.2%
31-90 days		4,742,887	0	4,742,887	11.7%
91-180 days	5,000,000	3,043,860	1,974,729	10,018,589	24.6%
181-270 days	1,946,244	2,000,000	0	3,946,244	9.7%
271-365 days	16,500,000	0	902,360	17,402,360	42.8%
> 1 Year	11,000	0		11,000	0.0%
	28,011,914	9,786,747	2,877,089	40,675,750	100.0%
BY FOSSIL FUEL EXPOSURE (as determined by www.marketforces.org.au)					
Fossil Fuel Investments	28,000,914	7,043,860	2,877,089	37,921,863	93.2%
Non Fossil Fuel Investments	11,000	2,742,887	0	2,753,887	6.8%
	28,011,914	9,786,747	2,877,089	40,675,750	100.0%

**CITY OF VINCENT
CURRENT INVESTMENT HOLDING
AS AT 31 JANUARY 2022**

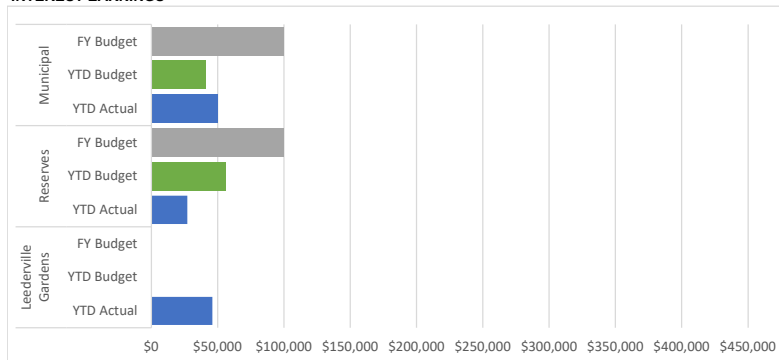
Funds	Institution	Investment Date	Maturity Date	Interest Rate	Principal \$
<u>OPERATING ACCOUNTS</u>					
Municipal	Commonwealth Bank of Australia			0.00%	3,257,687
Municipal	Commonwealth Bank of Australia		Ongoing	0.20%	1,296,984
Total Operating Funds					4,554,670
<u>EQUITY SHARES</u>					
	North Perth Community Bank	23/11/2001			11,000
Total Equity Shares					11,000
<u>TERM DEPOSITS</u>					
Reserve	Members Equity Bank	12/01/2022	13/04/2022	0.25%	2,742,887
Reserve	National Australia Bank	12/01/2022	13/04/2022	0.43%	1,000,000
Reserve	Macquarie Bank	13/01/2022	14/04/2022	0.35%	1,000,000
Reserve	National Australia Bank	12/01/2022	13/05/2022	0.45%	1,191,330
Municipal	AMP Bank	11/11/2021	11/04/2022	0.85%	2,500,000
Leederville Gardens Inc Surplus Trust	AMP Bank	11/11/2021	09/05/2022	0.85%	19,060
Reserve	AMP Bank	11/11/2021	09/05/2022	0.85%	1,852,530
Municipal	AMP Bank	11/11/2021	09/05/2022	0.85%	628,410
Municipal	National Australia Bank	11/11/2021	09/05/2022	0.32%	1,871,590
Municipal	Bank of Queensland	17/09/2021	18/03/2022	0.33%	2,300,000
Municipal	National Australia Bank	17/09/2021	18/03/2022	0.28%	3,800,000
Municipal	Macquarie Bank	30/08/2021	01/03/2022	0.35%	1,023,756
Reserve	AMP Bank	20/08/2021	18/08/2022	0.75%	2,000,000
Municipal	Macquarie Bank	20/08/2021	21/02/2022	0.40%	1,000,000
Municipal	Bank of Queensland	30/08/2021	29/03/2022	0.33%	3,500,000
Leederville Gardens Inc Surplus Trust	National Australia Bank	17/09/2021	18/06/2022	0.32%	1,955,669
Municipal	Bank of Queensland	30/08/2021	02/06/2022	0.35%	4,876,244
Leederville Gardens Inc Surplus Trust	National Australia Bank	12/01/2022	13/01/2023	0.70%	902,360
Municipal	AMP Bank	20/08/2021	20/08/2022	0.75%	1,946,244
Total Term Deposits					36,110,080
Total Investment Including At Call					40,675,750

**CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 31 JANUARY 2022**

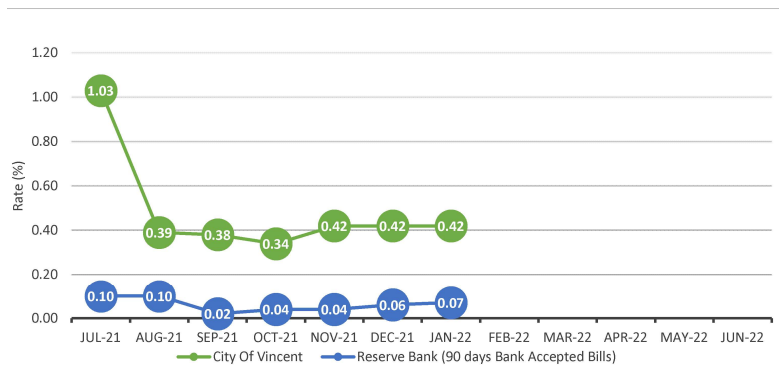
FUNDS INVESTED (ONLINE SAVER AND TERM DEPOSITS)



INTEREST EARNINGS

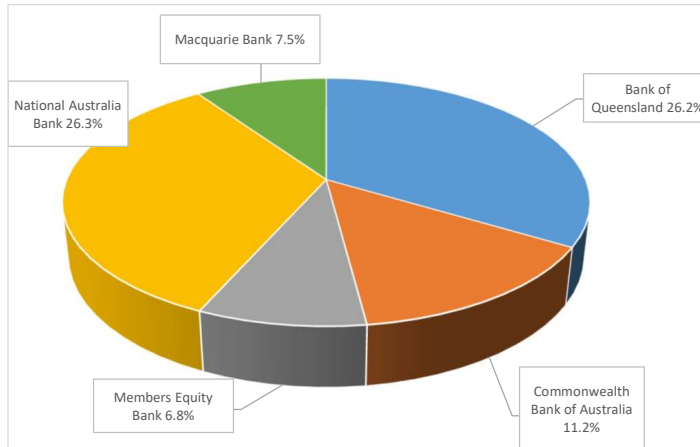


INTEREST RATE COMPARISON



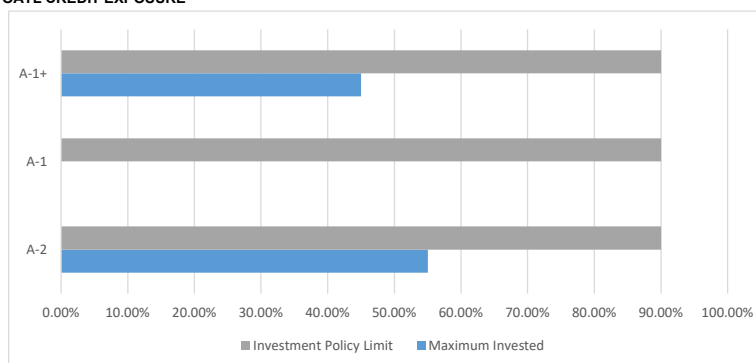
**CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 31 JANUARY 2022**

TOTAL PORTFOLIO EXPOSURE

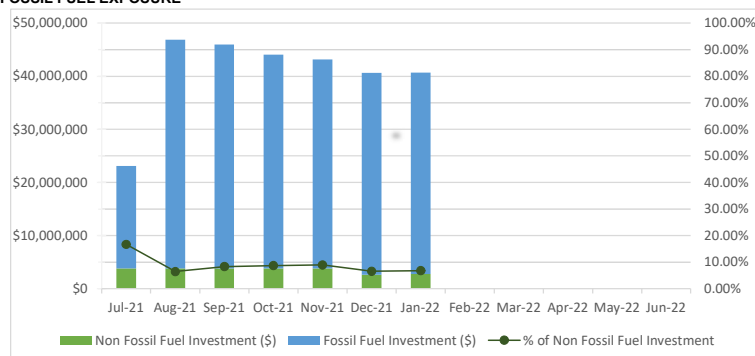


TOTAL CREDIT EXPOSURE

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 31 JANUARY 2022**

	YTD 31/01/2022 \$	YTD 31/01/2021 \$	FY 2021/22 \$	FY 2020/21 \$
Budget	41,372	24,730	100,000	70,000
Interest Earnings	49,770	45,892	49,770	69,957
% Income to Budget	120.3%	185.6%	49.8%	99.9%
RESERVE FUNDS				
Budget	56,039	69,443	100,000	90,000
Interest Earnings	27,050	59,045	27,050	79,826
% Income to Budget	48.3%	85.0%	27.1%	88.7%
LEEDERVILLE GARDENS INC SURPLUS TRUST				
Budget	0	0	0	0
Interest Earnings	45,956	39,684	45,956	58,921
% Income to Budget	0.0%	0.0%	0.0%	0.0%
TOTAL				
Budget	97,411	94,173	200,000	160,000
Interest Earnings	122,776	144,622	122,776	208,704
% Income to Budget	126.0%	153.6%	61.4%	130.4%
Variance	25,365	50,449	(77,224)	48,704
% Variance to Budget	26.0%	53.6%	(38.6%)	30.4%
TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)				
Budget	97,411	94,173	200,000	160,000
Interest Earnings	76,820	104,937	76,820	149,783
% Income to Budget	78.9%	111.4%	38.4%	93.6%
Variance	(20,591)	10,764	(123,180)	(10,217)
% Variance to Budget	(21.1%)	11.4%	(61.6%)	(6.4%)

7.4 MID YEAR BUDGET REVIEW 2021/22

This report will be finalised and published prior to the Council Briefing 1 March 2022.

In accordance with clause 2.5 of the City's [Meeting Procedures Policy](#) this report will supplement the Council Meeting / Council Briefing Agenda as a late report due to the following circumstances:

- the urgency of the business is such that the business cannot await inclusion at a subsequent meeting;

8 CHIEF EXECUTIVE OFFICER

8.1 APPOINTMENT OF COMMUNITY MEMBERS TO THE CITY OF VINCENT AUDIT COMMITTEE

- Attachments:
1. Audit Committee Nomination - Resume of Applicant 1 - Confidential
 2. Audit Committee Nomination - Resume of Applicant 2 - Confidential

RECOMMENDATION:

That Council in accordance with sections 5.10 and 7.1A of the *Local Government Act 1995*, **APPROVES BY ABSOLUTE MAJORITY** the appointment of the following two external independent members to the City's Audit Committee for the term 9 March 2022 to the date of the next ordinary local government election, 21 October 2023:

1. Applicant 1; and
2. Applicant 2.

PURPOSE OF REPORT:

To appoint two new independent external members to the City's Audit Committee.

BACKGROUND:

The primary function of the City's Audit Committee is to review the City's annual external audit and to liaise with the City's internal and external auditors to ensure that the City is appropriately managing its affairs. The objectives and powers of the Audit Committee are set out in its [Terms of Reference](#).

DETAILS:

The Audit Committee comprises of up to 7 members, with up to three external independent members.

Administration invited expressions of interest for suitably qualified persons to nominate for the external independent member positions on the City's website and social media. Advertisements were also placed in the City's local papers.

Nominees were requested to provide a current resume and/or a covering letter to demonstrate their knowledge and experience of:

- business or financial management/reporting;
- risk management systems and procedures;
- internal business controls; and
- legislative compliance programs.

A total of ten submissions were received, with one subsequent withdrawal. At the 15 February 2022 meeting of the Audit Committee, following a discussion of the merits of various nominees and the relevance of the skills and attributes of each, it was resolved to recommend two nominees as the new external members.

The resumes of the nominees are at **Confidential Attachments 1 and 2**. The calibre of the nominees is strong, having relevant and diverse expertise and an interest in Internal Audit and Strategic ICT management. Administration believes that the nominees will contribute positively to the effectiveness of the Audit Committee.

The Audit Committee meetings are held approximately every two months, or more regularly as required. The proposed meeting dates for 2022 will be presented to the Audit Committee meeting on 16 March 2022 for approval.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Division 7.1A of the *Local Government Act 1995* sets out the requirement for Local Governments to establish an Audit Committee and sets out a range of requirements applicable to Audit Committees. Importantly, an Audit Committee must have at least 3 members, and the majority of members are to be Council Members.

The *Local Government (Audit) Regulations 1996* further prescribe the functions of an Audit Committee.

The Audit Committee Terms of Reference sets out in detail how the City's Audit Committee will function.

RISK MANAGEMENT IMPLICATIONS:

Low: The Audit Committee plays a key role in addressing the City's corporate risks and ensuring legislative compliance. Therefore the selection of appropriately skilled and qualified members of the Audit Committee is important in addressing organisational risk and ensuring good corporate governance.

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. This 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.

8.2 MINUTES AND MOTIONS FROM THE ANNUAL MEETING OF ELECTORS HELD ON 2 FEBRUARY 2022

Attachments: 1. Minutes - Annual Meeting of Electors on 2 February 2022 

RECOMMENDATION:

That Council:

1. **RECEIVES the Minutes of the Annual Meeting of Electors (AME) held on Wednesday 2 February 2022, included at Attachment 1; and**
2. **NOTES that due to the short turnaround, responses to the General Business motions carried at the Annual Meeting of Electors will be presented to the Ordinary Council meeting to be held 5 April 2022.**

PURPOSE OF REPORT:

To receive the minutes of the City's Annual Meeting of Electors (AME) and to note the motions carried.

BACKGROUND:

The Annual Meeting of Electors was held at the North Perth Town Hall on Wednesday 2 February 2022 at 6:00pm. There were 22 electors present, as well as eight Council Members (one electronically) and six City employees. Eleven electors raised 16 general business motions, 15 of which were carried at the meeting. One motion was not moved as an earlier carried motion was of a similar intent.

DETAILS:

Other than the motion carried to receive the Annual Report 2020/2021, the following motions were carried at the meeting:

Motion 1

1. That the City urgently complete an assessment of the condition of the footpaths in the district to determine locations where they are in poor condition and unsafe for people of all ages and abilities to walk, run and ride on. This includes footpaths that are cracked, where there is vertical and physical displacement, unsafe kerb ramps, particularly where the ramps meet the road surface, etc.
2. This assessment to include identification of locations that have previously been brought to the attention of the City by residents, additional request to residents to provide examples of unsafe and damaged footpath to the City, and pro-active inspection by City Officers.
3. That the City prepare a schedule to repair these footpaths based on user numbers and type, and proximity to schools, shops, parks and community facilities.
4. That the City determine an innovative solution to the common situation where footpaths adjacent to building sites are covered in debris, or damaged for the months or years it takes for the demolition and construction process to occur. This solution to recognise that footpaths are a vital component of transport infrastructure for people of all ages and abilities to walk, ride bikes and scooters, and use wheelchairs and mobility devices on.
5. That the City proactively and regularly ensure that street trees and vegetation from private properties do not encroach on footpaths in any way. This should include regular visual inspection from City officers and be based on reports made by residents and previous instances where obstruction of vegetation has been a problem.
6. That on a daily basis, the City proactively monitor the streets of the district to take action in instances where people have illegally parked their vehicle so as to obstruct people from using a footpath. This should include a roster to visit locations where breaches have recently occurred or been reported.

7. That the City introduce a system that embraces current technology, to make it easier for people to report instances of illegal parking. For example, using social media, snap send solve, etc. The current process of having to contact the City to report instances of illegal parking by telephone is outdated, and can be impractical or overly time consuming, for example, after hours reports.

Motion 2

1. That the City recognises that the current approach to selecting species to plant as street trees is not yielding acceptable outcomes as too many exotic tree species are selected and planted.
2. That the City acknowledge that compared to the common exotic species used, native tree species provide more food for native bird species including the endangered Carnaby's black cockatoo.
3. That the City acknowledge that most Australian native tree species are beautiful and have stunning displays of flowers.
4. That the City acknowledge that the UV index in Perth is only below the level of 3 in June. For all other days, the UV index reaches a level where it is recommended sun protection is applied.
5. That the City recognises that native tree species provide more year round shade than exotic species. Not only is this important for the safety and convenience of users it will reduce the urban heat island effect.
6. That the City acknowledge that the claimed benefit that exotic tree species provide "light penetration and warmth during the winter months" has minimal impact given that during winter there is often cloud cover and in any case, any benefit would only affect dwellings on the south side of east-west oriented streets.
7. That the City acknowledge that Jacaranda trees lose their leaves in late winter and do not regain them until December. As such, any benefit from light penetration and warmth is not relevant.
8. That the City acknowledge that deciduous trees planted in town centres result in grey, dull and bleak streetscapes during the winter months when they are without leaves. And that the all year round vegetation and winter flowering of many native tree species brings colour and vitality to streets during this time of the year.
9. That the City move away from the use of the street tree selection tool. In its place, that it develop a plan in consultation with residents, to identify suitable street trees for each street in the district. This is similar to the best practice approach in other local governments in Perth.
10. If the City does not agree with this proposal, that the street tree selection tool be available for public inspection so that the inputs and assumptions in the model can be viewed.
11. That the City have a goal of at least 75% of street trees planted from this year onwards will be Australian native tree species.

Motion 3

1. That the City acknowledge that for residents to provide accurate, valuable and considered feedback to the City on an initiative or project, that the information they are provided by the City is comprehensive and accurate.
2. That the City acknowledge that any surveys used to gather feedback from residents are structured so that they are unbiased and that the answers provided cannot be misconstrued.
3. That the City acknowledge that the assessment and analysis of community feedback should be carried out by officers in a fair and impartial manner, and accurately represent the views expressed by those providing feedback.
4. That the City acknowledge that the feedback from resident consultation is an essential component in the decision-making process and is essential to good governance.

5. To ensure that residents have faith in the integrity of the consultation process, it is requested that the process used by the City to seek and analyse feedback from the community is assessed by a suitably qualified independent and impartial organisation. This could be the Ombudsman or the Office of the Auditor General.

Motion 4:

That Council install signage on Colvin Lane at the Strathcona Street end and another halfway up the Lane asking people to observe the 8kmh speed limit.

Motion 5:

That Council trim the trees in Carr Street, so that they are not close to power lines and branches, roots and foliage do not pose a hazard to pedestrians.

Motion 6:

1. That Council extend the reconstituted limestone wall and fencing on the North side of Beatty Park Reserve towards Charles Street and connect it to the existing garden wall structure.
2. Affected residents should be involved in the preliminary planning and discussions to extend the wall and fencing.

Motion 7:

As part of the engagement strategy can members of middle management and Executive be made to assess how they can better engage with ratepayers and residents?

Motion 8:

That Council respect the views of the people they represent and ensure that they act independently and responsibly when voting on council matters.

Motion 9:

1. That Beatty Park Reserve be reclassified from District Open Space to Neighbourhood Open Space.
2. That sporting teams are stopped from using Beatty Park Reserve and return the park to community use.
3. That a plan is developed for Beatty Park based on recreational zoning.

Motion 10:

1. That the electors note, that in response to a motion passed at last year's Annual General Meeting of Electors which requested that the City improve the promotion of the AGM, the administration stated:

The City is committed to engaging the community in its decision making and providing a real opportunity for all members of the community to be heard. Administration and will endeavour to improve the promotion of the AGM in 2022 and will consider how newspaper notices, social media and website notices can be improved.
2. That the electors note the ways in which the City has promoted this year's AGM in particular:
 - 1.1 the fact that the advertisement in the 22 January edition of The Perth Voice was at the bottom of the page on the inside back cover; and
 - 1.2 the initial Public Notice and Facebook post simply stated that the purpose of the AGM is to receive the Annual Report and made no mention of the ability to speak or move motions.
3. Expresses deep disappointment at the administration's continued failure to adequately promote the opportunity that the AGM provides to the community to move motions and participate.

4. Requests that the council consider the failure to adequately promote the AGM when undertaking the next CEO performance review.

Motion 11:

That electors:

1. NOTE that:
 - 1.1 prior to December 2017 the City's Code of Conduct had a requirement that Council Members should respond to all enquiries as soon as practicable, but in any case, within 48 hours of receiving a telephone call, and within 5 days of receiving a written enquiry;
 - 1.2 at the council meeting of 12 December 2017 the council voted unanimously for a revised Code of Conduct that no longer contained this requirement;
 - 1.3 the change to the Code of Conduct was made without any public consultation;
 - 1.4 the report that went to council did not indicate that the requirement was to be removed either through the use of tracked changes or by mention within the report, and in fact said there was "little change to the substance and effect of the code"; and
 - 1.5 the report to council stated that there had been several rounds of internal consultation and that all Council Members had an opportunity to provide feedback on the revised Code prior to it being adopted.
2. REQUEST that the City's Code of Conduct be reviewed and amended, and that the previous requirements for Council Members to respond to enquiries from members of the community be reinstated.

Motion 12:

1. That the community believes that:
 - 1.1 local government does not function well when there are cliques or factions on councils, or if there are perceptions of factions or cliques existing on council; and
 - 1.2 the Mayor should not encourage the formation of cliques or factions, and should actively act to stop the formation of these.
2. That the community requests that the Code of Conduct be amended to make it clear that the mayor has a special leadership role and should not use their position to encourage electors to vote for or against any particular candidates at local government elections.

Motion 13:

That the Hyde Park kiosk agreement be set aside and a proper independent survey be conducted.

Motion 14:

That Council investigate the adequacy of street lighting in Florence Street, West Perth for traffic and pedestrian safety.

It is well researched that well-lit streets can:

- improve surveillance and increase risk of offenders being detected.
- assist to help people feel safer with well illuminated streets, this can further assist with deterrence of crimes through ease of surveillance.

Motion 15:

That Council:

1. At the very least, say every second year (perhaps on a rotational location basis to minimise budget impact) place a greater focus on the non- power line side of the street verge trees proper maintenance, including at a minimum, removal of all dead branches and all overhanging branches - from both the power lines and all branches extending over the footpath and into the private properties. This would also provide an improved streetscape look for those verge trees too, which are sadly very neglected looking.
2. Clarify the insurance claim position of homeowners, for any damage caused by verge trees, including power reconnection costs (electricians and other trade costs + Western Power charges);
3. I understand from discussions with Western Power that they also feel very frustrated with councils that neglect to remove branches that overhang or encroach within two metres of any powerlines.

Council provides at least annual updates on the status of the underground power installation program for the whole of the COV location. Clearly this would (if commenced) go a long way to solving the issues I have raised above that are of concern to many private property owners.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

The AME of the City of Vincent was held in accordance with section 5.27 of the *Local Government Act 1995* (the Act). Section 5.33(1) of the Act requires that all decisions made at an Electors' Meeting are to be considered at the next practicable Ordinary Meeting of Council, which is the 5 April 2022 meeting.

Council must consider the motions from the AME but is not obliged to make a decision on all or any of those Motions. If Council chooses to make a decision in response to an AME Motion then reasons for that decision need to be recorded in the Minutes of the Council Meeting.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider decisions made at the AME in accordance with section 5.33 of the *Local Government Act 1995*.

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 satisfied with the service we provide

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

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*. Any implications will be addressed in the responses to the carried motions.

PUBLIC HEALTH IMPLICATIONS:

This item does not align with any of the priority health outcomes of the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

8.3 LOCAL GOVERNMENT STATUTORY COMPLIANCE AUDIT RETURN 2021

Attachments: 1. **Compliance Audit Return 2021**  

RECOMMENDATION:

That Council:

1. **NOTES** that the City of Vincent's Compliance Audit Return for the period 1 January 2021 to 31 December 2021 was reviewed by the Audit Committee at its 15 February 2022 Meeting;
2. **ADOPTS** the Compliance Audit Return for the period 1 January 2021 to 31 December 2021, at Attachment 1, noting one area of non-compliance reported; and
3. **AUTHORISES** the Compliance Audit Return in Recommendation 1. above to be certified by the Mayor and Chief Executive Officer in accordance with Regulation 15 of the *Local Government (Audit) Regulations 1996*.

PURPOSE OF REPORT:

To adopt the City's Compliance Audit Return (CAR) for 2021.

BACKGROUND:

Section 7.13(1)(i) of the *Local Government Act 1995* (Act) requires local governments to undertake an audit of compliance "*in the prescribed manner and in a form approved by the Minister*". In accordance with section 7.13(1)(i) of the Act, the Department of Local Government, Sport and Cultural Industries (DLGSC) requires that all local governments complete a CAR by 31 March 2022.

In accordance with Regulation 14(3a) of the *Local Government (Audit) Regulations 1996*, the Audit Committee reviewed the CAR at its meeting held on 15 February 2022 and resolved to recommend to Council that it adopts the CAR, noting the one area of non-compliance reported.

DETAILS:

The 2021 CAR contains the following compliance categories:

- Commercial enterprises by Local Governments;
- Delegation of power/duty;
- Disclosure of interest;
- Disposal of property;
- Elections;
- Finance;
- Integrated planning and reporting;
- Local Government employees;
- Official conduct;
- Tenders for providing goods and services; and
- Optional Questions.

Administration has identified one area of non-compliance, as detailed below:

1. Optional Question 8

Section 6.4(3) of the Act requires local governments to submit to its auditor, by 30 September, the balanced accounts and annual financial report for the preceding financial year.

The portal, used by the Office of the Auditor General (OAG) experienced technical issues and Administration was unable to submit the reports by 30 September 2021.

The OAG agreed to receive the reports within 48 hours, and these were submitted once technical issues had been resolved.

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires that the Audit Committee reviews the completed CAR and reports the results to Council. Following Council's adoption of the CAR, the CAR must be submitted to the Department by 31 March 2022. To achieve this timeframe, it is proposed to table the CAR at the Council Meeting on Tuesday 8 March 2022.

RISK MANAGEMENT IMPLICATIONS

Low: Review of the CAR by the Audit Committee satisfies the legislative requirements and assists the City in identifying areas for improvement in terms of internal controls and legislative compliance.

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 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.

COMMENTS:

Regulation 19 of the *Local Government (Administration) Regulations 1996* requires all persons exercising a delegated power or duty under the Act to keep, on all occasions, a written record containing the following information:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

In order to provide a considered response to question 13 – delegation of power/duty, Administration has undertaken sample audit testing of the following delegations:

- Exercise of delegation 2.2.21 – Amendment of a rate record; and
- Exercise of delegation 2.4.10 – Infringement Notices – authority to review, amend and withdraw

The outcome of sample testing identified that the exercise of the delegation was, on each occasion, appropriately documented and in accordance with the Act.

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Vincent - Compliance Audit Return 2021

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2021?	N/A	No major trading undertaking entered into.	Executive Manager Corporate Strategy and Governance
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2021?	N/A	No major trading undertaking entered into.	Executive Manager Corporate Strategy and Governance
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2021?	N/A	No major trading undertaking entered into.	Executive Manager Corporate Strategy and Governance
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2021?	N/A	No major land transaction or major trading undertaking entered into.	Executive Manager Corporate Strategy and Governance
5	s3.59(5)	During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	No major land transaction or major trading undertaking entered into.	Executive Manager Corporate Strategy and Governance

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	Delegation to the Behaviour Complaints Committee was resolved by AMV at the Ordinary Council Meeting 14/12/2021 - Item 9.15 Ref D21/229940.	Governance Projects Officer
2	s5.16	Were all delegations to committees in writing?	Yes	See Register of Delegations, Authorisations & Appointments and Council Minutes 14/12/2021 - both available the City's website Ref D21/229940 & D21/116714	Governance Projects Officer

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes	See Register of Delegations, Authorisations & Appointments and Council Minutes 14/12/2021 - both available on the City's website Ref D21/229940 & D21/116714	Governance Projects Officer
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	See Register of Delegations, Authorisations & Appointments available as a public document on the City's website.(also ref D21/116714)	Governance Projects Officer
5	s5.18	Has council reviewed delegations to its committees in the 2020/2021 financial year?	Yes	Annual review undertaken by Council see minutes of OMC 22/06/2021 Item 12.5 - available on the City's website (also ref D21/106344)	Governance Projects Officer
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes	See Register of Delegations, Authorisations & Appointments available as a public document on the City's website.(also ref D21/116714)	Governance Projects Officer
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	See minutes of OMC 22/06/2021 - Item 12.5 - D21/106344 12/10/2021 - Item - 9.6 - D21/180929 14/12/2021 - Item 9.15 - D21/229940 Also available on the City's website	Governance Projects Officer
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Provided in the Register of Delegations, Authorisations and Appointments available as a public document on the City's website.(also ref D21/116714)	Governance Projects Officer
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Individual Certificates are provided and saved in SC279 Also provided in the Register of Delegations, Authorisations and Appointments available as a public document on the City's website.(also ref D21/116714)	Governance Projects Officer

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	All amendments are noted in Revisions at the end of the Register of Delegations, Authorisations and Appointments	Governance Projects Officer
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	See Register of Delegations, Authorisations & Appointments available as a public document on the City's website.(also ref D21/116714)	Governance Projects Officer
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	Yes	Annual review undertaken by administration 22/04/2021 D21/6734, D21/1169263 and D21/116707 proposed amendments approved at 22/06/2021 Council Meeting	Governance Projects Officer
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes	Based on sample audit testing (see SC400)	Governance Projects Officer

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	Two request were made and participation approvals / limitations were adhered to. All disclosures are registered in the Register of Interests Disclosed at Council Meetings (D16/43908) - available on the City's website.	Executive Manager Corporate Strategy and Governance
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	Recorded in the OMC minutes on 23 March 2021 and 14 December 2021 and the Register of Interests Disclosed at Council Meetings (D16/43908) - available on the City's website.	Executive Manager Corporate Strategy and Governance
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes	Recorded in the relevant minutes and the Register of Interests Disclosed at Council Meetings (D16/43908) - available on the City's website.	Executive Manager Corporate Strategy and Governance

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	Register of Financial Interest - Primary and Annual Returns - D20/130156. The City also publishes a list of Council Members and Employees (by position) that lodged a primary return and annual return for each financial year. This is available on the Council registers page on the City's website	Governance Projects Officer
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	Yes	Document reference numbers for all returns are available in the Register of Financial Interest - Primary and Annual Returns D20/130156	Governance Projects Officer
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	Document reference numbers for all acknowledgements are available in the Register of Financial Interest - Primary and Annual Returns D20/130156	Governance Projects Officer
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes	See Register of Financial Interest - Primary and Annual Returns - D20/130156. The City also publishes a list of Council Members and Employees (by position) that lodged a primary return and annual return for each financial year. This is available on the Council registers page on the City's website	Governance Projects Officer
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes	Register of Interests Disclosed at Council Meetings (D16/43908) - available on the Council registers page on the City's website	Governance Projects Officer
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes	See Register of Financial Interest - Primary and Annual Returns - D20/130156.	Governance Projects Officer
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	These are saved in SC2692	Governance Projects Officer

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes	Register in prescribed Form 4 (r28) is available on the City's website - see Council registers D19/183319	Council Liaison Officer
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Council_Registers/Register_of_Gifts_-_from_20_October_2019.pdf	Council Liaison Officer
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes	The register is available on the City's website as above	Governance Projects Officer
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	ref SC279	Governance Projects Officer
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?* *Question not applicable after 2 Feb 2021	Yes	https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Council_Registers/Register_of_Interest_disclosed_at_Ordinary_and_Special_Council_Meetings_16_December.pdf	Council Liaison Officer
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*	Yes	https://www.vincent.wa.gov.au/council/council-committees/council-meetings/past-and-upcoming-meetings/2021-meetings.aspx	Council Liaison Officer
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	David MacLennan, CEO declared interest in some items - recorded https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Council_Registers/Register_of_Interest_disclosed_at_Ordinary_and_Special_Council_Meetings_16_December.pdf	Council Liaison Officer
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	not required	Executive Manager Corporate Strategy and Governance

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A	not required	Executive Manager Corporate Strategy and Governance
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?*	Yes	The conduct of Council Members, committee members, the CEO, employees and contractors was previously governed by the City's Code of Conduct 2017 (2017 Code).	Governance Projects Officer
		*Question not applicable after 2 Feb 2021			
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?*	Yes	This is available on the City's website	Executive Manager Corporate Strategy and Governance
		*Question not applicable after 2 Feb 2021			
22	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	At the 23 March 2021 Ordinary Meeting of Council a new Code of Conduct to be observed by Council Members, Committee Members and Candidates that incorporates the Model Code was adopted.	Governance Projects Officer
23	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	Yes	Administration proposed some minor amendments to the Model Code Division 3 (Behaviours) to incorporate behaviours referred to in the 2017 Code. All amendments comply with section 5.104(3) and (4)	Governance Projects Officer
24	s5.104(7)	Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?	Yes	This is available on the City's website	Governance Projects Officer
25	s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	Yes	A new Employee and Contractor Code of Conduct has been developed and implemented by the CEO. This is available on the City's website	Governance Projects Officer

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	N/A	The City did not dispose of any property in accordance with section 3.58(3)	Executive Manager Corporate Strategy and Governance
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A	See above	Executive Manager Corporate Strategy and Governance

Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes	No electoral gifts declared.	Executive Manager Corporate Strategy and Governance
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A	No electoral gifts declared.	Executive Manager Corporate Strategy and Governance
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	N/A	No electoral gifts declared. Register published without entry	Executive Manager Corporate Strategy and Governance

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	At the Ordinary Meeting of Council held 16 November 2021 Council appointed its Audit Committee members by absolute majority in accordance with section 7.1A of the Act.	Executive Director, Community & Business Services
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	No powers have been delegated to the Audit Committee.	Executive Director, Community & Business Services
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?	Yes	Received at the Ordinary Council Meeting held 14 December 2021.	Executive Director, Community & Business Services
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	All audit queries have appropriate action items and are monitored and tracked at each Audit Committee	Executive Director, Community & Business Services
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes	The Minister received a letter from the City on 8 March 2021, which was within 3 months of the audit. In response, the Department advised that the correspondence was an insufficient response. However, the Department noted that the City's 2019/20 audit report referred to the City's management of the same significant matter (Asset Sustainability Ratio) and stated that this would satisfy the requirements of the Act.	Executive Director, Community & Business Services
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes	A copy of the report was published on the City's website on 1 February 2022.	Executive Manager Financial Services
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes	Received at the Ordinary Council Meeting held 14 December 2021.	Executive Director, Community & Business Services

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The Strategic Community Plan 2018 - 2028 (SCP) was adopted by AMV at the 16 October 2018 OMC - Item 13.1 - D18/155714. A minor review was undertaken in 2020. The modified SCP was adopted at the 18 August 2020 OMC - Item 9.3 - D20/148041	Governance Projects Officer
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The Corporate Business Plan 2021/22 -2024/25 was adopted by AMV at the 10 August 2021 OMC - Item 11.5 - D20/148041	Governance Projects Officer
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes	The Corporate Business Plan 2021/22 -2024/25 aligns with the legislative requirements	Governance Projects Officer

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	The CEO was appointed in 2018 in accordance with adopted policies. The CEO recruitment panel was appointed at the 1 May 2018 Council Meeting, and the consultant was appointed at the 29 May 2019 Council Meeting	Executive Manager Corporate Strategy and Governance
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A	There were no CEO and/or senior employee vacancies in 2021.	Executive Manager Corporate Strategy and Governance
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	There were no CEO and/or senior employee vacancies in 2021.	Executive Manager Corporate Strategy and Governance
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A	There were no CEO and/or senior employee vacancies in 2021.	Executive Manager Corporate Strategy and Governance
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	There were no CEO and/or senior employee vacancies in 2021.	Executive Manager Corporate Strategy and Governance
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	There were no CEO and/or senior employee vacancies in 2021.	Executive Manager Corporate Strategy and Governance

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes	Council appointed the CEO as its complaints officer at the 16 February 2021 OMC - Item 12.4 - D21/24905. At the 14 December 2021 OMC Council delegated by AMV to the Chief Executive Officer the authority to appoint an external Complaints Officer to receive complaints and withdrawal of complaints - Item 9.15 - D21/229940.	Governance Projects Officer
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121(2)?	Yes	No complaints received.	Executive Manager Corporate Strategy and Governance
3	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	This is available on the City's website	Executive Manager Corporate Strategy and Governance

Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	Yes	Audit Committee 1/12/2020 Council 15/12/2020	Executive Manager Corporate Strategy and Governance
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report.	Yes	Audit Committee 1/12/2020 Council 15/12/2020	Executive Manager Corporate Strategy and Governance

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	Yes		Council Liaison Officer
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	The Attendance at Events policy was adopted by Council at the 23 March 2021 OMC - Item 12.1 - D21/49070	Governance Projects Officer
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes	This information is available on the City's website	Governance Projects Officer
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	The Council Members Continuing Professional Development Policy was adopted by Council at the 16 June 2020 OMC - Item 12.3 - D20/105102	Governance Projects Officer
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?	Yes	The professional development report for the 2020/2021 financial year was noted by Council at the 27 July 2021 OMC - Item 12.1 - D21/1311543. The report is published on the City's website under PUBLICLY AVAILABLE COUNCIL REGISTERS	Governance Projects Officer
8	s6.4(3)	By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2021?	No	The OAG portal experienced technical issues and the City was unable to complete the submission. The OAG then agreed to receive the information within 48 hours, once technical issues had been resolved.	Executive Director, Community & Business Services
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	The City held 6 budget workshops with Council Members, prior to adopting the annual budget on 22 June 2021	Executive Director, Community & Business Services

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	The City complied with its Purchasing Policy for all procurements valued at \$250,000 or less.	Coordinator Procurement and Contracts

12 of 15

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes	All procurements worth above \$250,000 were publicly invited as per Regulation 11(1).	Coordinator Procurement and Contracts
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes	All tenders were advertised in the West Australian newspaper, Tenderlink and on the City of Vincent website.	Coordinator Procurement and Contracts
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	The City did not split any contracts into 2 or more contracts to avoid the requirements of regulation 11(1).	Coordinator Procurement and Contracts
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes	Any variation of information was distributed as an addenda notice to all Tenderers via Tenderlink or emailed directly to tenderers.	Coordinator Procurement and Contracts
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes	All tenders were advertised for at least 14 days or more as required under Regulation 15. Two City officers were present when tenders were opened.	Coordinator Procurement and Contracts
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	All information recorded in the tender register complied with Regulation 17. The City's tender register is published on the City's official website and is publicly available.	Coordinator Procurement and Contracts
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	One tender was rejected in accordance with F&G Reg 18(1).	Coordinator Procurement and Contracts
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	All successful tenders were evaluated by an evaluation panel and evaluation reports were produced and approved.	Coordinator Procurement and Contracts
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	All unsuccessful tender responses were notified of the evaluation outcome via a letter sent by email.	Coordinator Procurement and Contracts

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes	The City released one expression of interest (EOI). The EOI was advertised above the minimum time allowed under Reg 22 and was advertised in the West Australian newspaper, Tenderlink and on the City of Vincent website.	Coordinator Procurement and Contracts
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	All EOI responses were submitted at the place and within the time specified in the EOI.	Coordinator Procurement and Contracts
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23 (1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	The EOI responses are currently under evaluation.	Coordinator Procurement and Contracts
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A	The EOI response are currently under evaluation.	Coordinator Procurement and Contracts
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A	The City did not establish any panel of pre-qualified suppliers.	Coordinator Procurement and Contracts
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	The City did not establish any panel of pre-qualified suppliers.	Coordinator Procurement and Contracts
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	The City did not establish any panel of pre-qualified suppliers.	Coordinator Procurement and Contracts
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A	The City did not establish any panel of pre-qualified suppliers.	Coordinator Procurement and Contracts
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	The City did not establish any panel of pre-qualified suppliers.	Coordinator Procurement and Contracts

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**



No	Reference	Question	Response	Comments	Respondent
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	The City did not establish any panel of pre-qualified suppliers.	Coordinator Procurement and Contracts
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	The City did not establish any panel of pre-qualified suppliers.	Coordinator Procurement and Contracts
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A	No regional price preference was required or used for the assessment of tenders.	Coordinator Procurement and Contracts

I certify this Compliance Audit Return has been adopted by council at its meeting on _____

Signed Mayor/President, Vincent

Signed CEO, Vincent

8.4 REPORT AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 15 FEBRUARY 2022

- Attachments:**
1. **Audit Committee Minutes 15 February 2022**  
 2. **Confidential Items for Audit Committee - Confidential**
 3. **Addendum to Item 5.4 OAG Computing Controls Audit 2020/2021 - Confidential**
 4. **Addendum to Item 5.5 OAG report into Cyber Security in Local Government - Confidential**

RECOMMENDATION:**That Council:**

1. **RECEIVES** the minutes of the Audit Committee Meeting of 15 February 2022, as at Attachment 1, and **NOTES** the recommendations;
2. **ADOPTS** the Local Government Statutory Compliance Audit Return for the period 1 January 2021 to 31 December 2021 noting the one area of non-compliance and explanation for this non-compliance.

PURPOSE OF REPORT:

To report to Council the proceedings of the Audit Committee at its meeting held on 15 February 2022 in accordance with clause 2.21(1) of the City's Meeting Procedures Local Law 2008.

BACKGROUND:

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

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

DETAILS:

At its meeting on 10 December 2021 the Audit Committee agenda included the following items:

- 5.1 Election of Chairperson and Deputy Chairperson of the City of Vincent Audit Committee
- 5.2 Audited Financial Statements and Management Letters for year ended 30 June 2021
- 5.3 Risk Management Practices in Contract Management and Procurement
- 5.4 OAG Computing Controls Audit 2020/2021
- 5.5 Review: OAG report into Cyber Security in Local Government
- 5.7 Small Maintenance Works Contract
- 5.6 Fraud and Corruption Prevention Plan - Annual Review
- 5.8 Further Risk Assessment (non-structural risks) on Ageing Infrastructure
- 5.9 Review of the City's Audit Log 113
- 5.10 Audit Committee Meeting Dates 2022 22
- 5.11 Appointment of Independent Members to the City of Vincent Audit Committee

The Audit Committee considered two agenda items as follows:

5.1 Election of Chairperson and Deputy Chairperson of the City of Vincent Audit Committee

Only one nomination was received for Chairperson. Mr Conley Manifis was therefore elected as Chairperson for the ensuing year.

Only one nomination was received for Deputy Chairperson. Cr Ross Ioppolo was therefore elected as Deputy Chairperson for the ensuing year.

5.2 Audited Financial Statements and Management Letters for year ended 30 June 2021

The auditors have completed the Audit of the City's accounts and Annual Financial Statements for the year ending 30 June 2021, in accordance with the terms of their appointment and the requirements of Part 7 Division 3 of the Act. OAG has submitted their audit opinion, management letters (Financial Audit and Information System audit) and Exit Brief, which are shown as attachments in **Attachments 1 to 4**.

Representatives from the OAG attended the Audit Committee Meeting to present the Audited Financial Statements, management letters (Financial Audit and Information System audit) and Exit Brief. In accordance with section 7.12A (2) of the Act, representatives of the OAG must also attend the 14 December 2021 Council Meeting, as this duty has not been delegated to the Audit Committee.

The Audit Committee received the Management Letters, Exit Brief, Financial Statements and Audit Opinion, and recommended to Council the adoption of the Audited Annual Financial Statements for the year ended 20 June 2021.

Due to a lack of quorum, the 10 December 2021 meeting was closed and the following items were deferred:

- 5.3 Risk Management Practices in Contract Management and Procurement
- 5.4 OAG Computing Controls Audit 2020/2021
- 5.5 Review: OAG report into Cyber Security in Local Government
- 5.7 Small Maintenance Works Contract
- 5.6 Fraud and Corruption Prevention Plan - Annual Review
- 5.8 Further Risk Assessment (non-structural risks) on Ageing Infrastructure
- 5.9 Review of the City's Audit Log
- 5.10 Audit Committee Meeting Dates 2022
- 5.11 Appointment of Independent Members to the City of Vincent Audit Committee

These items, as well as an additional item 5.12 Local Government Statutory Compliance Audit Return 2021, were considered at the 15 February 2022 Audit Committee Meeting:

5.3 Risk Management Practices in Contract Management and Procurement

The Audit Committee noted the information in the report, and that an updated report will be provided to the March meeting.

5.4 OAG Computing Controls Audit 2020/2021

The report was noted, and it was noted that an addendum with further information would be provided. This addendum is **Attachment 3**.

5.5 Review: OAG report into Cyber Security in Local Government

The report was noted, and it was noted that an addendum with further information would be provided. This addendum is **Attachment 4**.

5.6 Fraud and Corruption Prevention Plan - Annual Review

The proposed actions and amendments to the Fraud and Corruption Prevention Plan were recommended to Council. It was noted that the modified internal audit program is currently being procured, and a report will be presented to the May 2022 Audit Committee Meeting.

5.7 Small Maintenance Works Contract

This report was deferred to the 16 March 2022 meeting, to allow the Procurement Plan to be presented.

5.8 Further Risk Assessment (non-structural risks) on Ageing Infrastructure

This report was deferred to the 16 March 2022 meeting.

5.9 Review of the City's Audit Log

This report was deferred to the 16 March 2022 meeting.

5.10 Audit Committee Meeting Dates 2022

It was resolved to hold the next Audit Committee Meeting on Wednesday, 16 March 2022 at 4pm. A meeting schedule for 2022 will be presented to that meeting.

5.11 Appointment of Independent Members to the City of Vincent Audit Committee

It was decided to recommend appointment of two Independent External Members to the Audit Committee. The Committee expressed thanks to the previous members of the Audit Committee for their valuable contributions.

5.12 Local Government Statutory Compliance Audit Return 2021

The Compliance Audit Return 2021 was recommended to Council, noting that there was one item of non-compliance, and the reason for that non-compliance.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

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

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

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider the report and minutes of the Audit Committee meeting on 10 December 2021.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

There are no implications to the priority health outcomes of the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.



CITY OF VINCENT

MINUTES

Audit Committee

15 February 2022

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Table of Contents

1	Introduction and Welcome	3
2	Apologies / Members on Approved Leave of Absence	3
3	Declarations of Interest	3
4	Confirmation of Minutes	4
5	Business Arising	5
5.11	Appointment of Independent Members to the City of Vincent Audit Committee	5
5.12	Local Government Statutory Compliance Audit Return 2021	6
5.10	Audit Committee Meeting Dates 2022	22
5.3	Risk Management Practices in Contract Management and Procurement.....	25
5.4	OAG Computing Controls Audit 2020/2021	31
5.5	Review: OAG report into Cyber Security in Local Government.....	57
5.7	Small Maintenance Works Contract	58
5.6	Fraud and Corruption Prevention Plan - Annual Review	59
5.8	Further Risk Assessment (non-structural risks) on Ageing Infrastructure	101
5.9	Review of the City's Audit Log	113
6	General Business	121
7	Next Meeting	121
8	Closure	121

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

**MINUTES OF CITY OF VINCENT
AUDIT COMMITTEE
HELD AS E-MEETING AND AT THE
ADMINISTRATION AND CIVIC CENTRE
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 15 FEBRUARY 2022 AT 4.00PM**

PRESENT:	Mr Conley Manifis	Independent External Member (Chair) (electronically, left at 4.48pm after Item 5.10)
	Cr Ashley Wallace	South Ward (electronically)
	Cr Susan Gontaszewski	South Ward (electronically)
	Cr Ron Alexander	North Ward (electronically from 4.17pm, after Item 4)
	Cr Ross Ioppolo	South Ward (Acting Chair)
IN ATTENDANCE:	David MacLennan	Chief Executive Officer
	Virginia Miltrup	Executive Manager Community & Business Services (electronically)
	Rhys Taylor	Manager Financial Services (electronically)
	Peter Varris	Executive Manager Corporate Strategy & Governance
	Peter Ferguson	Executive Manager Information and Communication Technology (electronically)
	Andrew Murphy	Executive Director Infrastructure & Development (electronically)
	Wendy Barnard	Council Liaison Officer (electronically)

1 INTRODUCTION AND WELCOME

The Presiding Member, Conley Manifis, declared the meeting open at 4.15pm 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 DECLARATIONS OF INTEREST

Conley Manifis declared an impartiality interest. The extent of his interest is that his company is contracted by the Office of the Auditor General to complete external audits.

AUDIT COMMITTEE MINUTES15 FEBRUARY 2022

4 CONFIRMATION OF MINUTES**COMMITTEE DECISION****Moved:** Cr Ioppolo, **Seconded:** Cr Wallace

That the minutes of the Audit Committee held on 10 December 2021 be confirmed.

CARRIED (4-0)**For:** Mr Manifis, Cr Wallace, Cr Gontaszewski, Cr Alexander and Cr Ioppolo**Against:** Nil

As Presiding Member, Conley Manifis, was driving, Deputy Chair Ross Ioppolo took the role of Presiding Member. Cr Alexander joined the meeting electronically.

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

5 BUSINESS ARISING

With the consent of the Committee the Presiding Member decided to discuss the reports in the following order of priority.

5.11 APPOINTMENT OF INDEPENDENT MEMBERS TO THE CITY OF VINCENT AUDIT COMMITTEE

Attachments: 1. **Shortlist Independent Member Nominations Audit Committee - Confidential**

RECOMMENDATION:

That Council:

1. In accordance with sections 5.10 and 7.1A of the *Local Government Act 1995*, APPROVES BY ABSOLUTE MAJORITY the appointment of the following two external independent members to the City's Audit Committee for the term 9 March 2022 to the date of the next ordinary local government election, 21 October 2023.

1. _____

2. _____

NOTE: The Committee discussed the merits of various nominees and the relevance of the skills and attributes of each.

COMMITTEE DECISION ITEM 5.11

Moved: Cr Wallace, **Seconded:** Cr Gontaszewski

1. In accordance with sections 5.10 and 7.1A of the *Local Government Act 1995*, APPROVES BY ABSOLUTE MAJORITY the appointment of the following two external independent members to the City's Audit Committee for the term 9 March 2022 to the date of the next ordinary local government election, 21 October 2023.

1. [REDACTED]

2. [REDACTED]

CARRIED (5-0)

For: Mr Manifis, Cr Wallace, Cr Gontaszewski, Cr Alexander and Cr Ioppolo

Against: Nil

The Committee's Reason for Varying Administration's Recommendation

Supported by Administration.

AUDIT COMMITTEE MINUTES15 FEBRUARY 2022

5.12 LOCAL GOVERNMENT STATUTORY COMPLIANCE AUDIT RETURN 2021

Attachments: 1. City of Vincent Compliance Audit Return 2021 [↓](#) **RECOMMENDATION:**

That the Audit Committee **RECOMMENDS** that Council adopts the Local Government Statutory Compliance Audit Return for the period 1 January 2021 to 31 December 2021 noting the one area of non-compliance and explanation for this non-compliance.

COMMITTEE DECISION ITEM 5.12**Moved:** Cr Wallace, **Seconded:** Cr Gontaszewski

That the recommendation be adopted.

CARRIED (5-0)**For:** Mr Manifis, Cr Wallace, Cr Gontaszewski, Cr Alexander and Cr Ioppolo**Against:** Nil

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Vincent - Compliance Audit Return 2021

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2021?	N/A	No major trading undertaking entered into.	Executive Manager Corporate Strategy and Governance
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2021?	N/A	No major trading undertaking entered into.	Executive Manager Corporate Strategy and Governance
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2021?	N/A	No major trading undertaking entered into.	Executive Manager Corporate Strategy and Governance
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2021?	N/A	No major land transaction or major trading undertaking entered into.	Executive Manager Corporate Strategy and Governance
5	s3.59(5)	During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	No major land transaction or major trading undertaking entered into.	Executive Manager Corporate Strategy and Governance

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	Delegation to the Behaviour Complaints Committee was resolved by AMV at the Ordinary Council Meeting 14/12/2021 - Item 9.15 Ref D21/229940.	Governance Projects Officer
2	s5.16	Were all delegations to committees in writing?	Yes	See Register of Delegations, Authorisations & Appointments and Council Minutes 14/12/2021 - both available the City's website Ref D21/229940 & D21/116714	Governance Projects Officer

1 of 15

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes	See Register of Delegations, Authorisations & Appointments and Council Minutes 14/12/2021 - both available on the City's website Ref D21/229940 & D21/116714	Governance Projects Officer
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	See Register of Delegations, Authorisations & Appointments available as a public document on the City's website.(also ref D21/116714)	Governance Projects Officer
5	s5.18	Has council reviewed delegations to its committees in the 2020/2021 financial year?	Yes	Annual review undertaken by Council see minutes of OMC 22/06/2021 Item 12.5 - available on the City's website (also ref D21/106344)	Governance Projects Officer
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes	See Register of Delegations, Authorisations & Appointments available as a public document on the City's website.(also ref D21/116714)	Governance Projects Officer
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	See minutes of OMC 22/06/2021 - Item 12.5 - D21/106344 12/10/2021 - Item - 9.6 - D21/180929 14/12/2021 - Item 9.15 - D21/229940 Also available on the City's website	Governance Projects Officer
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Provided in the Register of Delegations, Authorisations and Appointments available as a public document on the City's website.(also ref D21/116714)	Governance Projects Officer
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Individual Certificates are provided and saved in SC279 Also provided in the Register of Delegations, Authorisations and Appointments available as a public document on the City's website.(also ref D21/116714)	Governance Projects Officer

2 of 15

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	All amendments are noted in Revisions at the end of the Register of Delegations, Authorisations and Appointments	Governance Projects Officer
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	See Register of Delegations, Authorisations & Appointments available as a public document on the City's website.(also ref D21/116714)	Governance Projects Officer
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	Yes	Annual review undertaken by administration 22/04/2021 D21/6734, D21/1169263 and D21/116707 proposed amendments approved at 22/06/2021 Council Meeting	Governance Projects Officer
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes	Based on sample audit testing (see SC400)	Governance Projects Officer

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	Two request were made and participation approvals / limitations were adhered to. All disclosures are registered in the Register of Interests Disclosed at Council Meetings (D16/43908) - available on the City's website.	Executive Manager Corporate Strategy and Governance
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	Recorded in the OMC minutes on 23 March 2021 and 14 December 2021 and the Register of Interests Disclosed at Council Meetings (D16/43908) - available on the City's website.	Executive Manager Corporate Strategy and Governance
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes	Recorded in the relevant minutes and the Register of Interests Disclosed at Council Meetings (D16/43908) - available on the City's website.	Executive Manager Corporate Strategy and Governance

3 of 15

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	Register of Financial Interest - Primary and Annual Returns - D20/130156. The City also publishes a list of Council Members and Employees (by position) that lodged a primary return and annual return for each financial year. This is available on the Council registers page on the City's website	Governance Projects Officer
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	Yes	Document reference numbers for all returns are available in the Register of Financial Interest - Primary and Annual Returns D20/130156	Governance Projects Officer
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	Document reference numbers for all acknowledgements are available in the Register of Financial Interest - Primary and Annual Returns D20/130156	Governance Projects Officer
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes	See Register of Financial Interest - Primary and Annual Returns - D20/130156. The City also publishes a list of Council Members and Employees (by position) that lodged a primary return and annual return for each financial year. This is available on the Council registers page on the City's website	Governance Projects Officer
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes	Register of Interests Disclosed at Council Meetings (D16/43908) - available on the Council registers page on the City's website	Governance Projects Officer
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes	See Register of Financial Interest - Primary and Annual Returns - D20/130156.	Governance Projects Officer
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	These are saved in SC2692	Governance Projects Officer

4 of 15

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes	Register in prescribed Form 4 (r28) is available on the City's website - see Council registers D19/183319	Council Liaison Officer
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Council_Registers/Register_of_Gifts_-_from_20_October_2019.pdf	Council Liaison Officer
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes	The register is available on the City's website as above	Governance Projects Officer
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	ref SC279	Governance Projects Officer
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?* *Question not applicable after 2 Feb 2021	Yes	https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Council_Registers/Register_of_Interest_disclosed_at_Ordinary_and_Special_Council_Meetings_16_December.pdf	Council Liaison Officer
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*	Yes	https://www.vincent.wa.gov.au/council/council-committees/council-meetings/past-and-upcoming-meetings/2021-meetings.aspx *Question not applicable after 2 Feb 2021	Council Liaison Officer
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	David MacLennan, CEO declared interest in some items - recorded https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Council_Registers/Register_of_Interest_disclosed_at_Ordinary_and_Special_Council_Meetings_16_December.pdf	Council Liaison Officer
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	not required	Executive Manager Corporate Strategy and Governance

5 of 15

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A	not required	Executive Manager Corporate Strategy and Governance
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?*	Yes	The conduct of Council Members, committee members, the CEO, employees and contractors was previously governed by the City's Code of Conduct 2017 (2017 Code).	Governance Projects Officer
		*Question not applicable after 2 Feb 2021			
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?*	Yes	This is available on the City's website	Executive Manager Corporate Strategy and Governance
		*Question not applicable after 2 Feb 2021			
22	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	At the 23 March 2021 Ordinary Meeting of Council a new Code of Conduct to be observed by Council Members, Committee Members and Candidates that incorporates the Model Code was adopted.	Governance Projects Officer
23	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	Yes	Administration proposed some minor amendments to the Model Code Division 3 (Behaviours) to incorporate behaviours referred to in the 2017 Code. All amendments comply with section 5.104(3) and (4)	Governance Projects Officer
24	s5.104(7)	Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?	Yes	This is available on the City's website	Governance Projects Officer
25	s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	Yes	A new Employee and Contractor Code of Conduct has been developed and implemented by the CEO. This is available on the City's website	Governance Projects Officer

6 of 15

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	N/A	The City did not dispose of any property in accordance with section 3.58(3)	Executive Manager Corporate Strategy and Governance
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A	See above	Executive Manager Corporate Strategy and Governance

Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes	No electoral gifts declared.	Executive Manager Corporate Strategy and Governance
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A	No electoral gifts declared.	Executive Manager Corporate Strategy and Governance
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	N/A	No electoral gifts declared. Register published without entry	Executive Manager Corporate Strategy and Governance

7 of 15

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	At the Ordinary Meeting of Council held 16 November 2021 Council appointed its Audit Committee members by absolute majority in accordance with section 7.1A of the Act.	Executive Director, Community & Business Services
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	No powers have been delegated to the Audit Committee.	Executive Director, Community & Business Services
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?	Yes	Received at the Ordinary Council Meeting held 14 December 2021.	Executive Director, Community & Business Services
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	All audit queries have appropriate action items and are monitored and tracked at each Audit Committee	Executive Director, Community & Business Services
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes	The Minister received a letter from the City on 8 March 2021, which was within 3 months of the audit. In response, the Department advised that the correspondence was an insufficient response. However, the Department noted that the City's 2019/20 audit report referred to the City's management of the same significant matter (Asset Sustainability Ratio) and stated that this would satisfy the requirements of the Act.	Executive Director, Community & Business Services
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes	A copy of the report was published on the City's website on 1 February 2022.	Executive Manager Financial Services
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes	Received at the Ordinary Council Meeting held 14 December 2021.	Executive Director, Community & Business Services

8 of 15

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The Strategic Community Plan 2018 - 2028 (SCP) was adopted by AMV at the 16 October 2018 OMC - Item 13.1 - D18/155714. A minor review was undertaken in 2020. The modified SCP was adopted at the 18 August 2020 OMC - Item 9.3 - D20/148041	Governance Projects Officer
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The Corporate Business Plan 2021/22 -2024/25 was adopted by AMV at the 10 August 2021 OMC - Item 11.5 - D20/148041	Governance Projects Officer
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes	The Corporate Business Plan 2021/22 -2024/25 aligns with the legislative requirements	Governance Projects Officer

9 of 15

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	The CEO was appointed in 2018 in accordance with adopted policies. The CEO recruitment panel was appointed at the 1 May 2018 Council Meeting, and the consultant was appointed at the 29 May 2019 Council Meeting	Executive Manager Corporate Strategy and Governance
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A	There were no CEO and/or senior employee vacancies in 2021.	Executive Manager Corporate Strategy and Governance
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	There were no CEO and/or senior employee vacancies in 2021.	Executive Manager Corporate Strategy and Governance
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A	There were no CEO and/or senior employee vacancies in 2021.	Executive Manager Corporate Strategy and Governance
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	There were no CEO and/or senior employee vacancies in 2021.	Executive Manager Corporate Strategy and Governance
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	There were no CEO and/or senior employee vacancies in 2021.	Executive Manager Corporate Strategy and Governance

10 of 15

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes	Council appointed the CEO as its complaints officer at the 16 February 2021 OMC - Item 12.4 - D21/24905. At the 14 December 2021 OMC Council delegated by AMV to the Chief Executive Officer the authority to appoint an external Complaints Officer to receive complaints and withdrawal of complaints - Item 9.15 - D21/229940.	Governance Projects Officer
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121(2)?	Yes	No complaints received.	Executive Manager Corporate Strategy and Governance
3	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	This is available on the City's website	Executive Manager Corporate Strategy and Governance
Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	Yes	Audit Committee 1/12/2020 Council 15/12/2020	Executive Manager Corporate Strategy and Governance
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report.	Yes	Audit Committee 1/12/2020 Council 15/12/2020	Executive Manager Corporate Strategy and Governance

11 of 15

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	Yes		Council Liaison Officer
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	The Attendance at Events policy was adopted by Council at the 23 March 2021 OMC - Item 12.1 - D21/49070	Governance Projects Officer
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes	This information is available on the City's website	Governance Projects Officer
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	The Council Members Continuing Professional Development Policy was adopted by Council at the 16 June 2020 OMC - Item 12.3 - D20/105102	Governance Projects Officer
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?	Yes	The professional development report for the 2020/2021 financial year was noted by Council at the 27 July 2021 OMC - Item 12.1 - D21/1311543. The report is published on the City's website under PUBLICLY AVAILABLE COUNCIL REGISTERS	Governance Projects Officer
8	s6.4(3)	By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2021?	No	The OAG portal experienced technical issues and the City was unable to complete the submission. The OAG then agreed to receive the information within 48 hours, once technical issues had been resolved.	Executive Director, Community & Business Services
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	The City held 6 budget workshops with Council Members, prior to adopting the annual budget on 22 June 2021	Executive Director, Community & Business Services

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	The City complied with its Purchasing Policy for all procurements valued at \$250,000 or less.	Coordinator Procurement and Contracts

12 of 15

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes	All procurements worth above \$250,000 were publicly invited as per Regulation 11(1).	Coordinator Procurement and Contracts
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes	All tenders were advertised in the West Australian newspaper, Tenderlink and on the City of Vincent website.	Coordinator Procurement and Contracts
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	The City did not split any contracts into 2 or more contracts to avoid the requirements of regulation 11(1).	Coordinator Procurement and Contracts
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes	Any variation of information was distributed as an addenda notice to all Tenderers via Tenderlink or emailed directly to tenderers.	Coordinator Procurement and Contracts
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes	All tenders were advertised for at least 14 days or more as required under Regulation 15. Two City officers were present when tenders were opened.	Coordinator Procurement and Contracts
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	All information recorded in the tender register complied with Regulation 17. The City's tender register is published on the City's official website and is publicly available.	Coordinator Procurement and Contracts
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	One tender was rejected in accordance with F&G Reg 18(1).	Coordinator Procurement and Contracts
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	All successful tenders were evaluated by an evaluation panel and evaluation reports were produced and approved.	Coordinator Procurement and Contracts
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	All unsuccessful tender responses were notified of the evaluation outcome via a letter sent by email.	Coordinator Procurement and Contracts

13 of 15

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes	The City released one expression of interest (EOI). The EOI was advertised above the minimum time allowed under Reg 22 and was advertised in the West Australian newspaper, Tenderlink and on the City of Vincent website.	Coordinator Procurement and Contracts
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	All EOI responses were submitted at the place and within the time specified in the EOI.	Coordinator Procurement and Contracts
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23 (1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	The EOI responses are currently under evaluation.	Coordinator Procurement and Contracts
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A	The EOI response are currently under evaluation.	Coordinator Procurement and Contracts
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A	The City did not establish any panel of pre-qualified suppliers.	Coordinator Procurement and Contracts
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	The City did not establish any panel of pre-qualified suppliers.	Coordinator Procurement and Contracts
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	The City did not establish any panel of pre-qualified suppliers.	Coordinator Procurement and Contracts
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A	The City did not establish any panel of pre-qualified suppliers.	Coordinator Procurement and Contracts
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	The City did not establish any panel of pre-qualified suppliers.	Coordinator Procurement and Contracts

14 of 15

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	The City did not establish any panel of pre-qualified suppliers.	Coordinator Procurement and Contracts
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	The City did not establish any panel of pre-qualified suppliers.	Coordinator Procurement and Contracts
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A	No regional price preference was required or used for the assessment of tenders.	Coordinator Procurement and Contracts

I certify this Compliance Audit Return has been adopted by council at its meeting on _____

Signed Mayor/President, Vincent

Signed CEO, Vincent

15 of 15

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

5.10 AUDIT COMMITTEE MEETING DATES 2022

Attachments: 1. Proposed Audit Committee Dates 2022  

RECOMMENDATION:

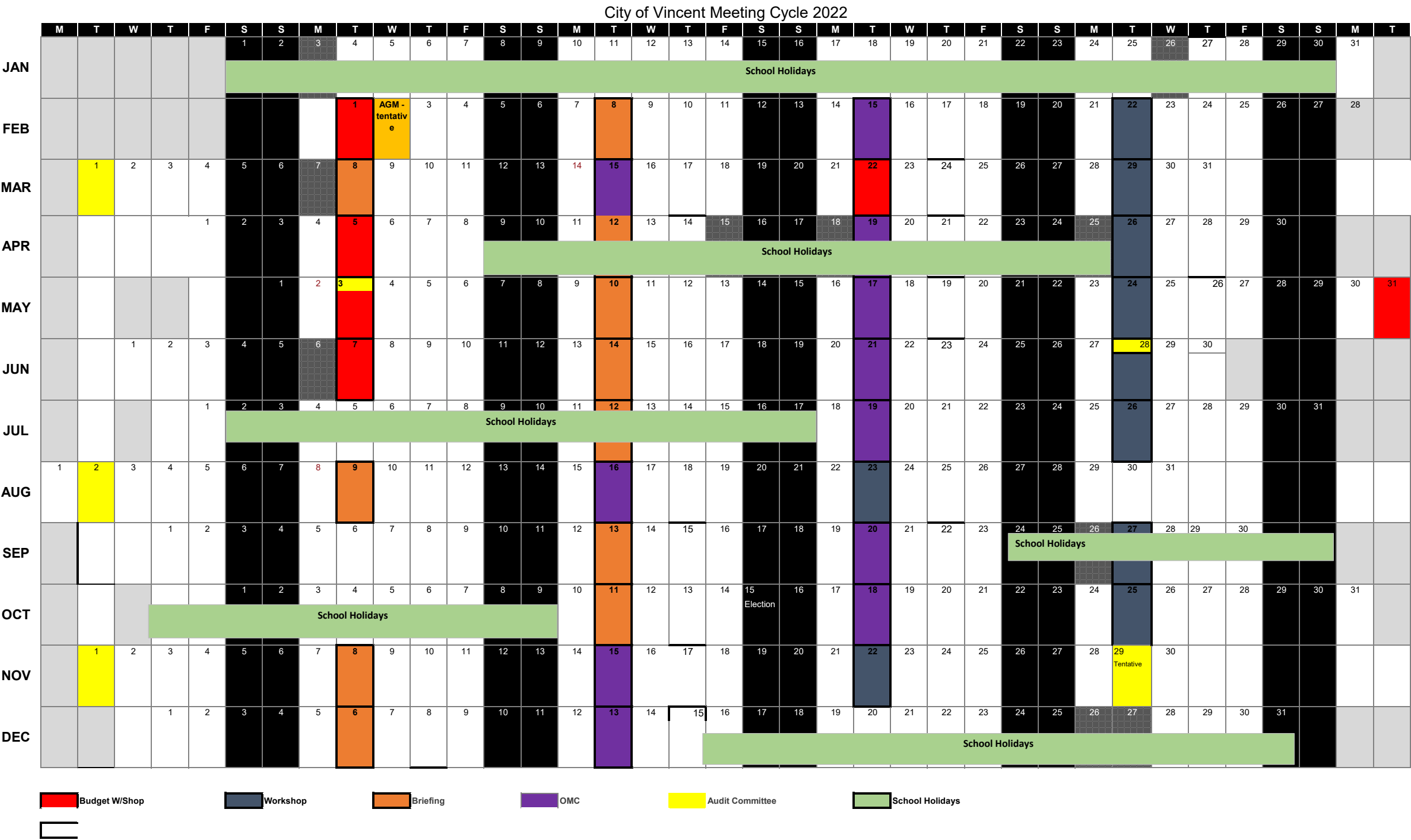
That the Audit Committee ADOPTS the meeting schedule for 2022 as follows:

Date	Time
Tuesday 1 March	1.00pm
Tuesday 3 May	1.00pm
Tuesday 28 June	1.00pm
Tuesday 2 August	1.00pm
Tuesday 1 November	1.00pm
Tuesday 29 November	1.00pm

At 4:48 pm, Mr Conley Manifis left the meeting, during the discussion of Item 5.10.

COMMITTEE DECISION ITEM 5.10**Moved:** Cr Gontaszewski, **Seconded:** Cr IoppoloThat the Audit Committee RESOLVES to next meet on Wednesday, 16 March 2022 at 4pm, and **NOTES that a meeting schedule for 2022 will be presented to that meeting.****CARRIED (4-0)****For:** Cr Wallace, Cr Gontaszewski, Cr Alexander and Cr Ioppolo**Against:** Nil**(Mr Manifis was absent from the meeting and did not vote.)****The Committee's Reason for Varying Administration's Recommendation**

Supported by Administration. To provide the opportunity for a new schedule to be prepared based on the premise of Tuesday meetings at 4pm, otherwise Wednesday 4pm to avoid conflict with Council Workshops, Briefings and meetings.



AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Manager Meetings - every 4th Thursday
EMC - every third Thursday

Briefing - 2nd Tuesday
OMC - third Tuesday

AC - 1st Tuesday every 2nd month

AUDIT COMMITTEE MINUTES15 FEBRUARY 2022

5.3 RISK MANAGEMENT PRACTICES IN CONTRACT MANAGEMENT AND PROCUREMENTAttachments: 1. Risk Management Practices in Contract Management and Procurement  **RECOMMENDATION:**

That the Audit Committee NOTES the information provided in the attached report.

COMMITTEE DECISION ITEM 5.3**Moved:** Cr Gontaszewski, **Seconded:** Cr WallaceThat the Audit Committee NOTES the information provided in the attached report **and that an updated report will be provided to the March 2022 Audit Committee meeting.****CARRIED (4-0)****For:** Cr Wallace, Cr Gontaszewski, Cr Alexander and Cr Ioppolo**Against:** Nil**(Mr Manifis was absent from the meeting and did not vote.)****The Committee's Reason for Varying Administration's Recommendation**

Supported by Administration.

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022



CITY OF VINCENT

AUDIT COMMITTEE

PROCUREMENT AND CONTRACT MANAGEMENT REPORT

1. PURPOSE

To report to the Audit Committee on risk management practices in contract management and procurement.

2. BACKGROUND

Council has set the following KPI for the Chief Executive Officer for FY22.

CEO KPI 10:

Ensure effective risk management practices overseen by the Audit Committee and Council, including improvements in management of ICT risks, contract management and procurement.

Measure of achievement agreed with the Executive Director, Community and Business Services:

The Procurement and Contracts Team will provide a quarterly report to the Audit Committee describing improvements to the management of contracts and procurement. This will be measured by the following:

1. % of staff trained in procurement and % of staff responsible for contract management trained in contract management.
2. No. of suppliers with a spend over \$50,000 added to the Contract Register.
3. Results of quarterly compliance testing of procurement thresholds and contract management.
4. Improvements in processes.

3. STAFF TRAINING

Module	Target (30 June 2022)	% Trained	Tracking
Procurement Induction (compulsory for all staff)	100% of all staff (n=200)	87%	
Procurement Essentials (staff with purchasing duties to be trained)	50% of all staff with purchasing duties (n=100)	9%	
Contract Management (compulsory for all staff with contract management duties)	100% of all staff with contract management duties (n=28)	100%	

- Procurement
 - Approx. 200 staff have been identified as having purchasing duties.

Audit Committee Report – CEO KPI 10

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022



CITY OF VINCENT

- The first Procurement Essentials Training occurred on 21 October 2021. 9 staff attended the training.
- The next Procurement Essentials Training is scheduled for 27 May 2022.
- Contract Management
 - 28 staff have been identified as Contract Managers. 100% of these identified staff have attended a Contract Management Training session.
 - The next Contract Management Training session is scheduled for 26 November 2021.

Actions:

- The Procurement Induction Module for staff has been updated to include essential information on the Contract Management Framework and will be released to all staff next month. Completion of the module is compulsory for all staff.
- Further promotion of the Procurement Essentials Training will occur through the Vintranet and all staff emails to encourage staff to attend the training.

4. CONTRACT MANAGEMENT REGISTER

The Contract Management Framework requires all procurements with a total value over \$50,000 excluding GST, or if the services being provided have a medium to high level of risk, to be managed under a contract. Procurements with a total value of \$50,000 excluding GST and under, and have a low level of risk, can be managed through a general requisition process and Purchase Orders.

2020-21 Financial Year Internal Audit – Contract Management Register

In July/August 2021 the Procurement and Contracts Team conducted an audit at the end of the 2020-21 financial year on the following:

- number of vendors with a spend of over \$50,000; and
- the number of these vendors with a contract in place; and
- the number of contracts in the contract register.

This was the first time this audit had occurred. Another audit will be conducted at the end of the 2021-22 financial year to determine compliance and the effectiveness of the Contract Management Framework and to identify any improvements.

Spend analysis with vendors over \$50,000 ex GST for FY21

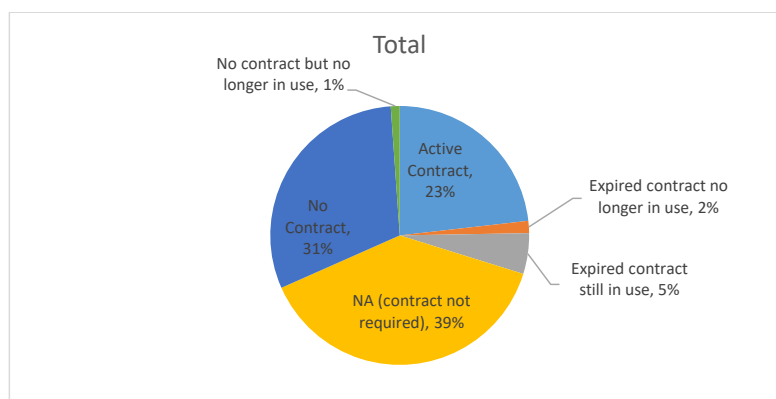
- 110 vendors with a spend of over \$50,000
- Total spend of the 110 vendors was approximately \$38,431,601 (Note: the reporting period in the financial system reports on payment dates, not invoice dates)
- 59 vendors had no contract in place
- 19 vendors had a contract in place and were recorded in the contracts register
- 17 vendors do not require a contract (e.g. Government charges, water fees, purchase of vehicles, super, payroll deduction)
- 15 vendors had expired contracts and were either no longer in use or still being used

Audit Committee Report – CEO KPI 10



CITY OF VINCENT

Contract status and breakdown is represented in the chart below:



October 2021 status for vendors with no contract

Out of the 59 vendors that had no contract in place at 30 June 2021, the following has been achieved:

- 28 vendors (49%) have had contracts executed and recorded in the contracts register
- 31 vendors (51%) have no contracts in place, but are in progress

Contracts Register status at 12 November 2021

There are currently 133 records in the contracts register consisting of the following:

- 63 (47%) active contracts with contract documents in place
- 52 (39%) completed and expired contracts
- 18 (14%) contracts in the pre-award stage (i.e. tender currently open)

Actions:

- Another audit will be conducted at the end of the 2021-22 financial year.
- Monthly data will be produced recording the number of new contracts added to the register.

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022



CITY OF VINCENT

5. QUARTERLY COMPLIANCE TESTING

The Procurement and Contracts Team will undertake quarterly compliance testing from January 2022. The audit approach is being finalised and will receive approval from the Executive Director by 31 December 2021.

Procurement Framework – Compliance Testing

Procurement Threshold	Compliance testing comments
\$201 - \$5,000	OAG audit in 2020 found 4 sample tests with the incorrect number of quotes and no documentation recorded
\$5,001 - \$20,000	Procurement and Contracts Team does not have to be consulted for this threshold
\$20,001 - \$50,000	Procurement and Contracts Team does not have to be consulted for this threshold

Contract Management Framework – Compliance Testing

Sample testing will consider if the:

- Contract Management Toolkit is being utilised and updated to manage the contract performance
- Expenditure is being recorded appropriately and correctly under each contract

Actions:

- Completed audit plan approach for conducting procurement and contracts management audits approved by 31 December 2021.
- Undertake quarterly audits in compliance with the audit plan.

6. PROCESS IMPROVEMENT**Conflict of Interest – Process Improvement***Problem Identified:*

A recent OAG audit tested the conflict of interest process for two public tenders. The OAG was unable to verify the conflict of interest position of two tender panel members as the conflict of interest statements had not been appropriately archived. Although no conflict of interest existed it highlighted that the record keeping process for conflict of interest statements was inadequate.

Process Improvement:

The Procurement and Contracts Team have developed a new process of recording and archiving conflict of interest documentation to strengthen controls and mitigating the risk of further occurrences.

Audit Committee Report – CEO KPI 10

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022



CITY OF VINCENT

The process is now in place and includes the following:

- distributing conflict of interest forms to the evaluation panel who will be required to sign and return the form prior to reviewing tender submissions (tenders above \$250,000)
- including a conflict-of-interest statement in the request for quotation (\$50,001 - \$250,000) procurement plan template
- using a procurement checklist listing all key procurement documents that are required to be saved/archived, which will be peer reviewed

Strengthening Alignment to Strategic Community Plan Priorities

The Procurement and Contracts Team are updating all key procurement templates and procedures, to ensure the Purchasing Policy Principles (which are aligned with the SCP Priorities) are being consistently assessed.

The templates and procedure changes are expected to be completed and rolled out by January 2022.

Procurement and Contracts Team – Tracking of Timeframes & Performance

The Procurement and Contracts Team is developing a process to track and assess its own performance, following feedback from internal customers on turnaround times and communication.

Improved training for City staff, and improved procurement processes, will also assist City staff to comply with procurement requirements and reduce their dependency on the P&C Team.

Audit Committee Report – CEO KPI 10

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

5.4 OAG COMPUTING CONTROLS AUDIT 2020/2021

Attachments: 1. OAG General Computing Controls 2020/2021 - Draft Management Letter [↓](#)

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. RECEIVES the Office of the Auditor General's draft Audit findings identified during the information systems audit for the period 1 July 2020 – 30 June 2021, as at Attachment 1; and
2. NOTES that the actions arising from the audit findings will be added to the City's Audit Log.

COMMITTEE DECISION ITEM 5.4Moved: Cr Gontaszewski, Seconded: Cr Wallace

That the Audit Committee recommends to Council that it:

1. RECEIVES the Office of the Auditor General's draft Audit findings identified during the information systems audit for the period 1 July 2020 – 30 June 2021, as at Attachment 1; and
2. NOTES that the actions arising from the audit findings will be added to the City's Audit Log.
3. NOTES that an addendum with updated information will be incorporated with the report to Council.

CARRIED (4-0)

For: Cr Wallace, Cr Gontaszewski, Cr Alexander and Cr Ioppolo

Against: Nil

(Mr Manifis was absent from the meeting and did not vote.)

The Committee's Reason for Varying Administration's Recommendation

Supported by Administration.

Note: Audit Log will be updated for review at the March 2022 Committee meeting.

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
Findings identified in the current audit			
1. Information Backup and Recovery		✓	
2. Information Risk Management			✓
3. Human Resource Security – Cessation Process			✓
Matters outstanding from prior audits			
4. Database Security	✓		
5. Vulnerability Management		✓	
6. Segregation of Duties		✓	
7. Classification of Information		✓	
8. Information Security Policy		✓	
9. Information Security Training and Awareness		✓	
10. Network Access Management		✓	
11. Authority User Review Process		✓	
12. Authority Event Monitoring		✓	
13. Unauthorised Device Connectivity		✓	
14. Incident and Problem Management		✓	
15. Disaster Recovery Plan		✓	
16. Business Continuity Plan -Testing		✓	
17. Information Security Incident Management Plan		✓	
18. Management of Removable Media		✓	
19. Unsupported Operating Systems			✓
20. Data Centre Management			✓
21. IT Asset Management			✓
22. Standard Operating Environment			✓
23. Change Management			✓

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

How and when to respond

Please provide a response to this Draft Management Letter by 21/10/2021.

Should you wish to discuss the Draft Management Letter please contact either Khubaib Raza Gondal on 6557 7713 or Paul Tilbrook on 6557 7514.

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

1. INFORMATION BACKUP AND RECOVERY

Finding

We found that the City's information backup and recovery process is not fully effective, our testing identified that only 6 out of 37 critical servers are backed up to the cloud and these backups often fail due to network bandwidth issues.

Rating: Moderate**Implication**

Without an effective backup process there is an increased risk that the City will not be able to appropriately recover their information or IT systems, following an outage.

Recommendation

The City should enhance its backup management process to ensure all critical servers are part of the backup process. Regular monitoring of all backups should be carried out to verify the process completes successfully.

Management Comment:

The City accepts this finding during the audit period. The City now has upgraded bandwidth capacity and all server backups are copied to an offsite (cloud) location.

Responsible Person: Executive Manager ICT**Completion Date: October 2021 (closed)**

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

2. INFORMATION RISK MANAGEMENT

Finding

We found that the City's information Risk Assessment and Risk Treatment Methodology and Risk Treatment Plan are in draft.

Rating: *Minor***Implication**

Without an effective information risk management process business plans and objectives may fail if risks are not appropriately identified, assessed and treated.

Recommendation

The City should formalise its Risk Assessment and Risk Treatment Methodology and Risk Treatment Plan.

Management Comment:

The City accepts this finding. Draft documents and procedures will be finalised and implemented into operations.

Responsible Person: Executive Manager ICT**Completion Date: February 2022**

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

3. HUMAN RESOURCE SECURITY – CESSATION PROCESS

We found that the City does not have a fully effective process for employee termination. We found:

- confirmation of return of IT assets is not part of the termination checklist
- exiting staff are not informed of their responsibilities for information security post-employment.

Rating: *Minor***Implication**

Without ensuring the employee termination process is appropriately documented and followed, there is an increased risk of unauthorised access to the City's information and systems. The City may not be able to take further action in the event of an information breach. The City may also incur financial loss if relevant assets are not appropriately returned by individuals leaving the organisation.

Recommendation

The City should review, enhance, and document the staff cessation process. This should include formal acknowledgement of the individual's obligations post-employment and return of IT equipment.

Management Comment:

The City accepts this finding. The termination checklist and process will be updated to confirm return of IT assets and inform existing staff of their responsibilities for information security post-employment.

Responsible Person: Executive Managers HR and ICT

Completion Date: November 2021

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

MATTERS OUTSTANDING FROM PRIOR AUDITS

4. DATABASE SECURITY

Update 2021

The City is in the process of upgrading Authority system to address this finding.

Finding 2020

We performed a high level security test on key business application (Authority) database and found the following:

- The database server is missing software updates since 2012, which have been released by the vendor.
- Data encryption is not used to protect highly sensitive information.
- Database logging and auditing is not in place to monitor and record system changes. As a result, any changes made directly in the database are not captured.
- The "PUBLIC" role has default grant privilege on database objects within the Authority database.
- The database has not been securely hardened.

**Rating: Significant
Implication**

Without appropriate database security controls, the confidentiality, integrity and availability of sensitive information may be compromised.

Recommendation

The City should review and enhance its database management processes to:

- ensure updates to address known vulnerabilities are applied in a timely manner
- assess the risks around storing sensitive information in plain text
- review logging and alerting user activities to ensure sensitive data security
- review assigned public roles within the database and remove those not needed
- based on a risk assessment, hardened database security and improve monitoring controls.

Management Comment

The City accepts that this finding was not completed during the audit period 2020/2021. The City's key business has now been upgraded as planned, thereby mitigating the majority of this finding. Review of logging and alerting to be completed.

Responsible Person: Executive Manager ICT**Completion Date: December 2021**

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

5. VULNERABILITY MANAGEMENT

Update 2021

The finding remains open as scans conducted as part of the audit identified:

- Unique 16 critical severity vulnerabilities which totals 48 across 15 servers
- Unique 56 high severity vulnerabilities which totals 152 across 15 servers

These vulnerabilities relate to unsupported windows operating systems and vendor related vulnerabilities (i.e. Windows Server 2008, Oracle Java, Microsoft SQL Server).

We acknowledge that the City has implemented vulnerability management process and are regularly conducting internal and external vulnerability assessments. We reviewed the internal vulnerability assessments completed in June 2021 and September 2021 and found that the majority of the workstations failed the scans due to misconfiguration, therefore not all vulnerabilities were detected.

Finding 2020

We found that the City has not established adequate policies or procedures around management of vulnerabilities on servers and workstations. Furthermore, the City is not undertaking regular vulnerability assessments on their IT systems. These assessments are required to ensure the effective identification of vulnerabilities and to support the patch management processes.

In addition, vulnerability assessments completed as part of the audit identified 56 critical and 47 high vulnerabilities relating to missing service packs and/or software, which is no longer supported by the vendor.

Rating: *Moderate*

Implication

Without having effective procedures for identifying, assessing and addressing potential vulnerabilities within a timely manner, the system and/or data may not be adequately protected against potential threats. These vulnerabilities could be exploited and may result in unauthorised access to sensitive data or the loss of system operation.

Recommendation

The City should continue to enhance its vulnerability management process and ensure software updates (patches) to fix known vulnerabilities are evaluated, tested and where appropriate, applied to systems within a timely manner. In addition, error reported in the scan should be reviewed and result to ensure their effectiveness.

Management Comment:

The City accepts that this finding was not completed during the audit period 2020/2021. The City's key business has now been upgraded as planned, thereby mitigating the majority of vulnerabilities reported through this finding. Vulnerability scanning has been commissioned through a new managed services contract – reviewing and testing to be scheduled.

Responsible Person: Executive Manager ICT

Completion Date: December 2021

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

6. SEGREGATION OF DUTIES

Update 2021

The finding remains open as the City is in the process of upgrading Authority with an expected completion of November 2021.

Finding 2020

We found that segregation of duties (SoD) is not enforced within the Authority system. Additionally, the SoD matrix which details specific roles is also not being maintained.

Rating: Moderate**Implication**

Without SoD appropriately enforced within the system, there is an increased risk that individuals can perform a number of conflicting functions. This may result in an increased number of errors or possibly lead to fraud.

Recommendation

The City should develop an appropriate SoD matrix for the Authority system. This matrix should be used to ensure that no users are assigned multiple roles that would be considered high risk or conflicting. A formal review process should ensure that no user is assigned any conflicting duties. A formal record of completed reviews should be maintained.

Management Comment

The City accepts that this finding was not completed during the audit period 2020/2021. The City's key business system has now been upgraded as planned, including segregation of duties review. Review to be formally finalised and recorded.

Responsible Person: Executive Managers Finance and ICT

Completion Date: December 2021

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

7. CLASSIFICATION OF INFORMATION

Update 2021

The City is currently developing an Information Classification Procedure.

Finding 2020

We found that the City does not classify and secure information in terms of legal requirements, value, criticality and sensitivity of the information. A classification policy and guidelines are not in place to label and protect information based on its sensitivity.

Rating: Moderate**Implication**

Without protecting its information in line with its sensitivity, there is an increased risk that information will be misused. This could result in unauthorised access or disclosure of the City's information.

Additionally, there is a risk that inappropriate levels of security will be applied to protect information that does not require it. This may result in wasted resources and increased costs.

Recommendation

The City should continue to improve its information classification process to identify and assess the sensitivity and value of its information assets.

Management Comment

The City accepts that this finding was not completed during the audit period 2020/2021. The City will formalise draft policy and procedures in line with a recently updated Record-Keeping Plan (State Records Office compliance) and current review of its internal record keeping tools.

Responsible Person: Executive Manager ICT**Completion Date: March 2022**

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

8. INFORMATION SECURITY POLICY

Finding 2021

The finding remains open as the City's information security policy is in draft.

We acknowledge that the City has approved information security program in December 2020 that specifies the development, assessment, authorisation and monitoring of cybersecurity. The City is currently working on related cybersecurity policies and standards.

Finding 2020

We found that the City does not have an adequate *Information Security Policy* to cover key areas of information security. The current policy is in draft as the City is in the process of developing it.

Rating: Moderate**Implication**

Without adequate policies and procedures, there is an increased risk that the City will not achieve its objectives for information security. Additionally, staff may not be aware of management expectations relating to security of information.

Recommendation

The City should continue to work on the Information security policies to appropriately address all relevant areas of information security. Management should endorse the new policies and notify all employees and relevant stakeholders of updates.

Management Comment

The City accepts that this finding was not completed during the audit period 2020/2021. The City will formalise draft policy and procedures and communication with employees and stakeholders.

Responsible Person: Executive Manager ICT**Completion Date: February 2022**

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

9. INFORMATION SECURITY TRAINING AND AWARENESS

Update 2021

The finding remains open as the City's cyber security training program is in early adoption.

Finding 2020

We found that the City does not have a formalised induction training and an ongoing awareness program covering information security responsibilities and cyber risks relevant to the City.

We note that the City informs its staff about phishing scams via emails.

Rating: Moderate**Implication**

Without a formal induction training and ongoing information security awareness program, there is an increased risk that individuals will not understand security risks relevant to the City and their personal responsibilities. This may result in inappropriate actions, which affect the confidentiality, integrity and availability of information.

Recommendation

The City should continue to implement the cyber security training program. The program should be used to help maintain awareness of the information security and cyber risks relevant to the City and ensure individuals are aware of their personal responsibilities for information security.

Management Comment

The City accepts that this finding was not completed during the audit period 2020/2021. The City has commissioned an information security training service for staff.

Responsible Person: Executive Manager ICT

Completion Date: December 2021

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

10. NETWORK ACCESS MANAGEMENT

Update 2021

We found that City's network user access management process is not fully effective as we identified:

- Two terminated employees with active network account in the system. We note that these accounts were disabled during the audit.
- Ten contractor accounts without an expiry date in the system.
- Three service accounts were created without appropriate approval.
- New user passwords are distributed via email.

In addition, we found that the account review process is not fully effective as it is reliant on accounts having an expiry date. We note that staff accounts do not have an expiry date set hence they are not included in the process. Also the process does not address accounts that have not been used for an extended period of time.

Finding 2020

We found the current process to disable and review network access accounts is not operating effectively. We identified 6 active accounts belonging to terminated employees, and 2 have accessed the system after their termination date.

Rating: Moderate**Implication**

Without effective procedures to review and disable user accounts, there is an increased risk of unauthorised access to the City's IT systems and/or information.

Recommendation

The City should continue to enhance its network access management process and ensure expiry dates are appropriately updated in the system where appropriate and exiting staff notifications are provided to service desk in a timely manner and actioned appropriately.

In addition, City should enhance its access review process to ensure any accounts that are identified as no longer required or those which have not accessed the system for an agreed period of time should be appropriately disabled

Management Comment

The City accepts these findings. The City has now improved its processes such that: all non-permanent staff accounts have expiry dates that are reviewed on a monthly basis; expiry dates lead to automatic removal of domain access; service account creation follows change approval process; new user passwords are distributed via secure passphrase URLs with expiry parameters.

Responsible Person: Executive Manager ICT**Completion Date: October 2021 (closed)**

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

11. AUTHORITY USER REVIEW PROCESS

Update 2021

The finding remains open as the City is in the process of upgrading Authority with an expected completion of November 2021.

Finding 2020

The City does not have a routine process to review users with access to Authority application.

Rating: Moderate**Implication**

Without appropriate user access management controls, there is an increased risk of unauthorised access. This may impact the confidentiality, integrity and availability of the City's information.

Recommendation

The City should continue to work towards establishing appropriate application user review process

Management Comment

The City accepts that this finding was not completed during the audit period 2020/2021. The City's key business system has now been upgraded as planned, including review of users. Ongoing review process to be finalised.

Responsible Person: Executive Manager ICT**Completion Date: December 2021**

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

12. AUTHORITY EVENT MONITORING

Update 2021

The finding remains open as the City is in the process of upgrading Authority with an expected completion of November 2021.

Finding 2020

We found that there are no formalised requirements for pro-active or regular review of event logs generated by key business application (Authority) to identify unauthorised access or malicious activity.

**Rating: Moderate
Implication**

Without effective pro-active monitoring of high-risk events, there is an increased risk that any potential problems, trends or ongoing attempts to compromise systems or data will not be detected.

Recommendation

The City should continue to work towards establishing appropriate application event monitoring process.

Management Comment

The City accepts that this finding was not completed during the audit period 2020/2021. The City's key business system has now been upgraded as planned. Event monitoring process to be finalised.

Responsible Person: Executive Manager ICT**Completion Date: December 2021**

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

13. UNAUTHORISED DEVICE CONNECTIVITY

Finding 2021

The finding remains open as the City is in the process of implementing a solution to restrict unauthorised devices on the network.

Finding 2020

We found that the City does not have adequate controls in place to restrict the use of unauthorised devices on their network.

Rating: Moderate**Implication**

Without appropriate controls in place to restrict the use of unauthorised devices on the network, there is an increased risk that they could be used to attack internal systems.

Additionally, unauthorised devices that connect to the network could result in the spread of malware to the City's network.

Recommendation

The City should continue to work on the project to implement appropriate controls to prevent and detect the use of any unauthorised IT devices.

Management Comment

The City accepts that this finding was not completed during the audit period 2020/2021. A major network switching infrastructure upgrade project has been in-progress for much of the year. The final of four sites will be completed in November 2021. Certificate-based authentication will then be introduced for devices, mitigating this finding.

Responsible Person: Executive Manager ICT**Completion Date: January 2021**

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

14. INCIDENT AND PROBLEM MANAGEMENT

Update 2021

The finding remains open as the City's incident and problem management procedure is in early adoption.

Finding 2020

We found that there is no standardised process in place to manage IT related incidents. Furthermore, the City does not have a formal process to outline problem management to appropriately manage IT problems, which occur in its IT environment. In addition, data from incidents is not analysed to identify known errors or problems.

Rating: Moderate**Implication**

If IT incidents are not consistently managed, there is an increased risk that the City may not be able to manage or respond to incidents appropriately. Additionally, the City may not be able to evaluate and analyse the trends for continuous improvement and problem management. In addition, without effective IT problem management there is an increased risk that the City will not identify and appropriately address the root cause of reoccurring IT incidents. This may impact IT system and service availability and may potentially affect the City's business operations.

Recommendation

The City should continue to work on the incident management processes to ensure all incidents are appropriately and consistently classified. In addition, the City should develop service desk reporting and trend analysis. These reports should be reviewed by the appropriate management so the performance of the incident management process can be monitored.

Additionally, The problem management process should ensure IT problems are appropriately identified and investigated. Once the root cause has been identified, appropriate action should be taken to address the problem and prevent the reoccurrence of incidents.

Management Comment

The City accepts that this finding was not completed during the audit period 2020/2021. Draft documents and procedures will be finalised and implemented into operations.

The City notes that its managed service desk environment provides a suitable lodgement and coordination point for problem management for an organisation of this size, however accepts that review, trend analysis and prevention can be improved.

Responsible Person: Executive Manager ICT**Completion Date: February 2022**

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

15. DISASTER RECOVERY PLAN

Update 2021

Finding remains open as the City's disaster recovery plan is in draft.

Finding 2020

We found that the City does not have an ICT disaster recovery plan (DRP).

Rating: Moderate**Implication**

Without an adequate DRP and appropriate testing, there is an increased risk that key business functions and processes may not be restored in a timely manner after a disruption, affecting the operations of the City.

Recommendation

The City should develop and test its DRP to confirm that systems can be recovered in accordance with business expectations and key staff should be familiar with the plan and their specific roles and responsibilities in a disaster situation. The results of testing should be recorded, and the relevant actions taken to improve the plan where necessary.

Management Comment

The City accepts that this finding was not completed during the audit period 2020/2021. Draft documents and procedures will be finalised and implemented into operations. The City has commissioned services to support a Business Impact Assessment review which will be used to guide sensible recovery objectives into the Disaster Recovery Plan.

Responsible Person: Executive Manager ICT**Completion Date: February 2022**

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

16. BUSINESS CONTINUITY PLAN - TESTING

Update 2021

The City is conducting business impact assessments across the business teams and is working towards defining a business continuity testing schedule.

Finding 2020

We found that appropriate tests of the business continuity plan (BCP) have not been undertaken. Due to the lack of testing, the effectiveness of the plans and the City's ability to execute them is unknown.

**Rating: Moderate
Implication**

Without appropriate testing of the BCP there is an increased risk that key business functions and processes may not operate as expected during a major incident. In addition, the key business functions may not be appropriately recover following a major incident. This is likely to impact business operations and the delivery of key services.

Recommendation

The City should continue to work on the business impact assessment and create a business continuity test schedule to ensure appropriate tests are regularly conducted to verify the effectiveness of the BCP. These tests should also verify that key staff are familiar with the plans and their specific roles and responsibilities in a disaster situation. The results of these tests should be recorded and the relevant actions taken to improve the plan where necessary.

Management Comment

The City accepts that this finding was not completed during the audit period 2020/2021. Draft documents and procedures will be finalised and implemented into operations. All server backups are now copied to an offsite data centre service which is also being configured to provide a Disaster Recovery environment for computing systems – this will be tested to mitigate this finding.

Responsible Person: Executive Manager ICT
Completion Date: January 2022

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

17. INFORMATION SECURITY INCIDENT MANAGEMENT PLAN

Update 2021

The finding remains open as the City's incident and problem management procedure is in early adoption.

Finding 2020

We found that the City does not have an information security incident management plan.

Rating: Moderate**Implication**

Without a developed and documented security incident response plan there is an increased risk that the IT department may not be able to respond to IT security incidents in an effective and timely manner.

Recommendation

The City should continue its work and establish appropriate information security incident management plan. This plan should include relevant procedures to ensure the effective response and management of all information security related incidents.

Management Comment

The City accepts that this finding was not completed during the audit period 2020/2021. Draft documents and procedures will be finalised and implemented into operations.

The City notes that it has very comprehensive systems and processes in place to manage cyber incidents triggered by email, endpoint, server and cloud proxy agents. This comes via a managed detection and response service.

Responsible Person: Executive Manager ICT

Completion Date: March 2022

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

18. MANAGEMENT OF REMOVABLE MEDIA

Update 2021

The finding remains open as the City is working on a project to manage secure data sharing and data loss prevention.

Finding 2020

We found that the City does not have appropriate controls to log or restrict the use of removable media devices (e.g. USB).

Rating: Moderate**Implication**

Without appropriate controls to detect, log and monitor the use of removable media devices, there is an increased risk to the City's information and IT systems. Information copied to removable media devices may be lost, stolen or inappropriately disclosed.

Recommendation

The City should assess the risks associated with the use of removable media devices. Where appropriate the following controls should be implemented:

- Preventing the use of any unauthorised removable media devices.
- Only using USB devices that incorporate encryption to help protect the information.
- Maintaining a register of all authorised and in use removable media devices.
- Monitoring and logging files and information copied to or from removal media devices.

Management Comment

The City accepts that this finding was not completed during the audit period 2020/2021. An in-progress initiative will be completed to restrict and govern use of removable media.

Responsible Person: Executive Manager ICT**Completion Date: December 2021**

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

19. UNSUPPORTED OPERATING SYSTEM

Update 2021

The finding remains open as the City is in the process of upgrading Authority due for completion November 2021. The City plans to decommission out of support servers after the upgrade.

Finding 2020

The City currently has over 10 servers and workstations running unsupported operating systems. These include Windows Server 2008 R2 Enterprise, Windows Server 2008 and Windows 7 for which Microsoft ceased support on 14 January 2020 and 14 July 2015.

Our review identified that those systems were active in March 2020 during the audit conduct.

Rating: Minor**Implication**

Unsupported operating systems no longer receive security and/or vulnerability updates from the product vendor. As a result, there is an increased risk that these systems are susceptible to exploits, which may compromise the City network and systems.

Recommendation

We recommend that all devices running unsupported operating systems be upgraded to supported system. If this is not possible due to operational needs, alternate mitigations must be applied.

Management Comment

The City accepts that this finding was not completed during the audit period 2020/2021. The City's key business has now been upgraded as planned, thereby removing use of unsupported systems – to be formally decommissioned.

Responsible Person: Executive Manager ICT**Completion Date: December 2021**

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

20. DATA CENTRE MANAGEMENT

Update 2021

The finding remains open as the City does not have adequate policies or documented procedures defining responsibility for managing the primary data centre and access management processes.

We found that the swipe card reader for primary data centre is not functional and there is no logbook to record access to the data centre.

Additionally, we also found non-IT related hardware located in the data centre.

Finding 2020

The City does not have adequate policies or documented procedures defining responsibility for managing the primary data centre, and access management processes (e.g. request, approve, and review access to data centre).

Furthermore, we found that non-IT related hardware were located in the data centre room.

Rating: Minor**Implication**

Without adequate protection of IT systems against physical threats there is an increased risk of unauthorised access to systems, and accidental or deliberate damage.

Recommendation

The City should:

- develop appropriate data centre access management policies and procedures
- restrict the number of staff who can access the room
- perform regular access reviews and remove inappropriate users in a timely manner. Records of the reviews should be retained.
- only store IT-related hardware in the room.

Management Comment

The City accepts that this finding was not completed during the audit period 2020/2021. The swipe card system is now working. A City-wide CCTV project will include coverage of Data Centre access – with footage to be used to review and log access. Non-IT hardware to be removed from the Data Centre.

Responsible Person: Executive Manager ICT

Completion Date: March 2022

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

21. IT ASSET MANAGEMENT

Update 2021

We found that the City does not maintain appropriate sanitisation records for the disposal of IT assets.

We acknowledge that city has implemented IT asset management process and are working to improve the re-issue and disposal process.

Finding 2020

We found that the City's IT asset management process is not effective. The following issues were identified:

- The City does not have up to date IT asset register information and relevant asset details such as asset status and owner are not recorded.
- The City does not have any formal procedure to ensure that all sensitive data and licensed software has been removed or securely overwritten as part of the disposal and re-use of IT assets process.

Rating: Minor**Implication**

Without appropriate procedures to manage the disposal and re-use of IT assets, there is a higher risk that sensitive data may not be removed or securely erased. As a result, the City may suffer financial loss and damage to its reputation.

Recommendation:

The City should ensure that all IT assets containing storage media are appropriately sanitised or destroyed as part of the disposal process. Accurate records relating sanitisation and disposal should be maintained.

Management Comment

The City accepts that this finding was not completed during the audit period 2020/2021. The City has undertaken major effort across the entire year to register and track its assets. The City does have formal, process-mapped, procedures for asset disposal and re-use, including media sanitisation, however notes that recording sanitisation outcomes can be improved.

Responsible Person: Executive Manager ICT**Completion Date: December 2021**

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

22. STANDARD OPERATING ENVIRONMENT

Update 2021

The finding remains open as the City is in process of implementing controls to secure workstations configuration.

Finding 2020

We found that a standard operating environment is not used on workstations. We identified that:

- there is no monitoring of compliance with secure workstation configuration
- relevant staff will not be notified if users attempt or successfully change their workstation configuration, including the installation/removal of software.

Rating: Minor**Implication**

Without monitoring compliance with secure workstation configuration, there is an increased risk that unauthorised system configuration changes are made to computers. These changes could compromise the confidentiality, integrity and availability of information.

Recommendation

The City should continue to enhance standard operating environment process and monitor compliance with secure workstation configuration. The process should include efficient notifications to relevant staff of critical changes or attempts to change workstation configuration.

Management Comment

The City accepts that this finding was not completed during the audit period 2020/2021. An in-progress initiative will be completed to implement a modern approach to standard operating environment, including management of staff attempts to change workstation configuration.

Responsible Person: Executive Manager ICT

Completion Date: March 2022

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

ATTACHMENT 1

CITY OF VINCENT

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

23. CHANGE MANAGEMENT

Update 2021

The finding remains open as the City's change management policy was implemented in June 2021 and did not cover a significant part of the audit period.

Finding 2020

We found that the City does not have a formal change management process in place. We identified the following issues:

- There is no IT change management policy or procedure that sets out the overall objectives and requirements for change management to ensure all IT system changes are appropriately controlled and managed.
- The responsibilities to manage, co-ordinate and approve IT changes are not formally assigned.
- There is no central register for recording and tracking details of all internal changes that are made to IT infrastructure, firewall rules and systems, including application upgrades.

**Rating: Minor
Implication**

There is a risk that without change management policies and procedures, changes made to IT systems may not be adequately managed and authorised. The availability or security of IT systems could be compromised should a change negatively impact them.

Recommendation

The City should continue to work on its Change management process and ensure all IT system changes are accurately recorded, managed and tracked in a centralised change register.

Management Comment

The City accepts that this finding was not completed during the audit period 2020/2021. The City has now implemented a robust policy and procedure to register the process of change request, approval and tracking.

Responsible Person: Executive Manager ICT**Completion Date: October 2021 (closed)**

AUDIT COMMITTEE MINUTES15 FEBRUARY 2022

5.5 REVIEW: OAG REPORT INTO CYBER SECURITY IN LOCAL GOVERNMENT

Attachments: Nil

RECOMMENDATION:

That the Audit Committee recommend to Council that it:

1. NOTES findings from Office of the Auditor General's "Cyber Security in Local Government" report 2021.

COMMITTEE DECISION ITEM 5.5Moved: Cr Wallace, Seconded: Cr Gontaszewski

That the Audit Committee recommend to Council that it:

1. NOTES findings from Office of the Auditor General's "Cyber Security in Local Government" report 2021; and
2. NOTES that an addendum with updated information will be incorporated with the report to Council.

CARRIED (4-0)

For: Cr Wallace, Cr Gontaszewski, Cr Alexander and Cr Ioppolo

Against: Nil

(Mr Manifis was absent from the Council Chamber and did not vote.)

The Committee's Reason for Varying Administration's Recommendation

Supported by Administration.

Note: Audit Log will be updated for review at the March 2022 Committee meeting.

AUDIT COMMITTEE MINUTES15 FEBRUARY 2022

5.7 SMALL MAINTENANCE WORKS CONTRACT

Attachments: Nil

RECOMMENDATION:

That the Audit Committee

1. NOTES the tender information provided in relation to the small maintenance works contract.

COMMITTEE DECISION ITEM 5.7DEFERREDMoved: Cr Gontaszewski, Seconded: Cr Wallace

That the motion be deferred to allow the Procurement Plan to be presented to the March Audit Committee meeting.

CARRIED (4-0)

For: Cr Wallace, Cr Gontaszewski, Cr Alexander and Cr Ioppolo

Against: Nil

(Mr Manifis was absent from the meeting and did not vote.)

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

5.6 FRAUD AND CORRUPTION PREVENTION PLAN - ANNUAL REVIEW

- Attachments:
1. Integrity Snapshot Assessment [↓](#) 
 2. Fraud and Corruption Prevention Plan (marked up) [↓](#) 

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. NOTES the progress delivery summary of the Fraud and Corruption Prevention Plan as detailed within this report; and
2. APPROVES the proposed:
 - 2.1 actions and comments in the Integrity Snapshot Assessment at Attachment 1; and
 - 2.2 amendments to the Fraud and Corruption Prevention Plan at Attachment 2.

COMMITTEE DECISION ITEM 5.6

Moved: Cr Wallace, Seconded: Cr Gontaszewski

That the Audit Committee recommends to Council that it:

1. NOTES the progress delivery summary of the Fraud and Corruption Prevention Plan as detailed within this report; and
2. APPROVES the proposed:
 - 2.1 actions and comments in the Integrity Snapshot Assessment at Attachment 1; and
 - 2.2 amendments to the Fraud and Corruption Prevention Plan at Attachment 2.
3. **NOTES that the modified internal audit program is currently being procured and a report will be presented to the Audit Committee meeting in May 2022.**

CARRIED (4-0)

For: Cr Wallace, Cr Gontaszewski, Cr Alexander and Cr Ioppolo

Against: Nil

(Mr Manifis was absent from the meeting and did not vote.)

The Committee's Reason for Varying Administration's Recommendation

Supported by Administration.

Integrity Snapshot Tool

The snapshot tool supports the Integrity Strategy for WA Public Authorities 2020-23. It gives public authorities a clear view of what they have in place to support integrity, and can help them identify areas for development or more focus that should feature in their planning. The snapshot tool is not meant to be an exhaustive list of things to consider and should be used by public authorities in a manner that best suits their contexts. It is not intended to replace more detailed or specific risk management activities.

The tool can:

- help public authorities evaluate their approaches to promoting integrity and reducing misconduct risks
- identify any gaps in the current approaches to integrity by public authorities that could be actioned.

How to use the snapshot tool

As this is a self-assessment tool, public authorities can benefit by using it to review the status of their approach to integrity and make decisions about where further or additional work is needed.

Public authorities are encouraged to update their assessments as they progress with actioning items. In this way they capture their assessments on an ongoing basis. It is acknowledged that each public authority has a different risk profile and operating context, and is at varying points of progress in managing integrity risks.

Assessment guide	
Activity	Description
In place	Suggested activity has been addressed or is subject to review.
In progress	Steps are in place to address suggested activity.
Not in place	Steps may be required to address suggested activity.

PSC1956726

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

01 Plan and act to improve integrity

Effective governance systems and frameworks are established.

Assess if your authority:	In place	In progress	Not in place	Proposed actions and comments
<p>has developed and implemented a Code of Conduct that sets out its standards of conduct and integrity, and incorporates code requirements into policies and procedures to reinforce conduct expectations</p> <p><i>For public sector agencies, the Code of Conduct should reflect Commissioner's Instruction No. 7: Code of Ethics and comply with Commissioner's Instruction No.8: Codes of Conduct and Integrity Training.</i></p>	√	<input type="checkbox"/>	<input type="checkbox"/>	<p>The City's Code of Conduct for Elected Members, Committee Members and Candidates and Code of Conduct for City of Vincent Employees and Contractors are in alignment with the specific requirements of the commissioners instructions, namely the responsibility for each Council Member and employee towards personal integrity; relationship with others; and accountability.</p>
<p>has identified its integrity risks considering its work and operating context, and records those risks (e.g. in a risk register, fraud and corruption control plan)</p>	√	<input type="checkbox"/>	<input type="checkbox"/>	<p>The City's Risk Management Framework ensures that the integrity of strategies, operations and projects undergo rigorous risk analyses.</p>
<p>enacts controls to address identified risks</p>	√	<input type="checkbox"/>	<input type="checkbox"/>	

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Assess if your authority:	In place	In progress	Not in place	Proposed actions and comments
identifies and links policies that relate to risks to ensure they have consistent principles and objectives, and are clear and easy to follow (e.g., fraud and corruption, use of public resources, record keeping and use of information, conflicts of interest, gifts, and benefits)	√	<input type="checkbox"/>	<input type="checkbox"/>	<p>All principal integrity documents have been used and linked in the development of the City's Governance Framework:</p> <p>Key documents include:</p> <ul style="list-style-type: none"> • Codes of Conduct; • Ethical Standards; • Council Member Continuing Professional Development Policy; • Risk Management Framework, • Risk Management Policy, • Fraud and Corruption Prevention Policy; • Conflicts of interest disclosure requirements; and • the City's position in relation to gifts.
has an organisation structure that provides clear lines of accountability and responsibility for integrity and misconduct functions (including the role of leaders and managers)	√	<input type="checkbox"/>	<input type="checkbox"/>	The role and responsibilities of Council Members and employees are set out in the <i>Local Government Act 1995</i> (Act), Codes of Conduct, Governance Framework and Fraud and Corruption Prevention Plan.
has documented delegation schedules in place that align to organisation structure and legislative obligations	√	<input type="checkbox"/>	<input type="checkbox"/>	<p>The City's Register of Delegations, Authorisations and Appointments includes:</p> <ul style="list-style-type: none"> • Delegations from Council to the CEO; • Sub delegations from CEO to other employees; • Appointments of authorised persons; and • Appointments of other employees.
reviews delegation schedules regularly to ensure they remain current and operate with appropriate levels of authority	√	<input type="checkbox"/>	<input type="checkbox"/>	The City's Register of Delegations, Authorisations and Appointments is reviewed annually.

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Assess if your authority:	In place	In progress	Not in place	Proposed actions and comments
has a position, team, or committee with documented responsibility to consider findings and recommendations from integrity audits, assessments, reviews, and investigations	√	<input type="checkbox"/>	<input type="checkbox"/>	The Audit Committee oversees and makes recommendation to Council on internal and external audit matters, risk management and fraud prevention.
assigns accountability and responsibility for monitoring and overseeing risks and controls (e.g., in authority's structure, job descriptions)	√	<input type="checkbox"/>	<input type="checkbox"/>	The City's Risk Management Framework provides the mechanism for teams to monitor and ensure controls are in place to mitigate risk. The Audit Committee has oversight of any internal control matters arising from internal audit. Process mapping in place
has an internal audit committee with an independent chair	√	<input type="checkbox"/>	<input type="checkbox"/>	The Audit Committee members for the period 12 November 2019 to 16 October 2021 consisted of four external independent members (one being the Chair) and four Council Members from the City of Vincent. Audit Committee members for the term 2 November 2021 to October 2023 are currently being appointed.
uses tools and templates provided by the Commission or other sources to support its approach to managing integrity risks	√	<input type="checkbox"/>	<input type="checkbox"/>	The Principles of the City's Governance Framework and the Fraud and Corruption Prevention Plan are in alignment with the Public Sector Commissions Integrity Strategy for Public Authorities 2020-2023 .

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Assess if your authority:	In place	In progress	Not in place	Proposed actions and comments
has a process to review regularly its integrity risk profile to ensure it is responsive to emerging risks and recommendations made by integrity bodies (e.g. policy and practice review, process improvements)	√	<input type="checkbox"/>	<input type="checkbox"/>	<p>The City has a Risk Management Policy approved by Council. This policy sets the tone for Council's risk management approach and establishes the risk management responsibilities of Council Members, management, and staff.</p> <p>The Risk Management Administration Procedure supports the Risk Management Policy by further defining the systems and processes necessary to maintain an effective and efficient risk management framework to comply with the Policy.</p> <p>In accordance with the Risk Management Administration Procedure the City is to review all Risk Profiles at least on an annual basis or if triggered by one of the following:</p> <ul style="list-style-type: none"> • Changes to context, • A treatment is implemented, • An incident occurs or due to audit/regulator findings. <p>The City's corporate risk register comprising of operational and strategic risk was reviewed and presented to the Audit Committee in May 2021 and September 2021 this year.</p>
evaluates and refines any processes, systems and controls that are in place or may be introduced to inform its detection and prevention of irregularities and corrupt practice (e.g. detection software, data analytics)	√	<input type="checkbox"/>	<input type="checkbox"/>	The internal audit program is risk based including fraud and misconduct

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Assess if your authority:	In place	In progress	Not in place	Proposed actions and comments
conducts regular assessments of business areas and functions that are, or may be, vulnerable to integrity risks (e.g. procurement and contracting; use of and access to confidential information; recruitment)	√	<input type="checkbox"/>	<input type="checkbox"/>	Annual compliance audits are undertaken and reported in accordance with Section 7.13(1)(i) of the Act.
connects and collaborates with other authorities to seek or share expertise and advice on integrity matters (e.g. conducting investigations, policy development and process improvements)	√	<input type="checkbox"/>	<input type="checkbox"/>	<p>The City's Policy Development and Review Policy requires consideration of new and changing industry standards in the development and review of all documented City positions.</p> <p>The City is also a participant of LG professionals WA, WALGA industry collaboration and encompasses Public Sector Commission guidance.</p>

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

02 Model and embody a culture of integrity

A culture of integrity exists and is reinforced and communicated by leaders.

Assess if your authority:	In place	In progress	Not in place	Proposed actions and comments
has values that include integrity integrated into all aspects of its business (e.g. in policies, processes and systems)	√	<input type="checkbox"/>	<input type="checkbox"/>	The corporate values include accountability. 'We work openly and transparently to earn our community's trust.'
promotes integrity in and outside the authority (e.g. website, publications, staff newsletters, division meetings, annual reports and everyday practices)	√	<input type="checkbox"/>	<input type="checkbox"/>	All principal integrity documents and instructions for reporting allegations and public interests' disclosures are published on the City's website and staff vintranet page.
has leaders who role model integrity and demonstrate zero tolerance for breaches of ethical codes and misconduct	√	<input type="checkbox"/>	<input type="checkbox"/>	<p>The Corporate Governance Vintranet page also reiterates the City's position in relation to gifts.</p> <p>Proposed action</p> <ol style="list-style-type: none"> 1. Regular news feeds should be implemented to remind staff of the City's position in relation to gifts, misconduct reporting and identifying conflicts of interest. 2. Implementation of integrity controls should be included in Annual Reports

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Assess if your authority:	In place	In progress	Not in place	Proposed actions and comments
has a consultation mechanism to engage with and involve staff when reviewing integrity policies, procedures and information to gain shared commitment and understanding	√	<input type="checkbox"/>	<input type="checkbox"/>	<p>All principal integrity documents are presented to the Executive Management Committee (EMC) to enable cross organisation collaboration.</p> <p>Key documents are circulated to Executive Directors and Management for comment and review ahead of EMC meetings. Key documents include:</p> <ul style="list-style-type: none"> • Governance Framework, • Codes of Conduct, • Risk Management Framework, • Risk Management Policy, • Fraud and Corruption Prevention Policy; and • Fraud and Corruption Prevention Plan.
has human resource policies and practices that reflect a commitment to recruiting staff who demonstrate a strong alignment to its values	√	<input type="checkbox"/>	<input type="checkbox"/>	<p>The City's Recruitment, Selection and Appointment Procedure requires a combination of technical skill and behavioural competency questions that link to the City's values, so that culture fit can be determined during interviews.</p>
ensures recruitment materials include information on values and conduct expectations	<input type="checkbox"/>	√	<input type="checkbox"/>	<p>The City's Position Description Template includes the organisational values.</p> <p>Proposed action</p> <p>The City's Job Advert Template should be updated to include information on values and conduct expectations.</p>

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Assess if your authority:	In place	In progress	Not in place	Proposed actions and comments
conducts integrity checking, including qualification and employment history checks, as a normal part of selection and recruitment practices, particularly for positions of trust (e.g. integrity officers, finance and procurement staff)	√	<input type="checkbox"/>	<input type="checkbox"/>	<p>The City's Recruitment, Selection and Appointment Procedure details the City's requirement for integrity checks, this includes:</p> <ul style="list-style-type: none"> • reference checks • probity checks • identification checks • working rights; and • qualification checks
uses staff performance processes to discuss and reinforce its values and conduct expectations	<input type="checkbox"/>	√	<input type="checkbox"/>	<p>The City's Performance and Development Procedure sets out the procedure that should be undertaken when reviewing employee performance and development. The procedure requires these meetings to include discussing the employee's alignment with The Vincent Way and behaviours.</p> <p>The City is currently developing an online Fraud Awareness training program including an Accountable and Ethical Decision-making (AEDM) module for all staff members. It is intended that new staff will be required to complete the training as part of their online induction process and current staff will receive notification to complete the training annually via the induction portal</p> <p>Proposed action</p> <p>Following finalisation of the training programs the City's Performance and Development Procedure should be extended to require staff to complete the online modules as part of their performance review.</p>

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Assess if your authority:	In place	In progress	Not in place	Proposed actions and comments
measures staff confidence and attitudes about its integrity, including confidence in speaking up about misconduct and integrity matters (e.g., through staff assessment surveys) and identifies steps to address any findings	<input type="checkbox"/>	√	<input type="checkbox"/>	<p>The Chief Executive Officer (CEO) conducts weekly addresses to all staff via Zoom. These include highlighting the importance of the Governance Framework and the City's Code of Conduct.</p> <p>In April 2021 the City engaged Risk West to undertake mandatory fraud awareness training for nominated staff which included how to report misconduct and integrity matters.</p> <p>A measure of staff awareness would inform further training requirements and engagement opportunities</p> <p><u>Proposed action</u></p> <p>Regular staff assessment surveys should be developed and circulated to measures staff confidence and attitudes about integrity, including confidence in speaking up about misconduct and integrity matters and identifying steps to address any findings</p>
has staff formally acknowledge that they have read its code of conduct at appointment/induction	√	<input type="checkbox"/>	<input type="checkbox"/>	<p>The City provides new staff with the Code of Conduct, Fraud and Corruption Prevention Policy and Fraud and Corruption Prevention Plan as part of the induction process.</p> <p>Staff are required to complete online modules for training and induction. The system maintains records of new staff who have completed the general induction, and staff who completed training on the purchasing policy and Fraud Awareness training.</p>

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Assess if your authority:	In place	In progress	Not in place	Proposed actions and comments
encourages staff to report misconduct (e.g., in policies, codes of conduct, staff communication)	<input type="checkbox"/>	√	<input type="checkbox"/>	<p>The Fraud and Corruption Prevention Plan and Public Interest Disclosure Procedures (PID) Information Guidelines set out how employees can report suspicious or known illegal or unethical conduct.</p> <p>In April 2021 the City engaged Risk West to undertake mandatory fraud awareness training for nominated staff which also included how to report misconduct and integrity matters.</p> <p>Proposed action Regular news feeds should be implemented to encourage staff to report misconduct.</p>
makes information available about public interest disclosure processes and other reporting mechanisms to staff and stakeholders	√	<input type="checkbox"/>	<input type="checkbox"/>	<p>The City's Fraud and Corruption Prevention Plan, Public Interest Disclosure Procedures (PID) Information Guidelines and dedicated Fraud Management and Corruption Vintranet page set out the public interest disclosure processes.</p>
has reporting policies or codes in place that includes a statement that reprisal action is not tolerated against those who speak up about misconduct and integrity matters	√	<input type="checkbox"/>	<input type="checkbox"/>	<p>The City's Fraud and Corruption Prevention Plan, Public Interest Disclosure Procedures (PID) Information Guidelines and dedicated Fraud Management and Corruption Vintranet page include statements that the City of Vincent will take all reasonable steps to provide protection to those who speak up about misconduct from any detrimental action in reprisal for the making a disclosure.</p>

03 Learn and develop integrity knowledge and skills

Individual and authority integrity knowledge, skills and competence are grown.

Assess if your authority:	In place	In progress	Not in place	Proposed actions and comments
ensures integrity training programs are up to date (e.g., reflects its code, legislative and policy requirements)	<input type="checkbox"/>	✓	<input type="checkbox"/>	<p>In April 2021 the City engaged Risk West to undertake mandatory fraud awareness training for nominated staff.</p> <p>The City is currently developing an online Fraud Awareness training program including an Accountable and Ethical Decision-making (AEDM) module for all staff members. It is intended that new staff will be required to complete the training as part of their online induction process and current staff will receive notification to complete the training annually via the induction portal</p> <p><u>Proposed action</u> Once implemented the training program should be reviewed annually in line with the Fraud Management Plan.</p>
maintains records of staff who attend induction and integrity training	✓	<input type="checkbox"/>	<input type="checkbox"/>	The City's system maintains records of staff training
follows up with staff where necessary to ensure learnings from integrity training are embedded	<input type="checkbox"/>	<input type="checkbox"/>	✓	<p><u>Proposed action</u> Regular staff assessment surveys should be developed and circulated to ensure learnings from integrity and AEDM training are embedded</p>
has a process for communicating with staff about integrity matters including updating them about changes to policies, processes and systems (e.g. through newsletters, emails, meetings)	✓	<input type="checkbox"/>	<input type="checkbox"/>	The Chief Executive Officer (CEO) conducts weekly addresses to all staff via Zoom. These include updates to all integrity documents and instructions.

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Assess if your authority:	In place	In progress	Not in place	Proposed actions and comments
has a formal induction process in place for all new staff and contractors that includes a clear focus on integrity	<input type="checkbox"/>	✓	<input type="checkbox"/>	<p>The City provides new staff with the Code of Conduct, Fraud and Corruption Prevention Policy and Fraud and Corruption Prevention Plan as part of the induction process.</p> <p>Proposed action</p> <p>A documented procedure is required to ensure that suppliers are provided with the Code of Conduct, Fraud and Corruption Prevention Policy and Fraud and Corruption Prevention Plan immediately after a contract award.</p>
delivers Accountable and Ethical Decision Making (AEDM) training (or equivalent) and refresher training to staff that:				
• is aligned to its Code of Conduct	<input type="checkbox"/>	✓	<input type="checkbox"/>	<p>In April 2021 the City engaged Risk West to undertake mandatory fraud awareness training for nominated staff.</p> <p>The City is currently developing an online fraud awareness and AEDM training program. It is intended that new staff will be required to complete the training as part of their online induction process and current staff will receive notification to complete the training annually via the induction portal.</p> <p>The City's system maintains records of staff training</p>
• is customised to its context and business, and covers its specific integrity risks	<input type="checkbox"/>	✓	<input type="checkbox"/>	
• is up to date and reflects changes to systems and processes	<input type="checkbox"/>	✓	<input type="checkbox"/>	
• includes information on its integrity framework, policies, processes, and systems	<input type="checkbox"/>	✓	<input type="checkbox"/>	
• includes information on how to recognise, respond to and report misconduct	<input type="checkbox"/>	✓	<input type="checkbox"/>	
• records attendance and completion rates which can be provided to the Commission and other integrity bodies as required	✓	<input type="checkbox"/>	<input type="checkbox"/>	

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Assess if your authority:	In place	In progress	Not in place	Proposed actions and comments
provides specific integrity training to staff working in high-risk roles (e.g. finance, procurement, integrity) in relation to fraud and corruption, accountability requirements and reporting suspected misconduct	√	<input type="checkbox"/>	<input type="checkbox"/>	In April 2021 the City engaged Risk West to undertake mandatory fraud awareness training for nominated staff. Nominate staff included CEO, Executive Directors, Managers, Coordinators, Financial Services, Executive Assistants and Administrators in teams who have access to raise purchase orders.
evaluates staff awareness of its integrity requirements (e.g. through staff perception surveys) and acts on any knowledge deficits	<input type="checkbox"/>	<input type="checkbox"/>	√	<u>Proposed action</u> Regular staff assessment surveys should be developed and circulated to measure staff confidence and attitudes about integrity and to ensure learnings from integrity and AEDM training are embedded.
encourages, supports and provides a mechanism for staff to seek advice on integrity matters when they are unsure	√	<input type="checkbox"/>	<input type="checkbox"/>	Employees are encouraged to consult their Business Unit Managers, Supervisors, Corporate Strategy and Governance Team and Human Resource Partners if they are unsure about integrity matters.
makes staff aware of the process of identifying integrity risks and contributing to the risk register	√	<input type="checkbox"/>	<input type="checkbox"/>	The City's Risk Management Framework ensures that the integrity of strategies, operations, contracts and projects undergo rigorous risk analyses. Risk management implications are also considered in all Council reports

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Assess if your authority:	In place	In progress	Not in place	Proposed actions and comments
ensures staff who respond to and investigate integrity matters are suitably skilled (e.g. have Certificate IV in Government Investigations or higher qualification and/or relevant experience)	√	<input type="checkbox"/>	<input type="checkbox"/>	<p>The following officers are designated as Public Interest Disclosure (PID) officers pursuant to section 23(1)(a) of the <i>Public Interest Disclosure Act 2003</i> and are responsible for receiving disclosures of public interest information:</p> <ul style="list-style-type: none"> • Executive Manager Human Resources • Executive Manager, Corporate Strategy and Governance <p>Both officers are suitably skilled to investigate integrity matters</p> <p>Proposed action</p> <p>The City is proposing to increase the number of PID Officers from two to four which also includes a Principal PID Officer who is responsible for coordinating reporting requirements under the <i>Public Interest Disclosure Act 2003</i>.</p> <p>The additional PID officers will be based at Beatty Park and the Depot</p>
exercises due diligence when engaging contractors to deal with integrity matters to ensure they have the necessary qualifications, skills and/or experience (e.g., through reference and qualification checks)	√	<input type="checkbox"/>	<input type="checkbox"/>	<p>Contractors procured through an RFT and RFQ process are required to give references.</p> <p>Documentation evidencing it is required where a qualification requirement has been determined.</p>

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Assess if your authority:	In place	In progress	Not in place	Proposed actions and comments
seeks opportunities for further learning about integrity matters by identifying key staff to attend events and forums provided by the Commission and other bodies	√	<input type="checkbox"/>	<input type="checkbox"/>	<p>The City encourages industry/position specific training when this is identified as a development need between employee and supervisor/manager.</p> <p>In April 2021 the City engaged Risk West to undertake mandatory fraud awareness training for nominated staff.</p> <p>The City is currently developing an online fraud awareness training program and AEDM module. It is intended that new staff will be required to complete the training as part of their online induction process and current staff will receive notification to complete the training annually via the induction portal.</p>
establishes networks with other integrity practitioners	√	<input type="checkbox"/>	<input type="checkbox"/>	<p>The City strongly supports advocacy with the public sector including Public Sector Commissions, Department of Local Government and Professional Associations</p>

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

04 Be accountable for integrity

Prevention, detection and response to integrity matters are everyone's personal and professional responsibilities.

Assess if your authority:	In place	In progress	Not in place	Proposed actions and comments
has a clear and documented process to assess potential misconduct that guides decision making about when to notify the Public Sector Commission and Corruption and Crime Commission of minor misconduct and serious misconduct (respectively), using their online reporting tools	√	<input type="checkbox"/>	<input type="checkbox"/>	The City's Fraud and Corruption Prevention Plan , Public Interest Disclosure Procedures (PID) Information Guidelines and dedicated Fraud Management and Corruption Vintranet page documents the process to assess potential misconduct.
articulates the roles and responsibilities of the leadership team in overseeing integrity	√	<input type="checkbox"/>	<input type="checkbox"/>	The roles and responsibilities are determined in the Act, City's Governance Framework , Public Interest Disclosure Procedures (PID) Information Guidelines and dedicated Fraud Management and Corruption Vintranet page
has a documented and active process to review and learn from internal and external reports, including focusing on individual conduct as well as system, cultural and capability weaknesses that may have provided the opportunity for misconduct to occur	√	<input type="checkbox"/>	<input type="checkbox"/>	<p>The City's Fraud and Corruption Prevention Plan, is required to be review annually. The review considered and reports recommended action on all identified gaps in the City's processes.</p> <p>The City actively learns from the Public Sector Commission, Office of the Auditor General and Department of Local Government reports on activities in other agencies</p>

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Assess if your authority:	In place	In progress	Not in place	Proposed actions and comments
<p>monitors, reviews, and addresses its approach to changing and emerging risks (e.g., due to restructure, introduction of technology and legislative change) and ensures:</p> <ul style="list-style-type: none"> a new integrity risk assessment is completed its risk register is updated internal policies, processes and systems are updated to reflect the new operating context 	✓	<input type="checkbox"/>	<input type="checkbox"/>	<p>In accordance with the Risk Management Administration Procedure the City reviews all Risk Profiles at least on an annual basis or if triggered by one of the following:</p> <ul style="list-style-type: none"> Changes to context, A treatment is implemented, An incident occurs or due to audit/regulator findings.
<p>collected data is analysed and reported to the leadership team (e.g., reports of integrity breaches, complaints, grievances, staff survey results, training records, conflicts of interest, gifts and benefits register)</p>	<input type="checkbox"/>	✓	<input type="checkbox"/>	<p>Reports of integrity breaches, complaints, grievances, staff survey results and learnings from the annual Public Sector Commission Integrity Survey will be reported to the Executive Management Committee.</p> <p>The City's registers including the gift and conflict of interest registers are updated regularly and publicly available on the City's website.</p>

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

Assess if your authority:	In place	In progress	Not in place	Proposed actions and comments
has integrity as a standing agenda item for its leadership team to provide a forum to interrogate data, and identify and respond to emerging trends (e.g. data about breaches of Code of Conduct or policy, allegations of misconduct, complaints received, and recommendations from self-assessments and audits)	<input type="checkbox"/>	√	<input type="checkbox"/>	<p>The City is developing a Governance and Integrity Report to present as a standing agenda item to the Executive Management Committee and Audit Committee.</p> <p>In accordance with the Fraud and Corruption Prevention Plan the following information will be presented quarterly:</p> <ul style="list-style-type: none"> • Information on the program and robustness of the internal control environment in regard to preventing and detecting fraud • the types of fraud and corruption common with the sector • incidence of fraud and corruption generally in Australia • information on the types of fraud and corruption that have been detected at the local government over the previous five years • information of new or emerging trends in this area. <p>The report will also present an update on the actions that have been identified as part and the Fraud and Corruption Prevention Plan review</p>

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

#	Proposed Action	Responsibility	Due Date
1.	Regular news feeds are to be implemented to remind staff of key integrity responsibilities including the process for reporting any instances of misconduct. (reflected in proposed updates to the Plan)	Corporate Strategy and Governance (CS&G)	2022
2.	Implementation of integrity controls are to be included in Annual Reports (reflected in proposed updates to the Plan)	CS&G and Marketing	2022
3.	The City's Job Advert Template to be updated to include information on values and conduct expectations (reflected in proposed updates to the Plan)	Human Resources (HR)	2022
4.	Online training programs for both Fraud Awareness and Accountable and Ethical Decision-making (AEDM) are to be developed and implemented. New staff members will be required to complete both programs as part of their online induction process and current staff will receive notification to complete the training programs annually via the induction portal	CS&G & HR	2022
5.	Both Fraud Awareness and AEDM training programs are to be reviewed annually in line with the Fraud Management Plan.	CS&G & HR	2022
6.	The City's Performance and Development Procedure to be extended to require staff to complete the online fraud awareness training module as part of their performance review. (reflected in proposed updates to the Plan)	HR	2022 - following finalisation of the training program
7.	Regular staff assessment surveys to be developed and circulated to measure staff confidence and attitudes about integrity, including confidence in speaking up about misconduct and integrity matters and identifying steps to address any findings (reflected in proposed updates to the Plan)	CS&G	2022
8.	Regular staff assessment surveys to be developed and circulated to ensure learnings from integrity training are embedded (reflected in proposed updates to the Plan)	CS&G	2022
9.	The number of PID Officers is to be increased from two to four which also includes a Principal PID Officer who is responsible for coordinating reporting requirements under the <i>Public Interest Disclosure Act 2003</i> . The additional PID officers are to be based at Beatty Park and the Depot (Plan to be updated following appointment)	CS&G	2022
10.	A documented procedure is required to ensure that suppliers are provided with the City's Code of Conduct for Employees and Contractors, Fraud and Corruption Prevention Policy and Fraud and Corruption Prevention Plan immediately after a contract award. (reflected in proposed updates to the Plan)	CS&G & Procurement	2022

Fraud and Corruption Prevention Plan



CITY OF VINCENT

Contents

Executive Summary	3
Section 1 - Background	4
1.1 Purpose	4
1.2 Communication	4
1.3 Zero Tolerance to Fraud and Corruption	4
1.4 Definitions	5
1.5 Objective	6
1.6 Scope	6
Section 2 - Context	7
2.1 Corporate Framework	7
2.2 Legislative Framework	7
2.3 Australian Standards	9
2.4 Roles and Responsibilities	9
Section 3 - Planning and Resourcing	11
3.1 Program for fraud and corruption control planning and review	11
3.2 Fraud control responsibility and resources	12
3.3 External assistance	12
Section 4 - Prevention	13
4.1 Implementing and maintaining an integrity framework	13
4.2 Commitment to controlling the risk of fraud and corruption	13
4.3 Maintaining strong internal control systems and internal control culture	14
4.4 Fraud and corruption risk assessment	14
4.5 Communication and awareness of fraud and corruption	15
4.6 Employment screening	15
4.7 Dealing with annual leave and job rotation	16
4.8 Supplier vetting	16
Section 5 - Detection	17
5.1 Fraud and corruption detection program	17
5.2 External auditor's role in the detection of fraud	18
5.3 Mechanisms for reporting suspected fraud and corruption incidents	18
5.4 Whistle blowers	18
Section 6 - Response	19
6.1 Procedures of the investigation of detected or suspected incidents	19
6.2 Internal reporting	19
6.3 Disciplinary procedures	19
6.4 External reporting	20

ENGAGING | ACCOUNTABLE | MAKING A DIFFERENCE

1

Fraud and Corruption Prevention Plan



CITY OF VINCENT

6.5	Civil proceeding to recover the proceeds of fraud and corruption	21
6.6	Internal control review following discovery of fraud	21
6.7	Maintaining and monitoring adequacy of insurance.....	21

ENGAGING | ACCOUNTABLE | MAKING A DIFFERENCE

2

Fraud and Corruption Prevention Plan



Executive Summary

The City of Vincent (**City**) is committed to the prevention, deterrence, monitoring, investigation and reporting of all forms of fraud and corruption. Fraud and corruption is damaging to an organisation as it may cause financial loss, loss of public confidence (either perceived or real), reputational damage and adverse publicity.

Local governments are the custodians of significant public funds and assets. Therefore it is important that the community has assurance that these are adequately protected from fraud and corruption.

Fraud and corruption prevention forms part of the City's Risk Management Framework. It is a risk that the City actively seeks to identify and limit its exposure to, by reducing the potential opportunity (risk likelihood) for fraud and corruption to occur.

The purpose of this Plan is to clearly document the City's approach to the prevention of fraud and corruption at both strategic and operational levels. It is to be read in conjunction with the City's [Risk Management Policy](#) and relevant legislation.



Adapted from Office of Auditor General for Western Australia, Report 5: 2019-20, *Fraud Prevention in Local Government*

ENGAGING | ACCOUNTABLE | MAKING A DIFFERENCE

3

Fraud and Corruption Prevention Plan



Section 1 - Background

1.1 Purpose

This Plan supports the City's Fraud and Corruption Prevention Policy to provide a structured framework and approach to fraud and corruption prevention, detection, monitoring and reporting.

This Plan aligns with the Australian Standards for Fraud and Corruption Control (AS8001-2008) and has been endorsed by the Executive Management Committee.

The Plan will be reviewed by the Audit Committee annually.

1.2 Communication

This Plan is communicated to all staff via annual training and is available on the City's internal Vintranet site. All new staff are also made aware of the Plan as part of their induction.

1.3 Zero Tolerance to Fraud and Corruption

The City has zero tolerance for corrupt conduct or fraudulent activities. The City is committed to preventing, deterring, detecting and investigating fraudulent and corrupt behaviour in the delivery of City services. Elected Members and Administration must not engage in practices that may constitute fraud or corruption.

The desired outcome of this commitment is the elimination of fraud and corruption throughout City operations both internally and externally. The City may prosecute people identified as committing fraud or undertaking corrupt behaviour. Employees may also face disciplinary action under the City's Code of Conduct, and restitution of money or property lost through fraudulent activity will be pursued through legislative means.

Fraudulent and corrupt activities may also be required to be referred to external agencies or may be referred at the discretion of the Council or CEO. These agencies include but are not limited to –

- WA Police
- Crime and Corruption Commission
- Public Sector Commission
- Local Government Standards Panel.

Fraud and Corruption Prevention Plan



CITY OF VINCENT

1.4 Definitions

Fraud is defined by Australian Standard AS8001-2008 as –

Dishonest activity causing actual or potential financial loss to any person or entity including theft of monies or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity.

Fraud can take many forms including –

- the misappropriation of assets;
- the manipulation of financial reporting (either internal or external to the organisation);
- corruption involving abuse of position for personal gain.

Corruption is defined by Australian Standard AS8001-2008 as –

Corruption is dishonest activity in which an employee or contractor of the entity acts contrary to the interests of the entity and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or organisation. The concept of 'corruption' can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity.

Corrupt conduct tends to show a deliberate intent for an improper purpose and motivation and may involve misconduct such as: the deliberate failure to perform the functions of office properly; the exercise of a power or duty for an improper purpose; or dishonesty. Some examples of corrupt or criminal conduct which could be serious misconduct include –

- abuse of public office;
- blackmail;
- bribery, including bribery in relation to an election;
- deliberately releasing confidential information;
- extortion;
- obtaining or offering a secret commission;
- fraud or stealing;
- forgery;
- perverting the course of justice;
- an offence relating to an electoral donation;
- falsification of records.

ENGAGING | ACCOUNTABLE | MAKING A DIFFERENCE

5

Fraud and Corruption Prevention Plan



1.5 Objective

The City is committed to meeting its legislative obligations under the *Local Government Act 1995* including *ensuring that resources are maintained in a responsible and accountable manner*.

The City's commitment to fraud control will be met by ensuring an environment in which fraudulent or corrupt conduct is discouraged, and conflicts of interest are avoided.

This commitment is reflected in the City's [Governance Framework](#), which has the following five principles:

1. Culture and Vision
2. Roles and Responsibilities
3. Decision Making and Management
4. Commitment to Sustainability
5. Accountability

1.6 Scope

This Plan applies to all Elected Members, employees, contractors and volunteers.

Elected Members must also adhere to the standards mandated by the *Local Government Act 1995*.

Further guidance on the City's responsibilities are detailed in the:

- Department of Local Government, Sport and Cultural Industries, *Fraud & Corruption Control Framework*, July 2015
- Office of Auditor General for Western Australia –
 - Report 24: 2018-2019, *Verifying Employee Identity and Credentials*
 - Report 5: 2019-2020, *Fraud Prevention in Local Government*
- Australian Standard AS 8001-2008

ENGAGING | ACCOUNTABLE | MAKING A DIFFERENCE

6

Fraud and Corruption Prevention Plan



Section 2 - Context

2.1 Corporate Framework

This Plan supports the objectives in the City's Strategic Community Plan and Corporate Business Plan, both of which directly inform the City's budgets, strategies, policies and service delivery.

2.2 Legislative Framework

The *Local Government Act 1995 (LG Act)* requires local governments to develop and maintain adequate internal control systems. Local governments are also required to establish a Code of Conduct for employees, contractors and Council and have an Audit Committee.

The *Public Interest Disclosure Act 2003 (PID Act)* requires the local government to establish written procedures for handling of any protected disclosures.

The diagram below shows the interdependency of this Plan with complimentary programs and processes.



ENGAGING | ACCOUNTABLE | MAKING A DIFFERENCE

7

Fraud and Corruption Prevention Plan



CITY OF VINCENT

Local Government (Financial Management) Regulations 1996, Regulation 5

- (1) *Efficient systems and procedures are to be established by the CEO of a local government –*
- (a) for the proper collection of all money owing to the local government; and*
 - (b) for the safe custody and security of all money collected or held by the local government; and*
 - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
 - (d) to ensure proper accounting for municipal or trust –*
 - (i) revenue received or receivable; and*
 - (ii) expenses paid or payable; and*
 - (iii) assets and liabilities; and*
 - (e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and*
 - (f) for the maintenance of payroll, stock control and costing records; and*
 - (g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*
- (2) *The CEO is to –*
- (a) ensure that the resources of the local government are effectively and efficiently managed; and*
 - (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
 - (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.*

ENGAGING | ACCOUNTABLE | MAKING A DIFFERENCE

8

Fraud and Corruption Prevention Plan



CITY OF VINCENT

Local Government (Audit) Regulations 1996 Regulation 17 (1):

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 3 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

2.3 Australian Standards

Although not obligatory, Australian Standard for Fraud and Corruption Control (AS8001-2008) provide important guidance.

2.4 Roles and Responsibilities

Audit Committee

In relation to fraud control, the Audit Committee's responsibilities include –

- reviewing risk management frameworks and associated procedures for the effective identification and management of fraud risks;
- providing assurance that the City has appropriate processes and systems in place to prevent, detect and effectively respond to fraud-related information; and
- providing leadership in preventing fraud and corruption.

Chief Executive Officer (CEO)

The CEO applies the City's resources to fraud prevention and ensures the implementation of adequate controls for managing fraud and corruption risks within the City.

The CEO, under the *Corruption, Crime and Misconduct Act 2003* must notify the Corruption and Crime Commission or the Public Sector Commission if misconduct is suspected.

ENGAGING | ACCOUNTABLE | MAKING A DIFFERENCE

9

Fraud and Corruption Prevention Plan



CITY OF VINCENT

Executive Management Committee (EMC)

The Executive Management Committee is responsible for implementing this Plan. In particular, the EMC must –

- provide leadership, guidance, training and support to employees in preventing fraud and corruption;
- identify high fraud risk areas;
- participate in fraud and corruption risk assessment reviews;
- monitor the continued operation of controls;
- report suspected fraud and corruption promptly, maintaining confidentiality; and
- ensure the protection of complainants who report fraudulent and corrupt activities.

Chief Audit Executive (CAE)

The CAE (Executive Manager Corporate Strategy and Governance) is responsible for –

- coordinating the fraud and corruption risk assessment process;
- developing and maintaining this Plan, in consultation with key stakeholders;
- communicating the existence and importance of the Plan to all staff; and
- delivering and/or coordinating fraud and corruption training.

Executive Manager HR

The Executive Manager Human Resources is responsible for managing the grievance and discipline process.

Public Interest Disclosure (PID) Officer

The City's PID Officers (Executive Manager Corporate Strategy and Governance and Executive Manager Human Resources) investigate disclosures in accordance with the *Public Interest Disclosure Act 2003*.

All Employees

All employees have a responsibility to contribute to preventing fraud and corruption by following the Code of Conduct, complying with controls, policies and processes; resisting opportunities to engage in fraudulent or corrupt behaviour; and reporting suspected fraudulent or corrupt incidents or behaviour.

ENGAGING | ACCOUNTABLE | MAKING A DIFFERENCE

10

Fraud and Corruption Prevention Plan



Section 3 - Planning and Resourcing

Australian Standard 8001/2008 list the following for consideration in planning and resourcing –

- control planning,
- review of control plans,
- control resourcing,
- internal audit activity.

3.1 Program for fraud and corruption control planning and review

The LG Act requires that all local governments establish an Audit Committee. An Audit Committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal controls, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

The Recommendation on p.7 of the WA Office of Auditor General's Report, Fraud Prevention in Local Government notes –

In line with better practice, all entities should ensure they implement a coordinated approach to manage their fraud risks. Entities should –

1. *assess fraud risks across their business*
 2. *develop a Fraud and Corruption Control Plan and review it at least once every 2 years*
 3. *develop and implement a periodic fraud awareness training program for all staff*
 4. *ensure that all conflicts of interest are recorded, assessed and appropriate management plans are in place*
 5. *have policies and procedures in place to verify the identity and integrity of employees and suppliers*
 6. *document clear internal processes and systems to report any potential fraud, that include anonymous reporting*
 7. *collect and analyse information received about potential fraud to identify any trends or emerging issues.*
-

This Plan is designed to achieve compliance with each of these recommendations.

The Plan operates in association with existing programs and initiatives throughout the City and forms an integral part of the overall risk management framework.

This Plan will be reviewed annually by the CAE with oversight from the Executive Management Committee. In reviewing the Plan the CAE shall give regard to the following –

- significant changes in business conditions
- strategies arising out of recently detected fraud or corruption control incidents
- results of fraud and corruption risk assessments completed
- changes in fraud and corruption control practices locally and internationally
- resourcing requirements

ENGAGING | ACCOUNTABLE | MAKING A DIFFERENCE

Fraud and Corruption Prevention Plan



- any identified changing nature of fraud and corruption within the sector.

The Plan will be presented to Audit Committee annually.

3.2 *Fraud control responsibility and resources*

The responsibility for implementation of this Plan is with the CAE. The CAE will report yearly to the Executive Management Committee, on the progress of delivery on the outcomes from this Plan.

The City is committed to allocating the required resources across the organisation to ensure appropriate controls in regards to fraud and corruption. In particular resources will be made available to –

- implement the Plan
- undertake fraud and corruption risk assessments
- deliver organisational training and awareness
- review incidents reports
- undertake investigations.

3.3 *External assistance*

Where required, external assistance will be engaged to support the delivery of any aspect of this Plan, including the delivery of training.

Fraud and Corruption Prevention Plan



Section 4 - Prevention

Australian Standard 8001/2008 list the following for consideration in planning and resourcing –

- implementing and maintaining an integrity framework
- senior management commitment
- line management accountability
- internal control
- assessing fraud and corruption risk
- communication and awareness
- employment screening
- supplier and customer vetting
- controlling the risk of corruption.

4.1 *Implementing and maintaining an integrity framework*

The City's Code of Conduct specifies the expected behaviour of employees and contractors, which includes reporting and preventing any fraud or corruption.

Recruitment materials will include information on values and conduct expectations

The City will provide a formal induction process for all new staff and contractors that includes a clear focus on integrity.

Managers will exercise and demonstrate high levels of integrity in the performance of their roles and functions and will remind employees of the importance of complying with the City's Code of Conduct.

Annual performance reviews will include a requirement for employees to review the City's Code of Conduct each year and to complete the online training programs for both Fraud Awareness and Accountable and Ethical Decision-making (AEDM).

4.2 *Commitment to controlling the risk of fraud and corruption*

Managers will not be complacent and will treat fraud and corruption risks as a serious threat to the City.

The Executive Management Committee and Audit Committee will regularly be briefed on the following:

- information on the program and robustness of the internal control environment in regards to preventing and detecting fraud
- the types of fraud and corruption common with the sector
- incidence of fraud and corruption generally in Australia
- information on the types of fraud and corruption that have been detected at the local government over the previous five years
- information of new or emerging trends in this area.

ENGAGING | ACCOUNTABLE | MAKING A DIFFERENCE

Fraud and Corruption Prevention Plan



4.3 Maintaining strong internal control systems and internal control culture

The City has an existing culture of continuous improvement. The implementation of effective systems of internal control is an integral part of this program, particularly for activities assessed as having a high predisposition to the risk of fraud and corruption.

Well planned and documented internal controls will be a major defence for avoiding fraud and corruption. When undertaking projects or reviewing existing practices into the future consideration will be given to appropriate fraud and corruption controls in the development of outcomes.

Internal controls will be:

- Appropriately documented
- Accessible
- Reviewed and amended regularly
- Communicated effectively to all relevant employees
- Subject to review of adherence.

4.4 Fraud and corruption risk assessment

Risk assessments will be undertaken for all identified fraud and corruption risks in accordance with the City's Risk Management Policy.

As a minimum the following risks will be assessed –

- theft of cash
- theft/misuse of assets
- misuse of confidential corporate information
- conflict of Interest
- accounts payable
- payroll practices
- procurement
- IT and information security
- recruitment
- misuse of credit cards.

Additional risks will be identified through normal business unit operations and through the regular review of the risk register.

Fraud and Corruption Prevention Plan



4.5 Communication and awareness of fraud and corruption

It is important that fraud and corruption is identified and reported at an early stage and that employees have understanding and confidence in the system.

Employees will be provided with the following –

- a dedicated page will be maintained on the City's Vintranet in regard to fraud and corruption, this will include links to all relevant documents in particular the process for reporting allegations and Public Interest Disclosures;
- fraud & corruption awareness training and AEDM training will be conducted annually, and learnings measured through staff assessment surveys;
- regular news feeds to remind staff of key integrity responsibilities including the process for reporting any instances of misconduct; and
- staff assessment surveys to measure staff confidence and attitudes about integrity, including confidence in speaking up about misconduct and integrity matters and identifying steps to address any findings

Our community will be provided with the integrity controls that have been implemented throughout the year. This will be published in each Annual Report.

4.6 Employment screening

Prior to appointment the following screening shall be undertaken with the express consent of the individual concerned, irrespective of whether they are internal or external applicants –

- verification of identity requiring at least two forms of identity (passport, birth certificate, drivers licence, rate certificate, at least one must include photo identification)
- Police criminal history check – relevant positions
- Working with Children check – relevant positions
- reference checks with two most recent employers
- consideration of any gaps on employment history and the reasons for the gaps
- verification of formal qualifications claimed – where relevant or required for position
- if necessary, residency or visa status.

The Recommendation on p.10 of the WA Office of Auditor General's Report, *Verifying Employee Identity and Credentials* notes –

Public sector entities should –

1. *have approved policies and procedures for verifying employee identity and credentials which cover –*
 - *using a 100-point identity check*
 - *criminal background checks, based on the risks associated with the position*
 - *periodic monitoring of existing employees*
2. *assess the positions which may require a criminal background or working with children check and ensure that these requirements are clearly documented in position description forms*

ENGAGING | ACCOUNTABLE | MAKING A DIFFERENCE

Fraud and Corruption Prevention Plan



CITY OF VINCENT

3. *for high risk positions, or positions where there is an ongoing requirement to hold a licence or professional qualification, obtain regular declarations from employees that there is no significant change in their circumstances*
4. *ensure that sufficient documentary evidence is obtained prior to appointment which supports an employee's –*
 - *identification and right to work in Australia*
 - *professional qualifications and memberships*
 - *criminal background or capacity to work with children (where necessary)*
5. *perform appropriate referee checks for all potential employees and ensure that all employees' reference checks are retained in their employee or recruitment file*
6. *develop a procedure for monitoring the expiry dates of licences, certificates or working with children checks so that they can be followed up with the employee close to expiry date*
7. *perform periodic criminal background checks for positions which require it.*

4.7 Dealing with annual leave and job rotation

Directorates will consider job rotation for positions where there are multiple officers undertaking the same or similar functions and the position is deemed a high risk from a fraud or corruption perspective, local law enforcement, parking enforcement, planning officers, contract management, for example.

Excess annual leave will be monitored on a quarterly basis and reported [to the Executive Management Committee](#).

4.8 Supplier vetting

The City will continue to undertake supplier vetting for new and ongoing suppliers in accordance with existing practices.

To avoid scams and incorrect payments, all suppliers are to have banking details verified upon initial entry of their details to the IT system and then periodically.

In accordance with the Procurement Policy, new suppliers with prospective business in excess of \$150,000, the minimum checks will include –

- search of Australian Securities & Investment Commission Company Register,
- Australian Business Register ABN verification,
- currency of insurances.

For new contracts exceeding, or potential to exceed \$500,000, the following additional checks should be considered –

- corporate scorecard check which looks at Bankruptcy search,
- assessment of credit rating,
- search of legal proceedings pending or judgements pending.

ENGAGING | ACCOUNTABLE | MAKING A DIFFERENCE

Fraud and Corruption Prevention Plan



Section 5 - Detection

Australian Standard 8001/2008 list the following for consideration in planning and resourcing –

- implementing a fraud and corruption detection program
- role of external auditor in detection of fraud
- avenues for reporting suspected incidents
- whistle-blower protection program.

5.1 Fraud and corruption detection program

As part of the development of the annual internal audit program the Audit Committee will consider opportunities to undertake pro-active fraud and corruption detecting activities that might include –

- (a) conducting unscheduled internal reviews and audits
- (b) post-transactional reviews – a review of transactions after they have been processed, with the aim of identifying or uncovering –
 - documentation that may be missing, altered, missing or falsified,
 - authorisations that may have been omitted or altered, or
 - inadequate documentary support.
- (c) Analysis of management accounting reports – using relatively straight forward techniques in analysing management accounting reports, trends can be examined and investigated which may be indicative of fraudulent or corrupt conduct.
- (d) Financial Management and Risk Reviews will include a review of –
 - IT and information security
 - grants and other payments
 - tendering processes, purchasing and contract management
 - services provided to the community
 - revenue collection
 - use of credit cards
 - travel allowance and other allowances
 - salaries
 - money, property and other physical assets.
- (e) internal audits.
- (f) annual reports to management, the Audit Committee and Council regarding the position of risk management, internal controls and legislative compliance.

In accordance with the LG Act, the CEO is required to –

- a) in accordance with the *Local Government (Financial Management) Regulations 1996* r.5, advise Council at least once every 3 years in respect to –
 - efficient systems and procedures
 - ensure efficient use of resources
 - appropriateness and effectiveness of systems
- b) in accordance with the *Local Government (Audit) Regulations 1996* r.17, at least once every 3 years review –

ENGAGING | ACCOUNTABLE | MAKING A DIFFERENCE

Fraud and Corruption Prevention Plan



- risk management
- internal controls, and
- legislative compliance.

5.2 External auditor's role in the detection of fraud

Consistent with recent changes to international and Australian auditing standards, the auditor's accountability for the detection of fraud will form part of any audit. These provisions will increase the likelihood of detecting material mis-statements or errors in the City's financial statements.

5.3 Mechanisms for reporting suspected fraud and corruption incidents

The City's Public Interest Disclosure Procedures (PID) [Information Guidelines](#) set out how employees can report suspicious or known illegal or unethical conduct.

Reports can be made anonymously. Anonymous reports will be examined and investigated on the available evidence.

All employees have the right to make a disclosure in accordance with the PID Act. This is encouraged where any person wishes to access the protections afforded by the PID Act.

5.4 Whistle blowers

Whistle-blowers, whether internal or external, may be an important component in the detection and exposure of fraud or corrupt behaviour.

They will be protected to the extent permitted by law. Protection may include but is not limited to –

- ensuring the person's safety
- protecting their confidentiality
- arranging any necessary physical or mental support
- referral to an external agency having greater resources for investigation.

A whistle-blower who has been involved in the reported misconduct may be provided with immunity or due consideration from City initiated disciplinary proceedings by agreement, however, the City has no power to provide immunity from criminal prosecution.

Where victimisation or reprisals are reported, a record of the report and the action taken must be placed on the file relating to the public interest disclosure. Steps taken to prevent acts of victimisation or reprisal should be recorded in a manner that they will be accessible for reference, should legal action be taken against the City.

However, vexatious or malicious complaint will not be tolerated, and an appropriate response may be made against the complainant.

Fraud and Corruption Prevention Plan



Section 6 - Response

Australian Standard 8001/2008 list the following for consideration in planning and resourcing –

- policies and procedures
- investigations
- internal reporting and escalation
- disciplinary procedures
- external reporting
- civil action for recovery of loss
- review of internal controls
- insurance.

6.1 *Procedures of the investigation of detected or suspected incidents*

The City's Public Interest Disclosure Information Guidelines set out –

- appropriate measures for the comprehensive investigation of such matters based on the principles of independence, objectivity and fair due process (rules of natural justice)
- systems for internal reporting of all detected incidents
- process for reporting the matters of suspected fraud and corruption to appropriate external enforcement agencies.

The Guidelines will be reviewed regularly to ensure that it continues to meet these objectives.

6.2 *Internal reporting*

The CAE is to ensure that all incidents reported and investigated are documented and registered on the appropriate confidential file.

The documentation placed on the file must include the following minimum information –

- date and time of report
- date and time the incident was detected
- how the incident came to the attention of management
- the nature of the incident
- value of loss (if any) to the entity
- action taken following discovery of the incident.

6.3 *Disciplinary procedures*

The City's disciplinary guidelines and procedures outline the potential disciplinary outcomes that apply in regards to the application of this Plan.

ENGAGING | ACCOUNTABLE | MAKING A DIFFERENCE

Fraud and Corruption Prevention Plan



6.4 External reporting

The City's Public Interest Disclosure Information Guidelines provide direction to reporting any suspected fraudulent or corrupt conduct to any external enforcement agencies including –

- Department of Local Government, Sport and Cultural Industries;
- Public Sector Commission;
- Police; or
- Crime & Corruption Commission.

Employees may report any reasonable suspicion of minor misconduct involving a public officer to the Public Sector Commission (**PSC**), in accordance with the *Corruption, Crime and Misconduct Act 2003*.

Employees should consider what behaviours and circumstances constitute minor misconduct and whether the person/s involved is a public officer.

There is a good chance that if the public officer/s involved could be the subject of a disciplinary investigation at the City, then it might be minor misconduct. If you suspect the behaviour is minor misconduct employees can report it to the PSC or the CAE.

Department of Local Government Sport and Cultural Industries

Gordon Stephenson House, 140 William Street, Perth WA 6000

GPO Box R1250, Perth WA 6844

Telephone: (08) 6551 8700

Fax: (08) 6552 1555

Free call (Country only): 1800 620 511

Email: info@dlgc.wa.gov.au

Website: www.dlgc.wa.gov.au

Translating and Interpreting Service (TIS) – Tel: 13 14 50

Public Sector Commission

Two office locations:

- Dumas House, 2 Havelock St, West Perth WA 6005
- Hale House, 1 Parliament Place, West Perth WA 6005

Locked Bag 3002, West Perth WA 6872

Phone: (08) 6552 8500

Fax: (08) 6552 8501

Email: admin@psc.wa.gov.au

Website: <https://publicsector.wa.gov.au>

Fraud and Corruption Prevention Plan



CITY OF VINCENT

Corruption and Crime Commission

Level 5, 45 Francis Street, Northbridge WA 6003
 PO Box 330, Northbridge Post Shop WA 6865
 Phone: (08) 9215 4888
 Fax: (08) 9215 4884
 Toll-free: 1800 809 000
 Email: info@ccc.wa.gov.au
 Website: <https://www.ccc.wa.gov.au/>

Hearing impairment: If you are deaf, or have a hearing impairment or speech impairment, contact us through the National Relay Service:

TTY users phone 1800 555 677 then ask for 1800 809 000
 Speak and Listen users phone 1800 555 727 then ask for 1800 809 000.

6.5 Civil proceeding to recover the proceeds of fraud and corruption

The City may seek recovery of any losses due to fraud or corruption where there is clear evidence of fraud and corruption and where the likely benefits of such recovery will exceed the funds and resources required to be invested in the recovery action.

6.6 Internal control review following discovery of fraud

Where fraud or corruption is detected the relevant Executive Manager will be responsible to assess the adequacy of the relevant internal control environment and provide a report to the Executive Management Committee on the improvements identified.

6.7 Maintaining and monitoring adequacy of insurance

The City will maintain a fidelity guarantee insurance policy that insures the risk of loss arising from internal fraudulent conduct. The level of the policy and other policies relevant to fraudulent or improper conduct will be reviewed annually by the Executive Management Committee.





OFFICE USE ONLY	
Council adoption	Date: <approval date>, Ref# <TRIM Ref>
Reviewed / Amended	Date: <approval date>, Ref#: <TRIM Ref>
Next review	Date <review date>:

ENGAGING | ACCOUNTABLE | MAKING A DIFFERENCE

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

5.8 FURTHER RISK ASSESSMENT (NON-STRUCTURAL RISKS) ON AGEING INFRASTRUCTURE

- Attachments:
1. Risk Assessment - Litis Stadium Grandstand [↓](#) 
 2. Risk Assessment - Leederville Oval Grandstand [↓](#) 
 3. Risk Assessment - Beatty Park Grandstand [↓](#) 
 4. Evaluation Matrix - Risk Management Policy [↓](#) 

RECOMMENDATION:

That the Audit Committee notes the report on non-structural risks associated with sporting infrastructure assets.

COMMITTEE DECISION ITEM 5.8DEFERRED

Moved: Cr Gontaszewski, Seconded: Cr Wallace

That the item be deferred to the March 2022 Audit Committee Meeting.

CARRIED (4-0)

For: Cr Wallace, Cr Gontaszewski, Cr Alexander and Cr Ioppolo

Against: Nil

(Mr Manifis was absent from the meeting and did not vote.)

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

INFRASTRUCTURE RISK ASSESMENT			
Facility:	Litis Stadium Grandstand		
Completed by:	Andrew Murphy, Ben Davis, Kon Bilyk		
RISKS TO PEOPLE			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Electrocution from old electrical infrastructure	Likelihood – 1 Consequence – 5 Risk Rating – Medium	<ul style="list-style-type: none">All power to grandstand decommissioned	Likelihood – 1 Consequence – 4 Risk Rating – Low
Exposure to asbestos	Likelihood – 2 Consequence – 4 Risk Rating – Medium	<ul style="list-style-type: none">Asbestos register updated 21/22.Building access restricted.	Likelihood – 1 Consequence – 4 Risk Rating – Low
Fall from height / low barrier	Likelihood – 2 Consequence – 4 Risk Rating – Medium	<ul style="list-style-type: none">Access restricted to elevated sections.	Likelihood – 1 Consequence – 4 Risk Rating – Low
Falling objects / storm and building deterioration	Likelihood – 2 Consequence – 4 Risk Rating – Medium	<ul style="list-style-type: none">Regular visual inspections.Building access restricted.	Likelihood – 2 Consequence – 4 Risk Rating – Medium
Sub-standard Emergency Escapes	Likelihood – 1 Consequence – 5 Risk Rating – High	<ul style="list-style-type: none">Building access restricted.	Likelihood – 1 Consequence – 1 Risk Rating – Low
Fire risk	Likelihood – 3 Consequence – 5 Risk Rating – High	<ul style="list-style-type: none">Building access restricted.	Likelihood – 1 Consequence – 1 Risk Rating – Low
Building Security / Unauthorised Access	Likelihood – 1 Consequence – 3 Risk Rating – Low	<ul style="list-style-type: none">Building access restricted.	Likelihood – 1 Consequence – 2 Risk Rating – Low
INTERUPTION TO SERVICE			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Not applicable. Building decommissioned and restricted	N/A	<ul style="list-style-type: none">Building decommissioned and restricted.	Likelihood – 1 Consequence – 1 Risk Rating – Low

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

REPUTATION			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Grandstand is left derelict.	Likelihood – 2 Consequence – 3 Risk Rating – Medium	<ul style="list-style-type: none"> Federal funding in pipeline for demolition and redevelopment. 	Likelihood – 1 Consequence – 2 Risk Rating – Low
COMPLIANCE (LEGAL & TECHNICAL)			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
OHSE Non-compliance due to deterioration of building.	Likelihood – 2 Consequence – 1 Risk Rating – Low	<ul style="list-style-type: none"> Building scheduled for demolition in 6 months. 	Likelihood – 2 Consequence – 2 Risk Rating – Low
PROPERTY			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Not applicable. Building decommissioned, restricted, and scheduled for demolition.	N/A	<ul style="list-style-type: none"> Building decommissioned, restricted, and scheduled for demolition. 	Likelihood – 1 Consequence – 1 Risk Rating – Low
NATURAL ENVIRONMENT			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Not applicable. Building decommissioned, restricted, and scheduled for demolition.	N/A	<ul style="list-style-type: none"> Building decommissioned, restricted, and scheduled for demolition. 	Likelihood – 1 Consequence – 1 Risk Rating – Low
FINANCIAL IMPACT			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Not applicable. Building decommissioned, restricted, and scheduled for demolition.	N/A	<ul style="list-style-type: none"> Building decommissioned, restricted, and scheduled for demolition. 	Likelihood – 1 Consequence – 1 Risk Rating – Low
CONTRACT / PROJECT			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Not applicable. Building decommissioned, restricted, and scheduled for demolition.	N/A	<ul style="list-style-type: none"> Building decommissioned, restricted, and scheduled for demolition. 	Likelihood – 1 Consequence – 1 Risk Rating – Low

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

INFRASTRUCTURE RISK ASSESSMENT			
Facility:	Leederville Oval Grandstand		
Completed by:	Andrew Murphy, Ben Davis, Kon Bilyk		
RISKS TO PEOPLE			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Electrocution from old electrical infrastructure	Likelihood – 3 Consequence – 5 Risk Rating – High	<ul style="list-style-type: none">Currently upgrading switchboards and RCD's.Annual test & tag.	Likelihood – 2 Consequence – 5 Risk Rating – High
Exposure to asbestos	Likelihood – 2 Consequence – 4 Risk Rating – Medium	<ul style="list-style-type: none">Asbestos register updated 21/22.Asbestos Management Plan in place.Asbestos condition has been rated and all potentially dangerous sections sealed.	Likelihood – 1 Consequence – 4 Risk Rating – Low
Fall from height / low barrier	Likelihood – 2 Consequence – 4 Risk Rating – Medium	<ul style="list-style-type: none">Workers inducted.Annual inspection of fall restraints.Roof access is controlled.	Likelihood – 2 Consequence – 4 Risk Rating – Medium
Falling objects / storm and building deterioration	Likelihood – 2 Consequence – 4 Risk Rating – Medium	<ul style="list-style-type: none">Regular visual inspections.Annual maintenance of fascia, roofstructure and other potential fall hazards	Likelihood – 2 Consequence – 4 Risk Rating – Medium
Sub-standard Emergency Escapes	Likelihood – 2 Consequence – 5 Risk Rating – High	<ul style="list-style-type: none">Upgraded emergency signage.Annual Emergency Evacuation Training for staff.Evacuation Plan in place.	Likelihood – 1 Consequence – 5 Risk Rating – Medium
Fire risk	Likelihood – 3 Consequence – 5 Risk Rating – High	<ul style="list-style-type: none">Upgraded emergency signage.Annual Emergency Evacuation Training for staff.Annual safety checks on Fire EquipmentEvacuation Plan in place.	Likelihood – 2 Consequence – 5 Risk Rating – High
Building Security / Unauthorised Access	Likelihood – 3 Consequence – 4 Risk Rating – High	<ul style="list-style-type: none">Continual upgrading of fencing and gates.CCTV Installed.Rangers patrolling area.Lighting upgrades (24/7)	Likelihood – 2 Consequence – 4 Risk Rating – Medium

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

INTERUPTION TO SERVICE			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
An event that would result in the Grandstand being closed for use e.g. - Fire - Electrical hazard - Asbestos incident - Vandalism	Likelihood – 2 Consequence – 4 Risk Rating – Medium	<ul style="list-style-type: none"> Management practices put in place around identified risks. Refer to Risk Assessment Register. 	Likelihood – 1 Consequence – 3 Risk Rating – Low
REPUTATION			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
An event e.g., Grandstand closure, injury to customer/staff, death of customer/staff that would result in reputational damage.	Likelihood – 3 Consequence – 4 Risk Rating – High	<ul style="list-style-type: none"> Management practices put in place around identified risks. Refer to Risk Assessment Register. 	Likelihood – 1 Consequence – 4 Risk Rating – Low
COMPLIANCE (LEGAL & TECHNICAL)			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Negative WorkSafe Reviews	Likelihood – 3 Consequence – 3 Risk Rating – Medium	<ul style="list-style-type: none"> Regular OHSE inspections by qualified staff. Qualified contractors. JSA & SWMS in place prior to works being carried out. 	Likelihood – 2 Consequence – 2 Risk Rating – Low
Dangerous Environmental Health practices	Likelihood – 3 Consequence – 1 Risk Rating – Low	<ul style="list-style-type: none"> Regular inspections and maintenance. Routine cleaning. 	Likelihood – 2 Consequence – 1 Risk Rating – Low
PROPERTY			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Lack of appropriate maintenance causing degradation.	Likelihood – 3 Consequence – 4 Risk Rating – High	<ul style="list-style-type: none"> Electrical services renewal. Mechanical services renewal underway. Flooring renewal. Regular inspections / property inspection reports. Lease conditions obligate tenant to maintain the building. 	Likelihood – 2 Consequence – 3 Risk Rating – Medium

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

NATURAL ENVIRONMENT			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Asbestos in various locations throughout building.	Likelihood – 2 Consequence – 5 Risk Rating – High	<ul style="list-style-type: none"> Replacing electrical switchboards. Asbestos register updated 21/22. Asbestos Management Plan in place. Asbestos condition has been rated and all potentially dangerous sections sealed. 	Likelihood – 1 Consequence – 5 Risk Rating – Medium
FINANCIAL IMPACT			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Building is not fit for purpose for Tenants.	Likelihood – 1 Consequence – 2 Risk Rating – Low	<ul style="list-style-type: none"> Lease conditions require tenant to maintain building. CoV works with tenants regarding major Capital Works. 	Likelihood – 1 Consequence – 2 Risk Rating – Low
Ongoing costs to maintain building are higher than income generation potential.	Likelihood – 4 Consequence – 4 Risk Rating – High	<ul style="list-style-type: none"> Lease conditions require tenant to maintain building. CoV works with tenants regarding major Capital Works. 	Likelihood – 4 Consequence – 3 Risk Rating – High
CONTRACT / PROJECT			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Latent conditions affecting project cost and delay.	Likelihood – 3 Consequence – 4 Risk Rating – High	<ul style="list-style-type: none"> Qualified investigations undertaken to understand building. Using experienced, qualified contractor/tradesman. 	Likelihood – 2 Consequence – 4 Risk Rating – Medium

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

INFRASTRUCTURE RISK ASSESMENT			
Facility:	Beatty Park Grandstand		
Completed by:	Andrew Murphy, Ben Davis, Kon Bilyk		
RISKS TO PEOPLE			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Electrocution from old electrical infrastructure	Likelihood – 3 Consequence – 5 Risk Rating – High	<ul style="list-style-type: none">Partially upgraded switchboard internals and RCD's.Annual thermal imaging of switchboards.Isolated certain areas from public access. * Additional works planned in 21/22	Likelihood – 2 Consequence – 5 Risk Rating – High
Exposure to asbestos	Likelihood – 3 Consequence – 4 Risk Rating – High	<ul style="list-style-type: none">Asbestos register updated 21/22.Asbestos Management Plan in place.Asbestos has been sealed.	Likelihood – 1 Consequence – 4 Risk Rating – Low
Fall from height / low barrier	Likelihood – 3 Consequence – 4 Risk Rating – High	<ul style="list-style-type: none">Closed Grandstand seating area to the public.Workers inducted.Annual inspection of fall restraints.Roof access is controlled.	Likelihood – 1 Consequence – 4 Risk Rating – Low
Falling objects / storm and building deterioration	Likelihood – 4 Consequence – 4 Risk Rating – High	<ul style="list-style-type: none">Security fence around perimeter.Remove loose render from public areas and thoroughfares.Removed all render from above poolside seating area.Regular visual inspections.	Likelihood – 2 Consequence – 4 Risk Rating – Medium
Sub-standard Emergency Escapes	Likelihood – 2 Consequence – 5 Risk Rating – High	<ul style="list-style-type: none">Closed Grandstand seating area to the public.Only ground floor occupied.Upgraded emergency signage.Annual Emergency Evacuation Training for staff.Evacuation Plan in place.	Likelihood – 1 Consequence – 5 Risk Rating – Medium
Fire risk	Likelihood – 3 Consequence – 5 Risk Rating – High	<ul style="list-style-type: none">Closed Grandstand seating area to the public.Only ground floor occupied.Upgraded emergency signage.Annual Emergency Evacuation Training for staff.Annual safety checks on Fire EquipmentAnnual thermal imaging of switchboards.Evacuation Plan in place.	Likelihood – 1 Consequence – 5 Risk Rating – Medium

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

INTERUPTION TO SERVICE			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
An event that would result in the Grandstand being closed for use e.g. - Fire - Electrical hazard - Asbestos incident	Likelihood – 3 Consequence – 4 Risk Rating – High	<ul style="list-style-type: none"> Management practices put in place around identified risks. Refer to Risk Assessment Register. 	Likelihood – 1 Consequence – 3 Risk Rating – Low
REPUTATION			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
An event e.g., Grandstand closure, injury to customer/staff, death of customer/staff that would result in reputational damage.	Likelihood – 3 Consequence – 4 Risk Rating – High	<ul style="list-style-type: none"> Management practices put in place around identified risks. Refer to Risk Assessment Register. 	Likelihood – 1 Consequence – 4 Risk Rating – Low
COMPLIANCE (LEGAL & TECHNICAL)			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Negative WorkSafe Reviews	Likelihood – 3 Consequence – 3 Risk Rating – Medium	<ul style="list-style-type: none"> Regular OHSE inspections by qualified staff. Qualified contractors. JSA & SWMS in place prior to works being carried out. 	Likelihood – 2 Consequence – 2 Risk Rating – Low
Dangerous Environmental Health practices	Likelihood – 3 Consequence – 1 Risk Rating – Low	<ul style="list-style-type: none"> Regular inspections and maintenance. Routine cleaning. 	Likelihood – 2 Consequence – 1 Risk Rating – Low
PROPERTY			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Lack of appropriate maintenance causing degradation.	Likelihood – 4 Consequence – 4 Risk Rating – High	<ul style="list-style-type: none"> \$450,000 for 21/22 FY allocated for water ingress management. Electrical services renewal 	Likelihood – 3 Consequence – 4 Risk Rating – High
NATURAL ENVIRONMENT			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Asbestos in window grouting	Likelihood – 2 Consequence – 5 Risk Rating – High	<ul style="list-style-type: none"> Closed off large sections of the Grandstand to the Public. Occupied sections have had the grouting sealed. 	Likelihood – 1 Consequence – 5 Risk Rating – Medium

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

FINANCIAL IMPACT			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Building is not fit for purpose for Tenants.	Likelihood – 1 Consequence – 2 Risk Rating – Low	<ul style="list-style-type: none"> Regular servicing maintenance. Reducing number of tenants. 	Likelihood – 1 Consequence – 2 Risk Rating – Low
Ongoing costs to maintain (assets not useable and cannot generate income due to current condition and heritage council restrictions)	Likelihood – 4 Consequence – 4 Risk Rating – High	<ul style="list-style-type: none"> \$450,000 for 21/22 FY allocated for water ingress management. Electrical services renewal 	Likelihood – 4 Consequence – 4 Risk Rating – High
CONTRACT / PROJECT			
RISK/S	RISK RATING	MITIGATING MEASURES	MANAGED RISK RATING
Contractors not abiding by the conditions set by the Heritage Council resulting in breach and reducing the Heritage value of the asset.	Likelihood – 1 Consequence – 4 Risk Rating – Low	<ul style="list-style-type: none"> Qualified investigations undertaken to understand building. Using experienced, qualified contractor/tradesman. 	Likelihood – 1 Consequence – 2 Risk Rating – Low
Latent conditions affecting project cost and delay.	Likelihood – 3 Consequence – 4 Risk Rating – High	<ul style="list-style-type: none"> Qualified investigations undertaken to understand building, Using experienced, qualified contractor/tradesman. 	Likelihood – 2 Consequence – 4 Risk Rating – Medium

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

RISK MANAGEMENT POLICY



ATTACHMENT 1 – RISK CONSEQUENCE AND LIKELIHOOD CRITERIA

1.1 Consequence criteria

RATING	PEOPLE (SAFETY)	INTERRUPTION TO SERVICE	REPUTATION	COMPLIANCE (LEGAL & TECHNICAL)	PROPERTY	NATURAL ENVIRONMENT	FINANCIAL IMPACT	CONTRACT / PROJECT
Low (1)	Minor injury or ailment to staff, results in loss of time less than 5 days.	Failure of assets / disruption which results in inconvenience but no material service interruption (resolved within one day).	An incident with low impact on community trust which is covered in a community newspaper and/or has a social media profile for maximum of a day.	Minor compliance (technical or legal) breach which is not reportable and can be resolved within 24 hours.	Localised damage to City property which can be rectified by routine internal procedures and is within operating budget \$20,000 (0.035% of operating budget).	Environmental damage or harm which can be contained by an internal response within 1 week, and any damage / harm can be reversed by the City's action.	Short term impact on operating funds, or financial loss less than \$20,000 (0.035% of operating budget).	Insignificant breach of contract or delay in project which has a minor impact on service delivery, consistent with 'low' rating.
Minor (2)	Injury or ailment to staff resulting in loss of time between 5-10 days.	Failure of assets / disruption which results in temporary interruption which can be resolved within one week (backlog cleared within one week).	Public embarrassment, some impact on community trust, covered in community newspaper and/or social media profile which lasts for less than a few days.	More than one minor compliance breach or minor breach with potential for minor damages or monetary penalty.	Localised damage to City property requiring additional resources to rectify (reallocation within operating budget – \$20,001 - \$100,000 (0.035% - 0.17% of operating budget).	Environmental damage or harm which requires management by external agencies or contractors and can be contained within 1 week, and any damage / harm can be reversed by the City's actions.	Medium term impact on operating funds, or financial loss between \$20,001 - \$100,000 (0.035% - 0.17% of operating budget).	Minor breach of contract or delay to project which will have minor financial impact or delay service delivery, consistent with 'minor' rating.
Moderate (3)	Injury or ailment to staff resulting in loss of time greater than 10 days, or causes temporary disability to staff member, or public exposed to a hazard which is attributable to the City, but immediately treatable / resolved.	Failure of assets / disruption which results in one month interruption, may require additional resources to resolve within one month (backlog cleared within one month).	Covered in community newspaper and social media profile which lasts for more than a few days, attention by regulators or state department/ government.	Short to medium term non-compliance which may result in prosecution / fine. Investigation may be required.	Significant damage to City property requiring management attention for a period of up to three months (\$100,001 to \$250,000 (0.17% - 0.43% of operating budget).	Environmental damage or harm which requires management by external agencies or contractors and takes 1 week – 1 month to contain, and any damage / harm can be reversed by the City's actions.	Impact to service delivery due to impact on operating funds, or financial loss between \$100,001 to \$250,000 (0.17% - 0.43% of operating budget).	Breach of contract or delay to project which will impact service delivery or result in damages payable by the City, consistent with 'moderate' rating.

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

RISK MANAGEMENT POLICY



Major (4)	Permanent disability or life threatening injury to staff member, or public exposed to a hazard which is attributable to the City and results in temporary adverse health impacts.	Failure of assets / disruption which results in more than one month interruption (backlog of over one month) or is an interruption to core or essential services for more than one day	Public embarrassment, high impact on community trust, covered in community and state newspapers and social media profile which lasts for about a week (includes TV and press), third party action	Non-compliance results in termination of services or imposed penalties to City / Staff.	Significant damage to City property requiring additional resources to rectify (Council approval of funds required, \$250,000 - \$1 million (0.43% to 1.7% of operating budget) Period of restitution up to six months.	Environmental damage or harm which remains uncontained for over a month and requires a coordinated response from multiple external agencies, but is reversible by coordinated response.	Significant impact to service delivery due to impact on operating funds, or financial loss between \$250,001 to \$1 million (0.43% to 1.7% of operating budget)	Significant changes to a project or breach of contract which may result in termination of contract and significantly impacts service delivery. Impact consistent with 'major' rating.
Extreme (5)	Fatality to staff member, or public exposed to a hazard which is attributable to the City and results in widespread adverse health impacts.	Failure of assets / disruption which results in a prolonged interruption of core or essential services	Public embarrassment with significant reputational damage, widespread loss of community trust, widespread and sustained community, state and national newspaper and TV coverage and social media profile, third party action	Non-compliance results in criminal charges or significant damages or penalties to City / staff.	Extensive damage requiring prolonged period of restitution or complete loss of plant, equipment and building, or over \$1,000,000 (1.7% of operating budget)	Environmental damage or harm which can not be contained and is not reversible by a coordinated response.	Insufficient operating funds over sustained period, or loss of more than \$1 million (over \$1.7% of operating budget).	Major project can not be completed or critical breach of contract resulting in significant damages payable by the City or non delivery of service for extended time. Impacts consistent with 'extreme' rating.

1.2 Likelihood criteria (refer to the description or the frequency)

Level	Rating	Likelihood description	Likelihood frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in three years
2	Unlikely	The event could occur at some time	At least once in ten years
1	Rare	The event will only occur in exceptional circumstances	Less than once in 15 years

RISK MANAGEMENT POLICY



ATTACHMENT 2 - RISK CLASSIFICATION MATRIX

Consequence		Low	Minor	Moderate	Major	Extreme
Likelihood		1	2	3	4	5
Almost Certain	5	Medium	High	High	Extreme	Extreme
Likely	4	Low	Medium	High	High	Extreme
Possible	3	Low	Medium	Medium	High	High
Unlikely	2	Low	Low	Medium	Medium	High
Rare	1	Low	Low	Low	Low	Medium

ATTACHMENT 3 - RISK RATING AND MANAGEMENT

Risk Classification	Action	Risk management process	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to ongoing monitoring	Manager
MEDIUM	Monitor	Risk acceptable with adequate and effective controls, managed by specific procedures and subject to ongoing monitoring	Executive Director
HIGH	Urgent Attention Required	Risk treatment subject to Council approval	CEO + Council
EXTREME	Unacceptable	Risk treatment subject to Council approval	CEO + Council

****Extreme risks require a risk treatment plan which is reported to the CEO (via the Executive Management Committee) and the Audit Committee until the risk rating is at an acceptable level.**

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

5.9 REVIEW OF THE CITY'S AUDIT LOG

- Attachments:
1. Audit Log as at 30 November 2021  
 2. Audit Log as at 30 November 2021 - Confidential

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. NOTES the status of the City's Audit Log at Attachments 1 and 2, and
2. APPROVES proposed completion dates as specified at Attachments 1 and 2.

COMMITTEE DECISION ITEM 5.9DEFERRED

Moved: Cr Gontaszewski, Seconded: Cr Wallace

That the item be deferred to the March 2022 Audit Committee meeting.

CARRIED (4-0)

For: Cr Wallace, Cr Gontaszewski, Cr Alexander and Cr Ioppolo

Against: Nil

(Mr Manifis was absent from the meeting and did not vote.)

AUDIT LOG



Contents

Office of the Auditor General Information Systems Audit.....2

EA:2020/10 (1) (a) and (b) (CONFIDENTIAL).....2

EA:2020/10 (3) (CONFIDENTIAL).....2

EA:2020/10 (9) (CONFIDENTIAL).....2

EA:2020/10 (10) (CONFIDENTIAL).....2

EA:2020/10 (11) (CONFIDENTIAL).....2

EA:2020/10 (12) (CONFIDENTIAL).....3

EA:2020/10 (14) (CONFIDENTIAL).....3

EA:2020/10 (19).....3

EA:2020/10 (20).....4

EA:2020/10 (22) (CONFIDENTIAL).....4

Stanton Reg 5 & 17 Review5

EA:2020/12 (8)5

EA:2020/12 (9) (CONFIDENTIAL).....5

EA:2020/12 (11)6

Office of the Auditor General – Financial Audit.....6

EA:2020/12 (14) (CONFIDENTIAL).....6

Office of the Auditor General Interim Audit for 2020/217

EA: 2021/08 (3) (CONFIDENTIAL).....7

Summary of open Confidential items (D21/61059)

Office of the Auditor General Information Systems Audit:

1. EA:2020/10 (1) (a) and (b)	High
2. EA:2020/10 (3)	Moderate
3. EA:2020/10 (9)	Moderate
4. EA:2020/10 (10)	Moderate
5. EA:2020/10 (11)	Moderate
6. EA:2020/10 (12)	Moderate
7. EA:2020/10 (14)	Moderate
8. EA:2020/10 (22)	Moderate

Stanton Reg 5 & 17 Review

9. EA 2020/12 (9)	Moderate
-------------------	----------

Office of the Auditor General – Financial Audit

10. EA 2020/12 (14)	Significant
---------------------	-------------

Office of the Auditor General – Interim Audit for 2020/21

11. EA: 2021/08 (3)	Significant
---------------------	-------------

AUDIT LOG



Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Office of the Auditor General Information Systems Audit			See Confidential log	
EA:2020/10 (1) (a) and (b) (CONFIDENTIAL) Office of the Auditor General Information Systems Audit				
Risk Rating (prior to controls) High				
Management Response Responsible Officer: Executive Manager Information and Communication Technology			See Confidential log	
EA:2020/10 (3) (CONFIDENTIAL) Office of the Auditor General Information Systems Audit				
Risk Rating (prior to controls) Moderate				
Management Response Responsible Officer: Executive Manager Information and Communication Technology			See Confidential log	
EA:2020/10 (9) (CONFIDENTIAL) Office of the Auditor General Information Systems Audit				
Risk Rating (prior to controls) Moderate				
Management Response Responsible Officer: Executive Manager Information and Communication Technology			See Confidential log	
EA:2020/10 (10) (CONFIDENTIAL) Office of the Auditor General Information Systems Audit				
Risk Rating (prior to controls) Moderate				
Management Response Responsible Officer: Executive Manager Information and Communication Technology			See Confidential log	
EA:2020/10 (11) (CONFIDENTIAL) Office of the Auditor General Information Systems Audit				
Risk Rating (prior to controls) Moderate				
Management Response Responsible Officer: Executive Manager Information and Communication Technology				

AUDIT LOG



<i>Audit Details</i>	<i>Action</i>	<i>Approved Completion Date</i>	<i>Status</i>	<i>Proposed Completion Date</i>
EA:2020/10 (12) (CONFIDENTIAL) Office of the Auditor General Information Systems Audit Risk Rating (prior to controls) Moderate Management Response Responsible Officer: Executive Manager Information and Communication Technology			See Confidential log	
EA:2020/10 (14) (CONFIDENTIAL) Office of the Auditor General Information Systems Audit Risk Rating (prior to controls) Moderate Management Response Responsible Officer: Executive Manager Information and Communication Technology			See Confidential log	
EA:2020/10 (19) Office of the Auditor General Information Systems Audit – Disaster Recovery Plan OAG Update 2021: Finding remains open as the City's disaster recovery plan is in draft. Finding We found that the City does not have an ICT disaster recovery plan (DRP). Implication Without an adequate DRP and appropriate testing, there is an increased risk that key business functions and processes may not be restored in a timely manner after a disruption, affecting the operations of the City. Recommendation The City should develop and test its DRP to confirm that systems can be recovered in accordance with business expectations and key staff should be familiar with the plan and their specific roles and responsibilities in a disaster situation. The results of testing should be recorded, and the relevant actions taken to improve the plan where necessary. Risk Rating (prior to controls) Moderate Risk Rating (with current controls) Moderate Management Response Responsible Officer: Executive Manager Information and Communication Technology	Administration will introduce managed backup and infrastructure services that include disaster recovery capability. Disaster recovery and information security continuity processes will then be formalised per the Information Security Program noted in OAG Finding 5. A formal plan will then be prepared for publication to staff and testing purposes.	August 2021	CoV update to OAG 2021: The City accepts that this finding was not completed during the audit period 2020/2021. Draft documents and procedures will be finalised and implemented into operations. The City has commissioned services to support a Business Impact Assessment review which will be used to guide sensible recovery objectives into the Disaster Recovery Plan.	February 2022

AUDIT LOG



Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
<p>EA:2020/10 (20) Office of the Auditor General Information Systems Audit – Business Continuity Plan – Testing</p> <p>OAG Update 2021: The City is conducting business impact assessments across the business teams and is working towards defining a business continuity testing schedule.</p> <p>Finding We found that appropriate tests of the business continuity plan (BCP) have not been undertaken. Due to the lack of testing, the effectiveness of the plans and the City’s ability to execute them is unknown.</p> <p>Implication Without appropriate testing of the BCP there is an increased risk that key business functions and processes may not operate as expected during a major incident. In addition, the key business functions may not be appropriately recover following a major incident. This is likely to impact business operations and the delivery of key services.</p> <p>Recommendation The City should undertake appropriate tests to verify the effectiveness of the BCP. These tests should also verify that key staff are familiar with the plans and their specific roles and responsibilities in a disaster situation. The results of these tests should be recorded and the relevant actions taken to improve the plan where necessary.</p> <p>Risk Rating (prior to controls) Moderate</p> <p>Risk Rating (with current controls) Moderate</p> <p>Management Response Responsible Officer: Executive Manager Information and Communication Technology</p>	<p>There has been 0% interruption to non-library/recreational facility services throughout COVID-19 disruptions in Perth. COVID-19 has been a major incident and required significant change to how business functions operated.</p> <p>City staff who continue to work remotely are effectively testing part of the City’s business continuity systems on a daily basis. Through improvements to data backup and infrastructure recovery noted in OAG Finding 20, Administration will expand business continuity testing to include system and infrastructure incidents as part of a managed services agreement.</p>	August 2021	<p>CoV update to OAG 2021: The City accepts that this finding was not completed during the audit period 2020/2021. Draft documents and procedures will be finalised and implemented into operations. All server backups are now copied to an offsite data centre service which is also being configured to provide a Disaster Recovery environment for computing systems – this will be tested to mitigate this finding.</p>	February 2021
<p>EA:2020/10 (22) (CONFIDENTIAL) Office of the Auditor General Information Systems Audit</p> <p>Risk Rating (prior to controls) Moderate</p> <p>Management Response Responsible Officer: Executive Manager Information and Communication Technology</p>			See Confidential log	

AUDIT LOG



<i>Audit Details</i>	<i>Action</i>	<i>Approved Completion Date</i>	<i>Status</i>	<i>Proposed Completion Date</i>
Stanton Reg 5 & 17 Review EA:2020/12 (8) Stanton Reg 5 & 17 Review – Manual Timesheet Finding The City uses manual timesheets, predominately for those employees who work in the depot and recreational leisure centre. Recommendation The use of manual timesheets should be eliminated, it is worth noting that the City has already noted this as a finding within their own audit log. Recommendation Risk Rating (prior to controls) Moderate Risk Rating (with current controls) Minor Management Response Responsible Officer: Executive Manager Human Resources and Executive Manager Information and Communication Technology EA:2020/12 (9) (CONFIDENTIAL) Stanton Reg 5 & 17 Review Risk Rating (prior to controls) Moderate Management Response Responsible Officer: Executive Manager Information and Communication Technology	The City requires a robust online time-sheets system which is fit for purpose of a casual workforce (i.e. Beatty Park) that is flexible, easy to use and aligned to the relevant cost centres and employment. Administration has determined that Civica's online time-sheets module will be suitable for the City. The module however can only be implemented once work orders are activated as part of the Chart of Accounts project scheduled for completion in July 2021. Online time-sheets will have a mobile option as well. The scoping of this project will be requested to commence in March next year with implementation in December 2021.	December 2021	Partially completed: Beatty Park are now partially using mobile application for rostering and time-sheets. Further rollout subject to Beatty Park change management resourcing. In progress: for Depot staff with mobile application AND job costing requirements for time-sheets, two solutions are being reviewed: <ol style="list-style-type: none"> 1. The City will help Civica test their new mobile time-sheets (currently in development) in early 2022. 2. A CRM-based approach where jobs are electronically work-flowed to staff who can then update and complete the job using a mobile application. 	March 2021
			See Confidential log	

AUDIT LOG



Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
<p>EA:2020/12 (11) Stanton Reg 5 & 17 Review – Record Keeping</p> <p>Finding Poor retrievability of information ‘term container used’ Record keeping of contract documentation is inefficient and leads to poor retrievability. The record keeping system does not facilitate the use of sub folders which results in all documented related to a subject/topic being saved in a ‘container’. With regards to contracts, there are a large number of supporting documentations within these ‘containers’ thus it can take some time to retrieve the sought-after document</p> <p>Recommendations The City should review useability of their record keeping system ensuring that it is operating effectively. For process efficiency allow user to amend and delete own purchase requisition.</p> <p>Risk Rating (prior to controls) Minor</p> <p>Risk Rating (with current controls) Minor</p> <p>Management Response Responsible Officer: Executive Manager Information and Communication Technology Office of the Auditor General – Financial Audit</p>	<p>The City will review its record keeping system to ensure it is operating effectively.</p>	<p>August 2021</p>	<p>Requirements analysis for improved record-keeping system in progress. This will determine the viability of implementing a new solution using the City’s existing Microsoft Sharepoint environment. The analysis will consider design elements including:</p> <ul style="list-style-type: none">• A user-friendly record-keeping environment.• Compliance with the Western Australian State Records Act and the General Disposal Authority for Local Government Records (2015001/1).• Configuration to reflect the Council’s organisational structure and business processes for greater automation and integration with the City’s internal and external services.	<p>December 2021</p>
<p>EA:2020/12 (14) (CONFIDENTIAL) Office of the Auditor General – Financial Audit</p> <p>Risk Rating (prior to controls) Significant</p> <p>Management Response Responsible Officer: Executive Manager Information and Communication Technology</p>			<p>See Confidential log</p>	

AUDIT LOG



Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Office of the Auditor General Interim Audit for 2020/21				
EA: 2021/08 (3) (CONFIDENTIAL) Office of the Auditor General Interim Audit for 2020/21			See Confidential log	
Risk Rating (prior to controls) Significant				
Management Response Responsible Officer: Executive Manager Information and Communication Technology				

AUDIT COMMITTEE MINUTES

15 FEBRUARY 2022

6 GENERAL BUSINESS

7 NEXT MEETING

16 March 2022

8 CLOSURE










There being no further business the meeting closed at 5.45pm.

These Minutes were confirmed at the 16 March 2022 meeting of the Audit Committee as a true record and accurate of the Audit Committee meeting held on 15 February 2022

Signed: Mr Conley Manifis

Dated

8.5 INFORMATION BULLETIN

- Attachments:**
1. Register of Legal Action and Prosecutions Monthly - Confidential
 2. Register of Legal Action - Orders and Notices Quarterly - Confidential
 3. Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 17 February 2022 [↓](#) 
 4. Register of Applications Referred to the MetroWest Development Assessment Panel - Current [↓](#) 
 5. Register of Applications Referred to the Design Review Panel - Current [↓](#) 
 6. Register of Petitions - Progress Report - February 2022 [↓](#) 
 7. Register of Notices of Motion - Progress Report - February 2022 [↓](#) 
 8. Register of Reports to be Actioned - Progress Report - February 2022 [↓](#) 
 9. Council Workshop Items since November 2021 [↓](#) 
 10. Council Meeting Statistics [↓](#) 
 11. Council Briefing Notes - December 2021 [↓](#) 

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated February 2022.

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 17 FEBRUARY 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. <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>Representation by: Allerderg and Associates</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 that 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 17 FEBRUARY 2022**

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	No. 46C Joel Terrace, East Perth	Doepel March Architects and Planners	Form 1 – Multiple Dwellings	3 November 2021	Not yet scheduled.	Currently under assessment. Responsible Authority Report due date not yet scheduled.
2.	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 11 March 2022.
3.	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 22 March 2022.
4.	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.
5.	Nos. 170-180 Brisbane Street, Perth	Urbanista Town Planning	Form 1 – 10 Grouped Dwellings	13 January 2022	Not yet scheduled	Currently under assessment. Responsible Authority Report due 31 March 2022.
6.	Nos. 17-39 Robinson Avenue, Perth	Stewart Urban Planning	Form 1 – Alterations and Additions to Hotel	19 January 2022	Not yet scheduled	Currently under assessment. Responsible Authority Report due 5 April 2022.

**CITY OF VINCENT DESIGN REVIEW PANEL (DRP)
REGISTER OF APPLICATIONS CONSIDERED BY DRP
AS AT 17 FEBRUARY 2022**

ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
Nos. 289-295 Vincent Street, Leederville	GD Scaffidi	Amendment to Mixed Use Development	12 January 2022	Pre-lodgement Application – Previously Referred To consider additional information provided in response to the comments of the Design Review Panel (DRP) on 29 September 2021.
No. 469 William Street, Perth	Doepel Marsh Architects	Eight Story Mixed Use Development	12 January 2022	Pre-lodgement Application - Previously Referred To consider amendments to the proposal made in response to the comments of the Design Review Panel (DRP) on 1 December 2021.
Nos. 229-231 Charles Street, North Perth	Belle Construction	10 Grouped Dwellings	12 January 2022	Lodged DA 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. 381 Beaufort Street, Perth	Space Collective Architects, Meadpoint, Rowe Group	Mixed Use Development	9 February 2022	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.
North Perth Common – View Street, adjacent to No. 427 Fitzgerald Street	City of Vincent	Short term interventions to enhance functionality and user experience of North Perth Common	9 February 2022	To discuss opportunities to improve the functionality and user experience of North Perth Common as a civic meeting place and pedestrian route. We are specifically seeking advice on the proposed interventions, the costed design concepts and any additional opportunities within the broader area.
Nos. 1-7 Old Aberdeen Street & 4-16 Cleaver Street, West Perth	Meyer Shircore Architects, Saracen Properties, Planning Solutions	Mixed Use Development	9 February 2022	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 the appropriateness of the development within its setting.
Nos. 170-180 Brisbane Street, Perth	Urbanista Town Planning	10 Grouped Dwellings	9 February 2022	Lodged DA 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.

COUNCIL WORKSHOPS

There has been one workshop since November 2021, which was held on 15 February 2022. Topics on the agenda at this workshop were:

- Proposed lease of car parking bays to EV charge station operator
- Banks Reserve Master Plan - Plaza Zone (Stage 2)
- Cash-in-Lieu of Public Open Space
- Investigation into the Town Centre Planning Frameworks
- Partial Closure of Washing Lane
- Small Business Friendly Approvals Program
- Vincent Rebound Plan



CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	Register of Notices of Motion – Progress Report – February 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	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.
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, as outlined in the Community Engagement Strategy.
20 October 2020 – Submitted by Cr Topelberg		
Review of Local Planning Policy No. 7.5.2 - Signs and Advertising	EDSD	Draft Policy including reference to prohibited third party advertising signs (previously known as billboards) authorised for advertising at 14 December OMC. Advertising commenced 19 February 2022. Advertising results and updated Policy will be presented back to Council following the advertising period.



INFORMATION BULLETIN

TITLE:	Register of Reports to be Actioned – Progress Report – February 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
8 February 2022				
9.1	Advertising of amended Character Areas and Heritage Areas policy - Wilberforce and Kalgoorlie Streets	EDSD	Advertising of Character Areas and Heritage Areas Policy relating to Wilberforce and Kalgoorlie Streets to commence in early 2022. Summary of consultation and updated Policy will be presented back to Council following advertising period.	Mid 2022
9.2	Outcomes of Advertising - Amendment No. 7 to Local Planning Scheme No. 2 - Leederville Precinct Structure Plan	EDSD	Amendment No. 7 to Local Planning Scheme No. 2 was endorsed. The amendment has been provided to the WAPC. The WAPC will provide a recommendation to the Minister for Planning for determination.	Completed 17 February 2021.
9.3	Public Open Space Strategy - Implementation Progress Update	EDSD	Council received the first implementation progress update relating to the actions within the Public Open Space Strategy. These actions will continue to be progressed. Council will receive this update annually.	February 2023.
9.4	Draft Smoke Free Areas and Smoke Free Areas - Education and Enforcement Policy	EDSD	Public consultation to commence in early 2022. Summary of consultation and updated smoke free areas and Policy will be presented back to Council following advertising period.	Mid 2022
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)	EDSD	Drafting of documents progressing.	March 2022
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	EDSD	Drafting of documents progressing.	March 2022

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
9.7	Advertising of New Policy - Temporary Employment or Appointment of CEO Policy	EDSD	Public consultation to commence in early 2022. Summary of consultation and updated Policy will be presented back to Council following advertising period.	Mid 2022
9.8	Outcome of Advertising and Adoption of New Election Signs Policy	EDSD	Council Policy adopted. Review implementation after Federal Election April/May 2022.	Mid 2022
9.9	Advertising of Amended Policy - Elected Members Continuing Professional Development	EDSD	Public consultation to commence in early 2022. Summary of consultation and updated Policy will be presented back to Council following advertising period.	Mid 2022
9.10	Advertising of Amended Policy - Council Members – Allowances, Fees and Reimbursement of Expenses Policy	EDSD	Public consultation to commence in early 2022. Summary of consultation and updated Policy will be presented back to Council following advertising period.	Mid 2022
9.11	Submission on Proposed Reforms - Local Government Act 1995	EDSD	Amendments made to submission and sent to the Department of Local Government, Sport and Cultural Industries	Completed 15 February 2021.
11.7	3 Year Funding Agreement – Y WA	EDCBS	Following endorsement by Council, Administration will liaise with Y WA and enter into a 3 year Agreement.	March 2022
14 December 2021				
9.9	Commencement of Expressions of Interest process inviting redevelopment concepts for the Avenue and Frame Court Car Parks	EDSD	Request for tender procurement process undertaken for consultant to assist with the preparation of EOI materials including business case and project plan. Advertised from 19 January to 16 February 2022. Evaluation Panel assessing responses received through tender process before engaging consultant and commencing development of the EOI for Council's consideration.	Advertised 19 January 2022. Mid 2022.
9.12	Amendment to Local Planning Policy No. 7.5.2 - Signs and Advertising	EDSD	Draft Policy including reference to prohibited third party advertising signs (previously known as billboards) authorised for advertising at 14 December OMC. Advertising commenced 19 February 2022. Advertising results and updated Policy will be presented back to Council following the advertising period.	Advertising to commence in early 2022. Mid 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

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
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
16 November 2021				
9.6	Final Adoption of Local Government Property Local Law 2021	EDSD	Promulgation required.	Estimated early 2022.
12 October 2021				
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 was adopted by Council at the OCM February 2022	Completed 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. Summary of submissions and modified policies to be presented to Council.	Comments to be submitted to Council in late 2021. Early 2022..
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. Will be presented to Council in March April 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.
17 August 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
22 June 2021				
12.1	Results of Consultation - Barlee Street Car Park Options for Future Use	EMCSG	A further report is required to Council on potential public or shared spaces within Beaufort Street including the potential for trialling pedestrian spaces at Grosvenor Road or Barlee Street. Submitters notified of Council decision. Fee modified and signs updated. New 5 year lease for car park approved.	Report on public/shared spaces within Beaufort Street Town Centre 2022. Relocation costs to be reviewed and valuation of sign footprint on private land to be undertaken early 2022.
23 March 2021				
10.2	Waste Strategy Project - 2 Bulk Hard Waste Options Appraisal	EDIE	<p>Carry out one final scheduled collection in July 2021.</p> <p>Implement an 18 month trial of the WMRC Verge Valet from January 2022.</p> <p>Further report will be provided to council on the progress and the community feedback.</p>	<p>Carry out one final scheduled collection in July 2021.</p> <p>Implement an 18 month trial of the WMRC Verge Valet from January 2022.</p> <p>Report to be presented to Council in March 2023</p>
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	<p>Implement a 12 month trial by extending the Fitzgerald street median island through the intersection.</p> <p>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.</p> <p>Present a further report at the conclusion of public consultation in March May 2021</p> <p>Inform the petitioners of the Council's decision.</p> <p>Undertake traffic, speed and volume and data collection on Alma Road and present to</p>	<p>Public consultation in February March-April with report March-May July 2021 OCM.</p> <p>27-August September 2021 OCM.</p> <p>Report delayed following public meeting requested by residents.</p> <p>Report withdrawn from September OCM to allow administration time to liaise with MRWA on the potential to access funding from the Urban Road Safety Program.</p> <p>The report will be revised and re-presented to Council by March April 2022 following advice from MRWA.</p>

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			council in March July-August 2021.	
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 April 2022
12.2	Repeal of the City of Vincent Parking and Parking Facilities Amendment Local Law 2020	EDSD	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.	Completed Local Law adopted November 2021. Election signs policy to be drafted and will be presented to Council in February 2022. Election signs policy adopted 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 required due to comments received.	Report to Council proposed for 2022 for approval to advertise. Early 2022
Council Meeting – 7 April 2020				

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
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 Street 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. early 2022
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 – 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 Special Matters Development Assessment Panel
Council Meeting – 30 May 2017				

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
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

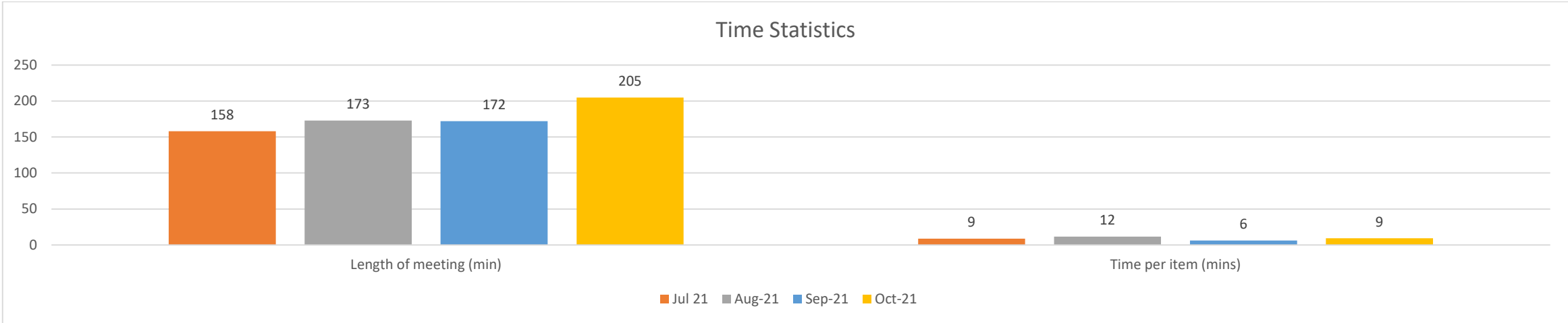
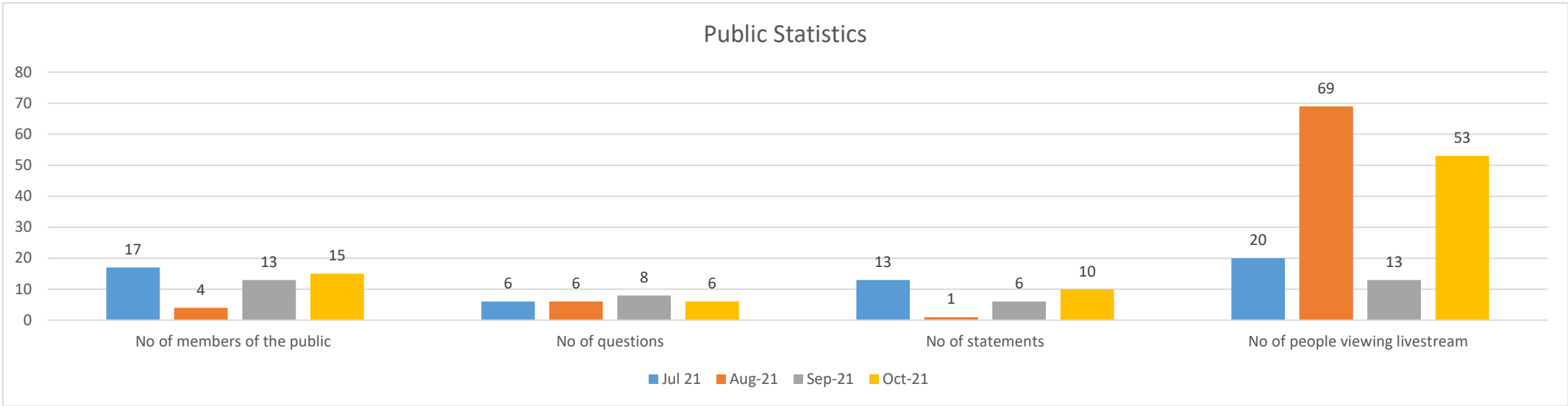
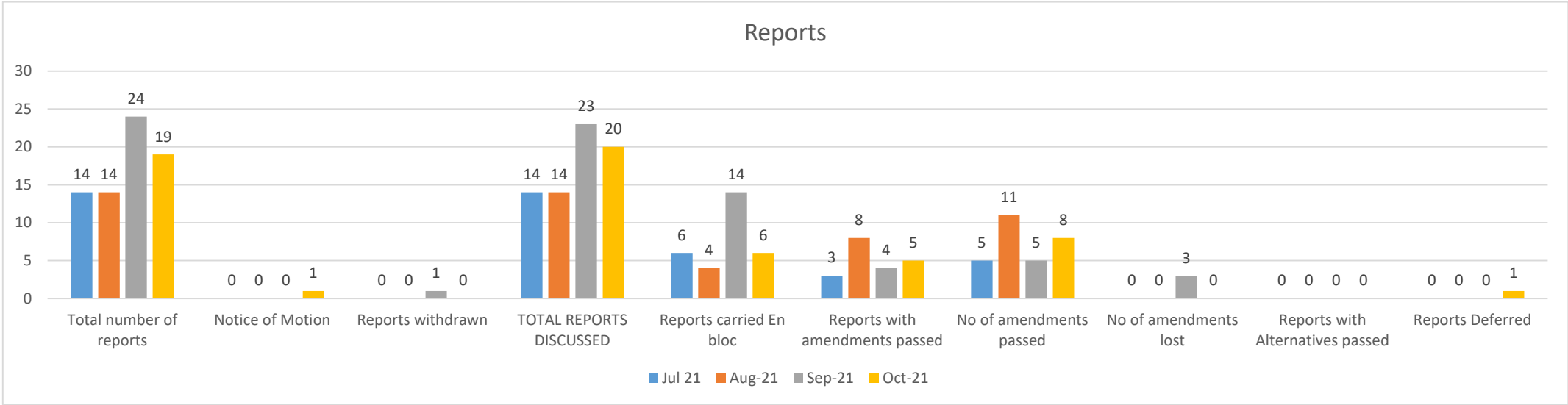
COUNCIL WORKSHOPS

There has been one workshop since November 2021, which was held on 15 February 2022. Topics on the agenda at this workshop were:

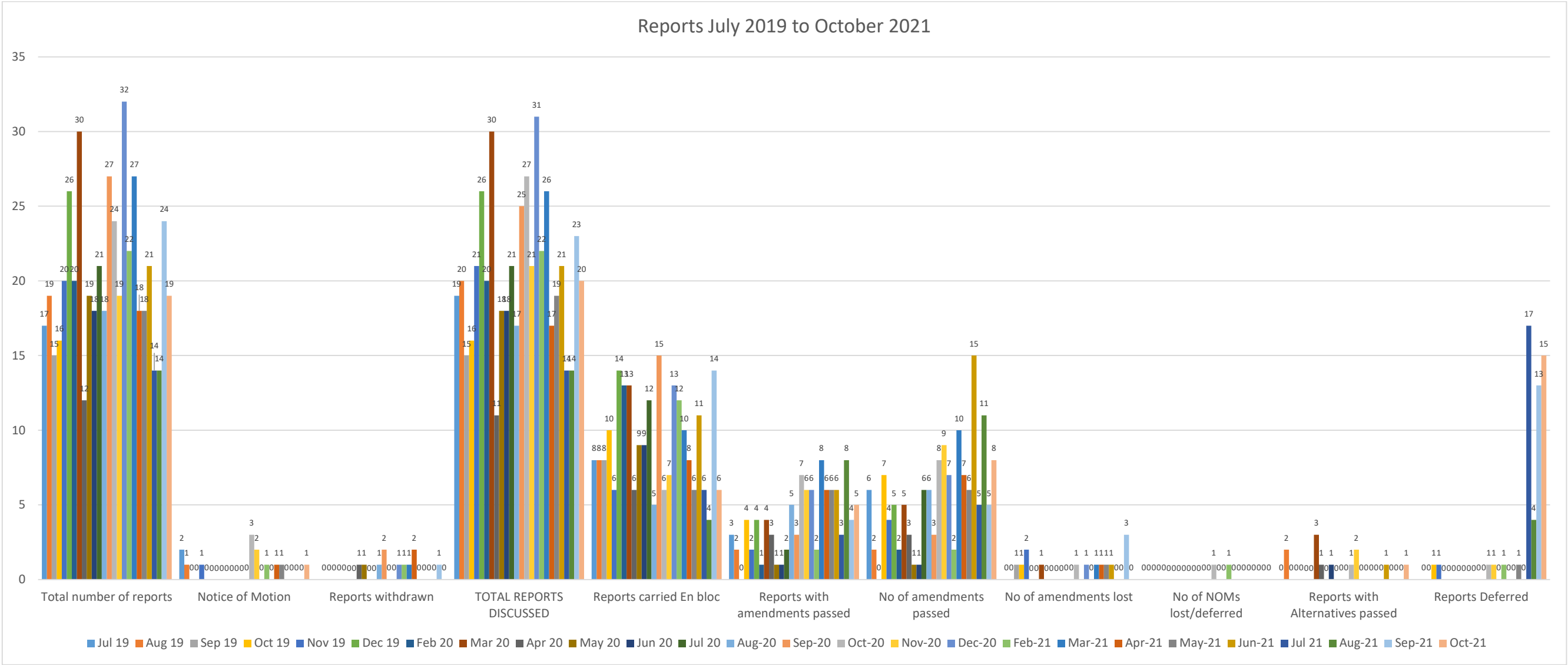
- Banks Reserve Master Plan - Plaza Zone (Stage 2)
- Partial Closure of Washing Lane
- Small Business Friendly Approvals Program
- Vincent Rebound Plan

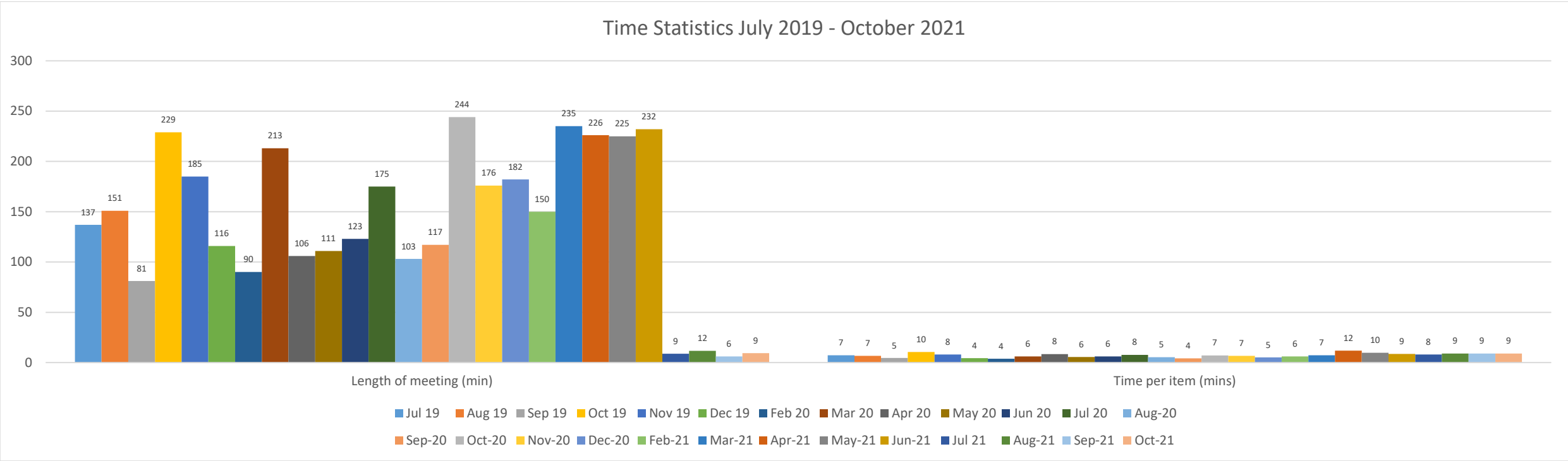
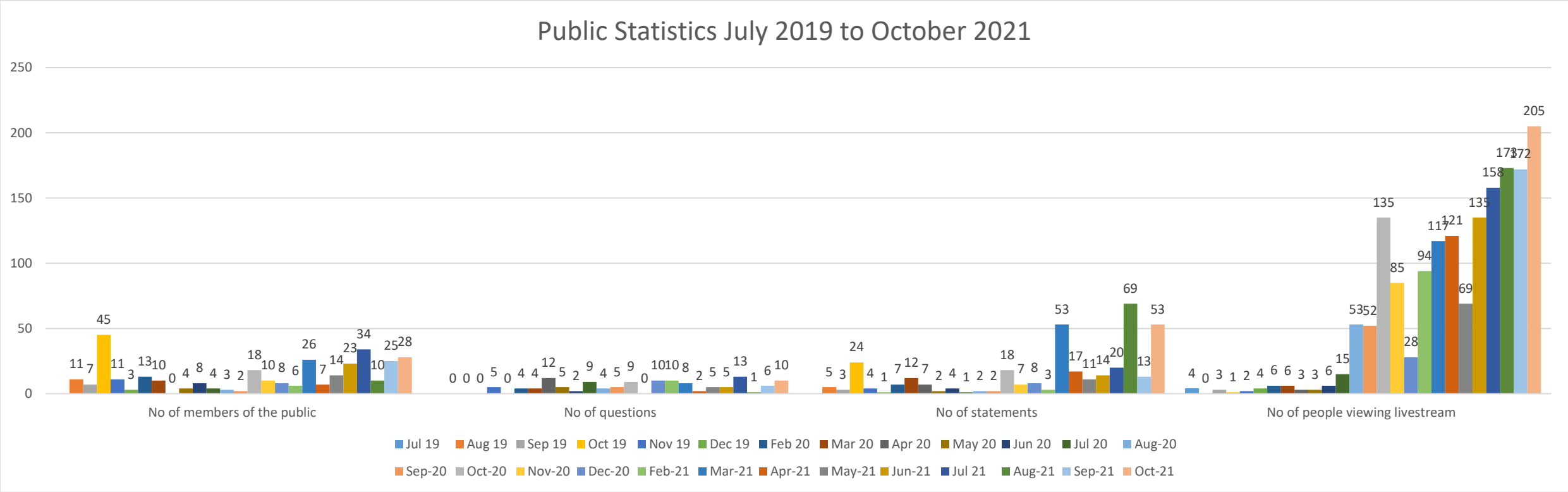
COUNCIL STATISTICS AS AT OCTOBER 2021

2021/22 Financial Year



Annual Reporting – July 2019 - Date







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	20
5.3	No. 52 (Lot: 10; D/P: 1069) Bourke Street, Leederville - Proposed Two Grouped Dwellings	22
5.4	No. 308 (Lot: 700; S/P: 84556) Oxford Street, Leederville - Four Grouped Dwellings	26
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	29
5.6	No. 374 (Lot: 801; D/P: 29435) Newcastle Street, Perth - Proposed Amendment to Approved Unlisted Use (Billboard Signage) S.31 Reconsideration	32
5.7	City of Vincent Rebound Plan - Quarterly Update	34
5.8	Arts Rebound: Town Centre Artworks - Concept Design Proposals	35
5.9	Commencement of Expressions of Interest process inviting redevelopment concepts for the Avenue and Frame Court Car Parks, Leederville	36
5.10	Woodville Reserve Landscape Plan	39
5.11	Britannia North West Reserve Development Plan - Litis Stadium Change Room Design	41
5.12	Amendment to Local Planning Policy No. 7.5.2 - Signs and Advertising	42
5.13	Local Planning Policy No. 7.5.15 - Character Areas and Heritage Areas: Outcomes of Advertising Guidelines for Cleaver Precinct	43
5.14	Results of Consultation - Potential Land Sale, 26 Brentham Street, Leederville	44
5.15	Complaints Management Framework - Code of Conduct for Elected Members, Committee Members and Candidates [ABSOLUTE MAJORITY DECISION REQUIRED]	45
5.16	Proposed Lease of Hyde Park Kiosk to Veggie Mama Pty Ltd [ABSOLUTE MAJORITY DECISION REQUIRED]	47
6	Infrastructure & Environment	57
6.1	Asset Management and Sustainability Strategy (AMSS) Implementation Plan	57
7	Community & Business Services	58
7.1	Support for Uluru Statement from the Heart - Response	58
7.2	Turf Wicket Agreement - North Perth Cricket Club [ABSOLUTE MAJORITY DECISION REQUIRED]	59
7.3	Outcome of advertising and adoption of amendments to Diversity, Access and Equity Policy	60
7.4	Authorisation of Expenditure for the Period 1 October 2021 to 31 October 2021	61
7.5	Repeal of Rates and Service Charges Policy	62

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

7.6	Investment Report as at 31 October 2021	63
7.7	Financial Statements as at 31 October 2021.....	64
7.8	Outcome of advertising and adoption of amendments to Community Funding Policy	65
7.9	Review of City of Vincent Project Management Framework and Monthly Update of Strategic Projects for 2021-2022	66
7.10	Draft Annual Report 2020/21 [ABSOLUTE MAJORITY DECISION REQUIRED].....	67
7.11	Beatty Park Project - Status Update and Change Request [ABSOLUTE MAJORITY DECISION REQUIRED].....	68
8	Chief Executive Officer	70
8.1	Council recess period 2021-22 - Delegated Authority to the Chief Executive Officer [ABSOLUTE MAJORITY DECISION REQUIRED].....	70
8.2	Nomination of Council Members for the vacant local government position on the Central Perth Land Redevelopment Committee	71
8.3	Report and Minutes of the Audit Committee Meeting held on 7 December 20	72
8.4	Information Bulletin	73
9	Motions of Which Previous Notice Has Been Given.....	74
10	Representation on Committees and Public Bodies.....	74
11	Confidential Items/Matters For Which the Meeting May be Closed	74
12	closure	74

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 NOTES

7 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.

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.

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

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

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>$L_{V RMS, 1sec} = 92 \text{ dB}$</p> <p>We note that measurements of the controlled tests recorded maximum $L_{V RMS, 1sec}$ 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.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

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:

- 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.

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

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 QUESTIONS WERE RESPONDED TO IN WRITING BEFORE THE BRIEFING:**MAYOR COLE:**

Are the assumptions in the acoustic report on weights being max of 60kg a realistic parameter to measure the operations at the gym? Material provided by Peter and Monique Arnoldo to Council Members shows much heavier weights in use and being dropped.

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.

Please see email on behalf of residents of Austen Lane, with mention of report inconsistencies – for checking please.

MANAGER DEVELOPMENT & DESIGN:

In response to the letter 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 to 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.*

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 NOTES

7 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 elements,

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

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 minimise 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

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

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.

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 NOTES

7 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?

EXECUTIVE DIRECTOR COMMUNITY SERVICES & BUSINESS:

COUNCIL BRIEFING NOTES

7 DECEMBER 2021

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.

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

**11 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE
CLOSED ("BEHIND CLOSED DOORS")**

12 CLOSURE